

Saxmundham Town Council – Annual Delivery Plan – 2025-2026

Theme 1 – A Thriving and Prosperous Town					Responsibility		Timeline		Funded By					
SP Ref	Item	ADP Ref	Activities	Stakeholders	Committee	Officer	Due Date	1 Year+	Budget	CIL	CRF	EMR	Grants	Precept
1.1	Develop a Strong Marketing Strategy	1.1	Create and launch a dedicated ‘Visit Saxmundham’ website to showcase local attractions, events, and amenities, supporting tourism and local businesses. Also SP 3.1 - Celebrate Saxmundham’s Historic Identity	ESC Town Economic Development Team/Local Businesses/Visitors/Consultants	Civic and Community Committee	CO	Quarter 3	N	£7,000	£0	£0	£0	£3,000 ESC Town Economic Development Fund	£4,000 (NC 4405)
		1.2	Create strong brand guidelines for use on online and printed media.	Residents/Visitors	Civic and Community Committee	CO	Quarter 2	N	£500	£0	£0	£0	£0	£500 (NC 4400)
		1.3	Develop an Instagram profile to engage with a wider community.	Residents/Visitors	Civic and Community Committee	CO	Quarter 1	N	£0	£0	£0	£0	£0	£0
1.2	Improve Accessibility and Connectivity	1.4	Work with neighbouring parishes and principal authorities to develop the 3 Communities Link Project by creating a cycling, walking and wheeling route from Kelsale through Saxmundham to Benhall. Also SP 2.3 - Improve Active Travel and Connectivity Also SP 4.3 - Encourage Sustainable Transport and Reduced Carbon Footprint	ESC/SCC/Benhall and Sternfield Parish Council/Kelsale-cum-Carlton Parish Council/Residents/Visitors	Town Council	TC	Ongoing	Y	£0	£0	£0	£0	£0	£0
		1.5	Promote the town’s road and rail links through regional partnerships and online content to encourage investment and tourism.	Local Businesses/Residents/Visitors	Civic and Community Committee	TC/CO	Ongoing	Y	£0	£0	£0	£0	£0	£0
		1.6	Identify ways to enhance parking availability within walking distance of the town centre.	ESC/SCC/Local Businesses/Residents/Visitors	Town Council	TC	Quarter 4	N	£0	£0	£0	£0	£0	£0
1.3	Create a Pedestrian-Friendly Town Centre	1.7	Liaise with other Town Councils to explore ways to secure a 20mph speed limit in the Town Centre. Also SP 2.5 - Enhance Road Safety and Traffic Management	ESC Town Economic Development Team/Local Businesses/Residents/Visitors	Town Council	TC	Quarter 3	N	£0	£0	£0	£0	£0	£0
		1.8	Install solar lighting along the walkway between Fromus Green and the High Street Also SP 2.2 - Develop Safe and Accessible Walking Routes	Local Landowner/Residents/Visitors	Amenities and Services Committee	DTC	Quarter 3	N	£1,000	£1,000	£0	£0	£0	£0

			Also SP 2.6 - Promote Community Safety and Resilience											
		1.9	Support the provision of solar lighting in Fromus Square.	Local Landowner/Residents/Visitors	Resources Committee	TC	Quarter 2	N	£4,740	£4,740	£0	£0	£0	£0
1.4	Establish a Collaborative Stakeholder Group	1.10	Form a partnership between local businesses, community organisations, and local authorities to drive a shared vision for Saxmundham.	ESC/SCC/Local Businesses/Local Organisations	Civic and Community Committee	TC/CO	Ongoing	Y	£0	£0	£0	£0	£0	£0
1.5	Strengthen Collaboration with Supermarkets	1.11	Partner with supermarket retailers to develop initiatives that attract shoppers into the town centre enhancing the overall retail experience while supporting independent local businesses.	Local Businesses/Residents/Visitors	Civic and Community Committee	TC/CO	Ongoing	Y	£0	£0	£0	£0	£0	£0
1.6	Revitalise Fromus Green and the High Street	1.12	Lobby East Suffolk Council for the opportunity to acquire Fromus Green then revitalise to draw shoppers from the supermarket area for recreation and community engagement.	ESC /Local Businesses/Residents/Visitors	Town Council	TC	Ongoing	Y	£0	£0	£0	£0	£0	£0
		1.13	Liaise with new and existing businesses to support the creation of a Business Association.	ESC Town Economic Development Team/Local Businesses	Town Council	CO	Ongoing	N	£0	£0	£0	£0	£0	£0
		1.14	Work in partnership with East Suffolk Council's Town Economic Development Team to identify strategies and actions to revitalise the High Street.	ESC Town Economic Development Team/Local Businesses/Residents/Visitors	Civic and Community Committee	TC/CO	Ongoing	Y	£5,000	£0	£0	£0	£5,000 ESC Visitor Economy Support Fund	£0
		1.15	Identify ways to enhance the High Street shopping experience with flags, hanging baskets, Christmas lights, etc.	Local Businesses/Residents/Visitors	Amenities and Services Committee	DTC	Ongoing	N	£8,500	£0	£0	£0	£0	£8,500 (NC 4560/ NC 4830)

Theme 2 – A Safe and Healthy Town					Responsibility		Timeline		Funded By					
SP Ref	Item	ADP Ref	Activities	Stakeholders	Committee	Officer	Due Date	1 Year+	Budget	CIL	CRF	EMR	Grants	Precept
2.1	Enhance Community Facilities	2.1	Draw up a specification and secure funding to install a circular walking path around the Memorial Field to support public health and recreation. Also SP 2.2 - Develop Safe and Accessible Walking Routes	Local organisations/Residents/Consultants	Amenities and Services Committee	DTC	Quarter 2	N	£50,000	£20,000	£0	£0	£25,000 Sizewell C Community Fund	£5,000 (NC 4829)

		2.2	Add additional items of play equipment to Seaman Avenue play park to encourage use by all age groups.	Residents/Visitors	Amenities and Services Committee	DTC	Quarter 2	N	£60,000	£15,000	£15,000	£0	£30,000 Sizewell C Community Fund	£0
		2.3	Complete the central feature of the Memorial Garden.	Residents/Visitors	Amenities and Services Committee	DTC	Quarter 1	N	£5,000	£0	£0	£5,000 Project Improve Fund	£0	£0
		2.4	Outsource the monthly market to a professional company to ensure Saxmundham retains its heritage as a thriving market town.	ESC Town Economic Development Team/Local businesses/ Residents/Visitors	Civic and Community Committee	TC	Ongoing	N	£500	£0	£0	£0	£0	£500 (NC 4825)
		2.5	Lease the Community Garden at the old Fromus Centre from Suffolk County Council and licence to Greener Sax to maintain.	SCC/Greener Sax/Residents	Amenities and Services Committee	TC	Quarter 2	N	£500	£0	£0	£0	£0	£500 (NC 4615)
		2.6	Secure funding to create an allotment garden at Saxon Road to support access to nature-rich areas and community wellbeing. Also SP 4.1 - Enhance Green Spaces and Natural Habitats See SP 2.4 - Strengthen Green Infrastructure and Biodiversity	Residents/Local organisations	Amenities and Services Committee	DTC/EC	Quarter 3	N	£5,000	£2,500	£0	£0	£2,500 ESC Community Partnership Fund	£0
		2.7	Advocate for the provision of an indoor sports centre.	SCC/ESC/Residents	Town Council	TC	Ongoing	Y	£0	£0	£0	£0	£0	£0
		2.8	Advocate with NHS and local health authorities for improved primary care facilities in Saxmundham..	SCC/ESC/Residents/ NHS/MP	Town Council	TC	Ongoing	Y	£0	£0	£0	£0	£0	£0
2.2	Develop Safe and Accessible Walking Routes	2.9	Lobby Suffolk County Council to maintain well-signposted public rights of way in the parish.	SCC/ Residents/Visitors	Amenities and Services Committee	DTC/TC	Ongoing	Y	£0	£0	£0	£0	£0	£0
2.4	Strengthen Green Infrastructure and Biodiversity	2.10	Endorse and promote the Empowering Nature paper, advocating that energy project developers implement its recommendations as part of any approved infrastructure work. Also SP 4.2 - Promote Sustainable Development and Energy Efficiency	Residents/Local organisations/ Benhall and Sternfield Parish Council/Kelsale-cum-Carlton Parish Council/Energy developers	Town Council	TC/EC	Quarter 1	N	£0	£0	£0	£0	£0	£0

		2.11	Develop a feasibility plan and a funding bid to create a boardwalk and nature trail along the River Fromus to support access to nature, recreation and biodiversity.	ESC/Residents /Visitors/Consultants	Town Council	TC/EC	Quarter 3	Y	£5,000	£0	£0	£0	£5,000 ESC Visitor Economy Support Fund	£0
		2.13	Collaborate with local authorities to enhance green spaces and to create diverse areas for recreation, wildlife, relaxation and social interaction.	ESC/SCC/ Residents/Visitors	Amenities and Services Committee	TC/EC	Ongoing	Y	£0	£0	£0	£0	£0	£0
2.5	Enhance Road Safety and Traffic Management	2.14	Implement traffic calming measures by purchasing a second speed indicator device and regularly rotate two devices between the four entrances to town.	Residents/Visitors	Amenities and Services Committee	DTC/MO	Quarter 2	N	£3,500	£1,000	£0	£0	£0	£2,500 (NC 4824)
		2.15	Implement traffic calming measures by organising a team of Community Speed Watch and ensure regular sessions are held throughout the town.	Suffolk Police/ Residents/Visitors	Amenities and Services Committee	DTC	Quarter 2	N	£0	£0	£0	£0	£0	£0
		2.16	Lobby East Suffolk Council to take enforcement action against illegal, dangerous and inconvenient parking on the High Street.	ESC/Residents/ Visitors	Amenities and Services Committee	TC/DTC	Ongoing	Y	£0	£0	£0	£0	£0	£0
2.6	Promote Community Safety and Resilience	2.17	Complete registration of the Market Hall as a Community Rest Centre. Identify other buildings with the parish to also serve this purpose.	SCC/ESC Joint Emergency Planning Unit/ Residents/Visitors	Market Hall Trust	DTC/ATC	Quarter 4	N	£0	£0	£0	£0	£0	£0
		2.18	Create a town-wide emergency plan and encourage community involvement in disaster preparedness.	SCC/ESC Joint Emergency Planning Unit/ Residents/Visitors	Town Council	DTC/TC	Quarter 4	N	£0	£0	£0	£0	£0	£0
		2.19	Encourage community involvement in crime prevention by regularly communicating ways to report crime to Suffolk Constabulary.	Suffolk Constabulary/ Residents/Local Businesses/Residents	Town Council	CO	Ongoing	Y	£0	£0	£0	£0	£0	£0

Theme 3 – An Attractive and Distinctive Town					Responsibility		Timeline		Funded By					
SP Ref	Item	ADP Ref	Activities	Stakeholders	Committee	Officer	Due Date	1 Year+	Budget	CIL	CRF	EMR	Grants	Precept
3.1	Celebrate Saxmundham's Historic Identity	3.1	Protect the Conservation Area by reporting infringements to East Suffolk Council and ensure swift action is taken against breaches.	Local Businesses/ Residents/Visitors	Planning and Development Control Committee	ATC	Ongoing	Y	£0	£0	£0	£0	£0	£0

3.2	Revitalise our Historic Buildings	3.2	Commission expert guidance to develop a vision for restoring and enhancing the Market Hall as a vibrant and multifunctional hub at the heart of town.	Residents/Visitors/ Local Businesses/Local Organisations/ tConsultants	Market Hall Redevelopment Working Group	TC	Quarter 3	Y	£10,000	£0	£0	£0	£10,000 Architecture Heritage Fund	£0
		3.3	Enhance the rear entrance of the Market Hall by replacing the door, restoring windows, installing planters maintained by volunteers, and adding new signage to improve visibility and appearance.	Residents/Visitors/ Local Businesses/Local Organisations	Market Hall Trust	DTC	Quarter 2	N	£4,000	£0	£0	£4,000 Market Hall Trust	£0	£0
		3.4	Build on improvements to the Gannon Rooms enhancing its potential as a welcoming community asset on a key route between the train station and the High Street.	Residents/Visitors/ Local Businesses/Local Organisations	Gannon Institute Trust	TC	Ongoing	Y	£5,000	£0	£0	£0	£0	£5,000 (NC 4500)
3.4	Strengthen Community Engagement	3.5	Rebrand the Events and Communications Committee as the Civic and Community Committee as the public face of the Council.	Local Businesses/ Residents/Visitors	Town Council	TC	Quarter 1	N	£0	£0	£0	£0	£0	£0
		3.6	Increase Councillor presence at monthly markets at 'Meet and Greet' sessions.	Residents/Local Businesses/Visitors	Civic and Community Committee	CO	Quarter 1	N	£0	£0	£0	£0	£0	£0
		3.7	Support and empower local groups to drive positive change fostering a sense of belonging and wellbeing.	Residents/Local Organisations/ Visitors	Civic and Community Committee	TC/CO	Ongoing	Y	£0	£0	£0	£0	£0	£0
		3.8	Support National Volunteering Week.	Residents/Local Organisations	Civic and Community Committee	CO	Quarter 2	N	£0	£0	£0	£0	£0	£0
		3.9	Support local community organisations by providing financial grants.	Residents/Local Organisations	Civic and Community Committee	CO	Ongoing	Y	£34,500	£0	£0	£0	£0	£34,500 (NC 4555)
3.5	Enhance Cultural Identity and Public Spaces	3.10	Engage with Sax Community Fest by providing a market of local traders providing artisan and bespoke products.	Residents/Visitors/ Local Organisations	Civic and Community Committee	CO	Quarter 2	N	£0	£0	£0	£0	£0	£0
		3.11	Build on the success of the Christmas Fayre to ensure it is the highlight of the season and the local showstopper event.	Residents/Visitors/ Local Businesses/Local Organisations	Civic and Community Committee	CO	Quarter 3	N	£7,500	£0	£0	£0	£0	£7,500 (NC 4505)
		3.12	Develop a dynamic event programme that celebrates Saxmundham's cultural identity.	Residents/Visitors/ Local Businesses/Local Organisations	Civic and Community Committee	CO	Ongoing	Y	£7,500	£0	£0	£0	£5,000 Events Coordinator Funding	£2,500 (NC 4505)
3.6	Turn Challenges into Opportunities	3.13	Engage robustly with the energy project developers and the examining authority to secure the best outcome for the area, should the energy projects be consented.	Residents/Local Businesses/Visitors	Fromus Energy Projects Team	TC	Ongoing	Y	£6,000	£0	£0	£6,000 Project Consultancy	£0	£0

		3.14	Modify the Neighbourhood Plan to include design policies for the South Saxmundham Garden Neighbourhood and mitigatory policies for the energy projects, should they be consented. Also SP 3.3 - Seamlessly Integrate the Garden Neighbourhood Also 4.2 - Promote Sustainable Development and Energy Efficiency	East Suffolk Council/Residents/Visitors/Local Businesses	Neighbourhood Plan Steering Group	TC	Quarter 4	N	£6,376	£0	£0	£0	£6,376 Locality Fund	£0
		3.15	Identify opportunities arising from local government reorganisation and lobby to secure them.	SCC/ESC	Town Council	TC	Ongoing	Y	£0	£0	£0	£0	£0	£0

Theme 4 – A Biodiverse and Sustainable Town					Responsibility		Timeline		Funded By					
SDP Ref	Item	ADP Ref	Activities	Stakeholders	Committee	Officer	Due Date	1 Year+	Budget	CIL	CRF	EMR	Grants	Precept
4.1	Enhance Green Spaces and Natural Habitats	4.1	Support the Green Team and Blue Spaces Team to continue their valuable work.	Residents/Visitors	Amenities and Services Committee	EC	Ongoing	N	£3,000	£0	£0	£0	£0	£3,000 (NC 4810)
4.2	Promote Sustainable Development and Energy Efficiency	4.2	Develop a feasibility study and funding bid to improve the thermal efficiency of the Gannon Rooms.	ABC Radio/ IP17 Good Neighbours Scheme/Consultants	Gannon Institute Trust	TC	Quarter 2	N	£0	£0	£0	£0	£0	£0
4.4	Increase Community Involvement in Environmental Stewardship	4.3	Promote environmental stewardship by supporting resident- and youth-led conservation initiatives, school activities, and local clean-up events.	Residents/Local Businesses/Local Organisations/Local Schools	Amenities and Services Committee	EC	Ongoing	Y	£0	£0	£0	£0	£0	£0
4.5	Improve Waste Management and Circular Economy Practices	4.4	Support sustainable event management by minimising waste, using eco-friendly materials, and promoting resource use at Town Council and community-led events.	Residents/Visitors/ Local Organisations	Civic and Community Committee	CO/EC	Ongoing	Y	£0	£0	£0	£0	£0	£0
4.6	Strengthen Climate Resilience and Water Management	4.5	Develop rainwater harvesting solutions to sustain watering of hanging baskets and planters in the town centre and at Saxon Road allotments and the old Fromus Centre Community Garden.	Residents/Local Organisations	Amenities and Services Committee	EC	Quarter 4	N	£0	£0	£0	£0	£0	£0
										CIL	CRF	EMR	Grants	Precept
									Totals	£42,240	£15,000	£15,000	£91,876	£74.000

Acronyms

SP – Strategic Plan	ADP – Annual Delivery Plan
SCC – Suffolk County Council	ESC – East Suffolk Council
CIL – Community Infrastructure Levy	CRF – Capital Replacement Fund
EMR – Earmarked Reserves	NC – Nominal Code
TC – Town Clerk	DTC – Deputy Town Clerk
CO – Community Officer	ATC – Assistant Town Clerk
EC – Environment Coordinator	MO – Maintenance Officer