



# MINUTES

## Land Development Control Authority Meeting

Date : Wednesday, 7 August 2019  
Time : 9am  
Venue : Training Room One, opposite the St Helena Community College, Jamestown

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<b>Present</b>	Mrs Ethel Yon OBE	Chairperson
	Mr Paul Hickling	Deputy Chairperson
	Mr Ralph Peters	Member
	Mr Raymond Williams	Member
	Mr Karl Thrower	Member
	Mr Gavin George	Member
	Mr Ismail Mohammed	Chief Planning Officer (CPO)
	Mr Shane Williams	Planning Officer (PO)
	Mr Paul Scipio	Planning Assistant
	Mrs Karen Isaac	Secretary

### Apologies

#### 1. Attendance and Welcome

The Chairperson welcomed the CPO as she was not present at the last meeting of the LDCA and all others present for attending.

#### 2. Declarations of Interest

The Chairperson, Mrs Ethel Yon declared her interest in respect of application 2018/40, although it was noted that no representation was received from the St Helena National Trust for this application that is being heard today. The Chairperson is the President of the St Helena National Trust. It was unanimously agreed that the Chairperson remain at the table and continue the chairmanship.

Mr Paul Scipio declared his interest in respect of application 2019/51 as a staff member of Planning as he had an involvement with the application.

### **3. Confirmation of Minutes of 3 July 2019**

Members confirmed the Minutes of 3 July 2019 as a true record and were signed by the Chairperson.

### **4. Matters Arising from Minutes of 3 July 2019**

#### **Application 2019/16 – Proposed Conversion of the Freight Terminal into Marine Offices, Lab and Marine Visitor Centre – The Wharf, Jamestown – Marine Section (EMD)/National Trust (Blue Marine)**

It was noted that this application was presented to Executive Council and approved on 28 June 2019. A directive from the Clerk of Councils on 31 July 2019, confirmed the approval as recommended subject to certain further conditions that were:

No fencing or hard structure is erected around the building

Key Stakeholders are consulted

Disabled requirements are met as per the Building Control process

#### **Application 2018/77 – Outline for Construction of a New Prison and Police Custody Building – Bottom Woods – Prison Project Board**

The CPO informed the Authority that this application will be presented to them at September's meeting.

#### **Current Applications**

The Planning Section has now written to those applicants who are still to submit the required information to the Authority. If this is not forthcoming soon, their application would be struck from the Register in respect of the 2018 development applications. The CPO said that by the end of 2019, it was hoped that all 2018 development applications will have been dealt with.

#### **Applications for LDCA determination –**

##### **Application 2019/15 – Derek and Bridget Henry**

The PO had spoken with the applicant to obtain the necessary agreement in writing from Connect St Helena Ltd. This information is still awaited.

##### **Application 2018/21 – Roxanne Yon-Thomas**

This application has now been withdrawn by the applicant.

##### **Application 2019/18 – Claire George**

A redesign to be submitted.

**Minor Variation 2018/25/1 for the change from Single Entrance Doorways to Double Doors with Sidelights (Canister) approved at the 5 June 2019 meeting**

The CPO informed the Authority that this matter will be brought to September's meeting. This is in respect of the foot path and the disabled access.

**5. Building Control Activities/Update**

LDCA Members were given a list of Building Control Activities for the month of July 2019 for their information.

**6. Current Planning Applications**

LDCA Members were given a list of Current Development Applications.

There were 31 applications awaiting determination at the time of preparing the Agenda. Some are awaiting further information whilst others are in the consultation period or being addressed. The CPO stressed that there are quite a number of applications to be dealt with and workload was heavy, but said that Mr Paul Scipio had been contracted to support work in the Planning Section.

**7. Applications for LDCA Determination**

1)	<p><b>Application 2019/46 – Proposed New Cemetery – Nr the Dungeon, Alarm Forest – St Helena Government</b></p> <p>The Chief Planning Officer presented this application. The site is located Nr the Dungeon, Alarm Forest and falls within the Green Heartland Zone which have restrictions on built development, but would be considered on individual merit, with the aim of preserving the Green Heartland. It was made known that such development is very uncommon, particularly the requirement for assessment of such proposal on the island. The CPO reported that he was approached on this proposal as a matter of urgency. It was noted that works had already started. The development in his view complies with the relevant policies in the LDCA. The CPO advised that a representation had been received from Mr Andy Pearce at 16.07 hours on 21 June 2019, which was considered to be after the closing time. However, due to the fact that the closing time of 4.00pm was not specified when advertising, the CPO accepted and took the representation into consideration.</p> <p>Mr Andy Pearce was allowed to speak in support of his representation, highlighting his issues in respect of the impact of the proposed development and details he believed should have been included with the proposal.</p>	
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	<p>The Applicant, Mr Derek Pedley, was also allowed to speak. He said that a number of sites were looked at for this proposal and said this site was the better option as it ties in with the existing site. The applicant at this point also highlighted that the Planning Service will soon be receiving another application for another Grave Yard.</p> <p>The CPO stressed that he can only deal with the application that is before him and the issues raised by Mr Pearce were more of a management and operational matter where the applicant can be advised accordingly. One member was of the view that no thought had gone into this proposal with regards to the accessibility and landscaping and this was echoed by other members. It was agreed that the CPO draft further conditions and advisory to take account of this and send to the Authority before Decision Notice is issued.</p> <p><b>Resolution:</b> The Application for a New Cemetery was approved as recommended by the CPO subject to the CPO sending to the Authority the additional conditions and advisory for Accessibility Management and Landscaping Scheme. A Decision Notice then issue.</p>	<p><b>CPO</b></p>
<p>2)</p>	<p><b>Application 2018/40 – Proposed Change of Roof Profile – Rose and Crown, Jamestown – Rose and Crown</b></p> <p>The Chief Planning Officer presented this application. The site is located in Jamestown and falls within the Intermediate Zone/National Conservation Area. It was noted that the St Helena National Trust had objected to the original application but not to this revised application. It was further noted that the Chairperson did not have any involvement in this nor the previous application as she is the President of the National Trust. The Chair continued the meeting. The comments were noted from the Heritage Society. The design of this proposal was seen to be reasonable and acceptable with special mention of condition three – photographic record.</p> <p>Mr Andy Pearce was allowed to speak in support of the objection raised by the Heritage Society.</p> <p>The applicant, Mrs Tara Wortley, was allowed to speak and she gave a brief summary of what was proposed.</p> <p><b>Resolution:</b> The application for the Change of Roof Profile was approved with conditions as recommended by the CPO with an advisory to take account of the works to the side boundary wall. A Decision Notice should issue.</p>	<p><b>CPO</b></p>

3)	<p><b>Application 2018/75 – Proposed Construction of a Four Bedroom Dwelling – Terrace Knoll, St Pauls – Andrew Crowie</b></p> <p>The Chief Planning Officer presented this application. The site is located at Terrace Knoll, St Pauls and falls within the Intermediate Zone. There was a concern on the cantilever but this will be dealt with when applying for building regulations approval. It was noted that the corner of the proposed building sit very tight against the boundary.</p> <p><b>Resolution:</b> The application for the Construction of a Four Bedroom Dwelling was approved with conditions as recommended by the CPO. A Decision Notice to issue.</p>	CPO
4)	<p><b>Application 2018/79 – Proposed Construction of Bedroom and Lounge Extension to Existing Dwelling – Half Tree Hollow – Chris Bargo</b></p> <p>The Planning Assistant presented this application and advised that <b>Application 2019/12 – Change of Use from Shop to Dwelling</b> that is on this Agenda for determination is to be dealt with in conjunction with application 2018/79. The site is located in Half Tree Hollow and falls within the Intermediate Zone with no Conservation Area restrictions. Whilst it was noted that the drawings are hand drawn, they provided sufficient information and are detailed to allow the application to proceed.</p> <p><b>Resolution:</b> The application for the construction of Bedroom and Lounge Extension was approved with conditions as recommended by the PA. A Decision Notice is to be issued.</p>	PA
5)	<p><b>Application 2019/12 – Proposed Change of Use from Shop to Dwelling House (internal alterations and construction of timber deck) – Half Tree Hollow – Chris Bargo</b></p> <p>The Planning Assistant presented this application in conjunction with <b>Application 2018/79 – Proposed Construction of Bedroom and Lounge Extensions to Existing Dwelling as above.</b></p> <p><b>Resolution:</b> The application for change of use from shop to dwelling was approved with conditions as recommended by the PA. A Decision Notice is to be issued.</p>	PA
6)	<p><b>Application 2019/51 – Proposed Variation to Application 2019/08 (Repositioning of Bathroom) – Brick House, Jamestown – Safeguarding Directorate</b></p>	

	<p>The Planning Officer presented this application. The site is located at Brick House, Jamestown and falls within the Intermediate Zone and in the Conservation area. It was noted that this proposal was sought as a minor variation but because of the considerable amendment proposed in terms of design and its position, it was beyond the scope of a minor variation hence the reason for this development application. The development is acceptable and conforms with works already carried out to the building. The external door to match existing colour.</p> <p><b>Resolution:</b> The application for a Variation to Application 2019/08 for repositioning of the Bathroom was approved with conditions as recommended by the PO. A Decision Notice is to be issued.</p>	<b>PO</b>
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## 8. Approvals by CPO under Delegated Powers

The following Development Application was dealt with under Delegated Powers by the Chief Planning Officer.

<b>1)</b>	<p><b>Application 2019/43</b></p> <ul style="list-style-type: none"> <li>– Requested : Full Development Permission</li> <li>– Proposal : Installation of Solar Panel and 150 Litre Water Tank and Internal Alterations to Existing House</li> <li>– Location : White (Lodge) House – Main entrance to Plantation Estate</li> <li>– Applicant : Property Division</li> <li>– Official : Shane Williams, PO (Authorised by Ismail Mohammed, CPO)</li> <li>– Status : Approved on 9 July 2019</li> </ul>
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## 9. Minor Variations Approved by CPO

The following Development Application was approved as a Minor Variation by the Chief Planning Officer. As normal practise key Stakeholders are approached when and where needed for Minor Variation Evaluation.

<b>1)</b>	<p><b>Application 2015/140/MV1</b></p> <ul style="list-style-type: none"> <li>– Requested : Minor Variation</li> <li>– Proposal : To Construct a Soakaway for Water Storage Tank Overflow and Pavement Gulley Drainage</li> <li>– Location : Nr Woody Ridge</li> <li>– Applicant : Mr &amp; Mrs Patrick Thomas</li> <li>– Official : Ismail Mohammed, CPO</li> <li>– Status : Approved on 19 July 2019</li> </ul>
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It was noted that a site visit was made in respect of this application.

## 10. Strategic Planning Matters

1)	<b>Building Regulations</b> The revised Building Regulations were approved by Executive Council and will come into force on 16 August 2019. It was noted that a series of meetings have been organised but up to this point no members of the public came forward regarding the new Regulations. A Development Forum is also taking place this afternoon, 7 <sup>th</sup> August where it was hoped many building contractors would be present.
2)	<b>Rupert's Valley Development Plan</b> The Project Manager (Rupert's) Airport Directorate had asked if any updates from the Authority could be shared with the Rupert's Valley Working Group. This was to make sure that any time lines etc. can be co-ordinated before they are released in the public domain. The CPO is reviewing the current position with the RVDP and has met a number of colleagues within SHG as to how to progress this. The CPO hoped to be able to update the Authority on the progress at future meetings. It was acknowledged that this item of business is becoming urgent.
3)	<b>Conservation Area Management Plan</b> On hold. The Chairperson advised that this should continue as an item on the Agenda until finalised.
4)	<b>LDCP Review</b> The Consultant, Riana De Wet had submitted a number of chapters of the revised LDCP and they are currently being reviewed. The Authority saw the need for this matter to move forward and thanked the CPO for keeping them up to date on this matter.

## 11. Any Other Business

1)	<b>Work Experience – Harley Andrews</b> The CPO gave credit to Harley Andrews who is on work experience within Planning Team. It was noted that Harley is a very good sketcher. He has made good progress in what he was tasked to do by the CPO and was thanked for the time he worked in the Planning Office.
2)	<b>Member Gavin George</b> Member Gavin George informed the Authority that he will not be available for Septembers and Octobers LDCA meeting.  <b>January 2020 LDCA Meeting</b>

<b>3)</b>	The CPO is intending to take some leave after the December's LDCA meeting and asked the Authority if they would consider cancelling the January 2020 LDCA Meeting. This was agreed.
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## **12. Next Meeting**

The next meeting of the LDCA is proposed for 4 September 2019.

The Chairperson thanked Members for their attendance. The meeting closed at 11 30 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**