



# REGENERATION AND STRATEGIC DEVELOPMENT COMMITTEE

Minutes of a Meeting of the Regeneration & Strategic Development Committee held at Meeching Hall, Fort Road, Newhaven on **Tuesday 27<sup>th</sup> August 2024** at **8:20pm**.

**PRESENT:** Councillors: Shaun Boniface (Vice Chair)  
Lesley Boniface  
Mark Wardle  
Krissy Taylor  
Kim Bishop  
Jan Woodling

**ALSO ATTENDING:** Ken Dry, Town Clerk

**RSD0001/24** 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.

**RSD0002/24** **APOLOGIES FOR ABSENCE**

None.

**RSD0003/24** **TO CONSIDER WHETHER THE MINUTES OF THE MEETING OF THE REGENERATION AND STRATEGIC DEVELOPMENT COMMITTEE HELD ON TUESDAY 30<sup>TH</sup> JANUARY ARE AN ACCURATE RECORD OF THE MEETING.**

The Minutes of the Meeting held on Tuesday 30<sup>th</sup> January 2024 were considered.

**RESOLVED:**

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

**RSD0004/24** **DECLARATIONS OF INTEREST**

None declared.

**RSD0005/24** **PETITIONS/PUBLIC QUESTIONS**

None received

**RSD0006/24** **TOWNS DEAL PROJECT UPDATE – ORAL REPORT BY THE TOWN CLERK.**

The Town Clerk informed the meeting that the Eastside Allotments Project was now physically complete with all 14 allotments having been allocated to tenants.

With a retention payment of circa £12K yet to be made in May 2025, the project had come in £14K under budget with those unspent monies returning to the Town Deal Board budget subject to the financing of signage for the site.

Members indicated their satisfaction with the delivery of the project and the overall visual improvements that have been achieved through its completion.

**RSD0007/24 DENTON PLAYGROUND INSTALLATION – ORAL REPORT BY THE TOWN CLERK.**

The Town Clerk informed the meeting that;

- He had recently had on-line and site meetings with HAGs representatives regarding the project and that the works were anticipated to commence in mid-October 2024 and take 4-6 weeks to complete.
- The only potential risks at this point are thought to be those of the weather in that the wet-pour surfacing had to be installed in totally dry conditions for it to work and adhere. If wet weather did delay this the subcontractor employed for this would make the project a priority on their works list when there was dry weather.
- A separate contractor has been sourced and instructed to provide recessed football goals, new basketball hoops and boards and court marking for the MUGA at a cost of £13,750 and that installation of these would be circa mid-September 2024 lasting 1 week and before HAGs arrived on site for the main play area works.
- The original CIL 'expression of interest' application was for £150K (on a 50:50 match funded basis - £75k:£75k) and was predicated upon the first quotation received which indicated a total cost for the play area (excluding the MUGA) works of £137K. Since then, two further quotations were sought, and with Full Councils selection of HAGs and a request for additional 'sensory' play equipment, the actual cost will be circa £100K.
- LDC CIL have since indicated that the CIL award which has been agreed by LDC Cabinet will only be for £50-52K (as the MUGA was not stipulated on the EOI or primary CIL Application) which means that NTC will be committed to the MUGA improvements and the CIL match funding, totaling circa £65,750. This is within the EMR commitment of £75K already agreed by Full Council for this project.

**RSD0008/24 MARKING OF VE (VICTORY IN EUROPE) AND VJ (VICTORY OVER JAPAN) DAYS – DISCUSSION ITEM.**

The Town Clerk informed the meeting that;

- 2025 was the 80<sup>th</sup> Anniversary of both historic events.
- VE day would be on May 8<sup>th</sup> 2025 with VJ day being August 15<sup>th</sup> 2025.
- Buckingham Palace, through its Pageant Masters website indicated that VE Day 2025 would be marked as a special day, encouraging Beacon Lighting and other commemorative activities. However, and possibly because there is still 12 months to run, there were no indications regarding the marking of VJ

day at this point in time through Buckingham Palace or the Royal British Legion.

Notwithstanding the continued vacancy of a Communications & Events Officer, the committee requested that arrangements be initiated for Beacon Lighting involving the Deputy Lieutenant of East Sussex.

**RSD0009/24 TO AUTHORISE THE INSTALLATION OF METAL FABRICATED STEPS AT THE REAR YARD OF THE COUNCIL OFFICES – REPORT BY THE TOWN CLERK**

The committee unanimously,

**RESOLVED**, that contractor Don Burtenshaw be engaged to supply and install prefabricated steps at the rear yard on the council offices at 18 Fort Road at a cost of **£3035+VAT**.

**RSD0010/24 NEWHAVEN CEMETERY TOILETS – DISCUSSION ITEM**

The Town Clerk informed the meeting that he had attended a number of meetings with Architects at the cemetery in order to secure quotations to draw up plans and make Planning Applications for the following items of work;

- Widening the main gate access and providing new gates at the main entrance of the cemetery,
- Resurfacing the cemetery entrance/courtyard with solid road surface and reinstatement of the 'bull-nose' kerbs to this, and
- Renovation or replacement of the existing cemetery toilets.

In these discussions the Town Clerk was informed that in respect of the cemetery toilets, it would likely be cheaper to renovate and augment the existing structure than demolished and replace the existing with a containerised/modular toilet block/unit.

Once more information and plan drawings were at hand the Town Clerk would update the committee.

**RSD0011/24 ADVERTISING AT 'THE SIDINGS' (CLLR. S. BONIFACE) – DISCUSSION ITEM**

The Vice Chair informed the Town Clerk that this agenda item only concerned 'The Sidings' and was nothing to do with advertising there.

The Vice Chair and Cllr. L. Boniface informed the meeting that there were indications that LDC were looking to potentially rent/lease 'The Sidings' for the provision of various events and that this was an excellent opportunity for the council to take the lead and start running events for the benefit of the residents at this increasingly popular venue.

**RESOLVED**, that the Town Clerk establish contact with LDC officers regarding the same.

**RSD0012/24 TOWN NOTICEBOARDS AND PAID ADVERTISING (CLLR. S. BONIFACE) – DISCUSSION ITEM**

The Vice Chair informed the meeting Peacehaven TC is currently charging for 'advertising' on its noticeboards and that perhaps NTC should also.

Following discussion of this, the committee,

**RESOLVED**, that advertising and printing/photocopying by the council office on behalf of third parties should be incorporated in a Fees & Charges Report for Full Council consideration and that the Town Clerk seek quotations for new Town Noticeboards designed to accommodate advertising as well as statutory notices.

**RSD0013/24 INCOME & EXPENDITURE REPORT TO AUGUST 19<sup>TH</sup> 2024.**

The Town Clerk informed the meeting of what each expenditure/income line concerned and that in the forthcoming budget development process for FY 24/25 suggested provisions would be made that would address the councils' events aspirations.

The committee noted the report.

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

Date: .....

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**Chairman**

**DRAFT**



## Introduction – About this Strategy

The Newhaven Town Council Events Strategy supports the development and delivery of events that bring people together to share experiences and develop a stronger sense of community.

This strategy seeks to support events activity in Newhaven. It sets out the priority objectives for Newhaven Town Council and shows how we will continue to generate activity and work in partnership with others to ensure that Newhaven benefits from a mix of activity across genres and seasons. The strategy will be reviewed regularly to ensure that we are responding to evolving needs and to feedback received relating to events.



## Benefits of Events

Events are important to the wellbeing of residents. They can promote pride in the town, acceptance of cultures, community cohesion, a feeling of belonging and more active citizenship.

Events can provide significant benefits for a host destination and are acknowledged as opportunities to stimulate tourism and economic growth by showcasing the destination and attracting visitors from outside the area. A positive experience for an attendee at an event can prompt them to become a destination advocate. Events provide a valuable opportunity to showcase the unique and compelling identity of the town.

Over the years, Newhaven Town Council has been involved with establishing a range of successful events, for example, civic events such as the Remembrance Service, heritage events such as and community events such as Sussex Day. These have been extremely valuable events organised directly or indirectly by Newhaven Town Council; although it could be proposed that the full potential of this type of activity has not yet been achieved and the programme of events could be grown further. This strategy seeks to look at building on previous successes and on growing the potential for making an even richer events calendar.



# Key USPs and opportunities for Newhaven

Newhaven is a small busy port town at the mouth of the River Ouse and surrounded by the South Downs. It has an active fishing fleet and marina with boats visiting from across Europe. The town is conveniently situated between Brighton, Lewes and Eastbourne and has easy year round ferry access to France.

The town of Newhaven has a rich and varied past, with a significant maritime, naval and military heritage. Newhaven played an important role during the Second World War, in particular, with the Dieppe Raid in 1942.

Newhaven is an excellent place to host events. It has good transport links:

- The train station is close to the main centre of the town, making it straightforward for visitors to travel to the town for events
- The town is in close proximity to the main road network of the A27 and a main road along the coast to and from Brighton runs through the town



Newhaven has beautiful vistas all round with an expansive outlook to the river Ouse and the Channel, and views all round to the South Downs. There are pubs, music venues, theatre spaces and performance spaces.

There is a strong artisan community within the town, which is actively involved in promoting events relating to arts and crafts. The town has two very popular tourist attractions: Newhaven Fort and Paradise Park.

## Newhaven Town Council

Over recent years, Newhaven Town Council has been involved with delivering events in the Town, in different capacities, i.e.:

### Organiser

The Town Council organises successful events throughout the year, including for example: the Christmas Lights Switch On, the Mayor's Carol Concert, Remembrance Sunday and VE Day.

### Host

The Town Council has a number of spaces available to hire for one off or regular events, .e.g., the Bandstand which is a great venue for live music and Meeching Hall which is used by local community groups for activities and theatre productions.



### Collaborator

The Council works with other groups to jointly organise events, for example, Newhaven Festival. The Council will continue to work with other event organisers to cross promote their events.

### Supporter

The Town Council will continue to ensure that events information is up to date and readily available for organisers and potential attendees, e.g. by ensuring that events are featured on the Council's website and that there is access to the Council's Communications and Events Officer.

## Previous Events



There has previously been a strong calendar of events across the year, including the following organised by Newhaven Town Council: Sussex Day at the Bandstand, VE Day, Remembrance Sunday, and more.

There has also been a number of successful events organised by or in conjunction with other organisers, e.g., the Newhaven Festival, and the Summer at the Sidings.

Evaluation of the Summer at the Sidings events in the Summer of 2024 was undertaken and the findings showed that 77% of attendees were from the local BN9 Newhaven area, indicating a strong local engagement, and there was a significant interest expressed in more events with live music and bands.

## Going forward – 2025 and looking ahead

Listed below are key strategic objectives and actions for the 2025 events strategy.

### Key strategic objectives and actions looking forward:

- Investigate and identify areas for potential growth opportunities and development, including:
  - Develop events that attract visitors from outside Newhaven
  - Capitalise on the international link to Europe
  - Increase the number of events which have proved popular to date, e.g., bands, live music
- Encourage sustainability. Event organisers, including the Council, will be encouraged / required to minimise their environmental impact. For example, sustainability will be encouraged through re-cycling, encouraging the use of public transport etc. It is recommended that a sustainability protocol is developed that event organisers will need to commit to comply with, e.g., sustainable environmental practices

- Evaluate the social and economic impact of events. It is important to seek feedback and use the learnings and findings for then enhancing the offering and value for money of future events. It is recommended that a consultation exercise is undertaken in the form of a questionnaire to ask residents for their views relating to their awareness of the events, and to the types of events that they would like to see on the calendar
- Establish an events budget which incorporates:
  - Funding towards NTC organised events
  - Grants for other events organisers
- Promote the use of spaces across the town and manage a booking system
- Develop relationships with events organisers, e.g. private organisations, local community groups. Intrinsic to this is also the provision of giving a platform to local musicians and performers as well as the support for local businesses. It is recommended that the Council seeks opportunities for collaboration with external organisations
- Grow the events programme and, as part of this, develop a mix of event types across the seasonal calendar. The programme will be a mixture of established successful events, new events which can be developed, and potentially international events. This involves the planning and delivery of a diverse programme of events that offers something for all audiences whether they are local or visitors to Newhaven. The Council should pro-actively pursue opportunities to organise and host events. The Council should also look to identify events which have potentially wider international connections, e.g., with the port's link to Europe
- Develop a communications plan to promote each and every event
- Become a centre of expertise on delivering events that are right for Newhaven
- Promote Newhaven throughout all events activity as an attractive and vibrant town



## Detailed Income &amp; Expenditure by Budget Heading 19/11/2024

Month No: 8

Committee Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>Regeneration &amp; Strategic Dev</b>								
<u>100 Regeneration &amp; Strategic Dev</u>								
1013 Bar @ Bandstand Ticket Sales	0	0	2,700	2,700			0.0%	
Regeneration & Strategic Dev :- Income	<b>0</b>	<b>0</b>	<b>2,700</b>	<b>2,700</b>			<b>0.0%</b>	<b>0</b>
4015 Repairs and Maintenance	0	176	0	(176)		(176)	0.0%	
4218 Partnership Cont/Event Support	13,272	5,499	12,000	6,501	67	6,434	46.4%	
4228 Bandstand	1,420	0	2,000	2,000		2,000	0.0%	
4500 Professional Fees	2,223	29	2,500	2,471		2,471	1.2%	
Regeneration & Strategic Dev :- Indirect Expenditure	<b>16,915</b>	<b>5,704</b>	<b>16,500</b>	<b>10,796</b>	<b>67</b>	<b>10,729</b>	<b>35.0%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(16,915)</b>	<b>(5,704)</b>	<b>(13,800)</b>	<b>(8,096)</b>				
Regeneration & Strategic Dev :- Income	0	0	2,700	2,700			0.0%	
Expenditure	16,915	5,704	16,500	10,796	67	10,729	35.0%	
<b>Movement to/(from) Gen Reserve</b>	<b>(16,915)</b>	<b>(5,704)</b>						
Grand Totals:- Income	0	0	2,700	2,700			0.0%	
Expenditure	16,915	5,704	16,500	10,796	67	10,729	35.0%	
<b>Net Income over Expenditure</b>	<b>(16,915)</b>	<b>(5,704)</b>	<b>(13,800)</b>	<b>(8,096)</b>				
<b>Movement to/(from) Gen Reserve</b>	<b>(16,915)</b>	<b>(5,704)</b>						