



MINUTES OF THE PLANNING COMMITTEE

Date: Thursday 11 September 2025
Time: 6:30pm
Location: Parish Offices, Hainault Road, Chigwell, IG7 6QX

Members present:

Cllr. Elliot Costa (Chair)	Cllr. Osman Ali
Cllr Lorraine Clarke	Cllr Debby Rye
Cllr Lisa Morgan #	Cllr Rochelle Hodds #

Acting Clerk to the Council: Cllr Celina Jefcoate

Members of the Public and Councillors were asked to **NOTE** that in accordance with Standing Orders 3 (i) and the Local Government Transparency Code 2015, photographing, recording, broadcasting, transmitting or otherwise reporting the proceeding of a meeting may take place.

Councillors were asked to **NOTE** that in the exercise of their functions, they must take note of the following: equal opportunities; crime and disorder; human rights; health and safety and biodiversity

PL163/25 - APOLOGIES FOR ABSENCE

Apologies were received and **ACCEPTED** from Cllr Faiza Rivzi

PL164/25 - OTHER ABSENCES

Cllr Tosin Amuludun

PL165/25 - DECLARATIONS OF INTEREST

Cllr Members are asked to declare any Interest or Disclosable Pecuniary Interest which they may have in any of the items under consideration at this meeting. See notes at the end of the Agenda.

PL166/25 - MINUTES

The minutes of the meeting held 28 August 2025 ([Appendix 1](#)) were confirmed as an accurate record of what took place

PL167/25 - PUBLIC PARTICIPATION

None

To **CONSIDER** the following applications received for the weeks ending 22 and 29 August 2025

PL168/25 - [EPF/1731/25](#) - 42, Love Lane, Chigwell, IG8 8BB

Hip to gable roof alterations, construction of part single storey part two storey rear extension, and insertion of ground floor side window.

Chigwell Parish Comments:

No Objection

Cllr Morgan joined the meeting at 6.37pm

PL169/25 - [EPF/1732/25](#) - 42, Love Lane, Chigwell, IG8 8BB

Conversion of garage into habitable space. Relocation of front door. Alterations to ground floor front fenestration.

Chigwell Parish Comments:

No Objection

PL170/25 - [EPF/1639/25](#) - 5, Parkland Close, Chigwell, IG7 6LL

Proposed two storey rear and side extension with new double gable pitched roof to the rear. Proposed new roof over garage to the front.

Chigwell Parish Comments:

The Council **OBJECTS** due to overdevelopment, damage to the host building and harm to local character contrary to the design and character policies of the adopted Local Plan and the NPPF Planning History:

Cllr Hodds joined the meeting at 7.46pm

To **NOTE** and **COMMENT** if appropriate, Prior Approval Applications

PL171/25 - NONE

To **NOTE** and **COMMENT** if appropriate, the following Approval of Details Reserved by A Condition. This type of application is needed where a condition in a planning permission or a listed building consent requires details of a specified aspect of the development which wasn't fully described in the original application. These details need to be submitted for approval before the development can begin

PL172/25 - [EPF/1679/25](#) - 13, Brook Parade, Chigwell, IG7 6PF

Application for Approval of Details Reserved by Condition 8 (Construction Method Statement) on planning permission [EPF/2701/19](#) (Proposed construction of additional storey comprising 6 two-bedroom flats).

Chigwell Parish Council:

Chigwell Parish Council considers that the Construction Method Statement is generic, inaccurate and not site specific and that Condition 8 remains unmet.

Chigwell Parish Council asks that any resubmission explicitly confirms that all homes and shops will remain occupied during the build and that the method statement is designed on that basis.

Chigwell Parish Council requests a scaled plan that secures continuous safe access to every shopfront, entrance, staircase, refuse store and rear parking area for residents, staff and customers throughout the works.

Chigwell Parish Council seeks a clear drawing of hoarding lines, gates, pedestrian routes and a maintained emergency egress plan with management arrangements to keep routes open during scaffold erection, lifting and deliveries.

Chigwell Parish Council asks for a delivery and routing plan that reflects the constrained slip road and mews with timed delivery windows, a holding area away from Brook Parade and Brook Mews and swept path analysis for the largest vehicle to be used.

Chigwell Parish Council requests a workforce travel plan that prioritises rail, bus and shared travel and that prevents contractor parking in Brook Parade and Brook Mews.

Chigwell Parish Council asks for a dust, noise and vibration control plan with defined measures hours, of work and on site monitoring and for protection to be provided to nearby facades, doors and windows during high impact phases.

Chigwell Parish Council requests a materials and waste plan that removes reference to locations that are not part of the site, confirms there will be no on site crushing or stockpiling at roof level and identifies a safe method for daily waste removal that does not obstruct resident access.

Chigwell Parish Council seeks a scaffold and lighting strategy that prevents unauthorised access, preserves daylight and ventilation for occupied homes and avoids light spill into windows during darker hours.

Chigwell Parish Council requests a construction fire strategy for a partially occupied building that keeps all existing exits available, identifies any temporary diversions, sets a safe assembly point and confirms engagement with the Fire and Rescue Service on appliance access.

Chigwell Parish Council asks for a named community liaison manager, a contact number and email, a programme of advance notifications for disruptive stages and a complaints process with response times and escalation.

Chigwell Parish Council requests that factual errors are corrected, including the description of the site as a main road and the reference to Ive Farm Close, and that the method statement is revised to reflect the actual constraints at Brook Parade.

PL173/25 - [EPF/1690/25](#) - 37, Tomswood Road, Chigwell, IG7 5QR

Prior approval for 8.00m proposed single storey rear extension with internal alterations, height to eaves 3.00m and maximum height 3.30m.

Chigwell Parish Council:

No comment

To **NOTE** and **COMMENT** if appropriate, Lawful Development Applications - If a property owner wants to be certain that the existing or proposed use or development of a building is lawful for planning purposes or that their proposal does not require planning permission, they can apply for a 'Certificate of Lawful Existing Use or Development' (CLEUD) or a 'Certificate of Lawful Proposed Use or Development' (CLPUD)

PL174/25 - [EPF/1623/25](#) - MoD Manor House, Roding Lane, Chigwell , IG7 6BN

Certificate of Lawful Development for confirmation of commencement of works granted under planning application EPF/0635/20.

Chigwell Parish Council:

No comment

APPEALS

To consider and **AGREE** the Council's response/further action

PL175/25 - NONE

PL176/25 - ITEMS TO BE BROUGHT FORWARD TO THE NEXT MEETING OR ITEMS FOR DISCUSSION THAT DO NOT REQUIRE A DECISION TO BE MADE

PL177/25 - DATE OF THE NEXT MEETING

CONFIRMED as Thursday 25 September at 6.30pm

The meeting closed at 6.52pm