



PLANNING AND LICENSING COMMITTEE

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

Monday 19 October 2026

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

to transact the business shown in the agenda.

Liz Petyt Start

Town Clerk

13 October 2026

Membership:

Councillor C Davies (Chairman)

Councillor J Riley (Vice Chairman)

Councillors

W Dodd
C Ubah

K W Lee
Vacancy

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 5 October 2026, amended from those circulated to show Cllr Ubah had not been present at the meeting, his apologies having been received and recorded (min no PL544).
- 4 Public Representations**
To hear any representations from members of the public who have registered a request to address the Committee in accordance with no 5, Appendix B, of the Standing Orders.
- 5 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.
- 6 New application form for Market Licence**
The Committee is requested to consider the draft application form, noting the Town Council has the right to issue a market licence (see attached, pages 6 – 10).

To review and provide DECISION.
- 7 Allocation of Earmarked Funds – Local Plan (min no RG179)**
There is currently an earmarked reserve of £15K for a neighbourhood plan within the Town Council's budget. At the RGS Committee meeting on 3 December 2025 (min no RG179) the following was minuted:-

"The Town Clerk informed members the allocation of £15,000 in Earmarked Funds is for the Local Plan only. In his opinion the funding should not be set aside, specifically for preparing and implementing a Neighbourhood Plan as this is not a suitable project for Loughton, given the town's limited internal green spaces and the wider existing green boundaries of the RVRG and Epping Forest."

This is an EMR that could be reallocated to project work that is likely to progress. Members are invited to discuss and consider the EMR allocation.

To review and provide DECISION.
- 8 Planning Applications**
To CONSIDER the planning applications received for the weeks 2 October and 9 October 2026.

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.

8.1 Full Planning Permission:

Application No: EPF/1739/26

Officer: Nathaniel Raimi

Location: 132-136 High Road, Loughton, IG10 4BG

Proposal: Expansion of the existing shop at ground-floor level, creation of a new entrance to the first-floor flat, change of use of the first floor from Class E (office) to Class C3 (residential), and construction of a new second storey to provide an additional self-contained flat.

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/a0hTv00000JLrsn>

8.2 Removal/variation of conditions - Section 73 TCPA

Application No: EPF/1830/26

Officer: Sukhvinder Dhadwar

Location: 69 Church Hill, Loughton, IG10 1QP

Proposal: Variation of Condition 2 Plan Numbers of EPF/1500/26 (no 3 bedroom houses in total, in a terrace configuration).

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/a0hTv00000JdhdG>

Application No: EPF/1838/26

Officer: Loredana Ciavucco

Location: 28 Ollards Grove, Loughton, IG10 4DW

Proposal: Variation of Condition 2 Plan numbers of EPF/1484/26 (Replacement Single Dwelling House).

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/a0hTv00000Jf7Vd>

8.3 Consent to display an advertisement Permission:

There are no applications listed under this permission.

8.4 Householder Planning Permission:

Application No: EPF/1781/26

Officer: Klajdi Koci

Location: Goldings Croft, Clays Lane, Loughton, IG10 2RZ

Proposal: Loft conversion with catslide dormer roof design and associated infill extensions.

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/a0hTv00000JTSpC>

Application No: EPF/1821/26

Officer: Suleman Uddin

Location: 5 Lukintone Close, Loughton, IG10 3NS

Proposal: Partial conversion of existing integral garage to habitable accommodation.

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/a0hTv00000JbeYE>

Application No: EPF/1825/26

Officer: Nicola Bickerstaff

Location: 37 Sparelease Hill, Loughton, IG10 1BS

Proposal: Replacement of the existing orangery with a two-storey rear extension, a two-storey front extension, a brick boundary wall with vehicular sliding gates, and an associated outbuilding.

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/a0hTv00000JcCIA>

Application No: EPF/1831/26

Officer: Klajdi Koci

Location: 46 Valley Hill, Loughton, IG10 3AL

Proposal: Loft conversion with hip-to-gable roof extension, rear facing dormer and two front roof windows. Replacement side elevation staircase 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/a0hTv00000JdOnW>

8.5 Listed building consent (Alt/Ext)

There are no applications listed under this permission.

8.6 Consent under Tree Preservation Orders

Application No: EPF/1809/26

Officer: Robin Hellier

Location: 7 Ripley View, Loughton, IG10 2PB

Proposal: TPO/EPF/29/08 (Ref: T4, T5, T6)

T1: Ash - Crown reduce height by up to 4m and lateral spread by up to 2m, as specified.

T2: Norway Maple -Crown reduce height by up to 3m and lateral spread by up to 1m, as specified.

T3: Horse Chestnut - Crown reduce height by up to 4m and lateral spread by up to 2m, as specified.

NB: The permitted specification of works is detailed in the conditions

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/a0hTv00000JZmLN>

Application No: EPF/1833/26

Officer: Robin Hellier

Location: 6 The Fountains, Loughton, IG10 4RZ

Proposal: TPO/EPF/24/86, TPO/EPF/04/98

T1 & T2: Poplar - Fell and replace, as specified.

NB: The permitted specification of works is detailed in the conditions.

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/a0hTv00000JdrZO>

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

Lawful Development Certificate Proposed:

Application No: EPF/1890/26

Officer: Klajdi Koci

Location: 28 Albion Hill, Loughton, IG10 4RD

Proposal: Certificate of Lawful Development for proposed ancillary outbuilding.

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/a0hTv00000JpsUs>

Approval of details reserved by a condition:

Application No: EPF/1900/26

Officer: Suleman Uddin

Location: 21 Hazelwood, Loughton, IG10 4ET

Proposal: Approval of Details Reserved by Condition 5 Hard and Soft Landscaping of EPF/0788/26 (Single-storey rear and side extension; change of use of existing garage to storage area and gym; first-floor side extension above garage; reconfiguration of external terrace and steps together with associated external works).

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/a0hTv00000JsfXt>

Non-Material Amendment - Section 96 TCPA

Application No: EPF/1882/26

Officer: Mohinder Bagry

Location: 46 Upper Park, Loughton, IG10 4EQ

Proposal: Non-Material Amendment to EPF/0907/25 (Proposed new main roof, incorporating a new loft conversion with a flat roof rear dormer with a Juliet balcony).

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/a0hTv00000JnCbP>

9 Decisions

9.1 Decisions by Epping Forest District Council

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See decision notices for September 2026 (pages 11 – 15).

10 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

11 Enforcement and Compliance

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

11.1.1 Magistrates' Court Enforcement Proceedings: Aura, 179-181 High Road, IG10 4LF

FOR INFORMATION ONLY: The Enforcement Officer at Epping Forest District Council has advised the following:

"Regarding the prosecution for the continued failure to comply with the enforcement notice issued by the Council on 8 September 2022, which requires the removal of an extraction system fitted to the exterior of the building. This prosecution remains ongoing in the court, with the most recent hearing having taken place on 17

June. We are awaiting a date for trial from the court and will advise when this is received.
We are aware of the recent changes to control of the business, however this will not affect the prosecution currently underway against named defendants.”

**Liz Petyt Start
TOWN CLERK
13 October 2026**

Agenda Item 6
APPLICATION FORM FOR MARKET LICENCE

Applicant Information

The information provided in this section relates to the person submitting the application, the details of which will be used in any subsequent agreement.

Surname: _____

Forename(s): _____

Title: ☐ Mr ☐ Mrs ☐ Miss ☐ Ms ☐ Other (*please state*) _____

Former name(s): _____

Address: _____

_____ Postcode: _____

Contact telephone number: _____

Email address: _____

Business Information

This section of the application form should provide information relating to the organisation that will be operating the market or fair.

Organisation name: _____

Type of organisation: _____

Your position within the organisation: _____

Organisation address, if different from above: _____

Registered address: _____

_____ Postcode: _____

Telephone number: _____

Email address : _____

Website address: _____

DETAILS OF MARKET

☐	Car boot sales
☐	Antique and craft fairs
☐	General markets
☐	Food markets
☐	Farmers' markets

Name of the Market: _____

Please detail what goods will be sold and whether such goods will be new and/or used. Give details of catering or other facilities such as rides or other attractions:

How many stalls, pitches, stands will there be? _____

Please give details of the location of the market:

How often will the market be held?

☐	weekly
☐	monthly
☐	other (please specify) _____

Please give the trading times of the market:

Please describe the venue of the market and its current use (eg car park, vacant land, warehouse etc):

OPERATIONAL ISSUES

Waste disposal - Please provide details of the arrangements you will make to deal with waste disposal:

Power and other service provision – please supply details of the arrangements you will make to supply power and other relevant services to the market:

Traffic management – please supply details of traffic management arrangements:

APPROVALS

Use of land/buildings – do you have approval to use the land/building where you intend to hold the market? If so, please give details of the approval (eg ownership, lease or licence):

Planning – do you have planning approval for the proposed market? If so, please give details. If not, explain why planning approval is not required:

Trading Standards – have you contacted the local Trading Standards Service to acquaint them with details of your market and seek advice in terms of consumer safety issues? If so, please give details. If not, please explain why an approach has not been made:

Food Hygiene – do you intend to include food hygiene at the proposed market? If so, have you obtained the relevant food hygiene/standards approval?

RISK ASSESSMENT

Please supply a copy of the risk assessment plan you intend to use in connection with the holding of the market to ensure that the arrangements you have made will safeguard the operation of the market (you should include arrangements for vehicle movement, loading and unloading, traffic management, allocation of trading positions, first aid and emergencies,

food safety, provision of welfare facilities and erecting and dismantling of any equipment used in conjunction with the holding of the market).

INSURANCE

Please provide a copy of your insurance provision (the Town Council will require a minimum of £5 million public liability insurance).

LAYOUT PLAN

Please include a plan of the layout of the market showing how the stalls, pitches, stands will be organised. A sketch plan will suffice for this purpose and need not be to scale.

DISCLOSURE OF INFORMATION

The information you have provided in support of your application for a markets licence will be kept private and confidential although the Town Council may use such information for the prevention and detection of fraud.

The Town Council also reserve the right to share the information you have provided with other bodies when required by law, statutory requirement and in respect of crime prevention and detection.

SUBMISSION OF APPLICATION FOR A MARKETS LICENCE

In signing and submitting this application, you confirm that all the details you have provided are correct and you undertake to notify the Town Council of any changes to this information within seven days of such changes arising.

When you submit this application form you must enclose the following documents:

(please tick)

- | | |
|--------------------------|---|
| ☐ | A copy of your risk assessment |
| ☐ | A copy of your current insurance policy |
| ☐ | A plan of the layout of the market (need not be to scale) |

The Town Council reserves the right to request additional information before a decision is taken on your application for a markets licence.

Signature of applicant: _____

Date of signing: _____

Completed applications, including all supporting documents, should be submitted to Loughton Town Council

Payment is **not** required until you have been notified that your application for a markets licence has been approved. When notifying you that your application has been successful you will be given details of the fee required and how payment can be made.

For use by the Council only:

Date received: _____

Applicant name: _____

Organisation: _____

Date of Market: _____

Amount Received _____

Cash/Visa/BACS payment _____

Date _____

Budget Code _____

Agenda item 9.1 Decisions by Epping Forest District Council for September 2026

Loughton Parish Ward	EPF no	Address details	Proposal	Decision Date	Decision	Decision level (ie delegated or Committee)
Buckhurst Hill East and Whitebridge	EPF/1445/26	15 Dunmow Close, Loughton, IG10 3AS	Construction of ancillary outbuilding/garage and permeable hardstanding to front drive.	03/09/2026	Approve with Conditions	Delegated Decision
	EPF/1304/26	6 Tewkesbury Close, Loughton, IG10 3NT	Approval of Details Reserved by Condition 3 Landscaping of EPF/1574/24 (Change of use from waste land to garden).	03/09/2026	Refuse	Delegated Decision
	EPF/1428/26	8 Boleyn Close, Loughton, IG10 3NL	Single storey rear extension and conversion of garage to habitable space.	21/09/2026	Approve with Conditions	Delegated Decision
Subtotal Count	3					
Loughton Fairmead	EPF/1340/26	27 Burney Drive, Loughton, IG10 2DX	Certificate of Lawful Development for proposed loft conversion incorporating the construction of a rear dormer roof extension and the installation of two rooflights to the front roof slope.	02/09/2026	Lawful	Delegated Decision
	EPF/1713/26	Davenant Foundation School, Chester Road, Loughton, IG10 2LD	Approval of Detail Reserved by Condition 13 Lighting of EPF/1305/25 (Demolish existing sixth form and library block and replace with new partial two storey sixth form including library and SEN classrooms).	23/09/2026	Approve	Delegated Decision
	EPF/1546/26	161 Grosvenor Drive, Loughton, IG10 2LB	Proposed hip-to-gable loft conversion with rear dormer and part first-floor extension.	29/09/2026	Approve with Conditions	Delegated Decision
Subtotal Count	3					
Loughton Forest	EPF/1335/26	5 Brooklyn Avenue, Loughton, IG10 1BJ	Demolition of existing rear conservatory and construction of single-storey rear ground floor extension with flat roof design.	01/09/2026	Approve with Conditions	Delegated Decision

	EPF/1259/26	Loughton Underground Station, Station Approach, Loughton, IG10 4PD	Grade II Listed Building consent for installation of new cameras, relocation of passenger information display and associated works.	02/09/2026	Approve with Conditions	Delegated Decision
	EPF/1341/26	25 Albion Park, Loughton, IG10 4RB	Proposed single storey rear extension.	03/09/2026	Approve with Conditions	Delegated Decision
	EPF/1380/26	10 Sparelease Hill, Loughton, IG10 1BT	Approval of Details Reserved by Condition 8 Privacy Screen Details of EPF/1490/25 (Demolition of existing dwelling and replacement).	09/09/2026	Approve	Delegated Decision
	EPF/1372/26	164 Forest Road, Loughton, IG10 1EG	Certificate of Lawful Development for proposed single storey side extension.	14/09/2026	Lawful	Delegated Decision
	EPF/1592/26	227 High Road, Loughton, IG10 1BB	Approval of Details Reserved by Condition 17 Contaminated Land of EPF/0781/25 (Change of use of Pub (pub with food) to a shared space comprising of Health & Wellbeing, Retail, and Café on the ground floor and Offices to the first floor. Partial removal of TPO/EPF/04/74	17/09/2026	Approve	Delegated Decision
	EPF/1453/26	Warren Hall, Manor Road, Loughton, IG10 4RP	T1: Pine - Selective prune of lower branches over driveway, as specified. T2: Cedar - Selective prune of branch overhanging garage, as specified. G3: Redwood - Selective prune of lowest two branches, as specified. Sever protruding surface	18/09/2026	Approve with Conditions	Delegated Decision
	EPF/1539/26	2 Salcombe Park, High Road, Loughton, IG10 4QT	Single storey rear extension, Catio, Infill of front porch.	23/09/2026	Approve with Conditions	Delegated Decision
	EPF/1484/26	28 Ollards Grove, Loughton, IG10 4DW	Variation of Condition 2 Plan numbers of EPF/1083/26 (Replacement Single Dwelling House).	28/09/2026	Approve with Conditions	Delegated Decision

	EPF/1485/26	104 The Drive, Loughton, IG10 1HL	Part one storey, part two storey, front side and rear extensions (Amended application to EPF/2123/25).	28/09/2026	Approve with Conditions	Delegated Decision
	EPF/1345/26	35 Algers Road, Loughton, IG10 4NG	Construction of Single Storey Extension to provide wellbeing room and outdoor kitchen area.	29/09/2026	Approve with Conditions	Delegated Decision
	EPF/1358/26	10 Sparelease Hill, Loughton, IG10 1BT	Variation of Condition 2 Plan numbers of EPF/1490/25 (Demolition of existing dwelling and replacement).	30/09/2026	Approve with Conditions	Delegated Decision
Subtotal	Count	12				
Loughton Roding	EPF/1329/26	125 The Lindens, Loughton, IG10 3HU	Single storey rear extension and change of use of garage into habitable room.	02/09/2026	Approve with Conditions	Delegated Decision
	EPF/0678/26	Alandale Scaffolding, Langston Road, Loughton IG10 3SL	Approval of Details Reserved by Condition 4 (Contaminated Land) of EPF/1165/22 & EPF/0388/26 (New Data Centre).	02/09/2026	Split (Details Partially Approved)	Delegated Decision
	EPF/1425/26	Sterling House, Langston Road, Loughton, IG10 3TS	Installation of rooftop solar PV system.	16/09/2026	Approve with Conditions	Delegated Decision
	EPF/0591/26	Alandale Scaffolding, Langston Road, Loughton IG10 3SL	Approval of Details reserved by Condition 5 (Construction Management Plan) of EPF/1165/22 & EPF/0388/26 (New Data Centre).	23/09/2026	Approve	Delegated Decision
	EPF/2020/20	Garage Site at Ladyfields, Loughton, IG10 3RP	Demolition of garages and construction of 16 affordable homes, with associated landscaping and works (Revised scheme to EPF/1758/16).	28/09/2026	Refuse	Committee B
	EPF/1689/26	7 Barncroft Green, Loughton, IG10 3ET	DEMOLISH EXISTING STRUCTURES AND CONSTRUCT SINGLE STOREY REAR EXTENSION	28/09/2026	Not Required	Delegated Decision
	EPF/1430/26	1 Langston Road, Loughton, IG10 3SD	Approval of Details Reserved by Condition 8 EVP of EPF/0035/24 and time frame varied under EPF/0855/25 (Redevelopment of the site to provide a new self-storage facility (Use Class B8),	30/09/2026	Approve	Delegated Decision

			new light Industrial workspace / incubator units (Use Class E(g)(iii))			
Subtotal	Count	7				
Loughton St. John's	EPF/1239/26	7 Forest Way, Loughton, IG10 1JG	Certificate of Lawful Development for proposed replacement roof.	01/09/2026	Lawful	Delegated Decision
	EPF/1348/26	22 Hatfields, Loughton, IG10 1TJ	Retrospective consent for annexe in rear garden with solar panels and green roof. Levelling of garden to form a levelled access.	02/09/2026	Approve with Conditions	Delegated Decision
	EPF/1371/26	11 Broadstrood, Loughton, IG10 2SB	Proposed single storey side & rear extension to accommodate a swimming pool building & associated internal works.	09/09/2026	Refuse	Delegated Decision
	EPF/1284/26	22 Coteford Close, Loughton, IG10 2NT	Non-Material Amendment to EPF/1898/23 (Proposed single storey rear extension including single storey to side).	10/09/2026	Refuse	Delegated Decision
	EPF/1640/26	The Lodge, Goldings Hill, Loughton, IG10 2RY	Non-Material Amendment to EPF/323/25 (Extensions to existing lodge and erection of two new detached houses fronting Goldings Road).	14/09/2026	Approve	Delegated Decision
	EPF/1450/26	21 Goldings Rise, Loughton, IG10 2QP	Certificate of Lawful Development for proposed conversion of garage to habitable space.	21/09/2026	Lawful	Delegated Decision
	EPF/1487/26	47 Clovelly, York Hill, Loughton, IG10 1HZ	Approval of Details Reserved by Conditions 3 and 4 Details of External Finishes of EPF/2147/25 (Single storey rear extension at lower ground level).	21/09/2026	Split (Details Partially Approved)	Delegated Decision
	EPF/1385/26	17 Englands Lane, Loughton, IG10 2QX	Certificate of Lawful Development for proposed full removal of the two existing chimney stacks, including the external stacks projecting from ground-floor level up the side elevation and above roof level.	22/09/2026	Lawful	Delegated Decision
	EPF/1520/26	47 Clovelly, York Hill, Loughton, IG10 1HZ	Removal of front paving and surround to be replaced with natural stone paving. Bins to be located behind existing	24/09/2026	Approve with Conditions	Delegated Decision

			hedges and greenery at the front of the property.			
	EPF/1500/26	69 Church Hill, Loughton, IG10 1QP	Variation of Condition 2 Plan Numbers of EPF/1209/26 (no 3 bedroom houses in total, in a terrace configuration).	25/09/2026	Approve with Conditions	Delegated Decision
	EPF/1553/26	7 Whitehills Road, Loughton, IG10 1TS	Hip to gable loft conversion with rear dormer and front roof lights.	29/09/2026	Approve with Conditions	Delegated Decision
Subtotal	Count	11				
	Count	36				