



EXPRESSION OF INTEREST – TEMPORARY COMMUNITY & CHARITY RETAIL UNIT KINGSTON RETAIL CENTRE

Milton Keynes Community Foundation is inviting expressions of interest from charities and community organisations to take on a retail unit in Milton Keynes on a short-term basis. This is an opportunity for organisations to establish or grow a community presence at a significantly reduced cost while delivering a tangible benefit to the people of MK.

UNIT DETAILS

Property Information	
Location	Milton Keynes (full address shared with shortlisted applicants)
Unit Size	1,584 sq. ft. (retail floor and storage combined)
Tenancy Length	6–9 months (exact dates to be agreed)
Availability From	1 August 2026
Current Market Rent	£39,600 per annum
Discounted Rent Offered	£9,900 per annum (75% reduction on market rent)
Business Rates	TBC
Service Charge	£652.70 per annum (Up to end of current budget period – 31 March 2027 – at which point it will be reviewed)
Insurance	£69.22
Utilities	TBC
Closing Date for EOI	16 July 2026
Contact	EstateManager@mkcommunityfoundation.co.uk

BACKGROUND & PURPOSE

MKCF manages a land and property portfolio across the city, including three Community Shops. The current tenant of the Kingston Unit will vacate the at the end of June 2026.

A planned strategic review will take place throughout 2026/27 of all MKCF retail units.

The purpose of the units is to support and strengthen the voluntary sector in Milton Keynes. Whilst the strategic review is completed we want to make the space available to an organisation that will put it to active use for the benefit of the Milton Keynes community and voluntary sector.

The significant rent reduction is offered in recognition of the short-term nature of the tenancy and the public benefit purpose of this process. We want the right organisation, not the highest bidder.

WHO CAN APPLY?

Applications are welcome from:

- Registered charities operating within or support beneficiaries within Milton Keynes
- Community Interest Companies (CICs) with demonstrable community benefit
- Unincorporated community organisations with appropriate governance in place
- Consortia of organisations applying jointly (one named lead applicant required)

Applicants must be able to demonstrate financial sustainability for the duration of the tenancy, including the capacity to meet the discounted rent and associated running costs.

WHAT WE ARE LOOKING FOR

We are seeking proposals that clearly demonstrate:

- A well-considered plan for how the space will be used
- The direct benefit to the community and voluntary sector in Milton Keynes
- The number and type of people who will benefit from the activity
- How the use of the space supports your charitable or community objectives
- Organisational capacity to manage a retail or public-facing unit
- Financial viability across the proposed tenancy period

We are particularly interested in proposals that support underserved groups, promote social inclusion, or address identified needs in the MK community and voluntary sector.

HOW TO APPLY

Please submit a written proposal addressing the four sections below. Proposals should be clear and concise — we suggest no more than 4–6 pages in total.

Section 1 — Organisation Overview

- Name, registration number (charity/CIC), and legal structure
- Brief description of your mission and current activities
- Evidence of existing community presence or track record in Milton Keynes

Section 2 — Proposed Use of the Space

- Clear description of how you intend to use the unit
- Proposed days and hours of operation
- Any planned services, events, retail activity, or community programmes
- Any fit-out or changes required (note: material alterations require prior written consent)

Section 3 — Community Impact

- Who will benefit and how many people do you expect to reach?
- How does this address a gap or need in the MK voluntary and community sector?
- How will you measure and evidence impact during the tenancy?

Section 4 — Financial Viability

- Confirmation that your organisation can meet the discounted rent of £2,475 per quarter (£9,900 per annum)
- Brief overview of how running costs will be funded
- Your most recent annual accounts or management accounts

ASSESSMENT CRITERIA

All proposals will be assessed by a panel against the following weighted criteria:

Criteria	Weighting
Proposed use of the space	25%
Breadth and depth of impact to the organisation, and community benefit to MK residents	35%
Organisational capacity for the duration of the lease	20%
Financial viability and sustainability	20%

KEY DATES

Milestone	Date
EOI opens	15 June
Closing date for submissions	5pm, 16 July
Shortlisted applicants notified	20 July
Interviews / site visits (if required)	23 – 24 July
Successful applicant notified	31 st July
Target tenancy commencement	August 2026

KEY TERMS & CONDITIONS

- The tenancy will be offered as a short-term licence or lease for 6–9 months
- The discounted rent of £9,900 per annum (£825 per month) is payable monthly in advance
- The successful organisation will be responsible for all utility costs, insurance, and general upkeep of the unit

- Business rates liability transfers to the incoming tenant — we encourage applicants to explore charitable rate relief with Milton Keynes City Council
- Subletting of the unit is not permitted
- The unit must be used for the purpose set out in the successful proposal — any material change of use requires prior written approval from MKCF
- Any alterations carried out during the term must be removed at the end of the period of occupation, and any resulting damage must be made good. MKCF may require a photographic schedule of condition to be agreed at the point of occupation to document the condition of the unit on handover.
- Dilapidations: the tenant will be required to hand back the unit in a clean, clear and tidy condition at the end of the term, free from furniture, stock, refuse and any other items brought into the unit.
- We reserve the right not to award the tenancy if no suitable proposal is received

SUBMITTING YOUR PROPOSAL

Please send your completed proposal by email to: EstateManager@mkcommunityfoundation.co.uk

Proposals submitted after the closing date will not be considered. If you have questions prior to submission, or if you wish to arrange a site visit before applying email EstateManager@mkcommunityfoundation.co.uk, or call 01908 690 276 to speak to a member of the team.

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