

# Newhaven Town Deal Board

## Minutes of Board Meeting

Friday 3<sup>rd</sup> March 2023  
12pm – 1pm via MS Teams

**Deputy Chair:** Chris Ketley, Knill James LLP

### **Attendees:**

#### **Lewes District Council:**

- Lisa Rawlinson (LR), Head of Regeneration
- Robert Cottrill (RC), Lewes District Council
- Ian Fitzpatrick (IF), Lewes District Council

#### **Members of Houses of Parliament and Lords:**

- Maria Caulfield (MC), Member of Parliament
- Baroness Janet Whitaker (JW)

#### **Department of Business, Energy & Industrial Strategy / Towns Fund team**

- Nigel Stewardson (NS), Department of Levelling up, Housing, and Communities

#### **South East Local Enterprise Partnership (SELEP)**

- Adam Bryan, SELEP
- Graham Peters, Team East Sussex (SELEP)

#### **Newhaven Enterprise Zone**

- Corinne Day (CD), Programme Director

#### **Community, Education and Business Representatives**

- Captain Dave Collins-Williams (DCW), Newhaven Port & Properties
- Duncan Kerr (DK), Wave Leisure
- Penny Shimmin (PS), Sussex Community Development Association
- Rebecca Conroy (RCo), East Sussex College

#### **Secretariat (provided by Lewes District Council):**

- Guy McQueen (GMQ), Regeneration Project Manager
- Anna Salmon (AS), Funding Programme Delivery Manager

#### **Apologies:**

Cllr James MacCleary, Lewes District Council  
Cllr Zoe Nicholson, Lewes District Council  
Cllr Graham Amy, Newhaven Town Council  
Ken Dry, Town Clerk  
James Harris, East Sussex County Council  
Sarah Burge, Sussex NHS Commissioners

Emma Smith, Department for Levelling up,  
Housing, and Communities  
Max Woodford, Brighton & Hove City Council  
Trevor Beattie, SDNPA  
Mike Shorer, Newhaven Chamber of Commerce  
Ed Wills, Brighton & Hove Buses

<b>Agenda item</b>		<b>Action</b>
<b>1.0</b>	<b>Welcome, Introductions &amp; Apologies</b>	

CK welcomed all to the meeting and updated Members on recent good news stories:

#### Turner Prize - Ravilious Project

Towner Eastbourne has Arts Council funding of circa £5m for a 'wraparound' programme of arts activity in Eastbourne to support the centenary and Turner Prize.

As part of this, Newhaven will have access to paintings depicting the town from the Towner's extensive collection for the first time, including works by Eric Ravilious, Edward Bawden and John Piper. A project is being developed for large-scale, outdoor selected works from this catalogue, alongside work displayed by contemporary artists in response. The project will coincide with the Turner Prize Exhibition Launch, scheduled for late summer/early autumn 2023.

This should attract much needed footfall to the town. The works will form a trail which will be promoted as part of Newhaven Festival and Artwave in September. The project is being managed by The Towner with involvement from Creative Newhaven, an initiative which was established and funded by the Newhaven Enterprise Zone.

#### Feibusch Mural (Pilgrim's Progress)

LDC and Wave Leisure are involved in discussions to agree use of one of the casemates at Newhaven Fort to exhibit the Feibusch Mural (Pilgrim's Progress).

The mural which is 40 metres long was created in 1944 and uses John Bunyan's allegorical story to tell Feibusch's own story of escaping from Nazi Germany and his arrival in 1930's England. It was painted for the crypt in St. Elisabeth's Church, Eastbourne and gifted to the local community, but remained out of sight after 2002, when the church closed.

A campaign led to the mural being saved and successfully removed, prior to the building being demolished in 2019. The mural has undergone extensive restoration and will remain in storage until it can be moved into its new home.

#### Jolly Boatman Planning Approval

CK informed the Board that planning application LW/22/0705 has been approved. The venue will be transformed into a vibrant

	<p>community café and bar with the space designed for additional community events, sustainable products, and wheelchair accessible toilets, amongst other welcome features.</p>	
<p><b>2.0</b></p>	<p><b>Minutes of Last Meeting</b></p> <p>Draft minutes were circulated with the agenda for today’s meeting.</p> <ul style="list-style-type: none"> <li>• The previous minutes were agreed.</li> <li>• Update on actions from meeting: <ul style="list-style-type: none"> <li>○ <i>AS to revise the dashboard</i> – the dashboard has been updated and circulated in advance of this meeting. AS will be presenting the dashboard under Agenda Item 6.</li> <li>○ <i>AS to update the Board on plans for the current GP sites if/when information is available</i> – AS said that LDC has not yet been made aware of any plans for the sites.</li> <li>○ <i>AS to discuss the possible appointment of a Deputy Chair with CK</i> - AS has included reference to this in the revised Terms of Reference (Agenda Item 8).</li> </ul> </li> </ul>	
<p><b>3.0</b></p>	<p><b>Declarations of Interest</b></p> <p>No agenda items required any declarations of interest.</p>	
<p><b>4.0</b></p>	<p><b>Funding Re-allocation - Project Adjustment Request (PAR)</b></p> <p>CK reminded the Board that LDC are formally requesting the reallocation of the <i>Better Journeys for All</i> funding. At the previous Board meeting, AS informed members that each business case needed to be revised and the Benefit Cost Ratios (BCRs) needed updating to accompany the PAR to reallocate the funding across all the projects.</p> <p>AS circulated a summary of revised business cases and updated BCRs in a briefing paper on 1<sup>st</sup> March. CK invited AS to provide further information:</p> <ul style="list-style-type: none"> <li>• The Board previously agreed to re-distribute the <i>Better Journeys for All</i> funding to: <ol style="list-style-type: none"> <li>1. cover inflation and rising costs across all projects</li> <li>2. increase the business grants pot</li> <li>3. enhance the Wayfinding and Signage project.</li> </ol> </li> <li>• As part of submitting the PAR to re-distribute this funding, we must also revise each of the original business cases. This has generated a huge amount of work and has come at a cost</li> </ul>	

	<p>because we needed to commission consultants to revise both the economic and financial models for every project to update the BCRs.</p> <ul style="list-style-type: none"> <li>• All the revised business cases have been through a governance process and have been appraised by: <ul style="list-style-type: none"> <li>○ AS (Funding Programme Delivery Manager)</li> <li>○ LDC’s Principal Accountant</li> <li>○ CK (Chair of the Board)</li> <li>○ Strategic Sub-Group Chairs</li> </ul> </li> <li>• Since circulating the briefing note, the revised <i>Re-connecting our Town</i> business case has also been appraised and signed off by the LDC Principal Accountant.</li> <li>• All BCRs have been assessed as ‘good’ or ‘acceptable’ value for money.</li> </ul> <p>CK thanked AS for all work undertaken and acknowledged that, as the business cases had been scrutinised and the BCRs were acceptable, these could be submitted on behalf of the Board.</p>	<p><b>AS to submit revised business cases</b></p>
<p><b>6.0</b></p>	<p><b>Levelling Up Fund (LUF)</b></p> <p>LR provided an update on progress for LDC LUF projects:</p> <ul style="list-style-type: none"> <li>○ In October 2021, Lewes District Council was notified that a Levelling Up Fund bid for investment in Newhaven fisheries had been successful and that the full ask of £12.68m had been secured.</li> <li>○ The bid was titled ‘Capturing the Value of the Catch’ and comprised three projects: <ol style="list-style-type: none"> <li>1. <u>Landing Stages</u> - provision of a new landing stage at West Quay to accommodate 16 smaller vessels. NPP have submitted an application to the Marine Management Organisation (MMO) for the dredging. All surveys are now complete. The final designs will be submitted to NPP by the end of March and then the second application can be submitted to the MMO for the design and construction.</li> <li>2. <u>Fish Processing Plant</u> – the improvement of a commercial unit in New Road, Newhaven. LDC have been working with our consultant, David Guy, and another representative from the fishing community, Wendi Goodsell, to establish a Community</li> </ol> </li> </ul>	

	<p>Interest Company (CIC). The Newhaven Fishing CIC will manage the processing plant, where fish will be held and sent out to various markets including Brixham. The fishing community will benefit from being able to leave fish in cold storage in Newhaven and have the freezing facility to hold fish products for a longer period before sale. Storage areas will be provided at a reduced cost to encourage a community feel for the area. Fishers will be encouraged to take up training for their own development and to aid their business. Any profits will be put back into the fishing community and provide further support for fishers entering or leaving the industry through training and support.</p> <p>3. <u>West Quay Restaurant and Community Destination</u> – New leisure and community facilities on the West Beach promenade. The appointment of the Architect (Mohsin Cooper from Morgan Carn) has been finalised and concept designs have been reviewed against the LUF bid to ensure all outcomes are being delivered. Initial Landscape designs and site ecology have also been carried out, with further works planned.</p> <p>Over the next few months, the Architect will develop the designs in tandem with further site investigations and consultant advice to support the planning application, which is targeted for after the local elections in late May/early June. Early consultation with Historic England and ESCC Highways has started, to ensure any requirements are included in the design development.</p> <ul style="list-style-type: none"> <li>• Officers will report more frequently to the Board on LUF project updates as the schemes progress.</li> </ul>	
<p><b>6.0</b></p>	<p><b>Project Dashboard/Updates</b></p> <ul style="list-style-type: none"> <li>○ AS provided a summary of the current project dashboard data, which was based on the 2022/23 Q3 reports provided to us by all Delivery Partners. The dashboard also includes any additional information provided since the reporting took place.</li> <li>○ <u>Pedestrian Gateway (NPP)</u> – The project has moved from ‘Procurement’ to ‘Delivery/construction’ stage. The s278 draft agreement has been agreed and DCW has informed AS that the final document will soon be provided. The road closure application has been submitted and everything is on target for 24<sup>th</sup> April start date.</li> </ul>	

- Wayfinding & Signage (LDC) - Much progress has been made regarding the scope of works. GM provided an update under Agenda item 7.
- The Social Enterprise Incubator (SCDA) - Project received approval at the last Board to commission a Structural Feasibility Report which in turn would inform the Business Plan. Penny will present the Business Plan to the Town Deal Board at the next meeting, having first sought sign off from the SCDA Board.
- The Business Grants project (ESCC)– The Grants Officer started in post on 21st February. The grants programme will launch within the next 2-3 weeks. Some businesses have already heard about the grants programme on the grapevine and have expressed an interest in applying.
- Community & Enterprise Hub (NTC) – AS and KD met with Quantity Surveyor on site in February. Discussions need to take place regarding a suitable condition to lease with the freeholder (ESCC). KD will provide a full update at the next Board meeting.
- East Side Recreation Ground (NTC) – The design work is very near completion for the playground and allotments. Planning Advice has also been received.
- Fort Road Recreation Ground (LDC) – The initial design phase is complete. Procurement is underway for RIBA stages 3-6. The project will be submitted to planning this month.
- Denton Island Slipway (Peter Leonard Marine) – The grant funding agreement is progressing – LDC are awaiting written confirmation that planning consent is not required. It is hoped that a full update can be provided at the next Board meeting.
- Newhaven Fort (Wave Leisure) – DK explained the work undertaken to their tearoom which has been refurbished to make it more welcoming, comfortable, and stylish. The work has also made staff time more efficient. Regular customers have voiced their approval. Character has been maintained while the space has been modernised.
- Ferry Terminal (NPP) – The external works have commenced on site but slightly stalled as waiting for the cladding sub-contractors to come on site either next week or the week after.

	<p>By the next Board meeting, the works will have been finished. DCW is awaiting updated tender for the 1<sup>st</sup> floor internal works.</p> <ul style="list-style-type: none"> <li>➤ MC said she had been receiving enquiries about the business grants programme – could anymore information be provided, and would there be any additional funding from SELEP? AB and GA confirmed that funding to LEPs had reduced in recent years and so Local Growth Funding and Getting Building Fund programmes were tightly managed. There is also capital loan finance available. All agreed that conversation with JH would continue as the Town Deal grant scheme progressed and marketing material would be circulated as soon as it could be published.</li> <li>➤ CD added that the Enterprise Zone are currently publishing their Business and Investment Plan this month - funding streams available from 1st April. Soft loans and grants are available - some are capital and some revenue. There are clear objectives for applicants to meet and promotion has already started.</li> </ul>	
<p><b>7.0</b></p>	<p><b>Wayfinding and Signage Project</b></p> <p>CK reminded Members that the Wayfinding and Signage project forms a large part of the <i>Reconnecting Our Town</i> programme. Following the presentation of the Newhaven Wayfinding and Signage Spatial Masterplan to the Board in July, a huge amount of work has taken place behind the scenes. CK passed to GMQ to provide a full update on the work to date and next steps.</p> <ul style="list-style-type: none"> <li>• GMQ reminded Members that funding was initially secured as part of the Future High Streets Fund (£250,246 to be spent by March 2024) and further funding received as part of the Newhaven Town Deal (£962,510 to be spent by March 2026).</li> <li>○ Target outcomes for the project are: <ul style="list-style-type: none"> <li>✓ Connectivity within and beyond the town</li> <li>✓ More attractive environment and public realm for residents, visitors and workers</li> <li>✓ Safer pedestrian access, increased activity and healthier lifestyles</li> <li>✓ Enhanced visitor experience, dwell time and spend</li> <li>✓ Enhanced sense of place.</li> </ul> </li> <li>○ Spend to date has been sourced from the Town Deal budget to produce:</li> </ul>	

	<ol style="list-style-type: none"><li>1. Spatial Masterplan: produced by Allen Scott Landscape Architects which was introduced to the Board and published on Your Newhaven in July 2022. This was informed and approved by the Stakeholder Implementation Group. The Masterplan is intended for use by all stakeholders when investing in the public realm.</li><li>2. Pilot Information Boards: AS presented the design of this pilot project in our previous Board meeting.<ul style="list-style-type: none"><li>○ The Masterplan identified 33 projects which fall within one of four Themes:<ol style="list-style-type: none"><li>1. Re-imagining the Sense of Arrival</li><li>2. Re-connecting the Town Centre</li><li>3. Re-establishing Relationships between the Land and the Sea</li><li>4. Repurposing Underutilised Spaces</li></ol></li><li>○ Following the steps outlined in the Masterplan, a high-level prioritisation task was undertaken to shortlist projects. The shortlisted programmes and process for implementation were approved by the Stakeholder Implementation Group on 1<sup>st</sup> March 2023.</li><li>○ Working with DLUHC through the PropTech Engagement Fund, we have been further encouraged to continue ongoing community engagement – there is a particular emphasis on feedback loops; to involve the public during the design phase and to be informed during the decision making process.</li><li>○ The implementation process was explained with GMQ being supported by a Community Working Group and using Your Newhaven for wider engagement. The Stakeholder Implementation Group will remain involved for sign-off and implementation.</li><li>○ <a href="#">Your Newhaven</a> currently has two live ‘tiles’ which will help support some of the central objectives which are to increase use, improve perceptions of safety and improve connectivity and streetscape design for active travel between key areas of the town.<ol style="list-style-type: none"><li>1. <u>Safe Spaces Map</u> – this allows residents to ‘pin’ a point in the town and tell us about their experiences and the factors which influence their perception of safety. The tile will remain live indefinitely so we can collect data over a long period and use this to inform wayfinding but also share with other stakeholders e.g. Sussex Police.</li><li>2. <u>Budgeting for West Quay</u> – to help design the main phase of R1 (West Quay Walking and Cycling Trail Improvements), residents and visitors can set a ‘budget’ from a list of set</li></ol></li></ul></li></ol>	
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categories e.g. improved seating or planting. This will give us an understanding of their priorities for the area.

#### Shortlisted projects

- G1 (Transport Interchange Hub Gateway) has been ringfenced but will require funding through the reallocation of Better Journeys for All.
- R1 (West Quay Walking and Cycling Trail Improvements) – this will be informed by the Budgeting Tool.
- Quick Wins - T1, T2 and T3. These are located south of the town centre at Riverside North, Chapel Street Underpass and Meeching Road Crossing respectively. All these sites require agreement with ESCC / Highways. GMQ has already spoken to the County Landscape Architect and will work with her and other ESCC colleagues to progress the scheme. These may be phased but it is expected that the majority of work can take place over the coming months, ready for summer.
- R4 (Riverside Ouse riverside park), U3 (Elphick Road pause point and connection to subway) and North Lane to High Street Improvements – this conjoined scheme seeks to improve the route from Egrets Way into the town from south of the town centre.
- T4 (High Street to Churchill Improvements), T6 (Bridge Street to Northway Connections) & T7 (Town Centre streetscape improvements). These areas will be carefully designed to optimise improvements within the town centre.
- Current tasks include further auditing of existing street furniture, decluttering, procurement, design and implementation.

Signage - will be installed in phases – to be decided based on the progress and timescales for delivery of Schemes 1, 2 and 3 as well as FHSF, TD & LUF. The signage may be procured separately from other schemes, but this will be confirmed in due course.

Other wayfinding – some smaller projects could be affordable through TD & FHSF (trees, art etc.) – this will be considered as part of cost calculation. Signage should not be limited to the projects identified.

#### Key Next Steps:

1. Wayfinding Project Manager working with James White (LDC Strategic Procurement Specialist).
2. Community Working Group to remain involved in project design and help to develop palette, routes, and themes as

	<p>tenders progress. Also to assist with wider community engagement.</p> <ol style="list-style-type: none"> <li>3. Your Newhaven to use ‘budgeting tool’ to assist with future R1 phases; Have Your Say Today - Budgeting for West Quay - Your Newhaven (commonplace.is)</li> <li>4. Scheme 1 will require direct and timely contact with ESCC.</li> <li>5. A decluttering plan will be developed for Stakeholder Implementation Group to assist with – particularly consents and action required from ESCC &amp; Newhaven Town Council.</li> <li>6. Engage other stakeholders e.g. B&amp;H Buses for T5</li> </ol> <p>Risks:</p> <ul style="list-style-type: none"> <li>○ Lack of funding</li> <li>○ Lack of buy-in/support</li> <li>○ Other projects and studies within Newhaven implemented without coordination with the Spatial Masterplan</li> <li>○ Possible land ownership issues</li> <li>○ Delays in planning and other permissions</li> <li>○ Availability of materials and resources</li> </ul> <p><u>Examples of additional activity:</u></p> <ol style="list-style-type: none"> <li>1. <u>Newhaven Heritage Routes (SCDA)</u> - Supported through the Heritage Fund – community focused project with Dr Jenny Flood, to create unique local heritage walking and cycling trails: <a href="http://Newhaven Active Travel Hub • SCDA (sussexcommunity.org.uk)">Newhaven Active Travel Hub • SCDA (sussexcommunity.org.uk)</a></li> <li>2. <u>Jolly Boatman</u> – “Welcome to Newhaven” gateway (Agenda Item 1).</li> <li>3. <u>LDC Green Consultancy</u> – further mapping work with Allen Scott to assist strategy to designate ‘Newhaven Peacehaven Coastal Park’</li> <li>4. <u>Community Litter Pick</u> – 11th March (Sidings to Fort Road Rec <a href="http://Have Your Say Today - Clean Up Newhaven (Community Litter Pick) - Your Newhaven (commonplace.is)">Have Your Say Today - Clean Up Newhaven (Community Litter Pick) - Your Newhaven (commonplace.is)</a>)</li> </ol> <ul style="list-style-type: none"> <li>➤ JW asked if LDC were able to develop the current hoardings and other touch points to provide detail on projects in the town, particularly in the town centre; ‘what is going to be there and when will it be finished?’ AS said that this was definitely achievable in the town centre in due course and they would also update project information on <a href="http://yournewhaven.commonplace.is">yournewhaven.commonplace.is</a></li> <li>➤ GP highlighted the Hastings Town Deal project - <i>Town Centre Public Realm and Green Connections</i>, which is intended to ‘transform Hastings town centre, complementing its built</li> </ul>	<p><b>AS &amp; GMQ to plan future material to increase public awareness</b></p> <p><b>GMQ to speak to Hastings</b></p>
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	<p>heritage...to encourage dwell time and promote well-being through the widespread application of beautiful, ecologically rich and biodiverse horticulture that is cost-effective and simple to maintain.’ <a href="https://www.hastingstowndeal.co.uk/town-centre-public-realm-green-connections">https://www.hastingstowndeal.co.uk/town-centre-public-realm-green-connections</a>. GP asked for this project to be looked at and to ensure planting and bio-diversity gains be included. GMQ confirmed that this was a priority and was also part of local policy e.g. Newhaven Neighbourhood Plan.</p> <ul style="list-style-type: none"> <li>➤ MC reported that residents often report feeling unsafe around the Chapel Street underpass; were there plans to upgrade lighting etc. to improve safety? Would street art produced with the input of younger residents be considered? GMQ confirmed that improving safety was central to this project with antisocial behaviour and perceptions of safety being the major deterrents. Improving safety would have many economic benefits. The Safe Spaces was partly designed to support this work and gather data/evidence.</li> <li>➤ PS said that with so many projects and initiatives with similar objectives for the local area, it was important to work collaboratively and with direction – perhaps requiring a new role. GMQ and CK agreed that collaboration was essential.</li> </ul>	<p><b>Borough Council about their public realm project.</b></p>
<p><b>8.0</b></p>	<p><b>Draft Revised Terms of Reference</b></p> <p>CK explained that AS circulated a revised draft of the Board’s Terms of Reference together with the agenda for this meeting. CK invited Anna to talk through the revisions:</p> <ul style="list-style-type: none"> <li>• AS has revised the Terms of Reference to include suggestions made at the previous Board meeting. These include the appointment of a Deputy Chair and a statement to say that decisions can be made via email outside of meetings.</li> <li>➤ GP asked for his membership to be representative of Team East Sussex. AS will amend this.</li> <li>➤ CK added that the Board is still seeking additional private sector members.</li> </ul> <p>The Board approved the changes to the Terms of Reference.</p>	<p><b>AS to add Team East Sussex membership</b></p>
<p><b>9.0</b></p>	<p><b>Date of Next Meeting</b></p> <p>Monday 15<sup>th</sup> of May at 11:00 AM</p>	
<p><b>10.0</b></p>	<p><b>Any Other Business</b></p>	

	<ul style="list-style-type: none"><li>• JW wanted to ensure the Board are aware of DEFRA's UK Seafood Fund: <a href="https://www.gov.uk/guidance/uk-seafood-fund">https://www.gov.uk/guidance/uk-seafood-fund</a>. MC and IF confirmed that members of the Newhaven Fish CIC had been provided with details of the fund and that they will be supported should they be able to submit a bid.</li><li>• JW also asked if the Marine Workshops would be able to provide educational opportunities for members of the local fishing industry. GP said the ESCG proposals were to include some professional marine courses.</li></ul> <p>CK thanked all for attending and looked forward to meeting in May with further information on all the progress being made.</p>	
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