

**LOUGHTON TOWN COUNCIL**

**PLANNING AND LICENSING COMMITTEE**

**MINUTES of the Meeting held on Monday 17 February 2025 at 7.30pm at Loughton Town Council Chamber, 1 Buckingham Court**

**Committee Members:**

**Councillors:** J Riley (in the Chair)  
W Dodd K-W Lee R Minhas (from min no PL181.3)  
S Murphy C Ubah

**Also present:**

**Officers:** Debra Paris (Planning Committee Clerk)  
Jonathon Glynn (Finance Officer)

2 Members of the public

**PL178 Apologies for Absence**

Apologies for absence were received from Cllr Davies; therefore Cllr Riley would Chair this meeting. Cllr Minhas had advised that he was delayed in motorway traffic and apologised that he would arrive late for this meeting.

**PL179 Declarations of Interest**

The Committee declared a non-pecuniary interest in planning applications: EPF/0137/25 – 45 Sparelease Hill and EPF/0213/25 – 26 Church Lane, owing to comments received from the Loughton Residents Association Plans Group (LRAPG), all Committee members being members of the Loughton Residents Association.

**PL180 Confirmation of Minutes**

**180.1 Minutes of 20 January 2025**

A member of the public addressed the Committee.

The Minutes of the meeting of the Planning and Licensing Committee held on 20 January 2025, amended from those circulated, and in line with issues raised by the speaker, to read at min no PL164.1, final paragraph, to now read:

“The Committee also believed this area of land had provided a wildlife habitat that created screening for the residents of Witham Close, and its removal had resulted in a loss of outlook to the detriment of those residents, and a loss of character to the area, thus it should be returned to its previous state.”

were CONFIRMED as a correct record and signed by the Chairman.

**180.2 Minutes of 3 February 2025**

The Minutes of the meeting of the Planning and Licensing Committee held on 3 February 2025, amended from those circulated to read at min no PL714.2, planning application – EPF/0005/25, final bullet point to now read:

- “Although the shower has moved away from the window, the bathroom is still a poor design.”

and

Planning application EPF/0041/25, first sentence to now read:  
“The Committee OBJECTED to this application on the grounds that the side of the dormer was almost flush with the side wall, and it was almost a two storey extension.”

were CONFIRMED as a correct record and signed by the Chairman.

**PL181 Matters for Report**

**181.1 Email to Planning Committee**

The Planning Committee Clerk informed the Committee that an email had been received today from a resident, thanking members for “*considering his concerns and making your own conclusions*” that had resulted in his neighbour’s planning application being refused, in order to protect his amenity caused from loss of privacy.

**181.2 Application for deed of variation of planning obligations  
EPF/0161/25/DOV – St Thomas More RC Church site, Willingale Road, Loughton, IG10 2DB. Proposal: Deed of Variation to EPF/0304/19 (Redevelopment of site to provide 16 houses and 10 flats, including a new community hall (class D1/D2), associated parking, access, hard and soft landscaping and all ancillary works) – Min no PL717.1**

The Committee had NO COMMENTS to make in respect of this application.

Cllr Minhas joined the meeting.

**181.3 Notices of Appeal**

**181.3.1 EPF/1830/24 – Corner Garth, Nursery Road, Loughton, IG10 4EF. Proposal: Certificate of lawful development for proposed railings and gates - maximum 2 metres in height and set in from the site boundaries by 1 metre – (Appeal Ref: APP/J1535/X/24/3354792) – Min No PL94.2**

The Committee OBJECTED to this application, supporting the refusal reasons of Epping Forest District Council for this proposal, which were:

*“The proposed wall exceeds 1m in height and is considered to be adjacent to the highway. The proposal would fail to meet the criteria specified in the Town & Country Planning (General Permitted Development) Order 2015 Schedule 2 Part 2 Class A (as amended). The proposed wall is therefore not lawful, and a specific grant of planning permission is required.”*

Further, members NOTED the Planning Inspector’s comments (in respect of this site allowing for a lower boundary treatment of approximately 1.5m high – Appeal Ref: APP/J1535/D/24/3351205) – paragraphs 5 – 8; alongside the Inspector’s comments for another property in Nursery Road for a boundary treatment of 1.8m (Appeal Ref: APP/J1535/D/24/3345873) which was dismissed – paragraphs 4, 5 and 7 being pertinent to this application. This application would fail to accord with Policy DM9 of the Epping Forest adopted Local Plan (2023) and the NPPF (2023) which requires a high-quality design, and for developments

to relate to the local character of the area and make a positive contribution to a place.

Cllr Minhas declared a non-pecuniary interest in the following application, EPF/1693/24, as the applicant was known to him.

**181.3.2 EPF/1693/24 – 227 High Road, Loughton, IG10 1BB. Proposal: Change of use of Pub (pub with food) to a shared space comprising of Retail, Café with meeting space and Health Well Being on the ground floor, Health Well Being Services on the first floor and Office Accommodation on the Second floor. Demolition of the existing extensions to the rear of the building, replacing with new extensions – (Appeal Ref: APP/J1535/ W/24/3358124) – Min no PL78.1**

The Committee supported the refusal reasons of Epping Forest District Council and the ECC Highways Officer in respect of this application. Members reiterated their previous comments, Min no PL78.1, which were:

*“The Committee NOTED the contents of a letter of objection.*

*A member of the public with an interest in this application addressed the meeting.*

*The Committee OBJECTED to this application. This building was originally The Post Office and latterly The Last Post pub, therefore it is historically and culturally, a very important and valued feature on Loughton High Road.*

*The proposed extension protrudes angularly, losing the symmetry of the existing building, which is locally listed and a very good example of this style of ‘Neo-Georgian’ architecture. The proposed materials for the extensions clash too much with the existing red brick, a feature of what makes this a heritage building.*

*The proposed second floor addition, by reason of its height and detailed design would significantly impact on the setting of the building, impeding the existing detail on the corners of the parapet. The proposed addition overwhelms the existing building, it would set an unwelcome precedent, negatively impacting the street scene on this part of the High Road. The Committee noted both it and District had already turned down overbearing and unsuitable applications for cramped, 3 storey residential developments, on the High Road, and were adamant in not wanting to set a negative precedent.*

*The additional storey would also result in a negative impact for residents in Priory Road, caused by overlooking and a loss of light. The rear extension should be subservient to the main building.*

*The application should be more specific regarding the details of what health and wellbeing services would be provided, and whether they would be NHS and community based or private businesses (of which there are already many to choose from). There was no detail regarding what percentage of floor space*

*would be cafe or meeting/community space. The amount and type of community space should be detailed and secured by condition to ensure it was actually provided.*

*The Committee was aware of other buildings in the High Road, namely Lopping Hall and the Methodist Church, offering space for health and wellbeing groups to operate, as such it was concerned that if the business model for this change of use failed, that a further change of use would be applied for resulting in the loss of the proposed community space and concern for what that change of use would be.*

*Members expressed concern for the delivery of goods to the site following the proposed removal of the Goods Yard. They believed the loading bay should remain in use for deliveries, being aware of the existing disruption/ nuisance caused to residents and users of the High Road for deliveries to neighbouring sites.*

*The applicant was urged to contact North Essex Parking Partnership regarding road traffic enforcement at this site, as wardens were failing to take enforcement action on illegally parked vehicles here, apparently believing the land in front of this building formed part of this site, which was not the case.*

*The Committee confirmed its intention to attend and speak at a meeting of the District Council Planning Committee to decide this application.”*

## **PL182 Planning Applications**

The following planning applications were CONSIDERED, and the plans inspected.

### **182.1 Full Planning Permission:**

**Application No:** EPF/0137/25

**Officer:** Caroline Brown

**Location:** 45 Spareleaze Hill, Loughton, IG10 1BS

**Proposal:** Demolition of existing dwelling, and erection of two-storey detached replacement dwelling.

The Committee NOTED the contents of a letter of objection.

The Committee OBJECTED to this application on the following grounds:

The existing dwelling appears to be in good condition. No justification has been provided for its demolition or regarding the recycling of the existing materials in the building. The additional vehicular movements to remove the entire existing building and replace it with a brand new one would negatively impact the environment and the EF SAC.

The proposed design detailing and materials are out of keeping with the street scene, resulting in a negative impact. This would be contrary to Policy DM9 of the Epping Forest adopted Local Plan (2023) and the NPPF (2023) which requires a high-quality design, and for developments to relate to the local character of the area and make a positive contribution to a place.

The Committee believes a proposal to improve the appearance and modernise the existing property would be preferable. If however, the Local Planning Authority is minded to approve this proposal, plans and elevations

showing the front garden treatment: the planting, the front boundary and the gates to match the Street View Photograph are required to ensure that these areas/elements are properly covered in the application process.

The Committee confirmed its intention for a representative to attend and speak at a meeting of the District Council Planning Committee to decide this application.

**Application No:** EPF/0145/25

**Officer:** Yee Cheung

**Location:** Land and garages, Whitehills Road, Loughton, IG10 1TS

**Proposal:** Existing garages enlarged, extended and reduced from 27no. garages to 21no. garages.

The Committee OBJECTED to this application stating it would negatively impact the amenity of neighbours and those attending the neighbouring Oak View School, caused by noise and air pollution if the garages were to be used as light industrial units or from too many larger vehicles accessing the site.

If the Local Planning Authority was minded to approve this application, the Committee requested that conditions be imposed for the following:

- The garages not to be used as light industrial units and only be allowed to garage vehicles or for general storage use.
- The height of the garages should not exceed 2.7m.
- The access gate to have a height restriction to prevent larger vehicles from accessing the site.
- The access gate to be moved back, in accordance with the Highways' Officer recommendation to allow safe access to and from the site.

Members considered that the introduction of grass / sedum roofs on the garages would enhance the environment.

The Committee confirmed its intention for a representative to attend and speak at a meeting of the District Council Planning Committee to decide this application.

#### **182.2 Householder Planning Permission:**

**Application No:** EPF/0163/25

**Officer:** Klajdi Koci

**Location:** 12 The Avenue, Loughton, IG10 4PT

**Proposal:** Addition of rear extension.

The Committee had NO OBJECTION to this application.

**Application No:** EPF/0213/25

**Officer:** Samuel Finnis

**Location:** 26 Church Lane, Loughton, IG10 1PD

**Proposal:** Proposed single and double storey side and rear extensions.

The Committee NOTED the contents of a letter of objection.

The Committee had NO OBJECTION to this application.

**Application No:** EPF/0251/25

**Officer:** Klajdi Koci

**Location:** Twoony Mead, Nursery Road, Loughton, IG10 4EF

**Proposal:** Front Boundary Walls and Gates.

The Committee OBJECTED to this application on grounds that no planting / soft landscaping scheme had been provided with this proposal. It is important to maintain and enhance the environmental aspect of this site.

As cited by the Planning Inspector in his dismissal of appeal reference: APP/J1535/D/24/3345873, paragraph 4:

*“... generally, a level of openness and greenery is maintained with railings on top of walls of a modest height with hedging behind, providing a sense of space and contributing to the verdant character of the area, which forms a transition between the residential area and the Forest.”*

This application would fail to accord with Policy DM9 of the Epping Forest adopted Local Plan (2023) and the NPPF (2023) which requires a high-quality design, and for developments to relate to the local character of the area and make a positive contribution to a place.

The Committee confirmed its intention for a representative to attend and speak at a meeting of the District Council Planning Committee to decide this application.

### 182.3 **Removal/variation of conditions - Section 73 TCPA**

**Application No:** EPF/0199/25

**Officer:** Suleman Uddin

**Location:** 31 Connaught Avenue, Loughton, IG10 4DS

**Proposal:** Application for variation of condition 2 'Plan no's' on planning permission EPF/1840/24 (Single storey kitchen extension and change balustrade above to glass).

Members deplored the retrospective nature of this proposal.

The Committee OBJECTED to this application on the grounds that the proposed plans do not address the variation. What has been built is not in accordance with the approval and it has been reported.

The large patio and balcony would overlook the neighbour, negatively impacting the neighbour's amenity caused by loss of privacy, and there is no control of the furniture or activities.

The proposal would not be in keeping with the street scene, contrary to Policy DM9 of the Epping Forest adopted Local Plan (2023) and the NPPF (2023) which requires a high-quality design.

Fresh drawings should be submitted to address these issues.

The Committee confirmed its intention for a representative to attend and speak at a meeting of the District Council Planning Committee to decide this application.

**Application No:** EPF/0203/25

**Officer:** Suleman Uddin

**Location:** 58 Church Hill, Loughton, IG10 1LB

**Proposal:** Variation of condition 2 plan numbers of EPF/0426/23 (Demolition of single storey side Garage, Workshop and Utility Room.

Demolition of single storey lean-to Conservatory. Construction of footpath along site boundary providing access from front to rear garden. Erection of a part single and part two storey extension to side and rear of property including forming a gable roof to existing hipped roof of the main dwelling. Creation of front driveway and external works to provide terrace and patio areas to the rear garden).

The Committee OBJECTED to this application on the grounds that the large window serves the front first floor bathroom. The intention may be to create a feature window, but this is a bathroom window. Opaque glass and textured glass (especially) would not be appropriate on this prominent street elevation. The proposal would not be in keeping with the street scene, contrary to Policy DM9 of the Epping Forest adopted Local Plan (2023) and the NPPF (2023) which requires a high-quality design.

This window should be shorter and should have a mid-vertical to be of similar proportion to the others to avoid it looking out of place. The window could be like the ground floor toilet without the top casements.

The Committee would be willing to waive its objection if the proposal were amended to address its concerns.

**Application No:** EPF/0236/25

**Officer:** Caroline Brown

**Location:** 275-277 Caffè Uno, High Road, Loughton, IG10 1AH

**Proposal:** Variation of condition 3 of EPF/245/95 to operate a take-away facility ancillary to the restaurant.

The Committee had NO OBJECTION to this application.

**182.4 Consent under Tree Preservation Orders:**

**Application No:** EPF/0048/25

**Officer:** Robin Hellier

**Location:** Carlton House, Algiers Road, Loughton, IG10 4RS

**Proposal:** TPO/EPF/18/99 (Ref: T13, T11)

T16: Honey Locust - Crown reduce to previous points, as specified.

T18: Bird Cherry - Crown reduce to previous points, as specified.

T23: Norway Maple - Crown reduce by up to 1.5m, as specified.

The Committee objects to applications which will result in inappropriate treatment being carried out to any significant tree and also objects to any application to fell such a protected tree. It therefore objected to this application.

If, however, the District Council's arboricultural officers deem this application acceptable, whether with amendments or not, then the Committee was willing to waive its objection.

**182.5 Deemed Permission and Others— provided for information only:**

The Committee NOTED the following applications:

**Application No:** EPF/0143/25

**Officer:** Suleman Uddin

**Location:** 58 Church Hill, Loughton, IG10 1LB

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

**\*\*The Committee expressed a concern that this proposal had not formed part of the full planning application for this property, EPF/0203/25.**

**Application No:** EPF/0161/25

**Officer:** Muhammad Rahman

**Location:** ST THOMAS MORE RC CHURCH and PRESBYTERY site redeveloped, 106 Willingale Road, Loughton, IG10 2DA

**Proposal:** Deed of Variation to EPF/0304/19 (Redevelopment of site to provide 16 houses and 10 flats, including a new community hall (class D1/D2), associated parking, access, hard and soft landscaping and all ancillary works).

**Application No:** EPF/0167/25

**Officer:** Klajdi Koci

**Location:** 140 Borders Lane, Loughton, IG10 3SB

**Proposal:** Certificate of lawful development for a proposed rear dormer window in connection with a loft conversion.

**\*\*The Committee expressed a concern that the dormer being on the edge of the gable (even though the dormer cheeks are tiled) would be detrimental to massing of the gable) and would therefore not comply with Policy DM9. This has particular impact at the end/corner of the street. The headroom in the dormer is approx. 2.15m, so would not be Building Regulation compliant.**

**Application No:** EPF/0170/25

**Officer:** Klajdi Koci

**Location:** 32 Rochford Avenue, Loughton, IG10 2BS

**Proposal:** Certificate of Lawful Development for proposed loft dormer and front porch.

**\*\*The Committee expressed a concern that the dormer being on the boundary would be detrimental to the street scene and would negatively impact the amenity of the neighbour. This would be contrary to Policy DM9 of the Epping Forest adopted Local Plan (2023) and the NPPF (2023) which requires a high-quality design.**

**Application No:** EPF/0171/25

**Officer:** James Rogers

**Location:** 32 Rochford Avenue, Loughton, IG10 2BS

**Proposal:** Prior approval for a 4.00m deep single storey rear extension, height to eaves 2.28m and maximum height of 3.33m.

**Application No:** EPF/0227/25

**Officer:** Rhian Thorley

**Location:** 68 Wellfields, Loughton, IG10 1NY

**Proposal:** Certificate of lawful development for a proposed rear dormer and 3 roof lights to front roof slope.

**Application No:** EPF/0250/25

**Officer:** Rhian Thorley

**Location:** 31 The Uplands, Loughton, IG10 1NQ

**Proposal:** Certificate of lawful development for a proposed garage conversion.



**\*\*The Committee expressed a concern that the proposal was of poor design. The raised portion over the new front side entrance was too close to the neighbour's wall negatively impacting the boundary wall to the adjoining neighbour.**

**Application No:** EPF/0261/25

**Officer:** James Rogers

**Location:** 14 Southern Drive, Loughton, IG10 3BU

**Proposal:** Prior approval for a single storey rear extension 6m beyond rear wall; max height 2.80m; eaves height 2.50m.

**PL183 Decisions**

**183.1 Decisions by Epping Forest District Council**

The decision notices for January 2025 were NOTED.

**PL184 Licensing Applications**

No Licensing Applications had come to the attention of officers.

**PL185 Enforcement and Compliance**

No reports had been received.

**Signed:** .....

**Date:** 3 March 2025