

Newhaven Town Deal Board Minutes of Board Meeting

Monday 27th November 2023
10am to 11:30m via MS Teams

Chair

Chris Ketley (CK)

Attendees:

Lewes District Council

- Cllr Zoe Nicholson (ZN)
- Christine Robinson (CR)
- Robert Cottrill (RC)
- Ian Fitzpatrick (IF)
- Lisa Rawlinson (LR)

Newhaven Town Council

- Ken Dry (KD)

Newhaven Enterprise Zone

- Corinne Day (CD)

South East Local Enterprise Partnership

- Jo Simmons (JS)

Members of Houses of Parliament and Lords

- Maria Caulfield (MC)

Guest Speakers

- Guy McQueen (GM)
- Matthew Brill (MB)
- Kane Tudor (KT)

Secretariat (provided by Lewes District Council)

- Bryn Mabey (BM)
- Sam Shore (SS)
- Anna Salmon (AS)

Apologies

- Andy Hill (AH)
- Baroness Janet Whittaker (JW)
- Emma Smith (ES)
- Rebecca Conroy (RC)
- Team East Sussex (TES)

East Sussex County Council

- James Harris (JH)

Community, Education and Business Representatives

- Penny Shimmin (PS)
- Annie Lorys (AL)
- Sarah Burge (SB)
- Duncan Kerr (DK)
- Ben Anderson (BA)
- Dave Collins-Williams (DCW)

Department of Levelling up, Housing, and Communities

- Nigel Stewardson (NS)

1	<p>Welcome, Introduction and Apologies</p> <p>CK welcomed all the Board members and guest speakers to the meeting.</p> <p>CK - Good news stories:</p> <ul style="list-style-type: none"> ● The exhibition of 'Another Once' - a site-specific installation by renowned Scottish artist Karla Black at Newhaven Art Space, 24 High Street has been extended until 2nd December. The exhibition has 	
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	<p>already received visitors from across the UK, especially London and Glasgow.</p> <ul style="list-style-type: none"> • A new winter festival with a magical lantern-lit parade took place on 26th November. The community project was funded by the Newhaven Enterprise Zone. 	
2	<p>Minutes of Last Meeting</p> <p>The Minutes from September 25th 2023 were agreed.</p>	AS will circulate the revised draft Terms of Reference once the Pathfinder Pilot Investment Plan has been approved.
3	<p>Declarations of interest</p> <p>No declarations of interest made.</p>	
4	<p>Pathfinder Pilot Investment Plan Update</p> <p>The Re-imagining Newhaven Pathfinder Pilot Investment Plan was sent to the Minister on 21st November and is awaiting Ministerial approval.</p>	MC offered support to chase up Ministerial approval.
5	<p>Newhaven Wayfinding and Public Realm Improvements (combined project) Update</p> <p>CK - The Wayfinding & Signage (Future High Street Fund) project and the Wayfinding & Visitor Trails (Town Deal) project have been consolidated in the Investment Plan to deliver a combined 'Wayfinding and Public Realm Improvement Scheme'.</p> <p>GM – Newhaven’s Wayfinding and Signage Spatial Masterplan was published in July 2022; it is designed to be a reference point for Wayfinding and Public Realm Improvement Projects in the town. The Masterplan introduced four intervention Themes which subdivide into 33 'actions' (projects). 11 out of the 33 actions have been prioritised.</p> <p>The Stakeholder Implementation Group approved prioritisation of the shortlisted actions.</p> <p>Prioritisation of actions was assisted by the creation of the Newhaven Community Wayfinding Group and a series of engagement workshops.</p> <p>The prioritised actions are G1, T1 – T7, R1 and R4, U3. (11/33 in total).</p> <p>The scope of works for each action has been developed, with some grouped and tendered together where suitable.</p>	GM – Update Your Newhaven website once Pathfinder Pilot Investment Plan has been approved to include details of the Wayfinding and Public Realm Improvements Scheme.

<p>There are some quick wins already being delivered and some additional projects which span multiple areas.</p> <p><u>Quick wins</u></p> <p>Information Boards/Seating Pilot – A Pilot Project was delivered to develop the design code and provide place-specific, historic information boards in collaboration with Newhaven Historical Society. The feedback on design and materials has been very positive.</p> <p>T1, T2, T3 Green spaces - Nicholas Dexter (Landscape Architect) has been contracted to redesign three small green spaces on the edge of the town centre. These are referenced as T1, T2 and T3 in the Spatial Masterplan. LDC is now tendering for construction and seeking approval from relevant maintenance contractors.</p> <p>Street cleaning machine – Match funding provided for LDC Environment First’s bid to the Chewing Gum Removal Fund has acquired a state-of-the-art steam cleaning machine, which will be used to clean the streets of Newhaven.</p> <p>Look Again Festival – will be held in June 2024. This will include walks, workshops, talks, community gatherings, family activities, and newly commissioned murals and artworks across the town.</p> <p>The festival is curated by a team from Newhaven and the local area and will use a diverse collection of creative talent from our region.</p> <p>Primary Sites are: The Jolly Boatman, Ship Street (Cat Wall), Lower Place Subway, St. Luke’s Lane, Seahaven Swim and Fitness, Chapel Street Subway</p> <p>Additional locations: Marshall Lane billboard, hoarding around Newhaven Square, The Sidings.</p> <p><u>Smaller Projects</u></p> <p>Rationalising Boards and Trails - LDC will work with partners to audit signs and agree cohesive plan to reduce/replace with alternatives.</p> <p>Riverside Park – this action will improve the sense of arrival and departure from Egrets Way. LDC are looking to install a Welcoming Sign as you enter Riverside Park. A design is also being developed for an orientating sign (map), to help visitors understand how to reconnect to the river and town centre, continuing the design code which is being developed. LDC will work with Friends of Riverside Park and local community initiatives to achieve this.</p> <p>West Quay walking and cycling improvements – works are due to include:</p> <ul style="list-style-type: none"> • Heras Fencing removal • Semi-circular seating area including cycle racks – redesign is currently being tendered • Seat, bin and surfacing upgrades – LDC Regeneration are working with the Green Consultancy and Waste team to improve these seating areas. <p><u>Larger Projects</u></p> <p>G1 – Is dependent on the Pathfinder outcome as it is dependent on reallocated funding. The area around Railway Quay is to be de-cluttered,</p>	
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	<p>rationalised and upgraded, to provide optimum access, amenity and directional signage to other areas in the town. The bus stops in this area will be looked at to be improved as part of the works, along with pedestrian crossings and junctions.</p> <p>T5 - Will be improved through the combined Town Centre Streetscape Improvement Scheme and Look Again but improvements to Lower Place bus stop can be tendered with G1.</p> <p>Combined Town Centre Streetscape Improvements (U3, T4, T6 & T7) – Four actions are being tendered as one within the Town Centre.</p>	
6	<p>Business Grants Programme update</p> <p>MB – Businesses have been able to apply for grants of 50% of the cost of capital projects up to £15,000. The programme launched in May and has been open to SME’s based in and trading in the Newhaven Town Deal area.</p> <p>The programme is now closed due to its success.</p> <p>Programme outputs are being measured against:</p> <ul style="list-style-type: none"> • Net Zero • Increased dwell time in Newhaven • Promote increased spend • Creating jobs • Increased productivity • Innovation (new to firm product or service). <p>Current programme progress: The programme has had just over £250,000 worth of grant applications approved. £37,000 has been spent and claimed back by applicants. 62 businesses have expressed their interest in the programme. 20 businesses have submitted successful applications.</p> <p>From the initial referrals, approximately 12 businesses were referred to the NEZ funding programmes and 13 businesses have been signposted to other services.</p> <p>30 full time equivalent (FTE) new jobs pledged and 23 FTE safeguarded jobs pledged as a result of the approved projects.</p> <p>Other outputs pledged by business applicants:</p> <ul style="list-style-type: none"> • Increased Productivity – 19 applicants • Increased spend in Newhaven - 17 applicants • New product or service to firm – 9 applicants • Social Value – 8 applicants • Dwell Time in Newhaven – 6 applicants • Net Zero / Low Carbon – 7 applicants <p>Plan for December 2023 to March 2024:</p> <ul style="list-style-type: none"> • 17 approvals to claim 	

	<ul style="list-style-type: none"> • Spend and Claim processing for all approvals. • Case Studies. 	
7	<p>Eastside Recreation Ground update</p> <p>KD – Following the award of funding they went out to consultation to look at ideas for improvement. The first phase will provide a number of paths and improvement of all the existing allotments, increasing the number of allotments by 100% on the existing footprint and also providing sheds and water standpipes.</p> <p>The other part of the project will see the replacement of the existing playground. Following the consultation, the playground may be relocated to the southern end of the site.</p> <p>Anecdotal evidence is being looked at that supports the existence of the Great Crested Newts within the ditch adjacent to the allotments. Newhaven Town Council (NTC) are seeking advice from a range of ecological consultants for the best and most cost-effective methodology for mitigating the Great Crested Newts to ensure they are protected.</p> <p>Once a methodology is chosen, KD will approach NTC for any additional funding available to ensure the project viable. KD will need to liaise with the main contractor and revise a new price for the delivery of the playground and allotment works.</p> <p>Once a financial reassessment has been deemed viable, a public information event will be held.</p>	
8	<p>Other project updates:</p> <p>Ferry Terminal</p> <p>The works are mostly complete with main entrance doors, external handrails, bike stands and some snagging works outstanding.</p> <p>The check- in kiosk canopy was taken out of the main contractor scope due to some structural issues. This work will be carried out separately by another contractor.</p> <p>The main contractor has advised that the works are due for completion in the next two weeks.</p> <p>BM and AS have discussed writing a press release to celebrate the projects which have been completed over the past few months – notably, the Ferry Terminal, Pedestrian Crossing and the new Information Boards. LDC will look to set up a date soon to organise a photo for it.</p> <p>Fort Road Recreation Ground</p> <p>Consultants have been appointed and civil and structural surveys have recently taken place at Shakespeare Hall and the Cricket Pavilion. Further invasive surveys will be required particularly in light of RAAC issue in other buildings and as this building construction is of that era. Arboricultural surveys have been completed and soils surveys are imminent. The company</p>	<p>AS - The next Project Dashboard will be circulated in January which will cover the reporting period of 1st September to 31st December.</p>

<p>carrying out the soil testing will analyse soils across the site. A further company is being sought to dig test pits to check the foundations.</p> <p>The new Fort Road website is now live: www.fortroadnewhaven.org</p> <p>The project may get slightly delayed due to the complexities of the construction of Shakespeare Hall, but still hoping to start Summer 2024.</p> <p>Fort Road layby is now with the East Sussex County Council legal team for adoption.</p> <p>Fish Processing Plant</p> <p>The Newhaven Fishing CIC is now registered. The CIC Board meets monthly and is made up of 5 Directors, including the MP and Leader of Lewes District Council.</p> <p>Planning permission has been granted for 12 storage containers in the rear yard for the local fisherman.</p> <p>There are fortnightly catch-up meetings with the fisherman’s representatives and an internal project team to discuss all matters relating to the Fish Processing Plant including obtaining quotes for the equipment, the building, procurement and the lease.</p> <p>PV solar panels have been installed on the roof of the Fish Processing Plant in New Road to generate sustainable energy to significantly reduce the operational costs of running the Plant.</p> <p>A Code of Practice has been drafted for the CIC with a focus on sustainable fishing.</p> <p>Newhaven Fish Landing Stage</p> <p>The drafting of the Main Grant Funding Agreement is in its final stages. Newhaven Port and Properties need to obtain final approval from the MMO for the dredging and construction activities.</p> <p>Newhaven Fort</p> <ul style="list-style-type: none"> • Tender documents were issued last month and the tender award is planned for the end of December. This procurement process is to appoint a main contractor. • Applications for Scheduled Monument Consent and Planning Permission is being submitted to be ready for works starting on site. • The Fort has now closed to casual visitors but will remain open for school groups and other pre-arranged bookings until the end of February 2024. • Works are scheduled to start on site March 2024 with the enabling phase and subsequent fit-out contractors on site until early 2025. • Scheduled to re-open to visitors in February half term 2025. <p>Newhaven Square (this was formerly a series of projects being delivered with Future High Streets Funding that have been amalgamated into one big project called Newhaven Square).</p>	
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	<p>The acceptance of the Pathfinder Pilot Investment Plan will align the latest proposals with the successful planning application that was approved at LDC committee in June 2023.</p> <p>The project intends to:</p> <ul style="list-style-type: none"> • Relocate and provide upgraded facilities for 2 local doctors surgeries, including accommodation for the Primary Care Network (PCN). • To expand the Wave Active facilities at Seahaven Swim & Fitness, to support the rehabilitation of patients from the local doctors surgeries, whilst promoting the benefits of a healthy, active lifestyle. • Provide space for a local pharmacy. • Provide accommodation for a new creative hub, to provide co-working flexible space and studios, for small/startup businesses. • Complete the upgrade and refurbishment of the Dacre Road car park. <p>Once LDC have received approval for the Investment Plan, the Council is looking to complete the refurbishment works to the top external deck of Dacre Road car park. A planning application will shortly be made for the lighting upgrade. Once approved, these works will be carried out and the top decks reopened (expected in spring/summer 2024).</p> <p>The Council has also completed a successful competitive tender process, that has seen the appointment of a main contractor to develop the planning designs through to detailed design, ready to agree the main contract and start works on site in early summer 2024.</p> <p>Heads of Terms have been agreed with both doctors surgeries and discussions with a local pharmacy are also progressing well. The Council is working with all parties to ensure lease agreements are in place, prior to the development works starting.</p> <p>LR informed the Board that a car park survey will be carried out in December 2023 to assess the occupancy of Dacre Road car park.</p> <p>Social Enterprise Incubator</p> <p>There are still legal and procedural issues to be finalised.</p> <p>West Beach Restaurant and Community Destination</p> <p>During the last quarter, the architects have developed the detailed design for a single storey restaurant building, and this has been included in the Pathfinder Pilot Investment Plan. During the next quarter, the Council will submit a planning application and continue the discussions regarding the purchasing of the site from Newhaven Port and Properties.</p>	
9	<p>DLUHC strategic update</p> <p>NS – LUF 3 has been announced: £1 billion boost for levelling up: government backs 55 transformational local projects across the UK - GOV.UK (www.gov.uk)</p>	NS – To keep the Board updated on the Pathfinder.

10	<p>Creative Newhaven update https://newhavenenterprisezone.com/creative-newhaven</p> <p>CD – Provided an update on the events that have taken place over the past few months:</p> <ul style="list-style-type: none"> • Ravillious Newhaven Views. • The Karla Black Exhibition at the Newhaven Art Space, which has been extended into early November. • An Exhibition at the Marine Workshops by Edgeland Modern looking at the border of Ravillious. • The Harbour Lights procession took place by Haven Young Creatives. • An Argentinian Tango at Railway Quay at The Sidings. • Alice’s adventure in Aerial Land, a performance with aerial swings. • A celebration event took place at the Marine Workshops in September along with the Piddinghoe Church Bell Oral History Project. <p>Coming up in December:</p> <ul style="list-style-type: none"> • The Radiant Introvert, an installation within the Newhaven Library window. • James and the Giant Peach Christmas show. • Hospitable Environments Soup and Social where they are doing a Christmas lunch at the Hillcrest. <p>Funding:</p> <ul style="list-style-type: none"> • NEZ have given around £80,000 of funding since September. A large amount of that was on the following Ravillious trail. • £160,000 has come in to match the NEZ funding. 	
11	<p>Any Other Business</p> <p>None.</p>	