



St Helena  
Government

# MINUTES

## Land Development Control Authority Meeting

Date : Thursday, 17 January 2019  
Time : 10am  
Venue : St Helena Community College, Jamestown

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<b>Present</b>	Mrs Ethel Yon	Chairperson
	Mr Paul Hickling	Member (from 11.40 am)
	Mr Paul Scipio	Member
	Mr Raymond Williams	Member
	Mr Karl Thrower	Member
	Mr Andrew Chawora	Locum Chief Planning Officer (LCPO)
	Mr Shane Williams	Trainee Planning Officer (TPO)
	Mr Gavin George	Planning Assistant (PA)
	Mrs Karen Isaac	Secretary
	<b>Apologies</b>	Mr Ralph Peters

### 1. Attendance and Welcome

The Chairperson welcomed all present for the first meeting of 2019, thanked members for attending and wished everyone a happy new year and hoped that this year will be a rewarding if not challenging one. There were two Members of the Public present; one of which was the applicant in respect of application no. 2018/47.

### 2. Declarations of Interest

Mrs Ethel Yon, Chairperson declared her interest in respect of application no. 2018/86 as she is the President of the St Helena National Trust. It was noted that the Applicant now comes under the umbrella of the SHNT. The Chairperson left the table. It was agreed that Member, Mr Raymond Williams chair the meeting for this particular application.

For record purposes only, Member, Mr Karl Thrower informed the Authority that he worked as a Consultant for the St Helena National Trust.

### 3. Confirmation of Minutes of 12 December 2018

Members confirmed the Minutes of 12 December 2018 as a true record and were signed by the Chairperson.

### 4. Matters Arising from Minutes of 12 December 2018

1)	<p><b><u>Excision of four Land Parcels from Green Heartland to Intermediate Zone – Blueman’s Field</u></b></p> <p>It was agreed at the last meeting that the Authority recommend that the issue goes back to ExCo whereby on the grounds of excision the land will revert to the Intermediate Zone, subject to specific restrictions that needs to be agreed. The Authority to have copies of documents as proof that the land was originally in the Intermediate zone Recommendations to Governor-in-Council within four weeks from the date of the LDCA meeting (12 December 2018)</p> <p>Draft documentation with recommendations to the Governor-in council is in process. There is an existing ExCo memo that was previously presented where a decision to do a public consultation in terms of the ordinance was made. Clarity is now needed as to whether the same memo should be used accompanied by a recommendations letter to the Governor-In-Council or whether the recommendations letter alone would suffice.</p> <p><b>Authority Response:</b> The Authority advised that the same Exco Memo could be sent.</p>	LCPO
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### 5. Building Control Activities

LDCA Members were given a list of Building Control Activities for the month of December 2018 for their information.	LCPO/BI
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### 6. Current Applications

<p>LDCA Members were given a list of Current Development Applications.</p> <p><b>21 Applications await determination</b> at the time of preparation of this Agenda – some of which are still awaiting more information, some being assessed and the remainder within the advertisement period.</p>	LCPO/Sec
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## 7. Applications for LDCA Determination

<p>1)</p>	<p><b>Application 2018/86 – Proposed temporary siting of two 20ft Containers and Portable Kitchen/Office Unit – Millennium Forest Car Park – LEMP</b></p> <p>The Trainee Planning Officer presented this application where he explained the proposal. The proposal sits within the Coastal Zone. It was noted that in 2016, approval was given to LEMP to have the containers sited at the Horse Point Landfill Site. As LEMP is now under the umbrella of the St Helena National Trust, they no longer need to have their field base at the Horse Point Landfill Site. No. 6 of the Planning Officer’s Appraisal report was highlighted with regard to shielding and it was wondered by one member whether the shielding could be included as a condition. It was pointed out however that this would be included if the application was for permanent siting.</p> <p><b>Resolution:</b> The application for the temporary siting of two 20ft Containers and Portable Kitchen/Office Unit were approved with conditions as recommended by the TPO. Decision Notice to issue.</p>	<p>LCPO</p>
<p>2)</p>	<p><b>Application 2018/73 – Proposed Construction of Garage/Storage incorporating three 20ft Container and alterations and extensions to existing House to create a Lounge and two separate patios – Nr Ebony View, Half Tree Hollow – Dave Rodgers</b></p> <p>This application was deferred from last month’s meeting. The LCPO presented an addendum to this Application as the Authority requested that the Applicant should be asked to provide more detail showing a cross section of the land to where the embankment behind the Garage is to be created. The Authority also requested that the Applicant provides information as to how the roof structure would be supported on top of the containers. A section detail was also requested.</p> <p>Revised drawings were submitted.</p> <p><b>Resolution:</b> The Application to construct Garage/Storage incorporating three 20ft Containers and alterations and extensions to existing House to create a Lounge and two separate patios were approved with conditions as recommended by the LCPO. Decision Notice to issue.</p>	<p>LCPO</p>
<p>3)</p>	<p><b>Application 2018/47 – Proposed Upgrade to Chubb’s Spring water catchment facilities including construction of abstraction chambers,</b></p>	<p>LCPO</p>

**installation of gabion baskets, tree clearing around existing catchment facilities and refurbishment of concrete water channel walls – Chubb’s Spring/Drummonds Point – Connect St Helena Ltd**

The Applicant was present. The LCPO presented the Application. The proposal would sit in the Intermediate Zone of three Conservation areas and would be carried out in 4 phases. It was noted that a site visit was undertaken with the Roads Section and discussions were centred on road surfacing and specifications to install ducting. The LCPO highlighted that this proposal forms part of the Applicant’s strategy to upgrade the island’s water service and considered it as not being detrimental to the amenity of the area.

It was noted that there were no fixed policy on NCA’s for permanent structures but it was highlighted that the proposal was for upgrade only as it is already existing. It is for maintenance and refurbishing. At this point the applicant was given the opportunity to speak. Although he is not the Project Manager, he explained that the existing structure cannot handle the situation during times of heavy rainfall so the aim is to address the problem by revamping to create better stilling points. The stilling points are in a bad state whereby at the present moment sand bags are being used. The removal of the bushes means that it will be cut back and trimmed. It was noted that works have already started and that there could be asbestos present on one of the sites. There was no EIA with this application. It was noted that the Chief Environment Officer did a scoping opinion. There are major environmental issues with regards to this application. It was noted that meetings had been held with David Goodrick, Chief Engineer and talks were held with the Chief Environment Officer. Anina Hayes who is carrying out some jobs for Connect St Helena also consulted with the Chief Environment Officer and the result was favourable. It was noted that the Chief Environment Officer did not highlight any concerns in the consultation process. A screening opinion was done when the former Chief Planning Officer was in office. Because of these concerns the Authority were not in a position to come to a conclusion. The Chair requested the Locum CPO to meet with the applicant and the Chief Environment Officer on the concerns raised and to consult AG’s Chambers regarding the EIA process. Whilst the decision to defer is disappointing to the applicant the Authority did not wish to have any come backs. If the information is forthcoming quickly, the Authority would call a special meeting to

	<p>discuss.</p> <p><b>Resolution:</b> Decision deferred until all the information and documentation are received.</p>	
4)	<p><b>Application 2018/79 – Proposed Extensions to Existing Dwelling (Bedroom and Lounge) – Half Tree Hollow – Chris Bargo</b></p> <p>This application was deferred from last month’s meeting until revised drawings were submitted. The Trainee Planning Officer presented the Application as revised drawings had been received whereby the construction of the timber decking onto existing shop was omitted. However, the Authority raised concern over added occupancy and wondered whether the applicant knew of the sewage connection issue in Half Tree Hollow. Again the Authority felt that the drawings were not very clear and would like to have a more detailed drawing. A question was asked if anyone goes on site to verify the site plan. Planning to speak with the Applicant once again on the issue and report back to the LDCA by email. It was at this point that the Authority highlighted the fact that they need to have guide lines in place for future developments. This would be included on the Agenda for February’s meeting.</p> <p><b>Resolution:</b> The Application for Extensions to Existing Dwelling (Bedroom and Lounge) was deferred until the Planning Staff speak with the Applicant.</p>	LCPO

## 8. Approvals by CPO under Delegated Powers

<p>The following Development Application was approved under Delegated Powers by the Chief Planning Officer:</p>	
1)	<p><b>Application 2018/65:</b></p> <ul style="list-style-type: none"> <li>– Requested :Full Development Permission</li> <li>– Proposal :Change of Roof Profile and Construction of New Septic Tank</li> <li>– Location :Myrtle Grove, Thompson’s Hill</li> <li>– Applicant :Natalie Peters-Martin</li> <li>– Official :David Goodrick ( Ag CPO)</li> <li>– Status :Approved on 16 November 2018</li> </ul>

## 9. Application no. 2018/30 – Belinda Bennett – Site Visit

A site visit was carried out on Thursday, 17 January at 9 am in respect of a development application for the proposed construction of a dwelling house in New Bridge. It was noted that objections had been received to which the applicant are aware of. The Trainee Planning Officer asked for the Authority's advice regarding the design but it was quite difficult to ascertain without having the plans and it was felt that a lot more thought should have gone into this proposal. There were numerous concerns with this proposal such as:

- 1 Rockfall
- 2 Sewage
- 3 Rain water pipes
- 4 Safety
- 5 Stormwater
- 6 Cut and fill

**Resolution:** The Authority requested that the applicant be made aware of their concerns and a full report submitted to them for consideration.

#### A. Minor Variations / Modifications Approved by CPO

The following three Development Applications were approved as Minor Variations by the Locum Chief Planning Officer. As normal practise key Stakeholders are approached when and where needed for Minor Variation Evaluation. This is documented in the Letter to the Applicant.

<b>1)</b>	<b>Application 2016/61/MV1</b> <ul style="list-style-type: none"><li>– Requested : Minor Variation</li><li>– Proposal : To add an additional window on eastern and western elevation and additional doorways to the property via the bedrooms that will result in en-suites becoming smaller</li><li>– Location : Nr White Wall, Half Tree Hollow</li><li>– Applicant : Derek O'Connor</li><li>– Official : Andrew Chawora (LCPO)</li><li>– Status : Approved on 11 December 2018</li></ul>
<b>2)</b>	<b>Application 2017/124/MV2</b> <ul style="list-style-type: none"><li>– Requested : Minor Variation</li><li>– Proposal : To continue with development based upon the site as excavated (indicated on revised site plan), flip the internal layout horizontally, enlarge the bathroom window to 915mm x 1000mm and decrease height of kitchen window to 1000mm, remove parting wall in kitchen and create 1.2m arch and form dining area into Lounge and replace 2.1m slide door with 3m bi-folding door and 1.8m fanlight door with 1.5 fanlight door</li></ul>

	<ul style="list-style-type: none"> <li>– Location : Two Gun Saddle, Alarm Forest</li> <li>– Applicant : Barrie C Williams</li> <li>– Official : Andrew Chawora (LCPO)</li> <li>– Status : Approved on 29 November 2018</li> </ul>
<b>3)</b>	<p><b>Application 2017/124/MV3</b></p> <ul style="list-style-type: none"> <li>– Requested : Minor Variation</li> <li>– Proposal : To change from Timber to Steel Roof Structure and to change Roof Profile to 22 degrees</li> <li>– Location : Two Gun Saddle, Alarm Forest</li> <li>– Applicant : Barrie C Williams</li> <li>– Official : Andrew Chawora (LCPO)</li> <li>– Status : Approved on 11 December 2018</li> </ul>

## 11. Strategic Planning Matters

<b>1)</b>	<p><b>Building Regulations</b></p> <p>An ExCo memo has been drafted and sent to the Director ENRD. The Regulations should be discussed by ExCo towards the end of February 2019.</p>
<b>2)</b>	<p><b>Rupert’s Valley Development Plan</b></p> <p>Currently in the process of putting together the work that has been submitted thus far by Consultant Riana de Wet. Attempts have been made by the Director, ENRD as well as the LCPO to contact the consultant for the latest update but to no avail as she was still on holiday. Concern was expressed that it has taken 7 months for the Consultant to produce and still there was no headway. It was stressed that if the Consultant did not wish to continue then she should inform accordingly. The Chair requested that this be brought to the attention of the Director of ENRD as soon as possible.</p>
<b>3)</b>	<p><b>Conservation Area Management Plan</b></p> <p>Nothing further to report. Waiting to hear progress from Consultant, Mrs Riana de Wet.</p>
<b>4)</b>	<p><b>LDCP Review</b></p> <p>The last submissions were received and discussed at the Committee meeting during the first week of November 2018. An update will be provided once contact is made with Consultant Riana de Wet.</p>

## 12. Draft Letter to Governor-in-Council on EIA’s Procedural Manual

<p>The Chair commended the Locum Chief Planning Officer on producing a draft letter to Governor-In-Council on EIA’s Procedural Manual.</p>
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The last paragraph to include "A response at your earliest convenience will be much appreciated"

The letter should now be despatched.

### 13. Any Other Business

<b>1)</b>	<b>Sewage – Half Tree Hollow</b> One Member asked what is the position regarding the sewage issue in Half Tree Hollow? It was noted that a group of Contractors had put together proposals for the CDA in Half Tree Hollow and they were not told of the sewage problems in the area. It was highlighted that a letter was sent to the Castle informing them of the issue. A reminder to be sent to the castle asking for a response.	<b>LCPO</b>
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### 14. Next Meeting

The next meeting of the LDCA is proposed for 13 February 2019.

### 15. Closed Items

The Chairperson thanked Members for their attendance.

The meeting closed at 13.00 hrs.

**Signed by the Chairperson of the Authority, as a true reflection of the Meeting**

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**Chairperson to the LDCA**

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**Date**