

MINUTES

Land Development Control Authority Meeting

Date : Thursday, 1st August 2024
Time : 10 am
Venue : St Helena Community College Main Hall, Jamestown

Present	Mrs Ethel Yon OBE	Chairperson
	Mr Gavin George	Member
	Mr Gerald Yon	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
Apologies	Mr Paul Hickling	Deputy Chair (Sick)
	Mr Lawson Henry	Member (Sick)
	Mr Ronald Scanes	Member (Sick)

Also in attendance:

One member of the public.

1. Attendance and Welcome

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

2. Declarations of Interest

There were no Declarations of Interest to declare.

3. Confirmation of Minutes of 11 July 2024

The minutes of 11 July LDCA meeting were confirmed and signed by the Chairperson as a true record of the meeting.

4. Matters Arising from Minutes of 17 June and 11 July 2024

Application 2024/17 – Amendments to Application 2020/41 – Rupert’s Container Handling Facilities – Lower Rupert’s Valley: Programme Management Unit, St Helena Government

The Application was supported by the LDCA on 17 June 2024. It was noted that GIC approved the recommendation of the LDCA at its meeting on 23 July 2024. No further action required by LDCA.

Application 2024/13 – Installation of Fence (Retrospective Application) – the Coffee Shop, Jamestown: Jill Bolton

The Application was recommended for refusal by the LDCA on 17 June 2024. It was noted that GIC agreed the recommendation of refusal at its meeting on 23 July 2024. CPO however advised that she was asked by GIC to engage in discussion with the Applicant and depending on the outcome of the discussion, enforcement action may proceed within a time period of three months.

ACTION: CPO

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

The PO to follow up with Applicant once she is back on island regarding the revised design and if no response is forthcoming, the Application should be withdrawn. The PO advised that the Draughtsman informed him that drawings would be submitted on 2 August 2024. In this respect the Applicant should withdraw the current Application and submit a new one.

ACTION: PO

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

The Authority reiterated their request for an enquiry to be made to the Buildings Maintenance Manager as to whether a works programme could be put in place for the renovation of the Swimming Pool. The PO however said this did not form part of the Amenity Notice that was issued but would be taken into consideration to enforce if requirements were not met. The concern raised about the top part of the Swimming Pool Wall posing a health and safety hazard was currently with the Property Section for consideration. The PO advised that progress had been made to the lower part of the Swimming Pool Wall. It was noted that the Amenity Notice would come to an end of August to which the PO would pay another visit to the area. With regard to the top part of the Swimming Pool Wall, the PO said that the Property Section is trying to engage someone to make an assessment of the wall as there was no expertise on island to carry this out. It was reiterated that the top part of the Swimming Pool Wall is dangerous and is deteriorating. It was agreed that the PO obtain something in writing from the Property Section on the concerns raised about the top part of the Swimming Pool Wall and that a review be made of the Amenity Notice.

ACTION: PO

Proactive approach to development applications

Members were given sight of a paper on a series of information awareness advertisements (information sheets) being released that had been produced by the PO (Petra Joshua). It was noted that permission had been granted to display the information sheets on the Notice Board situated outside of Essex House. It was proposed that the information sheets should also be placed on the SHG web site. An enquiry still to be made to ascertain if the budget would allow publicity in the local Newspaper. It was agreed that the first information sheet should include reference to new developments and out buildings. Consideration should also be given to wider publication by way of email, to organisations. The information sheets would be issued a couple of times per year. The Chair said that this was a good start.

Application 2024/18 – Electrical Box affixed to External Wall of Rickmers for the purpose of a Food Trailer – Rickmers Building, Grand Parade, Jamestown: Phil Yon

It was noted that the CPO and Chairperson had agreed on the wording in respect of an additional condition relating to the tidying up of the wiring and the Decision Notice had then been issued. No further action required.

Application 2024/19 – Extensions to St Swithens Chapel and part two of the Bishop's Vestry – St Paul's Cathedral: Diocese of St Helena, C/o Bishop Dale

It was confirmed that excavation works would be carried out manually. The Decision Notice had been issued. No further action required.

5. Building Control Activities

Members were provided with a paper at the meeting on the activities for the month of July 2024. No comments were made.

6. Current Planning Applications

Members were provided with a paper on current applications. It was noted that there were ten applications awaiting determination: one awaiting Governor-in-Council decision, one awaiting revised drawings, one to be assessed, six being in the advertising period and one waiting to be advertised.

7. Applications for LDCA Determination

1) Retrospective Application 2024/21 – Partial Change of Use from Dwelling to Takeaway (Mobile Caravan) – Near the General Hospital, Jamestown: Ryan Backhouse

PO presented and gave an outline of the Application.

The site is adjacent to the General Hospital, Jamestown on the east side of the main road on private land. The area falls within the Intermediate Zone and Jamestown Historic Conservation Area.

The Application is a partial change of use to the land from a Dwelling House to a Takeaway that involves retaining the Caravan that is used for selling drinks and hot food. The Applicant had been operating the service for ten years according to records from the Health Service but based on satellite imagery, it had been confirmed that the Business had been operating for at least seven years.

There were no objections received but a comment had been received from the Property Section stating that if the Landowner had given permission for this then they have no objection to the Application.

The PO gave an assessment of his findings and concluded that providing appropriate measures are taken to remedy the impact the development would have on the setting of the Conservation Area, it was considered acceptable on a temporary basis.

The Authority had been asked to decide whether the application should be referred to Governor-in-Council in accordance with Section 23 (2) (b) (i) of the Land Planning and Development Control Ordinance, 2013 or approved by LDCA.

LDCA was asked to decide whether:

Recommendation A: The application should be referred to Governor in Council in accordance with Section 23 (2) (b) (i) of the Land Planning and Development Control Ordinance, 2013 subject to the following conditions:

or

Recommendation B: The Development Permission be granted subject to conditions.

Following discussion, the Authority noted that the application was retrospective and that the PO's advice was that it should be granted for a temporary period of two years. A question was raised with regard to the colour of the Caravan taking into consideration the colour of the General Hospital. It was felt that light grey would be appropriate. In this respect, the CPO said that proposed condition 2 would therefore be amended to require that the colour of the roof and the caravan are painted light grey to match the existing Garage on site. The Applicant to be made aware of the specific colour of light grey and to be given one month to action. The Authority approved recommendation B.

Resolution: The Application was approved with conditions as outlined in the Handling Report together with the insertion in Condition 2 of a 1 month compliance period and for the colour of the Caravan to be amended to read “light” grey. Decision Notice to be issued.

8. Approvals by CPO under Delegated Powers

The following Two Development Application were dealt with under Delegated Powers by the CPO/ PO:			
1)	Application 2024/12:		
	– Requested	:	Full Development Permission
	– Proposal	:	Carport and Store Room
	– Location	:	Bottom Woods, Longwood
	– Applicant	:	Ms Amelia Knipe
	– Official	:	Petra Joshua, PO authorised by CPO
	– Approved	:	18 June 2024
2)	Application 2024/15:		
	– Requested	:	Full Development Permission
	– Proposal	:	Conservatory and Garden Room Extension
	– Location	:	Near Three Tanks, Half Tree Hollow
	– Applicant	:	Mr Fernando Henry
	– Official	:	Petra Joshua, PO authorised by CPO
	– Approved	:	5 July 2024

The above decisions were noted. No comments were made by LDCA.

9. Strategic Planning Matters

Jamestown Conservation Management Plan (JCMP)

There were nothing further to report in line with regular discussions. There would be no update on the recent visit by the Commonwealth Heritage Forum (CHF) until September 2024. As previously agreed, subject to the outcome of the CHF interest, the JCMP would be progressed by the CPO following finalisation of the Land Development Control Plan.

Land Development Control Plan Review

The item is being progressed by the CPO. She informed the Authority that works are on-going to bring together the relevant background information. As part of the process, the CPO is visiting sites and undertaking meetings. A visit took place to the Landfill Site on 25 July 2024 with the Environment Risk Manager and others including representatives of the airport. The current approved landfill has around eight years left; if the plan period starts next year, there would be seven years left, meaning there is a gap. The LDCA plan would cover a period of ten years so alternatives might be re-contouring to provide capacity or it might need some alternative site. The CPO said she has a meeting on 7 August 2024 with

the Portfolio Director of Education to ascertain what they might need, going forward in terms of land use for the education sites. She is working on a time line for bringing forward an agreed Planning Policy Strategy that is likely to take more than a year as the time-take for the Governor in Council part of the process may require further revisions and consultation such that a definitive adoption date cannot be determined at this point. The other factor affecting time needed to ensure that there is a firm evidence-base is that when the CPO arrived on island in April St Helena was an “unknown”. However, since arriving, the CPO had been gathering evidence to determine what could be included in a new land use plan, including in relation to the expectations of the people of the island. She is expecting to come forward with a draft Land Use Strategy with overarching policy as a first stage, which, when agreed, should be subject to public consultation. The second stage would be to provide a draft Land Use document, including the detailed/development management policies, which when finalised would go to Governor-in-Council with a second consultation period at that time (in line with the Planning Ordinance). Some research had already been carried out by the Planning Service Team e.g. reviewing historic and more recent population statistics, arrivals and departures, reviewing previous planning and other historical documents. It is expected to bring draft versions of each document for discussion to the Authority prior to stakeholder consultation begins. The CPO was thanked for this.

10. Any Other Business

There were no further business to discuss. The Chairperson wished PO, Petra Joshua a happy journey and to have a lovely holiday.

11. Next Meeting

The next meeting is scheduled for Thursday, 5 September 2024.

The Chairperson thanked members for attending. The meeting closed at 11.15 Hrs.

Chairperson to the LDCA

Date