



## MELTHAM TOWN COUNCIL

### SHOP FRONT GRANT SCHEME

### What is the Shop Front Grant Scheme?

Meltham Town Council is keen to improve the town centre and to see high quality shop fronts within the town centre conservation area.

Most properties in the conservation area ([click on this link](#)) are occupied by shops and other commercial uses in the ground floor. Clearly the appearance of shop fronts, canopies and signage have a big impact on the overall quality of the town centre. It is therefore important that shop fronts are well designed, reflect the special character of the area and enhance the overall appearance of the centre.

Consequently, the Town Council has established a small discretionary grant scheme to support independent businesses in Meltham's conservation area seeking to improve their shop fronts.

### How much can we apply for?

You can apply for 50% of the cost of the works up to a maximum contribution of £2,500.00.

### How will we know if our project is eligible?

You can apply for a grant for works including:

- Reinstatement of historical, original or traditional architectural features.
- Restoration/repair and painting of existing shop front.
- Replacement of shop front - must be in character with the style of the building and character of the surroundings.
- Repair to ground floor windows and doors or new windows and doors visible to the street – repair to upper floor windows may be considered in certain circumstances
- Pointing.
- Repainting.

- Stonework repairs.
- Signage.
- Repair or replacement of blinds and canopies.

All applications will need to demonstrate how they comply with the Councils Design Guidance namely:

- All designs should fit in with existing buildings and not compete visually.
- Poorly proportioned fascia's, bright lights, garish colours and excessive advertising are detrimental to the look of the centre
- The shop front should exist as part of the whole building frontage and consider the style and period of the building
- Where an existing shop front is not sympathetic to the street view, the new shop front must reflect the original character of the building.
- Where possible create a common theme with simple clear design
- Materials need to reflect design status and period of the building where possible
- Colours need to be carefully considered with neutral matt finishes and dark colours
- Fascia's to be kept simple and in proportion with the building and shop front. Illuminated signs to be integral to the design, discreet, energy efficient. Internally illuminated box signs will not be supported.
- Original features should be retained where possible
- Blinds and canopies should be retractable and integrated into the overall design
- The grant is not available for exterior shutter boxes - other alternatives will have to be considered.
- Projecting signs should be avoided unless demonstrated to be appropriate for the business.

## Who can apply?

This grant is aimed at independent business premises in Meltham town centre conservation area. Premises must be in the town centre conservation area ([click on this link](#)).

The owner, or the lessee, of the property may apply (provided the terms of the lease do not prohibit such work).

We will consider applications for upper floors and/or vacant units if it can be evidenced that they are being / will be used for independent business activities.

Town centre independent cafes, pubs restaurants and guest houses may also apply.

This grant scheme excludes banks, building societies, private residences, and franchises.

## How do we apply?

There is an application form that will need to be completed and submitted with a minimum of two quotes for each element of work and a copy of the lease or proof of ownership.

Please note Meltham Town Council is not the planning authority and works in a conservation area are likely to require planning consent or listed building consent (if the building is listed).

All applicants must therefore have received pre-application advice from Kirklees Council's Planning department before completing the application form to ensure no consent(s) are required.

If consent(s) are required, then these must be in place before the grant application is submitted and copies must be provided with the application.

Preference will not necessarily be given to the estimate with the lowest cost as we wish to encourage good quality, value for money works. The Council reserves the right to request further quotes for the works as it considers appropriate.

To obtain an application form please visit <https://melthamtowncouncil.gov.uk/about/grants/>

If you wish to undertake the work yourself or have a financial interest in a business that has supplied a quote, we are only able to consider grant aiding the material costs not the labour.

## What happens then?

Once submitted, applications will be considered at the next available meeting of the Town Council. You may be asked to attend the meeting to answer any questions councillors may have.

Based upon the information in your application, and providing you have provided all the requested information and copies of required documents the Town Council will:

- Offer a grant
- Offer a grant with some specific conditions
- Request further information from you
- Reject the application

Each application will be considered on its own merits, having due regard to how well it meets the criteria set out in the grant documentation and how effectively it addresses the main aim of the scheme i.e. that shop fronts are well designed, reflect the special character of the area and enhance the overall appearance of the centre.

This is a discretionary grant and the Council reserves the right to reject any application notwithstanding it meets all the grant criteria, if e.g. the Town Council

feels the business is not compatible with the Council's priorities, aims and objectives. The Council's decision is final.

## When can I start work?

If we make an offer of a grant to you, we will write to you setting out how much grant we are offering and detailing any specific conditions. If you are happy to accept the grant offer and associated conditions, you will then need to sign and return a copy of the offer letter to formally accept the grant offer. Once you have sent this back, you can then start work.

## Payment of the grant

Once the works have been concluded you must contact the Council to notify us that the works have been concluded together with the contractors' invoices. Grant payment will be made directly to the applicant following a satisfactory inspection of the completed works.

If within 24 months of the payment, the grant aided work is changed, altered or not properly maintained, or if any of the features are removed, we reserve the right to recover all or a percentage of the funding as deemed appropriate. All applications in respect of vacant properties will need to evidence that trading has begun within 12 months of payment of the grant claim.

Failure to provide such evidence will entitle the Council to recover all or a percentage of the funding as aforesaid.

## Timescales

Application deadline
Ongoing until further notice.
Grant consideration
At the next available Council meeting following submission of the grant application. The Council reserves the right to extend this should they require more information from the applicant.
Final Completion Date for Works
20 weeks following grant confirmation
Final Date for Grant Claim Submission
3 weeks following completion of works.
Maintenance Checks

For 24 months after payment checks may be made to ensure the works have been retained and maintained to an appropriate standard.  
All applications in respect of vacant properties will need to evidence that the premises are occupied within 12 months of payment of the grant claim.

## Terms and Conditions

### 1. Eligibility Criteria

#### 1.1 Eligible premises

Must be located in Meltham Town Centre conservation area the boundaries of which are defined within the Local Plan (see maps).

Must be an independent retail property.

Applicants must engage with the Kirklees Council Planning Department for pre-application advice prior to submitting the application, in order to ensure appropriate consent(s) are in place for the planned works.

All applications will need to demonstrate how they comply with the Councils Design Guidance.

Applicants are expected to demonstrate how the proposed works will enhance the overall appearance of the town centre e.g. through the replacement of poorly designed signage and shop fronts with ones more in keeping with the special character of the area and enhance the overall appearance of the centre.

#### 1.2 Eligible applicants

Owner of the premises – owners need to provide proof of ownership.

A tenant of the premises - where the conditions of the lease do not prohibit such works. A letter of consent from the owner is also required.

#### 1.3 Eligible works

These include:

- Reinstatement of historical, original or traditional architectural features.
- Restoration/repair and painting of existing shop front.
- Replacement of shop front - must be in character with the style of the building and character of the surroundings.
- Repair to ground floor windows and doors or new windows and doors visible to the street – repair to upper floor windows may be considered in certain circumstances
- Pointing.
- Repainting.
- Stonework repairs.
- Signage.
- Repair or replacement of blinds and canopies.

All works need to comply with the Town Councils design guidance namely:

- All designs should fit in with existing buildings and not compete visually.

- Poorly proportioned fascia's, bright lights, garish colours and excessive advertising are detrimental to the look of the centre
- The shop front should exist as part of the whole building frontage and consider the style and period of the building
- Where an existing shop front is not sympathetic to the street view, the new shop front must reflect the original character of the building.
- Where possible create a common theme with simple clear design
- Materials need to reflect design status and period of the building where possible
- Colours need to be carefully considered with neutral matt finishes and dark colours
- Fascia's to be kept simple and in proportion with the building and shop front. Illuminated signs to be integral to the design, discreet, energy efficient. Internally illuminated box signs will not be supported.
- Original features should be retained where possible
- Blinds and canopies should be retractable and integrated into the overall design
- The grant is not available for exterior shutter boxes - other alternatives will have to be considered.
- Projecting signs should be avoided unless demonstrated to be appropriate for the business.

#### **1.4 Planning Permission**

All applicants must speak to Kirklees Council Council's Planning department for pre-application advice prior to submitting their grant application. Most works in a conservation area will require planning consent, Listed Building consent (if the building is listed) or other consents. It is the responsibility of the applicant to obtain these, if required, before the grant application is submitted.

## **2. Amount of Grant**

2.1 50% of the cost of the works up to a maximum contribution of £2,500.00.

## **3. The Grant Application - General Guidance**

3.1 Applications for a Grant

- (a) Retrospective applications for works already undertaken will not be accepted - the grant scheme does not pay for any costs that have already been paid for before the application has been considered. Costs for which you are seeking funding should not be incurred until after the application has been approved. Applicants should allow enough time for their application to be assessed before they start their project.
- (b) Each application must be accompanied by a minimum of two estimates for each element of the work to be undertaken. Preference will not necessarily be given to the estimate with the lowest cost as we wish to encourage good quality, value for money works.

We reserve the right to request further quotes for work as appropriate.

- (c) The Council is keen to support local contractors, tradesmen and craftsmen.  
Estimates for the proposed works should be invited from contractors known to be able to achieve high standards of quality workmanship and where possible, examples of similar work should be viewed.
- (d) Should applicants wish to undertake the work themselves, grant aid will be paid towards material costs only.
- (e) Should applicants have a financial interest in any business that has supplied a quote, grant aid will be paid towards material costs only.
- (f) An itemised list of proposed works must be submitted with each application with a full breakdown of costs (not just a total figure).

### 3.2 Evaluation of an Application

- (a) The Town Council will evaluate each application and making the grant offer in accordance with these terms and conditions.
- (b) Each application will be considered on its own merits, having due regard to how well it meets the criteria set out in the grant documentation and how effectively it addresses the main aim of the scheme i.e. that shop fronts are well designed, reflect the special character of the area and enhance the overall appearance of the centre
- (c) We will not be committed to pay any grant until the formal acceptance of the offer letter by returning a signed copy.
- (d) Please note this is a discretionary grant and the Council reserves the right to reject any application notwithstanding it meets all the grant criteria, if e.g. the Town Council feels the business is not compatible with the Councils priorities, aims and objectives. The Council's decision is final.

### 3.3 Decision after Evaluation

- (a) Notification of the decision on the application will be made in writing to the applicant. An offer of grant will be made by a letter, which will specify:
  - i) The eligible applicant
  - ii) The eligible premises
  - iii) The eligible works
  - iv) The approved cost calculated in accordance with one of the quotations submitted with the application
  - v) The amount of the grant
  - vi) The date by which the works must be completed

### 3.4 The Grant Offer



- (a) An offer of grant must be accepted within 14 days of receipt of the offer letter. After this date the offer will have to be reconsidered. The applicant will have to re-apply if they still wish to undertake the works. Acceptance will be by means of returning a copy of the grant offer letter signed by the applicant.

#### **4. The Grant Aided Works**

##### **4.1 The Works**

- (a) No grant-aided work is to be carried out other than that which is strictly in accordance with the itemised list of works in the application.
- (b) Works must be completed by the date specified in the offer letter unless agreed otherwise in writing by the Council. The applicant must inform the Council immediately if the deadline cannot be met. The Council will then consider the most appropriate action but is under no obligation to alter the conditions in the original offer letter, and, therefore, is under no obligation to pay grant for works undertaken after the original deadline date.

#### **5. Equality Act 2010**

- 5.1 Whilst the grant cannot pay for direct alterations to solely make the property compliant with this legislation, applicants must be aware that any works must not contravene the legislation. However, the grant can support the costs of improvements for access to premises which can be achieved by, or are required, as a result of the overall improvement works.

#### **6. Access to Works**

- 6.1 Members of the Council may inspect the works that have been approved for grant aid during the time that work is being undertaken

#### **7. The Grant Payment**

##### **7.1 Payment of the Grant**

- (a) All successful applicants are required to pay for the full costs of all eligible items before claiming the grant money. It is, therefore, important that enough funds are in place to cover project costs.
- (b) The applicant must inform the Council when the works have been completed. The Council will then arrange a final site visit to inspect the works.
- (c) Approved costs will be paid in arrears. Grant payment will be made via cheque to the applicant on production of contractor invoices and evidence showing payment of said invoices, following a satisfactory inspection of the completed works.
- (d) If the costs of the works exceed the costs as agreed in the offer letter, the Town Council is not obliged to increase the grant amount
- (e) The Council reserves the right to withhold payment of the grant, in whole or in part:

- if any condition of the offer letter has been breached; or
  - if the works have not been carried out to a satisfactory standard as judged by the Town Council; or
  - the applicant has committed any prohibited act as defined under the Bribery Act 2010; or any offence under legislation creating offences in respect of fraudulent acts or at common law in respect of fraudulent acts in relation to the grant or defrauding or attempting to defraud or conspiring to defraud the Town Council.
- (f) In considering whether the works have been carried out to a satisfactory standard, the Town Council will have regard as to whether the applicant has complied with, amongst others, the relevant Listed Building consents, planning permission, building regulations and conservation area consents. The Council reserves the right to withhold part or all payment if the applicant fails to comply with any required consents.
- (g) The Town Council may withdraw the scheme at any point if the source of funding for the scheme ceases.

## 7.2 Repayment of Grant

- (a) The Council reserves the right to recover all or a percentage of the grant as it shall in its sole discretion determine, within a period of 24 months from the date of payment, if:
- (i) The applicant removes any of the features that have been paid for by the Shop Front Grant Scheme.
  - (ii) If the grant aided works are changed, altered or not properly maintained.
- (b) In the case of vacant properties, the Council reserves the right to recover all or a percentage of the grant as it shall in its sole discretion determine, if the premises remains vacant within 12 months of payment of the grant claim.

## 8. Publicity

- 8.1 All successful applicants will be required to agree to have information about their finished project promoted through the Council's communications channels.
- 8.2 All successful applicants must display the completed grant window poster in their shop window or reception area for a minimum of 12 months after the project is completed.

## 9. Privacy Notice

- 9.1 Meltham Town Council is a Data Controller and can be contacted at [melthamcouncil@btconnect.com](mailto:melthamcouncil@btconnect.com)

- 9.2 We are collecting your personal data under a contractual obligation as you have made an application to Meltham Town Council's Shop Front Grant Scheme.
- 9.3 Your personal data will not be shared with third parties but may be used for Council purposes, in order to prevent or detect crime, to protect public funds or where we are required or permitted to share data under other legislation.
- 9.4 Your personal data will be stored securely for 24 months after a grant offer has been made, if your application is unsuccessful your details will be stored until the end of the financial year of application.
- 9.5 You have the right to access the data we process about you. You also have the right to ask for your data to be corrected, erased, restricted or made portable in certain circumstances. Please contact the Clerk.
- 9.6 If you are not satisfied with our processing then you can complain to the Clerk in the first instance or if the matter is not resolved, the Information Commissioner's Office at:  
  
Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF, Tel: 0303 123 1113.
- 9.7 We cannot process your application unless you complete the form in full. Failure to do so may lead to an unsuccessful grant application.
- 9.8 For full details of our Privacy Policy please visit our website.

## **10. Data Protection**

- 10.1 Personal data provided by the applicant will be used to administer and analyse funding applications. Personal data will be shared internally within the Council for the purpose of validating the application and ensuring eligibility.
- 10.2 Personal data will only be shared with third parties where we are permitted or there is a legal requirement to do so.

## **11. Value Added Tax (VAT)**

- 11.1 Applicants must state their VAT status on the application form.
- 11.2 Applicants, who are VAT registered will have their grant assessed on the net cost of eligible works. Non registered applicants will have their grant assessed on the gross cost of the eligible works.
- 11.3 If the applicant does not know whether they are VAT registered or not they must seek advice from HMRC and provide this information.

## **12. Liability**

- 12.1 The Council shall have no liability to any applicant or any other party whatsoever in respect of any liabilities, damages, costs, charges, expenses, losses, claims, demands or proceedings suffered, or liabilities incurred by an

applicant or any other party in respect of the grant and/or the delivery of the works.

- 12.2 The recipient of the grant shall indemnify, and keep indemnified, the Council from and against all liabilities, damages, costs, charges, expenses, losses, claims, demands or proceedings suffered by the Council including, but without limitation, losses arising in respect of any death or personal injury or in respect of damage to property, caused by or arising out of any default, negligent act or negligent omission, breach of the grant conditions by the recipient of the grant including any person it is responsible for.
- 12.3 Neither the Council nor any applicant excludes or limits liability for death or personal injury caused by its negligence, fraud; and/or fraudulent misrepresentation.