



BUNGAY TOWN COUNCIL

Business, Tourism and Heritage Committee

Minutes of the Business, Tourism & Heritage Committee held on 30th September 2025, 7.00 pm at the Riverside Centre, The Staithe, Bungay, Suffolk NR35 1BF.

Members in Attendance: Councillors: Cllr. Adams, Cllr. Dawes, Cllr. Pearmain, and Katherine Hicks. Cllr Betts attended via zoom.

Also in attendance: Tina Newby - Communication Clerk.

Minutes

BT&H-01-30/09/2025 - To receive and accept apologies for absence: Apologies received from Cllrs: Severyn, Laurence and Keith Parker.

BT&H-02-30/09/2025 - Declaration of Interest & Requests for Dispensations: None.

BT&H-03-30/09/2025 - Public Forum: No members of the public.

BT&H-04-30/09/2025 - To receive a presentation regarding Annis Hill and budgets – Withdrawn, carried over to next month.

BT&H-05-30/09/2025 – To discuss the websites in Town and how to link/consolidate them. Consolidate the websites for Bungay. Suffolk DMO will disappear in the future. Hold off until we have confirmation from BEBA.

BT&H-06-30/09/2025 - To approve the minutes outstanding - To approve the minutes of the Business Tourism and Heritage Committee Meeting on 28th August 2025. **RESOLVED: To approve the minutes. Proposed by Cllr Dawes and seconded by Cllr Adams. Unanimously agreed.**

BT&H-07-30/09/2025 – To note appointments into the Committee:

- a. Appoint Richard Laurence as a Councillor (October 2025). Cllr Laurence will be now as a councillor.
- b. Agree to appoint a representative from the Town Trust. **Action Clerk** to confirm to Town Trust that there is a vacancy. **RESOLVED: To agree the following. Proposed by Cllr Dawes and seconded by Cllr Adams, unanimously agreed.**

BT&H-08-30/09/2025 – To receive an update on the HODs events: 400 people over two weekends, very good turnout. Next year's dates are 11-20th September 2026. Next year's theme 'Everyday history of working lives'. The funding left over this year will be used for logo advert next year.

BT&H-09-30/09/2025 – To receive a verbal update from the related working groups:

- a. £10k working group notes – Grant to be used to improve business environment. Looking at EV charging points, digital bus sign on the bus shelter outside Boots. £500 Business Breakfast grant is now available from a separate grant. Cllr Pearmain and Steve will be walking around the Town looking at weeds and pavements.
- b. Communication working group notes – Social media platforms, waiting on a revised communication policy. Cllr Dawes had a meeting with Karen Lodge to discuss amending the website, work in progress.
- c. Christmas Lights event – there is a couple interested in playing the organ at the event. The background administration is ticking away. Next meeting is 8th October 2025.

BT&H-10-30/09/2025 – To approve the Terms of Reference for £10k working group. RESOLVED: To approve the Terms of Reference, proposed by Cllr Adams and seconded by Cllr Dawes. Unanimously agreed.

BT&H-11-30/09/2025 – To review and update the Business, Tourism and Heritage Action Plan: The Committee discussed some of the issues and concerns with the Priorities. **Action Clerk to review the budget and costings for next meeting.**

BT&H-12-30/09/2025 - To discuss 26/27 budget for BT&H Committee and note the budget planning timetable. Action Clerk to source the costings for the event grants this year and make available for the Town Council meeting on 16th October 2025.

BT&H-13-30/09/2025 – To discuss and agree the frequency of the Bungay Life, note the budget and agree the next issue misses January and February 2026. The Committee agreed that the next copy deadline would be 1st March 2026, thereby missing a few months over the quiet period. **Action Clerk to work out the costings for 2,3,4 interval issues in 2026-2027.**

BT&H-14-30/09/2025 – To discuss the need to keep the road signs in the Town clean and a way forward. Old ones that were installed in 1919 and some for the ‘peace year’ are starting to degrade. **Action Cllr Dawes to provide an audit of the signs and obtain a quote for the work.** It was noted that some are on private houses, and who owns these.

BT&H-15-30/09/2025 – To discuss the Bungay Town Strategy and agree any action. What can we do to make Bungay stand out. Re-branding of the Town? KH experienced a significant number of visitors to her shop, even famous people. Improve sign posting, focus on how shops survive. Could we do better with opening the shops on Monday and Tuesdays? Work in progress, bring forward for discussion in segments. Free events for residents – cultural events.

BT&H-16-30/09/2025 – To review the Communications Policy and agree any action.
Ongoing.

BT&H-17-30/09/2025 – To discuss the BEBA business case and agree any action.
Action Clerk and Communications Clerk to meet with BEBA representative, before the BEBA AGM.

BT&H-18-30/09/2025 – To discuss 26/27 budget for BT&H Committee. Delete, duplicate item.

BT&H-19-30/09/2025 – Update on High Street Data and Smart Town Initiative.

- a. To note footfall data and Bungay Visitor information. Noted. Cllr Adams has asked for the data for Black Shuck and Folk Festival.

BT&H-20-30/09/2025 – To discuss items related to digital communication strategy.

- a. Facebook engagement statistics – not provided.
- b. Website performance statistics – not provided.

BT&H-21-30/09/2025 – To note correspondence

- a. Shared banking hub. This was discussed. The Clerk mentioned there is a banking hub in Harleston. **Action Cllr Pearmain to visit Harleston and report back.**

BT&H-22-30/09/2025 - Date for next meeting 23rd October 2025.

Meeting closed 8:30pm.