



Community Initiatives Fund

APPLICATION FORM 2024/2025



You should use Section 6 of the Guidance Notes to help you complete this form.

	Reference (office use only)	
SECTION 1 - Applicants Details		
1	Local Authority Name i.e. District or City Council	Braintree District Council
2	Name of your organisation	Halstead Town Council
3	Is your organisation one of the following eligible entities? (Please circle) If No, then you are ineligible to apply	Parish or Town Council Registered Charity or Trust Constituted Management Committee Community Group or Voluntary Organisation Registered CIC Constituted Club or Membership Organisation
4	Contact details	Name: Sarah Greateorex Position in organisation: Town Clerk Address: Halstead Town Council, Queens Hall, Chipping Hill, Halstead CO9 2BY Email: townclerk@halsteadtowncouncil.org.uk ncouncil.org.uk Telephone:

		07808547290
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SECTION 2 – Project Details

5	Project title	Safer Streets
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6	Project location	Halstead
7	Anticipated start and completion date of project (cannot start before Jan 2025 must be completed before 31 March 2026)	1 September 2025 – 31 March 2026
8	Has your organisation received a CIF Grant or any other funding from Essex County Council in the past Three Years? If 'yes', please provide the details of the grant amount; what activity it supported; and what fund is was from	No
9	Is this a new standalone project/service or a continuation or expansion of an existing project/service?	Continuation of an existing project

10	Full Project Description (See Guidance Notes, Section 6.1.1(10)) If you are seeking funding for an existing project, please clearly demonstrate the track record of the project and the positive impact it has in communities.	Halstead was fortunate in 2023 to receive funding from the PFCC and the Home Office for a Safer Streets Project. This project is in place initially from 1/3/24 to 31/8/25. It has involved the installation of 29 CCTV cameras by Halstead Town Council, and the employment of a Streetwarden. The Streetwarden has had a significant effect on the antisocial behaviour in the town, on the level of shoplifting, littering, dogfouling, cycling in pedestrian areas, and substance abuse in the public gardens. His success has been endorsed by both the police and the Safer Streets project manager, and local residents. He works closely with the police, PCSOs, Specials, and those responsible for littering and flytipping at Braintree District Council. The Safer Streets project funding is for 18 months only, but we would like to continue to employ the streetwarden indefinitely, as he has had such a positive effect on the town.
11	Does your project engage with any of the Essex County Council <i>Levelling Up Essex</i> Priority Cohorts? If so, please explain which ones, and how. The Priority cohorts are: Children and adults with SEND, learning disabilities, or mental health conditions (taking an all-age approach) Children on free school meals Working families Young adults (16-25) who have not been in education, training or employment for around 6-12 months	Some of those who generally cause problems around the town are in this group

12	Have all consents or permissions been granted? If so, please give details. This may include: • permission from a landlord to undertake any works • planning permission • listed buildings consent Where they are not yet in place, the applicant must clearly demonstrate expected timescales for permissions to be obtained. In addition all Parish/Town Councils, constituted groups and Charities are expected to provide a minute extract indicating relevant organisation agreeing to submission.	N/A
13	Who owns the land or building where project is to take place, including details of lease arrangements? (See Guidance Notes Section 6.1.1 (13))	N/A
14	If you do not obtain this grant, how will the project still proceed?	We will have to budget for it, but this will be a large amount for the council to find
Section 3 – Community		

15	Please provide evidence that this project is needed by the local community and the benefits that will be attained from the project's delivery i.e. current usage, questionnaire results, proven demand.	Positive comments are received from both the public and the police on his contribution to the community. See question 10
16	Please provide details of how your project contributes towards, at least one of the strategic aims and related priorities in the Essex County Council Everyone's Essex: https://www.essex.gov.uk/everyones-essex-our-plan-for-essex-2021-2025 This might for example include projects that: • Help to reduce loneliness and isolation • Help to improve mental and physical health • Help to promote independence • Improve skills and employability • Enable and empower local climate action • Offer early help and prevention to those who most need it • Improve family resilience	This project fulfils the strategic aim of providing good jobs to reduce unemployment. It is also part of the aim to improve safety, by reducing the harms caused by those indulging needlessly in antisocial behaviour.

17	Please provide written or email evidence of support from your County Councillor, and any other relevant, bodies, associations, societies etc. with this application.	Supporting statement from • Cllr Chris Siddall ECC • Insp. Martin Richards Essex Police • Stephanie Clark, Safer Streets Project Manager BDC
18	Please provide details of any community 'benefits in kind' you will receive for your project?	

19	Please describe how your project will help advance the Public Sector Equality Duty (Equality Act 2010) aims. https://www.essex.gov.uk/Your-Council/Strategies-Policies/Equality-diversity/Pages/Equality-diversity.aspx	This project makes no discrimination between the diverse groups which make up our society, and treats all members of the public as equals.
20	Please give details of how you will sustain your project once the grant has finished.	We will initially apply for further grants, but if that is not successful we will budget for the project to continue.

SECTION 4 - Financial

21	Can you reclaim VAT?	Yes, but this is not relevant to this application, as we are requesting funds for paying staff.	
If you answered 'yes' to the above question, please show all costings exclusive of VAT. If you cannot reclaim VAT, please include it in your costings.			
22	What is the total cost of the project?	£12,154	
23	Amount of CIF grant requested in this application?	£6,077	
24	Please provide a full break down of project costings below: Please ensure you provide copies of at least TWO quotes from external contractors/suppliers for any works/materials being undertaken/supplied		
Item		Amount (£)	Estimate attached?
Salary for 6 months		9222	

Employer pension payments Pension for 6 months	2287	
Employer NI for 6 months	645	

25	How much is your organisation putting towards this project? Parish/Town Councils must provide matched funding of a minimum of 50% of the total cost of their project. All other applicants should demonstrate any match funding they are committing should they be doing so.	£6,077
26	For Parish/Town Councils only: If you cannot contribute 50% towards the total cost please provide details why? (please refer to section 4.4 in the guidance notes for details around how to address this question)	
27	How much does your organisation have in unrestricted reserves? Please Demonstrate why you are unable to fund this project yourselves. See Guidance Notes 6.1.1(27))	We do not have anything in unrestricted reserves. All reserves are earmarked for use in particular projects.
28	Please complete details below: Total Cost of Project £12154 Less Grant Sum Requested £ 6077 Less your contribution £ 6077 Total (zero or shortfall) £0	

	If a shortfall exists please state below the source and sum on how this will be funded?		
Source of other funding	Details	Amount	Confirmed?

29	If the applicant is a Town or Parish Council, please provide the following information	Amount of Parish precept paid by a Band D property: £ 51.70 Total number of properties in your Parish: 4452.22 Total Annual precept raised: £230,519		
30	If the applicant is a club or similar, please provide the following details	Number of members: Annual Membership fee charged: Numbers on waiting list: Total Membership Fee Income:		

Declaration

We understand that if the project or any information contained within this application changes in any way, prior to the award panels, we must inform the Grant Funding Administrator immediately.

We are authorised to make this application on behalf of the applicant organisation and confirm that we have read, understood and accept the Community Initiatives Fund guidelines and criteria and that

the information provided in this application is true and accurate to the best of our knowledge and belief:

We understand that submission of this application does not constitute acceptance to fund the project and that the availability of funding and decisions to fund (whole or in part) is solely discretionary and that the decision of the award panel is final.

Signed:

Date: 4/9/2024

Name (please print)

Position: Town Clerk

Sarah Greateorex

Telephone: 07808547290

Email: townclerk@halsteadtowncouncil.org.uk

Signed:

Date:

Name (please print):

Position:

Telephone:

Email:

Sarah Greateorex

CHECKLIST

Before submitting this application, please ensure you have included the following:

A copy of your recent accounts	√
Your reserves policy	√
Evidence of your constituted status	
Evidence of quotations received	
Email confirmation from your Essex County Councillor	√
All Parish/Town Councils, Constituted Groups and Charities have provided a minute extract	√

You may attach supporting evidence if you feel it strengthens your application, but please be reasonable about the quantity of documents you send us.

Completed applications are to be returned by email, no later than:

Friday 18th October 2024 (23:59 hours)

To: Grant Funding Administrator

Email: funding@ealc.gov.uk

Telephone: 01371 879722

Late applications WILL NOT be accepted.

Failure to provide required supporting documentation for the application will result in an unsuccessful application.

If you have any further questions regarding your submission, then please do not hesitate to contact the Grant Funding Administrator on the above details.



Your Personal Information

The EALC is committed to protecting your privacy and will treat your personal data in accordance with the provisions of the Data Protection Act 1998. Information submitted by you will be used to enable the council to provide the services or information you have requested. Your information will not be used for other purposes or supplied to third parties except in accordance with the law. Under the Data Protection Act 1998, you can make a formal request for the following information:

- CLARIFICATION THAT YOUR PERSONAL DATA ARE BEING PROCESSED BY THE COUNCIL
- A DESCRIPTION AND COPIES OF THE PERSONAL DATA BEING HELD
- THE REASONS WHY THE DATA ARE BEING PROCESSED
- DETAILS OF TO WHOM THEY ARE BEING OR MAY BE DISCLOSED

Appendix – Endorsements

From Essex County Councillor Chris Siddall

Dear Sarah

Thankyou for your email regarding your application for the CIF.

I am well aware of the antisocial behaviour that we see in Halstead and commend the work that Halstead Town Council has done in order to tackle this in our town.

I am very much in support of the application you have made to the CIF fund and wish you every success.

Best Regards

Cllr Chris Siddall

Essex County Council for Halstead

Mobile: 07860 322181 | Office: 01376 562288

From Inspector Martin Richards, Essex Police

Essex Police and I as the local Commander for Braintree District cannot over emphasize the critical role undertaken by Street Wardens throughout my Districts whereby it has been well documented that Street Wardens play a crucial role in enhancing community safety, maintaining public order, and improving the quality of life of the communities. Recently through the Safer Streets initiative Halstead has gained a Street Warden - Matthew Farmer - It has always been my strong belief that Street Wardens enhances the role of the Police by playing a vital role in our communities by acting as the eyes and ears on the ground, fostering a safer and more welcoming environment for everyone. Their functions dovetails into roles that are traditionally undertaken by my Uniformed Police Constables and Police Community Support Officers, which then allows my team to concentrate on other aspects of Policing that will greater enhance community cohesion and safety. It has been seen and proven that Matthew's presence does deter anti-social behaviour that will addresses minor infractions before they escalate and increasingly important for all of our communities, whereby he provides a reassuring, approachable point of contact for residents and dare I say visitors to the beautiful town. Matthew has worked with my team to build strong relationships with the public and local businesses, whereby he has supported law enforcement and has enhanced the overall quality of life, making our streets cleaner, safer, that will ultimately make Halstead more vibrant. It is my strong opinion that we must continue to support and invest in the Street Warden initiative as they are an essential component of effective community safety.

Martin Richards

Chief Inspector 70750 | Braintree & Uttlesford District Commander

North Local Policing Command

Essex Police

07989 694259 | martin.richards@essex.police.uk

From Stephanie Clark BDC Project Officer Safer Streets Project

Street Warden for Halstead

The Halstead Street Warden has been funded for a period of eighteen months by Home Office Safer Streets funding which was secured for Halstead. The [Safer Streets Toolkit](#) was produced by the College of Policing and supports the delivery of the Safer Streets fund by bringing together existing evidence and resources to support bids.

This toolkit notes that neighbourhood and community wardens reduce crime by increasing the risk and by extending and strengthening formal surveillance. It is noted that they act as a deterrent for issues with anti-social behaviour and participate in appropriate initiatives aimed at maintaining safe and clean neighbourhoods within bid areas.

As part of the Safer Streets programme, a survey was launched in February 2024 to ask members of the public about their views on feelings of crime and safety in Halstead. Respondents were asked what they thought would make the area safer and nine respondents specifically mentioned that they would like a Street Warden in the area. The survey highlighted that the perception of anti-social behaviour is high amongst residents, and the Street Warden provides a visible, high profile and pro-active presence to deter this. They help reduce the fear of crime and give the public greater reassurance by having a dedicated local presence and acting in an eyes and ears role for the local community.

Essex Police have noted that the number of reports of low level anti-social behaviour have decreased due to the presence of the Street Warden in town. The Council's Scene Protection Team has received lots of positive feedback about the Street Warden from local residents. A number of older residents have commented that the Street Warden has improved their feelings of safety.

The Council's Community Services Team have also received further positive feedback from staff at the Co-op in Weavers Court who noted that that issues with shoplifting and groups of people hanging around have decreased. In the Safer Streets survey, respondents were asked whether there was a specific area where they felt unsafe in and Halstead Public Gardens was mentioned the most, with Weavers Court coming second.

The Street Warden not only benefits the local community directly but also strengthens joint partnership working and increases available intelligence to identify crime as the Street Warden regularly patrols with Essex Police, the Council's Street Scene Protection Team and Eastlight Community Homes. The Street Warden also liaises with local businesses to encourage the reporting of crime and provides a constant and recognisable presence in the local community.

Additional funding will continue to deter anti-social behaviour which was noted in the survey as being the prevailing main concern by respondents, and it will also create feelings of safety for Halstead residents and visitors.

Stephanie Clark

Safer Streets Project Officer

Braintree District Council | Causeway House, Bocking End, Braintree, CM7 9HB

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