Planning Licensing and Finance Committee
Minutes of the meeting held at the Guildhall, Bury St Edmunds
on Wednesday 28 October 2026 at 6.00 pm

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

Also present: Jodie Budd (Town Clerk), Nicola Whittle (RFO/Assistant Town Clerk), Chris Criscione, Simon Butler-Finbow and James Rennie from Pigeon Development.

1. To receive apologies for absence
Apologies received from Cllr McGoochan

2. Declarations of interest and additions to registers
Cllrs Armitage, Higgins, Hind and Sayer declared a local non-pecuniary interest as District Councillors.

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 14 October 2026.
Resolution Record (Delegated Powers): **P,L&F/318/28/Oct/26**
That the minutes of the meeting of the Planning, Licensing and Finance committee of 14 October 2026 be signed as an accurate record.

5. Public forum
Two members of the public attended and were asking questions on HMO's. Members informed them that the town council only advise on planning applications for the conversion of buildings, not who occupies them.

6. To receive a presentation from Pigeon to talk about plans to regenerate the network rail goods yard.
Three employees from Pigeon presented their presentation and spoke about their plans on developing the site

7. To consider planning and licensing applications:
7.1 List A
DC/26/1451/FUL
Ward: Southgate
Planning application - hardstanding and fencing for school building
Riverwalk School Mayfield Road Bury St Edmunds Suffolk IP33 2PD
Applicant: Suffolk County Council
Resolution Record (Delegated Powers): **P,L&F/319/28/Oct/26**
That based on information received Bury St Edmunds Town Council recommends APPROVAL

DC/26/1498/LB
Ward: Abbeygate
Conservation Area/Article 4 Direction
Application for listed buildings consent - replacement of two sash windows to second floor front elevation
72 Guildhall Street Bury St Edmunds Suffolk IP33 1QD
Applicant: O Jennings
Resolution Record (Delegated Powers): **P,L&F/320/28/Oct/26**
Based on information received and subject to any Conservation Area and Article 4 issues Bury St Edmunds Town Council recommends APPROVAL

DC/26/1503/FUL
Ward: Abbeygate
Conservation Area/Article 4 Direction
Planning application - a. rooftop air conditioning installation b. re position shop front entrance c. two louvres' vents
17 Cornhill Bury St Edmunds Suffolk IP33 1DY
Applicant: Mr. Tom Parke
Resolution Record (Delegated Powers): **P,L&F/321/28/Oct/26**
Based on information received and subject to any Conservation Area and Article 4 issues Bury St Edmunds Town Council recommends APPROVAL

DC/26/1542/TCA
Ward: Abbeygate
Conservation Area/Article 4 Direction
Trees in a conservation area notification - one Cotoneaster (marked T1) and one Cherry (marked T2) fell
Churchgate House 35 Churchgate Street Bury St Edmunds Suffolk IP33 1RD
Applicant: Mr Ross Clarke
Resolution Record (Delegated Powers): **P,L&F/322/28/Oct/26**
Based on information received and subject to any Conservation Area and Article 4 issues Bury St Edmunds Town Council recommends APPROVAL

DC/26/1551/TCA
Ward: Minden
Conservation Area/Article 4 Direction
Trees in a conservation area notification - one Silver Birch (marked on plan) fell
105 Queens Road Bury St Edmunds Suffolk IP33 3EP
Applicant: Mr Samuel Tattam
Resolution Record (Delegated Powers): **P,L&F/323/28/Oct/26**
Based on information received and subject to any Conservation Area and Article 4 issues Bury St Edmunds Town Council recommends APPROVAL

7.2 List B
DC/26/1209/HH
Ward: Abbeygate
Conservation Area/Article 4 Direction
Householder planning application - a. replacement of annexe window with door b. demolition of existing garden wall c. removal of external steel staircase
Brewsters Honey Hill Bury St Edmunds Suffolk IP33 1RT
Applicant: Mr & Mrs Chris Hayman
Resolution Record (Delegated Powers): **P,L&F/324/28/Oct/26**
Based on information received and subject to any Conservation Area and Article 4 issues Bury St Edmunds Town Council recommends APPROVAL

DC/26/1450/FUL
Ward: Minden
Conservation Area/Article 4 Direction
Planning application - two garage blocks (following demolition of existing outbuildings) Land Rear Of
42 To 45 York Road Bury St Edmunds Suffolk
Applicant: Mr Adam Cash
Resolution Record (Delegated Powers): **P,L&F/325/28/Oct/26**
Based on information received and subject to any Conservation Area and Article 4 issues Bury St Edmunds Town Council OBJECTS on the grounds of overdevelopment and issues with access.

DC/26/1476/HH
Ward: Minden
Conservation Area/Article 4 Direction
Householder planning application - a. electric vehicle charger to front of dwelling b. solar panels to south and west elevations
1 Cherry Tree Close Bury St Edmunds Suffolk IP33 3GB
Applicant: Mr Graham
Resolution Record (Delegated Powers): **P,L&F/326/28/Oct/26**
Based on information received and subject to any Conservation Area and Article 4 issues Bury St Edmunds Town Council recommends APPROVAL

DC/26/1495/HH
Ward: Minden
Conservation Area/Article 4 Direction
Householder planning application - installation of EV charger on boundary wall
145 York Road Bury St Edmunds Suffolk IP33 3EE
Applicant: Mr Deon Wilson
Resolution Record (Delegated Powers): **P,L&F/327/28/Oct/26**
Based on information received and subject to any Conservation Area and Article 4 issues Bury St Edmunds Town Council recommends APPROVAL

DC/26/1519/HH
Ward: Southgate
Householder planning application - a. raise roof height over front dormer window b. cladding to dormer
63 Home Farm Lane Bury St Edmunds Suffolk IP33 2QL
Applicant: Mr And Mrs Hewson
Resolution Record (Delegated Powers): **P,L&F/328/28/Oct/26**
That based on information received Bury St Edmunds Town Council recommends APPROVAL

DC/26/1525/HH
Ward: Minden
Conservation Area/Article 4 Direction
Householder planning application - single storey rear extension (following demolition of existing conservatory)
30 York Road Bury St Edmunds Suffolk IP33 3EG
Applicant: Ms Jayne Hilaire
Resolution Record (Delegated Powers): **P,L&F/329/28/Oct/26**
Based on information received and subject to any Conservation Area and Article 4 issues Bury St Edmunds Town Council recommends APPROVAL

DC/26/1547/FUL
Ward: Abbeygate
Conservation Area/Article 4 Direction
Planning application - a. installation of delivery hatch and front door b. outdoor seating and planters c. menu box on front elevation d. festoon lighting
22 Auction Street Bury St Edmunds Suffolk IP33 3FA
Applicant: Mr Sam Harper
Resolution Record (Delegated Powers): **P,L&F/330/28/Oct/26**
Based on information received and subject to any Conservation Area and Article 4 issues Bury St Edmunds Town Council recommends APPROVAL

DC/26/1548/ADV
Ward: Abbeygate
Application for advertisement consent - one internally illuminated menu box
22 Auction Street Bury St Edmunds Suffolk IP33 3FA
Applicant: Mr Sam Harper
Resolution Record (Delegated Powers): **P,L&F/331/28/Oct/26**
That based on information received Bury St Edmunds Town Council recommends APPROVAL

DC/26/1563/FUL
Ward: Tollgate
Planning application - a. retention and change of use of existing industrial building to dog-care, grooming and vocational education facility (sui generis) b. single storey micro-business units (use class E(g) c. designation of yard for open-air commercial storage (use class B8) with associated access, parking and landscaping.
Langham Business Park Thingoe Hill Bury St Edmunds Suffolk IP32 6BE
Applicant: Gaywood
Resolution Record (Delegated Powers): **P,L&F/332/28/Oct/26**
That based on information received Bury St Edmunds Town Council recommends a HOLDING OBJECTION until the landscaping officer comments have been satisfied. They also have concerns on parking and that Highways have not commented.

DC/26/1575/ADV
Ward: St Olaves
Application for advertisement consent - a. one internally illuminated totem sign b. one internally illuminated hanging sign c. two internally illuminated fascia signs d. three post-mounted signs e. one non-illuminated fascia sign f. non-illuminated Perspex lettering applied to fascia g. two banner frames
2 Crosses Link Bury St Edmunds Suffolk IP32 6LB
Applicant: Miss Chloe Smith
Resolution Record (Delegated Powers): **P,L&F/333/28/Oct/26**
That based on information received Bury St Edmunds Town Council recommends APPROVAL

DC/26/1576/FUL
Ward: Minden Planning application - installation of three extraction systems and associated external flues Network House Western Way Bury St Edmunds Suffolk IP33 3SP
Applicant: Mr Longhurst
Resolution Record (Delegated Powers): **P,L&F/334/28/Oct/26**
That based on information received Bury St Edmunds Town Council recommends APPROVAL

Premises Licence – Demipower (Eastern) Limited – Name of premises: KFC – Part of Unit 4 at The Parkway, Bury St Edmunds Activity Day/s Times Late Refreshment (In/Outdoors) extend Monday to Friday 23:00 – 03:00, Starting from 15.11.2026 Opening Hours Monday to Sunday 05:00 hrs – 03:00 hrs.
Resolution Record (Delegated Powers): **P,L&F/335/28/Oct/26**
That based on information received Bury St Edmunds Town Council recommends APPROVAL

New Street Traders Licence: Spud and Slice Located: Dunelm car park, Selling - Pizzas/jacket potatoes/breakfasts. Opening times Monday – Sunday 08:00 – 22:00 hrs
Resolution Record (Delegated Powers): **P,L&F/336/28/Oct/26**
That based on information received Bury St Edmunds Town Council recommends APPROVAL

8. To note the following tree applications DC/26/1370/TCA, DC/26/1404/TCA, DC/26/1493/TCA, DC/26/1508/TCA, DC/26/1465/TPO 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',** Application DC/26/1461/TPO received the - **Bury St Edmunds Town Council objects on the grounds of 6 metres being excessive and should remain at 3 metres as requested by West Suffolk Council.**
Resolution Record (Delegated Powers): **P,L&F/337/28/Oct/26**
Noted

9. To note and respond to Horringer-cum-Ickworth Parish Councils, Draft Neighbourhood Plan.
Noted

10. To approve the quotation to upgrade the current People Safe contract and purchase an additional one for the Assistant Warden.
Resolution Record (Delegated Powers): **P,L&F/338/28/Oct/26**
Members discussed the quotation to upgrade the two current People safe devices at an additional cost of .50p per month and to add an additional device at a cost of £13 per month. To enter into a new 3 Year contract at a total cost of £1404.

11. To approve and sign the September 2026 detailed Income and Expenditure report, Balance sheet report, list of payments and cash and investment reconciliation, for adoption by Full Council.
Resolution Record (Delegated Powers): **P,L&F/339/28/Oct/26**
Members discussed September 2026 detailed Income and Expenditure Report, Balance Sheet report, List of Payments and Cash and Investment Reconciliation and recommends APPROVAL.

12. Date of next meeting: **Wednesday 11 November 2026 at 6.00pm**

The meeting closed at 6.55pm

Signed _____ Dated 11/11/26

15/10/2026 12:35

Bury St Edmunds Town Council Current Year

Detailed Income & Expenditure by Budget Heading 30/09/2026

Month No: 6 **Cost Centre Report**

		Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
101	Staffing								
4000	Staff Salaries Gross	16,393	82,607	150,000	67,393		67,393	55.1%	
4001	Employers National Insurance	1,927	9,541	22,500	12,959		12,959	42.4%	
4002	Employers Pension Costs	2,192	11,144	33,000	21,856		21,856	33.8%	
4003	Agency/Temporary Staff	0	0	500	500		500	0.0%	
4004	Staff Travel	0	68	300	232		232	22.5%	
4005	Training & Other Staff Costs	49	2,100	5,000	2,900		2,900	42.0%	
	Staffing :- Indirect Expenditure	**20,561**	**105,459**	**211,300**	**105,841**	**0**	**105,841**	**49.9%**	**0**
	Net Expenditure	**(20,561)**	**(105,459)**	**(211,300)**	**(105,841)**				
102	Administration Fixed Costs								
1076	Precept Received	0	646,090	646,090	0			100.0%	
1090	Bank & Investment Interest	3,103	12,979	25,000	12,021			51.9%	
	Administration Fixed Costs :- Income	**3,103**	**659,069**	**671,090**	**12,021**			**98.2%**	**0**
4106	Allowance - Mayors	98	312	500	188		188	62.5%	
4112	Audit - Internal	0	575	600	25		25	95.8%	
4113	Audit -External	0	1,680	1,800	120		120	93.3%	
4115	Bank Charges	18	105	240	135		135	43.7%	
4118	Business Rates	106	637	1,200	563		563	53.1%	
4125	IT Support/Software Mtce	611	6,471	9,000	2,529		2,529	71.9%	
4126	Computer Equipment	0	45	500	455		455	9.0%	
4127	Election Expenses	0	0	1,000	1,000		1,000	0.0%	
4131	Emergency repairs/maintenance	0	573	500	(73)		(73)	114.7%	411
4132	Health & Safety	290	1,742	250	(1,492)		(1,492)	696.7%	
4133	Insurance	0	2,996	4,800	1,804		1,804	62.4%	
4136	Legal Expenses	0	0	500	500		500	0.0%	
4137	Meeting Room Hire	0	1,575	2,100	525		525	75.0%	
4140	Office Equipment	306	442	500	58		58	88.4%	
4141	Office Rental	0	12,843	17,500	4,657		4,657	73.4%	
4142	Office Service Charge	468	2,215	6,000	3,785		3,785	36.9%	
4145	Professional Fees	0	468	2,000	1,532		1,532	23.4%	
4146	Petty Cash	0	0	600	600		600	0.0%	
4153	Stationery	0	994	1,000	6		6	99.4%	
4154	Subscriptions	0	3,388	4,000	612		612	84.7%	
4162	Training - Councillors	0	0	500	500		500	0.0%	
	Administration Fixed Costs :- Indirect Expenditure	**1,897**	**37,062**	**55,090**	**18,028**	**0**	**18,028**	**67.3%**	**411**
	Net Income over Expenditure	**1,206**	**622,007**	**616,000**	**(6,007)**				
6000	plus Transfer from EMR	0	411	0	(411)				
	Movement to/(from) Gen Reserve	**1,206**	**622,418**	**616,000**	**(6,418)**				

Continued over page

15/10/2026 12:35 **Bury St Edmunds Town Council Current Year** Page 2

Detailed Income & Expenditure by Budget Heading 30/09/2026

Month No: 6 **Cost Centre Report**

		Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
201	Services 1								
4203	Bury in Bloom Basic	0	35,070	35,200	130		130	99.6%	
4211	Childrens Holiday Activities	14,735	22,284	30,000	7,716		7,716	74.3%	
4212	Teen Chill/Outreach Workers	0	39,518	50,000	10,482		10,482	79.0%	
4236	Tourism (Dest. Mgmt. Organ.)	0	30,215	30,500	285		285	99.1%	
4259	Christmas Fayre entertainment	0	0	50,000	50,000		50,000	0.0%	
4280	Pavements & Public Spaces	0	(1,043)	20,000	21,043		21,043	(5.2%)	
4290	Citizen Community Awards	0	4,600	4,000	(600)		(600)	115.0%	
4291	Mayoral/Civic Events	414	7,436	10,000	2,564		2,564	74.4%	1,000
	Services 1 :- Indirect Expenditure	**15,149**	**138,080**	**229,700**	**91,620**	**0**	**91,620**	**60.1%**	**1,000**
	Net Expenditure	**(15,149)**	**(138,080)**	**(229,700)**	**(91,620)**				
6000	plus Transfer from EMR	0	1,000	0	(1,000)				
	Movement to/(from) Gen Reserve	**(15,149)**	**(137,080)**	**(229,700)**	**(92,620)**				
301	Services 2								
4260	Fireworks event	0	0	6,000	6,000		6,000	0.0%	
4350	Police Community Support Offic	0	52,330	105,000	52,670		52,670	49.8%	
4351	Locality budgets	0	8,077	40,000	31,923		31,923	20.2%	
4353	Grant Funding	0	24,411	75,000	50,589		50,589	32.5%	
4359	Speed Indicator Devices	3,759	3,759	5,000	1,241		1,241	75.2%	
4360	Theatre Royal	0	25,000	25,000	0		0	100.0%	
4386	Litter/Grit Bins	1,620	2,864	7,000	4,136		4,136	40.9%	
4390	Armistice Day Commemoration	0	0	1,400	1,400		1,400	0.0%	
4395	War Memorials	0	0	1,000	1,000		1,000	0.0%	
	Services 2 :- Indirect Expenditure	**5,379**	**116,441**	**265,400**	**148,959**	**0**	**148,959**	**43.9%**	**0**
	Net Expenditure	**(5,379)**	**(116,441)**	**(265,400)**	**(148,959)**				
302	Allotments								
1301	Allotment Income	(30)	25,524	24,750	(774)			103.1%	
	Allotments :- Income	**(30)**	**25,524**	**24,750**	**(774)**			**103.1%**	**0**
4301	Allotments	12	1,018	1,500	482		482	67.9%	864
4302	Cotton Lane	4,071	21,837	5,000	(16,837)		(16,837)	436.7%	17,369
4303	Nowton Road	2,754	10,321	5,500	(4,821)		(4,821)	187.6%	8,435
4304	Sicklesmere Road	2,291	5,804	4,900	(904)		(904)	118.5%	4,364
4305	Moreton Hall	6	1,833	2,500	667		667	73.3%	1,305
4306	Vinefields	718	1,479	500	(979)		(979)	295.8%	1,268
4307	Barn Lane	0	1,335	100	(1,235)		(1,235)	1335.0%	1,290
	Allotments :- Indirect Expenditure	**9,852**	**43,627**	**20,000**	**(23,627)**	**0**	**(23,627)**	**218.1%**	**34,895**
	Net Income over Expenditure	**(9,882)**	**(18,103)**	**4,750**	**22,853**				
6000	plus Transfer from EMR	6,923	34,895	0	(34,895)				

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15/10/2026 12:35

Bury St Edmunds Town Council Current Year

Detailed Income & Expenditure by Budget Heading 30/09/2026

Month No: 6 **Cost Centre Report**

		Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
	Movement to/(from) Gen Reserve	**(2,959)**	**16,793**	**4,750**	**(12,043)**				
303	Town Wardens								
1105	Town Warden Services	0	108	0	(108)			0.0%	
	Town Wardens :- Income	**0**	**108**	**0**	**(108)**				**0**
4133	Insurance	0	1,075	2,500	1,425		1,425	43.0%	
4401	Vehicle Expenses/Diesel	408	2,658	5,500	2,842		2,842	48.3%	
4402	Equip/Tools/Clothing/Mobile	56	643	1,000	357		357	64.3%	
	Town Wardens :- Indirect Expenditure	**464**	**4,376**	**9,000**	**4,624**	**0**	**4,624**	**48.6%**	**0**
	Net Income over Expenditure	**(464)**	**(4,268)**	**(9,000)**	**(4,732)**				
	Grand Totals:- Income	**3,073**	**684,701**	**695,840**	**11,139**			**98.4%**	
	Expenditure	**53,302**	**445,045**	**790,490**	**345,445**	**0**	**345,445**	**56.3%**	
	Net Income over Expenditure	**(50,229)**	**239,656**	**(94,650)**	**(334,306)**				
	plus Transfer from EMR	**6,923**	**36,306**	0	(36,306)				
	Movement to/(from) Gen Reserve	**(43,306)**	**275,962**	**(94,650)**	**(370,612)**				

MP