



HALSTEAD TOWN PARTNERSHIP AGREEMENT

1 April 2023 to 31 March 2026

Mission statement

Essex County Council, Braintree District Council, Halstead Town Council and Halstead in Bloom agree to work with each other in keeping Halstead Town looking clean, tidy and well maintained, to provide attractive and clean streets, neighbourhoods and open spaces that enhance wellbeing and quality of life for all residents and visitors to the town.

This Service Level Agreement covers the period 1 April 2023 to 31 March 2026. It sets out the relationship and approach in which all parties have agreed to work together without creating formal legally binding relationships and responsibilities.

The Strategic Partnership meetings will be held every 6 months at the end of September and in March attended by Members and Officers from the 3 councils, and representatives of Halstead in Bloom.

The Chair and Vice-Chair of the meetings will be rotated on an annual basis. In the first year, administrative support including organising dates of meetings and taking minutes of meetings etc will be provided by Halstead Town Council and then rotated annually between the three Councils.

Aims and Objectives

- Ensure that the local environment is maintained to the highest standards possible through the delivery of both scheduled and reactive maintenance programmes and specific projects.
- Ensure Halstead Town is clean, tidy and well maintained at all times, but in particular for the Britain and Anglia in Bloom competitions in July each year.
- Encourage community participation including local businesses in various initiatives.
- Encourage others to take more pride in their communities/local environment
- Conserve and enhance the heritage of the town.
- Raise awareness of and promote the importance of biodiversity and sustainability amongst residents of all ages and through the delivery of various projects undertaken by the partnership.

Key outcomes

- Deliver and maintain high levels of customer satisfaction with the overall standard and quality of the Town's appearance and cleanliness.

- Maintain a more attractive and vibrant town centre.
- Achieve recognition from the town for entering regional and national environmental competitions
- Engage local businesses, the voluntary sector and the younger generation in keeping the town tidy, clean and well maintained.
- Protect the local environment and enhance biodiversity and sustainability.

Key inputs

Essex County Council agrees to:

- Provide general support and advice to Halstead in Bloom, and officer support for particular issues and projects.
- Assist with a part-time post at HTC and/or the procurement of equipment.
- Undertake a cyclical programme of weed control in Halstead Town.
- Nominate an officer to attend meetings whenever possible.
- Administer strategic meetings, including the circulation of minutes and meeting dates.

Braintree District Council agrees to:

- Deliver the programmed schedule of street cleaning in accordance with statutory responsibilities.
- Provide, maintain and empty litter bins and dog bins.
- Collect and dispose of all green waste generated by Halstead in Bloom.
- Provide operational resources to help with community litter picks and other events on request.
- Provide a dedicated phone line for service requests to be reported.
- Respond to requests to remove fly tipping or provide ad hoc street cleansing.
- Assist in procuring equipment and passing on any discounts.
- Undertake grounds maintenance in all areas of public open space for which BDC is responsible.
- Assist with procurement of equipment/systems.
- Assist with collection and delivery of plants.
- Administer strategic meetings, including the circulation of minutes and meeting dates.

Halstead Town Council agrees to:

- Provide, maintain and water floral hanging baskets, tubs and containers.
- Maintain the closed churchyards at St Andrews and Holy Trinity churches.
- maintain and manage allotments on sites in the town (owned by BDC).
- Repair and maintain specific named parish footpaths.
- Advise all parties when matters of environmental concern are brought to the attention of the Town Council.
- Report all issues to the relevant council authorities.
- Provide a venue for Partnership and planning meetings.
- Employ a part-time employee to assist the HiB volunteers.
- Liaise with HiB volunteers over work schedule for the employee.
- Administer strategic meetings, including the circulation of minutes and meeting dates.

Halstead in Bloom agrees to:

- Monitor standards of cleanliness and the infrastructure including assets throughout the town and alert the councils to any issues.
- Organise and carry out community litter picks.
- Actively promote the principles of the partnership, including engaging and interacting with Anglia in Bloom and other organisations as required.
- Seek sponsorship for existing and new initiatives.
- Design and implement planting schemes.
- To plan, coordinate plant and maintain displays throughout the town centre, with support from HTC's member of staff.
- Administer the operational meetings that take place with partners including the circulation of minutes and meeting dates.

Signed	Signed
Essex County Council	Braintree District Council
Date	Date

Signed	Signed
Halstead Town Council	Halstead in Bloom
Date	Date

This new Partnership agreement is the result of many hours of discussions between ECC, BDC, HiB and HTC, and all other parties have agreed the content.

Recommendation: that HTC approves the updated Partnership agreement

Sarah Greateorex

Sarah Greateorex
Town Clerk