

Newhaven Town Deal Board

Minutes of Board Meeting

Friday 26th November 2021

2.00 – 3.00pm via MS Teams

Attendees

- **Chair:** Chris Ketley (CK), Knill James LLP
- **Towns Coordinator for Newhaven:**
 - Rebecca Collings (RCol), Nichols Group
- **Lewes District Council:**
 - Cllr James MacCleary (JM), Deputy Leader
 - Rob Cottrill (RC), Chief Executive
 - Ian Fitzpatrick (IF), Deputy Chief Executive
 - Peter Sharp (PSha), Head of Regeneration
- **Newhaven Town Council:**
 - Ken Dry (KD), Town Clerk
- **East Sussex County Council:**
 - James Harris (JH), Assistant Director – Economy
- **Members of Houses of Parliament and Lords:**
 - Baroness Janet Whitaker (JW)
 - Maria Caulfield MP (MC)
- **Department of Business, Energy & Industrial Strategy**
 - Nigel Stewardson (NS), Cities & Local Growth Unit
- **Local Enterprise Partnerships:**
 - Adam Bryan (AB), Chief Executive, SELEP
 - Graham Peters (GP), Chair, Team East Sussex (SELEP)
- **Community and Business Representatives:**
 - Dan Shelley (DShe), East Sussex College Group
 - Penny Shimmin (PS), Sussex Community Development Association
 - Chris Rasmussen (CR), Jasfic Ltd
 - Captain Dave Collins-Williams (DCW), Newhaven Port & Properties
 - Duncan Kerr (DK), Wave Leisure

Secretariat (provided by Lewes District Council):

- Lisa Rawlinson (LR), Strategy & Partnerships Lead for Growth & Prosperity
- Guy McQueen (GM), Regeneration Project Manager
- Mark Healy (MH), Funding Programme Delivery Manager

Apologies

- Cllr Zoe Nicholson, Lewes District Council
- Susie Mullins, Newhaven Town Council
- Cllr Graham Amy, Newhaven Town Council
- Corinne Day, Newhaven Enterprise Zone
- Max Woodford, Greater Brighton Economic Board
- Sarah Burge, Sussex NHS Commissioners

- Martin Harris, Brighton & Hove Buses
- Patrick Warner, Brighton & Hove Buses
- Dick Shone, Boutique Modern
- Trevor Beattie, South Downs National Park Authority
- Mike Shorer, Newhaven Chamber of Commerce

| Agenda item | | Action |
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| 1.0 | <p>Welcome, Introductions & Apologies</p> <ul style="list-style-type: none"> ● CK welcomed all to the meeting, the primary purpose of which was to sign off the business case for the first of seven Strategic Programmes: <i>An Active Community</i> (see Agenda Item 3). | |
| 2.0 | <p>Minutes of Last Meeting</p> <ul style="list-style-type: none"> ● The previous minutes were agreed. ● CK confirmed that MH had circulated details of the Strategic Programme Sub-groups. MH also diarised a series of Board meetings in advance (see Agenda Item 5). | |
| 3.0 | <p>Business Case for Approval: An Active Community</p> <ul style="list-style-type: none"> ● CK reflected on the process undertaken to develop the business case and noted the particular interest he had taken in viewing, from a private sector perspective, the values attributed to social factors and outputs. ○ An executive summary had been provided to the Board in advance of this meeting. ○ The consultants and officer team had been working on the development of the business case since September, with a workshop held with project sponsors on 19th October. ○ On 15th November, the Sub-group met to review and sign-off, followed by the internal sign-off group on 18th November. The Sub-Group recommended that the Board approve the business case. ○ The Sub-group is chaired by Duncan Kerr, CEO, Wave Leisure, with the other members being: <ul style="list-style-type: none"> - Andy Arnold - Environment Team Manager, ESCC - Nick Adlam - Project Manager & Sustainability Specialist, LDC - Rachel Sadler - Specialist Advisor Air Quality, LDC | |

- Sarah Burge - Senior Manager Primary Care Network Delivery (East Sussex), Sussex NHS Commissioners.
- DK summarised the activities and findings of the Sub-group:
 - On Monday, 15th November, the Sub-Group received a presentation from consultants Scott Marshall and Bruce Nairne setting out the business case for *An Active Community*.
 - The Sub-Group agreed to recommend that the Board approve the business case, with just three substantive requests:
 1. To strengthen the contracting strategy to seek confirmation of each project sponsors' documented ambition to meet net zero targets and promote active travel plans.
 2. To ensure all project sponsors agree an equalities plan as part of their funding contract. This will include an enhanced monitoring and evaluation section in which the sponsors will establish a clear profile of users prior to the works, to reflect Lewes District Council's Public Sector Equality Duty requirements and to enable interventions to be designed to address identified imbalances.
 3. To confirm with Newhaven FC that the revenue from the new 3G pitch will be used solely to support ongoing maintenance of the pitch and related facilities.
 - DK had been informed that LDC officers are working to ensure that the first two points are reflected in the funding agreements with each of the project sponsors, and the third point has been confirmed with Newhaven FC.
- DK then passed to MH for an overview of the main points of the business case, including costs, outputs, benefits, risks and the overall spend and delivery schedules:
 - At our Board meeting on 27th August, delegated arrangements were agreed for reviewing and scrutinising the business cases in detail. This has now been completed. Board sign-off is the final step in a very involved assurance and governance process.
 - The LDC internal sign-off group consisted of:
 - Peter Sharp (Head of Regeneration)
 - Oliver Dixon (Head of Legal Services)
 - Ross Sutton (Head of Financial Reporting)
 - Business cases must be compliant with the Treasury Green book; the Five Case model composed of a Strategic, Economic, Commercial, Financial and Management case was applied.

- *An Active Community* is about addressing some of the challenges that we have in Newhaven around public health and a wider inclusion of people, encouraging the adoption of more active lifestyles.
- Whilst the whole programme has a four-year delivery schedule, it will deliver tangible outputs and benefits for the local community from the next financial year onwards. Newhaven Football Club are working to have their project completed before the end of 2022. Denton Island Slipway is expected to be operational in 2022 as well. Fort Rd Recreation Ground will not be complete until 2025 but improved communal areas and pathways throughout the recreation ground will complete sooner.
- MH provided an overview of the four projects:

Eastside Recreation Ground – is about putting in place a multi-purpose venue, with consideration given to nearby residents and the new development on the Parker Pen site. Works include new, up-to-date playground equipment, re-landscaping, re-sizing of allotments, and the infrastructure required for demolishing and replacing the existing changing rooms.

Fort Road Recreation Ground – is the largest of the projects and most costly that makes up the programme. A wider range of outputs are expected as a result. A new multi-use hub with flexible spaces, changing rooms and associated facilities, secure storage, cafeteria facilities, toilets, and cycle parking to promote active travel. There will be improvements to the perimeter fencing, new and attractive welcoming gateways into the area, new water stations and improved footpaths. Planting new shrubs and grasses in a way that's tolerant to climate change and that supports and enhances biodiversity as well. New seating also, and relocation and improvements of the play areas. These will be delivered in stages, so 2025 is very much a completion date.

Newhaven Football Club – will have an all-weather pitch constructed, in order to host many more matches and training days that are currently held at other sites. The club have around 20 teams and have done a lot of work to widen male and female participation, including a wide range of age and ability. The other big part of the project is housing a sports academy that will offer dedicated vocational training for 16 to 18year-olds, with 47 learning opportunities per year forecast, new jobs generated, and existing employment safeguarded.

Denton Island Slipway – will provide access to a great natural asset in the River Ouse, by providing a usable slipway within the centre of Newhaven. There are facilities at the Marina but that is some distance from the town centre. The Rowing Club, paddle boarders etc. will not be charged for access. There will be a small charge for those launching powered craft which will help pay for the ongoing upkeep of the of the slipway going forward.

- In some senses, *An Active Community* is the most complex programme of the seven; it's the only one that contains four distinct projects, and that brings with it a little bit of additional complexity. Officers want to make sure that the Board members were sighted on some of the challenges and risks, and to understand the actions our project sponsors are taking to mitigate for them.
- The business case includes a very detailed risk register for each one of the four projects. The Board were presented with the top programme level risks:

Cost increases - one of the key things that has come up across the piece on all the projects is the risks around national shortages of materials and labour. We're working with each one of the projects to come up with a plan that will enable us to work around that to identify alternative suppliers for Eastside and Fort Road Recreation Ground.

Procurement – following on from this, we're looking at doing a lot of joint procurement for the two recreation grounds, where we have scope to use some of the same contractors to achieve economy of scale and to ensure that we have reliable and sustainable supply chains. Regeneration are being assisted by an LDC Officer who specialises in procurement.

Government support - MH is setting up a meeting with the Crown Commercial Service to explore additional resources, particularly if value engineering is required.

Public Sector Match Funding - LDC working closely with ESCC to make sure that this is secured.

COVID-19 – in response to the uncertainty this poses, officers are considering how best to build in additional contingency into the budget so that associated costs can be absorbed, but also looking at exercising flexibility over the delivery schedule – we expect that the Towns Fund grant will be received in the form of a Section 31

grant and that carries with it a great deal of flexibility, including the ability to carry funding forward across financial years.

Partner resources – there is currently a lack of internal resource to deliver some of the projects; we are working with partners to increase project management resource at this early stage, partly through 5% spend.

- MH confirmed that the Benefit Cost Ratio (BCR) for the programme is just over 2.4, which represents strong value for money.
- CK thanked MH for his comprehensive review. CK had been through the calculations and sensitivity analysis as well as the management side and expects this programme to deliver on all fronts.
- Discussion was then opened-up for the Board:
 - JW pointed to crime reduction, which was included in the business case. She agreed that there is almost always a reduction in crime following from this sort of investment in communities. However, there is always the question of measurement. It was hoped that facilities could have opening hours which provide good scope for young people to use them during typically antisocial periods. JW wondered if there could be initiatives developed to appoint youth leaders or similar. Although not all crime is committed by young people, Newhaven does have a problem with vandalism and minor criminality.
 - PSha responded, noting the relatively early stage in the project development process, which means operating hours haven't been established although the point is very much acknowledged. Equally, crime reduction will be developed, and the focus will be on measuring and reducing antisocial behaviour and vandalism.
 - MH added that the crime reduction forecast (2%) is based on the outcomes of similar initiatives. The economic benefit attributed to this reduction is based on national data which is standard practice. MH also highlighted that monetised value of crime reduction was one of the smaller components of the programme. The highest values were from health and well-being.
 - DK reflected on previous experience with similar projects; having a close working partnership with the local police allows impacts to be tracked and there is a noticeable reduction in crime through initiatives such as these. It requires partnership

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| | <p>between all bodies that are involved with it. Sport also works in mysterious ways and it does help all levels within the community.</p> <ul style="list-style-type: none"> ➤ JW also highlighted the goodwill amongst businesses in the Enterprise Zone. JW suggested there might perhaps be scope for match funding to be sourced to support the programme from these local businesses. PSha acknowledged the point. Businesses have been quite heavily involved in public realm improvements in Avis Way, with some also yielding pieces of land and/or contributing financially to this. The EZ will consider if there are further contributions that could be elicited from key businesses. ➤ JM built on JW's remarks on antisocial behaviour; the children's play area within Eastside Recreation Ground attracts anti-social behaviour. Initial feedback from residents, prior to formal consultation, for the proposed work is the common concern over vandalism of any new equipment. This matter should be taken seriously and designed out wherever possible - the play area is not in a conducive location for natural surveillance so re-siting should help. ➤ JM also mentioned planned consultation which will take place at the Hillcrest Centre from Saturday 4th – 12th December for Fort Road and Eastside. JM asked if a digital version could be carried out. Also, if any consultation could be situated at Eastside as the Hillcrest Centre is on the other side of the town. MK said he would speak to the project sponsors who are organising the consultation. ➤ JH asked for liability to be clear for the Slipway, with Peter Leonard Marine as the private landowner and operator. MH confirmed that it would remain a private asset. All future costs for maintenance and upkeep will lie with Peter Leonard Marine and similarly any wider legal liabilities. However, as mentioned previously, one of the conditions of the project is that the slipway will be available to other users. JH asked if they will be legally bound to maintain the facilities. MH and PSha said that LDC are still putting together the funding agreements between LDC as the accountable body and each one of the delivery partners and including such conditions and safety assurances. ➤ CK asked if the access hours and security for the Slipway and their implications for users were fully understood at this stage or not. PSha confirmed that this was yet to be agreed but this would be included in legal agreements. | <p>KD to work with LDC to ensure consultations for Fort Road and Eastside Recreation Grounds are inclusive.</p> <p>MH to work with Legal team to include condition to the funding agreement with Peter Leonard Marine for upkeep of slipway and responsible for opening and closing of the slipway to</p> |
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| | <ul style="list-style-type: none"> ➤ PS sought to ensure that engagement with the gig rowing clubs and community services e.g. youth clubs at Newhaven Youth Centre was made more explicit as the slipway project developed. ➤ PSha agreed that engagement could be more clearly defined in future executive summaries. Many projects are at an early stage of development so engagement hasn't really started yet. ➤ PS also highlighted the established efforts made to engage with young people for the related aims of crime prevention and active lifestyle changes which could also be made more explicit. It should also help to protect community assets. ➤ CK agreed that engaging with young people early is important and it should mean they are more likely to use than abuse any new facilities. Towns Fund Chair forums had included similar discussions and conclusions. ➤ CK added that as activity now increases, there will be visible signs of projects. CK hoped there may be a means of supporting with billboards or similar. Also, to increase visibility and understanding of the Newhaven Town Deal Board. This should help to pave the way for future publicity. ➤ PSha said that as and when development comes forward, working project sponsors will be assisted to ensure that any hoardings on the sites do reflect the fact that it's been funded through the Towns Fund but also the emphasising the fact it's coming through the Newhaven Town Deal Board to help everyone understand the positive involvement of this Board. • The Board approved An Active Community Business Case. ➤ DK thanked consultants, Scott Marshall and Bruce Nairne for their work within such tight time scales and in such an impressive manner. DK also thanked the sub-group for their worthwhile involvement and discussion as well as MH, GM and PSha for their support. | <p>minimise the risk of injury or mishap arising from unauthorised use.</p> <p>MH to work with Legal team to include conditions for each funding agreement to ensure project sponsors develop and implement an engagement plan.</p> <p>MH to work with Legal team to include conditions for each funding agreement to ensure government branding requirements are followed and that the Town Deal Board is appropriately referenced in any hoardings, signage, and engagement material.</p> |
| <p>4.0</p> | <p>Update on Levelling Up Fund</p> <ul style="list-style-type: none"> • PSha presented an overview: <ul style="list-style-type: none"> ○ As publicised, LDC was awarded just under £12.7 million for Newhaven from the Levelling Up Fund. East Sussex County Council also secured close to £8 million in a separate bid for Exceat Bridge. | |

- LDC's bid titled 'Capturing the Value of the Catch' was awarded the full amount bid for. We are still awaiting more detailed information from government in terms of the grant agreements and the payment terms for receiving the funding which means providing a clear timeline to the Board is difficult but NS and MC are doing what they can to assist with communication.
- *Capturing the Value of the Catch* has three core projects, referred to as *Catch*, *Process* and *Retain*:
 1. *Catch* - providing two new landing stages for the inshore fishing fleet, so that small vessels under 10 metres in length can be accommodated. The current stages are in desperate need of replacement.
 2. *Process* – LDC are in the process of purchasing a processing facility in Avis Way which will be refurbished and much improved so the additional catch from improved landing stages can be processed in Newhaven instead of being processed outside of the region; creating jobs and benefits within the local economy
 3. *Retain* - the most ambitious part of the programme is project is to build a new restaurant on the west side of the river, adjacent to the foot of Newhaven Fort and the West Beach. This should be a great asset for the community as well as improving the visitor experience and increasing spend.
- *Capturing the Value of the Catch* fits extremely well with the strategies of the Newhaven Town Investment Plan as well as the Enterprise Zone's narrative. Looking at other UK towns and the relevance of the fishing industry to their wider communities and economies this is seen as a great opportunity for Newhaven.
- JH confirmed that their bid to replace Exceat Bridge to enable to two-way traffic, reduce congestion and make it easier for pedestrians to cross. South Downs National Park Authority will be determining the application and they are working through some identified issues currently.
- GP congratulated both authorities for their successful bids. GP also hoped there would be an update on the site of the Newhaven University Technical College (UTC) soon with plans that integrate with the rest of the secured development.

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| | <p>➤ PSha and IF confirmed that LDC are working closely with partners to ensure everything integrates, including any future use of the UTC. Discussion are progressing for the building and news will be shared accordingly.</p> | | | | | | | | | | | |
| <p>5.0</p> | <p>Date of Next Meeting</p> <p>The next meeting was confirmed for Friday 17th December at 10AM</p> <p>Meetings have also been scheduled up to May 2022, primarily for the Board to sign-off each business case:</p> <table border="1" data-bbox="347 663 1219 857"> <tr> <td data-bbox="347 663 952 701">28th January 2022</td> <td data-bbox="956 663 1219 701">3PM</td> </tr> <tr> <td data-bbox="347 705 952 743">25th February 2022</td> <td data-bbox="956 705 1219 743">3PM</td> </tr> <tr> <td data-bbox="347 748 952 786">25th March 2022</td> <td data-bbox="956 748 1219 786">3PM</td> </tr> <tr> <td data-bbox="347 790 952 828">22nd April 2022</td> <td data-bbox="956 790 1219 828">3PM</td> </tr> <tr> <td data-bbox="347 833 952 857">20th May 2022</td> <td data-bbox="956 833 1219 857">3PM</td> </tr> </table> | 28 th January 2022 | 3PM | 25 th February 2022 | 3PM | 25 th March 2022 | 3PM | 22 nd April 2022 | 3PM | 20 th May 2022 | 3PM | |
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| 22 nd April 2022 | 3PM | | | | | | | | | | | |
| 20 th May 2022 | 3PM | | | | | | | | | | | |
| <p>6.0</p> | <p>Any Other Business</p> <ul style="list-style-type: none"> • RCol informed the Board that this was her final meeting as the Towns Fund Delivery Partner contract was ending. RCol wished the Board all the best and highlighted her pleasure in seeing the journey being taken towards investment in such a short space of time and that Newhaven was in an excellent position. ➤ CK and the Board thanked RCol for her help and involvement. | | | | | | | | | | | |