



PLANNING AND LICENSING COMMITTEE

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

Monday 4 August 2025

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
29 July 2025

Membership:
Councillor C Davies (Chairman)
Councillor J Riley (Vice Chairman)

Councillors

W Dodd
S Murphy

K W Lee
C Ubah

R Minhas

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 21 July 2025.

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 Notices of Appeal

4.1.1 EPF/0696/25 – 8 Summerfield Road, Loughton, IG10 4JF.

Proposal: Partial single, partial double storey rear extension, lower ground floor extension, alteration to existing main and garage roof and removal of chimney. (Appeal ref no: APP/J1535/D/25/3368795 – Min no PL233.2)

FOR INFORMATION ONLY: An appeal has been made to the Secretary of State in respect of the above site. The appeal is Against a Refusal, following the decision of Epping Forest District Council. The appeal is to be determined on the basis of written representations.

The Committee is advised that as the appeal is proceeding under the Householder Appeals Service there is no opportunity to submit further comments. The District Council will forward on all representations it has received to the Planning Inspectorate and the appellant unless withdrawn. The Planning Inspectorate aims to deal with appeals that follow the above procedure within 8 weeks of the appeal start date of 17 July 2025.

4.1.2 EPF/0313/25 – 4-4a Valley Hill, Loughton, IG10 3AA. Proposal: Demolition of existing buildings/structures and erection of 3 no. two-storey buildings to provide 1 no. commercial (Class E) unit fronting Valley Hill with a 2 bed flat above, 2 no. 2 bed dwellings at rear, and 2 no. 2 bed dwellings fronting Malvern Gardens. (Appeal ref no: APP/J1535/ W/25/3368996 – Min no PL198.1)

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/planning-application/a0hTv000005g5Mz>

An appeal has been made to the Secretary of State in respect of the above site and will be determined on the basis of the appeal

procedure set out above. The appeal is Against a Refusal following the decision of Epping Forest District Council.

The Committee is asked if it wishes to comment further on the above appeal. The Planning Inspectorate requires all observations by 25 August 2025.

4.2 Epping Forest District Council Planning Committee A Notification: EPF/0406/25 – Footpath outside 222 High Road Loughton (Easting (x) 542322; Northing (y) 196358). Proposal: Installation of 1No. BT Street Hub Unit and associated advertisement panels on either side of the unit – Min nos PL198.1 / PL275.3

The Planning Officer report for this application has now been published: application recommended for approval. Members to advise on attendance at the EFDC Planning Committee A meeting on 6 August 2025.

4.3 Licensing Application – Minor Variation: Gardeners Arms, 103 York Hill, IG10 1RX – Min no PL267.3

FOR INFORMATION: Further to the Committee's recent representation in respect of the above application, in which the licence holder recently applied for a minor variation to remove the following licence condition:

- Customers are not permitted to take drinks outside the pub or to consume alcohol in any external area save for a maximum of 60 people seated at tables within the front terrace area only shown edged red on the attached plan and tables and chairs shall be removed from other outdoor areas. The number of persons sitting outside shall be regularly monitored by members of staff and shall not be allowed to exceed the maximum permitted.

And replace it with the following reworded conditions:

- Customers are not permitted to take drinks outside the pub or to consume alcohol in any external area save for a maximum of 60 people within the front terrace area only shown edged red on the attached plan. Tables and chairs shall be removed from other outdoor areas and customers using the front terrace area will be encouraged to be seated at tables. The number of persons outside shall be regularly monitored by members of staff and shall not be allowed to exceed the maximum permitted and groups standing in the front terrace area will be encouraged to use the tables and chairs available.
- Signage shall be displayed in the external area advising customers to be considerate and respectful of neighbours and to please use the tables and chairs available when using the front terrace area.

Epping Forest District Council's licensing authority, having considered the representations received (both in support and opposed), comments made by the Councils Environmental Enforcement Team and Essex Police; the decision has been made that the minor variation be granted.

The premises licence will now be amended to reflect the re-worded conditions however, all other conditions and restrictions on the licence remain unchanged.

5 Consultation on Epping Forest District Council's Statement of Licensing Policy – Licensing Act 2003 – min no PL276

This item was deferred from the previous Planning & Licensing Committee meeting, to allow members further time to consider the proposed amendments to this policy.

Section 5 of the Licensing Act 2003 (the Act) requires licensing authorities to determine and publish their statement of licensing policy every five years. The current policy was approved in December 2020, and it must now be reviewed before being adopted for a further period.

Comments from the Committee are invited on the proposed changes by 18 August 2025. View the draft statement here: [DRAFT STATEMENT OF LICENSING POLICY](#)

6 Consultation on Waltham Abbey Masterplan

Epping Forest District Council have advised that the public consultation on the Waltham Abbey North (WAN) Strategic Masterplan Framework will take place over 8 weeks from 22 July until 16 September 2025. Comments are invited and can be made by visiting the following link:

www.manoroakhomes.co.uk/project/waltham-abbey-north-masterplan/

7 Planning Applications

To CONSIDER the planning applications received for the weeks 18 July and 25 July 2025.

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 Committee A or B where the proposal was to be considered.

7.1 Full Planning Permission:
No applications listed under this permission.

7.2 Removal/variation of conditions - Section 73 TCPA

Application No: EPF/1348/25

Officer: Yee Cheung

Location: 12 Lower Park Road, Loughton, IG10 4NA

Proposal: Variation to condition 2 of EPF/1376/24 (Alterations and Extensions with Part Demolition to 12 Lower Park Road, with a replacement dwelling for 12a Lower Park Road).

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

<https://eppingforestdc.my.site.com/pr/s/planning-application/a0hTv000009Gj2P>

7.3 Householder Planning Permission:

Application No: EPF/1146/25

Officer: Klajdi Koci

Location: 72 Alderton Hall Lane, Loughton, IG10 3HE

Proposal: Ground floor side and rear extension, removal of the chimney and internal alterations.

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

<https://eppingforestdc.my.site.com/pr/s/planning-application/a0hTv000008LsIL>

Application No: EPF/1198/25

Officer: Loredana Ciavucco

Location: 42 Sedley Rise, Loughton, IG10 1LT

Proposal: Hip to gable loft conversion with rear dormer including two windows at the rear and two rooflight units at the front.

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

<https://eppingforestdc.my.site.com/pr/s/planning-application/a0hTv000008cN75>

Application No: EPF/1233/25

Officer: Loredana Ciavucco

Location: 75 Barfields, Loughton, IG10 3JF

Proposal: First floor part extension and Ground floor side extension.

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

<https://eppingforestdc.my.site.com/pr/s/planning-application/a0hTv000008kEeU>

Application No: EPF/1312/25

Officer: Loredana Ciavucco

Location: 39 Traps Hill, Loughton, IG10 1SZ

Proposal: Addition of First Floor Side Extensions, Loft Conversion, Façade Remodelling including Internal Remodelling.

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

<https://eppingforestdc.my.site.com/pr/s/planning-application/a0hTv0000093SNb>

Application No: EPF/1321/25

Officer: Omair Babar

Location: 7 The Greens Close, Loughton, IG10 1QE

Proposal: Construction of a single-storey front porch extension.

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

<https://eppingforestdc.my.site.com/pr/s/planning-application/a0hTv0000095Any>

Application No: EPF/1356/25

Officer: Loredana Ciavucco

Location: 119 Forest Road, Loughton, IG10 1EF

Proposal: Single storey side and rear extension and roof extension including ridge raise, two front rooflights, and a rear dormer window.

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

<https://eppingforestdc.my.site.com/pr/s/planning-application/a0hTv000009luZd>

Application No: EPF/1376/25

Officer: Loredana Ciavucco

Location: 57 Hillcroft, Loughton, IG10 2PS

Proposal: Single storey front extension.

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

<https://eppingforestdc.my.site.com/pr/s/planning-application/a0hTv000009OtPZ>

Application No: EPF/1384/25

Officer: Suleman Uddin

Location: 19 Summerfield Road, Loughton, IG10 4JF

Proposal: Single rear extension with flat roof & lantern, new raised patio. Part conversion of existing garage.

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

<https://eppingforestdc.my.site.com/pr/s/planning-application/a0hTv000009R3cY>

Application No: EPF/1393/25

Officer: Rhian Thorley

Location: 31 Hillcrest Road, Loughton, IG10 4QH

Proposal: Proposed two storey side extensions, single storey rear extension with raised rear patio, roof remodelling incorporating a loft conversion with rear and side dormers.

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

<https://eppingforestdc.my.site.com/pr/s/planning-application/a0hTv000009U7N3>

7.4 Consent under Tree Preservation Orders

Application No: EPF/1340/25

Officer: Robin Hellier

Location: 262 Diggens Court, High Road, Loughton, IG10 1RB

Proposal: TPO/EPF/06/79 (Ref: T6)

T1: Lime - Crown reduce to previous points, as specified.

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

<https://eppingforestdc.my.site.com/pr/s/planning-application/a0hTv000009B63K>

Application No: EPF/1407/25

Officer: Robin Hellier

Location: Hetton House, Station Road, Loughton, IG10 4NP

Proposal: TPO/EPF/07/79

T31: Lime - Crown reduce by up to 3m, as specified.

T32: Horse Chestnut - Crown reduce by up to 3m, as specified.

TPO/EPF/14/93

T1: Lime - Lime - Crown reduce by up to 3m, as specified.

T2 & T3: Horse Chestnut - Crown reduce by up to 3m, as specified.

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

<https://eppingforestdc.my.site.com/pr/s/planning-application/a0hTv000009Ydxp>

Application No: EPF/1408/25

Officer: Robin Hellier

Location: 8 Brooklyn Avenue, Loughton, IG10 1BL

Proposal: TPO/CHI/02/70 (Ref: A1)

T1: Ash - Crown reduce by up to 2.5m, as specified.

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

<https://eppingforestdc.my.site.com/pr/s/planning-application/a0hTv000009YobW>

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

Application No: EPF/1229/25

Officer: Suleman Uddin

Location: 37 Audley Gardens, Loughton, IG10 2EN

Proposal: Certificate of Lawful Development for proposed second floor via loft conversion to a bungalow property.

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

<https://eppingforestdc.my.site.com/pr/s/planning-application/a0hTv000008i7Sb>

8 Decisions

8.1 Decisions by Epping Forest District Council

No decision notices have been received.

9 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

10 Enforcement and Compliance

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

10.1.1 ENF/0100/25: Corner Garth, Nursery Road, Loughton, IG10 4EF.
FOR INFORMATION: Following an Enforcement Report lodged against this address, the Epping Forest District Council Enforcement Officer has investigated the site and found that the development does deviate from the approved plans. The applicant has therefore been advised to either correct the works or submit a renewed application. The applicant has indicated that they will submit a fresh application.

Mark Squire
TOWN CLERK
29 July 2025