



Broxburn, Uphall and Winchburgh Local Area Committee

West Lothian Civic Centre
Howden South Road
LIVINGSTON
EH54 6FF

10 June 2022

A Special physical meeting of the **Broxburn, Uphall and Winchburgh Local Area Committee** of West Lothian Council will be held within the **Council Chambers, West Lothian Civic Centre, Livingston** on **Friday 17 June 2022 at 9:30am**.

For Chief Executive

BUSINESS

Public Session

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

Public Items for Decision

4. Place Based Investment Programme 2022/23 Town Centre Capital Fund - report by Depute Chief Executive (herewith)

NOTE **For further information please contact Val Johnston, Tel No.01506 281604 or email val.johnston@westlothian.gov.uk**



CODE OF CONDUCT AND DECLARATIONS OF INTEREST (2021)

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

Interests must be declared at the meeting, in public.

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

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

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

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

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

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

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

More detailed information is on the next page.

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

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

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

A connection does not exist where:-

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

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

If the connection amounts to an interest then:-

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

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

The relevant documents are:-

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

If you require assistance, contact:-

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

January 2022



Mr Graham Hope
Chief Executive
West Lothian Council
Civic Centre
Howden South Road
Livingston

West Lothian Civic Centre
Howden South Road
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West Lothian
EH54 6FF

Our Ref:
Your Ref:

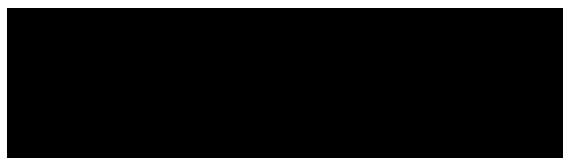
10 June 2022

Broxburn, Uphall and Winchburgh South Local Area Committee - Special Meeting

In terms of Standing Order 5, I am calling a Special Meeting of the Broxburn, Uphall and Winchburgh Local Area Committee on 17 June 2022 at 9:30am to consider the following item of business:-

- Place Based Investment Programme 2022/23 Town Centre Capital Fund

Yours sincerely



Councillor Ann Davidson
Broxburn, Uphall and Winchburgh Local Area Committee Chair

DATA LABEL: PUBLIC



BROXBURN, UPHALL AND WINCHBURGH 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 9 applications have been received for projects within the ward;
2. notes the recommendations provided by officers within each town within the ward;
3. agrees to award funding as set out in the report;
4. notes that some of the funding costs remain as estimates and delegates the Head of Planning, Economic Development & Regeneration to finalise award amounts within the overall value of the funding available within the ward;
5. notes that as projects are implemented the detail and associated costs may change and so delegates the Head of Planning, Economic Development & Regeneration to agree such changes and to re-allocate any money that becomes available as a result to other projects in the ward, both so long as projects remain within the aims, purposes and overall intent of the original applications and approvals; and
6. notes the terms and conditions associated to the awarding of grants as set out in the report.

C. SUMMARY OF IMPLICATIONS

I Council Values	Focusing on our customers' needs; being honest, open and accountable; providing equality of opportunities; developing employees; making best use of our resources; working in partnership.
II Policy and Legal (including Strategic Environmental Assessment, Equality Issues, Health or Risk Assessment)	<p>Place Based Investment is a Scottish Government Initiative.</p> <p>This report does not raise any specific SEA, Equality, Health or Risk Assessments requirements. However, projects supported through the fund may require assessments.</p>

III	Implications for Scheme of Delegations to Officers	The report details a one-off specific delegation to the Head of Planning, Economic Development and Regeneration.
IV	Impact on performance and performance Indicators	Investment in place-based projects has potential to increase positive outcomes across a range of indicators.
V	Relevance to Single Outcome Agreement	Relevant to all outcomes.
VI	Resources - (Financial, Staffing and Property)	West Lothian's allocation of the Scottish Government's Place Based Investment Programme Funding 2021-22 was £1,302,000. The Scottish Government is expected to award £1,000,000 for the year 2022-23, which will be available from 1 April 2022. This has now been confirmed as £1.132M
VII	Consideration at PDSP	Updates will be made to Development & Transport PDSP and the nine Local Area Committees on a regular basis.
VIII	Other consultations	None.

D. TERMS OF REPORT

D.1 Background

On the 8 February 2022, Council Executive approved recommendations in a report by the Head of Planning, Economic Development and Regeneration setting out the proposed allocation of the Scottish Government's Place Based Investment Capital Grant (PBIP) for 2022/23. Funding for West Lothian Council in 2022/23 was expected to be £1,000,000.

The main objectives of the PBIP include:

- to support place policy ambitions such as town centre revitalisation, community led regeneration, 20-minute neighbourhoods and Community wealth Building;
- to ensure that all place-based investments are shaped by the needs and aspirations of local communities; and
- to accelerate ambitions for net zero, wellbeing and inclusive economic development, tackling inequality and disadvantage, community involvement and ownership.

The Council Executive agreed the funding would be allocated on the basis of two equal funding streams:

1. Town Centre Capital Fund (£500,000); and
2. Community Wealth Building (£500,000).

Since the original report the grant awarded to West Lothian Council has been confirmed as been confirmed as £1,132,000.

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

D.2 Town Centre Capital Fund 2022/23

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

Broxburn, Uphall and Winchburgh Ward was been allocated £59,882 split between the following towns.

Town	Allocation
Broxburn	£26,884
Uphall	£17,214
Winchburgh	£15,784
TOTAL	£59,882

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 Broxburn, Uphall and Winchburgh Ward Applications

Within the Broxburn, Uphall and Winchburgh ward three settlements are eligible for the funding and by the deadline of 22 April 2022, 10 applications had been received for projects in the ward. One application was withdrawn by the applicant leaving 9 to be considered. 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
Broxburn	26884	2	£30,200.09	+£3,316.09
Uphall	17214	5	£54,878.22	+£37,664.22
Winchburgh	15784	2	£10,774.00	-£5,010.00
Ward Total	59882	9	£95,852.31	+£35,970.31

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.

Broxburn (£26,884)

Code	Application Name	Amount applied for	Recommended allocation
BRO22-01	Safety and Accessibility Resurfacing	£9,649	£9,649
BRO22-02	Strathbrock Community Garden (22 - 23 project continuance)	£20,551.09	£17,235
	Totals	£30,200.09	£26,884

Uphall (£17,214)

Code	Application Name	Amount applied for	Recommended allocation
UPH22-01	Replace existing broken slab area, some levelling and remove broken stairs and replace with a ramp	£4,825	£0
UPH22-02	Install at Glebe Park - Children's Integr8 Outdoor Gym Multi Unit and a Motiv8 Outdoor Gym Multi Unit with appropriate Gym Grass Matting.	£17,214	£0
UPH22-03	Pilot Post - A Talking Walk of Uphall's history will build on the existing provision of the Heritage Art Trail, the Shale Trail and the Public Art Trail. It will deliver solar powered posts which, when activated, will play one of up to six recorded history messages for aspects of the environment at each location.	£2,500	£2,500

UPH22-04	Strathbrock Community Garden (22 - 23 project continuance)	£13,139.22	£0
UPH22-05	Extension to tarmac of existing carpark and the provision of a cycle rack	£17,200	£14,714
	Totals	£54,878.22	£17,214

Winchburgh (£15784.00)

Code	Application Name	Amount applied for	Recommended allocation
WIN22-01	E-Bike Rental Project	£5,806	£4,246
WIN22-02	Cinema Project	£4,968	£4,968
	Totals	£10,774	£9,214

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

Town	Balance
Broxburn	£0
Uphall	£0
Winchburgh	£6,570
Total Balance	£6,570

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 £6,570 remains unallocated and can now be allocated to other projects that have not been funded or only partially funded. It is suggested that this could be allocated to UP22-04 to provide the Community Garden Project with a total of £23,805.

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: Town Centre Fund application overview and recommendations

Appendix 2: Town Centre Fund Applications

Contact Person:

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clare.stewart@westlothian.gov.uk

Elaine Cook

Deputy Chief Executive, Education, Planning and Economic Development

PBIF TOWN CENTRE FUND 202/23: PROPOSED FUNDING AWARDS: Appendix 1**Ward: Broxburn Uphall and Winchburgh****Town: Broxburn (allocation: £26,884)**

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
BRO22-01	Family and Community Development West Lothian (FCDWL)	Safety and Accessibility Resurfacing	Replace existing broken slab area, some levelling and remove broken stairs and replace with a ramp	£9,649	Applicant	Recommendation: Support in full £9,649 in principle pending clarification for application that work can be delivered should the linked UPH22-01 not be supported.
BRO22-02	Broxburn & Uphall Development Group	Strathbrock Community Garden (22 -23 project continuance)	Part application for funding with UPH22-04 <ul style="list-style-type: none"> • deliverance of a metered water supply • electricity provision • completion of disabled-access and wheelchair-friendly pathways; • purchase of quality assured topsoil, (a requirement in the Planning Consent) as the growing medium for the vegetable planters • purchase & install a large polytunnel 3.3m wide x 10m long; • purchase and erection of a bike-rack 	20551.09	Applicant	Recommendation: Support in part £17,235 and that applicant clears work with relevant services as set out below. Comments: Advice on the location of polytunnel and trees should be sought for NETS and check with Planning is any issues around polytunnel and how first with original planning consent.

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
			<ul style="list-style-type: none"> • provision of additional fruit trees • Provision and installation of seating. 			
TOTALS				£30,200.09		Total town allocation proposed: £26,884

Town: Uphall (allocation: £17,214)

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
UPH22-01	Family and Community Development West Lothian (FCDWL)	Safety and Accessibility Resurfacing	Part application for funding with BRO22-01 <ul style="list-style-type: none"> • Replace existing broken slab area, some levelling and remove broken stairs and replace with a ramp 	4825	Applicant	Recommendation: Not supported. Not located in Uphall. Can be considered in any underspend discussion. Linked to BRO22-01
UPH22-02	Uphall Community Council	Fitness for All	Install at Glebe Park - Children's Integr8 Outdoor Gym Multi Unit and a Motiv8 Outdoor Gym Multi Unit with appropriate Gym Grass Matting.	17214	Applicant	Recommendation: Not supported. See comments below. Comments: NETS are not supportive of this application due to the following: <ul style="list-style-type: none"> • Any equipment needs to be away from play equipment, and adult and child gym equipment can't be installed together;

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
						<ul style="list-style-type: none"> proposed surface is not suitable for public use; the equipment is of low quality in context of public use; there is no strategic need for a new play asset in this area; maintenance resource associated with the proposed equipment would reduce the maintenance resources available to the existing assets that are strategically located. if it is supported the community would need to demonstrate an ability to take responsibility for ongoing routine and end of life maintenance/replacement etc within the terms of a new lease, and under their own liability insurance. Play Inspectors advice is that they do not attract much use in this climate, the equipment with moving parts is too fragile for urban public parks, the equipment is not cleaned which discourages use, the equipment doesn't provide any real resistance which discourages ongoing use, and kids don't workout i.e. they play. informal feedback from some communities that have initiated these projects is that they are underwhelmed by the result.
UPH22-03	Uphall Community Council	A Talking Wall of Uphall's History	Pilot Post - If successful further funding will be sought from the BUTMG.	2500	Applicant /TCM	Recommendation: Support in full in principle pending clarification that any additional funding

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
			A Talking Walk of Uphall's history will build on the existing provision of the Heritage Art Trail, the Shale Trail and the Public Art Trail. It will deliver solar powered posts which, when activated, will play one of up to six recorded history messages for aspects of the environment at each location			from the TCMG is in place and work can be delivered. Comment: If successful further funding will be sought from the BUTMG.
UPH22-04	Broxburn & Uphall Development Group	Strathbrock Community Garden (22 -23 project continuance)	Part application for funding with UPH22-04 <ul style="list-style-type: none"> • deliverance of a metered water supply • electricity provision • completion of disabled-access and wheelchair-friendly pathways; • purchase of quality assured topsoil, (a requirement in the Planning Consent) as the growing medium for the vegetable planters • purchase & install a large polytunnel 3.3m wide x 10m long; • purchase and erection of a bike-rack 	13139.22	Applicant	Recommendation: Not supported. Not located in Uphall. Can be considered in any underspend discussion. Linked to BRO22-02.

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
			<ul style="list-style-type: none"> • provision of additional fruit trees • Provision and installation of seating. 			
UPH22-05	Middleton Hall Bowling Club	Extension to tarmac of existing carpark and the provision of a cycle rack	<ul style="list-style-type: none"> • Complete the Tarring of the remainder of the Bowling Club car park to make it accessibility to the community and visitor. This will also make accessing the bottle banks easier for residents. • Install a cycle rack to encourage those using the Shale Trail to stop and a place to store their bikes safely while they get refreshments. 	17,200	Applicant	<p>Recommendation: Partial award of £14,714 suggested in principle pending clarification on formal quotes and that work can be delivered in budget and any planning matters being addressed.</p> <p>Comment. The application referred to splitting the application between the three towns (£7,200 (Uphall)/and £10,000 split between Broxburn and Winchburgh). As this was one application and related specifically to Uphall it is not felt appropriate to split in that way. As such the application has been put against Uphall.</p> <p>Applicant to check with Planning in case any related matters need to be addressed.</p>
TOTALS				£54,878.22		Total town allocation proposed: £17,214

Winchburgh (allocation: £15,784)

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
WIN22-01	Winchburgh CDT	E-Bike Project	Create a Free E-Bike Rental Service - 2 Step Through E-Bikes, 2 Step over E bikes, Project Co-ordinator, Marketing Material.	5806	Applicant	Recommendation: Support eligible elements to £4,246 – staffing costs not eligible.
WIN22-02	Winchburgh Community Cinema, known as the Wee Cinema at Winchburgh	Wee Cinema Equipment	Purchase of equipment to provide a pop up cinema experience: screen, Blu ray player, sound system, projector, stands (speakers and projector), extension drum 25m, Insurance	4968	Applicant	Recommendation: Support eligible elements to £4,918 – insurance costs not eligible.
TOTALS				£10,774		Total town allocation proposed: £9,164

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	Family and Community Development West Lothian (FCDWL)
Contact Person and Position	██████████ CEO
Address	██
Telephone Number	██████████
Email Address	██████████████████
Type of organisation (public sector, private sector, voluntary organisation, charity, SCIO, etc) If charity then please include charity number:	Limited company with charitable status (Third Sector) SC000843
What are the main activities of your organisation? (please answer in no more than 100 words)	Our aim is to give our children the best start in life. Everything we do is about prevention/early intervention and supporting mental health and wellbeing. We do this by supporting and inspiring vulnerable children and their families through building relationships with them and using play-based activities that provide Awesome Childhood Experiences, which create life long memories. We also provide opportunities to bring the local community together, to enjoy their local place, engender a sense of pride in their local town/spaces and to bring joy and fun into local life.

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	Broxburn, Uphall & Winchburgh
Project Title	Safety and accessibility resurfacing
Project Location	The Range Playground, Park Terrace, Broxburn
Project Start Date	September 2022
Project End Date	November 2022

Pre-Application Discussion

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

Stewart said that it was very interesting to find out more about our project.

He thought our application was well laid out, with the relevant information and the ways in which the project delivers on Place Principle ambitions, made clear.

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.

FCDWL is an independent, local charity that operates Broxburn Family Centre, which has been supporting the communities of Broxburn and Uphall for 34 years. The organisation supports, vulnerable, children and families through a range of family learning, play and regeneration activities.

As you will be aware, we have operated The Range Adventure Playground in Park Terrace for 25 years now. This is an excellent, well used community facility that really contributes to hundreds of local families' health & wellbeing – pre-covid we have had over 600 local people in the park for one of our free summer holiday play sessions! The park is also open to the local community 24/7 and is well used by families and children from both Broxburn and Uphall. The project has won national play awards and is highly regarded across the sector and is a popular, free, local facility.

We are always striving to maintain the facility to a high standard and to keep it an attractive, safe and accessible place to visit. Whilst we have a limited maintenance budget, replacing play structures or carrying out improvements to the park, always requires additional capital investment.

Now 25 years old, parts of the Range are really starting to show their age. We have an extensive area of slabbed paths around the park, which we have nursed for many years, replacing the most damaged areas but it has now reached (passed actually!) the end of its lifespan. Our slabs are

now all broken, uneven and missing in parts. This is now unsafe for children and families to play, being a trip hazard and unsuitable for any wheeled toys, like scooters.

We also have a stair that leads to the upper part of the playground and again, its slabs are now past it but more importantly, this is a barrier to accessibility for wheelchairs or prams/buggies.

We want the town of Broxburn and its families, to continue to enjoy The Range for the next 25 years and beyond.

We have been advised that just replacing the slabs will result in the same issues in a few year's time, as that is the nature of large, slabbed areas. We therefore need to lay tarmac, which will also include a ramp to the upper area, making it more accessible to all.

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 popularity of the Range is clearly demonstrated by the hundreds of local children and families who constantly use it. We also get regular feedback from many of the families whom we work and engage with, in the park and everyone comments how important it is to their health and wellbeing.

We have had increasing feedback from families about the condition of the paths/slabs and a few incidents of children coming off of their scooters and our wheeled toys, due to the wheels getting caught on a ridge, break or hole. The condition of the footpaths was also highlighted in our last independent annual safety inspection report.

I have attached photographs that show the poor condition of the surface.

Our facility and its value to the town, is also well known to local Councillors, who have always been a great support to us.

Project Outcomes

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

This project will deliver an improved, safer and more accessible community play facility for the town.

Our footfall comes from local people, who live in the town and our experience has proven that providing a well maintained, attractive and popular facility, encourages ownership and everyone in the local community to respect and look after it. Flood lighting and CCTV also keep the park accessible and safe in the evenings.

This project delivers on the Place Principle policy ambitions:

“Place is where people, location and resources combine to create a sense of identity and purpose, and is at the heart of addressing the needs and realising the full potential of communities.”

- The people of Broxburn feel ownership of and pride in, The Range as their local community run facility.

- For many local families, it is at the heart of helping them and their children, to reach their full potential.
- Over its 25 years The Range has suffered relatively little vandalism (unlike Council facilities), which is a direct result of people's pride in and connection to, the project.

"Places are shaped by the way resources, services and assets are directed and used by the people who live in and invest in them."

- We have always advocated for and delivered, that the people of Broxburn deserve the best play, community and support facilities and services available.
- This investment in the town and its people, shows that they are valued and gives them a sense of worth.
- The Range is a focal point in the town for families to gather and enjoy their locality.

"A more joined-up, collaborative, and participative approach to services, land and buildings, across all sectors within a place, enables better outcomes for everyone and increased opportunities for people and communities to shape their own lives."

- The Range and its services, contribute to a wide range of shared improvement outcomes for hundreds of families each year.
- Local people regularly contribute to shaping the direction of this project and what it brings to them, which gives them ownership and connection to it.

This capital grant funded regeneration project also delivers on the principle of a 20 minute neighbourhood. It enables more local living by maintaining a sector-leading play facility in the town, which supports everybody's choices to enhance wellbeing for our people and for the planet.

It reduces inequality by providing access for all on their doorstep, as well as contributing to net zero carbon emission targets by reducing travel.

Finally, The Range impacts directly on local people's health and wellbeing.

Partners involved
(other local organisations you are working with)

We always connect with other local organisations like, the local schools (who refer children to us, as well as directly use the facility themselves), the Strathbrock Families Unit (who refer families to us), as well as Health Visitors and Social Workers (who refer children and families to us).

3. Project Costs

Total Project Cost	£19,299
Amount of Funding being requested from West Lothian Town Centre Capital Fund 2022-23	£9,649

Expenditure Item	Total Cost	WLTCF Cost
Excavate and dispose of exiting slabs	£2,991	Not for specific items but as a contribution to the overall project
Regrade residual sub-base to new levels and compact	£398	
Supply and lay edge kerbing	£3,335	
Reset existing rodding eye covers as required	£102	
Reset existing manhole covers as required	£355	
Reset existing gully covers as required	£102	
Lay Modified Dense Bitumen Macadam surface	£12,016	
	£19,299	£9,649

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 funds	£4,825	
Uphall Town Centre Fund		£4,825 (TBC at LAC meeting)

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 has been quoted for and will be carried out by DGM Surfacing Ltd of Stirling, who hold all of their industry certifications. The specifications are AC 20 Dense Bit 100/150 to BS EN 13108-1, laid in accordance with BS 594987: 2015, 50mm thick and 6mm Modified Dense Bitumen Macadam Surface Course to BS EN 13108-1 and laid in accordance with BS EN 594987: 2015, 30mm thick.

Project management will be carried out by DGM staff and monitored by our team – the playground will be closed during works, which will only take a few days.

We have full public liability insurance.

The whole point of this project is to increase lifespan and reduce future maintenance and costs.

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

Privacy Notice

West Lothian Town Centre Capital Fund 2022/23

Information held about you

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

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

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

Who is processing my data?

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

How will we use information we hold about you?

Your data will be used to:

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

Who will we share your information with?

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

How long do we keep your records?

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

Your rights

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

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

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

Further information

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

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

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

Who is responsible for my information?

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

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

Declaration	
<p>We wish to apply to the West Lothian Town Centre Capital Fund 2022/23. The above is an accurate outline of the proposed project. We have read and understood the guidance notes for applicants and agree to the conditions therein. We understand that the grant may be modified or withdrawn, if all the conditions are not adhered to. We are willing to co-operate in the monitoring of the grant scheme and to meet with their representatives if required to do so. We will acknowledge the support of the Fund in any related PR activities.</p> <p>I consent to West Lothian Council processing my personal data for the purposes of:</p>	
<input checked="" type="checkbox"/>	Application to the West Lothian Town Centre Capital Fund 2022/23 and the monitoring of the grant if awarded.
<input checked="" type="checkbox"/>	To provide you with updates on the progress of your application.
<input checked="" type="checkbox"/>	Contact you to pass on information that may be relevant to you.
<input checked="" type="checkbox"/>	Contact you for feedback on quality of services provided to you.
Name	██████████
Position	CEO
Organisation	Family and Community Development West Lothian
Date	21/04/22

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

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

PLACE BASED INVESTMENT PROGRAMME (PBIP) 2022-23

WEST LOTHIAN – TOWN CENTRE CAPITAL FUND

APPLICATION FORM

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

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

1. Applicant Organisation

Organisation Name	Broxburn & Uphall Development Group
Contact Person and Position	[REDACTED] Chair
Address	[REDACTED]
Telephone Number	[REDACTED]
Email Address	[REDACTED]
Type of organisation (public sector, private sector, voluntary organisation, charity, SCIO, etc) If charity then please include charity number:	Voluntary organisation
What are the main activities of your organisation? (please answer in no more than 100 words)	<p>The BUD Group (constituted in 2018), formed to enhance the sustainable development of Broxburn and Uphall by creating the opportunity and viability for community-led initiatives and securing funding to enable that work.</p> <p>BUD Group formed a sub-group in 2019; the Broxburn & Uphall Growers Society, to provide planting schemes for flowers and vegetables, including fruit bushes and fruit trees throughout the towns.</p> <p>The BUD Group additionally assist the Broxburn& Uphall Litter Pickers by administering their Banking through the BUD account.</p>

Do you have an equal opportunities policy or statement? If yes please provide a copy	Yes Agenda Item 4
Does your organisation take account of equality issues around age, disability, gender, race, religion or belief?	Yes

2. Project Details

Council Ward	Broxburn, Uphall and Winchburgh
Project Title	Strathbrock Community Garden (22 -23 project continuance)
Project Location	Westend of public carpark at Strathbrock Partnership Centre, Garden Postcode: EH52 5
Project Start Date	Ongoing
Project End Date	Onwards for future, with this year's completion on or before 31 st March 2023

Pre-Application Discussion

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

Previous TCCF grants have been awarded for the BUD Group planting schemes in 2019- 20 and 2020-21 and while we greatly appreciated the help that this gave our Group to progress hugely with the New Community Garden project, the sums awarded were much less than the detailed costs that we had calculated and requested in those applications. However, as it became apparent, we would not have been able to spend the grants given within the allotted time scale, due to delays that occurred in the planning process. Having received unanimous approval from the WLC Planning Committee in April 2021 and when the Consent came through at the end of June, the fencing in of the site and the landscaping that was needed only commenced in August & September. WLC Officers have continuously given good support, help and advice to deliver the project and work towards the overall aim of a garden for all, that produces supplementary free staple vegetables and fruit within the townships of Broxburn & Uphall.

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 Strathbrock Community Garden Project for 2022 to 2023 is a continuation, (linked), to the work already commenced, and for which perhaps the largest part of the expenditure has already been committed. However, as was stated in the original description of the whole garden project that was submitted in November 2020 to WLC Regeneration Team we now seek additional funding towards the completion of the garden for all our citizenry to enjoy and participate in. So, in this season it is the intention of the BUD Group to seek funding to enable the deliverance of a metered water supply; electricity provision; completion of disabled-access and wheelchair-friendly pathways; purchase of quality assured topsoil, (a requirement in the Planning Consent) as the growing medium for the vegetable planters; a large polytunnel; erection of a bike-rack, to encourage healthier travel to and from the garden – and provision of additional fruit trees and seating. Agenda Item 4

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 Broxburn and Uphall Development Group when submitting to the WLC Regeneration Team, the successful applications for the Planting Schemes in the 2019-20 TCCF and for the Community Garden in the 2020-21 TCCF; have already clearly indicated the surveys; street questionnaires; meetings; and also have numerous Facebook Page and other online source “likes” and email commendations for the project. BUD made those two applications in conjunction with the Broxburn Community Council who continue to be most supportive that the Strathbrock Community Garden is completed; to be a valuable resource for the townsfolk.

As organisers for the project the BUD Group are most grateful for the great support already given not only by its own many Broxburn and Uphall Growers Society, (BUGS), volunteers, but also from the practical and physical assistance given by staff and students from SRUC, Oatridge; scouts, and most recently from the West Lothian Council supported Community Payback Team. Additional involvement is already progressing with help from teaching-staff and the school children from the neighbouring St Nicholas Primary School. The nearby Broxburn United Sports Club have also indicated their wish that children who attend the club could also benefit from the health and enjoyment from learning new gardening skills in supervised sessions at the new garden.

And with continuing praise for the project from our local WLC Councillors and the local MSP, our Group are certain that the Evidence of Need has already been clearly established and appreciated throughout Broxburn & Uphall.

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).

Many positive outcomes are anticipated from the building of sustainable futures for our towns and countryside, cities and the whole environment of our nation. The Agenda Item 4 Strathbrock Community Garden as an outdoor community hub, is designed to fit well with such sustainability and offers to demonstrate this by delivering valuable outcomes such as listed here:

- a) Gardens and gardening are widely acknowledged as being strongly associated with improvements in physical and mental health.
- b) The production of key fresh vegetables and fruit, when food impoverishment is, regrettably, increasing; will be a vital aid to better nutrition.
- c) Education regarding where food comes from and how it is produced will be shown and shared so that gardening techniques and improved horticultural knowledge can be appreciated by generations for the future.
- d) The project will encourage those who are able to take their improved skills and use them for themselves, perhaps being able to cultivate at home to show their own families and friends the economy of growing their own food.
- e) Enjoyment and sense of achievement from folk's personal involvement in vegetable and fruit production and harvest enhances the participants' experiences and feelings of inclusivity.
- f) Using locally grown and sourced food is already seen as having really beneficial outcomes in the need to combat effects of climate change, and though the Garden only has a small impact – this sort of scheme when replicated across the country, can start to make a difference. It offers a vision for the future for a more sustainable existence.

Therefore, the Garden, as a socially integrated scheme, with the potential to benefit all in the Broxburn and Uphall districts, is designed to provide an overall outcome of community responsibility.

<p>Partners involved</p> <p>(other local organisations you are working with)</p>	<p>West Lothian Criminal Justice System Community Payback Team</p> <p>The Brock (Garden, Wood & Craft Centre)</p> <p>Broxburn Community Council</p> <p>Scottish Rural University Campus, Oatridge</p> <p>6th West Lothian Scout Group</p> <p>Broxburn United Sports Club</p> <p>West Lothian Army Cadets</p> <p>Broxburn & Uphall Growers Society</p>
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3. Project Costs

<p>Total Project Cost</p>	<p>£37,214.31</p>
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<p>Amount of Funding being requested from West Lothian Town Centre Capital Fund 2022-23 [We are applying for a grant from both the money allocated for Broxburn and the allocation for Uphall - as the Strathbrock Community Garden is a project that is beneficial to both townships and is being run by the Broxburn & Uphall Development Group. The allocations of the TCCF total £44,098 and are split 61% to Broxburn and 39% to Uphall</p>	<p>£33,690.31</p> <p style="text-align: right;">Agenda Item 4</p> <p>(request from TCCF for Broxburn = <u>£20,551.09</u>)</p> <p>(request from TCCF for Uphall = <u>£13,139.22</u>)</p>
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Expenditure Item	Total Cost	WL TCCF Cost
270 sq m ² Paving Slabs (estimate Thistle Building Supplies) - required for disabled access paths	£3,200	£3,200
Gravel basal layer below slab paths requires: 40 x 800 litre bags of Type 1 gravel (est. TBS) 20 x 800 litre bags of whin dust (est. TBS)	£1,500 £800	£2,300 <i>Other funding sought but not awarded</i>)
Polytunnel 3.3 metre wide x 10 metre long	£2,500	£2,500 <i>Other Funding sought but not awarded</i>
Top-soil (Quality assured from Rolawn) 40 x 750 litre bags @ £120.96 delivered (25 bags in March 2022 already purchased and delivered)	£4,838.40 £3,024 already spent	£1,814.40 £3,024 already spent from existing funds
Water Supply (application to Scottish Water through Business Stream already underway but costs only given as estimate)	£5,000	£5,000
Electricity Supply (quotation estimate from SP Energy for creation of single connection including digging 20 metre connection line)	£4,683.11	£4,683.11
Cycle Bike Shelter (10 bikes stored) from Tamstar73	£399	£399
External Seating; 4 x Birdsall Steel Bench @ £293.51 each delivered	£1,174.04	£1,174.04

16 wooden planters to be built by The Brock, (3 sleepers high) 2.4m x 1.2m @ £640 each	£10,240	£10,240
Internal Seating for Gazebo (Eco-Rest Bench from Glasdon), 8 No. @ £297.47 each	£2,379.76	£2,379.76
Fruit trees and fruit bushes and plants	£500	<i>(other funding)</i>

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.) Agenda Item 4

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
Royal Horticultural Society Wellbeing Grant (an application has just been submitted for £9,838, but we now have been told our application was not successful)	no fund awarded	Declined Early April 2022
Broxburn Community Council – grant for plants - £500	Approved but not yet received	Early May 2022

Project Management and Legal Requirements

Does the project comply with relevant statutory legislation? YES

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? YES

Monitoring and Finance

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

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"/>

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

Position	Chair Agenda Item 4
Organisation	Broxburn and Uphall Development Group
Date	22nd April 2022

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	Family and Community Development West Lothian (FCDWL)
Contact Person and Position	[REDACTED] CEO
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:	Limited company with charitable status (Third Sector) SC000843
What are the main activities of your organisation? (please answer in no more than 100 words)	Our aim is to give our children the best start in life. Everything we do is about prevention/early intervention and supporting mental health and wellbeing. We do this by supporting and inspiring vulnerable children and their families through building relationships with them and using play-based activities that provide Awesome Childhood Experiences, which create life long memories. We also provide opportunities to bring the local community together, to enjoy their local place, engender a sense of pride in their local town/spaces and to bring joy and fun into local life.

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	Broxburn, Uphall & Winchburgh
Project Title	Safety and accessibility resurfacing
Project Location	The Range Playground, Park Terrace, Broxburn
Project Start Date	September 2022
Project End Date	November 2022

Pre-Application Discussion

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

Stewart said that it was very interesting to find out more about our project.

He thought our application was well laid out, with the relevant information and the ways in which the project delivers on Place Principle ambitions, made clear.

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.

FCDWL is an independent, local charity that operates Broxburn Family Centre, which has been supporting the communities of Uphall and Broxburn for 34 years. The organisation supports, vulnerable, children and families through a range of family learning, play and regeneration activities.

As you will be aware, we have operated The Range Adventure Playground in Park Terrace for 25 years now. This is an excellent, well used community facility that really contributes to hundreds of local families' health & wellbeing – pre-covid we have had over 600 local people in the park for one of our free summer holiday play sessions! The park is also open to the local community 24/7 and is well used by families and children from both Uphall and Broxburn. The project has won national play awards and is highly regarded across the sector and is a popular, free, local facility.

We are always striving to maintain the facility to a high standard and to keep it an attractive, safe and accessible place to visit. Whilst we have a limited maintenance budget, replacing play structures or carrying out improvements to the park, always requires additional capital investment.

Now 25 years old, parts of the Range are really starting to show their age. We have an extensive area of slabbed paths around the park, which we have nursed for many years, replacing the most damaged areas but it has now reached (passed actually!) the end of its lifespan. Our slabs are

now all broken, uneven and missing in parts. This is now unsafe for children and families to play, being a trip hazard and unsuitable for any wheeled toys, like scooters.

We also have a stair that leads to the upper part of the playground and again, its slabs are now past it but more importantly, this is a barrier to accessibility for wheelchairs or prams/buggies.

We want the town of Uphall and its families, to continue to enjoy The Range for the next 25 years and beyond.

We have been advised that just replacing the slabs will result in the same issues in a few year's time, as that is the nature of large, slabbed areas. We therefore need to lay tarmac, which will also include a ramp to the upper area, making it more accessible to all.

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 popularity of the Range is clearly demonstrated by the hundreds of local children and families who constantly use it. We also get regular feedback from many of the families whom we work and engage with, in the park and everyone comments how important it is to their health and wellbeing.

We have had increasing feedback from families about the condition of the paths/slabs and a few incidents of children coming off of their scooters and our wheeled toys, due to the wheels getting caught on a ridge, break or hole. The condition of the footpaths was also highlighted in our last independent annual safety inspection report.

I have attached photographs that show the poor condition of the surface.

Our facility and its value to the town, is also well known to local Councillors, who have always been a great support to us.

Project Outcomes

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

This project will deliver an improved, safer and more accessible community play facility for the town.

Our footfall comes from local people, who live in the town and our experience has proven that providing a well maintained, attractive and popular facility, encourages ownership and everyone in the local community to respect and look after it. Flood lighting and CCTV also keep the park accessible and safe in the evenings.

This project delivers on the Place Principle policy ambitions:

“Place is where people, location and resources combine to create a sense of identity and purpose, and is at the heart of addressing the needs and realising the full potential of communities.”

- The people of Uphall feel ownership of and pride in, The Range as their local community run facility.

- For many local families, it is at the heart of helping them and their children, to reach their full potential.
- Over its 25 years The Range has suffered relatively little vandalism (unlike Council facilities), which is a direct result of people's pride in and connection to, the project.

"Places are shaped by the way resources, services and assets are directed and used by the people who live in and invest in them."

- We have always advocated for and delivered, that the people of Uphall deserve the best play, community and support facilities and services available.
- This investment in the town and its people, shows that they are valued and gives them a sense of worth.
- The Range is a focal point in the town for families to gather and enjoy their locality.

"A more joined-up, collaborative, and participative approach to services, land and buildings, across all sectors within a place, enables better outcomes for everyone and increased opportunities for people and communities to shape their own lives."

- The Range and its services, contribute to a wide range of shared improvement outcomes for hundreds of families each year.
- Local people regularly contribute to shaping the direction of this project and what it brings to them, which gives them ownership and connection to it.

This capital grant funded regeneration project also delivers on the principle of a 20 minute neighbourhood. It enables more local living by maintaining a sector-leading play facility in the town, which supports everybody's choices to enhance wellbeing for our people and for the planet.

It reduces inequality by providing access for all on their doorstep, as well as contributing to net zero carbon emission targets by reducing travel.

Finally, The Range impacts directly on local people's health and wellbeing.

Partners involved
(other local organisations you are working with)

We always connect with other local organisations like, the local schools (who refer children to us, as well as directly use the facility themselves), the Strathbrock Families Unit (who refer families to us), as well as Health Visitors and Social Workers (who refer children and families to us).

3. Project Costs

Total Project Cost	£19,299
Amount of Funding being requested from West Lothian Town Centre Capital Fund 2022-23	£4,825

Expenditure Item	Total Cost	WLTCF Cost
Excavate and dispose of exiting slabs	£2,991	Not for specific items but as a contribution to the overall project
Regrade residual sub-base to new levels and compact	£398	
Supply and lay edge kerbing	£3,335	
Reset existing rodding eye covers as required	£102	
Reset existing manhole covers as required	£355	
Reset existing gully covers as required	£102	
Lay Modified Dense Bitumen Macadam surface	£12,016	
	£19,299	£4,825

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 funds	£4,825	
Broxburn Town Centre Fund		£9,649 (TBC at LAC meeting)

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 has been quoted for and will be carried out by DGM Surfacing Ltd of Stirling, who hold all of their industry certifications. The specifications are AC 20 Dense Bit 100/150 to BS EN 13108-1, laid in accordance with BS 594987: 2015, 50mm thick and 6mm Modified Dense Bitumen Macadam Surface Course to BS EN 13108-1 and laid in accordance with BS EN 594987: 2015, 30mm thick.

Project management will be carried out by DGM staff and monitored by our team – the playground will be closed during works, which will only take a few days.

We have full public liability insurance.

The whole point of this project is to increase lifespan and reduce future maintenance and costs.

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

Privacy Notice

West Lothian Town Centre Capital Fund 2022/23

Information held about you

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- Contact details of contact person; name, position in the organisation, address, telephone and e-mail address.
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 - List of committee members/directors list
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- 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.
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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

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Declaration	
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<input checked="" type="checkbox"/>	Application to the West Lothian Town Centre Capital Fund 2022/23 and the monitoring of the grant if awarded.
<input checked="" type="checkbox"/>	To provide you with updates on the progress of your application.
<input checked="" type="checkbox"/>	Contact you to pass on information that may be relevant to you.
<input checked="" type="checkbox"/>	Contact you for feedback on quality of services provided to you.
Name	██████████
Position	CEO
Organisation	Family and Community Development West Lothian
Date	21/04/22

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

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

PLACE BASED INVESTMENT PROGRAMME (PBIP) 2022-23

WEST LoTHIAN – TOWN CENTRE CAPITAL FUND

APPLICATION FORM

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

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

1. Applicant Organisation

Organisation Name	UPHALL COMMUNITY COUNCIL
Contact Person and Position	██████████ SECRETARY
Address	██
Telephone Number	██████████
Email Address	████████████████████
Type of organisation (public sector, private sector, voluntary organisation, charity, SCIO, etc) If charity then please include charity number:	VOLUNTARY ORGANISATION – COMMUNITY COUNCIL
What are the main activities of your organisation? (please answer in no more than 100 words)	UPHALL COMMUNITY COUNCIL IS A STATUTORY BODY SET-UP TO ASCERTAIN, CO-ORDINATE AND REFLECT THE VIEW OF THE COMMUNITY. TO EXPRESS THE VIEWS OF THE COMMUNITY TO THE LOCAL AUTHORITY. TO PROMOTE THE WELL-BEING OF THE COMMUNITY AND TO FOSTER COMMUNITY SPIRIT

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

2. Project Details

Council Ward	BROXBURN, UPHALL AND WINCHBURGH WARD
Project Title	FITNESS FOR ALL
Project Location	GLEBE PARK, UPHALL
Project Start Date	AUGUST 2022 (APPROX)
Project End Date	BY FEBRUARY 2023

Pre-Application Discussion

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

Spoke with Stewart Ness (Town Centre Manager) and Carol Campbell (Open Space Officer) in the process of developing this application. We have also had encouraging feedback from a number of our local councillors at recent meetings.

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 Fitness For All project, at Glebe Park, will add the provision of outdoor fitness equipment for children and adults. Elements of the equipment are wheelchair friendly.

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.

Uphall Community Council conducted an offline and online survey of residents – with the aim of identifying what THEY want in their community. The above project was one of numerous suggestions from residents to improve our local area. Uphall Community Council very much hopes that West Lothian Council will listen to the wishes of our residents and help us deliver this project.

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 Fitness For All project will encourage families to improve health and well-being, introduce the concept of Fit for Life, will bring fun into fitness and tackle the obesity crisis which is so prevalent. With the current cost of living crises, this will allow free access to gym equipment in a nice setting in the heart of our community. This will negate the need to travel elsewhere and help reduce vehicle emissions.

Partners involved
(other local organisations you are working with)

Fitness for All – working with West Lothian Council

3. Project Costs

Total Project Cost	£18633.60
Amount of Funding being requested from West Lothian Town Centre Capital Fund 2022-23	£17214

Expenditure Item	Total Cost	WLTCCF Cost
Quote is attached – provision, delivery and installation of gym equipment	£18633.60	£17214.00

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
BUTCMG	NO	AT FORTHCOMING MEETING

Project Management and Legal Requirements

Does the project comply with relevant statutory legislation?

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

Project Management

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

Maintenance and Insurance

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

Monitoring and Finance

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

The project complies with all relevant statutory legislation.

It will be administered and managed by Uphall Community Council – in terms of planning, purchase and installation.

Insurance – Community Council has insurance provision.

Supporting Documentation Check List	Please Indicate (x)
Constitution or Articles and Memorandum	<input type="checkbox"/> YES
Committee Members or Directors List	<input type="checkbox"/> YES
Bank Statements - Dated within the last 3 months	<input type="checkbox"/> NO <i>TREASURER PASSED AWAY AND CURRENTLY AMENDING BANK ACCOUNT DETAILS</i>
Annual Accounts	<input type="checkbox"/> YES (2021-21)

Privacy Notice

West Lothian Town Centre Capital Fund 2022/23

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<input type="checkbox"/> YES	Contact you to pass on information that may be relevant to you.
<input type="checkbox"/> YES	Contact you for feedback on quality of services provided to you.
Name	██████████
Position	SECRETARY
Organisation	UPHALL COMMUNITY COUNCIL
Date	22 APRIL 2022

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RegenerationTeam@westlothian.gov.uk

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

2. Project Details

Council Ward	BROXBURN, UPHALL AND WINCHBURGH WARD
Project Title	A TALKING WALK OF UPHALL'S HISTORY
Project Location	UPHALL
Project Start Date	AUGUST 2022 (APPROX).
Project End Date	BY FEBRUARY 2023

Pre-Application Discussion

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

Spoke with Stewart Ness (Town Centre Manager) and our local councillors have been briefed on the project at recent Community Council meetings.

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 pilot project called 'A Talking Walk of Uphall's history' will build on the existing provision of the Heritage Art Trail, the Shale Trail and the Public Art Trail with the provision of solar-powered units.

If successful, this project could be extended in the future.

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.

Uphall Community Council conducted an offline and online survey of residents – with the aim of identifying what THEY want in their community. The above project was one of numerous suggestions from residents to improve our local area. Uphall Community Council very much hopes that West Lothian Council will listen to the wishes of our resident and help us deliver them.

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).

A Talking Walk of Uphall's history will build on the existing provision of the Heritage Art Trail, the Shale Trail and the Public Art Trail. It will deliver solar powered posts which, when activated, will play one of up to six recorded history messages for aspects of the environment at each location. A key outcome of this particular project is that whilst encouraging people to walk for fitness, it will also ensure those with sight loss will still be able to participate and learn some of the key aspects of our history, as the units are speaking units. We envisage working with local schools and residents of varying ages including those in care facilities - in planning their content. This will ensure that our young people and new residents have the opportunity to develop their knowledge of the local area.

If this pilot project is successful, further funding for additional units would be sought from BUTCMG.

Partners involved
(other local organisations you are working with)

A Talking Walk of Uphall's history – working with local schools, residents, the Broxburn & Uphall Community Website Trust and BUTCMG.

3. Project Costs

Total Project Cost	£2500.00
Amount of Funding being requested from West Lothian Town Centre Capital Fund 2022-23	£2500.00

Expenditure Item	Total Cost	WLTCF Cost
Solar-powered audio post – purchase, planning and installation	£2500.00	£2500.00

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

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

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

Project Management and Legal Requirements

Does the project comply with relevant statutory legislation?

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The project complies with all relevant statutory legislation.

It will be administered and managed by Uphall Community Council – in terms of planning, purchase and installation.

Insurance – Community Council has insurance provision.

Supporting Documentation Check List	Please Indicate (x)
Constitution or Articles and Memorandum	<input type="checkbox"/> YES
Committee Members or Directors List	<input type="checkbox"/> YES
Bank Statements - Dated within the last 3 months	<input type="checkbox"/> NO <i>TREASURER PASSED AWAY AND CURRENTLY AMENDING BANK ACCOUNT DETAILS</i>
Annual Accounts	<input type="checkbox"/> YES (2021-21)

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Name	██████████
Position	SECRETARY
Organisation	UPHALL COMMUNITY COUNCIL
Date	22 APRIL 2022

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PLACE BASED INVESTMENT PROGRAMME (PBIP) 2022-23

WEST LOTHIAN – TOWN CENTRE CAPITAL FUND

APPLICATION FORM

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

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

1. Applicant Organisation

Organisation Name	Broxburn & Uphall Development Group
Contact Person and Position	[REDACTED] Chair
Address	[REDACTED]
Telephone Number	[REDACTED]
Email Address	[REDACTED]
Type of organisation (public sector, private sector, voluntary organisation, charity, SCIO, etc) If charity then please include charity number:	Voluntary organisation
What are the main activities of your organisation? (please answer in no more than 100 words)	<p>The BUD Group (constituted in 2018), formed to enhance the sustainable development of Broxburn and Uphall by creating the opportunity and viability for community-led initiatives and securing funding to enable that work.</p> <p>BUD Group formed a sub-group in 2019; the Broxburn & Uphall Growers Society, to provide planting schemes for flowers and vegetables, including fruit bushes and fruit trees throughout the towns.</p> <p>The BUD Group additionally assist the Broxburn& Uphall Litter Pickers by administering their Banking through the BUD account.</p>

Do you have an equal opportunities policy or statement? If yes please provide a copy	Yes Agenda Item 4
Does your organisation take account of equality issues around age, disability, gender, race, religion or belief?	Yes

2. Project Details

Council Ward	Broxburn, Uphall and Winchburgh
Project Title	Strathbrock Community Garden (22 -23 project continuance)
Project Location	Westend of public carpark at Strathbrock Partnership Centre, Garden Postcode: EH52 5
Project Start Date	Ongoing
Project End Date	Onwards for future, with this year's completion on or before 31 st March 2023

Pre-Application Discussion

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

Previous TCCF grants have been awarded for the BUD Group planting schemes in 2019- 20 and 2020-21 and while we greatly appreciated the help that this gave our Group to progress hugely with the New Community Garden project, the sums awarded were much less than the detailed costs that we had calculated and requested in those applications. However, as it became apparent, we would not have been able to spend the grants given within the allotted time scale, due to delays that occurred in the planning process. Having received unanimous approval from the WLC Planning Committee in April 2021 and when the Consent came through at the end of June, the fencing in of the site and the landscaping that was needed only commenced in August & September. WLC Officers have continuously given good support, help and advice to deliver the project and work towards the overall aim of a garden for all, that produces supplementary free staple vegetables and fruit within the townships of Broxburn & Uphall.

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 Strathbrock Community Garden Project for 2022 to 2023 is a continuation, (linked), to the work already commenced, and for which perhaps the largest part of the expenditure has already been committed. However, as was stated in the original description of the whole garden project that was submitted in November 2020 to WLC Regeneration Team we now seek additional funding towards the completion of the garden for all our citizenry to enjoy and participate in. So, in this season it is the intention of the BUD Group to seek funding to enable the deliverance of a metered water supply; electricity provision; completion of disabled-access and wheelchair-friendly pathways; purchase of quality assured topsoil, (a requirement in the Planning Consent) as the growing medium for the vegetable planters; a large polytunnel; erection of a bike-rack, to encourage healthier travel to and from the garden – and provision of additional fruit trees and seating. Agenda Item 4

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 Broxburn and Uphall Development Group when submitting to the WLC Regeneration Team, the successful applications for the Planting Schemes in the 2019-20 TCCF and for the Community Garden in the 2020-21 TCCF; have already clearly indicated the surveys; street questionnaires; meetings; and also have numerous Facebook Page and other online source “likes” and email commendations for the project. BUD made those two applications in conjunction with the Broxburn Community Council who continue to be most supportive that the Strathbrock Community Garden is completed; to be a valuable resource for the townsfolk.

As organisers for the project the BUD Group are most grateful for the great support already given not only by its own many Broxburn and Uphall Growers Society, (BUGS), volunteers, but also from the practical and physical assistance given by staff and students from SRUC, Oatridge; scouts, and most recently from the West Lothian Council supported Community Payback Team. Additional involvement is already progressing with help from teaching-staff and the school children from the neighbouring St Nicholas Primary School. The nearby Broxburn United Sports Club have also indicated their wish that children who attend the club could also benefit from the health and enjoyment from learning new gardening skills in supervised sessions at the new garden.

And with continuing praise for the project from our local WLC Councillors and the local MSP, our Group are certain that the Evidence of Need has already been clearly established and appreciated throughout Broxburn & Uphall.

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).

Many positive outcomes are anticipated from the building of sustainable futures for our towns and countryside, cities and the whole environment of our nation. The Agenda Item 4 Strathbrock Community Garden as an outdoor community hub, is designed to fit well with such sustainability and offers to demonstrate this by delivering valuable outcomes such as listed here:

- a) Gardens and gardening are widely acknowledged as being strongly associated with improvements in physical and mental health.
- b) The production of key fresh vegetables and fruit, when food impoverishment is, regrettably, increasing; will be a vital aid to better nutrition.
- c) Education regarding where food comes from and how it is produced will be shown and shared so that gardening techniques and improved horticultural knowledge can be appreciated by generations for the future.
- d) The project will encourage those who are able to take their improved skills and use them for themselves, perhaps being able to cultivate at home to show their own families and friends the economy of growing their own food.
- e) Enjoyment and sense of achievement from folk's personal involvement in vegetable and fruit production and harvest enhances the participants' experiences and feelings of inclusivity.
- f) Using locally grown and sourced food is already seen as having really beneficial outcomes in the need to combat effects of climate change, and though the Garden only has a small impact – this sort of scheme when replicated across the country, can start to make a difference. It offers a vision for the future for a more sustainable existence.

Therefore, the Garden, as a socially integrated scheme, with the potential to benefit all in the Broxburn and Uphall districts, is designed to provide an overall outcome of community responsibility.

<p>Partners involved</p> <p>(other local organisations you are working with)</p>	<p>West Lothian Criminal Justice System Community Payback Team</p> <p>The Brock (Garden, Wood & Craft Centre)</p> <p>Broxburn Community Council</p> <p>Scottish Rural University Campus, Oatridge</p> <p>6th West Lothian Scout Group</p> <p>Broxburn United Sports Club</p> <p>West Lothian Army Cadets</p> <p>Broxburn & Uphall Growers Society</p>
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3. Project Costs

<p>Total Project Cost</p>	<p>£37,214.31</p>
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<p>Amount of Funding being requested from West Lothian Town Centre Capital Fund 2022-23 [We are applying for a grant from both the money allocated for Broxburn and the allocation for Uphall - as the Strathbrock Community Garden is a project that is beneficial to both townships and is being run by the Broxburn & Uphall Development Group. The allocations of the TCCF total £44,098 and are split 61% to Broxburn and 39% to Uphall</p>	<p>£33,690.31</p> <p style="text-align: right;">Agenda Item 4</p> <p>(request from TCCF for Broxburn = <u>£20,551.09</u>)</p> <p>(request from TCCF for Uphall = <u>£13,139.22</u>)</p>
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Expenditure Item	Total Cost	WL TCCF Cost
270 sq m ² Paving Slabs (estimate Thistle Building Supplies) - required for disabled access paths	£3,200	£3,200
Gravel basal layer below slab paths requires: 40 x 800 litre bags of Type 1 gravel (est. TBS) 20 x 800 litre bags of whin dust (est. TBS)	£1,500 £800	£2,300 <i>Other funding sought but not awarded</i>)
Polytunnel 3.3 metre wide x 10 metre long	£2,500	£2,500 <i>Other Funding sought but not awarded</i>
Top-soil (Quality assured from Rolawn) 40 x 750 litre bags @ £120.96 delivered (25 bags in March 2022 already purchased and delivered)	£4,838.40 £3,024 already spent	£1,814.40 £3,024 already spent from existing funds
Water Supply (application to Scottish Water through Business Stream already underway but costs only given as estimate)	£5,000	£5,000
Electricity Supply (quotation estimate from SP Energy for creation of single connection including digging 20 metre connection line)	£4,683.11	£4,683.11
Cycle Bike Shelter (10 bikes stored) from Tamstar73	£399	£399
External Seating; 4 x Birdsall Steel Bench @ £293.51 each delivered	£1,174.04	£1,174.04

16 wooden planters to be built by The Brock, (3 sleepers high) 2.4m x 1.2m @ £640 each	£10,240	£10,240
Internal Seating for Gazebo (Eco-Rest Bench from Glasdon), 8 No. @ £297.47 each	£2,379.76	£2,379.76
Fruit trees and fruit bushes and plants	£500	<i>(other funding)</i>

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.) Agenda Item 4

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
Royal Horticultural Society Wellbeing Grant (an application has just been submitted for £9,838, but we now have been told our application was not successful)	no fund awarded	Declined Early April 2022
Broxburn Community Council – grant for plants - £500	Approved but not yet received	Early May 2022

Project Management and Legal Requirements

Does the project comply with relevant statutory legislation? YES

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? YES

Monitoring and Finance

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

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"/>

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

Position	Chair Agenda Item 4
Organisation	Broxburn and Uphall Development Group
Date	22nd April 2022

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	Middleton Hall Bowling Club
Contact Person and Position	[REDACTED] Treasurer
Address	[REDACTED]
Telephone Number	[REDACTED]
Email Address	[REDACTED]
Type of organisation (public sector, private sector, voluntary organisation, charity, SCIO, etc) If charity then please include charity number:	Public sector
What are the main activities of your organisation? (please answer in no more than 100 words)	Lawn bowling and social club. The club provides training for junior bowlers and has facilities for disabled bowlers. In the winter months carpet bowling is available. The club also provides facilities for community groups. It hosts weddings and wedding receptions, parties and funeral teas. It is frequently used for charity nights.

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

2. Project Details

Council Ward	Broxburn Uphall Winchburgh Dechmont
Project Title	Extension to farmac of existing carpark and the provision of a cycle rack
Project Location	Middleton Hall Bowling Club
Project Start Date	July /August 2022
Project End Date	December 2022

Pre-Application Discussion

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

I DISCUSSED THE PROJECT WITH STUART NESS TO EVALUATE HOW IT FITS IN WITH THE WIDER DEVELOPMENT PLAN

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.

Previous funding was allocated from the 2020/21 budget which allowed the car park at Middleton Hall Bowling Club to be partially tarred. We are making this bid to allow this work to be extended to cover a greater area.

This would make parking and walking easier for all users. As we cater for disabled bowlers we want to ensure that they have safe access from all areas of the car park if our disabled spaces are full.

When we hold competitions visiting teams arrive in coaches, mini buses or car share and we are keen to promote facilities in West Lothian by having premises which are well cared for and have good parking facilities. At present the area which has still to be tarred is letting us down and we are keen to try to rectify this.

The bottle banks are also situated in the car park and these are well used by local residents, so not only would any improvement help the Bowling Club it will also help local residents.

As the Bowling Club is on the Shale Trail the committee and club members are keen to have their facilities as a stop off point for refreshments available to those using the trail. Being able to extend the tarred area would make it easier for walkers of all age groups to approach the club from any direction.

The provision of cycle racks would encourage not only members but those perhaps who are cycling along the Shale Trail to stop.

20 MIN NEIGHBOURHOOD BIKE RACK TO ENCOURAGE PEOPLE TO CYCLE TO VENUE

WE ALREADY GOT FUNDING FOR PARTIAL FUNDING.
AND WE DELIVERED THE PROJECT ON TIME AND WAS DELIVERED. OR BEFORE THE DUE DATE.

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.

Members and visitors have voiced their concerns about the state of the exit from the car park (the area we are hoping to address if we are successful in getting funding).
The minibus which transports disabled people (many in wheelchairs) also raised concerns about exiting the car park.

THE BOWLING CLUB IS USED FOR PEOPLE ALL OVER AROUND
RUN HOME AND AWAY GAMES SO BATHGATE RATHIO
NEWBRIDGE KIRKLISTON GLASGOW AND EDINBURGH.

BOTTLE BANKS IN CARPARK SO TO TARMAC SOME
MORE OF THE CAR PARK WILL ENCOURAGE MORE
PEOPLE TO RECYCLE

Project Outcomes

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

It will benefit the disabled and elderly within the community by making access and egress smoother.

Easier access would encourage the elderly to socialise and interact with others more by taking advantage of the activities within the club.

Installing a cycle rack would also encourage the more able bodied to cycle to the club thereby improving their fitness.

Encouraging people to come to the club and take part in bowling and other activities will improve their fitness, mental health and wellbeing.

**Partners involved
(other local
organisations you are
working with)**

Middleton Hall Nursing Home

3. Project Costs

Total Project Cost	£17,200
Amount of Funding being requested from West Lothian Town Centre Capital Fund 2022-23	£17,200 BROXBURN - £7,200 VPHALL - £5,00 WHITCHBULGH - £5,00

Expenditure Item	Total Cost	WLTCCF Cost
VERBAL ESTIMATION FOR TARMAK	£17,000.	
(AWAITING WRITTEN CONFIRMATION OF ESTIMATE)		
PURCHASE + INSTALLATION OF CYCLERACK	£200	

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

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

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

Project Management and Legal Requirements

Does the project comply with relevant statutory legislation?

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

Project Management

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

Maintenance and Insurance

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

Monitoring and Finance

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

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"/>

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:



Application to the West Lothian Town Centre Capital Fund 2022/23 and the monitoring of the grant if awarded.



To provide you with updates on the progress of your application.



Contact you to pass on information that may be relevant to you.



Contact you for feedback on quality of services provided to you.

Name

Position

Organisation

Date

[REDACTED]

PRESIDENT

MIDDLETONHALL BOWLING CLUB.

21.04.22

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

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

PLACE BASED INVESTMENT PROGRAMME (PBIP) 2022-23

WEST LoTHIAN – TOWN CENTRE CAPITAL FUND

APPLICATION FORM

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

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

1. Applicant Organisation

Organisation Name	Winchburgh Community Development Trust
Contact Person and Position	██████████ Development and Engagement Officer
Address	██
Telephone Number	██████████
Email Address	██
Type of organisation (public sector, private sector, voluntary organisation, charity, SCIO, etc) If charity then please include charity number:	Charity – SC048619
What are the main activities of your organisation? (please answer in no more than 100 words)	<p>The Trust is a community led group, run by local people, to identify and deliver improvements to the community to make it an even better place to live.</p> <p>We aim to bring together all the opportunities and potential from the new development with the real strengths of the existing community.</p> <p>We will initiate and manage projects identified by the Winchburgh community</p> <p>Our vision is -</p> <p>“To take the old shale village of Winchburgh into the future through community engagement, keeping its spirit and history alive, creating</p>

	sustainable growth and enterprise - a village with heart that offers opportunities for residents and a welcoming destination for visitors”.
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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	Broxburn, Uphall and Winchburgh
Project Title	E-Bike Project
Project Location	Winchburgh
Project Start Date	June 2022
Project End Date	March 2023

Pre-Application Discussion
Have you made any pre-application enquiries or discussed your proposal with Council officers? We strongly encourage you to liaise with relevant officer(s) as outlined in the accompanying guidance. What was the basis and outcome of any discussion?
We have engaged with Dougie Grierson through email. Dougie was positive about our project. We have also spoke with Stewart Ness who was very complimentary about the project and suggested it fitted in well with the grants objectives.

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.
Pre-covid Winchburgh Community Development Trust conducted a Community Consultation, with the view of its residents having an influence on the opportunities and services required during a changing and challenging time while Winchburgh develops from a small village to become a town.

The result of the consultation included activity for local residents, and latterly the desire to reduce carbon footprint with heavy focus being on Winchburgh becoming a 20-minute neighbourhood.

With this in mind, Winchburgh CDT, along with local residents, and consultation with local Councillors, developed plans to introduce a Free E-Bike Rental Service. This would be a brand new service on offer to the local residents.

The aim of this project is to offer free, long-term (up to 1 month) E-Bike trials to local people. We would like to encourage people to take active travel as a main mode of transport, within our 20-minute Neighbourhood.

By providing E-Bikes, we would be encouraging more residents to use the canal banks and local roads. We would hope to promote health and wellbeing benefits through leisure rides and also show how Cycling can be a 'greener' option.

This project will make cycling accessible to all and show everyone that cycling is an option for everyday travel. We want cycling to be seen as a sociable activity and to help locals build skills and confidence in cycling. The project also aims to encourage older people into cycling.

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 Community Consultation was completed in 2017, involving groups, individuals and businesses using questionnaires, online surveys and face to face meetings. Approximately 22% of households responded. A report, the Community Study, was published, detailing the six key priorities identified by the village:

1. Employment
2. Activities
3. Bringing people together – pride in the village
4. Look and feel of public spaces
5. Community facilities
6. History and heritage information

Consultants were then commissioned to produce the Local Framework and Action Plan (LFAP) based on the Community Study data. A draft version went to village consultation by social media, websites and open sessions. All households were leafleted.

As a result of Covid, progressing these priorities were delayed, however in recent months we have appointed a Development and Engagement Officer who has created a work plan based on the priorities, and will help bring our objectives a reality.

In a short space of time, and due to the changing world, we live in, it became apparent through less formal consultation with the community that Climate Change is a huge concern and something that Winchburgh would like to play a part in. For this reason, we have added 'Sustainability' to this list of priorities.

Our E-Bike Project will fulfil two of our community priorities.

These include –

Activities – giving our residents a new opportunity which can benefit their fitness level, encourage them to get out in the fresh air, and improve mental and physical health.

Sustainability – Winchburgh is a 20-minute neighbourhood. This is where residents have easy, convenient access to many of the places and services they use on a daily basis, including shops, restaurants, schools and parks, without relying heavily on a car. All these services are within an easy walk or cycle, taking a maximum of 20 minutes.

As Winchburgh is proud to be this type of neighbourhood, we would like to encourage people of all ages to reduce the need for a car and walk or cycle for their daily needs.

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).

Our Trusts objectives and our project very much supports the Town Centre funding outcomes, including:

- Benefiting disadvantaged communities
- Supporting 20-minute neighbourhood
- Contribution to wider net zero emissions targets

Our project will:

- Give residents the opportunity to be able to cycle locally, including the canal paths, that may not have had that opportunity in the past.
- The free trial will hopefully encourage more people to buy bikes. We hope to provide support for those who may require it.
- Less people will rely on cars to move around our neighbourhood as they will make positive sustainable choices, with a knock-on effect of reducing carbon emissions and Winchburgh becoming a 'greener area'.
- Become the start of something more formal for Cycling in Winchburgh which will bring people together for a social occasion.

Partners involved (other local organisations you are working with)	WCDT work closely with Winchburgh Community Council, Winchburgh Developments and Winchburgh Community Growing Group.
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3. Project Costs

Total Project Cost	£5806
Amount of Funding being requested from West Lothian Town Centre Capital Fund 2022-23	£5806

Expenditure Item	Total Cost	WLTCF Cost
2 x Step Through E-Bikes	£1998	£1998
2 x Step Over E-Bikes	£1998	£1998
Bike Co-ordinator (2 hours per week @ £15/h)	£1560	£1560
Marketing Material	£250	£250

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

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

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

Project Management and Legal Requirements

Does the project comply with relevant statutory legislation?

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

Project Management

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

Maintenance and Insurance

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

Monitoring and Finance

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

- The project complies with statutory legislation
- The project will be managed by a co-ordinator who will work for 2 hours per week on the project. The co-ordinator will be responsible for the upkeep of the bikes, including cleaning and maintenance, create and update a booking system, advertise the project and will work on cycle routes maps and instructions for use.
- Insurance has been taken into consideration
- The Development Officer will oversee finance and monitoring for the project.

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

Privacy Notice

West Lothian Town Centre Capital Fund 2022/23

Information held about you

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

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

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

Who is processing my data?

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

How will we use information we hold about you?

Your data will be used to:

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

Who will we share your information with?

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

How long do we keep your records?

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

Your rights

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

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

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

Further information

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

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

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

Who is responsible for my information?

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

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

Declaration	
<p>We wish to apply to the West Lothian Town Centre Capital Fund 2022/23. The above is an accurate outline of the proposed project. We have read and understood the guidance notes for applicants and agree to the conditions therein. We understand that the grant may be modified or withdrawn, if all the conditions are not adhered to. We are willing to co-operate in the monitoring of the grant scheme and to meet with their representatives if required to do so. We will acknowledge the support of the Fund in any related PR activities.</p> <p>I consent to West Lothian Council processing my personal data for the purposes of:</p>	
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<input checked="" type="checkbox"/>	To provide you with updates on the progress of your application.
<input checked="" type="checkbox"/>	Contact you to pass on information that may be relevant to you.
<input checked="" type="checkbox"/>	Contact you for feedback on quality of services provided to you.
Name	<div style="background-color: black; width: 100px; height: 1.2em;"></div>
Position	Development and Engagement Officer
Organisation	Winchburgh Community Development Trust
Date	21/04/2022

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

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

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

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

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

1. Applicant Organisation

Organisation Name	Winchburgh Community Cinema, known as the Wee Cinema at Winchburgh
Contact Person and Position	[REDACTED] Secretary, Organising Committee
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 community organisation
What are the main activities of your organisation? (please answer in no more than 100 words)	Screen films and run other film or heritage related events for the community as a pop-up cinema. Matinee films for children and evening films for families or adults (depending on the film certificate)

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	Broxburn, Uphall and Winchburgh
Project Title	Wee Cinema Equipment
Project Location	St Philomena's Church Hall
Project Start Date	May 2022
Project End Date	July 2022

Pre-Application Discussion

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

Yes. Discussed with Dougie Grierson by phone, 4th April 2022

Project Description

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

The project for which the grant is sought would allow the continuation of an existing pop-up cinema. The screenings are held in St Philomena's Church Hall which can have total blackout. It was assessed as a good venue by Cinemor77. They supplied the equipment for, and ran, the first screening.

The support we have received has come from Regional Screen Scotland, Cinema For All, Cinemor77 and Generation Arts at Livingston. The financial support ends completely after the next screenings on 23rd April.

The equipment is quite complex and we have had the appropriate training for its use. It needs to be robust enough to be used in the pop-up context and of a quality that gives an excellent experience for the audience. It is likely that we may want to run outside events and the equipment should be suitable for that.

The equipment would be similar to the hired equipment that we are familiar with. The set-up allows a film on DVD to be played on a Blu-Ray player. The signal goes to a powerful projector and onto the screen as well as to a surround sound audio system.

The equipment would also potentially be used by other community groups ie the Heritage group to show shale related programmes and videos. We would run these for them to protect the equipment.

It is also possible that cinema groups in other local communities would want to hire our services to run screenings. This would provide a useful income stream.

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.

Six key priorities were identified in the 2017 Community Study and they formed the basis of the village Local Place Framework and Action Plan 2020:

- Employment
- Additional activities
- Bringing people together
- Look and feel of public spaces
- Community spaces and facilities
- History and heritage information

The Community Cinema project supports the 4 themes in green above.

Post screen survey quotes after the first screening:

"Lovely to have this on our doorstep."

"I loved the popcorn stand and the vendor dressed for the part. It added to the excitement of having a film show in our community and taking us back to a different era."

The cinema Facebook page is full of very supportive comments. Two examples below:

"What a wonderful evening. Can't wait to see the next event. Thank you so much for all your efforts to bring cinema to Winchburgh. The popcorn was amazing too"

"Bit starstruck by Owen Teale's personal message to Winchburgh". Owen Teale played a leading role in the film but is better known in Game of Thrones.

The main evidence of need is that the funding from Regional Screen Scotland and Cinema For All will finish with the April screenings. The funding paid for equipment hire, technical support and film licences for the first year.

The equipment hire is relatively cheap, but comes from West Kilbride, a journey of 75 miles ie 300 miles for collection and return. This is not sustainable. We could hire from Edinburgh sources but the costs would be prohibitive.

"Here at cinema development agency Regional Screen Scotland, we have been working with the Wee Cinema team at Winchburgh since March 2021 to help plan and contribute funding towards their initial community cinema screenings in St Philomena's Hall. This funding has come from our A Cinema Near You programme set up in 2019 to address gaps in cinema provision, and we have been pleased to support this group of volunteers who are bringing the communal cinema experience to the village of Winchburgh. It has been great to see the energy, enthusiasm and care the team have put into



the detail of planning, budgeting, programming, promoting and delivering the screenings that have happened so far. We cannot support capital funding requests, however there are numerous examples of other community cinemas in similarly sized villages across Scotland where purchasing and maintaining their own projection and sound equipment has brought the opportunity to build a sustainable financial model affording a high quality cultural experience that brings people across the community together. This particular application also has the potential for the team to build partnerships and share resources with other community cinema groups across the local authority area who are also part of the growing West Lothian screen network coordinated by Generation Arts. So we wish the Wee Cinema team every success in their application to the Town Centre Fund."

- Shona Thomson, Partnerships Coordinator, Regional Screen Scotland,
<https://www.regionalscreenscotland.org/>

"The Wee Cinema team have worked doggedly and resourcefully in this first year to create a local cinema for the village. They have coordinated a dedicated volunteer workforce, and have built an audience. Capital investment to purchase their own equipment would cement their future and make the enterprise financially sustainable, and they have shown they can make judicious use of resources so far."

Kate O'Hara, Generation Arts, local Network Coordinator for Regional Screen Scotland's 'A Cinema Near You' programme.

Our cost projections show the Wee Cinema can only be financially sustainable if it has its own equipment.

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).

- *project will benefit disadvantaged communities, as well as economic, social and physical regeneration outcomes.*

Winchburgh has relatively few pockets of deprivation identified in the SMID data sets however the cost of living is rising exponentially for everyone. For people who cannot afford or do without cars, the cinema allows them to see films. Public transport to commercial cinemas is very challenging and expensive.

The cinema will support social regeneration in the old village area. This will become more important when additional facilities open in the new schools.

- *project is of strategic value and supports delivery against the principles of the wider Place Based Investment Programme.*

The main objectives of the PBIP include:

to link and align place-based initiatives and establish a coherent local framework to implement the Place Principle;

The pop-up cinema is aligned with the Winchburgh Local Place Framework.

to support place policy ambitions such as town centre revitalisation, community led regeneration, 20-minute neighbourhoods and Community Wealth Building;

The cinema will help re-vitalise the old part of Winchburgh and we want to use it as a means of bringing old and new residents together.
The cinema is a totally community led initiative and lies within a 20 minute walk radius.

to ensure that all place-based investments are shaped by the needs and aspirations of local communities;

The Local Place Framework Plan was based on a very comprehensive Community Study undertaken by the community precisely to identify the needs and aspirations of the residents.

to accelerate ambitions for net zero, wellbeing and inclusive economic development, tackling inequality and disadvantage, community involvement and ownership.

These issues are covered above and below.

- *project will contribute to wider net zero emissions targets.*

The cinema will be situated no further than a 20 minute walk from the new housing developments. That means families can walk to the cinema. Additionally it will cut down the number of car journeys from the village to commercial cinemas in Edinburgh or Livingston. The carbon footprint of going to the cinema will be greatly reduced – even to zero if families choose to walk.

- *Any other potential wider local impact not noted elsewhere in the application*

Like other village led initiatives taking place, the success of the cinema will encourage other groups to set up and run activities.

The cinema gives the village an activity that families can look forward to with anticipation and will increase the sense of social cohesion and integration.



Partners involved (other local organisations you are working with)	Winchburgh Community Development Trust Regional Screen Scotland Generation Arts (Livingston) Cinema for All
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3. Project Costs

Total Project Cost	4,968
Amount of Funding being requested from West Lothian Town Centre Capital Fund 2022-23	4,968

Expenditure Item	Total Cost	WLTCF Cost
screen	966	966
Blu ray player	180	180
sound system	1481	1481
projector	2120	2120
stands (speakers and projector)	142	142
extension drum 25m	29	29
insurance	50	50
All costs include VAT and delivery where necessary		

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

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

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

Project Management and Legal Requirements

Does the project comply with relevant statutory legislation?

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

Project Management

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

Maintenance and Insurance

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

Monitoring and Finance

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

The project complies with the relevant statutory legislation:

- Film licence from the distributor – major cost of about £150 for each screening
- PRS licence for the venue
- Cinema Licence from Scottish Government – exemption approved as we are not for profit organisation
- Public Liability Insurance – we are covered by the Winchburgh Community Development Trust policy
- The venue is fully compliant with fire safety regulations and has accessible routes.
- Risk assessment is completed for each screening as well as a compliance check with current Covid legislation.

The equipment will need to be maintained. It will be robust and will only be used by those with training. The most vulnerable part of equipment is the projector – it must not be moved when hot. If a major item breaks down and needs to be replaced, we would seek funding from one of the developers' community funds.

The equipment will be insured against theft and accidental damage. The cost plan has a notional figure. We have not yet sought quotes but would probably use the same broker as the Trust.

The equipment will be stored in secure premises, possibly the lined and dry Trust container but more likely elsewhere.

The Development Trust's Public Liability Insurance covers the Wee Cinema. This has been confirmed by the brokers.

Purchasing the equipment is straightforward. The sound system is complex and we would purchase all the audio equipment from one source to ensure that it is all compatible.

The equipment is based on suggested lists for us from Cinema For All and Cinemor77. It is very likely that prices will change before any grant is processed and we would seek quotes for the audio system and the projector.

All receipts and bank statements will be available for viewing.

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

Privacy Notice

West Lothian Town Centre Capital Fund 2022/23

Information held about you

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

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

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

Who is processing my data?

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

How will we use information we hold about you?

Your data will be used to:

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

Who will we share your information with?

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

How long do we keep your records?

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

Your rights

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

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

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

Further information

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

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

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

Who is responsible for my information?

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

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Name	██████████
Position	Secretary, Organising Committee
Organisation	Winchburgh Community Cinema
Date	5/4/2022

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