



CLACTON TOWN BOARD

DATE: Friday, 23 May 2025

TIME: 12.30 pm

VENUE: Meeting Room, Clacton Central
Library, 96 Station Road, Clacton-on-
Sea CO15 1SF

MEMBERSHIP:

G Kieffer (Chair)
S Alexander
B Ball
I Davidson
Hon. N Farage MP
N Gallagher
Cllr. I Henderson (TDC)

R Hirst, PFCC for Essex
R Mitchell-Gears
Dr. E Murray
C Newnes
Cllr. M Stephenson (TDC)
L Taylor-Green
Cllr. L Wagland (ECC)

If you have any queries regarding this meeting, please contact Keith Simmons, Secretary to the Board Email: ksimmons@tendringdc.gov.uk or Telephone: 01255 686580.

DATE OF PUBLICATION: Friday 16 May 2025

AGENDA

1 Welcome

The Chair will formally welcome everyone to the meeting.

2 Apologies for absence

The Board is asked to note any apologies received from members of the Board.

3 Minutes (Pages 7 - 18)

The Board is asked to approve as a correct record the minutes of the meeting of the Board held on 20 March 2025.

The Board is further asked to consider the actions contained in those minutes.

4 Declarations of Interest

Board members are invited to declare any Interests in accordance with the Board's Code of Conduct.

5 Updated Terms of Reference (Pages 19 - 22)

The Board is asked to approve its terms of reference which have been updated to reflect the new Plan for Neighbourhoods name.

6 Decisions made outside of Board cycle

The Board will be informed of any decisions that have been made since the last meeting of the Board.

7 Updates from MHCLG in respect of the Plan for Neighbourhoods (Pages 23 - 32)

The Board will consider a report on any updates received from MHCLG in respect of the Plan for Neighbourhoods including:-

- Governance submission (and approval/feedback if received); and
- Datapack & insights – including Zencity data.

8 Regeneration Plan Development (Pages 33 - 36)

The Board will consider a report which will include:-

- (1) the guidance on the Regeneration Plan (if published);
- (2) a draft brief and process for selecting consultants that fits with the masterplan; and
- (3) a request for nominations to sit on the sub-group / steering group.

9 Engagement work

The Board will receive oral updates on the following work on engagement:-

- Community;
- Business; and
- Youth.

10 Enforcement Sub-Group

The Board will receive an oral update on the work of the Enforcement Sub-Group.

11 Launch of the website and branding

The Board will receive an oral update / presentation on the launch of the Board's website and the Love Clacton branding.

12 Board Finances and Budgets

The Board will receive a report updating it on its current finances and budgets.

The report itself is "To Follow".

13 Any Other Business

At the end of the meeting, Officers would like to get some group photos of the Board with the street banners, that can then be used for a press release.

14 Date of next meeting

The intention was for the next meeting to be held in July 2025. This would be followed by meetings in October and December 2025 and then March 2026.

The Board is invited to fix a date for its meeting in July 2025 and to think further about future dates and their relation to the feeding into the milestones for the regeneration plan.

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 are greatly appreciated.

**MINUTES OF THE MEETING OF THE CLACTON TOWN BOARD,
HELD ON THURSDAY, 20 MARCH 2025 AT 10.00AM
IN THE CONNAUGHT ROOM, TOWN HALL, STATION ROAD, CLACTON-ON-SEA**

Board Members present:	George Kieffer (Chair), Sharon Alexander, Billy Ball, Ian Davidson, Neil Gallagher, Cllr. Ivan Henderson, Commissioner Roger Hirst (via MS Teams), Rob Mitchell-Gears, Dr Emily Murray, Craig Newnes, Cllr Mark Stephenson, Laura Taylor-Green and Cllr Lesley Wagland,
In attendance:	Mike Carran, Lee Heley, Cllr. Peter Harris (on behalf of Hon. Nigel Farage MP), Aaron Homatopoulos, Sam Jones, Will Lodge, Natalie Nohan, Rachel Rowsell, Keith Simmons, Emma Taylor.

[Note: Specific action shown in bold]

51. WELCOME

All those in attendance introduced themselves to everyone else so as to inform the dialogue by the Board Members at their meeting.

52. CHAIR AND DEPUTY CHAIR OF THE BOARD 2025/26

Ian Davidson reported that the initial term of office for the Board's Independent Chair was coming to an end and, having discussed the matter with him, the Local Authority planned to consult with the local MP (Nigel Farage) about the **re-appointment of George Kieffer for a further year**. Mr. Kieffer had successfully steered the Board through the last year from its initial formation and the successful functioning of the Board was a testament to his abilities.

The Chair then outlined that he was giving consideration to the appointment of a Deputy Chair of the Board. In conjunction with the Tendring District Council, he was proposing that **Cllr Mark Stephenson be appointed Deputy Chair**. Councillor Stephenson lived in the area covered by the Neighbourhood Plan and would be available to chair Board meetings when the Chair was unavailable.

Board Members were invited to comment on the proposals and indicated that they **AGREED to the proposed appointments identified above**.

53. WELCOME

The Chair acknowledged and thanked his fellow Board Members for their wishes, expressed at the last meeting, given the reason he was unable to attend that meeting.

The Chair also welcomed Emma Taylor and Natalie Nohan from the Government's MHCLG to the Board meeting. It was a pleasure to welcome them to the meeting.

54. APOLOGIES FOR ABSENCE

The Board was advised of the apology for absence of Hon. Nigel Farage MP and that Cllr. Peter Harris was attending this meeting on his behalf.

In addition, Police Divisional Commander Ella Latham (an invitee to the Board) had given her apologies and Inspector Aaron Homatopoulos was attending in her place.

It was further noted that Commissioner Roger Hirst was attending a team away day for his Office in Writtle. As such he joined the meeting via MS Teams.

55. MINUTES FROM THE BOARD'S MEETING ON 12 DECEMBER 2024 (AND ACTIONS LOG)

The Minutes of the meeting of the Board held on 12 December 2024 were submitted to the Board for confirmation. Neil Gallagher reported that he had been present although the Minutes as circulated did not include his attendance.

It was AGREED that the Minutes of the meeting of the Board held on 12 December 2024 be received and confirmed as an accurate record of that meeting, subject to the addition of Neil Gallagher's name in the list of Board Members in attendance.

In relation to the required actions following the Board, it was noted that most would be addressed elsewhere in the agenda for the Board's meeting (including the proposal for a sub-group to be formed to consider enforcement issues). It was also noted that whilst the action regarding due diligence in relation to the proposed wifi pilot project discussed at the last meeting was completed. The decision had subsequently been taken to withdraw the project due to timescale pressures and increased costs.

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

The Secretary to the Board drew attention to the proposed form for Board Members to make general declarations of interest which had been circulated with the agenda for this meeting. That form had been submitted to the Board's meeting on 12 December 2024 and Board Members had been requested to review the draft form and submit any questions or comments on it. There had been no comments or questions submitted, and the form was resubmitted to the Board for adoption.

Board Members were also 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 any discussion around the contract with CVST for Community Engagement in support of the 10-year plan for the Board. The declaration arose as she was the Chief Executive Officer of CVST, and that organisation had been appointed to undertake community engagement work for the Board. In view of the nature of the discussions envisaged, it was not proposed that she leave the meeting during any part of the meeting.

In support of the Board's existing Policy on "Avoiding Conflicts of Interest and Upholding the Nolan Principles", it was AGREED to approve the use of the form submitted for general declarations of interest and to adopt the arrangements set out in the form.

57. PRESENTATION ON GOVERNMENT'S INVITATION AROUND DEVOLUTION, LOCAL GOVERNMENT REORGANISATION (LGR) AND THE LOCAL DECISION AROUND A COMMUNITY GOVERNANCE REVIEW (CGR) FOR CLACTON-ON-SEA, HOLLAND-ON-SEA AND JAYWICK SANDS

The Chief Executive of Tendring District Council gave a brief introduction to the Government's White Paper proposals for devolution of Whitehall Powers to new Mayoral Combined County Authorities (such as for Greater Essex) and for the simplification of local government structures where there were County Councils and District Councils by the creation of 'all purpose' Unitary Councils. The proposed Mayoral Combined County Authorities were proposed to administer matters such as Local Transport and public transport functions, including bus franchising and responsibility for an area-wide Local Transport Plan, devolution of non-apprenticeship adult skills functions through a consolidated skills funding pot, production of a Spatial Development (including Housing) Strategy, responsibility for the delivery of Growth Hubs, Green jobs and skills coordination role.

The Combined Authority would bring together county/Unitary Councils in their area. In the case of Greater Essex this would, initially be, Essex County Council, Thurrock Council and Southend-on-Sea City Council. A Mayor would also be elected who would join the Combined Authority. This would involve the transfer of the Police, Fire and Crime Commissioner's responsibilities to the Combined Authority. The Mayor would also become a member of local Health Integrated Care Partnerships and be able to be their chair or co-chair. The intention was for the Greater Essex Combined Authority to be in place later this year with elections for the Mayor to be on 7 May 2026.

Emma Taylor referenced a Government consultation event being held at MAB221, Anglia Ruskin University, Chelmsford Campus on 31st March, between 6:00pm and 8:00pm. A Government online consultation form was also available to submit views until the close of consultation on 13 April 2025.

In respect of the stated aim of simplification of local government structures, the 15 existing Councils in Greater Essex and the Police and Crime Commissioner, were working on proposals for a series of unitary councils to replace them. The Government had indicated that a population of 500,000 would be a benchmark for the minimum size of a unitary council although that had been qualified in other statements including a reference to a minimum of 350,000 people. While there were differences of opinion across Greater Essex on the number of unitaries to submit to Government by the deadline of 26 September 2025, taking Braintree District, Colchester City and Tendring District together, there was a population of over 500,000. On this basis, the three Council Leaders had agreed to work together on unitary proposals for North East Essex.

Some key considerations in the development of sustainable unitary plans for Greater Essex would be the level of demand for services such as Adults and Children's Social Care and the funding formula to address those needs. There was also the issue of existing Council debt and how that would be dealt with in any new structure. While Tendring District Council was free of long-term debt (other than for its housing stock), there were a number of other Councils with substantial long term debt. Thurrock's debt exceeded £1bn.

It was envisaged that new unitaries would come into being formally on 1 April 2028. Prior to that there would be elections to the Council (or rather, initially, its shadow authority) on 6 May 2027.

Within Tendring District Council's area 3 in 5 households lived in an area with a Parish/Town Council. The 2 in 5 households in the District that did not have a Parish/Town Council were all those in the Jaywick Sands, Clacton-on-Sea and Holland-on-Sea areas. While Tendring District Council had committed itself to formally looking at this matter ahead of the process of local government reorganisation referred to above, renewed impetus had been generated due to that process. The formal review (known as a Community Government Review) would start on 1 July 2025 and the Board (and its individual Members) would be asked for views on the establishment of (a) Parish Council(s). All households in the three areas mentioned would also be asked for their views and the Council would need to give weight to the views expressed. If (a) Parish Council(s) were established, the existing Tendring District Council could consider whether it would be appropriate and sustainable for the new Parish Council(s) to take on certain assets of the District Council. These types of discussions were already underway with other Town Councils in Tendring District.

Cllr. Harris reported that the local MP, Nigel Farage, was in support of a Town Council for Clacton-on-Sea.

It was AGREED to thank Ian Davidson for his presentation and to welcome the information provided. The ability for the Board to be kept up to date with these matters would be welcomed.

58. FUTURE OF CLACTON – NEXT TEN YEARS

In order to encourage a dialogue on the plan for Clacton for the next ten years, Tendring District Council's Deputy Chief Executive presented a series of slides. He looked back at some of the key world leaders and headlines from 2015 (10 years ago) and how different the world was then. He also referenced key challenges faced in the intervening period.

The presentation then looked forward to what the world could be adjusting to over the next 10 years (to 2035). These included, a growing and diverse population, Energy transition to be less reliant on fossil fuels, the potential that by 2035 88% of new jobs could be graduate entry, renewed interest in space travel and business opportunities that flow from that, the growth in the application of artificial intelligence and the impact of driverless vehicles.

In seeking to think about the future it was important to address what the reality was locally. This reality included low levels of economic activity in Clacton, higher levels of school students being persistently absent (10% of sessions or more), higher levels of retail and leisure unit vacancy rates and a demographic profile locally that was increasingly becoming older.

Clacton was set to grow in size and households in the Local Plan to 2033 by the addition of mixed-use development at Hartley Gardens, Rouses Farm and Cooks Green Farm (north of the Clacton Shopping Village).

It was also a distinct positive for the Town that previously it had benefitted from the coastal protection works between Clacton Pier and Holland-on-Sea with the creation of whole new stretches of sandy beaches through the granite 'fish tail' groynes. The scheme had a

budget of £36M, bringing in funding from Tendring District Council, the Environment Agency and Essex County Council. It had been delivered on time and on budget.

In addition, through funding secured in the last Parliament and confirmed in this, Clacton was receiving £40M of funding through the Government's Levelling Up Fund and the Community Regeneration Partnership. This funding would see the gateway area into the Town Centre of Carnarvon Road regenerated with a new learning and library hub, housing and retail units, landscaping and enlarged multi-storey car park. This new and enhanced civic quarter would house a relocated Adult Community Learning facility and the University of Essex's Coastal Community Centre. Other schemes included:

- Repurposing a town centre building for community and cultural use (subject to acquisition);
- Repurposing scheduled ancient monument on At Risk Register, Martello Tower E, into a cultural, event or visitor venue;
- Improving the public realm to enhance wayfinding between the seafront and the town centre;
- Providing grants and support to improve shopfronts;
- Next phase of development of an Active Wellbeing Centre and All Wheels Park at Clacton Leisure Centre
- Repurposing disused public conveniences as an arts and community micro venue
- A spatial plan for culture to shape a creative/cultural quarter in the town centre
- New bus infrastructure in Clacton
- Three new Community Transport Buses for local initiatives
- Skills Hub fit out providing equipment for the skills hub at the new Clacton Hub.
- Contribution towards a remodelled Urgent Treatment Centre and primary care facility at Clacton Hospital

In addition to the above, in 2025/26 there would be funding for a range of businesses and organisations through the transitional UK Shared Prosperity Fund administered through Tendring District Council.

In the discussion around this matter, the updated Integrated Care Board's 10-year plan would be important in identifying challenges and intervention to improve health outcomes locally. In respect of education, the measures to support readiness for school, to address long term absenteeism and to support reading by school aged children was referenced. Raising the aspirations of young people to pursue continued and higher learning was vital and IntuEducation was praised for its work in this area.

The Board's Chair directed the Board to consider the issues raised in the presentation and which could be taken forward, with the community engagement outcomes, to develop the Board's 10-year plan for Clacton.

It was AGREED to receive the presentation with its subsequent circulation to Board Members.

59. PRESENTATION ON THE PLAN FOR NEIGHBOURHOODS AND APPROVAL OF AREA AND GOVERNANCE CHANGES

The Board received a report on the recently published Plan for Neighbourhoods which was replacing the previous Government's Long-Term Plan for Towns (LTPFTs) programme. The programme continued to provide up to £20 million per place over a 10-year period. The approach would involve Neighbourhood Boards (albeit they could be called 'Town Boards' if that was already in place and there was no desire to change the name). The Boards would develop and implement comprehensive Regeneration Plans. These plans would outline a 10-year vision and a 4-year investment strategy, focusing on long-term, sustainable solutions rather than short-term fixes. As was the case under the LTPFT's programme, funding would be split 75% capital and 25% revenue. Time had been set aside to establish strong foundations, including governance, management systems, and community involvement.

The Board had an imperative around confirming its membership and the geographical area that would be covered by the Regeneration Plans, vision and investment strategy. MHCLG required this to be confirmed by 22 April 2025.

Natalie Nohan addressed the Board and confirmed that there was no requirement for the name of the Board to change and that a key element of the difference between the LTPFTs and the new Neighbourhood Plan programme was the emphasis of a ground up approach to the development of the Regeneration Plan and vision. Natalie also referenced the data pack that would be provided to the Board.

The Board was advised that the new Neighbourhood Plan programme was specifically different to the previous LTPFTs programme in that:

1. Boards were 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 had time to get established and to get the plan right;
2. The focus was 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 - empowering local people to shape their future;
3. It was a much broader programme, and Government had doubled the number of interventions that the budget could be spent on without requiring additional business cases to cover such things as:
 - 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.
4. The Investment Plan would need to focus on the first four, rather than the first three years; and
 5. There was a strong emphasis on crowding-in other investment.

Delivery funding would be released from the beginning of the 2026/27 financial year, once the Regeneration Plan has been approved. To facilitate this, an additional £200,000 of capacity funding would be released at the start of the 2025/26 financial year. The intentions for the release of funds were as set out in the table below. The guidance stated funding could be rolled over from one year to the next.

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

Grant	25/26	26/27	27/28	28/29	29/30	30/31	31/32	32/33	33/34	34/35	35/36	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	1,736	1,605	1,605	1,605	1,605	1,605	1,605	1,605	1,605	14,936

*including £250k from 2024/25

Total £19,537K

In the discussion of this item, the evidence from previous new deal measures as to what could make the biggest impacts could be examined and, in respect of crowding in funding, the opportunities of the intended Mayoral County Combined Authority should be examined. The discussion also looked at the preparedness for work of those leaving education and the advantage of apprenticeship schemes. The advantages for young people of these first jobs could not be over-estimated in encouraging confidence and improving an appreciation and application of manners and customer service. Roles in the creative industries were also good for expanding opportunities for young people.

The anticipated impact of the increase in the minimum wage for those under 21 years of age was briefly reflected upon by a number of employers at the Board meeting.

It was AGREED:

- (1) To note the overview of the new Plan for Neighbourhoods provided to the Board (which itself highlighted the changes that had been made from the position as it applied to the previous Long Term Plan for Towns programme);
- (2) to approve the full retention of the Board's membership and governance structure to serve as the new Board under the Plan for Neighbourhoods

programme, noting that Health and Education were already represented on the Board;

- (3) to amend the Clacton-on-Sea 'Plan for Neighbourhoods' area/boundary to include the mixed use development areas identified in the Local Plan to 2033 of Hartley Gardens, Rouses Farm and Cooks Green Farm (north of the Clacton Shopping Village); and
- (4) to authorise the District Council's Deputy Chief Executive to submit the above decisions to the Government's MHCLG by the deadline for confirmation of these matters of 22 April 2025.

60. USE OF CAPACITY FUNDING - CURRENT PROJECT UPDATES:

Within this item, the two following matters were considered:

1. Website & logo

The Board was advised of the development of proposals for the Clacton Town Board's logo through the Board's Sub-Group for this purpose (and comprising Sharon Alexander, Billy Ball and Cllr. Mark Stephenson). The logo would feature on the Board's website and be circulated to all Board Members. In relation to the website, the Board was advised that there would be a soft launch by end of April 2025. The development of the website and the Board's logo was being supported by the same consultant.

It was AGREED to thank those involved in the development of the Board's logo and to approve the direction in which the logo was being developed.

2. Banners, window wrapping & shop front enforcement

Further to the discussion that occurred between the last Board's meeting and this meeting, the Board was advised of the intentions in respect of streetlamp post banners being installed along Station Road, Pier Avenue, the High Street, Rosemary Road and West Avenue. The intention was for the Banners to alternate around the various 'love Clacton' themes being developed.

In respect of shop wrapping, it was confirmed to the Board that the wrapping of the former QD store in Rosemary Road had been completed following the business being relocated to Station Road. Following discussions with the landlord of the former Barclays Bank branch, in Station Road, it was anticipated that an announcement on a new occupier was likely in 2-3 weeks' time.

In so far as shop frontage enforcement, measures to address those considered to be the worst offenders in respect of the frontages had been addressed in discussions with Tendring District Council's Planning Management. It was intended that measures would be put in place to address these concerns.

In addition, Billy Ball (as chair of the Town's Tourism Group) had agreed to write to those considered as needing improved shop frontages to encourage them to improve those frontages. In order to take this forward he would need contact details for those businesses.

It was AGREED, that a Sub-Group be established to consider enforcement and street cleansing and that the members of the Sub-Group shall be Billy Ball, Cllr. Ivan Henderson, Cllr. Mark Stephenson, Cllr. Lesley Wagland and the Divisional Police Commander (or their representative).

During the discussion of this item, the Board was also informed that, using funds from the UK Shared Prosperity Fund, certain of the Town Centre Safety Bollards were being replaced and under the Community Regeneration Programme funding was being made available to improve shop fronts.

61. BUDGET BALANCE, APPROVAL OF REVISIONS TO EXISTING BUDGET & NEW £200K CAPACITY FUNDING

The Board was informed that the Government's MHCLG had requested information on the use of the 2024/25 capacity funding and the plans for the use of the additional capacity funding for 2025/26. In this regard, the Board was reminded that detailed proposals for the use of original £250k capacity funding had been agreed by the Board on 19 July 2024 (Minute 23 refers), and variations to this, and an outline for the additional £200k capacity funding (for 2025/26) had been discussed (pending the new guidance) by the Board 12 December 2024 (Minute 46 refers).

The Board was advised that the requirement was for the local authority to consult the 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 would progress their plans

Through the report submitted to it, the Board was invited to review and confirm the position in respect of the capacity funding for 2024/25 and for 2025/26, as follows:

Proposed Revised Budget in respect of the £250K provided in 2024/25

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
Total	48,544	131,456	70,000	250,000

Proposed Budget in respect of the £200K to be provided in 2025/26

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
Total		125,000	75,000	200,000

In respect of the Town Centres Manager funding, the Board was advised that the post was also part funded through the UK Shared Prosperity Fund.

It was AGREED that:

- (1) The current budget position, expenditures, and commitments to date as reported to the Board be noted;**
- (2) the updated budgets for use of the capacity funding provided, £250K in 2024/25 and £200K in 2025/26, as set out above be approved;**
- (3) the submission to the Government's MHCLG of the budgetary position approved here be authorised; and**
- (4) at future Board meetings there should be a standing item for a report of expenditure and commitments to that point against the approved Budget (as amended by the Board from time to time).**

62. DECISION MAKING BETWEEN BOARD MEETINGS

The Board was reminded of a recent example of the position concerning Banners on street lamp-posts highlighted that there was not an established protocol for decisions on such matters between meetings of the Board. The report submitted to the Board set out a proposed protocol that would seek to accommodate decision making between Board Meetings.

In relation to the protocol, 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 the protocol would be monitored to ensure that business planning ahead of Board meetings was robust and, consequently, decision making remains primarily a matter for the Board in actual meetings.

It was AGREED that the following protocol for decisions between Board meetings be approved (incorporating the above expectations and monitoring):

- (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; and
- (7) all decisions taken between Board Meetings will be reported to the next following meeting of the Board.

63. PRESENTATION ON COMMUNITY REGENERATION PARTNERSHIP UPDATE

This item was not considered by the Board.

64. FUTURE MEETINGS

The Board considered arrangements for its future meeting.

It was AGREED that suitable dates, times and venues for meetings of the Board be identified and circulated to Board Members on the basis of meetings being held in May, July, October and December 2025 and March 2026.

The meeting ended at 12:04pm

Chair 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 **Regeneration Plan** for Clacton, comprising a 10-year vision and investment plan.

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 **Regeneration 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 **Regeneration 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	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 **Plan for Neighbourhoods** and the **Community Regeneration 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 **Regeneration** 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.

Plan for Neighbourhoods Programme Updates

Purpose

To provide an update on the Plan for Neighbourhoods programme and share additional information from MHCLG regarding the ongoing local insights polling. If the tailored data packs, due in April, are received by 23rd May, they will be presented at the meeting.

Recommendation for the Board

To note the updates in this report and consider how to utilise the ZenCity Insights report upon receipt.

Background

Following approval at the last board meeting, Tendring District Council, on behalf of the Clacton Town Board, submitted the governance plan, which includes:

- Confirmation that MHCLG has signed off a previously agreed board.
- Details of the board chair and members.
- Confirmation of the proposed amended geographical boundary.
- Supplementary documentation including the Board's terms of reference and code of conduct.
- Outline of capacity funding spends to date and plans for additional spending.

MHCLG has confirmed that they are beginning the validation process and hope to revert soon. So far, the team has not raised any questions about our submission. Once validation is complete, the associated £200k capacity funding payments will follow.

Data Packs and Insights Report

MHCLG has also confirmed that the data packs, originally due in April, should be circulated shortly. These packs will provide detailed metrics across the Plan for Neighbourhoods' three strategic objectives, helping to form the baseline for the Regeneration Plan. If these are not received in time for the Board meeting, they will be circulated afterwards.

As discussed at previous Board meetings, MHCLG commissioned ZenCity to undertake a 'push' survey using targeted ads through social media last year. Due to the election and change in government, the output of that polling was never shared. MHCLG has now confirmed that they have relaunched a geo-targeted survey with ZenCity to deliver statistically representative insights from the population of each Plan for Neighbourhoods place. This survey is live, and the question set is included in the appendix.

This survey is provided at no additional cost to Boards and/or accountable bodies, aiming to create a common, hyper-local dataset that provides localized insight at a national scale, enabling a uniquely detailed understanding of public sentiment across communities. This is intended to supplement our community engagement, though there is no obligation to use the data produced.

Next Steps

We expect the final report in the next few weeks, and it can be reviewed at the next Board meeting alongside our more targeted engagement.

Resident Facing Title: Plan for Neighbourhoods Survey.

Introduction

Thank you for agreeing to take this brief survey. Your opinions are important. All responses are completely confidential, and your responses will never be used to identify you.

1. Which town do you live in?

If your place of residence isn't listed, please select "None of the above".

[Dropdown of the 75 places from the Plan for Neighbourhoods, plus "None of the above"]

[if none of the above, divert out of survey]

Thriving Places

2. Your local area is the area within 15–20 minutes walk from your home. How satisfied or dissatisfied are you with your local area as a place to live?

- a. Very satisfied [5]
- b. Fairly satisfied [4]
- c. Neither satisfied or dissatisfied [3]
- d. Fairly dissatisfied [2]
- e. Very dissatisfied [1]
- f. Don't know

3. Would you say that in the past 12 months, your local area has...

- a. Greatly improved [5]
- b. Somewhat improved [4]
- c. Generally stayed much the same [3]
- d. Somewhat declined [2]
- e. Greatly declined [1]
- f. I don't know

4. Generally speaking, do you expect your local area to get better or worse to live in 2 years from now?

- a. Will get much better to live in [5]
- b. Will get somewhat better to live in [4]
- c. Will not change much (won't get better or worse) [3]
- d. Will get somewhat worse to live in [2]
- e. Will get much worse to live in [1]

- f. Have not lived here long enough to say
5. **How much do you agree or disagree with the following statement: I am proud to live in my local area.**
- a. Definitely agree [5] [\[go to question 6\]](#)
 - b. Tend to agree [4] [\[go to question 6\]](#)
 - c. Neither agree nor disagree [3] [\[go to question 8\]](#)
 - d. Tend to disagree [2] [\[go to question 7\]](#)
 - e. Definitely disagree [1] [\[go to question 7\]](#)
 - f. Don't know [\[go to question 8\]](#)
6. **[if 5 =a or 5=b] What are the main reasons you agree with the statement that 'I am proud to live in my local area'? [\[Randomise, Select 3\]](#)**
- a. There is a strong sense of community here.
 - b. It is a safe area to live in.
 - c. Because of the green and natural spaces here.
 - d. It has good work or job opportunities.
 - e. It has lots of activities and fun things to do.
 - f. Because of the culture, heritage and history of the local area.
 - g. There are good transport links.
 - h. There are a range of shops
 - i. There is a good range of local facilities.
 - j. Because of the schools
 - k. Other: _____
7. **[if 5=d or 5=e] What are the main reasons you disagree with the statement that 'I am proud to live in my local area'? [\[Randomise, Select 3\]](#)**
- a. There is a lack of a sense of community here.
 - b. Safety concerns
 - c. Because of the lack of green and natural spaces here.
 - d. Some people here can be disrespectful or troublesome
 - e. There is a lack of good work or job opportunities
 - f. There is a lack of activities and fun things to do.
 - g. Because of the absence of culture, heritage and history of the local area.
 - h. The area is run down
 - i. The schools are poor
 - j. There is a lack of good transport links
 - k. There is a lack of shops or local facilities
 - l. Some other reason: _____

8. Generally, how satisfied are you with the local services and amenities in the town centre closest to your local area?

- a. Very satisfied [5]
- b. Fairly satisfied [4]
- c. Neither satisfied nor dissatisfied [3]
- d. Fairly dissatisfied [2]
- e. Very dissatisfied [1]
- f. Not sure

9. The following questions will cover different parts of life in your local area. For each question, please choose the rating that best matches your experience. [group question: Scale, 1–5, Poor-Excellent]

- a. Sense of community
- b. Availability of affordable housing
- c. Availability of jobs that pay a living wage
- d. Access to quality health care services/NHS services
- e. Access to quality education and other learning opportunities
- f. Access to youth and family services
- g. Availability of a variety of arts and cultural events
- h. Ease of getting around by public transportation
- i. Support for vulnerable individuals, such as homeless people and rough sleepers
- j. The high street
- k. Quality of parks and sporting or similar recreational amenities
- l. Availability of green and other attractive public spaces
- m. Sense of overall safety
- n. Dealing with crime
- o. Dealing with anti-social behaviour

10. Which of the following needs the most improvement in your local area?

[randomise, select up to 3]

- a. Public transport
- b. Anti-social behaviour
- c. Tackling crime
- d. Range of shops and services (e.g. banks, barbers etc.,)
- e. Cleanliness of streets
- f. Attractiveness of the town centre
- g. Green spaces (e.g. parks, community gardens)
- h. Cultural, creative and arts events and spaces
- i. Digital connectivity
- j. Public services

- k. Youth and family services
- l. Sports facilities
- m. Access to skills (e.g. provision of training and development)
- n. Lack of housing
- o. No improvements needed
- p. Other:_____

11. Which of the following are the biggest problems in your local area?

[randomise, select up to 3]

- a. People hanging around or loitering
- b. Street drinking or drunken behaviour
- c. Vandalism, criminal damage or graffiti
- d. Loud music or other loud noises
- e. Drugs or evidence of drugs
- f. Public harassment, intimidation or abuse
- g. Litter or rubbish or dog mess
- h. Vehicle related anti-social behaviour, e.g. abandoned vehicles, speeding, off-road bikes
- i. Begging
- j. People committing inappropriate or indecent sexual acts in public or sex work
- k. Other: _____
- l. None

12. Thinking about your local area, how much do you agree or disagree with the following statements: [group question, Definitely agree [5], Tend to agree [4], Neither agree nor disagree [3], Tend to disagree [2], Definitely disagree [1], Don't know]

- a. My local area is a good place to bring up children
- b. There are activities for children in my local area
- c. Children that live in my local area have a good quality of life
- d. Children that live in my local area have opportunities available to them
- e. It is easy for children to get involved in crime or join gangs in my local area

Stronger communities

13. Thinking about the people who live in your local area, to what extent do you believe they can be trusted?

- a. Many of the people can be trusted [4]
- b. Some of the people can be trusted [3]
- c. A few of the people can be trusted [2]
- d. None of the people can be trusted [1]
- e. Just moved here
- f. Don't know

14. Do you feel your local area is 'left behind' in comparison to the rest of the country?

- a. I think my area is very left behind
- b. I think my area is somewhat left behind
- c. I think my area is similar to the rest of the country
- d. I think my local area is somewhat better off than the rest of the country
- e. I think my local area is much better off than the rest of the country

Taking Back Control

15. To what extent do you agree or disagree that you personally can influence decisions affecting your local area or influence what happens in your community?

- a. Definitely agree [5]
- b. Tend to agree [4]
- c. Neither agree nor disagree [3]
- d. Tend to disagree [2]
- e. Definitely disagree [1]
- f. Unsure

16. In the last 12 months, have you been consulted about local services or issues in your local area through any of these methods? [Select all that apply]

- a. Completing a paper or online questionnaire
- b. Attending a public meeting
- c. Being involved in a face-to-face or online group
- d. I have not been consulted about local services or issues in my local area.
- e. Other: _____

17. Do you feel your voice is listened to when decisions are made about your local area?

- a. Always [5]
- b. Very often [4]
- c. Sometimes [3]
- d. Rarely [2]
- e. Never [1]

18. Your local town has been selected to receive £20 million of funding as part of the Government's Plan for Neighbourhoods programme. Prior to this survey, how familiar are you with this programme?

- a. Completely familiar with the details
- b. Somewhat familiar with the details
- c. I've heard of it but I'm not familiar with the details
- d. I've never heard of this programme

19. What would you your number one priority be for use of the £20 million of funding through the Plan for Neighbourhoods programme in your area?
[open-text]

Demographics

1. What is your postcode?* _____

2. In what year were you born?_____*

3. Which of the following do you identify as?*

- a. Male
- b. Female
- c. Prefer to self-describe

4. [if prefer to self-describe] Please state the gender you identify as. _____

5. What is your ethnic group? (select one)*

- a. White
- b. Mixed / Multiple ethnic groups
- c. Asian / Asian British
- d. Black / African / Caribbean / Black British
- e. Other ethnic group
- f. Prefer not to say

End screen

Thank you so much for taking the time to fill out this survey. We value your thoughts and look forward to reviewing your feedback. Please find out more about the Plan for Neighbourhoods here.

<https://www.gov.uk/government/publications/plan-for-neighbourhoods-prospectus-and-tools/plan-for-neighbourhoods-prospectus>

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Regeneration Plan Update

Purpose

As part of the government's Plan for Neighbourhoods, the Clacton Town Board is leading the development of a Regeneration Plan. This plan will outline a long-term vision for the next 10 years, along with a more detailed 4-year investment plan for the town. According to the published Prospectus, the plan needs to be submitted to the Ministry of Housing, Communities and Local Government (MHCLG) sometime between spring and winter.

This paper provides an update on progress so far, how the work aligns with the Clacton Town Centre Masterplan, and a draft timeline for taking the Plan forward.

We are still waiting on further guidance from MHCLG about what exactly needs to be included in the plan and how it will be assessed, so some of the details in this report may need to be updated as things become clearer.

Recommendation for the Board

1. To note the proposals and timetable for the development of the Regeneration Plan.
2. To nominate up to three Board Members (or nominated representatives) to be on the Steering Group, to act as advisors on the form and process for the development of the Regeneration Plan once more detailed guidance is published.

Background

Clacton is one of 75 places chosen by Government for the new Plan for Neighbourhoods, empowering local people to take back control of their future with a long-term flexible funding pot of up to £20 million of funding and support over the next 10 years. The Clacton Town Board is responsible for developing a Regeneration Plan to deliver the strategic objectives of the programme.

In consultation with the community, the board will generate a vision for the future of Clacton and set out a pathway to deliver that over the course of the 10-year programme (and beyond), considering opportunities to attract and combine new and existing private, public, and philanthropic funding streams. It will include an initial four-year investment plan, focusing on areas of opportunity and seeking to maximise existing assets and identify the "interventions" the Board intends to pursue.

The list of interventions in the guidance falls under the following themes: Regeneration, High Streets, and Heritage; Housing; Work, Productivity, and Skills; Cohesion; Health and Wellbeing; Transport; Safety and Security; and Education and Opportunity.

Resourcing the development of the Regeneration Plan

In March 2025 the Board agreed to allocate funding to support the development of the Regeneration Plan, including external resources to assist with drafting the plan, facilitating workshops, and testing funding prioritisation.

On this basis Tendring District Council, on behalf of the Clacton Town Board, will commission a resource who brings with them a mix of skills including strategic thinking, data analysis, community and stakeholder engagement, regeneration expertise, design and project management.

The consultants will help the Board to shape the Regeneration Plan built on the outcomes of local engagement led by CVS Tendring and others, and will work with the Board to ensure that the local community and stakeholders continue to be central to shaping the final plan.

Tendring District Council is developing the brief for the work, and is in the process of soft market testing, to find appropriate consultants and to test the budget allocation of £40,000.

Governance Arrangements

The Project Team, led by a designated project manager at Tendring District Council, will oversee the procurement and daily management of consultants. They will ensure the project adheres to the Council's internal processes as the Accountable Body. Additionally, they will facilitate connections to other projects, including the masterplan, and ensure that consultations and communications are well-structured and coordinated.

The Project Steering Group will support the Project Team by contributing to the final consultancy brief upon the release of new guidance. They will also act as a critical friend, providing support between Board meetings and linking to engagement work streams.

The Clacton Town Board will ultimately be responsible for shaping and approving the final Vision and Investment Plan before its submission to MHCLG. The consultants will present to, and facilitate workshops with, the Board at key stages of the project.



Links to the new Spatial Masterplan for Clacton Town Centre

Funded through the Government’s Community Regeneration Partnership (formerly the Levelling Up Partnership), Tendring District Council also plans to develop a spatial masterplan that will develop existing visioning work into an action-focused, deliverable and phased delivery plan, harnessing culture as a driver for town centre regeneration, laying the groundwork to realise the Council’s ambition for a cultural quarter in Clacton. The masterplan will:

- Identify key areas for intervention, including key development sites and projects which could help enhance the vitality of the town centre
- Set out urban design and wayfinding strategies, to support connectivity and legibility within the town centre, and communicate the key areas identified
- Establish an Action Framework, mapping out ongoing and planned projects, to help coordination and collaboration on driving regeneration and tracking impacts.

The Clacton Town Board will be a key consultee in the formation of the masterplan, which will be in development from the Autumn 2025 through to Spring 2026.

Timetable

The indicative timetable below includes the following assumptions:

- That MHCLG approve the governance and boundary proposals submitted last month by early June. This in turn will release the additional capacity funding and trigger Tendring District Council’s governance processes as the Accountable Body.
- That MHCLG publish further guidance on fund delivery, Plan submission, assessment and approval in the coming weeks, so this can feed into the consultancy brief.
- That engagement timescales with the various cohorts are agreed by the sub-groups.

	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan
Plan development									
Guidance Published & Brief Development									
Request for quotes									
Funding (MHCLG) and TDC governance									
Evaluation of Bids									
Governance approval to feedback/Award									
Inception									
Vision Development*									
Investment Plan Development*									
Finalise Plan									
Plan submission									
Engagement (Indicative timelines)									
Residents									
Business Consultation									
Young people									
Visitor surveys (TBC)									

* Includes Board & stakeholder workshops