



Fauldhouse and The Breich Valley Local Area Committee

West Lothian Civic Centre
Howden South Road
LIVINGSTON
EH54 6FF

8 June 2022

A physical meeting of the **Fauldhouse and The Breich Valley Local Area Committee** of West Lothian Council will be held within the **Council Chambers, West Lothian Civic Centre** on **Tuesday 14 June 2022 at 10:00am**.

For Chief Executive

BUSINESS

Public Session

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

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

4. Confirm Draft Minutes of Meeting of Fauldhouse and The Breich Valley Local Area Committee held on Tuesday 08 March 2022.(herewith)
5. Police Scotland Ward Report - report by Police Scotland (herewith).
6. Scottish Fire and Rescue Service Ward Report - report by Scottish Fire and Rescue Service (herewith).
7. Services Update - NETS, Land and Countryside - report by Head of Operational Services (herewith).

8. Housing, Customer and Building Services - report by Interim Head of Housing, Customer and Building Services (herewith).
9. West Lothian Villages Improvement Fund - Update - report by Head of Planning, Economic Development and Regeneration (herewith)
10. Report on Progress of Local Regeneration Planning - report by Head of Planning, Economic Development and Regeneration (herewith)

Public Items for Decision

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

NOTE **For further information please contact Anastasia Dragona, Tel No.01506 281621 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 FAULDHUSE AND THE BREICH VALLEY LOCAL AREA COMMITTEE held within MS TEAMS VIRTUAL MEETING ROOM, on 8 MARCH 2022.

Present – Councillors Cathy Muldoon (Chair), David Dodds and Pauline Clark

In attendance

Alice Mitchell, Economic Development Manager
Douglas Benson, Community Regeneration Officer
Iain Wells, Police Scotland
Paul Harvey, Scottish Fire & Rescue Service
Sandy Ross, Area Housing Manager, West Lothian Council
Andy Johnston, Service Manager, West Lothian Council
Ronnie Fisher, Roads Design Manager, West Lothian Council
Tony Irving, Principal Planner, West Lothian Council
Allan McLaughlan, West Calder & Harburn Community Council
John Stirling, Stoneyburn Community Council

1 DECLARATIONS OF INTEREST

Agenda item 9 - Report on Proposed Roundabout on A71 at Polbeth

Councillor Pauline Clark declared an interest in that she was a member of the local Development Management Committee, to which this item might be referred to. She would therefore not participate in this item of business.

2 ORDER OF BUSINESS

The Chair ruled in terms of Standing Order 11 that agenda item 10 (*Stoneyburn to Fauldhouse Cyclepath - Update Report*) would be considered as the first substantive item of business, after agenda item 4 (*Minutes*).

3 MINUTES

The committee confirmed the Minute of its meeting held on 14 December 2021 as a correct record.

4 STONEYBURN TO FAULDHUSE CYCLEPATH - UPDATE REPORT

The committee considered a report (copies of which had been circulated) by the Head of Operational Services providing an update on the progress made on the provision of cyclepaths from Stoneyburn to Fauldhouse.

It was recommended that the committee note the report.

Decision

To note the terms of the report.

5 POLICE WARD REPORT

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

During discussion, it was noted that antisocial behaviour should be notified to the Police in order for Police to have knowledge of it and appropriate action to be taken.

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

Decision

To note the terms of the report.

6 FIRE SERVICE WARD REPORT

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

During discussion, it was noted that information and help on interlinking smoke and heat alarms could be obtained through the Scottish Fire and Rescue Service website, where the relevant telephone number was also shown.

It was recommended that members note and provide comment on the Fauldhouse and the Breich Valley Multi-member Ward Performance Report.

Decision

To note the terms of the report.

7 HOUSING, CUSTOMER AND BUILDING SERVICES

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

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

Decision

To note the terms of the report.

8 SERVICE UPDATE - NETS, LAND AND COUNTRYSIDE

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

It was recommended that the committee:

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

Decision

To note the terms of the report.

9 REPORT ON PROPOSED ROUNDABOUT ON A71 AT POLBETH

Councillor Pauline Clark, having declared an interest, took no part in this item of business.

The committee considered a report (copies of which had been circulated) by the Head of Planning, Economic Development and Regeneration informing members of proposals for a new roundabout on the A71 at Polbeth that formed part of the planning application for development at Gavieside, West Calder.

It was recommended that the committee note the report.

Decision

To note the terms of the report.

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

The committee considered a report (copies of which had been circulated) advising members of the launch of the Place Based Investment Programme for 2022-23 that would see an estimated £1,000,000 allocated through two funding streams. One, the Town Centre Capital Fund, had been allocated £500,000 and would be delivered in the same way as the as the Town Centre Capital Fund in 2019/20 and 2020/21 with applications coming to this committee for approval. The second stream focused the other £500,000 on supporting larger projects aimed at supporting Community Wealth Building and would be of interest to some organisations within the Fauldhouse and the Breich Valley ward. The

report also provided an overview of the 2019/20 and 20/21 West Lothian Town Centre Capital Fund programme projects.

It was recommended that the committee note:

1. The process proposed for 2022/23;
2. That recommendations to approve Town Centre Capital Fund applications would be made to Fauldhouse and the Breich Valley Local Area Committee for their final decision or to the Council Executive should the Local Area Committee 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 will be made with awardees for 2022-23 to monitor project progress; and
6. The overview of the 2019/20 and 2020/21 Town Centre Capital Fund projects.

Decision

To note the terms of the report.

11 REPORT ON PROGRESS OF REGENERATION PLANNING

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

It was recommended that the committee note the report.

Decision

To note the terms of the report.

12 WORKPLAN

A workplan had been circulated for information.

Decision

To note the workplan, subject to keeping the following reports on the workplan for a future meeting:

- Report on Proposed Roundabout on A71 at Polbeth; and
- Stoneyburn to Fauldhouse Cyclepath - Update Report.

13 TIMETABLE OF MEETINGS 2022/23

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

Decision

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

14 CLOSING REMARKS

The Chair and the committee members wished to thank the Lead Officers, Committee Officers and all service officers involved in supporting the Local Area Committee meetings. The Chair on behalf of the committee also wished Councillor David Dodds well in his retirement.

West Lothian Area Command

Lothian and Scottish Borders



Ward 6 Fauldhouse & Breich Valley 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.

Fauldhouse and Breich Valley Community Engagement Priorities:

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

Fauldhouse and Breich Valley Community Officers

PC Philip Wilkin

PC Andrew Hendry

Executive Summary:

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

Foreword:

Covid update – Like all other public services there has been a significant impact of the Omicron variant with high level of Covid cases and requirement to self-isolate due to close contact.

- **Protecting the most vulnerable people**

Domestic abuse continues to be a focus with strong links with internal and external partners to encourage confidence to report and comprehensive victim support. Specialist detectives undertake professional investigations, pursue perpetrators and manage offenders.

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

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

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

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

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

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

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

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

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

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

Following an increase in ASB in the Fauldhouse area, this issue has been discussed at the Community Safety Partnership and a strategy agreed to address the issues. This has included 10 persons being identified as being involved and intervention visits with them in the presence of their parents/ guardians. SFRS, WLC SNT and WLYAP have also been involved in intervention / streetwork activities.

- **Reducing Acquisitive Crime**

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

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

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

Rural Crime - West Lothian Partnership Against Rural Crime (WLPARC), in conjunction with Police Scotland continue to develop their membership to highlight rural crime, partnership approaches, reporting methods in relation to suspicious activities within rural and urban areas and sharing of prevention messages.

The Neighbourhood Watch Scheme is increasing in numbers with 1600 members. Police Scotland continue to utilise social media to encourage members of the community to sign up for regular updates. <http://www.neighbourhoodwatchscotland.co.uk/>. Police Scotland provide regular updates for the online alerts, to highlight crime trends and local issues.

- **Improving Road Safety**

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

During Q4, Roads Policing officers continued with Local and National Campaigns including the national speeding, mobile phone and commercial vehicle campaigns.

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

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

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

- **Tackling Serious and Organised Crime**

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

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

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

April 2021 – March 2022			
Fauldhouse and the Breich Valley	Recorded		
Crime Type	YTD	LYTD	% Diff
Total Crimes and Offences	1,551	1,571	-1.27%
Common Assault	214	238	-10.08%
Common Assault - emergency worker	13	55	-76.36%
Robbery	3	2	50.00%
Serious Assault	32	29	10.34%
Sexual Crimes	50	31	61.29%
Housebreaking dwelling	14	8	75.00%
Housebreaking non-dwelling (sheds/garages)	5	5	0.00%
Housebreaking Other Premises	9	9	0.00%
Theft from motor vehicle (OLP)	3	2	50.00%
Theft of motor vehicle	10	16	-37.50%
Total drugs supply	4	7	-42.86%
Possession of Drugs	54	47	14.89%
Vandalism	149	128	16.41%

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



FAULDHOUSE AND THE BREICH VALLEY LOCAL AREA COMMITTEE

FAULDHOUSE AND THE BREICH VALLEY MULTI-MEMBER WARD PERFORMANCE REPORT

REPORT BY SCOTTISH FIRE AND RESCUE SERVICE

A. PURPOSE OF REPORT

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

B. RECOMMENDATION

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

Following the publication of the Fauldhouse and the Breich Valley 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 Fauldhouse and the Breich Valley 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 Fauldhouse and the Breich Valley Multi-Member Ward Performance Report aligns to the key priorities of the Local Fire and Rescue Plan for West Lothian 2021, the West Lothian Strategic Assessment of Community Safety and continues with the excellent partnership working on Community Safety, which is evident in West Lothian.

F. BACKGROUND REFERENCES

None.

Roy Bradley

Station Commander, Scottish Fire and Rescue Service

April 2022 Appendix 1 Fauldhouse and the Breich Valley Multi-Member Ward Report



West Lothian Council Area

Ward Performance Report

Quarter 4 2021/22

Fauldhouse and the Breich Valley

DISCLAIMER

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

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

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

Introduction

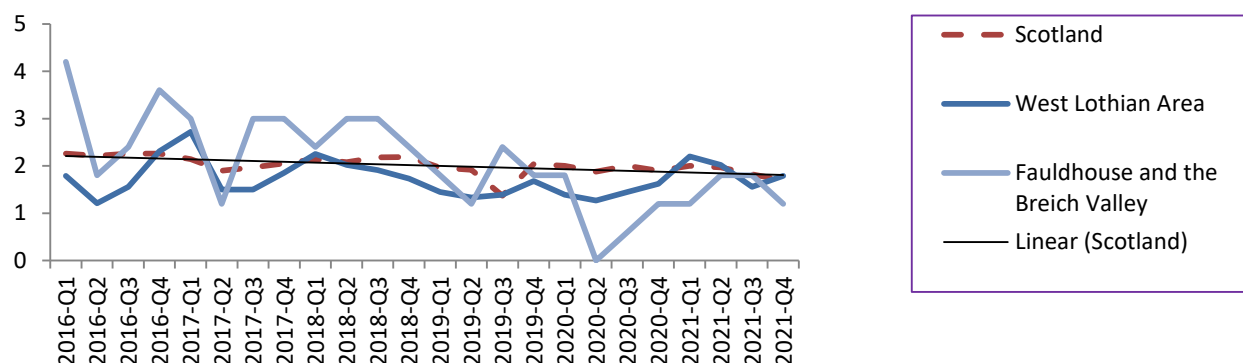
Welcome to the Scottish Fire and Rescue Service Ward Performance Report. This performance report is designed to provide citizens, stakeholders and partners with information relating to ward based activity undertaken by the Scottish Fire and Rescue Service.

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

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

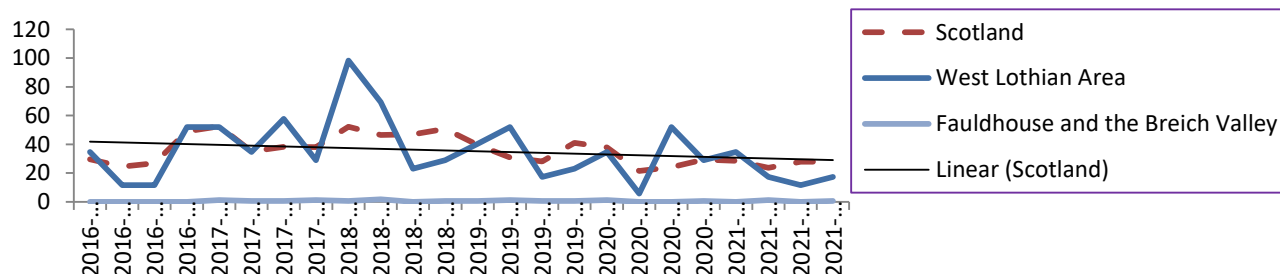
However, regardless of statistical anomalies, emerging patterns and trends in fire related incidents and events can assist the Scottish Fire and Rescue Service and Community Planning Partners plan and implement preventative intervention initiatives to target reducing fire related incidents and events.

Accidental Dwelling Fires Per 10,000 head of population



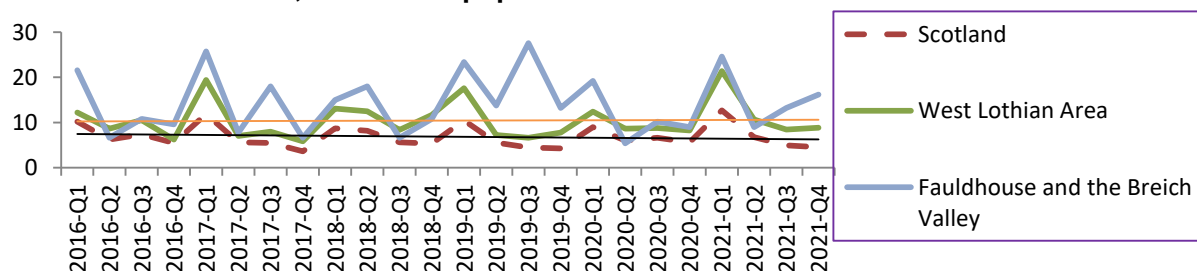
During the 2021-22 year to date reporting period SFRS have dealt with 2 accidental dwelling fires in comparison to 2 during 2020-21 year to date reporting period.

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



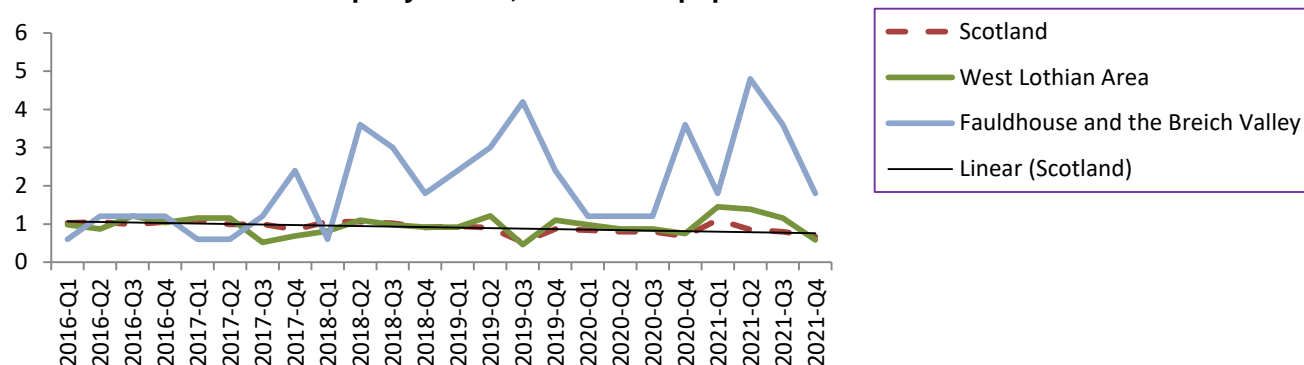
During the 2021-22 year to date reporting period SFRS have dealt with 1 Casualties and Fatalities due to fire in comparison to 1 Casualties and Fatalities during 2020-21 year to date reporting period.

Deliberate Fires Per 10,000 head of population



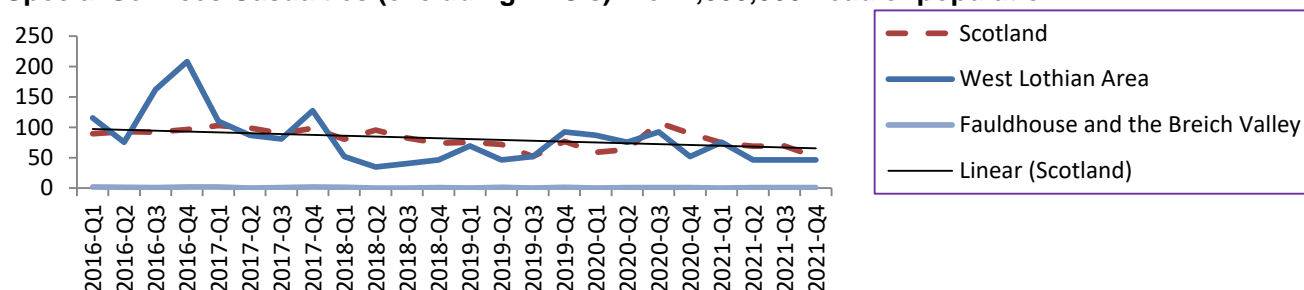
SFRS have dealt with 27 Deliberate fire incidents during 2021-22 year to date reporting period in comparison to 16 during 2020-21 year to date reporting period.

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



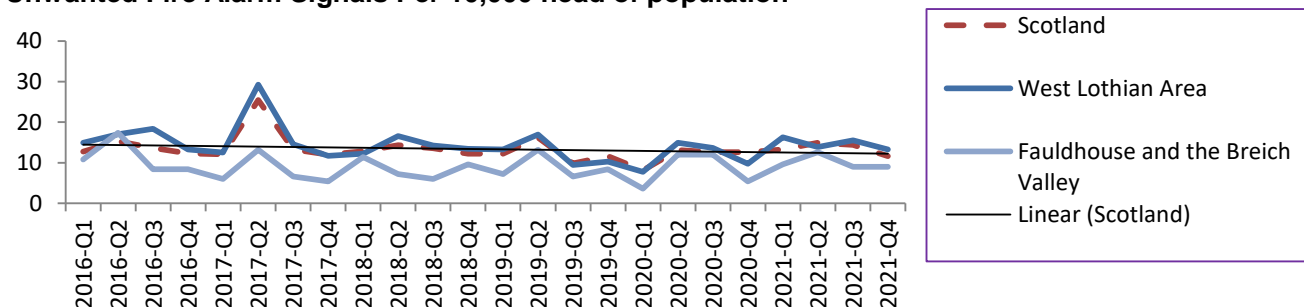
SFRS have dealt with 3 non domestic fire incidents during 2021-22 year to date reporting period in comparison to 5 during 2020-21 year to date reporting period.

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

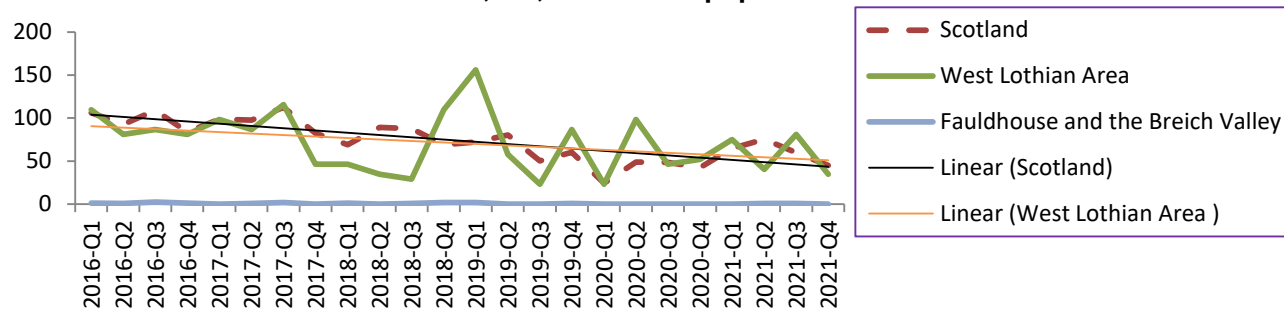


SFRS have dealt with 15 UFAS incidents during 2021-22 year to date reporting period in comparison to 10 during 2020-21 year to date reporting period.

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

DATA LABEL: PUBLIC



FAULDHOUSE AND THE BREICH VALLEY LOCAL AREA COMMITTEE

SERVICE UPDATE – NETS, LAND & COUNTRYSIDE

REPORT BY HEAD OF OPERATIONAL SERVICES

A. PURPOSE OF REPORT

To advise members of the recent activity of the NETs, Land & Countryside Services teams for the period 1 January 2022 – 31 March 2022.

B. RECOMMENDATION

Members are requested to:

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

C. SUMMARY OF IMPLICATIONS

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

D1 Terms of Report

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

D2 Grounds Maintenance Routine Works

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

Summer works including grass cutting and weed control started on Monday 4 April 2022.

Enquiries are being dealt with on a daily basis.

Grounds Maintenance Enquiries

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

	2022	2021
Complaint Grounds Maintenance	1	0
Fencing Enquiries	3	1
Grounds Property Vandalised	0	2
Hedge Cutting Enquiries	1	1
Shrub Bed Enquiries	1	0
Shrub Bed Overhanging Path	0	1
Sports Facility Enquiries	1	0
Total	7	5

D3 Garden Maintenance Routine Works

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

Garden Maintenance Enquiries

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

	2022	2021
Garden Maintenance General Enquiries	8	3
Total	8	3

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

	2022	2021
Complaint Street Cleansing	0	3
Dead Animals	5	3
Dog Bin New Request for Bin	1	5
Dog Bin Overflowing	1	0
Dog Fouled Grass Open Space	0	2
Dog Fouling on Paths Roads	13	30
Fly Posting	0	1
Fly Tipping Dumping	35	66
Glass on Paths or Open Spaces	1	0
Graffiti Racist or Offensive	1	1
Litter Bin Burnt Damaged	2	0
Litter Bin New Request For Bin	1	0
Litter General Enquiries	2	11
Litter Grass Open Space	0	1
Litter Paths Roads Verges	3	10
Needles Syringes Abandoned	0	1
Street Sweeping Enquiries	10	4
Trolleys Abandoned/ Dumped	1	2
Vehicle Abandoned	8	18
Total	84	158

Fly Tipping Enquiries (January - December)

	2021	2020	2019	2017	2017
Illegal Fly Tipping/Dumping	202	164	155	122	127

Environmental Community Action

Officers continue to deal with enquiries relating to fly tipping, littering, dog fouling, abandoned vehicles and general enquiries. There have been 35 enquiries in relation to fly tipping for the period compared to 66 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 from rogue owners, officers have resulted to contacting the DVLA and VOSA for support.

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

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

There was no Fixed Penalty Notice issued in Ward 6 for the period of 1 January 2022 – 31 March 2022 for fly tipping only. For the same period in 2021, there were two Fixed Penalty Notices issued within the Ward for fly tipping only.

Costs for fly tipping for the period 1 January 2022 – 31 March 2022

Fly tipping is covered by the NETs teams who also carry out other non-routine works for Grounds. We are unable to split costs over specific ward areas or from the other works they carry out, but can give the yearly cost for the NETs teams with an estimate of their time spent on fly tipping which we currently estimate as 40% of their time. For 2020 the estimate was 60% of their time.

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

Fly tipping costs:

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

The number of enquiries received between 1 January 2022 – 31 March 2022 for the Ward was 35 out of 485 enquiries for the whole of West Lothian equating to 7.22% of fly tipping enquiries relating to Ward 6.

Percentage wise this would equate to an approximate cost for the Ward of £3,174.38 for disposal of fly tipping between 1 January 2022 and 31 March 2022 including cost for Staff/vehicles. (This does not include the removal of asbestos by the Councils asbestos team).

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

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

The number of enquiries received between 1 January 2021 – 31 March 2021 for the Ward was 66 out of 727 enquiries for the whole of West Lothian equating to 9.08% of fly tipping enquiries relating to Ward 6.

Percentage wise this would equate to an approximate cost for the ward of £4,965.06 for disposal of fly tipping between 1 January 2021 and 31 March 2021 including cost for Staff/vehicles. (This does not include the removal of asbestos by the Councils asbestos team). The removal of fly tipping by contractor was not within Ward 6.

D5 Parks and Woodland

In total 18 Parks and Woodland related enquiries were inspected during this reporting period.

	2022	2021
Tree Advice or Consultations	2	3
Tree Branches Overhanging	3	2
Tree Broken Damaged or Dead	4	0
Tree Dangerous or Unsafe	2	3
Tree Enquiries General	7	5
Total	18	13

	2022	2021
Access Rights Way Core Paths	1	4
Ranger Service General Enquiry	0	1
Total	1	5

Ranger Service Update

No. Access Enquiries	2
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The first volunteer sessions of the new district-wide Volunteer Ranger Service were held in January. Rather than being concentrated in any one location or Country Park, the group are moving around the various Parks & Woodland holdings in West Lothian.

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

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

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

Access

The service received an enquiry saying that the footbridge over Breich Water, between Stoneyburn and Addiewell, was in disrepair. This was passed over to Structures, who are getting an emergency repair done.

In regards to the ongoing access enquiry at Burngrange Court / Young Street in West Calder, and following guidance received from Legal Services - the service does not consider the cut-through to be a public right of way. This issue had been open since last summer, and officers have now responded to all the original enquiries.

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

Parks and Woodland have been recruiting for the position of Access Ranger. Their priority will be getting the Local Access Forum back up and running, but it is also hoped that they will take some of the access workload pressures off the Ranger Service.

Ecology and Biodiversity

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

A “wee forest” has been installed in the grounds of Parkhead Primary School. A wee forest is a tennis court-sized, densely planted and fast growing, native species rich woodland in urban Scotland. This combines the specific Tiny Forest planting method with long term citizen science. This project was delivered as part of a larger government scheme (NatureScot) through partnership with Local Authorities and local delivery partners. Edinburgh and Lothian Greenspace Trust are the local delivery partner for the West Lothian wee forest sites.

Additionally, officers have been further engaging with the Fauldhouse Community Development Trust and are helping support the formation of a community group and will be assisting in reviewing forthcoming plans.

Open Space and Cemeteries

Open Space Works

Eastfield Road Park, Fauldhouse. Landscaping is due to be completed in Spring/Summer 2022. Weather and subcontractor availability have regularly delayed large scale landscaping.

Carol Campbell commenced as an Open Space Officer on 24 January 2022.

D6 Open Space Enquiries

There were one open space related enquiries received and dealt with during this reporting period.

	2022	2021
Childrens Play Enquiries	1	2
Total	1	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

There were 77 cemeteries related enquiries received and dealt with during this reporting period.

	2022	2021
Cemeteries General Enquiries	6	12
Cemetery Property Vandalised	2	0
Lair Enquiries	3	3
Lair Sunken or Uneven	0	1
Memorial/ Headstone Works	29	17
New Interment Booking	25	18
Purchase of Interment Lair	12	4
Total	77	55

E CONCLUSION

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

The Open Space Capital Programme is progressing as scheduled.

F. BACKGROUND REFERENCES

Open Space Strategy

Capital Programme

Appendices/Attachments: One

Appendix 1 - Ecology & Biodiversity Officers Work Plan

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Jim Jack
Head of Operational Services
14 June 2022

DATA LABEL: PUBLIC



FAULDHOUSE & BREICH VALLEY 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 Fauldhouse & Breich Valley 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 Fauldhouse & Breich Valley 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.

Table 1: Property Void & Let Performance: Mainstream Tenancies

Void Period	Jan 2022	%	Feb 2022	%	Mar 2022	%	WL Target %
0-2 wks	1	16.7%	2	50%	3	37.5%	55%
2-4 wks	0	0%	1	25%	0	0%	30%
4+ wks	5	83.3%	1	25%	5	62.5%	15%
Total Lets	6	100%	4	100%	8	100%	100%

Table 2: Property Void & Let Performance: Temporary Tenancies

Void Period	Jan 2022	%	Feb 2022	%	Mar 2022	%	WL Target %
0-2 wks	0	0%	0	0%	1	20%	55%
2-4 wks	0	0%	4	80%	3	60%	30%
4+ wks	1	100%	1	20%	1	20%	15%
Total Lets	1	100%	5	100%	5	100%	100%

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

There were 13 policy voids in the ward for this period, 7 more than last reporting period.

Table 3: Policy Voids

Void period	Number of properties	PV reasons
<4 weeks	2	1 – kitchen upgrade 1 – bathroom upgrade
4 – 12 weeks	6	1 – heating upgrade 2 – decants 3 – kitchen and/or bathroom upgrade
13 – 16 weeks	3	1 – legal dispute 2 – kitchen upgrades
26+ weeks	2	2 - decants

D2. Arrears

For the Fauldhouse and Breich Valley ward the collection rate for the Quarter 4 remains excellent at 97.6%. Fauldhouse and Breich Valley has collected £7,312,417 against a charge of £7,494,421.

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 Fauldhouse and Breich Valley ward had 308 Universal Credit (UC) households in arrears. Since then the number of UC households in arrears has increased by 18.8%.

The number of tenancies in arrears in this ward has increased by 52 since last year. Small debt cases (£300 or less), account for 42.6% of households.

There are 180 serious arrears cases (+£1000 in arrears). These cases are 28.2% of all households in arrears in this area, containing 77.9% of the debt.

The arrears position for Fauldhouse and Breich Valley in Quarter 4 is £652,229. This is an increase of £163,473 on last year's position. The West Lothian overall position is currently £3,496,679

Table 4: Distribution of Universal Credit

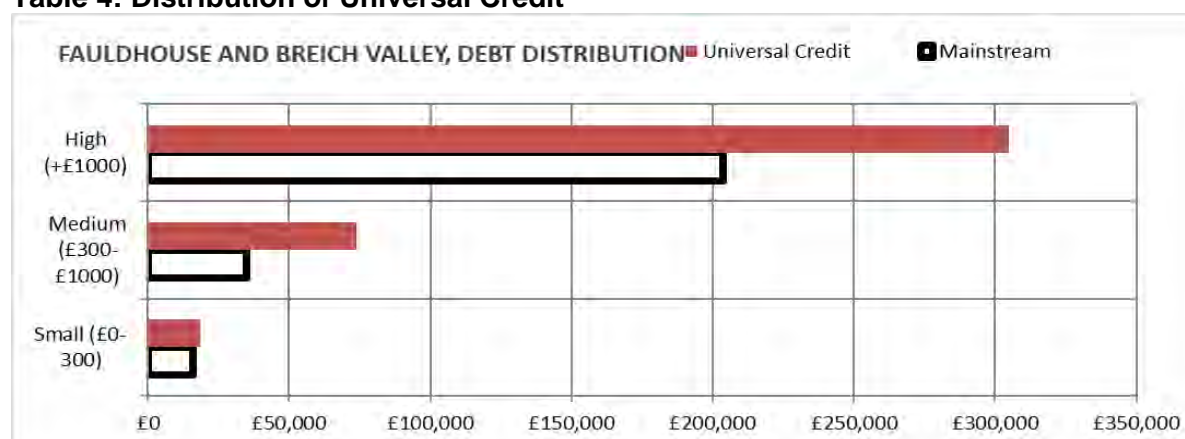
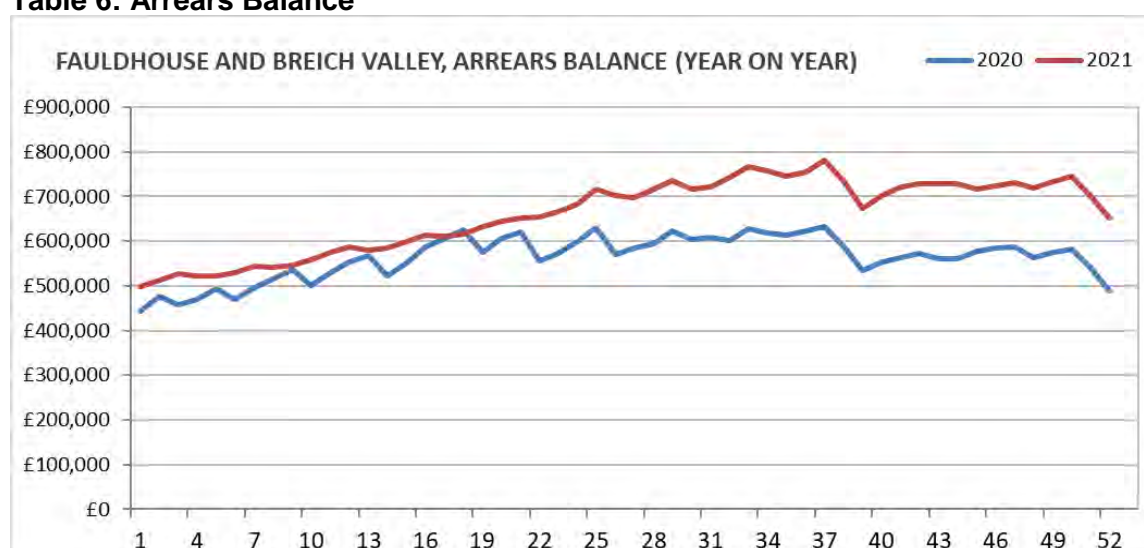


Table 5: Arrears Banding

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	£2,840	77	£2,140	45	£3,664	77	£2,103	45
£100.00 to £299.99	£13,866	77	£13,958	75	£12,499	66	£16,427	84
£300.00 to £499.99	£8,632	23	£15,446	40	£12,415	32	£16,941	44
£500.00 to £749.99	£15,588	25	£22,878	37	£9,288	14	£30,544	49
£750.00 to £999.99	£6,201	7	£15,445	18	£13,407	16	£26,535	31
£1000.00 to £1999.99	£59,106	42	£74,900	52	£49,567	34	£72,722	53
£2000+	£102,224	27	£135,531	41	£154,013	33	£232,103	60
Group Total	£208,457	278	£280,298	308	£254,854	272	£397,375	366
Movement					(+) £46,397	(-) 6	(+) £117,077	(+) 58
Overall Total			£488,755	586			£652,229	638
Overall Movement							(+) £163,473	(+) 52

Table 6: Arrears Balance

During the course of 2022/23 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 practise
- Performance monitoring and reporting will be reviewed and where appropriate streamlined to ensure information is meaningful and robust to assist with improving income recovery
- Promote alternative payment methods, particularly the Tenant's Self-service Portal

D3 Fauldhuse & Breich Valley Area Team Activity

Officers in the team continue to work from home as a result of Covid19 lockdown measures, to safeguard staff and tenants. However, essential housing management tasks are being prioritised and Duty Officers ensure that these are being completed timeously in accordance with health and safety measures, risk assessments and safe operating procedures. This has been a challenging time for the service and we have worked with our Health & Safety advisor and Trade Unions to ensure we have safe operating systems, risk assessments and personal protection equipment so that we are safe guarding our staff whilst undertaking key essential tasks at this time.

The focus on rent arrears activity has continued to be a weekly priority task for the team and we will continue to work with all our tenants in offering support, advice and assistance. Such assistance includes referrals for money and debt advice, benefit health checks, completion of income and expenditure to help set up a sustainable payment plan and where appropriate, assist with applications for Discretionary Housing Payments. Contact has also been made to tenants who may qualify for assistance with Tenants Grants Fund and there has been 30 successful cases totalling £34,000.09 as a result.

Officers have been providing assistance and support to tenants to help sustain their tenancies, working to resolve disputes between tenants and other tenancy and estate management issues.

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

Table 7: WLC completions 40

WLC New Build Activity	Site	No of units	Site Start	No. of Houses Handed Over	Site Completion
WLC	Mossend	69	Jul-21	0	TBC
RSL Build Activity	Site	No of units	Site Start	No. of Houses Handed Over	Site Completion
Almond Housing Association	Polbeth Farm, Polbeth	25	Aug - 20	0	March-22

Table 8: Refurbishment & Investment

Street	Contract	Update
20 – 27 Walker Road	Roof & roughcast replacement	Complete
92 – 106 Fallas Place	Roof & roughcast replacement	Ongoing – expected to be complete by June 2022
44 – 58 Fallas Place		First coat of render applied to the block. However, the second coat and roofing works have been delayed due to issues with the asbestos removal contractor
80 – 90 Fallas Place		Work expected to start June 2022 and due to be off site by August 2022 The remaining blocks of flats have owner occupiers who have previously failed to engage to participate in the programmed works. We are

		currently in the process of implementing a tenancy management scheme which will resolve these matters and progress the works 2023/24
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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, with their focus being digital and 'e-TP'.

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

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

Tenants Panel

Tenant members continued to take part in monthly meetings with senior managers and the Interim 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 Housing, 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 of the Tenant Participation Development Working Group 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.

Tenant Participation 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.

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

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

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

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

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

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

D6. Safer Neighbourhood Council Officer Ward Information

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

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

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

Community Safety and Safer Neighbourhood Team Officers have carried out patrols in areas identified as a 'Hot Spot' locations for deliberate fire-raising in the area. The aim is to identify people involved and provide corroboration to any wilful act. It is anticipated that as Community Safety Partners visit and patrol the areas identified as often as possible, this intervention, along with others undertaken, will act as a preventative action, thus preventing and reducing the unwanted behaviour and number of incidents overall.

Fauldhouse and Breich Valley Ward Data

Table 9: The following tables set out details of the number of new cases opened each month, overall number of active cases; number of cases resolved. Not all incidents become a case and officers will open a case where further investigations are necessary.

<i>Cases and Incidents</i>	<i>Apr</i>	<i>May</i>	<i>Jun</i>	<i>Jul</i>	<i>Aug</i>	<i>Sep</i>	<i>Oct</i>	<i>Nov</i>	<i>Dec</i>	<i>Jan</i>	<i>Feb</i>	<i>Mar</i>
Incidents Reported to SNT	75	52	47	47	75	34	36	34	40	30	17	36
Number of new cases	5	1	1	9	4	3	2	2	3	4	2	2
Number of Active Cases	11	8	7	15	13	3	8	9	9	9	9	5
Number of resolved cases	4	5	2	4	2	10	0	2	2	4	5	2

Table 10: The following table provides an overview of the types of incidents that are being reported to the SNT.

<i>Incident Types</i>	<i>Apr</i>	<i>May</i>	<i>Jun</i>	<i>Jul</i>	<i>Aug</i>	<i>Sep</i>	<i>Oct</i>	<i>Nov</i>	<i>Dec</i>	<i>Jan</i>	<i>Feb</i>	<i>Mar</i>
ASB Part 2 Complaint	53	23	26	25	36	21	21	15	19	13	8	17
ASB Part 5 Noise Complaint	10	19	14	11	26	10	9	17	16	12	3	11

Dog Barking	0	1	0	1	1	0	1	0	0	0	0	0
ENV Health Complaint	1	0	3	1	1	1	0	0	0	0	2	0
Non ASB Noise Complaint	3	3	0	8	11	2	1	0	1	1	0	3
SST Section 3 Tenancy Management	8	6	4	1	0	0	4	2	2	2	3	4
Youth Disorder	0	0	0	0	0	0	0	0	0	2	1	1
Unauthorised Encampment	0	0	0	0	0	0	0	0	0	0	0	0
Grand Total	75	52	47	47	75	34	36	34	38	30	17	36

Table 11: 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	<i>0</i>	<i>0</i>	<i>1</i>	<i>1</i>
All of West Lothian	<i>12</i>	<i>12</i>	<i>7 plus 1 Interim</i>	<i>7 plus 1 Interim</i>
Age of perpetrator	<i>-</i>	<i>-</i>	<i>32</i>	<i>33</i>

West Lothian Ward Data

Table 12: 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

Outcomes

A summary of some of the outcomes that officers managed to achieve throughout Quarter 4 2022 are detailed below:

Letter Drop	A letter drop was carried out to inform neighbours of reporting processes to SNT as well as to remind a tenant that SNT were still active in the area after break in incidents in Fauldhouse regarding
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	loud shouting and reports of verbal abuse. Since the letter drop was completed, there have been no further incidents reported.
Warning	<p>Complaints of regular noise disturbances from a property in Longridge were received. SNT officers attended in response to a complaint of ongoing noise, witnessed this, and spoke to the tenant concerned at time. This was followed up with a first stage warning.</p> <p>Further contact was received from the complainer advising issues were continuing. SNT provided advice about continued reporting, and a letter drop was completed. There was no response received, however, no further complaints were reported and the case is now closed.</p>
Uncorroborated complaints despite enquiries	<p>A letter drop was carried out in Stoneyburn regarding a council tenant shouting abuse at a neighbour. No response was received.</p> <p>A further letter drop was carried out in Polbeth regarding complaints of doors slamming late at night. No response was received.</p>

E. CONCLUSION

Housing staff are now well adapted to working from home and have embraced new ways of working and continued to support vulnerable customers in our communities. In addition, officers have continued to provide advice and support on a range of issues such as anti-social behaviour, moving into new homes and financial issues.

Officers have continued to work with colleagues in other service areas to ensure that service delivery has continued as far as possible.

F. BACKGROUND REFERENCES

None

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Julie Whitelaw

Interim Head of Housing, Customer and Building Services

14th June 2022

DATA LABEL: PUBLIC



FAULDHUSE AND THE BREICH VALLEY LOCAL AREA COMMITTEE

WEST LOTHIAN VILLAGES IMPROVEMENT FUND – UPDATE

REPORT BY HEAD OF PLANNING, ECONOMIC DEVELOPMENT AND REGENERATION

A. PURPOSE OF REPORT

The purpose of this report is to advise the Local Area Committee of the application received from within the local area committee area seeking funding from the West Lothian Villages Improvement Fund (WLVIF) in 2021/22.

B. RECOMMENDATION

It is recommended that the Local Area Committee:

1. notes that one application has been received for funding;
2. notes that the proposals meet the eligibility criteria for supported project;
3. supports funding for the project;
4. agrees that the Head of Planning, Economic Development and Regeneration should make an offer of funding as per the details set out in this report.

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	Our economy is diverse and dynamic, and West Lothian is an attractive place for doing business. We live in resilient, cohesive and safe communities.
VI Resources - (Financial, Staffing and Property)	A total of £1.65m capital fund is available for projects and the proposal can be met from within this budget.
VII Consideration at PDSP	The overall Villages Improvement Fund was considered by Development & Transport PDSP.

VIII Other consultations

None.

D. TERMS OF THE REPORT**D1 Background**

In 2012 the Council Executive agreed the eligibility criteria for a West Lothian Villages Improvement Fund. Funding of £1.65m is available to support eligible schemes with the funding phased over five years. The fund has the following two work streams:

1) A shop frontage/shop improvement scheme, to which local independent retailers can apply. This operates in a similar way to the shop frontage improvement schemes for traditional town centres i.e. a grant of up to £750 and no more than 50% of the cost of the shop front improvement.

2) Small scale village improvements and initiatives, this can include a number of types of investment, including both physical improvements to the streetscape and investment in community provision:

- Provision of street furniture such as seating, cycle stands and direction signs.
- Improved village gateways (e.g.; through planting, landscaping and/or signage).
- Improved sense of place in village centres through hard landscaping, planting and soft landscape improvements.
- Tidying and landscaping of gap sites within villages.
- Access improvements in and around villages.
- Investment in projects that engage and support young people.
- Investment in other local community facilities.

Eight villages in the Fauldhouse and the Breich Valley ward are eligible under the scheme. Distribution of funding is based on village size. Total allocations per village are as follows, with the remaining budgets in brackets:

Fauldhouse £125,000 (£14)
 West Calder £125,000 (£0)
 Longridge £55,000 (£1,185.06)
 Stoneyburn £55,000 (£0)
 Addiewell £55,000 (£7,278.52)
 Polbeth £55,000 (£318)
 Breich £20,000 (£242.29)
 Harburn £20,000 (£0)

D3 Application

The following application has been received:

Community Garden Improvements

Addiewell and Loganlea Community Council are applying for funding of £3229.44 to purchase an additional water barrel to ensure a water supply for the amount of watering required. They also require top soil and turning over of ground to establish wild flower area in central section of the garden to provide a better growing medium for planting of the seeds. Gravel and cement also requested to finish off the area between the bark path and the link fence where five high raised beds are located

which would give the area a better look and to ensure the polytunnel is sited correctly once it is erected.

If approved that will leave £4,049.08 still available for future projects in Addiewell.

E. CONCLUSION

Eight villages within the Fauldhouse and the Breich Valley ward are eligible to apply to the Villages Improvement Fund. The applications detailed above meet the eligibility criteria of the fund and the Local Area Committee is asked to support them.

F. BACKGROUND REFERENCES

Reports to Development and Transport PDSP (April 2013), Council Executive (May 2013, April 2014) Fauldhouse and the Breich Valley Local Area Committee.

Appendices/Attachments: Two

Appendix 1 - Community Garden Improvements, Addiewell and Loganlea Community Council

Contact Person: Douglas Benson, Community Regeneration Officer, 077698 77145,
douglas.benson@westlothian.gov.uk

Craig McCorriston

Head of Planning, Economic Development and Regeneration

14 June 2022

West Lothian Villages Improvement Fund

Application form

- Please refer to the guidance notes when completing this form
- Please complete in **BLOCK CAPITAL LETTERS** and use **black ink**
- No project should start or commit expenditure before receiving the approval of grant

1. Applicant Organisation Details

Organisation Name	Addiewell and Loganlea Community Council
Project title	Community Garden Improvements
Contact person	
Position	
Address	
Telephone number	
Email Address	
Type of organisation	Community Council (Statutory Body)
What date was your organisation formed?	Circa 1976
Are you a charity, please quote your number	N/A
What are the main activities of your organisation? (please answer in no more than 100 words)	To support local communities and projects. To represent the community of Addiewell and Loganlea in consultations with West Lothian Council.

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

Are you applying for other funding, if so, please detail	Approved Anticipated
	No

2. Project details

Council Ward	Fauldhouse and the Breich Valley
Project location	Addiewell Community Garden
Project start date	Autumn 2021
Project finish date	Ongoing
Estimated Outcome	Increased usage of garden and space well utilised by all from the community

Project description

Describe fully the project for which grant is being sought (background and context of the project, description of works).

Following successful application to the town centre fund, the community garden works were started in Spring 2021 with area between the Skolieburn and school campus being fenced off, hard standing area put down and a cabin being sited. Throughout the Summer community council members and volunteers have worked to further enhance the space with raised beds amongst other work.

From early February volunteers have been planting various bulbs, etc into the six whisky barrels and the various other containers and raised beds. The water storage barrel has been located and is now fully operational but it would be beneficial to have another barrel to ensure a water supply for the amount of watering required. The raised beds have been filled and some have been planted out with vegetables. The whindust has been laid in the raised bed area.

A two-station compost storage facility has been built and is now in use. The palisade fence surrounding the gas supply station is currently being painted with green paint to improve the appearance of it. The poly tunnel will be erected within the next few weeks. We will be needing concrete to ensure the base is stable once assembled. We are planning a wild flower area for the central section of the garden which at present is needing the ground turned over and a substantial amount of top soil mixed in to provide a better growing medium for any planting of seeds. We will need to hire machinery to accomplish this as the ground left after the bridge contractors was left in such poor condition we are unable to dig it manually.

We would also require gravel to finish off the area between the bark path and the link fence where five high raised beds are located which would give the area a better look.

Partners involved (other local organisations you are working with)	Addiewell Community Garden (Partner organisation, shared resources) Local Schools – on-going discussion to use the garden when it is established Addiewell Prison – ongoing support in establishing the project Loganlea Miners Addiewell Community Centre
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Evidence of need

What evidence is there that your project is needed? It is vital that you show that you have identified the need for your project, eg letters of support, or local survey.

Consultation carried out during the first phase of town centre funding established that a community garden would be an excellent additional resource to the village.

An on-site cabin and raised beds have been sited at the garden and the request for additional items will enhance the project and improve the offer to the local community for an area to learn and grow flowers/plants and vegetables.

There is also great potential for improving community cohesion and improving mental health through being out in the fresh air and bringing generations together within the garden.

Outcomes

Describe what your project will deliver.

Village Improvements; e.g Number of sites improved, Area of landscaping

The location of the garden between the Skolieburn and the school campus will be improved practically and aesthetically with the further additions from the funding requested. Completion of the polytunnel will provide a covered area for additional plant growing as well as a shelter for volunteers to work in during inclement weather. The wildflower area will improve biodiversity on site attracting insects and pollinators which in turn will assist our plant growing. It will also create an informal area for children to see insects up close but also somewhere to relax, meet and socialise for all ages. Making one space more attractive following its use during the completion of the bridge work and removal of number of trees.

Community Facilities: e.g number of facilities improved
-Projected usage

This project will improve usage at one location. The establishment of the community garden will mean all demographics within the village being able to benefit.

3.Project Costs

Amount of funding requested	£3229.44
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Item of expenditure	Cost (£)
Water butt	£47.82
Cement	£25.90
Golden Quartzite Gravel	£600
Scotia Meadow Flower Mix	£79.72
Re-cycled Top Soil	£976
1 Ton dumper plus driver x 2 days hire	£750
1.6 Ton excavator plus driver x 2 days hire	£750

Project management

Describe how your project will be managed and administered including details of any:

- Design / plans
- Implementation arrangements e.g contract tenders
- Planning Approval

Items will be purchased through the community council and the project will be managed by the community council and volunteers.

Planning permission has been granted for the wider garden project and the requests are additional items to improve and further establish the garden.

Privacy Notice for Village Improvement Fund

Information held about you

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

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

- Details of the group; type, date formed, charity number
- Contact details of contact person; name, position in the group, address, telephone and e-mail address.
- Copies of group documents;
 - Annual Accounts
 - Bank Statements
 - Constitution or Articles and Memorandum
 - Equality Policy
 - List of committee members/directors list

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 Village Improvement Fund
- To contact you regarding invitations to relevant events
- 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.

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. Group constitutions or memorandums of association will retained until an updated copy is received or no longer required.

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 Doulas Grierson, Community Regeneration, West Lothian Council, West Lothian Civic Centre, Howden South Road, Livingston, West Lothian, EH54 6FF
Email – Douglas.Grierson@Westlothian.gov.uk

Providing accurate information

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

Further information

If you have any questions or concerns about how your information is used, please contact Doulas Grierson, Community Regeneration, West Lothian Council, West Lothian Civic Centre, Howden South Road, Livingston, West Lothian, EH54 6FF, Email – Douglas.Grierson@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>

4. Declaration

We wish to apply for a Village Improvement Capital Grant. The above is an accurate outline of the proposed project. We have read and understood the guidance notes for applicants and agree to the conditions therein. We understand that the grant may be modified or withdrawn, if all the conditions are not adhered to. We are willing to co-operate in the monitoring of the grant scheme and to meet with their representatives if required to do so. We will acknowledge the support of the Fund in any related PR activities.

I consent to West Lothian Council processing my personal data for the purposes of:

✓	Application to the Village Improvement Fund
✓	To provide you with updates on the progress of your application
✓	Contact you with invitations to relevant events
✓	Contact you for feedback on quality of services provided to you.

Name	[REDACTED]
Position	[REDACTED]
Organisation	Addiewell and Logalea Community Council
Date	10th May 2022

Please send your completed forms to:

Community Regeneration Officer for your area in the first instance (see guidance notes for contact details)

Or
Gemma Telfer
Community Regeneration
1st Floor North
West Lothian Civic Centre
Howden South Road
Livingston
EH54 6FF

Tel: 01506 281962

E-mail: gemma.telfer@westlothian.gov.uk

Attachment checklist - as applicable	Please Indicate (x)
Constitution or Articles and Memorandum	X
Committee Members or Directors List	X
Bank Statements - three statements	X
Annual accounts	x

DATA LABEL: PUBLIC



FAULDHUSE AND THE BREICH VALLEY LOCAL AREA COMMITTEE

REPORT ON PROGRESS OF REGENERATION PLANNING

REPORT BY HEAD OF PLANNING, ECONOMIC DEVELOPMENT AND 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 committee notes the report.

C. SUMMARY OF IMPLICATIONS

I Council Values	Focusing on our customers' needs. Being honest, open and accountable. providing equality of opportunities; developing employees; making best use of our resources; working in partnership.
II Policy and Legal (including Strategic Environmental Assessment, Equality Issues, Health or Risk Assessment)	<p>Community regeneration reinforces the council's commitment to community planning at a local level.</p> <p>Local authorities have a statutory requirement for developing locality plans for targeted communities in their area. Regeneration Plans fit this requirement for West Lothian.</p> <p>The projects set out do not require a strategic environmental assessment. The projects to different degrees seek to address health and equality issues.</p>
III Implications for Scheme of Delegations to Officers	None.
IV Impact on performance and performance Indicators	Performance indicators relating to the activity within the plans are captured within the set of regeneration key performance indicators.
V Relevance to Single Outcome Agreement	<ul style="list-style-type: none"> - We are better educated and have access to increased and better quality learning and employment opportunities. - We live in resilient, cohesive and safe communities. - We live longer, healthier lives and have reduced health inequalities.

- We make the most efficient and effective use of resources by minimising our impact on the- built and natural environment.

VI Resources - (Financial, Staffing and Property)	Activities will be funded from existing budgets or external sources.
VII Consideration at PDSP	Annual updates on regeneration plans will be presented to the Community Planning Partnership.
VIII Other consultations	None.

D. TERMS OF THE REPORT

D.1 Background

The report updates the committee on the work of the Economic Development and Regeneration Team and its partners to support communities in Fauldhouse and the Breich Valley, with a particular focus on the communities of Addiewell, Fauldhouse, Polbeth and Stoneyburn, four of 13 areas covered by the local plans required by the Scottish Government as part of their Community Empowerment approach and reported through the Community Planning Partnership.

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

D.2 Updates

Regular planning meetings are taking place in Addiewell, Fauldhouse, Polbeth and Stoneyburn building on the partnerships that have continued to grow and develop from the effects of COVID-19 on communities across the ward.

D2.1 Addiewell

Playbase a West Lothian NHS funded play project from Broxburn Family Centre have started to deliver a service from the Community Centre which is progressing well. This is one of a number of new bookings at the community centre and the committee have worked hard to raise awareness and generate new bookings.

The Community Garden held an open day on third of June with people getting opportunity to see how the space is progressing and carry out some planting. The community centre supported with tea and coffee.

The Pitstop, Community Council and Community Centre are all supporting the upcoming primary seven leavers event through funding and also use of space.

A2E attended at the Larder to support users with CVs and employability support. The larder continues to be very well used.

D2.2 Fauldhouse

A new management committee has been established at Fauldhouse Partnership Centre. They are currently looking at possible Summer holiday provision and support. Pennies Pantry has reopened in the Partnership Centre on a Thursday

In response to on-going complaints of antisocial behaviour and fire raising there have been several partner meetings to look at how best to address the issue with a number of actions on-going.

Work at the Miners statue on the village green is aiming to be completed by Summer 2022. The Clerk of Works has been appointed and installation to be confirmed.

As part of Covid recovery funding Fauldhouse and Breich Valley CDT have completed works at the old bowling green site.

A Volunteer's Fayre took place at Eastfield Centre on 2 June 2022 to showcase how people can get involved and help in the local area.

D2.3 Polbeth

Counselling services within Polbeth HUB are progressing well, with over 10 clients per week being seen. In 2021 there was 480 hours of client work undertaken. It is a very busy service with a steady stream of referrals open to all across West Lothian but Polbeth residents prioritised. It is an adult service.

Discussion on-going about potential to link to A&E services and a referral pathway for employment.

A health and well-being group is being delivered from the community garden in partnership with West Calder and Harburn CDT.

On-going litter picking is going well with organised picks once per week and a number of people during lockdown establishing their own patches that they clean and take care of.

Locally there was a recent uplift in partnership with West Calder High School.

D2.4 Stoneyburn

Preliminary work and research is on-going for a Business and Employability HUB pilot within Stoneyburn. The HUB will employ a holistic approach to its work based on what people in the community need and want from the HUB. As such a process of community engagement and leaflet dropping will take place ahead of it starting.

Stoneyburn and Bents Future Vision Group have had funding confirmed for a Summer Programme from Children's Lottery and Arnold Clark.

Their annual Fulshie Fun Run took place on the eighth of May and was very well attended. There were 52 runners for the 5KM and 110 for the 2.5KM. There were also four virtual runners in Australia taking part.

The Fulshie Film project is up in running in partnership with regional screen Scotland and the first showing took place in the community centre on 22 May.

There was also a screening of films created locally during lockdown during West Lothian Financial Inclusions Chit Chat group in the community centre in partnership with Coalfields on 25 May.

D2.5 West Calder

A Council planning officer and the developers met with community representatives on 12th May to discuss the proposed roundabout on A71. There

was discussion around four-legged roundabout that would allow access to the community garden. This would occur additional costs and is not the design currently sitting with planning.

D.3 Access 2 Employment

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, 68 from Fauldhouse and the Breich Valley Ward, with 444 progressing into a positive destination, 46 from the Fauldhouse and the Breich Valley Ward. This support has been mostly provided remotely during the year due to the pandemic but advisors are beginning to return to the office, with 22/23 delivery being a mix of face to face and online.

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

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

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

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

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

D.4 Business Gateway Support

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

Business Gateway supports a diverse portfolio of existing and new start social enterprises in West Lothian. Support is tailored to the needs of individual

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

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

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

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

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

The labour market in West Lothian is buoyant with unemployment around 3%, similar to the pre-pandemic historic low. And a record-high level of job vacancies. Firms across West Lothian in all sectors are reporting unfilled vacancies. This pattern is repeated across much of Scotland and the UK. We are working with Employability colleagues to match job seekers with vacancies. In addition, we are supporting firms to invest in training and upskilling of their existing employees. With employability colleagues, we are trying to incentivise firms to recruit unemployed residents through our "Volume Job Grant" <https://www.investinwestlothian.com/business-support/develop-your-business/job-creation-fund/>. This is targeted at viable local firms. We are looking to create at least 300 new jobs. Each new role must be permanent and pay a starting salary of approximately £21k+ pa. The new recruits must be currently unemployed and aged 25+. Support for our younger people aged

16-24 will see an additional 100 places offered as part of the successful Steps N2 Work programme. We will continue to help firms find solutions for their recruitment and training priorities.

In the 2021/22 financial year, the Business Gateway team helped 325 new businesses to start trading. Of this 12-month total, we helped 28 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 43 local firms supported who between them employ more than 255 staff and generate more than £35 million annual sales.

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

E. CONCLUSION

Economic Development and Regeneration continue to deliver and support the work of partners in the ward. The report highlights some of the areas of work and activities across the ward.

F. BACKGROUND REFERENCES

None

Appendices/Attachments: None

Contact Persons:

Douglas Benson, Community Regeneration Officer Douglas.Benson@westlothian.gov.uk

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

Elaine Cook

Deputy Chief Executive, Education Planning and Economic Development

14 June 2022

DATA LABEL: PUBLIC



FAULDHOUSE AND THE BREICH VALLEY LOCAL AREA COMMITTEE

PLACE BASED INVESTMENT PROGRAMME 2022/23 TOWN CENTRE CAPITAL FUND

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

A. PURPOSE OF REPORT

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

B. RECOMMENDATION

It is recommended that the Local Area Committee:

1. notes that ten 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.

Fauldhouse and The Breich Valley Ward was been allocated £72,442 split between the following towns.

Town	Allocation
Addiewell and Loganlea	£13,064
Fauldhouse	£17,934
Polbeth	£13,542
Stoneyburn	£13,051
West Calder	£14,851
TOTAL	£72,442

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

D.3 Allocation of the grant in West Lothian

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

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

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

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

D.4 Fauldhouse and The Breich Valley Ward Applications

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

Town	Town allocation	No of applications received	Total requested	Over (+) / under (-) Funding Available
Addiewell & Loganlea	£13,064	1	£13,714.80	+£650.80
Fauldhouse	£17,934	1	£17,394.00	-£540
Polbeth	£13,542	2	£13,252.00	-290
Stoneyburn	£13,051	3	£15,456.76	+£2405.76
West Calder	£14,851	3	£14,851.00	0
Ward Total	£72,442	10	£74,668.56	£2,226.56

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.

Addiewell and Loganlea (£13,064)

Code	Application Name	Amount applied for	Recommended allocation
ADD22-01	Outdoor Learning for All	£13,714.80	£13,064
	Totals	£13,714.80	£13,064

Fauldhouse (£17,934)

Code	Application Name	Amount applied for	Recommended allocation
FLD22-01	Eastfield Development Centre Improvements	£17,394	£17,394
	Totals	£17,394	£17,394

Polbeth (£13,542)

Code	Application Name	Amount applied for	Recommended allocation
POL22-01	Resource Infrastructure	£4,252	£4,252
POL22-02	Develop and expand the area around the entrance of the HUB building	£9,000	£9,000
	Totals	£13,252	£13,252

Stoneyburn (£13,051)

Code	Application Name	Amount applied for	Recommended allocation
STB22-01	MOOD Garden	£2,500	£1,707.59
STB22-02	Our Lady's Primary School and Stoneyburn Primary School	£3,916.76	£3,133.41
STB22-03	Stoneyburn Juniors Football Club Dugouts	£9,040	£9,040
	Totals	£15,456.76	£13,881

West Calder (14,851)

Code	Application Name	Amount applied for	Recommended allocation
WCA22-01	Resource Infrastructure	£3,851	£3,851
WCA22-02	Refurbishing West Calder Community Education Centre	£6,000	£6,000
WCA22-03	Celebrating Our Community Heritage	£5,000	£5,000
	Totals	£14,851	£14,851

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

Town	Balance
Addiewell and Loganlea	£0
Fauldhouse	£540
Polbeth	£290
Stoneyburn	£0
West Calder	£0
Total Balance	£830

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 £890 remains unallocated in Fauldhouse and Polbeth and can now be allocated to projects in Stoneyburn. It is recommended that £890 is allocated to STB22-01.

D.4 Delivery of Projects

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

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

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

E. CONCLUSION

This report provides the committee with the process to agree and allocate, within the ward are, the Town Centre Capital Funding element of the Scottish Government's Place Based Investment Capital Grant awarded to West Lothian for 22/23. The funding provided local organisations with the opportunity to enhance their local community working in partnership with the Council and key stakeholders.

F. BACKGROUND REFERENCES

Council Executive, 8 February 2022

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

Appendices/Attachments:

Appendix 1: Application Overview

Appendix 2: Applications

Contact Person:

Douglas Benson, Community Regeneration Officer Douglas.Benson@westlothian.gov.uk

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

Elaine Cook

Deputy Chief Executive, Education Planning and Economic Development

14 June 2022

PBIF TOWN CENTRE FUND 202/23: PROPOSED FUNDING AWARDS: Appendix 1**Ward: Fauldhouse and The Breich Valley****Addiewell and Loganlea: (allocation: £13,064)**

Applica tion Code	Applicant (Group/Servi ce)	Project Name	Brief Description of project	Scale of Funding	Delivered By	Recommended funding amount and any initial conditions of funding
ADD22-01	Addiewell, Loganlea and Breich Community Council	Outdoor Learning for All	Outdoor learning facility for community use alongside the new community garden in partnership with local school and community centre. Not a fixed structure so can be moved if necessary.	£13,714.80		<p>Recommendation: £13,064 to fund in principle pending the below conditions.</p> <p>Clarification on who will deliver project and confirmation of any planning conditions required</p> <p>Applicant is happy to receive part funding and apply for Village Improvement Funding if necessary</p> <p><u>Service Comments</u> NETS - No service action required / Planning - If a new building on the ground then could need planning permission.</p>
TOTALS				£13,714.80		Total town allocation proposed: £13,064

Fauldhouse: (allocation: £17,934)

Applica tion Code	Applicant (Group/Servi ce)	Project Name	Brief Description of project	Scale of Funding	Delivered By	Recommended funding amount and any initial conditions of funding
FLD22-01	Fauldhouse & Breich Valley CDT	Eastfield Development Centre Improvements	Replacement of existing guttering. Installation of new lighting system, CCTV, Video Entering System and Five Shutters	£17,394	External	Recommendation: £17,394 to fund in full.
TOTALS				£17,394		Total town allocation proposed: £17,394

Polbeth (allocation: £13,542)

Applica tion Code	Applicant (Group/Servi ce)	Project Name	Brief Description of project	Scale of Funding	Delivered By	Recommended funding amount and any initial conditions of funding
POL22-01	Polbeth and West Calder Community Garden SCIO	Resource Infrastructure	Part application for funding with WCA22-01 1 -replace an old, non-insulated, not watertight and rotting shipping container with a new one that is fully water-tight, fitted with shelves and insulated that will allow secure, safe and protected storage for tools and equipment 2 -To provide new signage at the entrances (two at A71 and	£4252	External	Recommendation: £4,252 to fund in principle pending the below conditions. Confirmation of planning permission/advertising consent if required <u>Service Comments</u> Planning - Since this is a replacement container then suggest no planning permission required. Suggest this is painted some dark green or suitable colour as these storage containers are generally unsightly. Should be done at all council-controlled locations.

Applica tion Code	Applicant (Group/Servi ce)	Project Name	Brief Description of project	Scale of Funding	Delivered By	Recommended funding amount and any initial conditions of funding
			one at Walkway/School Access Route			
POL22- 02	Polbeth Community HUB	Building Upgrade – Polbeth Community HUB	Develop and expand the area around the entrance of the HUB building	£9,000	External	Recommendation: £9,000 in principle pending confirmation of all match funding.
TOTALS				£13,252		Total town allocation proposed: £13,252

Stoneyburn (allocation: £13,051)

Applica tion Code	Applicant (Group/Servi ce)	Project Name	Brief Description of project	Scale of Funding	Delivered By	Recommended funding amount and any initial conditions of funding
STB22- 01	MOOD SCIO	MOOD Garden	Creation of a mindfulness space next to Stoneyburn Community Centre. Seated areas, planters filled with plants to attract bees, butterflies etc and seated areas. The area will also be suitable as an outdoor education area for the local primary schools.	£2,500	External	Recommendation: £1,707.59 in principle pending clarification the project can be delivered within the conditions below. Appropriate permissions received. Planning if required and permission to use site from WLC

Applica tion Code	Applicant (Group/Servi ce)	Project Name	Brief Description of project	Scale of Funding	Delivered By	Recommended funding amount and any initial conditions of funding
						Applicant is happy to receive part funding and utilise this without necessarily waiting to seek further match funding.
STB22-02	Stoneyburn and Bents Future Vision Group SCIO	Our Lady's Primary School and Stoneyburn Primary School	Purchase of 2 story tellers wooden chairs and 12 stools, 2 outdoor quilted cushions and an outdoor storage shed to store this equipment as an outdoor learning facility for the school.	£3916.76	Internal	<p>Recommendation: £3,133.41 in principle pending the below conditions.</p> <p>Applicant is happy to receive part funding and utilise this without necessarily waiting to seek further match funding.</p>
STB22-03	Stoneyburn and Bents Future Vision Group SCIO	Stoneyburn Juniors Football Club Dugouts	Purchase of 2 dug outs for existing football pitch	£9040	External	<p>Recommendation: £9,040 in principle pending the below conditions.</p> <p>Confirmation of planning permission if required</p> <p><u>Service Comment</u> Planning - New structures may require planning permission</p>
TOTALS				£15,456.76		Total town allocation proposed: £13,881

West Calder (allocation: £14,851)

Applica tion Code	Applicant (Group/Servi ce)	Project Name	Brief Description of project	Scale of Funding	Delivered By	Recommended funding amount and any initial conditions of funding
WCA22-01	Polbeth and West Calder Community Garden SCIO	Resource Infrastructure	Part application for funding with POL22-01 1 -replace an old, non-insulated, not watertight and rotting shipping container with a new one that is fully water-tight, fitted with shelves and insulated that will allow secure, safe and protected storage for tools and equipment 2 -To provide new signage at the entrances (two at A71 and one at Walkway/School Access Route	£3,851	External	Recommendation: £3,851 in principle pending the below conditions. Confirmation of planning permission/advertising consent if required <u>Service Comments</u> Planning - New structures may require planning permission.
WCA22-02	West Calder Community Education Association SCIO	Refurbishing West Calder Community Education Centre	Refurb lounge area and cafe: flooring for both areas, redecoration of both areas, new café furniture, and ceiling repairs, including LED lighting, in the front hall.	£6,000	External	Recommendation: £6,000 in principle pending the below conditions. Asbestos survey carried out and all appropriate permissions granted and confirmation of match funding.
WCA22-03	West Calder & Harburn Community Development Trust	Celebrating Our Community Heritage	Fund a series of artistic cut-steel panels telling key stories of the history and heritage of our village. Replacement of railings and addition of historical information plaques to them.	£5,000	External	Recommendation: in principle pending the below conditions. All appropriate permissions granted and match funding received.

Applica tion Code	Applicant (Group/Servi ce)	Project Name	Brief Description of project	Scale of Funding	Delivered By	Recommended funding amount and any initial conditions of funding
TOTALS				£14,851		Total town allocation proposed: £14,851

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	Addiewell, Loganlea and Breich 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:	Voluntary Organisation
What are the main activities of your organisation? (please answer in no more than 100 words)	Our organisation work to promote the best interest of the wider community. We host monthly meetings to discuss any upcoming events or news. Recently due to covid these have been held by zoom. Our community council tries to involve and support many smaller groups and clubs throughout the community. We try to involve participation from all age groups. We have recently included Breich to our community council. We are now adding new members from there to the committee.

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	Fauldhouse and Breich Valley
Project Title	Outdoor Learning for All.
Project Location	Between Addiewell and St Thomas' School and Addiewell community centre.
Project Start Date	16th August 2022
Project End Date	24th August 2022

Pre-Application Discussion

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

Discussion between Education (Addiewell Combined Schools) and community partners to agree priorities for a joint venture to provide an outdoor classroom space for use within the Addiewell Community.

Project Description

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

The project is linked to outdoor values and advantages. At the moment our area has seen a rise in outdoor project that are thriving.

We have the Skollie Burn project. The idea of this is to build a woodland walk between Addiewell and Loganlea. It is community based and is doing well. More and more people are joining in to help clear the way to build the walk. The leader of this project has spoken about teaching about the outdoors. This facility would be ideal for this.

We now have our community garden. The garden has made great progress in the short time it has been established. The new facility can be used by this group too.

Our community centre has a new committee with lots of new ideas. The new outdoor learning facility can be accessed by groups using the community centre.

Although we have seen a relaxing of covid restrictions this facility would help in the lowering of transmission of covid. Open air learning would be an advantage in this respect.

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 schools (Addiewell Primary School and St Thomas' Primary School) are fortunate to be situated within an area of surrounding greenspace which allows us to promote outdoor learning across our nursery to Primary 7. In February of 2022, Education Scotland released 'Successful Approaches to Learning Outdoors; A Thematic Review' which highlighted some of the key aspirations of the Curriculum for Excellence, including;

- all children and young people are participating in a range of progressive and creative outdoor learning experiences
- schools providing regular, opportunities for all children and young people to learn
- teachers embed outdoor learning in the curriculum so that learning in the outdoor environment becomes a reality for all children and young people.

In order to support the delivery of outdoor learning in our schools an outdoor classroom would be a valuable asset to our school curriculum delivery.

Within our 'Learning of Sustainability' curriculum we are promoting the agenda of our learners being 'effective contributors' and 'responsible citizens' which will develop the capacity of our community in the long term. When we look to work on community ventures we do not have a suitable outdoor space at the moment to gather and work – due to COVID mitigations, working and collaborating outdoors has become more important and the creation of an outdoor classroom space would allow us to work with community partners and outdoor agencies in a safe, sheltered space.

In addition to this, part of our joint schools approach to Children's Mental Health Week highlighted the importance of the outdoors for the wellbeing of both children and adults.

Futher information can be found here

<https://sway.office.com/s0TOIWILDRHCYOWf?ref=Link>

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).

- opportunities for community partners to work together
- continued development of outdoor learning curriculum

- opportunities to engage parents/carers and promote wellbeing through the use of outdoor spaces

Partners involved
(other local organisations you are working with)

The community council are involved with The Coalfields Regeneration Trust. We also get involved in the local groups in the village. These include the gala-day, garden group, Skollie Burn group and the Loganlea Miners Welfare Charitable Society.

3. Project Costs

Total Project Cost	£13714.80
Amount of Funding being requested from West Lothian Town Centre Capital Fund 2022-23	£13714.80

Expenditure Item	Total Cost	WLTCF Cost
Outdoor learning facility including VAT	£10120.80	£10120.80
Installation by Ross Fencing	£3594	£3594

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
Village Improvement Fund	NO	N/A

Project Management and Legal Requirements

Does the project comply with relevant statutory legislation?

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

Project Management

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

Maintenance and Insurance

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

Monitoring and Finance

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

The new Outdoor Learning Facility will not be a fixed structure and can be moved or removed if necessary.

The maintenance of the new build will be discussed by the schools, community centre and the community council. There is a twenty-year guarantee on the timber used in the project. We are hoping maintenance will be minimum due to this guarantee. The public liability will be decided when the insurance is put in place.

The invoices and any spending will be monitored closely in the project.

I have entered the costs with installation by Ross Fencing. This company was asked to quote as they are contractors of West Lothian Council.

I have a second quote supplying and installation of £12516.

If the final costs are less we would love to buy outdoor equipment to enhance the outdoor learning experience.

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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Privacy Notice

West Lothian Town Centre Capital Fund 2022/23

Information held about you

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

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

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

Who is processing my data?

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

How will we use information we hold about you?

Your data will be used to:

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

Who will we share your information with?

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

How long do we keep your records?

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

Your rights

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

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

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

Further information

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

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

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

Who is responsible for my information?

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

Declaration	
<p>We wish to apply to the West Lothian Town Centre Capital Fund 2022/23. The above is an accurate outline of the proposed project. We have read and understood the guidance notes for applicants and agree to the conditions therein. We understand that the grant may be modified or withdrawn, if all the conditions are not adhered to. We are willing to co-operate in the monitoring of the grant scheme and to meet with their representatives if required to do so. We will acknowledge the support of the Fund in any related PR activities.</p> <p>I consent to West Lothian Council processing my personal data for the purposes of:</p>	
<input checked="" type="checkbox"/>	Application to the West Lothian Town Centre Capital Fund 2022/23 and the monitoring of the grant if awarded.
<input checked="" type="checkbox"/>	To provide you with updates on the progress of your application.
<input checked="" type="checkbox"/>	Contact you to pass on information that may be relevant to you.
<input checked="" type="checkbox"/>	Contact you for feedback on quality of services provided to you.
Name	<div style="background-color: black; width: 100px; height: 1.2em;"></div>
Position	Chairwoman
Organisation	Addiewell, Loganlea and Breich Community Council
Date	22/04/2022

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

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



PLACE BASED INVESTMENT PROGRAMME (PBIP) 2022-23

WEST LOTHIAN – TOWN CENTRE CAPITAL FUND

APPLICATION FORM

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

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

1. Applicant Organisation

Organisation Name	Fauldhouse and Breich Valley Community Development Trust
Contact Person and Position	[REDACTED] Manager
Address	[REDACTED]
Telephone Number	[REDACTED]
Email Address	[REDACTED]
Type of organisation (public sector, private sector, voluntary organisation, charity, SCIO, etc) If charity then please include charity number:	The organisation is a charity and Company Limited by Guarantee. The organisation's charity number is SC038616

What are the main activities of your organisation? (please answer in no more than 100 words)	Fauldhouse and Breich Valley Community Development Trust aims to address the issues and concerns within the communities of Fauldhouse and Breich Valley with a focus on the social, economic, physical, environmental, health and well-being of these communities. It seeks to achieve this by doing the following: <ul style="list-style-type: none"> • Developing programmes to relieve poverty among the communities of Fauldhouse and the Breich Valley. • Advancing education and volunteering opportunities to promote opportunities for learning, capacity building and skills development. • Promoting and protecting the well-being, recreation and physical health of the communities of Fauldhouse and Breich Valley.
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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	Fauldhouse and Breich Valley
Project Title	Eastfield Development Centre Improvements
Project Location	Eastfield Development Centre, Fauldhouse
Project Start Date	June/July 2022
Project End Date	September/October 2022

Pre-Application Discussion Have you made any pre-application enquiries or discussed your proposal with Council officers? We strongly encourage you to liaise with relevant officer(s) as outlined in the accompanying guidance. What was the basis and outcome of any discussion?
<p>This application has been discussed with our local regeneration officer, Douglas Benson. Douglas is very supportive of the project as he has worked with us for many years. He understands the importance of having a fully functioning Eastfield Development Centre as it is a vital community facility and a crucial part of the Fauldhouse Regeneration Plan.</p>

Project Description

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

We are seeking funding for much needed repairs and improvements to the Eastfield Development Centre (EDC) in Fauldhouse. The Eastfield Development Centre is a much loved community centre providing a wide range of activities and services.

Fauldhouse and Breich Valley Community Development Trust have been responsible for managing the EDC since 2017 after negotiating a lease with West Lothian Council for three years. This led to the successful community asset transfer of the building at the beginning of April 2022.

The Eastfield Development Centre is the base for our anti-poverty initiatives which includes a Food Larder which provides emergency food provision to the most vulnerable families in Fauldhouse and Breich Valley. It also provides support for individuals through one to one benefit advice, employability sessions and signposting to other local agencies.

Other activities include weekly youth activities for children from birth to 16 years old and regular community events such as Family Fun Days, Craft Fairs and parties for special events such as Christmas, Easter and Halloween. The hall is also used by a number of local groups for circuit training, yoga and changing facilities for football.

After significant community consultation and input from architects it was clear that significant improvements are required to ensure that the building is fit for purpose and able to continue delivering its services long into the future.

Funding is required for the following activities:

- Replacement of existing guttering – the guttering at the front of the building is severely cracked and leaking which if left unchecked will lead to dampness in the interior walls and mean that our youth and anti-poverty projects will not be able to run. At present when there is heavy rainfall it can prove difficult for our groups to enter through the front door due to these leaks.
- Installation of new lighting system, CCTV, Video Entry system and five shutters - We currently run several youth activities at EDC which includes youth clubs/sessions on Tuesday and Friday evenings. There is not currently any exterior lighting at EDC which means that our groups are unable make use of the extensive outdoor space that we have especially in the winter. The installation of 15 exterior lights round the parameter of the building will encourage greater participation and improved physical health of individuals taking part in these sessions.

Often these youth sessions are run by a maximum of one Development Worker and a volunteer. A video entry system is required at the front door to ensure that young people and parents can enter and exit efficiently and the staff feel safe and secure to run these sessions to the best of their ability. Similarly shutters and CCTV are required as there have been several incidents in recent months of people trying to enter the building without permission to interrupt our activities. These additional security measure will ensure that all our community activities can continue without interruption and ensure that the individuals participating can continue to see the benefits they are receiving.

Evidence of Need

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

The work that the Eastfield Development Centre does is built firmly on the needs of the community. Back in 2017, the building was deemed surplus to requirements from West Lothian Council and it was several local residents and community groups that approached Fauldhouse and Breich Valley Community Development Trust about bringing this much loved building back into use.

Since 2017 there have been annual community consultations with residents and users of the looking at what activities that individuals would like to see at the building and physical improvements that are required. Community consultation has included surveys, feedback forms and one to one conversations with the users of the building.

Through the evidence gathered from this feedback it is clear that the users of the building believe that these physical improvements to the building including new lighting, CCTV system, shutters and guttering would improve their overall experience in the building.

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 Eastfield Development Centre is a vital community facility delivering significant social and economic outcomes. Some of the outcomes that the building provides are as follows:

- Over 3,000 people access the affordable activities, events and sessions provided by the Eastfield Development Centre
- Provides essential food provision to 270 people per week
- Estimated to provide over 200 hours of youth based activities in the next 12 months
- Delivers up to 6 major community events each year which encourages increased community cohesion and participation.

Place Based Investment and Community Wealth Building

Projects such as the Eastfield Development Centre are a key example of how Place Based Investment and Community Wealth Building can work in practice. The Eastfield Development Centre is a building that local residents identified as a community facility that they wished to see retained.

Community consultation showed that local residents were frustrated at having to travel significant distances outside the village for certain services and experiences. The Eastfield Development Centre provides affordable, local and healthy activities both indoors and outdoors that the community can come and actively participate in. All the money generated from EDC is invested back into the community giving residents a sense of ownership and involvement.

Funding for these essential capital improvements required to the building will ensure that we will be able to continue to work in partnership with the community and deliver the wide range of outcomes set out above.

Partners involved (other local organisations you are working with)	Fauldhouse and Breich Valley Community Development Trust work with a range of organisations in delivering our work at the Eastfield Development Centre. This includes West Lothian Food Network, The Bridge Project, River Kids, Lidl, Greggs, Tesco, Whitburn Rotary, Christians Against Poverty and Sodexo.
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3. Project Costs

Total Project Cost	£17,590.32
Amount of Funding being requested from West Lothian Town Centre Capital Fund 2022-23	£17,394.00

Expenditure Item	Total Cost	WLTCF Cost
Installation of new CCTV System	£2,383.20	£2,383.20
Installation of new external lighting system (15 lights and supporting electrical system)	£6,928.80	£6,732.48
Installation of Door Video Entry System	£2,157.60	£2,157.60
Removal and fitting of new guttering	£1,289.52	£1,289.52
Installation of 5 external door and window shutters	£4,831.20	£4,831.20

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
Fauldhouse and Breich Valley Community Development Trust (Reserves)	Approved (£196.32)	

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).

These capital works will be overseen and managed by the Manager of the Eastfield Development Centre. The Manager has over 8 years of facility management experience which includes delivering large, complex capital projects.

Progress with the project will be reported to the Trust's CEO and board of directors who also have experience of managing and overseeing capital projects.

The Eastfield Development Centre has a detailed business plan which includes an operational plan and budget for ongoing and cyclical maintenance and repairs. Discussions will be had with contractors to ensure that the appropriate public liability insurance is in place while the work is being carried out and insurance updated once completed.

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

Privacy Notice

West Lothian Town Centre Capital Fund 2022/23

Information held about you

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

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

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

Who is processing my data?

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

How will we use information we hold about you?

Your data will be used to:

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

Who will we share your information with?

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

How long do we keep your records?

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

Your rights

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

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

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

Further information

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

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

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Who is responsible for my information?

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Declaration	
<p>We wish to apply to the West Lothian Town Centre Capital Fund 2022/23. The above is an accurate outline of the proposed project. We have read and understood the guidance notes for applicants and agree to the conditions therein. We understand that the grant may be modified or withdrawn, if all the conditions are not adhered to. We are willing to co-operate in the monitoring of the grant scheme and to meet with their representatives if required to do so. We will acknowledge the support of the Fund in any related PR activities.</p> <p>I consent to West Lothian Council processing my personal data for the purposes of:</p>	
<input checked="" type="checkbox"/>	Application to the West Lothian Town Centre Capital Fund 2022/23 and the monitoring of the grant if awarded.
<input checked="" type="checkbox"/>	To provide you with updates on the progress of your application.
<input checked="" type="checkbox"/>	Contact you to pass on information that may be relevant to you.
<input checked="" type="checkbox"/>	Contact you for feedback on quality of services provided to you.
Name	<div style="background-color: black; width: 100px; height: 1.2em;"></div>
Position	Manager
Organisation	Fauldhouse and Breich Valley Community Development Trust
Date	21/4/2022

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

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

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	Polbeth and West Calder Community Garden SCIO
Contact Person and Position	[REDACTED] - <u>Coordinator</u> Manager
Address	[REDACTED]
Telephone Number	[REDACTED]
Email Address	[REDACTED]
Type of organisation (public sector, private sector, voluntary organisation, charity, SCIO, etc) If charity then please include charity number:	Scottish Charitable Incorporated Organisation (SCIO) SC043818 28.02.2013
What are the main activities of your organisation? (please answer in no more than 100 words)	<p>Our Charitable Objectives are:</p> <p>4.1 to advance; environmental protection and improvement by promoting the benefits of and demonstrating a range of environmental and horticultural practices such as organic growing, forest and wildlife gardening, composting and through reducing, re-using and recycling of resources.</p> <p>4.2 to advance; education particularly in horticultural and ecological matters, by encouraging and teaching a range of outdoor skills and pursuits, promoting the benefits of the natural environment and living more sustainably.</p>

	4.3 to advance; health and well-being through improved access to an outdoor environment, promoting an active lifestyle through gardening and other outdoor leisure pursuits; promoting the benefits of growing and eating seasonal, nutritious, affordable food; volunteering and social interaction
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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	F&BV
Project Title	Resource Infrastructure
Project Location	Community Woods & Garden – Polbeth & West Calder
Project Start Date	July 22
Project End Date	Sept 22

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?
Douglas Benson WLC Regeneration.

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.
NB: this application is split between both the Polbeth and West Calder fund allocations. See Below.

We are applying for funding for two capital improvements to the Community Woods & Garden site.

- A) to replace an old, non-insulated, not watertight and rotting shipping container with a new one that is fully water-tight, fitted with shelves and insulated that will allow secure, safe and protected storage for tools and equipment (including power-tools and materials at danger of weather degradation) for our delivery of educational and wellbeing activities. Two (very!) old and inherited containers have reached the end of their functioning life. One we have managed to replace with another funding opportunity this application would provide the other.
- B) To provide new signage at the entrances (two at A71 and one at Walkway/School Access Route. Our current (home-made) roadside signage is not easily visible to passing traffic and we wish to provide new signage that is safe, visible from both directions (giving adequate time and space for vehicles to indicate and manoeuvre) and meets highways standards as well as clear indication of the safe walking route from the school access road.

This is part of an ongoing development of the site in order to:

- Better provide opportunities for volunteers for wellbeing and work- experience
- Provide better facilities for school education sessions
- Improve visibility
- Improve access
- Provide infrastructure for long-term development of income generation for sustainability.
- Further engagement with local people

This builds on previous TCF projects and partnership development projects with WCHCDT funded on part by WLDT.

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 Community Action Plan “2019 and onwards” was published in June 2019. It is the result of a comprehensive review of our original 2013-18 plan and was led by a Steering Group of 12 local community organisations and involved the analysis and consideration of 750 responses to 4 surveys over 2 years.

The three themes of priority actions were identified as:

- Our Place: homes & livelihoods
- Our Lives: health, wellbeing & opportunity
- Our Community: engaged and engaging

The Community Woodland and Garden has been providing activities directly delivering on these priorities:

Developing the sustainable delivery of activities to improve health and wellbeing. This is achieved by working as part of our local Good Connections Community Wellbeing project as well as providing much needed access to natural spaces

Supporting improved formal educational outcomes by providing outdoor learning spaces for local schools to use all year round, creating regular bespoke educational sessions for our 3 closest school, offering work placements and practical experience through volunteering as well as certified training opportunities.

Providing a schedule of community events such as nature focused kids activities, environmental discovery sessions for adults, volunteer celebrations and Open Days.

The importance and effectiveness of our activities in terms of improving mental health issues has been very evident from the feedback we have obtained from our volunteers and delivery partners – this is vital in the pandemic recovery period.

The desire for more training opportunities came directly from our volunteers and has resulted in a series of life skills modules and the provision of workshop activities. These activities are key to delivering what our community, volunteers and clients require. These needs range from being able to live independently to developing skills for the workplace. These skills are integral to our social enterprise deliverables, for example running the pop-up café on our open days and baking cakes to sell. These activities require us to have appropriate secure and dry storage and maintenance space for the equipment (more valuable power tools, cookery, food prep and outdoor education equipment rather than just shovels and forks!). And to have storage that will serve us in the long term.

When people visit the site for the first time, they often say they have passed by so often yet never knew the Community Woods and Garden existed. Some people say they presumed there was a growing space as they could see the polytunnels from the road however they did not know the trails were open to the public. The lack of suitable signage is a clear barrier for local people benefiting from the site. Adequate signage would easily resolve this while increasing footfall and engagement.

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

Our planters, hanging baskets and events are key ways in which we help to make our village centre a better place to be, visit and gather in which will boost footfall by local residents, encourage greater community use of our outdoor and collective spaces, increase pride in our local area and encourage involvement in upkeep. Project Grow directly provides the plants and upkeep for the village centre planting and the Community Workshop provides equipment (sleigh upkeep, fete games, signage) for our community events.

Vibrant local economies

The improved environment of the village is designed to encourage visitors as well as residents and bring extra footfall into the village which benefits local businesses. All elements of the Enterprise for Health & Education are about making the overall project sustainable by bringing in income as small social enterprises. This includes the zero-waste shop, sales of plants and upcycled furniture which have already encouraged people to visit the Community Woods and Garden and our village Christmas market.

Enterprising communities

Almost all elements of this project are being run as social enterprise initiatives. Some of the positive outcomes from volunteers is gaining the skills, experience, health and confidence to

return to the workplace or participate in further training and education. This includes, for example, the LEADER funded West Lothian Gardening ~~(initiative??)~~ ~~Social~~-Enterprise with which this project partnered and West Lothian College with which WCHCDT work to develop work experience and training opportunities.

Accessible Public Services

The equipment proposed here is required to help make these activities and their positive outcomes (health, wellbeing, educational and work experience support) safe and easily accessible from both a physical perspective and from a financial one by helping make them sustainable in the long term.

Proactive Planning

West Calder is growing with large new housing developments. These projects aim to make the village centre and local facilities fit for purpose as the village becomes a focal point for a new and larger population and to encourage community cohesiveness during this period of growth. The Community Woods and Garden is a permanently assessable green space which will mostly likely be surrounded by housing in the next few years.

Partners involved (other local organisations you are working with)

West Calder Community Development Trust in this project but also: Polbeth Hub, Explorer Scout Unit, 18th West Lothian Scout Group, West Calder Community Education Association, local schools and other groups directly and indirectly through the Five Sisters partnership group.

3. Project Costs

Total Project Cost	£9575
Amount of Funding being requested from West Lothian Town Centre Capital Fund 2022-23	£4542 from Polbeth allocation NB: there will be an application also for £3851 from West Calder TCF allocation (see match funding below) this split has been decided by negotiation to best accommodate the other local applications that we are aware of (although we are aware that there may be additional bids).

Expenditure Item	Total Cost	WLTCF Cost
Single Trip Shipping Container	£4440	£589
Insulation, transport and placing	£1935	£1935
Shelving fit out and electrics	£1500	£318
Signage	£1700	£1700
Total	£9575	£4542

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
Own reserves (£1182)	Yes	
TCF application to West Calder allocation	No	May 22

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).

This project will be managed by the WC&HCDT employed joint project staff team with oversight from the PWCCG board of trustees. Both PWCCG and WC&HCDT have proven track records of project delivery, budget and financial management and successful partnership working with both other community organisations and WLC.

WC&HCDT and PWCCG both have full public liability insurance and undertakes risk assessments and comply with health and safety in all of its activities.

Where specific permissions are required for these capital projects (advertising consent and possibly planning) we will ensure all statutory compliance is met and all contractors provide adequate insurance and risk assessments and we will ensure that all volunteer activity pertaining to them and to the creation and upkeep of equipment are risk assessed, insured and comply with health and safety legislation.

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

Privacy Notice

West Lothian Town Centre Capital Fund 2022/23

Information held about you

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

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

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

Who is processing my data?

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How will we use information we hold about you?

Your data will be used to:

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

Who will we share your information with?

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

How long do we keep your records?

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

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Further information





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Declaration	
<p>We wish to apply to the West Lothian Town Centre Capital Fund 2022/23. The above is an accurate outline of the proposed project. We have read and understood the guidance notes for applicants and agree to the conditions therein. We understand that the grant may be modified or withdrawn, if all the conditions are not adhered to. We are willing to co-operate in the monitoring of the grant scheme and to meet with their representatives if required to do so. We will acknowledge the support of the Fund in any related PR activities.</p> <p>I consent to West Lothian Council processing my personal data for the purposes of:</p>	
<input checked="" type="checkbox"/> 	Application to the West Lothian Town Centre Capital Fund 2022/23 and the monitoring of the grant if awarded.
<input checked="" type="checkbox"/> 	To provide you with updates on the progress of your application.
<input checked="" type="checkbox"/> 	Contact you to pass on information that may be relevant to you.
<input checked="" type="checkbox"/> 	Contact you for feedback on quality of services provided to you.
Name	<div style="background-color: black; width: 100px; height: 1.2em;"></div>
Position	<u>Woods and Garden Coordinator</u>
Organisation	<u>PWCCG</u>
Date	<u>21/4/2022</u>

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

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RegenerationTeam@westlothian.gov.uk

PLACE BASED INVESTMENT PROGRAMME (PBIP) 2022-23

WEST LoTHIAN – TOWN CENTRE CAPITAL FUND

APPLICATION FORM

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

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

1. Applicant Organisation

Organisation Name	Polbeth Community HIUB
Contact Person and Position	
Address	
Telephone Number	
Email Address	
Type of organisation (public sector, private sector, voluntary organisation, charity, SCIO, etc) If charity then please include charity number:	SCIO
What are the main activities of your organisation? (please answer in no more than 100 words)	The HUB is the anchor organisation for the village of Polbeth. Our services include our community shop, used by many local people affected by poverty. We provide community meals. We run activities for children, families and older adults. We have a very successful counselling service that helps local people. The HUB is used by many outside organisations, such as a dancing academy, martial arts and fitness activity. We also have a support service for people vulnerable or isolated by the pandemic, and produce a community newsletter. We support four Facebook pages, a much used source of information for local people

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	Fauldhouse and the Breich Valley
Project Title	Building Upgrade – Polbeth Community HUB
Project Location	Polbeth Village Hall, Polbeth
Project Start Date	1 10 22
Project End Date	31 3 22

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. Discussion with local regeneration officer, advising of wish to apply, and outlining support from other local organisations (Polbeth and West Calder Community Garden)

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.

Polbeth Community HUB is based in and delivers its services from from Polbeth Village Hall, leased from West Lothian Council through Community Asset Transfer (2020). At present the HUB is developing services and activity that will help us become financially sustainable. The hall is the old winding house for the local pit, it has no reception area, and our community shop is housed in a corridor and small windowless room. The present pandemic has shown us that the building is not fit for purpose. People do not know where to come, the present entrance leads into a maze of corridors. They cannot find where they should be going, and all in all the building does not provide a safe or welcoming environment for our users.

Previously we envisioned improving this by building an extension, but rising building costs and a reduction in income because of the pandemic make this no longer economically feasible. We now wish to develop and expand the area around the entrance, and have engaged an architect who has shown us how this can be feasible (an architect sketch plan is attached). This will allow

easier access to our well used community shop/fridge. The new configuration allows us to position a reception area at the entrance and to create a pleasant pleasant, light multi purpose room for use by some of our groups, This small room will mean that smaller groups do not have to use our sports hall, freeing this up for more income generating activities. Ease of access into the building will also be much improved.

Evidence of Need

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

The Polbeth Consultation Survey in 2020 identified key issues local people were worried about.

- Increased household costs/inability to access enough food
- Increased social isolation and loneliness/ lower mental health
- Lower Incomes/Unemployment and Redundancy

The HUB is offering support to people in all of these areas. Increasing the size and accessibility of the Village Hall allows us to expand our community shop, so that more people will use it. Having a receptionist in the reception area will make us much more user friendly, and able to encourage more usage of our activities and services

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 construction will

- Use local contractors and service providers
- Increase the ability and capacity of the local HUB community enterprise to develop and deliver
- Allow us to improve the 'productivity' of the HUB

The improved use of HUB space as a result of the proposed reconfiguration will

- Improve our user experience, and use of the building by simplifying access to our community shop, and allowing us to quickly deal with customer enquiries using our new reception space
- Support community wealth building by offering more free or low cost areas for community activity, services and local enterprise use
- Allow the HUB to develop financially as a social enterprise, thus increasing income into the village and protecting and increasing jobs for local people

Partners involved
(other local organisations you are working with)

Polbeth and West Calder Community Garden, Polbeth community Council

3. Project Costs

Total Project Cost	86185
Amount of Funding being requested from West Lothian Town Centre Capital Fund 2022-23	

Item /activity	Cost
Building Cost	67200
Architect services	7900
Quantity Surveyor services	800
	2400
Building warrant	845
Furnishing, decoration	1500
Inflation/contingencies (based on Architect advice, 7%)	5540
Subtotal	
VAT 20%	
Total	86185

Expenditure Item	Total Cost	WLTCF Cost
Building Cost (see Quantity Surveyor costing attached)	67200	9000
Architect services (cost attached), including travel	7900	0
Quantity Surveyor services	800	0
Structural engineer services	2400	0
Furnishing, decoration	1500	0
Inflation/contingencies (based on Architect advice, 7%)	5540	0
Building warrant	845	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
Polbeth Community HUB reserves	9185	Aporoved
West Lothian Development Trust	25000	Approved 30 3 22
Levenseat Trust	43000	To be considered 12 4 22

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. Project will be managed and progressed by our architect

Project Management

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

Contractor procurement and building construction will be organised by our architect, who will liaise with and report to the Polbeth Community HUB Communities Manager. The Communities Manager will report monthly to the HUB Board of Trustees, who have overall control of and responsibility for the project

Maintenance and Insurance

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

YES These are already in place for the existing building

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"/>

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

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

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

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	MOOD Scio
Contact Person and Position	
Address	
Telephone Number	
Email Address	
Type of organisation (public sector, private sector, voluntary organisation, charity, SCIO, etc) If charity then please include charity number:	SCIO
What are the main activities of your organisation? (please answer in no more than 100 words)	<p>MOOD provide a range of social prescription activities, telephone support, and 1-2-1 community support for our less mobile clients, whom reside in West Lothian. Our activities are therapeutic and holistic based, which can be in a group setting, indoor/outdoor. Some of our activities can be delivered direct to clients who cannot attend groups.</p> <p>All our groups vary in size, type, whether indoor, outdoor or online. Our face to face groups, support our clients level of mental well-being, reducing their anxiety and supports clients with mild to moderate depression or illness. All our work reduces isolation for clients.</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	6 - Fauldhouse & Breich Valley
Project Title	MOOD Garden
Project Location	Stoneyburn
Project Start Date	May 2022
Project End Date	August 2022

Pre-Application Discussion

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

Yes, we have met and spoken with Douglas Benson the regeneration officer and Andrew Davidson. We have also met with Stoneyburn Community Centre Management Team.

Project Description

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

The project is for MOOD to create a mindfulness space next to Stoneyburn Community Centre. This area of ground isn't used for anything and would make a fantastic space for MOOD clients to work outside and for the local community to stop and reflect when they are out walking with/without their dogs.

The space would be made up of large planters that will be themed for our senses, provide for the bees and butterflies and other insects. They will be visually pleasing and have areas for sitting. The space can also be used by the local primary schools for outdoor education.

MOOD clients and members of the community will be involved in the making of the planters and growing of the plants for the mindfulness space. Everything is carefully thought out to be environmentally friendly and offer something back to nature as well as providing a colourful, peaceful space to relax.

The space will offer;

A space to help with people's mental wellbeing whether that means to sit and reflect, take time to draw or plant in the beds or sit and smell the fragrance and fresh air or watch the wildlife interact with the plants. No pressure at all at a leisurely pace but meaningful.

We have donations of plants given to us and MOOD have a supply of seeds that their clients are going to grow for the planters.

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.

MOOD have a number of clients that were provided with seeds, grow boxes and compost to grow whilst we were all in lockdown due to covid. Those clients asked if they would ever have the opportunity to have a MOOD garden so that they could spend the time away from home but in a safe space to enjoy the planting of similar flowers etc. This has also been echoed by some of the community of Stoneyburn of having a place to sit and enjoy the smell of flowers and to hear the whispers of the grasses. I also have clients that would enjoy the space to draw.

We are in the phase of creating a survey for the village to complete and return to us regarding what they would like to have in the space.

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 bring to life a piece of ground that does not have a purpose at present.

It offers the clients of MOOD the opportunity to make something of purpose and create new life but also giving them positive mental wellbeing.

The community get to use this free space for their wellbeing also.

The wider impact is that it offers nature to expand in the area by providing food for the bees and butterflies and bugs for the wild birds to feed on.

All the materials will be natural and will offer a visually nicer space to live and work near.

Partners involved (other local organisations you are working with)	Stoneysburn Community Centre
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3. Project Costs

Total Project Cost	£3000
Amount of Funding being requested from West Lothian Town Centre Capital Fund 2022-23	£2500

Expenditure Item	Total Cost	WLTCF Cost
Wood, tools, preserve, liners, plants	£3000	£2500

Project Management and Legal Requirements

Does the project comply with relevant statutory legislation?

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

Project Management

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

Maintenance and Insurance

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

Monitoring and Finance

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

We are in the process of gaining the local authority permission and understand that the grant money would only be offered once the agreement has been given.
MOOD have public liability insurance

Supporting Documentation Check List	Please Indicate (x)
Constitution or Articles and Memorandum	x
Committee Members or Directors List	x
Bank Statements - Dated within the last 3 months	x
Annual Accounts	x

Privacy Notice

West Lothian Town Centre Capital Fund 2022/23

Information held about you

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- ☐ Name of the organisation
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 - o Invoices
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Who is processing my data?

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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?

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Your rights

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Declaration

We wish to apply to the West Lothian Town Centre Capital Fund 2022/23. The above is an accurate outline of the proposed project. We have read and understood the guidance notes for applicants and agree to the conditions therein. We understand that the grant may be modified or withdrawn, if all the conditions are not adhered to. We are willing to co-operate in the monitoring of the grant scheme and to meet with their representatives if required to do so. We will acknowledge the support of the Fund in any related PR activities.

I consent to West Lothian Council processing my personal data for the purposes of:

x	Application to the West Lothian Town Centre Capital Fund 2022/23 and the monitoring of the grant if awarded.
x	To provide you with updates on the progress of your application.
x	Contact you to pass on information that may be relevant to you.
x	Contact you for feedback on quality of services provided to you.

Name	██████████
Position	Project Manager
Organisation	MOOD Scio
Date	22/4/22

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

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RegenerationTeam@westlothian.gov.uk

PLACE BASED INVESTMENT PROGRAMME (PBIP) 2022-23

WEST LoTHIAN – TOWN CENTRE CAPITAL FUND

APPLICATION FORM

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

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

1. Applicant Organisation

Organisation Name	Stoneyburn and Bents Future Vision Group SCIO
Contact Person and Position	[REDACTED] Project Development Officer
Address	[REDACTED] [REDACTED] [REDACTED] [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:	SCIO SCO46760

What are the main activities of your organisation? (please answer in no more than 100 words)	<p>Stoneyburn and Bents Future Vision Group exists to support activity that improves the village. Improve facilities, provide education and recreational opportunities for all ages. Collaboratively communicating with residents, agencies, groups, schools, and businesses to enhance community spirit and build pride and encourage residents to take part in village life thereby improving the community.</p> <p>The group organise and run activities such as the Fulshie Family Fun run, Santa visit and parade, Blether Telephone Service for the elderly, activities for all ages throughout the year, such as children's clubs, Burns' Afternoon. The Gardening Club look after planters and raised beds throughout the village.</p>
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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	Fauldhouse and Breich Valley, West Lothian
Project Title	Our Lady's Primary School and Stoneyburn Primary School
Project Location	Stoneyburn and Bents, West Lothian
Project Start Date	1st June 2022
Project End Date	30th September 2022

Pre-Application Discussion Have you made any pre-application enquiries or discussed your proposal with Council officers? We strongly encourage you to liaise with relevant officer(s) as outlined in the accompanying guidance. What was the basis and outcome of any discussion?
<p>We are in regular contact with our Community Regeneration Officer, Douglas Benson, who attends our meetings, and is always available via phone or email to offer advice. As such, we invited Douglas, to attend a meeting that we had set-up for the community, with the various groups within the village, to discuss and agree upon projects that would benefit the village. After discussing the various proposals, Douglas believed that we had a good choice of project, as this would help to support both our schools within the village.</p>

Project Description

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

Stoneyburn and Bents has a population of 1982 based on the 2017 population figures with high levels of deprivation. 26% of our residents are classed as living in poverty, based on the Government SIMD.

The proposed project will aim to improve our community and improve facilities within the village.

Our Lady's and Stoneyburn Primary Schools

Our Lady's and Stoneyburn Primary Schools, will both benefit from creating an outdoor Literacy Area for all the children who attend the nurseries and schools to enjoy. All children in the community would benefit from ages 3 to 12 years inclusive.

Children need to be able to read for both their own learning and life skills, by funding both Our Lady's and Stoneyburn Primary School's outdoor Literacy Areas, for all the children to enjoy, we will instil invaluable life skills and create confident readers and a reading culture, that forms part of the child's activity from an early age, whilst providing opportunities for learning outdoors which supports the children's health and wellbeing.

Teachers have described how outdoor learning and spending time in nature, improves behaviour and social interactions leading to fewer disciplinary instances. Furthermore, being outdoors can improve a child's health and wellbeing due to fresh air and sunlight, producing dopamine which helps children's eyes develop properly, with natural light beneficial for children's eyesight. It further helps to develop a child's creativity, problem solving, independence, and confidence.

Although the wider community would not personally benefit from these additions on a daily basis, there will be opportunities whereby these items would be used at functions held within the schools which would be attended by parents, grandparents and other family members and friends, such as open days, fetes, sport days and other activities.

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.

- Stoneyburn Regeneration Plan – is currently ongoing
- A consultation was carried out with various village groups on different proposals, feedback was requested from head teachers, Community Council, Stoneyburn Community Centre and Management Committee.
- Stoneyburn and Bents Future Vision Group have previously utilised Our Lady's school grounds to host our Santa Parade, Children's club activities, litter picks within both schools and nurseries.
- Stoneyburn and Bents Children's Gala Day have previously used the grounds at Our Lady's Primary School for the Gala Day's Queen crowning ceremonies, and sports week activities.

- As Stoneyburn is classed as a deprived area, a designated space for reading, and outdoor activity, will improve attainment and help to support increased resilience to reading as the children will be learning in a positive, enjoyable environment.

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 aim to deliver an outdoor literacy area for both local nurseries and schools which all children aged 3 to 12 educated in the village will utilise.

- The addition of the outdoor literacy area will provide an engaging area where children can enjoy reading outdoors, which further helps to build a child's connection between the book and the world around them.
- The outdoor literacy area can have positive benefits on mental health and improve academic performance due to children feeling calmer and able to focus more.
- Creating a dedicated space for outdoor literacy will mean this aspect can be fully integrated into the children's learning.
- This will also help to improve literacy attainment in quintile 1 children, a key focus for West Lothian Council.

These additions will enhance the health and wellbeing of all who use them.

Partners involved

(other local organisations you are working with)

- Stoneyburn Community Council
- Stoneyburn Community Centre and Management Committee
- Stoneyburn Juniors Football Club
- Stoneyburn Bowling Club
- Stoneyburn Masonic Club
- Stoneyburn Primary School and Our Lady's Primary School

3. Project Costs

Total Project Cost	£3,916.76
Amount of Funding being requested from West Lothian Town Centre Capital Fund 2022-23	£3,916.76

Expenditure Item	Total Cost	WLTCCF Cost
Storytellers wooden chair and 6 stools x 2 @ £1199.99 incl VAT	£2,399.98	
Outdoor quilted cushions x 2 @ £98.39	£196.78	
Outdoor Storage Shed x 2 @ £660 incl VAT	£1,320.00	
TOTAL	£3,916.76	

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
NA	NA	NA

Project Management and Legal Requirements

Does the project comply with relevant statutory legislation?

Procurement, Subsidy Control, Environmental Impact, Equalities Impact Assessment, Planning Permission, Fairer Scotland Duty (as part of the Equality Act 2010,) Building Warrant, and any other legal requirements that are specific to individual projects. All projects will need to comply

with all relevant statutory legislation relating to project implementation. Further information may be required from organisations prior to any offer of grant award being made

Project Management

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

Maintenance and Insurance

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

Monitoring and Finance

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

Project Management

As Stoneyburn and Bents Future Vision Group is the lead organisation – we will need to be included in the tendering process, design, planning, health & safety as outlined in our own policies and procedures.

The project delivery plan is currently being agreed upon between Stoneyburn and Bents Future Vision Group, and both Our Lady's and Stoneyburn Primary Schools respectively. This will take the form of a partnership with specific roles and responsibilities being clearly noted for development and ongoing management of the project.

Our Project Development Officer will coordinate and liaise with all parties to monitor the project and ensure that all financial aspects are monitored and that budgets are adhered to.

Our Lady's and Stoneyburn Primary Schools

Both Our Lady's and Stoneyburn Primary Schools will have to undertake the lead on the project delivery for this aspect, due to the schools being West Lothian Council property. Items will be bought via their own PECOS systems and all work will need to be carried by a West Lothian Council approved tradesman.

Both Schools agree to keep Stoneyburn and Bents Future Vision Group up to date on all progress related to the projects and advise the group once implementation dates are given.

We will require photographs to be taken during all stages of the project, so that all parties will agree to photographs when deemed necessary, these will be shared with Stoneyburn and Bents Future Vision Group for reporting purposes.

Supporting Documentation Check List	Please Indicate (x)
Constitution or Articles and Memorandum	<input checked="" type="checkbox"/>
Committee Members or Directors List	<input checked="" type="checkbox"/>

Bank Statements - Dated within the last 3 months	<input checked="" type="checkbox"/>
Annual Accounts	<input checked="" type="checkbox"/>

Privacy Notice

West Lothian Town Centre Capital Fund 2022/23

Information held about you

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

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

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

Who is processing my data?

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How will we use information we hold about you?

Your data will be used to:

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

Who will we share your information with?

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

How long do we keep your records?

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

Your rights

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

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

Further information

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

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Who is responsible for my information?

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Declaration	
<p>We wish to apply to the West Lothian Town Centre Capital Fund 2022/23. The above is an accurate outline of the proposed project. We have read and understood the guidance notes for applicants and agree to the conditions therein. We understand that the grant may be modified or withdrawn, if all the conditions are not adhered to. We are willing to co-operate in the monitoring of the grant scheme and to meet with their representatives if required to do so. We will acknowledge the support of the Fund in any related PR activities.</p>	
<p>I consent to West Lothian Council processing my personal data for the purposes of:</p>	
<input checked="" type="checkbox"/>	Application to the West Lothian Town Centre Capital Fund 2022/23 and the monitoring of the grant if awarded.
<input checked="" type="checkbox"/>	To provide you with updates on the progress of your application.
<input checked="" type="checkbox"/>	Contact you to pass on information that may be relevant to you.
<input checked="" type="checkbox"/>	Contact you for feedback on quality of services provided to you.
Name	<div style="background-color: black; width: 100px; height: 1.2em;"></div>
Position	Project Development Officer
Organisation	Stoneyburn and Bents Future Vision Group
Date	22 nd April 2022

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

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

PLACE BASED INVESTMENT PROGRAMME (PBIP) 2022-23

WEST LoTHIAN – TOWN CENTRE CAPITAL FUND

APPLICATION FORM

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

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

1. Applicant Organisation

Organisation Name	Stoneyburn and Bents Future Vision Group SCIO
Contact Person and Position	[REDACTED] Project Development Officer
Address	[REDACTED] [REDACTED] [REDACTED] [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:	SCIO SCO46760

What are the main activities of your organisation? (please answer in no more than 100 words)	<p>Stoneyburn and Bents Future Vision Group exists to support activity that improves the village. Improve facilities, provide education and recreational opportunities for all ages. Collaboratively communicating with residents, agencies, groups, schools, and businesses to enhance community spirit and build pride and encourage residents to take part in village life thereby improving the community.</p> <p>The group organise and run activities such as the Fulshie Family Fun run, Santa visit and parade, Blether Telephone Service for the elderly, activities for all ages throughout the year, such as children's clubs, Burns' Afternoon. The Gardening Club look after planters and raised beds throughout the village.</p>
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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	Fauldhouse and Breich Valley, West Lothian
Project Title	Stoneyburn Juniors Football Club Dugouts
Project Location	Stoneyburn and Bents, West Lothian
Project Start Date	1 st June 2022
Project End Date	31 st August 2022

Pre-Application Discussion Have you made any pre-application enquiries or discussed your proposal with Council officers? We strongly encourage you to liaise with relevant officer(s) as outlined in the accompanying guidance. What was the basis and outcome of any discussion?
<p>We are in regular contact with our Community Regeneration Officer, Douglas Benson, who attends our meetings, and is always available via phone or email to offer advice. As such, we invited Douglas, to attend a meeting that we had set-up for community, with the various groups within the village, to discuss and agree upon projects that would benefit the village. After discussing the various proposals, Douglas believed that we had a good choice of project, as this would help to support the use of the Juniors for several other groups within the village.</p>

Project Description

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

Stoneyburn and Bents has a population of 1982 based on the 2017 population figures with high levels of deprivation. 26% of our residents are classed as living in poverty, based on the Government SIMD.

The proposed project will aim to improve our community and improve facilities located within the village.

Stoneyburn Juniors Football Club

Stoneyburn Juniors Football Club have invested in refurbishment of the grounds over the past 12 months, notably the addition of an official's changing area with toilet and shower facilities, a new toilet block for spectators incorporating both male and female facilities, the addition of a concrete walkway from the car park into the grounds creating a disabled access, all in an effort to improve the facilities, increase their membership, and encourage other clubs and groups to use the facilities. Thereby, supporting with the implementation of two new dugout areas at Beechwood Park, this will further improve the grounds further and offer a sheltered area for people to sit when using the park for football and other activities.

The inclusion of dugouts, which are an integral part of football, would offer all round visibility and excellent pitch views, and further allow the players and coaches to be covered and dry. The dugouts will further provide protection from the elements for first aid equipment and training bags which are required items at the side of the pitch.

Stoneyburn Juniors have plans to offer more activities in the future, such as other football clubs training session, implementing new mini-kickers classes and youth football teams, a running club, all of which will benefit from the addition of two dugouts and encourage more of the community, and surrounding areas, to use the facilities intrinsically bringing in revenue for the club and local shops.

The inclusion of the dugout areas will benefit not only the aesthetic of the park, but it will also further improve the grounds and offer a sheltered area for people to sit when using the park for other activities. The Juniors currently open the park as and when required by groups. The Juniors have plans to increase the opening hours of the park as they make further improvements to the grounds and the facilities, utilising other funding streams.

Evidence of Need

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

- The Stoneyburn and Bents Regeneration Plan – is currently ongoing
- A consultation was carried out with various village groups on different proposals, feedback was requested from head teachers, Community Council, Stoneyburn Community Centre Management Committee.

- Stoneyburn and Bents Future Vision Group have previously utilised Beechwood Park for community events, for example, the annual Fulshie 5k Family Fun Run, and two outdoor cinema events, amongst others.
- Stoneyburn and Bents Children's Gala Day have previously used the grounds at Beechwood Park for Gala Day's, sporting events and other events, as well as to host committee meetings.
- The addition of the dugouts will enhance the overall look of the park and make it more appealing for those attending football matches and using the grounds for other activities.
- Team Talk was an 8-week workshop program in partnership between Stoneyburn and Bents Future Vision Group and Stoneyburn Juniors Football Club, to support men's mental health, which was held at Beechwood Park.
- As an area of high deprivation, increased footfall to the village from those attending football matches or other activities held at Beechwood Park will naturally increase revenue for local shops and businesses.

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 aim to deliver two new dugout areas located at Beechwood Park the home of Stoneyburn Juniors Football Club.

- The dugouts will create a covered and dry environment for not only the players and coaches but also the training bags and vital first aid equipment which needs to be located close to pitch side.
- The dugouts will add to the aesthetic of the football park and by doing so creating a sense of respect within all who use the park.
- Village facilities may benefit from the increased footfall of those attending football matches and other activities at Beechwood Park

These additions to the community will improve the health and wellbeing of all who use them.

- The dugouts create a base for other groups to lead their activities from.

Partners involved (other local organisations you are working with)

- Stoneyburn Community Council
- Stoneyburn Community Centre and Management Committee
- Stoneyburn Juniors Football Club
- Stoneyburn Bowling Club
- Stoneyburn Masonic Club
- Stoneyburn Primary School and Our Lady's Primary School

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3. Project Costs

Total Project Cost	£9,040.00
Amount of Funding being requested from West Lothian Town Centre Capital Fund 2022-23	£9,040.00

Expenditure Item	Total Cost	WLTCF Cost
2 x dug outs	7500.00	
Concrete bases x 4 @ £150	600.00	
Skip to be used for removal of rubble x 2 @ £250	500.00	
JCB x 3 days hire	440.00	
TOTAL	£9,040.00	

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
NA	NA	NA

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).

As Stoneyburn and Bents Future Vision Group is the lead organisation – we will need to be included in the tendering process, design, planning, health & safety as outlined in our own policies and procedures.

The project delivery has been agreed upon between Stoneyburn and Bents Future Vision Group, and Stoneyburn Juniors Football Club respectively. This will take the form of a partnership with specific roles and responsibilities being clearly noted for development and ongoing management of the project.

Our Project Development Officer will coordinate and liaise with all parties to monitor the project and ensure that all financial and legal aspects are being met.

Stoneyburn Juniors Football Club

Stoneyburn Juniors will lead on this aspect of the project. The need to coordinate the timescales for the groundwork being carried out, through to the implementation of the dugouts, as there will be different needs to take into consideration, such as match days and the training schedule of the team, and as such, they are in the best position to undertake this for this project.

Stoneyburn Juniors will also provide their own experienced Project Manager for the works being carried out.

Stoneyburn Juniors Football Club agree to keep Stoneyburn and Bents Future Vision Group, up to date on all progress related to the project and will advise the group once implementation dates are given.

We will require photographs to be taken during all stages of the project, so all parties agree to photographs when deemed necessary, which will be shared with Stoneyburn and Bents Future Vision Group for reporting purposes.

Stoneyburn Juniors Football Club agree that the new dugout areas will form part of their facilities, and the upkeep and maintenance of these will fall under the normal every day running of the club.

Constitution or Articles and Memorandum	<input checked="" type="checkbox"/>
Committee Members or Directors List	<input checked="" type="checkbox"/>
Bank Statements - Dated within the last 3 months	<input checked="" type="checkbox"/>
Annual Accounts	<input checked="" type="checkbox"/>

Privacy Notice

West Lothian Town Centre Capital Fund 2022/23

Information held about you

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

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

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

Who is processing my data?

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How will we use information we hold about you?

Your data will be used to:

- Assess and progress your application
- Contact you regarding the West Lothian Town Centre Capital Fund 2022/23
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Declaration	
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<input checked="" type="checkbox"/>	Contact you to pass on information that may be relevant to you.
<input checked="" type="checkbox"/>	Contact you for feedback on quality of services provided to you.
Name	<div style="background-color: black; width: 100px; height: 1.2em;"></div>
Position	Project Development Officer
Organisation	Stoneyburn and Bents Future Vision Group
Date	22 nd 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**.

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1. Applicant Organisation

Organisation Name	Polbeth and West Calder Community Garden SCIO
Contact Person and Position	[REDACTED] - <u>Coordinator</u> Manager
Address	[REDACTED]
Telephone Number	[REDACTED]
Email Address	[REDACTED]
Type of organisation (public sector, private sector, voluntary organisation, charity, SCIO, etc) If charity then please include charity number:	Scottish Charitable Incorporated Organisation (SCIO) SC043818 28.02.2013
What are the main activities of your organisation? (please answer in no more than 100 words)	<p>Our Charitable Objectives are:</p> <p>4.1 to advance; environmental protection and improvement by promoting the benefits of and demonstrating a range of environmental and horticultural practices such as organic growing, forest and wildlife gardening, composting and through reducing, re-using and recycling of resources.</p> <p>4.2 to advance; education particularly in horticultural and ecological matters, by encouraging and teaching a range of outdoor skills and pursuits, promoting the benefits of the natural environment and living more sustainably.</p>

	4.3 to advance; health and well-being through improved access to an outdoor environment, promoting an active lifestyle through gardening and other outdoor leisure pursuits; promoting the benefits of growing and eating seasonal, nutritious, affordable food; volunteering and social interaction
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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	F&BV
Project Title	Resource Infrastructure
Project Location	Community Woods & Garden – Polbeth & West Calder
Project Start Date	July 22
Project End Date	Sept 22

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?
Douglas Benson WLC Regeneration.

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.
NB: this application is split between both the Polbeth and West Calder fund allocations. See Below.

We are applying for funding for two capital improvements to the Community Woods & Garden site.

- A) to replace an old, non-insulated, not watertight and rotting shipping container with a new one that is fully water-tight, fitted with shelves and insulated that will allow secure, safe and protected storage for tools and equipment (including power-tools and materials at danger of weather degradation) for our delivery of educational and wellbeing activities. Two (very!) old and inherited containers have reached the end of their functioning life. One we have managed to replace with another funding opportunity this application would provide the other.
- B) To provide new signage at the entrances (two at A71 and one at Walkway/School Access Route). Our current (home-made) roadside signage is not easily visible to passing traffic and we wish to provide new signage that is safe, visible from both directions (giving adequate time and space for vehicles to indicate and manoeuvre) and meets highways standards as well as clear indication of the safe walking route from the school access road.

This is part of an ongoing development of the site in order to:

- Better provide opportunities for volunteers for wellbeing and work- experience
- Provide better facilities for school education sessions
- Improve visibility
- Improve access
- Provide infrastructure for long-term development of income generation for sustainability.
- Further engagement with local people

This builds on previous TCF projects and partnership development projects with WCHCDT funded on part by WLDT.

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 Community Action Plan “2019 and onwards” was published in June 2019. It is the result of a comprehensive review of our original 2013-18 plan and was led by a Steering Group of 12 local community organisations and involved the analysis and consideration of 750 responses to 4 surveys over 2 years.

The three themes of priority actions were identified as:

- Our Place: homes & livelihoods
- Our Lives: health, wellbeing & opportunity
- Our Community: engaged and engaging

The Community Woodland and Garden has been providing activities directly delivering on these priorities:

Developing the sustainable delivery of activities to improve health and wellbeing. This is achieved by working as part of our local Good Connections Community Wellbeing project as well as providing much needed access to natural spaces

Supporting improved formal educational outcomes by providing outdoor learning spaces for local schools to use all year round, creating regular bespoke educational sessions for our 3 closest school, offering work placements and practical experience through volunteering as well as certified training opportunities.

Providing a schedule of community events such as nature focused kids activities, environmental discovery sessions for adults, volunteer celebrations and Open Days.

The importance and effectiveness of our activities in terms of improving mental health issues has been very evident from the feedback we have obtained from our volunteers and delivery partners – this is vital in the pandemic recovery period.

The desire for more training opportunities came directly from our volunteers and has resulted in a series of life skills modules and the provision of workshop activities. These activities are key to delivering what our community, volunteers and clients require. These needs range from being able to live independently to developing skills for the workplace. These skills are integral to our social enterprise deliverables, for example running the pop-up café on our open days and baking cakes to sell. These activities require us to have appropriate secure and dry storage and maintenance space for the equipment (more valuable power tools, cookery, food prep and outdoor education equipment rather than just shovels and forks!). And to have storage that will serve us in the long term.

When people visit the site for the first time, they often say they have passed by so often yet never knew the Community Woods and Garden existed. Some people say they presumed there was a growing space as they could see the polytunnels from the road however they did not know the trails were open to the public. The lack of suitable signage is a clear barrier for local people benefiting from the site. Adequate signage would easily resolve this while increasing footfall and engagement.

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

Our planters, hanging baskets and events are key ways in which we help to make our village centre a better place to be, visit and gather in which will boost footfall by local residents, encourage greater community use of our outdoor and collective spaces, increase pride in our local area and encourage involvement in upkeep. Project Grow directly provides the plants and upkeep for the village centre planting and the Community Workshop provides equipment (sleigh upkeep, fete games, signage) for our community events.

Vibrant local economies

The improved environment of the village is designed to encourage visitors as well as residents and bring extra footfall into the village which benefits local businesses. All elements of the Enterprise for Health & Education are about making the overall project sustainable by bringing in income as small social enterprises. This includes the zero-waste shop, sales of plants and upcycled furniture which have already encouraged people to visit the Community Woods and Garden and our village Christmas market.

Enterprising communities

Almost all elements of this project are being run as social enterprise initiatives. Some of the positive outcomes from volunteers is gaining the skills, experience, health and confidence to

return to the workplace or participate in further training and education. This includes, for example, the LEADER funded West Lothian Gardening Enterprise with which this project partnered and West Lothian College with which WCHCDT work to develop work experience and training opportunities.

Accessible Public Services

The equipment proposed here is required to help make these activities and their positive outcomes (health, wellbeing, educational and work experience support) safe and easily accessible from both a physical perspective and from a financial one by helping make them sustainable in the long term.

Proactive Planning

West Calder is growing with large new housing developments. These projects aim to make the village centre and local facilities fit for purpose as the village becomes a focal point for a new and larger population and to encourage community cohesiveness during this period of growth. The Community Woods and Garden is a permanently assessable green space which will mostly likely be surrounded by housing in the next few years.

Partners involved (other local organisations you are working with)	West Calder Community Development Trust in this project but also: Polbeth Hub, Explorer Scout Unit, 18th West Lothian Scout Group, West Calder Community Education Association, local schools and other groups directly and indirectly through the Five Sisters partnership group.
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3. Project Costs

Total Project Cost	£9575
Amount of Funding being requested from West Lothian Town Centre Capital Fund 2022-23	£3851 from West Calder allocation NB: there will be an application also for £4542 from Polbeth TCF allocation (see match funding below) this split has been decided by negotiation to best accommodate the other local applications that we are aware of (although we are aware that there may be additional bids).

Expenditure Item	Total Cost	WLTCCF Cost
Single Trip Shipping Container	£4440	£3851
Insulation, transport and placing	£1935	£0
Shelving fit out and electrics	£1500	£0
Signage	£1700	£0
Total	£9575	£3851

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
Own reserves (£1182)	Yes	
TCF application to Polbeth allocation	No	May 22

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).

This project will be managed by the WC&HCDT employed joint project staff team with oversight from the PWCCG board of trustees. Both PWCCG and WC&HCDT have proven track records of project delivery, budget and financial management and successful partnership working with both other community organisations and WLC.

WC&HCDT and PWCCG both have full public liability insurance and undertakes risk assessments and comply with health and safety in all of its activities.

Where specific permissions are required for these capital projects (advertising consent and possibly planning) we will ensure all statutory compliance is met and all contractors provide adequate insurance and risk assessments and we will ensure that all volunteer activity pertaining to them and to the creation and upkeep of equipment are risk assessed, insured and comply with health and safety legislation.

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

Who will we share your information with?

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- 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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Declaration	
<p>We wish to apply to the West Lothian Town Centre Capital Fund 2022/23. The above is an accurate outline of the proposed project. We have read and understood the guidance notes for applicants and agree to the conditions therein. We understand that the grant may be modified or withdrawn, if all the conditions are not adhered to. We are willing to co-operate in the monitoring of the grant scheme and to meet with their representatives if required to do so. We will acknowledge the support of the Fund in any related PR activities.</p>	
<p>I consent to West Lothian Council processing my personal data for the purposes of:</p>	
<input checked="" type="checkbox"/>	Application to the West Lothian Town Centre Capital Fund 2022/23 and the monitoring of the grant if awarded.
<input checked="" type="checkbox"/>	To provide you with updates on the progress of your application.
<input checked="" type="checkbox"/>	Contact you to pass on information that may be relevant to you.
<input checked="" type="checkbox"/>	Contact you for feedback on quality of services provided to you.
Name	<div style="background-color: black; width: 100px; height: 1.2em;"></div>
Position	Woods and Garden Coordinator
Organisation	PWCCG
Date	21/4/2022

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

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

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 Calder Community Education Association SCIO
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:	SCIO SC049312
What are the main activities of your organisation? (please answer in no more than 100 words)	West Calder Community Education Association trades as West Calder Community Hub and organises and operates a range of services from the community centre. The association is run by a board of trustees, all live locally. The Board has sole responsibility for the services and activities that operate from the centre. The centre is open 12 hours a day, and hosts a variety of groups and activity, organised by the centre and by local user groups. We also run a community shop, a fitness suite, and a community cafe in partnership with West Calder CDT

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	Fauldhouse and the Breich Valley
Project Title	Refurbishing West Calder Community Education Centre
Project Location	West Calder Community Education Centre, Dickson Street West Calder
Project Start Date	1 8 2022
Project End Date	1 11 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?

Douglas Benson Community Regeneration Officer
Norma Bonner Team Manager - Calders and Livingston Area

Both services support the project

Project Description

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

West Calder Community Hub is a busy meeting place and recreation venue for many people in our area of benefit (this includes West Calder, Harburn. Polbeth, Breich and Addiewell). The Board of Trustees is working to increase the number of local people using the centre, and to increase our income, as we continue our journey of Community Asset Transfer from West Lothian Council who own the building at present. Our aim is to make the community centre building more attractive to users and potential users. In the past few months the board have successfully applied for significant funding, which, when put together with some of the Hub's reserves, is allowing significant improvements inside and outside the building. A new kick pitch has been laid, and environmental improvements have been made outside the building. The building has had cavity wall insulation installed, and LED lighting in most of the building. Work is taking place to install new boilers and a heating system, solar panels, loft insulation and a kitchen upgrade.

As the next stage, the board wish to upgrade and refurbish the main lounge attached to the café (this is jointly operated with West Calder CDT, and the CDT is fully supportive of this project).and the front hall/corridor, where our reception area is and where most of our users pass through
The planned upgrade includes new flooring for both areas, redecoration of both areas, new café furniture, and ceiling repairs, including LED lighting, in the front hall. These works will make an attractive entry and lounge for the 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.

The Hub conducted a community survey in summer 2021 among users, potential users and local community groups. 75 % of respondents had used the Hub in the year past (In the year 2019 60,000 people used the centre). 52% used the HUB weekly at least weekly, and 81% of users rated the Hub as very good /good.

Respondents gave a range of activities they wished to see, e.g children after school provision, youth clubs, entertainment, advice provision all proved popular. When asked what the centre needed, or could do better, with 21% asking for a nicer café/lounge area, second only to better information/marketing, which we are also improving. Several respondents mentioned the 'tiredness' of the decoration and poor lighting in places.

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 construction will

- Use local contractors and service providers
- Increase the ability and capacity of the HUB to develop and deliver
- Allow us to improve the 'productivity' of the HUB

The improvement to the fabric and decoration of the building will

- Improve our user experience, and use of the building by making our café area a better place to eat and meet, and make our main user corridor cleaner, more attractive and better lit
- Allow the Hub to develop financially as a social enterprise, thus increasing income into the village and protecting and increasing jobs for local people

Partners involved (other local organisations you are working with)	West Calder and Harburn CDT (partners in the 'Brunch Club' café)
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3. Project Costs

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

Expenditure Item	Total Cost	WLTCF Cost
Café furniture	5297.72	0
Café painting and decoration	559.20	559.20
Café Floor covering	5544	5440.80
Front corridor decoration	1579.20	0
LED lighting of front corridor	2634	0
Replacement ceiling panels in front corridor	1472	0
Front corridor flooring	3853.22	0
Total	£20,939,24	6000

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

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

Funding Source (i.e. WLC, Lottery)	Approved and in place	Date to be confirmed
Levensat Trust	10450 pending	June 2022
West Calder Community Hub reserves	4489.24	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 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
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<input checked="" type="checkbox"/>	Contact you to pass on information that may be relevant to you.
<input checked="" type="checkbox"/>	Contact you for feedback on quality of services provided to you.
Name	██████████
Position	Development Worker
Organisation	West Calder Community Education Association SCIO
Date	12 ^h 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**.

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1. Applicant Organisation

Organisation Name	West Calder & Harburn Community Development Trust
Contact Person and Position	[REDACTED] Trust Manager
Address	[REDACTED]
Telephone Number	[REDACTED]
Email Address	[REDACTED]
Type of organisation (public sector, private sector, voluntary organisation, charity, SCIO, etc) If charity then please include charity number:	Community Development Trust (company limited by guarantee with charitable status) SCO 43914 April 2013

<p>What are the main activities of your organisation?</p> <p>(please answer in no more than 100 words)</p>	<p>WC&HCDT is a community led organisation that, through direct delivery of projects and support of other groups, works towards the vision:</p> <p>“A thriving family friendly, lively and enterprising community with its own unique rural identity.”</p> <p>Led by the Community Action Plan across three themes:</p> <ul style="list-style-type: none"> • Our Place: homes & livelihoods • Our Lives: health, wellbeing & opportunity • Our Community: engaged and engaging <p>Activities include: community events, village centre improvements, a community café and home delivery, Scottish Coop Discovery Centre, a community newsletter, a skatepark, path improvements and a wide range of health & wellbeing support services and initiatives.</p>
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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	F&BV
Project Title	Celebrating Our Community Heritage
Project Location	Central West Calder (Union Square & Main St)
Project Start Date	Aug 22
Project End Date	Mar 23

<p>Pre-Application Discussion</p> <p>Have you made any pre-application enquiries or discussed your proposal with Council officers? We strongly encourage you to liaise with relevant officer(s) as outlined in the accompanying guidance. What was the basis and outcome of any discussion?</p>
<p>Emma Peattie – West Lothian Museums Department WLC for support and advice on heritage elements including identifying stories, engaging and involving the community, best methods of presentation and nature of the planned display.</p>

Douglas Benson – WLC Regeneration Officer for advice on the application process and continuing a long term and phased project.

Stuart Geddes WLC - we met with Stuart on site to discuss our approach to railing improvements while delivering the previous TCF funded improvements to Union Sq and designing this stage of the project (see below)

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.

This application is to fund a series of artistic cut-steel panels telling key stories of the history and heritage of our village.

These key stories we wish to tell are:

- The history of slavery in the area (West Calder was a relatively rare supporter of abolition) in partnership with FJSS
- The history of The Calder Witch Hunt when at least 5 women were executed and many more persecuted. To compliment the volunteer led Calder Witch Hunt project over 2022.
- The history of West Calder Cooperative Society (a “shining light” of the movement and deeply rooted in local society) – a legacy of the previous WCCS commemorative festival held by WCHCDT.

Led by the Community Action Plan (2013-18 and 2019 Onwards) WCHCDT has been working in stages (alone and in partnership) to improve the centre of West Calder to make it more attractive to visit, spend time in and pass through and to better represent the history of the village and community pride in local heritage. This started as far back as 2015 and has included: signboards, mapboards, wooden planters, a memorial bench, rebuilt brick planters, new street lighting, public art, refurbishing the Burngrange Memorial Plaque and the Shale Trail Artwork (WCHCDT has been on the development steering group of this project since inception).

These works have been funded by various means including Village Improvement Fund and one previous TCF round. We previously were granted approval to reassign an element of a Village Improvement Fund grant (£4508) to allow us to add cut steel heritage panels (ideally in the form of replacing some of the current railings in union Square). This was planned to augment the refurbishment of the brick planters and Burngrange memorial and follow the design cues of the Burngrange Memorial Bench and Shale Trail Artwork (designed by the local West Calder artist that we have worked with on public artworks on phone boxes, shipping containers and the skatepark).

These panels have not yet been delivered for a number of reasons including:

- The brick planter refurbishment was more expensive as they needed to be completely rebuilt which reduced the amount of match funding WCHCDT had available
- The Pandemic slowed project delivery
- The costs of replacing a full set of railings that meet new safety regulations was considerably higher than previously anticipated

With the funds currently held, WCHCDT have the option of erecting a single (or two smaller) panel/s or reducing the stories we can tell and commemorate.

The option is here to aim higher with additional funding from this round of TCF and also Levenseat Trust (with whom we have been in communication).

Costings for the full replacement of one set of railings incorporating three panels is circa £22000 (quote from Border Signs who did Shale Trail Artwork). If we are not successful in our Levenseat application we propose to deliver three stand alone panels (slightly smaller) for circa £10500 and if we do not get TCF funding we will revert to our current options.

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 Community Action Plan “2019 and onwards” was published in June 2019. It is the result of a comprehensive review of our original 2013-18 plan and was led by a Steering Group of 12 local community organisations and involved the analysis and consideration of 750 responses to 4 surveys over 2 years.

The projects proposed in this application are all identified as priority projects and actions in the plan.

We also refer to the positive responses we have gathered for the works most recently carried out in Union Square and the involvement of key partners for whom this meets their aims and objectives.

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 proposed project builds on previous projects developing our village centre in a phased approach and works towards the following outcomes.

Town Centre Living

These projects are designed to make our village centre a better place to be, visit and gather in which will boost footfall by local residents, encourage greater community use of our outdoor and collective spaces, increase pride in our local area and encourage involvement in upkeep.

Vibrant local economies

These projects are designed to encourage visitors by improving the look of the area and highlighting and celebrating the local heritage in order to improve the visitor and customer experience which will benefit local businesses.

Enterprising communities

The improvement of spaces where the community holds annual events and markets is part of a plan to boost the visibility and sustainability of key local events that help generate funding for local services.

The celebration of local heritage and creation of public art is also part of a plan to increase visitor numbers throughout the year as well as during key events.

Proactive Planning

West Calder is growing with large new housing developments. These projects aim to make the village centre fit for purpose as a village focal point accessible by foot for a new and larger population and to encourage community cohesiveness during this period of growth.

Partners involved (other local organisations you are working with)	West Calder & Harburn Community Council; Fair Justice System For Scotland and West Lothian Museums Department.
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3. Project Costs

Total Project Cost	£22,000
Amount of Funding being requested from West Lothian Town Centre Capital Fund 2022-23	£5,000

Expenditure Item	Total Cost	WLTCF Cost
Art Design	£3000	£0
Production and installation of decorative heritage panels/railings (Border Signs quote)	£19000	£5000
Planning Permission	£202	£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
WCHCDT held funds	Yes	
WCHCDT Windfarm Community Benefit	Yes	
Levensat Trust	No	June 22

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).

This project will be managed by the WC&HCDT staff team with oversight from the board of trustees. WC&HCDT has a proven track record of project delivery, budget and financial management and successful partnership working with both other community organisations and WLC.

WC&HCDT has full public liability insurance and undertakes risk assessments and complies with health and safety in all of its activities.

WC&HCDT will seek appropriate permissions before work is started and liaise with WLC with regards to ongoing maintenance and upkeep.

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"/>
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West Lothian Town Centre Capital Fund 2022/23

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Name	<div style="background-color: black; width: 100px; height: 1.2em;"></div>
Position	Trust Manager
Organisation	WC&H CDT
Date	21/4/2022

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

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

DATA LABEL: PUBLIC



FAULDHUSE AND THE BREICH VALLEY LOCAL AREA COMMITTEE

SCHEDULE OF LOCAL AREA COMMITTEE VENUES

REPORT BY THE LAC LEAD OFFICER

A. PURPOSE OF REPORT

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

B. RECOMMENDATION

It is recommended that the committee:

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

C. SUMMARY OF IMPLICATIONS

I Council Values	Focusing on our customers' needs. Being honest, open and accountable. providing equality of opportunities; developing employees; making best use of our resources; working in partnership.
II Policy and Legal (including Strategic Environmental Assessment, Equality Issues, Health or Risk Assessment)	Appropriate assessments will be carried out as required.
III Implications for Scheme of Delegations to Officers	None.
IV Impact on performance and performance Indicators	None.
V Relevance to Single Outcome Agreement	The proposal does not raise any matters of conflict with the single outcome agreement.
VI Resources - (Financial, Staffing and Property)	none.
VII Consideration at PDSP	none
VIII Other consultations	none.

D. TERMS OF THE REPORT

D.1 Background

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

D.2 Local Areas Committee

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

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

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

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

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

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

E CONCLUSION

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

F. BACKGROUND REFERENCES

None

Appendices/Attachments: None

Contact Persons: None

Alice Mitchell

Fauldhouse and The Breich Valley LAC Lead Officer

14 June 2022



FAULDHUSE AND THE BREICH VALLEY LOCAL AREA COMMITTEE WORKPLAN

JUNE 2022

Issue	Purpose	Contact Officer	Date
Housing report	Quarterly update on housing issues	Sandy Ross	June 2022
Police/NRT report	Quarterly update on police/NRT activity	Sgt Keith Jack	June 2022
Fire Scotland	Quarterly report on activity	Gordon McGuire	June 2022
NETs Report	Update report on NETs activity	Andy Johnston	June 2022
Economic Development and Regeneration Report	Update on Economic Development and Regeneration service activity in the ward	Douglas Benson	June 2022
A71 Roundabout	Update on A71 Roundabout	Tony Irving	TBC
Place Based Investment Programme	To provide update on the fund	Douglas Benson	TBC
Stoneyburn Path Update	To provide update on Stoneyburn to Fauldhouse Cyclepath	Ronnie Fisher	TBC
Heartlands Funding	Funding Update on Heartlands Funding	Douglas Benson	TBC
Local Development Plan	To provide update on Local Plan	Craig McCorriston	TBC
School Update – Whitburn Academy	To provide an annual report on activity and attainment at the school	Tracey Loudon	TBC
Fauldhouse CDT	To provide an annual update on activity	Julie Smith	TBC
Housing Update	To provide update on local area development of social housing	Sandy Ross	TBC