



# MINUTES

## Land Development Control Authority Meeting

Date : Wednesday, 7 April 2021  
Time : 10 am  
Venue : The St Helena Community College, Jamestown

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

**Also in Attendance** Two Members of the public (Applicant and Objector).

### 1. Attendance and Welcome

The Chairperson welcomed all present and thanked members for attending and said that she hoped they all had a nice Easter.

### 2. Declarations of Interest

There were no declarations of interest to declare.

### 3. Confirmation of Minutes of 3 March 2021

The Minutes of meeting of 3 March 2021 were confirmed and signed by the Chairperson.

### 4. Matters Arising from Minutes of 3 March 2021

**Application 2020/75 – Installation of Safety Rails to the Entrance Steps to Reception, Castle Building – St Helena Government**

It was noted that the Discharge Notice in respect of the design for the hand railing had been issued on 16 March 2021. No further action required.

**Application 2020/60 – Erection of a Notice Board – the St Helena Yacht Club, the Wharf, Jamestown – Stephen Coates: St Helena Yacht Club**

This application was reported to Governor in Council on 16 March 2021 where approval recommended by the CPO was given for the erection of a Notice Board for a period of twelve months. After the twelve month period the applicant would have to remove the Notice Board and erect a smaller version. The Authority expressed their concerns as this was not what they recommended at the meeting of 3 February 2021. It was pointed out that the views of the Authority concerning the size of the Notice Board were conveyed to Exco. The CPO said Exco, in making its decision, had taken into account the views expressed by the LDCA.

**Press Release to the Public regarding planning procedures**

Not yet finalised. The CPO would be having discussions with the Newspaper Editors.

**Application 2021/07 – Stevedores Building and Public Facilities – Rupert’s Valley – Programme Management Unit, St Helena Government**

This Application was reported to Governor in Council on 16 March 2021. A Decision Notice will be issued. No further action required.

**Application 2020/89 – Construction of a Double Storey, One Bedroom Dwelling – near Coleman’s Tower – Sylvia Voce**

It was noted that the CPO had general discussions with Crown Estates to seek their views as to whether they can contribute towards restoration works at Coleman’s Tower. This was followed up in writing on 31 March 2021.

**LDCP Review**

The CPO informed the meeting that the matter of PMU implementing the construction works at Rupert’s Valley and Crown Estates allocating crown land to St Helena Airline is being followed up. The CPO will speak to PMU on this matter. Mr Thrower to provide the recording of the Chamber of Commerce meeting of 2 March 2021, to the Authority.

**5. Building Control Activities/Update**

Members were given a list of Building Control Activities for the month of March 2021 for their information.

**6. Current Planning Applications**

LDCA Members were given a list of current development applications. There were 23 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 regard to the number of development applications that are being processed. The Chairperson thanked the Planning Team for this. The CPO however said that other work is not getting done because of getting development applications processed.

## 7. Applications for LDCA Determination

1)	<p><b>Application 2019/110 – <del>Proposed Retention of the Widening of the Existing Road</del> New Proposed Access Road – Bottom Woods – St Helena Government</b></p> <p>The CPO presented this application and brought to the attention of the meeting that the proposal is for a new Access Road and not what is stated in the heading of the Report and on the Agenda. The site falls within the Intermediate Zone and with no conservation area restrictions. The application is to construct a new road approximately 540m in length from the most eastern end of Longwood Hangings northwards that would be linked to the road at Bottom Woods, to allow for future development. The new road would be constructed to the adopted Road Policy and usable by larger vehicles on the island such as the Refuse Trucks and Fire Tender Vehicles. The alignment of the road would follow the contour lines with the steepest gradient being 8 degrees. The proposed boundaries could change once detailed design and site assessment is undertaken. It was noted that the proposal did not indicate the full design details for the construction and also the finish type, however, a condition could be included in that as this is a secondary road, it should be constructed in accordance with the Road Design Guidance.</p> <p>In considering this application, the Authority could not support the recommendation as there were some concerns on the excavation of the site as well as the cross section. The Authority therefore, deferred this application and requested that a site visit be undertaken to understand the proposal fully. A site visit to be arranged.</p> <p><b>Resolution:</b> The application for Proposed Access Road was deferred for a site visit to be undertaken.</p>	Sec
2)	<p><b>Application 2021/10 – Construction of a Two Bedroom Dwelling – Deadwood – Robert A Thomas</b></p> <p>The PO presented this application. The site falls within the Intermediate Zone and not within any proposed conservation area. The application is to undertake excavation where a development platform of 25m x 22m, at its widest points, would be created. The embankment would measure between 1.7m to 2.4 m in height. Access onto the site would be via the access point to the existing property. There is a Container currently on site that would be</p>	

	<p>relocated behind the existing Garage and hidden from the main road and would sit more inconspicuous in the landscape. The proposed development meets the aims of the LDCP Policies and can be supported.</p> <p><b>Resolution:</b> 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><b>PO</b></p>
<p><b>3)</b></p>	<p><b>Application 2021/12 – Construction of a carport –near Corner Wall, the Briars – Mary Thompson</b></p> <p>The PO presented this application. The site falls within the Intermediate Zone and the Jamestown Conservation Area. The application is to construct a Carport on the southern side of the existing House. Due to the location of the site being within the Jamestown Conservation Area, the proposal has been assessed against the Built Heritage Policy. However, there are no issues of any potential impact to the Conservation Area affecting this location. The siting and orientation of the proposal has been designed to allow best fit on site for manoeuvrability and ensuring sufficient lighting to be allowed into both rooms of the House. The building and the area are of no historical interest and does not have any effect to the setting of the area. The proposed development meets the aims of the LDCP Policies and can be supported.</p> <p><b>Resolution:</b> The application for construction of a Carport was approved with conditions as recommended by the PO. A Decision Notice to issue.</p>	<p><b>PO</b></p>
<p><b>4)</b></p>	<p><b>Application 2021/16 – Construction of a Two Storey, Three Bedroom Dwelling – Alarm Forest – Sandie Coates</b></p> <p>The PO presented this application. The site falls within the Intermediate Zone and not within any proposed conservation area. The application is to create an Access Road measuring 120m in length and has been designed to limit the amount of trees to be removed and also taking into consideration the gradient of the land. The proposed construction of the House would be sited on the higher ground of the plot, situated at similar elevation to houses on the other side of the valley to the West. This would prevent one property looking over the other and would maximise the views from the house. Excavation works would be undertaken that would result in an embankment approximately 4 meters in height. The comments received from the Chief Environment Officer were noted and has been taken into account in condition four of the Report as well as seeking advice for the additional planting of any endemic species. It was suggested whether a condition could be imposed for the retaining of the embankment.</p> <p><b>Resolution:</b> The application for construction of a Two Storey, Three Bedroom Dwelling was approved with conditions as recommended by the PO and a further condition for retaining of the embankment. A Decision Notice to issue.</p>	<p><b>PO</b></p>

5)	<p><b>Application 2021/17 – Change of Roof Sheeting from Corrugated Iron to IBR and Installation of Photovoltaic Panels – The Victoria Shop, Jamestown – Gregory Cairns-wicks</b></p> <p>The Authority was aware of a letter sent by the CEO of Connect St Helena, Mr Barry Hubbard, to the CPO. The CPO advised that the Governor had instructed that due to issues regarding the number of development applications for photovoltaic panels likely to come forward for determination by the Authority, the CPO requested that Mr Cairns-wicks application be withdrawn from the agenda.</p> <p>The Applicant, who had been invited to the meeting, was allowed to speak, and he raised concerns about the legality of this “instruction”. The Authority also found this concerning.</p> <p>Following discussion on the matter, the Authority agreed to withdraw the Development Report on Mr Cairns-wicks application from the Agenda and would be discussed at a future meeting.</p>	
6)	<p><b>Application 2021/19 – Proposed Extensions to Existing Shop to form a Toilet – Maisie’s Shop, Longwood – Rose &amp; Crown Ltd</b></p> <p>The PO presented this application. The site falls within the Intermediate Zone and is within the Longwood Historic conservation area. The application is for a wheelchair accessible Toilet and wash facilities. The building would be constructed on an existing slab measuring approximately 3m<sup>2</sup>. The walls would be of concrete blockwork with roof coverings of IBR sheeting. The black and grey water would be connected into the existing drainage line that is connected into the communal system. It was noted that the application site is within the conservation area but the building is not considered to be of any architectural or historical interest. It would not be visible from the main road and it would not be detrimental to the area. It meets the aims of the LDCP Policies and can be supported.</p> <p><b>Resolution:</b> The application for Proposed Extensions to Existing Shop to form a Toilet was approved with conditions as recommended by the PO. A Decision Notice to issue.</p>	PO

## 8. Approvals by CPO under Delegated Powers

<p>The following Development Application was dealt with under Delegated Powers by the Chief Planning Officer.</p>	
1)	<p><b>Application 2021/05:</b> – Requested : <b>Full Development Permission</b></p>

	<ul style="list-style-type: none"> <li>– Proposal : Extensions to Existing House to form a Dining Room and a Utility Room</li> <li>– Location : Sea View, Alarm Forest</li> <li>– Applicant : Brian Paul Fuller</li> <li>– Official : Ismail Mohammed, CPO</li> <li>– Approved : 15 March 2021</li> </ul>
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## 9. Minor Variations Approved by CPO

The CPO at this time reported that he had received an email from Mr Andrew Pearce questioning the contents of a paper that was discussed in the LDCA meeting in February 2017. The paper expressed concerns by the St Helena Heritage Society and the St Helena National Trust where amendments have been approved by Planning Officers, subsequent to the original approval that have materially altered the aspects of the design in ways they would not have been agreed if they had appeared in the original design. It was noted that this paper was prepared during the time that a Locum Head of Planning was in post. It was stressed that policy is not set in stone and can be revoked. The CPO was not aware of this but having reviewed the paper, there is a need for it to be revoked. The CPO will prepare a paper in the coming week for the decision of the Locum Head of Planning to be revoked.

Mr Pearce was thanked for this.

The following Seven 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.

<b>1)</b>	<b>Application 2019/111/MV1:</b>	<ul style="list-style-type: none"> <li>– Requested : <b>Minor Variation</b></li> <li>– Proposal : To Change the Design and Roof Profile of the Modular Cable Landing Station Building</li> <li>– Location : Rupert’s Valley</li> <li>– Applicant : St Helena Government</li> <li>– Official : Ismail Mohammed, CPO</li> <li>– Approved : 13 October 2020</li> </ul>
<b>2)</b>	<b>Application 2014/86/MV2:</b>	<ul style="list-style-type: none"> <li>– Requested : <b>Minor Variation</b></li> <li>– Proposal : To continue with development based upon the site as excavated for the construction of a Three Bedroom Dwelling</li> <li>– Location : Plantation Square, St Paul’s</li> <li>– Applicant : Cambrian Properties Ltd</li> <li>– Official : Ismail Mohammed, CPO</li> <li>– Approved : 8 March 2021</li> </ul>
<b>3)</b>	<b>Application 2020/46/MV1:</b>	<ul style="list-style-type: none"> <li>– Requested : <b>Minor Variation</b></li> </ul>

	<ul style="list-style-type: none"> <li>– Proposal : To construct the covered area supporting columns on the terrace ground instead of the existing northern party wall</li> <li>– Location : The Consulate Hotel, Jamestown</li> <li>– Applicant : Hazel Wilmot</li> <li>– Official : Ismail Mohammed, CPO</li> <li>– Approved : 8 March 2021</li> </ul>
<b>4)</b>	<p><b>Application 2019/67/MV1:</b></p> <ul style="list-style-type: none"> <li>– Requested : <b>Minor Variation</b></li> <li>– Proposal : To replace the railing system on the north elevation and south elevation with blockwork measuring 1.1m</li> <li>– Location : Brewery Yard, Jamestown</li> <li>– Applicant : Mr &amp; Mrs Phillip Newman</li> <li>– Official : Ismail Mohammed, CPO</li> <li>– Approved : 16 March 2021</li> </ul>
<b>5)</b>	<p><b>Application 2018/28/MV2:</b></p> <ul style="list-style-type: none"> <li>– Requested : <b>Minor Variation</b></li> <li>– Proposal : To enlarge the floor layout of the first floor by approximately 700mm in depth as well as continue with development based upon the site as excavated for the construction of a Three Bedroom Dwelling</li> <li>– Location : Upper Cow Path, Half Tree Hollow</li> <li>– Applicant : Scott Stander</li> <li>– Official : Ismail Mohammed, CPO</li> <li>– Approved : 16 March 2021</li> </ul>
<b>6)</b>	<p><b>Application 2018/19/MV1:</b></p> <ul style="list-style-type: none"> <li>– Requested : <b>Minor Variation</b></li> <li>– Proposal : To continue with development based upon the site as excavated for the construction of a Two Bedroom Dwelling</li> <li>– Location : Sandy Bay</li> <li>– Applicant : Alton G Isaac</li> <li>– Official : Ismail Mohammed, CPO</li> <li>– Approved : 22 March 2021</li> </ul>
<b>7)</b>	<p><b>Application 2021/01/MV1:</b></p> <ul style="list-style-type: none"> <li>– Requested : <b>Minor Variation</b></li> <li>– Proposal : To undertake alterations to the internal layout as well as change the roof design from gable to mono-pitch to improve and enhance the quality of the house design</li> <li>– Location : Upper Cleughs Plain</li> <li>– Applicant : Nicole A Peters</li> <li>– Official : Ismail Mohammed, CPO</li> <li>– Approved : 22 March 2021</li> </ul>

10. Discharge of Conditions by CPO:

<b>1)</b>	<p><b>Application 2020/75/DC3:</b></p> <ul style="list-style-type: none"> <li>– Requested : <b>Discharge of Condition Three</b></li> <li>– Proposal : For the detailed design of the safety handrail and material</li> <li>– Location : Entrance Steps to the Reception area, the Castle</li> <li>– Applicant : Saint Helena Government</li> <li>– Official : Ismail Mohammed, CPO</li> <li>– Approved : 16 March 2021</li> </ul>
<b>2)</b>	<p><b>Application 2016/54/DC3, DC4 (partially) and DC5:</b></p> <ul style="list-style-type: none"> <li>– Requested : <b>Discharge of Conditions Three, Four (partially) and Five</b></li> <li>– Proposal : For the safeguarding of the Rupert's Defence Wall, the Archeological Assessment of the development area and the scheme of Boundary Surface Treatment Landscaping Details</li> <li>– Location : Rupert's Bay</li> <li>– Applicant : Connect St Helena Ltd</li> <li>– Official : Ismail Mohammed, CPO</li> <li>– Approved : 26 March 2021</li> </ul>

## 11. Strategic Planning Matters

<b>1)</b>	<p><b>Rupert's Valley Development Plan</b></p> <p>The CPO reported that work is in progress.</p>
<b>2)</b>	<p><b>Conservation Area Management Plan</b></p> <p>On hold. To continue as an item on the Agenda until finalised.</p>
<b>3)</b>	<p><b>LDCP Review</b></p> <p>The CPO reported that the deadline has not been met with regards to the completion date for the review of the LDCP. He further reported that no monies are available for the work that he wanted to be carried out.</p>

## 12. Any Other Business

The CPO informed the meeting that he would be going off island on leave on or about 12 May 2021 and said that he would discuss with the Chairperson on future LDCA meetings.

## 13. Next Meeting

The next LDCA Meeting is scheduled for Wednesday, 5 May 2021.

The Chairperson thanked Members for their attendance. The meeting closed at 11.15hrs.



**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**