

MINUTES

Land Development Control Authority Meeting

Date : Thursday, 07 May 2026

Time : 10 am

Venue : Training Room 1, opposite the St Helena Community College Main Hall, Jamestown

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| Present | Mrs Ethel Yon OBE | Chairperson |
| | Mr Lawson Henry | Deputy Chairperson |
| | Mr Gavin George | 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) |
| | Mr Paul Scipio | Planning Consultant (PC) |
| | Mrs Karen Isaac | Secretary |
| Apologies | Mr Gerald Yon | Member |

In attendance:

One Member of the public was in attendance.

1. Attendance and Welcome

The Chairperson welcomed all present and thanked members for attending.

2. Declarations of Interest

There were no Declarations of Interest to declare.

3. Confirmation of Minutes of 2 April 2026

The minutes of the meeting held on 2 April 2026 were confirmed and signed by the Chairperson as a true record of the meeting.

4. Matters Arising from Minutes of 2 April 2026

Declarations of Interest

The Chairperson advised that she had prepared a draft policy; however, she is currently experiencing technical difficulties with her laptop. She indicated that she hopes to circulate the document to Members later this afternoon or by Friday, 8 May 2026.

Action: Chairperson

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

The CPO advised that no response had been received from Mr Vanguard. The Authority was asked to consider whether the application should be revised or presented in its current form.

It was noted that this is the only outstanding application for the year 2025. The Authority advised that the application should be presented at the next meeting.

Action: PO/CPO

Unauthorised Development – Application 2025/94: Adrian John, Terrace Knoll

It was noted that the Draughtsman was aware of the required information and was in the process of addressing the matter. This would be followed up with Mr John.

ACTION: CPO

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

It was noted that the Draughtsman was aware of the required information and was in the process of addressing the matter. This would be followed up with Mr John.

ACTION: CPO

Stakeholder Consultation Feedback

It was observed that there had been a slight improvement in consultation responses. It was noted that all Portfolio Directors are now notified of the planning consultation with their portfolio. To avoid confusion however as to who needs to provide the response, the current responding arrangement remains the same whereby only the staff member would undertake the response, not the Portfolio Directors.

Delegated Powers

The proposed revised Scheme of Delegation had been reviewed and amended from the previous version. To be considered by LDCA Members at the meeting for 4 June 2026.

ACTION: CPO

5. Building Control Activities

The Authority was provided with a report on Building Control Activities for March 2026 for information.

The CPO advised that reporting is currently over a month behind, due to a combination of staff sickness and annual leave and also with a staff member being off-island. It was anticipated that two months' reports would be presented at the meeting scheduled for 4 June 2026.

ACTION: CPO/BI

6. Current Planning Applications

The Authority was provided with an updated report on current planning applications. It was noted that there are 22 applications awaiting determination, comprising: 1 on hold pending further details from the Applicant, 16 pending assessment, 1 awaiting additional information, 3 in the advertisement stage, and 1 yet to be re-advertised.

7. Applications for LDCA Determination

Application 2026/05: Change of Use and Alterations for proposed New Motorcycle Showroom (Revised), Half Tree Hollow: Triple Finance Ltd, C/o Mr Derek Pedley

The application was deferred at the meeting held on 2 April 2026 to allow the Applicant to submit further information regarding the extent of the proposal and the proposed noise mitigation measures. The PC presented indicating that this information was subsequently received, including a revised design of the development. The Applicant demonstrated a positive and constructive response to the concerns raised, and the amended proposal was considered acceptable, with the revisions improving the overall scheme.

Members expressed satisfaction with the additional information provided and commended the Applicant for this. Reference was made to the original comments from Connect Saint Helena Limited, which indicated that the solar panels could not be connected to the grid and would be limited to off-grid use only. The proposal was therefore agreed with an Informative be included to reflect this.

Resolution: The Application was approved as recommended in the Addendum Report subject to an Informative as mentioned above. Decision Notice to issue.

ACTION: CPO

Application 2026/21: Construction of a Two Bedroom Dwelling, Windy Point, St Paul's: Tanisha Benjamin

The PC presented and gave an outline of the Application with a recommendation for approval subject to nine conditions as outlined 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, Roads and Transport and Built Heritage.

In assessing the proposal, it was concluded that it would not result in any significant adverse impacts as it complied with the policies as listed and was considered acceptable.

The Authority raised no issues and approved the application.

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

Application 2026/22: Roof Alterations to Existing Dwelling, Taglate, Levelwood: Deon Knipe

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 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 and Road and Transport.

In assessing, the proposal could be supported as it had no adverse effect on the amenity or aesthetic of the immediate area and complied with the policies as listed.

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

A query was raised however regarding why it was necessary for the application to be brought before the Authority. The CPO advised that there was no provision under the Delegated Powers for the matter to be determined by the CPO under the current Scheme of Delegation. The Chairperson confirmed that the CPO was acting in accordance with the relevant requirements. It was noted that Delegated Powers are currently under review and would be presented to the Authority in due course.

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

Application 2026/23: Construction of a Two Bedroom Dwelling including a Detached Double Garage and Carport, Alarm Forest: Linda Cave C/o Simon Francis

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 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, Roads and Transport

In assessing, the proposed development was in compliance with the policies as stated and was supported as it had no adverse effect on the amenity or aesthetic of the immediate area.

In considering the application, the Authority noted that the garage/covered area appeared to be almost the same size as the footprint of the proposed dwelling. There was some confusion about this layout, as it seemed that the garage had two entrances. It was clarified by the PO however that the relevant drawing had addressed this concern.

It was further observed that there was a significant number of trees within the area, and clarification was sought as to whether these trees were protected. It was confirmed that the trees are not subject to protection, as Alarm Forest did not fall within a Tree Preservation Order nor in a designated National Conservation Area.

It was noted however that the specific types of trees present are unknown and the Authority therefore felt that the consultation responses from the relevant Planning Stakeholders should have reflected the uncertainty regarding the removal of trees as part of the development proposals.

The Authority did not have any further queries and approved the Application.

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

Application 2025/27: Excavations, Retaining Concrete Block Wall and Concrete Steps, New Bridge, Upper Jamestown: Mark Corker

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

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

There was one Representation.

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

In assessing, the proposal was considered to be fit for purpose and was in compliance with the relevant policies and could be supported, subject to conditions which included a condition requiring that the gate was not to be locked as it crosses the public right of way.

In considering the proposal, a query was raised as to whether the steps would form part of the right of way, to which it was confirmed that they would. It was also noted that the site plan depicted the proposal's North point incorrectly. No amendment to the plan however was considered necessary.

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.

8. Approvals by CPO under Delegated Powers

Application 2026/12

- Requested : **Full Development Permission**
- Proposal : Replacement Information Sign
- Location : Butchers Grave, Plantation Forest
- Applicant : Economic Development Directorate, SHG
- Official : Paul Scipio, PC (authorised by Patricia Coyle, CPO)
- Approved : 10 April 2026

Application 2026/13

- Requested : **Full Development Permission**
- Proposal : New Information Sign
- Location : Castle Gardens, Jamestown
- Applicant : Economic Development Directorate, SHG
- Official : Paul Scipio, PC (authorised by Patricia Coyle, CPO)
- Approved : 10 April 2026

9. Minor Variations approved by CPO

Application 2025/62/MV1

- Requested : Minor Variation
- Proposal : To Change the Slope, Alter the Design and Increase the overall height. This was in respect of the Construction of a Retaining Wall that was approved on 15 October 2025.
- Location : Near White Gate, St Paul’s
- Applicant : Mark Constantine, C/o Julian Benjamin
- Official : Patricia Coyle, CPO
- Approved : 10 April 2026

Application 2024/64/MV3

- Requested : Minor Variation
- Proposal : To Change the External Appearance by way of Paint Colour to Anthracite (same colour as PCB and CFS Buildings on site) with Roof Dark Slate Grey. This was in respect of the Covered Area that was approved on 3 March 2025.
- Location : Break Bulk Yard, Rupert’s Container Handling Port Facility
- Applicant : Duncan Brown, PMO, EDIP
- Official : Patricia Coyle, CPO
- Approved : 10 April 2026

10. Strategic Planning Matters

Jamestown Conservation Management Plan

It was noted that no further progress had been made. It was still understood that the Commonwealth Heritage Forum was expected to visit the island in June 2026. The Authority advised that it would be beneficial to obtain a copy of the plan in advance of the Forum’s arrival.

The CPO indicated that she has direct contact with the Forum and would explore the possibility of securing this.

ACTION: CPO

Land Development Control Plan Review

The CPO reported that, due to staff shortages and other priority commitments, this matter remains ongoing. She is currently progressing the consultation responses and anticipates that these would be finalised in time for the next scheduled meeting on 4 June 2026. The Chairperson acknowledged this as an improvement.

ACTION: CPO

11. Any Other Business

Member – Overseas Leave

Mr Mark Brooks advised that he would be unable to attend the LDCA meeting scheduled for 4 June due to being overseas and extended apologies for his absence.

Excavation Works – New Prison – Application 2025/53

The CPO advised that concerns had been raised regarding excavation works at the New Prison site, specifically relating to dust impacting the area and main road, as well as potential effects on species in the surrounding area.

A meeting was subsequently held with the Contractor, during which (while not subject to a planning condition) there was a construction management plan but it was not being adhered to. The Contractor confirmed that works would be aligned with expected standards and appropriate practices going forward.

Although the potential issuance of an Enforcement Notice was discussed, it was considered unnecessary at this stage. It was agreed that spot checks would be undertaken, and should the Contractor fail to comply, the matter would be referred back to the LDCA for further consideration.

ACTION: CPO

Waste Water Treatment Works: Half Tree Hollow, Application 2026/11 and Jamestown, Application 2026/28

The CPO advised that these two applications she would like to be presented, if possible at a special meeting of the LDCA by the CPO. It was agreed that this meeting could take place on Thursday, 23 July 2026. Members to inform the Secretary of their availability.

12. Next Meeting:

The next meeting is scheduled for 4th June 2026.

It was also noted that there would be no meeting on 2 July 2026, as the CPO would only be returning from overseas leave and would not be in a position to review any Handling Reports.

There were no further business for discussion. Members were thanked for their attendance and the meeting closed at 11.25 hrs.

Chairperson to the LDCA

Date