



Livingston North Local Area Committee

West Lothian Civic Centre
Howden South Road
LIVINGSTON
EH54 6FF

2 June 2022

A physical meeting of the **Livingston North Local Area Committee** of West Lothian Council will be held within Conference Room 3, West Lothian Civic Centre on **Friday 10 June 2022 at 9:30am**.

For Chief Executive

BUSINESS

Public Session

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

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

4. Confirm Draft Minutes of Meeting of Livingston North Local Area Committee held on Friday 18 March 2022 (herewith)
5. Fire and Rescue Service Ward Report - Report by Scottish Fire and Rescue Service (herewith)
6. Police Ward Report - Report by Police Scotland (herewith)
7. Place-Based Investment Programme 2022/23 Town Centre Capital Fund - Report by Depute Chief Executive, Education Planning and Economic Development (herewith)

8. Community Regeneration Update - Report by Deputy Chief Executive, Education Planning and Economic Development (herewith)
9. Housing, Customer and Building Services - Report by Head of Housing, Customer and Building Services (herewith)
10. Service Update - Operational Services - Report by Head of Operational Services (herewith)
11. Workplan (herewith)

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



Livingston North Local Area Committee

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2 June 2022

The following additional item(s) of business will be dealt with at the physical meeting of the **Livingston North Local Area Committee** to be held within **Conference Room 3, West Lothian Civic Centre** on **10 June 2022** at **9:30am**.

for Chief Executive

BUSINESS

12. Schedule of Local Area Committee Venues - Report by LAC Lead Officer (herewith)

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



CODE OF CONDUCT AND DECLARATIONS OF INTEREST (2021)

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

Interests must be declared at the meeting, in public.

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

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

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

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

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

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

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

More detailed information is on the next page.

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

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

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

A connection does not exist where:-

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

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

If the connection amounts to an interest then:-

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

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

The relevant documents are:-

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

If you require assistance, contact:-

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

January 2022

MINUTE of MEETING of the LIVINGSTON NORTH LOCAL AREA COMMITTEE held within MS TEAMS VIRTUAL MEETING, on 18 MARCH 2022.

Present – Councillors Dom McGuire (Chair), Alison Adamson, Andrew Miller and Robert De Bold

In Attendance

Jim Jack, Lead Officer / Head of Operational Services
Scott McKillop, Community Regeneration Officer, West Lothian Council
David Lees, Cleaner Communities Manager, West Lothian Council
Sandy Ross, Housing Manager, West Lothian Council
James Robertson, Scottish Fire and Rescue Service
Suzie Young, Head Teacher, Inveralmond Community High School
Stevie Egan, Eliburn Community Council
Julie Henderson, Knightsridge Community Council
Michael Rae, Carmondean and Deans Community Council
Diane Loughlin, Livingston Village Community Council

1. DECLARATIONS OF INTEREST

Agenda Item 5 – Inveralmond Community High School - Councillor Miller declared a connection with Inveralmond Community High School as his son was a pupil at the school and potential student for a foundation apprenticeship. However, having applied the objective test he considered that this did not amount to an interest and so took part in the item of business.

Agenda Item 8 – Community Regeneration Update - Councillor Miller declared a connection with the Vennie. However, having applied the objective test they considered that this did not amount to an interest and so took part in the item of business.

Agenda Item 9 – Place Based Investment Programme 2022/23 and Update of Town Centre Capital Fund 2019/20 and 2020/21 - Councillors Adamson, De Bold and Miller all stated that they had been present at community council and other meetings when potential funding applications had been discussed. They had given advice on process and procedures but not expressed a view on any specific applications. However, having applied the objective test they considered that this did not amount to an interest and so took part in the item of business.

2. ORDER OF BUSINESS

Councillor Miller expressed his gratitude to Councillor McGuire on his final meeting as Chair of the committee. He was a gentleman, had been a very fair chair and would be missed.

3. MINUTE

The committee approved the minute of its meeting held on 21 January 2022 as a correct record. The minute was thereafter signed by the Chair.

4. PRESENTATION - INVERALMOND COMMUNITY HIGH SCHOOL

The Committee received a very informative presentation from Suzie Young, Head Teacher, Inveralmond Community High School (copies of which had been circulated).

The presentation commenced by providing an overview of the school's values, vision and purpose. The Head Teacher spoke enthusiastically about the new Wellbeing Centre which would ensure wide-ranging and mental health support was available to students at all times. Members then heard that the school had been the first secondary school in West Lothian to be awarded the Rights Respecting Schools Gold Award.

The presentation gave members an overview of the school's Pupil Parliament which represented the voice of pupils before moving on to give an update on the school's healthy attainment levels and improved SCQF levels. An overview of the foundation Apprenticeship scheme was also given.

The presentation concluded with an overview of the schools commitment to the local engagement within the community.

On behalf of the committee, the Chair thanked the Head Teacher for her insightful presentation and extended thanks to staff and students for all of their efforts especially throughout the pandemic.

Decision

To note the terms of the presentation.

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 Livingston North 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 1st October to 31st December 2021.

Decision

To note the contents of the report.

6. SERVICE UPDATE - OPERATIONAL SERVICES - REPORT BY HEAD OF OPERATIONAL SERVICES (HEREWITH).

The committee considered a report (copies of which had been circulated) by the Head of Operational Services appraising members of the Operational Services activities for Livingston North from 1 October to 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 contents of the report.

7. COMMUNITY REGENERATION UPDATE

The committee considered a report (copies of which had been circulated) by the Head of Planning, Economic Development and Regeneration updating members on economic development and regeneration activity to support communities across the ward.

It was recommended that the committee notes:

1. That the Community Regeneration Officer for the ward had met with representatives from Carmondean and Deans Community Council to raise awareness of the new Town Centre Fund;
2. Updates on activity in relation to Livingston North Partnership Centre;
3. An update on youth services related actions from the previous LAC;
4. An update on the council's Business Gateway service; and
5. An update on the former Carmondean Connected building.

Decision

To note the contents of the report.

8. 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 of the launch of the Place Based Investment Programme for 2022-23 that would see an estimated £1,000,000 allocated through two funding streams.

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

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

It was recommended that the Committee note:

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

In response to a request, the Community Regeneration Officer undertook to provide the committee with update reports should any organisations in the ward apply for funding from the community wealth building fund.

Decision

To note the contents of the report.

9. TIMETABLE OF MEETINGS 2022/23

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

Decision

To approve the timetable of meetings.

10. WORKPLAN

A copy of the workplan had been circulated for information.

Decision

To note the workplan.

11. CLOSING REMARKS

As the Chair was not seeking re-election in May, he wished to extend his thanks to all council officers, Police Scotland and Scottish Fire & Rescue Service for their support and contribution at meetings of the committee. He also thanked all of the community councils in the ward for all of their work within the community. He concluded by thanking the other ward members and wished them well in their forthcoming election campaigns.

Steve Egan thanked all of the ward members for their support, help and participation over the past 5 years. He extended his best wishes to those standing for re-election or retiring from local government.

Data Label: Public



LIVINGSTON NORTH LOCAL AREA COMMITTEE

LIVINGSTON NORTH MULTI-MEMBER WARD PERFORMANCE REPORT

REPORT BY SCOTTISH FIRE AND RESCUE SERVICE

A. PURPOSE OF REPORT

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

B. RECOMMENDATION

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

Following the publication of the Livingston North 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 Livingston North 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 Livingston North 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.

Jim Robertson
Station Commander, Scottish Fire and Rescue Service
April 2022
 Appendix 1 Livingston North Multi-Member Ward Report



West Lothian Council Area

Ward Performance Report

Quarter 4 2021/22

Livingston North

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

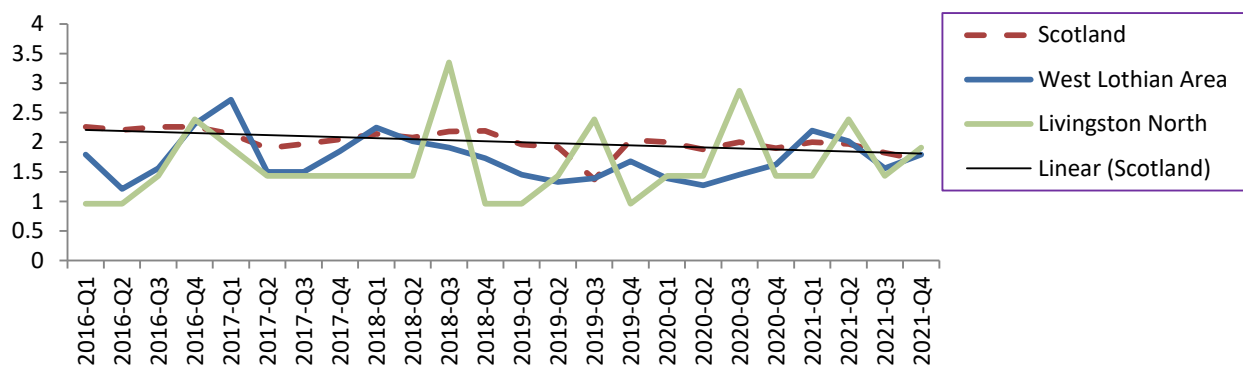
Welcome to the Scottish Fire and Rescue Service Ward Performance Report. This performance report is designed to provide citizens, stakeholders and partners with information relating to ward based activity undertaken by the Scottish Fire and Rescue Service.

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.

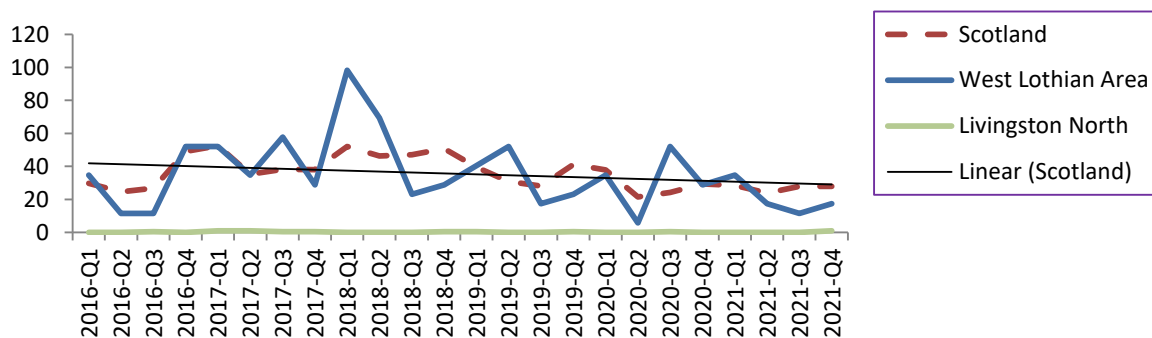
However, regardless of statistical anomalies, emerging patterns and trends in fire related incidents and events can assist the Scottish Fire and Rescue Service and Community Planning Partners plan and implement preventative intervention initiatives to target reducing fire related incidents and events.

Accidental Dwelling Fires Per 10,000 head of population



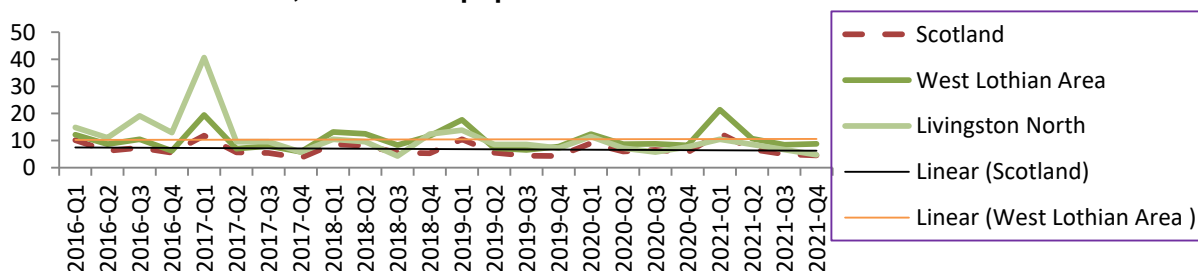
During the 2021-22 year to date reporting period SFRS have dealt with 5 accidental dwelling fires in comparison to 3 during 2020-21 year to date reporting period.

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



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

Deliberate Fires Per 10,000 head of population



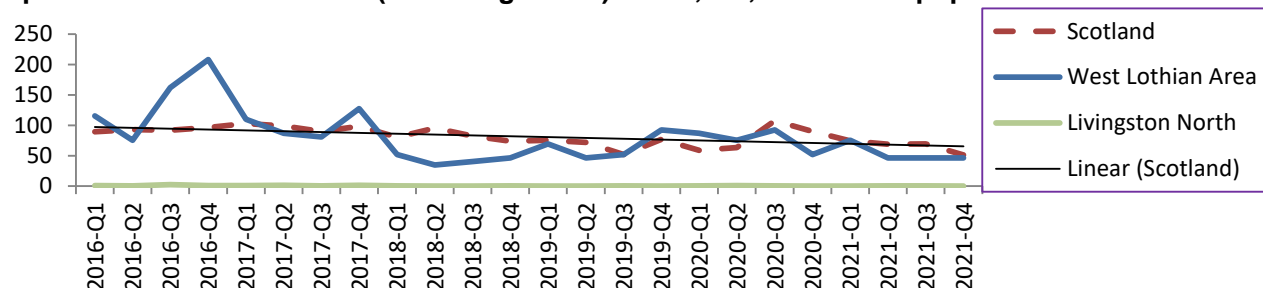
SFRS have dealt with 14 Deliberate fire incidents during 2021-22 year to date reporting period in comparison to 16 during 2020-21 year to date reporting period.

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



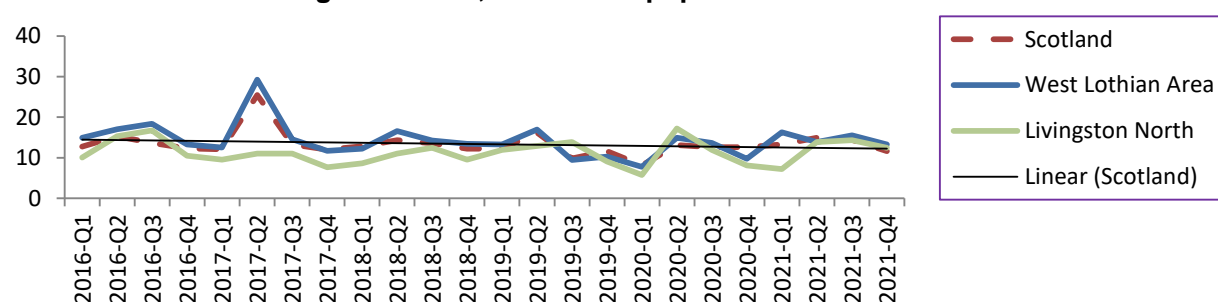
SFRS have dealt with 2 non domestic fire incidents during 2021-22 year to date reporting period in comparison to 0 during 2020-21 year to date reporting period.

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



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

Unwanted Fire Alarm Signals Per 10,000 head of population

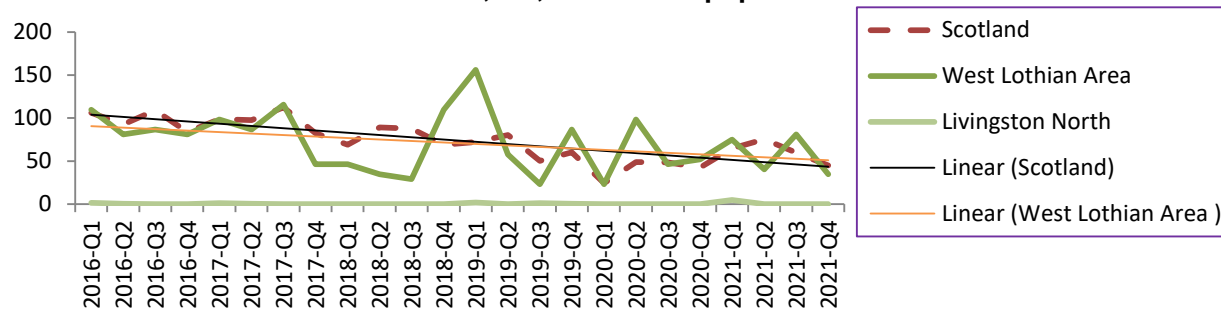


SFRS have dealt with 29 UFAS incidents during 2021-22 year to date reporting period in comparison to 17 during 2020-21 year to date reporting period.

Additional Comments

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

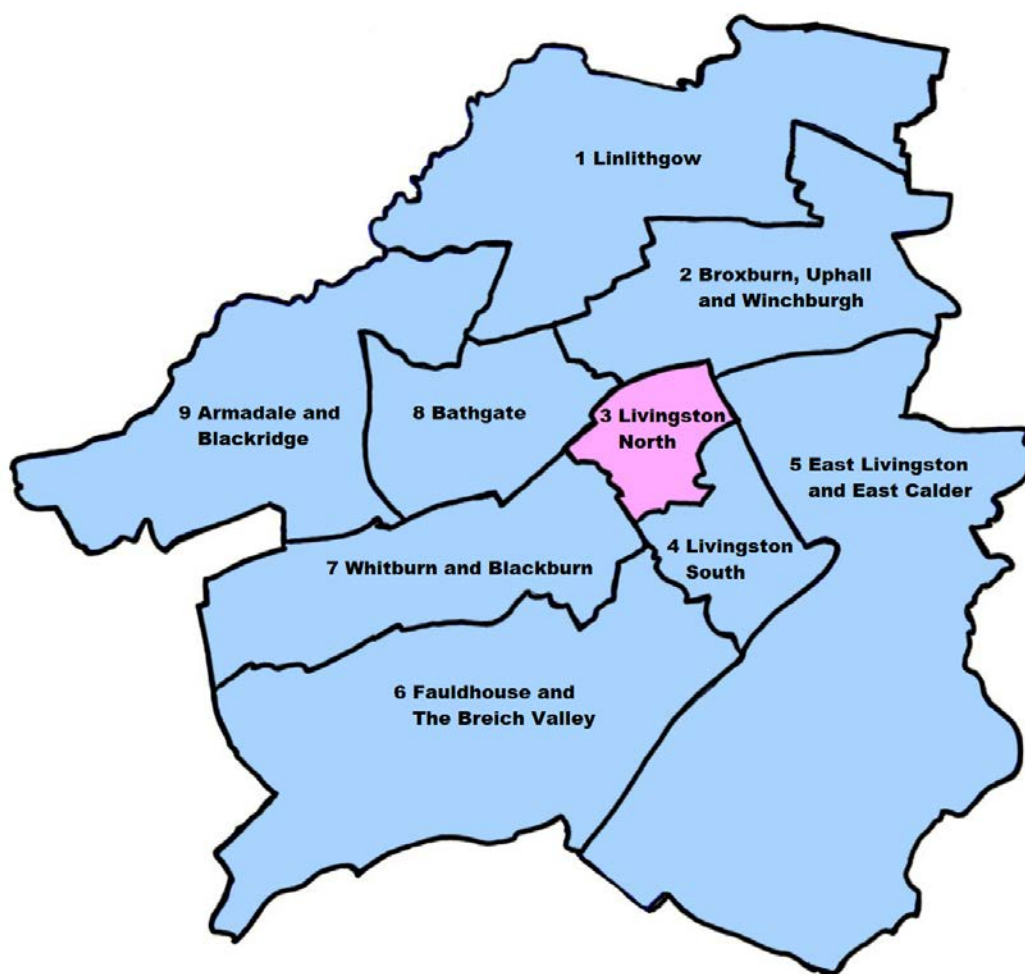
RTC Casualties and Fatalities Per 1,000,000 head of population



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

West Lothian Area Command

Lothian and Scottish Borders



Ward 3 Livingston North Multi Member Ward Report

Quarter 4 – 2021/2022

A. PURPOSE OF REPORT

The purpose of this report is to provide the Local Area Committee with an update on performance, activities and issues across the Ward for the period up to 31st March 2022.

B. RECOMMENDATION

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

C. SUMMARY OF IMPLICATIONS

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

D. TERMS OF REPORT

Introduction:

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

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

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

Livingston North Community Engagement Priorities:

- Reducing Anti-Social Behaviour
- Substance Misuse
- Road Safety

Livingston North Community Officers

PC Gillian Minshull

PC Hayley Cunningham

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.

Roads Policing officers, supported by the community policing team continue to engage with drivers who gather in the Livingston town centre area to reduce incidents of careless driving and anti-social behaviour.

- **Tackling Serious and Organised Crime**

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

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

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

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



LIVINGSTON NORTH 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 13 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 additional £132,000 will be reported to the Council Executive in June for further advice.

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

D.2 Town Centre Capital Fund 2022/23

It has been agreed that the Town Centre Capital Fund stream will follow the same process as the Town Centre Capital in 2019/20 and 2020/21. The funding was promoted to local community organisations through our normal channels with applications received by the deadline of 22 April 2022.

The Livingston North ward has been allocated £40,450 split between the following towns.

Town	Allocation
Eliburn	14,144
Carmondean	8,905
Deans	7,293
Knightsridge	6,796
Livingston Village / Kirkton	3,312
TOTAL	£40,450

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 Livingston North Ward Applications

Within the Livingston North ward three settlements are eligible for the funding and by the deadline of 22 April 2022, 13 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
Eliburn	14,144	4	14,700.00	+£556.00
Carmondean	8,905	3	18,905.00	+£10,000.00
Deans	7,293	3	18,293.00	+£11,000.00
Knightsridge	6,796	2	9,500.00	+£2,704.00
Livingston Village / Kirkton	3,312	1	3,312.00	-
Ward Total	£40,450	13	£64,710.00	+£24,260.00

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.

Eliburn (£14,144)

Code	Application Name	Amount applied for	Recommended allocation
ELI22-01	Improved Disabled Access – <i>Eliburn Community Council</i>	3,000.00	0.00
ELI22-02	Additional Footpath Lighting – <i>Eliburn Community Council</i>	6,000.00	6,000.00
ELI22-03	Additional Seating at Peel Park— <i>Eliburn Community Council</i>	2,700.00	2,700.00
ELI22-04	Wi-Fi Project – <i>Newyearfield Farm Community Centre</i>	3,000.00	3,000.00
	Totals	£14,700.00	£11,700.00

Carmondean (£8,905)

Code	Application Name	Amount applied for	Recommended allocation
CAR22-01	Underpass & Bus Shelter Art Project- <i>Carmondean Community Art project</i>	6,000.00	0
CAR22-02	Livingston North Train Station Art Project - <i>Carmondean Community Art project</i>	4,000.00	0
CAR22-03	Dechmont Law Park Paths Renovation - <i>Carmondean and Deans Community Council (C&DCC)</i>	8,905.00	8,905.00
	Totals	18,905.00	8,905.00

Deans (£7,293)

Code	Application Name	Amount applied for	Recommended allocation
DEA22-01	Wi-Fi Project – <i>Livingston Station Community Centre</i>	6,000.00	6,000.00
DEA22-02	Community Litter Picking Equipment – <i>West Lothian Litter Pickers</i>	5,000.00	0
DEA22-03	Dechmont Law Park Paths Renovation - <i>Carmondean and Deans Community Council (C&DCC)</i>	7,293.00	1,293.00
	Totals	18,293.00	7,293.00

Knightsridge (£6,796)

Code	Application Name	Amount applied for	Recommended allocation
KNI22-01	Wi-Fi Project - <i>Mosswood Community Centre</i>	4,500.00	4,500.00
KNI22-02	Community Litter Picking Equipment – <i>West Lothian Litter Pickers</i>	5,000.00	2,296.00
	Totals	9,500.00	6,796.00

Livingston Village / Kirkton (£3,312)

Code	Application Name	Amount applied for	Recommended allocation
LIV22-01N	1. Historic/conservation Village Information 2. Park enhancement and litter reduction - <i>Livingston Village Community Council</i>	3,312.00	3,312.00
	Totals	3,312.00	3,312.00

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

Town	Balance
Eliburn	2,444
Carmondean	0
Deans	0
Knightsridge	0
Livingston Village / Kirkton	0
Total Balance	£2,444

Allocation of town underspends

The Local Area Committee is able to reallocate any under spends in towns to projects they have not been above to fund or fully fund in other towns. In the ward the underspend of £2,444 remains unallocated in Livingston North.

The LAC is able to reallocate these funds within the ward to project which have either not received a funding award or received the full amount requested.

It is recommended that this underspend is used to plug some of the funding gap with the DEA22-03/ CAR22-03 'Dechmont Law Park Paths Renovation' project.

This would mean a total of £12,642.00 is allocated to that project. Whilst this is still below the overall requested amount, given the nature of the project, it is likely to still be deliverable though discussions around how to work on a reduced budget will be required.

D.4 Delivery of Projects

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

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

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

E. CONCLUSION

This report provides the committee with the process to agree and allocate, within the ward are, the Town Centre Capital Funding element of the Scottish Government's Place Based Investment Capital Grant awarded to West Lothian for 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: Application Overview

Appendix 2: Applications

Contact Person:

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

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

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

Elaine Cook
Deputy Chief Executive, Education Planning and Economic Development

10 June 2022

PBIF TOWN CENTRE FUND 202/23: PROPOSED FUNDING AWARDS: Appendix 1**Ward: Livingston North****Eliburn (allocation: £14,144)**

Applica tion Code	Applicant (Group/Serv ice)	Project Name	Brief Description of project	Scale of Funding	Delivered By	Recommended funding amount and any initial conditions of funding
ELI22-01	Eliburn Community Council	Improved Disabled Access	<p>The project location is outside the shops at Hawk Brae. Project looks to widen the two disabled parking bays outside the Indian takeaway, and clearly mark with wheelchair logo.</p> <p>Also, they are looking for the area in front of the bollards to have yellow hatching to deter parking.</p> <p>Breakdown of costs is: Hire of equipment and crew - £1600 Paint - £1,400.</p>	3,000.00	WLC	<p>Recommendation: 0</p> <p><u>Service Feedback</u> Roads & Transportation have advised that as the area is on the adopted road network, the council does not paint disabled symbols/logos, hatching or widen outwith maximum regulatory sizes.</p>
ELI22-02	Eliburn Community Council	Additional Footpath Lighting	<p>According to the CC, the footpath from Livingston North Railway Station to Deans North Road has been left in total darkness since energy efficient lighting was introduced on the main road.</p> <p>The location is the footpath between Queens Crescent and Deans North Road.</p>	6,000.00	WLC	<p>Recommendation: 6,000.00 – Support in principle pending further discussion on conditions below.</p> <p><u>Conditions:</u></p> <ul style="list-style-type: none"> - Eliburn Community Council inform Street Lighting with further location details - Street Lighting confirm that the project is deliverable within the budget and timescales, and they will manage the works.

Applica tion Code	Applicant (Group/Serv ice)	Project Name	Brief Description of project	Scale of Funding	Delivered By	Recommended funding amount and any initial conditions of funding
			<p>This is a short branch of path that links the main footpath south with the Eliburn Roundabout. The path is bordered on both sides by trees and when it is dark it presents a safety hazard for those using it.</p> <p>Costings are based on £3,000 per lighting column (quantity – 2).</p>			<p><u>Service Feedback</u> Street Lighting - further location details required to identify the section of footpath in question. A budget of £6,000 would provide roughly two additional street lights</p>
ELI22-03	Eliburn Community Council	Additional Seating at Peel Park	<p>The CC perceives a lack of seating to the west of Peel Park and adjacent to the play park the seating does not have backrests. They would like to install 2 benches, with backs at the playpark to replace 2 of the 3 backless benches and relocate these to the west of the park.</p> <p>They state the need for additional seating was suggested from the community in comments relating to the Town Centre fund on the Community Council Facebook page.</p> <p>Breakdown of costs is as follows: - 2 new benches - £2,000</p>	2,700.00	WLC	<p>Recommendation: 2,700.00</p> <p><u>Service Feedback</u> NETS – support this project and can deliver internally.</p>

Applica tion Code	Applicant (Group/Serv ice)	Project Name	Brief Description of project	Scale of Funding	Delivered By	Recommended funding amount and any initial conditions of funding
			- relocate 2 existing backless benches - £700			
ELI22- 04	Newyearfield Farm Community Centre	Wi-Fi Project	<p>This project is to install Wi-Fi within the community centre.</p> <p>The application states that a number of user groups and community members have a requirement to increase their access to technology for use with their groups. Currently there are no Wi-Fi services provided within the centre which restricts their services. Access to Wi-Fi would increase the footfall and demands from members of the Community and Groups.</p> <p>The Management Committee feel that if they had Wi-Fi it would open so many more opportunities for local community and User Groups.</p> <p>Application states costings have been obtained via a quotation from the council's IT Service.</p>	3,000.00	WLC	<p>Recommendation: 3,000.00 – Support in principle pending conditions set out below are addressed.</p> <p><u>Condition:</u></p> <ul style="list-style-type: none"> - IT Services confirm the quotation amount and that they can deliver this project within the funding amount and timescales. - IT Services and/or the applicant then confirm with Planning as to whether listed building consent is required. - IT Services confirm that a Wi-Fi project at this location is not already planned. - IT Services confirm if asbestos survey is required. <p><u>Service Feedback</u></p> <p>Planning - Newyearfield Farm is Category B listed therefore depending on the specifics of the works, listed building consent may be required.</p> <p>Property - Worth checking with IT Services in case this already forms part of a Wi-Fi project. Building is pre-2000 so may need asbestos survey.</p>
TOTALS				£14,700.00		Total town allocation proposed: £11,700.00

Carmondean (allocation: £8,905)

Applica tion Code	Applicant (Group/Serv ice)	Project Name	Brief Description of project	Scale of Funding	Delivered By	Recommended funding amount and any initial conditions of funding
CAR22-01	Carmondean Community Art project	Underpass & Bus Shelter Art Project	Application was deemed as ineligible due to the applicant not having being a formalised group.	6,000.00	Applicant	Recommendation: 0
CAR22-02	Carmondean Community Art project	Livingston North Train Station Art Project	Application was deemed as ineligible due to the applicant not having being a formalised group.	4,000.00	Applicant	Recommendation: 0
CAR22-03	Carmondean and Deans Community Council (C&DCC)	Dechmont Law Park Paths Renovation	<p>The project aims to improve three paths within Dechmont Law:</p> <ul style="list-style-type: none"> - core path which runs east-west and is situated south of Woodlands Park and north of Beechwood Park (410m) - Link to Woodland Trust area (40m) - Link to Deans secondary school <p>Costings are based on £26 a metre which, along with specifications, have been provided via a council Ranger. Total length is 650 metres.</p>	8,905.00	WLC	<p>Recommendation: 8,905.00 in principle pending clarification the project can be delivered within the conditions below.</p> <p><u>Condition:</u></p> <ul style="list-style-type: none"> - Given the amount recommended is not what the group requires overall (including both allocations from Deans and Carmondean), C&DCC need to confirm they are happy for the project to proceed with a smaller budget AND agree with council services about the project can then be implemented in a way that meets the smaller budget. <p><u>Service Feedback</u> NETs have indicated they are supportive of this project and can deliver it on the group's behalf.</p>
TOTALS				£18,905.00		Total town allocation proposed: £8,905.00

Deans (allocation: £7,293)

Applica tion Code	Applicant (Group/Serv ice)	Project Name	Brief Description of project	Scale of Funding	Delivered By	Recommended funding amount and any initial conditions of funding
DEA22-01	Livingston Station Community Centre	Wi-Fi Project	<p>This project is to install Wi-Fi within the community centre.</p> <p>The application states that since the opening of the centre in 2011 the use of technology has vastly increased and the computer suite is now insufficient. Community members, user groups and facilitators are constantly asking for Wi-Fi to enable them to run their groups effectively.</p> <p>The Management Committee feel that if the installation of Wi-Fi would be of great benefit to all their user groups and expand opportunities for the local community.</p> <p>Application states costings have been obtained via a quotation from the council's IT Service.</p>	6,000.00	WLC	<p>Recommendation: 6,000.00 in principle pending clarification on the points below.</p> <p><u>Conditions of funding:</u></p> <ul style="list-style-type: none"> - IT Services confirm the quotation amount and that they can deliver this project within the funding amount and timescales. - IT Services confirm that a Wi-Fi project at this location is not already planned. - IT Services confirm if asbestos survey is required. <p><u>Service Feedback:</u></p> <p>Property - Worth checking with IT Services in case this already forms part of a Wi-Fi project. Building is post 2000 so may not need asbestos survey.</p>
DEA22-02	West Lothian Litter Pickers (supported by WLC NETs, Land and Countryside Service)	Community Litter Picking Equipment	<p>WLLP is seeking funding is for the purchase of litter picking equipment, anti-littering signage and wildflower seeds and plants.</p> <p>Equipment purchased would include litter pickers, bag hoops, hi viz vests and safety glasses.</p>	5,000.00	WLC	<p>Recommendation: 0</p> <p><u>Service Feedback</u></p> <p>NETS are supportive of this and have advised that the project procurement could be delivered 'in-house'.</p>

Applica tion Code	Applicant (Group/Serv ice)	Project Name	Brief Description of project	Scale of Funding	Delivered By	Recommended funding amount and any initial conditions of funding
			<p>This equipment would be distributed to new and existing group members in the Deans and Knightsridge areas of Livingston North.</p> <p>Signage would be installed in strategic locations where it is likely to have the most impact and which have been identified as problem areas.</p>			
DEA22-03	Carmondean and Deans Community Council (C&DCC)	Dechmont Law Park Paths Renovation	As per CAR22-03	7,293.00	WLC	<p>Recommendation: 1,293.00 in principle.</p> <p>Condition and Service Feedback as per CAR22-03.</p>
TOTALS				£18,293.00		Total town allocation proposed: £7,293.00

Knightsridge (allocation: £6,796)

Applica tion Code	Applicant (Group/Serv ice)	Project Name	Brief Description of project	Scale of Funding	Delivered By	Recommended funding amount and any initial conditions of funding
KNI22-01	Mosswood Community Centre	Wi-Fi Project	<p>This project is to install Wi-Fi within the community centre.</p> <p>The application states that over the last few years, since the change of the Management Committee, we have been working to upgrade the centre and increase the use by local residents and increase community involvement. With the modernisation and greater footfall from the Community shop, User Groups and Facilitators are asking for WiFi.</p> <p>The Management Committee feel that if we had Wi-Fi it would open up so many more opportunities for our local Community and reduce digital poverty.</p> <p>Application states costings have been obtained via a quotation from the council's IT Service.</p>	4,500.00	WLC	<p>Recommendation: 4,500.00</p> <p><u>Condition:</u></p> <ul style="list-style-type: none"> - IT Services confirm the quotation amount and that they can deliver this project within the funding amount and timescales. - IT Services confirm that a Wi-Fi project at this location is not already planned. - IT Services confirm if asbestos survey is required. <p><u>Service Feedback</u></p> <p>Property - Worth checking with IT Services in case this already forms part of a Wi-Fi project. Building is pre-2000 so may need asbestos survey.</p>
KNI22-02	West Lothian Litter Pickers (supported by WLC NETs, Land	Community Litter Picking Equipment	WLLP is seeking funding is for the purchase of litter picking equipment, anti-littering signage and wildflower seeds and plants.	5,000.00	WLC	<p>Recommendation: £2,296.00 in principle pending clarification the project can be delivered within the conditions below.</p> <p><u>Conditions</u></p>

Applica tion Code	Applicant (Group/Serv ice)	Project Name	Brief Description of project	Scale of Funding	Delivered By	Recommended funding amount and any initial conditions of funding
	and Countryside Service)		<p>Equipment purchased would include litter pickers, bag hoops, hi viz vests and safety glasses. This equipment would be distributed to new and existing group members in the Deans and Knightsridge areas of Livingston North.</p> <p>Signage would be installed in strategic locations where it is likely to have the most impact and which have been identified as problem areas.</p>			<ul style="list-style-type: none"> - WLLP are happy to receive part funding and utilise this without necessarily waiting to seek further match funding. - WLLP work with the Knightsridge Litter Pickers group to plan and carry out activity locally. - That the above organisations look to work in partnership with other organisations in Knightsridge such as the community council, Mosswood Community Centre and the Vennie, - ensure that equipment is provided only to residents within Knightsridge and equipment is primarily used to the benefit of the area. <p><u>Service Feedback</u> NETS are supportive of this and have advised that the project procurement could be delivered 'in-house'.</p>
TOTALS				£9,500.00		Total town allocation proposed: £7,000.00

Livingston Village / Kirkton (allocation: £3,312)

Applica tion Code	Applicant (Group/Serv ice)	Project Name	Brief Description of project	Scale of Funding	Delivered By	Recommended funding amount and any initial conditions of funding
LIV22-01N	Livingston Village Community Council (LVCC)	1. Historic/conservation Village Information 2. Park enhancement and litter reduction	<p>1. To help signpost points and buildings of interest around the Village it is the CC's stated intention to apply for cast iron signage with some of the facts about the buildings fixed to the location, with the owner's permission. They seek to submit drawings through planning in accordance with their instructions.</p> <p>2. On the Kirkton side of the Village to the South of the River Almond, LVCC feel there is a need for an additional bin to the south most section of the bridge. Also, the recently developed park would also benefit from further seating toward the west most side of the park, we intend to site these with permission from the department responsible for park maintenance as suggested in their consultation.</p> <p>It should be noted that the overall costs for the project are £5,023.70. The Community Council has also applied for £1,783 from the allocation</p>	3,312.00	Applicant	<p>Recommendation: £3,312.00</p> <p><u>Conditions:</u></p> <ul style="list-style-type: none"> - LVCC continues to engage with the council's Museums Officer on the development of the first element of the project, in particular, consulting them on the final designs. - LVCC submits drawings to the council's Planning Service for them to determine whether listed building consent is required. - LVCC consults Open Spaces colleagues on the steel benches and litter bins prior to purchase. <p><u>Service Feedback:</u></p> <p>NETS - Happy for CC to deliver the second element of the project.</p> <p>Planning - Installation of plaques may require listed building consent if being fixed to listed buildings.</p>

Applica tion Code	Applicant (Group/Serv ice)	Project Name	Brief Description of project	Scale of Funding	Delivered By	Recommended funding amount and any initial conditions of funding
			Livingston Village has within the Livingston South ward.			
TOTALS				£3,312.00		Total town allocation proposed: £3,312.00

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	Carmondean Community Art project
Contact Person and Position	
Address	
Telephone Number	
Email Address	
Type of organisation (public sector, private sector, voluntary organisation, charity, SCIO, etc) If charity then please include charity number:	Voluntary Organisation
What are the main activities of your organisation? (please answer in no more than 100 words)	Supporting community development projects across the Carmondean Area

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

2. Project Details

Council Ward	Livingston North Ward
Project Title	Underpass and Bus Shelter Art project
Project Location	Underpass between Carmondean health Centre and Ability centre, and two bus shelters on Carmondean Road, and two bus shelters opposite Arnold Clark Carmondean. Livingston North Train Station
Project Start Date	March 2022
Project End Date	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?

Yes: This has been recently discussed and is a continuation of the successful Carmondean Art project from 2020-2021

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.

Livingston North is an area of rich heritage and diverse population. With some of the oldest and newest residential and business areas in Livingston, and West Lothian, it is also an area of different geographical topographies as well – with built up urban areas to wide open fields. Sadly it also has some of worst social deprivation in the locality.

The Carmondean Art Project Team has taken onboard ideas and suggestions from the local community as to what the local community requires.

We know that local targeted projects can and do provide a massive impact to the local and even wider community, reducing crime, improving physical and mental wellbeing. The local installation of artworks in the Underpasses of Carmondean is a demonstration of how local targeted works can have a positive impact.

The previous art works across Carmondean's Underpass's and Bus Shelters has and still generates an

enormous amount of positivity and well being. Local residents are now keen to have the last underpass and bus shelters completed to give the area and bright and welcoming feel.

Some local comments have included statements such as ‘the underpass’s have allowed me to feel safer when walking around the area’, ‘looks great, really cheerful, ‘makes the area feel safer’. Local and National papers have ran features on the previous project with the project attracting interest locally, nationally and internationally.

The aim of the project is to complete the final underpass between the Health Centre and Ability centre (also local library) fully connecting the art together, and completing bus shelter art if the last four bus shelters in the area, again connecting the transport infrastructure to the local community.

This project (as with the previous) will link with and involve many community groups – church groups, local schools and nurseries, youth groups enabling people of all ages, abilities, ethnicity and background to generate a long lasting art for the benefit of the community.

Evidence of Need

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

The Carmondean Art Project, Carmondean Community 2018-2021 and Growing Up in Livingston Facebook pages contain thousands of comments on the benefits of the project and the need to complete the area.

The artist who completed the initial project also gathered many comments on the need for the art.

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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).

Artwork celebrating the local area to Underpass between health centre and Ability Centre

Art work celebrating the local area to Bus Shelters on Carmondean Road and opposite Arnold Clark

Some of the outcomes seen already have been: decreased vandalism in the areas with artwork, increased positivity regarding the local area, local investment and increased interest in the area.

Some of less tangible outcomes: increased benefits to mental health and increased physical activity by giving the local community safe, clean and artistic Underpasses and Bus Shelters.

Partners involved

(other local organisations you are working with)

Other groups that will be involved with the project: the local primary and Secondary Schools (with attached nurseries), local community including –such as Scouts, Girl Guides, Church Groups, local art group, West Lothian Council

3. Project Costs

Total Project Cost	£6000
Amount of Funding being requested from West Lothian Town Centre Capital Fund 2022-23	£6000

Expenditure Item	Total Cost	WLTCCF Cost
Underpass – Health Centre / Ability Centre		£2000
4 X Bus Shelters		£2000
Materials / Workshops / artist retaining fee		£2000

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).

Yes: A Specific bank account will be set for project and be managed by a treasurer with experience in the previous project

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

Privacy Notice

West Lothian Town Centre Capital Fund 2022/23

Information held about you

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

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- To contact you for feedback regarding the quality of services provided to you.

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How long do we keep your records?

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Name	<div style="background-color: black; width: 100px; height: 1.2em;"></div>
Position	
Organisation	Carmondean Art Project
Date	

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PLACE BASED INVESTMENT PROGRAMME (PBIP) 2022-23

WEST LoTHIAN – TOWN CENTRE CAPITAL FUND

APPLICATION FORM

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1. Applicant Organisation

Organisation Name	Carmondean Community Art project
Contact Person and Position	
Address	
Telephone Number	
Email Address	
Type of organisation (public sector, private sector, voluntary organisation, charity, SCIO, etc) If charity then please include charity number:	Voluntary Organisation
What are the main activities of your organisation? (please answer in no more than 100 words)	Supporting community development projects across the Carmondean Area

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

2. Project Details

Council Ward	Livingston North Ward
Project Title	Livingston North Train Station Art project
Project Location	Livingston North Train Station
Project Start Date	March 2022
Project End Date	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?

Yes: This has been recently discussed and is a continuation of the successful Carmondean Art project from 2020-2021

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.

Livingston North is an area of rich heritage and diverse population. With some of the oldest and newest residential and business areas in Livingston, and West Lothian, it is also an area of different geographical topographies as well – with built up urban areas to wide open fields. Sadly it also has some of worst social deprivation in the locality.

The Carmondean Art Project Team has taken onboard ideas and suggestions from the local community as to what the local community requires.

We know that local targeted projects can and do provide a massive impact to the local and even wider community, reducing crime, improving physical and mental wellbeing. The local installation of artworks in the Underpasses of Carmondean is a demonstration of how local targeted works can have a positive impact.

The previous art works across Carmondean's Underpass's and Bus Shelters has and still generates an enormous amount of positivity and well being. Local residents are now keen to have the last underpass and bus shelters completed to give the area and bright and welcoming feel.

Some local comments have included statements such as ‘the underpass’s have allowed me to feel safer when walking around the area’, ‘looks great, really cheerful, ‘makes the area feel safer’.

Local and National papers have ran features on the previous project with the project attracting interest locally, nationally and internationally.

The aim of this project is the develop the public face of Carmondean and by inference Livingston by creating an art work, whether mural or free standing artwork at Livingston North Train Station. This would be art celebrating the local area, its rich history and culture.

By improving the ‘public’ face of the train station it will improve the local area (previous art works have improved health and well being, brightened the area, decreased vandalism and anti social behaviours) and will also act as a gateway for business and increase local visitors to the area.

The aim is that the art works could be linked to local walks, to the Almond Valley Heritage Centre and used to increase the amount of people travelling by rail (with benefits to health through encouraging walking and decreasing car use – in line with Scottish Government overall aims) , as they will have a nice train station to use.

This project will be inclusive as the station serves all people of the community.

Evidence of Need

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

The Carmondean Art Project, Carmondean Community 2018-2021 and Growing Up in Livingston Facebook pages contain thousands of comments on the benefits of the project and the need to complete the area.

The artist who completed the initial project also gathered many comments on the need for the art.

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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).

Artwork celebrating the areas rich cultural and historical heritage.

Some of the outcomes seen already have been: decreased vandalism in the areas with artwork, increased positivity regarding the local area, local investment and increased interest in the area.

Some of less tangible outcomes: increased benefits to mental health and increased physical activity by giving the local community safe, clean and artistic Underpasses and Bus Shelters.

By having a decorated and welcoming Train Station this will hopefully encourage more people to utilise the public transport system – thus improving health and well being (reduced car usage) and works in line with Scottish Government aims in reducing car use and encouraging increased public transport utilisation.

It is also hoped that with the increased awareness of the area, local business will see increased footfall and revenue and the area will be more attractive to business.

Partners involved

(other local organisations you are working with)

Other groups that will be involved with the project: the local primary and Secondary Schools (with attached nurseries), local community including –such as Scouts, Girl Guides, Church Groups, local art group, West Lothian Council

3. Project Costs

Total Project Cost	£4000
Amount of Funding being requested from West Lothian Town Centre Capital Fund 2022-23	£4000

Expenditure Item	Total Cost	WLTCCF Cost
Train Station Art		£2000
Environmental improvements to car park at Livingston North		£1000
Materials / Workshops / including artist retaining fee		£1000

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?

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

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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).

Yes: A Specific bank account will be set for project and be managed by a treasurer with experience in the previous project

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

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X	Contact you to pass on information that may be relevant to you.
X	Contact you for feedback on quality of services provided to you.
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Position	
Organisation	Carmondean Art Project
Date	

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PLACE BASED INVESTMENT PROGRAMME (PBIP) 2022-23
WEST LoTHIAN – TOWN CENTRE CAPITAL FUND
APPLICATION FORM

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1. Applicant Organisation

Organisation Name	Carmondean and Deans Community Council (C&DCC)
Contact Person and Position	██████████ acting Chair, C&DCC
Address	██████████ ██████████ ██████████
Telephone Number	██████████
Email Address	████████████████████
Type of organisation (public sector, private sector, voluntary organisation, charity, SCIO, etc) If charity then please include charity number:	Public sector (community council)

What are the main activities of your organisation? (please answer in no more than 100 words)	Representing the views of the local community to the local authority and other public sector bodies on relevant matters.
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Do you have an equal opportunities policy or statement? If yes please provide a copy	Yes (all CCs have this in model constitution)
Does your organisation take account of equality issues around age, disability, gender, race, religion or belief?	Yes

2. Project Details

Council Ward	Livingston North
Project Title	Dechmont Law Park Paths Renovation
Project Location	Dechmont Law Park
Project Start Date	Summer 2022
Project End Date	Autumn 2022

Pre-Application Discussion Have you made any pre-application enquiries or discussed your proposal with Council officers? We strongly encourage you to liaise with relevant officer(s) as outlined in the accompanying guidance. What was the basis and outcome of any discussion?
Yes. We met on site with Tracey Smith of the WLC Park Ranger Service to show her and to discuss with her our proposal and gain her expert input. We believe Ms Smith considered our proposal to be feasible and consistent with her organisation's high level objectives. Ms Smith subsequently provided an outline project description and budget.

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.

Dechmont Law is the highest point in Livingston. It is believed to be the site of a stone-age fort. The surrounding park (owned and managed by WLC) and adjacent woodland (managed by The Woodlands Trust) is a fantastic greenspace for both people and wildlife. The park is served by a network of pedestrian paths providing circular walking routes of varying lengths and terrains.

One of the main paths through the park from the Deans side to the Carmondean side has eroded over time. What was a relatively smooth, two metre-wide gravel path twenty years ago is now an uneven, stony trail only about 30 cm wide. In places it is muddy in wet weather. The path is no longer suitable for use by those of our community with restricted mobility.

The aim is to renovate as much of the path as the allocation of the town centre improvement fund to Deans (£7,293) and Carmondean (£8,905) (in combination approx £16,198) will allow. The outcome will be improved access for all and improved usability of this popular park.

The paths we propose to renovate link Deans and Carmondean and are the most important paths for access to the park from the local residential areas.

The park is very well used by the local communities of Deans and Carmondean as well as the wider population of Livingston. Some of the paths have eroded over the last 25 years. Work is necessary to bring them back up to a good standard. Woodlands Trust has recently upgraded some paths on its land.

Improving the paths we have identified will provide a good surface, whether it be for walking, cycling or for those who may rely on mobility aids.

The core path section is 410 metres
Link to woodland trust 40 metres
Section from Deans CHS 200 metres

Ms Smith estimates a cost of £26 a metre for contractor and stone provided via council procurement.

The estimated total cost for all 650 metres is £16,900

We propose to upgrade the core path and, depending on contractor costs, we will look to upgrade or repair as much of the other path as we can.

There is a growing need to improve the path network so that all members of the community can access and benefit from the park, especially in wet weather. Without external funding these paths will continue their slow decline, becoming wetter and more overgrown.

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.

Three members of the community council visited the site and agreed the path needed to be improved. We sent photographs and a detailed map to Scott McKillop of WLC [provided below]. We subsequently visited the site with Ms Smith of WLC's Park Ranger Service. We expect to receive letters of support from key stakeholders in the park in the

next few days. We have provided photographs of parts of the paths showing their poor condition.

By improving the accessibility for people to walk and cycle in the park we are supporting the mental health and wellbeing of the local community. The pandemic showed how important this is to us all. There is an abundance of evidence showing the correlation between a person's mental health and their access to open space and physical activity. With this in mind, reducing barriers to people accessing open space and physical activity will be a huge benefit for the local community. Encouraging more use of the park paths and surrounding natural open space will attract even more visitors to the area and potentially support the economic case for further improvements to the park.





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 outcome will be improved accessibility for all to this popular park, and prevention of further deterioration of the selected paths.

By providing a wide, well surfaced path the community will be able to access this path and wider area for recreational or educational reasons. The park is also used for occasional Scottish Athletics cross-country events and for orienteering events. The project will help maintain the park's attractiveness as a venue for these events.

The health benefits of immersing ourselves in outdoor green spaces are widely recognised. Living in areas with grass and trees has been linked to lower risk of various health conditions such as high blood pressure and cardiovascular disease as well as our mental health and wellbeing. This is particularly important at this time due to the impact COVID-19. Access to these areas need to be welcoming, well maintained and accessible to all.

Widening the existing path and providing a surface for all users will create a safer and more pleasant environment for the local community to enjoy.

Town Centre Living – A well maintained path network will have more people using the area. A higher footfall will also increase natural surveillance and public ownership, thus deterring anti-social behaviour that may be associated with a degrading amenities.

Enterprising Communities – A well maintained path network encourages community activity and can create a greater sense of ownership. It offers opportunities for activities and connectivity between communities, all of which help increase the health and wellbeing of local communities. For example, several local dog-walking businesses will be able to use the improved path.

Proactive Planning – Having access to a free, high-quality green network is not only more sustainable and lowers carbon output (as opposed to travelling), it also helps connect people and places which in turn promote natural and cultural assets.

Partners involved (other local organisations you are working with)	West Lothian Council
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3. Project Costs

Total Project Cost	£16,198
Amount of Funding being requested from West Lothian Town Centre Capital Fund 2022-23	£16,198 Deans (£7,293) and Carmondean (£8,905)

Expenditure Item	Total Cost	WLTCCF Cost
Path renovation	£16,198	£16,198

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?

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Project Management

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

Maintenance and Insurance

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

Monitoring and Finance

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

We anticipate the project will be adopted by WLC who will then be responsible for project management and legal requirements.

Supporting Documentation Check List	Please Indicate (x)
Constitution or Articles and Memorandum	x
Committee Members or Directors List	x
Bank Statements - Dated within the last 3 months	x
Annual Accounts	not available as the CC is less than one year old

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West Lothian Town Centre Capital Fund 2022/23

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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.

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<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	Acting Chair
Organisation	Carmondean and Deans Community Council
Date	22/4/22

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

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

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	Livingston Station Community Centre Management Committee
Contact Person and Position	<div style="background-color: black; width: 150px; height: 1.2em; margin-bottom: 2px;"></div> Treasurer
Address	<div style="background-color: black; width: 200px; height: 40px;"></div>
Telephone Number	<div style="background-color: black; width: 100px; height: 1.2em;"></div>
Email Address	<div style="background-color: black; width: 350px; height: 1.2em;"></div>
Type of organisation (public sector, private sector, voluntary organisation, charity, SCIO, etc) If charity then please include charity number:	Voluntary Organisation Scottish Charity Number SCO20188
What are the main activities of your organisation? (please answer in no more than 100 words)	To advance education and to provide or assist in the provision of facilities for recreation or other leisure time occupation, where such provision or assistance in provision: Is in the interests of Social Welfare and is made with the object of improving the conditions of life of the members of the Community in the area of benefit. And for those purposes to association with West Lothian Council, voluntary organisation and inhabitants in the are of benefit.

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

2. Project Details

Council Ward	Livingston North
Project Title	Wi-Fi Project
Project Location	Livingston Station Community Centre, 4 Main Street, Deans, Livingston EH54 8BE
Project Start Date	October 2022
Project End Date	March 2023

Pre-Application Discussion

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

The Secretary of the Management Committee has made the Livingston North Regeneration Officer aware of applying for this fund.

The Management Committee has also spoken to the Service Support Officer who will help obtain a quotation for this project.

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.

Livingston Station Community Centre is central to the Community of Livingston North and is open 7 days a week.

The building consists of a Large Hall, Small Hall, 2 Meeting Rooms, Playgroup Room, Youth Room and a Computer Suite with 8 Public Access Computers. It serves a wide range of users such as Playgroup, Parent and Toddler Group, Rainbows, Brownies, Guides, Beavers, Scouts, Art Club, Dance Groups etc, there is a much-varied programme in the building and it is well occupied. There is a particular emphasis on West Lothian Council CLD Youth Work groups who have at least 10 bookings a week in the building.

Since the opening of the Community Centre in November 2011 the use of technology has vastly increased and the Computer Suite facility is now insufficient. Community members, User groups and Facilitators are constantly asking for Wi-Fi to enable them to run their groups effectively.

The Management Committee believe that the installation of Wi Fi would be of great benefit to all their user groups and expand opportunities for our local community.

Evidence of Need

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

The Management Committee have consulted with user groups who while praising the physical aspects of the Community Centre feel that the lack of access to Wi Fi is an increasing shortcoming.

To function effectively in today's society, especially after the events of the past 2 years, access to reliable internet is essential.

Livingston Station Community Centre would like to create anytime, anywhere learning throughout our building creating equitable learning opportunities for all so that users without Smart phones or who have data limits are not further disadvantaged in today's society.

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 installation of Wi Fi would encompass the following themes of the Town Centre Action Plan

- **Enterprising communities** – social enterprise, services, arts and events; and community empowerment and community based activities which increase the health, wealth and wellbeing of town centres
- **Digital towns** – exploiting digital technology and promoting Wi Fi infrastructure to enable access to information.

Partners involved

(other local organisations you are working with)

All the User Groups that access the Community Centre and Local Residents.

3. Project Costs

Total Project Cost	£6,000
Amount of Funding being requested from West Lothian Town Centre Capital Fund 2022-23	£6,000

Expenditure Item	Total Cost	WLTCCF Cost
Installation of Wi-Fi	£6,000	£6,000

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

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

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

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).

West Lothian Council IT department will install the Wi-Fi.

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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Who is responsible for my information?

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<https://intranet.westlothian.gov.uk/article/36236/General-Data-Protection-Regulation-GDPR>

Declaration	
We wish to apply to the West Lothian Town Centre Capital Fund 2022/23. The above is an accurate outline of the proposed project. We have read and understood the guidance notes for applicants and agree to the conditions therein. We understand that the grant may be modified or withdrawn, if all the conditions are not adhered to. We are willing to co-operate in the monitoring of the grant scheme and to meet with their representatives if required to do so. We will acknowledge the support of the Fund in any related PR activities.	
I consent to West Lothian Council processing my personal data for the purposes of:	
<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	[REDACTED]
Position	Treasurer
Organisation	Livingston Station Community Centre Management Committee
Date	23/3/22

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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	West Lothian Litter Pickers (supported by WLC NETs, Land and Countryside Service)
Contact Person and Position	Lynn Yuill – Strategy Officer
Address	Whitehill Service Centre, Bathgate
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
What are the main activities of your organisation? (please answer in no more than 100 words)	<p>West Lothian Litter Pickers (WLLP) organise and carry out group litter picks throughout West Lothian. They have a facebook following of over 3000, many of these members also complete individual litter picks regularly in their own areas. Bagged litter is then collected by WLC Cleaner Communities as per the Service Level Agreement in place between WLLP and WLC.</p> <p>WLLP was formed in March 2019 and its membership has grown steadily during the last 3 years. More recently the group has branched out into engagement - litter picks with schools providing informal education regarding the impact of litter on our environment.</p>

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

2. Project Details

Council Ward	Livingston North
Project Title	Community Litter Picking Equipment
Project Location	Knightsridge and Deans
Project Start Date	01/07/22
Project End Date	31/03/23

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?

Application discussed with Scott McKillop and Lesley Keirnan. The costs proposed were deemed eligible and we were advised to contact community groups local to the areas and involve them in the delivery of the project.

The erection of signage by WLLP has previously been discussed with the NETs, Land and Countryside Manager.

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.

WLLP is seeking funding is for the purchase of litter picking equipment, anti-littering signage and wildflower seeds and plants.

Equipment purchased would include litter pickers, bag hoops, hi viz vests and safety glasses. This equipment would be distributed to new and existing group members in the Deans and Knightsridge areas of Livingston North.

Signage would be installed in strategic locations where it is likely to have the most impact and which have been identified as problem areas. In Knightsridge this would include The Vennie and surrounding park, routes to and from Knightsridge Primary School and the paths through the woodland to the North of Knightsridge Road East. In Deans this would include routes to and from the three primary schools and Deans Community High School as well as along the Nell Burn Path.

Deans and Knightsridge have been identified as being of particular need for support with litter clearance and community engagement. Both areas have benefitted from WLLP group litter picks in the past and members local to the areas, including the subgroup 'WLLP Knightsridge' tell us of the continued need for support and education to tackle problem areas.

This approach fits well with the Scottish Government's and WLC's forthcoming Litter and Flytipping Strategies which move the emphasis from simply clearing the litter from streets and parks to attempting to stop it from occurring in the first place through prevention campaigns, education and engagement. By working with existing community groups, the anti-litter message becomes more relevant and consistent and therefore more effective.

The purchase of wildflower seeds is also proposed to provide a post-litter pick activity with community groups. Once the area has been cleared of litter groups can choose areas to plant wildflower seeds in the hope that this will encourage locals to keep the area tidy, create a focal point and something for participants and others to be proud of.

The project can be started immediately on receipt of funding with lead times for the purchase of equipment and signage being approximately 2 – 3 weeks after an order is placed. Community participation in the sowing of wildflower seeds will be in either Autumn 2022 or Spring 2023 to coincide with the correct sowing seasons.

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.

WLLP members frequently post photos of their individual litter picks on the WLLP facebook page and Deans and Knightsridge are frequently identified as being the most problematic areas in Livingston North. A number of group picks have been carried out in these areas since the group was formed in 2019 and the formation of the WLLP Knightsridge subgroup shows a need in the area but also the support and enthusiasm of the local population.

A letter of support from the WLC Cleaner Communities Manager is included with this application.

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).

Disadvantaged Communities

- Knightsridge and Deans both contain areas among the most deprived 10% of the population on the Scottish Index of Multiple Deprivation. This project will deliver social and physical regeneration outcomes.
- Firstly, with the continued clearance of litter facilitated by the purchase of equipment to be used exclusively in these areas by members of the local community. Studies by the Scottish Government have shown that the presence of litter affects the way people feel about the area they live and can also have a negative impact on house prices, economic investment and the crime rate.
- Secondly, working with groups from each area, such as the Vennie Youth Club can help build trust with the community and provide a platform to deliver anti-littering messages which the signage will reinforce. Planting wildflowers will act as a living reminder of the effort made by the community and provide a focal point to be proud of.

Strategic Value

- Continuous clearance of litter and refreshing areas with planting will revitalise Deans and Knightsridge giving residents a sense of pride in their area. Areas targeted for litter picks will be led by community knowledge and local groups will choose wildflower planting areas, insuring that local residents are very much involved and have a sense of ownership in the project.
- Cleaner towns attract more visitors and investment making them vibrant and welcoming places to live and work and keeping towns clean will make a positive contribution to other applications and proposals such as Livingston's recent city status bid.

Net Zero Emissions

- Incorrectly disposed of rubbish is a cause of unnecessary emissions. Litter left to rot releases greenhouse gases into the atmosphere, but collected litter is often items which could have been recycled meaning that valuable resources are lost as is the opportunity to reduce emissions further.
- Engaging with local communities and providing litter education will lead to a reduction of street litter but also an increase in potential litter being disposed of in the correct manner, more recycled materials and therefore less demand for the production of new materials, all reducing overall emissions. Wildflower planting will also provide a small amount of carbon capture.

Partners involved (other local organisations you are working with)	West Lothian Council – NETs, Land and Countryside Service WLLP Knightsridge The Vennie Youth Project
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3. Project Costs

Total Project Cost	Deans - £5000 Knightsridge - £5000
Amount of Funding being requested from West Lothian Town Centre Capital Fund 2022-23	Deans - £5000 Knightsridge - £5000

Expenditure Item	Total Cost	WLTCF Cost
<u>DEANS</u>		
Litter Pick x 50	£1400	£1400
Bag hoop x 50	£780	£780
Hi-viz vest x 50	£320	£320
Safety glasses x 50	£117.50	£117.50
Aluminium composite anti-littering signs (500mm x 500mm) x 30	£1500	£1500
Wildflower seeds and plugs	£882.50	£882.50
<u>TOTAL</u>	<u>£5000</u>	<u>£5000</u>
<u>KNIGHTSRIDGE</u>		
Litter Pick x 50	£1400	£1400
Bag Hoop x 50	£780	£780
Hi-viz vest x 50	£320	£320
Safety glasses x 50	£117.50	£117.50
Aluminium composite anti-littering signs (500mm x 500mm) x 30	£1500	£1500
Wildflower seeds and plugs	£882.50	£882.50
<u>TOTAL</u>	<u>£5000</u>	<u>£5000</u>

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

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

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

Project Management and Legal Requirements

Does the project comply with relevant statutory legislation?

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

Project Management

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

Maintenance and Insurance

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

Monitoring and Finance

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

No relevant statutory legislation has been identified relating to the delivery of this project.

Project Management

The project will be managed and administered by West Lothian Litter Pickers. Procurement and implementation will be carried out by WLLP. WLLP have public liability insurance in place and any community groups choosing to work with WLLP in this project should also have their own public liability insurance. West Lothian Council NETs, Land and Countryside Service will provide support with the project when required as per the Service Level Agreement in place.

Maintenance and Insurance

Ongoing maintenance of signage and wildflowers will be carried out by WLLP.

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?

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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

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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	Lynn Yuill
Position	Strategy Officer
Organisation	West Lothian Council
Date	21/04/22

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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	Carmondean and Deans Community Council (C&DCC)
Contact Person and Position	[REDACTED] acting Chair, C&DCC
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:	Public sector (community council)

What are the main activities of your organisation? (please answer in no more than 100 words)	Representing the views of the local community to the local authority and other public sector bodies on relevant matters.
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Do you have an equal opportunities policy or statement? If yes please provide a copy	Yes (all CCs have this in model constitution)
Does your organisation take account of equality issues around age, disability, gender, race, religion or belief?	Yes

2. Project Details

Council Ward	Livingston North
Project Title	Dechmont Law Park Paths Renovation
Project Location	Dechmont Law Park
Project Start Date	Summer 2022
Project End Date	Autumn 2022

Pre-Application Discussion Have you made any pre-application enquiries or discussed your proposal with Council officers? We strongly encourage you to liaise with relevant officer(s) as outlined in the accompanying guidance. What was the basis and outcome of any discussion?
Yes. We met on site with Tracey Smith of the WLC Park Ranger Service to show her and to discuss with her our proposal and gain her expert input. We believe Ms Smith considered our proposal to be feasible and consistent with her organisation's high level objectives. Ms Smith subsequently provided an outline project description and budget.

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.

Dechmont Law is the highest point in Livingston. It is believed to be the site of a stone-age fort. The surrounding park (owned and managed by WLC) and adjacent woodland (managed by The Woodlands Trust) is a fantastic greenspace for both people and wildlife. The park is served by a network of pedestrian paths providing circular walking routes of varying lengths and terrains.

One of the main paths through the park from the Deans side to the Carmondean side has eroded over time. What was a relatively smooth, two metre-wide gravel path twenty years ago is now an uneven, stony trail only about 30 cm wide. In places it is muddy in wet weather. The path is no longer suitable for use by those of our community with restricted mobility.

The aim is to renovate as much of the path as the allocation of the town centre improvement fund to Deans (£7,293) and Carmondean (£8,905) (in combination approx £16,198) will allow. The outcome will be improved access for all and improved usability of this popular park.

The paths we propose to renovate link Deans and Carmondean and are the most important paths for access to the park from the local residential areas.

The park is very well used by the local communities of Deans and Carmondean as well as the wider population of Livingston. Some of the paths have eroded over the last 25 years. Work is necessary to bring them back up to a good standard. Woodlands Trust has recently upgraded some paths on its land.

Improving the paths we have identified will provide a good surface, whether it be for walking, cycling or for those who may rely on mobility aids.

The core path section is 410 metres
Link to woodland trust 40 metres
Section from Deans CHS 200 metres

Ms Smith estimates a cost of £26 a metre for contractor and stone provided via council procurement.

The estimated total cost for all 650 metres is £16,900

We propose to upgrade the core path and, depending on contractor costs, we will look to upgrade or repair as much of the other path as we can.

There is a growing need to improve the path network so that all members of the community can access and benefit from the park, especially in wet weather. Without external funding these paths will continue their slow decline, becoming wetter and more overgrown.

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.

Three members of the community council visited the site and agreed the path needed to be improved. We sent photographs and a detailed map to Scott McKillop of WLC [provided below]. We subsequently visited the site with Ms Smith of WLC's Park Ranger Service. We expect to receive letters of support from key stakeholders in the park in the

next few days. We have provided photographs of parts of the paths showing their poor condition.

By improving the accessibility for people to walk and cycle in the park we are supporting the mental health and wellbeing of the local community. The pandemic showed how important this is to us all. There is an abundance of evidence showing the correlation between a person's mental health and their access to open space and physical activity. With this in mind, reducing barriers to people accessing open space and physical activity will be a huge benefit for the local community. Encouraging more use of the park paths and surrounding natural open space will attract even more visitors to the area and potentially support the economic case for further improvements to the park.





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 outcome will be improved accessibility for all to this popular park, and prevention of further deterioration of the selected paths.

By providing a wide, well surfaced path the community will be able to access this path and wider area for recreational or educational reasons. The park is also used for occasional Scottish Athletics cross-country events and for orienteering events. The project will help maintain the park's attractiveness as a venue for these events.

The health benefits of immersing ourselves in outdoor green spaces are widely recognised. Living in areas with grass and trees has been linked to lower risk of various health conditions such as high blood pressure and cardiovascular disease as well as our mental health and wellbeing. This is particularly important at this time due to the impact COVID-19. Access to these areas need to be welcoming, well maintained and accessible to all.

Widening the existing path and providing a surface for all users will create a safer and more pleasant environment for the local community to enjoy.

Town Centre Living – A well maintained path network will have more people using the area. A higher footfall will also increase natural surveillance and public ownership, thus deterring anti-social behaviour that may be associated with a degrading amenities.

Enterprising Communities – A well maintained path network encourages community activity and can create a greater sense of ownership. It offers opportunities for activities and connectivity between communities, all of which help increase the health and wellbeing of local communities. For example, several local dog-walking businesses will be able to use the improved path.

Proactive Planning – Having access to a free, high-quality green network is not only more sustainable and lowers carbon output (as opposed to travelling), it also helps connect people and places which in turn promote natural and cultural assets.

Partners involved (other local organisations you are working with)	West Lothian Council
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3. Project Costs

Total Project Cost	£16,198
Amount of Funding being requested from West Lothian Town Centre Capital Fund 2022-23	£16,198 Deans (£7,293) and Carmondean (£8,905)

Expenditure Item	Total Cost	WLTCCF Cost
Path renovation	£16,198	£16,198

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

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

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

Project Management and Legal Requirements

Does the project comply with relevant statutory legislation?

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

Project Management

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

Maintenance and Insurance

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

Monitoring and Finance

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

We anticipate the project will be adopted by WLC who will then be responsible for project management and legal requirements.

Supporting Documentation Check List	Please Indicate (x)
Constitution or Articles and Memorandum	x
Committee Members or Directors List	x
Bank Statements - Dated within the last 3 months	x
Annual Accounts	not available as the CC is less than one year old

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?

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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

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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	Acting Chair
Organisation	Carmondean and Deans Community Council
Date	22/4/22

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

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

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	Eliburn Community Council
Contact Person and Position	[REDACTED]
Address	[REDACTED]
Telephone Number	[REDACTED]
Email Address	[REDACTED]
Type of organisation (public sector, private sector, voluntary organisation, charity, SCIO, etc) If charity then please include charity number:	Community Council
What are the main activities of your organisation? (please answer in no more than 100 words)	The Community Council has been established to support our local community and to improve things for the residents in our area.

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	Livingston North
Project Title	Improved Disabled Access
Project Location	Hawk Brae
Project Start Date	TBC
Project End Date	TBC

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?

I had brief discussions with Scott McKillop

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.

Currently there are two disabled parking bays in front of the Indian Takeaway. These bays do not meet the British Standard. We are looking for these bays to be clearly marked with the Wheelchair Logo and widened to allow the standard 1.2M hatched area to permit access. Additionally, we are looking for the area in front of the bollards to have yellow hatching to deter parking. In addition to the Community Council support this project is endorsed by the Newyearfield Management Committee.

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.

Unfortunately, these bays are being ignored by able bodied drivers (or at least people not displaying a blue badge). Delivery drivers for the local restaurants park there all the time and we have evidence of people attending Newyearfield Community Education Centre being unable to park in an allotted bay. Additionally, we have photograph evidence of cars without badges parking in these spots.

Furthermore for a car park over 50 spaces there should be disabled parking provision for 3 cars + 3% which means that this car park with its 62 spaces should have 3 + 1.86 spaces so rounding up it should have 5 accessible parking bays. Although this application under the Town Centre Fund is only to improve the existing 2 and provide hatching in front of the bollards West Lothian Council should consider making the car park compliant when the equipment is on site by adding 2 new bays at the Co-op and 1 at the Dentist.

Project Outcomes

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

This project will allow people with disabilities to use the car park and be able to have sufficient room to allow a wheelchair user (either driver or passenger) sufficient room to safely manoeuvre in or out of their vehicle. The yellow hatching will deter drivers from blocking access for the busses that ferry disabled people from Enable to safely get in and out of the Community Centre.

Partners involved

(other local organisations you are working with)

Newyearfield Management Committee

3. Project Costs

Total Project Cost	£3000
Amount of Funding being requested from West Lothian Town Centre Capital Fund 2022-23	£3000

Expenditure Item	Total Cost	WLTCF Cost
Hire of equipment and crew	£1600	£1600
Paint	£1400	£1400

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

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

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

Project Management and Legal Requirements

Does the project comply with relevant statutory legislation?

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

Project Management

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

Maintenance and Insurance

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

Monitoring and Finance

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

We are anticipating that this project will be supplied and managed by West Lothian Council

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

Privacy Notice

West Lothian Town Centre Capital Fund 2022/23

Information held about you

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

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

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

Who is processing my data?

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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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Declaration	
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<input checked="" type="checkbox"/>	Application to the West Lothian Town Centre Capital Fund 2022/23 and the monitoring of the grant if awarded.
<input checked="" type="checkbox"/>	To provide you with updates on the progress of your application.
<input checked="" type="checkbox"/>	Contact you to pass on information that may be relevant to you.
<input checked="" type="checkbox"/>	Contact you for feedback on quality of services provided to you.
Name	██████████
Position	Chair
Organisation	Elburn Community Council
Date	2 nd 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

ELI22-02

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	Eliburn Community Council
Contact Person and Position	[REDACTED]
Address	[REDACTED]
Telephone Number	[REDACTED]
Email Address	[REDACTED]
Type of organisation (public sector, private sector, voluntary organisation, charity, SCIO, etc) If charity then please include charity number:	Community Council
What are the main activities of your organisation? (please answer in no more than 100 words)	The Community Council has been established to support our local community and to improve things for the residents in our area.

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	Livingston North
Project Title	Additional Footpath Lighting
Project Location	Fotpath between Queens Crescent and Deans North Road
Project Start Date	
Project End Date	

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?

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 footpath from Livingston North Railway Station to Deans North Road has been left in total darkness since energy 'efficient' lighting was introduced on the main road.

This is a short branch of path that links the main footpath south with the Eliburn Roundabout. The path is bordered on both sides by trees and when it is dark it presents a safety hazard for those using it.

Evidence of Need

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

We are trying to make things safer and having a main access route that is plunged into darkness goes against that goal.

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).

To have a footpath that allows Eliburn residents in Waverley Crescent and Martin Brae and beyond a safer route to access their homes.

Partners involved

(other local organisations you are working with)

None

3. Project Costs

Total Project Cost	£6000
Amount of Funding being requested from West Lothian Town Centre Capital Fund 2022-23	£6000

Expenditure Item	Total Cost	WLTCF Cost
The provision of 2 lighting columns	£6000	£6000

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

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

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

Project Management and Legal Requirements

Does the project comply with relevant statutory legislation?

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

Project Management

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

Maintenance and Insurance

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

Monitoring and Finance

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

We would anticipate that the work would be undertaken and manage by WLC

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

Privacy Notice

West Lothian Town Centre Capital Fund 2022/23

Information held about you

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<input checked="" type="checkbox"/>	Contact you to pass on information that may be relevant to you.
<input checked="" type="checkbox"/>	Contact you for feedback on quality of services provided to you.
Name	<div style="background-color: black; width: 100px; height: 1.2em;"></div>
Position	Chair
Organisation	Elburn Community Council
Date	2 nd April 2022

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PLACE BASED INVESTMENT PROGRAMME (PBIP) 2022-23

WEST LoTHIAN – TOWN CENTRE CAPITAL FUND

APPLICATION FORM

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1. Applicant Organisation

Organisation Name	Eliburn Community Council
Contact Person and Position	[REDACTED]
Address	[REDACTED]
Telephone Number	[REDACTED]
Email Address	[REDACTED]
Type of organisation (public sector, private sector, voluntary organisation, charity, SCIO, etc) If charity then please include charity number:	Community Council
What are the main activities of your organisation? (please answer in no more than 100 words)	The Community Council has been established to support our local community and to improve things for the residents in our area.

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	Livingston North
Project Title	Additional seating at Peel Park
Project Location	Peel Park
Project Start Date	TBA
Project End Date	TBA

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?

Provided a brief outline of this project with Scott McKillop

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 is a lack of seating to the west of Peel Park and adjacent to the play park the seating does not have backrests. We would like to install 2 benches, with backs at the Play Park to replace 2 of the 3 backless benches and relocate these to the west of the park. The need for additional seating was suggested from the community in comments relating to the Town Centre fund on the Community Council Facebook page.

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.

Request on our Facebook Page and the fact that the backless seating is uncomfortable for parents & guardians sitting when their charges are playing in the park

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).

More comfortable seating for the many people that use the play park.

Partners involved

(other local organisations you are working with)

Community request

3. Project Costs

Total Project Cost	£2700
Amount of Funding being requested from West Lothian Town Centre Capital Fund 2022-23	£2700

Expenditure Item	Total Cost	WLTCF Cost
2 new benches	£2000	£2000
Relocate 2 existing backless benches	£700	£700

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

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

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

Project Management and Legal Requirements

Does the project comply with relevant statutory legislation?

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

Project Management

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

Maintenance and Insurance

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

Monitoring and Finance

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

WE would anticipate that WLC would undertake this and manage this project.

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

Privacy Notice

West Lothian Town Centre Capital Fund 2022/23

Information held about you

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

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

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

Who is processing my data?

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

How will we use information we hold about you?

Your data will be used to:

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

Who will we share your information with?

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

How long do we keep your records?

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

Your rights

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

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

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

Further information

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

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

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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	Chair
Organisation	Elburn Community Council
Date	2 nd April 2022

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

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

PLACE BASED INVESTMENT PROGRAMME (PBIP) 2022-23

WEST LoTHIAN – TOWN CENTRE CAPITAL FUND

APPLICATION FORM

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

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

1. Applicant Organisation

Organisation Name	Newyearfield Farm Community Centre Management Committee	
Contact Person and Position	[REDACTED] Secretary	
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:	Voluntary organisation Scottish Charity Number SCO28162	
What are the main activities of your organisation? (please answer in no more than 100 words)	To advance education and to provide or assist in the provision of facilities for recreation or other leisure time occupation, where such provision or assistance in provision: Is in the interests of Social Welfare and is made with the object of improving the conditions of life of the members of the Community in the area of benefit. And for those purposes to associate with the West Lothian Council, voluntary organisation and inhabitants in the area of benefit.	
Do you have an equal opportunities policy or statement? If yes please provide a copy	Yes	
Does your organisation take account of equality issues around age, disability, gender, race, religion or belief?	Yes	

2 Project Details

Council Ward	Livingston North
Project Title	WiFi Project
Project Location	Newyearfield Farm Community Centre, Hawk Brae, Livingston EH54 6TW
Project Start Date	ASAP
Project End Date	March 2023

Pre-Application Discussion

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

The Management Committee have spoken with:

Scott McKillop, Regeneration Officer for Livingston North

██████████ Chair of Eliburn Community Council

Customer & Community Services Service Support Officer, who has responsibilities for Newyearfield Farm Community Centre and supports the Management Committee has obtained the costings for this application which is based on a quotation from West Lothian Council's IT Department.

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.

Newyearfield Farm Community Centre is in Ladywell West, it is a small building which consists of a main hall, kitchen and café area, toilets and small hall/nursery room that provides support/facilities for the local Community.

This building is available for hire by members of the public and user groups 7 days a week. The Community Centre is closed during normal West Lothian Council public holidays.

A number of user groups and community members have a requirement to increase their access to technology for use with their groups. Currently there are no WiFi services provided within the centre which restricts their services. Access to WiFi would increase the footfall and demands from members of the Community and Groups.

The Management Committee feel that if we had Wi-Fi it would open so many more opportunities for our local Community and User Groups.

Evidence of Need

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

The Management Committee consulted with key user groups who access the centre to find out their views on what would make our centre more accessible to them. The main issue identified was lack of Wi-Fi access.

Newyearfield Farm Community Centre would like to create anytime, anywhere learning throughout our building creating equal opportunities to learn. To enable us to do this more successfully we require access to Wi-Fi in our Community Centre.

As we are supporting other Community Centres who have access issues, we have West Lothian Council groups who use our centre, often on a block booking basis. We also have NHS Wellbeing groups and Surestart Parenting groups

In addition to the West Lothian Council groups that use the building we have a local Church who meet in our Centre and for them to reach a wider community of parishioners would benefit from the access to Wi-Fi.

Other groups that use the Community Centre are Girlguiding Rangers, Enable Scotland, Parent & Toddler Group, Cats Protection Society, a Memory Café and a Neurodiversity Family Support Group.

Other service users who use our centre either frequently or drop in occasionally, become more frustrated with us not being able to provide access to Wi-Fi especially when they are party hire bookings who require Wi-Fi to access their music.

Some of the young people who do not have access to internet/Wi-Fi at home can feel embarrassed amongst their peer groups and rely on access to Wi-Fi in their schools and Community Centres to be able to complete homework tasks.

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).

- **Enterprising Communities:** Our aim is to increase the footfall of the building and more engagement with residents and other services.
- **Digital Towns:** To be able to have digital technology and promote Wi-fi to enable access to information from the internet.

Partners involved

(other local organisations you are working with)

All user groups that use the Community Centre and local residents.

2. Project Costs

Total Project Cost	£3,000
Amount of Funding being requested from West Lothian Town Centre Capital Fund 2022-23	£3,000

Expenditure Item	Total Cost	WLTCF Cost
Installation of Wi-Fi	£3,000	£3,000

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

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

Funding Source (i.e. WLC, Lottery)	Approved and in place	Date to be confirmed
Continue pay the Annual costing for the Wi-Fi	YES	

Project Management and Legal Requirements

Does the project comply with relevant statutory legislation?

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

Project Management

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

Maintenance and Insurance

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

Monitoring and Finance

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

The project will be managed by West Lothian Council's IT Department.

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

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Declaration	
We wish to apply to the West Lothian Town Centre Capital Fund 2022/23. The above is an accurate outline of the proposed project. We have read and understood the guidance notes for applicants and agree to the conditions therein. We understand that the grant may be modified or withdrawn, if all the conditions are not adhered to. We are willing to co-operate in the monitoring of the grant scheme and to meet with their representatives if required to do so. We will acknowledge the support of the Fund in any related PR activities.	
I consent to West Lothian Council processing my personal data for the purposes of:	
<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	Secretary
Organisation	Newyearfield Farm Community Centre Management Committee
Date	5 th April 2022

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

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

PLACE BASED INVESTMENT PROGRAMME (PBIP) 2022-23

WEST LoTHIAN – TOWN CENTRE CAPITAL FUND

APPLICATION FORM

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

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

1. Applicant Organisation

Organisation Name	Mosswood Community Centre Management Committee
Contact Person and Position	[REDACTED] Secretary
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:	Voluntary Organisation Scottish Charity Number SCO27996
What are the main activities of your organisation? (please answer in no more than 100 words)	To advance education and to provide or assist in the provision of facilities for recreation or other leisure time occupation, where such provision or assistance in provision: Is in the interest of Social Welfare and is made with the object of improving the conditions of life of the members of the Community in the area of benefit. And for those purposes to association with West Lothian Council, voluntary organisations and inhabitants in the area of benefit.

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

2. Project Details

Council Ward	Livingston North
Project Title	Wi-Fi -Project
Project Location	Mosswood Community Centre, 85 Ferguson Way, Knightsridge, Livingston EH54 8JF
Project Start Date	ASAP
Project End Date	31st March 2023

Pre-Application Discussion

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

The Management Committee have spoken with:

Scott McKillop, Regeneration Officer for Livingston North

Knightsridge Community Council

Customer & Community Services Service Support Officer, who has responsibilities for Mosswood Community Centre and supports the Management Committee has obtained the costings for this application which is based on a quotation from West Lothian Council's IT Department.

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.

Over the last few years, since the change of the Management Committee, we have been working to upgrade the centre and increase the use by local residents and increase community involvement.

The Centre consists of a Main hall, Crèche and café area, which do not have any access to computers. The Youth room and GP2 have desk top computers, when these are in use it restricts the use of these rooms. If there was Wi-Fi and Laptops then the building would be fully flexible.

The café area has been upgraded and modernised for use as a café by the local Community, the Knightsridge Angels and The Friday Night Social group meet in that area weekly. With this modernisation and greater footfall from the Community shop, User Groups and Facilitators are asking for WiFi.

The Management Committee feel that if we had Wi-Fi it would open up so many more opportunities for our local Community and reduce digital poverty.

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.

Mosswood Community Centre undertook a mapping exercise with Key Services, Organisations and Community Groups to find out their views and issues that present to them. One of the key priorities was lack of Wi-Fi access

Mosswood Community Centre would like to create a resource throughout our building creating an equitable opportunity to learn for everyone and reduce digital poverty. To enable us to do this more successfully we require access to Wi-Fi in our Community Centre.

As a well-used Community Centre, we have West Lothian Council groups which are delivered weekly in our centre which include English for Speakers of other Languages, Children's Clubs, Youth Clubs and Skills Training Programme.

In addition to the West Lothian Council groups that use the building we have got a successful Children's dance group who would love to use the Wi-Fi to access more music. The Food Outlet would benefit from access to Wi-Fi to give people who have been referred a continuous contact point to discuss the arrangements and access to food.

Our other service users who use our centre either frequently or drop in occasionally, are becoming more frustrated with us not being able to provide access to Wi-Fi. We have experienced people arriving in distress about universal credit benefit payments as it is a faceless service that can only be dealt with via internet.

The Computers in the Centre, restrict and limit the use of rooms, if there was Wi-Fi, then a greater variety of groups could be considered. If GP2 is in use, this can cause unnecessary anxiety. therefore, if we had Wi-Fi this service could be accessed in any other part of our building.

Some of our young people who do not have access to internet/Wi-Fi at home are already feeling stigmatised amongst their peer groups and rely on the Community Centre for homework tasks which they require Wi-Fi for.

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 Management Committee has used previous Town Centre Fund money to upgrade the kitchen and café area, putting in Wi-Fi would be a draw for customers.
Our aim is to increase the footfall of the building and more engagement with residents and other services.
Reducing and minimising poverty in the community is central to the centre's ethos.

Putting in Wi-Fi will reduce digital poverty and increase the communities educational and recreational opportunities.

Partners involved (other local organisations you are working with)	All the Groups that use the Community Centre and local Residents.
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Project Costs

Total Project Cost	£4,500
Amount of Funding being requested from West Lothian Town Centre Capital Fund 2022-23	£4,500

Expenditure Item	Total Cost	WLTCCF Cost
Installation of Wi-Fi	£4,500	£4,500

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).

The project will be managed by West Lothian Council's IT Department.

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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- Name of the organisation
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- Copies of organisation documents;
 - List of committee members/directors list
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How will we use information we hold about you?

Your data will be used to:

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- 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

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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	[REDACTED]
Position	Secretary
Organisation	Mosswood Community Centre Management Committee
Date	12 ^h April 2022

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

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

PLACE BASED INVESTMENT PROGRAMME (PBIP) 2022-23

WEST LoTHIAN – TOWN CENTRE CAPITAL FUND

APPLICATION FORM

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

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

1. Applicant Organisation

Organisation Name	West Lothian Litter Pickers (supported by WLC NETs, Land and Countryside Service)
Contact Person and Position	Lynn Yuill – Strategy Officer
Address	Whitehill Service Centre, Bathgate
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
What are the main activities of your organisation? (please answer in no more than 100 words)	<p>West Lothian Litter Pickers (WLLP) organise and carry out group litter picks throughout West Lothian. They have a facebook following of over 3000, many of these members also complete individual litter picks regularly in their own areas. Bagged litter is then collected by WLC Cleaner Communities as per the Service Level Agreement in place between WLLP and WLC.</p> <p>WLLP was formed in March 2019 and its membership has grown steadily during the last 3 years. More recently the group has branched out into engagement - litter picks with schools providing informal education regarding the impact of litter on our environment.</p>

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

2. Project Details

Council Ward	Livingston North
Project Title	Community Litter Picking Equipment
Project Location	Knightsridge and Deans
Project Start Date	01/07/22
Project End Date	31/03/23

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?

Application discussed with Scott McKillop and Lesley Keirnan. The costs proposed were deemed eligible and we were advised to contact community groups local to the areas and involve them in the delivery of the project.

The erection of signage by WLLP has previously been discussed with the NETs, Land and Countryside Manager.

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.

WLLP is seeking funding is for the purchase of litter picking equipment, anti-littering signage and wildflower seeds and plants.

Equipment purchased would include litter pickers, bag hoops, hi viz vests and safety glasses. This equipment would be distributed to new and existing group members in the Deans and Knightsridge areas of Livingston North.

Signage would be installed in strategic locations where it is likely to have the most impact and which have been identified as problem areas. In Knightsridge this would include The Vennie and surrounding park, routes to and from Knightsridge Primary School and the paths through the woodland to the North of Knightsridge Road East. In Deans this would include routes to and from the three primary schools and Deans Community High School as well as along the Nell Burn Path.

Deans and Knightsridge have been identified as being of particular need for support with litter clearance and community engagement. Both areas have benefitted from WLLP group litter picks in the past and members local to the areas, including the subgroup 'WLLP Knightsridge' tell us of the continued need for support and education to tackle problem areas.

This approach fits well with the Scottish Government's and WLC's forthcoming Litter and Flytipping Strategies which move the emphasis from simply clearing the litter from streets and parks to attempting to stop it from occurring in the first place through prevention campaigns, education and engagement. By working with existing community groups, the anti-litter message becomes more relevant and consistent and therefore more effective.

The purchase of wildflower seeds is also proposed to provide a post-litter pick activity with community groups. Once the area has been cleared of litter groups can choose areas to plant wildflower seeds in the hope that this will encourage locals to keep the area tidy, create a focal point and something for participants and others to be proud of.

The project can be started immediately on receipt of funding with lead times for the purchase of equipment and signage being approximately 2 – 3 weeks after an order is placed. Community participation in the sowing of wildflower seeds will be in either Autumn 2022 or Spring 2023 to coincide with the correct sowing seasons.

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.

WLLP members frequently post photos of their individual litter picks on the WLLP facebook page and Deans and Knightsridge are frequently identified as being the most problematic areas in Livingston North. A number of group picks have been carried out in these areas since the group was formed in 2019 and the formation of the WLLP Knightsridge subgroup shows a need in the area but also the support and enthusiasm of the local population.

A letter of support from the WLC Cleaner Communities Manager is included with this application.

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).

Disadvantaged Communities

- Knightsridge and Deans both contain areas among the most deprived 10% of the population on the Scottish Index of Multiple Deprivation. This project will deliver social and physical regeneration outcomes.
- Firstly, with the continued clearance of litter facilitated by the purchase of equipment to be used exclusively in these areas by members of the local community. Studies by the Scottish Government have shown that the presence of litter affects the way people feel about the area they live and can also have a negative impact on house prices, economic investment and the crime rate.
- Secondly, working with groups from each area, such as the Vennie Youth Club can help build trust with the community and provide a platform to deliver anti-littering messages which the signage will reinforce. Planting wildflowers will act as a living reminder of the effort made by the community and provide a focal point to be proud of.

Strategic Value

- Continuous clearance of litter and refreshing areas with planting will revitalise Deans and Knightsridge giving residents a sense of pride in their area. Areas targeted for litter picks will be led by community knowledge and local groups will choose wildflower planting areas, insuring that local residents are very much involved and have a sense of ownership in the project.
- Cleaner towns attract more visitors and investment making them vibrant and welcoming places to live and work and keeping towns clean will make a positive contribution to other applications and proposals such as Livingston's recent city status bid.

Net Zero Emissions

- Incorrectly disposed of rubbish is a cause of unnecessary emissions. Litter left to rot releases greenhouse gases into the atmosphere, but collected litter is often items which could have been recycled meaning that valuable resources are lost as is the opportunity to reduce emissions further.
- Engaging with local communities and providing litter education will lead to a reduction of street litter but also an increase in potential litter being disposed of in the correct manner, more recycled materials and therefore less demand for the production of new materials, all reducing overall emissions. Wildflower planting will also provide a small amount of carbon capture.

Partners involved (other local organisations you are working with)	West Lothian Council – NETs, Land and Countryside Service WLLP Knightsridge The Vennie Youth Project
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3. Project Costs

Total Project Cost	Deans - £5000 Knightsridge - £5000
Amount of Funding being requested from West Lothian Town Centre Capital Fund 2022-23	Deans - £5000 Knightsridge - £5000

Expenditure Item	Total Cost	WLTCF Cost
<u>DEANS</u>		
Litter Pick x 50	£1400	£1400
Bag hoop x 50	£780	£780
Hi-viz vest x 50	£320	£320
Safety glasses x 50	£117.50	£117.50
Aluminium composite anti-littering signs (500mm x 500mm) x 30	£1500	£1500
Wildflower seeds and plugs	£882.50	£882.50
<u>TOTAL</u>	<u>£5000</u>	<u>£5000</u>
<u>KNIGHTSRIDGE</u>		
Litter Pick x 50	£1400	£1400
Bag Hoop x 50	£780	£780
Hi-viz vest x 50	£320	£320
Safety glasses x 50	£117.50	£117.50
Aluminium composite anti-littering signs (500mm x 500mm) x 30	£1500	£1500
Wildflower seeds and plugs	£882.50	£882.50
<u>TOTAL</u>	<u>£5000</u>	<u>£5000</u>

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

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

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

Project Management and Legal Requirements

Does the project comply with relevant statutory legislation?

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

Project Management

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

Maintenance and Insurance

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

Monitoring and Finance

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

No relevant statutory legislation has been identified relating to the delivery of this project.

Project Management

The project will be managed and administered by West Lothian Litter Pickers. Procurement and implementation will be carried out by WLLP. WLLP have public liability insurance in place and any community groups choosing to work with WLLP in this project should also have their own public liability insurance. West Lothian Council NETs, Land and Countryside Service will provide support with the project when required as per the Service Level Agreement in place.

Maintenance and Insurance

Ongoing maintenance of signage and wildflowers will be carried out by WLLP.

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

Privacy Notice

West Lothian Town Centre Capital Fund 2022/23

Information held about you

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

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

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

Who is processing my data?

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

How will we use information we hold about you?

Your data will be used to:

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

Who will we share your information with?

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

How long do we keep your records?

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

Your rights

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

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

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

Further information

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

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

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

Who is responsible for my information?

All personal information is held and processed by West Lothian Council in accordance with the Data Protection Act 2018. For information on the role of Data Controller, Data Protection Officer and Contact Details for the council, please refer to the 'Data Protection and Privacy' page of the council's website:

<https://intranet.westlothian.gov.uk/article/36236/General-Data-Protection-Regulation-GDPR>

Declaration	
<p>We wish to apply to the West Lothian Town Centre Capital Fund 2022/23. The above is an accurate outline of the proposed project. We have read and understood the guidance notes for applicants and agree to the conditions therein. We understand that the grant may be modified or withdrawn, if all the conditions are not adhered to. We are willing to co-operate in the monitoring of the grant scheme and to meet with their representatives if required to do so. We will acknowledge the support of the Fund in any related PR activities.</p> <p>I consent to West Lothian Council processing my personal data for the purposes of:</p>	
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<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	Lynn Yuill
Position	Strategy Officer
Organisation	West Lothian Council
Date	21/04/22

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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	Livingston Village Community Council
Contact Person and Position	[REDACTED] Member of LVCC
Address	[REDACTED]
Telephone Number	[REDACTED]
Email Address	[REDACTED]
Type of organisation (public sector, private sector, voluntary organisation, charity, SCIO, etc) If charity then please include charity number:	Community Council
What are the main activities of your organisation? (please answer in no more than 100 words)	<p>We are a local tier of the statutory representation in Scotland but not political. It is our aim to benefit the local community, to develop our area, represent our citizens and act as a conduit between the community and the Local Authority.</p> <p>We are made up of volunteers, who are elected as members and who seek to improve the health and wellbeing of our residents, and general area and environment of our area.</p>

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

2. Project Details

Council Ward	Livingston North and Livingston South
Project Title	1. Historic/conservation Village Information 2. Park enhancement and litter reduction
Project Location	Livingston Village
Project Start Date	22/4/2022
Project End Date	31/03/2023

Pre-Application Discussion

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

Yes, with the regeneration team, I wanted to scope the idea, it had already been done in Bathgate and wanted to confirm it was acceptable and that it met the criteria. I was advised this was something that the funding would cover.

I have also contacted Elaine Peattie who is able to assist us in the historical elements of our endeavour. Elaine offered us support for this project as it is likely to generate interest in the Village's heritage. She also suggested we budget for professional fees as we would need professional drawings to accompany our application.

In addition, I contacted West Lothian Planning, given the conservation status of the Village and the need to obtain permissions. I was also recommended to make further contact regarding consents and permissions. This has been a slower part of the process and while supportive I do not have all the elements necessary at this stage of our application. The dialogue is on-going, and it is anticipated this delay will not hamper the project in anyway.

I have also communicated with Open space officers regarding the second element of the project. The second project concerns additions to the Village Park area; we wanted to add an outdoor gym but were strongly advised against this idea. Open Spaces suggested we might want to add bins and seating to compliment work that was undertaken in an earlier bid for improvement. They helpfully scoped the area on our behalf and the application benefits from their input and suggestion for siting the seating, while no Bins were needed in the park, the proposal includes the introduction of a bin at the southern most side of the bridge.

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.

Livingston Village is well respected as a historic part of West Lothian, there was a church here as far back as the 12th century. That church was replaced in the 1730's and it is rumoured one of the four Mary's is buried in the graveyard, owned by West Lothian Council within the grounds of the Kirk.

Last year I undertook some research to try to establish if this is the case and would suggest that it is feasible although further work is necessary.

There are also properties within the Village which have historic relevance to West Lothian's agricultural and industrial heritage and the Livingston Inn has links to our National Bard who visited it. The Village lies on the Shale Trail and closely linked with Almond Valley Heritage Centre attracting many walkers and visitors to the area, we believe this will add to that historic interest and increase visitors to the Village.

Our Village square lies on the main Edinburgh to Glasgow cycle route (R75) and with local parks and recently established Almondvale Park walks, many visitors do not just pass through but support local businesses by buying refreshments and stopping a while in our area.

The local primary school often bring the children into the old part of the Village to discuss the buildings, their construction and history as part of their curriculum. Nothing is available for the children or indeed visitors to the area to see, or read, and they are often unaware of our rich and interesting history.

We want to attract visitors, to enjoy the way we have restored our Village square, to enjoy our planters, to take pride as we do, in the environment we have created here.

To help signpost points and buildings of interest around the Village it is our intention to apply for cast iron signage with some of the facts about the buildings fixed to the location, with the owner's permission. We seek to submit drawings through planning in accordance with their instructions.

On the Kirkton side of the Village to the South of the River Almond the area continues to be a source of interest with walkers, cyclists and visitors. We feel there is a need for an additional bin to the south most section of the bridge. The route is a link to the shopping centre, the local school and the housing estates in Kirkton South. We feel this would enable less litter in the area, the nearest bin being in the Village square, some 800 yds away.

Our recently developed park would also benefit from further seating toward the west most side of the park, we intend to site these with permission from the department responsible for park maintenance as suggested in our consultation.

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.

There is nothing obvious to indicate to visitors the history of Livingston Village. There are not many residents know that during the war, polish and Italian's were held in a camp at Bloom Place. Some locals suggest that one of Mary Queen of Scots ladies in waiting, is buried here. Newcomers to the Village do not immediately know about the Village history. The Livingston Inn was once visited by Robert Burns and his legacy is a key marketing tool in their advertising. The heritage of our Village is something people enjoy and come here to see.

Last year we gained funding to develop the Village Square, this was to enhance the area and encourage visitors. We developed a monument to the Pandemic using stones to depict how people dealt with the situation. We now want to help those visitors know more about our historic Village.

The LVCC are in favour of such a project, they also appreciate there is a need to retain the continuity of the history of our Village and it was agreed to progress it.

We have a social media page and put the idea onto the page to invite comment, the overwhelming response was in favour of it.

Following a site visit to our park from Open spaces it was suggested the west of the site might benefit from two additional benches, we were advised no additional bins were necessary, however we feel that the bin location to the southern end of the bridge is a necessary addition.

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 historic importance of Livingston Village will be visible to visitors**

- The historic information will aid the educational needs of children and young people about their community.
- The historic importance of the buildings in Livingston Village will attract visitors to the area.
- The local people will take pride in the environment and community through the history and connections of the Village to the past.
- This project compliments the established historical links to the Village provided by the Shale Trail and Almond Valley Heritage Centre.
- Our previous projects were aimed at developing the Village as a stopover for visitors to encourage visitors to stay and partake of local businesses.
- Livingston Village is a conservation area, but this fact is not widely known. We want to change that mindset by raising awareness among locals and visitors.
- We want to reduce our litter footprint and encourage the use of bins, the increase in visitors buying takeaway coffees has increased that need.
- We wish to enhance the park experience by offering benches at the west side of the park.

Partners involved (other local organisations you are working with)	West Lothian Council The Museum officer, West Lothian Libraries. Photocast, Liverpool, Uk West Lothian Planning Dept West Lothian Open Spaces
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3. Project Costs

Total Project Cost	5 023.70
Amount of Funding being requested from West Lothian Town Centre Capital Fund 2022-23	£1,783 from Livingston South £3.312 from Livingston North Total £5095

Expenditure Item	Total Cost	WLTCF Cost
History Plaque for Livingston Village Kirk 211.50+vat	253.70	253.70
History Plaque for the Livingston Inn	253.70	253.70
History Plaque for 1 Bloom Place (Gooley Events)	253.70	253.70
History Plaque for the Danders	253.70	253.70
History Plaque for The Old School House	253.70	253.70
History Plaque for the Post Office	253.70	253.70
Fixings 2.50 per item +VAT	15.00	15.00
Carriage	85.00	85.00
Stainless steel park benches x 2 (discount of 1%)	1408.80	1408.80
Regal 112lt polythene Litter Bin @372+vat	446.40	446.40
Labour	300	300
Planning Drawings	1500	1500
Total expenditure	5023.70	5023.70

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.)

No further Funding

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).

One of our community council team is a retired senior project manager from the construction industry so project management and co-ordination will be carried out by him and cover the majority of the above listed aspects.

Another of our community council team is a retired landscape designer formerly with Livingston Development Corporation so his skills will be called upon.as required.

This project is very similar to one completed by Enterprising Bathgate we took their advice regarding the supply and need for permissions. They also supplied 5 plaques in their project, we have sought quotes from the same company who supplied them. plaque sizes are 30cm in diameter keeping them below the need for advertising consent. We will require listed building consent since some of the buildings are listed. As it stands, we will take advice from the WLC planning officers about the need for any planning approval requirements. This may be needed for any plaques to be displayed Implementation will be a mixture of direct purchases and small works design and implement packages with the specialists.

All employed specialists will be tasked to produce their own risk assessments, safety at work aspects and carry their own public liability insurances.

Some of the simpler cleaning and gardening works will be done by the volunteering CC members.

The Public Liability insurances held by WLC on behalf of community councils will be in place for any works carried out by the cc members.

Previously we obtained town centre funding and purchased equipment to help maintain the area, this work is conducted by CC volunteers. It is anticipated maintenance will be low and be managed by volunteers.

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

Privacy Notice

West Lothian Town Centre Capital Fund 2022/23

Information held about you

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

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

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

Who is processing my data?

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

How will we use information we hold about you?

Your data will be used to:

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

Who will we share your information with?

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

How long do we keep your records?

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

Your rights

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

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

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

Further information

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

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

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

Who is responsible for my information?

All personal information is held and processed by West Lothian Council in accordance with the Data Protection Act 2018. For information on the role of Data Controller, Data Protection Officer and Contact Details for the council, please refer to the 'Data Protection and Privacy' page of the council's website:

<https://intranet.westlothian.gov.uk/article/36236/General-Data-Protection-Regulation-GDPR>

Declaration	
<p>We wish to apply to the West Lothian Town Centre Capital Fund 2022/23. The above is an accurate outline of the proposed project. We have read and understood the guidance notes for applicants and agree to the conditions therein. We understand that the grant may be modified or withdrawn, if all the conditions are not adhered to. We are willing to co-operate in the monitoring of the grant scheme and to meet with their representatives if required to do so. We will acknowledge the support of the Fund in any related PR activities.</p> <p>I consent to West Lothian Council processing my personal data for the purposes of:</p>	
<input checked="" type="checkbox"/>	Application to the West Lothian Town Centre Capital Fund 2022/23 and the monitoring of the grant if awarded.
<input checked="" type="checkbox"/>	To provide you with updates on the progress of your application.
<input checked="" type="checkbox"/>	Contact you to pass on information that may be relevant to you.
<input checked="" type="checkbox"/>	Contact you for feedback on quality of services provided to you.
Name	<div style="background-color: black; width: 100px; height: 1.2em;"></div>
Position	Chair
Organisation	Livingston Village Community Council
Date	21 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

DATA LABEL: PUBLIC



LIVINGSTON NORTH LOCAL AREA COMMITTEE

COMMUNITY REGENERATION UPDATE

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

A. PURPOSE OF REPORT

The purpose of this report is to update the Local Area Committee on Economic Development and Regeneration activity to support communities across the ward.

B. RECOMMENDATION

It is recommended that the Local Area Committee notes updates on:

1. the Vennie's Food Outlet
2. youth provision in the ward;
3. other activities the Vennie are providing within the Knightsridge area;
4. Carmondean Library activity;
5. access2employment provision; and
6. the council's Business Gateway service.

C. SUMMARY OF IMPLICATIONS

I	Council Values	Focusing on our customers' needs; being honest, open and accountable; providing equality of opportunities; making best use of our resources; working in partnership.
II	Policy and Legal (including Strategic Environmental Assessment, Equality Issues, Health or Risk Assessment)	To be assessed on an individual project basis but it is not anticipated that any proposals will require to be the subject of specific assessments.
III	Implications for Scheme of Delegations to Officers	The report sets out specific delegations to the Head of Planning, Economic Development & Regeneration.
IV	Impact on performance and performance Indicators	None.
V	Relevance to Single Outcome Agreement	Outcome 1 – We make West Lothian an attractive place to do business.

Outcome 10 – We live in well-designed, sustainable places where we are able to access the services we need.

Outcome 12 – We value and enjoy our built environment and protect it and enhance it for future generations.

VI	Resources - (Financial, Staffing and Property)	Existing resources unless otherwise stated.
VII	Consideration at PDSP	Not applicable.
VIII	Other consultations	None.

D. TERMS OF REPORT

D1 The report updates the committee on the work of the Community Wealth Building Team and its partners to support communities in Livingston North with a particular focus on Knightsridge, 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. The first version of the plan was presented to members in November 2018 following extensive community consultation and development and development by the Knightsridge Regeneration Group.

The report also updates on other activities that the Community Wealth Building team is undertaking to support groups and communities within the ward. Much of the focus of the team over recent months has been regarding the implementation of the Town Centre Fund.

D2 Vennie Food Outlet

Since the previous meeting of the LAC, the Community Regeneration Officer held meetings with both access2employment and the Advice Shop with representatives from the Vennie to discuss whether they could support the work of the Food Outlet in Knightsridge.

Given the high uptake of the Food Outlet within the community, and recognising it serves datazones (neighbourhoods) that are within the most disadvantaged in Scotland, it presents an opportunity for these services to engage with those who may benefit most from them.

Both services have responded positively and are now actively supporting the Food Outlet via staff presence on particular days, engaging with the users and offering support around employment and advice.

The Vennie is also in discussion with West Lothian Credit Union regarding setting up a collection point at the Food Outlet. A survey undertaken with Food Outlet users indicated enthusiasm for this. Representatives from the credit union have also attended sessions of the Food Outlet and spoke to service users themselves around this.

The intention is for the Vennie to provide volunteers to operate a collection point at the Food Outlet. The credit union will provide training to assist this.

It is hoped that through providing services around the Food Outlet that residents who are themselves disadvantaged are able to get the different types of support they need. Having staff present at the Food Outlet also means reduced barriers to these services.

Between April 2021 and March 2022, there were 4,223 customer visits by residents. In terms of the benefits to the wider households of the customers who attend in person, there was an (aggregated) total of 7,820 adults and 3,141 children who benefited during this time. The covered 1,496 households containing families with children. Additionally, there 1,496 beneficiaries of pensionable age over the year. Please note all these figures include repeat visits/beneficiaries rather than the number of different people over the course of the year.

A total of 3,409 volunteer hours were provided across the year to enable this.

D3 Livingston North Youth Provision

The Vennie and CLD Youth Services have agreed a partnership agreement for 2022/23.

This will expand on the outreach work across the ward from one evening to two evenings per term time week. One of these evenings will cover Livingston North with the other focussing on Eliburn. The latter intervention recognises the particular needs of that community and the prominence of Eliburn Park as a regular meeting place for young people. Following the previous meeting of the LAC, officers from Regeneration and CLD Youth Services met with the chair of Eliburn Community Council to discuss youth provision in the area.

The partnership agreement will also enable continued support for the youth forum for Knightsridge that the Vennie facilitates. The youth forum has been established for a couple of years now and actively raises issues concerning young people in the area with a range of service providers and politicians.

The Vennie has been awarded £31,850 of funding from the council's Third Sector Community Fund for 2022/23. This is a continuation of the funding award from 2021/22.

D4 Other Vennie Updates

Outreach Work

Youth workers have continued to undertake the outreach work during the recent Covid-19 restrictions in the Knightsridge, Carmondean, Deans and Eliburn areas.

Over the previous financial year (April 2021 – March 2022) there were 1,653 engagements (interactions with young people, mostly within group settings) with young people across the ward.

The main thematic issues which have arisen from these engagements with young people across these areas throughout this period are:

- alcohol/ drugs;
- mental health and relationships;

- education/ career support/ employment;
- anti-social behaviour and its impact; and
- sexual health.

In terms of the youth forum the Vennie supports, there was 422 attendances by young people in the last financial year. The group raised a number of issues with stakeholders and invited guests such as:

- the condition of the 'fivey' MUGA
- alcohol consumption of their peers and drinking in the orange shelter
- antisocial behaviour
- social media
- racism/hate crimes
- Scottish Parliamentary elections

Young people also helped organise litter pick in Knightsridge and were looking to start a music group. The forum was consulted over the plans for the previous summer programme in Knightsridge to help shape it.

Community Garden

All 23 growing beds at the community garden are now being rented by residents and community groups. The Vennie provides tools and assistance to the growing groups. There is a dedicated member of staff from the Vennie who oversees and maintains the garden area. The Life Skills youth group meet weekly at the garden.

Bike Project

A dedicated member of staff hires out the bikes, carries out maintenance and oversees the cycle-led rides. The Vennie's stock also includes scooters, skates and skateboards. Two volunteers support the bike project. They have accumulated 40 hours of support. They can undertake 'M' safety checks and basic maintenance/repairs.

Over the year from April 2021- March 2022, there was a total of 1,063 hires. Four cycle led rides were also held as were three basic maintenance bike workshops.

Knightsridge Angels

The Vennie has developed links with the Angels group over recent months. This has involved the Vennie organising and facilitating trips for the group. The Vennie has taken them out to three trips so far this year.

Musical

In late May, the Vennie took 40 people of all ages from Knightsridge to the Sunshine on Leith musical at Howden Park Centre. This show is provided by the Livingston Players.

Other

One young person from the Vennie is going on the German youth exchange which is being organised by Youth Services.

D5 Livingston North Partnership Centre

Updates regarding Carmondean Library provision include the following:

- The Poetry Project workshops led by author and poet Andy Manders was held and attended by Ability Centre clients. They produced poems during the workshops and these have now been published on BorrowBox.
- A Customer Service Officer at the library has now restarted visits to local nurseries which includes local primary school classes and Wee Gems.
- Bookbug Week went well with two sessions being held. One was open to the public and the other for Deans North Nursery. Lots of children and parents attended and there was even had a visit from Bookbug himself.
- Author Aiden Martin visited the library in late May and his session was well attended. Aiden was brought up in Livingston and has written a book called 'Euphoric Recall' which details his recovery from extreme trauma and addiction.
- Knightsridge Primary School Choir will be appearing at the library on Monday 6 June at 2pm. This Session is open to the public and it is expected that approximately 30 children will take part in the event.
- The library has craft sessions, Lego club, board game club & Bookbug running within the library. They are hopeful that the Book Group will soon be up and running again. Staff are working on encouraging customers to come along.
- There are still a number of customers and residents unaware that Carmondean Library has been relocated within Livingston North Partnership Centre. A Customer Service Officer at the library has agreed to take part in a short video going from the old Carmondean Connected building to the new library in the hope that more people will become aware of the library location. This is being filmed on Saturday 11 June and will be added to the library webpage and also to the council's Facebook page.

D6 Access2employment Update

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

From 1 April 2021 – 31 March 2022, the service registered 888 new clients, 100 from the Livingston North, with 444 progressing into a positive destination, 62 from the Livingston North 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 2023 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.

D7 Business Gateway Update

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

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

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

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

Economic challenge has always been considered as a driver of new start businesses. In the year to 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. We are looking to create at least 300 new jobs. Each new role must be permanent and pay a starting salary of approximately £21k+ pa. The new recruits must be currently unemployed and aged 25+. Support for our younger people aged 16-24 will see an additional 100 places offered as part of the successful Steps N2 Work programme. We will continue to help firms find solutions for their recruitment and training priorities.

In the 2021/22 financial year, the Business Gateway team helped 325 new businesses to start trading. Of this 12-month total, we helped 46 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 over 120 local firms supported who between them employ 1,500 staff and generate more than £320 million annual sales.

New Business Starts Livingston North Ward 2021/22	New Business Starts West Lothian 2021/22
46	325
Businesses engaged with in Livingston North Ward	Businesses engaged with in West Lothian
120	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

Members are asked to note the above activities taking place across the ward and in particular the support to groups to help deliver the Town Centre Fund projects that have been granted funding within the ward.

F. BACKGROUND REFERENCES

None.

Appendices/Attachments: None.

Contact Person: Scott McKillop, Community Regeneration Officer, Email: scott.mckillop@westlothian.gov.uk, Tel no: 07500 816 862

Elaine Cook - Deputy Chief Executive, Education Planning and Economic Development

10 June 2022

DATA LABEL: PUBLIC



LIVINGSTON NORTH LOCAL AREA COMMITTEE

HOUSING CUSTOMER AND BUILDING SERVICES

REPORT BY HEAD OF HOUSING CUSTOMER AND BUILDING SERVICES

A. PURPOSE OF REPORT

To provide the Local Area Committee with an overview of the service activities within the Livingston North 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 2022 – 31st March 2022.

C. SUMMARY OF IMPLICATIONS

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

VIII Other consultations

N/A

D. TERMS OF REPORT**D1. Housing Performance Information**

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

Housing staff have been working from home as a result of the Covid19 measures, however we have deployed a small number of officers who have been working alongside our central void team in order to ensure that our properties were being re let and ensuring that we were meeting our duty under homeless legislation in providing temporary accommodation.

Property Void & Let Performance: Mainstream Tenancies

Void Period	Jan 22	%	Feb 22	%	Mar 22	%	WL Target %
0-2 weeks	0	0%	1	25%	2	25%	55%
2-4 weeks	0	0%	0	0%	2	25%	30%
4+ weeks	3	100%	3	75%	4	50%	15%
Total Lets	3	100%	4	100%	8	100%	100%

Property Void & Let Performance: Temporary Tenancies

Void Period	Jan 22	%	Feb 22	%	Mar 22	%	WL Target %
0-2 weeks	0	0%	1	25%	2	66.7%	55%
2-4 weeks	0	0%	1	25%	0	0%	30%
4+ weeks	0	0%	2	50%	1	33.3%	15%
Total Lets	0	0%	4	100%	3	100%	100%

There was 18 Mainstream lets during Q4 & 7 Temporary Tenancies let during Q4

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.

D2. Livingston North - Financial Summary

For the Livingston North ward the collection rate for the YTD in Q4 remains excellent at 98.9%. Livingston North has collected £6,555,510 vs a charge of £6,626,955.

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 Livingston North ward had 218 Universal Credit (UC) households in arrears. Since then the number of UC households in arrears has increased by 9.6%.

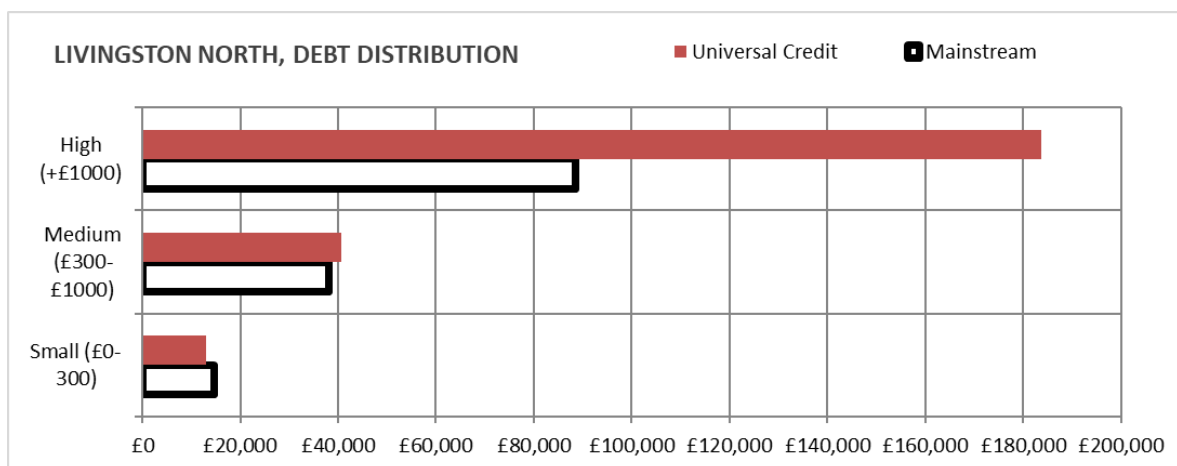
The number of tenancies in arrears in this ward has decreased by 17 since last year. Small debt cases (£300 or less), account for 48.2% of households.

There are 95 serious arrears cases (+£1000 in arrears). These cases are 20.9% of all households in arrears in this area, containing 71.8% of the debt.

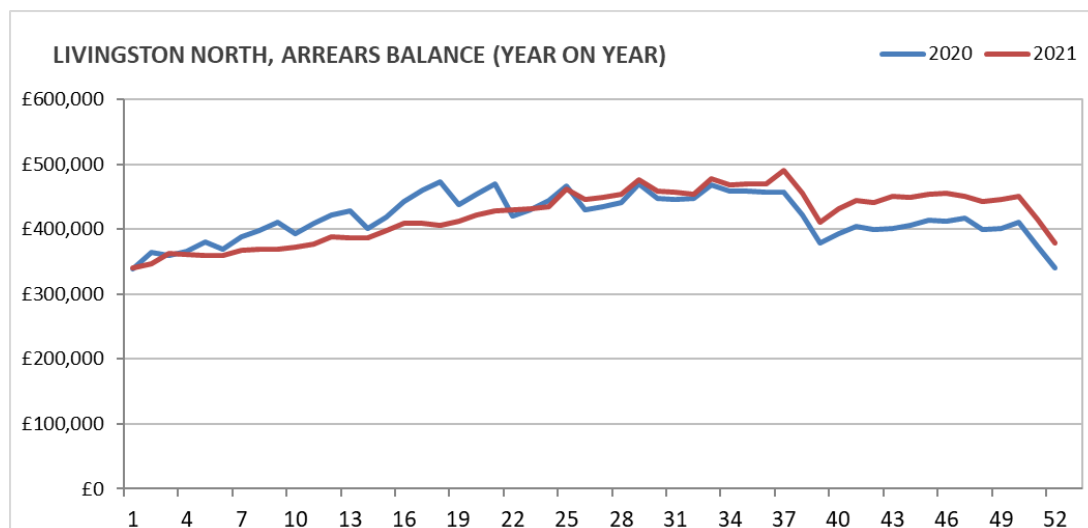
The arrears position for Livingston North Q4 is £378,851. This is an increase of £38,262 on last year's position. The West Lothian overall position is currently £3,496,679.

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	£3,162	83	£1,631	29	£2,260	52	£1,611	39
£100.00 to £299.99	£15,589	80	£10,202	52	£12,513	68	£11,517	60
£300.00 to £499.99	£6,093	16	£9,993	26	£10,497	28	£15,582	39
£500.00 to £749.99	£10,974	18	£20,149	33	£11,868	19	£14,666	24
£750.00 to £999.99	£6,497	7	£16,965	20	£15,682	18	£10,494	12
£1000.00 to £1999.99	£32,816	25	£53,140	39	£20,106	14	£46,381	32
£2000+	£85,474	24	£67,905	19	£68,401	16	£137,276	33
Group Total	£160,604	253	£179,985	218	£141,326	215	£237,526	239
Movement					(-) £19,278	(-) 38	(+) £57,540	(+) 21
Overall Total			£340,589				£378,851	
Overall Movement							(+) £38,262	
			471				454	
							(-) 17	



D3 Livingston North Area Team Activity

Officers in the team have over the period in Q4 been working from home as a result of lockdown measures. Officers initially were contacting as many tenants as possible to offer advice and assistance to ensure that any support and guidance was given and signposting to other services such as Advice Shop and Foodbank.

The focus on rent arrears activity has continued to be a weekly priority task for the team and will continue to work with all our tenants in offering support, advice and assistance. Such assistance includes referrals for money and debt advice, benefit health checks, completion of income and expenditure to help set up a sustainable payment plans and, where appropriate, assist with applications for Discretionary Housing Payments. Officers have also been doing targeted work to encourage tenants to update their universal credit journals as many have not updated their housing costs in April following the rent increase meaning they are losing out on money they are entitled to.

During Quarter 4 whilst we have continued in the main with home working for staff, we have required to mobilise more officers in order to progress requests for mutual exchanges and other essential housing management tasks. This has required a presence within the office/community, whilst adhering to health and safety measures. This has been a challenging time for the service and we have worked with our Health & Safety adviser and Trade Unions to ensure we have safe operating systems, risk assessments and personal protection equipment so that we are safe guarding our staff whilst undertaking key essential tasks at this time

D4. Capital Programme and New Build Council Housing

WLC completions 113

WLC New Build Activity	Site	No of units	Site Start	No. of Houses Handed Over	Site Completion
WLC	Deans South Phase 2	29	Apr -21	0	July-22
WLC	Houston Road, Eliburn	20	Oct-20	20	Sep-21

Deans South New Build Phase 2 Update

The new build project at Deans South Phase 2 is progressing well with the first properties due for completion from mid to end July 2022. The contractor is CCG (Scotland) Ltd and the design team is led by Hypostyle Architects. Once completed, the project will provide 29 new council homes for rent with six bungalows built to fully accessible wheelchair standards and a mix of predominantly terraced, and semi -detached houses, providing a wide range of family homes.

D5. Tenant Participation LAC Report 21/22 – Q4

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

The customer experience team and tenant participation team have worked together to ensure the best possible service is delivered to our tenants. They have jointly implemented improvements and communications such as a spotlight on housing officers, the talking 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 emphasise 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.

D6. Safer Neighbourhood Council Officer Ward Information

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

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

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

Livingston North 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

Cases and Incidents	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
Incidents Reported to SNT	78	39	55	56	73	51	14	23	16	28	40	49

Number of new cases	2	0	2	1	2	0	1	4	3	2	2	0
Number of Active Cases	7	8	8	6	7	6	8	6	7	9	9	5
Number of resolved cases	2	0	0	4	1	1	1	4	0	2	1	4

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	39	25	30	37	40	24	8	18	9	20	28	28
ASB Part 5 Noise Complaint	15	8	10	7	11	7	1	3	4	7	7	9
Dog Barking	0	0	0	1	1	0	0	0	0	0	0	1
ENV Health Complaint	3	1	0	0	0	2	1	0	0	0	0	0
Non ASB Noise Complaint	20	3	10	6	4	10	1	0	1	0	1	2
SST Section 3 Tenancy Management	1	2	5	5	15	7	2	2	0	1	4	7
Youth Disorder	0	0	0	0	1	0	0	0	0	0	0	2
Unauthorised Encampment	0	0	0	0	1	1	0	0	0	0	0	0
Unlicensed HMO	0	0	0	0	0	0	1	0	0	0	0	0
Grand Total	78	39	55	56	73	51	14	23	14	28	40	49

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 – Liv North	0	0	1	1
All of West Lothian	12	12	7 plus 1 interim ASBO	7 plus 1 interim ASBO
Age of perpetrator	-	-	32	33

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	53	48
Total Number of Incidents	484	402	456	448	461	441	299	255	209	303	268	332

E. CONCLUSION

To note the contents of the report

F. BACKGROUND REFERENCES

None

Contact Person: Sandy Ross, Housing Manager, Housing, Customer and Building Services

Email; Sandy.ross@[westlothian.gov.uk](mailto:Sandy.ross@westlothian.gov.uk)

Tel: 01506 283973

Date: 10th June 2021

DATA LABEL: PUBLIC



LIVINGSTON NORTH LOCAL AREA COMMITTEE

SERVICE UPDATE – OPERATIONAL SERVICES

REPORT BY HEAD OF OPERATIONAL SERVICES

A. PURPOSE OF REPORT

To appraise members of the Operational Services activities for Livingston North from 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 NETs, Land and Countryside Services**Grounds Maintenance Routine Works**

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

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

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

Enquiries are being dealt with on a daily basis.

D2.1 Grounds Maintenance Enquiries

In total 27 ground maintenance related enquiries were received and dealt with during this reporting period.

	2022	2021
Allotment Enquiries	2	0
Ball Game Enquiries	0	1
Burns or Watercourses	0	1
Drainage Flooding Grass Areas	2	0
Emergency Tree Out Of Hours	1	0
Enforcement Officer Enquiries	0	1
Fencing Enquiries	3	0
Grass Area Damaged	0	2
Grass Highway Verges	1	0
Ground Ownership Enquiries	0	1
Grounds Property Vandalised	2	3
Hedge Cutting Enquiries	6	3
Neighbourhood Env. Teams	0	1
Public Park Enquiries	3	1
Shrub Bed Enquiries	1	1
Shrub Bed Overhanging Path	6	2
Shrub Beds Not Maintained	0	2
Sports Facility Enquiries	0	1
Weeds General Enquiries	0	1
Total	27	21

D2.2 Garden Maintenance Routine Works

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

D2.3 Garden Maintenance Enquiries

There were eight garden maintenance enquiries received during this period.

	2022	2021
Garden Maintenance Change Of Address	1	0
Garden Maintenance General Enquiries	7	4
Garden Maintenance Hedge Cutting	0	1
Total	8	5

D2.4 Cleaner Communities Routine Works

Staff have continued to empty street litter and dog waste bins on a regular basis and carry out routine works in the area. Also, litter picking/ sweeping of footpaths/ open spaces and road verges and dealing with enquiries as they arise.

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

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

Cleaner Communities Enquiries

In total 150 cleaner communities enquiries were received and dealt with during this period.

	2022	2021
Complaint Street Cleansing	0	1
Dead Animals	8	16
Dog Bin New Request for Bin	1	5
Dog Fouled Grass Open Space	1	2
Dog Fouled Kids Play Area	0	1
Dog Fouling on Paths Roads	9	13
Dog No Fouling Sign Request	0	1
Fly Posting	2	0
Fly Tipping/Dumping	67	77
Glass on Paths or Open Spaces	2	0
Graffiti Racist or Offensive	1	0
Litter Bin New Request for Bin	2	2
Litter Bin Overflowing	1	1
Litter General Enquiries	3	8
Litter Grass Open Space	0	1
Litter Paths Roads Verges	12	29
Needles Syringes Abandoned	1	2
Street Sweeping Enquiries	9	10
Trolleys Abandoned/ Dumped	9	6
Trolleys Dumped in Livingston	1	1
Vehicle Abandoned	21	15
Total	150	191

Fly Tipping Enquiries (Full Year)

	2021	2020	2019	2018	2017
Illegal Fly Tipping/Dumping	331	253	205	223	169

D2.5 Environmental Community Involvement

Officers continue to deal with enquiries relating to fly tipping, littering, dog fouling, abandoned vehicles and general enquiries. For the period of the report, there has been 67 enquiries in relation to fly tipping compared to 77 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 was no Fixed Penalty Notice issued in Ward 3 for the period of 1 January 2022 - 31 March 2022. For the same period in 2021, there was one Fixed Penalty Notice issued in 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 45% of their time. For 2021 the estimate was 70% of their time.

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

Fly tipping costs: 2022

1 January 2022 – 31 March 2022	77.64 tonnes
Cost of disposal including costs for NETs team/vehicles	£51,156.00
Contractor removal of fly tipping	£0.00
Removal of asbestos	£0.00
TOTAL for all 9 wards	£51,156.00

The number of enquiries received between 1 January 2022 – 31 March 2022 for the Ward was 67 out of 485 enquiries for the whole of West Lothian equating to 13.81% of fly tipping enquiries relating to Ward 3.

Percentage wise this would equate to an approximate cost for the Ward of £7,064.64 for disposal of fly tipping between 1 January 2022 – 31 March 2022 including cost for Staff/vehicles. (This does not include the removal of asbestos by the Councils asbestos team).

Fly tipping costs: 2021

1 January 2021 – 31 March 2021	156.01tonnes
Cost of disposal including estimated costs for NETs team/vehicles	£102,805.90
Contractor removal of fly tipping	£0.00
Removal of asbestos	£0.00
TOTAL for all wards	£102,805.90

The number of enquiries received between 1 January 2021 – 31 March 2021 the Ward was 77 out of 727 enquiries for the whole of West Lothian equating to 10.59% of fly tipping enquiries relating to Ward 3.

Percentage wise this would equate to an approximate cost for the ward of £10,888.65 for disposal of fly tipping between 1 January 2021- 31 March 2021 including cost for Staff/vehicles. (This does not include the removal of asbestos by the Councils asbestos team).

D2.6 Parks and Woodland Enquiries

In total 50 Parks and Woodland related enquiries were received during this reporting period.

	2022	2021
Tree Advice or Consultations	4	3
Tree Blocking Light	1	1
Tree Branches Overhanging	8	11
Tree Broken Damaged or Dead	5	4
Tree Dangerous or Unsafe	5	4
Tree Enquiries General	25	31
Tree Leaves Causing Problems	2	1
Tree Roots Causing Problems	0	1
Tree Woodland Enquiries	0	1
Total	50	57

	2022	2021
Access Rights Way Core Paths	1	2
Complaint Country Parks/ Trees	0	1
Country Park Forestry or Woods	2	0
Ranger Service General Enquiry	0	1
Total	3	4

No. Rights Of Way / Core Path / Patrols carried out (hours)	7
No. Access Enquiries	1

Ranger Service

The Rangers spent time processing another Lothian Running Club event application for Dechmont Law, based on agreed routes that avoided sensitive areas of the site. A site check was carried out after the event to check on the condition of the running route, and Rangers were satisfied with the post-event condition.

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

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

Following successful partnership working with the Lyme Resource Centre, 'tick trails' have been installed by the Ranger Service at five locations across the three Country Parks. The trails are due to stay up until the end of May and have been advertised on social media by the Lyme Resource Centre, and on the Council's Facebook page.

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

A Ranger met with an officer from the Woodland Trust at North Wood, resulting in a revision of the signage plan compiled for the Nell Burn Path. The plan was sent through to Roads & Transportation.

The Ranger team met with Open Space Officer Carol Campbell at Eliburn Park to assess path conditions. The plan is to upgrade part of the core path, and muddy route through the woodland, and create a circular route. No date for the work is scheduled yet.

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

Access

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

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

The Ranger team have resolved a long-standing access issue this month at the A89 entrance to the Loan Path, where bollards had been placed by Woodland Trust, who understandably wanted to secure their border. A customer reported that they could not fit their horse & cart through the gap between the bollards, and these have since been moved by contractors.

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

The Ranger Service received one new access enquiry during this reporting period. This enquiry was related to erosion of path surfaces from Burnfield to the River Almond path. This issue has been assessed by colleagues in Roads and NETs and the path may qualify for an upgrade. The customer has been contacted with updates.

Full details: Concern from customer regarding erosion on path surfaces (uneven surface for walking), erosion on riverbank at riverside walkway and flooding on concrete walkway. Colleagues in Flood Defence (Roads) assessed erosion around concrete walkway with no action required at moment but aware. Ongoing responsibility for the concrete walkway remains inconclusive. Colleagues in NETs arranged to replace the collapsed fencing around the culvert and burn. Colleagues in Roads are assessing the path for an upgrade as adopted, and street lit – awaiting the outcome.

Ecology and Biodiversity

Solomon Ede has joined the team to cover for Hannah Crow's maternity leave. The Ecology and Biodiversity Workplan is attached, as a reminder of the roles and responsibilities of the team.

Livingston North Blue-Green Network (LNBGN) - Works began in Howden Park and along various paths north and south of the River Almond at the end of February. All tree planting and vegetation management works in Howden Park are now complete. Pathworks (resurfacing) along the network are due to be finished by mid-June. The next phase to start is pathwork north of the Almond at Livingston Village.

Citizen Science - Wildflower meadow and freshwater invertebrate workshops will be led by Buglife this summer in parks throughout West Lothian. This will include Livingston Village Park and Eliburn Park.

Local Biodiversity Action Plan - The data-collection and analysis contract for the Local Biodiversity Action Plan has been awarded to Natural Capital Solutions. They will work in partnership with WSP to produce a baseline habitat map of West Lothian and a habitat condition assessment. Using this information, they will then calculate values for the multiple benefits provided by these natural assets (including carbon storage and sequestration, air quality regulation, and accessible nature). This work will be used to inform the revised WL Local Biodiversity Action Plan and the council's Carbon Management Plan.

D2.7 Open Space Capital Programme

Moncrieff Way 49 Play Area, Knightsridge. Refurbishment is programmed for completion in early summer 2022. Multi-unit and small play equipment items will be replaced with a new multi-unit and new toddler swings.

Livingston Village Ball Court. The Ball Court (tennis side) has been closed due to failure of timber retaining wall and rebound wall. Wall repair is ongoing and due for completion by end of May 2022.

Carol Campbell commenced in post as Open Space Officer on 24th January replacing Becky Plunkett who is now an Ecology and Biodiversity Officer.

Conclusion

The Capital Programme is progressing as planned.

Open Space Enquiries

There were one open space enquiries received during this period.

	2022	2021
Childrens Play Enquiries	1	1
Total	1	1

D3 Roads and Transportation Service

Street Lighting Routine Works

There are no Capital Street Lighting works scheduled for the Livingston North Area for the remainder of this financial year.

During the period we received and dealt with 82 customer enquiries from residents. Throughout the same period last year, we received 105 enquiries from residents.

Roads Maintenance and Operations - Capital Road Maintenance Programme

No works were carried out during this period. However, the design team are looking at the provision of surfacing for the car parking area beside the Livingston United football pitch in Deans. This is being funded from the LAC Recovery and Renewal Funding budget.

D4 Waste Services

Customer Enquiries

During the period we received and dealt with 735 customer enquiries from residents in Livingston North. During the same period last year, we received and dealt with 964 customer enquiries.

221 customer enquiries were received and dealt with relating to missed bin collections in the local area. During the same period last year, we received and dealt with 281 customer enquiries.

191 customer enquiries were received and dealt with relating to requests for new grey, blue or brown bins from local residents. During the same period last year, we received and dealt with 270 customer enquiries relating to new bin requests.

E. CONCLUSION

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

There has been a decrease in Waste customer enquiries, in bin requests and in the number of missed bins from local residents compared to the same period last year.

F. BACKGROUND REFERENCES

Open Space Strategy

Capital Programme

Appendices/Attachments: One

Appendix 1 - Ecology & Biodiversity Officers Work Plan

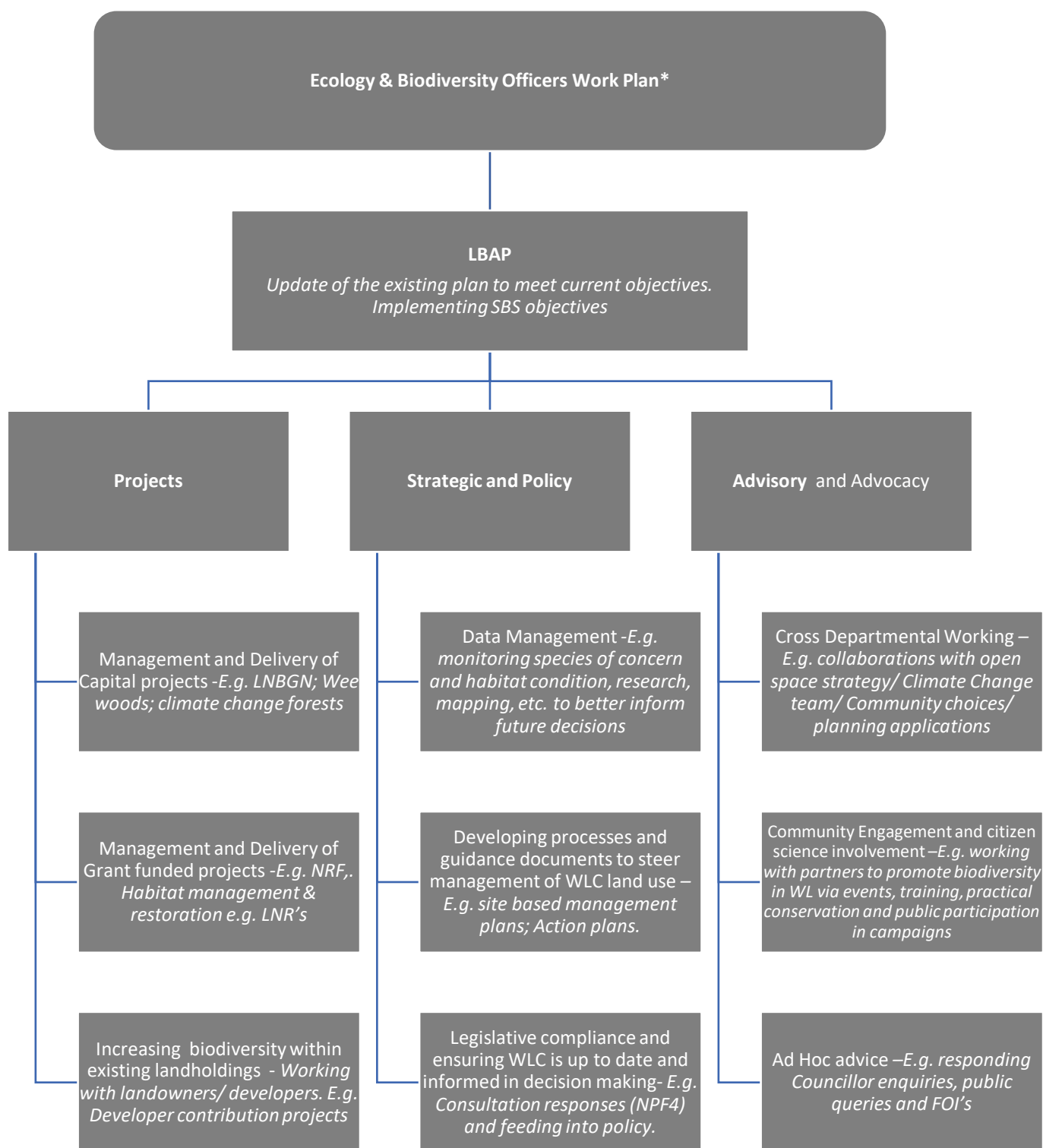
Contact Persons:

David Cullen, Open Space & Cemeteries Manager,
Whitehill Service Centre, 01506 284610, David.Cullen@westlothian.gov.uk

Gordon Brown, Roads & Transportation Service Manager,
Whitehill Service Centre, 01506 282340, Gordon.Brown@westlothian.gov.uk

David Robertson, Interim Waste Services Manager, Whitehill Service Centre, (TBC)
David.Robertson2@westlothian.gov.uk

Jim Jack
Head of Operational Services
10 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.*



LIVINGSTON NORTH LOCAL AREA COMMITTEE WORKPLAN – 10 JUNE 2022

Report	Purpose	Lead Officer	Meeting
Economic Development and Regeneration	To update on regeneration activity within the ward	Craig McCorriston	15 September 2022
Housing Report	Quarterly update on Housing Services activity	Julie Whitelaw	
Operational Services Report	To provide a quarterly update report on activity	Jim Jack	
Police Report	Quarterly update on police/NRT activity	Heidi Simpson	
Fire and Rescue	To provide an update on Operational Services activity	Gordon McCaig	
Schools presentation	To inform members of the attainment and activity of schools	Lead Officer	
Economic Development and Regeneration	To update on regeneration activity within the ward	Craig McCorriston	18 November 2022
Housing Report	Quarterly update on Housing Services activity	Julie Whitelaw	
Operational Services Report	To provide a quarterly update report on activity	Jim Jack	
Police Report	Quarterly update on police/NRT activity	Heidi Simpson	
Fire and Rescue	To provide an update on Operational Services activity	Gordon McCaig	

DATA LABEL: PUBLIC



LIVINGSTON NORTH LOCAL AREA COMMITTEE

SCHEDULE OF LOCAL AREA COMMITTEE VENUES

REPORT BY 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. On 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

Jim Jack

Livingston North LAC Lead Officer

10 June 2022