**DEVELOPER CONTRIBUTIONS TOWARDS TOWN AND VILLAGE IMPROVEMENTS IN CORE DEVELOPMENT AREAS - WINCHBURGH**

**GUIDANCE NOTES**

**Background to Fund**

The West Lothian Local Plan requires developers within core development areas (CDAs) to contribute £250 per house towards town and village centre improvements within the CDA in which they are operating. Developers have the option to propose a package of equivalent value improvements, or to make a financial contribution of £250 into an improvement fund, with that fund being administered by the council.

In February 2017 the Council Executive agreed the eligibility criteria for a West Lothian Town and Villages Core Development Areas Fund (WLVDAF).

The approved Supplementary Planning Guidance and the planning decision required, as a starting point, that a Town or Village Centre Improvement Plan be produced and agreed with the community to provide a framework for subsequent projects. Winchburgh CDT were funded to produce this framework to identify capital projects that aligns to the Supplementary Planning Guidance.

**Supplementary Planning Guidance**

The Supplementary Planning Guidance identifies the following types of work as being suitable for funding and it is expected that the improvement plan will address these types of work to give focus for applications thereafter:

* landscaping works including the provision and maintenance of public space;
* street furniture and lighting;
* townscape enhancement;
* litter management and recycling (excluding general street cleaning activities);
* crime prevention measures such as CCTV;
* improved public transport facilities;
* signage and information;
* promotion and marketing;
* car parking improvements and management;
* town and village centre studies;
* site assembly/site servicing (including Compulsory Purchase Order (CPO)); and
* traffic calming/traffic management.

**Winchburgh Framework Document**

The overall Framework is a wide ranging document that covers more than the remit of the Supplementary Guidance but gives an overview of what the community have identified as important to them:

 <https://winchburghcdt.files.wordpress.com/2019/06/winchburghlocalplaceframework-actionplan-may-19.pdf>

To support the Supplementary Planning Guidance Appendix 3, an appendix to the above and attached here. This pulls out a number of key themes identified by the community within the bigger report above. These identified themes are:

* Bringing people together and pride to live in the village;
* Employment;
* Look and feel of public spaces - especially the Main Street;
* Community Spaces – meeting/eating/socialising;
* Activities; and
* History and heritage

Applications for funding should therefore be capital projects that address one of more of these aims and sit within the Supplementary Guidance examples given above.

**Available funding**

As noted above the West Lothian Local Plan requires developers within core development areas (CDAs) contribute £250 per house towards town and village centre improvements within the CDA in which they are operating. In this case Winchburgh Developments.

**At present the available funding is £182,862.32.**

The next trigger will be at 751 houses which will see further funding added.

In terms of how much you can apply for there is no limit, either upper or lower, and projects will be considered on their eligibility and merits as well as available funding.

**Applications**

As agreed at the Council Executive in February 2017 the process for assessing funding applications for community led projects is set out below:

1. An application, using a standard applications form (as per the council’s Villages Improvement Fund) is submitted to the council’s Community Planning and Regeneration Team
2. The application is assessed, by officers, again the eligibility of the schemes and having regard to other projects being progressed within the CDA. Applications deemed not to meet the criteria, or those which are similar to or duplicate other projects, will be rejected at this stage.
3. The availability of funding is assessed by the Head of Planning, Economic Development and Regeneration having regard to the balance of the fund available for the CDA, taking account of other committed projects or projects being developed by the council.
4. The application will be reported to the relevant local area committee (LAC) indication the Head of Services’ intention with regards to the applications. The LAC will have an opportunity to comment on the application.
5. A decision on funding will be taken by the Head of Planning, Economic Development and Regeneration having regard to the view of the LAC.

**Who Can Apply**

Community groups can apply, provided they have a constitution or governing document, which they can evidence, and a bank account for that group.

**Eligible Areas for Projects**

The purpose of the funding is mainly aimed at supporting improvements to the areas of the village that are not part of the development, for example the existing high street and surrounding areas.

**Applying and deadlines**

The fund is open to applications on a rolling basis and will be assessed and decisions finalised at the Broxburn, Uphall and Winchburgh Local Area Committee.

The committee meets quarterly with the next scheduled meetings detailed below:

* 3 September 2021
* 5 November 2021
* 23 February 2022
* 1 April 2022

To allow for Officers to assess applications and make recommendations applications **MUST** be received no less than **FOUR WEEKS** prior to the LAC to allow Committee papers to be prepared. If applications come in late they will go to the subsequent scheduled committee.

Applications must be submitted electronically to the Regeneration Team at regenerationteam@westlothian.gov.uk

In addition should you have any questions with regards to the guidance or related please email regenerationteam@westlothian.gov.uk and we will get back to you.

You are strongly encouraged to discuss your proposals prior to writing your application. This can help identify any issues which may need to be resolved before your application is made, particularly where your project is on council land or property, or whether it requires other types of permissions.

Please note that you will need to demonstrate within the application that you have considered the ongoing/ longer-term maintenance and insurance requirements for the capital costs you are applying for as relevant. This includes having looked into obtaining permissions if the land/ property in question does not belong to your organisation or service.

**Process**

The key stages of assessing funding applications are proposed as:

1. The application is received;
2. The application is assessed by officers against the eligibility of the scheme and having regard to other projects being progressed within the settlement. Applications deemed not to meet the criteria, or those which are similar to or duplicate other projects, will be rejected at this stage;
3. The availability of funding will be assessed by the council’s Head of Planning Economic Development and Regeneration having regard to the balance of the fund available, taking account of other committed projects or projects being developed by the council;
4. The applications will be reported to the Broxburn, Uphall and Winchburgh Local Area Committee (LAC) of West Lothian Council indicating the Head of Service’s intention with regards to the application. The LAC will have an opportunity to comment on the application as part of this process.

1. A decision on funding will be taken by the Head of Planning, Economic Development & Regeneration having regard to the view of the LAC.
2. Applicants will then receive feedback on the outcome of their application.
3. Any remaining funds will be rolled over to the next meeting of the LAC.

**Contacts**

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General enquiries, or to receive the application form, email: regenerationteam@westlothian.gov.uk