

TONBRIDGE & MALLING BOROUGH COUNCIL



EXECUTIVE SERVICES

Chief Executive

Julie Beilby BSc (Hons) MBA

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West Malling (01732) 844522

NB - This agenda contains proposals, recommendations and options. These do not represent Council policy or decisions until they have received proper consideration through the full decision making process.

Contact: Committee Services
committee.services@tmbc.gov.uk

29 October 2018

To: MEMBERS OF THE ECONOMIC REGENERATION ADVISORY BOARD
(Copies to all Members of the Council)

Dear Sir/Madam

Your attendance is requested at a meeting of the Economic Regeneration Advisory Board to be held in the Civic Suite, Gibson Building, Kings Hill, West Malling on Tuesday, 6th November, 2018 commencing at 7.30 pm

Yours faithfully

JULIE BEILBY

Chief Executive

A G E N D A

PART 1 - PUBLIC

- | | | |
|----|--------------------------|-------|
| 1. | Apologies for absence | 5 - 6 |
| 2. | Declarations of interest | 7 - 8 |

3. Minutes 9 - 12

To confirm as a correct record the Notes of the meeting of the Economic Regeneration Advisory Board held on 5 September 2018

4. Lower Carbon Across the South East (LoCASE)

- *Presentation from Kent County Council (Rob Robinson) on the impact that Lower Carbon Across the South East (LoCASE) grants have had in supporting Tonbridge and Malling businesses.*

5. East Malling Research Bio-Tech Campus

- *Presentation from NIAB EMR (Mario Coccamo) and the East Malling Trust on the Local Growth Fund Business Case for Phase 1 Investment at the East Malling Research Station.*

Matters for Recommendation to the Cabinet

6. Business Rates Retention Pilot Initiatives - Outline Programme 13 - 32

- *The report sets out a programme of delivery for the Business Rates Retention Pilot Initiatives, including consideration of an early draft of the Commercial Frontages Grant Scheme.*

Matters submitted for Information

7. West Kent Partnership 33 - 34

- *The report provides an update on the West Kent Partnership meeting of 19 October 2018.*

8. Urgent Items 35 - 36

Any other items which the Chairman decides are urgent due to special circumstances and of which notice has been given to the Chief Executive.

Matters for consideration in Private

9. Exclusion of Press and Public 37 - 38

The Chairman to move that the press and public be excluded from the remainder of the meeting during consideration of any items the publication of which would disclose exempt information.

PART 2 - PRIVATE

10. Urgent Items 39 - 40

Any other items which the Chairman decides are urgent due to special circumstances and of which notice has been given to the Chief Executive.

MEMBERSHIP

Cllr B J Luker (Chairman)
Cllr R P Betts (Vice-Chairman)

Cllr T Bishop
Cllr J L Botten
Cllr T I B Cannon
Cllr R W Dalton
Cllr S M Hammond
Cllr R D Lancaster
Cllr Mrs S L Luck

Cllr L J O'Toole
Cllr Miss J L Sergison
Cllr Miss S O Shrubsole
Cllr C P Smith
Cllr F G Tombolis
Cllr B W Walker
Cllr T C Walker

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Apologies for absence

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Declarations of interest

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TONBRIDGE AND MALLING BOROUGH COUNCIL

ECONOMIC REGENERATION ADVISORY BOARD

Wednesday, 5th September, 2018

Present: Cllr B J Luker (Chairman), Cllr R P Betts (Vice-Chairman), Cllr J L Botten, Cllr Mrs S L Luck, Cllr Miss J L Sergison, Cllr C P Smith, Cllr F G Tombolis and Cllr T C Walker

Councillors Mrs J A Anderson, O C Baldock, M A Coffin, N J Heslop, Mrs A S Oakley, M Parry-Waller, M R Rhodes and H S Rogers were also present pursuant to Council Procedure Rule No 15.21.

Apologies for absence were received from Councillors T Bishop, T I B Cannon, R D Lancaster, L J O'Toole, Miss S O Shrubsole and B W Walker

ERG 18/17 DECLARATIONS OF INTEREST

There were no declarations of interest made in accordance with the Code of Conduct.

ERG 18/18 MINUTES

RESOLVED: That the notes of the meeting of the Economic Regeneration Advisory Board held on 4 June 2018 be approved as a correct record and signed by the Chairman.

MATTERS FOR RECOMMENDATION TO THE CABINET

ERG 18/19 BOROUGH ECONOMIC REGENERATION STRATEGY 2019-2023: CONSULTATION DRAFT

Decision Notice D180051MEM

The report of the Chief Executive summarised the achievements of the current Borough Economic Regeneration Strategy 2015-2019 and set out details of the proposed consultation process and timescales for the adoption of the Borough Economic Regeneration Strategy 2019-2023. It was noted that the views of the Council's key economic partners and individual local businesses would be sought during the eight week consultation period in October/December 2018 and that it was anticipated that the new Strategy would be formally adopted in the next municipal year.

RECOMMENDED: That the consultation draft of the Borough Economic Regeneration Strategy 2019-2023 be approved for the purposes of local consultation.

ERG 18/20 WEST KENT PARTNERSHIP - BUSINESS RATES RETENTION PILOT: HOUSING AND COMMERCIAL GROWTH FUND

The report of the Chief Executive sought endorsement of a range of economic development initiatives to be funded from the Housing and Commercial Growth Fund element of the West Kent Partnership Business Rates Retention Pilot scheme.

RECOMMENDED: That Cabinet be commended to endorse the economic projects for West Kent as a whole and those for Tonbridge and Malling as set out at paragraphs 1.1.3 and 1.1.4 of the report. ◀

* Referred to Cabinet

ERG 18/21 INNOVATION PARK MEDWAY MASTERPLAN - CONSULTATION DRAFT

Decision Notice D180052MEM

The report of the Chief Executive provided an update on progress with the illustrative masterplan for Innovation Park Medway promoted by Medway Council and advised that, as an area of the site fell within the Borough, the agreement of Tonbridge and Malling Borough Council was required to progress the comprehensive development. It was noted that a six week consultation on the indicative masterplan would be undertaken between 17 September and 28 October 2018 and anticipated that the revised plan would be reported to Cabinet in January 2019 with a view to adopting it for the purposes of economic development and marketing.

RECOMMENDED: That the draft of the Innovation Park Medway indicative masterplan be approved for consultation.

ERG 18/22 BUSINESS RATES RETENTION PILOTS 2019-20

Decision Notice D180053MEM

The joint report of the Chief Executive and the Director of Finance and Transformation set out the background to the Ministry of Housing, Communities and Local Government (MHCLG) invitation to local authorities to submit bids to participate in the Business Rates Retention Pilots 2019/20 which would allow 75% Business Rates Retention to promote financial sustainability and support strategic decision making across a functional economic area. It was noted that the Kent Council Leaders across Kent and Medway supported the submission of the bid for a further year of pilot status.

RECOMMENDED: That

- (1) a bid, with other Kent authorities, for pilot status under the 75% Business Rate Retention Prospectus for 2019/20, be supported; and
- (2) the Chief Executive and the Director of Finance and Transformation, in liaison with the Leader and the Cabinet Member for Finance, Innovation and Property, be authorised to 'sign off' the final bid submission.

MATTERS FOR CONSIDERATION IN PRIVATE**ERG 18/23 EXCLUSION OF PRESS AND PUBLIC**

There were no items considered in private.

The meeting ended at 8.08 pm

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**TONBRIDGE & MALLING BOROUGH COUNCIL
ECONOMIC REGENERATION ADVISORY BOARD**

06 November 2018

Report of the Chief Executive

Part 1- Public

Matters for Recommendation to Cabinet - Non-Key Decision (Decision may be taken by the Cabinet Member)

1 BUSINESS RATES RETENTION PILOT SCHEME INITIATIVES – OUTLINE PROGRAMME

This report sets out a programme of delivery for the Business Rates Retention Pilot Initiatives, including consideration of an early draft of the Commercial Frontages Grant Scheme.

1.1 Background

1.1.1 At the last Advisory Board meeting in September 2018, Report ERG 18/20 highlighted the range of proposed economic initiatives to be funded through the Business Rates Retention (BRR) Pilot. One of the initiatives set out in Report ERG 18/20 was to provide grants of up to £5,000 to independent town and district centre businesses or property owners to help renovate and improve their commercial frontages, and a total funding pot of £100,000 was agreed in order to deliver this initiative.

1.1.2 An outline programme is proposed with the Town and District Centres Commercial Frontages Grant Scheme representing the first BRR funded initiative to be taken forward. Draft guidance notes have been prepared which identify eligibility criteria and explain the steps needed to be taken by applicants to access the grant funding.

1.2 Outline Programme

1.2.1 In considering a programme of delivery it is important to ensure that it acknowledges the level of financial and staff resources required. In addition, both the amount and timing of the Business Rates Retention Pilot Scheme funding cannot be known with complete accuracy. As such, it is prudent to build in a degree of flexibility into the programme.

1.2.2 The following table sets out a high level programme of delivery for the Business Rates Retention Pilot Scheme initiatives:

Initiative	Actions	Timescale
Town and District Commercial Frontages Grant Scheme	Agree Guidance Notes and Processes. Set up small working group.	During the remainder of 2018/19
	Scheme goes live – information sent out to all eligible businesses/property owners.	April 2019
	Scheme up and running – awarding of grants and implementation of improvements.	2019/20 – 2020/21
	Close down of the initiative	End of 2021 (may vary depending on level of take up)
Tonbridge Town Centre Initiatives	Pop Up Shop – this is already up and running at Angel Walk and is open up until 19 th December 2018.	2018/19
	Contribution towards Christmas lights	2019/2020
	Pilot Wifi Initiative	2020/2021
Malling Centres Promotion	Specific initiative with Visit Kent to promote the Malling Area to visitors.	To start delivery during 2019.
Flexible Co-Working Space for Start-Ups	Initial work has already been undertaken to scope the access requirements.	2018/19
	Delivery of initiative with private sector partner/tenant.	2019/20
New/Refurbished Business Accommodation Grant Scheme	Grant scheme to encourage increased provision of small business office accommodation in the borough.	Deliver scheme in 2021/2022

1.3 Town and District Centres Commercial Frontages Scheme

1.3.1 The Guidance Notes and Application Form, as provided in Appendix 1, set out the proposed criteria for the scheme. The key elements of the scheme are follows:

- The scheme is to be focused solely on our Town and District Centres, namely key streets within Tonbridge Town Centre, Borough Green, Kings Hill, Martin Square/Larkfield, Snodland and West Malling. The eligible streets are set out within the appendices of the Guidance Notes.
- The scheme will allow for tenants of properties to apply for a grant as well as property owners, as long as the terms of the current lease agreement on the property is appropriate and the lease has a minimum of three years remaining.
- The scheme is not available to national chains, franchises or charity shops.
- Applicants can apply for grants of up to £5,000 towards the external renovation or improvement of ground floor and upper floor commercial premises, and will cover up to 80% of the eligible costs.
- The Guidance Notes set out 'eligible' works as well as those that will not receive funding through the scheme. The aim of setting these out is to highlight that the grant will only contribute towards physical improvements to the frontage of the building in line with the look and feel of the area, i.e. not towards window displays, professional fees or solely for pedestrian access upgrades.
- The scheme will not fund works that have already been undertaken or works which are started prior to a formal offer of grant funding being made.

A process has been put in place to ensure that the scheme is robust and does not conflict with any other requirements the applicant has to undertake in delivering their improvement works, and encourages best practice amongst applicants. As such any applicant is encouraged to contact the Planning and Building Control Departments in the first instance to assess whether planning permission, listed building consent, advertising consent or building control approval would be required for their proposal. All grant offers will be conditional on the applicant securing the appropriate consents.

- 1.3.2 The applicant will be required to submit a comprehensive range of information with their application in order to ensure that they have the required permissions, both from the owner of the property and from the borough council, as well as to ensure that the nature and quality of the works proposed meet the criteria for the scheme.
- 1.3.3 As illustrated above, it is envisaged that the scheme will run for a couple of years. However, given that grant applications will be reviewed on a first-come, first served basis and the scheme will close once all the grant funding has been spent, the scheme could well be completed ahead of time, or if take up is slower, the scheme could continue beyond this time period.

1.4 Legal Implications

- 1.4.1 There are no legal implications arising from this report.

1.5 Financial and Value for Money Considerations

1.5.1 These initiatives will be funded through the Business Rates Retention Pilot Scheme.

1.6 Risk Assessment

1.6.1 Not applicable.

1.7 Equality Impact Assessment

1.7.1 The decisions recommended through this paper have a remote or low relevance to the substance of the Equality Act. There is no perceived impact on end users.

1.8 Recommendations

1.8.1 That the proposed outline Business Rates Retention programme, as set out at 1.2.2 of the report, BE **APPROVED**.

1.8.2 That the Town and District Centres Commercial Frontages Grant Scheme, as set out in this report, BE **APPROVED**.

The Cabinet Member for Economic Regeneration and the Chief Executive confirm that the proposals contained in the recommendation(s), if approved, will fall within the Council's Budget and Policy Framework.

contact: Jeremy Whittaker,
Economic Regeneration
Officer

Julie Beilby
Chief Executive

Tonbridge & Malling Borough Council
Town & District Centre Commercial Frontages Grant Scheme
Guidance Notes and Application Form
September 2018

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PLEASE READ THESE GUIDANCE NOTES BEFORE COMMENCING THE APPLICATION FORM. AN INCOMPLETE SUBMISSION WILL CAUSE UNNECESSARY DELAYS IN DECIDING YOUR APPLICATION.

1. Introduction

The purpose of these guidance notes is to help steer you through the complete process – from the initial contact stage with the Council, through to the completion of the works and the final payment of the grant.

2. What is the scheme?

The condition of the town centre environment has a huge impact on its appearance and contributes to people's impressions of an area. Whilst public realm improvements can go some way to addressing this issue, high quality frontages also make an area feel more welcoming to local residents and visitors, improve its image, contribute towards a stronger sense of identity and encourage a greater number of visits.

This Town & District Centre Commercial Frontages Grant Scheme aims to improve frontages as a way of supporting the growth of local businesses, improving the local environment and raising the image of the area amongst local residents and visitors.

3. Who can apply?

The Town & District Centre Commercial Frontages Grant Scheme is available to both existing independent businesses and owners of units that accommodate independent businesses and are located within the following areas:

- Tonbridge Town Centre
- Borough Green High Street
- Kings Hill Centre
- Martin Square/Larkfield
- Snodland
- West Malling

For further detail on the eligible areas, please refer to Appendix 1.

The scheme allows for tenants of properties to apply for a grant as well as property owners, as long as the terms of their current lease agreement on the property is appropriate and the lease has a minimum of 3 years remaining.

Applications from groups of businesses/individuals seeking to improve joint-frontage or a communal area are welcomed. However, a single applicant must be nominated that will bear overall responsibility for the grant, and act as the point of contact. Joint projects will be

evaluated on their ability to improve the appearance of commercial properties in the borough.

Please note that the grants are discretionary and subject to the availability of funds – once all the funding has been allocated, this programme will close. The inclusion of a building within an eligible area does not give any automatic entitlement to a grant.

The scheme will not support works that have already been undertaken or any works which are started prior to a formal offer of grant funding being made.

Businesses which are national chains, franchises or charity shops will not be eligible to apply.

Properties that do not face onto main roads (i.e. those that are in side streets off main roads) are less likely to be supported than properties that are more prominent.

If you are unsure of whether your business will qualify for a grant you should contact the scheme officer on 01732 876011.

4. How much is the grant for?

Businesses can apply for a grant of up to £5,000 towards the external renovation or improvement of ground floor and upper floor commercial premises. **Please note that the grant will cover up to 80% of the eligible costs; to a maximum value of £5,000.**

5. How do I apply?

In order to apply, you must complete and return the application form (provided below and also available on the Tonbridge & Malling Borough Council website) and required supporting information.

Please note that the grant availability is subject to limited resources for a limited period of time only. Grant applications will be reviewed on a first-come, first-served basis.

6. What will the scheme fund?

Not all improvement works will be eligible for a grant through this scheme. The grant will only fund 'eligible works'.

The following work will generally be considered as eligible for support:

- New commercial frontages (such as shop fronts or town centre offices)
- Repair, restoration and re-instatement of all or any part of a shop front fixture that is visible from the street, including the first and second floors or premises where they are used for commercial activities.
- Stonework repairs and rendering (using traditional materials as and when necessary)
- Repainting of frontages in suitable colours

- Signage and external lighting
- Replacement only of external shutters with internal security grilles and/or security glazing.

The scheme will generally not fund the following:

- Lighting within window displays
- Professional fees associated with the development and delivery of the project, including planning application fees, consultancy fees and advisory services.
- Window display products and equipment
- Installation of external shutters
- Pedestrian access improvements that purely aim to conform to requirements set out in the Equality Act

7. Will I require Planning and Building Regulations Approval?

Virtually all works that change the exterior of buildings will require planning permission, and there are additional requirements for Listed Buildings and buildings with Conservation Areas. A separate planning application and scale drawings prepared by a professional agent will be required to show the extent of all new work. If you are using a professional agent, they will be able to advise you about any statutory consent that is required.

If you would like to discuss whether your proposals require planning approval please contact the Council's Planning Department via email on planning.applications@tmbc.gov.uk. For more information, go to <https://www.tmbc.gov.uk/services/planning-and-development/planning/planning-advice-and-guidance>.

The purpose of the Building Regulations is to ensure that a shop satisfies its functional requirements and the building provides reasonable health and safety for shoppers and staff. While minor works to a shopfront often do not require the submission of an application for approval, one is required if the proposed changes are structural or involve moving or altering the width of an entrance. The existing standard of provision must not be made any worse. For more information, go to <https://www.tmbc.gov.uk/services/planning-and-development/building-control/consultancy-services>

The Equality Act requires that reasonable provision is made to enable access for all to services provided in a shop. If alterations are being carried out to the shopfront, the opportunity to improve the access should be fully considered. Enforcing compliance with the Equality Act is not the responsibility of the Council.

8. What does your application aim to achieve?

Because of the limited funding available, applications will be assessed by a Grants Panel that will consider whether the application:

- Will make a significant positive impact on the local area
- Offers value for money
- Is sympathetic to and in-keeping with the local built environment and will improve the look of the building in line with the look and feel of the area.
- Guarantees that work will be carried out to a high standard and by a registered contractor
- Is in a prominent location
- Is located within one of the Priority Areas (as demonstrated in Appendix 1)

9. What do I have to supply with my application?

In order to consider your application we require the following:

- Completed application form – this contains basic information about your proposals
- Schedule of Works – full details of the improvement works that you intend to carry out.
- Photographs showing current condition of the premises.
- Sketch drawings – depending on the extent of the proposed works, drawings will be required showing your proposals.
- Proof of ownership/lease – if you do not own the property, you will need to have permission from the owner to carry out the works. The building owner must provide a letter of consent to go with your application to show that they have given permission for the works to be carried out.
- Cost estimates including quotes and fees
- Evidence that you have obtained three quotes from contractors, you should state which of the three contractors you would like to employ and why.
- The following information must be obtained in each quote:
 - A breakdown of individual cost of each element of the scheme
 - Total price of the whole scheme (remember to also include project support costs and VAT as separate items as well as any ineligible works) for the purpose of grant calculation and monitoring.
 - A programme of works from the contractor.
 (Please note that any grant offer would usually be based on the lowest quotation received).
- VAT Declaration.
- Where applicable, confirmation that you are up to date with your Business Rates payments.

10. How long will it take to make a decision on my application?

We will try and make a decision on your application within three weeks of receiving a fully complete application. If your application is submitted without all of the necessary information, then it will take longer for a decision to be reached.

11. Who will decide whether my application is approved?

Applications will be considered by a panel made up of Council Officers (from Planning, Building Control, Finance and Economic Regeneration) and the Cabinet Member for Economic Regeneration.

The grant scheme will be administered by Tonbridge & Malling Borough Council.

12. What conditions will apply to the grant?

All grant offers will be made in writing. Full details of the conditions that apply to the grant will be set out in the grant offer letter.

All grants will be conditional on you securing appropriate planning consent.

The scheme operates independently of the planning process and as such securing planning permission does not imply in any way that a grant application will be approved.

After the completion of any grant-funded works, you will be required to maintain the property to a satisfactory standard for a minimum of three years.

13. When will the grant be paid?

Grants will be paid on production of invoices from contractors showing a detailed breakdown of costs. Payments will be made after all works are completed.

THE APPLICATION PROCESS

What permission do I need?

1. Get early advice from the Planning Department on the Tonbridge & Malling Borough Council website (<https://www.tmbc.gov.uk/services/planning-and-development/planning/planning-advice-and-guidance/pre-application-advice>). A written response will be issued within 10 working days.
2. Prepare planning application for submission, including appropriate plans, application forms and relevant fees.
3. Submit planning application to Tonbridge & Malling Borough Council Planning Dept.
4. Please note duration of up to 8 weeks for determining the planning application.
5. Submit grant application (with 3 quotes), planning application and other consents to:

Commercial Frontages Grant Scheme
Economic Regeneration Team
Tonbridge & Malling Borough Council
Gibson Building
Gibson Drive
Kings Hill
West Malling
Kent ME19 4LZ

IF APPROVED:

1. Formal Grant Offer letter issued
2. Make building regulations application and other consents, if necessary.
3. Work starts on site
4. Works complete, submit grant claim form and invoices
5. Checks made to see if works have been completed and invoices verified. Council Officer approves the works.
6. Grant Paid.

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GENERAL DATA PROTECTION REGULATIONS

To be supplied.....

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TERMS AND CONDITIONS – to be finalised

Businesses/organisations accepting grant offers from the Town & District Commercial Frontages Grant Scheme will be required to abide by and agree to the following terms and conditions:

1. The approval or refusal of a grant is at the absolute discretion of Tonbridge & Malling Borough Council ('the Council') and there will be no right to appeal process.
2. Grants will not be given for expenditure incurred prior to the grant offer being made and the contract signed.
3. The grant is not payable to an un-discharged bankrupt.
4. The grant must be used for the purpose intended as outlined in the Grant Offer Letter (this will be supported by producing original invoices for the grant claim).
5. In the case of tenants, payment of grant requires the building owner's approval and providing proof of a minimum of a three year lease for the building.
6. If the business/organisation ceases trading/operating within 12 months of the payment of the grant or the building is sold, the applicant must notify the Council within 14 days and in such circumstances The Council may require the applicant(s) to repay, in whole or part of, the grant paid.
7. The grant must not be used for improvements to residential property, internal repairs and alterations, external security features, CCTV systems or recoverable VAT.
8. If the applicant is registered for VAT this must be declared on the application form. If at any point the business/organisation becomes VAT registered, the applicant must inform The Council and discuss repayment of VAT expenses claimed.
9. The grant will only be paid to proposals which have been granted planning permission.
10. All works are to be undertaken strictly in accordance with the specification and schedule of works agreed with the Council.
11. The Council's written approval must be obtained in advance of any amendments to the approved specification and schedule of works. Amendments include the omission or variation of the agreed works and the execution of additional works. Failure to comply with this condition may invalidate the grant offer even if the additional work is not grant aided.
12. Representatives of the Council must be allowed access to the property to carry out interim inspections of the works in progress, by appointment at any reasonable time.
13. There is no obligation on the Council to increase the grant if the costs of works increases, or if any additional work is undertaken.
14. A proportional reduction will be made in the grant if the actual cost of the eligible work proves to be less than estimated. Payment will be made in arrears upon the production of the grant claim form along with supporting documentation (e.g. paid invoices)
15. The grant will only be paid against proposals which have been granted planning permission – if required. Nothing in the agreement or negotiation of the grant will affect the Council's decision over planning permission.
16. The applicant must inform the Council of any changes to the business/organisation or changes of business address and/or telephone number.
17. The grant is made on the condition that the property will be maintained to a satisfactory standard for a minimum of three years.
18. Any grant must be taken up within the period stated in the Grant Offer Letter.
19. Payments of grants to successful applicants will be made in arrears, in one sum on the receipt by the Council of evidence that the applicant has incurred the expenditure. A supporting statement should show how the expenditure relates to the individual items in the approved schedule of works.
20. Expenditure must be incurred using a debit/credit card or cheque and evidenced through a bank statement. Payments of grants will not be made towards expenditure incurred using the payment method of cash.
21. Grants are dependent on applicants being required to complete a short questionnaire evaluation 6 months after the receipt of the grant.

22. The Council reserves the right to publish illustrations, photographs or other details of your project in promotional literature and other documents associated with Council grant schemes
23. Applicants will need to sign the contract within 28 days from the date offered otherwise the offer will be withdrawn.
24. If the applicant undertakes any work that, in the opinion of the Council, significantly alters or removes any elements of the grant aided work, the Council shall have the right to recover such proportion of the grant as it sees fit. This condition shall apply for a period of five years starting on the day on which the final grant payment is made.
25. Under s58(4) of the Planning (Listed Buildings and Conservation Areas) Act 1990, if any grant condition is contravened or not complied with, the Council reserves the right to recover the grant, or such part of it as the Council sees fit.

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Appendix 1 – Eligible Areas

Tonbridge Town Centre

The main focus for Tonbridge Town Centre will be commercial properties that face onto the B2260 (**High Street and Quarry Hill Road/Parade**) from the junction with Bordyke in the north to the roundabout with Brook Street to the south.

Consideration will also be given to applications relating to commercial premises on the following streets:

- Angel Walk
- Avebury Avenue
- Bank Street
- Barden Road
- Botany
- Bradford Street
- Castle Street
- New Wharf Road
- Pavilion
- River Walk

Borough Green

The main focus for Borough Green will be the **High Street**. However, consideration will also be given to applications relating to commercial premises on the following streets:

- Quarry Hill Road
- Sevenoaks Road
- Western Road
- Wrotham Road

Kings Hill Centre

- Liberty Square
- Queen Street

Martin Square/Larkfield

The main focus in this area will be commercial premises in **Martin Square**. However, consideration will also be given to applications relating to commercial premises on the following streets:

- London Road

Snodland

The main focus in Snodland will be commercial premises on:

- Snodland High Street
- Constitution Hill
- Holborough Road
- Malling Road

West Malling

The main focus in West Malling will be commercial premises on:

- Swan Street
- West Malling High Street
- West Street

Consideration will also be given to commercial premises on:

- King Street

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Appendix 2

**COMMERCIAL FRONTAGES GRANT SCHEME
APPLICATION FORM**

DETAILS

Contact Name	
Contact Address	
Name of Business	
Business Address	
Telephone Number	
Email Address	
Type of Business	

Is your business VAT registered? (please tick one) Yes No

Your interest in the property (please tick one):

Owner

Tenant

Other (please specify)

If you are a tenant, please give number of years left on your lease:

Have you made any previous applications for grants for improvements to the property? If yes, please give details.

STATEMENT OF WORKS

Please describe the changes that you propose to make including:

- Reference to whether doors, windows or entrances are to change
- The nature of changes to the frontage including details of features you wish to add or remove
- Details of colours and styles to be employed

Description of Work	Quoted Costs
<p style="text-align: center; font-size: 48px; opacity: 0.2; transform: rotate(-30deg);">DRAFT</p>	

What is your expected start date for the work?

When do you expect the work to be completed?

Do you require any of the following permissions? (please tick relevant box)

	Yes	No
Planning Permission		
Building Control Approval		
Listed Building Consent		
Advertising Consent		

DECLARATION*

I/We hereby declare that I/we have read the terms and conditions and declare that the information given within this application form and any supporting material is correct to the best of my/our knowledge. I authorise the Economic Regeneration Team at Tonbridge & Malling Borough Council to make any inquiries it considers necessary for the assessment of the application.

Name(s):

Signature(s):

Position(s):

Date:

APPLICATION CHECKLIST

Please check that you have enclosed the following before sending:

		Please Tick
1	Full completed and signed application form	
2	Copy of tenancy agreement – if applicant is the tenant	
3	Letter of consent from the owner – if applicant is the tenant	
4	Proof of ownership – if applicant is the owner of the premises	
5	Schedule of works	
6	Photographs showing the current front and side elevations of the premises	
7	Visuals/Sketch drawings of the proposed alterations (if available)	
8	Copy of permissions if required	
9	Three detailed written quotes for the works	
10	VAT declaration	
11	Where applicable, confirmation that Business Rates payments for the premises are up to date.	

**TONBRIDGE & MALLING BOROUGH COUNCIL
ECONOMIC REGENERATION ADVISORY BOARD**

06 November 2018

Report of the Chief Executive

Part 1- Public

Matters for Information

1 WEST KENT PARTNERSHIP - MINUTES

To highlight the matters arising from the meeting of the West Kent Partnership meeting held on the 19th October 2018.

1.1 Matters Addressed

1.1.1 Formal minutes of the meeting held on 19th October 2018 are not yet available. The agenda dealt with the following items:

- Presentations from Alison Palmar of the Federation of Small Businesses (FSB) and Henry Warde from the Squerryes Estate at Westerham;
- The SELEP Skills Strategy 2018-23 which was launched on September 21st 2018;
- An update on the work of the Enterprise Adviser Network in West Kent, as reported to a previous meeting of the Board, and an update on recent matters dealt with by the Kent and Medway Economic Partnership focusing on the on-going national review of Local Enterprise Partnerships;
- A draft of the West Kent Priorities for Growth Strategy, covering the period 2019-22, which is now to be the subject of formal consultation with relevant partners prior to its formal adoption;
- An update on the Business Rates Retention Pilot (BRR) for West Kent, as covered by a separate report on this agenda.

Background papers:

contact: Mark Raymond

Nil

Julie Beilby
Chief Executive

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Agenda Item 8

Any other items which the Chairman decides are urgent due to special circumstances and of which notice has been given to the Chief Executive.

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Agenda Item 9

The Chairman to move that the press and public be excluded from the remainder of the meeting during consideration of any items the publication of which would disclose exempt information.

**ANY REPORTS APPEARING AFTER THIS PAGE CONTAIN EXEMPT
INFORMATION**

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Agenda Item 10

Any other items which the Chairman decides are urgent due to special circumstances and of which notice has been given to the Chief Executive.

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