

THESE MINUTES NOT YET CONFIRMED

LOUGHTON TOWN COUNCIL

PLANNING AND LICENSING COMMITTEE

MINUTES of the Meeting held on Monday 5 January 2026 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
J Riley M Stubbings (as substitute for Cllr Murphy)

Also present:

Officers: Debra Paris (Planning Committee Clerk)

One member of the public.

The Committee AGREED to bring forward planning application EPF/2553/25 – 8 Summerfield Road, after Matters for Report, as a member of the public present at the meeting had an interest in this item.

PL375 Apologies for Absence

The Planning Committee Clerk reported that Cllr Murphy had sent her apologies, with Cllr Stubbings being nominated as her substitute for this meeting.

PL376 Declarations of Interest

The Committee declared a non-pecuniary interest in planning application, EPF/2408/25 – 45 Pyrles Lane, and agenda item 7.1 – Licensing Application for Wo Fat Restaurant, owing to comments received from the Loughton Residents Association Plans Group (LRAPG), all Committee members being members of the Loughton Residents Association.

PL377 Confirmation of Minutes

The Minutes of the meeting of the Planning and Licensing Committee held on 15 December 2025 were CONFIRMED as a correct record and signed by the Chairman.

PL378 Matters for Report

There were no Matters for Report listed for this agenda.

PL379 Planning Applications

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

379.1 Householder Planning Permission:

Application No: EPF/2553/25

Officer: Loredana Ciavucco

Location: 8 Summerfield Road, Loughton, IG10 4JF

Proposal: Erection of rear extensions at ground and first floor level, along with excavation of basement, and roof alterations including removal of chimney.

The Committee NOTED the contents of three letters of objection.

A member of the public addressed the meeting.

The Committee OBJECTED to this application stating that although this proposal was a slight improvement on the aesthetics of the previous application, EPF/0696/25, it did not sufficiently address the Committee's earlier objections and failed to attain the appropriate quality of design.

The massing, shape and excessive height had not been addressed. The plans displayed indeterminate heights. Although the bay was retained the fenestration and roof over falls short of the original character resulting in a negative impact on the original street scene.

The proposed increase in height, close proximity to the boundary and rear extension would all impact the amenity of the neighbours through loss of light and loss of privacy from overlooking. Members noted that whilst a daylight summary assessment had been undertaken, a complete BRE assessment should be carried out. Contrary to Policy DM9 of the Epping Forest adopted Local Plan (2023) and the NPPF (2023).

The proposed was lacking green habitat at the front failing to enhance the biodiversity of the site, contrary to Policy DM5 of the Epping Forest adopted Local Plan (2023) and the NPPF (2023).

Members considered the proposal was approaching "demolition" without being specified as such in the description/drawings and requested that the Planning Officer be mindful of this, should the application be approved by the local planning authority, bearing in mind a similar occurrence recently regarding a different application site (EPF/0599/23 & EPF/0921/24).

379.2 Full Planning Permission:

Application No: EPF/1975/25

Officer: Yee Cheung

Location: Land rear of 230 - 232 High Road, Loughton, IG10 1ET

Proposal: Extensions and alterations to provide for 6 apartments.

Members NOTED that this proposal remained unchanged, failing to address their previous concerns, and commenting that an air quality assessment was required. This would have a bearing on the height of the proposed or the relocation of the existing ventilation/mechanical plant.

The Committee therefore reiterated its previous comments, min no PL355.1, which were:

"The Committee OBJECTED to this application stating it would have a detrimental effect on the street scene, due to its excessive height, bulk and massing and offered low quality accommodation."

The proposed development would have an overbearing impact on the existing flats due to its excessive height and immediate proximity to the rear elevation. By replacing the current open outlook, over a residential road, The Drive, and surrounding landscape, with a closely set, dominant building mass, the scheme would cause a significant loss of outlook, and create an unacceptable sense of enclosure.

This change would also lead to a material reduction in daylight and afternoon sunlight, further diminishing the living conditions of the existing flats.

Therefore, the Committee considered the block should be reduced by at least a floor, with the top floor being set back to mitigate the negative impact on the amenity of the residents of the existing flats opposite, above the shops. A sedum roof would also benefit the outlook for the neighbours.

The entrance/exit door to the lift lobby must not open outwards as it would clash with the pedestrians. Hence, the door must be recessed.

The bin store footprint does not appear to be sufficient. Access to the bin store should not be via shutters, as this would limit accessibility.

The parking provision was inadequate for the number of proposed flats, visitors and to be able to accommodate deliveries. The plan to reallocate parking provision from the NCP car park, for the flats, will have a negative impact on existing parking and push cars into surrounding roads.

Although the layouts claimed to comply with NDSS, the first floor and second floor layout do not seem to be compliant with Building Regulations Part M. The plans must be vetted by the Building Regulations officer.

This proposal is therefore 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.

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Application No: EPF/2386/25

Officer: Yee Cheung

Location: Unit 11, Oakwood Hill Industrial Estate, Loughton, IG10 3TZ

Proposal: Erection of warehouse for B8 storage and distribution use.

The Committee had NO OBJECTION to this application.

Application No: EPF/2425/25

Officer: Klajdi Koci

Location: New City College, Epping Forest Campus, Wellness Centre, Borders Lane, IG10 3SA

Proposal: Footpath from Borders Lane to entrance of Wellness Centre.

The Committee had NO OBJECTION to this application. However, members requested an additional funnelling method (e.g. by placing large boulders or planting) be included in the plans, to help prevent pedestrians from straying onto the grass at the entry/exit points.

Application No: EPF/2525/25

Officer: Mohinder Bagry

Location: Garage at 4 Church Hill, Loughton, IG10 1LA

Proposal: Minor external alterations including fenestration works, installation of rooflights and removal of side door access to Use Class E unit.

The Committee OBJECTED to this application, noting the floor plan did not tally with the elevation. The door on the floor plan was to one side, but the elevation showed the door in the centre. With aluminium framed glazing on the floor plan versus timber framed glazing on the elevation.

This building is in the York Hill Conservation Area and therefore traditional materials should be used (especially on the street elevations). Aesthetically, it would be preferable if the dark solid area was omitted, the framed solid panel could extend downwards (or dropped) to sit on a minimal stone plinth/wheelchair ramp. This was a missed opportunity to introduce a character property in the Conservation Area. It would be contrary to Policies DM7 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.

Application No: EPF/2555/25

Officer: Alex Sadowsky

Location: Balfour Beatty House, Old Station Road, Loughton, IG10 4PE

Proposal: Retention of the existing office and extension to the building to create a 1 bedroom apartment and 2 bedroom apartment.

The Committee had NO OBJECTION to this application. However, members expressed a concern that the most affected property was 25 Station Road where there was no continuous tree screening along the rear boundary. This property would receive less sunlight in the late afternoon. They would also be looking at a plain brick wall; therefore an articulated brick pattern would reduce the impact.

379.3 Removal/variation of conditions - Section 73 TCPA

Application No: EPF/2472/25

Officer: Klajdi Koci

Location: 31 Hillcrest Road, Loughton, IG10 4QH

Proposal: Variation of Condition 2 Plan numbers of EPF/1393/25

(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 had NO OBJECTION to this application.

Application No: EPF/2473/25

Officer: Loredana Ciavucco

Location: 28 Ollards Grove, Loughton, IG10 4DW

Proposal: Variation of Condition 2 Plan numbers and 7 Materials of EPF/0856/25 (Replacement Single Dwelling House).

The Committee OBJECTED to this application on the grounds that the proposal removed all the natural existing screening, but failed to include any replacement mixed native planting of a reasonable height which would soften the impact of the proposed on the street scene, contrary to Policy DM5 of the Epping Forest adopted Local Plan (2023) and the NPPF (2023).

An application for the Front Boundary Treatment should be made.

Application No: EPF/2541/25

Officer: Loredana Ciavucco

Location: 36 Roding Gardens, Loughton, IG10 3NH

Proposal: Variation of Condition 2 Plan numbers of EPF/0348/25 (Proposed First Floor Rear extension and proposed loft conversion incorporating rear Dormer and raising off existing roof by 400mm).

The Committee OBJECTED to this application stating it would create a terracing effect and would fail to enhance the design and street scene, contrary to Policy DM9 of the Epping Forest adopted Local Plan (2023) and the NPPF (2023). A small set back dormer would be permissible.

379.4 Consent to display an advertisement
No applications were listed under this permission.

379.5 Householder Planning Permission:

Application No: EPF/2408/25

Officer: Hannah Collins

Location: 45 Pyrles Lane, Loughton, IG10 2NW

Proposal: Erection of a double-storey side extension and single-storey rear extension.

The Committee NOTED the contents of a letter of objection.

The Committee OBJECTED to this application on the grounds that it was an overdevelopment and overbearing. The dwelling forms a matching pair with 1 Hillyfields. A two storey side extension next/tight to the boundary would set a precedent and create terracing / a solid corner. Hence, the side extension should either be single storey (as the neighbour) or the upper floors should be well away from the side boundary. The side extension should be set back on all floors to maintain the hierarchy of the street scene and avoid a negative impact. The proposal was contrary to Policy DM9 of the Epping Forest adopted Local Plan (2023) and the NPPF (2023).

Application No: EPF/2418/25

Officer: Klajdi Koci

Location: 3 Aragon Close, Loughton, IG10 3NP

Proposal: Partial gable end roof loft extensions and conversion, including a dormer window extension to the front elevation, a shed dormer extension to the rear elevation and a small internal corner roof extension over the existing staircase, with an associated reorganisation of the internal accommodation layout at first floor level.

The Committee had NO OBJECTION to this application.

Application No: EPF/2475/25

Officer: Loredana Ciavucco

Location: 2 Potters Close, Loughton, IG10 1JQ

Proposal: Single-storey side infill and single-storey rear extension to replace the existing conservatory. External re-cladding of the house and replacing all existing windows with new.

The Committee had NO OBJECTION to this application.

Application No: EPF/2508/25

Officer: Caroline Brown

Location: Corner Garth, Nursery Road, Loughton, IG10 4EF

Proposal: Proposed improvements and extensions.

The Committee OBJECTED to this application stating it was yet another attempt for approval by stealth, for what they have already built. The Committee reiterated its previous comments, min no PL331.1:

“The applicant was advised by the Enforcement Officer to resubmit an application representing what they have built, which bears no resemblance to the approved planning application EPF/1780/23. The Committee believes this application does not reflect what has been built nor what was approved. These are not minor amendments. The applicant has completely disregarded the approved plans and built what they like, showing a flagrant disregard for the planning process and attempting to gain retrospective permission through enforcement. The Committee NOTED that a similar application to this, EPF/0019/24 had previously been refused by Epping Forest District Council. To allow this application would set a dangerous precedent undermining the integrity of the planning process.

The Committee OBJECTED to the larger dormer windows in this part of the proposal, stating they would create a loss of amenity through overlooking and loss of privacy for the neighbours. Contrary to policy DM9 of the Epping Forest adopted Local Plan (2023) and the NPPF (2023).

The Committee considered this application, due to its ambiguity, should be withdrawn and a fresh application submitted with drawings clearly outlining what the proposed building form is – having already been completed, as existing. Failure to do so should result in Enforcement action being enacted.”

Application No: EPF/2537/25

Officer: Suleman Uddin

Location: 38 Queens Road, Loughton, IG10 1RS

Proposal: Single storey rear extension and hip-to-gable loft conversion with front and rear dormers.

The Committee OBJECTED to this application stating the front elevation design would create a negative impact on the street scene and required slight amendment.

The splayed sides of the rough cast render and the spout (without a down pipe) would cause water damage to the dormer corner. The gutter should be much closer to the window head as per the first floor. The tapered roof edge was too thick. The materials should be changed to match original.

The application was contrary to policy DM9 of the Epping Forest adopted Local Plan (2023) and the NPPF (2023).

Application No: EPF/2539/25

Officer: Loredana Ciavucco

Location: 51 High Road, Loughton, IG10 4JE

Proposal: Proposed Outbuilding.

The Committee had NO OBJECTION to this application.

Application No: EPF/2559/25

Officer: Hannah Collins

Location: 7 High Silver, Loughton, IG10 4EL

Proposal: Demolition of the existing garage and erection of a replacement two-storey outbuilding to provide additional residential accommodation, together with minor external alterations, removal of 1 no. pine tree and associated ancillary works.

The Committee had NO OBJECTION to this application. However, members requested, that if approved, a condition be imposed for the outbuilding to remain ancillary to the main dwelling.

Application No: EPF/2563/25

Officer: Alex Sadowsky

Location: 30 The Greens Close, Loughton, IG10 1QE

Proposal: Removal of existing single storey rear extension and replace with proposed single storey rear extension.

The Committee had NO OBJECTION to this application.

Application No: EPF/2593/25

Officer: Suleman Uddin

Location: 89 Oakwood Hill, Loughton, IG10 3ER

Proposal: Proposed single storey rear/side extension with raised rear patio (Amended application to EPF/2169/25).

The Committee had NO OBJECTION to this application.

379.6 Consent under Tree Preservation Orders

Application No: EPF/2315/25

Officer: Robin Hellier

Location: 65 Alderton Hill, Loughton, IG10 3JD

Proposal: TPO/EPF/13/80

T1: Lime - Fell and replace, 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. Members commented that this tree was a significant tree on Alderton Hill.

379.7 Deemed Permission and Others– provided for information only:

The Committee NOTED the following applications – commenting on EPF/2465/25, EPF/2515/25 and EPF/2520/25:

Application No: EPF/2394/25

Officer: Caroline Brown

Location: 1 St Thomas More Close, Loughton, IG10 2FE

Proposal: Certificate of Lawful Development for proposed change of use from C3 residential to C2 care home for up to two children.

Application No: EPF/2465/25

Officer: Marie-Claire Tovey

Location: 7 Highwood Lane, Loughton, IG10 3LS

Proposal: Single-storey rear extension projecting 5.5 metres from the rear wall of the original dwellinghouse, with a maximum height of 3.0 metres and an eaves height of 3.0 metres. Materials to match the existing dwelling.

The Committee OBJECTED to this proposal. The property has already been extended by 2m, and the garden is already small. The kitchen area is minimal for a family house, and the garden is even smaller. Together with the addition of a full size bathroom on the ground floor the proposal appears to be an HMO. Granting permission will set a dangerous precedent.

Application No: EPF/2470/25

Officer: Marie-Claire Tovey

Location: 73 Avondale Drive, Loughton, IG10 3DE

Proposal: Proposed single-storey 5m rear extension with an eaves height of 3.0m and a maximum overall height of 3.56m.

Application No: EPF/2513/25

Officer: Marie-Claire Tovey

Location: 29 Roydon Close, Loughton, IG10 3DN

Proposal: Erection of one storey rear extension.

Application No: EPF/2515/25

Officer: Suleman Uddin

Location: 29 Roydon Close, Loughton, IG10 3DN

Proposal: Certificate of Lawful Development for proposed loft conversion with rear dormer and front roof lights and outbuilding to rear garden.

The Committee OBJECTED to this proposal. The position of the outbuilding must be relocated further away from the rear fence (as per 31's outbuilding). Tree screening to be provided to avoid negatively affecting the view from no.33 and the street scene.

Application No: EPF/2520/25

Officer: Klajdi Koci

Location: 18 Regents Place, Loughton, IG10 4PP

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

The Committee OBJECTED to this proposal on the grounds of the loss of amenity to the neighbour from overlooking caused by the Juliet balcony.

PL380 Decisions

380.1 Decisions by Epping Forest District Council

No decision notices had been received.

PL381 Licensing Applications

381.1 Licensing Application for a new Premises Licence for a restaurant – Wo Fat Restaurant, 270-272 High Road, Loughton, IG10 1RB

The Committee OBJECTED to this application based on licensing objectives 1: the prevention of crime and disorder, and 2: the prevention of public nuisance.

The sale of alcohol, both on and off the premises, the provision of recorded music, the provision of late night indoor refreshment, and the provision of late night outdoor refreshment up to 1am, seven days a week would inevitably cause disturbance to residents living above and nearby, by reason of customers leaving the premises, many of whom will have parked

in nearby quiet resident streets, and the potential crime and disorder that could occur.

Members noted that no details have been made available over where the outdoor refreshment would take place.

The Committee considered 11pm was the latest the Wo Fat restaurant should be open each evening. Even if the premises were well sound-proofed, the noise of such customers (and their vehicles) leaving late at night, at a time when other daytime noises were much reduced, would obviously disturb residents.

Café Caribbean, 262 High Road, was granted an alcohol and recorded music licence for up to 10pm on Tuesday, Wednesday and Thursday, 11pm on Friday and Saturday and 10pm on Sundays. Members believed this application should match those conditions.

381.2 Street Trading Consent Renewal – Healthy Option, Wickes Car Park, Goldstone House, Langston Road, Loughton IG10 3TQ

The Committee had NO OBJECTION to this application.

PL382 Enforcement and Compliance

No Enforcement notices had been received.

Signed:

Date: 19 January 2026