

## **Newhaven Town Deal Board**

### **Minutes of Board Meeting**

Monday 21<sup>st</sup> November 2022

11.30pm – 12.30pm via MS Teams

**Chair: Chris Ketley (CK), Knill James LLP**

#### **Attendees:**

- **Lewes District Council:**
  - Cllr James MacCleary (JM), Lewes District Council
  - Lisa Rawlinson (LR), Head of Regeneration
  - Ian Fitzpatrick (IF), Deputy Chief Executive
- **Newhaven Town Council**
  - Cllr Graham Amy (GA)
- **East Sussex County Council**
  - James Harris (JH), Assistant Director – Economy
- **Newhaven Enterprise Zone**
  - Corinne Day (CD), Programme Director
- **Department of Business, Energy & Industrial Strategy / Towns Fund team**
  - Nigel Stewardson (NS), Cities & Local Growth Unit
  - Emma Smith (ES), Department for Levelling up, Housing, and Communities
- **Local Enterprise Partnerships:**
  - Graham Peters (NS), Chair, Team East Sussex (SELEP)
  - Jo Simmons (JS), SELEP (representing Adam Bryan)
- **Community, Education and Business Representatives:**
  - Sarah Burge (SB), Sussex NHS Commissioners
  - Captain Dave Collins-Williams (DCW), Newhaven Port & Properties
  - Duncan Kerr (DK), Wave Leisure
  - Penny Shimmin (PS), Sussex Community Development Association

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

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

#### **Apologies:**

- Maria Caulfield MP
- Baroness Janet Whitaker
- Cllr Zoe Nicholson, Lewes District Council
- Robert Cottrill, Lewes District Council
- Ken Dry, Newhaven Town Council
- Adam Bryan, SELEP
- Dick Shone, Boutique Modern

- Mike Shorer, Newhaven Chamber of Commerce
- Max Woodford, Brighton & Hove City Council
- Rebecca Conroy, East Sussex College Group
- Ed Wills, Brighton & Hove Buses
- Trevor Beattie, South Downs National Park

Agenda item		Action
1.0	<p><b>Welcome, Introductions &amp; Apologies</b></p> <p>CK welcomed all to the meeting, including two new Board members - Rebecca Conroy (East Sussex College Group) and Emma Smith (DLUHC).</p> <p><u>Planning Applications (Marina &amp; Jolly Boatman)</u></p> <ul style="list-style-type: none"> <li>● CK acknowledged the approval of application LW/19/0926 for Newhaven Marina. On 9<sup>th</sup> November, Lewes District Council’s planning committee approved an application seeking permission for a major commercial and residential redevelopment at West Quay. The scheme is intended to complete the third and final stage of the wider West Quay redevelopment plan. This stage plans to build 3,500m<sup>2</sup> of commercial floorspace, 259 residential apartments, 141 retirement apartments and a hotel. The development also promises to deliver new marina facilities.</li> <li>● Members were also informed of a current planning application to regenerate the derelict Jolly Boatman pub (LW/22/0705). Board Members may wish to view the application and submit supporting comments where appropriate.</li> </ul> <p>The developers recognise the importance of its location, as the northern gateway into the town, and its close proximity to local green spaces, as well as access to riverside park, Egrets Way and the South Downs beyond. The plans include much work to restore light to the interior and much improvement to the exterior of the property with the intention to work with local artists to produce murals and a “Welcome to Newhaven” sign. The application also makes clear references to the work of the Town Deal Board and significance of the investment being made in the town.</p> <p>Officers will be pleased to work with the developers if the application is successful to further align the work with our Wayfinding and Signage project.</p>	

2.0	<p><b>Minutes of Last Meeting</b></p> <p>The 16.09.22 Town Deal Board meeting minutes were agreed.</p>	
3.0	<p><b>Declarations of Interest</b></p> <p>No interests were declared for the meeting agenda.</p>	
4.0	<p><b>Funding Reallocation Update</b></p> <p>CK recapped that the Better Journeys for All business case did not receive approval at the previous Board meeting on 16<sup>th</sup> September. This has created the opportunity and challenge to reallocate £5.4m. There was discussion and support from members to:</p> <ol style="list-style-type: none"> <li>1. Create an inflation fund</li> <li>2. Reinvest in the Business Grants programme</li> <li>3. Deliver an enhanced Wayfinding programme to deliver a transformational scheme.</li> </ol> <ul style="list-style-type: none"> <li>• CK passed to AS to provide a summary of the funding reallocation proposal, and recommendations provided by the Town Deal Strategic Sub-Group:</li> <li>• <u>Inflation Fund</u>: to enable Town Deal projects to overcome rising costs and successfully deliver the outputs and outcomes, as stated in the TIP and each of the strategic business cases.</li> <li>○ AS has been working with the Council’s Principal Accountant to produce four different inflation models, based on estimated scenarios of future inflation rates between now and the end of this funding programme (March 2026).</li> <li>○ An options paper for Reallocation of Funding was circulated to Strategic Sub-Group members last month. The paper included the different inflation models and asked members to vote on their preferred option. In addition to Strategic Sub-Group members voting via email, a meeting took place on 11<sup>th</sup> November to provide the Sub-Group with the opportunity to discuss in detail the different inflation models.</li> <li>○ The meeting concluded with a vote for the preferred option. The votes received via email and those votes placed at the meeting, were combined to determine which inflation calculation to proceed with. The creation of a £3.54m inflation fund received the majority vote. The inflation model calculation will be used as the basis for completing a Project</li> </ul>	

	<p>Adjustment Request (PAR) to reallocate the Better Journeys for All funding.</p> <ul style="list-style-type: none"> <li>○ The allocated ring fenced ‘inflation fund’ for each project will be subject to the project sponsors complying with governance arrangements that the Newhaven Town Deal Board will oversee. AS will draft governance documents and share it with the Strategic Sub-Group before presenting these to the Board for sign off.</li> <li>● <u>Business Grant programme</u>: to reinvest £140,000 back into the Business Grants project, this proposal received full support from the Strategic Sub-Group. This proposed funding reallocation will enable ESCC, our partner administering the Business Grants programme, the option to extend the duration of the grants programme and increase the value of the grants awarded, depending on take up and demand.</li> <li>● <u>Wayfinding &amp; Visitor Trails</u>: to deliver the Gateway Transformation and Transport Interchange Hub, identified in the Newhaven Wayfinding and Signage Spatial Masterplan, which was presented to the Board on 22<sup>nd</sup> July 2022. The Strategic Sub-Group have agreed in principle for the enhanced project to be explored and costs estimated. Costings and plans will be presented back to Town Deal Board.</li> <li>● The Strategic Sub-Group have provided full support for these proposals.</li> <li>● AS passed back to CK, who in turn invited Board discussion: <ul style="list-style-type: none"> <li>➤ ES explained she had discussed the PAR proposal with DLUHC colleagues. Further discussion between ES and AS will need to take place prior to submission of the PAR to ensure it meets with DLUHC’s approval framework.</li> <li>➤ Members provided further support to proposals for re-allocation, and subsequent submission of a PAR.</li> </ul> </li> </ul>	<p><b>Action: AS to revise and submit PAR once received further steer from ES.</b></p>
<p><b>5.0</b></p>	<p><b>Your Newhaven Update</b></p> <p>CK explained that ‘Your Newhaven’, Newhaven’s new community engagement platform, has been live since July. CK passed to GMQ to provide a summary of the pilot’s achievements:</p>	

<ul style="list-style-type: none"> <li>• Your Newhaven was funded through DLUHC's PropTech Engagement Fund. The project was developed in response to the Board's call for more civic engagement and buy-in, particularly amongst younger residents. This was a pilot scheme (ended in October), further funding will need to be secured after March 2022 (when user licence ends).</li>   <li>○ Objectives of pilot:       <ol style="list-style-type: none"> <li>1. Increase both the quality of, and access to, information and allow for meaningful civic engagement across a wider demography.</li> <li>2. Build trust with our local community and sustain it through positive, ongoing involvement with Newhaven's extensive regeneration and planning programme.</li> <li>3. Inform future approaches to consultation and project delivery, particularly in relation to the Levelling Up agenda.</li> </ol> </li>   <li>○ <u>565 email subscribers (and growing)</u>; content includes updates on surveys, published strategy documents e.g. Wayfinding &amp; Signage Spatial Masterplan, interviews with project sponsors.</li>   <li>○ Four consultations (including one from LDC Commercial Property and Development). 802 responses in total (50% of which from the Youth Survey). <i>See slides for details of Results</i> or view directly: <a href="https://yournewhaven.commonplace.is/">https://yournewhaven.commonplace.is/</a></li>   <li>○ Responses further highlight the major concern over antisocial behaviour and the risk posed to investment. Safe Spaces Map launched in response: <a href="https://yournewhaven.commonplace.is/en-GB/map/newhaven-safe-spaces">https://yournewhaven.commonplace.is/en-GB/map/newhaven-safe-spaces</a></li>   <li>○ Next Steps (<b>and risks if not achieved</b>):       <ol style="list-style-type: none"> <li>1. <b>Agree future funding model</b> (further damage to PR if not continued / followed through)</li> <li>2. <b>Work with Commonplace &amp; DLIHC</b></li> <li>3. <b>Ensuring there is partner buy-in</b> (severe risk – must be consistent)</li> <li>4. <b>Safe Spaces Map data used</b> (current risk to investment)</li> <li>5. <b>Project sponsors use platform</b> (weakens engagement strategies)</li> <li>6. <b>Ensuring comms strategy is joined up</b> (confusion and lack of cohesion – damage to PR)</li> </ol> </li>   <li>○ Members were shown a newly produced promotional video: <a href="https://www.youtube.com/watch?v=FDegQDt9eYM">https://www.youtube.com/watch?v=FDegQDt9eYM</a></li> </ul>	<p><b>Action:</b>  <b>Members to view Your Newhaven survey results in full.</b></p>            <p><b>Action: GMQ to continue discussion with Sussex Police and promote Safe Spaces Map</b></p>
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	<ul style="list-style-type: none"> <li>• CK thanked GMQ for the update and acknowledged the value of such a resource.</li> <li>➤ PS suggested that the previous youth surveys conducted by SCDA should be joined up with the Your Newhaven survey.</li> <li>➤ GMQ agreed and said this was a prime example of how Your Newhaven can help to consolidate data collection and work to avoid duplication in the future. SCDA will be contacted, as will other partners, to work with the data collected.</li> </ul>	<p><b>Action: GMQ &amp; SCDA to discuss Youth Survey results and data collection.</b></p>
<p><b>6.0</b></p>	<p><b>Project Updates</b></p> <p>CK took the opportunity to thank Members for their involvement to date, with six strategic business cases having been approved.</p> <p>Up until now, the robust governance process of reviewing the strategic business cases has been the primary focus in the Board meetings. We are now entering a different phase, the ‘delivery phase’.</p> <ul style="list-style-type: none"> <li>• AS was invited to provide an update on projects and explain plans for future Board governance: <ul style="list-style-type: none"> <li>○ The delivery stage of each of the projects has either already started or soon will be. The delivery schedules of each project vary in length, with some projects due to finish in 2023 and others finishing in 2026.</li> <li>○ A project dashboard is being created and will be shared at the next Board meeting. The dashboard will provide a visual overview of project progress, project status, milestones achieved, as well as highlighting any significant risks for each project. This will be a standing agenda item going forward.</li> <li>○ With this in mind, it will also present an opportunity to review the Board’s Terms of Reference to reflect the evolvement of the Board, which started out with overseeing the development of the strategic business cases, to now overseeing the successful delivery of the Town Deal over the next 3.5 years.</li> <li>○ <u>Ferry Terminal</u>: The tender process has been completed for construction works. The works will now extend beyond the original completion date of March 2023. The works are now expected to be completed by June 2023.</li> <li>○ <u>Social Enterprise Incubator</u>: SCDA are nearing the completion of the feasibility study and business plan, which will be presented at the next Board meeting. Construction works plan</li> </ul> </li> </ul>	<p><b>Action: AS to review Terms of Reference.</b></p>

	<p>to commence on site in September 2023, once East Sussex College have vacated the premises.</p> <ul style="list-style-type: none"> <li>○ <u>East Side Recreation Ground:</u> The overall site design footprint has been drafted and includes potential community building design and playground provision. The designs will be shared with the Board once finalised.</li> <li>○ <u>Pedestrian Crossing:</u> Completion planned for the end of February. The Board will be provided with a full update and photographs on completion.</li> <li>○ <u>Fort Road Recreation Ground:</u> The concept design has been completed and the quantity survey has provided costs for the architectural and landscape elements. The costings are currently being reviewed which will inform the final designs for the buildings and landscaping.</li> <li>○ <u>Newhaven Fort:</u> Following a tender process, a contractor has been appointed to deliver the Tea Room refurbishment, the works are set to be completed by March 2023.</li> </ul>	
<p><b>7.0</b></p>	<p><b>Date of Next Meeting</b></p> <p>The next Town Deal Board meeting proposed for 27<sup>th</sup> January 2023 at 12pm.</p> <p>Meetings will be moved to a bi-monthly schedule.</p>	
<p><b>8.0</b></p>	<p><b>Any Other Business</b></p> <p>CK thanked the Board for their input and time before bringing the meeting to a close.</p>	