

**LOUGHTON TOWN COUNCIL**

**PLANNING AND LICENSING COMMITTEE**

**MINUTES of the Meeting held on Monday 14 April 2025 at 7.30pm at Loughton Town Council Chamber, 1 Buckingham Court**

**Committee Members:**

**Councillors:** C Davies (in the Chair)  
W Dodd K-W Lee S Murphy  
J Riley M Stubbings (as substitute for Cllr Minhas)

**Also present:**

**Officers:** Mark Squire (Town Clerk)  
Debra Paris (Planning Committee Clerk)

1 Member of the public.

**PL212 Apologies for Absence**

Apologies for absence were received from Cllr Minhas. The Planning Committee Clerk reported that Cllr Stubbings had been nominated as his substitute for this meeting.

**PL213 Declarations of Interest**

The Committee declared a non-pecuniary interest in the following planning applications:

EPF/0595/25 – 68 Wellfields, owing to comments received from the Loughton Residents Association Plans Group (LRAPG), all Committee members being members of the Loughton Residents Association; and

EPF/0588/25 – 66 Valley Hill, owing to comments received from Cllr Wixley, Loughton Town Councillor for Loughton Whitebridge Ward.

**PL214 Confirmation of Minutes**

The Minutes of the meeting of the Planning and Licensing Committee held on 31 March 2025 were CONFIRMED as a correct record and signed by the Chairman.

**PL215 Matters for Report**

**215.1 Notices of Appeal**

**215.1.1 EPF/2462/24 – 22 Eleven Acre Rise, Loughton, IG10 1AN.**

**Proposal: Alterations to existing property, including: infill side extensions; changes to doors and windows; replacement roof; minor rear extensions at ground and first floor; formalisation of the existing flat roof wrap-around and incorporation of railings. (Appeal ref no: APP/J1535/D/25/3362399 – Min no PL149.2)**

The Committee NOTED the information received from Epping Forest District Council.

**215.1.2 EPF/0005/25 – 62 Forest Road, Loughton, IG10 1EQ.**  
**Proposal: Ground Floor Rear Extension with two skylights. Ensuite at First Floor passing 45 degree rule (With Pitched Roof). (Appeal ref no: APP/J1535/D/25/3363292 – Min no PL174.2).**

The Committee NOTED the information received from Epping Forest District Council.

**215.2 Planning Re-Consultation**

**215.2.1 Householder Planning Permission**

**EPF/2364/24 – 52 Traps Hill, Loughton, IG10 1TD. Proposal: Redevelopment of existing garden to provide 2 no. additional dwellings. Min no PL171.1.1**

A member of the public addressed the meeting.

The Committee had NO OBJECTION to this application.

Members thanked the speaker for attending the meeting and for having taken on board its previous comments, which had been addressed, with the inclusion for the proposed development to maintain a verdant green boundary reflecting the existing character at this site.

**PL216 Planning Applications**

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

**216.1 Full Planning Permission:**

**Application No:** EPF/0595/25

**Officer:** James Rogers

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

**Proposal:** Use of existing residential annexe as self-contained residential dwelling, along with rear extension to existing building, landscaping, the erection of boundary treatments, and the provision of car / cycle parking and refuse / recycling storage.

The Committee NOTED the contents of a letter of objection.

The Committee strongly OBJECTED to this application stating the annexe should remain as ancillary to the main dwelling, as laid out in condition 3 of planning application EPF/1087/24. Approving this proposal would set a dangerous precedent.

Members deplored the decision of the local planning authority to approve the above application, EPF/1087/24, in that the outbuilding was of sub-standard quality and should not have been allowed.

The Committee drew attention to its previous comments for planning application, EPF/1087/24, min no PL24.1, which were:

*“The Committee ask for a legal agreement to ensure the accommodation remains ancillary, as a planning condition is too easy to overcome.”*

**216.2 Householder Planning Permission:**

**Application No:** EPF/0588/25

**Officer:** Klajdi Koci

**Location:** 66 Valley Hill, Loughton, IG10 3AT

**Proposal:** Part first floor rear extension over ground floor extension with wider apex/gable roof.

The Committee NOTED the contents of a letter regarding this application.

Members deplored the retrospective nature of this application, noting that work had already begun at this site.

The Committee OBJECTED to this application stating incomplete plans had been submitted in respect of the proposal, resulting in the Committee being unable to judge the application accurately (although no changes are proposed to the front, no proposed front elevations were included).

The proposal would fail to enhance the street scene, contrary to Policy DM9 of the Epping Forest adopted Local Plan (2023) and the NPPF (2023).

The drawings indicate the removal of the parapet in liaison with the neighbour, but no evidence of this has been provided and no details of how they propose to offset the firebreak have been included, which contravenes building regulations.

**216.3 Consent under Tree Preservation Orders:**

**Application No:** EPF/0733/25

**Officer:** Robin Hellier

**Location:** Warren Hill House, Manor Road, Loughton, IG10 4RP

**Proposal:** TPO/EPF/04/74 (Ref: A1)

T1: Pine - Fell and replace, as specified.

NB The permitted specification of works is detailed in the conditions

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 strongly OBJECTED to this application.

Members commented that this was a mature majestic tree, and the site forms part of the Conservation Area.

**Application No:** EPF/0749/25

**Officer:** Robin Hellier

**Location:** Warren Hill House, Manor Road, Loughton, IG10 4RP

**Proposal:** TPO/EPF/04/74 (Ref: A1)

2 x Redwood - Crown lift to 6-7m above ground level and reduce overhanging laterals by up to 2m, as specified.

7 x Conifers - Selective prune away from buildings by up to 3m, as specified.

NB The permitted specification of works is detailed in the conditions

The Committee objects to applications which will result in inappropriate treatment being carried out to any significant tree. It therefore objected to this application.

These trees form part of the Conservation Area. No works should be undertaken on the Redwood. The trees provide natural habitats to many insects, birds and wildlife and should not be sanitised and urbanised.

**216.4 Deemed Permission and Others– provided for information only:**

The Committee NOTED the following applications:

**Application No:** EPF/0550/25

**Officer:** Klajdi Koci

**Location:** 23 Hillyfields, Loughton, IG10 2JT

**Proposal:** Certificate of Lawful Development for a proposed loft conversion with hip to gable wall, rear dormer and three roof lights on front roof slope.

**\*\* The dormer would impact the amenity of neighbours caused by overlooking. Members believed there was inadequate headroom in the proposed loft.**

**Application No:** EPF/0549/25

**Officer:** James Rogers

**Location:** 23 Hillyfields, Loughton, IG10 2JT

**Proposal:** Prior approval for demolition of existing extension a 6.00m deep single storey rear extension, with height to eaves 3.00m and maximum height 3.65m.

**\*\* The drawings provided failed to show elevations, so it was not possible to assess the impact on the neighbours.**

**Application No:** EPF/0552/25

**Officer:** James Rogers

**Location:** 9 Stonards Hill, Loughton, IG10 3EH

**Proposal:** Prior approval for a 4.00m deep single storey rear extension, with height to eaves 2.87m and maximum height 4.00m.

**Application No:** EPF/0572/25

**Officer:** Klajdi Koci

**Location:** 119 Burney Drive, Loughton, IG10 2DY

**Proposal:** Certificate of lawful development for a proposed single storey rear extension. Max eaves height of 3m. Maximum height less than 4m. Materials to match existing.

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**Application No:** EPF/0638/25

**Officer:** Klajdi Koci

**Location:** 39 Woodland Road, Loughton, IG10 1HQ

**Proposal:** Certificate of Lawful Development for proposed single storey side extension.

**Application No:** EPF/0730/25

**Officer:** James Rogers

**Location:** 17 Southern Drive, Loughton, IG10 3BU

**Proposal:** Prior approval for a 6.00m deep single storey rear extension, height to eaves 2.90m and maximum height 3.00m (The property already has a partial rear extension, but it does not make use of the full 6m. Currently 3.6m)

## **PL217 Decisions**

### **217.1 Decisions by Epping Forest District Council**

The decision notices for March 2025 were NOTED.

## **PL218 Licensing Applications**

No Licensing Applications had come to the attention of officers.

**PL219 Enforcement and Compliance**

No reports had been received.

**Signed:** .....

**Date:** 28 April 2025