

MINUTES

Land Development Control Authority Meeting

Date : Thursday, 04 June 2026
Time : 10 am
Venue : The St Helena Community College Main Hall, Jamestown

Present	Mrs Ethel Yon OBE	Chairperson
	Mr Gavin George	Member
	Mr Ian Gough	Member
	Mr Ronald Scanes	Member
	Mr Gerald Yon	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 Lawson Henry	Member (Medical)
	Mr Mark Brooks	Member (Overseas)

In attendance:

Five Members of the public were in attendance including Applicant(s).

1. Attendance and Welcome

The Chairperson welcomed all present and thanked members for attending.

2. Declarations of Interest

Miss Petra Joshua, SPO, Ag declared her interest in Application 2026/35 as she was responsible for preparing the plans. With the Chair's agreement, she would remain at the table. Member, Mr Ian Gough declared his interest in respect of Application 2026/29 as he is an employee of the Applicant, Solomon & Company (St Helena) Plc. Mr Gough said he would leave the table when the item of business was discussed.

3. Confirmation of Minutes of 7 May 2026

The minutes of the meeting held on 7 May 2026 were confirmed and signed by the Chairperson as a true record of the meeting.

4. Matters Arising from Minutes of 7 May 2026

Declarations of Interest

Members were provided with a Draft Code of Conduct. Members to review and provide comments at a future meeting.

Action: Members

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

The CPO advised that she had been in contact with Mr Vanguard but she was not yet been able to bring the Application forward to the LDCA. It was noted that the Application had been outstanding since 2025. The CPO advised that she would need to have further discussions with regard to the issuing of an Enforcement Notice and that there was some difficulty in dealing with the matter without an Engineering Report. Members noted the reasons for the delay and would wait to hear further from the CPO on the outcome of the discussions she was having.

Action: CPO

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

It was noted that the Draughtsman did not have time to deal with this matter. To be followed up with Mr John to bring this matter to a conclusion

ACTION: CPO

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

It was noted that the Draughtsman did not have time to deal with this matter. To be followed up with Mr John to bring this matter to a conclusion.

ACTION: CPO

Stakeholder Consultation Feedback

It was observed that there had been some improvement in consultation responses since the Deputy Chief Secretary (DCS) wrote to all concerned. The Chairperson said she was pleased about the progress and hope it would continue.

Delegated Powers

The proposed revised Scheme of Delegation had been reviewed and amended from the previous version. The Scheme of Delegation was approved and signed by the Chairperson on 4 June 2026.

ACTION: CPO

5. Building Control Activities

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

The Chairperson said that this was a useful document. Members did not have any comments.

6. Current Planning Applications

The Authority was provided with an updated report on current planning applications. It was noted that there are 76 applications awaiting determination, comprising: 1 on hold pending further details from the Applicant, 68 pending assessment, 6 in the advertisement stage, and 1 yet to be re-advertised.

7. Applications for LDCA Determination

Application 2026/35: Change of Use to Museum and Interpretation Centre with Restoration Works to include External Access Ramp, Security Fencing and Car Park Area, Rupert's Valley: St Helena National Trust

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

The site is designated within the Coastal Zone. The building is listed as Grade III.

The relevant policies applicable in the assessment are the Built Heritage, Coastal Zone, Tourism, Water, Social Infrastructure, Sewage, Storm Drainage, Roads and Transport.

In assessing the proposal, it was concluded that it was acceptable in accordance with the policies as stated.

There was one Representation.

Mr David Taylor spoke in support of the Application.

In considering, the Authority's discussion focused on ensuring construction was carried out in accordance with submitted plans and materials. Mention was made of Condition 2 where it was confirmed that this Condition required the development must be completed in accordance with approved plans. It was noted that in this case compliance would be monitored through building control. The Authority noted past issues where materials were not followed highlighted that failure to comply could result in work being stopped.

The Authority however was advised that responsibility in this regard rests with the applicant.

Clarification was provided that the perimeter security fence would match other secured areas. Access arrangements and location of car parking within the fenced area were confirmed.

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

ACTION: CPO

Application 2026/29: Customer Kiosk and Toilet Extension, Longwood Refuelling Station, Longwood: Solomon & Company (St Helena) Plc

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

The PO presented and gave an outline of the Application with a recommendation for approval subject to eight 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, Sewage, Storm and Drainage.

In assessing the proposal, it was concluded that it would be fit for purpose and the visual and material impact would be minimal. It was in compliance with the policies as stated and could be supported.

Mr Ian Gough spoke in support of the Application.

In considering, there was a question whether the toilet at the Petrol Station was intended for public use or for staff use only. It was noted that, under UK standards, a Fuel Station was not required to provide public toilet facilities, unlike service stations.

The Authority was informed that the facility was primarily intended for employees. It was decided by a majority to approve the application.

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

Application 2026/33: Construction of a Garage, Longwood Avenue: Coral Thomas

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 Longwood House Conservation Area.

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

In assessing, the proposal was fit for purpose and the visual impact would not be detrimental to the area. It was in compliance with the policies as stated and could be supported.

The Authority raised no issues and approved the Application.

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

Application 2026/34: Construction of a Four Bedroom Dwelling, Bottom Woods CDA: Blessing Gurure

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 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, Energy, Water, Sewage, Storm and Drainage, Roads and Transport.

In assessing, the proposed development was in compliance with the policies as stated 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.

8. Approvals under Delegated Powers

Application 2026/16

- Requested : **Full Development Permission**
- Proposal : Installation of a New Information Sign
- Location : Maskelyne Observatory, near Halley's Mount
- Applicant : Economic Development Directorate, SHG
- Official : Paul Scipio, PC (authorised by Patricia Coyle, CPO)
- Approved : 1 May 2026

Application 2026/19

- Requested : **Full Development Permission**
- Proposal : New Information Sign
- Location : St Paul's Cathedral, St Paul's
- Applicant : Economic Development Directorate, SHG
- Official : Paul Scipio, PC (authorised by Patricia Coyle, CPO)
- Approved : 1 May 2026

9. Minor Variations approved by CPO

Application 2025/110/MV1

- Requested : Minor Variation
- Proposal : To Increase the approved Carport from 5mx5m to 5.9m x 5.9m. This was in respect of the Construction of a Carport and Decking including minor ground works that was approved on 6 March 2026.
- Location :
- Applicant : Sasha Bargo
- Official : Patricia Coyle, CPO
- Approved : 13 May 2026

10. Modification of Approval – Application 2025/78 – Change of Use Class D1 “House of Multiple Occupation” (Sui Generis)

This matter had been previously considered and was presented to formally confirm the position taken at the meeting.

It was confirmed that Members had agreed to allow a modification of the approval, granting a three-month extension. This served as a confirmation of the decision made at the previous meeting.

11. Strategic Planning Matters

Jamestown Conservation Management Plan

The CPO reported that contact had been made with the Commonwealth Heritage Forum (CHF). They had indicated that a revised Management Plan was expected to be submitted during the current week. However, it had not yet been received. CHF advised that they are no longer planning to return to the island in June as originally intended and are now expecting to visit in July or August 2026.

It was anticipated that the revised Management Plan would be submitted prior to their visit.

If the Management Plan was received during the interim period, the CPO advised that arrangements would be made to ensure it was circulated to Members. Members to be given the opportunity to review the document in advance, as previously requested, before any decisions or actions are taken.

Subject to receipt of the report, it was proposed that the Management Plan would be formally discussed at the August LDCA meeting.

ACTION: CPO

Land Development Control Plan Review

The CPO provided an update on the LDCP review.

It was noted that the intention had been to present the outcome of the consultation responses. However, these was not fully structured. Work was progressing well and was nearing completion. CPO advised that a further discussion would take place outside of the meeting to determine how the outcomes would be considered moving forward.

ACTION: CPO

12.Any Other Business

Request for Extension – Installation of Draped Mesh Netting, Side Path Junction (application reference 2025/65)

The CPO advised that the EDIP team had requested a further extension to the time frame for the installation of the mesh netting.

It was noted that the netting was either currently on Island or was expected to arrive on the next shipment.

An invitation to tender had been issued. It was anticipated that the Rock Guards would also be involved. The project was currently beyond the original timeframe.

The requested extension would allow for completion of the tender process and confirmation from contractors on the duration required to complete the works.

Action: CPO to confirm the details of the extension period and proceed with approval as appropriate.

Deviation Request – New Dwelling, Red Hill, St Pauls: David Clarke

The CPO advised of a recent submission received relating to the above planning approval.

The original works involved excavation of a house site, including preparation for cellar construction.

A minor deviation was now proposed, involving additional excavation at the rear of the site to improve a retaining wall. The proposed change was considered small and not significant in scale.

The Authority queried whether the excavation would involve a deeper cut. It was clarified that the cut would be slightly deeper than originally approved.

It was noted that further details could be made available to Members if required.

Staffing

The CPO advised that Shane Williams had been brought back into the Planning team during her period of overseas leave and would undertake planning duties for 7–8 hours per week. The CPO was wished well for her holiday.

It was also noted that the PO would be proceeding on overseas leave two weeks after the CPO's return to the island. The Chairperson thanked the PO for the work she has been carrying out.

13. Next Meeting:

The next meeting is scheduled for 23rd July 2026.

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 11.10 hrs.

Chairperson to the LDCA

Date