



East Livingston and East Calder Local Area Committee

West Lothian Civic Centre
Howden South Road
LIVINGSTON
EH54 6FF

7 June 2022

A virtual meeting of the **East Livingston and East Calder Local Area Committee** of West Lothian Council will be held within the **MS Teams Virtual Meeting** on **Tuesday 14 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 East Livingston and East Calder Local Area Committee held on Thursday 03 March 2022 (herewith)
5. Presentation by Inveralmond Community High School (herewith)
6. Police Scotland Ward Report - report by Police Scotland (herewith).
7. Scottish Fire and Rescue Service Ward Report - report by Scottish Fire and Rescue Service (herewith).
8. Almond Housing Association Report (herewith)

9. Housing, Customer and Building Services - report by Interim Head of Housing, Customer and Building Services (herewith).
10. Services Update - NETS, Land and Countryside - report by Head of Operational Services (herewith).
11. Report on Progress of Local Regeneration Planning - report by Depute Chief Executive, Education, Planning and Economic Development (herewith).

Public Items for Decision

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

NOTE **For further information please contact Val Johnston, Tel No.01506 281604 or email val.johnston@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 EAST LIVINGSTON AND EAST CALDER LOCAL AREA held within MS TEAMS VIRTUAL MEETING ROOM, on 3 MARCH 2022.

Present – Councillors Damian Doran-Timson (Chair), Frank Anderson, Carl John

Apologies – Councillor Tom Ullathorne and Karen Rogers (Pumpherston Community Council)

In Attendance:-

David Maule, Lead Officer, West Lothian Council

Douglas Benson, Community Regeneration Officer, West Lothian Council

David Lees, Operational Services, West Lothian Council

Phyllis McFadyen, Housing Customer and Building Services, West Lothian Council

Chris Alcorn, Planning, Economic Development and Regeneration, West Lothian Council

Greg McDowall, Head Teacher, West Calder High School

Jonathan Bertram, Almond Housing Association

James Robertson, Scottish Fire & Rescue Service

Iain Wells, Police Scotland

Chris Davidson, East Calder & District Community Council

John Sives, Kirknewton Community Council

1. DECLARATIONS OF INTEREST

There were no declarations of interest made.

2. MINUTES

The confirmed the Minute of its meeting held on 2 December 2021 as a correct record. The Minute was thereafter signed by the Chair.

3. WEST CALDER HIGH SCHOOL PRESENTATION

The Chair welcomed to the meeting Greg McDowall, Head Teacher, West Calder High School who provided a presentation (copies of which had been circulated) on the school's attainment and achievements.

The presentation provided members with an overview of the school's recovery plan, following the disruption caused by the COVID-19 pandemic, with specific examples provided for numeracy. Details were also provided on the use of digital technology in order to assist students access learning and support their engagement.

The Head Teacher then spoke of the school's attainment and of the focus on ensuring pupils achieved the necessary qualifications for progression when they left school.

The presentation concluded with information on the various achievements gained by the school and the plans for future development.

The were then provided the opportunity to ask Mr McDowall questions before the Chair thanked the Head Teacher for his presentation, answers and the excellent work of both himself and his team.

Decision

To note the contents of the presentation.

4. POLICE WARD REPORT

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

Police Scotland highlighted to that community intelligence was invaluable in achieving some of the results included in the report. Residents were to be encouraged to report any concerns or provide information by contacting Crimestoppers anonymously or calling 101.

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

Decision

To note the contents of the report.

5. FIRE SERVICE REPORT

The considered a report (copies of which had been circulated) by the Scottish Fire and Rescue Service providing an update on the activity within East Livingston and East Calder Multi-Member Ward for the period up to 31 December 2021.

It was recommended that the note and provide comment on the East Livingston and East Calder Multi-member Ward Performance Report.

Decision

To note the contents of the report.

6. ALMOND HOUSING ASSOCIATION REPORT

The considered a report (copies of which had been circulated) by Almond Housing Association providing an update on housing and community activity in the Craigshill area, including maintenance works and a number of initiatives to support tenants. The report also provided an update on the recent fire at Katherine Street.

Decision

To note the contents of the report.

7. HOUSING, CUSTOMER AND BUILDING SERVICES

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

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

Decision

To note the contents of the report.

8. SERVICE UPDATE - NETS, LAND AND

The considered a report (copies of which had been circulated) by the Head of Operational Services advising of the recent activity of the NETs Land and Countryside Services teams for the period 1 November 2021 to 31 January 2022.

It was recommended that the :

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

It was queried if any of the complaints noted in the report concerned the loss of the bridge which had allowed access to the core path that led to Linhouse Water and also whether funds were available for a replacement. Officers undertook to contact the relevant colleagues and advise members accordingly.

Noting that construction was now complete on the East Calder Park 3G pitch, clarification was sought on the term of the lease as it was not clear whether this was short-term, for a period of one year, or had been agreed for a period of ten years. Officers advised they would make contact with the relevant area and confirm details of the lease period to members.

Decision

1. To note the contents of the report;
2. To request that elected members were advised if any of the complaints noted in the report related to the loss of the bridge and access to the core path leading to Linhouse Water and if funds were available to progress a bridge replacement; and
3. To ask officers to update members on the lease of the East Calder Park 3G pitch and whether this was a one year temporary lease or for a period of ten years.

9. REPORT ON PROGRESS OF LOCAL REGENERATION PLANNING

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

It was recommended that the note the:

1. progress and developing actions and activity of the local plan; and
2. updates provided by partner organisations.

In response to a query regarding whether neighbouring authority businesses were contacted regarding recruitment through the Volume Grant Fund, officers undertook to confirm to members once they had established whether this was the case.

Decision

1. To note the contents of the report; and
2. To ask that members were advised if businesses outside of West Lothian were targeted with regards to the Volume Job Grant as well as the viable local firms mentioned in the report.

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

The 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 this 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 20/21 Town Centre Capital Fund Programme projects.

It was recommended that the note:

1. the process proposed for 2022/23;
2. that recommendations to approve the Town Centre Capital applications would be made to Local Area s (LAC) for their final decision or to the Council Executive should the LAC be unable to agree on part or all of the Ward allocation;

3. the Community Wealth Building stream and the potential interest to local organisations;
4. that authority had been delegated to the Head of Planning, Economic Development and Regeneration to implement the process;
5. that regular contact would be made with aWardees for 2022-23 to monitor project progress; and
6. the update on the 2019/20 and 2020/21 Town Centre Capital Projects.

Decision

To note the contents of the report.

11. UPDATE ON MEMORIAL ART PROJECT AT ALMONDELL CEMETERY, EAST CALDER

The considered a report (copies of which had been circulated) by the Head of Education (Learning, Policy and Resources) updating on the memorial art project at the new Almondell Cemetery, East Calder.

It was recommended that the note the report and provide any additional comments for the artist to consider, alongside the public consultation, as part of the process of producing a new memorial art work for Almondell Cemetery.

Decision

To note the contents of the report.

12. WORKPLAN

A workplan had been circulated for information.

Decision

To note the workplan.

13. PROPOSED TIMETABLE OF MEETINGS 2022/23

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

The was asked to approve the timetable of meetings for 2022/23.

Decision

To approve the timetable of meetings for 2022/23.



East Livingston and East Calder Local Area Committee

2nd June 2022

Inveralmond Community High School



As a **community** we are **working together** to become **inspired** and **fulfilled** individuals who



ACHIEVE



CONNECT



THRIVE

OUR VALUES



OUR VISION

AS A COMMUNITY WE
ARE WORKING TOGETHER
TO BECOME INSPIRED &
FULFILLED INDIVIDUALS
WHO:

ACHIEVE

TO THE BEST OF OUR ABILITIES

CONNECT

TO THE WORLD AROUND US

THRIVE

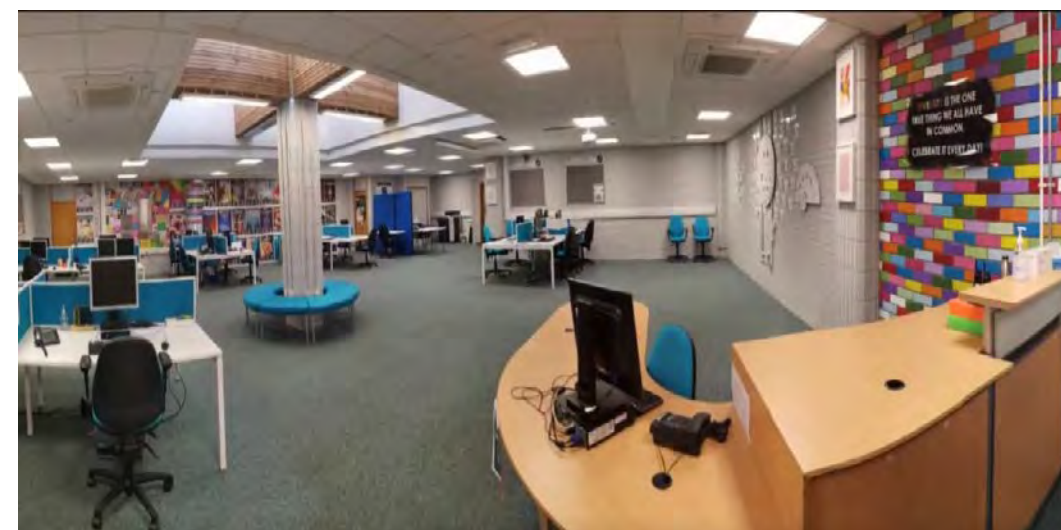
NOW AND IN THE FUTURE

OUR PURPOSE



As a community we are working together to become inspired and fulfilled individuals who





ACHIEVE **CONNECT** **THRIVE**

Rights Respecting Schools Gold Award

- Rights of the Child embedded in the curriculum
- Relationships founded on mutual respect, underpinned by our values
- Social awareness through community projects
- Strong commitment to learner voice



As a **community** we are **working together** to become **inspired** and **fulfilled** individuals who



ACHIEVE



CONNECT



THRIVE

Inveralmond CHS Pupil Parliament



Our School Values



As a community we are working together to become inspired and fulfilled individuals who



Attainment

Measure	2018-19 Percentage Achieving	2020-21 Percentage Achieving	2020-21 Virtual Comparator
S4 5@5	61.3%	65.9%	48.1%
S5 1@6	69.7%	78.3%	59.1%
S5 3@6	60.0%	57.6%	39.6%
S5 5@6	46.7%	40.9%	17.6%
S6 1@6	70.3%	79.1%	60.6%
S6 3@6	58.3%	62.3%	46.0%
S6 5@6	44.8%	47.7%	32.3%
S6 1@7	5.2%	12.7%	21.5%



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ACHIEVE



CONNECT



THRIVE

SCQF

- 94% of senior school are trained in Level 6 (Higher) First Aid
- Qualifications on offer: Mental Health, Health and Well-being, Customer Service, Religious Beliefs and Values and Leadership
- S4-5@5 SCQF 2017-48% and in 2021 66%
- S5- 5@6 SCQF 2017- 25% and in 2021 41%



As a **community** we are **working together** to become **inspired** and **fulfilled** individuals who



ACHIEVE



CONNECT



THRIVE

Foundation Apprenticeship

- 3 FA Frameworks - Business Skills, Health and Social Care and Scientific Technologies
- Over 60 young people in Year 1 and 2 in 2021-22
- Work placement providers include: HMRC, Genius Foods and Inoflate
- All previous participants have gone to positive destinations



As a **community** we are **working together** to become **inspired** and **fulfilled** individuals who



Commitment to Local Community

- Litter pick planned for last week of term
- 30 litter pickers
- Working with the Woodland's Trust



- Over raised £800 for Ukraine Crisis
- Commitment to local community – fun day



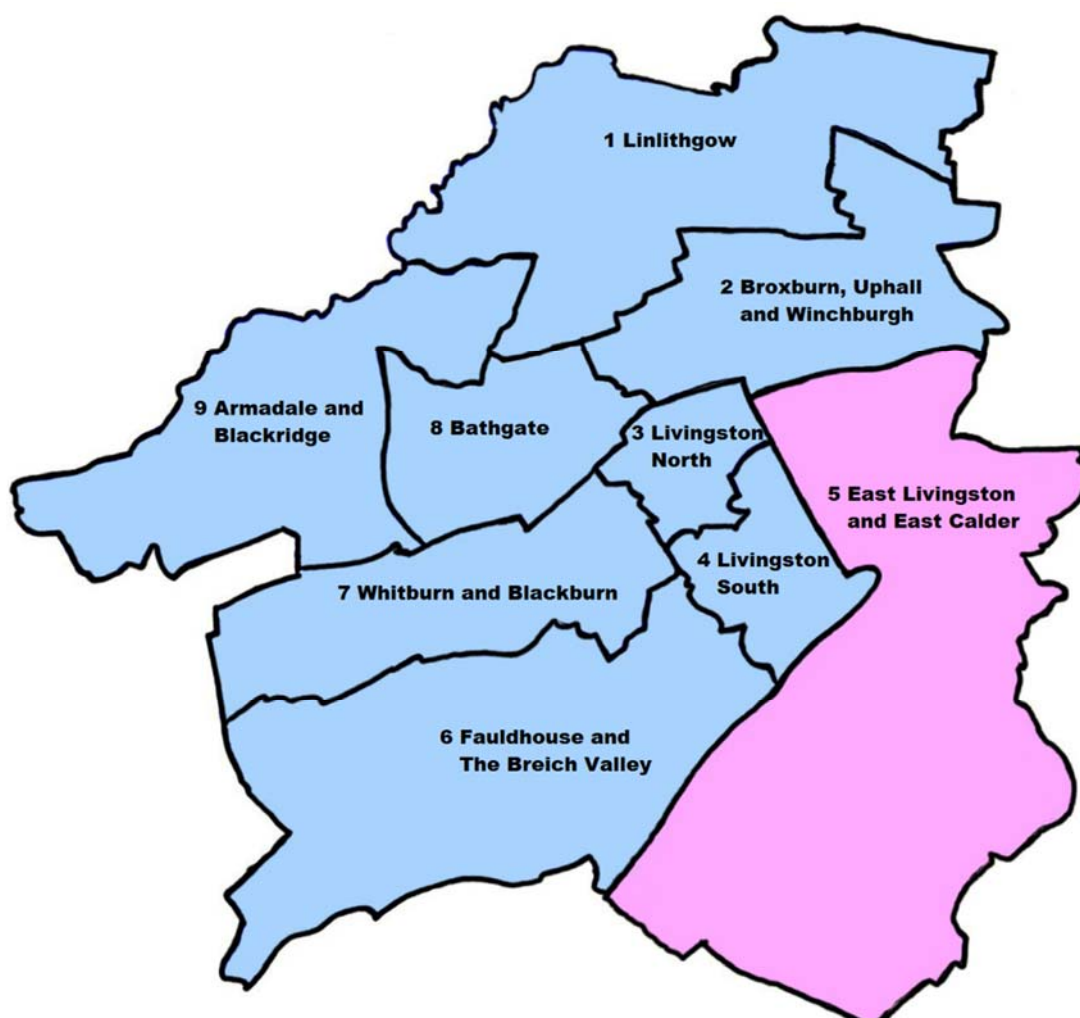
As a **community** we are **working together** to become **inspired** and **fulfilled** individuals who



ACHIEVE CONNECT THRIVE

West Lothian Area Command

Lothian and Scottish Borders



Ward 5 East Livingston & East Calder 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.

East Livingston and East Calder Community Engagement Priorities:

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

East Livingston and East Calder Community Officers

PC Russell Rosie

PC Fiona Bell

Executive Summary:

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

Foreword:**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



EAST LIVINGSTON AND EAST CALDER LOCAL AREA COMMITTEE

EAST LIVINGSTON AND EAST CALDER MULTI-MEMBER WARD PERFORMANCE REPORT

REPORT BY SCOTTISH FIRE AND RESCUE SERVICE

A. PURPOSE OF REPORT

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

B. RECOMMENDATION

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

Following the publication of the East Livingston and East Calder 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 East Livingston and East Calder Ward area are as follows:

Continuous Priority

- Local Risk Management and Preparedness.

High Priority

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

Medium Priority

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

E. CONCLUSION

The East Livingston and East Calder 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 East Livingston and East Calder Multi-Member Ward Report



West Lothian Council Area

Ward Performance Report

Quarter 4 2021/22

East Livingston and East Calder

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

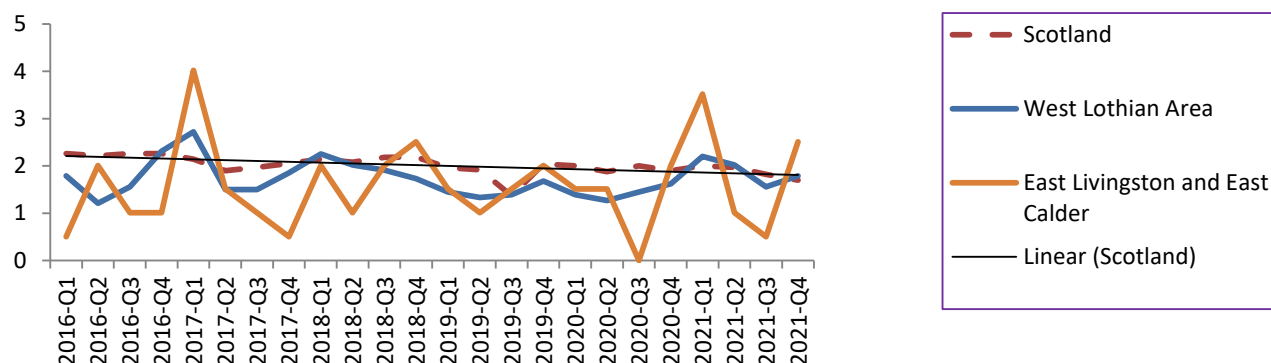
Welcome to the Scottish Fire and Rescue Service Ward Performance Report. This performance report is designed to provide citizens, stakeholders and partners with information relating to ward based activity undertaken by the Scottish Fire and Rescue Service.

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.

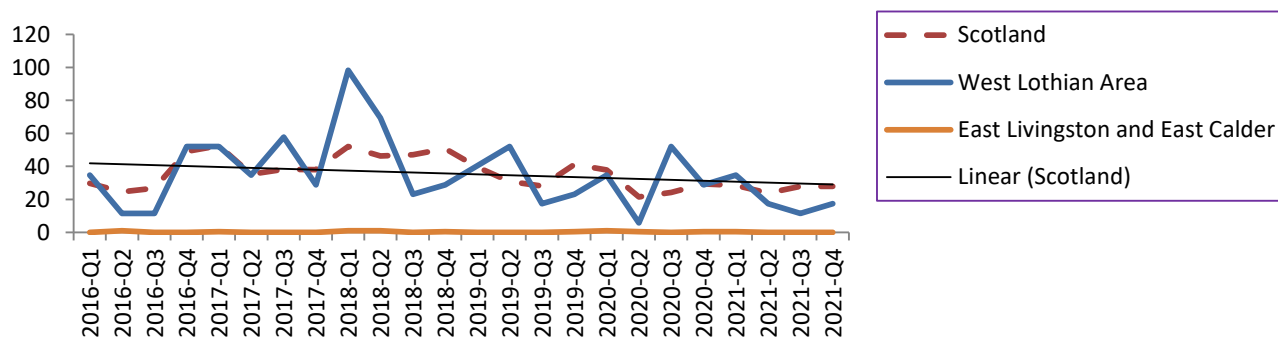
However, regardless of statistical anomalies, emerging patterns and trends in fire related incidents and events can assist the Scottish Fire and Rescue Service and Community Planning Partners plan and implement preventative intervention initiatives to target reducing fire related incidents and events.

Accidental Dwelling Fires Per 10,000 head of population



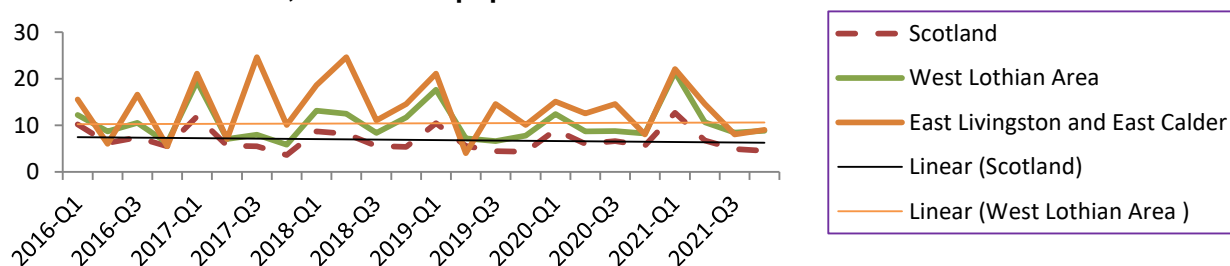
During the 2021-22 year to date reporting period SFRS have dealt with 5 accidental dwelling fires in comparison to 4 during 2020-21 year to date reporting period.

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



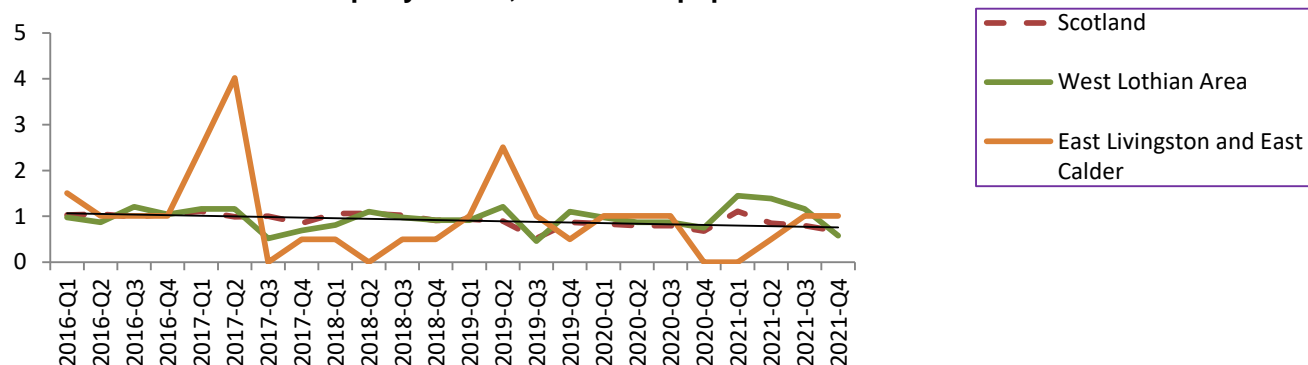
During the 2021-22 year to date reporting period SFRS have dealt with 0 Casualties and Fatalities due to fire in comparison to 1 Casualties and 0 Fatalities during 2020-21 year to date reporting period.

Deliberate Fires Per 10,000 head of population



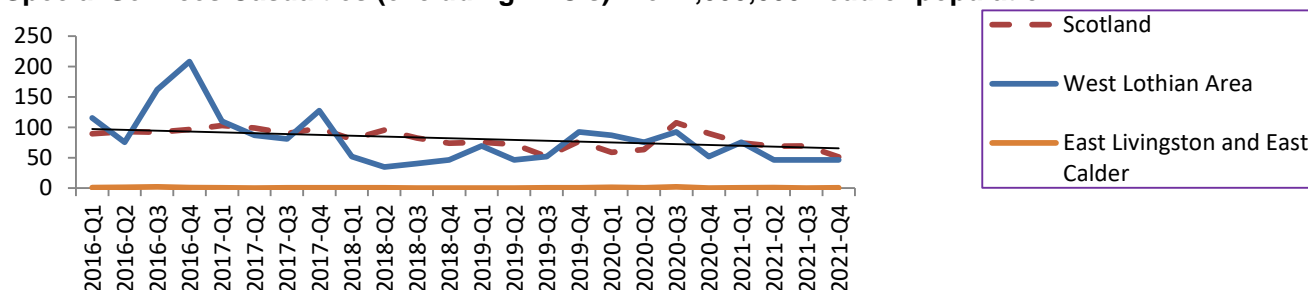
SFRS have dealt with 21 Deliberate fire incidents during 2021-22 year to date reporting period in comparison to 16 during 2020-21 year to date reporting period.

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



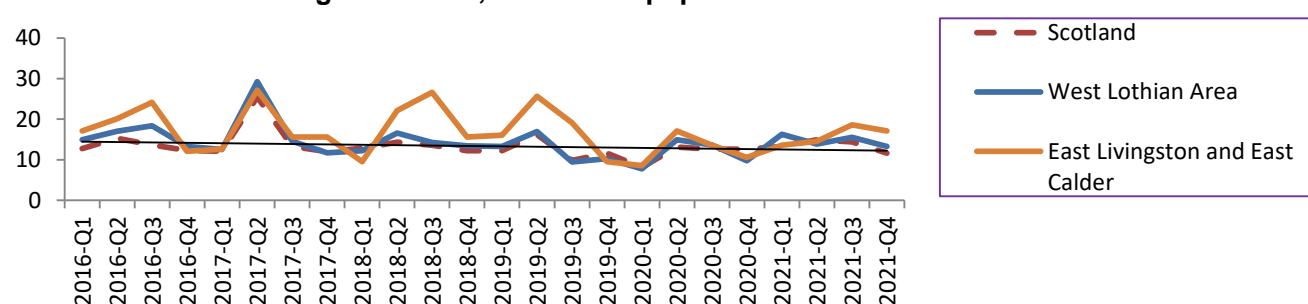
SFRS have dealt with 2 non domestic fire incidents during 2021-22 year to date reporting period in comparison to 0 during 2020-21 year to date reporting period.

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



SFRS have dealt with 1 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

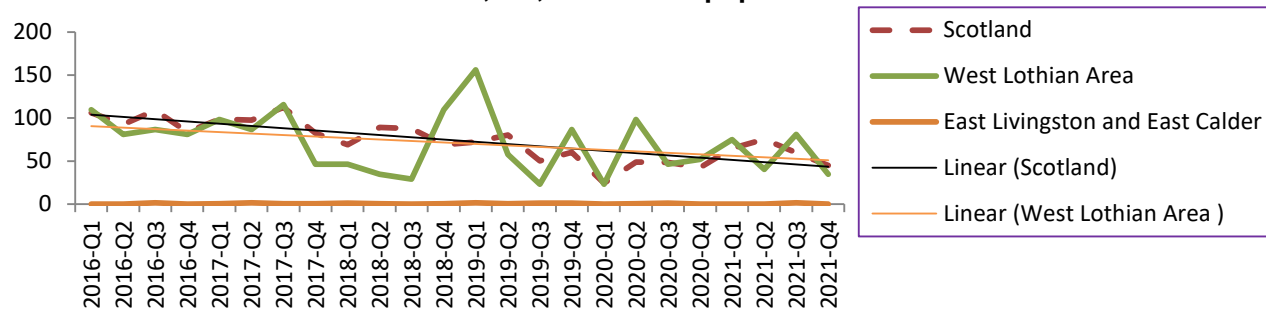


SFRS have dealt with 37 UFAS incidents during 2021-22 year to date reporting period in comparison to 21 during 2020-21 year to date reporting period.

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.



HOUSING AND COMMUNITY ACTIVITY IN THE CRAIGSHILL AREA

Report for East Livingston and East Calder Local Area Committee

June 2022

ALMOND REPORT ON HOUSING & COMMUNITY ACTIVITY IN THE CRAIGSHILL AREA FOR EAST LIVINGSTON & EAST CALDER LOCAL AREA COMMITTEE MEETING

2022-23 Planned Maintenance Programme

It is proposed that the Association's 2022-23 Planned Maintenance programme will include for a variety of works including new "A" rated boiler installations, energy efficiency measures, replacement balconies, windows and external doors, kitchens and render/roughcast.

These works are currently being procured and will be subject to Board approval prior to starting on site.

Below is a summary of the projects planned:

Boiler Upgrades and Full Central Heating Installations

Installation of new 'A-rated' energy efficient gas boilers in 150 properties, some within Craigshill.

Energy Efficiency

We will be carrying out some pilot projects for energy efficiency, focussing on fabric first, that will be centred around saving our tenants money on the cost to heat their homes.

Replacement Balconies

We have now upgraded some of our flatted properties in Craigshill and we are proposing to now replace the balconies and the drying area façade to fully modernise the external fabric.

Window and Door Replacements

We are replacing windows in 106 properties this year, some in Craigshill.

Kitchens

We plan to replace 66 kitchens this year, some within Craigshill.

External Render/Roughcast

We are replacing the render on 30 flatted properties contained within 5 blocks in Juniper Grove and Linden Grove this year, subject to factored owners agreement in 3 blocks.

Landscaping Improvements

We will be carrying out the finishing touches on the landscaping improvements in Oak Grove to include raised beds and new paving.

Cyclical Decoration

We are carrying out external cyclical decoration to 7 communal blocks, 322 houses and 179 garages in Craigshill.

Energy Redress Fund

We have been able to apply for and access two funds under the energy redress project this year, these funds are currently closed but we are hopeful that they will go live again soon. Since December 2021, the Housing Team have distributed £23,790 in vouchers (493) for our residents who are struggling to meet their fuel costs.

Growing Together – Rowan Grove Community Garden Event

Working alongside our partners, The Conservation Volunteers and WL Youth Action project, we hosted a spring event in Rowan Grove Community Garden. We had a great turnout, and the feedback and ideas gathered through this consultation session were absolutely brilliant and will certainly help to develop the project over the next year. Over 40 children and 37 adults came along, taste testing soup and fruit, taking part in seed sowing sessions, crafts, storytelling and planning this year's planting schedule. Peter Rabbit was the star attraction, he helped children hunt for Easter Eggs, played games, led on the dancing sessions and posed for photos. The smiling faces and happy chatting really show us that the Growing Together Project is working well. It was great to chat about the ideas the community have about further growing, with lots of enthusiasm for expanding the garden and planning future events in the gardens.



Growing Together – School Engagement Activity

We received some lovely feedback from Letham Primary School about the opportunity to use the community garden – see below:

"Just a wee email to say "thank you very much". This was The Fabulous Fives first excursion out of the building. They really enjoyed the visit to your community garden and are now full of enthusiasm for starting a garden at Letham. Your activities also gave the children an opportunity to apply their learning and further lead our Big Learning Question - "Can we be self-sustaining?". We are looking forward to working with you on both projects."
P5 Class Teacher, Letham Primary School

Forth Drive

We are highlighting to members a longstanding issue within Forth Drive at the entrance to Letham Primary School linked to the residential waste storage and disposal. Almond Housing Association own a small number of properties in this mixed tenure area and some of the landscaped areas (see enclosed photos) that are being used by multiple residents as fly-tipping sites for the excess household waste that is not being collected as it doesn't conform to West Lothian Councils requirements for safe uplift. Over recent weeks we have met with representatives from the various departments at West Lothian Council and Transform Craigshill and between us we have suggested that this requires a collaborative partnership approach involving all local stakeholders to tackle this longstanding issue. We would welcome the views from the local elected representatives on a topic that detrimentally impacts on the local community.



Katherine Street Update

Following a busy couple of months, we can now confirm that the safe removal of all salvageable personal items and contents of the worst affected property. Furthermore, all tenants have been moved to secure decant accommodation within West Lothian for the remainder of the rebuild period. In terms of the site the road and car park areas are now accessible. The affected is fully secured and scaffolding and temporary roof structure (See below photo) have been installed and the contractor are conducting weekly site inspections. We are currently working with our building surveyors and insurers to put together a specification for the internal strip out of the central two blocks which will be put out for tender in due course. Internal communications are in place to ensure the affected tenants are kept informed of updates periodically.

DATA LABEL: PUBLIC



EAST LIVINGSTON 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 East Livingston ward.

B. RECOMMENDATION

The Local Area Committee is asked to note Housing, Customer and Building Service activity as detailed in the ward report for the period Quarter 4 1st January to 31st March 2022.

C. SUMMARY OF IMPLICATIONS

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

D. TERMS OF REPORT

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 East Livingston ward.

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

Property Void & Let Performance: Mainstream Tenancies

Void Period	Jan 2022	%	Feb 2022	%	Mar 2022	%	WL Target %
0-2 weeks	0	0%	0	0%	0	0%	55%
2-4 weeks	0	0%	0	0%	0	0%	30%
4+ weeks	2	100%	0	0%	3	100%	15%
Total Lets	2	100%	0	100%	3	100%	100%

Property Void & Let Performance: Temporary Tenancies

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

Delays in re-letting can occur for a variety of reasons, including the type or location of the property, the completion of void work or the identification of additional works not visible during the initial inspection can all have an impact on timescales. Officers ensure that vulnerable persons are appropriately supported through the viewing and sign up process and this can also add to timeframes. Some applicants have specific support requirements which require detailed planning and co-ordination with a multi service approach. There were 7 policy voids in the ward for this period.

Void period weeks	Number of properties	PV reasons
<4	0	
4 – 12	6	5 disputed tenancies, 1 upgrade
13 – 16	0	
26 +	1	Decant

D2. East Livingston – Financial Summary

For the East Livingston ward the collection rate for the YTD in Q4 remains excellent at 99.4%. East Livingston has collected £3,425,026 vs a charge of £3,445,044.

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 East Livingston ward had 116 Universal Credit (UC) households in arrears. Since then the number of UC households in arrears has increased by 12.9%.

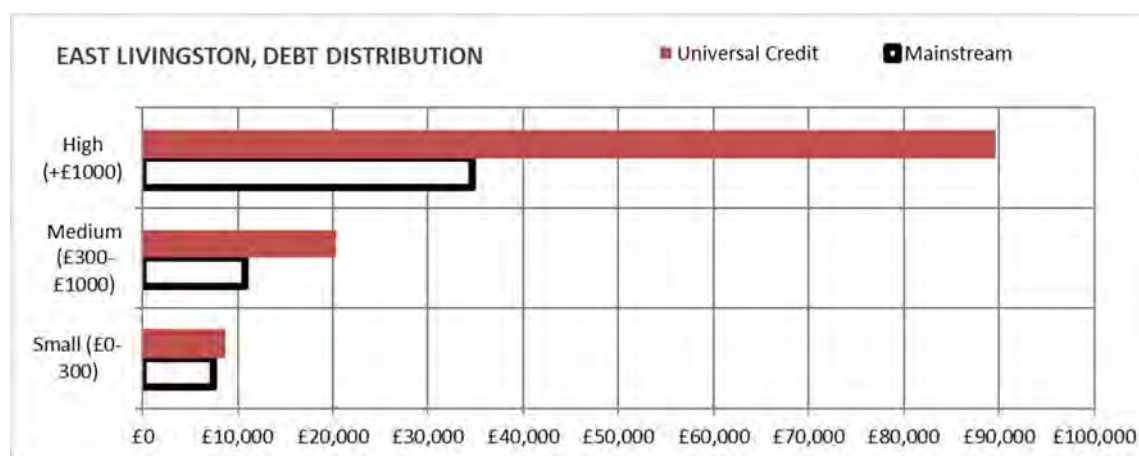
The number of tenancies in arrears in this ward has increased by 7 since last year. Small debt cases (£300 or less), account for 52.9% of households.

There are 51 serious arrears cases (+£1000 in arrears). These cases are 22.5% of all households in arrears in this area, containing 72.5% of the debt.

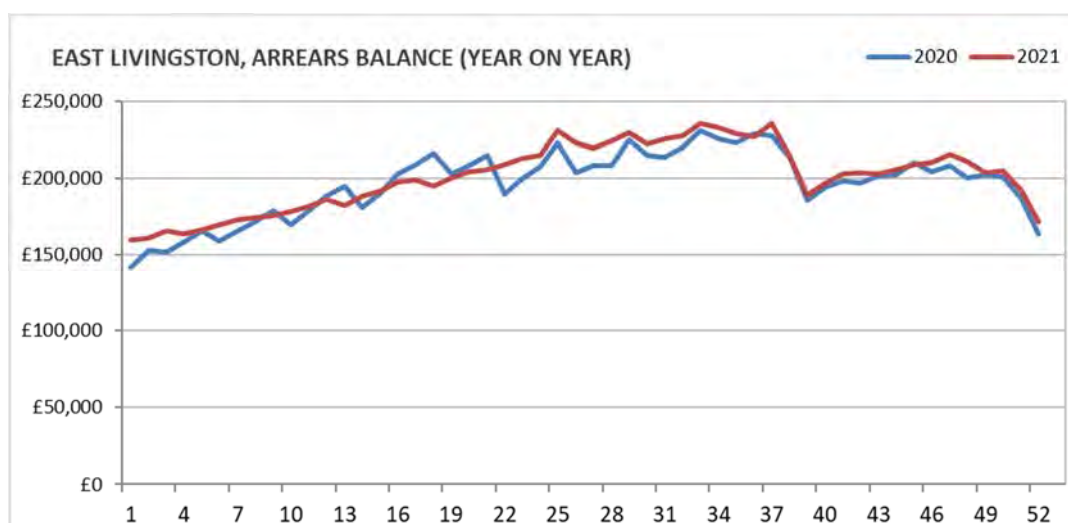
The arrears position for East Livingston Q4 is £171,568. This is an increase of £8,035 on last year's position. The West Lothian overall position is currently £3,496,679.

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

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



Arrears Banding	2020/21 (WK52)				2021/22 (WK52)			
	Mainstream		UC		Mainstream		UC	
	Balance	Cases	Balance	Cases	Balance	Cases	Balance	Cases
£0.01 to £99.99	£1,890	34	£1,117	20	£1,024	24	£1,196	25
£100.00 to £299.99	£6,686	39	£4,505	22	£6,471	33	£7,476	38
£300.00 to £499.99	£2,525	7	£7,495	19	£4,058	11	£6,637	17
£500.00 to £749.99	£2,475	4	£7,869	13	£3,800	6	£7,531	12
£750.00 to £999.99	£3,648	4	£6,152	7	£2,872	3	£6,171	7
£1000.00 to £1999.99	£12,075	8	£31,146	22	£18,261	13	£22,880	16
£2000+	£27,676	8	£48,272	13	£16,418	6	£66,774	16
Group Total	£56,976	104	£106,557	116	£52,904	96	£118,665	131
Movement					(-) £4,072	(-) 8	(+) £12,108	(+) 15
Overall Total	£163,533				£171,568			
Overall Movement					(+) £8,035			



D3. Area Team Activity

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

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

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

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

D4. Capital Programme and New Build Council Housing

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

New build housing - WLC completions 157, RSL completions 59

WLC New Build Activity	Site	No of units	Site Start	No. of Houses Handed Over	Site Completion
WLC	Cawburn Road (Complex Care Housing)	16	Nov -21	0	Jan-23
RSL New Build Activity	Site	No of Units	Site Start	No of Units Handed Over	Site Completion
Homegroup	Calderwood	69	Jan-21	8	Mar-23
Places for People	Calderwood	66	July-21	0	Nov-22

D5. Tenant Participation

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

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.

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 East and East Calder 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	35	16	17	21	20	24	10	20	11	17	4	13
Number of new cases	0	0	2	3	1	1	1	0	1	1	0	1
Number of Active Cases	2	1	4	5	6	3	4	3	4	2	2	1
Number of resolved cases	1	2	1	0	0	1	1	1	1	2	2	1

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	24	7	12	9	11	14	4	10	7	9	1	6
ASB Part 5 Noise Complaint	5	4	2	8	7	5	3	8	4	5	2	4
Dog Barking	0	1	0	0	0	0	0	0	0	0	0	0
ENV Health Complaint	2	3	1	0	0	2	3	1	0	0	0	1
Non ASB Noise Complaint	2	0	2	0	1	0	0	0	0	0	1	1
SST Section 3 Tenancy Management	2	1	0	1	0	0	0	1	0	3	0	1
Youth Disorder	0	0	0	3	1	2	0	0	0	0	0	0
Unauthorised Encampment	0	0	0	0	0	0	0	0	0	0	0	0
Grand Total	35	16	17	21	20	23	10	20	11	17	4	13

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	1 Interim	0	0	0
All of West Lothian	12	12	7 plus 1 interim	7 plus 1 interim
Age of perpetrator	-	-	-	-

West Lothian Ward Data

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

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

D7. CONCLUSION

The void and let turnover remains low and officers continue to provide advice and assistance to customers on their housing options. The team are continuing to provide support and assistance to customers dealing with a range of tenancy management issues.

Income management continues to be one of our main focuses of work to ensure customers are supported and that officers maintain good income collection. Given the current climate the end of year collection for the ward achieved well.

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

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

The team have supported colleagues in Building Services to ensure that compliance work in our tenancies has been completed.

D8. BACKGROUND REFERENCES

None

D9. APPENDICES/ATTACHMENTS;

None

Contact Person: Julie Whitelaw, Head of Housing Customer and Building Services

Email: julie.whitelaw@westlothian.gov.uk

Date: 2nd June 2022

DATA LABEL: PUBLIC



EAST LIVINGSTON AND EAST CALDER LOCAL AREA COMMITTEE

SERVICE UPDATE – NETS, LAND & COUNTRYSIDE

REPORT BY HEAD OF OPERATIONAL SERVICES

A. PURPOSE OF REPORT

To advise members of the recent activity of the NET's Land & Countryside Services teams for the period 1 February 2022 to 30 April 2022.

B. RECOMMENDATION

The Local Area Committee is asked to:

1. Note the work carried out by the service within the local area.
2. Advise on 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 February 2022 to 30 April 2022.

D2 Grounds Maintenance Routine Works

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

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

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

Enquiries are being dealt with on a daily basis.

Grounds Maintenance Enquiries

In total 19 grounds maintenance related enquiries were received and dealt with during this reporting period.

	2022	2021
Ball Game Enquiries	1	2
Bench or Seat Enquiries	1	0
Bonfire Enquiries	0	1
Complaint Grounds Maintenance	1	4
Drainage Flooding Grass Areas	1	1
Emergency Tree Out of Hours	1	0
Enforcement Officer Enquiries	0	1
Fencing Enquiries	0	2
Grass Area Damaged	2	0
Grass Cutting Enquiries	0	3
Grass Highway Verges	0	1
Ground Ownership Enquiries	2	3
Grounds Property Vandalised	2	6
Hedge Cutting Enquiries	1	2
Neighbourhood Env. Teams	1	0
Public Park Enquiries	0	8
Shrub Bed Enquiries	2	2
Shrub Bed Overhanging Path	2	5
Shrub Beds Not Maintained	1	0
Weeds General Enquiries	1	0
Total	19	41

D3 Garden Maintenance Routine Works

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

Garden Maintenance Enquiries

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

	2022	2021
Garden Maintenance General Enquiries	8	10
Garden Maintenance Grass Not Cut	0	3
Garden Maintenance Hedge Cutting	0	1
Garden Maintenance No Longer Required	0	1
Garden Maintenance Standard of Cut	0	1
Total	8	16

D4 Cleaner Communities Routine Works

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

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

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

Cleaner Communities Enquiries

In total 132 cleaner communities related enquiries were received and dealt with during this reporting period.

	2022	2021
Complaint Street Cleansing	1	2
Dead Animals	4	7
Dog Bin New Request for Bin	1	5
Dog Bin Overflowing	2	1
Dog Fouled Grass Open Space	3	2
Dog Fouled Kids Play Area	0	1
Dog Fouling on Paths Roads	12	29
Dog No Fouling Sign Request	1	0
Fly Posting	0	2
Fly Tipping Dumping	54	229
Glass on Paths or Open Spaces	1	3
Graffiti Non-Offensive	1	1
Graffiti Racist or Offensive	2	3
Litter Bin Burnt Damaged	1	1
Litter Bin New Request for Bin	2	4
Litter Bin Overflowing	1	3
Litter General Enquiries	3	10
Litter Paths Roads Verges	19	39
Street Sweeping Enquiries	11	11
Trolleys Abandoned/Dumped	1	10
Trolleys Dumped in Livingston	0	1
Vehicle Abandoned	12	20
Total	132	384

Fly Tipping Enquiries (January-December)

	2021	2020	2019	2018	2017
Illegal Fly Tipping/Dumping	634	448	364	352	254

Enforcement Community Action

Officers continue to deal with enquiries relating to fly tipping, littering, dog fouling, abandoned vehicles and general enquiries. There were 54 enquiries in relation to fly tipping for this period compared to 229 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 one Fixed Penalty Notice issued in Ward 5 for the period of 1 February 2022 – 30 April 2022. For the same period in 2021 there was also one Fixed Penalty Notice issued within the Ward.

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

Fly tipping is covered by the NETs teams who also carry out other non-routine works for Grounds. We are unable to split costs over specific ward areas or from the other works they carry out, but can give the yearly cost for the NETs teams with an estimate of their time spent on fly tipping which we currently estimate as 45% of their time. For 2021 the estimate was 80% of their time.

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

Fly tipping costs:

1 February 2022 – 30 April 2022	76.7 tonnes
Cost of disposal including costs for NETs team/vehicles, February - April	£50,542.99
Contractor removal of fly tipping	£0.00
Removal of asbestos	£0.00
TOTAL cost for all 9 wards	£50,542.99

The number of enquiries received between 1 February 2022 – 30 April 2022 for the Ward was 54 out of 337 enquiries for the whole of West Lothian equating to 16.02% of fly tipping enquiries relating to Ward 5.

Percentage wise this would equate to an approximate cost for the Ward of £8,098.88, for disposal of fly tipping between 1 February 2022 and 30 April 2022 including cost for Staff/vehicles. (This does not include the removal of asbestos by the Councils asbestos team).

Costs for fly tipping for the period 1 February 2021 – 30 April 2021

1 February 2021 – 30 April 2021	105.46 tonnes
Cost of disposal including estimated costs for NETs team/vehicles	£69,494.98
Contractor removal of fly tipping	£0.00
Removal of asbestos	£0.00
TOTAL cost for all 9 wards	£69,494.98

The number of enquiries received between 1 February 2021 – 30 April 2021 for the Ward was 229 out of 878 enquiries for the whole of West Lothian equating to 26.1% of fly tipping enquiries relating to Ward 5.

Percentage wise this would equate to an approximate cost for the ward of £18,138.19 for disposal of fly tipping between 1 February 2021 and 30 April 2021 including cost for Staff/vehicles. (This does not include the removal of asbestos by the Councils asbestos team). The removal of fly tipping by contractor was not within Ward 5.

D5 Parks and Woodland

In total 31 Parks and Woodland related enquiries were received during this reporting period.

	2022	2021
Tree Advice or Consultations	3	6
Tree Blocking Light	1	2
Tree Branches Overhanging	4	7
Tree Broken Damaged or Dead	3	1
Tree Dangerous or Unsafe	5	7
Tree Enquiries General	14	26
Tree Leaves Causing Problems	0	1
Tree Woodland Enquiries	1	0
Total	31	50

	2022	2021
Access Rights Way Core Paths	2	4
Complaint Country Parks/ Trees	0	1
Country Park General Enquiries	2	9
Total	4	14

Almondell and Calderwood Country Park

Over 4000 small trees have been planted in the felled areas of Larch Wood and along the South Drive at Almondell to replace the mainly Larch and Ash which were removed from these areas. Over 50 specimen trees were also planted in the more formal areas of the park to replace those which have been lost to decay and wind blow over the past decades. The areas around the planting have also been landscaped and some areas seeded with wildflower/grass mixes. This work was carried out by some very stalwart members of the Friends of Almondell & Calderwood, supported by members of the Parks & Woodland Team. A successful tree planting day was held with members of staff from M&G Insurance's Edinburgh Office. A grant of £23,000 was awarded for the overall tree planting project by the Tree Council, which in turn had been sponsored by M&G Insurance. Photos and further information can be found on the Friends of Almondell & Calderwood Facebook page.

There have been further delays in finishing off the path and car park works due to contractor capacity, but all is due to be completed prior to the school holidays.

A contract was awarded for the mechanised removal of trees affected by Ash Dieback Disease along roadsides and also in other areas. A number of sections of road throughout the council area have been selected and within these ash trees, showing significant signs of the disease, are being removed. As part of this project, a few large ash trees which hung over the Sustrans National Cycle Route and the canal feeder (an historic structure) between Almondell and Mid Calder were removed in March. Access to these areas and the logistics were very difficult and access permission was kindly agreed with the adjacent farmer. Some additional trees adjacent to the Powies' Path and other well used paths were also removed. Some trees had to be left until after summer due to wildlife constraints. Replacement planting will be undertaken and where practicable some ash trees will be pruned to create a "snag" or "monolith" rather than being completely felled. Further information on Ash Dieback Disease and the council's approach to dealing with this will be available in the Tree & Woodland section of the council's website shortly.

Ranger Service Update

No. Rights Of Way / Core Path / Patrols carried out (hours)	28
No. Access Enquiries	5
No. Conservation Surveys / Tasks	1
No. Volunteer hours	224

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

Following successful partnership working with the Lyme Resource Centre, the '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 Ranger Service received six new meadow scythes & rakes, from the Sustrans 'Love Your Network' grant. These are primarily to help maintain wildflower meadows close to NCR75 at Blackridge, but we expect to be able to use them for volunteer groups across the district.

Officers continue to work with the Council's Tree & Woodland Officer to collect, stack, and bag tree tubes for recycling. This process is still in its early stages, but it is the intention it will be used to recycle tubes from greenspaces across West Lothian.

The Ranger team are assisting Love to Ride (and by extension, the West Lothian Cycle Forum) to plan an event to promote cycling in West Lothian. This will be held at Almondell and Calderwood Country Park on Sunday 15 May.

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

Access

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

The Ranger Service received five new access enquiries for Ward 5 from February-April, three of which are still ongoing. Issues include path closures, restricted access to a quarry used for fishing, and forestry operations damaging and denying access to a Right of Way.

The Ranger Service received an enquiry about access issues on the Core Path linking East Calder Main Street to Langton Road, where a diversion path has been installed around a new Persimmon housing development. This was investigated by the team and there is a further diversion planned, which utilises the new tarmac path by East Calder Sports Centre.

Officers carried out a second site visit to the housing development in East Calder, where access to the quarry pond has been cut off due to construction works. A Ranger met with the customer who logged the enquiry and explained that this was more of a Planning issue. Planning have been contacted about this issue, and the customer is grateful for the effort made by the team.

The Ranger Service undertook a further site inspection of the right of way at Linnhouse and found it to have many drainage issues, resulting in extremely wet and muddy conditions. The landowner has been contacted to ask if there are any further drainage works planned in for the reinstatement of the Right of Way. Planning Enforcement were contacted about the installation of a deer fence which was restricting access and have sent a formal letter stating that the complaint will not be taken any further as the fence meets the requirements for a permitted development.

Almondell and Calderwood Country Park

Through the coordination of the Tree Council, M&G Insurance donated £23,000 towards tree planting projects in Almondell & Calderwood Country Park, as part of M&G's sustainability plan. This money covered the cost of 3000 whips and 40 half-standard specimen trees. A corporate tree planting event was organised by the Ranger team in partnership with the Council's Tree & Woodland Officer and the Countryside Operative team, and 12 M&G employees helped to plant over 300 trees on Friday 1 April, in an area clear-felled of Larch which was affected by tree disease *Phytophthora Ramorum*.

Almondell continues to be popular with visitors, particularly over the Easter holidays and during the spells of nice weather in April.

The Friends of Almondell continue to meet on Saturdays and carry out practical volunteering tasks, and have recently been working with the Parks & Woodlands staff on the tree planting programme. Other tasks include drain clearing, developing the Community Heritage Trail as part of the Historic Wall Project, and conservation work at Calderwood fen, which will help to improve the SSSI condition and biodiversity.

Volunteers from 'Reuse and Thrive' in East Calder have helped to improve the southern entrance to the park by painting and planting flower boxes.

New half-standard trees have been planted along the South Drive, to replace those that were snapped and damaged due to vandalism.

Ecology and Biodiversity

Calderwood has been included as part of the Queen's Green Canopy of 70 ancient woods which are dedicated to Her Majesty in celebration of the Platinum Jubilee. The submission for the site was a joint effort involving Ecology & Biodiversity, Tree & Woodland and Ranger staff.

House Martins at Calderwood – Following reports of damage to house martin nests on houses in Calderwood last year (a criminal offence carrying a potential jail sentence) leaflets were delivered through letterboxes to all houses in Rowan Place, Rowan Walk and Badger Walk, highlighting the importance of house martins and their legal protection. The Ecology and Biodiversity team will work with Police Scotland to monitor the nests around the area this year and hope that the educational leaflets will have inspired some enthusiasm for the species.

Greening of the Shale Trail, Drumshoreland - Specialist ecology consultants are being employed to produce a report on the current status and potential enhancements of the Great Crested Newt breeding ponds at Drumshoreland, which is now an internationally significant site and adjacent to the Shale Trail. Following this report, habitat enhancements will be made. The Ecology and Biodiversity team also hope to trial amphibian ladders in road gullies near this site in the near future.

Tree planting at Langton Park, East Calder and Cunnigar Park, Mid Calder – As part of the park improvements to both parks, 31 trees have been planted in Cunnigar Park and 11 trees in Langton Park. These will provide interest, colour and improve biodiversity in both parks.

D6 Open Space and Cemeteries

Open Space Capital Programme

East Calder Park Play Area. The 'carousel' swing will be replaced in Autumn 2022. A swing frame including a basket swing and two flat swing seats will be installed.

Covid Recovery Funding Projects – Ash Grove Planters and Craigshill "Welcome" sign meetings have now been arranged with West Lothian Youth Action Project. This is to discuss the group making and the designing of the features respectively.

Open Space Enquiries

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

	2022	2021
Children Play Enquiries	4	1
Play Area Property Vandalised	0	0
Safety Issues In Play Areas	0	1
Total	4	2

Cemeteries Routine Works

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

Cemeteries Enquiries

In total there were 20 cemeteries related enquiries received and dealt with during this reporting period.

	2022	2021
Cemeteries General Enquiries	1	2
Complaint Cemeteries & Burials	0	1
Lair Enquiries	3	5
Memorial/ Headstone Works	5	9
New Interment Booking	6	12
Purchase of Interment Lair	5	8
War Memorial Enquiries	0	1
Total	20	38

E. CONCLUSION

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

The Open Space Capital Programme is progressing as scheduled.

F. BACKGROUND REFERENCES

None

Appendices/Attachments: None

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Jim Jack

Head of Operational Services

02 June 2022



EAST LIVINGSTON AND EAST CALDER LOCAL AREA COMMITTEE

REPORT ON PROGRESS OF LOCAL REGENERATION PLANNING

REPORT BY DEPUTE CHIEF EXECUTIVE, EDUCATION, PLANNING AND ECONOMIC DEVELOPMENT & REGENERATION

A. PURPOSE OF REPORT

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

B. RECOMMENDATION

It is recommended that the Local Area Committee notes:

1. The progress and developing actions and activity of the local plan; and
2. The updates provided by partner organisations and services

C. SUMMARY OF IMPLICATIONS

I Council Values	Focusing on customers' needs, being honest, open and accountable, making best use of resources, working in partnership.
II Policy and Legal (including Strategic Environmental Assessment, Equality Issues, Health or Risk Assessment)	Community regeneration activity reinforces the council's commitment to community planning at a local level.
III Implications for Scheme of Delegations to Officers	None
IV Impact on performance and performance indicators	Performance indicators relating to the activity within the plans are captured within the set of Regeneration key performance indicators
V Relevance to Single Outcome Agreement	<ul style="list-style-type: none"> - We are better educated and have access to increased and better-quality learning and employment opportunities. - We live in resilient, cohesive and safe communities. - We live longer, healthier lives and have reduced health inequalities. - We make the most efficient and effective use of resources by minimising our impact on the built and natural environment.
VI Resources – (Financial, Staffing and Property)	Activities will be funded from existing budgets or external sources.
VII Consideration at PDSP	An update on progress towards developing regeneration plans in 13 targeted communities was provided to Voluntary Organisations PDSP in May 2018

D. TERMS OF REPORT**D1 Background**

The report updates the committee on the work of the Community Wealth Building Team, Economic Development and its partners to support communities in East Livingston and East Calder, with a particular focus on the communities of Craigshill, 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.

This area was identified as a priority area due to being within the bottom 20% of data zones in the Scottish Index of Multiple Deprivation.

D2 Progress of Local Planning

The Transform Craigshill full stakeholders' group whilst meeting monthly virtually has had their first blended meeting at Spark where they have been sharing information on what's happening in the wider community. The group also uses the on-line tool (jamboard) to allow the wider groups to actively participate and contribute. This information will help inform a planned development day.

The Scottish Community Development Centre (SCDC) and Community Regeneration are organising a Development day on 23rd June where Transform Craigshill stakeholders can update the plan. This will include:

- sharing achievements to date;
- COVID-19 findings and actions;
- Agree changes to the plan;
- agree priorities for 2022-23;
- working towards priorities; and
- co-production and collaboration

Community engagement sessions will take place outside key facilities primary schools, the Mall, Community Fridge, to gather updated engagement on work to date and what community would like to see prioritised

D2.1 Community Choices Pilot

Since the last meeting the Craigshill Community Choices process has been completed. The focus of the community choices process in Craigshill is based on the findings from a local survey carried out to find out how COVID 19 had affected the local community. Three key themes were identified and groups and organisations were invited to put forward their project ideas on how to address these. The three themes are:

- Digital Innovation, Inclusion & Connected Communities: *Enabling and supporting local people to be involved in their communities in innovative ways.*
- Poverty: *Supporting individuals and families who are experiencing the negative effects of poverty*
- Community Collaboration: Working together to benefit the Community

A small sub group of the Transform Craigshill Group were involved in helping to develop the process, supported by officers.

Following an initial application period where local organisations were invited the put forward projects for consideration by the community seven applications were received and the community invited to vote over a two-week period (2nd to 20th May). The vote was digital using CONSUL, which is an online platform being used across Scotland for Participatory Budgeting and consultations. There was also face to face opportunities to ensure people

have the opportunity to vote digitally with support from an officer through a number of pop up events held across Craigshill.

A total of 129 individuals voted in the process. The £25,000 is being allocated to the projects that received the most votes until the full amount is allocated. Five of the seven projects were successful in receiving the full amount of funding they applied for. They are as follows:

- Craigshill Community Cinema (Spark & Almond Housing)
- Youth Activity Provision (Youth Action Project)
- Clothing Packs (WL Schoolbank)
- Craigshill Community Fridge (Youth Action Project)
- Craigshill Storytelling Festival (SPAR & Almond Housing)

As this was part of a pilot to test community choices processes an evaluation will be carried out to ensure learning is taken and applied to future work around Community Choices.

D2.2 Forth Drive

Issues around litter, bins overflowing and fly tipping have for a number of years created an environmental headache for residents and the primary school. There are multiple private rental properties and a lack of factoring within the blocks has led to parts of the building being open to fires and drug use through unsecure flat communal doors. Fly tipping around this area has exacerbated the problem and saw an Environmental Visual Audit (EVA) undertaken. The area is primarily Almond Housing land.

A site visit was organised after a series of further complaints on the bins and fly tipping. The site visit was attended by Waste Services, Community Regeneration and Almond Housing officers. Other officers who could not attend the meeting are being kept in the loop through email. This has led to actions being taken including:

- immediate clean up by Almond Housing to waste on their land
- Almond Housing and WLC sending letters to tenants and landlords to advise that if their bin is overflowing it will not be picked up.
- Community Regeneration linking with local community led groups- Community Council, TCCAG and Letham Parent School Council as all were independently identifying the issues and reporting.
- WL Waste Services have agreed to circulate a copy of the original design for the multi-purpose bins as a starting point for discussion moving forward
- A short-term working group has been established
- Exploring temporary/portable/covert CCTV in the vicinity
- Exploring pupils' educational banners and posters promoting responsible disposal of household waste, litter and fly tipping on the environ.

In addition, litter, dog fouling and broken glass concerns raised by the community has highlighted an ongoing maintenance issue within the floodlit enclosed all weather pitch beside the Almond Housing buildings. Cleaner Communities and West Lothian Leisure are looking at an ongoing maintenance solution. The area has been well used locally by children and families through lockdown and was seen as a safe space for children to play.

D2.3 Growing Together

Funded through the Town Centre Funding WLYAP has been waiting on finalisation on the community benefit lease before they can put structures or begin planting in the area. They have been maintaining it through cutting the lawn to ensure that it is workable when they can formally access the site.

The new TCV worker has been working with school children and hosting some activities and sessions in and around Rowan Grove. This has led to an increase in interested residents wanting to be involved and kept up to date with gardening/growing activity.

A recent successful award to Community Council for bulbs has been agreed to go through the growing together programme to support and encourage community capacity building activity.

TCV and Almond Housing along with WLYAP organised an Easter activity within Rowan Grove attended by over 50 residents. Whilst focussed on planting and growing the programme also encouraged a literacy element through the distribution of children's books and encouraging children and carers reading the planting signage on the various planters throughout.

WLYAP girls group at Riverside wing have begun working with artists for the Craigshill gateway signage funded through the COVID-19 Recovery Fund.

The recent mapping with organisations and residents in Craigshill on open space, derelict and unloved areas included Victoria Street raised brick beds. In consultation with WLC Open space, Construction Services and TCV funding is being support through TCCAG to repair, and clean the brick raised bed, install a welcome sign at the entrance to Craigshill from the double underpass and for growing together supported by TCV, with a maintenance agreement in place, undertake the planting and continued maintenance.

Further mapping was undertaken with the Open Space Officer, Community Regeneration and community representatives on a site visit around Almondpark identifying walkways, boardwalk, vehicle access, overgrown areas, and recent planting. The open space officer is collating the information which will help inform the development day.

D3 Updates from Services and Organisations

D3.1 Business Gateway

The Business Gateway team is part of Economic Development. 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 47 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 78 local firms supported who between them employ over 1,100 staff and generate more than £102 million annual sales.

	West Lothian 2021/22	EL and EC Ward 2021/22
New Start Up businesses	325	47
Established businesses supported	640	78

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.
Employability

D3.2 Access2Employment

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

From 1st April 2021 – 31st March 2022, the service registered 888 new clients, 97 from the East Livingston and East Calder Ward, with 444 progressing into a positive destination, 36 from East Livingston and East Calder Ward. This support has been mostly provided remotely during the year due to the pandemic but advisors are beginning to return to the office, with 22/23 delivery being a mix of face to face and online.

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

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

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

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

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

D3.3 Craigsfarm

The Community Café is under new management with a new menu to be implemented in May. The Café evaluation has been completed and findings and recommendations form part of the Cafe's business action plan.

- Strategic Planning – The Craigsfarm new 5-year strategic plan has been uploaded to their Facebook page.
- Traders Fair – A Craft Trader's fair was run on Saturday, March 26. More than 170 people attended the fair which consisted of 20 craft stalls. The Next Traders fair will be conducted on 2 July.
- Funding - Several funding applications have been submitted both for community programme funding and for equipment.
- Building and Refurbishment – Craigsfarm are consolidating the building work including additional toilets and new fencing for the grounds. They are also refurbishing the East Barn to ensure compliance.
- New Staff Member - Janette Cameron has joined the team at Craigsfarm and is responsible for the Thriving Communities Activities under the Craigsfarm Community Well-being and Resilience Programme.

As part of Craigsfarm Community Well-being and Resilience Programme. These are activities directly run by Craigsfarm or with Craigsfarm partners for the benefit of the community and are free to community members. Activities running include:

Starting this quarter:

- **Art and Well-being Course** – Using creativity to build a place of quiet and calm (New). This six-week course started Tuesday 3 May and is fully booked. Expressions of interest are being taken for the next course.

- **Yoga Programme-** currently running two classes per week with the third being a yoga meditation class. Tuesday and Thursday evenings 6 pm-7 pm.
- **Stepping Stones –** Bereavement Support Course (a six-week course) is ongoing. This programme is delivered in partnership with the Livingston United Reform Church. The next course will begin the second week of May.
- **Meditation – Four-week** meditation class that builds mindfulness into everyday life. The classes are held on Tuesday mornings from 10.30-12 noon and started on 3 May
- From 10th May a new eight-week Meditation and Breathing class on Tuesday evenings from 7.15-8.00 pm has started.

As part of Craigsfarm's Thriving Communities Programme Craigsfarm undertake the following activities:

- **Active Listening –** The active listening programme provides a space for people to talk in private to a trained listener who will not interrupt, advise, or judge them and will encourage individuals to find his/her way forward. The service has been extended and is now held Wednesday, Thursday and Friday mornings by appointment only.
- **Staffed One-stop information, signposting and support point –** Craigsfarm continue to liaise with a host of organisations in West Lothian to develop a directory of services locally. The One Stop Information Point will help residents effectively access the right support and service for them. The service has been extended and is now held Wednesday, Thursday and Friday mornings by appointment only. As part of this work, Craigsfarm are developing a Directory of existing services.

For both appointments outwith these hours can be arranged.

D3.4 Daisy Drop In

The centre is busy with new families attending and the breastfeeding group is going well. A pilot 'new mums' group has started.

Summer trips are finalised: including: Muddy Boots, Burntisland, Briarlands Farm and Portobello with details posted on Facebook and the trip brochures handed out to Playgroup and Daisy mums. Health visitors are also promoting.

Standing temporary playgroup manager and former Daisy mum/trustee has been appointed Manager at the Playgroup and the Daisy are now recruiting for another practitioner

D3.5 Active schools and Community sports

- The kickboxing programme in partnership with Riverside PS and Grand Master Sutherland's Martial Arts is now well under way, with 16 P5 pupils attending the programme which will run initially until the summer.
- The grant application to the Sporting Grant Awards Scheme made by Livingston Rugby Club has now been formally approved, with the focus being on growing and developing their women and girls' section. As part of this work they will be connecting with local schools through the Active Schools team.
- The sporting event being organised in partnership with some local clubs and schools as part of Livingston's 60th anniversary celebrations is taking place on Thursday 28 April at Craigswood Sports Centre. Around 150 children from 12 Livingston schools are due to take part, with children that are not currently members of any sports clubs targeted to attend.
- Active schools are in discussions with sportscotland around some investment into supporting Craigshill schools, with the possibility of an Active Schools Assistant post working with Riverside and Letham Primaries. The active sports officer will be

meeting with head teachers to discuss their buy-in and to see if they want to enhance the post with additional investment from PEF funds.

D3.6 Spark

As of 1st April, attendance at Spark led weekly classes is free with the aim of supporting those in the Craigshill community, most impacted by the cost of living crisis.

- A new spring programme includes favourites of seated exercise, arts & crafts and games events along with new programmes such as a Computer Basics, mindfulness and Introduction to film making.
- A film club and digital team has been out and about over the last weeks creating a short film shot in and around Craigshill.
- The Spring Fair on Saturday 30th April was a great success with lots of families enjoying an early Easter treat. Proceeds are already being put to good use. Spark have purchased a selection of interactive games for new members from Pathways, Leonard Cheshire and others who have additional support needs.

Spark are working with partners and funders to bring a Storytelling Festival to Craigshill over the summer.

D3.7 Craigshill Community Council

The community council are struggling for members due to a recent community councillor moving out the area. A recruitment drive to gain new members is being undertaken with an extra-ordinary meeting scheduled for Wednesday 8th June, 7.30pm, Almondbank Centre.

E. CONCLUSION

The local regeneration process is continually evolving through a bottom up approach, with different community groups, services and organisations organically taking on themes strategically within their organisations resulting in more choice in community offers and activity. The impetus now is to encourage the current actions into longer term outcomes to benefit the Craigshill community and help Community Planning partners deliver services better at a local level.

A further update on progress will be reported to the next meeting of this committee

F. BACKGROUND REFERENCES

Previous updates to the East Livingston and East Calder Local Area Committee.

Appendices/Attachments: None

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Elaine Cook

Depute Chief Executive, Education, Planning and Economic Development

14 June 2022

DATA LABEL: PUBLIC



EAST LIVINGSTON & EAST CALDER LOCAL AREA COMMITTEE

PLACE BASED INVESTMENT PROGRAMME 2022/23 TOWN CENTRE CAPITAL FUND

REPORT BY DEPUTE 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 East Livingston and East Calder 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.

East Livingston and East Calder Ward has been allocated **£84,354** split as follows:

Town	Allocation
Craigshill	£12,156
East Calder	£18,824
Mid Calder	£15,158
Kirknewton	£13,999
Uphall Station	£11,651
Pumpherston	£12,566
TOTAL	£84,354

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 for 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 East Livingston and East Calder Ward Applications

Within the East Livingston and East Calder ward six settlements are eligible for the funding and by the deadline of 22 April 2022, 8 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 applications received	Total requested	Over (+) / under (-) Funding Available
Craigshill	£12,156	2	£16,727	+£4,571
East Calder	£18,824	2	£18,824	0
Mid Calder	£15,158	1	£15,000	-£158
Kirknewton	£13,999	1	£13,999	0
Uphall Station	£11,651	1	£14,768	+£3,117
Pumpherstoun	£12,566	1	£12,566	0
Ward Total	£84,354	8	£91,884	+£7,530

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.

Craigshill (£12,156)

Code	Application Name	Amount applied for	Recommended allocation
CRA22-01	Craigshill	£5,000	£429
CRA22-02	Craigshill gateway improvements project – Victoria Street	£11,727	£11,727
	Totals	£16,727	£12,156

East Calder (£18,824)

Code	Application Name	Amount applied for	Recommended allocation
ECA22-01	Parking and Electric Charging Points	£16,000	£16,000
ECA22-02	Defibrillators	£2,824	£2,824
	Totals	£18,824	£18,824

Mid Calder (£15,158)

Code	Application Name	Amount applied for	Recommended allocation
MCA22-01	Mid Calder Heritage trail	£15,000	£14,500
	Totals	£15,000	£14,500

Kirknewton (£13,999)

Code	Application Name	Amount applied for	Recommended allocation
KIK22-01	Village Enhancement	£13,999	£13,999
	Totals	£13,999	£13,999

Uphall Station (£11,651)

Code	Application Name	Amount applied for	Recommended allocation
UPS22-01	Multi-Sensory room	£14,768	£11,651
	Totals	£14,768	£11,651

Pumpherston (£12,566)

Code	Application Name	Amount applied for	Recommended allocation
PUMP22-01	Recreation Facility Project	£12,566	£12,566
	Totals	£12,566	£12,566

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

Town	Balance
Mid Calder	£658
Total Balance	£658

Allocation of town underspends

The Local Area Committee is able to reallocate any under spends in towns to projects they have not been able to fund or fully fund in other towns. In the ward the underspend of £658 remains unallocated in Mid Calder and can now be allocated to projects in Uphall Station. It is recommended that Uphall Station is awarded a further £658 towards the Multi-Sensory room application.

D.5 Delivery of Projects

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

As projects are implemented the detail and associated costs may change and 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:

Lesley Keirnan, Community Regeneration Officer, Community Wealth Building Team

Lesley.Keirnan@westlothian.gov.uk

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

Elaine Cook

Depute Chief Executive, Education Planning and Economic Development

14 June 2022

Town Centre Fund 2022-23

Appendix 1

Ward: East Livingston & East Calder allocation (£84,354)

Town: Craigshill (£12,156)

Applica tion Code	Applicant (Group/Service)	Project Name	Brief Description of project	Scale of Funding	Delivered By:	Recommendation /Priority
CRA22-01	West Lothian Litter pickers	Craigshill	Purchase of: <ul style="list-style-type: none"> •Litter Picks x 50 •Bag Hoops x 50 •Hi-Viz vests x 50 •Safety Glasses x 50 •Anti-Littering Signs (500mmx500mm) x 30 •Wildflower Seeds and plugs 	£5,000	NETS/WL LP/CR/TC CAG	RECOMMENDATION: Support in part Budget allocation: £429 Service feedback: Funding for equipment only. NETS supportive and can arrange in house. WLLP work with TCCAG at a local level to encourage group picks, events, working with the regeneration officer to build community capacity in the area with schools, local organisations and link with the growing together project.
CRA22-02	Transform Craigshill Community Action group (SCIO)	Craigshill gateway improvements project – Victoria Street	<ul style="list-style-type: none"> • Design and install ‘welcome to Craigshill’ sign at the entrance to Craigshill from the Howden to Craigshill double underpasses footpath • Repairing and rebuilding the brick work and pointing where appropriate on the walled raised bed at Victoria Street to the Mall 	£11,727	Roads/ NETS/ TCV/AHA/ TCCAG	RECOMMENDATION: Support in full Budget allocation £11,727 Service feedback: Application process through; mapping of under loved areas, engagement and within the local plan priorities for 2022 Discussion undertaken with construction services, Open spaces and TCV Application to planning would be required, consultation with roads and transportation to agree position and materials/type of signs proposed

			•Replant the raised bed once repaired.			
				Total £ 16,727		

Town: East Calder (£18,824)

Applica tion Code	Applicant (Group/Ser vice)	Project Name	Brief Description of project	Scale of Funding	Delivered By:	Recommendation /Priority
ECA22-01	East Calder and District Community Council	Parking and Electric Charging Points	Provide 1 (possibly 2) electric charging point and additional car parking in Town Centre	£16,000	WLC ROADS/Pl anning/	<p>RECOMMENDATION: Support in principle pending further investigation with Council Services.</p> <p>Budget Allocation: £16,000</p> <p>Service feedback: The installation of EV Charging points requires a number of key considerations including:</p> <ul style="list-style-type: none"> • planning consent; • land owners agreement; • grid connection, and; • approval from Roads & Transportation. <p>Critically, the group would need to develop a long term business model clearly outlining who would be responsible for ongoing costs (principally electricity & maintenance) and whether it would be operated on a commercial basis.</p> <p>The development of an Electric Vehicle Infrastructure Plan is one of the commitments in the council's Climate Change Strategy and will be delivered later this year.</p>

ECA22-02	East Calder and District Community Council		Supply and fit 2 Defibrillator's in a secure box, Planning Permission, survey of area - Scotmid, James Millar Convenience store	£2,824	Applicant	RECOMMENDATION: Support in full Budget Allocation: £2,824 Service feedback: Agreement is required to be in place with retailers for continued supply and maintenance
				Total £18,824		

Town: Mid Calder (£15,158)

Applica tion Code	Applicant (Group/Service)	Project Name	Brief Description of project	Scale of Funding	Delivered By:	Recommendation /Priority
MCA22-01	Mid Calder Community Council	Mid Calder Heritage trail	Signage, information boards, literature and advertising	£15,000	Applicant	RECOMMENDATION: to support in part Budget Allocation: £14,500 Service feedback: to link with museums, planning if required, landowner's approval for plaques, consent maybe required for listed buildings. £500 for Literature and Advertising not capital costs.
				Total £15,000		

Town: Kirknewton (£13,999)

Applica tion Code	Applicant (Group/Service)	Project Name	Brief Description of project	Scale of Funding	Delivered By:	Recommendation /Priority
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KIK22-01	Kirknewton CC	Village Enhancement	<p>1. - Purchase of table and chairs for the village hall</p> <p>2 - Purchase and install tables, benches, decking and barbeque on the land at the rear of the village hall.</p> <p>3. - Purchase and plant Apple Trees in open space between Churchill Way and Roosevelt Road</p> <p>4. - Purchase and plant a permanent Christmas Tree at Park Terrace</p>	£13,999	Applicant	<p>RECOMMENDATION: Support in principle pending clarification on points raised by services below.</p> <p>Budget allocation: £13,999</p> <p>Service feedback:</p> <p>Advice sought on tree planting can be provided by NETS.</p> <p>Use of land and installation of decking may require planning permission. Community hall lies within a conservation area</p> <p>Property - The ground to the rear of the village hall is on a steep slope. It is unlikely that disabled access would be possible to this area without significant expenditure for ramps or possibly even a lift. Maintenance agreement required to be in place for ongoing upkeep.</p>
				Total £13,999		

Town: Uphall Station (£11,651)

Application Code	Applicant (Group/Service)	Project Name	Brief Description of project	Scale of Funding	Delivered By:	Recommendation /Priority
UPS22-01	Uphall Station Institute Hall management committee	Multi-Sensory room	<p>Replacement of flooring in Anteroom to Light Grey</p> <ul style="list-style-type: none"> • Purchase and install Interactive Sensory Floor Projector • Purchase Interactive Board • New Double Wall Socket 	£14,768	Applicant	<p>RECOMMENDATION: Support subject to discussion with Property re flooring work.</p> <p>Budget allocation: £11,651</p> <p>Service feedback: Property note that Asbestos surveys would be required before any works could go ahead. Clarification required that the flooring work is</p>

			<ul style="list-style-type: none"> • Purchase and install Wi-Fi • Black out blind purchase and install 			<p>just replacement covering and not the structure below.</p> <p>Ongoing maintenance undertaken by management committee. The Difference in costs of £3,117 for project will be met by the management committee. Management committee already meeting with WLC services</p>
				Total: £14,768		

Town: Pumpherston (£12,566)

Applicat ion Code	Applicant (Group/Ser vice)	Project Name	Brief Description of project	Scale of Funding	Delivered By:	Recommendation /Priority
PUMP2 2-01	Pumpherst on Communit y Council	Recreation Facility Project	Purchase and install a 32' by 10' Cabin as a dedicated changing/toilet facility at the recreation park	£12,566	Applicant	<p>RECOMMENDATION: Support in full pending clarification on how project will be managed and maintained.</p> <p>Budget allocation: £12,566</p> <p>Service feedback: Planning sought for siting of new building. Clarity required on how the project will be managed and maintained</p>
				Total £12,566		

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	[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:	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 East & East Calder
Project Title	Community Litter Picking Equipment
Project Location	Craigshill
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 Craigshill area of the Livingston East & East Calder ward.

Signage would be installed in strategic locations where it is likely to have the most impact and which have been identified as problem areas. This this would include routes to and from Riverside and Letham Primary Schools, areas around Almondbank Library, the footpaths through the high density housing around Craigshill Road and parts of Almond Park.

Craigshill has been identified as being of particular need for support with litter clearance and community engagement. The area has benefitted from WLLP group litter picks in the past and members local to the area and community groups like Transform Craigshill Community Action

Group and the River Almond Action Team 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 Strategy which moves 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 Craigshill is frequently identified as being the most problematic area in the East Livingston & east Calder Ward. A number of group picks have been carried out in Craigshill since the group was formed in 2019 and willingness of the Transform Craigshill group to become involved 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

- Areas of Craigshill are among the most deprived 5% 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 Transform Craigshill Community Action Group 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 Craigshill 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

Transform Craigshill Community Action Group

3. Project Costs

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

Expenditure Item	Total Cost	WLTCF Cost
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>	
<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	Strategy Officer
Organisation	West Lothian Council
Date	21/04/22

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

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

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	Transform Craigshill Community Action Group
Contact Person and Position	[REDACTED] Chair Transform Craigshill Community Action group (TCCAG)
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 SCIO
What are the main activities of your organisation? (please answer in no more than 100 words)	<p><i>Transform Craigshill SCIO trustees aim to work co productively, with the members to improve the lives of people in Craigshill by working together and empowering communities to take action, reduce inequalities and enable communities to have the best life possible.</i></p> <p><i>4.1 The prevention or relief of poverty,</i></p> <p><i>4.2 The advancement of education,</i></p> <p><i>4.3 The advancement of health,</i></p> <p><i>4.4 The advancement of citizenship or community development,</i></p> <p><i>4.5 The provision of recreational facilities, or the organisation of recreational activities.</i></p> <p><i>4.6 The relief of those in need</i></p>

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	East Livingston and East Calder Ward
Project Title	Craigshill gateway improvements – Victoria Street
Project Location	Victoria Street - Craigshill
Project Start Date	June 2022
Project End Date	July 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 project was discussed through Transform Craigshill the Craigshill Regeneration group and further discussion through Craigshill Community Council and Transform Craigshill Community Action Group (TCCAG). Transform Craigshill consists of Almond Housing Association, WLYAP, Community Council, Craigsfarm, SPARK, TCCAG, Daisy Drop In and Craigshill residents. This application is a theme within the priorities within the Transform Craigshill community led action plan. It has come about through:

1. the recent community engagement COVID-19 findings 2021,
2. through a recent community walkabout identifying areas that need developed through being derelict, underdeveloped, or unloved. The community walk about included TCCAG, SPARK, WLYAP, Almond Housing, TCV, WLC Open space officer and Community Council.

This application process has been discussed with the Community Regeneration Officer, Open space officer and construction services on areas of development and with support to apply

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.

Background

As part of the Transform Craigshill local community led plan, through the recent community engagement COVID-19 2021 findings, and community mapping of underutilised, unloved areas the community have this as a priority within the plan

To provide:

1. a 'welcome to Craigshill' sign at the entrance to Craigshill from the Howden to Craigshill double underpasses

2. and to upgrade the 'under loved' walled raised bed along the main walkway to the mall at Victoria Street by repairing and rebuilding the brick work and pointing where appropriate and re vitalising the raised bed with plants/growing in line with the community growing projects and residents' outcomes in
 - a. increased opportunities to participate in community activity
 - b. support positive health and well being
 - c. learning and skills development/positive life experiences
 - d. intergenerational activity
 - e. building community capacity within the Growing Together programme of activity
 - f. increase growing and planting in underused and unloved bits of land

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.

Evidence of need from COVID-19 findings report summary and Transform Craigshill regeneration ideas and priorities for 2022 allocated within the Jamboard see link:

https://jamboard.google.com/d/1ID0ENKHsRb5WKohrAOXXSL_bS5S2FO4oOZKcP2zZdBk/viewer?f=11

- board 5 (Board) – with ideas to take forward
- board 12 Priorities for 2022. This can also be found within the updated local Transform Craigshill local plan

The full community Findings report can be found here:

<https://coins.westlothian.gov.uk/coins/viewDoc.asp?c=e%97%9Dh%97r%7F%88> 171 residents took part in the community engagement survey.

The community findings report recognises a love of nature and need for an increase in open spaces, gardening and growing projects, the findings also highlight unsightly areas that pull the look and feel of the neighbourhood down. The findings also report a need for more volunteering and community activity as well as support for those experiencing food poverty.

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 project will enable the delivery of a welcome sign for residents and visitors on foot and for cyclists entering Craigshill through the double underpasses from Howden pathway.
- The project will also include repointing and rebrick laying, cleaning up and making safe the old raise and disused brick bed that follows the main pathway/cycle route from the Howden/Craigshill double tunnels to the Mall in Craigshill
- Raised beds that brightens up individuals and cyclists who pass by, for residents that live in the vicinity and for people undertaking their daily business, walking etc. With the support of Growing together project aim to encourage residents and volunteers to plant, and nurture the growing spaces.

The capital project outcomes relate to place-based principles

Through community engagement findings, of a geographical area, community mapping of underutilised, unloved green spaces, community ambitions /priorities within a community participation and decision-making process

In relation to 20-minute neighbourhoods'

- Communities empowered to make changes in their neighbourhoods to allow them to meet their daily needs in a fair and equitable way. Through the community engagement findings and priorities within the action plan and subsequent mapping of unloved and derelict, disused areas This project aims to brighten up one of the entrances to Craigshill for walkers and cyclists, visitors and/or people going about their business by improving the outlook of the area through fixing brickwork and community planting. Supporting the residents through a maintenance agreement with WLC increasing volunteering opportunities and supporting residents take pride in their neighbourhood.

Within a Community wealth building context:

- Plural ownership of the economy by - Insourcing – asking the local council to deliver the project with their expertise, local workers provides good governance, more sustainable operations – enhancing local employment conditions
- Fair employment and just labour markets - Utilising the council an anchor institution which stimulates the local economy through progressive employment and local labour market activities through fair and just wages, employment rights and recruitment opportunities for those experiencing hardship returning to the labour market through employability programmes, work experience, learning and development and modern apprentices.
- Progressive procurement of goods and services - The council where possible support local businesses in the procurement of goods and resources to increase local supply chains, which in turn support local sustained employment where workers have a greater tendency to redistribute wealth and surplus locally within the west Lothian economy.
- Socially just use of land and property – through maintenance agreements and linking with the community growing programme developing more underutilised and abandoned raised beds to growing produce, plants and flowers

Partners involved

(other local organisations you are working with)

TCCAG, Transform Craigshill, TCV, Community Regeneration, Open Space Officer, Construction Services, Almond Housing, 'Growing Together' WLYAP,

1. Project Costs

Total Project Cost	
Amount of Funding being requested from West Lothian Town Centre Capital Fund 2022-23	£11,727

Expenditure Item	Total Cost	WLTCCF Cost
Welcome to Craigshill sign including design, sign installation and relating surveys, planning	3,000	3,000
Bricks, work, repair and pointing	5,000	5,000
Soil & compost, seed and plants	3,727	3,727

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



Victoria Street brick wall that requires repair



Welcome sign into Craigshill at the Howden double underpasses at Victoria Street



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.

Yes as most will be project managed through WLC services and comply with all local authority statutory legislation. The other part will be delivered through third sector TCV and Almond housing and will comply within their statutory legislation processes and procedures

Project Management

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

The project will be coordinated by TCCAG and works designated to WLC council and through TCV who have all relevant insurance etc in place.

Maintenance and Insurance

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

The group plan to build on the 'growing together' project to obtain a maintenance agreement with WLC to maintain and nurture the raised beds. The signage will come under roads for any future maintenance and repairs.

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 through TCCCAG and delivered through WLC Open space officer, Construction services, in agreement with Transform Craigshill. All will comply with all relevant statutory legislative, health and safety and building warrants as required within council guidelines. Ongoing maintenance of the planters will be agreed through a WLC maintenance agreement through Growing together

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 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

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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	<div style="background-color: black; width: 100px; height: 1.2em;"></div>
Position	Chair
Organisation	Transform Craigshill Community Action group
Date	21/04/2022

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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**.

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1. Applicant Organisation

Organisation Name	East Calder and District Community Council
Contact Person and Position	[REDACTED]
Address	[REDACTED]
Telephone Number	[REDACTED]
Email Address	[REDACTED] [REDACTED]
Type of organisation (public sector, private sector, voluntary organisation, charity, SCIO, etc) If charity then please include charity number:	Voluntary Organisation - Community Council

What are the main activities of your organisation? (please answer in no more than 100 words)	East Calder and District Community Council are a local group of volunteers who represent the communities' views in all matters relevant to the community. We are a statutory consultation body with regards planning and local authority activities that have an impact on the Community, and we have good relationships with a broad range of stakeholders.
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Do you have an equal opportunities policy or statement? If yes please provide a copy	Yes, as per Community Council
Does your organisation take account of equality issues around age, disability, gender, race, religion or belief?	Yes, as per Community Council

2. Project Details

Council Ward	Ward 5 - East Livingston and East Calder
Project Title	Parking and Electric Charging Points
Project Location	East Calder
Project Start Date	TBC
Project End Date	31 March 2023

Pre-Application Discussion Have you made any pre-application enquiries or discussed your proposal with Council officers? We strongly encourage you to liaise with relevant officer(s) as outlined in the accompanying guidance. What was the basis and outcome of any discussion?
Telephone call 21 April with Lesley Keirnan, Economic Development and Regeneration Officer. Lesley copied [REDACTED] in e-mail to Peter Rogers, who has experience in West Lothian Council provision of Charging Infrastructure. E-mail address - [REDACTED]

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.
Provide Electric Charging points and additional parking facilities for East Calder Community.

There are currently 5 electric charging points at Calderwood Mobility Hub and there is limited parking in East Calder Main Street.

Due to the increasing population of East Calder there is a desperate need for Electric Charging Points and additional parking facilities in the Town Centre.

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.

Increase in electric car usage and lack of parking in East Calder Community.

The market for electric cars has increased in the last 3 years and this will only rise in the future.

For the year to June 2021 there were over 300,000 electric vehicles in the UK. Scotland had the highest number per 100,000 of the population with 47 electric vehicles. This is expected to increase in line with the Government Climate change targets by 2030 when it's anticipated that all vehicles will be electric.

Inadequate parking for the number of houses within East Calder when visiting Medical Practice, Dave King Partnership where various User Groups meet (East Calder Needlecraft, Crafty Crafters, Dance Groups, Youth Groups, Pilates, Support Groups) and the East Calder Library, Shopping, Dentist, Post Office, Cafes, Church and East Calder Park. There are approximately 6,000 houses and it is anticipated that there will be more than 9,000 houses in line with the Local Development Plan and Core Development Area in East Calder by 2030.

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 accessibility to electric charging points as some residents are restricted to where they can personally have a charging point at home.
- Supports the use of environmentally friendly cars as per Government Climate change initiative.
- Whilst cars are being charged there will be an opportunity to either visit local shops, Doctors, Library or a walk in the park/surrounding areas this will improve health and wellbeing as well as the local economy.
- Additional parking will relieve the pressure on Main Street which currently experiences congestion for emergency services, buses and commercial vehicles travelling through due to double parking.
- Increase in footfall which in turn will contribute to the local economy of East Calder.
- Local businesses will thrive after the pandemic.
- We are creating choices by encouraging shop local and enjoy the open space within our area.

Partners involved

(other local organisations you are working with)

West Lothian Council

*Looking to approach Cala Developments and Other Local Housing Developers to support in a further electric charging point if we don't have enough Town Centre Capital Funding for two.

3. Project Costs

Total Project Cost	£16,000.00
Amount of Funding being requested from West Lothian Town Centre Capital Fund 2022-23	£16,000.00

Expenditure Item	Total Cost	WLTCF Cost
Supply and fit Electrical Charging Points, survey of area, planning permission and additional car parking	£16,000.00	£16,000.00
	£	£

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

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

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

Project Management and Legal Requirements

Does the project comply with relevant statutory legislation?

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

Project Management

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

Maintenance and Insurance

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

Monitoring and Finance

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

Will be project managed by the applicants in consultation with West Lothian Council and planning permissions will comply with the relevant regulations.

Regular updates will be provided to the Regeneration Team at West Lothian Council and discussed at the quarterly Local Area Committee Meetings.

The grant will be credited to the East Calder and District Community Council Account which the Treasurer and one other authorised signatory will issue cheques. The Annual Accounts 2022/23 will be audited by two independent East Calder residents in line with the Community Council Code of Conduct and passed to Lorraine McGroarty at West Lothian Council along with a copy to the Regeneration Team.

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.

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- 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
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 - Memorandum of Association or Constitution
 - Bank Statements / Bank Details
 - Invoices
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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?

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- 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

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Further information

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Who is responsible for my information?

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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	[REDACTED]
Position	Chair
Organisation	East Calder and District Community Council
Date	22 April 2022

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

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

PLACE BASED INVESTMENT PROGRAMME (PBIP) 2022-23

WEST LOTHIAN – TOWN CENTRE CAPITAL FUND

APPLICATION FORM

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

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

1. Applicant Organisation

Organisation Name	East Calder and District Community Council
Contact Person and Position	[REDACTED] reasurer (ML)
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 - Community Council
What are the main activities of your organisation? (please answer in no more than 100 words)	East Calder and District Community Council are a local group of volunteers who represent the communities' views in all matters relevant to the community. We are a statutory consultation body with regards planning and local authority activities that have an impact on the Community, and we have good relationships with a broad range of stakeholders.

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

2. Project Details

Council Ward	Ward 5 - East Livingston and East Calder
Project Title	Defibrillators
Project Location	East Calder
Project Start Date	TBC
Project End Date	31 March 2023

Pre-Application Discussion

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

21 April - Telephone call with Lesley Keirnan, Economic Development and Regeneration Officer.

Project Description

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

There are currently only two defibrillators in East Calder located at the telephone box outside The Dave King Partnership Centre, 143 Main Street, and outside Calderwood Cafe, due to the increasing size of the Community we propose at least a further two, 1 at Scotmid Co-Op, Unity 3 Redcraig Road and James Miller Convenience Store, 40A and 40B Langton Avenue.

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.

Due to an increase in the population of East Calder through houses being built by various Developer's approximately 6,000 houses and it is anticipated that there will be in excess of 9,000 houses in line with the Local Development Plan and Core Development Area in East Calder by 2030 we feel there is a great need to have more than the two defibrillators' which are situated at Main Street and Calderwood an additional two would cover the middle and top of East Calder.

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 increase local access to public defibrillator's in more areas of East Calder making them easily accessible and available in an emergency to help preserve life until arrival or appropriate emergency response.

Partners involved

(other local organisations you are working with)

West Lothian Council

Scotmid Co-Op,

James Miller Convenience Store,

3. Project Costs

Total Project Cost	£2,824.00
Amount of Funding being requested from West Lothian Town Centre Capital Fund 2022-23	£2,824.00

Expenditure Item	Total Cost	WLTCF Cost
Supply and fit Defibrillator's in a secure box, Planning Permission, survey of area	£2,824.00	£2,824.00
	£	£
	£	£
	£	£
	£	£

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

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

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

Project Management and Legal Requirements

Does the project comply with relevant statutory legislation?

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

Project Management

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

Maintenance and Insurance

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

Monitoring and Finance

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

Will be project managed by the applicants in consultation with West Lothian Council, Shop Owners (Scotmid Co-Op and James Miller Convenience Stores) and planning permissions will comply with the relevant regulations.

Regular updates will be provided to the Regeneration Team at West Lothian Council and discussed at the quarterly Local Area Committee Meetings.

The grant will be credited to the East Calder and District Community Council Account which the Treasurer and one other authorised signatory will issue cheques. The Annual Accounts 2022/23 will be audited by two independent East Calder residents in line with the Community Council Code of Conduct and passed to Lorraine McGroarty at West Lothian Council along with a copy to the Regeneration Team.

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	
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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	<div style="background-color: black; width: 100px; height: 1.2em; display: inline-block;"></div>
Position	Chair
Organisation	East Calder and District Community Council
Date	22 April 2022

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

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

PLACE BASED INVESTMENT PROGRAMME (PBIP) 2022-23

WEST LOTHIAN – TOWN CENTRE CAPITAL FUND

APPLICATION FORM

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

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

1. Applicant Organisation

Organisation Name	Mid Calder Community Council
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
What are the main activities of your organisation? (please answer in no more than 100 words)	We are a voluntary but statutory body representing the people of Mid Calder. One of the responsibilities of the Community Council is to seek and take note of the views of the residents of Mid Calder

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 and East Calder
Project Title	Mid Calder Heritage Trail
Project Location	Around Mid Calder Village
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?

Yes spoken to the regeneration officer and discussed our ideas

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.

Our previous applications for Town Centre Funding gave us the opportunity to tidy up two areas of the village and also to showcase the fascinating history of our village. We have been very successful with these projects and we now wish to continue on this theme and expand on it.

We would like to make a Heritage Trail through the village, starting at the Coo Structure on Bank Street where the first information board will be situated. This will then direct them to the 1541 Kirk of Calder on Main Street and from there to the Estate Gates and will continue with Calder House, Walled Gardens, Dry or Cuckoo Bridge, St. Mungo's Well, Drovers Road etc. and back to the village sculpture. There will be information boards at each of these historic sites giving information on the buildings and structures.

All planning applications will be taken on board by us re signage etc. Our local community have been behind us on this and previous applications.

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.

During and after the work being done in the centre of the Village with the Town Centre Funding we received in the past, the residents have all welcomed the changes we have made. They have asked for much more information to be available on the history of Mid Calder.

A survey went out to the residents of Mid Calder asking what they would like to see next and a Heritage Trail was one of the suggestions. We have also had interest shown from several history groups and walking groups who are desperate to know more about the village and the drovers road.

Mid Calder has a fascinating past and during lockdown there were many people getting in touch with ourselves asking for information on several buildings in the village and especially St Mungo's Well.

Project Outcomes

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

Town Centre Living Footfall - it is hoped that we can encourage more people to come into the village and find out about Mid Calder Past. We will join in West Lothian Open Day publications to advertise our heritage trail and will actively join with Historic Scotland who do tours round Kirk of Calder.

Enterprising Communities we hope to hold events showcasing our rich heritage and this will increase the number of people using the local shops and restaurants which will in turn will increase the wealth and wellbeing of our village

Vibrant Local Economies building up partnerships with other voluntary groups in id Calder to share our local knowledge

Partners involved (other local organisations you are working with)	Kirk of Calder Mid Calder Primary School West Lothian Walking Group Historic Scotland Mid Calder Youth Groups River Almond Action Group
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3. Project Costs

Total Project Cost	£ 15,000
Amount of Funding being requested from West Lothian Town Centre Capital Fund 2022-23	£ 15,000

Expenditure Item	Total Cost	WLTCF Cost
Signage Permission	£ 500	£ 500
Information Boards (approx. 12 to 14 required)	£ 14000	£ 14000
Literature	£250	£250
Advertising	£250	£250
		£15,000

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).

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 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
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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	<div style="background-color: black; width: 100px; height: 1.2em; display: inline-block;"></div>
Position	Secretary
Organisation	Mid Calder Community Council
Date	21 st April 2022

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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	Kirknewton Community Council/KCDT
Contact Person and Position	[REDACTED] Chair Kirknewton Community Council
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:	Elected Community Council KCDT -Development Trust Charity Limited by guarantee
What are the main activities of your organisation? (please answer in no more than 100 words)	KCC – Representing the Kirknewton Community with official bodies and carrying out statutory duties. KCDT – improving the lives of people who live and work in Kirknewton

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 East & East Calder
Project Title	Village Enhancement
Project Location	Kirknewton
Project Start Date	As soon as funding received
Project End Date	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?

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.

Village Hall

The grant is for two projects for village hall indoor and rear garden.

The first project is to purchase tables and chairs in order that the newly redecorated village hall can be fully utilised by residents for family events, film shows and physical exercise including organising dance classes. This project will complete the extensive work that has already been carried out in the village hall including the installation of a new sound and light system.

The second project is to install tables and benches, decking and a barbecue on the land at the rear of the village hall for small outdoor events. The barbecue can also be used at the picnic area at the pavilion in the park which was developed with previous Town Centre Fund money.

Churchill Way/Roosevelt Road

One project to purchase and plant apple trees in open space grassed area between Churchill Way and Roosevelt Road. This was consulted on with local residents and there is support for the project. It will enhance the area and help the environment.

Park Terrace

To purchase and plant a permanent Christmas tree at Park Terrace. This will help the environment by having a permanent growing tree and West Lothian Council not having to cut trees and install a new tree each year.

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Evidence of Need

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

1. The village hall until very recently has not benefited from any upgrading and as result residents have had to book family events out with the village and some local groups have disbanded. The seniors group has over 250 members and are desperate to have full use of the hall for numerous events.
2. The planting of fruit trees is because of a survey of local residents and helps the environment.
3. The proposal to plant a permanent Christmas tree is made because of comments from residents and to reduce costs for West Lothian Council.

Project Outcomes

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

1. **Mental and physical well being for all age groups within the community.**
2. **Helping to build an inclusive community.**
3. **Environment improvement.**

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Partners involved (other local organisations you are working with)	All local volunteer groups including Church of Scotland, brownies/rainbows, junior dance group, seniors singing group.
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Project Costs

Total Project Cost	£13,999.00
Amount of Funding being requested from West Lothian Town Centre Capital Fund 2022-23	£13,999.00

Expenditure Item	Total Cost	WLTCF Cost
Tables & chairs	£5424.00	£5424.00
Tables, benches, decking, barbecue	£6125.00	£6125.00
Fruit trees	£1200.00	£1200.00
Christmas tree	£1250.00	£1250.00

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.

Registered businesses will be used with appropriate insurance and KCDT has public liability and other insurances.

Maintenance and Insurance

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

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).

This will be provided in line with information supplied for awards from previous Town Centre Funds.

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"/>
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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: 20px;"></div>
Position	Chair
Organisation	Kirknewton Community Council
Date	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	Uphall Station Institute Hall Management Committee
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:	Voluntary Organisation Charity No. SC 044162 refers Management Committee Members: [REDACTED]
What are the main activities of your organisation? (please answer in no more than 100 words)	Supporting the local community from young to elderly. Provide and maintain a space for community hire for family celebrations, groups to bring activities promoting socialising in the community, make friends and enjoy: Hall fundraisers, community family parties, WLC Youth Groups, Baby and Toddler, Station Fitness, Councillors surgeries, Elections, meeting space for Senior Citizens, Gala day and Community Council meetings when re-formed!, Pipe Band, The Action Group. We aim to build on social skills for all users struggling with disabilities and mental health, anxiety and autism, provide a smaller quieter pleasant space that can be used to support them in pleasant calm surroundings.

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 East and East Calder
Project Title	Multi Use Sensory Room
Project Location	Uphall Station Institute Hall
Project Start Date	Pending TBC if application successful asap
Project End Date	Pending TBC if application successful

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?
Discussed with Lesley Keirnan and West Lothian representatives at our Management Committee meeting in March/April. Supported. Discussed with user groups who have a valid need for this equipment – Supported. Included local Councillor on plans proposed – supported.

Project Description Describe fully the project for which grant is being sought (background and context of the project, description of works). Is this project work linked to an existing project? If this application is from a WLC service area, is the project supported by the community.
<p>We want to create a Sensory room within our back room known as the Anteroom. This area is a dual purpose space used for meetings, party food at parties, games area and we wish to introduce innovative technology bringing interactive games tailored to stimulate sensory needs.</p> <p>We would like to purchase an Interactive Sensory Floor projection system which will project an area covering 3mx2m along with an Interactive Portable Board which can be hung on the wall and also used on the floor or a tabletop making it accessible to babies to the elderly and also to wheelchair users. The board can be updated with multiple different games, art etc.</p> <p>We will need to an additional double socket fitted next to the single socket currently in place for the smart board. This is something that still needs quoted but have so far sought advice from a fully qualified electrician who confirmed this is a straight forward job. Will discuss this with relevant WLC department to arrange. Not enough time to set up meeting to cost this in time but meeting with a Council representative next week regarding an in progress request for construction of a disabled ramp to provide wheelchair users ease of access to the Anteroom so can discuss this.</p>

The flooring in this space has been down 50 years + which looks very tired. Also being the last remaining space that hasn't had flooring replaced by the company we have received a quote from who has actually covered every area with the exception of the chair storage area, also previously laying the main hall floor prior to the leak during lockdown.

To gain best results with the projector we aim to lay a new light grey floor (no flecks) to be screeded on top of the existing flooring. This has been checked and will work well with door entry areas not being a problem and will not result in any trip hazard areas. We are very confident in this company and their quality of work which is already evident throughout the building. A new floor makes complete sense to replace at this time, serving two purposes in one go!

In order for the technology to work we need Wifi. I currently use this wifi system in our holiday home located in a very remote coastal area of Ireland, we have never had any problems and this works really well. This is provided by Three and you basically plug this in. There's no need for engineers to install and absolutely no wiring. At present to start this you get 6 months at half price £11 per month and thereafter £22 per month, this is unlimited 5G Superfast Broadband. I can confirm this is excellent value and affordable for the hall and will also benefit those who can't afford all the extras that's possible with a mobile phone.

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.

Can personally evidence the need for this. Various members of our committee are directly involved with people and children with Autism and Anxiety daily. We hold community parties and know there is a need for this. I along with 2 others have had a lot of training over the years, having also arranged free training in the hall via Lothian Autistic Society in the past wanting kids to feel included and help with socialising. Having witnessed first hand and fully understanding the meaning why and how sensory equipment makes a difference to someone's day/night is invaluable evidence, and lovely to see at the same time.

For parents in the local community and surrounding area being able to relax with their child knowing they are relaxed is priceless and an amazing feeling, that in itself is promoting mental wellbeing. For instance if a birthday party was taking place, a child with ASN can be very reluctant to go and struggle to even make up their mind. Knowing this vital piece of technology is there could turn this around helping them cope and feel part of that party wanting to come. Without it that parent will likely struggle, in some cases not even leave home, if they get there most likely could result in being sat outside in their car trying to convince their child to go in with the end result being they can't, very stressful when should ideally be an enjoyable experience.

We would like to change this, offer a free 1 hour booking through either Carers, Signpost or Camhs to identified kids who struggle with parties/socialising to allow 1 personal immediate family let plus a friend of the child if no siblings (limiting numbers) so the child can see what's inside solely with the people they trust, this could then become a place that parties could become more appealing to them and next time making this calmer for all, they may just manage a party. If kids are stressed in a party this is also good to distract from that stress or possible meltdown.

Having just gone through a pandemic we understand that this is at this time a very good use for this space when more kids than ever are experiencing anxiety for varying reasons. The space we want to provide will help them relax and have fun at the same time. This will also help those with sensory needs to interact more with ease with others and feel more included/accepted while actually joining in on the fun as it's more tailored for their needs. This could make a massive difference. Our Youth Services could really use and benefit this equipment. This could be used by people with varying conditions.

The disability groups will also have a further new added facility helping them with their sensory needs. This is an innovative creative way to put their mind on something else and into their own wee world which will be totally relaxing and fun at the same time. The Action Group are excited by this after discussing and can see all the benefits this could bring to their group alone and will provide a supporting letter to back this application.

The Youth Groups will benefit the local kids with this and open them up to a whole new range of activities and fun together. This will make their job and the children's experience better as they see weekly how the kids struggle with their anxiety and confidence to come in and join in. Youth Groups providing supporting letter to back this application which also evidences the real need for this in this community and surrounding area through their records.

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).

- **Promoting better Mental Health and Wellbeing for all**
- **Learning through Play / Socialising**
- **Interactive Play - encourage new friendships**
- **Introducing new activity to groups/users**
- **Increase Profits through lets to further re-invest in improvements supporting users**
- **Accessible new activities for all not excluding disabilities**
- **Rebuild confidence helping to reduce anxiety**
- **Introduce children to a more relaxed party experience**
- **Let a child with ASN cope with a personal family party that they may before would not have managed and missed out on and be included**
- **Help Camhs, Signpost and Carers of West Lothian introduce a positive experience to families in crisis**
- **Offer something that is lacking in West Lothian for the general public to access through groups activity or with own family**

Partners involved

(other local organisations you are working with)

The Action Group – Supporting application – letter attached
Youth Groups – Supporting application – letter attached

3. Project Costs

Total Project Cost	£14768.00
Amount of Funding being requested from West Lothian Town Centre Capital Fund 2022-23	£14768.00

Expenditure Item	Total Cost	WLTCF Cost
Interactive Sensory Floor (£5850+VAT)	£7020.00	
Interactive Board (£2200+VAT)	£2640.00	
Delivery	168.00	
Installation and Calibration of the interactive floor unit.	1400.00	
Overall Cost from Interactive 365	11268.00	11268.00
Light Grey flooring	£2500.00	£2500.00
Wifi 1st year Annual Cost (No installation required – plug in)	£198.00	0.00
Black out Blind re skylight (pending visit to quote unable to do prior to deadline! – estimate given)	USIH TBC Estimate £1000	1000.00

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

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

Our project has gone over the amount allocated to Uphall Station, can we ask in the event of any underspends from other area funds that consideration be given to any available extra underspends being awarded to our project to top up our to fulfil this project. If not possible we will try our best to fundraise which is now currently more difficult due to Covid but we will if needed. We believe this is an invaluable project at this time.

One other way that we can save after several talks with the sensory company they have advised that we could find someone more local that could install the equipment. They are also available at any time to do a video link in order to talk someone through the software install process. It is straight forward for technically minded people. This would save us £1400 on the install this is so expensive as this involves flights for them to come up and complete the job from Kent!

We would need to find someone local to cost the difference in this should the application be successful as at this time (22.04.22) impossible to find someone to meet the deadline for this proposal! Whatever is less we would go with! But still supported by Interactive 365 on video call - free!

Funding Source (i.e. WLC, Lottery)	Approved and in place	Date to be confirmed
From hall funds	Yes	
Possible Fundraiser if needed	TBA if necessary	

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).

Our proposal complies with relevant statutory legislation. No building warrant or asbestos checks required. More than meets the Equality Act 2010. Health and Safety compliant.

We have provided evidence of flooring public liability and have used this company on several projects within the building with no issues. The Sensory equipments has been sourced and had a number of lengthy discussions and seen equipment that meets the needs we want to achieve. They will support us on video calls etc when needed should any problems arise with equipment. They were very helpful.

Finance will be continually monitored and meet expectations, all being noted on a spreadsheet to keep track.

Installs will take place with minimum disruption to groups and users. Only anticipate 2-3 days use of this room being unavailable,

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

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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"/> x	Application to the West Lothian Town Centre Capital Fund 2022/23 and the monitoring of the grant if awarded.
<input checked="" type="checkbox"/> x	To provide you with updates on the progress of your application.
<input checked="" type="checkbox"/> x	Contact you to pass on information that may be relevant to you.
<input checked="" type="checkbox"/> x	Contact you for feedback on quality of services provided to you.
Name	<div style="background-color: black; width: 100px; height: 1.2em;"></div>
Position	Voluntary Secretary/Letting
Organisation	Uphall Station Institute Hall Management Committee
Date	22/04/2022

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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	Pumpherston 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 – voluntary organisation
What are the main activities of your organisation? (please answer in no more than 100 words)	The main purpose of a Community Council is to ascertain and express the views of the community to local authorities and other public bodies, and to take action which appears to the Community Council to be in the interests of its community

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 & East Calder - 5
Project Title	Recreation Facility Project
Project Location	Pumpherston
Project Start Date	July 2022
Project End Date	December 2022

Pre-Application Discussion

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

We have previously discussed plans around the site, but not this particular application, it is however an extension of the overall plan for this site.

Project Description

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

We have been working closely with Pumpherston FC and the Youth team Pumpherston United on several projects. Pumpherston FC have provided space for our newly built Community Hub which has launched several community projects and will continue to expand as restrictions are lifted and people become more confident about meeting in groups. We now seek to add to our community resources to enable us to offer adults and children free opportunities to help them live safe and fulfilling lives, improve mental and physical health and have some fun too

We will be concentrating efforts into three key areas:

Mental Health – delivering peer support to improve mental health for all

Social Connections – We will provide a welcoming environment for all to build meaningful connections

Equal Opportunities – We will allow everyone to access our facility regardless of their background

Our aim is to build a dedicated changing/toilet facility – independent to the main team facility – this is a must as there is expensive kit, training equipment and as such that cannot be open to the public – A dedicated space would allow us to open sports facilities to the wider community. This

area – Recreation Park – would effectively become a very interactive area, it would offer a physical place and really allow us to build collaboration with residents.

Recreation Park already provides a central area for our annual music and arts festival, The Hub which provides support to a wide section of the community, we also have the community memorial garden situated here. Furthermore, this locality provides storage for several community events and projects, couple all of this with the football pitches and the kick pitch we feel a dedicated changing/toilet facility would open opportunities to run additional clubs

Already discussed:

- Over 50's walking football
- Tennis
- Sports Day for the Primary School
- Girls/Women's Teams
- 16-24 Non-Competitive Games

Our focus will be on supporting households, isolated people and young people, particularly 16–24-year-olds, facilities and clubs will be aimed at the most disadvantaged and not therefore cost inhibitive

Having these facilities will help us deliver and build activities addressing some of the challenges faced by adults and children in our village

The opening of 'The Hub' resulted in more volunteers coming forward, we saw a significant rise and are rightly proud of our achievements to date and our retention of volunteers. Sports and outdoor exercise provides an opportunity to build on that enthusiasm, allowing us to address highlighted areas of need in our community; one of our aims is to increase young people 16-24 to volunteer, if we can start a programme of participation that provides them with increased employability and education prospects, via working on projects around the village i.e.: planting in the community garden, Gardening/landscaping in community spaces, Clean-ups, carpentry skills, IT services, work with business on video production and marketing for the MyEH53 site and directory and then reward them with practical help for CVs and qualifications but also provide them with access to 'free' sports facilities it would be a win-win for all of the village.

Furthermore, we have noted when supporting older residents that women are far more at home seeking help, trying to meet up and reduce their isolation, whereas men are not. We feel offering practical solutions asking those with trades to assist in the youth project would target a group that are often overlooked, and again the fun element would come via a walking football team that provides fun and comradeship

Although 'it's just a changing facility' it will act as the final facilitator to bring all the clubs, projects and initiatives together and allow us a fantastic community area that supports people indoor and outdoor

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.

Our social media channels are well subscribed and probably the best in the region, we conduct numerous surveys, posts and review comments, we are very interactive with residents

During the pandemic we adopted a 'listen and learn' approach to identify key learnings, to understand what matters most in the village and the residents we aim to support, this has helped us shape our strategy and course of direction.

The pandemic had a significant impact on our community, but it initiated new ways of working, new ways to communicate, it confirmed we are on the right path with the community facilities and the projects that have been and will be launched from this site, which is rapidly becoming the heart of the community

In late 2016 we completed an online and door-to-door survey was completed to ascertain the needs of residents, what they liked and disliked. Overwhelming results highlighted that Community space was seriously lacking. It was felt that this was a factor as to why people didn't get involved in community projects, didn't volunteer and had to attend clubs and activities outside the village. The fact that volunteers have increased, people are getting involved in projects related to mental health, food poverty, heritage, social isolation, improving their environment and the arts as a direct result of a small community space being provided is testament to our current approach and this can only be further enhanced with this outdoor facility

Project Outcomes

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

The project will deliver under the 'Enterprising Communities' outcomes. The building would increase control of residents' and their lives, enable them to make decisions, run projects for the benefit of others. It would offer an opportunity to address several social issues and cultural shortfalls for this area. We have deep seated roots in the community, and we engage and interact daily and this building would be the final facilitator to bring all

the current projects and initiatives together, while providing a fantastic opportunity to build new projects, engage with more people and support people both indoor and outdoor

Partners involved
(other local
organisations you are
working with)

Pumpherston FC
Pumpherston United

3. Project Costs

Total Project Cost	£15,278
Amount of Funding being requested from West Lothian Town Centre Capital Fund 2022-23	£12,566

Expenditure Item	Total Cost	WLTCF Cost
32' x 10' Cabin from Midland Portable Buildings	£11,340	£11,340
Planning	£600.00	£600
Foundation Materials and Paint	£650	£626
4 x people x 6 days Labour	£2688.00	£0

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
Trade Volunteers confirmed	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).

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"/>

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West Lothian Town Centre Capital Fund 2022/23

Information held about you

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- Name of the organisation
- Contact details of contact person; name, position in the organisation, address, telephone and e-mail address.
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- We may discuss your application with West Lothian Council colleagues in services relevant to your application.

How long do we keep your records?

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Your rights

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<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	Chair
Organisation	Pumpherston Community Council
Date	4 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

DATA LABEL: PUBLIC



EAST LIVINGSTON AND EAST CALDER LOCAL AREA COMMITTEE

SCHEDULE OF LOCAL AREA COMMITTEE VENUES

REPORT BY THE LAC LEAD OFFICER

A. PURPOSE OF REPORT

The purpose of this report is to inform the Local Area Committee of the process of agreeing venues for LAC 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 from August 2022 onwards that requires the Local Area Committee to decide how it wants to arrange future meetings.

D.2 Local Areas Committee

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

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

For LAC meetings, the Standing Order needs the LAC itself to decide to meet elsewhere than the chamber:

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

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

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

E CONCLUSION

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

F. BACKGROUND REFERENCES

None

Appendices/Attachments: None

Contact Persons: None

David Maule

East Livingston and East Calder LAC Lead Officer

14 June 2022



EAST LIVINGSTON AND EAST CALDER LOCAL AREA COMMITTEE – SEPTEMBER 2022 - WORKPLAN 2022/23

Issue	Purpose	Lead Officer	Date
Housing report	Quarterly update on housing issues	Phyllis McFadyen	All Meetings
Police/NRT report	Quarterly update on Police/NRT activity	Sgt Iain Wells	All Meetings
SFRS report	Quarterly report on activity	Stuart McNiven	All Meetings
NETs Report	Update report on NETs activity	David Lees	All Meetings
Almond Housing Association	Quarterly update on Almond Housing	Jonathan Bertram	All Meetings
Regeneration Plans	To provide an update on regeneration plans	Lesley Keirnan	All Meetings
St Margaret's Academy	To provide an annual report on activity and attainment at the school	Siobhan Mc Garty	September 2022
Villages Improvement Fund	To present all applications received to the VIF	Lesley Keirnan	As required
Town Centre Fund updates	To provide updates on Town Centre Fund in the Ward	Lesley Keirnan	As required
West Calder High School	To provide an annual report on activity and attainment at the school	Greg McDowall	Annually TBC
Inveralmond High school	To provide an annual report on activity and attainment at the school	Suzie Young	Annually TBC
Housing presentation	To provide a presentation on Renewable Heat Source within housing	Colin Morrison	Annually TBC
WARD Planning update	Local WARD planning report	Chris Alcorn	Annually TBC