

**Planning Licensing and Finance Committee**  
**Minutes of the meeting held at the Guildhall, Bury St Edmunds**  
**on Wednesday 12<sup>th</sup> November 2025 at 6.00 pm**

**Present:** Cllrs Sayer (Chair), Armitage, Higgins (BSETC Town Mayor, ex-officio with full voting rights), Hind (BSETC Deputy Mayor, ex-officio with full voting rights) and McGoochan.

**Also present:** Jodie Budd (Town Clerk) and Jacqueline Howells (RFO/Assistant Town Clerk)

**1. To receive apologies for absence**

Apologies had been received from Cllr Iannelli-Popham.

**2. Declarations of interest, additions to registers, gifts and hospitality**

Cllrs Armitage, Higgins, Hind and Sayer declared a local non-pecuniary interest as District Councillors.

Cllr Higgins declared that she had received a gift following a recent Mayoral engagement.

**3. To consider written applications for a dispensation, relieving members from the restrictions in section 31(4) of the Localism Act 2011, and to specify the period for which dispensation is granted**

None.

**4. To approve and sign the minutes of the P,L&F meeting of 22<sup>nd</sup> October 2025**

Resolution Record (Delegated Powers): **PL&F/01/12/NOV/25**

**That the minutes of the meeting of the Planning, Licensing and Finance committee of 22<sup>nd</sup> October 2025 be signed as an accurate record.**

**5. Public forum**

No members of public were present.

**6. To consider planning and licensing applications:**

**6.1 List A**

**DC/25/1459/LB**

Ward: Abbeygate

Conservation Area/Article 4 Direction

Application for listed building consent - a. one dormer to front elevation and one dormer to rear elevation b. loft conversion to create habitable space and associated internal and external alterations

20 Guildhall Street Bury St Edmunds Suffolk IP33 1QD

Applicant: Mr Euan Courtney-Morgan

Resolution Record (Delegated Powers): **PL&F/02/12/NOV/25**

**That based on information received and subject to any Conservation Area and Article 4 issues Bury St Edmunds Town Council maintains previous REFUSAL due to loss of amenity and overlooking neighbouring property. The main reason for refusal is that the property is one of a pair of Listed Buildings and that the proposed changes to the roof unbalance the appearance of the pair.**

**DC/25/1542/HH**

Ward: St Olaves

Householder planning application - single storey side extension

3 Shearing Street Bury St Edmunds Suffolk IP32 6FE

Applicant: Mr P Buchan

Resolution Record (Delegated Powers): **PL&F/03/12/NOV/25****That based on information received Bury St Edmunds Town Council recommends APPROVAL****DC/25/1615/FUL**

Ward: Eastgate

Conservation Area/Article 4 Direction

Planning application - replacement windows and doors to 21 - 26 Cannon Street and 17 - 22 Church Row

21 - 26 Cannon Street 17 - 22 Church Row Bury St Edmunds Suffolk IP33 1JU

Applicant: Havebury Housing Partnership

Resolution Record (Delegated Powers): **PL&F/04/12/NOV/25****That based on information received and subject to any Conservation Area and Article 4 issues Bury St Edmunds Town Council recommends APPROVAL****DC/25/1635/VAR**

Ward: Abbeygate

Planning application - Variation of condition 2 of DC/21/2312/FUL (allowed at appeal)

(Planning application - Change of use from school site to public access car park for 269 cars with new vehicular access and exit from Parkway (RSA and additional information submitted 1/3/23) (Further information and Amended plans submitted 15/1/24) - to enable for the use of amended plans

St Benedicts Lower School St Andrews Street South Bury St Edmunds Suffolk

Applicant: M And D Developments Ltd

Resolution Record (Delegated Powers): **PL&F/05/12/NOV/25****That based on information received Bury St Edmunds Town Council maintains a HOLDING OBJECTION pending comments from SCC Highways – the rationale for changing the previous application is not clear****DC/25/1639/HH**

Ward: Tollgate

Householder Planning Application - a. part first floor part two storey side extension b. two storey rear extension (following demolition of existing conservatory)

88 Raynham Road Bury St Edmunds Suffolk IP32 6ED

Applicant: Mr Miles Orvis

Resolution Record (Delegated Powers): **PL&F/06/12/NOV/25****That based on information received Bury St Edmunds Town Council recommends APPROVAL****Licensing:****Total E-Cig Ltd** - 97 Risbygate Street, Bury St Edmunds IP33 3AA - To change the layout and design of the premises in accordance with the attached plan. The changes include adding 5 dart lanes and 2 pool or shuffleboard tables to the first floor of our premises and to allow our customers to consume alcoholic beverages purchased on the ground floor on the first floor.Resolution Record (Delegated Powers): **PL&F/07/12/NOV/25****That based on information received Bury St Edmunds Town Council recommends APPROVAL**

**K-Mart Supermarket Ltd** - 8 Risbygate Street, Bury St Edmunds, Suffolk, IP33 3AA -  
Alcohol Sales Off Premises – Monday – Sunday 09:00 – 18:00  
Resolution Record (Delegated Powers): **PL&F/08/12/NOV/25**  
**That based on information received Bury St Edmunds Town Council recommends APPROVAL**

## 6.2 List B

### **DC/25/1656/HH**

WARD: Moreton Hall

Householder planning application - conversion of attached garage to form habitable space and cycle storage

11 Bluebell Avenue Bury St Edmunds Suffolk IP32 7JW

Applicant: Mrs Angela Lee

Resolution Record (Delegated Powers): **PL&F/09/12/NOV/25**

**That based on information received Bury St Edmunds Town Council recommends APPROVAL**

### **DC/25/1671/TPO**

WARD: Southgate

TPO 257(1998) tree preservation order - one Acer (Z2T1 on plan) fell

West Suffolk Hospital Hardwick Lane Bury St Edmunds Suffolk IP33 2QZ

Applicant: Rose

Resolution Record (Delegated Powers): **PL&F/10/12/NOV/25**

**That based on information received Bury St Edmunds Town Council recommends APPROVAL**

### **DC/25/1707/TPO**

Article 4 Direction/Conservation Area

TPO 012(2021) tree preservation order - one acacia (marked T1 on map and order) fell

60 Whiting Street Bury St Edmunds Suffolk IP33 1NP

Applicant: Mrs Diana Rowlands

Resolution Record (Delegated Powers): **PL&F/11/12/NOV/25**

**That based on information received and subject to any Conservation Area and Article 4 issues Bury St Edmunds Town Council recommends APPROVAL**

## 6.2 List C

### **DC/25/1508/TPO**

Ward: Moreton Hall

**Re-Consultation – Amended** - TTPO 003(1950) tree preservation order - one sycamore (T001 on plan, within A1 on order) crown reduction of up to 2.5 metres on eastern aspect  
17 Laywood Close Bury St Edmunds Suffolk IP32 7JD

Applicant: Dr Frances Jacks-Cobbold

Resolution Record (Delegated Powers): **PL&F/12/12/NOV/25**

**That based on information received Bury St Edmunds Town Council recommends APPROVAL**

**DC/25/1604/HH**

Ward: Minden

Conservation Area/Article 4 Direction

Householder planning application - a. single storey rear extension b. one roof dormer to rear elevation

41 York Road Bury St Edmunds Suffolk IP33 3EG

Applicant: Richard and Elanor Hodkin

Resolution Record (Delegated Powers): **PL&F/13/12/NOV/25****That based on information received and subject to any Conservation Area and Article 4 issues Bury St Edmunds Town Council recommends APPROVAL****DC/25/1732/FUL**

Ward: Abbeygate

Conservation Area/Article 4 Direction

Planning application - to lift and relay the existing paving around cathedral great south door to provide step free access with associated works at abutments

The Norman Tower Crown Street Bury St Edmunds Suffolk IP33 1QX

Applicant: The Very Revd Joe Hawes

Resolution Record (Delegated Powers): **PL&F/14/12/NOV/25****That based on information received and subject to any Conservation Area and Article 4 issues Bury St Edmunds Town Council recommends APPROVAL****DC/25/1749/TPO**

Ward: Southgate

TPO 314 (2001) tree preservation order - one Ash (T1 on plan, T74 on order) fell  
14 Byfield Way Bury St Edmunds Suffolk IP33 2SN

Applicant: Mrs Adele Hart

Resolution Record (Delegated Powers): **PL&F/15/12/NOV/25****That based on information received Bury St Edmunds Town Council recommends APPROVAL****Licensing:****Burnt Mill Brewery Ltd** – Shop 2, The Shutters, St Johns Street, Bury St Edmunds –  
Alcohol Sales Off and On Premises

Monday to Sunday 10:00 – 22:30

Resolution Record (Delegated Powers): **PL&F/16/12/NOV/25****That based on information received Bury St Edmunds Town Council recommends APPROVAL**

**7. To note the following tree application have received the following statement: 'That based on information received and subject to any Conservation Area and Article 4 issues Bury St Edmunds Town Council recommends APPROVAL'**

DC/25/1337/TCA; DC/25/130/TCA; DC/25/1341/TCA; DC/25/1501/TCA; DC/25/1539/TCA;  
DC/25/1402/TPO; DC/25/1453/TCA; DC/25/1584/TCA; D/25/1655/TCA; DC/25/1660/TCA;  
DC/25/1675/TCA & DC/25/1686/TCA**The above recommendations were NOTED**

**8. To approve Tree work on the allotments**

8.1 Goat Willow tree at Sicklesmere Road allotments

Resolution Record (Delegated Powers): **PL&F/17/12/NOV/25**

**That following discussions regarding the report submitted by the Allotment Officer, CG Trees be contracted to remove the goat willow tree at Sicklesmere Road allotment site at a cost of £2120.00 ex vat**

8.2 Poplar tree at Cotton Lane allotments

Resolution Record (Delegated Powers): **PL&F/18/12/NOV/25**

**That following discussions regarding the report submitted by the Allotment Officer, Timberscapes Tree Care Ltd be contracted to remove the poplar tree at Cotton Lane allotment site at a cost of £2050.00 ex vat**

**9. Date of next meeting: Wednesday 26<sup>th</sup> November 2025 at 6pm**

The meeting closed at 6.45pm

Signed



Dated

26/11/25