

## Planning Officer's Report – LDCA MARCH 2026

<b>APPLICATION</b>	2026/01 – Installation of a New Window
<b>PERMISSION SOUGHT</b>	Full Permission
<b>REGISTERED</b>	12 January 2026
<b>APPLICANT</b>	Royal St. Helena Police, C/o Mr. Gary Henry
<b>PARCEL</b>	JT100040
<b>LOCALITY</b>	Coleman's House, Jamestown
<b>ZONE</b>	Intermediate
<b>CONSERVATION AREA</b>	Jamestown Historic
<b>CURRENT USE</b>	Police Headquarters
<b>PUBLICITY</b>	The application was advertised as follows: <ul style="list-style-type: none"><li>▪ <i>The Sentinel</i> Newspaper on 15 January 2026.</li><li>▪ A site notice displayed in accordance with Regulations.</li></ul>
<b>EXPIRY</b>	29 January 2026
<b>REPRESENTATIONS</b>	One ( <i>conditional objection, seeking clarification</i> )
<b>DECISION ROUTE</b>	<del>Delegated</del> / LDCA / EXCO

### A. CONSULTATION FEEDBACK

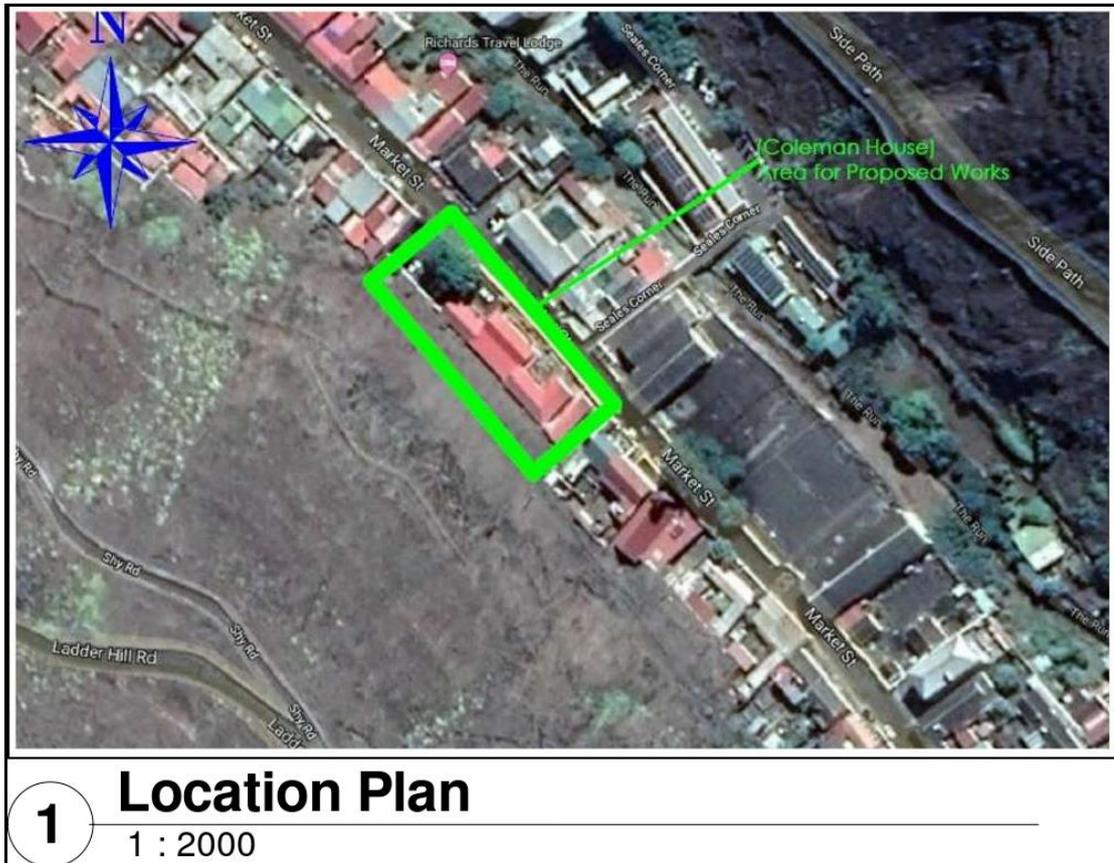
1. Sewage & Water Division	No Response
2. Energy Division	No Response
3. Fire & Rescue	No Response
4. Roads Section	No Response
5. Property Service	No Objection
6. Environmental Protection	No Objection
7. Environmental Health	No Objection
8. Agriculture & Natural Resources	No Response
9. St Helena Police Services	No Response
10. Aerodrome Safeguarding	No Response
11. Economic Development	No Objection
12. National Trust	No Response
13. Sure SA Ltd	No Objection
14. Heritage Society	No Objection – Comment
15. Maritime	Not Applicable

## B. PLANNING OFFICER'S APPRAISAL

### LOCALITY & ZONING

The development site is located at *Coleman's House*, Jamestown, which serves as the St. Helena Police Headquarters, where it is designated within the Intermediate Zone and Jamestown Historic Conservation Area. The building to which this proposal pertains, is not a listed building.

#### Diagram 1: Location Plan

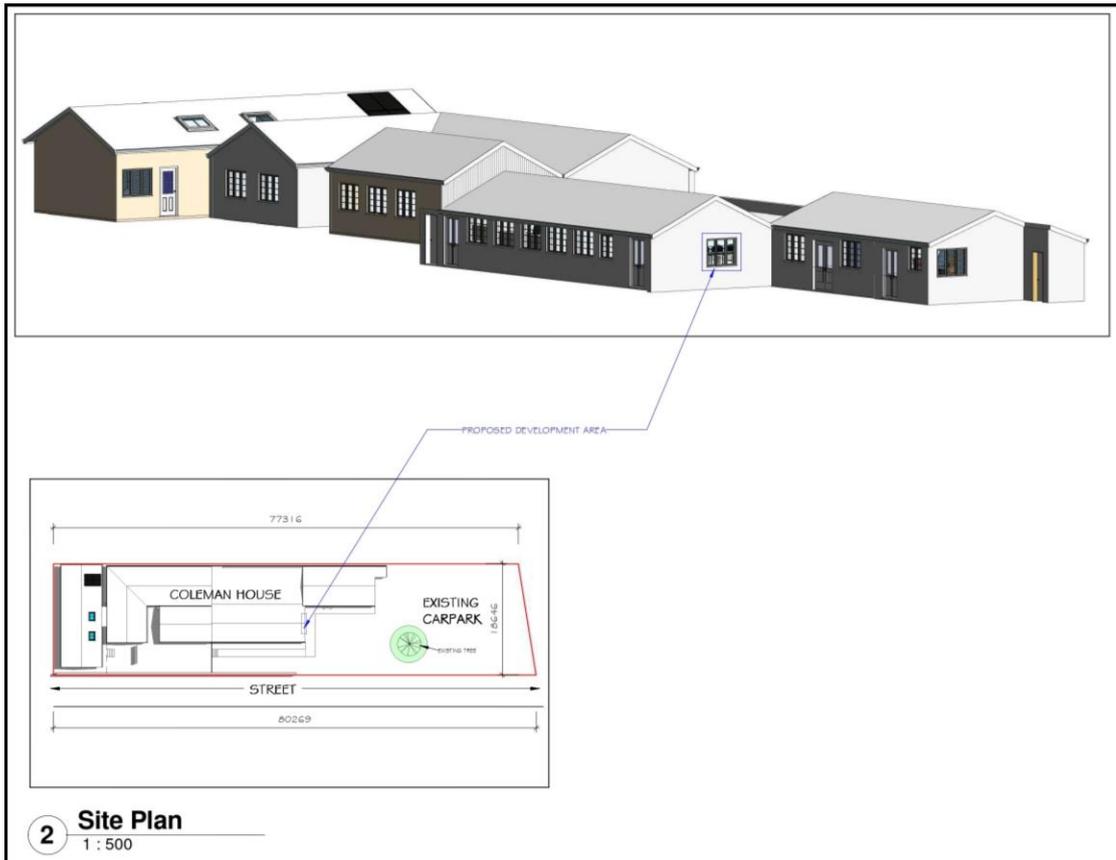


### PROPOSED DEVELOPMENT

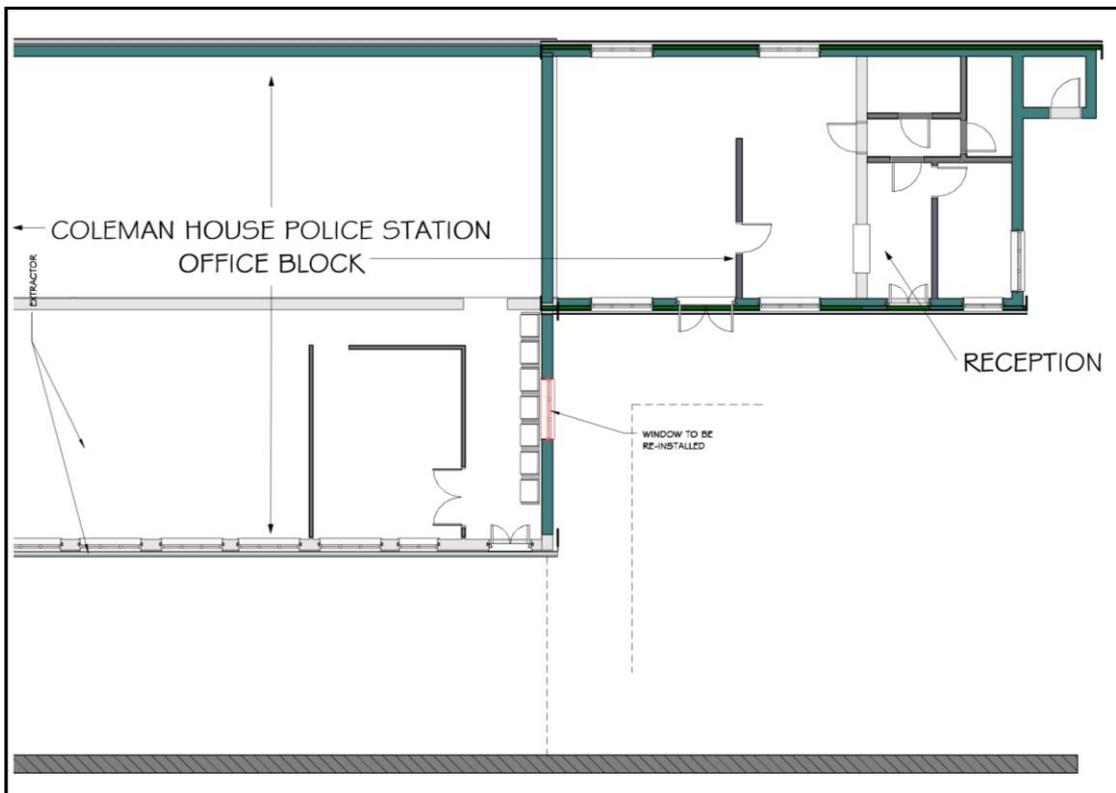
This development proposal is for the installation of a window at the north-facing gable end of Coleman's House, which is the Royal St. Helena Police Headquarters, located in Jamestown. It is noted that a window once existed in this position and was closed up— it is proposed that the wall will be reopened in the same position exactly, to reinstall a window that will be in keeping with the design and materials of existing.

The justification for the reinstallation of this window is to create another separate office space. Currently, this small room is used as an ad hoc meeting space.

## Diagram 2: Site Plan & 3D Visual



## Diagram 3: Proposed Floor Plan Layout



**Diagram 4: Google Street View Image [2017]**



## **STAKEHOLDER FEEDBACK & REPRESENTATIONS**

There was one conditional objection from a member of the public, subject to clarification of the proposal, as detailed below. A comment was also received from the *Heritage Society* as detailed below.

### **Representation 1 – Member of the Public**

I suspect the intention of this application is to re-open a recently blocked window. A Google Streetview photo taken in 2017 shows the original window in a central position on the gable.

The information provided on the application form and on the drawings is not clear as it appears to show a different offset window position, even though it is noted as a 're-installed' window.

If the intention is to re-open the original, centrally positioned window, I would have no objection. However, as this is a conservation area, could you please confirm what the applicant is proposing.

**[Officer comment:** The Applicant has confirmed that the proposed development is to re-open the original blocked window and install a window that is in keeping with the design and material of existing. The drawings are correct as per the proposal and with reference to Diagram 4 above, that shows the Google Streetview Image [2017]

of the original positioning of the window was never exactly central of the gable end of the building.]

### **The Heritage Society**

The window frame should be designed to be symmetrically divided and to be installed such that it is set back 75 to 100mm behind the external face of the wall, to reflect the traditional fenestration in the Conservation Area.

### **LEGAL AND POLICY FRAMEWORK**

The relevant policies of the Land Development Control Plan (LDCP 2012) that are applicable in the assessment of the proposed development are set out below:

- Intermediate Zone: Policies
- Built Heritage Policies

### **OFFICER'S ASSESSMENT**

In evaluating this proposal against the relevant policies, the reinstallation of this north-facing gable end window does not pose any adverse effects to the amenity of existing development, nor is it materially damaging, as it can be considered to form a coherent whole both in the development itself and in relation to surrounding development, in line with Intermediate Zone policies.

Furthermore, albeit the development is within the Jamestown Conservation Area, the building is not a listed asset, nor is it proposing any change to what has existed previously and therefore is in accordance with the Built Heritage policies.

Considering this and to conclude; the development proposal application did not receive any objections from stakeholders and the conditional objection from a member of the public has since been satisfied with clarification of details of the proposal.

To conclude, the development proposal is in compliance with the relevant Built Heritage and Intermediate Zone policies and therefore can be supported.