

**Planning Licensing and Finance Committee  
Minutes of the meeting held at the Guildhall, Bury St Edmunds  
on Wednesday 7<sup>th</sup> January 2026 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) & Nicola Whittle (RFO/Assistant Town Clerk)

**1. To receive apologies for absence**

Apologies had been received from Cllr Iannelli-Popham.

**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 applications DC/25/1433/FUL and DC/25/2028/FUL and took no part in the discussion. Cllr Hind Declared a non-pecuniary interest in item 7.

**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 17<sup>th</sup> December 2025**

Resolution Record (Delegated Powers): **P,L&F/01/7/Jan/26**

That the minutes of the meeting of the Planning, Licensing and Finance committee of 17<sup>th</sup> December 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/25/1013/RM**

Ward: Southgate

**Re-Consultation – Amended site plan**

Reserved matters application - submission of details under outline planning permission DC/15/2483/OUT the means of layout, scale, appearance, landscaping and internal means of access for Northern Neighbourhood phase 4 pursuant to condition 1, construction of 201 dwellings (Use Class C3), internal access roads, public open space, car and cycle parking, landscaping, tree works, locally equipped area for play, sustainable urban drainage systems, and associated infrastructure – *Previously considered by P.L & F committee on 23<sup>rd</sup> October 2025 - That based on information received Bury St Edmunds Town Council recommends APPROVAL but concerns on waste collection.*

Land South Rougham Hill Rougham Hill Bury St Edmunds Suffolk

Applicant: Mr Robert Eburne

Resolution Record (Delegated Powers): **P,L&F/02/7/Jan/26**

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

**DC/25/1669/TPO**

Ward: Southgate

TPO 028(1960) tree preservation order - three Acer (Z5T1, Z5T2 and Z5T3 on plan) fell West Suffolk Hospital Hardwick Lane Bury St Edmunds Suffolk IP33 2QZ

Applicant: Rose

Resolution Record (Delegated Powers): **P,L&F/03/7/Jan/26**

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

**DC/25/1912/VAR**

Ward: Moreton Hall

Planning application - variation of condition 7 of application SE/05/02207 - revised onsite parking layout for onsite staff parking, by way of providing revised onsite parking layout, which allows for increased bay widths to existing spaces so that EV Charging is safe for use, along with creation of additional bays

Royal Mail Delivery Office Skyliner Way Bury St Edmunds Suffolk IP32 7YY

Applicant: Mr Richard Parker

Resolution Record (Delegated Powers): **P,L&F/04/7/Jan/26**

**That based on information received, Bury St Edmunds Town Council REFUSE this application due to the loss of staff parking and the adverse impact this will have on the surrounding residential areas.**

**DC/25/1924/LB**

Ward: Abbeygate

Conservation Area/Article 4 Direction

Application for listed building consent - a. timber repairs to roof and associated internal and external alterations b. restoration of dormer window c. removal of cement-based render and replace with lime render to front elevation d. replacement guttering to front elevation

12 The Traverse Bury St Edmunds Suffolk IP33 1BJ

Applicant: Sequence (UK) Limited

Resolution Record (Delegated Powers): **P,L&F/05/7/Jan/26**

**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/25/1955/FUL**

Ward: Abbeygate

Conservation Area/Article 4 Direction

Planning application - installation of photovoltaic arrays on the Lady Chapel and south aisle roofs with associated wiring

Cathedral Angel Hill Bury St Edmunds Suffolk IP33 1LS

Applicant: The Very Revd Joe Hawes

Resolution Record (Delegated Powers): **P,L&F/06/7/Jan/26**

**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/25/1974/FUL**

Ward: Abbeygate

Conservation Area/Article 4 Direction

Planning application - removal and replacement of cladding and associated works

Suffolk House Lower Baxter Street Bury St Edmunds Suffolk

Applicant: Miss Abbie Ingram

Resolution Record (Delegated Powers): **P,L&F/07/7/Jan/26****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/25/2007/FUL**

Ward: Abbeygate

Planning application - change of use from Class E (Commercial, Business and Service) to Class F1 (Learning and Non-Residential Institutions)

Linden House 147 Kings Road Bury St Edmunds Suffolk IP33 3DJ

Applicant: Mr Ben Logan

Resolution Record (Delegated Powers): **P,L&F/08/7/Jan/26****That based on information received Bury St Edmunds Town Council recommends APPROVAL****6.2 List B****DC/25/1312/FUL**

Ward: Abbeygate

**Re-Consultation – Amended** - Email and indicative internal layout were received on 17 December 2025. The additional information explains that the site is proposed to operate as a beer café/taproom with ancillary takeaway sales, featuring a seated layout, a capped capacity of 44 customers, and restricted opening and alcohol service hours. Further measures include proposing background music only, soundproofing, signage to reduce disturbance, and limits on deliveries and waste collections, with an indicative floor plan provided.**Planning application** - change of use from funeral directors (Class E use) to bar and shop (sui generis use)

Previously considered by P,L &amp; F Committee – 28 August 2025 - Based on information received Bury St Edmunds Town Council recommends APPROVAL

Shop 2, The Shutters St Johns Street Bury St Edmunds Suffolk IP33 1SN

Applicant: Mr Charles O'Reilly

Resolution Record (Delegated Powers): **P,L&F/09/7/Jan/26****That based on information received Bury St Edmunds Town Council recommends APPROVAL**

**DC/25/1433/FUL**

Ward: Tollgate

**Re-Consultation - Amended description** and plans were received on 15 December 2025. The

proposal now includes works to the main Leisure Centre building, such as the installation of solar PV panels, plant equipment, and alterations to the entrance.

Biodiversity Net Gain (BNG) information has also been provided.

**Planning application** - a. installation of plant room with evaporator fan and air source heat pumps, b. electrical substation, c. fencing and access gate, d. addition of solar panels, e. addition of rooftop plant, f. alterations to existing access. – Previously considered 9 October 2025 - Based on the information received Bury St Edmunds Town Council recommends APPROVAL.

Abbeycroft Leisure Centre Beetons Way Bury St Edmunds Suffolk IP33 3TT

Applicant: Mr Malcolm Fleming

Resolution Record (Delegated Powers): **P,L&F/10/7/Jan/26****That based on information received Bury St Edmunds Town Council recommends APPROVAL****DC/25/1932/LB**

Ward: Abbeygate

Conservation Area/Article 4 Direction

Application for listed building consent - partial demolition of wall

Theatre Royal 5 Westgate Street Bury St Edmunds Suffolk IP33 1QR

Applicant: Mr Owen Calvert Lyons

Resolution Record (Delegated Powers): **P,L&F/11/7/Jan/26****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/25/1965/HH**

Ward: Abbeygate

Householder planning application - dropped kerb

11 Culford Terrace Mill Road Bury St Edmunds Suffolk IP33 3DB

Applicant: Mrs Mcanally

Resolution Record (Delegated Powers): **P,L&F/12/7/Jan/26****That based on information received Bury St Edmunds Town Council recommends APPROVAL****DC/25/1971/ADV**

Ward: Abbeygate

Conservation Area/Article 4 Direction

Application for advertisement consent - four non-illuminated temporary vertical banners

Theatre Royal 5 Westgate Street Bury St Edmunds Suffolk IP33 1QR

Applicant: Mr Douglas Coombes

Resolution Record (Delegated Powers): **P,L&F/13/7/Jan/26****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/25/1999/FUL**

Ward: Abbeygate

Conservation Area/Article 4 Direction

Planning application - existing ATM removed and replaced

7 Cornhill Bury St Edmunds Suffolk IP33 1BQ

Applicant: Rachel Halls

Resolution Record (Delegated Powers): **P,L&F/14/7/Jan/26****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/25/2020/HH**

Ward: Tollgate

Conservation Area/Article 4 Direction

Householder planning application - a. single storey rear and side extension (following demolition of existing conservatory and rooms) b. replace window with door on side elevation

30 Springfield Road Bury St Edmunds Suffolk IP33 3AR

Applicant: Mrs Thompson

Resolution Record (Delegated Powers): **P,L&F/15/7/Jan/26****That based on information received Bury St Edmunds Town Council recommends APPROVAL****DC/25/2028/FUL**

Ward: Minden

Planning application - a. change of use and part demolition of existing warehouse/depot (class B8) to leisure/recreation use (class E(d)) b. replacement roof and cladding c. associated infrastructure, parking and landscaping works

West Suffolk Council Depot Olding Road Bury St Edmunds Suffolk IP33 3SP

Applicant: Mrs Lisa Skinner

Resolution Record (Delegated Powers): **P,L&F/16/7/Jan/26****That based on information received Bury St Edmunds Town Council recommends APPROVAL****6.3 List C – No list C****7. Community Governance Review**West Suffolk Council is undertaking a community governance review of Parish and Town councils, **members NOTED this information.****8. Date of next meeting: Wednesday 21st January 2026 at 6pm**

The meeting closed at 6.40pm

Signed



Dated

