



Council Executive

West Lothian Civic Centre
Howden South Road
LIVINGSTON
EH54 6FF

10 December 2020

A meeting of the **Council Executive** of West Lothian Council will be held within the **MS Teams Virtual Meeting Room** on **Tuesday 15 December 2020** at **10:00am**.

For Chief Executive

BUSINESS

Public Session

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

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

4. Confirm Draft Minute of Meeting of Council Executive held on Tuesday 17 November 2020 (herewith)
5. Correspondence

Public Items for Decision

6. Petition - Remove 20mph Speed Limits from Main Roads across West Lothian (full details of the petition can be obtained by contacting Committee Services) (herewith)

7. Covid-19: Delay of Integration Scheme Review - Report by Depute Chief Executive (Health & Social Care Partnership (herewith)
8. Consultation on the Fair Rents (Scotland) Bill - Report by Head of Housing, Customer and Building Services (herewith).
9. Travelling Funfairs (Licensing) (Scotland) Bill - Call for Views - Report by Head of Corporate Services (herewith)
10. Procurement Approval - Report by Head of Corporate Services (herewith)
11. Consultation - Renewing Scotlands Full Potential in a Digital World - Report by Depute Chief Executive (herewith)
12. Endo Warriors West Lothian - Report by Head of Education(Learning, Policy and Resources) (herewith)
13. Open Space Plan 2020 - 2024 - Report by Head of Operational Services (herewith)
14. Consultation on the M8 and M9 Trunk Roads (Newbridge to Hermiston Gait) (Actively Managed Hard Shoulder Speed Limit) Regulations - Report by Head of Operational Services (herewith)
15. West Lothian Local Development Plan (LDP): Action Programme (First Review) 2020 - Report by Head of Planning, Economic Development and Regeneration (herewith)
16. Town Centre Fund - Capital Grants - Report by Head of Planning, Economic Development and Regeneration (herewith)
17. Proposed Amendments to the Scheme of Delegation and Other Planning Procedures - Report by Head of Planning, Economic Development and Regeneration (herewith)
18. UK - EU Exit Update - Report by Head of Planning, Economic Development and Regeneration (herewith)
19. Update on UK Spending Review and Scottish Government and Council Covid-19 Funding - Report by Head of Finance and Property Services (herewith)
20. 0.326 Hectares (0.806 acres) at Burnhouse Industrial Estate, Whitburn - Proposed Sale to Ground Equipment Hire Limited - Report by Head of Finance and Property Services (herewith)
21. West Lothian Local Child Poverty Action Report 2019/20 - Report by Head of Finance and Property Services (herewith)
22. West Lothian Community Choices - Update on Delivery - Report by Head of Finance and Property Services (herewith)

Public Items for Information

- 23. Support for those Affected by Redundancy - Report by Head of Planning, Economic Development and Regeneration (herewith)
- 24. Covid-19 Response to Economic Impact - Report by Head of Planning, Economic Development and Regeneration (herewith)
- 25. Councillors' Local Disbursement Fund - Report by Head of Corporate Services (herewith)
- 26. Covid-19 Level 4 Restrictions: Use of Emergency Decision-Making Powers - Report by Chief Executive (herewith)
- 27. Note the action taken in terms of Standing Order 31 (Urgent Business) - Tenanted Non-Residential Property Portfolio - Support For Business Tenants Impacted By The Covid-19 Pandemic (Level 4 Restrictions) - Report by Head of Finance and Property Services (herewith)

NOTE **For further information please contact Eileen Rollo on 01506 281621 or email eileen.rollo@westlothian.gov.uk**

MINUTE of MEETING of the COUNCIL EXECUTIVE held within WEBEX VIRTUAL MEETING ROOM, on 17 NOVEMBER 2020.

Present – Councillors Lawrence Fitzpatrick (Chair), Kirsteen Sullivan, Frank Anderson, Willie Boyle (substituting for Janet Campbell), Harry Cartmill, Tom Conn, David Dodds, Peter Heggie, Chris Horne, Charles Kennedy, Andrew McGuire (substituting for Cathy Muldoon) and George Paul

Apologies – Councillors Janet Campbell, Cathy Muldoon and Damian Timson

1. OPENING REMARKS

The Council Executive observed a minute's silence in respect of the recent passing of former councillor Alex Davidson.

2. DECLARATIONS OF INTEREST

Agenda Item 12 (Petition – Speed Measures in Falside, Bathgate) - Councillor Harry Cartmill declared an interest in that he fully supported the contents of the petition so would not take part in the item of business;

Agenda Items 27 (General Fund Revenue) and 34 (WL Leisure Financial Statement) - Councillor Chris Horne declared an interest in that he was a council appointed member to the Board of West Lothian Leisure for which a special dispensation from the Standards Commission applied so would participate in the items of business;

Agenda Items 27 (General Fund Revenue) and 34 (WL Leisure Financial Statement) - Councillor Tom Conn declared an interest in that he was a council appointed member to the Board of West Lothian Leisure for which a special dispensation from the Standards Commission applied so would participate in the items of business;

Agenda Items 16 (Affordable Housing Delivery Update) and 17 (Deans South Update) - Councillor Andrew McGuire declared an interest in that he was employed by Canmore Housing Association so would not part in these two items of business; and

Agenda Item 27 (General Fund Revenue Budget) - Councillor David Dodds declared that his son was an employee of West Lothian Leisure but would participate in the item of business.

3. ORDER OF BUSINESS

The Chair ruled in terms of Standing Order 11 that there was an additional item of business which he considered to be urgent as it concerned the appointment of an elected member to the Scottish Joint Council for Local Government Employees and who were due to meet on 20 November 2020. Therefore, the matter would be determined after agenda item 27.

The Chair also ruled that agenda items 12, 16 and 17 would follow was what now agenda item 28 (Cosla SJC Appointment) to facilitate those members who had made declarations of interest in these items of business and had to leave the meeting.

Members indicated that they wished to ask questions on some of the items that were on the agenda for information only; these being agenda items 30, 32, 33 and 34.

4. MINUTES

1. The Council Executive approved the minute of its meeting held on 6 October 2020.
2. The Council Executive approved the minute of its special meeting held on 22 October 2020.

Both minutes were thereafter signed by the Chair.

5. CORRESPONDENCE

The Council Executive noted correspondence arising from previous decisions.

6. FREE SCHOOL MEAL PROVISION - SCHOOL HOLIDAYS (2020/21 ACADEMIC YEAR)

The Chair ruled in terms of Standing Order 28 (changing a decision within 6 months) that he considered there had been material change in circumstances with regards to the following item of business since it has last be determined by the Council Executive on 6 October 2020 and that the matter required to be addressed in relation to Christmas 2020 and Easter 2021 school holidays due to the ongoing Covid-19 crises.

The Council Executive considered a report (copies of which had been circulated) by the Depute Chief Executive seeking approval for a revision to the service delivery plan for the provision of free school meals to children eligible during the remaining school holidays period covering the 2020/21 academic year.

Council Executive was asked to note and approve the following direct payment to families of P4 – S6 children and young people eligible for free school meals; and P1-P3 pupils in receipt of school clothing grant.

1. A payment of £15 per week per eligible child (a total of £30 per eligible child) during the Christmas Holiday 2020-21;
2. A payment o £10 per eligible child during the February Half Term Holiday 2021; and

3. A payment of £15 per week per eligible child (a total of £30 per eligible child) during the Easter Holiday 2021.

Motion

To approve the terms of the report.

- Moved by the Chair and seconded by Councillor Kirsteen Sullivan

Amendment

A payment per week for all children entitled to free school meals during the remaining school holidays including Easter 2021 which fully uses the anticipated money from the Scottish Government for free school meals.

- Moved by Councillor Frank Anderson and seconded by Councillor Willie Boyle

A roll call vote was taken. The result was as follows: -

Motion

Harry Cartmill
Tom Conn
David Dodds
Lawrence Fitzpatrick
Peter Heggie
Chris Horne
Charles Kennedy
Andrew McGuire
George Paul
Kirsteen Sullivan

Amendment

Frank Anderson
Willie Boyle

Decision

Following a vote, the motion was successful by 10 votes to 2, with 1 member absent and it was agreed accordingly.

7. COMMUNITY COUNCIL SPECIAL PROJECT GRANTS

The Council Executive considered a report (copies of which had been circulated) by the Head of Corporate Services inviting the Council Executive to consider an application for a special project grant which had been received from Seafeld Community Council.

It was recommended that the Council Executive determines the valid application from Seafeld Community Council as detailed in the appendix attached to the report.

Decision

To approve the special project grant application received from Seafeld Community Council

8. ACCESSIBILITY IMPROVEMENT SCHEMES TO THE ROAD AND FOOTWAY NETWORK 2020/21 AND 2021/22

The Council Executive considered a report (copies of which had been circulated) by the Head of Operational Services seeking approval for the programme of works for accessibility improvement schemes (2020/21 and 2021/22).

It was recommended that the Council Executive notes the contents of the report and approves the programme of accessibility improvement schemes identified in the Appendix attached to the report.

Decision

To approve the terms of the report

9. PROPOSED 30MPH SPEED LIMIT - U29 HARBURN VILLAGE

The Council Executive considered a report (copies of which had been circulated) by the Head of Operational Services to seek approval to initiate the statutory procedures to install a new 30mph speed limit on the U29 through Harburn Village.

It was recommended that the Council Executive approve the initiation of the statutory procedure to install a new 30mph speed limit on the U29 through Harburn Village.

Decision

To approve the terms of the report.

10. SCOTTISH GOVERNMENT CONSULTATION ON A MINISTERIAL STATEMENT FOR MODIFYING LOCAL CONNECTION REFERRALS IN SCOTLAND

The Council Executive considered a report (copies of which had been circulated) seeking approval on the council's proposed response to the Scottish Government's consultation paper on modifying local connection referrals. The paper was inviting views on whether the content of a ministerial statement setting out the new power for Scottish Ministers to modify local connection referrals between local authorities in Scotland was to be exercised.

It was recommended to note and approve the council's proposed response as set out in Appendix 2 attached to the report for submission to the Scottish Government.

Decision

To approve the terms of the report

11. HOUSING ALLOCATION POLICY REVIEW

The Council Executive considered a report (copies of which had been circulated) by the Head of Housing, Customer and Building Services providing the outcome of the council's Housing Allocations Policy Review consultation and seeking approval of the revised Allocations Policy.

The report recommended that the Council Executive

1. Note the outcome of the council's Housing Allocations Policy Review Consultation;
2. Note the updated national/local position for housing allocations and homelessness along with the impact of Covid-19;
3. Note the outcome of the Choice Based Letting (CBL) scoping exercise;
4. Approve the updated Housing Allocations Policy (Appendix 5) for implementation in accordance with paragraph D.9;
5. Agree that a CBL approach is adopted as the council's letting process with appropriate procedures and guidance being introduced and maintained by officers within the terms of the new policy once the service has reviewed and renewed/replaced the existing housing management IT System, and
6. To agree that the new policy will be reviewed every three years with the outcome of the review and recommendations reported to PDSP and to Council Executive for approval

Decision

1. To approve the terms of the report; and
2. To agree that officers provide training for elected members on the new housing application policy.

12. CONSULTATION RESPONSE TO SCOTLAND'S ROAD SAFETY FRAMEWORK TO 2030

The Council Executive considered a report (copies of which had been circulated) by the Head of Operational Services informing of the consultation that was being carried out by the Scottish Government in relation to Scotland's Road Safety Framework to 2030. The report contained the suggested the council response to the consultation questions.

The report recommended that the Council Executive note the content of the Scotland's Road Safety Framework to 2030 consultation document and approve the proposed response as detailed in Appendix 1.

Decision

To approve the terms of the report.

13. RESPONSE TO "CONSULTATION ON FREE BUS TRAVEL FOR PEOPLE RESIDENT IN SCOTLAND AGED UNDER 19"

The Council Executive considered a report (copies of which had been circulated) by the Head of Operational Services advising of a formal consultation by the Scottish Government seeking the view of the council on the introduction of a new statutory concessionary travel scheme providing free bus travel for young people resident in Scotland aged under 19 and to seek approval on the proposed response.

The report recommended that the Council Executive:

1. Note the Scottish Governments proposals for the introduction of the under 19s concessionary travel scheme; and
2. Approve the proposed response to the consultation document as set out in Appendix 1.

Decision

To approve the terms of the report.

14. LOCAL BUS FESTIVE SERVICES

The Council Executive considered a report (copies of which had been circulated) by the Head of Operational Services advising of the outcome of a recent tender and contract variation process relating to Local Bus Festive Services and to agree to the award of the festive local bus network.

The report recommended that the Council Executive:

1. Note the proposed festive local bus network outlined in Appendix 2;
2. Note the available budget and cost of proposed services; and
3. Agree to the award of contracts for the festive local bus network.

Decision

To approve the terms of the report.

15. PROCUREMENT APPROVAL REPORT

The Council Executive considered a report (copies of which had been circulated) by the Head of Corporate Services seeking approval to enter

into contracts where committee authorisation was required by Standing Orders.

The report recommended that the Council Executive approves:

1. The tender for Specialist Disability Services, using the Light Touch Regime, for a 4-year period, with the option to extend for a further 4 years, at a total estimated value of £51,084,840 including extensions;
2. A direct award to the Crisis Prevention Institute, for a contract with a start date of 1 December 2020 for a period of 4 years to 30 November 2024 to the value of £112,800;
3. A direct award to Red Sky IT Ltd for use of annual support and maintenance of the Axim Application Software from 30 January 2021 to 29 January 2022 for a value of £34,137.60;
4. A direct award of a contract for the provision of care and support services to Key Housing Association from 1 July 2021 to 31 December 2021 for £94,680; and
5. A direct award to the University of Stirling for a contract for the delivery of Masters level professional learning opportunities for West Lothian teaching staff, from the start of the academic year in 2021 to 30 June 2024, with a total estimated contract value of £80,000.

Decision

To approve the terms of the report.

16. APPOINTMENT OF ELECTED MEMBERS TO THE EDINBURGH AND SOUTH EAST SCOTLAND CITY REGION DEAL ELECTED MEMBERS OVERSIGHT SUB-COMMITTEE

The Council Executive considered a report (copies of which had been circulated) by the Head of Planning, Economic Development and Regeneration to appoint two elected members to the Edinburgh and South East Scotland City Region Deal Elected Member Oversight Sub-Committee.

The report recommended that the Council Executive:

1. Notes the establishment of the Elected Members Oversight Sub-Committee as part of the governance structure of the Edinburgh and South East Scotland City Region Deal as agreed by Council Executive on 6 October 2020;
2. Notes the remit and membership arrangements of the Elected Members Oversight Sub-Committee as shown in Appendix 1; and
3. Appoints two elected members to the Elected Members Oversight

Sub-Committee

Motion

To appoint Councillors Cathy Muldoon and Tom Conn

- Moved by the Chair and seconded by Councillor George Paul

Amendment

To appoint one Labour Councillor and Councillor Robert De Bold

- Moved by Councillor Frank Anderson and seconded by Councillor Willie Boyle

A roll call vote was taken. The result was as follows :-

Motion

Harry Cartmill

Tom Conn

Dave Dodds

Lawrence Fitzpatrick

Andrew McGuire

George Paul

Kirsteen Sullivan

Amendment

Frank Anderson

Willie Boyle

Abstain

Peter Heggie

Chris Horne

Decision

Following a roll call vote the motion was successful by 7 votes to 2, with 2 abstentions and 1 member absent and it was agreed accordingly.

17. A NATIONAL MISSION LOCAL IMPACT: DRAFT INFRASTRUCTURE INVESTMENT PLAN FOR SCOTLAND 2021 TO 2025-26

The Council Executive considered a report (copies of which had been circulated) by the Head of Planning, Economic Development and Regeneration advising of publication of the Scottish Government's draft infrastructure plan for Scotland 2021-22 to 2025-26 for consultation and to set out the council's response to the consultation.

The report recommended that the Council Executive:

1. Note the terms of the report; and
2. Agree the response as set out in Appendix 2 for submission to the Scottish Government as the council's response to the consultation.

Decision

To approve the terms of the report.

18. SCOTLAND LOVES LOCAL FUND

The Council Executive considered a report (copies of which had been circulated) by the Head of Planning, Economic Development and Regeneration detailing the fund application process for the Scottish Government's £1 million Scotland Loves Local Fund. Two applications had been received to date, and council officers were continuing their dialogue with local community groups to encourage, support and develop proposals. The fund requires that any application be supported and countersigned by the relevant local authority and the report proposed a delegation to allow that to happen.

The report recommended that the Council Executive:

1. Notes the scope and remit of the Scotland Loves Local Fund;
2. Note that it is anticipated that potential funding proposals will come forward from local constituted community groups in West Lothian;
3. Notes the deadline for the submission of countersigned applications; and
4. Delegates to Head of Planning, Economic Development & Regeneration, in consultation with the Executive Councillor for Development & Transportation, to support and countersign any bids to the fund, provided they meet the terms of the fund and are aligned with the council's objectives

Decision

To approve the terms of the report.

19. SUPPLEMENTARY GUIDANCE: DEVELOPER CONTRIBUTIONS TOWARDS TRANSPORT INFRASTRUCTURE

The Council Executive considered a report (copies of which had been circulated) by the Head of Planning, Economic Development and Regeneration seeking approval of amendments to the council's Supplementary Guidance: Developer Contributions Towards Transport Infrastructure in relation to developer contributions towards the A801.

The report recommended that the Council Executive:

1. Approves the amendments to Supplementary Guidance Developer Contributions Towards Transport Infrastructure (Appendix 1);
2. Approves the 'Screening Report' which is to be submitted to SEA Gateway and the Consultation Authorities and which sets out the Council's justification that the guidance is exempted from additional Strategic Environmental Assessment because it will not in itself have any significant environmental effects (Appendix 3);

3. Delegates authority to the Head of Planning, Economic Development and Regeneration to timeously issue a 'Screening Determination' in the event that SEA Gateway and the Consultation Authorities confirm their agreement that the guidance will not in itself have any significant environmental effects, and to report the outcome of the SEA screening process to a future meeting of the Council Executive for information; and
4. Notes that following consideration by Council Executive (and having secured exemption from additional SEA) the guidance will require to be submitted to Scottish Ministers for scrutiny and consideration before it can be adopted as statutory supplementary guidance in support of the West Lothian Local Development Plan

Decision

To approve the terms of the report.

20. CLIMATE CHANGE DECLARATION - ANNUAL REPORT 2019/20

The Council Executive considered a report (copies of which had been circulated) by the Head of Planning, Economic Development and Regeneration to inform of West Lothian's annual Climate Change Declaration Report for 2019/20 and to seek approval for its submission to the Scottish Government.

The report recommended that the Council Executive

1. Note the contents of the report and the Declarations at Appendix 1; and
2. Approve the Declaration for submission to the Scottish Government for publication.

Decision

To approve the terms of the report.

21. PLANNING GUIDANCE: NON-EMPLOYMENT USES WITHIN EMPLOYEMENT AREAS

The Council Executive considered a report (copies of which had been circulated) by the Head of Planning, Economic Development and Regeneration advising on the outcome of consultation on draft Planning Guidance on non-employment uses within employment areas and to seek approval of the guidance. The Planning Guidance is required to support the West Lothian Local Development Plan.

The report recommended that the Council Executive:

1. Agrees the responses to the consultation comments (Appendix One);
2. Agrees the content of the Planning Guidance: Non-employment uses in employment areas (Appendix Two);
3. Approves the 'Screening Report' which is to be submitted to SEA Gateway and the Consultation Authorities and which sets out the Council's justification that the guidance is exempted from additional Strategic Environmental Assessment because it will not in itself have any significant environmental effects (Appendix Three);
4. Delegates authority to the Head of Planning, Economic Development and Regeneration to timeously issue a 'Screening Determination' in the event that SEA Gateway and the Consultation Authorities confirm their agreement that the guidance will not in itself have any significant environmental effects, and to report the outcome of the SEA screening process to a future meeting of the Council Executive for information.

Decision

To approve the terms of the report.

22. LADY PARK LINLITHGOW - PROPOSED ACQUISITION OF 0.336 HA (0.83 ACRE)

The Council Executive considered a report (copies of which had been circulated) by the Head of Finance and Property Services seeking approval for the acquisition of a 0.336 hectare (0.83acre site) at Lady Park, Linlithgow by the use of a Compulsory Purchase Order.

The report recommended that the Council Executive:

1. Approves the promotion of a Compulsory Purchase Order to acquire the land shown hatched and cross-hatched black on the plan in Appendix 1, extending to 0.336 Ha (0.83 acre) under Section 189 of the Town and Country Planning (Scotland) Act 1997; and,
2. Grants delegated powers to the Head of Finance and Property Services and the Chief Solicitor to take matters forward, including any negotiation and payment of statutory compensation or amendments to the statement of reasons associated with the submission.

Decision

To approve the terms of the report.

23. 2020/21 GENERAL SERVICES CAPITAL BUDGET - MONTH 6 MONITORING REPORT

The Council Executive considered a report (copies of which had been circulated) by the Head of Finance and Property Services providing the financial position in relation to the General Services capital programme following the completion of the month 6 monitoring exercise.

The report recommended that the Council Executive:

1. Notes the outcome of the month 6 monitoring exercise and the projected outturn;
2. Agrees that Asset Lead Officers and the Head of Finance and Property Services keep under review factors that impact on delivery of the approved capital programme;
3. Notes the progress on the key capital projects including engagement with the community to be undertaken by officers in relation to community facilities in Winchburgh; and
4. Notes the additional Town Centre Funding of £658,000 which requires to be fully committed in 2020/21.

Decision

To approve the terms of the report.

24. 2020/21 GENERAL FUND REVENUE BUDGET - MONTH 6 MONITORING REPORT

The Council Executive considered a report (copies of which had been circulated) by the Head of Finance and Property Services providing an update on the outcome of the General Fund revenue budget monitoring exercise at month 6, including an update on recurring budget pressures and delivery of approved budget savings for the period 2020/21 to 2022/23.

The report recommended that the Council Executive:

1. Notes that the outcome of the month 6 monitoring exercise is a projected overspend of £3.807 million, after accounting for all currently confirmed funding from Scottish Government and £994,000 from the General Fund Balance (GFB) as agreed by Council Executive on 18 August 2020;
2. Notes the recurring pressures of £1.259 million, and the agreed actions being progressed to mitigate these pressures;
3. Notes the good progress in delivery of approved budget savings for 2020/21 to 2022/23;

4. Agrees that Heads of Service take all management action necessary to ensure, wherever possible, that 2020/21 expenditure is managed within budgeted resources;
5. Agrees that officers should continue to engage with Scottish Government and COSLA around further government funding for the council so that the significant additional costs being incurred in relation to Covid-19 are fully funded; and
6. Agrees that the previously reported £500,000 included as a contingency in the 2020/21 budget forecast is paid to WLL to assist in managing their financial and cashflow position.

Motion

To approve the terms of the report

- Moved by the Chair and seconded by Councillor Kirsteen Sullivan

Amendment

To add a further recommendation to the report which was to discuss with West Lothian Leisure the option of utilising APSE solutions for an option of bringing West Lothian Leisure back in-house.

- Moved by Councillor Frank Anderson and seconded by Councillor Willie Boyle.

A roll call vote was taken. The result was as follows :-

Motion

Harry Cartmill
Tom Conn
David Dodds
Lawrence Fitzpatrick
Peter Heggie
Chris Horne
Andrew McGuire
George Paul
Kirsteen Sullivan

Amendment

Frank Anderson
Willie Boyle

Decision

Following a vote, the motion was successful by 9 votes to 2, with 1 member absent and it was agreed accordingly.

25. APPOINTMENT OF ELECTED MEMBER TO SCOTTISH JOINT COUNCIL FOR LOCAL GOVERNMENT EMPLOYEES

The Council Executive considered a letter from COSLA advising that the Scottish Joint Council for Local Government Employees was the negotiating body for the majority of local government workers (SJC).

The constitution of the SJC allowed each council to nominate an elected member representative to take part in meetings of the full SJC and therefore invited the council to nominate an elected member to participate in these meetings.

Decision

To appoint Councillor Lawrence Fitzpatrick.

26. PETITION - REQUEST FOR SPEED REDUCTION MEASURES IN FALSIDE, BATHGATE

Councillor Harry Cartmill having previously declared an interest left the meeting and took no part in the following item of business,

The Council Executive considered a report (copies of which had been circulated) by the Head of Operational Services advising of a petition from the residents in the Falside area, Bathgate. This petition was remitted to the Environment PDSP from the Council Executive at its meeting on the 18 August 2020.

The report recommended that the Council Executive approves that the Falside area in Bathgate continues to be monitored through the annual AIP programme and any accident trends or changes be analysed accordingly through this programme.

Motion

To move the terms of the report

- Moved by the Chair and seconded by Councillor Kirsteen Sullivan

Amendment

To further engage with the community of Falside to better understand their concerns around road safety and what measures they feel could address those concerns.

A roll call vote was taken. The result was as follows :-

Motion

Tom Conn
David Dodds
Lawrence Fitzpatrick
Peter Heggie
Chris Horne
Andrew McGuire
George Paul
Kirsteen Sullivan

Amendment

Frank Anderson
Willie Boyle

Decision

Following a vote, the motion was successful by 8 votes to 2, with 3 members absent and it was agreed accordingly.

27. AFFORDABLE HOUSING DELIVERY UPDATE

Councillor Andrew McGuire having previously declared an interest took no part in the following item of business.

The Council Executive considered a report (copies of which had been circulated) by the Head of Housing, Customer and Building Services providing an update on various initiatives to increase the supply of affordable housing in West Lothian. The report also provided an update on the likely impact of the COVID-19 Pandemic on both the timescale for delivery and completion of the Council's 3,000 Affordable Houses programme.

The report recommended that the Council Executive:

1. Notes the progress being made on delivering 3,000 affordable homes in West Lothian over the period 2012-2022;
2. Notes the estimated delay to the affordable housing programme due to the COVID-19 Pandemic; and
3. Approves the replacement sites in Bathgate to accommodate 82 units following the Council Executive decision to remove Guildiehaugh from the council new build programme.

Decision

To approve the terms of the report.

28. DEANS SOUTH, LIVINGSTON REGENERATION UPDATE AND PROPOSED SALE OF LAND TO SPRINGFIELD PROPERTIES PLC - REPORT BY HEAD OF HOUSING, CUSTOMER AND BUILDING SERVICES AND HEAD OF FINANCE AND P

Councillor Andrew McGuire having previously declared an interest took no part in the following item of business.

The Council Executive considered a report (copies of which had been circulated) by the Head of Housing, Customer and Building Services and Head of Finance and Property Services providing an update on the proposed regeneration of Deans South, Livingston and to seek approval for the sale of land to Springfield Properties PLC for £430,000 (Four Hundred and Thirty Thousand Pounds). In addition, approval was sought to enter into an Agreement with Springfield Properties PLC under Section 191 of the Town and Country Planning (Scotland) Act 1997 or such other agreement as may be considered appropriate

The report recommended that the Council Executive:

1. Notes the background and current position in relation to the wider regeneration of Deans South, Livingston;
2. Approves the sale of Land at Deans South, Livingston to Springfield Properties PLC, for £430,000, subject to the terms and conditions set out in the report;
3. Approves the entering into of an Agreement with Springfield Properties PLC under Section 191 of the Town and Country Planning (Scotland) Act 1997 or such other agreement as may be considered appropriate;
4. Delegates authority to the Head of Finance and Property Services to negotiate detailed terms and conditions of any agreements necessary to enable the redevelopment of Deans South on the basis that any revised terms and conditions still represent the achievement of best value for the council; and
5. Notes that further updates will be provided as the proposals outlined in the report were progressed.

Decision

To approve the terms of the report.

29. 2020/21 HOUSING CAPITAL REPORT

The Council Executive considered a report (copies of which had been circulated) by the Depute Chief Executive providing an update on the financial position in relation to the Housing Capital Programme following the completion of the month 6 monitoring exercise.

The report recommended that the Council Executive note the outcome of the month 6 housing capital monitoring exercise and the projected outturn for 2020/21.

Decision

To note the terms of the report.

30. 2020/21 HOUSING REVENUE ACCOUNT - MONTH 6 MONITORING REPORT

The Council Executive considered a report (copies of which had been circulated) by the Depute Chief Executive providing an update on financial performance following the month 6 monitoring exercise.

The report is recommended that Council Executive notes the outcome of the month 6 monitoring exercise and the projected outturn.

Decision

To note the terms of the report.

31. SOCIAL POLICY CONTRACT ACTIVITY UPATE

The Council Executive considered a report (copies of which had been circulated) by the Head of Social Policy providing an update on contracting activity for the provision of care and support services for the period 1 April 2019 to 31 March 2020.

The report recommended that the Council Executive note the contracting activity for the provision of care and support services for the period 1st April 2019 – 31st March 2020 which totalled £20.7 million. The Council Executive was also asked to note that this reporting period did not include extensions to social care and support contracts as a result of COVID-19 under regulation 33 in the procurement regulations for unforeseen emergencies.

Decision

To note the contents of the report.

32. WEST LOTHIAN ADULT PROTECTION COMMITTEE 20-18-2020
ADULT PROTECTION BIENNIAL REPORT

The Council Executive considered a report (copies of which had been circulated) by the Head of Social Policy advising on the content of West Lothian Adult Protection Committee 2018-2020 Adult Protection Biennial Report.

The report recommended that the Council Executive note the content of the West Lothian Adult Protection Committee 2018-2020 Adult Protection Biennial Report.

Decision

To note the terms of the report.

33. CONSULTATION ON CYCLE 2 OF THE FORTH ESTUARY FLOOD
RISK MANAGEMENT STRATEGIES AND PLANS

The Council Executive considered a report (copies of which had been circulated) by the Head of Operational Services providing an update on the forthcoming public consultation for the Draft 2021 - 2027 Forth Estuary Flood Risk Management Strategy and the Draft 2022-2028 Forth Estuary Local Flood Risk Management Plan.

The report recommended that the Council Executive note the content of the report, the forthcoming Forth Estuary consultation dates for the flood risk management strategy and plans, and the Council's agreed Objective Target Areas.

Decision

To note the terms of the report.

34. WEST LOTHIAN INTEGRATION JOINT BOARD PERFORMANCE REPORT 2019/20

The Council Executive considered a report (copies of which had been circulated) by the Depute Chief Executive (Health & Social Care Partnership) advising that the West Lothian Integration Joint Board (IJB) has published its Annual Performance Report for 2019/20.

The report recommended that the Council Executive:

1. Note the summary report and performance against the core suite of integration indicators; and
2. Note performance against local and national indicators which support National Health and Wellbeing Outcomes

Decision

To note the terms of the report.

35. WEST LOTHIAN LEISURE - FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2020

The Council Executive considered a report (copies of which had been circulated) by the Head of Finance and Property Services providing an update on the West Lothian Leisure (WLL) 2019/20 financial statements which were approved and signed off by the WLL Board on 10 September 2020.

The report recommended that the Council Executive note that the WLL Board had approved WLL's 2019/20 financial statements.

Decision

To note the terms of the report.

36. COVID-19 PANDEMIC - RESTRICTIONS

The Chief Executive provided the Council Executive with an update on Covid-19 restrictions following an announcement that afternoon by the First Minister.

The Council Executive was advised that West Lothian had been moved into Tier 4 Covid-19 restrictions, which would commence on Friday 20 November 2020 and would run until 11 December 2020. Members would be provided with details of the implications of the council moving into Tier

4 restrictions, but included matters such as all non-essential businesses closing including those in the hospitality sector

It was further noted that during the three-week period there would be no further review of the situation.

Decision

To note the update from the Chief Executive in relation to Covid-19 restrictions.

Cabinet Secretary for the Constitution, Europe and
External Affairs
Michael Russell MSP



Scottish Government
Riaghaltas na h-Alba
gov.scot

T: 0300 244 4000
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Graham Hope
graham.hope@westlothian.gov.uk

Ref: 202000107788

24 November 2020

Dear Graham

Thank you for your correspondence to the First Minister regarding the UK Government's UK Internal Market Bill. I am replying as the Minister responsible for this matter.

I share your concern about this Bill, which I believe is the most serious threat to devolution since the current Scottish Parliament was established. The Scottish Government will use every means available to oppose it.

I have made it clear to the UK Government that the correct and proportionate means of dealing with regulatory differences across the UK upon leaving the EU, is through the common frameworks process which, despite disagreements with the UK Government over EU exit, has been able to make significant progress over the last several years. Common frameworks are agreements which set out common approaches to the practical and regulatory implications of leaving the EU. The Scottish, Welsh, UK and Northern Irish administrations have been working jointly on these since 2017 – and continue to do so. This approach is backed up by the views of many stakeholders across Scotland.

In addition to the threat to devolution, UK Ministers are attempting to use the UK Internal Market Bill to override the legal force of the Withdrawal Agreement in relation to the Northern Ireland Protocol. Using the Internal Market Bill to override parts of the Withdrawal Agreement is unacceptable and will not only damage the UK's relationship with the EU, and its international standing; it will also risk peace on the island of Ireland. These provisions have been removed from the Bill in the House of Lords: they should not be reinstated on its return to the Commons.

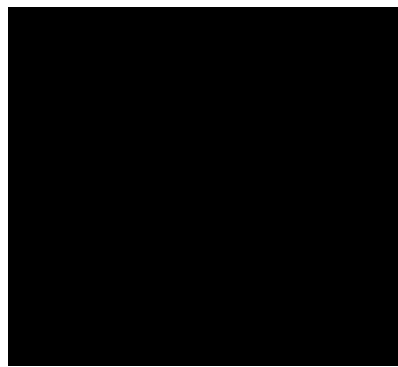
The UK Government has sought the consent of the Scottish Parliament for the Bill's provisions which impact on areas of devolved responsibility. Under the terms of the Sewel Convention, the UK Parliament should not normally legislate to change the powers of the Scottish Parliament without its consent.

On 7 October the Scottish Parliament voted against giving legislative consent to the Bill by 90 votes to 28. In accordance with the Sewel convention we would have expected the UK government to withdraw the Bill. However, this important principle of the devolution settlement has been disregarded and the Bill continues its passage through the Houses of Westminster.

At the recent Report stage in the Lords, the House voted in favour of two amendments; the first strengthens the common frameworks process. The other removed subsections that would allow ministers to amend elements of the Bill, after it becomes law. The UK Government should take note of these amendments and reconsider its overall approach.

Please be assured that the Scottish Government will continue to do all within its powers, and in the strongest terms, to oppose this Bill.

Thank you again for raising this matter with me.



MICHAEL RUSSELL

Remove 20mph Speed Limits from Main Roads Across West Lothian



4,881 have signed. Let's get to 5,000!

Lorenzo F started this petition to West Lothian Council

West Lothian Council has wasted £600,000 from the taxpayer on the "Spaces for People" scheme, which has involved reducing the speed limit on main roads across West Lothian to 20mph in order to try and obstruct the majority of people, businesses, and other services grinding them to a halt. This has created extensive frustration and delay to the people of West Lothian. The council claims that this is in relation to the COVID-19 pandemic but is instead using it as a guise to enforce an agenda of pandering to minority cycling enthusiasts.

This action is one of the most uncalled for and forced ever performed by West Lothian Council as the well-disguised "survey" conducted by them involved just 471 people, approximately 0.25% of the West Lothian adult population. It is clear that this survey is a misrepresentation of the community.

There has been a clear, universal disagreement with this measure as it is seeking to mass criminalise everyday people and use them as a means for more revenue. This is completely undemocratic and to note there have been several studies that have shown 20mph limits on main roads are a waste of resources. Not only do these increase journey times and traffic, they also increase the risk of accidents due to less caution being exercised by other people. Additionally, this scheme has created huge amounts of confusion and undermines the 20mph limit on side streets and estates. There is absolutely no benefit immediately or long term to the taxpayer for this when the budget could have been actually worthwhile spent elsewhere.

By trying to force this agenda on people it has been clear that the council is trying to change the law using a back door method, as this is a blatant mass abuse of "experimental" Traffic Regulation Orders across the majority of the county. Despite wasting this money the council is continuing to campaign for more money to squander from the Scottish Government and claims it is "underfunded" desperately. The execution of this is an utterly ridiculous mismanagement of a vital resource and the council should revert this change and stay out of trying to inhibit the taxpaying public and their use of public roads in a sensible manor.

DATA LABEL: PUBLIC



COUNCIL EXECUTIVE

COVID-19: DELAY OF INTEGRATION SCHEME REVIEW

REPORT BY DEPUTE CHIEF EXECUTIVE (HEALTH & SOCIAL CARE PARTNERSHIP)

A. PURPOSE OF REPORT

To revisit the review agreed on 21 January 2020 of the Integration Scheme required under legislation relating to the integration of health and social care services; and to revisit the decision to abandon the review on 21 April 2020 due to the ongoing COVID-19 pandemic.

B. RECOMMENDATIONS

1. To note the requirement of the Public Bodies (Joint Working) (Scotland) Act 2014 to fully review the Integration Scheme for the West Lothian Integration Joint Board every five years, by 16 June 2020
2. To note that on 21 January 2020 Council Executive agreed an indicative timetable and procedure for the review which can no longer be met due to the risks, precautions and legal restrictions arising from COVID-19
3. To note that a decision was taken on 21 April 2020 under Standing Order 31 (reported to Council Executive on 26 May 2020) to abandon the process due to the ongoing COVID-19 pandemic and to revisit the review process in Autumn 2020
4. To agree to further delay the review due to the continuing pressures created by the COVID-19 pandemic and to return to the review in Spring 2021.

C. SUMMARY OF IMPLICATIONS

I	Council Values	Being honest, open and accountable; making best use of our resources; working in partnership
II	Policy and Legal (including Strategic Environmental Assessment, Equality Issues, Health or Risk Assessment)	Public Bodies (Joint Working) (Scotland) Act 2014, sections 44-47; West Lothian Integration Scheme; coronavirus guidance and advice
III	Implications for Scheme of Delegations to Officers	None

IV	Impact on performance and performance Indicators	N/A
V	Relevance to Single Outcome Agreement	N/A
VI	Resources - (Financial, Staffing and Property)	No implications
VII	Consideration at PDSP	Not required
VIII	Other consultations	NHS Lothian

D. TERMS OF REPORT

1 Background

- 1.1 The Public Bodies (Joint Working) Scotland Act 2014 imposes statutory duties on councils and health boards to integrate specified health and social care services. That was to be achieved by formal delegation through an integration scheme of statutory duties by council and health board to an integration authority.
- 1.2 The council and NHS Lothian (health board) agreed an Integration Scheme which was approved by the health board and then at Council Executive in May 2015. It was then submitted to the Scottish Ministers for approval. It was duly approved in June 2015 and the West Lothian Integration Joint Board was formally established by the Scottish Parliament in September 2015
- 1.3 There is a legal requirement to review the Integration Scheme periodically. This duty lies on the council and the health board. The IJB does not share that duty. The review must be carried out within 5 years of the Ministers giving a Scheme formal approval. The periodic review of the West Lothian scheme must therefore be completed on or before 16 June 2020.
- 1.4 The review process is a mandatory statutory procedure in three stages. It requires consultation with the groups stipulated by Ministers and with others on a voluntary basis - professional groups, service users, carers, service providers, voluntary sector, the Integration Joint Board and members of the public. It requires meaningful consultation and engagement, consideration of responses and feedback and further consultation on proposed and then final changes.

2 The review process

- 2.1 On 21 January 2020 Council Executive approved a review process and an indicative timeline. Both have also been agreed by the health board. Stage 1 of the process was to be concluded by 31 March 2020 and reported to Council Executive on 21 April 2020. Stage 2 was to be concluded by 25 May 2020 and reported to committee on 9 June 2020. The revised scheme was to have been submitted to the Ministers for their approval by 16 June 2020.
- 2.2 The review process was affected by the coronavirus pandemic. It was not possible to progress the review as agreed or to conclude it before the statutory deadline. On 21 April 2020 a decision was made using delegated powers to abandon the review and revisit the process at committee in Autumn 2020.

- 2.3 Due to the continuing pressures on the Council and Health Board relating to the COVID-19 pandemic, it is proposed that the current review process is delayed once more to Spring 2021. As a result the council and health board will not have fulfilled a statutory duty. No penalty applies. No risk is involved in terms of finance or service delivery or performance since the current scheme will continue in operation. The Integration Joint Board will continue to function under the present arrangements.
- 2.4 The Ministers previously indicated their acceptance that reviews underway during the current COVID-19 emergency cannot be completed. They have indicated that councils and health boards may leave current schemes in place but undertake to revisit the reviews at the earliest practicable opportunity. There has been no indication to the contrary from Ministers more recently and the national focus remains tackling the COVID-19 pandemic and its consequences for health and social care service provision and communities.
- 2.5 The position noted above also considers that NHS Lothian comprises of 4 Integration Joint Boards and given the interdependencies across the IJBs, there would be value in ensuring a collaborative approach to the review of the Integration Scheme. The proposed further delay to the review reflects the position of NHS Lothian and the other 3 local authority partners.

E. CONCLUSION

- 1 Further delaying the review process will ensure clarity for council, health board, the Integration Joint Board and for service users, with the additional reassurance that council and health board will return to consider the review in the Spring.

F. BACKGROUND REFERENCES

- 1 West Lothian Integration Scheme -
https://westlothianhscp.org.uk/media/9964/West-Lothian-Integration-Scheme/pdf/Integration_Scheme_between_West_Lothian_Council_and_NHS_Lohtian.pdf?m=637140804108030000
- 2 Public Bodies (Joint Working) (Scotland) Act 2014, ss45-47, incorporating ss3-6
- 3 Public Bodies (Joint Working) (Health Professionals and Social Care Professionals) (Scotland) Regulations 2014
- 4 Public Bodies (Joint Working) (Prescribed Consultees) (Scotland) Regulations 2014
- 5 Council Executive, 26 March 2019, 23 April 2019, 21 January 2020, and 26 May 2020

Appendices: None

Contact Person: Lorna Kemp, Project Officer, lorna.kemp@westlothian.gov.uk, 01506 283519

Allister Short, Depute Chief Executive

Date of meeting: 15 December 2020

DATA LABEL: PUBLIC



COUNCIL EXECUTIVE

CONSULTATION ON THE FAIR RENTS (SCOTLAND) BILL

REPORT BY HEAD OF HOUSING, CUSTOMER AND BUILDING SERVICES

A. PURPOSE OF REPORT

The purpose of this report is to seek approval from Council Executive for the council response to the consultation on the Fair Rents (Scotland) Bill.

B. RECOMMENDATION

It is recommended that Council Executive:

1. Notes the overview of the proposed Bill and the current position in relation to this;
2. Notes the summary of consultation matters in relation to the proposed Bill;
3. Approves the proposed response to the consultation on the Fair Rents (Scotland) Bill as set out in the report.

C. SUMMARY OF IMPLICATIONS

I	Council Values	Focusing on our customers' needs
		Being honest, open and accountable
II	Policy and Legal (including Strategic Environmental Assessment, Equality Issues, Health or Risk Assessment)	Making best use of our resources
		Working in partnership
III	Implications for Scheme of Delegations to Officers	Providing equality of opportunity
		None
IV	Impact on performance and performance Indicators	Private Housing (Tenancies) (Scotland) Act 2016
		Antisocial Behaviour etc. (Scotland) Act 2004
V	Relevance to Single Outcome Agreement	None
		None
VI	Resources - (Financial, Staffing and Property)	We live in resilient, cohesive and safe communities
		None

VII Consideration at PDSP No

VIII Other consultations None

D. TERMS OF REPORT

This consultation relates to the Fair Rents Scotland Bill lodged by Pauline MacNeill, Member of the Scottish Parliament for Glasgow Region. The Bill adds to the law about private rented housing in the Private Housing (Tenancies) (Scotland) Act 2016.

It builds on the previous consultation that was done in 2019 on the first stage in introducing a Private Member's Bill on 'Proposed Fair Rents (Scotland) Bill'. The Bill aims to protect private sector tenants by introducing measures to limit rent increases and to increase the availability of information about rent levels.

This consultation builds on the 2019 consultation and asks specific questions about the policy aims of the Bill, the proposed rent cap, landlord registration information and possible financial impact of the Bill.

D.1 Background

The consultation in 2019 was undertaken and initially the Bill was not supported at committee stage. On 12th October 2020, the Local Government and Communities Committee launched its call for views on the Bill. The Bill will be examined by committees then MSPs vote on whether it should continue to stage 2 for it to continue.

Overview of the Bill:

- To prevent landlords from increasing the rent by more than a set level (related to inflation)
- Allows a tenant to apply to the rent officer to have a "fair open market rent" set for the property (a tenant can do this only once in any 12 month period)
- Means that landlords must include details of the rent they charge in the public register known as the Scottish Landlord Register
- The Bill also means that the Scottish Government has to publish a statement within 3 years. The statement must show how the Bill has affected rent levels in Scotland and how affordable private rented housing is.

D.2 Current position

All landlords are required by law to apply for registration with their local authority under Part 8 of the Antisocial Behaviour etc. (Scotland) Act 2004. This registration is renewed every 3 years, and it is a criminal offence to operate as an unregistered landlord. West Lothian Council administers the Private Sector Landlord Scheme and this is delivered via Housing, Customer and Building Services.

On 1 December 2017, the new private residential tenancy (PRT) came into force, replacing the assured and short assured tenancy agreements for all new tenancies. This tenancy agreement provides more security, stability and predictability for tenants. This legislation introduced controls around the frequency of rent increases by landlords, and Rent Officers within Rent Service Scotland play a role in adjudicating rent increases. If a tenant feels this is unreasonable, they can apply for rent adjudication via this service.

Part of the consultation is focussed on improving the integrity of data around comparing fair rents, on the basis that the current system is opaque and information is not robust or transparent.

D.3 Summary of consultation matters

- The aim of the Bill is to make private rents fairer for tenants and to create a better balance of power between tenants and landlords.
- Section 1 of the Bill prevents a landlord from increasing private rents in any year by the Consumer Price Index plus 1%.
- Section 2 of the Bill allows a tenant in a private residential tenancy to apply to have a fair open market rent determined by a Rent Officer,

In relation to Section 2 the consultation also seeks views on the right to appeal a Rent Officer's determination to the First Tier Tribunal

The matters in Section 2 that must be considered when determining a fair open market rent

- Section 3 relates to the provision of additional information by landlords through the landlord registration system on rents, occupiers and accommodation.
- Financial Impacts of the Bill on private tenants, private landlords, local authorities, Rent Service Scotland, First Tier Tribunal or anyone else.

D.4 WLC Response to consultation

The Bill may create a better balance between landlords and tenants with more transparency on rent increases and rents charged. The full response is set out in appendix 1 and below is a summary;

- Cap on rent increases – **partially supportive.**
There are benefits for tenants' in terms of ensuring clarity and consistency in approach to setting rent levels across the country. However there is a possibility that rents may be arbitrarily increased up to the cap by landlords
- Fair Open Market Rent determination by a Rent Officer – **fully supportive.**
This will provide tenants with a transparent approach to rent determination when there is a dispute.

The property condition should be considered when examining the rent level. The Bill sets out matters that will be considered in relation to lowering the rent on a property. These include poor condition, any failure to meet the repairing standard, poor energy efficiency of the property, inadequate standard of internal décor of the property and the amenity of the property. This approach is fully supported as the matters reflect the issues that are likely to cause the greatest issue for tenants.

- Landlord registration scheme – **fully supportive.**
This proposal would see landlords declare the amount of rent they will charge for each property they register. The council would then be able to monitor rent levels across the authority area in much greater detail, and this would enable analysis and comparison of private sector and public sector rents at a local and a national level each year.
- Slight additional costs in gathering, processing and quality assurance for the additional rent level detail for the current approx. 5000 private landlords and costs related to a potential increase in homeless presentations due to a cap on rent increases are called out as a likely financial impact for the council.

E. CONCLUSION

This report informs Council Executive of the proposed Consultation response which is to be submitted to the Local Government and Communities Committee of the Scottish Parliament in December.

F. BACKGROUND REFERENCES

Private Consultation on Proposed Fair Rents (Scotland) Bill Services for the Community PDSP report June 2019

Link to Fair Rents (Scotland) Bill

<https://beta.parliament.scot/bills/fair-rents-scotland-bill#target1>

Appendices/Attachments: 1

Appendix 1 - Draft WLC consultation response

Contact Person: Marjory Mackie, Housing Strategy and Development Manager

Tel: 01506 281119 Marjory.Mackie@westlothian.gov.uk

Anne Marie Carr, Head of Housing, Customer & Building Services.

Date of meeting:

15 December 2020

Appendix 1 – Fair Rents (Scotland) Bill

Call for Views – Questions

Response scale questions 1-4:

- Fully supportive
- Partially supportive
- Neutral (neither support nor oppose)
- Partially opposed
- Fully opposed
- Unsure

- 1 The Member in Charge thinks there is a need to make private rents fairer for tenants and to create a better balance of power between private landlords and tenants. Do you agree with this overall policy aim? If so do you think the Bill will help achieve the outcome?**

WLC response – Fully Supportive

There is a need to look at ways in which rents can be made fairer and the Bill provides a mechanism for doing this. The Bill has set out a clear way forward in relation to enabling tenants to have a say in rent levels where this is required.

- 2 Section 1 of the Bill prevents a landlord of a private residential tenancy from increasing rent in any year by more than the Consumer Price Index plus 1%. Do you agree with this? Section 1 also gives the Scottish Government a power to vary the cap by order. Do you agree with this?**

WLC response – Neutral

There may be some advantages to capping private sector rent. However, it could lead to rents being increased up to the cap which may make rents higher than they would be if no cap was in place annually. This in turn may have an effect on homelessness presentations if rents are raised to a level that is unaffordable to tenants.

WLC response – Fully Supportive

The Scottish Government should have the power to vary the cap by order. This provides greater flexibility to the approach to reflect circumstances

- 3 Section 2 allows a tenant in a private residential tenancy to apply to have a “fair and open market rent” determined by a rent officer. Do you agree with section 2?**

In any answer to question 3, the committee also welcomes your views on the right set out in section 2 to appeal a Rent Officer’s determination to the First-tier Tribunal.

The matters set out in section 2 that must be taken into account in determining what is a “fair open market rent”

WLC response – Fully Supportive

The council is fully supportive of the proposal that when tenants appeal their rent, rent officers and the First-tier Tribunal would be able to lower or maintain the rent but not increase it. If the tenant requires to refer their rent to the First Tier Tribunal, they should not be at risk of the rent rising.

Within the provisions of the new Private Residential Tenancy, landlords are able to increase rent annually. If a tenant does not agree with the increase they can apply for an adjudication of the rent. The Rent Officer can increase this rent if they feel it should be higher from the level set by the landlord. This process has historically deterred tenants from applying to the tribunal who feared an increase. Not being able to increase the rent would benefit the tenant and encourage them to submit an application to the Tribunal.

The matters set out that must be taken in to account in determining what is a fair open market rent appears to cover the main areas of the quality and standard of accommodation. For rents to be lowered the Rent Officer must consider poor condition of the property, failure to meet the repairing standard, poor energy efficiency and inadequate standard of décor or amenity.

- 4 Section 3 requires the following to be entered into the Scottish Landlord Register: the monthly rent charged for a property, the number of occupiers and the number of bedrooms and living apartments. The MSP who introduced the Bill thinks this change will help ensure we have more public data about private rent levels. Do you agree with section 3?**

WLC Response – Fully supportive

The council is fully supportive of this measure. This would allow for Local Authorities to easily retrieve the detail of data held on rents when monitoring, investigating cases, and applying good governance to the administration and enforcement of the scheme. Being able to collate individual rent level data also enables the analysis of local datasets and intelligence within the sector. This allows for intelligence-led scrutiny of local rent levels, and to help in the early identification of anomalies within private rental market. It also helps to understand occupancy levels and understanding the stock profile of the private rented sector.

- 5 What financial impact do you think the Bill will have - on Private tenants, on landlords in the private rented sector, on Local authorities, on Rent Services Scotland on the First -tier tribunal.**

WLC response - Some increase in cost

Local Authorities

The proposed cap on private sector rents is likely to incur increases in cost as a result of a rise in homeless presentations due to unaffordable rent and the resultant costs associated with meeting our statutory duty in regard to temporary accommodation and resourcing costs.

Data Label: PUBLIC

There is very likely be additional resourcing costs in regard to amendments required to the current landlords' registration database to include accurate rent levels information for the existing members of the scheme. The changes would also require councils to undertake further enforcement activity in relation to ensure that compliance with the new conditions of membership of the private landlord register. This will require additional resource to cover the additional workload in terms of data input, quality assurance, landlord engagement and issue resolution/enforcement – particularly where information is not provided.

The proposals are likely to incur some increase in cost in gathering the evidence, analysis and reporting so that councils can better understand the private rent levels in within the area. However, if the rental information is made available through landlord registration then this would be more straightforward and likely to be less expensive to collect than the current requirements for rent pressure zones.

Private Tenants and private landlords

There is no indication that costs for tenants or landlords would increase outwith normal and fair rent increases. This should not bring additional costs to either group.

Rent Service Scotland and the First Tier Tribunal

No comment

6 We welcome any other comments you may have on the Bill that you think are relevant and important, including its likely impact (positive or negative) on equalities, human rights and quality of life issues.

In terms of meeting the statutory duties in protecting, encouraging and eliminating discrimination against those from protected characteristics, the proposed changes could potentially have a positive impact. People belonging to one or more of the protected characteristics groups generally are less likely to raise issues or complain about discrimination for fear of retribution. By removing discretion and making rent levels fairer through a more structured, statutory and transparent manner of administering and monitoring fair rents, it is more likely that unfair or discriminatory landlord practices are eliminated.

DATA LABEL: PUBLIC



COUNCIL EXECUTIVE

TRAVELLING FUNFAIRS (LICENSING)(SCOTLAND) BILL – CALL FOR VIEWS

REPORT BY HEAD OF CORPORATE SERVICES

A. PURPOSE OF REPORT

To make the Council Executive aware of the Scottish Parliament's call for views on the Travelling Funfairs (Licensing) (Scotland) Bill and to invite the Council Executive to consider the draft response appended to this report.

B. RECOMMENDATION

That the Council Executive approves the proposed response to the call for views on the Bill.

C. SUMMARY OF IMPLICATIONS

I Council Values	<ul style="list-style-type: none">• Focusing on our customers' needs• Being honest, open and accountable• Working in partnership
II Policy and Legal (including Strategic Environmental Assessment, Equality Issues, Health or Risk Assessment)	The Travelling Funfairs (Licensing)(Scotland) Bill
III Implications for Scheme of Delegations to Officers	None
IV Impact on performance and performance Indicators	None
V Relevance to Single Outcome Agreement	None
VI Resources - (Financial, Staffing and Property)	None
VII Consideration at PDSP	Environment PDSP 10 November 2020
VIII Other consultations	None

D. TERMS OF REPORT

D1 Background

Richard Lyle MSP introduced the Travelling Funfairs (Licensing)(Scotland) Bill to the Scottish Parliament as a private members Bill on 29 April 2020. The background information on the Scottish Government webpage states that Mr Lyle believes that the current law and practices regarding the issuing of Public Entertainment Licences (PELs) for travelling funfairs threaten the survival of showpeople. Mr Lyle has designed the Bill to make it easier for operators to put on travelling funfairs in Scotland. In Mr Lyle's view it is designed to create a new licensing process which he believes would be simple, consistent, fair and proportionate.

Travelling funfairs are currently licensed under the Civic Government (Scotland) Act 1982. The 1982 Act allows local authorities to issue "public entertainment licences". Licences may be temporary (up to 6 weeks) or full (up to three years). Funfairs are amongst several types of public entertainment subject to these licensing rules.

D2 What the Bill Aims to Do

The Bill begins with the following key provisions:

- It takes travelling funfairs out of the licensing regime in the 1982 Act;
- It provides a definition of "travelling funfair", including a maximum duration of 6 weeks;
- It states that anyone holding a travelling funfair needs a licence and that it is the local council that decides whether to grant one.

Most of the rest of the Bill concerns the new licensing regime. This includes—

- Rules about the information the applicant needs to provide and in what format;
- A requirement for the council to consult Police Scotland and the Scottish Fire and Rescue Service about each application;
- Rules on time limits for deciding an application and for appeals against a decision;
- Giving councils the power to impose certain types of condition when allowing a licence;
- Giving council officials and the police a right of entry and inspection to ensure a licence is being complied with.

A key provision that the fee for a licence is to be £50. It can be revised upwards in future years but only in line with inflation.

D3 Call for views

The Scottish Parliament's Local Government and Communities Committee has made a call for views of stakeholders on the provisions of this Bill.

The webpage states that any proposal for new laws requires very careful consideration and there is a possibility the Bill might fall when the election is called. The Committee undertakes to consider carefully all written submissions received on the Bill and to decide on next steps by early in the New Year.

A draft response has been prepared and is attached Appendix 1.

D4 Consideration at Environment PDSP

The draft response was considered at the Environment PDSP meeting on 10 November 2020. The PDSP did not make any comments on the wording of the draft response and agreed that the report be forwarded to the Council Executive.

E. CONCLUSION

The Scottish Government has issued a call for views on the Travelling Funfairs (Licensing)(Scotland) Bill and the Council Executive is being asked to approve the attached response.

F. BACKGROUND REFERENCES

<https://beta.parliament.scot/bills/travelling-funfairs-licensing-scotland-bill>

Appendices/Attachments:

Appendix 1: Draft response to the call for views on the Travelling (Licensing) (Scotland) Bill

Contact Person: Audrey Watson, Managing Solicitor – Licensing, Legal Services
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Julie Whitelaw, Head of Corporate Services

15 December 2020

Appendix 1

DRAFT RESPONSE FROM WEST LOTHIAN COUNCIL TO THE CALL FOR VIEWS ON THE TRAVELLING FUNFAIRS (LICENSING) (SCOTLAND) BILL

Questions

1.The main aim of the Bill is to make the licensing system for travelling funfairs less restrictive and less expensive for applicants. Do you agree with this aim? Do you agree that the Bill will achieve this aim?

A key way in which the Bill seeks to achieve this overall aim is to create a uniform approach, meaning that councils must all follow the same rules. (The current law allows councils to take different approaches to licensing travelling funfairs.) In answering question 1, you may wish to express a view on whether you agree that this is the best approach or that it is necessary to achieve the aims of the Bill.

West Lothian Council notes that not all councils are dealing with applications for temporary public entertainment licences (PELs) in the same way and the difficulties that this causes for applicants who apply for licences across Scotland. This council is of the view that these issues are not restricted to those experienced by members of the Showman's Guild. The lack of an appeal from decisions made on applications for temporary licences has meant that decisions made for reasons other than the grounds of appeal set out in the legislation cannot be challenged.

This council is of the view that the licensing provisions of the Civic Government (Scotland) Act 1982 ("the 1982 Act") which were drafted over 40 years ago are no longer fit for purpose and require to be reviewed to take into account current business practices. This applies to a variety of licences applied for under the 1982 Act, not just PELs.

We are aware that over the last ten years there has been a major shift away from entertainment and events taking place within licensed premises to a variety of outdoor events and events taking place in unlicensed premises. This has led to an increase in temporary applications associated with events such as for public entertainment, market operator's and street trader's licences.

The council does not support this Bill as we consider that it would not solve the issues for many customers. The council is of the view that the 1982 Act provisions need to be reviewed rather than the parliament making changes to only one type of licence for one particular type of applicant. The council would question whether the provisions of the Bill are fair to other licensing customers.

Sadly over the last few years there have been a number of high profile accidents arising from public entertainment including bouncy castles and other inflatable structures as well as mechanical rides. This council recognises the need for licensing of events to ensure public safety and would not wish to see any streamlined and fast track licensing system introduced which would dilute the public safety aspects of the current system. The council would not wish funfair licensing to potentially be viewed as a rubber-stamping exercise rather than a robust licensing scheme.

2.Section 1 of the Bill sets out a definition of "travelling fairground". Amongst other things, this provides that it cannot go on in one location for more than 6 weeks. (If the plan is for it to go on for longer than this, the current licensing law will apply.) Do you think the definition used in section 1 is a good one?

The council's view is that the definition is not clear. There is an argument that any funfair which is being erected on a temporary basis at any event could fall within the current definition. This would mean that any temporary public entertainment licence application could fall within the definition as many funfairs are now run at events organised by large events companies and local community groups as well as members of the Showmen's Guild. It is clear from the documents which accompany the Bill that this was not the intention of Mr Lyle.

3.The Bill imposes a flat fee of £50 for a license application. This may be increased but only in line with "changes in the value of money" (section 5(2)(d) and (6)) In the vast majority of cases, this will be less than applicants are paying under the current law. Do you agree with this?

The council's view is that a fee of £50 is insufficient to recover the costs incurred by councils in processing applications for temporary public entertainment licences and carrying out any compliance checks which are required. It is accepted that some councils are charging more than these costs could amount to. However, legislation could be passed to prevent this which could apply to all types of licences.

The proposition that the proposed fee is far too low is evidenced by the fact that only one council in Scotland charges a fee of £50 and that the vast majority of councils charge between £150 and £250. It is a key part of the 1982 Act that councils are obliged to recover their costs in administering the licensing process. This proposal would lead to obvious inequality whereby applicants not falling within the scheme would inevitably find that their fees would have to rise significantly to allow the reduced fees to be paid. Given that members of the Showmen's Guild are in business to make profits from the entertainment which they provide for the public there seems no real argument that they should pay smaller fees than others who organise public entertainment at the many events which take place across the country.

There are examples of fixed licensing fees being set by the Government under the liquor licensing legislation. Such fees have never been increased in line with inflation despite this being possible. For example, the fee of £50 for a personal licence to sell alcohol was set in 2007 and has never been increased so councils cannot realistically expect the fee level for funfair licensing to be increased regularly. This council believes that the £50 fee is insufficient to recover the cost of administering applications for personal licences despite that process being much simpler than the PEL scheme.

4.Key provisions concerning a council's decision-making role are that—

- a. The council must decide on an application within 21 days, otherwise it will be granted by default,**
- b. It must allow a validly made application unless (a) the applicant is not a "fit and proper person" or (b) there are safety or health concerns about the funfair that would not be reasonably mitigated by attaching conditions to the licence,**
- c. It may grant a licence subject to conditions (section 11 lists the type of conditions that may be imposed),**
- d. It can only revoke a licence if (a) it becomes aware of a fact not previously shared that would have led it to decide the application differently or (b) if a condition or other provision of the licence is not met.**

Are you satisfied that these provisions give councils the right level of control and choice over the licensing process?

This council is of the view that the proposal that council must decide on an application within 21 days, otherwise it will be granted by default is unworkable. If the licensing system is to be robust sufficient

time must be given to the council to allow it to consult with advisors, consider responses and make decisions on contentious applications.

Our council policy is that applications for temporary licences must be made a minimum of 35 days before the event but we encourage applicants to apply at least 4 months before the event to allow plenty of time to hold any committee hearing which may be required. Given that most events are planned at least 6 months in advance and advertised for many months this suggestion is not considered overly onerous. It is designed to give customers an early indication if there are issues raised about the event to allow time for Safety Advisory Group meetings to take place and discussions to be had with a view to resolving these issues. This council would wish to avoid the inevitable negative publicity which would result from a decision being taken to refuse a licence for sound public safety reasons near to the planned start date of an event. For the above reasons the council considers that the reduced timescale for applications will inevitably lead to a delay in such applications being lodged and increased pressure on already stretched advisors and that is not in anyone's interests.

5. We welcome views on any other aspect of the licensing system set out in the Bill that you consider important, for example, provisions on—

- a. What persons a council must consult before deciding any application (the Bill mentions two: the police, and the fire and rescue service),**
- b. The matters that an applicant has to address in their application; for instance, whether you think anything important is missing,**
- c. The right of an applicant to appeal a council's decision to the Sheriff Principal,**
- d. The criminal penalties set out in the Bill, for instance, where a person operates a travelling funfair without a licence or makes false statements in support of an application;**
- e. Powers to enter and inspect a travelling fairground: who may do so and for what reasons.**

(a) The council also consults with internal advisors such as Environmental Health and Building Standards and in line with recognised good practice suggested by Police Scotland considers whether a Safety Advisory Group meeting should be convened to involve applicants and both internal and external advisors in discussions regarding the safety of the public at the event. This should be recognised in the legislation by increasing the proposed timescales.

(b) The application should be accompanied by a plan which should show the area to be licensed, a location plan showing where that area is situated with reference to the nearest road or street and the location of the various public entertainment structures and equipment. The proposal that two potential sites could be identified is a good one and this could be applied to other licences if a review of the 1982 was undertaken.

(c) A right of appeal is an important aspect of any licensing scheme.

(d) and (e) no comment.

6. The MSP who introduced the Bill thinks it will help protect the way of life of Scotland's showpeople, a distinct community associated with putting on travelling fairgrounds. Do you agree the Bill will make a difference in this way?

Any other comments on the Bill's impact (positive or negative) on equalities, human rights and quality of life issues for local communities are also welcome as part of any response to question 6.

The council's view is that the impact of the 1982 Act on all customers not just showpeople should be considered by the Government and the Act should be reviewed to improve the system for all stakeholders rather than one particular customer group to be fair to all customers.

7.What financial impact do you think the Bill will have – on operators of travelling fairgrounds, on councils, on local economies, or on others?

See the response at question 3 above the council is of the view that the proposal within the Bill to reduce fees for certain customers will have a significant financial impact on the level of fees which will need to be set for other PEL applications in order that the council can recover the cost of administering the licensing scheme.

DATA LABEL: PUBLIC



COUNCIL EXECUTIVE

PROCUREMENT APPROVAL REPORT

REPORT BY THE HEAD OF CORPORATE SERVICES

A. PURPOSE OF REPORT

To seek Council Executive approval to enter into contracts where Committee authorisation is required by Standing Orders.

B. RECOMMENDATION

It is recommended that the Council Executive approves a direct award to Tunstall Healthcare (UK) Ltd Healthcare (UK) Ltd for a contract with start date of 14 January 2021 for a period of 5 years to 13 January 2026 to the value of £159,863.

C. SUMMARY OF IMPLICATIONS

I	Council Values	Focusing on our customers' needs; being honest, open and accountable; making best use of our resources.
II	Policy and Legal (including Strategic Environmental Assessment, Equality Issues, Health or Risk Assessment)	Standing Orders of West Lothian Council and the Public Contracts (Scotland) Regulations 2015.
III	Implications for Scheme of Delegations to Officers	None
IV	Impact on performance and performance Indicators	None
V	Relevance to Single Outcome Agreement	Our public services are high quality, continually improving, efficient and responsive to local people's needs.
VI	Resources - (Financial, Staffing and Property)	The procurement costs of £159,836 are based on one off Costs £77,060, Year 1 Costs £0.00, Year 2 - 5 Costs £20,694 per annum.

The budget shall be met by Social Policy. There is already a capital budget allocated to the Telecare Programme.

VII Consideration at PDSP N/A

VIII Other consultations Social Policy as the owners of the platform and Housing Customer and Building Services as the suppliers of staff that operate the platform were consulted. The Corporate Procurement Unit were consulted. The Corporate Finance Manager was consulted regarding budget implications.

D. TERMS OF REPORT

D.1 Technology Enabled Care – Alarm Receiving Centre

There is currently a live IT project, Technology Enabled Care – Alarm Receiving Centre, to upgrade West Lothian Council's existing analogue Alarm Receiving Centre platform (PNC6) to a digitally capable platform (PNC8). This platform currently provides telecare to circa 3700 homes in West Lothian. Support for this platform is provided by Tunstall Healthcare (UK) Ltd Healthcare (UK) Ltd and is due to expire in March 2021.

In October 2020, Tunstall Healthcare (UK) Ltd highlighted to the Council that the existing managed ARC platform (PNC6), could not continue to be supported beyond the current contract as a result of software maintenance life cycles and the end of support. This has left the Council potentially exposed to two types of risk:

1. The risk that a previously unknown security vulnerability is found which would expose the personal data stored within this system
2. A previously unidentified software flaw would stop the software working. Tunstall Healthcare (UK) Ltd would be unable to resolve the issue as they do not have recourse to support from Microsoft.

Both of these risks are considered by IT services as low probability but high or very high impact.

In addition, the use of outdated operating system software is likely to be highlighted within the IT health check carried out for PSN accreditation and Cyber Essentials Plus certification and be listed as an item requiring rectification.

Since this issue has been highlighted the Project Team has been investigating options to address the issue. It is believed that the only acceptable option is to upgrade the existing Alarm Receiving Centre Platform supplied by Tunstall Healthcare (UK) Ltd to the latest version, which would allow the Council to install it on the most up-to-date and supported infrastructure.

This would normally involve a procurement exercise, but due to the current risks, it is believed that minimising the time the Council is exposed to these risks should be the priority.

The Head of Corporate Services is unable to authorise a Business Case Exemption in excess of £50,000 and Council Executive is, therefore, requested to approve the direct award of a contract to Tunstall Healthcare (UK) Ltd. The Procurement (Scotland) Regulations 2016 make provision for circumstances in which a contract can be awarded without competition under Clause 6) (1) (b) (ii). In this instance competition is absent for technical reasons as the PNC suite of software is a proprietary product of Tunstall Healthcare (UK) Ltd Healthcare (UK) Ltd.

E. CONCLUSION

It is recommended that the Council Executive approves the procurement set out in the report, which will support delivery of effective Council Services.

F. BACKGROUND REFERENCES

None

Appendices/Attachments: None

Julie Whitelaw
Head of Corporate Services

15 December 2020

DATA LABEL: OFFICIAL



COUNCIL EXECUTIVE

CONSULTATION – RENEWING SCOTLANDS FULL POTENTIAL IN A DIGITAL WORLD

REPORT BY DEPUTE CHIEF EXECUTIVE

A. PURPOSE OF REPORT

The purpose of the report is to inform the Council Executive of the Scottish Governments consultation, which commenced in October, on the revised focus for a refreshed Digital Strategy in collaboration with Local Government, and to agree a response to be returned by 23 December 2020.

B. RECOMMENDATIONS

It is recommended that the Council Executive:

1. Notes the report;
2. Comments on the content of the proposed consultation response at appendix 2; and
3. Agrees a response will be submitted to the Scottish Government by the deadline of 23 December.

C. SUMMARY OF IMPLICATIONS

I.	Council Values	<ul style="list-style-type: none">• Focusing on our customers' needs• Being honest, open and accountable• Developing employees• Making best use of our resources
II.	Policy and Legal	The Strategy takes account of the Programme for Government and acknowledges the need to take account of General Data Protection Regulations.
III.	Implications for Scheme of Delegations to Officers	None
IV.	Impact on performance and performance indicators	A new suite of national indicators will be developed that will align with the national performance framework
V.	Relevance to Single Outcome Agreement	1.Our children have the best start in life and are ready to succeed.

		<p>2. We are better educated and have access to increased and better-quality learning and employment opportunities</p> <p>3. Our economy is diverse and dynamic, and West Lothian is an attractive place for doing business</p> <p>8. We make the most efficient and effective use of resources by minimising our impact on the built and natural environment</p>
VI.	Resources (Financial, Staffing and Property)	Within West Lothian a capital budget of £1.15m has been assigned over a ten-year period. A saving of £0.6m has been identified as part of the Transforming Your Council programme.
VII.	Consideration at PDSP	The report was considered by the Partnership and Resources PDSP on 4 December and comments included in the draft response.
VIII.	Details of consultations	The Customer and Digital Transformation Board has been consulted on the draft response and their comments incorporated.

D. TERMS OF REPORT

D.1 Background

In 2017, the Scottish Government set out a vision to ensure that Scotland was recognised throughout the world as a vibrant, inclusive, greener, open and outward-looking digital nation in the Realising Scotland's Potential in a Digital World – A Digital Strategy for Scotland. This Strategy focused on the Scottish Governments plans and actions.

Following several months of engagement with a range of organisations and sectors, in October 2020 the Scottish Government published the document in appendix 1 which has been co-produced by Scottish Government and Scottish local government (representation from COSLA, the Local Government Digital Office and the Improvement Service). It enjoys the support of NHS Scotland and has been shaped by contributions from the tech sector.

The document brings together all the digital recovery work taking place across Government; digital is a consistent thread running through the Programme for Government and is seen as key to Scotland's recovery.

The pandemic, and the response to it, has shown that the public sector needs to be able to act at speed to develop and deliver new services. It has shown the importance of working in partnership, with businesses, the voluntary sector and both national and local government to get the right support, to the right people, in the right ways.

More businesses have moved online and changed their operating models. The importance of the wellbeing of households and individuals to combat the isolation that can occur as a result of physical distancing, and the worry about the workplace of the future has been highlighted. However, more people have the confidence to use and benefit from digital technology and made it more obvious that exclusion from the digital world can limit life chances.

The consultation document is intended to set out the overarching digital vision; but separate strategies and or action plans may be required in specific policy areas such as planning and health and social care. The document seeks an holistic approach in addressing what is required to deliver the vision so includes topics such as: digital inclusion, both physical and behavioural; transforming public services; maximising economic opportunities linked to digital; ensuring we have and invest in digital skills; safeguarding wellbeing; investing in the Tech sector; contributing to our Green targets; and that everything that is done is done in an open and ethical way.

D.2 WEST LOTHIAN'S DIGITAL TRANSFORMATION STRATEGY

In June 2018, the Council Executive agreed West Lothian's first Digital Transformation Strategy. This Strategy has four themes; Digital Customers, Digital Skills, Digital Service Design and Digital Workplace. Progress against these themes, and the actions associated with them, are reported annually to the council.

Our Digital Transformation Strategy sits comfortably against the proposed national strategy, although there may be an opportunity to revisit some of activities to ensure that they are properly aligned, once the new national strategy is agreed.

D.3 THE CONSULTATION

There are six themes highlighted within the consultation. Each theme has a vision and corresponding set of potential actions. These are summarised below.

Theme 1 – No one left behind

Vision - A Digital Scotland can be a more inclusive nation in which the benefits of digital technology can be for everyone. The aim is to be a country where there is universal Digital Citizenship, with world-leading levels of digital inclusion, participation in community and democracy, accessible by all – where no-one is unable to participate because of poverty. A nation in which the services that digital technology can deliver and the access it provides to information and knowledge, and the job and business opportunities it creates, can be for all. Where we use technology to promote wellbeing, and tackle, rather than reinforce, the inequalities of the analogue world.

Potential actions:

- Deliver broadband coverage for all
- Improve 4G mobile coverage and set the right conditions to encourage investment
- Digital inclusion that tackles inequality and promotes well-being
- An education system that builds digital skills

Theme 2 – Services working for all

Vision - People and businesses want services that are accessible and simple to use. They want them to be inclusive and designed around the needs of their users, rather than the organisational structures or traditions of the organisations that provide them. Digital technology allows us to deliver services more locally rather than expecting people to travel to our offices, anticipate needs more effectively and to make the connections between the services offered by different organisations so that they can respond to needs in a more comprehensive way.

Potential actions

- Transform key public services
- Digital third sector
- Joint service innovation centre
- Introduce a digital identity service for users
- A digital service hub – a set of common operating platforms
- Adopt common digital and data standards
- Protect and create value from Scotland's data
- Accessibility

Theme 3 – Transforming government

Vision - The transformation of public services requires national and local governments and NHS bodies to become digital organisations. They will be built on digital business models that take advantage of the opportunities of digital technology. This means that public sector organisations will:

- focus their resources on the things that matter most to people, with innovation that improves the experiences of their users, reflects local circumstances, and ensures their wellbeing;
- publish data to improve and integrate the services they offer and ensuring that they are accountable to the people they serve;
- work as part of a network of organisations, including businesses and the third sector to take advantage of the things we all do best;
- design, develop and procure services 'once for Scotland' to save time and money, create greener services that help deliver a net zero society, and offer a more consistent experience to our users;
- automate our back-office processes to improve efficiency and free up resources for the front line; and
- have the leadership, skills and culture to take advantage of the opportunities of data and digital technology.

Potential actions

- Changing our culture
- Drive efficiency to release more capacity for the delivery of frontline services
- Single shared digital academy
- Pooling digital and data expertise
- A new commercial model
- Digital democracy

Theme 4 – Digital and Data Economy

Vision - The pandemic has underlined the importance of digital capacity and capability in ensuring a robust, inclusive, wellbeing economy with the resilience to deal with such cataclysmic disruptions. The economic vision set for green and education led recovery set out in the Advisory Group on Economic Recovery (AGER) report described the pivotal role of digital technology in this process.

The businesses that have coped best are those who have been able to innovate: pivoting quickly to homeworking, adopting cloud computing for speed and

collaborative working, using new digital platforms to access customers and to repurpose or diversify products and services.

Potential actions

- Expert support for SMEs
- Technology loans
- Increase the Digital Skills talent pool
- Increase diversity in digital roles
- Enabling infrastructure
- Use Scotland's data capabilities to address climate change targets
- Workplace transformation

Theme 5 - A vibrant tech sector

Vision - Scotland is home to a thriving tech ecosystem with over 1,500 companies that contributed £4.9bn Gross Value Added (GVA) to Scotland's economy in 2019, accounting for 3.5% of total GVA. GVA per head for the tech sector is 40% higher than for the economy as a whole, making it a considerable contributor to Scotland's economy. This success has elevated Edinburgh to the most active tech community outside London, closely followed by Glasgow in 4th place.

A vibrant Tech sector is critical to our recovery. Growing this sector gives us an opportunity to create new jobs in industries with long term growth potential and a positive impact on climate change. It also helps us to further promote our ambitions for a wellbeing economy to balance the demands to sustain the economy, whilst safeguarding social and environmental wellbeing. This approach allows us to work collaboratively with new and emerging businesses.

Potential actions

- An innovation ecosystem
- Expanding training
- Attract national and international investment
- Create a programme of data driven innovation
- Promote Scotland as a European centre for Green Data Centres
- GovTech sector
- Ensure equality of opportunity for all
- Launch Scotland's AI Strategy in early 2021
- Launch a revised Cyber Resilience Strategy

Theme 6 – An ethical digital nation

Vision The use of data and digital technology raises important new ethical and moral questions about the kind of society we want to be. These include concerns about personal privacy and digital security, the ways in which the facts can become distorted through social media or the way in which governments work with and regulate the tech industry. We need to ensure that digital services operate to high ethical standards to protect personal privacy, give people control of their personal information and ensure transparency – candidness and transparency play a crucial role in maintaining and building trust in digital.

Potential actions

- Set out a vision
- Increase community engagement and participation
- Increase collaboration with other governments
- Build public trust in the use of data
- Making more of our data available openly
- Digital Rights

D.3 NEXT STEPS

As part of the consultation a series of questions have been posed about the content within the consultation document. These questions have been shared with officers from the Digital Transformation Project Group to ensure that all parts of the council have an opportunity to input to the response. All responses have been collated and form the intended response to the Scottish Government detailed in appendix 2.

In summary, the council believes that there are opportunities for collaboration around procurement, recruiting specialist skills, retraining and upskilling staff, ensuring digital support for the sector and attracting tech companies to our region. Of these opportunities the council suggests that addressing the skills gap is the priority.

The council agrees that the vision laid out for each of the six themes is correct, and that the potential actions to deliver the vision are also the right ones. However, of most importance is the culture change and leadership required to ensure that that collectively we can deliver this significant strategy.

The response also acknowledges that we are not starting from a position of no activity, and that we should be able to build upon the positive work that has taken place, particularly over the last year as a response to the global pandemic.

Any comments from the Committee will be included in an updated response that will be submitted to the Scottish Government before the deadline of 23 December 2020.

E CONCLUSION

The global Covid pandemic has brought into sharp focus the need to embrace digital technologies to ensure that the future for Scotland is bright and secure. The Scottish Government has worked with Local Government and others within the Tech sector to produce a consultation document that will inform the future Digital Strategy for the public sector in Scotland.

F. BACKGROUND REFERENCES

Current Digital Strategy - [Realising Scotland's Potential in a Digital World – A Digital Strategy for Scotland](#).

Appendices/Attachments: 2

Appendix 1 - Renewing Scotland's Full Potential in a Digital World: Updating the Digital Strategy for Scotland Discussion Document

Appendix 2 – Draft responses to consultation questions

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Graeme Struthers
Depute Chief Executive

15 December 2020

Appendix 1

Renewing Scotland's Full Potential in a Digital World: Updating the Digital Strategy for Scotland

Discussion Document

September 2020



Scottish Government
Riaghaltas na h-Alba
gov.scot

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1. Foreword

Digital technologies are transforming the way in which people live their lives across Scotland. They are also playing a central role in a continued focus on delivering better outcomes for people, and provide significant opportunities to improve our essential public services.

The coronavirus crisis has shown us that working digitally is more important than ever before and has driven fundamental changes, including how we work and how we interact socially. It has also shown that collaboration can achieve powerful results.

The Scottish Government and COSLA are committed to working together to deliver a refreshed Digital Strategy for Scotland that reflects this, and to engaging with partners across Scotland throughout this process. We share a vision of modern, digital and collaborative government, designed around people.

This can only be delivered when central and local government work together. We are committed to doing that to ensure services are designed to meet the needs of the user, cutting across boundaries between service providers, to deliver economic recovery, meet our climate change targets, and ensure that everyone in Scotland has the skills, connectivity and devices required to fully participate in our digital nation.

Globally, the pace and scale of digital transformation will only continue in the coming months and years. We are confident that Scotland is in a strong position to meet the challenges and realise the opportunities that this presents, and to further our reputation as an inclusive and outward-looking digital nation.

**Ben Macpherson MSP,
Minister for Public Finance and Migration**



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**Councillor Gail MacGregor,
COSLA Resources Spokesperson**



2. Introduction

We live in a digital world. It is changing the way we work, do business, entertain, deliver services, shop and keep in touch with our family and friends, as well as the work of government. It's a source of incredible opportunity – to open new markets, scale rapidly, tackle climate change and make links across the globe. It also brings huge new challenges - around privacy, regulation, security and social and digital inclusion.

Back in 2017, we set out a vision to ensure that Scotland is recognised throughout the world as a vibrant, inclusive, greener, open and outward-looking digital nation¹. This vision is now even more compelling. However, the context in which it needs to be delivered has changed dramatically.

The end of the Brexit transition period, and the prospect of no trade deal in particular, will compound the challenges Scotland faces as it tackles a global pandemic. Scotland has enjoyed many benefits of EU membership. Close collaboration with our EU partners and access to the digital single market has promoted innovation, growth and the exchange of ideas across borders. It is vitally important our digital technologies sector and wider economy has continued access to the world's largest and most integrated single market, so that Scotland remains an attractive destination for talent and investment.

The pandemic, and our response to it, has shown that the public sector needs to be able to act at speed to develop and deliver new services. It has shown us the importance of working in partnership, with businesses, the voluntary sector and ourselves to get the right support, to the right people, in the right ways. It has seen more and more of our businesses move online and rethink their operating models. It has highlighted the importance of the wellbeing of households and individuals to combat the isolation that can occur as a result of physical distancing, and the worry about the workplace of the future. It has given more and more of us the confidence to use and benefit from digital technology and made it more obvious that exclusion from the digital world can limit our life chances.

As we adjust to the impact of coronavirus and tackle the economic, health and social harm it has brought, we should not seek to simply return to previous notions of 'business as usual'. Currently we may not fully understand the extent of the economic and social shock of the pandemic, but we do know that it has redefined our perceptions of normal. We know that we must rethink the way the economy works and support a society that reflects the need to balance and sustain economic, social and environmental wellbeing. We know this work has the potential to contribute strongly to the [National Performance Framework](#), and delivery across all eleven outcomes.

This document brings together all the digital recovery work taking place across Government; digital was a consistent thread running through the [Programme for Government](#) and is key to Scotland's recovery.

¹ [Realising Scotland's Potential in a Digital World – A Digital Strategy for Scotland.](#)

We can and must understand and respond to the incredible opportunity it presents us with, to build a Digital Scotland in which:

- ☐ geography, background or ability is not a barrier to getting online and benefiting from digital technology, and we capitalise on Digital's potential to sustain and invigorate rural and island communities;
- ☐ we reinvent our public services to make them more personal, accountable, adaptable, efficient, sustainable and worthy of public trust;
- ☐ our government, NHS and councils are transformed into true digital organisations with digital skills, cultures and operating models;
- ☐ Scottish businesses embrace the economic opportunities of digital technology, marketing and ways of working;
- ☐ our third sector partners are supported to develop their digital capabilities and introduce new digital business models;
- ☐ our children are prepared for the workplace of the future, and training and skills development is available for the existing workforce;
- ☐ wellbeing is both safeguarded and enhanced through the greater use of digital technology;
- ☐ our Tech sector is an innovative one, successful internationally and involving enthusiastic partners in a network of digital and data talent;
- ☐ green thinking is incorporated into all our digital solutions, so we can contribute to meet our statutory commitments to be a net zero society by 2045; and
- ☐ we are open, ethical and working with others to meet new moral, environmental, regulatory and security concerns.

Our people, places, economy and planet require it.

3. Purpose

This is a discussion document. It is designed to stimulate ideas and serve as the basis for consultation and engagement with stakeholders, the public and businesses about the final content of the updated digital strategy.

It describes an ambition which we jointly believe is proportionate to the extent of the challenges and opportunity we now face.

The document has been co-produced by Scottish Government and Scottish local government (representation from COSLA, the Local Government Digital Office and the Improvement Service). It enjoys the support of NHS Scotland and has been shaped by contributions from our tech sector.

We hope to stimulate ideas and contributions that will inform the final Strategy and the digital vision for Scotland. This will deliver the commitment made in the Scottish Government Programme for Government² and provide an overarching framework, priorities and principles that will shape subsequent, sector specific action plans in areas such as planning and health and social care.

This document is intended to set out the overarching digital vision; but separate strategies and or action plans may be required in specific policy areas. Digital strategy updates which take account of the radically changed environment are underway across government, including in health and social care, in planning, and in learning. We are working closely with colleagues to ensure our work is aligned, and together we deliver the vision outlined in this document.

We are grateful for the input we have had so far in the development of this document. This includes the 56 submissions received from a cross section of Scottish business through the joint Digital Nation initiative with ScotlandIS, our involvement in the Scottish Enterprise led work on Using Covid-19 Recovery and Renewal Scenarios to support Planning and Policy Making, the input of the cross- public sector Central Government Digital Transformation and Technical and Design Boards, and the views of the Scottish Council for Voluntary Organisations, the Scottish Library and Information Council, the Open Rights Group and Citizens Advice Scotland. We look forward to receiving further views throughout the engagement period.

We are now seeking views and input to this discussion document between October and December 2020. While this document may appear to be nearly finished, and the language definite, that is not the case. We are now actively seeking contributions from across society. We want you to challenge us if you think we can go further and caution us if you think that a different approach is required. We want you to think about and suggest the actions we should take together – immediately and over the longer term – to bring the vision into reality.

² <https://www.gov.scot/publications/protecting-scotland-renewing-scotland-governments-programme-scotland-2020-2021/>

We are committed to ensuring the engagement we undertake is inclusive, and will work with partners to ensure as many views as possible from across society are included – including those of the digitally excluded.

Based on your feedback, we will then work to develop and publish the updated Digital Strategy for Scotland.

We are keen to hear all of your views on any aspect of the focus and actions required for an updated Digital Strategy for Scotland. Please see the “Responding to this Consultation” section on page 35 for details of how to take part.

4. No One Left Behind

Geography, background or ability should not be barriers to getting online and benefiting from digital technology. To achieve this, we need networks which reach every corner of the country. The pandemic has highlighted the importance of access to the internet, for information, access to services and the social links that are so important to wellbeing. However, it also exacerbated isolation and inequality and focussed attention on the consequences of the digital divide. Digital and data skills are vital to us all, and the internet is fast becoming a basic essential in our lives. We need to ensure everyone has these skills and access.

Our digital infrastructure is critical national infrastructure and is central to economic and societal resilience. It must be capable of meeting the current and future needs of business and society – including providing fair and equitable access to connectivity so all of our people and businesses can benefit from being on-line. We rely on fixed and mobile connectivity, the systems they support and the data they produce to find information, shop, enjoy our leisure time and engage with government and public services. Fast resilient connections provide a competitive advantage for business.

When used alongside other technologies, they can provide insights that allow us to cooperate and maintain more traditional infrastructure in a greener and more efficient way: for example by managing road traffic flows; monitoring performance and making real time decisions about energy consumption.

The Infrastructure Investment Plan consultation sets out a single vision for future infrastructure, underpinned by three themes:

- ☐ enabling net zero and environmental sustainability;
- ☐ driving inclusive economic growth; and
- ☐ building resilient and sustainable places.

Effective digital connectivity can ensure that our rural and islands communities are an integral part of the economic, social and environmental wellbeing of Scotland. It can make living and working in a rural setting a more attractive option for those who have recognised the benefits of home working, or for small businesses who can rely on the same access to international markets on a level playing field with their urban counterparts. It can also help to diversify our rural economies by capitalising on the unique richness of Scotland's renewable energy sources to attract investment in high quality jobs such as in the data centre industry.

A Digital Scotland can be a more inclusive nation in which the benefits of digital technology can be for everyone. It can be a country where there is universal Digital Citizenship, with world-leading levels of digital inclusion, participation in community and democracy, accessible by all – where no-one is unable to participate because of poverty. A nation in which the services that digital technology can deliver the access it provides to information and knowledge and the job and business opportunities it creates can be for all. Where we use technology to promote wellbeing, and tackle, rather than reinforce, the inequalities of the analogue world.

Potential Actions to ensure that no one is left behind:

- **Deliver broadband coverage for all:** We will do this through a combination of the [Scottish Government Reaching 100% \(R100\) programme](#), considerable network upgrading by commercial providers and future UK Government investment. While telecoms is a reserved responsibility of the UK Government, the Scottish Government, recognising the importance of digital connectivity, has chosen to provide extra investment in certain areas to accelerate progress.
- **Improve 4G mobile coverage and set the right conditions to encourage investment:** We will continue to deliver the Scottish 4G Infill Programme, bringing future-proofed 4G infrastructure and services to selected mobile “hotspots” in rural Scotland. We are also making it easier for mobile and other telecoms operators to deploy in Scotland, for example through the production of rental guidance to facilitate access to publicly owned assets and simplification of the planning process, while ensuring we continue to protect the natural environment.
- **Digital inclusion that tackles inequality and promotes wellbeing:** We will work to ensure that moving government and other services online reduces inequalities and does not exclude the least advantaged in society from the services they may need the most. This will require us to build on the Connecting Scotland programme to provide equipment and data packages and digital skills training to those in greatest need. We will also work with the third sector and others to provide training and support to ensure that people have the skills, confidence and information literacy required to make the most of being online.
- **An education system that builds digital skills:** We will need to continue to take action to address future skills demand and ensure that education equips people with the skills and capabilities they need for the future. Education will need to keep pace with the constantly changing world, which calls for new skills. The development of these skills will also need to recognise that the way in which people learn is changing as more courses are delivered flexibly on-line, so we will closely align with our plans for a new National Digital Learning Strategy to ensure a coherent digital learning experience.

CASE STUDY

CONNECTING SCOTLAND – ENDING DIGITAL EXCLUSION

At the beginning of the coronavirus pandemic thousands of vulnerable people in Scotland who needed to shield found themselves unable to keep in touch with family and friends, or carry out tasks such as online shopping which most of us take for granted, because they didn't have the confidence to go on-line, or the kit and connectivity in their homes.

The Scottish Government, in partnership with Scotland IS, the Scottish Council for Voluntary Organisations (SCVO), COSLA and Healthcare Improvement Scotland, set up [Connecting Scotland](#) in just four months to address this. Nine thousand people at high clinical risk from coronavirus were given an internet connection, training and support and a laptop or tablet, so they could access services and support and connect with friends and family during the pandemic.

Each of the partner organisations lent their own area of expertise: the SCVO were able to make contact with and convince harder to reach groups to take part in the scheme; whilst telecom providers gave free access to NHS Websites to ensure data usage was minimised.

Recipients immediately reported improved wellbeing thanks to the programme. For Shannon and her family, this has made a huge difference: before joining the programme her children were trying to use a mobile phone to do schoolwork, making home-schooling even harder.

An extension of Connecting Scotland now aims to end digital exclusion by getting 50,000 people online by the end of 2021. This will open up access to education, health care and employment opportunities, counter social isolation and raise the quality of peoples life.

CASE STUDY:

PROMOTING MENTAL HEALTH AND WELLBEING IN YOUNG PEOPLE

This ground-breaking CivTech® challenge, developed in partnership with Stirling Council and NHS National Services Scotland puts young people in Stirling in charge of a project to find better ways for their peers to engage with mental health issues.

Mental health champions across secondary schools in Stirling spent three months researching and developing ways technology can help young people start discussions about mental health and address the stigmas sometimes associated with it.

They secured the support of Edinburgh-based company Voxsio to develop a prototype chatbot called [‘Allichat’](#), accessible across social media platforms, to help young people get personalised answers to complex questions. The aim of the solution was to help young people start conversations about mental health, and provide personalised advice on where to access additional services and ongoing support.

~~Allichat turns each search into a conversation that gives personalised results by~~

CASE STUDY:

BOOKBUG – HOW AN APP HAS HELPED GIVE BABIES, TODDLERS AND PRE-SCHOOLERS THE BEST START IN LIFE

[Bookbug](#) is a partnership between Scottish Government and the Scottish Book Trust that gives free book bags to every child in Scotland, and runs free song and rhymes sessions across the country, to help improve children's literacy.

While a Bookbug app couldn't – and shouldn't – replace existing resources, it was identified that an app would have huge potential to reach more families across Scotland, by helping families to fit songs and rhymes into their daily routine more easily.

It was important for the app to be built for users by users, so developers worked with a mix of local authorities, NHS health boards, library services, and charitable organizations such as Barnados, the Scottish Childminding Association, Play Scotland and local Multicultural Associations.

Following launch in January 2019, the app has been downloaded over 40,000 times and over 2 million songs and rhymes have been listened to.

The key to its success was working directly with families to see what they needed most including:

- ☐ 'Find my nearest Bookbug Session' to help families find physical sessions nearby, to encourage a break from the screen; and
- ☐ songs and rhymes in other languages, and instrumental versions so users can sing along in their own language.

The app was also instrumental in providing a quick response to lockdown following the outbreak of the coronavirus pandemic, as it allowed for Bookbug sessions to continue on-line when physical sessions had to be suspended.

Future plans include developing targeted features to broaden the reach, deepen the impact of the Bookbug programme; and improve the accessibility of the Bookbug app for users with a range of disabilities and access requirements, as well as socioeconomic barriers to access. This includes improved accessibility and additional content for British Sign Language (BSL) users, and broadening the availability of content in Scots and Gaelic.

**CASE STUDY:
UNICEF DATA FOR CHILDREN COLLABORATIVE – USING DATA TO IMPROVE THE
WELLBEING OF CHILDREN**

[The Data for Children Collaborative](#) with UNICEF is a unique partnership between the Scottish Government, UNICEF and the University of Edinburgh Data Driven Innovation Programme, hosted by The Data Lab.

It seeks to improve outcomes for children locally, nationally and globally, by using data and data science techniques to solve societal problems such as nutrition, poverty, population dynamics, mental health, climate change and the impact of the coronavirus pandemic.

Proper nutrition is essential, and children who are well nourished are more likely to be healthy, productive and able to learn, which benefits families, communities and the world as a whole.

[Research by UNICEF](#) suggests that childhood obesity is on the rise with the number of children 5-19 years old who are overweight globally almost doubling in 15 years. In Scotland, almost a quarter of children are starting school at risk of being overweight or obese, with the poorest children at almost 50% greater risk than the wealthiest.

[The Growing Up in Scotland \(GUS\)](#) project is supporting Scotland's target to halve cases of childhood obesity by 2030, with the aim of developing an effective, inexpensive, routine measurement system that can flag indicators to prevent obesity, protect children from malnutrition and promote healthy lifestyles.

The project is addressing questions such as:

- At what specific ages would measuring height and weight most effectively and efficiently identify children at risk of persistent obesity at ages 10 and 12?
- What underlying risk factors for child obesity could be used to accurately identify cases of concern, and intervene in a preventative way, before obesity develops?
- How do markers of family socio-economic status relate to child overweight and obesity? (Including child obesity unrecognized by parents)?
- Are any adverse and protective childhood experiences independent risk factors for obesity?

Analysis has already highlighted important risk factors for childhood obesity and is continuing to explore issues how both Adverse and Protective Childhood Experiences contribute to obesity risk.

The project currently focuses on Scotland, but the opportunity exists to support other countries in the global challenge to reduce obesity rates, by sharing the learning. Over 80 delegates from countries around the world recently came together to hear about the progress of this and the other projects the Collaborative is taking forward to address the challenges facing children locally, nationally and globally. Demonstrating Scotland's commitment to be leader in the data for good movement.

5. Services Working for All

The coronavirus crisis has, more than ever, demonstrated the importance of public services that are secure and resilient, and which are able to adapt and scale in response to changing demands. The response to the crisis in areas like healthcare has also very clearly demonstrated the positive impacts of delivering joined-up digital services.

People and businesses want services that are accessible and simple to use. They want them to be inclusive and designed around the needs of their users, rather than the organisational structures or traditions of the organisations that provide them. Digital technology allows us to deliver services more locally rather than expecting people to travel to our offices, anticipate needs more effectively and to make the connections between the services offered by different organisations so that can respond to needs in a more comprehensive way.

To achieve this we need to:

- ☐ collaborate to deliver end-to-end service journeys to boost people's wellbeing by enabling them to access vital public services in a way in which is convenient and easy to navigate;
- ☐ work together to create the right conditions and a shared language; and
- ☐ make sure our design methods are inclusive and accessible for everyone, so that we encourage, empower and enable all citizens to participate in designing the services they need.

Although it will take time to deal effectively with the challenges of working with and replacing existing systems, our vision must be consistent with digital and data standards that:

- ☐ use the Digital Scotland Service Standard³ to make sure that services in Scotland are continually improving and that users are always the focus;
- ☐ embed [the Scottish Approach to Service Design](https://resources.mygov.scot/alpha/service-standard/digital-scotland-service-standard/) and ensure that users are in the room when design decisions are made;
- ☐ promote and safeguard household and individual wellbeing;
- ☐ protect Scotland's data, to enable resources to be focussed at the frontline, where innovation and a supported personal service can make a difference to the experience of users and the specific needs of a local community;
- ☐ ensure that data is shared within agreed ethical standards and approaches in order to meet user needs;
- ☐ use data to enhance public accountability, drive performance improvement empowering local communities to play an increased role in the design and delivery of local services;
- ☐ use common cloud based technologies for processes that improve quality, and are replicated across public sector organisations, to enable resources to be redirected to front-line local delivery;
- ☐ are open and make code available wherever practicable to stimulate further innovation;

³ <https://resources.mygov.scot/alpha/service-standard/digital-scotland-service-standard/>

- enable services to become proactive (for example enabling automatic entitlement without individuals needing to claim themselves, and prevention/early intervention);
- enable innovation and improved services based on the analysis of real-time information flows to quickly identify trends; and
- recognise that cyber security is critical to developing digital public services, and so needs to be built in from the start. This is both in terms of systems but also with regard to the application and use of digital solutions, including in workforce development, ensuring that staff at all levels of organisations have the appropriate skills in cyber resilience and cybersecurity.

Modern government and organisations need to work together to reduce unnecessary duplication of work, improve the way they use data, and the way they deliver services to Scotland's people. We can achieve this by working together to adopt shared scalable and flexible systems and processes, building the common platforms described in figure 1 and those that already exist; making them work for many different users and services and overcoming the issues of out of date systems and challenges of data sharing.

Figure 1: Common Platforms

	Identity	Confirming personal identity securely, to access public-sector services digitally.
	Payments	A wide range of financial transactions.
	Applications (forms)	Online forms.
	Publishing	Making information about services and functions accessible online.
	Customer Relationship Management	Storing customer data and interaction information.
	Management Information (Performance)	Data analysis, and publication of performance information.
	Cloud Operations	Supporting public sector to make efficient and secure use of cloud technology.

Potential Actions to ensure that digital public services work for us all:

- **Transform key public services:** We will set out new and ambitious reform programmes for key areas of government, including health and social care, learning, justice, planning and agriculture and the rural economy. In each priority area, a partnership of Scottish Government, Local Authorities, and other key stakeholders will work together to set out new, greener ways of working to help deliver a net zero society, that are centred around the people who use our services to boost their wellbeing, and ensure it is easier to deal with government, at all levels, online.
- **A Digital Third Sector:** We will work with third sector partners and Digital Participation Charter signatories to enable third sector organisations to develop their digital capabilities and introduce new digital business models.

This will promote common standards and technologies across the sector and promote interoperability with public sector partners.

- **A joint Service Innovation Centre:** We will develop the highly successful CivTech operation as the centre of public service innovation for national and local government. It will take public service problems and challenges and support entrepreneurs and small businesses to create, launch and implement digital solutions. The backing of the Scottish public sector as a whole will further strengthen Scotland's reputation for innovation and our competitive position in the international GovTech market.
- **Introduce a digital identity service for users:** We will develop and establish a trusted and secure service for users to prove who they are, and that they are eligible for a service. Users will be able to store their information and choose to share it when applying to public services. This will improve a user's access to services by providing a safe and secure way to prove their identity, while reducing time and cost for the public sector. Additionally, we will develop an inclusive approach for all users to ensure that offline services are available for those who are unable to use a digital service.
- **A digital service hub:** We will develop a common catalogue of services and service components that will be used as a default across national and local government, including, for example, a common online recruitment service. This will be based on a common architecture, a joint approach to prioritisation, joint design, joint commissioning/procurement and joint governance, delivering efficiencies and simplifying people's experience of working with and in government. At the heart of this will be a set of common operating platforms as described in figure 1. We will ensure that all new organisations and services across national and local government are built using the platforms. Existing organisations will aim to move to these platforms as they need to replace their systems.
- **Adopt common digital and data standards:** We will develop and accelerate the use of a common digital and data standards across the public sector. This will make it easier to join up services for the benefit of the people who use them. We will embed the Scottish Approach to Service Design, and ensure that users are involved in all design decisions, data can be shared where appropriate, teams are resourced and skilled appropriately and that common services and platforms are used as the default. To aid this, a Data Standards community of practice will be formed to develop the ambition, build a roadmap of key steps to be taken and processes to help organisations improve. We will develop a public sector data catalogue, which will make it easier for everyone to see what data is held and to understand how to access it.
- **Protect and create value from Scotland's data:** We will establish Research Data Scotland as an internationally recognised centre of excellence for ethical research that uses the high-quality data we have about people, organisations and places to systematically improve the lives of people in Scotland. Research Data Scotland will use national level anonymised data sets to provide insight to policy makers to improve policy making and allow for a greater public debate on important policy issues. This will build upon the Research Data Scotland Covid19 Service, and COVID 19 Data and Intelligence Network, which have proved invaluable in providing the real-time intelligence required to make rapid decisions in response to the coronavirus pandemic. It will also help to attract international business from both academic

and commercial partners by establishing Scotland as a centre of data expertise. We will develop a Data Transformation Framework to improve data reuse in the Scottish Public Sector. This will enable our organisations to understand their data maturity with steps and support to improve. Central elements of the Framework will include Data Standards, Ethics and Social Responsibility, Skills and Data Management. We will make more of our data available openly, renewing our focus on data which will improve transparency, open government and create economic opportunity.

- **Accessibility:** We will make design decisions through the lenses of inclusion and offer clearly signposted alternative ways of accessing services for those who cannot, or do not want to, use digital routes. This will include the development of tools, processes and approaches that will allow identity to be established in a secure and sympathetic way for the digitally excluded. We will ensure that face-to-face services continue to be provided when they are necessary and enhanced, where possible, by technologies that support staff with local decision making and service delivery.

CASE STUDY

NHS NEAR ME – ACCESSING SERVICES REMOTELY

[Near Me](#) is a video consulting platform that allows patients and service users to attend appointments remotely – connecting to a virtual waiting room and being dealt with by a clinician online.

Prior to the coronavirus pandemic NHS Highland and NHS Shetland had pioneered the use of the service which had seen patients in Shetland avoiding the need to leave the Islands to attend outpatient appointments in Aberdeen; and patients in Thurso avoiding a six hour, 240 mile round trip to Inverness.

Consultation was due to be rolled out gradually in 2020 following several years of development. These plans were rapidly accelerated - transforming the way people are engaging with health and care services. As part of the immediate response to Covid-19, the Near Me programme, working with local boards, has enabled video consulting to be available in nearly every GP practice and many secondary care services, social work teams and care homes in Scotland.

Before March 2020, there were around 300 Near Me consultations a week in Scotland: by the end of June, that figure had risen to almost 17,000 a week. With a patient survey saying 98% would use the service again.

CASE STUDY:

SMART CITIES –

USING THE INTERNET OF THINGS TO IMPROVE STREET LIGHTING

Through the [Scottish Cities Alliance](#) millions of pounds are being invested to make Scotland's cities smarter, using new technologies to accelerate and transform the delivery of city services.

Local Authorities, including Glasgow City Council, have introduced a network of intelligent street lighting as part of ongoing initiatives to improve digital infrastructure in our cities. Intelligent street lighting systems consist of a network of street

lights that communicate with each other, allowing for more control and

efficiency, while harnessing the power of real time data to improve both lighting and safety throughout the city. Intelligent street lighting can be controlled, dimmed, and can alert users

CASE STUDY:

HISTORIC ENVIRONMENT SCOTLAND –

USING THE INTERNET OF THINGS TO BETTER MANAGE REMOTE SITES

The Internet of Things enables us to collect data about our world offering new understandings, highlighting patterns and enabling more efficient ways of working to be developed. For Historic Environment Scotland, managing 251 unstaffed sites – some in very remote areas – presents many challenges. Even basic information, such as visitor numbers, cannot be accurately determined as traditional footfall counters can be unreliable and triggered by wild animals. Historic Environment Scotland put forward a CivTech Challenge “How do you collect meaningful data from their remote sites?”

A company called Wilderness Sensors emerged as the successful applicant with a rugged, low-powered Internet of Things device, capable of remotely transmitting information such as real-time visitor numbers and environmental information. As these devices operate in remote locations, far from power sources, the sensor uses self-monitoring, sophisticated power management and energy harvesting technologies – all of which helps to reduce maintenance costs.

Armed with a much deeper insight into what is happening at remote sites allows

CASE STUDY:

USING ARTIFICIAL INTELLIGENCE TO IMPROVE CUSTOMER SERVICE

Scotland's Councils continue to innovate and re-design services around people and their needs.

Aberdeen City Council has launched a chatbot (AB1) which responds to questions on a series of its essential services, and which has been developed as part of the council's collaboration with Microsoft. AB1 can directly answer residents' questions about waste and recycling, roads and street lighting, education and council tax or signpost them to relevant information. AB-1 has the capability to "learn" how to deal with queries and the number of services it covers will continue to expand.

CASE STUDY:

**DELIVERING SERVICES ONCE FOR SCOTLAND TO IMPROVE
CUSTOMER SERVICE**

'parentsportal.scot' is designed to transform communications between schools and parents, replacing the traditional schoolbag run with direct digital communications.

It provides secure access to parents to a wide range of online services and information about their child's education. Developed by the Improvement Service and SEEMiS, the portal's aims to improve parental engagement, reduce administrative burden and provide convenience for busy parents. 7 Local Authorities use it, 6 more are on boarding, and more will follow. With schools returning the portal enjoyed its most successful month ever in August 2020, breaking new records for: number of schools making it available; parental subscribers; authentication requests; returning visitors.

Parents can sign-in using myaccount, the secure and easy way to access public services online in Scotland.

CASE STUDY:

REGISTERS OF SCOTLAND – DIGITAL TRANSFORMING THE WAY PEOPLE ACCESS SERVICES BY PUTTING THE USER AT THE HEART OF SERVICE DESIGN

In response to the impact of the Coronavirus pandemic, Registers of Scotland (RoS) accelerated its plans to transform its submissions process.

Rapidly moving from a paper to a digital system, it has launched five new online services. People were at the heart of the development process with 58 research sessions involving 126 service users taking place between March and July 2020.

Customers are now able to upload their documents for processing in a matter of minutes rather than relying on more time consuming delivery methods such as post and courier services.

It is anticipated that these benefits will support a faster, greener, more resilient conveyancing process by reducing, where possible, reliance on physical processes.

It is estimated that digital ways of working have decreased RoS' monthly paper usage by over 99%. Significantly reducing its carbon footprint by moving from an average of 250,000 sheets of paper down to only 500. It is also expected to save RoS over £75,000 in terms of annual postal contracts.

6. Transforming Government

The transformation of public services requires national and local governments and NHS bodies to become digital organisations. They will be built on digital business models that take advantage of the opportunities of digital technology. This means that public sector organisations will:

- ☐ focus their resources on the things that matter most to people, with innovation that improves the experiences of their users, reflects local circumstances, and ensures their wellbeing;
- ☐ publish data to improve and integrate the services they offer and ensuring that they are accountable to the people they serve;
- ☐ work as part of a network of organisations, including businesses and the third sector to take advantage of the things we all do best;
- ☐ design, develop and procure services 'once for Scotland' to save time and money, create greener services that help deliver a net zero society, and offer a more consistent experience to our users;
- ☐ automate our back office processes to improve efficiency and free up resources for the front line; and
- ☐ have the leadership, skills and culture to take advantage of the opportunities of data and digital technology.

The pandemic has highlighted the potential benefits of the greater use of home and remote working supported by digital connectivity and technology. This could, if developed properly, and with the engagement and support of public sector staff to ensure that their wellbeing is safeguarded, have a significant impact on both efficiency and carbon footprint.

Reform of this nature will take time. Not only does it require government to build new and effective operating platforms, it requires government to remove the legacy systems and replace long established practices to take advantage of them and embrace new working practices. It requires a relentless focus on operating efficiency with automation and spending controls on back office processes, so that we can invest in services that meet local needs. In short, it requires, the transformation of Government.

Potential actions to Transform Government

- ☐ **Changing our culture:** We will develop and sustain the cultures and working practices required to be successful in the digital age and enhance wellbeing. This starts with the use of technology to extend and embed the principles of open government by enabling greater accountability and community engagement. In this way we will foster and sustain agile working, greater collaboration and data sharing within and across organisations.
- ☐ **Drive efficiency to release more capacity for the delivery of frontline services:** In line with the infrastructure investment plans to develop a new, system-wide infrastructure investment assessment and prioritisation framework, we will establish a public sector centre of excellence for process automation to reduce the need for staff to undertake repetitive and

administrative tasks. This will commission joint projects and share information about 'what works' to avoid unnecessary and often costly repetition of work.

We will work with individual organisations to encourage them to focus on operational efficiency and deliver greener services. Within Scottish Government, we will introduce spend controls on digital/IT investments to accelerate the implementation of common platforms, processes and standards and eliminate unnecessary duplication in procurement, ensuring we utilise what already exists.

- **A single, shared digital academy:** We will establish the Scottish Digital Academy as the skills provider of choice for the Scottish public sector, with an expanded range of courses and innovative online learning capabilities. This will accelerate the delivery of digital skills that we need both now and in the future; build stronger professional communities to share best practice; and develop leadership capabilities.
- **Pooling digital and data expertise:** High quality digital and data skills have been in short supply in the public sector for some time. Alongside our plans to expand our training capability, we will therefore establish a new, pooled resource of digital and data experts that public sector organisations can call upon to help them transform the way they work. We will also work with partners across the public sector, including the Civil Service Commission, to explore how we can radically overhaul our approach to digital talent recruitment in the Civil Service in Scotland and the wider public sector, in recognition that the current recruitment process is based on siloed ways of working and historical organisational arrangements.
- **A new commercial model:** We will review and update funding models to consider moves away from traditional large capital expenditure infrastructure owned by public sector organisations to subscription-based pay-as-you-go models. Through the Digital Commercial Service we will implement a commercial operating model based on the twin tracks of a small number of key strategic alliances and an open inclusive approach to procurement which provides meaningful commercial opportunities for small businesses and start-ups.
- **Digital democracy:** We will explore the potential for digital technology to better enable parliamentarians and elected council members to engage with constituents remotely to enhance the resilience of the democratic process; assist participation in local decision making and community councils; and to engage with overseas governments remotely to improve Scotland's international influence.

CASE STUDY:

SCOTTISH DIGITAL ACADEMY – INCREASING AGILE CAPABILITY IN POLICE SCOTLAND

Police Scotland approached the [Scottish Digital Academy](#) to help them address the many complex and rapidly changing challenges they faced in delivering a service for citizens in a digital age. They had identified that the adoption of agile ways of working, was necessary to enable digital transformation in a customer-focussed organisation, and were keen that the Academy help build their agile capability.

Following initial consultation, two senior police officers participated in an Agile for Leaders course, which demonstrated the value of agile working across the wider police force. This resulted in further requests were received for Academy support at various levels for continued training and coaching.

This has resulted in practical improvements in real time information to Police Officers on the ground. They are now able to receive information faster, which allows them to perform their duties to the same levels of accuracy. This is now being rolled out across Scotland.

Interest has continued to increase amongst Police Scotland and a wider range of agile projects have subsequently been delivered including work to improve case management, and work to improve governance arrangements, thus ensuring that the organisation is more reflective of the communities it serves.

Use of Academy services to deliver agile course to Police Scotland staff continues to grow. This will allow the organisation to become even more responsive to the changing nature of work, so it can scale at speed to address societal challenges as they arise.

Police Scotland view the Academy's support very positively, and considerably more demand for services is anticipated as the concept of agile working continues to expand across the organisation.

Sergeant Shona Mackay, has this to say of adopting agile: "...we are much quicker in delivery, and in anticipating future challenges... our productivity has gone sky high, and staff feel greater ownership and empowerment in the *developmental processes*."

CASE STUDY: CHANGING DELIVERING COMMON SERVICES ONCE FOR SCOTLAND

OUR CULTURE –

Like many recruiters during the coronavirus pandemic, Councils using the [myjobscotland](#) recruitment platform needed to continue operations whilst working remotely.

Naturally, updating processes and using video facilities was the right way forward but with tight council budgets, limited resources and concern over legal reporting requirements, finding a flexible solution that would cater for all recruiters' needs was challenging.

A total of 11 Councils signed up to use this facility and within two months 253 jobs were set up to include this feature, the result was a 70-85% reduction in both the time to offer and time to hire Key Performance Indicators .

CASE STUDY:

DIGITAL LEADERSHIP IN LOCAL GOVERNMENT: THE DIGITAL OFFICE FOR SCOTTISH LOCAL GOVERNMENT

The [Digital Office for Scottish Local Government](#) was set up in 2016 following the establishment of a partnership known as the Local Government Digital Transformation Partnership. Initially 25 of Scotland's local authorities joined the partnership, today all 32 contribute. The Digital Partnership provides a novel mechanism that allows councils to collaborate on digital transformation. The Digital Office provides a range of services such as sector-wide digital leadership, capacity building, delivers a broad range of sector-wide programmes and projects, and provides technical assurance of sector-wide digital initiatives on behalf of the partnership.

Digital Leadership and Skills is a key focus of the Digital Office's work. The aim is to help councils to improve their own capacity and capability for delivering (and sustaining) digital transformation. Councils have access to a "Digital Maturity" review service that helps councils to understand the maturity of their digital leadership and skills and helps them to develop an action plan for increasing their maturity. To support the resultant action plan, council staff have access to a number of communities of interest that can help them to develop new approaches (such as service design, data analytics, and open innovation) with access to advice, workshops, drop-in sessions, case studies, and access to relevant training (delivered in partnership with the Scottish Digital Academy).

A key benefit of the partnership is that the Digital Office provides opportunities for staff to be involved within collaborative digital projects with other councils and partner organisations. This enables better collaboration between councils, can reduce lead times, provides greater reuse and consistency, and provides staff with new professional support groups and opportunities to develop new skills and experience.

7. A Digital and Data Economy

The pandemic has underlined the importance of digital capacity and capability in ensuring a robust, inclusive, wellbeing economy with the resilience to deal with such cataclysmic disruptions. The economic vision set for green and education led recovery set out in the Advisory Group on Economic Recovery (AGER) report described the pivotal role of digital technology in this process.

Scotland's commitment to enabling access to superfast broadband for all, closing gaps in mobile provision and supporting the networks that underpin the Internet of Things provide the foundations for just a recovery. However, we can do more to ensure the quality and resilience of the networks on which businesses rely. We can encourage further investment in international connectivity to reduce our dependence on the London-Amsterdam corridor, ensure resilience throughout our networks and develop our data centre capacity in ways that create economic opportunities, enhance performance and take advantage of our natural resources to minimise the environmental impact of the power consumption they require.

Businesses across Scotland have stepped up to respond to the challenges presented by the pandemic with many adopting new digital technologies at unprecedented pace, transforming in a matter of weeks and months when it would previously have taken years. The businesses that have coped best are those who have been able to innovate: pivoting quickly to homeworking, adopting cloud computing for speed and collaborative working, using new digital platforms to access customers and to repurpose or diversify products and services.

A report (*Finding Our Feet*) by the Federation of Small Businesses in June 2020 reported that a fifth of Small to Medium Enterprises (SMEs) in Scotland had adopted new digital technologies during the pandemic. However, whilst we acknowledge the progress that has been made, there is still much work to do to ensure that every business realises the benefits of digital technologies. Failure to take advantage of existing technologies comes at a significant economic cost

Our determination to ensure that 'no one is left behind' is as much an economic as it is a social commitment. The economic cost of inaction in adopting digital technologies is significant with an ever increasing productivity divide between 'frontier' firms who adopt and benefit from digital technologies and the mass of SMEs who are not benefiting from technological advances and experience sluggish productivity. The Organisation for Economic Co-operation and Development (OECD) estimate that more than half of this divide is explained by the contrasting capacity of businesses to integrate digital technologies.

Sluggish productivity means limited economic growth, poor wage growth, depressed tax revenues and increasing income inequalities, including on a regional basis (since frontier firms are concentrated in cities). Crucially, without intervention, this polarisation of the economy is projected to get worse. If SMEs cannot adopt existing technologies, it constrains the prospect of them having the capital, strategic capacity or skills necessary to invest in far more powerful and sophisticated technologies such as Artificial Intelligence (AI), data analytics and 5G. In contrast, frontier firms

concentrated in major cities will continue to invest, train staff and grow faster and more productive.

This polarisation in the ability to embrace and successfully implement digital change is highly likely to also be reflected in the challenge of supporting businesses to embrace decarbonisation. This relationship between digitalisation and a transition to a Green Economy is central Scotland's net-zero ambitions.

Potential Actions to sustain a successful, inclusive digital and data economy

- **Expert support for SMEs:** We will double our original 2020/21 investment in the [DigitalBoost](#) programme (delivered by Business Gateway. This additional investment will be used to provide expert advice, capacity building and coaching tailored to the specific needs of businesses in particular sectors and localities and deliver pro-active sectoral and place-based interventions to target low productivity sectors and places. As part of this scheme, we will also establish a capital fund to incentivise and support SMEs to invest in the necessary software, hardware and skills.
- **Technology loans:** Through an extension of the [Digital Development Loan](#), we will enable SMEs in all sectors to adopt and optimise new digital technologies, improve their productivity, increase their reliance and grow their business.
- **Increase the digital skills talent pool:** We need to ensure we have a skilled workforce available to meet the needs of a growing digital economy. We will leverage the National Transition Training Fund wherever possible to encourage more people to take advantage of the digital skills training opportunities that we have in Scotland, in addition to continuing to support entry into digital roles through the £1m Digital Start Fund offering digital training to those who are unemployed or on a low income.
- **Increase diversity in digital roles:** This requires working with industry to tackle both short and long term skills shortages across the public sector, increasing the number of and diversity of suitable candidates, for example women and those from minority ethnic backgrounds, and increasing the number of pathways into the workplace. We must account for the implications of the pandemic for the skills and learning system, labour market and youth transitions.
- **Enabling Infrastructure:** We will work with the private sector to improve international data connections for Scotland and stimulate investment in strong connections between cities to support the growth of a green and resilient digital economy.
- **Use Scotland's data capabilities to address climate change targets:** For example by extending our Earth Observation programme to monitor peatland restoration and waste monitoring, and building on the work of our AI for Good Climate Change programme.
- **Workplace Transformation:** We will work with bodies including CivTech, CENSIS and Scottish Futures Trust to demonstrate and deliver the operational and environmental benefits of safe and secure home working, and working from remote and alternative locations. This will include work to develop and refine the new generation of collaborative digital tools we require to improve productivity and maintain social capital given the potential reduction of shared physical workspaces.

CASE STUDY:

DATA LAB – REALISING THE ECONOMIC POTENTIAL OF DATA

Over the last 5 years, Scotland's Innovation Centre for Data Science and AI, [the Data Lab](#), has been working with its network of over 2,000 companies, public sector organisations and universities, to make Scotland the global leader in data innovation. With a mission to help Scotland maximise value from data and lead the world to a data powered future, the Data Lab has built a range of services around Collaborative Innovation, Skills and Talent and Community.

The Data Lab has supported over 400 projects across many industries from Energy to Fintech and Transport to Tourism for businesses, public sector and the third sector. Companies The Data Lab have helped are predicting an increase in revenue of over £200m and of 750 new jobs. The Data Lab Masters programme has supported over 500 newly qualified Data Engineers, Data Scientists and AI Developers as well as supporting over 25 Industrial Doctorates helping industries in research and development and teaching over 1500 business leaders in driving value from data.

CASE STUDY:

HELPING ALL BUSINESS TO BECOME DIGITAL BUSINESSES

Heal Physiotherapy provides physiotherapy, podiatry and private GP services in Dundee and St Andrews.

As the effects of the coronavirus lockdown impacted on their business, the owners used the digital skills they developed by attending DigitalBoost – Scottish Government's leading digital support programme, delivered by Business Gateway – to create engaging on-line content to reach customers during the pandemic.

The skills they developed allowed them to accelerate digital development plans that were already in progress by delivering an estimated six months of work via online channels in shortened timescales. This included planning online virtual consultations; developing new systems, policies and procedures; changing administrative systems to take payments online; and engaging more on social media in attempt to attract new clients.

As a result they have completely adapted the way they do business by using video consultation in a profession where human contact was previously deemed essential. It has enabled them to keep in contact with customers and ensured that some services can take place in a virtual form.

The support and advice from Business Gateway and DigitalBoost (including digital consultancy, online training one-to-one business advice, strategic HR support and marketing to customers) has been vital for their survival, and given them a new way of looking at the services they offer.

In addition, to support wider efforts to tackle coronavirus, they are now working with local web developers to adapt the NHS screening app to make it suitable for their own use. This will help to reassure patients that when it is safe to do so, they will be able to resume face-to-face appointments.

8. A Vibrant Tech Sector

Scotland is home to a thriving tech ecosystem with over 1,500 companies that contributed £4.9bn Gross Value Added (GVA) to Scotland's economy in 2019, accounting for 3.5% of total GVA. GVA per head for the tech sector is 40% higher than for the economy as a whole, making it a considerable contributor to Scotland's economy. This success has elevated Edinburgh to the most active tech community outside London, closely followed by Glasgow in 4th place.

A vibrant Tech sector is critical to our recovery. Growing this sector gives us an opportunity to create new jobs in industries with long term growth potential and a positive impact on climate change. It also helps us to further promote our ambitions for a wellbeing economy to balance the demands to sustain the economy, whilst safeguarding social and environmental wellbeing. This approach allows us to work collaboratively with new and emerging businesses. The success of FinTech Scotland shows the impact that vibrant communities of likeminded businesses can be and we want to extend this approach still further.

The Logan Review

Scottish Government commissioned the Mark Logan Review to focus on how our tech ecosystem can be improved to give Scotland the best possible chance of generating a stronger pipeline of successful, scalable businesses. Mr Logan recently published his conclusions, outlining an ambitious strategy covering Education and Talent, Infrastructure and Funding, to establish Scotland as a leading start-up nation. It has been endorsed by key figures across business, technology and academia as potentially transformational. He identified, and we agree, the need for action. The review included the following:

- **A national network of Tech Scalers** to significantly extend the purpose and capability of traditional incubation programmes, combining the usual networking and meet-up benefits, with formal, world class start-up education tailored to sectors and stage of growth. Access to all services would be provided both physically and in a fully-virtualised form, enabling country-wide participation in Scotland's high-technology economy.
- **Proposals for improvements to teaching and learning** in Computing Science and related disciplines, including making learning more engaging e.g. by focusing more on creative projects, and significant expansion of extra- curricular activity, especially those focused on tackling gender bias.
- **At university level**, investment in increasing the number of computing science graduates, the incorporation of entrepreneurship into the computing science syllabus, cross-fertilisation of business and computing students, and development of infrastructure to support student start-ups and provide small seed investments.
- **Supporting 'social infrastructure' or a 'market square'** e.g. festivals, conferences, meet-ups and demos. It is argued that the world's best technology ecosystems depend on their social infrastructure to facilitate start-

- up education, propagation of best-practice, networking, peer-support and hiring.
- **Working with the investment community** to solve funding pressures around early seed investment and the much larger sums needed at series A level.

Potential Actions to ensure a vibrant Tech sector:

- **An Innovation Ecosystem:** we back the Logan review and will work with public and private sector partners to progress its key recommendations around education, entrepreneurship and investment. This will see the introduction of a network of Tech Scalars backed by an initial £4m investment and the creation of an Ecosystem Fund that will make strategic investments in the organisations and activities that support our start-ups to succeed. Examples include investing in key tech conferences, the creation of new start-ups and extracurricular support to develop the next generation of tech talent.
- **Expanding training:** we will look at opportunities to expand specialist training to provide reskilling opportunities for people whose employment was impacted by coronavirus and need support to transition to new careers. We will also work with the Scottish Tech Army, to explore the potential for volunteering to provide a route back into high quality digital jobs
- **Attract national and international investment** in testing, developing and commercialising new products, processes and services based on the potential offered by 5G and the Internet of Things. We will deliver this in partnership with [CENSIS](#), Scotland's Innovation Centre for Internet of Things technologies; [the Scotland 5G Centre](#), Scotland's national hub for accelerating the deployment and adoption of 5G; [CivTech®](#), our public sector technology incubator; and [Scottish Enterprise](#), the body responsible for economic development, enterprise, and investment in business.
- **Create a programme of data-driven innovation** with The Data Lab, our Universities, and the digital technologies industry, to maximise the economic and environmental opportunities presented by the high-quality sources of data that we have in Scotland.
- **Promote Scotland as a European centre for Green Data Centres.** This will require us to capitalise on Scotland's abundant natural resources to promote Scotland as a European centre for green data centres to improve international and terrestrial fibre connectivity stimulate the market and incentivise commercial investment. We will deliver this in partnership with [the Scottish Futures Trust](#), Scotland's centre of infrastructure expertise; and [Scottish Development International](#), the international arm of the Scottish Government and Scotland's enterprise agencies. This development will provide employment opportunities for, and make use of the talents of, digital infrastructure engineering and management graduates emerging from our universities.
- **GovTech sector:** we will capitalise on Scotland's competitive advantage in the growing international market for GovTech. We will work in partnership with ScotlandIS, the newly formed CivTech Alliance and others to support and develop and promote this sector across the world.
- **Ensure equality of opportunity for all** to increase diversity at all levels of the workforce in the digital technologies sector; and in so doing to ensure that the sector harnesses talents from across Scotland.

- **Launch Scotland's AI Strategy in early 2021** to ensure that Scotland maximises the potential economic and social benefits of AI. The strategy will have benefit to people in Scotland as its core guiding principle and be informed by open and meaningful dialogue with the public and all stakeholders. We aspire to set the global standard for open, ethical and trusted development and application of AI, and ensure the benefits and productivity gains from AI are felt across the whole of Scotland, and that displaced workers transition into gainful employment.
- **Launch a revised Cyber Resilience Strategy** in late 2020, to include refreshed actions relating to the cyber security skills pipeline, and to our growing cyber security industry.

9. An Ethical Digital Nation

The use of data and digital technology raises important new ethical and moral questions about the kind of society we want to be. These include concerns about personal privacy and digital security, the ways in which the facts can become distorted through social media or the way in which governments work with and regulate the tech industry. We need to ensure that digital services operate to high ethical standards to protect personal privacy, give people control of their personal information and ensure transparency – candidness and transparency play a crucial role in maintaining and building trust in digital.

This reaches far beyond the borders of Scotland or the powers that we have in national and local government. The way we respond to these and other emerging issues is critical to the kind of country and society we aspire to be. To be able to influence the decisions made in international arenas requires us to be recognised internationally as an ethical digital nation and to have the confidence to engage with citizen groups, regulators, companies, academics and other governments at a global level.

Delivering this ambitious digital agenda is vital as we work manage and mitigate the considerable risks arising from EU-Exit. The Scottish Government is clear about the challenges post-Brexit barriers will create – to trading with the world's biggest market; to attracting EU talent so vital to our technology sector's success; to collaborating across borders on research and data-driven innovation, based on shared values, ethics and goals.

Digital platforms open up the potential for government to consult more widely, share openly and to involve people across Scotland in shaping how we grow and thrive in a Digital world. In accordance with the principles of Open Government, we will engage openly with people on issues such as privacy, ethics, and inclusion, listen to their views and act transparently so that we explain how decisions are taken and so that we are accountable for our performance.





Potential actions to enable Scotland to be recognised internationally as an ethical digital nation and boost wellbeing.








- **Set out a vision:** We will deliver a framework to support an ethical digital nation, and embed these principles in the way we design and build digital public services to ensure the public voice is at the core of how we do this. In doing this we aim to build trust that the technologies we use are designed with integrity, public benefit and are transparent. We will do this through open dialogue with the public, experts and the wider digital sector.
- **Increase community engagement and participation:** We will use digital technology to facilitate better community engagement and participation, so people can play an increased role, wherever they live in Scotland, in issues such as consultation and participatory budgeting. In doing this we will ensure that digital technology improves access to data about local needs and assets to allow communities to make informed decisions. Increasing engagement and participation will also promote wellbeing, by ensuring that people have a say in policies that matter to them.

- **Increase collaboration with other governments:** We will build on the foundations established by our membership of the Wellbeing Economy Government (WEGo) group, to take an active international role on issues such as cyber security, artificial intelligence, the regulation of technology and the organisations that provide them, tackling the climate emergency and creating smart economies based on the humane use of technology. Whilst we may lack formal powers in some of these areas, will bring a fresh, progressive, evidence based perspective to the debate facilitate greater geopolitical digital cooperation that promotes innovation, protects privacy and ensures equitable access to the benefits of technology.
- **Build public trust in the use of data:** We will provide citizens with even greater assurance that we are using their data effectively for public benefit, efficiently and safely to deliver high quality public services and government. As part of this we will further enhance our Information Governance practices, ensure that cyber resilience and cyber security principles are built into all aspects of data solutions given the need for secure data handling to increase trust and mitigate the risk of data manipulation by malicious actors.
- **Making more of our data available openly:** We will renew our focus on data which will improve transparency, open government and create economic opportunity.
- **Digital Rights:** We will make sure that all of our approaches to establishing an ethical digital nation balance digital rights with the responsibility at individual and state level to be accountable for our actions through independent scrutiny. This will ensure public benefit rather than commercial value is the driving force and that actions are transparent and outcomes are clearly established.

10. National Performance Framework alignment

The starting point of our digital strategy is the understanding that we now operate in a digital world. Our ambitions for our country remain the same, but the world in which we will achieve them is vastly different from that of the analogue era. This is demonstrated below in this table that cross references the potential actions included in this discussion document to the [National Performance Framework](#) (NPF). We would welcome comments and observations on this as part of the consultation process.

Our Priority Themes		NPF Outcomes	
	No one is left Behind Deliver Broadband coverage for All Improve 4G mobile coverage Digital inclusion that tackles inequality and promotes wellbeing An education system that builds digital skills		International - We are open, connected and make a positive contribution internationally. Communities - We live in communities that are inclusive, empowered, resilient and safe. Education - We are well-educated, skilled and able to contribute to society. Poverty - We tackle poverty by sharing opportunities, wealth and power more equally
	Services working for All Transform key public services A digital third sector A joint service innovation centre Introduce user managed digital identities A digital service hub Adopt common digital and data standards Protect and create value from Scotland's data Accessibility		Communities - We live in communities that are inclusive, empowered, resilient and safe. Health - We are healthy and active Culture - We are creative and our vibrant and diverse cultures are expressed and enjoyed widely
	Transforming Government Changing our culture with open government Drive in efficiency to create more capacity for frontline service delivery A single shared digital academy A new commercial model Digital democracy		Culture - We are creative and our vibrant and diverse cultures are expressed and enjoyed widely Education - We are well-educated, skilled and able to contribute to society. Environment - We value, enjoy, protect and enhance our environment
	A Digital and Data Economy Expert support for SMEs: Digital Boost Technology loans: Increase the digital skills talent pool Increase diversity in digital roles the growth of a green and resilient digital economy. Use Scotland's data capabilities to		Economy - We have a globally competitive, entrepreneurial, inclusive and sustainable economy. Environment - We value, enjoy, protect and enhance our environment Culture - We are creative and our vibrant and diverse cultures are expressed and enjoyed widely

	address climate change targets Workplace Transformation		
	A Vibrant Tech Sector An innovative ecosystem Attract international investment		Economy - We have a globally competitive, entrepreneurial, inclusive and sustainable economy.
	Create a programme of data driven innovation Promote Scotland as a European centre for Green Data Centres Ensure equality of opportunity for all – diversity and inclusion in the workforce Launch Scotland's AI Strategy	  	Environment - We value, enjoy, protect and enhance our environment Education - We are well-educated, skilled and able to contribute to society. Fair Work & Business - We have thriving and innovative businesses, with quality jobs and fair work for everyone
	An Ethical Digital Nation Ethical digital nation framework Increase community engagement and participation Increase collaboration with other governments Build public trust in the use of data Open data Digital Rights	   	Human Rights - We respect, protect and fulfil human rights and live free from discrimination Children & Young People - We grow up loved, safe and respected so that we realise our full potential. International - We are open, connected and make a positive contribution internationally. Communities - We live in communities that are inclusive, empowered, resilient and safe.

11. Next Steps

We are seeking views and input to this discussion document throughout the autumn of 2020. We will analyse and consider all responses, after which an updated Digital Strategy for Scotland will be published. Views can be contributed through <http://www.consult.gov.scot/>, or through the events we will hold during the consultation period.

Case Studies: We are currently gathering case studies for inclusion in the final strategy in order to demonstrate and evidence value and impact of digital technologies, whether as a result of the coronavirus pandemic or otherwise. If you have examples of how digital technologies and data have delivered improvements – for **people**, for **businesses**, for **communities**, and for **Scotland**, please do feel free to send them to us.

12. Responding to this Consultation

We are inviting responses to this consultation by 24 December 2020.

Please respond to this consultation using the Scottish Government's consultation hub, Citizen Space (<http://consult.gov.scot>). Access and respond to this consultation online at <https://consult.gov.scot/digital-directorate/digital-strategy-for-scotland/>. You can save and return to your responses while the consultation is still open. Please ensure that consultation responses are submitted before the closing date of 24 December.

If you are unable to respond using our consultation hub, please complete the Respondent Information Form to:

Strategy and Communications Team Digital
Directorate
Scottish Government 1
G South
Victoria Quay
Edinburgh EH6 6QQ

Handling your response

If you respond using the consultation hub, you will be directed to the About You page before submitting your response. Please indicate how you wish your response to be handled and, in particular, whether you are content for your response to be published. If you ask for your response not to be published, we will regard it as confidential, and we will treat it accordingly.

All respondents should be aware that the Scottish Government is subject to the provisions of the Freedom of Information (Scotland) Act 2002 and would therefore have to consider any request made to it under the Act for information relating to responses made to this consultation exercise.

If you are unable to respond via Citizen Space, please complete and return the Respondent Information Form included in this document.

To find out how we handle your personal data, please see our privacy policy:
<https://www.gov.scot/privacy/>.

Next steps in the process

Where respondents have given permission for their response to be made public, and after we have checked that they contain no potentially defamatory material, responses will be made available to the public at <http://consult.gov.scot>. If you use the consultation hub to respond, you will receive a copy of your response via email.

Following the closing date, all responses will be analysed and considered along with any other available evidence to help us. Responses will be published where we have been given permission to do so. An analysis report will also be made available.

Comments and complaints

If you have any comments about how this consultation exercise has been conducted, please send them to digitalstrategyconsultation@gov.scot or to the contact address above.

Scottish Government consultation process

Consultation is an essential part of the policymaking process. It gives us the opportunity to consider your opinion and expertise on a proposed area of work.

You can find all our consultations online: <http://consult.gov.scot>. Each consultation details the issues under consideration, as well as a way for you to give us your views, either online, by email or by post.

Responses will be analysed and used as part of the decision making process, along with a range of other available information and evidence. We will publish a report of this analysis for every consultation. Depending on the nature of the consultation exercise the responses received may:

- indicate the need for policy development or review
- inform the development of a particular policy
- help decisions to be made between alternative policy proposals
- be used to finalise legislation before it is implemented

While details of particular circumstances described in a response to a consultation exercise may usefully inform the policy process, consultation exercises cannot address individual concerns and comments, which should be directed to the relevant public body.



RENEWING SCOTLAND'S FULL POTENTIAL IN A DIGITAL WORLD: UPDATING THE DIGITAL STRATEGY FOR SCOTLAND

RESPONDENT INFORMATION FORM

Please Note this form **must** be completed and returned with your response.

To find out how we handle your personal data, please see our privacy policy:
<https://www.gov.scot/privacy/>.

Are you responding as an individual or an organisation?

- ☐ Individual
☐ Organisation

Full name or organisation's name

--	--

Phone number

Address

--

Postcode

--

Email

--

The Scottish Government would like your permission to publish your consultation response. Please indicate your publishing preference:

- ☐ Publish response with name
☐ Publish response only (without name)

Information for organisations:

The option 'Publish response only (without name)' is available for individual respondents only. If this option is selected, the organisation name will still be published.

If you choose the option 'Do not publish response', your organisation name may still be listed as having responded to the consultation in, for example, the analysis report.

☐ Do not publish response

We will share your response internally with other Scottish Government policy teams who may be addressing the issues you discuss. They may wish to contact you again in the future, but we require your permission to do so. Are you content for Scottish Government to contact you again in relation to this consultation exercise?

☐ Yes

☐ No



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Appendix 2

Consultation Questions

A. Questions on collaborative approach

This discussion document has been co-produced with COSLA. We wish to build on this collaborative and partnership approach to digital with other organisations and sectors across Scotland to maximise the impact of the strategy. Thinking about this:

1. Do you think there are opportunities to realise this collaborative approach?

Yes X No

Please explain why

There are collaboration opportunities on a number of fronts;

Procurement – more could be done to ensure consistent approaches to procurement across the public sector, for instance where councils are delivering the same service, why are we not using the same back office systems?

Recruitment of specialist skills – we know that there is a shortage of some specialist skills eg service design, data analysis, building automations etc within national and local government so why would we not share this expertise? It is crucial that we are able to attract and retain top talent in Scotland. The tech sector tends to offer higher value careers and an increased social inclusion and mobility.

Retraining / upskilling people who are displaced due to Covid – The pandemic has had a significant impact on the types of jobs that will be required both in the short and longer term. The public sector in Scotland is a significant employer and by working together as a sector, rather than individual organisations, we could put in place new career pathways for people whose jobs no longer exist. Building on good practice by organisations such as CodeClan, there should be an opportunity to build a resilient career pipeline.

Digital Support for the sector – the Digital Office for Local Government is already demonstrating how working collaboratively we can speed up digital adoption and change. This approach should be mainstreamed, and support for all equally available.

Attracting tech companies – there needs to be a co-ordinated approach across all public sector to ensure that the right infrastructure is in place to attract and retain tech companies, as well as a ready supply of skilled staff. This is going to require collaboration across sectors, as well as geographic boundaries. The Logan Review August 2020 sets out a vision for a tech eco-system that has the potential to benefit the whole of Scotland.

2. Of the opportunities which you have identified, which do you think are the priority ones?

Addressing the specialist skills gap. As individual organisations we are finding it difficult to recruit to some of the specialist posts, however as a collective we would offer greater opportunities and an enhanced “buying power” for talented individuals. It would require organisations to change their approach to recruitment and to be willing to share talent across sectors.

Retraining people – As both public and private sector organisations it is vital that we are able to source employees with the relevant digital skills to undertake the new types of work that will be required in the future. To ensure a sustainable pool of local talent, we must put in mechanisms to allow people to access training, support and upskilling at a local level.

B. Questions on vision

3. Is the vision that we have set out in the supporting narrative in each of these sections the right one?

	Yes	No
No One Left Behind	X	
Services Working for All	X	
Transforming Government	X	
A Digital and Data Economy	X	
A Vibrant Tech Sector	X	
An Ethical Digital Nation	X	

If you have ticked 'no' or you think we could improve the vision please explain why:

We welcome the opportunity to work jointly with national government to set out a direction of travel for the country regarding our Digital ambitions. We know that other countries, for example Estonia, have been successful where they have tackled this issue on a collective basis.

For theme 1 we believe that the vision will only be delivered if digital inclusion starts in early years and is delivered consistently throughout the formal learning phase, with an understanding that there is now a need for continual learning throughout adulthood, to ensure that skills are up to date and relevant.

In terms of theme 2 and 3, they fit together and they won't be delivered in isolation. It is right that we engage a service design approach to ensure that we build services based on the needs of our customers / users. Within local government this approach is still in its infancy and will take time to bed in.

Themes 4 and 5 are also inextricably linked and need to be seen together as part of the overall package of measures required.

4. Do you think that the potential actions set out in each section will deliver the vision set out in the supporting narrative?

	Yes	No
No One Left Behind	X	
Services Working for All	X	
Transforming Government	X	
A Digital and Data Economy	X	
A Vibrant Tech Sector	X	
An Ethical Digital Nation	X	

If you have ticked 'no' or you think we could improve any of the actions please explain why:

Theme 1 . Whilst it is too early to say how well the Connecting Scotland initiative is supporting those who are most digitally excluded, the challenge locally has been around finding the resources to provide the physical support required to build the confidence and knowledge to

make best use of the technology. Often it is the case that small pockets of funding are available from a variety of sources that would support digital inclusion, but a significant amount of effort is required to chase and apply for these funds, when it would be better if there were more joined up approaches that meant good ideas were supported. There may be a case for better co-ordination within the third sector to act as brokers for this.

Theme 2/3. The range of potential actions described will contribute to the delivery of the vision for these themes. However, we should not under-estimate the challenges inherent in doing this. Local Government is beset with issues of legacy systems, tied into long contracts and often at the mercy of a few national / international suppliers. Making inroads to this situation is the right thing to do, but will require strong leadership, a willingness to compromise and the ability to expedite decision making.

Theme 4/5 – Investment in infrastructure will be a key determinant of the success of these themes. The diverse nature of Scotland's geography means that extra effort is required to ensure that the talent we are able to attract can be retained as we provide working environments that meet the needs of organisations and individuals.

Theme 6 – We need our customers to trust that as organisations we will handle their data sensitively and ethically. However, there is also a need to be able to share data across organisations to enable seamless delivery of services, and better planning of services based on evidence. Often different interpretations of legislation hamper the ability of organisations to work collaboratively, for instance councils use of the parentsportal, and this should be addressed at a national level.

5. Are any of the potential actions more important than others?

Yes X No

Please explain why

If we don't get buy in around culture change and leadership to take forward transformation of our organisations, then the other potential actions will not have the same impact. All the actions that are supporting skills development and digital inclusion are also part of this foundation that needs to be built to ensure delivery of the strategy.

C. Questions on parameters

The public sector sometimes has to work with parameters, some of which may be the financial, statutory or legal obligations; some of which may be about the wider economic conditions and other factors such as skills shortages. Thinking about these, and any other parameters:

6. How realistic do you think it will be to deliver these potential actions?

During 2020 councils have had to adapt their service delivery to meet the needs of customers as well as ensuring service delivery is Covid compliant. There is a need to maintain this momentum of change but none of the actions detailed will be delivered without additional investment, and in the current climate Local Authority budgets are stretched. We would ask that the Scottish Government consider a ring-fenced funding stream to support digital transformation, and in particular to support the development of new and/or enhanced skills for both staff and residents to ensure that they are ready to take advantage of new jobs and new industries as they develop.

Work is already underway across many parts of local and national government to address many of the actions detailed in the draft strategy. Some of this has been thrust upon us by the present circumstances in reacting to the pandemic, and others were already underway. What is required is greater co-ordinated effort across organisations and sectors to build on the excellent work that has been delivered during 2020.

Of key importance is the base skill set of potential employees in the recruitment process which is already changing and needs to change further and more readily to suit a modern society.

However, the largest barrier is to ensure customers “buy in” to the digital approach from local government – building up confidence in our systems (security of data), providing a user friendly and accessible interface platform, providing education for all of our customers and for the council to “make the leap” from traditional to digital.

7. Is there anything else you wish to comment on that has not been covered elsewhere?

No

DATA LABEL: PUBLIC



COUNCIL EXECUTIVE

ENDO WARRIORS WEST LOTHIAN

REPORT BY HEAD OF EDUCATION (LEARNING, POLICY AND RESOURCES)

A. PURPOSE OF REPORT

The purpose of the report is to provide the Council Executive with details of support to Endo Warriors West Lothian, and to seek approval for continued council support of the local group and national Endometriosis Awareness Week in March 2021.

B. RECOMMENDATION

The Council Executive is asked to:

- Note that officers were instructed to investigate how the local group could be supported following a motion at full Council on 19 November 2019.
- Note that officers have continued to provide support as detailed in section D.2 of the report.
- Give approval for lanterns in the roof of the Civic Centre to be turned yellow as part of the 'Light Up Yellow' campaign during Endometriosis Awareness Week in March 2021. (5th-7th March 2021)
- Note the participation of Howden Park Centre in the 'Light Up Yellow' campaign and West Lothian Leisure's support for a 'Thinking Tree' to be located within the 'walled garden' situated beside Howden Park Centre.

C. SUMMARY OF IMPLICATIONS

I	Council Values	Focusing on our customers' needs; being honest, open and accountable; providing equality of opportunities; making best use of our resources; working in partnership
II	Policy and Legal (including Strategic Environmental Assessment, Equality Issues, Health or Risk Assessment)	None
III	Implications for Scheme of Delegations to Officers	None
IV	Impact on performance and performance	None

Indicators

V	Relevance to Single Outcome Agreement	Our children have the best start in life and are ready to succeed, Reducing Health Inequalities.
VI	Resources - (Financial, Staffing and Property)	None
VII	Consideration at PDSP	N/A. Full Council previously instructed officers to report to Council Executive
VIII	Other consultations	Endo Warriors West Lothian Depute Head teacher Support Group

D. TERMS OF REPORT

D1 Introduction

Endo Warriors West Lothian is a local independent support group set up to raise awareness of Endometriosis. Endometriosis is a painful condition that affects around 1 in 10 women and for which there is currently no cure. It takes an average of eight years for a woman to be diagnosed, despite Endometriosis being the second most common gynaecological condition in the UK.

Living with Endometriosis can have significant impacts on women's home and work life. Endo Warriors West Lothian run regular support meetings at St. John's Hospital, Livingston and Spire, Edinburgh to help women who are struggling on a day to day basis with the impact of the condition.

In October 2020, the All-Party Parliamentary Group published an Inquiry Report and key recommendations on Endometriosis in the UK.

March is Endometriosis Awareness Month and a range of promotions take place worldwide to help raise awareness.

D2 Support from West Lothian Council to help raise awareness

West Lothian Council, at its meeting of 19 November 2019, instructed officers to support the work of Endo Warriors West Lothian by ensuring that their information materials were made available to schools and other council buildings.

Officers worked with Endo Warriors West Lothian to consider the menstrual health materials, developed as part of a multidisciplinary project in collaboration with the University of Edinburgh's Medical Research Council (MRC) Centre for Reproductive Health, the Royal Society of Edinburgh (RSE) Young Academy of Scotland and NHS Lothian. Members of the Secondary Depute Headteacher Support Group and their colleagues noted that the materials could complement existing curriculum courses in Human Biology, Personal and Social Education and Relationships, Sexual Health and Parenthood to raise awareness amongst young people and their parents/carers.

Endo Warriors West Lothian have subsequently been invited to attend a virtual

network meeting of the West Lothian Health and Wellbeing Champions to provide an overview of Endometriosis and share the menstrual health materials. This will empower practitioners to consider their use in the upper stages of primary, in line with the national Health and Wellbeing curriculum.

In March 2020, West Lothian Council participated in the 'Light Up Yellow' campaign as part of Endometriosis Awareness Month and the lanterns in the roof of the Civic Centre were 'Lit Up Yellow' for the weekend of 6-8 March to show support. In addition to this, the Council's media team supported the campaign throughout March 2020 via the social media channels and publicised details of other campaign events. The Council Executive is asked to give approval for the continued support of Endometriosis Awareness Month, including the participation of the Civic Centre in the 'Light Up Yellow' campaign in March 2021 and support of the social media campaign.

Officers have worked collaboratively with West Lothian Leisure to support the additional request of Endo Warriors West Lothian with the participation of Howden Park Centre in the 'Light Up Yellow' campaign in March 2021. West Lothian Leisure have confirmed that they are happy to support this event, providing the building is re-opened by then.

West Lothian Leisure have also agreed to support the group with the identification of a 'Thinking Tree', a dedicated community space for awareness and reflection. It is proposed that the 'Thinking Tree' be located within the 'walled garden' situated beside Howden Park Centre.

E. CONCLUSION

The Council Executive is asked to note the range of supports being offered to help Endo Warriors West Lothian raise awareness of Endometriosis, a condition that affects 1 in 10 women, and to approve the Council's continued support and participation in Endometriosis Awareness Month in March 2021.

F. BACKGROUND REFERENCES

Motion at Full Council in November 2019
Council Executive – February 2020

Appendices/Attachments:

APPG Inquiry Report (October 2020)

<https://www.endometriosis-uk.org/sites/default/files/files/Endometriosis%20APPG%20Report%20Oct%202020.pdf>

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James Cameron, Head of Education (Learning, Policy and Resources)

Date of meeting: 15 December 2020

DATA LABEL: PUBLIC



COUNCIL EXECUTIVE

OPEN SPACE PLAN 2020 – 2024

REPORT BY HEAD OF OPERATIONAL SERVICES

A. PURPOSE OF REPORT

The purpose of this report is to seek approval from the Council Executive to adopt the Open Space Plan for the period 2020-2024 and highlight to the Executive the plans for the document going forward.

B. RECOMMENDATION

The Executive is asked to approve the following:

- (i) the content and adoption of the Open Space Plan 2020-2024.
- (ii) the plan to incorporate, through the introduction of Annexes, the full range of service areas under the Open Space Asset Category, these include Food Growing, Cemeteries, Play Areas, Parks and Woodlands, Core Paths, Bio/Geo Diversity, Green and Blue Networks, Sports Facilities and Public Art.

C. SUMMARY OF IMPLICATIONS

I Council Values	Being honest, open and accountable; providing equality of opportunities; making best use of our resources.
II Policy and Legal (including Strategic Environmental Assessment, Equality Issues, Health or Risk Assessment)	The Council is required to demonstrate Best Value through a structured framework for the management of its assets.
III Implications for Scheme of Delegations to Officers	None
IV Impact on performance and performance Indicators	Provides the basis for the formulation of open space related performance indicators
V Relevance to Single Outcome Agreement	Outcome 8. We make the most efficient and effective use of resources by minimising our impact on the built and natural environment. Outcome 12 – We value and enjoy our built and natural environment and protect it and enhance it for future generations.

Outcome 14 – We reduce the local and global environmental impact of our consumption and] production.

Outcome 15 – Our public services are high quality, continually improving and efficient.

VI Resources - (Financial, Staffing and Property)

Whilst the purpose of the plan is to define and present a framework which allows the service to prioritise resources over the duration of the plan, in its current form it is links to elements of the Open Space Asset Category, both in its current focus on Urban Parks, but also in terms of linking across the proposed Annexes to the wider Open Space Asset Category Group.

Over the financial years 2020/21 and 2021/2 there is a total of £939,000 allocated to planned improvements within urban parks and whilst the plan drives prioritisation the focus of these 2 years will be addressing issues in parks that are not “fit for purpose”.

VII Consideration at PDSP

Environment Policy and Development Scrutiny Panel

VIII Other consultations

Open Space Working Group
Planning and Economic Development
Sports and Facilities Development

D. TERMS OF REPORT

D.1 Background

The West Lothian Open Space Plan provides a strategic vision for the provision, development, regeneration and management of open space within West Lothian in a co-ordinated, proactive and sustainable way. The Plan seeks to ensure open space within the council boundary is strategically managed to deliver meaningful benefits to local communities, whilst securing best value and providing a clear and prioritised framework for further investment and management. The adopted West Lothian Open Space Plan (2005 - 15) gives an undertaking to review the Plan regularly.

The document was reviewed and refreshed in 2009 and 2015, taking into account progress made since 2005. These documents presents a complete revision and re-write of the plan and is designed to cover the period 2020 – 2024, to more fully reflect current policies and practices and align with the timelines of the Corporate Plan.

The vision of this new document is to align with the strategic vision to encompass all aspects of the Open Space Asset Management Category within the plan and ensure that this vision aligns with the councils financial commitments to open space found within the 10 year Capital Programme running to 2027/28.

The new Open Space Plan will be reviewed every 5 years and it is envisaged that over the coming 2 years Annexes of the Plan will be developed and presented to Committee for each of the Open Space Asset Categories within the asset group. These annexes will cover service areas such as Food Growing, Cemeteries, Play Areas, Parks and Woodlands, Core Paths, Bio/Geo Diversity, Green and Blue Networks, Sports Facilities and Public Art.

This will ensure that the plan reflects an integrated approach to Open Space management and aligns with the Corporate Asset management Plan

The Open Space Plan 2020-24 has updated baseline information across the Open Space estate for each settlement within West Lothian

The Plan establishes a clear and coherent framework based around a shared vision and a collectively agreed set of objectives for West Lothian's open space. In addition, the Plan will help inform and support important parallel policy initiatives, including the Local Development Plan and Sports Strategy.

E. CONCLUSION

This Open Space refresh will provide the momentum to continue to improve the availability, quality and quantity of Open Space available to the communities of West Lothian.

F. BACKGROUND REFERENCES

1. Open Space Strategy 2005
2. Open Space Strategy Refresh 2009
3. Open Space Strategy Refresh 2015

Appendices/Attachments:

West Lothian Open Space Plan 2020 – 2024
Appendix 1 - Settlement Review
Appendix 2 - Quality Standard Survey Methodology

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Jim Jack, Head of Operational Services

Date of meeting: 15 December 2020



West Lothian **OPEN SPACE PLAN**



Tippetknowe Play Area, Winchburgh

2020 – 2024

Executive Summary

Introduction

The West Lothian Open Space Plan 2020 to 2024 (Open Space Plan) provides an overview of open space in West Lothian. The Open Space Plan seeks to ensure open space within the council boundary and ownership is managed to deliver meaningful benefits to local communities.

In summary, the Open Space Plan will:

- Create and maintain an inventory of open space
- set general standards and objectives for open space
- ensure these standards and objectives reflect current legislation, national guidance, and council corporate objectives
- monitor performance on these standards and objectives
- identify priorities for capital investment based on these standards and objectives
- outline the council's operations and investment related to open space.

The Open Space Plan will also help inform and support important parallel policy initiatives, including the Local Development Plan (LDP), assessment of individual planning applications, and the various individual open space related strategies/plans employed by individual council service areas. The Open Space Plan will also distil legislation, national guidance, and council priorities into simple objectives and standards that can be used to guide other groups and organisations' operations and investment related to open space.

There are multiple council service areas operating within the sphere of open space and wider greenspace related activities. A summary of the operational activity of each is provided in the main document. Where appropriate, some service areas will also provide a comprehensive service plan to compliment and augment the Open Space Plan.

Active Open Space

The council has adopted the government's Planning Advice Note (PAN) 65 (2008) definition of open space. At present, when applying the council open space standards and assessing performance against those standards, the council considers only certain categories of open space that are defined as 'active open space'. These spaces predominately owned by the council, are mostly available for unrestricted outdoor public recreation, and they have established regular maintenance schedules. When the council look to improve formal parks and play areas, through internal investment and grants or through advising developers or others, they are looking to improve or create 'active open space'.

Benefits of Open Space

Well planned and managed open space provides a wide range of social, environmental and economic benefits to communities. These include:

- Mental and physical health benefits associated with outdoor recreation and exposure to nature
- a sense of local character
- opportunities for sustainable and active travel
- food growing to reduce indirect carbon emissions, food costs, and contribute to healthier diets
- carbon and pollution capture
- flood mitigation
- improving the quality of surface water runoff
- protecting and enhancing biodiversity
- providing links to other open spaces through green and blue networks
- economic benefits including attracting new residents and businesses to surrounding areas, hosting businesses, tourism, and income from harvest resources including timber, energy, and various agricultural products
- outdoor educational resource
- reducing crime and anti-social behaviour by providing free recreation opportunities
- social inclusion and fostering community spirit.

Open Space Plan Standards

In order to measure the value of open space and ensure that it is protected, enhanced, and expanded, where appropriate, it is important to set clear standards. PAN 65 suggests that standards should contain three elements: quantity, quality, and accessibility. West Lothian Council has adopted this approach.

Total open space provision (quantity) can provide a useful guideline on provision within individual settlement areas and provide a broad basis for comparative assessments when identifying priorities.

Open spaces need to be at least maintained in a 'fit for purpose' condition (quality). They should serve local communities by providing a level of service and functionality that meets as wide a range of benefits as practical, while being safe.

Open spaces need to be accessible to as wide a range of users as practical (accessibility). Their location should be widely known and access should be safe and easy; be it walking, cycling, horse riding, driving, or using public transport.

Open Space Plan Objectives

The following Open Space Plan objectives will be monitored through suite of Key Performance Indicators (KPIs), and reported via committee and through the West Lothian Asset Management (WLAM) review panel:

- all active open spaces (surveyed sites) will be fit for purpose before 2028/29 (maintained annually thereafter)
- the average score for all quality subcategories across formal parks (and other scored open spaces) will be maintained
- the council will aspire to meet the quantity standard for all settlements
- the council will aspire to have all residents have access to the hierarchy of active open spaces
- all planning applications for development (10 or more dwellings) will be reviewed by council Open Space Officers and others as appropriate
- all 'land safeguarded for open space' (in LDP) will be identified and surveyed by 2025, thereafter considered active open space

Open Space Investment

Various service areas have a revenue budget that contributes to day-to-day maintenance of open spaces and wider green spaces, including allowing the council to meet its legal obligations to ensure council assets are safe. However, addressing poor open space standards, improving the general quality of open spaces and wider greenspaces, and replacing assets that naturally or unnaturally reach the end of their life across West Lothian, requires more significant investment. The life expectancy of an open space asset can be determined by various factors including quality of construction materials, level of footfall, local ground condition, and anti-social behaviour and accidental damage etc. These larger scale investments are 'capital works'. In general, each service area decides upon a list of priority capital projects annually and may develop longer term management projects, based on ensuring public safety, or maintaining and improving service delivery. These are reported to the Council Executive when considering the capital programme.

In relation to urban parks, council Open Space Officers initially identify parks that are considered 'unfit' i.e. scoring less than 40 on the quality standard, or parks that may soon fall into an unfit condition due to high footfall or other factors that are acceleration deterioration. They then consider the quality, accessibility, and quantity standards of the surrounding area prior to determining the list of priorities for capital investment.

Financial Resources Overview

The council has a number of funding streams that are utilised for the maintenance and development of Open Space assets across West Lothian. There are 2 Primary sources of funding as follows:

Revenue Budget – The revenue budgets across Nets, Land and Countryside services are used to maintain all of the service assets, a proportion of the service budget is used to maintain the authorities Parks and Open Spaces.

Revenue funding is set annually, and for the financial year 2020/21 circa £4.1m of the service budget impacts directly or indirectly to parks and open spaces.

Capital Budget – The council is currently in the early years of an agreed 10 year Capital Programme, which commenced in the financial year 2018/19 and is scheduled to run until the financial year 2027/28. The Capital programme is based on an in depth, and projected, funding requirement identified at the outset of the programme, which is augmented as new projects are approved. The programme is based on the funding required to maintain open space assets (parks, cemeteries, play areas and sports facilities) in a “fit for purpose” condition. The financial commitment to maintenance of Open Space Assets is in the region of £17.1m for the remaining years of the Capital Plan from 2020/21 to 2027/28.

This funding is apportioned annually in order to improve assets, or complete projects, deemed as priorities based on the criteria within the attached Open Space Plan. The table below lists the annual allocations for the duration of the Open Space plan until 2024:

Year	2020/21	2021/22	2022/23	2023/24
Funding	£2.891m	£3.4m	£1.850m	£1.745m

In addition to the Revenue and Capital Budgets other sources of funding are allocated on a more specific or ad hoc basis to improve or provide open space assets for communities, these include:

Developer Contributions – These are collected from developers as part of the planning process around new development. The funds can be allocated to a specific development in order to provide or improve open space assets impacted by or required by the development.

Other funding – Funding on a more ad hoc basis can also be utilised to improve and maintain open space assets. In normal circumstances additional one off funding is normally allocated to particular projects and may be provided in the form of match funding to increase the levels of improvement that can be made to an asset from the council capital resources. Examples of ad hoc funding include:

HRA contributions

Town Centre Improvement Funds

Village Improvement Funds

Match funding from external funding providers and partner organisations

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Appendix 1 Settlement Reviews

Appendix 2 Quality Standard Survey Methodology

ANNEXES

Annex	Service Area	Publication
A	Food Growing	Jan 2021
B	Cemeteries	May 2021
C	Play Areas	Nov 2021
D	Countryside, Country Parks, and Semi-Natural Sites	2022
E	Trees and Woodlands	2022
F	Core Path Plan, Rights of Way, and Other Public Access Routes	2022
G	Local Biodiversity and Local Geodiversity Sites	June 2021
H	Green and Blue Networks	June 2021
I	Sports Facilities	TBC
J	Public Art	TBC

1.0 INTRODUCTION



Almondvale Park, Livingston

1.1 Background

West Lothian Council is committed to ensuring the authority area is well served with a wide range of public parks, play areas, sports pitches and other open spaces. The West Lothian Open Space Plan 2020 to 2024 (Open Space Plan) provides an overview of open space in West Lothian, a plan for future investment in open spaces, and a summary of ongoing maintenance.

The Open Space Plan seeks to ensure open space within the council boundary and ownership is managed to deliver meaningful benefits to local communities, and that these benefits are aligned with open space legislative requirements, national guidance, and other council priorities. The Open Space Plan will summarise this legislation, national guidance, and council priorities in order to provide an understanding of open space issues and assist services and other external parties investing in West Lothian's open space to get the most out of this investment. The Open Space Plan further aims to distil the legislation, national guidance, and council priorities into simple objectives and standards that can be used to guide the council and other groups operations and investment.

The initial West Lothian Open Space Strategy adopted in 2005 gave an undertaking to review the Open Space Plan every 5 years. The document was reviewed in 2010 and again in 2015. This document presents the review and refresh for the period 2020 to 2024.

The Open Space Plan establishes a clear inventory of important open spaces in West Lothian and will therefore help inform and support important parallel policy initiatives, including the Local Development Plan (LDP) adopted in 2018 and its forthcoming update, LDP2, assessment of

individual planning applications, and the various individual open space related strategies/plans employed by individual council service areas with a role in open space and wider green space.

In summary, for West Lothian, the Open Space Plan will:

- create and maintain an inventory of open space
- set general standards and objectives for open space
- ensure these standards and objectives reflect current legislation, national guidance, and council corporate objectives
- monitor performance on these standards and objectives
- identify priorities for capital investment based on these standards and objectives
- outline the council's operations and investment related to open space.

The Open Space Plan is comprised of a number of sections, which are mostly included in this document. The exceptions are:

- GIS file (map and data table)
- Excel database summarising open space data.

These are held by NETs, Land and Countryside Service and used for operational purposes.

1.2 Changes in Plan Format for 2020 to 2024

The Open Space Plan format has changed since the review in 2015. Changes are intended to improve readers understanding of the council's approach to open space while also supporting the delivery of a wider range of open space benefits by the multiple service areas operating in open space.

Summary of changes:

- updated open space quality standard process to reflect a wider range of benefits e.g. ecosystem services and economic benefit
- clarification of how open space standards relate directly to capital spend in urban parks
- removed demographics and West Lothian context from main document i.e. those elements that will fall out of date
- removed the action plan, replaced with objectives related to standards
- addition of summary information on all council service areas operating in open spaces and wider green spaces
- additional reference to local and national legislation and guidance on open space
- additional guidance for planners and developers on open space standards
- settlements' summaries on open space are more frequently updated.



Almondvale Park, Livingston

1.3 Definition of Open Space

The council has adopted the government's Planning Advice Note (PAN) 65 (2008) definition of open space. PAN 65 provides advice on the role of the planning system in protecting and enhancing existing open spaces and providing high quality new spaces. PAN 65 defines open space as:

"Any vegetated land or structure, water, path or geological feature within and on the edge of settlements, and civic space consisting of squares, market places and other paved or hard landscaped areas with a civic function. Some spaces may combine green and civic elements."

Table 1 below describes the various broad categories of open space from the PAN 65 methodology. These categories are at the top of a hierarchy of open spaces that includes subcategories representing spaces of regional, settlement, neighbourhood, and local importance. For example the public parks and gardens category includes sub-categories; Country Parks (regional importance), District Parks (settlement importance), Neighbourhood Parks (neighbourhood importance), and Local Parks (local importance). This allows assessment of the various types of open space against their standard level of provision (see **Table 3**).

It is important to note that the PAN 65 descriptions of different types of open space are not intended to be prescriptive, but are merely a guide to what might generally be expected to be seen in each of the categories of open space across West Lothian. Where there are specific local (West Lothian) standards for types of open space, these are defined in **section 6.2**.

It should also be noted that the council has a responsibility for all land within its ownership. This includes considerable land outwith settlements. The current Open Space Plan is concerned primarily with open space in and around urban settlements and in the related green/blue networks and access

routes that connect these settlements. However the council intends to move towards a more comprehensive plan that collectively addresses all 'green space' within its portfolio. This is reflected in the Annexes that will support and augment the Open Space Plan. Wider green space the council has a responsibility for includes agricultural land holdings, former bings, woodland areas, and other semi-natural spaces. The Open Space Plan includes multiple references to these areas. As information related to these spaces improves and the council begin to objectively quantify their value, it is the intention to work toward a Green Space Plan in future years that will allow application of standards and investment prioritisation across a wider range of council assets.

Table 1 – PAN65 Open Space Category Description

Category	Description
Public parks and gardens	Areas of land normally enclosed, designed, constructed, managed and maintained as a public park or garden. These may also be owned or managed by community groups.
Private gardens or grounds	Areas of land normally enclosed and associated with a house or institution and reserved for private use.
Amenity greenspace	Landscaped areas providing visual amenity or separating different buildings or land uses for environmental, visual or safety reasons and used for a variety of informal or social activities such as sunbathing, picnics or kickabouts.
Playspace for children and teenagers	Areas providing safe and accessible opportunities for children's play, usually linked to housing areas.
Sports areas	Large and generally flat areas of grassland or specially designed surfaces, used primarily for designated sports (including playing fields, golf courses, tennis courts and bowling greens) and which are generally bookable.
Green corridors	Routes including canals, river corridors and old railway lines, linking different areas within a town or city as part of a designated and managed network and used for walking, cycling or horse riding, or linking towns and cities to their surrounding countryside or country parks. These may link green spaces together.
Natural/semi-natural greenspaces	Areas of undeveloped or previously developed land with residual natural habitats or which have been planted or colonised by vegetation and wildlife, including woodland and wetland areas.
Allotments and community growing spaces	Areas of land for growing fruit, vegetables and other plants, either in individual allotments or as a community activity.
Civic space	Squares, streets and waterfront promenades, predominantly of hard landscaping that provide a focus for pedestrian activity and can make connections for people and for wildlife.
Burial grounds	Includes churchyards and cemeteries.
Other functional greenspace	May be one or more types as required by local circumstances or priorities.

1.4 Active Open Space

Open space in residential areas comprises three elements:

1. gardens and private open space
2. active open space (including informal play/recreational space, equipped play areas and sports pitches)
3. passive open space (including amenity greenspace/landscaped areas providing visual or separating different buildings or land uses, green corridors and areas of undeveloped or previously developed land with residual natural habitats).

At present, when applying the council open space standards and assessing performance against those standards, the council considers only certain sub-categories of open space within certain categories. This allows the council and developers to focus on improving and increasing those spaces that can be objectively defined as valuable to the public and their quality can be quantified i.e. we have sufficient information on their features and dimensions etc. to make objective decisions.

The following sub-categories are considered 'active open space':

- Allotments
- District Parks
- Local Parks
- Neighbourhood Parks
- Playspaces
- Soft Play Area Swing Parks
- Sports Basketball Courts
- Sports Bowling Greens
- Sports Centre and Playing Fields
- Sports Football Pitches
- Sports Kick Pitches
- Sports Playing Fields
- Sports Tennis Courts
- War Memorials.

These spaces predominately owned by the council, are mostly available for unrestricted outdoor public recreation, and they have established regular maintenance schedules. When the council look to improve formal parks and play areas, through internal investment and grants or through advising developers or others, they are looking to improve or create 'active open space'. At present the scale and complexity of more semi-natural open spaces and rural green spaces make it more difficult to define 'value' in these other spaces. As such investment and advice related to these areas is considered on a case by case basis, considering public use (often measured with people counters), formal designation status (e.g. SSSIs and Local Biodiversity Sites), and on existing condition.

If an area of active open space should change to a different kind of active open space, e.g. creation of an allotment site within a park, the area will still be safeguarded as open space. If the new use should decline, then the nature of the space will revert back to what it was before.

It is intended that prior to the 2024 refresh of this plan, further categories of open space may be added to the definition of active open space as and when baseline inventories and survey methodology are created for these types e.g. natural/semi-natural greenspaces (including woodlands) and green corridors.

1.5 Local Decision Making

The West Lothian Local Development Plan adopted in 2018 (LDP) is the main planning policy document that sets out a vision of how West Lothian should develop in a sustainable way. It is used by the council for making decisions on development proposals and planning applications. Conserving and improving open spaces is one of the core strategies in the LDP. Scottish Planning Policy (2014) requirements in relation to open space are fulfilled through integrating the Open Space Plan with the LDP and through consultation on individual planning applications.

The LDP protects those individual open spaces identified as being of most value; these are referred to as 'Land Safeguarded for Open Space'. It also outlines those exceptions whereby development on existing space may be permissible. These are outlined in LDP Planning Policies **ENV21 and ENV22**.

The Open Space Plan is a material consideration in the determination of planning applications and has provided important information that has influenced the outcome of strategic land use decisions. The Open Space Plan has enabled council Open Space Officers to review individual planning applications and make recommendations to Planning Services based on the open space standards. Developers are obliged to make adequate provision of open space and associated access as required by the Supplementary Guidance laid out in the council's **Residential Development Guide 2018**, which reflects the Open Space Strategy 2015. Developers are obliged to make sure any new open space is properly designed, managed, and maintained in order to ensure no negative impact on open space standards occurs from their development.

1.6 Multiple Benefits of Open Space

Well planned and managed open space provides a wide range of social, environmental and economic benefits to communities. These include:

- Mental and physical health benefits associated with outdoor recreation and exposure to nature
- a sense of local character
- opportunities for sustainable and active travel
- food growing to reduce indirect carbon emissions, food costs, and contribute to healthier diets

- carbon and pollution capture
- flood mitigation
- improving the quality of surface water runoff
- protecting and enhancing biodiversity
- providing links to other open spaces through green and blue networks
- economic benefits including attracting new residents and businesses to surrounding areas, hosting businesses, tourism, and income from harvest resources including timber, energy, and various agricultural products
- outdoor educational resource
- reducing crime and anti-social behaviour by providing free recreation opportunities
- social inclusion and fostering community spirit.

These benefits are reflected across the 15 measures described in the quality standard, **Appendix 2**. The ideal in creating and improving open space is to realise a wide variety of benefits.

2.0 THE OPEN SPACE PLAN PROCESS



Eliburn Park Play Area, Livingston

The preparation of the original 2005 Open Space Plan involved a number of broadly sequential stages. These stages are summarised below. Further information on a number of these stages is provided later in the Open Space Plan.

2.1 Open Space Inventory

The original 2005 Open Space Plan created an inventory of urban open space sites including at a minimum their name, location, type, and dimensions. There were in excess of 1,800 sites mapped and input into the original database (2004) i.e. all sites in West Lothian that were classified as urban open space under PAN 65 typology and greater than 0.2 Ha in size. Site boundaries were identified from Ordnance Survey maps and confirmed by various council officers and consultants on site. Many boundaries were updated in 2017/2018 to reflect changes since 2005 e.g. sites lost to development, new sites constructed, and changes to boundaries for a variety of reasons.

2.2 Baseline Quality Standard Survey

In 2004, council officers prioritised all sites in terms of importance i.e. category 1 = most important, 2 = important, 3 = less important. In general all active open space was classified as category 1 i.e. the most important. The Open Space Audit 2004 was a baseline quality survey limited to just category 1 sites. The survey was designed to add some descriptive data for the site and to score the site's quality on a simple numeric scale. 750 sites were surveyed and the survey attributed a total score between 0 and 75. The survey was designed to capture quality related to a wider range of benefits than could be captured by a Land Audit Management System (LAMS) survey or the council's internal CONFIRM reporting system. Additional details captured for the sites surveyed included site description, opportunities for improvement, problems, and ownership details.

While historically only those sites subject to capital investment were resurveyed to quantify improvement, in preparing this new Open Space Plan it was decided to survey all urban parks in 2017/18 and then resurvey them at least every 5 years. This was used to estimate a general deterioration rate as well as quantifying improvement as and when investment is complete. In addition, the survey methodology was changed to reflect a wider range of benefits associated with open space.

The original inventory plus the additional detail captured in 2017/18 became the Open Space Database. This database is a GIS file (map and related data table). This database provides a descriptive, quantitative, qualitative and spatial record for all urban parks within West Lothian, and more limited records for all other open spaces within settlement boundaries. At present the database does not include all those valuable urban semi-natural spaces and any of the valuable rural green spaces the council own and manage for public/environmental benefit.

In the future it will be important to capture all the green space owned by the council on the database in order to ensure that at least the basic requirements are being met by the council as a responsible landowner i.e. ensuring that its legal duties are met and for the prudent and sustainable, long-term management of all the council land assets. This will include Country Parks, semi-natural spaces, tree/woodland areas, core paths, rights of way, and other public access routes.

It is understood that review of the council's land assets has been undertaken from time to time by Property Services and Planning Services with a view to disposal of those areas which had been identified as surplus to operational requirements and hence identified for potential development and a subsequent capital receipt. It will be important that any future surveys for the Open Space/Green Space Plan include the identification of these areas which are now no longer required, for example due to changes in demographics or provision of new facilities as part of development and also areas where land acquisition would help to deliver significantly increased benefits e.g. adjacent to well used sites or to provide a missing link in a green network.

2.3 Settlement Review

The database was used to create a settlement review for each of West Lothian's settlements. This provides a simple spreadsheet and text that provide a summary of each settlement's open space provision, and its performance in relation to the quality, quantity, and accessibility standards. This is a useful tool in considering the impact of new developments and in identifying priorities for new investment. **Appendix 1** provides the settlement review as at September 2020. These reviews are provided as and when required e.g. planning application review, identifying sites for local investment by community group or external funds etc.

2.4 Consultation

The council consulted with key stakeholders during the implementation of the 2005 strategy, facilitated through the internal West Lothian Open Space Strategy Working Group. The two

subsequent five year refreshes (utilising consultants) included ongoing consultation with this group and other internal council services. The group includes representatives from all service areas whose work relates to open space. Consultation informed the content of the original strategy, the baseline methodology, review of open space standards, and the selection of priority projects. Consultation with this working group will remain a feature of the Open Space Plan in future. All five year refresh plans require to go through the Environment Policy Development & Scrutiny Panel before formal approval by the Council Executive.

2.5 Objectives and Standards

Earlier incarnations of the Open Space Plan comprised a vision, aims, and an action plan, in addition to the three core standards: quantity, quality, accessibility. This has been simplified to form a short list of overall objectives for the Open Space Plan (**section 5.0**). These objectives are directly linked to improving the three open space standards throughout West Lothian.

Historically the open space strategy and subsequent refreshes concentrated on informing capital spend related to urban parks only. Other service areas had, and continue to have, their own individual plans and priority projects related to their specific interest and remits. Their objectives, standards, and priority projects may be informed by legislation, national guidance, and corporate priorities that relate only to their specific service area.

However, overall open space standards where appropriate should ideally be reflected in all service areas' operations and plans. This is valuable in prioritising spend across a number of different service areas as well as ensuring local priorities, legislation, and national guidance on open space is informing all service areas and performance can be measured e.g. biodiversity should be a consideration of all open space service areas.

2.6 Priority Projects

Various service areas have a revenue budget that contributes to day-to-day maintenance of open spaces and wider green spaces, including allowing the council to meet its legal obligations to ensure council assets are safe. However, addressing poor open space standards, improving the general quality of open spaces and wider greenspaces, and replacing assets that naturally reach the end of their life across West Lothian, requires more significant investment. These are 'capital works'. In general, each service area decides upon a list of priority projects annually and may develop longer term management projects, based on ensuring public safety, or maintaining and improving service delivery. These are reported to the Council Executive when considering the capital programme.

In relation to urban parks, council Open Space Officers initially identify parks that are considered 'unfit' i.e. scoring less than 40 on the quality standard. They then consider the accessibility and quantity standards of the surrounding area prior to determining the list of priorities for capital investment. For example, an unfit park in an area with a good quantity of open space, with lots of good parks within easy reach of residents would be a lesser priority than an area with very little good open space within reach. Where standards are poor, and there is a lack of formal parks, investment

in areas other than parks may be considered e.g. green networks or community woodlands which could augment active open space in an area. In general, the amount of capital funds approved by the council as part of the 10 year budget setting exercise in early 2018 should allow all urban parks to become and remain fit for purpose in the current capital period (2017/27).

Capital works in service areas other than urban parks are determined by individual service area plans. See relevant **Annexes**. There is an aspiration that the council will work towards a more uniform method of developing wider green space inventories and standards that will help prioritise investment across all council service areas operating under the open space asset category.

3.0 WORKING WITH OTHERS



Glebe Park Play Area, Uphall

Council revenue and capital investment in open spaces is limited and currently allows the council to keep assets in a 'fit for purpose' condition only (see **section 6.2** for definition). In order to maximise available resources to make improvements and to ensure West Lothian open spaces deliver what local communities want, the council will often work with external organisations and the public to secure external grants and volunteering opportunities to improve open spaces.

3.1 External Organisations

Partnership working with external agencies provides significant additional resources to protect, enhance, and create open space. Historically there have been many joint projects involving the council. For example, works to improve the Livingston North and South Blue/Green Networks have involved liaison with Central Scotland Green Network Trust (CSGNT) and The Woodlands Trust Scotland (WTS), and there have been joint projects with Sustrans to improve active travel routes through green spaces. Council capital funds allocated to open space may be used as leverage to pull in additional external match funding or investment, which may influence priorities i.e. one unfit site or settlement with poor standards may be chosen for investment over another if there is potential to bring in external funding for an individual site or settlement/other area.

External funding sources related to open space include Forest and Land Scotland, landfill funds, The National Lottery Heritage Fund, Central Scotland Green Network Development Fund, Scottish Environmental Protection Agency, Scottish Natural Heritage, West Lothian Development Trust, and the Water Environment Fund.

3.2 Community Involvement

In order to ensure open space meets the needs of its users, council officers will work closely with local community groups and individuals when developing projects and completing core work. This can include involving communities in quality surveys, offering guidance to community groups on their own projects, consulting school children and local residents when developing capital projects, and advising local elected members on projects that have arisen from communities. Where appropriate, the Community Choices methodology and framework for consultation will be adopted.

The council also maintains an online presence relating to open space. Specific issues can be reported directly online to the council, as can feedback on all individual parks, woodlands, and public access routes etc. As and when an open space is allocated capital funding this information can (along with other ad hoc or systematically collected information) form a starting point for additional consultation.

Consultation range and expenditure will depend on the scale and nature of investment proposed. Typically any works that relate to a safety requirement may have no (or limited) consultation opposed to works that relate to a need or desire to improve an open space beyond repairs i.e. if adding new features or changing use of a site.

Individual service area summaries or Annexes contain additional detail on the consultation processes applied by individual council service areas.

4.0 POLICY CONTEXT



Quarry/Froggy Park, Livingston

4.1 National

The preparation of the original open space strategy in 2005 was in response to the requirements set out in Scottish Planning Policy, Planning Advice Note (PAN) 65, and the National Planning Framework in place at that time.

Scottish Planning Policy is the Scottish Government's vision for the planning system, setting the framework for the council's individual development plans including how individual planning applications are assessed. The current Scottish Planning Policy 2014 states that:

“Development plans should be based on a holistic, integrated and cross-sectoral approach to green infrastructure. They should be informed by relevant, up-to-date audits, strategies and action plans covering green infrastructure’s multiple functions, for example open space, playing fields, pitches, outdoor access, core paths, active travel strategies, the historic environment, biodiversity, forestry and woodland, river basins, flood management, coastal zones and the marine environment. Plans should promote consistency with these and reflect their priorities and spatial implications. Strategic development plans should safeguard existing strategic or regionally important assets and identify strategic priorities for green infrastructure addressing cross-boundary needs and opportunities. Local development plans should identify and protect open space identified in the open space audit and strategy as valued and functional or capable of being brought into use to meet local needs.”

In summary Scottish Planning Policy encourages local authorities to take a strategic approach to planning and managing open spaces, and to consider quantity, quality, and accessibility.

PAN 65 provides more detailed interpretation of national policy and advice for users on the functions of the planning system with regard to open space including:

- Protecting valued areas, and ensuring appropriate provision with, or close to, new development
- the interactions with the planning policy framework
- the broad values attached to open space
- types of open space
- links to design and placemaking
- developing open space strategies, including conducting audits
- requirements for development plan policies
- interactions between open space strategies and development management
- approaches to securing appropriate delivery, management and maintenance of open spaces in parallel with new development.

Identified as a 'National Development' initially in National Planning Framework 2 (NPF2 2009), and subsequently NPF3 2014, the Central Scotland Green Network (CSGN) is a large scale, long term open space initiative. The vision is to transform Central Scotland (by 2050) into a place where the environment adds value to the economy and where people's lives are enriched by its quality. The initiative takes in 19 local authorities across Central Scotland, including West Lothian. It aims to connect and enhance existing environmental assets, and deliver a range of interventions where the need is greatest, benefitting people, the environment and the economy. The Central Scotland Green Network Trust (CSGNT) invests significantly in West Lothian, including by leading projects developed by the council and securing grant funding that may not be available to the council.

4.2 Regional and Local

4.2.1 Strategic Development Plan

The Edinburgh and South East Scotland Strategic Development Planning Area (SDPA), which was designated by Scottish Ministers on 25 June 2008 comprises City of Edinburgh, East Lothian, Midlothian, South Fife, Scottish Borders and West Lothian Councils. The key role of the SDPA is to prepare and maintain an up-to-date Strategic Development Plan for the area, the first of which SESplan (SDP1), was approved by Scottish Ministers on 27 June 2013.

SDP2 was submitted to Scottish Ministers for examination on 26 June 2017 but subsequently rejected. SESplan's key role was to prepare and maintain an up to date Strategic Development Plan for the South East Scotland area, the purpose of which was to communicate strategic level and cross-boundary planning policy on issues including housing, transport, employment, infrastructure and energy, and apply national planning policy and guidance from the Scottish Government. With the advent of a new Planning Act in July 2019, SDPA were replaced by Regional Spatial Strategies (RSS), but secondary legislation is awaited to outline how these will function.

A Strategic Development Plan sets a regional framework for open space planning and delivery, and is used to inform the Local Development Plans prepared by each of the member Authorities in the region. Specific SDP 1 Green Network Technical Guidance was produced in 2019 relating to potential cross boundary initiatives. In the absence of SESPlan, SNH will continue to lead on the wider cross boundary green network co-ordination.

4.2.2 Local Development Plan (2018)

The Open Space Plan contributes to and secures the outcomes sought by the Local Development Plan 2018 (LDP). Local Development Plans set out the local vision, priorities, and policies for development. This includes establishing local planning policies for the protection and enhancement of open space. Where appropriate, the LDP protects open space and identifies where there is scope for improvements. There is a presumption against the development of open spaces identified (and mapped) in the LDP (Policy ENV 21 and ENV 22).

4.2.3 Local Outcomes Improvement Plan 2013-2023

West Lothian's Community Planning Partnership, Local Outcomes Improvement Plan (LOIP) 2013 to 2023 includes 8 outcomes to help make West Lothian the best place possible for everyone to live, work and do business. These outcomes determine the objectives of all underlying plans and related operations;

Good quality, accessible open space makes a significant contribution to the following outcomes:

- We live longer, healthier lives and have reduced health inequalities
- we make the most efficient and effective use of resources by minimising our impact on the built and natural environment.

Good quality, accessible open space also makes a contribution to:

- Our children have the best start in life and are ready to succeed
- we are better educated and have access to increased and better quality learning and employment opportunities
- our economy is diverse and dynamic, and West Lothian is an attractive place for doing business
- we live in resilient, cohesive and safe communities
- people most at risk are protected and supported to achieve improved life chances
- older people are able to live independently in the community with an improved quality of life.

5.0 THE OPEN SPACE PLAN OBJECTIVES



Torphichen Park

There are multiple benefits of open space as outlined above (**section 1.6**). If applied throughout service areas, the objectives below will deliver these benefits and fulfil council obligations across legislation, national guidance, and council priorities.

Publication of a new plan implies change. Essentially, the desired change is to ensure that while council service areas continue to deliver their own clear legislative and operational responsibilities, they also consider wider national and local 'open space' legislation, policy, and guidance is reflected in their plans and operations.

The following Open Space Plan objectives will be monitored through suite of Key Performance Indicators (KPIs), and reported via committee and through the West Lothian Asset Management (WLAM) review panel:

- all active open spaces (surveyed sites) will be fit for purpose before 2028/29 (maintained annually thereafter)
- the average score for all quality subcategories across formal parks (and other scored open spaces) will be maintained
- the council will aspire to meet the quantity standard for all settlements
- the council will aspire to have all residents have access to the hierarchy of active open spaces
- all planning applications for development (10 or more dwellings) will be reviewed by council Open Space Officers and others as appropriate
- all 'land safeguarded for open space' (in LDP) will be identified and surveyed by 2025, thereafter considered active open space

6.0 OPEN SPACE STANDARDS



Balbardie Park, Bathgate

In order to measure the value of open space and ensure that it is protected, enhanced, and expanded, where appropriate, it is important to set clear standards. PAN 65 sets out how local authorities should prepare open space strategies and audits and advocates a 'standards based approach' for the assessment of open space provision and need. PAN 65 suggests that standards should contain three elements: quantity, quality, and accessibility. West Lothian Council has adopted this approach.

The West Lothian standards were developed in context of historic and existing guidance from Fields in Trust, Greenspace Scotland, Woodland Trust Scotland, and with consideration of standards applied by other Local Authorities. The standards are considered appropriate and applicable to West Lothian.

The standards outlined below are intended to:

- Be realistic rather than aspirational
- allow Planning Officers to readily evaluate local and major development applications
- provide a structured basis for assessing sites and settlements against a consistent methodology
- allow priorities for capital investment in open space to be identified.

6.1 Quantity

Quantity is a consideration in ensuring appropriate provision of open space, although perhaps of lower relative importance than accessibility and quality. Total open space provision can provide a

useful guideline on provision within individual settlement areas and provide a broad basis for comparative assessments when identifying priorities.

Fields in Trust recommend a minimum standard for outdoor playing space of 6 acres (2.4 hectares) for 1,000 people. "Outdoor playing space" is space that is safely accessible and available to the general public, and of a suitable size and nature for sport, active recreation or children's play. This standard is applied in West Lothian using active open space as defined in **section 1.4**.

There are also recommended minimum sizes for the various park types (**Table 3**). While many existing parks may not comply with this standard, opportunities to enlarge parks will be considered as appropriate and any new parks built should comply with these standards.

6.2 Quality

Open spaces need to be at least maintained in a '**fit for purpose**' condition. They should serve local communities by providing a level of service and functionality that meets as wide a range of benefits as practical, while being safe.

Determining a quality survey methodology is made difficult by the diversity of spaces (e.g. character, scale, and function vary greatly). This problem can be addressed by recognising that quality criteria are not absolute measures, but rather provide an informed, common sense approach on which a consistent judgement of the quality of a space can be determined. However, it would be of no value to assess a single football pitch or a small isolated play area using the same criteria as a District Park. As such only formal parks are currently scored with the quality standard. The condition of play areas, sports facilities, cemeteries, and other facilities are assessed using different criteria, outlined in the relevant **Annex**.

It is the intention of the council to widen the scope of assets that are assessed by the quality standard with subsequent refreshes of the open space plan e.g. Country Parks, semi-natural spaces, green networks and woodlands quality should be quantified.

Appendix 2 outlines the quality standard survey methodology. This survey was revised in early 2017 to reflect the full range of open space benefits. In summary, each site is given a score between 1 and 5 (low to high) for each of 15 quality criteria. These scores are then totalled, giving an overall score out of 75. A site with a score of 40 or above is considered 'fit for purpose'.

To assist the scoring of different park types, Table 2 below sets out the range of features that might typically be provided throughout the park hierarchy. In addition, the general size of the space and its catchment area should be taken into consideration.

For example, a Local Park that can be seen in its entirety from a single entrance may be scored 5/5 for 'Orientation and Interpretation' if it has an entrance sign and one good interpretation sign,

whereas a District Park may require a network of way markers and interpretation of various key features to score 5/5.

In all cases where scoring may be difficult, or very subjective, an explanatory note will be entered into the database along with the score e.g. there may be a lack of play or sport facilities in a Local Park as it is of high historic value with many manicured flower beds. In general, where criteria score lower than 3, a note should be entered to the database outlining the reason. Therefore when a low scoring park is looked at in terms of potential capital investment it will be clear what investment may be appropriate and what may be inappropriate.

Table 2 – Park Hierarchy, Accessible Woodland, and Play Area Hierarchy and Typical Features

Park Type	Feature
Country Park	Visitor Centre (including facilities)
	Ranger Service
	Unique facilities / attractions
	Offers diverse recreational use
	Offers diversity of habitat / landscape
	Offers signage / interpretation
	Provision of paths / access including waymarked routes
	Public transport connections
	Car park provision
	Country Park management
District Park	Offer diverse recreation use
	Offer facility for formal / informal sport
	Offer diversity of habitat / landscape
	Provide toilet facilities
	Provide changing facilities
	Provide Play Area
	Provide seating / litter bins
	Lit core path network
	Provision of paths / access
	Receives regular maintenance
	Car park provision (circa 36 spaces)
	Formal landscape features
Neighbourhood Park	Offer diverse recreational use (e.g. MUGA, Football Pitch, Fitness, MTB etc.)
	Provide Play Area (NEAP type, see below)
	Provide seating / litter bins
	Provision of paths / access
	Community event space
	Receives regular maintenance
	Formal landscape features
	Car park provision (typically 24 minimum spaces)
Local Park	Provide for limited local recreation use
	Provide Play Area (LEAP type, see below)
	Provision of paths / access
	Receives regular maintenance

Woodland Type	Feature
Accessible Woodland	Land under stands of trees, with, or with the potential to achieve tree crown cover of more than 20%
	Unrestricted open access or restricted but permissive access

Play Area Type	Feature
Neighbourhood Equipped Area for Play (NEAP)	For children 0-15
	Close to well used pedestrian route
	Well drained, reasonably flat, grass or hard surface
	At least 30m from nearest dwelling
	Sign indicating play area with contact details of operator
	Sign discouraging dogs
	Fenced if within 15m of road
	Minimum 9 unique pieces of play equipment
	Recognisable boundary
	Seating and litter bins
	Convenient and secure parking facilities for bicycles
Local Equipped Area for Play (LEAP)	For children 0-12
	Close to well used pedestrian route
	Well drained, reasonably flat, grass or hard surface
	At least 20m from nearest dwelling
	Sign indicating play area with contact details of operator
	Sign discouraging dogs
	Fenced if within 15m of road
	Minimum 6 unique pieces of play equipment
	Recognisable boundary
	Seating and litter bins
Local Area for Play (LAP)	Primarily for under-6's
	Close to well used pedestrian route
	Well drained, reasonably flat, grass or hard surface
	At least 10m from nearest dwelling
	Sign indicating play area with contact details of operator
	Sign discouraging dogs
	Fenced if within 15m of road
	Minimum 3 unique pieces of play equipment
	Recognisable boundary

6.3 Accessibility

Open spaces need to be accessible to as wide a range of users as practical. Their location should be widely known and access should be safe and easy; be it walking, cycling, horse riding, driving, or using public transport.

Table 3 below outlines the accessibility standard. For each level of the park hierarchy, accessible woodland and play areas, the recommended maximum distance that all residents should have to travel to reach is outlined, as is a population guideline where applicable. The broad principle is that

people should be close to at least some type of active open space, while it is reasonable that they may have to travel longer distances to reach larger, less abundant open space with more facilities, particularly if they live in small settlements or in the countryside.

The 500m maximum distance that applies to play areas and Local Parks equates to roughly a 5 minute walk/2 minute cycle.

When applying this accessibility standard to the existing play areas and urban parks held in the Open Space Database, it is possible to identify those settlements which do not meet the standard for having particular park types present, and also to identify particular areas within settlements that are not within recommended distances of play areas or the various park types (see **Appendix 1**).

It should be noted that maximum recommended distances to play areas and parks are 'as the crow flies'. As such when considering individual planning applications or capital projects, the practicalities of reaching active open space should be considered. For example a park may be 500m from a small proposed development, but barriers to the community have to be considered e.g. railway line, water courses, poor path network etc.

Table 3 – Park Hierarchy Minimum Size and Accessibility Standards

Sub-Category	Minimum Accessibility Standard	Minimum Size (Ha)	Population Guidelines
Country Park	10km	-	50,000+
District Park	4km	17 ha	10,000 to 50,000
Accessible Woodland	4km	20 ha	-
NEAP	1km	1,000m ²	-
Neighbourhood Park	1km	3 ha	2,000 to 10,000
Local Park	500m	1 ha	250 to 2,000
Accessible Woodland	500m	2 ha	-
LEAP	500m	400m ²	-
LAP	NA	100m ²	-

7.0 OPEN SPACE PROVISION IN NEW DEVELOPMENTS



Woodmuir Park Play Area, Breich

The West Lothian Residential Design Guide reviewed, updated, and adopted in 2018 sets out the council's position on the provision of open space associated with new developments. Developers are required to ensure new developments provide residents with access to active open space that meets the standards outlined in the Open Space Plan.

When the number of proposed properties and location is known, proposed new developments of more than ten properties are systematically assessed by council Open Space Officers in relation to the open space standards, by considering the following questions:

1. Will the relevant settlement continue to maintain an acceptable quantity standard with the anticipated increase in population?
2. Are all proposed properties within accessibility standards of a play area and the various park types?
3. Are all existing individual play areas and parks accessible from the new development fit for purpose?

If all questions are answered in the affirmative, or only question 3 is negative, there will be an initial presumption in favour of trying to satisfy active open space requirements through a financial contribution from the developer that will upgrade any existing facilities in the immediate locality that are not 'fit for purpose' i.e. off-site in another part of the settlement.

If all facilities are fit for purpose, those predicted to become unfit soonest will be targeted for investment. There is a presumption that active open spaces are all degrading over time, and the pressure of additional residents will accelerate this degradation toward an unfit state. Where the level of financial contribution is significant, some or all of the contribution may be used to address

poor Open Space standards elsewhere in West Lothian i.e. if all local sites are predicted to remain fit for purpose for many years.

Where Questions 1 and/or 2 are answered in the negative, open space provision should be delivered on-site. Where this is the case, council Open Space Officers will advise on appropriate provision. In general, new active open space should be created to ensure all residents are within minimum distance of the various types where accessibility standards apply. The quantity of new open space added should not reduce the overall quantity standard for the settlement.

Any new active open space provided should be fit for purpose and remain so for a period of at least 10 years. The council's quality standard (**Appendix 2**) can be provided to support developers.

For smaller developments, where Questions 1 and/or 2 are answered in the negative, but developer contributions would not allow creation of new active open space on-site, these contributions will be used to upgrade any existing facilities in the immediate locality that are not fit for purpose, or contributions may be held and pooled by the council to allow for improvement in local open spaces, or potential creation of new active open space locally at a later date. This may include investment in green infrastructure and flood prevention i.e. not exclusive to active open space.

Active open space provision related to new developments may include:

- only on-site provision of new facilities
- contribution to external sites within accessible distances
- contribution to improving overall West Lothian standards, or
- a combination of all three of the above features.

Whatever the nature of the provision, the overall expenditure should directly relate to the developer financial contributions outlined in the Residential Development Guide (2018). In some cases where there is a clear understanding of the extent and features of local semi-natural open spaces or other passive open spaces, there may be investment in these spaces with agreement of all parties e.g. community woodland investment.

In new, strategic Core Development Areas (CDAs), other provisions will apply.

If open space provision by developers includes the creation of any new facilities, these facilities should be maintained indefinitely by the developers or their factors to a standard acceptable to the council. Maintenance plans should be developed and presented to council officers alongside open space designs as they will form part of the approved planning application. Designs should include provision of signage that will inform residents who are responsible for maintenance and include contact details.

The principle of multi-functionality can be applied to all categories of open space in developments, and offers the opportunity to make good use of design innovations and the latest technology. For example, Sustainable Urban Drainage Systems (SUDS) do not only include retention basins or ponds, but can also incorporate green roofs, swales, raingardens, reed beds, street trees and wetlands. Street trees can be used instead of traffic bollards and trees can also be used to aid traffic calming. The Scottish Government's publication "Green Infrastructure: Design and Placemaking" can be referred to for ideas on placing green infrastructure at the core of planning developments. The Trees and Design Action Group (TDAG) have many useful publications, including "Trees in Hard Landscapes: A guide for delivery" which includes information on designing with trees – using trees as positive assets, as well as technical design solutions to ensure the long-term health of trees above and below ground.

Green Infrastructure, design and place making link:

<https://www.gov.scot/publications/green-infrastructure-design-placemaking/pages/2/>

TDAG link: <http://www.tdag.org.uk/guides--resources.html>

8.0 COUNCIL SERVICE AREAS



Bridgend Pump Track

There are multiple council service areas operating within the sphere of open space and wider greenspace related activities. A summary of the operational activity of each is provided below. Where appropriate, some service areas will also provide a comprehensive service plan to compliment and augment the open space plan. This will be in the form of an Annexe to the Open Space Plan. Table 4 below details each service area and the timelines for the delivery of the service plans, where this is required.

Table 4 –Annex Publication Timeline

Service Area	Section	Annex	Expected Publication	Responsibility
Urban Parks	8.1	N/A	N/A	Open Space Team
Grounds Maintenance	8.2	N/A	N/A	Grounds Maintenance Team
Food Growing	8.6	A	Jan 2021	Open Space Team
Cemeteries	8.7	B	May 2021	Cemeteries Team
Play Areas	8.5	C	Nov 2021	Open Space Team
Countryside, Country Parks, and Semi-Natural Sites	8.8	D	2022	Parks & Woodland Team
Trees and Woodlands	8.9	E	2022	Trees & Woodland Team
Core Path Plan, Rights of Way, and Other Public Access Routes	8.10	F	2022	Parks & Woodland Team

Local Biodiversity and Local Geodiversity Sites	8.3	G	June 2021	Planning Services (Development Plan Team)
Green and Blue Networks	8.4	H	June 2021	Planning Services (Development Plan Team with advice from SNH & SEPA)
Sports Facilities	8.11	I	TBC	
Public Art	8.12	J	TBC	Community Arts Team & Planning Services

Some service areas have dedicated revenue and/or capital budgets, some have teams of operatives and officers, while others relate only to legislative obligations or national guidance but may have no dedicated resources related to open space issues. In general, each service area will have their own unique legislative requirements, national guidance, and local objectives and measures, while also being subject to wider overarching legislation, national guidance, and local objectives and measures related to open space.

Only those services involved in managing council owned open space assets that are freely accessible to the public are included in this plan. For example, some of the sports facilities (where booking and charges apply) including open space are managed by West Lothian Leisure on behalf of the council. Likewise some of the open space around social housing areas is funded and maintained by Housing Services or a housing association. This is particularly a feature of Livingston as a former new town. Many housing developments also contain open space managed by a private housing developer often through a factor arrangement. Much of the open space around schools is not accessible to the public and is maintained by the council for pupils only.

Each summary contains, as a minimum the following details on individual service areas:

- description
- strategic summary
- operational summary
- service standards
- asset inventory and condition survey
- improvement plan
- community involvement.

8.1 Urban Parks

There are over 100 formal urban parks in West Lothian. These include Local, Neighbourhood, and District Parks. Most parks contain a variety of features, listed in **section 6.2**.

8.1.1 Strategic Summary

The Open Space Plan can be considered the strategic plan for West Lothian Urban Parks.

8.1.2 Operational Summary

Many council teams work in urban parks:

- the NETs, Land and Countryside Service Grounds Maintenance Team is responsible for regular grass cutting, weed control, shrub/hedge and wildflower meadow maintenance. They also maintain football pitches and some drainage features within parks
- the Play Team is responsible for maintaining Play Areas within urban parks including regular inspection and replacement or refurbishment, where required
- the Cleaner Communities Team is responsible for emptying bins, removing fly tipping, and discouraging dog fouling in parks
- the Parks & Woodland Team is responsible for trees and woodland areas including inspection, safety, management and development in urban parks
- the Road Maintenance Team is responsible for the maintenance of adopted footpaths in urban parks
- the Flood Risk Management Team is responsible for reducing overall flood risk, maintaining and upgrading drainage, ensuring the attenuation of surface water from developments, and improving the quality of runoff. They also have a role in protecting the water environment and maintain and protect water-related assets.

Council Open Space Officers are responsible for improving and repairing parks where the above regular maintenance operations are insufficient to keep the park in a fit for purpose condition. Typically this can include adding play equipment, repairing or improving footpath networks, signage, and enhancing biodiversity and green network connectivity. This is done through a programme of capital works or by working with colleagues, community groups or other external organisations, and identifying and securing external grants.

8.1.3 Service Standards

The majority of urban parks do not have individual management plans. All regular and ad hoc maintenance is scheduled within the council's CONFIRM job management system. This includes a minimum of weekly litter collection, twelve cuts of amenity grass areas per annum, annual cutting of wildflower areas (and removing arisings), annual shrub and hedge pruning, and two chemical weed control visits. Ad hoc maintenance required as and when identified by officers or the public is typically responded to within 7 working days. Play Areas are inspected at least every 10 working days. Pitches are lined every year. The quantity,

quality, and accessibility standards as outlined in **section 6.0** are applied across all urban parks.

8.1.4 Asset Inventory and Condition Survey

Comprehensive details of all urban parks are held within the Open Space Database. The parks are condition surveyed after capital investment or at least every 5 years as outlined in the quality standard methodology.

8.1.5 Improvement Plan

In addition to regular scheduled maintenance, every year, a number of sites are identified as priority projects as defined in **section 2.6**. The level of investment is generally appropriate to ensure sites are brought into a fit state and remain fit for purpose for a minimum of ten years. The level of investment over the council's present 10 year capital period is intended to ensure all urban parks are fit for purpose by 2028/29.

8.1.6 Community Involvement

A minimum consultation range for capital investment will include local elected ward members, Community Councils, Grounds Maintenance, Open Space Officer, Play Coordinator, any active Regeneration Group, and any other named individuals from local/national organisations that have expressed an interest in a park.

If the improvement does not relate to safety requirements, consultation may become broader to proactively engage local residents and the wider community. Generally, the scale of consultation will relate to scale and type of works and budget. Where appropriate, the Community Choices methodology and framework for consultation will be adopted.

In addition the community may have an ongoing involvement in a site or wider area. Community Groups may proactively maintain elements of a site either ongoing or ad hoc, and also conceive and complete their own improvement projects in liaison with council officers. In general council officers will encourage all community groups where they support maintenance of existing assets and in particular support establishment of new community groups where these groups can assist and enhance core maintenance of an open space site.

8.2 Grounds Maintenance

8.2.1 Strategic Summary

The Grounds Maintenance Team deliver the Council's grounds maintenance objectives, which were reviewed in 2019 to coincide with the Transforming Your Council budget changes.

8.2.2 Operational Summary

The Grounds Maintenance Team is responsible for the routine maintenance of all housing open space, schools, parks and road verges.

A basic service is provided, in the main consisting of grass cutting and weed management in summer, with hedge cutting and shrub bed maintenance completed during the winter months. These tasks are delivered on a geographical basis, with teams covering east and west areas.

In addition, the team also deliver a Garden Maintenance Scheme on behalf of Housing Services during the summer months, as well as maintaining a variety of outdoor sports facilities.

8.2.3 Service Standards

The following Service Standards were introduced for open space areas in 2019:

<i>Task</i>	<i>Annual Frequency</i>
General Open Space Mowing	12 visits
Parks / Sports Pitch Mowing	16 visits
Road Verge / Rural Path Mowing	1 visit
Wildflower Areas	1 visit
Weed Management (All Surfaces)	2 visits
Shrub Pruning/Bed Clearance	1 visit
Hedge Cutting	1 visit

Garden Maintenance Service Standards consist of:

- 11 grass cutting cycles
- 4 strimming cycles
- 1 hedge cut

The Service Standards for outdoor sports facilities vary depending on the type of sport.

8.2.4 Asset Inventory and Condition Survey

The Service use Confirm Environmental to record the assets being maintained. A review of the database is underway, which will be used to revise future work plans.

The Grounds Maintenance Team work in conjunction with the Council's Open Space Officers, reacting to any minor issues raised through condition surveys.

8.2.5 Improvement Plan

The Service was restructured to reflect the changes introduced through the Transforming Your Council initiative in 2019. Having worked these for a year, it is clear that some adaptations are required.

A vehicle and plant review is planned for 2020, with specific replacements identified and procured as existing leases expire.

The other priority relates to weed management. Historically, Plant Protection Products have been used for this, having been proven as the most cost effective method. However, this has resulted in health and environmental concerns over the past few years. While the products used have been assessed and approved for use, there is a requirement to review the current method. The Council have also committed to minimising the use of Plant Protection Products, particularly Glyphosate. A voluntary industry led initiative, Amenity Assured, will require any organisation using Plant Protection Products to demonstrate Best Practice, including staff training, communication and the use of Integrated Weed Management. The Service are committed to achieving this industry standard.

8.2.6 Community Involvement

A small part of the Grounds Maintenance budget will be subject to Community Choices participatory budgeting in the near future. A comprehensive consultation exercise is planned over the summer period in 2020, which will then shape service delivery going forward.

8.3 Local Biodiversity and Local Geodiversity Sites

The Nature Conservation (Scotland) Act (2004) places a duty on all public bodies to further the conservation of biodiversity when carrying out their responsibilities (i.e. not just in protected sites).

While the council does not employ a dedicated biodiversity officer, biodiversity should be considered in all plans and operations including the Open Space Plan as part of the Scottish Governments Biodiversity Duty on all local authorities. There are approximately 130 Local Biodiversity Sites (LBS) throughout West Lothian. In the absence of a biodiversity officer, the council works with the Wildlife Information Centre (TWIC) to administer and organise the LBS system.

TWIC is the Local Environmental Records Centre for south-east and part of central Scotland that collects, collates and disseminates information about wildlife in West Lothian. TWIC is part of the Association of Local Environmental Records Centres (ALERC) and a member of the National Biodiversity Network (NBN).

In terms of Geodiversity, the British Geological Survey surveyed West Lothian in 2005/06 and identified over 200 potential Local Geodiversity Sites (LGS). Just over 50 LGS have been confirmed and included in the Local Development Plan. The Lothian & Borders Geo-conservation Group (LABGCG) assist the council with LGS issues.

West Lothian's Local Geodiversity Sites have been selected to represent the variety of landscapes, landforms and rock features of the area. These sites have particular value either for education and tourism, for academic research, for the history of science or for their aesthetic appearance.

8.3.1 Strategic Summary

The current West Lothian Local Biodiversity Strategy (Local Biodiversity Action Plan - LBAP) ran until 2009. It has not been updated and there are currently no plans to update it.

Priority strategic habitats include:

- Rivers and streams
- Farmland – grass and cultivated land
- Woodland
- Lowland raised bog
- Heather moorland
- Coastline
- Oil shale bings
- Union Canal.

The 2009 LBAP maintains the direction of the strategic approach of the initial West Lothian 1998 - 2003 LBAP to delivering biodiversity enhancement in West Lothian, with the focus on projects and co-ordinated initiatives that, wherever possible, are cross cutting. The need to

enhance and increase the mosaic of biodiversity in West Lothian habitats and the key species of which they are composed, remains the main objective of the LBAP.

The Council signed the Scottish Geodiversity Forum charter in 2017 and prepared a Geodiversity Action Plan (2017).

8.3.2 Operational Summary

All 130 LBS are identified in the West Lothian Local Development Plan (2018) and shown on the related Proposals Maps. Planning Policies ENV17 – ENV20 relate to protection of: international, national and local nature conservation sites, as well as LBS and Local Geodiversity Sites and also species protection and enhancement. There are separate planning policies relating to: the protection of water environment, riparian corridors, woodland, forestry trees, hedgerows and peatlands and carbon rich soils.

TWIC also screen all planning applications in West Lothian and provide species information to Planning Services as part of the Development Management process when considering planning applications.

The council's Park & Woodland Team is responsible for trees and woodland areas including inspection, safety, management, and development. They also have responsibility for overseeing access management across West Lothian including core paths, rights of way and other public access routes. Maintaining and enhancing biodiversity and geodiversity is a key consideration for this work.

With Scottish Natural Heritage (SNH) assistance, Planning Guidance was initially adopted in 2015 relating to "Planning for Nature: Development Management and Wildlife". This sets out for developers and their agents what is required on natural heritage features in relation to submitting a planning application. It has been reviewed and updated with SNH help and presented to committee in September 2019.

8.3.3 Service Standards

The council has a Service Level Agreement (SLA) with TWIC that is reviewed annually. The council is the lead on a number of actions outlined in the 2017 Geodiversity Action Plan.

8.3.4 Asset Inventory and Condition Survey

Although somewhat out of date, in 1994 a survey of all habitats (Phase 1 Habitat Survey) was commissioned by the former West Lothian District Council and Scottish Natural Heritage for the whole county and carried out by Scottish Wildlife Trust.

For planning, policy and environment initiatives this remains invaluable information albeit in some areas such as Livingston this is well out of date. It created a picture of the habitat

variety of West Lothian at that time but it is also the baseline on which the success of biodiversity enhancement will be monitored and assessed.

An audit of animal and plants in West Lothian for the 2005 - 09 LBAP indicated that there were over 5,000 species present, ranging from the very rare to the common. Many species are still unrecorded.

The British Geological Survey remains the most up-to-date review of geodiversity in West Lothian

8.3.5 Improvement Plan

There is no current proposal to update the previous LABP due to staff resource and budget issues. However, officers in several Services across the council continue to work on many projects that involve biodiversity protection and enhancement. LABGC assist with preparing leaflets and related information for priority Local Geodiversity Sites.

8.3.6 Community Involvement

There are a number of species experts who sit on the West Lothian LBS Steering Group that meets annually. Their expertise currently covers flora, insects and moths. It also includes the Scottish Wildlife Trust, Scottish Natural Heritage, and officers from Planning Services and the Park and Woodland Team.

WLC Park and Woodland Team organise interested volunteers to undertake a number of biodiversity surveys, Citizen Science will be used where possible to input into the LBS and future LBAP review processes.

The main LABGC Group have a volunteer subgroup that assists with preparing leaflets and related geological information.

8.4 Green and Blue Networks

In 2015 West Lothian Council prepared draft Supplementary Planning Guidance that identified potential areas to enhance and establish green networks throughout West Lothian, '*West Lothian place-based Green Networks (2015)*', although it received some limited consultation with interested parties, it was never formally adopted by the council. The aim of green networks is to safeguard and protect existing areas of interconnected mainly semi-natural green spaces and identify the key needs and opportunities to enhance them. Green networks represent corridors that allow species to spread and move throughout an area creating larger, more viable habitats to sustain healthy populations of wildlife.

An updating and revision of the Green Network Supplementary Guidance due in 2020 will include spatial proposals to avoid the fragmentation of existing green networks and identify key opportunities to enhance them.

In recent years, increasing awareness of the social, environmental and economic value of 'green infrastructure' has highlighted the importance for authorities of gathering and managing data on their open space resources.

Individual elements of green infrastructure can serve a useful purpose, without being connected. However, when green infrastructure components are linked together to form green networks further combined benefits are achieved at a strategic level. Green networks are an excellent delivery mechanism to meet a wide range of Scottish Government's objectives including enhancing biodiversity and encouraging active travel by enhancing public access routes.

Most types of open space form key components of the green network. Developing open space audits and strategies provides critical information to ensure that these assets and the network as a whole are properly understood and managed. For more information see the **Central Scotland Green Network (CSGN)** website.

Green network partnerships help deliver the green networks. Key agencies, local and strategic planning authorities and third sector organisations have developed a range of partnerships, most notably regional structures, including Lothians and Fife Green Network Partnership (LFGNP).

8.4.1 Strategic Summary

It is helpful to consider green networks as a hierarchy of three levels:

- local authority-wide;
- settlement-wide and
- local or neighbourhood-level;

and when establishing how best to deal with them in the Local Development Plan (LDP), focussing on:

- What can usefully be shown at the whole plan level
- what is better shown at the settlement level
- what is more appropriately dealt with through supplementary guidance.

8.4.2 Operational Summary

Early dialogue between the council and Scottish Natural Heritage provided an opportunity to discuss the priorities for green networks in relation to the LDP. These early discussions suggested that the aim should be to two-fold:

- To safeguard and protect existing areas of interconnected green networks
- to identify the key needs and opportunities to enhance them.

The council's Park & Woodland Team is responsible for trees and woodland areas including inspection, safety, management, and development. They also have responsibility for overseeing access management across West Lothian including core paths, rights of way and other public access routes. Maintaining and enhancing green and blue networks is a key consideration for this work.

8.4.3 Service Standards

Service Standards will be developed and incorporated into the Annex.

8.4.4 Asset Inventory and Condition Survey

Through the revision of the 2015 draft supplementary guidance there will be a mapping of the majority of the asset. However, due to the large and disparate nature of the green network across West Lothian, there are no current plans to undertake a condition survey.

8.4.5 Improvement Plan

The draft Green Network Supplementary Guidance is under review in winter 2019/spring 2020.

8.4.6 Community Involvement

Once the Planning Guidance is considered by the council's Development & Transport Policy Development and Scrutiny Panel (PDSP), it will be subjected to public consultation alongside issuing it to developers and other interested parties for comment, before being reported to the Council Executive in 2020 for consideration for adoption.

8.5 Play Areas

There are over 400 play facilities in West Lothian's parks and open spaces, catering for a range of ages and abilities. This figure includes public play areas, school play areas, facilities for wheeled sports, youth shelters, multi-use game areas (MUGAs), and kick-pitches. However, for the purposes of the Open Space Plan, play areas are all play facilities maintained by the council and publicly accessible i.e. excludes school play areas and any private play areas.

8.5.1 Strategic Summary

Play Areas are assumed to have a lifespan of no more than 15 years. As such, in addition to regular maintenance inspections to identify immediate safety risks, the play areas are all either replaced or refurbished as they reach the end of their life. The lifespan of an individual play area relates to the type of equipment, construction material, intensity of use, and exposure to weather.

8.5.2 Operational Summary

The Play Team inspects and maintains all play areas on council owned or leased land. Play areas within school grounds are only inspected (as these sites are maintained by the schools). Each play area is inspected at least every 10 working days. There is also a periodic independent inspection. High risk safety issues are resolved within 24 working hours by either replacing or removing equipment, parts, or foreign objects and contaminants. In addition to regular inspection, faults may be reported by the public.

While some privately built and maintained facilities may be accessible to the public, the council has no role in the management of these sites. Typically they are maintained by a factor on behalf of the local residents.

8.5.3 Service Standards

All residents living in West Lothian settlements should live no more than 500m from a play area. All play areas should be inspected at least once every 10 working days and remain in a fit for purpose condition.

8.5.4 Asset Inventory and Condition Survey

All play areas are mapped within the council's GIS database and within its CONFIRM system. Private and school play areas are also mapped. While the condition of play areas and quality is not measured on a numeric scale, they are all graded during the independent inspection cycle i.e. both surface and equipment is graded as poor, fair, good, very good, or excellent.

8.5.5 Improvement Plan

All play areas are on a rolling review programme. This programme determines when they will next be assessed for refurbishment or upgrade.

8.5.6 Community Involvement

In general, a play area refurbishment which simply replaces parts will not include consultation. If a large number of pieces of equipment are to be replaced or an entire play area replaced or built, local schools will be consulted as part of the design process. This is typically a service provided by a play equipment contractor employed by the council. Where appropriate, the Community Choices methodology and framework for consultation may be adopted.

8.6 Food Growing Areas

8.6.1 Strategic Summary

The development of food growing areas in West Lothian is guided by the West Lothian Food Growing Strategy 2020-25. The Community Empowerment (Scotland) Act 2015 Part 9 makes it a statutory duty for councils to produce a 5-year 'Food Growing Strategy', an annual allotment report, and to keep and manage a list of people requesting allotments. The strategy provides an audit of existing food growing initiatives and states the council's intentions for increasing food growing opportunities by responding to community demand and promoting and supporting a variety of community food growing approaches throughout the area (e.g. allotments, community gardens, growing in parks).

8.6.2 Operational Summary

West Lothian's operational model for allotments and community gardens on council land is to lease the site to a community group, who have responsibility for the day-to-day maintenance and management of the site. Other, less formal, food growing initiatives may only require a maintenance agreement between the community group and NETS, Land and Countryside Services.

The development of new growing sites is driven by community demand, and prioritised using geographic and population data.

8.6.3 Service Standards

Each allotment site has its own management rules, and community gardens have their own guidelines.

A new standard for the strategic provision of allotments specific to West Lothian has been set through the Food Growing Strategy, at 7 allotments per 1000 households.

New legislation through the Community Empowerment Act also states that if the number of people on the allotment waiting list is more than 50% of the total number of plots on council owned/leased land, there is a duty on Local Authorities to make reasonable steps towards increasing the number of allotment sites.

8.6.4 Asset Inventory and Condition Survey

There are currently 2 allotment sites on public (council-owned) land and 3 formal community gardens (with leases). There are another 7 sites where communities are growing on public land through more informal management agreements.

8.6.5 Improvement Plan

In order to adhere to the new standard, the council will seek to create another 3 allotment sites with up to 40 plots each over the next 5 years.

We will also promote various methods of food growing on our website and will continue to work with communities to support demand for other kinds of growing projects throughout the area.

8.6.6 Community Involvement

Community involvement is fundamental to the development and management of food growing areas.

Stakeholders were formally engaged in the creation of the Food Growing Strategy through workshops, an online survey and face-to-face meetings. Informal discussions with stakeholders also contributed to the strategy.

Where there is demand for a new allotment and/or community garden, consultations are carried out with the surrounding communities.

The council continues to engage with communities about food growing areas through formal meetings, informal advice and support.

8.7 Cemeteries

West Lothian Council manages and maintains all council owned cemeteries, churchyards and war memorials. There are 33 burial grounds in West Lothian reflecting the dispersed settlement pattern of the area. Of these burial grounds, 21 are cemeteries and 12 are churchyards. The primary difference between a cemetery and a churchyard is that a cemetery is a burial ground which is not typically associated with a church. In Scotland, these are normally owned and operated by local authorities. Churchyards on the other hand are graveyards in the grounds of a church, the maintenance of which was transferred to local authorities as part of the Church of Scotland (Property and Endowments) Act 1925.

8.7.1 Strategic Summary

Of the 21 cemeteries, 11 are in regular use and 10 are no longer open for new lair burials. The closed cemeteries tend to be located in town centres or beside operational cemeteries. As an old cemetery reaches capacity, and in order to try and maintain as local a provision as possible, a new cemetery is located on nearby ground, although in practice, this has not always been possible.

Burial capacity remains at the main West Lothian cemeteries of Livingston (Adamrae); East Calder (Almondell); Whitburn (Blaeberry); Bathgate (Boghead); Fauldhouse (Extension); West Calder (Hermand Park); Linlithgow (Kingscavil); Kirknewton; Uphall (Loaninghill); Winchburgh, and Armadale (Woodbank) for periods of time ranging from approximately 30 years and beyond.

8.7.2 Operational Summary

The Cemeteries Team are responsible for all cemetery activity including burial and maintenance activity associated with the burial service and the routine seasonal maintenance of the grounds. In addition to burial and maintenance activity, the team are also responsible for the West Lothian memorial / headstone stability programme, which is a 5 year cyclical programme of inspection across all cemeteries and churchyards.

8.7.3 Service Standards

Service standards for cemeteries are aligned, where possible, to the comparable standards for grounds maintenance in terms of grass cutting, weed control and shrub bed maintenance. However the ability to ensure that standards are maintained are closely aligned to burial demand which is the primary purpose of the service.

8.7.4 Asset Inventory and Condition Survey

All cemeteries and churchyards are mapped within the council's GIS database and within its CONFIRM system.

8.7.5 Improvement Plan

West Lothian cemeteries are strategically planned to ensure localised burial capacity is maintained well into the future. Most local cemeteries have pre identified extension areas and land already earmarked for future use.

8.7.6 Community Involvement

Communities are involved in cemetery management and maintenance through a variety of surveys and forums including the citizen's inspection panel.

8.8 Countryside, Country Parks & Semi-Natural Sites

8.8.1 Strategic Summary

The Parks & Woodland Section is responsible for the management and development of three Country Parks namely Almondell & Calderwood, Beecraigs and Polkemmet, together constituting some 597 hectares and attracting an estimated 1,811,600 visitors in 2018/19. In addition, the section has a responsibility for a further 868 hectares of countryside, and biodiversity & semi-natural sites owned by West Lothian Council.

Parks & Woodland are also responsible for woodland areas and trees on all council assets,

The Land Reform (Scotland) Act 2003 Part 1, sets out that management of access is the responsibility of access authorities, and gives them duties and powers to manage access in their areas. Parks & Woodland fulfil this role for West Lothian Council. The main duties are:

- To uphold the exercise of access rights over any route, waterway or other means by which access rights may be exercised
- to plan for a system of core paths that gives the public reasonable access throughout their area
- to establish one or more local access forums for their area
- to publicise the Scottish Outdoor Access Code.

These areas are covered separately within this Plan and in their own separate annexes.

8.8.2 Operational Summary

The range of services is diverse and includes the following:-

- Frontline Country Park visitor services including three visitor centres
- Beecraigs caravan and camping site
- Beecraigs animal attraction
- Beecraigs skills area and mountain bike trails
- Barbecue hire facilities in each Country Park
- Polkemmet bowling green
- Ranger Service
- environmental education, Forest Schools, work experience, and public events
- management of access across West Lothian including the Core Path Plan, Rights of Way and other public access routes
- partnerships such as Friends groups, Polkemmet Park Run, work parties, etc.
- commercial franchises & event management
- commercialisation and income generation
- habitat management
- Local Nature Reserves, Local Nature Parks, and other community open space resources

- asset management and Scottish Integrated Administration and Control System (SIACS)
- woodland management strategies and management plans
- tree and woodland safety
- Trees & Woodland operative tasks
- tree advice to Planning Services
- grounds maintenance and facility maintenance by Parks & Woodland operatives
- Biodiversity and access planning related advice•
- Biodiversity enhancement works including carbon capture
- Visitor management projects
- “ParkPower”

8.8.3 Service Standards

The section measures and monitors its performance against their main activities, which feed into the overall objectives of NETs, Land and Countryside Services and ultimately the council, through the council's performance management system – Covalent. The section has a published suite of performance indicators which are reported to the public through the council's website. As a service we regularly review our performance to assess our performance measures for reliability and relevance, and to implement changes and improvements based on customer feedback.

The visitor centres, Animal Attraction, Beecraigs Caravan & Camping Site, Trees & Woodland and Ranger Service all have their own service standards.

8.8.4 Asset Inventory and Condition Survey

An asset inventory is in development, which contains details of the majority of sites managed within the council's GIS database. This database is a GIS file (map and related data table). Each site is patrolled on a regular basis to check the condition of the infrastructure and furniture and any required work is noted on either Confirm or the maintenance database. From there work is carried out as resources allow on a priority basis. Currently there is no quality standard methodology for grading country parks or other countryside/semi-natural sites in West Lothian; however the council has been looking to have some assets assessed to a Green Flag standard.

There is a need to include in the baseline quality survey inventory, referred to previously, all areas managed by Parks & Woodland including Country Parks, semi-natural sites, tree and woodland areas, Core Paths, Rights of Way and other public access routes.

Independent assessments by VisitScotland are currently conducted every two years for each Country Park, and yearly by VisitScotland and the AA for the Beecraigs Caravan & Camping Site.

8.8.5 Improvement Plan

In addition to regular scheduled maintenance, every year, a number of improvements are identified for a number of sites. The level of investment is generally appropriate to ensure sites remain at an acceptable standard, fit for purpose for the level of use that they receive. The level of investment over the council's present 10 year capital period will have limited impact on council sites other than where there is investment through woodland management projects, also limited due to the funding available (internal and external).

Parks & Woodland are however proactive in searching for appropriate funding opportunities to further develop their resources, especially within the Country Parks.

The current review of the core path network across West Lothian aims to highlight opportunities for greater connectivity and encourage greater use by the public.

8.8.6 Community Involvement

Generally, the scale of consultation relates to type of project work and budget.

A minimum consultation would aim to include local elected ward members, Community Councils, proactively engage those currently using the area or facilities - local residents and the wider community and where appropriate named individuals from local/national organisations, Open Space Officer, and any others that have expressed an interest in the specific project.

Where the improvement relates to safety requirements consultation would be minimal or not carried out.

There are a number of sites where the community have an ongoing active involvement in the management and development of the site, usually in the form of a Friends Group. Other community groups may proactively maintain elements of a site either ongoing or ad hoc, and also conceive and complete their own improvement projects in liaison with council officers. In general council officers will encourage all community groups, where resources allow, where they support maintenance of existing assets and in particular support establishment of new community groups where these groups can assist and enhance core maintenance of council assets managed by Parks & Woodland.

The Ranger Service provides significant support to the community through their education programme with schools, their Forest Schools, public events programme and support to a wide range of community groups. In addition the Rangers provide information and interpretation on West Lothian's Country Parks, countryside and semi-natural sites both at Visitor Centres, on sites, online and in person.

The Local Community Leisure Trust “West Lothian Leisure” now runs the Visitor Centre, driving range and golf course at Polkemmet Country Park. It is hoped that this partnership can develop for the benefit of all user groups within that Park.

8.9 Trees and Woodlands

8.9.1 Strategic Summary

Trees and woodland make a significant contribution to quality of life, the local economy and the environment. They provide a wide range of ecosystem services not least in sequestering carbon dioxide and mitigating against climate change.

West Lothian Council owns approximately 1000 ha of forest and woodland varying from the 270 ha forest in Beecraigs Country Park, to the numerous smaller shelterbelts and woods across the region. A notable feature of the 'new town' design of Livingston is its extensive woodland and tree cover providing screening along main roads, separating neighbourhoods and providing attractive green networks through which recreation and travel routes run. A large investment into this was made by the Livingston Development Corporation (LDC) but the council has never had the same resources to manage this in the manner that was anticipated.

Over the decades many of the former bings in West Lothian were reclaimed and restored to woodland with a network of paths which are now well used for outdoor recreation.

There is also a large population of individual trees along streets, in school grounds, council house gardens, and parks. These trees and woodland are located on landholdings which fall under the responsibility of a number of council services. Park & Woodland through the Trees & Woodland Team is responsible for the management of all trees on land owned by West Lothian Council, however the budgets for this work are held by a number of council services.

The council through its own landholding and also through its educational and economic development activities has the opportunity to contribute in a significant way within West Lothian to Scotland's Forestry Strategy 2019-29.

8.9.2 Operational Summary

The range of services is diverse and includes the following:-

- Woodland/forestry management
- tree safety
- customer enquiries and inspections
- arboricultural and forestry operations
- tree and woodland related planning advice
- tree health and disease/biosecurity
- forestry policy and legislation as related to WLC
- asset management and Scottish Integrated Administration and Control System (SIACS)

- individual tree management
- veteran tree management
- trees in the landscape.

8.9.3 Service Standards

The team measures and monitors its performance against their main activities, which feed into the overall objectives of NETs, Land and Countryside and ultimately the council, through the council's performance management system – Covalent. The team has a published suite of performance indicators which are reported to the public through the council's website. As a team we regularly review our performance measures for reliability and relevance and to implement changes and improvements based on customer feedback.

The largest forested area owned by the council is at Beecraigs Country Park and from which significant volumes of timber area harvested is certified under UK Woodland Assurance Scheme. It is independently audited and recognises that the forest is managed in a sustainable manner and meets the UK Forest Standard. The aim is that all the council's woods be managed in line with the UK Forest Standard, including managing them to mitigate against and can adapt to climate change; safeguards biodiversity, water, historic environment and landscape; takes account of people's use of the woodland.

8.9.4 Asset Inventory and Condition Survey

Only limited pro-active management of the council's woods and tree population has been carried out over a number of years, due to limited resources, with most of the work being in response to windblow and other safety issues. An extensive amount of emergency work has been required over the past few years due to an increasing number of severe gales which have damaged large areas of forest and many individual trees.

At present there is no complete inventory of the individual trees or woodland areas in the council's ownership but work is underway to create this in a GIS database. Beecraigs Forest has a 20 year Long-term Forest Plan (LFP) and Urban Woodland Management Plans (UWMPs), including public access improvements, have been prepared and approved by Scottish Forestry for Almondell & Calderwood and Polkemmet Country Parks. Further UWMPs are due to be submitted to Scottish Forestry (SF) for 2 extensive areas within Livingston. SF are also encouraging both the council and Woodland Trust Scotland, to which about 50% of the LDC woods were transferred, to prepare LFPs for their connected woods throughout Livingston, to give a much needed holistic approach to the restructuring and management of the woods across the town.

Over 10,000 individual trees were captured as part of the NETS, Land and Countryside survey of maintained ground but their attributes and condition were not recorded. The most pressing survey work is the safety inspection of all trees within zones of highest risk from

tree failure, the majority of which were not included above. Currently individual trees and woodland belts within these zones are being mapped and their condition assessed and recorded on GIS database, in most cases for the first time.

There is a need to include in the baseline quality survey inventory, referred to previously, all areas managed by Park & Woodland including Country Parks, semi-natural sites, tree and woodland areas, Core Paths, Rights of Way and other public access routes.

8.9.5 Improvement Plan

The aim is to have up to date management plans for all the woods owned by the council. A full plan in line with those required by SF for the purpose of felling permissions and grant applications will be prepared for the larger areas with simpler management statements for smaller woods and those requiring less pro-active management.

Priority for preparing the plans and undertaking the subsequent operations will be based on the numbers of people using the woods or being affected by them and their current condition. However, trees and woods do not remain the same over time and even those woods in 'good condition' need to be thinned to give the remaining trees space to grow or be felled and re-planted/naturally regenerated to sustain the woods, which is a legal requirement under the Forestry and Land Management Scotland Act 2018.

A limited capital budget for 'Sustainable Woodland Management' over the past few years has enabled the first phase of the restructuring of Beecraigs to be undertaken. For the foreseeable future, the improvements will be funded from the sale of timber from Beecraigs and to a limited extent from other woods, supplemented by grants from SF and other sources, which are currently limited. This will constrain the improvements to those woodland open space areas that are eligible for funding.

The council's capital budget funds two members of the Trees & Woodland Team and there is a small budget for additional arboriculture work. The in house team will continue to develop the tree safety management plan and undertake the required surveys within High Risk Zones and then Medium Risk Zones as resources allow. These then need to be undertaken on a cycle of no more than three years. Once the first round of tree safety surveys have been completed the number of potentially dangerous trees should reduce and with it the amount of reactive works required.

Unfortunately there are a number of tree diseases which recently have begun to affect certain species of trees within West Lothian. These include *Phytophthora ramorum* on Larch and Chalara or Ash dieback disease and it is expected that significant numbers of these species will succumb and require removal within the next few years. Information on the numbers of trees of these species is being collated and a tree health report is to be prepared to inform the likely scale and impact of these and other tree diseases on the council.

8.9.6 Community Involvement

Generally, the scale of consultation relates to scale and type of project work and budget.

A minimum consultation would aim to include local elected ward members, Community Councils, proactively engage users of the area, local residents, and the wider community and where appropriate named individuals or local/national organisations, Grounds Maintenance, Open Space Officer, and any others that have expressed an interest in the project.

For SF funded projects a minimum level of consultation is a condition of their grants/permissions and they publish notices of these on their website. Where trees or woods are covered by a Tree Preservation Order or are within a Conservation Area Planning Services are consulted.

Where the improvement relates to safety requirements consultation would be minimal or not carried out.

There are a number of sites where the community have an ongoing involvement in the management and development, usually in the form of a Friends Group. Other Community Groups may proactively maintain elements of a site either on an ongoing or ad hoc basis. Some also conceive and complete their own improvement projects in liaison with council officers. In general council officers will encourage all community groups, where resources allow, where they support maintenance of existing assets and in particular support establishment of new community groups where these groups can assist and enhance core maintenance of council assets managed by Park & Woodland.

8.10 Core Path Plan, Rights of Way, and Other Public Access Routes

8.10.1 Strategic Summary

West Lothian offers a wide range of opportunities for outdoor access. The Land Reform (Scotland) Act 2003 gives the right of responsible non-motorised access (but allows mobility scooters) to most land and inland water in Scotland. This responsible right of access extends to walking, including taking your dog for a walk, as well as cycling, equestrian activities and many other activities.

The Scottish Outdoor Access Code explains how you can take responsible access when outdoors. It gives useful advice and guidance on how to act when faced with different situations. The Ranger Service helps promote the Code.

Every local authority in Scotland is required under the Land Reform (Scotland) Act 2003 to prepare a Core Paths Plan to 'provide the basic framework of routes sufficient for the purpose of giving the public reasonable access throughout the area.' Core Paths aim to promote access and reduce the potential for conflict between the needs of land managers and those of access users. The development of the plan aimed to ensure that each town and village had a basic framework of paths available for recreation and everyday journeys by local people and visitors. The routes identified as Core Paths were selected through public consultation and aimed to meet the needs of communities and visitors. The Core Paths Plan is currently being reviewed by the Ranger Service to ensure that the network still meets the needs of our communities, to highlight opportunities for greater connectivity and encourage greater use by the public.

Unlike some local authorities, West Lothian Council does not have an Outdoor Access Officer. This role is fulfilled by the Parks & Woodland section including the Ranger Service and Country Park Operatives.

Areas of work include:

- Administrative support for the West Lothian Outdoor Access Forum
- developing an Outdoor Access Strategy for West Lothian
- review and implementation of the Core Paths Plan
- providing advice and guidance on outdoor access
- path maintenance, establishment, and implementation projects
- rights of way and related issues
- promotion of responsible outdoor access.

Outdoor Access Forum

West Lothian Outdoor Access Forum brings together parties with an interest in developing and managing outdoor access. The Forum's functions are to:

- Advise on the exercise of access rights
- assist with the development of the core paths plan

- offer assistance in disputes about access rights.

The Forum is made up of people appointed by the local authority and will include:

- Land owners/managers or their representative
- individuals (e.g. walkers, cyclists, canoeists, horse-riders)
- agencies (local health and tourist boards).

The Forum meets approximately twice a year. Meeting notes are available on the council's website.

8.10.2 Operational Summary

The range of responsibilities is diverse and includes the following:-

- 194 km core paths
- 578 km Rights of Way (asserted, vindicated & claimed RoW)
- 311 km other paths.

8.10.3 Service Standards

The Parks & Woodland section measures and monitors its performance against their main activities, which feed into the overall objectives of NETs, Land and Countryside Services and ultimately the council, through the council's performance management system – Covalent. The section has a published suite of performance indicators which are reported to the public through the council's website. As a service we regularly review our performance to assess our performance measures for reliability and relevance, and to implement changes and improvements based on customer feedback.

8.10.4 Asset Inventory and Condition Survey

On a rolling programme the Rights of Way and the Core Path have been monitored by the Ranger Service for a number of years. Work recommended on these has been identified and reported on. However, funding for the work has been limited and only priority work has been carried out. The Core Path Network is being assessed with the intention of a public review in 2020.

The majority of these networks are on private land. Parks & Woodland work with private landowners, where possible, to ensure that these routes remain open and passable for use. A significant proportion of the access network is owned and managed by the Council.

There is a need to include in the baseline quality survey inventory, referred to previously, all areas managed by Parks & Woodland including Country Parks, semi-natural sites, tree and woodland areas, Core Paths, Rights of Way and other public access routes.

8.10.5 Improvement Plan

In addition to ongoing maintenance operations, every year a number of improvements are identified for key routes. The level of investment is restricted by the limited capital budget available and external funding (e.g. Woodland In And Around Town projects and Shale Trail).

8.10.6 Community Involvement

Generally, the scale of consultation relates to scale and type of project work and budget.

A minimum consultation would aim to include the Access Forum, landowners, local elected ward members, Community Councils, local residents and the wider community and, where appropriate, named individuals or local/national organisations, Grounds Maintenance, Open Space Officer, and any others that have expressed an interest.

Where the improvement relates to safety requirements / improvements consultation would be minimal or not carried out.

There is a longer term intention to investigate the possibility of an volunteer access team. However, this will only be possible when we have the staff resource to support this.

8.11 Sports Facilities

There are many football pitches, sports centres, and other sports pitches and facilities in West Lothian. Most are under direct maintenance by NETs, Land and Countryside Service. In addition, a number of sports centres and associated outdoor facilities are managed by West Lothian Leisure (Xcite).

8.11.1 Strategic Summary

The development and maintenance of sports facilities in West Lothian is guided by the West Lothian Sports and Recreation Facilities Strategy. The latest version of the strategy was approved in 2009 and a new strategy is currently in development, and will become an Annex of this plan in due course.

8.11.2 Operational Summary

Sports facilities come within the scope of the council's Corporate Asset Management Plan, which covers both 'Open Space' and 'Property Asset Management' as football pitches, for example, are maintained within the wider open space portfolio, whereas the associated pavilions are West Lothian Council property assets. As such, any capital/revenue allocated to the development or maintenance of sports facilities may come within one of these asset management areas. Typically, buildings and their hardstanding grounds are maintained by Property Services, while pitches and other open spaces are maintained by Grounds Maintenance. West Lothian Leisure manages ten facilities (Xcite venues) throughout West Lothian.

8.11.3 Service Standards

The highest level assessment of sporting assets is detailed through the Local Government Benchmarking Framework (LGBF) and the Scottish Household Survey.

The Scottish Household Survey reports the national picture with regards to the satisfaction with leisure facilities at an authority level. This information is reported by both the LGBF and is an indicator within the Active Scotland Outcome Framework.

The LGBF also provides a comparative measure for all local authorities of the cost per visit to leisure facilities.

8.11.4 Asset Inventory and Condition Survey

The current West Lothian Sports and Recreation Facilities Strategy (2009) takes account of certain sports and activities. It does not detail all sporting assets within West Lothian.

Sports facilities are managed by a diverse group of organisations. Facilities may be managed directly by West Lothian Council (e.g. primary school facilities), through West Lothian Leisure (Xcite venues), or through lease arrangements to local sports clubs and organisations.

8.11.5 Improvement Plan

There is an aspiration to review some sports facilities including those associated with school grounds in order to consider improving public access where there may currently be restrictions e.g. school play areas opened at weekends, where maintenance resources would allow.

8.11.6 Community Involvement

Users of sporting facilities liaise directly with facility managers (e.g. Xcite) to address reactive maintenance issues. Investment in the estate is currently directed through the West Lothian Sports and Recreation Facilities Strategy (2009).

Various community sports clubs manage use of individual facilities across the council assets including sports pitches and pavilions.

8.12 Public Arts

8.12.1 Strategic Summary

Public art has a key role to play in creating a sense of place and can be found in many open spaces. The West Lothian Public Art Strategy (2014-19) aims to outline and promote the value and importance of public art to the built environment, to publicise the council's commitment to the subject, to celebrate previous successes, to detail the role of key players, process and responsibilities involved and to set appropriate targets. The current Supplementary Planning Guidance that relates to developer contributions towards public art has been reviewed and updated in 2019, undergone public consultation and presented to the Council Executive for consideration for adoption in September 2019. These developer contributions are held within the West Lothian Public Art Fund.

8.12.2 Operational Summary

Public art project development includes a wide range of services, community group partnerships, Planning Services and developer consultation support which come together to deliver place based creative projects. These activities include:

- disbursement of public art grants to community groups within West Lothian to progress their specific idea for their locality (This is through the "Grassroots Grants Programme");
- community group support for public art project development
- delivery of public art projects in partnership with council services, such as Construction Services, NETs, Land and Countryside Service and Education Services, that are required by their individual planning applications and the related SG to deliver public art projects
- public art commissioning group
- artist recruitment and procurement support
- artist contract management
- planning application support as required to developers for outdoor sited public artworks
- public art strategy development in partnership with major housing developers for Core Development Areas (CDA) e.g. Winchburgh and Calderwood
- Public Art Fund contribution monitoring and reporting
- Public Art Strategy Group (PASG) quarterly meetings of officers.

8.12.3 Service Standards

The Community Arts Service measures and monitors its performance through project partnership and participant evaluations, Planning Services developer consultations and Creative Scotland recommendations on equitable pay for artists based on the Scottish Artists Union.

As a service standard, the PASG monitors and reviews the outcomes of each public art project which are assessed on multiple 'soft social indicators' such as levels of satisfaction

during project participation, durability of externally sited artworks and approval of planning applications for artworks which receive no objections from local residents in the area.

8.12.4 Asset Inventory and Condition Survey

West Lothian Council's Structures Unit has a programme of assessing public art installations across West Lothian that may have an engineering issue on a 2 year schedule. Recommendations are then reported to the Public Art Strategy Group, comprised of council officers from Community Arts and Planning Services that meets quarterly. Currently an estimated 10% of the Public Art Fund (PAF) annual budget is earmarked for artworks requiring immediate or future maintenance.

8.12.5 Improvement Plan

A 2018 mapping project assessed approximately 130 public art sited installations in West Lothian to identify those that may require interpretation. The PAF may fund this project as part of a large interpretation programme for public art in the area. There is the intention to develop a new public art plan for 2020 to 2025 which will outline future work.

8.12.6 Community Involvement

The council have used the West Lothian Public Art Fund to promote three rounds of "Grassroots" public art grants available to community organisations across West Lothian. Large sections of the community have been engaged by numerous artists working on diverse public art projects in many settlements. This has included both primary and secondary schools and the West Lothian Youth Action Project, Community Councils and many other local interest groups. Each public art project delivered by the council makes public engagement a signature requirement of the artists design method and so enables local people to inform and influence some of the final aesthetic decisions made by the appointed artist/s.

Appendix 1 - Settlement Review

The open space database can be used to create a summary of active open space provision and standards for each of West Lothian's settlements. This is a useful tool in considering the impact of new developments and in identifying priorities for new investment.

Each settlement listed below has a one or two page summary of its active open space including site names and size, and reference to the settlements quality, quantity, and accessibility standard. Also included is a map showing the facilities referenced across West Lothian.

Quantity is measured as the amount of open space available per one thousand people. West Lothian adopts the Fields in Trust recommend minimum standard of 6 acres (2.4 hectares) for 1,000 people.

Quality is measured by individual site survey score, with the survey reflecting the full range of open space benefits. In summary, each site is given an overall score out of 75. A site with a score of 40 or above is considered 'fit for purpose' i.e. meeting minimum standard.

Accessibility is measured as distance to open space. The broad principle is that people should be close to at least some type of active open space, while it is reasonable that they may have to travel longer distances to reach larger, less abundant open space with more facilities, particularly if they live in small settlements or in the countryside. The 500m maximum distance that applies to play areas and Local Parks equates to roughly a 5 minute walk/2 minute cycle.

It should be noted (for the purposes of the settlement review) that 'Playspaces' are play areas that are out with formal parks. In general all Local, Neighbourhood, District, and Country Parks also contain play areas.

Population estimates are mid 2015 estimates.

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1. Addiewell / Loganlea

Quality/Quantity Standard

Type	Count	Area (Acres)	Quality
Addiewell	2	1.44	
Local Park	1	1.44	
Meadowhead Crescent		1.44	52
Playspace	1	0.09	
Addiewell PS Play Area		0.09	
Loganlea	3	7.09	
Local Park	1	0.56	
Loganlea Road Green		0.56	56
Neighbourhood Park	1	6.51	
Loganlea Park		6.51	48
Playspace	1	0.02	
Loganlea Place		0.02	
Total	5	8.62	
Population	1,328		
Quantity Standard	6.49		
Quality Standard (Formal Parks)	3 out of 3 Fit for Purpose		

Accessibility Standard

The majority of properties are within 500m of a play area. Approx. 20 properties in Addiewell (Station Court, Faraday Place, and Blackburn Road) are not within 500m of any play area.

The majority of properties are within 500m of a formal park. Approx. 20 properties in Addiewell (Station Court, Faraday Place, and Blackburn Road) are not within 500m of any formal park.

All properties are within 1km of a Neighbourhood Park, and 10km of a District Park. All Loganlea properties are within 4km of a District Park. The majority of properties in Addiebrowhill and Addiewell are not within 4km of a District Park.

2. Armadale and Armadale CDA

Quality/Quantity Standard

Type	Count	Area (Acres)	Quality
Local Park	2	7.21	
Avondale Park		5.29	48
St Anthony's Park		1.92	54
Neighbourhood Park	3	41.45	
Drove Road Park		20.37	54
Watson Park		10.61	40
Wood Park		10.47	48
Playspace	8	2.96	
Birkenshaw Way		0.03	
Eastertoun Ball Court		0.17	
Glenwood Drive		0.05	
Gracie's Wynd Play Area		0.57	
Kerr's Way Play Area (Private)		0.16	
Mayfield Green		1.79	
McCallum Court		0.05	
Watt Avenue Play Area		0.13	
Sports Bowling Green	2	1.78	
Armadale West Bowling Club		0.89	
Watson Park Bowling Club		0.88	
Sports Football Pitch	1	3.09	
Volunteer Park		3.09	
War Memorial	1	0.05	
Armadale War Memorial		0.05	
Total	17	56.66	
Population	11,618		
Quantity Standard	4.87		
Quality Standard (Formal Parks)	5 out of 5 Fit for Purpose		

Accessibility Standard

The majority of properties in Armadale are within 500m of a play area. Approx. 60 new properties in the South are not within 500m of any play area, and approx. 300 properties in new developments in this area are only served by a privately maintained play area.

The majority of properties in Armadale are within 500m of a formal park. Several hundred properties in the South of Armadale are not within 500m of any formal park.

The majority of properties are within 1km of a Neighbourhood Park. Approx. 100 properties in the East (Atlas Court, Etna Court, Old Golf Course Road, and Terrareoch Court) are not. The majority of properties are within 4km of a District Park. Approx. 100 properties in the North West are not. Armadale's population is at the lower end of the guideline population for a District Park. All properties in Armadale are within 10k of a Country Park.

3. Bathgate / Boghall

Quality/Quantity Standard

Type	Count	Area (Acres)	Quality
District Park	1	115.43	
Balbardie Park of Peace		115.43	61
Local Park	5	12.64	
Burghmuir Park		3.70	47
Limefield Park (Boghall)		4.48	50
Marchwood Crescent Park		1.67	47
Robertson Avenue Local Park		1.66	37
Windyknowe Park		1.13	43
Neighbourhood Park	3	37.84	
Boghall Playing Fields		12.58	45
Kirkton Park		17.75	60
Meadow Park		7.51	43
Playspace	11	1.66	
Birniehill		0.20	
Blackburn Road		0.03	
Charles Crescent		0.07	
Falside Crescent Grass		0.35	
Hope Park Gardens		0.15	
Limefield Playspace		0.07	
Meikle Inch Lane		0.08	
Philip Avenue		0.10	
Wester Inch Circle		0.16	
Wester Inch Pond		0.37	
Whiteside Play Area		0.09	
Sports Bowling Green	3	1.77	
Bathgate Bowling Club		0.68	
Kirkton Park Bowling Club		0.50	
Glenmavis Bowling Club		0.60	
Sports Football Pitch	2	4.36	
Creamery Park		4.20	
Limefield Five a Side Pitch		0.16	
Sports Playing Fields	1	1.77	
Standhill Park		1.77	
War Memorial	1	0.26	
Bathgate War Memorial		0.26	
Total	27	175.73	
Population	21,725		
Quantity Standard	8.09		
Quality Standard (Formal Parks)	8 out of 9 Fit for Purpose		

Accessibility Standard

The majority of properties are within 500m of a play area. Several hundred properties in central Bathgate and in the Standhill area are not within 500m of any play area. The majority of the Belvedere area is also not within 500m of any play area.

The majority of properties are within 500m of a formal park. However, the majority of property in Wester Inch, Standhill, and Whiteside areas are not within 500m of any formal park. Wester Inch Ponds Play Area and its surrounding open space do serve as a Neighbourhood Park, although the ponds and wider open space are not in council maintenance/ownership.

The majority of properties are within 1km of a Neighbourhood Park. Wester Inch, Standhill, and Whiteside areas and Glenmavis area are not within 1km of any Neighbourhood Park. All of Bathgate is within 4km of a District Park, and 10km of a Country Park.

4. Blackburn

Quality/Quantity Standard

Type	Count	Area (Acres)	Quality
Local Park	2	4.31	
King George V Park		2.55	54
Redhouse Place Green		1.76	51
Neighbourhood Park	1	18.21	
Murrayfield Park		18.21	57
Playspace	3	0.24	
Blackburnhall Garll Gardens		0.06	
Kidz Grove		0.13	
Murrayfield 1		0.04	
Sports Bowling Green	1	1.69	
Blackburn Bowling Club		1.69	
Sports Football Pitch	1	3.61	
Blackburn Juniors Football Field		3.61	
War Memorial	1	0.26	
Blackburn War Memorial		0.26	
Total	9	28.33	
Population	5,392		
Quantity Standard	5.25		
Quality Standard (Formal Parks)	3 out of 3 Fit for Purpose		

Accessibility Standard

All properties in Blackburn are within 500m of a play area.

The majority of properties in Blackburn are within 500m of a formal park. However, there are approx. 50 properties in the North (Beechwood Road and Beechwood Gardens) that are not within 500m of any formal park.

All properties are within 1km of a Neighbourhood Park, and 10km of a Country Park. Only approx. 30 properties (Happy Valley Road) fall out with the 4km standard for access to a District Park.

5. Blackridge / Westrigg

Quality/Quantity Standard

Type	Count	Area (Acres)	Quality
Local Park	2	3.25	
Hillside Drive Grass		0.73	37
West Craigs		2.52	44
Neighbourhood Park	2	6.50	
Blackridge Park		3.03	50
Westrigg Park		3.48	48
Total	4	9.76	
Population	1,954		
Quantity Standard	4.99		
Quality Standard (Formal Parks)	3 out of 4 Fit for Purpose		

Accessibility Standard

Blackridge meets all accessibility standards excluding that for District Parks. No properties are within 4km of a District Park, although Blackridge is approx. 2.5km from a Country Park.

6. Breich

Quality/Quantity Standard

Type	Count	Area (Acres)	Quality
Neighbourhood Park	1	5.34	
Breich Park / School site		5.34	59
Playspace	2	1.14	
Breich Green		1.12	
Community Centre Play Park		0.02	
Total	3	6.49	
Population	209		
Quantity Standard	31.04		
Quality Standard (Formal Parks)	1 out of 1 Fit for Purpose		

Accessibility Standard

Breich meets all accessibility standards.

7. Bridgend

Quality/Quantity Standard

Type	Count	Area (Acres)	Quality
Local Park	2	5.71	
Bridgend Park		1.76	60
Bridgend South Park		3.95	39
Playspace	1	0.13	
Bridgend Ball Court		0.13	
Total	3	5.84	
Population	776		
Quantity Standard	7.53		
Quality Standard (Formal Parks)	1 out of 2 Fit for Purpose		

Accessibility Standard

All properties in Bridgend are within 500m of a play area and within 500m of a formal park.

No properties are within 1km of a Neighbourhood Park, and approx. 30 properties in the East are not within 4km of a District Park. All properties are within 10km of a Country Park. Bridgend's population is lower than the recommended guideline population for a Neighbourhood Park.

8. Broxburn

Quality/Quantity Standard

Type	Count	Area (Acres)	Quality
District Park	1	26.34	
Stewartfield Park		26.34	53
Local Park	3	11.74	
Liggat Syke		6.37	57
Park View Square		1.10	48
Wyndford Avenue		4.27	39
Neighbourhood Park	2	14.99	
Holmes Park		7.34	51
Station Road Park		7.65	44
Playspace	12	1.74	
Almondell Play Area		0.06	
Badger Brook		0.09	
Badger Brook Ball Court		0.16	
Buchan Park		0.21	
Craigseaton		0.03	
Parklands 1		0.10	
Parklands 2		0.11	
Strathbrock Family Unit		0.07	
Cardross Play Area		0.04	
Globe Park (Private)		0.21	
Holmes Road (Private)		0.62	
Nicol Place (Private)		0.06	
Sports Bowling Green	2	2.32	
Broxburn Bowling Club		1.08	
Buchan Park Bowling Club		1.24	
Sports Centre and Playing Fields	1	6.69	
Broxburn Sports Centre		6.69	
Sports Football Pitch	1	6.07	
Broxburn United Sports Club		6.07	
Total	22	69.9	
Population	9,896		
Quantity Standard	7.06		
Quality Standard (Formal Parks)	5 out of 6 Fit for Purpose		

Accessibility Standard

All areas of Broxburn are within 500m of a play area.

All areas are also well within the recommended distances of Neighbourhood, District, and Country Parks.

There is a large gap in Local Park provision in the centre of Broxburn. Much of this area is within 500m of a Neighbourhood Park, which means they are within the standard for public parks as a whole, however there is a strip of housing down the centre of Broxburn which is more than 500m from any formal public park. This includes Laing Gardens/Galloway Crescent/Clarkson Road/Globe Park/Port Buchan/Blyth Road/Badger Brook. Much of this area is not within council ownership.

9. Dechmont

Quality/Quantity Standard

Type	Count	Area (Acres)	Quality
Local Park	1	2.44	
Dechmont Park		2.44	50
Total	1	2.44	
Population	711		
Quantity Standard	3.43		
Quality Standard (Formal Parks)	1 out of 1 Fit for Purpose		

Accessibility standard

The eastern residences of Badger Wood and Craiglaw are out with 500m of a play area.

All areas are within recommended distance of a District Park and Country Park.

The eastern end of Craiglaw is further than 500m from a Local Park, and further than 500m from any formal park.

None of Dechmont is within the recommended distance of a Neighbourhood Park. Dechmont's population is lower than the recommended guideline population for a Neighbourhood Park.

10. East Calder and Calderwood CDA

Quality/Quantity Standard

Type	Count	Area (Acres)	Quality
Local Park	2	7.89	
Langton Gardens / Redcraig Open Space		5.86	40
Langton Park		2.03	33
Neighbourhood Park	1	14.01	
East Calder Park		14.01	37
Playspace	2	0.91	
Broompark Green		0.77	
Queens Gardens		0.14	
Sports Bowling Green	1	0.77	
East Calder Bowling Club		0.77	
Sports Centre and Playing Fields	1	4.52	
East Calder Sports Centre		4.52	
Total	7	28.10	
Population	5,167		
Quantity Standard	5.44		
Quality Standard (Formal Parks)	1 out of 3 Fit for Purpose		

Accessibility Standard

Currently, all areas of East Calder are within 500m of a play area except most of the Calderwood development.

There is a gap in Local Park provision in the north of East Calder (level with and north of East Calder Primary School), none of this area is within 500m of a Local Park. However, all areas of East Calder are within 500m of some type of formal public park.

All the areas are within the recommended distance of Neighbourhood, District and Country Parks.

11. East Whitburn

Quality/Quantity Standard

Type	Count	Area (Acres)	Quality
Neighbourhood Park	1	3.88	
Redmill Park		3.88	54
Playspace	1	0.30	
Mains Place Play Area (Private)		0.30	
Total	2	4.18	
Population	1,132		
Quantity Standard	3.69		
Quality Standard (Formal Parks)	1 out of 1 Fit for Purpose		

Accessibility Standard

The majority of properties in East Whitburn are within 500m of a play area. However, there are 6 properties in the West (Hamilton Way) that are not within 500m of any play area, and approx. 25 properties in the South (Mains Place, Crofters Way, and Mains Farm Place) are only served by a private play area.

East Whitburn meets all accessibility standards related to formal parks, excluding these same properties in the South that are not within 500m of any formal park.

12. Ecclesmachan

Quality/Quantity Standard

Type	Count	Area (Acres)	Quality
Playspace	1	0.15	
Ecclesmachan Play Area		0.15	
Total	1	0.15	
Population	198		
Quantity Standard	0.76		
Quality Standard (Formal Parks)	0 out of 0 Fit for Purpose		

Accessibility Standard

The majority of properties in Ecclesmachan are within 500m of a play area. However, there are circa 20 properties in the South that are not within 500m of any play area.

Ecclesmachan is not within 500m of any formal park, nor within 1km of any Neighbourhood Park. Ecclesmachan's population is lower than the recommended guideline population for a Local or a Neighbourhood Park.

All properties are within 4km of a District Park and 10km of a Countryside Park.

13. Fauldhouse

Quality/Quantity Standard

Type	Count	Area (Acres)	Quality
Local Park	3	7.30	
Caledonian Road		2.27	54
Lanrigg Road Green		1.69	46
Meadow Crescent Strip		3.34	55
Neighbourhood Park	2	13.16	
Eastfield Road Park		7.63	34
Fallas Park		5.53	36
Playspace	2	0.41	
Burnside Play Area		0.09	
Church Place Play Area		0.32	
Sports Football Pitch	1	2.73	
Park View (Fauldhouse United JFC)		2.73	
War Memorial	1	0.32	
Blackfaulds Place War Memorial		0.32	
Total	9	23.92	
Population	4,887		
Quantity Standard	4.89		
Quality Standard (Formal Parks)	3 out of 5 Fit for Purpose		

Accessibility Standard

All properties in Fauldhouse are within 500m of a play area and within 500m of a formal park.

All properties are within 1km of a Neighbourhood Park and 10km of a Country Park. The majority of properties are within 4km of a District Park. Those properties west of Falla Hill Primary School are not within 4km of a District or Country Park.

14. Greenrigg

Quality/Quantity Standard

Type	Count	Area (Acres)	Quality
Neighbourhood Park	1	10.06	
Greenrigg Park		10.06	45
Playspace	1	0.09	
Polkemmet Road		0.09	
Sports Football Pitch	1	2.76	
Gibshill Park Football Park		2.76	
Total	3	12.91	
Population	1,033		
Quantity Standard	12.50		
Quality Standard (Formal Parks)	1 out of 1 Fit for Purpose		

Accessibility Standard

The majority of properties in Greenrigg are within 500m of a play area. However, there are approx. 10 properties across the South East (Dyke Court) and South West (Baillie Avenue) that are not within 500m of any play area. There is a private play area in Baillie Avenue.

The majority of properties are within 500m of a formal park. Most properties on Baillie Avenue are not within 500m of any formal park.

All properties are within 1km of a Neighbourhood Park and within 10km of a Country Park. All properties excluding most of the properties on Baillie Avenue are within 4km of a District Park. However, all properties are within 4km of a Country Park.

15. Kirknewton

Quality/Quantity Standard

Type	Count	Area (Acres)	Quality
Neighbourhood Park	1	7.85	
Kirknewton Park		7.85	49
Total	1	7.85	
Population	1,852		
Quantity Standard	4.24		
Quality Standard (Formal Parks)	1 out of 1 Fit for Purpose		

Accessibility Standard

The central areas of Kirknewton are within 500m of a play area, however areas in the west and east of Kirknewton are not (West end of Station Road and Braekirk Gardens and all of Caledonian Court; East end of Main St and Kaimes Crescent and all of Hillhouse Wynd).

The same areas are out with 500m of any formal public park.

Most of Kirknewton is more than the recommended distance from a District Park.

16. Linlithgow and Linlithgow Bridge

Quality/Quantity Standard

Type	Count	Area (Acres)	Quality
District Park	1	146.21	
Linlithgow Loch and Park		146.21	52
Local Park	7	10.50	
Baillielands Park		1.75	45
Beechwood Playing Field		1.84	39
Douglas Avenue Park		1.70	52
Justinhaugh Drive Green		1.02	45
Preston Road Park		1.41	41
Sheriffs Park Strip		1.38	48
Springfield Road Green		1.39	52
Neighbourhood Park	3	22.80	
Listloaning Playing Field		4.20	43
Rosemount Park		6.67	50
Springfield Park		11.93	47
Playspace	9	1.02	
Deanburn		0.06	
Laverock Park		0.06	
Linlithgow Loch Playspace		0.14	
Mill Road		0.17	
Millerfield		0.17	
Oatlands Park		0.11	
Philip Avenue		0.16	
Springfield Drive Play Area		0.10	
The Vennel		0.05	
Sports Bowling Green	2	1.28	
Linlithgow Bowling Club		0.63	
Linlithgow Sports Club - Bowling Green		0.66	
Sports Centre and Playing Fields	1	31.03	
Linlithgow Leisure Centre		31.03	
Sports Football Pitch	1	3.33	
Prestonfield		3.33	
Sports Playing Fields	1	10.85	
Linlithgow Rugby Club		10.85	
Sports Tennis Courts	1	0.51	
Linlithgow Sports Club - Tennis Courts		0.51	
Total	26	227.53	
Population	13,515		
Quantity Standard	16.84		
Quality Standard (Formal Parks)	10 out of 11 Fit for Purpose		

Accessibility Standard

The majority of properties in Linlithgow are within 500m of a play area. However, there are a few to the immediate west of Kingscavil Cemetery that are not within 500m. In addition, approx. 30 properties across Kettil'stoun Grove and Gardens are not within 500m of a play area.

The majority of properties are within 500m of a formal park. Those properties mentioned above are not, neither are an additional 8 properties on Braehead Park, and a dozen properties on Lovells Glen.

All properties are within 1km of a Neighbourhood Park, excluding approx. 50 properties in the Kettil'stoun area. All properties are within 4km of a District Park, and 10km of a Country Park.

17. Livingston

Quality/Quantity Standard

Type	Count	Area (Acres)	Quality
Allotments	2	3.07	
Deans Allotments		0.87	
Killandean Allotments		2.20	
District Park	4	183.57	
Almond Park		47.21	58
Almondvale Park		22.64	68
Bankton Mains Park		61.14	62
Eliburn Park		52.58	54
Local Park	8	19.54	
Bellsquarry Recreation Ground		5.41	42
Central Recreation Area / Deans Park		2.93	50
Clement Rise / Glebe Farm Park		2.56	57
Craigspark		1.77	63
Edmonton Green		1.99	47
Fells Rigg Green		1.84	52
Stonebank Local Park		0.96	50
Sutherland Way Park		2.08	55
Neighbourhood Park	9	115.42	
Falcon Brae Grass		4.38	51
Heatherbank Park		8.00	43
Howden Park (North)		57.38	46
Lanthorn (South)		4.88	63
Letham Park (Craigshill)		3.90	48
Livingston Village Park		16.67	48
Mosswood Playing Fields		5.04	39
Peel Park		10.82	66
Quarry Park		4.35	52
Playspace	69	9.02	
Adambrae		0.12	
Bankton Park West		0.11	
Bankton Way Play Area		0.12	
Birrell Gardens Play Area		0.25	
Buchanan Playspace		0.03	
Burnsknowe		0.05	
Bute Green		0.37	
Camps Rigg 103		0.40	
Chestnut Grove		0.06	
Chuckethall Road		0.10	
Clement Rise Ball Court		0.24	
Clova Drive Play Area & Goals		0.29	

Columbia Avenue		0.02	
Columbia Avenue Play Area		0.15	
Crathes Gardens		0.10	
Deans Ball Court		0.07	
Doon Walk		0.19	
Doon Walk Green		1.21	
Eliburn Nursery Class		0.01	
Everard Playspace		0.07	
Falcon Brae 42		0.00	
Forestbank Ball Court		0.07	
Forestbank Playspace		0.29	
Gowanbank		0.07	
Granby Avenue		0.05	
Harburn Avenue 120		0.01	
Haymarket Playspace		0.03	
Kestrel Brae		0.08	
Kirkfield West		0.03	
Kirkton South		0.06	
Knightsridge Adventure Area		0.41	
Ladywell East Playspace		0.20	
Lanark Avenue Playspace		0.15	
Larchbank Playspace		0.18	
Lenzie Avenue Ball Court		0.16	
Leven Walk Playspace		0.08	
Logan Way Playspace		0.03	
Moncrief Way 49		0.03	
Muirfield Way 52		0.01	
Murieston Valley		0.13	
Ogilvie School Campus		0.09	
Oldwood Place Playspace		0.18	
Onslow Green		0.29	
Orchard Place		0.17	
Palmer Rise 77		0.01	
Peveril Rise 23		0.03	
Peveril Rise 49		0.03	
Peveril Rise 99		0.01	
Play Pals		0.04	
Quentin Rise 12		0.01	
Raeburn Rigg 240		0.04	
Raeburn Rigg Grass		0.65	
Roseberry Place		0.09	
Rosehill Playspace		0.06	
Rushbank		0.08	
Sarazen Green Playspace		0.05	
Staffa		0.18	

Staunton Rise 49		0.00	
Sutherland Way Ball Court		0.25	
Sutherland Way Play Area		0.16	
Talisman Rise 30		0.01	
Talisman Rise 44		0.01	
Talisman Rise 64		0.01	
Templar Rise 4		0.01	
Templar Rise Steelway Goals		0.10	
Waverley Crescent Playspace		0.32	
Wellview Lane Playspace		0.11	
Wood Place 22		0.00	
Wood Place 33		0.00	
Soft Play Area Swing Park	1	0.22	
Knightsridge Community Centre		0.22	
Sports Bowling Green	5	3.69	
Bankton Mains Bowling Green		0.87	
Craigs Farm Bowling Green		0.68	
Harrismuir Bowling Club		0.65	
Letham Park Bowling Green		0.84	
Livingston Station Bowling Green		0.65	
Sports Centre and Playing Fields	1	41.34	
Craigswood Sports Centre and Playing Fields		41.34	
Sports Football Pitch	4	6.19	
Larchbank Kickspace		0.13	
Livingston Football Club Stadium Pitch		1.76	
Livingston Football Pitch Practice Pitch		1.73	
Station Park		2.57	
Sports Kick Pitch	1	0.27	
Livingston Village Kick Pitches		0.27	
Sports Playing Fields	2	9.44	
Centre Greenspace		0.18	
Livingston RFC		9.26	
Sports Tennis Courts	1	0.27	
Harrismuir Tennis Courts		0.27	
Total	107	392.04	
Population	54,640		
Quantity Standard	7.17		
Quality Standard (Formal Parks)	20 out of 21 Fit for Purpose		

Accessibility Standard

Most areas of Livingston are within 500m of a play area, except areas around the periphery and pockets throughout the town, including:

in the west –

the roads north and south of Simpson parkway A705, residential areas around Alderstone Business Park, Appleton Drive, Quarrywood Court

in the north –

Deans: Beechwood Park, east end of Middlewood Park, Woodlands Park, Golf Course Road, Player Green, Gallacher Green, Taylor Green, Eagles View

in the south –

Murieston: some of Easter Bankton, Bankton Glade, Murieston Road, West Cairn View, Wellview Lane, Skivo Wynd.

For future reference, in case they are re-designated as residential areas, these areas are also further than 500m from a play area: Houston Ind Estate, Brucefield Ind Estate, Almondvale Business Park.

There are gaps in Local Park and Neighbourhood Park coverage, and some areas out with 500m of any formal parks. These are areas around North Deans/Dechmont Law, Houston Ind Estate, Simpson Parkway/Kirkton, Charlesfield/Adambræ, all houses along Murieston Road and in the south of Murieston, Craigswood in the north of Craigshill.

All areas are within the recommended distance from District and Country Parks.

18. Longridge

Quality/Quantity Standard

Type	Count	Area (Acres)	Quality
Neighbourhood Park	1	2.02	
Longridge Park		2.02	49
Playspace	1	0.02	
Northfield Meadow		0.02	
War Memorial	1	0.07	
Longridge Cross		0.07	
Total	3	2.11	
Population	945		
Quantity Standard	2.23		
Quality Standard (Formal Parks)	1 out of 1 Fit for Purpose		

Accessibility Standard

Longridge meets all accessibility standards.

It should be noted that the play area within Longridge Primary School grounds is fully accessible to the public.

19. Mid Calder

Quality/Quantity Standard

Type	Count	Area (Acres)	Quality
Local Park	1	5.05	
Sommers Park		5.05	61
Neighbourhood Park	1	11.12	
Cunnigar Park		11.12	44
Playspace	4	0.86	
Avenue Park West Playspace		0.46	
Maryfield		0.15	
Ochiltree View		0.21	
Spottiswood Gardens		0.04	
Sports Bowling Green	1	0.68	
Mid Calder Bowling Green		0.68	
Total	7	17.72	
Population	3,381		
Quantity Standard	5.24		
Quality Standard (Formal Parks)	2 out of 2 Fit for Purpose		

Accessibility Standard

All areas are within 500m of a play area, except Almondside and Pumpherston Road/Mill Lane.

All areas are within the recommended distance of a Neighbourhood, District, and Country Park.

Although there is a gap in provision of Local Parks in Mid Calder, all areas are within 500m of a formal public park.

20. Newton / Woodend

Quality/Quantity Standard

Type	Count	Area (Acres)	Quality
Playspace	1	0.18	
Duddingston Crescent		0.18	
Total	1	0.18	
Population	139		
Quantity Standard	1.30		
Quality Standard (Formal Parks)	0 out of 0 Fit for Purpose		

Accessibility Standard

Only those properties in Newton are within 500m of a play area, those in Woodend are not.

Newton (inc. Woodend) is not within 500m, 1km, or 4km of any formal park. It is within 10km of a Country Park. Newton's population is lower than the recommended guideline population for any formal park.

21. Philpstoun

Quality/Quantity Standard

Type	Count	Area (Acres)	Quality
Local Park	1	2.63	
Philpstoun Playing Field		2.63	54
Sports Bowling Green	1	0.56	
Philpstoun Bowling Club		0.56	
Total	2	3.19	
Population	417		
Quantity Standard	7.66		
Quality Standard (Formal Parks)	1 out of 1 Fit for Purpose		

Accessibility Standard

The majority of properties in Philpstoun are within 500m of a play area. Two properties in the East of the main settlement, and all properties in Old Philpstoun are not.

The majority of properties in Philpstoun are within 500m of a formal park. Two properties in the East of the main settlement, and all properties in Old Philpstoun are not.

No properties are within 1km of a Neighbourhood Park. Philipstoun's population is lower than the recommended guideline population for a Neighbourhood Park. The majority of properties are within 4km of a District Park, Old Philipstoun and Wyndford Brae are not. All properties are within 10km of a Country Park.

22. Polbeth

Quality/Quantity Standard

Type	Count	Area (Acres)	Quality
Local Park	2	4.73	
Ennis Park		2.85	47
Langside Gardens Green		1.88	41
Neighbourhood Park	1	20.81	
Limefield Park (Polbeth)		20.81	56
Playspace	3	0.48	
Burnside Terrace		0.05	
Fells Road Play Area		0.28	
Polbeth Community Centre Ball Court		0.15	
Sports Bowling Green	1	0.83	
Limefield Park Bowling Green		0.83	
Total	7	26.85	
Population	2,366		
Quantity Standard	11.35		
Quality Standard (Formal Parks)	3 out of 3 Fit for Purpose		

Accessibility Standard

Polbeth meets all accessibility standards.

23. Pumpherston

Quality/Quantity Standard

Type	Count	Area (Acres)	Quality
Local Park	1	1.54	
Letham Park (Pumpherston)		1.54	28
Neighbourhood Park	1	5.23	
Fraser Park (Drumshoreland)		5.23	64
Playspace	2	0.18	
Harrysmuir Playspace		0.08	
Heaney Avenue		0.10	
Sports Bowling Green	1	0.60	
Pumpherston Bowling Club		0.60	
Sports Playing Fields	1	5.08	
Pumpherston Sports Ground		5.08	
Total	6	12.63	
Population	1,209		
Quantity Standard	10.45		
Quality Standard (Formal Parks)	1 out of 2 Fit for Purpose		

Accessibility Standard

All areas of Pumpherston are currently within 500m of a play area.

Although there is a gap in provision of local parks in the north of Pumpherston, all areas are within 500m of any formal public park.

All areas are within the recommended distance of Neighbourhood, District and Country Parks.

24. Rural

Quality/Quantity Standard

Type	Count	Area (Acres)	Quality
Bridgecastle		0.19	
Playspace	1	0.19	
Bridgecastle		0.19	
Threemiletown		1.85	
Local Park	1	1.85	
Redhouse Recreation Ground		1.85	51
Total	2	2.04	
Population	6,588		
Quantity Standard	NA		
Quality Standard (Formal Parks)	1 out of 1 Fit for Purpose		

Accessibility Standard

NA

25. Seafield

Quality/Quantity Standard

Type	Count	Area (Acres)	Quality
Local Park	1	1.51	
Seafield Green		1.51	50
Playspace	1	0.01	
Seafield Institute		0.01	
Sports Bowling Green	1	0.66	
Seafield Bowling Club		0.66	
Sports Football Pitch	1	3.60	
Seafield Football Pitch		3.60	
Total	4	5.78	
Population	1,320		
Quantity Standard	4.38		
Quality Standard (Formal Parks)	1 out of 1 Fit for Purpose		

Accessibility Standard

All properties in Seafield are within 500m of a play area and within 500m of a formal park.

No properties are within 1km of a Neighbourhood Park. Seafield's population is lower than the recommended guideline population for a Neighbourhood Park. All properties are within 4km of a District Park and 10km of a Country Park.

26. Stoneyburn / Bents

Quality/Quantity Standard

Type	Count	Area (Acres)	Quality
Bents		0.09	
Playspace	1	0.09	
Wallace Walk		0.09	
Stoneyburn		19.08	
Local Park	1	9.18	
Foulshiels		9.18	44
Neighbourhood Park	1	2.68	
Glenview Crescent Playing Fields		2.68	52
Playspace	1	0.08	
Burnlea Drive Play Area		0.08	
Sports Bowling Green	1	0.92	
Stoneyburn Bowling Club		0.92	
Sports Football Pitch	1	6.10	
Beechwood Park		6.10	
War Memorial	1	0.11	
Stoneyburn War Memorial		0.11	
Total	7	19.17	
Population	1,976		
Quantity Standard	9.70		
Quality Standard (Formal Parks)	2 out of 2 Fit for Purpose		

Accessibility Standard

The majority of properties in Stoneyburn and Bents are within 500m of a play area. A handful of properties in the west of Bents are not.

The majority of properties in Stoneyburn and Bents are within 500m of a formal park. Approx. 50 properties in the west of Bents (Cannon Crescent, Main Street, and Garden City) are not.

The majority of properties in Stoneyburn and Bents are within 1km of a Neighbourhood Park. A handful of properties in the west of Bents are not. All properties are within 4km of a District Park and 10km of a Country Park.

27. Torphichen

Quality/Quantity Standard

Type	Count	Area (Acres)	Quality
Neighbourhood Park	1	5.97	
Torphichen Park		5.97	57
Total	1	5.97	
Population	595		
Quantity Standard	10.03		
Quality Standard (Formal Parks)	1 out of 1 Fit for Purpose		

Accessibility Standard

The majority of properties in Torphichen are within 500m of a play area. Approx. 20 properties on the western and eastern fringes are not.

The majority of properties in Torphichen are within 500m of a formal park. Approx. 20 properties on the western and eastern fringes are not.

All properties are within 1km of a Neighbourhood Park, 4km of a District Park, and 10km of a Country Park.

28. Uphall

Quality/Quantity Standard

Type	Count	Area (Acres)	Quality
Local Park	3	6.56	
Glebe Park		2.72	52
Millbank Place East		1.71	43
Burn Edge Park		2.13	53
Neighbourhood Park	1	5.66	
King George V Playing Fields		5.66	41
Playspace	5	0.54	
Ball Court & Skatepark		0.26	
McLardy Court		0.07	
Thompson Court		0.04	
Craigengar Avenue (Private)		0.05	
South Middleton (Private)		0.12	
Sports Bowling Green	1	0.80	
Uphall Bowling Club		0.80	
Total	10	13.56	
Population	4,702		
Quantity Standard	2.88		
Quality Standard (Formal Parks)	4 out of 4 Fit for Purpose		

Accessibility standard

All areas are within 500m of a play area.

The gap in provision of Local Parks in the south-east of Uphall has been filled by designating the open space north of Loaninghill Park and north-east of Middleton Road as a Local Park. The new park is called Burn Edge Park.

All areas are within the recommended distance of Neighbourhood, District and Country Parks.

29. Uphall Station

Quality/Quantity Standard

Type	Count	Area (Acres)	Quality
Neighbourhood Park	1	3.27	
Marrfield Park		3.27	51
Playspace	1	0.38	
Nettlehill Drive Play Area		0.38	
Sports Bowling Green	1	0.77	
Uphall Station Bowling Club		0.77	
Total	3	4.42	
Population	932		
Quantity Standard	4.74		
Quality Standard (Formal Parks)	1 out of 1 park Fit for Purpose		

Accessibility standard

All areas of Uphall Station are within 500m of a play area.

Although there are no Local Parks in Uphall Station, all areas are within 500m of a formal public park.

All areas are within the recommended standards of Neighbourhood, District and Country Parks.

30. West Calder

Quality/Quantity Standard

Type	Count	Area (Acres)	Quality
Allotments	1	0.80	
Northfield Cottage Allotments		0.80	
Local Park	1	1.48	
Burngrange West Park		1.48	41
Neighbourhood Park	2	12.56	
Burngrange East Park		5.49	52
Parkhead Recreational Ground		7.07	44
Playspace	2	2.09	
Parkhead Cottages Green		0.94	
The Glebe Green		1.16	
Sports Bowling Green	1	0.53	
West Calder Bowling Club		0.53	
Sports Football Pitch	1	6.16	
Hermand Park		6.16	
War Memorial	1	0.17	
War Memorial		0.17	
Total	9	23.79	
Population	3,143		
Quantity Standard	7.57		
Quality Standard (Formal Parks)	3 out of 3 Fit for Purpose		

Accessibility Standard

The majority of properties in West Calder are within 500m of a play area. Approx. 80 properties in the North (Westwood View, and Mossend Gardens) are not.

The majority of properties in West Calder are within 500m of a formal park. Approx. 80 properties in the North (Westwood View, and Mossend Gardens) are not.

All properties are within 1km of a Neighbourhood Park, and within 10km of a Country Park. The western half of West Calder is not within 4km of a District Park.

31. Westfield

Quality/Quantity Standard

Type	Count	Area (Acres)	Quality
Playspace	1	0.29	
Westfield Play Area		0.29	
Total	1	0.29	
Population	564		
Quantity Standard	0.52		
Quality Standard (Formal Parks)	0 out of 0 Fit for Purpose		

Accessibility Standard

All properties are within 500m of a play area.

Westfield is not within 500m of any formal park. Westfield's population is within recommended guideline population for a Local Park.

Westfield is not within 1km of a Neighbourhood Park. The majority of Westfield is within 4km of a District Park, four properties in the North West are not. Westfield is within 10km of a Country Park.

32. Whitburn

Quality/Quantity Standard

Type	Count	Area (Acres)	Quality
District Park	1	48.68	
Blaeberryhill Park		48.68	58
Neighbourhood Park	2	33.73	
Hunter Grove Park		13.72	60
King George V Playing Field		20.01	54
Playspace	4	1.23	
Croftmalloch		0.11	
Dixon Road Play Area		0.14	
Glenisla Court		0.04	
Whitburn Academy		0.94	
Sports Bowling Green	2	1.07	
Polkemmet Country Park Bowling Club		0.73	
West End Gospel Hall		0.34	
Sports Football Pitch	1	2.97	
Central Park		2.97	
Total	10	87.67	
Population	11,131		
Quantity Standard	7.88		
Quality Standard (Formal Parks)	3 out of 3 Fit for Purpose		

Accessibility Standard

The majority of properties in Whitburn are within 500m of a play area. Approx. 200 properties in the Heartlands development are not.

The majority of properties in Whitburn are within 500m of a formal park. Approx. 50 properties to the immediate east of Whitburn Academy are not.

All properties are within 1km of a Neighbourhood Park, 4km of a District Park, and 10km of a Country Park.

33. Winchburgh and Winchburgh CDA

Quality/Quantity Standard

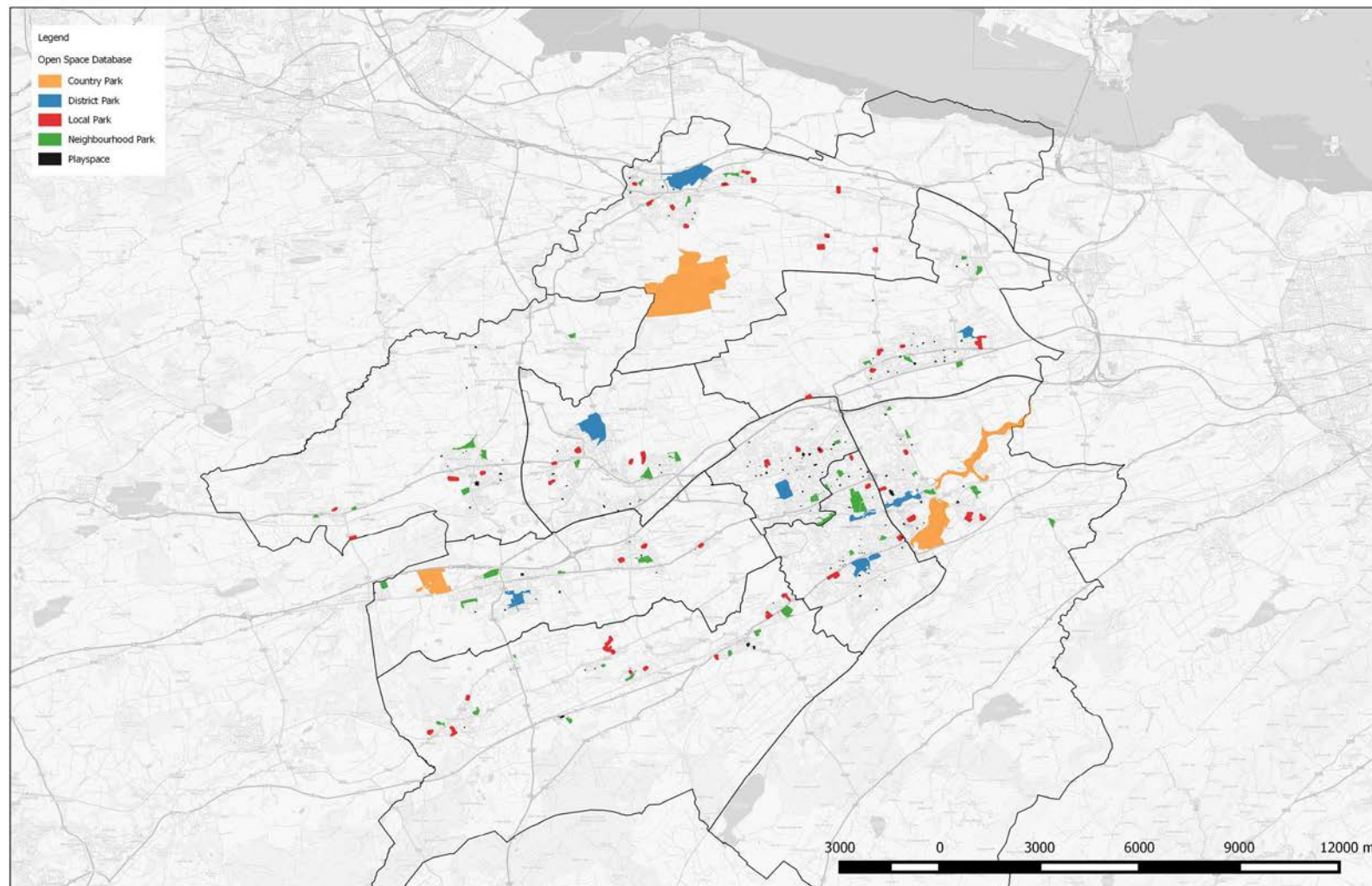
Type	Count	Area (Acres)	Quality
Allotments	1	1.47	
Winchburgh Allotments		1.47	
Neighbourhood Park	2	13.04	
Millgate Park		4.01	50
Niddry Park		9.03	45
Playspace	2	0.29	
Glendevon		0.17	
Millgate Green Playspace		0.12	
Sports Bowling Green	1	0.92	
Winchburgh Bowling Club		0.92	
War Memorial	1	0.14	
Winchburgh War Memorial		0.14	
Total	7	15.85	
Population	2,950		
Quantity Standard	5.66		
Quality Standard (Formal Parks)	2 out of 2 Fit for Purpose		

Accessibility standards

Most of Winchburgh is currently within 500m of a play area, except Station Road, Station View and Beattie Road in the north-east and Hillend View in the west.

There is a deficit of Local Parks in Winchburgh, resulting in some areas being over 500m from any formal public park. These areas are: Hillend View and Hillend Road in the west and Station View and Beattie Road in the north-east. However, these areas will be covered with the construction of Auldathie District Park in the west of Winchburgh and Daisy Park in the north-east, by Winchburgh Developments.

All areas are within the recommended distance of Neighbourhood, District and Country Parks.



West Lothian Council, Parks and Play Areas



Drawn by Simon Scott, Dec 2020
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Appendix 2 - Quality Standard Survey Methodology

QU No.	Category	Sub-category	Score	Some things to consider	Notes
1	High Quality	Character and continuity	1-5	Is the overall space attractive visually? Is there a unique character that distinguishes the space from others? Is there a consistent character and design element throughout? Is the design and features consistent with the surrounding area?	Unique archaeological or natural features will be visible and ideally interpretation available.
2	High Quality	Community Involvement	1-5	Are the community involved in group activities that make use of the space? Are the community contributing to maintenance, policing, and improvement of the space? Are the community engaged in council management of the space and decision making?	Contribution by community can include across sports pitches, play equipment, managing pavilion, conservation projects etc.
3	High Quality	Material Quality	1-5	Is there high quality material used in surface and feature construction? Are materials durable? Does new planting reflect best contribution to overall quality of space i.e. right tree right place, native species, low maintenance, contribute to biodiversity etc.?	Poor quality would include cheap untreated benches, flimsy fences, whin-dust paths where tarmac is required to deal with high footfall.
4	High Quality	Sustainable resources	1-5	Are materials in construction and maintenance from a sustainable source? Is water management sustainable? Is the use of herbicides sustainable and appropriate? Is manual and mechanical vegetation control and other maintenance at appropriate level?	Sustainable materials may be difficult to determine, but should be able to determine if scoring park after an upgrade or if in contact with those responsible for maintenance.
5	High Quality	Adaptability	1-5	Does the space afford flexibility to be managed or used differently over time according to changing needs and uses? Could amenity grassland or pitches become food growing? Could building be erected? Could habitats be changed economically?	

Appendix 2 - Quality Standard Survey Methodology

6	Multifunctional	Biodiversity	1-5	<p>Have physical measures been taken to encourage biodiversity?</p> <p>Are there a variety of native plants, are there suitable habitats for native animals? Are non-natives controlled and removed?</p> <p>If there are water bodies are these clean with suitable surrounding vegetation to encourage biodiversity?</p> <p>If notable species and habitats are present, are there any protection measures?</p>	<p>Measures taken could include native planting, bird and bat boxes, areas of previously mown grass allowed to grow, wood piles for insects and amphibians etc.</p> <p>Suitable habitats could include wildflower meadow, areas where grass can grow long, old and new trees, areas with minimal disturbance etc.</p>
7	Multifunctional	Economic benefit	1-5	<p>Are groups or organisations benefitting economically through their use of the space (e.g. personal trainers/boot camps/food selling/wedding photography)</p> <p>Is the space sponsored?</p> <p>Does the space attract external investment in the space or surrounding area i.e. commercial or NGO, charity etc.?</p> <p>Does the council make any direct economic benefit from the space e.g. visitor centre, event charges, fishery?</p> <p>Is public benefitting from natural products on site? e.g. fresh water, cultivated food, wild food, timber or wood products, wood fuel, renewable energy.</p>	
8	Multifunctional	Networks	1-5	<p>Does the space have green links to wider open space?</p> <p>Does the space contribute to a quality blue network?</p> <p>Are there good sustainable transport links into nearby commercial and/or industrial areas i.e. getting people to work?</p> <p>Does the space link into wider recreational pedestrian or cycle networks including regionally significant ones?</p>	<p>When considering green networks, the extent by which buildings, roads, water, and paths inhibit wildlife travel and disturbance should be considered i.e. rope bridges, underpasses, green bridges etc. improve the quality of a network.</p>

Appendix 2 - Quality Standard Survey Methodology

9	Multifunctional	Regulating Services	1-5	<p>Is this the largest green space in the area?</p> <p>Is the space storing water from surrounding areas through vegetation or direct drainage? (or is it contributing to flooding?)</p> <p>Is the space improving water quality e.g. quality of run off, or standing water</p> <p>Does the space provide significant habitat for pollinators?</p> <p>Is there significant vegetation on site that can help to filter pollutants e.g. trees, bushes, long grasses, rushes/reeds, bog mosses,etc?</p> <p>Is there vegetation on site that is helping to prevent soil erosion e.g. plants on slopes, beside waterways, etc.? (or are there signs of soil erosion, e.g. bare ground on slopes?)</p>	
10	Multifunctional	Cultural Services (Variety of use)	1-5	<p>Are there any good views or nice places to relax/enjoy the surroundings here?</p> <p>Are there any places particularly good for studying plants or watching wildlife?</p> <p>Can people play a number of different sports activities here?</p> <p>Does play equipment cater to different ages?</p> <p>Are there features for other recreational activities? e.g. dog walking, picnics, public art etc.</p> <p>Is there a suitable space that allows for events and new activities? e.g. school sports days, gala, markets</p> <p>Does the space offer opportunities for learning and school use?</p>	

Appendix 2 - Quality Standard Survey Methodology

11	Safe and Welcoming	Accessibility	1-5	<p>Is the area within 500m of a community</p> <p>Is the majority of the space accessible to able bodied</p> <p>Is a large part of the space and its features accessible to buggies and wheelchairs</p> <p>Is car parking and public transport links appropriate for the size and function of the site</p> <p>Is any sports and play equipment accessible to all abilities</p>	
12	Safe and Welcoming	Entrances and boundary	1-5	<p>Are fences, gates, and vehicle barriers appropriate for space and attractive</p> <p>Are entrances in the right place, clear and welcoming or are they hidden or intimidating</p> <p>Could the site be easily found by new visitors to the area either on foot or by vehicle</p> <p>Does the space have a clear boundary</p>	
13	Safe and Welcoming	Maintenance	1-5	<p>Does the park have scheduled maintenance</p> <p>Is maintenance effective e.g. are damaged features being repaired, vegetation controlled, furniture treated, bins emptied</p> <p>Is it clear who maintains the site and how to contact them</p> <p>Is the area draining well or are there areas of flooding that could restrict access and potentially be unsafe</p> <p>Are there any areas of neglect</p>	
14	Safe and Welcoming	Orientation and Interpretation	1-5	<p>Is it clear that this is a park?</p> <p>Is it clear what is available in the space and where it is?</p> <p>Is it clear what the space links to? e.g. industrial estate, core path, neighbouring settlements etc.</p> <p>Is there any information about the wildlife/history/geography/folklore of the site?</p>	

Appendix 2 - Quality Standard Survey Methodology

15	Safe and Welcoming	Safety	1-5	<p>Are there areas where people may not feel safe during the day or at night</p> <p>How much of the park is visible from nearby houses and roads i.e. natural surveillance</p> <p>Are there signs of anti-social behaviour e.g. graffiti, fly-tipping, broken glass, damaged furniture, evidence of drinking and drug-use</p> <p>Do paths and entrances etc. allow for pedestrians to safely pass wheeled users</p>	
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DATA LABEL: PUBLIC



COUNCIL EXECUTIVE

CONSULTATION ON THE M8 AND M9 TRUNK ROADS (NEWBRIDGE TO HERMISTON GAIT) (ACTIVELY MANAGED HARD SHOULDER AND SPEED LIMIT) REGULATIONS

REPORT BY HEAD OF OPERATIONAL SERVICES

A. PURPOSE OF REPORT

The purpose of this report is to provide Council Executive with a response on Transport Scotland's consultation on the M8 and M9 trunk roads (Newbridge to Hermiston Gait) (actively managed hard shoulder and speed limit) Regulations 2021.

B. RECOMMENDATION

It is recommended that the Council Executive agrees Appendix 1 as the Council's response to Transport Scotland's consultation on the M8 and M9 trunk roads (Newbridge to Hermiston Gait) (actively managed hard shoulder and speed limit) Regulations 2021.

C. SUMMARY OF IMPLICATIONS

I Council Values	Being honest, open and accountable; providing equality of opportunities; making best use of our resources.
II Policy and Legal (including Strategic Environmental Assessment, Equality Issues, Health or Risk Assessment)	The Traffic regulations are being prepared, in exercise of powers conferred by the Road Traffic Regulation Act 1984. The Motorways Traffic (Scotland) Regulations 1995 (the 1995 Regulations) regulate the use of all special roads which are motorways. The proposed traffic measures will be promoted using the M8 and M9 trunk roads (Newbridge to Hermiston Gait) (actively managed hard shoulder and speed limit) Regulations 2021.
III Implications for Scheme of Delegations to Officers	Not applicable
IV Impact on performance and performance Indicators	Not applicable
V Relevance to Single Outcome Agreement	Not applicable
VI Resources - (Financial, Staffing and Property)	Not applicable

VII Consideration at PDSP

Members of both Development & Transport and Environment PDSPs have been advised of the consultation proposals and draft response.

D. TERMS OF REPORT

D1 Background

Scottish Ministers' have previously made regulations to support the introduction of Actively Managed Hard Shoulders (AMHS) which permit hard shoulders to be used by vehicles constructed or adapted to carry more than 23 seated passengers (exclusive of the driver) and other permitted vehicles. AMHS currently exist on parts of the M90 and M9 as follows:

- M90 between Halbeath Junction and Admiralty Interchange;
- M90 between Scotstoun Junction at the A90 and M9 Junction 1a; and
- M9 between Winchburgh and Newbridge.

The AMHS on which the 2021 Regulations focus is intended to operate in the same manner as these existing sections i.e. as a full time, permanent bus lane. The vehicles permitted to use the AMHS will be the same as currently permitted to use those on the M90 and M9. This means that the majority of public transport buses will be able to use the AMHS. Other vehicles such as private hire vehicles, taxis and other public service buses, which cannot carry more than 23 seated passengers, will not be permitted.

The consultation closes at midnight on Wednesday 13 January 2021.

D2 Extent of Planned AMHS

The planned regulations will allow the introduction of an AMHS, for use by certain buses, over a four-mile section of the M8 and M9 motorways. This will extend over a four-mile section from a point south of the Hillwood Rail overbridge (south of Junction 1 of the M9) in an eastbound direction to the Hermiston Gait Roundabout (Junction 1 of the M8).

In a supplementary measure, the 50-mph speed limit will be extended for approximately 570 metres on the M9 to M8 eastbound interchange link road (Junction 2 of the M8) further south towards the merge with the M8 eastbound mainline for the purpose of facilitating the AMHS and ensuring the safety of vehicles travelling on the connector road.

Transport Scotland's scheme overview drawing showing the extent of the proposals is attached (drg. no.18/SE/0901/026/0000/015).

D3 West Lothian's Response to the Consultation

Although the AMHS are only being introduced over relatively short lengths of the M8 and M9 they will have benefits for bus operators entering West Edinburgh. The measures should be welcomed in terms of them providing and improving bus priority infrastructure which will help tackle the impacts of congestion on bus services while encouraging further bus usage.

The opportunity to extend the proposals out to Livingston on the M8 and to the proposed new M9 motorway junction at Winchburgh and further toward Linlithgow should be highlighted in the Council's response. Similarly, the extension of the proposals on the M8 out of the City; particularly between Hermiston Gait and Newbridge.

Part of this AMHS initiative is linked to Project CAV Forth, a globally significant demonstration of UK autonomous bus capability. Although the autonomous bus trial is to be focussed initially along a 14-mile route across the Forth Road Bridge between Fife and Edinburgh the potential to expand it into West Lothian should be noted in the Council's response.

D4 Development and Transport / Environment PDSP Consultation

Due to the timing of this consultation, all members of the D&T and Environment PDSPs were advised of the consultation and invited to comment. Cllrs De Bold and Campbell raised safety concerns regarding the introduction of the measures. Cllr Campbell based her concerns on information based on schemes in England. Cllr Horne requested additional information which was provided.

In response to these concerns, officers would highlight that the schemes introduced to date in Scotland, and proposed now for the M8/M9, are different to some of those in England. The key difference being that the schemes in England remove the hard shoulder provision and allow it to be used by all traffic. In Scotland, the hard shoulder is retained, additional safety zones are provided and buses only are allowed to freely use them.

In terms of the over safety of the proposals, officers have been in contact with Transport Scotland to confirm that all the proposals have had Road Safety Audits undertaken and meet standards or allowable departures.

E. CONCLUSION

Transport Scotland's proposal to introduce actively managed hard shoulder and speed limit on the M8 and M9 trunk roads (Newbridge to Hermiston Gait) should be supported on the basis that it will improving bus priority infrastructure on the motorway network into West Edinburgh. Appendix 1 outlines the Council's response to Transport Scotland's consultation on the M8 and M9 trunk roads (Newbridge to Hermiston Gait) (actively managed hard shoulder and speed limit) Regulations 2021.

F. BACKGROUND REFERENCES

Transport Scotland's consultation document:

<https://www.transport.gov.scot/consultation/consultation-on-the-m8-and-m9-trunk-roads-newbridge-to-hermiston-gait-actively-managed-hard-shoulder-and-speed-limit-regulations-2021/>

Appendices/Attachments: Appendix 1: West Lothian's Response Letter to the Consultation and Transport Scotland's drg. no.18/SE/0901/026/0000/015.

Contact Person: Graeme Malcolm, Tel: 01506 282351

Email: Graeme.Malcolm@westlothian.gov.uk

Jim Jack, Head of Operational Services

Date: 15 December 2020

Appendix 1: West Lothian Council's Response Letter to the Consultation

ITS Operations Team
Roads Directorate
Transport Scotland
Buchanan House
5th Floor
58 Port Dundas Road
GLASGOW G4 0HF

Dear

Thank you for the opportunity to participate in Transport Scotland's consultation on the M8 and M9 trunk roads (Newbridge to Hermiston Gait) (actively managed hard shoulder and speed limit) Regulations 2021.

The Council see this as a positive initiative to promote bus travel and one which it hopes can be extended quickly to other sections of the Central Belt motorway network.

Although the AMHS are only being introduced over relatively short lengths of the M8 and M9 they will have benefits for bus operators entering West Edinburgh from West Lothian. The measures are welcomed in terms of them providing and improving bus priority infrastructure which will help tackle the impacts of congestion on bus services while encouraging further bus usage.

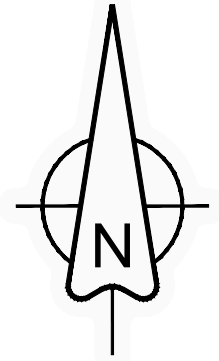
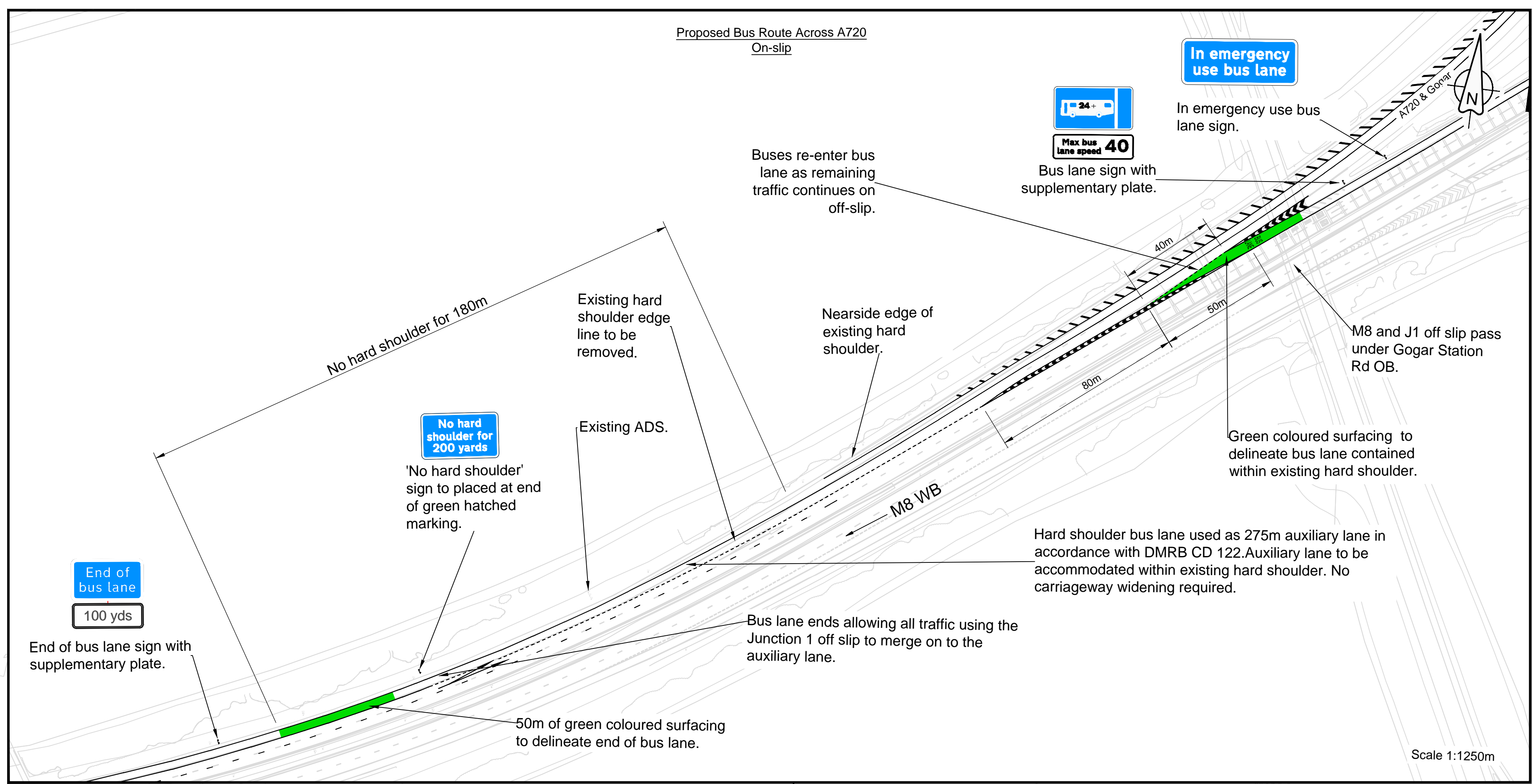
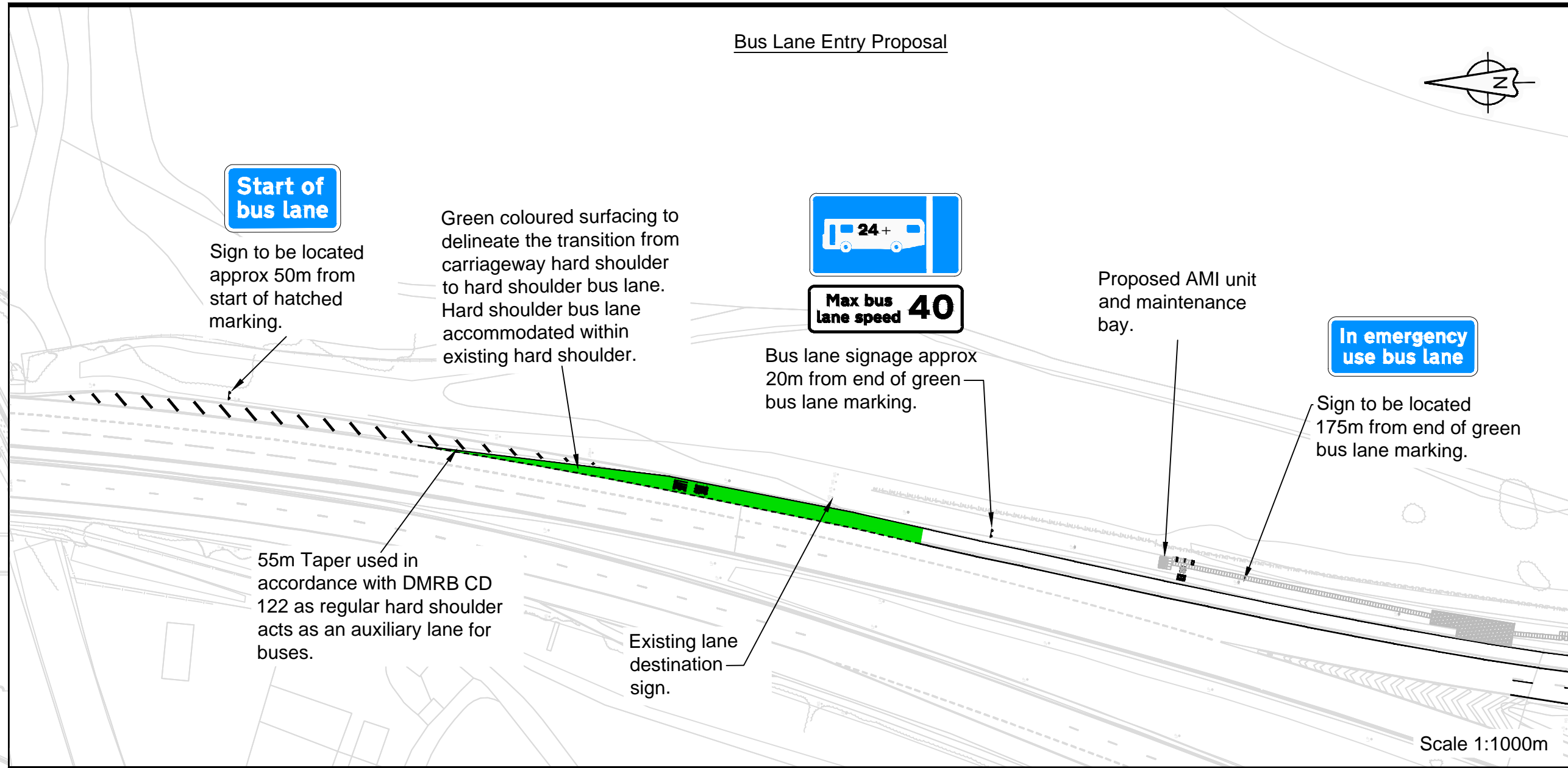
The Council wishes to highlight the opportunities to extend the proposals out to Livingston (M8) and to the proposed new M9 motorway junction, Winchburgh and onwards to Linlithgow. Similarly, we would encourage the extension of the proposals on the M8 out of the City; particularly between Hermiston Gait and Newbridge.

It is noted that the AMHS initiative is linked to the autonomous bus demonstration Project CAV Forth and although it is acknowledged that this is initially focussed along a 14-mile route across the Forth Road Bridge between Fife and Edinburgh, the Council see opportunities for this demonstration project to be extended into West Lothian.

Finally, the Council would appreciate regular updates on both these projects as they move forward but also an opportunity to discuss the possibility extending these further.

Yours

END



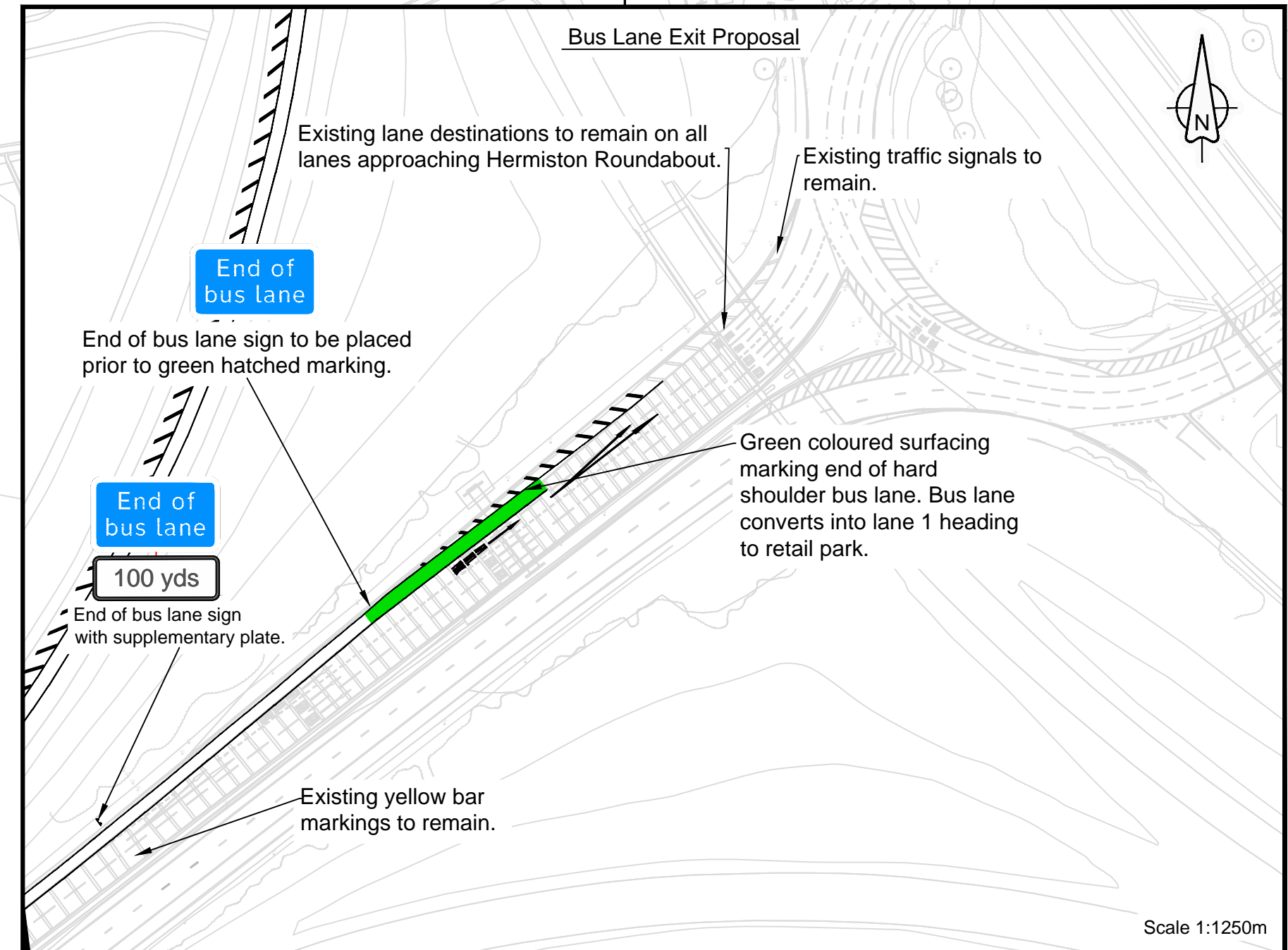
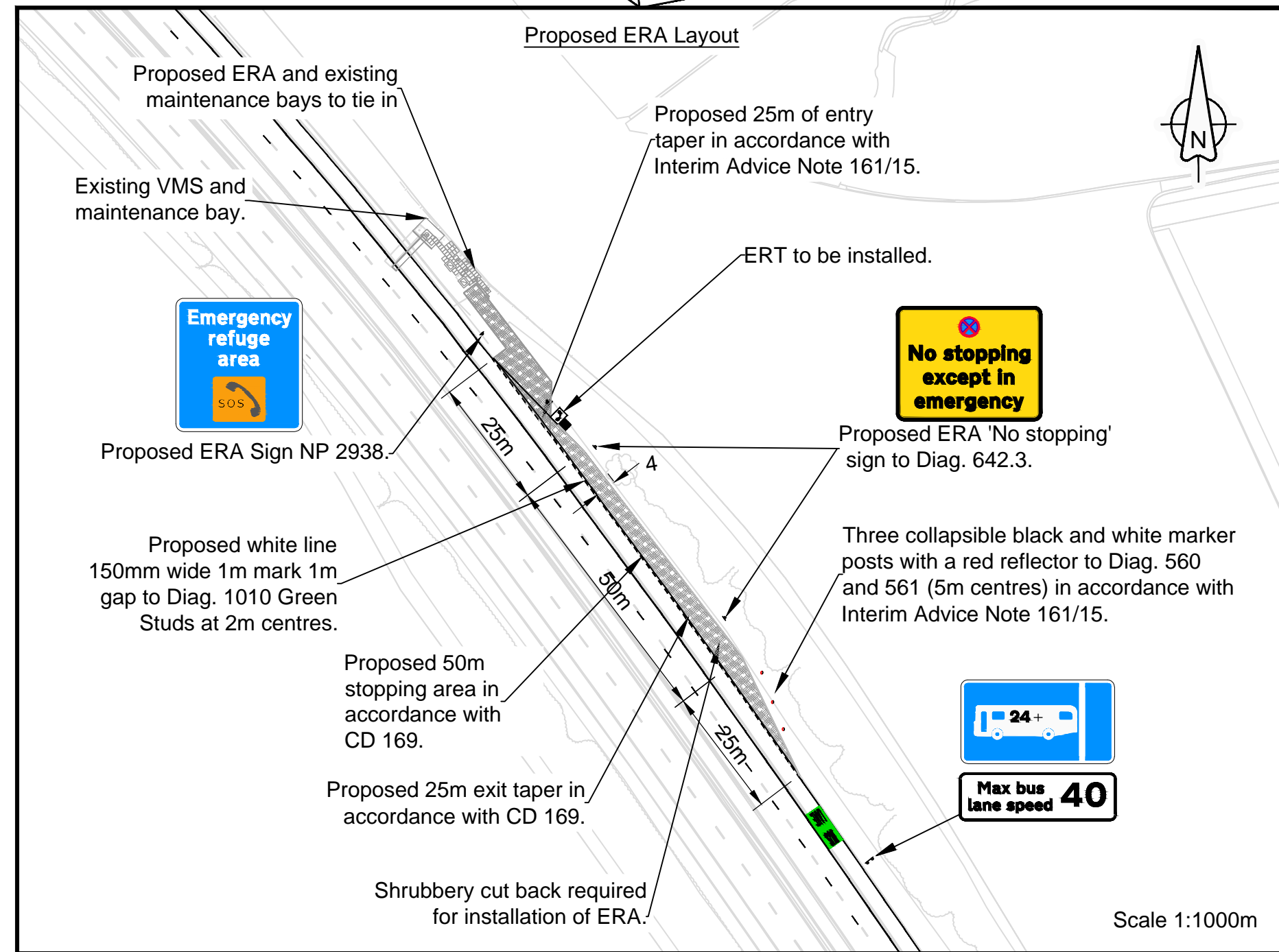
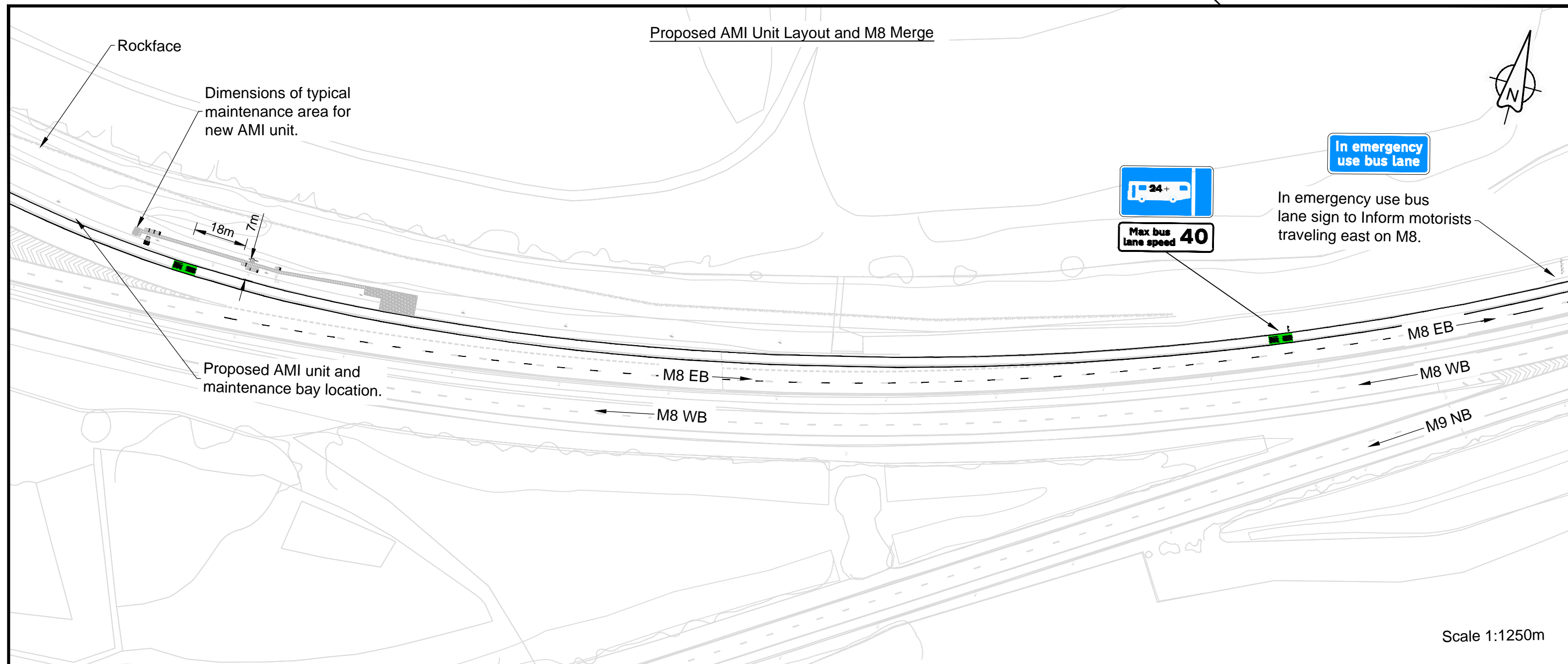
RESIDUAL DESIGN HAZARDS
(The following information has been collected from Preconstruction Information and the Amey CDM Hazard Management Process.)

NOTES

- Further detail of works contained within scheme extents are shown in the following drawings :
 - 18/SE/0901/026/0000/002 Rev B - Bus Lane Entry
 - 18/SE/0901/026/0000/003 Rev B - Junction 1 T.J.R
 - 18/SE/0901/026/0000/008 Rev A - Bus Lane Exit
 - 18/SE/0901/026/0100/002 Rev D - Cross-section
 - 18/SE/0901/026/1200/001-012 - Road Markings
 - 18/SE/0901/023/1200/014-017 - Sign Location Plan
 - 18/SE/0901/023/1200/018-026 - Sign Details
- Lane marking changes omitted for clarity. For new cross-section refer to drawing 18/SE/0901/026/0100/002 Rev D.
- Vegetative clearance at ERA/AMI locations to be determined.
- Exact locations of AMI units to be confirmed on site.
- Environmental and Ecology information to be collated.
- All proposed CCTV sites to have appropriate maintenance area/ hard standing.
- Please refer to Amey ITS drawings for AMI unit details.

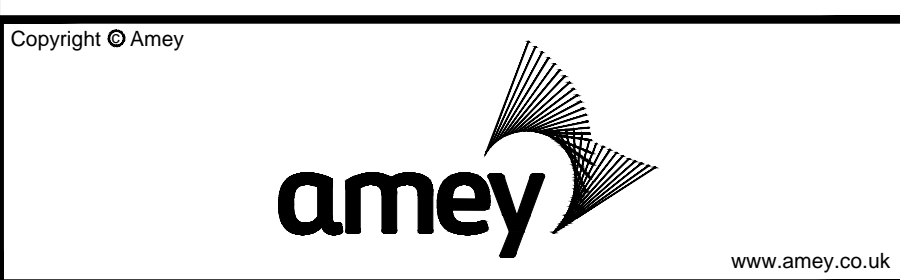
KEY

- Area of vegetation clearance
- Existing ERT (x3)
 - Proposed ERT (x2)
 - Existing ERT to be removed or relocated (x3)
 - Proposed AMI Units x(8)
 - Proposed CCTV site
 - Existing CCTV site



Rev	Revision details	Chkd	Appd	Date
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Designed: SR	Date: 09/06/2020
Drawn: SR	Date: 09/06/2020
Checked: PS	Date: 09/06/2020
Approved: PS	Date: 09/06/2020



Project Name
M8 Actively Managed Hard Shoulder

Drawing Title
M8 Actively Managed Hard Shoulder - Scheme Overview

Original Drawing Size : A0	Scale : As Shown
Dimensions : m	

Drawing Status FOR CONSTRUCTION	Suitability S0
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Drawing No 18/SE/0901/026/0000/015	Revision
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DATA LABEL: PUBLIC



COUNCIL EXECUTIVE

WEST LOTHIAN LOCAL DEVELOPMENT PLAN (LDP): ACTION PROGRAMME (FIRST REVIEW) 2020

REPORT BY HEAD OF PLANNING, ECONOMIC DEVELOPMENT & REGENERATION

A. PURPOSE OF REPORT

The purpose of this report is to seek Council Executive approval of the first annual update of the West Lothian Local Development Plan Action Programme. The updated Action Programme is attached as Appendix 2.

B. RECOMMENDATION

It is recommended that the Council Executive:

1. agrees the responses to comments received during consultation on the Action Programme (Appendix 1);
2. approves the content of the LDP Action Programme – First Review which supports and underpins the infrastructure requirements and further supplementary and planning policy guidance for the adopted LDP (Appendix 2);
3. notes that the council is required to submit an annual update of the Action Programme to Scottish Ministers and publish it;
4. notes that current COVID restrictions mean that the Action Programme - First Review will be published electronically;
5. approves the 'Screening Report' (Appendix Three) which is to be submitted to the SEA Gateway and the Consultation Authorities and which sets out the council's justification that the guidance is exempted from additional Strategic Environmental Assessment because it will not in itself have any significant environmental effects;
6. delegates authority to the Head of Planning, Economic Development and Regeneration to timeously issue a 'Screening Determination' in the event that the SEA Gateway and the Consultation Authorities confirm their agreement that the guidance will not in itself have any significant environmental effects, and to report the outcome of the SEA screening process to a future meeting of the Council Executive for information; and
7. subject to approval of the Action Programme – First Review, delegates authority to the Head of Planning, Economic Development & Regeneration to make the necessary arrangements to:
 - a. send copies of the Action Programme – First Review to Scottish Ministers;
 - b. publish the Action Programme on line and alert public libraries to this.

C. SUMMARY OF IMPLICATIONS

I	Council Values	Focusing on our customers' needs; being honest, open and accountable; making best use of our resources; and working in partnership.
II	Policy and Legal (including Strategic Environmental Assessment, Equality Issues, Health or Risk Assessment)	<p>The West Lothian LDP forms part of the development plan alongside the Strategic Development Plan (SDP 1) and provides the statutory framework for land use planning in West Lothian.</p> <p>The adoption and publication of the LDP Action Programme will ensure adherence to the statutory procedures governing plan preparation.</p> <p>The LDP is a material consideration in the determination of planning applications for development in West Lothian</p> <p>The Action Programme in itself is unlikely to have significant environmental effects and it is not anticipated that there will be a requirement to make it the subject of separate Strategic Environmental Assessment (SEA). The required 'screening' procedures have however been undertaken.</p> <p>There are no equality, health or risk assessment issues and there are no risk assessment issues.</p>
III	Implications for Scheme of Delegations to Officers	None.
IV	Impact on performance and performance Indicators	The West Lothian LDP provides the policy and development framework to support improving opportunities in West Lothian and sustainable growth. The Action Programme is a working document that sets out how the LDP will be implemented and monitors progress to that end.
V	Relevance to Single Outcome Agreement	<p>Outcome 1 - Our children have the best start in life and are ready to succeed.</p> <p>Outcome 2 - We are better educated and have access to increased and better quality learning and employment opportunities.</p> <p>Outcome 3 - Our economy is diverse and dynamic, and West Lothian is an attractive place for doing business.</p> <p>Outcome 4 - We live in resilient, cohesive and safe communities.</p> <p>Outcome 8 - We make the most efficient and effective use of resources by minimising our impact on the built and natural environment.</p>
VI	Resources - (Financial, Staffing and Property)	There are direct financial consequences arising from the approval of this report.

Development proposed in the West Lothian LDP will require additional infrastructure to be provided and the LDP explains that infrastructure is expected to be funded by both the council through the capital programme and the development industry. City Region Deal may also have a part to play in assisting with forward funding some improvements.

A series of new Supplementary Guidance has been prepared in support of the West Lothian LDP. The Supplementary Guidance sets out developer contribution rates for infrastructure projects required to support delivery of the development strategy set out in the LDP.

- | | | |
|-------------|------------------------------|---|
| VII | Consideration at PDSP | The first review of the Action Programme was considered by the D&T PDSP on 4 September 2020. The panel was supportive of the terms of the plan. |
| VIII | Other consultations | Community Councils, developers, key agencies (e.g. SEPA, NatureScot and Scottish Water). |

D. TERMS OF REPORT

D1 Background

The West Lothian Local Development Plan (LDP), which was adopted on 4 September 2018, provides the spatial land use policy and development framework for West Lothian for the next ten years and is a vital component in ensuring economic growth and business support, meeting confirmed housing need in all tenures, and ensuring the protection/enhancement of built and natural heritage resources, all within an overarching aim of securing environmental sustainability.

The Planning etc. (Scotland) Act 2006 requires a Local Planning Authority to publish an Action Programme to accompany its LDP which sets out how the local authority proposes to implement the plan to which it relates. The Action Programme must contain a list of actions required to deliver each of the plan's policies and proposals; identify the appropriate parties that are required to carry out the action(s); and provide an indicative timescale for completing these actions. In preparing the Action Programme the council is required to consult and consider the views of the key agencies and those parties specified by name in the document.

Action Programmes must be published and submitted to Scottish Ministers within three months of the LDP being adopted and, ordinarily, updated at least every two years. In this instance, the council agreed to a request from the Scottish Ministers pursuant to Section 21(9)(a) of the Town and Country Planning (Scotland) Act 1997 that the Action Programme will be updated and republished on an annual basis until the end of the plan period. This updated Action Programme fulfils that request. The Action Programme – First Review is attached as Appendix 2.

Items identified in the LDP Action Programme essentially fall into four main topic areas: education, transportation, green infrastructure and community services. In addition to the completion of a number of housing and employment sites some 32 actions have been completed over the period to March 2020.

D2 Main Report

The Action Programme is the principal mechanism used to monitor the performance of the LDP and to trigger change and/or adjustments to the development strategy in order to maintain the planned investment in future growth and development in West Lothian over the plan period (2014 to 2024). The LDP and Action Programme also help to inform the future spending priorities of the council and its community planning partners as well as other public, private and voluntary sector bodies.

A key point to note is that West Lothian continues to be an area of significant growth with a number of communities across West Lothian requiring additional infrastructure to support residential development. There are also proposals identified in the landward areas i.e. areas which are outwith settlement boundaries – these are primarily related to transport and green infrastructure.

An important feature of the Action Programme is to set out the policy framework which gives status and force to the mechanisms which are required to put in place capital funds to pay for infrastructure delivery. There is also a requirement that LDP Action Programmes include a section setting out further Supplementary and Planning Guidance which is to be produced for the adopted LDP. This is addressed in the latter pages of the Action Programme.

Significant progress has been made in the preparation of Supplementary Guidance and Planning Guidance. In particular, the preparation of Supplementary Guidance has provided up to date developer contribution rates for a variety of infrastructure required to support delivery of development.

A number of development proposals have also been delivered or have been granted planning approval, for example the council has confirmed the construction of two new high schools and a new primary school at Winchburgh which will remove education constraints from a large part of the identified land allocations in West Lothian. Commencement of construction of the schools represents the single biggest capital investment ever undertaken by the council and has commenced on site.

Development continues in the other core development areas with areas such as East Calder and Mossend contributing significantly to new housing in West Lothian. The Action Programme also references a number of projects which are now being delivered through LEADER.

All completed projects are highlighted in the “completed actions” section of the Action Programme. This also includes details of proposals which are no longer required due to changes in the education estate or other factors. Amendments have, where required, been made to the programming of projects. It should be noted that not all projects are within the council's control. Projects set out in the Action Programme are often dependent upon contributions from the private sector and other infrastructure providers such as Network Rail, Scottish Water and NHS Lothian. Where possible, updates have been provided from partnership organisations.

D3 Consultation

The updated Action Programme was the subject of public consultation over a 6 week period ending on 23 October 2020. Comments received and the council's response to these are set out in Appendix One.

Some minor revisions are required to the Action Programme in response to the comments; these are principally to update progress on projects associated with the Winchburgh Core Development Area. No other revisions are required.

D4 Strategic Environmental Assessment

Local authorities have been undertaking SEA since July 2004. The process is regulated by the EU Directive 2001/42/EC, the Environmental Assessment of Plans and Programmes (Scotland) Regulation 2004 and the Environmental Assessment (Scotland) Act 2005. Further guidance relating to the preparation of development plans is found in Planning Advice Note 1/2010 : Strategic Environmental Assessment of Development.

A Screening Report for the Action Programme – First Review has been prepared and is attached as Appendix 3. The Screening Report explains the purpose, scope and effect of the Supplementary Guidance and concludes that no formal strategic environmental assessment is required to be prepared in this particular instance.

E. CONCLUSION

The LDP Action Programme is an important document marking the transition from the plan making stage to the delivery stage and focusing on the specific infrastructure required to facilitate the implementation of the West Lothian Local Development Plan. Significant progress has been made in implementing the LDP since its adoption in 2018.

F. BACKGROUND REFERENCES

West Lothian Local Development Plan (LDP)

Appendices/Attachments: Three

Appendix 1: Response to consultation comments

Appendix 2: Updated West Lothian Local Development Plan Action Programme 2019

Appendix 3: Screening Report

Contact Person: Fiona McBrierty, Development Planning and Environment Manager, 01506-282418.

Email: fiona.mcbrierty@westlothian.gov.uk

Craig McCorriston
Head of Planning, Economic Development & Regeneration

15 December 2020

DATA LABEL: PUBLIC

APPENDIX 1

WEST LOTHIAN LOCAL DEVELOPMENT PLAN (LDP) ACTION PROGRAMME – FIRST REVIEW SUMMARY OF CONSULTATION REPRESENTATIONS WITH COUNCIL’S RESPONSES

RESPONDENT	SUMMARY OF COMMENTS RECEIVED	COUNCIL RESPONSE
The Coal Authority	No specific comments to make.	Noted.
Winchburgh Developments Ltd	<p>Reference P67 – preferred solution for Bangour development to now be accommodated within the new Winchburgh Academy as opposed to Deans Community High School; preference noted subject to appropriate developer contributions to accommodate anticipated pupil numbers with no net detriment to the overall strategic expansion of Winchburgh.</p> <p>Reference P35 – Land reservation at Dalmeny Chord for rail infrastructure; reference noted – WDL will continue to work with the Scottish Government, the Council, Transport Scotland and Network Rail on progressing the matter.</p> <p>Reference P89 – Alternative site for golf course as restoration/after use for Auldcathie landfill site; update to reflect detailed planning permission for Auldcathie District Park currently under construction.</p> <p>Reference P90 – land reservation for new motorway junction on M9; update to reflect submission of MSC application for motorway junction to Council and promotion of Draft Road Orders by Transport Scotland in September 2020.</p> <p>References P93 and 94 – land reservations for new community health centre uses as part of Winchburgh town centre and, separately, proposed Partnership Centre; update to reflect latest Council position that there will be no Council delivered partnership centre at Winchburgh (remove reference) and</p>	<p>Noted; Supplementary Guidance – Education and Planning is being prepared which will set out contribution requirements.</p> <p>Noted.</p> <p>The Action Programme will be updated to reflect this (1123/FUL/18 refers).</p> <p>The MSC application was registered by the council in September 2020 and has yet to be determined; the submission date post-dates that of the Action Programme 1st Review and would be reflected in a future review of the Action Programme.</p> <p>The LDP Action Programme first review reflects the position at 31 March 2020. It is recognised however, that matters have progressed since that time, having most recently been the subject of a report to the Broxburn, Uphall and</p>

DATA LABEL: PUBLIC

RESPONDENT	SUMMARY OF COMMENTS RECEIVED	COUNCIL RESPONSE
	<p>ongoing discussions between Winchburgh Developments Limited and Council to provide alternative delivery mechanisms and funding.</p> <p>References P97(a), (b) and 98 – joint secondary school and primary school campus; update to reflect latest tri-partite funding arrangements and timescale for delivery. Note that site preparation works have commenced, and site has been transferred to Council.</p> <p>Reference P100 – school extension (Holy Family Winchburgh Primary School; update to reflect phased extension completed. First new primary school provision expected on Block L schools' campus.</p>	<p>Winchburgh Local Area Committee on 6 November 2020 https://coins.westlothian.gov.uk/coins/submissions/ondocuments.asp?submissionid=46576</p> <p>The intention is still to provide health centre uses though the Partnership Centre delivery has now changed.</p> <p>This will be reflected in the LDP Action Programme – First Review.</p> <p>The Council Executive at its meeting on 25 June 2019 agreed to progress the development of a new denominational secondary school, a new non-denominational secondary school, replacement Holy Family Primary School, physical education and community block, to supporting new housing to be delivered through the Core Development Area (CDA) at Winchburgh. The LDP Action Programme first review reflects this and the position at 31 March 2020.</p> <p>Subsequent to this, and to be reflected in the second review of the LDP Action Programme, the Council Executive at its meeting on 23 June 2020 agreed to progress the development of a new denominational secondary school (Sinclair Academy), a new non-denominational secondary school (Winchburgh Academy) and replacement Holy Family Primary School to support new housing to be delivered through the Core Development Area (CDA) at Winchburgh.</p>

DATA LABEL: PUBLIC

RESPONDENT	SUMMARY OF COMMENTS RECEIVED	COUNCIL RESPONSE
		<p>This consists of both private developer funding from Winchburgh Developments Ltd and a council contribution of £4million. The funding model has involved a tripartite agreement between the council, Winchburgh Developments and the Scottish Government. Land to accommodate the schools has been secured via a section 75 planning agreement. The project is being delivered under a Design Build and Development Agreement (DBDA) entered into with Hub South East Limited and Morrison Construction Ltd (primary contractor).</p> <p>With regard to comments relating to Proposal P-100, school extension (Holy Family Winchburgh Primary School); completion of phased extension post-dates 31 March 2020 and is therefore not reflected in the Action Programme First Review. Whilst extensions to Holy Family PS are complete the S75 still allows for 2 further classrooms to be added if necessary and there is S75 funding that has been paid for this.</p> <p>There may be some ambiguity in the LDP proposals maps as to the referencing of proposals P-98, P99 and P-100. In the Action Programme, P98 is to be read as new non-denominational primary school that has not yet been programmed in detail, P99 as the completed extension to the existing Winchburgh / Holy Family building and P100 as the new Holy Family school at Block L and any future extensions to the new Holy Family school.</p>

DATA LABEL: PUBLIC

RESPONDENT	SUMMARY OF COMMENTS RECEIVED	COUNCIL RESPONSE
		It is intended to amend the Action Programme First Review to reflect the current position relating to the Winchburgh schools.
	<p>Schedule 2 – Key Infrastructure Actions</p> <p>Joint preparation (with Winchburgh CDA developers) of a Management Plan for the scheduled ancient Greendykes and Faucheldean Bings and for the ‘green corridor’ between Winchburgh and East Broxburn and funds to allow implementation of the plan.</p> <p>Joint funding (with Winchburgh CDA developers) of works to rehabilitate the non-scheduled parts of the Greendykes Bing.</p> <p>Note that this is on land outwith the control of both the Winchburgh and East Broxburn CDA developers. There has been no start on the strategic expansion of Broxburn there is no scope to deliver any Management Plan as previously notified by the Winchburgh developer to the Council.</p> <p>Recommend that all references to this be removed.</p>	<p>Noted. Proposals for a management plan and joint funding of rehabilitation work remain a part of the LDP; removal of references to these from the Action Programme would be at odds with the content of the LDP itself.</p> <p>The East Broxburn CDA applications have been withdrawn, however the council anticipates that new proposals will be submitted. The Winchburgh developers have also discussed using this corridor as part of their southern distributor road connections therefore the improvement and management of this, whilst it could not be secured as part of current Winchburgh proposals, could be secured as part of future amendments and as part of any new East Broxburn CDA proposals.</p> <p>It is intended to update the Action Programme to reflect comments.</p>
	<p>Schedule 2 – Key Infrastructure Actions</p> <p>“Joint preparation (with Winchburgh CDA developers) Management Plan for the schedules ancient Greendykes and Faucheldean Bings and for the ‘green corridor’ between Winchburgh and East Broxburn and funds to allow implementation of the plan.</p> <p>Joint funding (with Winchburgh CDA developers) of works to rehabilitate the non-scheduled parts of the Greendykes Bing.”</p>	<p>Noted. Proposals for a management plan and joint funding of rehabilitation work remain a part of the LDP; removal of references to these from the Action Programme would be at odds with the content of the LDP itself.</p> <p>The East Broxburn CDA applications have been withdrawn, however the council anticipates that new proposals will be submitted. The Winchburgh developers have also discussed using this corridor as part of their southern</p>

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RESPONDENT	SUMMARY OF COMMENTS RECEIVED	COUNCIL RESPONSE
	<p>Various references.</p> <p>Remove references to Winchburgh CDA developers and joint preparation and funding. There is no requirement to undertake the works specified in the draft Action Programme in either the planning permission in principle or the Section 75 legal agreement associated with the strategic expansion of Winchburgh (planning permission 1012/P/05).</p>	<p>distributor road connections therefore the improvement and management of this, whilst it could not be secured as part of current Winchburgh proposals, could be secured as part of future amendments and as part of any new East Broxburn CDA proposals.</p> <p>It is, intended to update the Action Programme to reflect comments.</p>
	<p>Schedule 2 – Key Infrastructure Actions</p> <p>Holy Family Winchburgh Primary School future expansion.</p> <p>Various references. - Noted as TBC but now updated by provision of first new primary school as part of Block L schools' campus to be opened August 2022.</p>	<p>See comments above.</p>
NatureScot	<p>The Environmental Policies (pages 249 to 253) which appear to relate to planning applications, ENV 9, 13, 14, 19 and 20, may require review in terms of our involvement. Our level of service as set out in 'Planning for Great Places' means that we would not expect to be directly involved in consultations as a matter of course. Instead, we encourage developers and planners to refer to our standing advice, which is available on our website.</p> <p>We assume that the remaining Actions in the Environmental Policies section could either relate to plans and strategies or designated sites and we are content that we are mentioned in relation to appropriate Actions.</p> <p>One final point that we would like to bring to your attention is that we should now be referred to as NatureScot. This is now the operating name of Scottish Natural Heritage.</p>	<p>Noted. Policies can only be reviewed as part of a wider review of the development plan. This would be carried out in the preparation of LDP2. The council is aware of the advice on the NatureScot website and has regard to this in the assessment of development proposals.</p> <p>References to Scottish Natural Heritage will be altered to NatureScot.</p>
Historic Environment Scotland	<p>We have considered the document for our historic environment interests in the context of planning and are content with those actions against which you have indicated there is a role for HES. We have no specific comments to offer.</p>	<p>Noted.</p>
SEPA	<p>We welcome the opportunity to comment on the Action</p>	<p>Noted.</p>

DATA LABEL: PUBLIC

RESPONDENT	SUMMARY OF COMMENTS RECEIVED	COUNCIL RESPONSE
	<p>Programme (AP) document which, once formally adopted, will form part of the Local Development Plan (LDP). We recognise that the AP is not intended to be read in isolation and that the information relating to any site should be read in conjunction with the proposal details in the West Lothian LDP allocations.</p> <p>While the responsibility for preparing a Local Development Plan and associated guidance and advice lies with the planning authorities, we consider a key part in delivering successful development plans is partnership working with other key agencies and the Action Programme provides a mechanism for full and constructive partnership engagement to assist in this.</p> <p>We have very recently commenced engagement with you regarding the replacement LDP for West Lothian. Through that process we will provide advice on the emerging plan policy framework and sites proposed for WLDP2.</p> <p>Whilst we have not provided site specific comments on the draft AP policies or allocations as we have already done this as part of the local plan process we do welcome the continued reference to the drainage issues within the Linlithgow area within the AP and that we are noted as a partner in addressing these matters.</p> <p>We also welcome the reference to SEPA under several of the policy areas and acknowledgement of our role as a partner in the production of either refreshed or new supplementary guidance.</p> <p>Note confirmation within Schedule 5 of the AP that a range of Supplementary Guidance and Planning Guidance will be produced. Recognising the delays likely caused by COVID 19, we would welcome the opportunity to comment on these documents at an early stage in their production and look forward to continuing to work closely with West Lothian Council in this</p>	<p>Agreed. Partnership working is fundamental to plan preparation and delivery.</p> <p>Noted. The council is seeking to actively engage with key agencies in preparing LDP2.</p> <p>Noted.</p> <p>Noted.</p> <p>Noted. A broad range of Supplementary Guidance and Planning Guidance has been prepared in support of the LDP.</p>

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RESPONDENT	SUMMARY OF COMMENTS RECEIVED	COUNCIL RESPONSE
	regard.	
Scottish Water	Scottish Water will continue to support the delivery of the plan by providing strategic capacity at our works, model the impact of planned development on our networks and work closely with you and the development community.	Noted.



West Lothian Local Development Plan 2018
ACTION PROGRAMME

First Review (March 2020)

As produced for the Council Executive 15 December 2020

Strikethrough text = deletion of text; underlined text = new additional text



West Lothian Local Development Plan 2018

ACTION PROGRAMME UPDATE

March 2020

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■ Introduction

The West Lothian Local Development Plan 2018 was adopted by the council on 4 September 2018.

This Action Programme supports the delivery of the West Lothian Local Development Plan 2018 (LDP) and fulfils a statutory requirement of Section 21 of the Planning etc. (Scotland) Act 2006. It sets out what is required to implement the strategy of the LDP and in particular, it identifies:

- a list of actions required to deliver each of the LDP's policies and proposals;
- the name of the party who is to carry out the action(s); and
- the timescale for carrying out each action.

The Action Programme focuses on the delivery of development and infrastructure provision and on identifying measures to overcome particular constraints and thereby serving to enhance the effectiveness and deliverability of sites.

The council, together with other public agencies, have an important role to play in facilitating and delivering parts of the LDP but much will also depend on the engagement and participation of the private sector and development industry. This is especially important in the current economic climate where there continues to be a need for proportionate developer contributions and even more so now that recovery from the Co vid-19 shutdown is underway across Scotland and the UK.

The council has therefore drafted this Action Programme with input from a number of its own internal service providers, relevant key agencies to the LDP process (Scottish Water, the Scottish Environment Protection Agency, NatureScot ~~Scottish Natural Heritage~~, Historic Environment Scotland, Transport Scotland, the Scottish Government) and other organisations / delivery bodies named in the document.

The Action Programme is a working document reflecting the continuous process of delivering the LDP and will be used to monitor progress of development proposals. Somewhat uniquely, it is the one element of the development plan process that is fluid and which can be responsive to events. It can be revised and updated over the lifetime of the LDP and its effectiveness is dependent on this. West Lothian Council aspires to build on this version of the Action Programme by maintaining an ongoing dialogue with partners and is committed to updating and republishing it on an annual basis until the end of the plan period with information available from the development agencies and key stakeholders.

The council also has an established system for monitoring Planning Obligations which will inform and support subsequent reviews of the Action Programme. The Action Programme will be closely aligned with the annual Housing Land Audit, Local Housing Strategy and Employment Land Audit, ensuring that real time data on house completions and the take-up of economic land is used to best advantage to inform any necessary changes that may be required to the development strategy of the LDP.

As required by Scottish Government, this document presents the first annual update to the Action Programme.

Since adoption of the Local Development Plan significant legislative changes have been made which will impact on future iterations of the LDP and potentially the associated Action Programme. The Planning (Scotland) Act 2019 removes requirements to prepare Strategic Development Plans and moves the regional focus to the preparation of regional spatial strategies. Regional spatial strategies will in turn inform a new iteration of the National Planning Framework (NPF4) which is anticipated to be laid before the Scottish Parliament in Autumn 2021. An interim Regional Spatial Strategy is currently being prepared by SESplan, the strategic development planning authority, which continues to provide strategic direction to the SESplan member authorities one of which is West Lothian Council.

■ Structure of the Action Programme

The Action Programme has been structured as a series of five schedules:

Schedule 1 - Key Infrastructure Actions allied to Proposals

Schedule 2 - Key Infrastructure Actions allied with Housing Land Allocations

Schedule 3 - Key Infrastructure Actions allied with Employment Land Allocations

Schedule 4 - Policy Actions

Schedule 5 - Supplementary Guidance and Planning Guidance

The schedules set out details of infrastructure requirements as well as charting the progress and status of each action.

■ Delivery of Infrastructure for the Local Development Plan

The West Lothian Local Development Plan 2018 (LDP) promotes a development strategy that supports sustainable planned growth across West Lothian. Although it is expected that the development strategy will have many positive effects, by providing new homes, jobs and economic development, it is recognised that new development will also have a significant impact on infrastructure and that such impacts require to be addressed. It is generally accepted that development cannot be progressed unless the necessary services, infrastructure and facilities and open space are in place, or can be provided to accommodate them. It is therefore incumbent on the council and developers to work together and to take collective responsibility for providing for these requirements. The planning system allows mitigation to be sought from applicants towards delivering infrastructure capacity solutions where the need for this arises as a direct consequence of the development or arising from the cumulative impact of development.

While development plans need to be aspirational they also need to be realistic and capable of delivery. The challenge, particularly in a difficult economic climate and post COVID-19, is to deliver effective sites, key priorities and developments to support the aims of the LDP and for the benefit of West Lothian's communities. The impact of COVID-19 on the housing sector has been clearly demonstrated in the significant reduction in the number of house completions recorded since the March 2020 lockdown with a total of 30 house completions having been recorded over the period April – June 2020. This is in stark contrast to the number of completions recorded over the same period in 2019 when 311 completions were recorded.

The West Lothian Local Development Plan 2018 is framed by national and regional policy set by the National Planning Framework and the Strategic Development Plan. While all the Strategic and National Development Actions from National Planning Framework 3 (NPF3) and the Regional Transport Strategy are important, only some will have a direct impact on the delivery of the West Lothian LDP, for instance NPF3 initiatives relative to: The Queensferry Crossing, Winchburgh rail station and the Central Scotland Green Network (CSGN). Both NPF3 and the Strategic Transport Projects Review (STPR) are under review by the Scottish Government. NPF4 is anticipated to be laid before Parliament in Autumn 2021. The STPR review has been delayed due to COVID-19 and a re-focussing of priorities by Transport Scotland.

The Action Programme purposefully relates to specific sections of the adopted West Lothian Local Development Plan 2018, namely:

■ LDP Chapter 6 - Development Proposals by Settlement

- LDP Appendix 1 - Employment Land Allocations
- LDP Appendix 2 - Schedule of Housing Sites / Site Delivery Requirements

The Action Programme also adopts the structure of the LDP housing and employment chapters by addressing issues on a geographical / settlement by settlement basis.

Finance of Infrastructure

The Action Programme is intended to align the delivery of the LDP with corporate and national investment in infrastructure. It will be used by the council as a delivery mechanism to lever the best possible outcomes for West Lothian and to co-ordinate development proposals with infrastructure and the services needed to support them. Leadership and stakeholder commitment are also critical to the successful delivery of the approved Action Programme.

Forward funding of projects by the council will aid in financing and delivering the required infrastructure in support of LDP allocations, however, funding of a number of the schemes contained within the Action Programme will be dependent on future Scottish Government spending priorities and the availability of public and private sector finance. The Edinburgh and South East Scotland City Deal will also assist in the delivery of some infrastructure projects.

It is important that financial arrangements for infrastructure are addressed early in the development process and that contact is made with the council's Development Management team, Property & Finance and Construction Services in order to review cost implications of infrastructure and Section 75 legal and other agreements that can be advanced with Legal Services.

The council recognises that the Planning (Scotland) Act 2019 requires that LDPs should put greater emphasis on the deliverability of the infrastructure required to underpin the spatial strategy and development allocations and that Action Programmes have been identified as the most appropriate mechanism for doing this. The Action Programme responds to that challenge.

West Lothian and New Infrastructure

West Lothian is strategically located in the central belt of Scotland with unrivalled access to the national trunk road and rail network making for easy access to customers, suppliers and workforce. Its central location and excellent business and labour market connections have helped the area become an important and economically buoyant hub and have enhanced its attractiveness as a place to invest and do business.

West Lothian also has one of the fastest growing and youngest populations in Scotland. By 2039 the population is projected to be 192,523, an increase of 8.6% compared to the population in 2014. At the same time, the age group projected to increase the most in size in West Lothian is the 75+ age group.

Forecasting, planning and timeously providing the necessary infrastructure, especially community related facilities, is clearly a challenging, complex and costly business, often with long lead in times and delivery periods and especially after a period of austerity for local government finances and now with the additional challenges arising from the COVID-19 pandemic. The LDP has been conceived with the knowledge of these important spatial, economic and demographic considerations. This has been reflected by the planned growth of many settlements in West Lothian over the lifetime of the plan, particularly those locations which are embraced by Core Development Area (CDA) status. It will be observed that the key infrastructure demands are therefore principally allied to education capacity, community service provision and transport infrastructure. The completed actions which populate the table below helpfully illustrate and characterise the wide range of infrastructure projects identified in the Action Programme.

Completed Actions

At the time of publication of this first edition of the West Lothian LDP Action Programme thirty two infrastructure 'actions' have been completed. This table will be updated in future iterations of the Action Programme.

COMPLETED COMMUNITY PROPOSALS (9)

P-5	Armada	Partnership centre - Council services, Housing office, CIS, Library, Sure-start, Museum and early years space
P-11	Blackburn	Health centre at Ash Grove - new site as part of Blackburn Partnership Centre, GP surgery and dentist
P-12	Blackburn	Partnership centre - Council Services, Library, CIS, A2E, Macmillan Hub, Credit Union and Community Centre
P-14	Blackridge	Partnership centre - Craighinn Community Centre has been re-structured to include library, museum, hall, computer suite etc.
P-24	East Calder	Partnership centre / community / health service provision linked to the Calderwood CDA
P-42	Linlithgow	Partnership centre - refurbishment of historic Grade 2 listed building and conversion to community facility
P-48	Livingston	New doctors surgery opened in Murieston
P-65	Livingston	Toronto Primary School - school enhancement

COMPLETED EDUCATION PROPOSALS (15)

P-2(a)	Armadale	New primary school associated with Armadale Core Development Area (CDA) i.e. Southdale Primary School Phase 1A
P-3(a)	Armadale	St Anthony's RC Primary School - extension Phase 1
P-4	Armadale	Armadale Academy - school extension
NP-122	Armadale	Armadale Primary School - extension
P-7	Bathgate	Boghall Primary School - extension
NP-121	Bathgate	Windyknowe Primary School - MUGA and school drop-off and collection access improvements
NP-125	Bathgate	Balbardie Primary School - hall extension
P-8	Bathgate	Simpson Primary School - extension
P-9	Bathgate	St Mary's RC Primary School - extension
P-20	Broxburn	St Nicholas RC Primary School - extension
P-27	East Calder	East Calder Primary School – extension for nursery provision
P-63	Livingston	Peel Primary School - school enhancement
P-73	Torphichen	Torphichen Primary School - new hall
P-79	West Calder	West Calder High School - replacement high school and new access road / realignment of core path link to Polbeth
P-99	Winchburgh	Winchburgh Primary School – extension (Winchburgh/Holy Family)

EDUCATION PROPOSALS not to be progressed (17)

P-3 (b)	Armadale	Eastertoun Primary School – rebuild as larger school; current school roll forecasts suggest that this proposal is not required to be progressed.
P-10	Bathgate	Bathgate Academy School Extension - extension not considered feasible and not being progressed, alternative catchment review solution to be identified
P-22	Broxburn	Broxburn Academy; Extension not considered feasible and not being progressed Education solution to be identified
P-32	Kirknewton	Kirknewton Primary Extension - Capacity at the school is to be managed through a combination of phasing restrictions on developments and non-catchment placing requests at the school.
P-47	Linlithgow	St Joseph's Primary School; school extension no longer required to support LDP allocations.
P-55	Livingston	Bellsquarry Primary School; school extension no longer required to support LDP allocations.
P-56	Livingston	Carmondean Primary School; school extension no longer required to support LDP allocations.
P-57	Livingston	Deans Primary School; school extension no longer required to support LDP allocations.
P-59	Livingston	Howden St Andrew's Primary School; school extension no longer required to support LDP allocations.
P-60	Livingston	Harrysmuir Primary School, Ladywell; school extension no longer required to support LDP allocations.

P-67	Livingston	Deans Community High School Extension - A possible extension was identified as one option to accommodate increased housing numbers at Bangour Hospital. The preferred education solution is now for Bangour to be included in the catchment of the approved new secondary school Winchburgh Academy.
P-62	Livingston	Meldrum Primary School School extension no longer required to support LDP allocations.
P-64	Livingston	St John Ogilvie's Primary School School extension; school extension no longer required to support LDP allocations.
P-66	Livingston	James Young High School School extension; school extension no longer required to support LDP allocations.
P-68	Livingston	St Margaret's Academy School extension; school extension no longer required as a result of new denominational secondary school provision at Winchburgh
P-69	Mid Calder	Mid Calder Primary School Extension to provide for nursery accommodation; no longer required to support LDP allocations.
P-78	West Calder	West Calder new primary school; duplication of proposal P-58 Gavieside

COMPLETED COUNTYSIDE / OPEN SPACE / GREEN NETWORK PROPOSALS (6)

NP-124	East Calder	Calderwood CDA - access link to Almondell & Calderwood Country Park
P-102(a)	Landward	Union Canal Linlithgow area - surface and access improvements
P-103(c)	Landward	Links from the National Cycle Network NCR75 – to Blackness / South Queensferry area and Round the Forth Route
P-41	Landward	Pentland Hills Regional Park Member's Bill for proposed park extension not progressed at Scottish Parliament
P-51	Livingston	Killandean Greenway (Allotments) - extension of allotments, drainage improvements and expansion of the adjacent car park
P-72	Threemiletown	Existing play facilities relocated
P-74	Uphall	Cemetery extension

COMPLETED TRANSPORT RELATED PROPOSALS (1)

P-70	Pumpherston	Houstoun Road / Drumshoreland Road link - distributor road built as 'Cawburn Road'
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COMPLETED EMPLOYMENT RELATED PROPOSALS (1)

P-43	Linlithgow	Burghmuir, Site removed from LDP by virtue of an examination modification.
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■ Monitoring & Revisions to the Action Programme

Planning authorities in Scotland are required to update their Action Programmes at least every two years. However, under Section 21 (9)(a) of the Town & Country Planning (Scotland) Act 1997, the Scottish Ministers have required that the West Lothian Local Development Plan Action Programme is updated and re-published on an annual basis until the end of the LDP plan period. This latest iteration of the Action Programme fulfils that requirement. Delays arising from the COVID-19 lockdown have however, allowed for the Action Programme to be updated to March 2020.

Future iterations of the Action Programme will record the change for each proposal since the previous Action Programme was published.

■ Abbreviations and Acronyms

A2E	Access 2 Employment
AP	Action Programme
CDA	Core Development Area
CHP	Combined Heat & Power
CSGN/T	Central Scotland Green Network/ Trust
DPEA	The Planning and Environmental Appeals Division (Scottish Reporters)
FRA	Flood Risk Assessment
LDP	Local Development Plan
LIF	Local Infrastructure Fund
MUGA	Multi Use Games Area
NPF 3	National Planning Framework
NETs	Neighbourhood Environmental Teams

OSS	(West Lothian) Open Space Strategy
P&R	Park & Ride
PG	Planning Guidance
RTS	Regional Transport Strategy
SEPA	Scottish Environmental Protection Agency
SESplan	Strategic Development Planning Authority for Edinburgh and South East Scotland
SNH	<u>NatureScot</u> Scottish Natural Heritage
SG	Supplementary Guidance
SPP/2014	Scottish Planning Policy 2014
WLC	West Lothian Council

■ Schedule 1 – Key Infrastructure Actions allied to Proposals

Schedule 1 of this Action Programme provides a comprehensive listing of all **proposals** in the LDP using the most up to date information available. For ease of reference key infrastructure actions fall largely into four types which have been colour-coded as follows:

■ Community

■ Education

■ Countryside / Open Space / Green Network

■ Transport

■ Mixed infrastructure

The table in this Schedule is divided into five columns:

Location

In most cases a specific location is identified but where a CDA or large site masterplan has yet to identify that location an indicative location is given. To facilitate monitoring, some actions have been subdivided.

LDP Proposals Map Reference & Key Infrastructure Action Required

Each action is identified on the LDP Proposals Map by a red diamond ♦ and a corresponding number. If the action has not been mapped, the symbol ⛶ is shown in the table below (i.e. in the 'Location' Column).

Responsibility / Involvement / Finance

It is a requirement that agents responsible for the delivery of infrastructure/actions are identified. For actions at an early stage, indicative information is provided where known. Financial information has been provided and will be added to over the plan period.

Timescale

The LDP identifies three timescales over the course of the plan: 2014-2019; 2020-2024 and 2024 and beyond. The Action Programme reflects on progress over the plan period 2014-2019 and looks forward to the next plan period and beyond.

Current Status/Action/Comments

The current status of an action is identified with reference to one of the following stages:

- | | |
|-------------------------------------|--|
| ■ Land Reservation/Initiation Stage | brief finalisation, feasibility, estimates, commercial / business case |
| ■ Funding Stage | funding sought, legal agreement in progress |
| ■ Proposal Stage | design, costings |
| ■ Consultation Stage | usually finalising design proposals |
| ■ Procurement Stage | preparing for works on site / tendering / contracting |
| ■ Construction Stage | on site and fit out works in some cases |
| ■ Completion Stage | works on site completed but in some cases project funding continues |
| ■ Remedial Stage | post-construction / snagging / finance outstanding |

New Actions

It is the nature of Action Programmes that new infrastructure requirements arise in response to gaining better information and firmer timescales for housing allocations as the spatial strategy in the Local Development Plan progresses. It is important to record these and they have been identified with the prefix 'NP' i.e. "New Proposals" and are detailed below.

OTHER PROPOSALS

NP-121	Bathgate	Windyknowe Primary School – Multi Use Games Area and access improvements (completed)
NP-122	Armadale	Armadale Primary School – school extension (completed)
NP-123	Whitburn	Whitburn, Heartlands – primary school extension (Polkemmet or Croftmalloch Primary School)
NP-124	East Calder	Countryside access links to Almondell Country Park
NP-125	Bathgate	Balbardie Primary School – hall extension (completed)
NP-126	Landward/Armadale/Bathgate	A801 dualling

indicates proposals that are not mapped on any of the LDP Proposals Maps

It should be noted that projected costs were mainly established in 2017 and will be linked to BCIS indices. They will also be subject to inflation (circa 2.5% per annum) and exclude any risks associated with Brexit).

ADDIEWELL & LOGANLEA


Location	LDP Proposals Map Reference & Key Infrastructure Action required	Responsibility / involvement / Finance	Timescale	Current Status / Action / Comments
Addiewell Rail Station	P-1(a) Path upgrade between village / Addiebrowhill and north rail platform, including all-weather surface and lighting.	CSGNT Sustrans Network Rail WLC	2020 - 2024	Proposal Stage CSGNT remain in discussion with WLC and Sustrans about a joint project to deliver the path. CSGNT have produced an outline proposal for the path and wider environment. However, grant funding has not been forthcoming.
	Policy Support Policy INF 1 Policy TRAN 1 Policy TRAN 2 Policy TRAN 3 Policy ENV 8	Indicative cost £75,000 Funding source To be agreed		
	LDP Proposals Map Reference & Key Infrastructure Action required P-1(b) Parking and bus interchange for railway station / access improvements.	WLC Network Rail Developer	2020 - 2024	Current Status / Action / Comments Initiation Stage No further progress since publication of previous Action Programme.
	Policy Support Policy INF 1 Policy TRAN 1	Indicative cost To be agreed		

	Policy TRAN 2 Policy TRAN 3 Policy ENV 8	Funding source To be agreed		'Access for all' policy requires that rail facilities are accessible to the widest number of citizens feasible. Progress in early 2018 - Network Rail has delivered an upgrade of the station as part of the Shotts rail-line electrification works including lifts. Parking improvements still outstanding and Addiewell Station disability access remains an issue.
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ARMADALE

Location Southdale Primary School, Armadale CDA	LDP Proposals Map Reference & Key Infrastructure Action required P-2(b) Future extension needed for CDA school in P-2(a) (classes to be reorganised). Policy Support Policy INF 1 Policy CDA 1 Education Strategy SG	Responsibility / involvement WLC DEVELOPER Indicative cost £3,800,000 Funding source WLC and Developer contributions	Timescale 2020 - 2024	Current Status / Action / Comments Initiation Stage
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Location	LDP Proposals Map Reference & Key Infrastructure Action required	Responsibility / involvement / Finance	Timescale	Current Status / Action / Comments
Heatherfield West	P-119 Colinshiel link road to A89 Policy Support Policy INF 1 Policy TRAN 1 Policy TRAN 2	DEVELOPER Indicative cost To be agreed Funding source Fully funded by developers	2020 - 2024	Initiation Stage – under review Associated with housing sites H-AM 5 and H-AM 6 Specific consideration to be given to providing for the needs of pedestrians, cyclists and access to public transport. Under review as landowners / developers indicated they do not wish to progress this scheme. Deep peat remains an issue.

Location	LDP Proposals Map Reference & Key Infrastructure Action required	Responsibility / involvement / Finance	Timescale	Current Status / Action / Comments
Armadale CDA Areas shown within orange dashed lines on Proposals Map #	 Other proposals linked to Armadale CDA see LDP Appendix 2 - <i>Housing Land Site Delivery Requirements</i> Policy Support Policy INF 1 Policy CDA 1	DEVELOPER Indicative cost Various – not available Funding source	2014 - 2024	Refer to Appendix 2 of LDP - <i>Requirements for infrastructure, local facilities and amenities for housing proposals in Core Development Areas</i>

	Policy ENV 34	Developer contributions – to be agreed		
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BATHGATE

Location	LDP Proposals Map Reference & Key Infrastructure Action required	Responsibility / involvement / Finance	Timescale	Current Status / Action / Comments
Hardhill Road Cemetery, Boghead	P-6 Land safeguarded for extension to cemetery Policy Support Policy INF 1	WLC Indicative cost Not available Funding source WLC	Post 2024	No further progress since publication of previous Action Programme. Land Reservation / Initiation Stage

BLACKRIDGE

Location	LDP Proposals Map Reference & Key Infrastructure Action required	Responsibility / involvement / Finance	Timescale	Current Status / Action / Comments
South east of Craiginn crossroads/A89	P-13 Neighbourhood centre Policy Support Policy INF	DEVELOPER / OTHERS Indicative cost Developer to procure	2020-2024	Proposal Stage Associated with sites H-BL 6 and H-BL 4.


	Policy HOU 7 Policy TCR 2	Funding source Developer funding / others as developed		Sites subject to a Section 75 Agreement as part of outline planning application 0223/P/17; land reserved in masterplan for local / neighbourhood centre uses; renewed interest in site development.
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Location	LDP Proposals Map Reference & Key Infrastructure Action required	Responsibility / involvement / Finance	Timescale	Current Status / Action / Comments
Blackridge Primary School	P-15 School reconfiguration Policy Support Policy INF Education Strategy (SG)	WLC DEVELOPER Indicative cost £400,000 Funding source Developer contributions	2020-2024	Initiation Stage N.B. Developer contributions are only being sought to deliver housing site H-BL 4 (Craiginn Terrace). The Project follows on from a separate non developer funded project to deliver nursery capacity.

BROXBURN

Location	LDP Proposals Map Reference & Key Infrastructure Action required	Responsibility / involvement / Finance	Timescale	Current Status / Action / Comments
Clarkson Road / Greendykes Road	P-16 Broxburn Distributor Road - safeguard of new road line and construction to make connection and improve local network & support new CDA areas	DEVELOPER Indicative cost Not available Funding source	Post 2024	Land Reservation / Proposal Stage No further progress since publication of previous Action Programme. Requires to be delivered to progress housing for the Core Development Area;

	<div>Policy Support</div> <div><div>Policy INF</div><div>Policy CDA 1</div><div>Policy TRAN 1</div><div>Policy TRAN 2</div></div>	<div>Developer contributions; potential City Deal</div>		<div>negotiations are underway to assemble the necessary land. A road design was previously approved but has now lapsed.</div> <div>Specific consideration to be given to providing for the needs of pedestrians, cyclists and access to public transport.</div>
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Location	LDP Proposals Map Reference & Key Infrastructure Action required	Responsibility / involvement / Finance	Timescale	Current Status / Action / Comments
<div>East Broxburn CDA - West of Faucheldean village and north to Glendevon, Winchburgh</div> <div> P-17 and P-92 are combined on proposals Map 2</div>	<div><div>P-17</div><div>Distributor Road in association with Winchburgh CDA</div></div> <div>Policy Support</div> <div><div>Policy INF</div><div>Policy CDA 1</div><div>Policy TRAN 1</div><div>Policy TRAN 2</div></div>	<div>DEVELOPERS</div> <div>Indicative cost</div> <div>Not available</div> <div>Funding source</div> <div>Developer contributions /</div>	<div>2020-2024</div>	<div>Land Reservation / Proposal Stage</div> <div>Land Reservation – routing needs to be revised and agreed</div> <div>Requires to be delivered jointly by developers for Broxburn CDA and Winchburgh CDA.</div> <div>The Winchburgh Master Plan was approved in 2012 as part of Planning Permission In Principle ref: 1012/P/05 and anticipated that the Southern Distributor Road from Winchburgh to Broxburn would be required once the number of occupied houses in Winchburgh reached 750. Phasing was however reviewed in 2018 and permission amended to require the first phase (northern section to Block D) of this road to be in place at 1000 houses and the second section, which will join the Faucheldean Road, not until 2000 house occupations. This phasing (and the next phase beyond the Faucheldean Road) is set out in the Road Access Strategy</div>

				<p>document under planning consent ref 0850/MS/18.</p> <p>Specific consideration to be given to providing for the needs of pedestrians, cyclists and access to public transport.</p>
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Location	LDP Proposals Map Reference & Key Infrastructure Action required	Responsibility / involvement / Finance	Timescale	Current Status / Action / Comments
Broxburn Primary School, School Lane, off West Main Street	P-18 Re-organisation of school layout Policy Support Policy INF Education Strategy (SG)	WLC Indicative cost Not available Funding source WLC	Beyond 2024	Proposal Stage No further progress since publication of previous Action Programme. Brief and design requirements under review

Location	LDP Proposals Map Reference & Key Infrastructure Action required	Responsibility / involvement / Finance	Timescale	Current Status / Action / Comments
Kirkhill Primary School, Rashierigg	P-19 School extension Policy Support Policy INF Education Strategy (SG)	WLC DEVELOPER Indicative cost Not available	2020-2024	Initiation Stage No further progress since publication of previous Action Programme. Educational infrastructure requirements under review

		Funding source To be agreed		
Location East Broxburn CDA	LDP Proposals Map Reference & Key Infrastructure Action required <div> <div>P-21</div> <div>New primary school to support Broxburn CDA development</div> </div> Policy Support <div> Policy INF Policy CDA 1 Education Strategy (SG) </div>	Responsibility / involvement / Finance <div> WLC DEVELOPER </div> Indicative cost <div> Phase 1 £11,400,000 Phase 2 To be agreed </div> Funding source <div> East Broxburn CDA Developers </div>	Timescale <div> Beyond 2024 </div>	Current Status / Action / Comments <div> Initiation Stage No further progress since publication of previous Action Programme. Education solution to be identified </div>

Location East Broxburn CDA Areas shown within orange dashed lines on Proposals Map #	LDP Proposals Map Reference & Key Infrastructure Action required <div> <div></div> <div>Other proposals linked to East Broxburn CDA see LPD Appendix 2 - <i>Housing Land Site Delivery Requirements</i></div> </div> Policy Support <div> Policy INF 1 Policy CDA 1 Policy ENV 34 </div>	Responsibility / involvement / Finance <div> Developer </div> Indicative cost <div> Not available </div> Funding source <div> Developer contributions </div>	Timescale <div> 2020 - 2024 Beyond 2024 </div>	Current Status / Action / Comments <div> Refer to Appendix 2 of LDP - <i>Requirements for infrastructure, local facilities and amenities for housing proposals in Core Development Areas</i> </div>
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DECHMONT & BANGOUR

Location	LDP Proposals Map Reference & Key Infrastructure Action required	Responsibility / involvement	Timescale	Current Status / Action / Comments
Former Bangour Village Hospital	P-23 New primary school Policy Support Policy INF Education Strategy (SG)	WLC DEVELOPER Indicative cost £14,700,000 Funding source Developer funded.	2020-2024	Initiation Stage Educational infrastructure requirements under review & to be confirmed to inform design work. Planning application and revised master plan under consideration.

EAST CALDER

Location	LDP Proposals Map Reference & Key Infrastructure Action required	Responsibility / involvement	Timescale	Current Status / Action / Comments
Mansfield Park	P-26 Park improvements at "The Muddies" in association with Calderwood CDA	WLC DEVELOPER	2020-2024	Consultation Stage Master plan prepared

	Policy Support <div>Policy INF</div> <div>Policy CDA 1</div> <div>Policy ENV 8</div>	Indicative cost <div>Not available</div> Funding source <div>WLC and Developer contributions</div>		
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Location	LDP Proposals Map Reference & Key Infrastructure Action required	Responsibility / involvement / Finance	Timescale	Current Status / Action / Comments
<div>St Paul's Primary School, Main Street</div>	<div> P-28 School extension and new access (including land) in phases </div> Policy Support <div>Policy INF</div> <div>Policy CDA 1</div> <div>Education Strategy (SG)</div>	<div>WLC</div> <div>DEVELOPER</div> Indicative cost <div>Not available</div> Funding source <div>WLC and Developer contributions</div>	<div>Phase 1 2020-2024</div> <div>Phase 2 Post 2024</div>	<div>Proposal Stage – dependent upon progress with lead developers; included in WLC capital programme</div> <div>Phase 1 (to 231 capacity) Phase 2a (360 total capacity achieved) Phase 2b (to 462 capacity)</div>
Location	LDP Proposals Map Reference & Key Infrastructure Action required	Responsibility / involvement / Finance	Timescale	Current Status / Action / Comments
<div>Calderwood CDA</div>	<div> P-29 New primary school - to be built in 3 phases </div> Policy Support <div>Policy INF 1</div> <div>Policy CDA 1</div> <div>Education Strategy (SG)</div>	<div>DEVELOPER</div> Indicative cost <div>£14,500.000</div> Funding source <div>Developer forward funding</div>	<div>Phase 1 2020-2024</div> <div>Phase 2 Post2024</div> <div></div>	<div>Phase 1 Consultation Stage; consultation commenced for non-denominational primary school.</div> <div>Phase 2 Initiation Stage</div> <div></div>

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Location	LDP Proposals Map Reference & Key Infrastructure Action required	Responsibility / involvement / Finance	Timescale	Current Status / Action / Comments
Raw Holdings	<p>P-30 Land acquisition / construction of new secondary school as part of Calderwood CDA</p> <p>Policy Support</p> <p>Policy INF 1</p> <p>Policy CDA 1</p> <p>Education Strategy (SG)</p>	<p>WLC</p> <p>DEVELOPER</p> <p>Indicative cost</p> <p>Phase 1 (660) £25,500,000</p> <p>Phase 2 (1,100) £9,400,000</p> <p>Phase 3 (1,210) £3,000,000</p> <p>Funding source</p> <p>Developer contributions</p>	Beyond 2024	<p>Initiation Stage</p> <p>Joint funding with West Livingston / Mossend developers</p>

Location	LDP Proposals Map Reference & Key Infrastructure Action required	Responsibility / involvement / Finance	Timescale	Current Status / Action / Comments
Calderwood CDA	<p>Other proposals linked to Calderwood CDA see LPD</p>	<p>DEVELOPER</p> <p>Indicative cost</p>	2014-2024	

Areas shown within orange dashed lines on Proposals Map ⊕	Appendix 2 - <i>Housing Land Site Delivery Requirements</i>	Not available	Refer to Appendix 2 of LDP - <i>Requirements for infrastructure, local facilities and amenities for housing proposals in Core Development Areas</i>
	Policy Support Policy INF 1 Policy CDA 1 Policy ENV 34	Funding source Developer contributions – to be agreed	

KIRKNEWTON

Location	LDP Proposals Map Reference & Key Infrastructure Action required	Responsibility / involvement / Finance	Timescale	Current Status / Action / Comments
Milrig Holdings / Kirknewton railway station	P-31 Park & Ride and bus interchange Policy Support Policy INF 1 Policy CDA 1 Policy TRAN 1 Policy TRAN 2 SDP 1 Action Programme	DEVELOPER SCOTTISH GOVERNMENT NETWORK RAIL Indicative cost Not available Funding source Developer	2020-2024	Initiation Stage / Proposal Stage Relates to Calderwood CDA development at East Calder north-west. Timescale for delivery is linked to Section 75 Agreement for the Calderwood CDA. Planning application for P&R refused and subject of Appeal; Appeal dismissed. Specific consideration to be given to providing for the needs of pedestrians and cyclists.

LANDWARD


Location	LDP Proposals Map Reference & Key Infrastructure Action required	Responsibility / involvement / Finance	Timescale	Current Status / Action / Comments
Kilpunt	<p>P-33 Land reservation for Park & Ride in support of Broxburn CDA</p> <p>Policy Support</p> <p>Policy INF 1</p> <p>Policy CDA 1</p> <p>Policy TRAN 1</p> <p>Policy TRAN 2</p> <p>SDP 1 Action Programme</p> <p>SDP 2 Action Programme</p>	<p>WLC</p> <p>CITY OF EDINBURGH COUNCIL</p> <p>DEVELOPER</p> <p>Indicative cost</p> <p>Not available</p> <p>Funding source</p> <p>City Region Deal and Developer contributions</p>	2020-2024	<p>Land Reservation / Proposal Stage</p> <p>Under consideration as part of West Edinburgh transport review.</p> <p>Land Reservation – site identified to the southeast of East Mains Industrial Estate</p> <p>Proposals being developed</p> <p>Specific consideration to be given to providing for the needs of pedestrians and, cyclists.</p>
Location	LDP Proposals Map Reference & Key Infrastructure Action required	Responsibility / involvement / Finance	Timescale	Current Status / Action / Comments
A801 Avon Gorge Crossing #	<p>P-34 Land reservation for new crossing/improvements</p> <p>Policy Support</p> <p>Policy INF 1</p> <p>Policy TRAN 1</p> <p>Policy TRAN 2</p> <p>SDP 1 Action Programme</p> <p>SDP 2 Action Programme</p>	<p>SCOTTISH GOVERNMENT</p> <p>TRANSPORT SCOTLAND</p> <p>FALKIRK COUNCIL</p> <p>Indicative cost</p> <p>Not available</p>	2020-2024	<p>Land Reservation</p> <p>Under consideration as part of West Edinburgh transport review.</p> <p>Included in Scottish Government works programme for 2021. Consent anticipated. Planning permission has been secured and the project is partially funded through Falkirk Council's Tax Incremental Financing. West Lothian and Falkirk</p>

		Funding source Scottish Government/Transport Scotland/ Falkirk Council/WLC		Councils continue to seek funding from the Scottish Government for construction of the crossing.
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Location	LDP Proposals Map Reference & Key Infrastructure Action required	Responsibility / involvement / Finance	Timescale	Current Status / Action / Comments
Land east of Winchburgh	P-35 Land reservation for Dalmeny Chord for rail infrastructure Policy Support Policy INF 1 Policy TRAN 1 Policy TRAN 2 SDP 1 Action Programme	SCOTTISH GOVERNMENT TRANSPORT SCOTLAND NETWORK RAIL Indicative cost Not available Funding source Scottish Government/Transport Scotland/ Network Rail	Beyond 2024	Land Reservation Rail link is associated with the Edinburgh to Glasgow Improvement Programme (EGIP). Promoted as a key infrastructure for consideration in NPF4 and STPR review.

Location	LDP Proposals Map Reference & Key Infrastructure Action required	Responsibility / involvement / Finance	Timescale	Current Status / Action / Comments
			Beyond	

Land between boundary with Edinburgh and Broxburn / Livingston	P-36 Extension of the Edinburgh Tramline to Broxburn, Uphall and Livingston Policy Support Policy INF 1 Policy TRAN 1 Policy TRAN 2 SDP 1 Action Programme	SCOTTISH GOVERNMENT TRANSPORT SCOTLAND NETWORK RAIL CITY OF EDINBURGH COUNCIL Indicative cost Not available Funding source WLC / potential City Deal funding and Developer contributions	2024	Referenced in SDP2 proposed plan Promoted as a key infrastructure for consideration in NPF4 and STPR review.
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Location	LDP Proposals Map Reference & Key Infrastructure Action required	Responsibility / involvement / Finance	Timescale	Current Status / Action / Comments
A8 / A89 / A899 corridor  Located on Livingston Area proposal map 3 at J3/M8	P-37 Sustainable transport options for travel route along the A8 / A89 / A899 corridor between Livingston Town Centre, the West Lothian / City of Edinburgh boundary, Newbridge and to Maybury Junction; land to be safeguarded adjacent routes. Policy Support Policy INF 1 Policy TRAN 1 Policy TRAN 2 Policy TRAN 3	WLC CITY OF EDINBURGH COUNCIL DEVELOPER Indicative cost Not available Funding source WLC / potential City Deal funding and Developer contributions	 2020-2024 Beyond 2024	Land reservation stage Preparatory study completed. Shared use walking and cycling off-road path in place along the A89 between Bathgate and the Edinburgh boundary / Newbridge. There are also longer-term aspirations for a tram route to follow the A8 / A89 east-west route from Edinburgh turning south along the A899 / Livingston spine road corridor to the town centre at Almondvale.

	SDP 2 Action Programme			
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Location	LDP Proposals Map Reference & Key Infrastructure Action required	Responsibility / involvement/ Finance	Timescale	Current Status / Action / Comments
Register of built heritage assets	<p>P-38 The council has undertaken to compile a register of all built heritage assets within its guardianship, monitor their condition and take action to ensure their preservation.</p>	<p>WLC</p> <p>HISTORIC ENVIRONMENT SCOTLAND</p>	2020-2024	See 'General Actions in Support of LDP Policies'.
Former Bangour General Hospital	<p>P-39 Community woodland and off-road pedestrian/ cycleway route between Drumbcross Road and Black Law ridge road - proposed to link the Livingston Greenways network with the Bathgate Hills Quiet Roads Initiative; subject to negotiation with landowners.</p> <p>Policy Support</p> <p>Policy INF 1</p> <p>Policy TRAN 1</p> <p>Policy TRAN 2</p> <p>Policy TRAN 3</p> <p>Policy ENV 8</p>	<p>WLC</p> <p>DEVELOPER</p> <p>SUSTRANS</p> <p>CSGN</p> <p>Indicative cost</p> <p>Not available</p> <p>Funding source</p> <p>WLC and Developer contributions</p>	2020-2024	<p>Proposal Stage</p> <p>Part of Quiet Roads Initiative (QRI)</p> <p>SEStrans provided grant for feasibility study, options and outline costs. Study complete</p> <p>Negotiation with landowners and funding still required. Community woodland aspect not advanced</p>

Location	LDP Proposals Map Reference &		Timescale	Current Status / Action / Comments
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M8 – Junctions 3 and 4	Key Infrastructure Action required P-40 M8 Linear public art project Policy Support Policy INF Policy ENF 34 Developer contributions towards Public Art (SG)	Responsibility / involvement/ Finance WLC DEVELOPERS CREATIVE SCOTLAND TRANSPORT SCOTLAND Indicative cost Various – not available Funding source Developer contributions	J3/M8 Project Beyond 2024 Other projects to be confirmed	Proposal Stage Initiation Stage Not yet known
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Location Union Canal – Linlithgow / Broxburn areas	LDP Proposals Map Reference & Key Infrastructure Action required P-102(b) Access to / from and along the Union Canal Policy Support Policy INF 1 Policy TRAN 1 Policy TRAN 2 Policy TRAN 3 Policy ENV 8 Policy ENV 12 SDP 1 Action Programme	Responsibility / involvement WLC SCOTTISH CANALS HISTORIC ENVIRONMENT SCOTLAND SUSTRANS LANDOWNER DEVELOPERS Indicative cost 750,000 Funding source	Timescale 2019-2024	Current Status / Action / Comments Proposal Stage Various towpath links along the Union Canal from Linlithgow, Winchburgh and Broxburn including Port Buchan) have funding via the Central Canals LEADER project, with substantial additional funding from Sustrans.
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		LEADER / Sustrans		
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Location	LDP Proposals Map Reference & Key Infrastructure Action required	Responsibility / involvement / Finance	Timescale	Current Status / Action / Comments
Blackridge / Kirknewton / Blackness / South Queensferry #	P-103(a) Links from the National Cycle Network NCN route 75 – Improved access to Blackridge Station (south platform) as part of initiative to add more links across West Lothian Policy Support Policy INF 1 Policy TRAN 1 Policy TRAN 2 Policy TRAN 3 Policy ENV 8 LDP Proposals Map Reference & Key Infrastructure Action required	WLC SUSTRANS LANDOWNERS Indicative cost £300,000 Funding source Sustrans Responsibility / involvement WLC	2020-2024 Timescale 2020-2024	Proposal Stage Realignment of path connection for access to the rail station currently delayed due to resource issue with capital programme and post Covid-19 recovery. Landowner re-engaged and design work due to recommence in Spring 2021. Sustrans remain supportive of joint funding. Current Status / Action / Comments

	P-103(b) Links from the National Cycle Network NCR 75 – Kirknewton /Calderwood /Raw Holdings Policy Support <div> Policy INF 1 Policy TRAN 1 Policy TRAN 2 Policy TRAN 3 Policy ENV 8 </div>	<div>SUSTRANS</div> <div>DEVELOPERS</div> Indicative cost <div>Not available</div> Funding source <div>To be agreed</div>		<div>Proposal Stage</div>
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Location	LDP Proposals Map Reference & Key Infrastructure Action required	Responsibility / involvement / Finance	Timescale	Current Status / Action / Comments
Breich Valley	P-104 Almond & Breich Valley walkway paths Policy Support <div> Policy INF 1 Policy TRAN 1 Policy TRAN 2 Policy TRAN 3 Policy ENV 8 </div>	<div>WLC</div> <div>LANDOWNER</div> <div>HERITAGE LOTTERY</div> <div>LEADER</div> Indicative cost <div>hHLF -£100,000 LEADER £200,000</div> Funding source <div>To be agreed</div>	Beyond 2024	<div>Proposal Stage</div> <div>Carried forward from the West Lothian Local Plan – long-term aspiration. Shale Trail project due for completion / opening in Autumn 2020 will upgrade sections of the Almond Valley Walkway.</div>

Location	LDP Proposals Map Reference & Key Infrastructure Action required	Responsibility / involvement / Finance	Timescale	Current Status / Action / Comments
Westfield /		WLC	2020-2024	Proposal Stage / Initiation Stage

Linlithgow #	P-105 Links to River Avon Heritage Trail for Torphichen and Westfield Policy Support Policy INF 1 Policy TRAN 1 Policy TRAN 2 Policy TRAN 3 Policy ENV 8	LANDOWNER Indicative costs A: £42,000 B: Not available Funding source To be agreed		A: Torphichen – designed and costed Scheme but no grant funds identified. B: Westfield – link via the former railway viaduct deemed too expensive; feasibility on alternative timber bridge near the sewage works under consideration. No progress.
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Location	LDP Proposals Map Reference & Key Infrastructure Action required	Responsibility / involvement / Finance	Timescale	Current Status / Action / Comments
South Livingston / Harperigg #	P-106 Linhouse Valley to the Pentland Hills – via Almondell & Calderwood Country Parks Policy Support Policy INF 1 Policy TRAN 1 Policy TRAN 2 Policy TRAN 3 Policy ENV 8	WLC LANDOWNER Indicative cost Not available Funding source To be agreed	Beyond 2024	Proposal Stage Details to be confirmed, although Friends of the Pentlands installed waymarker trail between Selm Muir Wood near Kirknewton and Little Vantage car park on A70.

Location	LDP Proposals Map Reference & Key Infrastructure Action required	Responsibility / involvement / Finance	Timescale	Current Status / Action / Comments
Armada/ Whitburn	P-107 Cycle route link parallel to B8084 between Whitdale	WLC SUSTRANS	2020-2024	Proposal Stage

	<div>Roundabout and Armadale Railway Station</div> <div> Policy Support <div> Policy INF 1 Policy TRAN 1 Policy TRAN 2 Policy TRAN 3 Policy ENV 8 </div> </div>	<div>LANDOWNER</div> <div> Indicative cost <div>£100,000</div> </div> <div> Funding source <div>Sustrans</div> </div>	<div>Funding secured from Sustrans, Community Links and West Lothian Council.</div> <div>Land ownership issues have caused delays.</div> <div>Designed and costed CPO in support of route concluded early 2018. Was due on isie just before Covid-19 Shutdown Reprogrammed for Autumn 2020.</div>
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Location	LDP Proposals Map Reference & Key Infrastructure Action required	Responsibility / involvement / Finance	Timescale	Current Status / Action / Comments
<div>Linlithgow/Blackness</div>	<div> P-108 <div>Cycle route at A803 from Linlithgow to the B903 for Blackness</div> </div> <div> Policy Support <div> Policy INF 1 Policy TRAN 1 Policy TRAN 2 Policy TRAN 3 Policy ENV 8 </div> </div>	<div> WLC Sustrans LANDOWNER </div> <div> Indicative cost <div>Not available</div> </div> <div> Funding source <div>To be agreed</div> </div>	<div>2020-2024</div>	<div>Initiation Stage</div> <div>Identified as a missing link to 'Round the Forth' Cycle Route in Local Active Travel Network Plan for Linlithgow (Active Travel Plan 2016-2021). SEstrans approved grant for consultants feasibility study in May 2020.</div>

Location	LDP Proposals Map Reference & Key Infrastructure Action required	Responsibility / involvement / Finance	Timescale	Current Status / Action / Comments
<div>Newton/South Queensferry</div>	<div> P-109 <div>Cycle route at A904 Newton to City of Edinburgh boundary</div> </div>	<div> WLC CITY OF EDINBURGH COUNCIL </div>	<div>2020-2024</div>	<div>Initiation Stage</div>

	Policy Support	LANDOWNER		No further progress since publication of previous Action Programme. Details to be confirmed; potential cross-boundary project.
	Policy INF 1	Indicative cost Not available		
	Policy TRAN 1			
	Policy TRAN 2			
	Policy TRAN 3			
	Policy ENV 8	Funding source To be agreed		
	SDP 2 Action Programme			

Location	LDP Proposals Map Reference & Key Infrastructure Action required	Responsibility / involvement / Finance	Timescale	Current Status / Action / Comments
Livingston/ Wilkieston	P-110 Strategic Cycle route parallel to A71 from Lizzie Brice's roundabout to Wilkieston Policy Support Policy INF 1 Policy TRAN 1 Policy TRAN 2 Policy TRAN 3 Policy ENV 8 SDP 2 Action Programme	WLC CITY OF EDINBURGH COUNCIL LANDOWNER SEStran Indicative cost Not available Funding source To be agreed	2020-2024	Proposal Stage Feasibility study on A71 active travel corridor carried out in 2016, funded by SEStran and City of Edinburgh Council and managed by West Lothian Council. No funding identified. Long Dalmahoy Road cross boundary route being explored as a related, lower cost option.

Location	LDP Proposals Map Reference & Key Infrastructure Action required	Responsibility / involvement / Finance	Timescale	Current Status / Action / Comments
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Ecclesmachan/ Threemiletown	P-111 Parallel cycle route by B8046 from Ecclesmachan to Threemiletown	WLC CSGNT LANDOWNERS THREEMILETOWN COMMUNITY COUNCIL	2020-2024	Proposal Stage SEStrans approved grant for consultants feasibility study in December 2019 and designs and outline costs prepared.
	Policy Support <div>Policy INF 1</div> <div>Policy TRAN 1</div> <div>Policy TRAN 2</div> <div>Policy TRAN 3</div> <div>Policy ENV 8</div>	Indicative cost <div>£318,000</div> Funding source <div>Sustrans</div>		

Location	LDP Proposals Map Reference & Key Infrastructure Action required	Responsibility / involvement / Finance	Timescale	Current Status / Action / Comments
West Calder/ Harburn ⌘	P-112 Cycle route parallel to B7008 West Calder (from Turniemoon crossroads) to Harburn Policy Support <div>Policy INF 1</div> <div>Policy TRAN 1</div> <div>Policy TRAN 2</div> <div>Policy TRAN 3</div> <div>Policy ENV 8</div>	<div>WLC</div> <div>LANDOWNER</div> <div>WL Development Trust</div> Indicative cost <div>Not available</div> Funding source <div>Funding sought from WL Development Trust (wind farm community benefit funds)</div>	2020-2024	Proposal Stage SEStrans approved grant for consultants feasibility study in December 2019.

Location	LDP Proposals Map Reference & Key Infrastructure Action required	Responsibility / involvement / Finance	Timescale	Current Status / Action / Comments
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Linlithgow/ Bathgate #	P-113 Upgraded paths and improved accessibility to Beecraigs Country Park and Bathgate Hills – from Bathgate Policy Support Policy INF 1 Policy TRAN 1 Policy TRAN 2 Policy TRAN 3 Policy ENV 8	WLC LANDOWNER Indicative cost Not available Funding source To be agreed	Beyond 2024	Initiation Stage Scottish Government, via Sustrans identified scheme for funding from post Covid-19 recovery and granted funded in June 2020. Under design.
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Location	LDP Proposals Map Reference & Key Infrastructure Action required	Responsibility / involvement / Finance	Timescale	Current Status / Action / Comments
Ex-Bangour General Hospital / Dechmont Bathgate Hills #	P-114 Off road pedestrian / cycle route at Drumcross / Blacklaw Ridge Road (Bathgate Hills Quiet Roads Initiative) Policy Support Policy INF 1 Policy TRAN 1 Policy TRAN 2 Policy TRAN 3 Policy ENV 8	WLC SUSTRANS Indicative cost Not available Funding source To be agreed	2020-2024	Consultation Stage Staff resource stalled project. However, SEstrans approved grant for consultants feasibility study in December 2019 and designs and outline costs prepared.

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Location	LDP Proposals Map Reference & Key Infrastructure Action required	Responsibility / involvement / Finance	Timescale	Current Status / Action / Comments
Bathgate / Harthill	<p>P-117 New strategic pedestrian & cycle route from Inchcross (Boghead) Roundabout, Bathgate along the A706 and B7066 at Whitburn towards Greenrigg/ Harthill</p> <p>Policy Support</p> <p>Policy INF 1 Policy TRAN 1 Policy TRAN 2 Policy TRAN 3 Policy ENV 8 SDP 2 Action Programme</p>	<p>WLC Sustrans Landowner</p> <p>Indicative cost</p> <p>£300,000</p> <p>Funding source</p> <p>Sustrans, Community Links and WLC</p>	2020-2024	<p>Funding Stage / Proposal Stage</p> <p>No further progress since publication of previous Action Programme.</p> <p>The project is being progressed in stages: Inchcross Roundabout west to Harthill still to be completed.</p> <p>Sustrans Community Links funding was obtained in principle for 50% of project costs in 2016/17. Further funding needs to be identified to match.</p> <p>Design complete; bid to Sustrans 2018-19 part funding / WLC</p>
Location	LDP Proposals Map Reference & Key Infrastructure Action required	Responsibility / involvement / Finance	Timescale	Current Status / Action / Comments
Limefield Glen Walkway, Livingston / Polbeth	<p>P-120 Strategic walking along east side of Limefield Glen eastern Polbeth to Alba Campus, Livingston</p> <p>Policy Support</p> <p>Policy INF 1 Policy TRAN 1 Policy TRAN 2 Policy TRAN 3 Policy ENV 8</p>	<p>WLC Sustrans Landowner</p> <p>Indicative cost</p> <p>Not available</p> <p>Funding source</p> <p>To be agreed</p>	2020-2024	<p>Funding Stage / Proposal Stage</p> <p>No further progress since publication of previous Action Programme.</p> <p>There has long been a desire to make this link however various routing and funding problems have delayed the project</p>

LINLITHGOW & LINLITHGOW BRIDGE

Location	LDP Proposals Map Reference & Key Infrastructure Action required	Responsibility / involvement / Finance	Timescale	Current Status / Action / Comments
M9-J3 Westbound slip roads	P-44 Westbound slip roads on the M9 at Burghmuir Policy Support <div> Policy INF 1 Policy TRAN 1 Policy TRAN 2 SDP 1 Action Programme SDP 2 Action Programme </div>	TRANSPORT SCOTLAND DEVELOPERS (IN WEST LOTHIAN AND FALKIRK COUNCIL AREA) Indicative cost <div>Not available</div> Funding source <div>Developer contributions</div>	<div>2020 -2024</div> <div>Beyond 2024</div>	<div>Proposal Stage</div> <div>Related to initiatives to improve the air quality and amenity of Linlithgow High Street by reducing through traffic levels and ultimately improving local road network infrastructure. Supplementary Guidance on developer contributions towards transport infrastructure prepared. Sg Developer Contributions Towards Transport drafted.</div>

Location	LDP Proposals Map Reference & Key Infrastructure Action required	Responsibility / involvement / Finance	Timescale	Current Status / Action / Comments
To south-west of M9-J3	P-45 Coach Park & Ride facility Policy Support <div> Policy INF 1 Policy TRAN 1 Policy TRAN 2 SDP 1 Action Programme </div>	<div>DEVELOPER</div> Indicative cost <div>Not available</div> Funding source <div>Developer contributions</div>	<div>2020-2024</div>	<div>Proposal Stage</div> <div>No further progress since publication of previous Action Programme.</div> <div>Related to initiatives to improve the air quality and amenity of Linlithgow High Street by reducing through traffic levels and improving management of commuter traffic.</div>

Location	LDP Proposals Map Reference & Key Infrastructure Action required	Responsibility / involvement / Finance	Timescale	Current Status / Action / Comments
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Kettilstoun Mains Park	P-46 Provision of cycle track west of existing leisure centre Policy Support Policy ENV 21 Policy ENV 22	WLC Indicative cost Not available Funding source WLC	2020-2024	Initiation Stage Discussions with Linlithgow Community Development Trust ongoing.
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Location	LDP Proposals Map Reference & Key Infrastructure Action required	Responsibility / involvement / Finance	Timescale	Current Status / Action / Comments
Linlithgow Town Centre #	P-115 Traffic management measures in Linlithgow town centre Policy Support Policy INF 1 Policy TRAN 1 Policy TRAN 2	DEVELOPER Indicative cost Not available Funding source Developer contributions	2020-2024	Proposal Stage The traffic management measures to be taken forward to mitigate traffic flow issues in Linlithgow primarily relate to improvements at existing junctions highlighted in the Systra traffic modelling study. They are also related to initiatives to improve the air quality of Linlithgow High Street. SG Developer Contributions Towards Transport drafted.

LIVINGSTON

Location	LDP Proposals Map Reference &		Timescale	Current Status / Action / Comments
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Gavieside CDA	Key Infrastructure Action required P-49 Provision of additional community / health facilities in support of West Livingston / Mossend CDA Policy Support Policy INF 1 Policy CDA 1 Policy HOU 7 Policy TCR 2	Responsibility / involvement / Finance DEVELOPER NHS Lothian West Lothian Health and Social Care Partnership Indicative cost Not available Funding source Developer contributions	Beyond 2024	Land Reservation / Proposal Stage Land identified for additional community and health facilities in the Gavieside CDA area in support of new housing development in West Livingston and Mossend CDA area.
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Location	LDP Proposals Map Reference & Key Infrastructure Action required	Responsibility / involvement / Finance	Timescale	Current Status / Action / Comments
Adamrae	P-50 Extension to cemetery Policy Support Policy INF 1 Policy CDA 1	WLC DEVELOPER Indicative cost Not available Funding source WLC (main funder and Developer contributions)		Completion Stage Development is on site and at an advanced stage – laid out and partially in use.

Location	LDP Proposals Map Reference & Key Infrastructure Action required	Responsibility / involvement / Finance	Timescale	Current Status / Action / Comments
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Gavieside CDA	P-58 Land safeguarding for new primary school associated with Gavieside CDA Policy Support Policy INF 1 Policy CDA 1 Education Strategy (SG)	DEVELOPER Indicative cost £ 11,400,000 Funding source Developer forward funding	2020-2024	Initiation Stage Phase 1 (to 231 capacity) Phase 2 (to 462 capacity) School consultation underway to rebalance education capacity to assist in facilitating development (denominational and non-denominational primary school and non-denominational secondary).
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Location	LDP Proposals Map Reference & Key Infrastructure Action required	Responsibility / involvement / Finance	Timescale	Current Status / Action / Comments
Livingston Village Primary School	P-61 School extension (in 2 phases) Policy Support Policy INF 1 Education Strategy (SG)	DEVELOPER Indicative cost Phase 1 Hall extension £490,000 Phase 2 Internal re-organisation £400,000 60,000 Funding source Developer forward funding in full	Phase 1 2020-2024 Phase 2 2020-2024	Proposal Stage No further progress since publication of previous Action Programme. Educational infrastructure requirements agreed; design work commenced <u>Design of hall extension progressing. Internal re-organisation re-costed. The two phases may be delivered together if funding and construction schedules allow.</u>

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Location	LDP Proposals Map Reference & Key Infrastructure Action required	Responsibility / involvement / Finance	Timescale	Current Status / Action / Comments
South Murieston	P-101 Distributor Road Policy Support Policy INF 1 Policy TRAN 1 Policy TRAN 2	DEVELOPER Indicative cost Not available Funding source Developer contributions	2020-2024	Initiation Stage No further progress since publication of previous Action Programme. Road required for access to sites H-LV 35 & E-LV 46. Specific consideration to be given to providing for the needs of pedestrians, cyclists and access to public transport. Alignment of distributor road is subject to change to reflect planning consent for site H-LV 35 and any future planning consent for site E-LV 46 (Linhouse).

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Location	LDP Proposals Map Reference & Key Infrastructure Action required	Responsibility / involvement / Finance	Timescale	Current Status / Action / Comments
Various – West Livingston / Mossend CDA Areas shown within orange dashed lines on Proposals Map 	<div>Other proposals linked to West Livingston / Mossend CDA see LPD Appendix 2 - <i>Housing Land Site Delivery Requirements</i></div> <div> Policy Support Policy INF 1 Policy CDA 1 Policy ENV 34 </div>	<div>Developer</div> <div> Indicative cost Various – not available </div> <div> Funding source Developer contributions </div>	<div>2020-2024</div> <div>Beyond 2024</div>	Refer to Appendix 2 of LDP - <i>Requirements for infrastructure, local facilities and amenities for housing proposals in Core Development Areas.</i>

PUMPHERSTON

Location	LDP Proposals Map Reference & Key Infrastructure Action required	Responsibility / involvement / Finance	Timescale	Current Status / Action / Comments
Pumpherstons and Uphall Station Community Primary School, Drumshoreland Road	<div> P-71 School extension (2 further phases) </div> <div> Policy Support Policy INF 1 Education Strategy (SG) </div>	<div>WLC</div> <div>DEVELOPERS</div> <div> Indicative cost Not available </div> <div> Funding source WLC and Developer contributions </div>	<div>2020-2024</div>	<div>Proposal Stage</div> <div> No further progress since publication of previous Action Programme. Phase 2 (to 360 capacity) Phase 3 (to 462 capacity) </div>

WEST CALDER & HARBURN

Location	LDP Proposals Map Reference & Key Infrastructure Action required	Responsibility / involvement / Finance	Timescale	Current Status / Action / Comments
West Calder Railway Station	<p>P-75 Bus interchange and parking at West Calder rail station (associated with Mossend / Cleugh Brae CDA)</p> <p>Policy Support</p> <p>Policy INF 1</p> <p>Policy CDA 1</p> <p>Policy TRAN 1</p> <p>Policy TRAN 2</p> <p>SDP 1 Action Programme</p>	<p>DEVELOPER</p> <p>NETWORK RAIL</p> <p>SCOTRAIL</p> <p>Indicative cost</p> <p>Not available</p> <p>Funding source</p> <p>Developer contributions</p>	2020-2024	Proposal Stage
Mossend / Cleugh Brae / Gavieside CDA	<p>P-76 Road reservation - road corridor linked to Mossend / Cleugh Brae / Gavieside CDA requirements</p> <p>Policy Support</p> <p>Policy INF 1</p> <p>Policy CDA 1</p> <p>Policy TRAN 1</p> <p>Policy TRAN 2</p>	<p>DEVELOPER</p> <p>NETWORK RAIL</p> <p>SCOTRAIL</p> <p>Indicative cost</p> <p>Not available</p> <p>Funding source</p> <p>Developer contributions</p>	2019-2024	Proposal Stage

Location	LDP Proposals Map Reference & Key Infrastructure Action required	Responsibility / involvement / Finance	Timescale	Current Status / Action / Comments
Parkhead Primary School, Harburn Road	P-77 Further school extension Policy Support Policy INF 1 Policy CDA 1 Education Strategy (SG)	WLC Indicative cost Not available Funding source WLC and Developer contributions	Beyond 2024	Initiation Stage No further progress since publication of previous Action Programme. Educational infrastructure requirements under review & to be confirmed to inform design work

Location	LDP Proposals Map Reference & Key Infrastructure Action required	Responsibility / involvement / Finance	Timescale	Current Status / Action / Comments
Various – West Livingston / Mossend Areas shown within orange dashed lines on Proposals Map #	Other proposals linked to West Livingston / Mossend CDA see LPD Appendix 2 - <i>Housing Land Site Delivery Requirements</i> Policy Support Policy INF 1 Policy CDA 1 Policy ENV 34	Developer Indicative cost Various – not available Funding source Developer contributions		Refer to Appendix 2 of LDP - <i>Requirements for infrastructure, local facilities and amenities for housing proposals in Core Development Areas.</i>

WESTFIELD

Location	LDP Proposals Map Reference & Key Infrastructure Action required	Responsibility / involvement / Finance	Timescale	Current Status / Action / Comments
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Westfield	P-80 New primary school	WLC DEVELOPER	2020-2024	Initiation Stage
	Policy Support Policy INF 1 Education Strategy (SG)	Indicative cost Not available Funding source WLC and Developer contributions		Educational infrastructure requirements under review & to be confirmed to inform design work ; new planning applications submitted.

WHITBURN

Location	LDP Proposals Map Reference & Key Infrastructure Action required	Responsibility / involvement / Finance	Timescale	Current Status / Action / Comments
Armada Road/East Main Street	P-81 Re-development of the Burgh Halls site as partnership centre to include CIS, Museum and Housing. Community space for events and meetings. Policy Support Policy INF1 Policy HOU7 Policy TCR2	DEVELOPER Indicative cost Funding source WLC	 2020-2024	Construction Stage Delayed as contractors in Administration Contractors appointed

Location	LDP Proposals Map Reference &		Timescale	Current Status / Action / Comments
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Cowhill – 'Heartlands'	Key Infrastructure Action required P-83 Express coach service, with associated Park & Ride Policy Support Policy INF 1 Policy TRAN 1 Policy TRAN 2 SDP 1 Action Programme SDP 2 Action Programme	Responsibility / involvement / Finance DEVELOPER Indicative cost To be procured by developer Funding source Developer funded	2020-2024	Initiation Stage Land identified; requirement of outline consent for the Heartlands development. Developers layout proposals prepared in May 2020.
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Location	LDP Proposals Map Reference & Key Infrastructure Action required	Responsibility / involvement / Finance	Timescale	Current Status / Action / Comments
A706 - B7066 link, via Polkemmet restoration	P-84 Land safeguarded for road corridor Policy Support Policy INF 1 Policy TRAN 1 Policy TRAN 2	DEVELOPER Indicative cost Not available Funding source Developer funded	2020-2024	Land Reservation / Proposal Stage No further progress since publication of previous Action Programme.

Location	LDP Proposals Map Reference & Key Infrastructure Action required	Responsibility / involvement / Finance	Timescale	Current Status / Action / Comments
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Blaeberryhill Road	P-85 Land safeguarded for southern extension of cemetery Policy Support Policy INF 1	WLC Indicative cost Not available Funding source WLC	Beyond 2024	Land Reservation / Proposal Stage ????
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Location	LDP Proposals Map Reference & Key Infrastructure Action required	Responsibility / involvement / Finance	Timescale	Current Status / Action / Comments
St Joseph's Primary School, Gateside Road	P-86 Replacement school with extended capacity Policy Support Policy INF 1 Education Strategy (SG)	WLC DEVELOPER Indicative cost Not available Funding source WLC and Heartlands developer	Beyond 2024	Initiation Stage No further progress since publication of previous Action Programme. Educational infrastructure requirements under review & to be confirmed to inform design work Replacement school may be delivered as Phase 1 with capacity increase delivered as Phase 2.

Location	LDP Proposals Map Reference & Key Infrastructure Action required	Responsibility / involvement / Finance	Timescale	Current Status / Action / Comments
'Heartlands', Polkemmet	P-87 New primary school Policy Support Policy INF 1	WLC DEVELOPER Indicative cost Not available	Beyond 2024	Initiation Stage school consultation underway to rebalance education capacity to assist in facilitating development.

	Education Strategy (SG)	Funding source		
		WLC		

Location	LDP Proposals Map Reference & Key Infrastructure Action required	Responsibility / involvement / Finance	Timescale	Current Status / Action / Comments
Heartlands Croftmalloch Primary School or Polkemmet Primary School #	NP-123 Primary school extension NEW ACTION – Action Programme 2018 Edition Policy Support Policy INF 1 Education Strategy (SG)	DEVELOPER Indicative cost Not available Funding source Heartlands developer	Beyond 2024	Initiation Stage school consultation underway to rebalance education capacity to assist in facilitating development.

Location	LDP Proposals Map Reference & Key Infrastructure Action required	Responsibility / involvement / Finance	Timescale	Current Status / Action / Comments
Whitburn Areas shown within orange dashed lines on Proposals Map #	Other Projects arising from Whitburn Charrette(2015) e.g. shopfront improvements, public realm enhancements, gap site development, strategic footpath, greenway and associated environmental improvements. Policy Support Policy INF 1 Policy CDA 1 Policy ENV 34	Developer / others Indicative cost Various – not available Funding source Further information required	2014-2024	Refer to Chapter 6 of the LDP, <i>Development Proposals by Settlement</i> <i>Town centre eastern approach > East Whitburn environmental improvements completed via CSGNT in 2019 using council's Village Improvement Fund.</i>

WILKIESTON

Location	LDP Proposals Map Reference & Key Infrastructure Action required	Responsibility / involvement / Finance	Timescale	Current Status / Action / Comments
North of Wilkieston	<p>P-88 A71 Bypass; relief road north of Wilkieston (linked to Calderwood CDA).</p> <p>Policy Support</p> <p>Policy INF 1</p> <p>Policy TRAN 1</p> <p>Policy TRAN 2</p>	<p>DEVELOPER</p> <p>Indicative cost</p> <p>Not available</p> <p>Funding source</p> <p>Developer contributions</p>	2020-2024	Proposals Stage Partial design as part of related planning application for H-WI 2.


WINCHBURGH

Location	LDP Proposals Map Reference & Key Infrastructure Action required	Responsibility / involvement / Finance	Timescale	Current Status / Action / Comments
Auldcathie Landfill site	<p>P-89 Alternative site for golf course as restoration/ after-use for Auldcathie landfill site.</p> <p>Policy Support</p> <p>Policy INF 1</p> <p>Policy CDA 1</p> <p>Policy ENV 21</p>	<p>DEVELOPER</p> <p>Indicative cost</p> <p>Not available</p> <p>Funding source</p> <p>Developer contributions / other sources to be sought</p>	2020-2024	<p>Proposal Stage</p> <p>An application (0033/FUL/07) has previously granted for recreational uses, site investigation, strategy for restoration which has now lapsed.</p> <p>A planning application was lodged in November 2018 for the formation of a district park on the site of the former Auldcathie landfill site (1123/FUL/18) and is Auldcathie District Park currently under construction (1123/FUL/18 refers).</p>

Location	LDP Proposals Map Reference & Key Infrastructure Action required	Responsibility / involvement / Finance	Timescale	Current Status / Action / Comments
M9 at Duntarvie	P-90 Land reservation for new motorway junction on the M9. Policy Support Policy INF 1 Policy CDA 1 SDP 1 Action Programme SDP 2 Action Programme	DEVELOPER TRANSPORT SCOTLAND Indicative cost Not available Funding source Developer contributions	2020-2024	Land Reservation/commencement & completion dates agreed. Developers In active discussion with Scottish Government; scheduling of works not agreed. NB a planning application was registered by the council in September 2020 and has yet to be determined.

Location	LDP Proposals Map Reference & Key Infrastructure Action required	Responsibility / involvement / Finance	Timescale	Current Status / Action / Comments
Winchburgh CDA	P-91 Land reservation for rail station and associated park and ride. Policy Support Policy INF 1 Policy TRAN 1 Policy TRAN 2 SDP 1 Action Programme SDP 2 Action Programme	DEVELOPER NETWORK RAIL TRANSPORT SCOTLAND Indicative cost Not available Funding source Fully developer funded	2020-2024	Land Reservation / Proposal Stage Land reserved in advanced masterplan. Business case approved by Transport Scotland / Network Rail; agreement between Network Rail and Transport Scotland to deliver; timetabled into Network Rail programme Proposals – designs being advanced and new location on Dalmeny Chord being considered

Location	LDP Proposals Map Reference & Key Infrastructure Action required	Responsibility / involvement / Finance	Timescale	Current Status / Action / Comments
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Winchburgh CDA (South of Glendevon/west of Faucheldean)  P-17 and P-92 are combined on proposals Map 2	P-92 Distributor road in association with Broxburn CDA. Policy Support <div> <div>Policy INF 1</div> <div>Policy CDA 1</div> <div>Policy TRAN 1</div> <div>Policy TRAN 2</div> </div>	<div>DEVELOPER</div> Indicative cost <div>Not available</div> Funding source <div>Developer contributions / Scottish Government funding sought</div>	<div>Post 2024</div>	<div>Proposal Stage</div> <div>See P-17 for further details</div> <div>Specific consideration to be given to providing for the needs of pedestrians, cyclists and access to public transport.</div>
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Location	LDP Proposals Map Reference & Key Infrastructure Action required	Responsibility / involvement / Finance	Timescale	Current Status / Action / Comments
<div>Winchburgh CDA</div>	P-93 Land reservation for community / health service uses as part of Winchburgh CDA town centre. Policy Support <div> <div>Policy INF 1</div> <div>Policy CDA 1</div> <div>Policy HOU 7</div> <div>Policy TCR 2</div> </div>	<div>DEVELOPER</div> <div>NHS Lothian</div> <div>WLC</div> Indicative cost <div>Not available</div> Funding source <div>Developer contributions / other funding sought</div>	<div></div> <div>2020-2024</div>	<div>Land Reservation / Proposal Stage</div> <div> <p>Proposal Stage — negotiations are ongoing between NHS Lothian & WLC regarding the provision of facilities required; requirements still to be fully defined with additional medical facilities forming a key part of proposals</p> <p>The Section 75 Agreement pertaining to the Winchburgh Core Development Area extend back as far as 2004 and the agreement itself was signed in 2012. In the intervening period there have been significant changes in the organisational arrangements of the potential partners and also in the way services are delivered. Proposals for the development of other facilities, such as schools, have also changed in the intervening period to reflect changes in service delivery. The council is not in control of the investment decisions of partners but it is clear that any public sector</p> </div>

				use of the land reserved for a partnership centre is likely to be driven by NHS Lothian as the biggest user. As a result, the delivery of any partnership activities on the site will be dependent on a commitment by NHS Lothian to invest in additional or replacement health care facilities.	
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Location	LDP Proposals Map Reference & Key Infrastructure Action required	Responsibility / involvement / Finance	Timescale	Current Status / Action / Comments
Winchburgh CDA	<p>P-94 Land reservation for proposed Partnership Centre</p> <p>Policy Support</p> <p>Policy INF 1 Policy CDA 1 Policy HOU 7 Policy TCR 2</p>	<p>WLC DEVELOPER</p> <p>Indicative cost</p> <p></p> <p>Funding source</p> <p></p>	2020-2024	<p>Land Reservation / Initiation Stage</p> <p>Community facilities primarily considered as part of proposed partnership centre will where appropriate be included in new education provision facilities.</p> <p>Amalgamated with action P-93 above.</p> <p><u>See also commentary at P-93 above.</u></p>

Location	LDP Proposals Map Reference & Key Infrastructure Action required	Responsibility / involvement / Finance	Timescale	Current Status / Action / Comments
Winchburgh CDA	<p>P-95 Land safeguarded for extension to cemetery.</p>	WLC	Beyond 2024	Land Reservation / Proposal Stage

	Policy Support <div>Policy INF 1</div> <div>Policy CDA 1</div>	Indicative cost <div>Not available</div> Funding source <div>WLC</div>		<div>No further progress since publication of previous Action Programme.</div>
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Location	LDP Proposals Map Reference & Key Infrastructure Action required	Responsibility / involvement / Finance	Timescale	Current Status / Action / Comments
<div>Winchburgh CDA</div> <div>♦ See Glendevon, east & central areas on LDP Map 2</div>	<div>P-96 3 new neighbourhood centres</div> Policy Support <div>Policy INF 1</div> <div>Policy CDA 1</div> <div>Policy HOU 7</div> <div>Policy TCR 2</div>	<div>DEVELOPER</div> <div>NHS LOTHIAN</div> Indicative cost <div>Not available</div> Funding source <div>Developer contributions</div>	<div>Beyond 2024</div>	<div>Proposal Stage</div> <div>The three neighbourhood centres are indicated on the 2015 masterplan for Winchburgh village and are integral to the layout approach. So far development has focused on the central area town centre with environmental improvements and building refurbishments for the traditional high street area. In addition, a new supermarket has been delivered in the designated town centre area and the remainder of the adjacent shop units opened.</div> <div>Delivery of further neighbourhood uses for the identified west and east local centres will be delivered in association with subsequent phases of development.</div>

Location	LDP Proposals Map Reference & Key Infrastructure Action required	Responsibility / involvement / Finance	Timescale	Current Status / Action / Comments
<div>Winchburgh CDA</div>		<div>WLC</div> <div>DEVELOPER</div>	<div>2020-2024</div>	<div>Construction to commence August 2020.</div>

	P-97(a) Joint new high school (Denominational) – to be built in 2-4 phases.	Indicative cost Phase 1 £25,500,000		
	Policy Support Policy INF 1 Policy CDA 1 Education Strategy SG	Funding source Developer contributions / WLC borrowing / City Deal guarantee / forward funding		
	LDP Proposals Map Reference & Key Infrastructure Action required	Responsibility / involvement WLC DEVELOPER	Timescale 2020 - 2024	Current Status / Action / Comments Construction to commence August 2020.
	P-97(b) Joint new high school (Non-denominational) – to be built in 2-4 phases.	Indicative cost Phase 1 £25,500,000		
	Policy Support Policy INF 1 Policy CDA 1 Education Strategy SG	Funding source Developer contributions / WLC borrowing / City Deal guarantee / forward funding		

Location	LDP Proposals Map Reference & Key Infrastructure Action required	Responsibility / involvement / Finance	Timescale	Current Status / Action / Comments
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Winchburgh CDA, Glendevon Area	P-98 New primary school (built in 2-3 phases).	DEVELOPER	Beyond 2024	Land Reservation
	Policy Support	Indicative cost		Phased with build out of CDA housing areas
	Policy INF 1	Not available		Relates to new non-denominational primary school that has not yet been programmed in detail.
	Policy CDA 1	Funding source		
	Education Strategy (SG)	Fully developer funded		

Location	LDP Proposals Map Reference & Key Infrastructure Action required	Responsibility / involvement / Finance	Timescale	Current Status / Action / Comments
Holy Family Primary School, Glendevon Park, Winchburgh CDA	P-100 School extension (2-3 phases)	WLC DEVELOPER	2020-2024	Proposal Stage
	Policy Support	Indicative cost		Phase 1 (to 231 capacity) Phase 2 (to 360 capacity) Phase 3 (to 462 capacity)
	Policy INF 1	£10,500,000		Phase 1 projected start in 2020
	Policy CDA 1	Funding source		School relocation and extension on new site to be confirmed in due course. Consultation commenced. <u>Holy Family school at Block L and any future extensions to the new Holy Family school.</u>
	Education Strategy (SG)	WLC and Developer contributions		

Location	LDP Proposals Map Reference &		Timescale	Current Status / Action / Comments
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<div>Winchburgh CDA</div> <div>Areas shown within orange dashed lines on Proposals Map</div> <div>#</div>	<div>Key Infrastructure Action required</div> <div><div></div><div>Other proposals linked to Winchburgh CDA see LPD Appendix 2 - <i>Housing Land Site Delivery Requirements</i></div></div> <div>Policy Support</div> <div><div>Policy INF 1</div><div>Policy CDA 1</div><div>Policy ENV 34</div></div>	<div>Responsibility / involvement / Finance</div> <div><div>Developer</div></div> <div>Indicative cost</div> <div><div>Various – Not available</div></div> <div>Funding source</div> <div><div>Developer contributions</div></div>	<div>2014 - 2024</div>	<div>Refer to Appendix 2 of LDP - <i>Requirements for infrastructure, local facilities and amenities for housing proposals in Core Development Areas.</i></div>
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■ Schedule 2 – Key Infrastructure Actions allied with Housing Land Allocations

This section of the Action Programme contains actions for each LDP housing allocation and indicates three delivery periods; 2014 - 2019, 2020 - 2024 and 2025 - 2029. It is however the case that the council anticipates that any site identified in the Action Programme can assist to maintain the effective 5 year supply of housing land.

In addition to the specific site requirements listed in this Schedule it should be noted that:

For all housing sites in West Lothian there is a requirement for developers to make financial contributions towards:

- the cost of providing a new **Denominational Secondary school** in accordance with approved SG.
- the cost of **cemetery provision** in accordance with approved SG;
- the provision of **public art** in accordance with approved SG (with the exception of those sites that comprise less than 10 units)
- the provision of **open space** in accordance with approved Residential Development Guide SG (with the exception of those sites comprising less than 10 dwellings, or where there is an identified surplus of active open space deemed by the council to satisfy the requirements of a new development, or in the previously identified CDAs where other specific provisions apply).
- the cost of **school infrastructure and/or increasing capacity** (except where properties have less than three habitable rooms).
Developers are also required to fund school commissioning costs in situations where a new school or an extension to a school is required.

For all housing sites in West Lothian **in the previously designated Core Development Areas** (identified with an asterisk) there are additional requirements for developers to contribute to the payment and delivery of necessary infrastructure:

- sustainable transport initiatives, including:
 - funds to subsidise new bus services;
 - funds for school transport costs in circumstances where children will have to be bussed to school pending the construction of a new school or the extension of an existing school;
 - provision of bus shelters;
 - contributions to funds to assist with the implementation of proposals arising from public transport; and

- road corridor studies.

- provision of electricity, gas, digital ducting and other utilities, i.e. serviced land;
- upgrading of existing road junctions/improvements to existing road network/ road signage;
- traffic management initiatives including provision of traffic calming, e.g. pelican crossings;
- closure or redetermination of existing roads where appropriate;
- water and drainage provision (including sustainable urban drainage systems) and
- local facilities and amenities, including
 - land for community facilities, e.g. Partnership Centre and libraries;
 - funds for town centre improvements in adjacent/host communities (i.e. Armadale, Winchburgh, Broxburn, West Calder, Polbeth, East Calder);
 - serviced employment land;
 - woodland planting to implement Green Network objectives;
 - management of existing trees and woodlands;
 - open space provision and indoor and outdoor sports facilities in accordance with approved strategies of the council;
 - provision of public art and commuted sums for future maintenance; and
 - recycling facilities.

In many instances these contributions and requirements are regulated by bespoke Section 75 legal agreements which, together with the conditions of the relevant planning permission, provide a comprehensive and definitive source of guidance.

ADDIEWELL & LOGANLEA								
LDP Ref	Site	Planning Status		Responsibility	Delivery Period			Update/Comments 2020
					2014 - 2019	2020 - 2024	2025 - 2029	
H-AD 1	Muirhousedykes Mains	Full planning permission granted 11/01/11 (0829/FUL/10)		WLC		X	X	Development has commenced. 1 of 5 houses have been completed.
H-AD 2	Meadowhead Avenue (North)	No permission	Developer contributions required towards the enhancement of local park provision at Loganlea Park.	Developer		X	X	No consent / No site start SG Planning and Education drafted.
			Implementation of enhancement works to local park.	WLC		X	X	
			Limited capacity at East Calder waste water treatment works and early discussion with Scottish Water required.	Developer/ Scottish Water		X		
			Preparation of SG on Education.	WLC	X			
H-AD 3	Loganlea Road	No permission	Limited capacity at East Calder waste water treatment works and early discussion with Scottish Water required.	Developer/ Scottish Water		X		No consent / No site start SG Planning and Education drafted.
			Preparation of SG on Education.	WLC	X			

H-AD 4	Loganlea Crescent/Place	No permission	Limited capacity at East Calder waste water treatment works and early discussion with Scottish Water required.	Developer/ Scottish water		X		No consent / No site start SG Planning and Education drafted.
			Unadopted section of Loganlea Place requires to be upgraded.	Developer		X		
			Preparation of SG on Education.	WLC	X			

ARMADALE								
LDP Ref	Site	Planning Status	Infrastructure Requirements	Responsibility	Delivery Period			Update/Comments 2020
					2014 - 2019	2020 - 2024	2025 - 2029	
H-AM 1	Muirfield, North Street	No permission	Developer contributions required towards the extension of the non-denominational secondary school (Armadale Academy) in accordance with SG.	Developer	X	X	X	Armadale Primary School undercroft extension completed August 2013
			Developer contributions required towards the extension of the non-denominational Eastertoun primary school, Armadale in accordance with SG.	Developer	X	X	X	Southdale School extension Phase 1A completed August 2016
			Developer contributions required towards the	Developer		X	X	Southdale School extension Phase 1B completed August 2018 St Anthony's primary school extension completed August 2016

			extension of the non-denominational Southdale primary school, Armadale in accordance with SG.					Extension at Armadale Academy completed August 2009
			Developer contributions required towards the extension of the denominational St Anthony's primary school, Armadale in accordance with SG.	Developer		X	X	No consent / No site start
			Delivery of the extension of the non-denominational Eastertoun primary school, Armadale.	Developer/ WLC		X	X	SG Developer Contributions Towards Transport Infrastructure drafted.
			Preparation of SG on Education.	WLC	X			SG Developer Obligations Towards General Infrastructure drafted.
			Preparation of SG on Transportation Infrastructure.		X			SG Planning and Education drafted.
H-AM 3	Nelson Park/Mallace Avenue	Planning permission granted 03/07/2015 (824/FUL/15)	Preparation of SG on Transportation Infrastructure.	WLC	X			Extension at Armadale Academy completed August 2009
		Planning guidelines have been prepared for the development of this site.	Developer contributions required towards the extension of the non-denominational secondary school (Armadale Academy) in accordance with SG.	Developer	X			Southdale School extension Phase 1A completed August 2016
			Developer contributions required towards the extension of the non-	Developer	X	X	X	Southdale School extension Phase 1B completed August 2018
								St Anthony's primary school extension completed August 2016

			denominational Eastertoun primary school, Armadale in accordance with SG. Developer contributions required towards the extension of the non-denominational Southdale primary school, Armadale in accordance with SG.	Developer	X	X	X	Planning permission granted in 2015 but no site start
			Developer contributions required towards the extension of the denominational St Anthony's primary school, Armadale in accordance with SG.	Developer	X	X	X	SG Developer Contributions Towards Transport Infrastructure drafted.
			Delivery of the extension of the non-denominational Eastertoun primary school, Armadale.	Developer/ WLC		X	X	SG Developer Obligations Towards General Infrastructure drafted.
			Preparation of SG on Education.	WLC	X			SG Planning and Education drafted.
H-AM 4	High Academy Street (former nursery)	Planning permission granted 01/07/2013 (0403/08)	Developer contributions required towards the extension of the non-denominational secondary school (Armadale Academy) in accordance with SG.	Developer	X	X	X	Extension at Armadale Academy completed August 2009
			Developer contributions required towards the extension of the non-denominational Eastertoun primary	Developer	X	X	X	Southdale School extension Phase 1A completed August 2016
								Southdale School extension Phase 1B completed August 2018

			<p>school, Armadale in accordance with SG.</p> <p>Developer contributions required towards the extension of the non-denominational Southdale primary school, Armadale in accordance with SG.</p> <p>Developer contributions required towards the extension of the denominational St Anthony's primary school, Armadale in accordance with SG.</p> <p>Delivery of the extension of the non-denominational Eastertoun primary school, Armadale.</p> <p>Preparation of SG on Education.</p>	<p>Developer</p> <p>Developer</p> <p>Developer/ WLC</p> <p>WLC</p>	<p>X</p> <p>X</p> <p>X</p>	<p>X</p> <p>X</p> <p>X</p>	<p>X</p> <p>X</p> <p>X</p>	<p>St Anthony's primary school extension completed August 2016</p> <p>Expired consent / No site start</p> <p>SG Developer Contributions Towards Transport Infrastructure drafted.</p> <p>SG Developer Obligations Towards General Infrastructure drafted.</p> <p>SG Planning and Education drafted.</p>
H-AM 5*	Colinshiel (Site A)	No permission	<p>Provision of a new link road to the A89 to facilitate access to sites H-AM 5 and H-AM 6.</p> <p>Developer contributions required towards dualling the A801 between Boghead Roundabout and M8 Junction 4 in accordance with SG.</p> <p>Delivery of dualling the A801 between Boghead</p>	<p>Developer</p> <p>Developer</p> <p>WLC</p>	<p>X</p> <p>X</p>	<p>X</p> <p>X</p> <p>X</p>	<p>X</p> <p>X</p>	<p>No consent / No site start</p> <p>SG Developer Contributions Towards Transport Infrastructure drafted.</p> <p>SG Developer Obligations Towards General Infrastructure drafted.</p>

			Roundabout and M8 Junction 4.					SG Planning and Education drafted.
			Developer contributions required towards a new distributor road network serving the southern expansion of the town linking Lower Bathville, A801 and B8084.	Developer	X	X	X	
			Delivery of a new distributor road network serving the southern expansion of the town linking Lower Bathville, A801 and B8084.	Developer/ WLC		X	X	
			Provision of a network of pedestrian and cycleway links including new cycleway connections to National Cycle Route 75 and links to the paths in the surrounding countryside.	Developer /WLC		X	X	
			Developer contributions required towards the extension of the non-denominational secondary school (Armada Academy) in accordance with SG.	Developer	X	X	X	
			Developer contributions required towards the extension of the non-denominational Eastertoun primary school, Armadale in accordance with SG.	Developer	X	X	X	

			Developer contributions required towards the extension of the non-denominational Southdale primary school, Armadale in accordance with SG.	Developer	X	X	X	Armadale Primary School undercroft extension completed August 2013
			Developer contributions required towards the extension of the denominational St Anthony's primary school, Armadale in accordance with SG.	Developer	X	X	X	Southdale School extension Phase 1A completed August 2016
			Delivery of the extension of the non-denominational Eastertoun primary school, Armadale.	Developer/ WLC		X		Southdale School extension Phase 1B completed August 2018
			Preparation of SG on Education.	WLC	X			St Anthony's primary school extension completed August 2016
			Preparation of SG on Transportation Infrastructure.	WLC	X			Extension at Armadale Academy completed August 2009
			Enhancement of open space at Black Moss between Avondale Drive and Upper Bathville and the formation of community woodland on western edge of Armadale.	Developer		X	X	
			Woodland planting adjacent to A801, to north and east of mixed-use allocation at Colinshiel and on the	Developer		X	X	

			<p>west edge of the allocations at Standhill.</p> <p>Extension of Armadale Round Town Walk (re-named Davie Kerr Heritage Trail) into both the Colinshiel and Standhill areas.</p> <p>A management plan shall be prepared for Colinshiel Wood.</p>	<p>Developer</p> <p>Developer</p>		X		
H-AM 6*	Colinshiel (Site B)	No permission	<p>Provision of a new link road to the A89 to facilitate access to sites H-AM 5 and H-AM 6.</p> <p>Developer contributions required towards dualling the A801 between Boghead Roundabout and M8 Junction 4 in accordance with SG.</p> <p>Delivery of dualling the A801 between Boghead Roundabout and M8 Junction 4.</p> <p>Developer contributions required towards a new distributor road network serving the southern expansion of the town linking Lower Bathville, A801 and B8084.</p> <p>Delivery of a new distributor road network serving the southern expansion of the town</p>	<p>Developer</p> <p>Developer</p> <p>WLC</p> <p>Developer</p> <p>Developer/ WLC</p>	<p></p> <p>X</p> <p></p> <p>X</p> <p></p>	<p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p>	<p></p> <p>X</p> <p></p> <p>X</p> <p>X</p>	<p>No consent / No site start</p> <p>SG Developer Contributions Towards Transport Infrastructure drafted.</p> <p>SG Developer Obligations Towards General Infrastructure drafted.</p> <p>SG Planning and Education drafted.</p>

			linking Lower Bathville, A801 and B8084.					
			Provision of a network of pedestrian and cycleway links including new cycleway connections to National Cycle Route 75 and links to the paths in the surrounding countryside.	Developer /WLC		X	X	
			Developer contributions required towards the extension of the non-denominational secondary school (Armada Academy) in accordance with SG.	Developer	X	X	X	
			Developer contributions required towards the extension of the non-denominational Eastertoun primary school, Armadale in accordance with SG.	Developer	X	X	X	
			Developer contributions required towards the extension of the non-denominational Southdale primary school, Armadale in accordance with SG.	Developer	X	X	X	
			Developer contributions required towards the extension of the denominational St Anthony's primary school, Armadale in accordance with SG.	Developer	X	X	X	

			Delivery of the extension of the non-denominational Eastertoun primary school, Armadale.	Developer/ WLC		X		
			Preparation of SG on Education.	WLC	X			
			Preparation of SG on Transportation Infrastructure.	WLC	X			
			Enhancement of open space at Black Moss between Avondale Drive and Upper Bathville and the formation of community woodland on western edge of Armadale.	Developer		X	X	
			Woodland planting adjacent to A801, to north and east of mixed-use allocation at Colinshiel and on the west edge of the allocations at Standhill.	Developer		X	X	
			Extension of Armadale Round Town Walk (re-named Davie Kerr Heritage Trail) into both the Colinshiel and Standhill areas.	Developer				
			A management plan shall be prepared for Colinshiel Wood.	Developer		X		

H-AM 7*	Tarrareoch (Southdale Meadows)	Planning permission granted 23/06/14 (0073/MS/14)						Development completed
H-AM 8*	Tarrareoch Remainder	Planning permission in principle granted 22/11/10 (1044/P/08)	<p>Developer contributions required towards dualling the A801 between Boghead Roundabout and M8 Junction 4 in accordance with SG.</p> <p>Delivery of dualling the A801 between Boghead Roundabout and M8 Junction 4.</p> <p>Developer contributions required towards a new distributor road network serving the southern expansion of the town linking Lower Bathville, A801 and B8084.</p> <p>Delivery of a new distributor road network serving the southern expansion of the town linking Lower Bathville, A801 and B8084.</p> <p>Provision of a network of pedestrian and cycleway links including new cycleway connections to National Cycle Route 75 and links to the paths in the surrounding countryside.</p>	<p>Developer</p> <p>WLC</p> <p>Developer</p> <p>Developer/ WLC</p> <p>Developer /WLC</p>	<p>X</p> <p></p> <p>X</p> <p></p> <p>X</p>	<p>X</p> <p></p> <p>X</p> <p></p> <p>X</p>	<p>X</p> <p></p> <p>X</p> <p></p> <p>X</p>	<p>Site has consent and completions have been programmed to deliver from 2022/23</p> <p>Developers identified as Cruden Homes and Bellway Homes.</p> <p>SG Developer Contributions Towards Transport Infrastructure drafted.</p> <p>SG Developer Obligations Towards General Infrastructure drafted.</p> <p>SG Planning and Education drafted.</p>

			Developer contributions required towards the extension of the non-denominational secondary school (Armada Academy) in accordance with SG.	Developer	X	X	X	
			Developer contributions required towards the extension of the non-denominational Eastertoun primary school, Armadale in accordance with SG.	Developer	X	X	X	
			Developer contributions required towards the extension of the non-denominational Southdale primary school, Armadale in accordance with SG.	Developer	X	X	X	
			Developer contributions required towards the extension of the denominational St Anthony's primary school, Armadale in accordance with SG.	Developer	X	X	X	
			Delivery of the extension of the non-denominational Eastertoun primary school, Armadale.	Developer/ WLC		X		Armada Primary School undercroft extension completed August 2013
			Preparation of SG on Education.	WLC	X			Southdale School extension Phase 1A completed August 2016
				WLC	X			Southdale School extension Phase 1B completed August 2018

			Preparation of SG on Transportation Infrastructure.					St Anthony's primary school extension completed August 2016
			Enhancement of open space at Black Moss between Avondale Drive and Upper Bathville and the formation of community woodland on western edge of Armadale.	Developer		X	X	Extension at Armadale Academy completed August 2009
			Woodland planting adjacent to A801, to north and east of mixed-use allocation at Colinshiel and on the west edge of the allocations at Standhill.	Developer		X	X	
			Extension of Armadale Round Town Walk (re-named Davie Kerr Heritage Trail) into both the Colinshiel and Standhill areas.	Developer				
			A management plan shall be prepared for Colinshiel Wood.	Developer		X		
			Land to be transferred to the council and payment of endowment to facilitate a park and ride facility south of Armadale railway station in accordance with legal agreement.	Developer		X	X	
			Delivery of park and ride facility south of Armadale railway station.	WLC		X	X	

H-AM 9*	Netherhouse, Phase1, R1A (East Ferrier Path)	Planning permission granted) 15/03/2011 (0814/FULL/11)						Development completed
H-AM 10*	Netherhouse, Phase1, R1B West (Hanlin Park)	Planning permission granted) 15/03/2011 (0814/FULL/11)						Development completed
H-AM 11*	Netherhouse (Ferrier Way)	Planning permission granted 23/06/14 (0186/MS/14)						Development completed
H-AM 12*	Standhill (North)	No permission	<p>New roundabout on A89 required to access site</p> <p>Developer contributions required towards dualling the A801 between Boghead Roundabout and M8 Junction 4 in accordance with SG.</p> <p>Delivery of dualling the A801 between Boghead Roundabout and M8 Junction 4.</p>	<p>Developer</p> <p>Developer</p> <p>WLC</p>	<p>X</p> <p>X</p>	<p>X</p> <p>X</p>	<p>X</p>	<p>Site has consent and completions have been programmed to deliver from 2022/23</p> <p>Developer identified as Avant Homes Ltd</p> <p>SG Developer Contributions Towards Transport Infrastructure drafted.</p>

			Developer contributions required towards a new distributor road network serving the southern expansion of the town linking Lower Bathville, A801 and B8084.	Developer	X	X	X	SG Developer Obligations Towards General Infrastructure drafted. SG Planning and Education drafted.
			Delivery of a new distributor road network serving the southern expansion of the town linking Lower Bathville, A801 and B8084.	Developer/ WLC		X	X	
			Provision of a network of pedestrian and cycleway links including new cycleway connections to National Cycle Route 75 and links to the paths in the surrounding countryside.	Developer /WLC	X	X	X	
			Developer contributions required towards the extension of the non-denominational secondary school (Armada Academy) in accordance with SG.	Developer	X	X	X	
			Developer contributions required towards the extension of the non-denominational Eastertoun primary school, Armadale in accordance with SG.	Developer	X	X	X	
			Developer contributions required towards the	Developer	X	X	X	

			extension of the non-denominational Southdale primary school, Armadale in accordance with SG.					Armadale Primary School undercroft extension completed August 2013
			Developer contributions required towards the extension of the denominational St Anthony's primary school, Armadale in accordance with SG.	Developer	X	X	X	Southdale School extension Phase 1A completed August 2016
			Delivery of the extension of the non-denominational Eastertoun primary school, Armadale.	Developer/ WLC		X		Southdale School extension Phase 1B completed August 2018
			Preparation of SG on Education.	WLC	X			St Anthony's primary school extension completed August 2016
			Preparation of SG on Transportation Infrastructure.	WLC	X			Extension at Armadale Academy completed August 2009
			Enhancement of open space at Black Moss between Avondale Drive and Upper Bathville and the formation of community woodland on western edge of Armadale.	Developer		X	X	
			Woodland planting adjacent to A801, to north and east of mixed-use allocation at Colinshiel and on the west edge of the allocations at Standhill.	Developer		X	X	

			<p>Extension of Armadale Round Town Walk (re-named Davie Kerr Heritage Trail) into both the Colinshiel and Standhill areas.</p> <p>A management plan shall be prepared for Colinshiel Wood.</p> <p>Land to be transferred to the council and payment of endowment to facilitate a park and ride facility south of Armadale railway station in accordance with legal agreement.</p> <p>Delivery of park and ride facility south of Armadale railway station.</p>	Developer				
				Developer		X		
				Developer		X	X	
				WLC		X	X	
H-AM 13*	Standhill (South)	Planning permission granted 23/11/17 (0047/FUL/16)						Development completed
H-AM 14*	Trees Farm	Planning permission in principle granted 22/11/10 (1044/P/08)	Developer contributions required towards dualling the A801 between Boghead Roundabout and M8 Junction 4 in accordance with SG.	Developer	X	X	X	<p>SG Developer Contributions Towards Transport Infrastructure drafted.</p> <p>SG Developer Obligations Towards General Infrastructure drafted.</p>

			Delivery of dualling the A801 between Boghead Roundabout and M8 Junction 4.	WLC		X		SG Planning and Education drafted.
			Developer contributions required towards a new distributor road network serving the southern expansion of the town linking Lower Bathville, A801 and B8084.	Developer	X	X	X	Armadale Primary School undercroft extension completed August 2013
			Delivery of a new distributor road network serving the southern expansion of the town linking Lower Bathville, A801 and B8084.	Developer/ WLC		X	X	Southdale School extension Phase 1A completed August 2016
			Provision of a network of pedestrian and cycleway links including new cycleway connections to National Cycle Route 75 and links to the paths in the surrounding countryside.	Developer /WLC	X	X	X	Southdale School extension Phase 1B completed August 2018
			Developer contributions required towards the extension of the non-denominational Eastertoun primary school, Armadale in accordance with SG.	Developer	X	X	X	St Anthony's primary school extension completed August 2016
			Developer contributions required towards the extension of the non-denominational	Developer	X	X	X	Site has consent but no site start / Completions have been programmed to deliver from 22/23

			Southdale primary school, Armadale in accordance with SG.					
			Developer contributions required towards the extension of the denominational St Anthony's primary school, Armadale in accordance with SG.	Developer	X	X	X	
			Delivery of the extension of the non-denominational Eastertoun primary school, Armadale.	Developer/ WLC		X		
			Preparation of SG on Education.	WLC	X			
			Preparation of SG on Transportation Infrastructure.	WLC	X			
			Enhancement of open space at Black Moss between Avondale Drive and Upper Bathville and the formation of community woodland on western edge of Armadale.	Developer		X	X	
			Woodland planting adjacent to A801, to north and east of mixed-use allocation at Colinshiel and on the west edge of the allocations at Standhill.	Developer		X	X	

			<p>Extension of Armadale Round Town Walk (re-named Davie Kerr Heritage Trail) into both the Colinshiel and Standhill areas.</p> <p>A management plan shall be prepared for Colinshiel Wood.</p> <p>Land to be transferred to the council and payment of endowment to facilitate a park and ride facility south of Armadale railway station in accordance with legal agreement. Delivery of park and ride facility south of Armadale railway station.</p>	Developer				
				Developer		X		
				Developer		X	X	
				WLC		X	X	
H-AM 15*	Lower Bathville	<p>Planning permission in principle granted</p> <p>15/01/2013 (0191/P/09)</p>	<p>Developer contributions required towards dualling the A801 between Boghead Roundabout and M8 Junction 4 in accordance with SG.</p> <p>Delivery of dualling the A801 between Boghead Roundabout and M8 Junction 4.</p> <p>Developer contributions required towards a new distributor road network serving the southern expansion of the town linking Lower Bathville, A801 and B8084.</p>	Developer	X	X	X	Expired consent from 2013 / No site start
				WLC		X		
				Developer	X	X	X	

		Delivery of a new distributor road network serving the southern expansion of the town linking Lower Bathville, A801 and B8084.	Developer/ WLC		X	X	
		Provision of a network of pedestrian and cycleway links including new cycleway connections to National Cycle Route 75 and links to the paths in the surrounding countryside.	Developer /WLC	X	X	X	
		Developer contributions required towards the extension of the non-denominational secondary school (Armada Academy) in accordance with SG.	Developer	X	X	X	
		Developer contributions required towards the extension of the non-denominational Eastertoun primary school, Armadale in accordance with SG.	Developer	X	X	X	Armada Primary School undercroft extension completed August 2013
		Developer contributions required towards the extension of the non-denominational Southdale primary school, Armadale in accordance with SG.	Developer	X	X	X	Southdale School extension Phase 1A completed August 2016
		Developer contributions required towards the extension of the non-denominational Southdale primary school, Armadale in accordance with SG.	Developer	X	X	X	Southdale School extension Phase 1B completed August 2018
		Developer contributions required towards the extension of the	Developer	X	X	X	St Anthony's primary school extension completed August 2016
							Extension at Armada Academy completed August 2009

			denominational St Anthony's primary school, Armadale in accordance with SG.					SG Developer Contributions Towards Transport Infrastructure drafted.
			Delivery of the extension of the non-denominational Eastertoun primary school, Armadale.	Developer/ WLC		X		SG Developer Obligations Towards General Infrastructure drafted.
			Preparation of SG on Education.	WLC	X			SG Planning and Education drafted.
			Preparation of SG on Transportation Infrastructure.	WLC	X			
			Enhancement of open space at Black Moss between Avondale Drive and Upper Bathville and the formation of community woodland on western edge of Armadale.	Developer		X	X	
			Woodland planting adjacent to A801, to north and east of mixed-use allocation at Colinshiel and on the west edge of the allocations at Standhill.	Developer		X	X	
			Extension of Armadale Round Town Walk (re-named Davie Kerr Heritage Trail) into both the Colinshiel and Standhill areas.	Developer				

			<p>A management plan shall be prepared for Colinshiel Wood.</p> <p>Land to be transferred to the council and payment of endowment to facilitate a park and ride facility south of Armadale railway station in accordance with legal agreement.</p> <p>Delivery of park and ride facility south of Armadale railway station.</p>	Developer		X		
				Developer		X	X	
				WLC		X	X	
H-AM 16	Mayfield Drive	Planning permission granted 18-08-15 (0444/FUL/15)						Development completed
H-AM 17	Drove Road	No permission	<p>Developer contributions required towards the extension of the non-denominational Eastertoun primary school, Armadale in accordance with SG.</p> <p>Developer contributions required towards the extension of the non-denominational Southdale primary school, Armadale in accordance with SG.</p>	Developer	X	X	X	<p>Armadale Primary School undercroft extension completed August 2013</p> <p>Southdale School extension Phase 1A completed August 2016</p> <p>Southdale School extension Phase 1B completed August 2018</p> <p>St Anthony's primary school extension completed August 2016</p>
				Developer	X	X	X	

			<p>Developer contributions required towards the extension of the denominational St Anthony's primary school, Armadale in accordance with SG.</p> <p>Delivery of the extension of the non-denominational Eastertoun primary school, Armadale.</p> <p>Preparation of SG on Education.</p>	<p>Developer</p> <p>WLC</p>		X		<p>Extension at Armadale Academy completed August 2009</p> <p>This site is owned by WLC and is held on the Housing Revenue Account with the potential for being developed for a future phase of council house building.</p> <p>No consent / No site start.</p> <p>SG Developer Contributions Towards Transport Infrastructure drafted.</p> <p>SG Developer Obligations Towards General Infrastructure drafted.</p> <p>SG Planning and Education drafted.</p>
H-AM 18	Stonerigg Farm	Planning permission in principle granted 03/08/15 (0542/P/12)	<p>Developer contributions required towards the extension of the non-denominational Eastertoun primary school, Armadale in accordance with SG.</p> <p>Developer contributions required towards the extension of the non-denominational Southdale primary school, Armadale in accordance with SG.</p>	<p>Developer</p> <p>Developer</p>	X	X	X	<p>No start on site.</p> <p>Armadale Primary School undercroft extension completed August 2013</p> <p>Southdale School extension Phase 1A completed August 2016</p> <p>Southdale School extension Phase 1B completed August 2018</p>

			<p>Developer contributions required towards the extension of the denominational St Anthony's primary school, Armadale in accordance with SG.</p> <p>Delivery of the extension of the non-denominational Eastertoun primary school, Armadale.</p> <p>Preparation of SG on Education.</p>	<p>Developer</p> <p>Developer/ WLC</p> <p>WLC</p>	<p>X</p> <p>X</p>	<p>X</p> <p>X</p>	<p>X</p>	<p>St Anthony's primary school extension completed August 2016</p> <p>Extension at Armadale Academy completed August 2009</p> <p>Site has consent from 2015 / No site start.</p> <p>SG Developer Contributions Towards Transport Infrastructure drafted.</p> <p>SG Developer Obligations Towards General Infrastructure drafted.</p> <p>SG Planning and Education drafted.</p>
H-AM 19*	Tarrareoch Farm	Planning permission in principle granted 15/01/2013 (0191/P/09)	<p>Developer contributions required towards dualling the A801 between Boghead Roundabout and M8 Junction 4 in accordance with SG.</p> <p>Delivery of dualling the A801 between Boghead Roundabout and M8 Junction 4.</p> <p>Developer contributions required towards a new distributor road network serving the southern expansion of the town linking Lower Bathville, A801 and B8084.</p>	<p>Developer</p> <p>WLC</p> <p>Developer</p>	<p>X</p> <p>X</p>	<p>X</p> <p>X</p>	<p>X</p> <p>X</p>	<p>Site has consent from 2010 / No site start / Programmed to deliver from 2025.</p> <p>SG Developer Contributions Towards Transport Infrastructure drafted.</p> <p>SG Developer Obligations Towards General Infrastructure drafted.</p> <p>SG Planning and Education drafted.</p>

			Delivery of a new distributor road network serving the southern expansion of the town linking Lower Bathville, A801 and B8084.	Developer/ WLC		X	X	
			Provision of a network of pedestrian and cycleway links including new cycleway connections to National Cycle Route 75 and links to the paths in the surrounding countryside.	Developer /WLC	X	X	X	
			Developer contributions required towards the extension of the non-denominational secondary school (Armada Academy) in accordance with SG.	Developer	X	X	X	
			Developer contributions required towards the extension of the non-denominational Eastertoun primary school, Armadale in accordance with SG.	Developer	X	X	X	
			Developer contributions required towards the extension of the non-denominational Southdale primary school, Armadale in accordance with SG.	Developer	X	X	X	Armada Primary School undercroft extension completed August 2013
			Developer contributions required towards the	Developer	X	X	X	Southdale School extension Phase 1A completed August 2016

			extension of the denominational St Anthony's primary school, Armadale in accordance with SG.					Southdale School extension Phase 1B completed August 2018
			Delivery of the extension of the non-denominational Eastertoun primary school, Armadale.	Developer/ WLC		X		St Anthony's primary school extension completed August 2016
			Preparation of SG on Education.	WLC	X			Extension at Armadale Academy completed August 2009
			Preparation of SG on Transportation Infrastructure.	WLC	X			SG Developer Contributions Towards Transport Infrastructure drafted.
			Enhancement of open space at Black Moss between Avondale Drive and Upper Bathville and the formation of community woodland on western edge of Armadale.	Developer		X	X	SG Developer Obligations Towards General Infrastructure drafted.
			Woodland planting adjacent to A801, to north and east of mixed use allocation at Colinshiel and on the west edge of the allocations at Standhill.	Developer		X	X	SG Planning and Education drafted.
			Extension of Armadale Round Town Walk (re-named Davie Kerr Heritage Trail) into both the Colinshiel and Standhill areas.	Developer				

			A management plan shall be prepared for Colinshiel Wood.	Developer		X		
			Land to be transferred to the council and payment of endowment to facilitate a park and ride facility south of Armadale railway station in accordance with legal agreement.	Developer		X	X	
			Delivery of park and ride facility south of Armadale railway station.	WLC		X	X	

BATHGATE

LDP Ref	Site	Planning Status	Infrastructure Requirements	Responsibility	Delivery Period			Update/Comments
					2014 - 2019	2020 - 2024	2025 - 2029	
H- BA 1	Balmuir Road (Former Woodthorpe Garden Centre)	Planning permission granted 06/01/2010 (0128/ARM/08) Expired permission	Developer contributions required towards the extension of the non-denominational secondary school (Armadale Academy) in accordance with SG. Preparation of SG on Education. Developer contributions required towards the cost of non-denominational primary school infrastructure.	Developer WLC	X X	X	X	Extension at Armadale Academy completed August 2009 Extension at Simpson primary school completed Extension at Boghall primary school completed Extension at Balbardie primary school completed Extension at Windyknowe primary school completed

								<p>Development is underway with 4 of 11 houses completed</p> <p>SG Developer Contributions Towards Transport Infrastructure drafted.</p> <p>SG Developer Obligations Towards General Infrastructure drafted.</p> <p>SG Planning and Education drafted.</p>
H- BA 2	Wester Inch (land to east of Meikle Lane)	Planning permission granted 10/03/15 (0803/MSC/14)						Development Completed
H-BA 3	Standhill (Site A Inchcross Grange)	Planning permission granted 20/11/12 (0841/MSC/11)						Development completed
H-BA 4	Standhill (Site B) Inchcross Grange)	Planning permission granted 03/05/16 (0824/MSC/14)						Development completed
H- BA 5	Napier Avenue	Planning permission granted 28/08/13 (0614/FUL/08)	<p>Developer contributions required towards the enhancement of the local park.</p> <p>Implementation of enhancement works to local park.</p>	<p>Developer</p> <p>WLC</p>	X	X	X	<p>Extension at Simpson primary school completed</p> <p>Extension at Boghall primary school completed</p> <p>Extension at Balbardie primary school completed</p>

			Developer contributions required towards the extension of the non-denominational secondary school (Bathgate Academy) in accordance with SG.	Developer	X	X	X	Extension at Windyknowe primary school completed Expired consent from 2013 / No site start.
			Delivery of extension to Bathgate Academy.	Developer/ WLC	X			SG Developer Contributions Towards Transport Infrastructure drafted.
			Preparation of SG on Education.	WLC	X			SG Developer Obligations Towards General Infrastructure drafted.
			Developer contributions required towards the cost of non-denominational primary school infrastructure.	Developer		X	X	SG Planning and Education drafted.
H- BA 6	Eastoun Road/Balmuir Road (Sibcas site)	Planning permission granted 02/12/05 (1335/04) Planning permission has been validated by minimal engineering works having been implemented.	Developer contributions required towards the enhancement of the local park. Implementation of enhancement works to local park. Preparation of SG on Education.	Developer WLC Developer	X X	X X	X X	Site has consent from 2015 but is not currently being developed and there is no known programme SG Developer Contributions Towards Transport Infrastructure drafted. SG Developer Obligations Towards General Infrastructure drafted. SG Planning and Education drafted.
H- BA 7	Little Boghead Remainder	No permission	Developer contributions required towards the	Developer	X	X	X	Extension at Armadale Academy completed August 2009

			enhancement of existing park/play facilities. Implementation of enhancement works to local park/play facilities. Developer contributions required towards the extension of the non-denominational secondary school (Armadale Academy) in accordance with SG. Preparation of SG on Education. Developer contributions required towards the cost of non-denominational primary school infrastructure.	WLC Developer WLC Developer	 X X	 X X	 X X	Extension at Simpson primary school completed Extension at Boghall primary school completed Extension at Balbardie primary school completed Extension at Windyknowe primary school completed SG Developer Contributions Towards Transport Infrastructure drafted. SG Developer Obligations Towards General Infrastructure drafted SG Planning and Education drafted. No consent / No site start
H-BA 8	Wester Inch, Area S	Planning permission granted 12/03/14 (0813/MS/13)						Development completed
H-BA 9	Wester Inch, Area X,Y,Z, & AA (Wester Grove and The Lays)	Planning permission granted 22/01/08 (0102/ARM/07)						Development completed

H-BA 10	Wester Inch, Areas U & V (Queen's Gait and Reiver Grange)	Planning permission granted 04/12/13 (0608/MS/12)						Development completed
H-BA 11	Wester Inch, Phase 3	Planning permission granted 15/05/15 (0151/MS/15)						Development completed
H- BA 12	Main Street	Planning permission granted (0217/02) Expired permission	Developer contributions required towards the extension of the non-denominational secondary school (Bathgate Academy) in accordance with SG. Delivery of extension to Bathgate Academy. Preparation of SG on Education.	Developer Developer/ WLC WLC	X X X	X	X	SG Planning and Education drafted.
H- BA 13	Jarvey Street	Planning permission granted 23/08/16 (0645/FUL/15))	Developer contributions required towards the enhancement of existing Balbardie Park of Peace and improve access. Implementation of enhancement works to local park facilities. Developer contributions required towards the extension of the non-denominational	Developer WLC Developer	X X	 X X	 X X	On site. Site has consent and is programmed to complete in 2020 Developer identified as Dunedin Canmore SG Planning and Education drafted.

			secondary school (Bathgate Academy) in accordance with SG.					
			Delivery of extension to Bathgate Academy.	Developer/ WLC	X			
			Developer contributions required towards the cost of non-denominational primary school infrastructure.	Developer	X			
			Preparation of SG on Education.	WLC	X			
H-BA 14	Windyknowe, Glasgow Road (East)	Planning permission granted 11/05/15 (0150/MS)						Development completed
H- BA 15	Windyknowe, Glasgow Road (West)	No permission	Developer contributions required towards the enhancement of existing Balbardie Park of Peace and to improve access.	Developer	X	X	X	Extension at Armadale Academy completed August 2009
			Implementation of enhancement works to local park facilities.	WLC		X	X	Extension at Simpson primary school completed
			Developer contributions required towards the extension of the non-denominational secondary school (Armadale Academy) in accordance with SG.	Developer	X	X	X	Extension at Boghall primary school completed
				WLC	X			Extension at Balbardie primary school completed
								Extension at Windyknowe primary school completed
								No consent / No site start

			Preparation of SG on Education. Developer contributions required towards the cost of non-denominational primary school infrastructure.	Developer		X	X	SG Planning and Education drafted.
H- BA 16	Whitburn Road (Site A) (former foundry)	Planning permission granted 20/09/13 (0748/MS/12)	Developer contributions required towards the enhancement of the local park.	Developer	X	X	X	Site has consent from 2013 / Programmed to deliver from 2025
			Implementation of enhancement works to local park facilities.	WLC		X	X	
			An extension to Wester Inch Primary School may be required in order to meet forecasted capacity.	Developer	X	X	X	
			Developer contributions required towards the extension of the non-denominational secondary school (Armada Academy) in accordance with SG.	Developer	X	X	X	Extension at Armada Academy completed August 2009 Extension at Simpson primary school completed Extension at Boghall primary school completed Extension at Balbardie primary school completed Extension at Windyknowe primary school completed SG Planning and Education drafted.
			Preparation of SG on Education.	WLC	X			
			Developer contributions required towards the cost of non-denominational primary school infrastructure.	Developer		X	X	

H- BA 17	Whitburn Road (Site B) (former foundry)	Planning permission granted 10/03/04 (1119/P/03)	Developer contributions required towards the enhancement of the local park.	Developer	X	X	X	Extension at Armadale Academy completed August 2009
			Implementation of enhancement works to local park facilities.	WLC		X	X	Extension at Simpson primary school completed
			Developer contributions required towards the extension of the non-denominational secondary school (Armadale Academy) in accordance with SG.	Developer	X	X	X	Extension at Boghall primary school completed
			Preparation of SG on Education.	WLC	X			Extension at Balbardie primary school completed
			Developer contributions required towards the cost of non-denominational primary school infrastructure.	Developer		X	X	Extension at Windyknowe primary school completed
								Site has consent from 2013 / Programmed to deliver post 2026
								SG Planning and Education drafted.
H- BA 18	9 Hardhill Road (former Creamery garage)	Planning permission granted 21/05/18 (0635/FUL/16)	Developer contributions required towards the extension of the non-denominational secondary school (Armadale Academy) in accordance with SG.	Developer	X	X	X	Application granted on appeal on 21/05/18
			Preparation of SG on Education.	WLC	X			Extension at Armadale Academy completed August 2009
								Extension at Simpson primary school completed

			Developer contributions required towards the cost of non-denominational primary school infrastructure.	Developer		X	X	<p>Extension at Boghall primary school completed</p> <p>Extension at Balbardie primary school completed</p> <p>Extension at Windyknowe primary school completed</p> <p>Site has consent from 2018 / programmed to deliver from 2020/21</p> <p>SG Planning and Education drafted.</p>
H- BA 19	Bloomfield Place	Planning application undetermined (0940/FUL/15)	Developer contributions required towards the enhancement of the local park.	Developer		X	X	Extension at Simpson primary school completed
			Implementation of enhancement works to local park facilities.	WLC	X	X	X	Extension at Boghall primary school completed
			Developer contributions required towards the extension of the non-denominational secondary school (Bathgate Academy) in accordance with SG.	Developer	X			Extension at Balbardie primary school completed
			Delivery of extension to Bathgate Academy.	Developer/ WLC	X			Extension at Windyknowe primary school completed
			Preparation of SG on Education.	WLC	X			Undetermined application from 2015 / No known delivery programme at this time
			Developer contributions required towards the cost	Developer		X	X	SG Planning and Education drafted.

			of non-denominational primary school infrastructure.					
H-BA 20	Mid Street/Rosemount Court	Planning permission granted 21/08/13 (0238/FUL/13)						Development completed
H- BA 21	Meadowpark, 13-15 Glasgow Road	Planning permission granted 09/09/14 (0093/FUL/08)	<p>Developer contributions required towards the extension of the non-denominational secondary school (Armada Academy) in accordance with SG.</p> <p>Preparation of SG on Education.</p> <p>Developer contributions required towards the cost of non-denominational primary school infrastructure.</p>	<p>Developer</p> <p>WLC</p> <p>Developer</p>	<p>X</p> <p>X</p>	<p>X</p> <p>X</p>	<p>X</p> <p>X</p>	<p>Extension at Armadale Academy completed August 2009</p> <p>Extension at Simpson primary school completed</p> <p>Extension at Boghall primary school completed</p> <p>Extension at Balbardie primary school completed</p> <p>Extension at Windyknowe primary school completed</p> <p>Expired consent from 2014 / No site start</p> <p>SG Planning and Education drafted.</p>
H- BA 22	Bathgate Community Education Centre	No permission	Developer contributions required towards the	Developer	X	X	X	No consent / No site start

			enhancement of local park provision. Limited capacity at Blackburn waste water treatment works and early discussion with Scottish Water required. Developer contributions required towards the extension of the non-denominational secondary school (Bathgate Academy) in accordance with SG. Delivery of extension to Bathgate Academy. Preparation of SG on Education.	Developer/ Scottish Water Developer/ WLC WLC	X X	 X	 X	SG Planning and Education drafted.
H- BA 23	Wester Inch	No permission	Developer contributions required towards the extension of the non-denominational secondary school (Armadale Academy) in accordance with SG. Preparation of SG on Education. Developer contributions required towards the cost of non-denominational primary school infrastructure.	Developer WLC Developer	X X	X X	X X	Extension at Armadale Academy completed August 2009 Extension at Simpson primary school completed Extension at Boghall primary school completed Extension at Balbardie primary school completed Extension at Windyknowe primary school completed No consent / No site start

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			Preparation of SG on Education. Developer contributions required towards the cost of non-denominational primary school infrastructure.	WLC Developer	X		X	Extension at Windyknowe primary school completed No consent / No site start SG Planning and Education drafted.
H- BA 26	Blackburn Road	No permission Planning brief have been prepared for the development of this site.	Developer contributions required towards the extension of the non-denominational secondary school (Bathgate Academy). Delivery of extension to Bathgate Academy. Preparation of SG on Education. Developer contributions required towards the cost of non-denominational primary school infrastructure.	Developer Developer/ WLC WLC Developer	X X X	X	X	Extension at Simpson primary school completed Extension at Boghall primary school completed Extension at Balbardie primary school completed Extension at Windyknowe primary school completed No consent / No site start SG Planning and Education drafted.
H- BA 27	Blackburn Road (former abattoir)	No permission	To explore opportunities for developing links to rail stations at Armadale and Bathgate to be explored. Limited capacity at Blackburn waste water treatment works and early discussion with Scottish Water required.	Developer Developer	X X	X	X	Extension at Armadale Academy completed August 2009 Extension at Simpson primary school completed Extension at Boghall primary school completed Extension at Balbardie primary school completed

			Developer contributions required towards the extension of the non-denominational secondary school (Armadale Academy) in accordance with SG.	Developer	X	X	X	Extension at Windyknowe primary school completed
			Preparation of SG on Education.	WLC	X			Site is subject of a live application and completions have been programmed to deliver from 2022/23
			Developer contributions required towards the cost of non-denominational primary school infrastructure.	Developer		X	X	SG Planning and Education drafted.
H- BA 28	Mid Street (former swimming pool site)	No permission Planning brief have been prepared for the development of this site.	Developer contributions required towards the extension of the non-denominational secondary school (Bathgate Academy) in accordance with SG.	Developer		X	X	Extension at Armadale Academy completed August 2009
			Delivery of extension to Bathgate Academy.	Developer/ WLC	X			Extension at Simpson primary school completed
			Preparation of SG on Education.					Extension at Boghall primary school completed
			Developer contributions required towards the cost	Developer	X	X	X	Extension at Balbardie primary school completed
								Extension at Windyknowe primary school completed

			of non-denominational primary school infrastructure.					No consent / No site start
H- BA 29	14-20 Glasgow Road	No permission Planning application undetermined (0248/FUL/08)	Developer contributions required towards the extension of the non-denominational secondary school (Bathgate Academy).	Developer	X	X		Current undetermined application
			Delivery of extension to Bathgate Academy.	Developer/ WLC	X			Extension at Simpson primary school completed
			Preparation of SG on Education.	WLC	X			Extension at Boghall primary school completed
			Developer contributions required towards the cost of non-denominational primary school infrastructure.	Developer				Extension at Balbardie primary school completed
								Extension at Windyknowe primary school completed
								No consent (refused planning permission in 2018 due to failure to conclude S75 Agreement securing developer contributions)

BLACKBURN								
LDP Ref	Site	Planning Status	Infrastructure Requirements	Responsibility	Delivery Period			Update/Comments
					2014 - 2019	2020 - 2024	2025 - 2029	
H- BB 1	Daisyhill Road	Planning permission granted 18/07/06 (1270/05)	Footpath link required to Murrayfield primary school.	Developer	X	X		No progress due to ownership and funding constraints

H- BB 2	Riddochill Road	No permission	Limited capacity at Blackburn waste water treatment works and early discussion with Scottish Water required.	Developer/ Scottish Water		X		No consent / No site start SG Planning and Education drafted.
			Developer contributions required towards the extension of the non-denominational secondary school (Bathgate Academy) in accordance with SG.	Developer	X	X	X	
			Delivery of extension to Bathgate Academy.	Developer/ WLC	X			
			Preparation of SG on Education.	WLC	X			
H- BB 3	West Main Street (West)	No permission Planning brief has been prepared for the development of this site.	Limited capacity at Blackburn waste water treatment works and early discussion with Scottish Water required.	Developer/ Scottish Water	X			No consent / No site start SG Planning and Education drafted.
			Developer contributions required towards the extension of the non-denominational secondary school (Bathgate Academy) in accordance with SG.	Developer	X	X	X	
			Delivery of extension to Bathgate Academy.	WLC	X			
			Preparation of SG on Education.	WLC	X			

H- BB 4	West Main Street (East)	No permission Planning brief has been prepared for the development of this site.	Limited capacity at Blackburn waste water treatment works and early discussion with Scottish Water required.	Developer	X			No consent / No site start SG Planning and Education drafted.
			Developer contributions required towards the extension of the non-denominational secondary school (Bathgate Academy) in accordance with SG.	Developer	X	X	X	
			Delivery of extension to Bathgate Academy.	Developer/ WLC	X			
			Preparation of SG on Education.	WLC	X			
H- BB 5	16 Bathgate Road	Planning Permission Granted 30/07/08 (0528/FUL/08)	Limited capacity at Blackburn waste water treatment works and early discussion with Scottish Water required.	Developer/ Scottish Water	X			Expired consent from 2008 / No site start SG Planning and Education drafted.
			Developer contributions required towards the extension of the non-denominational secondary school (Bathgate Academy) in accordance with SG.	Developer	X	X	X	
			Delivery of extension to Bathgate Academy.	Developer/ WLC	X			
			Preparation of SG on Education.	WLC	X			

H- BB 6	11 East Main Street (former garage)	Planning Permission Granted 15/11/12 (0272/FUL/12)	Limited capacity at Blackburn waste water treatment works and early discussion with Scottish Water required.	Developer/ Scottish Water	X	X	X	Expired consent from 2012 / No site start SG Planning and Education drafted.
			Developer contributions required towards the extension of the non- denominational secondary school (Bathgate Academy) in accordance with SG.	Developer	X	X		
			Delivery of extension to Bathgate Academy. Preparation of SG on Education.	Developer/ WLC WLC		X		
H-BB 7	Redhouse West	Planning permission granted 06/03/15 (0695/FUL/14)						Development completed
H- BB 8	West Main Street (former Adult Training Centre)	No permission Planning brief has been prepared for the development of this site.	Developer contributions required towards the extension of the non- denominational secondary school (Bathgate Academy) in accordance with SG.	Developer	X	X	X	No consent / No site start SG Planning and Education drafted.
			Delivery of extension to Bathgate Academy.	Developer/ WLC	X			
			Preparation of SG on Education.	WLC	X			

H- BB 9	Ash Grove, Site A	No permission	Limited capacity at Blackburn waste water treatment works and early discussion with Scottish Water required.	Developer/ Scottish Water		X		No consent / No site start SG Planning and Education drafted.
			The location of a waste water pipe traversing the site requires investigation and accommodation.	Developer/ Scottish Water	X	X		
			Developer contributions required towards the extension of the non-denominational secondary school (Bathgate Academy) in accordance with SG.			X	X	
			Delivery of extension to Bathgate Academy.	Developer/ WLC	X			
			Preparation of SG on Education.	WLC	X			
H- BB 10	Ash Grove, Site B	No permission	Limited capacity at Blackburn waste water treatment works and early discussion with Scottish Water required	Developer		X		No consent / No site start SG Planning and Education drafted.
			The location of a waste water pipe traversing the site requires investigation and accommodation.	Developer/ Scottish Water		X		
			Developer contributions required towards the extension of the non-denominational secondary school	Developer	X	X	X	

			(Bathgate Academy) in accordance with SG.	Developer/ WLC	X			
			Delivery of extension to Bathgate Academy.	WLC	X			
			Preparation of SG on Education.					

BLACKRIDGE								
LDP Ref	Site	Planning Status	Infrastructure Requirements	Responsibility	Delivery Period			Update/Comments
					2014 - 2019	2020 - 2024	2025 - 2029	
H- BL 1	Allison Gardens, Site A	Planning permission granted 29/05/06 (0484/06) Development commenced but has not been completed	Developer contributions required towards the costs associated with the delivery of the new Blackridge railway station.	Developer	X	X	X	Development has stalled and requires to be re-commenced in accordance with approved planning permission. Station forward funded by WLC and completed in December 2010. Development is underway with 114 of 136 houses having been completed
H- BL 2	Allison Gardens, Site B	Planning permission granted 29/05/06 (0484/06)	Developer contributions required towards the costs associated with the delivery of the new Blackridge railway station.	Developer	X	X		Station forward funded by WLC and completed in December 2010. Site has no consent but completions have been programmed to deliver from 2021/22

								SG Planning and Education drafted. SG Developer Contributions towards Transport drafted.
H- BL 3	Westcraigs Road (south of railway line)	Planning permission granted 05/03/07 (0738/ARM/06)	Developer contributions required towards the costs associated with the delivery of the new Blackridge railway station.	Developer	X	X		Station forward funded by WLC and completed in December 2010.
		Planning permission has been validated by minimal engineering works having been implemented.	Developer contributions required towards the extension of the non-denominational secondary school (Armadale Academy) for units in excess of 10.	Developer	X	X		Extension at Armadale Academy completed August 2009
			Developer contributions required towards the extension of the denominational Primary school (St Anthony's) in accordance with SG.	Developer	X	X		Extension at St Anthony's primary school completed August 2016
			Preparation of SG on Education.	WLC	X			Site has consent, is under construction and is programmed to complete in 2021 SG Planning and Education drafted.
H- BL 4	Craiginn Terrace	No permission	Developer contributions required towards the costs associated with the delivery of the new Blackridge railway station.	Developer	X	X		Station forward funded by WLC and completed in December 2010.
		Planning application undetermined 0223/P/17	100% developer contribution required	Developer	X	X		Access road forward funded by WLC and completed.

			<p>towards the costs associated with the construction of the <u>access road</u> serving the station park and ride facilities (£850,000)</p> <p>Developer contributions required towards the extension of the non-denominational secondary school (Armada Academy) in accordance with SG.</p> <p>Developer contributions required towards the extension of the denominational primary school (St Anthony's) in accordance with SG.</p> <p>There are potential capacity issues relative to Blackridge primary school which will require to be addressed before housing can be occupied</p> <p>Preparation of SG on Education.</p>	<p>Developer</p> <p>Developer</p> <p>Developer/ WLC</p> <p>WLC</p>	<p>X</p> <p>X</p> <p>X</p> <p>X</p>	<p>X</p> <p>X</p>		<p>Extension at Armada Academy completed August 2009</p> <p>Extension at St Anthony's primary school completed August 2016</p> <p>Site has consent and first phase (170 houses) have been programmed to deliver from 2022/23</p> <p>SG Planning and Education drafted.</p>
H- BL 5	Woodhill Road	<p>No permission</p> <p>Planning brief has been prepared for the development of this site.</p>	<p>Developer contributions required towards the costs associated with the delivery of the new Blackridge railway station.</p> <p>Developer contributions required towards the extension of the non-</p>	<p>Developer</p> <p>Developer</p>	<p>X</p> <p>X</p>	<p>X</p> <p>X</p>		<p>Station forward funded by WLC and completed in December 2010.</p> <p>Extension at Armada Academy completed August 2009</p>

			denominational secondary school (Armadale Academy) in accordance with SG. Developer contributions required towards the extension of the denominational primary school (St Anthony's) in accordance with SG Preparation of SG on Education.	Developer WLC	X X	X 		Extension at St Anthony's primary school completed August 2016 No consent / No site start SG Planning and Education drafted.
H- BL 6	South of Craiginn Terrace (part of H-BL 4)	No permission	Developer contributions required towards the costs associated with the delivery of the new Blackridge railway station. Developer contributions required towards the extension of the non-denominational secondary school (Armadale Academy) in accordance with SG. Developer contributions required towards the extension of the denominational primary school (St Anthony's) in accordance with SG Preparation of SG on Education	Developer Developers Developers WLC	X X X X	X X X 	X X X 	Station forward funded by WLC and completed in December 2010. Access road forward funded by WLC and completed. Extension at Armadale Academy completed August 2009 Extension at St Anthony's primary school completed August 2016 Site has consent and completions have been programmed to deliver from 2021/22 SG Planning and Education drafted.

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BREICH								
LDP Ref	Site	Planning Status	Infrastructure Requirements	Responsibility	Delivery Period			Update/Comments
					2014 - 2019	2020 - 2024	2025 - 2029	
H- BR 1	Rashiehill Crescent	No permission	Limited capacity at East Calder waste water treatment works and early discussion with Scottish Water required.	Developer/ Scottish Water		X	X	No consent / No site start
H- BR 2	Woodmuir Road (West)	Planning permission granted 06/09/04 (0813/FUL/04)						Development completed
H- BR 3	Woodmuir Road (East)	Planning permission granted 18/01/18 (0203/FUL/15)	Limited capacity at East Calder waste water treatment works and early discussion with Scottish Water required. Preparation of SG on Education.	Developer/ Scottish Water WLC	X X	X X		Site has consent and completions have been programmed to deliver from 2022/23 SG Planning and Education drafted.

H- BR 4	Woodmuir Community Hall	No permission Planning brief has been prepared for the development of this site.						No consent / No site start
H- BR 5	Former Woodmuir Primary School	No permission Planning brief has been prepared for the development of this site.	Preparation of SG on Education.	WLC	X	X		No consent / No site start SG Planning and Education drafted.
H- BR 6	Blackhill Farm	No permission Planning brief has been prepared for the development of this site.	Limited capacity at East Calder waste water treatment works and early discussion with Scottish Water required. Preparation of SG on Education.	Developer/ Scottish Water WLC	X X	X X		No consent but completions have been programmed to deliver from 2024/25 SG Planning and Education drafted.

BRIDGEND

LDP Ref	Site	Planning Status	Infrastructure Requirements	Responsibility	Delivery Period			Update/Comments
					2014 - 2019	2020 - 2024	2025 - 2029	
H- BD 1	Willowdean (Site A)	Planning application undetermined (0537/FUL/16)	Developer contributions required towards the enhancement of the local park in Bridgend.	Developer		X	X	Undetermined application from 2016 / but completions have been

			Implementation of enhancement works to local park facilities.	WLC		X	X	programmed to deliver from 2020/21
			Developer contributions required towards the provision of new denominational secondary school capacity in accordance with SG.	Developer	X	X	X	Developer identified as Lochay Homes
			Preparation of SG on Education.	WLC	X			SG Planning and Education drafted.
H- BD 2	Willowdean (Site B)	No permission	Developer contributions required towards the enhancement of the local park in Bridgend.	Developer		X	X	Undetermined application from 2016 / but completions have been programmed to deliver from 2022/23
			Implementation of enhancement works to local park facilities.	WLC		X	X	Developer identified as Lochay Homes
			Limited capacity at Bridgend waste water treatment works and early discussion with Scottish Water required.	Developer/ Scottish Water	X			SG Planning and Education drafted.
			Developer contributions required towards the provision of new denominational secondary school capacity in accordance with SG.	Developer	X	X	X	
			Preparation of SG on Education.	WLC	X			

H- BD 3	Willowdean (Bridgend Golf Course)	No permission Planning application undetermined (0739/P/16)	Developer contributions required towards the enhancement of the local park in Bridgend. Implementation of enhancement works to local park facilities. Developer contributions required towards the provision of non-denominational secondary school capacity in accordance with SG. Delivery of new non-denominational secondary school in Winchburgh. Preparation of SG on Education.	Developer WLC Developer Developer/ WLC WLC		X X X X	X X X	Site has consent and completions have been programmed to deliver from 2022/23 SG Planning and Education drafted.
H- BD 4	Auldhill	Planning permission granted 25/05/15 (0204/FUL/15)						Development completed
H-BD 5	Bridgend Farm	No permission	Developer contributions required towards the enhancement of the local park in Bridgend.	Developer WLC		X X	X X	No consent but completions have been programmed to deliver from 2023/24

			Implementation of enhancement works to local park facilities.	Developer		X	X	SG Planning and Education drafted.
			Developer contributions required towards the provision of non-denominational secondary school capacity in accordance with SG.				X	
			Preparation of SG on Education.	WLC	X			

BROXBURN								
LDP Ref	Site	Planning Status	Infrastructure Requirements	Responsibility	Delivery Period			Update/Comments
					2014 - 2019	2020 - 2024	2025 - 2029	
H-BU 1	Greendykes Road	No permission	Preparation of SG on Education.	WLC	X			No consent / No site start
			Developer contributions required towards the new non-denominational secondary school in Winchburgh	Developer	X	X		SG Planning and Education drafted.
			Delivery of the new Winchburgh non-denominational secondary School.	WLC		X		SG Developer Contributions towards Transport drafted.
			There are capacity issues in the denominational and non-denominational primary school sectors which will require to be addressed through the	Developer / WLC		X		SG Planning Obligations Towards General Infrastructure drafted.

			provision of additional primary school capacity					
H-BU 2	Holmes (North), Site B	No permission	<p>Preparation of SG on Education.</p> <p>Developer contributions required towards St. Nicholas denominational primary school extension.</p> <p>St. Nicholas denominational primary school extension.</p> <p>Developer contributions required to enhance local park provision at nearby park.</p>	<p>WLC</p> <p>Developer</p> <p>WLC</p> <p>Developer</p>	<p>X</p> <p>X</p> <p>X</p> <p>X</p>	X	<p>St. Nicholas primary school extension completed August 2016</p> <p>No consent / No site start</p> <p>SG Planning and Education drafted.</p>	
H-BU 3	Holmes (North), Site C	No permission						Site sold for non-residential development

H-BU 4*	Albyn	No permission	Preparation of SG on Education.	WLC	X			No consent / No site start SG Planning and Education drafted. SG Developer Contributions towards Transport drafted. SG Planning Obligations Towards General Infrastructure drafted.
			Developer contributions required towards education improvements.	Developer		X		
			Delivery of the new Winchburgh non-denominational secondary School.	Developer/ WLC		X		
			There are capacity issues in the denominational and non-denominational primary school sectors which will require to be addressed through the provision of additional primary school capacity	Developer / WLC		X		
			Preparation of SG on Transportation. Infrastructure.	WLC	X			
			Developer contributions towards transportation infrastructure.	Developer		X		
			New distributor road linking new housing at Winchburgh with new housing at East Broxburn.	Developer		X		
			Improvements to B8020 between Winchburgh and Broxburn.	Developer		X		
			Park and ride provision at Kilpunt south of A89 (with	Developer		X		

			potentially a road bridge across the Brox Burn).	Developer		X		
			Network of pedestrian and cycleway links including cycleway connections to Union Canal towpath and improved links to town centre via Stewartfield Park.	Developer		X		
			New distributor road linking Clarkson Road with the A89 via Candleworks, Albyn and West Wood.	Developer		X		
			New distributor road linking Clarkson Road with B8020 via the mixed-use site at Greendykes Road West	WLC		X		
			Public transport improvements on the A89 and at Newbridge roundabout.	WLC/		X		
			Joint preparation (with Winchburgh CDA developers) of a Management Plan for the schedules ancient Greendykes and Faucheldean Bings and for the 'green corridor' between Winchburgh and East Broxburn and funds to allow implementation of the plan. <u>(a)</u>	Developer		X		Suitable alternative location to be sought. Listed location is no longer suitable.

			Joint funding (with Winchburgh CDA developers) of works to rehabilitate the non-scheduled parts of the Greendykes Bing. <u>(b)</u>	Developer		X		
			Land for canal related facilities having regard to the Edinburgh – West Lothian Union Canal moorings study previously prepared by British Waterways (now Scottish Canals)	Developer		X		
			Contribution to improvements at Stewartfield Park.	Developer		X		
			The current supply of open space in the existing settlements is not of a sufficient size and types to cater for the potential demand from new housing. Winchburgh / East Broxburn should include appropriate levels of each part of the West Lothian open space typology, including district parks, neighbourhood parks, local parks, sports areas, play spaces, green path corridors and amenity greenspace.	Developer		X		
			The proposed "Heritage Park" around the scheduled monuments of Greendykes &					

			Faucheldean Bings is in the sensitive countryside gap between the expanded settlements. This concept could address the provision of a district and neighbourhood park acquired from the 2015 WL Open Space Strategy.					
H-BU 5*	Candleworks	No permission	Preparation of SG on Education.	WLC	X			St. Nicholas primary school extension completed August 2016
			Developer contributions required towards education improvements.	Developer		X		
			Delivery of the new Winchburgh non-denominational secondary school.	WLC		X		
			St. Nicholas denominational primary school extension.	WLC		X		
			Preparation of SG on Transportation Infrastructure.	WLC		X		
			Contributions towards Transportation Infrastructure.	Developer		X		
			New distributor road linking new housing at Winchburgh with new housing at East Broxburn.	Developer		X		
				Developer		X		

			Improvements to B8020 between Winchburgh and Broxburn.	Developer		X		
			Park and ride provision at Kilpunt south of A89 (with potentially a road bridge across the Brox Burn).	Developer		X		Suitable alternative location to be sought. Listed location is no longer suitable.
			Network of pedestrian and cycleway links including cycleway connections to Union Canal towpath and improved links to town centre via Stewartfield Park.	Developer		X		Undetermined application from 2011 / No known delivery programme at this time
			New distributor road linking Clarkson Road with the A89 via Candleworks, Albyn and West Wood.	Developer		X		SG Planning and Education drafted.
			New distributor road linking Clarkson Road with B8020 via the mixed-use site at Greendykes Road West.	Developer		X		SG Developer Contributions towards Transport drafted.
			Public transport improvements on the A89 and at Newbridge roundabout.	WLC		X		SG Planning Obligations Towards General Infrastructure drafted.
			Joint preparation (with Winchburgh CDA developers) of a Management Plan for the scheduled ancient Greendykes and Faucheldean Bings and for the 'green corridor'	Developer		X		

		between Winchburgh and East Broxburn and funds to allow implementation of the plan. <u>(a)</u>	Developer		X		
		Joint funding (with Winchburgh CDA developers) of works to rehabilitate the non-scheduled parts of the Greendykes Bing. <u>(b)</u>					
		Land for canal related facilities having regard to the Edinburgh – West Lothian Union Canal moorings study previously prepared by British Waterways (now Scottish Canals).	Developer		X		
		Contribution to improvements at Stewartfield Park.	Developer		X		
		The current supply of open space in the existing settlements is not of a sufficient size and types to cater for the potential demand from new housing. Winchburgh / East Broxburn should include appropriate levels of each part of the West Lothian open space typology, including district parks, neighbourhood parks, local parks, sports areas, play spaces, green path corridors and amenity greenspace.	Developer		X		

			The proposed "Heritage Park" around the scheduled monuments of Greendykes & Faucheldean Bings is in the sensitive countryside gap between the expanded settlements. This concept could address the provision of a district and neighbourhood park acquired from the 2015 WL Open Space Strategy.	Developer		X		
H-BU 6	Holmes (North), Site A	No permission	Preparation of SG on Education Developer contributions towards improvements in education infrastructure. St. Nicholas denominational primary school extension.	WLC Developer WLC	X X	 X		SG Planning and Education drafted. St. Nicholas primary school extension completed August 2016 No consent / No site start
H-BU 7	West Main Street (former Broxburn Primary School)	Permission granted 04/04/13 (0583/FUL/12)						Development completed

H-BU 8*	Greendykes Road (West)	No permission	Preparation of SG on Education.	WLC	X			No consent / Programmed to deliver from 2024/25
			Developer contributions required towards education improvements.	Developer		X		SG Planning and Education drafted.
			Delivery of new non-denominational secondary school in Winchburgh.	Developer/ WLC	X	X		SG Developer Contributions towards Transport drafted.
			There are capacity issues in the denominational and non-denominational primary school sectors which will require to be addressed through the provision of additional primary school capacity	Developer / WLC		X		SG Planning Obligations Towards General Infrastructure drafted.
			Woodland planting to the north of mixed-use sites at Pyothall Road, Greendylkes Road West and Greendykes Road East as extension of Broxburn Community woodland and green network corridor.	Developer	X	X		
			Preparation of SG on Transportation Infrastructure.	WLC		X		
			Developer contributions towards Transportation Infrastructure.	Developer		X		
			New distributor road linking new housing at	Developer		X		

			Winchburgh with new housing at East Broxburn.					
			Improvements to B8020 between Winchburgh and Broxburn.	Developer		X		
			Park and ride provision at Kilpunt south of A89 (with potentially a road bridge across the Brox Burn).	Developer		X		
			Network of pedestrian and cycleway links including cycleway connections to Union Canal towpath and improved links to town centre via Stewartfield Park.	Developer		X		
			New distributor road linking Clarkson Road with the A89 via Candleworks, Albyn and West Wood.	Developer		X		
			New distributor road linking Clarkson Road with B8020 via the mixed-use site at Greendykes Road West.	Developer		X		
			Public transport improvements on the A89 and at Newbridge roundabout.	WLC		X		
			Joint preparation (with Winchburgh CDA developers) of a Management Plan for the	Developer		X		
								Suitable alternative location for P&R to be sought. Listed location is no longer suitable.

			schedules ancient Greendykes and Faucheldean Bings and for the 'green corridor' between Winchburgh and East Broxburn and funds to allow implementation of the plan. <u>(a)</u>					
			Joint funding (with Winchburgh CDA developers) of works to rehabilitate the non-scheduled parts of the Greendykes Bing. <u>(b)</u>	Developer		X		
			Land for canal related facilities having regard to the Edinburgh – West Lothian Union Canal moorings study previously prepared by British Waterways (now Scottish Canals)	Developer		X		
			Contribution to improvements at Stewartfield Park.	Developer		X		
			The current supply of open space in the existing settlements is not of a sufficient size and types to cater for the potential demand from new housing. Winchburgh / East Broxburn should include appropriate levels of each part of the West Lothian open space typology, including district parks, neighbourhood	Developer		X		

			<p>parks, local parks, sports areas, play spaces, green path corridors and amenity greenspace.</p> <p>The proposed "Heritage Park" around the scheduled monuments of Greendykes & Faucheldean Bings is in the sensitive countryside gap between the expanded settlements. This concept could address the provision of a district and neighbourhood park acquired from the 2015 WL Open Space Strategy.</p>	Developer		X		
H-BU 9*	Greendykes Road (East)	No permission	<p>Preparation of SG on Education.</p> <p>Developer contributions required towards education improvements</p> <p>Delivery of the new Winchburgh non-denominational secondary school.</p> <p>There are capacity issues in the denominational and non-denominational primary school sectors which will require to be addressed through the</p>	<p>WLC</p> <p>Developer</p> <p>WLC</p> <p>Developer / WLC</p>	<p>X</p> <p></p> <p></p> <p>X</p>	<p></p> <p>X</p> <p>X</p> <p></p>		No consent / No site start

			provision of additional primary school capacity	Developer	X			
			Woodland planting to the north of mixed-use sites at Pyothall Road, Greendylkes Road West and Greendylkes Road East as extension of Broxburn Community woodland and green network corridor.	WLC		X		
			Preparation of SG on Transportation Infrastructure.	Developer		X		
			Developer contributions towards improvements in Transportation Infrastructure	Developer		X		
			New distributor road linking new housing at Winchburgh with new housing at East Broxburn.	Developer		X		Suitable alternative location to be sought. Listed location is no longer suitable.
			Improvements to B8020 between Winchburgh and Broxburn.	Developer		X		SG Planning and Education drafted.
			Park and ride provision at Kilpunt south of A89 (with potentially a road bridge across the Brox Burn).	Developer		X		SG Developer Contributions towards Transport drafted.
			Network of pedestrian and cycleway links including cycleway connections to Union Canal towpath and improved links to town					SG Planning Obligations Towards General Infrastructure drafted.

		centre via Stewartfield Park.	Developer		X		
		New distributor road linking Clarkson Road with the A89 via Candleworks, Albyn and West Wood.	Developer		X		
		New distributor road linking Clarkson Road with B8020 via the mixed-use site at Greendykes Road West	WLC		X		
		Public transport improvements on the A89 and at Newbridge roundabout.	Developer		X		
		Joint preparation (with Winchburgh CDA developers) of a Management Plan for the scheduled ancient Greendykes and Faucheldean Bings and for the 'green corridor' between Winchburgh and East Broxburn and funds to allow implementation of the plan. <u>(a)</u>	Developer		X		
		Joint funding (with Winchburgh CDA developers) of works to rehabilitate the non-scheduled parts of the Greendykes Bing. <u>(b)</u>	Developer		X		
		Land for canal related facilities having regard to the Edinburgh – West					

			Lothian Union Canal moorings study previously prepared by British Waterways (now Scottish Canals)	Developer		X		
			Contribution to improvements at Stewartfield Park.	Developer		X		
			The current supply of open space in the existing settlements is not of a sufficient size and types to cater for the potential demand from new housing. Winchburgh / East Broxburn should include appropriate levels of each part of the West Lothian open space typology, including district parks, neighbourhood parks, local parks, sports areas, play spaces, green path corridors and amenity greenspace.	Developer		X		
			The proposed "Heritage Park" around the scheduled monuments of Greendykes & Faucheldean Bings is in the sensitive countryside gap between the expanded settlements. This concept could address the provision of a district and neighbourhood park acquired from the 2015					

			WL Open Space Strategy.					
H-BU 10*	West Wood	No permission	Preparation of SG on Education.	WLC	X			SG Planning and Education drafted.
			Developer contributions required towards education improvements	Developers		X		SG Developer Contributions towards Transport drafted.
			Delivery of the new Winchburgh non-denominational secondary school.	WLC		X		SG Planning Obligations Towards General Infrastructure drafted.
			There are capacity issues in the denominational and non-denominational primary school sectors which will require to be addressed through the provision of additional primary school capacity	Developer / WLC		X		
			Preparation of SG on Transportation Infrastructure.	WLC	X			
			Developer contributions towards Transportation Infrastructure	Developer		X		
			New distributor road linking new housing at Winchburgh with new housing at East Broxburn.	Developer		X		

			Improvements to B8020 between Winchburgh and Broxburn.	Developer		X		
			Park and ride provision at Kilpunt south of A89 (with potentially a road bridge across the Brox Burn).	Developer		X		
			Network of pedestrian and cycleway links including cycleway connections to Union Canal towpath and improved links to town centre via Stewartfield Park.	Developer		X		
			New distributor road linking Clarkson Road with the A89 via Candleworks, Albyn and West Wood.	Developer		X		
			New distributor road linking Clarkson Road with B8020 via the mixed-use site at Greendykes Road West	Developer		X		
			Public transport improvements on the A89 and at Newbridge roundabout.	WLC		X		
			Joint preparation (with Winchburgh CDA developers) of a Management Plan for the scheduled ancient Greendykes and Faucheldean Bings and for the 'green corridor'	Developer		X		
								Suitable alternative location to be sought. Listed location is no longer suitable.

			between Winchburgh and East Broxburn and funds to allow implementation of the plan. <u>(a)</u>					
			Joint funding (with Winchburgh CDA developers) of works to rehabilitate the non-scheduled parts of the Greendykes Bing. <u>(b)</u>	Developer		X		
			Land for canal related facilities having regard to the Edinburgh – West Lothian Union Canal moorings study previously prepared by British Waterways (now Scottish Canals)	Developer		X		
			Contribution to improvements at Stewartfield Park.	Developer		X		
			The current supply of open space in the existing settlements is not of a sufficient size and types to cater for the potential demand from new housing. Winchburgh / East Broxburn should include appropriate levels of each part of the West Lothian open space typology, including district parks, neighbourhood parks, local parks, sports areas, play spaces, green path corridors and amenity greenspace.	Developer		X		

			The proposed "Heritage Park" around the scheduled monuments of Greendykes & Faucheldean Bings is in the sensitive countryside gap between the expanded settlements. This concept could address the provision of a district and neighbourhood park acquired from the 2015 WL Open Space Strategy.	Developer		X		Undetermined application from 2010 / No known delivery programme at this time
H-BU 11	Church Street depot	No permission	Preparation of SG on Education. Developer contribution to school improvements. St. Nicholas denominational primary school extension.	WLC Developer WLC	X X	 X		No consent / No Start St. Nicholas primary school extension completed August 2016 SG Planning and Education drafted.
H-BU 13	Kirkhill North	Permission granted 09/04/2015 & 02/09/2015 (0757/FUL/14 & 0259/MS/15)						Development completed

H-BU 14	East Main Street (former Vion factory site)	Permission granted 22/07/2015 (0489/FUL/15)						Development completed
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- (a) There is no requirement in either the planning permission in principle or the Section 75 legal agreement associated with the strategic expansion of Winchburgh (planning permission 1012/P/05) to undertake the works specified.
- (b) Joint funding (with Winchburgh CDA developers) of works to rehabilitate the non-scheduled parts of the Greendykes Bing. Note that this is on land outwith the control of both the Winchburgh and East Broxburn CDA developers. As yet there has been no start on the strategic expansion of Broxburn which is likely to impact on delivery of the Management Plan as previously notified by the Winchburgh developer to the council. The East Broxburn CDA applications have been withdrawn, however the council anticipates that new proposals will be submitted. The Winchburgh developers have also discussed using this corridor as part of their southern distributor road connections therefore the improvement and management of this, whilst it could not be secured as part of current Winchburgh proposals, could be secured as part of future amendments and as part of any new East Broxburn CDA proposals.

DECHMONT & BANGOUR								
LDP Ref	Site	Planning Status	Infrastructure Requirements	Responsibility	Delivery Period			Update/Comments
					2014 - 2019	2020 - 2024	2025 - 2029	
H-DE 1	Bangour Village Hospital	Planning application at appeal. (0607/P/15)	A conservation and management plan shall be prepared for the listed buildings on the site.	Developer	X			Consultation commenced for non-denominational primary school.
			Potential for pedestrian/cycle links to Dechmont.	Developer	X			Site has consent and completions have been programmed to deliver from 2022/23
			Community woodland and an off-road pedestrian / cycleway route between Drumcross Road and Black Law ridge road.	Developer	X			Developers identified as Allanwater Homes Bangour Ltd

			subject to negotiation with landowners, is proposed to link the Livingston Greenways network with the Bathgate Hills Quiet Roads Initiative					SG Planning and Education drafted.
			Preparation of SG on Education.	WLC	X			SG Developer Contributions towards Transport drafted.
			Developer contributions required towards education infrastructure improvements.	Developer	X			SG Planning Obligations Towards General Infrastructure drafted.
			Delivery of new Winchburgh non-denominational secondary school.	Developer/ WLC		X		
			St. Nicholas denominational primary school extension.	Developer/ WLC	X			
			New non-denominational primary school	WLC / Developer		X		
								St. Nicholas primary school extension completed August 2016
H-DE 2	Main Street	Planning appeal with Scottish Ministers	St. Nicholas denominational primary school extension.	WLC	X			St. Nicholas primary school extension completed August 2016
			Preparation of SG on Education.	WLC	X			Site has consent and completions have been

			Delivery of the new Winchburgh non-denominational secondary school.	Developer/ WLC		X		programmed to deliver from 22/23
			Developer contributions required towards education infrastructure improvements.	Developer		X		SG Planning and Education drafted.
			New non-denominational primary school	WLC		X		

EAST CALDER								
LDP Ref	Site	Planning Status	Infrastructure Requirements	Responsibility	Delivery Period			Update/Comments
					2014 - 2019	2020 - 2024	2025 - 2029	
H-EC 1	Millbank Depot	No permission	Limited capacity at East Calder waste water treatment works and early discussion with Scottish Water required.	Developer / Scottish Water		X		East Calder non-denominational primary school extension completed December 2016 No consent / No site start SG Planning and Education drafted.
			Developer contributions required to enhance local facilities at Queens Terrace.	Developer		X		
			Preparation of SG on Education.	WLC	X			
			Delivery of East Calder Non-denominational primary. East Calder nursery expansion freeing space in school for extension to full 2 stream 462 capacity.	Developer/ WLC	X			
			Delivery of extension to St. Paul's denominational primary school.	WLC		X		
H-EC 2	Camps cottage	Planning permission granted 02/06/06 & 03/10/07 (0841/P/04, 0680/ARM/04 & 0700/ARM/08)			X	X		Development commenced

H-EC 3	Broompark Farm	No permission	Preparation of SG on Education.	WLC	X			East Calder non-denominational primary school extension completed December 2016 Expired consent / No site start SG Planning and Education drafted.
			Developers contribution required towards education infrastructure improvements.	Developer	X			
			East Calder Non-denominational primary. East Calder nursery expansion freeing space in school for extension to full 2 stream 462 capacity.	Developer/ WLC			X	
			Delivery of extension to St. Paul's denominational primary school.	WLC		X		
H-EC 4*	Raw Holding West (Seven Wells)	Planning permission granted 10/05/2013 & 21/08/2015 (0081/FUL/12 & 0483/FUL/15)						Development completed
H-EC 5*	Raw Holdings West (remainder)	Permission granted in principle subject to S75 15/03/2013. Two Full planning applications undetermined (0198/FUL/15 & 0609/FUL/15)	Preparation of SG on Education.	WLC	X			Site is being developed by Cala Homes and Persimmon Homes and completions have been programmed to deliver from 2020/21 SG Planning and Education drafted. SG Developer Contributions towards Transport drafted.
			Developer contributions required towards education infrastructure improvements. East Calder Non-denominational primary. East Calder nursery expansion freeing space in school for extension to	Developer WLC		X X		

			full 2 stream 462 capacity.	Developer		X		SG Planning Obligations Towards General Infrastructure drafted.
			Land for non-denominational secondary school.	Developer		X		
			Joint funding (with West Livingston/Mossend developers) of new non-denominational secondary school to be located at Raw Holdings, East Calder.	WLC		X		
			Delivery of extension to St Paul's RC Primary School, East Calder (land and improved vehicular and pedestrian access also required).	WLC	X			
			Preparation of SG on transport infrastructure improvements	Developer	X	X		
			Improvements at Kirknewton railway station including provision of new park and ride facility, bus turning facility and cycle parking at Milrig Holdings.	Developer		X		
			Network of pedestrian and cycleway links including cycleway connections to National Cycle Route 75 and Kirknewton Railway Station.	WLC		X		

			Network of distributor roads linking B7015 with A71 (with bus priority); - upgrading of B7031 from A71 to Kirknewton Railway Station. North relief road for Wilkieston linking A71 with B7030. Park improvements at 'The Muddies' (P-26).	Developer WLC		X X		
H-EC 6*	Almondell Phase 1, Sites MWc, MWd, MWf, MWe, LKa & LKb	Permission granted 15/02/2016 (0527/MS/15)						Development Completed
H-EC 7*	Almondell Phase 1, Sites LKa/LKc	Planning permission granted 29/07/2013 (0221/MS/13)						Development Completed
H-EC 8*	Almondell Phase 1, Sites MWf/LKb	Site complete						Development Completed
H-EC 9*	Almondell (Remainder)	Planning permission granted 12/03/2009 (0524/P/09)	Preparation of SG on Education. Developer contributions required towards education infrastructure improvements. Land for non-denominational secondary school.	WLC Developer Developer Developer	X X X X			Development is underway with 72 of 74 houses having been completed Developers identified as Stewart Milne Homes SG Planning and Education drafted. SG Developer Contributions towards Transport drafted.

			Joint funding (with West Livingston/Mossend developers) of new non-denominational secondary school to be located at Raw Holdings, East Calder;	WLC		X		SG Planning Obligations Towards General Infrastructure drafted.
			Three single stream primary schools (or equivalent).	WLC		X		
			Delivery of extension to St Paul's RC Primary School, East Calder (land and improved vehicular and pedestrian access also required).	WLC	X			
			Preparation of SG on transport infrastructure improvements	Developer	X			
			Improvements at Kirknewton railway station including provision of new park and ride facility, bus turning facility and cycle parking at Milrig Holdings.	Developer		X		
			Network of pedestrian and cycleway links including cycleway connections to National Cycle Route 75 and Kirknewton Railway Station.	WLC		X		
			Network of distributor roads linking B7015 with A71 (with bus priority);					

			- upgrading of B7031 from A71 to Kirknewton Railway Station.	WLC		X		
			North relief road for Wilkieston linking A71 with B7030.	WLC		X		
			Park improvements at 'The Muddies' (P-26).					
H-EC 10	Langton Road	No permission	Potential capacity issues at East Calder waste water treatment works and early discussion with Scottish Water required.	Developer / Scottish Water	X			No consent / No site start but completions have been programmed to deliver from 2021/22
			Preparation of SG on Education.	WLC	X			SG Planning and Education drafted.
			Delivery of East Calder Non-denominational primary. East Calder nursery expansion freeing space in school for extension to full 2 stream 462 capacity.	WLC		X		SG Developer Contributions towards Transport drafted.
			New East Calder Non-denominational Secondary School.	WLC		X		SG Planning Obligations Towards General Infrastructure drafted.
			Preparation of SG on transport infrastructure improvements	WLC	X			
			Developer contributions towards transportation improvements	Developer		X		

FAULDHUSE								
LDP Ref	Site	Planning Status	Infrastructure Requirements	Responsibility	Delivery Period			Update/Comments 2020
					2014 - 2019	2020 - 2024	2025 - 2029	
H-FA 1	Eastwood Park (East)	Planning granted 19/03/2013 (0053/P/06)	Limited capacity at Fauldhouse waste water treatment works and early discussion with Scottish Water required.	Developer/ Scottish Water		X		Expired consent from 2013 / No site start
H-FA 2	Meadow Crescent	No permission				X		No consent / No site start
H-FA 3	Park View (West)	No permission	Limited capacity at Fauldhouse waste water treatment works and early discussion with Scottish Water required. Developer contributions required to enhance local park provision.	Developer/ Scottish Water Developer		X		No consent / No site start
H-FA 4	Shotts Road	No permission	Limited capacity at Fauldhouse waste water treatment works and early discussion with Scottish Water required. Developer contributions required to secure improvements to Caledonian Road facilities and onsite works to improve access.	Developer/ Scottish Water		X		Undetermined application from 2011 / No known delivery programme at this time
H-FA 5	Breich Water Place	Permission granted			X			

		31/10/2007 & 02/12/2013 (0306/FUL/07 & 0638/FUL/16) Development commenced but has not been completed.				X		Development is underway with 51 of 78 houses having been completed
H-FA 6	Sheephousehill (North)		Limited capacity at Fauldhouse waste water treatment works and early discussion with Scottish Water required. Financial contributions to be used to facilitate improvements within the adjacent park.	Developer/ Scottish Water	X		X	No consent / No site start
H-FA 7	Langrigg Road 3	No permission	Limited capacity at Fauldhouse waste water treatment works and early discussion with Scottish Water required.	Developer/ Scottish Water	X			No consent / No site start
H-FA 8	Eldrick Avenue	No permission	Limited capacity at Fauldhouse waste water treatment works and early discussion with Scottish Water required.	Developer/ Scottish Water	X			No consent / No site start
H-FA 9	Main Street (former cinema)	No permission	Limited capacity at Fauldhouse waste water treatment works and early discussion with Scottish Water required.	Developer/ Scottish Water	X			No consent / No site start

H-FA 10	Eastfield recreation ground	Permission granted 15/06/2015 (0214/FUL/15)						Development Completed
H-FA 11	Former Victoria Park colliery	No permission						No consent / No site start / but completions have been programmed to deliver from 2021/22

KIRKNEWTON								
LDP Ref	Site	Planning Status	Infrastructure Requirements	Responsibility	Delivery Period			Update/Comments
					2014 - 2019	2020 - 2024	2025 - 2029	
H-KN 1	Braekirk Gardens	Planning permission granted. Partially developed.			X	X		Development is ongoing with 114 of 124 houses having been completed.
H-KN 2	Station Road (East)	No permission	Limited capacity at East Calder waste water treatment works and early discussion with Scottish Water required. Developer contributions required to enhance local facilities on neighbouring housing site to the south (former MOD site). Preparation of SG on Education.	Developer/Scottish Water Developer WLC Developer/WLC		X X X X		No consent / No site start SG Planning and Education drafted. SG Developer Contributions towards Transport drafted. SG Planning Obligations Towards General Infrastructure drafted.

			Delivery of Kirknewton non-denominational primary school extension.					
H-KN 3	Camps Junction (East)	Planning Permission in Principle granted (0578/P/15)	Limited capacity at East Calder waste water treatment works and early discussion with Scottish Water required.	Developer/ Scottish Water	X			Site has consent and completions have been programmed to deliver from 2021/22
H-KN 4	Station Road (South) extension	Planning permission in principle granted (0691/P/14)	<p>Limited capacity at East Calder waste water treatment works and early discussion with Scottish Water required.</p> <p>Developer contributions required to enhance local facilities at Kirknewton Park and also to secure safe pedestrian access.</p> <p>Preparation of SG on Education.</p> <p>Delivery of Kirknewton non-denominational primary school extension to 231 capacity.</p>	<p>Developer/ Scottish Water</p> <p>Developer</p> <p>WLC</p> <p>WLC</p>	<p>X</p> <p>X</p> <p>X</p>		X	<p>Site has consent and completions have been programmed to deliver from 2023/24</p> <p>SG Planning and Education drafted.</p> <p>SG Developer Contributions towards Transport drafted.</p> <p>SG Planning Obligations Towards General Infrastructure drafted.</p>

LANDWARD AREA								
LDP Ref	Site	Planning Status	Infrastructure Requirements	Responsibility	Delivery Period			Update/Comments
					2014 - 2019	2020 - 2024	2025 - 2029	

H-LW 1	Gavieside (by Polbeth)	Permission granted 29/05/2017 (0365/MS/15)	Delivery of extension to the non-denominational primary school (Parkhead).	Developer/ WLC		X	X	Site has consent and completions have been programmed to deliver from 2025/26
			Delivery of extension to the denominational primary school (St Mary's Polbeth).	Developer/ WLC		X	X	
H-LW 2	Craigengall Farm (Lowland Crofts) by West Calder	Permission granted 19/01/2005 (0447/P/98)			X	X		Development is underway with 7 of 11 houses having been completed
H-LW 3	Site of former Breich Inn (by Breich)	Permission granted 23/01/2014 (0766/FUL/13)				X		Expired consent from 2014 / No site start
H-LW 4	West Mains Farm (Lowland Crofts) by West Calder	Permission granted 01/04/2008 (1424/P/04)			X	X		Development is underway with 14 of 19 houses having been completed
H-LW 5	Longford Farm (Lowland crofts) by West Calder	Permission granted 10/10/2008 (0188/P/05)			X	X		Development is underway with 9 of 15 houses having been completed
H-LW 6	Former Freeport retail village, Westwood by West Calder	Permission granted 29/08/2013 (0488/P/09)				X		Expired consent from 2013 / No site start

LINLITHGOW & LINLITHGOW BRIDGE								
School consultation underway to rebalance education capacity to assist in facilitating development (non-denominational primary school).								
LDP Ref	Site	Planning Status	Infrastructure Requirements	Responsibility	Delivery Period			Update/Comments
					2014 - 2019	2020 - 2024	2025 - 2029	
H-LL 1	81 – 87 High Street (former bus depot)	08/05/2013 0249/FUL/11						Development completed
H-LL 2	Westerlea Court, Friarsbrae	01/09/2016 0023/FUL/16						Development completed
H-LL 3	Boghall East	No permission	Site drainage is a particularly sensitive issue in this part of Linlithgow and early engagement with SEPA, Scottish Water and the Council's Flood Manager will be required to secure a co-ordinated and comprehensive scheme of measures.	Developer / Scottish Water / SEPA / WLC	X			Site has consent and completions have been programmed to deliver from 2020/21
			A feasibility study to identify a location and funding programme for a new health centre in Linlithgow shall be undertaken and developer contributions will be required for all proposed housing sites in Linlithgow should it be concluded that such provision is necessary.vi	WLC / NHS Lothian / Developer	X	X		Developers identified as Cala Homes and on site. SG Planning and Education drafted. SG Developer Contributions towards Transport drafted. SG Planning Obligations Towards General Infrastructure drafted.
				WLC	X			

			<p>SG to be prepared on Developer Obligations for General Infrastructure for site delivery.</p> <p>Delivery of M9 (Junction 3) westbound slips at Burghmuir.</p> <p>SG to be prepared on Developer obligations for transportation infrastructure.</p> <p>Developer obligations towards Transportation Infrastructure.</p> <p>Preparation of SG on Education.</p> <p>Developer contributions towards education improvements</p> <p>Delivery of new non-denominational secondary school in Winchburgh.</p>	<p>WLC</p> <p>WLC</p> <p>WLC</p> <p>WLC</p> <p>Developer</p> <p>WLC</p>	<p></p> <p>X</p> <p></p> <p>X</p> <p></p>	<p>X</p> <p></p> <p>X</p> <p></p> <p>X</p> <p>X</p>	<p>X</p> <p></p> <p></p> <p></p> <p></p> <p>X</p>	
H-LL 4	Land East of Manse Road	No permission	<p>Linlithgow is a priority area for surface water management due to significant flood risk, exacerbated by steep topography, limited capacity in the drainage system and water quality in Linlithgow Loch. Developers will be expected to invest to take account of these</p>	Developer / WLC / SEPA	X			<p>No consent / No site start / but completions have been programmed to deliver in 2024/25</p> <p>SG Planning and Education drafted.</p> <p>SG Developer Contributions towards Transport drafted.</p>

			inter-related issues to better the situation and such investment may include off site activities.					SG Planning Obligations Towards General Infrastructure drafted.
			Developers may require to invest in additional engineering and to pick up surface water from existing developments off site in order to provide capacity in the combined drainage system.	Developer / WLC / SEPA		X		
			Early engagement with SEPA, Scottish Water and the Council's Flood Manager will be required to secure a coordinated and comprehensive scheme of measures.	Developer / Scottish Water / SEPA / WLC	X			
			A feasibility study to identify a location and funding programme for a new health centre in Linlithgow shall be undertaken and developer contributions will be required for all proposed housing sites in Linlithgow should it be concluded that such provision is necessary.vi	WLC / NHS Lothian / Developer	X	X		
			SG to be prepared on Developer Obligations for General Infrastructure for site delivery.	WLC	X			
				WLC		X	X	

			Delivery of M9 (Junction 3) westbound slips at Burghmuir.	WLC	X			
			SG to be prepared on Developer obligations for transportation infrastructure.	WLC		X		
			Developer obligations towards Transportation Infrastructure.	WLC	X			
			Preparation of SG on Education.	Developer		X		
			Developer contributions towards education improvements	WLC		X	X	
			Delivery of new non-denominational secondary school in Winchburgh.					
H-LL 5	Falkirk Road (land at BSW Timber)	No permission	SG to be prepared on Developer obligations for transportation infrastructure.	WLC	X			No consent / No site start / but completions have been programmed to deliver in 2024/25
			Developer contributions towards Transportation Infrastructure.	Developer		X		SG Planning and Education drafted.
			Preparation of SG on Education.	WLC	X			SG Developer Contributions towards Transport drafted.
			Developer contributions towards education improvements	Developer		X		SG Planning Obligations Towards General Infrastructure drafted.
				WLC		X	X	

			<p>Delivery of M9 (Junction 3) westbound slips at Burghmuir.</p> <p>Delivery of new non-denominational secondary school in Winchburgh.</p> <p>Capacity issues at non-denominational Primary will require to be resolved through a catchment review</p> <p>A feasibility study to identify a location and funding programme for a new health centre in Linlithgow shall be undertaken and developer contributions will be required for all proposed housing sites in Linlithgow should it be concluded that such provision is necessary.</p>	<p>WLC</p> <p>WLC</p> <p>WLC / NHS Lothian / Developer</p>	<p></p> <p></p> <p>X</p>	<p>X</p> <p>X</p> <p>X</p>	<p>X</p> <p></p> <p></p>	
H-LL 6	Mill Road, Linlithgow Bridge							Development completed
H-LL 7	Clarendon House, 30 Manse Road	Minded to grant (LIVE/0426/FUL/17)	<p>Preparation of SG on Education.</p> <p>Developer contributions towards education improvements</p> <p>Linlithgow is a priority area for surface water management due to</p>	<p>WLC</p> <p>Developer</p> <p>Developer / WLC / SEPA /</p>	<p>X</p> <p></p> <p>X</p>	<p></p> <p>X</p> <p></p>		<p>Site has consent and completions have been programmed to deliver from 2020/21</p>

			<p>significant flood risk, exacerbated by steep topography, limited capacity in the drainage system and water quality in Linlithgow Loch</p> <p>Developers will be expected to invest to take account of these inter-related issues to better the situation and such investment may include off site activities.</p> <p>Developers may require to invest in additional engineering and to pick up surface water from existing developments off site in order to provide capacity in the combined drainage system.</p> <p>Early engagement with SEPA, Scottish Water and the Council's Flood Manager will be required to secure a coordinated and comprehensive scheme of measures</p>	<p>Scottish Water</p> <p>Developer / WLC / SEPA / Scottish Water</p> <p>Developer / WLC / SEPA / Scottish Water</p>	<p>X</p> <p>X</p>			
H-LL 11	Wilcoxholm Farm / Pilgrim's Hill	No permission	<p>Preparation of SG on Education.</p> <p>Developer contributions towards education improvements</p> <p>Junction improvements required.</p>	<p>WLC</p> <p>Developer</p> <p>Developer</p>	<p>X</p> <p>X</p> <p>X</p>			<p>Site is subject of a live application and completions have been programmed to deliver from 21/22</p>

			Canal bridge crossing onto Edinburgh Road.	Developer		X		SG Planning and Education drafted.
			Provision of pedestrian access from the canal to the railway station required.	Developer		X		SG Developer Contributions towards Transport drafted.
			Site drainage is a particularly sensitive issue in this part of Linlithgow and early engagement with SEPA, Scottish Water and the Council's Flood Manager will be required to secure a coordinated and comprehensive scheme of measures.	Developer / SEPA / Scottish Water / WLC		X		SG Planning Obligations Towards General Infrastructure drafted.
			The existing houses fronting onto Edinburgh Road are not currently connected to mains drainage and the opportunity should be taken to address this in the wider interests of improving water quality.	Developer		X		
			Requirement to consider the relationship with the Union Canal so as to integrate new development with it whilst allowing for canal related improvements such as moorings and access improvements and respecting its setting as a scheduled monument and	Developer / Scottish Canals / SEPA	X			

			maintaining any buffer that may be required in relation to the potential for flood risk.					
			Access to / from the Union canal (P-102).	Developer / Scottish Canals		X		
			A feasibility study to identify a location and funding programme for a new health centre in Linlithgow shall be undertaken and developer contributions will be required for all proposed housing sites in Linlithgow should it be concluded that such provision is necessary.	WLC / NHS Lothian / Developer	X	X		
			SG to be prepared on Developer Obligations for General Infrastructure for site delivery	WLC	X			
			Delivery of M9 (Junction 3) westbound slips at Burghmuir.	WLC		X	X	
			SG to be prepared on Developer obligations for transportation infrastructure.	WLC	X			
			Developer obligations towards Transportation Infrastructure.	Developer	X			
			Delivery of new non-denominational	WLC		X		

			<p>secondary school in Winchburgh.</p> <p>Capacity issues at non-denominational Primary will require to be resolved through a catchment review</p>	WLC		X	X	
H-LL 12	Preston Farm	No permission	<p>Preparation of SG on Education.</p> <p>Developer contributions towards education improvements</p> <p>Linlithgow is a priority area for surface water management due to significant flood risk, exacerbated by steep topography, limited capacity in the drainage system and water quality in Linlithgow Loch. Developers will be expected to invest to take account of these inter-related issues to better the situation and such investment may include off site activities.</p> <p>Developers may require to invest in additional engineering and to pick up surface water from existing developments off site in order to provide capacity in the</p>	<p>WLC</p> <p>Developer</p> <p>Developer / WLC / SEPA / Scottish Water</p> <p>Developer / WLC / Scottish Water / SEPA</p>	<p>X</p> <p>X</p> <p>X</p>	X		<p>Site is subject of a PAC / Completions have been programmed to deliver from 2023/24.</p> <p>SG Planning and Education drafted.</p> <p>SG Developer Contributions towards Transport drafted.</p> <p>SG Planning Obligations Towards General Infrastructure drafted.</p>

			<p>combined drainage system. Early engagement with SEPA, Scottish Water and the Council's Flood Manager will be required to secure a co-ordinated and comprehensive scheme of measures.</p> <p>Requirement to consider the relationship with the Union Canal so as to integrate new development with it whilst allowing for canal related improvements such as moorings and access improvements and respecting its setting as a scheduled monument and maintaining any buffer that may be required in relation to the potential for flood risk.</p> <p>A feasibility study to identify a location and funding programme for a new health centre in Linlithgow shall be undertaken and developer contributions will be required for all proposed housing sites in Linlithgow should it be concluded that such provision is necessary.vi</p> <p>SG to be prepared on Developer Obligations</p>	<p>Developer / Scottish canals</p> <p>WLC /NHS Lothian / Developer</p> <p>WLC</p>	<p>X</p> <p>X</p> <p>X</p>	<p>X</p>		
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			for General Infrastructure for site delivery	WLC		X	X	
			M9 (Junction 3) westbound slips at Burghmuir	WLC	X			
			SG to be prepared on developer obligations for transportation infrastructure	Developer		X		
			Developer obligations towards Transportation Infrastructure	WLC		X	X	
			Delivery of new non-denominational secondary school in Winchburgh.	WLC		X		
			Capacity issues at non-denominational Primary will require to be resolved through a catchment review					
H-LL 13	Kettlestoun Mains	No permission	Preparation of SG on Education.	WLC	X			No consent / No site start / but recent developer proposed layout completions have been programmed to deliver in 2022/23
			Developer contributions towards education improvements	Developer		X		SG Planning and Education drafted.
			A feasibility study to identify a location and funding programme for a new health centre in Linlithgow.	WLC / NHS Lothian	X			SG Developer Contributions towards Transport drafted.
			A feasibility study to identify a location and		X	X		

			<p>funding programme for a new health centre in Linlithgow shall be undertaken and developer contributions will be required for all proposed housing sites in Linlithgow should it be concluded that such provision is necessary.</p> <p>SG to be prepared on Developer Obligations for General Infrastructure for site delivery.</p> <p>Delivery of M9 (Junction 3) westbound slips at Burghmuir.</p> <p>SG to be prepared on Developer obligations for transportation infrastructure.</p> <p>Developer contributions towards Transportation Infrastructure.</p> <p>Delivery of new non-denominational secondary school in Winchburgh.</p> <p>Capacity issues at non-denominational Primary will require to be resolved through a catchment review</p>	<p>WLC / NHS Lothian / Developer</p> <p>WLC</p> <p>WLC</p> <p>WLC</p> <p>Developer</p> <p>WLC</p> <p>WLC</p>	<p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p>	<p>X</p> <p>X</p> <p>X</p>	<p>SG Planning Obligations Towards General Infrastructure drafted.</p>
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LIVINGSTON School consultation underway to rebalance education capacity to assist in facilitating development (denominational primary school Livingston South).								
LDP Ref	Site	Planning Status	Infrastructure Requirements	Responsibility	Delivery Period			Update/Comments
					2014 - 2019	2020 - 2024	2025 - 2029	
H-LV 1	Ballantyne Place (South)	No permission Planning brief has been prepared for the development of this site.	New road access required to link existing network at Ballantyne Place. Developer contributions required towards the enhancement of Peel Park. Implementation of enhancement works to local park facilities.	Developer Developer WLC		X X X		Site forms part of WLC's capital receipts programme and as such it will be brought to the market for disposal. No consent / No site start
H-LV 2	Murieston South (6A) Murieston Gait	Planning permission granted 06/08/13 (0780/FUL/12)						Development completed
H-LV 3	Murieston South (8), Tarbert Drive	No permission	Limited capacity at East Calder waste water treatment works and early discussion with Scottish Water required.	Developer/ Scottish Water		X		<u>Notice Of Intention letter issued by DPEA 5 May 2020.</u>
H-LV 4	Calder Road, Bellsquarry	No permission	Limited capacity at East Calder waste water treatment works and early discussion with Scottish Water required.	Developer/ Scottish Water		X		Site forms part of WLC's capital receipts programme and as such it will be brought to the market for disposal. <u>Planning Brief approved by Council Executive 8</u>

								February 2011. No consent / No site start
H-LV 5	Ettrick Drive, Craigshill	No permission Planning brief has been prepared for the development of this site.	Limited capacity at East Calder waste water treatment works and early discussion with Scottish Water required.	Developer/ Scottish Water		X		Site forms part of WLC's capital receipts programme and as such it will be brought to the market for disposal. No consent / No site start
H-LV 6	Forth Drive, Craigshill	Planning permission granted 29/07/2009 (0532/FUL/08)						Development completed
H-LV 7	Dedridge (East)	No permission	Limited capacity at East Calder waste water treatment works and early discussion with Scottish Water required.	Developer/ Scottish Water		X		On site. Designated access via Quentin Court is not adopted but is under the control of WLC. Site has consent from 2018 / Programmed to deliver from 2019/20
H-LV 9	Kirkton North (10B)	No permission Planning application undetermined (0049/FUL/16) Planning brief has been prepared for the development of this site.	Limited capacity at East Calder waste water treatment works and early discussion with Scottish Water required. Developer contributions required to facilitate improvements to the Almond Greenway.	Developer/ Scottish Water Developer WLC	X X	X X	X	Site forms part of WLC's capital receipts programme and as such it will be brought to the market for disposal. Undetermined application from 2016 but programmed to deliver from 2022/23

			<p>Implementation of improvement works to the Almond Greenway.</p> <p>A speed table shall be provided on Cousland Road where the footway crosses to the north side near Toll House.</p> <p>A road Redetermination Order will be required for the shortening and resurfacing of the cycleway on Cousland Road.</p>	<p>Developer/ WLC</p> <p>Developer/ WLC</p>		X	X	
H-LV 10	Deans (West) Hardie Road	No permission	<p>Limited capacity at East Calder waste water treatment works and early discussion with Scottish Water required.</p> <p>Developer contributions required to facilitate improvements to pedestrian linkages to adjacent play facilities.</p> <p>Implementation improvements to pedestrian linkages to adjacent play facilities.</p>	<p>Developer/ Scottish Water</p> <p>Developer/ SEPA</p> <p>WLC</p>		X	X	No consent / No site start
H-LV 11	Brucefield Industrial (Limefields)	Planning permission granted 0725/MSC/FUL (07/05/2017)	Developer contributions required towards extending St Mary's (Polbeth) denominational primary school.	<p>Developer</p> <p>Developer/</p>	X	X	X	<p>Developers identified as Barratt Homes and WLC</p> <p>Both parts of site have consent</p>

			Delivery of extension at St Mary's (Polbeth) Preparation of SG on Education.	WLC WLC	X			Private development programmed to deliver from 2020/21 / Affordable housing element on site & programmed to deliver from 2019/20 SG Planning and Education drafted.
H-LV 12	Land north of Almondvale Stadium	Planning permission granted 23/06/2016 (0544/FUL/15) Planning guidelines have been prepared for the development of this site.						Houses handed over to Council in Nov 2019 Development completed
H-LV 13*	Gavieside Farm	No permission	Significant road widening and footway provision from the site access to the C26 out with the application site required. Network of pedestrian and cycleway links including cycleway connections to National Cycle Route 75 at Almond North to Starlaw. Improvements at West Calder railway station including provision of park and ride, bus turning	Developer Developer Developer/ Network Rail		X X X	X X X	WLC owns various small pockets of land around the main development site which have the potential to be included to facilitate access and achieve a more comprehensive development. School consultation underway to rebalance education capacity to assist in facilitating development (denominational and non-denominational primary school and non-

			<p>facility, cycle parking at the north side of the station and the partial closure of the existing substandard access onto Limefield Road.</p> <p>Provision of bus priority measures along Charlesfield Road with provision of a park and ride site requiring further assessment.</p> <p>New distributor road network with bridges across the River Almond and West Calder Burn linking Toll Roundabout with Alba Campus.</p> <p>New distributor road network linking A71 with Simpson Parkway (Kirkton Campus) via Stepend and Gavieside Farm.</p> <p>Improvements to A705 and footways between Toll Roundabout and Seafield.</p> <p>Public car park for new village centre at Gavieside.</p> <p>The provision in the northern part of the Polbeth area of high-quality structure planting with a network of connecting paths to</p>	Developer		X	X	<p>denominational secondary).</p> <p>Site is subject of a live application and completions have been programmed to deliver from 2021/22</p> <p>SG Planning and Education drafted.</p> <p>SG Developer Contributions towards Transport drafted.</p> <p>SG Planning Obligations Towards General Infrastructure drafted.</p>
				Developer		X	X	
				Developer		X	X	
				Developer		X	X	
				Developer		X	X	
				Developer		X	X	
				Developer		X	X	

			Briestonhill Moss area and the existing woodland areas.					
			Enhancement of river corridors within master plan area.	Developer		X	X	
			Extension of existing greenway associated with River Almond (between Kirkton and Easter Breich)	Developer		X	X	
			New greenways associated with West Calder Burn, Harwood Water and Breich Water.	Developer		X	X	
			Developer contributions required towards the new non-denominational secondary school in East Calder in accordance with SG.	Developer		X	X	
			Developer contributions required towards extending St Mary's (Polbeth) denominational primary school in accordance with SG.	Developer		X	X	
			Developer contributions required to fund a new non-denominational primary school at Gavieside in accordance with SG.	Developer	X	X	X	
			Delivery of new non-denominational	Developer/ WLC		X	X	

			secondary school in East Calder. Delivery of extension to St Mary's primary school, Polbeth. Delivery of new non-denominational primary school at Gavieside. Preparation of SG on Education.	Developer/ WLC Developer/ WLC WLC		X X	X X	
H-LV 14	Appleton Parkway South East (Elburn Park)	Planning permission granted 23/06/2014 & 01/04/2016 (0158/MS/14 & 0078/FUL/16)						Development completed
H-LV 15	Kirkton Business Centre	Undetermined planning application (0255/P/13)	Limited capacity at East Calder waste water treatment works and early discussion with Scottish Water required. 100% developer contribution required towards the costs associated with extending the hall at Livingston Village primary school.	Developer/ Scottish Water		X X	X X	Site has consent from 2019 / Programmed to deliver from 2019/20 Developer identified as Persimmon Homes and on site.
H-LV 17	Almond Link Road, Civic Centre Junction	Planning permission granted 13/06/2015 (0196/FUL/15)						Development completed

H-LV 18	Dedridge East Road (site of former Lammermuir House)	Planning permission granted 18/06/15 (0239/FUL/15)						Development completed
H-LV 20	Glen Road/ Broomyknowe Drive, Deans	Planning permission granted 03/08/12 0479/FUL/11						Development completed
H-LV 21	Glen Road (rear of New Deans House)	No permission Planning guidelines have been prepared for the development of this site.	Limited capacity at East Calder waste water treatment works and early discussion with Scottish Water required. The location of a surface water pipe traversing the site requires investigation and accommodation. Developer contributions required to enhance Central Recreation Area Local Park and facilitate safe pedestrian access to park. Implementation of works to enhance Central Recreation Area Local Park and facilitate safe pedestrian access to park.	Developer/ Scottish Water Developer/ Scottish Water Developer WLC		X X	 X X	Site forms part of WLC's capital receipts programme and as such it will be brought to the market for disposal. No consent / No site start

H-LV 22	Kirkton North Road (site of former Buchanan House)	Planning permission granted 26/02/2016 (0926/MS/15 & 0927/MS/15)	Limited capacity at East Calder waste water treatment works and early discussion with Scottish Water required.	Developer/ Scottish Water		X		Development at an advanced stage by Barratt Homes. Development is underway with 75 of 112 houses having been completed Developer identified as Barratt Homes
H-LV 23	Houston Road (North)	No permission	Limited capacity at East Calder waste water treatment works and early discussion with Scottish Water required. The location of a water pipe traversing the site requires investigation and accommodation.	Developer/ Scottish Water Developer/ Scottish Water		X X		Site has consent from 2019 / Programmed to deliver from 2020/21 Developer identified as Bellway Homes
H-LV 24	Eagle Brae Depot	No permission	There are capacity issues relative to Harrysmuir primary school which will require a catchment review.	WLC		X		This site is owned by WLC and is held on the Housing Revenue Account with a view to being developed for social housing. School consultation underway to rebalance education capacity to assist in facilitating development. No consent / No site start / but completions have been programmed to deliver in 2021/22

H-LV 25	Deans South, Phase 1	Planning permission granted 15/10/2015 & 09/08/16 (0625/MS/15 & 0371/FUL/15 & 0413/FUL/16) Planning guidelines have been prepared for the development of this site.						Development completed
H-LV 26	Deans South, Phase 2	Planning permission in principle granted 10/03/2016 (0053/P/16 & 0076/P/16) Planning guidelines have been prepared for the development of this site.	There is existing water and waste water infrastructure on site that requires investigation and taken account of.	Developer/ Scottish Water	X	X		This site is owned by WLC and is held on the Housing Revenue Account with a view to being developed for social housing. Site has consent from 2015 / No site start / Programmed to deliver from 2021/22
H-LV 27	Deans South (Remainder)	Planning permission in principle granted 23/01/2015 & 16/05/2016 (0834/P/14 & 0053/P/16)	There is existing water and waste water infrastructure on site that requires investigation and taken account of.	Developer/ Scottish Water	X			This site is owned by WLC and is held on the Housing Revenue Account with a view to being developed for social housing. Springfield Properties also have ownership interests. Site is subject of a live application and completions have been

								programmed to deliver from 2021/22
H-LV 28	Deans Road South	No permission	New mini-roundabout at the junction with Elie Avenue required.	Developer		X		This site forms part of WLC's capital receipts programme and will be brought to the market for disposal in due course. No consent / No site start
H-LV 29	Howden South Road (Former Trim Track)	No permission Planning brief has been prepared for the development of this site.				X		This site forms part of WLC's capital receipts programme and will be brought to the market for disposal during the 2020-24 timeframe. No consent / No site start
H-LV 30	Land south of Almondvale Stadium	Planning permission granted 20/06/2016 (0553/FUL/15)	Limited capacity at East Calder waste water treatment works and early discussion with Scottish Water required.	Developer/ Scottish Water	X			Houses handed over to Council in Nov 2019 Development Completed
H-LV 31	Murieston Valley Road	No permission	Limited capacity at East Calder waste water treatment works and early discussion with Scottish Water required.	Developer/ Scottish Water		X		This site forms part of WLC's capital receipts programme and is currently being marketed.
H-LV 32	Eucal Business Centre, Craigshill	No permission	Limited capacity at East Calder waste water treatment works and	Developer/ Scottish Water		X		No consent / No site start

	Road		early discussion with Scottish Water required.					
H-LV 33	Brotherton Farm	Planning permission in principle granted 28/10/2016 (0648/P/14)	<p>Provision of an acoustic barrier on the southern boundary of the site and parallel to the A71.</p> <p>Provision of pedestrian access to the existing bus stops on the A71.</p> <p>Provision of bus shelters on the A71 for both directions.</p> <p>Extension of the footway on the north-west side of the A71 Wilderness roundabout into the development site to tie in with the west footway on the access road.</p> <p>Provision of improved pedestrian crossing facilities for the A71.</p>	<p>Developer</p> <p>Developer</p> <p>Developer</p> <p>Developer</p> <p>Developer</p>	<p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p>			<p>Site has consent from 2018 / Programmed to deliver from 2019/20</p> <p>Developer identified as Miller Homes and on site.</p>
H-LV 34	Appleton Parkway north east	No permission	Limited capacity at East Calder waste water treatment works and early discussion with Scottish Water required.	Developer/ Scottish Water		X		No consent but PAC has been submitted / No site start / Programmed to deliver from 2022/23
H-LV 35	Wellhead Farm	Planning permission granted 14/02/2018	Limited capacity at East Calder waste water treatment works and early discussion with	Developer/ Scottish Water	X			Site has consent from 2018 / Programmed to deliver from 2020/21

		(0918/P/15)	Scottish Water required.	Developer	X			Developers identified as Bellway Homes and Miller Homes and on site.
			Provision of traffic islands on Murieston Road, including carriageway widening.	Developer	X			
			Provision of a two metre wide footway and a bus stop and shelter on the frontage of the development site on the south side of Murieston Road.	Developer	X			
			Lane widening at the A71 New Park roundabout.	Developer	X			

LONGRIDGE								
LDP Ref	Site	Planning Status	Infrastructure Requirements	Responsibility	Delivery Period			Update/Comments
					2014 - 2019	2020 - 2024	2025 - 2029	
H-LR 1	Curling Pond Lane	Planning permission granted 7/11/2007 (0815/FUL/06) Development commenced but has not been completed.						Development had stalled but has recommenced with a new developer. Site has consents from 2014 and 2019 / Programmed to deliver from 2019/20 Developers identified as Lynch Homes Ltd

H-LR 2	Fauldhouse Road (North)	Planning permission granted 10/05/2006 (0493/P/02)	Limited capacity at East Calder waste water treatment works and early discussion with Scottish Water required. Preparation of SG on Education.	Developer/ Scottish Water WLC	 X			Site has consent from 2017/ No site start / Programmed to deliver from 2022/23 SG Planning and Education drafted.
H-LR 3	Land at Back o' Moss/Main Street	No permission	Limited capacity at East Calder waste water treatment works and early discussion with Scottish Water required. Preparation of SG on Education.	Developer/ Scottish Water WLC	 X	X		No consent / No site start / Programmed to deliver from 2024/25 SG Planning and Education drafted.
H-LR 4	Longridge Park	No permission	Preparation of SG on Education.	WLC		X		No consent / No site start / Programmed to deliver from 2024/25 SG Planning and Education drafted.

MID CALDER								
LDP Ref	Site	Planning Status	Infrastructure Requirements	Responsibility	Delivery Period			Update/Comments
					2014 - 2019	2020 - 2024	2025 - 2029	
H-MC 1	New Calder Paper Mill	Planning permission granted 13/06/2016 (0811/FUL/14)						Development completed

PHILPSTOUN								
LDP Ref	Site	Planning Status	Infrastructure Requirements	Responsibility	Delivery Period			Update/Comments
					2014 - 2019	2020 - 2024	2025 - 2029	
H-PH 1	Philpstoun Bowling Club	Planning Permission granted 16/11/15 (0443/FUL/15)						Development completed

POLBETH								
LDP Ref	Site	Planning Status	Infrastructure Requirements	Responsibility	Delivery Period			Update/Comments
					2014 - 2019	2020 - 2024	2025 - 2029	
H-PB 1	West Calder High School, Limefield	Planning Permission granted 30/05/16 (0083/FUL/16)						Development completed

PUMPHERSTON								
LDP Ref	Site	Planning Status	Infrastructure Requirements	Responsibility	Delivery Period			Update/Comments
					2014 - 2019	2020 - 2024	2025 - 2029	
H-PU 1	Drumshoreland/ Kirkforthar Brickworks	Planning permission granted (31/05/2017) 0418/MS/17	Limited capacity at East Calder waste water treatment works and early discussion with Scottish Water required.	Developer/ Scottish Water	X			Site A has consent from 2017/ No site start / Programmed to deliver from 2019/20 Developer identified as Dundas Estates & Development Company
				Developer	X	X	X	

		Planning guidelines have been prepared for the development of this site.	Developer contributions required towards the enhancement of Marrfield park.	Developer		X	X	Site B has consent from 2016/ Site started / Programmed to deliver from 19/20 Developer identified as WLC Remainder of site has no consent / Programmed to deliver from 24/25 SG Planning and Education drafted.
		&	Implementation of enhancement works to Marrfield park.	Developer	X	X	X	
		Planning Permission granted 08/01/2016 (0708/FUL/15)	Developer contributions required towards the new non-denominational secondary school in Winchburgh in accordance with SG.	Developer/ WLC		X		
			Delivery of new non-denominational secondary school in Winchburgh.	Developer	X	X	X	
			Developer contributions required towards the extension of the denominational primary school (St Paul's) in accordance with SG.	Developer/ WLC		X	X	
			Delivery of extension to St Paul's primary school.	Developer/ WLC	X	X	X	
			Developer contributions required towards the extension of the denominational primary school (St Nicholas's) in accordance with SG.	Developer/ WLC		X	X	
			Developer contributions required towards Pumpherston and Uphall Station Community primary school.	Developer/ WLC	X	X	X	

			Preparation of SG on Education.	WLC	X			Extension at St Nicholas's primary school completed August 2016
H-PU 2	Drumshoreland Road Frontage	Planning permission granted 04/07/18 (0161/P/16)	Limited capacity at East Calder waste water treatment works and early discussion with Scottish Water required.	Developer/ Scottish Water		X		No consent / No site start
			Play facilities to be provided on site as part of development.	Developer		X		SG Planning and Education drafted.
			Developer contributions required towards Pumpherston and Uphall Station Community primary school.	Developer	X	X	X	
			Developer contributions required towards the extension of the denominational primary school (St Paul's) in accordance with SG.	Developer	X	X	X	
			Delivery of extension to St Paul's primary school.			X	X	
			Preparation of SG on Education.	WLC	X			
H-PU 3	Uphall Station Road (former Pumpherston Primary School & Institute)	Planning permission granted (0541/FUL/14)						Development completed

H-PU 4	Beechwood Grove Park	No permission	Limited capacity at East Calder waste water treatment works and early discussion with Scottish Water required.	Developer/ Scottish Water		X		No consent / No site start / Programmed to deliver from 2024/25
			Developer contributions required towards Pumpherston and Uphall Station Community primary school.	Developer	X	X	X	
			Developer contributions required towards the extension of the denominational primary school (St Nicholas's) in accordance with SG.	Developer	X	X	X	
			Preparation of SG on Education.	WLC	X			
								Extension at St Nicholas's primary school completed August 2016 SG Planning and Education drafted.

SEAFIELD								
LDP Ref	Site	Planning Status	Infrastructure Requirements	Responsibility	Delivery Period			Update/Comments
					2014 - 2019	2020 - 2024	2025 - 2029	
H-SF 1	Old Rows	Planning permission granted 26/05/15 (0460/FUL/10)	Developer contributions required for only 4 of the 10 houses towards the new denominational secondary school as other 6 units benefit from a previous approval and are exempt.	Developer WLC	X		X	Development is underway with 8 of 10 houses having been completed Developer identified as RB Construction SG Planning and Education drafted.

			Delivery of the new denominational secondary school.	WLC	X			
			Preparation of SG on Education.					

STONEYBURN/BENTS

LDP Ref	Site	Planning Status	Infrastructure Requirements	Responsibility	Delivery Period			Update/Comments
					2014 - 2019	2020 - 2024	2025 - 2029	
H-SB 1	Stoneyburn Farm (East)	No permission	Limited capacity at East Calder waste water treatment works and early discussion with Scottish Water required.	Developer/ Scottish Water		X		Expired consent from 2004 / No site start.
			Developer contributions required towards the enhancement of local park.	Developer		X	X	SG Planning and Education drafted.
			Implementation of enhancement works to local park.	WLC		X		
			Provision of a pedestrian crossing refuge.	Developer		X		
			Preparation of SG on Education.	WLC				
H-SB 2	Stoneyburn Farm (West)	No permission	Limited capacity at East Calder waste water treatment works and early discussion with Scottish Water required.			X		Expired consent from 2004 / No site start.
						X	X	SG Planning and Education drafted.

			Developer contributions required towards the enhancement of local park.			X		
			Implementation of enhancement works to local park.			X		
			Provision of a pedestrian crossing refuge.					
			Preparation of SG on Education.					
H-SB 3	Stoneyburn Workshops, Foulshiels Road	Planning permission granted 01/02/2017 (0109/FUL/16)						Development completed
H-SB 4	Burnlea Place & Meadow Place	No permission	The location of existing water and waste water pipes traversing the site requires investigation and accommodation.	Developer/ Scottish Water		X		No consent / No site start.
			Preparation of SG on Education.	WLC	X			SG Planning and Education drafted.
H-SB 5	Foulshiels Road (Site A)	No permission	Developer contributions required towards the enhancement of local park.	Developer		X		Expired consent from 2004 / No site start.
			Implementation of enhancement works to local park.	Developer		X		SG Planning and Education drafted.
			Preparation of SG on Education.	WLC				

H-SB 6	Meadow Road/Church Gardens	No permission	Limited capacity at East Calder waste water treatment works and early discussion with Scottish Water required.	Developer/ Scottish Water		X		No consent / No site start / Programmed to deliver from 2024/25. SG Planning and Education drafted.
			The location of existing water mains and sewer pipes traversing the site requires investigation and accommodation.	Developer/ Scottish Water		X		
			Links to wider informal path network including east-west links between Meadow Road and Burnbrae Road as well as links to the south across the Breich Water to be retained/enhanced.	Developer				
			Preparation of SG on Education.	WLC				

H-SB 7	Foulshiels Road (Site B)	No permission	Limited capacity at East Calder waste water treatment works and early discussion with Scottish Water required.	Developer/ Scottish Water		X		No consent / No site start
			Developer contributions required towards the enhancement of local park.	Developer		X	X	SG Planning and Education drafted.
			Implementation of enhancement works to local park.	WLC		X	X	SG Planning Obligations Towards General Infrastructure drafted.
			Preparation of SG on Education.	WLC				

WEST CALDER & HARBURN								
LDP Ref	Site	Planning Status	Infrastructure Requirements	Responsibility	Delivery Period			Update/Comments
					2014 - 2019	2020 - 2024	2025 - 2029	
H-WC 1*	Cleugh Brae	No permission	Offsite road widening and footway provision from the site access to the C26 is required.	Developer		X		No consent / No site start / Programmed to deliver from 2023/24.
			Network of pedestrian and cycleway links including cycleway connections to National Cycle Route 75 at Almond North to Starlaw.	Developer		X		SG Planning and Education drafted.
			Improvements at West Calder railway station	Developer/ Network Rail		X		SG Developer Contributions towards Transport drafted. SG Planning Obligations Towards General Infrastructure drafted.

			including provision of park and ride, bus turning facility, cycle parking at the north side of the station and the partial closure of the existing substandard access onto Limefield Road.					
			Provision of bus priority measures along Charlesfield Road with provision of a park and ride site requiring further assessment.	Developer		X		
			New distributor road network with bridges across the River Almond and West Calder Burn linking Toll Roundabout with Alba Campus.	Developer		X		
			New distributor road network linking A71 with Simpson Parkway (Kirkton Campus) via Stepend and Gavieside Farm.	Developer		X		
			Improvements to A705 and footways between Toll Roundabout and Seafield.	Developer		X		
			Public car park for new village centre at Gavieside.	Developer		X		
			The provision in the northern part of the	Developer		X		

			Polbeth area of high-quality structure planting with a network of connecting paths to Briestonhill Moss area and the existing woodland areas.					
			Safeguard land for extension of Almond Valley Heritage Centre light rail route on north side of River Almond.	Developer		X		
			Enhancement of river corridors within master plan area.	Developer		X		
			Extension of existing greenway associated with River Almond (between Kirkton and Easter Breich)	Developer		X		
			New greenways associated with West Calder Burn, Harwood Water and Breich Water.	Developer		X		
			Developer contributions required towards the new non-denominational secondary school (East Calder) in accordance with SG.	Developer	X	X	X	
			Developer contributions required towards extension to the non-denominational primary school (Parkhead) in accordance with SG.	Developer	X	X	X	

			Developer contributions required towards extension to the denominational primary school (St Mary's Polbeth) in accordance with SG.	Developer	X	X	X	
			Delivery of new non-denominational East Calder secondary school.	Developer/ WLC		X	X	
			Delivery of extension to the non-denominational primary school (Parkhead).	Developer/ WLC		X	X	
			Delivery of extension to the denominational primary school (St Mary's Polbeth).	Developer/ WLC		X	X	
			Preparation of SG on Education.	WLC	X			
H-WC 2*	Mossend, Phase1 (Site A)	Planning permission granted 22/10/2014 (0349/FUL/11)	Offsite road widening and footway provision from the site access to the C26 is required.	Developer		X		Site has consent and completions have been programmed to deliver from 2020/21.
			Network of pedestrian and cycleway links including cycleway connections to National Cycle Route 75 at Almond North to Starlaw.	Developer		X		Developer identified as Walker Group.
			Improvements at West Calder railway station including provision of park and ride, bus turning facility, cycle	Developer/ Network Rail		X		SG Planning and Education drafted. SG Developer Contributions towards Transport drafted.

			parking at the north side of the station and the partial closure of the existing substandard access onto Limefield Road.					SG Planning Obligations Towards General Infrastructure drafted.
			Provision of bus priority measures along Charlesfield Road with provision of a park and ride site requiring further assessment.	Developer		X		
			New distributor road network with bridges across the River Almond and West Calder Burn linking Toll Roundabout with Alba Campus.	Developer		X		
			New distributor road network linking A71 with Simpson Parkway (Kirkton Campus) via Stepend and Gavieside Farm.	Developer		X		
			Improvements to A705 and footways between Toll Roundabout and Seafield.	Developer		X		
			Public car park for new village centre at Gavieside.	Developer		X		
			The provision in the northern part of the Polbeth area of high-quality structure planting with a network of connecting paths to	Developer		X		

			Briestonhill Moss area and the existing woodland areas.					
			Safeguard land for extension of Almond Valley Heritage Centre light rail route on north side of River Almond.	Developer		X		
			Enhancement of river corridors within master plan area.	Developer		X		
			Extension of existing greenway associated with River Almond (between Kirkton and Easter Breich)	Developer		X		
			New greenways associated with West Calder Burn, Harwood Water and Breich Water.	Developer		X		
			Developer contributions required towards the new non-denominational secondary school (East Calder) in accordance with SG.	Developer	X	X	X	
			Developer contributions required towards extension to the non-denominational primary school (Parkhead) in accordance with SG.	Developer	X	X	X	
			Developer contributions required towards extension to the denominational primary	Developer	X	X	X	

			<p>school (St Mary's Polbeth) in accordance with SG.</p> <p>Delivery of new non-denominational East Calder secondary school.</p> <p>Delivery of extension to the non-denominational primary school (Parkhead).</p> <p>Delivery of extension to the denominational primary school (St Mary's Polbeth).</p> <p>Preparation of SG on Education.</p>	<p>Developer/ WLC</p> <p>Developer/ WLC</p> <p>Developer/ WLC</p> <p>WLC</p>	<p>X</p> <p>X</p> <p>X</p> <p>X</p>	<p>X</p> <p>X</p> <p>X</p> <p>X</p>	
H-WC 3*	Mossend, Phase 1 (Site B)	Planning permission granted 22/10/2014 (0337/P/13)	<p>Offsite road widening and footway provision from the site access to the C26 is required.</p> <p>Network of pedestrian and cycleway links including cycleway connections to National Cycle Route 75 at Almond North to Starlaw.</p> <p>Improvements at West Calder railway station including provision of park and ride, bus turning facility, cycle parking at the north side of the station and the partial closure of the existing</p>	<p>Developer</p> <p>Developer</p> <p>Developer/ Network Rail</p>	<p>X</p> <p>X</p> <p>X</p>		<p>Development is underway with 55 of 118 houses having been completed</p> <p>Developer identified as Walker Group.</p> <p>SG Planning and Education drafted.</p> <p>SG Developer Contributions towards Transport drafted.</p> <p>SG Planning Obligations Towards General Infrastructure drafted.</p>

			substandard access onto Limefield Road.					
			Provision of bus priority measures along Charlesfield Road with provision of a park and ride site requiring further assessment.	Developer		X		
			New distributor road network with bridges across the River Almond and West Calder Burn linking Toll Roundabout with Alba Campus.	Developer		X		
			New distributor road network linking A71 with Simpson Parkway (Kirkton Campus) via Stepend and Gavieside Farm.	Developer		X		
			Improvements to A705 and footways between Toll Roundabout and Seafield.	Developer		X		
			Public car park for new village centre at Gavieside.	Developer		X		
			The provision in the northern part of the Polbeth area of high-quality structure planting with a network of connecting paths to Briestonhill Moss area and the existing woodland areas.	Developer		X		

			Safeguard land for extension of Almond Valley Heritage Centre light rail route on north side of River Almond.	Developer		X		
			Enhancement of river corridors within master plan area.	Developer		X		
			Extension of existing greenway associated with River Almond (between Kirkton and Easter Breich)	Developer		X		
			New greenways associated with West Calder Burn, Harwood Water and Breich Water.	Developer		X		
			Developer contributions required towards the new non-denominational secondary school (East Calder) in accordance with SG.	Developer	X	X	X	
			Developer contributions required towards extension to the non-denominational primary school (Parkhead) in accordance with SG.	Developer	X	X	X	
			Developer contributions required towards extension to the denominational primary school (St Mary's Polbeth) in accordance with SG.	Developer	X	X	X	

			<p>Delivery of new non-denominational East Calder secondary school.</p> <p>Delivery of extension to the non-denominational primary school (Parkhead).</p> <p>Delivery of extension to the denominational primary school (St Mary's Polbeth).</p> <p>Preparation of SG on Education.</p>	<p>Developer/ WLC</p> <p>Developer/ WLC</p> <p>Developer/ WLC</p> <p>WLC</p>	X	X	
H-WC 4*	Mossend (Remainder)	<p>Planning permission granted 7/10/2016 (0876/P/14) & 6/10.2016 (0875/FUL/14)</p>	<p>Offsite road widening and footway provision from the site access to the C26 is required.</p> <p>Network of pedestrian and cycleway links including cycleway connections to National Cycle Route 75 at Almond North to Starlaw.</p> <p>Improvements at West Calder railway station including provision of park and ride, bus turning facility, cycle parking at the north side of the station and the partial closure of the existing substandard access onto Limefield Road.</p>	<p>Developer</p> <p>Developer</p> <p>Developer/ Network Rail</p> <p>Developer</p>	X	X	<p>There are three sites which have consent.</p> <p>Mossend Site Y. Phase 3 has been programmed to deliver from 2020/21</p> <p>Developer identified as Walker Group</p> <p>Mossend Site Y, Phase 2 has been programmed to deliver from 2023/24</p> <p>Developer identified as Walker Group</p> <p>Mossend Site Y, Remainder has been programmed to deliver from 2022/23</p>

		Provision of bus priority measures along Charlesfield Road with provision of a park and ride site requiring further assessment.	Developer		X	Developer identified as Walker Group
		New distributor road network with bridges across the River Almond and West Calder Burn linking Toll Roundabout with Alba Campus.	Developer		X	Mossend Site K, has been programmed to deliver from 2021/22 Developer identified as Walker Group.
		New distributor road network linking A71 with Simpson Parkway (Kirkton Campus) via Stepend and Gavieside Farm.	Developer		X	SG Planning and Education drafted. SG Developer Contributions towards Transport drafted.
		Improvements to A705 and footways between Toll Roundabout and Seafield.	Developer		X	SG Planning Obligations Towards General Infrastructure drafted.
		Public car park for new village centre at Gavieside.	Developer		X	
		The provision in the northern part of the Polbeth area of high-quality structure planting with a network of connecting paths to Bristonhill Moss area and the existing woodland areas.	Developer		X	
		Safeguard land for extension of Almond Valley Heritage Centre	Developer		X	

			light rail route on north side of River Almond.	Developer		X		
			Enhancement of river corridors within master plan area.	Developer		X		
			Extension of existing greenway associated with River Almond (between Kirkton and Easter Breich)	Developer		X		
			New greenways associated with West Calder Burn, Harwood Water and Breich Water.	Developer				
			Developer contributions required towards the new non-denominational secondary school (East Calder) in accordance with SG.	Developer Developer	X	X	X	
			Developer contributions required towards extension to the non-denominational primary school (Parkhead) in accordance with SG.	Developer	X	X	X	
			Developer contributions required towards extension to the denominational primary school (St Mary's Polbeth) in accordance with SG.	Developer	X	X	X	
			Delivery of new non-denominational East Calder secondary school.	Developer/ WLC		X	X	

			Delivery of extension to the non-denominational primary school (Parkhead).	Developer/ WLC		X	X	
			Delivery of extension to the denominational primary school (St Mary's Polbeth).	Developer/ WLC		X	X	
			Preparation of SG on Education.	WLC	X			
H-WC 5*	Burngrange (west of West Calder cemetery)	No permission	Limited capacity at East Calder waste water treatment works and early discussion with Scottish Water required.	Developer /Scottish Water		X		No consent / No site start / but completions have been programmed to deliver in 2024/25. SG Planning and Education drafted.
			Offsite road widening and footway provision from the site access to the C26 is required.	Developer		X		SG Developer Contributions towards Transport drafted.
			Network of pedestrian and cycleway links including cycleway connections to National Cycle Route 75 at Almond North to Starlaw.	Developer		X		SG Planning Obligations Towards General Infrastructure drafted.
			Improvements at West Calder railway station including provision of park and ride, bus turning facility, cycle parking at the north side of the station and the partial closure of the existing substandard access onto Limefield Road.	Developer/ Network Rail		X		

			Provision of bus priority measures along Charlesfield Road with provision of a park and ride site requiring further assessment.	Developer		X		
			New distributor road network with bridges across the River Almond and West Calder Burn linking Toll Roundabout with Alba Campus.	Developer		X		
			New distributor road network linking A71 with Simpson Parkway (Kirkton Campus) via Stepend and Gavieside Farm.	Developer		X		
			Improvements to A705 and footways between Toll Roundabout and Seafield.	Developer		X		
			Public car park for new village centre at Gavieside.	Developer		X		
			The provision in the northern part of the Polbeth area of high-quality structure planting with a network of connecting paths to Briestonhill Moss area and the existing woodland areas.	Developer		X		
			Safeguard land for extension of Almond Valley Heritage Centre	Developer		X		

			light rail route on north side of River Almond.					
			Enhancement of river corridors within master plan area.	Developer		X		
			Extension of existing greenway associated with River Almond (between Kirkton and Easter Breich)	Developer		X		
			New greenways associated with West Calder Burn, Harwood Water and Breich Water.	Developer	X	X	X	
			Developer contributions required towards the new non-denominational secondary school (East Calder) in accordance with SG.	Developer	X	X	X	
			Developer contributions required towards extension to the non-denominational primary school (Parkhead) in accordance with SG.	Developer	X	X	X	
			Developer contributions required towards extension to the denominational primary school (St Mary's Polbeth) in accordance with SG.	Developer		X	X	
			Delivery of new non-denominational East Calder secondary school.	Developer/ WLC		X		

			Delivery of extension to the non-denominational primary school (Parkhead).	Developer/ WLC		X	X	
			Delivery of extension to the denominational primary school (St Mary's Polbeth).	Developer/ WLC		X	X	
			Preparation of SG on Education.	WLC	X			
H-WC 6*	Hartwood Road West	No permission	Limited capacity at East Calder waste water treatment works and early discussion with Scottish Water required.	Developer /Scottish Water		X		Site has consent but no site start / Completions have been programmed to deliver from 2022/22.
			Offsite road widening and footway provision from the site access to the C26 is required.	Developer		X		SG Planning and Education drafted.
			Network of pedestrian and cycleway links including cycleway connections to National Cycle Route 75 at Almond North to Starlaw.	Developer		X		SG Developer Contributions towards Transport drafted.
			Improvements at West Calder railway station including provision of park and ride, bus turning facility, cycle parking at the north side of the station and the partial closure of the existing substandard access onto Limefield Road.	Developer/ Network Rail		X		SG Planning Obligations Towards General Infrastructure drafted.

			Provision of bus priority measures along Charlesfield Road with provision of a park and ride site requiring further assessment.	Developer		X		
			New distributor road network with bridges across the River Almond and West Calder Burn linking Toll Roundabout with Alba Campus.	Developer		X		
			New distributor road network linking A71 with Simpson Parkway (Kirkton Campus) via Stepend and Gavieside Farm.	Developer		X		
			Improvements to A705 and footways between Toll Roundabout and Seafield.	Developer		X		
			Public car park for new village centre at Gavieside.	Developer		X		
			The provision in the northern part of the Polbeth area of high-quality structure planting with a network of connecting paths to Briestonhill Moss area and the existing woodland areas.	Developer		X		
			Safeguard land for extension of Almond	Developer		X		

			Valley Heritage Centre light rail route on north side of River Almond.					
			Enhancement of river corridors within master plan area.	Developer		X		
			Extension of existing greenway associated with River Almond (between Kirkton and Easter Breich)	Developer		X		
			New greenways associated with West Calder Burn, Harwood Water and Breich Water.	Developer	X	X	X	
			Developer contributions required towards the new non-denominational secondary school (East Calder) in accordance with SG.	Developer	X	X	X	
			Developer contributions required towards extension to the non-denominational primary school (Parkhead) in accordance with SG.	Developer	X	X	X	
			Developer contributions required towards extension to the denominational primary school (St Mary's Polbeth) in accordance with SG.	Developer		X	X	
				Developer/ WLC		X		

			Delivery of new non-denominational East Calder secondary school.	Developer/ WLC		X	X	
			Delivery of extension to the non-denominational primary school (Parkhead).	Developer/ WLC		X	X	
			Delivery of extension to the denominational primary school (St Mary's Polbeth).	WLC	X			
			Preparation of SG on Education.					

WESTFIELD								
LDP Ref	Site	Planning Status	Infrastructure Requirements	Responsibility	Delivery Period			Update/Comments
					2014 - 2019	2020 - 2024	2025 - 2029	
H-WF 1	North Logie Brae & South Logie Brae	Planning permission granted 21/11/02 (1041/2000)	Developer contributions required towards extension to the non-denominational primary school (Westfield) in accordance with SG.	Developer	X	X	X	No substantive development has taken place due, it is understood, to funding constraints.
		Planning permission has been validated by minimal engineering works having been implemented.	Delivery of extension to the non- denominational primary school (Westfield).	Developer/ WLC	X	X	X	St Anthony's primary school extension completed August 2016
			Developer contributions required towards the extension of the denominational St Anthony's primary school,		X	X	X	Site has consent from 2008 but is not currently being developed. Completions have been programmed to deliver from 2024/25. SG Planning and Education drafted.

			Armada in accordance with SG.					SG Planning Obligations Towards General Infrastructure drafted.
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WHITBURN								
LDP Ref	Site	Planning Status	Infrastructure Requirements	Responsibility	Delivery Period			Update/Comments
					2014 - 2019	2020 - 2024	2025 - 2029	
H-WH 1	Polkemmet, Heartlands (1)	Planning Permission Granted 12/05/11 (0191/MS/11)						Development completed
H-WH 2	Polkemmet, Heartlands, Areas A, B and C	Planning Permission Granted 10/12/13 (0890/MS/10)						Development completed
H-WH 3	Polkemmet, Remainder	Planning permission granted 10/05/06 0493/P/02	Developer contributions required towards the non-denominational secondary school capacity if more than 900 units are proposed.	Developer	X	X	X	School consultation underway to rebalance education capacity to assist in facilitating development.
			Preparation of SG on Education.	WLC	X			Multiple phases of development

			<p>Scottish Water has carried out a strategic drainage impact assessment within the White Burn catchment and it has been identified that mitigation is required. Early discussion with Scottish Water is encouraged.</p>	Developer/ Scottish Water	X			<p>Phases 2A and 2B (Bellway Homes) Development is underway with 98 of 163 houses having been completed</p> <p>Phase 2 (Allan Water) Development is underway with 23 of 102 houses having been completed</p> <p>Phase 2 (Persimmon) Development is underway with 42 of 117 houses having been completed</p> <p>Phase 2D (WE Link Group) Site has consent from 2018. Development has not commenced. Completions have been programmed to deliver from 2024/25</p> <p>Phase 3A (WE Link Group) Site has consent from 2018. Development has not commenced. Completions have been programmed to deliver from 2020/21</p> <p>Phase 3 B (Taylor Wimpey) Site has consent from 2018. Development has not commenced. Completions have been</p>
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								<p>programmed to deliver from 2019/20</p> <p>Phase 3C and 3D (WE Link Group) Site has consent from 2018. Development has not commenced. Completions have been programmed to deliver from 2022/23</p> <p>Phase 4 (1) (WE Link Group) Site has consent from 2018. Development has not commenced. Completions have been programmed to deliver from 2024/25</p> <p>Phase 4 (2) (WE Link Group) Site has consent from 2018. Development has not commenced. Completions have been programmed to deliver from 2023/24</p> <p>Phase 5A (1) (Bellway Homes) Site has consent from 2018. Development has not commenced. Completions have been programmed to deliver from 2020/21</p>
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								<p>Phase 5A (2) (Bellway Homes) Site has consent from 2018. Development has not commenced. Completions have been programmed to deliver from 2022/23</p> <p>Phase 5B (WE Link Group) Site has consent from 2018. Development has not commenced. Completions have been programmed to deliver from 2022/23</p> <p>Phase 5C (WE Link Group) Site has consent from 2018. Development has not commenced. Completions have been programmed to deliver from 2022/23</p> <p>Phase 6A (WE Link Group) Site has consent from 2018. Development has not commenced. Completions have been programmed to deliver from 2022/23</p> <p>Phase 6B (WE Link Group) Site has consent from 2018. Development has not commenced. Completions have been</p>
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								<p>programmed to deliver from 2022/23</p> <p>Phase 6C (WE Link Group) Site has consent from 2018. Development has not commenced. Completions have been programmed to deliver from 2023/24</p> <p>Phase 6D (WE Link Group) Site has consent from 2018. Development has not commenced. Completions have been programmed to deliver from 2024/25</p> <p>Phase 6E (WE Link Group) Site has consent from 2018. Development has not commenced. Completions have been programmed to deliver from 2024/25</p> <p>Phase 8A (WE Link Group) Site has consent from 2018. Development has not commenced. Completions have been programmed to deliver from 2025/26</p>
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								<p>Phase 8B (WE Link Group) Site has consent from 2018. Development has not commenced. Completions have been programmed to deliver from 2025/26</p> <p>Phase 9 (WE Link Group) Site has consent from 2018. Development has not commenced. Completions have been programmed to deliver from 2025/26</p> <p>900 units on the remainder of the allocated site have been identified for delivery post 2026</p> <p>SG Planning and Education drafted.</p> <p>SG Developer Contributions towards Transport drafted.</p> <p>SG Planning Obligations Towards General Infrastructure drafted.</p>
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H-WH 4	Whitdale, East Main Street	Planning Permission granted 31/10/12 (0158/FUL/12)						Development completed
H-WH 5	Dixon Terrace	Planning Permission granted 14/03/18 31/10/12 (0110/FUL/17)	Limited capacity at Whitburn waste water treatment works and early discussion with Scottish Water required. Documented drainage issues at Longridge Road require early discussion and resolution with Scottish Water. Preparation of SG on Education.	Developer/ Scottish Water Developer/ Scottish Water WLC		X X X		Site has consent and completions have been programmed to deliver from 2020/21 Developer identified as Springfield Properties. SG Planning and Education drafted. SG Planning Obligations Towards General Infrastructure drafted.
H-WH 6	Polkemmet Business Centre, Dixon Terrace	No permission	Scottish Water has carried out a strategic drainage impact assessment within the White Burn catchment and it has been identified that mitigation is required. Early discussion with Scottish Water is encouraged. Documented drainage issues at Longridge Road require early discussion and resolution with Scottish Water.	Developer/ Scottish Water Developer/ Scottish Water		X		No consent / No site start. SG Planning and Education drafted. SG Planning Obligations Towards General Infrastructure drafted.

			Preparation of SG on Education.	WLC				
H-WH 7	Murraysgate, West Main Street	No permission	<p>The location of existing water mains, sewers and culverts traversing the site requires investigation and accommodation.</p> <p>Developer contributions required towards the enhancement of King George V Neighbourhood Park / access routes / signage etc between development site and King George V Park.</p> <p>Implementation of enhancement works to King George V Neighbourhood Park / access routes / signage etc between development site and King George V Park.</p> <p>Preparation of SG on Education</p>	<p>Developer/ Scottish Water</p> <p>Developer</p> <p>Developer/ Scottish Water</p> <p>WLC</p>		<p>X</p> <p>X</p> <p>X</p> <p>X</p>		<p>No consent / No site start / but completions have been programmed to deliver in 2024/25.</p> <p>SG Planning and Education drafted.</p> <p>SG Planning Obligations Towards General Infrastructure drafted.</p>

WILKIESTON								
LDP Ref	Site	Planning Status	Infrastructure Requirements	Responsibility	Delivery Period			Update/Comments
					2014 - 2019	2020 - 2024	2025 - 2029	

H-WI 1	Linburn	No permission	Provision to be made on site for a public park with equipped play area.	Developer		X	X	No consent / No site start East Calder primary school extension completed August 2016 SG Planning and Education drafted.
			Developer contributions required towards extension to the denominational primary school (St Paul's) in accordance with SG.	Developer		X	X	
			Developer contributions required towards extension to the non-denominational primary school (East Calder) in accordance with SG.	Developer		X	X	
			Delivery of extension to the denominational primary school (St Paul's).	Developer/ WLC		X		
			Preparation of SG on Education.	WLC		X		
H-WI 2	East Coxydene Farm	Planning application undetermined (0731/P/16)	Limited capacity at Linburn waste water treatment works and early discussion with Scottish Water required	Developer/ Scottish Water		X		Site has consent and completions have been programmed to deliver from 2024/25 Developer identified as Stirling Developments. SG Planning and Education drafted.
			Developer contributions required towards extension to the denominational primary school (St Paul's) in accordance with SG.	Developer		X	X	
				Developer/		X		

			Delivery of extension to the denominational primary school (St Paul's).	WLC				
			Preparation of SG on Education.	WLC				

WINCHBURGH								
LDP Ref	Site	Planning Status	Infrastructure Requirements	Responsibility	Delivery Period			Update/Comments 2020
					2014 - 2019	2020 - 2024	2025 - 2029	
H-WB 1	Castle Road	No permission	Developer contributions required to facilitate improvements to local Play facilities.	Developer		X	X	No consent / No site start; SG Planning and Education drafted
			Delivery of improvements to local play facilities.	Developer		X		
			Developer contributions required towards the new non-denominational secondary school in Winchburgh.	Developer		X	X	
			Delivery of new non-denominational secondary school in Winchburgh in accordance with SG.	Developer/ WLC		X	X	
			Developer contributions required towards the extension of Holy Family denominational primary school. TBC	Developer		X	X	

			Preparation of SG on Education.	X				
H-WB 2	Dunn Place (Winchburgh Primary School)	No permission	<p>Developer contributions required to facilitate improvements to local play facilities.</p> <p>Delivery of improvements to local play facilities.</p> <p>Developer contributions required towards the new non-denominational secondary school in Winchburgh.</p> <p>Delivery of new non-denominational secondary school in Winchburgh in accordance with SG.</p> <p>Preparation of SG on Education.</p> <p>Developer contributions required towards the extension of Holy Family denominational primary school. TBC</p>	<p>Developer</p> <p>WLC</p> <p>Developer</p> <p>Developer/ WLC</p> <p>WLC</p> <p>Developer</p>		X	X	<p>No consent / No site start.</p> <p>SG Planning and Education drafted.</p> <p>SG Developer Contributions towards Transport drafted.</p> <p>SG Planning Obligations Towards General Infrastructure drafted.</p>
H-WB 3*	Niddry Mains (North)	Planning permission in principle granted 17/04/12 1012/P/05	Delivery of new parks and open space and enhancement of existing parks at Timmeryets/Millgate and Craigton Place and Community Centre Park	Developer	X	X	X	<p>Multiple phases of development</p> <p>Niddry Mains North (Block CC) (Winchburgh Developments)</p>

			Delivery of a new railway station in Winchburgh including provision of new park and ride facility.	Developer/ Network Rail		X		Site has consent and completions have been programmed to deliver from 2021/22
			Delivery of new motorway junction on M9 with associated park and ride.	Developer/ Transport Scotland		X		Niddry Mains North (Block CC) (Winchburgh Developments)
			Developer contributions to fund Newbridge Roundabout improvements.	Developer		X		Site has consent and completions have been programmed to deliver from 2021/22
			Improvements to B8020 between Winchburgh and Broxburn.	Developer/ WLC		X		Niddry Mains North (Block DD) (Winchburgh Developments)
			Provision of town centre public car park	Developer		X		Site has consent and completions have been programmed to deliver from 2021/22
			Joint funding (with East Broxburn CDA developers) of new Distributor road network linking new housing at Winchburgh (west of Faucheldean) with new housing at East Broxburn.	Developer/ WLC		X		Niddry Mains North (Block EE) (Winchburgh Developments)
			Network of pedestrian and cycleway links including cycleway connections to Union Canal towpath/core path and links to the paths in the surrounding countryside.	Developer		X		Site has consent and completions have been programmed to deliver from 2023/24
			Additional landscaping and improved	Developer		X		Niddry Mains North (Block FF) (Winchburgh Developments)
								Site has consent and completions have been programmed to deliver from 2021/22

			recreational access and management plan for Claypit and surrounding area.					
			Joint preparation (with Winchburgh CDA developers) Management Plan for the scheduled ancient Greendykes and Faucheldean Bings and for the 'green corridor' between Winchburgh and East Broxburn and funds to allow implementation of the plan. <u>(a)</u>	Developer		X		Niddry Mains North (Block GG (Winchburgh Developments) Site has consent and completions have been programmed to deliver from 2025/26 SG Planning and Education drafted. SG Developer Contributions towards Transport drafted.
			Preparation of a strategy to restore Niddry Bing and funds to allow implementation of the plan.	Developer		X		SG Planning Obligations Towards General Infrastructure drafted.
			Joint funding (with East Broxburn CDA developers) of works to rehabilitate the non-scheduled parts of Greendykes Bing. <u>(b)</u>	Developer		X		
			Preparation of a strategy for restoration of Auldcathie landfill site and funds to allow implementation of the plan.	Developer		X		
			Enhancement of existing river corridors within master plan area.	Developer		X		
			Land for canal related facilities having regard to	Developer		X		

			the Edinburgh – West Lothian Union Canal moorings study previously prepared by British Waterways (now Scottish Canals)					
			The proposed “Heritage Park” around the scheduled monuments of Greendykes & Faucheldean Bings is in the sensitive countryside gap between the expanded settlements. This concept could address the provision of a district and neighbourhood park acquired from the 2015 WL Open Space Strategy.	Developer		X		
			Joint funding (with East Broxburn CDA developers and delivery of new non-denominational secondary school in Winchburgh in accordance with SG.	Developer/ WLC		X	X	
			Preparation of SG on Education.	WLC				
			Developer contributions required towards the extension of Holy Family denominational primary school. TBC	Developer		X	X	

H-WB 4*	Claypit	Planning permission in principle granted 17/04/12 1012/P/05	A growth project is to be carried out at Winchburgh Waste Water Treatment Works to accommodate proposals.	Developer/ Scottish Water				Site has consent from 2012/ No site start / Programmed to deliver from 2021/22
			Developer contributions required to facilitate provision of new parks and open space and enhancement of existing parks at Timmeryets/Millgate and Craigton Place and Community Centre Park.	Developer		X	X	Proposals for 'Daisy Park' district park under public consultation. SG Planning and Education drafted. SG Developer Contributions towards Transport drafted.
			Delivery of new parks and open space and enhancement of existing parks at Timmeryets/Millgate and Craigton Place and Community Centre Park	Developer		X	X	SG Planning Obligations Towards General Infrastructure drafted.
			Delivery of a new railway station in Winchburgh including provision of new park and ride facility.	Developer/ Transport Scotland		X		
			Delivery of new motorway junction on M9 with associated park and ride.	Developer		X		
			Developer contributions to fund Newbridge Roundabout improvements.	Developer/ WLC		X		
			Improvements to B8020 between Winchburgh and Broxburn.	Developer		X		

			Provision of town centre public car park	Developer / WLC		X		
			Joint funding (with East Broxburn CDA developers) of new Distributor road network linking new housing at Winchburgh (west of Faucheldean) with new housing at East Broxburn.			X		
			Network of pedestrian and cycleway links including cycleway connections to Union Canal towpath/core path and links to the paths in the surrounding countryside.	Developer		X		
			Additional landscaping and improved recreational access and management plan for Claypit and surrounding area.	Developer		X		
			Joint preparation (with Winchburgh CDA developers) Management Plan for the scheduled ancient Greendykes and Faucheldean Bings and for the 'green corridor' between Winchburgh and East Broxburn and funds to allow implementation of the plan. <u>(a)</u>	Developer		X		
				Developer		X	X	

			Preparation of a strategy to restore Niddry Bing and funds to allow implementation of the plan.	Developer		X		
			Joint funding (with East Broxburn CDA developers) of works to rehabilitate the non-schedule parts of Greendykes Bing. <u>(b)</u>	Developer		X		
			Preparation of a strategy for restoration of Auldcathie landfill site and funds to allow implementation of the plan.	Developer		X		
			Enhancement of existing river corridors within master plan area.	Developer		X		
			Land for canal related facilities having regard to the Edinburgh – West Lothian Union Canal moorings study previously prepared by British Waterways (now Scottish Canals)	Developer		X		
			The proposed “Heritage Park” around the scheduled monuments of Greendykes & Faucheldean Bings is in the sensitive countryside gap between the expanded settlements. This concept could					

			<p>address the provision of a district and neighbourhood park acquired from the 2015 WL Open Space Strategy.</p> <p>Joint funding (with East Broxburn CDA developers and delivery of new non-denominational secondary school in Winchburgh in accordance with SG.</p> <p>Preparation of SG on Education.</p> <p>Developer contributions required towards the extension of Holy Family denominational primary school. TBC</p>	<p>Developer/ WLC</p> <p>WLC</p> <p>Developer</p>		X	X	
H-WB 5*	Myreside Block AA, (Seton Park)	Planning permission granted 23/08/2013 (0426/MS/13)						Development completed
H-WB 6*	Myreside Remainder	Planning permission in principle granted 17/4/2012 (1012/P/05)	<p>A growth project is to be carried out at Winchburgh Waste Water Treatment Works to accommodate proposals.</p> <p>Delivery of new railway station in Winchburgh including provision of new park and ride facility.</p>	<p>Developer/ Scottish Water</p> <p>Developer/ Network Rail</p>		X		<p>Myreside Remainder 254 units on the remainder of the allocated site have been identified for delivery from 2022/23.</p> <p>SG Planning and Education drafted.</p>

			Delivery of new motorway junction on M9 with associated park and ride.	Developer/ Transport Scotland		X		SG Developer Contributions towards Transport drafted.
			Developer contributions to fund Newbridge Roundabout improvements.	Developer		X		SG Planning Obligations Towards General Infrastructure drafted.
			Improvements to B8020 between Winchburgh and Broxburn	Developer/ WLC		X		
			Provision of town centre public car park.	Developer		X		
			Joint funding (with East Broxburn CDA developers) of new Distributor road network linking new housing at Winchburgh (west of Faucheldean) with new housing at East Broxburn.	Developer/ WLC		X		
			Network of pedestrian and cycleway links including cycleway connections to Union Canal towpath/core path and links to the paths in the surrounding countryside.	Developer		X		
			Additional landscaping and improved recreational access and management plan for Claypit and surrounding area.	Developer		X		
				Developer		X		

			Joint preparation (with Winchburgh CDA developers) Management Plan for the scheduled ancient Greendykes and Faucheldean Bings and for the 'green corridor' between Winchburgh and East Broxburn and funds to allow implementation of the plan. <u>(a)</u>	Developer		X	X	
			Preparation of a strategy to restore Niddry Bing and funds to allow implementation of the plan.	Developer		X		
			Joint funding (with East Broxburn CDA developers) of works to rehabilitate the non-schedule parts of Greendykes Bing <u>(b)</u> .	Developer		X		
			Preparation of a strategy for restoration of Auldcathie landfill site and funds to allow implementation of the plan;	Developer		X		
			Enhancement of existing river corridors within master plan area.	Developer		X		
			Land for canal related facilities having regard to the Edinburgh – West Lothian Union Canal moorings study previously prepared by	Developer		X		

			British Waterways (now Scottish Canals)					
			The proposed "Heritage Park" around the scheduled monuments of Greendykes & Faucheldean Bings is in the sensitive countryside gap between the expanded settlements. This concept could address the provision of a district and neighbourhood park acquired from the 2015 WL Open Space Strategy.	Developer		X		
			Joint funding (with East Broxburn CDA developers and delivery of new non-denominational secondary school in Winchburgh in accordance with SG.	Developer/ WLC		X	X	
			Preparation of SG on Education.	WLC				
			Developer contributions required towards the extension of Holy Family denominational primary school. TBC	Developer		X	X	

H-WB 7*	Glendevon (South) Block K, Site A, (Churchill Brae)	Planning permission granted 03/08/2012 (0328/MS/12)						Development completed
H-WB 8*	Glendevon (South) Block K, Site B, (Glendevon Gait)	Planning permission granted 30/07/12 (0364/MS/12)						Development completed
H-WB 9*	Glendevon (South) (Glendevon Steadings)	Planning permission granted 29/10/13 (0035/FUL/13)						Development completed
H-WB 10*	Glendevon (South) Remainder	Planning permission in principle granted 17/4/2012 (1012/P/05)	A growth project is to be carried out at Winchburgh Waste Water Treatment Works to accommodate proposals. Delivery of new railway station in Winchburgh including provision of new park and ride facility. Delivery of new motorway junction on M9 with associated park and ride. Developer contributions to fund Newbridge Roundabout improvements.	Developer/ Scottish Water Developer/ Network Rail Developer/ Transport Scotland Developer Developer/			 X X X X	Multiple phases of development Glendevon (South) Remainder, Block A (Winchburgh Developments Ltd has consent and completions have been programmed to deliver from 2023/24 Glendevon (South) Remainder, Block B (Winchburgh Developments Ltd has consent and completions have been

			Improvements to B8020 between Winchburgh and Broxburn	WLC				programmed to deliver from 2023/24
			Provision of town centre public car park.	Developer		X		
			Joint funding (with East Broxburn CDA developers) of new Distributor road network linking new housing at Winchburgh (west of Faucheldean) with new housing at East Broxburn.	Developer/ WLC		X	X	Glendevon (South) Remainder, Block C (Winchburgh Developments Ltd has consent and completions have been programmed to deliver from 2024/25
			Network of pedestrian and cycleway links including cycleway connections to Union Canal towpath/core path and links to the paths in the surrounding countryside.	Developer		X		Glendevon (South) Remainder, Block D (Winchburgh Developments Ltd has consent and completions have been programmed to deliver from 2204/25
			Additional landscaping and improved recreational access and management plan for Claypit and surrounding area.	Developer		X		Glendevon (South) Remainder, Block F (Winchburgh Developments Ltd has consent and completions have been programmed to deliver from 2024/25
			Joint preparation (with Winchburgh CDA developers) Management Plan for the scheduled ancient Greendykes and Faucheldean Bings and for the 'green corridor' between Winchburgh and East Broxburn and funds	Developer		X		Glendevon (South) Remainder, Block G (Winchburgh Developments Ltd has consent and completions have been programmed to deliver from 2024/25

			to allow implementation of the plan. <u>(a)</u>					
			Preparation of a strategy to restore Niddry Bing and funds to allow implementation of the plan.	Developer		X		Glendevon (South) Remainder, Block H (Winchburgh Developments Ltd has consent and completions have been programmed to deliver from 2024/25
			Joint funding (with East Broxburn CDA developers) of works to rehabilitate the non-schedule parts of Greendykes Bing <u>(b)</u> .	Developer		X	X	
			Preparation of a strategy for restoration of Auldcaithie landfill site and funds to allow implementation of the plan.	Developer		X		Glendevon (South) Remainder, Block I (Winchburgh Developments Ltd has consent and completions have been programmed to deliver from 2024/25
			Enhancement of existing river corridors within master plan area.	Developer		X		Glendevon (South) Remainder, Block J (Robertson Homes) has consent and completions have been programmed to deliver from 2020/21
			Land for canal related facilities having regard to the Edinburgh – West Lothian Union Canal moorings study previously prepared by British Waterways (now Scottish Canals).	Developer		X		Q2 and Q1 (Winchburgh Developments Ltd has consent and completions have been programmed to deliver from 2020/21
			The proposed “Heritage Park” around the scheduled monuments of Greendykes & Faucheldean Bings is in the sensitive countryside	Developer		X		P1. P2 and P3 (Winchburgh Developments Ltd has consent and completions have been

			<p>gap between the expanded settlements. This concept could address the provision of a district and neighbourhood park acquired from the 2015 WL Open Space Strategy.</p> <p>Joint funding (with East Broxburn CDA developers and delivery of new non-denominational secondary school in Winchburgh in accordance with SG.</p> <p>Preparation of SG on Education.</p> <p>Developer contributions required towards the extension of Holy Family denominational primary school. TBC</p>	<p>Developer/ WLC</p> <p>WLC</p> <p>Developer</p>		<p>X</p> <p>X</p>	<p>programmed to deliver from 2021/22</p> <p>SG Planning and Education drafted.</p> <p>SG Developer Contributions towards Transport drafted.</p> <p>SG Planning Obligations Towards General Infrastructure drafted.</p>	
H-WB 11*	Glendevon (North), Block M, (Winchburgh Village)	Planning permission granted 26/08/2012 (0432/MS/13)						Development completed
H-WB 12*	Glendevon (North) Remainder	Planning permission in principle granted 17/04/2012 (1012/P/05)						Development completed

		Planning permission granted 24/07/2015 (0372/MS/15) and 10/09/2015 (0386/MS/15)						
H-WB 13*	Niddry Mains (South)	Planning permission in principle granted 17/04/2012 (1012/P/05)	<p>A growth project is to be carried out at Winchburgh Waste Water Treatment Works to accommodate proposals.</p> <p>Delivery of new railway station in Winchburgh including provision of new park and ride facility.</p> <p>Delivery of new motorway junction on M9 with associated park and ride. Developer contributions to fund Newbridge Roundabout improvements.</p> <p>Improvements to B8020 between Winchburgh and Broxburn</p> <p>Provision of town centre public car park.</p> <p>Joint funding (with East Broxburn CDA developers) of new Distributor road network linking new housing at Winchburgh (west of Faucheldean) with new housing</p>	<p>Developer/ Scottish Water</p> <p>Developer/ Network Rail</p> <p>Developer/ Transport Scotland Developer</p> <p>Developer/ WLC</p> <p>Developer</p> <p>Developer/ WLC</p>		<p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p>		<p>Site has consent and completions have been programmed to deliver from 2025/26.</p> <p>SG Planning and Education drafted.</p> <p>SG Developer Contributions towards Transport drafted.</p> <p>SG Planning Obligations Towards General Infrastructure drafted.</p>

			at East Broxburn.					
			Network of pedestrian and cycleway links including cycleway connections to Union Canal towpath/core path and links to the paths in the surrounding countryside.	Developer		X		
			Additional landscaping and improved recreational access and management plan for Claypit and surrounding area.	Developer		X		
			Joint preparation (with Winchburgh CDA developers) Management Plan for the scheduled ancient Greendykes and Faucheldean Bings and for the 'green corridor' between Winchburgh and East Broxburn and funds to allow implementation of the plan. <u>(a)</u>	Developer		X		
			Preparation of a strategy to restore Niddry Bing and funds to allow implementation of the plan.	Developer		X		
			Joint funding (with East Broxburn CDA developers) of works to rehabilitate the non-	Developer		X		

			schedule parts of Greendykes Bing. (b)					
			Preparation of a strategy for restoration of Auldathie landfill site and funds to allow implementation of the plan.	Developer		X		
			Enhancement of existing river corridors within master plan area.	Developer		X		
			Land for canal related facilities having regard to the Edinburgh – West Lothian Union Canal moorings study previously prepared by British Waterways (now Scottish Canals).	Developer		X		
			The proposed “Heritage Park” around the scheduled monuments of Greendykes & Faucheldean Bings is in the sensitive countryside gap between the expanded settlements. This concept could address the provision of a district and neighbourhood park acquired from the 2015 WL Open Space Strategy.	Developer		X		
			Joint funding (with East Broxburn CDA developers and delivery	Developer/ WLC		X	X	

			<p>of new non-denominational secondary school in Winchburgh in accordance with SG.</p> <p>Preparation of SG on Education.</p> <p>Developer contributions required towards the extension of Holy Family denominational primary school. TBC</p>	<p>WLC</p> <p>Developer</p>		X	X	
H-WB 14	Main Street (former School and Winchburgh Day Centre)	No permission Planning brief has been prepared for the development of this site.	<p>Developer contributions required towards the new non-denominational secondary school in Winchburgh in accordance with SG.</p> <p>Delivery of new non-denominational secondary school in Winchburgh.</p> <p>Preparation of SG on Education.</p> <p>Developer contributions required towards the extension of Holy Family denominational primary school. TBC</p>	<p>Developer</p> <p>Developer/ WLC</p> <p>WLC</p> <p>Developer</p>		X	X	<p>Site is in the process of being sold for 3 units (Winchburgh Day Centre remains to be developed).</p> <p>SG Planning and Education drafted.</p> <p>SG Developer Contributions towards Transport drafted.</p> <p>SG Planning Obligations Towards General Infrastructure drafted.</p>
H-WB 15	Glendevon (regeneration site)	No permission	The location of existing water mains and sewers within the site requires investigation and accommodation.	Developer/ Scottish Water		X		<p>No consent / No site start.</p> <p>SG Planning and Education drafted.</p>

			Developer contributions required towards the new non-denominational secondary school in Winchburgh in accordance with SG.	Developer		X	X	SG Developer Contributions towards Transport drafted.
			Delivery of new non-denominational secondary school in Winchburgh.	Developer/ WLC		X	X	SG Planning Obligations Towards General Infrastructure drafted.
			Preparation of SG on Education.	WLC	X			
			Developer contributions required towards the extension of Holy Family denominational primary school. TBC	Developer	X	X	X	
H-WB 16*	Site west of Ross's Plantation	No permission	A growth project is to be carried out at Winchburgh Waste Water Treatment Works to accommodate proposals.	Developer/ Scottish Water		X		Site has no consent but completions have been programmed to deliver from 2025/26
			Delivery of new railway station in Winchburgh including provision of new park and ride facility.	Developer/ Network Rail		X		SG Planning and Education drafted.
			Delivery of new motorway junction on M9 with associated park and ride. Developer contributions to fund Newbridge Roundabout improvements.	Developer/ Transport Scotland Developer		X		SG Developer Contributions towards Transport drafted.
				Developer/ WLC		X		SG Planning Obligations Towards General Infrastructure drafted.

			Improvements to B8020 between Winchburgh and Broxburn	Developer		X		
			Provision of town centre public car park.	Developer/ WLC		X		
			Joint funding (with East Broxburn CDA developers) of new Distributor road network linking new housing at Winchburgh (west of Faucheldean) with new housing at East Broxburn.	Developer		X		
			Network of pedestrian and cycleway links including cycleway connections to Union Canal towpath/core path and links to the paths in the surrounding countryside.	Developer		X		
			Additional landscaping and improved recreational access and management plan for Claypit and surrounding area.	Developer		X		
			Joint preparation (with Winchburgh CDA developers) Management Plan for the scheduled ancient Greendykes and Faucheldean Bings and for the 'green corridor' between Winchburgh and East Broxburn and funds					

			to allow implementation of the plan. <u>(a)</u>	Developer		X		
			Preparation of a strategy to restore Niddry Bing and funds to allow implementation of the plan.	Developer		X		
			Joint funding (with East Broxburn CDA developers) of works to rehabilitate the non-schedule parts of Greendykes Bing. <u>(b)</u>	Developer		X		
			Preparation of a strategy for restoration of Auldcaithie landfill site and funds to allow implementation of the plan.	Developer		X		
			Enhancement of existing river corridors within master plan area.	Developer		X		
			Land for canal related facilities having regard to the Edinburgh – West Lothian Union Canal moorings study previously prepared by British Waterways (now Scottish Canals).	Developer		X		
			The proposed “Heritage Park” around the scheduled monuments of Greendykes & Faucheldean Bings is in the sensitive countryside	Developer		X		

			<p>gap between the expanded settlements. This concept could address the provision of a district and neighbourhood park acquired from the 2015 WL Open Space Strategy.</p> <p>Joint funding (with East Broxburn CDA developers and delivery of new non-denominational secondary school in Winchburgh in accordance with SG.</p> <p>Preparation of SG on Education.</p> <p>Developer contributions required towards the extension of Holy Family denominational primary school. TBC</p>	<p>Developer/ WLC</p> <p>WLC</p> <p>Developer</p>		X	X	
H-WB 18	Site adjoining Niddry Mains House	No permission	<p>Shared paths to be provided to form links between area of CDA to east and the existing and new town centre to west.</p> <p>A growth project is to be carried out at Winchburgh Waste Water Treatment Works to accommodate proposals.</p>	<p>Developer</p> <p>Developer/ Scottish Water</p> <p>Developer</p>		X	X	<p>Site has no consent but completions have been programmed to deliver from 2023/24.</p> <p>SG Planning and Education drafted.</p> <p>SG Developer Contributions towards Transport drafted.</p>

			Developer contributions required towards the new non-denominational secondary school in Winchburgh in accordance with SG.	Developer/ WLC		X	X	SG Planning Obligations Towards General Infrastructure drafted.
			Delivery of new non-denominational secondary school in Winchburgh.	WLC				
			Preparation of SG on Education.	Developer		X	X	
			Developer contributions required towards the extension of Holy Family denominational primary school. TBC					

- (c) There is no requirement in either the planning permission in principle or the Section 75 legal agreement associated with the strategic expansion of Winchburgh (planning permission 1012/P/05) to undertake the works specified.
- (d) Joint funding (with Winchburgh CDA developers) of works to rehabilitate the non-scheduled parts of the Greendykes Bing. Note that this is on land outwith the control of both the Winchburgh and East Broxburn CDA developers. As yet there has been no start on the strategic expansion of Broxburn which is likely to impact on delivery of the Management Plan as previously notified by the Winchburgh developer to the council. The East Broxburn CDA applications have been withdrawn, however the council anticipates that new proposals will be submitted. The Winchburgh developers have also discussed using this corridor as part of their southern distributor road connections therefore the improvement and management of this, whilst it could not be secured as part of current Winchburgh proposals, could be secured as part of future amendments and as part of any new East Broxburn CDA proposals.

NEW HOUSING SITES (WINDFALL)

Site	Settlement	Developer	Number of Units	Status
Cloverbank Church	Livingston	Almond HA	12	Due to complete Oct 20

Former Police Station Site Almondvale	Livingston	West Lothian Housing Partnership	146	Due to complete 2021/22
Polbeth Farm	Polbeth	Almond HA	25	Site start August 20
Bathville Cross	Armadale	WLC	6	3 completions; 3 under construction

■ Schedule 3 – Key Infrastructure Actions allied with Employment Land Allocations

This section of the Action Programme sets out the infrastructure requirements for each employment allocation in the LDP.

Site access, servicing and screening from other uses are the generic requirements for developing new employment land allocations.

Appendix 1 of the LDP provides further information on use classes, categorisation of employment sites and specialist categories, as well as, a schedule of all employment land allocations including further details of site areas, ownership, use classes, categories of employment land.

ADDIEWELL								
LDP Ref	Site	Planning Status	Infrastructure Requirements	Responsibility	Delivery Period			Update/Comments: 2020
					2014 - 2019	2020 - 2024	2025 - 2029	
E-AD 1	Addiewell West	Planning Permission granted on part of site	None – access already established and structural woodland shelter belt planted	Private Developer-Bonded warehouse				Bonded Warehouses Partly built out.

BATHGATE								
LDP Ref	Site	Planning Status	Infrastructure Requirements	Responsibility	Delivery Period			Update/Comments: 2020
					2014 - 2019	2020 - 2024	2025 - 2029	
E-BA 1	Easter Inch	Planning Permission in Principle granted on part of site	None	Scottish Enterprise				Two sites remaining in Estate.
E-BA 2	Inch Wood South	Planning Permission granted	None	Scottish Enterprise / Private	DELIVERED			Built out.
E-BA 3	Wester Inch	Planning Permission in Principle granted	Serviced	Private Developer				Marketed – no interest

BLACKBURN								
LDP Ref	Site	Planning Status	Infrastructure Requirements	Responsibility	Delivery Period			Update/Comments:2020
					2014 - 2019	2020 - 2024	2025 - 2029	
E-BB 1	Riddochhill - Inch Muir Road 1	Planning Permission for site rehabilitation	Required land stabilisation, servicing and access but remediation and reclamation have been completed.	Waystone Ltd				Development platform completed and site being marketed.
E-BB 2	Inch Muir Road 2	LDP Allocation	Requires access and servicing	Private Developer				Last remaining site in Estate
E-BB 3	Pottishaw Place	LDP Allocation	Requires access and servicing	Private	DELIVERED			In use as demolition yard and materials storage
E-BB 4	Inchmuir Road 3	Planning Permission granted	None	West Lothian Council	DELIVERED			In use as new Council service depot: Spring 2018
E-BB 5 Sites: a,b,c,d	Pottishaw (J4 –M8)	Planning Permission in Principle granted	None	Private Developer - Strawson Holdings				Site 5c granted planning permission for depot extension
E-BB 6	West Main Street Blackburn	LDP Allocation	Requires access and servicing	Private Developer				Has been marketed

BLACKRIDGE								
LDP Ref	Site	Planning Status	Infrastructure Requirements	Responsibility	Delivery Period			Update/Comments: 2020
					2014 - 2019	2020 - 2024	2025 - 2029	
E-BL 1 & Site 2	Sibbald Training Centre Blackridge	Planning Permission granted	None	Private Developer	DELIVERED			Both sites in use

BRIDGEND								
LDP Ref	Site	Planning Status	Infrastructure Requirements	Responsibility	Delivery Period			Update/Comments: 2020
					2014 - 2019	2020 - 2024	2025 - 2029	

E-BD 1	Bridgend Bing	LDP Allocation	B9080 access & junction requires improvement. Contaminated Land Assessment	Private Developer				Potential ground stability issue
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BROXBURN – East Mains Industrial Estate								
LDP Ref	Site	Planning Status	Infrastructure Requirements	Responsibility	Delivery Period			Update/Comments: 2020
					2014 - 2019	2020 - 2024	2025 - 2029	

E-BU 1	Youngs Road South	Planning Permission granted	None	Private Developer	DELIVERED			Site in use
E-BU 2	Clifton View 1	Planning Permission granted	None	WLC/ Private Developer	DELIVERED			Site in use
E-BU 3	Clifton View 2	Planning Permission granted	Requires access and servicing	WLC / Private Developer				Planning Permission granted on part of the site. Land is subject to rights of vehicular access in favour of land owner to the north of the canal.
E-BU 4	Youngs Road North	LDP Allocation	Requires access and servicing	Private Developer		DELIVERED		Enterprise Area Status
E-BU 5	East Mains CDA allocation, north of A89	LDP Allocation	Requires access and servicing	Private Developer				Enterprise Area Status
E-BU 6	Greendykes House, Greendykes Road	LDP Allocation	Requires access and servicing	Private Developer				Site cleared. Pre Application Notice February 2020 for retail use

UPHALL								
LDP Ref	Site	Planning Status	Infrastructure Requirements	Responsibility	Delivery Period			Update/Comments
					2014 - 2019	2020 - 2024	2025 - 2029	

E-UH 1	Stankards South	LDP Allocation Planning Permission granted on north part of site	Redevelopment	Private Developer				Buildings demolished
E-UH 2	Uphall Industrial Estate North	LDP Allocation	Requires servicing from main access road	Private Developer				Partly in use as rental yards
E-UH 3	Uphall Industrial Estate South	LDP Allocation		Private Developer				Mostly in use

EAST CALDER								
LDP Ref	Site	Planning Status	Infrastructure Requirements	Responsibility	Delivery Period			Update/Comments: 2020
					2014 - 2019	2020 - 2024	2025 - 2029	

E-EC 1	Site south of Camps Industrial Estate	LDP Allocation Planning Permission in Principle granted	Requires access, servicing and structural planting	Private Developer				Part of CDA Masterplan
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EAST WHITBURN								
LDP Ref	Site	Planning Status	Infrastructure Requirements	Responsibility	Delivery Period			Update/Comments
					2014 - 2019	2020 - 2024	2025 - 2029	

E-EW 1	Whitrigg North East	LDP Allocation	Requires servicing from main access road	Private Developer/WLC				Development occurred without planning permission. Enforcement underway
E-EW 2	Whitrigg South West	LDP Allocation Planning Permission granted	Requires servicing from main access road	Private Developer/WLC				

LANDWARD								
LDP Ref	Site	Planning Status	Infrastructure Requirements	Responsibility	Delivery Period			Update/Comments: 2020
					2014 - 2019	2020 - 2024	2025 - 2029	

E-LW 1	Newton North ,by Newton	LDP Allocation Planning Permission granted	Landscaping due to location in cSLA	Private Developer		DELIVERED		Site in use
E-LW 2	Drum Farm, by Whitburn	LDP Allocation (and previous WLLP allocation)	Landscaping due to location	Private Developer				No interest in site
E-LW 3	Five Sisters Business Park – (East) by West Calder	LDP Allocation Planning Permission in Principle granted	Requires access and servicing	Private Developer				Masterplan prepared
E-LW 4	Five Sisters Business Park – (West) by West Calder	LDP Allocation Planning Permission in Principle granted	None	Private Developer				Masterplan prepared. Recent planning application activity
E-LW 5	Balgornie Farm, north Whitburn	LDP Allocation	Requires access and servicing	Private Developer				Long term safeguard

LINLITHGOW								
LDP Ref	Site	Planning Status	Infrastructure Requirements	Responsibility	Delivery Period			Update/Comments: 2020
					2014 - 2019	2020 - 2024	2025 - 2029	

E-LL 1	Mill Road (Plot a) Linlithgow	LDP Allocation Planning Permission in Principle granted	Landscaping due to location	Private Developer	DELIVERED			Built out
E-LL 2	Land at Burghmuir north of Blackness Road	LDP Allocation	Requires access, servicing and structural planting	Private Developer				Strategic employment opportunity only

LIVINGSTON – Brucefield Industry Park								
LDP Ref	Site	Planning Status	Infrastructure	Responsibility	Delivery Period			Update/Comments

			Requirements					
					2014 - 2019	2020 - 2024	2025 - 2029	

E-LV 1	Brucefield Park - west	LDP Allocation	None	Private Developer				No progress
E-LV 2	Brucefield Park - east	LDP Allocation	None	Private Developer				Adjacent factory site to north may now be empty and this site was expansion land
E-LV 3	Brucefield Park - north	LDP Allocation	None	Private Developer				Np progress

LIVINGSTON – Deans Industrial Estate

LDP Ref	Site	Planning Status	Infrastructure Requirements	Responsibility	Delivery Period			Update/Comments: 2020
					2014 - 2019	2020 - 2024	2025 - 2029	

E-LV 4	Nairn Road – north east	LDP Allocation	None	Private Developer		DELIVERED		In use as open storage
E-LV 5	Dunlop Square-west 1	LDP Allocation	Requirement to continue adopted road beside railway. Mine shafts on site.	WLC/ Private Developer				Steep slope to site on north. Protected tree belt to west.
E-LV 6	Dunlop Square-west 2	LDP Allocation	None	WLC / Private Developer				Steep slope to site, difficult to take access.
E-LV 7	Caputhall Road east	LDP Allocation. Detailed Planning permission granted on part of site	None	Private Developer				
E-LV 8	Caputhall Road central	LDP Allocation	None	Private Developer				
E-LV 9	Caputhall Road – west 1	LDP Allocation	None	Private Developer				

E-LV 10	Caputhall Road – west 2	LDP Allocation	None	Private Developer				Developed
E-LV 11	Caputhall Road	LDP Allocation. Planning permission granted for waste management facility	Contaminated Land investigation / mine shaft in centre of site and mine workings below	WLC				WLC no longer need site for 'super depot' as developed at Whitehill Industrial Estate. No progress

LIVINGSTON – Eliburn Campus

LDP Ref	Site	Planning Status	Infrastructure Requirements	Responsibility	Delivery Period			Update/Comments: 2020
					2014 - 2019	2020 - 2024	2025 - 2029	

E-LV 12	Appleton Parkway - west	LDP Allocation	None	Private Developer				Long term safeguard
E-LV 15	Appleton Parkway - east	LDP Allocation – Enterprise Status	None	Scottish Enterprise				No progress
E-LV 16	Appleton Parkway - south	LDP Allocation	None	Scottish Enterprise				Use classes widened from Classes 4&5 to include Class 6
E-LV 17	Appleton Parkway – south west	LDP Allocation	None	Scottish Enterprise				No progress
E-LV 18	Appleton Parkway	LDP Allocation	None	Private Developer				Partly developed – east and central sites
E-LV19	Appleton Parkway – south east	LDP Allocation	None	Private Developer				Developed

LIVINGSTON – Houstoun Industrial Estate

LDP Ref	Site	Planning Status	Infrastructure Requirements	Responsibility	Delivery Period			Update/Comments: 2020
					2014 - 2019	2020 - 2024	2025 - 2029	

E-LV 21	Firth Road - South	LDP Allocation	None	Private Developer				No progress
E-LV 22	Nettlehill Road - East	LDP Allocation	None	Private Developer				No progress

LIVINGSTON – Kirkton & Alba Campus

LDP Ref	Site	Planning Status	Infrastructure Requirements	Responsibility	Delivery Period			Update/Comments: 2020
					2014 - 2019	2020 - 2024	2025 - 2029	

E-LV 23	Former Rosebank nursery	LDP Allocation	None	WLC				No progress
E-LV 24	Former Rosebank nursery	LDP Allocation	None	WLC				No progress
E-LV 25	Former Rosebank nursery	LDP Allocation	None	WLC				No progress
E-LV 26	Alba Campus	LDP Allocation	None	Private Developer				No progress
E-LV 27	Alba Campus	LDP Allocation	None	Private Developer/ WLC				No progress
E-LV 28	Alba Campus	LDP Allocation	None	Private Developer				No progress
E-LV29a	Alba Campus	LDP Allocation	None	Private Developer				No progress
E-LV29b	Alba Campus	LDP Allocation	None	Private Developer				No progress
E-LV29c	Alba Campus	LDP Allocation	None	Private Developer				No progress
E-LV29d	Alba Campus	LDP Allocation	None	Private Developer				No progress

E-LV 30	Macintosh Road	LDP Allocation	None	Private Developer				No progress
E-LV 31	Macintosh Road west	LDP Allocation Planning permission granted	None	Private Developer				No progress
E-LV 32	Kirkton Road South	LDP Allocation	None	Private Developer				No progress
E-LV 33	Gregory Road east	LDP Allocation	None	Private Developer				No progress
E-LV 34	Kirkton South Road	LDP Allocation	None	Private Developer				No progress
E-LV 35	Gregory Road west	LDP Allocation	None	Private Developer				Permission in Principle for residential use granted in May 2019
E-LV 36	Gregory Road	LDP Allocation	None	Private Developer				No progress

LIVINGSTON – Oakbank Industrial Estate

LDP Ref	Site	Planning Status	Infrastructure Requirements	Responsibility	Delivery Period			Update/Comments: 2020
					2014 - 2019	2020 - 2024	2025 - 2029	

E-LV 37	Williamston North 1	LDP Allocation	None	Scottish Enterprise / Private Developer				No progress
E-LV 38	Williamston North 2	LDP Allocation	None	Scottish Enterprise / Private Developer				Open storage use ceased
E-LV 39	Williamston South	LDP Allocation	None	WLC				Planning permission granted for access and site sub-division

LIVINGSTON – Houstoun Interchange

LDP Ref	Site	Planning Status	Infrastructure Requirements	Responsibility	Delivery Period			Update/Comments: 2020
					2014 - 2019	2020 - 2024	2025 - 2029	

E-LV 40	Houstoun Interchange (north west)	LDP Allocation	Requires access, servicing and structural planting	WLC				Under construction for retail use – Spring 2020
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LIVINGSTON – Starlaw Park

LDP Ref	Site	Planning Status	Infrastructure Requirements	Responsibility	Delivery Period			Update/Comments: 2020
					2014 - 2019	2020 - 2024	2025 - 2029	

E-LV 41	Starlaw Park west	LDP Allocation	None	Scottish Enterprise / Private Developer				Recent developer interest
E-LV 42	Starlaw Park central	LDP Allocation	None	Scottish Enterprise / Private Developer	DELIVERED			Built out
E-LV 43	Starlaw Park east	LDP Allocation	None	Scottish Enterprise / Private Developer				No progress

LIVINGSTON – Other estates

LDP Ref	Site	Planning Status	Infrastructure Requirements	Responsibility	Delivery Period			Update/Comments: 2020
					2014 - 2019	2020 - 2024	2025 - 2029	

E-LV 44	Deer Park	LDP Allocation	None	Private Developer				No progress
E-LV 45	Beugh Burn	LDP Allocation	Major ground works, burn re-alignment, access from Dechmont Roundabout	Private Developer				No progress
E-LV 46	Linhouse	LDP Allocation	Powerline removal, secondary access	WLC				No progress

WEST LIVINGSTON CORE DEVELOPMENT AREA								
LDP Ref	Site	Planning Status	Infrastructure Requirements	Responsibility	Delivery Period			Update/Comments: 2020
					2014 - 2019	2020 - 2024	2025 - 2029	
E-LV 47	Almond North	LDP Allocation	Requires access, servicing and structural planting	Private Developer / WLC				Site bisected by N-S ethylene pipeline with stand-off. No progress
E-LV 48	Almond South, Gavieside	LDP Allocation	Requires access, servicing and structural planting	Private Developer				Site bisected by N-S ethylene pipeline with stand-off. No progress
E-LV 49	Cousland Wood	LDP Allocation	Requires access, servicing and structural planting	Private Developer				Site bisected by N-S ethylene pipeline with stand-off. No progress

WHITBURN								
LDP Ref	Site	Planning Status	Infrastructure Requirements	Responsibility	Delivery Period			Update/Comments: 2020
					2014 - 2019	2020 - 2024	2025 - 2029	
E-WH 1	'Heartlands' Business Park	LDP Allocation	Structural planting	Private Developer				Site largely serviced. East and SE plots developed

WINCHBURGH								
LDP Ref	Site	Planning Status	Infrastructure Requirements	Responsibility	Delivery Period			Update/Comments: 2020
					2014 - 2019	2020 - 2024	2025 - 2029	
E-WB 1	Myreside East	LDP Allocation	Requires access, servicing and structural planting	Private Developer				No progress
E-WB 2	Myreside West	LDP Allocation	Requires access, servicing and structural planting	Private Developer				No progress

■ Schedule 4 – Policy Actions

This section of the Action Programme identifies the relevant policy actions required to support the delivery of the LDP. It is important that all services within the council and those organisations and bodies outside the council with a role to play in the implementation of the LDP have a clear understanding of the requirements and expectations upon them which arise from the LDP.

The actions largely relate to processes and activities which are the responsibility of the council as service provider. However, they also include reference to Key Agencies, organisations and other bodies where relevant. The actions also include reference to Supplementary Guidance and Planning Guidance which the council intends to prepare and/or update in support of the LDP.

Over the period of LDP plan period circumstances can change and new policy requirements may emerge which can affect the pace of delivery which in turn may require some of the actions to be modified and/or new actions identified. In addition, further Planning Guidance may be required or amendments made to Supplementary Guidance.

The principal policy actions are set out below.

■ **Community**

■ **Education**

■ **Countryside/Open Space/ Green Network**

■ **Transport**

■ **Mixed infrastructure**

Economic Development and Growth					
Policy	Topic/Title	Purpose	Action	Responsibility/Involvement	Timescale
DES 1	Design Principles	Sets out design principles developers will be required to adhere to.	Planning Guidance for 5 traditional towns. In addition, Supplementary Guidance (Residential Development Guide) has been approved by the Council Executive	West Lothian Council, Developers.	Ongoing. SG Residential Development Guide approved.
EMP 1	Safeguarding and developing existing employment Land	Protection of employment land and premises from other uses.	Employment land audit to be progressed to inform take up of employment land.	West Lothian Council - Planning Services, Economic Development/Business Gateway, Scottish Enterprise, developers, landowners, Chamber of Commerce, business organisations.	Bi-Annual
EMP 2	Employment development <u>within</u> settlement boundaries	Sets out criteria against which proposals for employment development within settlements will be assessed.	Employment land audit to be progressed to inform take up of employment land.	West Lothian Council – Planning Services, Economic Development/Business Gateway, business organisations.	Bi-Annual
EMP 3	Employment development <u>out with</u> settlement boundaries	Sets out criteria in support of employment development out with settlement boundaries and re-use/conversion of farm and industrial buildings.	Monitor planning applications and liaise with Development Management as required.	West Lothian Council – Planning Services, Economic Development/Business Gateway, Scottish Enterprise, developers, landowners, Chamber of Commerce, business organisations.	Ongoing
EMP 4	Masterplan requirements for employment sites	Identifies employment sites for which developers will be required to submit a master plan.	Prepare master plans for those sites set out in policy EMP4.	West Lothian Council, Scottish Enterprise, developers, landowners	Ongoing
EMP 5	Office Development	Sets out criteria in support of office development.	Monitor planning applications and liaise with Development Management as required.	West Lothian Council, Scottish Enterprise, developers, landowners.	Ongoing

EMP 6	Enterprise Area	Sets out criteria against which proposals for employment development within enterprise areas will be assessed.	Monitor planning applications and liaise with Development Management and Economic Development as required.	West Lothian Council, Scottish Enterprise, Scottish Government, developers, landowners.	Ongoing
EMP 7	Tourism	Sites out criteria in support of tourism related development.	Monitor planning applications and liaise with Development Management as required.	West Lothian Council, Tourism Scotland, developers, landowners, local businesses.	Ongoing

Housing Growth, Delivery and Sustainable Locations

Updates to policies HOU1 and HOU5 to reflect change to Action

Updates to policies HOU2, HOU7 and CDA1 to reflect change to Responsibility/Involvement

Updates to policy HOU4 to reflect change to Action, Responsibility/Involvement and Timescale

Updates to policy HOU6 to reflect change to Action and Responsibility/Involvement

Policy	Topic/Title	Purpose	Action	Responsibility/Involvement	Timescale
HOU 1	Allocated Housing Sites	To identify housing sites to meet housing land requirements of the LDP.	Various Supplementary Guidance while Supplementary Guidance (Residential Development Guide) has been approved by the Council Executive	West Lothian Council, developers, landowners.	2014-2024
HOU 2	Maintaining an Effective Housing Land Supply	Sets out criteria against which proposals to maintain the 5-year effective housing land supply will be assessed.	Monitor the housing land supply through the housing land audit.	West Lothian Council, Homes for Scotland, developers, landowners.	Annual
HOU 3	Infill/Windfall Housing Development within Settlements	To support sites which may come forward over the plan period & which provide additional flexibility in the housing land supply.	Monitor the housing land supply through the housing land audit.	West Lothian Council, developers, landowners.	Annual

HOU 4	Affordable Housing	Indicates requirement for affordable housing and how this is expected to be delivered.	Supplementary Guidance on Affordable Housing has been adopted	West Lothian Council, (Planning Services & Housing Services), developers, landowners.	2014-2019
HOU 5	Sites for Gypsies, Travellers and Travelling Show People	Sets out the criteria against which new proposals for new sites for Gypsies, Travellers and Travelling Show People will be assessed.	Monitor planning applications and liaise with WLC Development Management and Housing colleagues as required.	West Lothian Council, landowners, Scottish Government, gypsy traveller community representatives and bodies, Equality and Human Rights Commission, Police Scotland.	2014-2024
HOU 6	Residential Care and Supported Accommodation	Sets out the criteria against which proposals for residential care and supported accommodation will be assessed.	Monitor planning applications and liaise with WLC Development Management and health providers as required.	West Lothian Council, Community Health & Social Care Partnership, NHS Lothian, developers.	2014-2024
HOU 7	Healthcare and Community Facilities in New Housing Development	Provides support for healthcare and community facilities to meet identified need.	Supplementary and/or Planning Guidance to be prepared.	West Lothian Council, Community Health & Social Care Partnership, NHS Lothian, developers, local community, community councils.	2014-2024
CDA 1	Development in Previously identified Core Development Areas (CDAs)	Provides support for housing and mixed-use development within core development areas.	Supplementary and/or Planning Guidance to be prepared.	West Lothian Council, developers/landowners, local community, community councils, community development trusts, planning consultants and agents.	2014-2024

Infrastructure Requirements, Delivery and Transport

Updates to policies INF1 and TRAN1 to reflect change to timescale

Updates to policy TRAN3 to reflect change to Action, responsibility/involvement and timescale

Updates to policy TRAN4 to reflect change to Action

Policy	Topic/Title	Purpose	Action	Responsibility/Involvement	Timescale
INF 1	Infrastructure Provision and Developer Obligations	Identifies the essential infrastructure required to support the delivery of the development strategy in tandem with IMP1.	Supplementary Guidance to be prepared on developer contributions to support delivery of the LDP strategy.	West Lothian Council, developers/landowners, local community, community councils, planning consultants and agents.	Autumn 2020
INF 2	Telecommunications	Sets out criteria against which telecommunications proposals will be assessed.	Monitor planning applications and liaise with Development Management.	West Lothian Council – Planning Services, Economic Development/Business Gateway, business organisations.	Ongoing
TRAN 1	Transport Infrastructure	Provides support for active travel, outlines requirements for transport assessment and parking requirements.	Supplementary Guidance to be prepared on developer contributions towards transport infrastructure.	West Lothian Council, developers/landowners, local community, community councils, planning consultants and agents.	Autumn 2020
TRAN 2	Transportation contributions and associated works	Advises of developer contributions towards transportation and travel improvements.	Supplementary Guidance to be prepared on developer contributions towards transport infrastructure.	West Lothian Council, developers/landowners, local community, community councils, planning consultants and agents.	Autumn 2019
TRAN 3	Core Paths and Active Travel	Encourages promotion of active travel.	Countryside Services with input from West Lothian Access Forum. Refresh the Active Travel Plan "Making Active Connections 2016-21" as Planning Guidance.	West Lothian Council, West Lothian Access Forum developers/landowners, local community, community councils.	Autumn 2020
TRAN 4	Advertisements within Key Transport Corridors	Restricts the siting of adverts along main transport corridors.	Monitor planning applications & liaise	West Lothian Council – Planning Services, Economic Development, Transportation.	Ongoing

			with WLC Development Management and Transportation.		
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Town Centres and Retailing

Updates to policy TCR3 to reflect change to Action, approval of Planning Guidance and timescale

Policy	Topic/Title	Purpose	Action	Responsibility/Involvement	Timescale
TCR 1	Town Centres	Provides support for town centre uses and residential use of upper floors of commercial premises in town centres.	Monitor planning applications & liaise with Development Management and Economic Development.	West Lothian Council – Planning Services, Economic Development.	Ongoing
TCR 2	Town Centres First Sequential Approach	Sets out the sequential approach to development appropriate to town centres and to support the role of town centres by promoting development which increases viability of town centres.	Prepare Planning Guidance as required, monitor implementation of design guides, undertake retail survey.	West Lothian Council – Planning Services, Economic Development, local community, community councils.	Ongoing
TCR 3	Commercial Entertainment and Hot Food Premises	Sets out matters to be taken account of in considering proposals for commercial entertainment and hot food premises.	Monitor planning applications & liaise with case officers to ensure appropriate conditions/controls applied. Planning Guidance on Mobile Snack Bars revised and adopted.	West Lothian Council – Planning Services, Environmental Health.	Ongoing December 2019

The Natural and Historic Environment

Updates to Actions relating to policies ENV2, ENV3, ENV4, ENV34 to reflect approval of Supplementary Guidance

Updates to policies ENV5 and ENV8 to reflect change to timescale

Updates to policies ENV14, ENV16 to reflect wider responsibility/involvement

Updates to policies ENV5, ENV6, ENV7, ENV8, ENV9 to reflect wider action, progress on Supplementary and Planning Guidance and wider responsibility/involvement

Updates to policies ENV10, ENV11, ENV12, ENV13, ENV15, ENV22, ENV23, ENV24, ENV28, ENV29, ENV30, to reflect wider action and wider responsibility/involvement

Updates to policies ENV17, ENV18, ENV19, ENV20, ENV21, ENV25, ENV26, ENV27, ENV31, ENV32, ENV33 to reflect wider action

Policy	Topic/Title	Purpose	Action	Responsibility/Involvement	Timescale
ENV 1	Landscape character & special landscape areas	Defines requirements for developments in Special Landscape Areas.	Local landscape designation review and associated landscape character classification to be carried forward as background documents to the LDP.	West Lothian Council, NatureScot, Scottish Natural Heritage.	2014 - 2024
ENV 2	Housing development in the countryside	Sets out criteria against which proposals for housing in the countryside will be assessed.	Supplementary Guidance on Development in the Countryside has been adopted and approved by Scottish Government.	West Lothian Council, developers, landowners.	Autumn 2019
ENV 3	Other development in the countryside	Sets out criteria against which proposals for other developments in the countryside will be assessed.	Supplementary Guidance on Development in the Countryside has been adopted and approved by Scottish Government.	West Lothian Council, developers, landowners.	Autumn 2019
ENV 4	Loss of prime agricultural land	Protects against the loss of prime agricultural land.	Supplementary Guidance on Development in the Countryside has been adopted and approved by Scottish Government.	West Lothian Council, developers, landowners.	Autumn 2019
ENV 5	Soil Sustainability Plans	Sets out requirements for soil sustainability plans.	Monitor planning applications & liaise	West Lothian Council, developers, landowners.	Autumn 2020

			with WLC Development Management and NatureScot Scottish Natural Heritage to ensure appropriate conditions / controls are applied. SAC Policy report (2004) under review with SNH & SAC		
ENV 6	Peatlands and carbon rich soils	Seeks to protect peatlands and carbon rich soils from development & minimise release of CO2 emissions from development.	Monitor planning applications & liaise with WLC Development Management and NatureScot Scottish Natural Heritage to ensure appropriate conditions/controls are applied.	West Lothian Council, developers, landowners.	Ongoing
ENV 7	Countryside Belts and settlement setting	Defines the purpose of countryside belts and criteria against which development proposals will be assessed.	Supplementary Guidance on Development in the Countryside has been adopted. Monitor planning applications & liaise with WLC DM to ensure appropriate conditions/controls are applied.	West Lothian Council, developers, landowners.	Autumn 2019
ENV 8	Green Network	Supports proposals which will help deliver the green network.	Supplementary Guidance on the Green Network has been revised and public consultation undertaken.	West Lothian Council (NETs & Countryside Services), Central Scotland Green Network Trust, SNH, developers, landowners.	Autumn 2020
ENV 9	Woodlands, forestry, trees and hedgerows	Establishes the principle of protecting established woodland, groups of trees and hedgerows from loss or damage from development.	Monitor planning applications & liaise with WLC Development Management to ensure appropriate conditions/controls	West Lothian Council, Forestry & Land Scotland, SNH, landowners and developers.	2014 - 2024

			applied (refer to Scottish Government policy on woodland removal) WL part of Lothians & Fife Trees & Woodland Strategy (2012-17) under review by WLC Countryside Services (Parks & Woodland Unit).		
ENV 10	Protection of Urban Woodland	Establishes the principle of protecting urban woodland.	Monitor planning applications & liaise with WLC Development Management to ensure appropriate conditions/controls applied (refer to Scottish Government policy on woodland removal).	West Lothian Council, Forestry & Land Scotland, landowners, developers.	2014 - 2024
ENV 11	Protection of the Water Environment/Coastline and Riparian Corridors	Sets out criteria against which development affecting the water environment etc will be assessed.	Monitor planning applications & liaise with WLC Development Management to ensure appropriate conditions/controls applied.	West Lothian Council (Flood Risk Management Unit), SEPA, Forth Rivers Trust, SNH, Forestry & Land Scotland, landowners, developers.	2014 - 2024
ENV 12	The Union Canal	Promotes conservation, recreational and economic proposals associated with the canal and sets out criteria to be met.	Monitor planning applications & liaise with WLC Development Management and Historic Environment Scotland (HES) where appropriate to ensure appropriate conditions/controls applied.	West Lothian Council, Scottish Canals, Central Canals LEADER Project via CSGNT, Linlithgow Canal Society, Bridge 19-40 Society landowners, developers.	2014 - 2024
ENV 13	Pentland Hills Regional Park	To protect the Regional Park from proposals that do not accord with the stated aims of the Regional Park and/or current or future management plans for the park.	Monitor planning applications & liaise with WLC Development Management to ensure appropriate	West Lothian Council, Pentland Hills Regional Park Authority (includes City of Edinburgh Council & Midlothian Council). SNH, Scottish Water, National Farmers Union	2014 - 2024

			conditions/controls are applied.	Scotland, Edinburgh & Lothians Greenspace Trust.	
ENV 14	Pentland Hills Regional Park - Further Protection	To protect the Regional Park from proposals that do not accord with the stated aims of the Regional Park and/or current or future management plans for the park.	Monitor planning applications & liaise with Development Management to ensure appropriate conditions/controls are applied.	West Lothian Council, Pentland Hills Regional Park Authority (includes City of Edinburgh Council & Midlothian Council). SNH, Scottish Water, National Farmers Union Scotland, Edinburgh & Lothians Greenspace Trust.	2014 - 2024
ENV 15	Community Growing and Allotments	Supports community growing areas subject to certain criteria.	Monitor and review of the West Lothian Allotment Strategy 2011. Food Growing Strategy drafted 2019 with refresh of WL Open Space Strategy - anticipated publication of both in Autumn 2020.	West Lothian Council (NETs & Land Services), Greenspace Scotland, CSGNT, SNH, Land Owners, community groups.	2014 - 2024
ENV 16	Temporary/Advance Greening of Development Sites	Supports community growing areas subject to certain criteria.	Monitor planning applications.	West Lothian Council (NETs & Land Services), Land Owners, community groups.	2014 - 2024
ENV 17	Protection of International Nature Conservation Sites	Reinforces the presumption in favour of protecting designated nature sites of international importance.	Monitor planning applications & liaise with WLC Development Management to ensure appropriate conditions/controls are applied.	West Lothian Council, Scottish Government. Scottish Natural Heritage <u>NatureScot</u> .	Ongoing
ENV 18	Protection of National Nature Conservation Sites	Reinforces the presumption in favour of protecting designated nature sites of international importance.	Monitor planning applications & liaise with WLC Development Management to ensure appropriate conditions/controls are applied.	West Lothian Council, Scottish Government Scottish Natural Heritage <u>NatureScot</u> .	Ongoing
ENV 19	Protection of Local Biodiversity Sites and Geodiversity Sites	Presumes against development affecting such areas.	WLC Planning Guidance – 'Planning for Nature:	West Lothian Council, NatureScot Scottish Natural	2014 – 2019

			Development Management & Wildlife' adopted December 2019 following approval by Council Executive.	Heritage, The Wildlife Information Centre, Scottish Wildlife Trust, Lothian & Borders Geo-conservation Group, British Geological Survey, developers, landowners, local community, community councils.	
ENV 20	Species Protection and Enhancement	Sets out criteria against which development affecting protected species will be assessed.	WLC Planning Guidance – 'Planning for Nature: Development Management & Wildlife' adopted December 2019 following approval by Council Executive.	West Lothian Council, Scottish Natural Heritage <u>NatureScot</u> , The Wildlife Information Centre, Scottish Wildlife Trust, developers, landowners, local community, community councils.	2014 – 2019
ENV 21	Protection of Formal and Informal Open Space	Seeks to protect against the loss of open space.	Monitor and Review West Lothian Open Space Strategy. Refresh of OSS anticipated publication Autumn 2020.	West Lothian Council, Scottish Natural Heritage <u>NatureScot</u> , Sport Scotland, developers and landowners.	2014 - 2024
ENV 22	Protection of Outdoor Sports Facilities	Seeks to protect against the loss of outdoor sports facilities.	Monitor and Review West Lothian Open Space Strategy. Refresh of Sports Facilities Strategy commenced; anticipate publication during 2021.	West Lothian Council (Community Education & Arts) , Scottish Natural Heritage <u>NatureScot</u> , Sport Scotland, developers and landowners.	2014 - 2024
ENV 23	Conservation Areas (designations)	Seeks to promote the designation of conservation areas and their protection.	Monitor planning applications & liaise with WLC Development Management, WoSAS Historic Environment Scotland when/as appropriate to ensure appropriate conditions and controls are applied. Planning Guidance on Historic Environment prepared Spring 2020.	West Lothian Council, Historic Environment Scotland, West of Scotland Archaeology Service, developer, property owners, local community, community councils.	Ongoing
ENV 24	Conservation Areas (demolitions)	Reinforces the presumption against development that would adversely impact on the	Monitor planning applications & liaise	West Lothian Council, Historic Environment Scotland, West of Scotland Archaeology Service,	Ongoing

		character & appearance of the area. Sets out criteria where demolition may be acceptable.	with WLC Development Management, WoSAS Historic Environment Scotland when/as appropriate to ensure appropriate conditions and controls are applied. Planning Guidance on Historic Environment prepared Spring 2020.	developer, property owners, local community, community councils.	
ENV 25	Linlithgow Palace and Peel and High Street Rigs	Seeks to protect the area from any adverse effects arising from development.	Monitor planning applications & liaise with WLC Development Management, WoSAS Historic Environment Scotland when/as appropriate to ensure appropriate conditions and controls are applied.	West Lothian Council, Historic Environment Scotland, West of Scotland Archaeology Service, developer, landowner.	Ongoing
ENV 26	Hopetoun Estate and Abercorn Village	Advises of intention to appraise the area for potential designation as a conservation area.	Commence conservation area appraisal, monitor planning applications & liaise with WLC Development Management, WoSAS Historic Environment Scotland when/as appropriate to ensure appropriate conditions and controls are applied. Conservation Area Appraisals completed for Broxburn, Uphall, Mid Calder and Kirknewton.	West Lothian Council, Historic Environment Scotland, West of Scotland Archaeology Service, developer, landowner.	2014 - 2024
ENV 27	Areas of Built Heritage and Townscape Value	Seeks to maintain architectural character and historic significance.	Review of planning guidance relating to	West Lothian Council, Historic Environment Scotland, West of	2014 - 2019

			<i>"Areas of Special Control"</i> complete Autumn 2019	Scotland Archaeology Service, developer, landowner.	
ENV 28	Listed Buildings	Reinforces the presumption against development that would adversely affect listed buildings and their setting. Sets out criteria for new development, enabling development, demolitions, extensions, alterations & changes of use.	Monitor planning applications & liaise with WLC Development Management, Historic Environment Scotland as required to ensure appropriate conditions and controls are applied.	West Lothian Council, Historic Environment Scotland, developer, landowner.	Ongoing/annual monitoring.
ENV 29	Unoccupied and threatened listed buildings	Seeks to support the re-use of unoccupied or threatened listed buildings.	Monitor planning applications & liaise with WLC Development Management, Historic Environment Scotland as required to ensure appropriate conditions and controls are applied.	West Lothian Council, Historic Environment Scotland, developer, landowner.	Ongoing/annual monitoring.
ENV 30	Historic Gardens and Designed Landscapes	Reinforces the presumption against development that would harm the appearance & setting of historic gardens and designed landscapes.	Monitor planning applications & liaise with WLC Development Management, WoSAS Historic Environment Scotland as required to ensure appropriate conditions and controls are applied.	West Lothian Council, Historic Environment Scotland, West of Scotland Archaeology Service, developer, landowner.	Ongoing/annual monitoring.
ENV 31	Historic Battlefields: Battle of Linlithgow Bridge (1526)	To protect, conserve and where appropriate enhance the landscape characteristics and special qualities of the site.	Monitor planning applications & liaise with WLC Development Management, WoSAS Historic Environment Scotland as required to ensure appropriate conditions and controls are applied.	West Lothian Council, Historic Environment Scotland, West of Scotland Archaeology Service, developer, landowner.	Ongoing/annual monitoring.
ENV 32	Archaeology	Sets out requirements for archaeological assessment and	Monitor planning applications & liaise	West Lothian Council, Historic Environment Scotland, West of	Ongoing/annual monitoring.

		protection of sites from adverse effects of development.	With WLC Development Management, WoSAS Historic Environment Scotland as required to ensure appropriate conditions and controls are applied.	Scotland Archaeology Service, developer, landowner.	
ENV 33	Scheduled Monuments	Sets out the presumption against development which would have an adverse effect on scheduled monuments.	Monitor planning applications & liaise with WLC Development Management, WoSAS Historic Environment Scotland as required to ensure appropriate conditions and controls are applied.	West Lothian Council, Historic Environment Scotland, West of Scotland Archaeology Service, developer, landowner.	Ongoing/annual monitoring.
ENV 34	Art and development	Advises of developer contributions towards public art.	Supplementary Guidance updated and approved by Council Executive February 2020. WL Public Art Plan (2020-28) due at Committee in Autumn 2020.	West Lothian Council (Community Arts team), Creative Scotland developers.	February 2020

Climate Change and Renewable Energy

Updates to Actions relating to policies NRG3, NRG4, EMG1, EMG2, EMG3, EMG4 and EMG 5 to reflect progress on preparation of Supplementary Guidance and Planning Guidance Updates to policies EMG 2, EMG3 and EMG6 to clarify consultees

Policy	Topic/Title	Purpose	Action	Responsibility/Involvement	Timescale
NRG 1	Climate Change and Sustainability	Encourages sustainable development and design with a view to reduction of greenhouse gas emissions.	Planning Guidance to be prepared.	West Lothian Council, developers, private sector, local community, community councils.	2014 - 2024
NRG 2	Solar Roof Capacity Requirements	Sets capacity requirements for developments.	Planning Guidance to be prepared.	West Lothian Council, developers, private sector, local community, community	2014 - 2024

				councils, renewables industry bodies.	
NRG 3	Wind Energy Development	To advise of requirements to set out in supplementary guidance on wind energy developments.	Supplementary Guidance to refreshed and updated for Development & Transport Policy Development and Scrutiny Panel (PDSP).	West Lothian Council, developers, private sector, local community, community councils, renewables industry bodies SNH and SEPA.	Autumn 2019
NRG 4	Other Renewable Energy Technologies	Provides support for other renewable technologies subject to criteria set out and compliance with other LDP policies.	Planning Guidance to be prepared.	West Lothian Council, developers, private sector, local community, community councils, renewables industry bodies.	2014 - 2024
NRG 5	Energy and Heat Networks	Promotes the use of community heating networks.	Planning Guidance to be prepared.	West Lothian Council, Scottish Government, developers, private sector, local community, community councils, renewables industry bodies and SEPA.	2014 - 2024
EMG 1:	Water Environment Improvement	Supports opportunities to improve the water environment.	Supplementary Guidance 'Flooding & the Water Environment' has been approved by Scottish Government.	West Lothian Council, developers, private sector, SEPA, Scottish Water.	Autumn 2019
EMG 2	Flooding	To prevent development at risk of flooding or which increases the risk of flooding elsewhere and to support implementation of local flood risk management plans.	Supplementary Guidance on 'Flooding & the Water Environment' has been approved by Scottish Government.	West Lothian Council (Flood Risk Management Team), developers, private sector, SEPA, Scottish Water.	Autumn 2019
EMG 3	Sustainable Drainage	Indicates the approach required to support the development strategy.	Supplementary Guidance on 'Flooding & the Water Environment' has been approved by Scottish Government.	West Lothian Council (Flood Risk Management Team), developers, private sector, SEPA, Scottish Water.	Autumn 2019

EMG 4	Air Quality	Sets out requirements of developers with regard to air quality.	Planning Guidance on Air Quality approved by Council Executive	West Lothian Council, developers, private sector, SEPA, Scottish Water.	Autumn 2019
EMG 5	Noise	To protect against noise sensitive developments being exposed to significant noise levels arising from development.	Supplementary Guidance Planning and Noise has been approved by Council Executive.	West Lothian Council, developers, private sector.	Autumn 2019
EMG 6	Vacant, derelict and contaminated land	Provides support for the redevelopment of vacant & derelict land.	Monitor planning applications & liaise with WLC DM case officers, Environmental Health to ensure appropriate conditions/controls applied; D&VL survey return to Scottish Government.	West Lothian Council (Development Management & Environmental Health Teams).	Annual

Waste and Minerals

Updates to Actions relating to policies MRW1 – MRW5 to reflect adoption of Supplementary Guidance on Minerals in February 2020
 Updates to policies MRW6 – MRW9 to reflect additional consultees (SEPA and INEOS)

Policy	Topic/Title	Purpose	Action	Responsibility/Involvement	Timescale
MRW 1	Mineral Resources and Safeguarding	Defines criteria for mineral extraction.	Supplementary Guidance on Minerals has been approved by Council Executive and approved by Scottish Government.	West Lothian Council, developers, private sector, industry bodies, Coal Authority, SEPA, Scottish Water, community councils.	Autumn 2019
MRW 2	Supporting Principles for Mineral Extraction	Sets out principles for supporting mineral extraction.	Supplementary Guidance on Minerals has been approved by Council Executive and approved by Scottish Government	West Lothian Council, developers, private sector, industry bodies, Coal Authority, SEPA, Scottish, Water, community councils.	Autumn 2019

MRW 3	Impediments to Mineral Extraction	Sets out principles for supporting mineral extraction.	Supplementary Guidance on Minerals has been approved by Council Executive and approved by Scottish Government	West Lothian Council, developers, private sector, industry bodies, Coal Authority, SEPA, Scottish Water, community councils.	Autumn 2019
MRW 4	Restoration of Mineral Extraction Sites	To require the restoration and aftercare of sites.	Supplementary Guidance on Minerals has been approved by Council Executive and approved by Scottish Government	West Lothian Council, developers, private sector, industry bodies, Coal Authority, SEPA, Scottish Water, community councils.	Autumn 2019
MRW 5	Unconventional Gas Extraction including Hydraulic Fracturing (Fracking)	Sets out a policy framework for onshore oil and gas extraction.	Monitor planning applications & liaise with WLC DM case officers to ensure appropriate advice given. Supplementary Guidance on Minerals has been approved by Council Executive and approved by Scottish Government	West Lothian Council, developers, private sector, industry bodies, Coal Authority, SEPA, Scottish Water, community councils.	2014 - 2024
MRW 6	Pipeline Consultation	Advises of requirements to consult with the Health & Safety Executive, Transco and INEOS as appropriate.	Monitor planning applications & liaise with WLC DM case officers to ensure appropriate advice given.	West Lothian Council, Health and Safety Executive, Transco, INEOS.	2014 - 2024
MRW 7	Waste Management on Construction Sites	To advise of requirements for handling of waste arising from construction.	Monitor planning applications & liaise with WLC DM case officers to ensure appropriate advice given.	West Lothian Council, SEPA, developers.	2014 – 2024
MRW 8	Waste Management Facilities	Safeguards operational waste sites from inappropriate nearby development and criteria for assessing proposals for new waste management facilities.	Monitor planning applications & liaise with WLC Development Management, Waste Services and SEPA to ensure appropriate advice is given.	West Lothian Council, developers, SEPA.	2014 – 2024
MRW 9	Landfill Sites	Presumes against new landfill sites and sets criteria to be	Monitor planning applications & liaise with	West Lothian Council, developer, SEPA.	2014 – 2024

		considered for landfill proposals.	WLC DM case officers to ensure appropriate advice given.		
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■ Schedule 5 – Supplementary Guidance (SG) and Planning Guidance (PG)

The council proposes to bring forward and/or update a suite of supplementary guidance and planning guidance to support the LDP. Statutory supplementary guidance is identified as (SG) and non-statutory planning guidance as (PG) in the list below.

The council's web-site will be used to provide details of new 'live' consultations on supplementary and planning guidance and all subsequently approved guidance will also be accessible from this location. <https://www.westlothian.gov.uk/planningconsultations>

Supplementary Guidance must be introduced through the development plan, published and subject to public consultation with due consideration given to any representations received as a result of the consultation process. Thereafter, it must be submitted to Scottish Ministers for approval.

The procedure for preparing non-statutory Planning Guidance is an expedited one and such guidance does not need referral to Scottish Ministers. It can be updated quickly as required or can be prepared in response to an issue arising during the lifetime of the LDP. It therefore has less weight than Supplementary Guidance but nonetheless is a material consideration in the determination of planning applications.

The current schedule for the preparation of supplementary and planning guidance is set out in the table below. A programme for the preparation, consultation and approval of SGs and PGs will be agreed over the course of the first year of the Action Programme and updated in the next annual edition of the Action Programme.

Economic Development & Growth		UPDATE
Non-employment Uses Within Employment Areas	PG	Guidance drafted consulted on between February and April 2020
Housing Growth & Sustainable Locations		
Affordable Housing	SG	Adopted 21 May 2019
House Extension and Alteration Design Guide	SG	Guidance drafted for consideration by Development and Transport Policy Development & Scrutiny Panel (PDSP)
Residential Development Guide (RDG)	SG	Adopted 26 April 2019
Single Plot and Small Scale Infill Residential Development in Urban Areas	-	No requirement to progress as separate guidance as this topic has been incorporated as part of the RDG above

Infrastructure Requirements, Delivery & Transport		
Developer Contributions Towards Cemetery Provision in West Lothian	SG	Being taken forward as a single SG and not as suggested in Appendix 4 of the LDP as part of the SG for Developer Obligations for General Infrastructure for Site Delivery. Guidance published for public consultation between June and August 2019 and a report is due to be presented to Council Executive in Spring 2020.
Community Infrastructure	SG	To be taken forward as a single SG and not as suggested in Appendix 4 of the LDP as part of the SG for Developer Obligations for General Infrastructure for Site Delivery. Published for public consultation. A report is to be presented to Council Executive in Spring 2020.
Developer Obligations for General Infrastructure for Site Delivery	SG	Guidance published for public consultation between September and November 2019 and a report is to be presented to Council Executive in Spring 2020.
Developer Contributions Towards Transport Infrastructure	SG	Guidance published for public consultation between November and December 2019 and a report is to be presented to Council Executive in Spring 2020.
Planning for Education	SG	Guidance published for public consultation between April and May 2019 and a report is to be presented to Council Executive.
Paths - Core Path Pan	PG	Under review by WL Countryside Services with input from WL Access Forum.
Transport Improvements to A71 / A89 Corridor	SG	To be incorporated within proposed SG Developer Obligations for Transportation Infrastructure; SG Developer Contributions towards Transport Infrastructure published for consultation; consultation closed on 20 December 2019. A report is to be presented to Council Executive in Spring 2020.
Transport - Active Travel Plan - "Making Active Connections"	PG	Adopted April 2016
Transport - Local Transport Strategy	PG	Within LDP timeframe
Town Centre & Retailing		
Urban Design & Public Realm guides for 5 traditional towns: Armadale, Bathgate, Broxburn & Uphall, Linlithgow & Whitburn.	-	Previous guidance updated and reports drafted for consideration by the Development and Transport Policy Development & Scrutiny Panel (PDSP).

Mobile Snack Bars	PG	Adopted December 2019.
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The Natural & Historic Environment

Historic Environment	PG	Drafted Spring 2020.
Conservation Area Shopfronts and Advertisements	PG	Adopted December 2019.
Geo-diversity action plan	PG	Revised Spring 2020 to be reported to .
Green Networks	SG	Guidance due to be published for public consultation Winter 2020.
Landscape Character and Local Landscape Designations	-	To remain as technical background documents; no PG required
Development in the Countryside	SG	Adopted March 2019
Developer Contributions Towards Public Art	SG	Adopted 21 February 2020.
Planning for Nature - Development Management & Wildlife	PG	Adopted by Council Executive February 2020.
Woodland, Trees and Hedgerows - Protection and Promotion	PG	Within 12 - 24 months of adoption of the LDP
Woodland and Trees within Settlements - Protection of	-	To be incorporated as appropriate into PG Woodland, Trees and Hedgerows – Promotion and Protection

Climate Change & Renewable Energy

Contaminated Land	PG	Drafted for Environment Policy Development & Scrutiny Panel
Flooding & Drainage	SG	Adopted 5 April 2019
Energy - Heat Mapping and Heat Networks	PG	Within 12 - 24 months of adoption of the LDP
Planning & Noise	SG	Adopted February 2019
Renewables (not wind energy)	PG	Within 12 - 24 months of adoption of the LDP
Renewables (Solar Roof Capacity Requirement)	PG	Within 12 - 24 months of adoption of the LDP
Wind Energy Development (Spatial framework and assessment criteria for on-shore Wind energy development in West Lothian)	SG	Guidance drafted and being consulted on between March and April 2020 and to be reported to Council Executive in Spring 2020.
Air Quality	PG	Adopted April 2019
Controlling Intrusive Light (Light Pollution) & Reducing Lighting Energy Consumption	PG	Approved for adoption by Council Executive 4 February 2020 subject to SEA concluding processes.

Waste & Minerals

Minerals (Including Restoration Bonds)	SG	Adopted 6 February 2020
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Generic Policies across the LDP

Miscellaneous and Implementation	PG	Within 12 – 24 months of adoption of the LDP
Health Impact Assessment	PG	Approved March 2017
Shopfronts and advertisements in Broxburn and Uphall, Linlithgow, Kirknewton, Livingston Village, Mid Calder and Torphichen Conservation	PG	Guidance published for public consultation between September and October 2019 and reported to Council Executive in December 2019 subject to SEA concluding processes.
Areas of Built Heritage and Townscape Value - The Shale Miners Rows	PG	Guidance published for public consultation between September and October 2019 and to be reported to Council Executive in Spring 2020.
Mobile Snack Bars	PG	Guidance published for public consultation between September and October 2019 and reported to Council Executive in December 2019

For further information on the West Lothian LDP Action Programme please contact:

Development Planning & Environment
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DATA LABEL: PUBLIC

Appendix 3



SCREENING REPORT

West Lothian Local Development Plan Action Programme – First Review 2019

STEP 1 – DETAILS OF THE PLAN

Responsible Authority:

West Lothian Council.

Title of the plan:

West Lothian Local Development Plan Action Programme - First Review 2019

What prompted the plan:

(e.g. a legislative, regulatory or administrative provision)

West Lothian Council adopted the West Lothian Local Development Plan (LDP) in September 2018. Section 21 of the Planning etc. (Scotland) Act 2006 requires planning authorities to prepare an Action Programme setting out how the authority proposes to implement their LDP. This requires to be submitted to Scottish Ministers within 3 months of the date of adoption of the LDP.

Plan subject:

(e.g. transport)

Town and Country Planning

Screening is required by the Environmental Assessment (Scotland) Act 2005.

Based on Boxes 3 and 4, our view is that:

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An SEA is required, as the environmental effects are likely to be significant: Please indicate below what Section of the 2005 Act this plan falls within

☐

Section 5(3)

☐

Section 5(4)

☒

An SEA is NOT required, as the environmental effects are unlikely to be significant: Please indicate below what Section of the 2005 Act this plan falls within

☒

Section 5(3)

☐

Section 5(4)

Contact details:

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Development Planning & Environment Manager
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Howden South Road,
Livingston, EH54 6FF.

01506 - 282418 / fiona.mcbrierty@westlothian.gov.uk

Date:

12 November 2020

STEP 2 – CONTEXT AND DESCRIPTION OF THE PLAN

Context of the Plan:

The West Lothian Local Development Plan (LDP) was adopted on 4 September 2018.

A Strategic Environmental Assessment - Environmental Report was published in August 2014, which set out the likely significant environmental effects of implementing the strategy for the development contained within the LDP and is the primary means by which development sites are allocated. Each site allocated for development within the LDP has been subject to an individual site assessment.

The principal Report of Examination was issued on 11 December 2017 (augmented with an additional Report of Examination dealing with a single site issue issued on 8 January 2018).

The West Lothian Council Executive on 22 March 2018, resolved to accept all of the modifications recommended in the Report of Examination, and agreed to adopt the Local Development Plan (as modified). This was notified to Scottish Ministers on 5 April 2018. At the same time, the council made a determination under Section 8(1) of the Environmental Assessment (Scotland) Act 2005 that the modifications proposed by the DPEA to the West Lothian Local Development Plan were unlikely, overall, to have any major significant negative environmental effects and that a further SEA was not required.

The West Lothian Local Development Plan (LDP) sets out policies and proposals relating to the development and use of land in the West Lothian Council administrative area. The LDP sets out the main proposals and locations of proposed developments and includes development principles to guide development proposals. The LDP contains a range of policies related to development delivery, design principles, the natural and built environment; housing, community facilities, transport, shopping and leisure and resources and services. Infrastructure delivery is key to implementation of the development strategy set out in the LDP.

The Action Programme sets out how the infrastructure and services required to support the development strategy are anticipated to be delivered. The LDP is supported by a range of Supplementary and Planning Guidance.

<p>Description of the Plan:</p>	<p>The Action Programme provides a list of actions required to deliver the policies and proposals of the LDP. It also sets out those parties who have a role in delivering development proposals, anticipated timescales for delivery and anticipated costs.</p> <p>The Action Programme is used by the council to monitor implementation of the development strategy set out in the LDP and to co-ordinate development proposals with infrastructure and services needed to deliver the strategy.</p> <p>The Action Programme is a live working document and will be annually reviewed.</p>
<p>What are the key components of the plan?</p>	<p>The Action Programme essentially falls into four main topic areas of education, transportation, green infrastructure and community services (including housing).</p> <p>For each action it identifies the requirement, the responsible officer, timescale, cost, funding source and status of the action. Examples of requirements are the provision of new infrastructure including new schools and school extensions; transport improvements; and community facilities.</p> <p>The Action Programme also sets out requirements to prepare Supplementary Guidance as identified in the LDP.</p>
<p>Have any of the components of the plan been considered in previous SEA work?</p>	<p>Yes. The document is produced to support a number of policies and proposals set out in the West Lothian Local Development Plan (LDP) which was adopted on 4 September 2018. An Environmental Assessment has previously been undertaken in respect of policies and proposed land allocations in the West Lothian LDP. The Environmental Assessment undertaken in respect of these policies concluded that they would have no significant environmental implications. Any impacts of the policies were considered to be largely positive.</p> <p>The Action Programme was prepared alongside the LDP which was subject to a full SEA. Many of the actions included in the Action Programme will mitigate environmental effects of development which have been identified through the SEA process.</p> <p>The LDP sits within the context of the Strategic Development Plan for South East Scotland (2013), which was the subject of a separate SEA. The scale and location of growth which the infrastructure actions aim to accommodate has therefore been environmentally assessed separately.</p> <p>The spatial strategy and policies which the Action Programme seeks to implement have therefore previously been assessed. All actions currently within the Action Programme lie within areas identified for development in the LDP itself. They are therefore considered to fall within the scope of the LDP's spatial strategy, and do not require further strategic environmental assessment.</p> <p>The Action Programme will be updated annually. Future editions of the Action Programme will be subject to SEA screening.</p>

In terms of your response to Boxes 7 and 8 above, set out those components of the plan that are likely to require screening:

None. The Action Programme implements existing policy. It does not set out where developable land is, as this is established in the LDP.

Plan Components	Environmental Topic Areas										Explanation of Potential Environmental Effects	Explanation of Significance
	Biodiversity, flora and fauna	Population and human health	Soil	Water	Air	Climatic factors	Material assets	Cultural heritage	Landscape	Inter-relationship issues		
LDP Action Programme – First Review 2019	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		The SEA for the LDP considered any potential overall effects of all the planning policies contained within the LDP.

STEP 4 – STATEMENT OF THE FINDINGS OF THE SCREENING REPORT

Summary of interactions with the environment and statement of the findings of the Screening:
(Including an outline of the likely significance of any interactions, positive or negative, and explanation of conclusion of the screening exercise.)

The Action Programme is not considered to have any significant environmental effects as it does not introduce new policy or identify new development areas, consequently no environmental issues are identified. Its purpose is to set out actions required to implement the adopted LDP. The detail set out the Action Programme relates to the means of delivering the LDP strategy. The Action Programme will ensure that mitigation identified in the LDP SEA is delivered alongside the plan.

In common with other guidance prepared by West Lothian Council, it has been subject to internal and external consultation, in this case with community councils, civic organisations, architects and planning consultants and regard has been had to the responses and feedback which has been received and presented to elected members to consider.

When completed send to: SEA.gateway@scot.gov or to the SEA Gateway, Scottish Government, Area 2H (South), Victoria Quay, Edinburgh, EH6 6QQ.

DATA LABEL: PUBLIC



COUNCIL EXECUTIVE

TOWN CENTRE FUND – CAPITAL GRANTS

REPORT BY HEAD OF PLANNING ECONOMIC DEVELOPMENT & REGENERATION

A. PURPOSE OF REPORT

The purpose of this report is to set out revised proposals for the reallocation of Town Centre Capital Grant 2019/20 where that money remains unspent, and to seek approval for project funding from the 2020/21 allocation for those local area committees where the committee itself was not able to make the funding decision.

B. RECOMMENDATION

It is recommended that Council Executive:

1. Agrees that any unused funding from the 2019/20 funding round can now be carried forward and added to the funding available within the same ward for 2020/21;
2. 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 from funding for both years 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
3. Approves the recommended set out in the attached report to Linlithgow Local Area Committee as that committee was unable to make a decision on the recommendations (Appendix 1).
4. Approves the recommended set out in the attached report to Bathgate Local Area Committee as that committee was unable to make a decision on the recommendations (Appendix 2).
5. Approves the recommended set out in the attached report to Livingston North Local Area Committee as that committee was unable to make a decision on the recommendations (Appendix 3).

C. SUMMARY OF IMPLICATIONS

I Council Values

Focusing on our customers' needs; being honest, open and accountable; providing equality of opportunities; making best use of our resources; working in partnership.

II	Policy and Legal (including Strategic Environmental Assessment, Equality Issues, Health or Risk Assessment)	To be assessed on an individual project basis but it is not anticipated that any proposals will require to be the subject of specific assessments. Some proposals may also require regulatory and other consents.
III	Implications for Scheme of Delegations to Officers	The report details a proposed specific delegation to the Head of Planning, Economic Development & Regeneration.
IV	Impact on performance and performance Indicators	None
V	Relevance to Single Outcome Agreement	Outcome 1 - We make West Lothian an attractive place to do business. Outcome 10 - We live in well-designed sustainable places where we are able to access the services we need. Outcome 12 - We value and enjoy our built environment and protect it and enhance it for future generations.
VI	Resources - (Financial, Staffing and Property)	£658,000 is available for 2020/21 in addition to £1,826,000 which was allocated in 2019/20.
VII	Consideration at PDSP	The proposals in this report have not been reported to a PDSP.
VIII	Other consultations	Financial Management Unit and the Council's Governance Manager.

D. TERMS OF REPORT

D1 Background

In September 2020 the Scottish Government announced a £30 million capital budget as part of the £230 million economic recovery package aimed at supporting construction activity across Scotland. The Scottish Government agreed with CoSLA and local authority Leaders that £18 million will be provided to local authorities as a top up to the existing Town Centre Fund approved in 2019/20.

Funding allocations have been based upon the same methodology as agreed between Ministers and Council Leaders for the 2019/20 allocations. The methodology is detailed in earlier reports to Council Executive.

On that agreed basis a budget of £658,000 has been allocated to West Lothian Council. This is in addition to £1,826,000 which is available from an allocation for 2019/20.

D2 Allocation of Funding

At its meetings on 12 June 2019 and 22 November 2020 Council Executive agreed the process for allocating funding to projects. The process was the same in each year. In summary funding was made available to each town or village with a population of greater than 1,000 people. Local Area Committees were tasked with considering applications and agreeing awards in each community.

Money could, or can, be reallocated to settlements within the ward but where the total funding award within that ward was less than the funding available the excess funding was to, or is to, be reported back to Council Executive for allocation.

For the 2019/20 award some projects have not been progressed and some have been delivered underbudget which in some wards has resulted in an unallocated balance. In addition, some community groups have advised that the availability of additional funding in 2020/21 has allowed them to reassess their 2019/20 projects which gives the potential for further underspends. In a small number of cases the project itself is not progressing.

It remains the case that projects delivered via both the 2019/20 and 2020/21 funding rounds have to be committed by 31 March 2021 so the time available for agreeing and implementing projects is extremely tight. In addition, bids to the funding in 2020/21 exceed the funds available in each ward. For these reasons it is recommended that any residual funding available from 2019/20, including that from reassessed projects, is carried forward on a ward basis and is available to support applications currently being assessed by local area committees.

In addition, and in reflection of inevitable changes which have occurred to projects funded in 2019/20 as these projects have been developed and moved to implementation, the report proposes a delegation to the Head of Planning Economic Development and 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. Ward members will be kept informed of changes and reallocations and update reports will be brought to local area committees on a regular basis.

D3 Local Area Committees

Although agreement on the allocation of funding is delegated to each local area committee, in some instances local area committees were unable to make a decision on the officer recommendations because the committee was not quorate. This is generally because members have declared an interest in an application which has come forward as a bid to the fund. Where three or four members took part, binding decisions were made. Where only two members were able to take part they could discuss the recommendations and express their views which then required ratification by Council Executive. Where no members or one member could take part, the decisions are for Council Executive to make.

The following local area committees were not quorate and Council Executive is, therefore, invited to agree the recommendations set out in the relevant reports which are appended to this report. Decisions are required for the following local area committees:

- a. Linlithgow Local Area Committee (Appendix 1) where all three members declared an interest in some of the applications before committee.
- b. Bathgate Local Area Committee (Appendix 2) where of the three members in attendance two declared an interest in some of the applications before committee.
- c. Livingston North Local Area Committee (Appendix 3) where of the four members in attendance two declared an interest in some of the applications before committee.

E. CONCLUSION

Good progress is being made with agreeing funding for projects on a ward by ward basis by local area committees. However, some committees have been unable to make decisions on recommendations and these are set out for Council Executive's consideration.

In addition, changes to previous projects, coupled with the very short timescale for getting projects implemented necessitate some minor changes to procedures previously agreed by Council Executive.

F. BACKGROUND REFERENCES

Council Executive Report 12 June 2019 – Town Centre Fund Capital Grant 2019/20

Council Executive Report 22 October 2020 - Town Centre Fund Capital Grant 2020/21

Appendices/Attachments: Appendix 1: Linlithgow LAC
Appendix 2: Bathgate LAC
Appendix 3: Livi North LAC

Report to Linlithgow Local Area Committee dated 8 December 2020.

Report to Bathgate Local Area Committee dated 9 December 2020.

Report to Livingston North Local Area Committee dated 9 December 2020.

Contact Person: Alice Mitchell, Economic Development & Regeneration Manager;
Email: alice.mitchell@westlothian.gov.uk, 01506 283079

Craig McCorriston
Head of Planning, Economic Development & Regeneration

15 December 2020

DATA LABEL: PUBLIC



LINLITHGOW LOCAL AREA COMMITTEE

TOWN CENTRE FUND 2020/21: PROPOSED FUNDING AWARDS

REPORT BY HEAD OF PLANNING, ECONOMIC DEVELOPMENT & REGENERATION

A. PURPOSE OF REPORT

The purpose of this report is to invite the committee to consider the applications to the Towns 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 6 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; making best use of our resources; working in partnership.
II Policy and Legal (including Strategic Environmental Assessment, Equality Issues, Health or Risk Assessment)	To be assessed on an individual project basis but it is not anticipated that any proposals will require to be the subject of specific assessments.

III	Implications for Scheme of Delegations to Officers	The report sets out specific delegations to the Head of Planning, Economic Development & Regeneration.
IV	Impact on performance and performance Indicators	None.
V	Relevance to Single Outcome Agreement	<p>Outcome 1 – We make West Lothian an attractive place to do business.</p> <p>Outcome 10 – We live in well-designed, sustainable places where we are able to access the services we need.</p> <p>Outcome 12 – We value and enjoy our built environment and protect it and enhance it for future generations.</p>
VI	Resources - (Financial, Staffing and Property)	A total of £658,000 is available for the Town Centre Fund across West Lothian.
VII	Consideration at PDSP	Not applicable.
VIII	Other consultations	Capital Asset Management Board

D. TERMS OF REPORT

D1 Background

In September 2020 the Scottish Government announced a £30 million capital budget as part of the £230 million economic recovery package aimed at supporting construction activity across Scotland. The Scottish Government agreed with CoSLA and local authority Leaders that £18 million will be provided to local authorities as a top up to the existing Town Centre Fund approved in 2019/20.

Funding allocations would be based upon the same methodology as agreed between Ministers and Council Leaders for the 2019/20 allocations. On that agreed basis a budget of £658,000 has been allocated to West Lothian Council.

D2 Eligible Works and Conditions of Grant

The grant is for capital expenditure with the aim of this additional fund to stimulate local construction activity and support local employment. The grant should fund a wide range of investments which deliver against the themes of the Town Centre First Principle, the Town Centre Action Plan, and more recently, the Place Principle. The grant may be used to fund third party capital expenditure in the current year.

All grant expenditure must be complete by 31 March 2021. In the guidance this is defined as “it is expected that work will be completed; or at least work or contracts signed or commenced within 2020/21”.

The grant is for capital expenditure which is additional to that which is already or would otherwise be allocated to the council's 2020/21 budget, and should not substitute for existing spend.

D3 Allocation of the Grant in West Lothian

The Council Executive agreed on 22 October 2020 that the funding detailed above 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 27 November 2020 to allow for decisions to be taken and projects delivered within the stated delivery deadline of projects having contracts committed by 31 March 2021, and having projects completed by 30 September 2021.

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;
- c) 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.

D4 Linlithgow Ward Applications

Within the Linlithgow ward one town is eligible for the funding and by the deadline of 27 November 2020, 6 applications had been received for projects in the ward. The table below sets out the overview of the funding available and the funding request:

Town	Town allocation	No of applications received	Total requested	Over (+) / under (-) Funding Available
Linlithgow	£40,551	5	£68,584.70	+28,033.70
Ward total	£40,551	5	£68,584.70	+28,033.70

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 town. The corresponding remaining balance, should the recommendations be approved are underneath each table.

Linlithgow (allocation: £40,551)

Code	Application Name	Amount applied for	Recommended allocation
LIN20-01	New Floral Planters, Linlithgow Town Centre Western	£13761.60	0
LIN20-02	Environmental Improvement to the site of the Carmelite Friary, Linlithgow.	£6,500.00	0
LIN20-03	Dovecot Play Area Cableway	£13,297.10	0
LIN20-04	Operation Adventure – development of school grounds	£1,000.00	0

LIN20-05	Disabled access provision to the sunken area of the Linlithgow Rose Garden and improvement to the planting to encourage community involvement.	£34,026.00	34,026
LIN20-06	CCTV upgrade and relocation of Heritage tablet	£13,561 (£8,389 CCTV and £5172 for tablet relocation)	£6,525 toward CCTV project
	Totals	£68,584.70	£40,551

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

Town	Balance
Linlithgow	0
Total Balance	£0

Funding from 2019/20 returned from reallocation

Linlithgow Burgh Trust has indicated that it is no longer able to deliver part of a project funded in round one and as such have returned £19,718 to be reallocated, as well as an identified £500 not previously committed, making this £20,218 in total. It is proposed that this funding, pending agreement at the Council Executive, is utilised to support LIN20-02 in full and LIN20-01 with any remaining balance.

Members are asked to note that there may be some variance in the final costings for the projects and the recommendations seek delegated authority the Head of Planning, Economic Development and Regeneration to approve variances within the total funding available to the local area committee. This may reduce or increase the level of the unallocated funds.

D.5 Delivery of Projects

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

As projects are implemented the detail and associated costs may change 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 2021, and have project completed by 30 September 2021, 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 2021. 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

The Town Centre Capital Fund offers significant additional capital funding to improve West Lothian's town centres. The projects in the Linlithgow ward will deliver community identified projects that would not otherwise have been carried out. The timescales for delivering this work has made the application and assessment process challenging for both applicants and officers. The delivery of the agreed projects will be equally challenging as detailed in the report and will require ongoing monitoring to ensure delivery within the timescales.

F. BACKGROUND REFERENCES

Council Executive report, 22 October 2020, Town Centre Fund - Capital Grant 2020/21

<https://coins.westlothian.gov.uk/coins/submissiondocuments.asp?submissionid=46496>

Scottish Government *Town Centre Action Plan*:

<https://www2.gov.scot/Resource/0043/00437686.pdf>

Appendices/Attachments: Appendix 1 – Applications recommendation spreadsheet
Appendix 2 –Linlithgow Application Forms

Contact Person: Alice Mitchell, Economic Development Manager

Email: alice.mitchell@westlothian.gov.uk

Tel no: 01506 283079

Craig McCorriston

Head of Planning, Economic Development and Regeneration

8 December 2020

TOWN CENTRE FUND 2020/21: PROPOSED FUNDING AWARDS: Appendix 1

Ward: Linlithgow

Town: Linlithgow (allocation: £40,550)

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
LIN20-01	Linlithgow Burgh Trust	New Floral Planters, Linlithgow	<p>Replace old damaged planters with galvanised and painted steel planters on the same lines as the town entrance planters as follows:</p> <ul style="list-style-type: none"> • Six wooden barrels at Main Street, Linlithgow Bridge to be replaced by six new planters • Three wooden barrels at Stockbridge (corner of East Mill Road) to be replaced by three new planters • Six wooden barrels at Mains Road/Moray Drive to be replaced by three new planters. 	£13,761.60	Applicant	Recommendation: Don't fund through this pot but pending Council Executive decision may be funded with any balance remaining from funding reallocated from round 1 after LIN20/02 is supported in full*
LIN20-02	Linlithgow Burgh Trust	Environmental Improvement to the site of the Carmelite Friary, Linlithgow5	The proposal is to remove the stonework that formed the base to the old information board and to replace with a modern interpretative panel that is similar in style to those previously erected by the Trust in the town.	£6,500.00	applicant	Recommendation: Don't fund through this pot but pending Council Executive decision may be funded in full from funding to be reallocated from round 1 *

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
LIN20-03	West Lothian Council	Dovecot Play Area Cableway	Supply and fit replacement cableway, including removal of old equipment, and replacing play area safer surface (grass mat). Works will include: <ul style="list-style-type: none"> • Remove existing cableway • install new cableway • install new grass mat surface. 	£13,297.10	Applicant (WLC)	Recommendation: Not funded
LIN20-04	Linlithgow Primary School parent council	Operation Adventure – development of school grounds	installation of 6 small tyres, 4 large tyres and 8 1 tonne boulders as per the attached scale plan. Tyres would be half-submerged into the ground and sit at a maximum height of 1m. 3 of the 10 tyres would be designed to form the body of a “Nessie”, the head of which was previously commissioned and created.	£1,000	Applicant	Recommendation: Don’t support. Potential advice on sourcing other funding can be offered.
LIN20-05	Peace Garden	Disabled access within Linlithgow Rose Garden.	Disabled access provision to the sunken area of the Linlithgow Rose Garden and improvement to the planting to encourage community involvement.	£34,026.00	Applicant	Recommendation: Fund in full

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
LIN20-06	One Linlithgow Ltd	CCTV upgrade and Heritage Tablet relocation	ANPR upgrade to town-centre CCTV system Relocating the Heritage Tablet (still within Regent Centre, but 15m to the east, beside four young existing trees) would enhance visibility greatly, with the text on both sides far more easily legible.	£13,561 (£8,389 CCTV and £5172 for tablet relocation)	Applicant	Recommendation: Partial funding of £6,750 towards the CCTV project.
TOTALS				£82,145.70		Total town allocation proposed: £40,550

*Linlithgow Burgh Trust has indicated that it is no longer able to deliver part of a project funding in round one and as such have returned £19,718 to be reallocated. It is proposed that this funding, pending agreement at the Council Executive, is utilised to support LIN20-01 and LIN20-02.

LIN20-01

West Lothian Council
Town Centre Fund – Capital Grant 2020/21

Application Form

- Please refer to the associated guidance (Appendix 1) when completing this form
- No project should start or commit expenditure before receiving the approval of grant
- All projects **MUST** be either delivered or committed by 31 March 2021.

1. Applicant Organisation Details

Organisation Name	Linlithgow Burgh Trust
Project Title	New Floral Planters, Linlithgow Town Centre Western Approaches
Contact Person	Ron Smith
Position	Convenor, Burgh Beautiful Committee
Address	[REDACTED]
Telephone Number	[REDACTED]
Email Address	[REDACTED]
Type of organisation (public sector, voluntary organisation etc)	Voluntary organisation with no paid staff.
What are the main activities of your organisation? (please answer in no more than 100 words)	Linlithgow Burgh Trust exists to protect and improve Linlithgow's unique environment through a wide range of successful heritage, environmental and artistic activities and projects. These include floral displays throughout the town, heritage publications, tree planting, commenting on planning issues, promoting public art, organising the annual Perambulation of the Marches and Doors Open Days, fund-raising, working with schools, young people, businesses and local organisations, planting wildflowers and encouraging wildlife and enhancing the quality of life in Linlithgow, all helping to enhance civic pride, citizen participation and volunteering.

For voluntary or charity applicants	
What date was your organisation formed?	Constituted as a SCIO on 1 March 2017.
If a charity, please quote your charity number	SC047211
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 as appropriate

2. Project Details

Council Ward	Linlithgow
Project Location	Three sites: Linlithgow Bridge Main Street, Stockbridge and Mains Road/Moray Drive, Linlithgow
Project Start Date	December 2020 (order planters etc)
Project End Date	May 2021 (installation of planters)

Project Description

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

Further to the installation in 2016 of 16 new floral planters to replace decaying wooden barrels at most of Linlithgow's town entrances, with regard to which funding was shared 50:50 by Linlithgow Burgh Trust/Burgh Beautiful Linlithgow and the Linlithgow & Linlithgow Bridge Town Management Group, we would like to proceed with 12 more much-needed steel planters on the western approach roads to Linlithgow Town Centre, our volunteers having brought to our attention that most of the relevant old barrels are in need of replacement.

To avoid recurring maintenance issues with wooden barrels, we propose that these should be replaced with galvanised and painted steel planters on the same lines as the town entrance planters already installed, as follows:

- Six wooden barrels at Main Street, Linlithgow Bridge to be replaced by six new planters
- Three wooden barrels at Stockbridge (corner of East Mill Road) to be replaced by three new planters
- Six wooden barrels at Mains Road/Moray Drive to be replaced by three new planters.

A quotation for the sum of £10,668 + VAT has been received for the provision of the planters, plus there will be costs estimated at £200 + VAT for the removal of the existing barrels and £600 + VAT for the provision of soil, etc in the planters.

Once the above planters have been provided, the only barrels still in place (other than at the railway station) would be those in front of the Star & Garter Hotel which were refurbished fairly recently. We would hope to keep these in the longer term, and replace as necessary, because of their special functional and historical relationships with the hotel and the nearby former St Magdalene's Distillery. Any of the barrels to be replaced as above, and found to be in reasonable condition, will be saved for future use at the Star & Garter.

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 timber in the existing wooden barrels is increasingly rotten and the barrels are starting to fall apart. We would like to perpetuate the popular floral displays at the relevant locations and the galvanised and painted steel planters are a long-lasting substitute for the wooden planters, with minimal maintenance required for many years to come.

As with other floral planters already provided in most parts of the town, they will give the opportunity for local groups, businesses, families and individuals to 'buy in' to the year-round floral displays by sponsoring both winter/spring and summer planting.

As shown by the written appreciation of our existing sponsors and many 'likes' and favourable comments on Facebook, our planters and barrels are very popular in the community and with visitors to the town.

Overall, the new planters would:

- enhance the appearance of two important road approaches to the town centre (Main Street/Falkirk Road and Mains Road)
- enhance civic pride and give pleasure to the town's inhabitants
- help encourage tourism and economic benefit by perpetuating the floral displays for which Linlithgow is widely known.

Project Outcomes

Describe what your project will deliver in line with funding outcomes.

Town Centre Living – Continuation and improvement of attractive all-year features on the road approaches to the town centre and in Linlithgow Bridge.

Vibrant Local Economies – As above, helping to encourage tourism and economic benefit.

Enterprising Communities – The overall floral campaign is locally led and, up till now, almost entirely locally financed.

Proactive Planning – Part of ongoing local initiative to enhance the town and bolster civic pride, complementing previous applications for Town Centre funding.

Tourism - Increasing town centre footfall and making Linlithgow more attractive to visitors.

Partners involved

(other local organisations you are working with)

Linlithgow & Linlithgow Bridge Town Management Group (which has financed similar planters in the past).

3. Project Costs

Total Project Cost	£11,468 + VAT = £13,761.60
Amount of Funding requested from the Town Centre Fund 2020-21 (TCF)	£11,468 or £13,761.60 depending on whether West Lothian Council or Linlithgow Burgh Trust is invoiced.

Expenditure Item	Total Cost	Cost (TCF)
12 steel planters, galvanised and painted	£10,668 + VAT	
Soil and drainage material to fill planters	£600 + VAT	
Removal of 15 existing wooden barrels	£200 + VAT	

If the total cost is greater than the fund applied for please detail where the match funding is from (i.e. WLC, Lottery etc.)

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

Funding Source (i.e. Lottery, WLC)	Approved and in place	Date to be confirmed
Not applicable		

Project Management

Describe how your project will be managed and administered including details of any:
Design / Plans – The specification has been developed to a level of detail sufficient to implement the project.

Implementation Arrangements – The quotation for the planters will be followed up by an order once funding is in place. The other costs will be finalised at that time.

Planning Approval – Not required for this particular project.

Health and Safety/Risk Assessments – This will be the responsibility of the contractor(s) concerned with removal of the present barrels and installation of the planters.

Public Liability – It has been confirmed that the Burgh Trust's insurance policy indemnifies it for legal liability in respect of injury to third parties or damage to third party property arising from its activities. In relation to the planters, the Trust is indemnified if held legally liable for any injury to a third party or damage to their property during the installation process and in respect of their presence in the town thereafter.

Supporting Documentation Check List - For voluntary organisations please supply	Please Indicate (x)
Constitution or Articles and Memorandum	X
Committee Members or Directors List: See below: Officers [REDACTED] Charity Trustees (Board) [REDACTED]	See on left
Bank Statements - Dated within the last 3 months	X
Annual Accounts	X

Declaration	
We wish to apply for a Town Centre Fund – Capital Grant 2020/21. The above is an accurate outline of the proposed project. We have read and understood the guidance notes for applicants and agree to the conditions therein. We understand that the grant may be modified or withdrawn, if all the conditions are not adhered to. We are willing to co-operate in the monitoring of the grant scheme and to meet with their representatives if required to do so. We will acknowledge the support of the Fund in any related PR activities.	
I consent to West Lothian Council processing my personal data for the purposes of:	
X	Application to the Town Centre Fund Capital Grant 2020/21 & the monitoring of the grant if awarded.
X	To provide you with updates on the progress of your application.
X	Contact you to pass on information that may be relevant to you.
X	Contact you for feedback on quality of services provided to you.
Name	Ronald P A Smith
Position	Convenor, Burgh Beautiful Committee
Organisation	Linlithgow Burgh Trust
Date	23 October 2020

Please send your completed application forms to:
The Regeneration Team: RegenerationTeam@westlothian.gov.uk

For admin related queries contact: gemma.telfer@westlothian.gov.uk

LIN20-02

**West Lothian Council
Town Centre Fund – Capital Grant 2020/21**

Application Form

- Please refer to the associated guidance (Appendix 1) when completing this form
- No project should start or commit expenditure before receiving the approval of grant
- All projects **MUST** be either delivered or committed by 31 March 2021.

1. Applicant Organisation Details

Organisation Name	Linlithgow Burgh Trust
Project Title	Environmental Improvement to the site of the Carmelite Friary, Linlithgow.
Contact Person	Marilyne McLaren
Position	Convenor, Linlithgow Civic Trust
Address	[REDACTED]
Telephone Number	[REDACTED]
Email Address	[REDACTED]
Type of organisation (public sector, voluntary organisation etc)	Voluntary organisation with no paid staff.
What are the main activities of your organisation? (please answer in no more than 100 words)	Linlithgow Burgh Trust exists to protect and improve Linlithgow's unique environment through a wide range of successful heritage, environmental and artistic activities and projects. These include floral displays throughout the town, heritage publications, tree planting, commenting on planning issues, promoting public art, organising the annual Perambulation of the Marches and Doors Open Days, fund-raising, working with schools, young people, businesses and local organisations, planting wildflowers and encouraging wildlife and enhancing the quality of life in Linlithgow, all helping to enhance civic pride, citizen participation and volunteering.

For voluntary or charity applicants	
What date was your organisation formed?	Constituted as a SCIO on 1 March 2017.
If a charity, please quote your charity number	SC047211
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	Linlithgow
Project Location	The site of the Carmelite Friary, Manse Road, Linlithgow
Project Start Date	January 2021
Project End Date	June 2021

Project Description

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

In a wooded setting on the west side of Manse Road lie the remains of a Carmelite friary, founded in 1401. It is said to have been the Carmelites', White Friars' third out of a total of twelve Scottish establishments. The friars were called 'the brethren aboune the towne' because of the friary's location on high ground south of Linlithgow high street.

The friary escaped the desecration of the 1559 visit by the Lords of the Congregation who inflicted much damage to St Michael's parish church in the town, but, in time, it fell into disrepair and became a quarry supplying building materials in the surrounding area.

Eventually in 1882, the site was purchased by William Henderson along with that of the land that formed Nether Parkley house, Manse Road. Archaeological excavations were undertaken at the start of the twentieth century. A plan of the uncovered remains is included in the seminal work describing the history of St Michael's parish church, Ecclesia Antiqua by the Rev John Henderson.

The excavations revealed evidence of a substantial church building, possible bell tower, cloisters, chapter house, refectory and burials. In 1992, ownership of the 4.1 acre friary site was transferred to West Lothian District Council from Jack Bobbin (Developments). The layout of the buildings have been indicated by lines of slabs and a new footpath link was formed to connect with the nearby Rosemount park, also under local authority ownership.

The proposal is to remove the stonework that formed the base to the old information board and to replace with a modern interpretative panel that is similar in style to those previously erected by the Trust in the town.

Evidence of Need

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

There is great interest in the history of Linlithgow. Stories about Mary Queen of Scots and Linlithgow Palace are well known worldwide through modern films and books. Increasing numbers of tourists come to the town introduced by Hollywood films such as Outlander. There are other areas of the historical town that are not so widely known but are worthy of celebrating. The Trust considers that one is the Carmelite Friary site located to the south of the town.

Increasing numbers of townsfolk have become aware of the site through the annual walking of the Perambulation of the Marches which passes right through the site. Those participating face a neglected site with an interpretation board long since gone. Messages of support have been received from community for the restoration of the site.

In a recent edition of the Black Bitch Community Magazine (Issue 76), local historian Bruce Jamieson described in detail what went on in the area. He included an image of the site remarking 'sadly the information plaque has been removed from the concrete plinth'.

The Trust seeks to address this neglect and to celebrate the history of this area and hope that it will become part of a history walk.

Project Outcomes

Describe what your project will deliver in line with funding outcomes.

Town Centre Living – The project improves an attractive all-year feature of Linlithgow which is full of history and needs a boost so that all may enjoy a little of the town's history.

Vibrant Local Economies – As above, helping to encourage tourism and economic benefit.

Enterprising Communities – As with all projects managed by the Trust, it is locally led and largely locally financed.

Proactive Planning – The project forms part of the ongoing local initiative to enhance the town and bolster civic pride, complementing previous applications for town centre funding.

Tourism – The project is intended to increase footfall to the town and to make Linlithgow more attractive to local residents as well as visitors.

Partners involved
(other local organisations you are working with)

3. Project Costs

Total Project Cost	£6,500 inc. VAT
Amount of Funding requested from the Town Centre Fund 2020-21 (TCF)	£6,500 inc. VAT

Expenditure Item	Total Cost	Cost (TCF)
Demolition, site landscaping and erection of benches and panel	£1,500 inc. VAT	
Interpretation panel	£1,500 inc. VAT	
Benches and bin	£3,500 inc. VAT	

If the total cost is greater than the fund applied for please detail where the match funding is from (i.e. WLC, Lottery etc.)

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

Funding Source (i.e. Lottery, WLC)	Approved and in place	Date to be confirmed
Not applicable		

Project Management

Describe how your project will be managed and administered including details of any:
Design / Plans – The specification has been developed to a level of detail sufficient to implement the project.



Implementation Arrangements – The Trust will be responsible for implementation.

Planning Approval – Not required for this particular project.

Health and Safety/Risk Assessments – This will be the responsibility of the contractor(s) commissioned to carry out the work.

Public Liability – The Burgh Trust's insurance policy indemnifies it for legal liability in respect of injury to third parties or damage to third party property arising from its activities.

Supporting Documentation Check List - For voluntary organisations please supply	Please Indicate (x)
Constitution or Articles and Memorandum	X
Committee Members or Directors List: See below:	See on left

Officers  Charity Trustees (Board) 	
Bank Statements - Dated within the last 3 months	X
Annual Accounts	X

Declaration	
<p>We wish to apply for a Town Centre Fund – Capital Grant 2020/21. 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>	
X	Application to the Town Centre Fund Capital Grant 2020/21 & the monitoring of the grant if awarded.
X	To provide you with updates on the progress of your application.
X	Contact you to pass on information that may be relevant to you.
X	Contact you for feedback on quality of services provided to you.
Name	Marilyne McLaren
Position	Convenor, Linlithgow Civic Trust Committee
Organisation	Linlithgow Burgh Trust
Date	10 th November 2020

Please send your completed application forms to:
The Regeneration Team: RegenerationTeam@westlothian.gov.uk

For admin related queries contact: gemma.telfer@westlothian.gov.uk

**West Lothian Council
Town Centre Fund – Capital Grant 2020/21**

Application Form

- Please refer to the associated guidance (Appendix 1) when completing this form
- No project should start or commit expenditure before receiving the approval of grant
- All projects **MUST** be either delivered or committed by 31 March 2021.

1. Applicant Organisation Details

Organisation Name	West Lothian Council
Project Title	Dovecot Play Area Cableway
Is this work linked to an existing project?	
If this application is from a WLC Service area, is the project supported by the community	NA
Contact Person	Simon Scott
Position	Open Space Officer
Address	<div style="background-color: black; height: 15px; width: 100%;"></div> <div style="background-color: black; height: 15px; width: 80%;"></div> <div style="background-color: black; height: 15px; width: 10%;"></div>
Telephone Number	<div style="background-color: black; height: 15px; width: 100%;"></div>
Email Address	<div style="background-color: black; height: 15px; width: 100%;"></div>
Type of organisation (public sector, voluntary organisation etc)	Public Sector
What are the main activities of your organisation? (please answer in no more than 100 words)	Local Authority

For voluntary or charity applicants	
What date was your organisation formed?	
If a charity, please	

quote your charity number		
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	Linlithgow
Project Location	Dovecot/Springfield Play Area, Linlithgow, EH49 7LH
Project Start Date	TBC
Project End Date	31/07/2021

Project Description

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

Supply and fit replacement cableway, including removal of old equipment, and replacing play area safer surface (grass mat).

Works will include:

- Remove existing cableway
- install new cableway
- install new grass mat surface.

This project would replace the existing (earmarked for removal in 2021) cableway with a new steel and plastic cableway that would be anticipated to have a life expectancy of at least 15 years.

The current cableway is in poor condition due to wood rot and poor condition metal parts. The existing play area has a number of other outstanding issues including rotten timber retainers, missing equipment (basket swing), poor condition play equipment, poor condition seating, and poor safer surface (grass mats under equipment is muddy and flooding).

As such, the existing allocated council capital budget of £30,000 in 2021/22 would be inadequate to address all issues while maintaining the same play value. Overall estimate to address all outstanding issues is over £50,000. If the application is unsuccessful the cableway will be removed only i.e. not replaced.

In the absence of external funding, play areas in West Lothian will reduce in size and quality due to current capital and revenue investment levels. In general, council investment allows for play areas to be fit for purpose in that the play area is safe and there is a minimum overall play value for various age groups. Capital and revenue investment levels do not allow for replacement of all items like for like as and when they expire.

The project will increase play value and sustainability of the play area and its equipment. Typically, steel and plastic cableways have a life expectancy of 15-20 years, while wood can have a life expectancy of 5 years. We would also be increasing the availability of equipment for older children.

Dovecot/Springfield Play Area is owned and maintained by West Lothian Council.

The project could be issued and programmed for completion by end July 2021.

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.

West Lothian Council Open Space Strategy 2020

West Lothian Council apply three standards when assessing the strategic requirement for active open space: quantity, quality, and accessibility. Active open space includes public play areas, formal public parks, and public sports facilities.

At present Linlithgow has a high quantity of Active Open Space per 1000 people, above the minimum quality standard of 6 Acres. While there is no deficit of active open space, there is a strategic case to invest in increasing the quality of Dovecot/Springfield Play Area as it is anticipated that demand and maintenance pressure will increase on this play area as a result of nearby housing development i.e. these housing developments have no onsite public parks or play areas.

General Context

Opportunities for children to participate in play activities are essential to the healthy mental, physical, social, educational and emotional development of children. In West Lothian, the number of young people between the ages of 0 -16 years is increasing (Source: General Register Office of Scotland). This presents ever-increasing challenges to the provision of Play Areas.

Links with the Outcome Agreement, corporate strategies and other policies

Quality play areas are important and becoming more important as we move forward in addressing the following key challenges:

- Environmental sustainability
- Health and healthier lifestyles
- Inclusion & social equality
- Sustainable economic growth.

Corporate policy/strategy links:

- Open Space Strategy
- West Lothian Play Strategy
- Local Development Plan.

Corporate Asset Management Plan links: -

- Ensuring that open space assets are managed effectively and demonstrating best value wherever possible
- Maintaining and improving the portfolio to meet service delivery needs and aspirations when possible
- Meeting our customers' needs
- Minimising the impact to the environment through effective and efficient management, operation and use of our assets.

Project Outcomes

Describe what your project will deliver in line with funding outcomes.

The project will deliver an enhanced play area:

- *Town Centre Living* – A well maintained and high value play area will attract footfall from throughout the settlement. The increased footfall attracted to a high value play area will benefit local business e.g. public transport, food and drink. A high footfall will also increase natural surveillance and public ownership, thus deterring anti-social behaviour that would be associated with a degrading play area. High value play areas are also a factor in house purchase.
- *Enterprising Communities* – A well maintained play area encourages and facilitates community based activities which increase the health of all users visiting the play area.
- *Accessible Public Services* – A well maintained and high value play area makes it easier for users to visit local facilities rather than incurring cost of having to travel to higher value facilities e.g. If the play value of Seafield Play Area deteriorates significantly user could choose to drive to alternate play areas in other settlements.
- *Proactive Planning* – Free to access public play areas offer sustainable, low-carbon and connected places which promote natural and cultural assets.

Partners involved
(other local organisations you are working with)

Local business will be employed to install play equipment.

3. Project Costs

Total Project Cost	£13,297.10
Amount of Funding requested from the Town Centre Fund 2020-21 (TCF)	£13,297.10

Expenditure Item	Total Cost	Cost (TCF)
Wicksteed – Play equipment install (quote)	£12,297.10	£12,297.10
Contingency (estimate)	£1,000.00	£1,000.00

If the total cost is greater than the fund applied for please detail where the match funding is from (i.e. WLC, Lottery etc.)

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

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

Project Management

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

- Design / plans
- Implementation arrangements e.g contract/tenders/procurement
- Planning Approval
- Health and Safety/Risk Assessments
- Public Liability

It is important that all applicants are able to evidence the above as part of their project.

The process would be identical to that used for existing council capital play area refurbishment and new build projects.

- Design and plans would be provided by a play contractor and approved by Open Space Officer.
- Implementation arrangements e.g. contract/tenders. The project would be led by a play contractor upon direct award of work under the Scotland Excel framework for Outdoor Play Equipment and Artificial Surfaces 0215 – Lot 1. All works would comply with Lot 1 Outdoor Play Equipment Scope, 0215 Outdoor Play Equipment and Safer Surfaces.
- Planning Approval will not be required.
- Health and Safety/Risk Assessments. The play contractor would adopt health and safety responsibility throughout construction. Upon completion West Lothian Council would commit to inspecting the play equipment and providing routine maintenance including litter removal, graffiti removal, and minor repairs. Major repairs would only be completed if budget allowed, otherwise the equipment would be made safe only e.g. significant vandalism. All play and fitness equipment is inspected at least every 10 working days, and urgent safety issues are addressed within one working day.
- Public Liability. Play contractor public liability would apply throughout construction phase, council liability after completion.
- **Quote and design can be found at the end of this document.**

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

Privacy Notice

Town Centre Fund – Capital Grant 2020/21

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 2021/22
 - 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 Town Centre Fund – Capital Grant 2020/21
- 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 Douglas Grierson, Community Regeneration, West Lothian Council, West Lothian Civic Centre, Howden South Road, Livingston, West Lothian, EH54 6FF. Email – douglas.grierson@westlothian.gov.uk

Providing accurate information

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

Further information

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

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

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

Who is responsible for my information?

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

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

Declaration	
We wish to apply for a Town Centre Fund – Capital Grant 2020/21. 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 Town Centre Fund Capital Grant 2020/21 & 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	Simon Scott
Position	Open Space Officer
Organisation	West Lothian Council
Date	18/11/2020

Please send your completed application forms to:

The Regeneration Team: RegenerationTeam@westlothian.gov.uk

For admin related queries contact:

Gemma Telfer, Administrative Assistant
Community Regeneration
Economic Development and Regeneration
West Lothian Council
1st Floor South
West Lothian Civic Centre
Howden South Road
Livingston
EH54 6FF

Tel: 01506 281692

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

LIN20-04

**West Lothian Council
Town Centre Fund – Capital Grant 2020/21**

Application Form

- Please refer to the associated guidance (Appendix 1) when completing this form
- No project should start or commit expenditure before receiving the approval of grant
- All projects **MUST** be either delivered or committed by 31 March 2021.

1. Applicant Organisation Details

Organisation Name	Linlithgow Primary School Funding and Social Team
Project Title	Operation Adventure – development of school grounds
Is this work linked to an existing project?	No
If this application is from a WLC Service area, is the project supported by the community	N/A
Contact Person	Karen Fleming
Position	Parent Council Vice Chair
Address	<div style="background-color: black; width: 100%; height: 1.2em; margin-bottom: 2px;"></div> <div style="background-color: black; width: 100%; height: 1.2em; margin-bottom: 2px;"></div> <div style="background-color: black; width: 100%; height: 1.2em;"></div>
Telephone Number	
Email Address	<div style="background-color: black; width: 100%; height: 1.2em;"></div>
Type of organisation (public sector, voluntary organisation etc)	Voluntary organisation
What are the main activities of your organisation? (please answer in no more than 100 words)	The Funding and Social Team is a sub-group of the Linlithgow Primary School parent council. Our objective is to advance the education of pupils by providing and assisting in the provision of educational facilities not provided by the local authority, as well as foster relations between staff, parents and pupils to engage in activities which support the school and advance the education of pupils attending it.

For voluntary or charity applicants		
What date was your organisation formed?	01/01/2000	
If a charity, please quote your charity number	N/A	
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	Linlithgow
Project Location	Linlithgow
Project Start Date	06 January 2021
Project End Date	31 July 2021

Project Description

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

Linlithgow Primary School has extensive external grounds including 2 playgrounds and an elevated pitch adjacent to the Union Canal. In spite of the size of external grounds, these are severely underutilised. The playgrounds have a tarmac surface, some playground markings and seating. The pitch has no facilities apart from a small trim trail installed in 2018. Both areas are both unappealing and uninspiring in terms of encouraging imaginative play and a range of physical activity.

The aim of the LPS Funding and Social team is to fully capitalise on the wonderful expanse of outdoor space to encourage and inspire the children into enjoying time outside whilst engaged in play, thereby promoting physical wellbeing. We also wish to create sustainable improvements that can be enjoyed long-term with minimal ongoing maintenance.

Our goal identifies with several Community Board priorities including Sport, Health and Wellbeing, and the Environment, however we also anticipate benefits for the local community. We wish to improve the immediate external environment of the school and in doing so improve the physical well-being of the children. By improving external grounds, these can then be opened up for public use in the evenings and weekends, creating a community benefit. The school pitch is a priority area for development. The trim trail has benefitted the pupils by ensuring those who do not participate in ball sports are encouraged to participate in outdoor play however more is needed to cater for our school roll.

We propose the installation of 6 small tyres, 4 large tyres and 8 1 tonne boulders as per the attached scale plan. Tyres would be half-submerged into the ground and sit at a maximum height of 1m. 3 of the 10 tyres would be designed to form the body of a "Nessie", the head of which was previously commissioned and created.

The tyres and boulders are proposed to be grouped together at specified pitch locations to enable additional climbing challenge and interest. The Nessie Head will require to be cemented into the ground as it is constructed of wood. The tyres will require submersion into the earth only.

Evidence of Need

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

Our long-term strategy is to improve the whole of the outdoor grounds which will be done over the next 5 years. However this application is focused specifically on the pitch area which provides the greatest potential for improvement and so this will be our focus for the next year. The pitch currently has goal posts at either end and is mainly used for football games by boys during break times. Our plan is to zone this area into four parts. Two parts would be used to create two mini pitches which will allow for different team games to be played, including hockey to encourage more girls to enjoy the space. One part we plan to utilise as an outdoor classroom area by installing a canopy and stage/seating area. This would provide both play opportunities and a covered area to allow outdoor lessons in all weathers. For these areas we are looking at raising money within the school to cover the associated costs, as well as applying to other funders. This includes the Woodland Trust, who provide free trees with which we plan to create a fruit orchard, shelter and improved landscaping.

The remaining part consists of a trim trail. Due to the large size of the school with a school roll of 450, only a small proportion of the pupils can access this play equipment. In order to enable access by a greater number of pupils, there is a requirement to expand climbing equipment availability. Proposed equipment would be located away from the trim trail in separate areas of the pitch to ensure freedom of movement of increased numbers during outdoor play. By expanding the number of children engaged in outdoor play, we are increasing our contribution to the health and wellbeing of our children.

Project Outcomes

Describe what your project will deliver in line with funding outcomes.

Our Objectives

The Town Centre Action Plan is designed to support “Enterprising Communities” including community-based activities which increase the health, wealth and wellbeing of town centres as well as “Accessible Public Services”. The LPS school grounds are open outwith school hours to the public. It is therefore anticipated that members of the community will be able to access and enjoy the proposed new climbing resources, thereby enhancing their health and wellbeing.

Additionally, “Proactive Planning” involving land reform and supporting the creation of sustainable, low carbon and connected places which promote natural and cultural assets, designed in partnership with local communities and key stakeholders. LPS school grounds are a natural community asset located immediately adjacent to the canal which are enjoyed by children, dogwalkers and ramblers alike. The installation of rocks provides a natural extension of the woodland area using natural materials. The tyres provide additional climbing opportunity at a fraction of the cost of specially commissioned play equipment. The proposed additions are believed to complement the site, whilst being at low cost.

Our project is supported by One Linlithgow, Linlithgow Community Development Trust, Civic Trust, Burgh Trust and Community Council and seen as a fantastic opportunity to support the children in our community after the impact this last year has had on their health and well-being as well as providing an outdoor resource for the wider Linlithgow community.

Partners involved
(other local organisations you are working with)

One Linlithgow (Bid)
Burgh Beautiful and Burgh Civic Trust
Community Council
Linlithgow Community Development Trust

3. Project Costs

Total Project Cost	£4000
Amount of Funding requested from the Town Centre Fund 2020-21 (TCF)	£1000

Expenditure Item	Total Cost	Cost (TCF)
Installation of 10 tyres and 8 boulders	£856	£856
Installation of wooden statue (cost tbc)	£200	£1056

If the total cost is greater than the fund applied for please detail where the match funding is from (i.e. WLC, Lottery etc.)

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

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

Project Management

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

- Design / plans
- Implementation arrangements e.g contract/tenders/procurement
- Planning Approval
- Health and Safety/Risk Assessments
- Public Liability

It is important that all applicants are able to evidence the above as part of their project.

The design of the pitch development has been carried out by a qualified architect (plan attached). Installation would be carried out by an approved PPP1 supplier to the appropriate health and safety standard. Selection is underway and confirmation of previous quote is pending. Full risk assessments have been carried out and submitted.

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

Privacy Notice

Town Centre Fund – Capital Grant 2020/21

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 2021/22
 - 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 Town Centre Fund – Capital Grant 2020/21
- 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 Douglas Grierson, Community Regeneration, West Lothian Council, West Lothian Civic Centre, Howden South Road, Livingston, West Lothian, EH54 6FF. Email – douglas.grierson@westlothian.gov.uk

Providing accurate information

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

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

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Who is responsible for my information?

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

Declaration	
We wish to apply for a Town Centre Fund – Capital Grant 2020/21. 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 Town Centre Fund Capital Grant 2020/21 & 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	Karen Fleming
Position	Vice Chair
Organisation	Linlithgow Primary School Parent Council
Date	26/11/20

Please send your completed application forms to:

The Regeneration Team: RegenerationTeam@westlothian.gov.uk

For admin related queries contact:

Gemma Telfer, Administrative Assistant
Community Regeneration
Economic Development and Regeneration
West Lothian Council
1st Floor South
West Lothian Civic Centre
Howden South Road
Livingston
EH54 6FF

Tel: 01506 281692

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

**West Lothian Council
Town Centre Fund – Capital Grant 2020/21**

Application Form

- Please refer to the associated guidance (Appendix 1) when completing this form
- No project should start or commit expenditure before receiving the approval of grant
- All projects **MUST** be either delivered or committed by 31 March 2021.

1. Applicant Organisation Details

Organisation Name	Linlithgow Peace Garden SCIO
Project Title	Disabled access provision to the sunken area of the Linlithgow Rose Garden and improvement to the planting to encourage community involvement.
Is this work linked to an existing project?	The initiation phase of an overall upgrade to the garden
If this application is from a WLC Service area, is the project supported by the community	Yes. A consultation has been completed by Rankin Fraser landscape Architects and the application is supported by the voluntary group known as The Friends of the Rose Garden
Contact Person	Chris Gunstone
Position	Secretary to the SCIO
Address	██████████ ██████████ ██████████
Telephone Number	██████████
Email Address	██
Type of organisation (public sector, voluntary organisation etc)	Voluntary organisation formed as a SCIO

For voluntary or charity applicants		
What date was your organisation formed?	27th July 2018	
If a charity, please quote your charity number	SC048583	
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	Linlithgow
Project Location	Burgh Halls Gardens at centre of the Town.
Project Start Date	1st March 2021
Project End Date	30th June 2021

Project Description

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

Background

The Rose Garden was opened in 1950 on land gifted to the council for the benefit of residents and visitors. It is located right in the Centre of Linlithgow accessed through the Burgh Halls and close to the Palace. It has been a favourite place for many citizens of the town in the 70 years since. However, access is limited by steps, paths are narrow and in poor condition. Funding for maintenance by WLC has been too restricted to maintain the garden in a fit state to maximise its attractiveness.

The planting in the garden has been changed to minimise maintenance and effort as budgets have reduced and as a result has become a rather unattractive mono-culture,. The roses of the original garden have largely been lost, replaced with a single variety.

As a quiet secluded place in the centre of the town it has great capacity to be improved and great potential to be supported by volunteer members of the community. It is expected that replanting in a garden with community and council working together will create a garden with all year-round interest, form and colour which will prove to be much more attractive.

The improvement of the garden and involvement of volunteers is expected to enable work in the garden as a Mental Health therapy in the way reported by the RHS the Caley and and many other groups.

Many people from the town will be drawn to the Garden, visiting the town centre shops, using the adjoining Café in the Burgh Halls or one of the several cafes around the Cross. Visitors from outside will be attracted by the adjacent Palace and St Michaels Church and then have the opportunity to visit Linlithgow's Burgh Halls and gardens and see the other gardens in the town supported by Burgh Beautiful.

Other users will include the Linlithgow Day Care centre which is now located in the Tam Dalyell centre across the High Street and the manager has advised that they would use the garden as 'their garden' if access is suitable. A 'Singing for memory' group meets in the nearby Cross House and would also make use of the garden. It is expected that such a destination of Burgh Halls Café, Rose Garden and the adjoining Peace Garden will become an attraction for other groups including residents of other care homes.

The Project.

This project is intended to provide disability standard access to the lower area of the Rose Garden which will increase the accessible area of the garden by about 33%. The proposers

of this work believe that the Garden is an excellent facility to support activity in the Town centre. It also has great potential to assist with the recovery from the stresses of the Pandemic as the proposers are preparing to further encourage community involvement with the planting and maintenance of the area working in cooperation with the council.

Future proposals for the Burgh Halls Gardens.

It is further proposed that the remaining area to the east of the Burgh Halls adjoining the established Rose Garden will become the Linlithgow Peace Garden, This area local to the 'Green Man' has potential for light touch development to further encourage use of this garden at the Centre of the Town perhaps with some appropriate future artworks and children's attractions.

The project aims to complete a design for the Garden, then raise funds to execute upgrades to paths, steps ensuring disability access compliance. The project will also reinvigorate the planting with the aim of maximising bio-diversity, year round colour, and real interest for people to become involved and thus support improvement in mental health and recovery from the pandemic.

The proposed project to be funded under the Town Centre Funding initiative.

The project for which funds are requested is shown on the attached drawings prepared by rankinfraser landscape architects (RFLA)

A design has been prepared in outline for the whole garden and in detail for this sloping access. It has been carried out by Rankin Fraser Landscape Architects (RFLA) from Edinburgh who are under contract to the SCIO.

The paths were not designed for disabled access and are very narrow and distorted by tree roots. The steps to the lower sunken garden area are concrete and deteriorating but are not in any case disabled access compliant so no access is possible for people with restricted mobility.

The funds applied for will enable initiation of the overall work and specifically, creation of a new sloped access to the lower sunken area of the Rose Garden to maximise disability compliant facilities for the whole area.

The contract with Rankin Fraser provides a facility to develop cost estimates and the estimate for this proposal has been completed and is included in this submission. come to an arrangement with WLC to take community control of the garden,

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.

A public consultation which included consideration of a 700-signature petition to preserve the Rose Garden which was organised by the Friends in 2018 has been carried out by RFLA on behalf of the SCIO. A public meeting was held on the 4th March and on-line consultations followed, all run by Rankin Fraser as our independent consultant. The

results have confirmed a strong community wish to upgrade the garden and improve access from the Kirkgate and to all areas of the garden. Support for the improved access has been obtained from wheelchair users who up to now have been unable to access the lower area. It is intended to ensure that signage to the Rose Garden and Peace Garden will be improved.

The Linlithgow Day Care centre and other Care homes have expressed a great interest in visiting the garden once access is improved as has the Singing for Memory dementia group who meet in Cross House.

The project is supported by all three ward councillors and by the Linlithgow and Linlithgow Bridge Town Management Group. St Michaels church have supported the garden as have the other churches in Linlithgow.

Improvement of the planting is also strongly desired to enhance bio-diversity in a currently rundown area, to increase the capacity for wildlife and to ensure maximum provision of facilities for support to Mental Health. Much has been published by the RHS and other charities showing the benefit of gardening in improving Mental health. The new planting incorporating some raised beds and other opportunities to support the garden will be designed to maximise this opportunity.

At present there is no involvement of young people in the garden, the Peace Garden and Rose Garden will provide interest and opportunity for this to be rectified and the SCIO will work to ensure this happens.

The Burgh Halls Gardens are placed at the centre of the town and provide a great place for relaxation associated with visits to the shops and cafes. The Burgh Halls Café itself is well placed to service the gardens and visitors.

The improvements in overall access and facilities is well timed to support recovery after the Pandemic.

Project Outcomes

Describe what your project will deliver in line with funding outcomes.

1. *Town Centre Living*

- Restore a quiet, peaceful but neglected area in the centre of the town to its former glory, re-establishing it as a place for people of all ages and abilities to enjoy
- Signage will be proposed to raise awareness of the Rose Garden to tourists as a place to visit whilst highlighting the history of the site to those to whom it was given.
- Become the place to go for residents without gardens, to enjoy floral displays in a first-class Garden with real horticultural interest at all times of year.

2. *Encouraging Vibrant Local Economies*

- The creation of a high quality, but simple, location for photos of weddings and other celebrations held at the Burgh Halls, increasing the Burgh Halls viability as a venue.

- Provide a site for small local outdoor arts productions.
- Increase footfall to local businesses, particularly those nearby The Cross.

3. Accessible Public Services

- A revitalised public space for leisure and recreation with improved access for all abilities.
- Enhanced environment for those accessing the services of the Burgh Halls
- A good facility for mental health support for all people in line with guidance from the RHS and the 'Caley' who work with TRELLIS Scotland to establish Therapeutic gardens.
- A local garden for the Day Care centre from the nearby Partnership centre and the Singing for Memory group who meet in Cross House.

4. In future.

- An open area between the Burgh Halls and the Rose Garden to be known as the Peace Garden to be used for peaceful and learning activities for families and in particular young people.

Partners involved (other local organisations you are working with)	We will work closely with the group known as the Friends of the Rose Garden who have organised ongoing community support for the garden.
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5. Project Costs

Total Project Cost	£34,026
Amount of Funding requested from the Town Centre Fund 2020-21 (TCF)	£34,026

Expenditure Item	Total Cost	Cost (TCF)
Basic costs estimate	£22,855	£22,855
Landscape architect, QS and CDM	£5,500	£5,500
Total	£28235	£28235
VAT	£5671	£5671
Total project cost	£34,026	£34,026

If the total cost is greater than the fund applied for please detail where the match funding is from (i.e. WLC, Lottery etc.)

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

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

Project Management

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

- Design / plans
- Implementation arrangements e.g contract/tenders/procurement
- Planning Approval
- Health and Safety/Risk Assessments
- Public Liability

It is important that all applicants are able to evidence the above as part of their project.

Rankin Fraser Landscape Architects will manage all aspects of the project in accordance with Industry practice under the supervision of the SCIO project manager.

- The work has been designed by rankinfraser landscape architecture in accordance with current best practice for accessibility and working within historic environments.
- The work would be tendered under the supervision of rankinfraser landscape architecture to achieve best value and let as a contract using a standard building contract. (SBCC Minor Works Building Contract is suggested).
- It is not envisaged that planning approval would be required for the works
- Industry practice regarding both the design and construction health and safety risks will be managed by rankinfraser under the Construction (Design and Management) Regulations 2015.

Supporting Documentation Check List - For voluntary organisations please supply	Please Indicate (x)
Constitution or Articles and Memorandum	SCIO constitution
Committee Members or Directors List	Trustee register

Bank Statements - Dated within the last 3 months	Attached
Annual Accounts	Attached

Privacy Notice

Town Centre Fund – Capital Grant 2020/21

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 2021/22
 - Memorandum of Association or Constitution
 - Bank Statements / Bank Details
 - Invoices
 - Payslips

Who is processing my data?

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How will we use information we hold about you?

Your data will be used to:

- Assess and progress your application
- Contact you regarding the Town Centre Fund – Capital Grant 2020/21
- 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 Douglas Grierson, Community Regeneration, West Lothian Council, West Lothian Civic Centre, Howden South Road, Livingston, West Lothian, EH54 6FF. Email – douglas.grierson@westlothian.gov.uk

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Declaration
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	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	Chris Gunstone
Position	Secretary and Project Manager
Organisation	Linlithgow Peace Garden SCIO
Date	22 November 2020

Please send your completed application forms to:

The Regeneration Team: RegenerationTeam@westlothian.gov.uk

For admin related queries contact:

Gemma Telfer, Administrative Assistant
Community Regeneration
Economic Development and Regeneration
West Lothian Council
1st Floor South
West Lothian Civic Centre
Howden South Road
Livingston
EH54 6FF

Tel: 01506 281692

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

**West Lothian Council
Town Centre Fund – Capital Grant 2020/21**

Application Form

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- No project should start or commit expenditure before receiving the approval of grant
- All projects **MUST** be either delivered or committed by 31 March 2021.

1. Applicant Organisation Details

Organisation Name	ONE LINLITHGOW LTD.
Project Title	CCTV UPGRADE (ANPR) AND HERITAGE TABLET RELOCATION
Is this work linked to an existing project?	YES
If this application is from a WLC Service area, is the project supported by the community	YES
Contact Person	EDDIE LINTON-SMITH
Position	MANAGER
Address	[REDACTED]
Telephone Number	[REDACTED]
Email Address	[REDACTED]
Type of organisation (public sector, voluntary organisation etc)	BUSINESS IMPROVEMENT DISTRICT (NOT-FOR-PROFIT, LIMITED BY GUARANTEE AND NOT HAVING A SHARE CAPITAL)
What are the main activities of your organisation? (please answer in no more than 100 words)	PUBLIC REALM IMPROVEMENTS AND ACTIVITIES DESIGNED TO BOLSTER THE ECONOMIC HEALTH, SAFETY, SECURITY AND ATTRACTIVENESS OF THE LINLITHGOW TRADING ENVIRONMENT

For voluntary or charity applicants	
What date was your organisation formed?	

If a charity, please quote your charity number		
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	LINLITHGOW
Project Location	HIGH STREET/WEST PORT/REGENT CENTRE
Project Start Date	01/01/2021
Project End Date	31/03/2021

Project Description

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

There are two aspects to the project:

1. ANPR upgrade to town-centre CCTV system
2. Relocation of Nobel Works commemorative tablet

1. ANPR upgrade to town-centre CCTV system

One Linlithgow is nearing completion of a state-of-the-art CCTV system for Linlithgow town centre. It comprises eight cameras spanning Linlithgow's High Street, West Port and Regent Centre. It is scheduled to be fully operational by end February 2021.

This will improve safety and security in the town centre, operated as it will be in cooperation with Police Scotland.

The addition of ANPR (automatic number-plate recognition) cameras at either end of the High Street would enhance this security function, capturing numberplates in the case of criminal activity in the area.

It would also allow for monitoring of traffic through the town: enormously helpful to the community in terms of monitoring congestion, dwell time in town centre, air quality issues and to supply data for potential improvements to all of these aspects.

The matter of access along Linlithgow's High Street is an issue that's far from solved. One Linlithgow, both currently and in its previous "Linlithgow Town Centre BID" iteration has striven to improve parking, air quality and traffic flow in the town centre. It's a mammoth task and takes collaboration, cooperation and extensive evidence-gathering across a variety of activities, but ANPR capability in the area would supply data to be used by all parties in deciding how best to ameliorate these issues.

Power supply and CCTV columns are already in place, so works required would be minimal and straightforward to implement. The installation of each camera (one at 3 High Street, opposite Platform 3, and the other at West Port/St.Ninian's Road junction) would involve the attachment of those cameras to existing brackets/columns and we would expect works to be completed by 31st March 2021.

2. Relocation of Nobel Works commemorative tablet

Currently, this heritage tablet is obscured among shrubbery at the Regent Centre. It is extremely difficult to read the inscriptions in its present location because the structure is too set back from the edges of the raised planter bed. As such, its historical content is seldom noticed.

Relocating the tablet (still within Regent Centre, but 15m to the east, beside four young existing trees) would enhance visibility greatly, with the text on both sides far more easily legible.

The tablet is a piece of Linlithgow heritage (erected in 1983 to commemorate the opening of the Regent Centre, and in light of the site's previous use as Alfred Nobel's "Nobel Explosives" factory).

In its new location, it would become an attractive feature to the Regent Centre, where it could be seen and admired by all.

There is an existing relationship between One Linlithgow and the landowner, Learmonth Property (via agent J&E Shepherd), with both parties collaborating to install the wrought-iron "Linlithgow Town Centre Map" structure outside Tesco.

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.

A meeting was held on 12th November between representatives of One Linlithgow, West Lothian Council, Linlithgow Community Development Trust, Linlithgow & Linlithgow Bridge Community Council, and Linlithgow Civic Trust/Linlithgow Burgh Trust.

At that collaborative meeting, the Town Centre Fund was discussed, with all parties agreeing that individual projects were compatible with one another, and achievable within the financial constraints of the Fund.

As such, this project has the full support of those community groups.

Furthermore, criminal activity (e.g. break-ins, vandalism, dangerous/drunk-driving) has been evidenced in the town. An ANPR system would undoubtedly have assisted Police Scotland in their investigations and contributed to a sense of security for businesses and residents alike.

The tablet relocation aspect of this application was developed in full collaboration with Linlithgow Burgh Trust/Linlithgow Civic Trust.

Project Outcomes

Describe what your project will deliver in line with funding outcomes.

Besides all of the benefits noted above, this application adheres to the outcomes of the Town Centre Fund as follows:

- Footfall: the ANPR system would contribute to improvements in traffic management in the town centre, improving air quality and ensuring delivery of common-sense parking policy and enforcement. This in turn would make the town centre a more pleasant and accessible area for all, not least to the benefit of businesses benefitting economically from improved customer access.
- “Safety and security in the evenings”: it goes without saying that the ANPR system would be a solid and tangible improvement to safety and security across the town centre, particularly working in tandem with the soon-to-be-completed standard CCTV system and Police Scotland cooperation.
- “Creating a supportive business environment including involvement of... Business Improvement Districts...”: One Linlithgow is a Business Improvement District (BID), aimed squarely at improving the trading environment in Linlithgow. The very fact that the project is run by the town’s BID ensures that the system will be operated with the economic well-being of businesses at heart, and will be applied to that core objective wherever relevant.
- “Increase the health, wealth and wellbeing of town centres”: As mentioned above, the health of town centre residents and users would be improved through air quality improvements as a result of access policy improvements, evidenced by the ANPR system. The tablet aspect would enhance residents’ sense of civic pride.

- “Exploiting digital technology... to enable... data analytics...”: As described above.

Partners involved (other local organisations you are working with)	<p>Linlithgow Civic Trust/Linlithgow Burgh Trust, EK:JN Architects, GRS Property Services.</p> <p>With support of Linlithgow Community Development Trust, Linlithgow & Linlithgow Bridge Community Council.</p>
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3. Project Costs

Total Project Cost	
Amount of Funding requested from the Town Centre Fund 2020-21 (TCF)	£13,561

Expenditure Item	Total Cost	Cost (TCF)
Heritage tablet relocation	£5172	£5172
ANPR cameras	£8,389	£8,389

If the total cost is greater than the fund applied for please detail where the match funding is from (i.e. WLC, Lottery etc.)

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

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

Project Management

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

- Design / plans
- Implementation arrangements e.g contract/tenders/procurement
- Planning Approval
- Health and Safety/Risk Assessments
- Public Liability

It is important that all applicants are able to evidence the above as part of their project.

ANPR: procurement was undertaken, with two quotes provided. Locally-based FPG supplied a quote, however Aberdeen Technical Services were chosen, due to far lower price. Contractor will install ANPR cameras at both sites, covering both lanes of the High Street at each location. System will use fibre link at West Port end and Wi-Fi link at Low Port end. Both will interface with existing CCTV monitoring system. Software and ANPR licence would be included.

Tablet relocation: Local contractor (GRS Property Services) would undertake works to relocate the tablet, including lifting of slabs at new location (for reuse), excavation and concrete pour at new location, dismantle existing stone plaque, transport and rebuild, reinstate slabs and backfill topsoil etc. at old location.

Both contractors would fulfil all required Health & Safety requirements, work schedules and risk assessments, One Linlithgow would secure relevant Planning, and both are covered by their own Public Liability, as is One Linlithgow where relevant.

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

Privacy Notice

Town Centre Fund – Capital Grant 2020/21

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 2021/22
 - Memorandum of Association or Constitution
 - Bank Statements / Bank Details

- Invoices
- Payslips

Who is processing my data?

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How will we use information we hold about you?

Your data will be used to:

- Assess and progress your application
- Contact you regarding the Town Centre Fund – Capital Grant 2020/21
- To contact you regarding information that may be relevant to you.
- To contact you for feedback regarding the quality of services provided to you.

Who will we share your information with?

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

How long do we keep your records?

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

Your rights

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Providing accurate information

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Further information

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

Declaration	
We wish to apply for a Town Centre Fund – Capital Grant 2020/21. 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 Town Centre Fund Capital Grant 2020/21 & 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	EDWARD LINTON-SMITH
Position	MANAGER
Organisation	ONE LINLITHGOW LTD.
Date	27/11/20

Please send your completed application forms to:

The Regeneration Team: RegenerationTeam@westlothian.gov.uk

For admin related queries contact:

Gemma Telfer, Administrative Assistant
Community Regeneration
Economic Development and Regeneration
West Lothian Council

1st Floor South
West Lothian Civic Centre
Howden South Road
Livingston
EH54 6FF

Tel: 01506 281692

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

DATA LABEL: PUBLIC



BATHGATE LOCAL AREA COMMITTEE

TOWN CENTRE FUND 2020/21: PROPOSED FUNDING AWARDS

REPORT BY HEAD OF PLANNING, ECONOMIC DEVELOPMENT & REGENERATION

A. PURPOSE OF REPORT

The purpose of this report is to invite the committee to consider the applications to the Town Centre Fund 2020-21 and to agree the allocation of funding for within the Bathgate ward.

B. RECOMMENDATION

It is recommended that the Local Area Committee:

1. notes that eight 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; making best use of our resources; working in partnership.
II	Policy and Legal (including Strategic Environmental Assessment, Equality Issues, Health or Risk Assessment)	To be assessed on an individual project basis but it is not anticipated that any proposals will require to be the subject of specific assessments.

III	Implications for Scheme of Delegations to Officers	The report sets out specific delegations to the Head of Planning, Economic Development & Regeneration.
IV	Impact on performance and performance Indicators	None.
V	Relevance to Single Outcome Agreement	<p>Outcome 1 – We make West Lothian an attractive place to do business.</p> <p>Outcome 10 – We live in well-designed, sustainable places where we are able to access the services we need.</p> <p>Outcome 12 – We value and enjoy our built environment and protect it and enhance it for future generations.</p>
VI	Resources - (Financial, Staffing and Property)	A total of £658,000 is available for the Town Centre Fund 2020-21 across West Lothian.
VII	Consideration at PDSP	Not applicable.
VIII	Other consultations	Capital Asset Management Board

D. TERMS OF REPORT

D1 Background

In September 2020 the Scottish Government announced a £30 million capital budget as part of the £230 million economic recovery package aimed at supporting construction activity across Scotland. The Scottish Government agreed with CoSLA and local authority Leaders that £18 million will be provided to local authorities as a top up to the existing Town Centre Fund approved in 2019/20.

Funding allocations would be based upon the same methodology as agreed between Ministers and Council Leaders for the 2019/20 allocations. On that agreed basis a budget of £658,000 has been allocated to West Lothian Council.

D2 Eligible Works and Conditions of Grant

The grant is for capital expenditure with the aim of this additional fund to stimulate local construction activity and support local employment. The grant should fund a wide range of investments which deliver against the themes of the Town Centre First Principle, the Town Centre Action Plan, and more recently, the Place Principle. The grant may be used to fund third party capital expenditure in the current year.

All grant expenditure must be complete by 31 March 2021. In the guidance this is defined as “it is expected that work will be completed; or at least work or contracts signed or commenced within 2020/21”.

The grant is for capital expenditure which is additional to that which is already or would otherwise be allocated to the council's 2020/21 budget, and should not substitute for existing spend.

D3 Allocation of the Grant in West Lothian

The Council Executive agreed on 22 October 2020 that the funding detailed above 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 27 November 2020 to allow for decisions to be taken and projects delivered within the stated delivery deadline of projects having contracts committed by 31 March 2021, and having projects completed by 30 September 2021.

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.
- c) 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.

D3 Bathgate Ward Applications

Within the Bathgate ward there is a single town (Bathgate) eligible for the funding and by the deadline of 27 November 2020, eight applications had been received for projects in the ward. The table below sets out the overview of the funding available and the funding request:

Town	Town allocation	No of applications received	Total requested	Over (+) /under (-) Funding Available
Bathgate	£59,124.00	8	£86,498.07	+£27,374.07
Ward Total	£59,124.00	8	£86,498.07	+£27,374.07

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 town. The corresponding remaining balance, should the recommendations be approved are underneath each table.

Bathgate (Allocation: £59,124)

Code	Application Name	Amount applied for	Recommended allocation
BAT20-01	Hope Park Gardens Play Area (WLC)	£16,498.07	£0
BAT20-02	Town Centre Plan (Enterprising Bathgate)	£16,500.00	£16,500

BAT20-03	Welcome to Bathgate (Bathgate Community Council)	£16,000.00	£16,000
BAT20-04	Bathgate Precinct Winter Lighting (Bathgate Community Council)	£16,000.00	£15,224
BAT20-05	Seats for Bathgate (Bathgate Community Council)	£9,000.00	£9,000
BAT20-06	Promoting Bathgate on the Internet (Bathgate Community Council)	£2,500.00	£0
BAT20-07	Bathgate Festive Tree Light Enhancement (WLC)	£2,500.00	£2,400
BAT20-08	Bathgate Hills (WLC)	£7,500.00	£0
	Total	£86,498.07	£59,124.00

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

Town	Balance
Bathgate	£0.00
Total Balance	£0.00

Members are asked to note that there may be some variance in the final costings for the projects and the recommendations seek delegated authority the Head of Planning, Economic Development and Regeneration to approve minor variances within the total funding available to the Local Area Committee. This may reduce or increase the level of the unallocated funds.

D4 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 2021, and have project completed by 30 September 2021, 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 2021. 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

The Town Centre Capital Fund offers significant additional capital funding to improve West Lothian's town centres. The projects in the Bathgate ward will deliver community identified projects that would not otherwise have been carried out. The timescales for delivering this work has made the application and assessment process challenging for both applicants and officers. The delivery of the agreed projects will be equally challenging as detailed in the report and will require ongoing monitoring to ensure delivery within the timescales.

F. BACKGROUND REFERENCES

Council Executive report, 22 October 2020, Town Centre Fund - Capital Grant 2020/21

<https://coins.westlothian.gov.uk/coins/submissiondocuments.asp?submissionid=46496>

Scottish Government *Town Centre Action Plan*:

<https://www2.gov.scot/Resource/0043/00437686.pdf>

Appendices/Attachments:

Appendix 1 – Applications recommendation spreadsheet

Appendix 2 – Bathgate Application Forms

Contact Person: Alice Mitchell, Economic Development & Regeneration Manager

Email: alice.mitchell@westlothian.gov.uk

Tel. 01506 283079

Nairn Pearson, BID & Town Centre Manager

Email: nairn.pearson@westlothian.gov.uk

Tel. 07917 263587

Craig McCorriston

Head of Planning, Economic Development and Regeneration

9 December 2020

TOWN CENTRE FUND 2020/21: PROPOSED FUNDING AWARDS: APPENDIX 1

Ward: Bathgate Town: Bathgate (Total Allocation: £59,124)

Applica tion Code	Applicant (Group/ Service)	Project Name	Brief Description of Project	Amount of Funding Applied	Delivered By	Recommended Funding Amount and Any Initial Conditions of Funding
BAT20-01	West Lothian Council (Open Space)	Hope Park Gardens Play Area	Improvements to play area and equipment, to upgrade provision and help address public concerns.	£16,498.07	Internal: Open Space	Recommendation: to NOT fund. However, it is recommended that this may be a 'reserve' project if any other projects are deemed to be undeliverable, at the end of January 2021.
BAT20-02	Enterprising Bathgate	Town Centre Plan	Physical Improvements to key access and Hopetoun vennel to Acredale car park: enhanced lighting, painting and additional public art works. Provision of some additional seating (and associated litter bins) in the pedestrian precinct space. The provision of tiered planters to act as replacement for the trees at St David's Square.	£16,500	External & Internal	Recommendation: to fund in full
BAT20-03	Bathgate Community Council	Welcome to Bathgate	Design and erection of bespoke Welcome to Bathgate signs on main approaches to Bathgate (as close to town boundaries as possible). There are 6-8 potential main roads into Bathgate to be considered.	£16,000	External & Internal	Recommendation: to fund in full

Applica tion Code	Applicant (Group/ Service)	Project Name	Brief Description of Project	Amount of Funding Applied	Delivered By	Recommended Funding Amount and Any Initial Conditions of Funding
BAT20-04	Bathgate Community Council	Bathgate Precinct Winter Lighting	Design and implementation of a winter lighting scheme with themed projections on to the George Street precinct. This would be procured for the 2021/22 winter period.	£16,000	External & Internal	Recommendation: to fund £15,224 <u>Conditions:</u> Given there are some officer concerns over the ability for this to be delivered, within prescribed timelines, officers will make assessment of this over the coming weeks. If the project is deemed undeliverable, these funds, and any underspend from elsewhere in the ward allocated to this project, will be reallocated.
BAT20-05	Bathgate Community Council	Seats for Bathgate	Provision of more access to public seating and picnic table/seats to offer a safe place to relax during active exercise, lunch breaks and visits to the town centre. These items would be provided in different locations within Bathgate but in safe locations to be agreed.	£9,000	External & Internal	Recommendation: to fund in full
BAT20-06	Bathgate Community Council	Promoting Bathgate on the Internet	Provision of library of digital materials to enhance content and appearance of the Bathgate Community Council established website www.bathgate.town	£2,500	External	Recommendation: to NOT fund.
BAT20-07	West Lothian Council	Bathgate Festive Tree Light	Provision, supply and installation of new enhanced festive tree lighting to the	£2,500	Internal: ED&R with	Recommendation: to fund £2,400

Applica tion Code	Applicant (Group/ Service)	Project Name	Brief Description of Project	Amount of Funding Applied	Delivered By	Recommended Funding Amount and Any Initial Conditions of Funding
		Enhancement project	annual Christmas tree provided by the Council and positioned within The Steelyard in Bathgate town centre.		Street Lighting	
BAT20- 08	West Lothian Council	Bathgate Hills	Project would involve commissioning specialist external suppliers to undertake a consultancy services study focusing upon the Bathgate Hills. This would include not only the Hills themselves, but also the established urban and rural communities such as Bathgate, with its traditional town centre and commercial/social hub, and the surrounding settlements.	£7,500	Internal: ED&R	Recommendation: to NOT fund.
TOTAL SUM APPLIED FOR				£86,498.07		
TOTAL SUM RECOMMENDED FOR AWARD						£59,124.00

BAT20-01

West Lothian Council
Town Centre Fund – Capital Grant 2020/21

Application Form

- Please refer to the associated guidance (Appendix 1) when completing this form
- No project should start or commit expenditure before receiving the approval of grant
- All projects **MUST** be either delivered or committed by 31 March 2021.

1. Applicant Organisation Details

Organisation Name	West Lothian Council
Project Title	Hope Park Gardens Play Area
Is this work linked to an existing project?	NA
If this application is from a WLC Service area, is the project supported by the community	Cllr Cartmill and multiple local residents have contacted the council in recent months to request play area improvements.
Contact Person	Simon Scott
Position	Open Space Officer
Address	<div style="background-color: black; height: 15px; width: 100%;"></div> <div style="background-color: black; height: 15px; width: 80%;"></div> <div style="background-color: black; height: 15px; width: 10%;"></div>
Telephone Number	<div style="background-color: black; height: 15px; width: 100%;"></div>
Email Address	<div style="background-color: black; height: 15px; width: 100%;"></div>
Type of organisation (public sector, voluntary organisation etc)	Public Sector
What are the main activities of your organisation? (please answer in no more than 100 words)	Local Authority

For voluntary or charity applicants	
What date was your organisation formed?	

If a charity, please quote your charity number		
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	Bathgate
Project Location	Hope Park Gardens Play Area, EH48 2QT
Project Start Date	TBC
Project End Date	31/07/2021

Project Description

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

While Hope Park Gardens has been inspected as safe by the council, the play area is not in good condition. There have been a number of public concerns raised in 2020.

This project will install a new large toddler multi-unit, improve access at entrance, replace play area safer surface (wood chip), and address other public concerns.

Works will include:

- Install 'Legendary Empire' toddler multi-unit
- install entrance footpath
- refurbish existing toddler swing
- replace bin and bench seat
- vegetation control
- install new play chip surface.

This project will allow for improvement of the play area to increase play value for toddlers. This application will also allow for addressing the most pressing concerns highlighted by the community in a timelier manner than that allowed by capital investment (open space/play).

The existing play area has a number of outstanding issues including rotten timber seating, poor drainage, damaged bin, damaged existing play equipment, damaged fencing, poor quality play chip, and poor toddler play value. As such the existing allocated capital budget of £20,000 in 2022/23 would be inadequate to address all issues known while also improving play value for toddlers i.e. adding additional play equipment. The overall estimate to address all outstanding issues and fully utilise the available space to increase play value is £36,500.

The award of Town Centre Fund funding will allow the installation of a toddler multi-unit and address pressing community concerns, while the subsequent capital allocation will address all other outstanding issues and ensure the play area remains fit for purpose for subsequent years.

In the absence of external funding, play areas in West Lothian will reduce in size and quality due to current capital and revenue investment levels. In general, council investment allows for play areas to be fit for purpose in that the play area is safe and there is a minimum overall play value for various age groups. Capital and revenue investment levels

do not allow for replacement of all items like for like as and when they expire, or for adding additional equipment to address any demographic coverage issues or to meet community demand for new equipment.

The project will increase play value and sustainability of the play area and furniture. Typically, steel and plastic equipment and furniture has a life expectancy of 15-20 years, while wood can have a life expectancy of as little as 5 years. The project will increase the availability of good quality equipment for toddlers.

Hope Park Gardens Play Area is owned and maintained by West Lothian Council.

The project could be issued and programmed for completion by end July 2021.

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.

West Lothian Council Open Space Strategy 2020

West Lothian Council apply three standards when assessing the strategic requirement for active open space: quantity, quality, and accessibility. Active open space includes public play areas, formal public parks, and public sports facilities.

At present Bathgate has 8.09 Acres of Active Open Space per 1000 people, above the minimum quality standard of 6 Acres. While there is a no deficit of active open space, there is a strategic case to invest in increasing the quality of the asset beyond a fit for purpose condition give that Hope Parks Gardens Play Area is the only play area within 500m of a number of residential properties in north west Bathgate and it has limited play value for toddlers. There are also many properties in the Belvedere area of Bathgate that are not within 500m of any play area that could benefit from upgrading the play area.

Adding an additional multi-unit (to the general refurbishment work possible with existing capital) would create additional recreational opportunity and enhance the recreational opportunities for younger children.

General Context

Opportunities for children to participate in play activities are essential to the healthy mental, physical, social, educational and emotional development of children. In West Lothian, the number of young people between the ages of 0 -16 years is increasing (Source: General Register Office of Scotland). This presents ever-increasing challenges to the provision of Play Areas.

Links with the Outcome Agreement, corporate strategies and other policies

Quality play areas are important and becoming more important as we move forward in addressing the following key challenges:

- Environmental sustainability
- Health and healthier lifestyles
- Inclusion & social equality
- Sustainable economic growth.

Corporate policy/strategy links:

- Open Space Strategy
- West Lothian Play Strategy
- Local Development Plan.

Corporate Asset Management Plan links: -

- Ensuring that open space assets are managed effectively and demonstrating best value wherever possible
- Maintaining and improving the portfolio to meet service delivery needs and aspirations when possible
- Meeting our customers' needs

- Minimising the impact to the environment through effective and efficient management, operation and use of our assets.

Project Outcomes

Describe what your project will deliver in line with funding outcomes.

The project will deliver an enhanced play area:

- *Town Centre Living* – A well maintained and high value play area will attract footfall from throughout the settlement. The increased footfall attracted to a high value play area will benefit local business e.g. public transport, food and drink. A high footfall will also increase natural surveillance and public ownership, thus deterring anti-social behaviour that would be associated with a degrading play area. High value play areas are also a factor in house purchase.
- *Enterprising Communities* – A well maintained play area encourages and facilitates community based activities which increase the health of all users visiting the play area.
- Accessible Public Services – A well maintained and high value play area makes it easier for users to visit local facilities rather than incurring cost of having to travel to higher value facilities e.g. If the play value of the play area deteriorates significantly user could choose to drive to alternate play areas in other settlements.
- Proactive Planning – Free to access public play areas offer sustainable, low-carbon and connected places which promote natural and cultural assets.

Partners involved
(other local organisations you are working with)

Local business will be employed to install play equipment.

3. Project Costs

Total Project Cost	£16,498.07
Amount of Funding requested from the Town Centre Fund 2020-21 (TCF)	£16,498.07

Expenditure Item	Total Cost	Cost (TCF)
Scotbark – Play chip 30m3 (pre-set rate)	£3,990.00	£3,990.00
Wicksteed – Play equipment install (quote)	£12,508.07	£12,508.07

If the total cost is greater than the fund applied for please detail where the match funding is from (i.e. WLC, Lottery etc.)

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

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

Project Management

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

- Design / plans
- Implementation arrangements e.g contract/tenders/procurement
- Planning Approval
- Health and Safety/Risk Assessments
- Public Liability

It is important that all applicants are able to evidence the above as part of their project.

The process would be identical to that used for existing council capital play area refurbishment and new build projects.

- Design and plans would be provided by a play contractor and approved by Open Space Officer.
- Implementation arrangements e.g. contract/tenders. The project would be led by a play contractor upon direct award of work under the Scotland Excel framework for Outdoor Play Equipment and Artificial Surfaces 0215 – Lot 1. All works would comply with Lot 1 Outdoor Play Equipment Scope, 0215 Outdoor Play Equipment and Safer Surfaces.
- Planning Approval will not be required.
- Health and Safety/Risk Assessments. The play contractor would adopt health and safety responsibility throughout construction. Upon completion West Lothian Council would commit to inspecting the play equipment and providing routine maintenance including litter removal, graffiti removal, and minor repairs. Major repairs would only be completed if budget allowed, otherwise the equipment would be made safe only e.g. significant vandalism. All play and fitness equipment is inspected at least every 10 working days, and urgent safety issues are addressed within one working day.
- Public Liability. Play contractor public liability would apply throughout construction phase, council liability after completion.
- **Quote and design can be found at the end of this document.**

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

Privacy Notice

Town Centre Fund – Capital Grant 2020/21

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 2021/22
 - 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 Town Centre Fund – Capital Grant 2020/21
- 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 Douglas Grierson, Community Regeneration, West Lothian Council, West Lothian Civic Centre, Howden South Road, Livingston, West Lothian, EH54 6FF. Email – douglas.grierson@westlothian.gov.uk

Providing accurate information

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

Further information

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

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

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We wish to apply for a Town Centre Fund – Capital Grant 2020/21. 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 Town Centre Fund Capital Grant 2020/21 & 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	Simon Scott
Position	Open Space Officer
Organisation	West Lothian Council
Date	25/11/2020

Please send your completed application forms to:

The Regeneration Team: RegenerationTeam@westlothian.gov.uk

For admin related queries contact:

Gemma Telfer, Administrative Assistant
Community Regeneration
Economic Development and Regeneration
West Lothian Council
1st Floor South
West Lothian Civic Centre
Howden South Road
Livingston
EH54 6FF

Tel: 01506 281692

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



**West Lothian Council
Town Centre Fund – Capital Grant 2020/21**

Application Form

- Please refer to the associated guidance (Appendix 1) when completing this form
- No project should start or commit expenditure before receiving the approval of grant
- All projects **MUST** be either delivered or committed by 31 March 2021.

1. Applicant Organisation Details

Organisation Name	ENTERPRISING BATHGATE LTD
Project Title	TOWN CENTRE PLAN
Is this work linked to an existing project?	NO
If this application is from a WLC Service area, is the project supported by the community	N/A
Contact Person	SUSAN BAXTER
Position	DIRECTOR
Address	[REDACTED]
Telephone Number	[REDACTED]
Email Address	[REDACTED]
Type of organisation (public sector, voluntary organisation etc)	BUSINESS IMPROVEMENT DISTRICT COMPANY
What are the main activities of your organisation? (please answer in no more than 100 words)	To work with the businesses in Bathgate town centre to improve the economic and physical environment in which they operate by offering support and developing projects and initiatives contained in a five-year business plan which has been supported by them in a ballot. The organisation aims to help increase footfall, stimulate investment and enhance the perception and image of Bathgate town centre.

For voluntary or charity applicants	N/A
What date was your organisation formed?	April 2008
If a charity, please quote your charity number	N/A
Do you have an equal opportunities policy or statement? If yes please provide a copy	We support all businesses within the BID area regardless of age, disability, gender, race, religion or belief
Does your organisation take account of equality issues around age, disability, gender, race, religion or belief?	

Project Details

Council Ward	Bathgate
Project Location	Bathgate town centre
Project Start Date	12 / 2020
Project End Date	03 / 2021

Project Description

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

The vennel from Acredale Car park forms a key connection to Hopetoun Street and onwards to other principal shopping streets. Currently the overall state of repair of the walls and ceiling preclude any enhancement opportunities but once the standard is improved, we would install more lighting and use attractive decoration to facilitate safe and proper usage of the vennel. Physical improvements to address this key link have the potential to dramatically improve overall town centre legibility, accessibility, and safety.

Improvements would include:

- Installing robust modern lighting
- Painting walls and ceilings appropriately
- Applying some additional art by way of plaques or murals
-

There is potential to incorporate the well-established Bathgate Arches theme, such as that used at Union Rd and the Simpson Memorial Gardens.

The provision of seating within the pedestrian space encourages visitors to remain for longer within the vicinity of the shopping streets thereby providing more sales opportunities for local businesses. Having previously purchased seating which has proved robust and user friendly, it is envisaged that we continue to develop the space by providing matching units. The problem of litter in the precinct when encouraging people to use the seating will be addressed by purchasing suitably matching bin units with a view also to encouraging waste recycling.

In an effort to enhance the precinct area of the town centre, trees were originally planted but proved to be impossible to maintain due to drainage problems. As a replacement to these, we would purchase three 3-tier planters to be placed at the same places. The plants for these would be provided by the grant funding, with help for the planting and maintenance provided by volunteers who already carry out the maintenance of other planted areas in the town.

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.

West Lothian Council adopted Bathgate Town Centre Urban Design Framework & Public Realm Design Guide as SPG in 2009. This recommended priority projects, including improving pedestrian connections and legibility, specifically through the Vennels & Lanes and Town Centre Gateways.

This project will continue to deliver the incremental improvements in the town centre which have been made by West Lothian Council in partnership with Enterprising Bathgate.

Comprehensive public consultation took place which showed widespread and documented support for the contents of the Public Realm Design Guide.

Project Outcomes

Describe what your project will deliver in line with funding outcomes.

Town Centre Living / Vibrant Local Economies /Enterprising Communities / Accessible Public Services / Digital Towns /Proactive Planning

Economic:

- To inspire new enterprises to set up business or to expand/continue to invest in the Town Centre

Physical:

- To improve Town Centre accessibility and pedestrian experience
- To ensure a consistent and high-quality public realm treatment throughout the Town Centre area

Social:

- Providing safe pedestrian routes for nearby residents and town centre visitors
- Creating a safer, more inviting public realm throughout the Town Centre
- Creating a more inclusive public realm, by enabling access for more vulnerable users, including the elderly and physically impaired

The project will impact on the town centre in line with key themes set out in the Town Centre Action Plan.

The proposed improvements to the vennel will have significant benefits for Bathgate Town Centre, both in terms of functionality and for the wider community which it serves.

Town Centre Living

Enhancement of the key connecting vennel will play an important role in creating a safer and more people-friendly environment required to promote town centre living.

Bathgate Town Centre has seen a steady increase in resident numbers over the past 10 years, either through improvements to existing properties such as flats above shops or through new developments, such as those on Mid Street, Jarvey Street and

off North Bridge Street. Enterprising Bathgate and WLC have played important roles in promoting town centre living and encouraging private residential developers to invest. They have delivered a range of town centre enhancement schemes, grants and other initiatives, together with a clear long-term commitment to investment in the Town Centre, set out in policy and guidance.

Vibrant Local Economies

Vibrant and resilient town centre economies can be sustained only where the public realm serves to positively facilitate and encourage safe pedestrian movement and activity. Improvements to the vennel will ensure a safer and more attractive pedestrian connection into the Town Centre shopping streets for those arriving by car or for those living close to the Town Centre. This is likely to attract greater numbers of people to use the Town Centre throughout the day and evening, contributing significantly to the local economy.

In this way Enterprising Bathgate are seeking to attract more visitors.

Accessible Public Services

Communities to the east and north of the Town Centre should be encouraged to walk or cycle into the Town Centre when wishing to use such public services. Improvements to the vennel to ensure a safer and more attractive pedestrian route into the Town Centre will encourage sustainable travel choices and enhance the accessibility of public services. The Government's Town Centre Toolkit makes a particular point that walking routes should be properly maintained, well-lit and offer natural surveillance as far as practicable.

Pro-Active Planning

Enterprising Bathgate is a naturally pro-active group in terms of consulting, identifying and delivering much needed community infrastructure and support for Town Centre businesses and users. Their partners, West Lothian Council, have demonstrated both through their planning and corporate policy frameworks and through the location of public buildings that they endorse the Town Centre First Principle and Town Centre Action Plan. This project proposal is another example of seeking to be pro-active, to work inclusively and to support enterprise and economic investment when it comes to planning for the long- term future of Bathgate Town Centre.

Partners involved (other local organisations you are working with)	Bathgate in Bloom Bathgate Community Council WLC
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2. Project Costs

Total Project Cost	£17,500
Amount of Funding requested from the Town Centre Fund 2020-21 (TCF)	£16,500

Expenditure Item	Total Cost	Cost (TCF)
Improvements to vennel	5000	5000
Replacement plants	3000	2000
Three tier planters	3000	3000
Street furniture-(4 benches + bins)	6500	6500
TOTAL	17500	£16500

If the total cost is greater than the fund applied for please detail where the match funding is from (i.e. WLC, Lottery etc.)

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

Funding Source (i.e. Lottery, WLC)	Approved and in place	Date to be confirmed
Bathgate in Bloom Funding	£1000	
TOTAL	£1000	

Project Management

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

- Design / plans
- Implementation arrangements e.g contract/tenders/procurement
- Planning Approval
- Health and Safety/Risk Assessments
- Public Liability

It is important that all applicants are able to evidence the above as part of their project.

- Detailed plans will be produced as part of the procurement and planning process.
- All contractors will carry out Risk Assessment and ensure compliance with current Health and Safety regulations
- All contractors will evidence Public Liability and any other relevant insurance cover.

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

Privacy Notice

Town Centre Fund – Capital Grant 2020/21

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 2021/22
 - 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 Town Centre Fund – Capital Grant 2020/21
- 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 Douglas Grierson, Community Regeneration, West Lothian Council, West Lothian Civic Centre, Howden South Road, Livingston, West Lothian, EH54 6FF. Email – douglas.grierson@westlothian.gov.uk

Providing accurate information

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

Further information

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

Declaration
We wish to apply for a Town Centre Fund – Capital Grant 2020/21. 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 Town Centre Fund Capital Grant 2020/21 & 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	Susan Baxter
Position	Director
Organisation	Enterprising Bathgate Ltd
Date	27.11.20

Please send your completed application forms to:

The Regeneration Team: RegenerationTeam@westlothian.gov.uk

For admin related queries contact:

Gemma Telfer, Administrative Assistant
Community Regeneration
Economic Development and Regeneration
West Lothian Council
1st Floor South
West Lothian Civic Centre
Howden South Road
Livingston
EH54 6FF

Tel: 01506 281692

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

**West Lothian Council
Town Centre Fund – Capital Grant 2020/21**

Application Form

- Please refer to the associated guidance (Appendix 1) when completing this form
- No project should start or commit expenditure before receiving the approval of grant
- All projects **MUST** be either delivered or committed by 31 March 2021.

1. Applicant Organisation Details

Organisation Name	Bathgate Community Council
Project Title	Welcome to Bathgate
Is this work linked to an existing project?	No
If this application is from a WLC Service area, is the project supported by the community	N/A
Contact Person	Debbie Magee
Position	Secretary
Address	<div style="background-color: black; width: 100px; height: 15px; margin-bottom: 5px;"></div> <div style="background-color: black; width: 60px; height: 15px; margin-bottom: 5px;"></div> <div style="background-color: black; width: 100px; height: 15px; margin-bottom: 5px;"></div> <div style="background-color: black; width: 60px; height: 15px;"></div>
Telephone Number	<div style="background-color: black; width: 100px; height: 15px;"></div>
Email Address	<div style="background-color: black; width: 150px; height: 15px;"></div>
Type of organisation (public sector, voluntary organisation etc)	Voluntary Organisation – Community Council
What are the main activities of your organisation? (please answer in no more than 100 words)	The objectives of the community council shall be: (a) to ascertain, co-ordinate and reflect the views of the community which it represents, to liaise with other community groups within the area, and to fairly express the diversity of opinions and outlooks of the people. (b) to express the views of the community to the local authority for the area to public authorities and other organisations. (c) to take such action in the interests of the community as appears to it to be desirable and practicable.

	<p>(d) to promote the well-being of the community and to foster community spirit.</p> <p>(e) to be a means whereby the people of the area shall be able to voice their opinions on any matter affecting their lives, their welfare, their environment, its development, and amenity.</p> <p>(f) seek to engage with the Joint Forum of Community Councils in West Lothian and the West Lothian Community Planning Partnership.</p>
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For voluntary or charity applicants	
What date was your organisation formed?	Formed by West Lothian Council in the 1980's
If a charity, please quote your charity number	N/A
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	Bathgate Ward
Project Location	Bathgate
Project Start Date	January 2021
Project End Date	March 2021

Project Description

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

WELCOME TO BATHGATE PROJECT

The design and erection of **Welcome to Bathgate Signs** on main approach roads to Bathgate as close to the Town Boundaries as possible.

The signs would incorporate the new Bathgate Branding that the Community Council produced for the town using the funds awarded the council from the Town Centre Fund (1st Round)

The signs will also incorporate twinning links and reference to our famous citizen Sir James Young Simpson.

The signs will either be erected on lampposts or free-standing mounts in consultation with West Lothian Highways and West Lothian Planning.

Depending on cost the signs will be double sided with a friendly message on the reverse for motorists leaving the town such as ***Bathgate loves careful drivers*** or something similar.

This is part of our overall Putting Bathgate on the Map project which we started last year and is designed to emphasise our Place in West Lothian and promote pride in our town. The brand features reference to the origins of the town in 1160 and also has a alternative strapline Small Town - Big History

There are eight main roads into Bathgate which will be considered for welcome signs, but the final list will depend on the final costs agreed with the supplier. We anticipate it may be reduced to six sites.

- a) A89 just off the Boghall Roundabout
- b) B792 Blackburn Road
- c) B7002 Whitburn Road
- d) **Sibbald's Brae**
- e) A89 Bathgate Road
- f) A800
- g) B792 Torphichen Road

h) Drumcross Road

We have seen other towns in West Lothian recently erecting Welcome signs and believe its time for Bathgate to match their initiative.

Evidence of Need

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

There is evidence from our Big Bathgate Survey funded by the Council that there is a great deal of pride in the community and support for improving the town.

Local Organisations work together for the good of Bathgate and we have been involved in discussions and planning for improvements with Enterprising Bathgate, Town Centre Management Committee and Bathgate Community Development Trust and Forth Rivers Trust.

There are no welcome to Bathgate signs in existence at the moment and we see other towns introducing them and they have been well received by their communities

Project Outcomes

Describe what your project will deliver in line with funding outcomes.

This project will deliver on the Principle of Place and give a friendly welcoming image to our town and its vibrant town centre. Encouraging pride in our town amongst our residents.

Partners involved (other local organisations you are working with)	We have consulted with Enterprising Bathgate and the Bathgate Community Development Trust Ltd
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3. Project Costs

Total Project Cost	£16,000
Amount of Funding requested from the Town Centre Fund 2020-21 (TCF)	£16,000

Expenditure Item	Total Cost	Cost (TCF)
Design	2,000	2,000
Installation	12,000	12,000
Project Planning	1,000	1,000
Administration and statutory costs	1,000	1,000

If the total cost is greater than the fund applied for please detail where the match funding is from (i.e. WLC, Lottery etc.)

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

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

Project Management

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

- Design / plans
- Implementation arrangements e.g contract/tenders/procurement
- Planning Approval
- Health and Safety/Risk Assessments
- Public Liability

It is important that all applicants are able to evidence the above as part of their project.

Bathgate Community Council have established a Project Working Group to manage the project and they will utilise the following-

- A design consultant to draw up our requirements
- Graphic Procurement Organisation
- Our own experienced internal professional skilled in Tendering and Procurement
- Our experienced Planning Officer

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

Privacy Notice

Town Centre Fund – Capital Grant 2020/21

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 2021/22
 - Memorandum of Association or Constitution
 - Bank Statements / Bank Details
 - Invoices
 - Payslips

Who is processing my data?

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How will we use information we hold about you?

Your data will be used to:

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- Contact you regarding the Town Centre Fund – Capital Grant 2020/21
- 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 Douglas Grierson, Community Regeneration, West Lothian Council, West Lothian Civic Centre, Howden South Road, Livingston, West Lothian, EH54 6FF. Email – douglas.grierson@westlothian.gov.uk

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

Declaration	
We wish to apply for a Town Centre Fund – Capital Grant 2020/21. 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 Town Centre Fund Capital Grant 2020/21 & 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	Debbie Magee
Position	Secretary
Organisation	Bathgate Community Council
Date	27 th November 2020

Please send your completed application forms to:

The Regeneration Team: RegenerationTeam@westlothian.gov.uk

For admin related queries contact:

Gemma Telfer, Administrative Assistant
Community Regeneration
Economic Development and Regeneration
West Lothian Council
1st Floor South
West Lothian Civic Centre
Howden South Road
Livingston
EH54 6FF

Tel: 01506 281692

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

**West Lothian Council
Town Centre Fund – Capital Grant 2020/21**

Application Form

- Please refer to the associated guidance (Appendix 1) when completing this form
- No project should start or commit expenditure before receiving the approval of grant
- All projects **MUST** be either delivered or committed by 31 March 2021.

1. Applicant Organisation Details

Organisation Name	Bathgate Community Council
Project Title	BATHGATE PRECINCT WINTER LIGHTING PROJECT
Is this work linked to an existing project?	
If this application is from a WLC Service area, is the project supported by the community	
Contact Person	Debbie Magee
Position	Secretary
Address	<div style="background-color: black; width: 100px; height: 15px;"></div> <div style="background-color: black; width: 80px; height: 15px;"></div> <div style="background-color: black; width: 120px; height: 15px;"></div> <div style="background-color: black; width: 60px; height: 15px;"></div>
Telephone Number	<div style="background-color: black; width: 100px; height: 15px;"></div>
Email Address	<div style="background-color: black; width: 180px; height: 15px;"></div>
Type of organisation (public sector, voluntary organisation etc)	COMMUNITY COUNCIL
What are the main activities of your organisation? (please answer in no more than 100 words)	The objectives of the community council shall be: (a) to ascertain, co-ordinate and reflect the views of the community which it represents, to liaise with other community groups within the area, and to fairly express the diversity of opinions and outlooks of the people; (b) to express the views of the community to the local authority for the area to public authorities and other organisations; (c) to take such action in the interests of the community as appears to it to be desirable and practicable;

	<p>(d) to promote the well-being of the community and to foster community spirit;</p> <p>(e) to be a means whereby the people of the area shall be able to voice their opinions on any matter affecting their lives, their welfare, their environment, its development and amenity.</p> <p>(f) seek to engage with the Joint Forum of Community Councils in West Lothian and the West Lothian Community Planning Partnership.</p>
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For voluntary or charity applicants	
What date was your organisation formed?	The Council establish Community Councils in the 1980's
If a charity, please quote your charity number	N/A
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	BATHGATE
Project Location	BATHGATE TOWN CENTRE
Project Start Date	January 2020
Project End Date	March 2020

Project Description

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

BATHGATE PRECINCT WINTER LIGHTING PROJECT

The project to brighten up the precinct in winter months with lighting installation on the George Street lampposts comprising of projectors that project onto the ground a variety of symbols and shapes such as snowflakes, stars, cartoon characters or bells etc. This will be on during shopping days from the afternoon to evening. The community council see this as complimentary to the planned lighting in the steelyard trees at the bottom of the precinct and will help to enliven the entire pedestrian area making it more attractive and welcoming.

This would be procured for the 2021/22 winter period

The project is extremely difficult to price in such a short space of time so we have bid for a reasonable amount but if the project comes in cheaper we propose to use the balance to construct an attractive stand and safety barrier for the town's Annual Christmas Tree to replace the unsightly metal crowd barriers that are currently used. The stand and barrier would be designed to be reused every year.

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 Town Centre has become a priority of the Scottish Government as they see healthy town centres as vital to the wellbeing of the community and its businesses. We see this as responding to the governments agenda by making the main town centre in Bathgate more welcoming bright and fun. The more attractive the centre the more footfall the more shoppers the more our local business are sustainable, and the more services offered to the community.

We fully support the Place Principle and believe this project will add to the sense of place.

Our Big Bathgate Survey (funded by the Council) highlighted the community desire to make the shopping centre more attractive and vibrant.

Project Outcomes

Describe what your project will deliver in line with funding outcomes.

The Project will support the Place Principle and the Town Centre Action Plan

Partners involved

(other local organisations you are working with)

We have consulted with Enterprising Bathgate and the Bathgate Community Development Trust Ltd

3. Project Costs

Total Project Cost	
Amount of Funding requested from the Town Centre Fund 2020-21 (TCF)	£16,000

Expenditure Item	Total Cost	Cost (TCF)
Procurement Project Costs	2,000	2,000
Administration and Statutory Costs	700	700
Lighting Scheme	13,300	13,300

If the total cost is greater than the fund applied for please detail where the match funding is from (i.e. WLC, Lottery etc.)

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

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

Project Management

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

- Design / plans
- Implementation arrangements e.g contract/tenders/procurement
- Planning Approval
- Health and Safety/Risk Assessments
- Public Liability

It is important that all applicants are able to evidence the above as part of their project.

Bathgate Community Council have established a Project Working Group to manage the project and they will utilise the following-

- A lighting consultant to draw up our requirements
- Our own experienced internal professional skilled in Tendering and Procurement
- Our experienced Planning Officer

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

Privacy Notice

Town Centre Fund – Capital Grant 2020/21

Information held about you

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Providing accurate information

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

Declaration	
We wish to apply for a Town Centre Fund – Capital Grant 2020/21. 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 Town Centre Fund Capital Grant 2020/21 & 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	Debbie Magee
Position	Secretary
Organisation	Bathgate Community Council
Date	27 th November 2020

Please send your completed application forms to:

The Regeneration Team: RegenerationTeam@westlothian.gov.uk

For admin related queries contact:

Gemma Telfer, Administrative Assistant
Community Regeneration
Economic Development and Regeneration
West Lothian Council
1st Floor South
West Lothian Civic Centre
Howden South Road
Livingston
EH54 6FF

Tel: 01506 281692

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

**West Lothian Council
Town Centre Fund – Capital Grant 2020/21**

Application Form

- Please refer to the associated guidance (Appendix 1) when completing this form
- No project should start or commit expenditure before receiving the approval of grant
- All projects **MUST** be either delivered or committed by 31 March 2021.

1. Applicant Organisation Details

Organisation Name	Bathgate Community Council
Project Title	Seats for Bathgate
Is this work linked to an existing project?	
If this application is from a WLC Service area, is the project supported by the community	
Contact Person	Debbie Magee
Position	Secretary
Address	<div style="background-color: black; width: 100px; height: 15px; margin-bottom: 2px;"></div> <div style="background-color: black; width: 60px; height: 15px; margin-bottom: 2px;"></div> <div style="background-color: black; width: 100px; height: 15px; margin-bottom: 2px;"></div> <div style="background-color: black; width: 60px; height: 15px;"></div>
Telephone Number	<div style="background-color: black; width: 100px; height: 15px;"></div>
Email Address	<div style="background-color: black; width: 150px; height: 15px;"></div>
Type of organisation (public sector, voluntary organisation etc)	Voluntary Organisation Community Council
What are the main activities of your organisation? (please answer in no more than 100 words)	<p>The objectives of the community council shall be:</p> <p>(a) to ascertain, co-ordinate and reflect the views of the community which it represents, to liaise with other community groups within the area, and to fairly express the diversity of opinions and outlooks of the people.</p> <p>(b) to express the views of the community to the local authority for the area to public authorities and other organisations.</p> <p>(c) to take such action in the interests of the community as appears to it to be desirable and practicable.</p>

	<p>(d) to promote the well-being of the community and to foster community spirit.</p> <p>(e) to be a means whereby the people of the area shall be able to voice their opinions on any matter affecting their lives, their welfare, their environment, its development, and amenity.</p> <p>(f) seek to engage with the Joint Forum of Community Councils in West Lothian and the West Lothian Community Planning Partnership.</p>
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For voluntary or charity applicants	
What date was your organisation formed?	Community Councils were established by West Lothian District Council in 1980's
If a charity, please quote your charity number	N/A
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	BATHGATE
Project Location	BATHGATE
Project Start Date	January 2020
Project End Date	March 2020

Project Description

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

SEATS FOR BATHGATE PROJECT

With a big increase in Walking and Cycling in the General Population as a direct result of the Covid Pandemic we want to provide more access to public seating to offer a safe place to relax during exercise. These seats would be provided in different locations in the Bathgate ward but in safe locations to compliment the Spaces for People programme of the West Lothian Council

The seating would be standard public seating in line with the Bathgate Design Guide similar or identical to the new seating in the precinct. We would also plan to install picnic seats where appropriate to allow residents or visitors to relax and perhaps enjoy refreshments while they are visiting the town or taking exercise.

We have been informed by Enterprising Bathgate that they will bid for public seating in the precinct and we support their initiative as complimentary to this bid.

Evidence of Need

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

There is evidence from our Big Bathgate Survey funded by the Council that there is a great deal of pride in the community and support for improving the town.

Local Organisations work together for the good of Bathgate and we have been involved in discussions and planning for improvements with Enterprising Bathgate, Town Centre Management Committee and Bathgate Community Development Trust and Forth Rivers Trust.

In our Facebook survey on the first round of Town Centre Funds there was significant support for more seating in the town. The clear evidence of more people taking exercise in the town either walking or cycling supported by the increase in sales of bicycles. This leads us to believe that opportunities to stop and relax would encourage more people to take exercise and visit all parts of the town would be good for local businesses as well as the community's health.

Project Outcomes

Describe what your project will deliver in line with funding outcomes.

This project will make a contribution to Bathgate – the place. Providing more resources for the community and visitors to the community. So supporting the Place Principle.

It supports the Spaces for People Project and will encourage people to take exercise.

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Partners involved (other local organisations you are working with)	We have consulted with Enterprising Bathgate and the Bathgate Community Development Trust Ltd
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3. Project Costs

Total Project Cost	£9000
Amount of Funding requested from the Town Centre Fund 2020-21 (TCF)	£9000

Expenditure Item	Total Cost	Cost (TCF)
Project Management	1000	1000
Street Furniture	8000	8000

If the total cost is greater than the fund applied for please detail where the match funding is from (i.e. WLC, Lottery etc.)

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

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

Project Management

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

- Design / plans
- Implementation arrangements e.g contract/tenders/procurement
- Planning Approval
- Health and Safety/Risk Assessments

<p>- Public Liability</p> <p>It is important that all applicants are able to evidence the above as part of their project.</p>

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

Privacy Notice

Town Centre Fund – Capital Grant 2020/21

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 2021/22
 - 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 Town Centre Fund – Capital Grant 2020/21
- To contact you regarding information that may be relevant to you.
- To contact you for feedback regarding the quality of services provided to you.

Who will we share your information with?

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

How long do we keep your records?

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

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	Contact you to pass on information that may be relevant to you.
	Contact you for feedback on quality of services provided to you.
Name	Debbie Magee
Position	Secretary
Organisation	Bathgate Community Council
Date	27 th November 2020

Please send your completed application forms to:

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For admin related queries contact:

Gemma Telfer, Administrative Assistant
Community Regeneration
Economic Development and Regeneration
West Lothian Council
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Tel: 01506 281692

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

West Lothian Council
Town Centre Fund – Capital Grant 2020/21

Application Form

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- No project should start or commit expenditure before receiving the approval of grant
- All projects **MUST** be either delivered or committed by 31 March 2021.

1. Applicant Organisation Details

Organisation Name	Bathgate Community Council
Project Title	Promoting Bathgate on the Internet
Is this work linked to an existing project?	
If this application is from a WLC Service area, is the project supported by the community	
Contact Person	Debbie Magee
Position	Secretary
Address	<div style="background-color: black; width: 100px; height: 15px;"></div> <div style="background-color: black; width: 60px; height: 15px;"></div> <div style="background-color: black; width: 100px; height: 15px;"></div> <div style="background-color: black; width: 80px; height: 15px;"></div>
Telephone Number	<div style="background-color: black; width: 100px; height: 15px;"></div>
Email Address	<div style="background-color: black; width: 150px; height: 15px;"></div>
Type of organisation (public sector, voluntary organisation etc)	Voluntary Organisation Community Council
What are the main activities of your organisation? (please answer in no more than 100 words)	The objectives of the community council shall be: (a) to ascertain, co-ordinate and reflect the views of the community which it represents, to liaise with other community groups within the area, and to fairly express the diversity of opinions and outlooks of the people. (b) to express the views of the community to the local authority for the area to public authorities and other organisations. (c) to take such action in the interests of the community as appears to it to be desirable and practicable. (d) to promote the well-being of the community and to foster

	<p>community spirit.</p> <p>(e) to be a means whereby the people of the area shall be able to voice their opinions on any matter affecting their lives, their welfare, their environment, its development, and amenity.</p> <p>(f) seek to engage with the Joint Forum of Community Councils in West Lothian and the West Lothian Community Planning Partnership.</p>
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For voluntary or charity applicants	
What date was your organisation formed?	Community Councils were established in the 1980's by West Lothian District Council
If a charity, please quote your charity number	N/A
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	BATHGATE
Project Location	BATHGATE
Project Start Date	JANUARY 2020
Project End Date	MARCH 2020

Project Description

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

PROMOTION OF BATHGATE on the INTERNET

Bathgate is served by quite a few websites from local organisations but the one visitors are likely to find first is the site promoted by Visit Scotland. This site has a Scottish wide page together with linked sites for Local Authority areas and linked pages for towns and cities in those areas. So there is a visit West Lothian Page and a Visit Bathgate page. Its fair to say that is not a top priority of Visit Scotland and there is little resources dedicated to it in West Lothian. The Community Council had a discussion with the officer involved in West Lothian some time ago who suggested the Community Council should provide material for the Bathgate Page. This was beyond our resources at the time so nothing happened. In the meantime the Community Council has established a web page www.bathgate.town and launched it as part of our putting Bathgate on the Map Project from Round One of the Town Centre Funds.

Enterprising Bathgate have also created a website www.choose-bathgate.com which supports the towns businesses.

This project is not to start another web site but to acquire material including text graphics video maps photographs for these web sites to support them. This would be freely available to all organisations in the town. This library of material could be accessed centrally by organisations that want to use it to enrich the content of their sites especially Visit Bathgate and would be free to download and use.

The materials could also be available to the numerous Facebook Pages from Bathgate some of which have a wide reach across the world. We would purchase this library of material from a locally based Graphic Designer company in West Lothian

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 Big Bathgate Survey demonstrated that the community felt that Bathgate had a lot to offer to visitors not just from abroad but also other parts of Scotland particularly as we are well situated in term of transport links to the big conurbations

The Town Plan and Tourist Strategies are all about attracting more footfall in the town so readily available information on the information highway will attract that footfall. It is now commonplace for people to research before they determine their travel plans.

Project Outcomes

Describe what your project will deliver in line with funding outcomes.

Promoting Bathgate to Visitors is a vital part of the Town Centre Plan to secure the economic future of the local economy. This Project would assist in delivering the plan and make a contribution to that objective.

This would also make a contribution to the Place Principle by promoting this place called Bathgate

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Partners involved (other local organisations you are working with)	We have consulted with Enterprising Bathgate and the Bathgate Community Development Trust Ltd
--	---

3. Project Costs

Total Project Cost	£2,500
Amount of Funding requested from the Town Centre Fund 2020-21 (TCF)	£2,500

Expenditure Item	Total Cost	Cost (TCF)
Supply of Graphic Material	2000	2000
Internet Provider Costs (potential upgrade)	500	500

If the total cost is greater than the fund applied for please detail where the match funding is from (i.e. WLC, Lottery etc.)

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

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

Project Management

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

- Design / plans
- Implementation arrangements e.g contract/tenders/procurement
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- Health and Safety/Risk Assessments
- Public Liability

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

Privacy Notice

Town Centre Fund – Capital Grant 2020/21

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Declaration	
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	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	Debbie Magee
Position	Secretary
Organisation	Bathgate Community Council
Date	27 th November 2020

Please send your completed application forms to:

The Regeneration Team: RegenerationTeam@westlothian.gov.uk

For admin related queries contact:

Gemma Telfer, Administrative Assistant
Community Regeneration
Economic Development and Regeneration
West Lothian Council
1st Floor South
West Lothian Civic Centre
Howden South Road
Livingston
EH54 6FF

Tel: 01506 281692

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

BAT20-07

West Lothian Council Town Centre Fund – Capital Grant 2020/21

Application Form

- Please refer to the associated guidance (Appendix 1) when completing this form
- No project should start or commit expenditure before receiving the approval of grant
- All projects **MUST** be either delivered or committed by 31 March 2021.

1. Applicant Organisation Details

Organisation Name	West Lothian Council
Project Title	Bathgate Festive Tree Lighting Enhancement
Is this work linked to an existing project?	Not directly. It will complement existing festive street lighting in place throughout the town centre.
If this application is from a WLC Service area, is the project supported by the community	Yes. Project proposition has been noted amongst local community groups (such as Bathgate Community Council, Enterprising Bathgate and Bathgate Town Centre Management Group) who have been generally supportive and provided no adverse comments.
Contact Person	Nairn Pearson
Position	BID & Town Centre Manager
Address	<div style="background-color: black; width: 100%; height: 15px;"></div> <div style="background-color: black; width: 100%; height: 15px;"></div> <div style="background-color: black; width: 100%; height: 15px;"></div> <div style="background-color: black; width: 100%; height: 15px;"></div> <div style="background-color: black; width: 100%; height: 15px;"></div> <div style="background-color: black; width: 100%; height: 15px;"></div>
Telephone Number	<div style="background-color: black; width: 100%; height: 15px;"></div>
Email Address	<div style="background-color: black; width: 100%; height: 15px;"></div>
Type of organisation (public sector, voluntary organisation etc)	Public Sector – Local Authority
What are the main activities of your organisation? (please answer in no more than 100 words)	Local Government Services

For voluntary or charity applicants	N/A	
What date was your organisation formed?	1996	
If a charity, please quote your charity number	N/A	
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	Bathgate
Project Location	Bathgate Town Centre, The Steelyard
Project Start Date	January 2021
Project End Date	March 2021

Project Description

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

The idea of enhanced festive tree lighting provision within Bathgate town centre has been mentioned on a number of occasions in recent years by the local community, in particular in the time leading up to, during and post the annual festive celebrations. These comments have usually referred to a desire for improved and brighter lights, offering more of a 'wow' factor when they are switched on and remain illuminated.

The project proposal has been recently noted with local community groups such as the Bathgate Town Centre Management Group, Bathgate Community Council and Enterprising Bathgate. Each has been generally supportive and offered no adverse comment.

Following research, it is proposed that the project would encapsulate the provision, supply and installation of new enhanced festive tree lighting to the annual Christmas tree provided by the Council and positioned within The Steelyard in Bathgate town centre.

This area is predominantly pedestrianised and forms the core civic space and public realm within the traditional town centre. It is a focal point for the local community and is centrally located with high visibility on the approaches to the town centre. It is the focal point for the community annual festive celebrations in Bathgate town centre.

The project has been discussed with the relevant Council service (Operational Services, Street Lighting) and has their full support; along with that of Economic Development and Regeneration. Street Lighting has agreed that they would handle the storage, erection and dismantling of the lights as they currently do with the present lights. The lighting would be temporary, in that they would be erected in the winter season (likely October/November and remain lit through to February).

The project expenditure would be completed by March 2021 as required.

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 desire for enhanced (brighter) festive tree lights, has evolved through public comment over recent years. The idea has been noted with local community groups such as the Bathgate Town Centre Management Group, Bathgate Community Council and Enterprising Bathgate, who have been generally supportive with no adverse comment. The project will assist towards improving the attraction, vitality and viability of Bathgate town centre, in particular during the seasonal winter festive period.

Project Outcomes

Describe what your project will deliver in line with funding outcomes.

The project will help to achieve and deliver key outcomes of relevance. The provision of enhanced, high quality festive tree lighting in the town centre will contribute towards improving the town centre, for example, through increased community civic ownership and pride, safety and natural surveillance, all of which will complement the town centre CCTV. This will increase the relative level of attraction of the town centre, which will be a factor for visitors and residents in the town.

The project will create a safe and attractive town centre, in particular in winter and evening, and therefore one that is welcoming. This will be of benefit to the vibrancy of the local economy. A well lit and enhanced safe area within the heart of the town centre will encourage and facilitate visitors as well as community based activities. This will increase footfall during the winter/seasonal months, and in doing so increase the relative health of Bathgate town centre.

Partners involved

(other local organisations you are working with)

West Lothian Council

Bathgate Town Centre Management Group, Enterprising Bathgate and Bathgate Community Council.

Local/regional businesses will be tendered where applicable.

3. Project Costs

Total Project Cost	£2,500
Amount of Funding requested from the Town Centre Fund 2020-21 (TCF)	£2,500

Expenditure Item	Total Cost	Cost (TCF)
Supply, delivery, installation and storage of annual festive Christmas tree lights	£2,500	£2,500

If the total cost is greater than the fund applied for please detail where the match funding is from (i.e. WLC, Lottery etc.)

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

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

Project Management

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

- Design / plans
- Implementation arrangements e.g contract/tenders/procurement
- Planning Approval
- Health and Safety/Risk Assessments
- Public Liability

It is important that all applicants are able to evidence the above as part of their project.

The process to be adopted would be similar to that used for other existing Council capital programme projects. The project will be managed and overseen by the nominated Council officer from Economic Development and Regeneration.

The specification, scope and outline of required work will be agreed in advance and thereafter procured through an appropriate tendering exercise. A number of quotations will be sought so as to achieve best value for public money.

The preferred contractor will be asked to provide written evidence of their appropriate levels of public and other liability coverage, prior to any appointment. This will also include a requirement for provision of relevant health and safety statements and a project specific detailed risk assessment statement.

There is a requirement and responsibility on both the appointed contractor and the Council service overseeing the project, to ensure that all necessary consents and statutory obligations linked to the work are obtained, prior to starting works. Upon completion of works, Council services would assess and sign off the works.

Supporting Documentation Check List - For voluntary organisations please supply	Please Indicate (x)
Constitution or Articles and Memorandum	
Committee Members or Directors List	
Bank Statements - Dated within the last 3 months	

Privacy Notice

Town Centre Fund – Capital Grant 2020/21

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 2021/22
 - 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 Town Centre Fund – Capital Grant 2020/21
- 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 Douglas Grierson, Community Regeneration, West Lothian Council, West Lothian Civic Centre, Howden South Road, Livingston, West Lothian, EH54 6FF. Email – douglas.grierson@westlothian.gov.uk

Providing accurate information

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

Further information

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

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

Declaration	
We wish to apply for a Town Centre Fund – Capital Grant 2020/21. 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 Town Centre Fund Capital Grant 2020/21 & 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	Nairn Pearson
Position	BID & Town Centre Manager
Organisation	West Lothian Council
Date	27 November 2020

Please send your completed application forms to:

The Regeneration Team: RegenerationTeam@westlothian.gov.uk

For admin related queries contact:

Gemma Telfer, Administrative Assistant
Community Regeneration
Economic Development and Regeneration
West Lothian Council
1st Floor South
West Lothian Civic Centre
Howden South Road
Livingston
EH54 6FF

Tel: 01506 281692

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

**West Lothian Council
Town Centre Fund – Capital Grant 2020/21**

Application Form

- Please refer to the associated guidance (Appendix 1) when completing this form
- No project should start or commit expenditure before receiving the approval of grant
- All projects **MUST** be either delivered or committed by 31 March 2021.

1. Applicant Organisation Details

Organisation Name	West Lothian Council
Project Title	Bathgate Hills
Is this work linked to an existing project?	No
If this application is from a WLC Service area, is the project supported by the community	Yes (see Section 2 below)
Contact Person	Nairn Pearson
Position	BID & Town Centre Manager
Address	<div style="background-color: black; height: 15px; width: 100%;"></div> <div style="background-color: black; height: 15px; width: 40%;"></div> <div style="background-color: black; height: 15px; width: 80%;"></div> <div style="background-color: black; height: 15px; width: 50%;"></div> <div style="background-color: black; height: 15px; width: 30%;"></div> <div style="background-color: black; height: 15px; width: 20%;"></div>
Telephone Number	<div style="background-color: black; height: 15px; width: 30%;"></div>
Email Address	<div style="background-color: black; height: 15px; width: 60%;"></div>
Type of organisation (public sector, voluntary organisation etc)	Public Sector – Local Authority
What are the main activities of your organisation? (please answer in no more than 100 words)	Local Government Services
For voluntary or charity applicants	N/A
What date was your	1996

organisation formed?	
If a charity, please quote your charity number	N/A
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	Bathgate
Project Location	Bathgate
Project Start Date	December 2020 / January 2021
Project End Date	March 2021

Project Description

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

The project would involve commissioning specialist external suppliers to undertake a consultancy services study focusing upon the Bathgate Hills region. This would include not only the Bathgate Hills themselves, but also the established urban and rural communities such as Bathgate, with its traditional town centre and commercial/social hub, and the surrounding settlements.

The purpose of the consultancy services study has evolved through discussions with local partners and stakeholders. This exercise would gain an understanding and explore what assets exist in the Bathgate Hills and how best to promote and support them. The key objective here being to increase footfall to Bathgate town centre, which in turn would benefit the town economically by encouraging local spend, business take up and higher visitor numbers.

This would look to investigate, identify and maximise core key assets, whether they be post-industrial cultural and heritage, physical, rural/natural, business and/or economic assets, or its east/west access and transport. This forms the foundation of this work. It will be crucial to demonstrate what assets there are, how they each link to these communities, and how to make the asset more accessible, attractive and an economic driver for the Bathgate Hills area, including the Bathgate town centre.

The primary purpose is to establish the scope for future promotional and marketing work, and economic activities within Bathgate Hills, Bathgate town centre and its surrounding urban and rural communities. A starting point is to establish and understand the existing tourism and visitor network and infrastructure as it relates to the Bathgate Hills and most importantly Bathgate town centre. This work will help better understand the local tourism approach position (e.g. strengths, weaknesses, demand and needs) and from there inform a practical and realistic, yet ambitious, forward action strategy to promote and support.

This would consider these, whether from an enhanced collective promotion and improved marketing of, and day trip/family-based visitors/users of the Bathgate Hills and its communities, or awareness of wider amenities and attractions, including in Bathgate town centre. It should be recognised; Bathgate and its town centre forms the natural 'gateway' to and in doing so provides opportunity to enjoy and dwell further in the town centre before and after a trip to the beautiful Bathgate Hills. The importance of this statement has somewhat increased as a direct impact of the COVID-19 pandemic, the increasing tendency to stay and visit locally, and interest in active travel and health/wellbeing.

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.

To date initial conversations within and those working across the identified community here in Bathgate, highlight an appetite to explore the opportunities and to develop a local tourism approach for Bathgate town centre and the Bathgate Hills, its population, users and incoming visitors. This has included, albeit not exclusively, stakeholders such as Visit Scotland, Visit West Lothian, Bathgate Town Centre Management Group and Enterprising Bathgate; the latter being the Business Improvement District (BID) representing in excess of 400 local business and other organisation in Bathgate town centre. This proposed work has also been discussed in context of the drafting of Bathgate Town Centre Management Group, Action Plan, under the themed actions of 'Events Bathgate.

Project Outcomes

Describe what your project will deliver in line with funding outcomes.

The project itself would involve community and local engagement, partnership working and collaboration, research, all to inform its key outcomes and the forward next steps. There would be an expectation that a successful supplier would have formal meeting(s) – virtual or otherwise; and subject to current government guidance - with key local groups, including Bathgate Town Centre Management Group, Bathgate Community Council and Enterprising Bathgate.

As intimated earlier the project will help to identify and highlight the local assets that exist, how they link to Bathgate and communities, and how best (as next steps and clearly outlined actions) to make the asset more accessible, attractive and most importantly an economic driver for the Bathgate Hills area, including the linkages to and support for Bathgate town centre, its local business and its local economy.

Partners involved
(other local organisations you are working with)

West Lothian Council
Bathgate Town Centre Management Group
Enterprising Bathgate
Bathgate Community Council
Visit West Lothian

Local/regional businesses will be tendered where applicable.

3. Project Costs

Total Project Cost	£15,000
Amount of Funding requested from the Town Centre Fund 2020-21 (TCF)	£7,500

Expenditure Item	Total Cost	Cost (TCF)
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Provision of Consultancy Services	£15,000	£7,500
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If the total cost is greater than the fund applied for please detail where the match funding is from (i.e. WLC, Lottery etc.)

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

Funding Source (i.e. Lottery, WLC)	Approved and in place	Date to be confirmed
West Lothian Council (Bathgate Town Centre Improvement Fund) – Capital Fund	£7,500	

Project Management

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

- Design / plans
- Implementation arrangements e.g contract/tenders/procurement
- Planning Approval
- Health and Safety/Risk Assessments
- Public Liability

It is important that all applicants are able to evidence the above as part of their project.

The process to be adopted would be similar to that used for other existing Council capital programme related projects. This is likely to be reviewed, assessed and contract awarded on a price and quality basis. The project will be managed and overseen by the nominated Council officer from Economic Development and Regeneration, with any appropriate support from other services.

The specification, scope and outline of required work will be agreed in advance in the form of a consultancy brief and thereafter procured through an appropriate strategy and tendering exercise. A number of quotations will be sought so as to achieve best value for public money.

The preferred contractor will be asked to provide written evidence of their appropriate levels of public and other liability coverage, prior to any appointment. This will also include a requirement for provision of relevant health and safety statements and a project specific detailed risk assessment statement. This is particularly important in the context of the ongoing COVID-19 restrictions and the strict need to adhere to the Government guidelines in place at that particular time.

There is a requirement and responsibility on both the appointed supplier and the Council service overseeing the project, to ensure that all necessary consents and statutory obligations linked to the work are obtained, and upon completion of works, Council services would assess and sign off the work and reporting.

The project would typically have a number of key milestones to include: preliminary findings and interim reporting; draft reporting and recommendations; and completion of final reporting and identification of future and next steps. Payment would be made in staged transactions following satisfactory completion of contract/work milestones.

The successful appointed supplier will liaise with and report to a small steering group (already identified and established) - comprising a mix of local stakeholder interests. This steering group would be facilitated by the Council's lead service/officer.

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

Privacy Notice

Town Centre Fund – Capital Grant 2020/21

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Declaration	
We wish to apply for a Town Centre Fund – Capital Grant 2020/21. 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 Town Centre Fund Capital Grant 2020/21 & 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	Nairn Pearson
Position	BID & Town Centre Manager
Organisation	West Lothian Council
Date	27 November 2020

Please send your completed application forms to:

The Regeneration Team: RegenerationTeam@westlothian.gov.uk

For admin related queries contact:

Gemma Telfer, Administrative Assistant
Community Regeneration
Economic Development and Regeneration
West Lothian Council
1st Floor South
West Lothian Civic Centre
Howden South Road
Livingston
EH54 6FF

Tel: 01506 281692

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

DATA LABEL: PUBLIC



LIVINGSTON NORTH LOCAL AREA COMMITTEE

TOWN CENTRE FUND 2020/21: PROPOSED FUNDING AWARDS

REPORT BY HEAD OF PLANNING, ECONOMIC DEVELOPMENT & REGENERATION

A. PURPOSE OF REPORT

The purpose of this report is to invite the committee to consider the applications to the Towns 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 seven 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 the award to the ELI20-01 'Improving Safety' project would be conditional on officers final assessment of whether the project is deliverable within the required timeframe. In the event it is deemed by officers not to be, £9,812.44 of this funding would be reallocated to the WHI20-02 'Elburn Park Play Area Swings' project;
5. agrees that, using the unallocated sum of £6,230:
 - £4,097.97 is provided to the LIV20-02 'Livingston Village Hub Memorial' project.
 - £1,363 is provided to the KNI20-01 'Inclusive Playground' project which would provide a total of £9,932.00 to that project.
6. note that if the officer recommendations on funding from B3 and B5 are accepted there will be an unallocated sum of £769.03.
7. notes that any further unallocated sums will be available for distribution to projects elsewhere in West Lothian and that it will be for Council Executive to decide on the distribution of unallocated funds;
8. 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;
9. 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

10. 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; making best use of our resources; working in partnership.
II	Policy and Legal (including Strategic Environmental Assessment, Equality Issues, Health or Risk Assessment)	To be assessed on an individual project basis but it is not anticipated that any proposals will require to be the subject of specific assessments.
III	Implications for Scheme of Delegations to Officers	The report sets out specific delegations to the Head of Planning, Economic Development & Regeneration.
IV	Impact on performance and performance Indicators	None.
V	Relevance to Single Outcome Agreement	Outcome 1 – We make West Lothian an attractive place to do business. Outcome 10 – We live in well-designed, sustainable places where we are able to access the services we need. Outcome 12 – We value and enjoy our built environment and protect it and enhance it for future generations.
VI	Resources - (Financial, Staffing and Property)	A total of £658,000 is available for the Town Centre Fund across West Lothian.
VII	Consideration at PDSP	Not applicable.
VIII	Other consultations	Capital Asset Management Board

D. TERMS OF REPORT

D1 Background

In September 2020 the Scottish Government announced a £30 million capital budget as part of the £230 million economic recovery package aimed at supporting construction activity across Scotland. The Scottish Government agreed with CoSLA and local authority Leaders that £18 million will be provided to local authorities as a top up to the existing Town Centre Fund approved in 2019/20.

Funding allocations would be based upon the same methodology as agreed between Ministers and Council Leaders for the 2019/20 allocations. On that agreed basis a budget of £658,000 has been allocated to West Lothian Council.

D2 Eligible Works and Conditions of Grant

The grant is for capital expenditure with the aim of this additional fund to stimulate local construction activity and support local employment. The grant should fund a wide range of investments which deliver against the themes of the Town Centre First Principle, the Town Centre Action Plan, and more recently, the Place Principle. The grant may be used to fund third party capital expenditure in the current year.

All grant expenditure must be complete by 31 March 2021. In the guidance, this is defined as "it is expected that work will be completed; or at least work or contracts signed or commenced within 2020/21".

The grant is for capital expenditure which is additional to that which is already or would otherwise be allocated to the council's 2020/21 budget, and should not substitute for existing spend.

D3 Allocation of the Grant in West Lothian

The Council Executive agreed on 22 October 2020 that the funding detailed above 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 27 November 2020 to allow for decisions to be taken and projects delivered within the stated delivery deadline of projects having contracts committed by 31 March 2021, and having projects completed by 30 September 2021.

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.
- c) 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.

D3 Livingston North Ward Applications

Within the Livingston North ward five settlements are eligible for the funding and by the deadline of 27 November 2020, seven applications had been received for projects in the ward. The table below sets out the overview of the funding available and the funding request:

Town	Town allocation	No of applications received	Total requested	Over (+) / under (-) Funding Available
Eliburn	£17,836.00	2	£27,648.44	+ £9,812.44
Carmondean	£11,230.00	1	£5,000.00	- £6,230.00

Deans	£9,197.00	1	£9,197.00	0
Knightsridge	£8,569.00	1	£9,932.00	+ £1,363.00
Livingston Village/Kirkton	£4,176.00	2	£8,273.97	+ £4,097.97
Ward total	£51,008.00	7	£60,051.41	+ £9,043.41

Following receipt, all applications have been reviewed by the relevant Capital Asset Management Board 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 town from that town's allocation. The corresponding remaining balance, should the recommendations be approved are underneath each table.

Eliburn (allocation: £17,836)

Code	Application Name	Amount applied for	Recommended allocation
ELI20-01	Improving Safety	£17,836.00	£17,836.00
ELI20-02	Eliburn Park Play Area Swings	£9,812.44	0
	Totals	£27,648.44	£17,836.00

Remaining Balance: **£0**

Carmondean (allocation: £11,230)

Code	Application Name	Amount applied for	Recommended allocation
CAR20-01	Bus and Underpass Artworks	£5,000.00	£5,000.00
	Totals	£5,000.00	£5,000.00

Remaining Balance: **£6,230.00**

Deans (allocation: £9,197)

Code	Application Name	Amount applied for	Recommended allocation
DEA20-01	Livingston Station Local Centre, Deans Livingston – public realm enhancement	£9,197.00	£9,197.00
	Totals	£9,197.00	£9,197.00

Remaining Balance: **£0**

Knightsridge (allocation: £8,569)

Code	Application Name	Amount applied for	Recommended allocation
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KN120-01	Inclusive Playground	£9,932.00	£8,569.00
	Totals	£9,932.00	£8,569.00

Remaining Balance: **£0**

Livingston Village / Kirkton (allocation: £4,176)

Code	Application Name	Amount applied for	Recommended allocation
	Livingston Village Hub Memorial	4,097.97	0
	Re-turning the Wheel at Livingston Mill	4,176.00	4,176.00
	Totals	£8,273.97	£4,176.00

Remaining Balance: **£0**

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

Town	Balance
Eliburn	0
Carmondean	6,230.00
Deans	0
Knightsridge	0
Livingston Village/Kirkton	0
Total Balance	£6,230.00

The Committee is asked to note that there is unallocated funding of £6,230 across the town allocations. Members are, therefore, asked to consider the projects elsewhere in the ward where applications have not been funded or fully funded and consider the reallocation of funding to support those projects.

It is recommended that this underspend is reallocated in the ward to fill the funding shortfalls from other projects as follows:

- £4,097.97 is provided to the LIV20-02 'Livingston Village Hub Memorial' project.
- £1,363 is provided to the KN120-01 'Inclusive Playground' project which would provide a total of £9,932.00 to that project

This would leave an overall underspend of £769.03.

Members are asked to note that there may be some variance in the final costings for the projects and the recommendations seek delegated authority the Head of Planning, Economic Development and Regeneration to approve minor variances within the total funding available to the local area committee. This may reduce or increase the level of the unallocated funds.

D4 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 2021, and have project completed by 30 September 2021, 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 2021. 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

The Town Centre Capital Fund offers significant additional capital funding to improve West Lothian's town centres. The projects in the Livingston North ward will deliver community identified projects that would not otherwise have been carried out. The timescales for delivering this work has made the application and assessment process challenging for both applicants and officers. The delivery of the agreed projects will be equally challenging as detailed in the report and will require ongoing monitoring to ensure delivery within the timescales.

F. BACKGROUND REFERENCES

Council Executive report, 22 October 2020, Town Centre Fund - Capital Grant 2020/21

<https://coins.westlothian.gov.uk/coins/submissiondocuments.asp?submissionid=46496>

Scottish Government *Town Centre Action Plan*:

<https://www2.gov.scot/Resource/0043/00437686.pdf>

Appendices/Attachments: Appendix 1 – Applications recommendation spreadsheet
Appendix 2 – Eliburn Application Forms
Appendix 3 – Carmondean Application Forms
Appendix 4 – Deans Application Forms
Appendix 5 – Knightsridge Application Form
Appendix 6 – Livingston Village/ Kirkton Application Forms

Contact Person: Alice Mitchell, Economic Development Manager

Email: alice.mitchell@westlothian.gov.uk

Tel no: 01506 283079

Craig McCorriston

Head of Planning, Economic Development and Regeneration

10 December 2020

TOWN CENTRE FUND 2020/21: PROPOSED FUNDING AWARDS: Appendix 1

Ward: Livingston North

Town: Eliburn (allocation: £17,836)

Applica tion Code	Project Name/ (Applicant)	Brief Description of project	Amount applied for	Delivered By	Recommended funding amount and any initial conditions of funding
ELI20-01	Improving Safety (Eliburn Community Council)	<p>This project is to connect the pathway junction between Aller Place and Garden Place by funding a short path link to the community wing road entrance.</p> <p>It is an application from the Community Council in conjunction with the Peel Primary PTA in regards to concerns over the suitability of access from this junction.</p> <p>Application outlines the community support for this project which is evidenced by Facebook posts from the community council plus 20 emails of support from residents.</p> <p>Officers from Roads and Transportation have concerns that this amount of funding to the project proposal would only allow the pathway to stretch from the Aller Place/ Garden Place junction to the road entrance of community wing with no further safe passage to the school/community wing building.</p>	£17,836.00	WLC	<p>Recommendation: to fund £17,836.00 (from town allocation)</p> <p><u>Funding Conditions:</u></p> <ul style="list-style-type: none"> - Funding would be awarded to help find a practical, safe solution to the issues raised within the application. - That the applicant and relevant council services consider options to best use this funding to meet the concerns raised in the application as best is possible. - Officers will determine whether a safe solution which can meet the deadlines of this fund is feasible within the budget available by January. - If at this point, it is deemed unfeasible, the offer of funding will be withdrawn and £9,812.44 will be allocated to the ELI20-02 'Eliburn Park Play Area Swings' project.

Applica tion Code	Project Name/ (Applicant)	Brief Description of project	Amount applied for	Delivered By	Recommended funding amount and any initial conditions of funding
ELI20-02	Eliburn Park Play Area Swings (Open Spaces, WLC)	<p>This application is for play equipment in Eliburn Park to Install a new basket swing, replace toddler swings, replace flat swings. Application states these works could be completed by end of July 2021.</p> <p>Application does not show any community support for the proposals.</p>	£9,812.44	Applicant	<p>Recommendation: NOT to fund</p> <p>However, it is recommended that this is a 'backup' project for if the ELI20-01 'Improving Safety' project is deemed to be undeliverable be end of January 2021.</p>
TOTALS			£27,648.44		Total town allocation proposed: £17,836.00

Town: Carmondean (allocation: £11,230)

Applic ation Code	Project Name/ (Applicant)	Brief Description of project	Scale of Funding	Delivered By	Recommended funding amount and any initial conditions of funding
CAR20 -01	Bus and Underpass Artworks (Carmondean Community Council)	This project has been funded from the 19/20 fund. This application is for additional funding to enhance the project by allowing for a further underpass to be given artwork.	£5,000.00	Applicant	Recommendation: to fund in full (from town allocation) <u>Funding conditions:</u> - NETs are consulted on the materials for artwork in the underpass.
TOTALS			£5,000.00		Total town allocation proposed: £5,000.00

Town: Deans (allocation: £9,197)

Applica tion Code	Project Name/ (Applicant)	Brief Description of project	Scale of Funding	Delivered By	Recommended funding amount and any initial conditions of funding
DEA20-01	Livingston Station Local Centre, Deans Livingston – public realm enhancement (Planning Services, WLC)	<p>This application is for a project that received funding in 19/20. This application is for additional funding to help achieve the wider improvements listed in the application.</p> <p>As per conditions of grant for last year, this funding would be subject to consultation with members around specified improvements.</p>	£9,197.00	Construct ion Services	<p>Recommendation: to fund in full (from town allocation)</p> <p><u>Funding Condition:</u></p> <ul style="list-style-type: none"> - As per award for 19/20 grant, further engagement on proposals is required in order to finalise which works take place due to reduced budget.
TOTALS			9,197.00		Total town allocation proposed: £9,197.00

Town: Knightsridge (allocation: £8,569)

Applic ation Code	Project Name/ (Applicant)	Brief Description of project	Scale of Funding	Delivered By	Recommendation /Priority
KNI20 -01	Inclusive Playground (Knightsridge Community Council)	<p>This project has been funded from the 19/20 fund. This application is for additional funding for additional equipment (trampoline) to the inclusive roundabout installed last year.</p> <p>No other funding is stated to be required for this.</p>	£9,932.00	Applicant	<p>Recommendations:</p> <ul style="list-style-type: none"> - to fund £8,569.00 from the Knightsridge town allocation - to fund £1,363 from proposed ward underspend <p><u>Funding Conditions:</u></p> <ul style="list-style-type: none"> - The group are able to deliver project with the town allocation alone if proposed ward underspend reallocation is not agreed to by LAC. - The organisations clarifies whether they are managing procurement and installation of equipment or whether there is an expectation for the council to do so. If the latter, Open Space required to agree to undertake this. - To consult Open Space on the revised quote - Issues around responsibility for maintenance and safety checks are clarified with Open Spaces to their satisfaction.
TOTALS			£9,932.00		Total town allocation proposed: £8,569.00

Town: Livingston Village / Kirkton (allocation: £4,176)

Applica tion Code	Project Name/ (Applicant)	Brief Description of project	Scale of Funding	Delivered By	Recommendation /Priority
LIV20-02	Livingston Village Hub Memorial (Livingston Village Community Council)	<p>The project is to create a memorial garden in the square and improve its general appearance. It is also to support the use of QR codes for visitors to interact with. Total project cost is 6,246.97. Remaining costs are being sought from other funders/donations.</p> <p>The site itself belongs to Earl of Roseberry Estate therefore any grant is conditional on getting their approval.</p>	4,097.97	Applicant	<p>Recommendation: to fund in full utilising part of the proposed underspend from the ward.</p> <p><u>Funding Conditions:</u></p> <ul style="list-style-type: none"> - As the area is owned by the Earl of Roseberry and Midlothian estate, permission is required from them. - The Community Council agrees to take on maintenance of improvements made.
LIV20-01	Re-turning the Wheel at Livingston Mill (Almond Valley Heritage Centre)	<p>This project has been funded from the 19/20 fund. This application is for additional funding to enhance the project.</p> <p>In its totality, the project is to replace the broken wooden waterwheel, repair and renew all other working mechanisms. Fully refurbish mill interiors replacing dated signage and interpretation boards which the local history of the mill, farm and community. As per update in the Town Centre Fund 2019/20 Update to this LAC, some of these works have been completed with funding provided to date.</p>	4,176.00	Applicant	<p>Recommendation: to fund in full (from the Livingston Village town allocation for Livingston North)</p>
			£8,273.97		Total town allocation proposed: £4,176.00

ELI20-01

**West Lothian Council
Town Centre Fund – Capital Grant 2020/21**

Application Form

- Please refer to the associated guidance (Appendix 1) when completing this form
- No project should start or commit expenditure before receiving the approval of grant
- All projects **MUST** be either delivered or committed by 31 March 2021.

1. Applicant Organisation Details

Organisation Name	Eliburn Community Council
Project Title	Improving Safety
Is this work linked to an existing project?	No
If this application is from a WLC Service area, is the project supported by the community	N/A
Contact Person	Stephen Egan
Position	Chair of Community Council
Address	<div style="background-color: black; width: 100px; height: 15px; margin-bottom: 5px;"></div> <div style="background-color: black; width: 60px; height: 15px; margin-bottom: 5px;"></div> <div style="background-color: black; width: 100px; height: 15px; margin-bottom: 5px;"></div> <div style="background-color: black; width: 100px; height: 15px;"></div>
Telephone Number	<div style="background-color: black; width: 250px; height: 15px;"></div>
Email Address	<div style="background-color: black; width: 180px; height: 15px;"></div>
Type of organisation (public sector, voluntary organisation etc)	Community Council
What are the main activities of your organisation? (please answer in no more than 100 words)	To improve our area for the betterment of the residents of our community. To respond to issues raised by our Community and attempt to bring about changes that will enhance safety for our community.

For voluntary or charity applicants		
What date was your organisation formed?		
If a charity, please quote your charity number		
Do you have an equal opportunities policy or statement? If yes please provide a copy	Yes / No	
Does your organisation take account of equality issues around age, disability, gender, race, religion or belief?	Yes / No	

2. Project Details

Council Ward	Livingston North
Project Location	Garden Place
Project Start Date	TBA
Project End Date	31st Mar 2021

Project Description

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

The Community Wing at Peel Primary School offers classes in the evening as well as wrap around care 07:30 – 18:00 during school days. For the bulk of the time the only access is from Garden Place via the Car Park at the Community Wing. This is the only way to gain access to the Breakfast Club similarly access for parents picking up children from wrap around care is only available via this route as is access to activities using the Community Wing. In line with many schools, for security, the gates at Aller and Beech Places are closed when the school is in session, again necessitating parents and pupils to use Garden Place as their only access route.

From the junction of Aller Place to the Car Park is approx. 21 metres and there is no dedicated pedestrian access. This results in people adults and children walking on the muddy (grass) verge or Garden Place to gain access. This presents an obvious safety risk; and the current situation encourages parents with vehicles to use these rather than to walk.

The project would deliver a pavement from the South West corner of Garden Place into the grass verge at the West corner of the Community Wing car park. This would be a 2-metre pavement by approximately 28 metres. There are 3 signs at the Corner in question, 1 is a redundant sign for the Community House that has not existed for years and the other 2 road signs would need to re-sited as part of the works. If there was any money left it would be ideal to take some form of path (e.g. gravel) around the West and South periphery of the Community Wing car park to the entrance of the Community Wing.

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 Council have worked with representatives of Peel Primary Parent Teachers Association who have asked the Community Council to submit this application on their behalf, but as a joint initiative. Additionally, we undertook a consultation on our Community Council Facebook page and with over 800 people accessing the message with engagement from over 400 people, from almost 50 comments there was almost universal support for this project. Community Wing users the 'Peelers out of hours childcare' and 'West Lothian 14th Scouts' also commented support for this initiative.

Irrespective of the Town Centre funding, this is a badly needed facility and it beggars belief that access to a school and Community facility for the bulk of the day has no pedestrian access.

Project Outcomes

Describe what your project will deliver in line with funding outcomes.

This project delivers on both the 'Proactive Planning and 'Accessible Public Services' criteria as it will provide a clear definition between vehicular and pedestrian traffic.

Partners involved

(other local organisations you are working with)

We are hoping to work with the appropriate WLC department(s) responsible for roads. This is a joint proposal between Eliburn Community Council and Peel Primary Parent Teacher's Association.

3. Project Costs

Total Project Cost	
Amount of Funding requested from the Town Centre Fund 2020-21 (TCF)	£17,836

Expenditure Item	Total Cost	Cost (TCF)
Estimate 56 M2 @ £250 per M2	£14,000	£14,000
Estimate Re-siting 2 Street Signs	£136	£ 136
Estimate Gravel Path around car park	£3,700	£ 3,700

If the total cost is greater than the fund applied for please detail where the match funding is from (i.e. WLC, Lottery etc.)

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

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

Project Management

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

- Design / plans
- Implementation arrangements e.g contract/tenders/procurement
- Planning Approval
- Health and Safety/Risk Assessments
- Public Liability

It is important that all applicants are able to evidence the above as part of their project.

We will want to subcontract this project to be designed and managed by the appropriate expertise with WLC.

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

Privacy Notice

Town Centre Fund – Capital Grant 2020/21

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 2021/22
 - 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 Town Centre Fund – Capital Grant 2020/21
- 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 Douglas Grierson, Community Regeneration, West Lothian Council, West Lothian Civic Centre, Howden South Road, Livingston, West Lothian, EH54 6FF. Email – douglas.grierson@westlothian.gov.uk

Providing accurate information

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

Further information

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

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

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

Who is responsible for my information?

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

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

Declaration	
We wish to apply for a Town Centre Fund – Capital Grant 2020/21. 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 Town Centre Fund Capital Grant 2020/21 & 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	Stephen Egan
Position	Chair
Organisation	Eliburn Community Council
Date	17th November 2020

Please send your completed application forms to:

The Regeneration Team: RegenerationTeam@westlothian.gov.uk

For admin related queries contact:

Gemma Telfer, Administrative Assistant
Community Regeneration
Economic Development and Regeneration
West Lothian Council
1st Floor South
West Lothian Civic Centre
Howden South Road
Livingston
EH54 6FF

Tel: 01506 281692

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

**West Lothian Council
Town Centre Fund – Capital Grant 2020/21**

Application Form

- Please refer to the associated guidance (Appendix 1) when completing this form
- No project should start or commit expenditure before receiving the approval of grant
- All projects **MUST** be either delivered or committed by 31 March 2021.

1. Applicant Organisation Details

Organisation Name	West Lothian Council
Project Title	Elburn Park Play Area Swings
Is this work linked to an existing project?	NA
If this application is from a WLC Service area, is the project supported by the community	NA
Contact Person	Simon Scott
Position	Open Space Officer
Address	<div style="background-color: black; width: 100%; height: 1.2em; margin-bottom: 2px;"></div> <div style="background-color: black; width: 100%; height: 1.2em; margin-bottom: 2px;"></div> <div style="background-color: black; width: 100%; height: 1.2em;"></div>
Telephone Number	<div style="background-color: black; width: 100%; height: 1.2em;"></div>
Email Address	<div style="background-color: black; width: 100%; height: 1.2em;"></div>
Type of organisation (public sector, voluntary organisation etc)	Public Sector
What are the main activities of your organisation? (please answer in no more than 100 words)	Local Authority

For voluntary or charity applicants	
What date was your organisation formed?	

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

2. Project Details

Council Ward	Livingston North
Project Location	Eliburn Park Play Area, EH54 6FL
Project Start Date	TBC
Project End Date	31/07/2021

Project Description

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

Install a new basket swing, replace toddler swings, replace flat swings.

Works will include:

- Install new basket swing
- replace existing toddler swings
- replace existing flat swings.

The flat swings (for older children) at Eliburn Park Play Area were disabled (swing seats removed) in early 2020 as the concrete foundation has failed making them unsafe. The toddler swings are predicted to fail also within three years.

While the council has allocated £50,000 capital investment in Eliburn Park Play Area for 2021, this investment will not allow for replacement of these swings or addition of a basket swing. The existing capital investment will be required to deal with significant issues with rotten timber and poor-quality play area surfaces i.e. most timber play equipment and other timber features requires to be removed or replaced and existing grass carpet and play chip surfaces require to be removed or replaced i.e. to ensure play area remains safe and open.

In the absence of external funding, play areas in West Lothian will reduce in size and quality due to current capital and revenue investment levels. This will become a particular issue in those very large play areas that are constructed primarily with timber products. In general, council investment allows for play areas to be fit for purpose in that the play area is safe and there is a minimum overall play value for various age groups. Capital and revenue investment levels do not allow for replacement of all items like for like as and when they expire.

The project will help maintain the overall play value of the play area, increasing the availability of good quality equipment for older children and increasing the availability of additional inclusive play equipment i.e. basket swings are considered inclusive as they can be used by those with restricted mobility. A wheelchair swing was added to the play area in 2020 through the Town Centre Fund, and this further addition will make the park more attractive as a destination for those with restricted mobility.

Eliburn Play Area is the largest play area in West Lothian, and has significant strategic value as a destination play area. In the short and long term, significant external funding will be required to maintain the overall play value as the largely timber constructed play area

reaches the end of its life expectancy.

Eliburn Park Play Area is owned and maintained by West Lothian Council.

The project could be issued and programmed for completion by end July 2021.

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.

West Lothian Council Open Space Strategy 2020

West Lothian Council apply three standards when assessing the strategic requirement for active open space: quantity, quality, and accessibility. Active open space includes public play areas, formal public parks, and public sports facilities.

At present Livingston has a level of Active Open Space per 1000 people that is above the minimum quality standard of 6 Acres. While there is no deficit of active open space, there is a strategic case to invest in maintaining the quality of Eliburn Park Play Area as it is considered a destination play area due its size, and availability of car parking and public toilets. There is also a desire to develop the play area as a destination for those with restricted mobility by continuing to further increase the availability of inclusive play items i.e. a wheelchair swing was installed in 2020.

In addition, the project will help meet additional demand on the play area from ongoing significant housing developments adjacent to Eliburn Park.

General Context

Opportunities for children to participate in play activities are essential to the healthy mental, physical, social, educational and emotional development of children. In West Lothian, the number of young people between the ages of 0 -16 years is increasing (Source: General Register Office of Scotland). This presents ever-increasing challenges to the provision of play areas.

Links with the Outcome Agreement, corporate strategies and other policies

Quality play areas are important and becoming more important as we move forward in addressing the following key challenges:

- Environmental sustainability
- Health and healthier lifestyles
- Inclusion & social equality
- Sustainable economic growth.

Corporate policy/strategy links:

- Open Space Strategy
- West Lothian Play Strategy
- Local Development Plan.

Corporate Asset Management Plan links: -

- Ensuring that open space assets are managed effectively and demonstrating best value wherever possible
- Maintaining and improving the portfolio to meet service delivery needs and aspirations when possible
- Meeting our customers' needs
- Minimising the impact to the environment through effective and efficient

management, operation and use of our assets.

Project Outcomes

Describe what your project will deliver in line with funding outcomes.

The project will deliver an enhanced play area:

- *Town Centre Living* – A well maintained and high value play area will attract footfall from throughout the settlement. The increased footfall attracted to a high value play area will benefit local business e.g. public transport, food and drink. A high footfall will also increase natural surveillance and public ownership, thus deterring anti-social behaviour that would be associated with a degrading play area. High value play areas are also a factor in house purchase.
- *Enterprising Communities* – A well maintained play area encourages and facilitates community based activities which increase the health of all users visiting the play area.
- *Accessible Public Services* – A well maintained and high value play area makes it easier for users to visit local facilities rather than incurring cost of having to travel to higher value facilities e.g. If the play value of the play area deteriorates significantly user could choose to drive to alternate play areas in other settlements.
- *Proactive Planning* – Free to access public play areas offer sustainable, low-carbon and connected places which promote natural and cultural assets.

Partners involved
(other local organisations you are working with)

Local business will be employed to install play equipment.

3. Project Costs

Total Project Cost	£9,812.44
Amount of Funding requested from the Town Centre Fund 2020-21 (TCF)	£9,812.44

Expenditure Item	Total Cost	Cost (TCF)
Wicksteed – Play equipment install (quote)	£8,920.40	£8,920.40
Contingency	£892.04	£892.04

If the total cost is greater than the fund applied for please detail where the match funding is from (i.e. WLC, Lottery etc.)

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

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

Project Management

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

- Design / plans
- Implementation arrangements e.g contract/tenders/procurement
- Planning Approval
- Health and Safety/Risk Assessments
- Public Liability

It is important that all applicants are able to evidence the above as part of their project.

The process would be identical to that used for existing council capital play area refurbishment and new build projects.

- Design and plans would be provided by a play contractor and approved by Open Space Officer.
- Implementation arrangements e.g. contract/tenders. The project would be led by a play contractor upon direct award of work under the Scotland Excel framework for Outdoor Play Equipment and Artificial Surfaces 0215 – Lot 1. All works would comply with Lot 1 Outdoor Play Equipment Scope, 0215 Outdoor Play Equipment and Safer Surfaces.
- Planning Approval will not be required.
- Health and Safety/Risk Assessments. The play contractor would adopt health and safety responsibility throughout construction. Upon completion West Lothian Council would commit to inspecting the play equipment and providing routine maintenance including litter removal, graffiti removal, and minor repairs. Major repairs would only be completed if budget allowed, otherwise the equipment would be made safe only e.g. significant vandalism. All play and fitness equipment is inspected at least every 10 working days, and urgent safety issues are addressed within one working day.
- Public Liability. Play contractor public liability would apply throughout construction phase, council liability after completion.
- **Quote and design can be found at the end of this document.**

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

Privacy Notice

Town Centre Fund – Capital Grant 2020/21

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 2021/22
 - 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 Town Centre Fund – Capital Grant 2020/21

- 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 Douglas Grierson, Community Regeneration, West Lothian Council, West Lothian Civic Centre, Howden South Road, Livingston, West Lothian, EH54 6FF. Email – douglas.grierson@westlothian.gov.uk

Providing accurate information

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

Further information

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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	
We wish to apply for a Town Centre Fund – Capital Grant 2020/21. 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 Town Centre Fund Capital Grant 2020/21 & 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	Simon Scott
Position	Open Space Officer
Organisation	West Lothian Council
Date	25/11/2020

Please send your completed application forms to:

The Regeneration Team: RegenerationTeam@westlothian.gov.uk

For admin related queries contact:

Gemma Telfer, Administrative Assistant
Community Regeneration
Economic Development and Regeneration
West Lothian Council
1st Floor South
West Lothian Civic Centre
Howden South Road
Livingston
EH54 6FF

Tel: 01506 281692

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

CAR20-01

West Lothian Council
Town Centre Fund – Capital Grant 2020/21

Application Form

- Please refer to the associated guidance (Appendix 1) when completing this form
- No project should start or commit expenditure before receiving the approval of grant
- All projects **MUST** be either delivered or committed by 31 March 2021.

1. Applicant Organisation Details

Organisation Name	Carmodean Community Council
Project Title	Bus and Underpass Artworks
Is this work linked to an existing project?	Yes
If this application is from a WLC Service area, is the project supported by the community	
Contact Person	Craig Hurnauth
Position	Community Councillor
Address	
Telephone Number	
Email Address	
Type of organisation (public sector, voluntary organisation etc)	Voluntary / Public sector
What are the main activities of your organisation? (please answer in no more than 100 words)	Supporting the local community. Raising issues affecting the local community with West Lothian Council and other partnership organisations

For voluntary or charity applicants	
What date was your	

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



2. Project Details

Council Ward	Carmondean
Project Location	Carmondean
Project Start Date	January 2021
Project End Date	March 2021

Project Description

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

This is an submission for additional funding to allow the artist assigned to the pre existing project to provide artwork to a fourth underpass in the Carmondean area.

The original project looked at brightening up by provision of murals or other painted artworks to three of the four underpasses in the Carmondean Area. These underpass's are currently dirty, have some vandalism and could do with freshen up. This is especially important as these underpases are used daily by all sector of the community, from children and parents / carers going to school, joggers, walkers, people going to and from shops and work or socialising.

By providing artwork celebratying Carmondean, Livingston and west Lothian in the final underpass it provides medium for people to understand and fell valued, to learn about the areas history and relevance to todays world. It is especially important as Carmondean (and Livingston and the world) has recently gone through one of the most difficult periods in the recent history, that the environment is welcoming, friendly and educational.

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.

Comments to local community council, school children and community groups have expressed concern at the 'grubbiness', 'state' of the local area and the underpasses.

Project Outcomes

Describe what your project will deliver in line with funding outcomes.

The final outcome will be the unveiling of fresh and bright underpass's that the local community can be proud of, a celebration of the local community.

Partners involved

(other local organisations you are working with)

West Lothian Council, West Lothian education – Schools in Carmondean Area, local community groups – 13th west Lothian Scouts, Church of Scotland

3. Project Costs

Total Project Cost

£5000

Amount of Funding requested from the Town Centre Fund 2020-21 (TCF)	
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Expenditure Item	Total Cost	Cost (TCF)
Materials and Artist costs	£5000	

If the total cost is greater than the fund applied for please detail where the match funding is from (i.e. WLC, Lottery etc.)

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

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

Project Management

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

- Design / plans
- Implementation arrangements e.g contract/tenders/procurement
- Planning Approval
- Health and Safety/Risk Assessments
- Public Liability

It is important that all applicants are able to evidence the above as part of their project.

I currently have applications from artists who have provided briefs on how they would plan the existing project and the timescales associated with it. This project would be placed alongside the current project. I have been working with West Lothian Council in moving forward the original project (which was postponed due to COVID19).

Designs are part of phase 1 of the pre existing project. Artists are expected to work with the local community to come up with designs and then present these to the project panel. Once these designs have been selected they will have a period of installation and commissioning with a final reveal to the local community by June 2021.

Planning approval has been approved as part of the pre existing project and as this

project is an extension of that no difficulties are expected. Health and safety risk assessments are also part of the pre existing project.

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

Privacy Notice

Town Centre Fund – Capital Grant 2020/21

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 2021/22
 - 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 Town Centre Fund – Capital Grant 2020/21
- To contact you regarding information that may be relevant to you.
- To contact you for feedback regarding the quality of services provided to you.

Who will we share your information with?

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

How long do we keep your records?

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

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Declaration	
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I consent to West Lothian Council processing my personal data for the purposes of:	
X	Application to the Town Centre Fund Capital Grant 2020/21 & the monitoring of the grant if awarded.
X	To provide you with updates on the progress of your application.
X	Contact you to pass on information that may be relevant to you.
X	Contact you for feedback on quality of services provided to you.
Name	Craig Hurnauth
Position	Secretary Carmondean Community Council
Organisation	Carmondean Community COuncil
Date	12/11/2020

Please send your completed application forms to:

The Regeneration Team: RegenerationTeam@westlothian.gov.uk

For admin related queries contact:

Gemma Telfer, Administrative Assistant
Community Regeneration
Economic Development and Regeneration
West Lothian Council
1st Floor South
West Lothian Civic Centre
Howden South Road
Livingston
EH54 6FF

Tel: 01506 281692

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

DEA20-01

West Lothian Council
Town Centre Fund – Capital Grant 2020/21

Application Form

- Please refer to the associated guidance (Appendix 1) when completing this form
- No project should start or commit expenditure before receiving the approval of grant
- All projects **MUST** be either delivered or committed by 31 March 2021.

1. Applicant Organisation Details

Organisation Name	West Lothian Council
Project Title	Livingston Station Local Centre, Deans Livingston – public realm enhancement
Is this work linked to an existing project?	Yes
If this application is from a WLC Service area, is the project supported by the community	Yes
Contact Person	Chris Alcorn
Position	Principal Planner
Address	[REDACTED]
Telephone Number	[REDACTED]
Email Address	[REDACTED]
Type of organisation (public sector, voluntary organisation etc)	Public sector
What are the main activities of your organisation? (please answer in no more than 100 words)	Local authority
For voluntary or charity applicants	N/a
What date was your organisation formed?	N/a
If a charity, please quote your charity number	N/a

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	Ward 3
Project Location	Livingston Station local centre, Deans Livingston.
Project Start Date	Tender award in February 2021.
Project End Date	Ground works in better weather - Summer/ Autumn 2021.

Project Description

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

- There are nine local centres spread across Livingston to serve the day-to day needs of the surrounding residential neighbourhoods . These local centres provide local services such as shops, health centres, community centres, churches, dentists and hot food takeaways that are mostly within walking distance from the adjacent housing districts.
- However, since the demise of Livingston Development Corporation in 1996, the public realm surrounding these neighbourhoods has not been fully managed, or maintained due to budget reductions. Consequently, there is an air of neglect and lack of investment in these public spaces.
- The initial 2019/20 Scottish Government Town Centre Fund gave an opportunity to undertake some comprehensive environmental enhances across these local centres. These small capital projects, in combination, will restore the public realm in these vital local centres serving their neighbourhoods.
- Following an audit and survey of all 9 local centres a series of potential public realm environmental improvement projects were identified along with an indication of which partners may be involved, as well as an outline cost.
- However, of the 9 local centres, only 4 received some of the funding requested from the initial 2019/20 Scottish Government Town Centre Fund via the relevant Local Area Committee. One successful bid was for Livingston Station local centre at Deans which was awarded £24,974.
- This allowed a WLC Construction Services surveyor to produce outline specifications and outline costs and discuss these with potential contractors to get an idea of overall costs. However, this work was stalled due to several other larger priority projects for Construction Services and then the on-set of the national shutdown in March 2020.
- Initial discussions with several local small civil engineering contractor who undertake these sorts of public realm works indicate the budget approved is not sufficient to carry out all the projects identified (and as requested in the original bid to the TCIF 1 Fund).
- Any further funding from the TCIF 2 grant towards Livingston Station local centre at Deans would allow more projects to occur.
- Discussions with owners / partners such as community councils and Regeneration Action Groups, where they exist, still need to occur on these potential public realm environmental improvement projects.
- Construction Services would oversee the small scale civil engineering works in relation to walls and railings etc and any street tree or associated landscape planting (in agreement with NETs & Land Services), by a contractor.

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.

- Previous support from North Livingston Local Area Committee to projects identified in the initial appraisal of the issues in the public realm of the local centre at Livingston Station Deans.

Project Outcomes

Describe what your project will deliver in line with funding outcomes.

- Improvement to the public realm of Livingston Station local centre at Deans
- Further environmental improvement works, building on the works already identified

Partners involved

(other local organisations you are working with)

- Deans Community Council
- WLC Community Regeneration Officer

3. Project Costs

Total Project Cost	£9,197
Amount of Funding requested from the Town Centre Fund 2020-21 (TCF)	£9,197

Expenditure Item	Total Cost	Cost (TCF)
<p>The following items were identified from a public realm survey by Planning Services in summer 2019 and 'guesstimate' costs produced. Now after further assessment by WLC Construction Services surveyor, several potential projects, especially in relation to wall and railing works, require additional budget to progress:</p> <ol style="list-style-type: none"> 1. North car park - Realign spaces and repair damaged wall = c£5,000 2. Community Centre car park - All metal bollards repainted and shrub beds replanted including 2 tree pits & 2 seats repainted = c£5,000 3. Bowling Club car park - Align spaces and landscaping on east boundary to screen metal palisade fence = c£5,000 4. Mosque & Islamic Centre- Frontage railings repainted and new metal gates = £7,000 5. Lane to Burnsknowe - Repainted hand 		

railing along alleyway = c£2,000 6. Main Street brick planters - Existing planters re-landscaped and 3 street tree pits replanted = c£3,000 7. Main Street South Planters replanted and new street tree = c£1,500 8. St Andrews Church - Railings repainted = c£2,000 Hence, the available budget in TCIF2 for Deans at £9,197 would help deliver the identified public realm improvements at Livingston Station		
Total	£9,197.	£9,197.

If the total cost is greater than the fund applied for please detail where the match funding is from (i.e. WLC, Lottery etc.)

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

Funding Source (i.e. Lottery, WLC)	Approved and in place	Date to be confirmed
The TCIF awarded a grant to £24,974 in 2019 toward the local centre refurbishment; although the initial estimate for works was c£30,500+	Yes	N/a

Project Management

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

- Design / plans
- Implementation arrangements e.g contract/tenders/procurement
- Planning Approval
- Health and Safety/Risk Assessments
- Public Liability

It is important that all applicants are able to evidence the above as part of their project.

WLC Construction Services would continue to oversee the specification for the various local centre public realm improvements at Deans and tender the works and oversee the contractor on site on the various different components of this scheme.

Supporting Documentation Check List - For voluntary organisations please supply	Please Indicate (x)
Constitution or Articles and Memorandum	N/a
Committee Members or Directors List	N/a
Bank Statements - Dated within the last 3 months	N/a
Annual Accounts	N/a

Privacy Notice

Town Centre Fund – Capital Grant 2020/21

Information held about you

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

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How long do we keep your records?

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Declaration	
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I consent to West Lothian Council processing my personal data for the purposes of:	
	Application to the Town Centre Fund Capital Grant 2020/21 & 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	Chris Alcorn
Position	Principal Planner
Organisation	Planning Services, West Lothian Council
Date	25.11.20

Please send your completed application forms to:

The Regeneration Team: RegenerationTeam@westlothian.gov.uk

For admin related queries contact:

Gemma Telfer, Administrative Assistant
Community Regeneration
Economic Development and Regeneration
West Lothian Council
1st Floor South
West Lothian Civic Centre
Howden South Road
Livingston
EH54 6FF

Tel: 01506 281692

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

KNI20-01

West Lothian Council
Town Centre Fund – Capital Grant 2020/21

Application Form

- Please refer to the associated guidance (Appendix 1) when completing this form
- No project should start or commit expenditure before receiving the approval of grant
- All projects **MUST** be either delivered or committed by 31 March 2021.

1. Applicant Organisation Details

Organisation Name	Knightsridge Community Council
Project Title	Inclusive Playground
Is this work linked to an existing project?	Yes
If this application is from a WLC Service area, is the project supported by the community	Yes
Contact Person	Julie Henderson
Position	Chairperson:- Knightsridge Community Council
Address	[REDACTED]
Telephone Number	[REDACTED]
Email Address	[REDACTED]
Type of organisation (public sector, voluntary organisation etc)	Voluntary Organisation
What are the main activities of your organisation? (please answer in no more than 100 words)	<p>A Community Council is a voluntary organisation set up by statute by the Local Authority and run by local residents to act on behalf of its area. As the most local tier of elected representation, Community Councils play an important role in local democracy.</p> <p>Community Councils are comprised of people who care about their community and want to make it a better place to live.</p> <p>As well as representing the community to the local authority, Community Councils facilitate a wide range of activities which promote the well-being of their communities. They bring local people together to help make things happen, and many Community Councils protect and promote the identity of their community. They advise, petition, influence and advocate numerous causes and cases of concern on behalf of local communities.</p>

For voluntary or charity applicants		
What date was your organisation formed?	July 2018	
If a charity, please quote your charity number		
Do you have an equal opportunities policy or statement? If yes please provide a copy	Yes	
Does your organisation take account of equality issues around age, disability, gender, race, religion or belief?	Yes	

2. Project Details

Council Ward	Livingston North
Project Location	The Community Garden, Ferguson Way, Knightsridge
Project Start Date	1st November 2019
Project End Date	April 2021

Project Description

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

Inclusive Playground within the Community Garden.

The Community garden was previously the site of the Nursery. The area was fenced off after the Nursery was demolished and the area was left to grow wild and neglected. In 2015 The Vennie acquired a 40 year lease and funding to transform the area into a community garden. One half is a locked area that has raised beds, where the community can grow vegetables. The other half is a dedicated community garden with a barbeque, sensory garden and benches.

To further utilise the Community side of the garden, this project will continue to add to the Inclusive playground. The garden is fenced and locked overnight, making it safe and secure for both use during the day and protected at night, when locked up. The garden is well situated as it is next to Knightsridge Primary School, Mosswood Community Centre and close to Ogilvy Campus, making it easy to reach by walking and by car. There a car park with disabled parking at the entrance to the garden.

Permission was granted from the Vennie to the Community Council to plan and build the inclusive garden, when they acquire funding.

The Community Council contacted Mr Stephen Knox, West Lothian Councils Play Area Coordinator in September 2018 to discuss the gardens suitability as a Inclusive Playground. Mr Knox said that the area was suitable, giving the project the councils backing and putting us in contact with Sutcliffeplay. Christine Lee from Sutcliffe play measured the area and designed the playground.

The 2019 Town centre funding allowed us to put in a roundabout that is inclusive to all children, including wheelchairs, into the Community Garden.

It has been agreed that the playground area would be cleaned and maintained by the Play area team on their existing schedule (email Attached). The maintenance and replacement of the equipment would be the responsibility of Knightsridge Community Council.

The project cost is greater than the Town centre fund allocation for Knightsridge. The community council asks for this project to be considered for the additional amount, if the applications from other areas come in below their allocation. If the additional amount is not available, the Community Council have funds available to cover the short fall, which they raised doing the Kiltwalk.

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.

In West Lothian there are no fully inclusive playgrounds where children of all abilities have full access and the freedom to play with their friends.

There are nearly 300 play area in the region and it would be difficult to list every piece of equipment that is considered accessible for children of lesser abilities. There are Mirage Seats in some of the parks that fully meet DDA requirements for inclusive play, however the problem with these is that they are expensive and require a costly harness that can't be left in place on the seat due to health and safety concerns. When a play park is upgraded the designers brief is to make sure that it includes some inclusive items of play, however, It's a difficult balance to have inclusive equipment but still cater for the majority of the user groups. Most of the parks have a range of equipment that with some assistance from a parent/carer is considered inclusive (cradle swings, basket swings, dish roundabouts, low level toddler units, play panels, spring mobiles, rope swings etc.).

There has been three surveys conducted within Knightsridge in the last year. Asking the communities opinion on a wide ranging list of subjects. One survey was conducted by the Knightsridge community council and the Activities survey and the Young people focus group was conducted jointly by the Regeneration group and the Vennie.

The Activities survey asked the 105 participants if they would welcome a play area which has wheelchair access and inclusive equipment. The overwhelming Yes vote was 90.5%. Some of the comments were...

- All children should have access to play parks
- As long as it doesn't overwhelm the lovely garden.
- So my friend could come and play with me.

In all 3 of the surveys it shows that people are looking for more things for the children to do and go.

The round about is well used and enjoyed by the children in the area. Ogilvey campus use the community garden and the round about when the children go out for their daily walk and exercise.

Project Outcomes

Describe what your project will deliver in line with funding outcomes.

- **Enterprising Communities – social enterprise, services, arts and events; and, community empowerment and community based activities which increase the health, wealth and wellbeing of town centres**

In Knightsridge every day you see children out playing, going to the Vennie or playing football at the fivie. What you don't see is a diverse range of children playing together. An inclusive play area will encourage all children to be tolerant of each other and that not all disabilities are visible.

Having a playground where all children can play will increase their confidence and socialisation. This area will also give the parents and carers a bit of respite and let them enjoy playing with their children in an area where all children are equal.

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

Total Project Cost	
Amount of Funding requested from the Town Centre Fund 2020-21 (TCF)	£9932

Expenditure Item	Total Cost	Cost (TCF)
GLJ SQ Ramped trampoline	£6529	£6529
Lifting gear for installation	£300	£300
Surfacing	£513	£513
Skip	£350	£350
Health and Safety	£350	£350
Install	£1890	£1890

If the total cost is greater than the fund applied for please detail where the match funding is from (i.e. WLC, Lottery etc.)

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

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

Project Management

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

- Design / plans
- Implementation arrangements e.g contract/tenders/procurement
- Planning Approval
- Health and Safety/Risk Assessments

- Public Liability

It is important that all applicants are able to evidence the above as part of their project.

Design/Plans

The area will be prepared by the contractor as will the construction.

Contract Tender

Council approved contractor contacted for quotation.

Sutcliffe Play (Scotland) Ltd Prospect Business Centre Gemini Crescent, Technology Park, Dundee DD2 1TY Telephone: 01382 562351

Planning Approval

Non Applicable

Health and Safety/Risk Assessments

Council approved Contractor required to conduct risk assessments and comply to Health and Safety Regulations

Public Liability

Council approved Contractor required to have Public Liability Insurance for the build. The Community Council and The Vennie will provide Public Liability Insurance for the Play area.

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

Privacy Notice

Town Centre Fund – Capital Grant 2020/21

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 2021/22
 - 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 Town Centre Fund – Capital Grant 2020/21
- 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 Douglas Grierson, Community Regeneration, West Lothian Council, West Lothian Civic Centre, Howden South Road, Livingston, West Lothian, EH54 6FF. Email – douglas.grierson@westlothian.gov.uk

Providing accurate information

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

Further information

If you have any questions or concerns about how your information is used, please contact Douglas Grierson, Community Regeneration, West Lothian Council, West Lothian Civic

Centre, Howden South Road, Livingston, West Lothian, EH54 6FF, Email –
douglas.grierson@westlothian.gov.uk

You can also contact the Data Protection Officer, West Lothian Council, West Lothian Civic Centre, Howden South Road, Livingston, West Lothian, EH54 6FF, Email:
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Who is responsible for my information?

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

Declaration	
We wish to apply for a Town Centre Fund – Capital Grant 2020/21. 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 Town Centre Fund Capital Grant 2020/21 & 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	Julie Henderson
Position	Chairperson
Organisation	Knightsridge Community Council
Date	27/11/2020

Please send your completed application forms to:

The Regeneration Team: RegenerationTeam@westlothian.gov.uk

For admin related queries contact:

Gemma Telfer, Administrative Assistant
Community Regeneration

Economic Development and Regeneration
West Lothian Council
1st Floor South
West Lothian Civic Centre
Howden South Road
Livingston
EH54 6FF

Tel: 01506 281692

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

LIV20-01

**West Lothian Council
Town Centre Fund – Capital Grant
2020/21**

Application form

- Please refer to the guidance notes set out in appendix 1 when completing this form
- No project should start or commit expenditure before receiving the approval of grant
- All projects **MUST** be either delivered or committed by 31 March 2021.

1. Applicant Organisation Details

Organisation Name	Almond Valley Heritage Trust
Project title	Re-turning the Wheel at Livingston Mill
Contact person	Dr. Robin Chesters
Position	Director
Address	[REDACTED]
Telephone number	[REDACTED]
Email Address	[REDACTED]
Type of organisation (public sector, Voluntary Organisation etc)	Museum, constituted as company limited by guarantee, with charitable status.
What are the main activities of your organisation? (please answer in no more than 100 words)	Almond Valley exists to preserve and interpret the history and environment of West Lothian and make this heritage accessible, engaging, and enjoyed by all.

For voluntary or charity applicants	
What date was your organisation formed?	1990
If a charity, please quote your charity number	SC 013783
Do you have an equal opportunities policy or statement? If yes please provide a copy	Yes
Does your organisation take account of equality issues around age, disability, gender, race, religion or belief?	Yes

2. Project details

Council Ward	Livingston North The Charlesfield area of our site is in Livingston South
Project location	Livingston Mill, Almond Valley Heritage Centre
Project start date	01/10/2020
Project finish date	31/03/2021

Project description

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

For more than two hundred years, Livingston Mill was at the heart of the local farming community, and local produce was brought to the mill to be ground into flour and meal. The watermill ceased operation immediately after the second world war, and slowly fell into dereliction.

In 1970, following designation of Livingston as a new town, local residents and supporters began a campaign for the preservation and restoration of the mill buildings, some of which were by then, roofless ruins. Over the next fifteen years, a band of local volunteers, latterly supported by job training schemes, transformed the derelict site into an attractive community resource and visitor attraction. In 1990, Almond Valley Heritage Trust was formed to secure a future for the various community initiatives based at Livingston mill and farm.

A wooden water wheel has a working life of about 20 years. The “new” waterwheel installed during the 1985 restoration required to be replaced in about 2000, and this wheel has in turn reached a stage where it is no longer repairable. As a consequence, the mill machinery now lies silent. To bring the mill back to life, all wooden components of the wheel need to be replaced with new timbers machined from appropriate types of native hardwood. Good quality timbers will be used, and good craftsmanship employed, to ensure the longest possible working life. Opportunity would be taken to repair and renew all other working mechanisms to ensure years of trouble free operation. Skills exist within the team at Almond Valley to carry out these specialist tasks.

In association with these mechanical works, we plan to fully refurbishment the mill interiors, replacing the dated signage and interpretation with new displays that tell the story of the mill, farm and local communities in ways that appeal to the families and children who make up the majority of our visitors. Restoring the motion, clatter and spectacle of the mill will greatly add to its appeal and understanding, while imaginative modern interpretation will help engage children in the appreciation and enjoyment of their local heritage.

Almond Valley's income is reliant on being able to attract tourists and visitors who enjoy a great family day out while discovering more about West Lothian's special heritage and identity. Local residents make up the largest proportion of regular users however, many of whom take out Friends memberships, or other annual passes, as a cost-effective way of enjoying Almond Valley as often as they wish throughout the year.

Evidence of need

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

Many regular and local visitors to Almond Valley take out an annual Friends membership that allows unlimited admission throughout the year. There are currently 968 active family membership records, of which 247 membership addresses are within the EH54 postcode area. This represents a total of 517 individuals, plus the many children aged under three years old who enjoy free entry. Many other local residents take advantage of community, childminder and community passes, group or school discounts, or pay standard admission.

A Facebook message, posted on 5th August 2019 outlined plans for the refurbishment of the mill and invited comments. As at 12th August this post had reached almost 17,016 people, achieved 1,877 engagements, and elicited 123 statement of supports. These statements are appended as a supporting document, and reveal widespread and enthusiastic support for our the restoration plans, and wide recognition of the educational and heritage benefits that this would provide. Many messages identify themselves as local residents, and demonstrate a long affiliation and warm regard for “Mill Farm”, which has been part of a happy childhood for so many growing up in Livingston.

We hope that these provide a powerful and compelling case for support.

Outcomes

Describe what your project will deliver in line with the funding outcomes in appendix 1.

Town Centre Living / Vibrant Local Economies /Enterprising Communities / Accessible Public Services / Digital Towns /Proactive Planning

Almond Valley employs over 50 people (most of whom live locally), purchases goods and services from local suppliers, contributes to the profile of West Lothian as a visitor destination, and contributes to the local economy in many others ways. This project will help reinforce the appeal and sustainability of Almond Valley, and consequently enhance our contribution to a **vibrant local economy**.

Almond Valley follows the principles of social enterprise, serving the public good while generating the resources necessary to deliver our charitable objectives. Our charitable objectives relate to engagement in local heritage, local identity and sense-of-place; contributing to community well-being and epitomising the actions of an **enterprising community**.

Partners involved

(other local organisations you are

The project will be carried out by the team at Almond Valley, although we will engage Friends members and other regular users in the design of the works, and may operate various family-based

working with)	volunteer challenges to encourage practical involvement.
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3. Project Costs

Total Project cost	£28,000
Amount of funding requested from the Town Centre Fund (TCF)	£4,176 (£11,340 awarded under 2019-2020 programme)

Item of expenditure	Total Cost	Cost (TCF)
Hardwood components, roughed out to shape and partially machined.	£7,000	£7,000
Fixings, specialist ironmongery, and sundries	£3,000	£3,000
Improvement to display lighting and other electrical works by contractor.	£5,000	£4,446
Display board printing and other reprographic works	£3,000	£3,000
Labour costs and overheads	£10,000	£0
	£28,000	£17,446

If the total cost is greater than the fund applied for please detail where the match funding is from (i.e. WLC, Lottery etc.) The Trust will fund labour costs, overheads and sundries, and contribute to any minor shortfall in funding. Please confirm whether it is approved and in place or the date that you expect this to be confirmed.

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

Project management

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

- Design / plans
- Implementation arrangements e.g contract/tenders
- Planning Approval
- Health and Safety/Risk Assessments
- Public Liability

It is important that all applicants are able to evidence the above as part of their project.

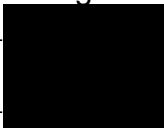
Almond Valley has a significant track record of managing capital projects, and practical experience of all types of work associated with this project. Technical plans and templates exist from the previous renewal of the waterwheel that will be issued to sawmills to enable the supply of timber components cut to size and roughed-out to shape. Appropriate engineering and woodworking skills exist within the Almond Valley team to carry out fitting and assembly works to a high standard.

The volunteer services of a professional interpretative designer are available to support the design and development of displays and interactive features that address specific learning outcomes. These works do not require planning consent, or other permissions, all fall within our usual risk framework and are covered by existing public liability insurance.

Attachment checklist - For voluntary organisations please supply	Please Indicate (x)
Constitution or Articles and Memorandum	x
Committee Members or Directors List	Included in annual accounts
Bank Statements - dated within the last 3 months	x
Annual accounts	x

4. Declaration

We wish to apply for a Town Centre Fund – Capital Grant 2020/21. 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.

Name	Robin Chesters	
Position	Director	
Organisation	Almond Valley Heritage Trust	
Date	26/11/20	

Please send your completed forms to:

The Regeneration Team: RegenerationTeam@westlothian.gov.uk

For admin related queries contact:

Gemma Telfer, Administrative Assistant
Community Regeneration
Economic Development and Regeneration
West Lothian Council

1st Floor South
West Lothian Civic Centre
Howden South Road
Livingston
EH54 6FF

Tel: 01506 281692

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

**West Lothian Council
Town Centre Fund – Capital Grant 2020/21**

Application Form

- Please refer to the associated guidance (Appendix 1) when completing this form
- No project should start or commit expenditure before receiving the approval of grant
- All projects **MUST** be either delivered or committed by 31 March 2021.

1. Applicant Organisation Details

Organisation Name	Livingston Village Community Council
Project Title	Livingston Village Hub Memorial
Is this work linked to an existing project?	No
If this application is from a WLC Service area, is the project supported by the community	No
Contact Persons	1. Brian Johnstone [REDACTED]
Position	1. BDJ – Chair [REDACTED]
Address	[REDACTED] [REDACTED] [REDACTED]
Telephone Number	[REDACTED]
Email Address	[REDACTED]
Type of organisation (public sector, voluntary organisation etc)	Community Council. A statutory organisation under the Model Scheme for West Lothian Community Councils
What are the main activities of your organisation? (please answer in no more than 100 words)	As per West Lothian documents for Community Councils. To- <ul style="list-style-type: none"> - ascertain, coordinate & reflect the views of the community & to liaise with other groups & to fully express the diversity of opinions & outlooks of the people - To express the views of the community to the local authority, public authorities and other organisations - take such action in the interests of the community as appears desirable and practicable - promote well-being of the community and foster community spirit - be a means whereby the community shall be able to voice their opinions on matters affecting their lives, welfare, environment its development and amenity

For voluntary or charity applicants	
What date was your organisation formed?	November 2011
If a charity, please quote your charity number	N/A
Do you have an equal opportunities policy or statement? If yes please provide a copy	Yes /No As section14 of the 2015 Community Council guidance notes
Does your organisation take account of equality issues around age, disability, gender, race, religion or belief?	Yes/No As above

2. Project Details

Council Ward	Livingston North
Project Location	Main Street, Livingston Village
Project Start Date	When funds are approved and sourced
Project End Date	Spring/summer 2021

Project Description

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

Livingston Village is a conservation area with a rich history dating back to the 12th century. While we have visual representation of that history, the stories and folklore are difficult to determine from a single source on line and less so within the Village itself. Visitors to the Village may not know one of Mary Queen of Scots ladies is buried in the Kirk, some may know Robert Burns visited the Livingston Inn, many may not know about the Internment camp at Bloom Farm. During lockdown our community contributed to our living history by painting stones to portray what Lockdown meant for them. Stories were also ascribed. All of this rich context of life in the Village during Lockdown identified the challenge of telling our stories to our visitors and bringing them to life. In addition we discovered the Village Square and surrounding environment is not owned by the council and much needed maintenance is hard to achieve without the right tools or equipment.

Our project overarching aim is-

To develop a vibrant and accessible community place, that encourages visitors, develops knowledge about the history and places of interest within the Village.

This is supported by the following aspirations -

- To create a memorial garden in the Village Square to display our stones.
- To maintain and improve the Village Square in its appearance by painting the directional sign, purchasing industrial scale equipment to remove weeds and moss, reducing slipping accidents and erosion of the block paving.
- Establishing a water feature in the site of the old horse trough in the Village beside the Inn.
- To establish service space within our phone box to aid the community establishing a secure base from which information may be provided.
- To establish the use of QR codes to enable visitors to upload historical information to a mobile device relating to places of interest in the village. We anticipate this may be linked to the Shale Trail as we are located so close to the Almond Valley Heritage Centre.
- Researching, collating and organising information in a single source relating to our village.
- Developing the QR code to adopt the information and making it accessible

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.

Livingston Village is a conservation area with a rich history. It has a strong community feel built around its static population, community led events (such as the Gala Day) and the Christmas Switch on. The Committee sub group of the LVCC have led many community events during COVID-19 restrictions to enhance wellbeing. There is a strong link of partnership with Livingston Village Primary School and we have supportive community events for Hanover Court residents and will include the Residential Home when complete, clearly encompassing the full age range in our activities.

Social media interactions have increased during this period; over 700 responses to events. People feel engaged, new residents are eager to benefit from future community events. Individuals have supported our aims through emails, social media and personal engagement while in the Square planting or clearing. Livingston Village has worked hard to retain its sense of community during the pandemic. Using social media to engage with the community during Lockdown we invited the painting of stones to highlight their experiences for addition in a proposed community garden. With a population of around 1300 over 700 people on average engaged with the many posts during the period of restrictions and over 200 stones being placed. The Village square became a focal point of community life at this time.

In response to community requests in 2019 to improve the Christmas Lights, the gala committee purchased 6 new lamppost light fittings in partnership with WLC to enhance our light display. The Village Square remains a focal point for families, visitors, walkers and cyclists using the seating and flower displays to congregate and enjoy. However the block paving is overgrown with weeds and moss, children have slipped on the surface it has become a hazard. During the summer local residents attempted to maintain the area but their equipment was inadequate for the scale of the task. In addition it emerged that the Council do not own this land and maintenance has diminished significantly. Gaining permission to display the stones highlighted this anomaly and has delayed this community project.

The primary School frequently visit the Main Street and church for educational purposes but their access to local history is reliant on word of mouth or online. It is our belief that an interactive resource that depicts the history of their school and home place through their own endeavours would cement their understanding and commitment and to our conservation status. Equally visitors to the area would benefit from access to the local history. The concept behind the Shale Trail would be fully complimented by access to our history here enriching the trail with our unique history and links.

Project Outcomes

Describe what your project will deliver in line with funding outcomes.

Project outcomes

Increased tourism to Village

Strengthen our sense of place in our village.

Enhanced community empowerment.

Educational resource for children and young people.

Well-being.

Links to CPP and Council outcomes

The “Toward 2020” LLoP plan 2013-2023 (updated in 2017) proposes that building strong communities is a priority for the West Lothian Community Planning Partnership.

Consultation during development of the plan included the following aspirations;-

“The entertainment /tourism product needs to be increased”

“Innovation should be supported and encouraged”

“All town centres need to be improved”

“Places are cleaner and litter free”

The term ‘place attachment’ refers to the emotional bonds or ties that people have to particular places, including the neighbourhood in which they live and is generally seen as having positive impacts in wellbeing for individuals and for neighbourhoods. For individuals, it may provide security, access to social networks and/or a sense of identity. For neighbourhoods, it is associated with stable, cohesive areas where people play an active role. This was certainly the case during lockdown, people became interested and involved in their community and we plan to build on this going forward. The sense of Place features heavily in our proposals that put Community Empowerment at its heart.

The 2019-20 survey in respect of our Neighbourhood Park included a recommendation for “community activities and events’. The proximity of the park to our Tennis Courts and football pitches links the green space with the Village square with proximity to services from the Livingston Inn and recently opened Castaway Coffee.

In the 2014-17 economic development strategy there is reference to enhancing jobs within the tourism and hospitality industry.

The LDP states that the historic environment is an important part of West Lothian’s cultural heritage; it helps to enhance the local distinctiveness of the area; and contributes towards the achievement of sustainable economic growth by playing a key role in supporting the growth of the area’s tourism and leisure industry. Conservation areas are areas which are worthy of protection or enhancement because they have a special architectural or historic character. Historic buildings are an important and very visible component of West Lothian’s built heritage. They contribute to the identity of places and provide a cultural, educational, social, and economic resource.

Partners involved

(other local organisations you are working with)

Livingston Village Gala Day Committee

3. Project Costs

Total Project Cost	6246.97
Amount of Funding requested from the Town Centre Fund 2020-21 (TCF)	4097.97

Expenditure Item	Total Cost	Cost (TCF)
Materials for stone setting – verbal quote		600
Tools for cleaning and gardening – Block cleaner is a quote		1375.00 block cleaner
Other items from Screwfix catalogue prices		439.99 pressure washer
		184.99 hedge trimmer
		249.99 Leaf blower
Sign writing works for existing street furniture - quote		298.00
Purchase of signs /plaques - estimate	250	
Fee for artist for stone setting – verbal quote	500	
Fee for IT specialist for QR code work – estimate		500.00
Water feature reclaimed trough with pipe solar powered pump - web site price		450.00
Storage shed for tools	1399	
TOTALS	2149	4097.97

If the total cost is greater than the fund applied for please detail where the match funding is from (i.e. WLC, Lottery etc.)

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

Funding Source (i.e. Lottery, WLC)	Approved and in place	Date to be confirmed
Donation to LVCC from Persimmon Homes (approx. £500)	500	December 2020
Livingston Gala Day Committee has already spent some of their own funds cleaning up the square		
LVCC annually pays for planting in the square from own funds		
Further donation for a storage shed	1399	February 2021
Further donation for signs and plaque	250	January 2021
total	2149	

Project Management

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

- Design / plans
- Implementation arrangements e.g contract/tenders/procurement
- Planning Approval
- Health and Safety/Risk Assessments
- Public Liability

It is important that all applicants are able to evidence the above as part of their project.

One of our community council team is a retired senior project manager from the construction industry so project management and co-ordination will be carried out by him and cover the majority of the above listed aspects. Another of our community council team is a retired landscape designer formerly with Livingston Development Corporation so his skills will be called upon as required.

The artistic design aspects for the stone setting for the memorial will be done by a local artist whose fees will be covered by the Persimmon donation.

We will take advice from the WLC planning officers about the need for any planning approval requirements. This may be needed for any plaques to be displayed

Implementation will be a mixture of direct purchases and small works design and implement packages with the specialists.

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

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

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

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

Privacy Notice

Town Centre Fund – Capital Grant 2020/21

Information held about you

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- 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 2021/22
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 - Invoices
 - Payslips

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Lothian Civic Centre, Howden South Road, Livingston, West Lothian, EH54 6FF. Email – douglas.grierson@westlothian.gov.uk

Providing accurate information

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

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

Declaration	
We wish to apply for a Town Centre Fund – Capital Grant 2020/21. 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 Town Centre Fund Capital Grant 2020/21 & 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	Brian D Johnstone
Position	Chair
Organisation	Livingston Village Community Council
Date	27th November 2020

Please send your completed application forms to:

The Regeneration Team: RegenerationTeam@westlothian.gov.uk

For admin related queries contact:

Gemma Telfer, Administrative Assistant
Community Regeneration
Economic Development and Regeneration
West Lothian Council
1st Floor South
West Lothian Civic Centre
Howden South Road
Livingston
EH54 6FF

Tel: 01506 281692

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

DATA LABEL: PUBLIC



COUNCIL EXECUTIVE

PROPOSED AMENDMENTS TO THE SCHEME OF DELEGATION AND OTHER PLANNING PROCEDURES

REPORT BY HEAD OF PLANNING, ECONOMIC DEVELOPMENT & REGENERATION

A. PURPOSE OF REPORT

The purpose of this report is to set out proposed changes to the schemes of delegation for planning applications and other consents. A review of the scheme of delegation is required by legislation. Only minor changes to the scheme of delegation are proposed.

B. RECOMMENDATION

It is recommended that the Council Executive:

1. notes the proposed changes to the schemes of delegation and the reasons for them;
2. approves the revised schemes of delegation in relation to planning applications and other consents and enforcement cases (Appendix 3);
3. notes that if approved by Council Executive, the proposed changes to Part A of the scheme require to be submitted to the Scottish Ministers for approval;
4. agrees that all proposed changes (Part A and Part B) will come into place the day following approval by the Scottish Ministers; and
5. notes that if for any reason the Scottish Ministers do not approve the revised scheme the matter will be referred back to Council Executive for further consideration.

C. SUMMARY OF IMPLICATIONS

I	Council Values	Focusing on our customers' needs; being honest, open and accountable; making best use of our resources.
II	Policy and Legal (including Strategic Environmental Assessment, Equality Issues, Health or Risk Assessment)	<p>The Planning etc. (Scotland) Act 2006 and related regulations require a scheme of delegation for planning applications to be agreed and subsequently reviewed.</p> <p>The proposed changes do not raise any Strategic Environmental assessment, equality or health risk issues.</p>

III	Implications for Scheme of Delegations to Officers	The report makes specific recommendations with respect to the Scheme of Delegation but does not make any significant changes.
IV	Impact on performance and performance Indicators	None.
V	Relevance to Single Outcome Agreement	<p>Outcome 3 – Our economy is diverse and dynamic, and West Lothian is an attractive place for doing business.</p> <p>Outcome 8 – We make the most efficient and effective use of resources by minimising our impact on the built and natural environment.</p>
VI	Resources – (Financial, Staffing and Property)	None.
VII	Consideration at PDSP	The proposed changes were discussed at Development & Transport PDSP on 1 December 2020. All members of Development Management Committee were also invited to the panel to take part in the scrutiny of the proposed changes. Comments are summarised in the main body of the report.
VIII	Other consultations	The Council's Governance Manager has been consulted on the proposals set out in this report.

D. TERMS OF REPORT

D1 Background

The Planning etc (Scotland) Act 2006 (the Act) introduced a hierarchy of development types: national, major and local. The Act requires councils to prepare a scheme of delegation which sets out how planning applications for local developments are to be determined. The legislation requires planning authorities to keep any approved scheme of delegation under review. This scheme of delegation is known as the Statutory Scheme (or the Part A Scheme). The Statutory Scheme sits alongside any other non-mandatory delegations to officers that the council may agree as part of its normal governance arrangements. This is known as the Non Mandatory Scheme (or the Part B Scheme).

The council's existing Part A and Part B Schemes are set out as Appendix 1 to this report and the proposed Schemes are set out as Appendix 3. Appendix 2 is a track change version of Appendix 1 showing the changes which are now incorporated in Appendix 3, albeit the latter is a different and easier read format. To allow the council's day-to-day business to operate efficiently, the council's Scheme of Delegations allows the senior officers identified in the Scheme to sub-delegate decision-making powers and other responsibilities to officers in their service area. That applies to these two parts of the planning delegation arrangements. The same rules will continue to apply after any changes approved by committee.

D2 Existing Schemes of Delegation and Delegated List Procedure

As set out in Section D1 there are two schemes of delegation in place for determining planning applications and other consents. These were first approved by Council Executive in May 2009 and have been updated in the interim mainly to reflect changes in legislation and regulations.

The statutory scheme of delegation referred to above relates to applications for planning permission for Local Developments and applications for approval, consent or agreement required by a condition imposed on a grant of planning permission for a Local Development. Local Developments are those which are not categorised as either Major Developments in the Town and Country Planning (Hierarchy of Developments) (Scotland) Regulations 2009 or as National Developments in the National Planning Framework.

Legislation requires the Statutory Scheme of Delegation for Local Developments to be kept under review by local authorities and for any changes to be submitted to the Scottish Ministers for approval. Applicants whose applications for local developments are refused under delegated powers have the right to a review of the decision at the Council's Local Review Body.

The second scheme of delegation is a Non-Statutory Scheme under the Local Government (Scotland) Act 1973. The council has discretion as to what delegation it allows in the Non-Statutory Scheme but, by implication, it can only relate to applications for planning permission for non-local developments and applications for other types of consents such as advertisement consent, listed building consent and certificates of lawfulness. This current scheme also includes delegation for enforcement cases. If any of these applications are refused and a right of appeal against refusal exists, any appeal will be to the Scottish Government's Planning and Environmental Appeals Division. The same is true for enforcement cases.

In operation of these delegated powers, the council has a protocol for the determination of applications which are proposed for refusal, or for approval where the application has attracted one or more objections. Details of such applications are circulated to members on Fridays, on a list known as the Delegated List. Members then have one week to call an application on the Delegated List to committee. If no request is made the decision is issued by officers in accordance with the recommendation. If a request to have the application considered by committee is made, the application is reported to the next available Development Management Committee. No changes to this protocol are proposed.

In addition to the delegated list call-in, which occurs at the end of the determination process, members also have the opportunity to call-in applications from the Weekly List. The Weekly List is a list of new applications which is circulated to members at the start of the application process. This list is also available on the council's website.

The Scottish Government publishes annual indicators showing the percentage of planning applications which are discharged under delegated authority for each planning authority. The most recent published figures (2018/19) show that West Lothian has the third lowest level of delegated decision across Scotland. In 2018/19, 93.9% of decisions in West Lothian were delegated compared to the Scottish average of 95.8%. Only Aberdeenshire (91.4%) and West Dunbartonshire (91.9%) had lower levels of delegated decisions.

D.3 Proposed Changes to the Scheme of Delegation

Although the council now has a comparatively low level of delegated decision the existing schemes of delegation continue to function adequately and it is deemed that there is no need for any significant change. However, some relatively modest changes are proposed. On the whole these changes are proposed to reflect changes in planning legislation and regulations and to provide some clarity on wording which has caused confusion in the operation of the scheme.

It is, however, proposed to make one more significant change to the scheme to align the number of objections which trigger a referral to committee. Currently a local application is referred to committee when it attracts more than fifteen objections while a major application is referred when it attracts more than five objections. It is proposed to align these arrangements by amend the trigger number of objections for major applications from more than five to more than fifteen.

In addition the scheme has been amended to better reflect the full range of Part B applications and to clarify that these are delegated for determination by the Appointed Person unless called to Development Management Committee.

The proposed schemes of delegation which reflects the changes set out above are detailed in Appendix 3 to this report. If approved by Council Executive in due course the proposed Part A Scheme will have to be submitted to the Scottish Ministers for approval.

D.4 Consideration at Development & Transport PDSP

The proposed changes to the scheme of delegation, and the reasons for them were discussed at the Development & Transport PDSP on 1 December. Given the relevance to the operation of Development Management Committee all members of that committee were invite to participate in the scrutiny and discussion at the panel. No specific changes were requested by panel members.

Three members expressed some concern that the changes proposed would reduce participation by community councils. This was mainly related to the requirement for any representation from a community council to be on competent planning grounds in order for it to trigger a referral to Development Management Committee. Officers explained that it certainly isn't the intention to restrict the input from community council's or their influence on the process. It was also confirmed that the ability of the Head of Planning, Economic Development & Regeneration to determine if a matter was a competent planning consideration already exists in the wider scheme of delegation so there is, in effect, no change in this respect.

On a related theme it was suggested that community councils are disadvantaged over other statutory consultees because they are volunteers and not planning experts. In response officers advised that community councils will continue to be able to discuss the competency of objections with officers during the period for representations. Officers also advised that the proposed scheme makes specific provision for community councils to make a request for extensions of time for submitting comments.

There was some discussion about the operation of the 'delegated list' which is published on a Friday and a specific question in relation to the need to inform applicants and those making representation that the application was on the delegated list. Officers explained that the purpose of the delegated list was to advise members of the intention to determine an application and isn't intended as an invitation for applicants or those making representations to lobby members to have the application called to committee.

On the back of this discussion one member ask if there would be merit in restricting the ability of members to call applications to committee where the recommendation was to refuse. Officers commented that there may be some merit in this as, in these circumstances, applicants would retain the right to have a review of that decision or in some cases appeal the decision to the Planning & Environmental Appeals Division of the Scottish Government.

One member also suggested that the proposed scheme of delegation should be held back pending further discussion.

There was some concern about the ability of the Appointed Person to delegate responsibility as it was felt this could be to non-qualified staff. However, it was confirmed that controls are in place to ensure that any delegation is to an appropriately qualified officer.

Finally, there was some concern that 15 objectors is too high a threshold. However, officers explained that for local application this threshold has been in place for a significant number of years without causing any apparent difficulties.

No changes are proposed to the scheme of delegation as a result of the comments made at the panel.

E. CONCLUSION

A review of the schemes of delegation in relation to the processing of planning applications has been carried out in accordance with legislative requirements. No significant changes are proposed.

F. BACKGROUND REFERENCES

None

Appendices/Attachments: Three
Appendix 1: Current Schemes of Delegation
Appendix 2: Proposed changes to the existing schemes
Appendix 3: Proposed Schemes of Delegation

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Tel: 01506-282406 Email: wendy.mccorriston@westlothian.gov.uk

Craig McCorriston
Head of Planning, Economic Development & Regeneration

15 December 2020

APPENDIX 1:**The operational scheme of delegation under the Town and Country Planning (Scotland) Act 1997****The council's Part 'A' Scheme (Existing)**

Delegations on local planning applications - under the mandatory scheme of delegation under the Planning Etc. (Scotland) Act 2006 **[the Part 'A' Scheme]**, determining the following applications (including applications by the council or in which the council has an interest, as owner or otherwise) for local developments, as defined in the Town and Country Planning (Hierarchy of Developments) (Scotland) Regulations 2009:-

- i. the granting of all local applications with no objections
- ii. the granting of all local applications with no material planning objections
- iii. the granting of all local applications with only 'out of time' objections
- iv. the granting of all local applications with less than fifteen or more objections
- v. the granting of all local applications that are in accordance with the development plan, irrespective of the number of objections
- vi. the granting of all local applications that are in accordance with an approved council policy or supplementary planning guidance, irrespective of the number of objections
- vii. the determination of all local applications irrespective of objections from a statutory consultee
- viii. the refusal of all local applications that are contrary to the development plan
- ix. the refusal of all local applications, irrespective of the number of representations of support
- x. the refusal of all local applications that are contrary to an approved council policy or to supplementary planning guidance, irrespective of the number of representations of support
- xi. all applications for consent, agreement or approval required by a condition imposed on a grant of consent for a local development.

Despite the above, the following applications for local developments, as defined in the Town and Country Planning (Hierarchy of Developments)(Scotland) Regulations 2009, shall be determined by committee in accordance with the council's Scheme of Administration:-

- i. all local applications made by a member of West Lothian Council
- ii. all local applications that have attracted more than 15 objections that the development management manager is otherwise minded to grant
- iii. all local applications that have attracted a representation from a community council which the development management manager is otherwise minded to grant

- iv. any local application at the discretion of the development management manager but in consultation with the chair of the development management committee and all local members
- v. any local application so requested by the chair of the development management committee or a local member when the application is for land within that local member's ward and when bona fide planning reasons are given.

Under the operational scheme of delegation under the Local Government (Scotland) Act 1973 **[the Part 'B' Scheme]**, determining the following applications for major developments, as defined in the Town and Country Planning (Hierarchy of Developments) (Scotland) Regulations 2009, and for miscellaneous consents and other ad hoc matters:-

- i. the granting of all major applications which are in accordance with the development plan and which have otherwise attracted five or less objections
- ii. the refusal of all major applications that are contrary to the development plan and despite any representations of support
- iii. the refusal of all major applications that do not accord with the development plan, other than those applications that constitute significant departures to the development plan
- iv. the approval of all applications for listed building consent and conservation area consent, unless there is an objection from a community council or a formally constituted local amenity body
- v. the refusal of applications for listed building consent or conservation area consent, irrespective of any representation of support from a community council or formally constituted local amenity body
- vi. the determination of applications for express hazardous substances consent
- vii. the determination of applications for express advertisement consent
- viii. the determination of applications for certificates of lawfulness of proposed development
- ix. the issuing of an enforcement notice
- x. the issuing of a breach of conditions notice
- xi. the issuing of a planning contravention notice
- xii. the issuing of an amenity notice
- xiii. the issuing of a notice as to the interests in land
- xiv. the powers to remove placards etc. from land
- xv. the issue of a fixed penalty notice
- xvi. the issue of a notice requiring the submission of a planning application
- xvii. the issue of a notice requiring the display of information

- xviii. the issuing of a stop notice or temporary stop notice, after consultation with the chair of the development management committee and all local ward members
- xix. the designation of a provisional tree preservation order
- xx. the confirmation of a tree preservation order
- xxi. the authorisation of works to trees in conservation areas or otherwise covered by tree preservation orders
- xxii. all applications for consent, discharge or agreement of a condition imposed on a major application
- xxiii. screening opinions and scoping opinions required under the Environmental Impact Assessment (Scotland) Regulations 1999
- xxiv. granting of any approval or prior approval required under the terms of the Town and Country Planning (General Permitted Development) (Scotland) Order 1992.

Despite the above, the following applications for major developments, as defined in the Town and Country Planning (Hierarchy of Developments)(Scotland) Regulations 2009, shall be determined by committee in accordance with the council's Scheme of Administration:-

- i. The determination of all other major applications not specified in (i) to (xxiv) above
- ii. Any matter in (i) to (xxiv) above so requested by the chair of the development management committee or any local member of the ward in which the case is located and when bona fide planning reasons are given, with the provision that in exceptional circumstances when the impacts of a development impact in planning terms on an adjacent or adjoining ward, any local member of that adjacent or adjoining wards.

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APPENDIX 2

The operational scheme of delegation under the Town and Country Planning (Scotland) Act 1997

The council's Part 'A' Scheme (~~Existing~~Proposed)

Delegations on local planning applications - under the mandatory scheme of delegation under the Planning Etc. (Scotland) Act 2006 and the and the Town and Country Planning (Schemes of Delegation and Local Review Procedure) (Scotland) Regulations 2013 [the Part 'A' Scheme], the Appointed Person is delegated to determining the following applications (including applications by the council or in which the council has an interest, as owner or otherwise) for local developments, as defined in the Town and Country Planning (Hierarchy of Developments) (Scotland) Regulations 2009:-

- i. the granting of all local applications with no objections
- ii. the granting of all ~~local~~ applications with no material planning objections
- iii. the granting of all local applications with only 'out of time' objections
- iv. the granting of all local applications with ~~less than fifteen~~ 15 or ~~more~~fewer objections
- v. the granting of all local applications that are in accordance with the development plan, ~~irrespective of the number of objections~~
- vi. ~~the granting of all local applications that are in accordance with an approved council policy or supplementary planning guidance, irrespective of the number of objections~~
- vii. the determination of all local applications irrespective of objections from a statutory consultee
- viii. the refusal of all local applications that are contrary to the development plan
- ix. the refusal of all local applications, irrespective of the number of representations of support
- x. the refusal of all local applications that are contrary to an approved council policy or to supplementary planning guidance, irrespective of the number of representations of support
- xi. all applications for consent, agreement or approval required by a condition imposed on a grant of consent for a local development.

Despite the above, the following applications for local developments, as defined in the Town and Country Planning (Hierarchy of Developments)(Scotland) Regulations 2009, shall be determined by committee in accordance with the council's Scheme of Administration:-

- i. all local applications made by a member of West Lothian Council

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- ii. all local applications that have attracted more than 15 objections that the development management manager is otherwise minded to grant
- iii. ~~all local applications that have attracted a representation from a community council which the development management manager is otherwise minded to grant~~ all local applications that have attracted a material objection or objections (i.e. objections based on competent planning grounds the competency having been assessed by the Appointed Person) from a community council in West Lothian. Any such objections must have been submitted within the timescale for making representations, or any reasonable extension to this timescale requested within the timescale for making representations, with the reasonableness of the extension to be assessed by the Appointed Person.
- iv. any local application at the discretion of the ~~development management manager~~ Appointed Person, ~~but in consultation with the chair of the development management committee and all local members~~
- v. any local application so requested by the chair of the development management committee or a local member when the application is for land within that local member's ward and when bona fide planning reasons are given.

The Appointed Person is authorised to decline to determine any Part A applications in terms of the provisions of the Town and Country Planning (Scotland) Act 1997 (as amended).

The council's Part 'B' Scheme (Proposed)

Under the operational scheme of delegation under the Local Government (Scotland) Act 1973 [the Part 'B' Scheme], determining the following applications for major developments, as defined in the Town and Country Planning (Hierarchy of Developments) (Scotland) Regulations 2009, and for miscellaneous consents and other ad hoc matters:-

- i. the granting of all major applications which are in accordance with the development plan and which have otherwise attracted ~~five or less~~ 15 or fewer objections
- ii. the refusal of all major applications that are contrary ~~to~~ the development plan and despite any representations of support
- iii. the refusal of all major applications that do not accord with the development plan, other than those applications that constitute significant departures to the development plan
- iv. the approval of all applications for listed building consent and conservation area consent, unless there is an objection from a community council or a formally constituted local amenity body
- iv. ~~the refusal of applications for listed building consent or conservation area consent~~
- v. ~~the refusal of applications for listed building consent or conservation area consent, irrespective of any representation of support from a community council or formally constituted local amenity body~~
- ~~vii.~~vi. the determination of applications for express hazardous substances consent

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- ~~iii.vii.~~ the determination of applications for express advertisement consent
- ~~viii.~~ the determination of applications for certificates of lawfulness
- ~~ix.~~ the determination of applications for certificates of appropriate alternative development.
- ~~x.~~ the determination of applications for the modification or discharge of a planning obligation.
- ~~xi.~~ the determination of applications for high hedge notices
- ~~ix.xii.~~ the determination of the terms of proposal of application notices
- ~~x.xiii.~~ the issuing of an enforcement notice
- ~~xi.xiv.~~ the issuing of a breach of conditions notice
- ~~xii.xv.~~ the issuing of a planning contravention notice
- ~~ii.xvi.~~ the issuing of an amenity notice
- ~~x.xvii.~~ the issuing of a notice as to the interests in land
- ~~xviii.~~ the powers to remove placards etc. from land
- ~~ix.xix.~~ the issuinge of a fixed penalty notice
- ~~ii.xx.~~ the issuinge of a notice requiring the submission of a planning application
- ~~ii.xxi.~~ the issuinge of a notice requiring the display of information
- ~~x.xxi.~~ the issuing of a stop notice or temporary stop notice, after consultation with the chair of the development management committee and all local ward members
- ~~xxiii.~~ the designation of a provisional tree preservation order
- ~~xxiv.~~ the confirmation of a tree preservation order
- ~~i.xxv.~~ the authorisation of works to trees in conservation areas or otherwise covered by tree preservation orders
- ~~xxvi.~~ the determination of all applications for consent, discharge or agreement of a condition imposed on a major application
- ~~xxvii.~~ the determination of all applications for non-material variation to a planning permission
- ~~xxviii.~~ the determination of all applications for stopping-up orders under planning legislation
- ~~xxix.~~ the issuing of screening opinions and scoping opinions required under the Environmental Impact Assessment (Scotland) Regulations 1999

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~~4-XXX.~~ the granting of any approval or prior approval required under the terms of the Town and Country Planning (General Permitted Development) (Scotland) Order 1992.

Despite the above, the following applications for major developments and other non local consents, as defined in the Town and Country Planning (Hierarchy of Developments) (Scotland) Regulations 2009, shall be determined by committee in accordance with the council's Scheme of Administration:-

i. The determination of all other major applications and all other applications not specified in (i) to (~~xxivxxx~~) above

ii. Any matter in (i) to (~~xxivxxx~~) above so requested by the chair of the development management committee or any local member of the ward in which the case is located and when bona fide planning reasons are given, with the provision that in exceptional circumstances when the impacts of a development impact in planning terms on an adjacent or adjoining ward, any local member of that adjacent or adjoining wards.

~~ii-iii.~~ where the intention is to grant and a material objection or objections (i.e. objections based on competent planning grounds the competency having been assessed by the Appointed Person) has been received from a community council in West Lothian. Any such objections must have been submitted within the timescale for making representations, or any reasonable extension to this timescale requested within the timescale for making representations, with the reasonableness of the extension to be assessed by the Appointed Person.

The Head of Planning, Economic Development & Regeneration or any other officer authorised on his/her behalf is authorised to decline to determine any Part B applications in terms of the provisions of the Town and Country Planning (Scotland) Act 1997 (as amended).

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APPENDIX 3

PROPOSED SCHEME OF DELEGATION - LOCAL DEVELOPMENTS (Part A Scheme)

Status

- 1 Prepared in accordance with Section 43A of the Town and Country Planning (Scotland) Act 1997 (as amended) and the Town and Country Planning (Schemes of Delegation and Local Review Procedure) (Scotland) Regulations 2013 and approved by the Scottish Ministers on [INSERT DATE].

Appointed Person

- 2 The Appointed Person is the Head of Planning, Economic Development & Regeneration or any other officer authorised on his/her behalf.

Delegated Powers

- 3 Subject to the exceptions listed below, the Appointed Person is authorised to determine:
 - (a) applications for planning permission.
 - (b) applications for consent, agreement or approval required by a condition imposed on a grant of planning permission.

in respect of local developments, as defined by Section 26A of the Town and Country Planning (Scotland) Act 1997 (as amended) and the [Town and Country Planning \(Hierarchy of Developments\) \(Scotland\) Regulations 2009](#).

Exceptions

- 4 The Appointed Person shall not determine an application:
 - (a) all local applications made by a member of West Lothian Council
 - (b) where an elected member of the ward the application site is in, or the Chair of Development Management Committee, has requested that it be referred to the Development Management Committee; or
 - (c) where the intention is to grant and more than fifteen [material objections](#) (i.e. objections submitted in time and based on competent planning grounds the competency having been assessed by the Appointed Person) have been received within the timescale for making representations; or
 - (d) where the intention is to grant and a material objection or objections (i.e. objections based on competent planning grounds the competency having been assessed by the Appointed Person) has been received from a community council in West Lothian. Any objections must be submitted within the timescale for making representations, or any reasonable extension to this timescale requested within the timescale for making representations, the reasonableness to be assessed by the Appointed Person.

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- 5 Applications which are exempt from this scheme by virtue of paragraph 4 above shall be determined by the Development Management Committee.
- 6 The Appointed Person can refer any application to Development Management Committee.

Other Provisions

- 7 The Appointed Person is authorised to decline to determine applications in terms of the provisions of the Town and Country Planning (Scotland) Act 1997 (as amended).

PROPOSED SCHEME OF DELEGATION - NON-LOCAL DEVELOPMENTS & OTHER CONSENTS (Part B Scheme)

Status

- 1 Prepared in accordance with Section 56 of the Local Government (Scotland) Act 1973 (as amended).

Delegated Person (The Appointed Person)

- 2 The Head of Planning, Economic Development & Regeneration or any other officer authorised on his/her behalf.

Delegated Powers

- 3 Subject to the exceptions listed below and Part A application, the Appointed Person is authorised to determine all statutory planning and other regulatory applications.
- 4 Subject to the exceptions listed below, the Appointed Person is authorised to:

Carry out the statutory planning enforcement functions of the council in terms of:

- (a) The Town and Country Planning (Scotland) Act 1997 (as amended).
- (b) The Planning (Listed Building and Conservation Areas) (Scotland) Act 1997 (as amended).
- (c) The Town and Country Planning (Control Of Advertisement) (Scotland) Regulations 1984 (as amended).
- (d) The Planning (Hazardous Substances) (Scotland) Act 1997 (as amended).

Exceptions

- 5 The Appointed Person shall not determine an application:
 - (a) where the applications made by a member of West Lothian Council
 - (b) where an elected member of the ward the application site is in, or the Chair of Development Management Committee, has requested that it be referred to the Development Management Committee; or

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- (c) where the intention is to grant and more than fifteen [material objections](#) (i.e. objections submitted in time and based on competent planning grounds the competency having been assessed by the Appointed Person) have been received within the timescale for making representations; or
 - (d) where the intention is to grant and a material objection or objections (i.e. objections based on competent planning grounds the competency having been assessed by the Appointed Person) has been received from a community council within whose area the application site lies. Any objections must be submitted within the timescale for making representations, or any reasonable extension to this timescale requested and granted within the timescale for making representations, the reasonableness to be assessed by the Appointed Person; or
 - (e) which is for planning permission for a major development and is considered to be significantly contrary to the development plan by the Appointed Person.
- 6 Applications which are exempt from this scheme by virtue of paragraph 5(a) to (c) above shall be determined by Development Management Committee.
- 7 Applications which are exempt from this scheme by virtue of paragraph 5(d) above shall be determined by Full Council.

Other Provisions

- 8 The Head of Planning, Economic Development & Regeneration or any other officer authorised on his/her behalf is authorised to decline to determine applications in terms of the provisions of the Town and Country Planning (Scotland) Act 1997 (as amended).

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COUNCIL EXECUTIVE

UK - EU EXIT UPDATE

REPORT BY HEAD OF PLANNING ECONOMIC DEVELOPMENT & REGENERATION

A. PURPOSE OF REPORT

The purpose of this report is to update Council Executive on the on-going negotiations between the European Union (EU) and United Kingdom (UK) to reach a trade deal and to identify potential implications for West Lothian and the local community in the event of a No Deal Brexit.

B. RECOMMENDATION

It is recommended that Council Executive:

1. Notes the update on the UK's trade negotiations following the UK's withdrawal from European Union;
2. Notes the work of the Brexit Working Group;
3. Notes the potential impacts on the economy; and
4. Agrees to further updates being provided to future meetings of the Council Executive

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>The process for leaving the European Union is enshrined in European legislation. The main provision is known as Article 50.</p> <p>Council officers are in the process of updating a register of EU exit related risks, identifying how these might impact on the council. Understanding local impacts will be a feature of the council's on-going work.</p>
III	Implications for Scheme of Delegations to Officers	None.
IV	Impact on performance and performance Indicators	EU Exit may impact on the council's performance.

V	Relevance to Single Outcome Agreement	EU Exit may affect the Local Outcome Improvement Plan.
VI	Resources - (Financial, Staffing and Property)	There may be staffing and financial impacts on the council at the end of the transition period.
VII	Consideration at PDSP	The report has not been considered by a PDSP
VIII	Other consultations	All service areas are represented on the Brexit Working Group.

D. TERMS OF REPORT

D.1 Current Position

The transition period after the UK Withdrawal from the EU will end on 31 December. However, negotiations between the UK and the EU are continuing particularly around state aid and fisheries. Any deal will have to be agreed, legally translated into 23 languages and then agreed by UK & EU Parliaments by 17 December.

In addition to the negotiations a range of related domestic arrangements are being put in place to try and mitigate risks and impact to the economy.

These include:

- The Scottish EU Continuity Bill which will give powers to Scottish Ministers to keep pace with future EU legislation;
- The Internal Market Bill to give full protection for Local Government public services this also includes the replacement of EU Funding through the Shared Prosperity Fund;
- A Common Frameworks to ensure effective consultation mechanisms are put in place around Local Government functions such as Trading Standards, Environmental Health and Health & Safety

Council Contingency Planning

The council has developed and published a No Deal EU Exit Contingency Plan, which reflects the assessments and likely impacts coming from both UK and Scottish Governments.

The contingency plan has arrangements in place across the council to identify, monitor and respond to potential issues arising following EU Exit and highlights the steps that the council would take to mitigate the potential impacts.

Potential Economic Impact

The Office for Budget Responsibility (OBR), the UK Government's official, independent economic advisers, published its latest economic forecasts on 25 November 2020.

Due largely to the financial impact of the Covid 19 pandemic, the OBR report that the UK economy is expected to contract by a total of 11.3% this year – the largest fall in 300 years.

However, their report also set out warnings of additional damage to the UK economy if a trade deal with the European Union fails to be agreed, including sustained lower levels of economic growth, inflation and higher prices.

In summary their report forecasts the following if no deal is agreed and the UK defaults to trading with the EU on World Trade Organisation (WTO) rules.

- A No Deal Brexit will lead to a further 2% reduction in output next year, when compared to a managed and agreed no tariff deal. After some easing off to 1.5%, the OBR forecast that this reduction in output will be sustained in the long term at 2% below what would otherwise be achieved.
- The long-term impact of a No Deal Brexit, with significant new barriers to trade with the EU, with or without a deal, is bigger than the long-term impact of the Covid-19 pandemic.
- A further slowdown in economic activity will push more people into furlough or unemployment, and more business failures, including default on government backed loans.
- UK Government borrowing will be higher by £11-£12 billion in the next three years from the reduction in GDP caused by a no deal.
- Unemployment will increase by an additional 300,000 over the next two years as a result of a no deal.
- A dip in the value of sterling, allied to new tariffs on goods imported from the EU will push prices up 1.5%.
- Manufacturing supply chains will be impacted, most notably in the car making industry.
- Even with a no tariff deal, the new complications of trading will cost the car industry £14 billion
- It assumes there will be border distortions and delays.

The potential impact on the economy on top of Covid-19 could be disastrous as locally we have already seen unemployment double since February 2020.

E. CONCLUSION

Progress on the UK - EU negotiations will continue to be monitored and changes reflected within the Council's Contingency Planning.

F. BACKGROUND REFERENCES

None.

Appendices/Attachments: none

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Craig McCorriston,
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15 December 2020

DATA LABEL: PUBLIC



COUNCIL EXECUTIVE

UPDATE ON UK SPENDING REVIEW AND SCOTTISH GOVERNMENT AND COUNCIL COVID-19 FUNDING

REPORT BY HEAD OF FINANCE AND PROPERTY SERVICES

A. PURPOSE OF REPORT

To provide the Council Executive with updates in relation to the announcements contained in the Chancellor of the Exchequer's UK Spending Review, on Scottish Government Covid-19 funding and on investment by the council to support individuals, families, communities and businesses in West Lothian during the pandemic, and to consider allocation of outstanding resources.

B. RECOMMENDATION

It is recommended that the Council Executive:

1. Notes the Chancellor's statement on 2021/22 spending plans and that a full UK budget is expected in March 2021;
2. Notes a Scottish Budget for 2021/22 will be announced on 28 January 2021;
3. Notes the update on the Barnett Consequentials that have been provided to the Scottish Government in relation to the Covid-19 pandemic;
4. Notes how Covid-19 resources have been invested to date in West Lothian to support individuals, families, communities and businesses, including the significant work undertaken by council staff in this regard;
5. Notes the balance of resources available still to be spent and the parameters for use of the flexible fund for those at financial risk;
6. Agrees the proposed allocation of the balance of resources of £1.052 million to support individuals, families and communities and businesses in West Lothian as set out on page 6 and Appendix 5;
7. Notes the Scottish wide funding announcements for which the council has yet to receive confirmation of distribution;
8. Agrees that the Head of Finance and Property Services should continue to report to Council Executive on relevant UK and Scottish Government funding and spending announcements;
9. Agrees that the Head of Finance and Property Services should ensure that information contained within this report is taken into account when updating the council's revenue budgets for 2021/22 and 2022/23.

C. SUMMARY OF IMPLICATIONS

I Council Values	Being honest, open and accountable, making best use of our resources.
II Policy and Legal (including Strategic Environmental Assessment, Equality Issues, Health or Risk Assessment)	The council is required to approve a balanced revenue budget for each financial year. Audit Scotland and Chartered Institute of Public Finance and Accountancy (CIPFA) best practice guidance recommends financial plans are prepared for at least five years in duration, and detailed budgets are prepared for at least three years. The proposals for allocation of funding have been subject to equality integrated impact assessment.

III	Implications for Scheme of Delegations to Officers	None.
IV	Impact on performance and performance Indicators	Ongoing restraint in relation to government funding inevitably has implications for the council's budget and performance.
V	Relevance to Single Outcome Agreement	Government funding provides the resources necessary to help deliver the Single Outcome Agreement, Corporate Plan priorities and council activities. Effective prioritisation of resources is essential to achieving key outcomes.
VI	Resources - (Financial, Staffing and Property)	<p>Spending decisions made by the UK Government impact on the Scottish Government's budget through the Barnett formula. This in turn has implications for available resources for the council through the local government finance settlement received from the Scottish Government.</p> <p>To date the council has facilitated payments of nearly £29.4 million to businesses and self employed people in West Lothian. In addition, resources of over £24 million has been available to support individuals, families and communities and council and social care service delivery during the pandemic.</p> <p>The economic and fiscal position outlined in the announcement emphasises the importance of proactive financial planning, linked to priorities and outcomes, to address public spending challenges.</p>
VII	Consideration at PDSP	Quarterly horizon scan reports on the latest economic indicators and announcements and the council's estimated revenue budget position are considered by Partnership and Resources PDSP.
VIII	Other consultations	This report is part of the ongoing process of briefing elected members on issues relating to future year funding and the council's financial strategy to 2022/23.

D. TERMS OF REPORT

D.1 Introduction

The Chancellor of the Exchequer delivered a one year UK Spending Review to the House of Commons on 25 November 2020, including an assessment and forecast from the Office for Budget Responsibility (OBR) on borrowing, growth and employment.

Since the confirmation of the pandemic in March 2020, the council has used grant funding and council resources to support individuals, families, communities and businesses in West Lothian. As reported to Council Executive on 17 November 2020, the council is currently projecting an overall overspend of £3.807 million for 2020/21. The projected position for the current financial year includes full utilisation of the amount of the general fund balance above the £2 million minimum level, effectively using all of the surplus unallocated funds, and incorporates all the additional costs incurred by the council in response to the pandemic. In particular, the additional costs, especially additional staffing costs required to deliver the multiple and extensive support interventions, have been substantial.

The council has additional resources of £1.052 million available to invest in supporting individuals, families and communities during this difficult time. This includes £639,000 of grant funding from the Scottish Government for financial hardship interventions and £413,000 of council resources previously earmarked for free school meal provision that has become available following confirmation of additional funding for free school meals. Proposals for the allocation of these resources are included in page 6 and Appendix 5 of this report.

D.2 UK Spending Review 2020

D.2.1 Overall Economic Position

The Chancellor's Spending Plans for 2021/22 included the OBR's updated projections for the economy, growth and government borrowing. In summary, the economic announcements were as follows:

- The UK is forecast to borrow a total of £394 billion this year, equivalent to 19% of GDP, the highest recorded level of borrowing in UK peace-time history.
- The UK Government expect borrowing to fall to £164 billion next year, £105 billion in 2022/23, then remain at around £100 billion, 4% of GDP, for the remainder of the forecast.
- The pandemic has had a major impact on public finances with receipts anticipated to be £57 billion lower and spending £281 billion higher than the previous year. The total cost has risen from £181 billion at the Summer Economic Update to £218 billion when the Winter Economy Plan was announced, to £281 billion for the Spending Review.
- The OBR has stated that there may be tax rises or spending cuts in future years to stabilise public finances following the substantial increase in public borrowing in relation to the pandemic.

UK Spending Review	2020	2021	2022	2023	2024
Growth (GDP)	(11.3%)	5.5%	6.6%	2.3%	1.7%
Public Sector Net Borrowing (annual)	£394bn	£164bn	£105bn	£100bn	£100bn

General Economic Outlook

The OBR forecasts state the economy will contract this year by 11.3%, the largest fall in output for more than 300 years. Even with growth returning by 5.5% next year and 6.6% in 2022, economic output is not expected to return to pre-crisis levels until Q4 of 2022. The economic impact is likely to be lasting. Long-term scarring means, in 2025, the economy will be around 3% smaller than expected in the March 2020 Budget.

UK Exit from EU and Trade Deal Negotiations

The OBR noted the continued uncertainty regarding the UK's exit from the EU and the potential additional impact on to the UK economy should a trade deal with the EU not be agreed. In particular the risk of sustained lower levels of economic growth, changes to inflation forecasts and higher prices were identified. The OBR have forecast that, if no deal is agreed and the UK defaults to World Trade Organisation (WTO) rules, the following impacts could be felt:

- Further 2% reduction in GDP in 2021 with the reduction in output being sustained over the longer term at 2% below what would have otherwise been achieved. This is seen as having a more substantial long term impact than the pandemic.
- A further slow down in economic activity which would push more people into furlough or unemployment with an additional 300,000 unemployed over the next two years.
- UK Government borrowing would be £11 to £12 billion higher over the next three years.
- A dip in the value of sterling, meaning prices on imported goods could increase by 1.5%.

Unemployment

The OBR expects unemployment to rise to a peak of 7.5% (2.6 million people) in Q2 of next year and then is expected to fall in every year thereafter, reaching 4.4% by the end of 2024.

Inflation and Interest Rates

CPI inflation is less than the OBR projections for the March 2020 budget. Inflation is estimated to be 0.8% in 2020, rising incrementally to 1.7% by 2023. Projections are between 0.4 and 0.6% lower than in March. Interest rates are also forecast to remain at historically low levels with a rate of 0% in 2021 and 2022 and an increase of only 0.1% each year thereafter.

D.2.2 Public Services and Public Spending

The Spending Review focused on the immediate priority of the pandemic and the following tables set out the changes to UK public spending for 2020/21 and 2021/22 compared to the Spring Statement 2020:

Revenue Expenditure – Cash Figures	2020/21 £'bn	2021/22 £'bn
Spring Budget 2020	815.8	854.1
UK Spending Round 2020	1,028.9	892.8
Difference	213.1	38.7

Capital Expenditure – Cash Figures	2020/21 £'bn	2021/22 £'bn
Spring Budget 2020	111.9	123.3
UK Spending Round 2020	135.7	118.7
Difference	23.8	(4.6)

The movement above highlights increases to resource departmental expenditure limits (DEL). Whilst capital spending is increasing in 2020/21, it will reduce in 2021/22.

Responding to Covid-19

The Budget announces a £280 billion plan for the coronavirus response across the UK. This investment of £280 billion includes allocating an initial £18 billion on testing, PPE, vaccines; £3 billion to support NHS recovery, allowing them to carry out up to a million checks, scans and operations; over £2 billion to keep transport arteries open, subsidising rail networks. While much of the coronavirus response is UK-wide, the Government is also providing £2.6 billion to support the devolved administrations in Scotland, Wales and Northern Ireland.

Public Services in England Core Departmental Spending

The main spending commitments for public services in England for 2021/22 included:

- £6.3 billion for Health in addition to £3 billion to support NHS recovery.
- £2.2 billion for Education along with funding for colleges and the holiday food programme.
- £800 million for the criminal justice system covering 20,000 additional police officers and investment to address economic crime.
- Increasing funding for local authorities in England by 4.5% in cash terms along with £3 billion of support for the Covid-19 response and £254 million to tackle homelessness.
- Over £9 billion to support employment schemes.

With regard to public sector pay in England, the Chancellor confirmed that there would be public sector pay restraint for 2021/22 although public sector workers earning less than £24,000 would be guaranteed a rise of at least £250 and NHS workers' pay would still increase. The minimum wage will also increase by 2.2% to £8.91 per hour.

D.2.3 Main Implications for Scotland from the UK Spending Review

Scotland will receive an additional £2.4 billion in Barnett Consequentials in 2021/22. Scotland's core resource block grant is increasing by £1.3 billion in 2021/22, a real terms increase of 3.5% between 2019/20 and 2021/22. The increase will take the Scottish resource block grant to £31.7 billion. The block grant for capital will fall by £0.3 billion in 2021/22.

The Scottish budget will receive £1.3 billion of additional resource consequentials in 2021/22 for Covid-19 along with £570 million to support farmers and £14 million for fisheries. Scottish City and Growth Deals (covering Tay Cities, Borderlands, Moray and the Scottish Islands) are being accelerated and will now be implemented over 10 rather than 15 years.

Public sector pay in Scotland is a matter for the Scottish Government. It is expected that their specific intentions regarding pay will not be formally confirmed until the Scottish Budget is announced on 28 January 2021. The Scottish Budget will also only cover financial year 2021/22.

D.2.4 Main Implications for West Lothian from the UK Spending Review

Any future changes to the Scottish Block and the Scottish Government's allocation of funding will be reported to the Council Executive to consider within the context of the council's financial plans to 2022/23 which were approved on 28 February 2020. It is clear from the Chancellor's announcement that there will be increases in funding for the overall Scottish Budget for 2021/22 however how this is translated into grant funding for local government, and the council more specifically, will not be known until the Scottish Budget announcement on 28 January 2021.

D.3 Scottish Government Covid-19 Financial Response and Grant Funding

The Covid-19 pandemic, as illustrated in the Chancellor's Spending Review, has seen an unprecedented increase in public spending across all levels of government in 2020/21. The UK Government has provided specific Barnett Consequentials in relation to the pandemic response in the current year. As at November 2020, and before the Spending Review, total guaranteed consequentials to Scotland for the pandemic were £8.2 billion. The Scottish Government has tended to allocate consequentials to similar areas from which the funding derived.

From the consequentials received to date, £896 million has been given to local government including resource for integrated joint board delegated services. A summary of the source of the consequentials from the UK Government and the confirmed allocation of funding to local government is provided in Appendix 1. It should be noted that funding to local government includes the Communities Fund which was announced on 18 March. In the appendix, Communities Fund related items can be identified by the CF prefix.

With the ever changing environment in relation to the pandemic, announcements continue to be made from both the UK and Scottish Governments in relation to financial support. Excluded from the analysis in Appendix 1, the Scottish Government announced a £100 million funding package on 30 November 2020 to help people on low incomes, children and people at risk of homelessness or social isolation cope with the winter and the economic impact of the pandemic and leaving the EU. Some of these interventions will be delivered through local government, as has been the case during the pandemic. For information, the Winter Plan for Social Protection will include:

- £22 million for low income families including a one off Christmas payment of £100 per child for 156,000 children in receipt of free school meals.
- £23.5 million for vulnerable children through providing additional support for residential and care homes, social work and the Children's Hearing system.
- £15 million for the Communities and Third Sector Recovery Programme.
- £5.9 million for older people including support for digital inclusion and social isolation.
- £7 million to help those who are struggling to pay fuel bills.
- £5 million to help those at risk of homelessness to find a settled home.

Significant resources have, and continue to be, channelled through councils to support businesses and the self employed, with the council facilitating payments of nearly £29.4 million to date. The administration of various grants and support has been delivered by councils through their own staffing and financial resources, with administration funding only

being provided for approximately 25% of the funding streams. This has been a substantial cost and time commitment for councils, which is being demonstrated by the projected overspends for the current year, and incurred during a time when council staffing and financial resources have been constrained. An analysis of grant and support schemes, along with information on whether administration funding was provided, is included in Appendix 2.

D.4 West Lothian Council Funding and Utilisation of Resources for Pandemic

In West Lothian, resources of over £24 million has been available to support individuals, families and communities and council and social care service delivery over the course of the pandemic. This has included funding from the Scottish Government, both for specific ringfenced policy areas and more general funding for local government. An analysis of how this funding has been used and any outstanding sums is included in Appendix 3.

In summary, at this time there are unallocated resources of £1.052 million from the following sources:

	£'000
Resources previously earmarked for food but where other funding has been made available such as from free school meals grant funding	413
Flexible fund for those in financial hardship (SG grant)	639
Total	1,052

Although councils have discretion regarding the use of the grant for those in financial hardship in their local area, the Scottish Government have issued guidance outlining the parameters within which the funding can be used. Relevant parts of the guidance are provided in Appendix 4 for information, however in summary the guidance for use of the flexible fund to tackle financial insecurity and support households over winter includes the following:

- It should support individuals and families who are experiencing financial hardship as a result of the pandemic, winter and the impact of leaving the EU.
- Councils should adapt to the emerging needs of households, considering an income based and proactive approach to support wellbeing and reduce the need for food aid.
- Can be used to supplement local budgets for Scottish Welfare Fund to meet demand, provide financial support to tackle food insecurity or meet fuel costs, boost local funding for Discretionary Housing Payments or other action to support wellbeing.
- Funding is not restricted under no recourse to public funds (NRPF).

To ensure that these resources as utilised to the maximum effect to support the most vulnerable, officers are proposing the following for use of the £1.052 million of unallocated resources. Proposals have been subject to integrated impact assessments and a more detailed summary of the proposals is included in Appendix 5.

	£'000
Flexible Fund for Financial Hardship	
School clothing grant – winter clothing payment	624
School clothing and equipment fund	50
Fuel poverty support	28
Balance of Funding	
Support for those facing redundancy or are unemployed	250
Mental Health Network	100
Total	1,052

Although individual distributions for the additional £15 million welfare funding as a result of entering tier 4 have yet to be confirmed, based on the distribution methodology agreed by COSLA Leaders in November, the council could expect in the region of £450,000. This funding is intended to help councils respond to any need emerging as a direct result of the Covid-19 restrictions, including access to food or medicine to those at high clinical risk. It has also been confirmed that part of this funding can be used to fund council delivery/administration costs. The council can decide how to use these funds, however it must be within the sphere of social and welfare support

In addition to the welfare funding noted above, there are a number of funding streams announced by the Scottish Government where the individual allocations to local authorities have yet to be confirmed. It should be noted that the majority of the outstanding funding streams are ringfenced to purposes outlined by the Scottish Government. To assist in financial planning, and ensure that resources are effectively deployed to support most in need, it is vital that the distribution of these funds is confirmed as soon as possible. These outstanding funding streams include funding for councils, but also funds intended to be paid directly to businesses and individuals via councils, and are summarised as follows:

Outstanding Funding Streams	£'m
Administration Funding for £500 Self Isolation Grants	0.90
Loss of Income Scheme (estimated value, final amount will depend on Barnett Consequentials from the UK Government)	90.00
Additional Discretionary Housing Payments	3.00
Additional Schools Logistics Funding	30.00
Young Persons Guarantee	30.00
Partnership Action for Continuous Employment	3.50
Self Employed Hardship Fund	15.00
Local Authority Administration Funding for Business Support	5.00
Welfare/Social Support Flexible Funding	15.00
Unallocated Council Tax Reduction Scheme/Social Security Funding	25.00
Total	217.40

Work is ongoing in relation to a number of these streams, most specifically the loss of income and additional school logistics funding. COSLA and Directors of Finance have collated information from councils to help inform distribution, with the council having submitted returns outlining lost income and additional costs. Initial indications suggest that the total amount in the returns from Scotland's 32 councils will be substantially more than the £90 and £30 million available for these purposes. COSLA will be raising with the Scottish Government the issue that totals in the returns from all councils are well above the quantum available. COSLA continue to work with Directors of Finance and councils to highlight the insufficient level of funding provided for specific policy areas.

D.5 Implications for Council Financial Planning

The Council approved detailed revenue budgets for 2021/22 and 2022/23 in February 2020. The budgets are based on a number of income and expenditure assumptions, providing a framework to deliver local services whilst ensuring the council can continue to meet the statutory obligation to have a balanced budget. As demonstrated through the uncertainty of the pandemic, agreement of longer term plans allows the council to minimise the impact of unforeseen circumstances adversely impacting on the general challenge in delivering essential services whilst resources are constrained. In line with other local authorities, and as outlined in the council's approved budgets to 2022/23, West Lothian Council continues to face substantial budget challenges. The council has an approved financial plan but there remains a high level of uncertainty regarding the council's financial position.

In addition to the pandemic and the UK leaving the EU impacting on economic growth, and therefore public sector funding, there are a number of specific risks related to the assumptions in the budget model.

In particular, continued income and expenditure pressures from the Covid-19 pandemic, the level of future pay awards and recurring service budget pressures could all have a substantial negative impact on the council's financial position. Officers continue to review budget model assumptions in line with developments and announcements. Information contained within the UK Spending Review and the Scottish Budget will be considered when updating the council's financial plans to 2022/23.

E. CONCLUSION

The Chancellor's UK Spending Review set out what the UK Government will spend on public services in 2021/22 as well as providing an update on the UK economy and forecasts for public finances from the OBR. It did not include any tax announcements and was limited to one year, with a detailed UK Budget anticipated for Spring 2021.

The Covid-19 pandemic has required substantial investment in public services. The report provides an update on the Barnett Consequentials forthcoming from the UK Government, as well as an analysis of funding announcements where individual allocations to councils have yet to be confirmed. Currently the council has £1.052 million of unallocated Covid-19 resources and Council Executive is asked to consider the allocation of this sum.

The continued uncertain economic outlook, and its effect on public sector expenditure, emphasises the importance of the council having a robust financial strategy. This strategic and integrated approach to corporate and financial planning helps the council to ensure that outcomes are achieved and balanced budgets are delivered.

F. BACKGROUND REFERENCES

Spending Round Statement 2020 – Published on HM Treasury website

2020/21 General Fund Revenue Budget – Month 6 Monitoring Report – Report by Head of Finance and Property Services to Council Executive on 17 November 2020

Equality Integrated Impact Assessments

Appendices/Attachments:

Appendix 1 – Analysis of UK Government Barnett Consequentials and Confirmed Funding to Local Government for Covid-19 Response

Appendix 2 – Covid-19 Grants and Support Delivered by Local Government

Appendix 3 – Allocation of Confirmed Funding for Covid-19 Pandemic Response

Appendix 4 – Guidance to Local Authorities to Tackle Financial Insecurity and Support Households with Food and Fuel over the Winter

Appendix 5 – Proposals for Allocation of Financial Hardship and Balance of Funding

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Donald Forrest
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15 December 2020

Appendix 1 – Analysis of UK Government Barnett Consequentials and Confirmed Funding to Local Government for Covid-19 Response

Breakdown of Total Consequentials to Scotland from UK Government	£'m	Additional Information
Public Services		
Health services	1,174	Committed by SG to NHS Boards and health and social care partnerships
Health – planning for a second wave	250	Announced on 24 July
Personal Protective Equipment	865	Announced on 24 July
Local authorities	381	Includes £21 million for homelessness (of which £9 million is capital) and £49 million announced on 2 July
Railway services	448	Committed to rail services in Scotland
Schools & Department for Education	81	Committed to school funding announced in July
Jobs for a new decade	21	
Other	47	
Total	3,267	
Business Support		
Business support grants	1,206	
Business rates relief	1,047	
Charity support	55	
Cultural recovery fund	97	Commitment to pass to the sector in full
Other	10	Includes £8 million for zoos and £2 million for historic royal palaces
Total	2,415	
Individuals		
Local authority hardship fund	49	Was incorporated in Communities Fund announced in April
Total	49	
Subsequent Announcements		
Estimate for local government loss of income scheme	90	
General uplift in guaranteed consequentials	695	From 24 July announcement - no detail on the policy area to which these consequentials relate
General uplift in guaranteed consequentials	684	From 9 October announcement - no detail on the policy area to which these consequentials relate, although announced alongside further business support in England
General uplift in guaranteed consequentials	1,000	From 5 November announcement - no detail on the policy area to which these consequentials relate, although announced alongside furlough and self employed support
Total	2,469	
Total	8,200	

Confirmed Covid-19 Funding to Local Government	£'m
Funding directly to support local government (not ringfenced)	
CF – Hardship Fund	50.00
UK consequentials relating to local government	155.00
Additional UK consequentials relating to local government	49.00
Total	254.00
Funding to support individuals, families & communities	
CF – Food Fund (April)	30.00
CF – Scottish Welfare Fund (first tranche)	22.00
CF – Addressing financial hardship (was Welfare Fund second tranche)	20.00
Discretionary Housing Payments	5.00
CF – Discretionary Housing Payments (was Welfare Fund second tranche)	3.00
Free school meals and community food (June)	27.60
Free school meals for October, Christmas and February holidays	6.95
Total	114.55
Funding for education recovery	
Additional teaching and support staff	50.00
Digital inclusion revenue and capital funding	25.00
Education recovery logistics funding	20.00
Education recovery logistics funding – ringfenced for further costs	30.00
Additional teachers (second tranche)	30.00
School transport capital funding	1.50
Total	156.5
Funding for economic recovery	
Regeneration and town centres capital funding	30.00
Bus priority rapid development fund (capital)	10.00
Total	40.00
Test and protect funding, public health and supporting people	
Additional funding for death registration service	0.60
Test and protect funding (support for people)	0.52
Test and protect funding (support for people extension to 11 January 2021)	0.08
Administration for £500 self isolation grants	0.91
Outbound calling	2.27
Total	4.39
Council Tax Reduction and social security	
Council Tax reduction	25.00
Unallocated	25.00
Total	50.00
Health and social care funding for local mobilisation plans	
First tranche	50.00
Second tranche	33.00
Third tranche (29 September)	67.00
Total	150.00
Other	
Loss of income scheme (estimated)	90.00
Young person's guarantee	30.00
Environmental health officers	2.90
Partnership Action for Continuous Employment (PACE)	3.50
Total	126.4
Total to Local Government	895.8

Appendix 2 - Covid-19 Grants and Support Delivered by Local Government

Policy area	Admin funding Provided to councils
First tranche of business grant support (£1.2 billion)	No
Free School Meals & Community Food April to September (£30 million + £27.6 million)	No
Business Closure Grant Scheme (£16.9 million to 2 November)	No
Business Hardship Grant Scheme (£11.1 million to 2 November)	No
Business Contingency Fund (£11 million to 2 November)	No
Support for businesses with furloughed employees (£9 million top-up until 2 November)	No
Business support past 2 November (Strategic Framework Grants)	No
£500 self-isolation payments	Yes
Outbound calling to those isolating	Yes
Test and Protect - contract tracers	Yes
Support for People Teams/Shielding calls	Yes
Scottish Welfare Fund (additional £22 million)	No increase
Addressing poverty, financial instability etc (£20 million)	No
Discretionary Housing Payments (additional £8 million for 2020/21)	No increase
Council Tax Reduction Scheme (additional £25 million for 2020/21)	No increase
Free School Meals for October, Christmas and February (£6.95 million)	No

Appendix 3 – Allocation of Confirmed Funding for Covid-19 Pandemic Response

Scottish Government Funding	Value £'000	Amounts Allocated £'000	Outstanding Balance £'000	Description of Use of Funds
Funding Directly to Support Local Government				
Hardship Fund	1,687	1,517	150	<p>£'000</p> <p>Educational & Play Materials for Vulnerable Families 30</p> <p>Increase Section Payments 70</p> <p>Increased SDS for Children with Complex Disabilities 60</p> <p>Increase in General SWF 400</p> <p>Increase in SWF (home items) 50</p> <p>Additional School Clothing Grant for CTRS Applicants 200</p> <p>Increase in Discretionary Housing Payments 250</p> <p>Community Food Grant 150</p> <p>Third Sector Hardship Fund 327</p> <p>From the previously allocated funds there are available resources of £150,000 for free school meal holiday provision which was able to be funded by specific free school meal funding.</p>
£155 million Barnett Consequentials	5,228	5,228	0	Being used to help fund overall council spending, including the projected overspend in 2020/21.
£49 million Barnett Consequentials	1,653	1,653	0	Being used to help fund overall council spending, including the projected overspend in 2020/21.
Funding to Support Individuals, Families & Communities				
Scottish Welfare Fund Top Up	712	712	0	Current spend to date is £542,550 with the forecast that funding will be spent in full providing supplies to the increasing number of families facing financial hardship as a result of the pandemic.
Food Fund	1,045	1,045	0	<p>£'000</p> <p>West Lothian Food Bank 280</p> <p>The Larder 41</p> <p>Kidzeco 7</p> <p>West Calder and Harburn CDT Food Fund 3</p> <p>Homeaid 3</p> <p>Broxburn Family Centre Food Fund 2</p> <p>Food Network Funding 3</p> <p>Youth Action Project 1</p> <p>Payments to Individuals (actual payments are greater at £793,000) 705</p>

Scottish Government Funding	Value £'000	Amounts Allocated £'000	Outstanding Balance £'000	Description of Use of Funds
Additional Food Funding for Vulnerable Groups	444	444	0	£363,960 has been paid to individuals and £79,783 to West Lothian Food Network.
Free School Meals (July to August)	505	505	0	Applied to summer holiday free school meal costs.
Free School Meals (October to February)	279	279	0	Will be used for free school meals provision including direct payments.
Discretionary Housing Payments (DHP)	679	679	0	This earmarked funding can only be used for the purposes of funding additional costs.
Additional £5 million DHP	146	146	0	This earmarked funding can only be used for the purposes of funding additional costs.
Flexible Fund to Support Individuals at Financial Risk	639	0	639	Focus of funding is to assist families and individuals facing poverty as a result current circumstances. Guidance has been received on how this funding can be used.
Funding for Education Recovery				
£80 million School Staff Funding – Teachers	1,749	1,749	0	Additional funding allocated to schools to provide additional teaching resources in the primary and secondary sector during academic year 2020/21 to support the return to school and help children recover any lost ground.
£80 million School Staff Funding – Non Teaching Staff	194	194	0	Additional funding allocated to schools to provide additional support staff in primary and secondary sector during academic year 2020/21 to support the return to school and help children recover any lost ground.
£20 million School Logistics	708	708	0	Applied to additional schools cleaning costs within Facilities Management in Operational Services.
Capital School Transport	45	45	0	Funding will be used to provide operators with the opportunity to be reimbursed for costs associated with Covid-19 to safely maximise capacity on school transport and to provide reassurance to pupils, parents, carers and school transport staff. Allocation process has been agreed and operators will be advised on the maximum amount they can claim.
Digital Inclusion – Devices and Connectivity	845	845	0	Funding was used as soon as possible to ensure that children and young people were not further disadvantaged by digital exclusion should they require access to digital resources in order to engage fully with the school curriculum from August. Funding was used to purchase notebooks, Wi-Fi routers and data packages.

Scottish Government Funding	Value £'000	Amounts Allocated £'000	Outstanding Balance £'000	Description of Use of Funds
Funding for Economic Recovery				
Capital Town Centre Fund	658	658	0	Allocation process was agreed with the deadline for applications being 27 November. Once distribution to applicants has been agreed, they successful applicants will be notified. The objective is for all projects to be agreed by the end of December as funds have to be fully committed by March 2021 and complete by August 2021.
Spaces for People Initiative	602	602	0	Nine packages of measures have been identified to help with social distancing. Four packages are complete with all
Test and Protect Funding, Public Health and Supporting People				
Registration Services Extra Hours	20	20	0	Registration Services moved to seven day provision, including public holidays, from 6 April to 28 June. Funding fully utilised to cover cost of additional provision.
Support for Environmental Health	71	71	0	Will be used to cover additional council environmental health costs in 2020/21 and 2021/22. Four packages are complete with all remaining packages scheduled to be complete by December 2020.
Test and Protect Funds: Support for People	20	20	0	Will be used to assist with £500 self isolation payments to those who cannot work as they have been contacted by test and protect and asked to self isolate.
Test and Protect Funds: Outbound Calling	76	76	0	Will be used to assist with £500 self isolation payments to those who cannot work as they have been contacted by test and protect and asked to self isolate.
Council Tax Reduction Scheme				
Funding for Council Tax Reduction Scheme (CTRS)	760	760	0	Funding to assist councils in meeting the increased costs of the CTRS in 2020/21. This funding does not cover the full overspend in CTRS that is currently being projected for 2020/21.

Scottish Government Funding	Value £'000	Amounts Allocated £'000	Outstanding Balance £'000	Description of Use of Funds
Health and social care funding including funding for local mobilisation plans				
Mental Health and Emotional Wellbeing Services	383	383	0	Children and Families Strategic Planning Group, who is responsible for integrated children's service planning, are using this funding to expand current service provision to meet identified needs. Will be used to meet increased referrals relating to the mental health and wellbeing of children and young people as a result of Covid-19.
Funding to West Lothian Health and Social Care Partnership	3,789	3,789	0	Funding has been used to cover additional costs incurred in social care services for adults and the elderly over the period. This includes sustainability payments to local care homes (staffing, PPE, voids), increased capacity in care homes to support intermediate care and hospital discharges, a higher hourly rate and payment for additional PPE costs for care at home providers, lost income from client contributions and resident recoveries and other miscellaneous costs such as IT and additional transport.
Social Care Living Wage Uplift	214	214	0	Funding to pay for the additional costs of living wage uplift for care providers in 2020/21.
Total	22,872	22,083	789	

Council Resources	Value £'000	Amounts Allocated £'000	Outstanding Balance £'000	Description of Use of Funds
Funds Identified for FSM: – £202,000 Pupil Equity Fund – £175,000 Holiday Lunch Clubs <i>Original allocation included £150,000 from Hardship Funding which is excluded from here to prevent double counting</i>	377	114	263	Council Executive agreed funding was to be used to provide food support, of which £254,000 was estimated for free school meals for the remainder of 2020/21 school holidays. The Scottish Government then provided additional funding for free school meals so the full amount not required. The Scottish Government has committed funding for meals during holidays until Easter. It has been agreed that the funding will be fully used to make a payment to those entitled to free meals at Christmas. This means that the cost of £114,000 incurred providing meals in September and October holidays is not covered by the grant funding and will have to be funded from this allocation.
Surplus in General Fund Balance	994	994	0	Being used to help fund overall council spending, including the projected overspend in 2020/21.
Total	1,371	1,108	263	

Scottish Government Funding Directed through Local Government	Value £'000	Amounts Allocated £'000	Outstanding Balance £'000	Description of Use of Funds
Business and Self Employed Support Facilitated by Local Government				
Self Employed Hardship Fund	303	303	0	Initial payment to individuals who started their business in the 2019/20 tax year and who are suffering financial hardship due to Covid-19. To date 150 payments have been made.
Business Closure Fund	590	590	0	Grant available to hospitality and other businesses required to close by new and extended restrictions between 9 October and 2 November.
Business Hardship Fund	110	110	0	Grant available to hospitality and other businesses required to close by new and extended restrictions between 9 October and 2 November.
Business Contingency Fund – Soft Play and Nightclubs	230	230	0	Grants available to support soft play centres and nightclubs impacted by the Covid-19 restrictions.
Furlough Support Fund	310	310	0	Grants available to support businesses mandated to close or modify operations by the additional restrictions for the period between 9 October to 31 October 2020.
Small Business Grant	27,432	27,432	0	One off funding in 2020/21 to support businesses. The scheme is designed to mitigate the impact of Covid-19 on businesses and is seen as a measure to protect jobs, prevent business closures and promote economic recovery. The scheme was available to businesses with a particular rateable value or where they operated in a particular sector.
Transitional Support Fund for Childcare Providers	376	264	112	53 grants paid to Early Learning and Childcare providers to help them in their recovery following lockdown. As outlined in the grant award letter, the balance not allocated has to be repaid to the Scottish Government as grant applications have now closed.
Discretionary Fund for Businesses	1,056	1,056	0	Funding for businesses experiencing financial challenges as a result of restrictions, with specific consideration of those who have been without financial support since October.
Total	30,407	30,295	112	

Appendix 4 - GUIDANCE TO LOCAL AUTHORITIES TO TACKLE FINANCIAL INSECURITY AND SUPPORT HOUSEHOLDS WITH FOOD AND FUEL OVER THE WINTER

BACKGROUND

The combined impact of colder weather, rises in unemployment and losses in income due to the COVID pandemic, the continuing restrictions to control the spread of COVID-19 and the uncertain impact of EU Exit will likely increase levels of financial hardship.

Local authorities will be able to use their allocation from this package of resource to flexibly and pragmatically meet a range of needs related to financial hardship. Measures that strengthen household budgets are encouraged as far as possible, to reduce the need for food aid and other charitable provision of essentials. However, it is recognised that access to alternate provision such as a voucher, food parcel or meal, fuel voucher, or other direct support will be preferred or more appropriate in some circumstances.

Local authorities have shown leadership in providing and coordinating local responses alongside third sector and community organisations and local businesses. The National Helpline and local helplines will continue to play a key role in ensuring that those who need help are able to access the full range of support services available locally. This should act as a single gateway to financial, material and social support by seamlessly connecting services and offerings across sectors, and providing pro-active outreach to the most at-risk groups.

As we navigate the [routemap for moving out of lockdown](#) using [Scotland's Strategic Framework](#) the responses will continue to evolve. Separate flexible funding is in place to support local authorities during Tier 4 restrictions to support households at risk to access food and other essentials.

FUNDING TO SUPPORT DELIVERY

Local authorities will be able to use £20 million to:

- Supplement local budgets for the Scottish Welfare Fund or Discretionary Housing Payments
- Provide financial support to tackle food insecurity or meet fuel costs, or alternate provision where this is more appropriate or is the preference of individuals themselves
- Other activities and services, as necessary, to support individuals to overcome financial crisis and support wellbeing.

GUIDING PRINCIPLES

A series of guiding principles has been developed to support local thinking about how funding can best be targeted and deployed. These principles are as follows:

- **Joined-up and proactive** – the investment in local and national helplines has brought together key public and community services to ensure that people experiencing hardship are easily able to access a full range of financial, material and social support. Ensuring the services available are up to date and that seamless referrals are in place between organisations and services will help to meet whole needs, taking a 'no wrong door' approach.

Proactive engagement and action to support household's known to be financially at risk, including those who are waiting for Universal Credit, will help to reduce stress and the need for crisis support.

- **Money advice** – getting money advice can help people make the most of their budgets and avoid financial difficulties. Reduced and insecure household income is leading people who previously would not have required it to seek advice. Access to money advice should be offered at the earliest opportunity be that through local authority funded money advice services or the Scottish Government's Money Talk Team income maximisation service delivered by the Citizens Advice Network in Scotland. This will help to maximise incomes, ensure households are in receipt of all the entitlements they are eligible for, and reduce financial insecurity.

- **Scottish Welfare Fund** – where a household is experiencing an income crisis, an active referral to the Scottish Welfare Fund should ordinarily be the priority, with wider support wrapped around. Local authorities are able to supplement Scottish Welfare Fund budgets to ensure that demand is met in full.

The regulations governing the Scottish Welfare Fund allow a local authority to make more than 3 crisis grant payments to an individual in a 12 month period if it considers there are exceptional circumstances. The Scottish Government has written to practitioners to note that the current circumstances are considered to be exceptional. Cascading this information to across services and partner organisations will help to ensure that people who may be eligible receive support. In particular, promoting the availability of crisis grants to organisations that refer people to food aid providers will help to reach people experiencing hardship.

It should be noted that EU nationals do not fall within the group of people to whom 'no recourse to public funds' applies, for the purposes of applying to the Scottish Welfare Fund.

Crisis grants may be an important source of support to individuals who are not eligible for a Self-Isolation Support Grant.

The Scottish Welfare Fund Guidance remains the primary source of information on administering the Fund: <https://www.gov.scot/publications/scottish-welfare-fund-statutory-guidance-2019/>

- **Income based responses** – Local authorities should consider income-based responses but have the discretion to respond based on preferences and needs of households and individuals. There will be circumstances in which an income based approach may not be suitable, including where there is household debt where payments into bank accounts can be absorbed by unauthorised overdrafts, or domestic violence or coercion.

Scottish Government note that strong stakeholder representations have been made that direct financial transfers offer choice, accessibility and discretion in a way that vouchers or other in-kind delivery approaches may not.

Local authorities can provide financial support in addition to statutory schemes, in order to support those who may not otherwise be entitled such as people with No Recourse to Public Funds (NRPF), or to intervene earlier when a household is known to be financially at risk. This includes making payments using social work powers under s12 of the Social Work (Scotland) Act 1968 or s22 of the Children (Scotland) Act 1995. Local authorities may also want to consider the power to advance wellbeing under s20 of the Local Government in Scotland Act 2003.

Vouchers may in some cases be a suitable alternative to direct financial transfers. Local authorities may want to identify the key referral partners to food aid providers and work with them to provide a voucher in place of or alongside a food bank referral where appropriate, as outlined by the Independent Food Aid Network: <https://uploads.strikinglycdn.com/files/46d3a45f-37b9-45b3-bb21-ffc90e410d16/Use%20of%20Vouchers%20by%20Food%20Banks%2030.09.20.pdf>

- **Appropriate food provision** – some households may experience financial barriers and physical or digital barriers to accessing food concurrently. When a household would prefer direct access to food alongside income based support, care should be taken to understand dietary and cultural needs, and the nutritional quality of food. Reducing the need for food aid through money advice and income based interventions should remain a priority.

Where people do not have ready access to cooking facilities, such as those who are rough sleeping or being housed in temporary accommodation, the provision of meals and prepared food, rather than money to buy food, may be most appropriate.

Food can be provided through public sector catering services or in partnership with community food organisations. Food Standards Scotland can be contacted for further advice: dietpolicy@fss.scot

Nourish Scotland and the Dignity Peer Network have produced advice on how to maintain dignity in community food provision: www.nourishscotland.org/projects/dignity/

- **Support with fuel** – Local authorities may want to contact energy suppliers to help arrange short term support for households who are struggling with energy costs. **As of 15 December 2020** new requirements will be introduced for electricity/gas suppliers to identify pre-payment meter customers who are self-disconnecting and offer short-term support as well as to enhance support to all customers who are facing financial difficulties including setting debt repayment rates based on the customer's ability to pay. Any financial support provided by suppliers is likely to require to be repaid so this may not always be appropriate, local authorities may therefore wish to utilise resource from this financial insecurity funding to provide support.

Local authorities can utilise the flexibility in funding to directly top up pre-payment meters. National organisations such as the Fuelbank Foundation and Home Energy Scotland are able to provide same-day remote top-ups, which can form part of a wider referral pathway incorporating advice on managing bills and switching suppliers. More information on how to partner with the Fuelbank Foundation is contained in Annex A. Further to this, local authorities may want to consider providing direct assistance to others who pay in advance for their fuel, such as those reliant on physical fuel deliveries, e.g. oil or lpg, who are experiencing financial difficulties

Additional consideration should be given to households who may require a higher level of energy to heat homes including Gypsy / Traveller communities with low insulation in trailers and amenity blocks. Thought should also be given to the likely higher costs associated with keeping spaces ventilated and warm to avoid indoor transmission and whether direct support is appropriate.

- **Discretionary Housing Payments** – households that are in receipt of housing benefit or the housing element of Universal Credit may be eligible for a discretionary payment to assist with shortfalls between rent charged and benefit support provided. This is in addition to mitigating the cost of the bedroom tax. Local authorities are able to use this resource to supplement Discretionary Housing Payment budgets.
- **Wellbeing approaches** – in addition to income based support and the direct provision of essentials, the whole needs of a household should be considered – in particular the social and cultural needs of people. Taking the time to build relationships will help to tackle isolation, support mental health and identify wider needs.

It is recommended that local authorities consider what action is needed to maintain the wellbeing of people who are less engaged with services and those with complex needs, across their communities with careful consideration to the intersecting challenges. Working with community organisations can provide a range of benefits and enhance this support.

Appendix 5 – Proposals for Allocation of Financial Hardship and Balance of Funding

Description	Support Provided	Target Group	Governance	Value £'000
Flexible Fund for Financial Hardship				
School clothing grant – winter clothing payment	Additional one off payment of £80 to all children who have received a school clothing grant in academic year 2020/21 up to 31 December, which is anticipated to be 7,800 children. Parents and guardians would receive the additional payment in their bank accounts in January 2021.	Families in receipt of school clothing grants up to 31 December 2020.	Local Government in Scotland Act 2003 section 20 and Children (Scotland) Act 1995 section 22.	624
School clothing and equipment fund	Additional resource allocated to all schools for a clothing and equipment fund to support households on reduced income with clothing, footwear and equipment, based on the needs of individual pupils.	Pupils in schools in need of assistance.	Local Government in Scotland Act 2003 section 20 and Children (Scotland) Act 1995 section 22.	50
Fuel poverty support	To support low income households in danger of disconnection due to arrears with utility provider. Support by the Anti-Poverty Service energy advisers through financial health checks, consideration of price tariffs, suggestions on ways to reduce fuel consumption and support to engage with energy providers to agree a repayment plan. In addition, a fuel voucher of £50 can be given to help towards any reconnection costs or emergency top ups.	Individuals and families experiencing fuel poverty.	Local Government in Scotland Act 2003 section 20 – power to advance wellbeing. Welfare Funds Scotland Act 2015 (occasional financial assistance to meet a short term need).	28
Balance of Funding				
Support for those facing redundancy or are unemployed	Funding will be used to provide job support and training grants in 2020/21 and 2021/22. Staffing resource to administer the grants and job support is being funded through the Youth Guarantee Scheme and additional Partnership Action for Continuing Employment (PACE) funding. Support that will be delivered through this funding includes providing correct advice to help people looking for employment and supporting upskilling and training to help them re-enter the job market.	Individuals and businesses facing unemployment and redundancy.	Local Government in Scotland Act 2003 section 20 – power to advance wellbeing. Economic activity in West Lothian also governed by Jobs Task Force approved by Council Executive in June 2018.	250
Mental Health Network	Funding to support the formation of a Mental Health Providers Network including funding to support a third sector partner to coordinate the network, funding for one development worker for two years and a development budget. The network will help collaborative working between all agencies providing mental health support.	Third Sector and Community Groups	Local Government in Scotland Act 2003 section 20 – power to advance wellbeing.	100
Total				1,052

DATA LABEL: PUBLIC



COUNCIL EXECUTIVE

**0.326 HECTARES (0.806 ACRES) AT BURNHOUSE INDUSTRIAL ESTATE, WHITBURN
PROPOSED SALE TO GROUND EQUIPMENT HIRE LIMITED**

REPORT BY HEAD OF FINANCE AND PROPERTY SERVICES

A. PURPOSE OF REPORT

To seek Council Executive approval for the sale of 0.326 hectares (0.806 acres) of land at Burnhouse Industrial Estate, Whitburn to Ground Equipment Hire Limited for £82,000.

B. RECOMMENDATION

It is recommended that Council Executive:

1. Approves the sale of 0.326 hectares (0.806 acres) of land at Burnhouse Industrial Estate, Whitburn to Ground Equipment Hire Limited for the sum of £82,000 subject to the terms and conditions set out in this report.
2. Authorises the Head of Finance and Property Services to carry out any further negotiations with the purchaser in respect of the sale terms of the property, on the basis that any revised terms and conditions still represent the achievement of best value for the council.

C. SUMMARY OF IMPLICATIONS

I	Council Values	Making best use of our resources. Being honest, open and accountable.
II	Policy and Legal (including Strategic Environmental Assessment, Equality Issues, Health or Risk Assessment)	Disposal of property governed by S74 (2) of the Local Government (Scotland) Act 1973 and the Disposal of Land by Local Authorities (Scotland) Regulations 2010.
III	Implications for Scheme of Delegations to Officers	None.
IV	Impact on performance and performance Indicators	This sale will contribute towards the council's 2020/21 approved capital receipts target, and, in doing so, will assist the associated capital receipts performance indicator.
V	Relevance to Single Outcome Agreement	We make the most efficient and effective use of resources by minimising our impact on the built and natural environment.

VI	Resources - (Financial, Staffing and Property)	A capital receipt of £82,000 will be received during the 2020/21 financial year.
VII	Consideration at PDSP	Not applicable.
VIII	Other consultations	The local elected members for the ward have received a copy of this report for their information.

D. TERMS OF REPORT

D1. Background

Ground Equipment Hire Limited (GEHL) own Unit 1 at Burnhouse Industrial Estate, Whitburn and the company has approached officers to discuss the possibility of purchasing the adjacent council-owned land shown cross-hatched in black on the plan at Appendix 1.

The land in question extends to 0.326 hectares (0.806 acres) or thereby and is currently unused scrub land on the periphery of the industrial estate. The council has no operational use for the land and, at present, it represents an ongoing maintenance liability. Due to its nature and location, officers consider this land to be particularly suitable to being developed by the adjoining owner of Unit 1 Burnhouse Industrial Estate.

GEHL are a West Lothian based groundworks engineering contractor with 43 employees and they are seeking to acquire the land to further expand their business operations. In particular, this land would be used by GEHL to provide additional parking facilities and secure yard space.

D2. Proposed Sale Terms

Whilst it is the council's standard practice to advertise land and property on the open market, Council Executive at its meeting on 28 October 2014 agreed that, on occasions, it is appropriate for officers to enter into negotiations for the disposal of property on a one-to-one basis without going to the market. Such circumstances might include selling land to an adjoining owner. In these cases, officers are authorised to undertake negotiations, subject to any final agreement on a disposal being approved by the Council Executive.

Officers consider that a negotiated, off-market sale to GEHL is justified in this instance since GEHL are the adjoining owner and there is no realistic, commercially viable prospect of another party being able to develop the land.

Following a period of negotiation, terms have been agreed in principle between the parties subject to Council Executive approval. Those terms can be summarise as follows:

1. Seller: West Lothian Council
2. Purchaser: Ground Equipment Hire Limited (GEHL) or any other related company nominated by them, or any individual(s) who own the GEHL company.

3. Subjects: 0.326 hectares (0.806 acres) or thereby at Burnhouse Industrial Estate, Whitburn shown cross-hatched in black on the plan at Appendix 1.
4. Purchase Price: £82,000 (eighty two thousand pounds sterling).
5. Other Conditions: 1. The council will provide the purchaser with satisfactory legal title to the subjects.

The proposed sale is not subject to any other suspensive terms or conditions.

The purchaser may, depending upon the intended use, be required to secure planning permission prior to developing the site, however this proposed sale is not conditional upon the purchaser securing planning permission or any other consents.

E. CONCLUSION

It is considered that the terms and conditions set out in this report represent the best terms reasonable obtainable by the council for the sale of this land. Council Executive is therefore recommended to approve the proposed sale to GEHL on the terms set out in this report.

F. BACKGROUND REFERENCES

Council Executive – 28 October 2014 – Policies and practices employed in the management of the council's non-operational property assets

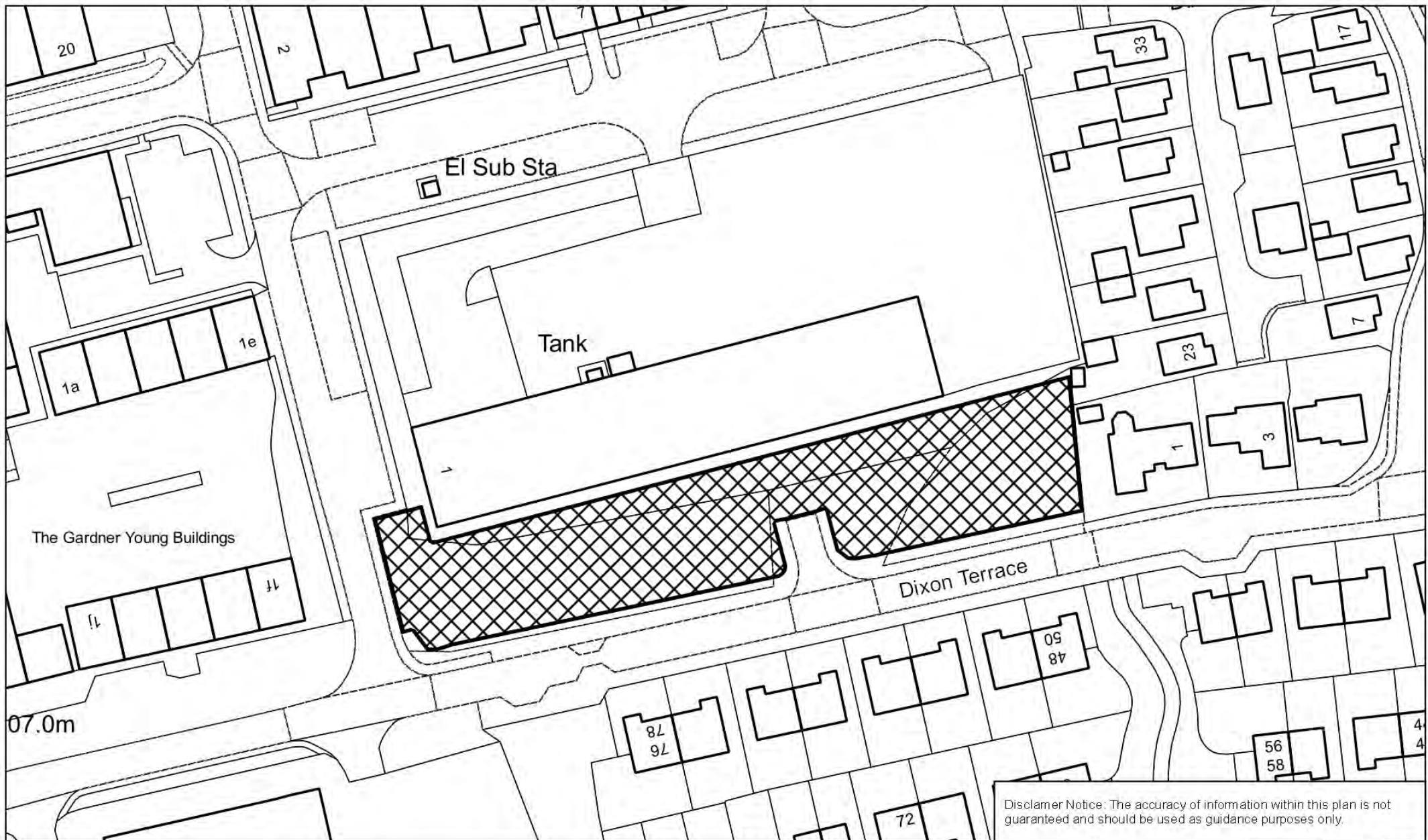
Appendices/Attachments: Appendix 1 - Location plan

Contact Person: Darren Stenhouse, Graduate Property Surveyor

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Donald Forrest, Head of Finance and Property Services

Date of meeting: 15 December 2020



DATA LABEL: PUBLIC



COUNCIL EXECUTIVE

WEST LOTHIAN LOCAL CHILD POVERTY ACTION REPORT 2019/20

REPORT BY HEAD OF FINANCE AND PROPERTY SERVICES

A. PURPOSE OF REPORT

The purpose of the report is to inform the Council Executive of progress on the delivery of the Local Child Poverty Action Report (LCPAR) 2019/20 for West Lothian.

B. RECOMMENDATION

It is recommended that Council Executive approves the draft LCPAR for 2019/20 (as set out in appendix 1) and notes the intention to publish the report on the council website.

C. SUMMARY OF IMPLICATIONS

I Council Values	Focusing on our customers' needs; being honest, open and accountable; providing equality of opportunities; making best use of our resources; working in partnership.
II Policy and Legal (including Strategic Environmental Assessment, Equality Issues, Health or Risk Assessment)	The Child Poverty (Scotland) Act 2017
III Implications for Scheme of Delegations to Officers	None.
IV Impact on performance and performance Indicators	Activities and actions contained in the report will impact on SOA1301_11 Percentage of children in poverty.
V Relevance to Single Outcome Agreement	Outcome 6 – We live longer healthier lives. Outcome 7 – We have tackled significant inequalities in West Lothian society. Outcome 8 – We have improved the life chances for people at risk. Outcome 13 – We take a pride in a strong, fair and inclusive society.
VI Resources - (Financial,	None.

Staffing and Property)

- VII Consideration at PDSP** The proposed format of the report was presented to the Partnership and Resources PDSP on 25 June 2019. The Panel noted the format and no changes were suggested.
- VIII Other consultations** Council Services: Education, Planning, Economic Development and Regeneration, Social Policy. The Anti-Poverty Task Force, Anti-poverty Practitioners Group, Experts By Experience Panel and NHS Lothian

D. TERMS OF REPORT

D1 Background

The Child Poverty (Scotland) Act 2017 sets out ambitious targets for the Scottish Government to significantly reduce child poverty in Scotland by 2030, with interim targets set for 2023. The Act also places a duty on local authorities to work together with health boards to develop, produce and deliver the LCPAR. The report is expected to describe actions taken to address child poverty, including work underway and plans for new actions to reduce child poverty and is expected to be published by the end of June each year.

In March, 2020, Scotland was placed into lockdown in response to the Covid-19 pandemic and all resources were re-prioritised to respond to the pandemic. In May 2020, a joint letter from the Scottish Government and COSLA reinforced their collective commitment to reducing inequality and asserted that “consideration of both the Fairer Scotland Duty and the requirements of the Child Poverty Act should remain at the heart of decisions taken locally, ensuring that those most in need continue to receive support at this challenging time”. They acknowledged that the impact of the pandemic had not fallen evenly across communities and the crisis has served to highlight the impact of longstanding inequalities in Scotland and acknowledged that tackling child poverty has been central in the initial response to the pandemic at both national and local level. The Act requires that reports are produced ‘as soon as reasonably practicable after the end of each reporting year’. It was recognised that local governance arrangements may have been suspended or focused on other action, with officials redeployed to other activities, and so a delay to publication was likely and necessary. Accordingly, local areas were encouraged to use the flexibility within the Act to prepare and publish the report for 2019/20 once they are able.

D2 LCPAR 2019/2020

West Lothian’s 2019/20 LCPAR (Appendix 1) describes existing, new and planned work to reduce child poverty. NHS Lothian, West Lothian Council and members of the Community Planning Partnership Anti-Poverty Task Force have worked together to jointly produce the report.

The Community Planning Partnership (CPP) refreshed its anti-poverty strategy in 2018. The strategy’s overall purpose is to minimise the impact of poverty on the people of West Lothian and reduce the differences in income and life chances

between different parts of the community. The strategy was refreshed to take into account the changing nature of poverty, notably the effects of social security changes and government economic measures, and to consider the challenges which partners, stakeholders and those experiencing poverty face now and in the near future. One of the eight inter-related outcomes is to 'reduce the number of children living in relative poverty'. The LCPAR is clear that actions to reduce child poverty are part of the wider aim to tackle inequalities in West Lothian. Many of the most effective long-term interventions for alleviating child poverty sit with the Scottish and UK governments. The CPP anti-poverty strategy aims to limit the impact these conditions have on reducing the life chances of people in West Lothian. The LCPAR focusses on what can be done locally in West Lothian to maximise income, reduce costs and offer a range of help and support to mitigate the impact of living in poverty for children and families.

Given the impact of the Covid-19 pandemic on local communities and on those who are affected by poverty, the report necessarily acknowledges this in our approach; the challenges are greater and the medium-term policy reviews have been paused. The activities to be undertaken in 2020/21 are informed by the pandemic, what the qualitative and quantitative data is evidencing and what partners consider the priorities to be as part of the Covid-19 recovery. The embedded nature of anti-poverty work as a core part of the West Lothian Community Planning Partnership has provided a basis from which the Covid-informed anti-poverty programme has emerged.

E. CONCLUSION

The report sets out the statutory duty and the scale of the challenge to reduce child poverty in West Lothian. It demonstrates the commitment to work across the Community Planning Partnership to mitigate the effects of poverty. There is a strong focus on interventions and approaches that will impact on reducing child poverty across West Lothian and which specifically reflect the impact of Covid-19 on vulnerable households.

F. BACKGROUND REFERENCES

None.

Appendices/Attachments: Appendix 1: Draft Local Child Poverty Action Report 2019/20

Contact Person:

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Donald Forrest

Head of Finance and Property Services

15 December 2020

Appendix One:

West Lothian Local Child Poverty Action Report 2019/20 (Draft)

Section 1: Setting the Scene

Our first West Lothian Child Poverty Report stated that:

In the short-term, child poverty work will optimise service provision that targets poverty mitigation e.g. income maximisation services, food poverty and insecurity.

In the medium-term, it is intended that a preventive approach to poverty is embedded in partnership plans. Both the Local Outcome Improvement Plan and Children Services Plan are due to be updated in 2019/20 and child poverty will be one of the key issues considered in the plans.

In the longer term, we are working towards a West Lothian where fewer people experience poverty, where no-one experiences destitution and where everyone has the opportunity to build a future free of poverty. Supporting the most disadvantaged in our society to progress and prosper is critical to achieving our vision.

These priorities have not changed. But this report necessarily has to acknowledge the impact that Covid-19 has had on our approach. In short, the challenges are greater and the medium-term policy reviews have been paused. The embedded nature of anti-poverty work as a core part of the West Lothian Community Planning Partnership has provided a basis from which a Covid-informed anti-poverty programme will emerge.

It is important to reiterate the extent to which child poverty work sits within the broader anti-poverty work led by the council's anti-poverty team. The council's anti-poverty work has been guided by plans since 2018. Much of the work in this child poverty report reflects and benefits from the established networks and governance and reporting established to support the anti-poverty work. Work about lived experience, the anti-poverty profile and targeted support for low income families are examples of this work.

1.1 Learning from Best Practice 2018/19

The Poverty and Inequality Commission review of LCPARs emphasised that 2019/20 reports should focus on: the inclusion of lived experience; prioritising actions that have the biggest impact on child poverty; and, ensuring the leadership of partnerships make a clear commitment to tackling poverty.

Feedback from the Improvement Service specifically about the first West Lothian LCPAR suggested action about structures and processes and suggestions about potential new areas of work.

Structures and processes	Progress
Clear commitment to ensure child poverty is considered as part of next year's review of both Children's Service Planning and Local Outcome Improvement Plan. This will no doubt help to ensure the need to tackle poverty is a key consideration at all levels of planning.	This work was being progressed. A member of the Reference Group had been identified as the child poverty liaison with the Children Services Plan development group. Two members of the Reference Group have been heavily involved in the LOIP review.
Establishment of a Child Poverty Reference Group (feeding into Anti-Poverty Task Force) as part of the existing CPP structure, helping to ensure focus on families with	Reduce child poverty is embedded in the draft Children and Families service plan. The reference group is established

children in particular.	
Clear poverty reduction targets	Ongoing and reflected in the key performance indicators
Training for staff on poverty awareness and of the legislation across local partners.	Ongoing and included in this report
Potential new areas of work	
Review of poverty indicators to a) remove indicators without clear relevance to drivers of poverty, and b) disaggregate analysis of poverty indicators with a focus on children and families	a) Complete b) Ongoing with support from NHS Lothian
More consideration of, and demonstration of, the ways in which children and families benefit from anti-poverty initiatives	Ongoing – included in this report
More detail about parental involvement as part of lived experience	Ongoing – included in this report

The West Lothian Child Poverty Reference Group reviewed these findings in its first two meetings and progress is indicated in the table. One of the 2018-/9 actions has been removed as it was not clearly enough related to child poverty.

WL LCPAR 2018-19 action	Progress	Comments
Increase awareness of, monitor uptake of new respectful funeral package	Removed	Not sufficiently targeted at child poverty

There was an opportunity throughout the year to share experiences, understanding and knowledge across a range of activity alongside learning from the publication of a series of evaluations and briefings; all of which supported a deeper knowledge base to help practitioners re-assess and evaluate the priorities and actions going forward.

Attendance at seminars and events:

- a) Poverty Lead Webinars and roundtable discussions 7 May 2019
- b) National conference on local action on child poverty 11 September 2019
- c) Menu for change food poverty conference 2 October 2019
- d) Priceless community health conference 4 November 2019
- e) Child Poverty Information Working Group 4 February 2020

1.2 End of year 2 (2019/20)

The West Lothian Child Poverty Action Report sits within the Community Planning Partnership(CPP) structure as a key responsibility of the Anti-Poverty Taskforce. During 2019, a new Health and Wellbeing Partnership was established within the CPP. The benefit of the CPP links has become apparent in the response to Covid-19 (see section 4 and Appendix 1 below for more detail). The Children' Services Plan and Locality Outcomes Improvement Plan were being updated through 2020 in West Lothian. There was representation from members of the Child Poverty Reference Group in the Children' Services Plan review and in a number of workshops and discussions about the new Locality

Outcomes Improvement Plan; there was also representation in the Rapid Rehousing Transition Plan Strategic Board. Both the reviews have been paused due to Covid-19.



Key poverty-focused plans and strategies

West Lothian Council	Multi-Agency	NHS Lothian
West Lothian Council Rapid Rehousing Transition Plan	West Lothian Anti-Poverty Strategy	NHS Lothian Inequalities Strategy
West Lothian Pupil Equity Fund Action Plan	West Lothian Economic Growth Plan	NHS Scotland Outcomes Focused Plan
West Lothian Jobs Task Force Plan	West Lothian Local Outcomes Improvement Plan	
Raising Attainment Strategy	European Social Fund Employability Pipeline	
WL Jobs Task Force Covid plan	Public Health Priorities for Scotland	
Rapid Rehousing Transition Plan	Children and Families Service Plan	
	Public Health Scotland Strategic Plan 2020-2023	

Some of the actions in the 2018/19 report focused on engagement with partners and stakeholder groups. The participatory budgeting pilot and a major conference about Pupil Equity Funding had been scheduled for March 2020 but was cancelled due to Covid-19.

WL LCPAR 2018/19 action	Progress	Comments
Engage with the review of WL Children's Services Plan to ensure child poverty focus	Ongoing	Progress delayed due to Covid-19

Ensure child poverty considered during review of the Community Planning Partnership	Ongoing	Progress delayed due to Covid-19. But child poverty a major theme in CPP and Anti-Poverty Taskforce Covid-19 work
Embedding advice, support and advocacy as part of prevention work across partnerships	Ongoing	Child poverty is being highlighted within the LOIP review and Children Services Plan. Perhaps this action needs to be revised or retired – to be reviewed by Child Poverty Reference Group

1.3 Lived Experience

There has been good progress made in ensuring that those with lived experience are better heard. This not only helps decision makers understand the impacts on their daily lives but helps us to be clear about what would make a difference and what needs to change. It also helps service to redesign and consider new ways of working. Below is a sample of the ways in which this has been embedded into our practice.

Experts by Experience

An 'Experts by Experience' group has been set up to gather the views of those who have experience, or know of someone, who has experienced poverty in the recent past. The success of the group will create a better picture of poverty in West Lothian and inform our planning to tackle the major issues surrounding poverty.

The Experts by Experience group currently has ten members who provide regular input to the group. The viewpoints of this group are gathered in a variety of ways to suit the needs of the members. These include by telephone, e-mail and face-to face meetings prior to the Covid-19 crisis. During the lockdown period, contact has been maintained with the group with Zoom meetings being offered where appropriate, and continued completion of surveys has been encouraged.

The Experts are encouraged to take part in research, having tested and provided feedback on a new online benefits calculator and budgeting tool, in addition to an interactive map to be made available to West Lothian residents to provide information and guidance to those experiencing food insecurity. The Experts have been provided the opportunity to attend events and assist with raising awareness of poverty, being invited to Challenge Poverty Week events and consultations as well as participating in the Food Poverty conference.

The group have previously taken part in consultations with West Lothian Council's Food Growing Strategy and the Respectful Funeral initiative, and the implementation of the Period Poverty initiative. There has been feedback received on the implementation of the free school meal distribution and £10 payments during Covid-19 lockdown. The consultation sessions allowed the participants to provide their views on the various projects and how plans would impact those in poverty, both negatively and positively.

A number of surveys have also been carried out by the Experts by Experience on a range of subjects where their input was considered as part of the responses to government consultations, such as the Scottish Social Security consultation about the devolved Disability Assistance benefits to be implemented.

Young People: 'Learn, Think, Speak'

It is important that the voices of young people are heard and that they are able to influence actions to reduce the cost of the school day and also speak about the impact of poverty in other areas of their lives. The Anti-Poverty service, in collaboration with the council's Community Learning and Development Youth team, worked with a group of eight teenagers from the Armadale Youth Forum to find out more about young people's lived experience of poverty. This initial group took part in poverty awareness training and one youth ambassador took on a role in co-delivering training in youth clubs across West Lothian. This consultation project ran from October 2019 to January 2020 engaging with a total of 164 young people to hear their views and gather information to inform the ongoing direction of the Anti-Poverty Strategy. The consultation focused on young people's experiences of poverty and deprivation outside of school and 91% said that a lack of money made it difficult for them to take part in activities which led to feelings of isolation and exclusion amongst peers. Socialisation was identified as the main part of life affected by poverty for young people in West Lothian.

Following the consultation period, a short video was filmed with three young people from the Armadale Youth Forum to present the findings and reflect on the approach to the consultation. The young people involved have identified three key words to use going forward when engaging with young people about social issues: Learn, Think, Speak. The next stage was to involve young people in becoming peer advisors to help and support young people to have someone to talk to about issues relating to poverty which were affecting them and their families and to help them access help and support. This project has been put on hold due to Covid-19. Discussions are underway on how this aspect will be moved forward over the coming year.

Service Redesign

Increasing awareness of and access to education maintenance allowance was a key action for 2019/20. Core to this service redesign was to involve both young people and parents who would be most likely to benefit. A project team was set up with a time line to complete for the 2020/21 academic year. The team started by speaking with parents and carers at an engagement event held at a busy shopping thoroughfare, then spent an evening speaking to a group of fifth and sixth year pupils at a local secondary school. The insights gained from these engagements was used to develop a new online form allowing applicants to check eligibility, apply for Education Maintenance Allowance and complete their Learning Agreement digitally. Before going live, the team recruited a group of end users to test the new online platform and provide feedback. Suggestions for further improvements at this stage were implemented before the final version of the online application was released to the public. Feedback from applicants has been very positive with many students confirming that this has been a much easier method of application for them.

Participatory Budgeting

Participatory Budgeting (PB) is usually referred to as 'Community Choices' in Scotland, and is a democratic process which empowers communities to have more say on how resources in their area are used. It is based on the view that communities (which can be a community of interest, a community of identity or community based on place) are best placed to be involved in or make decisions around their own needs. A co-ordinated approach to developing Community Choices in West Lothian will link in with other strategic developments to maximise the positive impact on communities.

Education – Pupil Equity Fund (PEF) - £167,000: A test of change process was developed during 2018/19 and was provided to all schools to support the development of Community Choices. Head Teachers have the authority to decide on the allocation of PEF monies for their school, and Head Teachers had confirmed that £167,268 of PEF in 2019/20 would be allocated to Community Choices. However, to mitigate the impact of Covid-19 the £167,000

PEF funding was redirected within the schools and therefore the community choices processes within schools will now be undertaken in 2020/21.

Social Policy – Children and Families £878,000: New models of accommodation and support for service users post 16 years of age have been identified as a suitable for Community Choices. A public social partnership approach has started within Social Policy with feedback being received to include service users from the start of the design process to support young people coming out of the looked after children process. This process has continued through 2019/20..

Child Poverty Reference Group

The first action in the 2018/19 LCPAR stated that a child poverty reference group should be established. The group (see Appendix 1 for membership) was established with terms of reference that ensure that:

- Actions in the West Lothian Child Poverty Action Report are being followed up
- New ideas and activities are being considered through the year to inform child poverty work in the county
- Members of the group would articulate the needs and voices of their clients to enable them to be heard
- The annual West Lothian Child Poverty Action Report is written and published.
- The group will meet three times every year: September, January and May.

The group met on 1 October and again on 20 January. It had been intended that the group would shape the second West Lothian LCPAR in a more directed way. Covid-19 means this has not happened.

WL LCPAR 2018/19 action	Progress	Comments
To ensure that child poverty work is prioritised, a child poverty reference group will be established during 2019-20.	Achieved	
Experts by Experience group a focus to ensure that all anti-poverty work in West Lothian is informed by people who have used or need services.	Ongoing	
Pilot activities in youth settings to help better inform actions to address child poverty	Ongoing	

Section 2: Picture of Poverty

A key feature of the Anti-Poverty Strategy is the poverty profile. All partners now use the profile as the baseline against which anti-poverty work in West Lothian is measured. The Anti-Poverty Strategy scorecard is included as Appendix 2 in this report. This brief summary highlights a number of issues that have been identified after data analysis by partners. Most of these data were collected before April 2020. Therefore, they do not reflect the impact of the Covid-19 lockdown and associated social and economic impact. There is more detail about the impacts of Covid-19 in section 4. The headline anti-poverty figures show that

- 12% of the West Lothian population are income deprived
- 26% of children experience relative poverty
- 77.8% of working age adults are in work
- 14% of workers earn below the Living Wage
- 23% of residents experience fuel poverty and
- 11% experience extreme fuel poverty

The Campaign to End Child Poverty published updated data on May 2019 which analysed the relative level of child poverty. Latest local estimates place West Lothian's level of child poverty at 24% after housing costs. This represents an increase of 1,200 children between 2015 and 2019.

Table 1: Relative Poverty in West Lothian (Source: End Child Poverty update, 2019)		
	Relative Poverty After Housing Costs	
	Number	%
West Lothian	8,380	23.7
Scotland		24

Food data

At secondary school, free school meal entitlement continues to be associated with area deprivation. But 2019 saw fewer young people claiming free school meals.

Table 2: Free school meal entitlement 2019 (Source: West Lothian Poverty Profile update, 2020)				
Secondary School	Pupils registered for Free School Meals		% registered for Free school meals	
	2018	2019	2018	2019
Armada Academy	154	145	16%	14%
Bathgate Academy	140	124	17%	14%
Broxburn Academy	142	121	16%	14%
Deans Community High School	159	171	17%	18%
Inveralmond Community High School	240	225	24%	22%
Linlithgow Academy	104	87	8%	7%
St Kentigern's Academy	208	222	18%	19%
St Margaret's Academy	155	151	15%	14%
The James Young High School	134	141	12%	13%
West Calder High School	99	90	14%	13%
Whitburn Academy	175	169	23%	21%
West Lothian	1,710	1,646	16%	15%

2,925 foodbank vouchers distributed in West Lothian's wards in the financial year 2018/19. Of these, almost a fifth (517) were distributed in Whitburn and Blackburn, followed by 361 in Bathgate and 342 in Broxburn, Uphall & Winchburgh. 5,885 residents (3,767 adults and 2,118 children) - about 2.1% of the West Lothian population - were the beneficiaries of the food vouchers. Within Whitburn and Blackburn, for example, 8.7% of the child population and 4.8% of the adult population received the help in the form of a food voucher.

Table 3: Foodbank vouchers distributed in West Lothian by Multi Member Ward, 2018/19 (Source: West Lothian Poverty Profile update, 2020)

	No vouchers	Adults	Adults as % of adult popn.	Children	Children as % of child popn.	Total	Total as % of ward popn.
Armadaledale & Blackridge	298	383	1.51%	238	7.19%	621	3.96%
Bathgate	361	446	1.60%	217	4.44%	663	2.81%
Broxburn Uphall & Winchburgh	342	444	1.68%	155	4.34%	599	3.09%
East Livingston & East Calder	263	347	1.42%	218	5.61%	565	2.63%
Fauldhouse & Breich Valley	267	354	1.74%	250	8.67%	604	3.77%
Linlithgow	119	152	0.59%	55	1.79%	207	1.26%
Livingston North	185	242	0.78%	248	5.13%	490	2.09%
Livingston South	296	409	1.41%	255	5.15%	664	2.77%
Whitburn & Blackburn	517	645	4.81%	352	8.73%	997	4.68%
West Lothian	2,925	3,767	2.66%	2,118	5.35%	5,885	3.25%

Antenatal data

A number of questions related to financial issues are included in the antenatal booking appointment. Fewer women were pregnant in 2019/20 than the previous year. In 2019/20, West Lothian women accounted for 19% of all antenatal booking appointments in Lothian. 31% of Lothian women seeking financial assistance were from West Lothian.

And the number of women living in temporary accommodation when first registering their pregnancy, decreased from 85 to 66 in 2018/19. But the proportion of West Lothian women living in temporary housing when registering their pregnancy remains higher than across Lothian as a whole.

	2018/19		2019/20	
	West Lothian	Lothian	West Lothian	Lothian
Total pregnancies	1,943	9,377	1,760	9,030
In temporary housing	85	372	66	331

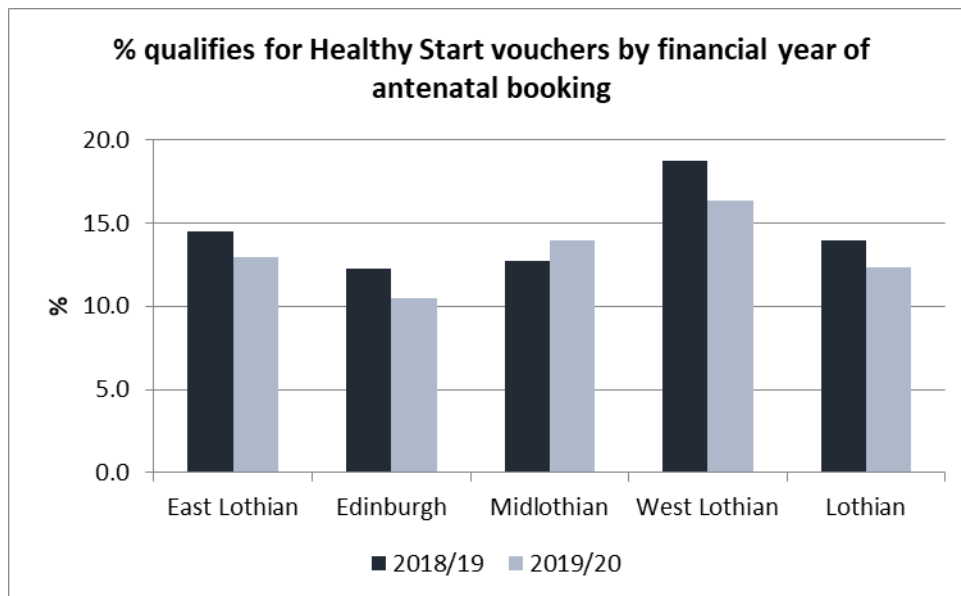
Table 4: Total antenatal booking appointments and temporary housing status (Source LAS, 2020)

A considerably higher proportion of women in West Lothian apply for housing and benefits advice than elsewhere in Lothian. Furthermore, although there were fewer pregnant women in West Lothian in 2019/20 compared to 2018/19, there were more requests for assistance.

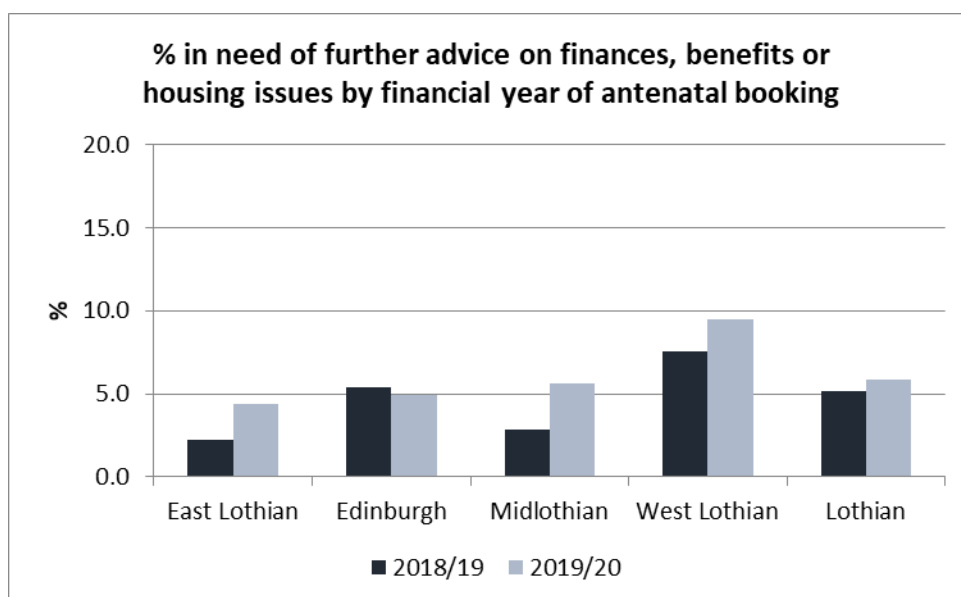
Table 5: Antenatal booking: in need of further advice on finances benefits or housing issues (Source: LAS)

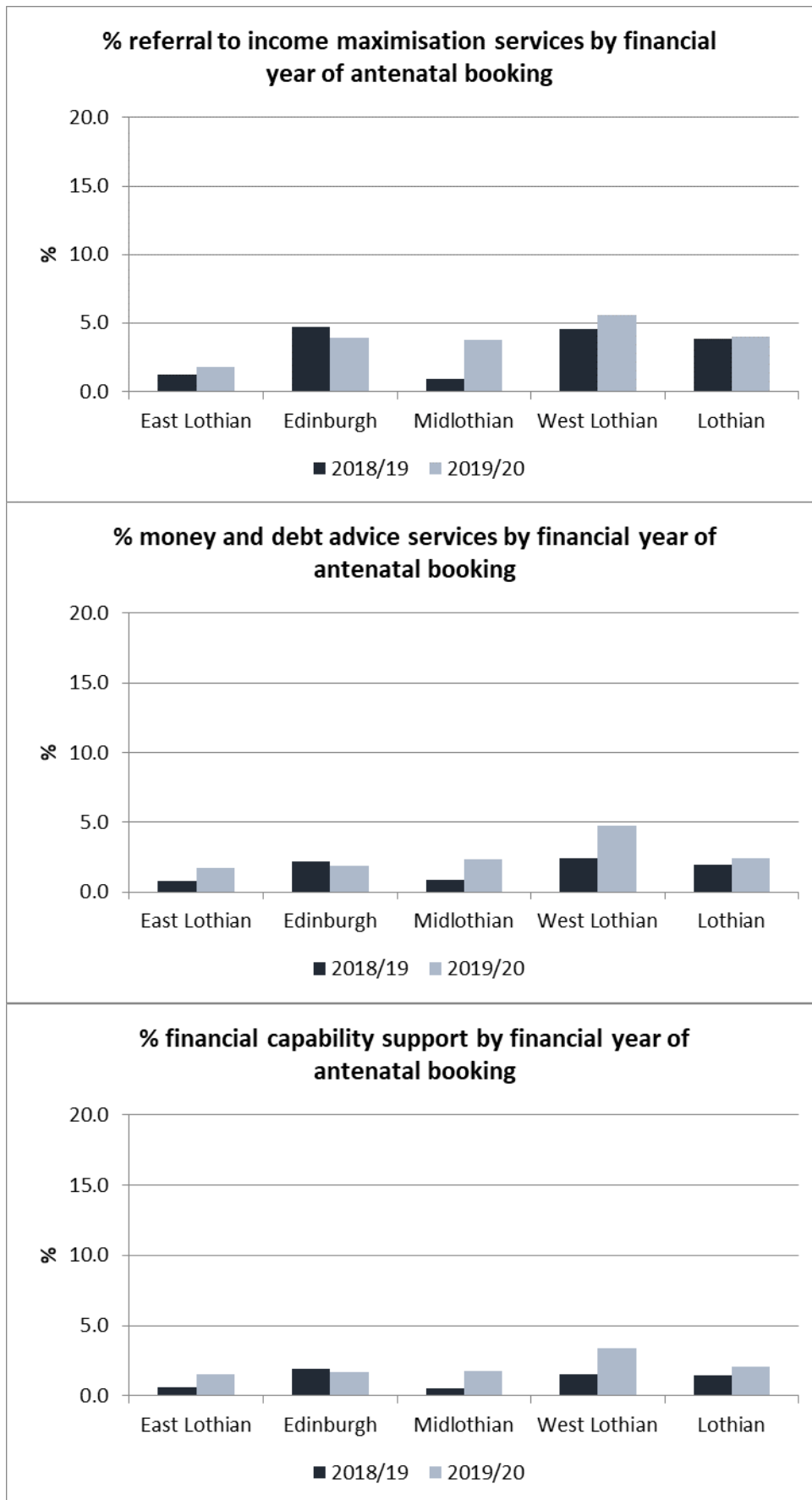
	East Lothian	Edinburgh	Midlothian	West Lothian	Lothian
2018/19	2.2	5.4	2.9	7.6	5.1
2019/20	4.3	4.9	5.6	9.5	5.8

Although the proportion of women eligible for Healthy Start vouchers was lower in 2019-20 than the previous year, women from West Lothian still had greater needs than elsewhere with one in six eligible for vouchers. The decrease in qualifying women also reflects the legacy state of this benefit as it has been replaced by Best Start.

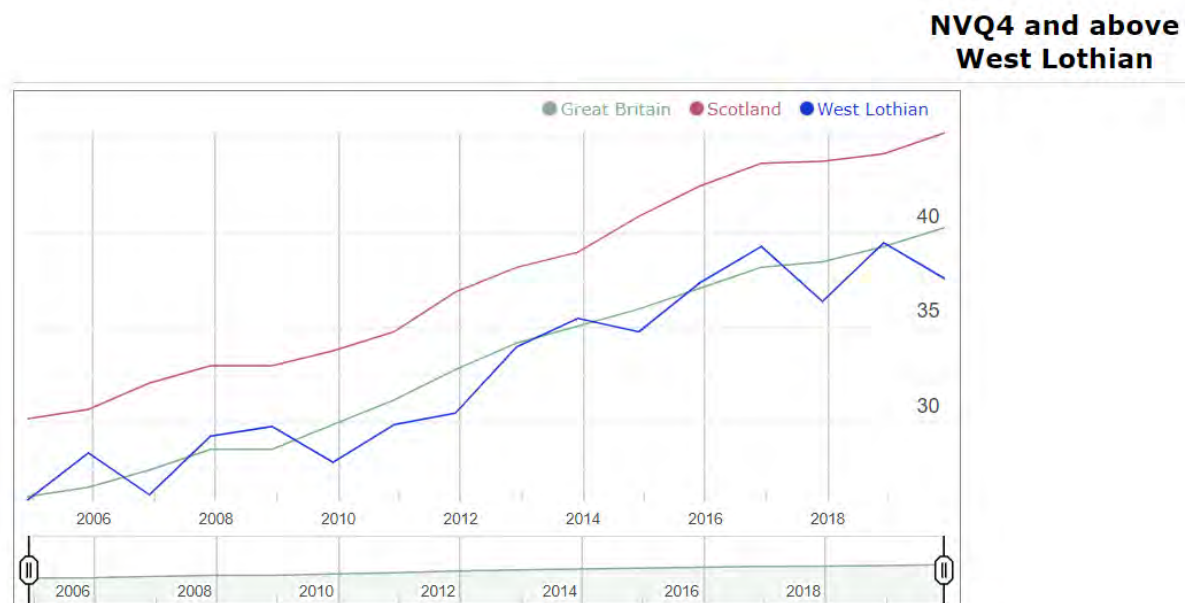


A variety of questions also show that West Lothian women have a greater need for financial support during pregnancy. Between 5% and 10% of pregnant women are referred to a number of support services. It is notable that there is a year on year increase in the numbers in need and referred to support services. In part, this is due to the training and embedding of sensitive conversations around money worries which Midwives and Health Visitors have been trained to have and encouraging pregnant women to take up offers of entitlement and other forms of support.





Pre Covid-19, the West Lothian labour market has been relatively buoyant with a long-term trend of a higher employment rate than the overall figure for Scotland as well as a higher proportion of economically active adults. However, the quality of local jobs and the gross earnings of local residents are consistently lower than the Scotland level. Only 37.6% of the West Lothian workforce is educated to degree level and above compared to 45.37% for Scotland. The educational attainment gap remains consistently below Scotland levels. (Source: NOMIS West Lothian Profile).



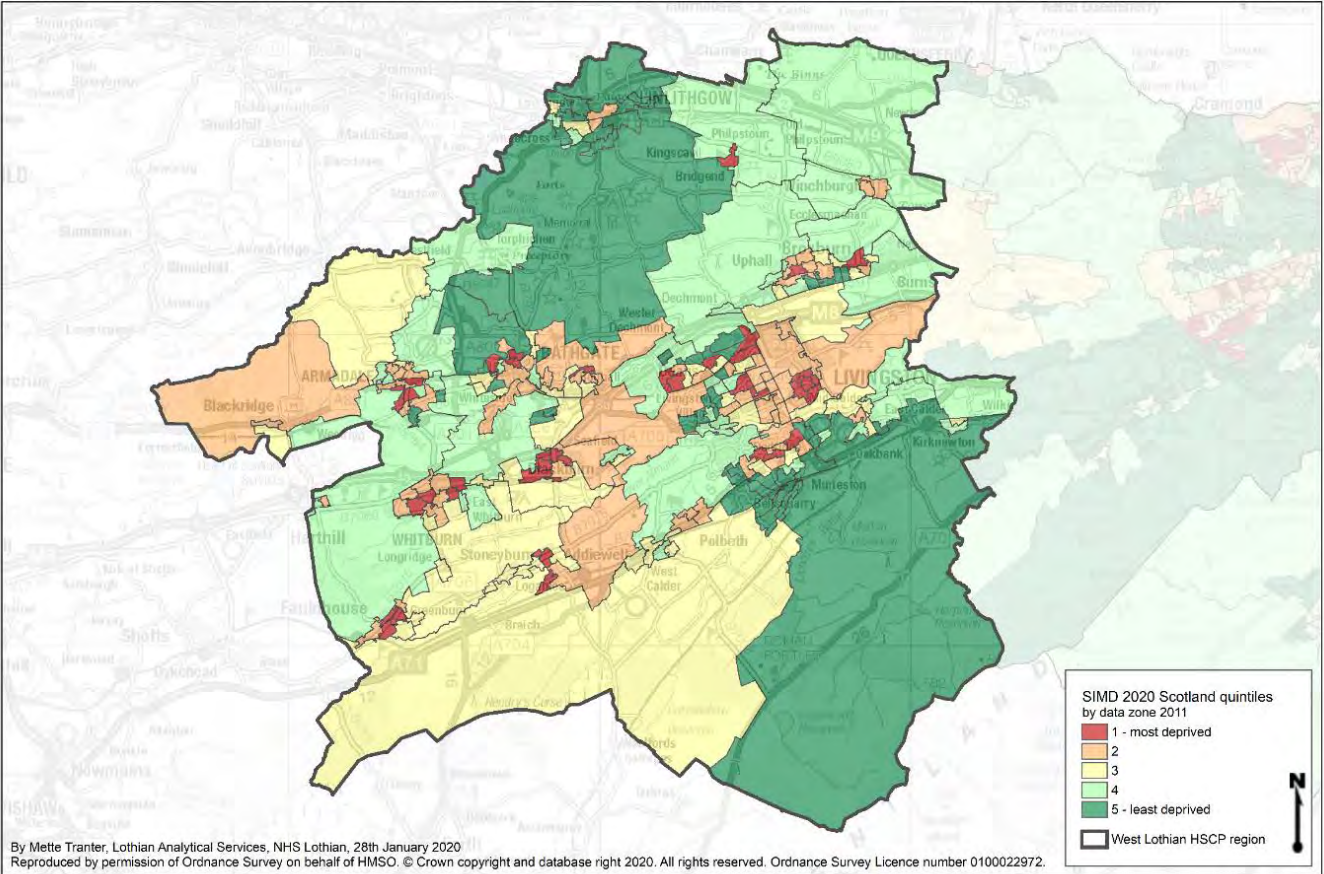
Approximately 16,000 (or 18%) of West Lothian residents earn below the Living Wage. The number of people falling below the living Wage threshold has increased steadily since 2012. (Source: West Lothian Poverty Profile, 2020)

There is strong evidence that poverty is concentrated in areas of multiple deprivation. There are 37 West Lothian datazones in the 20% most deprived in Scotland (marked in red on the map below). These are concentrated in parts of Livingston and further west in communities which have a legacy of heavy or manufacturing industries (see Map 1). These areas show where targeted anti-poverty work is required. But it is also important to note that while 28,475 people live in the most deprived datazones, a further 10,780 people live in datazones that are among the 20% most deprived specifically for either income or employment but not the most deprived quintile overall.

Table 5: SIMD breakdown			
	SIMD 2020 SIMD quintile 5 population	SIMD 2020 Income deprived population	SIMD 2020 Employment deprived population
Most deprived 20% data zones in Scotland in West Lothian	28,475	31,651	27,953

(Source: <https://www2.gov.scot/Topics/Statistics/SIMD>)

Scottish Index of Multiple Deprivation 2020 - West Lothian



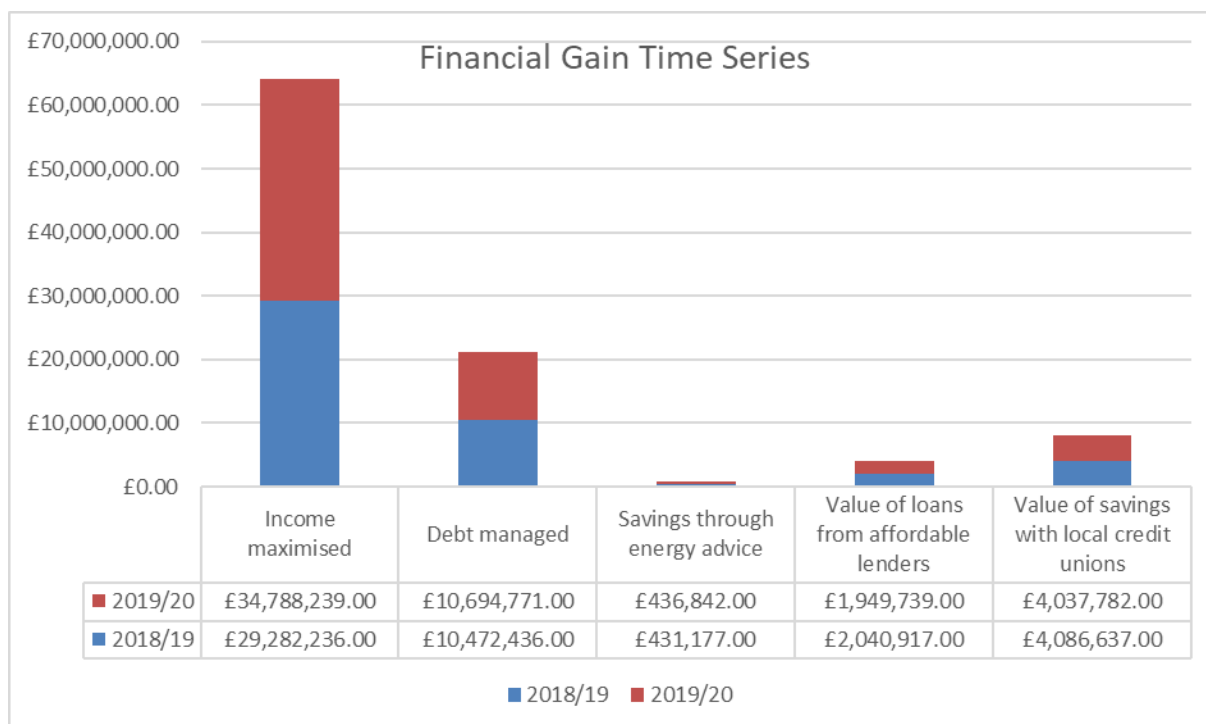
Section 3: Taking Action for Change

Progress of Anti-Poverty Strategy- comparative results across years 1-2		
	2018/19	2019/20
Individuals supported into work, education or training	412	408
Households facing eviction supported to remain in their homes	375	398
Affordable new build homes completed	934	1,170
Local advice outreach sessions available in all multi-member ward areas	21	24
Pregnant women and parents accessing specialist advice and income maximisation	569	701
Individuals able to access advice services through health settings including GP surgeries and St John's Hospital	1,909	1,604

3.1 Driver 1: Income from Employment

WL LCPAR actions	2018/19	Progress	Comments
Promote the Living Wage and accreditation and address any barriers to take up		Ongoing	Responsibility for this work has been transferred to the WLC Business Development team,
Develop, pilot and evaluate Men n2 Work and further develop Women n2 work to support clients for whom English is not their first language.		Ongoing	SG funding for Men2Work and Women2Work. Opportunities to develop support that targets specific population groups e.g. mums returning to work

There was a 16% increase in income maximised between 2018/19 and 2019/20 and a broadly similar amount of debt managed and energy savings achieved across the two years. The level of savings with local credit unions and loans provided by affordable lenders has also been consistent over the two year period.



3.2 Driver 2: Costs of Living

WL LCPAR actions	2018/19	Progress	Comments
To widen the mapping exercise to include third sector and NHS to fully understand range of activity, reduce duplication and focus on actions which work		Ongoing	Mapping had started before Covid-19 lockdown
Map all food projects across the region to better understand need and gaps		Mapping complete. Food Network to be established. Opportunities for community capacity building. Paper on 6 th December to WLC Partnership and Resources Committee	Provided the basis for the West Lothian Food Consortium
3% of Pupil Equity Funding is being allocated to participatory budgeting. Pilot being undertaken within 5 schools which will be linked to the cost of the school day.		Ongoing	Paused due to Covid-19
Refresh holiday lunch programme to increase number of places on offer and number of locations			Paper to WLC Education Executive about Early Years expansion during school holidays. The need for more community venues was identified. But this programme was transformed by Covid-19.

		The combined third sector and council response to ensure food poverty was minimised meant SG funding was used to provide free lunches for more than 5,500 young people from late March to mid-August
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3.3 Driver 3: Income from Social Security

Specific activity with key target groups:

- Lone parents
- Families where a household member is disabled
- Families with 3 or more children
- Minority ethnic families
- Families where the youngest child is under 1
- Mothers aged under 25

Case Study 1

Amera is a mother of four who came to the UK as a refugee from Syria with her husband and children just over two years ago. She spoke no English, found it difficult to settle and build a new life with her family. Amera started to attend English as a Second or Other Language class in her local community to start learning English. She has now completed her level 1 course and is currently working toward achieving level 2.

Amera's ultimate goal is to find work but realising this may be difficult as she has no UK work experience. She signed up for additional courses through the Women N2 Work programme; Improving Wellbeing and Employability Skills SQA level 3 courses to help improve her English and her overall confidence as well as learning more about life and work in her new homeland. Amera was supported in transitioning from ESOL classes to wider wellbeing and employability courses and had coursework translated into Arabic to aid her understanding. She was also given support to work through her SQA workbook tasks to aid her with her written English skills. All of this has helped Amera to support her family with both home, school and community life.

In her own words, Amera says "I'm happy here in Scotland but every day is a challenge. More than anything I want to have a plan and a future here. During the courses I have flourished, and helped some of the other refugee women to settle at the courses. I am incredibly proud of myself".

Case Study 2

Sarah is a mum of two girls, one in high school and one in primary school. She is in a settled relationship and works part time in a local café. She is dyslexic and her youngest daughter is autistic.

Sarah started her learning journey with the Adult Learning team in May 2018, at which point her first learning goal was to be able to write in paragraphs. She worked closely with tutors to find adaptations to help with her dyslexia and found that using blue paper and screens helped with her visual stress and that explicit instructions and tasks set in stages helped her to read through and understand large pieces of work. She then moved on to creating a budget for home expenses and learning study skills that would help her support her eldest child with school work. Sarah was referred to the local Disability Centre and is now getting help and support from them too, both for herself and her youngest daughter. Sarah's next

goals included research into ADHD and autism to inform herself and better prepare for NHS appointments to get the correct support her daughter needs.

Sarah is now better able to deal with correspondence as her reading has improved in leaps and bounds. She is also happy to handle the family budget and her finances are currently stable. Sarah has become more confident in dealing with professionals in regard to her support needs and her children and has negotiated her youngest daughter's change of primary school and transition to high school with support from the new primary school's learning support team. She has continued to fight for and get learning support and evaluation for her daughter. Her knowledge of childhood ASN and its support is now her driving ambition. She would like to help other parents with their struggles.

Sarah has been accepted to start a Level 5 course in Early Education and Childcare with West Lothian College in September 2020. She has already been in contact with the college's learning support team in preparation for starting.

Case Study 3

Alison is a lone parent with three children who had escaped an abusive relationship and taken custody of her stepdaughter who had been abandoned by her father. Alison's mental health and wellbeing was very poor and she was off work with reduced pay as a result of the trauma. She was referred to the Advice Shop by her child's school as the teachers were concerned that her teenager didn't have uniform and often had no money to buy lunch.

A welfare rights advisor visited Alison at home where she was more comfortable in discussing her situation and identified ways to maximise her income and relieve some of the financial pressure for the family. The advisor helped Alison to apply for Free School Meals and Clothing Grants to help toward school related costs for her children, set up a food delivery through the local foodbank to help her back on her feet and offered to link Alison in with a free meal delivery service to provide hot meals to her door whilst her income was low. Alison was also referred to a mental health advocacy project to provide ongoing help and support. The advisor maintains regular contact with Alison to make sure her benefits are in payment and provides help to resolve any issues that arise. Alison has also started working with an energy advisor to get her gas and electricity bills under control. Her financial situation has stabilised and Alison now has much more support in place as her mental health and wellbeing recovers.

Increasing uptake of Best Start

Work is underway to assess mechanisms whereby healthcare staff can promote Best Start Food Payment and Grants. Routine midwife discussions at 21 weeks of pregnancy which introduce the Baby Box may be an opportunity to discuss Best Start payments and grants. This will require a consistent approach from community midwives to engaging with families around Best Start food payment. Exploratory work is underway with community midwifery to see how service can be developed.

WL LCPAR 2018/19 actions	Progress	Comments
Increase the number of people accessing help and advice in health and care settings	Ongoing	Data reported and new projects underway: new CAB linked advice workers at Craigshill and Whitburn Health Centre in conjunction with Community Development Trust. Workers at Carmondean, Ashgrove and Armadale

		Health Centre Annexe plus St John's Hospital. Introduction of Scottish Welfare Payments is important development.
Further work to automate processes and increase uptake of benefit entitlement	Ongoing	FORT (on line tracking and referral system) has been implemented and sign-up ongoing

Training of Front Line Staff and Volunteers

Feedback from partners and stakeholders indicated that training staff and volunteers in poverty awareness was beneficial in improving confidence, skills and knowledge amongst staff to support those who are seeking help and support. Feedback from participants indicated that there was an interest and willingness to attend further training on specific areas of interest particularly around Universal Credit and welfare reform. Training for front-line staff has now been embedded into the annual action plan.

Training Session	Date delivered	Attendees
Poverty awareness training	June 2019 October 2019	120
Poverty awareness e-learning module	Ongoing	44
Welfare reform and Universal Credit update briefing	June 2019	44

Section 4: Forward Planning: Child Poverty and Covid-19 new normal

4.1 Impact of Covid-19

The impact of Covid-19 has not been shared across the population. There are people at greater risk and environments and settings that are higher risk. The age-standardised death rate due to Covid-19 in West Lothian (162.9/100,000) between March and July 2020 was below the Scotland (193/100,000) average. The age standardised death rate for all deaths in West Lothian (764.5/100,000) between March and July 2020 is significantly below the Scotland average (1,264/100,000).[1]

The current evidence suggests the following are direct health impacts of Covid-19:

- higher mortality rates among males than females[2-4]
- highest mortality rates among 75-84 year olds[2, 4]
- greater morbidity and mortality among people with pre-existing health problems. [5-9] BUT
- significant morbidity and mortality among people with no pre-existing health problems (see shielding numbers in Appendix 2)
- people from the most deprived communities have been twice as likely to die from Covid-19 as people from the least deprived communities. [4, 10]

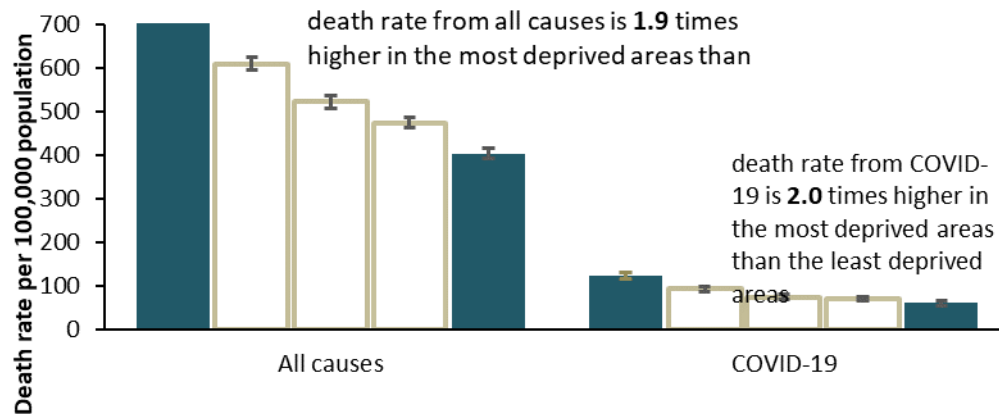


Figure 1: All cause and Covid-19 age-sex standardised death rate for SIMD quintiles Scotland, 2020 [1]

There is strong evidence that people from black and minority ethnic backgrounds are at highest risk of illness and disease.[10-13] Recent analysis by Public Health Scotland shows the increased risks of serious illness due to Covid-19 in people of South Asian origin.[14] It seems unlikely that there is any biological reason for these outcomes but it is likely that people from black and minority ethnic backgrounds are at greater risk due to their occupational exposure[15] which is linked to structural racism.

Occupational risk

Analysis of Covid-19 deaths in Scotland shows that the standardised death rate for all occupations is 10.2 per 100,000. But there is a gradient with most senior occupations experiencing lower death rates albeit numbers in each category are small. Other studies reach similar conclusions.[4, 10]

Standard Occupational Classification Major Group	Number of deaths	Age-standardised rate per 100,000 population
1 - Managers, Directors and Senior Officials	22	9.1
2 - Professional Occupations	8	.
3 - Associate Professional and Technical Occupations	18	6.6
4 - Administrative and Secretarial Occupations	17	7.0
5 - Skilled Trades Occupations	35	13.2
6 - Caring, Leisure and Other Service Occupations	30	13.0
7 - Sales and Customer Service Occupations	21	16.2
8 - Process, Plant and Machine Operatives	43	25.1
9 - Elementary Occupations	36	16.3

Table 2: Deaths from Covid-19 by occupation (Source: NRS Deaths involving coronavirus (Covid-19) in Scotland, Week 28, 2020 (Additional Analysis))

The most comprehensive information on occupational risk is from data for people aged 20-64 in England and Wales analysed by the Office for National Statistics. The ONS research, like other studies,[16] shows that health and social care workers have the highest risk of exposure to Covid-19. Protective measures for health care workers have reduced risk for this group but social care workers have not been protected to the same degree. For health care workers in England and Wales, the death rate is 6.4 per 100,000 whereas social care workers death rate is 14.4 per 100,000. The increased exposure, morbidity and mortality for social care workers is a particular concern. This is a predominantly female workforce whose

employment is not well paid and many staff have temporary contracts and poor working conditions.

The data also shows that security guards, cleaners, bus and taxi drivers have had the highest death rates from Covid-19 in England and Wales. These are relatively low paid jobs, often deemed essential services, with potential for higher rates of exposure unless mitigation is in place.[8]

There is also strong evidence from large population surveys of a negative impact on mental health as a result of Covid-19. The Institute for Fiscal Studies estimate an 8% reduction in mental health across the population with particularly large drops for young people and women. Those people who have experienced job loss, loss of income or had children younger than 15 in the household have experienced poorer mental health.

4.1 Driver 1: Income from Employment

The social and economic impacts of Covid-19 in West Lothian have been clear.

- 27,600 West Lothian employees had been furloughed at August 2020
- 10,000 potential job losses anticipated by April 2021
- 5.9% unemployment in July, up from 2.8% in January; 10.4% youth unemployment

Economic activity has slowed down and there is concern about longer-lasting effects of a recession. Between January and July, the number of people on the claimant count rose from 2.8% to 5.9%. The latest release of statistics on the Coronavirus Job Retention Scheme for August 2020 shows that there are 27,600 furloughed employments currently recorded in West Lothian, accounting for almost one third of all jobs in the area. There was a notable increase in Universal Credit claims in West Lothian during March and April (initially a 350% increase in Universal Credit claims) and a second wave of increased social security applications is anticipated as more people lose their jobs after furloughing ends. Government funding for community support is ending as are mortgage holidays.

Lockdown restrictions resulted in whole sectors of industry being closed down, triggering economic recession. Quarter 2 of 2020/21 saw a record fall of 20.4% and although GDP began to rise with an 8.7% growth in June 2020 as lockdown restrictions began to ease, there is still some way to go towards full economic recovery. The impact of Covid-19 has been felt by many workers at an individual or household level as hours have been cut, jobs lost and employment furloughed.

Although the impact of this unprecedented crisis has been widespread, evidence indicates that some workers are more likely to be adversely impacted than others:

1. Those in particularly affected industries such as hospitality, tourism, entertainment and non-food retail as well as employees of small businesses reliant on cash flow.
2. Those with insecure employment such as self-employed people, those with short term temporary contracts, zero hours contracts and individuals who identify as under-employed.
3. Those employed in roles with less ability to work from home such as customer facing roles or on-site work.
4. Households where all earners are impacted. This is particularly true for households with a single earner such as lone parents or households where an adult is unable to work due to disability, ill health or caring responsibilities.

Scottish Government analysis of the economic impact of coronavirus on individuals and households shows that some key groups are more likely to fall into these categories:

Women:

- Women make up the majority of workers in shut down sectors such as retail, accommodation and the food and drink service industry.
- Women are also more likely to work part time and therefore miss out on Statutory Sick Pay due to earnings falling under the eligibility threshold. Women are also more likely to work in roles where the hourly rate of pay is likely to fall far below the level of the Real Living Wage if wages are reduced to 80% through the furlough scheme.
- Women are over-represented in social care roles and at higher risk of exposure to Covid-19. ONS research shows a higher mortality rate for social care workers compared to health care professionals with more stringent protective measures in place.

Young People:

- Young people are more likely to work in shut down sectors such as retail, entertainment and hospitality and less likely to be able to work from home.
- Young people were more likely to be financially vulnerable and to have problem debt before the crisis and have been more likely to resort to borrowing to make ends meet during the pandemic.

Minority Ethnic People:

- A higher share of the visible minority ethnic population work in the hospitality sector with 31.7% compared to 18.6% of the white population.
- Pakistani and Bangladeshi workers have the lowest median hourly pay and in Scotland, African women are more likely to work in care, leisure and other service occupations with less likelihood of being able to work from home.

4.2 Driver 2: Costs of Living

The ability of households to meet the ongoing cost of living during the coronavirus crisis is closely linked to socio-economic factors. Financial resiliency is affected by both security of income and rising costs. West Lothian Council rent arrears have increased each month since April 2020. Every ward area has seen a small increase in rent arrears for mainstream tenancies and most areas have seen an increase in rent arrears for temporary accommodation and garages/garage plots. There has also been an increase in the caseload for Council Tax Reduction and a projected under-recovery of £807,153 council tax against budgeted income (as at end July 2020).

The Anti-Poverty service is managing the Additional Discretionary Housing Payment budget allocation for tenants struggling to pay housing costs as a result of the crisis.

Cost of Goods

The period preceding lockdown at the end of March 2020 saw major fluctuation in the price of high demand goods. The Institute of Fiscal Studies has looked at the changes in the price of goods and services during the crisis, finding that:

- The price of cough and cold medicine increased by 11% in the 3rd and 4th week of March.
- The average price of other high demand products including pasta, nappies and pet food increased by 1.1% in the same period.

Those with less disposable income or financial resilience may have been unable to plan and buy ahead in preparation for lockdown and may have encountered more difficulty in securing goods at the best price as availability of high demand goods became scarce.

Cost of Housing

Research by the Resolution Foundation, an independent think-tank focused on improving the living standards of those on low-to-middle incomes, has found that:

- By May 2020, the number of households making payments for mortgage, rent and council tax were respectively 14%, 11% and 9% below predicted levels based on pre-crisis trends.
- Housing costs tend to be higher for lower wealth households due to the cost of renting compared to mortgage. Owner occupiers are also more likely to have access to options such as payment holidays to mitigate the impact of reduced income due to Covid-19.
- The coronavirus income shock has been felt widely across tenures, but social and private renters are more likely to have fallen behind with housing costs than home owners. Additionally, renters are more likely to have lost their job or been furloughed during the crisis whilst owners with mortgage are the group most likely to have reduced hours.
- A significant proportion of respondents have cut back on other expenditure in order to cover their housing costs, with 12% reporting material deprivation. Sacrifices include eating fruit and vegetables every day, covering normal household bills, purchasing contents insurance, turning on the heating when needed, saving £10 or more a month and replacing broken electrical items such as a washing machine or fridge when required.

Cost of the School Day

The Child Poverty Action Group surveyed 3218 parents and carers, and 1074 children during the month of May and found that:

- Low income families were twice as likely to lack resources needed to support learning at home and more likely to have to buy resources specifically for this task
- Children and young people valued being able to communicate with their teachers online, but phone calls were also highly appreciated by those that had received them. Parents and carers valued schools that took the time to understand their particular circumstances and offer personalised support.
- Measures to replace free school meals were valued by eligible families, but most preferred cash to enable them to meet their families' needs.

Savings and Debt

A report by the Resolution Foundation entitled 'Rainy Days' looked at the comparative financial resilience of households with higher and lower wealth, finding that:

- Wealthier workers are more likely to be able to work from home and therefore experience less interruption of earnings.
- Whilst interruption to income has been felt across income deciles, the impact of financial shock on the household bottom line is much more serious for lower-income working-age families than higher-income ones.
- Key workers and workers in closed down sectors are more likely to be low paid, less likely to have savings and more likely to have had to borrow money to get through the crisis.
- During lockdown, one third of low income households were saving less whilst one third of higher income households were saving more.

4.3 Driver 3: Income from Social Security

A range of measures have been put in place to support those receiving social security benefits through the Covid-19 crisis:

- Increase to the rates of Universal Credit and Working Tax Credit by approximately £20 per week between April 2020 and April 2021.
- Temporary expansion of eligibility criteria for some benefits to ensure security of income during the crisis, for example the continuation of tax credits for claimants whose employment was affected.
- Work search requirements and the requirement to attend Jobcentre meetings temporarily suspended between March and July 2020. From July 2020, some work requirements and sanctions reintroduced.
- Deductions from benefits for overpayments and social fund loans paused between March and July 2020.

Research by the Resolution Foundation found that increased social security entitlement has lessened the impact of job losses and reduction in earnings, acting as a cushion for many low and middle income families, and Covid-19 has led to record numbers of new claims for Universal Credit, increasing from an average of 100,000 claims per month before the crisis to 950,000 claims in the last two weeks of March alone. But further job losses are expected when the furlough scheme comes to an end in March 2021 as businesses struggle to recover. There is therefore, concern that such temporary measures put in place to mitigate the impact of coronavirus could create a cliff edge for claimants, leading to increased financial hardship as these measures are removed.

The rollout of devolved social security benefits through Social Security Scotland has also been impacted by Covid. The renewed focus on the introduction of two new sources of financial support may go some way to support people in Scotland to cope with the ongoing impact of the crisis on their household budget:

- A new Job Start Grant is now available to help young people with the costs associated with starting a new job. If eligible, a one-off payment of £250 will be made, or £400 if applicant has a child
- The new Scottish Child Payment will open for applications in November 2020 with the first payments expected to be in February 2021. The first phase will be open to families with children under 6 years old and in receipt of a qualifying benefit with payments at a rate of £10 per week will be paid for each eligible child.

During the period 23 March to 16 August, the West Lothian Anti-Poverty service processed 5,081 claims to the Scottish Welfare Fund. This represented an increase of 55% compared with the same period in 2019. 55% of the awards were for crisis grants compared with 30% in the same period in 2019. The proportion of successful grants – a straightforward marker of increased need -- rose by 13 percentage points.

Measures have also been put in place at a local level to help mitigate the impact of Covid including:

- Extension of the School Clothing Grant eligibility criteria to include Council Tax Reduction Scheme as a qualifying benefit
- Parents of children eligible for free school meals received a payment of £10 per child per week until end of July 2020 to help ease financial strain
- The council also administered the early payment of school uniform grants to 5,500 children in West Lothian between April and mid-August.
- Parents of children eligible for free school meals will receive a payment of £15 per child per week for the Christmas, February and Easter holiday period.

4.4 Covid-19 recovery needs

In recognition of the potential long-term impacts of Covid-19, colleagues involved in the West Lothian Community Planning Partnership (CPP) Anti-Poverty Task Force and the Health and Wellbeing Partnership have collated a list of key activity and future needs. The initial work has highlighted concerns which have been grouped into broad themes:

- income and employment;
- economy and business;
- physical and mental health and wellbeing
- housing and homelessness issues;
- develop/strengthen partnership working between public, third sector and business

It was recognised that the initial working group should incorporate a wider community perspective as well as canvass a wider group of partnership colleagues. The Chair of the CPP circulated an early draft of the key activity table in July asking partners for additional responses. Working group members also led discussions about this work with colleagues at the Integration Joint Board Strategic Planning Group, the Rapid Rehousing Transition Plan Health and Wellbeing Group, the West Lothian Anti-Poverty Taskforce and the West Lothian Third Sector Strategy Group. Additionally, during August, West Lothian Council Regeneration Team and the Voluntary Sector Gateway surveyed community agencies asking for feedback on these initial priorities and additional issues that should be considered. There were 99 responses to the survey. There was overwhelming support for the initial themes.

Recovery plans

- How do services adapt and move forward post-Covid? Forward planning – key affected groups, targeting resources
- How do services respond to changing local need?

It is anticipated that this post-Covid-19 work will inform the wider CPP Covid-19 recovery plan; anti-poverty work and child poverty work will be central. In the short term, it is important to ensure that key child poverty themes are highlighted in recovery plans for key service areas. Then it is imperative to ensure that the key drivers of poverty, and crucially the key actions to alleviate poverty, especially child poverty, are included in service plans and partnership action. It is anticipated that these key actions will cover the following:

- Employability
- Income maximisation

A number of actions have been developed as part of the 2020/21 Anti-Poverty Covid-19 action plan which will have direct application to households with children that experience poverty. These actions will complement the extant Child Poverty Actions. The Child Poverty Reference group will prioritise and track activity for 2020/21. Clearly, Covid-19 will shape priorities for the immediate future.

Aim	Action	Drivers
Embed advice, support and advocacy to improve early intervention and prevent poverty and focus on those who have	<p>Monitor developments in the rollout plan for devolved Scottish Social Security benefits, particularly Scottish Child Payment which is expected in early 2021</p> <ul style="list-style-type: none"> • Deliver media take-up campaign following rollout of new Scottish benefits • Work with key partners to raise awareness of new benefits and encourage referrals through the FORT system for help to claim 	3

Aim	Action	Drivers
been affected by Covid-19	<ul style="list-style-type: none"> • Provide support and assistance to clients with the claim process • Develop close links with Access2 Employment to make onward referrals 	
Ensure that individuals in crisis are able to access appropriate, affordable solutions	<ul style="list-style-type: none"> • Additional Discretionary Housing Payment funding is available to help tenants who may be experiencing financial difficulties as a result of the Covid-19 crisis and increase numbers applying • All children entitled to free school meals will be able to collect a packed lunch or takeaway hot meal as well as breakfast cereal or a cereal bar daily throughout the duration of coronavirus lockdown and during summer • Parents of children eligible for free school meals will receive a payment of £10 per child per week until end of July 2020 to help ease financial strain • Early School Clothing Grant payments will be paid automatically to all parents/carers who received a payment in the 2019/20 academic year to ease financial pressure caused by coronavirus. • Increase uptake of school clothing grant by amending criteria to include council tax reduction • Support individuals in crisis to access one off sources of support and benevolent funds including energy grants, white goods and digital devices • Individuals experiencing domestic violence are supported by a one to one case worker to maximise income and improve financial stability • Explore the potential for an outreach session with Women's Aid to improve access to advice for women fleeing domestic abuse 	1, 2 & 3
Families with low income are aware of and are supported to access financial support	<ul style="list-style-type: none"> • Increase uptake of school clothing grant by extending eligibility criteria to include Council Tax Reduction Scheme • Improve accessibility of Education Maintenance Allowance through the development of an online claim form • Promote the NEC card/ Young Scot card across a range of channels • Parents with children eligible for 2 year old early learning and childcare provision are offered a referral for financial advice • Work with Family Assessment and Support Services screening group to provide financial advice and income maximisation for at-risk families • Looked after young people are offered one-to-one support to develop budgeting skills and become financially included 	1, 2 & 3
Families have access to tools and resources to improve their financial wellbeing	<ul style="list-style-type: none"> • Work with West Calder High School and local partners to develop a family support hub with a focus on financial capability • Implement a further phase of Connecting Scotland programme to provide devices and connectivity for school pupils. 	1
Improve the	<ul style="list-style-type: none"> • Poverty profile of West Lothian updated annually 	

Aim	Action	Drivers
use of data from multiple sources to analyse and understand local poverty figures in order to target resources	<ul style="list-style-type: none"> • Covid-19 indicator scorecard to be developed to help monitor ongoing impact 	
Parental Employment Support Fund (PESF) will support families who are in or at risk of poverty, to access employment or progress in work.	<p>Family groups that will receive support are: lone parents, those with a disability; families with 3 or more children, those from an ethnic minority, families where the youngest child is under 1 or parents who are 25 or under. In terms of delivery 65% of funding will be allocated to supporting low income parents in work, with 35% being spent on unemployed parents.</p> <p>In West Lothian the provision will be delivered through Access2employment, initially targeted in Whitburn/Fauldhouse and surrounding areas. Initially primary schools will be targeted within the Whitburn Academy school cluster, employment advisors will engage with Primary and Nursery school staff to identify the key family grouping to offer a range of employability interventions. Parents that are currently experiencing in work poverty will undertake an assessment to evaluate their current position and identify training needs and employment support required to enable progression into better paid or more secure employment. Suitable training options will be identified and implemented for participants and support will be provided throughout to ensure training is sustainable for the necessary duration. Interventions will include the participation in Women or Men n2 Work, identification of upskilling / training opportunities and identifying career progression opportunities. Funding will be available for training aligned to progression opportunities to enable participants to secure employment or increase their earnings.</p> <p>In addition to targeting primary schools the delivery will target key organisations, and projects, that are engaging with the family grouping in the area to offer support including early years provision, nursery schools, Housing and the third sector organisations.</p>	

Section 5: Lessons

2020/21 will be dominated by Covid-19 – even if there are vaccines the social and economic impacts of the pandemic will take time to unravel. It is clear that partnership working has proved its mettle during the first wave of the pandemic. All community planning partners contributed to work that, at its most fundamental, was about ameliorating household poverty and inequality caused by the need to counter the effects of the virus: food and medicine deliveries; childcare for key workers; phone calls to the most vulnerable members of society. Life now seems unimaginable without the West Lothian Food Consortium. But funding for Covid-19 resilience has already ceased. Need still exists and is likely to increase as furloughed jobs are lost and the economy continues to function in a less dynamic way. Social enterprises are struggling to replace income generating streams and public sector partners have financial worries.

Working with communities and learning from and with communities is a challenge in a socially distanced environment. We need to learn from colleagues, notably West Lothian Council's Regeneration team and the West Lothian third sector, how to do this type of work. Digital options will provide some opportunities but we need to be mindful that cost is just one barrier to engaging with digital technology.

Utilising Get Heard programme to hear from communities and having some sort of lessons learned seminar to inform year three:

- What has worked in years 1 and 2
- What have the challenges been
- How do these lessons apply going forward?
- How to take lessons learned and adapt to new ways of delivering services








Appendix 1: West Lothian Child Poverty Reference Group

Beverley Akinlami, West Lothian Council Community Education
Gillian Amos, NHS Lothian Health Promotion
Raymond Branton, Broxburn Family Centre, The Dale Hub & Simply Play
Martin Higgins, NHS Lothian Public Health
Tracy Murdoch, KidzEco
Kathleen Neilly, West Lothian Food Bank
Elaine Nisbet, West Lothian Council Anti-Poverty Service

Appendix 2: West Lothian Anti-Poverty Scorecard

The West Lothian Anti-poverty Strategy and Action Plan was launched in 2012 and it is appropriate, therefore, to review the changes in the key indicators that help to map the nature and scale of poverty in West Lothian. Many of these indicators have a significant time lag and so it is difficult to judge the full impact of Covid-19 on the West Lothian Economy by looking at our traditional benchmark indicators.

West Lothian Trend data					
Indicator	2012	Previous	Latest	Change since 2012	Direction of travel
Children and families					
Children in out of work families (1)	7,000	6,200	3,800	-3200	↓
Children in working households receiving Working Tax Credit (1)	8,700	7,900	4,000	-4700	↓
Number of secondary school pupils registered for free school meals (3)	1,616	1,710	1,646	+30	↑
% of secondary school pupil registered for free school meals (3)	14.6%	16.0%	15.2%	+0.6%	↑
Working age people					
People in Work (4)	86,500	90,000	93,000	+6,500	↑
Employment rate – aged 16-64 (4)	74.2%	76.1%	78.4%	+4.2%	↑
% aged 16-64 who are employees (4)	67.3%	68.2%	66.6%	-0.7%	↓
% aged 16-64 who are self-employed (4)	6.8%	7.8%	9.5%	+2.7%	↑

% residents earning below The Living Wage (5)	18%	16.7%	1 5.0%	-3%	
Estimated number of residents earning below The Living Wage (5)	16,000	14,700	13,000	-3000	
Indicator	2012	Previous	Latest	Change since 2012	Direction of travel
Out of Work benefits					
ILO (International Labour Organisation) unemployment estimate (4)	7,000	4,000	3,000	-4,000	
Claimant count (6) (Post Covid)	4,010	3,297	6,485	2,485	
18-24 Claimants (2)	1,310	445	695	-615	
Pensioners					
Beneficiaries of top-up benefit (2)	8,660	5,870	4,590	-3,730	
% of beneficiaries of pension credit top-up (2)	31%	20%	16%	-15%	

Sources: (1) HMRC Number of children and families receiving Child or Working Tax Credits in each local authority, April 2020 (2) DWP benefit claimants - working age client group; (3) Scottish Government, School Meals Survey; (4) ONS annual population survey; (5) ONS Annual Survey of Hours and Earnings; (6) ONS Claimant Count including Universal Credit

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DATA LABEL: PUBLIC



COUNCIL EXECUTIVE

WEST LOTHIAN COMMUNITY CHOICES – UPDATE ON DELIVERY

REPORT BY HEAD OF FINANCE AND PROPERTY SERVICES

A. PURPOSE OF REPORT

The report outlines the approaches being undertaken to develop West Lothian Community Choices., as well as highlighting areas of further development.

B. RECOMMENDATIONS

It is recommended that the Council Executive:

1. Notes discussions with COSLA and the Scottish Government on the 1% target timescale and the impact of Covid-19 the approaches to Community Choices;
2. Notes the budget areas which will be part of the West Lothian Community Choices process;
3. Notes the progress, approaches and the timescales as set out in section D.4;
4. Considers the areas of further development to help facilitate the processes and enhance community engagement set out in section D.5;
5. Agrees that a further update on the progress towards West Lothian Community Choices will be presented to Council Executive in early 2021/22, highlighting areas of learning and best practice from the West Lothian Community Choices processes;

C. SUMMARY OF IMPLICATIONS

I	Council Values	Focusing on customers' needs, being honest, open and accountable, providing equality of opportunity, developing employees, making the best use of our resources, working with other organisations.
II	Policy and Legal (including Strategic Environmental Assessment, Equality Issues, Health or Risk Assessment.	The council is required to have transparent planning and governance. COSLA and the Scottish Government have agreed a Community Choices Framework, with targets that councils are required to meet.
III	Implications for Scheme of Delegations to Officers	None.
IV	Impact on performance and performance indicators	None at this stage.
V	Relevance to Single Outcome Agreement	Effective planning and prioritisation of resources will be essential to identify and achieve outcomes. Outcome 13 – We take a pride in a strong, fair and inclusive society.

- | | | |
|-------------|---|--|
| VI | Resources (Financial, Staffing and Property) | The budgets for West Lothian Community Choices have been identified and set out in sections D.3 and D.4. |
| VII | Consideration at PDSP | Community Choices options were considered by Partnership and Resources PDSP on 19 January 2018 |
| VIII | Other consultations | An officer Community Choices working group with service representatives from across the council has been developing the approach to Community Choices. |

D. TERMS OF REPORT

D.1 Background

Participatory Budgeting (PB) is usually referred to as 'Community Choices' in Scotland, and is a democratic process which empowers communities to have a say in how resources in their area are used. It enables communities (which can be a community of interest, a community of identity or community based on place) to be involved in and make decisions around their own needs.

COSLA and the Scottish Government agreed a Community Choices framework, including the calculation and application of a 1% target, based on a council's revenue budget net of council tax income.

The framework was approved by COSLA Leaders in October 2017 and provides local authorities with discretion on how to achieve the 1% target. The framework allows each local authority to decide what is allocated to the local decision-making process, capital or revenue budgets, the services and the budget themes.

A report was agreed by Council Executive in November 2019 setting out the initial budget areas that are to be subject to the West Lothian Community Choices process. It should be noted that Community Choices is not necessarily about identifying separate and/or additional resources, but it can be about involving communities in decisions on allocation of current resources.

Given the impact of Covid-19, COSLA and the Scottish Government have reviewed the timescale for the 1% target. Aileen Campbell MSP has written to COSLA to confirm that the target remains in place for end of March 2021. However, COSLA and the Scottish Government recognise that local authorities will need to review and adapt their approaches to community choices to ensure adherence with Covid-19 guidance as well as supporting communities to engage in the processes through different methods. Therefore, it is acknowledged that flexibility in achieving the target is required during 2021 and where local authorities can demonstrate a commitment to the framework and progress towards achieving the target the 31 March 2021 is not cut-off date and flexibility is given. Therefore, the 1% target remains to be achieved by the end of March 2021 with reporting to the Scottish Government being similar to the approach undertaken for the annual efficiency statements that councils submit to COSLA.

D.3 Mainstream Community Choices in West Lothian

As a base for the calculation of the 1% target for West Lothian, the 2020/21 local government finance settlement has been used. Based on the calculation shown above, the West Lothian 1% target is:

1% target = £409.819m – £64.554m *1% =£3.453 million

It is therefore assumed that the target to be achieved is £3.5 million.

At Council Executive in November 2019 the following budget areas, based on 2019/20 budgets, were agreed to be included as part of West Lothian Community Choices:

Budget Area	2019/20 Budget Value £'000
Recurring Budget	
Education – Pupil Equity Funding (PEF)	167
Social Policy – Children and Families	878
Operational Services – Grounds Maintenance	1,593
Operational Services – Litter Bins	300
Open Space - Play Areas	266
Open Space – Public Art	55
Open Space Planned Improvements	480
Tenants Environmental Improvement Project	150
Total Recurring Budget	3,889
Pilot Budget	
Voluntary Organisation Two Pilots	150
Total Pilot Budget	150
TOTAL COMMUNITY CHOICES BUDGET	4,039

It should be noted that the Covid-19 pandemic has resulted in some changes to the planned budgets for community choices to be undertaken during financial year 2020/21 and as a result the phasing of when the processes are undertaken has been adjusted and set out in detail in section D.4 of the report.

A working group with service representatives, who are the community choices champions for their service area, as well as representatives from key enabler services is supporting the delivery of WLCC. The working group ensures that everyone involved in the processes is supported, are fully aware of the relevant standards and principles, to ensure that value for money is achieved. The working group undertakes research and liaison with other local authorities to gain further learning and knowledge on Community Choices processes to ensure that the best and most practicable approaches are taken.

D.4 Proposed Approach to Community Choices

West Lothian Council already undertakes a number of consultation and engagement exercises with communities in West Lothian, including budget consultations, Place Based approaches to the implementation of Open Space capital projects, engaging with communities on the development of regeneration plans and liaising with housing tenants on approach to the rent strategy. The processes and practices that are already in place are being built upon as part of the development of the approach to Community Choices in West Lothian, to deepen and expand existing conversations with communities and to involve communities and service users in the decision making processes.

A co-ordinated approach to developing Community Choices in West Lothian will link in with other strategic developments, to allow resources to be efficiently utilised. The aim is to maximise the positive impact on communities and service providers.

The budgets set out below are the approved budgets for Community Choices in West Lothian and officers are currently developing detailed approaches for each budget. It should be noted that the phasing of the approaches has been updated to consider the impact of Covid-19 and budgetary decisions in relation to dealing with and mitigating the impacts of Covid-19. However, officers are committed to delivering Community Choices, recognising the opportunities the process offers for service redesign with service user and community engagement, and achieving the 1% target.

Education – Pupil Equity Fund (PEF) - £167,000

A test of change process was developed during 2018/19 and was provided to all schools to support the development of Community Choices. Head Teachers have the authority to decide on the allocation of PEF monies for their school, and Head Teachers had confirmed that £167,268 of PEF in 2019/20 would be allocated to Community Choices. However, to mitigate the impact of Covid-19 the £167,000 PEF funding was redirected within the schools and therefore the community choices processes within schools will now start 2020/21.

The PEF national guidance sets out information on how PB can be used as an innovative and effective mechanism to engage with parents and pupils, in particular those who face barriers to participation. The national guidance encourages the use of Community Choices as part of the process for the allocation of PEF monies. At this time, it is assumed that PEF monies will continue to be provided by the Scottish Government and that Community Choices will continue to form part of the allocation process. A 3% allocation has been assumed going forward.

Social Policy – Children and Families £878,000

Social Policy has continued to work with key partners throughout Covid-19 lock down as there is a requirement to redesign housing support for the two main groups of affected young people, those being;

- Those leaving care after the age of 16 but subject to support in relation to aftercare in line with section 29 of the Social Work (Scotland) Act 1968
- Homeless or those vulnerable to homelessness due to young age

The Community Choices approach has been discussed at the Social Policy PDSP as reported previously. Over the course of 2020, the redesign of supported accommodation services has been progressed through a Public Social Partnership (PSP) involving Social Policy, Housing, Customer and Building Services and other partners.

Work is progressing positively and young people are being surveyed during to ensure they have an opportunity to contribute to redesign. Concentrated work on redesign will take place over December 2020 before the model/s are put to a 'vote' in January 2021.

It is hoped that up to 100 young people who have utilised services in the recent past and currently as well as some of those who will be using services in the immediate future will contribute. There will be an opportunity for around 20 per cent of the sample group to engage in a focus group as they are in a living environment that will permit this, even with Covid-19 restrictions. The remainder will be supported to complete an e-survey by key workers 'virtually'.

The same sample of young people will then vote on the design in the same way and remain involved as the new service is piloted and then commissioned.

The model will then go through a pilot period of two years to allow for adjustment before a formal contracting arrangement is put in place by the end of 2022/23.

The learning from this process will then be reviewed with a view to implementing Community Choices to more Social Policy contractual arrangements and service redesign processes to put the service user and their community at the heart of the process.

Operational Services – Grounds Maintenance - £1.593 million

The council introduced new service standards for grounds maintenance on 1 April 2019 and the council has set out its priorities within these services standards. There is an opportunity to engage with stakeholders going forward, to enable members of the community to influence the service. It was identified that there is benefit in engaging with the public regarding the allocation of resources for an element of this budget for activities related to parks and woodland management and parks and open spaces. A key message and part of the Community Choices process will be to manage expectations by being open and transparent that there is a fixed level of budget but that, by including communities, the service could be potentially delivered with different priorities and outcomes. For example, localities could decide to reduce grounds maintenance in certain underutilised park areas and redirect resources to the maintenance of entrance corridors (grass verges) into the locality.

The process was scheduled to commence during the spring of 2020, but had to be postponed due to the outbreak of Covid-19. However, this has given time for reflection on the best approach, what engagement tools to use and the appropriate use of resources to undertake the process. The process will now follow the following structure and timescale:

- Stage 1 – a high level survey will be undertaken on a West Lothian wide basis on the existing service standards. This will help to confirm whether the communities of West Lothian feel that the focus and priorities of the service standards are appropriate. This would be an online survey and would have additional support in place to assist people in West Lothian to complete the survey. Stage 1 would be undertaken during early 2021.
- Stage 2 – this would involve the development of options for within local areas and shall be undertaken on a phased ward by ward basis, which will allow for more detailed conversations to be held with communities to better meet the priorities of each ward and to direct resources to ensure that community needs were being achieved. Carrying out the process on a phased ward by ward basis would also acknowledge the different priorities and diversity of the wards to better meet the needs of the local area, with the potential that wards could identify slightly different priorities and changes to the grounds maintenance needs in the ward area. It is planned that this would be undertaken online, with development of the CONSUL platform community engagement website currently underway, and would be supported via staff presence within open space areas and partnership centres to encourage discussions and engagement with people in their local area. Stage 2 would be undertaken during spring/summer 2021.

A steering group has been established to ensure that all staff are engaged in the process and this will be expanded to include representatives from the community as part of stage 2.

A Community Choices approach to ground maintenance has been undertaken in North Ayrshire and incorporated green health initiatives. Feedback from COSLA suggests that a number of local authorities are planning to use the grounds maintenance budget for mainstream Community Choices. A potential benefit of the Community Choices process could be to raise the number of volunteers involved in grounds maintenance and green health initiatives by raising public awareness and increasing community engagement in local areas.

Operational Services – Litter Bins

The litter bin budget is for the provision and servicing of litter bins in West Lothian. Presently the installation and provision of public litter bins throughout West Lothian is based on a demand driven service. This has led to a provision of bins that may not always be the most effective in dealing with the issue of littering. Part of the modernisation of this service has involved the installation of electronic sensors within the bins which will provide data to show how often bins need to be emptied.

The data received from the sensors will help with the conversations with the public on the most appropriate placing of litter bins. It is proposed that, utilising the bin sensor data, a review of all existing litter bins is undertaken to ensure that the type, size and location of litter bins meets community needs and bins meet the criteria set out in the proposed Litter Bin Plan that will be presented to the Council Executive for approval. All communities will be consulted on the review of litter bins.

Similar to the grounds maintenance approach, a steering group will be established. The approach is likely to have a more online focus that originally planned, due to Covid-19, however officers will look at having staff in number of community buildings at different times of the day to engage with local communities' face to face.

Open Space – Play Areas

Based on learning from other local authorities and other PB processes internationally, it is acknowledged that using tangible budgets for community choices assists the public to recognise and understand the process. Currently the planning and upgrading of play areas across West Lothian is carried out using a place making consultation tool. There is an opportunity to enhance this to include a more deliberative stage and therefore be allocated via community choices, without having to radically change processes or officer involvement. Works undertaken to upgrade play areas are usually undertaken during the summer months, and therefore Community Choices for play area upgrades will commence in the year before the works are undertaken.

The process will involve a survey of the local community to obtain feedback on the play area and options will then be developed and the community will then have the opportunity to decide on what equipment/upgrades are required.

Open Space – Public Art

Currently place making and public engagement is undertaken to design and award the installation of public art, which is funded via developer contributions and grants. Similar to play areas it is proposed that this process is enhanced and expanded, incorporating community involvement and community choices processes including branding for future planned works within the capital programme. Officers will be planning out the timeline and phasing for public art Community Choices in conjunction with the review of the developer contributions received, the outcome of which be reported to PDSP early 2021.

Open Space – Planned Improvements

Planned improvements for parks and open spaces within the capital programme for 2021/22 have been identified and the Community Choices process for this was launched in early November 2020. A park survey is available online within the Community Choices web pages (<https://www.westlothian.gov.uk/article/49588/Park-Improvements>) which has been promoted via the council's social media and promotional material has been distributed to relevant community councils, local groups and schools. Feedback from the survey will be used to prepare a report on the park with a plan of improvement during the start of 2021. The second stage of the community choices process will involve the communities in agreeing the plan for the park and this will be undertaken during March 2021.

The learning from this process will be used to inform the other Community Choices processes being undertaken by Operational Services and other services across the council.

Tenants Environmental Improvement Project

HRA currently engage residents for ideas for projects that will improve areas within council housing estates. Positive engagement and discussions have been held with the Tenants Panel on how the current process could be updated to incorporate a more Community Choices focus. The Tenants Panel have agreed to the approach outlined below:

Stage 1 – Ideas Generation

- The programme would follow the Cyclical Maintenance Areas running order approximately 12 months behind, Budgets would be the SEIP allocation for that programme year.
 - 1 Broxburn, Uphall, Winchburgh & Linlithgow
 - 2 Armadale & Blackridge
 - 3 Fauldhouse & Brierley
 - 4 Blackburn, Whitburn & Bathgate
 - 5 Livingston South/ North, East Livingston & East Calder
- Communities would be supported to determine their priorities, generate proposals/ ideas over a six-week period. This would be done via:
 - The CONSUL platform for ideas generation and for voting. All information will also be published on the council's website
 - Communities will be supported to access the online platform; however alternative paper methods will also be used for ideas generation.
 - Engagement methods included – attendance at meetings, pop-ups sessions and organised events for ideas generation.

Stage 2 – Idea Refinement to Project Options

- The Capital Working Group will act as a steering group and will work alongside council officers to further develop options into viable projects. Community Council and Third sector organisations will be included to look at opportunities to widen the scope of the projects/ideas.

Stage 3 – Decision Making

- Decision making would occur over a four-week period of public voting.
- Voting would be done via the online platform along with assisted digital voting.
- Voting would be promoted at roadshows and various locations/events.

Officers are now developing the procedures document and the timeline for launch of this approach.

Voluntary Organisation – One Off Pilots

Blackburn Community Choices

Blackburn Community Choices was originally launched in February 2020 and was aimed at improving the health and wellbeing of the community of Blackburn. Originally, fourteen applications met the criteria to be taken forward to the next stage which was to be a face to face marketplace event in Blackburn Partnership Centre. This event which was to bring local people together to learn about the projects and vote for the ones they felt best met the needs of the community had to be cancelled due to Covid-19.

Blackburn Community Choices is now being relaunched. This will involve the reopening of the application process, allowing additional groups to become involved. The original applicants will be contacted to ascertain if they still want to be involved, and whether their original application still stands or needs to be changed or withdrawn. It is recognised that many groups may not be in a position to deliver the original project that they applied for. The application process will remain focussed on projects around the original three key areas: Mental Health & Wellbeing; Children Living in Poverty; and Healthy Living. Given the situation that has developed over the last nine months, it is considered that these issues are still significant and have in fact been exacerbated by the effects of Covid-19, therefore still very much relevant. Groups and organisations will therefore be invited to submit projects that address these issues.

In relation to voting, a digital approach will now be taken to enable local people to be involved in this process. Using the Community Choices webpage, details of each of the projects that meet the criteria will be displayed, and local people will be invited to electronically vote for the ones they feel best meet the needs of the community.

Materials and publicity are currently being developed, initially to publicise the process to groups and organisations and encourage them to apply. The Community Choices process was launched at the end of November 2021 for applications and voting will take place in January 2021.

Craigshill Community Choices

A community survey is currently being carried out in Craigshill in conjunction with the Scottish Community Development Centre to help identify the priorities and current needs of the community in light of Covid-19. The findings from this consultation will help to inform the scope and aim of the community choices process and ensure it is based on the needs of the community. Officers will liaise with the regeneration group on the outcome of the survey with a view to launching the Community Choices process in early 2021 and consider using the CONSUL platform as a tool for engagement as well as voting along with other voting methods.

D.5 Developing Community Choices

It is intended that the approach to Community Choices in West Lothian will be a continuous process of development. This will include building on learning from other local authorities, evaluating the processes within West Lothian as well as reviewing best practice and innovative technology. The experience and learning from Community Choices will be reflected upon to ensure that West Lothian utilises best practice to enhance its relationships with communities while also focussing on using Community Choices to reduce and remove barriers to participation and equality issues.

Officers are currently working on:

- Development of detailed approaches to WLCC.
- Development of enhanced equalities approaches to reduce and remove barriers to participation in community choices processes.
- Development of digital consultation platform, CONSUL. West Lothian Council are part of a pilot with COSLA, the Improvement Service and three other local authorities to integrate the CONSUL platform with MyAccount. Through the integration of these services it is hoped that the process of registering to be involved in Community Choices will be easier for citizens and will give immediate access to those who are already MyAccount users. Also, it will allow officers to collate information using the MyAccount data to understand the demographic and profile of who is engaging with Community Choices and allow officers to identify profiles where more support to engage is required (linking with the development of enhanced equalities approaches).
- Building on best practice and considering potential future areas for community choices, for example grant award processes where the council currently asks for applications which would already form part of a Community Choices one-off/grant award process.

It has been acknowledged that Community Planning Partners are a key part of the process to help facilitate and implement community choices, a report was presented to the CPP Board in March 2020 which set out areas where partners could become involved in the processes ranging from assisting with the promotion and advertising, becoming part of community choices steering groups to facilitating Community Choices events within partner buildings.

Building on feedback from COSLA it was recognised that the community councils within West Lothian play a key role in the development of Community Choices and the active engagement with the community and service users. Officers met with representatives of the Joint Form of Community Councils in November 2020. It was agreed to investigate options for community council involvement in the use of the CONSUL engagement platform and to work together on the promotion of community choices within West Lothian with Community Councils being given advances awareness of Community Choices processes and being involved in the promotion of the processes in local areas.

E. CONCLUSION

Community Choices is a process to empower communities to have a say on how resources in their area are used, the process should be an inclusive process bringing together all communities to be involved in or make decisions around their own needs. This report provides an update on the budget areas that are approved for Community Choices to improve outcomes and ensure that the Community Choices target is achieved, as well as considering areas where the approach and processes are being developed to improve outcomes.

F. BACKGROUND REFERENCES

West Lothian Community Choices – report to Partnership and Resources PDSP January 2018

General Fund Revenue Budget Report – report to West Lothian Council February 2018

General Fund Capital Budget Report – report to West Lothian Council February 2018

Housing Revenue Account Capital Budget Report – report to West Lothian Council February 2018
Planning, Economic Development and Regeneration (PED&R) Revenue Grants Budget - 2019/20 – report to Council Executive October 2018

West Lothian Community Choices – report to Council Executive November 2019

Appendices / attachments: None

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Donald Forrest
Head of Finance and Property Services
15 December 2020

DATA LABEL: PUBLIC



COUNCIL EXECUTIVE

SUPPORT FOR THOSE AFFECTED BY REDUNDANCY

REPORT BY REPORT BY HEAD OF PLANNING ECONOMIC DEVELOPMENT AND REGENERATION

A. PURPOSE OF REPORT

The purpose of the report is to provide an overview of the support being provide to those affected by redundancy and the additional resources being provided to support those facing unemployment.

B. RECOMMENDATION

It is recommended that the Council Executive;

1. notes the additional resources allocated to West Lothian to support residents affected by redundancy and unemployment as a result of the pandemic; and
2. notes the partnership approach being taken to support residents and local businesses.

C. SUMMARY OF IMPLICATIONS

I	Council Values	Focusing on our customers' needs; providing equality of opportunities and; making best use of our resources; working in partnership
II	Policy and Legal (including Strategic Environmental Assessment, Equality Issues, Health or Risk Assessment)	Coronavirus Act 2020. The report does not raise any environmental, equality, health or risk assessment issues.
III	Implications for Scheme of Delegations to Officers	None.
IV	Impact on performance and performance Indicators	The additional resources will have a positive impact on performance indicators linked to supporting residents into employment particularly young people to progress into a positive destination.

V	Relevance to Single Outcome Agreement	The provision of employability support reinforces a number of the aims of the Single Outcome Agreement, specifically: We are better educated and have access to increased and better-quality learning and employment opportunities.
VI	Resources - (Financial, Staffing and Property)	Additional resources to be provided by Scottish Government: Redundancy support – £119,920 Young person Guarantee – £1,169,898 Parental Employment Support - £80,700
VII	Consideration at PDSP	None
VIII	Other consultations	Skills Development Scotland, Department of Work and Pensions, West Lothian College, Scottish Enterprise and Developing the Young Work Force Regional Group.

D. TERMS OF REPORT

D.1 Background

Since September 2019, unemployment claimants have doubled in West Lothian as a result of the economic impact of the pandemic. This upward trend started in April 2020. There were almost 7,000 people claiming unemployment related benefits September (6,835), this has have dropped back down closer to 6,000 in October. At 5.5% for October, the West Lothian unemployment rate is still below the Scottish average of 6.0%.

The increase in claimants has been as result of a number of key factors, industries closing as a result of restrictions and being unable to open, companies making redundancies or closing, companies phasing staff back from furlough to reduced hours and young people leaving education.

Although the Job Retention Scheme and business support initiatives have played a significant role in mitigating unemployment, there has been an increase in benefit claimant counts with an expectation of further increases in the future particularly in January.

Emerging evidence around labour market outcomes demonstrates that those already on low income / in precarious employment are most likely to have been impacted by unemployment particularly young people and women. The recent announcements in retail including Debenhams and the Arcadia group has the potential of around 300-700 local job losses.

D.2 Supporting those at risk of redundancy

West Lothian Council works alongside Partners Skills Development Scotland, Department of Work and Pensions, West Lothian College, Scottish Enterprise and the Citizens Advice Bureau through Partnership Action for Continuing Employment (PACE) to provide support to those affected by redundancy.

The support is aimed at the provision of intensive business support to companies when there are concerns about redundancy and to employees at risk of redundancy and those that have been made redundant.

In addition to employability support a key element of the support required by employees experiencing redundancy is often money /benefit / debt advice, housing support, basic IT skills and information on starting up in business. This is provided by a range of West Lothian Council services including The Advice Shop, Housing, Adult Learning, Access2employment and Business Gateway.

Current employability support and advice to those affected by redundancy is being provided remotely and through digital channel or phone support by the partnership. Engagement has been high with services adapting their current delivery to meet need including the development of a weekly bulletin by Access2employment containing latest vacancies and training support, the delivery of training online, the ability to create your CV through digital channels, webinars and online workshops including health and wellbeing.

During the pandemic West Lothian has seen 16 businesses make redundancies, the majority of which have been from nationwide businesses. While the level of redundancies has been low in the area, residents have been affected by a significant increase in redundancies in Edinburgh and surrounding areas and by businesses making a small number of staff redundant or not bringing them back fully after furlough with reduced hours.

To support the increase in demand and uncertainty in job security a local employability helpline has been established, through the contact centre, as a single point of contact for clients who need any support and unsure how to access it.

To continue to support those affected by redundancy an additional 3.5 million of funding is to be provided to Local Authorities from Scottish Government, West Lothian will receive £119,920 for 20/21.

The funding is to be used to enhance the current support provided by West Lothian Council services to increase the support to those at risk of redundancy or who have been made redundant, and to particularly target those most susceptible to long term unemployment.

D.3 Additional employability support

In addition to resources for supporting those affected by redundancy the Scottish Government have provided additional resources to support those who that have most disadvantaged in the labour market by the pandemic including young people and lone parents on low income.

D.4 Young Person Guarantee

The Young Person's Guarantee is designed to provide all unemployed 16-24 people the offer of a job, apprenticeship, training or formal volunteering opportunity. An additional £30 million of funding has been made available to Local Authorities in 2020/21 to support the commitment and enhance current delivery.

West Lothian Council will receive £1,169,898. This will be utilised to enhance current provision that support the client group including the delivery of employability programmes, HYPE and Skills Training Programme, by the More Choice More Chance, providing intensive support to start up in business and wage incentives for companies to employ young people through the Steps n2 Work programme.

D.5 Parental employment support

Parental Employment Support is aimed at supporting unemployed parents into work and those in-work but financially struggling to progress to more secure employment or better paid employment. An additional £80,700 has been provide to West Lothian Council in 20/21 to support this client group with an emphasis on supporting lone parents and those with a disability.

This will enable additional capacity within ACESS2employment and Supported Employment team to work intensively with the client group to mitigate the challenges they are currently facing.

The additional funding, highlighted above, will be received in December 2020.

E. CONCLUSION

Tackling unemployment, supporting residents facing redundancy and under employment remains a key priority for West Lothian Council and Partners. The pandemic has seen a significant increase in the provision of support required by partners to mitigate the impact on residents.

The additional resources being provided by the Scottish Government will help the partnership to work together to continue to engage during this challenging time.

F. BACKGROUND REFERENCES

None

Appendices/Attachments: None

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Craig McCorriston
Head of Planning, Economic Development and Regeneration

Date of meeting: 15 December 2020

DATA LABEL: PUBLIC



COUNCIL EXECUTIVE

COVID-19 RESPONSE TO ECONOMIC IMPACT

REPORT BY HEAD OF PLANNING, ECONOMIC DEVELOPMENT AND REGENERATION

A. PURPOSE OF REPORT

To update Council Executive of the projected impact of COVID-19 on the wider West Lothian economy and council services, and the council's response to the associated issues and challenges this presents.

B. RECOMMENDATION

It is recommended that the Council Executive:

1. Notes the projected impact of COVID-19 on the wider West Lothian economy and on council services
2. Notes actions to be taken by officers in response to the issues and challenges as part of the council's economic recovery planning

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)	Coronavirus Act 2020 Any proposals for the use of council financial intervention in the wider economy, and also any changes to council policy will be taken with due regard to protected characteristics, as well as being assessed in respect to how they could affect equality across communities, including socio-economic impacts, in line with the council's established integrated process for assessing impact.
III Implications for Scheme of Delegations to Officers	No implications at this stage.
IV Impact on performance and performance Indicators	COVID-19 will have a range of impacts on council performance.
V Relevance to Single Outcome Agreement	None

VI Resources - (Financial, Staffing and Property)

It is estimated that the net overspend in the council's general fund revenue budget in 2020/21, mainly resulting from the financial impact of the current pandemic is £4.334 million.

At the Jobs Task Force (JTF) on 12 May 2020, it was agreed to develop a draft action plan focusing on economic resilience and recovery from June 2020 to March 2023. The JTF has approximately £1.2 million remaining.

VII Consideration at PDSP

The West Lothian Jobs Task Force paper noted by Development & Transport PDSP on 5 June 2018; agreed by Council Executive on 12 June 2018

Update on Jobs task Force (JTF) Economic Recovery and Growth Plan 2020-2023 to Development and Transport PDSP on 4 September 2020

VIII Other consultations

D. TERMS OF REPORT

D.1 Background

The outbreak of the COVID-19 virus is the most significant public health emergency that the UK has faced in a generation. The UK and Scottish Government's subsequent lockdown on 23 March 2020 placed restrictions on the ability of people to meet, travel and attend work with the exceptions for work deemed to be essential and has had a significant impact both nationally and locally on businesses, communities and residents.

It is widely speculated that the impact is expected to be severe and that the Scottish economy will contract in 2020. However, the depth and duration of the severity of the impact is uncertain, although as of 11 August 2020, the economy officially entered into a recession.

D.2 West Lothian Economy

Work is ongoing by officers to assess impact in West Lothian on job losses by sector, a demographic analysis, impact on council services and an integrated impact assessment.

Officers are also assessing information available in relation to projected estimated job losses based on the total number of people furloughed in West Lothian. Approximately 3,000 people in West Lothian were claiming unemployed benefit pre-COVID which has now increased to 6,000. It is thought this figure could reach 12,000 by January 2021. It should be noted however that West Lothian figures are below average compared to other Scottish local authorities.

The Oxford Economics Vulnerability Index considers a local authority's economic diversity, business environment and digital connectivity to consider how able, or not, an area is to withstand and respond to the economic shock resulting from

COVID-19. A score above 100 on the index means an area is more vulnerable than the Great Britain average. West Lothian scored 91.5, making West Lothian the 6th most resilient local authority in Scotland. The majority of the Scottish districts are considered more vulnerable to the pandemic compared with the Great Britain average, with urban districts being more resilient.

Based on scenario planning by a range of organisations including the Bank of England, Skills Development Scotland and KPMG, West Lothian could be least impacted by the economic downturn despite a forecast of over 12,00 job losses in the area.

The worst impacted sectors are projected to be in retail/wholesale, construction, business services, and tourism. This is reflective in the recent announcement on Debenhams and The Arcadia Group where the impact on local retail will be between 350-700 job losses.

However, there is also jobs growth in sectors such as life sciences, technology and engineering.

D.3 West Lothian Council's Response

D.3.1 West Lothian Jobs Task Force

On 12 May 2020, the West Lothian Jobs Task Force met to discuss what the impact may look like for the West Lothian Economy and as a result the West Lothian Economic Recovery and Growth Plan 2020-23 was drafted.

The draft plan was reported to the Development and Transport PDSP on 4 September 2020 and has been out for consultation to all partners as well as local businesses.

During this time Scottish Government also responded with a series of recommendations on both the Advisory Groups on Economic Recovery and Addressing the Labour Market Emergency reports.

The draft plan has been updated taking on board the above recommendations. The plan will remain dynamic and will be updated as new actions emerge and to incorporate how these will impact locally.

An Economic Recovery Group has been established led by Economic Development with relevant partners to ensure that actions are taken forward collectively and that businesses intelligence is kept as accurate as possible. Collaboration is particularly important now that West Lothian has moved into tier 4. Details of support available to businesses is outlined below.

Businesses Closed by Law – Tier 4

Under the Strategic Framework Business Support Fund businesses forced to close by law under tier 4 are able to apply for a Temporary Closure Fund Grant. Where the business meets the eligibility criteria for the grant, the amount of support available is dependent on the rateable value of the business premises. The grant is payable every 4 weeks in arrears for the duration of the protective measures to close the business apply. The grant payable every 4 weeks is:

- £2,000 for premises with a rateable value of up to and including £51,000.
- £3,000 for premises with a rateable value of more than £51,000.

Those businesses affected can apply to the Strategic Framework Business Support Fund for a Temporary Closure Grant via the following link <https://www.westlothian.gov.uk/business-support-fund>

The First Minister has also announced three further support funds:

- a) £30 million Discretionary Fund: To enable Local Authorities (in all Levels) to provide additional support for businesses where they consider that necessary or justified. For example, for businesses in supply chains, or to taxi drivers suffering an indirect effect. Criteria and guidance is to be developed jointly over the next few days.
- b) £15 million for newly self-employed people: this applies to people (in all levels) who have not been able to access other forms of support.
- c) £15 million for Local Authorities in Level 4 only to help with the community and social impact of a move to this level.

Details and distribution of the fund were discussed at the Cosla Leaders meeting on 27 November. However in anticipation of the volumes of applications which may come through this fund, arrangements are in place to ensure that we are ready to hit the ground running when the scheme is formally launched once criteria was clear and guidance given from Scottish Government.

An additional £5 million for the 11 Local Authorities on Tier 4 is anticipated from Scottish Government to support the additional work loads.

The UK and Scottish Governments continue to review support for economic recovery, and it is therefore important that the council continues to monitor any updates to ensure that officers understand what initiatives and offers will become available, and how these will affect the business sectors and communities in West Lothian.

D.3.2 Support for individuals

Employability support is being provided to residents who are unemployed or worried about their current employment.

A range of online workshops have been designed to meet client needs including health and wellbeing, interview skills and the Women n2 Work programme. Support is being provided remotely online, by telephone, web and via email.

In terms of young people, the following initiatives are in place:

- Further opportunities will exist through Kick Start and Scottish Guarantee funding
- Steps n2 Work programme will deliver 50 wage subsidies in 2020/21
- Additional support is being provided for all 2020 summer school leavers
- Virtual Youth Employment Hubs are being created with DWP for the provision of supporting young people currently on Universal Credit
- DYW – Up2U programme
- Employability resource pack for young people
- Provision being aligned to opportunities in partnership with WL College and DWP through the development of Sector Based Work Academies and Boost Academies
- Delivery of next steps programme and provision for Winter leavers with West Lothian college

Redundancy support is also being provided through the PACE partnership and via a localised service offer. The council has put in place a new localised West Lothian number for residents to contact. 1 to 1 support is being provided to look for alternative employment, welfare / benefits or to access council services such as housing support.

D.3.3 Summary

Officers will continue to prepare for immediate/medium impact on the economy. Work is ongoing to capture and make sense of intelligence as the crisis develops. The council will continue to work in partnership to align resources where possible. Support will be provided to businesses to re-emerge, and similarly, retraining and re-employment support will be provided to individuals. It is forecast that it will be the year 2024 for economic recovery to reach 2019 levels.

D.4 Impact on Council Services

What the recovery from COVID-19 will look like is still uncertain; however, a number of council services are already seeing an increase in demand and it is likely that this will continue.

1. Housing

COVID-19 has had a significant impact on homelessness, with an increased use of and time spent in temporary accommodation. This is also having an impact on mental health and issues around supporting people who are having to self-isolate in B&Bs.

Rent arrears has increased since March but this rise is within the forecast projections made each year and includes known rises due to customers paying on a monthly schedule and charges being applied on an accelerated schedule due to non-collection weeks, which will resolve by the end of the year. Housing continues to maintain a high collection rate for rent, with the 2019/20 collection rate at 98.23%. Income management is being monitored continuously and corrective actions taken as needed. Income so far this year has been higher from customers and the average transaction value has increased. Both of these increases are over and above the previous year even after adjusting for the rent increase applied in April 2020. The largest real debt driver is the transition of customers from legacy Housing Benefit onto Universal Credit due to the break in benefits during the initial Universal Credit assessment period. Maximum debt on accounts has increased largely due to the removal of eviction actions while court processes are suspended. Most wards are within target with only one ward, Breich Valley, underperforming at this stage. There are historical debt issues with this area so this underperformance cannot be attributed to the pandemic pressures.

2. Revenues

The Council's Revenue team is projecting a loss on council tax receipts due to Covid-19. The Council's Revenue team is projecting an under-recovery of council tax against the budgeted income of £1.086,000 as at the end October 2020, this is based on an estimate of 1.7% reduction in council tax collection. This is a forecast position that is being monitored and recalculated month to month so is open to change.

As a result of Covid-19 there is a large increase in Council Tax Reduction Scheme (CTRS) caseload in 2020/21 and a resulting significant increase in expenditure costs on the CTRS. CTRS is forecast to over spend by £401,000 as at end of

October 2020, the projected overspend allows for 500 additional cases. This is a forecast position that is being monitored and recalculated month to month so open to change.

3. Anti-Poverty Service and Schools Support

The COVID-19 crisis has affected people's finances. Since the beginning of lockdown, many people have fallen behind with bills and more people have had to borrow money, e.g. through credits cards and overdrafts. The Money Advice team have seen an increased demand for the service.

There has been a significant increase in the amount of Scottish Welfare Funding disbursed in West Lothian. More than £900,000 has been granted between late March and the end of October with a significant increase in the crisis grants awarded and, as the 2020-21 financial year has progressed, and there has been movement in rented housing stock a steady rise in community care grants.

People can apply for grants if they are advised to self-isolate by Test and Protect. But successful applicants are low, mostly due to difficulties in meeting all the criteria; in the first three weeks of the scheme, less than 10% of applications have met Scottish government criteria for the grant.

701 Education Maintenance Allowance (EMA) payments were made in 2019/20. Already this year there have been 506 payments made. Figures are not complete until the end of the academic year and there will be a further increase in figures when the second cohort of the school year becomes eligible (January).

There is an increase of 1,674 (37%) in the total number of children eating free school meals in this academic year. During the lockdown period prior to summer break, free school meal uptake increased; uptake then levelled out during the summer holiday period. Average uptake in May was 60% which fell to 55% in June and to 42% in July. Uptake of free school meals during the September and October holidays was notably lower than during lockdown and the summer holidays.

The eligibility criteria for clothing grants have been extended to include those receiving council tax reduction so that more children can receive this grant. This may have contributed to the increased uptake of almost 10% for this grant; 7,714 children in West Lothian have benefitted from this award.

4. Shielding and Food Support

The Chief Medical Officer wrote to all people on the Shielding List in the areas which moved to Level 4 on 20th November. This letter contains the advice they are being asked to follow. They are not facing a return to the blanket stay at home guidance which was in place earlier in the year.

Under Level 4, the advice to people on the shielding list is to:

- Minimise contact with people outside your own household if you can.
- You should not take public transport.
- Strictly follow the guidelines when shopping and limit the number of times you go to a shop. Shop at quieter times.
- If you cannot work from home:

The majority of workplaces can be made safe. If you have any concerns you should discuss these with your employer.

However, at this level the Chief Medical Officer will issue a letter which is similar to a fit note and which will last for as long as your area is under Level 4 restrictions. This letter can be used in the few cases where it is not possible to

make your workplace safe.

This does not automatically mean people on the shielding list should not attend work. You should discuss this further with your employer, and if this results in adequate protection, you can continue to work.

- Children on the shielding list should not attend School/ formal childcare in person.

The letter from the CMO includes the National Helpline number which connects callers to their local authority's helpline.

West Lothian Council continues to offer support to vulnerable people in our communities, including those who are the shielding list. This support includes assistance with accessing essentials such as food and medicine, referrals to the anti-poverty service, as well as signposting to other services available, such as befriending services. As part of the response to the 'tiered approach' to restrictions, the Council has responsibility for contacting those who have been asked to self-isolate through the Test and Protect system. As part of the outward-bound calls process, advisers ask about support and help the household may need. This includes questions relating to food, medicine and money worries. The West Lothian Food Network respond to any requests for food by providing food parcels: the parcels (2 x 1 week supply) includes fresh produce including milk, eggs, vegetables, fruit and bread along with a selection of ambient goods to make meals. It will also include 2 chilled meals each week which just need re-heating. The parcels will also include toiletries, cleaning products and pet food if required.

The Scottish Government has also refreshed the priority delivery slot scheme with supermarkets and the council can assist people in accessing these slots.

Since food support started in mid-May until the end of October, 85,945 food parcels have been delivered in West Lothian. This equates to more than 3,600 per week. It is worth noting that the 'nature' of the need relating to food has changed. During lockdown (April to June) the need arose from the fact that people could not access food. More than 4,100 food parcels were delivered on average during each week in June. In recent months, the need has been due to people having less money and unable to afford food.

Council Executive agreed on 17 November 2020 to make direct payments, to the families of P4 – S6 children and young people eligible for free school meals, and P1 – P3 pupils in receipt of school clothing grant of £15 per week for the Christmas (£30), February (£15) and Easter (£30) holidays.

5. Health and Social Care Partnership (HSCP)

The HSCP has worked to adapt to the COVID-19 restrictions to ensure that people in West Lothian continue to have access to the right support at the right time. Central to the capacity to respond at pace and retain quality of service support has been the skilled, dedicated and committed workforce who have demonstrated great resilience and professionalism during this sustained period of public health crisis.

Staff across the partnership have voluntarily moved to work in areas of care and support where people resources were most needed. A significant proportion of the workforce has continued throughout to undertake their roles as prior to the pandemic but with significantly altered practices and approaches to manage the health risks presented by COVID 19.

It is clear that there are opportunities through increased and advanced use of technology to support more people to retain independence at home for as long as is

possible and safe. We aim to further this work with pace and it will be taken forward by the Strategic Planning and Commissioning Boards within the HSCP.

A key theme at the centre of leadership approaches in West Lothian through the pandemic has been very active engagement with care providers and suppliers of care and support for West Lothian citizens. At a very early stage the HSCP put in place a range of measures designed to ensure that essential community health and social care services continued to be delivered for the population of West Lothian. This included early intervention to address market fragility by providing financial support to care providers to cover COVID 19 additional costs.

In keeping with the above, the West Lothian PPE centre was established in April 2020 with the aim of ensuring secure supplies of PPE and the timely delivery of essential items to health and care services across the partnership. The PPE centre has now become the main supply route for PPE in West Lothian.

Work is now underway to review strategic commissioning plans in key service areas to reflect learning from the pandemic response and to update plans with revised priorities where necessary. We will build on these lessons to inform our future service design and the redesign of models of care.

With regard to future years, social work and social care services will be faced with significant challenges to meet increased demands and operate within tight fiscal constraints for the foreseeable future. The implications associated with COVID-19 will further increase the financial challenges and are likely to impact on current plans to meet demands.

West Lothian Mental Wellbeing and Suicide Prevention

As part of the response a partnership group, involving partners from NHS Lothian, West Lothian council, Police Scotland, West Lothian College and the third sector was established and has developed a local Suicide Prevention Action Plan. The group has focussed on the following:

- Public Consultation and focused service consultation resulting in 129 responses received;
- Analysis of the responses has been themed and help develop the plan. Themes include:
 - o access to services;
 - o tackling stigma and discrimination;
 - o access to information;
 - o role of the Third Sector;
 - o addictions;
 - o targeted support for vulnerable groups;
 - o physical health and wellbeing, particularly physical activity; and
 - o use of the local community, education, training and learning.
- The draft action plan was presented to the Community Planning Board on 30th November.
- The West Lothian Mental Wellbeing and Suicide Prevention Group will support the CPP to deliver on including:
 - o the development of a tiered system to mental health and wellbeing. The purpose of this is to help all partners, statutory and non-statutory to recognise their role in mental health and wellbeing;

- Work with SEE ME to develop a locally targeted approach to addressing stigma and discrimination;
- Further develop WESTSPACE as a central hub for information and services; and
- Develop a local mental health, wellbeing and suicide prevention training plan which can be delivered online and accessible for a range of partners and community members.

It should be noted that from the community survey carried out through the CPP's Health & Wellbeing/Anti-Poverty working group and the concerns over mental health and wellbeing, it is also important to recognise that there is a much wider role for the Third Sector and Community Planning Partners around support for the more general response to Health and Wellbeing of our communities, ones that are elective rather than referral based. This includes the need to consider the more general services around exercise, diet, loneliness and support that increase health and wellbeing in the community at large and indeed can help people avoid the need to engage with statutory services.

6. Support for Communities

The third sector has been crucial to the initial response to COVID-19 and a significant amount of short-term funding was received by the sector to respond to the immediate needs of our communities during the pandemic. However, much of this was time limited. How the ongoing response of the sector was to be funded needed to be considered at all levels.

A working group between council officers and voluntary sector has agreed an approach to allocate the £944,000 Voluntary Organisations budget, including the creation of the £400,000 Third Sector Community Support Fund 2020/21, which focuses on building resilience in communities recovering from COVID-19. This fund will address key areas identified through the Community Planning process as the key short and medium term priorities for partners as we move through COVID-19. The focus of the new grant scheme is primarily around health and wellbeing, with particular emphasis on supporting our most vulnerable communities and supporting the aims of the Economic Recovery Plan, Anti-Poverty Action Plan 2018 - 2023, and the areas for Health and Wellbeing support identified in recent months. Community Regeneration Officers have supported the application process, which closed on 11 November. A panel is currently assessing applications and are scheduled to make recommendations to the Head of Economic Development and Planning. Applicants will be made aware of the results in December.

Community Regeneration Officers are also supporting applications to the £658,000 Town Centre Fund – Capital Grant 2020/21 across 23 eligible communities across West Lothian. This involved working closely with applicants and council services to help develop suitable projects and take through the Local Area Committee process for decision in December. The council also continues to support community choices pilots.

Ongoing support and collaboration with the third sector and communities will be important as we recover from COVID-19.

7. Education

Schools reacted quickly to lockdown in ensuring provision of learning. This involved the immediate movement of all children and young people P4 – S6 becoming familiar with Microsoft teams, classes being set up and staff rapidly upskilling in use. Schools tracked engagement of pupils throughout lockdown. There was significant professional learning for staff that took place, and continues

to be developed this session. Seesaw has been introduced as the digital platform to support learning for P1 – P3 children. Pupil assemblies, staff meetings etc all moved to virtual platforms prior to the summer, as is still the case. Transition activities were undertaken for key groups such as new P1 and S1 pupils. Support also continued in ensuring positive destinations for young people who were at the point of leaving school – with the support of other partners.

Support for vulnerable pupils was put in place through digital provision or alternatives, signposting to counselling services, educational psychology services etc and tracking regular contact and levels of needs of pupils.

Schools have continued to support pupils who are self isolating to ensure continuity of learning.

Contingency plans for blended learning were developed and have been further adjusted should they be required.

A quality assurance process for schools and the local authority was developed and carried out to ensure a robustness to teacher professional judgement in the secondary schools for SQA results.

All sectors worked closely throughout the summer with operational services and health and safety to ensure the safe return to schools in August for staff and pupils including the introduction of staggered interval and lunches, changes to classrooms to allow distancing where possible and teacher desks were safely situated, introduction of one-way systems, signage, hand sanitisers and other measures. Curricular changes were also made where possible to reduce the movement of children and young people throughout the building.

Schools continue to update risk assessments as guidance evolves.

All schools have recovery curriculum plans in place, with a focus on health and wellbeing as well as ongoing targeted interventions and close tracking and monitoring of learning progress to ensure they maximise learning recovery. Risk assessments were completed for staff and pupils in higher risk categories, and adjustments made. Schools continue to make further adjustments for children and staff who are shielding as a result of Tier 4.

External HMI inspections and validated self-evaluation activities, usually carried out with schools, are currently paused.

SQA National 5 exams are not taking place at the end of this session but currently higher and advanced highers are. There has been an impact on the learning, teaching and assessment experience for children and young people due to restrictions for example less collaborative working, group work activities and in the senior phase some practical subjects have been affected in terms of course preparation for example PE, Drama, Music, Dance. Positively, the continued upskilling and use of digital technologies as a key tool to support learning and teaching has been very beneficial and has allowed greater expansion of areas such as the virtual campus in the senior school – allowing more advanced highers to be offered to young people via digital platforms. Staff and pupil confidence in embedding digital tools as part of their planning process is very worthwhile. There is an even greater focus on assessment and evidence gathering this session – plans have been developed to support subject areas in the provision of robust evidence for SQA through networks and collaboration across the secondary schools.

8. General

It is suggested that services will continue to see an impact in the short to medium term, as more jobs are lost and hours are reduced. When mortgage holidays come to an end, many households will have increased payments to cover. Private and social tenants are currently protected from eviction action and so the impact on evictions may be seen later down the line when this is lifted. All of this may result in even more families using up their savings, maxing out their credit, defaulting on debt payments and struggling to meet household costs. Loss of jobs, insecure work and underemployment will also have an impact on people's mental health and wellbeing, as will the further restrictions of being in Tier 4.

This will all add additional pressures to families and households and the council will likely see an increased demand for employability and business support, Advice Shop/Anti-Poverty services (applications to the Scottish Welfare Fund, more demand for benefits advice and support with claims, increased demand for money and debt advice, further increase to the Council Tax Reduction caseload, increased eligibility for free school meals/clothing grants, Education Maintenance Allowance), potentially increased council tax arrears, more pressure on homelessness services and demand for mental health support.

Third sector organisations will also see an increased demand for their services and may require additional support from the council to ensure they have the capacity to meet this demand.

It should be noted that a working group is working to pull together a COVID-19 sentinel data set to provide a robust, systematic reference point to measure the impact of the pandemic and build a picture of COVID-related issues, allowing officers to share intelligence around key themes. The data set is to be updated monthly and the group will further analyse the data to track COVID-19 impact/recovery and provide evidence to target activity. The data set is being presented to the CPP Board on 30 November.

D.5 West Lothian Anti-Poverty Strategy 2018 – 2023

The Anti-Poverty Strategy's annual action plan 2020-21 has been agreed at the CPP Board on 30 September 2020. It takes account of the impact and challenges arising from the Covid-19 pandemic. Partners will continue to review, evaluate and respond to the emerging needs of individuals, households and communities as the restrictions change.

D6. CPP COVID Response and Recovery – Aligning Recovery Plans

A Health & Wellbeing/Anti-Poverty working group was set up involving members of the Anti-Poverty Task Force and the Health and Wellbeing Partnership. The group identified 5 themes for COVID recovery, informed through discussion with partners and a community survey. These were approved at the CPP Board in September 2020:

- Income and employment;
- Economy and business;
- Physical and mental wellbeing;
- Housing and homelessness issues;
- Develop/strengthen partnership working between public, third sector and business

Partnership activity around each of these 5 COVID themes is being picked up by various partnership groups and recovery plans (see Appendix 1). There are clear

links between the economic recovery group and the Health & Wellbeing/Anti-Poverty working group and the two groups meet regularly to share relevant evidence and information to ensure all activity is aligned and to avoid duplication.

D.7 Integrated Impact Assessment

The Council's Corporate Working Group for Equality and Diversity has service representatives from across the council who lead on the council's approach to equality, diversity and human rights. Service representatives have a responsibility to link equality impacts on protected characteristics to the decision making process by promoting, coordinating and inputting to the council's Integrated Impact Assessment (IIA) process.

COVID-19 has challenged the IIA process because of the speed at which decisions needed to be taken. In response, the Corporate Working Group implemented a programme of activity to support colleagues when developing IIAs and uphold our commitment to the Equality Act 2010. Example of activities include; raising awareness of the impacts of COVID-19 on protected characteristics, developing and delivering online IIA training with colleagues from NHS Lothian, Midlothian Council, and Edinburgh Council and coordinating the coproduction of connected assessments.

E. CONCLUSION

Businesses across all sectors have been adversely affected by the measures put in place to control the spread of the COVID-19 virus. Both the UK and Scottish Governments are providing short term support to businesses which will help them absorb some of the initial impact of the economic downturn. However, the depth and duration of the severity of the impact on the economy is uncertain. The uncertainty around the state of the economy will have an impact on the delivery of Council services which will continue to be monitored.

F. BACKGROUND REFERENCES

Appendices/Attachments: Appendix 1 – Mapping COVID-19 themes to CPP groups/activity

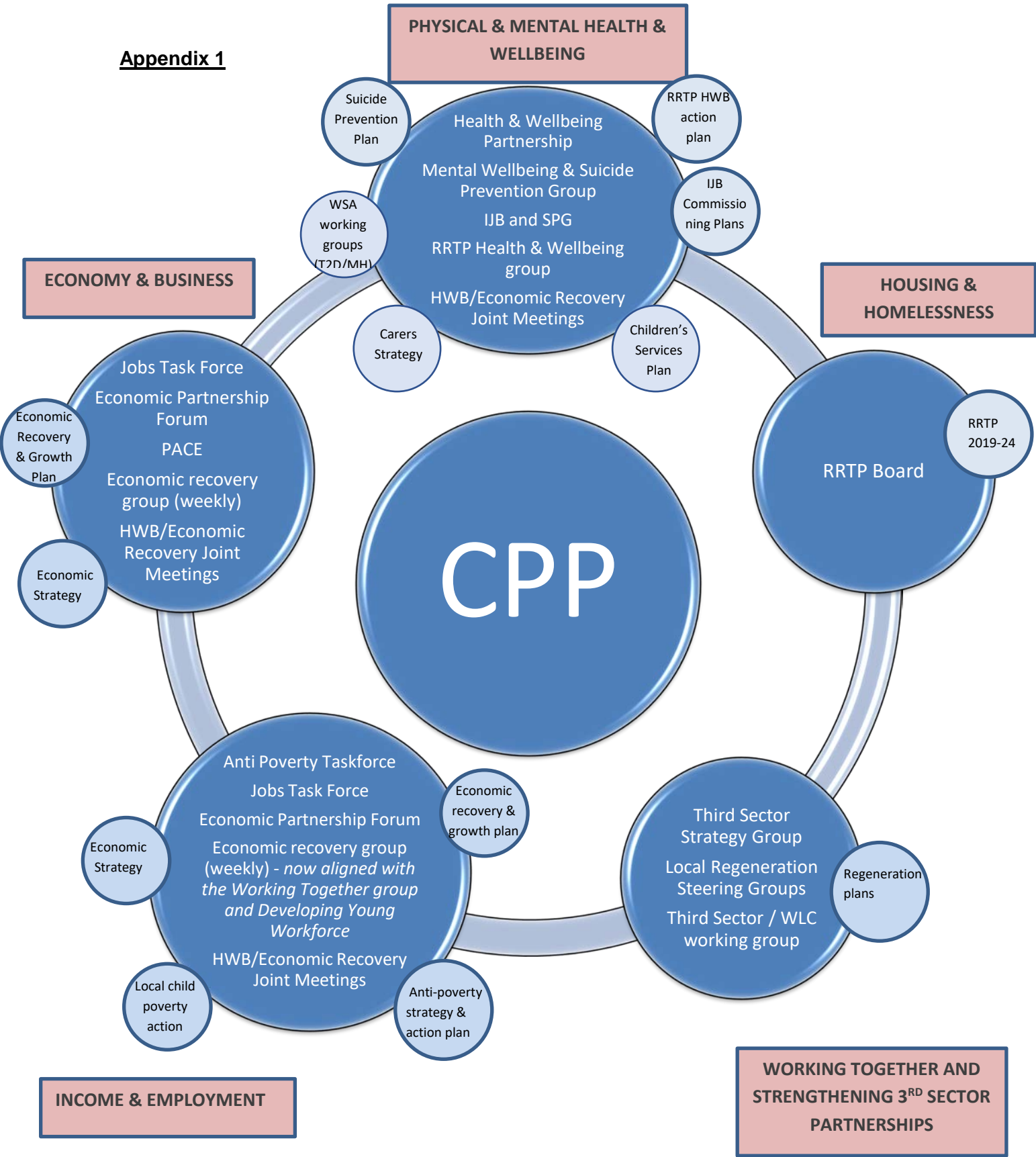
Contact Person: Alice Mitchell, Economic Development Manager; alice.mitchell@westlothian.gov.uk
01506 283079

Craig McCorriston

Head of Service – Planning, Economic Development and Regeneration

Date of meeting: 15 December 2020

Appendix 1



DATA LABEL: PUBLIC



COUNCIL EXECUTIVE

COUNCILLORS' LOCAL DISBURSEMENT FUND

REPORT BY HEAD OF CORPORATE SERVICES

A. PURPOSE OF REPORT

To advise the Council Executive of expenditure from the Councillors' Local Disbursement Fund for the period 1 April 2020 to 30 September 2020

B. RECOMMENDATION

To note the expenditure from the Councillors' Local Disbursement Fund for the period 1 April 2020 to 30 September 2020

C. SUMMARY OF IMPLICATIONS

I Council Values	Focusing on our customers' needs; making best use of our resources; and working in partnership
II Policy and Legal (including Strategic Environmental Assessment, Equality Issues, Health or Risk Assessment)	<p>The guidelines for the operation of the Local Members' Disbursement Fund were established by the Policy and Resources Committee in 1996</p> <p>New forms and procedures were introduced as a result of the council's implementation of "Following the Public Pound" in October 2005 and were further revised in 2007</p> <p>The name of the Fund was changed in April 2007</p>
III Implications for Scheme of Delegations to Officers	None.
IV Impact on performance and performance Indicators	None.
V Relevance to Single Outcome Agreement	None.
VI Resources - (Financial, Staffing and Property)	The budget for 2020/21 is £98,399.73 divided equally amongst the 33 elected members
VII Consideration at PDSP	Not required
VIII Other consultations	None

D. TERMS OF REPORT

The guidelines for the operation of the Fund, which were approved by the Policy and Resources Committee in 1996, include a requirement for a summary report of expenditure from the Fund to be submitted to the Council Executive every six months.

Expenditure for the period from 1 April 2020 to 30 September 2020 is shown in the Appendix to this report

The budget for the Fund for 2020/21 was £98,399.73. Each member was allocated an equal share of the fund, amounting to £2,981.81. Members receive regular information about sums they have allocated and the balance remaining for allocation by them. Members can request this information at any time.

In order for a disbursement to come within the guidelines for the scheme there should be some evidence in the application of a benefit to the community rather than a benefit only to an individual

E. CONCLUSION

Reporting the spend from the Fund for the first half of the year ensures compliance with the rules governing the scheme.

F. BACKGROUND REFERENCES

Policy and Resources Committee - 23 April 1996

Policy Partnership & Resources Committee - 20 June 2001, 25 October 2005, 5 December 2006 and 6 February 2007

Appendices/Attachments: Summary of Councillors Local Disbursement Fund Spending - 1 April 2020 to 30 September 2020

Contact Person: Carol Johnston, Chief Solicitor, 01506 281605

Julie Whitelaw

Head of Corporate Services

15 December 2020

APPENDIX

COUNCILLORS LOCAL DISBURSEMENT FUND – SPENDING SUMMARY

1 APRIL 2020 TO 30 SEPTEMBER 2020

WARD AND MEMBER	AMOUNT ALLOCATED
Ward 1 – Linlithgow	
Tom Conn	£350.00
Tom Kerr	£750.00
David Tait	£470.00
Ward 2 – Broxburn, Uphall and Winchburgh	
Diane Calder	£450.00
Janet Campbell	£200.00
Angela Doran	£650.00
Chris Horne	£450.00
Ward 3 – Livingston North	
Alison Adamson	£350.00
Robert de Bold	£0.00
Dominic McGuire	£350.00
Andrew Miller	£0.00
Ward 4 – Livingston South	
Lawrence Fitzpatrick	£1,000.00
Peter Heggie	£600.00
Moir Shemilt	£1,100.00
Ward 5 – East Livingston and East Calder	
Frank Anderson	£0.00
Carl John	£500.00
Dave King	£700.00

Damian Timson	£550.00
Ward 6 – Fauldhouse and the Breich Valley	
David Dodds	£200.00
Pauline Clark	£400.00
Cathy Muldoon	£450.00
Ward 7 – Whitburn and Blackburn	
Jim Dickson	£1,000.00
Bruce Fairbairn	£450.00
George Paul	£650.00
Kirsteen Sullivan	£1,150.00
Ward 8 - Bathgate	
Willie Boyle	£0.00
Harry Cartmill	£610.00
Charles Kennedy	£0.00
John McGinty	£225.00
Ward 9 – Armadale and Blackridge	
Stuart Borrowman	£0.00
Sarah King	£950.00
Andrew McGuire	£950.00
Amount available	£98,399.73
Amount allocated	£15,505.00
Amount remaining for allocation	£82,894.73

DATA LABEL: PUBLIC



COUNCIL EXECUTIVE

COVID-19 LEVEL 4 RESTRICTIONS: USE OF EMERGENCY DECISION-MAKING POWERS

REPORT BY CHIEF EXECUTIVE

A. PURPOSE OF REPORT

To report on the use of emergency and other delegated powers in responding to the introduction of level 4 restrictions and precautions.

B. RECOMMENDATIONS

To note the use made of delegated powers in dealing with the Level 4 restrictions and precautions introduced on 20 November 2020.

C. SUMMARY OF IMPLICATIONS

I Council Values	Being honest, open and accountable; making the best use of our resources
II Policy and Legal (including Strategic Environmental Assessment, Equality Issues, Health or Risk Assessment)	Local Government (Scotland) Act 1973; Coronavirus (Scotland) Act 2020 and related regulations; Standing Orders for the Regulation of Meetings; Scheme of Delegation
III Implications for Scheme of Delegations to Officers	None
IV Impact on performance and performance Indicators	N/a
V Relevance to Single Outcome Agreement	N/a
VI Resources - (Financial, Staffing and Property)	N/a
VII Consideration at PDSP	None
VIII Other consultations	Corporate Management Team; Governance Manager

D. TERMS OF REPORT

1 Use of delegated powers

- 1.1 On 17 November 2020 the Scottish Government announced that the West Lothian area would be on Level 4 of the new system of restrictions and precautions designed to control the coronavirus. The new regime was formally brought into force by regulations on 20 November 2020 followed by a suite of statutory and other guidance. Immediately after the announcement was made officers started planning the steps required to react to the new regime, in relation to the delivery of public services, provision of support to the public and staffing and other council resources. A communications plan was put in place for the public, for staff and for elected members. Decision-making using emergency and other delegated powers was recorded with a view to reporting to committee, both as had been carried out in relation to the early months of the coronavirus emergency period.
- 1.2 The new rules required the then-existing provision of council services and working arrangements to be re-assessed to ensure legal compliance and to have regard to guidance from the Ministers and public health bodies. Planning had to be carried out and decisions had to be made and implemented which could not realistically wait for council or committee meetings. Those decisions were made through and under the control of the Executive Management Team
- 1.3 Formal arrangements for the use of delegated powers are found in Standing Orders for the Regulation of Meetings and in the Scheme of Delegations to Officers, as follows:-
 - The Scheme of Delegations gives authority both in specific areas and a general delegation to Corporate Management Team members to run their directorates and service areas on a day-to-day basis. That power covers normal operations and is available during emergencies as well. They may delegate those functions to officers within their service area
 - For the avoidance of doubt, that general delegation includes the power to do anything incidental to or which facilitates the use of more specific powers
 - Standing Order 31 gives a delegated power to the Chief Executive to deal with business that would normally be presented to committee but which cannot wait until the next scheduled committee meeting. Prior consultation with appropriate elected members is required. Any such action is reported to the next available meeting of the committee concerned. That power can be delegated by the Chief Executive to other officers
 - The Scheme of Delegations gives an over-arching power to the Chief Executive to take emergency action on behalf of the council, including the incurring of expenditure. The Chief Executive must report such action to the council at the earliest opportunity

2 Reporting their use

- 2.1 There may be specific requirements to report to members written into particular delegations such as administering council policies and procedures and implementing statutory schemes. However, the use of the general and day-to-day delegated powers does not require to be reported to members.

- 2.2 SO31 requires its use to be reported to the next available appropriate meeting for the information of committee members and the public. The reports on which the use of SO31 powers was based for Council Executive business are elsewhere on the agenda. Any in the remit of Education Executive will be reported to that committee. Group leaders have been informed of the use of this power and copies of reports have been sent to them.
- 2.3 The emergency power delegated to the Chief Executive is a power of last resort when reacting to a true emergency situation or where other decision-making arrangements are not available or appropriate. Its use must be reported to the next appropriate meeting. The appendix in this report is a record of new decisions made and actions authorised under this provision between the announcement on 17 November and implementation on 20 November. It also includes reference to SO31 decisions and the use of delegated powers found elsewhere in the Scheme of Delegation. Management action taken to implement these decisions and the regulations are not specifically recorded and reported here.

E. CONCLUSION

- 1 The provision of the information in this report will comply with rules in Standing Orders and help the scrutiny of and ensure accountability for decisions made.

F. BACKGROUND REFERENCES

- 1 Council Executive, 26 May 2020
- 2 Standing Orders
https://www.westlothian.gov.uk/media/14551/Standing-Orders-for-the-Regulation-of-Meetings/pdf/Standing_Orders_for_Meetings_20191119.pdf?m=637097771770370000
- 3 Scheme of Delegations to Officers - https://www.westlothian.gov.uk/media/14553/Scheme-of-Delegation-to-Officers/pdf/Scheme_of_Delegations_20191231.pdf?m=637139074930630000

Appendices/Attachments: Record of use of delegated powers

Contact Person: James Millar, Governance Manager, Chief Executive Office, West Lothian Civic Centre, Howden Road South, Livingston, EH54 6FF, 01506 281613
james.millar@westlothian.gov.uk

Graham Hope, Chief Executive

Date of meeting: 15 December 2020

APPENDIX

COVID-19, LEVEL 4 RESTRICTIONS: EMERGENCY POWERS AND URGENT ACTIONS LOG		
DATE (2020)	DECISION	BASIS
17 November	Business support funding to be administered through Economic Development service under head of Planning, Economic Development & Regeneration Services	Scheme of Delegations 9.2.2
	Review of and changes to staffing arrangements, including staff presence in buildings and offices, working from home, travel rules and shielding	Scheme of Delegations, 5.5.2 and 11.3.2
18 November	Suspension of youth clubs and children's clubs	Scheme of Delegations 9.2.2
	Closure of visitor centres with continuing access to open spaces	Scheme of Delegations 9.2.2
	Restriction of library services to click-and-collect	Scheme of Delegations, 9.2.2
	Restrictions on activities of building services in line with regulations and guidance	Scheme of Delegations 9.2.2
19 November	Closure, in whole or in part, of council-owned or council-operated premises, including community centres and other community facilities	Scheme of Delegations 9.2.2
30 November	Support for Business Tenants in Tenanted Non-Residential Property Portfolio	SO31

MEETING CE Agenda Setting

DATE 15 December 2020

ITEM NO. 27

Note the action taken in terms of Standing Order 31 (Urgent Business)



COUNCIL EXECUTIVE

TENANTED NON-RESIDENTIAL PROPERTY PORTFOLIO - SUPPORT FOR BUSINESS TENANTS IMPACTED BY THE COVID-19 PANDEMIC (LEVEL 4 RESTRICTIONS)

REPORT BY HEAD OF FINANCE AND PROPERTY SERVICES

A. PURPOSE OF REPORT

To approve the implementation of further rent deferment support for Tenanted Non-Residential Property (TNRP) portfolio tenants who are eligible, apply and demonstrate hardship as a consequence of the Covid-19 Level 4 restrictions applied to West Lothian.

B. RECOMMENDATION

It is recommended that Council Executive:

1. Approves the proposals set out in the report to provide further support via deferment of rents charged by the council to eligible TNRP business tenants who apply and can demonstrate hardship as a consequence of any period where Level 4 restrictions are applicable to West Lothian;
2. Agrees that deferment will be considered by officers on a case by case basis, subject to the criteria outlined in this report;
3. Agrees that, should further funding support for commercial property landlords or tenants be forthcoming from the Scottish and / or UK Government, officers will assess on a case by case basis if this shall replace or in part replace the proposed support outlined in this report;
4. Delegates authority to the Head of Finance and Property Services to determine applications, as set out in this report;
5. Agrees that the proposals set out in this report should be kept under review and that Council Executive will be provided with an update following implementation of any approved measures.

C. SUMMARY OF IMPLICATIONS

- | | |
|---|--|
| I Council Values | Being honest, open and accountable; focusing on our customer's needs; and making best use of our resources. |
| II Policy and Legal (including Strategic Environmental Assessment, Equality Issues, Health or Risk Assessment) | An Integrated Impact Relevance Assessment has been prepared and is included at Appendix 2. A draft Data Protection Impact Assessment is included within Appendix 3 as tenant information will be obtained and may be shared. |
| III Implications for Scheme of Delegations to Officers | Recommendation 4 of this report seeks delegated authority for the Head of Finance and |

Property Services to determine applications for rent deferment.

IV Impact on performance and performance Indicators	The proposed support measure will impact on the performance indicator for income received in financial years 2020/21 and 2021/22. The wider impact of the Covid-19 pandemic and associated restrictions will have a significant, detrimental impact on the performance of the TNRP portfolio, though officers are working to minimise any impact.
V Relevance to Single Outcome Agreement	Outcome 3: Our economy is diverse and dynamic, and West Lothian is an attractive place for doing business. Outcome 8: We make the most efficient and effective use of resources by minimising our impact on the built and natural environment.
VI Resources - (Financial, Staffing and Property)	It is estimated that the proposed support measures set out the report could reduce TNRP rental income by approximately £125,000 for the financial year 2020/21. Due to the level of wider economic uncertainty, negative impacts on the rental income and occupancy levels for the portfolio are likely to extend into 2021/22 and potentially through to 2022/23 as a consequence of higher levels of business failures, rent arrears, reduced new lettings and the lack of rental growth.
VII Consideration at PDSP	None.
VIII Other consultations	Corporate Finance Manager, Revenues Manager and Economic Development Manager.

D. TERMS OF REPORT

D1 Introduction

As a consequence of the Covid-19 pandemic, the Scottish Government confirmed on the 17 November 2020 that West Lothian would be subject to Level 4 restrictions for a period of three weeks from 20 November 2020 until 11 December 2020. These restrictions mean that non-essential businesses are required to close.

The council has a significant TNRP portfolio that includes many non-essential businesses who will be materially impacted by these restrictions. Requests for assistance from business tenants who are currently unable to make rent payments as they fall due are expected over the coming weeks.

The purpose of this report is to establish an approved, consistent and effective approach to the charging and recovery of rent from the council's TNRP tenants for the period of the Level 4 restrictions (and any future period when West Lothian is impacted by Level 4 restrictions). The approach advocated is the same as that approved by the Council Executive on 26 May 2020 that subsequently supported 35 TNRP business tenants, totalling approximately £94,532 of deferred rental payments.

The council has traditionally worked with TNRP business tenants who have financial difficulties and has previously utilised rent deferments by way of formal payment plans and mutual terminations in accordance with good commercial estate management principles. As such, the approach adopted is not a material change to existing arrangements, but approval is sought to reflect the potential volume of applications.

D2 Business sectors impacted by Level 4 restrictions

The Scottish Government has published details of those sectors who are classified as being non-essential and businesses in these sectors are required to close from 20 November 2020.

The nature of the TNRP portfolio means that a large number of the council's business tenants will be unable to trade or will be operating on a reduced business capacity during the Level 4 lockdown period.

D3 General Business Support (COVID-19)

To support business through the Level 4 restrictions, a range of funding and support is available at a national level. Details of that support is provided via the Scottish Government business support website. Officers have contacted all TNRP business tenants and provided information on where to find details of the support that is available to them.

Officers recognise the package of financial support that is available at Scottish level and acknowledge that this will aid many local businesses across West Lothian. It is clear however that there are a number of TNRP business tenants who are seeking additional support and flexibility from the council in its capacity as landlord in order to remain financially viable in the short term.

D4 TNRP Support

Officers recognise the challenges currently facing some businesses during these unprecedented times and understand the context in which the council will receive requests for additional support.

The general approach that has been adopted by the majority of local authorities and advocated by COSLA and the Scottish Government is the provision of rental deferments for businesses affected by the pandemic and lockdown. The consideration of deferments on a case by case basis will ensure a greater degree of consistency across the public sector, which is important for businesses that have operations in more than one local authority area.

D5 Commercial Property - Statutory Position

How the council manages its TNRP portfolio is governed by a number of key statutory instruments, which include the following:

Section 74(2A) (a) of the Local Government (Scotland) Act 1973, which reflects the principles of the Local Government (Scotland) Act 1972 and sets out and reinforces the statutory requirement for local authorities to always demonstrate Best Value.

The Disposal of Land by Local Authorities (Scotland) Regulations 2010 apply to every disposal of an interest in land, including but not limited to sales and leases. They establish the threshold whereby local authorities can use their discretion, which is set at £10,000 or 25% of the best consideration that can reasonably be obtained.

Whilst neither the Act or the Regulations are specific to the dealing of rental deferments, they reinforce the principles of good public sector estate management and ensure decision making is transparent.

Officers are of the view that as a consequence of the Covid-19 pandemic and the Level 4 restrictions applicable to West Lothian, the provision of rent deferments is reasonable for the council to support affected and eligible businesses.

D6 Scheme of Delegation and Financial Regulations

Under amended Standing Orders for the Scheme of Delegation to Officers, the Head of Finance and Property Services was delegated to grant rent deferments up to £10,000 for 2020/21.

It is proposed that further delegated authority is provided to the Head of Finance and Property Services to consider applications for commercial property rent deferments for 2020/21 and 2020/22 for each and every application up to the value of £10,000.

D7 Proposed Council Commercial Tenant Support

Officers consider that the council in its capacity as a commercial landlord should seek to mitigate the impacts of the Covid-19 pandemic on our local economy and businesses by working with and supporting those TNRP tenants who are currently unable to pay their rent as it falls due. This will not only support our communities, but also support the performance and long-term sustainability of the TNRP portfolio.

In order to fulfil those objectives, officers propose that the council offers a rent deferment in line with other local authorities and private sector landlords. This will involve the deferment of rent payable for any period that Level 4 restrictions are applicable to West Lothian. Rent due during these periods will be repaid in full by the tenant via equal monthly instalments by direct debit over a period of up to twenty four months depending upon the individual circumstances and lease terms. There shall be no interest payable on any deferred rents.

This support will enable businesses to manage the repayment of the deferred rent over a period of time as trading positions recover. It will also ensure the council secures all monies that are owed.

The proposed rent deferment will be available upon application by any eligible TNRP tenant who demonstrates that their business was required to close and/or the tenant's immediate trading position was significantly impacted as a direct consequence of the Covid-19 pandemic or the associated Level 4 lockdown restrictions applicable to West Lothian. Tenants applying will also require to demonstrate that they have exhausted all other nationally promoted support that is available.

The maximum deferment amount will be up to 50% (cumulative based on multiple applications) of the annual rent payable under the lease agreement up to a maximum of £20,000 (cumulatively based on multiple applications). Applications for deferments of rent will be processed by officers within ten working days from receipt of the tenant's completed application form.

D8 Eligibility and Support Conditions

To ensure transparency and to focus support on those businesses detrimentally affected, the following eligibility criteria and funding conditions are proposed to be applied.

Eligibility Criteria

Business applicants that are eligible to apply for support must meet the following criteria:

1. Must have been a tenant of the council's TNRP portfolio on or before 17 November 2020. Concessionary, community benefit and charity leases are ineligible;
2. Not been subject to breach of lease on 17 November 2020;
3. The business use must have been instructed to close as a consequence of the Level 4 West Lothian restrictions and / or provide business accounts including the provision of supporting evidence (i.e. bank statements) detailing immediate and significant trading decline.
4. Must be able to demonstrate they have exhausted all other national government support available; and
5. Must be a small to medium size enterprise (less than 250 employees and £50m turnover).

Support / Concession Conditions

Successful applicants will be required to agree to the following conditions:

1. Tenant continues to fulfil all lease obligations;
2. A direct debit repayment plan must be entered into;
3. The tenant shall agree that the council may share any information provided in their application form with other council services and with other public authorities to undertake and assist in any potentially fraudulent activity investigations. The appropriate privacy notice as required as outlined in the Data Protection Impact Assessment will be agreed and is contained in Appendix 3.
4. Where the council considers it necessary to do so, the tenant must authorise officers to undertake a credit check and any other financial vetting. The appropriate privacy notice as required as outlined in the Data Protection Impact Assessment will be agreed.

D9 Special Eligibility Criteria

In some exceptional instances, particularly for sole-traders, there may be special circumstances that in accordance with government guidance prevent the business from operating (i.e. health conditions or travel restrictions). In these circumstances it is proposed that appropriate officers evaluate the specific circumstances and present their findings to the Head of Finance and Property Services with recommendations on support that can be provided. In some instances, it may be necessary for officers to require personal or business information to evidence requests.

D10 Application and Evaluation Process

The proposed concessions and support are not intended to be a cover-all for all businesses and therefore an application and evaluation process has been developed to ensure transparency of decision making.

The process will consist of the following stages:

Stage 1 – An application is made by the TNRP tenant. A copy of the application form is included at Appendix 1.

Stage 2 – Subject to satisfying eligibility criteria, the application form will be evaluated by officers from Property Management and Development, with support from colleagues in Economic Development as necessary. At this stage, any further information or clarification will be sought from the applicant. A recommendation will then be made by officers to the Head of Finance and Property Services for consideration.

Stage 3 – The application will be determined by the Head of Finance and Property Services and a decision issued to the applicant. Officers will aim to issue a decision within ten working days of all the necessary information being received.

Stage 4a. - If the application is successful, a rent reconciliation agreement and any other appropriate documentation is agreed, endorsed by the tenant and the council and implemented immediately.

Stage 4b. – If the application is unsuccessful, the applicant can ask the Depute Chief Executive to review the decision, but only on the basis that new information is available or that the original application was misinterpreted by officers. Following review, the applicant will be advised of the outcome. The decision of the Depute Chief Executive at this stage will be final, with no further recourse of appeals other than through the formal complaints procedures. Officers will aim to issue a review decision within ten working days of all the necessary information being received.

D12 Financial Implications

The monthly rent roll for the TNRP portfolio is £451,438 as at 30 October 2020. Officers estimate that deferred revenue income based on an initial three week period of the Level 4 lockdown restrictions could be up to £125,000 during 2020/21. This would be fully recovered during 2021/22 and 2022/23 (if necessary). Allowance has been made in the revenue projections for 2020/21 for a reduction in TNRP income, as reported at months 3, 5 and 6.

E. CONCLUSION

The council is committed to supporting businesses through the challenging economic climate resulting from the Covid-19 pandemic and the associated Level 4 restrictions. In addition, the council recognises the valuable contribution the TNRP portfolio makes in providing revenue income that supports the delivery of essential local services and the importance of preserving the performance of the portfolio.

The proposed process will ensure that open and transparent governance arrangements are in place and that a range of support options are made available to eligible businesses.

F. BACKGROUND REFERENCES

Council Executive – 26 May 2020: Tenanted Non-Residential Property Portfolio - Support for Business Tenants Impacted by the COVID 19 Pandemic

Scottish Government Level 4 Restrictions Information -
<https://www.gov.scot/publications/coronavirus-covid-19-protection-levels/pages/protection-level-4/>

Scottish Government Business Support Information –
<https://findbusinesssupport.gov.scot/browse-support#!Products=/newest-first/show+25/page+1>.

Appendices/Attachments:

Appendix 1 – TNRP Application Form

Appendix 2 – Integrated Impact Relevance Assessment

Appendix 3 – Draft Data Protection Impact Assessment

Contact Person: David Metcalf, Group Commercial Property Surveyor

Tel. (01506) 283287 e-mail: david.metcalf@westlothian.gov.uk

Donald Forrest, Head of Finance and Property Services

Date of meeting: 30 November 2020

APPENDIX 1

COVID-19 EMERGENCY SUPPORT FOR BUSINESS TENANTS

APPLICATION FOR RENT DEFERMENT

GUIDANCE

1. WEST LOTHIAN COUNCIL'S SUPPORT FOR OUR BUSINESS TENANTS

West Lothian Council understands the serious challenges that many businesses are currently facing as a result of the Covid-19 emergency and in our capacity as a commercial landlord we are committed to supporting our business tenants and the local economy where it is possible for us to do so.

On 15 December 2020, the Council Executive agreed to provide support by offering eligible tenants of our commercial property portfolio the option of deferring rental payments that were due for the period 20 November to 11 December 2020 (Level 4 Restrictions) on the following terms:

- The total amount of the deferred rent cannot exceed £20,000 or 50% of the annual rent (cumulative based upon multiple applications).
- The deferred rent must be repaid in full by equal monthly instalments by no later than 31 December 2021.
- The first monthly repayment must be made on 1 April 2021.

2. WHO IS ELIGIBLE TO APPLY FOR A RENT DEFERMENT?

In order to qualify for a rent deferment, you must satisfy all of the following criteria:

- You must have been a council business tenant on or before 17 November 2020.
- Your business must have been required to close due to the COVID-19 emergency or you must be able to demonstrate a significant decline in your trading position.
- You must be able to demonstrate that you have exhausted other means of emergency financial support that is currently available nationally.
- You must not have been in breach of your lease terms as at 17 November 2020.
- You must be a small to medium size enterprise with less than 250 employees and an annual turnover of less than £50 million.

3. HOW TO APPLY

Business tenants wishing to apply for a rent deferral should complete the following application form in full and email the completed form to PropertyManagement@westlothian.gov.uk.

Officers will endeavour to process completed application forms within ten working days.

SECTION 1: TENANT DETAILS

Business Name: _____

Contact Name: _____

Position (e.g. Owner / Director): _____

Contact Telephone No: _____

Contact Email Address: _____

Please provide details here of
your business activities
(e.g. joinery business): _____

What is the legal status of your business?

- Sole Proprietor ☐
- Partnership ☐
- Company ☐
- Non-profit making body ☐
- Other ☐

If Other, please provide details: _____

How many people did your
business employ as at 17 November 2020
(the date upon which the national lockdown was announced)? _____

What was the stated net annual turnover of your business in
Your most recently completed annual accounts? _____

SECTION 2: BUSINESS PREMISES

Please confirm the address of the business premises that you lease from West Lothian Council:

Address: _____

Please confirm what you use
these premises for (e.g. retail
premises, workshop, storage): _____

SECTION 3: IMPACT OF THE COVID-19 EMERGENCY ON YOUR BUSINESS

Was your business required to close as a result of the Level 4 lockdown that was announced by the Scottish Government on 17 November 2020?

YES	NO

If yes, please confirm the date upon which your business ceased trading: _____

Were you able to continue trading in an alternative or reduced capacity despite the lockdown (e.g. via online activities)?

YES	NO

If yes, please provide details:

Has your business subsequently reopened?

YES	NO

If yes, please confirm the date it reopened: _____

Please provide details here of how the Covid-19 emergency has impacted upon your business. Your answer should include information on the following:

- Details of how your business has been affected to date.
- A comparison of income generated during the period 20 November 2019 – 11 December 2019 against income generated during the period 20 November 2020 – 11 December 2020.
- Details of any fixed costs that you remain liable for despite any reduction in income.
- A brief summary of your anticipated trading position over the next 18 months, including any projected cashflow difficulties.

SECTION 4: OTHER SOURCES OF FINANCIAL SUPPORT

Have you applied for support to any of the following national emergency business support funds?

- Small Business Grant Fund
- Retail Hospitality and Leisure Grant Fund
- Business Rates Relief Scheme
- VAT Deferment Provision
- Covid-19 Business Interruption Loans

YES	NO

If you answered yes to any of the above, please provide details of all the financial support you have received to date through these funds:

If you are self-employed, have you been granted financial support via the Self-Employed Income Support Scheme?

YES	NO

If you employ staff, have you been granted financial support via the Covid-19 Job Retention Scheme (Furlough)?

YES	NO

Please provide details of any other emergency financial support you have secured that has not already been mentioned:

SECTION 5: RENT DEFERMENT PERIOD

- The Council Executive has agreed that eligible tenants can apply for rent deferments for any or all of their rent that was due for the period 20 November to 11 December 2020.
- The total amount of the deferred rent cannot exceed £10,000 or 25% of the annual rent.
- The deferred rent must be repaid in full by via equal monthly instalments by no later than 31 December 2021.
- The first repayment must be made on 1 April 2021.

SECTION 6: ANY OTHER RELEVANT INFORMATION

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

DECLARATIONS:

- I confirm that I am authorised to make this application on behalf the business named in Section 1 of this form.
- If requested to do so, I agree to provide West Lothian Council with any additional information and/or documentation necessary to validate or support this application.
- I declare that the information provided in this application is true and accurate and I understand that any information that is subsequently shown to be knowingly false or fraudulent will result in this application being rejected and may result in criminal proceedings being taken.
- I understand that any of the information contained in this application form or subsequently obtained in connection with this application may be shared with other service areas within West Lothian Council, with other local authorities and / or other public bodies and that in signing this application form I give consent for that information to be shared.
- West Lothian Council is committed to the prevention and detection of crime. Any information you provide on this application form may be shared with the Police Service of Scotland for the purposes of the prevention or detection of crime, in accordance with the provisions of the Data Protection Act 1998, section 29.

Signature: _____

Print your name: _____

Date: _____

هذه المعلومات متوفرة بلغة بريل وعلى شريط ويخط كبير وبلغات الجالية.
الرجاء الإتصال بخدمة الترجمة على الهاتف 01506 280000

এই তথ্য আপনি ব্রইল, টেপ, বড় অক্ষরে এবং কমিউনিটির বিভিন্ন ভাষায় পাবেন। অনুগ্রহ করে ইন্টারপ্রিটেশন অ্যান্ড ট্রান্সলেশন সার্ভিসের সঙ্গে যোগাযোগ করুন। টেলিঃ 01506 280000

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ਇਹ ਜਾਣਕਾਰੀ (ਬ੍ਰੇਲ) ਨਿਯੁਕਤ ਟੇਪ ਪ੍ਰਣਾਲੀ ਰਾਹੀਂ, ਟੇਪ, ਵੱਡੇ ਫੋਂਟ ਅਤੇ ਸਮੂਹ ਦੀਆਂ ਹੋਰ ਭਾਸ਼ਾਵਾਂ ਵਿੱਚ ਉਪਲਬਧ ਹੈ। ਪ੍ਰਿੰਟ ਕਰਨੀ ਆਰਡਰ/ਟ੍ਰਾਂਸਲੇਸ਼ਨ ਸੇਵਾਵਾਂ ਨੂੰ ਹਿੱਸ ਨੰਬਰ 01506 280000

یہ معلومات بریل (انگریزی کے علاوہ)، ٹیپ، بڑے حروف کی دھمت اور کمیونٹی میں ہونے والی زبانوں میں دستیاب ہیں۔
عام بریل کی آواز پر پبلک ایڈز اسٹیشنس سے یا ہونے والی زبانوں پر 01506 280000 پر رابطہ کریں۔

Informacje te mogą być przekazane na język Braille'a, dostępne na taśmie magneto fonowej lub wydane dużym drukiem oraz przetłumaczone na języki mniejszości narodowych.
Prosimy o kontakt z Usługami Tłumaczeniowymi pod numerem 01506 280000

Information is available in braille, tape, large print and community languages. Contact the interpretation and translation service on 01506 280000.

Text phones offer the opportunity for people with a hearing impairment to access the council. The text phone number is 18001 01506 464427. A loop system is also available in all offices.

Published by West Lothian Council

**APPENDIX 2 – Tenant Non-Residential Property Portfolio (Rent Deferment)
Integrated Relevance Assessment Form**

1. Details of option	
Policy Title	Tenant Non-Residential Portfolio – Rent Deferments (COVID19)
Service Area	Finance & Property Services
Lead Officer	Paul Kettrick
Other Officers/Partners Involved	David Metcalf; Scott Hughes; Donald Forrest
Date relevance assessed	20/11/2020

2. Does the council have control over how this policy will be implemented?			
YES	X	NO	

3. The General Duty of the Equality Act 2010 requires public authorities, in the exercise of their functions, to have due regard to the need to: <ul style="list-style-type: none"> • Eliminate unlawful discrimination, harassment and victimisation and other prohibited conduct • Advance equality of opportunity between those who share a protected characteristic and those who do not; and • Foster good relations between those who share a protected characteristic and those who do not <p>NB: In this section you must also consider the Human Rights Act and the key PANEL (Participation, Accountability, Non Discrimination, Empowerment and Legality) principles of Human Rights</p> <p>Which groups of people do you think will be, or potentially could be, impacted upon by the implementation of this policy? You should consider employees, clients, customers and service users (please tick below as appropriate).</p>	
Age – older people, young people and children	
Disability – people with disabilities/long standing conditions	
Gender reassignment – trans/transgender identity – anybody who's gender identity or gender expression is different to the sex assigned to them at birth	
Marriage or civil partnership – people who are married or in a civil partnership	
Pregnancy and maternity – woman who are pregnant and/or on maternity leave	
Race – people from black, Asian and minority ethnic communities and different racial backgrounds	
Comment: The proposed rent deferment will be available to all persons who lease commercial property from the council and who's business is eligible based on COVID19 requirements to close or has been demonstrably affected by the pandemic. The support is available based on business criteria not on Age, Disability, Gender reassignment, Marriage or civil partnership status, pregnancy and maternity, race or other equalities consideration.	

4. Do you have evidence or reason to believe that this policy will or may impact on socio-economic inequalities? Consideration must be given particularly to children and families	
Socio-economic Disadvantage	Impact (Please Tick as Appropriate)
Low Income/Income Poverty – cannot afford to maintain regular payments such as bills, food, clothing	N/A
Low and/or No Wealth – enough money to meet basic living costs and pay bills but have no savings to deal with any unexpected spends and no provision for the future	N/A
Material Deprivation – being unable to access basic goods and services i.e. financial products like life insurance, repair/replace broken electrical goods, warm home, leisure and hobbies	N/A
Area Deprivation – where you live (rural areas), where you work (accessibility of transport)	N/A
Socio-economic Background – social class i.e. parents education, employment and income	N/A

5. Integrated impact assessment required? (Two ticks above = full assessment necessary)			
YES		NO	X

6. Decision rationale If you have ticked no above, use this section to evidence why a full IIA is not required
The relevance assessment has been undertaken to highlight potential areas of impact, which given that the proposals are to defer commercial property rents for businesses who lease from the council and criteria is based on impact of COVID19 there are no integrated impacts identified that would require a full assessment

Signed by Lead Officer	Paul Kettrick
Designation	Corporate Estates Manager
Date	20/11/2020
Counter Signature (Head of Service or Depute Chief Executive responsible for the policy)	
Date	

Privacy Notice: Corporate Property Management

Information held about you

Property Management & Development will hold the following personal information about any tenants that submits a completed Covid-19 assistance questionnaire.

- Details about you; Name, Address, Postcode, Phone number, email address.
- Accounts and information relating to your business submitted as answers to the questions contained in the questionnaire.

Who is processing my information?

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?

Personal information held by West Lothian Council on members of the public that have a corporate lease in place will be used for the correct management and billing of the corporate property in line the signed Tenancy agreement and Local Government Scotland Act 1994.

Who we will share your information with?

We will only share information with another organisation where it is necessary, either to comply with a legal obligation or to fulfil its landlord duties. For example billing information will be shared with (C Series BottomLine) for the processing of BACS payments and Direct Debts.

How long do we keep your records?

The council will only keep your information for as long as necessary but no longer than for the duration of the tenancy plus 20 years. External service providers will be under obligation to destroy all record of personal information at the end of any works to which those records relate.

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 if incorrect.

To request a copy of your records, please contact us at:

Email: dpo@westlothian.gov.uk

Address: Data Protection Officer, West Lothian Civic Centre, Howden South Rd, Livingston EH54 6FF

You also have a right to make a complaint about our handling of your personal information to:

The Information Commissioner's Office (<https://ico.org.uk/>)

Data Label: Public

APPENDIX 3 – DATA PROTECTION IMPACT SCREENING ASSESSMENT

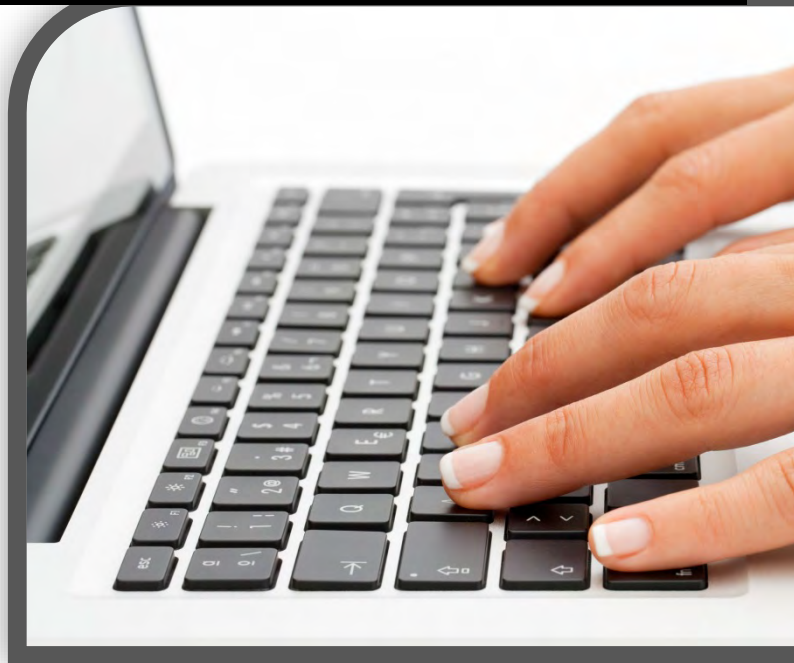
Service:	Property Management	
Project Name:	Tenanted Non-Residential Property Portfolio – COVID19 Support	
Description of Project:	Applications will be processed for tenants applying for rent deferments due to impact of COVID19.	
Contact Details:	David Metcalf, Group Property Surveyor Ext: 283827	
Please state if this is a new project/ process/ system/arrangement or a change or upgrade to an existing system?		New Process / Projects
Yes	No	Question
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Will the project process personal data about people on a large scale (see definition below)?
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Will the project involve the collection of new information about individuals?
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Will the information collected about individuals be used for a different purpose than it is currently use for?
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Will the project use profiling or automated decision making to make decisions about people?
		Will the project process any of the following types of special category (sensitive) data:
<input type="checkbox"/>	<input checked="" type="checkbox"/>	• Criminal offence/convictions;
<input type="checkbox"/>	<input checked="" type="checkbox"/>	• Religion or beliefs;
<input type="checkbox"/>	<input checked="" type="checkbox"/>	• Race or ethnic origin;
<input type="checkbox"/>	<input checked="" type="checkbox"/>	• Political opinions;
<input type="checkbox"/>	<input checked="" type="checkbox"/>	• Trade-union membership;
<input type="checkbox"/>	<input checked="" type="checkbox"/>	• Biometric or genetics;
<input checked="" type="checkbox"/>	<input type="checkbox"/>	• Health;
<input type="checkbox"/>	<input checked="" type="checkbox"/>	• Sex life;
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Will the project monitor a publicly accessible place?
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Will the project process personal data about people and involve new technologies?
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Will the project combine, compare or match personal data from multiple sources?
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Will the project process personal data without providing a privacy notice directly to the individual?
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Will the project process personal data in a way which involves tracking individuals' online or offline location or behaviour?
		Will the project process children's personal data for:
<input type="checkbox"/>	<input checked="" type="checkbox"/>	• profiling or automated decision-making;
<input type="checkbox"/>	<input checked="" type="checkbox"/>	• for marketing purposes;

Yes	No	Question
<input type="checkbox"/>	✓	• offering online services directly to them.
<input type="checkbox"/>	✓	Will the project process personal data which could result in a risk of physical harm in the event of a security breach?
<input type="checkbox"/>	✓	Will the project process data concerning vulnerable people?
✓	<input type="checkbox"/>	Will the project result in you making decisions or taking action against individuals in ways which could have a significant impact on them?
<input type="checkbox"/>	✓	Will the processing of personal data prevent people from exercising their rights or using a service or contract?

As a number of the foregoing questions were “yes” responses a full Data Protection Impact Assessment is required.



DATA PROTECTION IMPACT ASSESSMENT (DPIA)



Tenanted Non-Residential Portfolio – Proposed Rent Deferment Scheme

Reviewed: November 2020

Introduction

Background

The Data Protection Impact Assessment (DPIA) process is an important means of evidencing our compliance with the Data Protection Act 2018 (DPA). It incorporates the requirements of GDPR (General Data Protection Regulations 2016) and PRSA (Public Records Scotland Act 2011).

DPIAs are at the heart of building a privacy-by-design approach. They allow organisations to find and fix problems at the early stages of any project, reducing the associated costs and damage to reputation that might otherwise accompany a data breach. Such projects could include a new business acquisition, a new service, or even a new communication campaign. DPIAs also help us to meet the growing privacy and data security expectations of customers, employees and other stakeholders.

DPIAs are firmly rooted in Project and Programme Management processes as they are a tool that help to identify and reduce the privacy risks of projects. A DPIA can reduce the risks of harm to individuals through the misuse of their personal information. It can also help to design more efficient and effective processes for handling personal data.

DPIA (sometimes referred to as PIA) is a default strategic tool for all process that store or transfer personal data. In addition to meeting the requirements of the DPA, they are an essential component of an ISO 27001 risk-based approach designed to implement and maintain effective information security, including technical controls.

The DPIA process and guidelines are aimed at Project and Programme Managers, Project and Project Boards, Project Executives, Information Liaison officers, Security Officers and staff responsible for risk management.

Completed DPIAs will form part of our 'Record of Processing Activity' (**Art 30**) which documents our practice and provides assurance that we comply with our statutory data protection responsibilities. They confirm that privacy is considered a default and designed into the processing of personal data.

The information collected will help populate an Information Asset Register (**Art 30(1)**) and inform the procurement and legal process of contracting with suppliers and creating agreements with delivery partners.

Where we are introducing new (or amending existing) systems or processes which involve personal data, the proposal will be reviewed against a set of criteria which determines whether it needs to be formally assessed under a DPIA.

The DPIA process will capture:

- *Requirements*: Any compliance issues with the initial requirements of a proposed change
- *Design*: Approval of a design which brings any compliance issues within our risk tolerance
- *Build & Test*: Final confirmation that the implemented change satisfies the agreed measures identified during the process

The process is also designed to ensure appropriate measures are in place to safeguard non-personal data in our custody, complying with [HM Government Security Classification Policy](#) across the OFFICIAL classification; including the OFFICIAL-SENSITIVE caveat.

Our Data Protection Policy sets out the requirement for changes to be reviewed and this process to be followed where the relevant criteria are met, using associated guidance.

When should a DPIA be carried out?

Ideally, the DPIA should be carried out “prior to the processing” (Articles 35(1) and 35(10), recitals 90 and 93). This is consistent with data protection by design and by default principles (Article 25 and recital 78). However, a DPIA may be required at any time where there are gaps in knowledge of systems or processes.

The DPIA should be started as early as practical in the design of the processing operation even if some of the processing operations are still unknown. As the DPIA is updated throughout the project lifecycle, it will ensure that data protection and privacy are considered and promote the creation of solutions which promote compliance. It can also be necessary to repeat individual steps of the assessment as the development process progresses because the selection of certain technical or organizational measures may affect the severity or likelihood of the risks posed by the processing.

The fact that the DPIA may need to be updated once the processing has actually started is not a valid reason for postponing or not carrying out a DPIA. In some cases the DPIA will be an on-going process, for example where a processing operation is dynamic and subject to ongoing change. Carrying out a DPIA is a continual process, not a one-time exercise.

A DPIA is mandatory when processing is “likely to result in a high risk to the rights and freedoms of natural persons”. The guidelines offer the following criteria to consider:

- Evaluation or scoring, including profiling
- Automated decision-making
- Systematic monitoring of individuals
- Processing sensitive data
- Processing data on a large scale
- Matching or combining datasets
- Processing data concerning vulnerable data subjects
- Innovative use or application of technological or organisational solutions
- Data transfer across borders outside the European Union
- When the processing in itself “prevents data subjects from exercising a right or using a service or a contract

The Information Asset register will address the following principles:

- What information is held
- Who it is being held about
- Why the information is held
- What’s the purpose of holding this information
- How long is it intended to be kept

Document Control Sheet

DATA LABEL: Official

LEAD OFFICER NAME: Colin Arnott

LEAD OFFICER TITLE: Group Commercial Surveyor

SERVICE: Finance & Property

DOCUMENT LOCATION (EDRMs Link):

Review/Approval History

Date	Name	Position	Version
11/05/2020	Colin Arnott	Group Commercial Surveyor	1.0
13/05/2020	Paul Kettrick	Estates Manager	1.0
19/11/2020	David Metcalf	Group Commercial Property Surveyor	1.1

Change Record Table

Date	Name	Position	Status	Version

Status Description:

Draft - These are documents for review and liable to significant change.

Final - The document is complete and is not expected to change significantly. All changes will be listed in the change record table.

1. The Proposal

1.1. About this Assessment

Title of Project:	Tenant Non-Residential Portfolio – Rent Deferments (COVID19)
Brief summary and description of the project/system:	
Package of assistance to help tenants through period of business closure cause by Covid-19 Lockdown	

1.2. System/Information Owner

Role:	Name:	Title:
System / Information Asset Owner	David Metcalf	Group Commercial Property Surveyor
Systems Administrator	Matthew Fraser	Property Performance & Systems Officer
Head of Service	Donald Forrest	Head of Finance & Property Services
Project Manager	Paul Kettrick	Estates Manager
Project Executive		

1.3. Data Controller(s) / Data Processor(s)

Who is/are the Data Controller(s) and Data Processor(s)? Provide details of the Data Protection Officer(s) and the data shared or processed (use a new line for each)

Data Controller(s)		
Organisation	DPO Name & Contact Details	Description of data
West Lothian Council	Julie Whitelaw, Julie.whitelaw@westlothian.gov.uk	Questionnaire answers

2. DPIA Risk Assessment

Assessment of the proposal against the GDPR 'High Risk' criteria requiring a DPIA**2.1. High Risk Processing**

Does the processing meet the criteria of 'high risk' processing?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Comments:		
Sensitive information relating to tenant businesses will be processed.		

3. The Data**3.1. Describe the data / summarise or list the data fields**

What items of data are being processed and what is the sensitivity classification?
All records and types e.g. database records, documents, letters, spreadsheets, recorded messages, video, image files, drawings, etc.

Field Name (or Data Type)	Format	Classification
1. Name & Business Address if tenant	Objective	Not protectively marked
2. Name of person filling in questionnaire	Objective	Not protectively marked
3. Rent details	Objective	Classified
4. Was business instructed to close	Objective	Not protectively marked
5. Are you considered self-employed or a company director? a. If self-employed please provide national insurance number: b. If company director please provide company registration number:	Objective	Classified
6. No of employees based at property: a. Have staff been furloughed or retained on full salary?	Objective	Classified
Is the business partially or fully closed as a consequence of COVID19 lockdown If partial what proportion of the business has been retained?	Objective	Classified
8. Is the company VAT Registered? a. If yes, please provide registration number:	Objective	Public
Have you obtained any other business support from West Lothian Council,	Objective	Classified

Scottish or UK Governments or any other source relating to COVID19 or the "lockdown"?		
10. What have been the key impacts of the Covid-19 outbreak on your income and expenditure levels?	Objective	Classified
What actions have you taken (or are you considering) in order to reduce costs eg have you furloughed staff, agreed reduced / deferred rental payments with other landlords etc?	Objective	Classified
11. What are the main elements of fixed costs that you must continue to pay during the Covid-19 outbreak?	Objective	Classified
What is the total value of reserves currently held by your company or organisation?	Objective	Classified
Do you currently have access to bank overdraft facilities?	Objective	Classified
Do you anticipate that you will have cash flow difficulties over the next 3-6 months?	Objective	Classified
12. Are there any other issues that you would like to make the Council aware of?	Objective	Classified
Tenant Accounts	Objective	Classified

(add additional entries as required)

Comments:

3.2. 'Special Categories' of Personal Data

Tick a box if the Personal Data processed fits into a relevant 'Special Category' below.

Religion or beliefs	<input type="checkbox"/>	Genetic data	<input type="checkbox"/>
Race or ethnic origin	<input type="checkbox"/>	Health	<input checked="" type="checkbox"/>
Political opinions	<input type="checkbox"/>	Sex life	<input type="checkbox"/>
Trade-union membership	<input type="checkbox"/>	Criminal convictions	<input type="checkbox"/>

3.3. Categories of Data Subject

Tick a box next to the categories of data subject whose personal data will be processed.

Clients	<input checked="" type="checkbox"/>	Complainants (& Reps)	<input type="checkbox"/>	Suspected Offenders	<input type="checkbox"/>
Suppliers	<input type="checkbox"/>	Advisors/ Consultants	<input type="checkbox"/>	License/ Permit Holders	<input type="checkbox"/>
Offenders	<input type="checkbox"/>	Benefits Recipients	<input type="checkbox"/>	Inspected Persons	<input type="checkbox"/>
Claimants	<input type="checkbox"/>	Carers (& Reps)	<input type="checkbox"/>	Captured on CCTV	<input type="checkbox"/>
Students/ Pupils	<input type="checkbox"/>	Incident witnesses	<input type="checkbox"/>	Employees of other Orgs	<input type="checkbox"/>
Landlords	<input type="checkbox"/>	Employees/ Contractors	<input type="checkbox"/>	Holders of Public Office	<input type="checkbox"/>

3.4. Data Flows

Describe or depict the data flows involved in the processing of information (including 3rd parties).

Data Flows			
Data Set	From	To	Frequency and Amount and/or description
Questionnaire Answers	Clients	West Lothian Council Objective System	One off collection of data via questionnaire. Amount of data collected will be dependent on information provided by clients.

Link to Data Flow Map:

3.5. Data Risk Profile

The general risk level associated with the data, derived from the Risk Treatment Process

For Personal Information		For Business Information	
Impact	Minor (1)	Impact	Moderate (2)
Classification	Official	Classification	Official-Sensitive (Commercial)
The personal information provided is publicly available information		The business information is commercially sensitive and if the information was stolen from Council systems it would risk reputational damage and loss of confidentiality to the client. Also a risk of financial loss if customers put off client business by leaked information.	
Overall Risk Profile		Moderate (2)	

3.6. Processed lawfully, fairly and in a transparent manner

3.6.1. Legal basis for processing

a) Conditions for Processing

Tick all relevant conditions which provide a legal basis for the processing of personal and special category data.

Personal Data			Special Categories		
6(1)(a)	Consent	<input type="checkbox"/>	9(2)(a)	Explicit Consent	<input type="checkbox"/>
6(1)(b)	Contracts	<input type="checkbox"/>	9(2)(b)	Employment, Social Security, Social Protection law	<input type="checkbox"/>
6(1)(c)	Legal obligation	<input type="checkbox"/>	9(2)(c)	Vital interests	<input type="checkbox"/>
6(1)(d)	Vital interests	<input type="checkbox"/>	9(2)(d)	Not-for-profit body	<input type="checkbox"/>
6(1)(e)	Public Interest/ Official Authority	<input checked="" type="checkbox"/>	9(2)(e)	Made public	<input type="checkbox"/>
6(1)(f)	Legitimate Interest - (Not usually applicable to Public Bodies)		9(2)(f)	Legal claims / Judicial	<input type="checkbox"/>
			9(2)(g)	Public Interest	<input checked="" type="checkbox"/>
			9(2)(h)	Medicine, Employee capacity, Medical Diagnosis, Health or Social Care	<input type="checkbox"/>
			9(2)(i)	Public Health	<input type="checkbox"/>
			9(2)(j)	Archiving, Scientific and Historical Research or Statistical Purposes	<input type="checkbox"/>

b) Legal Gateway – (Applicable Legislation)

List any applicable legislation if a 'legal gateway' is selected above

(add additional entries as required)

c) Consent

If consent is being relied upon, confirm that the relevant conditions are in place

Yes ☐

No ☐

N/A ☒

Comments:

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3.6.2. Rights

a) The Right to be Informed

Does the processing support this right?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
Comments:			
<ul style="list-style-type: none"> A privacy notice will be provided. 			

b) The Right of Access

Does the processing support this right?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
Comments:			
<ul style="list-style-type: none"> Data Subjects can request data held about them. This is clarified in the Privacy Notice. 			

c) The Right to Rectification

Does the processing support this right?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
Comments:			
<ul style="list-style-type: none"> Data subjects can request that data can be amended where it is inaccurate or incomplete. This is clarified in the Privacy Notice. 			

d) The Right to Erasure

Does the processing support this right?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
Comments:			
<ul style="list-style-type: none"> Data subjects can request that their data is erased in certain circumstances. This is clarified in the Privacy Notice. 			

e) The Right to Restrict Processing

Does the processing support this right?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
Comments:			
<ul style="list-style-type: none"> Where individuals contest the accuracy of their personal data, they can insist that the data is not processed without consent pending verification of the accuracy of the data. This is clarified in the Privacy Notice. 			

f) The Right to Data Portability

Does the processing support this right?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input checked="" type="checkbox"/>
Comments:			

•

g) The Right to Object

Does the processing support this right?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
Comments:			
<ul style="list-style-type: none"> Individuals have the right to object to processing of their personal data in certain circumstances. This is set out in the Privacy Notice. 			

h) Rights related to automated decision making and profiling

Does the processing support this right?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input checked="" type="checkbox"/>
Comments:			
•			

3.6.3. Data Subject consultation**a) Describe any consultation with Data Subjects over appropriate processing of personal data**

Has any consultation been undertaken with Data Subjects?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
Comments:		

3.7. Collected for specified, explicit and legitimate purposes**3.7.1. State the 'purpose(s)' for which personal data is being obtained**

Purpose 1	To assess suitability of subject business for rental assistance in order to comply with the council's duties to secure best value in the circumstances of the COVID-19 pandemic.
Purpose 2	
Purpose 3	

(add additional entries as required)

3.7.2. Further processing

Confirm that no further use is intended to be made of the data	<input checked="" type="checkbox"/>
Comments:	

3.8. Adequate, Relevant and Limited

3.8.1. Minimising Personal Data	
Confirm that the personal data being obtained is a minimal amount necessary to fulfil the purposes above	<input checked="" type="checkbox"/>
Confirm if any pseudonymisation or anonymisation processes will take place, and if so, describe them below	<input type="checkbox"/>
Comments:	

3.9. Accurate and, where necessary, kept up to date

3.9.1. Accuracy	
Confirm that there is a process in place for ensuring that personal data is accurate and is reviewed where necessary	<input checked="" type="checkbox"/>
Comments:	
Tenant details provided will be checked against leases held.	

3.10. Kept no longer than is necessary

3.10.1. Retention	
The process effectively manages retention of personal data and is aligned to the Organisation's published retention schedule	<input type="checkbox"/>
List the relevant Retention Period(s):	
Comments:	

3.11. Appropriate Security

3.11.1. Organisational Controls

a) Procurement – This project does not relate to procurement and this section is inapplicable

The Tender process:

Based on the risk rating of the data, this is the level of assurance required for the procurement process

Procurement Assurance requirement	Select
N/A	

Contractual Control: (Data Controller/Data Processor Status)

The contract contains the Organisation's standard contract schedule relating to Information Governance requirements (Ts&Cs) ☐

If the schedule is not in the contract, what equivalent control is in place?

N/A

Contract Term:

Start Date:		End Date:	
Optional extension period (years):			

The Selected Supplier(s) & Accreditation

Supplier Name(s) and whether they are accredited to a recognised Code of Conduct

Supplier Name	Accredited
N/A	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>

(add additional entries as required for framework contracts/ 'lot' winners)

b) Training**Training in how to securely process the data**

Confirm that employees (and users where relevant) of the system will receive appropriate training	<input checked="" type="checkbox"/>
Confirm that comprehensive written guidance will be available to employees and users	<input checked="" type="checkbox"/>
Comments:	
<ul style="list-style-type: none"> The information will be retained in Objective and employees are trained in the use of Objective. 	

c) Policy**Capture issues impacting on Organisational Policy**

Confirm that the proposal does not impact current Organisational Policy in a way that requires a review of a Policy's adequacy? (identify affected Policies below)	<input checked="" type="checkbox"/>
Comments:	
<ul style="list-style-type: none"> 	

3.11.2. Technical Controls**a) Access****Access controls**

Confirm that the Access Controls in place will effectively ensure that only those with a valid need to access the data can do so	<input checked="" type="checkbox"/>
Confirm that the Access Controls in place will effectively ensure that a management scheme is in place which assigns and reviews appropriate permissions to view, create, amend and delete data	<input checked="" type="checkbox"/>
Comments:	
<ul style="list-style-type: none"> The information will be stored in Objective. Only employees who require to access the information for the project will have access to the information. 	

b) Security at Rest**Securing the data within a system**

Confirm that appropriate technical security is in place to protect the data at rest from threats appropriate to the security classification of the data	<input checked="" type="checkbox"/>
Comments:	
<ul style="list-style-type: none"> The information will be stored in the Council's Objective system. 	

c) Security in Transit

Securing the data when transferred from one system to another

Confirm that appropriate technical security is in place to protect the data in transit from threats appropriate to the security classification of the data	<input type="checkbox"/>
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Comments:

N/A. The information will be stored in Objective.

3.11.3. Demonstrate Compliance

Records of Processing Activity (ROPA)

Have the Organisation's ROPA entries relating to Information Assets and Data Flows been updated to reflect any change?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
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Comments:

- A Privacy Notice will be provided explaining this processing.

4. Transfer outside the EEA

Transfer of Personal Data to Third Countries

No personal data is anticipated being transferred to third countries, but the activity manager will refer to the Data Protection Officer for assessment if a need arises	<input checked="" type="checkbox"/>
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There is an expectation that it may be necessary to transfer personal data to third countries and this activity will meet the required criteria in law (comment below)	<input type="checkbox"/>
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Comments:

-

5. Risk Management

#	Risk Ref	Risk Description	Mitigating Control(s)	Likely	Impact	Score
1	Sharing	Personal data and special categories of personal data of both council employees and West Lothian citizens could be compromised if inappropriately shared or the database is not accessed by an approved user. This will cause potential loss of reputation to the council and the possibilities of actions taken by the regulator as defined under article 58 of GDPR.	<ul style="list-style-type: none"> • Training and guidance to be available for all users • User access will be controlled/approved by the system administrator/owner • Access controls (Read only/Edit/Write) are required to restrict access to certain functionality ROPA database 	1	1	(1) Low
2	Sharing	Official Sensitive information regarding the council vulnerabilities and risks could be compromised if inappropriately shared or the database is not accessed by an approved user. This will cause potential loss of reputation to the council and the possibilities of actions taken by the regulator as defined under article 58 of GDPR.	<ul style="list-style-type: none"> • Training and guidance to be available for all users • User access will be controlled/approved by the system administrator/owner • Access controls (Read only/Edit/Write) are required to restrict access to certain functionality ROPA database 	1	1	(1) Low
3	GDPR	Some of information (SI outcome forms, IGIA, PIA etc) held within the database does not have a defined retention period, this would breach principle 1(e) of GDPR, action may be taken against the council by the regulator as defined under article 58 of GDPR	<ul style="list-style-type: none"> • Retention periods for the data held within the ROPA database will be defined. 	1	1	(1) Low
4	<Select>		•	Select	Select	Select
5	<Select>		•	Select	Select	Select
6	<Select>		•	Select	Select	Select

Linked to Risk Register Information Risks	
Education	Breach of council policies and guidance due to lack of visibility, communication and training
GDPR	Non-compliant with GDPR implementation
Malware	Threat from malicious links/ attachments
Process	Information is lost/ processed in a non-compliant manner due to gaps in processes and poor controls
Purchasing	Limited governance over low spends allows PIA process bypass
Sharing	Sharing information inappropriately or illegally due to immature technology or understanding of legislation
Supplier	Suppliers breach Privacy Law due to poor information handling practices/ IT security

In accordance with the **Risk Treatment Process**

Score	Risk Class
1	Minor
2	Moderate
3	Major
4	Critical

		Impact			
		Minor (1)	Moderate (2)	Major (3)	Critical (4)
Likely	Critical (4)	Medium (4)	High (8)	Very High (12)	Very High (16)
	Major (3)	Medium (3)	High (6)	High (9)	Very High (12)
	Moderate (2)	Low (2)	Medium (4)	High (6)	High (8)
	Minor (1)	Low (1)	Low (2)	Medium (3)	Medium (4)

6. Links and Attachments

Please link to all relevant documents

This section and the documents within will not be routinely published with the DPIA.

Document	Title/ Summary
Information Governance (Privacy Notice/ Consent Form)	
[Link]	
[Link]	
Project (including Business Case, PIDs etc)	
[Link]	
[Link]	
[Link]	
Design (including Specification, High level, Low level, network diagrams etc)	
[Link]	
[Link]	
[Link]	
Procurement (including IG evaluation(s), Contract/ Agreement)	
[Link]	
[Link]	
[Link]	

7. Reviews

Regularity of Reviews

The processing does not meet the criteria requiring a review	<input type="checkbox"/>
A timetable for reviewing the processing has been identified, taking into account the intended length of the activity and the risk rating	<input type="checkbox"/>
Comments:	
•	

Review Outcomes

Review 1

Where items below cannot be ticked, explain why in the comments and explain what action is to be taken

Date Review Undertaken:	
Confirm that the processing as initially approved in this assessment remains unchanged	<input type="checkbox"/>
All mitigations remain in place and are effective and appropriate to the level of risk	<input type="checkbox"/>
No further action is required as a result of the review	<input type="checkbox"/>
Comments:	
•	

Review 2

Where items below cannot be ticked, explain why in the comments and explain what action is to be taken

Date Review Undertaken:	
Confirm that the processing as initially approved in this assessment remains unchanged	<input type="checkbox"/>
All mitigations remain in place and are effective and appropriate to the level of risk	<input type="checkbox"/>
No further action is required as a result of the review	<input type="checkbox"/>
Comments:	
•	

(Add additional sections for further reviews)

8. Approvals

Information Asset Owner (s)			
<i>Officer Name</i>	<i>Job Title</i>	<i>Date</i>	<i>Signature</i>

Data Protection Officer (DPO)		
<i>Officer Name</i>	<i>Date</i>	<i>Signature</i>

SIRO Sign-off (Where required risks cannot be managed within tolerance levels)			
<i>Officer Name</i>	<i>Job Title</i>	<i>Date</i>	<i>Signature</i>