



## CLACTON TOWN BOARD

**DATE:** Friday, 19 July 2024  
**TIME:** 2.30 pm  
**VENUE:** Westcliff Theatre, Tower Road,  
Clacton-on-Sea, CO15 1LE

**MEMBERSHIP:**

**G Kieffer (Chairman)**

**S Alexander**

**B Ball**

**I Davidson**

**N Farage MP**

**N Gallagher**

**Councillor I Henderson**

**R Hirst**

**R Mitchell-Gears**

**Dr. E Murray**

**C Newnes**

**Councillor M Stephenson**

**L Taylor-Green**

**Councillor L Wagland**

If you have any queries regarding this meeting, please contact Keith Simmons, Head of Democratic Services & Elections Email: [ksimmons@tendringdc.gov.uk](mailto:ksimmons@tendringdc.gov.uk) or Telephone: (01255) 686580.

DATE OF PUBLICATION: Thursday 18 July 2024

## AGENDA

### 1 **Welcome**

The Chairman will welcome everyone to the meeting.

### 2 **Apologies for Absence**

The Board is asked to note any apologies for absence.

### 3 **Minutes of the Last Meeting (Pages 5 - 10)**

The Board is asked to confirm as a correct record the minutes of the last meeting of the Board held on Friday 24 May 2024.

### 4 **Terms of Reference of the Board (Pages 11 - 14)**

The Board is asked to note a minor change to its terms of reference following the election of the new Member of Parliament for the Clacton Constituency.

### 5 **Update on Long Term Plan**

The Board will receive an update on the Long Term Plan for Towns.

### 6 **Quick win ideas and budget**

The Board will discuss ideas for 'quick wins' and will be asked to approve its budget.

### 7 **Consultation update & proposed next steps**

The Board will receive an update on the consultation and the next steps for engagement on the Long Term Plan for Towns.

### 8 **Any other Business**

The Board will discuss any other business raised by members of the Board.

### 9 **Next Meeting(s)**

The Board will discuss and agree the date(s) of its next meeting(s).

# **Information for Visitors**

## **FIRE EVACUATION PROCEDURE**

There is no alarm test scheduled for this meeting. In the event of an alarm sounding, please calmly make your way out of any of the fire exits in the room and follow the exit signs out of the building.

Please heed the instructions given by any member of staff and they will assist you in leaving the building and direct you to the assembly point.

Please do not re-enter the building until you are advised it is safe to do so by the relevant member of staff.

Your calmness and assistance is greatly appreciated.

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**MINUTES OF THE MEETING OF THE CLACTON TOWN BOARD,  
HELD ON FRIDAY, 25 MAY 2024 AT 2.30PM  
IN SAM'S HALL, IMPERIAL HOUSE, ROSEMARY ROAD CLACTON-ON-SEA CO15 1NZ**

Board Members present:	George Kieffer (Chairman), Sharon Alexander, Cllr Ivan Henderson, Neil Gallagher, Roger Hirst (initially via telephone and then in-person), Ella Latham, Rob Mitchell-Gears, Emily T Murray, Cllr Mark Stephenson and Giles Watling MP
In attendance:	Steve Evison, Lee Heley, Sam Jones, Pippa Brent-Isherwood (initially via telephone and then in-person) and Keith Simmons

**[Note: Specific action shown in bold]**

## **11. APOLOGIES FOR ABSENCE**

Apologies for absence were received from the following Members of the Board:

- Billy Ball,
- Ian Davidson,
- Craig Newnes,
- Laura Taylor-Green,
- Cllr Lesley Wagland.

## **12. INTRODUCTIONS**

Those in attendance, and Roger Hirst via the telephone, introduced themselves for the benefit of the other attendees. Neil Gallagher, as a new Board Member, was welcomed. Neil was also Executive Headteacher of the Clacton County High School.

## **13. CHAIRMAN'S REPORT ON THE TOWN BOARDS' CHAIRMEN'S MEETING AND NO 10 RECEPTION**

The Board's Chairman submitted a written report on a meeting/reception held for Town Board Chairmen with the Parliamentary Under-Secretary of State (Jacob Young MP) and the Interim Chairman of the Towns Unit of Government (Adam Hawksbee) on 15 May 2024. At the meeting, there was reference to the anticipated content of the 10 year vision, the utilization of consultants in developing Town Plans, the best practice consultation essentials being developed by Zencity (a consultancy engaged by central government), the fact that a change of Government could not be bound by decisions of the then Government on funding, the opportunity to borrow against future committed funding streams and networking with other Town Board Chairmen,

The written report was introduced by the Board's Chairman who also specifically referenced the progress being made locally and that many other Town Boards were broadly at the same point in development of their respective visions. The continuing need to produce the 10 year vision by 1 August 2024 was also commented upon.

**The report from the Chairman was received.**

## **14. COMMUNITY ENGAGEMENT UPDATE (INC. YOUTH BOARD)**

The Board was advised on the current position in respect of consultation to support the 10 year vision. In view of the timeline for production of the vision (1 August 2024) and the restrictions on consultation during the pre-election period up to the General Election on 4 July 2024, a re-focusing of activity had taken place to utilize the extensive range of existing consultation findings across a range of organisations with a view to identifying facts and views relevant to the development of the vision. These existing sources of opinions and wishes obtained through consultation included the views of young people locally.

Roger Hirst reported on experiences elsewhere in Essex Police Area in relation to diversionary measures to counter anti-social behavior and the learning that came from those experiences.

Neil Gallagher indicated that pupils in the upper age groups at senior schools locally could well relish the opportunity to talk about their wishes for the Town. **He agreed to lead on youth engagement and the Youth Board on behalf of the Clacton Town Board.**

**That the update on consultation to support the 10 year vision be received.**

## **15. INITIAL ACTIVITY AND EXPENDITURE**

The Board was informed of the capacity monies received in respect of the Long Term Plan for Towns and the initial allocation of those funds (as referenced in the submission considered at Minute 16a below). There was then a discussion about some potential for initial activity that could happen in the shorter term.

In respects to initial activity, reference was made to the recent developments in Dovercourt under the Accelerator Scheme (again funded through Government). There, relatively simple steps like hanging baskets, jet cleaning and empty shop window wrapping had a marked positive effect locally. Shop owners/tenants were also approached to consider improvements to their shop frontages (and small grants were made available to support such steps). Billy Ball, in his role as Chairman of the Tourism Forum, had been invited to visit Harwich to consider measures from that Town's experience that could be useful for Clacton-on-Sea.

A wider discussion took place around street banners and way finder street furniture to help route footfall through the Town Centre.

**It was agreed that:**

- (a) Members of the Board be invited to identify activity and actions they considered should form part of the initial activity to improve the Town (based on the available finance) and to submit those proposals.**
- (b) The wrapping of 17 shop fronts in the Clacton-on-Sea Town Centre be supported and that the funding for this be from the initial funding provided to support the development of the 10 year vision.**

## **16. GOVERNANCE MATTERS:**

### **a. TOWN BOARD GOVERNANCE SUBMISSION TO DLUHC**

The Board was provided with a submission that had been made in respect of the Clacton-on-Sea Long Term Plan for Towns Scheme in early April 2024 that had been made following agreement with the Board's Chairman and the Tendring District Council's

Assistant Director of Finance and IT (as that Council's 'Section 151' Officer). The 'Section 151' Officer agreement to the detail in the submission was necessary, as Tendring District Council was the accountable body for funding through the Long Term Plan for Towns.

**The submission was received and its content endorsed.**

**b. REVISED TERMS OF REFERENCE (TO INCLUDE OBSERVERS)**

The Terms of Reference previously adopted by the Board (Minute 8 of 21 March 2024 refers) were re-submitted with amendments to reflect the membership of the Board of Neil Gallagher (see Minute 12 above) and Ian Davidson (Tendring District Council's Chief Executive), to provide for Observer status at Board Meetings of nominees from the Cities and Local Growth Unit of the Government's Local Growth Team and of Essex Police's District Commander.

**The amended Terms of Reference, as submitted, be approved.**

**c. PUBLIC ACCESS TO THE BUSINESS OF THE BOARD**

The Board was advised that the Government's expectation of Town Boards was that they operate in an entirely transparent way. As such, Government expected Town Boards to publish membership and governance arrangements (including minutes of meetings and decision logs) on the lead council's website. Government also expected Town Boards to publish:

- a documented decision-making process outlining the voting rights of the board
- profiles of board members
- all board papers in advance of the meeting
- draft minutes of meetings following the meeting
- final minutes, once approved by the board
- any conflicts of interest reported, within the published minutes

Town Boards should also follow the lead council governance and finance arrangements when considering private reports, with the default position being that all papers are open to the public.

**The public access arrangements set out above be approved and implemented.**

**d. CODE OF CONDUCT/DECLARATIONS OF INTEREST IN BOARD ACTIVITIES**

A paper entitled "Avoiding Conflicts of Interest and Upholding the Nolan Principles" was circulated to attendees at the meeting. The paper had been developed with due regard to the requirements set out in Government Guidance to Town Boards and Accountable Bodies. The paper recognized that Members of the Board brought beneficial views and knowledge from the business, public, voluntary or community interests from which they had been drawn from. As Board Members with influence over the use of public funding for which the Tendring District Council was the accountable body, Board Members were in a position of trust. The Nolan principles were set out for the Board as follows:

- **Selflessness** – Holders of public office should act solely in terms of the public interest.
- **Integrity** – Holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work.

They should not act or take decisions to gain financial or other material benefits for themselves, their family, or their friends. They must declare and resolve any interests and relationships.

- **Objectivity** – Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.
- **Accountability** – Holders of public office are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.
- **Openness** – Holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.
- **Honesty** – Holders of public office should be truthful
- **Leadership** – Holders of public office should exhibit these principles in their own behaviour and treat others with respect. They should actively promote and robustly support the principles and challenge poor behaviour wherever it occurs.

Board Members were bound by those principles

On a practical level, the following provisions applied to all Members of the Board in respect of the business of the Board:

- In the event that there was a conflict of interest, the person so conflicted would immediately declare the nature of the conflict or potential conflict and withdraw from any business where the conflict would be relevant.
- Whenever a person had an interest in a matter to be discussed at a meeting the person concerned would not be entitled to remain present at the meeting during discussion of that matter.
- The Monitoring Officer of Tendring District Council could, at any time, authorise a person to remain in the meeting of the Board whilst a matter in which they have or might have had a conflict of interest was discussed, provided that the conflict of interest was declared and the Monitoring Officer had been given reasonable opportunity to consider the extent of the conflict of interest.

A Register of Interest would be maintained by the Monitoring Officer of Tendring District Council.

**That the content of the paper entitled “Avoiding Conflicts of Interest and Upholding the Nolan Principles” submitted to the Board be approved and adopted.**

**e. COMMUNICATIONS AND COMMUNICATIONS PROTOCOL**

A draft protocol for communications about the work of the Town Board was provided to the meeting. It set out the principles to be applied to communications; the presumption that it would be the Board’s Chairman would be quoted in any press statements etc, a defined process for approving press statements etc, the distribution to Board Members of any such statements etc. It also outlined considerations in the event that the Board would wish to utilize social media.

The opportunity for Board Members to contribute to the development of an online presence for the Board was a topic raised in the discussion of this item. In particular, it was felt that



Billy Ball, as Chairman of the Tourism Forum, may be able to contribute to such a development of the online presence.

**That the Town Board Communications Protocol submitted to the Board, as a draft, be approved and adopted.**

#### **17. NOTES OF THE WORKSHOP ON 15 APRIL 2024**

The notes from the workshop on 15 April 2024 were submitted formally to the Board.

**It was agreed to receive the Workshop Notes as submitted.**

#### **18. NEXT MEETING (26 JUNE AT 1.30PM)**

In view of the announcement from the Prime Minister, Rt Hon Rishi Sunak MP, on 22 May 2024 that the United Kingdom Parliamentary General Election would take place on 4 July 2024, there was a general agreement among the Members of the Board that the scheduled meeting of the Board on 26 June 2024 should not proceed. **As such, the next meeting would take place on Friday, 19 July 2024.**

Civil Servants would be operating a national pre-election protocol from 25 May until 4 July 2024 and local government would be operating its own protocol from 4 June 2024. Given the need for impartiality in the operating of the civil service and local government, a number of actions and decisions would not be possible while the protocols were in place.

The meeting ended at 4.10pm

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**Chairman of the Board**

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## Clacton-on Sea Town Board - Terms of Reference

(updated as shown in red)

### PURPOSE

The Town Board has been created to develop a Long-Term Plan for Clacton, comprising a 10-year vision and investment plan (initially 3 years).

The Board will be responsible for providing a strategic view and leadership for the promotion and development of the town.

It will be facilitated by Tendring District Council and is supported by endowment style funding from central government.

### OBJECTIVES

1. To develop and agree a Town Investment Plan in consultation with the local community, including a 10-year vision and develop a clear programme of interventions.
2. Identify evidence requirements and draw on existing evidence as appropriate to support the development of a Town Investment Plan
3. Provide support and oversight to the delivery of the agreed Town Investment Plan.
4. Provide perspective, add value, develop project ideas and work alongside other key partners including Tendring District Council, Essex County Council, Department for Work and Pensions.
5. To ensure better co-ordination and use of existing resources and to maximise leverage of additional public / private investment.
6. To consider strategic issues facing Clacton and to provide leadership in relation to them.
7. To involve private, public and voluntary sectors in the work of the Board through a proactive approach to communication and engagement.
8. Maximise the town's asset base to enhance the prosperity of Clacton for all members in our community and for future generations.
9. To connect, advocate for and champion partnership working across Clacton, including, celebrating achievements, promoting the town to relevant bodies on a local, regional and national level.
10. To adhere to The Seven Principles of Public Life (I.e. the 'Nolan Principles').

### Membership

Nominated deputies will provide representation when a Board member (listed below) is unable to attend.

The term of office for members will initially be for one year, with the potential to serve future three-year terms.

Membership of the Board, including its Chair, will not be remunerated. However, reasonable travel expenses may be reimbursed at the relevant prevailing HMRC non-taxable rate subject to production of necessary receipts, not otherwise reclaimed from their nominating organisation.

Where members join the board by virtue of their office, their membership will end when they leave office.

<b>Organisation</b>	<b>Member</b>
Independent Chair	George Kieffer
Local Business, Mc Donalds	Craig Newnes
MP for Clacton	Nigel Farage
Clacton Tourism Group	Billy Ball
Police & Crime Commissioner's Office	Roger Hirst
NHS/Alliance	Laura Taylor Green
University of Essex	Dr Emily Murray
Tendring District Council, Leader	Cllr Mark Stephenson
Tendring District Council, Deputy Leader	Cllr Ivan Henderson
Tendring District Council, Chief Executive	Ian Davidson
Essex County Council	Cllr Lesley Wagland
Westcliffe Theatre	Rob Mitchell-Gears
CVS Tendring	Sharon Alexander
Education, Executive Headteacher of the Clacton County High School	Neil Gallagher

## **OBSERVERS**

The Board recognises that there is a legitimate interest by Government in being able to nominate individuals from the Cities & Local Growth Unit of the Government's Local Growth Team to attend meetings of the Board as observers.

The Board also recognises the value to its work to be derived from the Essex Police District Commander attending Board meetings as an Observer.

The Board shall consider and determine other requests for observer status at Board meetings as and when they arise.

## **OPERATION & ADMINISTRATION**

1. Meetings will be organised at least quarterly, with the option to call additional meetings when required.

2. Public sector officers will be present at meetings to observe and contribute to discussion but will not hold voting powers.
3. Meeting formats will be flexible, including for example headline guest presentations and group discussions.
4. Non-members to be invited to Board meetings to provide input to relevant agenda items as appropriate.
5. The Town Board members will agree a communications protocol which will set out the parameters in which internal and external communications will be conducted.
6. To periodically review the Board's priorities, membership, and working practices to ensure they remain appropriate and effective.

### **ACCOUNTABLE BODY AND RESPONSIBLE AUTHORITY**

1. Tendring District Council (TDC) is the accountable body for the programme and the responsible authority for funding for the Long Term Plan for Towns and the Levelling Up Partnership funding, and holds the funding from the Government.
2. TDC will have to perform its own governance in relation to decision making and funding in addition to engagement with the Town Board.
3. TDC will perform secretariat functions for the Board including, but not exclusive of, recording attendance, minute-taking, and convening meetings.

### **FUNCTION**

1. It is members' responsibility to feedback information from the Town Board to their relevant organisations.
2. Sub-groups / working groups will be convened to address specific areas requiring expertise, linking in with existing partnerships where appropriate.
3. The Board will work with partners to deliver the Town Investment Plan and wider regeneration activities in Clacton.
4. In the event of a Board decision, the group will seek consensus. Where consensus is not possible, a simple majority of members present will suffice, and in the event of a 50/50 split the chair will have the casting vote.
5. The meeting will be quorate when there are at least eight Board members present either in person or virtually if the meeting is hybrid.
6. In the event that a Board member is unable to attend, they can be represented by a named deputy only.
7. New members can be adopted by a consensus vote.

### **CHAIR**

1. The Chair will lead the Town Board and ensure effective representation across the membership.
2. The term of the Chair will be for one year initially, however extensions to this term will be permitted with the support of the Board.

3. The Chair will be the lead contact between the Board and representatives for Tendring District Council as accountably body and responsibly authority.
4. They will chair the meetings in accordance with the aims and objectives of the Board.
5. To connect, advocate for and champion partnership working across Clacton, including, celebrating achievements, promoting the town to relevant bodies on a local, regional and national level.
6. There will be no remuneration for the post of Chair
7. A Vice-Chair will be nominated by the Board.

### **Amendments**

These Terms of Reference shall be reviewed and updated as required, by agreement of Board members.

DRAFT