



Whitburn and Blackburn Local Area Committee

West Lothian Civic Centre
Howden South Road
LIVINGSTON
EH54 6FF

1 June 2022

A virtual meeting of the **Whitburn and Blackburn Local Area Committee** of West Lothian Council will be held within the **MS Teams Virtual Meeting Room** on **Monday 6 June 2022 at 10:00am**.

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. Confirm Draft Minutes of Meeting of Whitburn and Blackburn Local Area Committee held on Monday 28 February 2022 (herewith)

Public Items for Decision

5. Place Based Investment Programme 2022/23 Town Centre Capital Fund - report by Depute Chief Executive (herewith)
6. Schedule of Local Area Committee Venues - report by Local Area

Committee Lead Officer (herewith)

Public Session

7. Police Ward Report - report by Police Scotland (herewith)
8. Fire and Rescue Service Ward Report - report by Scottish Fire and Rescue Service (herewith)
9. Service Update: NETs, Land and Countryside - report by Head of Operational Services (herewith)
10. Housing, Customer and Building Services - report by Head of Housing, Customer and Building Services (herewith)
11. Community Regeneration Update - report by Depute Chief Executive (herewith)
12. Workplan (herewith)

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



CODE OF CONDUCT AND DECLARATIONS OF INTEREST (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 WHITBURN AND BLACKBURN LOCAL AREA COMMITTEE held within MS TEAMS VIRTUAL MEETING ROOM, on 28 FEBRUARY 2022.

Present – Councillors George Paul (Chair), Jim Dickson, Bruce Fairbairn and Kirsteen Sullivan

In Attendance -

Marjory Mackie, Lead Officer, West Lothian Council

Scott McKillop, Community Regeneration Officer, West Lothian Council

Michelle Kirkbright, Community Regeneration Officer, West Lothian Council

Gordon McGuire, Scottish Fire and Rescue Service

Sergeant Iain Wells, Police Scotland

David Lees, Cleaner Communities Manager, West Lothian Council

Gary Stoddart, Housing Manager, West Lothian Council

Peter Kain, Greenrigg Community Council

Damian Byrne, Seafield Community Council

2. MINUTE

The committee confirmed the Minute of its meeting held on 6 December 2021 as a correct record. The Minute was thereafter signed by the Chair.

3. POLICE SCOTLAND WARD

The committee considered a report (copies of which had been circulated) by Police Scotland providing an update on performance, activities and issues across the ward for the period up to 31 December 2021.

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

Decision

To note the contents 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 the ward for the period up to 31 December 2021.

It was recommended that the committee note and provide comment on the Whitburn and Blackburn Multi-member Ward Performance Report.

On behalf of the committee, the Chair extended best wishes to Gordon McGuire on his forthcoming retiral.

Decision

To note the contents of the report; and

5. 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 and Countryside Services' teams for the period 1 November 2021 – 31 January 2022.

It was recommended that the committee:

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

Decision

To note the contents of the report.

6. 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 ward.

It was recommended that the committee note Housing, Customer and Building Service activity as detailed in the ward report for the period Quarter 3 - 1 October to 31 December 2021.

Decision

To note the contents of the report.

7. PLACE BASED INVESTMENT PROGRAMME AND UPDATE ON TOWN CENTRE CAPITAL FUND 2019/20 AND 2020/21

The Committee considered a report (copies of which had been circulated) by the Head of Planning, Economic Development and Regeneration advising of the launch of the Place Based Investment Programme for 2022-23 that would see an estimated £1,000,000 allocated through two funding streams.

One, the Town Centre Capital Fund, had been allocated £500,000 and would be delivered in the same way as the Town Centre Capital Fund in 2019/20 and 2020/21 with applications coming to the committee for approval. The second stream focussed the other £500,000 on supporting larger projects aimed at supporting Community Wealth Building and would be of interest to some organisations within the Ward

The report also provided an overview of the 2019/20 and 2020/21 Town Centre Capital Fund Programme projects.

It was recommended that the Committee note:

1. the process proposed for 2022/23;
2. that recommendations to approve the Town Centre Capital applications would 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 had been delegated to the Head of Planning, Economic Development and Regeneration to implement the process;
5. that regular contact would 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.

Decision

To note the contents of the report.

8. COMMUNITY REGENERATION UPDATE

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

It was recommended that the committee note the updates on:

1. regeneration activity in Blackburn;
2. town centre regeneration activity in Whitburn including the allocation of £30k funding towards a heritage trail in the town;
3. community interest in better utilising the community wing in Greenrigg Primary School;
4. Business Gateway activity including statistics for the ward; and
5. progress of developing Whitburn Partnership Centre.

Decision

To note the contents of the report.

9. WORKPLAN

A copy of the workplan had been circulated for information.

Decision

To note the workplan.

10. TIMETABLE OF MEETINGS 2022/23

The committee considered a proposed timetable of meetings (copies of which had been circulated) for the period 2022/23.

Decision

To approve the timetable of meetings.

DATA LABEL: PUBLIC



WHITBURN AND BLACKBURN LOCAL AREA COMMITTEE

PLACE BASED INVESTMENT PROGRAMME 2022/23 TOWN CENTRE CAPITAL FUND

REPORT BY DEPUTY CHIEF EXECUTIVE, EDUCATION, PLANNING AND ECONOMIC DEVELOPMENT

A. PURPOSE OF REPORT

The purpose of this report is to invite the committee to consider the applications to the Place Based Investment Fund Town Centre Fund and to agree the allocation of funding for the settlements within the ward.

B. RECOMMENDATION

It is recommended that the Local Area Committee:

1. notes that 10 applications have been received for projects within the ward;
2. notes the recommendations provided by officers within each town within the ward;
3. agrees to award funding as set out in the report;
4. notes that some of the funding costs remain as estimates and delegates the Head of Planning, Economic Development & Regeneration to finalise award amounts within the overall value of the funding available within the ward;
5. notes that as projects are implemented the detail and associated costs may change and so delegates the Head of Planning, Economic Development & Regeneration to agree such changes and to re-allocate any money that becomes available as a result to other projects in the ward, both so long as projects remain within the aims, purposes and overall intent of the original applications and approvals; and
6. notes the terms and conditions associated to the awarding of grants as set out in the report.

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)	<p>Place Based Investment is a Scottish Government Initiative.</p> <p>This report does not raise any specific SEA, Equality, Health or Risk Assessments requirements. However, projects supported through the fund may require assessments.</p>

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. This has now been confirmed as £1.132M
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).

Since the original report the grant awarded to West Lothian Council has been confirmed as been confirmed as £1,132,000. The additional £132,000 will be reported to the Council Executive in June for further advice.

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 was promoted to local community organisations through our normal channels with applications received by the deadline of 22 April 2022.

Whitburn and Blackburn Ward was been allocated £82,822 split between the following towns.

Town	Allocation (£)
Whitburn	28,170
Blackburn	18,889
Seafield	12,053
Greenrigg	11,641
East Whitburn	12,069
TOTAL	£ 82,822

As was previously the case, the Head of Planning, Economic Development and Regeneration retains 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 Allocation of the grant in West Lothian

The Council Executive agreed on 8 February 2022 that £500,000 should be allocated to all 23 communities with populations over 1,000 through a grant application process (see background reference below). The deadline from receipt of applications was set as 22 April 2022 to allow for decisions to be taken and projects delivered within the stated delivery deadline of projects having contracts committed by 31 March 2023, and having projects completed by 30 September 2023.

Council Executive agreed that decisions on the applications would be as follows:

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

After doing so, if a balance remains, Council Executive will decide how and where all remaining balances from Local Area Committee should be spent across the whole council area

D.4 Whitburn and Blackburn Ward Applications

Within the Whitburn and Blackburn ward, five settlements are eligible for the funding and by the deadline of 22 April 2022, 10 applications had been received for projects in the ward. The table below sets out the overview of the funding available and the funding request:

Town	Town allocation (£)	No of applications received	Total requested (£)	Over (+) / under (-) Funding Available
Whitburn	28,170	1	28,000.00	-170.00
Blackburn	18,889	4	8,932.24	-9,956.76
Seafield	12,053	2	12,052.00	-1.00
Greenrigg	11,641	1	11,640.00	-1.00
East Whitburn	12,069	2	11,536.80	-532.20
Ward Total	82,822	10	72,161.04	-10,660.96

Following receipt, all applications have been reviewed by the relevant Capital Asset Management Board Asset Lead Officer and recommendations and advice is set out in Appendix 1.

The following tables give a summary of the applications received and the recommended allocations for each settlement. The corresponding remaining balance, should the recommendations be approved are underneath each table.

Whitburn (£28,170)

Code	Application Name	Amount applied for	Recommended allocation
WHI22-01	Whitburn 7s and Facilities Upgrades - <i>Whitburn FCA/Whitburn Community Sports Club</i>	£28,000	£28,000
	Totals	£28,000	£28,000

Blackburn (£18,889)

Code	Application Name	Amount applied for	Recommended allocation
BLB22-01	BFC Silver Jubilee 1997 – 2022: Celebrating 25 Years at Trindleyknowe – <i>Blackburn Family Centre</i>	6,373.00	6,373.00
BLB22-02	Messy Monkeys – <i>Blackburn Community Education Association</i>	250.00	250.00
BLB22-03	Place to be United @ Blackburn – <i>Blackburn United Community Sports Club</i>	1,869.24	1,869.24
BLB22-04	Smoke Free Playparks Signage – <i>Community Action Blackburn</i>	440.00	440.00
	Totals	£8,932.24	£8,932.24

Seafield (£12,053)

Code	Application Name	Amount applied for	Recommended allocation
SEA22-01	Traffic Island Stones – <i>Seafield Community Council</i>	5,570.00	5,570.00
SEA22-02	Seafield Law Telescope– <i>Seafield Community Council</i>	6,482.00	6,482.00
	Totals	£12,052.00	£12,052.00

Greenrigg (£11,641)

Code	Application Name	Amount applied for	Recommended allocation
GRE22-01	No. 1 Children's Safety No. 2 Residents outlook No. 3 Greenrigg Community Hub - <i>all Greenrigg Community Council</i>	£11,640.00	£11,640.00
	Totals	£11,640.00	£11,640.00

East Whitburn (£12,069)

Code	Application Name	Amount applied for	Recommended allocation
EWB22-01	Phone Box Library – <i>East Whitburn Community Education Centre</i>	5,690.00	5,690.00
EWB22-02	Redmill Park Shelter Project – <i>East Whitburn Community Education Centre</i>	5,846.80	5,846.80
	Totals	£11,536.80	£11,536.80

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

Town	Balance
Whitburn	170.00
Blackburn	9,956.76
Seafield	1.00
Greenrigg	1.00
East Whitburn	532.20
Total Balance	£10,660.96

Allocation of town underspends

The Local Area Committee is able to reallocate any under spends in towns to projects they have not been able to fund or fully fund in other towns. In the ward an underspend of **£10,659.96** remains unallocated.

As there are no applications which have not received the full amount requested, there are therefore no projects for the LAC to consider reallocating funding to.

As per conditions of the report approved by the Council Executive, this funding will be returned to the Council Executive for consideration.

D.4 Delivery of Projects

Following this committee's decision on the funding requests all applicants will be notified of the outcome. Many of the projects will be delivered by the council on behalf of the community group. However, in some instances the grant funding will be paid direct to the community group. In the latter case, the community group will hold full responsibility for delivery of the project. Where projects are to receive funding they will be required to agree to conditions of grant which will detail when the conditions which have to be met before the funding will be released.

As projects are implemented the detail and associated costs may change it is delegated to the Head of Planning, Economic Development & Regeneration to agree such changes and to re-allocate any money that becomes available as a result to other projects in the ward, both so long as projects remain within the aims, purposes and overall intent of the original applications and approvals.

As all projects have to be contractually committed by 31 March 2023, and have project completed by 30 September 2023, officers will liaise with successful applicants to ensure projects are on track to meet these deadlines. At this stage the applicant will be asked whether they still intend to progress the work and confirm that any necessary contracts can be let by 31 March 2023. If it is not confirmed that it can be achieved, or where officers have reservations, and the issue is not resolvable by the proposed delegations set out in the recommendations, the matter will be reported to Council Executive for a decision on the funding. Where possible, that report will also detail a reserve list of applications which could be implemented to utilise the available funding, although at that time opportunities to do so will likely be very limited because of time constraints.

E. CONCLUSION

This report provides the committee with the process to agree and allocate, within the ward are, the Town Centre Capital Funding element of the Scottish Government's Place Based Investment Capital Grant awarded to West Lothian for 2022/23. The funding provided local organisations with the opportunity to enhance their local community working in partnership with the Council and key stakeholders.

F. BACKGROUND REFERENCES

Council Executive, 8 February 2022

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

Appendices/Attachments:

Appendix 1: Application Overview

Appendix 2: Applications

Contact Persons:

Michelle Kirkbright, Community Regeneration Officer (Blackburn), 07500 816855, michelle.kirkbright@westlothian.gov.uk

Scott McKillop, Community Regeneration Officer (rest of ward), 07500 816862, scott.mckillop@westlothian.gov.uk

Clare Stewart, Manager Community Wealth Building Team, Clare.Stewart@westlothian.gov.uk

Elaine Cook, Deputy Chief Executive, Education Planning and Economic Development
06 June 2022

PBIF TOWN CENTRE FUND 202/23: PROPOSED FUNDING AWARDS: Appendix 1

Ward: Whitburn and Blackburn

Whitburn: (allocation: £28,170)

Applica tion Code	Applicant (Group/ Service)	Project Name	Brief Description of project	Scale of Funding	Delivered By	Recommended funding amount and any initial conditions of funding
WHI22-01	<i>Whitburn FCA/ Whitburn Community Sports Club</i>	Whitburn 7s and Facilities Upgrades	<p>This project is looking to extend the MUGA pitch at King George V Park, Whitburn and resurface it. This would be part of a wider community asset transfer of the facility.</p> <p>Application outlines previous work/planning with council for project. The project is stated to start and be completed within the 2022/23 financial year. All figures rounded in application. Overall costs are £151k, of which the amount requested would appear to be the remaining funding gap.</p>	£28,000	West Lothian Council	<p>Recommendation: to fund in full in principle pending the below conditions.</p> <p><u>Conditions:</u></p> <ul style="list-style-type: none"> - The applicant provides updated costings and clarifies that other funding is in place to evidence funding gap. - Clarify whether planning approval is required and secure this prior to works commencing and construction costs being incurred. - The service responsible for delivering the project (Operational Services) confirm that the project is feasible and deliverable within the timescale. <p><u>Service Feedback</u> Officers are supportive of this application and will be delivering the project. Services have that identified planning permission would likely be required for the project.</p>
TOTALS				£28,000		Total town allocation proposed: £28,000

Blackburn: (allocation: (£18,889))

Applica tion Code	Applicant (Group/ Service)	Project Name	Brief Description of project	Scale of Funding	Delivered By	Recommended funding amount and any initial conditions of funding
BLB22-01	Blackburn Family Centre	BFC Silver Jubilee 1997 – 2022: Celebrating 25 Years at Trindley knowe	<p>This project will provide a hub for communication between the community and third-sector organisations. It will also help celebrate the Silver Jubilee of the Trindley Knowe and Blackburn Family Centre. The following will make up the project:</p> <p>Provide an outdoor communication platform; enable the use of an outdoor space for the whole family; promotion of outdoor activity and environmental benefits with tree planting, play structures and seating; provide a community resource platform for those in need; enabling community pride and celebration of a site with a mural on the building.</p> <p>The project will see 2 fixed notice boards, 2 Rowan Trees, painted mural, children's benches, children's notice boards, CCTV cameras, blessing box and wooden outdoor play</p>	6,373.00	External	<p>Recommendation: to fund in full in principle pending the below conditions.</p> <p><u>Conditions:</u></p> <ul style="list-style-type: none"> - Confirm the relevant council services that tree planting can take place. Within the application advice was provided by 'The Parks Department' with a commitment from them to plant the x2 Rowan Trees. - That the applicant has processes and policies in place relating to GDPR around the CCTY and they clarify the maintenance arrangements around it. - Confirmation of planning permission and/or Advertisement consent needed for the notice boards needed. <p><u>Service Feedback</u></p> <p>NETs have queried which party has approved tree planting. Property Services have requested it be clarified who the data controller would be, and party responsible for monitoring and maintenance of CCTV. Therefore, both these issues have been included as conditions of funding.</p>

Applica tion Code	Applicant (Group/ Service)	Project Name	Brief Description of project	Scale of Funding	Delivered By	Recommended funding amount and any initial conditions of funding
			structures purchased and installed.			
BLB22-02	Blackburn Community Education Association	Messy Monkeys	The project will provide banners for the group to use to raise awareness in the community of their service helping to encourage others to attend.	250.00	External	Recommendation: to fund in full
BLB22-03	Blackburn United Community Sports Club	Place to be United @ Blackburn	<p>The project would expand on the work that the applicant carries out with NHS Lothian and allow for a wider reach within the local community developing an intergenerational learning and sharing.</p> <p>The items requested include: laptop/tablets/memory DVDs that will allow for better use of the premises for those experiencing memory impairments, enabling a community hub concept linked to the organisation's charitable aims.</p>	1,869.24	External	Recommendation: to fund in full
BLB22-04	Community Action Blackburn	Smoke Free Playparks Signage	This project is in partnership with WLDAS and is the final piece in their project around Smoke Free Playgrounds.	440.00		Recommendation: to fund in full in principle pending the below conditions. <u>Conditions:</u>

Applica tion Code	Applicant (Group/ Service)	Project Name	Brief Description of project	Scale of Funding	Delivered By	Recommended funding amount and any initial conditions of funding
			The project will allow for vinyl stickers to be placed on existing signage within the playparks raising awareness of smoking near/in play parks. The use of vinyl stickers was discussed with the Open Space Officer as WLC are trying to reduce sign clutter, the use of stickers would not contribute to more signage.			<ul style="list-style-type: none"> - Further discussion with NETs and Land Services is required in order to confirm whether or not that service is supportive of this approach. - If supportive, the applicant needs to confirm with the Open Space Officer of the exact location to place the stickers within/on existing signage only.
TOTALS				£8,932.24		Total town allocation proposed: £8,932.24

Seafield: (allocation: 12,053)

Applica tion Code	Applicant (Group/ Service)	Project Name	Brief Description of project	Scale of Funding	Delivered By	Recommended funding amount and any initial conditions of funding
SEA22-01	Seafield Community Council	Traffic Island Stones	<p>This project is to build on improvements made to a traffic island area which were made with previous allocations of TCF funding.</p> <p>The traffic island is situated between the primary school and the public playpark.</p> <p>The additional proposed improvements are to add sleeper planters, standing stones and aggregate chips.</p> <p>The Community Council aim to have these in place for the Gala Day on 2 July.</p>	5,570.00	Applicant via contractors and volunteers	<p>Recommendation: to fund in full in principle pending the below conditions.</p> <p><u>Condition:</u> the community council consults NETs on final plans and with Roads & Transportation to ensure there is no impact on the roads either side.</p>
SEA22-02	Seafield Community Council	Seafield Law Telescope	<p>Similar to the above, this application looks to build on improvements to an area which benefitted from the previous round of TCF funding.</p>	6,482.00	Applicant via contractors	<p>Recommendation: to fund in full in principle pending the below conditions.</p> <p><u>Condition:</u></p> <ul style="list-style-type: none"> - Applicant confirms how the telescope would be powered and that there is no on-cost to the council in terms of maintenance.

Applica tion Code	Applicant (Group/ Service)	Project Name	Brief Description of project	Scale of Funding	Delivered By	Recommended funding amount and any initial conditions of funding
			<p>This is at the top of Seafeld Law where the 360-degree seat was placed.</p> <p>These further improvements would consist of installing a 'talking tourist telescope' at this site, given the views the area has.</p> <p>Costings based on quote which has been provided.</p>			<p><u>Service Feedback</u> Services are happy to support this based on the funding condition.</p>
TOTALS						Total town allocation proposed: £12,052.00

Greenrigg: (allocation: £ 11,641)

Applica tion Code	Applicant (Group/ Service)	Project Name	Brief Description of project	Scale of Funding	Delivered By	Recommended funding amount and any initial conditions of funding
GRE22-01	Greenrigg Community Council	No. 1 Children's Safety No. 2 Residents outlook No. 3 Greenrigg Community Hub	<p>This application consists of three projects.</p> <p>Project 1: will deliver offset safety barriers at two sites at Dyke Road and Polkemmet Road. Roads have advised they can install standard pedestrian guard rails.</p> <p>Project 2: will deliver area of seating where resident can rest away the day on a comfortable commemorative bench seat to honour the Queen's Platinum Jubilee 2022. Location not provided.</p> <p>Project 3: Greenrigg Community Council is in the process of setting up a management committee/ volunteers to oversee the running of the newly name Greenrigg Community Hub. Funding is proposed to be spent on this project to improve the fabric of</p>	£11,640.00	<p>Roads & Transport ation</p> <p>Applicant</p> <p>Applicant / Officers</p>	<p>Recommendation: to fund in full in principle pending the below conditions.</p> <p><u>Conditions:</u></p> <ul style="list-style-type: none"> - Confirm where the commemorative seating will go and ensure that approval is provided by the relevant landowner. If council, the group should consult NETS on plans and location to ensure suitability. Roads should be consulted if location is on highway paths. - Confirm whether planning approval is required and, if so, obtain this. - To fund Project 3 in principle, but that officers approve the itemised spend once the applicant has discussed the detail of this with them. <p><u>Service Feedback</u></p> <ul style="list-style-type: none"> - NETs are supportive of bench proposal and applicant delivering this.

Applica tion Code	Applicant (Group/ Service)	Project Name	Brief Description of project	Scale of Funding	Delivered By	Recommended funding amount and any initial conditions of funding
			the Community Hub. At this point, the improvements are undefined but are proposed to be subject to the outcome of discussions with the relevant council officers.			
TOTALS				£11,640.00		Total town allocation proposed: £11,640.00

East Whitburn: (allocation: £12,069)

Applica tion Code	Applicant (Group/ Service)	Project Name	Brief Description of project	Scale of Funding	Delivered By	Recommended funding amount and any initial conditions of funding
EWB22-01	East Whitburn Community Education Centre	Phone Box Library	The project intends to purchase a refurbished phone box and install it on East Whitburn Main Street, beside the main bus stop – in close proximity to their existing repurposed phone box.	5,690.00		<p>Recommendation: to fund in full in principle pending the below conditions.</p> <p><u>Conditions:</u></p> <ul style="list-style-type: none"> - That the group consults the council's Planning Services to establish whether any approvals are required to install the phone box. If so, approvals must be obtained. - The group consults the council's Roads & Transportation service to ensure the chosen location does not obstruct the highway path. - Any public liability responsibilities for the group are clarified and fulfilled.
EWB22-02	East Whitburn Community Education Centre	Redmill Park Shelter Project	<p>This project would purchase a steel seated shelter, galvanized for weather and corrosion protection. It is virtually vandal proof, maintenance free and comes with a 25-year guarantee against rust and corrosion.</p> <p>It would be installed at the side of the football pitch, around the centre line in Redmill Park</p>	5,846.80		<p>Recommendation: to fund in full in principle pending the below conditions.</p> <p><u>Conditions:</u></p> <ul style="list-style-type: none"> - The council via NETs and Land Services deliver this. - That the group/NETs consult the council's Planning Services to establish whether any approvals are required to install the shelters. If so, approvals must be obtained.

Applica tion Code	Applicant (Group/ Service)	Project Name	Brief Description of project	Scale of Funding	Delivered By	Recommended funding amount and any initial conditions of funding
			where there is an existing accessible pathway.			<u>Service Feedback</u> <ul style="list-style-type: none"> - NETs and Land Services have advised that they can support and deliver the project on the group's behalf. However, they do suggest that anti-social behaviour issues are sometimes associated with these types of improvements and should be a consideration for members. They also suggest that a new shelter may require planning permission.
TOTALS				£11,536.80		Total town allocation proposed: £11,536.80

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	Blackburn Family Centre
Contact Person and Position	██████████ – Project Manager
Address	██
Telephone Number	████████████████████
Email Address	██
Type of organisation (public sector, private sector, voluntary organisation, charity, SCIO, etc) If charity then please include charity number:	Socially Minded Enterprise 1. Charity - SC026691 2. Private company limited by guarantee without share capital f- SC358232
What are the main activities of your organisation? (please answer in no more than 100 words)	The BFC focuses on early childhood care/education and personal development. Health and wellbeing are a major focus of our work, targeting babies to grannies. Throughout all our programmes we promote the development of social skills and the building of self-esteem and confidence. Our nursery offers three rooms: Jelly Babies (0-2), Jelly Tots (2-3) and Jelly Beans (3-5), inclusive of themed activities and outdoor play. After School Club caters for children from primary 1-7, offering indoor/outdoor activities and excursions. Our adult programme includes yoga, outdoor keep-fit, relaxation, drop-in befriending cafe, art, parent and toddler groups. Recently introduced baby massage groups.

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

2. Project Details

Council Ward	Ward 7: Whitburn & Blackburn
Project Title	BFC Silver Jubilee 1997 – 2022: Celebrating 25 Years at Trindleyknowe
Project Location	Trindleyknowe, 63 Bathgate Road, West Lothian
Project Start Date	3 June 2022
Project End Date	31 March 2023

Pre-Application Discussion

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?

BFC clarified the type of capital projects the fund would consider with the WLC regeneration officer. Also discussed the BFC project with an officer from the WLC parks department. Constructive and prompt guidance, that enabled this application, was provided from both WLC parties.

The need for a coordinated approach to communicating information and services rendered by third-sector organisations to the Blackburn community has become apparent at various meetings, also attended by the WLC regenerations officer. The BFC's motivation for this was supported by meetings participants.

The Trindleyknowe, in the heart of Blackburn and currently occupied by the BFC, would provide an ideal setting for outdoor and easy to assess information from which the community would benefit. The BFC occupies the site, renting it from the WLC.

The outcome of the discussions between BFC and WLC was that the BFC would develop a capital project that would align with a coordinated approach to communication, while considering the park-like environment of the Trindleyknowe, and lastly its heritage/geographical and that the BFC celebrates its Silver Jubilee year in 2022/23, starting 3 June 2022.

Project Description

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.

Following on from the background and context above, the following refers:

The project will deliver on:

- x2 fixed to the ground and upright outdoor notices boards at the Trindleyknowe
- x2 fixed tree seats (WLC parks department confirmed that x2 Rowan trees can be planted on the Trindleyknowe, the department has committed to planting the trees)
- Painted mural on an appropriate place on the Trindleyknowe (building) telling the story of the Trindleyknowe site and the BFC

- x2 fixed to the ground children's benches
- X2 children's notice board fixed to Trindleyknowe
- CCTV x6 cameras
- Blackburn Blessing Box (wooden outdoor food pantry & library)
- Wooden outdoor play structures for children

The project will provide a hub for communication between the community and third-sector organisations while celebrating the historical and geographical value of the Trindleyknowe and the Blackburn Family Centre Silver Jubilee 1997 – 2022. The Heatherfield fault line runs through the site that was also known as the "hitch" in coal-mining terms. According to urban legend and still being researched, the site was also said to be used for public hangings! The project evolved from the need for communication between the community and third-sector entities and celebration of the BFC and the need to provide outdoor signage promoting its services to the Blackburn public. The Blackburn Blessing Box initiative has evolved from the BFC setting out a table everyday people in need to help themselves to food, detergents, books, toys and videos.

Initiation of the project will start on 3 June 2022 (the BFC's founding date). Its objectives:

- Provide an outdoor communication platform to benefit the community of Blackburn within the Silver Jubilee Year of the Blackburn Family Centre
- Enable the use of outdoor community spaces by the whole family within a 12-month period
- Promote outdoor activity and the environment by planting trees and providing children's play structures
- Provide BFC after school children with a seating place to read and do their homework within a 12-month period
- Provide a public platform for people in need to help themselves to food, detergents, books, toys and videos in a dignified and non-threatening way within a 12-month period.
- Brighten up an exterior wall of the Trindleyknowe in an graphic and informative way so that the historic and geographic value of the Trindleyknowe and BFC is communicated to passersby
- Promote pride in the Blackburn community

Target groups: Third-sector organisations, families and visitors to Blackburn

The project provides partnership opportunities and community involvement for all the third-sector organisations serving the Blackburn community, more directly the residents and education community close to the Trindleyknowe: Lady of Lourdes, Blackburn and Murrayfield Primary Schools and Nurseries.

Resources are also being sourced in the form of small grants (financial), volunteers (people resources), donations with links to Blackburn. The timescale for securing resources, to cover ongoing maintenance costs, will continue indefinitely, driven by the BFC.

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.

Discussions at third-sector meetings attended by WLC regeneration office.

Need to celebrate historical and geographic value of the Trindleyknowe and BFC to promote pride and provide a much-needed community space for communication that promotes outdoor living and activities for the whole family.

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).

1. The project will provide disadvantaged communities with easy to access information about third sector services available in Blackburn.
2. It will also promote the services of the BFC – childcare and health and well-being activities – that enables parents to seek employment and work (economic regeneration)
3. The project promotes outdoor socialising in a park-like setting with amenities and outdoor furniture.
4. The project promotes protecting environment by planting trees.
5. The project promotes physical regeneration by it being set in an outdoor environment.
6. The project also promotes the strategic value and delivery against the principles of the wider Place-Based Investment programme noted in guiding documents provided by WLC.
7. The planting of trees that forms part of the project contributes towards the net-zero emissions targets.

Partners involved (other local organisations you are working with)

Third-sector organisations operating in Blackburn, including the Larder, CAB

3. Project Costs

Total Project Cost	£19 089.37
Amount of Funding being requested from West Lothian Town Centre Capital Fund 2022-23	£ 6 373.00

Expenditure Item	Total Cost	WLTCF Cost
Notice boards, tree seats, park table, CCTV camera, Blackburn Blessing Box (food, books, detergents), kids benches	8249.00	3 673.00
Outdoor Playground Equipment	2000.00	0.00
Labour & Professional Fees	4360.00	1000.00
Graphic Design	1000.00	500.00
Project Admin & Management	3280.37	1000.00
Materials (Paint etc)	200.00	200.00
TOTAL	19 089.37	6 373.00

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
Inspiring Scotland: Outdoor Play for Wellbeing Fund		24 May 2022
Friends of BFC (x2 private individuals who donate regularly)		30 May 2022

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).

1. BFC is working with the WLC parks department to ensure that the project is legally compliant.
2. Maintenance and Insurance will be factored into the BFC budget annually with consultation with WLC as the landowner
3. Monitoring & Evaluation: BFC is in the process of setting in place a software accounting system that will provide individual project financial reports monthly. Monitoring and evaluation will form part of standard project management noted below.
4. Standard project management will be applied and a BFC project manager will be appointed:
 - Initiation, planning and cost estimate (including risk assessment)
 - Design
 - Final budget
 - Procurement (including insurance for public liability)
 - Implementation
 - Monitoring & Evaluation (including regular reporting to funders)
 - Close Out Report

Supporting Documentation Check List	Please Indicate (x)
Constitution or Articles and Memorandum	<input checked="" type="checkbox"/>
Committee Members or Directors List (as per financials attached)	<input checked="" type="checkbox"/>
Bank Statements - Dated within the last 3 months	<input checked="" type="checkbox"/>
Annual Accounts	<input checked="" 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 checked="" type="checkbox"/>	Application to the West Lothian Town Centre Capital Fund 2022/23 and the monitoring of the grant if awarded.
<input checked="" type="checkbox"/>	o provide you with updates on the progress of your application
<input checked="" type="checkbox"/>	Contact you to pass on information that may be relevant to you.
<input checked="" type="checkbox"/>	Contact you for feedback on quality of services provided to you.
Name	██████████
Position	Project Manager
Organisation	Blackburn Family Centre
Date	22 April 2022

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

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	Blackburn Community Education Association
Contact Person and Position	<div style="background-color: black; width: 100px; height: 1.2em; display: inline-block;"></div> Chair person
Address	<div style="background-color: black; width: 200px; height: 60px; display: inline-block;"></div>
Telephone Number	
Email Address	
Type of organisation (public sector, private sector, voluntary organisation, charity, SCIO, etc) If charity then please include charity number:	Charity SC004444 Registered charity from 31 January 1979

What are the main activities of your organisation? (please answer in no more than 100 words)	To advance education and to provide, or assist in the provision of, facilities for recreation or other leisure-time occupation, where such provision or assistance in provision – (i) is in the interests of Social Welfare, and (ii) is made with the object of improving the conditions of life for the members of the community in the area of benefit; and for those purposes to associate with the Lothian Regional Council, voluntary organisations and inhabitants in the area of benefit. (b) To co-operate with the Council and its successor in office in establishing, maintaining and so managing any community centre situate in the area of benefit which is provided or grant-aided by the Council in so far as it is established, maintained and managed for the attainment of object (a) of the Association.
--	---

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	Whitburn and Blackburn Ward
Project Title	Messy Monkeys
Project Location	Blackburn
Project Start Date	Summer 2022
Project End Date	Summer 2022

Pre-Application Discussion 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?
This was discussed with the Community Regeneration Officer and is being supported by local organisations within the Blackburn area.

Project Description 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.

Messy Monkeys is a volunteer led parent and baby, toddler group within Blackburn. The group is currently going through a review that has seen it be taken over by the parents who will be supported to run this going forward.

The group was previously supported by WLC who supplied a qualified worker to support the group, this is ceasing and as such the group are generating their own revenue to be able to pay for a qualified nursery worker from Blackburn Family Centre to help them continue to provide the service.

One element that the group need to strengthen is their identity to encourage more attendance and involvement from the local community.

The group require funding to purchase banners that will help them to get more members attending. The banners will be on display in the partnership centre and will be used at local events to spread the word of the group and the work that they do.

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.

Within the Blackburn Futures Plan the overarching priority is Poverty Health and Wellbeing. Messy Monkeys support parents by reducing social isolation providing a safe and friendly environment where parents/carers can meet with their children.

It is even more important for groups like this to meet to support not only the parents but also the children who have been isolated from others due the pandemic, this has had negative impact on children who struggle to integrate and play with peers, with isolation also having a impact on development milestones including speech and language.

Peoples mental health has also been impacted due to the pandemic and as such people need more access to groups that can help improve people experiences within their local community.

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).

Being able to properly promote and make the community aware of this group will allow more parents/carers and young children to access this group. This will increase the numbers accessing and will help reduce social isolation, providing a support network for those attending. Being able to provide a proper identity for the group will help strengthen their involvement in the community and in turn will help to involve more parents/carers in the future running of the group therefore building capacity within the community.

Partners involved

Messy Monkeys is very fortunate to be supported by the following organisations:

(other local organisations you are working with)	Community Action Blackburn Blackburn Partnership Centre Management Committee Blackburn Family Centre Blackburn Future Group
--	--

3. Project Costs

Total Project Cost	£250
Amount of Funding being requested from West Lothian Town Centre Capital Fund 2022-23	£250

Expenditure Item	Total Cost	WLTCF Cost
Pop up Banner including stand x 3 (£70 each)	210	210
Parade Banner x1	40	40

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).

Quotes have been sought from a local company in Armadale.

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 checked="" type="checkbox"/>	Application to the West Lothian Town Centre Capital Fund 2022/23 and the monitoring of the grant if awarded.
<input checked="" type="checkbox"/>	To provide you with updates on the progress of your application.
<input checked="" type="checkbox"/>	Contact you to pass on information that may be relevant to you.
<input checked="" type="checkbox"/>	Contact you for feedback on quality of services provided to you.
Name	██████████
Position	Chair person
Organisation	Blackburn Community Education Association
Date	22/04/2022

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

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	Blackburn United Community Sports Club
Contact Person and Position	██████████ Development Officer
Address	██
Telephone Number	██████████
Email Address	██
Type of organisation (public sector, private sector, voluntary organisation, charity, SCIO, etc) If charity then please include charity number:	SCIO
What are the main activities of your organisation? (please answer in no more than 100 words)	BUCSC, is run by the community, for the community. This is embedded within our operational framework and Governing documents. Quite simply BUCSC exists to build on the well-established tradition of community sport within Blackburn to become a focal point within the centre of the community offering health, wellbeing, diet, fitness, mental health and broad-based first stage skills development and citizenship learning for the local community to provide improved life chances, enhanced opportunities for social interaction, positive community involvement and locally-based learning and development opportunities. We are a hub in the town centre, an important focal point for inclusive community activities.

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

2. Project Details

Council Ward	BLACKBURN
Project Title	PLACE TO BE UNITED@BLACKBURN
Project Location	New Murrayfield Park, Ash Grove, Blackburn
Project Start Date	July 2022
Project End Date	August 2022

Pre-Application Discussion 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?
YES, Michelle Kirkbright and Brenda Cumming

Project Description 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>Our premises include the Fitzgerald Lounge area where we hold meetings and activities for the community. Many of these are in partnership with other organisations. On Wednesday mornings we run a Sporting Memories session in partnership with NHS Lothian. The project attracts referrals from the community to use the facilities and participate in a project to share memorable moments of sport and help with memory loss and early signs of dementia. We have limited resources for this event and want to expand use of our premises to attract more people and groups from the community into the centre. This requires more equipment including IT items which are capital expenditure (not operational or revenue expenditure) with items always remaining in the premises and accounted for on the balance sheet of our annual accounts.</p> <p>Surveys in the community that we conducted over the past year show that local residents want to use our premises and participate in projects as well as other activities in the town centre. There is a real demand for socialising and learning at our premises. The items we request from the TCCF will allow us to attract more people and deliver more impact with additional positive outcomes. This will not happen without the funding requested.</p>

We would like to expand our project with NHS Lothian to reach more people from our community and develop inter-generational learning and sharing at the premises. The items requested will allow us to do this and make better use of the premises. We have invested in the current projects as a Club and need support now to develop our community hub concept linked to our charitable aims and objectives and delivery of Council priorities. This funding will be vital in generating greater involvement, outcomes and impacts for a stronger community and more vibrant town centre.

Our premises use is evolving and maturing with the Club but we need assistance with this capital expenditure.

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.

We conducted community surveys within the last 12 months that showed this as a priority set of items for a priority area of activity. When asked, 100% of current participants and guardians and family members wanted to see the Club doing more on the Sporting Memories project and reaching more people of all ages and different groups/orientations.

Comments in feedback included:

"This is great to have the Club premises available and to run projects like this. Jim loves coming here and gets a real buzz from the occasion. It lifts us all. More materials would be great and mixing with others. This is fantastic." (Participant family member)

Partners including NHS Lothian and the Community Policing Team also support the Club on this direction and development of the project. These organisations and others including the local College and schools are all keen for us to develop the hub with more assets and materials for use on projects. This could triple beneficiary numbers, generating additional 15 participants a week.

"The work of the Club and the hub idea is great. We would like to participate with you as we know the difference it can make to the community and the town centre. More IT and learning about achievement focus would be great assets for local people who otherwise do not have access to materials and equipment in this way." (Community Policing Sergeant)

Digital skills and access to equipment is an ongoing challenge in an area with low levels of digital literacy and many adverse socio-economic indicators. Using our premises and having supervised access and application using Club assets in a project setting will be unique for the town centre. The items will be an important part of the rejuvenation of the community and town centre after the challenges of COVID and continuing disadvantage seen in health and wellbeing statistics, isolation and lack of purpose for many as expressed in recent survey evidence. Deprivation underpins all inequalities as highlighted in ONS data post COVID. (see [Health inequalities: Deprivation and poverty and COVID-19 | Local Government Association](#) and [Influence of socioeconomic deprivation on interventions and outcomes in Scotland: A national cohort study | Elsevier Enhanced Reader](#)).

Our approach as a Club to capital expenditure and use of premises fits with the leading research findings on tackling loneliness and isolation in communities of deprivation (see for example the fit with [Microsoft Word - Social Isolation and Loneliness Landscape UK v6.docx \(iotuk.org.uk\)](#)). This shows how the effects can be quantified and the positive impacts measured. We will do this as part of this TCCF award.

The award could allow us to make better use of the premises and assets for more people in the years ahead, accelerating positive change and scale of positive impacts.

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).

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.

We will generate additional outcomes in line with these objectives, notably:

- Our premises are in the heart of the town centre and very much part of “the place”. We want to attract more people to use our premises and benefit positively through projects that we already run and have access to equipment and materials that creates new outcomes in learning, confidence, counter loneliness, improve social interaction and intergenerational exchange, learn new health and wellbeing ways and activities through use of the equipment and our premises;
- Work with partner organisations identified above (including NHS Lothian and Community Police Unit plus all Blackburn Futures partners) in using our assets and equipment to generate additional outcomes and a positive outlook for people, community and town, creating new efficiencies in the ways we interact and collaborate effectively;
- Our Club facilities and equipment will contribute in new ways to the revitalisation of the town centre improving civic awareness, pride and participation; attracting more activity into the town centre and collaborating in new ways with people and partners; as a community club we exist and do things by and for the community – very much part of the 20 minute community concept and as a sporting, social, learning and sharing hub within the town centre;
- Our application is motivated by community survey feedback and support from partners – we do this as a reflection of the identified and expressed needs of people in the community and partners;
- The award will allow us to do more with premises and equipment involving more people more often as part of a collaborative partnership that is driven by ambition to see wellbeing and inclusive economic development, tackling inequality and disadvantage, community involvement and ownership. This will be evidenced and evaluated to show the real differences made from the award and accelerate positive change outcomes with people at the heart of our place. This will create qualitative and quantitative impacts over time starting immediately. We will use recognised measurement tools to show this socio-economic impact and contribution to town centre place revitalisation with more local people involved, driving and owning the change process.

Partners involved

(other local organisations you are working with)

Blackburn Futures Group; Community Action Blackburn; NHS West Lothian; Community Police Unit; West Lothian College

3. Project Costs

Total Project Cost	1,869.24
Amount of Funding being requested from West Lothian Town Centre Capital Fund 2022-23	1,869.24

Expenditure Item	Total Cost	WLTCCF Cost
1 x Laptop Insperion 14" Ryzen 5	579.00	579.00
8 x Alion 10" IT Tablets each @ £149.99	1,199.92	1,199.92
Olympics Series Box Set DVDs	42.44	42.44
12 x History of Sport & Achievement Series DVDs	47.88	47.88

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).

We run a community project on Sporting Memories from our premises in Blackburn. This is a project with NHS Lothian and it has been successful. Partners and participants look forward to the activities and we want to do more as part of the town centre community hub concept. We need more equipment for the activities and improve use of the premises as well as creating new opportunities for residents. We have identified how to do this through IT investment which requires funding from the TCCF. An award for the items requested would increase the use of the premises, support its purpose and partnership working to bring more people to participate from the community and create new opportunities for social interaction using the facilities and sharing ideas for future development. This will not happen without the award from the TCCF.

The expenditure we request is defined as capital as it is for IT equipment and support materials in the form of DVDs. We already run the projects and no funding from this application will go to operations but simply for the purchase of capital items that can be used to generate more community involvement, better use of the town centre facilities and the Club facilities and delivery of more positive outcomes for the people of Blackburn, especially those from our most deprived Council Wards.

The items requested from the TCCF are classed as capital expenditure (as defined and verified by sources including HMRC, CIPFA and the Institute for Chartered Accountants in Scotland amongst others) so although it is not “bricks and mortar” project items it is capital and important for the town centre activity, profile and performance.

We will manage the expenditure and use of items as part of our organisation process. We will also provide an evaluation report within 12 months to show how the award has been used effectively and the difference this has made to the premises and the organisation as well as the outcomes generated for people and community. Full procurement records and accounting updates will show how we manage the purchase process appropriately in line with Council guidance and best practices. Members will also be invited to the launch event at the Club premises to profile the award and the impact generated in the town centre and our increased partnership working for positive additional impact for local residents.

Supporting Documentation Check List	Please Indicate (x)
Constitution or Articles and Memorandum	<input checked="" type="checkbox"/>
Committee Members or Directors List	<input checked="" type="checkbox"/>
Bank Statements - Dated within the last 3 months	<input checked="" type="checkbox"/>
Annual Accounts	<input checked="" 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 checked="" type="checkbox"/>	Application to the West Lothian Town Centre Capital Fund 2022/23 and the monitoring of the grant if awarded.
<input checked="" type="checkbox"/>	To provide you with updates on the progress of your application.
<input checked="" type="checkbox"/>	Contact you to pass on information that may be relevant to you.
<input checked="" type="checkbox"/>	Contact you for feedback on quality of services provided to you.
Name	██████████
Position	Development Officer
Organisation	Blackburn United Community Sports Club
Date	21/04/2022

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

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	Community Action Blackburn
Contact Person and Position	[REDACTED]
Address	[REDACTED]
Telephone Number	[REDACTED]
Email Address	[REDACTED]
Type of organisation (public sector, private sector, voluntary organisation, charity, SCIO, etc) If charity then please include charity number:	Charity (in partnership). SC394788
What are the main activities of your organisation? (please answer in no more than 100 words)	Community Action Blackburn (CAB) are a community led charitable organisation that assists and supports the community of Blackburn in addressing concerns regarding community like issues to make positive change that lead to improved; <ul style="list-style-type: none"> • Health and wellbeing • Tackling poverty • Skills/knowledge • Confidence and self-esteem • Family life • Environment • Safety and reduction in ASB • Capacity and resilience with in the community • Empowerment of the community CAB has a whole community approach ensuring that activities are all inclusive. CAB work in conjunction with WLC regen officer and partners to develop and deliver Blackburn's Future Plan.

Do you have an equal opportunities policy or statement?	Yes / No
--	-----------------

If yes please provide a copy	
Does your organisation take account of equality issues around age, disability, gender, race, religion or belief?	Yes / No

2. Project Details

Council Ward	Whitburn and Blackburn Ward
Project Title	Smoke Free Playparks Signage
Project Location	Blackburn
Project Start Date	21 June 2022
Project End Date	31 March 2023

Pre-Application Discussion

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?

Yes, the project will meet all relevant requirements subject to a West Lothian Council Environmental Health assessment.

The Community Regeneration Officer can confirm that this fits in with the Health and Wellbeing sub-group of the Blackburn Future Group.

The Open Space Officer/Play Park Officer has also been approached regarding this project and agrees with vinyl stickers over hard fixed signage.

Project Description

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.

The project is in partnership with WLDAS and is the final piece of their Smoke Free Play Ground work. The concept is to place vinyl stickers within the proximity of play parks within Blackburn.

- Project will increase awareness of the positive health and environmental impacts of smoke free open spaces where children and young people play.
- This initiative will potentially improve the general environment for children to grow up in. This could lead to a reduction in respiratory infections in childhood
- Following the previous successful Smoke free School gates project this will build on the knowledge gained about the harms associated with smoking
- All anti-smoking initiatives will have a preventative and positive impact on smoking cessation.
- Children where parents smoke are considered more likely to smoke themselves and by articulating this message it could encourage a reduction in this behaviour.

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.

Blackburn is an area of significant deprivation. The uptake of smoking is known to be higher in these areas. This contributes to the disparity in health inequalities and the increased Health costs as a result. This initiative will incrementally along with other positive actions look to address this issue.

The Blackburn community as highlighted in data collected by WLDAS wants to have spaces where the environment is healthier. The parks should be considered communal places used for fitness and fun. A reduction in smoking may allow more people to feel comfortable to use the parks in this way.

All schools are in support of this project along with the Blackburn Future Group and the Health and Wellbeing subgroup who agreed that an application for this should be submitted.

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).

Count and measure bins in Playparks in Blackburn.

Order 30 x self-adhesive signs (297mm wide x 420mm long).

Use local ideas for the signage to encourage buy-in and supply art work to printers

Procure self-adhesive signage and fit to bins.

The signage will be viewed by all those using the parks in Blackburn.

Parks and areas where signage will appear:

King George V

Redhouse/Pirate Park

Boulder Path Gardens

Blackburn Skate Park

Trindleyknowe

Memorial Garden

It will have a great visual impact

Promote the community to make good health and environmental choices.

Partners involved

(other local organisations you are working with)

Blackburn Future Group
Blackburn Health and wellbeing Group
WLDAS
WLC

3. Project Costs

Total Project Cost	£640.00
Amount of Funding being requested from West Lothian Town Centre Capital Fund 2022-23	£440.00

Expenditure Item	Total Cost	WLTCF Cost
Vinyl stickers - full quote to follow	640.00	440.00

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 checked="" type="checkbox"/>	Application to the West Lothian Town Centre Capital Fund 2022/23 and the monitoring of the grant if awarded.
<input checked="" type="checkbox"/>	To provide you with updates on the progress of your application.
<input checked="" type="checkbox"/>	Contact you to pass on information that may be relevant to you.
<input checked="" type="checkbox"/>	Contact you for feedback on quality of services provided to you.
Name	██████████
Position	Project Manager
Organisation	Community Action Blackburn
Date	21/04/2022

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

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	East Whitburn Community Education Centre Management Committee
Contact Person and Position	██████████ – Committee Member
Address	██
Telephone Number	██████████
Email Address	████████████████████
Type of organisation (public sector, private sector, voluntary organisation, charity, SCIO, etc) If charity then please include charity number:	Charity - SC017039
What are the main activities of your organisation? (please answer in no more than 100 words)	<ol style="list-style-type: none"> 1. The provision, or assistance in the provision of facilities for recreation or other leisure time occupation in the interest of social welfare for the benefit of the inhabitants of the village of East Whitburn and the surrounding area with the objective of improving their conditions of life. 2. The advancement of education of the public in the village of East Whitburn and the surrounding area by promoting education opportunities.

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	Whitburn & Blackburn
Project Title	Phone Box Library
Project Location	East Whitburn Main Street, next to the main bus stop
Project Start Date	Will purchase as soon as funding is approved with 4-6 week lead time for installation/set up
Project End Date	Prior to 31st March 2023

Pre-Application Discussion
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?
We have consulted with Scott McKillop, Community Regeneration Officer

Project Description
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>Following consultation with the community via social media, our noticeboard and face to face meetings we received various recommendations on what residents would like the funding to be used for. After sifting out the unsuitable, unrealistic and no where near budget options we asked for a majority vote on 5 or 6 viable options.</p> <p>It is our intention to purchase a refurbished phone box and install it on East Whitburn Main Street, beside the main bus stop – in close proximity to our existing repurposed phone box.</p> <p>The refurbished phone box will provide our community with a free library in the form of a book exchange. Community members will be encouraged to donate, share and make use of reading materials that will be housed within the refurbished phone box. This facility will benefit the community as a whole but more so those who may not have easy access to the public library in Whitburn. Similar projects have been very successful and have received much support in nearby villages/towns.</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.

This project was one of numerous requests made by members of our community, we then consulted on viable options via social media, our village noticeboard and within a face-to-face public meeting setting.

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).

This project will promote community inclusion

It will provide a facility for recreation for the benefit of the inhabitants of the area free of charge

The objective of this project is to improve the conditions of the lives of our community members

Our previously funded project whereby we refurbished and repurposed our existing phone box to house a defibrillator was a huge success. It created much excitement and interest within and out with the village whilst providing a vital and life-saving resource. We expect this project will be received in the same manner, providing another facility for our community to take great pride in.

Partners involved

(other local organisations you are working with)

3. Project Costs

Total Project Cost	£5690
Amount of Funding being requested from West Lothian Town Centre Capital Fund 2022-23	£5690

Expenditure Item	Total Cost	WLTCCF Cost
Purchase of refurbished phone box	£3950	
Collection/delivery	£540	
Installation	£1200	

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
Any shortfall will be met by EWCEC Management Committee	Provisionally approved - should the project incur any costs in addition to the funding received	As an when any additional cost may be incurred

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).

We shall consult and use the same contractors that facilitated our previous phone box refurb/repurpose project

We shall seek advice form Scott McKillop on any planning requirements and any other permissions from relevant WLC departments

There is no maintenance as such, volunteers already responsible for keeping the existing phone box clean and tidy are happy to adopt the additional responsibly of this one

Supporting Documentation Check List	Please Indicate (x)
Constitution or Articles and Memorandum	<input checked="" type="checkbox"/>
Committee Members or Directors List	<input checked="" type="checkbox"/>
Bank Statements - Dated within the last 3 months	<input checked="" type="checkbox"/>
Annual Accounts	<input checked="" 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 checked="" type="checkbox"/>	Application to the West Lothian Town Centre Capital Fund 2022/23 and the monitoring of the grant if awarded.
<input checked="" type="checkbox"/>	To provide you with updates on the progress of your application.
<input checked="" type="checkbox"/>	Contact you to pass on information that may be relevant to you.
<input checked="" type="checkbox"/>	Contact you for feedback on quality of services provided to you.
Name	<div style="background-color: black; width: 100px; height: 1.2em;"></div>
Position	Committee Member
Organisation	East Whitburn Community Education Centre Management Committee
Date	21/04/2022

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

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	East Whitburn Community Education Centre Management Committee
Contact Person and Position	██████████ – Committee Member
Address	██
Telephone Number	██████████
Email Address	████████████████████
Type of organisation (public sector, private sector, voluntary organisation, charity, SCIO, etc) If charity then please include charity number:	Charity - SC017039
What are the main activities of your organisation? (please answer in no more than 100 words)	<ol style="list-style-type: none"> 1. The provision, or assistance in the provision of facilities for recreation or other leisure time occupation in the interest of social welfare for the benefit of the inhabitants of the village of East Whitburn and the surrounding area with the objective of improving their conditions of life. 2. The advancement of education of the public in the village of East Whitburn and the surrounding area by promoting education opportunities.

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	Whitburn & Blackburn
Project Title	Redmill Park Shelter
Project Location	Redmill Park, East Whitburn (pitch side)
Project Start Date	16-20 week lead time following placement of order when funding approved
Project End Date	Prior to 31st March 2023

Pre-Application Discussion

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?

We have consulted with Scott McKillop, Community Regeneration Officer and Simon Scott, WLC Open Spaces.

Project Description

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.

Following consultation with the community via social media, our noticeboard and face to face meetings we received various recommendations on what residents would like the funding to be used for. After sifting out the unsuitable, unrealistic and no where near budget options we asked for a majority vote on 5 or 6 viable options.

It is our intention to purchase a steel seated shelter, galvanized for weather and corrosion protection. It is virtually vandal proof, maintenance free and comes with a 25-year guarantee against rust and corrosion.

It is our intention to install at the side of the football pitch, around the centre line in Redmill Park where there is an existing accessible pathway.

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.

This project was one of numerous requests made by members of our community, we then consulted on viable options via social media, our village noticeboard and within a face-to-face public meeting setting.

Our football park is well used and accessible but would benefit greatly by the proposed seated shelter as it's very much open to the elements with no shelter at all and limited seating.

The shelter would be well used not only on match days but every day by the numerous visitors to Redmill Park including youths, dog walkers and families.

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).

This project will promote community inclusion – many of our local walkers and visitors to Redmill Park with reduced mobility will benefit from a sheltered 'pit-stop'.

It will provide a facility for recreation for the benefit of the inhabitants of the area free of charge.

The objective of this project is to improve the conditions of the lives of our community members.

This project will provide a practical facility whilst complimenting the existing aesthetic of Redmill Park

Partners involved

(other local organisations you are working with)

3. Project Costs

Total Project Cost	£5846.80
Amount of Funding being requested from West Lothian Town Centre Capital Fund 2022-23	£5846.80

Expenditure Item	Total Cost	WLTCF Cost
Purchase of fabricated steel shelter	£3548.40	£3548.40
Bolt Kit	£36	£36
Delivery	£114	£114
Installation	£300	£300
Installation of hard standing base	£1848	£1848

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
Any shortfall will be met by EWCEC Management Committee	Provisionally approved - should the project incur any costs in addition to the funding received	As an when any additional cost may be incurred

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).

We have consulted with and our quotes were provided by Ogilvie Engineering and Ross Contractors both of whom we have worked with successfully on previous funded projects.

We shall seek advice form Scott McKillop and Simon Scott on any planning requirements or other permissions required from relevant WLC departments

There is no maintenance required and the shelter will be installed in an area already serviced by WLC owned and maintained rubbish bins.

Supporting Documentation Check List	Please Indicate (x)
Constitution or Articles and Memorandum	<input checked="" type="checkbox"/>
Committee Members or Directors List	<input checked="" type="checkbox"/>
Bank Statements - Dated within the last 3 months	<input checked="" type="checkbox"/>
Annual Accounts	<input checked="" 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 checked="" type="checkbox"/>	Application to the West Lothian Town Centre Capital Fund 2022/23 and the monitoring of the grant if awarded.
<input checked="" type="checkbox"/>	To provide you with updates on the progress of your application.
<input checked="" type="checkbox"/>	Contact you to pass on information that may be relevant to you.
<input checked="" type="checkbox"/>	Contact you for feedback on quality of services provided to you.
Name	<div style="background-color: black; width: 100px; height: 1.2em;"></div>
Position	Committee Member
Organisation	East Whitburn Community Education Centre Management Committee
Date	21/04/2022

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

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	Greenrigg Community Council
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:	Community Council
What are the main activities of your organisation? (please answer in no more than 100 words)	As a Community Council group, we endeavour to communicate with the residents to ascertain the problems arising within the village and pass the concerns to the appropriate authorities. Keeping in touch with our local councillors and our monthly meetings allows us to gain knowledge of any proposed major changes that are proposed for our village which can then be passed on to the residents. We are also very much involved with Greenrigg Primary School where we are always at hand to assist in any way possible.

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

2 Project Details

Council Ward	Ward 7 Whitburn and Blackburn
Project Title	There are 3 projects. No 1 Children's Safety. No2 Residents outlook. No 3 Greenrigg Community Hub
Project Location	No 1 (Dyke Road, Polkemmet Road) No 2 (Polkemmet Road, Baillie Ave) No 3 Greenrigg Primary School
Project Start Date	June 2022
Project End Date	November 2022

Pre-Application Discussion
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?
Have been in contact with Scott Mckillop and Gordon Brown regarding the safety barriers. Have been in contact with Scott Mckillop, Ralf Bell and Marjory Mackie. regarding the Community Hub.

Project Description
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.
Project No 1 will deliver a safer environment for our children when exiting from both pathways onto the main road when running, cycling, scootering or just walking as this is the main route taken when going to school from the east of the village.
Project No 2 will deliver an area where resident can rest away the day on a comfortable commemorative bench seat (The Queen's Platinum Jubilee 2022) which will be a lasting memory for residents on this great occasion.
Project No 3 Greenrigg Community Council is in the process of setting up a management committee/ volunteers to oversee the running of the newly name Greenrigg Community Hub. The community hub has not been used over the past few years to its full capacity, which it could be if it had modern facilities, storage and technical equipment. There was an open day held recently and the response from interested parties to use the hub was very encouraging, but money needs spent on this project to improve the fabric of the Community Hub which would be subject to the outcome of planning discussions with the relevant council officers.

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 No 1 Mums and Dads have approached the Community Council to raise the dangers their children pose when using both footpaths in question as described above.

Project No 2 There is a lack of outside seating within the village to pass away the day.

Project No 3 After the open day held recently by Greenrigg Community Council held in the hub, it is evident there is a need in Greenrigg for such a facility.

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).

Children will be in a better safer environment when they are travelling to school and when they are using their free time when out and about after school time.

Mums, Dads and children will be able to sit in comfortable bench seats and watch the world pass by.

The potential for all age groups to use the community hub would be a tremendous advantage to all in our village.

Partners involved
(other local
organisations you are
working with)

West Lothian Council
David Ogilvie Engineering

3 Project Costs

Total Project Cost	£9,700. 00 plus Vat
Amount of Funding being requested from West Lothian Town Centre Capital Fund 2022-23	£11,640. 00

Expenditure Item	Total Cost	WLTCCF Cost
Manufacture 4 x Metal Guard Rails plus Installation		£1,000. 00
Supply 2 x Commemorative Bench Seats		£2,285. 00
Delivery of bench seats		£85. 00
Install 2 x bench seats on a concrete plinth		£1,000. 00
Goods to improve fabric of Community Hub		£5,100. 00
Planning permission (If required for bench seating) plus location plans		£230. 00

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	x <input type="checkbox"/>
Committee Members or Directors List	<input type="checkbox"/>
Bank Statements - Dated within the last 3 months	x <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	
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.	
I consent to West Lothian Council processing my personal data for the purposes of:	
Yes	Application to the West Lothian Town Centre Capital Fund 2022/23 and the monitoring of the grant if awarded.
<input type="checkbox"/> Yes	To provide you with updates on the progress of your application.
<input type="checkbox"/> Yes	Contact you to pass on information that may be relevant to you.
<input type="checkbox"/> Yes	Contact you for feedback on quality of services provided to you.
Name	██████████
Position	Chair
Organisation	Greenrigg Community Council
Date	16 th April 2022

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

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	Seafeld Community Council
Contact Person and Position	[REDACTED] Chair
Address	[REDACTED]
Telephone Number	[REDACTED]
Email Address	[REDACTED]
Type of organisation (public sector, private sector, voluntary organisation, charity, SCIO, etc) If charity then please include charity number:	Community Council
What are the main activities of your organisation? (please answer in no more than 100 words)	The objectives of the community council shall be: (a) to ascertain, co-ordinate and reflect the views of the community which it represents, to liaise with other community groups within the area, and to fairly express the diversity of opinions and outlooks of the people; (b) to express the views of the community to the local authority for the area to public authorities and other organisations; (c) to take such action in the interests of the community as appears to it to be desirable and practicable; (d) to promote the well-being of the community and to foster community spirit; (e) to be a means whereby the people of the area shall be able to voice their opinions on any matter affecting their lives, their welfare, their environment, its development and amenity. (f) seek to engage with the Joint Forum of Community Councils in West Lothian and the West Lothian Community Planning Partnership.

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	Whitburn and Blackburn
Project Title	Traffic Island Standing Stones
Project Location	Cousland Terrace beside Seafield Primary
Project Start Date	TBC
Project End Date	Before 01/7/2022

Pre-Application Discussion

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?

Work has already taken place on this project via previous TCIF funding. This work will compliment what has already taken place.

Project Description

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.

We have already cleared the area inside the traffic island and laid monobloc around the perimeter. The plan was always to complete the job with sleeper planters, Standing Stones and aggregate chips. However the stones that we had been offered free of charge originally have been found to be unsuitable. (better for wall and cairn building) The costs of materials also caused issues as the original plan was prepared prior to Covid lockdowns.

This proposal allows the original plan to be completed with the purchase of large stones from a quarry and with the increase in pricing of sleepers.

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.

The area is already half completed and has improved the visuals already. The plan is to complete the project prior to the Gala Day on 2nd July.

This would provide a boost to the village morale and also complete the overall plan of visual improvements to the centre of the village. The phone box library has already been refurbished. The themes from the war memorial and Christmas tree platform will be brought into this area to complete the look.

Planting will also take place to enhance the area.

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).

Improve visual appeal of the centre of the village to help improve mental health and offer pride in the village. Offer volunteering opportunities to help with the planting and maintenance of the area.

Partners involved (other local organisations you are working with)

We have a local informal volunteer group lined up to help. Similar to the group who moved and built the circular seat. We also have the group who look after the planters at the Christmas tree platform on board to look after the planters.

3. Project Costs

Total Project Cost	£6265.20
Amount of Funding being requested from West Lothian Town Centre Capital Fund 2022-23	£5570

Expenditure Item	Total Cost	WLTCF Cost
See cost breakdown on attached pro forma invoice		

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
Seafeld Community Council	Yes	

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).

No planning permission is required for this project, already checked out for the last funding round.

The project will be planned and executed by skilled professional builders, stone masons and project managers. We also have support from a local civil engineering firm for use of machines and skills related to that type of work.

Supporting Documentation Check List	Please Indicate (x)
Constitution or Articles and Memorandum	<input checked="" type="checkbox"/>
Committee Members or Directors List	<input checked="" type="checkbox"/>
Bank Statements - Dated within the last 3 months	<input checked="" type="checkbox"/>
Annual Accounts	<input checked="" 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 checked="" type="checkbox"/>	Application to the West Lothian Town Centre Capital Fund 2022/23 and the monitoring of the grant if awarded.
<input checked="" type="checkbox"/>	To provide you with updates on the progress of your application.
<input checked="" type="checkbox"/>	Contact you to pass on information that may be relevant to you.
<input checked="" type="checkbox"/>	Contact you for feedback on quality of services provided to you.
Name	██████████
Position	Chair
Organisation	Seafield Community Council
Date	20/4/22

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

McIntyre Masonry Ltd
Unit 3
Mosshall Industrial Estate
Blackburn
West Lothian
EH47 7LY
VAT Reg No: 984107604

mcintyremasonry

Invoice

SEAFIELD COMMUNITY COUNCIL

Invoice No 1913
Invoice Date 20/04/2022
Order No
Customer A/C SEAFIELD

Quantity	Details	Unit Price	Disc	Amount	Net Amount	VAT %	VAT
1.00	Block 24.2 ton sandstone block selected by DB at Borders Quarry	2,420.00	0.00	2,420.00	2,420.00	20.00	484.00
1.00	Stone Delivery						
1.00	30mm Stainless Steel Rod £40 per block 16 x 40	600.00	0.00	600.00	600.00	20.00	120.00
1.00	Foundation Concrete C35 spec £40 delivery and £147.50 per m3	640.00	0.00	640.00	640.00	20.00	128.00
1.00	Sleepers 38x New Green TRTD Sleeper 100x200mm x 2.4m x 24.50 ea	630.00	0.00	630.00	630.00	20.00	126.00
1.00		931.00	0.00	931.00	931.00	20.00	186.20

We much prefer electronic payments


Clydesdale Bank

Total Discount	0.00
Total Net Amount	5,221.00
Carriage Net	0.00
Total VAT Amount	1,044.20
Invoice Total	6,265.20

SEA22-02

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	Seafeld Community Council
Contact Person and Position	[REDACTED] Chair
Address	[REDACTED]
Telephone Number	[REDACTED]
Email Address	[REDACTED]
Type of organisation (public sector, private sector, voluntary organisation, charity, SCIO, etc) If charity then please include charity number:	Community Council
What are the main activities of your organisation? (please answer in no more than 100 words)	The objectives of the community council shall be: (a) to ascertain, co-ordinate and reflect the views of the community which it represents, to liaise with other community groups within the area, and to fairly express the diversity of opinions and outlooks of the people; (b) to express the views of the community to the local authority for the area to public authorities and other organisations; (c) to take such action in the interests of the community as appears to it to be desirable and practicable; (d) to promote the well-being of the community and to foster community spirit; (e) to be a means whereby the people of the area shall be able to voice their opinions on any matter affecting their lives, their welfare, their environment, its development and amenity. (f) seek to engage with the Joint Forum of Community Councils in West Lothian and the West Lothian Community Planning Partnership.

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	Whitburn and Blackburn
Project Title	Seafield Law Telescope
Project Location	Top of Seafield Law
Project Start Date	TBC
Project End Date	Before 30/9/2022

Pre-Application Discussion

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?

Exchanged brief emails with Scott McKillop about it.

Project Description

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.

To further enhance the area at the top of Seafield Law where we recently installed a 360 degree metal seat we propose to add a talking tourist telescope. This would provide the user with a short audible short history of the area / village and provide detailed views of the hills and landscape around the site.

There is a quotation attached. I have been unable to gain more than a single quote for this item. This is the only company I can find who supply this particular type. I tried others (2) who do similar items but have been unable to get any of them to engage. It is a very specific field with few vendors in this region.

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.

The seat installation has proven very popular with residents and provides a focal point to walks and other activities. Providing opportunities for a tranquil break from normal activity and a boost to mental health. This aims to make the site more popular with an added activity to occupy the imagination. These installations are popular at sea fronts and with the panoramic views already available this will give a chance to have a closer look at the landscape and wildlife. The telescope would be free to use, not coin operated. This will also attract less risk of vandalism. It will provide very good views of Easter Inch Moss (Site of Scientific Interest) which has recently undergone remedial work to improve conditions.

Seafield ranks 26th out of 33 areas in the Open Spaces policy with only around 5 acres of amenity land. This is well below the recommended level per capita adopted by WLC. More than half of this land is a gated football pitch with no changing facilities and a bowling green is also counted in this number. There is a clear lack of amenity space for adults in particular in the village.

This project would encourage the community for venture a little further and make use of the natural geography of the area.

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).

It is hoped that this will give the top of the Law the feel of an attraction and draw locals up to it for picnic and leisure activities. Encouraging active travel and healthy activities for body and mind. It is also a free activity which we feel is a key to opening up the area to all.

Partners involved (other local organisations you are working with)

We have a local informal volunteer group lined up to help. Similar to the group who moved and built the circular seat.

3. Project Costs

Total Project Cost	£6482
Amount of Funding being requested from West Lothian Town Centre Capital Fund 2022-23	£6482

Expenditure Item	Total Cost	WLTCF Cost
Telescope (including audio recording) & Delivery	£6282	£6282
Building materials (estimate)	£200	£200

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).

No planning permission is required for this project, just approval from WLC.

Spare parts are available for the telescope and the community council would responsible for the upkeep of it.

The project will be planned and executed by skilled professional builders, stone masons and project managers. It will of course be a small project taking only one day.

Supporting Documentation Check List	Please Indicate (x)
Constitution or Articles and Memorandum	<input checked="" type="checkbox"/>
Committee Members or Directors List	<input checked="" type="checkbox"/>
Bank Statements - Dated within the last 3 months	<input checked="" type="checkbox"/>
Annual Accounts	<input checked="" 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 checked="" type="checkbox"/>	Application to the West Lothian Town Centre Capital Fund 2022/23 and the monitoring of the grant if awarded.
<input checked="" type="checkbox"/>	To provide you with updates on the progress of your application.
<input checked="" type="checkbox"/>	Contact you to pass on information that may be relevant to you.
<input checked="" type="checkbox"/>	Contact you for feedback on quality of services provided to you.
Name	██████████
Position	Chair
Organisation	Seafield Community Council
Date	15/4/2022

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

McIntyre Masonry Ltd
Unit 3
Mosshall Industrial Estate
Blackburn
West Lothian
EH47 7LY
VAT Reg No: 984107604

mcintyremasonry

Invoice

SEAFIELD COMMUNITY COUNCIL

Invoice No 1913
Invoice Date 20/04/2022
Order No
Customer A/C SEAFIELD

Quantity	Details	Unit Price	Disc	Amount	Net Amount	VAT %	VAT
1.00	Block 24.2 ton sandstone block selected by DB at Borders Quarry	2,420.00	0.00	2,420.00	20.00		484.00
1.00	Stone Delivery						
1.00	30mm Stainless Steel Rod £40 per block 16 x 40	600.00	0.00	600.00	20.00		120.00
1.00	Foundation Concrete C35 spec £40 delivery and £147.50 per m3	640.00	0.00	640.00	20.00		128.00
1.00	Sleepers 38x New Green TRTD Sleeper 100x200mm x 2.4m x 24.50 ea	630.00	0.00	630.00	20.00		126.00
1.00		931.00	0.00	931.00	20.00		186.20

We much prefer electronic payments


Clydesdale Bank

Total Discount	0.00
Total Net Amount	5,221.00
Carriage Net	0.00
Total VAT Amount	1,044.20
Invoice Total	6,265.20

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	Whitburn FCA/Whitburn Community Sports Club
Contact Person and Position	██████████ - Chairman
Address	██████████ ██████████
Telephone Number	██████████
Email Address	████████████████████
Type of organisation (public sector, private sector, voluntary organisation, charity, SCIO, etc) If charity then please include charity number:	Voluntary Organisation / Charity SC051683
What are the main activities of your organisation? (please answer in no more than 100 words)	Enabling the community of Whitburn to engage in Sporting activities throughout the community for all ages.

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

2. Project Details

Council Ward	Whitburn
Project Title	Whitburn 7s and Facilities Upgrades
Project Location	King George Park V Whitburn
Project Start Date	2022/23 Financial Year
Project End Date	As above

<p>Pre-Application Discussion 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 support in place</p>

<p>Project Description 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>
<p>The main project within the community is to upgrade a playing surface replacing and extended a currently out dated surface and playing area, additional points of upgrades required will be football goals to use the facility and replacement of aging equipment such as 4/5/7/9/11 aside goals for the facility as a whole.</p> <p>Within the current facility the opportunity to utilise the Pavilion adding a player technology education centre allowing class based technology learning.</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.

The current facility requires a new surface as the condition is unfit for any sports activity.

When the facility is upgraded it will require equipment such as goals to allow the new facility to be used to its best capacity.

Having seen substantial growth within the community over the past 3 years Whitburn does not have the capacity for any additional growth in Sports Facilities.

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).

- **Access to sports for all**
Providing facilities to allow those who want to engage in sporting activities can
- **Allow Community Engagement**
Sport is not only for participation it allows others to enjoy and spectate
Mental Health engagement allow access for all

--

Partners involved (other local organisations you are working with)	West Lothian Council Local Schools Active Schools – Application Pending
--	---

3. Project Costs

Total Project Cost	£151,000
Amount of Funding being requested from West Lothian Town Centre Capital Fund 2022-23	£28,000

Expenditure Item	Total Cost	WLTCCF Cost
7 Aside Park Upgrade	£126,000	
Goals and Equipment upgrades	£10,000	
Sports Education Technology	£5000	
Project Sink Fund	£10,000	

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
Heartlands Community Grant	Yes	
West Lothian Council	Yes	
Whitburn FCA	Yes	

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).

Project will be managed by West Lothian Council

Community Asset Lease will then be put in place once completed

Receipts for all equipment will be provided on completion.

Supporting Documentation Check List	Please Indicate (x)
Constitution or Articles and Memorandum	<input checked="" type="checkbox"/>
Committee Members or Directors List	<input checked="" type="checkbox"/>
Bank Statements - Dated within the last 3 months	<input checked="" type="checkbox"/>
Annual Accounts	<input checked="" 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 checked="" type="checkbox"/>	Application to the West Lothian Town Centre Capital Fund 2022/23 and the monitoring of the grant if awarded.
<input checked="" type="checkbox"/>	To provide you with updates on the progress of your application.
<input checked="" type="checkbox"/>	Contact you to pass on information that may be relevant to you.
<input checked="" type="checkbox"/>	Contact you for feedback on quality of services provided to you.
Name	<div style="background-color: black; width: 100px; height: 1.2em;"></div>
Position	Chairman
Organisation	Whitburn FCA & Whitburn CSC
Date	22/04/22

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

DATA LABEL: PUBLIC



WHITBURN AND BLACKBURN LOCAL AREA COMMITTEE

SCHEDULE OF LOCAL AREA COMMITTEE VENUES

REPORT BY THE LAC LEAD OFFICER

A. PURPOSE OF REPORT

The purpose of this report is to inform the Local Area Committee of the process of agreeing venues for Local Area Committee meetings from August 2022 onwards.

B. RECOMMENDATION

It is recommended that the committee:

1. Notes the options available to the committee, and;
2. Agrees suitable venues for all meetings in the calendar from August onwards.

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)	Appropriate assessments will be carried out as required.
III Implications for Scheme of Delegations to Officers	None.
IV Impact on performance and performance Indicators	None.
V Relevance to Single Outcome Agreement	The proposal does not raise any matters of conflict with the single outcome agreement.
VI Resources - (Financial, Staffing and Property)	none.
VII Consideration at PDSP	none
VIII Other consultations	none.

D. TERMS OF THE REPORT

D.1 Background

There are new rules in place on where Council meetings can take place for meeting from August 2022 onwards that requires the Local Area Committee to decide how it wants to arrange future meetings.

D.2 Local Areas Committee

From August 2022 the following arrangements will be in place that affect all Council meetings including Local Area Committees. An overview of this is detailed below:

- Full council meetings will be in the Civic Centre Council Chamber unless the Clerk considers there are exceptional circumstances to mean the meeting takes place somewhere else;
- Committees other than LACs must meet in the Council Chamber unless the Clerk considers there are exceptional circumstances to mean the meeting takes place somewhere else;

For LAC meetings, the Standing Order needs the Local Area Committee to decide to meet elsewhere other than the Council Chamber:

1. They can meet in the Council Chamber;
2. They can meet elsewhere in exceptional circumstances as determined by the Lead Officer, or;
3. They can meet elsewhere if the LAC resolve to do so and the Lead Officer agrees to the arrangements.

In relation to point 2 and 3 the Lead Officer will need to be satisfied that the venue is suitable in terms of health and safety, space and public access, including disabled access.

Members should also be aware as part of their consideration that meetings held remotely cannot be webcast. This is a compromise between people being able to listen at home and coming into the meeting venue, hence the need for the venues to be suitable for public access in any decision.

E CONCLUSION

The Local Area Committee is asked to agree the venues for all scheduled meetings currently in the council calendar and ask the Lead Officer to advise and agree on the suitability of the venue.

F. BACKGROUND REFERENCES

None

Appendices/Attachments: None

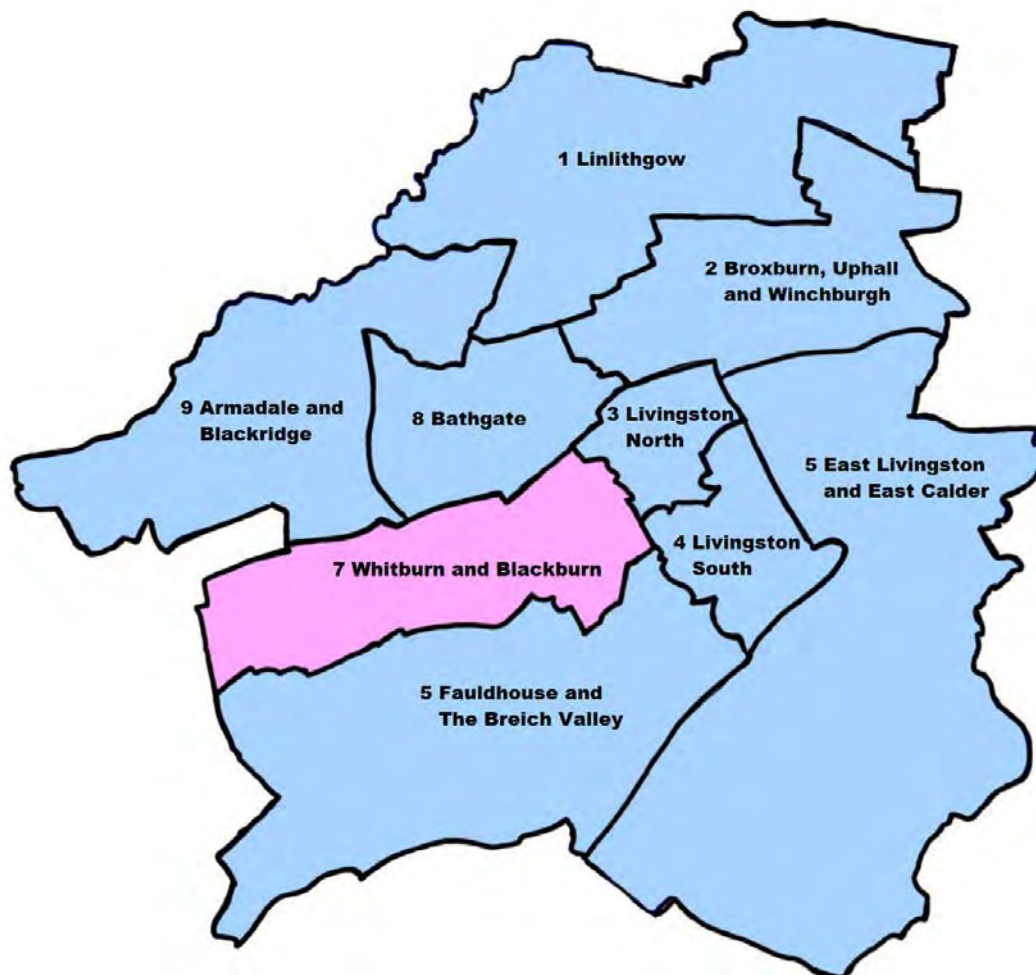
Contact Persons: None

Marjory Mackie
Whitburn and Blackburn LAC Lead Officer
6 June 2022



West Lothian Area Command

Lothian and Scottish Borders



Ward 7 Whitburn & Blackburn Multi Member Ward Report

Quarter 4– 2021/2022

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 March 2022

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

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.

Whitburn and Blackburn Community Engagement Priorities:

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

Whitburn & Blackburn Community Officers

PC Carol-Ann Wilson

PC Barrie Kennedy

Executive Summary:

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

Foreword:

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.

- **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.

The Disclosure Scheme for Domestic Abuse Scotland (DSDAS) aims to provide a way of sharing information about a partner's abusive past, with a potential victim. It gives people at risk of Domestic Abuse the information needed to make an informed decision on whether to continue the relationship. The scheme has two main triggers for disclosure – the **Right to Ask** and the **Power to Tell**.

The **Right to Ask** is open to anyone who has concerns about a new partner's abusive past or has concerns about another person's new partner. An example of this would be a parent concerned about their child's new partner.

The **Power to Tell** is when we receive information or intelligence about the safety of a person who may be at risk.

To make an application members of the public can go “online” to www.scotland.police.co.uk or search for “Right to Ask” which populates the “Disclosure Scheme for Domestic Abuse Scotland” website containing the application form.

We have been seeking the assistance of large employers in West Lothian in providing domestic abuse and hate crime awareness sessions and further looking to develop this to include “third party reporting”. This allows victims or witnesses of hate crime the opportunity to report incidents at a reporting centre and the details are then forwarded to the police. Details can be found on Police Scotland website searching under “Third Party Reporting”.

We continue to develop the “No Agenda” scheme which involves connecting with students at West Lothian College and Residential Care Homes to be visible and approachable, building relationships and normalising contact with the Police as part of their community.

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

Recent patterns relating to Anti-Social Behaviour continue with incidents of Vandalism and Fireraising continuing to decrease. Through the Community Safety Partnership, we have been leading on an initiative to address the illegal use of off-road bikes and wilful fire raising ensuring that all relevant partners are aware of processes to deal with these issues as they arise. As a result we have received several pieces of intelligence through Crimestoppers regarding off road bikes and ASB resulting in follow up enquiries and persons being charged.

We continue our weekly Community Safety Partnership meetings where partners identify emerging trends, problematic areas, repeat ASB locations and establish strategies to deal with them.

We have also delivered a Violence reduction input to Police Scotland Youth Volunteers and plans are in place to take this into further schools through the school campus officers.

- **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.

Construction Watch was launched during the quarter and has been set up in conjunction with the Neighbourhood Alert Scheme. The construction industry is highly susceptible to acquisitive crime and this scheme is designed to raise awareness of crime trends and offer crime prevention advice in an efficient way to the Construction Industry.

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.

The Neighbourhood Watch Scheme is increasing in numbers with 1600 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 Q4, Roads Policing officers continued with Local and National Campaigns including the national speeding, mobile phone and commercial vehicle campaigns.

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.

Unfortunately, due to the Covid pandemic, the young drivers safety event, West Drive will not take place in the academic year 2021- 2022, however we are hopeful that this will be in place for next year.

- **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.

West Lothian Pro-Active Unit have been targeting organised crime groups. Through the use of intelligence, the unit identify targets who are involved and profit from the supply of controlled drugs. In the last 6 months the unit have recovered £405,000.00 worth of drugs, £161,000.00 in cash and have seized approximately £65,000.00 worth of property that had been purchased through illegal proceeds of crime

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. This can be reported to the police via 101 or anonymously via the charity "Crimestoppers" on 0800 111 555.

April 2021 - March 2022			
Whitburn and Blackburn	Recorded		
Crime Type	YTD	LYTD	% Diff
Total Crimes and Offences	1,990	1,940	2.58%
Common Assault	305	306	-0.33%
Common Assault - emergency worker	19	110	-82.73%
Robbery	3	5	-40.00%
Serious Assault	11	16	-31.25%
Sexual Crimes	97	67	44.78%
Housebreaking dwelling	9	17	-47.06%
Housebreaking non-dwelling (sheds/garages)	4	7	-42.86%
Housebreaking Other Premises	10	11	-9.09%
Theft from motor vehicle (OLP)	6	9	-33.33%
Theft of motor vehicle	42	31	35.48%
Total drugs supply	12	12	0.00%
Possession of Drugs	66	90	-26.67%
Vandalism	237	182	30.22%

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



WHITBURN AND BLACKBURN LOCAL AREA COMMITTEE

WHITBURN AND BLACKBURN MULTI-MEMBER WARD PERFORMANCE REPORT

REPORT BY SCOTTISH FIRE AND RESCUE SERVICE

A. PURPOSE OF REPORT

To update the Whitburn and Blackburn Local Area Committee on the activity within the Whitburn and Blackburn Multi-Member Ward for the period up to 31st March 2022.

B. RECOMMENDATION

Committee members are invited to note and provide comment on the Whitburn and Blackburn Multi-Member Ward Performance Report.

C. SUMMARY OF IMPLICATIONS

I Council Values	<ul style="list-style-type: none">• Being honest, open and accountable• Focusing on our customers' needs• Making best use of our resources• Working in partnership
II Policy and Legal (including Strategic Environmental Assessment, Equality Issues, Health or Risk Assessment)	Quarterly reports on the Multi-member Ward Operational Plans are being produced to ensure delivery of the Local Fire and Rescue Plan, which is a statutory requirement of the Police and Fire Reform (Scotland) Act 2012.
III Implications for Scheme of Delegations to Officers	None.
IV Impact on performance and performance Indicators	WL CPP SOA Performance indicators.
V Relevance to Single Outcome Agreement	SOA1304_13 Number of deliberate fires per 100,000 population SOA1304_14 Number of accidental dwelling fires per 100,000 population.
VI Resources - (Financial, Staffing and Property)	The council contributes to directly and in partnership to the delivery of the Ward Plan
VII Consideration at PDSP	None
VIII Consultations	West Lothian Citizen's Panel Survey, July 2014.

D. TERMS OF REPORT

D.1 Background

Quarterly reports on the Multi-Member Ward Operational Plans have been produced by SFRS to ensure delivery of the Local Fire and Rescue Plan for West Lothian 2021, which is a requirement under the Police and Fire Reform (Scotland) Act 2012, Section 41E.

D.2 Scottish Fire and Rescue Service (SFRS) Whitburn and Blackburn Multi-Member Ward Quarterly Report

Following the publication of the Whitburn and Blackburn 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 key priorities within the Whitburn and Blackburn 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 Non-Fire Emergencies. (excluding RTCs)
- Reduction in RTC Fatalities and Casualties.

E. CONCLUSION

The Whitburn and Blackburn Multi-Member Ward Performance Report aligns to the key priorities of the Local Fire and Rescue Plan for West Lothian 2021, 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.

Roy Bradley
Station Commander, Scottish Fire and Rescue Service
April 2022
Appendix 1 Whitburn and Blackburn Multi-Member Ward Report



West Lothian Council Area

Ward Performance Report

Quarter 4 2021/22

Whitburn and Blackburn

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

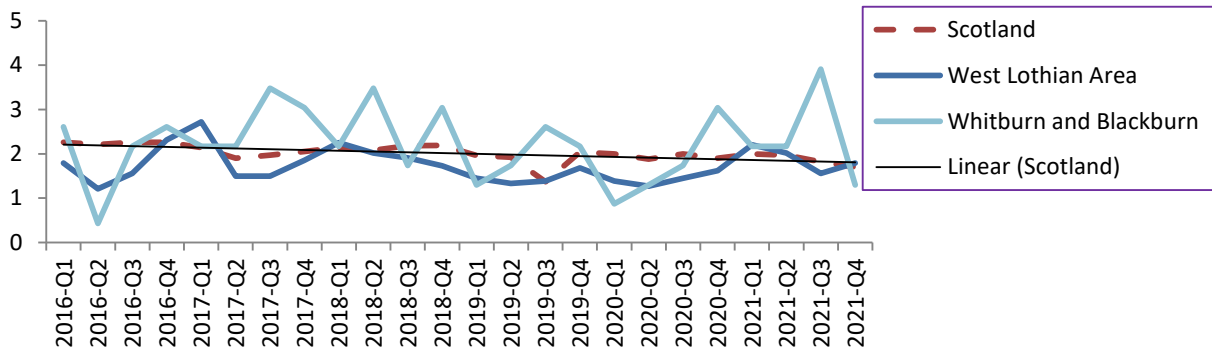
Welcome to the Scottish Fire and Rescue Service Ward Performance Report. This performance report is designed to provide citizens, stakeholders and partners with information relating to ward based activity undertaken by the Scottish Fire and Rescue Service.

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.

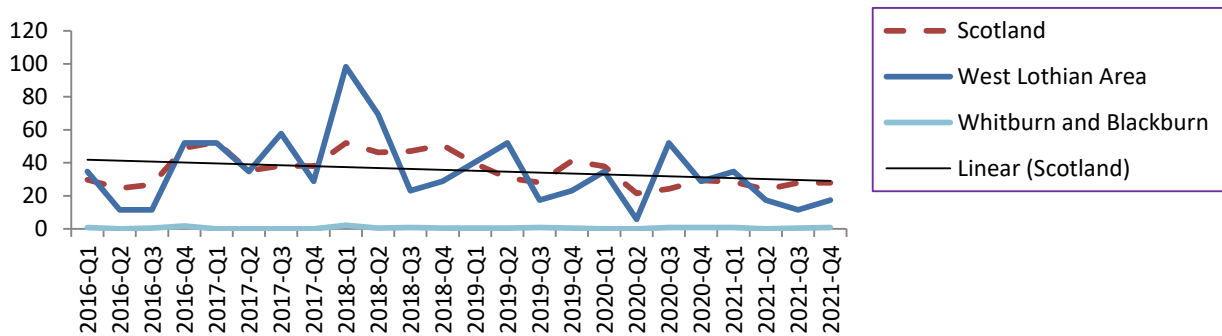
However, regardless of statistical anomalies, emerging patterns and trends in fire related incidents and events can assist the Scottish Fire and Rescue Service and Community Planning Partners plan and implement preventative intervention initiatives to target reducing fire related incidents and events.

Accidental Dwelling Fires Per 10,000 head of population



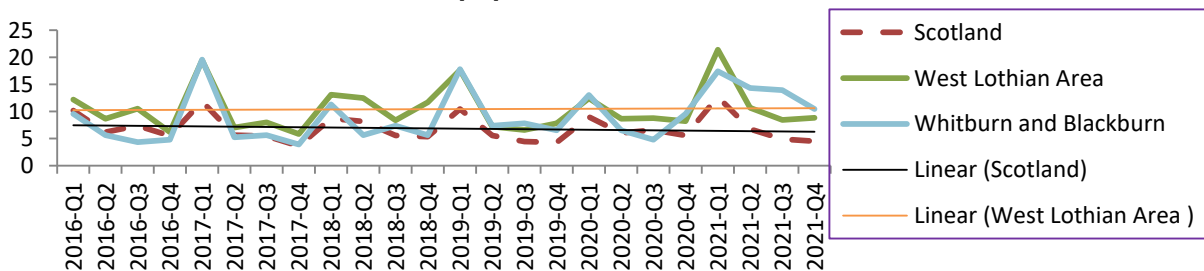
During the 2021-22 year to date reporting period SFRS have dealt with 3 accidental dwelling fires in comparison to 7 during 2020-21 year to date reporting period.

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



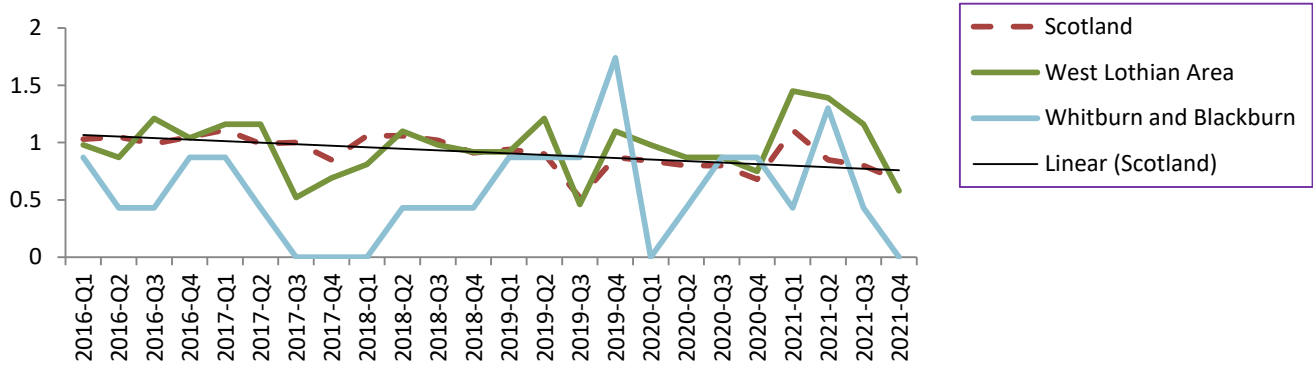
During the 2021-22 year to date reporting period SFRS have dealt with 2 Casualties and 0 Fatalities due to fire in comparison to 2 Casualties and 0 Fatalities during 2020-21 year to date reporting period.

Deliberate Fires Per 10,000 head of population



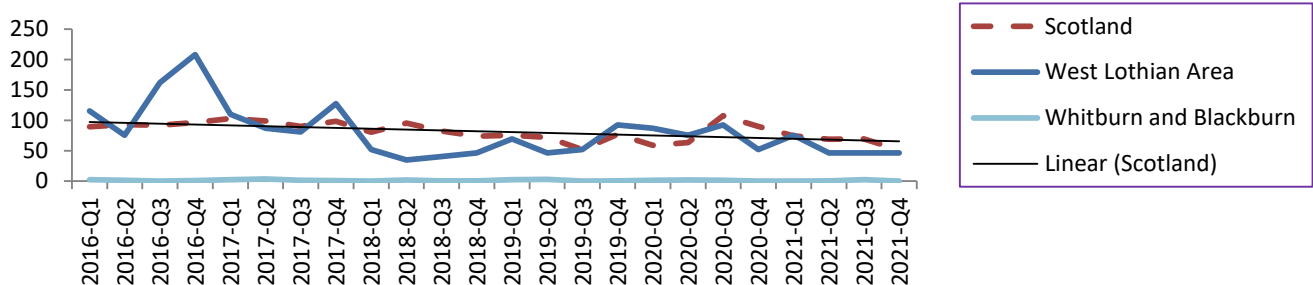
SFRS have dealt with 33 Deliberate fire incidents during 2021-22 year to date reporting period in comparison to 21 during 2020-21 year to date reporting period.

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



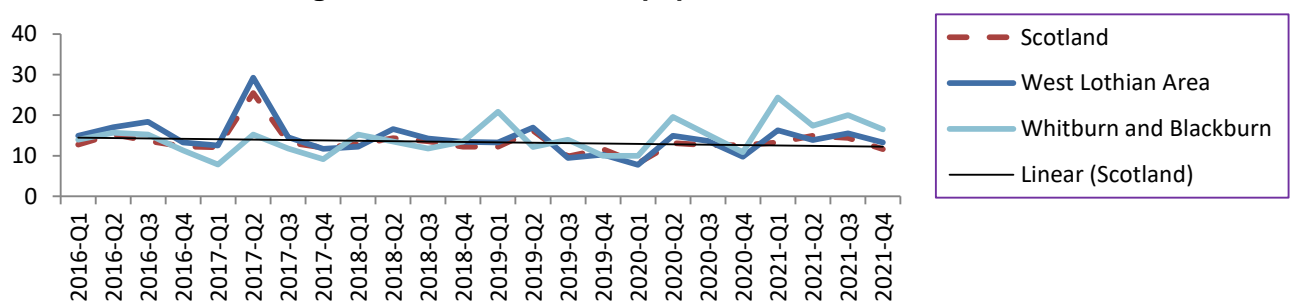
SFRS have dealt with 0 non domestic fire incidents during 2021-22 year to date reporting period in comparison to 2 during 2020-21 year to date reporting period.

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 3 during 2020-21 year to date reporting period.

Unwanted Fire Alarm Signals Per 10,000 head of population

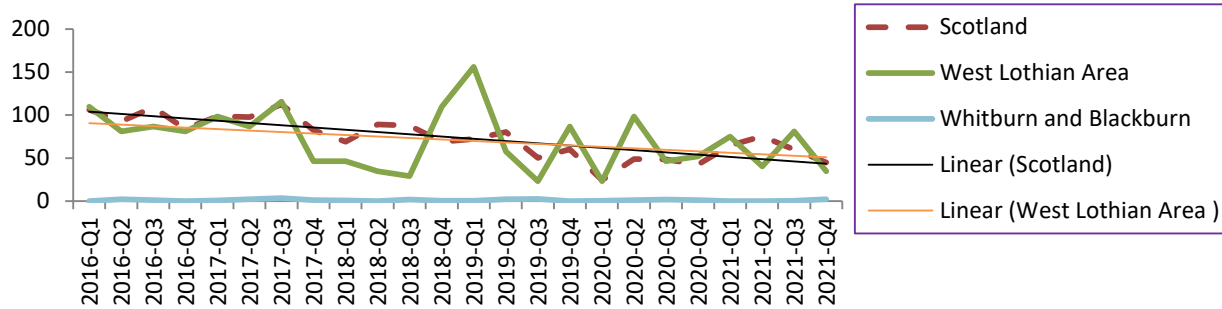


SFRS have dealt with 43 UFAS incidents during 2021-22 year to date reporting period in comparison to 25 during 2020-21 year to date reporting period.

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 1 Fatalities from RTC's in comparison to 0 Casualties and Fatalities during 2020-21 year to date reporting period.

DATA LABEL: PUBLIC



WHITBURN & BLACKBURN 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 February 2022 – 30 April 2022.

B. RECOMMENDATION

The Local Area Committee is asked to:

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

C. SUMMARY OF IMPLICATIONS

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	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)	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 February 2022 – 30 April 2022.

D2 Grounds Maintenance Routine Works

Shrub bed maintenance was started in mid-December and was completed for the end of March.

Staff were involved with Winter Maintenance duties until 31 March 2022. Grounds Maintenance staff also covered at Waste Services for a short period of time.

Open Space summer works including grass cutting and weed control started on Monday 4 April 2022.

Enquiries are being dealt with on a daily basis.

Grounds Maintenance Enquiries

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

	2022	2021
Adopt Open Spaces in Priv.Est	1	0
Ball Game Enquiries	1	2
Bench or Seat Enquiries	0	2
Complaint Grounds Maintenance	0	3
Drainage Flooding Grass Areas	0	1
Emergency Tree Out Of Hours	1	0
Enforcement Officer Enquiries	0	1
Fencing Enquiries	0	5
GalaDay Public Event Enquiries	1	1
Grass Area Damaged	0	2
Grass Cutting Enquiries	1	0
Grass Highway Verges	0	1
Ground Ownership Enquiries	0	2
Grounds Property Vandalised	1	7
Hedge Cutting Enquiries	0	1
Public Park Enquiries	0	6
Shrub Bed Enquiries	0	1
Shrub Bed Overhanging Path	2	2
Sports Facility Enquiries	1	0
Weeds on Paths or Roads	0	1
Total	9	38

D3 Garden Maintenance Routine Works

Recruitment for Garden Maintenance Scheme seasonal staff is still ongoing. Grass cutting for the scheme commenced on 11 April 2022.

Garden Maintenance Enquiries

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

	2022	2021
Complaint Garden Maintenance	0	2
Garden Maintenance Change Of Address	0	1
Garden Maintenance General Enquiries	8	7
Garden Maintenance Grass Not Cut	0	5
Garden Maintenance Standard Of Cut	0	1
Total	8	16

D4 Cleaner Communities Routine Works

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/ sweeping of footpaths/ open spaces and road verges and dealing with enquiries as they arise.

Officers continue to work with volunteer's litter picking within the Ward and have assisted with the uplift of bags and debris that they have collected by the NETs team.

The NETs team have also been dealing with fly tipping enquiries and removing fly tipping from Council ground.

Cleaner Communities Enquiries

In total 91 cleaner communities related enquiries were received and dealt with during this reporting period.

	2022	2021
Complaint Street Cleansing	1	1
Dead Animals	1	3
Dog Bin New Request For Bin	0	1
Dog Fouled Grass Open Space	2	3
Dog Fouling on Paths Roads	9	15
Fly Posting	0	7
Fly Tipping Dumping	44	88
Glass on Paths or Open Spaces	1	3
Graffiti Non Offensive	0	5
Graffiti Racist or Offensive	0	14
Litter Bin Burnt Damaged	3	1
Litter Bin New Request for Bin	3	1
Litter Bin Overflowing	1	3
Litter General Enquiries	2	13
Litter Grass Open Space	0	1
Litter Paths Road Verges	4	23
Street Sweeping Enquiries	6	14
Trolleys Abandoned/Dumped	0	4
Vehicle Abandoned	14	22
Total	91	222

Fly Tipping Enquiries (Full Year)

	2021	2020	2019	2018	2017
Illegal Fly Tipping/Dumping	251	261	316	375	276

Enforcement Community Action

Officers continue to deal with enquiries relating to fly tipping, littering, dog fouling, abandoned vehicles and general enquiries. There have been 44 enquiries in relation to fly tipping for the period compared to 88 for the same period in 2021.

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 need 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 Fixed Penalty Notice issued in Ward 7 for the period of 1 February 2022 – 30 April 2022. For the same period in 2021, there was also one Fixed Penalty Notice issued within the Ward.

Costs for fly tipping for the period 1 February 2022 – 30 April 2022

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 50% of their time. For 2021 the estimate was 70% of their time.

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

Fly tipping costs:

1 February 2022 – 30 April 2022	73.88 tonnes
Cost of disposal including costs for NETs team/vehicles	£48,681.41
Contractor removal of fly tipping	£0.00
Removal of asbestos	£0.00
TOTAL for all 9 Wards	£48,681.41

The number of enquiries received between 1 February 2022 – 30 April 2022 for the Ward was 44 out of 337 enquiries for the whole of West Lothian equating to 13.05% of fly tipping enquiries relating to Ward 7.

Percentage wise this would equate to an approximate cost for the Ward of £6356.03 for disposal of fly tipping between 1 February 2022 and 30 April 2022 including cost for Staff/vehicles. (This does not include the removal of asbestos by the Councils asbestos team).

Fly tipping is covered by the NETs teams who also carry out other non-routine works for Grounds. We are unable to split costs over specific ward areas or from the other works they carry out, but can give the yearly cost for the NETs teams with an estimate of their time spent on fly tipping which we currently estimate as 80% of their time. For 2020 the estimate was 70% of their time.

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

Fly tipping costs:

1 February 2021 – 30 April 2021	105.46 tonnes
Cost of disposal including costs for NETs team/vehicles	£69,494.95
Contractor removal of fly tipping	£0.00
Removal of asbestos	£0.00
TOTAL	£69,494.95

The number of enquiries received between 1 February 2021 – 30 April 2021 for the Ward was 88 out of 881 enquiries for the whole of West Lothian equating to 10.0% of fly tipping enquiries relating to Ward 7.

Percentage wise this would equate to an approximate cost for the Ward of £6,941.51 for disposal of fly tipping between 1 February 2021 and 30 April 2021 including cost for Staff/vehicles. (This does not include the removal of asbestos by the Councils asbestos team).

D5 Parks and Woodland

Tree & Woodland Enquiries

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

	2022	2021
Tree Advice or Consultations	2	3
Tree Affecting Public Utility	0	1
Tree Blocking Light	0	1
Tree Branches Overhanging	5	5
Tree Broken/Damaged or Dead	4	0
Tree Dangerous or Unsafe	4	0
Tree Enquiries General	11	13
Total	26	23

	2022	2021
Access Rights Way Core Paths	1	7
Complaint Country Parks/ Trees	0	2
Country Park General Enquiries	2	1
Ranger Service Polkemmet	0	2
Total	3	12

Ranger Service Update

No. Rights Of Way / Core Path / Patrols carried out (hours)	12
No. Access Enquiries	4
No. Volunteer hours	40

The Ranger Service have applied to NatureScot's Better Places Fund – Round 3 for seasonal Assistant Rangers and Assistant Operatives. If the funding is secured, successful applicants will start in early June and will help both the Ranger team and the Operative team over the busy summer months. The job listings for these have gone live, in anticipation of a successful funding application.

After many years of working for the West Lothian Council Ranger Service, Ben Dolphin has departed the Ranger team. The team wish him all the best and have since had meetings about redistribution of work – including access issues, projects and volunteer sessions.

The Ranger Service received permission from West Lothian Crematorium to use their car park for volunteer sessions in Cousland Woods, which will make access easier. The crematorium has been collecting and storing tree tubes, which have since been collected by the Rangers to be recycled.

The monthly Volunteer Ranger Service (VRS) sessions continue to be popular with regular volunteers, and the Ranger team are still receiving new volunteer enquiries each week.

The Ranger team have seen a recent increase in enquiries for the Ranger Service and their activities from many different community groups, schools, and businesses. At the moment, the service has not been able to resume the activities programme, and so the responses reflect this. However, officers are advising customers that they will be contacted once there is capacity to offer activities, which hopefully will happen once the Assistant Rangers are in post.

Access

The Rangers continue to review all West Lothian planning applications for access implications, and submit comments to Planning Services.

The Access Ranger post has been filled, and the Ranger team are due to give a presentation to the Access Ranger on ongoing access issues in West Lothian. Any access enquiries should continue to be reported through the 'Report it > Core Paths & Rights of Way' section on the Council's website.

The Ranger Service received three new access enquiries during this reporting period, with a fourth ongoing enquiry that was moved forward within this time. Issues include concrete barriers blocking a path and drainage and maintenance issues of a Seafield ditch and a path network in a lowland croft area.

The Ranger Service were asked to further investigate a muddy path on the edge of Easter Inch Moss, linking to Seafield, which is on the edge of West Lothian Council land. With help of Property and Planning, officers have since identified the landowner and are awaiting their response before culvert works are carried out.

An access obstruction at Rigghouse Road in the Heartlands development was reported, with two concrete barriers across the track. A Ranger conducted a site visit and asked the developer to move the barriers. They did, but someone has moved them back. The team are currently unsure as to who is moving these.

The Ranger Service have resumed the Shale Trail signage audit and compiled a document of existing, damaged, and missing signage, and have emailed Borders Signs for costings for replacement signage blades.

The team are investigating an access enquiry about the ownership and ongoing maintenance of a path network running through a lowland crofting scheme area.

Polkemmet Country Park

The Friends of Polkemmet sessions continue to be held on one Sunday per month. Recent tasks have included Rhododendron clearance and litter picking, and the upcoming task is willow spiling, which will help to reinforce eroded banks. The Rangers are working with The Conservation Volunteers (TCV) to deliver this task.

The monthly Volunteer Ranger Service sessions have recently been scheduled to coincide with the Friends of Polkemmet sessions, to ensure that the Sunday Volunteer Ranger Service (VRS) sessions can still go-ahead following Ben's departure.

A Ranger has been attending a 'market place' event every month at Polkemmet Primary School, in partnership with other organisations including the Whitburn and District Community Development Trust and Cyrenians OPAL. The event runs from 8.25am - 9:15am and aims to provide resources to parents and children, including free food, clothing and advice. The Rangers provide information on the Scottish Outdoor Access Code, Polkemmet Country Park, volunteering opportunities and provide 'iDial' identification sheets for local wildlife.

Ecology and Biodiversity

Ecology and Biodiversity officers have published a work plan outlining the core elements the role covers (see attached).

Edinburgh Lothian Greenspace Trust have installed a "wee forest" site in the grounds between Polkemmet Primary School and St. Josephs RC Primary School. This "tennis court sized" area was planted in connection with the local schools and is one of three sites in West Lothian.

D6 Open Space and Cemeteries

Open Space Capital Programme

Dixon Road Play Area, Whitburn. Swings have been replaced.

Open Space Enquiries

There were one Open Space enquiries for this reporting period.

	2022	2021
Childrens Play Enquiries	0	3
Skateboarding Enquiries	1	0
Total	1	3

Cemeteries Routine Works

Whitburn Cemeteries

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

Cemeteries Enquiries

There were 62 Cemeteries enquiries for this reporting period.

	2022	2021
Bench Donations	1	0
Cemeteries General Enquiries	6	8
Cemetery Property Vandalised	0	1
Complaint Cemeteries & Burials	0	1
Lair Enquiries	8	2
Memorial/ Headstone Works	25	32
New Interment Booking	14	37
Purchase of Interment Lair	8	21
Total	62	102

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 REFERENCES

Open Space Strategy

Capital Programme

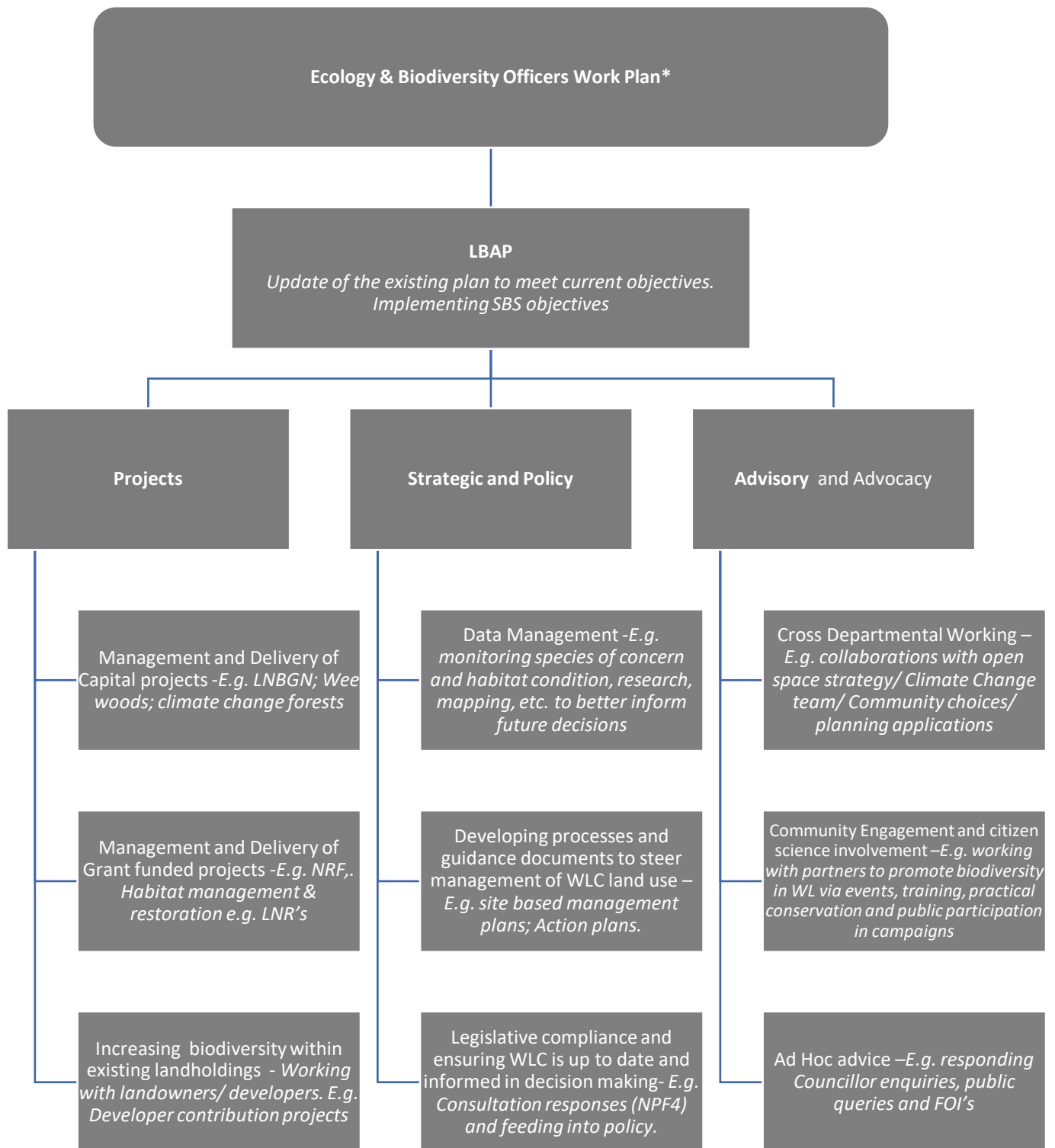
Appendices/Attachments: One

Appendix 1 - Ecology & Biodiversity Officers Work Plan

Contact Persons: Eirwen Hopwood, Parks and Woodland Manager, 01506 284500

Eirwen.Hopwood@westlothian.gov.uk

Jim Jack
Head of Operational Services
06 June 2022



**The workplan provides an overview of current demands in relation to the role but is not exhaustive list. This has potential to change to meet Council and Government objectives.*

DATA LABEL: PUBLIC



WHITBURN AND BLACKBURN 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 Whitburn and Blackburn 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 January – 31st March 2022.

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 Whitburn and Blackburn ward.

Property Void & Let Performance: Mainstream Tenancies

Void Period	January	%	February	%	March	%	WL Target %
0-2 weeks	1	8%	3	30%	2	29%	55%
2-4 weeks	3	23%	1	10%	1	14%	30%
4+ weeks	9	69%	6	60%	4	57%	15%
Total Lets	13	100%	10	100%	7	100%	100%

Property Void & Let Performance: Temporary Tenancies

Void Period	January	%	February	%	March	%	WL Target %
0-2 weeks	1	25%	1	20%	1	13%	55%
2-4 weeks	1	25%	1	20%	6	74%	30%
4+ weeks	2	50%	3	60%	1	13%	15%
Total Lets	4	100%	5	100%	8	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 24 policy voids in the ward for this period a reduction in last reporting period.

Void period	Number of properties	PV reasons
<4 weeks	2	Structural & electrical
4 – 12 weeks	5	Structural & Electrical
13 – 16 weeks	10	Structural & Electrical/Insurance
26+ weeks	7	Used for decant purposes

D2. Whitburn - Financial Summary

For the Whitburn ward the collection rate for the YTD in Q4 remains excellent at 97.6%. Whitburn has collected £11,081,901 vs a charge of £11,352,135.

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 Whitburn ward had 426 Universal Credit (UC) households in arrears. Since then the number of UC households in arrears has increased by 6.1%.

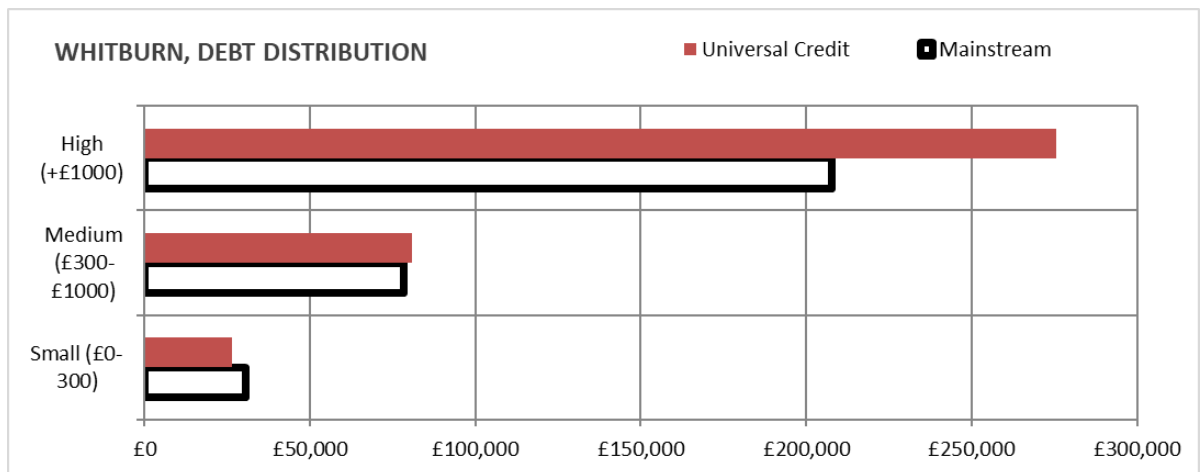
The number of tenancies in arrears in this ward has increased by 54 since last year. Small debt cases (£300 or less), account for 48.6% of households.

There are 208 serious arrears cases (+£1000 in arrears). These cases are 21.8% of all households in arrears in this area, containing 69.0% of the debt.

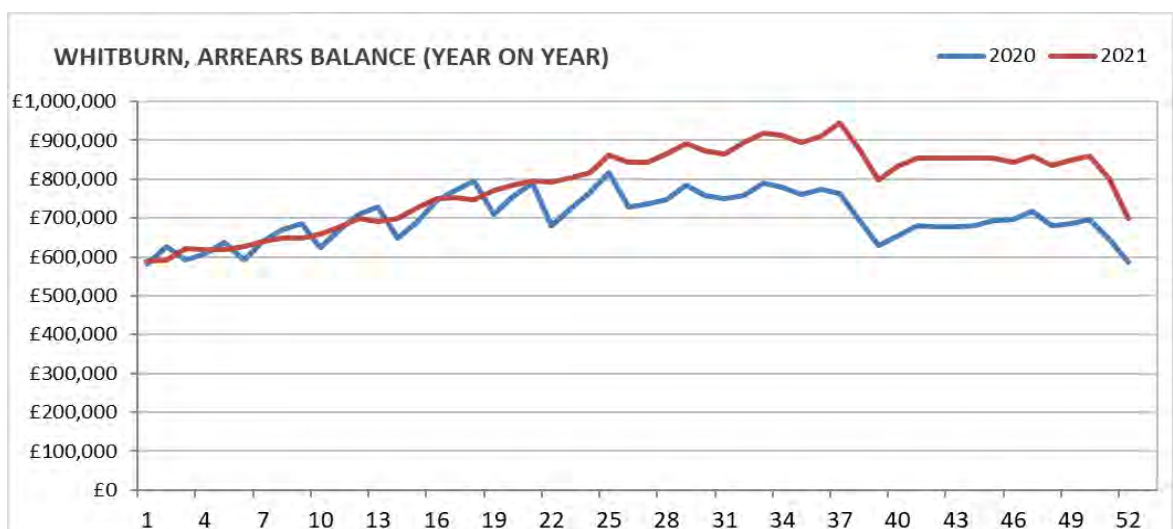
The arrears position for Whitburn Q4 is £700,249. This is an increase of £114,564 on last year's position. The West Lothian overall position at Q4 is £3,496,679.

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 (WK52)				2021/22 (WK52)			
	Mainstream		UC		Mainstream		UC	
	Balance	Cases	Balance	Cases	Balance	Cases	Balance	Cases
£0.01 to £99.99	£6,609	147	£3,393	68	£4,818	117	£4,068	85
£100.00 to £299.99	£26,308	140	£21,063	107	£25,950	145	£22,590	116
£300.00 to £499.99	£21,159	53	£24,352	64	£27,602	69	£24,858	62
£500.00 to £749.99	£22,203	37	£31,249	51	£28,110	46	£25,291	41
£750.00 to £999.99	£16,055	19	£17,349	20	£22,754	27	£30,861	36
£1000.00 to £1999.99	£62,435	44	£100,595	72	£76,857	57	£83,118	59
£2000+	£98,461	32	£134,453	44	£130,941	39	£192,429	53
Group Total	£253,230	472	£332,454	426	£317,033	500	£383,216	452
Movement					(+) £63,802	(+) 28	(+) £50,762	(+) 26
Overall Total			£585,684	898			£700,249	952
Overall Movement							(+) £114,564	(+) 54



D3. Whitburn Area Team Activity

Officers in the team have over the period Q4 continued working a blended approach of office and home working. The Whitburn team have two officers seconded to the Central Void Team and one officer has been supported to secondment in the Performance and Change Team which is a positive development opportunity. Officers continue to contact as many tenants as possible to offer advice and assistance to ensure that any support and guidance is given and signposting to other services such as Advice Shop and Foodbank.

The focus on rent arrears activity has continued to be a weekly priority task for the team and 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 doing targeted work to encourage tenants to update their universal credit journals to ensure housing costs are relected of their rent charge. Staff have aslo made applications for tenants to receive assistance from the Tenant Grant Fund to help with arrears where tenants have suffered a loss of income due to Covid.

Where required we have mobilised more officers in order to progress requests for mutual exchanges and other essential housing management tasks which has required a presence within the office/community, whilst adhering to health and safety measures. This has been a challenging time for the service and we have worked with our Health & Safety adviser 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

D5. Capital Programme and New Build Council Housing

WLC completions 100

RSL completions 85

RSL New Build Activity	Site	No of units	Site Start	No. of Houses Handed Over	Site Completion
Cairn Housing Association	Longridge Road	52	Jan 22	0	TBC

Seafield	Almond View, Cousland Terrace/Crescent	Roof and Roughcast	0%	2 year programme due to commence September 2022
Whitburn	The Loch Scheme	Structural roof works: Stairs and balcony repairs: Insulation: render	99%	Council's revised scheme of assistnace. Two half blocks to be copmpleted this year
Whitburn	Glebe Road, Union Road, Armadale Road, Manse Avenue, Griffith Drive, Dick Gardens	Roofs & Roughcast to all: Heating upgrades and chimney removal	89%	Year 5 of the programme which is progressing well with a completion date of March 2023.

D6. Tenant Participation

Tenant Participation continued throughout Quarter 4 via digital means (Microsoft Teams). We have successfully hired our new Tenant Participation Officer who will start on the 19th April 2022, with their focus being digital and 'e-TP'.

The customer experience team and tenant participation team have worked together to ensure the best possible service is delivered to our tenants. They have jointly implemented improvements and communications such as a spotlight on housing officers, the talking tenants' scheme - where tenants become tenant experts on our digital platforms, and our Next Generation of Tenant Participation Focus Group is soon to be launched.

With changes in the Performance and Change structure, the tenant participation team will sit within the Customers and Communications Team with Customer Experience, Communication, Complaints and Information. This will allow our tenant and customer-focused team to work together to provide a better service to our customers and tenants.

Tenants Panel

Tenant members continued to take part in monthly meetings with senior managers and the Head of Service, discussing service improvements and developments and receiving updates from each service area. The tenants agreed to the meeting schedule for the year. They have been provided with the HRA and Capital Overview and have been involved in performance scrutiny over the quarter.

The tenants have had input in the Scottish Government New Deal for Tenants consultation and the Prevention Consultation.

Capital & Repairs Working Group (CaRs)

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

These meetings ensure that tenants' views are heard and offer another scrutinising service delivery method.

Tenant Participation Development Working Group (TPDWG)

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

The members are reviewing the whole 'look and feel' of Tenant Participation, which will be mirrored across all Tenant Participation communication and documentation. The 'look and feel' will be implemented to help modernise Tenant Participation and increase engagement.

Editorial Panel

This quarter the members have been involved in the collation of the Spring Tenants News. The members have also reviewed the tenant's handbook online to ensure it is still relevant and current. The handbook will be transferred into an interactive digital handbook for tenants. In addition, the members have been reviewing letters and policies throughout this quarter.

TP Facebook Group

The Tenant Participation team continue to see a steady rise in the number of tenants engaging with Facebook posts. The members have recently reviewed what content should be shared on the Facebook page and how the 397 members would like to be involved in Tenant Participation. These discussions have resulted in implementing the tenant's talk scheme, where tenants become experts on our social media platforms. We share our surveys in digital form on the facebook page for tenants to complete. We will soon be investigating how we can implement focus groups using the Facebook group.

D7. 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.

During the Covid restrictions, officers have been working a blended model carrying out some home working as well as office and community-based work for enquiries and to engage with customers. From home, officers have been providing a telephone service to complainers and alleged perpetrators as well as corresponding with written letters and e-mails. They have provided advice and assistance, telephone mediation, issued warning letters where there was evidence to do so and continue with our partnership working. 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.

Whitburn and Blackburn 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

	<i>Apr</i>	<i>May</i>	<i>Jun</i>	<i>Jul</i>	<i>Aug</i>	<i>Sep</i>	<i>Oct</i>	<i>Nov</i>	<i>Dec</i>	<i>Jan</i>	<i>Feb</i>	<i>Mar</i>
Incidents Reported to SNT	66	62	41	52	67	44	36	21	14	38	38	31
Number of new cases	4	4	2	4	3	3	3	0	1	3	4	0
Number of Active Cases	14	10	11	9	10	5	6	5	4	4	4	3
Number of resolved cases	4	6	5	0	6	3	2	4	4	1	2	2

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

Incident Types	<i>Apr</i>	<i>May</i>	<i>Jun</i>	<i>Jul</i>	<i>Aug</i>	<i>Sep</i>	<i>Oct</i>	<i>Nov</i>	<i>Dec</i>	<i>Jan</i>	<i>Feb</i>	<i>Mar</i>
ASB Part 2 Complaint	31	22	10	29	35	25	20	12	8	14	12	17
ASB Part 5 Noise Complaint	15	31	25	17	30	15	8	5	4	17	20	10
Dog Barking	0	0	0	0	0	0	0	0	0	0	0	1
ENV Health Complaint	0	0	0	2	0	0	0	0	0	0	2	0
Non ASB Noise Complaint	4	2	0	1	0	0	1	1	0	1	0	0
SST Section 3 Tenancy Management	9	7	4	1	2	3	5	3	2	1	3	2
Youth Disorder	1	0	1	2	0	1	2	0	0	4	1	1
Unauthorised Encampment	6	0	1	0	0	0	0	0	0	0	0	0
Unlicensed HMO	0	0	0	0	0	0	0	0	0	1	0	0
Grand Total	66	62	41	52	67	44	36	21	14	38	38	31

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

ASBO	<i>Q1</i>	<i>Q2</i>	<i>Q3</i>	<i>Q4</i>
Number of ASBO's current	<i>1</i>	<i>1</i>	<i>1</i>	<i>1</i>
All of West Lothian	<i>12</i>	<i>12</i>	<i>7 plus 1 Interim</i>	<i>7 plus 1 Interim</i>
Age of perpetrator	-	-	<i>30</i>	<i>30</i>

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	<i>Apr</i>	<i>May</i>	<i>Jun</i>	<i>Jul</i>	<i>Aug</i>	<i>Sep</i>	<i>Oct</i>	<i>Nov</i>	<i>Dec</i>	<i>Jan</i>	<i>Feb</i>	<i>Mar</i>
Total Number of Active Cases	73	72	121	104	83	68	71	55	52	53	53	48
Total Number of Incidents	484	402	456	448	461	441	299	255	209	303	268	332

Outcomes

Examples of outcomes achieved during this quarter are detailed below:

Joint Visit	A joint visit was conducted with the Fire Service after information received from Police about a possible unlicensed House of Multiple Occupancy (HMO) in Seafield. The visit showed that everything was found to be in order with smoke/heat alarms. The property is not an HMO but the landlord is not registered. SNT passed details on to the Quality Development Officer to make further enquiries.
Noisy arrest	A call was received of shouting in the street late at night due to neighbour being arrested. Enquiries were made with Police and it was ascertained that no criminality was involved and SNT warnings were not necessary.
Letter Drop	A letter drop was completed in the Greenrigg area due to shouting, screaming and arguing through the night being reported to SNT officers. Since the letter drop, it has encouraged further reporting and there has been Police interventions due to the noise ongoing.
Warning	A warning was issued in Whitburn after officers witnessed excessive noise nuisance and corroborative statements were provided by the neighbours. No further incidents have been reported since the warning was issued.
Noise	SNT officers provided a response to loud music. No music was witnessed but due to loud voices and banging, spoke with occupants and gave advice on acceptable noise levels, to prevent further complaints.

E. CONCLUSION

This has been a challenging period where officers have been adapting to a blended approach to working from home and within the office/community, embracing new ways of working and change.

Officers have been providing advice and assistance to tenants and customers and working with colleagues in other services areas to ensure that service delivery continued as far as possible.

F. BACKGROUND REFERENCES

None

Contact Person: Gary Stoddart, Housing Manager, Housing, Customer and Building Services.

Email: gary.stoddart@westlothian.gov.uk

Tel: 07776164538

Date: 6th June 2022

DATA LABEL: PUBLIC



WHITBURN AND BLACKBURN LOCAL AREA COMMITTEE

COMMUNITY REGENERATION UPDATE

REPORT BY DEPUTY CHIEF EXECUTIVE, EDUCATION, PLANNING AND ECONOMIC DEVELOPMENT

A. PURPOSE OF REPORT

The purpose of this report is to update members on regeneration activity within the ward.

B. RECOMMENDATION

It is recommended that members note the updates on:

1. regeneration activity in both Blackburn and Whitburn;
2. progress with the development of Whitburn Partnership Centre;
3. progress with establishing a management committee for the community wing in Greenrigg Primary School;
4. the access2employment service; and
5. Business Gateway activity including statistics for the ward.

C. SUMMARY OF IMPLICATIONS

I Council Values	Focusing on our customers' needs. Being honest, open and accountable. Providing equality of opportunities. Making best use of our resources. Working in partnership.
II Policy and Legal (including Strategic Environmental Assessment, Equality Issues, Health or Risk Assessment)	<p>Community regeneration reinforces the council's commitment to community planning at a local level.</p> <p>Local authorities have a statutory requirement for developing locality plans for targeted communities in their area. Regeneration Plans fit this requirement for West Lothian.</p> <p>The projects set out do not require a strategic environmental assessment. The projects to different degrees seek to address health and equality issues.</p>
III Implications for Scheme of Delegations to Officers	None.

IV	Impact on performance and performance Indicators	Performance indicators relating to the activity within the plans are captured within the set of Regeneration key performance indicators.
V	Relevance to Single Outcome Agreement	<ul style="list-style-type: none"> - We are better educated and have access to increased and better-quality learning and employment opportunities. - We live in resilient, cohesive and safe communities. - We live longer, healthier lives and have reduced health inequalities. - We make the most efficient and effective use of resources by minimising our impact on the built and natural environment.
VI	Resources - (Financial, Staffing and Property)	<p>The activities set out are funded from existing budgets and relevant external sources but also Town Centre Fund budgets:</p> <ul style="list-style-type: none"> - 2019/20: £310,131 allocated to ward. - 2020/21: £110,845 allocated to ward. - 2022/23: £82,822 allocated to ward.
VII	Consideration at PDSP	Annual updates on regeneration plans will be presented to the Community planning Partnership.
VIII	Other consultations	None.

D. TERMS OF REPORT

D.1 Background

The report updates the committee on the work of the Community Wealth Building Team and its partners to support communities in the Whitburn and Blackburn ward with a particular focus on the towns of Whitburn and Blackburn. These are two of 13 areas covered by the local plans required by the Scottish Government as part of their Community Empowerment approach and reported through the Community Planning Partnership.

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

D2 Blackburn Updates

D2.1 Blackburn Future Group (BFG)

The Blackburn Future Group are holding the overarching meeting for the Blackburn Future Plan (BFP) on 14 June. The meeting will have updates from the subgroups that meet monthly to work on the priorities within the plan. The priorities are:

- poverty, health and wellbeing;
- maintenance and feeling safe;
- health facilities and economic development;
- play, leisure and recreation.

The subgroups established that work towards these priorities are:

- Blackburn Health and Wellbeing (BH&WB);
- Blackburn drug and Alcohol Action Group (BDAAG);
- Food Insecurity group (FIG) and
- Blackburn Bonfire Night Action Group (BBNAG).

Topics not covered within these subgroups are picked up individually and include Climate Action Town (CAT), Play and Recreation, and a new communication group that is currently in the early stages of being established.

Along with discussion from the subgroups and updates on actions, an evaluation of the plan will take place to help to determine any changes to the community priorities and will help to refocus delivery post lockdown.

SURF Alliance have approached the Community Regeneration Officer to potentially work in the area on a specific project linked to a priority within the plan. The interest in Blackburn came from the work with Architecture and Design Scotland (A&DS) who felt that an additional resource would add value to the work that is being done in the area. SURF Alliance have provided information that will be discussed at the June meeting. SURF Alliance are currently looking at other areas in Scotland as well as Blackburn. If successful, the project will see a worker employed to work with community groups, local authorities and partners to progress locally identified priorities. The aim of this is to improve practical regeneration outcome in participating places providing wider learning around how regeneration policies play out.

D2.2 Blackburn Health and Wellbeing Group (BH&WB)

The group meets monthly with a range of partners from both the public and third sector attending. One of the key elements being focused on is mental health. Support from the group is being provided to an event that is being planned by the Change in Blackburn (CIB) young persons group. The event was due to take place in March however, due to rising levels of Covid-19 resulting in a number of schools not able to attend a decision was made to postpone the event to June.

D2.3 Food Insecurity Group (FIG)

The group has been established to continue the food insecurity work that was established in Blackburn during lockdown. The original food project was set up in partnership with Community Action Blackburn (CAB), Blackburn Family Centre (BFC) and Blackburn United Community Football Club (BUCFC). The food project was delivered from the BUCFC building during lockdown however due to sessions resuming in the building a new venue is being sought. The Larder have joined forces with the Blackburn Future Group (BFG) and as such a partnership between those organisations who previously worked on the food project have established FIG to provide a new service addressing food insecurity in the area.

D2.4 Blackburn Bonfire Night Action Group (BBNAG)

The group has been involved in the new Firework and Pyrotechnic Bill for Scottish Government and were visited by the Criminal Justice Committee for Scottish Parliament who are scrutinising the Bill at stage 1. The visit took place in March and was attended by members of the Criminal Justice Committee, Scottish parliament representatives, members of the BBNAG that included members of the community and young people from the Change in Blackburn group. From this visit the Change in Blackburn Group were invited to the Scottish Parliament to attend the debate on the Bill. The visit was hosted by Scottish Parliament Community Participation Specialist and took place in early May. The group have again been invited to attend

the debate on the stage 2 of the Bill by Fiona Hyslop MSP with an all access tour being provided to the group. The BBNAG meetings will commence after the summer looking at delivery of interventions for the Bonfire season 2022.

D2.5 Climate Action Town (CAT)

Architecture and Design Scotland (A&DS) who are leading on the Climate Action Town project have received confirmation of year 2 funding. They have delivered numerous engagement sessions already with established groups to participate in Place Standards. All data from the sessions is being shared and will help ensure priorities within the Blackburn Future Plan are current. An activity involving St Kentigern's School looking at 'Blackburn as an island' is currently being planned encouraging pupils to explore what this would mean from an economic prospectus along with how this would affect people's everyday life. A short 10-minute film will be made as part of the project, this will be shot in September. It will discuss climate action and will see local people interviewed.

D2.6 Community Action Blackburn (CAB)

CAB are being supported by the Community Regeneration Officer to carry out a development session to help them determine organisational priorities moving forward from the pandemic, this will be delivered after the summer. The community development worker continues to support a range of groups within Blackburn including the Women's Social Services Club (WSSC), Change in Blackburn (CIB), Friday Club as well as attending the BFG subgroups. CAB have submitted and been successful in receiving funding to deliver a summer programme offering a vital programme of activity, outings and food for young people in the area. Once again this will be in partnership with other providers to help reduce duplication and add value to other projects. The WSSC will celebrate its 80th birthday this year and as such are planning a celebration for all members.

CAB have received £34,650 from the Modernisation and Improvement Fund for the continued delivery of the 2021/22 award in 2022/23.

D3 Whitburn Updates

D3.1 Whitburn Community Development Trust (WCDDT)

WCDDT have received £31,174 from the Third Sector Community Support Fund for the continued delivery of the 2021/22 award in 2022/23.

D3.2 Whitburn – West Lothian Summer Programme 2022 Funding

There were discussions between officers from Community Regeneration, CLD Youth Services and Whitburn CDDT regarding a potential youth programme in Whitburn. This has been made difficult by the temporary closure of Whitburn Community Education Centre, and a lack of suitable venues elsewhere in the town to host one this year, as well as capacity issues to provide a programme. Therefore, no application was submitted to the council's West Lothian Summer Programme 2022 Funding.

D3.3 Whitburn Community Development Trust

Whitburn Community Fridge

Updates on the community fridge include the following:

- There is now a new maternity cover in place for year to manage the Community Fridge.
- Whitburn CDT are reviewing the operational processes and pricing for the community fridge, which has partly been informed by looking at how similar food projects elsewhere in West Lothian operate.
- Funding from West Lothian Food Network has been received which is helping to cover the funding gap for the operation of the community fridge until September 2022.

Community Garden

Updates on the community garden include the following:

- Since the previous report to the LAC, the polytunnel has been fixed in place and more raised beds have been installed.
- The garden has been in use for growing food and staff and volunteers have been harvesting some of the produce for use within the community fridge. This will be continuous.
- The 'Change Grow Life' recovery group has had a couple of sessions within the garden.
- The CDT is keen to have more volunteers to develop and maintain the community garden.

Potential Asset Transfer – Whitburn Library Building

As part of the process towards a Community Asset Transfer application to the council, the CDT are finalising a community engagement survey. This will look to engage participants on the proposed and potential uses of the library building once the library and CIS service move over to the new partnership centre. Community Enterprise are supporting the CDT with this part of the process.

D3.4 Whole Systems Approach – Type 2 Diabetes, Whitburn

Whitburn is currently taking part as a pathfinder area for 'Whole Systems Working' approach which aims to reduce obesity and type 2 diabetes.

This work follows a process and model developed by Leeds Beckett University. The local approach in Whitburn includes running two workshops to help local stakeholders identify areas to further develop or change in order to make a difference and encourage a healthy lifestyle amongst residents.

Workshop One took place in May 2021 but due to COVID-19 was paused. Work resumed again in autumn 2021.

In spring 2022 more scoping took place to support the outcomes from workshop one. This included parental engagement through an online survey that primary schools supported.

Currently work is underway to organise Workshop Two. This workshop will identify specific action areas to start developing or encouraging change should be identified with key stakeholders who can drive these action areas forward.

To support this work, a working group was formed with local partners including WLC, NHS and the Third Sector. The governance sits in the for this work sits within the Health and Wellbeing Strategic Group as part of the Community Planning Partnership for West Lothian. National support for pathfinder areas comes from

Obesity Action Scotland and the Whole System Approach is being evaluated by Ulster University.

Mapping of activities and services

As part of mapping the 'whole system' around Type 2 Diabetes, a mapping exercise of all current activities and services within the town has been undertaken.

The purpose of this is to both identify and better promote opportunities for residents to get involved in that would encourage more active lifestyles. This also applies to services that can help support/advise people to support their general health and circumstances.

The exercise may also suggest where the gaps in activities and service are that providers can look to address.

Representatives from Whitburn CDT and the council's libraries service have been involved in this. This is currently being finalised with the intention of sharing it at the second workshop for the wider project.

D3.5 Whitburn Town Centre

Whitburn Town Centre Management Group

The focus remains on identifying potential projects to commit spend and achieve delivery by March 2023. The group will likely meet next in June 2022 following the election.

Town Centre Occupancy

The town centre is subject to a quarterly occupancy and vacancy survey, as one measure of its relative vitality and viability. In April 2022 a vacancy rate of just under 10%, was noted, although this did not take account of properties subject to refurbishment at survey, e.g. such properties are noted as vacant. The figures, have required to take account of any COVID-19 temporary restrictions that may have been in place at that time of survey. To provide context, this is relatively favourable compared to national averages of 11%, reported by Springboard, and it should be observed this is a positive improvement from a peak vacancy of 16.2% in January 2017.

Town Centre Shopfront Improvement

Whitburn town centre traders and local business continue to be eligible to apply for capital grant assistance through the Shop front scheme. This assists with costs associated with making external property frontage improvements. There have been 43 grant awards made within current scheme, operational since Autumn 2012. There remains continuing interest from new and existing businesses in this supporting initiative, which is promoted across Council services with our clients. The scheme is funded by the prescribed budget allocation made from the Council's Whitburn Town Centre Improvement Fund, and will remain open until March 2023, or whenever fund available has been exhausted.

Whitburn Partnership Centre Public Art

The public art project is associated with the development of the new Whitburn Partnership Centre, at East Main Street in Whitburn, which is expected to be completed in summer 2022. The public art project is being administered and

managed by West Lothian Council, Community Arts Service, and has a total project budget of £30,000. This is funded by the Council's Whitburn Town Centre Improvement Fund, and by the Public Art Fund of West Lothian Council - Developer Contributions.

The commission was advertised through Creative Scotland opportunities page and following interview the successful artist, Ailsa Magnus, was selected. The project is being supported by local residents who volunteer to be part of the commissioning group, who selected the artist after reviewing all the applications received.

The commission will create an original contemporary permanent artwork referring to local themes, to be installed within the bounds of the new Partnership Centre. It is envisaged it will have universal appeal, have a contemporary approach whilst also referencing the town's heritage.

The engagement/design conceptual stage included a number of workshops within the community, including local schools and residents. The three conceptual designs were consulted upon within the community via the CONSOL platform as well as through two local drop in sessions held within Whitburn Library.

The artist has now made submission of the planning application to the Council for the artwork installation. The artist is also in advanced discussion with suppliers in relation to fabrication and supply of the final selected artwork. It is intended that the public art project completion will accord with the wider development programme.

Whitburn Heritage Trail

Agreement in principle for funding is in place to scope, develop and implement a town wide heritage trail for Whitburn.

A heritage trail was one of the suggested projects from the Placemaking in Whitburn (charrette) exercise in 2015/16. Enquiries had been made with the National Lottery Heritage Fund, for which West Lothian was a priority area at the time, but the application required there to have been initial engagement works done and a voluntary organisation in place to take it forward.

There had been some considerations given to potential routes for engagement around this with community groups but, at that time, there were no community groups able to take the project forward and it ceased around early 2017.

The allocation of £30,000 for the heritage trail allows council officers to lead the delivery of this project, though it is intended that the content of the project is heavily directed by the council's Museums Officer and volunteers developing the new community museum being established within the new Whitburn Partnership Centre. The current intention is that the trail itself would be linked with the museum space.

A working group has been identified comprising of officers from Economic Development, Community Regeneration, Museums Services as well as representatives from community groups. This working group will help manage the project, including undertaking community engagement on the project to help raise awareness and commissioning the associated works.

It is hoped the working group will first meet in late June to discuss the draft brief developed by officers.

The project will be associated with and linked to the new community museum facility being established within the new Whitburn Partnership Centre.

A draft brief is being refined with intention that the target for project completion is spring 2023.

D3.6 Whitburn Partnership Centre Update

Works to the internal of the building are progressing well with floor covering complete to all areas except circulation corridors, stairs, reception area and library being complete. The upper floor offices and meetings rooms are in the process of final finishing and cleaning. New conservation grade display cases have been installed in the Museum area and balustrades are now installed to both stairs.

The heating system is installed and commissioned and lighting is installed and operation through about 70% of the building. Preparation is complete for the specialist ceiling finished to the large community room and reception area and the folding partition has been installed in the community rooms. Externally the west elevation brickwork is nearing completion which will then allow installation of the brise soleil. Foundations have been poured for the civic space and the car park retaining wall construction is nearing completion.

The community group for the project has been working on a community interest approach and the plan has been supported by the project board. This will include visual presentations in community spaces, mini roadshows to let people know about the building and if feasible small building tours. This will take place in June/ July.

The Community Council representative on the project board is no longer able to attend. The community council have been invited to nominate another person for this role.

D4 Greenrigg Community Wing

As was reported to the previous meetings of the Local Area Committee, Greenrigg Community Council is in the process of setting up a management committee/ volunteers to oversee the running of the community wing located in the primary school building.

An open day held in February in the Community Wing help raise awareness of the facility within the community and a number of residents registered their interest in becoming part of a management committee in future.

At the February meeting of the LAC it was noted that the Lead Officer would ask the Customer and Community Service Manager to provide the new Greenrigg Community Hub Management Committee with advice and guidance on their establishment.

Subsequently a meeting was held on 6 May between the above parties, the Community Regeneration Officer and a representative from Property Services. There were discussions around developing a constitution and what this would entail.

A further meeting is planned for early June with officers from Education Services to discuss how the Wing will operate with the school, given the Wing is within the primary school. This will help ensure that is a shared understanding between the respective parties prior to a management committee taking over responsibility for the wing.

D5 Access2employment Update

Access2employment provides employability support to residents throughout West Lothian. Support is provided to residents who are unemployed and who are in employment but are in uncertain employment or are struggling financially to make ends meet. Support is provided via 1 to 1's with individual clients and through the delivery of a range of courses including one day specific courses to 6-week personal development and employability courses, Women n2 Work and Men n2 Work. Advisers will work with clients until they have met their individual goals to secure sustainable employment including better paid employment and education opportunities.

From 1st April 2021 – 31st March 2022, the service registered 888 new clients, 147 from the Whitburn & Blackburn ward, with 444 progressing into a positive destination, 87 the Whitburn & Blackburn ward. This support has been mostly provided remotely during the year due to the pandemic but advisors are beginning to return to the office, with 22/23 delivery being a mix of face to face and online.

The service delivered 83 workshops, including 4 Women and Men n2 Work course and 15 Wellbeing Workshops. In total 319 residents attending workshops.

In 21/22 the service supported Connecting Scotland by securing over 200 Chromebooks and internet connections to give to unemployment clients seeking work that currently did not have any digital connectivity.

The service continues to provide a weekly bulletin that contain information on the latest local vacancies for West Lothian Job seekers. The vacancy bulletin is mailed out to on average 1200 clients and 200 stakeholders and partners. It is estimated that 1500 individuals view the vacancy bulletin weekly.

Access2employment started in Oct 21 the Long-Term Unemployed programme which aims to create 53 job opportunities for West Lothian residents aged 25 and over who have been unemployed for over 12 months and have additional barriers to employment. Until the end of March 23 opportunities have been created.

During 2021/ 22 Access2employment introduced and implemented 2 new services to support parents who are currently unemployed or in work but in insecure employment and an intense family support programme based within Social Policy. The delivery of the two projects to date has demonstrated the need for the whole family intervention approach to combat the complex issues the families that are engaging have presented with.

D6 Business Gateway Update

The Business Gateway team is part of the Economic Development & Regeneration service. Business Gateway provides confidential and impartial support to residents looking to start-up in business, local firms, new and existing 3rd sector organisations and our major employers. All engagement with Business Gateway is client-led. Support is provided to individual clients and business owners/decision makers.

Business Gateway supports a diverse portfolio of existing and new start social enterprises in West Lothian. Support is tailored to the needs of individual organisations. The support includes advice in areas such as business planning, finance raising, grant and loan applications, property, community benefit leases, asset transfers, income generation, governance and sustainability. In addition, social enterprises are signposted to the wider network of support programs available both locally and nationally. Business Gateway also works closely with the

West Lothian Social Enterprise Network to ensure network members receive the business support they need.

The team's key outcomes include helping residents to start their own business, enabling local firms to grow in a sustainable and inclusive manner and providing a single point of contact for our strategic employers.

As part of Council's long-term commitment to retain and attract the best businesses and to grow our value-added sectors, we have developed a commercially-focused website, <https://www.investinwestlothian.com/why-west-lothian/>. The site highlights the range of support for our local firms. It also sells West Lothian as an inward/mobile investment destination. Initial feedback from stakeholders has been positive. Work will be on-going to ensure the site remains credible, relevant and compelling.

Economic challenge has always been considered as a driver of new start businesses. In the year to 31 March 2022, 325 new businesses started trading with help from Council's Business Gateway advisers. Customer feedback remains consistently positive. While the range of start-up services were delivered digitally in the 2021/22 financial year, the team has transitioned to hybrid working. Customers can now choose whether to meet the advisers in person or via Teams. The vision and commitment of local people to start their own business, especially in such challenging circumstances, is commendable. These new start firms have created 407 new jobs. The main business sectors are personal, professional and local services. Around 20% of all early stage firms go on to take premises, employ staff and grow the scale of the business. New starts are worth over £10.5 million to the local economy every year.

The Business Gateway team also includes advisers who deal with existing, growing and relocating firms to West Lothian. The advisers provided direct support to 811 local firms in the financial year to end of March 2022. Our priority sectors include Life Sciences, Manufacturing, Engineering, Construction and enabling technologies. West Lothian firms engaged with us around new premises, new markets, recruiting/training, working capital, Research & Development, export regulation, digital marketing and carbon reduction projects. Council's Business Gateway advisers support firms who have combined annual sales in excess of £1.41 Billion per annum. And while these businesses employ over 8,300 staff, it is only 11% of total jobs in West Lothian. However, they account for more than 30% of the annual gross value add (GVA) of the West Lothian economy.

The labour market in West Lothian is buoyant with unemployment around 3%, similar to the pre-pandemic historic low. And a record-high level of job vacancies. Firms across West Lothian in all sectors are reporting unfilled vacancies. This pattern is repeated across much of Scotland and the UK. We are working with Employability colleagues to match job seekers with vacancies. In addition, we are supporting firms to invest in training and upskilling of their existing employees.

With employability colleagues, we are trying to incentivise firms to recruit unemployed residents through our "Volume Job Grant" <https://www.investinwestlothian.com/business-support/develop-your-business/job-creation-fund/>. This is targeted at viable local firms. We are looking to create at least 300 new jobs. Each new role must be permanent and pay a starting salary of approximately £21k+ pa. The new recruits must be currently unemployed and aged 25+. Support for our younger people aged 16-24 will see an additional 100 places offered as part of the successful Steps N2 Work programme. We will continue to help firms find solutions for their recruitment and training priorities.

In the 2021/22 financial year, the Business Gateway team helped 325 new businesses to start trading. Of this 12-month total, we helped 32 new start-ups in the Ward. This is a healthy level of starts, especially in a strong jobs market with many vacancies. Over the same timescale, the team engaged with over 640 established firms across West Lothian. This included 41 social enterprises, 20 of whom operate across West Lothian. In the Ward, there were 55 local firms supported who between them employ over 520 staff and generate more than £71 million annual sales.

New Business Starts Whitburn and Blackburn Ward 2021/22	New Business Starts West Lothian 2021/22
32	325
Businesses engaged with in Whitburn and Blackburn Ward	Businesses engaged with in West Lothian
55	640

In summarising the work to date of the Business Gateway team, it is not all about sales and wider economic impacts. The advisers have the trust of local people and businesses, working with them to find solutions often in complex circumstances. The LAC is asked to note the team's ongoing contribution to a sustained and inclusive economic recovery.

E. CONCLUSION

Members are asked to note the range of activities taking place across the ward and, in particular, the work to support regeneration within the Whitburn and Blackburn areas

F. BACKGROUND REFERENCES

None.

Appendices/Attachments: None.

Contacts:

Michelle Kirkbright, Community Regeneration Officer (Blackburn), 07500 816855, michelle.kirkbright@westlothian.gov.uk

Scott McKillop, Community Regeneration Officer (rest of ward), 07500 816862, scott.mckillop@westlothian.gov.uk

Clare Stewart, Manager, Community Wealth Building
Email: clare.stewart@westlothian.gov.uk

Elaine Cook, Deputy Chief Executive, Education Planning and Economic Development
06 June 2022



WHITBURN AND BLACKBURN LOCAL AREA COMMITTEE WORKPLAN – 06 JUNE 2022

No.	Subject	Purpose	Lead Officer	Meeting Date
1	Housing Report	Quarterly update on housing issues	Julie Whitelaw	26 September 2022
2	Police Report	Quarterly update on police/NRT activity	Sgt. Keith Jack	
3	Community Regeneration Update	To update local members on Economic Development and Regeneration service activity in the ward.	Elaine Cook	
4	Fire and Rescue Report	Quarterly report on activity	Paul Harvey	
5	Operational Services Report	Quarterly report on activity	Jim Jack	
6	Housing Report	Quarterly update on housing issues	Julie Whitelaw	05 December 2022
7	Police Report	Quarterly update on police/NRT activity	Sgt. Keith Jack	
8	Community Regeneration Update	To update local members on Economic Development and Regeneration service activity in the ward.	Elaine Cook	
9	Fire and Rescue Report	Quarterly report on activity	Paul Harvey	
10	Operational Services Report	Quarterly report on activity	Jim Jack	