**CORE DEVELOPMENT AREA DEVELOPER CONTRIBUTIONS TOWARDS TOWN AND VILLAGE IMPROVEMENTS - EAST CALDER**

**GUIDANCE NOTES**

**Background to Fund**

The West Lothian Local Development Plan 2018 requires developers within core development areas (CDAs) to contribute funds for each residential unit towards town and village centre improvements. Developers have the option to propose a package of equivalent value improvements, or to make a financial contribution 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).

**Supplementary Planning Guidance**

The Supplementary Planning Guidance identifies the following types of work as being suitable for funding and will only contribute towards improvements in the existing village centre in East Calder:

* landscape works including the provision and maintenance of public space;
* new or replacement street furniture and lighting;
* a scheme of townscape enhancements;
* litter management and recycling (excluding general street cleaning activities);
* crime prevention measures e.g. CCTV;
* improved public transport facilities;
* new or replacement signage and information;
* a promotion and marketing campaign;
* car parking improvements and management;
* town and village centre studies;
* site assembly/site servicing (including CPO);and
* traffic calming/traffic management.

This list is not exhaustive.

**Available funding**

As noted above, the West Lothian Local Development Plan 2018 requires developers within core development areas (CDAs) to contribute funds towards town and village centre improvements. Funds are available for improvements in the existing village centre in East Calder

**At present the available funding is £162,828.95.**

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 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 East Livingston and East Calder Local Area Committee.

The committee meets quarterly with the schedule can be found on the Council website at <https://coins.westlothian.gov.uk/coins/committee.asp?bodyid=589&bodytitle=East+Livingston+and+East+Calder+Local+Area+Committee>

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](mailto:regenerationteam@westlothian.gov.uk)

In addition should you have any questions with regards to the guidance or related please email [regenerationteam@westlothian.gov.uk](mailto: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 East Livingston and East Calder 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](mailto:regenerationteam@westlothian.gov.uk)