

## **Newhaven Town Deal Board**

### **Minutes of Board Meeting**

Friday 17<sup>th</sup> December 2021

10am –11am via MS Teams

#### **Attendees**

- **Chair:** Chris Ketley (CK), Knill James LLP
- **Lewes District Council:**
  - Rob Cottrill (RC), Chief Executive
  - Ian Fitzpatrick (IF), Deputy Chief Executive
  - Peter Sharp (PSha), Head of Regeneration
- **Newhaven Town Council:**
  - Cllr Graham Amy (GA), Newhaven Town Council
- **East Sussex County Council:**
  - James Harris (JH), Assistant Director – Economy
- **Members of Houses of Parliament and Lords:**
  - Maria Caulfield MP (MC)
- **Department of Business, Energy & Industrial Strategy**
  - Nigel Stewardson (NS), Cities & Local Growth Unit
- **Local Enterprise Partnerships:**
  - Graham Peters (GP), Chair, Team East Sussex (SELEP)
- **Newhaven Enterprise Zone:**
  - Corinne Day (CD), Programme Director
- **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
  - Dick Shone (DSho), Boutique Modern
  - Duncan Kerr (DK), Wave Leisure
  - Patrick Warner (PW), Brighton & Hove Buses

#### **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
- Susie Mullins, Newhaven Town Council
- Ken Dry, Newhaven Town Council
- Baroness Janet Whitaker
- Adam Bryan, SELEP
- Max Woodford, Greater Brighton Economic Board

- Sarah Burge, Sussex NHS Commissioners
- Martin Harris, Brighton & Hove Buses
- Trevor Beattie, South Downs National Park Authority
- Mike Shorer, Newhaven Chamber of Commerce

Agenda item		Action
1.0	<p><b>Welcome, Introductions &amp; Apologies</b></p> <ul style="list-style-type: none"> <li>● CK welcomed all to the meeting, the primary purpose of which was to sign off the business case for the second of seven Strategic Programmes: <i>Maintaining Maritime Vitality</i> (see Agenda Item 3).</li> <li>● CK brought attention to local business, Cheeky Wipes, who were presented with the Queen’s Award for Enterprise in the sustainable development category. Although announced earlier in the year, the presentations took place in October with members of the Town Deal Board in attendance.</li> <li>➤ JH praised the award and explained that Cheeky Wipes had been assisted by Locate East Sussex to relocate to Eastside Business Park and they have also been helped to access loan and grant schemes to aid expansion.</li> <li>➤ GP encouraged other businesses to consider entering: <a href="https://www.gov.uk/queens-awards-for-enterprise">https://www.gov.uk/queens-awards-for-enterprise</a></li> </ul>	
2.0	<p><b>Minutes of Last Meeting</b></p> <ul style="list-style-type: none"> <li>● The previous minutes were agreed.</li> <li>● CK also acknowledged the previous actions outlined and noted his satisfaction with the progress made.</li> </ul>	
3.0	<p><b>Business Case for Approval: Maintaining Maritime Vitality</b></p> <ul style="list-style-type: none"> <li>● CK passed to CD, as Chair of the Sub-group to introduce the discussions which took place when seeking assurance for the business case:</li> <li>○ An executive summary had been provided to the Board in advance of this meeting.</li> </ul>	

	<ul style="list-style-type: none"> <li>○ The Sub-group was chaired by Corinne Day, Programme Director, Newhaven Enterprise Zone, with the other members being: <ul style="list-style-type: none"> <li>- Ian Fitzpatrick – Deputy Chief Executive. LDC</li> <li>- Penny Shimmin – Chief Executive, Sussex Community Development Association</li> </ul> </li> <li>○ This programme only contains one project which seeks to refurbish the passenger terminal building at Newhaven Port.</li> <li>○ The Sub-group discussed the evidence of market failure which supported the case for Towns Fund investment. The strategic fit was evident. Investment was recognised as not only improving the ferry terminal and helping strengthen Newhaven’s position as a gateway to the UK, but also complementing the cluster of improvements in this area, including The Sidings, helping make the area far more attractive for those entering the country.</li> <li>○ CD explained that a very cautious approach has been taken when quantifying this project’s economic benefits and ultimately calculating the Benefit Cost Ratio (BCR) which was still good. There was wholehearted support from the Sub-group for the business case.</li> <li>○ It was also highlighted that the community have desired improvements to the ferry terminal for a long time and that this programme would also help support jobs and community wealth.</li> <li>● <b>The Sub-group recommended that the business case be approved by the Board.</b></li> <li>● CK thanked CD, IF &amp; PS for their involvement and commended Bruce Nairne and Scott Marshall for their consultancy work in putting the business case together in such a short timeframe. CK then passed to MH for an overview of the business case:</li> <li>○ MH reminded the Board that the programme is jointly funded with Newhaven Port &amp; Properties paying for the remaining costs outside of Towns Fund investment.</li> <li>○ A BCR of 1.57 has been calculated which within government’s value for money framework is categorised as ‘acceptable’. MH expanded on previous comments from CD on the wider and less quantifiable benefits which cannot be directly monetised.</li> </ul>	
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	<ul style="list-style-type: none"><li>○ The programme outputs and outcomes which have been quantified relate to three main components; refurbishment of the ground floor of the passenger terminal to create improvements to the departures and the arrival lounge for passengers; the second component is about refurbishment of the first floor and this is about bringing new commercial enterprise space into use that will be made available at market rates for local SMEs and start-ups to take advantage of; the third component is about the external refurbishment of the whole terminal building - the visual appearance, but also in terms of energy efficiency by providing improved insulation to the building. This also aligns with LDC's sustainability strategy and wider Government policy.</li><li>○ 18 new Full-Time Equivalent (FTE) jobs and 10 jobs safeguarded have been calculated based on the cautious assumptions mentioned earlier, seeking to avoid an overstatement of outputs directly attributable to the investment. However, wider employment related to the ferry service is expected to be supported.</li><li>○ A measured approach has also been taken when forecasting occupation rates for new employment space which has factored in assumptions about displacement of employment from other parts of the town.</li><li>○ NPP already have contractors on site carrying out work funded through the Port Infrastructure Fund to meet Border Force requirements. This should aid work at the Ferry Terminal which is due to start during the current financial year and be completed in the next financial year. This programme will deliver early and visible outcomes.</li><li>○ There is some commonality in the risk register identified and discussed for <i>An Active Community</i>, e.g. the possible impact arising from a further COVID-19 lockdown, shortages of materials, increasing material costs. NPP have helped to examine those risks and come up with mitigation measures. Board members were presented with a summary of the most significant, high-level risk factors for consideration.</li><li>○ The Sub-group played a key role in helping shape the business case and raised a number of points which will be taken into consideration:</li></ul>	
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	<ul style="list-style-type: none"> <li>- The design of the external works should be of the same standard as other work that is going on in that area e.g. UTC building, Railway Quay.</li> <li>- Making sure the function of the building as a ferry terminal and office space is safeguarded. In the funding agreement that is being established with NPP, LDC will include such conditions so that if there is any change of ownership, the function of the building and public investment is safeguarded.</li> <li>- The Sub-group also suggested that the Board could consider changing the title of the project to reference the 'UK' in order to reinforce the message that this is a local initiative that has a wider national impact e.g. 'Newhaven and UK Ferry Terminal'. This has been reflected in the wording of the strategic case as well, highlighting that both the Greater Brighton Economic Board and Local Enterprise Partnership have recognised the wider public good of this asset.</li> <li>- The Sub-group highlighted the need for a robust approach to be taken when tracking economic and social benefits to ensure they are realised.</li> </ul> <ul style="list-style-type: none"> <li>• CK explained to the Board that he had enquired and been advised that assurance had been given that there were no plans to cease the current ferry operation. Discussion was then opened-up to members: <ul style="list-style-type: none"> <li>➤ GA welcomed the development. GA asked for adequate seating to be provided throughout the arrival hall, with consideration for older users e.g. ex-servicemen who had previously had difficulty being seated during commemorations. DCW said he would speak to Border Force who are responsible for the arrival hall.</li> <li>➤ MC thanked the Sub-group members, officers and consultants who have been involved. MC sees improving ferry facilities as an exciting project and that raising the status of Newhaven Ferry Terminal nationally could be significant as the government are particularly looking to the South East to raise national ferry capacity. MC supported the proposed renaming of the project to national as well as local for that reason.</li> <li>➤ GP was delighted to see that the design of the exterior was part of the project but asked for the design language which was being developed and implemented in the surrounding area to be incorporated. This could be in terms of colour coordination or detailing to the building.</li> </ul> </li> </ul>	
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	<ul style="list-style-type: none"> <li>➤ JH lent his support but also pointed to the shuttle bus which, based on previous experience of the service, provided a poor first impression. This should be addressed in line with the ferry terminal improvements. DCW said he would speak to DFDS as they operate the shuttle bus.</li> <li>• <b>The Board approved the business case as well as the change of name for the project.</b></li> </ul>	<p><b>DCW to speak to relevant contractors.</b></p>
<p><b>4.0</b></p>	<p><b>Future High Streets Fund Update</b></p> <ul style="list-style-type: none"> <li>• PSha presented an overview: <ul style="list-style-type: none"> <li>○ The Future High Streets Fund investment is focused on two buildings; Dacre Road Car Park and the former Co-op Supermarket. The buildings have deteriorated further since the bid was submitted. A survey has recently been undertaken which deemed the former Co-op as unsafe to access.</li> <li>○ The former Peacocks unit on Newhaven Square is being used as a site office. Fencing and window protection has also been installed with hoardings to follow.</li> <li>○ Hoardings will be designed to be attractive, in line with the design language which is being developed. The Enterprise Zone have already designed hoardings for a site on Avis Way.</li> <li>○ Work is due to start imminently on the Co-op ground floor with other essential structural work planned for both the Co-op and Dacre Road Car Park to make the buildings safe and more secure. This is expected to help reduce some of the anti-social behaviour currently taking place in this area.</li> </ul> </li> <li>➤ IF highlighted the importance of getting the hoarding design and information right so people can understand what is happening and who is funding the work. There are specific Government requirements which provide guidelines for this.</li> <li>➤ DShe said the hoardings present a real opportunity to showcase all the projects that are going on. Within the <i>Destination Newhaven</i> Sub-group there was agreement that there needs to be detail provided, not just taglines.</li> <li>• IF explained that the initial work will secure the building and greatly improve the appearance of the sites. The layout and exact use of these buildings will be developed to complement other planned development and meet market demand.</li> </ul>	

	<ul style="list-style-type: none"> <li>➤ MC asked for an update on publicity. IF explained that with so many projects and different funding pots, it was really important to get this right. The Enterprise Zone have created a <a href="#">map which provides a basic overview of the investments secured for Newhaven</a> but more work needs to be done to prepare comms for all the various projects. A statement will be provided for Board members to share in the meantime.</li> <li>➤ GP asked how much floorspace the Co-op building provided which PSha estimated to be around 30,000 square feet. GP noted that this provided a lot of scope for tenancy and uses.</li> </ul>	<p><b>PSha to work with team to develop comms strategy over coming months.</b></p>
<p><b>5.0</b></p>	<p><b>Date of Next Meeting</b></p> <p>The next meeting was confirmed for Friday 28<sup>th</sup> January at 3pm.</p>	
<p><b>6.0</b></p>	<p><b>Any Other Business</b></p> <ul style="list-style-type: none"> <li>• CK reminded the Board that this was the last meeting DShe would be attending though he would be chairing the Sub-group for <i>Destination Newhaven</i>. CK thanked DShe for all his input and wished him well in his new endeavours.</li> <li>• CK thanked all for attending and brought the meeting to a close.</li> </ul>	