

GENERAL NOTES & CRITERIA

Revised 10 December 2019

1. Funding will be directed towards projects which support Milton Keynes Council Themes. The themes taken from Milton Keynes Council Plan 2016 – 2022: Getting the basics right, stronger communities, action on climate change and sustainability and sustainable transport. Full details of the Council Plan can be viewed [here](#)
2. As many Parish and Town Councils as possible will be awarded grants
3. The project shall be undertaken in exercise of a function for which both parishes and Milton Keynes Council have powers (incl. s.137 powers of the Local Government Act 1972)
4. The project shall be for investment in public realm assets, adhere to MKC design principles and involve and provide a permanent benefit to the parish. Public realm is defined as ‘something that is provided for the use of the community’.
5. Locations should be either:
 - a. MKC owned
 - b. Parish/Town Council owned (or available for parish acquisition)
 - c. Long term lease (If the building is occupied on a long term lease, the terms of the lease will need to be reviewed prior to award of grant funding)
6. Parish and Town Councils will be responsible for ensuring local residents are consulted on project proposals.
7. The maximum contribution from Milton Keynes Council will be £20,000 per parish (£40,000 total project value). Each Parish and Town Council will be entitled to submit up to a maximum of 3 applications for projects, up to the value of the maximum contribution. Please indicate your priority project.
8. Milton Keynes Council’s share of the cost of the project will be no greater than 50% excluding VAT (75% for very small councils those with a tax base of less than 200 /band D equivalent) or the lower of the following figures: the lowest quotation; or the maximum award approved by Milton Keynes Council.
9. Any works carried out on an MKC asset, building, or land must be undertaken by MKC.

10. The project, once complete, should not involve any additional ongoing maintenance or running costs, other than any costs that are to be met by the Parish or Town Council. MKC will only maintain in line with the departments/service areas policies and procedures, if it is MKC asset or land.
11. Applicant to provide outline costs for works at the application stage.
12. Parishes should state how their 50% contribution is being funded. Parish match funding cannot be from any other part of MKC's funding(Including s106 money).
13. Awards will normally be completed within two years with a project delivery plan by the end of 2021/22 financial year.
14. Parish and Town Councils will, prior to submitting an application, check whether any planning permissions or any other relevant permissions or consents are required and ensure that such permissions/consents etc are in place upon application.
15. Evidence must be included with the application. The costs of any planning permissions that may be necessary can be included as part of the costs.
16. Before applications are submitted, applicants will be required to provide evidence that the project/s have been discussed with relevant MKC departments and obtained permissions in principle.
17. Parish and Town Councils should present three quotes at the application stage for the work that will be undertaken by the Parish or Town council – to demonstrate the principles of Best Value
18. If three quotes are not available, applicants are required to advise of the reasons when applying for the council's grant(s). For instance if it is specialists works and there are a limited number of service providers.
19. A Delegated Decision will be made by the relevant Cabinet Member following assessment of applications for funding by MKC officers.
20. Where schemes do not proceed or are at risk of not delivering within agreed timeframes, the amount allocated must be **returned immediately** to MK Council for re-allocation. Funds **cannot** be transferred to another project.
21. Funding can only be used for the projects for which they are approved by the MKC.

22. Release of funds will be upon the completion of the works, having been checked by an MKC Officer, a copy of the invoice and presentation of three quotes for the work that has been undertaken by the Parish or Town council– to demonstrate the principles of Best Value.
23. The fund cannot be used for normal running costs i.e. Officer salaries, energy bills or rent.
24. Milton Keynes Council will monitor the progress of projects; this could involve site visits if appropriate. Applicants are required to provide evidence of completion of all projects; photos are required at application and completion stage (“before” and “after” pictures).
25. The Parish or Town Council will be required to maintain a minimum of £5 million insurance for public liability and provide the evidence to the MKC together with their application.
26. The Parish or Town Council is required to comply fully with relevant Health and Safety legislation and regulations.
27. If a grant is used to buy a significant item of equipment or asset, we will advise that it must be recorded in the accounts that Milton Keynes Council has an interest in it. If the asset is to be disposed of, Milton Keynes Council must be contacted before the disposal is made. Milton Keynes Council may require a share of the proceeds in relation to the original contribution.
28. CIF funding is capital funding and therefore it cannot be used to fund revenue works related to landscaping services. However it can be used for the enhancement of an existing asset or building something new. The future revenue implications of any capital works will need to be minimised where possible. If parishes are devolved, they can self-deliver or use MKC contractors.

Cost Guidance

The following examples may be used to estimate costs for proposed schemes. Please note that these are not definitive costs but are 'ball park' figures as an aid for estimation purposes. Actual costs will vary depending on local conditions and may increase due to additional requirements such as traffic management, underlying utilities and installation costs.

Play Areas: (The following includes some installation costs)

- Roundabout £5,000
- See-Saw £3,000
- Spring Animal £2,000
- Small Play Module (< 8 years) £8,000
- Large Play Module (older children) £12,000 plus
- New Bench Installation up to £1,200 (Depending on design of bench and base required)

Landscaping

Landscaping schemes are delivered by our service partner, Serco. Enquiries should be made via the [Serco Services for Parishes](#) web page. If a parish is devolved they can self-serve.

This could include

- Pond enhancement (min costs in £1,000s)
- Removal and replacing whole beds/shrubs
- Seating area /paving works (will be in order of £1,000's depends on scope of works)

Gateway Features

- 'Welcome To' signage £4,000 (based on 2 signs. This also includes installation).
- Village Gateway up to £10,000 (depending on design and cost of gateway sign selected).

Traffic Calming

- Speed Cushions from £35,000 (Based on 4 speed humps, includes minor footway improvements and street lighting works also includes Traffic Regulation Order notices)
- Build-Outs / Pinch Points from £25,000 (includes two priority narrowing features at the entrance point into the village, cost for sign illumination, lighting column relocation, installation of traffic island associated road closure with Traffic Management)
- Vehicle Activated Signs £5,000 (includes installation and a maintenance agreement)