

*THESE MINUTES NOT YET CONFIRMED*

**LOUGHTON TOWN COUNCIL**

**PLANNING AND LICENSING COMMITTEE**

**MINUTES of the Meeting held on Monday 22 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 S Murphy  
J Riley

**Also present:**

**Officers:** Mark Squire (Town Clerk – until min no PL316.1)  
Debra Paris (Planning Committee Clerk)

4 Members of the public.

**PL311 Apologies for Absence**

The Planning Committee Clerk reported that late apologies for absence had been received from Cllr Ubah due to work commitments and Cllr Minhas, who had been unexpectedly detained at his place of business following a Health and Safety incident there. In the circumstances there had been no time for any substitutions to be nominated for this meeting.

The Chairman advised that a Councillor would be recording this meeting.

**PL312 Declarations of Interest**

Cllr Lee declared a non-pecuniary interest in planning application EPF/1222/25 – Unregistered land along rear of 18-32 Witham Close IG10 3BQ, as he had a previous interest in this site. After initially declaring he would therefore not comment on this application, following advice from other Committee members that a non-pecuniary interest did not preclude him from speaking, he confirmed he would contribute to discussions.

**PL313 Confirmation of Minutes**

The Minutes of the meeting of the Planning and Licensing Committee held on 8 September 2025 were CONFIRMED as a correct record and signed by the Chairman.

The Committee AGREED to bring forward planning application: EPF/1222/25 - Unregistered land along rear of 18-32 Witham Close IG10 3BQ following the above agenda item, as members of the public present at the meeting had an interest in this proposal.

**PL314 Planning Applications**

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

**314.1 Full Planning Permission:**

**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. 18 - Mrs. D.Reed 20 - Mrs N.Sion  
22 - Mr. J. Cardy 24 - Mr. P Gurnell 26 - Mr. R.Finley 28 - Mr. M.Jarmulka  
30 - Mrs. J.Jones.

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

Following that address and a brief discussion by the Committee of the proposal, further members of the public with an interest in this application arrived at the meeting, one of whom had registered to speak in favour of the application. They were advised that the meeting was being recorded.

The Committee AGREED to hear the speaker's comments and asked the previous speaker whether they wished to speak again, which they declined, but confirmed that they would be happy to answer any questions put to them by the Chairman.

The Committee had NO OBJECTION to this application, stating it maintained its position that this unregistered land remained an ecological habitat to be restored and maintained as such.

Members considered the unregistered land should be returned to a woodland area providing a natural habitat for biodiversity, including the retention of the drainage ditch, and for this natural habitat and green screen to be enjoyed by all.

#### **PL315 Matters for Report**

##### **315.1 Approved seating plan included in Pavement Licence for Fables Stores, 202 High Road, IG10 1ET – Min no PL295.2**

The above plan had been circulated to members, following notification from the Licensing Officer of the approved application, which differed from the original application submitted.

Members NOTED the detail and commented that it appeared extra seating had been observed at the site, however it did not appear to be causing any issues at present, and the furniture was being removed in the evening, as requested. The situation would be monitored, and any concerns would be raised with the Licensing Authority, should it be necessary to do so.

##### **315.2 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 PL310.1.**

Following notification from Epping Forest District Council that the above Planning Application had been modified, and further confirmation from the applicant that "*construction traffic would not be accessing the site via Debden Lane*". It was agreed that the Committee would withdraw its previous objection to this application. This notification was submitted to the Planning Officer, under powers of delegated authority, in order to meet the deadline of 17/09/2025.

The Committee AGREED to RATIFY its submission to the local planning authority, as below:

*"The Committee is happy to agree to withdrawing the objection albeit members think you should consider additional outside canopies as well as the trees for shading and wet weather protection.*

*The Committee believes the Habitat survey/report, yet to be completed, is another condition to be discharged?"*

**PL316 Planning Applications**

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

**316.1 Full Planning Permission:**

**Application No:** EPF/1012/25

**Officer:** Mohinder Bagry

**Location:** 238 High Road Loughton Essex IG10 1RB

**Proposal:** Shop front alterations.

The Committee OBJECTED to this application stating it was unclear and confusing what was being proposed. The application should be resubmitted clarifying the proposed alterations. Members NOTED that if the proposal related to the outside seating this was a licensing issue and should be considered under the appropriate guidelines.

The Town Clerk left the meeting.

**Application No:** EPF/1666/25

**Officer:** Sukhvinder Dhadwar

**Location:** 89 Queens Road, Loughton, IG10 1RR

**Proposal:** Demolition of 2 storey side extension and construction of a single self-build dwelling.

The Committee OBJECTED to this application. Members noted the change of design; however they considered it failed to address its previous objections to planning application EPF/0706/24, min no PL16.1, submitted for this site. The Committee reiterated its previous objection, which was:

*"The Committee OBJECTED to this application on the grounds that the proposal would have a detrimental effect on the street scene, creating a loss of symmetry with the existing dwelling. It would also result in limited amenity space for the resident of the new dwelling.*

*The application would create a negative impact on the downhill neighbour's amenity caused by overlooking from the window in the rear elevation, which was above the height of the neighbouring property.*

*The proposal would also create a negative impact on the biodiversity of the nearby forest, caused by the removal of the existing garden to facilitate additional parking.*

*Members considered a two-floor property of an improved design, having regard to improved biodiversity, would be more acceptable than this three-floor proposal."*

Members also supported the local planning authority's refusal reason regarding lack of mitigation against the adverse impact on the Epping Forest Special Area of Conservation, resulting from this proposal.

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/1757/25

**Officer:** Alex Sadowsky

**Location:** The Warren, Nursery Road, Loughton, IG10 4RN

**Proposal:** Construction of an area of hardstanding incorporating soft landscaping and topsoil storage bund.

The Committee had NO OBJECTION to this application.

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

No matters had been listed under this permission.

**316.3 Consent to display an advertisement**

**Application No:** EPF/1029/25

**Officer:** Mohinder Bagry

**Location:** 238 High Road Loughton IG10 1RB

**Proposal:** Advertisement consent for new fascia sign to front elevation.

The Committee OBJECTED to this application stating the branding font was too large, chunky and aggressive. Members thought the colour and background were acceptable. However, they much preferred the styling and clarity of the existing font.

**316.4 Householder Planning Permission:**

**Application No:** EPF/1705/25

**Officer:** Rhian Thorley

**Location:** 66 Lower Park Road, Loughton, IG10 4NA

**Proposal:** Replacement of existing timber shed with garden room.

The Committee OBJECTED to this application on the grounds that the proposed garden room was too high and the roof too large, over-sailing the boundary. The application also failed to disclose the materials for the walls along the sides. Being positioned too close to the boundary it would result in a negative impact on the amenity of the neighbour and would remove the existing natural green screening, which would also negatively impact wildlife, contrary to policy DM5 of the Epping Forest adopted Local Plan (2023) and the NPPF (2023).

**Application No:** EPF/1723/25

**Officer:** Loredana Ciavucco

**Location:** 17 Southview Road, Loughton, IG10 3LG

**Proposal:** Single storey extension to rear of existing house, including the demolition of an existing rear extension.

The Committee OBJECTED to this application. Members were concerned that this was a shared driveway/access road. It needs to be established that the land being built on belongs to the applicant and is not part of a shared drive.

Members NOTED that the existing plan shows the garage as paired with the neighbours, but in the proposed drawings it is in a different position and enlarged. This is not included in the proposal. The description needs to be amended/clarified in this regard. Also titles on drawings were incorrect and the elevations failed to show the roof at the rear protruded beyond the lower roof edge.

**Application No:** EPF/1749/25

**Officer:** Rhian Thorley

**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. Although the rear extension was narrower than the previous application, EPF/1119/25, the proposal has been insufficiently amended to meet the Committee's previous objections, (min no PL268.3) which were:

*"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/1767/25

**Officer:** Rhian Thorley

**Location:** 25 Carroll Hill, Loughton, IG10 1NL

**Proposal:** Ground floor extensions to sides and other minor amendments.

The Committee reiterated its previous comments submitted in respect of planning application, EPF/0760/25, for this site (min no PL225.1), which were:

*"The Committee had NO OBJECTION to this application.*

*However, members expressed concern for the unnecessary demolition of the existing dwelling, which would negatively impact on the environment through carbon emissions, contrary to Policy DM21 Local Environmental Impacts, Pollution and Land Contamination of the Epping Forest adopted Local Plan (2023) and the NPPF (2023).*

*The Committee requested that more substantial planting of trees and mixed hedges of native species be included in the proposed replanting scheme to offset the environmental impact of the proposed demolition, as laid out in Policy DM5 Green and Blue Infrastructure of the Epping Forest adopted Local Plan (2023) and the NPPF (2023)."*

**Application No:** EPF/1768/25

**Officer:** Rhian Thorley

**Location:** 25 Carroll Hill, Loughton, IG10 1NL

**Proposal:** First and second floor extensions and other minor amendments.

The Committee OBJECTED to this application, stating it was an overdevelopment, by reason of its size and bulk, which would result in a loss of character, contrary to Policy DM9 of the Epping Forest adopted Local Plan (2023) and the NPPF (2023).

### **316.5 Consent under Tree Preservation Orders**

**Application No:** EPF/1834/25

**Officer:** Robin Hellier

**Location:** 8 Fairmeadside, Loughton, IG10 4RH

**Proposal:** TPO/EPF/07/79 (Ref: T61)

T1: Horse Chestnut – Crown reduce height by up to 2m, as specified.

Reduce lateral branches by up to 1m, as specified. Crown thin by 10%, 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.

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

The Committee NOTED the following applications, commenting on planning application EPF/1818/25 – see below:

**Application No:** EPF/1681/25

**Officer:** Caroline Brown

**Location:** 19 Cranleigh Gardens, Loughton, IG10 3DD

**Proposal:** Certificate of Lawful Development for existing use of the site which now comprises two self-contained dwellings known as 19 & 21 Cranleigh Gardens.

**Application No:** EPF/1735/25

**Officer:** Suleman Uddin

**Location:** 56 Tycehurst Hill, Loughton, IG10 1DA

**Proposal:** Application for approval of details reserved by conditions 4 'details of levels', 6 'external finishes', 7 'surface water disposal', 10 'landscape works' and 12 'construction method statement' on Planning Permission EPF/0034/24 (Demolition of the existing 1.5 storey dwelling as previously agreed (EPF/1008/16). Erection of replacement 4-bedroom dwellinghouse with a basement, integrated garage, and rear patio).

**Application No:** EPF/1818/25

**Officer:** Suleman Uddin

**Location:** 37 Audley Gardens, Loughton, IG10 2EN

**Proposal:** Certificate of Lawful Development for a proposed loft conversion

**\*\* The previous application, EPF/1229/25, was rejected. This application is the same and should also be rejected.**

**PL317 Decisions**

**317.1 Decisions by Epping Forest District Council**

No decision notices had been received.

**PL318 Licensing Applications**

No licensing applications had come to the attention of officers.

**PL319 Enforcement and Compliance**

No Enforcement Notices had been received.

**Signed:** .....

**Date:** 6 October 2025