



PLANNING AND LICENSING COMMITTEE

Members of the Planning and Licensing Committee
are summoned to attend a Meeting at 7.45pm on

Monday 9 April 2018

at Loughton Library, Traps Hill, Loughton, IG10 1HD
to transact the business shown in the agenda.

Enid K Walsh
Town Clerk
3 April 2018

Councillor J Angold-Stephens (Chairman)
Councillor C Davies (Vice Chairman)

Councillors

P Abraham
K Latchford

T Cochrane
S Murphy

T Downing

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 26 March 2018.

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 Amended Plans

4.1.1 EPF/0162/18 – 11 Crossfields, Loughton, IG10 3PY – Proposal: Erection of new dwelling and detached garage, following demolition of existing garage – Min no PL402.1

To CONSIDER the amended plans received from Epping Forest District Council showing a different form and layout.

5 Pre-application Consultation on Mobile Phone Masts – CTIL and Vodafone – proposed upgrade to existing radio base station: Pyrles Lane Streetworks, Loughton, Essex, IG10 2AA (Ref: CTIL_145401 26)

The Council has been asked to comment on the proposal to upgrade this mobile phone mast. Responses are invited by 12 April 2018.

* See letter and plans on pages 8 – 14.

6 Planning Process Review 2017/18 – Delegation: Objections and Committee Systems

The Committee is ASKED to prepare the Council's response to this consultation, which is required by 16 April 2018.

* See report on pages 15 – 33.

7 Planning Applications

7.1 To CONSIDER the planning applications received for the weeks 23 March and 29 March 2018:

Application No: EPF/0306/18

Officer: Corey Isolda

Applicant Name: Mr N Coombes

Planning File No: 026319

Location: 73 Goldings Road, Loughton, IG10 2QW

Proposal: Application for variation of condition 3 'obscure glazing' and 4 'privacy louvres' on planning application EPF/1775/17 - Removal of the privacy louvre to the western facade. The glazing to this window will be made obscure. Removal of the obscure glass to the high level windows on the western facade. High level means glazing above 1700mm). Removal of the obscure glass to all roof windows as glazed areas are above 1900mm. Removal of obscure glass at ground floor eastern facade study

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

http://planpub.eppingforestdc.gov.uk/NIM.websearch/ExternalEntryPoint.aspx?SEARCH_TYPE=1&DOC_CLASS_CODE=PL&FOLDER1_REF=605418

Application No: EPF/0413/18

Officer: Jonathan Doe

Applicant Name: Mr Mustafa Timur

Planning File No: 008800

Location: 209 D/E High Road, Loughton, IG10 1BB

Proposal: Application for variation of condition 2 'plan numbers' and 3 'use of rear double doors' on planning application EPF/0808/17 (Erection of rear conservatory)

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

http://planpub.eppingforestdc.gov.uk/NIM.websearch/ExternalEntryPoint.aspx?SEARCH_TYPE=1&DOC_CLASS_CODE=PL&FOLDER1_REF=605734

Application No: EPF/0610/18

Officer: Ian Ansell

Applicant Name: Mr Healey

Planning File No: 002813

Location: 113 Church Hill, Loughton, IG10 1QR

Proposal: Residential development of 10 apartments with associated parking and external amenity space

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

http://planpub.eppingforestdc.gov.uk/NIM.websearch/ExternalEntryPoint.aspx?SEARCH_TYPE=1&DOC_CLASS_CODE=PL&FOLDER1_REF=606495

Application No: EPF/0611/18

Officer: Sukhdeep Jhooti

Applicant Name: Mr Howe

Planning File No: 024223

Location: 19 The Greens Close, Loughton, IG10 1QE

Proposal: Two storey rear and side extension making use of the sloping ground to for a lower ground level. Planning has previously been granted for this development and this application is being made to request a different roof construction. The structure up to roof level is complete.

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

http://planpub.eppingforestdc.gov.uk/NIM.websearch/ExternalEntryPoint.aspx?SEARCH_TYPE=1&DOC_CLASS_CODE=PL&FOLDER1_REF=606496

Application No: EPF/0616/18

Officer: Muhammad Rahman

Applicant Name: Mr Mohamad Hanif

Planning File No: 005806

Location: 60 Tycehurst Hill, Loughton, IG10 1DA

Proposal: Single storey rear conservatory.

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

http://planpub.eppingforestdc.gov.uk/NIM.websearch/ExternalEntryPoint.aspx?SEARCH_TYPE=1&DOC_CLASS_CODE=PL&FOLDER1_REF=606501

Application No: EPF/0617/18

Officer: Muhammad Rahman

Applicant Name: Miss Lucy Hayes

Planning File No: 002418

Location: 51 Church Lane, Loughton, IG10 1NW

Proposal: Proposed front wall and railing with gates.

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

http://planpub.eppingforestdc.gov.uk/NIM.websearch/ExternalEntryPoint.aspx?SEARCH_TYPE=1&DOC_CLASS_CODE=PL&FOLDER1_REF=606502

Application No: EPF/0632/18

Officer: Robin Hellier

Applicant Name: Mr Rob Smith

Planning File No: 003194

Location: 70 Spring Grove, Loughton, IG10 4QE

Proposal: TPO/EPF/19/89 (Ref T46) T2 Willow - 1.5 - 2m lateral crown reduction and crown clean

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

http://planpub.eppingforestdc.gov.uk/NIM.websearch/ExternalEntryPoint.aspx?SEARCH_TYPE=1&DOC_CLASS_CODE=PL&FOLDER1_REF=606573

Application No: EPF/0634/18

Officer: Sukhdeep Jhooti

Applicant Name: Mr Jon Fineberg

Planning File No: 005747

Location: 26 Stanmore Way, Loughton, IG10 2SA

Proposal: Change of use of land to garden - extension of residential curtilage to include the paddock and stable.

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

http://planpub.eppingforestdc.gov.uk/NIM.websearch/ExternalEntryPoint.aspx?SEARCH_TYPE=1&DOC_CLASS_CODE=PL&FOLDER1_REF=606593

Application No: EPF/0655/18

Officer: Robin Hellier

Applicant Name: Houston

Planning File No: 001347

Location: 1 Salcombe Park, High Road, Loughton, IG10 4QT

Proposal: TPO/EPF/09/90 (Ref T4) T1 - Horse Chestnut - remove lowest lateral (at approx. 3-4m)

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

http://planpub.eppingforestdc.gov.uk/NIM.websearch/ExternalEntryPoint.aspx?SEARCH_TYPE=1&DOC_CLASS_CODE=PL&FOLDER1_REF=606675

Application No: EPF/0656/18

Officer: Robin Hellier

Applicant Name: Dallas

Planning File No: 008194

Location: 2 Little Dragons, Loughton, IG10 4DG

Proposal: TPO/CHI/04/70 A1 T5 - Sycamore - crown lift by approx. 2m, cut back on conservatory side by approx. 2m.

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

http://planpub.eppingforestdc.gov.uk/NIM.websearch/ExternalEntryPoint.aspx?SEARCH_TYPE=1&DOC_CLASS_CODE=PL&FOLDER1_REF=606676

Application No: EPF/0667/18

Officer: Sukhdeep Jhooti

Applicant Name: Next Retail

Planning File No: 026745

Location: Next Retail, Unit 8/9, Epping Forest Shopping Park, Loughton
Langston Road, IG10 3TQ

Proposal: 1no. Internally Illuminated Flex Box to rear of premises.

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

http://planpub.eppingforestdc.gov.uk/NIM.websearch/ExternalEntryPoint.aspx?SEARCH_TYPE=1&DOC_CLASS_CODE=PL&FOLDER1_REF=606697

Application No: EPF/0673/18

Officer: Robin Hellier

Applicant Name: Mr Richard Perry

Planning File No: 001245

Location: 13 Collins Court, Lower Park Road, Loughton, IG10 4NL

Proposal: TPO\EPF\17\03 T1 Yew - Crown Reduce By Up To 2.5m All Round, To Previous Pruning Points.

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

http://planpub.eppingforestdc.gov.uk/NIM.websearch/ExternalEntryPoint.aspx?SEARCH_TYPE=1&DOC_CLASS_CODE=PL&FOLDER1_REF=606716

Application No: EPF/0675/18

Officer: Muhammad Rahman

Applicant Name: Mr Daniel Levy

Planning File No: 029895

Location: 3 Tewkesbury Close, Loughton, IG10 3NT

Proposal: Conversion of existing integral garage to living accommodation.

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

http://planpub.eppingforestdc.gov.uk/NIM.websearch/ExternalEntryPoint.aspx?SEARCH_TYPE=1&DOC_CLASS_CODE=PL&FOLDER1_REF=606718

Application No: EPF/0679/18

Officer: David Baker

Applicant Name: Mr Ian Rabey

Planning File No: 003053

Location: 1 Ripley View, Loughton, IG10 2PB

Proposal: Extension of the existing garage to provide space for family gym and home office.

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

http://planpub.eppingforestdc.gov.uk/NIM.websearch/ExternalEntryPoint.aspx?SEARCH_TYPE=1&DOC_CLASS_CODE=PL&FOLDER1_REF=606736

Application No: EPF/0681/18

Officer: Muhammad Rahman

Applicant Name: Anna Browne

Planning File No: 029896

Location: 19 Highland Avenue, Loughton, IG10 3AJ

Proposal: 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

http://planpub.eppingforestdc.gov.uk/NIM.websearch/ExternalEntryPoint.aspx?SEARCH_TYPE=1&DOC_CLASS_CODE=PL&FOLDER1_REF=606738

Application No: EPF/0705/18

Officer: David Baker

Applicant Name: Ms R Payne

Planning File No: 001280

Location: 8 Lower Park Road, Loughton, IG10 4NA

Proposal: Single storey rear extension with raised patio. New first floor rear window.

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

http://planpub.eppingforestdc.gov.uk/NIM.websearch/ExternalEntryPoint.aspx?SEARCH_TYPE=1&DOC_CLASS_CODE=PL&FOLDER1_REF=606835

Application No: EPF/0706/18

Officer: David Baker

Applicant Name: Mrs R Wimpres

Planning File No: 029902

Location: 22 Albion Park, Loughton, IG10 4RB

Proposal: Two storey front and rear extensions, first floor side extension, creation of porch, garage and roof alterations/rear dormer.

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

http://planpub.eppingforestdc.gov.uk/NIM.websearch/ExternalEntryPoint.aspx?SEARCH_TYPE=1&DOC_CLASS_CODE=PL&FOLDER1_REF=606836

Application No: EPF/0727/18

Officer: Sukhdeep Jhooti

Applicant Name: Mrs Amanda Hoadley

Planning File No: 003297

Location: Vere Road Garages, Vere Road, Loughton, Essex

Proposal: Demolish existing council owned garages to create more parking spaces.

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

http://planpub.eppingforestdc.gov.uk/NIM.websearch/ExternalEntryPoint.aspx?SEARCH_TYPE=1&DOC_CLASS_CODE=PL&FOLDER1_REF=606934

Application No: EPF/0728/18

Officer: Corey Isolda

Applicant Name: Alwin and Sarah Tamosius

Planning File No: 029903

Location: 55 The Uplands, Loughton, IG10 1NQ

Proposal: Two-storey side extension, single-storey rear extension, rebuilding of existing garage and new porch.

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

http://planpub.eppingforestdc.gov.uk/NIM.websearch/ExternalEntryPoint.aspx?SEARCH_TYPE=1&DOC_CLASS_CODE=PL&FOLDER1_REF=606953

Application No: EPF/0729/18

Officer: Corey Isolda

Applicant Name: Mr Brian Holmes

Planning File No: 030005

Location: Brooklee, Carroll Hill, Loughton, IG10 1NN

Proposal: Single storey side extension

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

http://planpub.eppingforestdc.gov.uk/NIM.websearch/ExternalEntryPoint.aspx?SEARCH_TYPE=1&DOC_CLASS_CODE=PL&FOLDER1_REF=606954

Application No: EPF/0773/18

Officer: Muhammad Rahman

Applicant Name: Mr Philip Woolston

Planning File No: 029531

Location: 41 Danbury Road, Loughton, IG10 3AR

Proposal: Proposed loft conversion with Juliet balcony and erection of single storey side/rear extension and front porch.

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

http://planpub.eppingforestdc.gov.uk/NIM.websearch/ExternalEntryPoint.aspx?SEARCH_TYPE=1&DOC_CLASS_CODE=PL&FOLDER1_REF=607134

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

Application No: EPF/0585/18

Officer: Muhammad Rahman

Applicant Name: Mr Alex Bellamy

Planning File No: 029891

Location: 7 Goldingham Avenue, Loughton, IG10 2JF

Proposal: Certificate of lawful development for 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

http://planpub.eppingforestdc.gov.uk/NIM.websearch/ExternalEntryPoint.aspx?SEARCH_TYPE=1&DOC_CLASS_CODE=PL&FOLDER1_REF=606442

Application No: EPF/0595/18

Officer: Muhammad Rahman

Applicant Name: Mr Darren Ringer

Planning File No: 010511

Location: 83 Avondale Drive, Loughton, IG10 3DE

Proposal: Certificate of Lawful Development for proposed loft conversion

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

http://planpub.eppingforestdc.gov.uk/NIM.websearch/ExternalEntryPoint.aspx?SEARCH_TYPE=1&DOC_CLASS_CODE=PL&FOLDER1_REF=606459

Application No: EPF/0642/18

Officer: Muhammad Rahman

Applicant Name: Mr Oliver Joarfe

Planning File No: 029856

Location: 26 Parkmead, Loughton, IG10 3JW

Proposal: Certificate of Lawful Development for proposed single storey rear extension. Lean-to roof with 3no. rooflight windows. Loft conversion with rear dormer, 3no rooflight windows to front elevation.

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

http://planpub.eppingforestdc.gov.uk/NIM.websearch/ExternalEntryPoint.aspx?SEARCH_TYPE=1&DOC_CLASS_CODE=PL&FOLDER1_REF=606616

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

Application No: EPF/0699/18

Officer: Corey Isolda

Applicant Name: Mr R Gallot

Planning File No: 000174

Location: Bridge House, Roding Road, Loughton, IG10 3ED

Proposal: Application for approval of details reserved by condition 3 'external surfaces', 5 'landscaping', 8 'details of utilities', 9 'construction management plan' on planning application EPF/1997/15 (allowed on appeal) (Demolition of Existing House and erection of 3 x 2 bedroom and 3 x 1 bedroom flats)

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

http://planpub.eppingforestdc.gov.uk/NIM.websearch/ExternalEntryPoint.aspx?SEARCH_TYPE=1&DOC_CLASS_CODE=PL&FOLDER1_REF=606802

8 Decisions

8.1 Decisions by Epping Forest District Council

No decision notices have been received.

9 Licensing Applications

To CONSIDER any licensing applications that 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

9.1 Notice of application to vary a premises licence under the Licensing Act 2003 in respect of East 15 Acting School, Hatfields, Rectory Lane, Loughton IG10 3RY

* See notice on page 34. (*Further information has been requested*)

10 Enforcement and Compliance

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

**Enid K Walsh
TOWN CLERK
3 April 2018**

Agenda item 5

Pre-application Consultation on Mobile Phone Masts – CTIL and Vodafone - proposed upgrade to existing radio base station: Pyrles Lane Streetworks, Loughton, Essex, IG10 2AA (Ref: CTIL_145401 26)

Waldon Telecom Ltd
Phoenix House
Pyrford Road
West Byfleet
Surrey
KT14 6RA

Telephone
01932 411011
Facsimile
01932 411012

Email
enq@waldontelecom.com
Website
waldontelecom.com



Our Ref: RC/CTIL_145401 26

Mrs E K Walsh
Loughton Town Council
Loughton Library and Town Hall
Traps Hill
Loughton
Essex
IG10 1HD

Thursday 29th March 2018

Dear Mrs Walsh,

PROPOSED BASE STATION UPGRADE AT CTIL_145401 26/TEF_48821/VF_81762, PYRLES LANE STREETWORKS, LOUGHTON, ESSEX, IG10 2AA (NGR: 543520, 197000)

Telefónica UK Limited has entered into an agreement with Vodafone Limited pursuant to which the two companies plan to jointly operate and manage a single network grid across the UK. These arrangements will be overseen by Cornerstone Telecommunications Infrastructure Ltd (CTIL) which is a joint venture company owned by Telefónica UK Limited and Vodafone Limited.

This agreement allows both organisations to:

- Pool their basic network infrastructure, while running two, independent, nationwide networks
- Maximise opportunities to consolidate the number of base stations
- significantly reduce the environmental impact of network development

CTIL and Vodafone and Telefónica identified this site as suitable for an equipment upgrade. The purpose of this letter is to consult with you and seek your views on our proposal before proceeding with the works. We understand that you are not always able to provide site specific comments, however, CTIL and Vodafone and Telefónica are committed to consultation with communities for mobile telecommunications proposals and as such would encourage you to respond.

As part of Vodafone's and Telefónica's continued network improvement program, there is a specific requirement for an upgrade at this location to provide improved 2G, 3G and 4G coverage for Vodafone and Telefonica in the area.

Mobiles can only work with a network of base stations in place where people want to use their mobile phones or other wireless devices. Without base stations, the mobile phones and other devices we rely on simply won't work.

Please find below the details of the proposed site: -

Our technical network requirement is as follows:

- CTIL_145401 26/TEF_48821/VF_81762, Pyrles Lane Streetworks
- The proposed upgrade will provide improved 2G, 3G and 4G coverage for Vodafone and Telefonica in the area.

Waldon Telecom Ltd
Phoenix House
Pyrford Road
West Byfleet
Surrey
KT14 6RA

Telephone
01932 411011
Facsimile
01932 411012

Email
enq@waldontelecom.com
Website
waldontelecom.com



We consider the best solution is as follows:

- Pyrls Lane Streetworks, Loughton, Essex, IG10 2AA (NGR: 543520, 197000)
- The proposal includes the removal of existing 13.5m high street furniture style monopole, to be replaced with new 17.5m high monopole. New pole position will be 2m east of current pole position. Existing 1No. meter cabinet will be replaced with 1No. new meter cabinet in same location. Existing equipment cabinets will be reused.
- This option has been chosen to utilise the existing installation to improve coverage with minimal changes to the existing equipment, minimising the visual impact on the surrounding area as far as technically possible.

The Local Planning Authority mast register and our records of other potential sites have already been reviewed, the policies in the Development Plan have been taken into account and the planning history of the site has been examined.

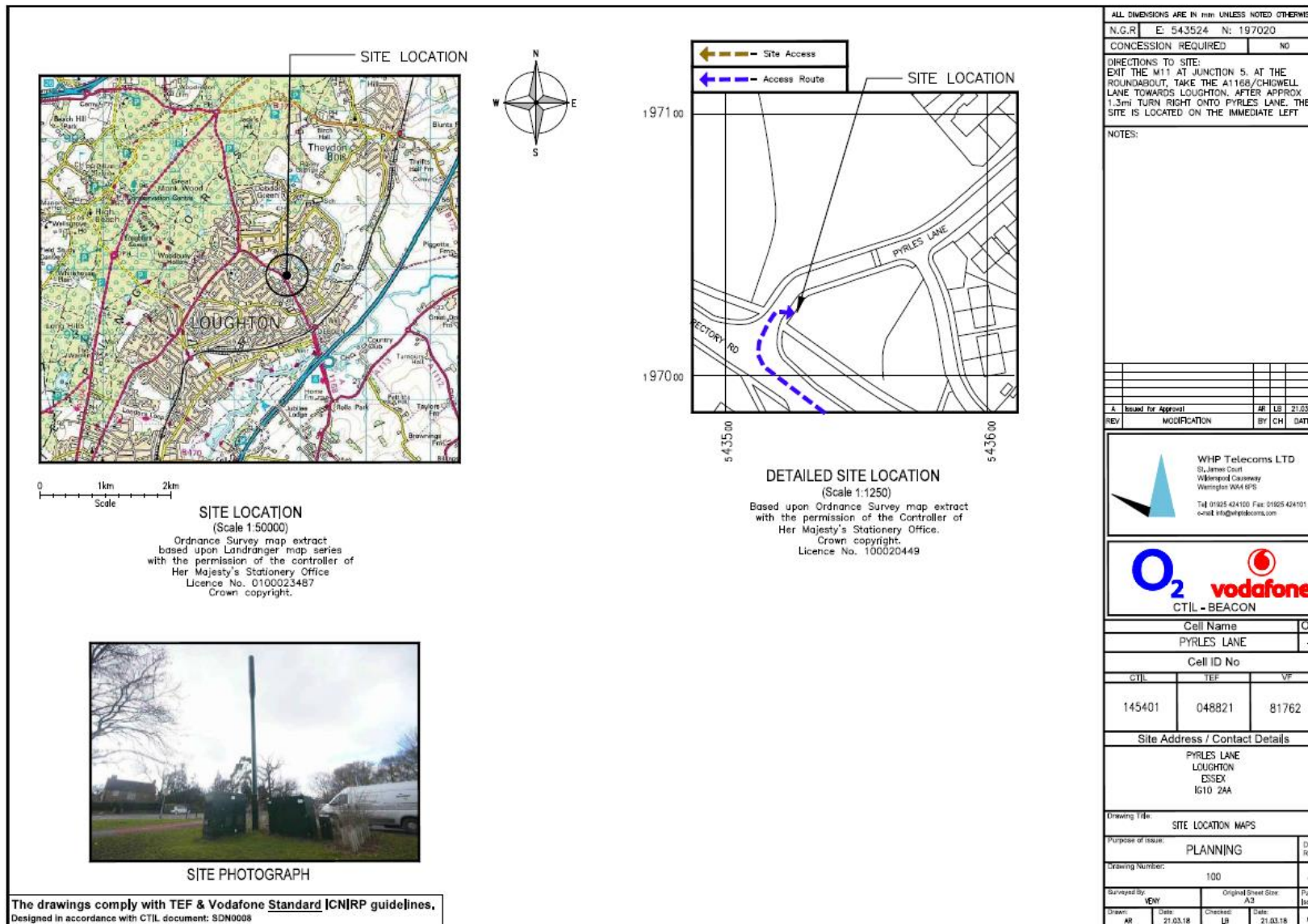
All Vodafone and Telefónica installations are designed to be fully compliant with the public exposure guidelines established by the International Commission on Non-Ionizing Radiation Protection (ICNIRP). These guidelines have the support of UK Government, the European Union and they also have the formal backing of the World Health Organisation.

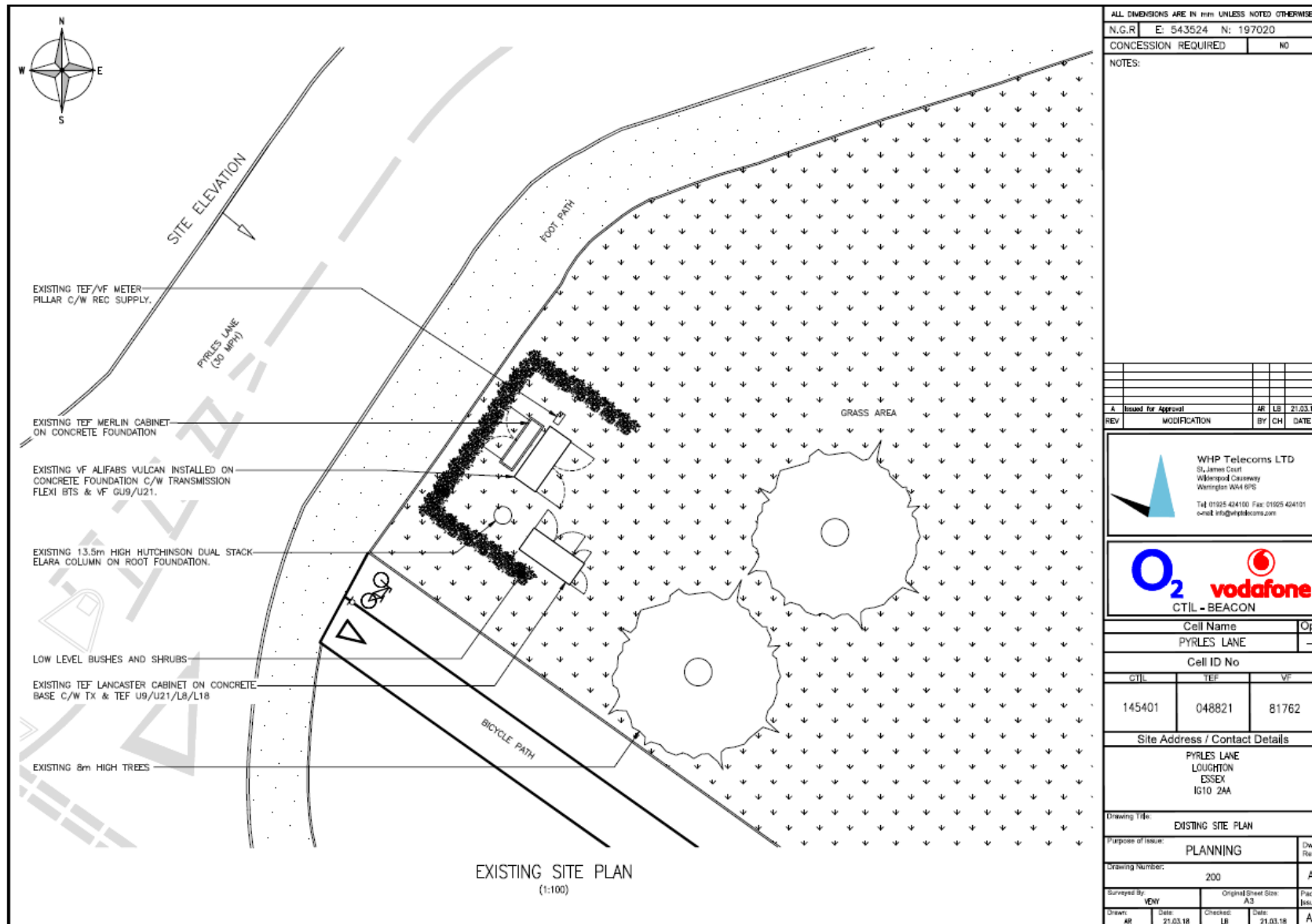
We look forward to receiving any comments you may have on the proposal within 14 days of the date of this letter.

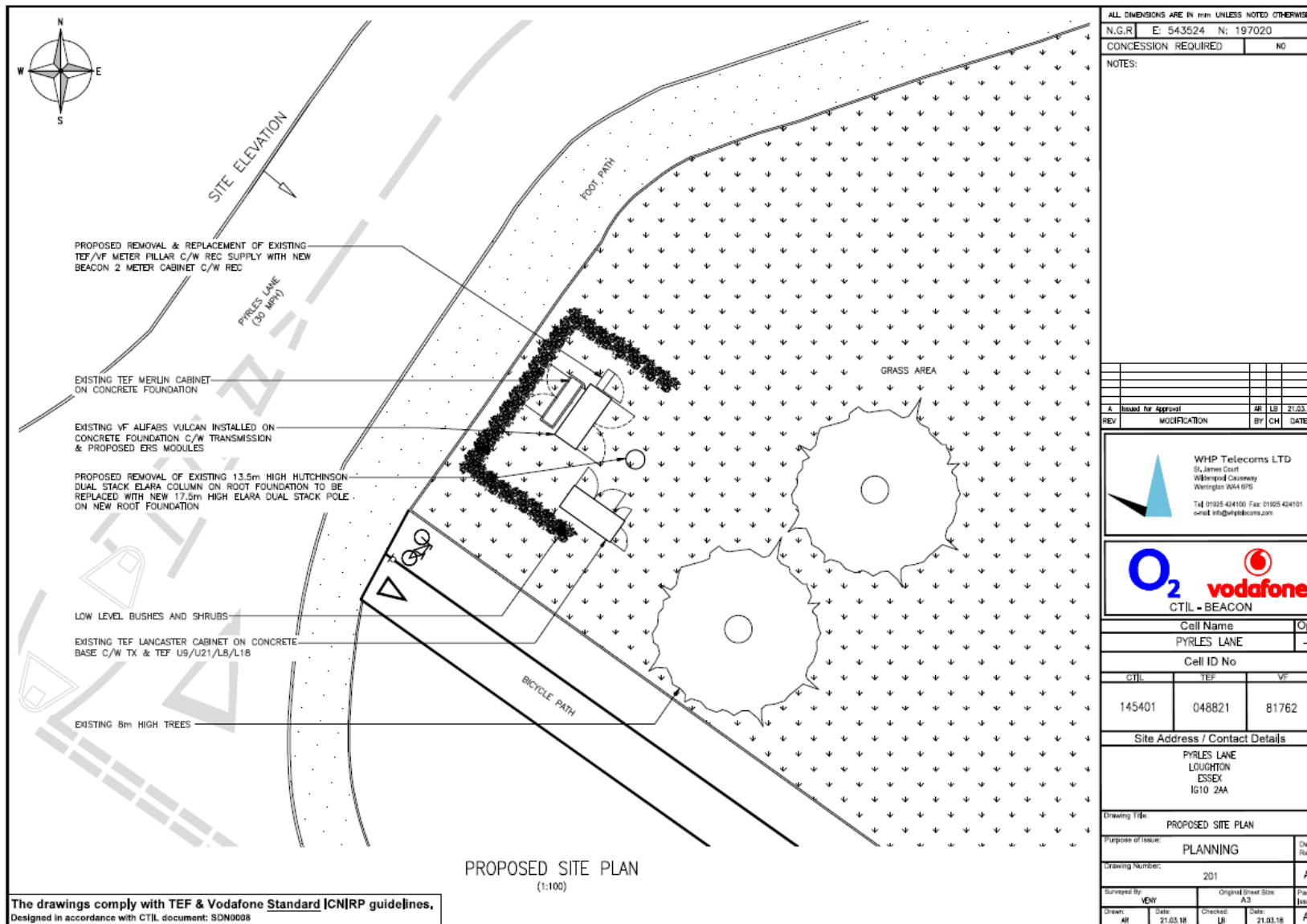
Yours faithfully,

A handwritten signature in black ink, appearing to read "Rachel Coulter".

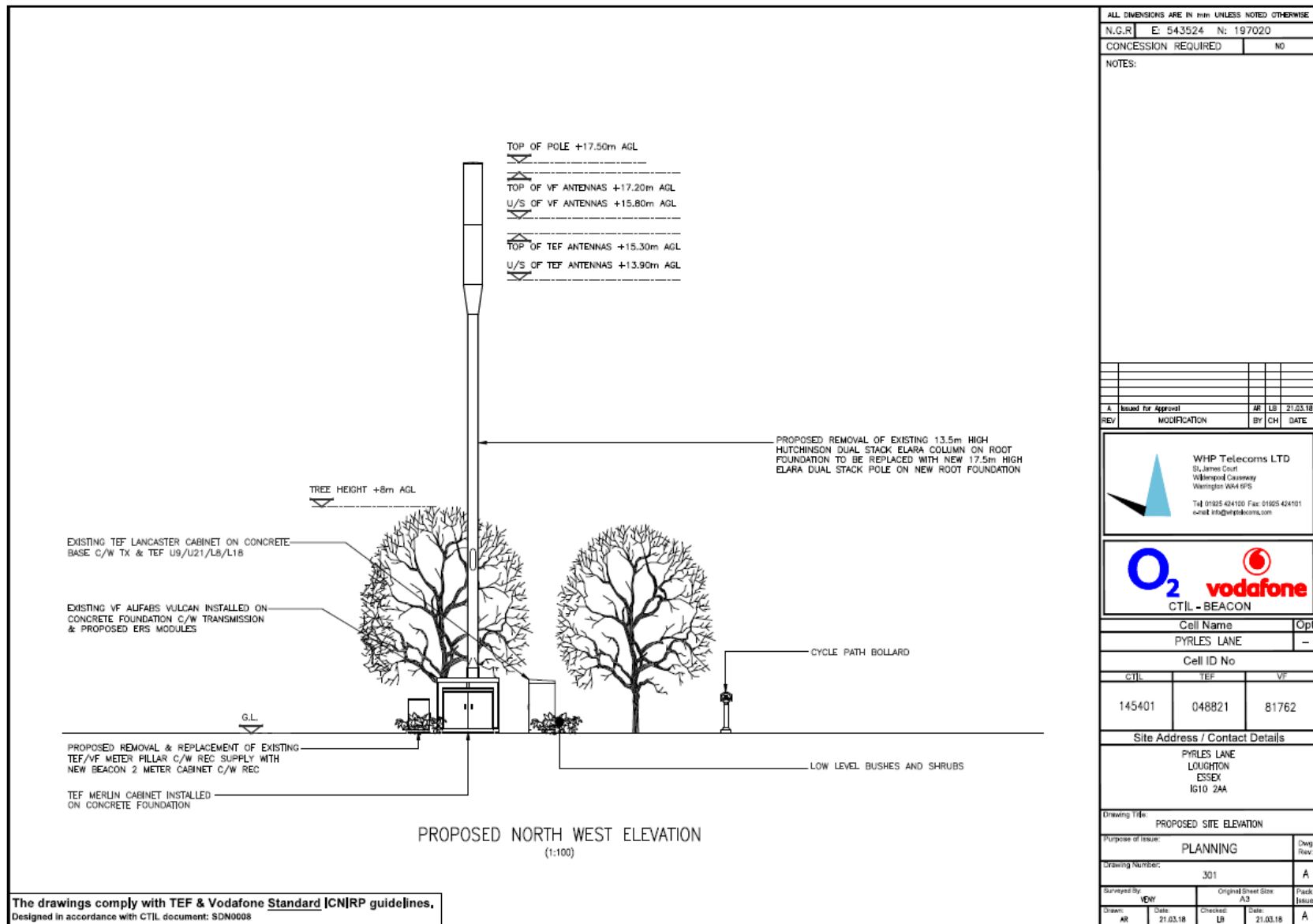
Rachel Coulter
Waldon Telecom Ltd
(for and on behalf of CTIL and Vodafone Ltd and Telefónica UK Ltd)
Email: rachel.coulter@waldontelecom.com











Agenda item 6

Planning Process Review 2017/18 – Delegation: Objections and Committee Systems

Report to Constitution Working Group

Date of meeting: 25 January 2018

Subject: Planning Process Review 2017/18 – Delegation; Objections and Committee Systems

Officer contact for further information: S Hill (01992) 564249

Democratic Services Officer: V. Messenger (01992) 564265

Recommendations:

- (1) To discuss the current delegation arrangements for Planning committees and give guidance to officers;
- (2) To consider consultation arrangements for any proposed changes.

Background to proposals

1. (Assistant Director, Governance/ Assistant Director Development Management) At the last meeting in September, members agreed that at this meeting we would concentrate considerations on:

- (i) Officer delegations;
- (ii) How objections are considered and resolved;
- (iii) How objections trigger a member review;
- (iv) Committee systems for members considering planning applications; and
- (v) Style of officer reports.

Officer Delegation

2. As a reminder, the Local Plan must:

- (i) Meet the overall requirement for housing provision (11,400 net additional homes) over the plan period; and
- (ii) Provide a five-year supply of deliverable housing sites against the Plan's housing requirement with an appropriate additional buffer, ensuring that historic under-delivery since 2011, the start of the plan period, is addressed as quickly as practicably possible.

3. It is timely that the Council should review the current arrangements for delegation to officers and the way in which the development management function operates in order to ensure the implementation of the Local Plan. This will have considerable resource

implications for all service areas within the Council. The Council will receive a significantly increased volume of work – both at pre-application and application stage and resources will need to be made available in order to accommodate this. The Cabinet considered a report on 15 June 2017 and agreed an approach to the production of Strategic Masterplans in the District and the introduction of Planning Performance Agreements and noted the corporate implications for delivery and implementation of the Local Plan. Following the Cabinet decision the Council commissioned a skills audit to identify where additional skills and resources are likely to be required. This led to a report to Cabinet on 7 December 2017 on resourcing the delivery of the Local Plan. The Cabinet agreed to the establishment of an Implementation Team to ensure the effective delivery of the required growth in housing, employment and infrastructure proposed in the Local Plan and agreed a bid for 2 years District Development Fund to support the establishment of the team. Work is currently underway to scope the team taking account of potential future income through Planning Performance Agreements and other income sources to enable recruitment to commence as soon as possible.

4. Member involvement will be required over and above the determination of planning applications during the preparation of the strategic masterplans and concept frameworks and to be briefed on pre-application proposals in an open and transparent way in order to ensure that members are not caught by predetermination. Mechanisms for doing this need to be considered – one way is for there to be a regular briefing as part of District Development Management Committee of the status of proposals and masterplans and for presentations to be made on progress associated with key sites. Alternatively a separate arrangement could be established. Members will also no doubt wish to attend community engagement meetings that are set up in the preparation of masterplans – consideration could be given to the establishment of a Forum structure to consider such matters. Such forum have been established in many authorities and the Council will need to consider the arrangements for this District.

5. The Council, through its new Corporate Plan considerations has given a commitment to undertaking a review of its Governance arrangements (Objective: Robust Local Democracy and Governance, Plan 2018/19: a governance review to review the structure of the Council's Cabinet and committees, to increase the efficiency of decision making).

6. It is key to such a review that we consider the need to match available staffing resources to ensure that they are being used in the most effective way, and gives the councillors the ability to ensure their oversight on sites that are of concern as they too will have greater pressures placed upon them in the wider planning role envisaged.

7. The reality of the delegation processes at the moment is that many of those applications decided by members do not meet the target of determination within eight weeks of receipt. Those determined by officers do. Statutory performance reporting includes those applications where we have agreed with the applicants an extension of time so that we can take longer to determine due to one of the parameters in the constitution requiring member scrutiny.

8. The current scheme of delegation to Officers is attached at Appendix 1 to this report. It sets out those applications which can be determined by officers with a number of circumstances where member determination is required. These matters are set out in the Appendix A of that document.

9. Each item is discussed below:

Current Referral Condition

Discussion Points

(a) Applications contrary to the provisions of an approved draft Development Plan or Development Plan, and which are recommended for approval;

Could this be based on substantial (to be quantified) departures from local plan policy approved by the Council, and which are/is recommended for approval;

(b) Applications contrary to other approved policies of the Council, and which are recommended for approval;

Officers cannot recall this being used as a reason to call in applications for determination by Committee. So what does this mean in practice?

Could it be removed and the decision given to the AD Development Management to decide if development conflicts with the aims and objectives of the Council?

(c) Applications for major commercial and other developments, (e.g. developments of significant scale and/or of wide concern) and which are recommended for approval;

Article 10 of the constitution sets out the size of commercial/large scale developments that are referred to committee. Could the threshold be set at the same? DDMC>10,000sqm/.2 hectares,
Plans Subs>1,000sqm-9,999sqm/.1 hectare<2 hectares?

How deal with Local Plan sites in the delegation?

How should we deal with material planning objections to a proposal?

(d) Applications for residential development consisting of 5 dwellings or more (unless approval of reserved matters only) and which are recommended for approval);

Is this threshold too low? Article 10 suggests that major applications are in the range 10-199 or where the council is the owner is the bottom threshold. Should this be applied more generally or just for Council specific sites?

Should there be different thresholds for sites allocated in the local plan site? Would members want to see all local plan sites over a certain size? (see also note later on Local Plan sites)

(e) The Council's own applications on its land or property which are for disposal;

Would this slow down the delivery of early local plan sites we have already allocated in principal that can be developed?

Or is it still appropriate?

Are there other measures that could be relied upon?

Is this something we should be doing in the interests of openness and transparency

Current Referral Condition

(f) Those applications recommended for approval where there are more than two expressions of objections received, material to the planning merits of the proposal to be approved, apart from approvals in respect of householder type developments, telecommunication masts, shop fronts and vehicular crossovers and “other” category developments (changes of use, advertisements, listed building consents), where more than four expressions of objections material to the planning merits of the proposal to be approved are received;

(g) Applications including certificates of lawfulness in respect of existing use and development, recommended for approval contrary to an objection from a local council which are material to the planning merits of the proposal;

(h) Applications referred by a District Councillor, whose own ward must be within the remit of the relevant Area Plans Sub-Committee and who has firstly notified the relevant Ward Councillors in advance, so long as the referral has been requested in writing to Officers within 4 weeks of that applications notification in the weekly list;

(i) Applications where the recommendation conflicts with a previous resolution of a Committee;

Discussion Points

See discussion of Householder applications below.

Officers are of the view that this threshold could be a greater number of objections for all applications (householder and ‘other’ applications aside.)

Should these applications be referred to Area Subcommittees at all?

Those objections should raise material planning objections that cannot be overcome by conditions

See (l) below

The current number of call ins by members does not give rise to any significant concern as the volume is low but good practice suggests that there should be a material planning reason given for the action, in writing, for clarity for applicants/objectors.

Do members wish to continue the ward restriction?

“Any application which a Member has requested be referred to the appropriate Area Subcommittee for consideration (provided that the Member has given a reason for the request) within 4 weeks of that applications notification in the weekly list”

It is suggested that this should be limited to a 12 month period as it is impossible to track this over a longer period.

Current Referral Condition

(j) Applications submitted by or on behalf of a Councillor of the Authority (and/or spouse/partner) or on behalf of a member of staff of Development Control Division of the Governance Directorate and the Forward Planning and Economic Development Division of the Neighbourhoods Directorate (and/or spouse/partner) and also in those cases where a councillor is an objector in a purely personal capacity;

(k) Any other application which the Director of Governance considers it expedient or appropriate to present to committee for decision (e.g. those raising issues not covered by existing policies, or of significant public interest, or those with a significant impact on the environment);

(l) An application which would otherwise be refused under delegated powers by the Director of Governance but where there is support from the relevant local council and no other overriding planning consideration necessitates refusal.

Discussion Points

Officers suggest that the requirements are overly onerous and suggest:

“(1) Any application made by an elected Member or senior officer (Head of Service and above) of the Council, or a close relation of either such persons, will be considered by the appropriate Area Subcommittee; and

(2) Delegation be permitted if the application is refused.”

Article 10 would need amendment

No change is suggested here

It is suggested that (g) and (l) could be replaced with:

Any application which does not fall into the ‘other’ or ‘householder’ category where the Parish/Town Council has made material planning representations which are contrary to the recommendation made by Officers and where the Parish Council has confirmed in its consultation response that they will be in attendance to speak at the meeting of the appropriate Committee.

Householder Applications

10. There are three categories of development as categorised by the MHCLG.

Major Developments:-

- The provision of dwellinghouses where –
 - a) The number of dwellinghouses to be provided is 10 or more: or
 - b) The development is to be carried out on a site having an area of 0.5 hectares or more and it is not known whether the number of dwellinghouses to be provided is 10 or more.
- The provision of a building or buildings where the floor space to be created by the development is 1000 square metres or more: or
- Development carried out on a site having an area of one hectare or more;

Minor Development:-

The number of dwelling houses to be provided is between one and nine inclusive on a site having an area of less than one hectare.

Where the number of dwelling houses to be provided is not known, a site area of less than 0.5 hectares should be used as the definition of a minor development.

For all other uses, a minor development is one where the floor space to be created is less than 1,000 square metres or where the site area is less than one hectare.

Other Development:-

Changes of use, **Householder** extensions, Advertisements, Listed building consents and demolition in a conservation area.

11. Research has been undertaken on the number of householder applications that have been referred to committee for decision for the period November 2016-October 2017 that were recommended for approval:

Committee	Date	No. of Householder	No. Householder Refused	Total No. of Applications on Meeting Agenda
	2016			
West	16 November	1	1	6
South	23 November	4	2	11
East	07 December	4	2	6
East (extra)	13 December	0	0	7
West	14 December	2	0	3
	2017			
South	04 January	4	1	10
East	18 January	4	0	9
West	25 January	2	0	9
South	01 February	5	1	13
East	15 February	1	1	6
West	22 February	0	0	5
South	01 March	6	0	10
East	15 March	4	0	7
West	22 March	0	0	8
South	29 March	7	1	11
East	12 April	3	0	8
West	19 April	1	0	5
South	26 April	1	0	3
East	10 May	1	1	5
West	17 May	5	1	14
South	31 May	2	1	8
East	14 June	4	0	11
West	21 June	1	0	7
South	28 June	6	0	11
East	12 July	3	0	12
West	19 July	2	0	7
South	26 July	7	0	12
East	09 August	4	0	8

Committee	Date	No. of Householder	No. Householder Refused	Total No. of Applications on Meeting Agenda
West	16 August	2	0	4
South	23 August	8	0	13
East	06 September	4	0	6
South	27 September	6	2	16
East	11 October	5	0	12
	TOTALS	109	14	283

12. Of 109 Householder applications referred to members, only 14 applications were then refused. This represents 13% of all referred householder applications or 0.5% of the total applications that came before members in the last year. For each these 109 applications, once representations have been received, the process to get the application to committee is outlined below. Each referral adds between three and six weeks to the determination timescale for applicants and is resource intensive. The process map is shown at Appendix 2 attached.

13. Discussion with senior presenting officers has revealed that each committee meeting takes between two and three days of preparation. Each of those 109 applications have required a Committee report to be written, reviewed and amended, all those that responded to the planning consultations are then written to advising of the date of the Committee giving representation details etc.

14. Reports are then compiled into an agenda, passed to democratic services ten working days before the agenda and published. At Committee, each application takes between 15-20 minutes (average) to discuss and determine. Discussion of applications for only those granted householder applications can therefore be estimated at 24 hours (at least) of Sub-committee time in the last year. The Officer resource required is significantly larger.

15. It is considered that this is not the most effective use of resources and that most these applications could have been, and should be, determined by officers under delegation. No changes are suggested to members call in arrangements and these could be used to bring the few applications needing member determination to committee. In a recent report to members, officers reported on recent performance against KPI GOV008 (Committee Reversals) where 5 of 16 Committee reversals were upheld at appeal, but only one of these fell into the 'householder' category.

Local Plan implementation

16. A number of issues present themselves:

- What level of member involvement in masterplans should there be?
- Community engagement/involvement – should proposals set up a Development Management Forum or mechanism for public engagement
- Which applications should be determined by officers?
- How deal with the master planning issues?
- Where would infrastructure applications go? DDMC?
- Should all larger sites go to DDMC? What should be the threshold for this?
- Should sites go only if requesting more homes than the Local Plan allocation suggests?

- Should area subcommittees have a role similar to those owned by EFDC eg referring them to DDMC if proposing refusal contrary to officer recommendations?
- What other safeguards should there be?

Committee systems for members considering planning applications

17. The current arrangements for considering applications are unusual. Most Councils' have one or two committees that deal with planning applications. Our arrangements were originally agreed by members in 1999. At that time approval was given to the creation of four area committees A,B,C and D. The original intention was to give them a wider role than just planning. Some devolved budgets were given to those committees. A review reduced those committees to three in 2007.

18. Prior to 1999, the Council operated two Planning Committees which dealt with applications as they were ready for determination on a non-geographic basis.

19. All other meetings of the Council follow the provision in the Local Government Act 1972 in that they are:

- (a) Subject to pro rata at the same proportions of seats for groups as it holds on the main council;
- (b) Maintains the overall majority for each committee that reflects that of the full Council seats;
- (c) Does not have a membership made up of one group only (Except those related to Cabinet which is allowed under the 2000 Act).

20. The Local Government (Committee and Political Groups) Regulations 1990, Section 19(c) (SI 1990, 1553), allows exceptions to pro rata where:

- (a) the voting members of the committee consists solely of persons who are elected for the electoral divisions or wards which are wholly within that part; and
- (b) the area of that part does not exceed two fifths of the total area of the authority; or
- (c) the population of that part, as estimated by the authority, does not exceed two fifths of the total population of the area of the authority as so estimated.

21. This is the basis on which the current Area Committees were formed. Each Committee considers only those which are made within its own area. For the period November 2016-October 2017 the Committee workloads were:

Area Subcommittee	Total Applications during the period
South	118
East	97
West	68

21. In summary:

- Clearly there is an imbalance in the workloads of these Sub-committees.
- Plans South now holds more than 40% of the District Population and therefore does not meet the test in 20(c) above;

- Plans East is more than 40% of the area of the District and therefore does not meet the test in 20(b) above;
- The number of household applications is greater from the more urban area of the district.
- Pro rata cannot be achieved under the current configuration of committees.
- Elections in May 2018 may also affect the balance of seats on committees and could result in 19(c) above.
- Area South does not meet tests in the Act set out in 19(a) and (b) above.

23. District Development Management Committee (DDMC) meets once every other cycle (6 meetings per annum). In the last year, two of those meetings have been cancelled due to lack of business. This Committee does have more capacity to deal with applications, possibly those relating to Local Plan allocation sites? It could meet with more frequency. Applications referred from Areas to DDMC can also wait nearly two months for determination depending on meeting cycles.

24. The following alternative options present themselves:

- (a) Do nothing at this time pending the assessment of the effect of not routinely referring 'other' category and householder applications to Sub-committees and review in a year;
- (b) Change the number of or configuration of Subcommittees (any area committees would need to meet the test in paragraph 20 above);
- (c) Change the Subcommittees to normal pro-rata committees (this would mean having a membership open to all members);
- (d) Increasing the number of DDMC meetings and altering the responsibilities of those committees relative to each other.

Style of officer reports

25. The style of officers report to planning meetings has remained ostensibly the same for a considerable time. Recent changes mean that:

- (a) Maps of sites are at the beginning of the item rather than at the back;
- (b) Hyperlinks have been added to enable easier viewing of the online application form and drawings for each item.
- (c) The contact officers name now appears on each report

26. The report each contains:

- (a) Recommendation (with suggested conditions if approval or reasons for refusal);
- (b) Site description
- (c) Proposal Description
- (d) Relevant site history
- (e) Policies applied
- (f) A summary of representations
- (g) Issues and considerations
- (h) A conclusion

27. It is officer's view that the current format works well but, as discussed earlier in the report, it is the volume of applications referred to Committee that is the cause of greater workloads. Review of other authority's agendas does reveal variations, but in general terms our reports are not overly detail heavy.

28. Members are asked to discuss whether they desire any changes to style or content of reports to members.

Meeting arrangements

29. Councillor Bedford has asked officers to look at other meetings arrangements. His correspondence is attached at Appendix 3 for consideration. These cover site visits.

Consultation Arrangements

30. Members may wish to suggest their desired level of consultation on any changes they are proposing

Appendix 1
Current delegations

Annex E

DEVELOPMENT CONTROL FUNCTIONS – Delegation to the Director Of Governance

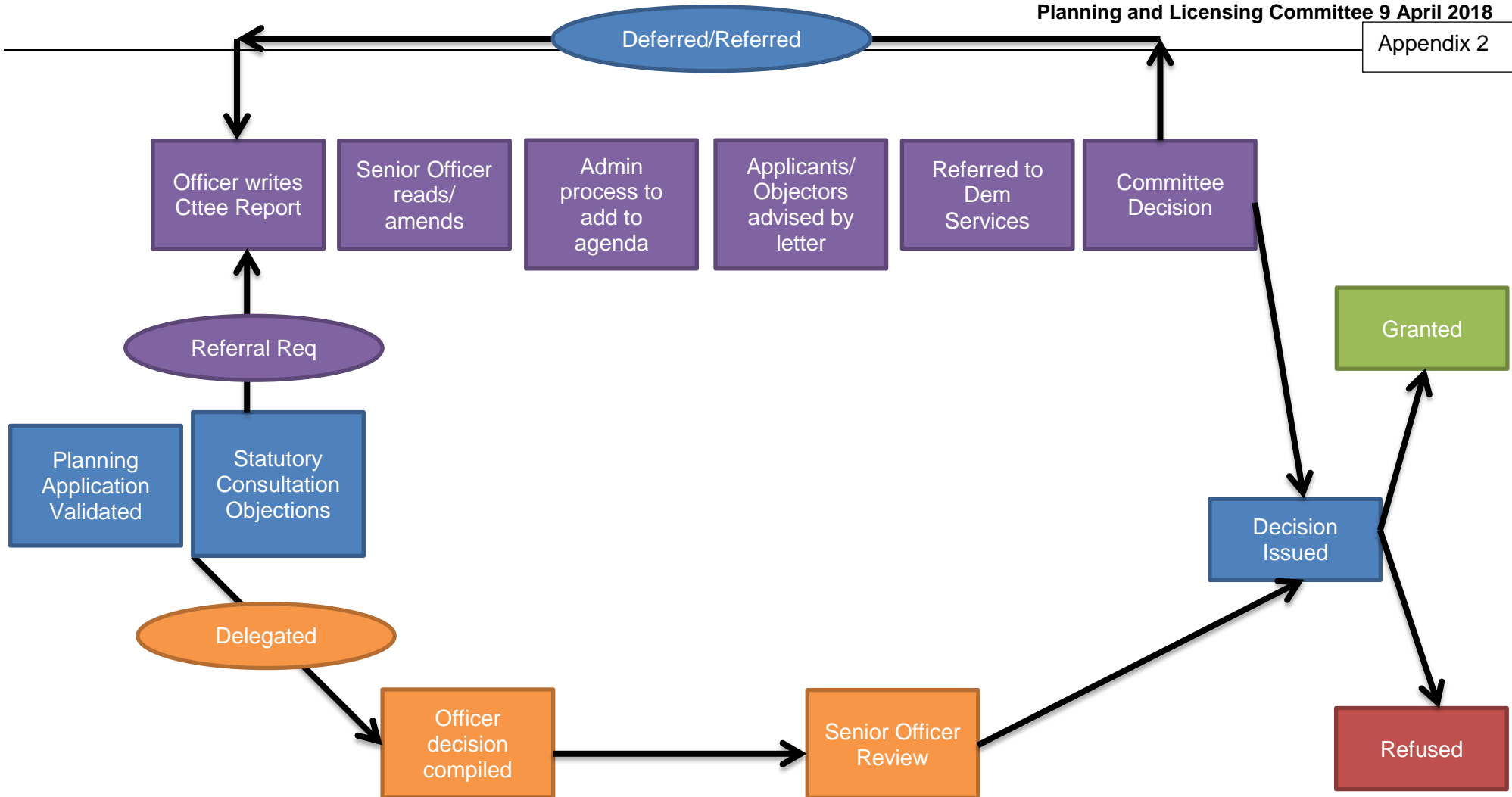
Function	Principal Relevant Legislation (*see note)	Relevant Details	Exceptions
Care of the Environment District Development Control Committee (Minute 30 – 7.12.10)	<p>Town and Country Planning (Environmental Impact Assessments) (England and Wales) Regulations 1999</p> <p>Planning (Hazardous Substances) Act 1990, Section 36, 36A and 36B</p> <p>Planning (Hazardous Substances) Regulations 1992</p>	<p>To determine the need for and scope of environmental impact assessments required under the Town and Country Planning Acts.</p> <p>To determine applications for hazardous substances consent except those where there are objections from interested parties, which shall be determined by the relevant Area Planning Sub-Committee.</p> <p>To use necessary powers of entry to the land in relation to the above and duly authorise officers and agents engaged by the Council to use the relevant powers of entry as necessary.</p>	No
Development Control District Development Control Committee (Minute 30 – 7.2.10) Council Minute 29 – 28.6.11	<p>Town and Country Planning Act 1990 - Section 70, 70(A), 191-3, 324, 325</p> <p>Planning and Compensation Act 1991, Section 10</p> <p>Town and Country Planning (Listed Buildings and Conservation Areas) Act 1990, Part 1, Reg. 16-19</p> <p>Town and Country Planning (Development Management Procedure) (England) Order 2010, Part 6, Article 35</p>	<p>1. Subject to Appendix A below, which are matters to be determined by Committee, to determine or decline to determine any:</p> <p>(a) planning applications;</p> <p>(b) applications for approval of reserved matters;</p> <p>(c) applications arising from any condition imposed on any consent, permission order or notice;</p> <p>(d) advertisement consents; and</p> <p>(e) listed buildings.</p> <p>2. To agree the precise wording of additional/revised conditions to be attached to planning permissions, at members' request, and discharge of</p>	Yes (See Appendix A to this Schedule)

Function	Principal Relevant Legislation (*see note)	Relevant Details	Exceptions
	<p>Town and Country Planning (Control of Advertisements) (England) Regulations 2007, Part 3, Reg. 14-15</p> <p>Town and Country Planning General Permitted Development Order 1995, Part 6 and Part 31 of Schedule 2</p> <p>As amended by SI2008 No. 2362 and 5</p> <p>Town and Country Planning (Development Management Procedure) (Amendment) (England) Order 2013</p>	<p>conditions.</p> <p>3. To determine whether a 28 day prior approval application of the method of any proposed demolition and any proposed site restoration is required and to give such approval where required.</p> <p>4. In relation to prior approval of telecommunications equipment, to determine, after prior consultation with ward Councillors in cases where a valid planning objection has been made, whether the prior approval of the Council should be required to the siting and appearance of notified development.</p> <p>5. In relation to agricultural development, to determine whether to require the formal submission of details.</p> <p>6. Subject to Appendix A(g), to determine applications in relation to certificates of lawful use and development.</p> <p>7. To use necessary powers of entry to the land in relation to the above and duly authorise officers and agents engaged by the Council to use the relevant powers of entry as necessary.</p> <p>8. To determine or decline to determine any non-material amendments.</p> <p>9. Subject to consultation with Ward Members in the cases where a valid objection has been made and are minded to grant, to determine applications for prior approval.</p> <p>Note: The categories of Prior Approval in operation at any particular time can be confirmed by the Assistant Director (Development Management).</p>	

Function	Principal Relevant Legislation (*see note)	Relevant Details	Exceptions
Enforcement District Development Control Committee (Minute 30 – 7.12.10)	<p>Town and Country Planning Act 1990 (as amended), Part 7, section 171-190, 196 A, B, C, 198-200 214(A)-(D), 215-219, 220 or 221, 224, 225, 325 and 330</p> <p>Town and Country Planning (Control of Advertisements) (England) Regulations 2007, Part 5, sections 27 and 30</p> <p>Planning (Listed Buildings and Conservation Areas) Act 1990, Chapter 4, sections 38, 88, 88A and 88B</p> <p>Local Government (Miscellaneous Provisions) Act 1982 (Section 37)</p>	<p>Authority for Director of Governance to:</p> <ol style="list-style-type: none"> 1. Issue Stop Notices, Temporary Stop Notices, Enforcement Notices, Breach of Conditions Notices, Building Preservation Notices, Listed Buildings Enforcement Notices, Planning Contravention Notices, Conservation Area Notices, Discontinuance Notices in respect of advertisements and Section 215-219 Notices for all breaches of planning legislation, in accordance with the Council's adopted enforcement policy. 2. Prosecute the unauthorised display of advertisements, unauthorised works to a listed building, and non-compliance where enforcement action has previously been authorised. 3. Take appropriate enforcement action, including serving an injunction where the Director of Governance or their nominee, having regard to the evidence considers the circumstances to require urgent action. 4. Investigate if a temporary market has been held in breach of Section 37 of the 1982 Act. 5. Vary the requirements for compliance with notices already authorised, including altering the period required for compliance, service of further notices and withdrawal of notices. 6. Determine when action is not expedient in relation to breaches of control considered inconsequential or insignificant. 7. To use necessary powers of entry to the land in relation to the above and duly authorise officers and agents engaged by the Council to use the relevant powers of entry as necessary. 8. To authorise direct action (or re-charge the cost of that action) in pursuit of a valid enforcement notice under Section 178. 	
	<p>Town and Country Planning Act 1990 (Section 178) (Council Minute 126 – 23.4.13)</p>		<p>Subject to budget provision being available and to local District Councillors being notified</p>

APPENDIX A: MATTERS TO BE DETERMINED BY THE RELEVANT COMMITTEE

- (a) Applications contrary to the provisions of an approved draft Development Plan or Development Plan, and which are recommended for approval;
- (b) Applications contrary to other approved policies of the Council, and which are recommended for approval;
- (c) Applications for major commercial and other developments, (e.g. developments of significant scale and/or of wide concern) and which are recommended for approval;
- (d) Applications for residential development consisting of 5 dwellings or more (unless approval of reserved matters only) and which are recommended for approval;
- (e) The Council's own applications on its land or property which are for disposal;
- (f) Those applications recommended for approval where there are more than two expressions of objections received, material to the planning merits of the proposal to be approved, apart from approvals in respect of householder type developments, telecommunication masts, shop fronts and vehicular crossovers and "other" category developments (changes of use, advertisements, listed building consents), where more than four expressions of objections material to the planning merits of the proposal to be approved are received;
- (g) Applications including certificates of lawfulness in respect of existing use and development, recommended for approval contrary to an objection from a local council which are material to the planning merits of the proposal;
- (h) Applications referred by a District Councillor, whose own ward must be within the remit of the relevant Area Plans Sub-Committee and who has firstly notified the relevant Ward Councillors in advance, so long as the referral has been requested in writing to Officers within 4 weeks of that applications notification in the weekly list;
- (i) Applications where the recommendation conflicts with a previous resolution of a Committee;
- (j) Applications submitted by or on behalf of a Councillor of the Authority (and/or spouse/partner) or on behalf of a member of staff of Development Control Division of the Governance Directorate and the Forward Planning and Economic Development Division of the Neighbourhoods Directorate (and/or spouse/partner) and also in those cases where a councillor is an objector in a purely personal capacity;
- (k) Any other application which the Director of Governance considers it expedient or appropriate to present to committee for decision (e.g. those raising issues not covered by existing policies, or of significant public interest, or those with a significant impact on the environment);
- (l) An application which would otherwise be refused under delegated powers by the Director of Governance but where there is support from the relevant local council and no other overriding planning consideration necessitates refusal.



Appendix 3

Notification to Chairmen and Vice Chairmen of Planning Committees to consider the following changes to our procedure.

Reason for Change

Due to the procedures we currently follow we often listen to full explanation by the planning officer followed by representations from members of the public, finally a full debate is discussed by members – Some one then suggests that a site visit is necessary, its seconded and everyone present is notified of the deferral.

My proposal

Change the way we deal with planning presentations - to do this we would need a slight change to our agenda protocol.

Stage 1

During items on the agenda being progressed through when we come to any other business Item 6 and before item 7 we add an additional item.

That being Any recommendations for site visits by members.

If a member puts forward a site visit and this is seconded by two other members of the committee this is noted.

Stage 2

When during the course of business of item seven Development control the referral for site visit item is reached for discussion,

- 1) The officer explains to the public that this item will not be receiving discussion from the public this evening and the matter will be listed at the next planning meeting after a site visit by members.
- 2) The planning officer will then summarise only the planning application as a briefing to members.

No discussion will be entered into between members or the planning officer at this stage.

The caveat to this is that during any presentation members are still entitled to recommend any item for a site visit if they feel a benefit emerges during the presentation worthy of the site visit as already in place during current planning meetings.

Benefits.

- Reduction in double representation from members of the public.
- Reduction in time spent by officers in going through an application in detail.
- Reduction in members time in the chamber on busy evenings enabling business to be concluded in 1 session.

This may need to be refereed to the constitutional working group for further consideration.

Cllr Nigel Bedford Plans East Member

Replacement Planning Delegations

CLD2 Replacement

Assistant Director Development Management / Head of Service – Planning

A. To determine:

- (a) All Full Planning Applications
- (b) All Householder Planning Applications
- (c) All Outline Applications and Reserved Matters Applications
- (d) All applications for Advertisement Consent,
- (e) All Applications for Listed Building Consent
- (f) All applications for Demolition in Conservation Areas
- (g) All Applications for Hazardous Substance Consent
- (h) Tree Preservation Order Consent applications where felling is proposed.
- (i) All Applications for Variation or Removal of Conditions

except the following which shall be determined by the committee or subcommittee indicated in Article 10 to the constitution:

1. Applications for residential developments consisting of 10 or more dwellings on unallocated sites or 25 or more dwellings on allocated sites (unless approval of reserved matters only) which are recommended for approval;
2. Applications made by the Council on land and / or property in its ownership which are for disposal, in accordance with the size of application set out in Article 10 of the Constitution.
3. Applications recommended for approval where either of the following have been received:
 - a. At least 5 expressions of objections material to the planning merits of the proposal are received; or
 - b. An objection is received from a local council, supported by at least one non-councillor resident, with material planning reasons; or
 - c. An objection from a Local Council, material to the planning merits of the proposal is received and confirming in writing their intention to attend and speak at the meeting where the proposal will be considered.
4. Applications which a member has requested be referred to committee for consideration subject to that member:
 - a. Providing a planning reason for the request; and

- b. The request is made in writing within 4 weeks of that applications notification in the weekly list.
- 5. Applications made, within 12 months of refusal of a similar development, where a recommendation for approval contradicts a previous decision of the committee;
- 6. Any application by an elected member or Senior Officer (Head of Service and above) of the Council or a relevant person (see code of conduct for definition) recommended for approval;
- 7. Any other application which the Head of Planning considers appropriate to be determined by members.

B. To determine;

all matters, set out below, unless the Head of Planning considers it appropriate to be determined by members.

1. Planning Related Applications

- (a) Tree Preservation Order consent other than where felling is proposed
- (b) All notification applications
- (c) All prior approval applications.
- (c) All certificates of lawful use and development.
- (d) All applications for non-material amendments to applications.
- (f) All applications for approval of details reserved by condition.
- (g) All applications for Permission in Principle for Minor Housing Led Development and for Technical Details Consent

2. Planning and Related Procedures

- (a) Finalising the conditions or reasons for refusal, which appear on decision notices.
- (b) The preparation of legal agreements, in consultation with the Head of Service, Governance and Strategy/Assistant Director Legal Services, within the terms of any relevant Committee resolution.
- (c) Determining the need for information required to make a decision on a planning application including the need for, and scoping of, an Environmental Assessment.
- (d) Deciding the charge to be made for the provision of information where the normal scale of charges is inappropriate (e.g. information requiring research and/or to be used for commercial purposes.)
- (e) Deciding what should be within the Councils Local Validation Checklist.

3. Enforcement

- (a) To determine whether any enforcement should be taken and what such action should entail.
- (b) Issuing Stop Notices, Temporary Stop Notices, Enforcement Notices, Breach of Conditions Notices, Building Preservation Notices, Listed Buildings Enforcement Notices, Planning Contravention Notices, Conservation Area Notices, Discontinuance Notices in respect of advertisements and Notices under Section 215-219 of the Town and Country Planning Act 1990 (as amended), for all breaches of planning legislation, in accordance with the Council's adopted enforcement policy.
- (c) Prosecution of the unauthorised display of advertisements, unauthorised works to a listed building, and non-compliance where enforcement action has previously been authorised.
- (d) Take appropriate enforcement action, including serving an injunction where the Head of Planning or their nominee, having regard to the evidence, considers the circumstances to require urgent action.
- (e) Investigation and prosecution of breaches of temporary market requirements
- (f) Variation of the requirements for compliance with any enforcement related notices already authorised, including altering the period required for compliance, service of further notices and withdrawal of notices.
- (g) To authorise direct action (or re-charge the cost of that action) in pursuit of a valid enforcement notice subject to budget provision being available and to local District Councillors being notified

4. Entry onto Land

- (a) To Authorise officers and agents engaged by the Council to use the relevant powers of entry as necessary and make application to the magistrates court for a warrant authorising entry where applicable in relation to any matter set out in this Annex

Agenda item 9
Licensing Applications

9.1

Notice of application to vary a premises licence under the Licensing Act 2003 in respect of East 15 Acting School, Hatfields, Rectory Lane, Loughton IG10 3RY



Register of Licence applications received.

Date application received: 21st March 2018

Applicant name: East 15 Acting School

Address of Premises: East 15 Acting School, Hatfields, Rectory Lane, Loughton, Essex, IG10 3RY

Brief details of the nature of the application;

Vary the current approved layout plans to be replaced with the layout plans lodged in support of this application. All licensable activities, hours and conditions to remain as existing licence, opening hours to also remain as existing hours.

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
Essex
CM16

4BZ