

# Newhaven Town Deal Board

## Terms of Reference

### 1. Purpose

The overall aim of the Newhaven Town Deal Board (known as the Board) is to:

***Oversee and co-ordinate the delivery of a vision and strategy for Newhaven in line with the Towns Fund and beyond, with a view to delivering long-term economic and productivity growth for the benefit of our community.***

To achieve this aim the Board will:

- *Develop and agree an evidence-based Town Investment Plan*
- *Develop a clear programme of interventions*
- *Co-ordinate resources and influence stakeholders*
- *Consult and engage with local residents, businesses and organisations to involve them in the development of the strategy*
- *Champion Newhaven at every opportunity.*

### 2. Legal Status

The Board is an unincorporated group and therefore has no legal status. Any current legal requirements or obligations will be discharged by the membership organisations.

### 3. Decision Making

All decisions will be by consensus unless a member requests a vote. In this case all members present at the meeting in question will have one vote. In the case of a tie the Chairperson will have the casting vote.

### 4. Membership

The Board will consist of representatives; from each of the following organisations:

- Lewes District Council
- Local Member of Parliament
- Newhaven Town Council
- East Sussex County Council
- Department of Business, Energy & Industrial Strategy (BEIS)
- South East Local Enterprise Partnership
- Coast to Capital Local Enterprise Partnership
- Newhaven Enterprise Zone
- Community, Education & Business Representatives, initially to include:
  - East Sussex College Group

- Wave Leisure
- Sussex Community Development Association
- Jasfic Ltd
- Brightwell Dispensers Group
- Newhaven Port & Properties
- Additional representatives as agreed by the Newhaven Town Deal Board.

**Notes:**

- Members may send substitutes in their place who will have voting rights – this should be notified to the Secretariat in advance where possible
- Non-attendance by a member at three consecutive meetings will lead to a review of their membership (except where this is unavoidable)
- Proposals for new Board members will be considered against the key criteria of being a representative body for Seaford residents or businesses
- Any business or individual who wants to get involved with the Board will need to do so via the Secretariat.

**5. Work Programme**

The Board will agree a work programme based on the requirements for the Towns Fund (and any subsequent regeneration funding opportunities), and the objectives set out in Section 1.

**6. Meetings and Administration**

The Board will meet on a frequency to be agreed to make key decisions to take forward the Town Investment Plan and agreed work programme. The Board will be supported by a Secretariat from Lewes District Council who will:

- Oversee delivery of the work programme on a day to day basis
- Co-ordinate and facilitate meetings
- Co-ordinate production and monitoring of the Town Investment Plan, work programme and associated actions
- Provide other support as required

A quorum of 8 must be present at any meeting for decisions to be taken.

**7. Relationship with other bodies**

The Board works closely with other partnership groupings and will provide update reports, as required, to:

- Member organisations

- Greater Brighton Economic Board
- Other Groups as agreed

## **8. Sub Groups**

Where required the Board may establish sub groups in order to take forward a particular action. These must be time and task orientated with clear terms of reference and lead representative.

## **9. Termination of the Group**

In the situation that the Board agrees to terminate itself then consideration must be given, by the Board, to how the purpose as set out in Section 1 will be taken forward.

## **10. Variation to Terms of Reference**

The Board may update these terms of reference as and when required.