

MINUTES

Land Development Control Authority Meeting

Date : Thursday, 05 March 2026
Time : 10 am
Venue : The St Helena Community College Main Hall, Jamestown

Present	Mr Lawson Henry	Deputy Chairperson
	Mr Gerald Yon	Member
	Mr Ian Gough	Member
	Mr Ronald Scanes	Member
	Mr Mark Brooks	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	Mrs Ethel Yon	Chairperson (Engaged with another statutory function)
	Mr Gavin George	Member (overseas)

In attendance:

Two members of the public were in attendance, including the Applicant.

1. Attendance and Welcome

The Deputy Chairperson welcomed all present and expressed appreciation for their attendance.

2. Declarations of Interest

The Deputy Chair, Mr Lawson Henry declared an interest in item 7.8 – Application 2026/01 and Member, Mr Ian Gough declared an interest in item 7.3 – Application 2025/98. The Deputy Chair left the meeting for the item of business. Member, Mr Ian Gough was given permission to remain at the table, but not to participate in any discussion relating to the item.

At this stage, a Member raised concerns about being named in the document relating to Application 2025/98. He stated that he did not believe this was appropriate, as it singled him out and could attract press attention. He felt that the document should reflect the Board’s collective position rather than that of an individual Member.

The discussion highlighted the need for clearer guidelines on how individual contributions are recorded to avoid similar issues in the future. The Member reiterated that public documents should refer to “the Board” rather than naming individuals, in order to avoid singling people out and to prevent potential reputational implications.

It was further noted that consideration may be needed regarding whether the Member should declare an interest in future items where the URA could be perceived as having a role—particularly in cases where an “ordinary member of the public” might reasonably perceive a conflict that could affect the Authority’s operations. The CPO outlined the Authority’s procedures in this regard in accordance with the Land Planning and Development Control Ordinance in which it states that Members not to participate in certain discussions.

The Deputy Chair emphasised that the key question is whether, in the event of similar applications arising, the Member would be required to declare an interest due to his membership of the URA. The Member referenced comments he made at the meeting on 5 February 2026, during which he sought clarification on a matter that, he stated, had no connection to the URA. The comments being that the Application made no reference to the use of a Battery and sought clarification as to how the system would operate without such information.

The Deputy Chair concluded that a determination must be made on whether any potential conflict of interest could impact the Authority. The issue concerns the Member’s URA membership and whether this necessitates declarations when relevant applications are considered. He advised that the discussion would be closed at this point but said that he would raise the matter with the Chairperson.

3. Confirmation of Minutes of 5 February 2026

The minutes of the meeting held on 5 February 2026 were confirmed and signed by the Deputy Chairperson as a true record of the meeting, which he chaired due to the Chairperson being unwell.

4. Matters Arising from Minutes of 5 February 2026

Unauthorised Development – Application 2025/50: Clayton Vanguard, Sandy Bay

The CPO advised that she had drafted a letter to Mr Vanguard requesting he come back to Planning as soon as possible as the request for further information from Mr Vanguard was still awaited. To be followed up after letter to Mr Vanguard had issued.

ACTION: PO/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 there was nothing further to action in relation to the Appeal as it had been withdrawn. To be deleted from the Minutes.

Retrospective Application: Mark Corker – New Bridge, Jamestown

The CPO reported that two separate “Notices to Apply” had been served on Mr Corker - one relating to the fence and the other concerning the excavation works.

At this point, Member Mark Brooks advised that he had previously declared an interest in the matter and therefore would not participate in the discussion.

The CPO confirmed that discussions had taken place with Mr. Corker, who stated that he would attempt to contact the draughtsman responsible for preparing the plans. It was noted however that no application had yet been submitted.

Regarding the Enforcement Notice, the CPO explained that the only available course of action would be to require Mr. Corker to restore the site to its original condition.

At this point, a member of the public stated that he could not hear the proceedings, noting that no words were audible. He suggested this may be due to the doors being open or participants not projecting their voices, despite the presence of the public. He was asked by the Deputy Chair to move closer, but commented that the issue had been worsening over recent months. He then stated that if no action was taken, he would leave and subsequently exited the meeting.

Following a lengthy discussion, it was agreed that the CPO would again contact Mr Corker requesting that he submit the required application within three months.

ACTION: CPO

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

The CPO advised that submission of documents are still awaited as the owners would like to incorporate other works into the application. It was agreed that a Notice to Apply should be sent.

ACTION: CPO

Stakeholder Consultation Feedback

It was noted that the Chairperson had spoken with the Deputy Secretary regarding stakeholder responses, and that correspondence had been issued to the relevant Portfolios. It was further noted that the Chair had asked the Administration Assistant to ensure all Portfolio Directors were included in the consultation emails.

5. Building Control Activities

The Authority was provided with a report on Building Control Activities for the month of February 2026 for their information.

6. Current Planning Applications

The Authority was provided with an updated report on current Planning Applications. It was noted that there were 27 Applications awaiting determination: 3 for GiC for final determination, 3 to be assessed, 1 awaiting further information and 19 at public consultation advertising stage.

7. Applications for LDCA Determination

Application 2025/88: Siting of 4 x 20 ft Containers for Storage Purposes, Government garage Compound, Donkey Plain, New Ground: Transport Section, St Helena

The Application was deferred from the meeting of 5 February 2026 for the CPO to speak with the Applicant to explore other options or to have the Application withdrawn. The CPO provided an Addendum Report.

The CPO reported that she had discussed alternatives (extending the building forward as a long term solution) but the Applicant lacked funds. It was suggested by the CPO that a temporary approach could be acceptable subject to conditions, but emphasised Officers would consider the longer term implications at the time of any future extension request.

The Authority questioned whether two years would be sufficient and suggested consideration of the maximum permissible temporary period.

The Authority's concerns and points raised questioned granting only two years when longer might be needed to find/implement a permanent solution; others were concerned a temporary permission would simply be renewed and effectively become permanent.

The Authority did not have any further issues and therefore agreed to grant a 2-year temporary approval to the Application.

Resolution: Temporary approval given with conditions as recommended in the Addendum Report. Decision Notice to issue.

Change of Use and Development to a Mixed use Comprising: Dwelling to House of Multiple Occupation (HMO, Sui Generis). Tattoo Parlour (Sui Generis), Self Contained Flat (Use Class C3), Construction of Storage Building (Use Class B1), Change of Roof Profile and Covered Area Extension and Deck (Part Retrospective), St Paul's: Peaks Enterprises, C/o Miss Shanna John

The CPO apologised for the layout error on page five of the Handling Report and acknowledged that the Housing Strategy Manual should have been referenced in the document.

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

The site is located within the Intermediate Zone and is not subject to any Conservation Area restrictions.

The relevant policies applicable in the assessment are the Intermediate Zone, Housing, Employment, Energy, Water Supplies, Sewerage, Storm Drainage, Solid Waste, Road and Transport, Telecommunications and Social Infrastructure.

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

In considering, the Authority noted that the Application involved mixed uses and included retrospective elements. One Member raised concerns about the proposed opening hours for the Tattoo Parlour, questioning the rationale for the restriction and expressing the view that the limited hours were unreasonable and should be removed. Members also stressed the need for the Applicant to provide drawings showing detailed bathroom and toilet layouts, though there was some uncertainty about whether this requirement could be addressed through a condition. The CPO advised that there was no specific planning policy relating to toilet provision as this was a Building Regulations matter, although disabled facilities are required and there appears to be no toilet facility for the new bedroom proposed.

The Application was deferred pending the CPO obtaining the requested bathroom and toilet layout details. The Authority however agreed that Condition Three - restrictive hours for the tattoo shop - should be removed from any approval.

Resolution: Deferred for the CPO to obtain further details as stated above.

Application 2025/98: Installation of Photovoltaic Panels on Roof, Jamestown: Tracey Corker

Member, Mr Ian Gough who declared an interest in the item of business was given permission to remain at the table but not to participate in any form of discussion.

The Application was deferred from the meeting of 5 February 2026 for the PO to obtain clarification about the type of PV System proposed, specifically whether the system would be grid-connected or operate off-grid and whether battery storage was included. The CPO provided an Addendum Report and advised that the Applicant had confirmed that the PV System was intended to operate off-grid with batteries.

A member raised strong safety concerns about battery storage and questioned where the batteries would be located. He reminded the Authority that batteries can vent noxious or explosive gases and stressed that battery location and specification are relevant to public safety and means of escape considerations. He emphasised these were material planning/safety matters rather than matters exclusively for the Utilities Regulatory Authority (URA).

The Member stated he was a Member of the URA. The Deputy Chair raised, that going forward, Members should consider whether a perceived conflict might require declaration/recording on similar items. The procedural issue was discussed. The exchange emphasised that perception of conflict as seen by the public needed to be managed while not preventing Members from raising safety points. The Deputy Chair said that further discussion would be needed on this with the CPO and the Chairperson of the LDCA in having a policy drawn up.

Resolution: Approved with conditions as recommended in the Handling Report. Decision Notice to issue. Chairperson and CPO to discuss the matter relating to possible conflict of interest. Decision Notice to issue.

Application 2025/105: Lounge Extension and Renovations, Red Hill, Levelwood: Winson Henry

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

The site is designated within the Intermediate Zone and has no Conservation Area restrictions.

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

In assessing, the proposed development complied with the relevant policies as listed and was supported.

A Member raised a question as to what was the existing and the proposed developments. The CPO drew the Members attention to the hard copy of the plan to which he was content.

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 2025/109: Safety Rails adjacent to the Run, Opposite Solomon's Garage, Jamestown: Health and Social Care, C/o Paul Scipio

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

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

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

In assessing, it was noted that the development would create a safer environment for both local residents and passers-by. It was considered to comply with the relevant policies and could therefore be supported.

During discussion, a Member referred to the representation submitted by the Stakeholder and queried why the Application had been brought before the LDCA for determination. The CPO explained that there was no provision within the delegated powers to deal with this type of Application.

The Member expressed concern that this was a safety issue, noting that someone had already fallen into the Run, and commented that the Application had been unnecessarily delayed by having to come before the Authority. The CPO reiterated that the requirement for Development Consent cannot be altered as it is set out in the LDCA Ordinance. However, delegated powers could be amended so that such minor development in a Conservation Area could be decided by the CPO (under Delegated Powers). She advised that AG's Chambers could be asked for their opinion regarding changing the Ordinance/Regulations to exclude some minor development in Conservation Areas from the need to submit a Development Application (such that it is "deemed consent" or "permitted development"), however, the way the General Permitted Development is currently written all development falling within permitted development allowances requires to be submitted under Prior Notice applications to the CPO for prior determination as to whether prior notification is needed or a Development Application is required.

It was further noted that only part of the Run is currently protected.

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

Application 2025/110 – Installation of Carport and Decking to include minor Ground Works, Near Cardinal Drive, Half Tree Hollow: Sasha Bargo

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 has no Conservation area restrictions.

The relevant policies applicable in the assessment are the Intermediate Zone and Housing.

In assessing, the proposal was considered not to be materially damaging to the amenity of existing development or that of the local area. It complied with the relevant policies as stated and was considered acceptable.

Members did not have any issues or concerns and approved the Application.

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

Application 2025/111: Construction of a three Bedroom Dwelling – Cleughs Plain: Kyle Yon

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

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

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

In assessing, it was identified that excavation works would be necessary and that a 3.5-metre rear embankment would be created. It was concluded that these works could be carried out safely and effectively. The proposed use, scale, design, access arrangements and drainage provisions were considered acceptable and in accordance with the relevant policies.

In considering, a Member queried whether the embankment would be terraced, noting that it would be slightly higher than what is normally permitted. The CPO explained that she had not been the Case Officer managing the Application but advised that the planning consultant responsible was highly knowledgeable. It was highlighted by one Member that previous applications involving embankments exceeding 3 metres had been refused, as such structures can potentially scar the landscape. It was acknowledged that the 3-metre limit serves as a policy consideration which should be balanced against other policies and site specific material considerations.

The Applicant, who was present, was invited to respond to this concern. He explained that a significant amount of material had been moved from other sites onto his land and made reference to the specific location where the embankment would be situated which involved removal of material originally from outside his site.

Members were satisfied with the explanation and approved the Application on the condition that the embankment does not exceed 3.5 metres in height. The CPO confirmed that the "Accordance with Plans" condition would cover the requirement for the embankment to be no greater than 3.5m in height.

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

Application 2026/01: Installation of a New Window – Coleman’s House, Jamestown: Royal St Helena Police, C/o Gary Henry

Deputy Chair, Mr Lawson Henry having declared his interest in the item of business left the table. Member, Mr Gerald Yon chaired for this item of business.

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

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

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

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

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

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

Deputy Chair returned to the Table and continued chairing the meeting.

Application 2026/02: Construction of a Double Garage – Levelwood: Ryan Crowie, C/o Waylon Leo

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

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

The relevant policies applicable in the assessment are the Intermediate Zone, Roads and Transport.

In assessing, the proposal was considered acceptable in accordance with the relevant Policies.

In considering, one member questioned why balustrade had been installed around the roof when there appeared to be no proper access. It was felt that, given its dual-use purpose, suitable access should be provided. The CPO explained that she had spoken with the Case Officer who handled the application, had confirmed that the structure is domestic in nature and that it could be accessed either from the bank or by using a ladder. It was acknowledged that the proposal included a flat roof with railings around the perimeter.

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

Application 2026/03: Siting of Two Containers in the Hardcourt Area for Storage of School Equipment – Francis Plain: Phil Toal

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

The site is designated within the Green Heartland Zone and has no Conservation Area restrictions.

The relevant policies that are applicable in the assessment are the Green Heartland and Social Infrastructure.

It was noted that the Application relates to the St Helena Secondary School and not the Applicant Mr Phil Toal personally.

In assessing, it was considered that the proposal would meet policies to retain the undeveloped nature of the Green Heartland as well as meeting policies to provide for educational resources in accordance with policy SI1 of the LDCP, 2012.

In considering, a Member questioned whether the Containers would need to be cladded and Roofed over. The CPO advised that the Containers would be tucked away and not visible from any roads and that the Container Policy only requires domestic containers to be roofed; the containers are required to be painted in a suitable colour to match the buildings.

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

8. Approvals by CPO under Delegated Powers:

Application 2025/97

– Requested	:	Full Development Permission
– Proposal	:	Construction of a Double Garage
– Location	:	Head O’Wain
– Applicant	:	Mandy Fowler
– Official	:	Petra Joshua, PO (authorised by Patricia Coyle, CPO)
– Approved	:	30 January 2026

9. Minor Variations Approved by CPO

Application 2023/35/MV1

– Requested	:	Minor Variation
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- Proposal : To rotate the House by 90 degrees and moving the House forward on the land with Plot No. LWS0424. This was in respect of Construction of a One Bedroom Dwelling that was approved on 19 September 2023
- Location : Longwood Road
- Applicant : Hugo Francis
- Official : Patricia Coyle, CPO
- Approved : 29 January 2026 (NB corrected from Agenda)

Application 2025/28/MV1

- Requested : Minor Variation
- Proposal : Alterations to the Floor Layout and to move the Garage forward in line with the front of the House. The proposal also included a new Picture Window in the revealed Side Elevation. This was in respect of Construction of a Three Bedroom Dwelling that was approved on 11 August 2025
- Location : Near Prince’s Lodge, St Paul’s
- Applicant : Tracey and Danni Thomas
- Official : Patricia Coyle, CPO
- Approved : 29 January 2026

Application 2024/57/MV1

- Requested : Minor Variation
- Proposal : To request that, following discussions with the Engineer, the Netting Product from the UK Supplier, ABG would need to be a stronger Geosynthetic either Erosamat 500m or Erosamet 500 G50 which is only available in standard Black Colour. This was in respect of Installation of Draped Mesh Netting that was approved on 10 February 2025.
- Location : Side Path Junction
- Applicant : EDIP/Programme Management Office, C/o Duncan Brown
- Official : Patricia Coyle, CPO
- Approved : 30 January 2026

Application 2019/16/MV1

- Requested : Minor Variation
- Proposal : To request a Change in design of the proposed Stair Layout and Wheelchair Lift arrangement with a Stair Platform Lift to ensure suitable access to the First Floor. This was in respect of Conversion of the Freight Terminal into Marine Offices, Lab and Marine Visitor Centre that was approved on 27 August 2019.

- Location : Jamestown
- Applicant : Technical Section, PMO, C/o Mark Plato
- Official : Patricia Coyle, CPO
- Approved : 11 February 2026

10. Strategic Planning Matters – CPO Feedback

Jamestown Conservation Management Plan

The CPO reported that she had not received any further communication from the Commonwealth Heritage Forum. It was understood that the Forum planned to visit the island in June this year, and the CPO noted that this may coincide with a period when she is off island.

ACTION: CPO

Land Development Control Plan Review

The CPO reported that two open sessions had been arranged, but no attendees were present. Two questionnaires had been submitted. The CPO advised that she would prepare a document containing the consultation comments and officer comments and join this with work already undertaken with SHG Officers/Portfolio Directors and report back to the LDCA at a future meeting. This will feed into the next stage of work. The CPO would provide a further update once this work had been undertaken.

ACTION: CPO

11. Any Other Business

Application 2025/99 and 2025/100 – Installation of Play Equipment – Half Tree Hollow and Longwood Green Playgrounds: Head of Property, C/o Mr Mike Durnford

The CPO explained that the applicant for the above applications has confirmed he can provide the equipment; however, not in the manner suggested by the LDCA through the Informative on the Decision Notice. It was however noted that an informative is not binding, but rather an indication of how Members would prefer something to be achieved. The proposed arrangement for ensuring that protective matting is provided before large items of play equipment are used was not opposed. The applicant intends to submit a maintenance plan, which would follow from the required training.

Unauthorised Excavation Works and failure to Comply with Condition One of approved Application 2025/09 – Cleughs Plain: Delray McDaniel

The CPO provided an update on the matter noted above, explaining that the Applicant had been given a six-month period (a condition of the approval) to carry out the required actions. The Applicant had, after the 6 month period lapsed, asked for a further time period in order to undertake the approved works of 6-months preparation and a further 6 months to undertake

the approved works. As no progress has been made in the time indicated in the Condition attached to the approval, Members agreed that that had been a reasonable time period and that no further time extensions should be granted. They requested that an Enforcement Notice should now be issued.

The CPO will prepare the Enforcement Notice and forward it to the Deputy Chair for approval.

Member of the public

The Deputy Chairperson raised a concern regarding an incident in which a member of the public left the meeting because they were unable to hear the Officers clearly. Several potential solutions were explored, including rearranging the tables and introducing the use of microphones. However, the CPO explained that there is currently no budget available for purchasing microphones, though this could be considered in the future. It was also suggested that adopting a U-shaped room layout might help, as this would prevent Members from having their backs to the public.

There was no other business for discussion.

12. Next Meeting:

The next meeting is scheduled for 02 April 2026.

Members were thanked for their attendance and the meeting closed at 12.45 Hrs.

Chairperson to the LDCA

Date