

# Newhaven Town Deal Board

## Minutes of Board Meeting

Friday 27<sup>th</sup> January 2023  
12pm – 1pm via MS Teams

**Deputy Chair:** Dick Shone (DS), Boutique Modern

### **Attendees:**

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

- Lisa Rawlinson (LR), 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)

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

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

#### **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

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

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

#### **Apologies:**

Chris Ketley, Knill James LLP  
Cllr James MacCleary, Lewes District Council  
Cllr Zoe Nicholson, Lewes District Council  
Robert Cottrill, Lewes District Council  
Ian Fitzpatrick, Lewes District Council  
Cllr Graham Amy, Newhaven Town Council  
Maria Caulfield, Member of Parliament  
Emma Smith, Department for Levelling up,  
Housing, and Communities

Adam Bryan, SELEP  
Graham Peters, Team East Sussex (SELEP)  
Max Woodford, Brighton & Hove City Council  
Trevor Beattie, SDNPA  
Sarah Burge, Sussex NHS Commissioners  
Rebecca Conroy, East Sussex College  
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>	

	With full support of the Board, DS kindly offered to deputise as Chair and welcomed all to the meeting.	
<b>2.0</b>	<p><b>Minutes of Last Meeting</b></p> <p>Minutes were circulated on 29<sup>th</sup> November 2022 and again, in conjunction with the meeting agenda.</p> <ul style="list-style-type: none"> <li>• The previous minutes were agreed.</li> </ul>	
<b>3.0</b>	<p><b>Declarations of Interest</b></p> <p>No agenda items required any declarations of interest.</p>	
<b>4.0</b>	<p><b>Funding Re-allocation update - Project adjustment request</b></p> <p>DS invited AS to provide an update:</p> <ul style="list-style-type: none"> <li>• AS reminded members that officers are in the process of formally requesting the reallocation of funding from the <i>Better Journeys for All</i> strategic programme from DLUHC.</li> <li>○ Following the previous Board meeting, LDC met with DLUHC discuss the changes needed to our Project Adjustment Request (PAR) prior to submission.</li> <li>○ We were advised that minor amendments to the narrative would be sufficient. For example, we have now changed the title to ‘reprofiling of funding to account for inflationary costs’, instead of calling it an ‘inflation fund’.</li> <li>○ The PAR was originally submitted to Government in early December.</li> <li>○ The Towns Fund team have since been in touch requesting the revision of each of the project business cases and updated Benefit Cost Ratios (BCRs), to support the PAR. A large amount of additional work is required to provide this information. LDC acted swiftly and have already commissioned the consultants to revise the documentation and BCRs for each of the 11 projects within the 6 strategic programmes.</li> <li>○ We are under pressure to submit the revised business cases and BCRs by the end of February. AS will keep Board members informed on this matter.</li> </ul>	

	<ul style="list-style-type: none"> <li>➤ NS confirmed that this process needed to be undertaken and that the tight deadline could not be avoided.</li> </ul>	
<p><b>5.0</b></p>	<p><b>Newhaven Information Boards Update</b></p> <ul style="list-style-type: none"> <li>• AS provided an update on an early pilot project to create new information boards, using advanced funding for the Wayfinding and Visitor Trails project, as part of <i>Re-connecting Our Town: Have Your Say Today - Re-connecting Our Town - Your Newhaven (commonplace.is)</i></li> <li>○ Design of the boards is complete - some are new, others replace existing information boards which are sadly now illegible. The project team included representation from the Town Council, Newhaven Historical Society, and LDC’s tourism team.</li> <li>○ AS gave a big thank you to the Newhaven Historical Society who have led on providing the content and images for the boards.</li> <li>○ Seaford and Newhaven Access Group were consulted to help inform the font size and colour contrasts of the boards. Fabrication has been commissioned. We are now just finishing off the process of gaining all the necessary permissions and licences from the various landowners before the boards can be installed on site.</li> <li>○ Each board will display a QR code that will link to a web page on Visit Lewes (<a href="#">Home - Visit Lewes</a>) containing additional information and images for those who wish to find out more about each location. LDC are working with Newhaven Historical Society to generate this content.</li> <li>○ AS presented example images of the boards and explained that fabrication and installation has been contracted, but there is a delay while LDC gains all the necessary permissions and licences from various landowners.</li> <li>➤ JH asked if the boards were ‘graffiti proof’ – AS and LR confirmed that they had been designed to be as resistant to graffiti as possible and are also protected against salt laden winds.</li> </ul>	
<p><b>6.0</b></p>	<p><b>Project Dashboard/Updates</b></p>	

AS reminded members that they will be presented with a dashboard at each Town Deal Board meeting. The idea of the dashboard is to give a high-level overview of each of the 11 projects enabling the Board to easily track progress and to monitor the significant risks:

- Delivery Partners are required to complete quarterly returns. The returns for Quarter 3, covering September and December, are due by 1st February. Therefore, at present, the most recent reporting data we have for projects covers the period from July and 30<sup>th</sup> September. By next Board meeting, the 'spend to date' column will be presentable.
- AS will update the dashboard following each quarterly reporting period and present at the subsequent Board meeting.
- AS shared the dashboard on screen and provided key updates:
  1. Pedestrian Crossing (NPP) is being delivered with advance Town Deal funding – the completion date is going to slip into the next financial year due to Highways requiring 12 weeks' notice for the road closure. The contractor is ready to start on time, but the notice period is going to create a delay to the start date. The LDC Legal team are in the process of preparing a Deed of Variation to extend the Grant Funding Period beyond 31<sup>st</sup> March 2023 to enable the project delivery timeline to be extended. The contractors are now planning to start on 24<sup>th</sup> April with an anticipated two-week work programme.
  2. Social Enterprise Incubator (SCDA) received advance funding of £37,185 for pre-commencement work. The Board approved the Business Case subject to conditions, one of which was the presentation and acceptance of a business plan before releasing any further grant funding. SCDA are the Delivery Partner for this project and have requested to draw down their grant funding allocation for this financial year to carry out some additional work needed to inform the business plan. SCDA would like the additional funding to commission a Structural Feasibility Report as part of the pre-commencement works.

Members were asked to authorise claims of up to £46,520 to enable this work which will inform the business plan. LDC would then be able to instruct their legal team to amend the main grant funding agreement.

	<ul style="list-style-type: none"> <li>➤ DS asked if PS could provide more information on associated costs and procurement.</li> <li>➤ PS explained that there are interdependencies with ESCG having not yet departed from the building. There is also an absence of current plans for the current infrastructure of the building. This has changed intended plans for use of the early funding. Work could still be undertaken this financial year to fully develop the business plan – the costs are for surveys to ascertain whether the building is able to take additional space requirements.</li> <li>● <b>The Board agreed to authorise claims, this financial year, up to £46,520.</b></li> <li>● <b>AS asked for feedback on the Dashboard</b> <ul style="list-style-type: none"> <li>➤ JH asked whether a section on ‘significant risks’ could be made more visible on screen.</li> <li>➤ NS said there was a good level of detail which made it informative but useable.</li> </ul> </li> </ul>	<p><b>AS to revise Dashboard</b></p>
<p><b>7.0</b></p>	<p><b>Marine Workshops</b></p> <p>LR provided an update on progress at Marine Workshops (former UTC building):</p> <ul style="list-style-type: none"> <li>➤ The head lease was acquired for the property by LDC in June 2022. The building is being renovated with £1.3 million of Getting Building Fund (GBF) monies. LDC has also committed around £1 million, in line with GBF requirements.</li> <li>➤ The property is being converted into a hub for local marine, commercial and public sectors. This includes office space for LDC, and some civic space. This mixed-use format will support the regeneration of the town.</li> <li>➤ <u>East Sussex College Group</u> have already committed to move into the building to enhance their educational offer and have actually gone out with their <u>Prospectus for 23/24</u> to show the courses that will be delivered at the Marine Workshops; this will replace their current facilities on Denton Island. They will continue to provide adult education classes (Level 2 &amp; 3) in Science, English, and Maths, as well as short vocational skills courses in renewables, including wind, solar photovoltaic, and hydrogen technologies. Marine Biology and Marine</li> </ul>	

Engineering will also be taught. They would like a workshop on the ground floor for their marine engineering. There is a good level of interest in the advertised courses, but they are new courses and present a risk. They are seeking to agree a 5-year lease term.

- LDC is seeking an operator to run parts of the building that aren't already allocated. The ground floor is the largest area within the building available to let.
- There is also a refectory on the ground floor which provides a waterfront location for an eatery, to complement the offer at The Sidings.
- It is hoped that the exterior of the building could be used for a clip and climb wall, and other leisure activities.
- The second floor of the Marine Workshops will be used partly for LDC's office space, but this will remain flexible while the demand for office space is assessed.
- The third floor of the building will be a fantastic new conference and meeting space. It provides a view across the town and the Downs. LDC are also exploring methods for making the outside terrace usable and accessible for hired use.

#### Next steps

- The building is being made ready so that LDC offices can move to the second floor. The move will be gradual over the next few months. Work will then be undertaken to create conference and civic space on the third floor and some minor first floor adjustments for the college to take occupation this summer.
- There will then be a tender process for an operator to let the reception space, and separately for the refectory.
- The tenders are to be criteria based, so there will be a marine focus. There will need to be a financial appraisal and LDC will consider the tenant mix – market testing should commence in February 2023, followed by a further selection process based on the criteria.
- In the meantime, LDC will continue to work with the interested businesses on lettable spaces. Over 30 organisations have already been approached.
- LDC are also looking to create additional car parking adjacent to the site (improving existing car parking next to

	<p>Railway Club). However, the site is well served by train and bus.</p> <ul style="list-style-type: none"> <li>➤ JW welcomes the environmental skills courses but asked how the interest in courses offered had been gathered. JW also asked what use was being made of equipment left over from the UTC. LR confirmed that the interest is from prospective and current ESCG students in response to their prospectus. For the equipment, this has been kept for use by ESCG as they will still require a lab space. Anything which cannot be used at the Marine Workshops will be supplied to other public sector institutions.</li> <li>➤ JH wanted to know whether the tenders for any rentable business space would favour local businesses looking to expand. LR explained that she was relaying this update on behalf of IF and Property Team at LDC, who had been unable to attend, but that the primary focus was on marine related industries. The GBF funding was secured on this basis, with education and marine industries needing to be included.</li> <li>➤ CD said that the Enterprise Zone are working on a proposal to try and meet the requirements for maritime industries, based on discussion with NPP and other maritime organisations to understand the potential for Newhaven. It is likely that demand hasn't been fully documented so the EZ is starting with a hypothesis that there's a latent demand and some initial evidence of demand for providing marine training and skills in the region – Dartford provides this but is not convenient.</li> </ul>	
<p><b>8.0</b></p>	<p><b>Future High Streets Fund (Re-imagining Newhaven)</b></p> <p>LR provided an update for delivery of Future High Streets Fund projects:</p> <ul style="list-style-type: none"> <li>• Investment will transform empty underutilised properties in the heart of the town, which in turn will increase footfall dwell time and spend, to create a thriving and sustainable town centre. The key projects are being delivered in 10 Newhaven Square (former Co-op building, and Dacre Road Car Park directly behind it.</li> <li>• <u>10 Newhaven Square</u> is being designed to house both creative workspaces and health and wellbeing services. This is planned to be in the form of co-working spaces, small studios, meeting space, and also potentially a cafe and retail area open to the public, where the businesses can sell their products. The health and well-being services, which will include the</li> </ul>	

relocation of a local GP surgery as well as a new primary care network. This will provide new additional health services for local people. The Council is also working with stakeholders to increase the offer for Wave Leisure.

- In addition, there is also good potential for a project which is outside of the future High Streets Fund scope, which is to relocate a second GP surgery into the former Peacocks building, next to the former Co-op.
- Both the local GP surgeries are currently faced with losing their existing premises in the next two years - this presents a risk to local health services in town. The relocation of both surgeries is an opportunity to create state-of-the-art modern facilities within the heart of the Town Centre.
- Dacre Road Car Park is currently significantly underutilised. This *Re-imagining Newhaven* project will revamp the condition of all the levels of the car park, including lighting and safety. The proposal is to have the upper level of the car park repurposed to create a partially covered commercial and events space which will transform it into a new destination within the town centre.
- It is intended to make a range of daytime and evening uses possible by providing flexible space, so a variable offer can be provided e.g. hospitality, events, pop up markets, venue hire and lettable spaces.
- There's also a project to enhance routes, signage, and streetscapes, to reconnect the town centre with key residential and business areas and arrival points. This is being funded by both the Future High Streets Fund and the Newhaven Town Deal (*Re-connecting Our Town*).
  - JW asked why there had been such delay in progress. LR explained that work is still going on within 10 Newhaven Square, under the protective cover. Peacocks is temporarily being used as a site office. Dacre Road Car Park will be part of the later phases of work.
  - PS asked what was intended for the current GP sites? LR & AS confirmed that the GPs surgeries are leased from a private owner by the NHS with the lease period ending in two years. There are no current plans in the public domain from the private owner but AS will investigate and feedback back to the Board.

**AS to update Board on plans for the current GP sites if/when information is available.**



	<ul style="list-style-type: none"> <li>• DS thanked AS &amp; LR for their presentations and for questions from members. It is hoped that more information could be provided to help the Board and the public to understand the timelines and milestones for <i>Re-imagining Newhaven</i>. DS also supported the inclusion of GP surgeries in plans for Newhaven Square as this could massively increase footfall. LR agreed – <i>Re-imagining Newhaven</i> and the more immediate opening of Marine Workshops would have a huge impact on the centre of Newhaven.</li> </ul>	
<b>9.0</b>	<p><b>Draft Revised Terms of Reference</b></p> <ul style="list-style-type: none"> <li>• AS had shared draft revisions to the Terms of Reference for the Newhaven Town Deal Board. Members were invited to provide any comments or requested revisions.</li> <li>○ AS explained that there had been a suggestion to include an option for approval by email if a quorum was unable to be reached for a meeting.</li> <li>○ AS will also discuss the possible appointment of a deputy chair with CK.</li> <li>○ Members can provide any other suggestions to AS and this will be concluded at the start of our next meeting.</li> </ul>	<b>AS to discuss the possible appointment of a Deputy Chair with CK</b>
<b>10.0</b>	<p><b>Date of Next Meeting</b></p> <p>The next meeting will take place Friday 3<sup>rd</sup> March 11am.</p>	
<b>11.0</b>	<p><b>Any Other Business</b></p> <p>DS thanked AS and LR for all their support and for such useful updates. DS also sent best wishes and support to CK and his family on his and the Board's behalf.</p> <p>JS thanked DS for deputising.</p> <p>DS thanked all for attending and brought the meeting to a close.</p>	