



# PLANNING AND LICENSING COMMITTEE

Members of the Planning and Licensing Committee  
are summoned to attend a Meeting at 7.30pm on

**Monday 25 September 2023**

at Loughton Town Council Chamber, 1 Buckingham Court, Rectory Lane,  
Loughton, IG10 2QZ

to transact the business shown in the agenda.

**Mark Squire**

**Town Clerk**

19 September 2023

**Membership:**

**Councillor C Davies (Chairman)**

**Councillor W Kauffman (Vice Chairman)**

Councillors

P Abraham  
J Riley

S Murphy  
G Wiskin

K Rainbow

Note to Councillors:

If you are unable to attend the meeting,  
please phone your apologies to the office on 020 8508 4200.

Members of the public are welcome to appear in person at the meeting to make the case for or against a particular application. However, they **must have pre-registered to speak** by contacting the Council on 020 8508 4200 **no later than 3pm on the day of the meeting**. Speakers whether for or against will each have a maximum of 3 minutes to address the Committee. Under the Council's rules only those registered may speak during the meeting. (See also Appendix B of the Standing Orders for more information)

## AGENDA

- 1 **Apologies**  
To RECEIVE any apologies for absence.
- 2 **Declarations of interest**  
For Councillors to DECLARE any pecuniary or non-pecuniary interest in any item on the Agenda.
- 3 **Confirmation of Minutes**  
To CONFIRM the minutes of the meeting of the Planning and Licensing Committee held on 11 September 2023.
- 4 **Matters for Report**  
To REPORT any further significant information on matters which have been previously discussed, in addition to those which may already be included on the Agenda.
  - 4.1 **Notice of Appeal**
    - 4.1.1 **EPF/1822/22– 13-15a Alderton Hill, Loughton, IG10 3JD.**  
**Proposal: Proposed demolition of existing buildings at nos. 13, 15 and 15a, Alderton Hill, and the erection of linked blocks of elderly persons' apartments, with integrated care facilities (Use Class C2) with supporting amenity facilities, landscaping, car and cycle parking and all associated ancillary works & structures. (Appeal ref no: APP/J1535/W/23/3327649) – Min no PL271.1**  
If you are viewing this report in an electronic format, click on the link below to view related documents including plans  
<https://eppingforestdcpr.force.com/pr/s/detail/a0X8d000003FiFC>  
  
An appeal has been made to the Secretary of State in respect of the above site. The appeal is Against an Enforcement Notice, following the decision of Epping Forest District Council. The appeal is to be determined on the basis of Written Representations and a site visit by an Inspector.  
  
The Committee is asked if it wishes to comment further on the above appeal. The Planning Inspectorate requires all observations by 12 October 2023.
- 5 **Planning Applications**
  - 5.1 **To CONSIDER the planning applications received for the weeks 8 September and 15 September 2023.**  
*Members are reminded that when raising an objection to an application, they should also consider whether to confirm in writing their intention to attend and speak at the Area Planning Sub-Committee South where the proposal was to be considered.*  
**Application No:** EPF/1935/23  
**Officer:** Caroline Brown

**Location:** 31 Staples Road, Loughton, IG10 1HR

**Proposal:** Removal of the existing front door and the reinstatement of the (in situ) recessed door as the front door to the dwelling, the replacement of the first floor front windows and the removal of the flashing from the front elevation of the dwelling.

If you are viewing this report in an electronic format, click on the link below to view related documents including plans

<https://eppingforestdcpr.force.com/pr/s/planning-application/a0h8d000001XFsi>

**Application No:** EPF/1958/23

**Officer:** Kelly Sweeney

**Location:** 33 River Way, Loughton, IG10 3LJ

**Proposal:** Single storey rear pitch roof extension.

If you are viewing this report in an electronic format, click on the link below to view related documents including plans

<https://eppingforestdcpr.force.com/pr/s/planning-application/a0h8d000001XH1w>

**Application No:** EPF/1985/23

**Officer:** Muhammad Rahman

**Location:** Car Park, Traps Hill, Loughton, IG10 1SZ

**Proposal:** InstaVolt are proposing to install two rapid electric vehicle charging stations within the Traps Hill Car Park. Four existing parking spaces will become EV charging bays, along with associated equipment. One of the two EV charging bays will be fully accessible, allowing for unrestricted access to one EV charger with 1.2m access on 3 sides of the parking bay.

If you are viewing this report in an electronic format, click on the link below to view related documents including plans

<https://eppingforestdcpr.force.com/pr/s/planning-application/a0h8d000001XJ5X>

**Application No:** EPF/1990/23

**Officer:** Robin Hellier

**Location:** 50 Ollards Grove, Loughton, IG10 4DW

**Proposal:** TPO/CHI/04/70 (Ref: A1)

T1: Oak - Fell and replace, as specified.

If you are viewing this report in an electronic format, click on the link below to view related documents including plans

<https://eppingforestdcpr.force.com/pr/s/planning-application/a0h8d000001XJ7r>

**Application No:** EPF/2018/23

**Officer:** Robin Hellier

**Location:** 3 Woodbury Hill, Loughton, IG10 1JB

**Proposal:** TPO/CHI/02/68 (Ref: A1)

T1: Monterey Pine – Selective prune of laterals against property by up to 2m, as specified.

If you are viewing this report in an electronic format, click on the link below to view related documents including plans

<https://eppingforestdcpr.force.com/pr/s/planning-application/a0h8d000001XMGb>

**5.2 Deemed Permission – provided for information only: (Members are reminded that comments are not normally accepted on these applications).**

**Application No:** EPF/0851/23

**Officer:** Mohinder Bagry

**Location:** 75 Smarts Lane, Loughton, IG10 4BU

**Proposal:** Certificate of lawful development for a proposed loft conversion with a side dormer.

If you are viewing this report in an electronic format, click on the link below to view related documents including plans

<https://eppingforestdcpr.force.com/pr/s/planning-application/a0h8d000001W08s>

**Application No:** EPF/1913/23

**Officer:** Kie Farrell

**Location:** 77 The Drive, Loughton, IG10 1HL

**Proposal:** Certificate of lawful development for proposed rear dormer in connection with existing loft conversion and single storey ground floor side extensions.

If you are viewing this report in an electronic format, click on the link below to view related documents including plans

<https://eppingforestdcpr.force.com/pr/s/planning-application/a0h8d000001XEIk>

**Application No:** EPF/1934/23

**Officer:** Mohinder Bagry

**Location:** 7 Avondale Drive, Loughton, IG10 3BZ

**Proposal:** Certificate of lawful development for a proposed single storey rear extension.

If you are viewing this report in an electronic format, click on the link below to view related documents including plans

<https://eppingforestdcpr.force.com/pr/s/planning-application/a0h8d000001XFkw>

**Application No:** EPF/1957/23

**Officer:** Mohinder Bagry

**Location:** 89 Avondale Drive, Loughton, IG10 3DE

**Proposal:** Certificate of lawful development for a proposed rear dormer and front roof lights in connection with a loft conversion.

If you are viewing this report in an electronic format, click on the link below to view related documents including plans

<https://eppingforestdcpr.force.com/pr/s/planning-application/a0h8d000001XH1r>

**Application No:** EPF/1963/23

**Officer:** Ian Ansell

**Location:** Landmark House, The Broadway, Loughton, IG10 2FA

**Proposal:** Certificate of lawful development for proposed fire risk appraisal of external wall construction and cladding and associated remedial works. Reinstatement finishes to match existing.

If you are viewing this report in an electronic format, click on the link below to view related documents including plans

<https://eppingforestdcpr.force.com/pr/s/planning-application/a0h8d000001XHS3>

**Application No:** EPF/1982/23

**Officer:** Nathaniel Raimi

**Location:** 4A The Croft, Loughton, IG10 2PP

**Proposal:** Certificate of lawful development for a proposed rear dormer volume and front roof lights in connection with a loft conversion.

If you are viewing this report in an electronic format, click on the link below to view related documents including plans

<https://eppingforestdcpr.force.com/pr/s/planning-application/a0h8d000001XItx>

**Application No:** EPF/2000/23

**Officer:** Nathaniel Raimi

**Location:** 130 Church Hill, Loughton, IG10 1LH

**Proposal:** Certificate of lawful development for existing single storey extension.

If you are viewing this report in an electronic format, click on the link below to view related documents including plans

<https://eppingforestdcpr.force.com/pr/s/planning-application/a0h8d000001XK02>

**5.3 Others – provided for information only: (Members are reminded that comments are not normally accepted on these applications).**

**Application No:** EPF/1968/23

**Officer:** James Rogers

**Location:** 72 Barrington Green, Loughton, IG10 2BA

**Proposal:** Prior approval for a 4.5m deep single storey rear extension, height to eaves 2.51m and maximum height of 3.71m.

If you are viewing this report in an electronic format, click on the link below to view related documents including plans

<https://eppingforestdcpr.force.com/pr/s/planning-application/a0h8d000001XHaW>

**Application No:** EPF/2045/23

**Officer:** James Rogers

**Location:** 112 Roding Road, Loughton, IG10 3EJ

**Proposal:** Prior approval for a 4.30m deep single storey rear extension with pitched roof, height to eaves 2.55m and maximum height 3.60m.

If you are viewing this report in an electronic format, click on the link below to view related documents including plans

<https://eppingforestdcpr.force.com/pr/s/planning-application/a0h8d000001XNOL>

**6 Decisions**

**6.1 Decisions by Epping Forest District Council**

\* See decision notices for August 2023 on pages 5 – 10.

**7 Licensing Applications**

To CONSIDER any licensing applications which have come to the officers' attention since the last meeting of the Committee. Members are reminded that reference must be made to at least one of the four licensing objectives to validate any objections, as detailed below:

1. The prevention of crime and disorder
2. Public safety
3. The prevention of public nuisance
4. The protection of children from harm

**7.1.1 Application for a new Premises Licence – St John the Baptist Church Hall and Field, Church Lane, Loughton, IG10 1PD**

\* (See application on page 11.)

**8 Enforcement and Compliance**

**8.1 To ADVISE the Committee of any updates to the reports previously received.**

**Mark Squire**  
**TOWN CLERK**  
19 September 2023

Agenda item 6.1 Decisions by Epping Forest District Council for August 2023

Loughton Parish Ward	EPF no	Address details	Proposal	Decision Date	Decision	Decision level (ie delegated or Committee)
Loughton Alderton	EPF/1475/23	Chigwell Lane, Loughton, Epping Forest, IG10 3TP	Proposed telecommunications installation: Proposed 15.0m Phase 8 Monopole and associated ancillary works.	10/08/2023	Approve with Conditions	Delegated Decision
	EPF/1510/23	95, The Lindens, Loughton, IG10 3HT	Proposed loft conversion with rear dormer, floor plan redesign and all associated works at 95 Linden, IG10 3HT	29/08/2023	Approve with Conditions	Delegated Decision
<b>Subtotal</b>	2					
Loughton Broadway	EPF/1344/23	32, Willingale Road, Loughton, IG10 2DB	Certificate of lawful development for a proposed rear dormer with solar panels in connection with a loft conversion.	06/08/2023	Lawful	Delegated Decision
	EPF/1347/23	32, Willingale Road, Loughton, IG10 2DB	Modified and extended porch and single storey side extension	06/08/2023	Approve with Conditions	Delegated Decision
	EPF/1405/23	45, Audley Gardens, Loughton, IG10 2EN	Certificate of lawful development for a proposed rear dormer and front rooflights in connection with a loft conversion.	14/08/2023	Lawful	Delegated Decision
	EPF/1650/23	45, Audley Gardens, Loughton, IG10 2EN	Prior approval for a single storey rear extension 5.50m deep x 3.00m high (2.80m high to eaves)	29/08/2023	Refuse	Delegated Decision
	EPF/1491/23	1, Rookwood Gardens, Loughton, IG10 2DQ	Erection of first floor side extension, single storey rear extension and loft conversion with rear dormer including three roof lights at front roof.	30/08/2023	Approve with Conditions	Delegated Decision
<b>Subtotal</b>	5					

Loughton Forest	EPF/0639/23	42 Ollards Grove, Loughton, IG10 4DW	Two storey rear extension, front balcony & bin store, replaced windows & doors throughout.	10/08/2023	Approve with Conditions	Delegated Decision
	EPF/1429/23	47, Hillcrest Road, Loughton, IG10 4QH	Replacement dwelling.	17/08/2023	Refuse	Delegated Decision
	EPF/1559/23	76, Algers Road, Loughton, IG10 4NF	Application for approval of details reserved by condition 3 'Ecological work programme', condition 4 'External materials', condition 6 'Surface Water Disposal', condition 7 'Water Efficiency', condition 9 'Hard and Soft Landscaping', condition 12 'Levels' and condition 13 'Super Fast Broadband' on planning permission EPF/0861/21 (Demolition of existing dwelling and replacement with new building consisting of six Flats)	22/08/2023	Split	Delegated Decision
	EPF/1789/23	Twoony Mead, Nursery Road, Loughton, IG10 4EF	Application for approval of details reserved by condition 4 'Hard and Soft Landscaping' on planning permission EPF/0231/23 (Demolish the existing house and replace with a new 6 bedroom detached house with outbuilding to the rear, landscaping terrace with in/out drive (using existing vehicle crossovers)	22/08/2023	Refuse	Delegated Decision
	EPF/1741/23	Twoony Mead, Nursery Road, Loughton, IG10 4EF	Application for approval of details reserved by condition 6 'Construction Method Statement' on EPF/0231/23 (Demolish the existing house and replace with a new 6 bedroom detached house with outbuilding to the rear, landscaping terrace with infinity pool to the rear and front landscaping for in/out drive (using existing crossovers)	22/08/2023	Approve	Delegated Decision
	EPF/1255/23	Loughton Clinic, Doctors Surgery, 115	Change of use of private medical clinic to 1 bedroom flat with associated garden and parking	23/08/2023	Approved with Conditions (Subject to s106)	Delegated Decision

		High Road, Loughton, IG10 4JA			Legal Agreement)	
	EPF/1514/23	199 and 201 Smarts Lane, Loughton, IG10 4BW	Construction of ground and first floor extension to both properties, installation of steel veranda to rear of 201 (Revised application to EPF/2756/22 and EPF/2758/22)	25/08/2023	Refuse	Delegated Decision
	EPF/2234/22	186, Forest Road, Loughton, IG10 1EG	Change of use and conversion of existing storage building / workshop (Use class B8) to single residential use (Use Class C3).	31/08/2023	Approved with Conditions (Subject to s106 Legal Agreement)	Delegated Decision
<b>Subtotal</b>	<b>8</b>					
Loughton Roding	EPF/1545/23	63, Greensted Road, Loughton, IG10 3DJ	Prior approval for a 4 metre deep single rear extension, flat roof with lantern, height to eaves 3 metres and maximum height 3 metres.	08/08/2023	Not Required	Delegated Decision
	EPF/1337/23	60, Southern Drive, Loughton, IG10 3BX	Certificate of lawful development for a proposed rear dormer and front rooflights in connection with a loft conversion.	09/08/2023	Lawful	Delegated Decision
	EPF/1394/23	64, Roding Road, Loughton, IG10 3EF	Certificate of lawful development for a proposed hip to gable roof extension and rear dormer in connection with a loft conversion.	16/08/2023	Lawful	Delegated Decision
	EPF/1440/23	48, Valley Hill, Loughton, IG10 3AL	First floor side extension, demolition of existing single storey element with existing conservatory and construction of part single par double storey rear extension with relocation of existing side entrance door.	21/08/2023	Approve with Conditions	Delegated Decision
<b>Subtotal</b>	<b>4</b>					
Loughton St. John's	EPF/1221/23	25, Broadstrood, Loughton, IG10 2SB	Certificate of Lawful Development for proposed new render, roof alterations including porch, installation of solar panels and changes to fenestration.	01/08/2023	Not Lawful	Delegated Decision

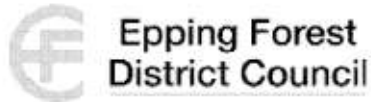


	EPF/1293/23	13, Stanmore Way, Loughton, IG10 2SA	Proposed replacement of existing dwelling with a new family dwelling	01/08/2023	Refuse	Delegated Decision
	EPF/1628/23	48, Baldwins Hill, Loughton, IG10 1SF	Baldwin's Hill Conservation Area  T1: Horse Chestnut - Fell and replace.	02/08/2023	Raise No Objection	Delegated Decision
	EPF/1273/23	31, Oscoda, Broadstrod, Loughton, IG10 2SB	Conversion of the garage into a habitable room, new front window and first-floor rear extension.	06/08/2023	Approve with Conditions	Delegated Decision
	EPF/1614/23	113, Church Hill, Loughton, IG10 1QR	Application for approval of details reserved by condition 8 'Construction Management Plan' on planning permission EPF/1471/19 (Residential development x 10 no. apartments with assoc. parking and external amenity space. (Revised application to EPF/0610/18)	14/08/2023	Approve	Delegated Decision
	EPF/1602/23	5, Trevelyan Gardens, Loughton, IG10 2FB	Application for approval of details reserved by condition 3 'External Surfaces' on planning permission EPF/0396/21 (Erection of a ground floor, single storey rear extension & a side canopy)	15/08/2023	Refuse	Delegated Decision
	EPF/1402/23	130, Church Hill, Loughton, IG10 1LH	Certificate of lawful development for a proposed single storey rear extension.	16/08/2023	Lawful	Delegated Decision
	EPF/1531/23	29, Landscapes, Woodbury Hill, Loughton, IG10 1JF	York Hill Conservation Area  T1, T2, T5: 3 x Hornbeams & T6: 1 x Beech - Crown reduce height by up to 4m and lateral branches by up to 2m.  T3 & T7: 2 x Hornbeam & T4: Beech - Fell.	16/08/2023	Raise No Objection	Delegated Decision
	EPF/1605/23	1, Wallers Hoppet, Loughton, IG10 1SP	York Hill Conservation Area	16/08/2023	Raise No Objection	Delegated Decision

			T1: Beech - Crown reduce height by 4m and spread by 2.5m.			
	EPF/0843/23	8, Trevelyan Gardens, Goldings Hill, Loughton, Essex, IG10 2FB	Extension to the side and rear of the property at the basement, ground, and first floor, continuing the existing language of the dwellinghouse.	22/08/2023	Refuse	Delegated Decision
	EPF/1464/23	38, Church Hill, Loughton, IG10 1LA	Retention of Estate Agency on ground floor as existing and part change of use of basement to online pharmacy with separate side entrance.	30/08/2023	Refuse	Delegated Decision
	EPF/1516/23	18, Roundmead Avenue, Loughton, IG10 1QB	Single storey side to front extension	30/08/2023	Approve with Conditions	Delegated Decision
<b>Subtotal</b>	12					
Loughton St. Mary's	EPF/1017/23	21, Brook Road, Loughton, IG10 1BW	TPO/CHI/02/70 (Ref: A3)  T1: Ash - Crown reduce by up to 3m, as specified.  T2: Sycamore - Removed selected branch, as specified.	04/08/2023	Approve with Conditions	Delegated Decision
	EPF/1367/23	15, Leaden Close, Loughton, IG10 3FF	Loft conversion with rear dormer extension.	14/08/2023	Approve with Conditions	Delegated Decision
	EPF/1454/23	41, Wellfields, Loughton, IG10 1PA	Two storey side and rear extension to form annexe and loft conversion	21/08/2023	Refuse	Delegated Decision
	EPF/2555/22	Epping Forest College, Borders Lane, Loughton, IG10 3SA	Application for Approval of Details reserved by condition 2"contamination risks" for EPF/2905/19. (The development proposed is the redevelopment of the site to provide 139 residential units in 3 buildings ranging from 3 to 5 storeys, car parking spaces, c	22/08/2023	Approve	Delegated Decision
	EPF/0949/23	227, High Road, Loughton, IG10 1BB	Proposed single storey side extension and internal alterations	22/08/2023	Refuse	Delegated Decision

	EPF/0616/23	16, Alderton Hill, Loughton, IG10 3JB	Application for approval of details reserved by condition 1'Commencement', condition 3'Contaminated Land', condition 4'Surface Water Disposal', condition 5 EV Charging Points', condition 6 'External finishes; condition 7'Surface materials', condition 8	22/08/2023	Refuse	Delegated Decision
	EPF/1173/23	22, Hatfields, Loughton, IG10 1TJ	Proposed conversion of front garden to driveway with dropped kerb.	22/08/2023	Approve with Conditions	Delegated Decision
	EPF/1240/23	33, Wellfields, Loughton, IG10 1PA	TPO/EPF/26/01  T1: Oak - Lateral crown reduction, as specified. Tidy stubs from previous work, as specified.	24/08/2023	Approve with Conditions	Delegated Decision
	EPF/1099/23	5, Whitehills Road, Loughton, IG10 1TS	Certificate of lawful development for proposed Hip to Gable and dormer extension.	25/08/2023	Lawful	Delegated Decision
<b>Subtotal</b>	9					
	40					

**Agenda item 7.1.1 – Application for a new Premises Licence – St John the Baptist Church Hall and Field, Church Lane, Loughton, IG10 1PD**



**Register of Licence applications received.**

Date application received: 13<sup>th</sup> September 2023

Applicant name: The Parochial Church Council of The Ecclesiaastical Parish of St John the Baptist Loughton

Address of Premises: Church Hall and field, St John the Baptist Church, Church Lane, Loughton, Essex, IG10 1PD.

Brief details of the nature of the application;

Application for a New Premises Licence in relation to a church hall, including church field. The applicant has applied for the following licensable activities:

**Supply of Alcohol (both on & off the premises)**

Monday to Sunday – 10:30 to 23:00

Non-standard Timings – Christmas Eve 10:30 to 23:30

**Provision of Live Music (indoors and outdoors)**

Monday to Sunday – 10:00 to 23:00

**Provision of Recorded Music (indoors and outdoors)**

Monday to Sunday 10:00 to 23:00

**Provision of Performances of Dance (indoors and outdoors)**

Monday to Sunday 10:00 to 23:00

**Hours Premises will be open to the public**

Monday to Sunday – 09:00 to 23:00

Non-standard Timings – Christmas Eve 09:00 to 00:00

Any representations regarding the above application should be made within 28 days of the day above, to;

Epping Forest District Council  
Licensing Unit Civic Offices,  
High Street  
Epping  
CM16 4BZ