LOUGHTON TOWN COUNCIL

PLANNING AND LICENSING COMMITTEE

MINUTES of the Meeting held on Monday 2 November 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
S Murphy (as substitute for the Committee Vacancy)

Also present:

Officers: Debra Paris (Planning Committee Clerk)

One member of the public.

The Committee AGREED to bring forward planning application EPF/1970/26 – 28 Albion Hill, under Public Representations – min no PL568, as a member of the public present at the meeting had an interest in this item.

PL565 Apologies for Absence
No apologies for absence were received for this meeting.

PL566 Declarations of Interest
Cllr Riley declared a non-pecuniary interest in planning application EPF/1970/26 – 28 Albion Hill, following contact by a neighbour opposing the application, in his role as a Forest Ward Councillor. He was also a member of the Albion Hill WhatsApp Group.

PL567 Confirmation of Minutes
The Minutes of the meeting of the Planning and Licensing Committee held on 19 October 2026 were CONFIRMED as a correct record and signed by the Chairman.

PL568 Public Representations
568.1 Planning Applications
The following planning applications were CONSIDERED, and the plans inspected.

Householder Planning Permission:
Application No: EPF/1970/26
Officer: Klajdi Koci
Location: 28 Albion Hill, Loughton, IG10 4RD
Proposal: Proposed extensions to front, side, rear and roof.

The Committee NOTED the comments of a letter of objection.

A member of the public addressed the meeting, speaking in favour of this proposal.

The Committee OBJECTED to this application. Members considered the proposal offered a much improved design to the previous refused application, EPF/0692/26, although expressed a preference for windows in

place of the proposed Juliet balcony to protect neighbour amenity, and a hip-end roof in place of the proposed gable end design.

However, no proper landscape drawings had been provided to demonstrate what green assets would remain, what would be removed and what would be added, to enhance the green infrastructure, as laid out in Policy DM5 of the Epping Forest adopted Local Plan (2023). Members were particularly concerned for tree T1, located on a neighbouring property, with regards the proposed basement development that would certainly impact this tree.

The Committee supported the Drainage Officer's concern regarding the proposed basement development's impact on groundwater flows and levels that can subsequently cause subsidence, instability, saturation and/or flooding.

PL569 Matters for Report

There were no matters for report.

PL570 Planning Applications

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

570.1 Full Planning Permission:

No applications had been listed under this permission.

570.2 Removal/variation of conditions - Section 73 TCPA

No applications had been listed under this permission.

570.3 Consent to display an advertisement

No applications had been listed under this permission.

The Committee AGREED to consider the following applications together as they were linked.

570.4 Householder Planning Permission and Listed building consent (Alt/Ext)

Application No: EPF/1898/26
Officer: Loredana Ciavucco
Location: 1 Woodbury Hollow Cottage, Woodbury Hill, Loughton, IG10 1JD
Proposal: Proposed conversion of the existing boiler housing into WC/utility room and alternations to existing house with glazed link for disability access.

Application No: EPF/1899/26
Officer: Loredana Ciavucco
Location: 1 Woodbury Hollow Cottage, Woodbury Hill, Loughton, IG10 1JD
Proposal: Grade II Listed Building Consent for proposed conversion of the existing boiler housing into WC/utility room and alternations to existing house with glazed link for disability access.

The Committee OBJECTED to these applications, stating they failed to meet policy DM7 and DM9 of the of the Epping Forest adopted Local Plan (2023) and the NPPF (2023).

Members strongly supported the concerns and recommendations of the Conservation Officer in respect of these applications.

570.5 Householder Planning Permission:
Application No: EPF/1916/26
Officer: Klajdi Koci
Location: 8 Roundmead Close, Loughton, IG10 1QD
Proposal: Single storey rear and side extension, first floor front extension over garage, conversion of garage into habitable space.

The Committee had NO OBJECTION to this application.

Application No: EPF/1942/26
Officer: Suleman Uddin
Location: 43 Spring Grove, Loughton, IG10 4QD
Proposal: Proposed ancillary single storey outbuilding incorporating Gym, store, Entertaining area and wc.

The Committee OBJECTED to this application due to the excessive height of the proposed outbuilding, which would negatively impact the amenity of the neighbours. Contrary to Policy DM9 of the of the Epping Forest adopted Local Plan (2023) and the NPPF (2023).

If the local planning authority was minded to approve this application, members requested a condition be imposed for the outbuilding to remain ancillary to the main dwelling. The proposal should also be brought to the attention of Building Control regarding potential drainage issues.

570.6 Consent under Tree Preservation Orders
Application No: EPF/1768/26
Officer: Robin Hellier
Location: 1 Academy Way, Loughton, IG10 3GS
Proposal: TPO/EPF/09/08
T2, T36 & T37: Oak - Crown lift by up to 5m from ground, 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.

Application No: EPF/1909/26
Officer: Thomas Peppiatt
Location: 39 Hillcrest Road, Loughton, IG10 4QH
Proposal: TPO/EPF/06/25
T1: Magnolia - Crown reduce height by up to 1.5m and 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.

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.

Application No: EPF/1931/26
Officer: Thomas Peppiatt
Location: 1 Swiss Cottage Place, High Road, Loughton, IG10 4RG
Proposal: TPO/EPF/15/12 (Ref: T2 & T3)
T1 & T2: Horse Chestnuts - Reduce lateral growth away from building by up to 2.5m, 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 NOTED that the application had been incorrectly completed, stating the trees were in a Conservation Area and not subject to a TPO, whereas the contrary was true. A corrected application should be completed and resubmitted.

Application No: EPF/1973/26
Officer: Thomas Peppiatt
Location: 43 York Hill, Loughton, IG10 1HZ
Proposal: TPO/EPF/03/87
T9: Lime - Crown reduce to previous points, 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.

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.

Application No: EPF/2004/26
Officer: Thomas Peppiatt
Location: 7 Cleves Close, Loughton, IG10 3NN
Proposal: TPO/EPF/02/93 (Ref: T18, T19)
T1: Field Maple - Crown reduce by up to 2.5m, as specified.
T2: Oak - Crown reduce by up to 2.5m, 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.

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.

Application No: EPF/2011/26
Officer: Robin Hellier
Location: 1 Academy Way, Loughton, IG10 3GS

Proposal: TPO/EPF/09/08 (Ref: A5)
G1: Mixed - Fell Cypress and Ash within group 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 NOTED that the applicant had failed to specify the proposed replacement trees.

570.7 Deemed Permission and Others – provided for information only:
Lawful Development Certificate Proposed:
Application No: EPF/1392/26
Officer: Klajdi Koci
Location: 26 Station Road, Loughton, IG10 4NX
Proposal: Certificate of Lawful Development to demonstrate implementation of consents previously granted - EPF/1224/03 - EPF/0011/25 - EPF/1478/25.

The Committee expressed EXTREME CONCERN for this application, requesting the Planning Officer severely scrutinises it, and places it on hold awaiting further decisions in respect of this site.

Application No: EPF/1752/26
Officer: Klajdi Koci
Location: 180 The Broadway, Loughton, IG10 3SS
Proposal: Certificate of Lawful Development for proposed garden room.

The Committee NOTED that the drawings displayed on the planning portal state they are “Superseded”, but updated plans are not displayed. New drawings should be included on the planning portal to allow proper scrutiny of this application.

Application No: EPF/1910/26
Officer: Loredana Ciavucco
Location: Prospect Business Park, Unit 8, Langston Road, Loughton, IG10 3TR
Proposal: Certificate of Lawful Development for change of use from Use Class E(g)(i) Office to Indoor Sport and Recreation (Use Class E(d)) Padel Court.

The Committee NOTED this application.

Application No: EPF/1957/26
Officer: Suleman Uddin
Location: 78 Sedley Rise, Loughton, IG10 1LT
Proposal: Certificate of Lawful Development for proposed fenestration changes including rooflights to existing extension.

The Committee NOTED this application.

Prior approval Part 1 Class A.1(ea): Larger home extension
Application No: EPF/1877/26
Officer: Marie-Claire Tovey

Location: 50 Queens Road, Loughton, IG10 1RS
Proposal: Erection of a single-storey rear extension following the demolition of existing rear elements.

The Committee NOTED this application.

Application No: EPF/1971/26
Officer: Marie-Claire Tovey
Location: 52 Hilltop, Loughton, IG10 1PX
Proposal: Demolition of existing rear addition and construction of new single storey rear extension with mono-pitch roof and two roof windows.

The Committee NOTED this application.

Approval of details reserved by a condition:
Application No: EPF/1925/26
Officer: Loredana Ciavucco
Location: Now known as no 8 Highgrove Close, Loughton IG10 2FD (formerly land to the rear of 33-37 Hillyfields, Loughton, IG10 2PT)
Proposal: Approval of Details Reserved by Conditions 6 Surface Water Drainage, 9 Contaminated Land, 11 Hard and Soft Landscaping and 12 Ecology of EPF/0053/25 (Construction of a 4-bedroom two storey dwelling with associated parking and landscaping).

The Committee NOTED this application.

Application No: EPF/1936/26
Officer: Suleman Uddin
Location: 47 Clovelly, York Hill, Loughton, IG10 1HZ
Proposal: Approval of Detail Reserved by Condition 3 (external finished) of EPF/2147/25 (Single storey rear extension at lower ground level).

The Committee NOTED this application.

PL571 Decisions

No decision notices had been received.

PL572 Licensing Applications

572.1 Application for Renewal of Pavement Licence – New Breed Bottle Shop, 287 High Road, Loughton, IG10 1AH

The application is for 2 tables and 2 chairs at the following times:
Monday - Saturday 12:00 to 21:00
Sunday 12:00 to 18:00

The Committee OBJECTED to this application which proposed 2 tables and 2 chairs. Currently there are two metal benches with two tables at this location. Members NOTED that the metal benches are degrading the pavement, which is unacceptable. Due to the narrow width of the pavement at this site, the street furniture should be contained within 0.75m of the shop front. A layout plan of the proposed street furniture should be provided for proper consideration of this application.

572.2 Application for Renewal of Pavement Licence – Greggs Bakers, 45 The Broadway, Loughton, IG10 3SP

The application is for 2 tables and 4 chairs at the following times:
Monday - Sunday 06:00 to 19:00

The Committee had NO OBJECTION to this application.

PL573 Enforcement and Compliance

No enforcement notices had been received.

Signed: ……..…
Date: 16 November 2026