



Saxmundham Town Council

Minutes of the meeting of the Civic and Community Committee held on Thursday
3rd July 2025 at the Town House, Station Approach, Saxmundham at 11:45 am

The meeting started at 11:45 am

Minutes

09/25EC

Attendees

Cllr Nick Jackson (Chair)
Cllr Laura Purina
Cllr James Sandbach
Cllr Georgina Burns

Apologies

Cllr Geraldine Barker
Cllr Tim Lock – none received

Also Present

Jess Palmer (Community Officer)

10/25EC

Declaration of Interests

There were no declarations of interest or requests for dispensations from members on matters in which they have a disclosable pecuniary interest, other registerable interest, or non-registerable interest.

11/25EC

Open Forum

There were no members of the public present.

Cllr James Sandbach joined the meeting and offered his apologies to the Chair for his late arrival.

12/25EC

Minutes

It was **unanimously resolved** to approve the minutes of the meeting held on 1st May 2025 as a true and accurate record.

13/25EC

Events in Saxmundham

- a) The Community Officer updated the Committee on plans for the pop-up market at Saxmundham Community Festival. Cllr Nick Jackson suggested offering spaces to town centre businesses who may also wish to join the market. The Community Officer noted that the Town Council has a limited number of gazebos which could be offered in support of this aim.
- b) The Committee reviewed the stage one route of the Tour of Britain which passes through Saxmundham. The Committee noted communication from East Suffolk Council relating to a £1,000 grant on offer to towns along the route organising cycling-related projects. A discussion took place regarding levels of engagement with similar events in previous years, as well as some suggestions for 2025.

The Committee expressed a preference for a project which benefited local children but could not decide a route forward without first investigating some of their ideas. Cllr James Sandbach will invite Sax Velo's involvement and report back.

It was **unanimously resolved** to delegate authority to the Community Officer to make the final arrangements and decisions relating to this event.

Signed _____ Date _____

It was further **unanimously resolved** not to allocate a budget to this event, should the grant application be unsuccessful.

- c) The Community Officer delivered a budget projection for completed, agreed, and potential events in 2025-2026. A discussion took place surrounding their viability, resourcing, and the value each would bring to the community and the town.

It was **unanimously resolved** to commit resources to involvement in Saxmundham Community Festival, a family party (to be held in February half term), VJ Day commemorations, and Saxmundham Christmas Fayre.

The Committee acknowledged that ideas for a bike display, slack lining workshop, skating workshop, and literary Fair were appealing for 2026. Cllr James Sandbach requested it be recorded that the Town Council are aware that the Art Station are drawing up plans for Arts Fest 2026 and the Town Council are expecting a proposal for funding and support in the next few weeks.

15/25EC Exclusion of the Public

It was **unanimously resolved** that, under the Public Bodies (Admission to Meetings) Act 1960, the public and press be excluded from the meeting due to the confidential nature of the following business to be transacted.

16/24EC Digital Communication

The Community Officer presented a summary of two proposals received for creating a destination website for Saxmundham, along with a supporting report prepared jointly by the Town Clerk and the Community Officer.

It was **unanimously resolved** to support the proposal from Xtrahead and to recommend its approval to the Town Council.

It was further **unanimously resolved** to recommend to the Town Council that a working group be established to help expedite the website's development and ensure sustained Councillor involvement.

17/24EC Next Meeting

The Committee noted that the next meeting is scheduled for Thursday 4th September at 11:30 am.

The meeting closed at 1:30 pm

Jess Palmer
Community Officer

Signed _____ Date _____