



**RYDE TOWN COUNCIL**

**PUBLIC REALM BUDGET ALLOCATION GUIDANCE  
AND PRIORITISATION FRAMEWORK**

**Appendices 1 and 2**

**Created March 2018 CCT**

**Reviewed .....**

## Appendix 1

# PUBLIC REALM BUDGET ALLOCATION GUIDANCE

Ryde Town Council has approved a budget for public realm improvements.

See below guidance regarding suitability for funding of any proposed projects. Any RTC Cllr or RTC officer (the applicant) wishing to apply for funding for a particular project should consider the following:

Applicants should also be aware of Ryde Town Council's grants funding process.

- 1.** Does the Town Council have responsibility or ownership of the land on which the asset will be placed?  
Most projects will require permission and co-operation from the land owner and this should be sought prior to making a request.
- 2.** Does the proposed project require various consents etc?  
Consent in principle (ie pre planning advise) should be obtained prior to a request for consideration.
- 3.** Does Ryde Town Council have the resources to carry out the project?  
Some projects require detailed planning, risk management, and health and safety implications. In addition, Town and Council procurement processes will need to be adhered to.
- 4.** Is there funding available from other sources?  
There may be various alternative funding opportunities available for your project. These should be explored prior to making a request.
- 5.** Is there any match funding available for this project?  
Preference will be given to projects which have an element of match funding?
- 6.** What is the cost of the project?  
An estimate of the cost of a project will need to be evaluated before a request can be considered.
- 7.** What is the possible benefit of the project to the community?  
Applicants must provide details of the benefit to the local community, whether it has a financial benefit in terms of savings on expenditure or perhaps an enhancement which has a positive benefit in terms of civic pride and wellbeing to the local community.
- 8.** Are there ongoing costs attached to the project?  
Ongoing cost of maintenance, staffing, rents, leases, insurances etc should be identified and evaluated.
- 9.** Is the project sustainable?  
Is the project self-funding or are there funding opportunities available in the long term. In addition are the benefits from the project going to be long term.

**10.** Who is eligible to make an application for funding?

RTC Councillors and Officers can make requests personally or as a representative for residents or other organisations.

**11.** Is your project more important than others?

All projects should be submitted by the Ward Councillors or Officer to the list for evaluation by RTC Planning Committee. These projects will be prioritised according to various criteria including sustainability, community benefit and value for money.

**12.** Are there other plans (ie regeneration) which may affect the project?

Prior to requesting funding for a project it must be established that there are no plans proposed by others which could affect your project.

## Appendix 2

# Framework for deciding and implementing Public Realm Budget applications.

Public Realm Funding bids fall into 2 categories, the smaller ward specific bids which benefit a targeted area of Ryde and major projects which benefit Ryde as a whole.

The smaller, ward specific, bids must be no more than £1,500 in value and the total set aside each year for these projects is £10,000. The cost of a project must include the ongoing maintenance cost for the following 5 years.

Larger projects which benefit Ryde as a whole will be given preference over ward specific bids. If the entire Public Realm Budget is required to accomplish one of these landmark projects, priority will be given to it.

Applicants will be considered throughout the year and their funding bids will be considered by the planning committee during their normal business. Funding bids will be accepted until the Public Realm Budget is depleted.

### **Decision Making Process.**

1. Ward Councillor or Council Officers to check validity of proposal.  
*All proposals, from whatever source, should initially be validated by the Ward Councillor or Council Officer against the guidance in appendix 1. If the bid meets the criteria it should be submitted to the RTC Planning Committee.*
2. Public Realm Budget Application Form to be completed.  
*Details of each bid to include:*  
*Description of the project, site address, capital costs, ongoing costs, timescales and an evaluation of the community value.*
3. RTC Planning Committee to consider bids.  
*Validated bids from Ward Councillors and Council Officers will be evaluated by the RTC Planning Committee at their regular meetings.*  
*Funding bids under £1,500 can be approved by the planning committee under delegated powers.*  
*If the Planning Committee consider an award should be made that has a value higher than £1,500 a recommendation should be made to Full Council.*
4. Successful bids will go through the RTC procurement process.

*All successful bids owned or managed by RTC must carry out their projects in compliance with RTC's procurement rules. If in doubt, successful bidders should contact the Clerks for guidance.*