



NEWHAVEN TOWN COUNCIL

Stephen Honey
Executive Officer

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To: Regeneration & Strategic Development **Agenda Item 7**

Date: 25th August 2026

Report Contact: Executive Officer

Subject: **Sale of the Old Mortuary**

1. **The purpose of this report** is to request member consideration of the benefits of selling the Old Mortuary with planning permission (see Appendix A) or converting into a two-bedroom dwelling first and then selling.
2. **Selling with planning permission** (projected sales value £70k - £120k, possibly less depending on Members decision regarding Recommendation B).

Pros	Cons
Immediate capital receipt	Council could receive lower capital receipt
No construction risks, cost overruns and/or delays	Developer takes the "increased" profit
No issue with house prices dropping	
No reputational risk if the project runs into difficulties	
Developers would have to pay CIL	
Less Officer time involved	

3. **Convert then sell** (Recent 2-bedroom houses in Newhaven are being marketed roughly around £270k-£350k)

Pros	Cons
Council gets "possible" higher receipt	Tying up capital for the duration of the works
	Unknown structural issues
	Increase in construction costs
	Housing market could change prior to sale
	CIL Payable
	More Officer time involved

Development Costs	
Construction	£170,000
Architects, surveys etc.	£15,000
Legals, Building Control & approvals	£10,000
Utilities (Gas & Internet)	£5,000
Conditions (minimum)	£16,300
Contingency (15%)	£32,445
CIL (no relief is applicable)	£31,000
TOTAL	£279,745

	Gross Sales Value	Development Cost	Net Receipt
Low	£270,000	£279,745	(£9,745)
Medium	£300,000	£279,745	£20,255
High	£350,000	£279,745	£70,255

4. Comparison

	Sell with P.P.	Develop & Sell	Difference
Low	£70,000	(£9,745)	£79,745
Medium	£90,000	£20,255	£69,745
High	£120,000	£70,255	£49,745

5. Recommendation:

A Subject to an independent market valuation, the financial appraisal above indicates that the net return from undertaking the conversion would be less than if sold with planning permission and NTC would have the construction, financial and market risks. Officers therefore recommend disposal of the property as is rather than undertaking the conversion works, as this option is considered to provide the best balance of financial return, risk management and Officer resources.

B Whilst NTC has received planning permission, there are several “conditions”, most to be expected but the most onerous (and expensive) is that “...a comprehensive scheme to address the risks associated with contamination of the site shall be submitted to and approved...” by the Planning Authority.

In order to obtain the planning permission, we have already submitted a preliminary ground contamination risk assessment report, however, they now require a much more detailed report. This would come at a cost of approximately £14,000.

Subject to Members accepting Recommendation A, they are requested to determine whether:

- (i) the property should be marketed and sold in its current planning-approved form without undertaking the detailed contamination assessment; or
- (ii) the Council should commission the detailed contamination assessment at an estimated cost of £14,000 prior to marketing the property.

Mr Honey
Newhaven Town Council
c/o Mr A Parsons
Hampson Architects
The Offices
57 Newtown Road
Brighton and Hove
BN3 7BA

Our Ref: SDNP/25/03072/FUL
Contact
Officer: Abbie Sharland
Tel. No.: 01730 819 378

1st July 2026

Dear Sir/Madam

TOWN AND COUNTRY PLANNING ACT 1990
Town and Country Planning (Development Management Procedure) (England) Order 2015

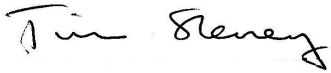
Applicant: Mr Honey, Newhaven Town Council
Proposal: Conversion of former mortuary building into two bedroom dwelling
Location: Lewes Road Cemetery , Lewes Road, Newhaven, East Sussex, BN9 9AD

Please find enclosed the Decision Notice in relation to the above application. If you are acting as an Agent please ensure that a copy is given to the applicant. **Before proceeding, please read the following important information which affects this Notice.**

Failure to comply with any conditions may invalidate the permission and may result in enforcement action. Some conditions may require further details or samples to be submitted for approval. Other conditions may contain timescales or stages against which compliance should be obtained and before works are commenced. Most categories of permission also require a fee for each request for discharge of condition/s, further details of which are set out in the attached information sheet.

*The South Downs National Park Authority has adopted the Community Infrastructure Levy Charging Schedule, which will take effect from 01 April 2017. **This application is liable for Community Infrastructure Levy and will be subject to the rates set out in the Charging Schedule*** (<https://www.southdowns.gov.uk/planning/planning-policy/community-infrastructure-levy/>). If you have any questions, please contact CIL@southdowns.gov.uk or tel: 01730 814810.

Yours faithfully

A handwritten signature in black ink, appearing to read 'Tim Slaney'.

TIM SLANEY

Director of Place-Making

South Downs National Park Authority

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Mr Honey
Newhaven Town Council
c/o Mr A Parsons
Hampson Architects
The Offices
57 Newtown Road
Brighton and Hove
BN3 7BA

TOWN AND COUNTRY PLANNING ACT 1990
Town and Country Planning (Development Management Procedure) (England) Order 2015

Application No: SDNP/25/03072/FUL

Applicant: Mr Honey, Newhaven Town Council
Proposal: Conversion of former mortuary building into two bedroom dwelling
Location: Lewes Road Cemetery , Lewes Road, Newhaven, East Sussex, BN9 9AD

GRANT OF PLANNING PERMISSION

In pursuance of its powers under the above mentioned Act, the South Downs National Park Authority as the Local Planning Authority hereby **GRANTS** Planning Permission for the above development in accordance with the plans and particulars submitted with your application received on 29th August 2025.

This permission is subject to the following conditions:-

1. The development hereby permitted shall be begun before the expiration of three years from the date of this permission.

Reason: To comply with the provisions of Section 91 of the Town and Country Planning Act 1990 (as amended).

2. The development hereby permitted shall be carried out in accordance with the plans listed below under the heading "Plans Referred to in Consideration of this Application".

Reason: For the avoidance of doubt and in the interests of proper planning.

3. The materials used in the construction of the development hereby approved shall be as detailed within the permitted application particulars and shall be retained permanently as such, unless prior written consent is obtained from the Local Planning Authority to any variation.

Reason: To safeguard the appearance of the building and the character of the area.

4. Prior the first use of the development hereby permitted, one bird box and one bat box shall be installed on site and shall thereafter be retained in perpetuity.

Reason: To ensure the development delivers a positive impact on the natural environment and is in accordance with South Downs Local Plan Policies SD2 and SD9.

5. Prior to the first use of the development hereby permitted, the rooflights as specified on the approved plans shall be fitted with automatic black out blinds linked to a timer that closes them between dusk and dawn and shall be permanently retained in that condition thereafter.

Reason: Having regard to South Downs Local Policy Plan SD8.2, development proposal must demonstrate that all opportunities to reduce light pollution have been taken and must ensure that the measured and observed sky quality in the surrounding area is not negatively affected.

6. No external lighting shall be installed to the building or anywhere within the site. This exclusion shall not prohibit the installation of internal lighting or of sensor-controlled security lighting of 1,000 lumens or less, which shall be designed and shielded to minimise upwards light spillage.

Reason: To enable the Local Planning Authority to control the development in the interests of amenity and protect the South Downs International Dark Night Skies Reserve in accordance with South Downs Local Plan policy SD8.

7. Prior to the commencement of the development hereby permitted, a comprehensive scheme to address the risks associated with contamination of the site shall be submitted to and approved in writing by the Local Planning Authority. The scheme shall include the following:

- i) Site Investigation Scheme

A scheme for site investigation, based on any preliminary investigations already undertaken, to provide sufficient information for a detailed assessment of the risk to all receptors that may be affected, including those off-site.

- ii) Risk Assessment and Remediation Strategy

The results of the site investigation and detailed risk assessment, together with an options appraisal and a remediation strategy giving full details of the remediation measures required and how they are to be implemented.

- iii) Verification Plan

A verification plan providing details of the data to be collected in order to demonstrate that the remediation works set out in (ii) have been completed, including any requirements for longer-term monitoring, maintenance, and contingency measures.

The development shall thereafter be carried out in full accordance with the approved details. Any amendments to the approved scheme shall be agreed in writing with the Local Planning Authority.

Reason: To ensure that risks from any land contamination to the future users of the land and neighbouring land are minimised, together with those to controlled waters, property and ecological systems, and to ensure that the development can be carried out safely without unacceptable risks to workers, neighbours and other offsite receptors in accordance with the National Planning Policy Framework.

8. No occupation of any part of the permitted development shall take place until a verification report demonstrating completion of works set out in the approved remediation strategy and the effectiveness of the remediation shall be submitted to and approved, in writing, by the local planning authority.

The report shall include results of sampling and monitoring carried out in accordance with the approved verification plan to demonstrate that the site remediation criteria have been met. It shall include any plan (a 'long term monitoring and maintenance plan) for longer term monitoring of pollutant linkages, maintenance and arrangements for contingency action, as identified in the verification plan. The long-term monitoring and maintenance plan shall be implemented as approved.

Reason: To ensure that any remediation, if deemed necessary, is satisfactorily completed

9. If, during development, contamination not previously identified is found to be present at the site then no further development (unless otherwise agreed in writing with the local planning authority) shall be carried out until the developer has submitted a remediation strategy to the local planning authority detailing how this unsuspected contamination shall be dealt with and obtained written approval from the local planning authority.
The remediation strategy shall be implemented as approved.

Reason: To ensure that any contamination identified during the construction works is fully characterised and assessed.

10. No development shall commence until the vehicular access serving the development has been constructed in accordance with plans and details that shall have been submitted to and approved in writing by the Local Planning Authority. The access shall not be used until visibility splays of 2.4m by 120m are provided in both directions and maintained thereafter.

Reason: To ensure the safety of persons and vehicles entering and leaving the access and proceeding along the highway

11. The development shall not be occupied until a parking area has been provided in accordance with the approved plans/details which have been submitted to and approved in writing by the Planning Authority and the area shall thereafter be retained for that use and shall not be used other than for the parking of motor vehicles

Reason: To ensure the safety of persons and vehicles entering and leaving the access and proceeding along the highway

12. The development shall not be occupied until the cycle parking area has been provided in accordance with the approved plans which have been submitted to and approved in writing by the Planning Authority in consultation with the Highway Authority and the area(s) shall thereafter be retained for that use and shall not be used other than for the parking of cycles

Reason: In order that the development site is accessible by non-car modes and to meet the objectives of sustainable development

13. The development shall be carried out in accordance with the submitted flood risk assessment (ref 95939-HmpsnArch-NwhvnCmt, dated July 2025) and the following mitigation measures it details:
- (a) All bedrooms will be situated no lower than the first floor
 - (b) First floor finished levels shall be set no lower than 6.76 metres above Ordnance Datum (AOD)
 - (c) Ground floor finished levels shall be set no lower than 4.18 metres above Ordnance Datum (AOD)

These mitigation measures shall be fully implemented prior to occupation and subsequently in accordance with the scheme's timing/phasing arrangements. The measures detailed above shall be retained and maintained thereafter throughout the lifetime of the development.

Reason: To reduce the risk of flooding to the proposed development and future occupants.

14. Notwithstanding the bin shelter details submitted, the dwelling shall not be occupied until details of the refuse and recycling storage arrangements have been submitted to and approved in writing by the Local Planning Authority. The details include proposed materials and shall demonstrate that sufficient external storage space is provided to accommodate the refuse, recycling and food waste containers required to serve each dwelling, comprising a minimum capacity of 1 x 240 litre refuse bin, 1 x 240 litre recycling bin and 1 x 23 litre food waste caddy per dwelling. The approved refuse and recycling storage arrangements installed prior to first occupation and retained thereafter.

Reason: To ensure that adequate refuse and recycling storage facilities are provided for future occupiers in the interests of residential amenity, highway safety and the proper management of waste.

15. Notwithstanding the provisions of The Town and Country Planning (General Permitted Development) (England) Order 2015 (as amended) (or any Order revoking and re-enacting that Order with or without modification), no buildings, structures or works as defined within Part 1 of Schedule 2, classes A-G inclusive of that Order, shall be erected or undertaken on the site unless permission is granted by the Local Planning Authority pursuant to an application for the purpose.

Reason: To enable the Local Planning Authority to regulate and control the development of land.

INFORMATIVE NOTES

These are advice notes to the applicant and are not part of the planning conditions:

Crime and Disorder Implications

It is considered that the proposal does not raise any crime and disorder implications.

Human Rights Implications

This planning application has been considered in light of statute and case law and any interference with an individual's human rights is considered to be proportionate to the aims sought to be realised.

Equality Act 2010

Due regard has been taken of the South Downs National Park Authority's equality duty as contained within the Equality Act 2010.

Proactive working

In reaching this decision the local planning authority has worked with the applicant in a positive and proactive way, in line with the NPPF.

The proposed development referred to in this planning permission is liable to pay the Community Infrastructure Levy (CIL).

In accordance with CIL Regulations, the South Downs National Park Authority will issue a Liability Notice in respect of the chargeable development referred to in this planning permission as soon as practicable after the day on which planning permission is granted.

Please note that failure to comply with the CIL Regulations may result in you forfeiting any reliefs which might be available.

Further details on the Authority's CIL process can be found on the South Downs National Park Authority website.

If you have questions then please email CIL@southdowns.gov.uk.

The above permission/consent contains pre-commencement conditions which require specific matters to be approved by the Local Planning Authority before a specified stage in the development occurs. This means that a lawful commencement of the approved development/works cannot be made until the particular requirements of the pre-commencement condition have been met.

The applicant is advised that a formal consent will need to be made to discharge the details of these conditions. This process may be subject to a fee. Please note that this approval process may take up to 8 weeks from the date of the request.

Pre-Commencement Notice

Under Section 93G of the Town and Country Planning Act 1990 (as amended), this decision notice informs you that a 'commencement notice' must be served on the Local Planning Authority - subsections (2) and (3) are set out below:

(2) Before the development is begun, the person proposing to carry it out must give a notice (a "commencement notice") to the local planning authority specifying the date on which the person expects the development to be begun.

(3) Once a person has given a commencement notice, the person-

- may give a further commencement notice substituting a new date for the date previously given, and
- must do so if the development is not commenced on the date previously given.

The notice should be provided to the Local Planning Authority a minimum of seven (7) days before the development commences.

Failure to provide the commencement notice could lead to the Local Planning Authority serving notice on them to require information to be provided, and if that is not provided within 21 days, they will be guilty of an offence, as below:

(5) Where it appears to the local planning authority that a person has failed to comply with the requirements of subsection (2) or (3)(b), they may serve a notice on any relevant person requiring the relevant person to give the authority such of the information prescribed under subsection (4)(a) as the notice may specify.

(7) A person on whom a notice under subsection (5) is served is guilty of an offence if they fail to give the information required by the notice within the period of 21 days beginning with the day on which it was served.

(9) A person guilty of an offence under subsection (7) is liable on summary conviction to a fine not exceeding level 3 on the standard scale.

PLEASE NOTE: The requirement under Section 93G of the Town and Country Planning Act 1990 (as amended) is separate from any requirements under the Community Infrastructure Levy Regulations 2010 (as amended) or any requirements for serving notices secured through the signed Section 106 Legal Agreement.

The development hereby permitted must be carried out in accordance with the approved plans and specifications unless the prior approval in writing of the Local Planning Authority has been obtained. If changes are proposed you should first contact the Local Planning Authority to obtain the necessary approval. Any changes carried out without permission may render the applicant/developer liable to enforcement, stop notice or other legal proceedings in order to rectify the matter.

Compliance with the Building Regulations will be required and before commencing works, it is recommended that discussions take place with the Building Control section of your Council. Where a building regulations approval differs from your planning permission, you should discuss this matter with the Local Planning Authority.

The applicant is also advised that any works affecting party walls or involving excavations for foundations adjacent to a party wall will be required to serve notice on all adjoining owners before work commences. You are advised to contact the services of a private surveyor to act on your behalf in any formal private procedures and agreements that are now required by the Party Wall Act 1996.

Bats and their roosts receive strict legal protection under the Wildlife and Countryside Act 1981 (as amended) and the Conservation of Habitats and Species Regulations 2010 (as amended). All work must stop immediately if bats, or evidence of bat presence (e.g. droppings, bat carcasses or insect remains), are encountered at any point during this development. Should this occur, further advice should be sought from Natural England and/or a professional ecologist.

Your attention is drawn to the provisions of the Countryside and Rights of Way Act 2000 and Wildlife and Countryside Act 1981 (as amended) and in particular to Sections 1 and 9. These make it an offence to:

- kill or injure any wild bird,
- damage or destroy the nest of any wild bird (when the nest is being built or is in use),
- damage or destroy any place which certain wild animals use for shelter (including all bats and certain moths)
- disturb certain wild animals occupying a place for shelter (again, all bats and certain moths).

The onus is therefore on you to ascertain whether such birds, animals or insects may be nesting or using the tree(s), the subject of this consent, and to ensure you do not contravene the legislation. This may, for example, require delaying works until after the nesting season for birds. The nesting season for birds can be considered to be March to September. You are advised to contact Natural England for further information (tel: 0845 601 4523).

Biodiversity Gain Plan not required

Based on the information available this permission is considered to be one which will not require the approval of a biodiversity gain plan before development is begun because one or more of the statutory exemptions or transitional arrangements are considered to apply. These can be found in the legislation.

The effect of paragraph 13 of Schedule 7A to the Town and Country Planning Act 1990 is that, unless an exception or a transitional arrangement applies, the planning permission granted for the development of land in England is deemed to have been granted subject to the condition ("the biodiversity gain condition") that development may not begin unless:

- (a) A Biodiversity Gain Plan² has been submitted to the planning authority, and
- (b) The planning authority has approved the plan.

The planning authority, for the purposes of determining whether to approve a Biodiversity Gain Plan in respect of this permission would be the South Downs National Park Authority.

This Authority's requirements associated with this development proposal will need to be secured through a Section 184 Legal Agreement between the applicant and East Sussex County Council. The applicant is requested to contact the Transport Development Control Team (01273 482254) to commence this process. The applicant is advised that it is an offence to undertake any works within the highway prior to the agreement being in place.

The applicant is hereby reminded of the Control of Asbestos Regulations 2012 when carrying out demolition and other works associated with the development hereby permitted. For more information please visit <http://www.hse.gov.uk/Asbestos/regulations.htm>

Given that the site is within a radon affected area where about 3-5% of properties are above the action level appropriate radon gas protection measure must be included in any future built structures to mitigate the ingress of radon gas into the building.

All waste material arising from any site clearance, demolition, preparation and construction activities should be stored, remove from the site and disposed of in an appropriate manner.

The applicant is reminded that according to NPPF where a site is affected by contamination or land stability issues, responsibility for securing a safe development rests with the developer and/or landowner.

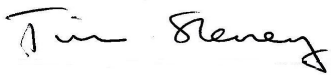
As this development proposal comprises a conversion, we can accept the ground floor finished levels being below the current standing advice of 600 mm above the design flood level. However, should the development proposal change to include a demolition and rebuild, the full 600mm freeboard above the design flood level would need to be incorporated. More information can be found at: Preparing a flood risk assessment: standing advice - GOV.UK

Plans Referred to in Consideration of this Application

The application has been assessed and recommendation is made on the basis of the following plans and documents submitted:

Plan Type	Reference	Version	Date received	Status
Application Documents -	95939- HMPSNARCH- NWHVNCMT	July 2025	29.09.2025	Approved
Plans - SITE LOCATION AND BLOCK PLAN	001		24.07.2025	Approved
Plans - PROPOSED SITE PLAN	119		24.07.2025	Approved
Plans - PROPOSED PLANS	120		24.07.2025	Approved
Plans - PROPOSED ELEVATIONS	200		24.07.2025	Approved
Plans - PROPOSED BIN AND BIKE STORE ELEVATIONS	201		24.07.2025	Approved

Reasons: For the avoidance of doubt and in the interests of proper planning.

A handwritten signature in black ink that reads "Tim Slaney". The signature is written in a cursive style with a large, stylized 'T' and 'S'.

TIM SLANEY

Director of Place-Making

South Downs National Park Authority

1st July 2026

NOTES TO APPLICANTS / AGENTS

Fees for discharge of planning conditions

Fees apply for the submission for any consent, agreement or approval that are required by a planning condition. The fee chargeable is currently £309 per request or £89 where the related permission was for extending or altering a dwelling house or other development in the curtilage of a dwelling house. **The fee is payable for each submission made regardless of the number of conditions it is seeking to discharge.**

A fee is payable for conditions related to planning permissions and reserved matter applications only. A fee is not required for conditions attached to listed building consents and conservation area consents.

The requirement to make this charge is set out in [Fees for planning applications - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/publications/planning-fees)

You may wish to use the standard form to accompany your submission, or set out your requests in writing, clearly identifying the relevant planning application and condition(s) which you seek to discharge or seek approval for. Forms & guidance notes are available on the National Planning Portal website, <https://www.planningportal.co.uk/applications>

Non Material Amendments

There is an application form for the submission of Non Material Amendments to approved plans. Forms & guidance notes are available on the National Planning Portal website, <https://www.planningportal.co.uk/applications>

The fee chargeable is currently £309 per request, or £46 where the related permission was for extending or altering a dwelling house or other development in the curtilage of a dwelling house.

Appeals to the Secretary of State

If you are aggrieved by the decision of your local planning authority to refuse permission for the proposed development or to grant it subject to conditions, then you can appeal to the Secretary of State under section 78 of the Town and Country Planning Act 1990.

If you want to appeal against your local planning authority's decision then you must do so within **6 months** of the date of this notice.

Appeals should be made online via <https://appeal-planning-decision.service.gov.uk/>. If someone does not have access to the internet and needs help completing the appeal digitally, they should contact the Planning Inspectorate customer service team on 0303 444 5000 who will provide details of support options available.

Before making an appeal, you may find it helpful to review guidance and watch a video explaining the appeals process at <https://www.gov.uk/government/collections/make-an-appeal-to-the-planning-inspectorate-and-associated-guidance>.

The Secretary of State can allow a longer period for giving notice of an appeal, but he will not normally be prepared to use this power unless there are special circumstances which excuse the delay in giving notice of appeal.

The Secretary of State need not consider an appeal if it seems to him that the local planning authority could not have granted planning permission for the proposed development or could not have granted it without the conditions they imposed, having regard to the statutory requirements, to the provisions of any development order and to any directions given under a development order.

In practice, the Secretary of State does not refuse to consider appeals solely because the local planning authority based their decision on a direction given by him.

As from 6 April 2010 if an enforcement notice has been served in the previous 2 years you will have only 28 days in which to lodge the appeal following the refusal. Equally, if an enforcement notice is served after the refusal it will truncate the period for lodging the appeal against the refusal of planning permission to 28 days after the enforcement notice has been served.

Purchase Notices

If either the local planning authority or the Secretary of State refuses permission to develop land or grants it subject to conditions, the owner may claim that he can neither put the land to a reasonably beneficial use in its existing state nor render the land capable of a reasonably beneficial use by the carrying out of any development which has been or would be permitted.

In these circumstances, the owner may serve a purchase notice on the Council (District Council, London Borough Council or Common Council of the City of London) in whose area the land is situated. This notice will require the Council to purchase his interest in the land in accordance with the provisions of Part VI of the Town and Country Planning Act 1990.



NEWHAVEN TOWN COUNCIL

Carrie Higgs
Communications &
Events Officer

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Tel: (01273) 516100
Email: admin@newhaventowncouncil.gov.uk

To: Regeneration and Strategic Development Committee **Agenda Item 9**

Date: 25th August 2026

Report Contact: Carrie Higgs, Communications & Events Officer

Subject: **Sussex Day 2026 Outturn Report**

The purpose of this report is to Report on the results of Sussex Day 2026

1. Expenditure

Total = £5335

The majority of budget was spent on Acts, Sound (PA, distribution, staff) and the marquee.

2. Public Reception

The public were delighted with the day. We had no public complaints. The general mood of the event was friendly and very enjoyable. There were no parking issues.

3. Improvements & Recommendations

Staffing

Need extra staff for assembling and disassembling structures. Three stewards upon gate opening worked well but for either side of the day it would be useful to have 4 more staff members helping. It was difficult to run a stewards brief with different arrival times throughout the day. Next year I would suggest briefing at a few dedicated times, rather than have staff turning up on different hours.

Time

Since I had not long started my role with Newhaven Town Council, I did not have a lot of time to organise this event, which created some roadblocks for sourcing food and the overall branding of the day. With more time, the event could see much more success from further publicity.

Radios

The radios did not last for the entire event. We would need another set of radios to swap throughout events to maintain communications.

Food

Sold out. Need more food by booking further in advance. More Sussex themed foods.

Music

Stanmer band were the most popular genre for the demographic. More bands of a similar style on our roster would be useful.

Kit and Distribution Cables

Distribution cables had to come from a distance due to time constraints. Choose local distributors. PA system was well received but we could use one less monitor. Good volume level and sound quality.

Tables and chairs were fully used. We used a rack of chairs, 8 large tables and 3 small tables.

Workshop Tent

Children particularly liked the workshop tent. It gave them things to do if they didn't want to listen to the music. There were groups of parents with children playing in there. Parents expressed how they liked the extra feature. Bubble lady was popular, Martial Arts self defence gave the children a fun outlet, children's yoga fully booked. Face painting and ice cream van next year would be a nice addition to the day.

Photographer

Some of the photography on the day was creative and fun but sadly there were too many pictures of children's faces, which meant the media was not quite what it could have been. It will be important to brief photographers of photographic restrictions.

Stallholder Deposits

We had a significant number of stallholders this year that paid £30 refundable deposits. There were a couple of stalls that didn't pay and turned up, so we will need to be extra vigilant on fees. This in turn caused one of the stalls to go missing, so one stallholder could not set up. Thankfully, they were understanding and enjoyed the day with us. However, the repayable deposit did ensure that everybody turned up to the event. Repayment to stallholders has been slow, so we also need to speed up refund processes where possible.

Additional Comments

When I began organising this event, there was a lack of trust between traders and Sussex Day. The refundable deposit was a good way of bringing in traders and building a reputation on an event that had no footfall data. It would be beneficial to have some more event data on file from our upcoming events to improve on our relationship with stallholders and local traders.

One van trip is often not enough for any event. The caretaker must be willing to do more than one trip, or extra help must be brought onboard.

We had about 200 continuous flow throughout the day, with peak 300 as noted by Covert Security. Numbers dropped one hour before the event ended, so we could reduce the event by an hour for next year.

4. 2027 will see the 1550th anniversary of the formation of Sussex.

Recommendations

- A That the committee note the content of this report and inform officers of their requirements/views for the event in 2027.



NEWHAVEN TOWN COUNCIL

Carrie Higgs
Communications &
Events Officer

TOWN COUNCIL OFFICES
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Tel: (01273) 516100
Email: admin@newhaventowncouncil.gov.uk

To: Regeneration and Strategic Development Committee **Agenda Item 10**

Date: 25th August 2026

Report Contact: Carrie Higgs, Communications & Events Officer

Subject: **NTC Events for the remainder of 2026 and 2027**

1. The purpose of this report is to update councillors of the priority objectives for Newhaven Town Council Events for the 2026/27 and seek their input and requirements for a range of Events in the Town.

2. Background

Newhaven Town Council has been involved with establishing a range of successful events organised directly or indirectly by Newhaven Town Council; although it could be proposed that full potential has not yet been achieved.

As part of its ongoing strategy, a range of events have the potential to increase residential wellbeing, establish a good relationship between Newhaven Town Council and the public, increase footfall and tourism to the area for the benefit of the local economy and develop a cultural hub that will support a sense of belonging and sustain a positive attitude towards Newhaven.

3. Budgets

The total expenditure for Sussex Day 2026 is £5335. There is currently £44,500 left of the Event Budget 2026.

4. Events Planned for the Financial Year 2026 – 2027

Harvest Festival 2026 £5000
Newhaven Photographic Competition 2026 £1000
Christmas Market 2026 £10,000-£15,000

Total Expenditure 2026 £36,335

Remainder: £9,065

Remaining 2026 budget if including Easter Event (2027) £2165

5. Future proposals for the Financial Year 2027 – 2028

Phased Town Improvement Works to the High Street are set to take place in 2027 in several phases. Each phase of the works may have a temporary impact upon dates and events until circa May 2027.

Future proposals for the 2027-2028 financial year based on the same event budget for 2026 2027 (£52,500) is as follows:

Sussex Day 12th June 2027 on Denton Island & Lighting of the Beacons 13th June. £6000.
Performance from Stanmer band and similar acts, Sussex based food, stalls, larger focus on local products and workshops, toads game on 12th June. Lighting of the Beacons at the Fort on 16th June, subject to agreement.

Newhaven Photographic Competition (date tbc) £1000

Christmas Market 2027 (Date tbc) in Newhaven Town Centre. £15,000 - 20,000
Large funfair, collaboration with Newhaven Street Market, reindeer petting, Stanmer band playing Christmas music, shops close later in the day and provide Christmas specials, Santa, hot chocolate, large market. Light turn on 5th December at 5pm. Rain is a concern in December, so protocol should be put in place to avoid cancellation by considering temporary structures.

Other events to consider could be an Art Trail across Newhaven town starting at the Newhaven Art Projects space, or a Dog show at Fort Road Recreational Ground where there is a large space. The Fish Festival has been suggested many times by the public, which could be rebranded as a new event. Newhaven in Bloom has been requested frequently by residents and shops that could align well with the Town Improvements finishing in May 2027.

Recommendations

That the committee considers which events it would like to see and provide further input and guidance as to the format of each.

Detailed Income & Expenditure by Budget Heading 18/08/2026

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	(3)	0	0	0			0.0%	
1173 NTC Events Income	0	120	2,000	1,880			6.0%	
Regeneration & Strategic Dev :- Income	(3)	120	2,000	1,880			6.0%	0
4218 Partnership Cont/Event Support	9,523	0	0	0		0	0.0%	
4249 NTC Events Expenditure	748	6,184	52,500	46,316		46,316	11.8%	
4500 Professional Fees	0	1,000	0	(1,000)		(1,000)	0.0%	
Regeneration & Strategic Dev :- Indirect Expenditure	10,270	7,184	52,500	45,316	0	45,316	13.7%	0
Net Income over Expenditure	(10,274)	(7,064)	(50,500)	(43,436)				
Grand Totals:- Income	(3)	120	2,000	1,880			6.0%	
Expenditure	10,270	7,184	52,500	45,316	0	45,316	13.7%	
Net Income over Expenditure	(10,274)	(7,064)	(50,500)	(43,436)				
Movement to/(from) Gen Reserve	(10,274)	(7,064)	(50,500)	(43,436)				