



**St Helena
Government**

MINUTES

Land Development Control Authority Meeting

Date : Wednesday, 6 November 2019
Time : 10 am
Venue : The Council Chamber, Castle, Jamestown

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

Also in Attendance - Members of the public, including applicants.

1. Attendance and Welcome

The Chairperson welcomed all present with a special welcome to member, Mr Gavin George who had just returned from overseas leave.

2. Declarations of Interest

The Chairperson, Mrs Ethel Yon declared her interest in respect of application 2019/61 as she is the President of the St Helena National Trust. The St Helena National Trust submitted representation on this application. The Chairperson made it known that she would leave the table for this item of business.

3. Confirmation of Minutes of 2 October 2019

The Minutes of meeting of 2 October 2019 were confirmed and were signed by the Chairperson.

4. Matters Arising from Minutes of 2 October 2019

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 reported that following discussions with the applicant, it was highly likely that the Minor Variation Request would be withdrawn as the applicant intends to erect the doors as per the drawings approved. CPO will ensure that the works are undertaken and completed in accordance with the approved drawings.

Application 2019/15 – Construction of a One Bedroom Dwelling – Nr Clinic Drive, Half Tree Hollow – Derek and Bridget Henry

It was noted that the applicants had viewed the Legal Agreement but was not happy with it. CPO to discuss further with the applicants and would report back to the Authority.

Application 2019/44 – Extensions to Existing House to form a Double Storey – Sea View, Alarm Forest – Brian Paul Fuller

The applicant was informed of the Authority's concerns regarding the design, in an email of 1 October. Since no response was received a reminder was sent on 29 October 2019. The information is awaited from the applicant.

5. Building Control Activities/Update

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

6. Current Planning Applications

LDCA Members were given a list of current development applications. There were 30 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. It was noted that progress has been made with reducing the number of applications for the year 2018. It was also noted that progress is being made with the number of applications being dealt with for this year as can be seen from the agenda.

7. Applications for LDCA Determination

1)	<p>Application 2019/82 – Proposed Covered Area Extension and Minor Alteration to Existing Building – Barnes Cottage, Jamestown – W A Thorpe & Sons</p> <p>The Planning Assistant presented this application. The site falls within the Intermediate Zone and the Jamestown Conservation Area. It was noted that no representations were received for this proposal. The proposal is to remove a small window on the existing building with modification to the wall to accommodate a double door and the construction of a Covered Area.</p> <p>Resolution: The application for Covered Area Extension and Minor Alterations to Existing Building was approved with conditions as recommended by the PA. A Decision Notice to issue.</p>	PA
2)	<p>Application 2019/81 – Proposed Alterations and Refurbishments for Change of Use from Two to Three Accommodation Units – Wood Cot, Alarm Forest – W A Thorpe & Sons</p> <p>The Planning Assistant presented this application. The site falls within the Green Heartland Zone with no Conservation Area Restrictions. The property is a Grade 1 Listed Building. It was noted that there have been so many developments, additions and changes to this listed building and adjoining building over the years and some may have been post listing, however there are no records in the system against which these developments can be checked. It was also noted that no representations were received in respect of the proposed development, in particular from the Heritage Society, as the Society had made a number of representations objecting to the proposed developments and alterations for development applications for buildings that are neither listed individually or as group value nor are within a conservation area. The proposal for consideration are for alterations, refurbishments and new structures to enable a conversion from two residential units to three residential units thus increasing the number of bedrooms in the extended property. Modifications and changes are proposed for the first floor level in parts of the building. Reinstatement of the old stone steps and the replacement of lime mortar pointing. An old photograph of the property displayed showed that there was a Porch on the main building. It was suggested that the porch should be reinstated as well as the reinstatement works to stone steps. It was felt that could be added as an informative to the decision notice.</p> <p>Resolution: The application for Alterations and Refurbishments for Change of Use from Two to Three residential units was approved with conditions as recommended by the PA. A Decision Notice to issue.</p>	PA

3)	<p>Application 2019/79 – Proposed Loft Extension and Alterations to Existing Stone House and Formation of a New Access Road – New Ground – Andrew Craig Lawrence</p> <p>The Planning Assistant presented this application. There was one Representation. The site falls within the Intermediate Zone with no Conservation Area Restrictions. The proposal is to form a Loft - an additional three bedrooms and two bathrooms on top of existing stone building. It was also proposed to extend and alter the ground floor veranda in order to align with the front of the building. It was noted that engineering details would have to be submitted with the building regulation application to determine if the existing ground floor building can support the loading of the proposed extension.</p> <p>Resolution: The application for Loft Extensions and Alterations and Formation of New Access Road were approved with conditions as recommended by the PO. A Decision Notice to issue.</p>	PA
4)	<p>Application 2019/78 – Proposed Change of Roof Profile and Carport Extension – Rupert’s Valley – Glyniss Maggott</p> <p>The Planning Assistant presented this application. There was one Representation. The site falls within the Coastal Zone with no Conservation Area Restrictions. The Proposal is for Change of Roof Profile and a Carport.</p> <p>Resolution: The application for Change of Roof Profile and Carport was approved with conditions as recommended by the PA. A Decision Notice to issue.</p>	PA
5)	<p>Application 2019/76 – Proposed Loft Extension – Levelwood – Chedwin Knipe</p> <p>The Planning Assistant presented this application. The site falls within the Intermediate Zone with no Conservation Area Restrictions. It is proposed to extend the existing House with a loft conversion to create a new bedroom and en-suite bathroom, deck and a games room. It was noted that there are minor modifications to the ground floor.</p> <p>Resolution: The application for Loft Extensions were approved with conditions as recommended by the PA. A Decision Notice to issue.</p>	PA
6)	<p>Application 2019/75 – Proposed Construction of a Two Bedroom Dwelling – Nr Springbok, Levelwood – Sharilyn Moyce and Alex Thomas</p> <p>The Planning Officer presented this application. The site falls within the Intermediate Zone with no Conservation Area Restrictions. Excavation works have already taken place as approval was given in August 2014. Because of</p>	

	<p>the site excavation deviating from the previously approved layout and design, the applicant sought minor variation for this deviation. Since the previous approval was over five years ago and the proposed amendment being significant with an increased floor area, this could not be considered as a Minor Variation, thus resulting in a new planning application being submitted. The new proposal complies with the policies and do not have any detrimental effect on the neighbouring amenity. It was noted that the bank behind the proposed building may be potentially unstable and it was felt that an informative be included to advise the applicant to consider construction of a retaining wall.</p> <p>Resolution: The application for the Construction of a Two Bedroom Dwelling was approved with conditions as recommended by the PO. A Decision Notice to issue.</p>	<p>PO</p>
<p>7)</p>	<p>Application 2019/74 – Proposed Alterations to Existing Police Station – Coleman House, Jamestown – Police Directorate, St Helena Government</p> <p>The Planning Officer presented this application. The site falls within the Intermediate Zone and Jamestown Conservation Area. It was noted that this is a modern building and is not considered to have much historical/heritage significance internally. The use and operation of the building as a Police Station requires internal alterations to meet changing operational needs of the use and better utilisation of the available space. Whilst some of the work is internal and does not require planning permission, however the external works relates to erection of wall to create secured exercise yard and the excavation work across the car park to install sewage pipes for the new toilets. Concern was raised that previous development permissions granted for the building have not been fully implemented, in particular improving accessibility across the site for the visitor with disability. With regard to the excavation in the car park, due to previous historic use of the site as a burial ground, a watching brief should be undertaken when excavation works takes place to record any findings.</p> <p>Resolution: The application for Alterations to Existing Police Station was approved with conditions as recommended by the PO. A Decision Notice to issue.</p>	<p>PO</p>
<p>8)</p>	<p>Application 2019/73 – Proposed Alterations and Extensions to Existing House – Nr the Golf Club, Longwood – Property Division, St Helena Government</p> <p>The Planning Officer presented this application. The site falls within the Intermediate Zone and Longwood Conservation Area. Because of the fact that this building falls within the Longwood Conservation area, it was</p>	

	<p>necessary for planning permission to be sought. The proposal is for a Utility Room and window replacements, internal alterations and pavements.</p> <p>Resolution: The application for Alterations and Extensions to Existing House was approved with conditions as recommended by the PO. A Decision Notice to issue.</p>	<p>PO</p>
<p>9)</p>	<p>Application 2019/72 – Proposed siting of Port Security Office and installation of security fence for a period of two years – Nr Rupert’s Jetty, Rupert’s Valley – Port Security, St Helena Government</p> <p>The Planning Officer presented this application. There was one representation. The site falls within the Coastal Zone with no Conservation Area Restrictions. The siting of the container is for use as a security office for staff patrolling the area and will be sectioned off with a fence to comply with International Ship and Port Facility Security Code. It was noted that the proposal is to improve the facilities for the security staff. Once a permanent facility has been sought, this temporary development will be removed and reinstated to its original setting.</p> <p>Resolution: The application for the proposed siting of Port Security Office and installation of security fence for a period of two years was approved with conditions as recommended by the PO. To the Governor-in-Council for final determination.</p>	<p>PO</p>
<p>10)</p>	<p>Application 2019/70 – Proposed Comprehensive Development Residential Service Plots, Government Landlord Housing, Green Space, Retail Park, Road and Car Parking – Bottom Woods West CDA – Crown Estates, St Helena Government</p> <p>The Chief Planning Officer presented this application. The CPO clarified that the application is a HYBRID application; part Full Permission and part Outline Permission. There was one representation. The site falls within the Intermediate Zone and adjoins a Nature Conservation Area. Question was raised regarding the number of existing access points to the area and whether the roads would also be upgraded beyond the application site. The CPO will raise these with the applicant and requested that in view of this comprehensive development that it would be appropriate to ensure that these access roads beyond the application site are also upgraded. Concern was raised regarding the location of the open-space/amenity area that it would be better to have it located more central to the development for all residents. Clarification was also sought with regards to the provision for services and infrastructure that will be provided as an initial Phase one of the</p>	

	<p>delivery. As an informative, the applicant to consider other uses that may be permitted within the residential plots.</p> <p>Resolution: The application for Comprehensive Development Residential Service Plots, Government Landlord Housing, Green Space, Retail Park, Road and Car Parking was approved with conditions as recommended by the CPO. To Governor-in-Council for final determination.</p>	CPO
11)	<p>Application 2019/62 – Proposed Rock fall Mitigation and Management Strategies – James and Rupert’s Valley – St Helena Government</p> <p>The Chief Planning Officer presented this application. The sites falls within a number of Zones, including the Heritage Coast, Jamestown Conservation Areas, Coastal and Intermediate zones, where the relevant policies are applicable. A Screening Opinion was requested and it was reported that an EIA was not required. It was noted that there are a number of areas within each location where different types of mitigation work is proposed. The proposed works are intended to ensure greater safety and protection to people and property. It is recognised that there is a need for a level of sensitivity for works in areas of Historic and Heritage importance.</p> <p>Resolution: The application for the Rock fall Mitigation and Management Strategies was approved with conditions as recommended by the CPO. To Governor-in-Council for final determination.</p>	CPO
12)	<p>Application 2019/61 – Proposed Demolition of Ruins at the rear of the property and Construction of Nine Accommodation Units – Opposite Pilling School, Jamestown – Johnny Isaac</p> <p>The Chairperson left the table for this particular item. Member, Mr Raymond Williams was nominated to deputise. This application was deferred for a site visit to be carried out. A site visit was carried out where members viewed the condition of the existing building and assessed the impact of the proposed development. There is still an impact of the proposed development, particularly the two storey building on the main frontage and the street scene in the conservation area and clearly a car parking issue, close to Pilling School, the development of nine residential units could further worsen the situation of parking and safety of the pedestrians. After much deliberation, a vote took place, where three members voted against the recommendation to approve on the grounds that the proposed development would lead to an increase in traffic and car parking that would have severe adverse impact on the highway safety and this section of Market Street that is narrow, having no pedestrian footpaths and also being opposite Pilling Primary School. One member voted for.</p>	

	<p>Resolution: The application for Demolition of Ruins at the rear of the property and Construction of Nine Accommodation Units was refused on the traffic and road safety grounds. The CPO to draft a Reason for Refusal for the consideration of the members before it is despatched. The Reason for Refusal agreed is:</p> <p><i>“The development permission is refused on the grounds that the proposed development of nine residential units would lead to an increase in traffic generated by the development that would have severe adverse impact on the highway safety and the amenity of this area along this section of Market Street that is narrow, with no pedestrian footways and being opposite to the primary school.”</i></p> <p>A Decision Notice to issue. The applicant has a right of Appeal.</p>	CPO
13)	<p>Application 2019/56 – Proposed Refurbishment of Ex Police Headquarters for relocation of Judicial Services – Ex Police Headquarters, Jamestown – Property Division, St Helena Government</p> <p>This application was deferred for a site visit to be carried out. A site visit was carried out where members viewed the building and the issues related to wheel chair accessibility around the building and in particular the toilet. It was emphasised that the current application is Phase one of the works and that Phase two of the refurbishment works planned for the following would improve accessibility to this building for the users and would be subject to development permission and then be considered by the Members. After much deliberation on the general issues of disabled access and with some assurance that the use and conditions would be monitored, temporary permission of one year was approved.</p> <p>Resolution: The application for Refurbishment of Ex Police Headquarters for relocation of Judicial Services was approved with conditions as recommended with an added condition imposed by the CPO for a temporary period of one year only. To Governor-in-Council for final determination.</p>	CPO/PO

8. Approvals by CPO under Delegated Powers

<p>The following Four Development Applications were dealt with under Delegated Powers by the Chief Planning Officer.</p>	
1)	<p>Application 2019/16/DC1</p> <ul style="list-style-type: none"> – Requested : Full Development Permission – Proposal : Discharge of Condition Four for the submission of detailed drawings for the front elevation of the building – Location : Freight Terminal, the Wharf, Jamestown

	<ul style="list-style-type: none"> – Applicant : Marine Section/National Trust – Official : Ismail Mohammed, CPO – Status : Approved on 11 October 2019
2)	<p>Application 2019/54</p> <ul style="list-style-type: none"> – Requested : Full Development Permission – Proposal : Extension to Existing House to form a Conservatory – Location : ‘Kareg’, Clay Gut – Applicant : Reginald Williams – Official : Shane Williams, PO (authorised by Ismail Mohammed, CPO) – Status : Approved on 14 October 2019
3)	<p>Application 2019/63</p> <ul style="list-style-type: none"> – Requested : Full Development Permission – Proposal : Change of Roof Profile and Siting of 20ft Container for a period of Two Years – Location : Longwood Hangings – Applicant : Lionel James Peters – Official : Shane Williams, PO (authorised by Ismail Mohammed, CPO) – Status : Approved on 14 October
4)	<p>Application 2019/71</p> <ul style="list-style-type: none"> – Requested : Full Development Permission – Proposal : Alterations and Extensions to Existing Government Landlord House – Location : Cow Path, Half Tree Hollow – Applicant : Property Division, St Helena Government – Official : Shane Williams, PO (authorised by Ismail Mohammed, CPO) – Status : Approved on 30 October 2019

9. Minor Variations Approved by CPO

<p>The following Three Development Applications were approved as Minor Variations by the Chief Planning Officer. As normal practice key Stakeholders are approached when and where needed for Minor Variation Evaluation.</p>	
1)	<p>Application 2017/28/MV1</p> <ul style="list-style-type: none"> – Requested : Minor Variation – Proposal : To connect to the Communal Septic Tank instead of Constructing individual Septic Tank and Soak-away as submitted on original application – Location : Lower Cleughs Plain – Applicant : Karl Martin – Official : Ismail Mohammed, CPO – Status : Approved on 9 October 2019

2)	Application 2016/61/MV2 <ul style="list-style-type: none">– Requested : Minor Variation– Proposal : To alter Internal Layout in order to change the building from Two Units of Accommodation to One Unit– Location : Nr White Wall, Half Tree Hollow– Applicant : Derek O’Connor– Official : Ismail Mohammed, CPO– Status : Approved on 1o October 2019
3)	Application 2019/63/MV1 <ul style="list-style-type: none">– Requested : Minor Variation– Proposal : To Extend the Roof onto the Existing Retaining Wall and Storage Area to form a Covered Area– Location : Longwood Hangings– Applicant : Lionel Peters– Official : Ismail Mohammed, CPO– Status : Approved on 31 October 2019

10. Strategic Planning Matters

1)	Rupert’s Valley Development Plan <p>The CPO reported that the Chairperson of the RVDG would be organising a follow-up meeting.</p>
2)	Conservation Area Management Plan <p>On hold. The Chairperson advised that this should continue as an item on the Agenda until finalised.</p>
4)	LDCP Review <p>The CPO reported that meetings are held every week and progress is being made. As reported already the LDCP review will go out for consultation in May 2020.</p>

11. Any Other Business

It was highlighted that works to Ex Police Headquarters are not being complied with regard to disability and access requirements i.e wheel chair access. It was felt that this should be looked into by the relevant Authority for the long-term use of the building for public use. Members also emphasised the need to ensure public buildings comply with disabled access requirements. The CPO reported that he had spoken to Mr David Goodrick and this issue will be dealt with.

12. Next Meeting

The next LDCA Meeting is scheduled for Wednesday, 4 December 2019.

The Chairperson thanked Members for their attendance. The meeting closed at 13.00hrs.

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

Chairperson to the LDCA

Date