



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 April 2026 at 7:45pm.**

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

ALSO ATTENDING: Cllr. Pinky McLean-Knight
Ken Dry, Town Clerk
Stephen Honey, Executive Officer
Carrie Higgs, Communications & Events Officer

RSD042/26 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.

RSD043/26 **APOLOGIES FOR ABSENCE**

None.

RSD044/26 **DECLARATIONS OF INTEREST**

None made.

RSD045/26 **TO CONSIDER WHETHER THE MINUTES OF THE MEETING OF THE REGENERATION AND STRATEGIC DEVELOPMENT COMMITTEE HELD ON TUESDAY 27th JANUARY 2026 ARE AN ACCURATE RECORD OF THE MEETING.**

The Minutes of the Meeting held on Tuesday 27th January 2026 were considered.

RESOLVED:

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

RSD046/26 **PETITIONS/PUBLIC QUESTIONS**

None received.

RSD047/26 TO DISCUSS AND REVIEW THE TOWN COUNCIL EVENTS STRATEGY FOR THE ENSUING 12 MONTHS – CARRIE HIGGS COMMUNICATIONS & EVENTS OFFICER.

The Communications & Events Officer made her presentation detailing current annual events and other proposed events for the next twelve months including their respective themes and potential venues.

Committee Members noted and agreed with the proposed events and themes content put forward and thanked the Communications & Events Officers for this.

RSD048/26 EVENT & DISCRETIONARY GRANT POLICY AND APPLICATION FORMS REVIEW – STEPHEN HONEY, EXECUTIVE OFFICER.

The Executive Officer summarised his report, indicating that there no fundamental changes were being suggested but more clarity of wording to provide a greater breadth of understanding.

Discussion then took place regarding a range of additional points as follows;

1. **Discretionary Grant Policy & Application** – that the requirement for applicants to be Newhaven based be removed and that para 1.1 be amended with suitable wording requiring an applicant to demonstrate that their respective activities demonstrably benefited Newhaven Residents. (The Town Clerk indicated that this would likely require the changing or addition to the current criteria for the scoring system for applications in order that this could be assessed).

It was then,

PROPOSED by Cllr. Taylor that, the requirement for applicants to be Newhaven based be removed and that para 1.1 be amended with suitable wording requiring an applicant to demonstrate that their respect activities demonstrably benefited Newhaven Residents. This was,

SECONDED By Cllr. Bishop, and following a unanimous vote of those present, it was,

RESOLVED that, the requirement for applicants to be Newhaven based be removed and that para 1.1 be amended with suitable wording requiring an applicant to demonstrate that their respect activities demonstrably benefited Newhaven Residents.

Discussion then turned to the matter of the scoring thresholds determining 'partly successful' and 'successful'. The unanimous consensus on this matter, was that text indicating that *"the committee's decision on any application can overturn the score and that any committee decision is final."*

Cllr. Boniface raised the matter of applications failing eligibility due to all supporting documentation not having been received by the published deadline. The Town Clerk stated that there were two 'windows' for application each year and that the deadline for each was aligned to the next PP&F Committee Meeting. He then added that it was the applicants responsibility to ensure ALL supporting documentation is received before the deadline.

The Town Clerk further explained that the RFO will chase applicants for missing documentation before the published deadline and that the application form contained a checklist of all required supporting documents. An application without all required supporting documents is ineligible for consideration, scoring and reporting to the PP&F committee.

During discussion committee members expressed their view that the text boxes for each Application Criterion should be limited by word count. It was then,

PROPOSED by Cllr. Harrison that each Discretionary Grant Application Criterion box be limited to 200 words, this was

SECONDED by Cllr. Bishop, and following a unanimous vote it was,

RESOLVED that each Discretionary Grant Application Criterion box be limited to 200 words

2. **Event Grant Policy & Application**

It was,

RESOLVED by general consensus of the committee, that the minor text changes to the Events Grant Policy and Application form to aid reader interpretation were acceptable and that overall this and the aforementioned resolutions be recommended to Full Council for ratification.

RSD049/26 **INCOME & EXPENDITURE REPORT TO APRIL 26TH 2026.**

During discussion, officers confirmed that the budgeted expenditure of £52,500 (100.4249) was sufficient for the events proposed throughout the current FY 26/27.

There being no further business, the meeting closed at 20:44Hrs.

Date:
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Chair