

LOUGHTON TOWN COUNCIL

PLANNING AND LICENSING COMMITTEE

MINUTES of the Meeting held on Monday 4 August 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 J Riley
C Ubah D Wixley (as substitute for Cllr Minhas)

Also present:

Officers: Debra Paris (Planning Committee Clerk)

PL281 Apologies for Absence

Apologies for absence were received from Cllrs Minhas and Murphy. Cllr Wixley had been nominated as substitute for Cllr Minhas for this meeting.

PL282 Declarations of Interest

The Committee declared a non-pecuniary interest in Planning Applications EPF/1321/25 - 7 The Greens Close, IG10 1QE and EPF/1408/25 – 119 Forest Road, IG10 1EF, owing to comments received from the Loughton Residents Association Plans Group (LRAPG), all Committee members being members of the Loughton Residents Association.

Cllr Wixley declared a non-pecuniary interest in planning application EPF/1408/25 – 8 Brooklyn Avenue, as he knows the occupant of this residence.

PL283 Confirmation of Minutes

The Minutes of the meeting of the Planning and Licensing Committee held on 21 July 2025 were CONFIRMED as a correct record and signed by the Chairman.

PL284 Matters for Report

284.1 Notices of Appeal:

284.1.1 EPF/0696/25 – 8 Summerfield Road, Loughton, IG10 4JF.

Proposal: Partial single, partial double storey rear extension, lower ground floor extension, alteration to existing main and garage roof and removal of chimney. (Appeal ref no: APP/J1535/ D/25/3368795 – Min no PL233.2)

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

284.1.2 EPF/0313/25 – 4-4a Valley Hill, Loughton, IG10 3AA. Proposal: Demolition of existing buildings/structures and erection of 3 no. two-storey buildings to provide 1 no. commercial (Class E) unit fronting Valley Hill with a 2 bed flat above, 2 no. 2 bed dwellings at rear, and 2 no. 2 bed dwellings fronting Malvern Gardens. (Appeal ref no: APP/J1535/ W/25/3368996 – Min no PL198.1)

The Committee supported all the refusal reasons of Epping Forest District Council, the local planning authority, alongside the comments of the Essex County Council Highways Officer, being: *"The proposal does not provide any parking. This is considered to be inadequate in this location as it will likely lead to parking on the surrounding roads, in particular Malvern Gardens to the detriment of highway safety. Therefore, this proposal is contrary to the Highway Authority's Development Management Policies, and the NPFF 2024."*

Further, the Committee reiterated its previous comments which were:

"A member of the public addressed the meeting.

The Committee OBJECTED to this application stating it was an overdevelopment of the site. The proposal represented filling in back gardens and would create a negative impact on the street scene.

Previous applications for far smaller developments at this site (planning applications EPF/0858/13 and EPF/2229/14), were refused in 2013 and 2014. This proposal, which is larger in scale, fails to address those reasons for refusal, i.e., overdevelopment, poor design, harm to residential amenity, and flood risk.

According to the application EPF/2229/14 for two houses on land (used for garages) of 2 Malvern Gardens, the application was refused due to Flood Risk Zone 2 (as the sole reason). The flood risk map indicated that the houses on the north side of Malvern Gardens were located in this zone and the land dips down towards the rear gardens where it is at most risk.

The Planning Statement includes a section on Flood Risk but only addresses the surface treatment and drainage, not the level at which the proposed dwellings would sit. The flood risk would increase due to climate change.

Unless the planning policy has changed the application will be subject to the same reason for refusal. In particular, the units 3 and 4 are 60cm below the pavement of Malvern Gardens. Members noted that there was no information on the surface water and foul drainage for these units below the adjacent street/road levels. It is not clear from the map at what level the flood water level is/will be. Any development would have to take this into account. For example the construction could be raised to mitigate the flooding of the ground floor, however, this may create other planning problems.

The proposed dwelling on Malvern gardens is forward of the general building line. Aligning with the existing building line by moving the proposed dwelling into the garden would likely create other issues.

Heat pumps are not included in the drawings. Siting of these can be critical to avoid nuisance to neighbours' amenity, or the usage

of one's own garden, impacting the amenity of the residents of these dwellings.

Given that the development is for 5 units/ 25 inhabitants, the Transport and Design Statements in proposing non-car usage are not practical. Hence on-site parking is necessary. This area already suffers from severe parking stress, which would be exacerbated by the loss of existing garages and the increase in number of residents.

The proposal affords a high risk of security from crime for units 3, 4 and 5. Units 3 and 4 would have a poor outlook from the ground floor habitable spaces (living, dining and sleeping). The ground floor rooms rely heavily on rooflights for daylight. Inadequate rear gardens (3.3 to 3.5m deep) are proposed, regardless of the green roof.

The ground floor plan is deceptive in that the first floor overhangs the garden. It should be noted that the ground and first floor plans do not correlate fully. The garden for No.3 would be gloomy as it is very much in a well.

Although refuse storage is provided it is too far away from the road and the filled bins would have to be wheeled up a ramp of approximately 11m long/rise of 900mm. Loughton domestic refuse collection is collected on the pavement.

The flat above the commercial unit has inadequate space at the entrance.

Rainwater downpipes should not discharge into the 2 Valley Hill plot.

The zinc clad building on Malvern Gardens would be wholly out of character with the remainder of the street. Materials should be changed to something more sympathetic.

Units 3 and 4, by reason of their bulk, height and proximity, represent unacceptable back land development; they would provide an inadequate standard of amenity and should be deleted from the scheme. These dwellings would be too close to neighbours resulting in overlooking and noise pollution, negatively impacting the amenity of those neighbours.

The proposal would be contrary 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."

284.2 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 / PL275.3

The Committee NOTED the publication of the Planning Officer report for this application recommending approval. Following attendance at a previous EFDC meeting in respect of this matter, Planning Committee A had made clear that the comments of the Highway Officer at Essex County Council would not be overridden. Members therefore considered there would be no merit in attendance at the EFDC Planning Committee A meeting on 6 August 2025 as they could not offer any subsequent reason to overturn the Officer's recommendation. The Planning Committee Clerk has advised EFDC's Planning Committee A of this Committee's decision not to attend.

284.3 Licensing Application – Minor Variation: Gardeners Arms, 103 York Hill, IG10 1RX – Min no PL267.3

The Committee NOTED the following information received from the Licensing Officer at Epping Forest District Council in respect of the above premises licence.

“Further to the Committee's recent representation in respect of the above application, in which the licence holder recently applied for a minor variation 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.*

Epping Forest District Council's licensing authority, having considered the representations received (both in support and opposed), comments made by the Council's Environmental Enforcement Team and Essex Police; the decision has been made that the minor variation be granted.

The premises licence will now be amended to reflect the re-worded conditions however, all other conditions and restrictions on the licence remain unchanged."

Members expressed their disappointment at this decision, believing the amended wording was more ambiguous than the previously worded condition. They were also greatly surprised at the support received for this amendment, following the decision of the Licensing Authority to no longer advise local residents of licensing applications, indeed the proposed amendment had only come to the attention of this Committee via the Loughton Resident's Association Plans Group, no formal notification having been received from Epping Forest District Council's Licensing Department.

PL285 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.

The Planning and Licensing Committee Chairman had not yet had an opportunity to review this document but would notify the Planning Committee Clerk by 18 August 2025. Other Committee members confirmed they had no comments to make on the proposed amendments.

PL286 Consultation on Waltham Abbey Masterplan

As comments were not required on this consultation until 16 September 2025, members AGREED to defer to a later meeting before commenting.

PL287 Planning Applications

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

287.1 Full Planning Permission:

No applications were listed under this permission.

287.2 Removal/variation of conditions - Section 73 TCPA

Application No: EPF/1348/25

Officer: Yee Cheung

Location: 12 Lower Park Road, Loughton, IG10 4NA

Proposal: Variation to condition 2 of EPF/1376/24 (Alterations and Extensions with Part Demolition to 12 Lower Park Road, with a replacement dwelling for 12a Lower Park Road).

The Committee OBJECTED to this application stating the revised plans/drawings provided by the applicant were too opaque. The drawings submitted should clearly show what has been approved and what the proposed amendments were.

If the applicant submitted properly presented plans clearly highlighting the proposed changes, members would be willing to waive their objection.

287.3 Householder Planning Permission:

Application No: EPF/1146/25

Officer: Klajdi Koci

Location: 72 Alderton Hall Lane, Loughton, IG10 3HE

Proposal: Ground floor side and rear extension, removal of the chimney and internal alterations.

The Committee had NO OBJECTION to this application.

Application No: EPF/1198/25

Officer: Loredana Ciavucco

Location: 42 Sedley Rise, Loughton, IG10 1LT

Proposal: Hip to gable loft conversion with rear dormer including two windows at the rear and two rooflight units at the front.

The Committee had NO OBJECTION to this application.

Application No: EPF/1233/25

Officer: Loredana Ciavucco

Location: 75 Barfields, Loughton, IG10 3JF

Proposal: First floor part extension and Ground floor side extension.

The Committee OBJECTED to this application stating it did not appear to be compliant with building regulations. The proposed first floor had insufficient headroom and the window in bedroom 3 was too tight to the party wall, which would result in a lack of daylight to that room. This aspect had only been included on the proposed floor plans, but not on the proposed elevations as it should be.

Application No: EPF/1312/25

Officer: Loredana Ciavucco

Location: 39 Traps Hill, Loughton, IG10 1SZ

Proposal: Addition of First Floor Side Extensions, Loft Conversion, Façade Remodelling including Internal Remodelling.

The Committee had NO OBJECTION to this application.

Application No: EPF/1321/25

Officer: Omair Babar

Location: 7 The Greens Close, Loughton, IG10 1QE

Proposal: Construction of a single-storey front porch extension.

The Committee NOTED the contents of a letter of objection.

The Committee OBJECTED to this application stating the proposed design and use of materials was incongruous with the street scene and completely out of character, creating a negative impact, contrary to Policy DM9 of the Epping Forest adopted Local Plan (2023) and the NPPF (2023).

Application No: EPF/1356/25

Officer: Loredana Ciavucco

Location: 119 Forest Road, Loughton, IG10 1EF

Proposal: Single storey side and rear extension and roof extension including ridge raise, two front rooflights, and a rear dormer window.

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

The Committee OBJECTED to this application stating the proposed design was completely out of character with these historic cottages, creating a negative impact.

At present the single front gutter serves the three houses, which had originally been built as a set. The downpipe is at the end of 119. The raising of the roof and gutter means that the roofs of the two terrace houses cannot be drained. Although the fenestration has changed over the years the set is still intact. Raising the roof will change the historical street scene.

According to the scale bar the roof has been raised to achieve 2660mm headroom (in excess of 2300mm below). Hence the second floor will have to work within the current ridge height. The proposed section is incorrectly drawn. The headroom in the extended glazed portion is inadequate. The proposed Juliet balcony would negatively impact on the amenity of the neighbours, through loss of privacy. This proposal would be contrary to Policy DM9 of the Epping Forest adopted Local Plan (2023) and the NPPF (2023).

Application No: EPF/1376/25

Officer: Loredana Ciavucco

Location: 57 Hillcroft, Loughton, IG10 2PS

Proposal: Single storey front extension.

The Committee OBJECTED to this application stating the proposal would extend excessively from the neighbour and therefore be out of keeping, contrary to Policy DM9 of the Epping Forest adopted Local Plan (2023) and the NPPF (2023).

Application No: EPF/1384/25

Officer: Suleman Uddin

Location: 19 Summerfield Road, Loughton, IG10 4JF

Proposal: Single rear extension with flat roof & lantern, new raised patio. Part conversion of existing garage.

The Committee had NO OBJECTION to this application.

Application No: EPF/1393/25

Officer: Rhian Thorley

Location: 31 Hillcrest Road, Loughton, IG10 4QH

Proposal: Proposed two storey side extensions, single storey rear extension with raised rear patio, roof remodelling incorporating a loft conversion with rear and side dormers.

The Committee NOTED the contents of a letter of support.

The Committee had NO OBJECTION to this application.

287.4 Consent under Tree Preservation Orders

Application No: EPF/1340/25

Officer: Robin Hellier

Location: 262 Diggens Court, High Road, Loughton, IG10 1RB

Proposal: TPO/EPF/06/79 (Ref: T6)

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.

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.

Application No: EPF/1407/25

Officer: Robin Hellier

Location: Hetton House, Station Road, Loughton, IG10 4NP

Proposal: TPO/EPF/07/79

T31: Lime - Crown reduce by up to 3m, as specified.

T32: Horse Chestnut - Crown reduce by up to 3m, as specified.

TPO/EPF/14/93

T1: Lime - Crown reduce by up to 3m, as specified.

T2 & T3: Horse Chestnut - Crown reduce by up to 3m, 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.

Cllr Wixley declared a non-pecuniary interest in the following planning application as he knows the occupant of this residence.

Application No: EPF/1408/25

Officer: Robin Hellier

Location: 8 Brooklyn Avenue, Loughton, IG10 1BL

Proposal: TPO/CHI/02/70 (Ref: A1)

T1: Ash - Crown reduce by up to 2.5m, 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.

287.5 Deemed Permission and Others– provided for information only:

The Committee NOTED the following application:

Application No: EPF/1229/25

Officer: Suleman Uddin

Location: 37 Audley Gardens, Loughton, IG10 2EN

Proposal: Certificate of Lawful Development for proposed second floor via loft conversion to a bungalow property.

**** The Committee OBJECTED to this proposal on the grounds that this application should have been rejected. The gardens of these corner units are small wedged shaped. The first floor extension will overlook the adjoining garden severely and will be oppressive for the neighbour. Note that there is a full door on the first floor at the rear. The rear would be an ugly sight forced onto the neighbour. The first floor bathroom has restricted headroom. The plans are drawn incorrectly. The wall will in reality be thicker and hence the stairs will not fit. The side elevation is drawn back to front. The accuracy of the drawings is in doubt. The corner elevation is detrimental to the street scene.**

PL288 Decisions

288.1 Decisions by Epping Forest District Council

No decision notices have been received.

PL289 Licensing Applications

No licensing applications had come to the attention of officers.

PL290 Enforcement and Compliance

290.1 ENF/0100/25: Corner Garth, Nursery Road, Loughton, IG10 4EF

The Committee NOTED the information received from the Enforcement Officer in respect of the above proposal.

Upon initial viewing of the new application, members expressed disappointment that it has been submitted under “Removal/variation of conditions - Section 73 TCPA” which it considers unacceptable. The Committee would therefore be raising an objection, when the fresh application formally appears on EFDC’s Weekly List.

Members believe the applicant should be required to submit a proper detailed full planning application, with full measurements included rather than the ambiguous scale bar currently included, for what has been built, and which appears to differ extensively from the approved Planning Application EPF/1780/23.

Signed:
Date: 18 August 2025