



**St Helena
Government**

MINUTES

Land Development Control Authority Meeting

Date : Thursday 7 September 2023
Time : 10 am
Venue : The St Helena Community College Main Hall, Jamestown

Present	Mrs Ethel Yon OBE	Chairperson
	Mr Paul Hickling	Deputy Chair
	Mr Gerald Yon	Member
	Mr Ralph Peters	Member
	Mr Ronald Scanes	Member
	Mr Shane Williams	Chief Planning Officer (Ag)
	Miss Petra Joshua	Planning Officer
	Miss Karen Isaac	Secretary
Apologies	Mr Lawson Henry	Member (on Medical overseas)
	Mr Gavin George	(Sick)

Also in Attendance One member of the public.

1. Attendance and Welcome

The Chairperson welcomed all present with a special welcome to Member, Mr Paul Hickling who had recently returned from holiday overseas and thanked Members for their attendance.

2. Declarations of Interest

Member, Mr Ronald Scanes declared his interest in respect of application 2023/36, as he is the applicant. Mr Scanes agreed to leave the table when the item of business was being presented and would not participate in any discussion or decision-making related to the application.

3. Confirmation of Minutes of 3 August 2023

The Minutes of meeting of 3 August 2023 were confirmed and signed by the Chairperson as a true record of the meeting.

4. Matters Arising from Minutes of 3 August 2023

Land Development Control Plan (LDCP)

The CPO (Ag) advised that he had spoken with the Director with regard to the concerns raised by the Authority. The Director agreed that a dedicated Consultant recruited to complete the exercise would be advantageous, however, with extensive budget restraints, this option would not be viable and the task would therefore have to be left until a new CPO is recruited. It was noted that the closing date for applications to be received for the CPO was 7 September 2023.

ACTION: New CPO

Conservation Area Management Plan

On hold until a substantive CPO is appointed.

Unauthorised development – Cleughs Plain – Delray McDaniel

The CPO (Ag) advised that the Draughtsman is back on island and he would now follow up with him regarding further information that is required to the plans. CPO (Ag) to follow up.

ACTION: CPO (Ag)

Excavation Works – Near Young's Valley – Owner, Delray McDaniel and Belfred McDaniel

The CPO (Ag) advised that the Draughtsman is back on island and he would now follow this up with him regarding further information that is required to the plans. CPO (Ag) to follow up.

ACTION: CPO (Ag)

Food Vendor at the Hospital

The CPO (Ag) advised that he revisited the Legislation where it was ascertained that the matter is constituted as development. Environmental Health was contacted regarding the matter, but no response had been received. Further investigation revealed that the caravan had been sitting there since 2017 and it is clear from the relevant legislation this matter can no longer be challenged, as too much time has elapsed since then. The Authority felt that this was a matter for the Highway Authority to deal with.

Permission was given to Mr Andrew Pearce to speak at this point in time and he said that if the development represents a change of use, then there is no time limit attached to it.

The CPO (Ag) agreed to consult with the Legislation further with regard to the principles of 'change of use' and would report back at the next meeting.

ACTION: CPO (Ag)

5. Building Control Activities

LDCA were given a list of Building Control Activities for the month of July 2023 for their information.

6. Current Planning Applications

LDCA were given a list of current Development Applications. There were 10 applications awaiting determination at the time of preparing the Agenda. It was noted that the majority of the applications were either in the advertising period or in the process of being advertised.

7. Applications for LDCA Determination

1)	<p>Application 2023/35 – Construction of a One Bedroom Dwelling – Longwood Road, Longwood: Hugo Francis</p> <p>The CPO (Ag) presented the Application.</p> <p>The site falls within the Intermediate Zone and has no conservation area restrictions.</p> <p>The application is for the Construction of a One Bedroom Dwelling. Access would be gained from the existing track from Longwood Road. The site is relatively level and therefore no cut and fill operations are required. The sewerage would be connected into a septic tank soakaway system that is situated to the north west of the property to the forest area on Crown Land.</p> <p>There were two Representations.</p> <p>The CPO (Ag), in assessing the representations, advised that the location of the septic tank was considered not to be a problem from a planning point of view. The concerns could be addressed by ensuring that adequate ventilation of the tank is placed at least 7m away from other dwellings to avoid odour. The CPO (Ag) advised that a site visit was carried out with the Developer and he agreed to amend the drainage route away slightly from the property boundary. Although the location of the septic tank was not raised, a condition would be added to allow for consideration of its relocation. The proposal complies with the policies of the LDCP and could be supported.</p>
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	<p>Following discussion, one Member highlighted that there was a requirement for septic tanks to be positioned 7m away from any boundary. It was felt that the soakaway system could be located on Crown land below the road and 20 metres into the Forest. The Authority did not have any concerns or queries and approved the Application.</p> <p>Resolution: The application for Construction of a One Bedroom Dwelling was approved with conditions as outlined in the Handling Report. A Decision Notice to issue.</p>
2)	<p>Application 2023/36 – Change of Use from One Dwelling into Two Dwelling Units – Alarm Hill, Levelwood: Ronald Scanes</p> <p>The Applicant, namely LDCA Member, Ronald Scanes, left the table for this item of business.</p> <p>The CPO (Ag) presented the Application.</p> <p>The site falls within the Intermediate Zone and has no Conservation Area restrictions.</p> <p>In 2020, development permission was granted for Alterations and Extensions to the property. This involved external alterations to the roof and construction of additional rooms. These works have now been completed.</p> <p>This application is to construct a parting wall within the existing Lounge area, to create two dwelling units. There are no changes to the exterior of the building. The existing septic tank might need to be enlarged if it is not adequately sized to accommodate the addition, but this would be dealt with when the Applicant applies for Building Regulations approval.</p> <p>In assessing the proposal, there would be no adverse impact on the amenity of the existing or surrounding development. The proposal complies with the policies of the LDCP and could be supported.</p> <p>The Applicant spoke in support of the proposed development.</p> <p>Following discussion, the Authority did not have any concerns or queries and approved the Application.</p> <p>Resolution: The application for Change of Use from One Dwelling into Two Dwelling Units was approved with conditions, as outlined in the Handling Report. A Decision Notice to issue.</p>
3)	<p>Application 2023/37 – Conservatory, Bedroom and Lounge Extension and Change of Roof Profile – Pounceys, St Pauls: Jacqueline Henry</p>

	<p>The PO presented the Application.</p> <p>The site falls within the Intermediate Zone and has no Conservation Area restrictions.</p> <p>The application is for Proposed Extensions and Alterations to the Existing Home. In assessing the proposal, the footprint of the proposal would increase by more than 50 percent of the original construction. The new roof would be IBR sheeting and in a colour that would complement the roofs of neighbouring properties. Although the total area of the proposal increases the footprint by almost seventy percent, the proposal would not extend beyond the boundary line. The final footprint of the development is of a similar size to that of surrounding dwellings and would enhance the overall aesthetic of the neighbourhood. The proposal complies with the policies of the LDCP and could be supported.</p> <p>Following discussion, the Authority did not have any concerns or queries and approved the application.</p> <p>Resolution: The Application for Conservatory, Bedroom and Lounge Extension and Change of Use Profile was approved with conditions as outlined in the Handling Report. A Decision Notice to issue.</p>
4)	<p>Application 2023/38 – Extension to Existing House to Form a Verandah, Utility Room and Carport – New Ground: Darrell Richards</p> <p>The PO presented the Application.</p> <p>The site falls within the Intermediate Zone and has no Conservation Area restrictions.</p> <p>The application is for an Extension to the Existing House to Form a Verandah, Utility Room and Carport. The footprint of the dwelling would be increased by more than one hundred percent of the original construction. The new roof would be IBR sheeting and in a colour that would complement the roofs of other neighbouring properties.</p> <p>If there is a need to relocate the LV Line the Applicant would be required to pay the cost for doing so to Connect St Helena Ltd.</p> <p>In assessing the application, the proposal complies with the relevant policies of the LDCP and could therefore be supported.</p> <p>Following discussion, it was noted that that no excavation would be required. The catchment of the waste water would be dealt with when the Applicant applies for</p>

	<p>Building Regulations approval. The Authority did not have any concerns or queries and approved the application.</p> <p>Resolution: The Application for Extension to Existing House to Form a Verandah, Utility Room and Carport was approved with conditions as outlined in the Handling Report. A Decision Notice to issue.</p>
5)	<p>Application 2023/39 – First Floor Extension – Woody Ridge, Levelwood: Mike Ormrod</p> <p>The PO presented the Application.</p> <p>The site falls within the Intermediate Zone and has no Conservation Area restrictions.</p> <p>The application is for Proposed First Floor Extension. The additional living spaces would be situated directly above the full length of the Ground Floor in order to create a rectangular shaped two storey dwelling. The existing spiral stairway would be modified to create a conventional stairway. The new roof would be IBR sheeting and red in colour to complement the existing roof. The building footprint remains the same, which meant that the property boundary lines and parameter lines for the construction footprint are not affected. Load-bearing pillars would be installed on the Ground Floor and the walls would be strengthened as indicated on the plans. The proposal complies with the policies of the LDCP and could be supported.</p> <p>Following discussion, concern was expressed by one LDCA Member regarding the integrity of the Ground Floor construction as to whether it was strong enough to withstand the weight of the proposed extension directly above. The PO addressed the concern by referring to the developer's floor plans, as displayed on the presentation screen and highlighted the areas where the plans indicate load-bearing pillars and where walls would be strengthened to support the development. Also, concerns regarding the integrity of load-bearing and supporting walls would be dealt with at the phase of the development when the Applicant applies for Building Regulations approval. It was noted that the Building Inspectors have the software to deal with the issues and can also consult with the Chief Engineer. The CPO (Ag) would communicate with the Building Inspectors on the concern raised.</p> <p>Resolution: The Application for First Floor Extension was approved with conditions as outlined in the Handling Report, subject to the CPO (Ag) raising the above concerns with the Building Inspectors. A Decision Notice to issue.</p>

8. Approvals by CPO/PO under Delegated Powers:

The following Development Application were dealt with under Delegated Powers by the CPO/PO.

1)	Application 2023/33:
	– Requested : Full Development Permission
	– Proposal : Construction of a Carport and Covered area
	– Location : Half Tree Hollow
	– Applicant : Anthony Essex
	– Official : Shane Williams, CPO (Ag)
	– Approved : 25 August 2023

9. Minor Variations Approved by CPO/PO:

The following Development Application were approved as Minor Variations by the CPO (Ag). As is normal practice, key Stakeholders are approached when and where needed for Minor Variation Evaluation.

1)	Application 2016/110/MV2:
	– Requested : Minor Variation
	– Proposal : To Extend the Width of the Cantilever Balcony from 3.9m to 5m on the First Floor Bedroom. This was in respect of the Construction of a One Bedroom, Split Level Dwelling that was approved on 17 may 2021.
	– Location : Windy Point, near High Knoll
	– Applicant : Robert Yon
	– Official : Shane Williams, CPO (Ag)
	– Approved : 24 August 2023

10. Strategic Planning Matters

1)	Conservation Area Management Plan Dealt with under Matters Arising.
2)	Land Development Control Plan Review Dealt with under Matters Arising.

11. Any Other Business: NIL

12. Next Meeting

The next LDCA Meeting is scheduled for Thursday, 5 October 2023.

The Chairperson thanked Members for attending. The meeting closed at 10:55 Hrs.

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

Chairperson to the LDCA

Date