

Newhaven Town Deal Board

Minutes of Board Meeting

Thursday 22nd October 2021

3.00 – 4.15pm via MS Teams

Attendees

- **Chair:** Chris Ketley (CK), Knill James LLP
- **Towns Coordinator for Newhaven:**
 - Rebecca Collings (RCol), Nichols Group
- **Lewes District Council:**
 - 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)
- **Department of Business, Energy & Industrial Strategy / Towns Fund team**
 - 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
 - Dave Collins-Williams (DCW), Newhaven Port & Properties
 - Duncan Kerr (DK), Wave Leisure
 - Patrick Warner (PW), Brighton & Hove Buses
 - Sarah Burge (SB), NHS East Sussex Clinical Commissioning Group

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
- Cllr James MacCleary, Lewes District Council
- Maria Caulfield MP
- Susie Mullins, Newhaven Town Council
- Cllr Graham Amy, Newhaven Town Council
- Corinne Day, Newhaven Enterprise Zone

- Max Woodford, Greater Brighton Economic Board
- Dick Shone, Boutique Modern
- Trevor Beattie, South Downs National Park Authority
- Mike Shorer, Newhaven Chamber of Commerce
- Martin Harris, Brighton & Hove Buses

Agenda item		Action
1.0	<p>Welcome, Introductions & Apologies</p> <ul style="list-style-type: none"> • CK welcomed all to the meeting and provided a brief update on the Avis Way Improvement Plan; new signage is due to be installed soon. The Board will be updated as work progresses. Corinne Day and Michelle Connors were thanked for their efforts to put this in place which had been strongly supported by businesses on the industrial estate. • CK also noted a new addition to Newhaven High Street; Clare Smith Floristry is now operating out of 12 High Street. Clare was the winner of the Local Enterprise & Apprenticeship Platform (LEAP) start-up award in 2020. • Apologies had been received by various members, including Maria Caulfield, who had been called back in for a Parliamentary Vote. • CK also welcomed Sarah Burge (SB) to the Board as the new representative for the NHS East Sussex Clinical Commissioning Group (CCG). • The two substantive items were introduced, and the Board reminded of relevant papers shared in advance for: <ol style="list-style-type: none"> 1. Proposals on the use of 5% advanced funding 2. Process for business case production and sign-off. 	
2.0	<p>Minutes of Last Meeting</p> <p>The previous minutes were agreed.</p>	
3.0	<p>Proposals for use of 5% Advance Capital Funding</p> <ul style="list-style-type: none"> • CK passed to PSha for a brief introduction: As part of the Newhaven Town Deal offer, Government have made 5% available to get things happening on the ground more quickly. MH has been working with LR, GM and all project sponsors to identify what we can spend quickly. Some is for feasibility 	

work, but some is physical delivery. A proposal has been presented and the Board is asked to consider and approve today. Some contingency is in place as the full 5% (£965k) has not been allocated.

- MH provided an overview of proposals:
- Criteria for using 5%:
 1. The funding will be provided within Capital Department Expenditure Limits and will enable early-stage activity in project development
 2. The funding can support any project activity included in the Newhaven Town Deal
 3. The 5% is an early release of money rather than new funding
- The remaining 95% will be released per strategic programme, following completion of their respective business cases. The first business cases are expected to be completed, and grant monies provided, in March 2022.
- Timescales for spending 5% funding: all funding should be spent in-year (using freedoms and flexibilities such as capital swaps). Government has opted to use Section 31 Grants as the payment mechanism, which permits funding to be spent over more than one financial year.
- We understand from Government that it is acknowledged to be challenging for LAs to spend their advanced funding by March 2022, meaning extension to that deadline would be agreed.
- Spending all of the 5% advance is not a condition for release of the main grant funding (95%).

Proposed spend for 5%

- Officers have liaised with project sponsors to explore which project elements can be brought forward for delivery this year to make use of 5%. This comprises a mixture of on-site delivery and pre-commencement works.
- The proposed list of spend to support project activity was set out in table format.
- Together the proposals total £836,985, which leaves an underspend of £128,015 – this will be carried into 2022/23
- 10 projects in total are due to receive early funding.
- Four of those 10 would use early funds for onsite delivery – there is a desire for early visible signs of Towns Fund projects, with many projects requiring considerable lead in times. Community engagement is also factored into early spend to help maintain resident interest and momentum.

	<ul style="list-style-type: none"> ○ <i>Wayfinding & Visitor Trails</i> is a large piece of work and will require careful planning and engagement, but officers are confident that a pilot can be delivered using this early spend. ○ A pedestrian crossing to improve the route to the Port and Railway Quay can also be delivered in 2021/22. ○ NPP are requesting work to start on improvements to the Ferry Terminal in this financial year, while additional work is taking place, to minimise impact and increase efficiency. ○ Denton Island Slipway is also expected to be delivered this financial year. <ul style="list-style-type: none"> ● The above was presented as formal recommendation and MH opened discussion for the Board to ask any questions or comments before voting: <ul style="list-style-type: none"> ➤ AB thanked MH for the presentation and wanted to check on the provisions for completing business cases – evaluation, independent appraisal etc., reflecting on other Town Deal Towns’ approaches. MH confirmed that LDC have contracted consultants and officers are working with them to develop the business cases over 13-week period for each programme, liaising closely with project sponsors. Within the wider Towns Fund allocation, there is a component for project management. Sponsors of projects that are proposed to receive some of the 5% funding that have highlighted a need for additional project management resource are being assisted through this early spend. PSha also highlighted the fact that legal agreements will be in place before any funding is released. ➤ JW wanted to be reassured that there was a plan in place for publicity. MH acknowledged the importance of this and highlighted the discussions LDC have been involved in already. Project sponsors will be engaged to maximise publicity. NS asked to be cc’d into press releases also. ● The Board accepted the proposed recommendations for 5% early spend. 	
4.0	<p>Business Case Production - Timeline and Next Steps</p> <ul style="list-style-type: none"> ● MH presented an overview: <ul style="list-style-type: none"> ○ As covered in previous Board meetings and papers, the assurance process will take place internally within LDC for business cases. However, a Summary Document will need to be submitted to Government for each business case, confirming that local approval has been completed and all 	

	<p>necessary steps taken. This will in turn release funding for the programme.</p> <ul style="list-style-type: none"> ○ All Summary Documents must be submitted within 12 months of the Heads of Terms being signed (5th August 2022). ○ The first two business cases are due to be submitted in time for funding to be released in March 2022. Three will see funding released in June 2022. The final two business cases are due to be completed in time for funding to be released in September 2022. Dates have been agreed with project sponsors, in line with their delivery schedules. They have been arranged in an order which allows those which can commence the soonest to do so, and to maximise delivery of tangible, visible outcomes for the local community. ○ Work is underway for the first three business cases – <i>An Active Community</i>, <i>Maintaining Maritime Vitality</i> and <i>Destination Newhaven</i>. ○ The first workshop with project sponsors (<i>An Active Community</i>) took place on 19th October with the other two initial programmes having workshops being held before the end of the year. ○ Business cases for <i>An Active Community</i> and <i>Maintaining Maritime Vitality</i> are both scheduled for presentation and Board sign-off before the end of the year. ○ The business cases will first be scrutinised and signed-off by each respective sub-group. Chairs and their assigned officers can agree either one or two meetings for this to occur. All members who have agreed to join sub-groups were thanked. <ul style="list-style-type: none"> ➤ JH considered whether written sign-off might not be considered, as opposed to a formal meeting. MH said this option had been considered but that LDC would like the most rigorous and auditable method to be adopted, particularly in case any of the business cases are called in by Government. ➤ CK emphasised that he greatly favoured full and proper sub-group and Board sign-off meetings. Based on discussion at national Chair meetings, this seems to be the approach adopted by most Towns. It should allow a better review and a fuller response. ➤ NS provided insight on previous Cohorts' sign-off processes; many other Towns have had full Board meetings, and this has made disagreements or conflicting interpretation much easier and quicker to resolve. ➤ JW asked for electronic sign-off to be considered for any projects which warrant less discussion, given demands on members' time. 	
--	---	--

	<ul style="list-style-type: none"> ➤ JW also asked for confirmation of sub-group membership. MH will circulate a full list. ➤ GP informed the Board that Hastings are conducting virtual meetings for sign-off. Allowing time for quality summary and background papers to be read in advance, which should make the meetings productive and efficient. CK agreed and noted that those who were unable to attend sign-off would be able to raise matters in advance. ➤ DS thanked MH for the detailed information which had allowed him to understand the role of chairs within sub-groups and for the process planned for sign-off. 	MH to provide details of sub-group members.
5.0	<p>Newhaven Flood Defences – Environment Agency video</p> <p>The Board were shown a video, prepared by the Environment Agency (EA) which provides an overview of the Newhaven Flood defences and shows how the EA are using the work in Newhaven as an exemplar of good practice: Newhaven Flood Alleviation Scheme - YouTube</p>	
5.0	<p>Date of Next Meeting</p> <p>The next meeting was proposed to take place Friday 26th November at 2pm.</p> <p>CK also informed the Board that officers are looking to diarise multiple meetings in advance and will contact members accordingly.</p>	MH to diarise Board meetings.
6.0	<p>Any Other Business</p> <ul style="list-style-type: none"> • CK reiterated that GM is part of the Panel of Brilliant People, which is a national panel created to discuss the Towns Fund and Green Growth. They will be presenting to Government in Westminster on November 17th, 2021. GM will provide a summary of the event at the next meeting. • DS informed the Board of his resignation from East Sussex College Group after close to 10 years, and subsequent resignation from Newhaven Town Deal Board. However, he has agreed with his new employer to chair the Destination Newhaven sub-group. • PW informed the Board the Martin Harris will soon be retiring as Managing Director of Brighton & Buses. Ed Wills will replace him as Board representative. 	

	<ul style="list-style-type: none">• PSha reported on progress at The Sidings. The final lease contract has now been signed; SCDA for the Active Travel Hub.<ul style="list-style-type: none">➤ PS confirmed this was the case. Much is planned and 'Doctor Bike', a group of volunteers who service bikes for free at various sites in the district, will now be in attendance at The Sidings every last Saturday of the month. • CK thanked all for attending and for MH's work so far since joining the team of officers.	
--	--	--