

# MINUTES

## Land Development Control Authority Meeting

**Date** : Thursday, 16<sup>th</sup> January 2025  
**Time** : 10 am  
**Venue** : St Helena Community College Main Hall, Jamestown

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<b>Present:</b>	Mrs Ethel Yon OBE	Chairperson
	Miss Mandy Peters	Member
	Mr Lawson Henry	Deputy Chair
	Mr Gavin George	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	Senior Planning Officer (SPO)
	Miss Petra Joshua	Planning Officer (PO)
	Mrs Karen Isaac	Secretary
<b>Apologies:</b>	Mr Gerald Yon	Member

### Also in attendance:

Three members of the public, including Applicant and Objector.

### 1. Attendance and Welcome

The Chairperson welcomed all present, thanked Members for their attendance and wished all a happy New Year.

### 2. Declarations of Interest

Member Ian Gough declared his interest in respect of Application 2024/62.

### **3. Confirmation of Minutes of 25 November and 5 December 2024**

The minutes of 25 November and 5 December 2024 were confirmed and signed by the Chairperson as a true record of the meetings.

### **4. Matters Arising from Minutes of 5 December 2024**

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

The CPO advised that she had been informed by the Minister, ENRP that the contents of the letter dated 31 July 2024 from GiC was accurate. The Enforcement Notice had therefore been drafted and legal advice had been sought but a reply was awaited from the AG's Chambers. Concern was raised with regard to the length of time the process of the Application was taking and the need for progress on the matter to be speeded up.

**ACTION:** CPO

#### **Top part of the wall at the Jamestown Swimming Pool**

There was nothing further to report. The matter to be kept in view for appropriate action on the concerns that had been raised.

**ACTION:** SPO

#### **Electrical Box affixed to External Wall of ex-PWD Store, Jamestown: Phil Yon**

The SPO advised that an Application had been received from the Property Division, St Helena Government and the Application is being advertised this week.

#### **Application 2023/55 – Construction of a Two Bedroom, Split Level Dwelling – Young's Valley: Belfred McDaniel**

It was noted that an alternative proposal had been received but further additional information was required. This had been requested and is awaited before the application could be registered.

**ACTION:** SPO

#### **Application 2024/24 – Store Room Extension near the General Hospital, Upper Jamestown: Christina Williams**

The Applicant submitted a revised scheme addressing the Authority's concerns raised. The application was therefore approved.

### **Unauthorised Developments**

It was noted that Mr Clayton Vanguard had responded regarding the submission of a site plan but nothing had been received. To be further followed up.

Mr Adrian John had not complied and had not indicated any intention of providing information in relation to the submission of a Development Application. The CPO advised that there might have been some history in relation to this development and she would undertake to do some research in the Planning Office prior to drafting an Enforcement Notice.

**ACTION:** CPO

**Application 2024/31 – Change of Use from Residential Care Home to (HMO) House of Multiple Occupation – Barn View, Longwood: Property Division, St Helena Government**

The Application to be referred to GiC for final determination.

**ACTION:** CPO

**AOB - Consultations**

The Chair advised that she had spoken to the Portfolio Director on the matter raised by one member that the Airport Stakeholder had not received consultations on three occasions regarding planning applications that was crucial for the Airport's role in safeguarding aircraft operations. She had been told that this was an error and corrective action would be taken in future. The CPO said that she had spoken to the GIS team in transposing the required details onto an Aerial Base-map that could be identified more clearly especially boundaries between different consultation requirements that are difficult to determine at the scale of the map currently available.

**ACTION:** CPO

**Application 2024/48 – Construction of Water Storage Tank adjacent to Cason's Car Park, Blue Hill: Connect St Helena Ltd**

The Authority deferred the Application for a site visit to be undertaken and this was carried out on Tuesday, 10 December 2024 and an agreement had been reached by the Authority on what had been put forward. Revised drawings are awaited.

**ACTION:** SPO

**Application 2024/51 – Balcony and Verandah at the Yacht Club with Secondary means of escape: The St Helena Yacht Club**

The Application to be referred to GiC for final determination.

**5. Building Control Activities**

Members were provided with a paper on the activities for the month of December 2024 for their information. This was noted with no comments made.

## **6. Current Planning Applications**

Members were provided with an updated report on current applications. It was noted that there were 8 applications awaiting determination: 3 awaiting Governor-in-Council decision, 3 to be assessed and 2 was in the advertising period.

## **7. Applications for LDCA Determination**

### **Application 2024/57 – Installation of Draped Mesh Netting (R2 Project) – Side Path and Field Roan Junction: Capital Programme Section, C/o Kyle Shoesmith**

The SPO presented and gave an outline of the Application.

The area of the proposal is within the Side Path and Field Road Junction along the embankment directly above Field Road. The site is designated within the Coastal Zone and Jamestown Historic Conservation Area.

There was one Representation received.

In assessing the application, the SPO gave some background information that related to development approval reference number 2020/87 for the Rehabilitation of Field and Side path Roads. The Proposal would help to alleviate some of the erosion issues that are present along the section of road. With the mitigation of having a brown colour netting, it would reduce the visual impact and the development was considered acceptable.

Mr Andrew Pearce was given 3 minutes to speak in regard to his representation.

In considering, a concern was raised regarding the cross section details in the drawings that prompted a request for further clarification and elevation details. It was highlighted by the SPO that discharge of condition request was made in February 2021 for the junction that included an original application for specific radius measurements. Concerns were also expressed about the development's impact on the character and appearance of the area, especially regarding the colour of the mesh netting and visual integration with the landscape. Discussion took place regarding the visual impact of brown shade netting compared to the existing green netting as it had not been tested before. It was suggested to create a mock-up of the brown shade netting next to the green for a few weeks to observe the impact under different lighting and weather conditions. The Authority was worried that the netting would not last long enough with one Member having concern that it might fail after 3 to 4 years. If the netting fails, it would not serve the intended purpose effectively, leading to further complications. There was a need to consult further about this to gather more information regarding the netting's expected lifespan and its implications. It was therefore agreed that a further condition should be attached to address the concerns raised and that the CPO should send the revised condition to

Members for review, ensuring that everyone have sight of the change(s) proposed. Members further agreed that they would like to view a sample of the materials used in the construction and its specification to ensure it would meet the required quality standards.

**Resolution:** The Application for Installation of Draped Mesh Netting was approved with conditions as recommended in the Handling Report with additional condition to address the Authority's concerns. A Condition and an informative that should there be a failure, the applicant should contact the Planning Section as a matter of urgency. They are to be sent to members for their review. Decision Notice to then issue.

**Application 2024/60 – Extensions to Existing House to form a Carport – Clinic Drive, near MTB's Shop, Half Tree Hollow: Derek G Henry**

The PO presented and gave an outline of the Application.

The plot is located mainly within a residential area of Half Tree Hollow. The site is designated within the Intermediate Zone and has no Conservation area restrictions.

In assessing the proposal, the design is simple and in keeping with the style of the existing dwelling. The external walls would be composite cladding, which differs from the concrete blockwork of the external walls of the existing house. However, the difference between external materials and the close relationship with the differently-orientated roof to the Garage was not considered to detrimentally affect the aesthetic of the local area. No excavation works are required.

The proposed extension would be of a small scale and of a siting, layout, proportion and have suitable detailing and external materials which would be coherent in respect of the existing development and in relation to the surrounding development. The roof complies with Policy on Roof Colour (a suitably-worded condition will be attached). Considering this, the development proposal could be supported, as it has no adverse effect on the amenity or aesthetic of the immediate area.

The proposal complies with the Intermediate Zone and Housing policies.

Members did not have any issues and approved the Application.

**Resolution:** The Application for Extensions to Existing House to form a Carport was approved with conditions as recommended in the Handling Report. Decision Notice to issue.

**Application 2024/61 – Creation of Terraced Embankment – Wood Cot and Wood Cot Cottage, Alarm Forest: W A Thorpe & Sons Ltd**

The PO presented and gave an outline of the Application.

The plot is located within an area mainly of woodland. It is designated within the Green Heartland Zone and has no Conservation area restrictions.

The proposal would provide a safety measure in making the embankment more stable and improve personal safety and light levels inside the building for the occupants. In addition, the terraced cut would reduce the damp issue currently experienced with the close proximity of the bank to the house. It would reform an earlier 5m high terrace to two of less than 3m in depth and height and would be in accordance with Policy H.9(f) which requires that excavation should not be to a depth or height in excess of 3m.

The proposal would be hidden behind the property in views from the valley from the west and was not considered to result in any harm to the amenity of the existing development or in relation to the local area in which it would be located while providing a safer/improved residential environment for the occupiers.

Planning Policies for the Green Heartland require the grant of development permission to be strictly controlled with Policy GH.5 requiring landscaping of the site to sufficiently conceal any development or blend it into the landscape. Notwithstanding, the proposal relates to an existing residential property and given that it would provide an improved embankment in line with Policy H.9 not be generally visible due to being to the rear of the existing two-story development and as other higher/surrounding landscaping would be retained, it was not considered that the proposal would result in significant harm to the Green Heartland Zone as it has no adverse effect on the amenity or aesthetic of the immediate area or wider views.

The proposal complies with the relevant Housing and Green Heartland Zone policies and could be supported.

Members did not have any issues and approved the Application. As a point of interest one Member highlighted that the building has a basement but it was not shown on the plan.

**Resolution:** The Application for Creation of Terraced Embankment was approved with conditions as outlined in the handling Report. Decision Notice to issue.

**Application 2024/62 – Change of Use from Shop to Dwelling House (Bedsit) – near the Evergreen Tree, Half Tree Hollow: Amelia Gough**

Member, Mr Ian Gough left the table for the item of business.

The SPO presented and gave an outline of the Application.

The plot is located near the Evergreen Tree, Half Tree Hollow where it is designated within the Intermediate Zone and has no Conservation area restrictions.

The current use as a shop was brought into play during the late 1980s. The proposal involves the shop reverting from its current ancillary use back to residential use as a separate dwelling.

There are no specific planning policies relating to Shop Use Classes (A1, A2, A3, A4, A5) in the LDCP and, as such, there are no policies preventing the loss of retail facilities. Given that there are two supermarkets within 150m of the building, it is not foreseen that this loss would have significant impact on the local community's level of services in the area such that the principle of the loss of the shop was considered to be acceptable.

The proposed use as residential development is considered under the relevant housing policies and the Housing Strategy. The Housing Strategy do not indicate a minimum size requirement for a one-bedroom property. The proposal meets the requirements for room sizing, where the bedroom measures approximately 19m<sup>2</sup>, and the kitchen 12m<sup>2</sup>, and is therefore considered that it would meet the room standards and be acceptable in line with the Housing Strategy. Smaller dwellings would also help with providing cheaper accommodation. It is considered that the proposal would be acceptable in principle.

In assessing the details of the proposed development, the works to be carried out are minimal with materials being used coherent with the existing development.

It is not considered that there would be any harm arising to future occupiers of the rooms and that there would be no impact on adjoining occupiers or on the character of the locality.

Services can be provided in terms of means of dealing with sewage, where Connect has provided no objection due to the property having an existing connection. Sufficient parking is available on-site to meet the requirement for 2 parking spaces to be provided for each dwelling and is considered to be acceptable.

In considering, concerns were raised regarding the safety of exits from the building, particularly if the existing doors are blocked off that could pose risks in case of emergencies. Concerns were also expressed regarding the access routes to the main building, specifically where the only means of entry and exit would be through the new wing and the existing building that might not be ideal for all users. It was noted that the Bedsit would exit onto the Patio that is part of the main building and that the existing building would still be used for access. It was decided that the access through the existing building would be maintained but there were considerations for limiting its use to family members or related individuals only. The "existing" concerns raised would be dealt with by the Building Inspectors when the Applicant applies for Building Regulations approval.

**Resolution:** The Application for Change of Use from Shop to Dwelling House (Bedsit) was approved with conditions as recommended in the Handling Report. Decision Notice to issue.

Member, Mr Ian Gough returned to the Table.

## **8. Minor Variations approved by CPO**

### **Application 2023/32/MV1:**

- Requested : **Minor Variation**
- Proposal : To Relocate Septic Tank and Soakaway. This was in respect of Construction of 4 x 2 Bedroom Timber Dwellings that was approved on 7 August 2023.
- Location : Lower Cleughs Plain
- Applicant : Keith Yon
- Official : Patricia Coyle, CPO
- Approved : 20 December 2024

**Application 2023/03/MV2:**

- Requested : **Minor Variation**
- Proposal : To Reposition Access Road to Dwelling. This was in respect of Construction of a 2 Bedroom Dwelling that was approved on 9 March 2023.
- Location : Half Tree Hollow
- Applicant : Alan Benjamin
- Official : Patricia Coyle, CPO
- Approved : 30 December 2024

**Application 2024/02/MV1:**

- Requested : **Minor Variation**
- Proposal : To Lower the Roof Profile (ridge height by approximately 1m). This was in respect of Alterations and Extensions to Existing House that was approved on 9 February 2024.
- Location : Thompsons Wood, Blue Hill
- Applicant : Lee Yon
- Official : Patricia Coyle, CPO
- Approved : 30 December 2024

## **9. Strategic Planning Matters**

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

Two Members from the Commonwealth Heritage Forum was in attendance to give the Authority their background and the assistance they would be giving in respect to the drawing up of the JCMP.

### **Land Development Control Plan Review**

The CPO advised that she is awaiting on confirmation from the Minister, ENRP on the approach that would include the overarching policy and consultations for information gathering.

## **10. Any Other Business**

### **Calendar of Meetings 2025/26**



CPO produced a paper on the Calendar of LDCA Meetings for Members information. It was noted that the meeting for February is scheduled for the 13<sup>th</sup>.

**Food Caravan near the General Hospital, upper Jamestown**

It was observed by one Member that the Food Caravan had been removed. The SPO advised that it might have been removed as a result of tree works being undertaken in the area and it could be brought back. Another Member raised concern regarding whether the food premises had been given health clearance. It was pointed out however that this was a Public Health matter; not within the Planning remit.

**11. Next Meeting**

It was confirmed that the next meeting would be held on Thursday, 13 February 2025.

Kyle Snow who was in attendance introduced himself as the Lease Hold Manager for SHG and would be taking up office on Monday, 20 January.

There was no further business to discuss. The Chairperson thanked members for their attendance and the meeting closed at 11.35 Hrs.

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**Chairperson to the LDCA**

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**Date**