



West Lothian  
Council

## ***Armadale and Blackridge Local Area Committee***

West Lothian Civic Centre  
Howden South Road  
LIVINGSTON  
EH54 6FF

27 February 2015

A meeting of the **Armadale and Blackridge Local Area Committee** of West Lothian Council will be held within the **Council Chambers, West Lothian Civic Centre** on **Friday 6 March 2015 at 10:00am**.

For Chief Executive

### **BUSINESS**

#### **Public Session**

1. Apologies for Absence
2. Order of Business, including notice of urgent business
3. 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.
4. Confirm Draft Minutes of Meeting of Armadale and Blackridge Local Area Committee held on Friday 21 November 2014 (herewith).
5. Armadale and Blackridge Multi-Member Ward Quarterly Performance - Report by Scottish Fire and Rescue Service (herewith).
6. Ward 9 Armadale and Blackridge Police Report - Report by Police Inspector Andrew Elliot (herewith).
7. Advice Shop and Adult Basic Education Service Update - Report by Head of Area Services (herewith).

DATA LABEL: Public

8. Housing, Construction and Building Services - Report by Head of Housing, Construction and Building Services (herewith).
9. Alcohol Diversionary Activities - Report by Head of Social Policy (herewith).
10. West Lothian Villages Improvement Fund Applications - Report by Head of Planning and Economic Development (herewith).
11. Community Regeneration Update - Report by Head of Area Services (herewith).
12. Armadale and Blackridge Local Area Committee Workplan (herewith).
13. Timetable of Meetings 2015-16 (herewith)

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**NOTE For further information please contact Eileen Rollo on 01506 281621 or email [eileen.rollo@westlothian.gov.uk](mailto:eileen.rollo@westlothian.gov.uk)**

MINUTE of MEETING of the ARMADALE AND BLACKRIDGE LOCAL AREA COMMITTEE of WEST LOTHIAN COUNCIL held within COUNCIL CHAMBERS, WEST LOTHIAN CIVIC CENTRE, , on 21 NOVEMBER 2014.

Present – Councillors Jim Dixon (Chair), Stuart Borrowman

Absent – Isabel Hutton

In Attendance Elaine Cook, Lead Officer, WLC, Douglas Benson, Community Regeneration Officer, WLC, Inspector Andrew Elliot, Police Scotland, Tony Fleming, WLC, Alex Hume, Fire Service

1. DECLARATIONS OF INTEREST

There were no declarations of interest made.

2. MINUTE

The committee noted the Minute of its meeting held on 29 August 2014.

3. ARMADALE ACADEMY UPDATE

The committee considered a presentation by Campbell Hornell, Head Teacher, Armadale Academy providing an update on the work and life of Armadale Academy.

The report advised that Armadale Academy was a six year comprehensive school offering students in the Armadale/Blackridge area a progressive, relevant, challenging and enjoyable curriculum with opportunities for personalisation and choice.

It was advised that the school offered the full range of National Qualifications found in a modern Scottish secondary school. The aim was to provide experiences that would result in creative and enterprising attitudes in students to develop young people with a sense of pride and ambition to contribute to the local, national and international community.

The Head Teacher provided details of the school's successes and achievements and its priorities for improvement.

In conclusion the committee was advised of the death of a School Teacher earlier in the year and the most recent death of a pupil.

The committee expressed its condolences and praised the Head Teacher and pupils for the help and support provided following the recent tragic events.

Decision

To note the contents of the report and the presentation.

#### 4. SCOTTISH FIRE AND RESCUE SERVICE RESOURCE BASED CREWING ARRANGEMENTS

The committee considered a report (copies of which had been circulated) by the Scottish Fire and Rescue Service advising of changes to the way the Scottish Fire and Rescue Service (SFRS) deployed its resources, through a Resource Based Crewing model, at Bathgate Fire Station.

The report recalled how legacy arrangements from Lothian and Borders Fire and Rescue Services utilised dedicated whole-time fire fighters to crew all specialist appliances. Resource Based Crewing (RBC) was a different approach that had been in operation for a number of years in other local authority areas.

RBC used whole-time fire-fighters to combine crews to maintain fire appliance availability as opposed to having a dedicated crew for each appliance. In achieving the principles of Fire Reform, the SFRS was seeking to employ a consistent approach as to how specialist appliances were crewed across Scotland.

The committee were further advised that there would be no reduction to frontline emergency service delivery in Bathgate and West Lothian areas, as the physical resource (appliances) would remain in place and unchanged. The change related to how SFRS provided crews for these appliances.

Appendix 1 attached to the report provided an overview of the SFRS resources based crewing arrangements within West Lothian.

Appendix 2 attached to the report provided an overview of how the frontline fire and rescue service tender and Incident Support Unit (ISU), based at Bathgate Fire Station, would be mobilised.

Appendix 3 attached to the report provided some contextualisation in the form of scenarios of how frontline fire and rescue tender and ISU, based at Bathgate Fire Station, would be mobilised.

Committee was invited to note the contents of the report.

#### Decision

To note the terms of the report

#### 5. WARD 9 POLICE REPORT

The committee considered a report (copies of which had been circulated) by Inspector Andrew Elliot, Police Scotland, highlighting performance activities and police issues across the ward for the period up to 30 September 2014.

Contained within the report was a table of information demonstrating

recorded and solved crimes in Groups 1 to 5 for the whole of West Lothian and for the Armadale & Blackridge Ward comparing the year-to-date for both 2013 and 2014. The report also provided details of the recorded crimes in the ward for the period up to and including 30 September 2014, comparing the percentage change to the same period in 2013.

The report continued to provide members with information on the activities carried out by preventative patrols within the ward at key hot spot areas, working toward reducing recorded crime and ensuring a safer ward area for residents and visitors. The Community Police Team (CPT) was keen to be visible in the area which would have a positive effect on youth engagement and prevention.

Inspector Elliot continued to advise that the community team continued to carry out stop and searches to deter, disrupt, divert and detect offenders and that in the period up to end of September 2014 there had been a number of positive searches for drugs with the drug types recovered all being cannabis. This had led to three people being reported to the Procurator Fiscal for offences under the Misuse of Drugs Act 1971.

Details of the following activities and associated initiatives were also provided in the report :-

- Reducing Anti-Social Behaviour
- Tackling Substance Misuse
- Making our Roads Safer

The report concluded that the Community Policing Team continued to focus on acquisitive crime and to this end would be engaged in circulating security advice literature to areas where crimes had been reported.

### Decision

To note the terms of the report

## 6. COMMUNITY HEALTH CHAMPIONS

The committee considered a report (copies of which had been circulated) by the Depute Chief Executive, Community Health and Care Partnership providing an update on the Community Health Champions approach.

The Depute Chief Executive advised that the Community Health Champions approach was continuing to evolve locally and across West Lothian. In accordance with agreed procedures the next stage in the process would be to deliver training to elected members and to identify interested groups who may already be active in local areas.

With regards to elected member training this would be based on COSLA guidance – *Reducing Health Inequalities and Improving Health – What Councillors could do to make a difference*, issued in February 2013. The training would cover what health inequalities were, the social detriments of

health and would include all aspects of the community leadership role, the partnership role, the constituency/representational role and policy and corporate role. The training had been adapted to a 45 minute bite size session and would be delivered by the Health Improvement Team. Training dates arranged to date were for 25 November 2014 and 13 January 2015.

With regards to engagement with community groups, the Community Health Champions hoped to draw on the experience of community members trained in evidence based community health development methodology. Interested community groups would be offered the opportunity to be trained in a shortened version of the well-established, evidence based Health Issues in the Community course, which would be delivered by officers trained in Community Development in Health. Commencing in January 2015, training would be rolled out with a view to achieving active community involvement in all ward areas.

It was recommended that the Local Area Committee note the contents of the report.

#### Decision

To note the contents of the report

#### 7. UPDATE FROM NETS, LAND AND COUNTRYSIDE SERVICES – NOVEMBER 2013 TO OCTOBER 2014

The committee considered a report (copies of which had been circulated) by the Head of Operational Services providing details of recent activity of NETS, Land and Countryside Services for the period November 2013 through to October 2014. A breakdown of enquiries for grounds maintenance, street cleansing and environmental wardens were summarised in the report.

The report provided details of the work carried out by the Grounds Maintenance, NET's and Street Cleansing Teams noting that with regards to ground maintenance staff they were now working reduced hours and would do so until March 2015.

With regards to Environmental Wardens there had been a total of 135 enquiries in the period in question and a total of 189 advisory/enforcement letters had been sent out. The enforcement team would continue to work closely with other agencies including Police Scotland and Scottish Fire & Rescue Service as well as local schools and community groups to address environmental issues in the ward.

It was recommended that the committee note the work carried out to date and future planned work and advise of any area that required further investigation or inclusion in future work plan.

The committee then requested that officer's review the situation at St Helen's Place in that there had been litter problems near the fence. Additionally there were problems with the litter bins at this location.

Decision

1. To note the contents of the report; and
2. Noted the request that officer's investigate the issues with litter and refuse bins at St Helen's Place.

8. HOUSING, CONSTRUCTION AND BUILDING SERVICES

The committee considered a report (copies of which had been circulated) by the Head of Housing, Construction and Building Services providing an overview of the service activities within the Armadale and Blackridge Ward.

The report provided information in relation to property void and let performance for mainstream and temporary tenancies from July 2014 to September 2014. Comparative arrears performance was also provided in the report.

Arrears Performance was also outlined in the report and it was noted that for 2014-15 the Arrears Task Group has agreed, as an interim measure, to monitor against a £1m target. This would allow for some actions from the Rent Strategy to be in place so the target subject would be subject to change later in the year.

The workload priorities agreed by the Arrears Task Group ensured that tenants who engaged with the council were being offered support and advice in relation to applying for Housing Benefit, Discretionary Housing Payment and referrals to the Advice Shop.

The report went on to provide a summary of the activities including the Mayfield Drive Project, New Build, Scottish Social Housing Charter, Homelessness Housing Network, Annual Tenant Satisfaction Survey, Street Environmental Improvements, Safer Neighbourhood Team and the work of the WLC officer based in SNT

Decision

To note the contents of the report

9. ACTIVE ARMADALE FOR OLDER PEOPLE REPORT

The committee considered a report (copies of which had been circulated) by the Head of Area Services advising of progress made in relation to the delivery of the "Active Armadale for Older People" event.

The Head of Area Services explained that the Armadale and Blackridge ward had a number of opportunities and programmes for older people to participate in which include the Senior People's Forum. In addition Castle Rock Edinvar Housing Association had a disused joinery workshop on the ground floor of the Gospel Hall in the centre of Armadale. Therefore combining these two issues with the potential to look at an older people's

forum had led to the delivery of the “Active Armadale for Older People” event.

Working collaboratively with West Lothian Council, Castle Rock Edinvar and Age Scotland held a drop in event at Armadale Community Centre on 28 October 2014 to map out the types of activities older people in the community already participated in and what other things they might like to be involved in. Information and representation from the 50+ network, Age Scotland and Balbardie Archers was available alongside information on localised opportunities including walking football.

Castle Rock Edinvar’s involvement was primarily to ascertain whether there was a demand and interest in the potential for an Armadale Shed which was an idea imported from Australia whereby older people came together on a regular basis, particularly where they had a designated place or workshop to utilise.

Over one hundred people attended the event and of those surveyed approximately fifty percent said they would be interested in taking part in an older people’s forum for the ward. Some of the activities suggested included woodworking, photography, painting and model making.

The consultation carried out at the event would inform plans for working towards the establishment of a forum for the ward with a further update provided to the local area committee in the near future.

It was recommended that committee note the progress made in relation to the delivery of the “Active Armadale for Older People” event and the recent consultation carried out.

### Decision

To note the contents of the report

## 10. PENSIONERS’ GROUPS CHRISTMAS FUND ALLOCATIONS 2014

The committee considered a report (copies of which had been circulated) by the Head of Area Services advising of the allocation that were to be made from Pensioners’ Groups Christmas Fund 2014 to groups in the Armadale and Blackridge Ward, Livingston-wide groups and West Lothian-wide groups.

The Head of Area Services explained that council approved the Pensioners’ Groups Christmas Fund each year. In 2014 the total fund amounted to £28,481. This was then divided by the number of beneficiaries which in 2014 was 4,991. This equated to £5.71 per beneficiary. In the Bathgate ward there were 426 beneficiaries and therefore had been allocated £2,432.46.

No substantive changes were expected to be made to the global or ward figures at this time and therefore in anticipation it was proposed that the final allocations would be made to the Voluntary Organisations Policy Development and Scrutiny Panel later in the 2014.



Ten applications had been issued to groups across the Armadale and Blackridge ward, with all ten returned. It was the intention to support nine applications as one of the applicants had since retracted their application as the group had been disbanded. Further details of the applications were detailed in Appendix 1 attached to the report.

The committee were further advised that one application had been made by a Livingston-wide group and two made by West Lothian-wide groups; it was the intention to support all three applications. Appendix 2 attached to the report provided further details of these applications.

Letters had been sent to all groups in week commencing 13 October 2014 advising them of the amount of funding they would be receiving, with payments being made directly into bank accounts during November.

It was recommended that the committee note that eight groups within Bathgate ward had applied to the fund and would be supported.

### Decision

To note the contents of the report

## 11. COMMUNITY REGENERATION – WARD ACTION PLAN MID YEAR REVIEW

The committee considered a report (copies of which had been circulated) by the Head of Area Services providing an update of progress made against targets set in the Armadale and Blackridge Ward Action Plan 2013-15.

The Head of Area Services explained that the regeneration and employability team delivered a range of services to support some of West Lothian's most disadvantaged communities and individuals, with a particular emphasis on engaging with people to build personal and community capacity. The service had produced action plans for the nine multi member wards. The plans outlined the activities to be delivered that would meet the regeneration needs of the individual areas.

Attached to the report at Appendix 1 was the ward action plan for the Armadale and Blackridge ward and this had been updated to show progress against the targets set. Notable achievements were summarised in the report and included the Happy Healthy Summer Camp, working alongside partners to deliver the successful Fun with Food Festival, supporting the Villages Improvement Fund and supporting the West Lothian Credit Union.

The report concluded that the achievements to date against planned activity from the Regeneration and Employability Service and its partners aimed at making a significant contribution to improving the quality of life of the citizens in the Bathgate ward.

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

progress made against the ward action plan during 2014 including the delivery of successful events throughout the ward.

Decision

To note the contents of the report.

12. WORK PLAN

The committee considered the Work Plan (copies of which had been circulated) by the Lead Officer for the Local Area Committee.

Decision

To note the contents of the work plan.



## **ARMADALE AND BLACKRIDGE LOCAL AREA COMMITTEE**

### **ARMADALE AND BLACKRIDGE MULTI-MEMBER WARD QUARTERLY PERFORMANCE REPORT**

#### **REPORT BY SCOTTISH FIRE AND RESCUE SERVICE**

##### **A. PURPOSE OF REPORT**

To update the Armadale and Blackridge Local Area Committee on the activity within Armadale and Blackridge Multi-Member Ward for the period up to 31<sup>st</sup> December 2014.

##### **B. RECOMMENDATION**

That Committee Members are invited to note and provide comment on the Armadale and Blackridge Multi-member Ward Quarterly Performance Report.

##### **C. SUMMARY OF IMPLICATIONS**

- |   |   |
|---|---|
| <b>I Council Values</b>   | <ul style="list-style-type: none"><li>• Being honest, open and accountable</li><li>• Focusing on our customers' needs</li><li>• Making best use of our resources</li><li>• Working in partnership</li></ul>               |
| <b>II Policy and Legal (including Strategic Environmental Assessment, Equality Issues, Health or Risk Assessment)</b> | Quarterly reports on the Multi-member Ward Operational Plans are being produced to ensure delivery of the Local Fire and Rescue Plan, which is a statutory requirement of the Police and Fire Reform (Scotland) Act 2012. |
| <b>III Implications for Scheme of Delegations to Officers</b>   | None at this stage.   |
| <b>IV Impact on performance and performance Indicators</b>  | WL CPP SOA Performance indicators:<br>SOA1304_13 Number of deliberate fires per 100,000 population<br>SOA1304_14 Number of accidental dwelling fires per 100,000 population.  |
| <b>VI Resources - (Financial, Staffing and Property)</b>  | The council contributes to directly and in partnership to the delivery of the plan  |
| <b>VII Consideration at PDSP</b>  | None  |
| <b>VIII Consultations</b>   | West Lothian Citizen's Panel Survey, July 2014.   |

## **D. TERMS OF REPORT**

### **D.1 Background**

Quarterly reports on the Multi-Member Ward Operational Plans have been produced by SFRS to ensure delivery of the Local Fire and Rescue Plan for West Lothian 2014 – 2017, which is a requirement under the Police and Fire Reform (Scotland) Act 2012, Section 41E.

### **D.2 Scottish Fire and Rescue Service (SFRS) Armadale and Blackridge Multi-member Ward Quarterly Report**

Following the publication of the Armadale and Blackridge Multi-member Ward Operational Plan, the Local Senior Officer for Falkirk and West Lothian has produced a Quarterly Performance Report detailing activity against the key priorities.

The seven key priorities within the Armadale and Blackridge Ward area are as follows:

Continuous Priority

- Local Risk Management and Preparedness.

High Priority

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

Medium Priority

- Reduction of Deliberate Fire Setting
- Reduction of Fires in Non-Domestic Property
- Reduction in Casualties from Non-Fire Emergencies.

## **E. CONCLUSION**

The Armadale and Blackridge Multi-member Ward Quarterly Performance Report aligns to the key priorities of the Local Fire and Rescue Plan for West Lothian 2014 – 2017, the West Lothian Strategic Assessment of Community Safety and continues with the excellent partnership working on Community Safety, which is evident in West Lothian.

## **F. BACKGROUND REFERENCES**

None.

**Alex Hume**  
**Station Manager, Scottish Fire and Rescue Service**  
**January 2015**

Appendix 1 - Armadale and Blackridge Multi-Member Ward Quarterly Performance Report



**SCOTTISH**  
**FIRE AND RESCUE SERVICE**  
Working together for a safer Scotland

## West Lothian Council Area

## Ward Performance Report

## Armadale and Blackridge Ward

### **DISCLAIMER**

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

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

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

## **Introduction**

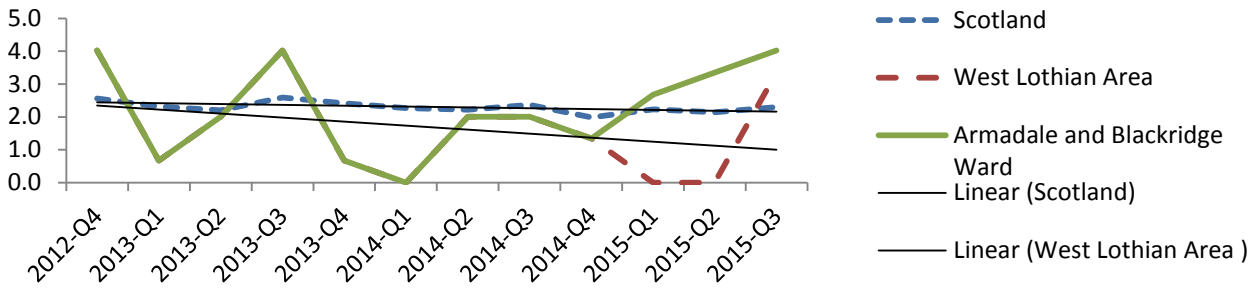
Welcome to the Scottish Fire and Rescue Service Ward Performance Report. This performance report is designed to provide citizens, stakeholders and partners with information relating to ward based activity undertaken by the Scottish Fire and Rescue Service.

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

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

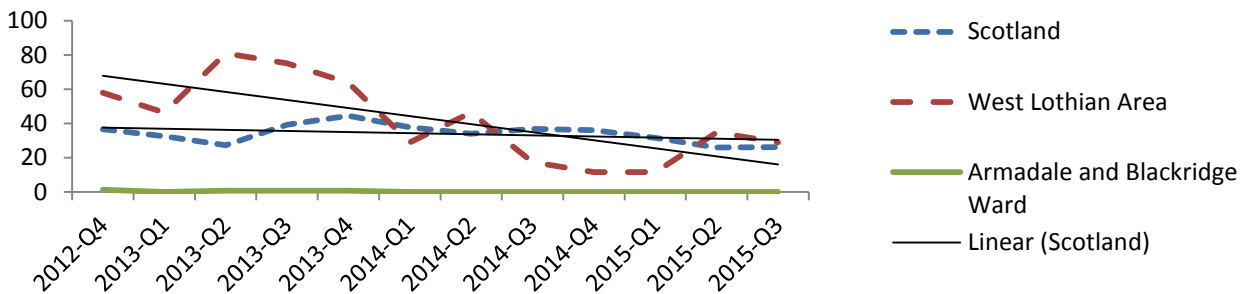
However, regardless of statistical anomalies, emerging patterns and trends in fire related incidents and events can assist the Scottish Fire and Rescue Service and Community Planning Partners plan and implement preventative intervention initiatives to target reducing fire related incidents and events.

### Accidental Dwelling Fires Per 10,000 head of population



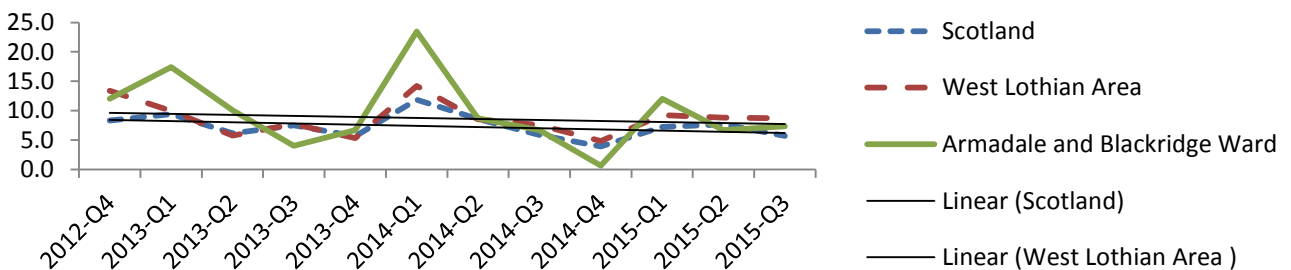
During the 2014-15 year to date reporting period SFRS have dealt with 6 accidental dwelling fires in comparison to 3 during 2013-14 year to date reporting period.

### Accidental Dwelling Fires (Casualties and Fatalities) Per 1,000,000 head of population



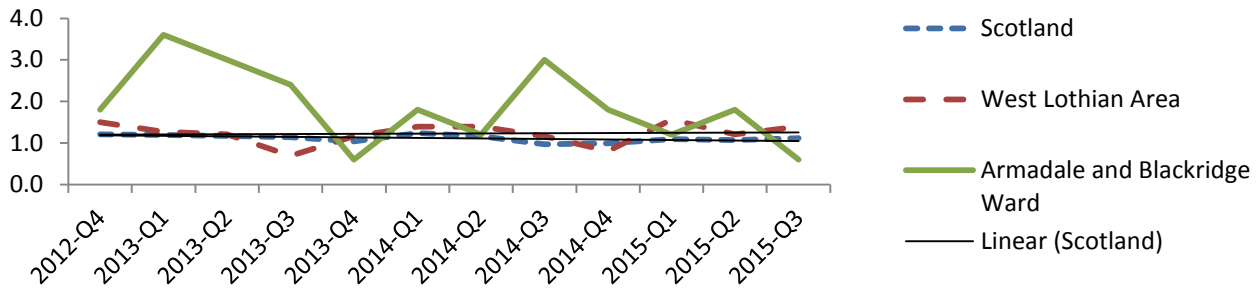
There were no reported Fire fatalities in the reporting period. During the 2014-15 year to date reporting period SFRS have dealt with 0 casualty due to fires in comparison to 0 during 2013-14 year to date reporting period.

### Deliberate Fires Per 10,000 head of population



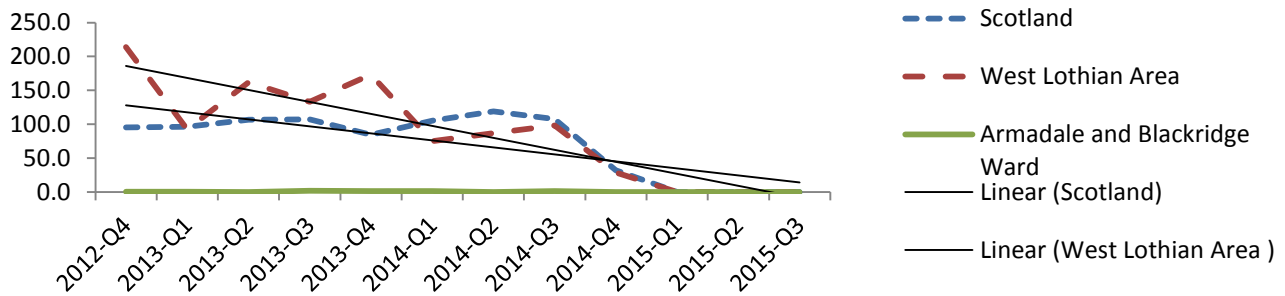
SFRS have dealt with 11 deliberate fire incidents during 2014-15 year to date reporting period in comparison to 10 during 2013-14 year to date reporting period.

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



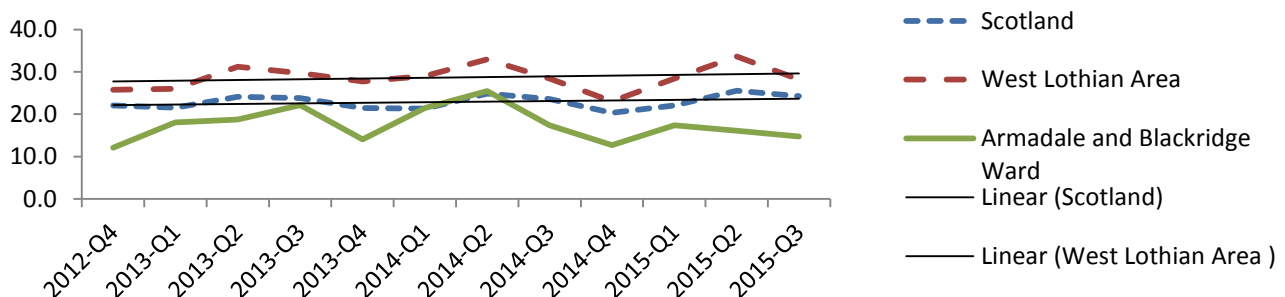
SFRS have dealt with 0 non domestic fire incidents during 2014-15 year to date reporting period in comparison to 1 during 2013-14 year to date reporting period.

### Non-fatal Non-Fire Emergencies Casualties Per 1,000,000 head of population



SFRS have dealt with 1 casualties from non-fire emergencies during 2014-15 year to date reporting period in comparison to 2 during 2013-14 year to date reporting period.

### Unwanted Fire Alarm Signals Per 10,000 head of population



SFRS have dealt with 22 UFAS incidents during 2014-15 year to date reporting period in comparison to 26 during 2013-14 year to date reporting period.

#### Additional Comments

December 2014 saw the introduction of the Unwanted Fire Alarms Signal (UFAS) policy, where SFRS will work with worst offending premises to identify solutions to unwanted fire alarm calls.





**LOCAL AREA COMMITTEE**

**WARD 9, ARMADALE**

**REPORT BY POLICE INSPECTOR ANDREW ELLIOT**

**A. PURPOSE OF REPORT**

Police Update for Armadale and Blackridge.

**B. RECOMMENDATION**

For discussion by the Chair.

**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)**

**III Implications for Scheme of Delegations to Officers**

**IV Impact on performance and performance Indicators**

**V Relevance to Single Outcome Agreement**

**VI Resources - (Financial, Staffing and Property)**

**VII Consideration at PDSP**

**VIII Other consultations**

**D. TERMS OF REPORT**

To update the Local Area Committee on performance, activities and issues across the Ward for the period up to 31<sup>st</sup> January 2015.

## **Our Purpose**

To improve the safety and wellbeing of people, places and communities in Scotland

## **Our Focus**

Keeping People Safe

## **Our Values**

Integrity, Fairness and Respect

### **NATIONAL PRIORITIES – DELIVERED LOCALLY**

#### Police Scotland Priorities

1. Reduce violence, disorder and antisocial behaviour
2. Protect the public
3. Increase road safety and reduce road crime
4. Tackle serious organised crime and terrorism
5. Effectively police major events and threats
6. Maintain high levels of public confidence in policing
7. Deliver our equality and diversity outcomes

### **WEST LOTHIAN PRIORITIES**

#### Your West Lothian Priorities

1. Protecting People
2. Reducing Anti Social Behaviour
3. Reducing Violence
4. Tackling Substance Misuse
5. Making our Roads Safer
6. Tackling Serious and Organised Crime

### **COMMUNITY ENGAGEMENT PRIORITIES**

#### Your Local priorities

1. Reducing antisocial behaviour
2. Tackling substance misuse
3. Making our roads safer
4. Tackling acquisitive crime

## PERFORMANCE

Crimes Groups 1 to 5 (Ref: Crime Statistics JG Area Command April- December)						
Area	This year to date			Last year to date		
	Rec.	Sol.	% Sol	Rec.	Sol.	% Sol
West Lothian Area	5877	2454	41.8	6394	2899	45.3
Armadale and Blackridge (July 14 to Sept 2014)	442	185	41.9	425	148	34.8

Future statistics will be posted on the Police Scotland Website that can be accessed via the link below.

Ward plans and Community information can also be obtained by using the link to access the website and then tab into 'your community' and enter your postcode to find the Armadale Ward.

<http://www.scotland.police.uk/about-us/our-performance/>

ASB performance for period up to and including

Armadale Ward					
Month	This month	LYTD	TYTD	% Change	
Youth Calls	13	246	176	-28%	
All ASB Calls	69	871	833	-4%	
Hate Crime	0	14	16	14%	
Vandalism & Reckless Conduct	9	138	126	-9%	
Fire-raising	2	13	9	-31%	
Public Space Assaults	1	65	78	20%	

## ISSUES OF NOTE

- **Exceptional Reporting on the above**

The Community Policing Team is tasked to carry out preventative patrols at key hot spot areas based on local knowledge combined with an analytical intelligence product. This knowledge and directed tasking can lead to a positive effect in our community and we will continue to work towards reducing recorded crime and ensure a safe Armadale for residents and visitors.

As can be seen there continues to be a decrease in youth calls, Anti Social Behaviour and Vandalism calls to the area. The Community Policing Team Officers are keen to be visible in their area and this has a positive effect in youth engagement, prevention and ensures a safer community for all.

The Community Team is continually looking at methods to reduce incidents where alcohol is a factor. They make every attempt to provide resources in key areas at key times liaise with the licensees via Pub Watch and make licensed premises visits in an effort to detect and deter crime and incidents. The CPT continues to monitor this to establish if there is a pattern to influence patrols and tasking.

There were 2 fire raising calls reported in this period and the annual figure to date is slightly down on last year albeit both figures are low. There is no specific pattern to these calls and where required referrals are made for Fire Safety advice.

There were no hate crimes reported in the area, which is pleasing. Any historical incidents outstanding are being proactively dealt with by local officers.

Public space assaults continue to rise however and your local community team makes every effort to be in hotspot areas at key times to negate public disorder. Last recorded month there was one reported public space assault.

## **PREVENTION**

- **Activities**

### **Reducing antisocial behaviour within our communities**

The Community team continue to carry out high visibility patrols in local parks and identified hotspot areas to engage with youths as part of their daily tasking.

In an effort to maintain the reduction in youth calls and calls of Anti Social Behaviour the team continue to provide resources at key times in identified areas aimed at reducing ASB and youth calls to the ward.

The Community Policing Team review all calls of ASB in an effort to identify offenders and will progress criminal complaints and ASB complaints to conclusion to ensure a positive outcome. This may involve reporting the person involved or tenancy warning via ASB legislation. In Armadale a tenant was dealt with and reported for ASBO offences in relation to her tenancy.

### **Reducing community and social harm caused by drug and alcohol misuse**

The community team continue to carry out stop and searches to deter, disrupt, divert and detect offenders. In the period of this report they have had a positive search for drugs and the drug type recovered was cocaine. This has led to a person being reported to the Procurator Fiscal for offences under the Misuse of Drugs Act 1971.

- **Initiatives**

### **Reducing Anti Social Behaviour**

The Community Policing Team work closely with the WLC NRT officer for the area and continue to challenge ASB in the home, issue tenancy warnings, and this can lead to Anti Social Behaviour Orders being issued.

There is presently one 'party house' identified in the area with the tenant receiving 2 tenancy warnings for ASB.

The Community Policing Team continues to make themselves visible and accessible to their community as they value the importance of public interaction and will attend community and resident meetings where possible.

### **Tackling Substance Misuse**

The Community Policing Team will continue to carry out licensed premises visits and inspections to ensure licensees are supported and patrons can enjoy their night out.

Officers will continue to act on intelligence received regarding misuse of drugs. A house was searched in the Ward under warrant and drugs recovered.

In addition to this a person was reported for possession of a class A drug.

### **Making our Roads Safer**

Local officers continue to carry out road checks to provide reassurance and carry out enforcement and education of young drivers to work towards reducing the communities fear in regards anti social driving by young persons.

4 reports were submitted in respect of Road Traffic offences, these being driving under influence of alcohol, careless driving and 2 for document offences. 17 Conditional Offer tickets were issued for a variety of Road Traffic tickets.

## **FORTHCOMING EVENTS**

The Community Policing Team continues to focus on acquisitive crime and to this end will be engaged in circulating security advice literature to areas where crimes have been reported and also circulating to public areas for people to read.

Operation Quarterlight has been launched by Police Scotland and will be implemented throughout Scotland to identify and target those responsible for vehicle break-ins and thefts.

During February your Community Policing Team will take part in Community Police Action Days focusing exclusively on the local priorities of Road Safety, ASB and Substance Misuse.

Need the Police? – Call **101**. The 101 campaign is ongoing in an effort to raise awareness of the number for members of the public to use to call the police.

## **CONTACTS**

Inspector Drew Elliot

[Andrew.Elliot@Scotland.pnn.police.uk](mailto:Andrew.Elliot@Scotland.pnn.police.uk)



Sergeant John Fleming [john.fleming@Scotland.pnn.police.uk](mailto:john.fleming@Scotland.pnn.police.uk)

**Community Armadale and Blackridge**

[ArmadaleCPT@Scotland.pnn.police.uk](mailto:ArmadaleCPT@Scotland.pnn.police.uk)



PC Richard Morrice  
Armadale  
Community



PC Helen Woollven  
Armadale Community



PC Darryl Macaulay  
Armadale Academy High  
School Link Officer

**Safer Neighbourhoods Team Armadale and Blackridge**



PC Steven Leonard

**Call 101 any time it isn't 999**



**ARMADALE AND BLACKRIDGE LOCAL AREA COMMITTEE**

**ADVICE SHOP AND ADULT BASIC SERVICE UPDATE**

**REPORT BY HEAD OF AREA SERVICES**

**A. PURPOSE OF REPORT**

The purpose of the report is to inform the local area committee of the work undertaken by the Advice Shop and Adult Basic Education service from April – December 2014.

**B. RECOMMENDATION**

It is recommended that the committee notes:

1. the Advice Shop and Adult Basic Education provision in the ward;
2. the intention to report annually on service activity in the area; and
3. the impact provision is having in terms of supporting the outcomes of the 'Better Off: Anti-Poverty Strategy'.

**C. SUMMARY OF IMPLICATIONS**

<b>I Council Values</b>	Focusing on our customers' needs; being honest, open and accountable; providing equality of opportunities; making best use of our resources; and working in partnership
<b>II Policy and Legal (including Strategic Environmental Assessment, Equality Issues, Health or Risk Assessment)</b>	None.
<b>III Implications for Scheme of Delegations to Officers</b>	None.
<b>IV Impact on performance and performance Indicators</b>	The activity contained in the report contributes to service KPIs.
<b>V Relevance to Single Outcome Agreement</b>	We are better educated and have access to increased and better quality learning and employment opportunities.  We live longer, healthier lives and have reduced health inequalities.  We have tackled significant inequalities in West Lothian society.
<b>VI Resources - (Financial, Staffing and Property)</b>	Activities delivered from approved budgets supplemented by external funding from

	Macmillan cancer support, European Social Fund, Scottish Funding Council, West Lothian Growth Fund, West Lothian Challenge Fund and Scottish Legal Aid Board.
<b>VII Consideration at PDSP</b>	None.
<b>VIII Other consultations</b>	None.

## **D. TERMS OF REPORT**

### **D.1 Background**

The Advice Shop and Adult Basic Education (ABE) deliver different services, to the same targeted customer groups, such as those who are vulnerable, disadvantaged and likely to be in poverty.

The Advice Shop is a free, impartial and confidential service to help the people of West Lothian with a focus to alleviate poverty, promote inclusion and equality through advice, assistance and advocacy. It does this by providing comprehensive advice to adults and specifically targets those who are:

- Without work or in low paid work.
- Are poor and/or fuel poor.
- Have money/debt issues.
- Have been affected by cancer or other long term conditions.
- Are over 60.

Adult Basic Education (ABE) works under the strategic guidance and principles for effective teaching and learning which are contained in the Scottish Government's "Adult Literacy and Numeracy in Scotland: 2020" report and the "Adult ESOL Strategy for Scotland". ABE delivers activities which:

- Help anyone over the age of 16 who can set goals to improve their literacy and numeracy skills and, where appropriate, work towards qualifications.
- Provide coping strategies, assertiveness techniques and lip-reading skills for anyone who is experiencing a hearing loss.
- Support migrant workers and settled minorities to acquire communication skills in both written and spoken English.
- Offers a range of volunteering roles which provide opportunities for improving employability skills.

The Advice Shop and ABE service is funded through: a core council budget, European Social Fund, Scottish Funding Council, West Lothian Growth Fund, Macmillan Cancer Support, West Lothian Challenge Fund and Scottish Legal Aid Board.

All activity across the service is informed and prioritised by the 'Better Off: West Lothian Anti-Poverty Strategy'. The overall purpose of this strategy is to help minimise the impact of poverty on the people of West Lothian. Its object is to ensure that people are equipped to cope with the challenges they currently face, in terms of their disposable income, and the impact that this has on their health, education and community involvement, the aim being to help people to obtain and retain employment as a key route out of poverty.



## **D.2 Local Provision**

Appendix One shows the number of people the service has worked with over the last nine months.

The Advice Shop has helped 1096 customers to manage their money and to resolve benefit problems. As a result, customers better understand that claimants and benefit administrators have rights, obligations and constraints and have some idea what these are. Customers know how to take the steps they can to sort out their benefit queries and are able to maximise their household income.

The Court Advice Project is funded through the Scottish Legal Aid Board to support anyone who is at court facing eviction. Customers can be in social or private housing or an owner occupier. The service worked with 35 families in the ward to support them to sustain their home.

The Adult Basic Education team has worked with 46 hard to reach adults who lead complex and chaotic lifestyles. The service offers a range of short course, mainstream and English as a Second Or Other Language option to help support learners to gain the skills, knowledge and understanding to better able them to use their literacies skills effectively. The impact of learning has supported learners to feel confident to work towards a qualification, to move on to further learning, volunteer or gain employment.

The service had identified a number of priorities over the 2014/15 year; namely, to continue local partnerships to support learning for families in need and to open up an advice outreach service. All of these priorities have been moved forward and are on track to be achieved by the end of the year.

## **E. CONCLUSION**

The report and attached appendix summarise the work of the Advice Shop and Adult Basic Education service in the Armadale and Blackridge area. The Local Area Committee is asked to note the contents of the report and to consider how the service could better target its resources in this area. It is the intention to report on activity in the ward area on an annual basis.

## **F. BACKGROUND REFERENCES**

None.

Appendices/Attachments: Appendix one

Appendix 1 : Armadale and Blackridge Ward Profile Apr-Dec 2014

Contact Person: Elaine Nisbet, Advice Shop and Adult Basic Education Manager (Acting)  
Tel: 01506 282936 email: [Elaine.nisbet@westlothian.gov.uk](mailto:Elaine.nisbet@westlothian.gov.uk)

Steve Field  
**Head of Area Services**

Date of meeting: 6 March 2015

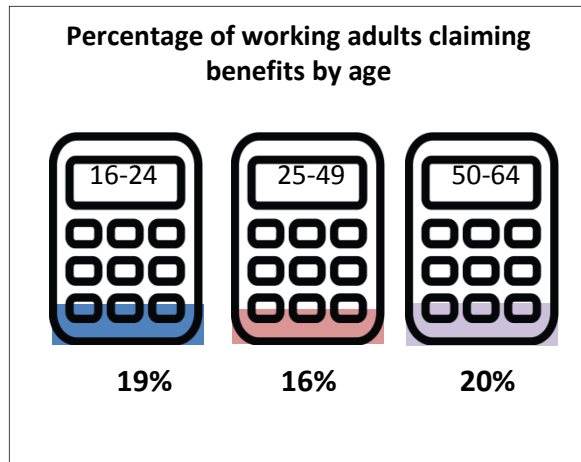


# Armadale and Blackridge Ward Profile Apr-Dec 2014

## What we know about the community\*



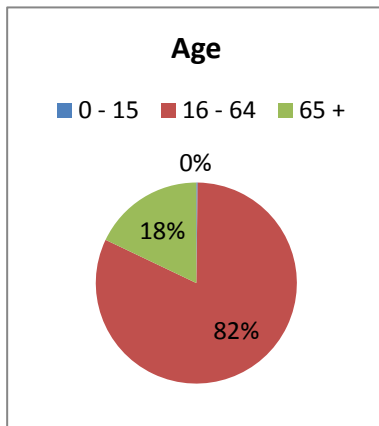
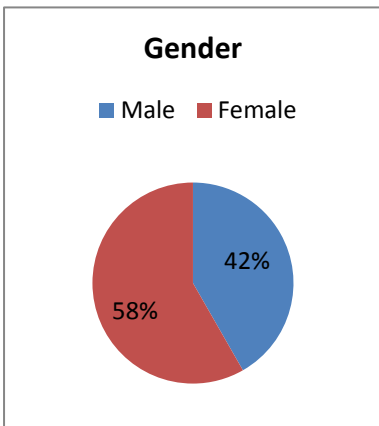
21% children  
61% working age  
18% pensionable age



\* taken from Scottish Neighbourhood Statistics: [www.sns.gov.uk](http://www.sns.gov.uk)

## Who we've worked with

1096 Advice Shop Clients



## Evictions Prevented



Maximising income for clients

### Appeals



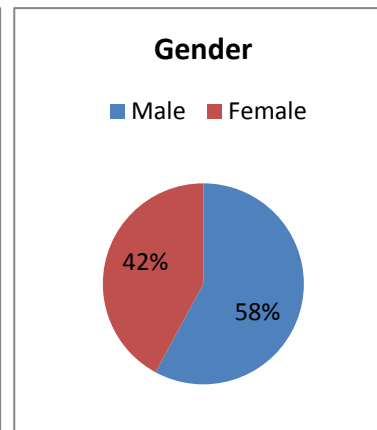
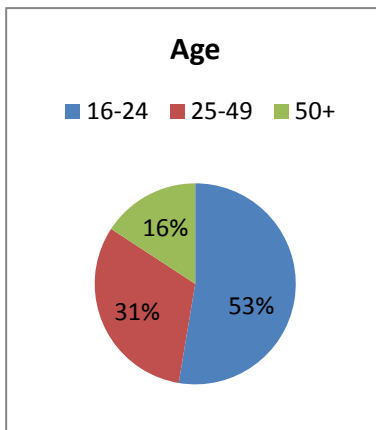
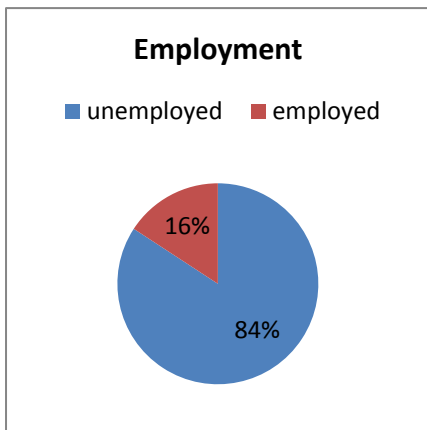
### Benefit Claims



### Money saved: Energy

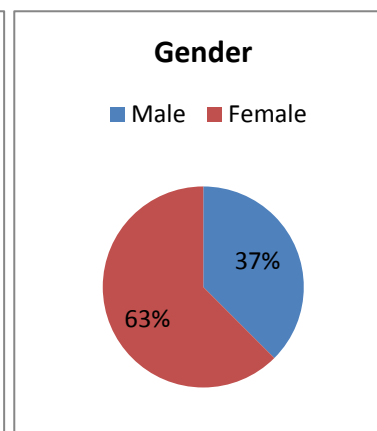
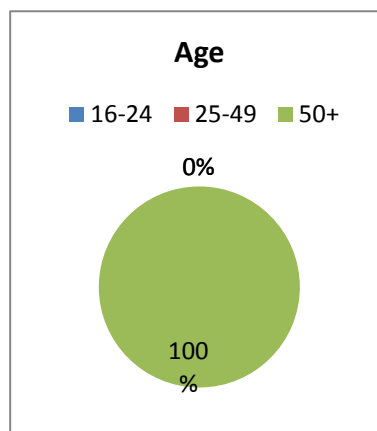
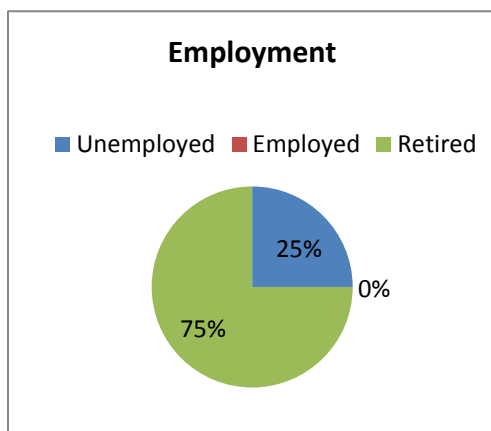


### 19 Literacies Learners



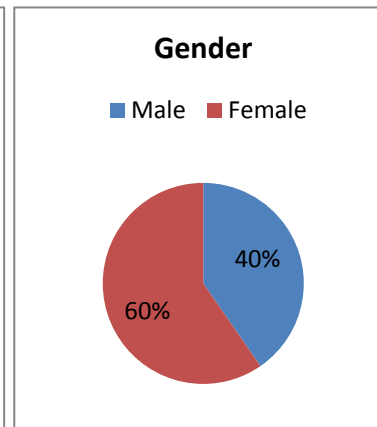
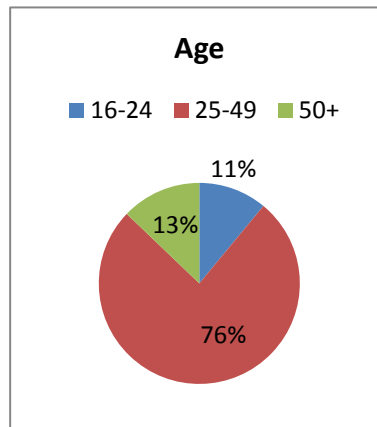
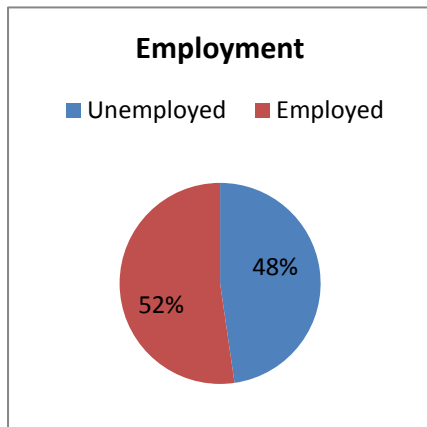
16 learners improved their literacies skills, 6 people gained a qualification, 1 progressed to further learning, 2 started volunteering, 4 began training and 4 moved into work

### 8 Lipreading Learners



8 learners found their confidence with lipreading had increased

### 19 ESOL Learners



14 learners improved their English skills

### This year we plan to

- Continue local partnerships to support learning for families in need
- Open up an advice outreach service



**ARMADALE AND BLACKRIDGE LOCAL AREA COMMITTEE**

**HOUSING, CONSTRUCTION AND BUILDING SERVICES**

**REPORT BY HEAD OF HOUSING, CONSTRUCTION AND BUILDING SERVICES**

**A. PURPOSE OF REPORT**

To provide the Local Area Committee with an overview of the service activities within Armadale and Blackridge ward.

**B. RECOMMENDATION**

The Local Area Committee is asked to note Housing, Construction and Building Services activity as detailed in the ward report.

**C. SUMMARY OF IMPLICATIONS**

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

**D. TERMS OF REPORT**

## Housing Performance Information

The purpose of this report is to provide the Local Area Committee with an overview of the activities of Housing, Construction and Building Services, specific to the Armadale and Blackridge ward.

### Property Void & Let Performance: Mainstream Tenancies

Void Period	Oct 2014	%	Nov 2014	%	Dec 2014	%	Target %
0-2 weeks	2	20	9	60	13	72	65%
2-4 weeks	2	20	1	7	3	17	25%
4+ weeks	6	60	5	33	2	11	10%
<b>Total Lets</b>	<b>10</b>	<b>100%</b>	<b>15</b>	<b>100%</b>	<b>18</b>	<b>100%</b>	<b>100%</b>

### Property Void & Let Performance: Temporary Tenancies

Void Period	Oct 2014	%	Nov 2014	%	Dec 2014	%	Target %
0-2 weeks	3	100	2	66.7	2	100	70%
2-4 weeks	0	0	1	33.3	0	0	20%
4+ weeks	0	0	0	0	0	0	10%
<b>Total Lets</b>	<b>3</b>	<b>100%</b>	<b>3</b>	<b>100%</b>	<b>2</b>	<b>100%</b>	<b>100%</b>

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

In the year to date there have been 98 mainstream tenancies and 34 temporary tenancies let by the Armadale and Blackridge housing team.

There are 22 Policy Voids in the ward one of these properties being the Community House. Most issues relate to electrical issues, dry rot, asbestos, capital works and properties being held/used for decant purposes.

### Arrears Performance

<i>2013/14</i>	<b>Total £Value</b>	<i>2014/15</i>	<b>Total £Value</b>
April 13	104,140	April 14	114,806
May 13	130,702	May 14	137,653
June 13	Unavailable	June 14	134,189
July 13	169,608	July 14	144,737
August 13	178,010	August 14	147,125
September 13	193,323	September 14	148,192
October 13	193,311	October 14	144,344
November 13	188,175	November 14	153,322
December 13	168,640	December 14	126,531
January 14	162,003	January 2015	
February 14	163,501	February 2015	
March 14	98,363	March 2015	

West Lothian Council has for many years been one of the top performing Councils in Scotland with

respect to rent collection and the Council's rent arrears process has been widely considered to be best practice, engendering a strong payment culture amongst most of its tenants.

For 2014-15 the Arrears Task Group has agreed, as an interim measure, to monitor against a £1m target. This will allow time for some actions from the Rent Strategy to be in place, so the target will be subject to change later in the year.

The workload priorities agreed at the Arrears Task Group ensured that tenants who engaged with the Council were being offered support and advice in relation to applying for Housing Benefit, Scottish Welfare Fund and referrals to the Advice Shop where they can get Money Advice and in making a realistic sustainable payment arrangement. Articles encouraging tenants to pay their rent were inserted into Tenants News, Applicants News, the Bulletin and on the internet to raise awareness of Welfare Reform changes and their potential impact on our customers.

The Council Executive approved a motion instructing officers to provide additional one-off time limited DHP funding, to address the legacy bedroom tax arrears from 2013/14. Officers have calculated the legacy arrears value by taking the rent arrears position at the end of 2013/14 and assessing the bedroom tax element net of any DHP already received for that financial year. The total value of bedroom tax for both current and former tenants equates to approximately £250,000.

Using existing anti-poverty funding of £200,000 and £50,000 of one-off funding for welfare changes, this will be administered in accordance with the DHP scheme, with funding to be distributed in accordance with the terms of the DHP scheme guidelines.

At the end of December 2014 our arrears caseload was 4,980 totalling £1,636,398.21.

The table shows the level of arrears and the number of tenants in arrears in this Ward from end September 2013 at the start of the Rent Arrears Campaign and the level of arrears at the end of December 2014.

<b>Arrears Banding</b>	<b>Balance 27 September 2013</b>	<b>Tenants in arrears</b>	<b>Balance 31 December 2014</b>	<b>Tenants in arrears</b>
£0.01 – £49.99	£3,180.53	154	£2,171.54	116
£50.00 – £149.99	£21,334.57	223	£13,005.73	141
£150.00 - £299.99	£36,072.43	166	£24,218.59	111
£300.00 - £499.99	£48,438.56	125	£23,761.02	62
£500.00 - £749.00	£31,857.13	53	£23,040.12	39
£750.00 - £999.99	£17,957.32	21	£12,962.18	15
£1,000.00 - £1,999	£29,396.78	23	£25,231.32	20
£2,000+	£5,085.78	2	£2,140.53	1
<b>Total</b>	<b>£193,323</b>	<b>767</b>	<b>£126,531.03</b>	<b>505</b>

The Arrears Task Group will continue meeting through the financial year 2014-15 as there are many challenges to come in the management of rental income due to the on-going phasing in of Welfare Reform, increasing fuel costs, reducing household income and the negative impact these changes are having on Council Tenants.

#### **Office Activity**

Officers have worked hard in attempts to make contact and carry out as many face to face interviews as possible, some of which were very difficult and emotional. This continues on a weekly basis as our customers face many changes with their on-going DWP Benefit Award for various reasons, which has an impact on their on-going Housing Benefit award. We will continue to work with all our tenants in offering advice and assistance, for example, referrals for money, debt advice and where appropriate application for Discretionary Housing Benefits payments.

#### **Armadale and Blackridge Area Team Activity**

Officers in the team have a number of tenancies under supervision for issues such as child protection,

Anti-social Behaviour and poor tenancy conditions. Our officers' work with a range of services and agencies to ensure tenants and residents are fully supported, tenancies maintained and sustained as far as possible and appropriate action taken where necessary, as well as ensuring, that where the situation arises, other members of the community affected are also supported.

### **Ward Specific Capital & Environmental Programme**

The overall 2014/15 Housing Capital Investment Programme has been progressing since April without major incidents, accidents or issues. Some upgrading programmes are slipping a little due to contractor capacity, but this will be caught up over the remainder of the year and over 2015/16. Any houses in poorer condition have been prioritised. Planned programmes have been progressing on or ahead of programme. Health & Safety programmes such as hard wired smoke detectors, electrical safety checks, gas system checks and heating upgrades are also progressing on or ahead of programme. Exterior painting and landscaping works are progressing well.

### **New Build Information**

Good progress is also being made on the 1,000 houses new build programme. The first 6 homes were completed in September 2014 and work is well underway for a site for 18 homes in Broxburn. The developer has been selected for 587 homes and a further 363 homes are at tender stage.

### **Ward Specific: New Build**

Nelson Park, Armadale – a site for 26 homes has been identified. Lovell Partnerships have been selected to develop this site. A site start is anticipated in Summer 2015. A site for 22 homes is to be developed at Mayfield, Armadale. A tender has been issued.

Bathville Cross – 18 homes will be built here as part of the regeneration proposals for the area. A site start on the first three new build homes is anticipated in Summer 2015. A site start on the refurbishment is anticipated in Autumn 2015.

### **Mayfield Drive Project**

All of the properties included in the original pilot scheme have been completed. The remaining properties have since been relet to new tenants with initial feedback being positive.

Heat Recovery fans (HRPIV) are being installed into 10 properties in January 2015 by Envirovent. Work has also been completed to properties where soil has built up over the damp proof course on the external walls to ensure that dampness cannot breach the damp proof course.

All remaining pilot properties are ongoing and these will be completed by the end of March 2015. Information from the data recording systems will be analysed along with feedback from residents before the effectiveness of the pilots have been assessed. Once this has been completed, a programme of works shall be issued for the remaining properties.

In the meantime, the window and door replacement programme will commence on 26 January 2015. Approximately 22 properties in Calder Crescent shall be completed by the end of March 2015 with the remaining properties in Calder Crescent and 5 in Lower Bathville being completed by the end of June 2015.

### **Scottish Social Housing Charter**

The first Annual Report called 'Performance Matters' was published at the end of October 2014. Staff worked closely with the members of the Tenant Participation Development Working Group to produce this first report which shows how well we did in key areas including rent collection, tenant and service user involvement, repairs, maintenance and improvements, allocations, homelessness and how we deal with antisocial behaviour and empty properties.

This report is available online at

<http://www.westlothian.gov.uk/article/5854/Landlord-Report---Performance-Matters-201314>

### **Homeless Housing Network**

The Homeless Network group have continued to meet on a monthly basis and have increased in numbers with new members joining. Service users who attend have shared their homeless experiences



with staff and discussed how they would like to help improve the services delivered at present. The group invited guest speakers and have heard about the Scottish Welfare Fund and the Pet Fostering Service in Edinburgh. The group meets on the last Thursday of the month in Broxburn Family Centre and anyone wishing to find out more can contact their Housing Needs Officer or the Customer Participation Team.

### **Housing Networks**

Both Networks continue to meet on a monthly basis to consult with Housing, Construction and Building Services on any changes or developments to service delivery. The Network meetings are held in the third week of the month for more information contact your local housing staff or the Customer Participation Officer's by emailing [TP@westlothian.gov.uk](mailto:TP@westlothian.gov.uk)

### **Street Environmental Improvement Projects (SEIP)**

SEIP Applications for 2015/16 have been received and members of the Street Environmental Group have made site visits to ensure the projects meet the criteria. Plans for these projects will be drawn up with associated costs and presented to the group for agreement.

### **Tenants Fun and Information Day**

The Tenants and Residents Fun Day is held annually in the Civic Centre and offers tenants and residents from throughout West Lothian the opportunity to meet with staff from Housing, Construction and Building Services and their partners, and discuss any issues relating to their home and community. This year's event was well attended with over 200 tenants and residents coming along. For the third year in a row, it was held in partnership with the Advice Shop, as the culmination to their 'Money Week'. There were three separate consultation events carried out, on the new proposed Allocations Policy, the draft Landlord Report 'Performance Matters' and the proposed rent increase for 2015/16.

### **Safer Neighbourhood Council Officer Ward Information**

The Safer Neighbourhood Teams (SNTs) across the nine Multi-Member Wards are an integral part of the Community Safety Unit and are a key feature of partnership working. In the Armadale and Blackridge Ward partnership working sees the local Housing team, Youth Worker, Council Officer within the SNT and Police officers all working together to tackle Antisocial behaviour in the Ward.

### **WLC Officer based in SNT – October – December 2014**

Joint patrols continue to be undertaken with Police and joint visits with Community Housing Officers. An ASBO awarded has not been a deterrent in a resident's behaviour and the enquiry has now been referred to WLC Officers for further discussion as to the next steps to be taken. An eviction of another tenant with an ASBO has taken place for other tenancy matters. Further cases are now at Legal Services for consideration. Malicious complaints and acts of anti-social behaviour are being investigated in Blackridge.

### **Youth Worker based in SNT – October – December 2014**

During the reporting period, the Youth Worker has had no cases in the Ward involving youths causing anti-social behaviour.

## **E. CONCLUSION**

To note the contents of the report.

## **F. BACKGROUND REFERENCES**

None

Appendices/Attachments: None

Contact Person: Lorraine Donnelly, Housing, Construction & Building Services

Email; [Lorraine.donnelly@westlothian.gov.uk](mailto:Lorraine.donnelly@westlothian.gov.uk)

Tel: 01501 678301

Date: 6 March 2015





## **PREVENTING NEGATIVE OUTCOMES**

### **ALCOHOL DIVERSIONARY ACTIVITIES**

#### **HEAD OF SOCIAL POLICY**

##### **A. PURPOSE OF REPORT**

The purpose of this report is to provide the Armadale and Blackridge Local Area Committee (LAC) with information about one application for Alcohol Diversionary Activity Funding and to reference the LAC's involvement in the new process as agreed by the Council Executive in January 2014.

##### **B. RECOMMENDATIONS**

It is recommended that the Armadale and Blackridge LAC note and consider the application submitted for Alcohol Diversionary Funding against the Alcohol and Drug Partnership Joint Commissioning Plan's outcomes:

- Reducing antisocial behaviour
- Delivery of 1:1 alcohol brief interventions (ABIs)
- Changing group attitudes to drinking

##### **C. SUMMARY OF IMPLICATIONS**

I.	Policy and Legal	None.
II.	Implications for Scheme of Delegations to Officers	None.
III.	Impact on performance and performance indicators	Reduction in the number of underage drinking and antisocial behaviour calls registered with the Community Safety Unit.
IV.	Relevance to Single Outcome Agreement	People most at risk are protected and supported to achieve improved life chances.  We live longer, healthier lives and have reduced health inequalities
V.	Resources (Financial, Staffing and Property)	The budget for projects is £100,000

**DATA LABEL: Public**

- VI. Consideration at PDSP/Executive Committee required      None
- VII. Details of consultations      None

**D. BACKGROUND**

A new governance process for the Alcohol Diversionary Funding was approved by the Council Executive on 21<sup>st</sup> January 2014.

The report submitted and approved by the Council Executive, references the LAC involvement:

“Local Area Committees will receive any applications for proposed projects and will provide an assessment panel with their recommendations. Results from the application and approval process will then be reported to the PDSP and approved by the Council Executive”.

Appendix 1 in this paper provides the timeline for this process for Armadale and Blackridge LAC.

**CURRENT POSITION**

There have been one applications received for consideration by the Armadale and Blackridge LAC.

These are:

<b>Area</b>	<b>Project Name</b>	<b>Funding Request 2015/16</b>
<b>Armadale and Blackridge</b>	<b>Armadale Youth Space</b>	<b>£18,550</b>

**E. CONCLUSION**

The new process stipulates that LACs will recommend projects for Alcohol Diversionary Funding which meet the outcomes in the ADP Joint Commissioning Plan.

The Armadale and Blackridge LAC is asked to note and consider the application for funding and to make recommendations on projects proceeding through to the ADP subgroup.

**DATA LABEL: Public**

**F. BACKGROUND REFERENCES**

None

Appendices/Attachments:

Appendix 1 - Proposed process for applications for alcohol diversionary funding for youth activities for Armadale and Blackridge LAC.

Appendix 2 – Application for funding from “Armadale Youth Space”

Contact Person: Alan Bell, Senior Manager, Community Care, Support and Services  
[alan.bell@westhian.gov.uk](mailto:alan.bell@westhian.gov.uk) Tel: 01506 281937

**PROPOSED PROCESS FOR APPLICATIONS FOR YOUTH DIVERSIONARY FUNDING**

Notification to stakeholders advising of application process, criteria and timeline – 21<sup>st</sup> January 2014



Applications to be received by 28<sup>th</sup> February 2014



Whitburn/Blackburn LAC review applications and make recommendations on 10<sup>th</sup> March 2014 to the ADP sub group



ADP sub group meet on 24<sup>th</sup> March 2014 to review the recommendations against agreed criteria



Applications which do not meet the criteria / outcomes will be passed back to the LAC with feedback to allow a further review and resubmission of the application



Applications which are supported by the sub group will be recommended to the Social Policy PDSP on 1<sup>st</sup> May 2014 and Council Executive on 27<sup>th</sup> May for approval and final decision



Applicants (successful and unsuccessful) advised 28<sup>th</sup> May 2014



Projects commence 2<sup>nd</sup> June 2014



Quarterly monitoring process will evaluate potential for expansion of initiative or termination of funding if outcomes not being achieved. Reviews will be reported to the ADP sub group.



Outcomes evaluated at the end of the project and report on successes provided for the Council Executive



# Application Form

The West Lothian ADP Youth Alcohol Diversionary Fund application form is split into several sections covering different aspects of your initiative or project. Please take some time to ensure the main points are covered in the appropriate place.

Section 1 – Submission details	
TADP Partner	WLYAP- Helen Davies
Name of Key Contact	Douglas Benson - Community Regeneration Officer
Project Title / Name	Armadale Youth Space
Have you applied for funding for this same initiative before?	Yes- evaluation for current funding will be provided in May 2015
<b><i>If so, an evaluation must have been carried out AND attached before completing the following sections</i></b>	

Section 2 – The Project	
What outcome targets are set for the project?	<ul style="list-style-type: none"> <li>• Young people’s knowledge and awareness is increased of alcohol issues and promotion of positive lifestyles</li> <li>• Work with disengaged young people who are not accessing mainstream services</li> <li>• Changing groups attitudes to alcohol by delivering targeted workshops</li> <li>• Deliver focused group work to young people displaying challenging and risk taking behaviour</li> </ul>

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	<ul style="list-style-type: none"> <li>• Inclusivity, providing transport so that young people in outlying areas can access Youth Space</li> <li>• Provide diversionary activities for young people on Thursday/ Friday night and at weekend</li> <li>• Deliver Alcohol Brief interventions and 1-1 work and refer to specialised agencies where appropriate</li> <li>• Contribute to reduction of anti-social behaviour in the ward</li> <li>• Young people who are at risk of social exclusion are supported to become responsible citizens, confident individuals and effective contributors</li> </ul>
<p>What ward areas will the project cover?</p>	<p>Armadale and Blackridge Ward</p>
<p>Who are the intended beneficiaries of the project?</p>	<p>Young people aged 12- 18 years</p>
<p>Which of the National Outcomes does the project cover?</p>	<ul style="list-style-type: none"> <li>• Our young people are successful learners, confident individuals, effective contributors and responsible citizens</li> <li>• We live longer, healthier lives</li> <li>• We have improved the life_chances for children, young people and families at risk</li> </ul>
<p>What local priorities/ outcomes does the project cover?</p>	<ul style="list-style-type: none"> <li>• We are better educated and have access to increased and better quality learning and employment opportunities</li> <li>• We live in resilient, cohesive and safe communities</li> <li>• People most at risk are protected and supported to achieve improved life chances</li> <li>• Priority 3: Improving attainment and positive destinations for school children</li> <li>• Priority 6: Reducing crime and improving community safety</li> <li>• Priority 7: Delivering better outcomes for health</li> </ul>



Section 2 – The Project	
<p>How does the project meet the Equalities and Diversity Agenda?</p>	<p>The project is open and inclusive and targets a mix of young people in Armadale/Blackridge ward. The project is very aware of the equalities act 2010 and attempts to ensure it meets the agenda by capturing a balance of ages, genders and ethnic backgrounds.</p> <p>Staff are regularly updated through training on equalities and diversity agenda and groups using space include LGBT, Asperger's and alternative curriculum groups who display chaotic behaviour.</p>
<p>How does the project demonstrate positive engagement with the local community?</p>	<p>The project will use community consultation to check trends/ assess needs and ensure communities are genuinely engaged in decisions made.</p> <p>Young people will be consulted and engaged via streetwork in partnership with Community Youth services and West Lothian Youth Action Project, through personal social development sessions at academy and by hosting ward wide events.</p> <p>The Youth Issues meetings will enable information to be shared with community services including police, health and community groups form statutory and voluntary organisations.</p> <p>Through the current young person's action group new members will be sought. The group will support the promotion of all youth work activity within the local community.</p>
<p>How will your project be advertised/ publicised?</p>	<p>Marketing locally through schools, youth clubs, streetwork, community events, community centre, word of mouth, social media and partners of Youth Issues group. Our partnership work will encourage referrals to and from specialised agencies. We will hold an open evening for the space where young people can showcase their knowledge and talents learnt through attending the space and encourage new members. We will encourage family attendance at this event.</p>
<p>Explain what is new and innovative about this project?</p>	<ul style="list-style-type: none"> <li>• The Youth Space is innovative as the space is unique as a standalone youth facility in the ward. It is able to respond to the needs of young people and key partners in the ward specific to young people's groups</li> <li>• Young people have ownership of the building including development of programmes</li> </ul>

	<ul style="list-style-type: none"> <li>• Transportation will be provided to young people from outlying communities within the ward allowing access to the youth space. We hope this will break down territorial attitudes and encourage inclusivity and cohesion across the ward</li> <li>• The Youth Issues group enables action to be taken when required on a number of issues affecting young people and allows information to be shared across the ward using a range of intervention including; education and prevention, early intervention and support</li> <li>• A targeted youth work programme will be developed to support identified individuals who are displaying challenging behaviour and involved in substance misuse</li> <li>• A youth festival/event will be held in partnership with local agencies which will promote healthy lifestyles and offer alcohol free alternatives and information in an informal setting</li> <li>• Street work services will be provided to encourage young people from ward and outlying areas to use provision</li> <li>• An additional weekend drop in will be delivered as a diversion to alcohol activity at a peak time</li> </ul>
<p>Is this a short term or long term solution/intervention?</p>	<p>The Youth space is a long term intervention which aims to reduce young people's anti social behaviour, delay the age they begin drinking and offer them opportunities to participate in more positive activities and healthy lifestyle choices.</p> <p>The space provides alternative activities at peak times when alcohol use is high, raise awareness of alcohol/ substance misuse and associated risks and offers targeted work to young people.</p>
<p>Please give an outline of the project that will be undertaken including how the project need was identified and its relevance to the West Lothian ADP  (maximum 500 words)</p>	<p>The Youth space currently engages with 60-80 young people aged 12+ per week through a variety of groups/ provisions. The various groups using the youth space will provide alternatives to involvement in anti social behaviour and alcohol or substance misuse. Young people will be offered further opportunities to participate in issue based educational sessions focusing on alcohol, lifestyles, sexual health and wellbeing and positive choices.</p>

	<p>Thursday and Friday Night drop in's will provide activities including graffiti art, music and sports which will keep young people engaged and challenge their current lifestyle choices. The main aims of the drop in's include; delaying alcohol consumption and reducing consumption of older young people, providing alternative activities at peak times when alcohol use is high, raise awareness of alcohol/ substance misuse and associated risks and offer targeted work to young people when required.</p> <p>Youth work staff use ABI's and the delivery of 1-1 referrals to specialised services when required. There has been increased focus in early intervention work, targeting S1-S3 young people during the last few months and work has been done to support them to delay their alcohol intake.</p> <p>Individual and small groupwork programmes will be carried out with some of the most vulnerable young people in Armadale, the Youth space provides a safe setting for those who may be experiencing issues with parental substance use, young carers or those who have experience trauma in their lives.</p> <p>A youth festival/event will be held and organised in conjunction with young people. This event will offer young people alcohol free alternatives and an opportunity to be involved in decision making about future planning and provision within the youth space.</p> <p>Through partnership working with police/ SNT and other agencies, an additional drop in will open to reduce anti social behaviour and underage drinking youth calls at the weekend. A music project will engage with young people one night during the week as a form of diversionary activity. Times of drop in will be defined from consultation and partnership analysis from youth issues and other agencies.</p> <p>Community safety briefings have highlighted an increase in incidents involving young people from Blackridge and alcohol/ substance misuse. The funding will enable the youth space to expand and also continue to provide much needed outreach work in more rural areas including Blackridge and Westfield. This work has just commenced with transport provided for young people from Blackridge to use the youth space. Future funding will allow us to continue building on this work.</p>		
Project Start Date	1 <sup>st</sup> April 2015	Project End Date	31 <sup>st</sup> March 2016

Section 3 – Resources	
How much are you applying for the Fund?	£18,550
What is the total cost of the project?	<p>Contribution to Youth space coordinator 4 hrs per week x 40 weeks = £1,800</p> <p>Youth events x 1 including resources, workshops and inflatable's £2,500</p> <p>Specialist inputs including graffiti art, music and Sports workshops focusing on alcohol awareness £1,500</p> <p>Additional support staff costs for flexible responsive groupwork programmes 1-1 work and sessional worker costs £ 6250 –</p> <p>Facility Hire: 10 hours at £10 p/h x 40 weeks = £4,000</p> <p>Outreach work including transport, staff and diesel- £2000</p> <p>Resources for workshops = £500</p>
What other funding sources have you obtained, including in-kind / matched funding?	There are substantial in kind donations from West Lothian Youth Action Project (WLYAP) and Community Youth Services (CYS) in terms of staffing the projects. Armadale community education association also supports the youth space and funds some staff/ equipment cost.
What staffing resources are required to deliver the project?	<ul style="list-style-type: none"> <li>• CYS part time Youth Work Staff</li> <li>• WLYAP Youth Work Staff</li> <li>• Specialist support staff- musician, artists and creative skills</li> <li>• CYS Development Worker</li> <li>• Youth Space Co-ordinator</li> <li>• CYS Community Education Worker to support project</li> </ul>
What partner organisations are involved and what will be their contribution?	<ul style="list-style-type: none"> <li>• West Lothian Council - Community youth services will manage the day to day running of the project and line manage the youth space and youth work staff</li> <li>• WLYAP - youth work staff will deliver drop ins and will be involved in streetwork. They will also run the music</li> </ul>

	<p>project and act as payroll for youth space staff.</p> <ul style="list-style-type: none"> <li>• West Lothian Council Community Regeneration - reporting to LAC/ supporting project</li> <li>• Armadale Community Education Association - link from vice chair to Youth Issues group and contribute funding</li> <li>• Youth Issues group - identifying young people/partners, mentoring new young people and sharing information and resources</li> <li>• LAYC - training/ public liability insurance and registration</li> <li>• Youth Scotland - accredited youth work</li> <li>• Police/ SNT - they attend Youth Issues meetings but also regularly pop into youth space updating staff on information and trends in relation to youth anti-social behaviour and to identify young people at risk and engaging in risk taking behaviour</li> </ul>
<p>Highlight how applicants will work together to reduce duplication of service and resources.</p>	<p>The Youth Issues group brings together service providers from a range of council and voluntary services working in Armadale and Blackridge areas. The meetings discuss issues affecting young people, service update and police issues. This system enables services to work together effectively and efficiently and avoid duplication of work throughout the wards.</p>
<p>Please provide evidence of how this project demonstrates preventative spend?</p>	<p>This project focuses on preventive work and early intervention and is attempting to change behaviours early and avoid costly interventions and treatment in later life.</p>

### Section 4 – Monitoring and Evaluation

<p>How will you evaluate this project?</p>	<p>The Youth Space will be regularly monitoring and evaluating its practice. Each group will complete recording forms which capture a variety of information including themes/ trends affecting young people. This will then be fed back at Youth Issues meetings and will be used to plan and inform future work.</p> <p>Other methods for measuring achieving outcomes will include;</p>
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	<ul style="list-style-type: none"> <li>• Baselines</li> <li>• Numbers attending</li> <li>• Statistics</li> <li>• Monitoring/ evaluation framework</li> <li>• Number of sessions delivered</li> <li>• Drinking levels and attitudinal change</li> </ul>
<p>What monitoring data will be collected for the project?</p>	<p>Each group will record information which includes gender and postcode. Young people's involvement in alcohol usage/ frequency will be collected through ABI's and issues based sessions delivered and through surveys capturing qualitative and quantitative data.</p> <p>Feedback from partners involved directly in youth anti-social behaviour including Police Scotland and West Lothian Youth Action Project will be recorded; this would include numbers of youth calls and statistics.</p> <p>Number of Alcohol Brief Interventions will be recorded – a number of the project youth workers are trained in this.</p>
<p>What outcomes will you achieve?</p>	<ul style="list-style-type: none"> <li>• Provide diversionary activities for young people at peak times where risk taking activity is high including; Thursday/Friday night and at weekend</li> <li>• Intensive 1:1 and focused work with identified young people through partners of the Youth Space</li> <li>• Deliver Alcohol Brief interventions and 1-1 work where appropriate where concerns are identified young people will be encouraged to take up support from specialised services</li> <li>• Empower young people and create confidence through taking ownership of space and decision making of developing programme</li> <li>• Contribute to the reduction in youth related police calls/ underage drinking calls in the ward</li> <li>• Contribute to reduction of anti social behaviour in the ward</li> </ul>


	<ul style="list-style-type: none"> <li>• Increase young people’s awareness of alcohol issues and promote positive lifestyles and changes leading to attitudinal change</li> <li>• Increase in opportunities for young people to engage in diversionary activities with a particular emphasis at weekends</li> <li>• Increase partnership organisations capacity to meet the needs of the young people both in Armadale and surrounding villages</li> <li>• Improve attainment and positive destinations for school aged children</li> <li>• Ensure that young people from outlying areas have an opportunity to participate in Youth Space activity by providing transport to the Youth Space</li> <li>• Provide engagement with hardest to reach young people who may be disengaged from mainstream services by completing regular street work</li> <li>• Young people’s knowledge of service’s within Armadale and surrounding areas will be increased via sign posting and introduction at youth festival/event and focused work</li> <li>• Delivered a focused programme of group work with identified young people who have been referred from Youth Issues and partners</li> </ul>
<p>What impact will the project have?</p>	<p>The successful delivery of the proposed projects will aim to impact directly on the attitudes and knowledge young people have towards alcohol and the impact it has on themselves as individuals, their families and the wider community.</p> <p>The promotion of positive lifestyles, diversionary activities and exploring health and wellbeing will address these issues. A youth festival event will provide a wide increase of information, opportunities for educational inputs and alternatives to alcohol use and changes to attitude will be measured through a variety of baselines and recording sheets and ongoing progress monitoring with young people.</p>
<p>Note any possible barriers or threats.</p>	<p>Armadale Youth Space is committed to being inclusive and has displayed this through our planned activity. We are reliant on appropriate incoming referrals for our focused and 1:1 work</p>

	<p>and realise at times inappropriate referrals can be made.</p> <p>Youth work staff are trained to deal with and challenge inappropriate and risk taking behaviour. We realise that by engaging with marginalised groups can be a lengthy process and can take time to establish relationships however through our commitment and values we will remain positive, patient and persistent.</p>
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### Section 5 – Validation

This part of the application verifies that all partners are happy with the content and intention contained within the application. For electronic copies received without a signature, the funding panel will assume that all the relevant permissions/approvals and evidence have been sought and attached by the applicant.

#### Signed on behalf of the project

<b>Name</b>	<b>Organisation</b>	<b>Position</b>
Douglas Benson	Community Regeneration, West Lothian Council	Community Regeneration Worker
<b>Signed</b>	<b>Date</b>	<b>Telephone number</b>
	<b>19<sup>th</sup> February 2015</b>	015016 281970

### Section 6 – Your Organisation

ADP / CPP Partner	<b>West Lothian Youth Action Project</b>
Name of Key Contact	Helen Davies
Position in Partnership/ Organisation	Director/ lead partner
Correspondence Address	Craigsfarm, Craigshill,, Maree Walk, Livingston, West Lothian
Tel Number	01506 431430/ 07719716913



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Email Address	<a href="mailto:helen@wlyap.org.uk">helen@wlyap.org.uk</a>
Website	<a href="http://www.wlyap.org.uk">www.wlyap.org.uk</a>

**Section 7– Evaluation (POST PROJECT)**

ADP Partner	<b>The current programme is still operating, statistics and outcomes are still being measured, a full evaluation will be completed in May/ June 2015</b>
Name of Key Contact	
Tel Number	
Project Title / Name	
Was the strategic outcome(s) met?	
How do you know you effected change ?	
What quantifiable outcomes were there?	
What evaluation method did you use?	
Was it value for money?	
What barriers did you face?	
What lessons were learned?	
Has this alleviated the problem or does this issue still exist? What will be the long term solution?	

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<i>Reference Number</i>	
<i>Date Received</i>	
<i>Form of Submission</i>	<input type="checkbox"/> <i>Email</i> <input type="checkbox"/> <i>Post</i>
<i>Checked for Completion by</i> <i>(all relevant information is included in form)</i>	
<i>Date Summary Completed</i>	
<i>LAC meeting date</i>	
<i>LAC decision</i>	<input type="checkbox"/> <i>Progress</i> <input type="checkbox"/> <i>Unsuccessful</i>
<i>Op ADP date</i>	
<i>Op ADP recommendation</i>	<input type="checkbox"/> <i>Progress</i> <input type="checkbox"/> <i>Unsuccessful</i>
<i>Final Outcome post Council Executive</i>	
<i>Date Evaluation Received (post project completion)</i>	



**ARMADALE AND BLACKRIDGE LOCAL AREA COMMITTEE**

**WEST LOTHIAN VILLAGES IMPROVEMENT FUND - APPLICATIONS**

**REPORT BY HEAD OF PLANNING AND ECONOMIC DEVELOPMENT**

**A. PURPOSE OF REPORT**

The purpose of this report is to advise the Local Area Committee of the application received from within the local area committee area seeking funding from the West Lothian Villages Improvement Fund (WLVIF) in 2014/15.

**B. RECOMMENDATION**

It is recommended that the Local Area Committee:

1. notes that two applications has been received for funding;
2. notes that the proposals meet the eligibility criteria for supported projects;
3. supports funding for the projects; and
4. agree that the Head of Planning & Economic Development should make an offer of funding as per the details set out in this report.

**C. SUMMARY OF IMPLICATIONS**

<b>I Council Values</b>	Focusing on our customers' needs; Making best use of our resources; Working in partnership.
<b>II Policy and Legal (including Strategic Environmental Assessment, Equality Issues, Health or Risk Assessment)</b>	The project meets the funding eligibility criteria. There is no requirement for a strategic environmental assessment and the projects do not raise any equality or health issues.
<b>III Implications for Scheme of Delegations to Officers</b>	None.
<b>IV Impact on performance and performance Indicators</b>	None.
<b>V Relevance to Single Outcome Agreement</b>	Our economy is diverse and dynamic, and West Lothian is an attractive place for doing business.  We live in resilient, cohesive and safe communities.

<b>VI Resources - (Financial, Staffing and Property)</b>	A total of £1.65m capital fund is available for projects and the proposal can be met from within this budget.
<b>VII Consideration at PDSP</b>	These projects have not been considered by a PDSP. The overall Villages Improvement Fund was considered by Development & Transport PDSP.
<b>VIII Other consultations</b>	Area Services.

## **D TERMS OF THE REPORT**

### **D1 Background**

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

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

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

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

Three villages within the Armadale and Blackridge ward are eligible under the scheme.

Distribution of funding is based on village size. In April 2014 Council Executive agreed to full allocations to each village to add to the monies already announced for 2013-14 the following represent the full money allocated to each of the eligible villages in the ward:

Blackridge	£55,000
Torphichen	£55,000
Westfield	£20,000

## **D2 Applications**

The following applications have been received for this round of funding:

Blackridge Community Council – Station Landscaping

Funding of £4,059 is being sought to create a natural wind break by planting trees alongside the connection road from the main road to the railway station. This area is exposed to the elements. This will be complimented by benches and planters.

Craig Inn Management Committee Blackridge – Upgrade of Meeting Room

Funding of £2056 is being sought to by Blackridge Community Education Association to refurbish a room within the centre to enable it to be used as a multi-purpose room – coffee bar, meeting room and chill out area.

## **E. CONCLUSION**

Three villages within the Armadale and Blackridge ward are eligible to apply to the Villages Improvement Fund.

The applications, detailed above, meet the eligibility criteria of the Village Improvement Fund and the Local Area Committee are asked to support them.

## **F. BACKGROUND REFERENCES**

Reports to Development and Transport PDSP (April 2013), Council Executive (May 2013 and 15 April 2014) and Armadale and Blackridge Local Area Committee (August 2013).

Appendices/Attachments: Two

Appendix 1: Blackridge – Station Landscaping

Appendix 2: Blackridge – Renovation of Craig Inn – Upgrade of Meeting Room

Contact Person: Douglas Benson, Community Regeneration Officer, Tel. 01506 281970, douglas.benson@westlothian.gov.uk

Alice Sinnet, Economic Development Manager, Tel. 01506 283079, alice.sinnet@westlothian.gov.uk

Craig McCorriston, Head of Planning and Economic Development

6 March 2014

## West Lothian Villages Improvement Fund

### Application form

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

#### 1. Applicant Organisation Details

<b>Organisation Name</b>	Blackridge Community Council
<b>Project title</b>	Station Landscaping
<b>Contact person</b>	[REDACTED]
<b>Position</b>	[REDACTED]
<b>Address</b>	[REDACTED]
<b>Telephone number</b>	[REDACTED]
<b>Email Address</b>	[REDACTED]
<b>Type of organisation</b>	Community Council
<b>What date was your organisation formed?</b>	1975
<b>Are you a charity, please quote your number</b>	No
<b>What are the main activities of your organisation?</b> <b>(please answer in no more than 100 words)</b>	To help and support our community, interact with local councillors and police. We meet 10 months of the year, produce a quarterly newsletter and distribute it throughout the village. We discuss local planning applications and try to get new amenities for our village.

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

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

## 2. Project details

<b>Council Ward</b>	Armadale and Blackridge ward
<b>Project location</b>	Railway Station
<b>Project start date</b>	March/April 2015
<b>Project finish date</b>	Ongoing
<b>Estimated Outcome</b>	Sheltered and Picturesque Area

### Project description

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

The connection road from the main road to the station is exposed to the elements and we are trying to achieve a natural wind break by planting trees and enhance the appearance by supplying benches for commuters using the station.

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

Beechbrae.  
Scottish natural Heritage.  
Morton Timber.

### 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.

Distance from the main road and gradient of the hill has resulted in complaints from the elderly. Residents from the village have complained about the strong winds whilst walking to and from the station due to the path being open to the elements all year round with no shelter from trees etc. The community council have discussed this at our meetings.

### Outcomes

Describe what your project will deliver.  
Village Improvements; e.g Number of sites improved  
Area of landscaping

It will deliver shelter and rest to and from the station and a picturesque area.

Blackridge has a poor health record and improving the walk to the station should encourage more people to walk there.

One site improved with a view to further areas being done with the help and support from Beechbrae and Scottish natural Heritage.

If local school are involved pupils shall benefit from the educational aspect in bringing the project to fruition.

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

One site improved with a view to further areas being done with the help and support from Beechbrae, Scottish Natural Heritage and the Community Council.

### 3. Project Costs

<b>Amount of funding requested</b>	£4059
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<b>Item of expenditure</b>	<b>Cost</b>
<b>Beechbrae</b>	£2164
<b>Morton Timber</b>	£1895

#### **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

Beechbrae will manage and deliver the project with the help and support from Scottish Natural Heritage and members of the Community Council.

**Design / plans-** As per quote attached. Map outlines the site to be developed.

**Implementation arrangements e.g contract tenders-** Quotes have been obtained and are attached

**Planning Approval-** TBC.

Morton Timber will supply the 4 benches and the 8 planters one at each



side of the benches £1895.00 Morton timber will make sure that they are securely installed and filled with soil and plants.

Along with Community Council, Beechbrae will help to maintain this area and in the future Beechbrae hope to run classes with the children from the primary school and local youth clubs in planting, maintenance, basket making and creating other windbreaks and living structures.

Willow has been specifically chosen as it is revenue neutral and will require no upkeep from WLC

#### 4. Declaration

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

<b>Name</b>	[REDACTED]
<b>Position</b>	Chair
<b>Organisation</b>	Blackridge Community Council
<b>Date</b>	10 February 2015

Please send your completed forms to:

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

Or

Hazel Hay  
Town Centre Manager  
Economic Development  
West Lothian Council  
1st Floor North  
West Lothian Civic Centre  
Howden South Road  
Livingston  
EH54 6FF

Tel: 01506 283098

E-mail: [Hazel.Hay@westlothian.gov.uk](mailto:Hazel.Hay@westlothian.gov.uk)

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

## West Lothian Villages Improvement Fund

### Application form

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

### Applicant Organisation Details

Organisation Name	BLACKRIDGE COMMUNITY EDUCATION ASSOCIATION
Project title	CHILL OUT TIME
	[REDACTED]
Position	[REDACTED]
Address	[REDACTED]
Telephone number	[REDACTED]
Email Address	[REDACTED]
Type of organisation	[REDACTED]
What date was your organisation formed?	1972
Are you a charity, please quote your number	SC007382
What are the main activities of your organisation?  (please answer in no more than 100 words)	TO OVERSEE THE DAY TO DAY RUNNING OF THE COMMUNITY CENTRE, MAKING SURE THERE IS A WIDE RANGE OF ACTIVITIES AND COURSES AVAILABLE TO MEMBERS OF THE PUBLIC AND WIDER COMMUNITY IN A SAFE AND WELCOMING ENVIRONMENT AND IN A BUILDING FIT FOR PURPOSE. THROUGH PROVISION OF ACTIVITIES AND COURSES IT IS THE OBJECT OF ASSOCIATION TO ADVANCE EDUCATION AND TO PROVIDE OR ASSIST IN THE PROVISION OF FACILITIES, RECREATION OR OTHER LEISURE TIME ACTIVITIES, WHERE SUCH PROVISION OR ASSISTANCE IN PROVISION  (1) IS IN THE INTEREST OF SOCIAL

	(2) WELFARE; AND IS MADE WITH THE OBJECT OF IMPROVING THE CONDITIONS OF LIFE FOR THE MEMBERS OF THE BLACKRIDGE COMMUNITY.
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Do you have an equal opportunities policy or statement? If yes please provide a copy	<b>WLC POLICY</b>
Does your organisation take account of equality issues around age, disability, gender, race, religion or belief?	<b>YES</b>

Are you applying for other funding, if so, please detail	Anticipated  BLACKRIDGE COMMUNITY FUND
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### Project details

<b>Council Ward</b>	BLACKRIDGE/ARMADALE WARD
<b>Project location</b>	CRAIG INN CENTRE BLACKRIDGE
<b>Project start date</b>	Spring 2015
<b>Project finish date</b>	Summer 2015
<b>Estimated Outcome</b>	IMPROVED COMMUNITY FACILITY

### Project description

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

BLACKRIDGE COMMUNITY EDUCATION ASSOCIATION (BCEA) ARE APPLYING FOR FUNDING TO REFURBISH A ROOM WITHIN THE CENTRE WHICH IS CURRENTLY USED AS A MEETING ROOM TO ENABLE IT TO BE USED AS A MULTIPURPOSE ROOM - COFFEE BAR/MEETING ROOM/CHILL OUT AREA.

CURRENTLY THERE ARE NO SUCH FACILITIES IN THE VILLAGE. THE COMMITTEE WOULD LIKE TO BE ABLE TO OFFER VILLAGERS SOMEWHERE SAFE AND WELCOMING WHERE THEY CAN MEET AND RELAX AND ENJOY EACH OTHERS COMPANY. THE COMMUNITY CENTRE CELEBRATES IT'S 20 YEAR ANNIVERSARY THIS YEAR. THE FURNISHINGS AND FITTINGS HAVE

NOT BEEN REPLACED SINCE THE CENTRE FIRST OPENED AND AT PRESENT THE ROOM IS BLAND AND UNWELCOMING AND FURNISHINGS ARE NEEDING REPLACED. LAST YEAR THE COMMITTEE SECURED PART FUNDING FROM LEADER FUNDING TO INSTALL A NEW KITCHEN. THE COMMITTEE ARE KEEN TO MAKE FULL USE OF THE NEW FACILITY AND INITIALLY IT IS PROPOSED THAT TEAS/COFFEES/BISCUITS WOULD BE MADE AVAILABLE TO CENTRE USERS AND COMMITTEE MEMBERS WOULD VOLUNTEER TO RUN THIS SERVICE. THE COMMITTEE ARE CURRENTLY SEEKING ADVICE FROM ENVIRONMENTAL HEALTH REGARDING THE LEGISLATION TO PROVIDING HOME BAKES ETC IN THE FUTURE. THE COMMITTEE ARE HOPING TO SECURE FUNDING TO SET UP THE PROJECT AND ANY PROFIT MADE WOULD GO TOWARDS CONTINUING TO FUND THE PROJECT OR BE PUT INTO FUNDING PROJECTS FOR CENTRE GROUPS.

IF FUNDING IS SECURED THE COMMITTEE PROPOSE TO PURCHASE NEW CAFÉ STYLE TABLES AND CHAIRS, A FLAT SCREEN WALL MOUNTED TV, CROCKERY AND CUTLERY.

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

BCEA HAVE APPLIED TO THE BLACKRIDGE COMMUNITY FUND FOR FUNDING TO PURCHASE A FLAT SCREEN TV AS PART OF THIS PROJECT.

**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.

BCEA HAVE CONSULTED CENTRE USERS AND VILLAGERS OVER THE PAST FEW MONTHS REGARDING THE PROPOSALS, THERE HAS BEEN OVERWHELMING SUPPORT FROM ALL USERS. CENTRE STAFF ARE CONSTANTLY ASKED BY PEOPLE USING THE FACILITY IF THERE IS ANYWHERE IN THE CENTRE FOR PEOPLE TO HAVE TEA/COFFEE AND A PLACE TO MEET OUTWITH PARTICIPATING IN CENTRE ACTIVITIES. CURRENTLY THERE ARE NO SUCH FACILITIES IN THE VILLAGE.

**Outcomes**

Describe what your project will deliver.

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

N/A

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

CRAIG INN CENTRE IS THE HUB OF THE VILLAGE. THE CENTRE IS THRIVING AT PRESENT AND HAS SEEN AN INCREASE IN USERS OVER THE PAST YEAR. THERE HAVE BEEN SIGNIFICANT CHANGES TO CRAIG INN CENTRE OVER THE PAST YEAR, A NEW LINK CORRIDOR WAS PUT IN PLACE LINKING THE CENTRE TO THE LIBRARY AND MUSEUM. CENTRE STAFF NOW OPERATE THE LIBRARY AND MUSEUM SEVERAL DAYS PER

WEEK. AN OUTDOOR PLAY AREA WAS ALSO CREATED, THESE CHANGES HAVE RESULTED IN AN INCREASE IN CENTRE USERS. IT WOULD BE ADVANTAGEOUS FOR THE CENTRE TO BE ABLE TO OFFER VISITORS TO BOTH THE LIBRARY AND MUSEUM AS WELL AS CENTRE USERS AND MEMBERS OF THE WIDER COMMUNITY, A PLACE TO COME AND HAVE A COFFEE AND RELAX DURING THEIR VISITS IN A WARM AND WELCOMING ENVIRONMENT.

THE COMMITTEE ARE ALSO AWARE OF THE SOCIAL BENEFITS THAT MEMBERS OF THE PUBLIC WOULD HAVE IF THE PROJECT WENT AHEAD AND THEY HAD SOMEWHERE SAFE AND WELCOMING TO MEET. THERE IS A HOUSING FOR THE ELDERLY COMPLEX ADJACENT TO THE CENTRE. MANY OF THE ELDERLY PEOPLE LIVING IN THE COMPLEX FREQUENT CRAIG INN REGULARLY ENGAGING IN THE ACTIVITIES THAT ARE AVAILABLE TO THEM. IT WOULD ADVANTAGEOUS IF WE COULD PROVIDE AN AREA FOR THEM TO MEET AND SOCIALISE OUTWITH THE CLASSES THAT THEY PARTICIPATE IN, WHILE FREQUENTING THE CENTRE. IT WOULD ALSO CREATE A SITUATION WHERE YOUNG AND OLD COULD COME TOGETHER AND SHARE THEIR EXPERIENCES.

### Project Costs

Amount of funding requested	
<b>Item of expenditure</b>	<b>Cost</b>
<b>Table and 4 chairs @ £310 x 6</b>	<b>£1860.00</b>
<b>Side Plates @£1.30 x 30</b>	<b>£39.00</b>
<b>Cups and Saucers @ £2.50 x 30</b>	<b>£75.00</b>
<b>24pc Cutlery Set @ £18.00 x 4</b>	<b>£72.00</b>
<b>Magazine Rack @ £10.00 x 1</b>	<b>£10.00</b>
<b>TOTAL</b>	<b>£2056.00</b>

### 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

THE CENTRE CO-ORDINATOR WOULD COST AND ORDER REQUIREMENTS FOR THE PROJECT. THE CO-ORDINATOR WOULD ALSO LIASE WITH THE MANAGEMENT COMMITTEE AND ENVIRONMENTAL HEALTH REGARDING ANY DECISIONS TO BE MADE AND TO ENSURE PROPER LEGISLATION IS FOLLOWED IN RESPECT OF FOOD HYGIENE ETC.

### Declaration

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

required to do so. We will acknowledge the support of the Fund in any related PR activities.

<b>Name</b>	[REDACTED]
<b>Position</b>	[REDACTED]
<b>Organisation</b>	BLACKRIDGE COMMUNITY EDUCATION ASSOCIATION
<b>Date</b>	10.02.2015

Please send your completed forms to:

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

Or

Hazel Hay  
Town Centre Manager  
Economic Development  
West Lothian Council  
1st Floor North  
West Lothian Civic Centre  
Howden South Road  
Livingston  
EH54 6FF

Tel: 01506 283098

E-mail: [Hazel.Hay@westlothian.gov.uk](mailto:Hazel.Hay@westlothian.gov.uk)

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







## **ARMADALE AND BLACKRIDGE LOCAL AREA COMMITTEE**

### **COMMUNITY REGENERATION UPDATE**

#### **REPORT BY HEAD OF AREA SERVICES**

##### **A. PURPOSE OF REPORT**

This report provides an update to local members on community regeneration activity in the Armadale and Blackridge ward.

##### **B. RECOMMENDATION**

It is recommended that the committee notes the progress of regeneration activity within the ward, including the upcoming Fairtrade event, continued success of the Community Sports Hub and the planned new project officer for Armadale Employability Group.

##### **C. SUMMARY OF IMPLICATIONS**

<b>I Council Values</b>	Focusing on our customers' needs; making best use of our resources; and working in partnership.
<b>II Policy and Legal (including Strategic Environmental Assessment, Equality Issues, Health or Risk Assessment)</b>	Community regeneration reinforces the council's commitment to community planning at a local level.
<b>III Implications for Scheme of Delegations to Officers</b>	None.
<b>IV Impact on performance and performance Indicators</b>	None.
<b>V Relevance to Single Outcome Agreement</b>	We are better educated and have access to increased and better quality learning and employment opportunities. We live in resilient, cohesive and safe communities. We live longer, healthier lives and have reduced health inequalities. We make the most efficient and effective use of resources by minimising our impact on the built and natural environment.
<b>VI Resources - (Financial, Staffing and Property)</b>	Actions will be delivered within existing resources.

**VII Consideration at PDSP** None.

**VIII Other consultations** None.

## **D. TERMS OF REPORT**

### **D.1 Background**

Community regeneration activity within the ward is ongoing, with a variety of services and organisations delivering activities. These activities were outlined in the Ward Action Plan presented to the Local Area Committee (LAC) in June 2013. This report highlights the main developments since the last Local Area Committee.

### **D.2 Together for Health**

Due to adverse weather conditions, it was not possible to safely run the Santa Parade and this event had to be cancelled. Consideration is being given to the format of this event to ensure it can be delivered safely whatever the weather in future.

Together for Health has recruited twelve new youth champions. They will deliver projects in their schools which encourage their peers to Move More and Eat Better. Their initial plans include bush tucker trials, sponsored walks, smoothie bike sessions and fruit tastings. This will involve the six primary schools within the ward.

The evaluation of the Together for Health project is well underway. To date, 120 community surveys have been returned, giving a good insight into how well known Together for Health and its activities are, as well as ideas for what the project could improve upon. There will be follow up discussion groups for community members and partner organisations on completion of the survey, and school visits will take place to gain more pupil feedback. A project evaluation report will then be compiled.

Following feedback from the Happy Healthy Summer Camp a short programme for families will now be delivered on a Friday afternoon at Armadale Community Centre. This incorporates elements of healthy eating along with fun physical activity games.

Planning is underway for the annual Run for Fun event in May 2015. This will build on the success of last year and include further collaboration with Armadale gala day committee.

### **D.3 Town Centre Update**

This provides a brief update on town centre related matters within Armadale:

#### **Shop Front Improvement**

Armadale town centre traders and businesses can apply for grant assistance through the Shop Front Improvement Scheme, with applications encouraged from all eligible businesses situated within the designated Armadale town centre. Grants of up to £750 per premises may be available to assist with the costs associated with external frontage improvements. Experience of the benefits of the operation of this scheme from across West Lothian highlight that recent investment made by local businesses and the local authority does make a difference to the town centre environment, its appearance and its attraction to users. It also contributes to building confidence amongst local traders and the community. To date there has been one grant approved and awarded in Armadale.

## **Armadale Fairtrade Fortnight**

Armadale is one of two towns in West Lothian which has not as yet attained Fairtrade Town status. There are, however, a number of businesses in Armadale using or selling Fairtrade products. Fairtrade Fortnight will run from Monday 23 February to Sunday 8 March 2015, and will be actively promoted within the town centre through a diverse range of Fairtrade products available in town centre shops and outlets. An information session is planned to take place during the second week of the fortnight to help publicise Fairtrade and to share related information, as a first step towards seeking to establish a local Fairtrade Steering Group.

## **St. Helen's Place**

In collaboration with the council's Housing and Strategy Development Team, officers within Economic Development are supporting the bringing forward of plans for significant environmental and public realm improvements at St Helen's Place, off South Street. It is envisaged that detailed plans would be prepared for agreement and phased implementation in the next two years. The cost of these works will be met through the council's Housing Revenue and Town Centre Improvement Fund.

## **Armadale & District War Memorial Association**

Council officers from Economic Development and Community Regeneration are supporting the Armadale & District War Memorial Association towards achieving the aspirations of the association to improve, relocate and redevelop the town and district's war memorial, currently situated off South Street.

## **Armadale Shed**

Council officers within Economic Development and Community Regeneration, in close collaboration with Castle Rock Edinvar Housing Association (site owners), are bringing forward detailed plans for the refurbishment of the currently vacant building beneath the Gospel Hall, off South Street, Armadale. It is proposed to create a working persons 'shed' to act as a focal point for the local community.

Detailed plans are being prepared at present by the housing association, in dialogue with council officers, with a forward programme being drawn up to include both the planning, building warrant phase and development phase.

It is proposed that the cost of these works would, at this stage, be met through a range of sources including the Scottish Government (People and Communities Fund), Castle Rock Edinvar Housing Association, and the council's Town Centre Improvement Fund for Armadale.

Further reports as appropriate will be provided to the local Elected Members and the Local Area Committee.

## **D.4 Support to Community Councils**

The Regeneration Team is supporting the training programme for community councils which is administered by Committee Services. On 10 March, a training/networking event will be held to allow community councils the space to learn from each other more informally. The training will focus on the themes of promotion of the community council and engaging with their wider communities, which was requested by some community councils in the last training survey.

## **D.5 Community Sports Hub**

Sportscotland has provided investment to West Lothian Council to support the development of Community Sport Hubs (CSH) within the authority since 2011, and recognise the CSH in Armadale as a national example of good practice.

Established in February 2012, Armadale CSH has exceeded expectations and has established a successful and sustainable sporting infrastructure for the Armadale community complimenting service improvement and providing a holistic approach towards community development. The table below demonstrates the positive contribution the CSH has had since implementation.

<b>Armadale CSH</b>	<b>2011/12</b>	<b>2012/13</b>	<b>2013/14</b>	<b>2014/15</b>
Total number affiliated clubs	9	30	31	A/D
Total number active members (adult + youth)	373	1337	1807	A/D

*\*N/R – Not recorded, A/D – Awaiting data*

The impact shown above contributes towards reaching financial sustainability with additional employment (1FTE Sport Development Officer, 1FTE Clerical Receptionist) being introduced to support the continued success of achieving all three West Lothian CSH Network aims and objectives which are:

- working together to create a welcoming and memorable experience;
- working together to aid club growth and sustainability; and
- working together to develop pathways that assist life-long participation.

The CSH project plays a major role in supporting a continued legacy in West Lothian and is managed by the Sport Development and Facilities Team.

## **D.6 Armadale Early Years Action Group**

The Armadale Early Years Action Group (AEYAG) continues to build upon on-going initiatives and will now be working with the Citizen Advice Bureau (CAB) on their Prevention Intervention, Money Advice Project (PIMAP). This service provides support to pregnant women and families with young children. AEYAG partners will provide local contacts to CAB to help generate referrals.

AEYAG is currently focusing on income maximisation for participants and how that could have a positive influence on service delivery for programmes such as Wean the Wains, leading to positive outcomes such as better budgeting skills.

## **D.7 Armadale Employability Group**

AEG has been successful in obtaining £25,000 of first year funding from the Community Regeneration Fund to plan and deliver a three stream activity programme of Employability, Health and Person Centred Life Coaching to meet the needs of unemployed/potentially unemployed residents of the Armadale and Blackridge ward. This will offer participants the opportunity to improve their employability skills and their health. This is an innovative approach as it looks to address the related issues between employability and health. It is likely that a project officer will be recruited and in place to start delivery of this project by the start of financial year 2015/16.

## **E CONCLUSION**

The actions detailed above contribute to the Armadale and Blackridge Ward Action Plan and enable Community Planning Partners to contribute to the Single Outcome Agreement at a local level.

## **F BACKGROUND REFERENCES**

None.

Appendices/Attachments: None

Contact Person: Douglas Benson, Community Regeneration Officer, 01506 281970,  
douglas.benson@westlothian.gov.uk

**Steve Field, Head of Area Services**

6 March 2015



**ARMADALE AND BLACKRIDGE LOCAL AREA COMMITTEE  
WORKPLAN 2014-15**

**MARCH 2015**

	<b>Issue</b>	<b>Purpose</b>	<b>Lead Officer</b>	<b>Date</b>	<b>Referral</b>
1	Housing Report	Quarterly update on housing issues	Lorraine Donnelly	March 2015	No
2	Police/NRT Report	Quarterly update on Police/SNT activity	Inspector Andrew Elliot	March 2015	No
3	Fire Service Report	Update on operational plan for 2014-17	Dave Lockhart	March 2015	No
4	Community Regeneration Report	Quarterly update on regeneration activity	Douglas Benson	March 2015	No
5	Advice Shop Update	Annual Update on Activity within the Ward	Elaine Nisbet	March 2015	No
6	Village Improvement Fund	Applications to the Village Improvement Fund	Douglas Benson	March 2015	No
7	Alcohol Diversion Report	Application for funded activity in 2015-2016	Alan Bell	March 2015	No
7	Ward Action Plan Update	To provide an update report on Ward Action Plan for 2013-15	Douglas Benson	May 2015	No
8	Housing Report	Quarterly update on housing issues	Lorraine Donnelly	May 2015	No
9	Police/NRT Report	Quarterly update on Police/SNT activity	Inspector Andrew Elliot	May 2015	No
10	Community Regeneration Report	Quarterly update on regeneration activity	Douglas Benson	May 2015	No
11	Village Improvement Fund	Update on the village improvement fund	Alice Sinnett	May 2015	No
12	Armadale Community Centre	Update on the proposal for Armadale Community Centre	Donald Forrest	May 2015	No
13	Fire Service Report	Update on operational plan for 2014-17	Dave Lockhart	May 2015	No
14	Community Health Champions	To inform members of the plans for Community Health Champions for each LAC	Kate Marshall	May 2015	No





## ARMADALE LOCAL AREA COMMITTEE

### TIMETABLE OF MEETINGS 2015-2016

Reports to committee officer by 12 noon	Agenda Issue	Meeting Date	Room
Wed 26 August 2015	Friday 28 August 2015	<b>Friday 4 September 2015</b>	TBC
Wed 11 November 2015	Friday 13 November 2015	<b>Friday 20 November 2015</b>	TBC
Wed 27 February 2016	Friday 29 January 2016	<b>Friday 5 February 2016</b>	TBC
Wed 18 May 2016	Friday 20 May 2016	<b>Friday 27 May 2016</b>	TBC
All meetings will be held at 10.00 am unless otherwise advised			