

**Planning Licensing and Finance Committee
Minutes of the meeting held at the Guildhall, Bury St Edmunds
on Wednesday 17th December 2025 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), McGoochan and Sayer.

Also present: Jodie Budd (Town Clerk), Jacqueline Howells (RFO/Assistant Town Clerk) Nicola Whittle (New RFO/Assistant Town Clerk)

1. To receive apologies for absence

All members were present.

2. Declarations of interest and additions to registers

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

Cllr Higgins & Hind declared a non-pecuniary interest in application DC/25/1065/FUL and took no part in the discussion.

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 26th November 2025

Resolution Record (Delegated Powers): **P,L&F/01/17/Dec/25**

That the minutes of the meeting of the Planning, Licensing and Finance committee of 26th November 2025 be signed as an accurate record.

5. Public forum

No members of public wished to speak at the meeting.

6. To consider planning and licensing applications:

6.1 List A

DC/25/1729/FUL

Ward: Abbeygate

Conservation Area/Article 4 Direction

Planning application - a. change of use and conversion of existing mixed use building to five dwellings and ground floor office space b. single storey rear extension

12 Guildhall Street Bury St Edmunds Suffolk IP33 1PR

Applicant: Mr Carlyon Ltd

Resolution Record (Delegated Powers): **P,L&F/02/17/Dec/25**

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

DC/25/1826/HH

Ward: Minden

Householder planning application - a. single storey front extension (following part demolition of existing garage) b. partial conversion of garage to habitable space c. additional door to side elevation d. cladding to front and side elevation e. new window to side elevation dining room

41 Flemyng Road Bury St Edmunds Suffolk IP33 3UR

Applicant: Mr And Mrs Gavin And Kimberley Hogg

Resolution Record (Delegated Powers): **P,L&F/03/17/Dec/25****That based on information received Bury St Edmunds Town Council Bury St Edmunds Town Council recommends APPROVAL****DC/25/1840/HH**

Ward: Abbeygate

Conservation Area/Article 4 Direction

Householder planning application - a. change of use of garage to habitable room b. blocking up of garage door and insertion of two windows c. garden room

10 St Marys Square Bury St Edmunds Suffolk IP33 2AJ

Applicant: Mr Graham Humphrey

Resolution Record (Delegated Powers): **P,L&F/04/17/Dec/25****That based on information received Bury St Edmunds Town Council and subject to any Conservation Area and Article 4 issues Bury St Edmunds Town Council recommends APPROVAL****DC/25/1842/FUL**

Ward: Abbeygate

Conservation Area/Article 4 Direction

Planning application - roof mounted solar panels

Guildhall Feoffment Community Primary School Bridewell Lane Bury St Edmunds Suffolk IP33 1RE

Applicant: Ms Bayley Wooldridge

Resolution Record (Delegated Powers): **P,L&F/05/17/Dec/25****That based on information received Bury St Edmunds Town Council and subject to any Conservation Area and Article 4 issues Bury St Edmunds Town Council recommends APPROVAL****DC/25/1848/FUL**

Ward: Abbeygate

Planning application - temporary cold storage building for further period of three years

Greene King Depot Cullum Road Bury St Edmunds Suffolk IP33 2JG

Applicant: Annie Marschalek

Resolution Record (Delegated Powers): **P,L&F/06/17/Dec/25****That based on information received Bury St Edmunds Town Council Bury St Edmunds Town Council recommends APPROVAL**

DC/25/1855/HH

Ward: Westgate

Householder planning application - single storey rear extension (following demolition of conservatory)

18 Horsecroft Road Bury St Edmunds Suffolk IP33 2DU

Applicant: Mr and Mrs Williams

Resolution Record (Delegated Powers): **P,L&F/07/17/Dec/25****That based on information received Bury St Edmunds Town Council Bury St Edmunds Town Council recommends APPROVAL****DC/25/1863/LB**

Ward: Tollgate

Application for listed building consent - remedial conservation repairs to boundary wall

West Suffolk College Out Risbygate Bury St Edmunds Suffolk IP33 3RL

Applicant: West Suffolk College Amy Messenger

Resolution Record (Delegated Powers): **P,L&F/08/17/Dec/25****That based on information received Bury St Edmunds Town Council Bury St Edmunds Town Council recommends APPROVAL****DC/25/1865/ADV**

Ward: Abbeygate

Conservation Area/Article 4 Direction

Application for advertisement consent - a. one external non illuminated fascia sign b. one external non illuminated hanging sign

89 Guildhall Street Bury St Edmunds Suffolk IP33 1PR

Applicant: Mr Shubham Shubham

Resolution Record (Delegated Powers): **P,L&F/09/17/Dec/25****That based on information received and subject to any Conservation Area and Article 4 issues Bury St Edmunds Town Council recommends REFUSAL on the grounds of not in keeping with conservation area.****DC/25/1886/TCA**

Ward: Eastgate

Conservation Area/Article 4 Direction

Trees in a conservation area notification - one Cherry (T1 on plan) and one Pear (T2 on plan) fell

38 Well Street Bury St Edmunds Suffolk IP33 1EQ

Applicant: Mr Adrian August

Resolution Record (Delegated Powers): **P,L&F/10/17/Dec/25****That based on information received and subject to any Conservation Area and Article 4 issues Bury St Edmunds Town Council recommends APPROVAL – T1 Cherry to be felled but REFUSES T2 Pear is reduced in height but not felled.**

6.2 List B**DC/25/1065/FUL**

Ward: Southgate

Re-Consultation - Amended plans and supporting information received. Planning application - Supermarket and drive-through restaurant with car parking and ancillary development – Previously considered by P,L & F Committee 24th July 2025 - Based on information received Bury St Edmunds Town Council recommends APPROVAL

Land North Of Rougham Hill Bury St Edmunds Suffolk

Applicant: West Suffolk Council

Resolution Record (Delegated Powers): **P,L&F/11/17/Dec/25**

That based on information received Bury St Edmunds Town Council recommends Approval – subject to Highways issues and flood concerns being addressed.

DC/25/1547/ADV

Ward: Abbeygate

Conservation Area/Article 4 Direction

Re-Consultation - An amended colour scheme has been received from the agent. Application for advertisement consent - painted mural to wall along market thoroughfare – Previously considered by P,L & F Committee 22 October 2025 - That based on information received and subject to any Conservation Area and Article 4 issues Bury St Edmunds Town Council recommends APPROVAL subject to the Conservation Officers comment but are disappointed with the design.

Street Record Market Thoroughfare Bury St Edmunds Suffolk

Applicant: Mark Cordell

Resolution Record (Delegated Powers): **P,L&F/12/17/Dec/25**

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

DC/25/1866/FUL

Ward: St Olaves

Planning application - Change of use from car showroom (sui generis) to all uses that fall under use Class E

Fairview House Lamdin Road Bury St Edmunds Suffolk IP32 6NU

Applicant: Mr Tom Turner

Case Officer: Tamara Benford-Brown

Resolution Record (Delegated Powers): **P,L&F/13/17/Dec/25**

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

DC/25/1869/HH

Ward: Tollgate

Householder planing application - a. single storey rear extension (following demolition of existing) b. detached garage

39 Northgate Avenue Bury St Edmunds Suffolk IP32 6AZ

Applicant: Mr & Mrs Davey

Case Officer: Gregory McGarr

Resolution Record (Delegated Powers): **P,L&F/14/17/Dec/25**

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

DC/25/1889/HH

Ward: Minden

Householder planning application - a. two storey side extension b. part two storey and part single storey rear extension (following demolition of existing single storey rear extension) c. addition of door and first-floor window on the existing side elevation

117 Westley Road Bury St Edmunds Suffolk IP33 3SA

Applicant: Mr Rose & Ms Rosson

Resolution Record (Delegated Powers): **P,L&F/15/17/Dec/25****That based on information received Bury St Edmunds Town Council Bury St Edmunds Town Council recommends APPROVAL****DC/25/1892/HH**

Ward: Westgate

Householder planning application - a. single storey front extension (following demolition of existing porch) b. additional window to side elevation c. single storey side and rear extensions (following demolition of existing garage, outbuilding and rear porch)

22 Bristol Road Bury St Edmunds Suffolk IP33 2DL

Applicant: Mrs S Reeve

Resolution Record (Delegated Powers): **P,L&F/16/17/Dec/25****That based on information received Bury St Edmunds Town Council Bury St Edmunds Town Council recommends APPROVAL****DC/25/1893/HH**

Ward: Tollgate

Householder planning application - a. single storey front extension b. two storey side extension (following demolition of existing utility) c. remove two windows on side elevation

80 Severn Road Bury St Edmunds Suffolk IP32 6NE

Applicant: Mr & Mrs A Lonescu

Case Officer: Philip Crutchlow

Resolution Record (Delegated Powers): **P,L&F/17/17/Dec/25****That based on information received Bury St Edmunds Town Council Bury St Edmunds Town Council recommends APPROVAL****DC/25/1906/LB**

Ward: Abbeygate

Conservation Area/Article 4 Direction

Application for listed building consent - replacement of two basement windows and metal railings to front of dwelling

76 Guildhall Street Bury St Edmunds Suffolk IP33 1QD

Applicant: Ms J Fejer

Resolution Record (Delegated Powers): **P,L&F/18/17/Dec/25****That based on information received Bury St Edmunds Town Council and subject to any Conservation Area and Article 4 issues Bury St Edmunds Town Council recommends APPROVAL****DC/25/1910/HH**

Ward: Moreton Hall

Householder planning application - single storey rear extension

18 Eldred Close Bury St Edmunds Suffolk IP32 7DQ

Applicant: Mr Richard Steggles

Resolution Record (Delegated Powers): **P,L&F/19/17/Dec/25****That based on information received Bury St Edmunds Town Council Bury St Edmunds Town Council recommends APPROVAL**

6.3 List C

DC/25/1082/FUL

Ward: Eastgate

Conservation Area/Article 4 Direction

Re-Consultation – Amended Floor Plan - Planning application - conversion and infill of lower ground floor to create an apartment including conversion of internal and external storage areas – Previously considered by P,L & F Committee 14th August 2025 - Based on information received Bury St Edmunds Town Council recommends a HOLDING OBJECTION pending Environmental Officers comments and clarification on location of windows and room sizes

2 Looms Lane Bury St Edmunds Suffolk IP33 1HE

Applicant: M and D Developments

Resolution Record (Delegated Powers): **P,L&F/20/17/Dec/25**

That based on information received Bury St Edmunds Town Council and subject to any Conservation Area and Article 4 issues Bury St Edmunds Town Council maintain previous Holding Objection also request/clarification from Waste Management re bins collection and concerns about reduction in car parking spaces.

DC/25/1336/HH

Ward: Abbeygate

Conservation Area/Article 4 Direction

Re-Consultation – Amended plans, proposal and heritage statement

Amended Householder planning application - a. two conservation rooflights to rear elevation b. loft conversion to create habitable space. **Previously considered by P, L & F Committee** - 23rd October 2025 -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 20 Guildhall Street Bury St Edmunds Suffolk IP33 1QD

Applicant: Mr Euan Courtney-Morgan

Resolution Record (Delegated Powers): **P,L&F/21/17/Dec/25**

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

DC/25/1459/LB

Ward: Abbeygate

Conservation Area/Article 4 Direction

Re-Consultation - Application for listed building consent - a. two conservation rooflights to rear elevation b. loft conversion to create habitable space and associated internal and external alterations. **Previously considered by P,L & F Committee 12 November 2025** - 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.

20 Guildhall Street Bury St Edmunds Suffolk IP33 1QD

Applicant: Mr Euan Courtney-Morgan

Resolution Record (Delegated Powers): **P,L&F/22/17/Dec/25**

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

DC/25/1764/TCA

Ward: Minden

Conservation Area/Article 4 Direction

Trees in a conservation area notification - a. one shrub and privet (T1) one Holly (T2) one privet (T7) fell b. one Escallonia (T3) reduce height to 2.4 metres above ground level and crown reduction by two metres c. one Kolkwitzia amabilis (T4) reduce height to 3.5 metres d. one Forsythia (T4) reduce height to 2.3 metres one Fir (T5) reduce height to 3.6 metres above ground level and crown reduction by up to one metre

2 West Road Bury St Edmunds Suffolk IP33 3EJ

Applicant: Mrs Ruth Ward

Resolution Record (Delegated Powers): **P,L&F/23/17/Dec/25**

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

DC/25/1867/FUL

Ward: Eastgate

Planning application - change of use from storage and distribution (class B8) to general industrial (class B2)

Unit 15 Mercers Road Bury St Edmunds Suffolk IP32 7HX

Applicant: Mr Sam Hughes

Resolution Record (Delegated Powers): **P,L&F/24/17/Dec/25**

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

DC/25/1930/FUL

Ward: Eastgate

Conservation Area/Article 4 Direction

Planning application - continued use of first and second floors as residential dwelling (class C3)

88 - 89 St Johns Street Bury St Edmunds Suffolk IP33 1SQ

Applicant: Mr J Gredley

Resolution Record (Delegated Powers): **P,L&F/25/17/Dec/25**

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

DC/25/1952/HH

Ward: Moreton Hall

Householder planning application - installation of EV charger to front elevation

22 Turnstone Drive Bury St Edmunds Suffolk IP32 7GT

Applicant: Mr Jonathan Payne

Resolution Record (Delegated Powers): **P,L&F/26/17/Dec/25**

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

DC/25/1958/VAR

Ward: Minden

Planning application - variation of condition 2 of DC/23/1024/FUL to increase the number of bedrooms from 75 to 78

St Peters House 29 Out Risbygate Bury St Edmunds Suffolk IP33 3RJ

Applicant: Mr Peter Madden

Resolution Record (Delegated Powers): **P,L&F/27/17/Dec/25**

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

DC/25/1962/FUL

Ward: Eastgate

Conservation Area/Article 4 Direction

Planning application - a. one two storey dwelling (following demolition of existing garage)

b. two storey side extension to number 4 c. single storey rear extension to number 4

(following demolition of existing kitchen) d. external alterations to number 4 e. alterations to existing vehicular access

4 St Nicholas Close Bury St Edmunds Suffolk IP32 7AX

Applicant: Mr Dean Evans

Resolution Record (Delegated Powers): **P,L&F/28/17/Dec/25**

That based on information received Bury St Edmunds Town Council and subject to any Conservation Area and Article 4 issues 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/25/1748/TPO & DC/25/1839/TCA.

Noted

8.To note notification of new Tree Preservation Order – TPO/014 (2025). Location: Land East of Shillitoe Close, Shillitoe Close, Bury St Edmunds.

Noted

9.To approve the November 2025 Bank Reconciliations, Budget Line-item, Expenditure and Cash Book reports for adoption by Full Council.

Resolution Record (Delegated Powers): **P,L&F/29/17/Dec/25**

That the November Bank Reconciliations, Budget Line-Item Expenditure and Cash Book Reports be APPROVED and recommended for adoption by Full Council

10.To approve expenditure up to £5,000 for PPS repair in Prince Charles Avenue.

Resolution Record (Delegated Powers): **P,L&F/30/17/Dec/25**

The Clerk was given approval for expenditure up to £5,000 for Pavement repair in Prince Charles Avenue.

11. Date of next meeting: Wednesday 7th January 2026 at 6pm

The meeting closed at 6.35pm

Signed _____

Dated _____