



LOCAL GOVERNMENT ACT 1972

NOTICE OF A MEETING OF BRANDON TOWN COUNCIL

YOU ARE HEREBY SUMMONED TO ATTEND THE FULL COUNCIL MEETING OF BRANDON TOWN COUNCIL, WHICH WILL BE HELD IN THE OLD SCHOOL HOUSE BRANDON, MONDAY 8TH DECEMBER 2025, STARTING AT 7.00 P.M.

MEMBERS OF THE PUBLIC AND REPRESENTATIVES OF THE PRESS CAN ATTEND THE MEETING. THE MEETING CUSTOMARILY INCLUDES A 15-MINUTE OPEN FORUM, WHEN MEMBERS OF THE PUBLIC AND REPRESENTATIVES OF THE PRESS ARE INVITED TO ADDRESS THE COUNCIL.

Tina Cunnell

Clerk

Brandon Town Council

AGENDA

25/156	Apologies for Absence To receive
25/157	Declarations of Interest and requests for Dispensations To receive. If a member is not given a dispensation, they must withdraw from the meeting while the item is discussed. (Standing Orders Section 13)
25/158	To receive a report from Sqn Ldr Eaton – RAF Lakenheath To receive and note
25/159	Minutes of Previous Meetings To agree and sign the minutes from the Full Council Meeting on 10th November 2025.
25/160	Chairmans Report To receive and note

25/161	Public Participation Time The meeting will be adjourned for a period of 15 minutes to allow Members of the Public to speak. Note that only items on this Agenda are to be discussed – for any other item/ subject please contact the Clerk in writing for submission at a future meeting.
25/162	Reports from County and District Councillors To receive and note
25/163	Reports from Town Councillors Reports of project activity or outside bodies attended on behalf of the Council
25/164	Planning Applications to Consider To discuss and agree the Town Council decisions on each of the applications below to be submitted to West Suffolk Council Planning DC/25/1849/TPO – The Maltings, Riverside Way, Brandon – Tree https://planning.westsuffolk.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=T5Z496PDGO700 DC/25/1836/HH – 25 Queens Road, Brandon – Consultation https://planning.westsuffolk.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=T5VQAZPDGMF00 DC/25/1632/FUL – Land North of Richmond Rd, Brandon - Consultation https://planning.westsuffolk.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=T47ZGNPDFSW00 DC/25/1918/TPO – 17 Pheasant Way, Brandon – Tree https://planning.westsuffolk.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=T6L1W3PD0G200
25/165	Late Planning Applications Received after Agenda was Published To receive, if required. Decision required: To discuss and agree the Town Council decision on any planning applications received after the agenda was published.
25/166	New Cemetery Report To report on any updates received
25/167	Accounts Decision required: To approve and note payments made in November 2025

25/168	Grant Applications Decision required: To consider S137 grants from Marketplace Arts and Wired and Inspired
25/169	Financial Update To receive and note:- <ul style="list-style-type: none"> Income & Expenditure Statement against budget for October 2025
25/170	IT Policy Decision required: To approve IT Policy
25/171	Clerks Update To receive any information received since publication of agenda



BRANDON

TOWN COUNCIL

FULL COUNCIL MEETING OF BRANDON TOWN COUNCIL

OLD SCHOOL HOUSE BRANDON

MONDAY 10TH NOVEMBER 2025 7.00 P.M.

Present: Councillors: Wittam (Chair), Brocklehurst, Bland, Gorringer, Hughes, Kostecki, Lukaniuk, Palmer, Pinnell, Savage, Skinner, Watts. Clerk: Cunnell, Minute Taker: Prior

MINUTES

25/138	Apologies for Absence Apologies received from Cllr L Challiss and Cllr N. Siebert.
25/139	Declarations of Interest and requests for Dispensations Cllr Palmer declared a DPI, ORI and NRI due to being a trustee of BRPF and his wife being the secretary. Cllr Palmer asked permission to stay in the room re item 25/143, to which it was given. He would then be leaving the meeting after this item, as he has other interests. Cllr Brocklehurst – Brandon Heritage Centre trustee. Cllr Lukaniuk declared an interest in the BRPF grant and the Heritage Centre grant.
25/140	To receive a report from Sqn Ldr Eaton – RAF Lakenheath Received and noted report from Victoria Quamina, Community Relations Adviser – RAF Lakenheath.
25/141	Minutes of Previous Meetings Cllr Gorringer proposed and Cllr Bland seconded to agree and sign the minutes from the Full Council Meeting on 8th October 2025. A slight amendment would be made, requested by Cllr Lukaniuk. RESOLVED
25/142	Chairmans Report The Chairman had nothing to report.
25/143	Public Participation Time The meeting was adjourned. A number of representatives from Brandon Remembrance Playing Fields gave an overview of the charity, the security and safeguarding of the playing fields, the football and social club, money being raised for a new play park and skate park and how the grant would be spent, benefitting Brandon.

	<p>A member of the public commented that there was no date for the precept meeting on the website. They would be emailing questions in regarding this.</p> <p>Meeting re-opened.</p> <p>Cllr Palmer left the meeting at 7.28pm.</p>
25/144	<p>Reports from County and District Councillors</p> <p>Cllr Lukaniuk as County Councillor reported:-</p> <ul style="list-style-type: none"> • Thanked Cllr Siebert and the Royal British Legion for Remembrance Sunday. Immense hospitality with record numbers attending. • Brandon in Bloom received a gold award at national level. • Bannisters have been repaired like for like, in oak, on the bridge. • More roadworks because of the utilities, to take place in Brandon. <p>Cllr Lukaniuk as County Councillor reported:-</p> <ul style="list-style-type: none"> • Flood plain has been problem to develop skate park at the playing fields – flood plain has now been abolished. • Good for playing fields and the new cemetery due to the water table no longer registering.
25/145	<p>Reports from Town Councillors</p> <p>Cllr Pinnell reported:-</p> <ul style="list-style-type: none"> • Been in contact with West Suffolk about EV charging points at the Leisure Centre car park and the County Park. He has also asked regarding Heath Road and Warren Close having EV charging points. • Met with Suffolk Highways/Bridal Way department – re footpath/bridge to river, which has been closed off Riverside Way. Meeting with them on 20th November with Cllr Savage on site to discuss the repair. • Attended the Harvest Centre along with Cllr Savage and Cllr Gorringe. Interesting visit, and a great facility. Maybe able to help them further, not just with funding. Encourage Councillors to go <p>Cllr Watts reported:-</p> <ul style="list-style-type: none"> • Helped with the planting of the hedgerow at the playing fields. • Went along to Anglia in Bloom awards with Cllr Brocklehurst and Brandon in Bloom won a gold award. Thanked all involved within the town. <p>Cllr Bland reported:-</p> <ul style="list-style-type: none"> • Streetlights are back on down by the bridge. • Attended Brecks Resilience Conference with Cllr Savage and the Clerk. • Joined a steering group for the new Brecks Landscape Partnership. • Attended RBL Festival of Remembrance on Friday. • Well done to all for the Remembrance Parade. • No updates from Enforcement on Wangford Road or Mr G's. • Bridge Hotel has been stopped for the second time for working on pod. Being investigated by Enforcement. • Re-elected to SALC board as Vice Chair for West Suffolk.

	<p>Cllr Brocklehurst reported:-</p> <ul style="list-style-type: none"> • Represented Brandon on Saturday to lay a wreath, at the Rose Garden, Abbey Gardens in Bury St Edmunds. • All the Anglia delegates will be at the Harvest Centre on Thursday, with 200 visitors to the town, from all over Anglia in Bloom. • Helped with the planting of the trees along with Cllr Watts and another two Councillors, at the playing fields. • Radio Suffolk on Wednesday at 11.20am will be interviewing Rachel from Brandon in Bloom who was awarded a national award as a community champion.
25/146	<p>Planning Applications to Consider</p> <p>To discuss and agree the Town Council decisions on each of the applications below to be submitted to West Suffolk Council Planning.</p> <p>DC/25/1535/FUL – Brick Kiln Farm, Brandon Fields, Brandon – Consultation https://planning.westsuffolk.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=T3EIP2PDN4X00</p> <p>Cllr Wittam gave an overview of the planning application.</p> <p>The following points were then made on application DC/25/1535/FUL:-</p> <ul style="list-style-type: none"> • Local farmer who wants to expand the business. • Production increase to handle 40,000 tonnes per annum, therefore claims to reduce traffic movements. • Application states, traffic movement should not significantly increase but there may still be more traffic. • In our TRO, local businesses will have a permit, so potentially not an issue. • Traffic management – Highways will be involved. <p>Cllr Brocklehurst proposed and Cllr Lukaniuk seconded, to support the application.</p> <p>RESOLVED</p> <p>DC/25/1589/HH – 165 Thetford Road, Brandon - Consultation https://planning.westsuffolk.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=T3V6C9PD03E00</p> <p>Cllr Wittam gave an overview of the planning application.</p> <p>The following points were then made on application DC/25/1589/HH:-</p> <ul style="list-style-type: none"> • Most could be done under permitted development. <p>Cllr Wittam proposed and Cllr Lukaniuk seconded, to support the application.</p> <p>RESOLVED</p> <p>DC/25/1612/TPO – 34 Riverside Way, Brandon – Tree https://planning.westsuffolk.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=T44LKNPDFQV00</p> <p>Cllr Wittam gave an overview of the planning application.</p> <p>The following points were then made on application DC/25/1612/TPO:-</p> <ul style="list-style-type: none"> • Clerk working on planning policy, it could be put in the policy to not comment on TPO's. <p>Cllr Lukaniuk proposed and Cllr Gorrington seconded, to support the application.</p> <p>RESOLVED</p>

DC/25/1342/FUL – Bridge Hotel Brandon, 79 High Street, Brandon – Re-consultation

<https://planning.westsuffolk.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=T112F3PDM9000>

Cllr Wittam gave an overview of the planning application.

The following points by members of the public were then made on application DC/25/1342/FUL:-

- Already erected marquee and used before enforcement took it down.
- Very loud music – concerned it will happen on a regular basis.
- View from bridge is ruined with such a large marquee being erected.

The following points by Councillors were then made on the application:-

- Agreed restrictions required on noise.
- Change to the planning application is the big marquee.
- Over development of site within Brandon's Heritage Asset.
- Marquee will obscure an important protected view.
- In contravention of condition 4 of Application DC/23/1757/FUL.
- In contravention of West Suffolk Council Policies DM2, DM14 and DM46. Also, chapter 15 of NPPF and relevant core strategy policies.
- In contravention of Hotels own Site Management Plan in relation to condition 4 of Application DC/23/1757/FUL.
- In contravention of condition 15 of Application DC/23/1757/FUL.
- Insufficient parking for a marquee that has potential to hold 200-400 people.
- No access for emergency vehicles.
- Unsuitable adjacent to residential properties with regard to noise, disturbance, antisocial behaviour and loss of amenity.
- Our original objection still applies regarding the toilet block and small marquee.
- Applicant is investing in the town, bringing in business and jobs to the town.

Cllr Wittam proposed and Cllr Bland seconded, to refuse the application. The Town Clerk requested a copy of the reasons as to why we are objecting, to put on the planning portal.

RESOLVED

DC/25/1522/ADV – 9 Bury Road, Brandon – Consultation

<https://planning.westsuffolk.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=T38YN5PDN2F00>

Cllr Wittam gave an overview of the planning application.

The following points were then made on application DC/25/1522/ADV:-

- Signage to front and rear.
- Not a listed building and not in a conservation area.
- CD value is very low.
- As medical allowed to put up illuminated signage.

Cllr Brocklehurst proposed and Cllr Gorrington seconded, to support the application.

RESOLVED

	<p>DC/25/1731/TPO – 26 Woodcock Rise, Brandon – Tree</p> <p>https://planning.westsuffolk.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=T55EOFPD G8O00</p> <p>Cllr Wittam gave an overview of the planning application.</p> <p>The following points were then made on application DC/25/1731/TPO:-</p> <ul style="list-style-type: none"> • Leave to the Tree Officer to decide. • Overhanging path - needs tidying up. <p>Cllr Bland proposed and Cllr Savage seconded, to support the application.</p> <p>RESOLVED</p>
25/147	<p>Late Planning Applications Received after Agenda was Published</p> <p>To receive, if required. Decision required: To discuss and agree the Town Council decision on any planning applications received after the agenda was published.</p> <p>None.</p>
	<p>Cllr Bland proposed and Cllr Lukaniuk seconded to extend the meeting past two hours.</p> <p>RESOLVED</p>
25/148	<p>New Cemetery Report</p> <p>The Clerk gave the following report:-</p> <ul style="list-style-type: none"> • Currently no objections from public or statutory consultees. • West Suffolk is currently supportive of the proposal and is minded to approve the application, subject to final checks. • Response outstanding from Ecology consultee – the statutory body for biodiversity and environmental impact. • Started outlining pre-commencement conditions Council need to comply with, before the application can be passed. • The planning officer has outlined the following conditions that must be met, before development can begin;- Archaeological investigation Contamination risk assessment Method statement Maybe additional ecology conditions such as biodiversity net gain strategy, enhancement strategy and landscape and ecological management plan. • As a minor application it may not require determination by West Suffolk planning committee but this is to be confirmed. • Asked Evolution for time scales and costs. • Costs fall within what we have put aside. • Archaeological costs would need to be a specialist quote. This would be piecemeal and would only be costed for the first piece of land to be worked on. • There may be additional conditions attached to the planning application – twenty in total. • Will keep Council up to date once know what the additional conditions are.

25/149	<p>Grant Policy</p> <p>To approve amended grant policy. The Clerk gave an overview of the amendment to the grant policy which will allow organisations to apply for running costs.</p> <p>Cllr Brocklehurst proposed and Cllr Skinner seconded to approve the amended grant policy.</p> <p>RESOLVED</p>
25/150	<p>Accounts</p> <p>Cllr Pinnell proposed and Cllr Skinner seconded to approve and note payments made in October 2025.</p> <p>RESOLVED</p>
25/151	<p>Grant Applications</p> <p>A representative from the Brandon Remembrance Playing Fields gave an overview of the Brandon Remembrance Playing Fields and also explained that their income is low as they do not charge non-profit organisations for children's activities. The Council have three representatives that attend the meetings.</p> <p>Cllr Pinnell proposed and Cllr Brocklehurst seconded to approve the S137 grant from Brandon Remembrance Playing Fields, for the sum of £37,440, to be paid in full in May 2026. It was unanimously voted to approve the grant.</p> <p>RESOLVED</p> <p>A representative from the Harvest Centre gave an overview of the organisation providing food parcels to people/families in financial crisis. They further explained that it is very hard to get funding for food.</p> <p>Councillors are welcome on a Tuesday between 10am and 12pm to visit the centre.</p> <p>Cllr Wittam proposed and Cllr Savage seconded to give £4,000 to the Harvest Centre. Cllr Pinnell proposed to amend the grant to £2,000, seconded by Cllr Lukaniuk.</p> <p>RESOLVED</p> <p>Cllr Wittam presented the Heritage Centre grant explaining what the grant was being applied for.</p> <p>Cllr Wittam proposed and Cllr Lukaniuk seconded to approve the S137 grant from the Heritage Centre, for the sum of £1,800.</p> <p>RESOLVED</p>
25/152	<p>Financial Update</p> <p>Received and noted:-</p> <ul style="list-style-type: none"> Income & Expenditure Statement against budget for September 2025.
25/153	<p>Purchase of Defibrillators</p> <p>Cllr Brocklehurst provided the following information:-</p> <ul style="list-style-type: none"> Originally asked for four defibrillators but overlooked costs - quote from Suffolk Highways to attach to power and supply post was £1,500. Asking for two more defibrillators at a cost of £1,900 and may be able to get one free so may only need to pay half. One defibrillator is to go along Green Road.

	<ul style="list-style-type: none">• Breckland School is the other site – have outline permission for this.• Also have 10% contingency fund.• Now fully covered Brandon – apart from the industrial estate where we are currently in talks with companies to put a defibrillator on the outside of the building. <p>Cllr Brocklehurst proposed and Cllr Watts seconded to approve the purchase/installation of two defibrillators at a cost of £3375, from the projects fund.</p> <p>RESOLVED</p>																														
25/154	<p>Budget 2026/27</p> <p>Following discussion, Cllr Skinner proposed and Cllr Wittam seconded to agree the budget of £428,528.55 with a rise of 4.57% for 2026/27.</p> <p>A named vote took place:-</p> <table><tr><td>For</td><td>Against</td><td>Abstention</td></tr><tr><td>Cllr Gorringe</td><td>Cllr Pinnell</td><td>Cllr Brocklehurst</td></tr><tr><td>Cllr Hughes</td><td></td><td></td></tr><tr><td>Cllr Bland</td><td></td><td></td></tr><tr><td>Cllr Skinner</td><td></td><td></td></tr><tr><td>Cllr Kostecki</td><td></td><td></td></tr><tr><td>Cllr Lukaniuk</td><td></td><td></td></tr><tr><td>Cllr Watts</td><td></td><td></td></tr><tr><td>Cllr Savage</td><td></td><td></td></tr><tr><td>Cllr Wittam</td><td></td><td></td></tr></table> <p>RESOLVED</p>	For	Against	Abstention	Cllr Gorringe	Cllr Pinnell	Cllr Brocklehurst	Cllr Hughes			Cllr Bland			Cllr Skinner			Cllr Kostecki			Cllr Lukaniuk			Cllr Watts			Cllr Savage			Cllr Wittam		
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Cllr Watts																															
Cllr Savage																															
Cllr Wittam																															
25/155	<p>Clerks Update</p> <p>The Clerk gave the following update:-</p> <ul style="list-style-type: none">• Attended two meetings today:- One with Andrew from Suffolk Highways to talk about all things relating to highways. He then was going to Green Road as he is doing the siting of the SID's survey and will come back to us on suitable locations. The other meeting was with the West Suffolk Quick Reaction Team. They will be working with the Council early December. A walk around will take place to address weed issues.• At the BFER Resilience Conference – lots of organisations would like to work with Brandon Town Council and the open spaces and the river.• A few Councillors had a meeting with Bush Adventures regarding the jetty. The EA permit has now been approved. Talking to Structures and Highways for the licence to be completed before Christmas.• Christmas Fair – The team are working hard. This year we have a Polar Express train and Santa arriving by river.• CPP Marketplace have been in to see us and they will be undertaking a project in Brandon, which includes, Team Chill working with Brandon Country Park on a mural to go on the side of the Heritage Centre.																														

	<ul style="list-style-type: none"> • Working with the Heritage Centre and West Suffolk to get the lease secured before LGR happens. • Poppy project was incredible. Planting looked good and poppies were beautiful. Made the front page of National Clerks Magazine. Thanked Cllr Watts. Poppies to be moved to the Harvest Centre garden for a visit from Anglia delegates re Anglia in Bloom, on Thursday.
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The meeting closed at 9.17 PM

Chairman

Date



Parish Consultation
Brandon
Old School House
Market Hill
Brandon
Suffolk
IP27 0AA

Please ask for: Thomas Halliday
Direct Line: 01284 757304
Email: planning.technical@westsuffolk.gov.uk

Application no: DC/25/1849/TPO
Consultation Expiry: 12 December 2025

Today's date: 21 November 2025

Consultation on application received by West Suffolk Council Local Planning Authority

Proposal **TPO 21(1991) tree preservation order - one English Oak (T001 on plan and T22 on order) crown lift to 2.5 metres above ground level, one English Oak (T013 on plan and T31 on order) crown lift to 2.5 metres above ground level, one English Oak (T009 on plan and T34 on order) crown lift to 2.5 metres above ground level**

Location **The Maltings Riverside Way Brandon Suffolk IP27 0BL**
Applicant **Shirley Baker, FirstPort**

The above application can be viewed by downloading it from the planning section of our website.

<https://planning.westsuffolk.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=T5Z496PDGO700>

The supporting documents will be available for viewing within 2 working days of the date of this letter.

If you have any observations regarding this proposal please respond by 12 December 2025 using our consultee access via our website. All responses will be posted on our website and made available for viewing by the public. If I do not hear from you, it will be assumed that you do not wish to make any representations.

Details of the decision will be published on the website.

If you have any queries, please contact planning.technical@westsuffolk.gov.uk.

It is very important that your Council indicates very clearly whether it objects or supports the application and the reasons why. You can also indicate if the Council has no comments to make.

If the application is to be considered by the Development Control Committee, you will be notified of the meeting date where you or a nominated representative can speak to support your comments. For advice on how to speak at committee please refer to the 'Right to Speak' information guide which may be viewed on our website www.westsuffolk.gov.uk.

Thomas Halliday

Thomas Halliday
Planning Assistant

Parish Consultation
Brandon
Old School House
Market Hill
Brandon
Suffolk
IP27 0AA

Please ask for: Oliver Bingham
Direct Line: 01284 757167
Email: planning.technical@westsuffolk.gov.uk

Application no: DC/25/1836/HH
Consultation Expiry: 16 December 2025

Today's date: 25 November 2025

Consultation on application received by West Suffolk Council Local Planning Authority

Proposal **Householder planning application - a. single storey front extension b. cladding to front elevation c. replacement windows to front and rear elevations d. single storey rear extension (following demolition of existing utility and covered seating area) e. render to side and rear elevation**

Location **25 Queens Road Brandon Suffolk IP27 0JL**
Applicant **Greg Kiskenas**

The above application can be viewed by downloading it from the planning section of our website.

<https://planning.westsuffolk.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=T5VQAZPDGMF00>

The supporting documents will be available for viewing within 2 working days of the date of this letter.

If you have any observations regarding this proposal please respond by 16 December 2025 using our consultee access via our website. All responses will be posted on our website and made available for viewing by the public. If I do not hear from you, it will be assumed that you do not wish to make any representations.

Details of the decision will be published on the website.

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Oliver Bingham

Oliver Bingham
Planning Officer

Parish Consultation
Brandon
Old School House
Market Hill
Brandon
Suffolk
IP27 0AA

Please ask for: Connor Vince
Direct Line: 01284 757373
Email: planning.technical@westsuffolk.gov.uk

Application no: DC/25/1632/FUL
Consultation Expiry: 23 December 2025

Today's date: 2 December 2025

Consultation on application received by West Suffolk Council Local Planning Authority

Proposal	Planning application - change of use of land for siting of storage containers (B8)
Location	Land North Of Richmond Road Brandon Suffolk
Applicant	Nelsons Self Store, Limited

The above application can be viewed by downloading it from the planning section of our website.

<https://planning.westsuffolk.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=T47ZGNPDFSW00>

The supporting documents will be available for viewing within 2 working days of the date of this letter.

If you have any observations regarding this proposal please respond by 23 December 2025 using our consultee access via our website. All responses will be posted on our website and made available for viewing by the public. If I do not hear from you, it will be assumed that you do not wish to make any representations.

Details of the decision will be published on the website.

If you have any queries, please contact planning.technical@westsuffolk.gov.uk.

It is very important that your Council indicates very clearly whether it objects or supports the application and the reasons why. You can also indicate if the Council has no comments to make.

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Connor Vince

Connor Vince
Senior Planning Officer

Parish Consultation
Brandon
Old School House
Market Hill
Brandon
Suffolk
IP27 0AA

Please ask for: Nathan McGeachie
Direct Line:
Email: planning.technical@westsuffolk.gov.uk

Application no: DC/25/1918/TPO
Consultation Expiry: 24 December 2025

Today's date: 3 December 2025

**Consultation on application received by West Suffolk Council Local
Planning Authority**

Proposal TPO (1999) (01) tree preservation order - one Honey
Cocust - fell
Location 17 Pheasant Way Brandon Suffolk IP27 0BE

The above application can be viewed by downloading it from the planning section of our website.

<https://planning.westsuffolk.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=T6L1W3PD0G200>

The supporting documents will be available for viewing within 2 working days of the date of this letter.

If you have any observations regarding this proposal please respond by 24 December 2025 using our consultee access via our website. All responses will be posted on our website and made available for viewing by the public. If I do not hear from you, it will be assumed that you do not wish to make any representations.

Details of the decision will be published on the website.

If you have any queries, please contact planning.technical@westsuffolk.gov.uk.

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Nathan McGeachie

Nathan McGeachie
Arboricultural Officer

Accounts for Payment November 2025

Inv. Date	Invoice No.	Supplier	Expense Type	Nett	VAT	Gross	Payment
22/10/2025	3324	FX Live Ltd	Hire Snow M/C + Fluid-Christmas	£739.00	£147.80	£886.80	BACS
10/11/2025		The Harvest Centre	S137 Grant	£2,000.00	£0.00	£2,000.00	BACS
10/11/2025		Brandon Heritage Cen.	S137 Grant	£1,800.00	£0.00	£1,800.00	BACS
07/11/2025	550179528	James Hallam Ltd	Add. Ins. MEWP - Christmas	£56.00	£0.00	£56.00	BACS
10/11/2025	20321	ICCM (Cemetery Man.)	Membership until 31/3/26	£44.00	£0.00	£44.00	BACS
20/10/2025	JH0324	Fairytale Fantasia	Entertainment - Christmas Fair	£500.00	£0.00	£500.00	BACS
20/11/2025	68114	Electrical Testing	Mark. Hill - Stress Test - L. Posts	£1,654.00	£330.80	£1,984.80	BACS
13/10/2025	INV-19222	Hugofox Limited	Website Subscription	£29.99	£6.00	£35.99	Direct Debit
21/10/2025	M097 AS	BT	Phone OSH	£135.76	£35.58	£171.34	Direct Debit
22/10/2025	M071 PW	BT	Phone OSH	£43.09	£8.62	£51.71	Direct Debit
01/11/2025	3165587	YU Energy	Electric OSH	£146.27	£7.31	£153.58	Direct Debit
01/11/2025	3165590	YU Energy	Electric BRPF Yard	£203.23	£10.16	£213.39	Direct Debit
01/11/2025	3165588	YU Energy	Electric Pillar 8 Market Hill	£17.86	£0.89	£18.75	Direct Debit
01/11/2025	3165592	YU Energy	Electric Pillar 9 Market Hill	£15.79	£0.79	£16.58	Direct Debit
01/11/2025	3165591	YU Energy	Electric Cemetery Yard	£14.13	£0.71	£14.84	Direct Debit
01/11/2025	3165593	YU Energy	Electric Christmas Tree Pillar	£12.78	£0.64	£13.42	Direct Debit
03/10/2025	3234277	YU Energy	Gas OSH	£79.20	£3.96	£83.16	Direct Debit
16/11/2025	4909529	Everflow Water	Water OSH	£47.55	£0.00	£47.55	Direct Debit
20/11/2025	V02410219441	EE	2 x Mobile Phones	£48.60	£9.72	£58.32	Direct Debit
24/11/2025		Creative Pension Trust	Pensions - November	£801.35	£0.00	£801.35	Direct Debit
26/11/2025		BNP Paribas Leasing Sol.	Photocopier - Quarterly Rental	£269.00	£53.80	£322.80	Direct Debit
28/11/2025	1291393	West Suffolk Council	Trade Waste	£79.40	£0.00	£79.40	Direct Debit
30/11/2025		Unity Trust Bank	Service Charge	£14.55	£0.00	£14.55	Direct Debit
14/10/2025	1350298	BAD Workwear	PPE	£51.99	£0.00	£51.99	CARD
21/10/2025		Tesco	Coffee Bags	£4.58	£0.00	£4.58	CARD
04/11/2025	INV-39380	Hampshire Flag Co Ltd	Remembrance Day Flags	£221.67	£44.34	£266.01	CARD

Accounts for Payment November 2025

10/11/2025		Unity Trust/Lloyds Bank	Card Payment Fee	£3.00	£0.00	£3.00	CARD
13/11/2025	RHRHI	Amazon	Artificial Fake Snow - Christmas	£19.99	£4.00	£23.99	BACS
13/11/2025	YSEXI	Amazon	Snow Fluid - Christmas Event	£29.99	£6.00	£35.99	BACS
13/11/2025	ZQY5I	Amazon	Santa Sacks - Christmas Event	£8.29	£1.66	£9.95	BACS
16/11/2025	TAEUI	Amazon	3 Pin Plugs/W.Proof Boxes - Xmas	£29.72	£5.96	£35.68	BACS
16/11/2025	KHTLI	Amazon	Wire Rope - Christmas Lighting	£29.99	£6.00	£35.99	BACS
16/11/2025	0767I	Amazon	Flexi Pipe - Christmas Event	£7.51	£1.50	£9.01	BACS
16/11/2025	923NI	Amazon	Outdoor Socket - Christmas	£10.67	£2.13	£12.80	BACS
16/11/2025	ITSRI	Amazon	Cable Ties - Christmas Event	£11.28	£2.25	£13.53	BACS
16/11/2025	1M4VI	Amazon	Striped Elf Socks - Christmas	£4.74	£0.95	£5.69	BACS
16/11/2025	4SXL I	Amazon	Metal Clips - Christmas Event	£5.44	£1.09	£6.53	BACS
27/11/2025	K60LI	Amazon	Blue Rolls	£15.48	£3.10	£18.58	BACS
27/11/2025	KCNHI	Amazon	Elf Costume - Christmas Event	£15.82	£3.17	£18.99	BACS
30/11/2025	BAEUI	Amazon	Presentation Folders - Stationery	£10.64	£2.14	£12.78	BACS
20/11/2025	SINV02004749	Ian Smith Group Ltd	Cond. Book Paper - re OLB	£79.20	£15.84	£95.04	BACS
26/11/2025	69790	Chase Timber Products	Membrane - Front Santas Grotto	£7.18	£1.44	£8.62	BACS
27/11/2025	K20570	Ernest Doe & Sons Ltd	Repair to Strimmer	£316.93	£63.39	£380.32	BACS
28/11/2025	101794	Sky High Access Ltd	MEWP Hire - Christmas Lights	£426.00	£85.20	£511.20	BACS
30/11/2025	R10885/LOR	Ray Tuttle Lift Sers. Ltd	6 Month LOLER - Lift Inspection	£105.12	£21.02	£126.14	BACS
28/11/2025	312499	Fengate Fasteners Ltd	Items for Christmas/Staple Gun	£279.67	£55.93	£335.60	BACS
30/11/2025	20250001149	Finevale Service Station	Fuel	£22.65	£4.53	£27.18	BACS
05/12/2025		HMRC	NICS	£3,392.30	£0.00	£3,392.30	BACS



BRANDON TOWN COUNCIL

Please complete **all sections** of this form clearly using black ink.
(This is so that details will still be readable if the form is photocopied)

A. YOUR DETAILS

1. Name of organisation in full:
2. Name and address of person making the application (to whom all correspondence will be sent):

Rob Drummer, Creative Director & CEO
MarketPlace Arts, March Town Hall, Market Place, March, Cambs, PE15 9JF
3. Daytime telephone number:
4. E-mail address:
5. Organisation bank details – Account name, Account No, Sort-code:

MarketPlace Arts,

B. YOUR ORGANISATION

6. Registered charity number (where applicable):
7. Year organisation established:
8. What does your organisation do? *Please give aims and objectives. If you have a constitution, please attach this, together with any other publicity information you consider appropriate.*

MarketPlace Arts is an arts organisation and charity working across West Suffolk, with large scale programmes delivered in the market towns of Brandon, Mildenhall and Newmarket. We are funded by Arts Council England through their Creative People and Places fund.

We believe the arts have the power to bring people together and make this part of the world better for everyone. We create, produce and programme very different kinds of art – music, performance, parades and light shows as well as visual arts and crafts – and people in our local communities are always at the heart of whatever we do.

Our constitution is attached.

9. What area is served by your organisation?

West Suffolk (Brandon, Mildenhall and Newmarket) and Fenland, Cambs (Wisbech, Whittelsey, Chatteris & March)

10. What is the total membership of your organisation?

5 Staff Members, 6 Trustees

11. How many members live in the Town?

0

12. Please give the names and addresses of the officers of your organisation.

Chairman

Treasurer

Secretary

13. Please provide a set of your organisation's latest **accounts**, together with details of income and expenditure for the current year. If a large reserve and/or surplus is indicated in your latest annual accounts please explain why you are applying for additional funds.

Accounts are attached.

C. GRANT REQUEST

14. How much grant are you asking for?

2,000

15. What is the total cost of the project?

9549

16. What will you use the grant for?

In 2025 we produced the first year of Light Up The Town in Brandon. You can watch a video that details the huge success of this project on YouTube:

https://www.youtube.com/watch?v=hdPc9XIf_y4

262 people attended the event from Brandon in 2025. We are now returning in 2026 with an expanded Light Up The Town with more art works over 2 nights and need support to fully realise our plans to create a permanent art work in the town.

We will use the grant of £2000 to co-commission Luke McDonnell (mural artist, www.chibacreative.com/mural) to create a high quality mural on the wall of the Heritage Centre that will light up at night under black light.

The mural will be unveiled on 6 March 2026 and will include a permanent plaque with project partners and the story of the project. This investment in the cultural life of Brandon is something we think the town deserves. The mural will create a talking point, boost local pride in the town centre and celebrate local biodiversity.

We are proud to partner with the community in the town. The wider project will include engaging with young people at the Brandon Teen Chill group and taking them on an expert-led bioluminescent mushrooms walk at Brandon Country Park. The teens will be invited to find inspiration in their own local green spaces and respond to the walk with drawings that will inspire and be used in the mural. This will serve as a permanent asset to the town, celebrating local biodiversity while empowering young people with a platform to be creative in their own town.

"It's great for the community and such a great project for young people to be involved in. The guided walk would be so inspirational and informative for the young people to see and understand nature on a different level!" Lucy Sagrott, Active Communities Lead, Brandon Leisure & Health Hub

17. How many people in the Town area do you estimate will benefit from the grant?

500+

18. Have you applied for funds from other sources? YES/NO

(If yes, please give details of where and the amount and whether this has been successful)

Source:	Amount	Success
Arts Council England, Creative People and Places Core Grant	6549	Yes
Brecks Landscape Partnership (Mural Co-Commission)	1000	TBC

19. What fund-raising efforts will your organisation be making?

MarketPlace Arts is funded by Arts Council England and so our core costs (salaries, project management) and most of the project costs are covered with this funding. However, to deliver a large scale mural for the town and the accompanying community engagement we require the support of partnerships. We are in active discussion with the Brecks Landscape Partnership as an additional co-commissioner of the mural.

20. Please indicate the age range of the beneficiaries of any award, e.g. young children/youth / adult / senior citizens.

Age Range	Yes/No
-----------	--------

Under 5 years	Yes/No
5 – 16 years	Yes/No
16 – 25 years	Yes/No
25 – 65 years	Yes/No
65 +	Yes/No
All of the above	Yes/No

Please use the space below to include a **Statement** in support of your request. *(This must include details of how your organisation meets the 'eligibility criteria' set out in the information pack sent to you with this form.*

D. STATEMENT IN SUPPORT OF GRANT REQUEST

We are an arts charity working to support communities in West Suffolk with a strong track record of delivering high quality artistic programmes and activities in Brandon for 10+ years. We are specifically requesting support for the co-commissioning of the permanent mural in Brandon and are able to cover our own running costs/core costs with other funding. Without additional support and funding our projects are not possible.

Maddie Exton our Creative Producer for West Suffolk has established a strong network of local partners in Brandon and is well placed to ensure that the development of our work meets local need.

This investment in our mural project will deliver a permanent art work that can be enjoyed by residents and visitors to Brandon over many years. See below for an example of Luke McDonnells work in London.



E. CERTIFICATION

I certify that the above information and the contents of the attached documents are correct at the time of applying. I understand that if any of the information is subsequently found to be incorrect this may lead to the organisation being disqualified from consideration and/or the withdrawal of any grant awarded. I agree to my organisation being bound by the eligibility criteria and any conditions set by Brandon Town Council.

Signed: R Drummer	Date: 11/11/2025
--------------------------	-------------------------

If successful Brandon Town Council must be included in any publicity and its contribution noted. There will also be conditions attached to any grant awarded covering how to repay the grant should it not be used as per the application form, or if the event is cancelled. Acceptance of any funds will be deemed to be agreement of conditions attached.

Please email your completed application form to:- office@brandon-tc.gov.uk

Re: MarketPlace Arts Light Up The Town Grant Application

From Rob Drummer

Date Wed 12/11/2025 13:19

To Brandon Town Council <office@brandon-tc.gov.uk>

 3 attachments (1 MB)

MarketPlace Year End 2024_25.pdf; MarketPlaceArts Redacted Bank Statement October 2025.pdf; MarketPlace Arts_formerly Fenland and District Arts Association_Annual Report_2024-25.pdf;

Apologies Donna, have attached those now for you.

A note on our financial attachments:

MarketPlace Arts has been working for 11+ years but until April of 2025 we were managed by Babylon Arts in Ely meaning we didn't produce annual accounts in our own name (instead our funding was shown in Babylon Arts' annual accounts). This was a requirement of the Arts Council.

However, Babylon Arts no longer exists and so we have now constituted as a charity in our own right taking full control of our operations and did this by renaming an existing charity called Fenland Arts.

So what you've got on the attachments are our actual financials from 2024/25 showing income of £303K and expenditure of £325K with a carry forward figure into 2025/26 of just over £47K. I've also included the annual report for 2024/25 from Fenland Arts (now renamed MarketPlace Arts) which explains the name change. There's a redacted bank statement too.

Hope that makes sense!

Best,
Rob

Rob Drummer (*he/him*)
Creative Director & CEO
MarketPlace Arts

www.marketplacearts.org.uk

FB: [wearemarketplacearts](#)

IG: [wearemarketplacearts](#)

MarketPlace Arts
(formerly Fenland and District Arts Association)

ANNUAL REPORT

2024 - 2025

CHARITY NUMBER 800929

THE BOARD

Keith Cheale	Chair (resigned 3 rd October 2024)
Katherine Nightingale	Chair (appointed 3 rd October 2024)
Bradley Donaldson	(appointed 3 rd October 2024)
Pat Norris	
Godfrey Smith	Treasurer
Barbara Watts	
Corinna Gibson	(resigned 3 rd October 2024)

THE BOARD'S REPORT ON THE CHARITY'S ACTIVITIES

Review of the year

At the beginning of the year the charity was involved with the March St George's Festival. This included the shop window paintings of dragons which was funded in the previous year by March Events. The charity continued to support the local community in March through the provision of the lunch and film club, attended from its membership of around forty.

Looking Ahead to 2025/26

As of 1 April 2025, Fenland & District Arts Association has become MarketPlace Arts. This change is an exciting development for the charity, combining the legacy of supporting the arts across Fenland with the innovative approach to engaging communities in high quality arts and cultural activity delivered by the MarketPlace project, (previously led by Babylon Arts and a consortium of partners across the region). For 10 years the MarketPlace programme, one of 39 Arts Council England Creative People and Places programmes across the country has worked in Fenland and West Suffolk, notably the 7 market towns in both Local Authority Districts.

In renaming and repositioning the charity, the trustees have made a significant commitment to local communities and continuing to provide a high quality arts and culture offer. This evolution of Fenland & District Arts Association has secured annual inward investment of £250,000 from Arts Council England with further capacity to fundraise. The charity will employ a team of 5 staff and is committed to delivering the previously agreed 2025/26 programme of events and activities.

The new MarketPlace Arts team are:

Creative Director & CEO - Rob Drummer
Programme Manager - Claire Sawford
Creative Producer, Fenland - Carly Robinson
Creative Producer, West Suffolk - Maddie Exton

MarketPlace Arts will be the lead partner from 2025/26 of the Creative People and Places programme and consortium and has made an application to Arts Council England for funding from 2026-2029, with an outcome expected in October 2025.

The MarketPlace Arts, Creative People and Places Consortium is:

MarketPlace Arts - Lead Partner
Anglia Ruskin University
The RSPB
Theatre Royal Bury St Edmunds
The Ferry Project
Association of Suffolk Museums



Creative People and Places is about more people taking the lead in choosing, creating and taking part in creative and cultural experiences in the places where they live.

Scrutineer's Report to the Trustees of MarketPlace Arts

I report on the income and expenditure account for the year ended 31st March 2025

Respective responsibilities of Trustees and Scrutineer

As the Charity's trustees you are responsible for the preparation of the accounts; you consider that neither the audit nor independent examination requirements of the Charities Act 2011 apply. It is my responsibility without carrying out an audit or independent examination to scrutinise the accounts and to report to you.

Basis of Scrutineer's Statement

In accordance with the directions given in the Charity's constitution, I have scrutinised the records and the accounts set out on page 3

Scrutineer's Statement

In my opinion the accounts are in accordance with the records produced to me and comply with the constitution.

Income & Expenditure Account for the year ended 31st March 2025

	2025	2024
Income		
Film club (including raffle & donations)	386.50	250.00
Grants	-	5,500.00
Provision of expenditure no longer required	28.28	
Interest	17.77	33.78
	<u>432.55</u>	<u>5,783.78</u>
Expenditure		
Film Club (including licence)	185.05	168.68
Film Club advert		
Art competition prizes at 2023 St George's Fayre	-	50.00
Delivery costs at 2024 St George's Festival:		
Workshops for flags	-	2,000.00
Workshops and delivery of headress costumes for the parade	-	2,000.00
Delivery of shop window painting	-	1,500.00
Insurance	349.79	-
	<u>534.84</u>	<u>5,718.68</u>
Excess of expenditure over income 2024-25	- 102.29	65.10
Reserves brought forward	<u>891.72</u>	<u>826.62</u>
Unrestricted reserves carried forward	<u>789.43</u>	<u>891.72</u>
Represented by:		
Balance at bank	789.43	2,420.00
Less creditors	-	-1,528.28
	<u>789.43</u>	<u>891.72</u>

MarketPlace Arts (2024-2025) Q4/Year End Management Accounts

OPERATING BUDGET

		2024-25 BUDGET	ACTUALS TO DATE	VARIANCE
INCOME				
ACE - CPP	Core CPP grant	270,000	270,000	0
ACE - Other Grants	Improvement Plan Final Payment	7,000	9,407	2,407
Trusts & Foundations	Coney Fen Tigers, Advisory Group	55,000	12,400	-42,600
Local Authority	Capacity building / commissioning Brandon/Mildenhall, MP Events	12,500	8,250	-4,250
Partnership Contribution	Coney Fen Tigers Partner Income	20,000	1,500	-8,500
Box Office	PWYD - Community Events	500	183	-317
Donations	Anglia Water, Rivers of Light 2025	6,000	0	0
In-kind	Not included in calculations - just for % ACE grant	15,000	15,000	0
Other income			2,000	2,000
TOTAL INCOME		371,000	303,740	-67,260
EXPENDITURE				
Projects, Productions & Commissions		122,000	71,873	-50,127
Community & Audience Development		20,000	25,377	5,377
Digital, Marketing & Press		8,000	3,861	-4,139
Staff & Related Costs		167,400	145,547	-21,853
Admin Costs		74,438	62,603	-11,835
Overheads		7,800	16,279	8,479
TOTAL EXPENDITURE		399,638	325,540.13	-74,098
SUMMARY				
Operating Budget		69,133	69,133	
Balance b/fwd		-26,638	-21,601	
Net Income / (Expenditure)		40,495	47,503	
Total Funds carried forward				

MARKETPLACE ARTS CONSTITUTION

1. TITLE

The title of the organisation shall be MarketPlace Arts and the direction of its affairs shall be a board of trustees, hereinafter referred to as the Board.

2. OBJECTS OF THE ASSOCIATION

To advance the education of the public in the arts by:

Encouraging and developing public participation in the performing, visual and other artforms by the presentation of artworks, commissions, concerts, performances, exhibitions and festivals in the districts of Fenland and West Suffolk primarily, as well as in East of England region, Nationally and Internationally.

Supporting community wellbeing and capacity building in Fenland and West Suffolk through commissioning of collaborative arts projects addressing issues of place, community, equality and inclusion.

Promoting, supporting and developing the creative community of Fenland and West Suffolk including the amateur and voluntary arts sectors and the understanding of collaborative arts practice regionally, nationally and internationally.

3. BOARD OF TRUSTEES

No one shall be excluded from serving as a trustee for MarketPlace Arts on the grounds of sex, race, colour, religion or political affiliation

There shall be a Board of Trustees (hereinafter called "The Board") whose duty it shall be to carry out the general policy of MarketPlace Arts and, subject to any condition imposed from time to time by MarketPlace Arts, to provide for the administration, management and control of the affairs and property of MarketPlace Arts.

All Trustees who are elected to MarketPlace Arts are granted the right to vote.

The members of the Board shall be elected at the Annual General Meeting and shall hold office for a period of 3 years, when they must retire but will be eligible for re-election at the same Annual General Meeting.

The Board of Trustees shall not be less than 3 nor more than 10.

Trustees must attend a minimum of 4 Board meetings throughout a period of a year. If a Trustee fails to attend the minimum number of meetings, the reasons for absence will be considered by the Board and they may be asked to step down at the next Annual

General Meeting and will not be eligible for the re-election.

All Board members will receive an information pack giving details of all policies and procedures for MarketPlace Arts and the roles and responsibilities of a trustee. All board members must sign to acknowledge receipt of this pack and must adhere to the roles and responsibilities laid out by the Charities Commission and MarketPlace Arts.

Casual vacancies shall be filled through co-option by the Board until the next Annual General Meeting.

The Board will delegate the investigation of individual items and subject to working groups as defined hereunder.

Working Groups will be appointed by the Board to undertake studies and investigation into any topic deemed necessary or desirable by the Board, by any full meeting of MarketPlace Arts or by supported representation from any individual, such support to include a written brief signed by at least two members of MarketPlace Arts with voting rights. The working group may invite any member or non-member into the group who has specialist skills or knowledge that would benefit the group. There must be at least one Trustee responsible for every working group.

4. OFFICERS

The following honorary officers shall be elected at the Annual General Meeting of MarketPlace Arts. All honorary officers will be elected from members of MarketPlace Arts and granted the right to vote.

- i) Chair
- ii) Vice Chair
- iii) Secretary
- iv) Treasurer

In the event of equal votes the Chair shall have a second or casting vote.

The officers shall retire each year but will be eligible for re-election.

A Chair may only serve for four consecutive years.

5. MEETINGS

Annual General Meetings

The Annual General Meeting of MarketPlace Arts shall be held in each year at such time (not being more than fifteen months after the holding of the preceding Annual General Meeting) and place as the Board shall determine. At least fourteen clear days' notice in writing shall be given by the Board to the Members.

At the Annual General Meeting, the business shall include the election of a Chair and other honorary officers, the election of the Board, the appointment of Auditors, and the

consideration of an annual report of the work done by and under the auspices of MarketPlace Arts and of the audited accounts.

The proceedings of MarketPlace Arts shall not be invalidated by any failure to appoint or any defect in the appointment election or qualification of any member.

Other Meetings

- a) In addition, the full Association shall meet no less than four times a year, when all members will be presented with the findings of any Executive Working Groups.

Special Meetings

- b) A Special Meeting of the Association shall be called at fourteen days' notice upon the receipt of a requisition in writing signed by at least twenty members of MarketPlace Arts stating the object thereof, or by the Chair, or by the Board.

6. QUORUM

The quorum at any meeting of the Board, shall be one quarter of the Board, and no less than 4 members.

7. FINANCE

The Association shall have power to raise money by means of grants, donations or legacies, grants-in-aid from statutory authorities, loans and other sources.

The income and property of MarketPlace Arts, whencesoever derived shall be applied solely towards the promotion of the purposes of MarketPlace Arts as set forth in this Constitution, and no portion thereof shall be paid or transferred directly or indirectly by way of dividend, bonus or otherwise howsoever by way of profit to any member of the Association, provided that nothing herein shall prevent the payment in good faith of reasonable and proper remuneration to any officer or servant of MarketPlace Arts not being a member of MarketPlace Arts or the repayment of reasonable out of pocket expenses.

The Association may appoint a custodian trustee or a MarketPlace Arts Trust of not less than three persons to hold any property held by or in trust for MarketPlace Arts or may with the agreement of the Official Custodian for Charities transfer to him personal property (within the meaning of Section 16(2) of the Charities Act 1960) so held and made application for an order vesting him any property so held.

Benefits and payments to charity trustees and connected persons

No MarketPlace Arts trustee or connected person may:

Buy or receive any goods or services from MarketPlace Arts on terms preferential to those applicable to members of the public

Sell goods, or services or any interest in land to MarketPlace Arts.

Be employed by, or receive any remuneration from MarketPlace Arts

Receive any other financial benefit from the charity

8. THE ASSOCIATION YEAR AND AUDIT

The MarketPlace Arts accounting year will be from 1st April to 31st March. shall run concurrently with the Local Authorities financial year. Once at least in every year the accounts of the Association shall be qualified auditor appointed at the AGM. The Trustees shall require that the accounts for the year shall be subject to an inspection/audit in line with statutory guidelines.

9. DISSOLUTION

MarketPlace Arts may at any time be dissolved by a resolution passed by a two thirds majority of those present and voting at a meeting of MarketPlace Arts of which at least twenty one clear day's notice shall have been sent to all members of MarketPlace Arts. Such resolutions may give instructions for the disposal of any assets held by or in the name of MarketPlace Arts, provided that if any property remains after the satisfaction of all debts and liabilities, such property shall not be paid to or distributed among the members of MarketPlace Arts but shall be given or transferred to such other institution or institutions having objects similar to some or all of the objects of MarketPlace Arts as MarketPlace Arts may, with the approval of the Charity Commissioners or other authority having charitable jurisdiction, determine.

10. ALTERATIONS TO THE CONSTITUTION

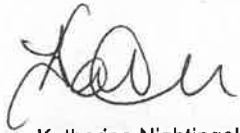
Alterations to the Constitution shall receive the assent of not less than two thirds of the members of MarketPlace Arts present and voting. A resolution for the alteration of the Constitution shall be received by the Secretary or Chair of MarketPlace Arts at least twenty one days before the meeting at which the resolution is to be brought forward. At least fourteen clear days notice in writing of such a meeting shall be given by the Secretary to the members and shall include notice of the alterations proposed. Provided that no alteration to Clause 2 shall be made without the approval of the Court or the Charity Commissioners or other authority having charitable jurisdiction.

12. INTERPRETATION

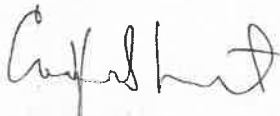
The Interpretation Act, 1889, shall apply for the interpretation of an Act of Parliament.

The Constitution was adopted by a meeting held on 5th December 2024

Signed:



Katherine Nightingale
Chair
5th December 2024



Godfrey Smith
Treasurer
5th December 2024



BRANDON TOWN COUNCIL

Please complete all sections of this form clearly using black ink.
(This is so that details will still be readable if the form is photocopied)

A. YOUR DETAILS

1. Name of organisation in full:
2. Name and address of person making the application (to whom all correspondence will be sent):
3. Daytime telephone number:
4. E-mail address:
5. Organisation bank details – Account name, Account No, Sort-code:

B. YOUR ORGANISATION

6. Registered charity number (where applicable):
7. Year organisation established:
8. What does your organisation do? *Please give aims and objectives. If you have a constitution, please attach this, together with any other publicity information you consider appropriate.*
9. What area is served by your organisation?
10. What is the total membership of your organisation?
11. How many members live in the Town?

12. Please give the names and addresses of the officers of your organisation.

Chairman

Sherree Level,

Treasurer

Donna Petriello,

Secretary

Donna Petriello,

13. Please provide a set of your organisation's latest **accounts**, together with details of income and expenditure for the current year. If a large reserve and/or surplus is indicated in your latest annual accounts please explain why you are applying for additional funds.

Please see attached cash book and bank statement

C. GRANT REQUEST

14. How much grant are you asking for?

£800

15. What is the total cost of the project?

£850

16. What will you use the grant for?

The grant will mainly be used for our main expense which is the room hire costs as this is really the major expense we have as without a room the group could not go ahead and we are unable to charge membership fee's as most of the group are on benefits and would not be able to afford this and the worry is that they would then not be able to attend and for many this is their only form of any socialization. We could also use the funds for activities such as a Christmas Party or group days out. We offer quizzes and games at our group so maybe some funds could be used to purchase this sort of activities.

17. How many people in the Town area do you estimate will benefit from the grant?

25 including
carers

18. Have you applied for funds from other sources? YES/NO

(If yes, please give details of where and the amount and whether this has been successful)

Source:	Amount	Success
Brandon Rotary Club	£250	Yes
Go for it Grant	£300	yes

19. What fund-raising efforts will your organisation be making?

We are holding a quiz night on 23.11.25 at the Royal British Legion to include a raffle and we also have a table top sale and tombola there on 30.11.25

20. Please indicate the age range of the beneficiaries of any award, e.g. young children/youth / adult / senior citizens.

Age Range	Yes/No
Under 5 years	Yes/No
5 – 16 years	Yes/No
16 – 25 years	<input checked="" type="checkbox"/> Yes/No
25 – 65 years	<input checked="" type="checkbox"/> Yes/No
65 +	Yes/No
All of the above	Yes/No

Please use the space below to include a **Statement** in support of your request. (This must include details of how your organisation meets the 'eligibility criteria' set out in the information pack sent to you with this form.

D. STATEMENT IN SUPPORT OF GRANT REQUEST

We are seeking funding to support our community-based social group for Neurodiverse adults, including those with Autism, ADHD and other cognitive differences.

Many Neurodiverse adults experience social isolation and limited access to a community space.

We create a welcoming environment where members can connect, share experiences and build confidence through social gatherings and local activities.

Each session is designed with input from participants to ensure accessibility and inclusion for all communication and sensory needs.

By promoting connection and understanding this project strengthens community ties and celebrated Neurodiversity as an essential part of an inclusive community.

E. CERTIFICATION

I certify that the above information and the contents of the attached documents are correct at the time of applying. I understand that if any of the information is subsequently found to be incorrect this may lead to the organisation being disqualified from consideration and/or the withdrawal of any grant awarded. I agree to my organisation being bound by the eligibility criteria and any conditions set by Brandon Town Council.

Signed: 	Date: 12.11.25
--	--------------------------

If successful Brandon Town Council must be included in any publicity and its contribution noted. There will also be conditions attached to any grant awarded covering how to repay the grant should it not be used as per the application form, or if the event is cancelled. Acceptance of any funds will be deemed to be agreement of conditions attached.

Please email your completed application form to:- office@brandon-tc.gov.uk

2025-2026

[illegible]

Wired and Inspired

A Peer led group for Neurodiverse Adults [and their support] to socialize in safety

Meeting Point: The Harvest Centre, Fengate Drove, Brandon IP27 0PW

Contact:

Constitution

Name

The name of the group is **Wired and Inspired**. Called 'the group' in these rules.

Aims of the group

- *To provide a safe space for Neurodivergent adults to meet up and to socialise.*
- *To improve the mental health of group members and their supporting adults by facilitating peer led meet-ups*
- *To prevent isolation*
- *To receive grants and raise funds to enable all group members to attend the group activities with equal access regardless of means*

Powers

To further these aims, the group may exercise the following powers

- *To raise funds and receive contributions, donations and otherwise, provided that the group shall not undertake any permanent trading activity;*
- *To produce leaflets/posters to publicise group activities;*
- *To hold meetings;*
- *To pay the necessary expenses involved in running the group;*
- *To undertake any other lawful activity to further the group's aims.*

Membership

Membership of the group shall be open to any person aged over 18 who considers themselves to be Neurodivergent; also Parents/Carers/Enablers [referred to as Supporting Adults]

The group will be non-party-political, non-sectarian and will be committed to non-discriminatory practices and equal opportunities.

Management committee

The group will run with a committee consisting of the 2 Founder Leaders. A Treasurer and any members who wish to direct the policy and management of the group.

Trustees

There will be 2 Voluntary Trustees who will oversee the accounts and provide direction for the assets if the group were to disband.

Wired and Inspired

A Peer led group for Neurodiverse Adults [and their support] to socialize in safety

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Contact:

Meetings

The committee will meet a minimum of *two* times a year. Any meeting will require the attendance of [minimum]1 Leader, 1 Trustee, and 2 Members.

Meetings to approve the spending of group funds above £50 can be virtual or via WhatsApp and be called at any time.

An annual general meeting (agm) of the group shall be held every year in the month of February. All members shall be notified not less than fourteen days before the meeting. An agenda will be circulated. Business of the agm will include approving the committee; reporting on the activities during the year, amendments to the constitution and approval of the group's accounts.

An extraordinary general meeting (egm) can be held at the Trustees discretion or by a written request to the Trustees of not less than 4 Members. The meeting shall be called within twenty-one days of such a request and appropriate measures taken to inform all members. An extraordinary general meeting should only consider the business specified in the request.

Finances

- Any money raised shall be used to further the aims of the group and for no other purpose;
- A bank account will be opened in the name of the group;
- The account will require two signatures on any cheque or other bank document (except paying in slips).
- A simple written note of the group's financial position, will be produced and available at committee meetings;
- No member shall derive any financial benefit from the group, except for payment of 'reasonable expenses';
- No money will be paid out in the name of the group without a receipt being presented.

Amendments to the constitution

If amendment(s) to the constitution are necessary, members will be informed in writing and given the opportunity to consider and vote on the amendments. The amendment(s) will be made if there is a two-thirds majority vote of members.

Dissolution

If the committee, by a simple majority, deem it advisable to dissolve the group, it shall call a meeting of all the members of the group, giving not less than 14 days notice. If such a decision is confirmed by a majority of those present, then all the assets of the group shall

Wired and Inspired

A Peer led group for Neurodiverse Adults [and their support] to socialize in safety
Meeting Point: The Harvest Centre, Fengate Drove, Brandon IP27 0PW

Contact:

be transferred to another local voluntary group or community group with similar aims as
appointed by the Trustees.

adopted on the ^{1st}.....day of ~~October~~..... 20~~25~~ .

Signed D. Petrosio..... (Leader)

Signed Steve..... (Leader)

Signed G. M. M. M...... (Member)

Signed A. Dumbler..... (Member)



WIRED & INSPIRED

A social group for neurodiverse adults
and their carers

**EVERY OTHER
FRIDAY 7-9PM**

THE HARVEST CENTRE, 8 FENGATE DROVE, BRANDON,
IP27 OPW

what we offer:

- Quizzes
- Gaming
- Hot and cold drinks
- Socializing
- Karaoke
- cards
- Tuck shop

For more information, please contact either

Donna - 07525723377

Sherree – 07923698071

E-Mail: Wired.inspired@outlook.com

13/11/2025

Brandon Town Council Current Year

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Detailed Income & Expenditure by Budget Heading 31/10/2025

Month No: 7

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
101 Administration							
1176 Precept	405,011	405,011	0			100.0%	
1177 Misc Income	28	0	(28)			0.0%	
1180 Room Hire	790	1,000	210			79.0%	
1190 Interest on Investments	4,431	0	(4,431)			0.0%	
Administration :- Income	410,260	406,011	(4,249)			101.0%	0
1101 Insurances	12,658	11,948	(710)		(710)	105.9%	
1102 Vehicle Insurance	1,046	1,133	87		87	92.3%	
1110 Audit Fees (External)	1,050	1,030	(20)		(20)	101.9%	
1111 Audit Fees (Internal)	641	1,700	1,059		1,059	37.7%	
1120 Legal Fees	0	2,500	2,500		2,500	0.0%	
1125 Website Upkeep	180	412	232		232	43.7%	
1130 Office Equipment/Furniture	27	515	488		488	5.3%	
1131 Computer Equipment	838	1,030	193		193	81.3%	
1132 Stationery	263	464	201		201	56.6%	
1133 Payroll	252	567	315		315	44.4%	
1140 Staff Training	1,136	1,030	(106)		(106)	110.3%	
1141 Councillor Training	0	515	515		515	0.0%	
1143 SW/HW Support	2,716	2,500	(216)		(216)	108.6%	
1144 SALC/NALC	1,446	1,494	48		48	96.8%	
1145 Subscriptions	1,906	1,803	(103)		(103)	105.7%	
1146 Information/Books/Software etc	4	206	202		202	1.9%	
1148 Lift servicing	230	1,030	800		800	22.3%	
1150 Advertising	0	103	103		103	0.0%	
1156 Postage	70	258	189		189	26.9%	
1160 Mileage	73	258	185		185	28.3%	
1165 Photocopier Rental	538	1,100	562		562	48.9%	
1166 Photocopier Charges	430	1,000	570		570	43.0%	
1167 Election Costs	0	4,120	4,120		4,120	0.0%	
1170 Telephone, Internet, Mobiles	1,625	2,850	1,225		1,225	57.0%	
4113 Bank Charges	144	165	21		21	87.5%	
Administration :- Indirect Expenditure	27,272	39,731	12,459	0	12,459	68.6%	0
Net Income over Expenditure	382,989	366,280	(16,709)				
102 Staff							
1201 Staff Salaries (Gross)	81,310	167,843	86,533		86,533	48.4%	
1202 LGA Superannuation	5,664	8,100	2,436		2,436	69.9%	
1203 NI Contributions	20,639	20,141	(498)		(498)	102.5%	
Staff :- Indirect Expenditure	107,614	196,084	88,470	0	88,470	54.9%	0
Net Expenditure	(107,614)	(196,084)	(88,470)				

Continued over page

Detailed Income & Expenditure by Budget Heading 31/10/2025

Month No: 7

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
103 PWLB							
1301 Public Works Loan board	6,779	13,600	6,821		6,821	49.8%	
PWLB :- Indirect Expenditure	6,779	13,600	6,821	0	6,821	49.8%	0
Net Expenditure	(6,779)	(13,600)	(6,821)				
104 Grants							
1401 Grants	36,000	36,000	0		0	100.0%	
1402 S137	1,500	10,000	8,500		8,500	15.0%	
Grants :- Indirect Expenditure	37,500	46,000	8,500	0	8,500	81.5%	0
Net Expenditure	(37,500)	(46,000)	(8,500)				
201 Cemetery/Town							
2177 Burial Fees	5,100	11,500	6,400			44.3%	
2178 Ashes Interment Fees	2,770	6,500	3,730			42.6%	
2179 Memorial Fees	2,180	3,000	820			72.7%	
Cemetery/Town :- Income	10,050	21,000	10,950			47.9%	0
2101 Cemetery/Town Costs	6,734	10,300	3,566		3,566	65.4%	
2107 New Cemetery Works	5,792	20,000	14,208		14,208	29.0%	
2110 Water Charges Cemetery	165	300	135		135	54.9%	
2111 Electricity	1,497	4,000	2,503		2,503	37.4%	
2116 Rent for BRPF Yard	564	600	36		36	94.0%	
2117 HR Fees	0	2,500	2,500		2,500	0.0%	
2131 New Equipment	0	1,545	1,545		1,545	0.0%	
2132 Trade Waste	829	1,545	716		716	53.7%	
2133 Bus Shelter Cleaning	130	400	270		270	32.5%	
Cemetery/Town :- Indirect Expenditure	15,710	41,190	25,480	0	25,480	38.1%	0
Net Income over Expenditure	(5,660)	(20,190)	(14,530)				
301 Old School House							
3110 Gas Supply	297	4,000	3,703		3,703	7.4%	
3111 Gas Force Contract	0	103	103		103	0.0%	
3113 PAT Testing	0	155	155		155	0.0%	
3114 Electricity (Old School House)	964	3,000	2,036		2,036	32.1%	
3117 Water charges OSH	169	412	243		243	40.9%	
3120 Window Cleaning	75	150	75		75	50.0%	
3125 Fire Extinguisher Servicing	365	412	48		48	88.5%	
3178 Old School House Maintenance	2,086	3,000	914		914	69.5%	
Old School House :- Indirect Expenditure	3,955	11,232	7,277	0	7,277	35.2%	0
Net Expenditure	(3,955)	(11,232)	(7,277)				

Detailed Income & Expenditure by Budget Heading 31/10/2025

Month No: 7

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
401 General							
4176 Christmas Event Income	340	0	(340)			0.0%	
4188 Other Income	1,900	0	(1,900)			0.0%	
General :- Income	2,240	0	(2,240)				0
2121 Machinery Servicing	418	3,090	2,672		2,672	13.5%	
2122 Fuel & Oil	614	2,266	1,652		1,652	27.1%	
2139 Protective Clothing	387	1,000	613		613	38.7%	
4101 Horticultural	407	515	108		108	79.0%	
4102 Christmas Lighting	219	2,060	1,842		1,842	10.6%	
4105 Town Clock Repairs	279	515	236		236	54.2%	
4112 Events	5,091	6,680	1,589		1,589	76.2%	
4114 Project Fund	1,916	10,000	8,084		8,084	19.2%	
General :- Indirect Expenditure	9,331	26,126	16,795	0	16,795	35.7%	0
Net Income over Expenditure	(7,091)	(26,126)	(19,035)				
402 Recreation							
4276 Sponsorship Income	600	0	(600)			0.0%	
Recreation :- Income	600	0	(600)				0
4202 The Orchard, Coulson Lane	0	258	258		258	0.0%	
4204 Thetford Rd Play Park	138	1,030	892		892	13.4%	
4205 Playing Fields Play Park	175	2,060	1,885		1,885	8.5%	
4206 Horticultural/Tree Work/Survey	3,733	8,000	4,268		4,268	46.7%	
4208 Cemetery - Trees	0	9,000	9,000		9,000	0.0%	
Recreation :- Indirect Expenditure	4,045	20,348	16,303	0	16,303	19.9%	0
Net Income over Expenditure	(3,445)	(20,348)	(16,903)				
403 Street Lights							
4302 Street Lighting Energy	0	24,700	24,700		24,700	0.0%	
4303 Street Lights Repairs	1,195	8,000	6,805		6,805	14.9%	
Street Lights :- Indirect Expenditure	1,195	32,700	31,505	0	31,505	3.7%	0
Net Expenditure	(1,195)	(32,700)	(31,505)				
Grand Totals:- Income	423,150	427,011	3,861			99.1%	
Expenditure	213,401	427,011	213,610	0	213,610	50.0%	
Net Income over Expenditure	209,750	0	(209,750)				
Movement to/(from) Gen Reserve	209,750	0	(209,750)				



BRANDON

TOWN COUNCIL

Chairman: Cllr Philip Wittam Town Clerk: Tina Cunnell

Brandon Town Council IT Policy

(Assertion 10 – Digital and Data Compliance)

1. Introduction

The Parish Council recognises the importance of effective, secure, and compliant use of information technology (IT) in supporting its business, operations, and communications. This policy sets out the council's approach to IT, data protection, email, and website management in line with the Annual Governance and Accountability Return (AGAR) Assertion 10 requirements.

2. Scope

This policy applies to all Councillors, employees, volunteers, and contractors who use the council's IT resources, including computers, networks, software, devices, data, and email accounts.

3. Authority-Owned Email Accounts

All official council business must be conducted using the council-provided email accounts on an authority-owned domain (e.g. clerk@brandon-tc.gov.uk). Personal or free webmail accounts (e.g. Gmail, Outlook) must not be used for council business. Email accounts must be managed in accordance with the council's data protection and retention policies.

4. Acceptable Use of IT Resources

IT resources are to be used for official council-related activities. Limited personal use is permitted if it does not interfere with work or breach this policy. Users must not access, store, or transmit inappropriate, offensive, or illegal material. All users must respect copyright and intellectual property rights.

5. Device and Software Security

Only authorised devices and software may be used for council business. Personal devices used for council work must comply with this policy and be secured appropriately. Unauthorised installation of software is prohibited.

6. Data Management and Security

All sensitive and confidential council data must be stored and transmitted securely using approved methods. Regular data backups must be performed and tested. Secure data destruction methods must be used when data is no longer required.

Data must be processed in accordance with UK GDPR and the Data Protection Act 2018.

7. Website and Accessibility

The council's website must meet the Web Content Accessibility Guidelines (WCAG) 2.2 AA standard and the Public Sector Bodies (Websites and Mobile Applications) Accessibility Regulations 2018. An accessibility statement must be published and regularly reviewed, including reasons for any non-compliance and contact details for alternative formats. All required documents must be published in line with the Freedom of Information Act 2000 and the Transparency Code for Smaller Authorities.

8. Password and Account Security

Users are responsible for maintaining the security of their accounts and passwords. Passwords must be strong, unique, and not shared. Accounts must be disabled promptly when a user leaves the council.

9. Mobile Devices and Remote Working

Council-provided mobile devices must be secured with passcodes and/or biometric authentication. Remote working must follow the same security standards as office-based work.

10. Email and Internet Use

Council email accounts must be used professionally and only for council business. Users must be vigilant against phishing, malware, and suspicious links or attachments.

11. Retention and Archiving

Emails and electronic records must be retained and archived in accordance with legal and regulatory requirements. Regularly review and delete unnecessary emails and files.

12. Reporting Security Incidents

All suspected security breaches or incidents must be reported immediately to the Clerk or designated IT contact. Prompt action will be taken to investigate and resolve incidents.

13. Training and Awareness

The council will provide regular training and resources on IT security, data protection, and best practice. All users must participate in mandatory training.

14. Compliance and Consequences

Breaches of this policy may result in suspension of IT privileges and further disciplinary action as appropriate.

15. Policy Review

This policy will be reviewed annually and updated as necessary to reflect changes in legislation, technology, and best practice.

16. Contacts

For IT or data protection queries, contact: Jackie Prior.

Adoption and Review

Adopted by Brandon Town Council on: _____

Review Date: _____

Signed: _____ (Chair)

Signed: _____ (Clerk)

References

- AGAR Practitioners' Guide 2025, Assertion 10, paras 1.47–1.54, 5.117–5.128
- The Good Councillor's Guide to Cyber Security 2025
- Public Sector Bodies (Websites and Mobile Applications) Accessibility Regulations 2018
- UK GDPR and Data Protection Act 2018