



## CLACTON TOWN BOARD

|               |  |
|---------------|--|
| <b>DATE:</b>  | <b>Thursday, 20 March 2025</b>                           |
| <b>TIME:</b>  | <b>10.00 am</b>  |
| <b>VENUE:</b> | <b>Town Hall, Station Road, Clacton-on-Sea, CO15 1SE</b> |

### MEMBERSHIP:

**G Kieffer (Chair)**  
**S Alexander**  
**B Ball**  
**I Davidson**  
**N Farage MP**  
**N Gallagher**  
**Councillor I Henderson**

**R Hirst (PFCC)**  
**R Mitchell-Gears**  
**Dr. E Murray**  
**C Newnes**  
**Councillor M Stephenson**  
**L Taylor-Green**  
**Councillor L Wagland**

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DATE OF PUBLICATION: 13 MARCH 2025

## AGENDA

### 1 **Welcome**

The Chair will welcome all those persons present to the meeting.

### 2 **Chair and Deputy Chair of the Board for 2025/26**

The Board is invited to consider appointing its Chair and Deputy Chair for 2025/26.

### 3 **Apologies for Absence**

The Board will receive and note any apologies for absence submitted for this meeting.

### 4 **Minutes from the meeting of the Board held on 12 December 2024 (Pages 7 - 16)**

To approve as a correct record the minutes of the meeting of the Board held on 12 December 2024.

To consider the Actions Required contained in those minutes.

### 5 **Declarations of Interest in accordance with the Board's Code of Conduct (Pages 17 - 24)**

(a) The form for Board Members to make general declarations of interest is attached. The Board is invited to adopt it at this meeting.

(b) At this point in the meeting, there should also be any specific declarations by Board Members about interests they have in the matters set out in the Agenda.

### 6 **Presentation on Government's invitation around Devolution, Local Government Reorganisation (LGR) and the local decision around a Community Governance Review (CGR) Clacton-on-Sea, Holland-on-Sea and Jaywick Sands**

The Board will receive a presentation on the above-mentioned matters from the Chief Executive of Tendring District Council.

### 7 **Future of Clacton - Next 10 Years**

To encourage a dialogue on the plan for Clacton for the next ten years, the Board will receive a presentation from Tendring District Council's Deputy Chief Executive looking back at some of the key world leaders and headlines from 2015 (10 years ago) and how different the world was then. It will also reference key challenges faced in the intervening period and look forward to what the world could be adjusting to over the next 10 years (to 2035).

### 8 **Presentation on the Plan for Neighbourhoods and approval of area and governance changes (Pages 25 - 30)**

The Board will receive a report on the recently published Plan for Neighbourhoods which was replacing the previous Government's Long-Term Plan for Towns (LTPFTs) programme.

**9      Use of Capacity Funding (Pages 31 - 32)**

The Board will receive updates on the current projects:-

- (a) Website & logo, and
- (b) Banners, window wrapping & shop front enforcement.

**10     Budgets (Pages 33 - 36)**

The Board will consider its Balance, approval of Revisions to existing Budgets and the new £200k Capacity Funding from the Government.

**11     Decision Making (Pages 37 - 38)**

The Board will consider its between meetings decision making process.

**12     Community Regeneration Partnership - Update**

The Board will receive an update on Community Regeneration Partnership matters.

**13     Future meetings**

The Board will consider dates for its future meetings.

**Date of the Next Scheduled Meeting**

*The next scheduled meeting of the Clacton Town Board is to be held in the at Time Not Specified on Date Not Specified.*

## **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 hall 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.

**MINUTES OF THE MEETING OF THE CLACTON TOWN BOARD,  
HELD ON THURSDAY, 12TH DECEMBER, 2024 AT 10.00 AM  
IN THE CONNAUGHT ROOM, AT THE TOWN HALL, STATION ROAD, CLACTON-  
ON-SEA, CO15 1SE**

|                      |   |
|----------------------|---|
| <b>Present:</b>      | Lee Heley (in the Chair), Sharon Alexander (except item 45, Billy Ball, Councillor Ivan Henderson, Commissioner Roger Hirst, Rob Mitchell-Gears, Dr. Emily Murray, Craig Newnes, Councillor Mark Stephenson and Councillor Lesley Wagland |
| <b>Also Present:</b> | Pippa Brent-Isherwood, Ian Davidson (via MS Teams), Chief Inspector Ella Latham, Samantha Jones, William Lodge, Rachel Rowsell and Keith Simmons  |

**37. WELCOME**

Lee Heley advised the Board that, for personal reasons, its Chairman (George Kieffer) was unable to attend the meeting. With the consent of the Board, Mr Heley would chair the meeting in the absence of Mr Kieffer.

**38. APOLOGIES FOR ABSENCE**

As referenced in Minute 1 above, Mr Kieffer had regrettable submitted his apologies for absence from the meeting. **The Board recorded their best wishes to Mr Kieffer in respect of the stated reason for the absence and asked that these be conveyed to him.**

In addition to the above, there was an apology for absence from Mr Ian Davidson (who continued to participate in the meeting via an MS Teams link). Mr Heley was Mr Davidson's substitute in the meeting itself.

The apologies for absence in respect of Mr Nigel Farage MP were recorded.

The apologies of a number of individuals specifically invited to the Board's meetings (including MHCLG officials) were also reported to the Board.

**39. MINUTES**

The Minutes of the meeting of the Board held on 10 October 2024 were submitted to the Board for confirmation.

**It was AGREED that the Minutes of the meeting of the Board held on 10 October 2024 be received and confirmed as an accurate record of that meeting.**

**40. DECLARATIONS OF INTEREST IN ACCORDANCE WITH THE BOARD'S CODE OF CONDUCT**

The Secretary to the Board drew attention to a draft proposed form for Board Members to make general declarations of interest which had been circulated with the agenda for this meeting. Board Members were requested to review the draft form and submit any

questions or comments on it. The form would then be recirculated in a proposed final form to the next meeting of the Board for adoption. At that meeting, the Monitoring Officer for Tendring District Council proposed to attend to address the particulars of the form and how it supported the Board's existing Policy on "Avoiding Conflicts of Interest and Upholding the Nolan Principles".

The Board Members were then invited to make any declarations of interest in respect of the matters to be considered at this meeting. At this point in the meeting there was a declaration of interest from Sharon Alexander in respect of the item on Community Engagement as she was the Chief Executive Officer of the organisation appointed to undertake community engagement work for the Board. The appointment had been made following a transparent procurement process.

#### 41. **UPDATE ON ACTIONS**

Samantha Jones submitted the following progress details on previously approved actions from the Board:

| Action   | Progress   |
|--|--|
| Ask MHCLG to provide the Zencity data in respect of the Clacton-on-Sea consultations.  | MHCLG had been requested repeatedly to provide this data and yet it had still not been provided.   |
| Headline data from the Essex Residents Survey was also to be circulated, once obtained, based on the subset from respondents in the Clacton-on-Sea area.   | The 2024 data set had been published in November 2024. The Clacton subset from that data would be provided to CVST as background to the community engagement work to be procured from them.  |
| A report was to be submitted to the Tendring District Council's Cabinet on 21 October 2024 in respect of the Levelling Up Partnership and an electronic link to that report on the Council's website would be circulated to Board Members. | The report referenced had not been submitted (following a delay from government). The report was now to be submitted to the Council's Cabinet meeting on 20 December 2024 and the link to that report was:<br><a href="#">Agenda for Cabinet on Friday, 20th December, 2024, 10.30 am</a><br><a href="https://tdcdemocracy.tendringdc.gov.uk/ieListDocuments.aspx?CId=134&amp;MId=2390">https://tdcdemocracy.tendringdc.gov.uk/ieListDocuments.aspx?CId=134&amp;MId=2390</a> |
| With regard to the shop wrapping a briefing in respect of the potential for enforcement powers to be used to achieve improvement in shop frontages was requested.  | Minute 8 below refers. A fuller session would be scheduled for consideration by the Board at its meeting in February 2025.   |
| The website address for NEEB would be circulated to Board Members.   | The website for the North Essex Economic Board was:<br><a href="https://neeb.org.uk/">https://neeb.org.uk/</a>   |
| Sam Jones to further develop the delivery plan and circulate to the Board  | 12/12/24 - Forward Plan included on the Board's agenda for this meeting.   |

|  |  |
|--|--|
| University of Essex's paper to be circulated to the Board for consideration at this meeting. | The paper had been circulated to Board Members with the Minutes of the meeting on 10 October 2024. |
|--|--|

It was **AGREED** to note the update provided, as set out above, and to not pursue further the provision of the Zencity consultation findings.

#### 42. **UPDATE FROM THE GOVERNMENT'S MHCLG**

The Board was reminded that on 30 October 2024 the Chancellor, the Rt. Hon. Rachel Reeves MP, had announced as part of the Budget that the Long-Term Plan for Towns would be retained and reformed as part of a new regeneration programme. MHCLG Officials had then confirmed that this announcement could be taken as formal confirmation of the £20M funding over a decade for individual Long Term Plan for Towns schemes (e.g. for Clacton-on-Sea). The programme was likely to be renamed.

Following the above, MHCLG officials had invited Chief Executives from the relevant Councils to an online meeting on 28<sup>th</sup> November 2024. Jack Rampling, MHCLG's Head of Long-Term Plan for Towns, attended the meeting and provided an update to them. A revised prospectus for the programme was expected early in 2025. This was expected to be 'additive' to the previous guidance for the programme and include new strategic objectives aligned with Government's missions.

In addition to the confirmed funding over a decade, the Government was providing a further capacity payment in 2025/26 to support engagement and planning. The prospectus was expected to confirm that this additional capacity funding could be used to undertake scoping and preparatory activity to support delivery. Delivery grant funding was now to begin in 2026/27.

The Board considered the benefits for planning from the provision of the intended pipeline of funding across the years. It was also considered beneficial to look at the funding to be provided to leverage additional investment and thereby add value to the funding to be achieved under this programme.

It was **AGREED** to welcome the recent confirmation of the continuation of the programme.

#### 43. **CLACTON TOWN BOARD WEBSITE**

The Board received an update on discussions that had taken place with the successful company to provide the Board's website. It was intended to have the Board's website up and running by March 2025 (with a soft launch ahead of that). The presentation included possible branding, palette of colours against the following specification:

- A shop front for transformational change programmes across a wide range of funding streams. Raise profile and understanding of role of board.
- Interactive mapping and digital storytelling to demonstrate how funding translates to change on the ground and deliver improved outcomes for locals.
- Increased visibility of public consultations, as well as news and events feature to engage community.
- An independent portal, showing vision for Place and breadth of partnership work. Ambitious in nature, to create a sense of momentum.

- Signposting to other sights, including local tourism group/ destination marketing website.

The website was to be developed so that it was fully mobile dynamic (i.e. would work on laptops as well as mobile 'phones).

There was an extensive discussion following the presentation that included reference to Clacton-on-Sea's unique selling point compared with many other towns and cities (i.e. its sea front). There were several Board Members who wanted the website to focus more on the ambition, investment, and delivery of schemes to improve the town rather than on the Board itself. The sense of 'we are Clacton' was something the Board wanted to come across strongly from the website. There was also a feeling that the imagery should be very much about residents, business people and visitors rather than anything else.

During the discussion, the Board also touched on non-internet communications to cater for those who relied more on those non-internet sources of information. This would include conveying messages to residents in care homes and to school age young people (and via them to the families of those young people). This was considered to be important and could lead to an allocation of additional budget for enhanced communication resource. In thinking about funding, business representatives at the meeting talked about the potential for sponsorship of additional public space litter bins to supplement the current numbers of bins in the town centre.

It was AGREED that this had been a very productive discussion and that it should be used to shape not just the website but more generally the communication from the Board.

It was further AGREED to establish a small sub-group of the Board comprising Cllr. Mark Stephenson, Billy Ball and Sharon Alexander to specifically look at the design and content of the website on behalf of the Board.

#### **44. SHOP-WRAPPING, MAINTAINING SHOP FRONTS, PUBLIC SPACE CLEANING AND BANNERS**

##### **(a) Shop wrapping**

The Board was provided with images of the shop wrapping of the former Burton Shop and former P G Oxley office window (both in Station Road, Clacton-on-Sea) and several of the windows in the current QD store in Rosemary Road. There were positive comments about the shop wrapping that had been put in place.

**The update provided was NOTED.**

##### **(b) Maintaining Shop Fronts**

There was then a discussion around the actions of several shop front owners in the town centre who were not adequately maintaining those shop fronts, and this was adversely affecting the visual appearance of the area. The powers to enforced good maintenance were then referenced as follows:



- Section 215 of the Town and Country Planning Act 1990 ('the Planning Act 1990')
- Could be served on an owner when the amenity of an area was adversely affected by the condition of an asset
- The Notice requires steps to remedy the condition within a set timescale
- Could be used in respect of any land, designated or not, including buildings, in use or vacant
- The various steps to secure compliance of any Notice before any more punitive action would be taken was, probably, about 9 months.

The need to have a whole-Town approach to this process was commented upon in order to address issues. The resourcing of enforcement around the powers in Section 215 referenced about was something the conversation at the Board centred upon. The ability to provide a dedicated resource that would not be drawn into other areas of work was referenced. Likewise, the approach to be taken and the skill set required was mentioned.

The Board also focused on action to deal with graffiti on private property in the town centre. Here there was reference to powers under Anti-Social Behaviour legislation to secure remediation works with 28 days.

The Police, Fire and Crime Commissioner stated that he wanted to work closely on the shop front and graffiti issues referenced here.

**It was AGREED to consider further options around enforcement of good shop front maintenance and graffiti clearance at the Board's meeting in February 2025.**

(c) Public Space Cleaning

The Board was advised of the position in respect of its intended enhanced cleansing regime in the area bounded by Pier Avenue-Rosemary Road-Station Road and of 'Christmas Tree Island' in the town centre of Clacton-on-Sea. In respect of this the Board was informed that Tendring District Council was in the process of re-procuring its waste collection and street cleaning service with a view to a new contract being in place from 1 April 2026.

While considering this matter, reference was made to plastic bags being placed on the street pavement in Old Road, Clacton-on-Sea and that Gulls would often break into those bags and litter would spill out.

Other Board members commented up the need to change attitudes to the dropping of litter in order to address this element of the issue

**It was AGREED that a further discussion of the issue of waste collection and street cleansing take place at the February meeting of the Board.**

(d) Banners

The Board was advised about the discussions that were taking place with Essex County Council officials around the 'permanent' installation of banners attached to street lamp posts in the Town Centre. A charge of £6K to facilitate annual checks on the street lighting columns that would have banners affixed was reported to the Board. The

discussions referenced were to continue, including around placing the banners only for defined periods of time. The sub-group of Board Members who had worked on the designs for the shop wrapping would be brought back together to look at Banner designs, which included Rob Mitchell-Gears and Billy Ball, and seek to link them to the design work for the website.

**The update provided was NOTED.**

#### **45. ENGAGEMENT/CONSULTATION**

The Board received a paper on various elements of its approach to engagement across different sectors and age groups. These were residents, businesses/potential investors, and young people. The report sets out the process of appointment of CVST as the contractor to deliver the Board's community engagement, outreach work, community forums and surveys both digital and face to face. The appointment had been stalled by the General Election in the summer and the need to await confirmation of the intentions of the new Government in respect of the Long Term Plans for Towns Programme. However, the appointment would now be confirmed at the same value as originally quoted by CVST earlier in the year.

**It was AGREED that:**

- (a) The appointment of CVST to deliver the Board's community engagement, outreach work, community forums and surveys (both digital and face to face) be approved as reported to it;**
- (b) the updates in respect engagement and consultation with businesses/potential investors and young people be noted; and**
- (c) that a small group of Board Members be formed to help shape the engagement/ consultation activity and that this would involve Neil Gallagher (other nominees would be added to the sub-group). The small group would be supported by appropriate officers from Tendring District Council and, potentially, a nominee from the Police, provided by Ella Latham.**

[Note: Further to the declaration of interest made at item 40 above, Sharon Alexander left the meeting for this item and took no part in the discussion or voting on the item.]

#### **46. BUDGET OVERVIEW**

In relation to the developing position around the delivery of the Board's intentions for the use of the initial allocation of £250K capacity funding and the announcement (referred to above) of a further £200K capacity funding for 2025/26, the draft allocations set out below was submitted to the Board:

|                   | <b>Capacity Funding</b>   | <b>2024/25</b> | <b>2025/26</b> | <b>2026/27</b> | <b>Total</b>   |
|-------------------|---------------------------|----------------|----------------|----------------|----------------|
|                   | <b>Income</b>             |                |                |                |                |
|                   |                           | <b>250,000</b> | <b>200,000</b> | <b>0</b>       | <b>450,000</b> |
|                   | <b>Expenditure</b>        |                |                |                |                |
| <b>Quick wins</b> | Vinyl Wrapping            | 20,000         |                |                | 20,000         |
|                   | Increased Street Cleaning | 20,000         |                |                | 20,000         |

|                      |  |               |                |                |                |
|----------------------|--|---------------|----------------|----------------|----------------|
|                      | Decorative Street Banners  | 5,000         |                |                | 5,000          |
|                      | Graffiti Removal   | 1,000         |                |                | 1,000          |
| <b>Communication</b> | Website development  | 15,000        | 5,000          | 5,000          | 25,000         |
|                      | Design & photography   | 2,000         |                |                | 2,000          |
| <b>Consultations</b> | Residents  | 18,000        | 1,000          | 1,000          | 20,000         |
|                      | Business   | 10,000        |                |                | 10,000         |
|                      | Young people   | 5,000         |                |                | 5,000          |
|                      | Visitor survey   |               | 20,000         |                | 20,000         |
|                      | Visitor bench marking  | 650           | 150            | 150            | 950            |
| <b>Capacity</b>      | Town Centre Manager  |               | 30,000         | 30,000         | 60,000         |
|                      | Communication support  |               | 20,000         | 20,000         | 40,000         |
|                      | Board & secretariat costs  | 5,000         | 5,000          | 5,000          | 15,000         |
|                      | Planning enforcement   |               | 50,000         | 50,000         | 100,000        |
| <b>Other</b>         | Car park survey  |               | 10,000         |                | 10,000         |
|                      | Free town centre Wi-Fi pilot & data collection                   |               | 60,000         |                | 70,000         |
|                      | Additional surveys, design guides and/or master planning support |               | 25,000         |                | 25,000         |
|                      | Contingency  |               | 3,000          | 3,050          | 6,050          |
|                      | <b>Total</b>   | <b>96,650</b> | <b>239,150</b> | <b>114,200</b> | <b>450,000</b> |

The discussion of the budget allocation included reference the positive value to be achieved from the Town Centre Manager role, enforcement, possibly an enhanced communication support resource and survey of car parks. A revised budget proposal would be submitted to the Board in February 2025.

In respect of enforcement reference was made to the very new proposals around High Street Rental Auctions.

The Board was also provided with a bid for free public Wi-Fi infrastructure in Town Centre. BABLE and Signify BrightSites were looking to install the WIFI infrastructure in five cities/towns across the UK and bidding to be one of these would close at the end of January 2025. The intentions around a potential bid were:

1. Wi-Fi Network from Town Centre to Promenade

2. "Internet of Things" Network and Supporting Information Systems to Aid Visitor Experience

Due diligence checks would be needed in respect of the companies involved.

The Police, Fire and Crime Commissioner spoke about the importance of the Town Centre Manager linking in to 'designing out crime' initiatives through his office.

**It was AGREED to note the proposed budget allocations and that a further report would be submitted to the meeting of the Board in February 2025.**

**47. DELIVERY PLAN (INCLUDING THE UNIVERSITY OF ESSEX'S PROJECT IDEAS)**

The Board was reminded of the research findings and proposals developed for the Centre for Coastal Communities at the University of Essex and circulated to Board Members following the 10 October 2024 meeting of the Board.

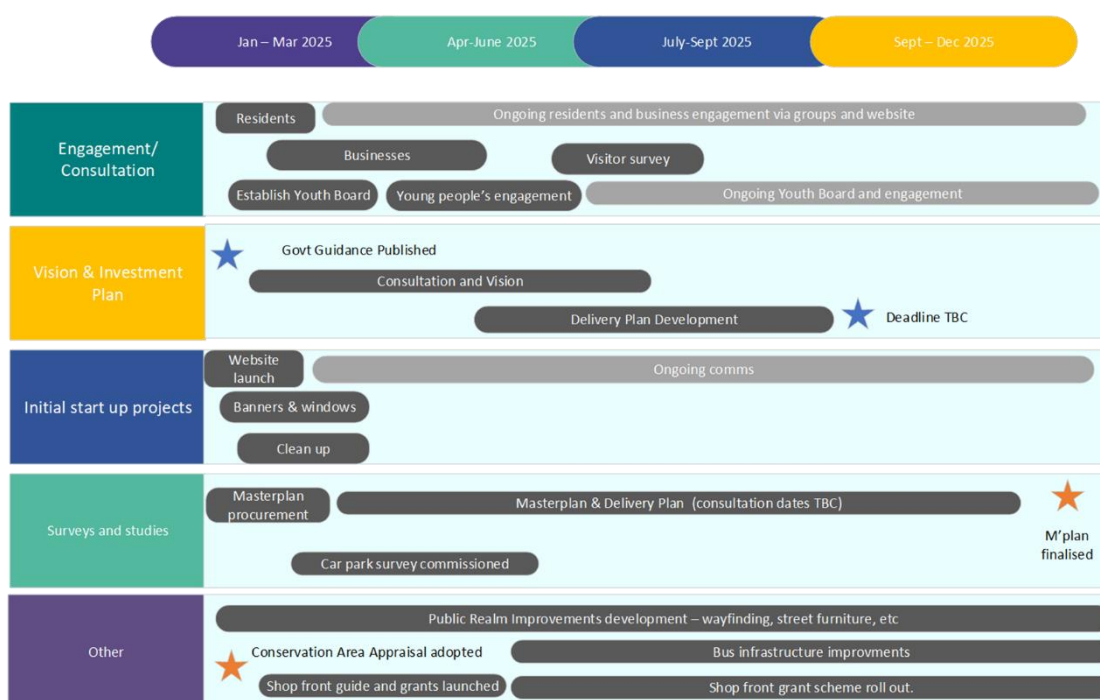
It was timely as the Board would need to consider the mechanisms and processes for inviting projects to be part of the Board's Investment Plan and then evaluating and selecting the projects to then be included in the Investment Plan. The Board was provided with approaches adopted for several other initiatives to address these matters (albeit with their own specific parameters).

The revised prospectus and guidance for Town Boards to assist in the development of their Investment Plans was to be published in early 2025 and, as such, draft suggestions were to be submitted to the Board's February 2025 meeting.

**The position update, including the proposals provided by the University of Essex's Centre for Coastal Communities, was NOTED.**

**48. FORWARD LOOK**

The following summary of activities was submitted to the Board:-



#### 49. DEVOLUTION AND LOCAL GOVERNMENT EVOLUTION AND LOCAL GOVERNMENT RE-ORGANISATION WHITE PAPER

Mr. Davidson reported to the Board that the Government had indicated that it would publish a White Paper on the subject of Devolution and Local Government Re-organisation on Monday, 16 December 2024. It would be important to consider the potential implications of the White Paper (once published) and the intentions across Greater Essex to pursue matters set out in the White Paper.

#### 50. FUTURE MEETINGS

It was NOTED that the next Board meeting was to be held on 10 February 2025.

It was also NOTED that proposals for meetings of the Board to take place in May, July and October 2025 and in January 2026 would be developed and circulated to Board Members.

The meeting was declared closed at 12.01 pm

**Chairman**

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Clacton Town Board  
12 December 2024

Agenda Item 4a

## CLACTON TOWN BOARD

### BOARD MEMBER DECLARATION OF INTERESTS FORM

Name of Clacton Town Board Member: [INSERT NAME]

To: Tendring District Council's Monitoring Officer

Date:.....2024/5

#### INTRODUCTION:

Guidance was issued by the former Government's Department for Levelling Up, Housing and Communities in December 2023, which detailed the governance requirements for Town Boards and Accountable Bodies to consider when developing their Long-Term Plan. The guidance identifies that all Town Board members should sign up to a code of conduct based on the Seven Principles of Public Life (the Nolan Principles). The guidance continues that there should be clear processes for managing conflicts of interests (both commercial, actual, and potential) in decision making, which apply to all involved with the work of the Town Board.

The Government's guidance places obligations on the accountable body (in this case Tendring District Council) to provide its guidance to the Board on declarations of interest by Board Members, to provide forms for such declarations and to hold the those forms completed by Board Members. It is then a responsibility of Town Board members declare their interests before the Town Board considers any relevant decisions. The records of gifts or hospitality offered/given to the Town Board or individual members must also be recorded.

The Town Board, and its Members individually, agreed on 24<sup>th</sup> May 2024, through approval of a Code of Conduct "**AVOIDING CONFLICTS OF INTEREST AND UPHOLDING THE NOLAN PRINCIPLES**" to promote (generally and through undertaking its business) the following seven principles of public life (known as the Nolan Principles):

- **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.

These seven principles apply to anyone who works as a public office holder including:

- those elected or appointed to public office, nationally or locally,
- those appointed to work in the civil service, local government, the police, courts and probation services, Non Departmental Public Bodies, and in the health, education, social and care services, and
- those in the private sector delivering public services.

It is the case that in the business of the Board conflicts of interest may arise.

The categories of interests to be declared are the same as those under the **Localism Act 2011** and **The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012** which apply to elected Councillors and based on the seven principles of public life (known as the Nolan Principles). It is the accepted position of the Board that Members of it are bound by the seven principles set out above and shall promote them (generally and through undertaking its business). The definitions of the categories of interest (as set out below) have been amended slightly to recognise that the Town Board is not the local authority and the geographical area it covers is far less than the District of Tendring. The geographical area is shown in Annex A, as attached for reference.

### **DECLARATION:**

I hereby confirm that I have given due consideration to the various categories of appropriate interests defined below, which I am required to declare in compliance with the Code of Conduct adopted by the Town Board, at its meeting on 24<sup>th</sup> May 2024.

I have put “none” where I have no such interests under any category. I acknowledge that this information will be transferred to the Register of Interests maintained by Tendring District Council as the Accountable Body, however it is my personal responsibility to ensure the information contained below is correct and up to date and any changes to my declared interests will be registered within 28 days.

**Town Board Member [INSERT NAME]**



|   |
|---|
| <p><b>1. Employment, office, trade, profession or vocation</b></p> <p><u>Definition:</u></p> <p><i>“Any employment, office, trade, profession or vocation carried on for profit or gain.”</i></p> <p><b>Members Interest</b> [details to be included or state NONE]:</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>  |
| <p><b>2. Sponsorship and Gifts and Hospitality</b></p> <p><u>Sponsorship Definition:</u></p> <p><i>“Any payment or provision of any other financial benefit made or provided within the last 12 months in respect of any expenses incurred by the Board Member in carrying out duties as a Board Member.</i></p> <p><i>This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.”</i></p> <p>Gifts and Hospitality Definition:</p> <p><i>“I have received a gift or hospitality worth £50 or over from the following persons or bodies or other organisations”:</i></p> <p><b>Members Interest</b> [details to be included or state NONE]:</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> |
| <p><b>3. Contracts</b></p> <p><u>Definition:</u></p>  |

*“Any contract which is made between the Board Member (or a body (\*) in which the Board Member has a beneficial interest) and the District Council, as Accountable Body:*

- (a) Under which goods or services are to be provided or works are to be executed; and*
- (b) Which has not been fully discharged”*

*(\*) “body in which the relevant person has a beneficial interest” means a firm in which the Board Member is a partner or a body corporate of which the Board Member is a director, or in the securities of which the relevant person has a beneficial interest;*

*“director” includes a member of the committee of management of an industrial and provident society;*

**Member’s Interest** [details to be included or state NONE]:

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#### **4. Land**

Definition:

*“Any beneficial interest in land which is within the geographical area of Clacton Town Board”.*

*“land” excludes an easement, servitude, interest or right in or over land which does not carry with it a right for the Board Member (alone or jointly with another) to occupy the land or to receive income.*

**Members Interest** [details to be included or state NONE]:

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.....

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#### **5. Licences**

Definition:

*“Any licence (alone or jointly with others) to occupy land in the area of the Clacton Town Board for a month or longer.”*

**Members Interest** [details to be included or state NONE]:

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.....

.....

.....

**Note:**

Corporate Tenancies category no. 6 has been removed as this would not be relevant to the Town Board Members, but please refer to the ‘any other interests’ box at the end for further interests where considered appropriate to declare for the purposes of openness and transparency.

## **7. Securities**

**Definition:**

*Any beneficial interest in securities (\*) of a body where—*

*(a) that body (to the Board Member’s knowledge) has a place of business or land in the geographical area of the relevant authority; and*

*(b) either—*

*(i) the total nominal value of the securities exceeds £25,000 or one hundredth of the total issued share capital of that body; or*

*(ii) if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the relevant person has a beneficial interest exceeds one hundredth of the total issued share capital of that class.*

*(\*) “securities” means shares, debentures, debenture stock, loan stock, bonds, units of a collective investment scheme within the meaning of the Financial Services and Markets Act 2000 and other securities of any description, other than money deposited with a building society.*

**Members Interest** [details to be included or state NONE]:

.....

.....

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.....

.....

.....

.....

**ANY OTHER INTERESTS:**

You may wish to declare, in the spirit of the Openness Nolan Principle, referred to above, any Other Interest which does not fall within one of the categories as defined above, but you consider it may directly relate to a matter which could be the subject of business of the Clacton Town Board, now or in the future.

Give particular consideration to your financial interests or well-being or those relating to a a body/organisation you are involved with such as:

- (a) any unpaid directorship
- (b) any body of which are a member or are in a position of general control or management
- (c) any body
  - (i) exercising functions of a public nature
  - (ii) directed to charitable purposes or
  - (iii) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union)

of which you are a member or in a position of general control or management.

Note: These need only be declared in advance in relation to your own Other Interests, but you must disclose those ‘Other Interests’ likely to directly relate to or affect the financial interest or well-being of a relative or close associate, at the meetings of the Town Board where such business is being conducted. Following such disclosure you should then refrain from being involved in the item.

**Members Interest** [details to be included or state NONE]:

.....

.....

.....

.....

Please email the completed form to [standards@tendringdc.gov.uk](mailto:standards@tendringdc.gov.uk) and include within the title of the email **CLACTON TOWN BOARD – BOARD MEMBER DELCARATION OF INTERESTS.**

Signed: ..... Dated: .....

Print Name:.....

Acknowledged safe receipt on .....[Insert Date]

..... (Signed) on behalf of the Tendring District Council's  
Monitoring Officer

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## **Plan for Neighbourhoods: Overview, governance, and boundary changes**

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### **Purpose**

At the Autumn Budget, the Chancellor confirmed that the Long-Term Plan for Towns (LTPFT) would be retained and reformed as part of a new regeneration programme and that they would honour the commitments made to the 75 communities promised funding by the previous government, including Clacton on Sea. On 4 March 2025 the new regeneration programme, the Plan for Neighbourhoods, was launched.

This paper sets out an overview of the Plan for Neighbourhoods Prospectus, including what has changed from the previous LTPFT programme. It also gives a summary of the governance and boundary guidance.

Neighbourhood Boards (in our case called a 'Town Board') are required to confirm their finalised membership and place boundary by 22 April 2025.

### **Recommendations for the Board:**

1. **Updates:** To note the overview of the new Plan for Neighbourhoods (and the changes from the LTPFT programme);
2. **Board Membership and Governance:** To approve the proposal to fully retain the Towns Board chair, board members, and governance structure to serve as the new board under the Plan for Neighbourhoods programme; and
3. **Boundary Amendments:** To consider the proposed amendment to the Clacton-on-Sea 'Plan for Neighbourhoods' boundary for submission to MHCLG.

### **Background**

The new Plan for Neighbourhoods aims to provide up to £20 million per place over a 10-year period. The approach involves establishing Neighbourhood Boards to develop and implement comprehensive Regeneration Plans. These plans will outline a 10-year vision and a 4-year investment strategy, focusing on long-term, sustainable solutions rather than short-term fixes. Time will be set aside to establish strong foundations, including governance, management systems, and community involvement.

### **How does it differ from the Long-Term Plan for Towns?**

In many ways the Plan for Neighbourhoods programme is very similar to the LTPFTs programme. It still has a 10-year funding programme, and the funding is still split 75% capital and 25% revenue. It will still be overseen by a board (now designated a Neighbourhood Board) and subject to a long-term vision and investment plan (now called the Regeneration Plan), and it still requires meaningful engagement with the local community.

It has some notable differences though:

1. Boards are being given a longer timescale to ensure that a) the engagement gives us the opportunity to hear from everybody, especially marginalised communities; and b) the Board has time to get established and to get the plan right.

2. The focus is around 3 new objectives aligned to the government's missions:
  - a. Thriving places - improve physical infrastructure & public services
  - b. Stronger communities - enhance social capital and community resilience, build social trust
  - c. Taking back control - empower local people to shape their future.
3. It is a much broader programme, and Government has doubled the number of interventions that the budget can be spent on without requiring additional business cases (see below).
4. The Investment Plan will need to focus on the first four, rather than three years.
5. There is a strong emphasis on crowding-in other investment.

## Regeneration Plan and Pre-approved Interventions

Further details regarding the content, form, and submission timetable for Regeneration Plans will be provided in forthcoming guidance. The process, as outlined in the Prospectus to date, is similar to the LTPFT. Neighbourhood boards must collaborate with local residents and the local authority to draft the plan, which will include an overarching vision for change over the next decade and a more detailed investment plan specifying the "interventions" the Board intends to pursue.

The list of interventions has been expanded beyond high streets, safety, and transport, offering greater flexibility in what can be delivered. Below are some examples of potential spending ideas:

- **Regeneration, High Streets, and Heritage:** Public realm improvements (including cleaning street furniture and enforcing shop-front improvements), enhancing green spaces, arts and cultural activities.
- **Housing:** Safe and supportive environments for rough sleepers, neighbourhood renewal, climate-resilient homes, community land trusts.
- **Work, Productivity, and Skills:** Business support, skills provision, support for the visitor economy.
- **Cohesion:** Measures to improve cohesion (e.g., different cultures), impactful volunteering.
- **Health and Wellbeing:** Community-level health provision, co-location of services in retail spaces, prevention, drug and alcohol support.
- **Transport:** Active travel enhancements, local bus services, improved rail connectivity and access.
- **Safety and Security:** Designing out crime, police interventions, tackling anti-social behaviour, town centre management (improving local trading, action plans, etc.).
- **Education and Opportunity:** School-based programmes to support young people's development, support for families and young children, community-based adult learning.

## Community Engagement

Whilst community engagement was at the heart of the previous programme, the Plan for Neighbourhoods has a stronger emphasis still on building trust, empowering local communities, and targeting areas where engagement has been weakest. For Clacton this is being addressed in the work commissioned from CVST. The Board may want to consider how we strengthen engagement in the longer term, as the Regeneration Plan is developed. The guidance includes suggestions such as participatory approaches, and delegating roles to community groups.

## Funding Profile

Delivery funding will be released from the beginning of the 2026/2027 financial year, once the Regeneration Plan has been approved. To facilitate this, an additional £200,000 of capacity funding will be released at the start of the 2025/2026 financial year (see agenda item 10). The guidance states funding can be rolled over.



The figures in the table are all hundreds of thousands of pounds.

| Grant    | 25/<br>26 | 26/<br>27 | 27/<br>28 | 28/<br>29 | 29/<br>30 | 30/<br>31 | 31/<br>32 | 32/<br>33 | 33/<br>34 | 34/<br>35 | 35/<br>36 | Total  |
|----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|--------|
| Revenue  | 200       | 382       | 256       | 432       | 432       | 432       | 432       | 437       | 450       | 450       | 450       | 4,599  |
| Capacity | 200       | 150       |           |           |           |           |           |           |           |           |           | *600   |
| Grants   |           | 232       | 256       | 432       | 432       | 432       | 432       | 437       | 450       | 450       | 450       | 3,999  |
| Capital  |           | 360       | 1736      | 1605      | 1605      | 1605      | 1605      | 1605      | 1605      | 1605      | 1605      | 14,936 |

\*including £250k from previous year

Total £19,537,000

## Board Governance

The guidance for appointing the chair and board members, as well as the governance arrangements, remains broadly the same as the previous LTPFT's programme (set out below). We are not expected to make changes unless necessary. Therefore, it is proposed that the current Clacton Town Board's membership be fully retained to serve as the Neighbourhood Board.

- **Chairperson** - an independent chair, appointed by the Local Authority, in consultation with the MP. The incumbent Town Board chair can be retained.
- **Deputy Chair** – it is for the chair, in partnership with the local authority, to consider appointing a deputy chair (note this is not mandatory)
- **The Board** – *must* include the local MP, senior representative from the police (e.g., PFCC), and local councillors from each tier of the local authorities. Other representatives can include community groups (such as the CVS), local businesses/business groups, culture heritage & arts organisations, public agencies & anchor institutions (health, schools, higher education, relevant local authority officers). These are all represented on the current board.
- **Working Groups** – It is recommended that the Board considers using smaller working groups to deliver the programme's strategic objectives – setting up appropriate groups with additional subject matter experts when required – rather than increasing the size of the Board.
- Council officers can **provide secretariat support** and sit as an observer to the board if agreed with the chair.

## Boundary Guidance and Proposed Amendments

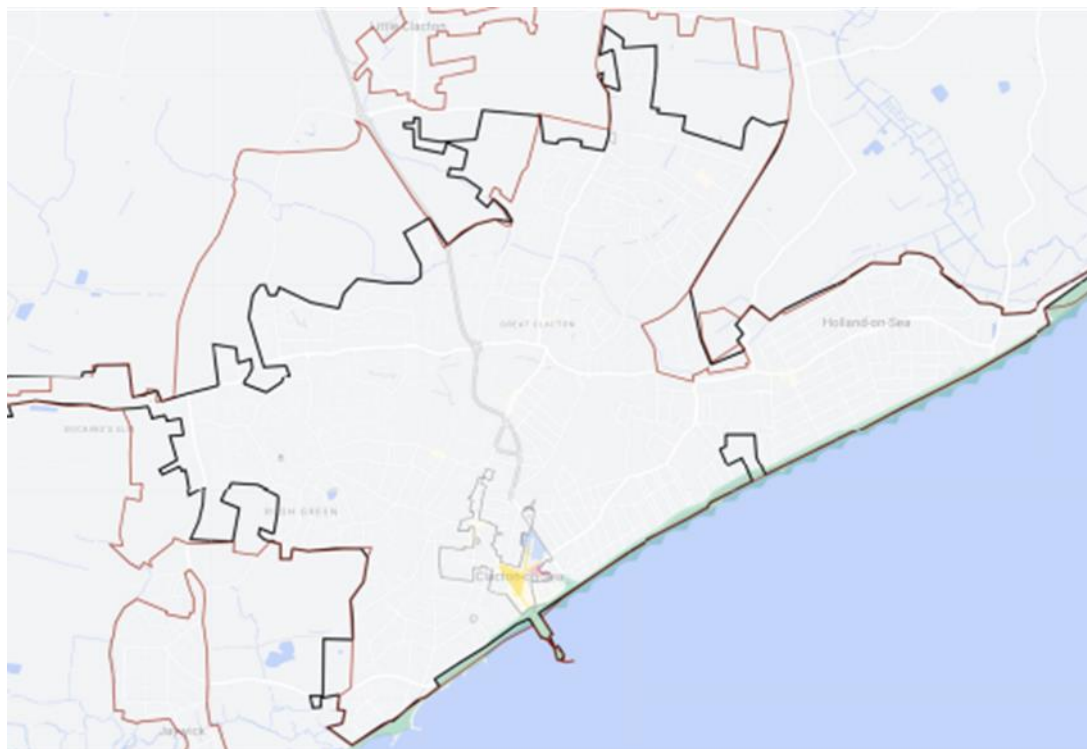
The current boundary (adopted initially under the LTPFTs programme) was based on the existing built-up area of Clacton-on-Sea. The Board are requested to either confirm that we wish to retain this boundary, or set out any amendments to this under our Plan for Neighbourhoods submission. Any amendments must:

- remain within the spirit of the programme
- retain the place that was originally selected
- remain contiguous
- not introduce additional, separate population centres into the agreed area (for example, different communities or neighbourhoods)
- have the agreement of the board and a clear rationale.

Given the 10-year span of the programme, the Board is invited to consider expanding the boundary to include the proposed mixed-use development sites outlined in the current District Council Local Plan. These sites include approximately 5,000 new homes, and the residents within these areas are likely to benefit from the broader programmes of the Plan for Neighbourhoods in the longer term.

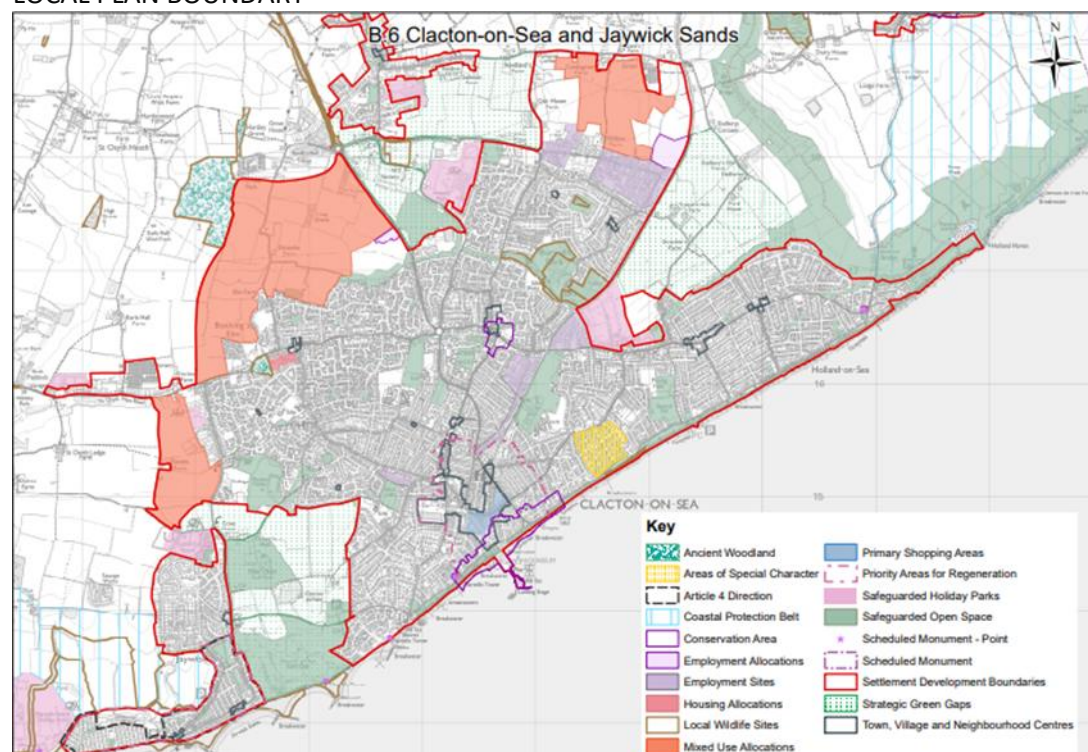
For clarity it is not proposed that we include Little Clacton or Jaywick Sands (also detailed in the Local Plan), as these are separate neighbourhoods and not contiguous to the main Clacton settlement.

DEFAULT BOUNDARY (in black)



Possible extension to include three mixed-use development sites as outlined in the Local Plan (in orange).

#### LOCAL PLAN BOUNDARY



#### Next steps/key dates

#### February to April 2025:

- Neighbourhood Boards and local authorities receive a tailored data pack detailing metrics across the 3 strategic objectives, and polling on local sentiment around investment priorities for their area.

- Neighbourhood Boards to confirm finalised membership and any proposals to alter the 'default' area boundary for spending in their community to MHCLG by Tuesday 22 April 2025. This includes:
  - confirmation that MHCLG has signed off a previously agreed board and boundary.
  - board chair and member details.
  - a nominated contact for the place's Neighbourhood Board
  - confirmation of the proposed geographical boundary
  - supplementary documentation (for example, terms of reference and code of conduct)
  - outline of capacity funding spends to date and plans for additional spending.

#### **Spring 2025:**

- MHCLG to review membership and boundary proposals and confirm to places whether acceptable. (Where membership and boundary proposals remain the same, MHCLG will expedite the process. Where further information or changes to the proposed boundary are required, MHCLG might contact the local authority to discuss or seek further information.)
- Further guidance on fund delivery, Regeneration Plan submission, assessment and approval to be published.
- MHCLG issues 2025/26 capacity funding payment.

#### **Spring 2025 to Winter 2025:**

- Neighbourhood Boards develop their Regeneration Plan in consultation with the local community and submit it to MHCLG for assessment and approval.

#### **From April 2026:**

- First programme delivery funding payment to be made to lead local authorities, commencement of delivery phase.
- MHCLG issues 2026/27 capacity funding payment to all places

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## Clacton Town Board Update

30 January 2025

Following our last Board meeting the Government published the Devolution White Paper (Dec 2024). The paper confirmed that the government are retaining the Long Term Plan for Towns and will reform it into a new regeneration programme.

Unfortunately, we have not yet received the new guidance and timelines promised for the New Year, which has necessitated the postponement of the Board meeting. This delay affects some of our work, particularly the consultations, but we are continuing to make progress in other areas.

### UPDATES ON CAPACITY FUNDED PROJECTS

**Clacton Town website:** The Clacton Town website is progressing at pace, with build and content development being undertaken ahead of testing in the next few weeks. A date is being fixed for the sub-group looking at the logo, name, and strapline; this group (Mark, Sharon, and Billy) will meet soon and provide an update to the March Board meeting.

An important element of the website is the 'meet the board' page, where we have included headshots and a few words for each board member and will include a link to each member's Linked In page to ensure the information remains up to date and relevant. **We have asked any board member who does not wish to include this within the board page, to let us know as soon as possible. Also, if anyone does not have a headshot photograph that can be used, please advise us so that we can arrange this.**

**Shop Wrapping:** As mentioned at the last meeting QD are relocating to Station Road. This is scheduled for 12<sup>th</sup> February, and we are pleased to report that permission has been granted for window wrapping the remainder of their vacated premises. We are proceeding with Section 215 processes on other vacant premises where appropriate.

**Cleaning:** An initial assessment has concluded that there is not sufficient budget to fund an additional pavement clean or increase Veolia's bin emptying frequency during the busy summer season. Also, options such as enhanced cleaning agents and moss treatments are restricted in scope. Given these limitations, reallocating the funds toward capital improvements, such as replacement bins, may deliver greater long-term value. Any expansion of cleaning services will be evaluated as part of the wider refuse/cleaning contract renewal in 2026, which could include enhanced street cleaning and bin emptying, subject to available budgets. We can explore further options at the next Board meeting when we review the budgets.

**Graffiti:** Enforcement measures are now being implemented through powers available under the Anti-social Behaviour, Crime and Policing Act 2014.

**Banners:** Approximately 65 street light columns include integrated banner fixings. Should we utilise all locations, annual strength testing costs would be around £6,000. We are awaiting feedback from the Highways Assets team regarding requirements for a private contractor (previously used for Christmas light weight testing) to potentially provide a more cost-effective

service. Business sponsorship is not permitted to cover this cost, as Highways prohibit commercial advertising on their lighting columns. The working group for shop wrapping and banner designs will consider design styles to align with the new Clacton branding/logo development, aiming for installation for the start of the season.

**Community Consultation:** Following the Board's decision, CVST has been contracted to undertake the resident's consultation, as per their original tender submission. This is due to start in early February, but subject to the new guidance being published, so may be delayed.

**Free Public Wi-Fi Pilot:** Tendring District Council and Essex County Council have submitted an expression of interest for the "Illuminate & Connect" 2025 pilot funding opportunity. This is organised by BABLE and Signify<sup>1</sup>. It invites UK and Irish cities/local authorities to use public Wi-Fi technology to tackle town centre challenges like digital inclusion, smart transport, tourism, and environmental monitoring.

The pilot can cover a maximum area of 300m<sup>2</sup> area, and we have proposed that this would provide free public Wi-Fi and digital signage for safety and tourism information focussing on the area between the Town Hall and Clacton Pier. If successful, this could be rolled out to a wider geography, and by enabling street lighting devices with Internet of Things (IoT) capabilities (i.e. connecting them securely to monitor/send and receive data), a host of other digital intelligent services could be delivered e.g. real time car parking information.

We can update the Board at the meeting in March if we get through to the next round and are invited to submit a full bid.

## **DEVOLUTION AND LOCAL GOVERNMENT REORGANISATION (LGR)**

Finally, Board Members will likely have seen the proposals for Devolution in Greater Essex, including support from Essex County Council, Southend-on-Sea City Council and Thurrock Council to pursue this alongside Local Government Re-organisation – which would see Tendring District Council merge with neighbouring authorities to create a new unitary council. A further update is anticipated on this in the coming days when we should learn if Essex is on the Priority Programme for this work.

If Devolution and LGR go ahead it should be noted that the Long Term Plan for Towns initiative will continue. We will keep the Board updated as this process develops, and we have the opportunity to bring an item exploring the implications to a future Board meeting

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<sup>1</sup> **Signify** (formerly Philips Lighting) offers BrightSites streetlighting, which integrates Wi-Fi and lighting into one unit, enabling digital Wi-Fi rollout through existing streetlighting infrastructure. **BABLE** is consultancy that helps cities achieve digital transformation and sustainability goals. They will guide bidders through the pilot process, from planning to post-deployment support. Successful bidders may be featured in future Signify promotional materials.

## **Budget balance, and approval of the capacity funding (existing and new allocation)**

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### **Purpose**

As part of the submission to the Government detailing the Board chair and membership details, the Board is also requested to provide an outline of capacity funding expenditures to date and plans for additional spending.

Detailed proposals for the original £250k were agreed by the Board in July 2024, and variations to this, and an outline for the additional £200k capacity funding,(for 2025/26) were discussed (pending the new guidance) by the Board in December 2024.

Following the publication of the guidance for the Plan for Neighbourhoods, this paper now sets out proposals for the use of this funding for the Board's consideration

### **Recommendations for the Board**

- 1. To note the current budget position, expenditures, and commitments to date.**
- 2. To consider the proposed amendments to the original capacity funding budget (£250k) and the outline for the additional capacity funding (£200k).**
- 3. To approve the final budget for submission to the Government.**

### **Background**

Delivery funding for the Plan for Neighbourhoods will be released from the beginning of the 2026/27 financial year. Ahead of this, an additional £200,000 of capacity funding will be released to the local authority (as the accountable body) giving the Board the time and space to embed the necessary governance structures, grow their presence within the local area and build local capacity and capability to be ready to hit the ground running in 2026/27.

MHCLG guidance states that the local authorities should consult Neighbourhood Boards on their preference for using the capacity money, which could include:

- establishing and running the Neighbourhood Board, including any process to establish the board as a charity, community interest company, or other bottom-up organisational model, to sustain long-term investment.

- performing community engagement, which could include passporting money directly to voluntary and community sector groups to assist with engagement.
- developing Regeneration Plans.
- securing advice and expertise for Neighbourhood Boards for the technical elements of plan development and delivery.
- ensuring capital and infrastructure interventions can hit the ground running, for example, by kickstarting the planning application process, securing architectural plans and obtaining legal advice, or any other activity that councils and boards consider will progress their plans

The guidance states that support is available from the MHCLG and notes the guidance to curb public sector use of consultants. However, on enquiry to MHCLG, the previous expert support offered through the High Street Accelerator programme (which has been particularly successful in engaging and inspiring the Board in Harwich) the Levelling Up Fund, or through the earlier Towns Fund, no longer appears to be on offer, so support is minimal.

The capacity funding builds on the previous £250,000 grants provided to local authorities to establish (then) Town Boards and begin community engagement as part of the previous administration's Long-Term Plan for Towns programme.

## **Budget spend to date**

In July 2024 the Board approved the following Activities from 2024/25 – 2026/27

- Town Centre Improvements: £46,000.
- New Website and Comms Activity: £30,000 for publicity and community engagement support.
- Consultations & Engagement (community, businesses & visitors): £50,000.
- Remaining Budget: £124,000 allocated for ongoing capacity from 2025/26 (including the Town Centre Manager), board secretariat, plus contingencies.

£127,539 (out of £250,000) is currently spent or committed/contracted. However, due to the delays in the programme, the consultations (businesses, visitors, etc) were put on hold and some of the intended town centre clean-up programmes have not progressed as envisaged.

A breakdown of the original budget and spend and commitments to date are outlined in Annexe1.

## **Revised and Additional Budget Overview**

Following the publication of the new Plan for Neighbourhood prospectus and accompanying guidance, the Board is requested to consider the following budget proposals:

### **1. Consultation Budget:**



- In light of the revised emphasis, it is proposed to increase the consultation budget. This adjustment will facilitate a more extended process and deeper engagement with stakeholders.
- 2. **Capacity Budget:**
  - It is recommended to enhance the capacity budget to support the development of the Regeneration Plan. This may include external resources to assist with drafting the plan, facilitating workshops, and testing funding prioritisation mechanisms.
- 3. **Town Centre Manager and Communications Support:**
  - The Town Centre Manager's budget has been reduced to three days per week, with the remaining two days per week funded separately for work elsewhere in the District. To ensure continuous and effective communication, it is proposed to include a Communications Support Officer. This role will maintain the website, social media, feedback from consultations, and other communications, ensuring ongoing two-way dialogue with the community and businesses regarding the Plan for Neighbourhoods.
- 4. **Enforcement Support Pilot:**
  - As discussed in the previous Board meeting, it is proposed to allocate a portion of the budget to pilot additional enforcement support. The impact of this initiative will be measured, and successful outcomes will inform future funding decisions. This approach may have a more sustainable impact compared to the original clean-up proposals and will complement the new grants for shop fronts funded through the Community Regeneration Partnership. Additionally, the Town Centre Manager will have a small budget to support pride-in-place activities, such as volunteer-led clean-ups and encouraging businesses and landlords to take greater responsibility.
- 5. **Project Development and Surveys:**
  - It is proposed to retain a portion of the budget for the development of projects, conducting surveys (e.g., car parking), and supporting additional work arising from the masterplan (funded through the Community Regeneration Partnership), the Local Cycling & Walking Infrastructure Plan, or other relevant studies, which will be brought back to the Board for further discussion.

**Conclusion:** The Board is requested to review and approve the proposed budget adjustments to ensure the successful implementation of the new prospectus and guidance.

## Annexe 1

### Original Budget Approved July 2024 (with subsequent approved amendment to line 3)

| Clean up event & Clacton Town engagement | 2024/25       | 2025/26      | 2026/27      | Total         | Spent/<br>Committed | Balance       |
|--|---------------|--------------|--------------|---------------|---------------------|---------------|
| 1. Shop wrapping                         | 20000         |              |              | <b>20000</b>  | 11860               | 8140          |
| 2. Increased Street Cleaning             | 17000         |              |              | <b>17000</b>  |                     | 17000         |
| 3. Decorative Street Banners             | 11000         |              |              | <b>11000</b>  | 10500               | 500           |
| 4. Graffiti Removal                      | 1000          |              |              | <b>1000</b>   |                     | 1000          |
| 5. Website & comms                       | 20000         | 5000         | 5000         | <b>30000</b>  | 11554               | 18446         |
| 6. Engagement                            | 30000         | 10000        | 10000        | <b>50000</b>  | 18625               | 31375         |
| Capacity - e.g.Town Centre Mngr          |               | 50000        | 50000        | <b>100000</b> | 60000               | 40000         |
| Board & Secretariat Costs                | 5000          | 5000         | 5000         | <b>15000</b>  | 15000               | 0             |
| Contingency                              | 0             | 3000         | 3000         | <b>6000</b>   |                     | 6000          |
| <b>Total</b>                             | <b>104000</b> | <b>73000</b> | <b>73000</b> | <b>250000</b> | <b>127539</b>       | <b>122461</b> |

### Proposed Revised Budget £250k

| Budget   | 2024/25       | 2025/26        | 2026/27       | Total          |
|--|---------------|----------------|---------------|----------------|
| Website & Comms  | 11,554        | 5,000          | 5,000         | 21,554         |
| Engagement (community, business, young people, visitors) | 9,630         | 38,995         | 10,000        | 58,625         |
| Surveys, project preparation                             |               | 30,000         |               | 30,000         |
| Town Centre Manager (TCM)                                |               | 30,000         | 30,000        | 60,000         |
| TCM Budget*  | 22,360        | 20,000         | 20,000        | 62,360         |
| Contingency  |               | 2,461          |               | 2,461          |
| Board & secretariat                                      | 5,000         | 5,000          | 5,000         | 15,000         |
| <b>Total</b>   | <b>48,544</b> | <b>131,456</b> | <b>70,000</b> | <b>250,000</b> |

### Proposed Additional £200k

| Budget                              | 2024/25 | 2025/26        | 2026/27       | Total          |
|-------------------------------------|---------|----------------|---------------|----------------|
| Website & Comms (inc Comms officer) |         | 25,000         | 25,000        | 50,000         |
| Regeneration Plan Coordination      |         | 40,000         |               | 40,000         |
| Top-up surveys, project preparation |         | 10,000         |               | 10,000         |
| Enforcement Capacity Pilot          |         | 50,000         | 50,000        | 100,000        |
| <b>Total</b>                        |         | <b>125,000</b> | <b>75,000</b> | <b>200,000</b> |

## **Clacton Town Board** **20 March 2025**

## **Agenda Item 11**

### **Clacton Town Board – Decision Making Protocol between Board Meetings**

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#### **Purpose of the report**

The recent example of the position concerning Banners on street lamp-posts highlighted that there was not an established protocol for such decisions between meetings of the Board.

This report sets out a protocol that would seek to accommodate decision making between Board Meetings.

#### **Recommendation to the Board**

**That the proposed protocol be considered and, if appropriate, it be adopted by the Board.**

#### **Detail**

The proposed protocol would involve:

- (1) Identify the relevant policy/budget provision adopted by the Board.
- (2) Notify Board Members of the previous decision and the proposal to implement/amend the approved position. This notification would include a statement as to why the decision needs to be taken between Board meetings rather than waiting for the next Board meeting.
- (3) Board Members would be invited to express their views on the proposal.
- (4) The expressed views of Board Members and the proposal (including any modification picking up the views of Board Members) are then referred to the Accountable Body's Section 151 Officer and the Board's Chair by the Accountable Body's Deputy Chief Executive. The referral will also set out those Board Members who had not expressed a view.
- (5) The Accountable Body's Deputy Chief Executive will make the formal decision following consultation with the Section 151 Officer and the Board's Chair.
- (6) The decision will be published by the Accountable Body.
- (7) All decisions taken between Board Meetings will be reported to the next following meeting of the Board.

In relation to the above, it would be expected that at least eight Board Members respond (being the quorum for Board Meetings). It would also be expected that Board Members would be given at least seven days to respond.

The use of this protocol will be monitored to ensure that business planning ahead of Board meetings is robust and, consequently, decision making remains primarily a matter for the Board in actual meetings.

## Background

In submitting the protocol to the Board, due regard has been given to the “Plan for Neighbourhoods: governance and boundary guidance” published on 12 March 2025 around the role of the accountable body and management of funds.

The guidance confirms that the local authority will act as the accountable body for the funds with responsibility for ensuring that public funds are distributed fairly and effectively, and that funds have been managed in line with the Nolan Principles and Managing Public Money principles. The local authority is also responsible for compliance with legal responsibilities in relation to subsidy control, state aid and procurement. Procurement must now be in compliance with the Procurement Act 2023 requirements.

The guidance states that each local authority should:

- work closely with their [Town] Board to develop and embed appropriate processes and controls for funding;
- develop mechanisms that will empower the [Town] Board in realising their role and driving forward a community-led vision for change
- facilitate the development of a place’s plan and its delivery while recognising the role of the [Town] Board as decision-making forum

The protocol seeks to ensure that the Board’s wishes are actioned through the seeking of views of Board Members and for the Board Chair to be apprised of the views expressed before reaching a final position to be adopted by a published decision of the officer of the accountable body. The decision would also take account of the responsibilities of the accountable body by involving that body and, specifically, its Section 151 Officer (Chief Finance Officer).