



Linlithgow Local Area Committee

West Lothian Civic Centre
Howden South Road
LIVINGSTON
EH54 6FF

1 June 2022

A virtual meeting of the **Linlithgow Local Area Committee** of West Lothian Council will be held within the **MS Teams Virtual Meeting Room** on **Tuesday 7 June 2022** at **2:00pm**.

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 Minute of Meeting of the Committee held on 1 March 2022 (herewith).

Public Items for Decision

5. Place Based Investment Programme 2022/23 Town Centre Capital Fund - report by Depute Chief Executive, Education, Planning and Economic Development (herewith).
6. Schedule of Local Area Committee Venues - report by the LAC Lead Officer (herewith).

Public Session

7. Police Scotland Ward Report - report by Police Scotland (herewith).
8. Scottish Fire and Rescue Service Ward Report - report by Scottish Fire and Rescue Service (herewith).
9. Housing, Customer and Building Services - report by Interim Head of Housing, Customer and Building Services (herewith).
10. Services Update - NETS, Land and Countryside - report by Head of Operational Services (herewith).
11. Report on Progress of Local Regeneration Planning - report by Depute Chief Executive, Education, Planning and Economic Development (herewith).
12. Workplan (herewith).

NOTE **For further information please contact Lorraine McGroarty on 01506 281609 or email lorraine.mcgroraty@westlothian.gov.uk**

MINUTE of MEETING of the LINLITHGOW LOCAL AREA COMMITTEE held within MS TEAMS VIRTUAL MEETING ROOM, on 1 MARCH 2022.

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

In Attendance

Graeme Struthers, Lead Officer, West Lothian Council

Dougie Grierson, Community Regeneration Team Leader, West Lothian Council

Sergeant Iain Wells, Police Scotland

Gordon McGuire, Scottish Fire and Rescue Service

Craig McCorrison, Head of Planning, Economic Development and Regeneration, West Lothian Council

Gordon Brown, Network Manager, West Lothian Council

Andy Johnston, Service Manager, West Lothian Council

Phyllis McFadyen, Housing Manager, West Lothian Council

David Armstrong, Newton Community Council

Sally Pattle, Linlithgow & Linlithgow Bridge Community Council

1 DECLARATIONS OF INTEREST

There were no declarations of interest made.

2 MINUTES

a The committee approved the minutes of its meeting held on 2 November 2021.

b The committee approved the minutes of its meeting held on 13 December 2021.

3 POLICE WARD REPORT

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 terms of the report.

4 FIRE SERVICE WARD REPORT

The committee considered a report (copies of which had been circulated) by Scottish Fire and Rescue Service providing an update on the activity within Linlithgow MultiMember Ward for the period up to 31 December 2021.

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

Decision

To note the terms of the report.

5 HOUSING, CUSTOMER AND BUILDING SERVICES

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

6 SERVICE UPDATE: NETS, LAND & COUNTRYSIDE

The committee considered a report (copies of which had been circulated) by the Head of Operational Services advising members of the recent activity of the NET's, Land & Countryside Services teams for the period 1 October 2021 – 31 December 2021.

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 require further information or investigation.

Decision

To note the terms of the report.

7 NEWTON VILLAGE - PROPOSED TEMPORARY TRAFFIC MANAGEMENT TRIAL

The committee considered a report (copies of which had been circulated) by the Head of Operational Services providing an update on the progression, in association with the community council, of a trial traffic management scheme for the centre of the village which had been noted in the Linlithgow LAC report of the 24 August 2021.

It was recommended that the committee note the contents of the report and support the promotion of a six-week temporary traffic management trial scheme in the village commencing Summer 2022. The effectiveness

of the trial would be reported back to the Local Area Committee in the Autumn.

Decision

To note the terms of the report.

8 UPDATE ON DEVELOPER FUNDED IMPROVEMENTS TO ROAD INFRASTRUCTURE IN LINLITHGOW

The committee considered a report (copies of which had been circulated) by the head of Planning, Economic Development and Regeneration providing an update on progress with securing developer funded improvements to roads infrastructure in Linlithgow, including an all-ways junction at Junction 3 on the M9 and improvements in the town centre.

It was recommended that the committee:

1. Note that the West Lothian Local Development Plan set a framework for housing development in Linlithgow and identified the infrastructure improvements necessary to secure those improvements;
2. Note that two of the six potentially contributing housing sites had been granted planning consent and contributions had been secured;
3. Note that supplementary planning guidance had been developed to secure the contributions but that the Scottish Ministers had issued a direction indicating that changes were required to the guidance before it could be adopted; and
4. Note that the Scottish Government's Chief Planner had clarified that notwithstanding the Ministerial Direction contributions could still be sought on a case by case basis.

During discussion, concerns were raised regarding alleviating traffic in Linlithgow high street and clarifications were provided by officers on ways the issue was being addressed. Councillor David Tait wished for his dissatisfaction with the content of the Systra report, as well as with the part of officers' report prioritising slip roads, to be recorded as he deemed they presented no significant evidence to justify findings.

Decision

To note the terms of the report.

9 PLACE-BASED INVESTMENT PROGRAMME 2022/23 AND UPDATE ON THE 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 members 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 this committee for approval. The second stream focused 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 20/21 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 terms of the report.

10 REPORT ON PROGRESS OF REGENERATION PLANNING

The committee considered a report (copies of which had been circulated) by the Head of Planning, Economic Development and Regeneration informing members of progress on partner activities, regeneration planning and other activities in within the ward.

It was recommended that the committee note the report.

Decision

To note the terms of the report.

11 TIMETABLE OF MEETINGS 2022-2023

The committee noted the proposed timetable of meetings for the period August 2022 to May 2023 (copies of which had been circulated).

Decision

To endorse the timetable of meetings which would be presented to the Council Executive for approval.

12 WORKPLAN

A workplan had been circulated for information.

Decision

To note the workplan.

DATA LABEL: PUBLIC



LINLITHGOW 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 5 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)	Place Based Investment is a Scottish Government Initiative. This report does not raise any specific SEA, Equality, Health or Risk Assessments requirements. However, projects supported through the fund may require assessments.

III	Implications for Scheme of Delegations to Officers	The report details a one-off specific delegation to the Head of Planning, Economic Development and Regeneration.
IV	Impact on performance and performance Indicators	Investment in place-based projects has potential to increase positive outcomes across a range of indicators.
V	Relevance to Single Outcome Agreement	Relevant to all outcomes.
VI	Resources - (Financial, Staffing and Property)	West Lothian's allocation of the Scottish Government's Place Based Investment Programme Funding 2021-22 was £1,302,000. The Scottish Government is expected to award £1,000,000 for the year 2022-23, which will be available from 1 April 2022. 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 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.

Linlithgow Ward was been allocated £31,336.00 split between the following towns.

Town	Allocation
Linlithgow	£31,336.00
TOTAL	£31,336.00

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 Linlithgow Ward Applications

Within the Linlithgow ward one settlements is eligible for the funding and by the deadline of 22 April 2022, 5 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
Linlithgow	31336	5	49,917.89	+18581.89
Ward Total	31336	5	49,917.89	+18581.89

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.

Linlithgow (£31,336)

Code	Application Name	Amount applied for	Recommended allocation
LIN22-01	Clarendon Base Storage Area Upgrading	5184	5184
LIN22-02	Happy to Chat Benches	765.89	765.89
LIN22-03	Festive Lighting Improvements	15000	5000
LIN22-04	Winter Tree Lighting	15820	15820
LIN22-05	Noticeboards	13148	4,566.11
	Totals	49917.89	31,336

D.5 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 22/23. 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: Town Centre Fund application overview and recommendations

Appendix 2: Town Centre Fund Applications

Contact Person:

Douglas Grierson, Regeneration Team Leader

Douglas.Grierson@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

7 June 2022

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

Ward: Linlithgow

Town: Linlithgow (allocation: £31,336)

Applica tion Code	Applicant (Group/Servi ce)	Project Name	Brief Description of project	Scale of Funding	Delivered By	Recommended funding amount and any initial conditions of funding
LIN22-01	Linlithgow Burgh Trust	Clarendon Base Storage Area Upgrading	Level the area at Clarendon Base to eliminate slip hazards and stop hanging baskets from toppling over.	5184		Recommendation: Support in full
LIN22-02	One Linlithgow Ltd	Happy to Chat Benches	Purchase of 8 vinyl signs to be placed on selected 'Happy to chat' benches throughout Linlithgow.	765.89		Recommendation: Support in full Service comments: NETS are supportive. Clear with TCM and NETS before proceeding
LIN22-03	One Linlithgow Ltd	Festive Lighting Improvements	<ul style="list-style-type: none"> •Purchase of 30 light motifs for lampposts in Linlithgow •Purchase of 12 sockets for lampposts in Linlithgow Bridge 	15000		Recommendation: Part fund £5,000 in principle pending further discussion with services. Service comments – Operation Services is generally supportive of this work where it replaces old inefficient end of life lighting with new more environmentally efficient lighting but not supportive of adding new which would add to running cost and environmental. Applicant must finalise with Operational Services (lighting) before proceeding.
LIN22-04	One Linlithgow Ltd	Winter Tree Lighting	Removal of existing tired/broken lights and replace with 1000 LED lights on 13 trees on the high street to match	15820		Recommendation: Fund in full in principle pending agreement with Operation Services. Service comments – Operation Services is generally supportive of this work as it will replace

Applica tion Code	Applicant (Group/Servi ce)	Project Name	Brief Description of project	Scale of Funding	Delivered By	Recommended funding amount and any initial conditions of funding
			those on the trees either side of the Black Bitch statue			old inefficient end of life lighting with new more environmentally efficient lighting. Applicant must finalise with Operational Services (lighting) before proceeding.
LIN22- 05	One Linlithgow Ltd	Noticeboards	Purchase of 2 noticeboards to replace existing ones which are old and posing a safety risks to those using them.	13148		Recommendation: Partial fund of £4,566.11. Service comments – Applicant to check whether advertisement consent or other planning issues need to be addressed before proceeding. Required.
TOTALS				49,917.89		Total town allocation proposed: £31,336.00

LIN22-01

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	LINLITHGOW BURGH TRUST
Contact Person and Position	██████████ Convenor, Burgh Beautiful Committee
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 with no paid staff. SCIO (voluntary organisation with charitable status) Scottish Charity Number SC047211
What are the main activities of your organisation? (please answer in no more than 100 words)	Linlithgow Burgh Trust exists to protect and improve Linlithgow's unique environment through a wide range of successful heritage, environmental and artistic activities and projects. These include floral displays throughout the town, heritage publications, tree planting, commenting on planning issues, promoting public art, organising the annual Perambulation of the Marches and Doors Open Days, fund-raising, working with schools, young people, businesses and local organisations, planting wildflowers and encouraging wildlife and enhancing the quality of life in Linlithgow, all helping to enhance civic pride, citizen participation and volunteering.

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 as appropriate

2. Project Details

Council Ward	Linlithgow
Project Title	Clarendon Base Storage Area Upgrading
Project Location	Burgh Beautiful Clarendon Base, 32a Manse Road, Linlithgow, EH49 6AR
Project Start Date	May 2022
Project End Date	July 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 brought to the attention of Stewart Ness by email. No adverse response was received.

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 to upgrade the hanging basket storage area at Burgh Beautiful's Clarendon base. Previously the area concerned has been surfaced with strip timber from disused pallets which, in damp or wet conditions, are extremely slippery and thus hazardous for volunteers to walk upon. Additionally, the area has a significant slope down towards the western boundary with an adjoining house, previously marked with a hedge but now a timber fence.

It is proposed to level the area to eliminate slip hazards and to stop hanging baskets from toppling over and to provide a much cleaner area for hanging baskets to be stored. Also, it will enable the much more efficient storage of the set of hanging baskets not in use.

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.

- 1) The project is needed to provide safer and more efficient storage of the full set of hanging baskets which is always not in use, whether awaiting emptying or refilling for the next season.
- 2) Several volunteers have reported that the present/former slatted wooden surface of the storage area is unsafe in damp or wet conditions and the slope of the ground makes it difficult to store baskets without them toppling over.
- 3) The project will facilitate Burgh Beautiful's delivery of 124 hanging baskets throughout the year.

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).

Town Centre Living – The project will help Burgh Beautiful's efforts to enhance the town centre with hanging baskets throughout the year.

Vibrant Local Economies – Our hanging basket provision already has BID involvement through its annual contribution towards the cost of watering the hanging baskets.

Enterprising Communities – Burgh Beautiful’s activities are locally led and almost entirely locally financed.

Proactive Planning – The project will greatly assist in the efficient provision of our floral displays, promoted in partnership with many in the local community and key stakeholders.

Tourism – As with all Burgh Beautiful activities, the project would contribute towards increasing town centre footfall and making Linlithgow more attractive to visitors

Partners involved
(other local organisations you are working with)

None on this particular project, although we work with many local organisations in relation to our general activities.

3. Project Costs

Total Project Cost	£5,184
Amount of Funding being requested from West Lothian Town Centre Capital Fund 2022-23	£5,184

Expenditure Item	Total Cost	WLTCF Cost
Paving the hanging basket storage area with plain 600 x 600 concrete slabs and kerbing/haunching the edges to prevent movement of the slabs over time. Including provision of hard-core base and removal of spoil from site.	£5,184	£5,184

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
Not applicable		

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).

Compliance with Relevant Statutory Legislation

This project will comply with all relevant statutory legislation.

Project Management

This project will proceed in accordance with a simple brief and the contents of the quotation provided by the selected landscape contractor. The work will be supervised by relevant Burgh Beautiful volunteers, namely the Convenor of the Burgh Beautiful Committee and the members of the organisation’s Clarendon Working Group.

Maintenance and Insurance – The completed work will be maintained to a high standard in accordance with current practice and the terms of the lease between West Lothian Council and Linlithgow Burgh Trust. Insurance related to construction works shall be the responsibility of the selected landscape contractor, and insurance relating to other aspects will be covered by Burgh Trust’s own insurance policy which also indemnifies it for legal liability in respect of injury to third parties or damage to third party property arising its activities.

Monitoring and Finance

Appropriate evidence of expenditure shall be provided as required.

Supporting Documentation Check List	Please Indicate (x)
Constitution or Articles and Memorandum	<input checked="" type="checkbox"/>
Committee Members or Directors List – See below Officers Chair: [REDACTED] Secretary: [REDACTED] Treasurer: [REDACTED] Charity Trustees (Board) [REDACTED] (Chair) [REDACTED] (Treasurer) [REDACTED] (Membership Secretary) [REDACTED] (Minutes Secretary) [REDACTED] (Convenor of the Burgh Beautiful Linlithgow Committee) [REDACTED] (Convenor of the Linlithgow Civic Trust Committee) [REDACTED] (LCT Publications) [REDACTED] (Newsletter Editor) [REDACTED]	<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	Convenor, Burgh Beautiful Committee
Organisation	Linlithgow Burgh Trust
Date	16 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

LIN22-02

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	One Linlithgow Ltd
Contact Person and Position	[REDACTED] BID Manager.
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:	BUSINESS IMPROVEMENT DISTRICT (Not for Profit, Limited by Guarantee and not having a share capital)
What are the main activities of your organisation? (please answer in no more than 100 words)	Public realm improvements and activities designed to bolster the economic health, safety, security and attractiveness of the Linlithgow trading environment.

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	West Lothian
Project Title	Happy to Chat Benches
Project Location	Linlithgow
Project Start Date	1 June 2022
Project End Date	31 July 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?
We have spoken to the relevant West Lothian Council team (Open Spaces) and the Town Manager. Both are supportive of the project and the Council team will assist us with the installation of the 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.
<p>This project will introduce 'Happy to Chat' signs on selected benches throughout Linlithgow. This is designed to help combat loneliness and encourage community interaction. With the added pressure of the pandemic, spontaneous social interactions have become rare and many people are living in increased isolation. The Happy to Chat benches aim to break down that social barrier and allow us all to say 'hello'.</p> <p>The benefits of Happy to Chat benches have been demonstrated by other similar initiatives across the country, including in England and Wales, and a study published by the University of Sheffield in 2015 found that sitting on benches allows people to spend longer outside, which is beneficial for mental health and helps connects people within communities. This connection is particularly important for people who might find social venues like cafes too expensive or too busy.</p> <p>The Happy to Chat benches are a really small but valuable part of supporting mental health wellbeing in the area along with the new initiative of chatty tables in local coffee shops.</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.

As mental health and wellbeing has suffered due to the recent pandemic, this is just one small step towards helping the Linlithgow community recover and feel better, while assisting fellow residents.

A meeting was held on the 25th February 2022 between representatives of One Linlithgow, Linlithgow Community Development Trust, Linlithgow & Linlithgow Bridge Community Council and Linlithgow Civic Trust/Linlithgow Burgh Trust.

At that collaborative meeting, the Town Centre Fund was discussed, with all parties agreeing that individual projects were compatible with one another and achievable within the financial constraints of the fund.

As such this project has the full support of those community groups.

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).

Renewed seating in the area that identifies a need for companionship within a safe space.

Renewing the seating in the area helping people to linger in the town longer, enjoy some food and drink outdoors and generally enjoy the outdoor spaces we have in the town.

Making an easy way to ask for help or companionship as and when required.

Partners involved

(other local organisations you are working with)

Linlithgow Civic Trust/Linlithgow Burgh Trust
Linlithgow Community Development Trust
Linlithgow and Linlithgow Bridge Community Council
West Lothian Council

3. Project Costs

Total Project Cost	£765.89
Amount of Funding being requested from West Lothian Town Centre Capital Fund 2022-23	£765.89

Expenditure Item	Total Cost	WLTCF Cost
Graphics	£34	£34
Cost for 8 signs including 25% discount	£600	£600
VAT for 8 signs	£120	£120
Delivery	£11.89	£11.89

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).

Statutory Legislation

One Linlithgow is proposing to add signs to existing benches managed by West Lothian Council. It is assumed that the management and placement of benches has been through the process as per Council guidelines.

Project Management

The project will be managed and administered by the One Linlithgow team including design and procurement including identification of benches requiring a sign (avoiding those with existing memorial plaques). West Lothian Council will be responsible for the attaching the signs to the benches – we are in communication with the Open Space and Cemeteries team for the area.

Maintenance and Insurance

Not applicable

Monitoring and Finance

All invoices and bank statements will be provided on request to demonstrate spending.

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

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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	BID Manager
Organisation	One Linlithgow Ltd
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

LIN22-03

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	One Linlithgow Ltd
Contact Person and Position	[REDACTED] BID Manager
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:	BUSINESS IMPROVEMENT DISTRICT (Not for Profit, Limited by Guarantee and not having a share capital)
What are the main activities of your organisation? (please answer in no more than 100 words)	Public realm improvements and activities designed to bolster the economic health, safety, security and attractiveness of the Linlithgow trading environment.

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	West Lothian
Project Title	Festive Lighting Improvements
Project Location	Linlithgow
Project Start Date	1 June 2022
Project End Date	26 November 2022

<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>We work alongside the roads and lighting department of West Lothian Council before carrying out any changes all specifications are checked and any changes are in line with council guidelines. Lighting has in the past been supported by Town Management Group and also Pub Watch within the town, they have kindly supported some of the new lights which were seen last year.</p>
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<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>Previously the festive lights in the town were shared between West Lothian Council and other groups, in recent years One Linlithgow has taken the lights into our care and are responsible for the upkeep, storage, installation and removal of the motif lights you see on lampposts. Last year was a real achievement as nearly every lamppost along the High Street was lit with a motif, we changed some of the older lights for newer, brighter LED lights and began creating a theme of a few colours and styles for the length of the High Street.</p> <p>There are certain lights which have to be placed specifically; for example the ones purchased by Pubwatch to identify the pubs on the trail have to be on the correct posts outside the establishments. They also contributed for ones all the way round the cross of a similar style so they are kept together. There are traditionally five "Christmas parcel" lights around the round about at Tesco's and then the rest are installed in a mixture of styles in between.</p> <p>This year having had the lights tested there are 18 post motifs which are needing repaired or replaced. To repair these uses newer, brighter LED lights and will be costly as the whole motif</p>
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would need redone. It is more economical to recycle or dispose of these ones and replace with new LED lights. This way we can continue to build a theme in the town of similar styles.

There are five lights which go out to Linlithgow Bridge just past Sainsburys, these posts have sockets and can take the lights. We would like to add a further 12 lights at the entrances to Sainsburys, the Stockbridge Retail Park, Aldi/Dominoes/Barnardos Park and the Garage to do this we would need to also add sockets to the lamp posts out there. We have identified the twelve lampposts from the lighting maps supplied by West Lothian Council.

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.

A meeting was held on the 25th February 2022 between representatives of One Linlithgow, Linlithgow Community Development Trust, Linlithgow & Linlithgow Bridge Community Council and Linlithgow Civic Trust/Linlithgow Burgh Trust.

At that collaborative meeting, the Town Centre Fund was discussed, with all parties agreeing that individual projects were compatible with one another and achievable within the financial constraints of the fund.

As such this project has the full support of those community groups.

Linlithgow has always been lucky and had Christmas lighting up before the annual Advent celebrations, the last few years when we couldn't do much else we improved the lighting scheme, bringing in new fresh motifs and retiring some of the older styles. Last year we achieved nearly every lamp post in the High Street with a motif and the positive responses we had were incredible. Businesses, visitors and residents alike all appreciate the lights and the overall improvement to the area these make.

Every year we have the lights tested to ensure they are working and safe. Unfortunately there are 18 lights which are no longer fully functioning and will need repairing. When we cost the repairs it is simply more economical to replace these with new LED lights. The LED is cheaper to run using less energy.

The five which end up at Linlithgow Bridge don't tie in to the scheme currently and by adding just a few more at the business areas it would help improve this area and connect them to the centre of town.

By introducing these new motifs we can continue to build on the silver and gold theme recently introduced and have stylish lighting which compliments the town as seen in other areas.

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 Lights in Linlithgow often cause a stir, from the Main tree to the lights and everything in between. In this day of social media it would be lovely to have the town lit up beautifully and have the admiration of those living and working here.

The lighting of the Tree and subsequent Advent activity encourage a lot of visitors and people in the town to spend time in the town centre, the Christmas lights should help to showcase the area to its best.
By creating a better looking town centre we encourage people to spend time here for business and pleasure.
In adding lit works along the High Street it brightens up the area, makes people notice the businesses they perhaps wouldn't have spotted before and helps the businesses appearances too.
When you add to the town and give people things to be proud of the space benefits from more care and consideration. Lessening anti social behaviours in the area and malicious damage.

Partners involved (other local organisations you are working with)	Lighting usually has the considerations of teams at West Lothian Council, Town Management Group and will involve the Community Council as they run their annual Advent events.
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3. Project Costs

Total Project Cost	£15000.00
Amount of Funding being requested from West Lothian Town Centre Capital Fund 2022-23	£15000.00

Expenditure Item	Total Cost	WLTCF Cost
Purchasing 30 new motifs for lampposts in Linlithgow (18 High Street Replacements and 12 New Linlithgow Bridge ones)	£12000.00	£12000.00
12 x sockets on Lampposts in Linlithgow Bridge	£3000.00	£3000.00

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
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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).

Statutory Legislation

The company we currently use for lighting has gone through a tender process and all statutory requirements were checked to be in place prior to commencement. All new lighting and works are checked via West Lothian Council to be within guidelines and considered appropriate.

Project Management

The project will be managed and administered by the One Linlithgow team including quoting, site visits, liaising with the appropriate departments within West Lothian Council and checking completed works.

Maintenance and Insurance

All lighting is checked prior to putting up by the team we have on contract, all specification checked prior to purchase by West Lothian Council street lighting and roads. When they are removed they are checked prior to storage and all maintenance options are provided.

Monitoring and Finance

All invoices and bank statements will be provided on request to demonstrate spending.

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

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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

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Who is responsible for my information?

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<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	BID Manager
Organisation	One Linlithgow Ltd
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	One Linlithgow Ltd
Contact Person and Position	[REDACTED] BID Manager
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:	BUSINESS IMPROVEMENT DISTRICT (Not for Profit, Limited by Guarantee and not having a share capital)
What are the main activities of your organisation? (please answer in no more than 100 words)	Public realm improvements and activities designed to bolster the economic health, safety, security and attractiveness of the Linlithgow trading environment.

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	West Lothian
Project Title	Winter Tree Lighting
Project Location	Linlithgow
Project Start Date	1 June 2022
Project End Date	30 October 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?

We have previously discussed with Roads and Lighting Department at West Lothian Council. The trees were wrapped before but the lighting has suffered with age, wear and storms damage. The Trees Department at West Lothian council were also contacted.

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.

There are 15 trees along the High Street which when the clocks change should be covered in small lights, wrapped all the way round. Creating a pleasant journey along the street and signalling the beginning of winter.

Currently there are only two trees which are lit well and look great, these are positioned behind the Black Bitch statue and frame her perfectly, these were installed late last year. These have been lit by 1000 LED lights per tree which would be the newer style we would like to be able to put on the other 13 trees.

Over the last couple of years the lights on the other 13 trees have suffered from tree growth, storm damage and wear and tear. They are mostly off or only have a couple of branches dimly lit. Looking at them against the two new ones makes them look really shabby and tired. The plan would be to remove the wiring as it is just now and install 1000 LED lights per tree in the similar style to the two newer ones. The old lights would be taken down and disposed of responsibly or recycled where appropriate.

The businesses and visitors to the town enjoy the lights around the trees and they have been missed last year with so many not working. During the Advent period where most of the activity is in the centre of the town people have noted frequently that the tree lights needed fixed or replaced so there is definitely an appetite in the town to have them renewed to a standard that is then easy to maintain.

The LED lights are a better option not only because they will look better and brighter but also because they are cheaper to run and more economical.

It is a large project to remove and replace all the lights on all of the trees hence we are looking for support with this. We would not be in a position to replace them all over the next couple of years and doing it as patches would look potentially worse, making the older ones even more obvious. It is no longer cost effective to repair the lights in place just now as they would end up having half LED and half dimmer original lights on some trees, all new LED on some trees and no lights at all on others.

Potentially in the next couple of years the lovely new trees recently planted could also be dressed once they reach a good size which would add to the aesthetic in the town during winter.

These lights are turned on with the street lights from the clocks changing forward to the clocks going back traditionally.

The lights at the Black Bitch statue have been well received and admired (photographed too) by many. It would make a real difference to have the original trees lining the street also dressed so well too.

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.

A meeting was held on the 25th February 2022 between representatives of One Linlithgow, Linlithgow Community Development Trust, Linlithgow & Linlithgow Bridge Community Council and Linlithgow Civic Trust/Linlithgow Burgh Trust.

At that collaborative meeting, the Town Centre Fund was discussed, with all parties agreeing that individual projects were compatible with one another and achievable within the financial constraints of the fund.

As such this project has the full support of those community groups.

We have received a lot of business enquiries regarding the trees being off or half working as the businesses would like them to be on and looking good especially when they are positioned outside their entrances.

The new trees wrapped at the statue have been exceptionally well received with plenty of social media backing and a constant stream of new photos being shared.

When they were first done the other festive lights were up too and businesses, visitors and locals all made comments or took the time to let us know how great they thought the lights were. From that the next comments were usually about the other older "disappointing" trees or "wouldn't it be nice to have these lit" whilst pointing at ones with obvious old cabling on them.

Over the last two years the festive lighting and well lit spaces have provided some well needed respite from staying in for people getting out in the fresh air, giving them something to admire and appreciate.

There is a great appetite in the town for all things festive and making the spaces people live, work and move around in more attractive can only help. Giving people something to look forward to, make them smile and make them appreciate the great wee place we are lucky to be in.

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).

By lighting up the trees that line the High Street we will achieve an aesthetically pleasing journey through the town.

By creating a better looking town centre we encourage people to spend time here for business and pleasure.

In adding lit works along the High Street it brightens up the area, makes people notice the businesses they perhaps wouldn't have spotted before and helps the businesses look good too.

When you add to the town and give people things to be proud of the space benefits from more care and consideration. Lessening anti social behaviours in the area and malicious damage.

Partners involved

(other local organisations you are working with)

Lighting usually has the considerations of teams at West Lothian Council, Town Management Group and will involve the Community Council as they run their annual Advent events.

3. Project Costs

Total Project Cost	£15820.00
Amount of Funding being requested from West Lothian Town Centre Capital Fund 2022-23	£15820.00

Expenditure Item	Total Cost	WLTCF Cost
Removal and disposal of original lighting	£1950.00	£1950.00
Wrapping 13 trees with 1000 LED lights each	£13870.00	£13870.00

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).

Statutory Legislation

The company we currently use for lighting has gone through a tender process and all statutory requirements were checked to be in place prior to commencement. All new lighting and works are checked via West Lothian Council to be within guidelines and considered appropriate.

Project Management

The project will be managed and administered by the One Linlithgow team including quoting, site visits, liaising with the appropriate departments within West Lothian Council and checking completed works.

Maintenance and Insurance

Once the trees are wrapped appropriately then the maintenance is an annual inspection and repairs as appropriate. The trees will fall under the contract currently in place for festive lighting going forwards.

Monitoring and Finance

All invoices and bank statements will be provided on request to demonstrate spending.

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"/>



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

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Who is responsible for my information?

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<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	BID Manager
Organisation	One Linlithgow Ltd
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	One Linlithgow Ltd
Contact Person and Position	██████████ Interim BID 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:	BUSINESS IMPROVEMENT DISTRICT (Not for Profit, Limited by Guarantee and not having a share capital)
What are the main activities of your organisation? (please answer in no more than 100 words)	Public realm improvements and activities designed to bolster the economic health, safety, security and attractiveness of the Linlithgow trading environment.

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	West Lothian
Project Title	Community Notice Board Replacement
Project Location	Linlithgow
Project Start Date	1 June 2022
Project End Date	30 September 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?

Prior to COVID-19, Linlithgow Community Development Trust (LCDT) and the Community Council obtained support from Stewart Ness, the Town Centre Manager. Due to COVID, the project was not progressed any further. This is a re-application for funding so that the project can be completed.

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.

LCDT and One Linlithgow have a shared arrangement to keep the community noticeboards tidy and up to date. During COVID, this was primarily Public Health information but now that we are emerging from COVID restrictions, more events and local businesses etc are being advertised. There is a need to make better use of noticeboards to encourage a return to a thriving community life.

While the wrought iron frames are in good condition, there are issues that are increasingly detracting from the value of these noticeboards for the community:

- The pinboards are old, very worn, with water damage in places. It is very difficult to put pins in, needing particular force to keep posters secured.
- The window seals are no longer secure so water ingress is causing further damage to the pinboards and posters inside. Bugs also make easy ingress to the noticeboards.
- The locks are rusting, do not work well and are very stiff, making them difficult to operate. One of the locks is no longer working, meaning the windows are not closed properly and contents exposed to the elements. If further locks are broken, the boards will not lock properly, creating a position where anyone can open them and deface or damage the posters, add inappropriate content or cover up local posters.

- Currently, the noticeboard windows open vertically. They are very heavy and require someone of a certain height (at least 5'6") with strength to safely open and carry out the tasks of updating content. The windows are made of glass and when open are directly overhead the person updating the noticeboard – due to age, there is danger of injury if a window was to fall on top of someone carrying out updates.

Funding is being sought to replace the existing noticeboards with models that are safer, more secure and easier to use.

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.

A meeting was held on the 25th February 2022 between representatives of One Linlithgow, Linlithgow Community Development Trust, Linlithgow & Linlithgow Bridge Community Council and Linlithgow Civic Trust/Linlithgow Burgh Trust.

At that collaborative meeting, the Town Centre Fund was discussed, with all parties agreeing that individual projects were compatible with one another and achievable within the financial constraints of the fund.

As such this project has the full support of those community groups.

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).

Replacing the community noticeboards will be welcomed by LCDT, One Linlithgow, the Community Council and the wider community.

Improving these boards will ensure they continue to be well used by the community as an asset, offering a valuable local advertising and information service, particularly for those not able to access information online.

Installing a safer opening mechanism will also allow community volunteers to safely assist with the updating and maintaining of information displayed on the Boards.

Partners involved (other local organisations you are working with)	Linlithgow Community Development Trust (LCDT) Linlithgow and Linlithgow Bridge Community Council One Linlithgow Business Improvement District
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3. Project Costs

Total Project Cost	£13,148
Amount of Funding being requested from West Lothian Town Centre Capital Fund 2022-23	£13,148

Expenditure Item	Total Cost	WLTCF Cost
2 x replacement Notice Boards	£12,978	£12,978
Delivery Costs	£170	£170

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).

Statutory Legislation

As notice boards are already in place in both locations, it is assumed that this project already complies with relevant statutory legislation.

Project Management

The project will be managed and administered by the One Linlithgow team including procurement and installation with assistance from LCDT.

Maintenance and Insurance

Not applicable

Monitoring and Finance

All invoices and bank statements will be provided on request to demonstrate spending.

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

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- Contact you regarding the West Lothian Town Centre Capital Fund 2022/23
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- To contact you for feedback regarding the quality of services provided to you.

Who will we share your information with?

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How long do we keep your records?

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Further information

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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	BID Manager
Organisation	One Linlithgow Ltd
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

DATA LABEL: PUBLIC



LINLITHGOW 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;
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 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 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 LAC itself to decide to meet elsewhere than the chamber:

1. They can meet in the chamber.
2. They can meet elsewhere in exceptional circumstances as determined by the Lead Officer.
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 happy 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 would mean a trade-off 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

Graeme Struthers

Deputy Chief Executive and Linlithgow LAC Lead Officer

07 June 2022

OFFICIAL



**POLICE
SCOTLAND**

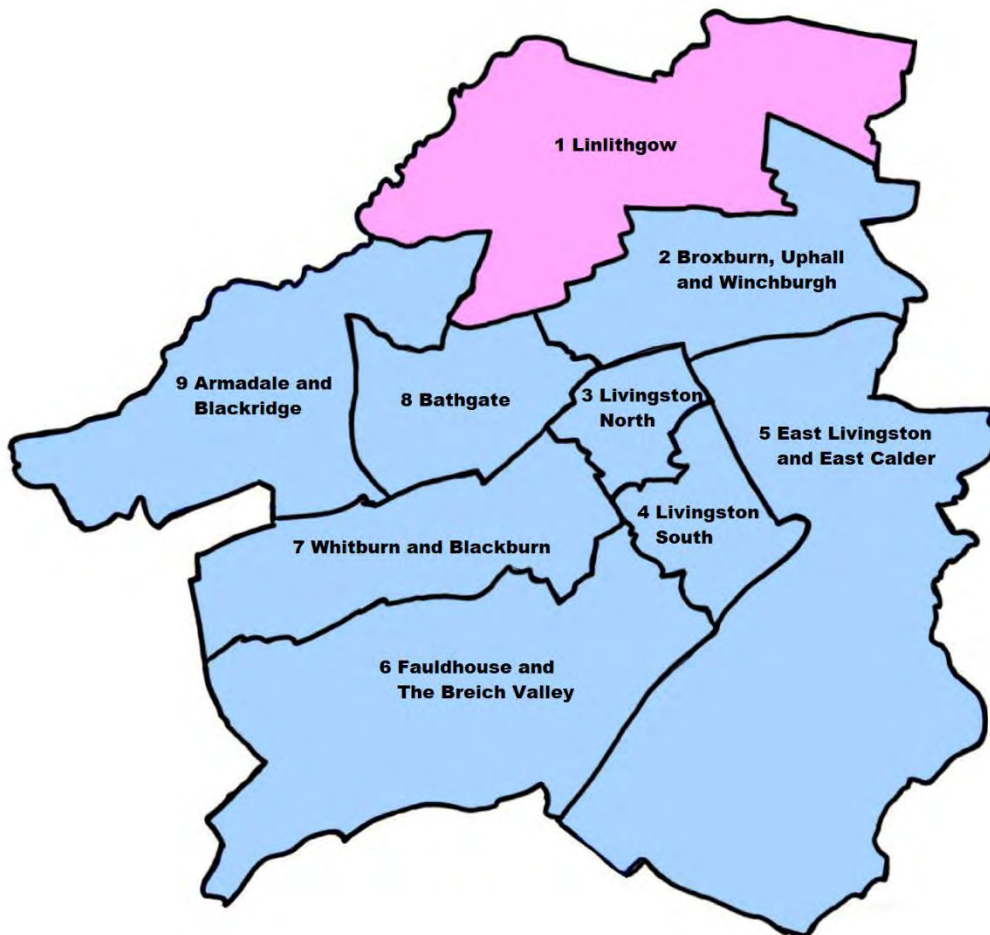
Keeping people safe

POILEAS ALBA



West Lothian Area Command

Lothian and Scottish Borders



Ward 1 Linlithgow Multi Member Ward Report

Quarter 4 – 2021/2022

OFFICIAL

OFFICIAL

A. PURPOSE OF REPORT

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

Linlithgow Community Engagement Priorities:

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

Linlithgow Community Officers

PC Christopher Ashley

Executive Summary:

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

Foreword:

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 developed drugs intelligence from the local community. Drugs enforcement requires information from sources to build a picture and fill in the pieces of the jigsaw and the use of community intelligence in this cannot be underestimated. This can be reported to the police via 101 or anonymously via the charity "Crimestoppers" on 0800 111 555.

Crime statistics for Q4 are not yet available however will be provided to the relevant LAC if they are confirmed prior to the meeting date

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



LINLITHGOW LOCAL AREA COMMITTEE

LINLITHGOW MULTI-MEMBER WARD PERFORMANCE REPORT

REPORT BY SCOTTISH FIRE AND RESCUE SERVICE

A. PURPOSE OF REPORT

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

B. RECOMMENDATION

Committee members are invited to note and provide comment on the Linlithgow 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) Linlithgow Multi-Member Ward Quarterly Report

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

The key priorities within the Linlithgow Ward area are as follows:

Continuous Priority

- Local Risk Management and Preparedness.

High Priority

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

Medium Priority

- Reduction of Deliberate Fire Setting
- Reduction of Fires in Non-Domestic Property
- Reduction in Casualties from Non-Fire Emergencies. (excluding RTCs)
- Reduction in RTC Fatalities and Casualties.

E. CONCLUSION

The Linlithgow Multi-Member Ward Performance Report aligns to the key priorities of the Local Fire and Rescue Plan for West Lothian 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
7 June 2022
Appendix 1 Linlithgow Multi-Member Ward Report



West Lothian Council Area

Ward Performance Report

Quarter 4 2021/22

Linlithgow

DISCLAIMER

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

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

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

Introduction

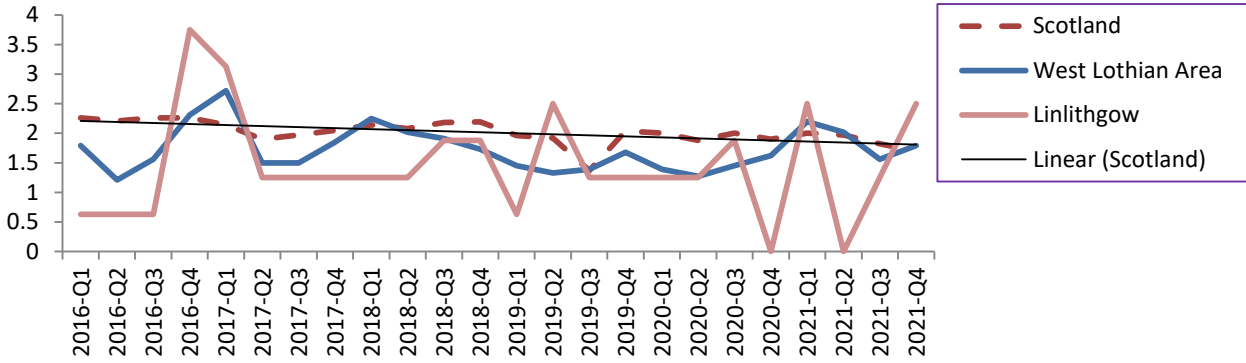
Welcome to the Scottish Fire and Rescue Service Ward Performance Report. This performance report is designed to provide citizens, stakeholders and partners with information relating to ward based activity undertaken by the Scottish Fire and Rescue Service.

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

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

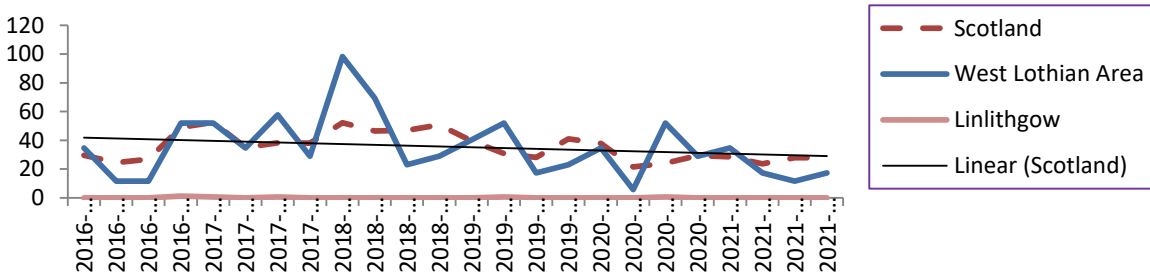
However, regardless of statistical anomalies, emerging patterns and trends in fire related incidents and events can assist the Scottish Fire and Rescue Service and Community Planning Partners plan and implement preventative intervention initiatives to target reducing fire related incidents and events.

Accidental Dwelling Fires Per 10,000 head of population



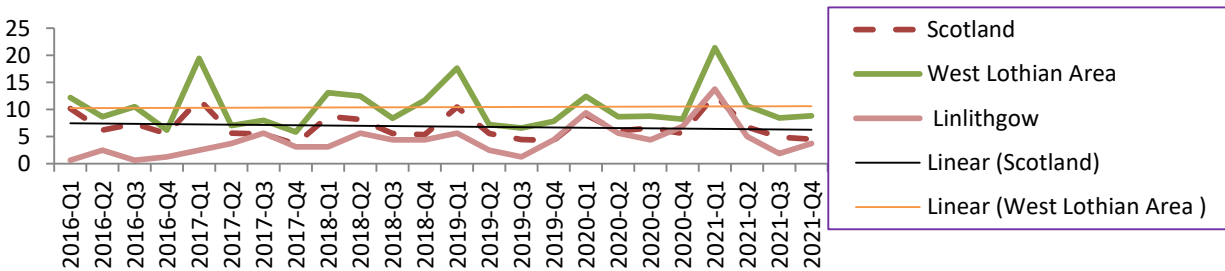
During the 2021-22 year to date reporting period SFRS have dealt with 4 accidental dwelling fires in comparison to 0 during 2020-21 year to date reporting period.

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



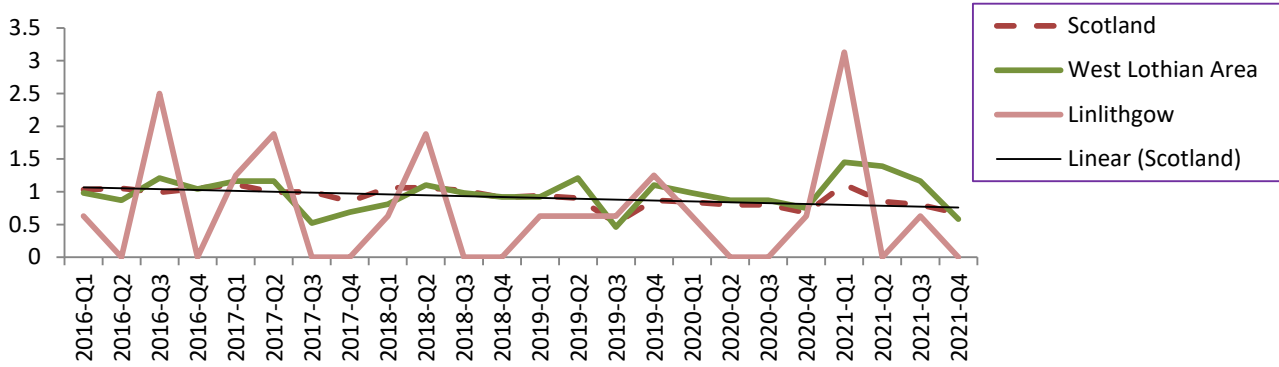
During the 2021-22 year to date reporting period SFRS have dealt with 0 Casualties and Fatalities due to fire in comparison to 0 Casualties and Fatalities during 2020-21 year to date reporting period.

Deliberate Fires Per 10,000 head of population



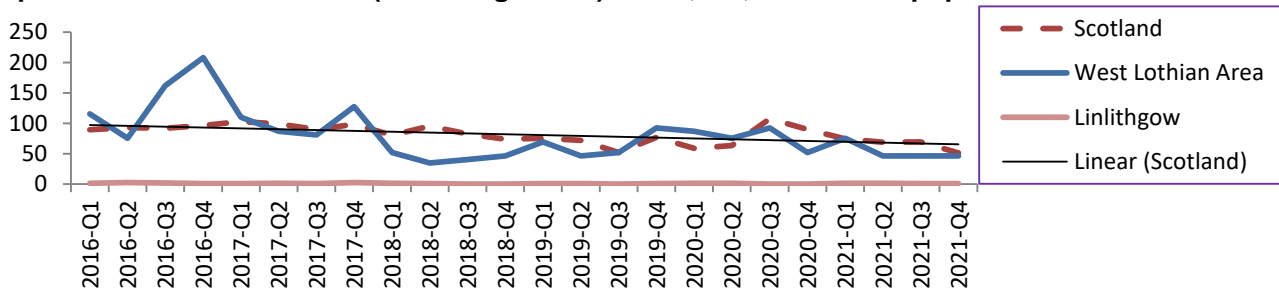
SFRS have dealt with 7 Deliberate fire incidents during 2021-22 year to date reporting period in comparison to 11 during 2020-21 year to date reporting period.

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



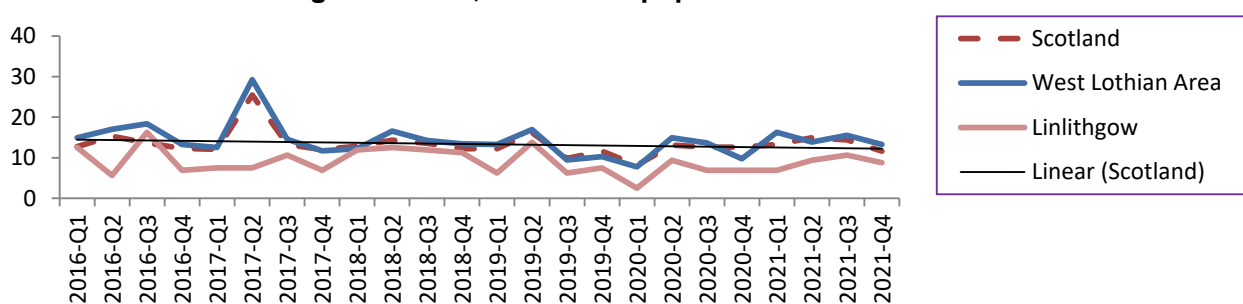
SFRS have dealt with 0 non domestic fire incidents during 2021-22 year to date reporting period in comparison to 1 during 2020-21 year to date reporting period.

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



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

Unwanted Fire Alarm Signals Per 10,000 head of population

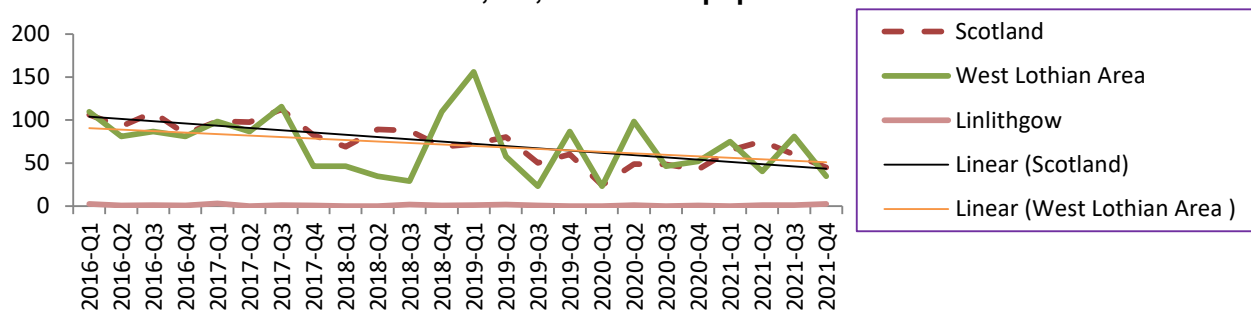


SFRS have dealt with 15 UFAS incidents during 2021-22 year to date reporting period in comparison to 11 during 2020-21 year to date reporting period.

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

DATA LABEL: PUBLIC



LINLITHGOW LOCAL AREA COMMITTEE

HOUSING, CUSTOMER AND BUILDING SERVICES

REPORT BY INTERIM HEAD OF HOUSING, CUSTOMER AND BUILDING SERVICES

A. PURPOSE OF REPORT

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

B. RECOMMENDATION

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

D.1 Housing Performance Information

The purpose of this report is to provide the Local Area Committee with an overview of the activities of Housing, Customer and Building Services, specific to the Linlithgow ward for quarter 4 of 2021/2022.

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

Property Void & Let Performance: Mainstream Tenancies

Void Period	Jan 2022	%	Feb 2022	%	Mar 2022	%	WL Target %
0-2 weeks	0	0%	0	0%	0	0%	55%
2-4 weeks	0	0%	0	0%	0	0%	30%
4+ weeks	0	0%	1	100%	5	100%	15%
Total Lets	0	100%	0	100%	5	100%	100%

Property Void & Let Performance: Temporary Tenancies

Void Period	Jan 2022	%	Feb 2022	%	Mar 2022	%	WL Target %
0-2 weeks	0	0%	0	0%	0	0%	55%
2-4 weeks	1	50%	0	0%	0	0%	30%
4+ weeks	1	50%	0	0%	1	100%	15%
Total Lets	2	100%	0	100%	1	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 9 policy voids in the ward for this period.

Void period	Number of properties	PV reasons
<4 weeks	2	upgrading
4 – 12 weeks	4	2 – Upgrading, 1 – decant, 1 – Health & Safety
13 – 26 weeks	2	Upgrading
26+ weeks	1	Decant

D.2 Linlithgow - Financial Summary

For the Linlithgow ward the collection rate for the YTD in Q4 remains excellent at 98.9%. Linlithgow has collected £2,719,086 vs a charge of £2,748,937.

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

In the same week last year Linlithgow ward had 105 Universal Credit (UC) households in arrears. Since then the number of UC households in arrears has increased by 1.9%.

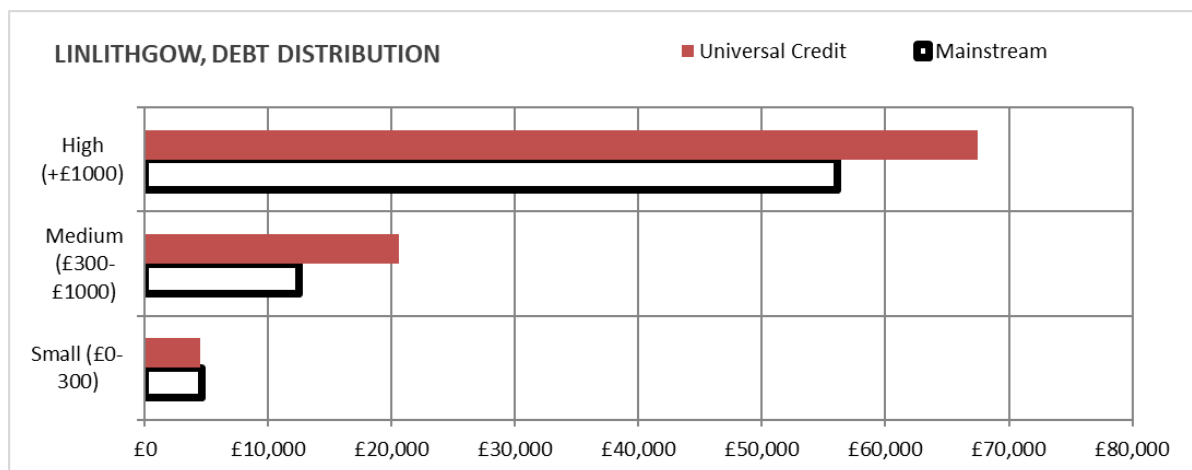
The number of tenancies in arrears in this ward has decreased by 26 since last year. Small debt cases (£300 or less), account for 40.2% of households.

There are 51 serious arrears cases (+£1000 in arrears). These cases are 27.0% of all households in arrears in this area, containing 74.6% of the debt.

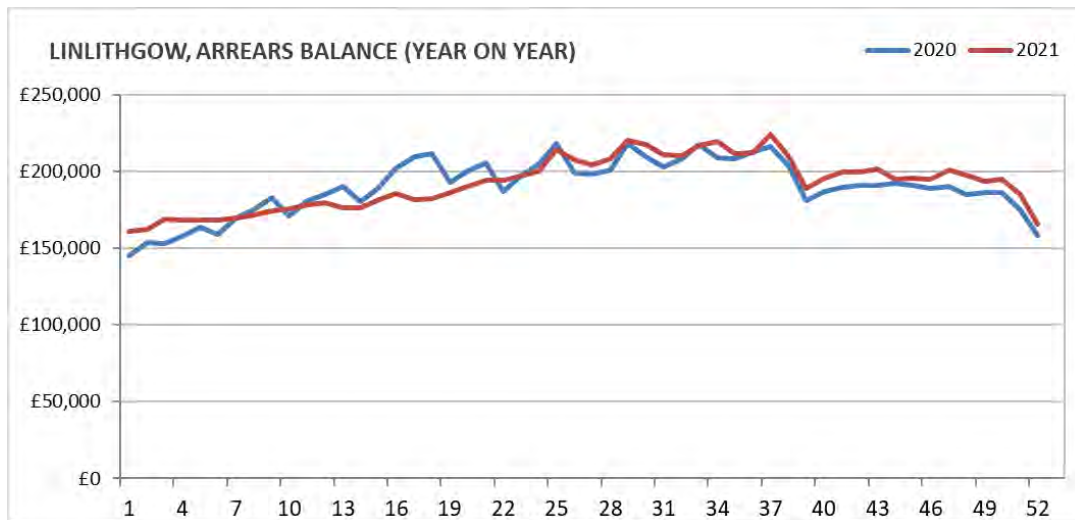
The arrears position for Linlithgow Q4 is £165,776. This is an increase of £7,291 on last year's position. The West Lothian overall position is currently £3,496,679.

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	£1,616	30	£1,224	23	£880	20	£877	16
£100.00 to £299.99	£6,211	33	£4,278	25	£3,761	20	£3,587	20
£300.00 to £499.99	£3,384	9	£5,056	12	£4,323	11	£8,541	22
£500.00 to £749.99	£6,941	11	£7,750	13	£4,840	8	£4,490	8
£750.00 to £999.99	£3,574	4	£5,993	7	£3,326	4	£7,548	9
£1000.00 to £1999.99	£16,048	11	£15,324	11	£10,807	8	£30,047	20
£2000+	£40,500	12	£40,588	14	£45,290	11	£37,458	12
Group Total	£78,273	110	£80,212	105	£73,227	82	£92,549	107
Movement					(-) £5,046	(-) 28	(+) £12,337	(+) 2
Overall Total			£158,485	215			£165,776	189
Overall Movement							(+) £7,291	(-) 26



D.3 Linlithgow Area Team Activity

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

The focus on rent arrears activity continues to be a weekly priority task for the team and officers and we 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 completed a number of referrals for the Tenant Grant Fund during this period.

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

During the period officers have been working closely with colleagues in Building Services, engaging with tenants to ensure that health and safety work has been completed to install the linked smoke detectors.

D.4 Capital Programme and New Build Council Housing

Ward 1 – Linlithgow

RSL New Build Activity	Site	No of Units	Site Start	No of Houses Handed Over	Site Completion
West Lothian Housing Partnership	Blackness Road, Linlithgow	14	Feb 21	0	Estimated July 2022
West Lothian Housing Partnership	Preston Crescent, Linlithgow	15	March 22	0	TBC

Local Capital Investment Upgrades

Street	Contract	Site Start	Update
Preston Road and Preston area	Roofing and roughcast	January 2022	Work has commenced on site and will continue into 2022/23

D.5 Tenant Participation

Tenant Participation continued throughout Quarter 4 via digital means (Microsoft Teams). We have successfully recruited our new Tenant Participation Officer who will start on the 19th April 2022.

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 tenant's 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.

D.6 Safer Neighbourhood Council Officer Ward Information

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

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

Linlithgow Ward 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>Cases and Incidents</i>	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
Incidents reported to SNT	13	32	25	26	39	45	34	24	14	13	11	11
Number of new cases	0	4	6	3	0	1	2	0	1	1	0	0

Number of active cases	4	5	9	9	8	6	5	5	3	4	4	2
Number of resolved cases	0	1	2	2	1	6	1	1	2	1	0	0

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

Incident Types	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
ASB Part 2 Complaint	5	24	13	15	27	33	23	16	7	9	5	2
ASB Part 5 Noise Complaint	2	8	8	10	5	4	4	6	3	1	3	4
Dog Barking	1	0	0	0	0	0	0	0	0	0	0	0
ENV Health Complaint	1	0	1	0	2	1	2	4	1	0	2	1
Non ASB Noise Complaint	1	0	0	0	0	0	2	0	0	0	0	1
SST Section 3 Tenancy Management	1	1	2	1	5	5	3	0	1	2	1	3
Youth Disorder	2	1	1	1	0	0	0	1	0	1	0	0
Unauthorised Encampment	0	0	0	0	0	0	0	0	0	0	0	0
Grand Total	13	34	25	27	39	43	34	27	12	13	11	11

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

ASBO	Q1	Q2	Q3	Q4
Number of ASBO's current	0	0	0	0
All of West Lothian	12	12	7 plus 1 Interim	7 plus 1 Interim

West Lothian Ward Data

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

West Lothian	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
Total Number of Active Cases	73	72	121	104	83	68	71	55	52	53	57	48
Total Number of Incidents	484	402	456	448	461	441	299	255	209	303	268	332

Outcomes

A summary of some of the outcomes that officers managed to achieve throughout the period for Q4 – January, February and March 2022 are detailed below:

Warning	A first stage warning was issued to an owner in Bridgend as a corroborated complaint was received of deliberate banging on the wall to the neighbour.
Joint Visit	A joint visit and intervention was carried out with community police to a tenancy in the Vennel, Linlithgow regarding ASB.
ASB Behaviour being monitored	A recent complaint was received about a tenant at an address in Linlithgow Bridge. The behaviour has twice previously ceased prior to submission to court for consideration of an ASBO. The Area Housing Officer (AHO) was made aware that there are no current support services involved with the tenant. Any further complaints will be monitored.
Environmental Health	SNT officers attended a noise complaint and witnessed an ongoing Environmental Health Complaint regarding noise from licensed premises.

E. Conclusion

The void and let turnover remains low and officers continue to provide advice and assistance to customers on their housing options. The team continue to provide support and assistance to new tenants moving into their tenancies both in mainstream and temporary accommodation.

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

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

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

Officers within the team have supported colleagues in Building Services ensuring that compliance work is completed within our tenancies.

F. Background References

None

Appendices/Attachments:

None

Contact Person: Phyllis McFadyen, Housing Manager

Julie Whitelaw, Interim Head of Housing Customer and Building Services
7 June 2022

DATA LABEL: PUBLIC



LINLITHGOW LOCAL AREA COMMITTEE

SERVICE UPDATE – NETS, LAND & COUNTRYSIDE

REPORT BY HEAD OF OPERATIONAL SERVICES

A. PURPOSE OF REPORT

To advise members of the recent activity of the NET's, Land & Countryside Services teams for the period 1 January 2022 – 31 March 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	Relates to items 9 - We live our lives free from crime, disorder and danger & 12 – We value and enjoy our built environment and protect it and enhance it for future generations
VI Resources - (Financial, Staffing and Property)	In line with available revenue and capital budgets
VII Consideration at PDSP	None
VIII Other consultations	None

D1 Terms of Report

The report covers the activity for the period 1 January 2022 – 31 March 2022.

D2 Grounds Maintenance Routine Works

Shrub bed maintenance started in mid-December and was completed for the end of March. Staff were involved with Winter Maintenance duties and covering at Waste Services over this period.

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 20 grounds maintenance related enquiries were received and dealt with during this reporting period.

	2022	2021
Bench or Seat Enquiries	1	1
Burns or Watercourses	1	0
Drainage Flooding Grass Areas	0	1
Emergency Tree Out Of Hours	0	1
Grass Area Damaged	3	0
Grass Highway Verges	0	1
Ground Ownership Enquiries	1	0
Grounds Property Vandalised	3	2
Hedge Cutting Enquiries	1	0
Public Park Enquiries	2	1
Shrub Bed Overhanging Path	8	2
Sports Facility Enquiries	0	1
Total	20	10

D3 Garden Maintenance Routine Works

Recruitment for Garden Maintenance seasonal staff started in early March, in preparation for the Garden Maintenance Scheme starting in April.

Garden Maintenance Enquiries

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

	2022	2021
Garden Maintenance Change Of Address	0	1
Garden Maintenance General Enquiries	4	3
Total	4	4

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. The street orderly has also continued with their duties over the period clearing litter and emptying litter bins in and around the town centre.

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 65 cleaner communities related enquiries were received and dealt with during this reporting period.

	2022	2021
Dead Animals	7	3
Dog Bin New Request For Bin	0	1
Dog Bin Overflowing	0	1
Dog Fouled Grass Open Space	0	1
Dog Fouling on Path Roads	1	7
Fly Tipping Dumping	27	35
Glass on Paths or Open Spaces	0	3
Graffiti Racist or Offensive	2	4
Litter Bin Burnt Damaged	0	1
Litter Bin Overflowing	0	1
Litter General Enquiries	3	4
Litter Grass Open Space	1	0
Litter Paths Roads Verges	5	9
Needles Syringes Abandoned	0	1
Street Sweeping Enquiries	13	5
Vehicle Abandoned	6	2
Total	65	78

Fly Tipping Enquiries (January - December)

	2021	2020	2019	2018	2017
Illegal Fly Tipping/Dumping	110	168	97	75	55

Environmental Community Action

The Education, Engagement and Enforcement Officers continue to deal with enquiries relating to fly tipping, littering, dog fouling, abandoned vehicles and general enquiries. There were 27 enquiries in relation to fly tipping for the period compared to 35 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 needs to be off public roads and kept in a private drive or inside a garage. This is a scenario that has occurred quite frequently of late.

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

There has been no Fixed Penalty Notices issued in Ward 1 for the period of 1 January 2022 – 31 March 2022. For the same period in 2021, there was no Fixed Penalty Notice issued within the Ward.

Costs for fly tipping for the period 1 January 2022 – 31 March 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 40% of their time. For 2020 the estimate was 60% of their time.

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

Fly tipping costs:

1 January 2022 – 31 March 2022	66.72 tonnes
Cost of disposal including costs for NETs team/vehicles	£43,966.48
Contractor removal of fly tipping	£0.00
Removal of asbestos	£0.00
TOTAL cost for all 9 wards	£43,966.48

The number of enquiries received between 1 January 2022 – 31 March 2022 for the Ward was 27 out of 485 enquiries for the whole of West Lothian equating to 5.57% of fly tipping enquiries relating to Ward 1.

Percentage wise this would equate to an approximate cost for the Ward of £2,449.00 for disposal of fly tipping between 1 January 2022 and 31 March 2022 including cost for Staff/vehicles. (This does not include the removal of asbestos by the Councils asbestos team).

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

1 January 2021 – 31 March 2021	82.98 tonnes
Cost of disposal including estimated costs for NETs team/vehicles	£54,681.33
Contractor removal of fly tipping	£0.00
Removal of asbestos	£0.00
TOTAL cost for all 9 Wards	£54,681.33

The number of enquiries received between 1 January 2021 – 31 March 2021 for the Ward was 35 out of 727 enquiries for the whole of West Lothian equating to 4.81% of fly tipping enquiries relating to Ward 1.

Percentage wise this would equate to an approximate cost for the ward of £2,630.17 for disposal of fly tipping between 1 January 2021 and 31 March 2021 including cost for Staff/vehicles. (This does not include the removal of asbestos by the Councils asbestos team).

D5 Park and Woodland

Tree and Woodland Enquiries

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

	2022	2021
Tree Blocking Light	1	2
Tree Branches Overhanging	7	4
Tree Broken Damaged or Dead	3	1
Tree Dangerous or Unsafe	3	3
Tree Enquiries General	12	18
Tree Felling Work Unauthorised	0	1
Tree Leaves Causing Problems	0	1
Total	26	30

	2022	2021
Access Rights Way Core Paths	3	35
Barbecue Booking/ Hire	0	1
Complaint Country Parks/ Trees	1	2
Country Park Forestry or Woods	0	1
Country Park General Enquiries	1	5
Ranger Service Beecraigs	0	4
Ranger Service General Enquiry	0	3
Total	5	51

Ranger Service Update

No. Rights Of Way / Core Path / Patrols carried out (hours)	53.5
No. Access Enquiries	3
No. Volunteer hours	161

The first volunteer sessions of the new district-wide Volunteer Ranger Service were held in January. Rather than being concentrated in any one location or Country Park, the group are moving around the various Parks & Woodland holdings in West Lothian. The first sessions were held at Beecraigs in January, where volunteers carried out gorse removal on Hillhouse Meadow and whacked back rosebay willowherb compartments and path edges along the waymarked green route. The group is a mix of retirees, individuals interested in outdoor practical work, family groups, students and service users of the West Lothian Council Community Inclusion Team.

The Ranger Service installed geology interpretation outside Beecraigs Visitor Centre looking at how geology shaped West Lothian. The two interpretation panels have u-turn audio speakers allowing people to select and power 16 different audio files on geological landmarks.

Officers have continued to receive and process event applications for Beecraigs, mostly from Forth Valley Orienteers.

Storm Malik brought down some more trees at Beecraigs. Rangers patrolled all the paths in the park to assess for damage / danger.

After Beecraigs Festive Forest pulled off site at Beecraigs, the Ranger Service and other Parks & Woodland staff spent a couple of days walking the festive forest route, picking-up cable ties, nails, lighting, tape, wood, Christmas trees and other litter etc that had been left behind.

There was not much of a winter, but the Ranger Service spent the colder mornings gritting around the visitor centre and caravan site at Beecraigs.

Officers assisted the emergency services during a 999 call-out at Beecraigs Play Area.

Following a concern expressed by a member of the public about dogs running around and in the toilets at Balvormie, the maintenance team fixed handles outside so that dogs can be tied up.

Blue green algae were again observed at Beecraigs Loch. This was reported to West Lothian Council Environmental Health, and signage was put in place around the loch.

The Rangers had a training session with the Tree & Woodland Officer on tree planting so as to get volunteers in to help.

The Ranger Service met with the Justice Service to re-establish partnership working with the Criminal Justice team. Since February a team has been working in Beecraigs Country Park three days a week improving paths on the mountain bike trail and carrying out general maintenance and conservation tasks.

Officers attended the West Lothian Cycle Forum, and updated attendees on access issues/projects. The forum is thinking about holding an outdoor event to promote cycling this summer.

The Ranger Service have designed and produced an interpretative 'tick trail' in collaboration with the Lyme Resource Centre. Officers will be installing a trail at each of the Country Parks to raise awareness of ticks and Lyme Disease in West Lothian. It is hoped to have this in place by April.

Ben is leaving the Ranger Service at the end of April, which means the service will be down to three rangers again. NatureScot are however re-running their Better Places grant in 2022, so the service will be applying for extra seasonal rangers / maintenance operatives this summer.

Access

An access enquiry came in for an area near the Park Bistro in Linlithgow, concerning ploughed field margins and restricted access for horse riding. A site visit was carried out and officers have contacted the contract farmer about flattening the field margin to facilitate access.

Officers met with contractors to do the final assessment for the new Witchcraig Path. Work is scheduled to start in April.

The service processed and submitted Hopetoun Estate's application for a Section 11 exemption. This is for the horse carriage trials this summer.

Officers coordinated with Scottish Canals in regards to their towpath work in Linlithgow. This is so that ample notice was given in advance on local online community pages.

Ecology and Biodiversity

Ecology and Biodiversity officers have published a work plan outlining the core elements the role covers (see attached appendix 1).

Works are progressing in Beecraigs Country Park around the replacement toilet block at Lochside. The upgraded toilet block will feature specific “bat bricks” to offer a space for this protected species to roost in. We will be exploring options to boost biodiversity in the area in the coming months.

Buglife have been appointed to lead citizen science workshops in wildflower meadows over the summer months at one park in each of Linlithgow (to be confirmed), Broxburn and Livingston. They will also carry out flora and fauna surveys in all the meadows at Learmonth Gardens, Beechwood Park and Rosemount Park in Linlithgow.

D6 Open Space and Cemeteries

Open Space Routine Works

Linlithgow Loch District Park, Linlithgow. Upgrade of Lady Park footpath pending. Compulsory Purchase Order application is being progressed by Property Services in discussion with Legal Services and specialist external legal advisors. There is a high risk of legal challenges and a public inquiry. This will delay any subsequent construction beyond 2022.

Beecraigs Car Park Play Area (main Country Park play area), Linlithgow. The play area will be refurbished in Spring/Summer 2022. Existing toddler play equipment and swings will be replaced.

Open Space Enquiries

There were two Open Space enquiries for this reporting period.

	2022	2021
Childrens Play Enquiries	2	4
Total	2	4

Cemeteries Routine Works

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

Cemeteries Enquiries

There were 63 Cemeteries enquiries for this reporting period.

	2022	2021
Cemeteries General Enquiries	8	8
Lair Enquiries	5	3
Lair Sunken or Uneven	1	0
Memorial/ Headstone Works	18	6
New Interment Booking	18	12
Purchase of Interment Lair	13	14
Total	63	43

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

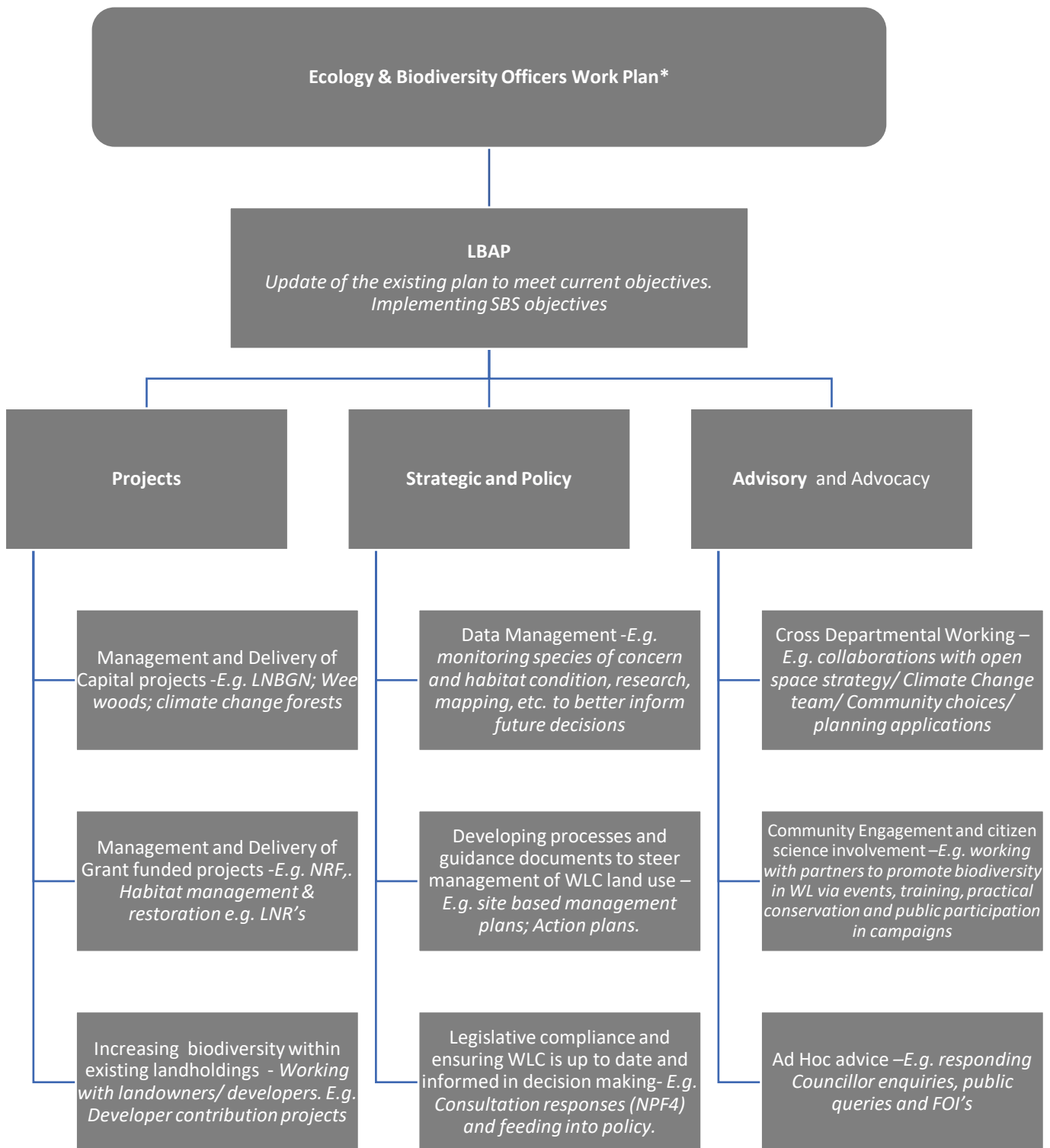
Appendix 1 - Ecology & Biodiversity Officers Work Plan

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

Jim Jack

Head of Operational Services

09 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



LINLITHGOW LOCAL AREA COMMITTEE

REPORT ON PROGRESS OF LOCAL REGENERATION PLANNING

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

A. PURPOSE OF REPORT

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

B. RECOMMENDATION

It is recommended that the committee notes 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)	Appropriate assessments will be carried out as required.
III Implications for Scheme of Delegations to Officers	None, although the report sets out a one-off delegate for the Head of Planning, Economic Development & Regeneration to approve and disburse grant funding in April 2021.
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)	Funding and staffing resources in the COVID-19 response are detailed in the body of the report.
VII Consideration at PDSP	The Voluntary Organisations PDSP considered a similar COVID-19 response report in September 2020.
VIII Other consultations	Extensive consultation has been carried out with the third sector and communities in

framing the council's response.

D. TERMS OF THE REPORT

D.1 Background

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

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

D.2 Partnership support in Bridgend

D2.1 Bridgend Partners Group

The Partners Group met in May 2022 and will start to meet regularly again to develop stronger partnership working as we move out of the COVID-19 period. The meeting was in the newly refurbished youth room at the Community Centre and provides an opportunity for partners to share what they have been doing in the village, some of which is covered below, and start to plan actions going forward. The main action from the meeting was to plan a family fun day later in the summer, something that had been well received in the years preceding COVID. These have been well attended and offer partners an opportunity to engage with the community about local issues and to promote services in an informal setting.

It was agreed to meet on a six weekly cycle moving forward.

D2.2 Linlithgow Young People Project (LYPP)

The latest community newsletter had been put together and delivered throughout the village by the local young people. This covered a range activities and promotion of partners services and local issues (see appendix 1). This in conjunction with the Community Noticeboard Facebook page is a key way to get information around the village.

With the regular weekly clubs all running again numbers have been growing. At Easter trips were arranged to Dynamic Earth, bowling and ice skating.

A bike maintenance workshop was also held in April, supported by First Step and Cycling Scotland.

With the cost of transport a big issue locally they have continued to promote and help young people to apply for the YoungScot free bus passes.

D.2.3 1st Step Development Ventures

The Bridgend Eco-Hub pilot is continuing to bed in and grow. The hub is currently open on Wednesdays and Fridays supporting around 70 people from Bridgend and also manages the delivery of essential food parcels to people living in Linlithgow that have been referred by partner agencies.

As previously reported a grant from Impact Funding Partners to recruit a Bridgend

Eco-Hub Coordinator until April 2024 had been successful and this has now been filled. This is helping the Hub to work more closely with the community and hopefully will also the work to build and identify opportunities for development (including expanding opening times) and diversify sources of local food.

D.2.4 Playbase - Broxburn Family Centre

The project continues to support young families through the Stay and Play sessions for Bridgend parents/carers of babies, toddlers and pre-schoolers at the community centre. Until now this has been held on Wednesday mornings but will move to a Friday due to changes in Nursery time and the Primary School.

Over Easter they were able to provide a trip to Loch Orr for some of the families they work with as well as other activities.

Funding for this work is from NHS and is currently being reviewed with a view to potentially extending the work beyond its current period.

The parent walking group, which also includes babies in backpacks, has continued which helps motivate parents to not only get out exercising but provides a continuing of peer support in the village.

In between they continue to build and grow our relationships with our families, providing 1:1 support or signposting to other partner agencies.

D.3 Linlithgow Town Centre Management Group

The Town Centre Management Group continues to meet and discuss and develop local projects in Linlithgow Town centre. There are a number of projects currently being delivered through the Town centre manager.

PROJECT	BUDGET	UPDATE
Peace / Rose Garden - New seats/benches	TBC	Action with Peace/Rose garden group.
Setts at High Port: Repointing with suitable mortar up to a level between 0.5cm and 1 cm of the sett surfaces.	£6k allocated from TMG	Work programmed into schedule
Station Road, Upgrade pedestrian/cycle link from railway station to Canal Basin. Replace the barrier at the south end of Station Road and the railings at the underpass at the north end of Station Road at the railway station booking office with bollards.	£6k allocated from TMG	WLC work complete. Drainage issues that Network Rail need to resolve.
Joint Art/Town Promotion Explore using Victoria Hall hoarding, Station Road arches and other locations across the town as sites for public art.	TBC	Group agree to pause project while the potential restarting of development is possible.
Improvements in the	£10k from TMG	NETS looking into

vicinity of the Water Yett car park. West footpath, parallel to gardens of houses in St. Ninian's Road, stump grind and plant trees, hedgerow etc		
Improvements in the vicinity of the Water Yett car park. East footpath from/to loch, improve surfacing.	£6K from TMG	Completed.
Improvements in the vicinity of the Water Yett car park. Open space – level up ground where trees have been previously removed Between car park and the loch	£5k from TMG	NETS looking into
Install Defibs in locations across the town.	£2k per unit from BID/Linlithgow Pubwatch	Completed.
Town Tree – New tree for Jubilee	£5k from TMG	Completed
Rationalise street furniture	£8k from TMG	Mapping exercise to be completed.
Festive Lights	£2.5k from TMG	Completed
Railing Replacement at Low Port	£15k from TMG	
Community Notice Board at Linlithgow Bridge	£2.5k from TMG	Discussion with LCDT over delivery

Current Shop Occupancy rates in the town:

2022 Q2		
Total Premises	147	100%
Vacant	11	7.48%
Charity	6	4.08%
Occupied	136	92.52%

2022 Q1		
Total Premises	147	100%
Vacant	9	6.12%
Charity	6	4.08%
Occupied	138	93.88%

D.4 Access 2 Employment Annual Overview for 2021/22

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, 20 from the Linlithgow Ward, with 444 progressing into a positive destination, 14 from the Linlithgow 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.

D.5 Business Gateway Annual overview for 2021/22

The Business Gateway team is part of the Economic Development service and 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 31st 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. This approach is 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 24 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 57 local firms supported who between them employ over 350 staff and generate more than £28 million annual sales.

New Business Starts Linlithgow Ward 2021/22	New Business Starts West Lothian 2021/22
24	325
Businesses engaged with in	Businesses engaged with in West

Linlithgow Ward	Lothian
57	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. LAC is asked to note the team's ongoing contribution to a sustained and inclusive economic recovery.

E CONCLUSION

Partners continue to support the communities in Bridgend and across the ward as set out in this report.

F. BACKGROUND REFERENCES

None

Appendices/Attachments:

Appendix 1 Bridgend Community Newsletter

Contact Persons:

Clare Stewart, Manager, Community Wealth Building;

Email: clare.stewart@westlothian.gov.uk

Douglas Grierson, Regeneration Team Leader,

email douglas.grierson@westlothian.gov.uk

Elaine Cook

Deputy Chief Executive, Education, Planning and Economic Development

07 June 2022

BRIDGEND COMMUNITY NEWSLETTER



FREE

Easter 2022

Edition 6

WELCOME ALONG

Linlithgow LAC – June 2022
Item 11

Hello and welcome along to the sixth edition of the Bridgend Community Newsletter! It's great to see the village come back to life with the sun shining and flowers emerging in the park.

As you will soon notice, we have used the colours of the Ukrainian flag throughout this issue, in a small show of solidarity with the Ukrainian people. Whilst we can not even attempt to understand what they are going through, I'm sure as you watch the videos from that land, you won't have failed to notice the strength shown in their communities. Across age, race, wealth, gender, and beliefs, they all are working together for a single purpose and teach us a valuable lesson in what we can achieve when we come together.

West Lothian Council has set up a page on its website to provide links and information regarding community appeals supporting Ukraine.

www.westlothian.gov.uk/help-for-ukraine

I hope you enjoy reading this next edition of the Bridgend Community Newsletter, and find it a worth while read.

Graeme Lacey
Bridgend Community Newsletter co-ordinator

Thank you to everyone who has made this 6th edition of the Bridgend Community Newsletter possible!

1st Step, Advice Shop, Bridgend Community Centre, Bridgend Golf Club, Bridgend Primary School, Cyrenians, Linlithgow Young People's Project, West Lothian Council Youth Services, West Lothian Council, West Lothian Credit Union, Pardovan, Kingscavil and Winchburgh Parish Church, Playbase and especially the young people of Bridgend.

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

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



bcn@lypp.org.uk



LYPP Linlithgow



LYPP_lounge

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

FIRSTLY, A THANK YOU



COUNCILLOR TOM KERR RETIRING AFTER 30 YEARS OF SERVICE

Thank you to Tom Kerr for his many years of service to our community as a Councillor. Regardless of our personal politics, we salute his dedication and contribution to Bridgend - his concern for many issues, grants from his disbursement fund and cooperative working with colleagues have been hugely beneficial to the village.

If you have someone to say 'Thank You' to in our next edition please let us know by emailing bcn@lypp.org.uk or through Facebook.

BRIDGEND COMMUNITY COUNCIL

- Your chance to represent your community and give Bridgend a voice!

IN OCTOBER 2021 FOLLOWING THE COMMUNITY COUNCIL ELECTIONS, BRIDGEND WAS AGAIN LEFT WITH NO COMMUNITY COUNCIL. THIS MEANS IT HAS BEEN OVER TEN YEARS SINCE THE VILLAGE HAS HAD A COMMUNITY COUNCIL IN PLACE.

As part of the call for nominations, residents of Bridgend have been given a second opportunity to elect a community council. Nominations are being invited by 5pm on Thursday 21st April 2022 and we only need four willing participants by the deadline for a Community Council to be set up.

Why should you get involved?

A Community Council can give a voice to a community through co-ordinating and reflecting the views of the community which it represents. It does this by liaising with other community groups in the area and fairly expressing the diversity of local opinion on matters of local importance. Through direct links to West Lothian Council and other community planning partners this representative voice can help give voice to and ultimately help shape responses to local need on any matter affecting the lives, welfare, local environment, including planning matters, that it identifies as important locally. It also gives a recognised statutory organisation that the council and partners can consult with to get the views of a community on local matters that will affect a community, for example new house builds and related planning matters.

Whilst standing can be daunting for new Community Council members there is a lot of advice and support to help you settle in both from Council Officers but also through the Joint Forum of Community Councils in West Lothian to provide peer support.

Further information can be found on the council's website at www.westlothian.gov.uk/communitycouncils and if you have any questions or want to find out more, including how to nominate, please contact Lorraine McGrorty at Lorraine.McGrorty@westlothian.gov.uk



Playbase are still busy in the village with our usual shenanigans as we continue to run our 'Stay and Plays', Community and zoom 'Monday Night Munches', 'Zippy Kids' (both nursery and primary) and our popular 'Step into Spring' sessions with our parents.

Over Easter, we'll be running a Family Day to Loch Ore and bringing back, by popular demand, our Supermarket Sweep Zoom Bingo for both children and parents. Dinkie-doo number 22!



What kind of jewellery does the Easter Bunny like to wear?



14 carrot gold.

How good do you think Playbase's Easter jokes are?

They're not cracked up to what they should be!

What's the best way to send Easter cards?



By hare mail!

Bridgend Community Centre

As always the centre is available to hire for private events at a cost of £10 per hour. To check a date or enquire further about hall usage please get in touch with us.

Here in the Community Centre we continue to enjoy seeing a wide range of groups using the building.

One of the big changes we're expecting to see in the coming weeks is the installation of free public WiFi within the centre's youth space. By installing WiFi we hope that all centre users will benefit from it allowing for additional classes and workshops to take place also.

julie.witherwick@westlothian.gov.uk
christine.paxton@westlothian.gov.uk

IF YOU ARE WORRIED ABOUT MONEY OR THE RISING COST OF BILLS AND OTHER ESSENTIALS, YOU CAN CONTACT THE ADVICE SHOP ABOUT ANY SUPPORT YOU MIGHT BE ENTITLED TO!

Discretionary Housing Payment Fund

The Discretionary Housing Payment fund is a cash limited fund available for short term assistance for those facing hardship as a result of not being able to meet their housing costs. It is available to assist council tenants, tenants of registered social landlords and tenants, who are renting in the private sector who are in receipt of housing benefit or the housing cost element of Universal Credit.

West Lothian Council Fuel Grant

IN RESPONSE TO RISING ENERGY COSTS, A ONE-OFF GRANT OF £100 IS NOW AVAILABLE THROUGH THE ADVICE SHOP.



This grant is available to households, with low income, who are experiencing fuel poverty or at risk of disconnection from their gas or electricity supply.

Grant payments are made by bank transfer into a nominated account that must match the name of the energy account holder. If you wish to apply or find out more, you should contact one of our advisors from the energy advice team who will discuss your application and let you know what steps you need to take.

For more information on any of the above contact us on

 **01506 283000 (option 5)**

 **advice.shop@westlothian.gov.uk**

 **www.westlothian.gov.uk/advice-shop**

Bridgend Primary School



Over the past few months our P6's and 7's have been excited to take part in a mosaic challenge along with other local primary schools. This creative project, which involved creating a spectacular mosaic panel, highlighted the children's concerns around climate change. The Bridgend young people were given the theme 'Protect our Planet' and they did a fantastic job of creating something imaginative and meaningful which showed a real awareness of the climate change issue.

Mosaics from all the schools will be put on display in the Linlithgow Tesco's windows by the roundabout on the High Street in the coming weeks and we'd encourage you to head down and take a look!

Since Christmas our P1/2/3 class has been learning about Scotland and our important historical landmarks, while the P3/4/5 have been learning about the Egyptians. P5/6/7 have been trying an 'agile' approach to their learning which involves allowing pupils the freedom to lead which direction their learning takes.



West Lothian
Credit Union

01506 436666

info@westlothiancreditunion.co.uk

www.westlothiancreditunion.co.uk

West Lothian Credit Union is a not-for-profit organisation offering affordable financial services in the form of savings accounts and low cost loans to its members. We are an ethical, responsible lender regulated by the FCA, who will also signpost members if it is apparent that they are struggling with their finances or have additional support requirements such as gambling.

As a credit union, we can offer financial services to those in the local community who may not be able to access them via the traditional means. We offer pre-paid Engage cards for those members who struggle to get access a current account with a bank and our products can help to improve clients credit scores, helping them move away from the high interest pay-day lenders towards more affordable credit in the future.



With the cost of fuel rising, and the summer weather nearly here, there's never been a better time to get on your bike!

At the 1st Step workshop in Linlithgow we have a huge array of refurbished and fully serviced bikes for sale. Not only that we can also help you get your own bike back on the road through the free Scottish Repair Scheme.

Our new EcoHub Coordinator

1st Step is delighted to introduce Karen Thomson, the new Bridgend EcoHub Coordinator. Although Karen has only started she has already had lots of good conversations about opportunities to grow the hub. Karen will be around on Wednesdays and Fridays between 10:30 and 1:30pm and would love to meet you and hear your ideas. She is also looking for local volunteers who would like to join in and help their community benefit from good food.



If you think you can help, or would like to find out what's involved, please contact Maria on

0759 739 2931 or firststepdevelopment@gmail.com

Free bike maintenance workshop and advice

In partnership with:



Got a bike that needs a little bit of a tweak? Flat tyre? Brakes not working properly? Squeaking?

Why not bring it along to one of our FREE bike maintenance workshops for a repair and advice?

1 - 3pm
Bridgend Community Centre
Friday 8th April

Cyrenians

Linlithgow LAC - 7 June 2022
Item 11

OPAL (Older People, Active Lives) is a West Lothian based charity who help people aged 60 and over to remain independent and connected.

We are delighted to be running face to face groups around West Lothian again and whether you enjoy singing, walking, eating out or simply meeting new people there's an activity for everyone.

Blackburn Buddies Activity Group

Mondays (10:00am-12:00pm) Blackburn Partnership Centre

Mates & Meals Dinner Group

Second Tuesday of each month (6:00pm-8:00pm) Local Restaurants

Singing for Health Group (in partnership with Xcite)

Fortnightly Wednesdays (2:30pm-4.00pm) St Andrews Church, Livingston

Linlithgow Friends Social Group

Thursdays (1:30pm-3:30pm) Longcroft Hall, Linlithgow

If you want to join any of our activities, you must first get in touch to book your space first on 01506 815 815 or email opal@cyrenians.scot

Bridgend Park Daffodils

Please remember that the daffodils in the park, that do such an amazing job of brightening it up, are there for everyone to enjoy.



If we want to keep enjoying their beauty as a community please don't pick or destroy them!

Pardovan, Kingscavil & Winchburgh Parish Church



We warmly invite you to join us at any of our services in the lead up to Easter.

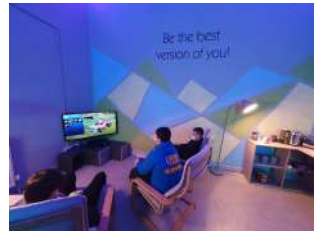
1st, 3rd and 5th Sundays, 10am
Kingscavil Church

Maundy Thursday 14th April, 7pm
Kingscavil Church
(including Holy Communion)

Thank you to everyone who contributed to our recent appeal for Ukrainian Refugees where we raised over £580.



After a slow start to the year due to the Omicron variant, LYPP is now fully back up and running with it's events and activities in the Bridgend community and the school. After completing the new 'youth space' last year it's been exciting to finally be able to use it on Wednesday evenings and see other community groups enjoy it too. As part of the youth space creation, we were also able to refurbish the halls pool table which has become a firm favourite of our secondary aged young people.



Over the past few months it's been amazing to see so many young people joining us for our Wednesday evening clubs across both age groups. Unfortunately at the same time as seeing this rise in numbers we've also had to say goodbye to two of our valued volunteers, Cammy and Ryan. Both of them have played essential roles in our programme and activities, and as such we need to make adjustments to how we run. Whilst we don't know exactly what this will look like we remain committed to working with all young people within the village and are proactively looking for a workable way forward.

Any updates will be posted through our social media accounts and on the 'Bridgend Community Noticeboard' facebook page!

LYPP Secondary Easter Trips

Monday 4th April, 12:15 to 5:30pm

Ice skating and Bowling - £20

Tuesday 12th April, 9:45 to 4:30pm

Dynamic Earth & Museum - £20

For more information on any of our events please contact:



LYPP Linlithgow



LYPP_lounge



mail@lypp.org.uk



West Lothian Council Youth Services

Linlithgow LAC - 7 June 2022
Item 11

From the 21st of April our Thursday night Youth Club in Philpstoun Community Centre will be changing for a trial period. This Club will continue to be for young people from Bridgend, Philpstoun and surrounding areas however it will now only be for those in P1 – P5.

Any questions please contact Karen (Youth Worker) 07708595971



Bridgend Golf Club News

As many will know, our Golf Club has been put up for sale and we're delighted that we appear to, very likely have, a buyer who wishes to develop both the course and the restaurant.

We owe a great debt of gratitude to Jimmie Ritchie who has contributed so much to the club over the past 10 years and we now look forward to further growth in the future.

The new season is now open and new members are always welcome. If you would like to find out more then please get in touch with:

Jim Mein, Club Secretary

01506 834317

jim@meins.plus.com

Masks aren't leaving us just yet, so thank you for continuing to wear one! By doing so your helping to protect yourself and others!

Masks are available for FREE in the shop courtesy of LYPP, and donated by Edinburgh Airport. We would encourage you to take one for use while shopping or where required.

Wear a mask show you care



Still available FREE in the shop!

Easter COMPETITION!

Linlithgow LAC - 7 June 2022
Item 11

Bridgend
Competition time



Thank you to everyone who sent us their entry for our Easter Pancake Challenge competition! All of your entries were fantastic and left us feeling more than a little peckish!

This time we enlisted the help of the 'Sweet Little Cheesecake Café' based on Linlithgow High Street to choose our winner! To enter, young people simply had to create a Easter themed picture that made use of the humble pancake! Every young person who submitted an entry will receive a DIY Easter Egg Kit while the winner will receive a Easter Hamper along with a free lunch voucher for two at the 'Sweet Little Cheesecake Café'.

Carol said

"A great effort has been made by all and they all look delicious! The winner however is the one which I believe showed the most creativity and attention to detail!"

..... so now we can reveal that the winner of the Easter Pancake Challenge is Carly Henderson with her adorable bunny! WELL DONE!



Georgia



Kara



Lexi



Zack, Cody, Amelia



Carly Henderson



Linlithgow Local Area Committee Workplan June 2022

ISSUE		LEAD OFFICER	MEETING DATE
Standing Reports			
1	Police Ward Report	TBD	All meetings
2	Fire Scotland Report	Paul Harvey	All meetings
3	Housing, Construction and Building Services	Phyllis McFadden	All meetings
4	Nets and Land Services Update	Andy Johnston	All meetings
5	Locality Regeneration Update	Douglas Grierson	All meetings
Other Items			
1	Pensioners Christmas Treat Allocation Final	Douglas Grierson	November 2022
2	Kettilston Update	Alan Colquhoun	TBC
3	Advice Shop Annual update	Christopher Nelson	November 2022
4	Vennel Update	Robert Smith	TBD