



CLACTON TOWN BOARD

DATE: Thursday, 21 March 2024
TIME: 3.30 pm
VENUE: Sam's Hall, Imperial House,
Rosemary Road Clacton-on-Sea
CO15 1NZ

MEMBERSHIP:

G Kieffer (Chairman)	R Hirst
S Alexander	R Mitchell-Gears
B Ball	Dr. E Murray
I Davidson	C Newnes
N Gallagher	Councillor M Stephenson
Councillor I Henderson	L Taylor-Green
G Watling MP	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 or Telephone: (01255) 686580.

DATE OF PUBLICATION: 15 MARCH 2024

AGENDA

1 Chairman of the Clacton Town Board

The Board is requested to confirm the appointment of George Kieffer as its Chairman.

2 Apologies for absence

The Board is asked to note any apologies for absence.

3 Introductions and expectations from Board members

Board members will introduce themselves and outline their expectations of the work of the Board moving forward.

4 Opening remarks

The Leader of Tendring District Council (Councillor Mark Stephenson) will make opening remarks.

5 Long term plan for towns requirements and context (Pages 5 - 8)

Tendring District Council's Portfolio Holder for Economic Growth, Regeneration & Tourism (Councillor Ivan Henderson) will outline to the Board the Government's requirements and context behind the long-term plan for towns initiative.

6 Reflections

The Member of Parliament for the Constituency of Clacton (Giles Watling MP) will give his reflections on this matter.

7 Appointment of Board Members

The members of the Board will be formally elected.

8 The Board's Terms of Reference (Pages 9 - 12)

The Board will consider and approve its terms of reference.

9 Discussion: What does a 10 year vision look like for Clacton-on-Sea Town Centre

The Board is invited to discuss a vision for the future of Clacton Town Centre.

10 Future meetings of the Board

The Board will consider the dates of, and arrangements for, its next meetings.

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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Agenda Item 5

Clacton Town Board - Long Term Plan for Towns

Purpose

This paper provides background information on Government's Long Term Plan for Towns policy, and the tasks required under the programme in the coming months. The paper gives a briefing to new members of the Clacton Town Board, based on Government guidance.

Introduction

In the Autumn Statement 2023 the government announced the new Long-Term Plan for Towns, to regenerate 55 towns, including Clacton on Sea.

Each town will receive a **10-year endowment-style fund with £20 million of funding** and support to give towns long term certainty to deliver projects over multiple years and the flexibility to invest in interventions based on evolving local needs and priorities. This will ensure a focus on long-term strategic transformations as well as shorter-term improvements.

A new Town Board will bring together community leaders, employers, local authorities, and the local MP to develop a 10-year Long-Term Plan) for their town, setting out the town's vision and priorities for investment and regeneration, aligned to themes of safety and security, high streets, heritage and regeneration, and transport and connectivity.

Towns will be required to demonstrate how they have developed plans in consultation with local people. As part of this plan, areas will be expected to bring something to the table, whether that is the time and resource of key people, local match-funding or properties to include in regeneration projects.

The Investment Plan

Through their Long-Term Plan, towns will identify the measures that matter most to local people under three broad investment themes:

1. Safety and security

It is impossible to level up a town if people do not feel safe to go into the town centre and businesses are unable to trade because of crime and anti-social behaviour. Towns that feel or are unsafe repel consumers, deter investors, and undermine the norms and behaviour that underpin a thriving society, and pride in place.

Interventions could include new and improved security infrastructure, such as CCTV and street lighting; providing additional hotspot policing and local authority wardens; as well as diversionary activity such as support for community outreach facilities.

2. High streets, heritage and regeneration

High streets have been centred on retail since the 1960s. As domestic and retail needs have increasingly been met online and in out-of-town retail centres, the challenge for high streets has been whether they are able to adapt. The hollowing out of high streets and town centres can affect the liveability of a place, making it less attractive for, and harder to retain more highly skilled workers.

Interventions could include remediating and repurposing vacant shops – including converting these to high quality housing and investing in wider improvements to housing stock; preserving and improving heritage sites in the town; creating and maintaining parks and green spaces; supporting high street cleaning projects; new markets/high street days; establishing Business Improvement Districts; running high street rental auctions; supporting skills and community development so local people can take up opportunities that emerge from business-led regeneration.

3. Transport and connectivity

The ease with which town residents can access high streets, jobs and local shopping centres is critical if towns are going to thrive into the future. This means offering sustainable transport options, linking different parts of the town with new infrastructure, safe ways in which people can walk or cycle into the centre, as well as ensuring public transport options are viable and attractive.

Investment will need to be used alongside other themes, particularly safety and security. But used well, this funding could make towns more connected - increasing footfall and viability – to high streets and local shopping centres, and accessibility to local employment opportunities.

Interventions could include new infrastructure schemes; road improvements; new programmes to encourage cycling; and making the town centre more walkable and accessible.

Timetable

- **By 1 April 2024:** Town Board established. Once a Town Board has been set up, capacity funding will be released to support the development of investment plans, including additional community engagement activities. Ongoing support and engagement will be available from the government's Towns Taskforce.
- **From 1 April 2024 to 1 August 2024:** Development of the Long-Term Plan (vision and investment plan) including community engagement activity.
- **By 1 August 2024:** Town Board submits their Long-Term Plan. The Plan will set out how funding will be allocated and spent, with the local authority as the body ultimately accountable for funding.
- **From August 2024:** DLUHC assess plans as they come in, and release 2024 to 2025 capital and revenue funding once plans are approved. (DLUHC say this will be a light touch assessment.)

Annexe 1 - Guidance on the Creation of the Long Term Plan

10-year vision

The Town Board's 10-year vision should be a long-term, strategic document. It should be backed by insights gained through engagement with local people, to create buy-in with the public. It should include:

1. A 250-word vision statement that articulates, at a high level, the vision for the future of the town and how success will be judged.
2. The strategic case for change, building on the evidence in the pack provided by DLUHC with, where relevant, more granular local data and stories.
3. The outcomes and objectives the town is trying to meet and how these align with the priorities of the local community, including what local people think needs fixing, the opportunities the investment offers over the decade, and priority outcomes for 2034 and beyond.
4. The planned direction of travel for the regeneration of the town, across the 3 investment themes.
5. Clear evidence that the Town Board is community led, including through its membership, ways of working and distinction from the local authority, and evidence of buy-in from local businesses, civil society and communities.
6. How the Town Board will attract and combine new and existing private, public and philanthropic investment, setting out the existing commitments and ambitions to secure further support going forwards.
7. High-level delivery milestones over the 10-year lifespan of the programme.

Three-year Investment Plan

Annexed to the Long Term Vision the Three Year Investment Plan should set out:

- the interventions and powers the Town Board wishes to use over the three years for each investment theme;
- how the Town Board will use the interventions locally and how much they will cost; and
- how the interventions will address the outcomes set out in the 10-year vision, grounded in evidence and data.

Local authorities will receive the investment from the Long-Term Plan for Towns over the next three years to fund the Town Board's three-year investment plan.

Local authorities should also be engaged throughout the development of the plan, including discussing the list of interventions and powers to be used from the toolkit. In many cases, the council will need to formally agree through its own structures to deploy powers or interventions where they interact with council responsibilities.

A toolkit for community engagement

Community engagement is at the heart of the Long-Term Plan for Towns, so plans should reflect local priorities and be co-designed with communities, businesses and residents, drawing on available evidence and data.

Some community engagement principles Town Boards might wish to consider when developing their Long-Term Plans:

1. Map the assets in the local area to build from existing strengths and work with community groups who have existing relationships and expertise in community development to design engagement and ensure sufficient reach.
2. Engage early and identify priorities and ambitions to ensure the plans are co-created with the community from the start.
3. Use local knowledge to understand where engagement has typically been weakest and which groups have been underrepresented.
4. Go to where the people are and be creative. Hold engagement events in the social spaces where people meet, for example, the local high-street, youth clubs, pubs, schools and community centres. Maximise the opportunity to get the view from as broader set of residents who may not typically attend consultation events.
5. Use participatory tools, such as participatory budgeting. This can act as a hook to engage residents, helping to identify local solutions and bring forward innovative ideas.
6. Identify opportunities for community ownership of plans and delivery. Consider how community partner members of the Town Board, such as community organisations, can have a clear role in the process.
7. Commit to ongoing accountability. The Town Board should plan ongoing opportunities for engagement with the community at key milestones within plans. People like to stay informed of developments, share progress and how their input has fed in at regular stages throughout the process; this could be done through email, press release, exhibition or in-person events.
8. Seek opportunities for building the development of community leadership and capacity into delivery plans.
9. Don't over-complicate it.

Agenda Item 8

Clacton-on Sea Town Board - Terms of Reference

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.

Organisation	Member
Independent Chair	George Kieffer
Local Business, Mc Donalds	Craig Newnes
MP for Clacton	Giles Watling
Clacton Tourism Group	Billy Ball
Police & Crime Commissioner's Office	Greg Middleton
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
Essex County Council	Cllr Lesley Wagland
Westcliffe Theatre	Rob Mitchell-Gears
CVS Tendring	Sharon Alexander
Tendring Education Strategic Board	TBC

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.

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