



Broxburn, Uphall and Winchburgh Local Area Committee

West Lothian Civic Centre
Howden South Road
LIVINGSTON
EH54 6FF

18 February 2022

A meeting of the **Broxburn, Uphall and Winchburgh Local Area Committee** of West Lothian Council will be held within the **MS Teams Virtual Meeting Room** on **Friday 25 February 2022 at 9:30am**.

For Chief Executive

BUSINESS

Public Session

1. Apologies for Absence
2. Declarations of Interest - Members must declare any interests they have in the items of business for consideration at the meeting, identifying the relevant agenda items and the nature of their interests.
3. Order of Business, including notice of urgent business, declarations of interest in any urgent business and consideration of reports for information.

The Chair will invite members to identify any such reports they wish to have fully considered, which failing they will be taken as read and their recommendations approved.

4. Minutes:-
 - (a) Confirm Draft Minutes of Meeting of Broxburn, Uphall and Winchburgh Local Area Committee held on 05 November 2021 (herewith)
 - (b) Confirm Draft Minutes of Meeting of Broxburn, Uphall and Winchburgh Local Area Committee held on 14 December 2021 (herewith)

5. Presentation by West Lothian Youth Action Project
6. Police Ward Report - report by Police Scotland (herewith)
7. Fire Service Report - report by Scottish Fire and Rescue Service (herewith)
8. Housing, Customer and Building Services - report by Head of Housing, Customer and Building Services (herewith)
9. Service Update - NETs, Land and Countryside - report by Head of Operational Services (herewith)
10. Update on Redevelopment of the Former Bangour Village Hospital - report by Head of Planning, Economic Development and Regeneration (herewith)
11. Place Based Investment Programme 2022/23 and Update on the Town Centre Capital Fund 2019/20 and 2020/21 - report by Head of Planning, Economic Development and Regeneration (herewith)
12. Workplan (herewith)

Public Items for Decision

13. Timetable of Meetings 2022/23 (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 (2021)

This form is a reminder and an aid. It is not a substitute for understanding the Code of Conduct and guidance.

Interests must be declared at the meeting, in public.

Look at every item of business and consider if there is a connection.

If you see a connection, decide if it amounts to an interest by applying the objective test.

The objective test is whether or not a member of the public with knowledge of the relevant facts would reasonably regard your connection to a particular matter as being so significant that it would be considered as being likely to influence your discussion or decision-making.

If the connection does not amount to an interest then you have nothing to declare and no reason to withdraw.

If the connection amounts to an interest, declare it as soon as possible and leave the meeting when the agenda item comes up.

When you declare an interest, identify the agenda item and give enough information so that the public understands what it is and why you are declaring it.

Even if the connection does not amount to an interest you can make a statement about it for the purposes of transparency.

More detailed information is on the next page.

Look at each item on the agenda, consider if there is a “connection”, take advice if necessary from appropriate officers in plenty of time. A connection is any link between the item of business and:-

- you
- a person you are associated with (e.g., employer, business partner, domestic partner, family member)
- a body or organisation you are associated with (e.g., outside body, community group, charity)

Anything in your Register of Interests is a connection unless one of the following exceptions applies.

A connection does not exist where:-

- you are a council tax payer, a rate payer, or a council house tenant, including at budget-setting meetings
- services delivered to the public are being considered, including at budget-setting meetings
- councillors’ remuneration, expenses, support services or pensions are being considered
- you are on an outside body through a council appointment or nomination unless it is for regulatory business or you have a personal conflict due to your connections, actions or legal obligations
- you hold a view in advance on a policy issue, have discussed that view, have expressed that view in public, or have asked for support for it

If you see a connection then you have to decide if it is an “interest” by applying the objective test. The objective test is whether or not a member of the public with knowledge of the relevant facts would reasonably regard your connection to a particular matter as being so significant that it would be considered as being likely to influence your discussion or decision-making.

If the connection amounts to an interest then:-

- declare the interest in enough detail that members of the public will understand what it is
- leave the meeting room (physical or online) when that item is being considered
- do not contact colleagues participating in the item of business

Even if decide your connection is not an interest you can voluntarily make a statement about it for the record and for the purposes of transparency.

The relevant documents are:-

- [Councillors’ Code of Conduct, part 5](#)
- [Standards Commission Guidance, paragraphs 129-166](#)
- [Advice note for councillors on how to declare interests](#)

If you require assistance, contact:-

- James Millar, Interim Monitoring Officer and Governance Manager, 01506 281613, james.millar@westlothian.gov.uk
- Carol Johnston, Chief Solicitor and Depute Monitoring Officer, 01506 281626, carol.johnston@westlothian.gov.uk
- Committee Services Team, 01506 281604, 01506 281621
committee.services@westlothian.gov.uk

January 2022

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

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

In Attendance

Craig McCorriston, Lead Officer, West Lothian Council
Dougie Grierson, Community Regeneration Officer, West Lothian Council
Eirwen Hopwood, Park & Woodland Manager, West Lothian Council
Lorraine Donnelly, Housing Manager, West Lothian Council
Christopher Nelson, Income Maximisation Manager, West Lothian Council
James Robertson, Scottish Fire & Rescue Service
Sergeant Iain Wells, Police Scotland
Irene Bishop (Uphall Community Council)
Keith McLeod (Broxburn Community Council)

1. DECLARATIONS OF INTEREST

No declarations of interest were made.

2. MINUTE

The committee confirmed the Minute of its meeting held on 3 September 2021 as a correct record.

3. POLICE WARD UPDATE

The committee considered a report (copies of which had been circulated) by Police Scotland providing an update on performance, activities and issues across the Ward for the period up to 3 October 2021.

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

Decision

To note the terms of the report.

4. FIRE SERVICE WARD REPORT

The committee considered a report (copies of which had been circulated) by the Scottish Fire and Rescue Service updating on the activity within Broxburn, Uphall and Winchburgh Multi-Member Ward for the period up to 30 September 2021.

It was recommended that the committee note and provide comment on

the Broxburn, Uphall and Winchburgh Multi-member Ward Performance Report.

Decision

To note the terms of the report.

5. HOUSING, CUSTOMER AND BUILDING SERVICES

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

It was recommended that the committee note Housing, Customer and Building Service activity as detailed in the ward report for the period Quarter 2, 1 July 2021 to 30 September 2021.

Decision

To note the terms of the report.

6. SERVICE UPDATE - NETS, LAND AND COUNTRYSIDE

The committee considered a report (copies of which had been circulated) by the Head of Operational Services advising of the recent activity of the NETs, Land & Countryside Services teams for the period 1 July 2021 – 30 September 2021.

It was recommended that the committee:

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

Decision

To note the terms of the report.

7. REPORT ON ECONOMIC DEVELOPMENT AND REGENERATION ACTIVITY

The committee considered a report (copies of which had been circulated) by the Head of Planning, Economic Development and Regeneration informing of some of the work of the Economic Development and Regeneration Team within the ward.

It was recommended that the committee note the report.

Decision

To note the terms of the report.

8. PENSIONERS' GROUPS CHRISTMAS FUND ALLOCATIONS 2021/22

The Committee considered a report (copies of which had been circulated) by the Head of Planning, Economic Development and Regeneration advising of the final allocations to be made from the Pensioners' Groups Christmas Fund 2021-22 to groups in the Broxburn, Uphall and Winchburgh Ward, Livingston-wide groups and West Lothian-wide groups.

It was recommended that the committee notes:-

1. The effect of COVID-19 on the arrangements regarding the Pensioners Groups Christmas Fund in 2021-22;
2. The continued inclusion of a pre-prepared meal option; and
3. Five groups in the Broxburn, Uphall and Winchburgh Ward were being supported through the Pensioner's Christmas Fund 2021-22.

Decision

To note the terms of the report

9. ANTI-POVERTY SERVICE UPDATE

The Committee considered a report (copies of which had been circulated) by the Head of Finance and Property Services advising of the work undertaken by the Anti-Poverty Service from April 2020 to March 2021.

It was recommended that the committee notes:-

1. The Anti-Poverty Service provision in the ward; and,
2. The impact provision is having in terms of supporting the outcomes of the Community Planning Partnership's Anti-Poverty Strategy 2018-23.

Decision

To note the terms of the report.

10. WORKPLAN

A copy of the workplan had been circulated.

Decision

1. To note the workplan; and

2. To include an update report on Winchburgh Partnership Centre on the workplan for discussion at the next meeting with representatives from NHS Lothian, Winchburgh Developments, Winchburgh Community Council and Winchburgh Community Development Trust to be invited to attend.

MINUTE of MEETING of the BROXBURN, UPHALL AND WINCHBURGH LOCAL AREA COMMITTEE held within MS TEAMS VIRTUAL MEETING, on 14 DECEMBER 2021.

Present – Councillors Angela Doran-Timson (Chair), Chris Horne and Diane Calder

Apologies – Councillor Janet Campbell

In Attendance

Craig McCorriston, Lead Officer, West Lothian Council

David Cullen, Nets, Land & Countryside Services, West Lothian Council

Paul Kettrick, Estates Manager, West Lothian Council

Graeme Malcolm, Roads & Transportation Manager

Stuart Ness, Tourism & Town Centre Officer, West Lothian Council

Irene Bishop (Uphall Community Council)

Keith McLeod (Broxburn Community Council)

Nick Knox (Winchburgh Community Council)

Lynda McGivern (Dechmont Community Council)

1 DECLARATIONS OF INTEREST

There were no declarations of interest made.

2 COVID-19 LOCAL RECOVERY AND RENEWAL FUND

The committee considered a report (copies of which had been circulated) by the Head of Planning, Economic Development and Regeneration inviting members to consider and agree the allocation of the £150,000 budget from the COVID-19 Recovery and Renewal Fund for the Broxburn, Uphall and Winchburgh ward as set out in the report.

It was recommended that the committee:

1. Consider the list of proposed and potential expenditure as set out in the report;
2. Agree what work should be delivered from the list to the value of £150,000 and;
3. Note that any balance remaining in that ward would be reported back to Council Executive for a decision.

Decision

1. To note the terms of the report.
2. To agree that the sum of £150,000 be allocated to the following projects (in accordance with the appendix to the report):

- Project BU&W16 be funded to the sum of £4,000;
- Project BU&W29 be fully funded;
- Project BU&W33 be fully funded;
- Project BU&W36 be fully funded;
- Project BU&W42 be funded to the sum of £3,000;
- Project BU&W45 be fully funded;
- Project BU&W49 be fully funded;
- Projects BU&W48, BU&W53, BU&W54 and BU&W55 be funded to the sum of £15,000 (6 noticeboards at £2,500 each);
- Projects BU&W60 and BU&W66 be funded to the sum of £22,500;
- Project BU&W69 be funded to the sum of £50,000;
- Project BU&W72 be fully funded;
- Project BU&W73 be partially funded to the sum of £1,000;
- Project BU&W75 be fully funded.

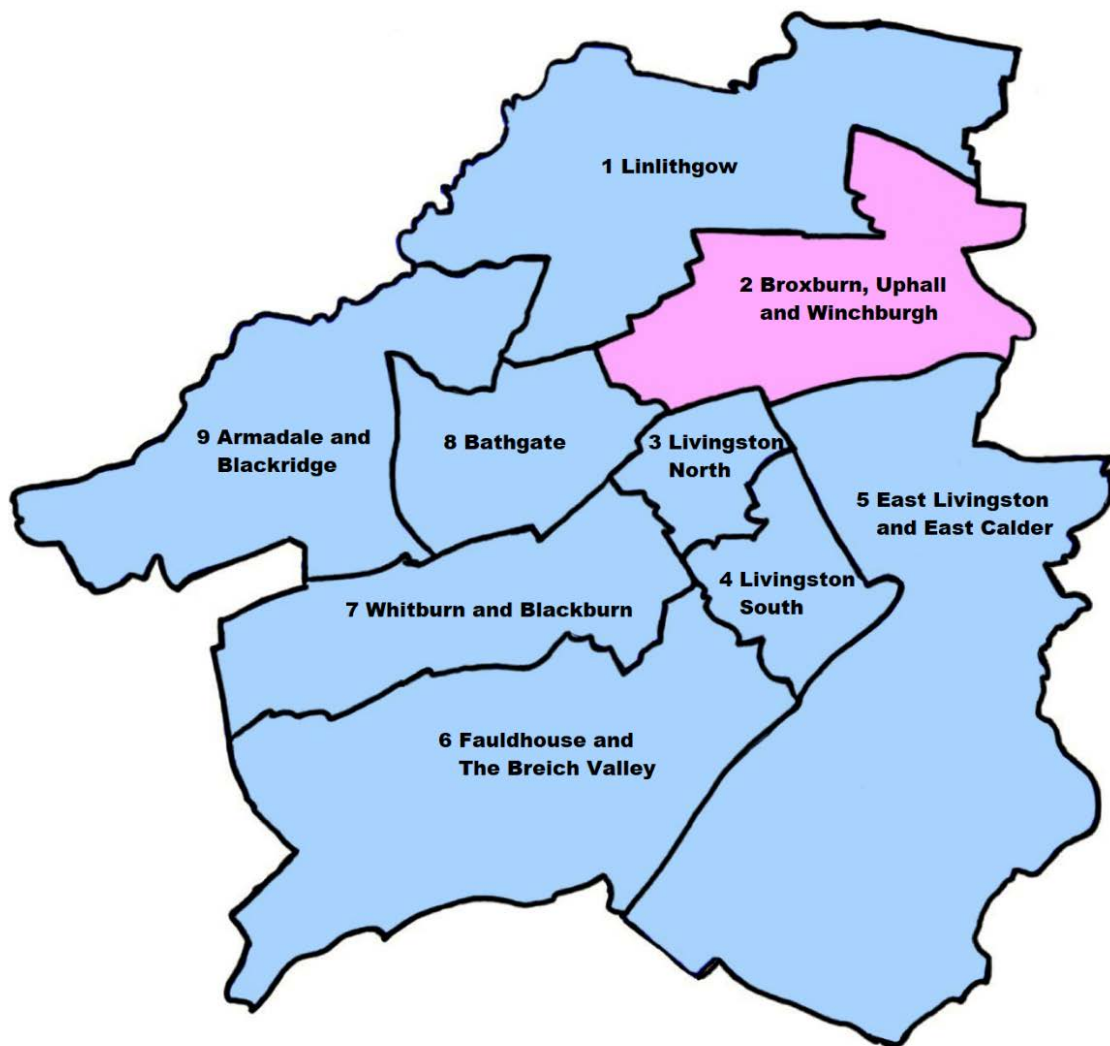
It was to be noted that all costs were estimates and could change as work commenced.

OFFICIAL



West Lothian Area Command

Lothian and Scottish Borders



Ward 2 Broxburn, Uphall & Winchburgh Multi Member Ward Report

Quarter 3 – 2021/2022

OFFICIAL

OFFICIAL

A. PURPOSE OF REPORT

The purpose of this report is to provide the Local Area Committee with an update on performance, activities and issues across the Ward for the period up to 31st December 2021.

B. RECOMMENDATION

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

C. SUMMARY OF IMPLICATIONS

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

D. TERMS OF REPORT

OFFICIAL

Introduction:

This document is intended to provide a summary of the performance of West Lothian Area Command for the reporting period of Quarter 3 2021/2022. The report references the police priorities within the Local Police Plan for West Lothian 2020-2023, namely:

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

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

Broxburn, Uphall and Winchburgh Community Engagement Priorities:

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

Broxburn, Uphall and Winchburgh Community Officers

PC Russell Rosie

PC Fiona Bell

Executive Summary:

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

Foreword:

J Division Commander, Chief Supt McKenzie and Supt Forrester have retired and have now been replaced by Chief Supt Cat Paton and Supt Steve Hazlett who has the Partnerships Portfolio.

Covid update – Like all other public services there has been a significant impact of the Omicron variant with high level of Covid cases and requirement to self-isolate due to close contact. This is challenging however, as highlighted in national media, Police Scotland have agreed to re-deploy officers from Specialist departments to assist local policing and this will be further supported by probationer officers.

- **Protecting the most vulnerable people**

Domestic abuse continues to be a focus with strong links with internal and external partners to encourage confidence to report and comprehensive victim support. Specialist detectives undertake professional investigations, pursue perpetrators and manage offenders. Follow up bail condition compliance checks are regularly undertaken which, on occasion, result in offenders being reported for further offences. During the reporting period Police Scotland supported the 16 Days of Action and are seeking the assistance of West Lothian College in delivering the ASC Ask Support Care to their students where it is hoped that they will become trainers in delivery of ASC.

As has been described in previous papers, our officers have had cause to deal with an increasing number of people who have been experiencing mental health crisis. With thanks

to our partners in NHS Lothian, since 2020 we agreed protocols allowing operational officers to access the Acute Care and Support Team (ACAST) in West Lothian, a Mental Health Community Triage System. The ACAST system frees up capacity at A&E/Out of Hours, whilst ensuring that those people who met the criteria, receive the most appropriate support at source. During this process, officers remain with the individuals ensuring support is provided throughout.

Locally we have also developed a scheme called “No Agenda” which involves dropping into West Lothian College to be visible, approachable and connect with students, building relationships and normalising contact with the Police as part of their community. This is also replicated through our work with Residential Care Homes and through our School Campus Officers.

Age of Criminal Responsibility (Scotland) Act 2019. This is new legislation which has recently been implemented. Under the Act, no child under the age of 12 can be referred to a children’s hearing for a criminal offence, be convicted of a criminal offence or receive a criminal record. Significant training for police officers has been undertaken and also by all partners involved in youth services.

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

Recent patterns relating to Anti-Social Behaviour continue with incidents of Vandalism and Fireraising continuing to decrease. Bonfire season took place during the reporting period with significant planning with other Community Safety Partners (SFRS, WLYAP, WLC) resulting in a decrease in secondary fires, firework and ASB calls. A debrief has already taken place and planning already underway for 2022.

This was another example of the strength of a strong Community Safety Partnership where, through weekly meetings, partners identify emerging trends, problematic areas, repeat ASB locations and establish strategies to deal with them.

We are planning further “pop-up” engagement events, where officers attend at various locations across West Lothian which allow communities the opportunity to approach and engage with officers about any concerns they have.

There continues to be concerns raised about the use of off-road bikes in both urban and rural settings. This is an issue across the whole of Scotland. This is being assessed at the Community Safety Partnership to identify an overall partnership approach to address the issue. There has been a number of media requests to identify those responsible however there has been very little community intelligence coming through naming the persons involved.

Although not in the reporting period, there has been reports of fireraisings to bins in the Broxburn area. These incidents are under investigation and they have been discussed at the Community Safety Partnership where WLYAP (streetwork) and Police will provide additional attention in the area.

- **Reducing Acquisitive Crime**

Dealing with Acquisitive Crime to Protect People by reducing the financial and personal pressure on individuals and communities remains a priority.

There has been an overall decrease in acquisitive crime over the 5 year average. This includes Domestic and Business Housebreakings, thefts from and of vehicles and common theft. The vast majority of these types of crimes are investigated by specialist detectives, with a focus on ensuring that all forensic opportunities are explored. We continue to utilise social media to highlight these types of crimes and to share preventative messages.

Fraud has increased with the main issues continuing to be individuals purporting to be from a bank or company using details of accounts without permission and failing to deliver or pay for goods. We will continue to issue media messages warning the public of such scams.

Rural Crime - West Lothian Partnership Against Rural Crime (WLPARC), in conjunction with Police Scotland continue to develop their membership to highlight rural crime, partnership approaches, reporting methods in relation to suspicious activities within rural and urban areas and sharing of prevention messages. This has been extremely well received and they will be developing their remit further over the coming months.

West Lothian Police Scotland Youth Volunteers (PSYV), have assisted in providing prevention advice in West Lothian across various policing priorities, including off-road bikes, inconsiderate parking and rural crime. They have recently recruited 25 new members who meet on a regular basis and have plans to support community events throughout the year.

The Neighbourhood Watch Scheme is increasing in numbers with 1500 members. Police Scotland continue to utilise social media to encourage members of the community to sign up for regular updates. <http://www.neighbourhoodwatchscotland.co.uk/>. Police Scotland provide regular updates for the online alerts, to highlight crime trends and local issues.

- **Improving Road Safety**

Officers in the West Lothian area work closely with partners in the local authority to address road safety issues and educate the public to prevent incidents from occurring.

During Q3, Roads Policing officers continued with Local and National Campaigns including the Festive Drink/ Drug Driving Campaign.

In relation to 20 mph speed limits, Police Scotland will continue to monitor this trial with WLC. Such limits should be 'self-enforcing' and sustainable, either as a result of the current road layout, existing vehicle speed data or through the addition of appropriate physical speed reduction measures. Deployment of resources must prioritise sites which represent the greatest risk and should only be undertaken where considered necessary and in the interests of casualty reduction.

There is no data around pre/post 20 mph in relation to accident statistics or enforcement, however Roads Policing officers work closely with the highways department to identify "hotspots" for them to consider road engineering solutions to improve safety.

Consultation is continuing with partner agencies regarding the delivery of Westdrive, however due to Covid restrictions, final decisions are still to be made as to what format this may take.

- **Tackling Serious and Organised Crime**

Reducing drug supply, production and cultivation linked to Organised Crime is a policing priority for the West Lothian local authority area and the wider Lothian & Scottish Borders Division of Police Scotland.

During Q3, Misuse of Drugs Act Warrants were executed which resulted in multiple drugs seizures and a substantial amount of money recovered. Seized cash usually forms part of criminal cases and further investigation under Proceeds of Crime legislation to disrupt organised crime. If applicable, police will disclose information with registered social landlords in relation to MDA enforcement action at their properties to enable follow up in relation to breaches of tenancies.

During Q3, on the back of intelligence focusing on a group, specialist officers executed several warrants resulting in the seizure of £110,000 of drugs and £140,000 with several persons charged with multiple drugs offences.

Also within the reporting period, one of the biggest drugs factories in Scotland was recovered in the West Lothian area, which was capable of producing millions of illegal tablets every day. This was a significant recovery and will undoubtedly prevent further illicit tablets reaching vulnerable people. In addition, a firearm was also recovered which indicates the violence and threats often used in this type of criminality and serious organised crime. Three persons have been charged in relation to this operation.

Any drug supply/possession offences are due to proactive police work which is greatly assisted by intelligence from local residents. This can be reported to the police via 101 or anonymously via the charity "Crimestoppers" on 0800 111 555.

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

Reporting Period October 2021 – December 2021			
Broxburn, Uphall & Winchburgh	Recorded		
Crime Type	YTD	LYTD	% Diff
Robbery	2	1	+100.0%
Serious Assault	7	8	-13%
Sexual Crimes	37	56	-34%
Housebreaking dwelling	11	10	+10%
Housebreaking non-dwelling (sheds/garages)	5	8	-37%
Housebreaking Other Premises	4	22	-82%
Theft of motor vehicle	20	12	+67%
Theft from motor vehicle (OLP)	3	10	-70%
Vandalism	119	112	+6%
Total drugs supply	13	6	+117%
Possession of Drugs	33	59	-44%
Common Assault	144	122	+22%
Common Assault - emergency worker	6	9	-33%
Total Crimes and Other Offences	1041	1082	-4%

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

Together we can increase community resilience and prevent crime.

Data Label: Public



BROXBURN, UPHALL AND WINCHBURGH LOCAL AREA COMMITTEE

BROXBURN, UPHALL AND WINCHBURGH MULTI-MEMBER WARD PERFORMANCE REPORT

REPORT BY SCOTTISH FIRE AND RESCUE SERVICE

A. PURPOSE OF REPORT

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

B. RECOMMENDATION

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

C. SUMMARY OF IMPLICATIONS

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

VIII Consultations

West Lothian Citizen's Panel Survey, July 2014.

D. TERMS OF REPORT

D.1 Background

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

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

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

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

Continuous Priority

- Local Risk Management and Preparedness.

High Priority

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

Medium Priority

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

E. CONCLUSION

The Broxburn, Uphall and Winchburgh Multi-Member Ward Performance Report aligns to the key priorities of the Local Fire and Rescue Plan for West Lothian 2018, the West Lothian Strategic Assessment of Community Safety and continues with the excellent partnership working on Community Safety, which is evident in West Lothian.

F. BACKGROUND REFERENCES

None.

James Robertson

Station Commander, Scottish Fire and Rescue Service

January 2022

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



West Lothian Council Area

Ward Performance Report

Quarter 3 2021

Broxburn, Uphall and Winchburgh

DISCLAIMER

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

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

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

Introduction

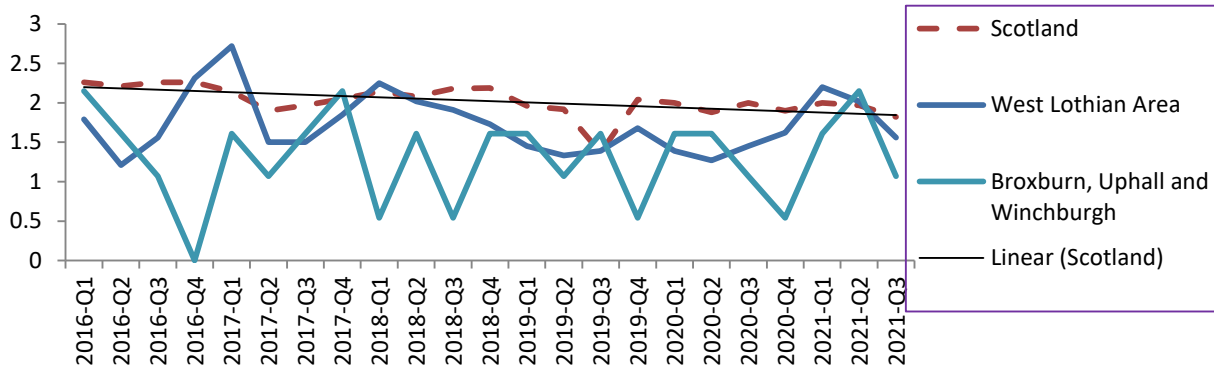
Welcome to the Scottish Fire and Rescue Service Ward Performance Report. This performance report is designed to provide citizens, stakeholders and partners with information relating to ward based activity undertaken by the Scottish Fire and Rescue Service.

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

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

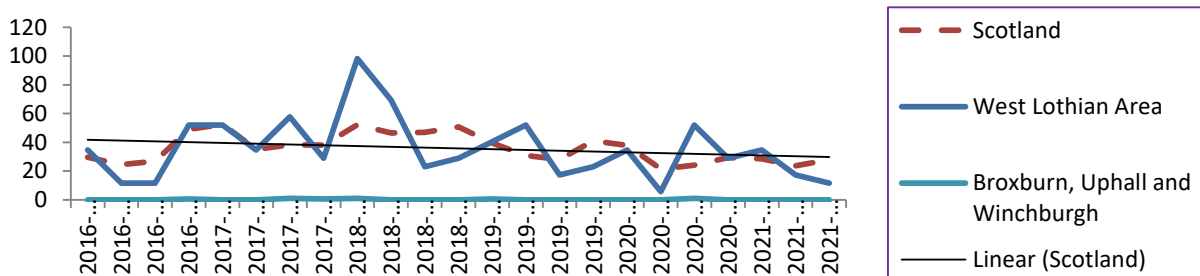
However, regardless of statistical anomalies, emerging patterns and trends in fire related incidents and events can assist the Scottish Fire and Rescue Service and Community Planning Partners plan and implement preventative intervention initiatives to target reducing fire related incidents and events.

Accidental Dwelling Fires Per 10,000 head of population



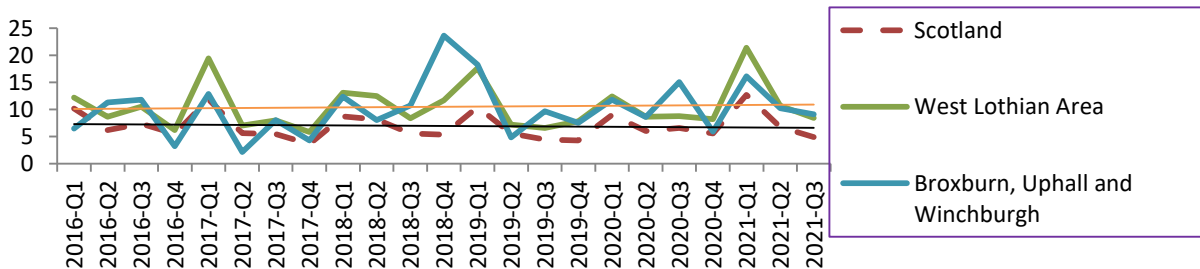
During the 2021-22 year to date reporting period SFRS have dealt with 2 accidental dwelling fires in comparison to 2 during 2020-21 year to date reporting period.

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



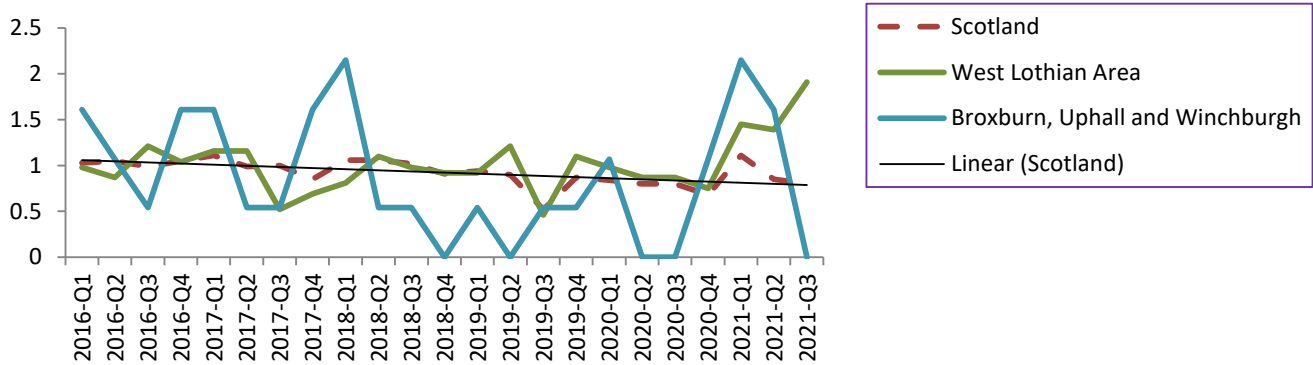
During the 2021-22 year to date reporting period SFRS have dealt with 0 Casualties and Fatalities due to fire in comparison to 2 Casualties and 0 Fatalities during 2020-21 year to date reporting period.

Deliberate Fires Per 10,000 head of population



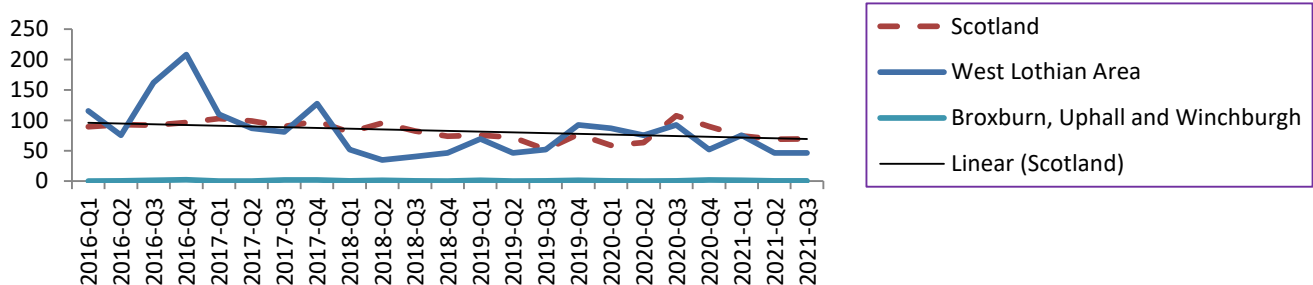
SFRS have dealt with 17 Deliberate fire incidents during 2021-22 year to date reporting period in comparison to 28 during 2020-21 year to date reporting period.

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



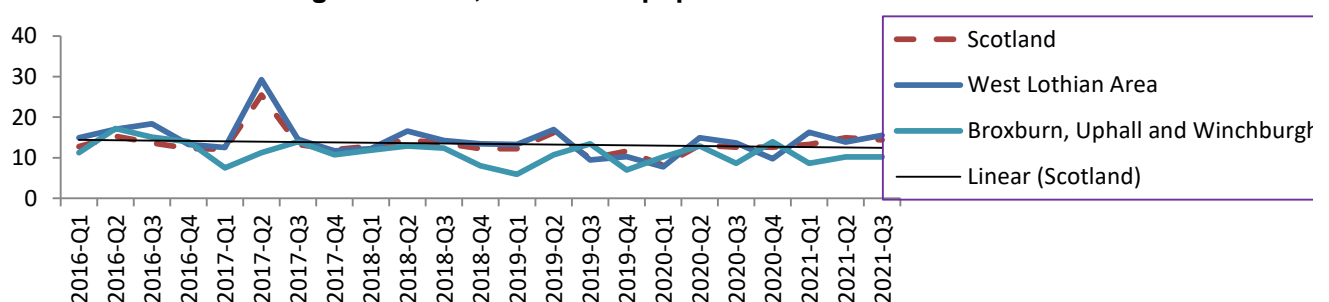
SFRS have dealt with 0 non domestic fire incidents during 2021-22 year to date reporting period in comparison to 0 during 2020-21 year to date reporting period.

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



SFRS have dealt with 1 casualties from Special Services during 2021-22 year to date reporting period in comparison to 0 during 2020-21 year to date reporting period.

Unwanted Fire Alarm Signals Per 10,000 head of population

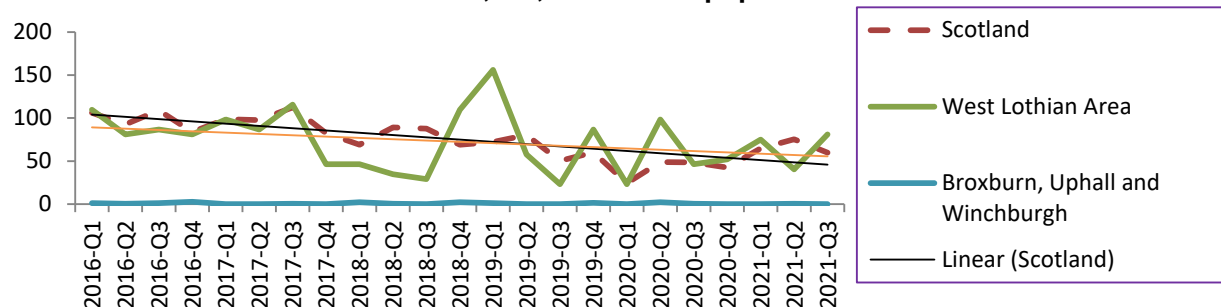


SFRS have dealt with 19 UFAS incidents during 2021-22 year to date reporting period in comparison to 16 during 2020-21 year to date reporting period.

Additional Comments

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

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



During the 2021-22 year to date reporting period SFRS have dealt with 0 Casualties and Fatalities from RTC's in comparison to 1 Casualties and 0 Fatalities during 2020-21 year to date reporting period.

1

DATA LABEL: PUBLIC



BROXBURN LOCAL AREA COMMITTEE

HOUSING CUSTOMER AND BUILDING SERVICES

REPORT BY HEAD OF HOUSING CUSTOMER AND BUILDING SERVICES

A. PURPOSE OF REPORT

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

B. RECOMMENDATION

The Local Area Committee is asked to note Housing, Customer and Building Service activity as detailed in the ward report for the period Quarter 3, 1st October to 31st December 2021.

C. SUMMARY OF IMPLICATIONS

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

D. TERMS OF REPORT

D1. Housing Performance Information

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

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

Property Void & Let Performance: Mainstream Tenancies

Void Period	Oct 2021	%	Nov 2021	%	Dec 2021	%	WL Target %
0-2 weeks	1	16.67%	2	40%	0	0%	55%
2-4 weeks	1	16.67%	0	0%	0	0%	30%
4+ weeks	4	66.67%	3	60%	5	0%	15%
Total Lets	6	100%	5	100%	5	100%	100%

Property Void & Let Performance: Temporary Tenancies

Void Period	Oct 2021	%	Nov 2021	%	Dec 2021	%	WL Target %
0-2 weeks	2	67%	2	100%	1	25%	55%
2-4 weeks	1	33%	0	0%	1	25%	30%
4+ weeks	0	0%	0	0%	2	50%	15%
Total Lets	3	100%	2	100%	4	100%	100%

Delays in re-letting can occur for a variety of reasons. The type or location of the property the completion of void work or the identification of additional works not visible during the initial inspection. Ensuring that vulnerable persons are appropriately supported through the viewing and sign up process can also add to timeframes. Some of our applicants have specific support requirements which require detailed planning and co-ordination by both social work and housing services prior to tenancy commencement. There were 21 policy voids in the ward for this period a reduction in last reporting period.

Void period	Number of properties	PV reasons
<4 weeks	4	Upgrading
4 – 12 weeks	5	Asbestos, Structural and upgrading
13 – 16 weeks	2	Structural
26+ weeks	10	Decants, structural, upgrading and fire

D.2 Broxburn - Financial Summary

For the Broxburn ward the collection rate for the YTD in Q3 remains excellent at 97.4%. Broxburn has collected £4,715,721 vs a charge of £4,841,715.

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

In the same week last year Broxburn ward had 312 Universal Credit (UC) households in arrears. Since then the number of UC households in arrears has increased by 1.6%.

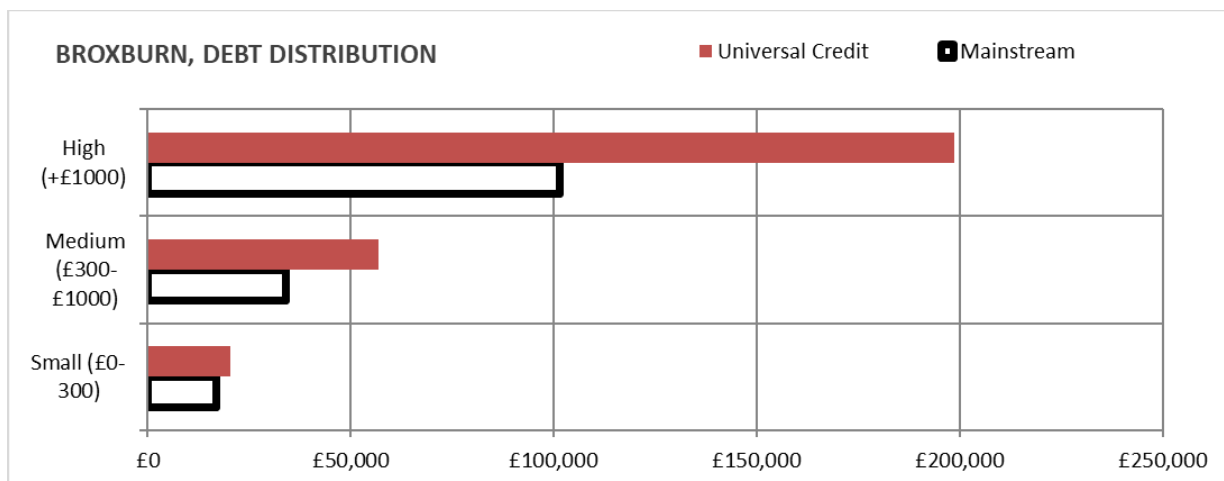
The number of tenancies in arrears in this ward has decreased by 31 since last year. Small debt cases (£300 or less), account for 52.0% of households.

There are 112 serious arrears cases (+£1000 in arrears). These cases are 19.5% of all households in arrears in this area, containing 70.0% of the debt.

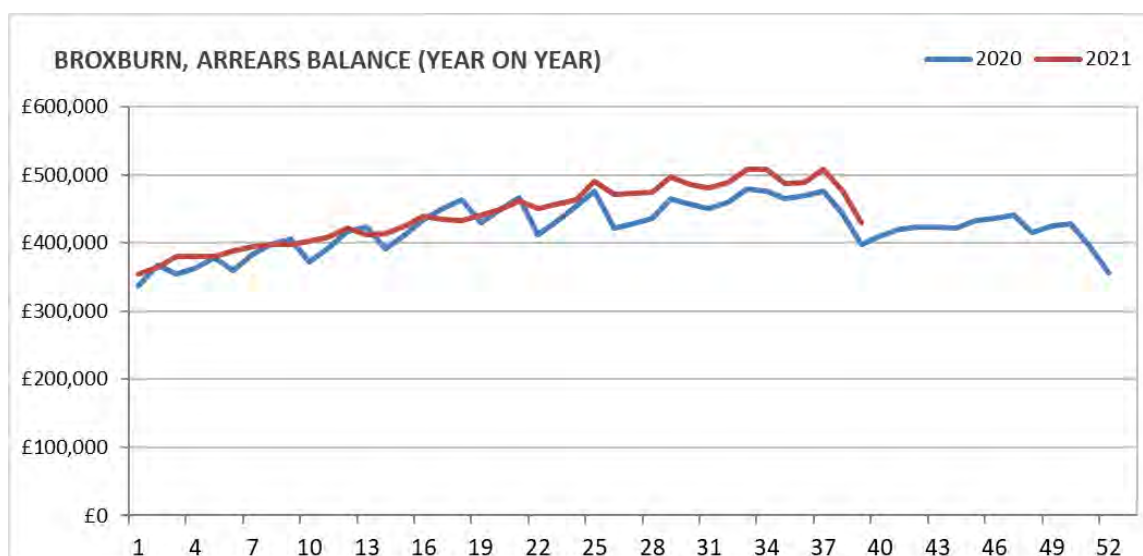
The arrears position for Broxburn Q3 is £428,969. This is an increase of £30,524 on last year's position. The West Lothian overall position is currently £3,833,032.

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

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



Arrears Banding	2020/21 (WK39)				2021/22 (WK39)			
	Mainstream		UC		Mainstream		Legend	
	Balance	Cases	Balance	Cases	Balance	Cases	Balance	Cases
£0.01 to £99.99	£4,800	96	£2,545	45	£4,734	99	£2,561	45
£100.00 to £299.99	£16,814	90	£13,318	72	£12,147	64	£17,945	91
£300.00 to £499.99	£16,096	42	£19,492	48	£9,857	26	£21,932	53
£500.00 to £749.99	£15,158	25	£25,383	41	£15,556	26	£16,603	28
£750.00 to £999.99	£6,764	8	£24,324	28	£8,772	10	£18,495	21
£1000.00 to £1999.99	£23,902	18	£55,634	39	£14,425	11	£49,778	36
£2000+	£50,388	15	£123,826	39	£87,133	22	£149,031	43
Group Total	£133,924	294	£264,521	312	£152,625	258	£276,345	317
Movement					(+) £18,701	(-) 36	(+) £11,824	(+) 5
Overall Total			£398,445	606			£428,969	575
Overall Movement							(+) £30,524	(-) 31



D.3 Broxburn Area Team Activity

Over the period Q2 officers in the team have had a blended working approach, working from home but also out in the ward areas on a duty basis or as required undertaking essential tasks, such as letting properties, supporting vulnerable customers and dealing with priority issues which have arisen. We continue to work with our Health & Safety advisor and Trade Unions to ensure we have safe operating systems, risk assessments and personal protection equipment so that we are safe guarding our staff whilst undertaking key essential tasks at this time.

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

Officers have also been working to support a number of tenants in the area alongside colleagues from other service areas and agencies, dealing with a range tenancy management issues and providing assistance and support to help tenants sustain their tenancies. This can range from being involved in complex care management cases alongside colleagues in social policy to being involved in assisting to resolve neighbour disputes with police and SNT colleagues.

D.4 Capital Programme and New Build Council Housing

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

WLC completions 303

RSL New Build Activity	Site	No of Units	Site Start	No of Houses Handed Over	Site Completion
WLHP	Winchburgh Site	20	Nov 20	0	March 2022

D.5 Tenant Participation

Tenant Participation (TP) continued with all scheduled meetings via Microsoft Teams and one TP Officer retired in October 2021. The Customer Experience Team is taking forward the development activity for the new Tenant Participation Strategy and tenant members and staff have been encouraged to think about the new Strategy and how they would like to see it developed.

Tenant Participation Development Working Group members meet each month to ensure TP remains high on HCBS agenda. Members are working on the new schedules for the coming year, which include Learning and Development sessions, Performance Scrutiny and Editorial Panel.

The **Editorial Panel** helped produce the annual Landlord Report and the winter edition of Tenants News as well as reviewing several new leaflets and the Tenants Handbook which is found online.

The Service has introduced a new Communication Plan to improve on communications. Each service area has a dedicated **Communication Champion** who meets with others on a monthly basis to discuss any relevant information such as changes to policy, up and coming events/developments that is then fed back to their teams. All published communications are discussed and if required can be scheduled into the Editorial Panel Meeting for review. It is hoped this new approach will improve communication within the service and keep both staff and customers up to date and engaged.

The Learning and Development sessions continue with members of this group hearing about the Scottish Housing Improvement Plan (SHIP) and an overview of the continued work with New Build sites including procurement and planning procedures.

Senior managers met with members of the **Tenants Panel** to discuss changes to services and up and coming consultation which includes the TP Strategy and the Local Housing Plan. Senior managers explained the improvements they have made to the Complaints Process and the introduction of the Customer Application Stock Summary (CASS).

D.6 Safer Neighbourhood Council Officer Ward Information

The Safer Neighbourhood Team (SNT) officers continue to work across the nine multi member ward areas as an integral part of the Community Safety Unit. The working remit of the team is to engage with customers and work with partner services and agencies to reduce noise and antisocial behaviour (ASB) within our communities.

Partnership working involves the local housing team, council officers with the SNT and officers from Police Scotland and the Scottish Fire and Rescue Service all working together to tackle antisocial behaviour. When necessary, the partners will liaise with colleagues from the voluntary organisations including West Lothian Youth Action Project, Mental Health advisory workers and private landlords in order to reduce antisocial behaviour and support members of our community who have been affected.

Broxburn, Uphall and Winchburgh Data

Table 1: The following tables set out details of the number of new cases opened each month, overall number of active cases; number of cases resolved. Not all incidents become a case and officers will open a case where further investigations are necessary

	AApr	MMay	JJun	JJul	AAug	SSep	OOct	NNov	Dec	JJan	Feb	Mar
Incidents reported to SNT	1	7	3	8	5	9	4	9	9			
Number of new cases			0									
Number of active cases		3	6	8	1	7	8	0				
Number of resolved cases												

Table 2: The following table provides an overview of the types of incidents that are being reported to the SNT.

Incident Types	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
ASB Part 2 Complaint	14	29	28	29	33	40	31	19	12			
ASB Part 5 Noise Complaint	18	17	22	24	24	24	14	14	10			
Dog Barking	0	0	0	1	0	0	0	0	2			
ENV Health Complaint	2	1	1	0	2	0	3	2	0			
Non ASB Noise Complaint	3	5	9	1	1	2	2	0	1			
SST Section 3 Tenancy Management	4	4	1	2	3	3	3	4	4			
Youth Issues	0	1	2	1	2	0	1	0	0			
Unauthorised Encampment	0	0	0	0	0	0	0	0	0			
Grand Total	41	57	63	58	65	69	54	39	29			

Table 3: The following table provides numbers of ASBO that are current in ward and compared to all of West Lothian.

ASBO	Q1	Q2	Q3	Q4
Number of ASBO's current	5	5	2	
All of West Lothian	12	12	7 plus 1 interim	
Age of perpetrator	-	18, 45, 18, 18, 52	20, 53	

West Lothian Ward Data

Table 4: The following table provides number of all active cases and total number of incidents for West Lothian

West Lothian	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
Total Number of Active Cases	73	72	121	104	83	68	71	55	52			
Total Number of Incidents	484	402	456	448	461	441	299	254	203			

Outcomes

These are examples of outcomes that officers managed to achieve throughout the period.

Request to report complaints	SNT carried out enquiries into reported ASB within a stairwell in Broxburn after complaints of noise nuisance. There was no response to contact cards left
Partnership working	A 1 st stage warning was issued after a complaint was received about loud music. Police Scotland confirmed the complaint and that a section 54 had been issued. No further complaints so far.
Help and Advice	SNT officers received a call from a Registered Social Landlord regarding their tenant. The tenant, who is believed to have mental health issues and won't engage. The RSL, requested some advice which SNT officers were able to provide.
Second stage Warning	A customer in Winchburgh called to advise that her neighbour had been verbally threatening and abusive towards her and members of her family. The incident was reported to the police. Police Scotland were contacted and confirmed charges against the alleged perpetrator who was then issued with a Second stage ASB warning by SNT officers.
Case monitored for possible ASBO application	Multiple complaints of noise including loud music, banging, shouting and swearing and fighting in street were received about a tenant in Broxburn. A letter drop was completed resulting in further neighbours coming forward to report similar incidents, corroborating complaints. A first, second and final warning was served

	on the tenant. A Case was prepared for court however no further incidents occurred after 31.10.21
First Stage Warning	SNT officers received a complaint of excessive noise of shouting and arguing in Winchburgh. A letter drop was completed resulting in corroboration of the complaint. A first warning was served on the neighbour and issues discussed. No further complaints have been received.
Allegations of racism	Joint visits were carried out to tenancies in Broxburn with Police Scotland regarding ongoing ASB issues within the block with allegations of racism. Enquiries continue.

E. CONCLUSION

There have been a few void properties in the ward during this period and officers continue to provide advice and assistance to customers on their housing options. The team have had a number of challenging situations to deal with over the period and are providing support and assistance to customers as best as possible and taking into account safe operating procedures.

Income management continues to be one of our main focuses of work to ensure customers are supported and that officers maintain good income collection.

Officers within the overall service have been continuing work engaging with customers through tenant participation and capital programme works.

Joint working has continued with police colleagues and wider community safety partners in dealing with issues of anti-social behaviour

F. BACKGROUND REFERENCES

None

Appendices/Attachments:

None

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

Email; phyllis.mcfadyen@westlothian.gov.uk

Tel: 07776482071

Date: 25th February 2022

DATA LABEL: PUBLIC



BROXBURN, UPHALL & WINCHBURGH LOCAL AREA COMMITTEE

SERVICE UPDATE – NETS, LAND & COUNTRYSIDE

REPORT BY HEAD OF OPERATIONAL SERVICES

A. PURPOSE OF REPORT

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

B. RECOMMENDATION

Members are requested to:

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

C. SUMMARY OF IMPLICATIONS

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

D1 Terms of Report

The report covers the activity for the period 1 October 2021 – 31 December 2021.

D2 Grounds Maintenance Routine Works

All grass cutting including open spaces, sports fields, education and garden maintenance were concluded in October. All targets were met with the exception of open spaces (managed 11 of the 12 cycles scheduled). This was due to a period of time when grass cutting tasks were suspended to help out Waste Services.

Weed control ended in October, with all Service Level Agreements (SLA's) completed. Hedge cutting was undertaken in November and completed in early December. Shrub bed maintenance was started in mid-December and is still ongoing.

Enquiries are being dealt with on a daily basis.

D3 Grounds Maintenance Enquiries

In total 21 grounds maintenance related enquiries were received and dealt with during this reporting period in 2021.

	2021	2020
Bench or Seat Enquiries	2	1
Bonfire Enquiries	1	2
Drainage Flooding Grass Areas	0	1
Fencing Enquiries	3	1
Grass Cutting Enquiries	2	2
Grass Cutting Missed Not Cut	0	1
Ground Ownership Enquiries	2	1
Grounds Property Vandalised	1	2
Hedge Cutting Enquiries	0	5
Public Park Enquiries	3	2
Shrub Bed Enquiries	0	2
Shrub Bed Overhanging Path	4	4
Shrub Beds Not Maintained	3	4
Sports Facility Enquiries	0	1
Weeds General Enquiries	0	3
Total	21	32

Garden Maintenance Routine Works

The Garden Maintenance Scheme will start again in April.

Garden Maintenance Enquiries

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

	2021	2020
Garden Maintenance General Enquiries	3	4
Garden Maintenance Grass Not Cut	2	3
Garden Maintenance Hedge Cutting	1	1
Garden Maintenance Standard of Cut	0	1
Total	6	9

D4 Cleaner Communities Routine Works

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

All works carried were as per the Winter schedule for the operatives.

The service continues to have lots of volunteer's litter picking in the Ward and have assisted with the uplift of bags and debris that have been collected.

The additional resource for the NETs team has certainly made a difference.

Cleaner Communities Enquiries

In total 144 cleaner communities related enquiries were received and dealt with during this reporting period in 2021.

	2021	2020
Complaint Street Cleansing	2	3
Dead Animals	5	3
Dog Fouled Grass Open Space	1	0
Dog Bin Overflowing	1	6
Dog Bin New Request for Bin	1	2
Dog Fouling on Paths/Roads	7	14
Fly Posting	2	2
Fly Tipping/Dumping	65	62
Glass on Paths or Open Spaces	2	3
Graffiti Non Offensive	1	0
Graffiti Racist or Offensive	1	0
Litter Bin Burnt Damaged	1	8
Litter Bin Overflowing	1	1
Litter Bin New Request for Bin	2	0
Litter General Enquiries	4	5
Litter Grass Open Space	0	2
Litter Paths Roads Verges	10	8
Litter Shrub Beds	0	1
Street Sweeping Enquiries	18	13
Trolleys Abandoned/ Dumped	1	0
Vehicle Abandoned	19	26
Total	144	159

Fly Tipping Enquiries (January - December)

	2021	2020	2019	2018	2017
Illegal Fly Tipping/Dumping	224	249	204	144	132

Environmental Community Involvement

Officers continue to deal with enquiries relating to fly tipping, littering, dog fouling, abandoned vehicles and general enquiries. For the period of the report there have been 65 enquiries in relation to fly tipping compared to 62 for the same period in 2020.

In dealing with abandoned vehicles, Officers have gained compliance from vehicle owners with said vehicles getting removed from public highways or getting taxed in most cases. Where appropriate, requests have been sent to WLC contractors for removal. However, there are instances where vehicle owners are not compliant and result to moving their vehicles between streets. When presented with such tactics, officers have resulted to contacting the DVLA and VOSA for support.

Officers have also had to educate members of the public that their vehicles with a SORN marker needs to be off public roads and kept in a private drive or inside a garage. This is a scenario that has occurred quite frequently of late.

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

There was one (1) Fixed Penalty Notice issued for fly-tipping and none for littering or Dog fouling in Ward 2 for the period of 1 October 2021 – 31 December 2021. For the same period in 2020 there were two (2) Fixed Penalty Notices issued for fly-tipping only within the Ward.

Costs for fly tipping for the period 1 October 2021 – 31 December 2021

Fly tipping is covered by the NETs teams who also carry out other non-routine works for Grounds. We are unable to split costs over specific ward areas or from the other works they carry out, but can give the yearly cost for the NETs teams with an estimate of their time spent on fly tipping which we currently estimate as 65% of their time. For 2020 the estimate was 60% of their time.

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

Fly tipping costs:

1 October 2021 – 31 December 2021	51.82 tonnes
Cost of disposal including costs for NETs team/vehicles	£34,147.83
Contractor removal of fly tipping	£0.00
Removal of asbestos	£0.00
TOTAL	£34,147.83

The number of enquiries received between 1 October 2021 – September 2021 for the Ward was 65 out of 480 enquiries for the whole of West Lothian equating to 13.54% of fly tipping enquiries relating to Ward 2.

Percentage wise this would equate to an approximate cost for the Ward of £4,623.62 for disposal of fly tipping between 1 October 2021 and 31 December 2021 including cost for Staff/vehicles. (This does not include the removal of asbestos by the Councils asbestos team).

Costs for fly tipping for the period 1 October 2020 – 31 December 2020

1 October 2020 – 31 December 2020	68.96 tonnes
Cost of disposal including estimated costs for NETs team/vehicles	£45,442.57
Contractor removal of fly tipping	£0.00
Removal of asbestos	£0.00
TOTAL	£45,442.57

The number of enquiries received between 1 October 2020 – 31 December 2020 for the Ward was 62 out of 537 enquiries for the whole of West Lothian equating to 11.55% of fly tipping enquiries relating to Ward 2.

Percentage wise this would equate to an approximate cost for the ward of £5,248.62 for disposal of fly tipping between 1 October 2020 and 31 December 2020 including cost for Staff/vehicles. (This does not include the removal of asbestos by the Councils asbestos team). The removal of fly tipping by contractor was not within Ward 2.

D5 Parks and Woodland

Trees and Woodland Enquiries

In total there were 26 Trees and Woodland related enquiries were received during this reporting period.

	2021	2020
Tree Blocking Light	1	0
Tree Branches Overhanging	5	3
Tree Broken Damaged or Dead	1	0
Tree Dangerous or Unsafe	2	0
Tree Enquiries General	10	11
Tree Felling Work Unauthorised	0	1
Tree Leaves Causing Problems	7	9
Tree Roots Causing Problems	0	1
Total	26	25

	2021	2020
Access Rights Way Core Paths	0	1
Ranger Service General Enquiry	0	1
Total	0	2

Ranger Service Update

No. Rights Of Way / Core Path / Patrols carried out (hours)	1
---	---

The two assistant rangers, funded by NatureScot, completed their four-month contracts at the end of October. During this time, they engaged with over 2000 members of the public, spent 292 hours patrolling 220km in the country parks and other hotspot areas. They also carried out evening patrols on a Friday or Saturday evening until 9pm to reduce and tackle anti-social behaviour. They delivered activities to 'out of school' summer clubs in deprived areas, led Scottish Outdoor Access Code related walks to schools and scout groups, held 32 'pop up' engagement events across the district, and led two community clean ups. From a total of 19 school sessions, specifically to Primary 6 & Primary 7 ages, the majority of students (approximately 450 in total) and teachers had never heard of the Scottish Outdoor Access Code. The service really hopes this government scheme returns in 2022 so as able to hire assistant rangers again, as it massively increased the reach and impact throughout West Lothian.

The vacant ranger role has been filled as a two-year post. The service is back up to three full time rangers from December, with a fourth being brought in on supply where essential cover is needed. The general increase in workload has had a significant impact upon the delivery times for existing work, new work being able to be taken on, and being able to address or resolve the increased number of access issues. The Ranger Service continue to give the best service, but are having to be upfront with customers about how quickly they can respond to or resolve enquiries. Currently they have no capacity to host or visit schools for education, and do not see this changing any time soon.

The service has set up a new district-wide volunteer ranger group to help with conservation and other practical tasks. This is partly due to having experienced a surge in interest in volunteering during the pandemic, and also because officers want to try and resume the community outreach and engagement work. Interest from the public has been very high and sessions are over-subscribed

Following successful completion of 2021's path improvement programme (core path WL19 between East Whitburn and Stoneyburn, core path WL13 at Linhouse Circular, Blackmoss Nature Park in Armadale, Beecraigs Cockleroy links and Lochside Car Park link), the service has again reviewed the scored paths in West Lothian in order to identify the most urgent path upgrades and to seek possible funding for 2022 projects.

Officers attended the West Lothian Cycle Forum, to report on access improvements that the ranger service have undertaken, and highlight ways to improve Shale Trail public information where cycling is concerned.

Lyme Disease Resource Centre (LRC) collaboration: The service has been in touch with the Civic Centre about lighting the building up in green in May to coincide with Lyme Disease Awareness Month. Officers still intend to produce an interpretative walk also in the spring. Officers met with cyclist Angus and Lyme Disease Resource Centre representative Janey Cringean at Beecraigs Country Park to celebrate Angus completing his #TickOff4040Challenge, cycling 4040 km and raising over £4040 to raise awareness of Lyme Disease. This will be in the next Bulletin.

Access

Missing Shale Trail waymarkers in Uphall were reported to the service. These had also been reported earlier in the year and officers had passed the information on to Edinburgh & Lothians Greenspace Trust for replacement. This side of the trail upkeep is however passing to Parks & Woodland, and there are concerns about how much of the infrastructure is already missing. The service has received a stock of extra waymarkers from Edinburgh & Lothians Greenspace Trust but most of these will be used to replace items that have gone missing or were never installed. So long term maintenance of waymarkers is likely to remain a challenge.

The Ranger Service walked the Shale Trail across two days to fully assess the condition of the assets that are being handed over responsibility for. Officers were GPS-ing locations of waymarking infrastructure, recording condition and noting what is missing. The original project did not get permission from Roads Lighting for using their lighting columns to host waymarkers, so have noted the numbers of all columns that have waymarkers attached, and are collating that information for Roads & Transportation.

The service received an enquiry about access through Oatridge, from Uphall to Threemiletown, and whether it can be improved for cyclists, especially the track up to the Ochiltree Road. This is all on privately-owned land, so while the service is able to make enquiries on behalf of the customer, officers are not able to drive any changes in that regard. If it was on council land, these routes wouldn't currently be considered priority, when set against other paths across the district in worse condition.

Almondell & Calderwood Country Park

The Ranger Service assisted the Tree & Woodland Officer to organise a celebratory event at Almondell & Calderwood Country Park, to mark 50 years as a Country Park. This included over 80 children from St Paul's and East Calder Primary Schools planting over 400 trees in the South Drive Wood. Over 1000 new trees were planted in the park over the course of the weekend.

The Ranger Service applied to NatureScot for the Improving Public Access (IPA) grant to upgrade damaged and eroded paths in Calderwood. The impacts of which are now adversely affecting the quality of the Site of Special Scientific Interest (SSSI). Officers met with NatureScot as part of the application process. Sadly, this application was not successful.

Officers printed and put up new signage around Mid Calder, East Calder and Almondell after the Mid Calder weir works were delayed until March 2022. The service has since received two complaints about the duration of the closure and the length of the diversion. The former is out with the service's control, and the latter, there is no viable alternative as Powie's Path is a sensitive and muddy field edge.

The service investigated around Almondell following a report of surface water pouring down the steps at Camps Viaduct. Officers will continue to monitor.

Ecology and Biodiversity

Callum McClaren has joined the Ecology and Biodiversity Team.

Wyndford Park - Nature Restoration Funding of £90,366 was awarded for biodiversity works in the park. To date, 280,000 bulbs of varying species have been planted in the park ahead of other park works. These are planned to support pollinators by flowering from February to July/August each year. A raingarden is planned as part of the works, to increase biodiversity and delay water from the park drainage into the pipe system, and tree planting will follow other park works.

KGV Playing Fields, Uphall - To date, 34,000 bulbs have been planted under trees in the north of the park. As part of the wider park plan, the Community Council held a tree planting event in December, planting some small Woodland Trust trees in the south of the park, to increase biodiversity and to help dry out the ground. Another planting event, to complete the tree planting in this area, will be held in late winter.

D6 Open Space and Cemeteries

Wyndford Park, Broxburn – the park contract for all infrastructure works will be issued and awarded this month.

KGV Playing Fields, Uphall - Pathworks and hard landscaping has started, due to be completed by the end of February. Avenue trees will be planted following pathworks.

Kirkhill toddler playpark - following local consultations and as agreed with Housing Services, a planning application for a small toddler playpark at the greenspace on Maull Road will be submitted for formal consideration.

Community Woodland Path, Broxburn - tender to be issued for asphalt section.

Open Space Enquiries

There were no open space related enquiries received and dealt with during this reporting period in 2021.

	2021	2020
Children Play Enquiries	0	5
Total	0	5

Cemeteries Routine Works

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

Cemeteries Enquiries

In total 56 cemeteries related enquiries were received and dealt with during this reporting period in 2021.

	2021	2020
Bench Donations	0	2
Cemeteries General Enquiries	4	8
Cemetery Property Vandalised	0	1
Complaint Cemeteries & Burials	0	1
Lair Enquiries	5	5
Memorial/ Headstone Works	7	25
New Interment Booking	32	45
Purchase of Interment Lair	8	6
Total	56	93

E. Conclusion

Officers continue to deal with enquiries relating to fly tipping, littering, dog fouling, abandoned vehicles and general enquiries.

The Open Space Capital Programme is progressing as scheduled.

F. Background Reference

Open Space Strategy

Capital Programme

Appendices/Attachments: none

Contact Person: Eirwen Hopwood, Beecraigs Country Park, 01506 284500
eirwen.hopwood@westlothian.uk

Jim Jack

Head of Operational Services

25 February 2022

DATA LABEL: PUBLIC



BROXBURN UPHALL AND WINCHBURGH LOCAL AREA COMMITTEE

UPDATE ON REDEVELOPMENT OF THE FORMER BANGOUR VILLAGE HOSPITAL

REPORT BY HEAD OF PLANNING, ECONOMIC DEVELOPMENT & REGENERATION

A. PURPOSE OF REPORT

The purpose of this report is to update the local area committee on plans for the redevelopment of the Bangour Village Hospital site.

B. RECOMMENDATION

It is recommended that the Local Area Committee:

1. notes the progress on the various planning applications relating to the site; and
2. notes the progress on the Section 75 legal agreement.

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)	<p>Policy – Planning etc (Scotland) Act 2006. The site is allocated for housing development in the West Lothian Local Development Plan and the council is minded to grant planning permission in principle for the redevelopment of the site.</p> <p>Legal – appropriate contributions are being secured through a legal agreement under the Town and Country Planning (Scotland) Act 1997 (as amended).</p>
III	Implications for Scheme of Delegations to Officers	None.
IV	Impact on performance and performance Indicators	None.
V	Relevance to Single Outcome Agreement	The redevelopment of the site will support Outcome 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)	The infrastructure needed for the development, including the new primary school, will be funded by the developers.
VII	Consideration at PDSP	The proposals set out in this report have not been considered by a PDSP due to the nature of the matter.
VIII	Other consultations	Statutory consultation was carried out as part of the planning application process.

D. TERMS OF REPORT

Following a meeting of the full council in March 2021, the council is minded to grant planning permission in principle for a residential development with retail facilities including food and drink, community, education, assembly and leisure, non-residential institution uses and associated infrastructure at Bangour Village Hospital, Dechmont, subject to the conclusion of legal agreement to secure the necessary developer contributions and the future of important listed buildings.

The proposal includes a maximum of 998 new houses, 91 of which will be within the conversion of the existing listed buildings. The redevelopment of the site will secure the future of 11 listed buildings including two which are A listed and of significant heritage value. Although some tree removal will be necessary, the remaining woodland will be enhanced and managed resulting in an improved landscape setting with public access for cycling and walking.

Since the decision in March 2021, detailed and extensive discussions have taken place between the developer and the council's planning and legal officers regarding the legal agreement. In addition to securing developer contributions in line with council policy, such as education provision and affordable housing, the legal agreement secures the delivery of a new primary school which will incorporate the A-listed recreation hall. It also places ongoing obligations regarding the maintenance of the A-listed church on the owner.

The drafting of the legal agreement is now at an advanced stage and is likely to be concluded within the coming weeks. Once the legal agreement is signed, the planning permission in principle can be issued. The developers will then seek to make a detailed application (application for the reserved matters) for the first phase of the development. Work has been progressing on the design guide and other details which will be required. The developer has indicated that they intend to submit the detailed application in spring 2022 and are aiming to commence development at turn of the year.

As well as the planning permission in principle, there are a number of other recent planning applications relating to the site. Consent for the access road was granted in October 2019 and work commenced in November 2019 (0705/FUL/19). Permission for engineering works to divert the burn was granted in July 2020 with further engineering works to adjust site levels granted in October 2021 (0048/FUL/20 and 0047/FUL/20 respectively). The works for the burn diversion are now being implemented on site. An application for advertisement hoardings was approved in January 2022. A further five applications, seeking the demolition of listed buildings, remain undetermined. These applications will not be determined until the planning permission in principle is in place.

E. CONCLUSION

The council is minded to grant planning permission in principle for the redevelopment of the former Bangour Hospital site, subject to the conclusion of a legal agreement. The drafting of the agreement is almost finalised. Once it is signed the planning permission in principle can be released.

F. BACKGROUND REFERENCES

Planning application [1019/P/19](#)
Planning application [0705/FUL/19](#)
Planning application [0047/FUL/20](#)
Planning application [0048/FUL/20](#)
Planning application [1244/A/21](#)

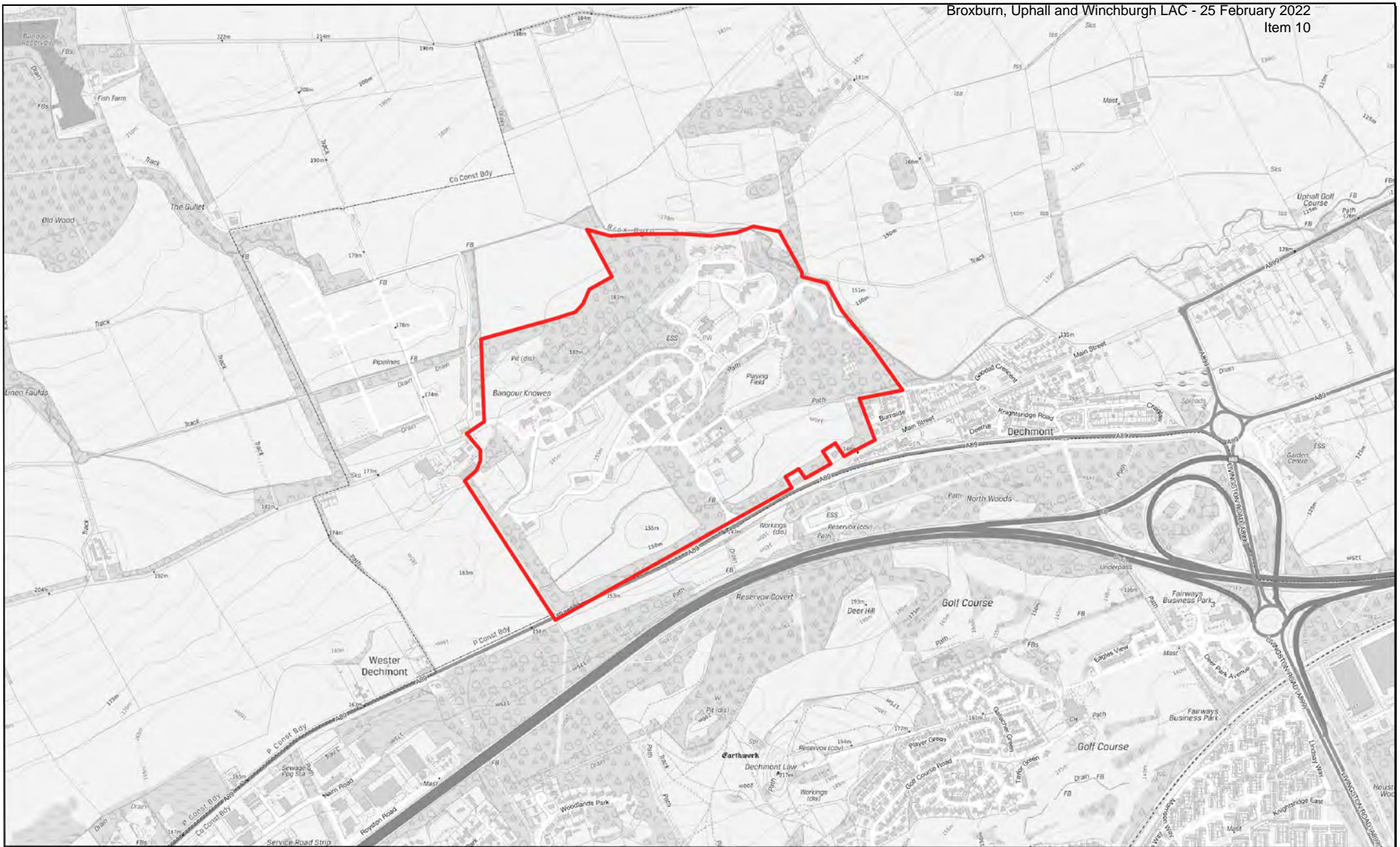
Appendices:

- A. Location Plan
- B. Proposed Indicative Masterplan

Contact Person: Gillian Cyphus, Principal Planning Officer, Tel: 07879 412126, E-mail: gillian.cyphus@westlothian.gov.uk

Craig McCorriston
Head of Planning, Economic Development & Regeneration

25 February 2022

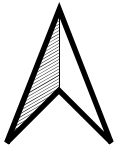


1019/P/19 - Bangour Village Hospital - Dechmont

Development Management - West Lothian Civic Centre - EH54 6FF

(c) Crown copyright and database right 2020 OS Licence number 100037194

0 200 400





Important:
The contractor will be held responsible for the site and checked all dimensions and levels before commencing construction work. No assumption should be made without reference to the architect. No dimensions should be scaled from this drawing.

revision	date

LEGEND

- | | |
|-------------------|-----------------------------|
| | |
| PLANNING BOUNDARY | EXISTING BUILDINGS RETAINED |
| | |
| EXISTING WOODLAND | BURN CORRIDOR |
| | |
| SUDS | RESIDENTIAL DEVELOPMENT |
| | |
| COMMERCIAL HUB | CORE PATH NETWORK |
| | |
| NODES | OPEN SPACE |

PLANNING



architecture + design
14 Royal Terrace
Glasgow
G3 7JW
0141 330 5823
0141 330 5824
e design@arkglasgow.co.uk

ark

client:
AMBASSADOR GROUP LTD. AND
ALLANWATER (BANGOUR) LTD.

project title:
BANGOUR VILLAGE

drawing title:
PROPOSED MASTERPLAN

scale: 1:2500@A1	date: OCT 2019
drawn by: RT	checked by: TW

job no	drawing no	revision
18-03	AL(0)308	

Scale



DATA LABEL: PUBLIC



BROXBURN, UPHALL AND WINCHBURGH LOCAL AREA COMMITTEE

PLACE BASED INVESTMENT PROGRAMME 2022/23 AND UPDATE ON THE TOWN CENTRE CAPITAL FUND 2019/20 AND 2020/21

REPORT BY HEAD OF PLANNING, ECONOMIC DEVELOPMENT & REGENERATION

A. PURPOSE OF REPORT

The purpose of this report is to advise the committee of the launch of the Place Based Investment Programme for 2022-23 that will see an estimated £1,000,000 allocated through two funding streams. One, the Town Centre Capital Fund, has been allocated £500,000 and will be delivered in the same way as the Town Centre Capital Fund in 2019/20 and 2020/21 with applications coming to this committee for approval.

The second stream focusses the other £500,000 on supporting larger projects aimed at supporting Community Wealth Building and will be of interest to some organisations within the ward.

The report also provides an overview of the 2019/20 and 20/21 Town Centre Capital Fund Programme projects.

B. RECOMMENDATION

It is recommended that Committee notes:

1. the process proposed for 2022/23;
2. that recommendations to approve the Town Centre Capital applications will be made to Local Area Committees (LAC) for their final decision or to the Council Executive should the LAC be unable to agree on part or all of the ward allocation;
3. the Community Wealth Building stream and the potential interest to local organisations;
4. that authority has been delegated to the Head of Planning, Economic Development and Regeneration to implement the process;
5. that regular contact will be made with awardees for 2022-23 to monitor project progress; and
6. the update on the 2019/20 and 2020/21 Town Centre Capital Projects.

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)	Place Based Investment is a Scottish Government Initiative. This report does not raise any specific SEA, Equality, Health or Risk Assessments requirements. However, projects supported through the fund may require assessments.
III	Implications for Scheme of Delegations to Officers	The report details a one-off specific delegation to the Head of Planning, Economic Development and Regeneration.
IV	Impact on performance and performance Indicators	Investment in place-based projects has potential to increase positive outcomes across a range of indicators.
V	Relevance to Single Outcome Agreement	Relevant to all outcomes.
VI	Resources - (Financial, Staffing and Property)	West Lothian's allocation of the Scottish Government's Place Based Investment Programme Funding 2021-22 was £1,302,000. The Scottish Government is expected to award £1,000,000 for the year 2022-23, which will be available from 1 April 2022.
VII	Consideration at PDSP	Updates will be made to Development & Transport PDSP and the nine Local Area Committees on a regular basis.
VIII	Other consultations	None.

D. TERMS OF REPORT

D.1 Background

On the 8 February 2022, Council Executive approved recommendations in a report by the Head of Planning, Economic Development and Regeneration setting out the proposed allocation of the Scottish Government's Place Based Investment Capital Grant (PBIP) for 2022/23. Funding for West Lothian Council in 2022/23 is expected to be £1,000,000.

The main objectives of the PBIP include:

- to support place policy ambitions such as town centre revitalisation, community led regeneration, 20-minute neighbourhoods and Community wealth Building;
- to ensure that all place-based investments are shaped by the needs and aspirations of local communities; and
- to accelerate ambitions for net zero, wellbeing and inclusive economic development, tackling inequality and disadvantage, community involvement and ownership.

The Council Executive agreed the funding would be allocated on the basis of two equal funding streams:

1. Town Centre Capital Fund (£500,000); and
2. Community Wealth Building (£500,000).

Should the funding award be greater or less than the £1,000,000 expected the difference will be balanced against the Town Centre Capital Fund component of the funding split.

The process for this is detailed in D.2 and D.3 with guidance and application forms added as appendices.

D.2 Town Centre Capital Fund 2022/23

It has been agreed that the Town Centre Capital Fund stream will follow the same process as the Town Centre Capital in 2019/20 and 2020/21. The funding has been launched and circulated to local community organisations through our normal channels. This will see projects applications received by the deadline of 22 April 2022 brought to the Local Area Committee in May/June 2022, with Special LACs called if required.

Broxburn, Uphall and Winchburgh Ward has been allocated £59,882 split between the following towns.

Town	Allocation
Broxburn	£26,884
Uphall	£17,214
Winchburgh	£15,784
TOTAL	£59,882

As was previously the case, the Head of Planning, Economic Development and Regeneration will retain the delegated authority to move funding between towns within the ward allocation should this be required. Should the overall ward allocation not be fully allocated by the LAC the balance of funding will be reported to Council Executive for a decision.

D.3 Community Wealth Building Fund 2022/23

Community Wealth Building funding will support larger strategic projects that meet the Community Wealth building pillars as set out above in D.1. Only applications that have a minimum spend of £100,000 will be considered. This is in line with the council's approach to Community Wealth Building and follows a similar process as was used to allocate the 2020/21 funding with final decision being made by the Council Executive.

There is no specific role for the Local Area Committee but members will want to know that the funding is available to organisations across West Lothian and may be of interest to local organisations in the ward.

D.4 Town Centre Capital Fund 2019/20 and 2020/21

The previous Town Centre Capital Fund programmes in 2019/20 and 2020/21 is now complete and West Lothian Council has reported back to the Scottish Government. Over the two year programme 169 projects (107 in 19/20 and 62 in 20/21) were supported across 23 towns (with populations of over 1,000). In broad terms all projects were identified by communities and can be grouped within certain themes:

- Improvements to green spaces (parks, community gardens, playparks).
- Improvements to community facilities both Council and community owned).
- Improvements to high streets (tree planting, street furniture, planters).
- Improvements to roads/paths/signage/entry signs.
- Improvements to local heritage/tourism.

Awards across all wards ranged from £73,000 down to smaller scale projects under £1,000. Over and above the capital spend the main thrust of West Lothian Council's approach was to support Enterprising Communities. By making the funding available to communities to identify their own needs and then working with them to help deliver those projects we hope to support and build on community-led regeneration with local people taking the lead and responsibility within their own communities. We see this approach as closely linked with community empowerment and helping to develop this approach.

E. CONCLUSION

This report provides the committee with an overview of the Place Based Investment Fund and the two funding stream agreed by the Council Executive. It informs the committee of its roll in the process of agreeing the allocations of the Town centre Fund element and also provides an overview of the completion of the 2019/20 and 2020/21 Town Centre Capital Fund.

F. BACKGROUND REFERENCES

Council Executive, '*Place Based Investment and Community Wealth Building Report*', Head of Planning, Economic Development & Regeneration, 26 October 2021.

Council Executive, 8 February 2022

<https://coins.westlothian.gov.uk/coins/submissiondocuments.asp?submissionid=51113>

Appendices/Attachments:

Appendix 1: Place Based Town Centre Split;

Appendix 2: Guidance CWB Funding 22/23

Appendix 3: Application CWB Funding 22/23

Appendix 4: Guidance Town Centre Capital Fund 22/23

Appendix 5: Application Town Centre Capital Fund 22/23

Contact Person:

Douglas Grierson, Regeneration Team Leader

Douglas.Grierson@westlothian.gov.uk

Alice Mitchell, Economic Development & Regeneration Manager

Alice.Mitchell@westlothian.gov.uk

Craig McCorriston
Head of Planning, Economic Development & Regeneration

25 February 2022

Appendix 1 – Proposed Allocation of Grant with settlements more than 1000 in West Lothian

Settlement	Population	Fixed Allocation	Population Allocation	Total Amount Awarded
		£	£	£
Livingston	54,516	10,000	83,908	93,908
Bathgate	23,559	10,000	36,260	46,260
Linlithgow	13,862	10,000	21,336	31,336
Armadales	12,021	10,000	18,500	28,500
Whitburn	11,805	10,000	18,170	28,170
Broxburn	10,970	10,000	16,884	26,884
Uphall	4,687	10,000	7,214	17,214
Blackburn	5,775	10,000	8,889	18,889
East Calder	5,733	10,000	8,824	18,824
Fauldhouse	4,804	10,000	7,394	17,394
Winchburgh	3,758	10,000	5,784	15,784
Midcalder	3,351	10,000	5,158	15,158
West Calder	3,152	10,000	4,851	14,851
Kirknewton	2,598	10,000	3,999	13,999
Polbeth	2,301	10,000	3,542	13,542
Blackridge	2,074	10,000	3,192	13,192
Addiebrownhill	1,991	10,000	3,064	13,064
Stoneyburn	1,982	10,000	3,051	13,051
Pumpherston	1,667	10,000	2,566	12,566
East Whitburn	1,344	10,000	2,069	12,069
Seafeld	1,334	10,000	2,053	12,053
Uphall Station	1,073	10,000	1,651	11,651
Greenrigg	1,066	10,000	1,641	11,641
Total	175,423	230,000	270,000	500,000

Note that the fixed amount will stay the same however the variable amount based on population maybe subject to change when actual budget is received from Scottish Government. The variable amount will ensure full allocation of the budget received.

Based on 2017 population figures

<u>Livingston</u>		
<u>Area</u>	<u>Population</u>	<u>Amount Awarded</u>
Livingston Eliburn	8,211	14144
Livingston Craigshill	7,057	12156
Livingston Dedridge	6,808	11727
Livingston Murieston / Bankton	5,315	9155
Livingston Carmondean	5,170	8905
Livingston Ladywell	5,024	8654
Livingston Deans	4,234	7293
Livingston Knightsridge	3,945	6796
Livingston Howden	3,489	6010
Livingston Village / Kirkton	2,958	5095
Livingston Bellsquarry / Adambrae	2,305	3973
	54,516	<u>93908</u>

Proposed Allocation of Grant by Ward in West Lothian

Ward	Settlement	Allocation £	Total Allocation £
Linlithgow	Linlithgow	31,336	31,336
Broxburn, Uphall & Winchburgh	Broxburn	26,884	
	Uphall	17,214	
	Winchburgh	15,784	59,882
Livingston North	Eliburn	14,144	
	Carmondean	8,905	
	Deans	7,293	
	Knightsridge	6,796	
	Livingston Village / Kirkton	3,312	40,450
Livingston South	Dedridge	11,727	
	Murieston/Bankton	9,155	
	Ladywell	8,654	
	Howden	6,010	
	Bellsquarry/Adamrae	3,973	
	Livingston Village / Kirkton	1,783	41,302
Livingston East & East Calder	Craigshill	12,156	
	East Calder	18,824	
	Mid Calder	15,158	
	Kirknewton	13,999	
	Uphall Station	11,651	
	Pumpherston	12,566	84,354

Fauldhouse & Breich Valley	Fauldhouse	17,394	
	West Calder	14,851	
	Polbeth	13,542	
	Addiebrownhill	13,064	
	Stoneyburn	13,051	71,902
Whitburn & Blackburn	Whitburn	28,170	
	Blackburn	18,889	
	Seafield	12,053	
	Greenrigg	11,641	
	East Whitburn	12,069	82,822
Bathgate	Bathgate	46,260	46,260
Armadale & Blackridge	Armadale	28,500	
	Blackridge	13,192	41,692
			500,000

Appendix 2

PLACE BASED INVESTMENT PROGRAMME (PBIP) 2022-23 WEST LoTHIAN - COMMUNITY WEALTH BUILDING APPLICATIONS GUIDANCE FOR APPLICANTS

Introduction

This guidance is intended to help applicants prepare and submit their applications for Place Based Investment Programme (PBIP) support in 2022-23.

It covers the background to PBIP and its context within West Lothian, the application process, eligible organisations and project types.

**Note that the deadline for receipt of completed application submissions is
5PM on FRIDAY 22nd APRIL 2022.**

Background

The Place Based Investment Programme (PBIP) 2022-23 was announced by the Scottish Government in May 2021. The main objectives of the PBIP include:

- to link and align place-based initiatives and establish a coherent local framework to implement the Place Principle;
- to support place policy ambitions such as town centre revitalisation, community led regeneration, 20-minute neighbourhoods and Community Wealth Building;
- to ensure that all place-based investments are shaped by the needs and aspirations of local communities;
- to accelerate ambitions for net zero, wellbeing and inclusive economic development, tackling inequality and disadvantage, community involvement and ownership.

The programme provides local government with a share of £140M over 5 years to support and advance place-based capital investment and build on the strong partnership currently existing through the Regeneration Capital Grant Fund (RCGF). This breaks down per year as £38m in 2021/22; £33m in 2022/23; £23m in 2023/24; £23m in 2024/25; and £23m in 2025/26.

West Lothian Council's allocation over the 5-year period will be over £4.5m with £500,000 available for Community Wealth Building projects in 2022/23. The grant is for capital expenditure, and it is expected that expenditure will be met, or at least work or contracts signed or commenced, by 31st March 2023.

West Lothian Council's Approach

The allocations of the PBIP funding are for local authorities to decide, working collaboratively with local communities, business and third and public sectors, to support shared local plans and aspirations.

At [the Council Executive on 8 February 2022](#), it was agreed that £500,000 would be allocated for Community Wealth Building projects, and that an applications-based approach would be used. ([link to report and minutes here](#))

This approach meets the requirements of the PBIP, will allow a strategic approach to be taken over the 5-year period and will also support the council to progress this key policy agenda.

The following sections provide an overview of Community Wealth Building.

Community Wealth Building

Community Wealth Building is an approach that is gaining traction across Scotland and is currently being explored in West Lothian. It aims to tackle the challenges of rising inequality by placing a greater degree of control and wealth into the hands of local people, communities, businesses and organisations. It promotes working in partnership with communities and businesses to build a strong and resilient local economy which supports fair work, encourages local spend and uses land and property for the common good.

Community Wealth Building seeks to use the economic levers available to local authorities and other 'anchor institutions' such as the NHS, further and higher education institutions, larger private sector and third sector organisations, to support their local economies, ensuring that wealth is locally retained and benefits local people. These locally rooted anchor institutions can exert their influence to impact upon economic, social, and environmental priorities, generating community benefits and wealth.

There are five principles for Community Wealth Building:

- **Plural ownership of the economy**
Developing different types of ownership approaches such as; co-operatives, locally owned or socially minded enterprises, etc.
- **Making financial power work for local places**
Increasing flows of investment within local economies. Local authority pension funds are encouraged to redirect investment from global markets to local schemes and community owned banks and credit unions are supported to grow.
- **Fair employment and just labour markets**
Working within large anchor institutions to encourage them to pay the living wage, adopt inclusive employment practices, recruit from lower income areas, build secure progression routes for workers and ensure stable employment contracts and reliable hours.
- **Progressive procurement of goods and services**
Developing a dense supply chain of local enterprises, SMEs, employee-owned businesses, social enterprises, co-operatives and other forms of socially rooted business, which can provide goods and services to the large local anchor institutions and are supported to bid in for local contracts.

- **Socially productive use of land and property**

Ensuring that equitable forms of ownership, management and development of local assets are developed, ensuring that any financial gain is harnessed by local people and communities.

The application should be for a capital project that addresses one or more of these themes. There are a number of examples of capital projects being delivered in other areas across Scotland to deliver Community Wealth Building, and these include:

- projects to tackle under-utilised and derelict land and buildings,
- using land and property assets to help develop low carbon and renewable energy schemes and networks,
- unlocking assets to develop community enterprise hubs for small businesses and social enterprises,
- developing progressive and productive use of land and property (e.g. for Food Farm – providing employment and training opportunities and food production; tree planting), and
- developing transport models.

1. APPLICATION PROCESS

1.1 Eligibility

The application process is open to local community organisations, public sector (including council services), other community planning partner organisations and private sector.

Applications must be for capital projects that contribute to the delivery of Community Wealth Building, addressing at least one or more of the 5 principles as identified above (in Section 4).

1.2 Funding Available

Projects must be of significant value and be ready to implement. They are expected to have a value of £100,000 or above. There will be no restriction placed on the number of application bids submitted. Given the minimum project value, and limited size of overall fund, applicants are requested to be realistic with their applications and combined value of grant requests.

It must be clearly demonstrated that significant expenditure will be incurred by the particular individual project to allow for PBIP funds to be drawn down in full in the 2022-23 financial year.

In order to satisfy this, it is expected that work being supported by PBIP funds would be well underway or at the very minimum have a full procurement and legally binding contract in place and signed. Priority will be given to those projects that demonstrate that the PBIP funded works will meet prescribed 31 March 2023 timelines.

Please note where a project is successful in receiving a recommendation and offer of grant award, this must take place in line with the approved profile. There is no facility to carry over grant into subsequent financial years. Failure to meet the timescales in the offer of grant may result in any offer of grant being withdrawn.

1.3 Consortium Bids

Projects submitted on behalf on a consortium or partnership must have a lead body on behalf of a consortium of partners. The Lead body as applicant must evidence that partners have agreed the application and are signed up to the delivery of it if successful, for example a letter of support.

APPLICATION FORM AND TIMESCALE

The deadline for application along with any supporting information is

5PM on FRIDAY 22nd APRIL 2022

The application form can be downloaded from the West Lothian Council website where there this accompanying guidance for applicants has been published. A separate application form should be completed for each project. There is no requirement for hand signed or hard copies.

[INSERT LINK TO APPLICATION FORM]

The application form should be completed and emailed on to:

CommunityWealthBuilding@westlothian.gov.uk

If you are unable to submit an electronic copy please contact us as soon as possible to discuss.

1.4 Process Points of Contact

Applicants will be contacted at multiple points throughout the application process to provide support and updates on the status of their application.

Between the launch and closure of applications, applicants will have 4-weeks of the Support Phase in which they may contact officers for support and further guidance with their application. Officers recognise the importance in supporting applicants to feel confident in their application and the application process before applications close.

During the Vetting & Feedback Phase, applicants will be contacted with an update on the suitability of their application, and whether it will be considered by the assessment panel. Throughout this 2-week phase, applicants may also be approached to discuss aspects of their application in more depth (e.g. meeting with Council contacts in planning, asset management, building services, procurement, etc.). Following this phase, unsuccessful applicants will be contacted with feedback.

After the Panel Meeting, the lead contact for each recommended application will be notified that they have been recommended for approval before Council Executive and will be updated in due course.

ASSESSMENT PROCESS

The project assessment process will consider all applications in terms of their overall viability. For example, this may include provision of a detailed business plan for your project. The Head of Planning, Economic Development and Regeneration has delegated authority for assessing applications, with recommendations being taken to Council Executive for decision. Successful applicants will be made aware as soon as possible afterwards.



SUCCESSFUL APPLICATIONS

If successful, please note that monies will only be released on receiving evidence that contracts are in place and any offer of grant will be provisional on the basis of this being received and that West Lothian Council is satisfied with what has been provided.

Please note that in the event of an application being successful, it may be recommended for a level of grant other than that requested, in order to ensure all eligibility criteria are met or to fully utilise the overall PBIP fund. This would of course be subject to discussion with individual applicants and organisations, particularly in relation to viability.

SUPPORT AND ADVICE ON YOUR APPLICATION

Officers recognise the importance in supporting applicants to feel confident in their application and the application process before applications close. If you have any questions with regards to this guidance, the application form and/or the process please contact the Community Wealth Building Team at:

CommunityWealthBuilding@westlothian.gov.uk

Appendix 1

Additional Guidance on Completing the Application Form:

Project Start Date: This must be after the date any funding offer is made and you sign off any conditions of grant but before the 24th June 2022. The signing of a formal contract by the 31 March 2023 will be considered appropriate even if physical work commences after that date, but would be expected to commence soon thereafter.

Project Completion Date: Project completion should be realistic and applicants will be required to provide monitoring reports throughout the funding period and delivery phase, and through to practical completion. These must demonstrate the ongoing viability of the project.

Project Costs: Individual projects are expected to have a minimum value of £100,000 or more, and you may apply for 100% of the total eligible project costs. Please note however, that leverage will be considered as part of the PBIP assessment of applications, in terms of either contribution to a wider programme or within the project itself.

Please provide the total eligible spend on the specific PBIP activity to which grant will contribute, indicating amounts covered by PBIP and any other funding, grant or loan investment that will contribute to the expenditure of the project.

Grant awards must relate to spend actually incurred or legally committed. PBIP project leads will be required to show that expenditure figures are consistent with project start and completion dates, and shall provide sufficient detail within project summary regarding the nature of costs that will actually be incurred and specifically those to which PBIP will contribute.

Grant cannot be claimed for costs incurred prior to the conditions of grant being signed off.

Please provide a detailed breakdown of costs. Additional information on any other costs, e.g. wider programme activities, should only be included within the project description. Include detail on expenditure beyond the PBIP (2022-23) funding period where appropriate. Please provide additional information within the project description where the project will be incurring expenditure beyond the period that the grant has been requested for.

Match Funding: Where you are not requesting 100% funding but are match funding the project please provide detail of other sources of funding, grant or loan investment that will contribute to the expenditure of the project. This should include the source and confirmation that this is in place or the date that you expect it to be confirmed in not.

Please specify if any additional funding for the project has already been secured, or if you are in discussions with funders to discuss eligibility. You must be able to evidence that this funding is in place by 22 April 2022 or earlier.

Project Contact: Please ensure that the project proposal is submitted by an appropriate official from your organisation and that this individual is available to respond quickly to information requests. If possible, please include details of a secondary contact.

Legal Requirements: Procurement, Subsidy Control, Environmental Impact, Equalities Impact Assessment, Planning Permission, Fairer Scotland Duty (as part of the Equality Act 2010,) Building Warrant, and any other legal requirements that are specific to individual projects. All projects will need to comply with all relevant statutory legislation relating to project implementation. Further information may be required from organisations prior to any offer of grant award being made.

Community Wealth Building Principles: Projects must address at least one of the five principles of Community Wealth Building. Further information on these principles is provided



in Section 3 of this guidance, and applicants are encouraged to seek advice and support with their applications by contacting the Community Wealth Building Team. Please also demonstrate in the project description how the capital project will support delivery of Community Wealth Building.

Please use sub headings and bullet points as this makes it easier for the reader assessing your application to quickly understand your project.

Project Proposal Summary: Please aim to keep your proposal summary short and concise, with use of bullet points where appropriate, and provide clarity what the project will deliver. Please note that any information beyond the 500-word limit is unlikely to be considered in application determination.

Please ensure that you provide responses to each of the following (you might find it useful to use these as sub-headings in your application):

- What will the project actually deliver?
- Brief outline of why this project is being undertaken and how it has evolved.
- Timescales, objectives, target groups, geographical coverage, partnership, community involvement.
- Any other financial contributions and timescales for securing other funding.
- Demonstration of how this project will benefit disadvantaged communities, as well as economic, social and physical regeneration outcomes.
- Demonstration of how the project is of strategic value and supports delivery on at least one of the five principles of Community Wealth Building.
- Demonstration of how the project will contribute to wider net zero emissions targets.
- Any other potential wider local impact not covered elsewhere in the application.

West Lothian Council
Economic Development & Regeneration
8 February 2022

Appendix 3**PLACE BASED INVESTMENT PROGRAMME (PBIP) 2022-23****WEST LOTHIAN - COMMUNITY WEALTH BUILDING****PROJECT APPLICATION FORM**

Completed project application forms must be submitted to West Lothian Council before the publicised deadline of **5PM on FRIDAY 22nd APRIL 2022**.

Please refer to the associated guidance when completing this application form. No project should start or commit expenditure before receiving any approval of grant in writing. All projects **MUST** be either delivered or legally committed by 31st March 2023.

1. Applicant Information

Applicant/Organisation Name	
Address	
Website	
Type of Organisation (public sector, voluntary organisation, charity, CIC, Ltd. by guarantee, SCIO, unincorporated association etc. or private sector)	
Charity number (if applicable)	

Contacts	Lead Contact	Secondary Contact
Name		
Position in Organisation		
E-mail Address		
Telephone Number		
Address		

If voluntary organisation, charity, CIC, Ltd. by guarantee, SCIO, unincorporated association etc. please select documents attached:	Please select
Constitution or articles of Memorandum	<input type="checkbox"/>
Latest audited accounts	<input type="checkbox"/>
List of current Board members	<input type="checkbox"/>

2. Costs, Timeline & Legal

Project Title	
Start Date	
Completion Date	

Project Costs:	2022/2023
PBIP Costs to which grant will contribute	
Costs funded by other committed sources	
Total	

Breakdown of Project Costs (source/funder)	2022/2023	Date funding confirmed or expected to be
Total		

Legal Requirements
<p>Does the project comply with relevant statutory legislation? Procurement, Subsidy Control, Environmental Impact, Equalities Impact Assessment, Planning Permission, Fairer Scotland Duty (as part of the Equality Act 2010,) Building Warrant, and any other legal requirements that are specific to individual projects. All projects will need to comply with all relevant statutory legislation relating to project implementation.</p> <p>Further information may be required from organisations prior to any offer of grant award being made. Please detail what statutory legislation applies to your project and how you are addressing it.</p>

3. Project Details

Please refer to associated PBIP 2022-23 Guidance on completing this application.

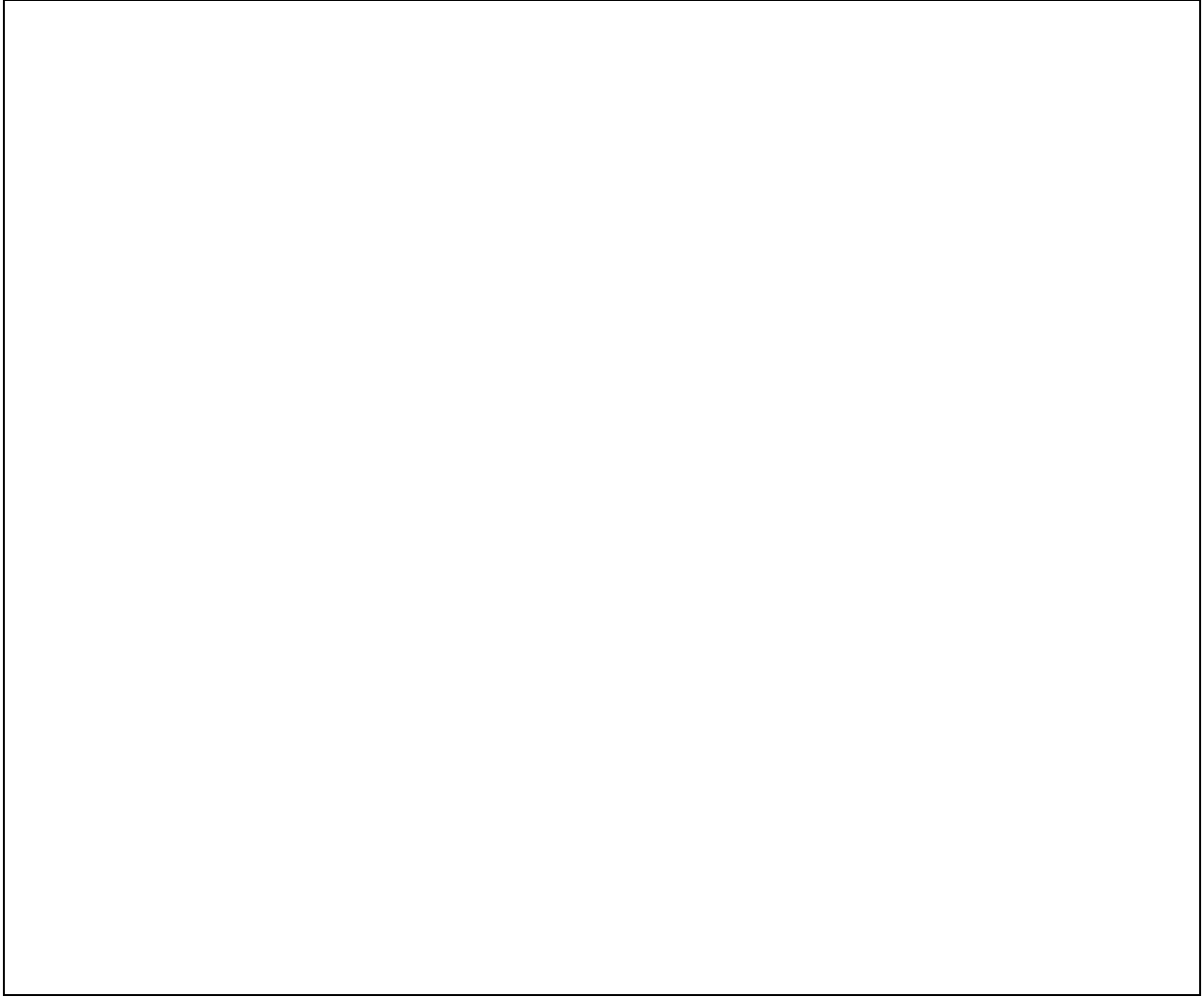
Also note that the word count limit in each section is fixed so anything over the word count is unlikely to be considered. Please refer to the guidance notes for more information.

Which of the 5 Principles of Community Wealth Building does your project address? (Please select all that apply)		
1.	Plural ownership of the economy	<input type="checkbox"/>
2.	Making financial power work for local places	<input type="checkbox"/>
3.	Fair employment and just labour practices	<input type="checkbox"/>
4.	Progressive procurement of goods and services	<input type="checkbox"/>
5.	Socially productive use of land and property	<input type="checkbox"/>

Community Wealth Building Principle(s)

Based on the box(es) you ticked above please detail how your capital project detailed below will deliver on the theme of Community Wealth Building.

Maximum 500 words (use bullet points / sub headings as appropriate. This helps with the assessment process)



Capital Project

Please detail what your capital project is and how it will deliver the outcomes you detail above in reference to Community Wealth Building themes you have identified.

Maximum 500 words (use bullet points / sub headings as appropriate. This helps with the assessment process)

If you wish to include a plans/maps to illustrate the subject area you can do so. Please submit as a separate document. Please do not embed files within this document.

Privacy Notice

Place Based Investment Programme (PBIP) 2022-23

Information held about you

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

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

- Name of the organisation
- Contact details of contact person; name, position in the organisation, address, telephone and e-mail address.
- Copies of organisation documents;
 - List of committee members/directors list
 - Annual Accounts
 - Cash flow forecast 2022-23
 - Memorandum of Association or Constitution
 - Bank Statements / Bank Details
 - Invoices
 - Payslips

Who is processing my data?

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

How will we use information we hold about you?

Your data will be used to:

- Assess and progress your application
- Contact you regarding the Place Based Investment Programme 2022-23
- To contact you regarding information that may be relevant to you.
- To contact you for feedback regarding the quality of services provided to you.

Who will we share your information with?

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

How long do we keep your records?

We will aim to keep your information accurate and up-to-date, and to update or remove the data upon request by you. The council will only keep your information for a maximum of seven years from the end of the project. After this time personal information will be securely destroyed.

Your Rights

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

To request your records, you will need to put your request in writing and provide proof of identification to Alice Mitchell, Economic Development and Regeneration, West Lothian Council, West Lothian Civic Centre, Howden South Road, Livingston, West Lothian, EH54 6FF. Email: alice.mitchell@westlothian.gov.uk

Providing accurate information

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

Further Information

If you have any questions or concerns about how your information is used, please contact Alice Mitchell, Economic Development and Regeneration, West Lothian Council, West Lothian Civic Centre, Howden South Road, Livingston, West Lothian, EH54 6FF. Email: alice.mitchell@westlothian.gov.uk

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

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

Who is responsible for my information?

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

Declaration	
<p>We wish to apply to the Place Based Investment Programme 2022/23. The above is an accurate outline of the proposed project. We have read and understood the guidance notes for applicants and agree to the conditions therein. We understand that the grant may be modified or withdrawn, if all the conditions are not adhered to. We are willing to co-operate in the monitoring of the grant scheme and to meet with their representatives if required to do so. We will acknowledge the support of the Fund in any related PR activities.</p> <p>I consent to West Lothian Council processing my personal data for the purposes of:</p>	
<input type="checkbox"/>	Application to the Place Based Investment Programme 2022-23 & the monitoring of the grant if awarded.
<input type="checkbox"/>	To provide you with updates on the progress of your application.
<input type="checkbox"/>	Contact you to pass on information that may be relevant to you.
<input type="checkbox"/>	Contact you for feedback on quality of services provided to you.
Name	
Position	
Organisation	
Date	

Please send your completed application forms and any supporting documentation to the Community Wealth Building Team:

CommunityWealthBuilding@westlothian.gov.uk

For any admin related queries or queries relating to Community Wealth Building or the guidance, please contact the Community Wealth Building Team:

CommunityWealthBuilding@westlothian.gov.uk

Appendix 4

PLACE BASED INVESTMENT PROGRAMME (PBIP) 2022-23

WEST LoTHIAN TOWN CENTRE CAPITAL FUND

GUIDANCE FOR APPLICANTS

INTRODUCTION

This guidance sets out the criteria for the fund to help applicants prepare and submit their applications for the West Lothian Town Centre Capital Fund 2022-23, that forms one of the two strands of the Place Based Investment Programme (PBIP) in 2022-23, the other being the Community Wealth Building strand.

It covers the background to the West Lothian Town Centre Capital Fund 2022-23 and its PBIP context, the application process, eligible organisations and projects.

Note that the deadline for receipt of completed application submissions is 5PM on FRIDAY 22nd APRIL 2022.

BACKGROUND

The Place Based Investment Programme (PBIP) was announced by the Scottish Government in May 2021. The main objectives of the PBIP include:

- to link and align place-based initiatives and establish a coherent local framework to implement the Place Principle;
- to support place policy ambitions such as town centre revitalisation, community led regeneration, 20-minute neighbourhoods and Community Wealth Building;
- to ensure that all place-based investments are shaped by the needs and aspirations of local communities;
- to accelerate ambitions for net zero, wellbeing and inclusive economic development, tackling inequality and disadvantage, community involvement and ownership.

The programme provides local government with a share of £140million over 5 years to support and advance place-based capital investment and build on the strong partnership currently existing through the Regeneration Capital Grant Fund (RCGF). This breaks down per year as £38m in 2021/22; £33m in 2022/23; £23m in 2023/24; £23m in 2024/25; and £23m in 2025/26.

West Lothian Council's allocation over the 5-year period will be over £4.5m. In year two of the fund 2022/23 it is expected that around £1,000,000 will be available. The grant is for capital expenditure, and it is expected that expenditure will be met, or at least work or contracts signed or commenced, by 31 March 2023.

WEST LoTHIAN COUNCIL'S APPROACH

At the Council Executive on 8 February 2022 it was agreed that an application-based approach would again be used in 2022-23 with the funding split between two funding streams:

1. West Lothian Town Centre Capital Fund 2022-23 (£500,000), and
2. Community Wealth Building (£500,000)

This approach in 2022-23 meets the requirements of the PBIP, will continue to allow a strategic approach to be taken and will also support the council to progress these key policy agendas for our local communities.

This guidance relates solely to the West Lothian Town Centre Capital Fund 2022-23, with separate application process and guidance being issued for the Community Wealth Building Place Based Investment Programme 2022-23.

The funding (subject to budget confirmation) is being made available along similar lines to the earlier West Lothian Town Centre Capital Funds in 2019-20 and 2020-21. As such the grant will be available to each community with 1,000 people or more, 50% of funding based on the number of towns (i.e. an equal split) and 50% based on the scale of population. The allocation to the 23 communities is set out in Appendix 2 below.

APPLICATION PROCESS

1.1 Eligibility

The application process is open to local community organisations, public sector (including council services), other community planning partner organisations and private sector. Applications must be for physical capital projects that contribute to the delivery of town centre and town improvements.

1.2 Funding Available

Projects must be supported by or have been identified by their local community, as well as be ready to implement. There is no minimum project value nor any restriction placed on the number of application bids submitted. However, given the limited size of the overall fund available, see appendix 2, applicants are requested to be realistic with their applications and combined value of grant requests.

It must be clearly demonstrated that significant expenditure will be incurred by the particular individual project to allow for the West Lothian Town Centre Capital Funds to be drawn down in full in the 2022-23 financial year.

In order to satisfy this, projects funded must be completed, underway or at the very minimum have a full procurement and legally binding contract in place and signed by 31 March 2023. Priority will be given to those projects that can demonstrate that they can meet these timelines.

Please note where a project is successful in receiving a recommendation and offer of grant award, this must take place in line with the approved profile. There is no facility to carry over grant into subsequent financial years. Failure to meet the timescales in the offer of grant may result in any offer of grant being withdrawn.

Where contracts are let by 31 March it is expected that work will be completed as soon as possible thereafter, certainly within six months.

1.3 Consortium Bids

Projects submitted on behalf of a consortium or partnership must have a lead body on behalf of a consortium of partners. The Lead body as applicant must evidence that partners have agreed the application and are signed up to the delivery of it if successful, for example a letter of support.

APPLICATION FORM AND TIMESCALE

The deadline for application along with any supporting information is:

5PM on FRIDAY 22nd APRIL 2022

The application form can be downloaded from the West Lothian Council website where this accompanying guidance for applicants has been published. A separate application form should be completed for each project. There is no requirement for hand signed or hard copies.

[INSERT LINK TO APPLICATION FORM]

The application form should be completed and emailed on to:

regenerationteam@westlothian.gov.uk

If you are unable to submit an electronic copy please contact us as soon as possible to discuss alternative approaches to submission.

ASSESSMENT PROCESS

The project assessment process will consider all applications in terms of their overall viability. For example, this may include provision of a detailed business plan for your project. The Head of Planning, Economic Development and Regeneration has delegated authority for assessing applications, with recommendations being taken to the relevant Local Area Committee in May/June for a decision. If there should be any unallocated funding from the Local Area Committee then this will be reported back to the Council Executive to determine how to spend this across the whole Council area. Successful applicants will be made aware as soon as possible afterwards.

SUCCESSFUL APPLICATIONS

If successful, please note that monies will only be released on receiving evidence that contracts are in place or charges are about to be incurred and any offer of grant will be provisional on the basis of this being received and that West Lothian Council is satisfied with that provided.

Please note that in the event of an application being successful, it may be recommended for a level of grant other than that requested, in order to ensure all eligibility criteria are met or to fully utilise the overall West Lothian Town Centre Capital Fund. This would of course be subject to discussion with individual applicants and organisations, particularly in relation to viability.

MAINTENANCE AND LIABILITY INSURANCE

If you are successful and delivering a project please be aware that unless otherwise agreed by West Lothian Council in advance, the expectation is that any ongoing related maintenance will be the responsibility of the applicant as well as any public liability insurance that may be required depending on the nature of your project.

SUPPORT AND ADVICE ON YOUR APPLICATION

Appendix 1 sets out Additional Guidance on Completing the Application Form that should help you complete the application form. **However, before applying you are strongly advised to contact the relevant Ward Officer from Economic Development and Regeneration (see table below) or email the team mailbox at (RegenerationTeam@westlothian.gov.uk) to discuss your project in more detail in the first instance.** This will be important both in

terms of the eligibility of your project but also to identify key contacts that may be vital to the delivery of your work. For example, to identify planning related matters, leases, land ownership, roads/signage matters etc. as well as the ongoing maintenance and insurance matters that are likely to apply.

Economic Development and Regeneration Officer contact:

Ward 1 Linlithgow Stewart Ness, stewart.ness@westlothian.gov.uk , Tel. 07717 865225
Ward 2 Broxburn Uphall and Winchburgh Stewart Ness, stewart.ness@westlothian.gov.uk , Tel. 07717 865225 For Winchburgh, contact Douglas Grierson, douglas.grierson@westlothian.gov.uk ; Tel. 07500 816852
Ward 3 Livingston North Scott McKillop, scott.mckillop@westlothian.gov.uk ; Tel. 07500 816862
Ward 4 Livingston South Lesley Keirnan, lesley.keirnan@westlothian.gov.uk ; Tel. 07771 980037
Ward 5 East Livingston and East Calder Lesley Keirnan, lesley.keirnan@westlothian.gov.uk , Tel. 07771 980037
Ward 6 Fauldhouse and the Breich Valley Douglas Benson, douglas.benson@westlothian.gov.uk , Tel.07769 877145
Ward 7 Whitburn and Blackburn Scott McKillop, scott.mckillop@westlothian.gov.uk ; Tel. 07500 816862 For Blackburn, contact Michelle Kirkbright, michelle.kirkbright@westlothian.gov.uk , Tel. 07500816855
Ward 8 Bathgate Nairn Pearson, nairn.pearson@westlothian.gov.uk ; Tel. 07917 263587
Ward 9 Armadale and Blackridge Michelle Kirkbright, michelle.kirkbright@westlothian.gov.uk ; Tel. 07500 816855

Appendix 1

Additional Guidance on Completing the Application Form:

Project Contact: Please ensure that the project proposal and application is duly submitted by an appropriate official from your organisation and that this individual is available to respond quickly to information requests.

Project Start Date: This must be after the date any funding offer is made and you sign off any conditions of grant but before and the **31 March 2023**. The signing of a formal contract by the 31 March will be considered appropriate even if physical work commences after that date, but would be expected to commence soon thereafter and be completed as soon as possible, within six months would be the expectation.

Project End Date: Project completion (end) should be realistic and applicants will be required to provide monitoring reports on completion, or at any point throughout the funding period requested by West Lothian Council. This will include financial evidence such as receipts and invoices along with bank statements showing payment. Failure to do so when requested is likely to mean repayment of the grant will be requested.

Pre-Application Discussion: It is strongly encouraged that applicants engage in pre-application discussions with relevant Council officer as outlined in the guidance. This will be important both in terms of the eligibility of your project but also to identify key contacts that may be vital to the delivery of your work. For example, to identify planning related matters, leases where relevant, roads/signage matters etc. as well as the ongoing maintenance and insurance matters that are likely to apply.

Project Description: Describe fully the planned project for which funding is being sought, typically giving consideration to information such as:

- What will the project actually deliver.
- Brief outline of why this project is being undertaken and how it has evolved.
- Timescales, objectives, target groups, geographical coverage, partnership, community involvement; and
- Any other financial contributions and timescales for securing other funding.

Project Outcomes: Outline what your capital project will deliver in line with funding outcome. It may be helpful to use bullet points and sub headings as appropriate, as this makes it easier for the reader assessing your application to quickly understand your project and its deliverables.

- Demonstration of how this project will benefit disadvantaged communities, as well as economic, social and physical regeneration outcomes.
- Demonstration of how the project is of strategic value and supports delivery against the principles of the wider Place Based Investment programme.
- Demonstration of how the project will contribute to wider net zero emissions targets.
- Any other potential wider local impact not noted elsewhere in the application

Project Costs: Individual projects are not expected to have a minimum value, and you may apply for 100% of the total eligible project costs. Please note however, that leverage may be

considered as part of the assessment of applications, in terms of either contribution to a wider programme or within the project itself.

Please provide the total eligible spend on the specific activity to which grant will contribute, indicating amounts covered by proposed funds and any other funding, grant or loan investment that will contribute to the expenditure of the project.

Grant awards must relate to spend actually incurred or legally committed after the date of award. Project leads will be required to show that expenditure figures are consistent with project start and end/completion dates, and shall provide sufficient detail within project summary regarding the nature of costs that will actually be incurred and specifically those to which secured funds will contribute. **Grant cannot be claimed for costs incurred prior to the conditions of grant being signed off.**

Please provide a detailed breakdown of costs. Additional information on any other costs, e.g. wider activities, should only be included within the project description. Include detail on expenditure beyond the 2022-23 funding period where appropriate. Please provide additional information within the project description where the project will be incurring expenditure beyond the period in which grant has been requested.

Additional Funding: Where you are not requesting 100% funding support of the project please provide detail of other sources of funding that will contribute to the expenditure of the project. This should include the source and confirmation that this is in place or the date that you expect it to be confirmed in not.

Please specify if any additional funding for the project has already been secured, or if you are in discussions with funders to discuss eligibility. You must be able to evidence that this funding is in place by 31 March 2023 or earlier.

Project Management and Legal Requirements: Procurement, Subsidy Control, Environmental Impact, Equalities Impact Assessment, Planning Permission, Fairer Scotland Duty (as part of the Equality Act 2010,) Building Warrant, and any other legal requirements that are specific to individual projects. All projects will need to comply with all relevant statutory legislation relating to project implementation. Further information may be required from organisations prior to any offer of grant award being made. Description should also be provided as to how the project will be managed and delivered, and this should include a commitment to completing and returning relevant project monitoring information, as specified in guidance.

During delivery and on completion you need to be aware that, unless otherwise agreed with West Lothian Council, any ongoing related maintenance will be the responsibility of the applicant as well as any public liability insurance that may be required depending on the nature of your project.

APPENDIX 2

Allocation of Grant with settlements more than 1000 in West Lothian

Settlement	Population	Fixed Allocation	Population Allocation	Total Amount Awarded
		£	£	£
Livingston	54,516	10,000	83908	93,908
Bathgate	23,559	10,000	36260	46,260
Linlithgow	13,862	10,000	21336	31,336
Armadaale	12,021	10,000	18500	28,500
Whitburn	11,805	10,000	18170	28,170
Broxburn	10,970	10,000	16884	26,884
Uphall	4,687	10,000	7214	17,214
Blackburn	5,775	10,000	8889	18,889
East Calder	5,733	10,000	8824	18,824
Fauldhouse	4,804	10,000	7394	17,394
Winchburgh	3,758	10,000	5784	15,784
Midcalder	3,351	10,000	5158	15,158
West Calder	3,152	10,000	4851	14,851
Kirknewton	2,598	10,000	3999	13,999
Polbeth	2,301	10,000	3542	13,542
Blackridge	2,074	10,000	3192	13,192
Addiebrowhill	1,991	10,000	3064	13,064
Stoneyburn	1,982	10,000	3051	13,051
Pumpherstoun	1,667	10,000	2566	12,566
East Whitburn	1,344	10,000	2069	12,069
Seafeld	1,334	10,000	2053	12,053
Uphall Station	1,073	10,000	1651	11,651
Greenrigg	1,066	10,000	1641	11,641
Total	175,423	230,000	270,000	500,000

Note that the fixed amount will stay the same however the variable amount based on population maybe subject to change when actual budget is received from Scottish Government.

Livingston

<u>Area</u>	<u>Population</u>	<u>Amount Awarded</u>
Livingston Eliburn	8,211	14144
Livingston Craigshill	7,057	12156
Livingston Dedridge	6,808	11727
Livingston Murieston / Bankton	5,315	9155
Livingston Carmondean	5,170	8905

Livingston Ladywell	5,024	8654
Livingston Deans	4,234	7293
Livingston Knightsridge	3,945	6796
Livingston Howden	3,489	6010
Livingston Village / Kirkton	2,958	5095
Livingston Bellsquarry / Adambræ	2,305	3973
	54,516	<u>93908</u>

Based on 2017 Population figures

**West Lothian Council
Economic Development & Regeneration
8 February 2022**



Appendix 5

PLACE BASED INVESTMENT PROGRAMME (PBIP) 2022-23

WEST LoTHIAN – TOWN CENTRE CAPITAL FUND

APPLICATION FORM

Completed project application forms must be submitted to West Lothian Council before the publicised deadline of **5 PM on FRIDAY 22nd APRIL 2022**.

Please refer to the associated guidance when completing this application form. No project should start or commit expenditure before receiving any approval of grant in writing. All projects **MUST** be either delivered or legally committed by 31 March 2023. It is strongly advised that applicants discuss their proposals with Council officers prior to making any application submission.

1. Applicant Organisation

Organisation Name	
Contact Person and Position	
Address	
Telephone Number	
Email Address	
Type of organisation (public sector, private sector, voluntary organisation, charity, SCIO, etc) If charity then please include charity number:	
What are the main activities of your organisation? (please answer in no more than 100 words)	

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

2. Project Details

Council Ward	
Project Title	
Project Location	
Project Start Date	
Project End Date	

<p>Pre-Application Discussion</p> <p>Have you made any pre-application enquiries or discussed your proposal with Council officers? We strongly encourage you to liaise with relevant officer(s) as outlined in the accompanying guidance. What was the basis and outcome of any discussion?</p>

<p>Project Description</p> <p>Describe fully the project for which grant is being sought (background and context of the project, description of works). Is this project work linked to an existing project? If this application is from a WLC service area, is the project supported by the community.</p>

Evidence of Need

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

Project Outcomes

Describe what your capital project will deliver in line with funding outcomes (use bullet points and sub headings as appropriate, to help with assessment process).

Partners involved

(other local organisations you are working with)

3. Project Costs

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

Expenditure Item	Total Cost	WLTCF Cost

If the total project cost is greater than the funding applied for please then detail where the source of this additional funding is generated from (i.e. WLC, Lottery etc.)

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

Funding Source (i.e. WLC, Lottery)	Approved and in place	Date to be confirmed

Project Management and Legal Requirements

Does the project comply with relevant statutory legislation?

Procurement, Subsidy Control, Environmental Impact, Equalities Impact Assessment, Planning Permission, Fairer Scotland Duty (as part of the Equality Act 2010,) Building Warrant, and any other legal requirements that are specific to individual projects. All projects will need to comply with all relevant statutory legislation relating to project implementation. Further information may be required from organisations prior to any offer of grant award being made

Project Management

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

Maintenance and Insurance

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

Monitoring and Finance

Please note that part of any grant award there is a requirement to provide monitoring and evidence of financial spend (in general copies of invoices and bank statements showing spend etc) on request failure to do so may mean the grant being repaid).

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

Privacy Notice

West Lothian Town Centre Capital Fund 2022/23

Information held about you

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

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

- Name of the organisation
- Contact details of contact person; name, position in the organisation, address, telephone and e-mail address.
- Copies of organisation documents;
 - List of committee members/directors list
 - Annual Accounts
 - Cash flow forecast 2022/23
 - Memorandum of Association or Constitution
 - Bank Statements / Bank Details
 - Invoices
 - Payslips

Who is processing my data?

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

How will we use information we hold about you?

Your data will be used to:

- Assess and progress your application
- Contact you regarding the West Lothian Town Centre Capital Fund 2022/23
- To contact you regarding information that may be relevant to you.
- To contact you for feedback regarding the quality of services provided to you.

Who will we share your information with?

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

How long do we keep your records?

We will endeavour to keep your information accurate and up-to-date, and to update or remove the data upon request by you. The council will only keep your information for a maximum of seven years from the end of the project. After this time personal information will be securely destroyed.

Your rights

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

To request your records, you will need to put your request in writing and provide proof of identification to Alice Mitchell, Economic Development and Regeneration, West Lothian Council, West Lothian Civic Centre, Howden South Road, Livingston, West Lothian, EH54 6FF. Email: alice.mitchell@westlothian.gov.uk

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

Further information

If you have any questions or concerns about how your information is used, please contact Alice Mitchell, Economic Development and Regeneration, West Lothian Council, West Lothian Civic Centre, Howden South Road, Livingston, West Lothian, EH54 6FF. Email: alice.mitchell@westlothian.gov.uk

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

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

Who is responsible for my information?

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

Declaration	
<p>We wish to apply to the West Lothian Town Centre Capital Fund 2022/23. The above is an accurate outline of the proposed project. We have read and understood the guidance notes for applicants and agree to the conditions therein. We understand that the grant may be modified or withdrawn, if all the conditions are not adhered to. We are willing to co-operate in the monitoring of the grant scheme and to meet with their representatives if required to do so. We will acknowledge the support of the Fund in any related PR activities.</p>	
<p>I consent to West Lothian Council processing my personal data for the purposes of:</p>	
<input type="checkbox"/>	Application to the West Lothian Town Centre Capital Fund 2022/23 and the monitoring of the grant if awarded.
<input type="checkbox"/>	To provide you with updates on the progress of your application.
<input type="checkbox"/>	Contact you to pass on information that may be relevant to you.
<input type="checkbox"/>	Contact you for feedback on quality of services provided to you.
Name	
Position	
Organisation	
Date	

Please send your completed application forms and any supporting documentation to the Regeneration Team inbox at: RegenerationTeam@westlothian.gov.uk

For any admin related queries or queries relating to West Lothian Town Centre Capital Fund or the guidance, please contact the Regeneration Team:
RegenerationTeam@westlothian.gov.uk



BROXBURN, UPHALL AND WINCHBURGH LOCAL AREA COMMITTEE – FEBRUARY 2022 WORKPLAN 2021/22

	Issue	Purpose	Lead Officer	Date
1	Police Report	Quarterly update on Police/NRT activity in the ward	Sgt Iain Wells	All meetings
2	Fire Report	Quarterly report on activity from SFRS	Alan McNiven	All meetings
3	Housing report	Quarterly update on Housing related activity	Phyllis McFadyen	All meetings
4	NETS & Land Services Report	Quarterly update report on NETs activity	Tony Fleming	All meetings
5	Pensioners Xmas Fund Allocation 2020	To provide update on allocation of pensioners fund to groups in the ward	Douglas Grierson	November 2022
7	Bangour Development	To update on the progress of the development of the Bangour site	Craig McCorriston	February2022
8	Winchburgh Partnership Centre	To update on the plans for Winchburgh Partnership Centre	Craig McCorriston	TBC
9	Presentation for Third Sector Organisation	To inform the committee of the work of a local community organisation	Douglas Grierson	All meetings
10	Economic Development and Regeneration	Update on ED&R	Douglas Grierson	Twice a year

DATA LABEL: Public

BROXBURN, UPHALL & WINCHBURGH LOCAL AREA COMMITTEE

TIMETABLE OF MEETINGS 2022-23

Reports to Committee Officer by 12 noon	Agenda Issue	Meeting Date	Venue
Thursday 25 August 2022	Friday 26 August 2022	Friday 2 September 2022	TBC
Thursday 13 October 2022	Friday 14 October 2022	Friday 21 October 2022	TBC
Thursday 16 February 2023	Friday 17 February 2023	Friday 24 February 2023	TBC
Thursday 20 April 2023	Friday 21 April 2023	Friday 28 April 2023	TBC
Meetings will be held at 9.30am unless otherwise advised – Venue to be advised in due course			