

MINUTES

Land Development Control Authority Meeting

Date : Thursday, 6 November 2025
Time : 10 am
Venue : St Helena Community College Main Hall, Jamestown

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

Also in attendance:

There were no members of the public or Applicant(s)/Objector(s) in attendance.

1. Attendance and Welcome

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

2. Declarations of Interest

Member Mr Ian Gough declared his interest in respect of Application 2025/76. The Member would remain at the table but would not participate in any discussion relating to the Application.

3. Confirmation of Minutes of 2 October 2025

The minutes of meeting of 2 October 2025 were confirmed and signed by the Chairperson as a true record of the meeting.

4. Matters Arising from Minutes of 2 October 2025

Unauthorised Development – Clayton Vanguard, Sandy Bay

It was noted that the Application would be presented possibly to the next LDCA meeting scheduled for 4 December 2025.

ACTION: CPO

Unauthorised Development – Adrian John, Terrace Knoll

The Application was in the consultation stage with closing date being 7 November 2025. The Application would be presented possibly to the next LDCA meeting scheduled for 4 December 2025.

ACTION: CPO

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

The CPO advised that the Appeals date had been set for Wednesday, 21 January 2026. She also advised that a member of the public had made a case statement. There would be nothing further to report until the Appeal is heard.

ACTION: CPO

Application 2024/57 – Installation of Draped Mesh Netting at Side Path Road, Capital Programme Section, SHG

The CPO furnished Members with a sample of the mesh netting received and advised that the colour was not what LDCA had recommended and asked if the Authority would accept a variation to the colour material. It was noted that the mesh netting was due to arrive in November 2025 and that works were scheduled to be implemented by 9 November 2025.

Concern was expressed regarding the wrong colour of the mesh netting sample provided that affect compliance and project timeline. The Authority did not accept the incorrect colour as an alternative. This would require a new date for resolution and a new date for the correct colour to be provided, while allowing the current green to remain in place temporarily.

ACTION: CPO

Retrospective Application: Mark Corker – New Bridge, Jamestown

The CPO to ascertain from Mr Corker as to when the second element of the works would be submitted as a separate retrospective application. The Authority to be updated at the next meeting scheduled for 4 December 2025.

ACTION: CPO

Property at Alarm Hill, Darren McCoy

It was noted that the Building Inspectors had to carry out an inspection of the property to ascertain if the roof had been painted in accordance with the approval once the extension was completed. The CPO advised that she had spoken to the Building Inspectors but the works have not yet been signed off. The Authority to be updated at the next meeting scheduled for 4 December 2025.

ACTION: CPO/Building Inspectors

Works undertaken at St Paul's, near Phillip John's Shop

It was noted that permission had been granted for the works to be undertaken as the embankment had fallen. A reminder had been sent regarding the retrospective Application. The CPO to follow up with Mr John and an update would be given at the next meeting of the LDCA scheduled for 4 December 2025.

ACTION: CPO

Works undertaken at a property at the back of the St Helena Golf Club

One Member enquired about works undertaken at a property at the back of the St Helena Golf Club and questioned whether approval was given for the different colour of the Roofs. The CPO advised that she would set aside sometime to investigate.

ACTION: CPO

5. Building Control Activities

Members were provided with a Report on the activities for the month of September 2025 for their information. Mention was made of the timeline when dwellings are completed. The discussion included a look at the planning legislation and timeline for houses to complete.

6. Current Planning Applications

Members were provided with an updated report on current applications. It was noted that there were 21 applications awaiting determination: 1 “not approved”/deferred by Governor-in-Council (GiC) and now at appeal, 1 to GiC for final determination, 13 to be assessed and 6 in the advertising stage. It was agreed that Application 2024/48 – Construction of Storage Water Tank should be removed from the Current Applications List.

The CPO to review Application 2024/43 – Demolition of Existing Building and Construction of Six Accommodation Units for the Application to potentially be withdrawn.

ACTION: CPO

7. Applications for LDCA Determination

Application 2025/20: Change of Use from One to 2 x 2 Bed Dwelling Units in the form of Alterations to Existing House including Loft Extension – New Bridge, Jamestown: Anthony Thomas

The CPO presented and gave an outline of the Application with a recommendation for approval subject to seven Conditions as listed in the Handling Report.

The plot is designated within the Intermediate Zone and Jamestown Historic Conservation Area.

There were two Representations received for the initial submission.

The relevant policies that are applicable in the assessment are the Intermediate Zone, Built Environment, Housing, Water, Energy, Sewage, Storm and Drainage, Road and Transport and Housing Strategy.

In assessing, the proposal could be supported as it complied with the relevant policies as listed.

Following consideration, a member raised concern about the roof height but this would be considered by the Building Inspectors when the Applicant applies for Building Regulations approval.

Resolution: Approved with conditions as recommended in the Handling Report. Decision Notice to issue.

Application 2025/34 – Construction of a Two Storey, Three Bedroom Dwelling – Upper Cow Path, Half Tree Hollow: Russell Harrison

The PO presented and gave an outline of the Application with a recommendation for approval subject to seven conditions as listed in the Handling Report.

The plot is designated within the Intermediate Zone and has no Conservation area restrictions.

The relevant policies that are applicable in the assessment are the Intermediate Zone, Housing, Water, Sewage, Storm and Drainage and Road and Transport.

In assessing, the proposal is in compliance with the relevant policies as listed and was considered acceptable.

The Authority did not have any issues and approved the Application.

Resolution: Approved with conditions as recommended in the Handling Report. Decision Notice to issue.

Application 2025/76: Internal Alterations and Installation of Signage and Awnings with Bank of St Helena Branding – The Bazaar, Jamestown: Solomon & Company (St Helena) Plc

Member, Mr Ian Gough who had declared his interest was allowed to remain at the table but not to participate in any discussion relating to the Application.

The PO presented and gave an outline of the Application with a recommendation for approval subject to six Conditions as listed in the Handling Report.

The site is designated within the Intermediate Zone and Jamestown Historic Conservation Area.

There was one Representation received.

The relevant policies that are applicable in the assessment are the Intermediate Zone, Built Heritage, Water, and Sewage, Storm and Drainage.

In assessing, the proposal complied with the relevant policies as listed and could be supported.

Concerns were however raised about the architectural value of the Bazaar's front window being overlooked. Assurance must be given that the porch detail do not interfere with the existing frontage before the Awnings are erected. Mention was made of parking being a significant issue due to lack of provision for additional spaces in the area. There was no policy for parking provisions. Mention was made of the size and details of the Signage. The CPO advised that a suitable condition could be attached to take account of this. If there were any issues encountered the CPO to speak with the Chairperson to resolve.

Resolution: Approved with conditions as recommended in the Handling Report subject to clarification as to whether the proposed signage required consent then Decision Notice to issue.

Application 2025/78: Change of Use from Use Class D1 to “House of Multiple Occupation” (Sui Generis – Ex Longwood School, Longwood: Head of Property, St Helena Government

The CPO presented and gave an outline of the Application with a recommendation for approval subject to seven Conditions as listed in the Handling Report. The CPO highlighted that the consultation feedback for Environmental Health read as “no response” but comments were received.

The site is designated within the Intermediate Zone.

The relevant policies that are applicable in the assessment are the Intermediate Zone, Social Infrastructure, Housing, Road and Transport and St Helena Strategy Manual.

The proposal is to use the vacant property for a temporary form of housing for a specific need identified as a possibility within the MoU. The property would be brought into a usable condition and possibly a productive use as needed.

It was recommended by the CPO that:

- (a) the Application be referred to Governor-in-Council with a recommendation that development permission be granted subject to conditions; or
- (b) that development permission be granted subject to conditions.

It was highlighted that the Applicant should return with another Application if the temporary accommodation was needed for an extended period.

The Authority considered that they had received previous legal advice on this matter and a steer from the GiC/ECIP. They did not therefore have any issues and approved the Application.

Resolution: Approved with conditions as recommended in the Handling Report subject to the inclusion of more details as to which Memorandum of Understanding applied in the relevant condition. Decision Notice to issue.

Application 2025/79: Installation of Ten Bollards – Near High Knoll Fort Car Park: St Helena National Trust, C/o Shelley Magellan-Wade

The PO presented and gave an outline of the Application with a recommendation for approval subject to two conditions as listed in the Handling Report.

The site is designated within the Coastal Zone and High Knoll Fort Conservation area.

The relevant policies that are applicable in the assessment are the Coastal Zone, Built Heritage and Road and Transport.

In assessing, the proposal complied with the Policies as listed and could be supported.

Concerns were however raised with regard to the effectiveness of the proposed Bollards in preventing issues at the site. One Member asked why wooden Bollards were being used. The CPO advised that they could be replaced overtime and the Applicant might then wish to come back with a different solution. The Authority did not have any further issues and approved the Application.

Resolution: Approved with conditions as recommended in the Handling Report. Decision Notice to issue.

Application 2025/81: (Retrospective) Retention of Security Gate – The Coffee Shop, Jamestown: Jill Bolton

The PO presented and gave an outline of the Retrospective Application with a recommendation for approval subject to three Conditions as listed in the Handling Report.

The site is designated within the Intermediate Zone and Jamestown Historic Conservation area.

There was one Representation received.

The relevant policies that are applicable in the assessment are the Intermediate Zone and Built Heritage

In assessing, it was considered that the overall design of the rear Security Gate would not result in such harm as to refuse development consent as it was not detrimental to the materiality and visual amenity of the Jamestown Historic Conservation area and could therefore be supported.

Concerns were however raised about the visibility and impact of the Security gate in the Conservation area, including its maintenance and the colour of the Gate to be painted Black. The PO advised that a condition would be attached for the rear Security Gate to be painted Black and well maintained at all times.

Resolution: Approved with conditions as recommended in the Handling Report, subject to an additional condition to take account of the maintenance and the colour of the Gate. Decision Notice to issue.

Application 2025/82: Security Fence, The Coffee Shop, Jamestown: Jill Bolton

The PO presented and gave an outline of the Application, together with planning history with a recommendation for refusal as the proposal would not comply with the LDCP Policies. The

appearance of the Fence was not appropriate to the appearance and setting of the immediate area and Jamestown Historic Conservation area, in terms of its design, scale, materials and siting.

The site is designated within the Intermediate Zone and Jamestown Historic Conservation Area restrictions.

There were two Representations received.

The relevant Policies that are applicable in the assessment are the Intermediate Zone and Built Heritage.

In assessing, the proposal for a Security Chain Link Fence with metal Frame were not considered to contribute to the conservation nor enhances the aesthetic of the heritage streetscape of which it would be part of the Bridge leading through the Arch. The overall design of the Chain Link Fence was not in line with the LDCP policies in that it was not complimentary of existing features and did not add to the character or support the conservation of Jamestown Historic area. The Application to be referred to GiC with a recommendation for refusal.

The Authority supported the recommendation in that the Application be refused.

Resolution: Recommendation is to Refuse with reasons as recommended in the Handling Report. To GiC/ECIP for final determination.

8. Approvals by CPO/SPO under Delegated Powers:

Application 2025/73

– Requested	:	Full Development Permission
– Proposal	:	Construction of a Retaining Wall
– Location	:	Near High Knoll
– Applicant	:	Mr & Mrs Phillip Yon
– Official	:	Petra Joshua, PO (authorised by Shane Williams, Ag CPO
– Approved	:	14 October 2025

Application 2025/62

– Requested	:	Full Development Permission
– Proposal	:	Construction of a Retaining Wall
– Location	:	Near White Gate, St Paul's
– Applicant	:	Mark Constantine
– Official	:	Petra Joshua, PO (authorised by Shane Williams, Ag CPO
– Approved	:	15 October 2025

Application 2025/70

– Requested	:	Full Development Permission
– Proposal	:	Repair to Side of House and Construction of a Double Garage

- Location : Half Tree Hollow
- Applicant : Alice Francis
- Official : Petra Joshua, PO (authorised by Shane Williams, Ag CPO)
- Approved : 17 October 2025

Application 2025/64

- Requested : **Full Development Permission**
- Proposal : Formation of an Access Road and Construction of Wall
- Location : Woodlands Road, Horse Pasture
- Applicant : Wayne Yon
- Official : Patricia Coyle, CPO
- Approved : 25 September 2025

Application 2025/66

- Requested : **Full Development Permission**
- Proposal : Installation of Signage - PCB, CFS and Gatehouse Buildings
- Location : Rupert's Container Handling Facilities, Rupert's Valley
- Applicant : Programme Management Office, C/o Julian Benjamin
- Official : Patricia Coyle, CPO
- Approved : 24 September 2025

9. Minor Variations approved by CPO

Application 2023/31/MV1

- Requested : Minor Variation
- Proposal : Internal Layout Amendments, Lower Ridge Height from 6.1m to 5 m and Alter the Position of the gable Ends, Installation of Window in rear elevation, Omission of Kitchen Window on the southern elevation and Installation of Double Door and to Install Two Single Doors in western elevation. This was in respect of Alterations and Extensions to Existing House to Convert One Dwelling Unit into Two Dwelling Units that was approved on 7 August 2023
- Location : Gordons Post, Alarm Forest
- Applicant : Gavin Williams
- Official : Shane Williams, CPO, Ag
- Approved : 17 October 2025

Application 2025/44/MV1

- Requested : Minor Variation
- Proposal : Change of Trellis Bench Design to Arbour Bench Design being 1.22m x 0.7m x 2.2m. This was in respect of the Installation of 28 Slate Plaques with Solar Lighting that was approved on 5 September 2022
- Location : Castle Terrace, Jamestown
- Applicant : St Helena Tourism
- Official : Shane Williams, CPO, Ag

- Approved : 17 October 2025

10. Discharge of Conditions

Application 2025/44 (DoC 7)

- Requested : Discharge of Condition Seven
- Proposal : Final Lighting Details to be submitted to and approved in writing by the Chief Planning Officer on behalf of the Land Development Control Authority.
- Location : Castle Terrace, Jamestown
- Applicant : St Helena Tourism
- Official : Shane Williams, CPO, Ag
- Approved : 9 October 2025

11. Strategic Planning Matters

Jamestown Conservation Management Plan (JCMP)

The CPO advised that there was nothing further to report until the Team arrives back on island in January 2026 when there would be a revised JCMP.

ACTION: CPO

Land Development Control Plan Review

The CPO advised that a Workshop had been arranged for 12 November 2025. The workshop would be led by the Portfolio Director.

ACTION: CPO

10. Any Other Business – Christmas Party

The Secretary to arrange for 12 December 2025 at 12.30 pm. First option being lunch at Mantis with second option being at the Blue Lantern.

13. Next Meeting

The next meeting is scheduled for 4 December 2025.

There was no further business to discuss. The Chairperson thanked members for their attendance and the meeting closed at 11.50 Hrs.

Chairperson to the LDCA

Date