



PARTERSHIP AGREEMENT BETWEEN STOCKTON BOROUGH COUNCIL AND BILLINGHAM TOWN COUNCIL

JOHN WHITEHEAD PARK MANAGEMENT FUNCTIONS

The purpose of this agreement is to provide an outline of what the roles and responsibilities of Billingham Town Council, referred to as BTC, and Stockton Borough Council, referred to as SBC, are whilst working in partnership and the level of service the partnership will provide to the general public, park users and other stakeholders in the Park.

This agreement is subject to 6 monthly review and will form an addendum to any formal lease agreement/funding applications relevant to the partnership.

Stockton Borough Council

SBC are currently providing a range of capital improvements within the park including the new tennis courts, wheeled sports area, multi use games areas (MUGA) as well as subsequent infrastructure improvements. These improvements align with the Council's Green Infrastructure Strategy and Plan for Stockton. The overall purpose of a Green Infrastructure Strategy and Plan for Stockton is to:

"To deliver a Borough-wide green infrastructure network, comprising high quality multi-functional green spaces, woodlands, river corridors and countryside, with inter-connecting links. Such a network will provide a wide range of social, economic and environmental benefits, improving quality of life for all and contributing to regeneration within the Borough."

Making a direct contribution to achieving the Council's Objectives which will help to realise that vision and raise the perception of the Borough as attractive place to live work and visit.

John Whitehead Park is within the ownership and ultimate responsibility of SBC and day-to-day management of the facility currently sits within the Development & Neighbourhood Services Portfolio. Moving forward, SBC aspire to increase the level of management functions and responsibilities taken by BTC which will include the management of the café buildings, youth facilities, events and the management of the new capital investments.

SBC will work in partnership with BTC.

Billingham Town Council

"To serve the people of Billingham, enhancing services and putting the pride back into our community"

The Town Council will play a leading management role in the running of the Park which will include liaising with the range of organizations, groups and bodies which work from or are linked to the Park, be responsible for Chairing the JWP Stakeholder Group and to consider appropriate funding streams which can be accessed to bring increased visitor numbers into the Park.

The Partnership between SBC and BTC

The partnership exists to ensure a well-used, safe attractive facility is available for public use providing sustainability for future generations. BTC will work in partnership with SBC to provide funding and support for the park including but not exclusive to:-

- Delivery of project works within the park
- Youth activity provision within the park (subject to planning permissions obtained for change of use)
- Events within the park
- Support the activities of other users of the parks facilities.
- Provide a management function the booking of facilities, including the tennis courts and wheeled sports area.
- Provide a management function for the café building
- Undertake daily cleansing provision for the toilets which are within the café building for use by the general public.
- Facilitate and lead the JWP Stakeholder group. Issues which are identified in the stakeholder group will be discussed by BTC and SBC and mutual agreement made on how these issues will be handled.

Joint working and projects must act in accordance with the following: -

- Fit strategically with the Council and Stockton Renaissances objectives
- Fit strategically with the Council objectives, such as the green infrastructure strategy, the climate change action plan etc.
- Fit with Council Policies and Procedures
- Be approved by the Council
- Be supported by local people and other community groups in the area.
- Actively commit to community participation where appropriate
- Contribute to equality of opportunity and equitable access to development and facilities

Principal Roles and Responsibilities

This table outlines the agreement between primary roles and responsibilities but is not inclusive of all issues

The partnership will be monitored by both parties during Quarterly partnership meetings.

SBC will be responsible for:	You will be responsible for:
Managing the partnership arrangement	Sharing any ideas for improvement or development within the Park with SBC
Promoting good relations with BTC	Promoting good relations with SBC
Support BTC and give any advice and technical assistance	Providing a management plan for the ongoing management of the café and functions / events within the Park.
Final decisions that affect management and development of the Park and its assets	Operate the café building using directly employed staff, or through accredited agencies for seasonal or temporary staff.
Updating the Management Plan for John Whitehead Park and overseeing any outstanding actions	Ensure that the café is open at peak periods in order to provide a refreshment service to park users.

<p>Sourcing Appropriate Funding for future Developments and in conjunction with BTC where appropriate</p> <p>Management and Maintenance of all SBC Assets within the Park, including cleansing arrangements, highway inspection and repairs and grounds maintenance activities.</p> <p>Provide security within the park, including opening and closing of all park gates</p> <p>Liaison with internal and external partners, such as ASB, Police</p> <p>Keeping BTC updated with any proposed developments within the park</p> <p>Initiating review of Partnership & BTC procedures</p> <p>Promoting the use of and recreation within the Park</p> <p>Consultation with users of the Park</p> <p>Any promotional materials, agreeing content and resourcing production and distribution</p> <p>Being kept informed of Events that are being held in the Park</p> <p>Keeping all Council Members and members of the public informed of any events/improvements identified within the park</p> <p>Keeping BTC informed of any organisational changes</p> <p>Assist with any events organised by BTC and provide suitable arrangements for cleansing as required</p>	<p>Provide a management function for the booking of tennis courts and wheeled sports area, including ongoing liaison and partnership working with relevant stakeholder groups.</p> <p>Delivery of actions identified and agreed in the Management Plan relevant to BTC</p> <p>Lead on complaints raised by users of the tennis courts and wheeled sports area – in conjunction with discussions with SBC as required.</p> <p>Lead on funding applications for agreed projects where appropriate (i.e where applications by the Council not permitted by funding bodies)</p> <p>Sourcing Appropriate Funding for future Developments and in conjunction with SBC and other key stakeholders where appropriate</p> <p>Reporting any issues regarding the management or maintenance of SBC Assets</p> <p>Promoting the use of and recreation within the Park</p> <p>Allowing SBC to be involved in meetings and provide information when requested in order to adhere to their responsibilities (such as Freedom of Information requests etc)</p> <p>To provide information where requested</p> <p>Allow information to be shared with the wider community</p> <p>Assist Council officers in provision of information, (such as FOI requests, complaints and enquiries)</p> <p>Assisting SBC on consultation with users of the Park</p> <p>Provide representation on SBC Events committee and SBC working groups relevant to John Whitehead Park</p> <p>Keeping Officers from SBC informed of any organisational changes</p> <p>Update JWP Café Asset Register on a 6 monthly basis</p> <p>Produce marketing material associated with events and functions within the Park which are being led by BTC</p> <p>Fund and undertaken the management of Events in the Park</p>
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Café Operation

The café within John Whitehead Park exists to provide a sustainable community facility for park users, providing hot and cold drinks and snacks.

SBC will be responsible for:	You will be responsible for:
<p>Final decisions relating to the development within the café building</p> <p>Agreement of a Lease arrangement for management of the Café area and the two adjacent rooms</p> <p>Responsible for inspection of the footways leading to the café building and undertaking repairs as required.</p> <p>Maintain all services which supply the building</p>	<p>Providing a sustainable, café facility within John Whitehead Park at times which align with peak visitor periods.</p> <p>Sharing any ideas for improvement or development within the café and discussing these with SBC representatives</p> <p>Provide appropriate staffing levels to operate appropriate opening hours of the cafe</p> <p>Agree any additional activity to the normal café opening with SBC in advance ie. Community hire, booked lunches or meals etc</p> <p>Agree with SBC any BTC assets to be stored in the café area</p> <p>Agreeing Opening Hours of Café Area, following initial discussion and confirmation of acceptance with SBC. It is expected that this will be a fluid arrangements with times dependant upon seasonal demand and can be amended to align with planned events within the Park. This may include the use of summer and winter hours.</p> <p>Agree with SBC any change to café opening hours – giving sufficient notice (48 hours) to any temporary changes (and 28 days notice to permanent changes).</p> <p>Agree advertising and promotional material for the café with SBC</p> <p>Agree saleable items for use outside of the café premises with SBC</p> <p>Pay for services used within the café area, utility bills to be paid on a quarterly basis and recharged to BTC via invoice</p> <p>Provide refreshments where possible for Events within the Park</p> <p>Arrange opening, cleansing and management of the adjacent toilet facilities within the main café building – this will be linked to the opening times of the café.</p>

Agreement between Stockton Borough Council and Billingham Town Council in relation to the management of John Whitehead Park Café building and associated park management functions.

Form for completion by SBC Lead Officer/Lead BTC Member

Main Contact Name SBC:	
Address:	
Contact Number/ Email Address:	
Compliance with Code of Practice - Governance (if applicable)	Y <input type="checkbox"/> N <input type="checkbox"/>

Lead Officer Signature.....

Lead Officer Name.....

Date:

Main Contact Name BTC:	
Address:	
Contact Number/ Email Address:	
Compliance with Code of Practice - Governance (if applicable)	Y <input type="checkbox"/> N <input type="checkbox"/>

Regine Lee

Chairman

Lead Member

D Ridcabby

Executive Officer

Lead Officer

Date: 25th June 2013...