

*THESE MINUTES NOT YET CONFIRMED*

**LOUGHTON TOWN COUNCIL**

**PLANNING AND LICENSING COMMITTEE**

**MINUTES of the Meeting held on Monday 8 September 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 R Minhas  
S Murphy J Riley C Ubah

**Also present:** Cllr S Harriman

**Officers:** Debra Paris (Planning Committee Clerk)

5 Members of the public.

**PL301 Apologies for Absence**

No apologies for absence had been received for this meeting.

**PL302 Declarations of Interest**

The Committee declared a non-pecuniary interest in Planning Applications: EPF/0763/25 - 2A Pump Hill; EPF/1624/25 - Beech Farm, High Road; EPF/1646/25 - 69 Church Hill; EPF/1498/25 - 15 Sparelease Hill; EPF/1551/25 - 41 Sparelease Hill; EPF/1570/25 - 11 Wellfields; EPF/1621/25 - 30 Forest Way; EPF/1648/25 - 36 Tycehurst Hill; and EPF/1619/25 - 12 Lower Road, owing to comments received from the Loughton Residents Association Plans Group (LRAPG), all Committee members being members of the Loughton Residents Association.

Cllr Riley declared a non-pecuniary interest in planning application EPF/1600/25 – 16 Albion Park, IG10 4RB, as he is an immediate neighbour to this property.

Cllr Harriman declared a non-pecuniary interest in planning application EPF/1624/25 - Beech Farm, High Road, IG10 4JJ, stating that while he is a LTC councillor, this application is not in the Ward that he represents. Furthermore, he was not a member of this Committee and therefore did not have the authority to vote on any matter that goes to a vote. He had been asked to speak on this application on behalf of a resident, who was unable to attend the meeting and had agreed to do so, providing an edited submission, in order to meet the three minute time limit. In addition, he lives near the planning application site and could be affected by the development.

Cllr Minhas declared a non-pecuniary interest in planning application EPF/1534/25 – 43 Alderton Hill, IG10 3JD, as he knows the owner.

**PL303 Confirmation of Minutes**

The Minutes of the meeting of the Planning and Licensing Committee held on 18 August 2025, amended from those circulated to read as follows:

1. Committee Members: Councillors: S Murphy (amended from S Murray)
2. Min no PL294.3, to include the word “match” at the end of the first sentence of the final paragraph: to now read “The drawings submitted of the land do not match.”

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

The Committee AGREED to bring forward planning applications: EPF/1624/25 - Beech Farm, High Road, IG10 4JJ, and EPF/1570/25 – 11 Wellfields, IG10 1PB following the above agenda item, as members of the public present at the meeting had an interest in these proposals.

**PL304 Planning Applications**

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

**304.1 Full Planning Permission:**

**Application No:** EPF/1624/25

**Officer:** Yee Cheung

**Location:** Beech Farm, High Road, Loughton, IG10 4JJ

**Proposal:** Demolition of existing buildings and the construction of 2 no. new dwellings together with access from High Road and associated development.

The Committee NOTED the contents of two letters of objection.

Members of the public with an interest in this application addressed the meeting.

The Committee OBJECTED to this application on the grounds that it amounted to unacceptable backland development, impacting on the openness of the Green Belt, which provides diverse wildlife habitats. Members were concerned for the loss of the trees at this site to accommodate the proposed dwellings and believed this should require an input from the Tree & Landscaping Officer.

The proposal could become a gateway to future urbanisation of this green open land which provides a separation between Loughton and Buckhurst Hill, and a green outlook across the road from the Forest and SAC. The land was also known to regularly flood and sites a high pressure gas main. The Committee also drew the Planning Officer's attention to the Archaeological Report and recommendations.

The dwellings would overlook Beech Farm and No 17 High Road to the detriment of their residents' amenity.

Members disputed the applicant's claim that "*the proposal has been significantly reduced in size and scale following officer feedback moving from a 2-storey proposal to smaller chalet-style dwellings*". The proposed designs were substantial, bulky four-bedroom dwellings that had not been sufficiently reduced in size from the earlier application.

Further, the proposed access road was considered unnecessary and should be removed from the proposal. Members believed a single house or potentially two single storey dwellings of high quality build would be acceptable. The land was barn territory, which would be a more preferable design to the proposed monumental masonry dwellings, which had been squeezed into the lefthand side of the site. Any new development would be better positioned more centrally, designed to tie-in with the existing barn at this site.

The proposal was contrary to Policies DM4, DM5 and 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.

**304.2 Householder Planning Permission:**

**Application No:** EPF/1570/25

**Officer:** Rhian Thorley

**Location:** 11 Wellfields, Loughton, IG10 1PB

**Proposal:** Proposed two storey front and rear extensions.

The Committee NOTED the contents of a letter of objection.

A member of the public addressed the meeting.

The Committee OBJECTED to this application stating it would result in a loss of character to this part of Wellfields. The houses in this road were predominantly brick built and the proposed rendered finish to this semi would not be in keeping with the neighbouring property. It would result in a negative impact on the street scene, spoiling the equilibrium of the road.

The stepping forward of the building line failed to consider the neighbouring properties and should not be allowed. This section of Wellfields contains pairs of semis, of symmetrical appearance. The proposal would turn numbers 9 and 11 into an asymmetrical pair, whose fronts would badly clash in style. The design also contained excessive glass, that would be too dominant on the street scene and create light pollution. The proposal was contrary to Policy DM9 of the Epping Forest adopted Local Plan (2023) and the NPPF (2023).

A redesign of the proposal reducing the mass and form was required along with a light report.

**PL305 Matters for Report**

**305.1 Consultation on Waltham Abbey Masterplan – min no PL296**

Members considered the proposed site was a prime site in need of development, however it failed to address the infrastructure and access requirements necessary to support it. The development near the Marriott Hotel were considered to be a better design than the proposed.

**305.2 Planning Re-consultation: EPF/1305/25 – Davenant Foundation School, Chester Road, IG10 2LD. Proposal: Demolish existing sixth form and library block and replace with new partial two storey sixth form including library and SEN classrooms – Min no PL297.1.**

Notification had been received from Epping Forest District Council that the above Planning Application had been modified, and the Committee's comments were invited. The re-consultation ends on 17/09/2025 (before the next Planning Committee meeting).

Additional information has been submitted to address previous consultation response.

The Committee agreed to defer this item to the end of the agenda to address, if there was sufficient time.

**PL306 Planning Applications**

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

**306.1 Full Planning Permission:**

**Application No:** EPF/0763/25

**Officer:** Yee Cheung

**Location:** 2A, Pump Hill, Loughton, IG10 1RT

**Proposal:** Demolition of existing dwelling to be replaced with 3no. 3 bedroom dwellings with attached garage and off road parking.

The Committee NOTED the contents of a letter of objection.

The Committee OBJECTED to this application stating it was an overdevelopment and out of keeping. The proposed dwellings by reason of their detailed design, excessive height – three storeys, fenestration and materials, were wholly out of character with Pump Hill, harming the charm and character of the area, a site on one of the most historic and important streets in Loughton.

Currently, the house was visible from Church Hill to the north of the junction, but partly screened from Church Hill by the trees along the Church Hill boundary, that provided a mature green screen. Even if the existing trees were retained, the dwellings, particularly the most western one, would be clearly visible from Church Hill during the summer but particularly in winter when leaves have fallen, resulting in a wholly out of keeping appearance. The proposal would fail to satisfy paragraph 35 (c) of the NPPF which says planning decisions should ensure developments “*are sympathetic to local character and history, including the surrounding built environment and landscape setting, while not preventing or discouraging appropriate innovation or change (such as increased densities)*”.

The proposed single space in front of each garage would compromise the parking, making it impractical and dangerous to move cars from the drive to allow a car to leave from the garage on a single-track road.

The proposal 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.

**Application No:** EPF/1595/25

**Officer:** Kelly Sweeney

**Location:** The Warren, Epping Forest, Loughton , IG10 4AA

**Proposal:** Installation of an Air Source Heat Pump (ASHP) system and associated infrastructure.

The Committee had NO OBJECTION to this application.

**Application No:** EPF/1646/25

**Officer:** Sukhvinder Dhadwar

**Location:** 69 Church Hill, Loughton, IG10 1QP

**Proposal:** Demolition of existing dwelling house and construction of 4 no. 4 bedroom houses, in a terrace configuration. (Amended application to EPF/1014/24).

The Committee NOTED the contents of two letters of objection.

The Committee OBJECTED to this application. This new proposal, the twelfth application for this site, was excessive in height, depth and bulk, all

grounds for previous refusal at this site (EPF/2053/22). The rear of all the new dwellings projected too far into the garden, with the rear bulk dominating the other adjacent homes. The monolithic side walls would dominate the neighbouring properties to the detriment of their amenity.

The proposed parking arrangement would create a highway safety issue, with at least eight vehicles reversing out onto a dangerous hill.

The Daylight and Sunlight report was not based on the outline of the building that has been applied for, so should be resubmitted.

Members consider the applicant to be attempting *another bite at the cherry* to get through a previously refused permission. They should be told to build what they have permission for. The Committee hopes Epping Forest embraces the Government's proposed changes to the planning system where they will be given the power to turn down future proposals from applicants like this who don't build out what they have consent for.

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.

**306.2 Removal/variation of conditions - Section 73 TCPA**

**Application No:** EPF/1055/25

**Officer:** Loredana Ciavucco

**Location:** 186 Forest Road, Loughton, IG10 1EG

**Proposal:** Change of use of the premises from mixed use mechanics workshop and offices to a piano workshop and showroom, the erection of a single storey extension and alterations to the front of the building.

The Committee had NO OBJECTION to this application.

Cllr Minhas declared a non-pecuniary interest in the following planning application EPF/1534/25, as he knows the owner.

**Application No:** EPF/1534/25

**Officer:** Yee Cheung

**Location:** 43 Alderton Hill, Loughton, IG10 3JD

**Proposal:** Variation of condition 2 'plan numbers' of EPF/0754/24 (Demolition of existing house and construction of new detached dwelling).

The Committee OBJECTED to this application on the grounds that the proposed ASHPs etc would be visible above the parapet, they were too large and need to be hidden from view, contrary to Policy DM9 of the Epping Forest adopted Local Plan (2023) and the NPPF (2023). A solution would need to be sought to mitigate this.

**306.3 Householder Planning Permission:**

**Application No:** EPF/1498/25

**Officer:** Rhian Thorley

**Location:** 15 Sparelease Hill, Loughton, IG10 1BS

**Proposal:** Proposed extension and refurbishment of the existing dwelling. The Committee NOTED the contents of a letter of objection.

The Committee OBJECTED to this application on the grounds that it would be doubling the footprint and the volume, resulting in a loss of character. The oversized fenestration and its detailed design would not be in keeping with this part of Sparelease Hill and would result in light pollution. The reason for the expansion (wheelchair unit and auxiliary accommodation) is not valid. The layout of the wheelchair unit and its bathroom are not wheelchair compliant.

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

**Application No:** EPF/1540/25

**Officer:** Loredana Ciavucco

**Location:** 41 Tycehurst Hill, Loughton, IG10 1BZ

**Proposal:** Partial garage conversion, infill of existing porch space with canopy, lanterns to existing single-storey extension and creation of rear terrace.

The Committee had NO OBJECTION to this application.

**Application No:** EPF/1549/25

**Officer:** Mohinder Bagry

**Location:** 34 Shaftesbury, Loughton, IG10 1HN

**Proposal:** Proposed ground floor rear extension.

The Committee had NO OBJECTION to this application.

**Application No:** EPF/1551/25

**Officer:** Suleman Uddin

**Location:** 41 Sparelease Hill, Loughton, IG10 1BS

**Proposal:** Erection of two-storey rear and front extensions, loft conversion, and roof replacement featuring front rooflights and rear dormers, removal of chimneys, alterations to windows and external materials.

The Committee NOTED the contents of a letter of objection.

The Committee OBJECTED to this application stating it was a mishmash of design styles. The proposal by reason of the amount and detailed design of the glazing was out of keeping with the area. As such it would result in a negative impact on the street scene and create light pollution. This would be contrary to Policy DM9 of the Epping Forest adopted Local Plan (2023) and the NPPF (2023).

Members also considered the proposal resembled more of a demolition and rebuild.

**Application No:** EPF/1569/25

**Officer:** Mohinder Bagry

**Location:** 131A Englands Lane, Loughton, IG10 2QL

**Proposal:** Proposed ground floor rear extension, internal alterations, floor plan redesign and all associated works.

The Committee had NO OBJECTION to this application.

**Application No:** EPF/1600/25

**Officer:** Loredana Ciavucco

**Location:** 16 Albion Park, Loughton, IG10 4RB

**Proposal:** Proposed garage conversion, creation of first floor over and two storey rear extension with lower ground floor, new roof over with loft rooms and inserted roof balcony. Level off rear garden.

The Committee OBJECTED to this application on the following grounds:

There were several missing drawings, including:

- A plan showing the views of the wall along the boundary with 17 Albion Park, including the design of the proposed retaining wall along that boundary, and sections showing the height of the proposed retaining walls, which could impact the foundations of no.17 as well as reduce the access width of the host dwelling. It appears that they have got the boundary between 16 and 17 in the wrong place.
- There is an anomaly in the drawings relating to the garage: the drawing 1990/10 rev E shows the ground floor wall (northerly) to be the existing unchanged single skin garage wall (as shown on drawing 1990/03 rev E). Drawings 1990/011 rev E and 1990/012 rev E show the new wall above the existing garage wall to be a double skin wall. This needs to be clarified as it may require new foundations that could also impact the foundations of no.17.
- There is insufficient information regarding the drainage from the proposed WC on the Lower Ground Floor and the kitchen sink on the Ground Floor level which again could impact the foundations of the neighbouring property at no.17.

The proposal would negatively impact the amenity of neighbours caused by a loss of privacy. The back door, north window of the kitchen and the three balconies at ground floor, first floor and roof level would all overlook the garden of no.17.

The proposed rear would have an enormous impact on the neighbours in Hazelwood, to the rear of this site, caused by overlooking. However, there is no neighbour consultation list to show that those residents have been notified of this proposal.

Where existing rear windows are obscured glass they should remain so in the new development, to protect the amenity of neighbours from overlooking.

There are no rear landscape drawings showing the proposed development and its impact on neighbouring properties and existing flora and fauna at the host site. An arboricultural report should be included.

Clarification was requested regarding errors in the application form where it is stated that there is no impact on existing trees and shrubs, however they have not produced any 'before' details and most of the layout drawings do not include any of the existing trees and shrubs, so they are also stating that the 10% Biodiversity uplift is not applied.

The tree officer should comment on the Basement Impact Statement with regard to impact on the existing trees and shrubs on the applicant's and the

neighbours' plots. The protection of the roots may influence the cut out for the basement.

Members consider there should at least be an extension to the consultation deadline as there was additional information uploaded to the planning portal on 3 September, with the consultation period ending on 4 September. This would not allow sufficient consideration of the proposal. Confirmation of who was notified, particularly the residents in Hazelwood who would be overlooked by the balconies, should be apparent.

**Application No:** EPF/1601/25

**Officer:** Rhian Thorley

**Location:** 16 Coteford Close, Loughton, IG10 2NT

**Proposal:** Demolition of existing porch and garage and replacement with new porch and study/storage space.

The Committee had NO OBJECTION to this application.

**Application No:** EPF/1613/25

**Officer:** Mohinder Bagry

**Location:** 64 Forest Road, Loughton, IG10 1EQ

**Proposal:** Single storey rear/side extension.

The Committee had NO OBJECTION to this application.

**Application No:** EPF/1619/25

**Officer:** Yee Cheung

**Location:** 12 Lower Road, Loughton, IG10 2RS

**Proposal:** Proposed first floor rear extension.

The Committee NOTED the contents of a letter of objection.

The Committee OBJECTED to this application stating the description of development was incorrect, with the plans showing extensions to the ground floor too.

This is a vintage cottage, the detailed design and materials were out of keeping with this part of Lower Road and to No 11. The existing side extension would create a complete mismatch with number 10, in terms of colour and materials, unbalancing this pair of semis. The proposal would negatively impact the street scene, contrary to Policy DM9 of the Epping Forest adopted Local Plan (2023) and the NPPF (2023).

Members noted the side roof extension, which faces onto a highway does not appear to have planning consent, and requested that the enforcement team investigate this.

**Application No:** EPF/1620/25

**Officer:** Rhian Thorley

**Location:** 164 Roding Road, Loughton, IG10 3BS

**Proposal:** Demolition of existing rear single storey extension and erection of single storey rear extension with raised patio.

The Committee had NO OBJECTION to this application.

**Application No:** EPF/1621/25

**Officer:** Rhian Thorley

**Location:** 30 Forest Way, Loughton, IG10 1JG



**Proposal:** Erection of a freestanding, single-storey timber-framed greenhouse.

The Committee NOTED the contents of a letter of objection.

The Committee OBJECTED to this application stating the proposed 'single storey' greenhouse was enormous, being over 12 feet high, with dimensions of 16' 9" by 10' 9". It would be highly visible from the house and tiny garden of 1 Ashley Grove resulting in a negative impact on their amenity. The greenhouse should be drastically reduced in size and/or placed further up the garden, away from number 1 Ashley Grove.

**Application No:** EPF/1632/25

**Officer:** Rhian Thorley

**Location:** 20 Sparelease Hill, Loughton, IG10 1BT

**Proposal:** Erection of a single-storey rear infill extension.

The Committee had NO OBJECTION to this application.

**Application No:** EPF/1648/25

**Officer:** Rhian Thorley

**Location:** 36 Tycehurst Hill, Loughton, IG10 1DA

**Proposal:** Loft conversion with rear dormer and 5 roof lights to front.

The Committee NOTED the contents of a letter of objection.

The Committee OBJECTED to this application stating the number and projection of the roof lights at the front would create light pollution, resulting in a negative impact on the neighbour's amenity and the street scene, contrary to Policy DM9 of the Epping Forest adopted Local Plan (2023) and the NPPF (2023).

This proposal would set a dangerous precedent. The roof lights should be conservation roof lights that are flush with the roof and reduced in number.

**Application No:** EPF/1653/25

**Officer:** Klajdi Koci

**Location:** 1 Elmhurst Way, Loughton, IG10 3DG

**Proposal:** Single storey rear extension.

The Committee had NO OBJECTION to this application.

**Application No:** EPF/1657/25

**Officer:** Caroline Brown

**Location:** 66 Alderton Hill, Loughton, IG10 3JB

**Proposal:** Double storey front and rear extension, conversion of the garage to a habitable room, alterations to fenestration to all elevations and internal alterations.

The Committee had NO OBJECTION to this application.

**Application No:** EPF/1675/25

**Officer:** Kelly Sweeney

**Location:** 41 The Lindens, Loughton, IG10 3HS

**Proposal:** Front porch.

The Committee OBJECTED to this application stating it was a corner plot that would be almost enclosed. It appears that the proposed lobby is crossing the footpath. It would be acceptable if the proposed was reduced

to the rear edge of the footpath. The smaller lobby would reduce the impact on the corner plot.

Members would consider waiving their objection if the suggested amendments were made and submitted for approval.

**Application No:** EPF/1692/25

**Officer:** Loredana Ciavucco

**Location:** 32, Sedley Rise, Loughton, IG10 1LT

**Proposal:** Single storey rear and side extension, loft conversion.

The Committee had NO OBJECTION to this application.

**306.4 Consent under Tree Preservation Orders**  
**No applications were listed under this permission.**

**306.5 Deemed Permission and Others– provided for information only:**  
The Committee NOTED the following applications, commenting on two proposals EPF/1439/25 and EPF/1628/25 – see below:

**Application No:** EPF/1439/25

**Officer:** Loredana Ciavucco

**Location:** 116 Smarts Lane, Loughton, IG10 4BS

**Proposal:** Certificate of Lawful Development for a Proposed Loft conversion with rear dormer and 2 rooflights to front roof slopes.

**\*\* This is an old, terraced cottage, if the front roof slope is being altered this should be a full planning application.**

**Application No:** EPF/1628/25

**Officer:** James Rogers

**Location:** 6 Barfields Path, Loughton, IG10 3JJ

**Proposal:** Prior approval for a 4.00m deep erection of single storey rear extension with pitched roof profile, height to eaves 2.60m and maximum height 3.50m.

**\*\* Prior approval does not provide an opportunity for the neighbour to comment on the intersection of the 45 degree projection from the living room fenestration. This automatic approval sets a precedent. This should be a full planning application, as it negatively impacts the neighbour.**

**Application No:** EPF/1636/25

**Officer:** Suleman Uddin

**Location:** 16 Dunmow Close, Loughton, IG10 3AS

**Proposal:** Certificate of Lawful Development for proposed loft conversion with rear dormer and 2x roof lights.

**Application No:** EPF/1654/25

**Officer:** Klajdi Koci

**Location:** 1 Elmhurst Way, Loughton, IG10 3DG

**Proposal:** Certificate of Lawful Development for proposed loft conversion with rear dormer to rear and new roof light window to front.

**Application No:** EPF/1658/25

**Officer:** Yee Cheung

**Location:** Birnam Lodge, Nursery Road, Loughton, IG10 4EF

**Proposal:** Approval of Details Reserved by Conditions 3 and 5 on EPF/1357/24 (Demolition of existing and construction of replacement dwelling).

**Application No:** EPF/1698/25

**Officer:** James Rogers

**Location:** 29, Durnell Way, Loughton, IG10 1TG

**Proposal:** Prior approval for a single storey rear extension with 4m rear projection with a flat roof, height to eaves 3m and maximum height 3.30m.

**PL307 Decisions**

**307.1 Decisions by Epping Forest District Council**

The Committee NOTED the decision notices for August 2025.

**PL308 Licensing Applications**

No licensing applications had come to the attention of officers.

**PL309 Enforcement and Compliance**

No Enforcement Notices had been received.

**PL310 Matters for Report**

**310.1 Planning Re-consultation: EPF/1305/25 – Davenant Foundation School, Chester Road, IG10 2LD. Proposal: Demolish existing sixth form and library block and replace with new partial two storey sixth form including library and SEN classrooms – Min no PL297.1.**

The Committee NOTED the additional information that had been submitted to address its previous consultation response – see below:

*Further to the town council comments with regards screening of the proposed replacement 6<sup>th</sup> form block and SEN the site plan has been amended to include further tree planting to the southwest of the building. The details of which can be confirmed by way of a condition applied to any given consent.*

*With regards comments relating to access to Debden Lane the proposal will not require any access either pedestrian or vehicular onto the lane. All access to the building will be via the existing main access road and carpark. As the number of staff and pupils will remain the same there will be no increase in traffic movements to the site from the replacement building.*

Members requested that the Planning Committee Clerk contact the agent to confirm whether the access to Debden Lane included “no access for building works on to Debden Lane”.

The Committee AGREED to confirm before the deadline date of 17 September whether it was willing to waive its objection to this application, once this further clarification was received.

**Signed:** .....

**Date:** 22 September 2025