

NOTES CASTLE POINT PLAN BOARD

18th May 2023

PRESENT:

Councillors: Gibson (Chairman), Isaacs, Mountford, S. Mumford and Palmer.

Officers in attendance: Angela Hutchings (Chief Executive), Ian Butt (Head of Place & Policy) Amanda Parrott (Planning Policy Manager) Neil Gale (Planning Policy Officer (Engagement)), Dominic Chessum (Communications), Cheryl Salmon (Note Taker).

Apologies: Councillors Blackwell, Fuller and Hart.

1. Notes of the meeting on 1st March 2023 – Noted.

2. Local List Review – Methodology for Agreement

The Board considered a presentation on this matter. It was explained that in a local area there were designated heritage assets such as world heritage sites, scheduled monuments and listed buildings which were protected during the planning process. There were also non-designated heritage assets which local people considered had historical or architectural significance. These included buildings, monuments, sites, places, areas of landscapes which merited consideration in planning decisions but which did not meet the criteria for designated heritage assets.

The Council's current list of non-designated heritage assets was part of the 1998 Local Plan. It was planned to review that list identifying what assets should remain and any new assets that should be added. To achieve this a public consultation would be run via the Castle Point Plan engagement portal from the end of May until November 2023 requesting nominations. Those nominations would then be assessed against an agreed methodology to devise a new list.

The Board discussed in detail various options for promoting the public consultation including the use of council noticeboards, the use of QR codes, local libraries, advertisements in a free local magazine, local doctor surgeries and pharmacies.

3. Community Engagement Update

The Board was presented with a list of promotional activity that had been carried out in recent months and that which was planned for forthcoming months. This included social media posts, advertisements in local magazines, leaflet distribution and display of posters in various locations throughout the borough including on the No. 21c bus which travelled through the borough 4 times a day. It was stated that 256 individual comments from residents had been received to date. Whilst there was good spatial distribution there was poor demographic representation with only 14 responses being received from anyone under the age 25 and none

received from anyone under the age of 25. The highest number of responses received were from the 65-74 year age group.

The Board discussed ways in which promotional activity could be increased to reach a wider audience. It was suggested that all Members should be invited to get involved. A 'Members pack' could be put together with posters and leaflets for them to distribute throughout their wards including some guidelines about how to use the materials. It was recognised that any promotion should complement the activity already undertaken by the Engagement Officer and not repeat or overlap it.

It was stated that a series of community workshops were also planned throughout the borough in June and July so people could come along and discuss what they valued most about their area and what they would want to see change. Members of the Castle Point Plan Board and Planning Policy officers would be in attendance to facilitate the meetings. The list of venues and dates were displayed and further dates could be added if the Board felt that it was necessary. A list of dates and venues for 'Pop up Engagement' were also shown. During discussion it was suggested that colourful t-shirts could be worn when handing out leaflets to attract attention and encourage people to stop. Benfleet train station was suggested as a location with a high footfall and distribution of leaflets at local youth football teams would reach a younger demographic.

Planning was also underway on the following:

- School college and youth group engagement
- Partner engagement – Assessment of what partners would want from the plan.
- Business engagement – A new economic development officer had started and would look to understand what businesses would want from the plan.
- Broadening participation through art - particularly looking at engaging with younger people. Discussions had taken place with 'Metal', an art and culture group based in Southend, around how to broaden participation. Engagement would take place through summer holidays with kids students, and some adults who were not currently engaging. It was hoped this could result in a colourful document which could potentially be turned into an exhibition or digital exhibition.

4. Strategic Flood Risk Assessment

Discussion took place on what role both the Castle Point Plan Board and the Flood Forum would play in determining the specification for the Strategic Flood Risk Assessment.

The Board noted that it should have ownership of the Strategic Flood Risk Assessment as this was a critical piece of work which not only informed the plan but the future flood risk of the borough. The Flood Forum was an external stakeholder which did not have decision making powers, it was consultative. The ownership and commissioning of the assessment should be at the Board.

5. Decisions and Communications

Decisions

1. The Board agreed the methodology and timetable for the Local List Review.
2. A 'Members Pack' consisting of posters and leaflets to be put together for Ward Councillors to distribute throughout their areas.
3. Engagement Officer to circulate a list of venues contacted for 'Pop up Engagement' to the Board for further suggestions.
4. Details of the 'Metal Southend' website to be shared with the Board.
5. The Head of Planning Policy to prepare a specification setting out the role of the Castle Point Plan Board and Flood Forum in relation to the Strategic Flood Risk Assessment to be considered by the Board.

Communication

6. This should be about the heritage assets to give people the opportunity to have their say on what heritage should be reserved, to include a quote from the Chairman of the Board and link to the other ongoing pieces of work.
7. Communication Officer and Engagement Officer continuing to work on public engagement activities.

6. Next Meeting

Board Meeting 7th June 2023 at 5.15pm.
