



Saxmundham Town Council

Members are summoned to attend a meeting of Saxmundham Town Council on Monday 12th January 2026 at 7:00 pm at the Fromus Centre, Street Farm Road, Saxmundham

Agenda

1. Attendance and Apologies

To receive any apologies and note any absences.

2. Declaration of Interests

To receive any declarations of interest and to consider requests for dispensations from members on matters in which they have a disclosable pecuniary interest, other registerable interest, or non-registerable interest.

3. Open Forum

- a) A fifteen-minute session for members of the public to present concerns or ask questions related to the town.
- b) To receive a report from County Councillor Richard Smith.
- c) To receive a report from District Councillor John Fisher.

4. Minutes

To approve the minutes of the meeting held on 8th December 2025 as a true and accurate record.

5. Committee Minutes

To receive the draft minutes from the:

- a) Resources Committee meeting held on 2nd December 2025 and 6th January 2026.
- b) Staffing Committee meeting held on 28th November 2025.

6. Casual Vacancy

- a) To consider and co-opt an eligible applicant to the Town Councillor vacancy.
- b) To consider and appoint the new member to Committees.

7. Modified Neighbourhood Plan

- a) To receive a written report from the Chair of the Neighbourhood Plan Steering Group.
- b) To consider the following:
 - i. Accept the recommendation from the Neighbourhood Plan Steering Group to approve the Submission Version of the Modified Neighbourhood Plan for submission to East Suffolk Council.
 - ii. Approve the following supporting documents as required under Article 15 of the Neighbourhood Planning (General) Regulations 2012, for submission to East Suffolk Council:
 - (a) Consultation document, including the map of the designated area for the Modified Neighbourhood Plan;
 - (b) Basic conditions statement;

(c) A statement that, having regard to the Screening Opinion of East Suffolk Council dated October 2025, the Town Council considers that the Modified Neighbourhood Plan is unlikely to have significant environmental effects, and adopts the reasons contained in that Opinion for this determination;

(d) A statement that, for the reasons set out in the statement, the Town Council as qualifying body does not consider that the modifications contained in the Modified Neighbourhood Plan are so significant or substantial as to change the nature of the existing Neighbourhood Plan, giving reasons for why the qualifying body is of this opinion.

iii. Delegate to the Town Clerk,

(a) to work with the relevant neighbourhood planning liaison officer of East Suffolk Council to ensure that all the documentation for submission is in place and in correct form,

(b) in consultation with the Chair of the Council and of the Steering Group, to make any minor changes or improvements to the approved documents for submission,

(c) to submit the finalised approved documentation, including the Submission Version of the Modified Neighbourhood Plan, to East Suffolk Council.

8. South Saxmundham Garden Neighbourhood

To receive a verbal report from the Chair of the Neighbourhood Plan Steering Group.

9. Nationally Significant Infrastructure Projects

To receive a written report from the Vice-Chair regarding energy projects.

10. SEND School Campaign

To consider the Council's formal support for the Suffolk Coastal MP's campaign urging Suffolk County Council to proceed with the opening of the planned SEND school in Saxmundham.

11. Reports

To receive a written report from the Town Clerk.

12. Finance

a) To receive the payments, receipts and bank balances to 31st December 2025.

b) To receive the budget versus actual income and expenditure report to 31st December 2025.

c) To receive the forecasted general and earmarked reserve report to 31st March 2026.

13. Policies

To accept the recommendation from the Amenities and Services Committee to approve an amended Open Spaces Policy.

14. Next Meeting

To note the date and time of the next meeting which is scheduled for Monday 9th February 2026 at 7:00 pm.

Sharon Smith
Town Clerk
7th January 2026