



## Saxmundham Town Council

Minutes of the meeting of Saxmundham Town Council held on Monday 10<sup>th</sup> November 2025  
at the Fromus Centre, Street Farm Road, Saxmundham at 7:00 pm.

### Minutes

#### 84/25TC Attendees

Cllr John Findlay (Chair)  
Cllr Geraldine Barker (Vice Chair)  
Cllr Marianne Kiff  
Cllr John Fisher  
Cllr Elizabeth Clark  
Cllr David Humphreys  
Cllr Steve Peck  
Cllr Georgina Burns

#### Apologies

Cllr Jeremy Smith  
Cllr Laura Purina  
Cllr James Sandbach  
Cllr Tim Lock

#### Also Present

Sharon Smith (Town Clerk)  
County Cllr Richard Smith  
1 member of the public

#### 85/25TC 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.

#### 86/25TC Open Forum

a) A member of the public raised two matters. Firstly, he expressed concern about the behaviour of some motorists in the town, citing a general lack of courtesy and observance of the Highway Code. He reported several instances of inconsiderate parking to the Town Clerk and County Cllr Richard Smith, including three vehicles regularly parking on the grass verge along Brook Farm Road. The Town Clerk advised that such matters can be reported to Civil Parking Enforcement and invited the member of the public to provide photographs so that she could submit a report.

Cllr Marianne Kiff raised similar concerns regarding vehicles parking illegally on the zigzag markings at the pedestrian crossing in the town centre, which she has reported to the East Suffolk Council. The Communities Officer had advised that such incidents may be reported as antisocial behaviour. Cllr John Findlay also commented that parking near junctions on Warren Road is creating hazards by restricting visibility.

Secondly, the member of the public sought clarification regarding local government reorganisation, and which responsibilities might transfer to the Town Council under the new unitary structure. The Town Clerk responded that the process represents an opportunity for the Town Council to consider taking on devolved assets and services to provide locally managed solutions for Saxmundham. She confirmed that the new unitary authority cannot compel the Town Council to assume responsibility for any service or asset, and that any functions not taken on locally would remain with the new authority.

b) County Cllr Richard Smith reported that he had attended the Remembrance Service at St John's

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Church and would also be laying a wreath at Fromus Square on Armistice Day.

He commented that this is one of the most uncertain periods he has experienced in his sixteen years as a County Councillor. He outlined the forthcoming changes in local government, noting the confirmed elections in May 2027 for a Suffolk and Norfolk Combined Mayoral Authority, though many details of the governance arrangements, powers and candidates remain unclear. In relation to local government reorganisation, it is expected that by March 2026 there will be clarity on whether Suffolk will move to one, two or three unitary councils. He highlighted the scale of work required to transfer responsibilities and resolve complex matters such as the division of existing County Council debt, while maintaining delivery of current services.

Cllr Smith also provided an update on education and special needs provision, reporting that Suffolk County Council continues to work to improve SEND and EHCP performance and hopes to publish results above the national average. The Council is carrying a £170 million deficit in SEND spending, incurring around £6 million in annual interest payments. He noted that the government's long-awaited plans for SEND reform may be published in January.

He advised that the County Council is awaiting its financial settlement from government, expected later this month, with the draft budget to be considered by the Scrutiny Committee in January and by Cabinet and Full Council in February.

In response to questions, Cllr Smith confirmed that the next County Council elections will take place under the new division boundaries. He also confirmed that the Sizewell C traffic cones on the A12 are due to be removed by the end of the week and warned of extensive roadworks ahead linked to Sizewell C which will cause considerable disruption over the next 18 months.

- c) District Cllr John Fisher had nothing to report.

#### **87/25TC Minutes**

- a) It was **unanimously resolved** to approve the minutes of the meeting held on 13<sup>th</sup> October 2025
- b) The Council received the draft minutes from the Resources Committee meeting held on 4<sup>th</sup> November 2025.
- c) The Council received the draft minutes from the Staffing Committee meetings held on 16<sup>th</sup> October and 4<sup>th</sup> November 2025.
- d) The Council received the draft minutes from the Planning and Development Control Committee meetings held on 9<sup>th</sup> and 23<sup>rd</sup> October 2025.

#### **88/25TC Nationally Significant Infrastructure Projects**

- a) Cllr Geraldine Barker presented her written report on the energy projects, which had been circulated in advance and is available on the Town Council's website.
- b) The Town Council received a draft response from the Town Clerk to the Northumbrian Water non-

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statutory consultation on proposed water-supply infrastructure. The draft had been prepared using research notes provided by Cllr Geraldine Barker and the Environment Coordinator. Members noted that the consultation relates to early proposals for new water-supply infrastructure affecting the Saxmundham area. The Council agreed to review the draft response and submit comments to the Town Clerk before the final version is presented for approval at the next meeting.

- c) It was **unanimously resolved** to enter a voluntary Non-Intrusive Site Investigation Licence with Northumbrian Water regarding land at the Memorial Field and Seaman Avenue play park.

#### 89/25TC Finance

- a) The Town Council noted the schedule of payments and receipts together with the bank balances as at 31<sup>st</sup> October 2025.
- b) The Town Council received the budget versus actual income and expenditure report to 31<sup>st</sup> October 2025, including the year-end forecast. The Council noted a forecasted surplus of £17,633. It was **unanimously resolved** to accept the Resources Committee recommendation that £10,000 of this surplus be transferred to the Capital Replacement Fund to replenish this earmarked reserve, which is currently nil, thereby strengthening the Council's position to fund future capital projects.
- c) The Council received the forecasted earmarked reserves position to 31<sup>st</sup> March 2026.

#### 90/25TC Policies

It was **unanimously resolved** to accept the recommendation from the Resources Committee to adopt an amended Information Technology Policy and a new Councillor Absence Policy.

#### 91/25TC 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 business to be transacted.

#### 92/25TC Proposed Staffing Restructure

The Chair of the Staffing Committee provided an update on the proposed staffing restructure. He reported that all staff had been provided with a copy of the business case for restructuring, and individual consultation meetings were held with four members of staff - three at the Council's invitation, as their roles may be directly affected, and one at the staff member's own request. The remaining staff member, whose role is not directly impacted, submitted comments by email.

The Committee Chair advised that the consultation process has not yet concluded, as several matters were raised which require further consideration and specialist professional advice. It is the Staffing Committee's intention to bring a formal proposal to the next meeting for consideration, as the Town Council's budget for 2026–2027 cannot be determined until the future staffing structure has been agreed.

The Committee Chair also noted that local government reorganisation was one of the key drivers for the proposed restructure, and he invited the Town Clerk to present a report on the opportunities for taking responsibility for devolved assets and services for the Council's consideration at the next meeting.

#### 93/25TC Next Meeting

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The Town Council noted the date and time of the next meeting which is scheduled for Monday 8<sup>th</sup> December 2025 at 7:00 pm.

The meeting closed at 8:15 pm.

**Sharon Smith**  
**Town Clerk**

Signed \_\_\_\_\_ Date \_\_\_\_\_



# Saxmundham Town Council

Minutes of the meeting of the Civic and Community Committee held on Thursday  
6<sup>th</sup> November 2025 at the Fromus Centre, Street Farm Road, Saxmundham at 11:30 am

## Minutes

21/25CC

### Attendees

Cllr John Findlay (Chair)  
Cllr Geraldine Barker  
Cllr Georgina Burns

### Apologies

Cllr Laura Purina  
Cllr James Sandbach – none received  
Cllr Steve Peck – none received  
Cllr Tim Lock – none received

### Also Present

Sharon Smith (Town Clerk)  
Two representatives from ESC's Economic Development Team

22/25CC

### 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.

23/25CC

### Open Forum

None.

24/25CC

### Minutes

It was **unanimously resolved** to approve the minutes of the meeting held on 4<sup>th</sup> September 2025 as a true and accurate record.

25/25CC

### Visitor Economy Support Scheme

Representatives from East Suffolk Council's Economic Development Team attended the meeting and outlined the role of their team and the scope of the Visitor Economy Support Scheme (VESS). They explained that a specific budget has been allocated to each market town, and they are keen to use these funds to support projects that reflect local priorities. The VESS scheme particularly encourages new, locally led pilot projects that unlock opportunities to support the visitor economy.

The Committee then received a report from the Town Clerk outlining project ideas previously discussed with the team. Following exploration of further ideas for potential funding, the Committee **unanimously resolved** to progress an application comprising:

- Commissioning a professional illustrator to produce four bespoke hand-drawn images of Saxmundham landmarks, supplied as high-resolution digital files with a standard commercial licence for use across the new destination website and town signage. (*Annual Delivery Plan 1.2*)
- Commissioning new directional signage for Fromus Square and the supermarket areas to encourage visitors to explore the town centre and Fromus Green. (*Annual Delivery Plan 1.5*)
- Developing a proposal for an iron archway sign linking Fromus Square to the High Street.

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During discussion on the town's wider economic development, the ESC representatives proposed commissioning Suffolk Market Events to undertake a professional audit and review of Saxmundham's markets. The audit would include a site visit and a written report providing recommendations to revitalise the markets and strengthen their contribution to the town's visitor economy. It was noted that Suffolk Market Events have undertaken similar work for Halesworth and Beccles Town Councils, and that ESC has offered to cover the cost of the audit, which could also include consideration of the Market Hall as a potential market venue within its scope. The Committee received the proposal favourably and it was **unanimously resolved** that the Town Clerk should progress arrangements for the audit in partnership with East Suffolk Council. (*Annual Delivery Plan 2.4*)

**26/25CC Annual Delivery Plan**

The Committee reviewed progress against the current year's Annual Delivery Plan and agreed that outstanding actions would be carried forward to the next year's plan. The Town Clerk reported that Sax Community Fest intends to extend its programme to include a Sunday and proposed that the Town Council provide entertainment on that day, making use of the infrastructure already in place. The Committee received the proposal positively and supported the suggestion in principle.

**27/25CC Christmas Fayre**

The Committee received an update about plans for the Christmas Fayre. The Town Clerk raised concerns regarding the level of staff time currently required to resource the event, noting that it appears to be taking up most of the Community Officer's 20 contracted hours per week in the three months leading up to the Fayre. Members agreed that this level of input is disproportionate for a four-hour event and that resourcing requirements for future years will need to be carefully considered and monitored. It was also noted that lessons should be learned from this year's planning process to build more effectively upon work carried out for previous events, streamlining preparation in future.

Cllr Geraldine Barker suggested that Cllr Georgina Burns might be able to assist next year, drawing on her professional skills and experience in organising large theatrical events. Cllr Burns welcomed the proposal in principle, subject to her time and availability given her other commitments. (*Annual Delivery Plan 3.11*)

**28/25CC Finance**

- a) The Committee noted the budget versus actual and expenditure report to 31<sup>st</sup> October 2025.
- b) It was **unanimously resolved** to ratify expenditure for the Remembrance Sunday commemoration events.

**29/25CC Community Grants**

- a) The Committee noted the five-year Grants Awarded Report. (*Annual Delivery Plan 3.9*)
- b) An application for £50 from the Women's Institute for £50 to support the Remembrance Sunday events was considered. It was **unanimously resolved** to approve the grant request in full.
- c) An application from Greener Sax Community Garden for £2,000 to carry out tree surgery at the Community Garden was considered. It was **resolved by majority** to approve the grant request in

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full.

- d) An application from the Art Station for £5,000 towards Sax Arts Fest 2026 was considered. It was **unanimously resolved** to approve the grant request in full.

**30/25CC Policies**

It was **unanimously resolved** to approve the annual review of the Community Events Policy and recommend it to Full Council for approval.

**31/25CC Next Meeting**

The Committee noted that the next meeting is scheduled for Thursday 8<sup>th</sup> January 2026 at 11:30 am.

The meeting closed at 1:30 pm

**Sharon Smith**  
**Town Clerk**

Signed \_\_\_\_\_ Date \_\_\_\_\_



# Saxmundham Town Council

Minutes of the meeting of the Amenities and Services Committee held on Thursday 20<sup>th</sup> November 2025 at the Town House, Station Approach, Saxmundham at 5:30 pm.

## Minutes

40/25AS

### Attendees

Cllr Tim Lock (Chair)  
Cllr David Humphreys  
Cllr Marianne Kiff  
Cllr Elizabeth Clark

### Apologies

None

### Also Present

Lisa Hamon - Deputy Town Clerk

*The Deputy Town Clerk informed the Committee that Cllr Laura Purina has resigned from the Amenities and Services Committee.*

41/25AS

### Declaration of Interests

Cllr Elizabeth Clark declared an interest in item 46/25AS.

42/25AS

### Open Forum

No members of the public were present.

43/25AS

### Minutes

It was **unanimously resolved** to approve the minutes of the meeting held on 18<sup>th</sup> September 2025 as a true and accurate record.

44/25AS

### Play Equipment

- a) The Committee considered the Town Clerk's communication with the Managing Director of the supplier of the new play equipment at Seaman Avenue. The Town Clerk has expressed the Council's dissatisfaction with various aspects of the installation. The Committee agreed on the importance of a final inspection of the equipment being carried out by an independent inspector and also agreed that no further payment should be made to the supplier until all installation work is complete. The Committee **unanimously resolved** to retain a percentage of the final sum due for payment, for a 12-month period, to cover obvious and latent defects. *(Annual Delivery Plan 2.2)*
- b) It was **unanimously resolved** to ratify expenditure of £1,003 incurred for the removal of the teen shelter but not to pay the supplier until all work on the new playground equipment is complete. The Committee also **unanimously resolved** to follow the recommendation of the Youth Booth Director, regarding an alternative suitable location for the shelter. *(Annual Delivery Plan 2.2)*
- c) The Committee received the annual play inspection reports and noted that no high-risk actions had been identified. It was **unanimously resolved** to include more detail in the Deputy Town Clerk's summary of medium risks identified during the inspection and to reflect the action status accordingly.

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- d) The Committee received a report and quotation for new cradle swing seat for Chantry Road play park. It was **unanimously resolved** to accept the quotation of £610.00 (net) to supply and fit the seat.

**45/25AS Memorial Field**

- a) It was **unanimously resolved** to approve a quotation for two sets of new pegs for the goalposts. *(Annual Delivery Plan 2.2)*
- b) It was **unanimously resolved** to approve a quotation for the installation of a concrete base for a bench.

**46/25AS Saxon Road Allotments**

The Committee received an update on the progress regarding the proposed allotment site. The draft lease agreement is still being prepared by Flagship Housing. An application for £5,000 has been submitted to the East Suffolk Council Community Partnership to replace the perimeter fencing and will be considered at their next meeting in January 2026. *(Annual Delivery Plan 2.6)*.

**47/25AS Street Furniture**

- a) The Committee received an update regarding the provision of a new litter bin at Long Avenue. As the land is owned by East Suffolk Council, it will be their responsibility to empty the bin. East Suffolk Services will install a Topsy Royale litter bin at the chosen site.
- b) It was **unanimously resolved** to approve a quotation for Christmas trees for the exterior of the Market Hall. *(Annual Delivery Plan 3.11)*

**48/25AS Speed Indicator Devices**

The Committee received a progress update from the Deputy Town Clerk. It was **unanimously resolved** to approve a quotation for £2,862.50 (net) for a new speed indicator device to be sited on Church Hill. *(Annual Delivery Plan 2.14)*

**49/25AS Electrical Installation**

It was **unanimously resolved** to approve a quotation for £774.00 (net) for electrical installation work at the Town House and Youth Booth.

**50/25AS Saxon Road Parking**

The Committee considered a resident's request for the Town Council to approach Suffolk County Council regarding the need for improved parking provision on Saxon Road. The Committee was sympathetic to the resident's concerns regarding parking but do not have the funds to cover the costs to implement double yellow lines and advised the resident to approach Suffolk County Council directly.

**51/25AS Open Spaces**

- a) The Committee received a report from the Environment Coordinator, regarding the activities of the Green Team and commended the valuable work undertaken by its members.
- b) Further to amendments, it was **unanimously resolved** to recommend to Full Council the approval of the amended Open Spaces Policy.

**52/25AS Next Meeting**

Signed \_\_\_\_\_ Date \_\_\_\_\_

The Committee noted the date and time of the next meeting, which is scheduled for Thursday 15<sup>th</sup> January 2026 at 5:30 pm.

The meeting closed at 7.15 pm.

**Lisa Hamon**  
**Deputy Town Clerk**

Signed \_\_\_\_\_ Date \_\_\_\_\_



# Saxmundham Town Council

Minutes of the meeting of the Planning and Development Control Committee held on 10<sup>th</sup> November 2025 at 12:00 pm at the Town House, Station Approach, Saxmundham

## Minutes

35/25PD

### Attendees

Cllr Geraldine Barker  
Cllr Elizabeth Clark  
Cllr David Humphreys

### Apologies

Cllr John Fisher – none received  
Cllr Marianne Kiff  
Cllr Laura Purina

### Also Present

Lisa Hamon (Deputy Town Clerk)

*In the absence of Cllr Fisher, Cllr Barker was appointed to chair the meeting.*

36/25PD

### Declaration of Interests

Members noted that the application in items 39/25PD a) and b) had been submitted by the Town Council. In accordance with the Code of Conduct, all Councillors present declared a non-pecuniary interest by virtue of the Council being the applicant. As the interest was not a disclosable pecuniary interest, Councillors remained in the meeting and took part in the discussion and vote.

37/25PD

### Open Forum

Two members of the public were present. The Committee Chair invited the members of the public to comment during item 39/25PDc.

38/25PD

### Minutes

It was **unanimously resolved** to approve the minutes of the meeting held on 23<sup>rd</sup> October 2025 as a true and accurate record.

39/25PD

### Planning Applications

- a) The Committee considered planning application DC/25/4022/LBC Listed Building Consent - like-for-like replacement of one painted timber double doors, permanent removal of three existing window guards, allowing for the restoration of three existing windows, all located on the Station Approach elevation at Market Hall, 29 High Street, in its capacity as a consultee. It was **unanimously resolved** that there were no objections to the application.
- b) The Committee considered planning application DC/25/4021/FUL - Like-for-like replacement of one painted timber double doors, permanent removal of three existing window guards, allowing for the restoration of three existing windows, all located on the Station Approach elevation at Market Hall, 29 High Street., In its capacity as a consultee. It was **unanimously resolved** that there were no objections to the application.
- c) The Committee considered planning application DC/25/3673/FUL – Erection of detached single storey outbuilding for residential rental purposes and creation of new vehicular access at 36

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Saxon Road, It was **unanimously resolved** to object to the application for the following material planning considerations:

- a) concerns regarding highway and access safety, as the access road is unadopted and the proposed new access is considered to be unsafe;
- b) the cumulative impact on neighbouring residential amenity arising from additional rental accommodation within garden plots;
- c) potential harm to local ecology and wildlife; and
- d) noise disturbance likely to affect surrounding properties.

**40/25PD      Trees**

There were no applications relating to trees.

**41/25PD      Planning Enforcement**

The Committee received an update regarding alleged infringements of the Conservation Area and noted the comments from East Suffolk Council, regarding ENF/24/0326/USE that any further enforcement action on any part of the site will be decided upon once application DC/25/3605/FUL has been determined.

The meeting closed at 12.35 pm.

**Lisa Hamon**  
**Deputy Town Clerk**

Signed \_\_\_\_\_ Date \_\_\_\_\_

## **ENERGY PROJECTS REPORT – 8 December 2025**

### **Introduction:**

Sizewell C, Essex and Suffolk Water and Sea Link all require mentioning in this report. Undoubtedly National Grid Electricity Transmission Sea Link is creating an enormous amount of work for both our Clerk and me. Commensurately, Sizewell C has both created and resolved issues:

**Sizewell C, resolved problem: Report on meeting with Sizewell C, Network Rail, and Balfour Beatty – 18 November 2025, with Councillors Barker and Burns plus the Clerk in attendance.**

### **Night trains stopping in Saxmundham:**

After completion of works, there should be no trains stopping in Saxmundham overnight with the engines running for several hours. Balfour Beatty confirmed that they would investigate the problem and endeavour to resolve it. In the meantime, scheduled works will be added to the Sizewell Works Tracker. (The next two scheduled events are the 4<sup>th</sup> and 9<sup>th</sup> December 2025.)

### **Noise Mitigation:**

Sizewell C has a Noise Mitigation Scheme for residents affected by train movements. Whilst those affected should have received an offer of help, we understand that some residents may not have been contacted. I would recommend that Saxmundham Town Council includes this in our communication materials.

### **Rail Safety:**

Wherever and whenever, the Council were urged to stress that the Eastern Suffolk Line and branch line to service were now in constant use and that people should not walk on the lines. All rail crossings on the route to Sizewell are in the process of upgrading with additional barriers and new warning lights put in place. The Kiln Lane Crossing that separates the proposed Saxmundham Garden Neighbourhood with the Suitable Alternative Green Space (SANG) will be restricted to emergency vehicles only with a traffic light indicator for pedestrians using the crossing.

### **Outstanding Issues and potential solution:**

Sizewell C relies heavily on their Works Tracker for communication and residents can register for notifications. However, this does not assist a significant minority who do not engage with digital technology. Updates are addressed through community newspapers and the local press but this does not answer the question of how residents without access to technology keep updated on road and rail issues, noise mitigation schemes, etc.

A solution to this problem could be a meet a Councillor monthly session, by appointment, to update local residents who do not have access to the internet. This does not need to be restricted to Nationally Significant Infrastructure Projects but provide an opportunity to listen to other issues and either resolve or guide residents to the appropriate help, (and in some instances actually contact the appropriate authority on their behalf).

## **Report on meeting with Sizewell C via Zoom, 21 November 2025 Results of traffic monitoring – August 2025 for parish councils**

### **Traffic monitoring:**

The results from seven sites monitored constantly and forty-five sites reviewed bi-annually were presented to the meeting.

It was noted that there was not a significant uptick in traffic recorded in the additional August monitoring event that was instigated to understand holiday traffic movements. In relation to Saxmundham, the increase in traffic using the B1119 between Saxmundham and Leiston from April 2024 compared to August 2025 was circa 20 per cent higher, increasing from 3905 to 4870 vehicles. This certifies anecdotal evidence from residents that Saxmundham is getting busier. The figures reflect traffic passing through Saxmundham to Leiston and vice versa. However it does not include traffic that enters and stays in Saxmundham from the North, South and West.

It is likely that the increase in traffic reflects Sizewell workers travelling to site and I requested a break-down of movements by time. It was agreed that this would be provided when the October monitoring figures are available. I also raised the issue of early morning traffic exceeding speed limits, especially in South Entrance.

### **Future Proposals:**

After each Sizewell Transport Review Group meeting, it is agreed that there will be a feedback session to parish councils in February, May, August and November. Furthermore, there is a possibility of an online traffic dashboard for parish councils.

## **Suffolk Water Recycling, Transfer and Storage Project – non-statutory consultation**

### **Report on the Essex and Suffolk Water (E&SW) Zoom Meeting 27 November 2025**

#### **Client representatives:**

The scheme that will affect Saxmundham in relation to the pipeline to the Water Tower and potentially from the Water Tower to Sizewell was discussed:

1. Pipe laying under roads takes 2 to 3 days
2. In countryside settings, the easement is 30 metres with a trench 1 metre wide by 2 metres deep
3. Of 16 million litres of water produced daily by the scheme, (albeit the leaflet states 11 million, 2 million litres will go to Sizewell).
4. If Sizewell C was not in the equation, the new scheme would still be required.

I thanked E & SW for arranging, on the behest of Saxmundham Town Council, a further exhibition in Saxmundham at the Fromus Centre, 3 December 2025 from 15.30 to 19.30 and they apologised for holding the first event on the same day as Sea Link Open Floor Hearings (5 November 2025).

In response to my request for the deadline for responses to be extended by a week from the 10 December to 17 December, E&SW were less forthcoming. I explained that a week, from the second

exhibition, is for those involved in the Sea Link DCO, to deliver a response, a very onerous task. Albeit I am pleased that the meeting documents also include the Town's response for review.

### **NGET, Sea Link DCO**

Within the meeting documents you have:

1. For note, the Written Representation. This had to be submitted to reach a deadline and concentrated on factors that had changed or had not been addressed in our Relevant Representation, namely the date for the Lion Link Statutory Consultation, a planning update for the South Saxmundham Garden Neighbourhood and the Essex and Suffolk Water, Suffolk Water Recycling, Transfer and Storage Project.
2. Responses to Suffolk County and East Suffolk Councils' Local Impact Reports (LIRs) (that are generally very good and represent the interests of Saxmundham) and a response to NGET's Change Request for Benhall Bridge traffic diversion routes that are very disturbing.

I believe the responses fully the issues without further expansion.

Gnb/1 December 2025

# **National Grid Electricity Transmission – Sea Link – EN020026**

## **Saxmundham Town Council - F248483B9**

### **Written Representation**

Saxmundham Town Council comprehensively identified the issues of the cumulative impact of construction traffic, workforce vehicle, and delivery movements associated with the multitude of projects either ongoing or planned in our Relevant Representation. Since submission of this document, enabling works for Sizewell C and EA1N and EA2, project work has advanced and already the road traffic in the town is significantly increased.

Furthermore, the following projects are now progressing:

1. National Grid Ventures Lion Link: The statutory consultation is scheduled for January 2026. We would, therefore, should consent be granted, estimate the project to commence 2028/2029.
2. South Saxmundham Garden Neighbourhood, a development of 800 residential units to the south of the town and to the east of the A12 with an employment area to the west of the A12. We understand that the developer will be applying for outline planning permission by the end of 2025. Thus the implications for cumulative traffic impacts should be considered in the examination of the Sea Link project. It is envisaged that enabling works will be undertaken prior to commencement that will include either a traffic light or roundabout controlled crossing on the A12 between the B1121 to Benhall/Saxmundham and B1119 Rendham/Saxmundham junctions. Thereafter, we understand that the developer would seek to construct the employment area. Expected commencement date: 2026-2027.
3. Essex and Suffolk Water are undertaking a six-week non-statutory consultation (from 29 October to 10 December 2025) for work throughout Suffolk. In Saxmundham this relates to a new pipeline from the north to Saxmundham Water Tower and a further pipeline from the town to Sizewell C.

Taking the above into consideration, Saxmundham will be surrounded by, and subject to, major construction works for many years. We therefore exhort the major infrastructure developers to work together to ensure that the impacts on our community are fully mitigated. As previously stated in both our Statutory Consultation Response and Relevant Representation, to reduce road traffic congestion, developers should utilize Sizewell C's park and ride facilities, off-site freight management facility and worker accommodation. Moreover, they should work together to ensure that they avoid peak

construction times. Failure to do so will not only result in debilitating traffic congestion for residents but also extend contract times with deliveries being delayed.

Ideally, consideration should be given to finding alternative options and locations for Nationally Significant Infrastructure Projects that have not yet been granted Development Consent. The burden of construction will adversely affect our residents for many years.

PROJECT	FROM: (estimated)	TO: (estimated)	NOTES
<b>Sizewell C</b>	2024	2035/2037	Enabling works and roadworks underway 2024-2025
<b>Scottish Power Renewables - EA1N/EA2</b>	2026	2031/2032	Enabling works and roadworks underway 2025
<b>National Grid Electricity Transmission- Sea Link</b>	2026	2032	If development consent is granted
<b>National Grid Ventures - Lion Link</b>	2028/2029	2034/2035	If development consent is granted
<b>South Saxmundham Garden Neighbourhood</b>	2026	2028/2029	If planning permission is granted - enabling works and employment area
<b>South Saxmundham Garden Neighbourhood</b>	2028/2029	2038	House building - assuming this commences after completion of the employment area
<b>Essex and Suffolk Water - Suffolk Water Recycling, Transfer and Storage Project</b>	2030	2032	

# National Grid Electricity Transmission – Sea Link –EN020026

## East Suffolk Council (ESC) - Local Impact Report

### Response from Saxmundham Town Council

(Deadline 2, Tuesday 9 December 2025)

Saxmundham Town Council welcomes East Suffolk Council’s comprehensive Local Impact Report. The following comments add local context to the observations:<sup>1</sup>

ESC Ref	East Suffolk Council – Local Impact Report	Saxmundham Town Council – Comments
6.1.3	ESC considers the following matter outstanding - restrictions on HGV movements on the A1094 and B1122 via Construction Traffic Management Plan (CTMP) controls.	We are concerned that no mention is made to the B1119 and B1121 Saxmundham roads, albeit this issue is extensively raised by Suffolk County Council, with responsibility for highways in their Local Impact Report and Saxmundham Town Council in our Relevant Representation, Open Floor Hearing and Written Responses. <sup>2</sup>
pp. 72-73	Concerning community benefits - ESC understands that some communities may have their own ideas on how to offset or compensate where impacts are directly linked to the project. It is again important to reiterate that Sea Link is not being developed in isolation - there are multiple other projects proposing compensatory measures so there is potential for NGET to co-ordinate compensation associated with Sea Link with other measures agreed with other project promoters. In this context, ESC draws the ExA’s attention to the details contained within the Section 111 agreements with ESC for the SPR East Anglia ONE North and TWO offshore wind farms.	We refer to our Relevant Representation, section 20 and appendix 3, Empowering Nature – Protecting Saxmundham in which we call for ‘a bold call for nature-positive infrastructure and locally driven environment enhancement... grounded in local priorities, informed by community consultation, and designed to deliver tangible long-term gains in biodiversity, public access to nature, and community well-being’. <sup>3</sup> Furthermore, we can confirm that we have engaged with Suffolk Wildlife Trust to drive forward the initiative and we will fully participate with all stakeholders, including local parishes and environmental groups.
7.8.8.4	Saxmundham is a traditional rural market town with limited industrial development outside of an existing industrial estate located just north of the town. The proposed converter station is unprecedented in scale and visual impact and has the potential to transform the character of the town.	We agree with ESC and would refer to our comprehensive Relative Representation that presents a full written description of the town and the impacts of the development. <sup>4</sup>
7.8.8.7	High Street economies are fragile, and Saxmundham is dependent on local trade as well as an influx of	In practice, this assumed temporary economic uplift has not been reflected in Saxmundham’s

<sup>1</sup> [EN020026-001182-East Suffolk Council - Local Impact Report - 18.11.25.pdf \(planninginspectorate.gov.uk\)](#)

<sup>2</sup> [EN020026-001238-SCC Sea Link Local Impact Report.pdf \(planninginspectorate.gov.uk\)](#); [Documents | Sea Link \(planninginspectorate.gov.uk\)](#); [EN020026-000579-Sea Link Relevant Representation - Submission Version Redacted.pdf \(planninginspectorate.gov.uk\)](#); [EN020026-001033-Open Floor Hearing, Noise 5 Nov amended to transcript.pdf \(planninginspectorate.gov.uk\)](#); <sup>2</sup> [EN020026-001135-Saxmundham Town Council - F248483B9 - Sea Link - EN020026 - Written Representation.pdf \(planninginspectorate.gov.uk\)](#)

<sup>3</sup> [EN020026-000579-Sea Link Relevant Representation - Submission Version Redacted.pdf \(planninginspectorate.gov.uk\)](#), (quoted from p.34).

<sup>4</sup> [EN020026-000579-Sea Link Relevant Representation - Submission Version Redacted.pdf \(planninginspectorate.gov.uk\)](#)

	<p>visitors exploring the Suffolk Coast. Whilst Saxmundham may benefit from a temporary influx of workers during NSIP construction...there are concerns that the legacy for Saxmundham could be one of boom and bust and where the character of the town, its attraction, is permanently changed.</p>	<p>experience to date. Early observational evidence suggests that any increased spend from Sizewell C workers is largely captured by national chains - supermarkets, hotels and takeaways - rather than independent high street traders. Independent businesses report reduced footfall as a result of congestion and parking pressures, and increased traffic discourages regular shoppers from visiting the town centre. These behavioural changes suppress precisely the type of linked trips (supermarket visit followed by independent shopping) that sustain local retail resilience. Without targeted measures that actively support independent businesses, the claimed benefits are unlikely to materialise in Saxmundham.</p>
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# National Grid Electricity Transmission – Sea Link – EN020026

## Suffolk County Council (SSC) - Local Impact Report

### Response from Saxmundham Town Council

(Deadline 2, Tuesday 9 December 2025)

Saxmundham Town Council welcomes Suffolk County Council’s thorough Local Impact Report.<sup>1</sup> The following comments add local context to the observations:

SCC Ref	Suffolk County Council – Local Impact Report	Saxmundham Town Council – Comments
<b>Appendices<sup>2</sup></b>	In relation to supporting documentation, the countywide, Nationally Significant Infrastructure Project - Suffolk Water Recycling, Transfer and Storage Project – is currently at non-statutory stage is planned to commence 2030.	We consider that this project, as referred to in our Written Representation, should be considered in relation to inter-project cumulative impact. <sup>3</sup>
<b>pp. 141-2 11.121</b>	B1119/B1121 Saxmundham Crossroads – Sizewell C data shows this signalised junction is already over the theoretical capacity. Improvements have been made to the signals such as retrofitting MOVA. Local knowledge would support the data with significant delays on a daily basis particularly on the B1119 from the east exacerbated by the presence of the two supermarkets. Although only peak and shoulder hours were assessed there is concern that delays occur throughout the day and therefore should be assessed.	We have addressed this and can now add Sizewell C’s August 2025 traffic monitoring figures that highlight a 20 percent increase in traffic travelling between Saxmundham and Leiston on the B1119 plus footfall figures into the mix as further evidence. <sup>4</sup> SCC notes that there are ‘significant delays on a daily basis particularly on the B1119 from the east’. We included photographic evidence on this in our Relevant Representation. <sup>5</sup> Ideally, traffic monitoring should be undertaken to understand the volume of traffic entering Saxmundham.
<b>p.145</b>	B1119: Saxmundham to Leiston (S-RL7): Narrow road width in Saxmundham. On street parking in Leiston and Saxmundham causing delays. Concern over capacity and delay issues at the signal-controlled crossroads in part associated with two supermarkets in Saxmundham. Surface water flooding issue near the Saxmundham level crossing. Poor road geometry in places along the length of the B1119 with several sharp bends and narrow sections.	In the Open Floor Hearing we raised concerns about traffic impacts in Saxmundham, especially when the Benhall to Saxmundham road is closed. <sup>6</sup> In our Relevant Representation we also raised the issues concerning increased traffic. <sup>7</sup> To briefly reiterate, the B1119 from the A12 to Saxmundham town centre is not a suitable route for construction and construction workers vehicles This route includes: residential areas, a care home, a nursing home, Memorial Field with children

<sup>1</sup> [EN020026-001238-SCC Sea Link Local Impact Report.pdf \(planninginspectorate.gov.uk\)](#)

<sup>2</sup> [EN020026-001239-SCC Sea Link LIR Appendices 1 - 16.pdf \(planninginspectorate.gov.uk\)](#)

<sup>3</sup> [Documents | Sea Link \(planninginspectorate.gov.uk\)](#)

<sup>4</sup> [Sizewell C Traffic Monitoring Report – November 2025 pp 17-18](#)

<sup>5</sup> [EN020026-000579-Sea Link Relevant Representation - Submission Version Redacted.pdf \(planninginspectorate.gov.uk\)](#)

<sup>6</sup> [EN020026-001033-Open Floor Hearing, Noise 5 Nov amended to transcript.pdf \(planninginspectorate.gov.uk\)](#)

<sup>7</sup> [EN020026-000579-Sea Link Relevant Representation - Submission Version Redacted.pdf \(planninginspectorate.gov.uk\)](#)

		walking, walking route to school on Brook Farm Road, potential SEND provision, a zebra crossing and listed buildings. At places the road is very narrow with weight restrictions and includes, a railway crossing, the traffic light controlled B1119/B1121 crossroads, two major supermarkets, a zebra crossing, two bus stops and is dangerous for pedestrians crossing the road to St John the Baptist Church and Manor Gardens.
<b>p. 155 11.176</b>	Key areas of cumulative inter-project impact are considered to be: v. B1121 from A12 to River Fromus Bridge: Sea Link, Lion Link vi. B1121 to Saxmundham and B1119 towards Leiston: Sea Link, Lion Link	Taking into consideration the annual 20% increase in traffic as noted above, the implications of daily twenty-four rail use, we consider that Sizewell C directly impacts Saxmundham and should be added to the projects that affect the B1121 and B1119. Moreover, the Suffolk Water Recycling, Transfer and Storage Project and South Saxmundham Garden Neighbourhood of 800 residential dwellings and associated employment area as noted in our WR should be considered as inter-project impacts. <sup>8</sup>
<b>pp.167-8 Converter Station Site 11.242</b>	Saxmundham Footpaths 5 and 6 cross the site and require diversion. 11.242 SCC considers that the development and design of the converter station site should include additional opportunities for recreation and other community benefits and should be developed with input from the local communities, through proactive engagement with Saxmundham, Benhall and Sternfield. 11.243 The strip of land along of the B1119 currently included in the proposed DCO limits, even considering the recent change request by the Applicant, does not appear sufficient to accommodate substantial planting (tree belts) and an additional Public Right of Way that would provide, at least, for example, a circular route from Saxmundham, which also connect to other PROW in the area. River Fromus Crossing.	We refer to our Relevant Representation, section 20 and appendix 3, <i>Empowering Nature – Protecting Saxmundham</i> in which we call for ‘a bold call for nature-positive infrastructure and locally driven environment enhancement... grounded in local priorities, informed by community consultation, and designed to deliver tangible long-term gains in biodiversity, public access to nature, and community well-being’. <sup>9</sup> Furthermore, we can confirm that we have engaged with a wildlife group to drive forward the initiative and fully participate with stakeholders, including local parishes and environmental groups.
<b>p.203</b>	Suffolk’s economic base - especially in rural towns like Saxmundham, Leiston, and Aldeburgh - is made up of mostly small, service-oriented businesses that could benefit from short-term construction activity, particularly if accommodation is sourced locally and worker	In practice, this assumed economic uplift has not been reflected in Saxmundham’s experience to date. Early observational evidence suggests that any increased spend from Sizewell C workers is largely captured by national chains — supermarkets, hotels and

<sup>8</sup> [EN020026-001135-Saxmundham Town Council - F248483B9 - Sea Link - EN020026 - Written Representation.pdf \(planninginspectorate.gov.uk\)](#)

<sup>9</sup> [EN020026-000579-Sea Link Relevant Representation - Submission Version Redacted.pdf \(planninginspectorate.gov.uk\)](#), (quoted from p.34).

	<p>spend is retained within the community. However, without intervention, these opportunities tend to be minimal and transient and are often captured by larger regional or national supplier.</p>	<p>takeaways — rather than independent high street traders. Independent businesses report reduced footfall as a result of congestion and parking pressures, and increased traffic discourages regular shoppers from visiting the town centre. These behavioural changes suppress precisely the type of linked trips (supermarket visit followed by independent shopping) that sustain local retail resilience. Without targeted measures that actively support independent businesses, the claimed benefits are unlikely to materialise in Saxmundham.</p>
<p><b>p.214 13.86</b></p>	<p>The Council is seeking to ensure the accommodation of construction workers and other workers who are not home based is to the benefit of the visitor economy rather than disrupting it. For example, depending on the scheduling of works, utilising accommodation that is available out of season that could complement the tourist season. If this were not to be achieved, the accommodation sector would be unlikely to be able to accommodate both workers and tourists, thus resulting in a reduction in tourist numbers and potentially detrimental impacts on tourist businesses in the region.</p>	<p>While the principle of aligning worker accommodation with seasonal availability is noted, this is only viable if Sizewell C ensures that the majority of non-home-based workers are housed within the dedicated Sizewell C accommodation campus. Failure to do so will place unsustainable pressure on the local private rented sector. In Saxmundham and Leiston, rental prices have risen sharply in recent years, and the arrival of long-term construction workers has the potential to inflate them further, pushing local households out of reach of affordable housing options. Evidence from the current market already shows limited supply and high demand; see Rightmove current listings that illustrate the scarcity and cost of rental accommodation.<sup>10</sup></p> <p>In addition, the increased use of HMOs for worker accommodation risks creating knock-on impacts in residential neighbourhoods. These include heightened on-street parking pressures - particularly acute in Saxmundham where some rail users already park in residential streets to avoid station charges. Without stringent controls and a firm commitment that the Sizewell C campus will be the default accommodation solution, the visitor economy and local communities will face significant and lasting disruption.</p>
<p><b>p.214 13.88 and 13.89</b></p>	<p>The Council encourages the Applicant to consider community benefit options and would be happy to discuss how community benefits suitable for the locality could be incorporated. Secondary mitigation should be in addition to any community benefits from the development, guided by the government’s expectations set out in the Community Funds for Transmission</p>	<p>We refer to our Relevant Representation section 20 and appendix 3, <i>Empowering Nature – Protecting Saxmundham</i> in which we call for ‘a bold call for nature-positive infrastructure and locally driven environment enhancement... grounded in local priorities, informed by community consultation, and designed to deliver tangible long-term gains in biodiversity,</p>

<sup>10</sup> [Properties To Rent in Saxmundham | Rightmove](#)

	<p>Infrastructure Guidance published by the Department for Energy Security &amp; Net Zero in March 2025. The Council also encourages project promoters to consider legacy opportunities of all elements of their development.</p>	<p>public access to nature, and community well-being'.<sup>11</sup> Furthermore, we can confirm that we have engaged with a wildlife group to drive forward the initiative and fully engage with stakeholders, including local parishes and environmental groups.</p>
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<sup>11</sup> [EN020026-000579-Sea Link Relevant Representation - Submission Version Redacted.pdf \(planninginspectorate.gov.uk\)](#), (quoted from p.34).

# National Grid Electricity Transmission – Sea Link – EN020026

## Saxmundham Town Council

### Comments on Applicant's Change Request

#### Benhall Bridge – Traffic Diversion Route

(Deadline 2, Tuesday 9 December 2025)

#### 1. Introduction

Saxmundham Town Council acknowledges that the Applicant has identified two engineering options for strengthening the B1121 bridge over the East Suffolk Railway Line at Benhall. Both options require a full closure of the road - either for the installation of a temporary mini-bridge (Option 1) or for permanent strengthening works (Option 2). In both scenarios, access would be retained only for residents of Benhall and Whitearch Park, with all other road users of the B1121 diverted through Saxmundham via the B1119.

The proposed diversion route - B1119 Rendham Road, Mill Road, Chantry Road and right onto the B1121 South Entrance (and vice versa) - raises significant concerns for the Town Council.<sup>1</sup> This route passes through heavily residential areas and locations with high numbers of pedestrians, vulnerable users, and emergency service premises.

#### 2. Key Constraints Along the Proposed Diversion Route

A summary of the issues is set out below:

- **A12/B1119 Junction Safety**

The A12/B1119 junction already presents well-known safety risks, particularly for vehicles turning right from the Framlingham direction towards Saxmundham, and those turning right from the B1119 to join the A12 northbound. Diverting additional traffic through this junction will exacerbate an already hazardous situation.

- **Impact on Residents, Vulnerable Users and Emergency Services**

Traffic from the A12 onto the B1119 immediately enters a residential area with a care home on one side and the Memorial Field (with a children's play area) on the other. Shortly afterwards, traffic passes the fire and ambulance stations and a zebra crossing

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<sup>1</sup> [EN020026-001634-9.76.5 Change Application Addendum to Volume 6 Environmental Statement.pdf \(planninginspectorate.gov.uk\)](#)

used by families and older residents. Any increase in traffic volumes will increase risk to pedestrians and wheelers and could hinder emergency service operations.

- **Mill Road Level Crossing Constraints**

Mill Road is a residential, unclassified street. The level crossing closes twice per hour between approximately 06:00 and 23:00. Any significant rise in traffic will result in congestion, vehicle idling and driver frustration, particularly at peak times.

- **Chantry Road Severe Constraints**

Chantry Road lies immediately beyond the level crossing and includes a nursing home, Grade II listed cottages and part of Saxmundham's Conservation Area. Much of the road is effectively single-track with only one narrow footway, forcing pedestrians into the carriageway. The gross weight restriction (7.5 tonnes except for access) is designed to protect both the road and the adjacent heritage buildings, some of which are more than 500 years old. Even modest increases in car traffic, let alone improper use by HGVs, would create congestion, safety hazards and potential structural risk to listed properties and the multitude of services under the road surface,

### **3. Previous Representations**

Saxmundham Town Council emphasises that the majority of our concerns regarding the suitability of the B1119 diversion route have already been set out in detail in our Relevant Representation and reinforced during the Open Floor Hearing. These issues are therefore well established on the record and should not require restatement in full at this stage.<sup>2</sup> However, in light of the new information presented in the Change Request, we feel it is necessary to highlight the most critical unresolved matters.

### **4. Concerns with the Applicant's Assessment**

Saxmundham Town Council has serious reservations about the Applicant's conclusions:

- **Reliance on an 11.4% Increase Being 'Negligible'**

The Applicant's statement that an 11.4% increase in traffic is negligible fails to take account of the context. The B1121 South Entrance is a wide two-way road with traffic signals, whereas Chantry Road is a single-lane bottleneck controlled by priority lights. An 11.4% increase at such a pinch-point is not negligible - it will generate congestion back to the level crossing and may compromise its safe operation.

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<sup>2</sup> [EN020026-000579-Sea Link Relevant Representation - Submission Version Redacted.pdf \(planninginspectorate.gov.uk\)](#); [EN020026-001033-Open Floor Hearing, Noise 5 Nov amended to transcript.pdf \(planninginspectorate.gov.uk\)](#)

- **Claim of a 12.2% Reduction in Traffic at the B1121/B1119 Junction**

We do not accept the claim that traffic at this junction will reduce. Vehicles travelling from the A12/B1121 Benhall junction would instead divert to the A12/B1119 Rendham Road junction. While there may be reduced flow at B1121 South Entrance, residents of Benhall, Sternfield, Snape and Aldeburgh will still use this route into Saxmundham. The Applicant appears to have assumed a redistribution pattern that does not reflect actual travel behaviour. We request clarity on how the predicted reduction has been calculated.

- **Pedestrian and Wheeler Safety**

The Applicant has not demonstrated any meaningful assessment of increased risk to pedestrians, cyclists, mobility users or parents with pushchairs who routinely use the B1119 into the town centre. Chantry Road in particular is hazardous due to the absence of a safe passing width for pedestrians.

- **Air Quality and Amenity**

No reference appears to have been made to potential air quality impacts. Congestion in Mill Road and Chantry Road will inevitably lead to increased idling, worsening air quality for residents, schools, care facilities and users of the Memorial Field.

- **Heritage and Structural Risk**

Heavy vehicles are already prohibited from using Chantry Road except for access. Diverted traffic risks accidental HGV incursions. Vibrations from heavier or increased traffic could cause structural harm to nearby listed buildings.

- **Economic Impact on the Town Centre**

Increased congestion on key approach routes may deter shoppers and visitors, harming local businesses. The Applicant has not provided any assessment of economic impact.

## **5. Town Council Position and Recommendations**

We note that the Applicant intends to ‘consider the potential impacts associated with the redistribution of Future Baseline traffic.’<sup>3</sup> However, based on the inadequacies identified above, Saxmundham Town Council remains opposed to the proposed diversion through the town and to the bridge strengthening project as currently presented. We strongly recommend:

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<sup>3</sup> [EN020026-001634-9.76.5 Change Application Addendum to Volume 6 Environmental Statement.pdf \(planninginspectorate.gov.uk\)](#), p.61

- **Comprehensive Traffic Survey**  
A full traffic survey covering flows from the A12 Benhall junction through the B1121/B1119 network.
- **20mph Town-Centre Speed Limit**  
Applicant-funded, to mitigate heightened risk to pedestrians and wheelers.
- **Signal-Controlled Pedestrian Crossing on the B1119**  
Near the Memorial Field, providing safe crossing during the diversion period. We would also welcome consideration of a permanent pedestrian crossing at this location as part of long-term mitigation, given existing safety concerns and the increased footfall expected over coming years.
- **Robust HGV Management Plan**  
Ensuring HGVs do not follow the diversion route as illustrated on *Document 2.7: Access, Rights of Way and Public Rights of Navigation Plans, Version: B Version 2 Change Request, November 2025* but instead use the designated HGV routes identified by Suffolk County Council Highways.<sup>4</sup>
- **Instigation of a Yellow Box Junction (B1119/Seaman Avenue)**  
To ensure emergency vehicles are not delayed by queuing traffic during periods of increased congestion associated with the diversion route.
- **‘Keep Clear’ Road Markings (Chantry Road – Pharmacy Car Park/Rear Entrance)**  
Non-mandatory Keep Clear markings should be installed to maintain access to the Pharmacy car park and rear entrance on Chantry Road, supporting both public access and delivery operations throughout the diversion period.

Until these matters are fully addressed, including a realistic and context-appropriate understanding of traffic redistribution, Saxmundham Town Council cannot support the proposed approach.

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<sup>4</sup> [2.7 \(B\) Access, Rights of Way and Public Rights of Navigation Plans \(Version 2, change request\) \(planninginspectorate.gov.uk\)](https://www.planninginspectorate.gov.uk), p.7.

# Saxmundham Town Council

## Essex & Suffolk Water Recycling, Transfer and Storage Project

### Response to Non-Statutory Consultation - November 2025

#### **1. Introduction**

Saxmundham Town Council welcomes the opportunity to comment on Essex & Suffolk Water's proposals for the Suffolk Water Recycling, Transfer and Storage Project.

The Council recognises that this is a non-statutory consultation intended to inform the development of detailed proposals. At this time, we do not object in principle to the project or to the need for improved regional water resilience. However, we wish to highlight several specific concerns relating to community disruption, environmental protection, construction practices, and the need for tangible local benefit.

Saxmundham lies at a key junction within the proposed scheme, with two options for a pipeline entering Saxmundham Water Tower from the proposed central service reservoir and two options for a pipeline leaving the Water Tower to provide water to Sizewell C. The town will therefore be directly affected during the construction phase.

At the present time, Saxmundham is also engaged in responding to several major Nationally Significant Infrastructure Projects affecting the area. Given these resourcing pressures, the Council's response to this consultation focuses solely on the direct implications for Saxmundham itself, rather than providing wider comment on the project as a whole.

#### **2. Overall Concerns: Disruption, Environment and Construction Practices**

The Council's principal concerns are the disruption to people, the impact on the environment, and the standards of construction practice.

Although this scheme may not be considered to be as intrusive as the major energy infrastructure projects already affecting our area, the cumulative impact of multiple developments being delivered concurrently across the Saxmundham area will still be significant. Residents are already experiencing both construction fatigue - caused by repeated road closures, heavy vehicle movements and loss of amenity - and consultation fatigue from the continual cycle of public engagement and examination processes associated with multiple major projects in the area.

The Council therefore expects Essex & Suffolk Water to demonstrate how it will minimise community impacts and disruption, compensate the local communities affected by the proposals, protect biodiversity, and deliver works to the highest safety and environmental standards.

#### **3. Lack of Clear Local Benefit**

When asked what specific benefit this scheme would bring to Saxmundham, no definitive answer was provided at the Essex & Suffolk Water public consultation event. Responses focused on

meeting supply deficits elsewhere in Suffolk, rather than any local improvement to our own network.

Saxmundham has experienced intermittent brown and cloudy water in recent months, which we understand may be due to the water tower having run dry and subsequently being replenished by tanker deliveries. We received conflicting reasons for this problem from representatives at the consultation event however this highlights the vulnerability of the town's existing supply network and underlines the need for a lasting improvement in local water infrastructure. The Council therefore expects this project to deliver a direct and measurable enhancement to the reliability and quality of Saxmundham's water supply.

It is difficult to justify further disruption to residents without clear evidence of how they will benefit. The Council seeks reassurance that local supply resilience will be strengthened as part of this investment.

#### **4. Pipeline Routes and Local Impacts**

Two potential routes are proposed to enter the Saxmundham Water Tower (C-S9 and C-S10) and two leave it (S-S11 and S-S12). The Council recognises that Essex & Suffolk Water does not yet have full knowledge of existing pipework and intends to undertake non-intrusive surveys to clarify this. We hope that the company will be able to connect to existing infrastructure wherever feasible to limit new ground disturbance. We understand that should the northern route to Sizewell be selected (S-S11) that a connection could be installed from the incoming main (C-S9 or C-S10) to serve Sizewell C, thus avoiding the need for two pipelines in the town.

While the Council does not wish to express a preference for a particular route at this stage, each option has disadvantages. Some routes may allow works to be carried out via existing highways, while others risk direct impact on residential areas and community open spaces. It is essential that final routing decisions are made transparently, with full public consultation and clear explanation of construction and methods reinstatement proposals.

At the consultation event, the representatives of Essex & Suffolk Water seemed unaware of the apparent clash between route S-S12 and Sea Link's proposed new access road from the B1121 and new bridge over the River Fromus in clear view of Hurts Hall and Manor Gardens. There is reference in the document elsewhere to Sea Link and Lion Link development but not in the assessment and outcomes for S-S12. This suggested route also passes through the proposed South Saxmundham Garden Neighbourhood. It recognises the issues that would arise from rail and road crossings for this route but there is little or no consideration, as expressed earlier, of cumulative impact.

Particular care must be taken to protect the War Memorial Playing Field and Seaman Avenue Play Park from construction harm. These areas are well-used community assets and form a key part of the town's green infrastructure. The Council has been working for years to enhance the biodiversity of the War Memorial Playing Field, and this progress must not be jeopardised by inappropriate construction activity or using the field as a compound for heavy machinery. Soil compaction, damage to turf and loss of habitats would undermine years of environmental improvement.

Both sites are designated as Local Green Spaces under Policy SAX15 of the Saxmundham Neighbourhood Plan. This designation gives them strong protection against development consistent with Green Belt policy. Any construction activity, compound siting or ground

disturbance within these areas would therefore conflict with local planning policy and should be avoided. Moreover, in recent weeks, the Council has invested £60,000 in a substantial improvement to play facilities at Seaman's Avenue Play Park and if there is any, even short-term, impact on this park considered, Essex & Suffolk water must be clear at an early stage what compensation arrangements would be in place.

In planning and delivering the scheme, Essex & Suffolk Water must ensure that disruption to residents is kept to an absolute minimum while balancing this with the need to protect the environment, biodiversity and wildlife. The Council has a statutory biodiversity duty under the Environment Act 2021 to conserve and enhance biodiversity in all its decisions and activities. The Council therefore expects the company to adopt construction methods, access arrangements and reinstatement practices that minimise noise, disturbance and visual intrusion for residents, while safeguarding habitats, species and soil health.

Equally, the area of scrubland near the Water Tower (believed to be owned by Essex & Suffolk Water) supports valuable wildlife habitat and should be safeguarded throughout the project. The Saxmundham Water Tower, identified as a Non-Designated Heritage Asset under Policy SAX11 of the Saxmundham Neighbourhood Plan, is locally significant for its historic and architectural character. Works in its vicinity should respect this heritage designation and ensure that the adjacent scrubland is retained and enhanced as part of the scheme's environmental commitments.

However, the Council recognises that the methodology for undertaking much of the work could be via directional drilling, resulting in no disturbance to the surface. While we wish to avoid disturbance to the War Memorial Playing Field, we understand that if drilling were undertaken in a straight line from the Scout Hut, the work could be completed quickly. This would significantly reduce highway disruption and construction duration. It would also minimise the overall impact on residents enabling the Council to seek compensation for facilitating a quicker, lower-cost construction method.

## **5. Environmental Responsibility and Water Efficiency**

The Council notes that the project documents focus heavily on increasing the volume of water available to the region but give far less attention to reducing overall demand or preventing water wastage. Managing consumption is an equally important part of achieving long-term water resilience.

Essex & Suffolk Water should therefore take a proactive leadership role in promoting responsible water use across all sectors. The company should design and deliver a comprehensive water-efficiency programme for households and businesses which could include:

- Facilitating and promoting the use of water butts to harvest rainwater for garden use and other non-potable purposes.
- Encouraging the installation of grey-water recycling systems for uses such as toilet flushing or garden irrigation, reducing reliance on mains supply.
- Supporting the uptake of simple, proven household water-saving measures such as dual-flush toilets, low-flow taps and showers, running full loads in dishwashers and washing machines, regular leak detection and repair, and shorter showers.

These measures should be supported by a visible public campaign combining education, behavioural-change communication and community engagement.

A more balanced approach between supply-side investment and demand-side efficiency would strengthen sustainable water management for Saxmundham and the wider region, reduce the need for future large-scale engineering projects, and build public confidence that every effort is being made to use water responsibly.

The Council also notes that the project will supply around two million litres of water per day to the Sizewell C site. It is understandable that some residents may feel frustrated at being asked to reduce their own consumption while a major industrial user is guaranteed a substantial supply. It will therefore be essential for Essex & Suffolk Water to manage this communication carefully, clearly explaining the purpose and scale of the supply to Sizewell C within the wider regional context, and demonstrating how domestic, commercial and industrial users are all being encouraged to use water responsibly. Effective, transparent communication will be vital in maintaining public confidence and community support for the project.

New development also offers an important opportunity to embed water-efficiency measures from the outset. The proposed South Saxmundham Garden Neighbourhood, which is currently at the outline planning application stage for around 800 homes, provides an ideal pilot project for integrating rainwater-harvesting and water-saving systems at design stage. This would remove the need for later retrofitting, deliver measurable environmental benefit, and demonstrate genuine alignment between Essex & Suffolk Water's strategic aims and local sustainable planning.

## **6. Construction Management and Reinstatement**

If works proceed within or near Saxmundham, the Council will require Essex & Suffolk Water to ensure:

- Early coordination with the Town Council, emergency services, schools and local organisations.
- Full traffic and pedestrian management plans.
- Protection for mature trees, scrubland, hedgerows, play equipment and biodiversity areas, including measures to prevent soil compaction, protect the soil biome, and maintain habitat connectivity. Construction activity should be carefully timed to avoid sensitive periods for wildlife and to minimise ecological disturbance.
- Written agreement on reinstatement standards, ensuring that all land is restored to at least its original condition, or improved.

## **7. Legacy Benefits for Saxmundham**

It is vital that Saxmundham derives lasting legacy benefits from hosting part of this project. The Council encourages Essex & Suffolk Water and Sizewell C to work in partnership to fund and deliver community-based environmental schemes such as:

- Retrofitting public buildings with rainwater-harvesting systems, allowing toilets and facilities to use grey water.

- Supporting the Council's Saxon Road allotment garden restoration project by funding rainwater collection from a new communal shed, as there is currently no mains water on site.
- Developing a community flood resilience scheme for Saxmundham and the surrounding parishes of Kelsale-cum-Carlton and Benhall and Sternfield. This could include the widespread installation of water butts, supported by a simple alert system or app prompting residents to collect rainwater during periods of heavy rainfall and to release it safely during dry spells. The need for such a scheme was clearly demonstrated during the recent thunderstorm which caused flooding to the Market Hall, Tesco supermarket and several residential properties. By capturing excess rainwater locally, the scheme would help reduce pressure on drainage systems, mitigate surface water flooding, and strengthen community engagement in sustainable water management.

These initiatives would not only help mitigate future flood risk but also complement the Council's statutory biodiversity objectives under the Environment Act 2021, ensuring that environmental enhancement is embedded within the project's legacy outcomes.

## **8. Communication and Accountability**

Residents left the public consultation with more questions than answers. The Council notes that Essex and Suffolk Water representatives tended to offer the most positive and reassuring responses to questions raised, rather than presenting the full range of possible scenarios that may emerge as the project develops beyond its initial stages. This approach, while perhaps well-intentioned, has contributed to uncertainty and a lack of trust in the information provided. The Council therefore expects future engagement to be transparent, candid and evidence-based, enabling residents and local authorities to properly understand the likely impacts and mitigation measures.

The Council therefore expects Essex & Suffolk Water to:

- Provide clear, ongoing communication to affected residents and stakeholders.
- Appoint a named community liaison officer for Saxmundham.
- Publish detailed maps showing confirmed routes, access points and reinstatement commitments. The interactive map provided on the consultation website is a useful tool; however, the map layers should be made transparent, as once overlaid on the residential areas of Saxmundham it became difficult to orientate oneself and identify the precise locations affected.
- Explain how the project will deliver both regional water resilience and local environmental benefit.

## **9. Conclusion**

At this time, Saxmundham Town Council does, in principle, not oppose the Suffolk Water Recycling, Transfer and Storage Project in principle and recognises that this early consultation seeks local insight to shape the next stage of design. However, the Council remains concerned

about the substantial disruption to residents, environmental impact and absence of clear local benefit.

The Council urges Essex & Suffolk Water to work collaboratively with the community, protect Saxmundham's valued open spaces and deliver measurable improvements to local water quality and environmental resilience as part of this investment.

These expectations are consistent with the Saxmundham Neighbourhood Plan and with the Council's biodiversity duty under the Environment Act 2021.

## Saxmundham Town Council

Committee	Town Council
Meeting Date	8 December 2025
Item Number	8a
Report Title	Local Government Reorganisation – Opportunities for Devolved Assets and Services
Report Author	Sharon Smith, Town Clerk

### 1. Purpose of the Report

To invite Councillors to consider the opportunities arising from the local government reorganisation proposals for Suffolk and to identify which assets and services the Town Council might wish to explore taking on.

The report also proposes a community consultation to enable residents to shape and inform the Town Council's priorities in this area.

### 2. Background

Two differing business cases have now been submitted to government regarding the future shape of local government in Suffolk:

- Suffolk County Council's "One Suffolk" proposal seeks to create a single county-wide unitary authority, replacing the existing county, district and borough councils.
- The District and Borough Councils' "Three Councils for Suffolk" proposal advocates for three smaller unitary authorities – Western, Central/Eastern, and Southern Suffolk - aiming to maintain stronger local focus and accountability.

Although the government has yet to indicate its preferred model, both approaches agree that the two-tier system will end and that greater powers and responsibilities could be devolved to town and parish councils.

From the Town Council's perspective, there will ultimately be one principal authority responsible for our area. Accordingly, the opportunities for local devolution of assets and services will be broadly similar, whichever governance structure is approved.

The Town Council's early consideration of devolution opportunities will ensure that it is well placed to influence the design of future governance arrangements and to secure the best outcomes for Saxmundham.

### 3. One Suffolk Proposal

The *One Suffolk* proposal identifies a phased approach to devolution, enabling town and parish councils to take on additional responsibilities gradually and in line with their capacity. It also allows certain services to be trialled locally, with the option for them to be handed back to the unitary authority if delivery proves impractical.

Importantly, the *One Suffolk* proposal also states that the funding currently used to deliver these devolved services will transfer alongside the responsibility, so the costs will not fall entirely on

town and parish councils. This means that, where service budgets are devolved proportionately, an increase in the local precept will not always be necessary to maintain existing levels of provision.

Notably, *One Suffolk* has identified Saxmundham Town Council as one of Suffolk's forward-thinking and progressive councils, considered well placed to take on devolved responsibilities early in the new arrangements. This reflects the Town Council's strong governance framework, active community engagement, and proven track record in delivering local services and managing assets effectively.

#### **4. Three Councils for Suffolk Proposal**

In contrast, East Suffolk Council has not, to date, been as forthcoming in its approach to engagement with town and parish councils regarding potential devolution opportunities. While the *One Suffolk* proposal outlines a clear, phased framework for partnership working, the District Council's position remains uncertain, and there has been limited dialogue about how local councils might assume greater responsibility for assets and services in their areas.

At this stage, it is not clear whether East Suffolk Council intends to pursue a consistent or transparent approach to devolution, or how funding and liabilities would be managed under any future transfer arrangements. The Town Council therefore remains open to discussion but awaits greater clarity and commitment from the District Council before entering detailed negotiations.

#### **5. Devolution Timetable**

Based on similar local government reorganisations elsewhere, a shadow authority for the new Suffolk unitary structure would likely be established around May 2027, one year prior to the new authority becoming fully operational in May 2028.

By progressing preparatory work during 2025–2027, the Town Council can position itself at the forefront of the initial implementation phase, ready to engage with the shadow authority as soon as it is formed. Early readiness will help the Town Council avoid the anticipated bottleneck of devolution requests, secure early-adopter status, and negotiate favourable terms for any transferred assets or services.

#### **6. Recommended Initial Position**

At this stage, it is proposed that the Town Council adopt an ambitious, or 'maximalist', approach to devolution, recognising that local assets and services are likely to be better protected and managed through local decision-making rather than being left to a more remote unitary council, whose statutory budget constraints and wider priorities may not always align with the specific needs of Saxmundham. Taking this position early will help safeguard community assets, maintain service quality, and ensure that local knowledge informs decisions that directly affect residents.

However, no detailed due diligence has yet been undertaken, and the financial implications on the Town Council's budget have not at this stage been considered. This represents an 'in-principle' stance, to be refined once detailed negotiations and cost modelling are complete.

#### **7. Emerging Opportunities for Consideration**

This report outlines a series of potential opportunities for further exploration, highlighting ten areas that could deliver the most tangible benefits to the community through local management or partnership working under a future devolution framework.

**Green Spaces** - the Town Council should consider a selective approach to the adoption of green spaces, focusing on those that deliver clear community, environmental or strategic benefit. While some small areas within Saxmundham offer limited value and would represent a maintenance liability, acquiring key sites such as Fromus Green and the walkway between the High Street and Fromus Green would strengthen local control over important community assets. Consideration should also be given to bringing the grass-cutting of Town Council open spaces in-house, rather than continuing to contract this work out, to improve flexibility, quality, and responsiveness of maintenance.

**Car Park and Public Toilets** - the Town Council should consider acquiring the Market Place car park and the adjoining public toilets as key community facilities. The car park is potentially an income-generating asset, offering an opportunity to support the long-term financial sustainability of local service delivery. Local management would also enable higher maintenance standards and better integration with town centre activity and events. In the longer term, there is scope, identified in the Neighbourhood Plan, to explore a link between the Market Place car park and the station car park as part of the Station Area Opportunity Zone, increasing parking capacity and connectivity while supporting town centre regeneration objectives.

**Play Areas** - the Town Council should consider exploring the acquisition and maintenance of three additional play areas at Fromus Green, Thurlow Close, and Mayflower Avenue. Bringing these sites under local management would create an opportunity to improve their condition, accessibility, and long-term sustainability, while ensuring that investment decisions reflect local priorities. By coordinating maintenance and design standards across all sites, the Town Council could increase the overall play offer for Saxmundham's children and families, creating a network of safe, engaging, and age-appropriate spaces distributed across the town.

**Town Ranger** - the Town Council should consider the creation of a Town Ranger role to provide a visible and responsive presence across Saxmundham. The role would focus on practical, day-to-day upkeep of the public realm, including litter picking, emptying public bins, weeding, cleaning signs and street furniture, footpath upkeep, and maintaining high standards of appearance in key areas of the town. By addressing small maintenance issues promptly and taking pride in local presentation, a Town Ranger would help to improve civic pride, enhance the visitor experience, and complement the work of the Green Team and other volunteers. This hands-on role would also provide valuable local intelligence about emerging issues, helping the Town Council to respond quickly and effectively to community concerns.

**Cemetery** - the Town Council should consider the acquisition and management of the cemetery. If the site remains open for new burials, it represents not only a potential income stream to support the Town Council's long-term financial sustainability but also a sensitive and valued community asset that requires careful stewardship. The cemetery occupies a strategically important position, providing a green link between the existing town and the proposed South Saxmundham Garden Neighbourhood, as identified in the Neighbourhood Plan. The Town Clerk has previous experience acting as the Burial Authority for other local councils, which would provide a strong foundation for managing the cemetery in compliance with statutory requirements. Local ownership would allow the Town Council to ensure that this connection is maintained and enhanced, integrating biodiversity and accessibility improvements while preserving the cemetery's dignity and character.

**Civil Parking Enforcement** - the Town Council should explore the possibility of acquiring local responsibility for aspects of civil parking enforcement. Persistent issues such as illegal parking on town centre zigzags and inconsiderate parking around residential streets and junctions

undermine safety, accessibility, and the appearance of the town. Local oversight would enable a more responsive and proportionate approach, with enforcement focused on the areas of greatest concern to residents and businesses. By managing or commissioning enforcement locally, the Town Council could help to improve road safety, support the vitality of the town centre, and reinforce respect for shared public spaces.

**Local Speed Limits** - the Town Council should explore opportunities to take on local responsibility for setting and enforcing appropriate speed limits, particularly within the town centre. The Neighbourhood Plan identifies congestion, narrow footways, pedestrian safety and unauthorised parking in the town centre as significant concerns. The Neighbourhood Plan seeks to reduce non-essential vehicle use of the High Street and prioritise pedestrian movement and safety. Introducing a 20-mph limit through the town centre would align closely with this vision, improving safety for pedestrians, cyclists, and mobility users while enhancing the overall sense of place and accessibility. Local control over speed management would also allow a more tailored, community-focused approach to traffic calming, ensuring that measures reflect local priorities and the historic character of the town.

**Local Planning** - the Town Council should seek an enhanced role in the consideration of minor planning applications, building on its strong local knowledge and established community relationships. As the tier of government most closely connected to residents, the Town Council is well placed to provide informed and balanced input on small-scale development that directly affects the character and amenity of the town. In parallel, the Town Council should also seek a more active role in planning enforcement, particularly to help protect and preserve the town's Conservation Area. A more formalised role in both minor development control and enforcement would strengthen local representation within the planning process, ensure that community priorities and design aspirations are properly reflected in decisions, and help to deliver outcomes consistent with the Neighbourhood Plan.

**Library Service** - the Town Council should monitor the future of the Saxmundham library service and remain alert to any opportunities or risks arising from future devolution or funding changes. The library is a vital community hub, supporting literacy, learning, digital inclusion and social connection. While the Town Council is committed to sustaining a thriving local library, doing so solely through local resources may be challenging. A collaborative approach may be essential to safeguard its long-term future and explore ways to enhance its role within the town centre.

**Public Rights of Way** - the Town Council should consider taking a more active role in maintaining local public rights of way to ensure they remain accessible, well-marked and well maintained. These paths are an important part of Saxmundham's green infrastructure, linking neighbourhoods, the town centre, and surrounding countryside, and encouraging walking, health and wellbeing. Local management or partnership working could help to improve waymarking, vegetation clearance, and surface conditions, ensuring routes are safe and easy to follow throughout the year. Greater local oversight would also support the town's wider objectives for sustainable transport, tourism, and biodiversity by promoting access to nature and encouraging active travel within and around Saxmundham.

## **8. Community Consultation Proposal**

If the Town Council adopts this position, it is recommended that a public engagement document be prepared to seek residents' views on potential areas of devolution. This consultation should precede detailed asset and service assessment, as such work would require external expertise and formal engagement with Suffolk County Council and East Suffolk Council to establish

accurate costings, maintenance responsibilities, and any liabilities attached to each individual asset or service.

The consultation document will inevitably be broad in scope and may not yet include precise financial implications or precept impact. Its purpose will be to gauge community priorities and establish whether there is public support for the Town Council assuming greater local responsibility for assets and services.

## **9. Staffing Resource Implications**

Delivering a proactive and capable approach to devolution will require adequate staffing capacity, professional expertise, and organisational resilience. The Town Council's expanding responsibilities, project workload, and the potential transfer of further services and assets through local government reorganisation will place additional pressure on existing staff resources.

To ensure the Town Council is equipped to manage these demands effectively, it is recommended that staffing capacity be strengthened through the creation of another senior-level full-time post. This role would provide vital support to the Town Clerk, ensuring robust governance, financial management, and project oversight as the Town Council takes on more complex and externally facing responsibilities.

Investing in additional capacity now will ensure the Town Council is resourced and ready to participate fully in local government reorganisation, safeguarding its ability to influence outcomes and deliver local priorities effectively.

## **10. Future Council Size and Representation**

As part of preparing for LGR, the Town Council may wish to consider whether its current number of elected members provides sufficient capacity, resilience and democratic representation for the expanded opportunities and responsibilities outlined in this report. If the Town Council pursues an ambitious approach to devolution there may be merit in reviewing whether a modest increase in councillor numbers would improve governance capacity, distribute workload more effectively and strengthen local democratic engagement.

The Local Government Boundary Commission for England (LGBCE) reviews council size as part of wider electoral governance arrangements, and significant structural changes arising from reorganisation may present a timely opportunity to request such a review. An increase in councillor numbers would help ensure that the Town Council is well placed to absorb additional responsibilities, lead on community priorities and respond effectively to the opportunities arising from reorganisation. This preparatory work would support the Town Council's overall readiness and help future-proof its governance structure as the transition to a unitary authority progresses.

Under current legislation, the number of councillors for a parish or town council cannot be changed by the Town Council directly. It must be changed through a Community Governance Review (CGR) conducted by the principal authority. For Saxmundham, this is presently East Suffolk Council, until reorganisation transfers this power to the new unitary authority.

### **Step-by-step process**

#### **1. Town Council passes a formal resolution**

- Resolve that the Council wishes to increase its number of councillor seats.

- Set out clear reasons, such as:
  - increased population growth (including the Garden Neighbourhood),
  - greater service responsibilities expected through devolution,
  - increased workload (including Nationally Significant Infrastructure Projects),
  - strengthening democratic representation,
  - the need for resilience and succession planning.

## **2. Submit a written request to East Suffolk Council**

The request should ask ESC to conduct a Community Governance Review for Saxmundham under the Local Government and Public Involvement in Health Act 2007.

The request must include:

- the current number of seats,
- the proposed number of seats,
- justification,
- any supporting evidence (e.g., planned developments, increased service delivery).

## **3. East Suffolk Council carries out the Community Governance Review**

This will include:

- a timetable for the review,
- public consultation,
- analysis of community identity and effective governance.

ESC will then make a Reorganisation Order, which legally changes the number of councillors.

## **4. Changes take effect at the next ordinary parish elections**

- If completed in time for May 2027 (unitary shadow elections) or May 2028 (first unitary elections), the new council size could come into force then.

## **5. After LGR, the new unitary authority becomes the reviewing body**

If the Town Council waits, the future Suffolk unitary authority will take over CGRs. Acting early avoids delays during the transition.

## **11. Recommendations**

To ensure the Town Council is well prepared for local government reorganisation and potential devolution of assets and services, it is recommended that the Town Council:

1. **Affirms** its intention to take an ambitious yet selective approach to devolution, focusing on assets and services where local management will clearly deliver community, environmental, strategic or financial benefit.

2. **Prepares** to undertake a community consultation to invite residents to help shape which local assets and services the Town Council might seek to take on.
3. **Considers** the proposed staffing restructure in light of the strategic direction and anticipated responsibilities outlined in this report.
4. **Considers** whether to request a Community Governance Review to increase councillor numbers in preparation, ensuring adequate governance capacity for future devolved responsibilities.
5. **Prepares** and submits a Local Government Reorganisation Readiness Report to Suffolk County Council and East Suffolk Council to demonstrate the Town Council's preparedness to assume devolved responsibilities, to highlight the local benefits of doing so, and to invite further dialogue with both authorities.

## 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	£3,750 <del>4,000</del> (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	£3,000 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	<del>£5,000</del> <u>£10,000</u>	£0	£0	£0	<del>£5,000</del> <u>£10,000</u> 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	<del>£50,000</del> <u>£60,000</u>	<del>£20,000</del>	£0	£0	<del>£25,000</del> <u>£56,000</u> Sizewell C Community Fund	<del>£5,000</del> <u>£4,000</u> (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	<del>£15,000</del> £41,309	<del>£15,000</del> £15,700	£0 £880	£30,000 Sizewell C Community Fund	£0 £2,111
		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 £4,120 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	<del>£5,000</del> £10,000	<del>£2,500</del>	£0	£0	£2,000 ESC Field to Fork Fund  £1,000 ESC Tour of Britain Mens' Fund  £2,500 £5,000 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	Residents/Local organisations/ Benhall and Sternfield Parish Council/Kelsale-cum- Carlton Parish	Town Council	TC/EC	Quarter 1	N	£0	£0	£0	£0	£0	£0

			approved infrastructure work.  Also SP 4.2 - Promote Sustainable Development and Energy Efficiency	Council/Energy developers										
		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 Pro bono NGET/ NGV?	£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	£0 1,000	£0	£0	£0	£3,493 2,500 (NC 4824)
		2.15	<del>Implement traffic calming measures by organising a team of Community Speed Watch and ensure regular sessions are held throughout the town.</del>	<del>Suffolk Police/ Residents/Visitors</del>	<del>Amenities and Services Committee</del>	<del>DTC</del>	<del>Quarter 2</del>	<del>N</del>	<del>£0</del>	<del>£0</del>	<del>£0</del>	<del>£0</del>	<del>£0</del>	<del>£0</del>
		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/Consultants	Market Hall Redevelopment Working Group	TC	Quarter 3	Y	<del>£10,000</del> £16,000	£0	£0	<del>£0</del> £6,000	£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	Civic and Community Committee	CO	Ongoing	Y	£7,500	£0	£0	£0	£5,000 Events	£2,500 (NC 4505)

				Businesses/Local Organisations									Coordinator Funding	
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	£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 £5,000	£0 £5,000	£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	Residents/Local Organisations	Amenities and Services Committee	EC	Quarter 4	N	£0	£0	£0	£0	£0	£0

			Saxon Road allotments and the old Fromus Centre Community Garden.											
										<b>CIL</b>	<b>CRF</b>	<b>EMR</b>	<b>Grants</b>	<b>Precept</b>
									<b>Totals</b>	<b>£44,240</b>	<b>£15,000</b>	<b>£15,000</b>	<b>£91,876</b>	<b>£74,000</b>
										<u>£55,049</u>	<u>£15,700</u>	<u>£15,000</u>	<u>£92,000</u>	<u>£75,354</u>

**Acronyms**

SP – Strategic Plan  
 SCC – Suffolk County Council  
 CIL – Community Infrastructure Levy  
 EMR – Earmarked Reserves  
 TC – Town Clerk  
 CO – Community Officer  
 EC – Environment Coordinator

ADP – Annual Delivery Plan  
 ESC – East Suffolk Council  
 CRF – Capital Replacement Fund  
 NC – Nominal Code  
 DTC – Deputy Town Clerk  
 ATC – Assistant Town Clerk  
 MO – Maintenance Officer

## Saxmundham Town Council – Annual Delivery Plan – 2026-2027

Core Values					Responsibility		Timeline		Funded By					
SP Ref	Item	ADP Ref	Activities	Stakeholders	Committee	Officer	Due Date	1 Year+	Budget	CIL	CRF	EMR	Grants	Precept
1	Openness and Transparency	A	Invest in video-conferencing facilities to widen public access by livestreaming Council and Committee meetings and enabling residents to join remotely.	Residents/ Businesses	Resources Committee	TC	Quarter 1	N	£3,500	£0	£0	£0	£0	£3,500
1	Openness and Transparency	B	Launch a new, fully accessible Town Council website that enhances transparency, improves ease of navigation and provides clearer information on Council decisions, services and activities.	Residents/ Businesses	Civic and Community Committee	TC	Quarter 1	N	£0	£0	£0	£0	£0	£0

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 1	N	£3,000	£0	£0	£3,000	£0	£0
		1.2	Create strong brand guidelines for use on online and printed media.	Residents/Visitors	Civic and Community Committee	CO	Quarter 1	N	£500	£0	£0	£0	£0	£500
		1.3	Become a member of the Suffolk Coast Destination Management Organisation to promote the town.	Residents/Visitors/ Businesses	Civic and Community Committee	CO	Quarter 1	N	£150	£0	£0	£0	£0	£150
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	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

			Also SP 4.3 - Encourage Sustainable Transport and Reduced Carbon Footprint												
		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	£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	Ongoing	Y	£0	£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	Ongoing	Y	£0	£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  Also SP 2.6 - Promote Community Safety and Resilience	Local Landowner/Residents/Visitors	Amenities and Services Committee	DTC	Quarter 1	N	£1,500	£1,500	£0	£0	£0	£0	£0
		1.9	Support the provision of solar lighting in Fromus Square.	Local Landowner/Residents/Visitors	Resources Committee	TC	Ongoing	N	£4,000	£4,000	£0	£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	£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	£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	N	£0	£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	Quarter 1	Y	£10,000	£0	£0	£0	£10,000 Visitor Economy Support Scheme	£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	£8,000	£0	£0	£0	£0	£8,000

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	£70,000	£0	£4,000	£0	£60,000 Sizewell C Community Fund	£6,000
		2.4	Commission Suffolk Markets to undertake a 'markets health check' and consider their recommendations 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	Quarter 1	N	£500	£0	£0	£0	£0	£500
		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	Ongoing	N	£500	£0	£0	£0	£0	£500
		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/EO	Quarter 1	N	£13,000	£0	£0	£0	£2,000 ESC Field to Fork Fund £1,000 ESC Tour of Britain Fund £5,000 ESC Community Partnership Fund	£5,000
		2.7	Advocate for the provision of an indoor	SCC/ESC/Residents	Town Council	TC	Ongoing	Y	£0	£0	£0	£0	£0	£0

			sports centre.												
		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	£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	£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/ Neighbouring Town and Parish Councils/Energy developers	Town Council	TC/EO	Ongoing	Y	£0	£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/EO	Ongoing	Y	Pro bono NGET/ NGV/E&SW	£0	£0	£0	£0	£0	£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/EO	Ongoing	Y	£0	£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	DTC	Ongoing	Y	£0	£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	Quarter 2	N	£0	£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	TC	Quarter 3	N	£0	£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	£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	DTC	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/Consultants	Market Hall Redevelopment Working Group	TC	Quarter 1	Y	£16,000	£0	£0	£6,000	£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 1	N	£6,000	£0	£0	£4,000 Market Hall Trust	£0	£2,000
		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
		3.6	Increase Councillor presence at monthly markets at 'Meet and Greet' sessions.	Residents/Local Businesses/Visitors	Civic and Community Committee	CO	Quarter 2	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	£200	£0	£0	£0	£0	£200
		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
3.5	Enhance Cultural Identity and Public Spaces	3.10	Revitalise and promote the Family Trail including uploading to the 'Go Jauntily' app	Residents/Visitors	Civic and Community Committee	CO	Quarter 3	N	£500	£0	£0	£0	£0	£500
		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

		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	£2,500	£0	£0	£0	£0	£2,500
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	Town Council	TC	Ongoing	Y	£0	£0	£0		£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 3	N	£3,200	£3,200	£0	£0	£0	£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 to continue their valuable work.	Residents/Visitors	Amenities and Services Committee	EO	Ongoing	N	£3,000	£0	£0	£0	£0	£3,000
		4.2	Install a bench and planting scheme at the Masonic Hall on Chapel Road.	Residents/Visitors	Amenities and Services Committee	DTC	Quarter 3	N	£2,400	£0	£0	£0	£0	£2,400
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	EO	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/EO	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 Allotment Garden and the old Fromus Centre Community Garden.	Residents/Local Organisations	Amenities and Services Committee	EO	Quarter 4	N	£2,000	£0	£0	£0	£0	£2,000
									<b>Budget</b>	<b>CIL</b>	<b>CRF</b>	<b>EMR</b>	<b>Grants</b>	<b>Precept</b>
									<b>£197,450</b>	<b>£8,700</b>	<b>£4,000</b>	<b>£13,000</b>	<b>£88,000</b>	<b>£83,750</b>

SAXMUNDHAM TOWN COUNCIL - NOVEMBER 2025

01/11/2025

Balance Brought Forward - Unity Trust Bank Current	£8,797.14
Balance Brought Forward - Unity Trust Bank Savings	£50,054.69
Balance Brought Forward - Cambridge Building Society	£70,000.00
Balance Brought Forward - Public Sector Deposit Fund	£150,000.00
	<b>£278,851.83</b>

Payments/Transfers from Unity Trust Bank Current

Invoice Date	PO No	Supplier	Description	Gross	VAT	Net	Code	Authority
19/11/2025	n/a	HMRC	PAYE - Month 7	£2,208.89	£0.00	£2,242.04	4000	Pre-Approved Payments List
19/11/2025	n/a	Nest	Pensions - Month 8	£532.93	£0.00	£532.93	4000	Pre-Approved Payments List
24/11/2025	n/a	Staff Salaries	Salaries - Month 8	£7,883.21	£0.00	£7,883.21	4000	Pre-Approved Payments List
09/11/2025	n/a	EE	Mobile Phone - Month 8	£19.60	£0.00	£19.60	4260	Pre-Approved Payments List
31/10/2025	n/a	The Cleaning Company	Cleaning - Month 7	£382.24	£63.71	£318.53	4200	Pre-Approved Payments List
04/11/2025	n/a	Smartest Energy	Electricity - Month 7	£73.17	£3.48	£69.69	4205	Pre-Approved Payments List
04/11/2025	n/a	Smartest Energy	Gas - Month 7	£88.79	£4.23	£84.56	4205	Pre-Approved Payments List
13/11/2025	n/a	Everflow	Water - Month 9	£47.28	£0.00	£47.28	4205	Pre-Approved Payments List
30/11/2025	n/a	Unity Trust Bank	Bank Charges - Month 9	£14.10	£0.00	£14.10	4235	Pre-Approved Payments List
17/11/2025	n/a	Red Dune	IT Services - Month 8	£405.60	£67.60	£338.00	4255	Pre-Approved Payments List
31/10/2025	n/a	OfficeFlow	Photocopier Service Charge - Month 8	£148.32	£24.72	£123.60	4240	Pre-Approved Payments List
03/11/2025	75/25TC	The Saxmundham and District CIC	Christmas Fayre - Hall Hire	£288.00	£0.00	£288.00	4505	Civic and Community Committee - 15/25CC
03/11/2025	n/a	The Saxmundham and District CIC	Christmas Fayre - Hall Hire	£40.00	£0.00	£40.00	4505	Civic and Community Committee - 15/25CC
10/11/2025	63/25TC	East Suffolk Council	Christmas Fayre - Temporary Events Notice (reimburse to Market Hall)	£21.00	£0.00	£21.00	4505	Pre-Approved Payments List
03/11/2025	67/25TC	Whimsy Circus - Joanna Ferreday	Christmas Fayre - Entertainment - 50% Remainder	£375.00	£0.00	£375.00	4505	Civic and Community Committee - 15/25CC
12/11/2025	n/a	Risus Wholesale	Christmas Fayre - Santa's Grotto Presents	£664.21	£110.69	£553.52	4505	Civic and Community Committee - 15/25CC
11/11/2025	n/a	Karen Forster	HR Independent Note Taking	£150.00	£0.00	£150.00	4705	Staffing Committee - 24/25SC
31/10/2025	n/a	WorkNest	HR Support	£405.00	£67.50	£337.50	4705	Staffing Committee - 24/25SC
10/11/2025	97/25TC	The Art Station	Community Grant	£5,000.00	£0.00	£5,000.00	4555	Civic and Community Committee - 29/25CC
10/11/2025	98/25TC	The Women's Institute	Community Grant	£50.00	£0.00	£50.00	4555	Civic and Community Committee - 29/25CC
31/10/2025	n/a	Leiston Press	Tent Card	£24.00	£4.00	£20.00	4245	Pre-Approved Payments List
31/10/2025	n/a	Design Folk	Events Calendar	£125.00	£0.00	£125.00	4405	Pre-Approved Payments List
06/11/2025	n/a	Lisa Hamon	Training - Mileage	£38.70	£0.00	£38.70	4095	Pre-Approved Payments List
10/11/2025	83/25TC	Information Commissioners Office	Annual Registration	£47.00	£0.00	£47.00	4250	Pre-Approved Payments List
18/11/2025	102/25TC	The Saxmundham and District CIC	Hall Hire - Town Council - December 2025	£36.00	£0.00	£36.00	4220	Pre-Approved Payments List
18/11/2025	103/25TC	The Saxmundham and District CIC	Hall Hire - Town Council - January 2026	£36.00	£0.00	£36.00	4220	Pre-Approved Payments List
18/11/2025	104/25TC	The Saxmundham and District CIC	Hall Hire - Town Council - February 2026	£36.00	£0.00	£36.00	4220	Pre-Approved Payments List
18/11/2025	105/25TC	The Saxmundham and District CIC	Hall Hire - Town Council - March 2026	£36.00	£0.00	£36.00	4220	Pre-Approved Payments List
28/10/2025	92/25TC	The Saxmundham and District CIC	Hall Hire - Staffing Committee - November 2025	£24.00	£0.00	£24.00	4220	Pre-Approved Payments List
03/11/2025	96/25TC	The Saxmundham and District CIC	Hall Hire - Civic and Community Committee - November 2025	£36.00	£0.00	£36.00	4220	Pre-Approved Payments List
18/11/2025	n/a	Viking Ltd	Stationery	£129.09	£21.52	£107.57	4245	Pre-Approved Payments List
19/11/2025	79/25TC	Suffolk Treescape	Annual Tree Maintenance	£1,104.00	£184.00	£920.00	4821	Amenities and Services Committee - 31/25AS
21/11/2025	n/a	Restore Datashred	Shredding	£128.70	£21.45	£107.25	4210	Pre-Approved Payments List
24/11/2025	35/25TC	Xtrahead	Destination Website	£2,475.00	£0.00	£2,475.00	4405	Town Council - 53/25TC
19/11/2025	n/a	Unity Trust Bank Current	Transfer	£35,000.00	£0.00	£35,000.00	n/a	n/a
				<b>£58,072.83</b>	<b>£572.90</b>	<b>£57,533.08</b>		

Lloyds Bank Multipay Card

Invoice Date	PO No	Supplier	Description	Gross	VAT	Net	Code	Authority
10/11/2025	n/a	Lloyds Bank	Monthly Fee	£3.00	£0.00	£3.00	4235	Pre-Approved Payments List
				<b>£3.00</b>	<b>£0.00</b>	<b>£3.00</b>		

Receipts to Unity Trust Bank Current

Received	Invoice No	Payer	Description	Amount	Code
14/11/2025	n/a	Cambridge Building society	Transfer	£50,000.00	
04/11/2025	TC64	Stall Holder	Monthly Market - October	£15.00	1100
17/11/2025	TC68	Stall Holder	Monthly Market - November	£15.00	1100
19/11/2025	TC72	Stall Holder	Weekly Market - October	£40.00	1100
24/11/2025	TC75	Stall Holder	Weekly Market - October	£20.00	1100
21/11/2024	TC59	Stocks Fun Fair	Memorial Field Hire	£600.00	1110
06/11/2025	n/a	Greener Sax Community Garden	Annual Subscriptions	£185.00	EMR
14/11/2025	n/a	Men's Shed	Annual Lease	£1.00	1110
04/11/2025	n/a	CCLA	Interest	£413.91	1090

07/11/2025	n/a	Society of Local Council Clerks	Town Clerk - Membership Subscription Overpayment Reimbursed	£40.00	4095
28/11/2025	TC91	Stall Holder	Christmas Market	£30.00	1100
28/11/2025	TC92	Stall Holder	Christmas Market	£30.00	1100

**£51,389.91**

**Transfers from Cambridge Building Society**

Received	Invoice No	Payee	Description	Amount
14/11/2025	n/a	Unity Trust Bank Current	Transfer	£50,000.00
				<b>£50,000.00</b>

**Receipts to Unity Trust Bank Savings**

Received	Invoice No	Payer	Description	Amount
19/11/2025	n/a	Unity Trust Bank Current	Transfer	£35,000.00
				<b>£35,000.00</b>

**30/11/2025**

Balance Carried Forward - Unity Trust Bank Current	£2,111.22
Balance Carried Forward - Unity Trust Bank Savings	£85,054.69
Balance Carried Forward - Cambridge Building Society	£20,000.00
Balance Carried Forward - Public Sector Deposit Fund	£150,000.00
	<b>£257,165.91</b>

Line Number	Cost Centre	Nominal Code	Item	Approved Budget 2025-2026	Income and Expenditure 30/11/25	Committed 30/11/25	Actual Plus Committed 30/11/25	Actual Plus Committed Percentage	Forecast Income and Expenditure to 31/03/26	Forecast Total to 31/03/26	Forecast Percentage to 31/03/26	Forecast Surplus/Deficit
			<b>INCOME</b>									
			<b>RESOURCES COMMITTEE - ADMINISTRATION AND CONSULTANCY</b>									
1	100	1076	Precept	£ 278,037	£ 278,037	£ -	£ 278,037	100%	£ -	£ 278,037	100%	
4	103	1090	Bank Interest	£ 4,000	£ 2,856	£ -	£ 2,856	71%	£ 2,840	£ 5,696	142%	£ 1,696
			<b>Total</b>	<b>£ 282,037</b>	<b>£ 280,893</b>	<b>£ -</b>	<b>£ 280,893</b>		<b>£ 2,840</b>	<b>£ 283,733</b>		
			<b>CIVIC AND COMMUNITY COMMITTEE - CIVIC SERVICES</b>									
6	105	1100	Market Stallage/Christmas Event	£ 1,800	£ 1,320	£ -	£ 1,320	73%	£ 782	£ 2,102	117%	£ 302
			<b>Total</b>	<b>£ 1,800</b>	<b>£ 1,320</b>	<b>£ -</b>	<b>£ 1,320</b>		<b>£ 782</b>	<b>£ 2,102</b>		
			<b>AMENITIES AND SERVICES COMMITTEE - PARKS AND RECREATION</b>									
7	107	1110	Land Rental	£ 603	£ 651	£ 2	£ 653	108%	£ -	£ 653	108%	£ 50
			<b>Total</b>	<b>£ 603</b>	<b>£ 651</b>	<b>£ 2</b>	<b>£ 653</b>		<b>£ -</b>	<b>£ 653</b>		
			<b>TOTAL INCOME</b>	<b>£ 284,440</b>	<b>£ 282,864</b>	<b>£ 2</b>	<b>£ 282,866</b>		<b>£ 7,244</b>	<b>£ 286,488</b>		<b>£ 2,048</b>
			<b>EXPENDITURE</b>									
			<b>STAFFING COMMITTEE - STAFFING RESOURCE</b>									
9	120	4000	Salaries	£ 125,683	£ 83,046	£ 39,474	£ 122,520	97%		£ 122,520	97%	£ 3,163
10	120	4050	Staff Expenses	£ -	£ 39	£ -	£ 39			£ 39		£ 39
11	120	4055	Payroll Service	£ 350	£ 186	£ 186	£ 372	106%		£ 372	106%	£ 22
12	120	4060	Recruitment	£ 100	£ -	£ -	£ -	0%	£ 100	£ 100	100%	£ -
13	120	4095	Staff Training and Development	£ 2,500	£ 2,901	£ 252	£ 3,153	126%		£ 3,153	126%	£ 653
14	140	4120	Councillor Training and Development	£ 300	£ 1,454	£ -	£ 1,454	485%		£ 1,454	485%	£ 1,154
			<b>Total</b>	<b>£ 128,933</b>	<b>£ 87,626</b>	<b>£ 39,912</b>	<b>£ 127,538</b>		<b>£ 100</b>	<b>£ 127,638</b>		
			<b>RESOURCES COMMITTEE - ADMINISTRATION AND CONSULTANCY</b>									
15	140	4105	Councillor Expenses	£ 50	£ 146	£ -	£ 146	292%		£ 146	292%	£ 96
16	140	4275	Elections Contingency	£ 1,000	£ -	£ 1,000	£ 1,000	100%		£ 1,000	100%	£ -
17	160	4200	Town House Cleaning	£ 3,000	£ 1,734	£ -	£ 1,734	58%	£ 1,266	£ 3,000	100%	£ 0
18	160	4205	Town House/Youth Booth Utilities	£ 3,200	£ 1,728	£ -	£ 1,728	54%	£ 1,472	£ 3,200	100%	£ -
19	160	4210	Town House Refuse Collection	£ 1,250	£ 1,268	£ 150	£ 1,418	113%		£ 1,418	113%	£ 168
20	160	4220	Meeting Room Hire	£ 600	£ 801	£ -	£ 801	134%	£ 48	£ 849	142%	£ 249
21	160	4228	Financial Software	£ 3,500	£ 3,261	£ 1,898	£ 1,363	39%		£ 1,363	39%	£ 2,137
22	160	4230	Internal and External Audit	£ 1,250	£ 1,154	£ -	£ 1,154	92%		£ 1,154	92%	£ 96
23	160	4235	Bank Charges	£ 153	£ 136	£ -	£ 136	89%	£ 60	£ 196	128%	£ 43
24	160	4240	Photocopier Lease and Toner	£ 2,000	£ 1,378	£ 249	£ 1,627	81%	£ 500	£ 2,127	106%	£ 127
25	160	4245	Stationery	£ 1,300	£ 433	£ -	£ 433	33%	£ 150	£ 583	45%	£ 717
26	160	4250	Subscriptions	£ 1,800	£ 2,047	£ 7	£ 2,054	114%		£ 2,054	114%	£ 254
27	160	4255	IT Support	£ 4,050	£ 3,599	£ 1,783	£ 5,382	133%		£ 5,382	133%	£ 1,332
28	160	4260	Telephone and Broadband	£ 1,000	£ 664	£ 244	£ 908	91%		£ 908	91%	£ 92
29	160	4265	Town House Equipment and Supplies	£ 1,000	£ 1,289	£ -	£ 1,289	129%		£ 1,289	129%	£ 289
30	160	4270	Insurance	£ 1,800	£ 4,953	£ 2,822	£ 2,131	118%		£ 2,131	118%	£ 331
31	310	4615	Legal Consultancy	£ 1,000	£ 750	£ -	£ 750	75%		£ 750	75%	£ 250
32	310	4705	Project Consultancy	£ 6,000	£ 3,803	£ 2,000	£ 5,803	97%	£ 500	£ 6,303	105%	£ 303
33	170	4300	Town House - PWLB Repayment	£ 10,700	£ 10,689	£ -	£ 10,689	100%		£ 10,689	100%	£ 11
34	170	4406	Gannon Institute - PWLB Repayment	£ 2,903	£ 1,465	£ 1,438	£ 2,903	100%		£ 2,903	100%	£ 0
			<b>Total</b>	<b>£ 47,556</b>	<b>£ 41,298</b>	<b>£ 2,150</b>	<b>£ 43,448</b>		<b>£ 3,996</b>	<b>£ 47,443</b>		
			<b>CIVIC AND COMMUNITY COMMITTEE - CIVIC AND COMMUNITY SERVICES</b>									
35	200	4400	Newsletter and Publicity	£ 1,500	£ 1,055	£ -	£ 1,055	70%		£ 1,055	70%	£ 445
36	200	4405	Website Support and Development	£ 4,000	£ 4,563	£ 1,275	£ 5,838	146%		£ 5,838	146%	£ 1,838
37	140	4100	Chairs Civic Allowance	£ 400	£ 310	£ 108	£ 418	105%		£ 418	105%	£ 18
38	200	4825	Markets Support	£ 500	£ 289	£ -	£ 289	58%	£ 211	£ 500	100%	£ -
39	300	4555	Community Grants	£ 34,500	£ 26,300	£ -	£ 26,300	76%	£ 8,200	£ 34,500	100%	£ -
40	320	4505	Events	£ 10,000	£ 3,650	£ 5,600	£ 9,250	92%	£ 750	£ 10,000	100%	£ 0
41	320	4560	Christmas Lights and Trees	£ 6,700	£ -	£ 6,630	£ 6,630	99%		£ 6,630	99%	£ 70
			<b>Total</b>	<b>£ 57,600</b>	<b>£ 36,167</b>	<b>£ 13,613</b>	<b>£ 49,780</b>		<b>£ 9,161</b>	<b>£ 58,941</b>		
			<b>AMENITIES AND SERVICES COMMITTEE - TOWN HOUSE</b>									
42	600	4670	Building Maintenance	£ 250	£ 1,323	£ 820	£ 2,143	857%		£ 2,143	857%	£ 1,893
43	160	4285	Health and Safety	£ 1,100	£ 1,077	£ -	£ 1,077	98%		£ 1,077	98%	£ 23
			<b>Total</b>	<b>£ 1,350</b>	<b>£ 2,400</b>	<b>£ 820</b>	<b>£ 3,220</b>		<b>£ -</b>	<b>£ 3,220</b>		
			<b>AMENITIES AND SERVICES COMMITTEE - PARKS AND RECREATION</b>									
44	500	4829	Memorial Field	£ 6,000	£ 2,045	£ 3,188	£ 5,233	87%		£ 5,233	87%	£ 767
45	500	4830	Street Furniture	£ 3,000	£ 2,127	£ 903	£ 3,030	101%		£ 3,030	101%	£ 30
46	500	4810	Green Team Activities	£ 3,000	£ 1,023	£ 1,000	£ 2,023	67%	£ 977	£ 3,000	100%	£ -
47	500	4815	Grounds Maintenance	£ 3,300	£ 1,489	£ 1,811	£ 3,300	100%		£ 3,300	100%	£ -
48	500	4821	Tree Survey and Maintenance	£ 2,600	£ 1,760	£ -	£ 1,760	32%		£ 1,760	68%	£ 840
49	600	4650	General Town Maintenance	£ 1,000	£ 316	£ -	£ 316	32%	£ 150	£ 466	47%	£ 534



## Saxmundham Town Council

Committee	Town Council
Meeting Date	8 December 2025
Item Number	11a
Report Title	Staffing Review – Options for Consideration
Report Author	Sharon Smith, Town Clerk

### 1. Purpose of the Report

At its meeting in October 2025, the Council agreed that a full staffing review was necessary to ensure that the organisation is properly resourced to deliver its statutory responsibilities, its Strategic Plan, and the increasing range of services and projects expected of the Council.

Several pressures were identified at that stage. The Town Clerk’s workload had become unsustainable due to the combined demands of strategic leadership, day-to-day operations, finance, governance and HR. Operational capacity across the team was also stretched. Major NSIP activity continues to place additional demands on the organisation, while expected LGR within the next two years is likely to bring increased responsibilities. The Council also recognised the need to strengthen organisational resilience and ensure effective succession planning.

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### 2. Progress Update

At its meeting in November 2025, the Council received a verbal update from the Chair of the Staffing Committee confirming that staff consultation was underway. This process has now been completed. Individual consultation meetings were held with all staff whose roles might be affected, and written submissions were also received. The consultation provided valuable information about staff workloads, working patterns, and future aspirations.

During the consultation period, the Assistant Town Clerk reduced her contracted hours from 15 to 10 per week for personal reasons. In addition, the Community Officer’s role currently includes five hours funded externally until 31 March 2026. These two changes reduce the current baseline staffing capacity of 105 hours per week for 2026–2027 by 10 hours unless alternative provision is made.

At the Staffing Committee meeting in November 2025, the Committee confirmed that it no longer wished to pursue redundancy and initially expressed a preference for appointing a full-time senior officer. However, after further consideration of feedback, operational needs and financial impact, the Resources Committee concluded at their meeting in November 2025 that internal strengthening presented a more proportionate way forward and endorsed the Town Clerk’s model for presentation to Full Council.

Both Committees have therefore carefully considered the available options and are satisfied that the Town Clerk’s proposal provides a realistic, proportionate and affordable way to strengthen staffing capacity for 2026–2027.

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### **3. Enhanced Hours for Existing Staff**

Under this structure, the current Deputy Town Clerk would increase from 15 hours (2 days) to 28 hours (4 days) per week and assume line management responsibility for the Maintenance Officer and responsibility for all operational matters.

The Community Officer would increase from 15 hours (2 days) to 25 hours (3.5 days) per week retaining responsibility for communications and community engagement while allowing her the opportunity to cross-train by learning how to process the Council's finances. The Town Clerk would retain the RFO role.

This model:

- Adds 18 hours per week, increasing total staffing resource from the current baseline of 105 to 123 hours per week. However, the budget must allow for 23 additional hours, as 5 hours funded externally for the Community Officer expire on 31 March 2026.
- Adds salary plus on-costs of approximately £27,680 per annum.
- Results in the staffing budget rising from 44% of precept to 50%.
- Necessitates a precept increase of 10%, equivalent to £3.49 per week for a Band D property compared with the current precept.

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### **4. Fixed-Term Internal Uplift**

This option mirrors the above model but provides the increased hours for the current Deputy Town Clerk and the Community Officer on a fixed-term basis for 12 months from April 2026.

The structure would then be reviewed in late 2026, enabling the Council to assess:

- Whether internal strengthening has sufficiently relieved operational and strategic pressure.
- Whether expectations concerning Local Government Reorganisation have become clearer.
- Whether recruitment to a full-time Deputy Clerk/RFO should proceed from 2027–2028.

This approach allows the Council to test the effectiveness of the uplift while maintaining organisational stability, offering progression opportunities for staff, and avoiding immediate commitment to a permanent structural change.

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### **5. Town Clerk's Recommendation**

The enhanced-hours model would provide immediate and tangible relief to the Town Clerk by transferring day-to-day operational responsibility to the Deputy Town Clerk, supported by expanded capacity from the Community Officer.

This would allow the Town Clerk to step back from routine operational tasks, reduce the volume of daily reactive work, and focus on core statutory duties, strategic leadership, governance, project oversight and the increasing workload associated with NSIPs and forthcoming LGR. By redistributing operational functions and strengthening the team's total working hours, this

model directly addresses the unsustainable pressures previously identified and provides a more resilient and balanced structure for 2026–2027.

In light of this, and considering the need to restore stability following a difficult redundancy consultation, the Town Clerk recommends that Council gives consideration to the fixed-term internal uplift for 2026–2027. This option provides a balanced and proportionate response to current pressures while preserving the flexibility to adjust the structure or pursue a full-time senior appointment in 2027–2028 should the evidence at that point support it.

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Line Number	Cost Centre	Nominal Code	Item	Approved Budget 2025-2026	Forecast to 31/03/26	Budget 2026-2027 0% Council Tax Increase	Budget 2026-2027 0.56% Council Tax Increase	Budget 2026-2027 5% Council Tax Increase	Budget 2026-2027 10% Council Tax Increase		
			<b>Band D Property Per Annum</b>	£ 165.14		£ 165.14	£ 166.07	£ 173.40	£ 181.65		
			<b>Increase Compared To Current Year</b>	£ 7.11		£ -	£ 0.93	£ 8.26	£ 16.51		
			<b>Band D Property Per Week</b>	£ 3.18		£ 3.18	£ 3.19	£ 3.33	£ 3.49		
			<b>INCOME</b>								
			<b>RESOURCES COMMITTEE</b>								
1	100	1076	Precept	£ 278,037	£ 278,037	£ 276,474	£ 278,037	£ 290,298	£ 304,121		
2	103	1090	Bank Interest	£ 4,000	£ 5,696	£ 6,000	£ 6,000	£ 6,000	£ 6,000		
			<b>Total</b>	<b>£ 282,037</b>	<b>£ 283,733</b>	<b>£ 282,474</b>	<b>£ 284,037</b>	<b>£ 296,298</b>	<b>£ 310,121</b>		
			<b>CIVIC AND COMMUNITY COMMITTEE</b>								
3	105	1100	Market Stallage Fees	£ 1,800	£ 2,102	£ 2,000	£ 2,000	£ 2,000	£ 2,000		
			<b>Total</b>	<b>£ 1,800</b>	<b>£ 2,102</b>	<b>£ 2,000</b>	<b>£ 2,000</b>	<b>£ 2,000</b>	<b>£ 2,000</b>		
			<b>AMENITIES AND SERVICES COMMITTEE</b>								
4	107	1110	Land Rental	£ 603	£ 653	£ 660	£ 660	£ 660	£ 660		
			<b>Total</b>	<b>£ 603</b>	<b>£ 653</b>	<b>£ 660</b>	<b>£ 660</b>	<b>£ 660</b>	<b>£ 660</b>		
			<b>MOVEMENT FROM GENERAL RESERVE</b>	<b>£ -</b>	<b>£ -</b>	<b>£ -</b>	<b>£ -</b>	<b>£ -</b>	<b>£ -</b>		
			<b>TOTAL INCOME</b>	<b>£ 284,440</b>	<b>£ 286,488</b>	<b>£ 285,134</b>	<b>£ 286,697</b>	<b>£ 298,958</b>	<b>£ 312,781</b>		
			<b>EXPENDITURE</b>								
			<b>STAFFING COMMITTEE</b>								
5	120	4000	Salaries	£ 125,683	£ 122,520	£ 151,375	£ 151,375	£ 151,375	£ 151,375		
6	120	4050	Staff Expenses	£ -	£ 39	£ 100	£ 100	£ 100	£ 100		
7	120	4055	Payroll Service	£ 350	£ 372	£ 448	£ 448	£ 448	£ 448		
8	120	4060	Recruitment	£ 100	£ 100	£ 100	£ 100	£ 100	£ 100		
9	120	4095	Staff Training and Development	£ 2,500	£ 3,153	£ 1,500	£ 1,500	£ 1,500	£ 1,500		
10	140	4120	Councillor Training and Development	£ 300	£ 1,454	£ 315	£ 315	£ 315	£ 315		
			<b>Total</b>	<b>£ 128,933</b>	<b>£ 127,638</b>	<b>£ 153,838</b>	<b>£ 153,838</b>	<b>£ 153,838</b>	<b>£ 153,838</b>		
			<b>RESOURCES COMMITTEE</b>								
11	140	4105	Councillor Expenses	£ 50	£ 146	£ 200	£ 200	£ 200	£ 200		
12	140	4275	Elections Contingency	£ 1,000	£ 1,000	£ 1,000	£ 1,000	£ 1,000	£ 1,000		
13	160	4200	Town House Cleaning	£ 3,000	£ 3,000	£ 3,500	£ 3,500	£ 3,500	£ 3,500		
14	160	4205	Town House Utilities	£ 3,200	£ 3,200	£ 2,800	£ 2,800	£ 2,800	£ 2,800		
15	160	4210	Town House Refuse Collection	£ 1,250	£ 1,418	£ 1,500	£ 1,500	£ 1,500	£ 1,500		
16	160	4220	Meeting Room Hire	£ 600	£ 849	£ 850	£ 850	£ 850	£ 850		
17	160	4228	Financial Software	£ 3,500	£ 1,363	£ 4,500	£ 4,500	£ 4,500	£ 4,500		
18	160	4230	Internal and External Audit	£ 1,250	£ 1,154	£ 1,200	£ 1,200	£ 1,200	£ 1,200		
19	160	4235	Bank Charges	£ 153	£ 196	£ 250	£ 250	£ 250	£ 250		
20	160	4240	Photocopier Toner	£ 2,000	£ 2,127	£ 1,500	£ 1,500	£ 1,500	£ 1,500		
	160	4240	Photocopier Lease	£ -	£ -	£ 1,000	£ 1,000	£ 1,000	£ 1,000		
21	160	4245	Stationery	£ 1,300	£ 583	£ 700	£ 700	£ 700	£ 700		
22	160	4250	Subscriptions	£ 1,800	£ 2,054	£ 2,300	£ 2,300	£ 2,300	£ 2,300		
23	160	4255	IT Services	£ 4,050	£ 5,382	£ 4,200	£ 4,200	£ 4,200	£ 4,200		
24	160	4255	Video Conferencing Equipment	£ -	£ -	£ 3,500	£ 3,500	£ 3,500	£ 3,500		
25	160	4255	IT Equipment	£ -	£ -	£ 1,000	£ 1,000	£ 1,000	£ 1,000		
26	160	4260	Telephone and Broadband	£ 1,000	£ 908	£ 950	£ 950	£ 950	£ 950		
27	160	4265	Town House Equipment and Supplies	£ 1,000	£ 1,289	£ 1,000	£ 1,000	£ 1,000	£ 1,000		
28	160	4270	Insurance	£ 1,800	£ 2,131	£ 2,500	£ 2,500	£ 2,500	£ 2,500		
29	310	4615	Legal Consultancy	£ 1,000	£ 750	£ 1,250	£ 1,250	£ 1,250	£ 1,250		
30	310	4705	Project Consultancy	£ 6,000	£ 6,303	£ 5,000	£ 5,000	£ 5,000	£ 5,000		
31	170	4300	Town House - PWLB Repayment	£ 10,700	£ 10,689	£ -	£ -	£ -	£ -		
32	170	4406	Gannon Institute - PWLB Repayment	£ 2,903	£ 2,903	£ 2,793	£ 2,793	£ 2,793	£ 2,793		





# **SAXMUNDHAM TOWN COUNCIL**

## **COMMUNITY EVENTS POLICY**

Review Body: Civic and Community Committee

Policy Approved: Town Council

Approval Date:

Minute Item:

Review Period: Biennial

Next Review:



## **1. Vision**

- 1.1 East Suffolk is proud of its culture offering and celebrates the rich diversity of cultural and arts. Artists and creatives, past and present, not only contribute to the local economy but provide a genuine sense of worth and pride for communities. Cultural and artistic events can improve the quality of life for residents, businesses and visitors and they provide occasions to celebrate the unique creativity and identity of the area.
- 1.2 A stated aim in the Saxmundham Neighbourhood Plan is to promote a varied programme of events and activities in the town centre for all ages, to encourage its use and enjoyment by residents and visitors. The Town Council therefore welcomes the opportunity to support local organisations to facilitate and participate in high-quality, vibrant events that cultivate community cohesion, increase social enjoyment, and bring economic benefit to Saxmundham.

## **2. Town Council Support**

- 2.1 This policy aims to set out a consistent and sustainable framework to enable the Town Council to play a valuable role in supporting events led by other community organisations.
- 2.2 The Town Council may, at a properly convened meeting, agree to provide financial or staffing support to other community organisation to support their events.
- 2.4 The Town Council shall aim to ensure that any agreed financial or staffing resource to support events organised by other community organisations shall be fair, equitable and proportionate to all community organisations who request such support.

## **3. Responsibilities of Town Councillors**

- 3.1 Members with a disclosable pecuniary interest, a registerable interest, or a non-registerable interest, in another community organisation are expected to declare this, in accordance with the Localism Act 2011, at any Committee or Town Council meeting at which financial or staffing support to that community organisation is considered.
- 3.2 Members appointed to any community organisation's Working Group, Steering Committee, Steering Group, Event Committee or such like, are not permitted to pledge or commit any Town Council financial or staffing support to other community organisations or their events without the prior approval of the Town Council at a properly convened meeting.
- 3.3 Members shall liaise with Town Council staff for progress updates regarding agreed elements of staffing support prior to meeting with other community organisations to discuss their events.



- 3.4 Due to potential liability and reputational risks, members shall not pledge or commit the Town Council to work in partnership with, nor in collaboration with, any other community organisation for their events or for Town Council events, without the agreement of the Town Council at a properly convened meeting.
- 3.5 The Town Council shall appoint, at a properly convened meeting, a maximum of two appropriate and relevant members to represent the Town Council at another community organisation's Working Group, Steering Committee, Steering Group, Event Committee, or such like. Other members joining such groups or attending meetings are permitted to do so only in a personal capacity and shall make this known to the other community organisation.
- 3.6 In accordance with the Town Council's Financial Regulations, members shall not be permitted to enter into any contract on behalf of the Town Council for other community organisations' events or for other community organisations' participation at Town Council events.
- 3.7 Members shall support Town Council staff to enforce this policy and strictly adhere to any Town Council agreement to provide financial or staffing support to another community organisation, or their events, or any participation by other community organisations in Town Council events.
- 4. Responsibilities of Town Council Staff**
- 4.1 Due to responsibilities to deliver their core Town Council roles, staff may be requested, but shall not be instructed nor expected, to attend meetings with any community organisations to discuss other community organisation's events or their involvement in Town Council events.
- 4.2 Staff shall not be instructed nor expected to prioritise providing support to any other community organisation's event over the delivery of their core Town Council roles and responsibilities. The Town Clerk, as line manager, shall determine the prioritisation of staff's responsibilities.
- 4.3 Staff may be requested, but shall not be instructed nor expected, to work overtime, paid or unpaid, to provide support to any community organisation event or to undertake their core Town Council responsibilities resulting from providing support to another community organisation's event.
- 4.4 Staff may be requested, but shall not be instructed nor expected, to work on other community organisations' events on days which are not their usual working days. The Town Clerk will determine 'usual working days'.
- 4.5 Staff shall keep a record of their time spent supporting other community organisations' events and the Town Council shall reserve the right to charge other



community organisations for the monetary value of the Town Council staff's time. Or such monetary value may be considered to form part of any Town Council agreed financial support to community organisations.

- 4.6 Staff who are contracted to work during Monday to Friday from 9:00am to 5:00pm may be requested, but shall not be instructed nor expected, to attend or work at any event organised by another community organisation beyond these hours.
- 4.7 The Town Council may request, but shall not instruct nor expect staff to join other community organisations' Working Group, Steering Committee, Steering Group, Event Committee, or such like, to represent the Town Council. Staff joining such groups or attending meetings are permitted to do so only in a personal capacity and shall make this known to the Town Council and the other community organisation.
- 4.8 Staff shall not undertake unreasonable or unfair instructions directed by the Town Council, its Committees or members to provide support for other community organisations' events.
- 4.9 Staff enforcing this policy and strictly adhering to any Town Council agreement to provide support to another community organisation, or their events, or any participation by other community organisations in Town Council events, shall be protected by the Town Council's Anti-Harassment and Bullying Policy.

## **5. Responsibilities of Community Organisations**

- 5.1 Community organisations in receipt of financial and/or staffing support from the Town Council shall acknowledge the Town Council's support in all promotional material, including displaying the Town Council logo, and any speeches relating to the event.
- 5.2 In the event that a community organisation's event is cancelled due to unforeseen reasons the community organisation shall provide a full refund of any financial support provided by the Town Council. Alternatively, with the Town Council's consent, the financial support may be used as credit for the community organisation's future events.

## **6. Town Council Support**

- 6.1 Town Council support to community organisations and their events shall be limited to the following sections which set out the division of responsibilities between the Town Council and the community organisation:

Section 7	Permits, Licences and Permissions
Section 8	Road Closures
Section 9	Waste Management
Section 10	First Aid



Section 11	Promotion
Section 12	Street and Indoor Markets
Section 13	Health and Safety
Section 14	Town Council and Charitable Trust Buildings and Land
Section 15	Insurance
Section 16	Other

## **7. Permits, Licences and Permissions**

- 7.1 Community organisations shall retain responsibility to apply for any permit from East Suffolk Council for permission to use their land, due to the necessary acceptance of liability risks and conditions applicable to the permit.
- 7.2 Community organisations shall retain responsibility to complete any Event Management Plan, Risk Assessment, or such like, necessary to apply for any permit or licence.
- 7.3 Community organisations shall retain responsibility for obtaining any permits, licences or permissions from other landowners to use their sites.
- 7.4 Community organisations shall retain responsibility for obtaining any permit from East Suffolk Council for permission to conduct charity collections. Only one such collection may be held at each event.
- 7.5 Community organisations shall retain responsibility for obtaining any permit for permission to erect any temporary structures such as, but not limited to: stages, performance areas, light and sound towers, marquees and canopies.
- 7.6 Community organisations shall retain responsibility for obtaining any Temporary Event Notices necessary for the sale and supply of alcohol due to the Designated Premises Supervisor regulations.
- 7.7 Community organisations shall retain responsibility for compliance with any permits, licences and permissions it is granted.
- 7.8 The Town Council shall consider requests to apply for any necessary Temporary Event Notices for regulated entertainment on behalf of a community organisation, provided they are notified of the requirement to do so by the community organisation two months before the date of the event.
- 7.9 The Town Council shall retain responsibility for compliance with any Temporary Event Notice for regulated entertainment it is granted.

## **8. Road Closures**

- 8.1 Community organisations are encouraged to apply directly to Suffolk County Council and liaise directly with Network Assurance for any necessary road closures.



- 8.2 Community organisations shall retain responsibility for informing affected residents and businesses of any road closures it arranges.
- 8.3 Community organisations shall retain responsibility for ensuring that emergency services and public transport companies are informed of any road closures it arranges.
- 8.4 However, if requested, the Town Council shall consider requests to arrange road closures and, if agreed, shall apply to Suffolk County Council and liaise with Network Assurance.
- 8.5 If requested to close any road on behalf of a community organisation, the Town Council shall consider and agree the extent of any road closure giving due consideration to affected residents and businesses.
- 8.6 If requested to close any road on behalf of a community organisation, the Town Council shall consider requests from that community organisations to alter the extent of the road closures, but it shall be under no obligation to agree to them.
- 8.7 If requested to arrange traffic management on behalf of a community organisation, the Town Council shall book traffic management with its preferred supplier.
- 8.8 Community organisations shall retain responsibility for supervising and liaising with the traffic management personnel before and during their event. However, if road closures are arranged by the Town Council, any changes to the position and conditions of the road closure must firstly be agreed by the Town Council.
- 8.9 The Town Council shall retain responsibility for informing affected residents and businesses of any road closures it arranges on behalf of a community organisation. The Town Council shall determine when it is appropriate to do so.
- 8.10 The Town Council shall retain responsibility for ensuring that emergency services and public transport companies are informed of any road closures it arranges on behalf of a community organisation. The Town Council shall determine when it is appropriate to do so.
- 8.11 The Town Council shall not be responsible for providing parking for displaced residents and business owners resulting from any road closure it arranges.
- 8.12 To comply with safety requirements, the Town Council shall retain responsibility for ensuring that all traders and community organisations, that form part of any street market it arranges, are not permitted to attend or leave the indoor or street market beyond the road closure times without the permission of the Town Council.



- 8.13 The Town Council shall retain responsibility for ensuring that any traders and community organisations, that form part of any street market it arranges, to exit the site to enable any closed roads to be reopened on time.
- 8.14 Community organisations shall remain responsible for dismantling and removing their gazebos and stalls and for removing any waste bins or litter to enable any closed roads to be reopened on time.

## **9. Waste Management**

- 9.1 If requested to order any bins and toilets on behalf of a community organisation, the Town Council shall consider such requests and, if agreed, shall arrange for the requested quantity and types of bins and toilets to be delivered and collected as directed.
- 9.2 Community organisations shall retain responsibility for the delivery or collection of bins or toilets to specific sites before, during or after events.
- 9.3 The Town Council shall permit a designated responsible person from another community organisation to take responsibility for the bollard key to enable access to Fromus Green. The community organisation shall retain the responsibility for making the bollard hole safe.
- 9.4 Community organisations shall retain responsibility for the management of the waste facilities during their event and for any mismanagement of such waste facilities by members of the public, and for any necessary clean-up before, during or after their event.
- 9.5 Community organisations shall retain responsibility for any additional costs arising from the mismanagement of the waste facilities by members of the public.

## **10. First Aid**

- 10.1 If requested to provide first aid cover on behalf of a community organisation, the Town Council shall consider such requests and, if agreed, shall book first aid cover with its preferred supplier.
- 10.2 Community organisations shall retain responsibility for siting first aid cover and for liaising with first aid personnel before, during or after their event.

## **11. Promotion**

- 11.1 Community organisations retain responsibility for providing promotional material to promote their event.



- 11.2 If requested to promote another community organisation's event on its website and social media using promotional material provided, the Town Council shall consider such requests and, if agreed, shall promote the community organisation's event.
- 11.3 Community organisations shall not be permitted to display promotional material relating to any events on buildings, land or noticeboards owned by the Town Council or its Charitable Trusts without the express permission of the Town Council or Trustee at a properly convened meeting. Promotional material affixed to the Market Hall may require Listed Building Consent from the planning authority.
- 11.4 The Town Council shall reserve the right to additionally promote any indoor and street market it arranges.

## **12. Street and Indoor Market**

- 12.1 If requested to provide a street and/or indoor market on behalf of another community organisation, the Town Council shall consider such requests and, if agreed, shall organise a street and indoor market for their event. To protect the reputational risk of the Town Council's markets, such requests shall be submitted to the Town Council nine months prior to the event date.
- 12.2 To protect the reputation of the Town Council's markets, the Town Council shall retain sole control of any street and/or indoor market it arranges. This includes but is not limited to: all elements of administration and procedures, hours of operation, types of traders and community organisations permitted, contact with traders and other community organisations, documentation requested from traders and other community organisations, stallage fees, and the layout, position and number of stalls.
- 12.3 If requested to provide a street and/or indoor market on behalf of another community organisation, the Town Council shall consider requests from that community organisation to alter elements of the street and/or indoor market, but it shall be under no obligation to agree to them to protect the reputational risk of the Town Council's markets.
- 12.4 The Town Council staff's involvement at any street and/or indoor market it arranges on behalf of a community organisation shall be limited to guiding traders to their pitch and resolving any traders' queries.
- 12.5 Traders and community organisations attending any street and/or indoor market the Town Council arranges on behalf of a community organisation shall enter into a contract with the Town Council and therefore be subject to the terms and conditions of the Town Council's Monthly Market Regulations.
- 12.6 The Town Council reserves the right to refuse attendance, before or during the event, to any trader or community organisation, for any street and/or indoor market it



arranges on behalf of a community organisation, which does not comply with the Town Council's Monthly Market Regulations.

- 12.7 The Town Council reserves the right to refuse traders or community organisations who require electricity generators at the street market, and community organisations shall not be permitted to commit the provision of any type of power to traders, performers, or other community organisations.

### **13. Health and Safety**

- 13.1 Community organisations and the Town Council are advised to consult 'The Purple Guide' published by the Health and Safety Executive which provides guidance for event organisers, suppliers, local authorities and others involved in the events industry to manage health and safety at outdoor events.
- 13.2 Community organisations shall retain responsibility for all health and safety matters, for all elements they are responsible for, at their events and when participating at Town Council events.
- 13.3 The Town Council shall remain responsible for all health and safety matters, for all elements they are responsible for, at their events and other community organisations' events.

### **14. Town Council and Charitable Trust Buildings and Land**

- 14.1 For events to be held on Town Council land, community organisations shall complete an application form and confirm compliance with the Town Council's Open Spaces Policy. All applications shall be considered by the Town Council at a properly convened meeting,
- 14.2 The Town Council staff shall facilitate access to Town Council and Charitable Trust buildings and land to community organisations during their normal working hours during Monday to Friday from 9:00am to 5:00pm.
- 14.3 Access to Town Council and Charitable Trust buildings outside these hours shall be supervised by a Town Councillor to ensure that buildings and land are properly secured.
- 14.4 The Town Council reserves the right to charge community organisations for the entire time any Town Council or Charitable Trust building (including use of the Webster Room) or land is booked and/or unavailable for leasing to another party.

### **15. Insurance**

- 15.1 The Town Council or its Charitable Trusts' insurance policy shall not be provided to cover any other community organisation's event.



- 15.2 Community organisations shall provide evidence to the Town Council of sufficient public liability insurance for any event held on Town Council or its Charitable Trusts' buildings or land.
- 16. Other**
- 16.1 Community organisations who request provision of any other elements of Town Council support for their event shall submit requests in a timely manner. The Town Council shall consider such requests at a properly convened Town Council meeting. The Town Council shall determine 'timely manner' at its discretion.
- 16.2 Community organisations shall not be permitted to undertake any action which may pose a liability or reputational risk to the Town Council, as considered and agreed at a properly convened Town Council meeting. These include but are not limited to: inflatable entertainment equipment, fairground rides, entertainment held on private land or property without permission, use of performing animals, release of balloons or lanterns, fireworks or pyrotechnics, questionable public morality, discrimination against any groups with protected characteristics under the Equalities Act 2010, etc.
- 16.3 Community organisations shall retain responsibility for safeguarding children or vulnerable adults at their event. The Town Council shall retain responsibility for appropriate arrangements at Town Council events.
- 16.4 Community organisations shall retain responsibility for stewarding at their event and for all elements of their participation at Town Council events. The Town Council shall retain responsibility for appropriate arrangements for their elements at Town Council events.
- 17. Town Council Events**
- 17.1 The Town Council shall retain sole control over all elements of Town Council events, including but not limited to: theme, date, timing, promotion, performances, entertainment, decoration, all elements of the street and indoor markets, waste management, road closures, permits, health and safety, risk management, licences and permissions.
- 17.2 The Town Council shall consider requests from other community organisations to alter elements of Town Council events, but it shall be under no obligation to agree to them.
- 17.3 The Town Council shall invite other community organisations to participate at, or supplement, Town Council events and shall consider and agree such elements at a properly convened meeting.



17.4 Community organisations participating or supplementing Town Council events shall not expect payment, nor charge the Town Council, for the provision of such elements.

17.5 The Town Council shall agree any financial or staffing resource necessary to support other community organisations' participation at Town Council events at a properly convened meeting.

## **18. Civic Events**

18.1 The Town Council shall consider whether to support civic events such as Remembrance Sunday parades at a properly convened meeting.

18.2 The Town Council shall agree any financial or staffing resource necessary to support civic events at a properly convened meeting.

18.3 Proclamations shall be conducted and supported by the Town Council in accordance with its Operation London Bridge Protocol.

## **19. Community Consultation and Complaints**

19.1 Community organisations and the Town Council shall retain responsibility for conducting public consultations prior to their events to engage with residents and businesses that may be affected.

19.2 Community organisations and the Town Council shall ensure that any potential negative impacts of their events are minimised and, where possible, arrangements are agreed in advance to mitigate any inconvenience caused.

19.3 Any complaints from residents, businesses and members of the public relating to other community organisations' events, for elements which were the responsibility of the other community organisation, shall be forwarded to the other community organisation for its response.

## **20. Post-Events**

20.1 The Town Council staff shall compile a post-event analysis document from various sources which shall record successful, less successful, and recommendations for improvement following any other community organisation's event at which the Town Council has provided staffing support, and following any Town Council events, to inform future planning and management for the consideration by the Town Council at a properly convened meeting.

20.2 Post-event analysis documents shall remain confidential to the Town Council until approved at a properly convened meeting.



- 20.3 Once approved, post-event analysis documents may be requested by other community groups in accordance with the Town Council's Subject Access Request Procedure and may be redacted in compliance with the GDPR UK.



# **SAXMUNDHAM TOWN COUNCIL**

## **CIVILITY AND RESPECT**

### **COUNCILLOR-OFFICER PROTOCOL**

Review Body: Resources Committee  
Policy Approved: Town Council  
Approval Date: December 2024  
Minute Item: 110/24TC  
Review Period: Annual  
Next Review: December 2025



## INTRODUCTION

The purpose of this Protocol is to guide Councillors and Officers of the Council in their relations with one another. The Protocol's intention is to build and maintain good working relationships between Councillors and Officers as they work together. Employees who are required to give advice to Councillors are referred to as "Officers" throughout.

A strong, constructive, and trusting relationship between Councillors and Officers is essential to the effective and efficient working of the Council.

This Protocol also seeks to reflect the principles underlying the LGA Model Councillor Code of Conduct which applies to Councillors and the employment terms and conditions of Officers. The shared objective is to enhance and maintain the integrity (real and perceived) of local government.

The following extract from the Local Government Association guidance on the Model Councillor Code of Conduct states that:

*"Both Councillors and Officers are servants of the public and are indispensable to one another. Together, they bring the critical skills, experience and knowledge required to manage an effective local authority.*

*At the heart of this relationship, is the importance of mutual respect. Councillor-Officer relationships should be conducted in a positive and constructive way. Therefore, it is important that any dealings between Councillors and Officers should observe reasonable standards of courtesy, should show mutual appreciation of the importance of their respective roles and that neither party should seek to take unfair advantage of their position or seek to exert undue influence on the other party.*

*Councillors provide a democratic mandate to the local authority and are responsible to the electorate whom they represent. They set their local authority's policy framework, ensure that services and policies are delivered and scrutinise local authority services.*

*Chairs and vice chairs of committees have additional responsibilities. These responsibilities will result in increased expectations and relationships with Officers that are more complex. Such Councillors must still respect the impartiality of Officers and must not ask them to undertake work of a party-political nature or compromise their position with other Councillors or other Officers.*

*Officers provide the professional advice and managerial expertise, and information needed for decision making by Councillors and to deliver the policy framework agreed by Councillors. They are responsible for implementing decisions of Councillors and the day-to day administration of the local authority.*

*The roles are very different but need to work in a complementary way.*

*It is important for both sides to respect these differences and ensure that they work in harmony. Getting that relationship right is an important skill. That is why the Code requires Councillors to respect an Officer's impartiality and professional expertise. In turn Officers should respect a Councillor's democratic mandate as the people accountable to the public for*



*the work of the local authority. It is also important for a local authority to have a Councillor-Officer protocol which sets out how this relationship works and what both Councillors and Officers can expect in terms of mutual respect and good working relationships."*

This Protocol covers:

- The respective roles and responsibilities of the Councillors and the Officers;
- Relationships between Councillors and Officers;
- Where/who a Councillor or an Officer should go to if they have concerns;
- Who is responsible for making decisions.

## **BACKGROUND**

This Protocol is intended to assist Councillors and Officers, in approaching some of the sensitive circumstances which arise in a challenging working environment.

The reputation and integrity of the Council is significantly influenced by the effectiveness of Councillors and the Officers working together to support each other's roles.

The aim is effective and professional working relationships characterised by mutual trust, respect and courtesy. Overly close personal familiarity between Councillors and Officers is not recommended as it has the potential to damage this relationship.

## **ROLES OF COUNCILLORS AND OFFICERS**

The respective roles of Councillors and Officers can be summarised as follows:

- Councillors and Officers are servants of the public and they are indispensable to one and other, but their responsibilities are distinct.
- Councillors are responsible to the electorate and serve only for their term of office.
- Officers are responsible to the Council. Their job is to give advice to Councillors and to the Council, and to carry out the Council's work under the direction and control of the Council and relevant committees.

### **Councillors:**

Councillors have four main areas of responsibility:

- To determine Council policy and provide community leadership;
- To monitor and review Council performance in implementing policies and delivering services;
- To represent the Council externally; and
- To act as advocates for their constituents.

All Councillors have the same rights and obligations in their relationship with the Officers, regardless of their status and should be treated equally.

Councillors should not involve themselves in the day to day running of the Council. This is the Officers' responsibility, and the Officer will be acting on instructions from the Council or its Committees, within an agreed job description.



In line with the Councillors' Code of Conduct, a Councillor must treat others with respect, must not bully or harass people and must not do anything which compromises, or is likely to compromise, the impartiality of those who work for, or on behalf of, the Council.

Officers can expect Councillors:

- to give strategic leadership and direction and to seek to further their agreed policies and objectives with the understanding that Councillors have the right to take the final decision on issues based on advice
- to act within the policies, practices, processes and conventions established by the Council
- to work constructively in partnership with Officers acknowledging their separate and distinct roles and responsibilities
- to understand and support the respective roles and responsibilities of Officers and their associated workloads, pressures and reporting lines
- to treat them fairly and with respect, dignity and courtesy
- to act with integrity, to give support and to respect appropriate confidentiality
- to recognise that Officers do not work under the instruction of individual Councillors or groups
- not to subject them to bullying, intimidation, harassment, or put them under undue pressure.
- to treat all Officers, partners (those external people with whom the Council works) and members of the public equally, and not discriminate based on any characteristic such as age, sex, race, sexual orientation, gender identity, disability or religion.
- not to request Officers to exercise discretion which involves acting outside the Council's policies and procedures
- not to authorise, initiate, or certify any financial transactions or to enter into any contract, agreement or undertaking on behalf of the Council or in their role as a Councillor without proper and lawful authority
- not to use their position or relationship with Officers to advance their personal interest or those of others or to influence decisions improperly
- to comply at all times with the Councillors' Code of Conduct, the law, and such other policies, procedures, protocols and conventions agreed by the Council.
- respect the impartiality of Officers and do not undermine their role in carrying out their duties
- do not ask Officers to undertake work, or act in a way, which seeks to support or benefit a particular political party or gives rise to an Officer being criticised for operating in a party-political manner
- do not ask Officers to exceed their authority where that authority is given

#### **Chairs and Vice-Chairs of Council and Committees:**

Chairs and Vice-Chairs have additional responsibilities as delegated by the Council. These responsibilities mean that they may have to have a closer working relationship with Officers than other Councillors do.



However, they must still respect the impartiality of Officers and must not ask them to undertake work or anything else which would prejudice their impartiality.

**Officers:**

The primary role of Officers is to advise, inform and support all members and to implement the agreed policies of the Council.

Officers are responsible for day-to-day managerial and operational decisions within the Council, including directing and overseeing the work of any more junior Officers. Councillors should avoid inappropriate involvement in such matters.

In performing their role Officers will act professionally, impartially and with neutrality. Whilst Officers will respect a Councillor's view on an issue, the Officer should not be influenced or pressured to make comments, or recommendations which are contrary to their professional judgement or views.

Officers must:

- implement decisions of the Council and its committees which are lawful, which have been properly approved in accordance with the requirements of the law and are duly recorded. This includes respecting the decisions made, regardless of any different advice given to the Council or whether the decision differs from the Officers' view.
- work in partnership with Councillors in an impartial and professional manner.
- treat Councillors fairly and with respect, dignity and courtesy
- treat all Councillors, partners and members of the public equally, and not discriminate based on any characteristic such as age, sex, race, sexual orientation, gender identity, disability or religion.
- assist and advise all parts of the Council. Officers must always act to the best of their abilities in the best interests of the authority as expressed in the Council's formal decisions.
- respond to enquiries and complaints in accordance with the Council's standards protocol
- be alert to issues which are, or are likely to be, contentious or politically sensitive, and be aware of the implications for Councillors, the media or other sections of the public.
- act with honesty, respect, dignity and courtesy at all times
- provide support and learning and development opportunities for Councillors to help them in performing their various roles in line with the Council's training and development policy
- not seek to use their relationship with Councillors to advance their personal interests or to influence decisions improperly

Officers have the right not to support Councillors in any role other than that of Councillor, and not to engage in actions incompatible with this Protocol.

In giving advice to Councillors, and in preparing and presenting reports, it is the responsibility of the Officer to express his/her own professional views and recommendations.

An Officer may report the views of individual Councillors on an issue, but the recommendation should be the Officer's own.



If a Councillor wishes to express a contrary view they should not pressurise the Officer to make a recommendation contrary to the Officer's professional view, nor victimise an Officer for discharging his/her responsibilities.

There are exceptional circumstances where a Councillor can fulfil the role of Proper Officer, for example where there is a vacancy. This can only be done if the Councillor is not paid for the role and should only ever be short-term while the Council seeks to fill a vacancy. There will need to be a particular clear understanding of when the Councillor is acting as a Councillor and when acting as the Proper Officer.

## **THE RELATIONSHIP**

### **General:**

Councillors and Officers are indispensable to one another. However, their responsibilities are distinct. Councillors are accountable to the public, whereas Officers are accountable to the Council as a whole.

At the heart of this Protocol is the importance of mutual respect and also of civility. Councillor-Officer relationships are to be conducted in a positive and constructive way. Therefore, it is important that any dealings between Councillors and Officers should observe standards of courtesy and that neither party should seek to take unfair advantage of their position nor seek to exert undue influence on the other party.

Individual Councillors should not actively seek to undermine majority decisions of the corporate body, as this could then bring them into conflict with Officers who have been charged with promoting and implementing the Council's collectively-determined course of action.

Councillors should not raise matters relating to the conduct or capability of an Officer, or of Officers collectively, in a manner that is incompatible with this Protocol at meetings held in public or on social media. This is a long-standing tradition in public service. An Officer has no means of responding to criticisms like this in public.

A Councillor who is unhappy about the actions taken by, or conduct of, an Officer should:

- avoid personal attacks on, or abuse of, the Officer at all times
- ensure that any criticism is well founded and constructive
- ensure that any criticism is made in private
- take up the concern with the Council Chair

Neither should an Officer raise with a Councillor, matters relating to the conduct or capability of another Councillor or Officer or to the internal management of the Council in a manner that is incompatible with the objectives of this Protocol.

Potential breaches of this Protocol are considered below.

### **Expectations:**

All Councillors can expect:



- a commitment from Officers to the Council as a whole, and not to any individual Councillor, group of Councillors or political group
- a working partnership
- Officers to understand and support respective roles, workloads and pressures
- a timely response from Officers to enquiries and complaints
- Officers' professional and impartial advice, not influenced by political views or personal preferences
- timely, up to date, information on matters that can reasonably be considered appropriate and relevant to their needs, having regard to any individual responsibilities or positions that they hold
- Officers to be aware of and sensitive to the public and political environment locally
- respect, courtesy, integrity and appropriate confidentiality from Officers and other Councillors
- training and development opportunities to help them carry out their role effectively
- not to have personal issues raised with them by Officers outside the Council's agreed procedures
- that Officers will not use their contact with Councillors to advance their personal interests or to influence decisions improperly

All Officers can expect:

- a working partnership
- an understanding of, and support for, respective roles, workloads and pressures;
- leadership and direction
- respect, courtesy, integrity and appropriate confidentiality
- not to be bullied or to be put under undue pressure
- that Councillors will not use their position or relationship with Officers to advance their personal interests or those of others or to influence decisions improperly
- that Councillors will at all times comply with the Council's adopted Code of Conduct.

#### **Some general principles:**

Close personal relationships between Councillors and Officers can confuse their separate roles and get in the way of the proper conduct of Council business, not least by creating a perception in others that a particular Councillor or Officer is getting preferential treatment. Special relationships with particular individuals are not recommended as it can create suspicion that an employee favours that Councillor above others.

The Proper Officer (usually called the Clerk) is the head of paid services and has a line management responsibility to all other staff. Communications should be made directly with the Proper Officer, unless it is agreed by the Proper Officer that such communications may take place directly with other Officers over a particular matter. Councillors should not give instructions directly to the Proper Officer's staff without the express approval of the Proper Officer.

#### **COUNCILLORS' ACCESS TO INFORMATION AND TO COUNCIL DOCUMENTS**



Councillors are free to approach Officers to provide them with such information, explanation and advice as they may reasonably need in order to assist them in discharging their role as members of the Council. This can range from a request for general information about some aspect of the Council's activities to a request for specific information on behalf of a constituent. Such approaches should normally be directed to the Proper Officer.

The legal rights of Councillors to inspect Council documents are covered partly by statute and partly by the common law.

The common law right of Councillors is based on the principle that any member has a prima facie right to inspect Council documents so far as their access to the documents is reasonably necessary to enable the member properly to perform their duties as a member of the Council. This principle is commonly referred to as the "need to know" principle.

The exercise of this common law right depends therefore upon the Councillor's ability to demonstrate that they have the necessary "need to know". In this respect a member has no right to "a roving commission" to go and examine documents of the Council. Mere curiosity is not sufficient. The crucial question is the determination of the "need to know". This question must be determined by the Proper Officer.

In some circumstances (e.g. a Committee member wishing to inspect documents relating to the functions of that Committee) a Councillor's "need to know" will normally be presumed. In other circumstances (e.g. a Councillor wishing to inspect documents which contain personal information about third parties) a Councillor will normally be expected to justify the request in specific terms. Any Council information provided to a Councillor must only be used by the Councillor for the purpose for which it was provided i.e. in connection with the proper performance of the Councillor's duties as a member of the Council.

For completeness, Councillors do, of course, have the same right as any other member of the public to make requests for information under the Freedom of Information Act 2000.

## **CORRESPONDENCE**

Correspondence between an individual Councillor and an Officer should not normally be copied (by the Officer) to any other Councillor. Where exceptionally it is necessary to copy the correspondence to another Councillor, this should be made clear to the original Councillor. In other words, a system of "silent copies" should not be employed. Acknowledging that the "BCC" system of e-mailing is used, it should be made clear at the foot of any e-mails if another Councillor has received an e-mail by adding "CC Councillor X."

Official letters or emails on behalf of the Council should normally be sent out under the name of the Officer, rather than under the name of a Councillor. It may be appropriate in certain circumstances (e.g. representations to a government minister) for a letter or email to appear over the name of the chair, but this should be the exception rather than the norm.

Letters or emails which, for example, create obligations or give instructions on behalf of the Council should never be sent out in the name of a Councillor.



Correspondence to individual Councillors from Officers should not be sent or copied to complainants or other third parties if they are marked “confidential”. In doing so, the relevant Officer should seek to make clear what is to be treated as being shared with the Councillor in confidence only and why that is so.

## **PRESS AND MEDIA**

Councils are accountable to their electorate. Accountability requires local understanding. This will be promoted by the Council, explaining its objectives and policies to the electors and customers. Councils use publicity to keep the public informed and to encourage public participation. The Council needs to tell the public about the services it provides. Good effective publicity should aim to improve public awareness of the Council’s activities.

Publicity is a sensitive matter in any political environment because of the impact it can have. Expenditure on publicity can be significant. It is essential to ensure that decisions on publicity are properly made in accordance with the Code of Recommended Practice on Local Authority Publicity and the Council’s Media Protocol.

The Proper Officer may respond to press enquiries but should confine any comments to the facts of the subject matter and the professional aspects of the function concerned. On no account must an Officer expressly or impliedly make any political opinion, comment or statement.

Any press release that may be necessary to clarify the Council’s position in relation to disputes, major planning developments, court issues or individuals’ complaints should be approved by the Proper Officer.

The Chair (or Chair of a Committee) may act as spokespersons for the Council in responding to the press and media and making public statements on behalf of the Council but should liaise with the Proper Officer on all forms of contact with the press and media. The Council may also appoint individual Councillors as spokespeople where there is an area of particular expertise but this should only be done with the agreement of the Council.

The Council must comply with the provisions of the Local Government Act 1986 regarding publicity. All media relations work will comply with the national Code of Practice for Local Government Publicity. The Code is statutory guidance, and the Council must have regard to it and follow its provisions when making any decision on publicity.

For more detailed information and guidance regarding the role of Councillors in connection with the use of social media, reference should be made to the Council’s Social Media Protocol where there is one in place.

## **IF THINGS GO WRONG**

### **Procedure for Officers:**

From time to time the relationship between Councillors and Officers may break down or become strained. Whilst it is always preferable to resolve matters informally, it is important that the Council adopts a formal grievance protocol or procedure.



The principal Council's Monitoring Officer may be able to offer a mediation/conciliation role, or it may be necessary to seek independent advice. The Chair of the Council should not attempt to deal with grievances or work-related performance or line management issues on their own. The Council should delegate authority to a small group of Councillors to deal with all personnel matters.

The law requires all employers to have disciplinary and grievance procedures. Adopting a grievance procedure enables individual employees to raise concerns, problems or complaints about their employment in an open and fair way.

Where the matter relates to a formal written complaint alleging a breach of the Councillors' Code of Conduct the matter must be referred to the principal Council's Monitoring Officer in the first instance in line with the Localism Act 2011. The Council may however try to resolve any concerns raised informally before they become a formal written allegation.

**Procedure for Councillors:**

If a Councillor is dissatisfied with the conduct, behaviour or performance of Officers, the matter should be reported to the Chair and then raised with the Officer in the first instance. If the matter cannot be resolved informally, it may be necessary to invoke the Council's disciplinary procedure.



IN COLLABORATION WITH SLCC, NALC, OVW, COUNTY ASSOCIATIONS

**This is to certify that  
Saxmundham Town Council  
has signed up to the Civility & Respect Pledge**

Saxmundham Town Council believes now is the time to put Civility and Respect at the Top of the Agenda and start a culture change for the local council sector.

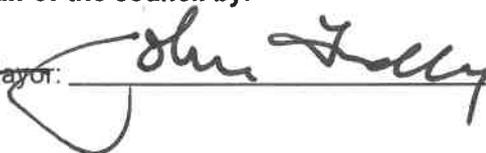
Certificate Number 1710

**Saxmundham Town Council will:**

- Treat all councillors, clerk and all employees, members of the public, representatives of partner organisations and volunteers with civility and respect in their role.
- Put in place a training programme for councillors and staff.
- Sign up to Code of Conduct for councillors.
- Have in place good governance arrangements including staff contracts and Dignity at Work Policy.
- Commit to seek professional help at early stages should civility and respect issues arise.
- Commit to calling out bullying and harassment if and when it happens.
- Continue to learn from best practice in the sector and aspire to being a role model / champion council e.g., via Local Council Award Scheme.
- Support the continued lobbying for the change in legislation to support the Civility and Respect Pledge including sanctions for elected members where appropriate.

**Signed on behalf of the council by:**

Chairperson/Mayor:

 Date: 17.12.24