

Re-imagining Newhaven Board Minutes of Board Meeting

Tuesday 30th January 2024
10am to 11am via MS Teams

Chair

Chris Ketley (CK)

Attendees:

Lewes District Council

- Cllr Zoe Nicholson (ZN)
- James MacCleary (JMaC)
- Christine Robinson (CR)
- Robert Cottrill (RC)
- Lisa Rawlinson (LR)

South East Local Enterprise Partnership

- Jo Simmons (JS)

Members of Houses of Parliament and Lords

- Maria Caulfield (MC)
- Baroness Janet Whittaker (JW)

Community, Education and Business Representatives

- Annie Lorys (AL)
- Sarah Burge (SB)
- Dave Collins-Williams (DCW)
- Dick Shone (DS)
- Rebecca Conroy (RC)
- Duncan Kerr (DK)

Guest Speakers

- Marc Stephens (MS)
- Helen Blanche (HB)

Secretariat (provided by Lewes District Council)

- Bryn Mabey (BM)
- Anna Salmon (AS)

Apologies

- Emma Smith
- Corinne Day
- Penny Shimmin
- Ken Dry
- Nigel Stewardson
- Ian Fitzpatrick

Team East Sussex

- Alison Turner (AT)

East Sussex County Council

- James Harris (JH)

Department of Levelling up, Housing & Communities

- Lauren Carrick (LC)

Greater Brighton Economic Board Representative

- Andy Hill (AH)

1	<p>Welcome, Introduction and Apologies</p> <p>CK welcomed all to the meeting and welcomed Alison Turner the Deputy Chair of Team East Sussex, as the Team East Sussex representative.</p> <p>The Re-imagining Newhaven Investment Plan has received approval from DLUHC, securing our place on the national Pathfinder Pilot.</p> <p>The Board now has strategic oversight for the following aggregated funding streams in Newhaven:</p> <ul style="list-style-type: none"> • Town Deal • Future High Streets Fund • Levelling Up Fund 	
2	<p>Minutes of Last Meeting held on 27.11.23</p> <p>The minutes were agreed.</p>	
3	<p>Declarations of interest</p> <p>No declarations of interest made.</p>	
4	<p>Terms of Reference</p> <p>The Terms of Reference have been updated to reflect the change of Board name and the expanded remit.</p> <p>The final version of the Re-imagining Newhaven Terms of Reference are published on the Council's website. Re-imagining Newhaven Programme - Lewes and Eastbourne Councils (lewes-eastbourne.gov.uk)</p> <p>CK reminded the Board Members of their responsibilities:</p> <ul style="list-style-type: none"> • To champion Newhaven at every opportunity • Provide strategic oversight of all the projects being delivered within the Re-imagining Newhaven programme • To ensure the programme is being true to the vision and objectives set out in the Investment Plan • To consult and engage with local residents, businesses and organisations throughout the delivery of the programme • To co-ordinate resources and influence stakeholders • To monitor the progress, milestones, budget, risks and issues throughout the delivery of the programme • To celebrate the achievements of the programme • To provide regular updates and reporting to DLUHC. <p>CK reminded the Board members to complete and return the Register of Interests form.</p>	<p>ACTION: ALL to complete and return the Register of Interests Form.</p>
5	<p>LDC Central Management Fee</p> <p>AS – LDC proposed a 3% Central Management Fee to cover the costs directly associated with delivering the programme e.g staffing and legal fees.</p>	

	<p>The Fee would apply to the Town Deal projects that are receiving the additional inflation allocation, and the Fee would be proportional to the amount of additional grant each project receives.</p> <p>JW asked what would happen if there was a surplus.</p> <p>AS – It is not expected there will be a surplus. If there was a surplus, then it would go back into the overall main programme pot to re-allocate and the Re-imagining Newhaven Board would discuss the reallocation of this funding.</p> <p>The Board approved the LDC Central Management Fee.</p>	
6	<p>Inflation Allocation Governance Process</p> <p>When the Board discussed and approved the additional funding allocations in November 2022, it was agreed that the Board would approve the governance arrangements associated with the additional funding.</p> <p>AS talked through the Inflation Allocation Governance Process paper, which was circulated with the agenda.</p> <p>The Council Legal Team will prepare new Grant Funding Agreements. The new agreements will include:</p> <ul style="list-style-type: none"> • The governance arrangements associated with the additional funding allocation. • The requirement for a Subsidy Control Assessment • The LDC Central Management Fee applied to the additional grant allocation. <p>The claim governance process will ensure the additional funding allocations are being used to deliver the original project scope as stated in the business case and not used for project creep.</p> <p>To claim the additional grant funding allocation, the Delivery Partner/Project Manager will be required to evidence the need by submitting an Additional Grant Funding Claim Form to the LDC Regeneration team.</p> <p>The following sign off process will be followed to process all Additional Grant Funding forms:</p> <ul style="list-style-type: none"> • The form will be reviewed and checked by the LDC Regeneration team • Sent to the Re-imagining Newhaven Board Chair for sign off • Then sent to the Council Section S151 Officer for sign off • The internal procedure for making the payment to the grant recipient will then be followed. 	
7	<p>Project updates</p> <p>LDC have completed the first Pathfinder Monitoring Q3 return for DLUHC. This is the first time LDC have been asked to complete a monitoring return since joining the Pathfinder Pilot scheme.</p>	

<p>The dashboard circulated includes 13 projects, which is everything in the Re-imagining Newhaven programme. This is the aggregated programme of the three grant funding streams. The dashboard includes project updates, achievements, significant risks, grant spend, and then the key dates for looking forward. The dashboard is updated on a quarterly basis.</p> <p><u>Pedestrian Gateway</u></p> <p>This project was completed in June 2023 subject to snagging items and completion works to be issued by ESCC. There is a delay with the completion of the snagging works. NPP are chasing the consultant/contractor.</p> <p><u>Newhaven Wayfinding and Public Realm Improvements (combined)</u></p> <p>This is a combination of two previously separate public realm improvement schemes. Priority areas T1, T2, & T3 designs are being finalised by the appointed landscape architect. Awaiting approval to undertake the works on Highways land is causing a temporary delay. Retenders for work on R1 West Quay Walking and Cycling Trail improvements will take place this quarter once the scope has been modified.</p> <p><u>Business Grant Programme</u></p> <p>ESCC are now focusing on supporting the businesses to spend and defray grants. The programme will be running longer than expected:</p> <ul style="list-style-type: none"> - Large amount of LDC Legal teams time has been required which has caused some delays. - Item changes and price changes have resulted in additional Panel sign off and LDC Legal team's time. <p>There are 19 businesses in total. 3 businesses have claimed the grant funding and 16 businesses are in the process of claiming. 11 further businesses are interested in applying for future business grants if a round 2 is possible.</p> <ul style="list-style-type: none"> - 30.3 FTE permanent jobs (forecast) - 23 FTE jobs safeguarded jobs (forecast) <p><u>Eastside Recreation Ground</u></p> <p>The main contract is being re-spec'd and re-tendered and will also encompass mitigation works likely to be required regarding existence of Great Crested Newts on site. The works are aimed to commence in April/May 2024. Playground provision may be omitted from the project dependent on project finances.</p> <p><u>Newhaven Fort</u></p> <p>Applications for Scheduled Monument Consent and Planning Permission have been submitted and should be fully determined by the end of this quarter. The concept design process is complete and more developed designs will be completed by end of this month with detailed designs by mid-April 2024. The exhibition fit-out contractor procurement will start in April 2024 and be completed by June 2024.</p> <p><u>Ferry Terminal</u></p> <p>This is anticipated to be completed by end of January 2024. The delays are mostly due to contractor supply chain/sub-contractor issues.</p>	
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	<p><u>Fish Landing Stage</u></p> <p>Initial feedback from MMO received 11.10.23. In the MMO response Historic England requested that a further archaeological desktop study is carried out. Subject to the findings there may be additional investigations required. The Environment Agency has indicated some constraints which will affect when certain marine activities may be carried out. NPP are looking to procure Becket Rankine to progress the detailed design. NPP are awaiting final draft licences from MMO for NPP approval.</p> <p>LDC are to upload Main GFA to Government Subsidy Data Base. Unlikely that Main GFA will get signed/awarded until March 2024. To mitigate delays NPP has requested to proceed with detailed design stage under the Advanced GFA and are awaiting confirmation from the LDC legal team to proceed.</p> <p><u>Fish Processing Plant</u></p> <p>Planning permission has been granted for the siting of 12 storage containers in the rear yard. PV solar panels installed on the roof.</p> <p>The next quarter will involve:</p> <ul style="list-style-type: none"> • purchasing the equipment for the building • purchasing storage containers for the rear yard • minor building works/external alterations to be carried out. <p><u>Restaurant and Community Destination</u></p> <p>Various reports have been commissioned to accompany the planning application. The planning application has been submitted. Negotiations for the purchase/lease of the site are on-going. Slow worms and common lizards are on the site and so the mitigation and protection of these reptiles will increase costs.</p> <p>JW – Were there any plans to publicise the businesses which obtained grants?</p> <p>BM – LDC will do this in collaboration with ESCC comms team. A press release was issued pre-Christmas announcing the Pathfinder Pilot and provided an update on Newhaven Square. An article about Wayfinding and Public Realm Improvements will be included in the next edition of Newhaven Matters.</p>	
8	<p><u>Fort Road Recreation Ground Project Update</u></p> <p>HB - The Council secured £2.4 million from the Towns Fund to undertake major improvements across Newhaven Recreation Ground in Fort Road. LDC were keen to gain the views of the local community, to share ideas, and to shape the future of the park at Fort Road. Public consultation took place in August 2021 where key priorities for improvements of the park were identified. The area is now being redeveloped to include the redesign of existing buildings, landscaping, new trees, native hedging, pathways and the development of a new play area, nature area and outdoor fitness trail.</p> <p>AL – What are the plans regarding the public toilets?</p>	

	<p>HB – We are looking to refurbish the toilets and the aim is to make everything as vandal proof as possible.</p> <p>DS – Do you know when work will start?</p> <p>HB – Works are anticipated to start in March 2025.</p>	
9	<p>Newhaven Square project update</p> <p>MS – LDC has secured planning on the site. LDC has tendered for the works as a two-stage tender. LDC has procured Buxtons who are their contractor, and they're currently contracted under a Pre-Construction Services Agreement (PCSA). Buxtons are developing the planning set of drawings through to the final detailed design which LDC is expecting May/June 2024.</p> <p>LDC was originally looking at Unit 10 (former Co-op) and Dacre Road car park only. This has expanded to include 5-8 Newhaven Square (former Peacocks unit) and Unit 9 (currently vacant). LDC continue to engage with 2 GP practices, who plan to relocate to Unit 10 and Unit 5-8. LDC has been in discussion with a local pharmacy to occupy Unit 9 and has issued draft Heads of Terms.</p> <p>Dacre Road Car Park: LDC is waiting for the updated lighting layout for the upper deck. Once received, LDC will submit a planning application. LDC is looking at adding green walls to the main elevation.</p>	
10	<p>DLUHC strategic updates</p> <p>NS (via email) - The LA has been written to inviting them to an Introductory meeting with the Pathfinder Simplification Pilot team on the 13 February. The aim of the meeting will be to discuss delivery of the Pathfinder portfolio and provide an opportunity to discuss any recent updates and address any issues or concerns.</p> <p>Following the introductory meeting the plan will be to have a follow up visit to Newhaven in March. The Simplification Pathfinder team are aiming to visit all 10 Pathfinder areas to ensure they have a deeper understanding of the projects sitting under the scheme.</p> <p>DLUHC to continue to ask for project milestones or project completions that could be highlighted to Ministers for potential visits.</p>	<p>ACTION: Board members to inform LDC secretariat of any project milestones or project completions with interesting visuals for flagging up to DLUHC.</p>
11	<p>Creative Newhaven update</p> <p>AS – Circulated a paper with the agenda of everything achieved for Creative Newhaven over the last year.</p>	
12	<p>Any Other Business None.</p>	

