

Town Board Governance and Boundary Change requests

Long Term Plan for Towns
Town Board Governance and Boundary Change requests

Purpose

This form is designed to capture information regarding the activity undertaken to date in each town to prepare for development and delivery of their Long-Term Plan. This information will be used to assess the readiness of local areas for the next stage of Plan development and to review, and agree where necessary, the geographic area to be covered by the Long-Term Plan intervention.

Completion Instructions

This form should be completed by the lead Local Authority for the relevant town.

It should be completed and submitted to the Department for levelling Up, Housing and Communities by email to LTPftSubmit@levellingup.gov.uk, once the following have been established:

- Town Board membership
- Geographic area to be supported by the Long-Term Plan

Supplementary Guidance is provided to support completion of this form.

When completing this form, Local Authorities should also note the Town Board and programme requirements outlined in the [Long-Term Plan for Towns: guidance for local authorities and Town Boards Guidance](#), published in December 2024.

Town	Clacton on Sea
Local Authority	Tendring District Council

1. Board Membership

- Please advise whether your Town Board is an interim Board or has been finalised.

Interim

Final

Any Interim Board will need to have any new members in place and finalised before submitting your Investment plan

Are all members fully engaged? Yes No

If No please comment on any issues here:

Please provide details of your Town Board members:

Membership	Details
<p>Chair (Please provide a pen picture separately – For information only)</p> <p>Has your MP been involved in the selection of your Chair</p>	<p>Name: George Kieffer Organisation: Independent Role within Organisation: Contact Details: 1st point of Board contact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p> <p>Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p> <p>Comments: Giles Watling MP is supportive of the appointment.</p>
<p>Secretariat Lead</p>	<p>Name: Keith Simmons Organisation: Tendring District Council Role within Organisation: Head of Democratic Services and Elections Contact Details: ksimmons@tendringdc.gov.uk 1st point of Board contact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p>
<p>Member(s) of Parliament</p>	<p>Name: Giles Watling</p>
<p>Local Councillors</p>	<p>Cllr Mark Stephenson, Tendring District Council (Leader, Independent) Cllr Ivan Henderson, Tendring District Council (Deputy Leader, Labour) Cllr Lesley Wagland, Essex County Council (Conservative)</p>
<p>Police and Crime Commissioner or their appointed representative or Senior Representative from the Police in Scotland</p>	<p>Name: Roger Hirst Organisation: Essex Police Fire and Crime Commissioner Role within Organisation: PFCC</p>
<p>Other Board membership (please add additional names as appropriate)</p>	<p>Name: Sharon Alexander Organisation: Community and Voluntary Services Tendring Role within Organisation: Chief Executive Name: Billy Ball Organisation: Clacton Pier Role within Organisation: Owner Name: Craig Newnes Organisation: McDonalds Role within Organisation: Franchisor (multiple outlets) Name: Laura Taylor Green Organisation: Suffolk and North East Essex Integrated Care Board Role within Organisation: Director Name: Dr Emily Murray Organisation: University of Essex Role within Organisation: Head of Centre for Coastal Communities</p>

	<p>Name: Rob Mitchell-Gears Organisation: Westcliffe Theatre Role within Organisation: Theatre Manager / CEO</p> <p><u>Other proposed members:</u> Representative of the Tendring Education Strategic Board, to be agreed Officer representative from the Lead Authority, expected to be Ian Davidson, Chief Executive Chief Inspector Ella Latham, Divisional Commander, Essex Police</p>
<p>Regular Observer(s) (if appropriate) (please add additional names as appropriate)</p>	<p>Name: Steve Evison Organisation: Essex County Council Role within Organisation: Director for Sustainable Growth</p> <hr/> <p>Name: Samantha Jones Organisation: Tendring District Council / Essex County Council Role within Organisation: Regeneration Programme Manager (Leads on levelling up)</p> <p>Name: Lee Heley Organisation: Tendring District Council Role within Organisation: Corporate Director</p>

2. Geographical Boundary

There is scope to make representations to the department to alter your town boundary. Please indicate below whether this will be your intention

<p>Do you intend to use the Geographical Boundary of your Town as detailed in the Data Pack provided by DLUHC?</p>	<p>Yes <input checked="" type="checkbox"/></p> <p>No <input type="checkbox"/></p>
<p>If No please provide a clear rationale for any changes including why they are required to successfully deliver the programme in the local area.</p> <p>Please note that any changes requested, will need to align with the spirit of the programme, reflect the 3 policy areas detailed in the Guidance, result in a single contiguous geographic area and any changes requested must still allow the benefits of the fund to be realised for your Town as indicated by the ONS BUA map, as outlined in the data pack.</p> <p>Please also provide evidence that the board is in agreement with the revised boundary and a revised map overlaying the original map in the data pack.</p>	

3. Supplementary Documentation

Please find below a list of Board documents that need to be provided to DLUHC ahead of any agreement to your proposals or release of Capacity funding.

3a. Documents to be provided to DLUHC:

A Chairperson Pen picture?	Yes <input checked="" type="checkbox"/>
A copy of your terms of reference?	Yes <input checked="" type="checkbox"/>
A copy of your Code of Conduct?	Yes <input type="checkbox"/> Code of conduct will be based on the LGA 2020 code of conduct for local authorities, simplified as appropriate, (as it will not be underpinned by legislation.)
A copy of your Conflicts of Interest Policy? And record of entries if already collected?	Yes <input type="checkbox"/> The LGA 2020 code of conduct includes conflicts of interest at Section 9 and Annex B. Comments: To be collected
Evidence of Board Consensus to Boundary changes? <i>If appropriate</i>	Yes <input type="checkbox"/>
A revised boundary map that overlays your new geographical boundary onto the ONS Map in your data pack? <i>If appropriate</i>	Yes <input type="checkbox"/>

Note: Any missing documentation from above will result in the delay of payment of the next tranche of your capacity funding.

In line with the principles of public life, the operations of the Town Board must be transparent. The Town Board should therefore ensure it publishes membership and governance arrangements (including minutes of meetings and decision logs) on the lead council's website.

3b. Please indicate below which documents have been published on your Lead Council's website and where these will be added at a future date?

		If No please confirm date of publication
Board Membership	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Complete Decision - Clacton-on Sea Town Board (tendringdc.gov.uk)
Decision logs	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	April 17 (After next board on April 15 th)
Board papers including minutes	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	April 17 (After next board on April 15 th)
Boundary Map	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	April 17 (After next board on April 15 th)
Policies	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	April 17 (After next board on April 15 th)

4. Engagement

As set out in the guidance, we expect the Long Plan for Towns to have been developed in close consultation with local residents and for this to be well evidenced. You should use the capacity funding provided to do so and consider passporting some or all of this funding to local community organisations.

This section will provide the assurance that the Town Board has the capacity to undertake stakeholder engagement as detailed in the guidance and will enable us to establish areas where the DLHUHC Taskforce can offer support.

<p>Please advise what community stakeholder engagement has been or will be undertaken ahead of the submission of your Investment Plan</p>	<p>Undertaken: None to date</p> <p>Planned: We are working with the Community Service Volunteers Tendring, a member of the board, to develop an engagement process. CVST are experienced at working with the local community groups and residents in Clacton. They take an asset based approach. We are considering procurement options, which could include working with local community groups to benefit from the opportunity to provide these engagement services; we will consider using our own internal procurement exemption rules where applicable.</p> <p>Tendring District Council runs the Local Education Cultural Partnership (LCEP), and is currently leading on a youth voice project with local community partners. The LCEP will lead on engaging young people in Clacton in the town through schools and youth focused voluntary organisations. Again, we will consider procurement routes for the engagement activity itself. We have a town centre manager who will support with the engagement of businesses.</p> <p>Dr Emily Murray, Head of the Centre for Coastal Communities, will lead a workshop with board members in support of the development of the town plan.</p> <p>We will engage with the Clacton Councillors Forum on the development of the town plan, recognising the community leadership role of local members.</p>
<p>Are there any areas where DLUHC or the Task Force can support you in, when developing interventions for your Investment Plan?</p>	<p>None identified yet</p>
<p>Do you require any support in undertaking your community engagement activity?</p>	<p>We would appreciate information on best practice nationally.</p>

Capacity Funding

Please confirm how you are planning on allocating your next tranche of capacity funding, particularly with regard to funding for community or civic society groups.
Where possible please indicate organisation, expected spend and activity to undertake

The Council recognises that it will need to follow procurement rules, or procurement exemption rules, in allocating funding.

Indicative budget, subject to agreement of the board (15 April)

- Public engagement on the long-term plan for towns, with an expected focus on community groups. £60,000
- Local Cultural Education Partnership: engagement with young people on the long term plan for towns: £25,000
- Plan production, marketing and communication: £15,000
- Board support: £5,000
- On going Town Centre management, business engagement £35,000
- On going capacity for delivery of the projects within the long term plan for towns: £60,000

Board Signatory (E-signature accepted)

Signed By	Signature: George Kieffer	Name (Printed): George Kieffer
Date	3 April 2023	
Position Held	Board Chair	

Please see email attached

Local Authority S.151 Officer Signatory (E-signature accepted)

Signed By	Signature: Richard Barrett	Name (Printed): Richard Barrett
Date	4 April 2024	
Position Held	Section 151 and Assistant Director of Finance	

Please see email attached