

Newhaven Town Deal Board

Minutes of Board Meeting

Friday 25th March 2022

3pm - 4pm via MS Teams

Attendees

- **Chair:** Chris Ketley (CK), Knill James LLP
- **Lewes District Council:**
 - Cllr James MacCleary (JM), Deputy Leader
 - Rob Cottrill (RC), Chief Executive
 - Peter Sharp (PSha), Head of Regeneration
- **Newhaven Town Council:**
 - Cllr Graham Amy (GA)
 - Ken Dry (KD), Clerk to the Council
- **Members of Houses of Parliament and Lords:**
 - Maria Caulfield MP (MC)
 - Baroness Janet Whitaker (JW)
- **Department of Business, Energy & Industrial Strategy**
 - Nigel Stewardson (NS), Cities & Local Growth Unit
- **South East Local Enterprise Partnership:**
- Adam Bryan (AB), Chief Executive
- Graham Peters (GP), Chair, Team East Sussex
- **Community and Business Representatives:**
 - 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
 - Ed Wills, 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
- Ian Fitzpatrick, Lewes District Council
- James Harris, East Sussex County Council
- Corinne Day, Newhaven Enterprise Zone
- Trevor Beattie, South Downs National Park Authority
- Mike Shorer, Newhaven Chamber of Commerce
- Max Woodford, Brighton & Hove City Council
- Sarah Burge, Sussex NHS Commissioners

Agenda item		Action
1.0	<p>Welcome, Introductions & Apologies</p> <ul style="list-style-type: none"> • CK welcomed all to the meeting which focused on the review of two business cases: <i>'Reconnecting our Town'</i>, carried forward from last month, and <i>'Reimagining our Town Centre'</i>. The proposal to the Board is to approve both business cases. ○ <u>Cancellation of February meeting</u> - the decision had been taken to postpone review of the <i>Reconnecting our Town</i> business case. This was because shortly before the meeting, some additional complexities emerged affecting the possible cost of the <i>New Pedestrian Gateway</i> project. That in turn had an impact on the wider business case which required more time for officers to explore and resolve with the project sponsors (Newhaven Port and Properties - NPP) and the consultants. <p>Those matters have now been resolved and an agreed schedule and costings for the pedestrian crossing and the business case has been updated accordingly (Agenda item 3).</p> <ul style="list-style-type: none"> ○ <u>Approval of additional advance funding for the Fort Road Recreation Ground Project</u> - A paper was circulated on Friday 18th February to explain the need for an additional £10k advance funding to the Fort Road Recreation Ground project and requesting Board members' approval. Many members responded to signal their support and are asked to formally approve this action today. The Board approved the additional advance with no objections received. ○ <u>Accelerated funding for Destination Newhaven</u> DLUHC officials confirmed earlier this month that they can accelerate the delivery of funding for the Destination Newhaven Project, with the first grant payment to be received in March. <p><u>PropTech funding successfully secured</u> Officers have successfully secured funding from the PropTech Engagement Fund (Round 2) to support digital engagement. The grant funding will enable us to develop a place-based central hub for the Newhaven community. Board members joined CK in congratulating GM who prepared the successful application. More detail will be provided during future meetings.</p> <p><u>Panel of Brilliant People</u></p>	<p>GM to provide PropTech update to next meeting</p>

	<p>After almost a year of hard work, the Towns Fund’s ‘Panel of Brilliant People’ (including GM) presented to ministers, officials, and dignitaries at Westminster on Tuesday 15th March. The presentation provided an opportunity to promote the work being done in Newhaven with the successful investment we have secured from the Towns Fund, the Levelling Up Fund, the Future High Streets Fund, and the work of LDC, the Enterprise Zone and other key public and private partners.</p> <p>GM reports that it has been particularly valuable to network and share experiences with both officers and Chairs from across the country.</p>	
<p>2.0</p>	<p>Minutes of Last Meeting</p> <ul style="list-style-type: none"> • The previous minutes were agreed. • CK also acknowledged completion of previous Actions - MH to arrange for sign-off of the business case summary document by S151 officer (Homira Javadi) and Town Deal Chair (CK) and submit to Government. <p>Annex C signed and submitted to Government on 3 February (ahead of 15 April deadline).</p>	
<p>3.0</p>	<p>Business Case for Approval: Reconnecting Our Town</p> <ul style="list-style-type: none"> • CK explained that an executive summary had been provided to the Board on 18th March. The consultants and officer team had been working on the development of the business case since December, with a virtual workshop held with the project sponsors on 11th January. • <i>Reconnecting our Town</i> consists of two projects: <ol style="list-style-type: none"> 1. <u>New Pedestrian Gateway</u> - a new pedestrian crossing improving access to the Port, UTC, and Railway Quay 2. <u>Wayfinding & Visitor Trails</u> – designed to improve connectivity between key areas of the town, visitor orientation and retention. • A ‘work-in-progress’ business case was presented to the Strategic Sub-Group on 19th January followed-by an updated version on 16th February for review and sign-off. A further revised version of the business case, reflecting necessary changes to the pedestrian crossing, was circulated to the Sub-Group on 2nd March. The internal sign-off group reviewed the 	

business case on 15th March. The draft circulated to the Board reflects the input and comments of the sub-group and the internal sign-off group.

The Sub-Group has recommended that the Board approve the business case.

- The Sub-Group was chaired by Patrick Warner (PW) with the other members being DK, Rachel Sadler (LDC), and KD.
- MH presented an overview of the business case, focusing on the key outputs, economic measures, and how the Benefit Cost Ratio (BCR) has been derived. MH also thanked Members for their patience and understanding as the business case had been delayed:
 - This was caused by unanticipated complexities with the *New Pedestrian Gateway* project; namely issues with land ownership, compliance with Highways and street lighting requirements. These factors had an impact on the delivery schedule and overall cost.
 - NPP are the project sponsors for the *New Pedestrian Gateway*. The pedestrian crossing will be suitably located for maximum use, within the desire line for pedestrians coming out of the railway station, bus stops and from the ferry terminal – encouraging travel to the town centre and Railway Quay.
 - The two projects in this programme are integrated and will link up with many other planned projects being funded through the Future High Streets Fund, Towns Fund and Levelling Up Fund.
 - The delivery model for *Re-Connecting Our Town* has five phases which will be completed over the course of the Town Deal delivery schedule, up until 2025/26. The initial phase will include delivery of *New Pedestrian Gateway* as well as the development of a Wayfinding and Signage Spatial Masterplan, with design and deployment to follow. An iterative approach is being taken with interventions being staggered to allow learning and development to take place. This should also help to assess and reduce costs to increase the value of interventions.
 - There is also a pilot scheme being implemented, which is focused on the area west of the river which leads to West Beach (Riverside North and West Quay primarily).

	<ul style="list-style-type: none"> ○ The Benefit Cost Ratio (BCR) for this programme is 2.7 which is strong. This derives from additional increased dwell time and spend in the town as well as reduced crime. Active travel is also being encouraged. The economic model also factors in various indicators of health and journey quality all of which contribute to the strong BCR. ○ <i>Wayfinding and Visitor Trails</i> will be informed by public engagement, using the opportunity Prop Tech funding provides wherever possible (Agenda Item 1). The local community will help to develop the scheme. ○ The risk register includes rising costs particularly within the construction sector which are affecting all projects. Risks relating to the release of funds from Government and delivery schedules have been greatly mitigated. ○ Comments from the Sub-Group focused on importance of crime reduction and a request for minor adjustments to the business case to ensure policy was referenced and aligned. ● CK invited Members to comment but no further questions were forthcoming. ● The Board approved the business case. ● The Board approved the reallocation of £25,217 from the <i>Wayfinding and Visitor Trails</i> project to the <i>New Pedestrian Gateway</i> project. ● CK thanked the Sub-Group, Consultants, and LDC officers for their effort and time. 	
4.0	<p>Business Case for Approval: Reimagining Our Town Centre</p> <ul style="list-style-type: none"> ● CK introduced the second business case presented for approval: ○ An executive summary was circulated to Members on 21st March. <i>Reimagining our Town Centre</i> is a singular project which will enable the renovation and re-purposing of the first floor of Newhaven Library. ○ The consultants and officer team have been working on the development of the business case since December, with a virtual workshop held with the project sponsors on 8th February. The work-in-progress business case was presented to 	

the Strategic Sub-Group on 17th February and following further work it was taken back to the Sub-Group on 17th March for review and sign-off. The Internal Sign-off Group reviewed the business case on 24th March. The draft circulated to the Board reflects the input and comments of the Sub-Group and the Internal Sign-off Group.

The Sub-Group has recommended that the Board approve the business case.

- The Sub-Group was chaired by PS, with other members being AB and Michelle Connors from the EZ (with Corinne Day deputising).
- CK invited PS to discuss the work of the Sub-Group:
- PS thanked AB and Enterprise Zone officers as well as the Consultants for their scrutiny and discussion of the business case.
- The project is designed to provide what had been termed a Community and Creative Hub in the centre of Newhaven High Street and will provide new premises for Newhaven Town Council, which would see them relocating from their offices on Fort Road.
- The proposals were complicated to review, particularly because of the interdependencies, change in circumstance since the original feasibility work was conducted with additional financial commitments secured to attract inward investment and increased use of the High Street.
- The Sub-Group suggested that an updated condition survey and related costs needs to be conducted which in turn requires commitment from Newhaven Town Council to meet any cost overruns.
- The Sub-Group also suggested there was a need to have complete clarity over the lease arrangements with ESCC which may inform Newhaven Town Council's asset plan and provide assurance that the investment could be sustained.
- These points reflect the commitment of partners to ensure there is a strategic and shared approach to providing space for creative industries in Newhaven as well as the need to invest sustainably in the town centre.

	<ul style="list-style-type: none"> ○ As a result, the Sub-Group agreed to recommend the business case for approval but in the knowledge that the project sponsor and LDC will gradually acquire additional information and agreements as outlined in the Sub-Groups recommendations which were outlined to Members in advance through the executive summary. ○ In addition, the Sub-Group would encourage more formal stewardship and strategic oversight of premises in Newhaven designed to accommodate creative industry. ○ The Town Deal Board will need to retain an active role in the overseeing of this programme with its range of interdependencies. There is a responsibility to monitor forecasted employment and economic outputs. ● AB thanked PS for covering the points made by the Sub-Group and further highlighted the need to understand how this investment integrates with other funding. ● MH showed a series of slides, firstly highlighting the location of the site (36-38 Newhaven High Street) and its prominent position on the High Street. As mentioned, there is a need to ensure development aligns with other town centre projects and the provision of commercial space. ○ Moving the Newhaven Town Council offices is displacement but there will be some net job creation which has been factored into the economic model. The BCR is strong with 2.5 calculated for this programme. ○ The programme is also forecast to provide many non-monetised benefits including increased footfall and dwell time in the town centre, improving the public realm through improvements to the exterior of the building, and helping to strengthen the community through intergenerational services that can be delivered from the new facilities when they become available. ○ A series of responses and actions have been prepared following the Sub-Group's recommendations: <ul style="list-style-type: none"> 1. The Sub-Group sought assurances about the willingness and capacity of Newhaven Town Council to meet cost overruns to deliver this project. 	
--	--	--

	<p>2. The Sub-Group recommends the Board should stipulate that disability access to the first floor of the property will need to be addressed in the construction plans.</p> <p>3. The Sub-Group recommends the Board submits a request to the Newhaven Town Council to share the outcomes of their Asset Strategy at the earliest opportunity to identify their commitment to relocate and to outline its future use of other premises.</p> <p>4. The Sub-Group highlighted the need for the project sponsor to work collaboratively with other funded projects to determine its function and uses, especially in regard to creative spaces.</p> <p>5. The Sub-Group recommends the Board seeks written confirmation from the project sponsor to outline the legal lease arrangements for the first floor.</p> <p>6. The Sub-Group recommends the Board considers changing the project name.</p> <p>7. The sub-group recommends the Board should request to see the updated condition survey and feasibility study prior to releasing any further grant payments.</p> <ul style="list-style-type: none"> • CK thanked PS and MH for their presentations and sought Board comment and consideration of the business case. <p>The Board approved the business case.</p>	
<p>5.0</p>	<p>Date of Next Meeting</p> <p>The next meeting was confirmed for Friday 22nd April at 3pm.</p>	
<p>6.0</p>	<p>Any Other Business</p> <p>CK thanked all for attending and brought the meeting to a close.</p>	