

LOUGHTON TOWN COUNCIL

PLANNING AND LICENSING COMMITTEE

MINUTES of the Meeting held on Monday 7 July 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

Also present: Cllr D Wixley Cllr J Obaseki (from Min no 264)

Officers: Debra Paris (Planning Committee Clerk)

One member of the public.

The Committee AGREED to bring forward planning application EPF/1166/25 – 10 Ashfields, after agenda item 3, Confirmation of Minutes, as a member of the public present at the meeting had an interest in this item.

PL263 Apologies for Absence

Apologies for absence were received from Cllr Minhas for this meeting, he had a vehicle issue and was awaiting breakdown assistance. If possible, he hoped to join the meeting later.

Cllr Obaseki joined the meeting.

PL264 Declarations of Interest

Cllr Wixley declared a non-pecuniary interest in the following planning applications: EPF/1129/25 – 121 Roding Road, and EPF/1222/25 – Unregistered land along rear of 18-32 Witham Close IG10 3BQ. Having previously been a District Councillor, as a member of Epping Forest District Council's Area Plans South Committee, he had considered earlier applications for these sites and attended site visits. He had also been in communication with residents, in his role as a Town Councillor, in respect of the current application, EPF/1129/25 for 121 Roding Road.

Cllr Wixley advised the public present that he was not a member of this Planning Committee, so under Standing Orders could therefore not vote on any of the proposals under consideration, but he would comment on them.

The Committee declared a non-pecuniary interest in the following agenda items:

- i. Planning Application EPF/1151/25 – 23, Higher Still, Church Lane, as the applicant was known to members.
- ii. Application for a Pavement Licence – Fable Stores, 202-204 High Road, as there could be a potential conflict of interest with the Town Council's ongoing application for a Weekly Market at this site.
- iii. Owing to comments received on all of the following agenda matters from the Loughton Residents Association Plans Group (LRAPG), all Committee members being members of the Loughton Residents Association:

Agenda item 4, Matters for Report – Minor Variation to Premises Licence for The Gardeners Arms;

- iv. Agenda item 5, planning applications: EPF/1047/25 – 18 Chigwell Lane, EPF/1129/25 – 121 Roding Road, EPF/1156/25 – 179-181 High Road, and EPF/1222/25 – Unregistered land along rear of 18-32 Witham Close IG10 3BQ; and
- v. Agenda item 7, Application for a Pavement Licence – Fable Stores, 202-204 High Road.

PL265 Confirmation of Minutes

The Minutes of the meeting of the Planning and Licensing Committee held on 23 June 2025 were CONFIRMED as a correct record and signed by the Chairman.

PL266 Planning Application

The following planning application was CONSIDERED, and the plans inspected.

266.1 Application No: EPF/1166/25

Officer: Mohinder Bagry

Location: 10, Ashfields, Loughton, IG10 1SB

Proposal: Proposed two storey side extension.

A member of the public addressed the meeting.

The Committee had NO OBJECTION to this application.

However, members requested that should the local planning authority be minded to approve this application that the following condition be imposed:

If the applicant proposed to instal any additional air conditioning units at this property (noting that one already existed) that a full planning application be submitted providing a noise report along with details of location, pipework etc, as the extension was much closer to the boundary, in order to protect the amenity of neighbours.

The Committee noted that too many retrospective applications were being submitted across the town for such installations, which was unacceptable.

The Committee further noted that several trees had recently been removed from the neighbouring site and were concerned whether any trees were subject to a TPO, if this was the case, the Planning Officer was requested to bring this to the attention of the Tree and Landscaping Officers to investigate in order to request replacement tree(s) for any TPOs that had been removed.

PL267 Matters for Report

267.1 EPF/0806/25 – 120 Valley Hill – Proposal: Demolition of existing single storey dwelling and construction of 2no. self-build new dwellings including link, private amenity, off street car parking, landscaping and boundary treatment – Min no PL251.1

Cllr Wixley informed the Committee that he wished to clarify that having previously been advised that the neighbouring property at 122 Valley Hill was experiencing subsidence, this was not in fact the case.

267.2 EPF/1101/24 - 65 Alderton Hill – Proposal: Rear Extension, Side Extension, Loft Conversion and Facade Alterations – Min no PL24.1

Cllr Riley advised that he had been contacted by a neighbour regarding the above application site. Condition 3 of this application referred to a Tree Protection and Arb Method Statement, which had subsequently been addressed under planning application EPF/1961/24. The neighbour had reported that several trees were being removed from the site with works appearing to be undertaken by somebody other than an authorised tree surgeon. Cllr Riley requested that this matter be brought to the attention of the Tree and Landscaping Officer to investigate that appropriate works were being carried out and were in accordance with the Planning Order.

267.3 Minor Variation to Premises Licence for The Gardeners Arms, 103 York Hill, IG10 1RX – Min no PL233.3.1

This application had been brought to the attention of the Planning and Licensing Committee by the LRAPG.

In summary the licence holder has applied to remove the following licence condition:

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

And replace it with the following reworded conditions:

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

The Committee OBJECTED to this application stating it would impact on all four licensing objectives:

1. The prevention of crime and disorder
2. Public safety
3. The prevention of public nuisance
4. The protection of children from harm

Members were aware that the operator had breached the terms and conditions of their licence by not managing the outdoor space, resulting in anti-social behaviour and noise creating a public nuisance for nearby residents.

They also understand that the proprietors have been found guilty of not properly installing and retaining video evidence.

The Committee believes that unless patrons are sat on the allocated seats, rather than standing on the terrace, it would be more difficult to monitor and control people and to assess whether the limit of 60 people has been breached.

Allowing patrons to stand tends to encourage more noise and anti-social behaviour and would result in them moving closer to noise sensitive windows impacting further the amenity of neighbours.

The Gardeners Arms is surrounded by family homes. The anti-social behaviour, including swearing, was detrimental to children.

As such this application should not be treated as a minor variation of the licence and the application should be refused. The original condition should remain.

The Committee strongly supported a review of the current licence which had been requested multiple times by local residents.

PL268 Planning Applications

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

268.1 Full Planning Permission:

Application No: EPF/1047/25

Officer: Yee Cheung

Location: 18, Chigwell Lane, Loughton, IG10 3RW

Proposal: Construction of a two storey two bedroom self-build house

The Committee NOTED the contents of a letter of objection.

The Committee OBJECTED to this application on the grounds that the proposal was too close to the neighbour's garden resulting in a loss of amenity caused by overlooking. The proposed window on the boundary is not permitted, and the downstairs toilet window and stairs window of the original house are now blocked, which would be detrimental to the daylighting and ventilation of these spaces.

Although the garden has sufficient amenity area, its shape and the small area immediately outside the living room makes it unsuitable for use.

Members supported the recommendation of the Highways Officer for refusal:

"From a highway and transportation perspective the impact of the proposal is NOT acceptable to the Highway Authority for the following reasons: 1. The proposal does not provide any parking and removes the existing off street parking for the host dwelling. This is considered to be inadequate in this location as it will likely lead to parking on the surrounding roads, in particular Chigwell Lane and/or Colson Road, to the detriment of highway safety. Therefore, this proposal is contrary to the Highway Authority's Development Management Policies, and the NPFF 2024."

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, should that be considered appropriate for this matter.

Application No: EPF/1109/25

Officer: Mohinder Bagry

Location: 139 High Road, Loughton, IG10 4LT

Proposal: Proposed single storey rear extension, new front façade & air conditioning unit to rear and change of use from Sewing repair shop use class E to accountant's office use class E(c).

The Committee had NO OBJECTION to this application.

Application No: EPF/1117/25

Officer: Mohinder Bagry

Location: Imprimo Park, Unit 6a Oc Tanner Ltd, Lenthall Road, Loughton, IG10 3UF

Proposal: External alterations to existing building including rooftop PV panels; alterations to car parking including provision of EV charging spaces, cycle store, landscaping and lighting; and associated development.

The Committee had NO OBJECTION to this application.

Application No: EPF/1129/25

Officer: Muhammad Rahman

Location: 121, Roding Road, Loughton, IG10 3BS

Proposal: Extensions and alterations to provide 4x new residential apartments and associated amenity space and 1x new retail premises.

The Committee NOTED the contents of three letters of objection.

The Committee OBJECTED to this application stating the proposal would create a loss of character. It would result in overlooking creating a negative impact on the amenity of neighbours at Nos 123 and 125 Roding Road.

Contrary to the Transport report provided, on-site parking was necessary in this area as there was considerable parking stress here. The two current parking spaces from Roding Road were illegal (the crossover is on the neighbour's side), and these were used by the commercial unit. The development will at least generate the need for parking spaces for the extra commercial unit and a percentage for the flats.

Flat 2 has substandard living space and storage area. The balcony should not be accessed from the bedroom, and the balcony would also create a privacy issue for the small bedroom.

The light well was likely to have A/C units and would therefore affect the balcony. There should be a condition on where the A/C units are to be located. If they are to be located on the roof, then a design for the screening and noise report should be submitted.

No railings for the balconies have been included. Rainwater drainage from the balconies cannot discharge directly over into the street. Common external communal spaces should be included. There was insufficient amenity space for the residents.

The ground floor doors should open inwards (not outwards towards the public pavement).

No refuse storage had been included in the plans.

The application was contrary to Policy DM9 of the Epping Forest adopted Local Plan (2023) and the NPPF (2023).

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, should that be considered appropriate for this matter.

Application No: EPF/1156/25

Officer: Suleman Uddin

Location: 179-181, High Road, Loughton, IG10 4LF

Proposal: Adaptation of existing kitchen extract system and reinstatement to original position.

The Committee NOTED the contents of a letter in respect of this application.

The Committee OBJECTED to this application stating the extract system would be more visible if placed on the roof, creating a negative impact on the visual amenity, contrary to Policy DM9 of the Epping Forest adopted Local Plan (2023) and the NPPF (2023).

Members considered there was misinformation in the application regarding the green screening.

The Committee NOTED enforcement action had still not been taken against this premises and questioned the status of the Magistrates' Court proceedings.

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, should that be considered appropriate for this matter.

Application No: EPF/1222/25

Officer: Mohinder Bagry

Location: Unregistered land along rear of 18-32 Witham Close IG10 3BQ

Proposal: Garden to be restored to woodland. Remove buildings and fencing within (regain access for all residents).

This is a group application for the residents of 18-30 Witham Close.

The Committee NOTED the contents of a letter of objection.

The Planning Committee Clerk reported that the EFDC Planning Officer had advised today that this application had now been invalidated and had been deleted from EFDC's website, awaiting further notification.

268.2 Removal/variation of conditions - Section 73 TCPA

Application No: EPF/1171/25

Officer: Sukhvinder Dhadwar

Location: 8 Barfields Path, Loughton, IG10 3JJ

Proposal: Variation of condition 2 approved plans of EPF/0353/25 (Proposed ground and part 1st floor rear extensions to an existing dwelling).

The Committee had NO OBJECTION to this application.

268.3 Householder Planning Permission:

Application No: EPF/0703/25

Officer: Omair Babar

Location: 104, Roding Road, Loughton, IG10 3EJ

Proposal: Single storey rear extension and rear dormer loft conversion.

The Committee OBJECTED to this application on the grounds that the proposed Juliet balcony would create overlooking impacting the neighbours' amenity. The long roof extension should be moved away from the chimney stack, to allow rainwater to pass through, and from the party wall to prevent a terracing effect of loft conversions. The proposed loft conversion provided substandard headroom.

Application No: EPF/1049/25

Officer: Klajdi Koci

Location: 21 Parkmead, Loughton, IG10 3JW

Proposal: Loft conversion and rear single storey extension.

The Committee OBJECTED to this application stating the drawings were incorrect /misleading. The parapet was missing from the elevations. The proposed parapet would be taller (when built) than drawn and would protrude above the ridge by at least 20cm, visible from the street and therefore detrimental to the street scene, contrary to Policy DM9 of the Epping Forest adopted Local Plan (2023) and the NPPF (2023).

The extension should be set back from the side elevation, resulting in no need for the parapet. Members noted that the proposal provided substandard headroom in the roof extension.

Application No: EPF/1119/25

Officer: Samuel Finnis

Location: 2 Clays Lane, Loughton, IG10 2RZ

Proposal: Extension to rear and side of property, and associated landscape works.

The Committee OBJECTED to this application stating it would have a detrimental effect on the street scene, negatively impacting this prominent corner, creating an urban effect. The site should retain its open aspect. This would be contrary to Policy DM9 of the Epping Forest adopted Local Plan (2023) and the NPPF (2023).

Members were disappointed to note that the recent application, EPF/0911/25: TPO/EPF/42/91 (Ref: T5) T1: Corsican Pine - Fell and replace, as specified, appeared to have been made to facilitate this application.

The Committee requested that should the local planning authority be mindful to approve this application that a condition be imposed for the tree to be replaced with a suitable adequate and sufficient specimen.

Application No: EPF/1148/25

Officer: Klajdi Koci

Location: 27 Conyers Way, Loughton, IG10 2AB

Proposal: Rear extension.

The Committee OBJECTED to this application. While members did not object to the provision of care accommodation, they considered this design was too drastic. The layout could be improved.

This proposal was too large, setting a worrying precedent for an unattractive rear extension. It would result in too great a loss of garden amenity space for the residents and would also negatively impact the neighbours' amenity.

The bathroom layout should be redesigned to be smaller but still functional. This would allow the wall against the bedhead to be straight to provide an uninterrupted view into the garden. The revised footprint, although still long, would reduce the impact on the neighbour. The bathroom would be better with a roof light rather than a window partially behind the existing store building.

Application No: EPF/1151/25

Officer: Mohinder Bagry

Location: 23 Higher Still, Church Lane, Loughton, IG10 1PD

Proposal: Balcony to rear elevation.

The Committee had NO OBJECTION to this application.

Application No: EPF/1208/25

Officer: Sukhvinder Dhadwar

Location: 61, Traps Hill, Loughton, IG10 1TD

Proposal: Replacement walls and gates.

The Committee OBJECTED to this application, stating it was out of keeping with this part of Traps Hill and would create a negative impact on the street scene, caused by a loss of greenery. Contrary to Policies DM5 and DM9 of the Epping Forest adopted Local Plan (2023) and the NPPF (2023).

The examples provided were not relevant as there were no gates or high walls on this part of Traps Hill. The road at this point narrows requiring larger vehicles to give way for single passage. It is a dangerous part of the hill, which is also used by buses, so requires a greater need for good visibility. Further, the pavement width narrows at this point, therefore causing further highway safety issues. As cars are increasingly larger, the space required for safely stopping waiting for electric gates to open is a minimum of 6-7m set back from the road. Therefore, no car waiting to enter the gates should at any time block the pavement, requiring pedestrians to step into the busy road to pass.

Application No: EPF/1240/25

Officer: Omair Babar

Location: 37, Highland Avenue, Loughton, IG10 3AH

Proposal: Demolish existing sunroom and replace with single storey rear extension with pitched roof.

The Committee had NO OBJECTION to this application.

268.4 Consent under Tree Preservation Orders:

Application No: EPF/1218/25

Officer: Robin Hellier

Location: Street Record, Westfield, Loughton, IG10 4EB

Proposal: TPO/CHI/01/72 (Ref: A1) T1: Lime - Crown reduce to previous points, 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.

268.5 Deemed Permission and Others– provided for information only:

The Committee NOTED the following applications:

Application No: EPF/1128/25

Officer: Mohinder Bagry

Location: 1 Campions, Loughton, IG10 2SG

Proposal: Certificate of Lawful Development for a proposed single storey side extension with pitched roof.

Application No: EPF/1134/25

Officer: Klajdi Koci

Location: 27, Grosvenor Drive, Loughton, IG10 2JX

Proposal: Certificate of Lawful Development for a Proposed rear dormer loft conversion and all associated works.

Application No: EPF/1167/25

Officer: Samuel Finnis

Location: 16 Eleven Acre Rise, Loughton, IG10 1AN

Proposal: Application for approval of details reserved by condition 7 (Gates shall not be erected on the vehicular access to the site without the prior written approval of the Local Planning Authority) on planning permission EPF/1033/23 (demolish existing house. Replace with 2 detached houses).

Application No: EPF/1186/25

Officer: Klajdi Koci

Location: 27, Torrington Gardens, Loughton, IG10 3TB

Proposal: Certificate Of Lawful Development for a Proposed Loft conversion consisting of rear dormer and sky lights to the front.

Application No: EPF/1191/25

Officer: James Rogers

Location: 27 Torrington Gardens, Loughton, IG10 3TB

Proposal: Prior approval for a 4.00m deep single storey rear extension, height to eaves 2.40m and maximum height 3.50m.

Application No: EPF/1217/25

Officer: James Rogers

Location: 3 Malvern Gardens, Loughton, IG10 3AD

Proposal: Prior approval for a 4.50m deep single storey rear extension, height to eaves 3.40m and maximum height 3.45m.

PL269 Decisions

269.1 Decisions by Epping Forest District Council

No decision notices had been received.

PL270 Licensing Applications

270.1 Pavement Licence Application

Application for a Pavement Licence – Fable Stores, 202-204 High Road, Loughton, IG10 1ET

The Committee NOTED the contents of a letter of objection.

The Committee OBJECTED to this application on the grounds that there was insufficient passing space to the detriment of public health and safety. The application fails to mention existing street furniture, a lamp post, road traffic sign and bench in very close proximity to a street tree. The gap is further narrowed when the doors of parked vehicles are opened and further reduced when wheelchair users are boarding or leaving a parked car.

The hours of operation would impact on the amenity of residents who live above the retail unit. The hours of operation should be limited to 8am in the morning Monday to Saturday and 9am on Sundays and Bank Holidays.

The plans fail to show the legal boundary of these premises. The proposal could impact/conflict with the Town Council's current application for a Weekly Market at this site. If the licensing authority was minded to grant a licence, we ask it be made clear by condition that the permitted hours includes the erecting and dismantling of the furniture. All furniture should be removed and stored off the highway before the agreed finish time (9pm) and should not be re-erected before the start time the following day.

PL271 Enforcement and Compliance

No reports had been received.

Signed:

Date: 21 July 2025