



COUNCIL EXECUTIVE

LINLITHGOW & LINLITHGOW BRIDGE TOWN MANAGEMENT GROUP

REPORT BY HEAD OF AREA SERVICES

A. PURPOSE OF REPORT

To inform the Council Executive of the proposed establishment of a constituted Linlithgow and Linlithgow Bridge Town Management Group and to seek agreement with the decision taken at the Linlithgow Local Area Committee on 8 June that Council town centre monies allocated to Linlithgow for the period 2010/11 (balance only, see para 7), 2011/12 and 2012/13 be release directly to the Group based on the criteria detailed within this report.

B. RECOMMENDATION

That the Council Executive agrees the proposals as set out in the paper.

C. SUMMARY OF IMPLICATIONS

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| I Council Values | Working in Partnership

Making the best use of resources

Focusing on our customers' needs |
| II Policy and Legal (including Strategic Environmental Assessment, Equality Issues, Health or Risk Assessment) | Existing Council financial resources as detailed in the report will be passed to an outside organisation through a Service Level Agreement. |
| III Resources - (Financial, Staffing and Property) | Staffing resources are required which will be found within existing resources. |
| IV Consultations | Linlithgow LAC (8 June 2010)

LLBTMG is a partner based organisation representing a number of local organisations in Linlithgow local consultation will be part of the |

process as project ideas are identified.

Council Legal and Financial Service

D. TERMS OF REPORT

- 1** The Linlithgow and Linlithgow Bridge Town Management Group recently finalised a constitution that would enable it to formalise its existing informal structure.

The constitution will establish a voluntary organisation with aims and powers that will allow it to undertake a number of activities and directly manage finances relating to its aims and powers.

A copy of the proposed constitution is attached as appendix 1.

- 2** West Lothian Council allocates monies through its town centre management budget to each of the traditional town centres each year.

At present the Capital Expenditure Programme allocations for Linlithgow are:

- £38,928 for financial year 2010/11;
- £39,957 for 2011/12; and
- £40,986 for 2012/13

This is managed directly by the council and is covered by the guidance on the Capital Expenditure Programme for Town Centre improvements (see appendix 2)

- 3** The details are set out in appendix 2 but it is worth highlighting the eligible categories listed in the guidance:

- Townscape/Civic Space/Public Realm enhancements
- Street furniture and lighting
- Landscape improvements
- Litter management and recycling (in addition to baseline services)
- Crime prevention measures e.g. CCTV
- Improved public transport facilities
- Signage and information
- Promotion and marketing
- Car parking improvements and management
- Feasibility studies/monitoring & evaluation
- Sustainable transport
- Shop front Improvements
- Security measures
- Employment & training opportunities

- 4** With the establishment of a constituted town centre group there is an opportunity to make this money directly available to the group to manage locally as a pilot project and this paper sets out the criteria for doing so.

It is anticipated that the group will formally adopt the constitution following the Council Executive meeting on 15 June 2010.

- 5 If acceptable a Service Level Agreement will be drawn up to cover a 3 year pilot that will detail the council's requirements in terms of reporting, outcomes and link to council policy. This will mirror closely the existing criteria for Town Centre spend, as detailed in paragraph 3 and appendix 2.
- 6 The expectation would be that monies would be drawn down annually on the basis of an annual report to the Executive on how the money has been spent as part of the Council's commitment to following the public pound.

However, a case may be made to the Executive for the early draw down for funds within the overall budget in particular circumstances where this may be advantageous.
- 7 It should be noted that in reference to the allocation for 2010/11 that it is anticipated that the majority of the £38,928 will be required for the completion of the Peel Bridge project. However, as this work is currently at the design stage the exact amount will not be known until the work is agreed and fully costed over the summer. Any remaining balance would be released to the Group as detailed above.
- 8 A Council Link Officer will be identified, similar to existing practice for all Council funded voluntary sector organisations.
- 9 The approach set out in this paper was presented to and agreed by the Linlithgow Local Area Committee on 8 June 2010 with a recommendation that this be put to the Council Executive for final endorsement.

E. CONCLUSION

The Council Executive is asked to support the approach as set out in this paper and endorsed by the Linlithgow Local Area Committee on 8 June 2010.

F. BACKGROUND REFERENCES

See attachments.

Appendices/Attachments: Finalised LLBTMG constitution attached as appendix 1
Capital Expenditure Programme for Town Centre Improvements attached as appendix 2

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Date: 8 June 2010