

# MINUTES

## Land Development Control Authority Meeting

**Date** : Monday, 11<sup>th</sup> July 2024  
**Time** : 10 am  
**Venue** : St Helena Community College Main Hall, Jamestown

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<b>Present</b>	Mrs Ethel Yon OBE	Chairperson
	Mr Gavin George	Member
	Mr Lawson Henry	Member
	Mr Ronald Scanes	Member
	Mr Ian Gough	Member
	Ms Patricia Coyle	Head of Planning & Building Control (HoP&BC)/Chief Planning Officer (CPO)
	Mr Shane Williams	Planning Officer (PO)
	Miss Petra Joshua	Planning Officer (PO)
	Mrs Karen Isaac	Secretary
<b>Apologies</b>	Mr Paul Hickling	Deputy Chair (Medical Overseas)
	Mr Gerald Yon	Member

### Also in attendance:

Four members of the public including representatives of application 2024/19 – Extension to St Swithen’s Chapel and part two of the Bishop’s Vestry – St Paul’s cathedral and a member of the Press.

### 1. Attendance and Welcome

The Chairperson welcomed all present and thanked Members for their attendance.

### Declarations of Interest

Member, Mr Ian Gough declared his interest in respect of Application 2024/18. There were no other Interests to declare.

### 2. Confirmation of Minutes of 6 and 17 June 2024

The minutes of 6 June and 17 June 2024 LDCA meetings were confirmed and signed by the Chairperson as a true record of the meetings.

### **3. Matters Arising from Minutes of 6 June 2024**

#### **Land Development Control Plan (LDCP)**

To be progressed by the CPO as a priority. It was suggested by the CPO that a two-step approach be taken towards the revision of the LDCP with a Strategy being considered first. The item would be covered as an Agenda item going forward rather than under matters arising.

**ACTION:** CPO

#### **Jamestown Conservation Area Management Plan (JCAMP)**

To be progressed by the CPO following the finalisation of the LDCP. The item would be covered as an Agenda item going forward rather than under matters arising.

**ACTION:** CPO

#### **Application 2023/55 - Unauthorised Development – Cleughs Plain: Delray McDaniel**

The PO advised that the Applicant is currently off island and therefore a revised design was still awaited. To be actioned and followed up upon the Applicant's return. It was highlighted that the matter had been on the Agenda for a long time and that the Applicant should be informed of this and if no response is forthcoming, the Application should be withdrawn.

**ACTION:** PO

#### **Application 2024/21 - Food Vendor near the General Hospital**

The Application had been registered and is now in the consultation period. The Application would be presented to the LDCA at a future meeting. As current development application, item to be removed from "Matters Arising".

**ACTION:** CPO

#### **Amenity Notice AI2024/02 - Works at the Jamestown Swimming Pool**

It was noted that an Amenity Notice had been issued and the Applicant was given six months (until 21 August 2024) to resolve or an Enforcement Notice would be considered. It was suggested that enquiries be made if a works programme could be put in place and also to raise concern expressed by Members of the LDCA at a site visit that was made on 5 February 2024 with the Buildings Maintenance Manager about the top part of the Swimming Pool Wall that posed a health and safety hazard. It was noted that remedial works would be starting this month

(July 2024) on the lower part of the wall. The CPO advised that the requirement for a programme of works was not part of the Amenity Notice but advised that consideration would be given to taking further enforcement action if the requirements are not met. The PO was requested to find out whether a works programme could be put in place by the Buildings Maintenance Manager to address the concerns raised. The Planning Team was asked to keep an eye on the concerns raised and should be followed up as soon as possible. The matter should be brought back to the next LDCA meeting scheduled for 1 August 2024 for members to be updated.

**ACTION: PO**

#### **Dangerous Building on Parcel No. JT090025**

Works have been completed and no further action required. To be deleted from Matters Arising.

#### **Proactive approach to development applications**

As advised at the meeting held on 6 June 2024, a series of information awareness advertisements would be released. The CPO said that she would be looking to produce a series of adverts in the press as well as the website. Members also suggested using the Notice Board situated outside Essex House. The CPO said she would make enquires about using this space. Based on the current advertising budget, the CPO indicated that such adverts could only be produced twice per year, but she would consider and report back at the next meeting scheduled for 1 August 2024.

#### **4. Building Control Activities**

Members were provided with a paper on the activities for the month of June 2024 which they found useful.

#### **5. Current Planning Applications**

Members were provided with a paper on current applications. There were four applications awaiting determination: one awaiting Governor-in-Council decision, one awaiting revised drawings and two in the advertising period. This was noted.

#### **6. Applications for LDCA Determination**

##### **1) Retrospective Application 2024/18 – Electrical Box affixed to External Wall of Rickmer’s for the purpose of a Food Trailer – Rickmer’s, Grand Parade, Jamestown: Phil Yon**

Member, Mr Ian Gough declared his interest and left the table for this item of business. PO presented and gave an outline of the Application.

The site is located within the mainly commercial and community area of the Grand Parade in lower Jamestown within the Intermediate Zone and falls within the Jamestown Historic Conservation Area.

The applicant had installed an electrical box to the front of the external wall of Rickmers (Listed Grade III) building, owned by Solomon & Company (St Helena) Plc. The purpose of the installation of the electrical box was a temporary measure to provide power to the Applicant's mobile food trailer that had to be relocated from outside of the building known as PWD Stores (Listed Grade III), whilst renovation works were being carried out. The applicant shared a letter that was received from the Portfolio Director for Safety, Security and Home Affairs (SS&HA) of the St Helena Government (SHG) to relocate the food trailer from where it was stationed. The Applicant sought permission of the owner of the building, Solomon & Company and obtained an agreement for the installation of the electrical box on a temporary basis on the building known as Rickmers. This is a Grade 111 listed building and is in the Jamestown Historic Conservation Area. The installation of the electricity box to the external wall of Rickmers is a temporary measure of a relatively small scale with minimal impact on the fabric and character and appearance of the listed building in the Jamestown Historic Conservation Area.

The installation is a temporary measure and considered to be relatively easy to dismantle when no longer required. The development proposal could be supported as it had no permanent adverse effect on the amenity or aesthetic of the immediate area. The proposal complies with the Built Heritage policies and therefore could be supported.

Following consideration, concern was raised regarding Condition 1 that stipulates approval for the electrical box and power supply cables to be used for a period of 3 months and queried whether this would be sufficient time. Members were however advised of a more recent update from the Applicant after the report was written and distributed, where the Applicant had made another request to have the time limit extended to eight months.

Concerns were expressed with regard to the wiring, where questions were raised pertaining to the lack of tidiness in the way the wiring had been rigged, which not only affects the aesthetic of a Grade III listed building, but also the Health & Safety aspects in such a prominent location. For example, the cable lying on the ground which was considered a potential trip hazard and should therefore be tidied up and included as a condition.

The integrity of the wiring was also questioned as to whether it is compliant with the necessary electrical standard under the 18th Edition of the Institution of Electrical Engineers (IEE) regulations (BS 7671). The CPO advised that if a condition was to be attached to any planning permission pertaining to wiring standards, it could not be enforced under the Planning Ordinance as it is technically not within the control of Planning. It was suggested that an Advisory or Informative could be attached to the planning permission instead in respect of compliance with the electrical regulations. The

point was raised whether *Connect St Helena Ltd* should be approached to verify the compliance status of the wiring in situ. The CPO advised that she would check and also with the Building Inspectors as to whether the proposal would require Building Regulations approval.

**Resolution:** The Application was approved with conditions as outlined in the Handling Report and for the temporary period of three months to be changed to eight months. Also an additional condition be imposed in respect of the tidying up of the wiring and a time period of one month for the works to be completed. The CPO and Chairperson to agree wording for the additional condition, as agreed. An advisory to also be attached regarding compliance with the 18<sup>th</sup> edition of the current Wiring Regulations. A Decision Notice to be issued.

**2) Application 2024/19 – Extension to St Swithin’s Chapel and part two of the Bishop’s Vestry, St Paul’s Cathedral – St Paul’s cathedral: Diocese of St Helena, C/o Bishop Dale**

PO presented and gave an outline of the Application.

The site is located within the mixed use area of St Paul’s and is within the Green Heartland Zone and is a Grade I Listed Building but not within a Conservation Area.

The Developer proposes to demolish the existing roof and wall to St Swithin’s Chapel and Part Two of the Bishop’s Vestry, which forms an extension to St Paul’s Cathedral on its southern side. The proposal seeks to construct a larger chapel and vestry area with new external wall and mono-pitched roof to form an enlarged St Swithin’s Chapel and Part Two of the Bishop’s Vestry appended to the back of St Paul’s Cathedral. The proposed development would also resolve the need for urgent/ necessary repair work to fix leaking issues.

The extension would include increasing the floor space and lifting of the roof of St Swithin’s Chapel and “Part Two” of the Bishop’s Vestry to align the roof with the Choir Vestry. The total additional floor space created would be 18.1 meters squared, that is an approximate increase of 45% to the original floor space. The number of windows and the style would remain as per the original as they would be reused. The existing wall at the back of the Bishop’s Vestry would be demolished for the “part two” room to be extended. The existing concrete slab would also have to be raised to align with the finished floor level. No excavation would be required for the proposed extension. Materials to be used to construct the extensions would be concrete blockwork, render and two coats of paint to finish. Corrugated roof sheets would be used to suit the existing profile (grey in colour).

The purpose of the extension to St Swithin’s Chapel would be to provide facilities and a separate space for the youth members of the Church, away from the main Eucharistic service. The reason for this is that there are few children attending church currently and the intention would be to provide ministry that is appropriate for children by operating Sunday School and Junior Church.

The proposed extension would also serve as an area for families, for cell group ministry and Bible study, as well as meetings and Christian fellowship after church services. The proposed extensions would result in a total floor area of 53 meters squared approximately.

The proposed development are for extensions and renovations to St Swithin's Chapel and Part Two of the Bishop's Vestry that forms an extension to St Paul's Cathedral. It is a direct concern with a Grade I Listed Building, St. Paul's Cathedral, as it is attached to the rear (south) of the Cathedral. Although St Swithin's is joined on to St Paul's, it is not a part of the original building but is a discreet infill that fits between the extended Bishop's Vestry and the Choir Vestry.

The Applicant's development proposal for an extension and renovations to St Swithin's Chapel offers some beneficial aspects to the building as an existing extension to St Paul's Cathedral, such as that the uniformed alignment of the roof and the rear external wall both being aligned with that of the Choir Vestry, creating logical extended lines from an original part of the design of St Paul's Cathedral. The number and style of windows would be reused and the roof design would be mono-pitched and in keeping with that of the Choir Vestry.

The suggested extensions do not protrude any further than that of the original Choir Vestry's external wall and the roof height is in keeping with that of the apex of the Choir Vestry. The extension of St Swithin's and Part Two of the Bishop's Vestry remains within the envelope of the original building design, hence, minimalizing visibility of the extensions from the sides and front of St Paul's Cathedral.

The Applicant submitted a written statement to promote the reasoning for the proposed extension and renovations. The proposal would be a well-considered approach to a Grade I listed building. The extension to St Swithin's and Part Two of the Bishop's Vestry is considered to be coherent within itself. The design and appearance of the building is well-proportioned and better aligned in an effort to minimise the visual impact within the setting of St Paul's Cathedral. The extension is directly concerned with the purpose and functionality of the development and could be considered to be fit for purpose and considerate to the existing original building.

The proposal seeks to increase the number of Parishioners, particularly Children who could attend church activities. It is not considered that this would result in any significant rise in the need for parking facilities or congestion on surrounding roads as such activities would be staggered and the scheme is for only 18.1 meters squared additional floor space which is small relative to the overall size of St Paul's Cathedral.

It is considered that the proposal would not result in any harm to the fabric or integrity of the Grade I Listed Building nor result in any significant harm to other issues of acknowledged planning concern including in relation to impact on residential amenities or traffic/road congestion.

A Representative spoke in support of the Application.

Following consideration, a Member noted that the report stated that there would be no excavation works and queried whether plant machinery would be used when digging the footings for the extended area, as concern was expressed regarding the vibrations and how it would affect the main Grade I listed building, St. Paul's Cathedral. Fr Clarence Roberts who was in attendance and offered information regarding this detail and stated that he believed that the footings would be dug by hand. The PO advised that she would liaise with Fr Roberts for confirmation as to whether the footings for the extension would be done manually. It was suggested that a methodology statement could be requested as a condition.

**Resolution:** The Application was approved with conditions as outlined in the Handling Report subject to the PO enquiring whether the excavation works would be carried out manually. A Decision Notice to be issued.

## **7. Visit of the Commonwealth Heritage Forum**

At the Chair's request, the CPO enlightened the Authority on the recent visit of the Commonwealth Heritage Forum (CHF). The Group, based in the UK, are able to provide heritage expertise, as well as provide apprenticeship schemes for heritage skills work which they are able to support such as Carpentry, Joinery and are looking to provide some of their expertise to St Helena in order to undertake the work, funded by themselves. There are no written proposals at this time but they intend to make another visit and provide a draft proposal in September this year on what they might be able to offer. The Authority would be updated once a proposal had been received. It was noted that the Group also has a website.

It was further noted that the Group had been surveying the No.1 building at Rupert's and Members were made aware that there is a possibility for the building to be turned into a possible Museum but that would be subject to a planning application. The Group made contact with the St Helena National Trust but the CPO was not aware if a request for this was made by SHNT or whether it was a proposal by CHF.

The CHF had asked for a copy of the draft Jamestown Conservation Management Plan drawn up some years ago (2017) – copy of which had been given to them. CPO said this plan might have been drawn up by the CPO/PO, but was never adopted. It was clear in LDCA minutes that in early 2019 the Portfolio Director at the time asked for the work to be put on hold, possibly in favour of the work on the Rupert's Development Plan which was also being brought forward at that time.

The Chairperson advised that the Rupert's Development Plan actually came to the Authority but because so much work had been undertaken at Rupert's, it wasn't considered appropriate anymore to draw up a plan so it was omitted from the Agenda.

With regard to a Jamestown Conservation Management Plan, the Chair advised this had been on the LDCA agenda for a very long time. The draft version requested by CHF was incomplete and had not been subjected to any stakeholder or public consultation. The CHF had offered to review this draft and put forward a proposal to assist the CPO and the Authority to finalising the plan as

it has been on the work plan for at least three CPO's, but because of the workload was not possible for the Plan to be progressed. But if the CHF could help with drawing up a Jamestown Conservation Plan, this should be very beneficial for St Helena.

CPO felt that conservation advice is a skilled area and the Forum have conservation architects who should be able to provide the necessary expertise. In the Planning Ordinance, the CPO is required to prepare Plans and there is no provision in the Ordinance to give this to anyone else to do, the responsibility lies with the CPO but she said she would be interested to see what the CHF might come forward with in terms of their proposal and how it fits in with the Ordinance.

The CPO said that a draft Conservation Management Plan would go through the full consultation process as for any other Plan so if the CHF do offer something, that there would be interaction with the LDCA (through the CPO) and the Commonwealth Heritage Forum to produce a draft Plan.

## **8. Update by CPO – Governor's report 2023**

The CPO advised that there is a requirement within the Planning Ordinance to provide a yearly Report as to the operation of the process for dealing with planning applications and also other related planning matters. The Report to be produced and submitted to the LDCA at the next meeting before submission to the Governor.

**ACTION:** CPO

## **9. Strategic Planning Matters – CPO Feedback**

### **Jamestown Conservation Management Plan (JCMP)**

The item had been discussed and would appear as an Agenda item rather than under Matters Arising. To be taken forward upon the completion of the LDCP.

**ACTION:** CPO

### **Land Development Control Plan (LDCP) Review**

The CPO advised that a time line for the item had been discussed with the Director, ENRP and that this looks to be about a year for the LDCP to go through the current work and formal processes; and is currently looking at ensuring there is an evidence-based approach. A Land Use Planning Strategy would be produced for review by the LDCA. Work is underway in respect of the natural conservation areas with site visits to the wirebird areas to review their current boundaries and suggested proposed boundary changes. The Comprehensive Development Areas (CDAs) are being reviewed and small updates on Bottom Woods and Bunkers Hill were given. It was noted that there were some issues around the Green Heartland Zone of the natural conservation boundaries but this would be considered and would form part of the review of the LDCP.

## **10. Any Other Business**



**Application 2022/21 – Siting of a Desalination Plant – Jamestown: C E J Van Zon**

It was highlighted that item still stands on the current applications list and has not yet been considered by Governor-in-Council as it was awaiting legal advice.

**Attendance at overseas conference – PO Shane Williams**

PO, Shane Williams gave a brief outline of his conference in Corsica. Due to the flight being delayed at St Helena, he was only able to attend one day of the workshop. The topic during this day was about energy efficient buildings business models and financing. PO said it was very beneficial to him to learn about how Planning works in the British Virgin Islands, where he had a discussion with their Planning Director.

**11. Next Meeting**

The next meeting is scheduled for Thursday, 1 August 2024

The Chairperson thanked Members for attending. The meeting closed at 11.05 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**