

LOUGHTON TOWN COUNCIL

PLANNING AND LICENSING COMMITTEE

MINUTES of the Meeting held on Monday 3 November 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:

Officers: Jonathon Glynn (Acting Planning Committee Clerk)

2 Member of the public.

PL338 Apologies for Absence

No apologies for absence were received for this meeting.

PL339 Declarations of Interest

The Committee declared a non-pecuniary interest in the following planning applications, EPF/2069/25 – 32 Alderton Hill, EPF/2103/25 – 23 Hillyfields and EPF/2124/25 – 15 Rockwood Gardens, owing to comments received from the Loughton Residents Association Plans Group (LRAPG), all Committee members being members of the Loughton Residents Association.

Cllr Dodd declared a non-pecuniary interest in planning application EPF/2123/25 – 104 The Drive, as the applicant is known to her.

PL340 Confirmation of Minutes

The Minutes of the meeting of the Planning and Licensing Committee held on 20 October 2025 were CONFIRMED as a correct record and signed by the Chairman.

The Committee AGREED to bring forward the following planning applications, EPF/2065/25 – 25 Carroll Hill, as a member of the public present at the meeting had an interest in this item.

PL341 Planning Applications

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

341.1 Householder Planning Permission:

Application No: EPF/2065/25

Officer: Rhian Thorley

Location: 25 Carroll Hill, Loughton, IG10 1NL

Proposal: Addition of basement floor, and other, minor amendments.

The Committee NOTED the contents of a letter of objection.

A member of the public addressed the meeting.

The Committee OBJECTED to this application on the grounds that the addition of the basement would be an overdevelopment of the site.

The increase in window coverage by 50% on the upper levels would cause overlooking and seriously affect the amenity of the houses backing on to the site.

The Committee has also previously 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 NPPF (2023) but still no proposed planting scheme has been provided for this application.

The Committee also NOTED that while again the applicant states, as in previous applications, that these are “minor amendments”, the Committee regarded that the amendments were not minor, making this statement appear quite misleading.

PL342 Matters for Report

The Committee NOTED that there were no matters for report listed on this agenda.

PL343 Planning Applications

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

343.1 Full Planning Permission:

Application No: EPF/2069/25

Officer: Mohinder Bagry

Location: 32 Alderton Hill, Loughton, IG10 3JB

Proposal: Construction of two detached dwellings on the same footprint as the consented proposal for a single dwelling.

The Committee NOTED the contents of a letter of objection.

The Committee OBJECTED to this application stating it would have a detrimental and negative effect on the street scene, contrary to Policy DM9 of the Epping Forest adopted Local Plan (2023) and the NPPF (2023).

It would create a terracing effect and would be out of keeping with the road.

The Committee noted the Highways Report submitted with the application, stating that the gates should be set back by 6 meters, which is not reflected in the plans.

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.

**343.2 Removal/variation of conditions - Section 73 TCPA
No applications were listed under this permission.**

343.3 Consent to display an advertisement

Application No: EPF/2150/25

Officer: Klajdi Koci

Location: 231 High Road, Loughton, IG10 1AD

Proposal: Advertisement consent for internally illuminated fascia and hanging signs.

The Committee had NO OBJECTION to this application.

343.4 Householder Planning Permission:

Application No: EPF/2078/25

Officer: Mohinder Bagry

Location: 31 Wellfields, Loughton, IG10 1PA

Proposal: Two storey side extension with demolition of existing garage and conservatory.

The Committee OBJECTED to this application stating the building right up to the boundary, would create a terracing effect and negative impact on the street scene, contrary to Policy DM9 of the Epping Forest adopted Local Plan (2023) and the NPPF (2023).

It was also noted that the house next door has made alterations to their adjoining garage roof, which are not reflected in these plans.

Application No: EPF/2090/25

Officer: Klajdi Koci

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

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

The Committee OBJECTED to this application, stating the porch extension would be out of keeping with the road, detrimental to the street scene, and would give the appearance of overcrowding the front of the property

Application No: EPF/2103/25

Officer: Mohinder Bagry

Location: 23 Hillyfields, Loughton, IG10 2JT

Proposal: Double storey side, single storey rear/side extension and single storey partial width front extension.

The Committee NOTED the contents of a letter of objection.

The Committee OBJECTED to this application

The roof extension imbalances a matching pair of semi-detached houses to the detriment of the area and creating a terracing affect, contrary to Policy DM9 of the Epping Forest adopted Local Plan (2023) and the NPPF (2023).

The detailed design, particularly the excessive amount of glazing on the rear roof visually harms this part of Hillyfields and increases light pollution.

The depth of the rear extension is excessive and results in the loss of too much garden and amenity space.

Application No: EPF/2123/25

Officer: Loredana Ciavucco

Location: 104 The Drive, Loughton, IG10 1HL

Proposal: Part one storey, part two storey, front, side and rear extensions.

The Committee had NO OBJECTION to this application.

Application No: EPF/2124/25

Officer: Loredana Ciavucco

Location: 15 Rookwood Gardens, Loughton, IG10 2DQ

Proposal: Erection of front porch, two storey side extension, two storey rear part single storey rear extension.

The Committee NOTED the contents of a letter of objection

The Committee OBJECTED to this application stating that whilst an improvement to the previous application, the changes do not overcome the previous reasons for refusal, and reiterated its previous comments for this proposal:

“The Committee OBJECTED to this application on the grounds that it was an overdevelopment of the site. If both corner properties were to have two-storey side extensions then the corner would be closed off, contrary to policy DM9 of the Epping Forest adopted Local Plan (2023) and the NPPF (2023).”

The proposed roof over sails the boundary and should therefore be stepped back. There was insufficient roof height in the loft. The parents’ room and the bedroom above were too close to the boundary. There was insufficient space in front of the windows to the front or the side boundary, which would result in overlooking causing a loss of amenity for the neighbours.

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/2136/25

Officer: Caroline Brown

Location: 58 Cheriton, Sparelease Hill, Loughton, IG10 1BT

Proposal: Loft conversion including raising ridge height and replace conservatory with two storey rear extension.

The Committee OBJECTED to this application on the grounds that the excessive glazing on the 1st floor, roof level and back elevation would cause overlooking and seriously impact of the amenities of the neighbours at number 56. There would also be an increase in light pollutions.

Application No: EPF/2143/25

Officer: Suleman Uddin

Location: 27 Station Road, Loughton, IG10 4NZ

Proposal: Conversion of a small integral garage into a habitable room.

The Committee had NO OBJECTION to this application. However, members requested that a condition be imposed that the garage conversion remains ancillary to the main dwelling.

Application No: EPF/2147/25

Officer: Suleman Uddin

Location: 47 Clovelly, York Hill, Loughton, IG10 1HZ

Proposal: Single storey rear extension at lower ground level.

The Committee had NO OBJECTION to this application.

Application No: EPF/2162/25

Officer: Suleman Uddin

Location: 2 Prescott Green, Loughton, IG10 2AQ

Proposal: Single storey side extension.

The Committee OBJECTED to this application on the grounds that it would cause a loss of symmetry, be an overdevelopment and out of keeping with character of the property. It would also negatively impact the visual amenity

and outlook of the neighbour and have a negative impact on the street scene.

The Committee noted that the submitted plans and elevations do not match.

343.5 Consent under Tree Preservation Orders

Application No: EPF/2189/25

Officer: Robin Hellier

Location: Oak Tree Cottage, 31 Goldings Hill, Loughton, IG10 2RY

Proposal: TPO/EPF/06/92 (Ref: G1)

T1: Sycamore - Re-pollard 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.

343.6 Deemed Permission and Others– provided for information only:

The Committee NOTED the following applications:

Application No: EPF/1807/25

Officer: Rhian Thorley

Location: 44 Mannock Drive, Loughton, IG10 2JD

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

Application No: EPF/2104/25

Officer: Klajdi Koci

Location: 35 Algers Road, Loughton, IG10 4NG

Proposal: Certificate of Lawful Development for proposed extension of existing garage for storage.

Application No: EPF/2014/25

Officer: James Rogers

Location: 59 Roundmead Avenue, Loughton, IG10 1PZ

Proposal: Prior approval for a proposed single story rear extension to a depth of 6.42m. An existing 2.42m extension is retained with a new 4m extension to make the overall extension depth of 6.42m, height to eaves 2.50m and maximum height 3.55m.

****The Committee raised the concern that this application should be considered under a full planning application, due to the size being over 6 meters.**

Application No: EPF/2149/25

Officer: Rhian Thorley

Location: 25 Carroll Hill, Loughton, IG10 1NL

Proposal: Approval of Details Reserved by Conditions 5 Materials and 11 Hard and Soft Landscaping 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)).

**** Bio-diversity should be maintained and flora and fauna should be replaced equal to that which has been removed.**

PL344 Decisions

344.1 Decisions by Epping Forest District Council

No decision notices had been received.

PL345 Licensing Applications

345.1 New premises licence application: The Ginger Pig 165a High Road, Loughton IG10 4LF

The Committee had NO OBJECTION to this application.

PL346 Enforcement and Compliance

No Enforcement Notices had been received.

Signed:

Date: 17 November 2025