

Community Infrastructure Fund 2023-2024

Guidance & Criteria

Funding will be directed towards projects which support Milton Keynes Council themes.

The themes taken from MK Council Plan 2016 – 2022 which are:

- Getting the Basics Right,
- stronger communities,
- action on climate change
- sustainability sand biodiversity
- sustainable transport.

Full details of the Council Plan can be viewed on our website www.milton-keynes.gov.uk

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:

- MK Council owned
- Parish/Town or Community Council owned (or available for parish acquisition)
- 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, Town and Community Councils will be responsible for ensuring local residents are consulted on project proposals.

7. The maximum contribution from MK Council will be £20,000 per parish (£40,000 total project value).

8. Each Parish, Town or Community Council will be entitled to submit up to a maximum of 3 applications for projects, up to the value of the maximum contribution. You must indicate your preference for each project marking as 1st, 2nd or 3rd choice on the application.

9. MK 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 MK Council.

10. Any works carried out on an MK Council asset, building, or land must be undertaken by MK Council.

11. The project, once completed, should not involve any additional ongoing maintenance or running costs, other than any costs that are to be met by the Parish, Town or Community Council. MK Council will only carry out maintenance in line with the relevant departments or service areas policies and procedures, if it is an MK Council asset or land.



12. Applicants must provide outline costs for works at the application stage.
13. Parishes should state how their 50% contribution is being funded. Parish match funding cannot be from any other part of MK Council's funding including Section 106 money.
14. Approved projects for the 2023-2024 CIF will normally be completed within the 2023-24 financial year.
15. Parish, Town and Community 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. 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 MK Council departments and have obtained permissions in principle.
17. Parish, Town and Community Councils should present three quotes at the application stage for the work that will be undertaken by the Parish, Town or Community 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) e.g conservation requirements are for specialist contractors which may be limiting choices.
19. A Delegated Decision will be made by the relevant Cabinet Member or Council Leader following an assessment of applications for funding by MK Council officers.
20. Where schemes do not proceed or are at risk of not delivering within agreed time frames, 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 MK Council.
22. Release of funds will only be made upon the completion of the works and they have been checked and approved by a relevant MK Officer. This officer will provide a written confirmation that the project has been delivered as per the approved application. A copy of the invoice and presentation of three quotes for the work that has been undertaken by the Parish, Town or Community 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. MK 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" an "after" pictures).
25. The Parish, Town or Community Council will be required to maintain a minimum of £5 million insurance for public liability and provide the evidence to the MK Council together with their application.
26. The Parish, Town or Community Council is required to comply fully with relevant, current UK 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 MK Council has an interest in it. If the asset is to be disposed of (sold), MK Council must be contacted before the disposal is made. MK 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 MK Council contractors.

Cost Guidance

The following examples may be used to give you an idea of estimated 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. There may also be cost rises due to other economic factors such as supply issues and impact of fuel prices.

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 and this also includes installation).
- White Village Gateway entrance signs 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).

Flood Prevention

Hydrosnakes, pumps, flood diverters or hydrosacks are some effective alternatives to sandbags. Contact the Flood & Water Management Team to see what options are best for your location.

Email ashish.patel@milton-keynes.gov.uk or call MK 252489.

Verge Protection

Costs would depend on the length of the verge sections you want to protect and whether any utilities are in the ground. After an assessment, we can provide a bespoke quote. Any post and rail fencing installed would need to be maintained at parish expense.

