



REGENERATION AND STRATEGIC DEVELOPMENT COMMITTEE

Minutes of a Meeting of the Regeneration & Strategic Development Committee held at Meeching Hall, Fort Road, Newhaven on **Tuesday 28th November 2023 at 8:15pm.**

PRESENT: Councillors: Shaun Boniface (Vice Chair)
Lesley Boniface
Mark Wardle
Linda Thomas
Krissy Taylor (Sub for Cllr S. Macleod)
Brian Noon (Sub for Cllr Cook)
Jan Woodling

ALSO ATTENDING: Ken Dry, Town Clerk
Maxine Fifield, Deputy Town Clerk
X1 Member of the Public (online)
Guy McQueen (LDC)

RSD0011/23 The Chair stated that this meeting will be recorded and then made publicly available on the Newhaven Town Council Website for 28 days, followed by its removal and deletion.

RSD0012/23 **APOLOGIES FOR ABSENCE**

Cllrs S Macleod (Chair) & M Cook

RSD0013/23 **TO CONSIDER WHETHER THE MINUTES OF THE MEETING OF THE REGENERATION AND STRATEGIC DEVELOPMENT COMMITTEE HELD ON TUESDAY 29th AUGUST 2023 ARE AN ACCURATE RECORD OF THE MEETING.**

The Minutes of the Meeting held on Tuesday 29th August 2023 were considered.

RESOLVED:

That the Minutes be signed by the Chair to be a true record of the proceedings.

RSD0014/23 **DECLARATIONS OF INTEREST**

None declared.

RSD0015/23 PETITIONS/PUBLIC QUESTIONS

None received

RSD0016/23 TO RECEIVE A PRESENTATION BY MR GUY MCQUEEN REGARDING THE WAYFINDING AND PUBLIC REALM IMPROVEMENT SCHEME.

Mr McQueen shared his presentation which the committee received with thanks.

RSD0017/23 TOWNS DEAL PROJECT UPDATE – ORAL REPORT BY THE TOWN CLERK.

On the matter of the **Eastside Recreation Ground (Towns Deal) Project** the Town Clerk indicated that not much had progressed since the last update, officers have contacted three more companies for their methodologies for handling the Great Crested Newts to determine what is required and cost.

Ultimately the council will need to discuss the financial viability of the project once this is determined.

Councillors will need to decide whether to make a further financial contribution to the works. This is recommended by the Town Clerk as the work to the allotments and the upgrade to the park will be necessary as a minimum.

RESOLVED

That the committee,

Noted the progress to date.

RSD0018/23 DISCUSSION ITEM – PROCUREMENT OF A TOWN VAN

The Town Clerk outlined a number of options and background information/costs regarding the introduction of a Council Van. Following discussion it was unanimously,

RESOLVED

- That officers further investigate the procurement of an electric van on a lease basis to include servicing and maintenance costs with potential upfront lease costs of up to 12 months in advance.
- That officers further investigate costs surrounding the revamp of the parking area at the rear of the council offices be fitted with an electric vehicle charging point.

RSD0019/23 HIGH STREET AUDIT – REPORT BY THE TOWN CLERK

To discuss a request from Lewes District Council regeneration team for a contribution of £5,000 in order for them to conduct a high street audit in Newhaven.

Following discussion, it was unanimously

RESOLVED

That no contribution be made as the majority of this work is already being undertaken by Guy McQueen with the Public Realm Improvement Scheme.

RSD0020/23 BUDGET SUGGESTIONS FOR FY 2024/25 – DISCUSSION ITEM

No suggestions were made.

RSD0021/23 INCOME & EXPENDITURE REPORT TO NOVEMBER 22ND 2023

Noted.

There being no further business, the meeting closed at 9:36pm.

Date:
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Chairman

DRAFT



NEWHAVEN TOWN COUNCIL

Ken Dry
Town Clerk

TOWN COUNCIL OFFICES
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NEWHAVEN
EAST SUSSEX
BN9 9QE

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Email: admin@newhaventowncouncil.gov.uk

To: Strategy & Regeneration Committee **Agenda Item 8.**

Date: 27th August 2024

Report Contact: Town Clerk

Subject: **Installation of Prefabricated Metal Steps**

1. The purpose of this report is to request urgent member authorisation for the supply and installation of prefabricated metal steps in the rear yard of the council offices to facilitate safe ingress and egress for staff.
2. Currently access from the rear yard of the office building to the higher level council van parking area and EV charging point is by 5 brick steps which are a remnant of the former residential/garden use of the offices. Each step is some 12-14 inches (300-350mm) in height and constructed of housing bricks which are experiencing significant wear and frost damage. The latter presents an increased physical hazard to all staff using them.
3. To remove and rebuild the existing structure would likely be significantly expensive, and the installation of prefabricated metal steps is considered a more cost-effective solution, as they will be supplied to site and bolted into place above the existing brick and cement structure.
4. Due to the current and ongoing level of officer vacancies, it has not been possible to source three quotes due to ongoing work volumes. However, a quotation has been secured from Don Burtenshaw (**£3035+VAT**) who is a trusted previous contractor for the council and whose work is of a very good standard.
5. Additionally, whilst the town council's financial regulations state that where the value of works or specialist services is below £7,500 and above £2,000 the Clerk should strive to obtain 3 estimates. However, this is not required if the committee feels that it is in its best interests to use a contractor which it has already engaged for other work (Contracts 11.1.a. viii).

Recommendations:

That the committee authorises officers to engage Don Burtenshaw for this work at a cost of **£3035 +VAT.**

Detailed Income & Expenditure by Budget Heading 19/08/2024

Month No: 5

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>100 Regeneration & Strategic Dev</u>								
1013 Bar @ Bandstand Ticket Sales	0	0	2,700	2,700			0.0%	
Regeneration & Strategic Dev :- Income	<u>0</u>	<u>0</u>	<u>2,700</u>	<u>2,700</u>			<u>0.0%</u>	<u>0</u>
4218 Partnership Cont/Event Support	13,272	5,226	12,000	6,774		6,774	43.6%	
4228 Bandstand	1,420	0	2,000	2,000		2,000	0.0%	
4500 Professional Fees	2,223	0	2,500	2,500		2,500	0.0%	
Regeneration & Strategic Dev :- Indirect Expenditure	<u>16,915</u>	<u>5,226</u>	<u>16,500</u>	<u>11,274</u>	<u>0</u>	<u>11,274</u>	<u>31.7%</u>	<u>0</u>
Net Income over Expenditure	<u>(16,915)</u>	<u>(5,226)</u>	<u>(13,800)</u>	<u>(8,574)</u>				
Grand Totals:- Income	0	0	2,700	2,700			0.0%	
Expenditure	16,915	5,226	16,500	11,274	0	11,274	31.7%	
Net Income over Expenditure	<u>(16,915)</u>	<u>(5,226)</u>	<u>(13,800)</u>	<u>(8,574)</u>				
Movement to/(from) Gen Reserve	<u>(16,915)</u>	<u>(5,226)</u>						