

LOUGHTON TOWN COUNCIL

PLANNING AND LICENSING COMMITTEE

MINUTES of the Meeting held on Monday 21 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 C Ubah

Also present:

Officers: Debra Paris (Planning Committee Clerk)

PL272 Apologies for Absence

Apologies for absence were received from Cllr Minhas for this meeting, no substitute had been nominated.

PL273 Declarations of Interest

The Committee declared a non-pecuniary interest in Planning Application EPF/1260/25 - 63 The Drive, IG10 1HG, owing to comments received from the Loughton Residents Association Plans Group (LRAPG), all Committee members being members of the Loughton Residents Association.

PL274 Confirmation of Minutes

The Minutes of the meeting of the Planning and Licensing Committee held on 7 July 2025 were CONFIRMED as a correct record and signed by the Chairman.

PL275 Matters for Report

275.1 Re-Consultation – Planning Applications

Householder Planning Permission:

EPF/0872/25 – 20 Brooklyn Avenue, Loughton, IG10 1BL. Proposal: Erection of a single-storey side/front extension, and the forming of an extended raised rear patio area – Min no PL259.2

The Committee considered the amended plans for the above proposal. Members noted that dimensions had been added, however its other comments had not been addressed.

The Committee reiterated its previous comments which were:

“The Committee had NO OBJECTION to this application. However, members expressed a concern that the side extension should be set back by at least one brick (225mm), or preferably 300mm, to maintain hierarchy of the main house and to also allow a different window type. This would enhance the street scene and be in accordance with Policy DM9 of the Epping Forest adopted Local Plan (2023) and the NPPF (2023).”

275.2 Application for Street Trading Consent to sell artwork – High Road, Loughton IG10 1ET (near to 214 High Road) – Min no PL114.2

The Planning Committee Clerk advised members that the office had received a resident complaint about the above market stall on the High Road.

The Committee NOTED the comments of the resident and that the responsible licensing officer's details, at Epping Forest District Council, had been forwarded to be contacted for this matter to be investigated. Members AGREED to await the licensing officer's comments.

275.3 Epping Forest District Council Planning Committee A Notification: EPF/0406/25 – Footpath outside 222 High Road Loughton (Easting (x) 542322; Northing (y) 196358). Proposal: Installation of 1No. BT Street Hub Unit and associated advertisement panels on either side of the unit – Min no PL198.1

Notification had been received from Epping Forest District Council advising that the above planning application would be considered at a meeting of its Planning Committee A on 6 August 2025. The Committee had previously Objected to this application and indicated that "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."

Members would confirm availability for attendance at this meeting, once the officer report and updated information on this application was available from the District Council.

275.4 EPF/1101/24 - 65 Alderton Hill – Proposal: Rear Extension, Side Extension, Loft Conversion and Facade Alterations – Min no PL24.1 – Works to Trees – Min no PL267.2

Following the reporting of the issues on works to trees at this site and the Tree Officer's response, the Committee Chairman, Cllr Davies, had raised the question as to whether it is an offence to disturb nesting birds and their nests? If so, appropriate investigations should be made into this incident.

Cllr Riley AGREED to take this matter up further with the Tree Officer at Epping Forest District Council.

PL276 Consultation on Epping Forest District Council's Statement of Licensing Policy – Licensing Act 2003

Section 5 of the Licensing Act 2003 (the Act) requires licensing authorities to determine and publish their statement of licensing policy every five years. The current policy was approved in December 2020, and it must now be reviewed before being adopted for a further period.

As comments are not required on this consultation until 18 August 2025, members AGREED to defer to a later meeting before commenting.

PL277 Planning Applications

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

277.1 Full Planning Permission:

No applications were listed under this permission.

277.2 Removal/variation of conditions - Section 73 TCPA

Application No: EPF/1274/25

Officer: Kelly Sweeney

Location: 25 Carroll Hill, Loughton, IG10 1NL

Proposal: Variation to Condition 2 of EPF/0760/25 (Demolition of the existing house and garage and erection of a new 3 storey family dwelling (2 full storeys and additional accommodation in roof space - no basement)).

The Committee OBJECTED to this application stating the applicant should not be applying for a variation to Condition 2. The application should be a variation of the permission. As such the original approved application should be invalidated and a new full planning application should be submitted.

The plans submitted have changed (wider) with twin front gables from those originally approved. The dwelling has lost the gradual blending in with the neighbour. A swimming pool and changing room have been added. No detail has been provided on the proposed changing room.

277.3 Consent to display an advertisement

Application No: EPF/1289/25

Officer: Mohinder Bagry

Location: Imprimo Park, Lenthall Road, Loughton, IG10 3UF

Proposal: Proposed 3no. totem signs - directional and informational.

The Committee had NO OBJECTION to this application.

Application No: EPF/1298/25

Officer: Muhammad Rahman

Location: 1 Langston Road, Loughton, IG10 3SD

Proposal: 2no. internally illuminated totem sign advertisement.

The Committee OBJECTED to this application on the grounds that the proposed totem sign was greater in height than those on neighbouring sites, e.g., Volks Wagen and Mr Lender. The proposed signage would be more in keeping if it matched the height of those.

277.4 Householder Planning Permission:

Application No: EPF/1165/25

Officer: Klajdi Koci

Location: 66 Valley Hill, Loughton, IG10 3AT

Proposal: Rear and ground floor extension with rear dormer (Amendment to EPF/0588/25)

The Committee OBJECTED to this application stating no evidence had been provided of neighbour agreement to this proposal, which should be addressed by a Party Wall Agreement. Members reiterated their previous comments, min no. PL216.2, which were:

"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."

Application No: EPF/1245/25

Officer: Klajdi Koci

Location: 1 The Avenue, Loughton, IG10 4PT

Proposal: Remove side WC, add new side/ Rear single storey extension to create garage storage space and a larger living area.

The Committee had NO OBJECTION to this application.

However, members expressed concern that the flat area of the *VISIBLE* proposed roof is not described in the application. It should either be a green roof or a stone shingle roof, to protect the visual amenity of the neighbours across the road, who would be affected by this proposal.

Application No: EPF/1249/25

Officer: Klajdi Koci

Location: 62 Wellfields, Loughton, IG10 1NY

Proposal: Two storey rear and side extension.

The Committee OBJECTED to this application, reiterating its previous comments, min no PL198.2, (EPF/0403/25), which were:

“The Committee OBJECTED to this application stating the height of the proposed garden room, 3,3m was excessive. It would create a negative impact on the amenity of neighbours in comparison to the existing flat open aspect to the rear of this site. The proposal would set an unwelcome precedent.

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.”

Members drew the attention of the Planning Officer to the EFDC Land Drainage report included in these plans, which refers to the wrong address and proposal, although has the above planning reference. This needs to be addressed.

Application No: EPF/1260/25

Officer: Omair Babar

Location: 63 The Drive, Loughton, IG10 1HG

Proposal: Erection of single storey rear infill extension.

The Committee NOTED the contents of a letter of objection.

The Committee OBJECTED to this application stating it would result in an unacceptable loss of sunlight for the occupier of No 65.

The proposed extension by reason of its bulk, height and length would create an unacceptable increased sense of enclosure to the occupiers of the ground floor room at 65 The Drive. A BRE sunlight report should be provided.

Application No: EPF/1319/25

Officer: Loredana Ciavucco

Location: 123 Whitehills Road, Loughton, IG10 1TU

Proposal: Proposed ground floor side extension, patio changes, solar panels, demolition of shed internal alterations, and all associated works.

The Committee had NO OBJECTION to this application.

Application No: EPF/1325/25

Officer: Suleman Uddin

Location: Warren Hill Lodge, Manor Road, Loughton, IG10 4RP
Proposal: Proposed Garage.

The Committee had NO OBJECTION to this application.

277.5 Deemed Permission and Others– provided for information only:

The Committee NOTED the following applications, objecting to EPF/1188/25 and EPF/1217/25 – see below:

Application No: EPF/1188/25

Officer: James Rogers

Location: 9 Roydon Close, Loughton, IG10 3DN

Proposal: Prior approval for a 6.00m deep single storey rear extension, with height to eaves 3.00m and maximum height 3.30m.

**** The Committee OBJECTED to this proposal on the grounds that it would create a major impact on the amenity of the neighbour at no.11.**

Application No: EPF/1255/25

Officer: Klajdi Koci

Location: 227 Chester Road, Loughton, IG10 2LL

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

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.

**** The Committee OBJECTED to this proposal on the grounds that it would create a major impact on the amenity of the neighbour at no.5.**

Application No: EPF/1329/25

Officer: Suleman Uddin

Location: 72 Roundmead Avenue, Loughton, IG10 1PZ

Proposal: Certificate of Lawful Development for proposed garden room outbuilding in the rear garden.

Application No: EPF/1347/25

Officer: Klajdi Koci

Location: 78 Chequers Road, Loughton, IG10 3QQ

Proposal: Certificate of Lawful Development for a loft conversion with rear dormer and skylights.

Application No: EPF/1352/25

Officer: Klajdi Koci

Location: 28 Albion Hill, Loughton, IG10 4RD

Proposal: Certificate of lawful Development for a proposed addition of an ancillary outbuilding in the rear garden.

Application No: EPF/1375/25

Officer: James Rogers

Location: 57 Hillcroft, Loughton, IG10 2PS

Proposal: Prior approval for a 6.00m deep single storey rear extension, height to eaves 3.20m and maximum height 2.65m for Single storey rear extension.

PL278 Decisions

278.1 Decisions by Epping Forest District Council

The decision notices for June 2025 were NOTED.

PL279 Licensing Applications

No licensing applications had come to the attention of officers.

PL280 Enforcement and Compliance

No reports had been received.

Signed:

Date: 4 August 2025