LOUGHTON TOWN COUNCIL

PLANNING AND LICENSING COMMITTEE

MINUTES of the Meeting held on Monday 19 October 2026 at 7.30pm at Loughton Town Council Chamber, 1 Buckingham Court

Committee Members:

Councillors: J Riley (in the Chair)
W Dodd K-W Lee C Ubah
S Murphy (as substitute for Cllr Minhas)

Also present:

Officers: Debra Paris (Planning Committee Clerk)

PL554 Apologies for Absence
Apologies for absence were received from Cllrs Davies and Minhas. Cllr Murphy had been nominated as substitute for Cllr Minhas and Cllr Riley would take the Chair for this meeting.

PL555 Declarations of Interest
No declarations of interest were declared for this meeting.

PL556 Confirmation of Minutes
The Minutes of the meeting of the Planning and Licensing Committee held on 5 October 2026, amended from those circulated to show Cllr Ubah had not been present at the meeting, his apologies having been received and recorded (min no PL544) were CONFIRMED as a correct record and signed by the Chairman.

PL557 Public Representations
None were received for this meeting.

PL558 Matters for Report
There were no matters for report.

PL559 New application form for Market Licence
The Committee AGREED to ADOPT the proposed application form, noting the Town Council has the right to issue a market licence.

PL560 Allocation of Earmarked Funds – Local Plan (min no RG179)
The Committee AGREED that the allocation of £15,000 for the local plan be reallocated in Earmarked Funds. Members would prefer these funds to be directed towards town planning related matters, i.e. green spaces or Fields in Trust.

PL561 Planning Applications
The following planning applications were CONSIDERED, and the plans inspected.

561.1 Full Planning Permission:
Application No: EPF/1739/26
Officer: Nathaniel Raimi
Location: 132-136 High Road, Loughton, IG10 4BG
Proposal: Expansion of the existing shop at ground-floor level, creation of a new entrance to the first-floor flat, change of use of the first floor from

Class E (office) to Class C3 (residential), and construction of a new second storey to provide an additional self-contained flat.

The Committee OBJECTED to this application. Although, members were not opposed to the development in principle, the submitted design required improvement to enhance the appearance of the High Road, the proposed would have a detrimental effect on the street scene, contrary to Policy DM9 of the of the Epping Forest adopted Local Plan (2023) and the NPPF (2023).

Members considered a Mansard style roof would be preferable to the proposed design, and would be in keeping with similar developments in that part of the High Road.

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.

561.2 Removal/variation of conditions - Section 73 TCPA
Application No: EPF/1830/26
Officer: Sukhvinder Dhadwar
Location: 69 Church Hill, Loughton, IG10 1QP
Proposal: Variation of Condition 2 Plan Numbers of EPF/1500/26 (no 3 bedroom houses in total, in a terrace configuration).
The Committee NOTED the contents of a letter of Objection.

The Committee OBJECTED to this application, supporting the comments of the neighbour at no 73, and the comments of the Planning Inspector in points 10 and 11 in respect of the following planning appeal for this site:

Appeal Decision APP/J1535/W/25/3374784:

"10. Notwithstanding the points made by the appellant in relation to the proposed scheme in comparison to the approved scheme and ***also in relation to the overall design approach including the level of the eaves and ridge height of the proposed development in comparison to surrounding properties****, when the proposed design elements are taken together the resulting mass, scale and bulk of the upper part of the proposed dwellings within this setting would appear incongruous, bulky and would introduce an inharmonious development into the streetscene.* ***Such an arrangement would be at odds with the prevailing cohesive lower-rise suburban character and appearance of the area.***

11. I therefore conclude that the proposed development would unacceptably harm the character and appearance of the area. ***Consequently, the proposal would be at odds with Policy DM9 of the Epping Forest District Local Plan 2011-2033, March 2023 (EFDLP) which among other things seeks to ensure that development proposals contribute to the distinctive character of the local area and relate positively to their locality having regard to building heights and the form, scale and massing around the site."***

Application No: EPF/1838/26
Officer: Loredana Ciavucco
Location: 28 Ollards Grove, Loughton, IG10 4DW

Proposal: Variation of Condition 2 Plan numbers of EPF/1484/26 (Replacement Single Dwelling House).

The Committee OBJECTED to this application. Members NOTED the applicant had failed to clearly set out the proposed changes to the approved drawings.

The Committee considered the proposed Juliet balconies would negatively impact the amenity of neighbours resulting in overlooking. The approved dormer windows in the loft would therefore be preferable. Contrary to Policy DM9 of the of the Epping Forest adopted Local Plan (2023) and the NPPF (2023).

561.3 Consent to display an advertisement
No applications had been listed under this permission.

561.4 Householder Planning Permission:
Application No: EPF/1781/26
Officer: Klajdi Koci
Location: Goldings Croft, Clays Lane, Loughton, IG10 2RZ
Proposal: Loft conversion with catslide dormer roof design and associated infill extensions.

The Committee had NO OBJECTION to this application.

Application No: EPF/1821/26
Officer: Suleman Uddin
Location: 5 Lukintone Close, Loughton, IG10 3NS
Proposal: Partial conversion of existing integral garage to habitable accommodation.

The Committee had NO OBJECTION to this application.

Application No: EPF/1825/26
Officer: Nicola Bickerstaff
Location: 37 Spareleaze Hill, Loughton, IG10 1BS
Proposal: Replacement of the existing orangery with a two-storey rear extension, a two-storey front extension, a brick boundary wall with vehicular sliding gates, and an associated outbuilding.

The Committee had NO OBJECTION to this application.

Application No: EPF/1831/26
Officer: Klajdi Koci
Location: 46 Valley Hill, Loughton, IG10 3AL
Proposal: Loft conversion with hip-to-gable roof extension, rear facing dormer and two front roof windows. Replacement side elevation staircase window.

The Committee had NO OBJECTION to this application.

561.5 Listed building consent (Alt/Ext)
No applications had been listed under this permission.

561.6 Consent under Tree Preservation Orders
Application No: EPF/1809/26
Officer: Robin Hellier

Location: 7 Ripley View, Loughton, IG10 2PB
Proposal: TPO/EPF/29/08 (Ref: T4, T5, T6)
T1: Ash - Crown reduce height by up to 4m and lateral spread by up to 2m, as specified.
T2: Norway Maple -Crown reduce height by up to 3m and lateral spread by up to 1m, as specified.
T3: Horse Chestnut - Crown reduce height by up to 4m and lateral spread by up to 2m, as specified.

NB: The permitted specification of works is detailed in the conditions

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, in respect of T1: Ash and T2: Norway Maple.

However, members considered a slight reduction to T3: Horse Chestnut – Crown reduce height by up to **2m** and lateral spread by up to **1m** would be acceptable.

Application No: EPF/1833/26
Officer: Robin Hellier
Location: 6 The Fountains, Loughton, IG10 4RZ
Proposal: TPO/EPF/24/86, TPO/EPF/04/98
T1 & T2: Poplar - Fell and replace, as specified.

NB: The permitted specification of works is detailed in the conditions.

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 would be in contravention of Epping Forest District Council's Environmental Policy.

The Committee confirmed it would support the Tree Officer's decision.

561.7 Deemed Permission and Others – provided for information only:
Lawful Development Certificate Proposed:
Application No: EPF/1890/26
Officer: Klajdi Koci
Location: 28 Albion Hill, Loughton, IG10 4RD
Proposal: Certificate of Lawful Development for proposed ancillary outbuilding.

The Committee NOTED this application, but highlighted a potential drainage issue for this proposal – which would travel down onto the neighbouring rear property. Members also requested that the outbuilding, if deemed lawful, must remain ancillary to the main dwelling.

Approval of details reserved by a condition:
Application No: EPF/1900/26
Officer: Suleman Uddin
Location: 21 Hazelwood, Loughton, IG10 4ET
Proposal: Approval of Details Reserved by Condition 5 Hard and Soft Landscaping of EPF/0788/26 (Single-storey rear and side extension; change of use of existing garage to storage area and gym; first-floor side

extension above garage; reconfiguration of external terrace and steps together with associated external works).

The Committee NOTED this application.

Non-Material Amendment - Section 96 TCPA
Application No: EPF/1882/26
Officer: Mohinder Bagry
Location: 46 Upper Park, Loughton, IG10 4EQ
Proposal: Non-Material Amendment to EPF/0907/25 (Proposed new main roof, incorporating a new loft conversion with a flat roof rear dormer with a Juliet balcony).

The Committee NOTED this application.

PL562 Decisions

The decision notices for September 2026 were NOTED, in particular the decision by Planning Committee B to REFUSE planning application EPF2020/20 – Garage Site at Ladyfields, Loughton, IG10 3RP.

PL563 Licensing Applications

No applications had come to the attention of officers.

PL564 Enforcement and Compliance

564.1 Magistrates' Court Enforcement Proceedings: Aura, 179-181 High Road, IG10 4LF (Min no PL547.1 – Nov 2023)

The Committee NOTED the information received from Epping Forest District Enforcement Officers, that a trial date is awaited at the Magistrates' Court regarding the above proceedings.

Signed: ……..…
Date: 2 November 2026