

MINUTES

Land Development Control Authority Meeting

Date : Thursday, 06 August 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
	Mr Mark Brooks	Member
	Ms Patricia Coyle	Head of Planning & Building Control (HoP&BC)/Chief Planning Officer (CPO)
	Mrs Karen Isaac	Secretary
Apologies	Mr Lawson Henry	Member (Medical)
	Miss Petra Joshua	SPO (Ag) (Overseas)

In attendance:

Two Members of the public were in attendance including Applicant.

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 4 June 2026

The minutes of the meeting held on 4 June 2026 were confirmed and signed by the Chairperson as a true record of the meeting.

4. Matters Arising from Minutes of 4 June 2026

Declarations of Interest – Code of Conduct

The Chairperson had prepared a draft Code of Conduct for Member's consideration. Members to review it and make any amendments or suggestions as appropriate.

Action: Members of LDCA

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

The CPO advised that she had received an Engineer's report from the Applicant. The matter would hopefully be presented to the LDCA at the meeting scheduled for 3 September 2026. At the time the application was considered, the Authority did not have a supporting document - engineering report - confirming whether the proposed works would be sufficient to mitigate the unauthorised embankment or whether a larger retaining structure would be needed (which would have required the proposal to be amended). From an initial review the Engineer did not appear to have raised any significant concerns. The Authority would therefore need to consider the planning merits of the proposal in its determination when it is presented to a public meeting of LDCA.

Action: CPO

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

It was noted that the Draughtsman was aware that revised plans are still awaited showing proposed toilet facilities for the HMO part of the proposal. The item would hopefully be presented to the LDCA at the next meeting scheduled for 3 September 2026.

ACTION: CPO

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

It was noted that the Draughtsman was aware that plans are still awaited. Once received, the item would have to be consulted upon so would not meet report submission deadline for the next LDCA meeting.

ACTION: CPO

5. Building Control Activities

The Authority was provided with reports on Building Control Activities for May and June 2026 for information. One member advised that works are being undertaken at the property opposite Pilling Primary School, Jamestown but was not recorded on the activity sheet. The CPO explained that this would be under “Inspections Carried Out” as visits are carried out at each identified stage throughout the build by Building Inspectors.

6. Current Planning Applications

The Authority was provided with an updated report on current planning applications. It was noted that there were 48 applications awaiting determination, comprising: 1 on hold pending further details from the Applicant, 1 deferred, 44 pending assessment and 1 in the advertisement stage.

7. Applications for LDCA Determination

Application 2026/04: Construction of a One Bedroom Dwelling, Near the Rock Club, Half Tree Hollow: Claire George

The CPO presented and gave an outline of the Application with a recommendation for approval subject to ten 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, Drainage, Roads and Transport.

In assessing the proposal and considering the points outlined in the report, it was concluded that the overall design, albeit of a smaller scale, complied with the policies as stated in that it is coherent in terms of siting, layout, external materials, design in relation to surrounding development and was not materially damaging to the amenity of existing development.

In considering, it was noted that planning approvals in HTH had previously been affected by concerns over sewerage connections for new housing developments. A decision had been taken to allow houses to be built but not occupied until the sewerage issues were resolved. To these longstanding concerns, the HTH communal sewerage treatment project, which had been under discussion for a number of years, was now progressing (Development Application 2026/11) and there would be a presentation by the Applicants on Monday 10.8.26 for the LDCA.

Confirmation was provided that the proposed development would include a toilet connected to the existing septic tank and soakaway system of the “parent property” rather than a connection to the main sewer network. In this case Connect St Helena Ltd had no objections to the proposed private soakaway arrangement.

The Authority noted that the property was on a recently subdivided plot and could be sold separately in the future and any potential implications of this arrangement would need to be considered.

The occupancy condition for the property was discussed and concern was raised that although the house was small, it could potentially be occupied by more than one person. It was noted that the dwelling was significantly below minimum space standards for more than one person and was only considered suitable for single occupancy. While accommodating additional occupants was physically possible, it would not provide an acceptable standard of living. It was noted that it was up to prospective occupants to decide whether to accept this condition.

The CPO confirmed that it would be difficult to keep a very close eye on occupancy levels, however if the proposed occupancy condition was removed, the small property could be occupied by any number of residents in cramped/overcrowded accommodation. The condition was considered appropriate as the application had been submitted for single-person occupancy, noting that the unit could be sold separately in the future.

It was agreed that there were no reasonable grounds for refusal on this basis; however, the accommodation was considered too small to meet design quality and housing standards for more than one occupant. Concerns were raised that allowing additional occupants could increase pressure on the site.

The Authority reviewed Condition 3 and noted that it clearly restricts the occupation of the approved dwelling to single-person occupancy and therefore was satisfied with the condition and approve the Application as recommended.

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

ACTION: CPO

Application 2026/36: Construction of a one Bedroom Dwelling, East Lodge, near Gordons Post: Louis Youde

The CPO presented and gave an outline of the Application with a recommendation for approval subject to eight conditions as outlined in the Handling Report. At this point it was recognised that as the development would sit in the Green Heartland Zone resulting in a departure from the LDCA, the application would have to go to Governor in Council, if recommended by the LDCA.

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

The relevant policies applicable in the assessment are the Green Heartland Zone, Housing, Water, Sewage, Storm, Drainage, Roads and Transport.

In assessing, the proposal sought to meet a local demand for housing needs on the Island and was considered on the basis of its planning merits and in light of the material considerations outlined in the assessment, it was therefore acceptable.

Mr Louis Youde spoke in support of his Application.

In considering, the Authority discussed the proposal, noting that although the site was within the Green Heartland Zone, it was adjacent to existing residential development and on existing housing land. Consideration was also given to the limited visual impact of the development due to its position below road level and raised comments regarding landscaping and the suitability of proposed tree planting.

Resolution: Recommended with conditions as set out in the Handling Report, subject to the inclusion of a landscaping condition, and to be referred to Governor in Council for approval.

Application 2026/63: Change of Roof, Installation of Solar Panels and Water Storage Tank, New Ground: Guy and Doreen Gatien

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 Intermediate Zone and has no Conservation Area Restrictions. The existing Dwelling is a Grade III listed building as indicated in the Crallan Report.

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

In assessing, the proposal would, in terms of its visual and material impact, not result in any significant harm to the Grade III listed building. The proposal to upgrade the features of New Ground House could be considered to be positive in maintaining and protecting one of St Helena's historic assets.

There was one Representation.

In considering, it was noted that the proposal was to replace the existing corrugated roof with IBR roofing, install solar panels, and replace the existing water tank. The works are intended to protect the Grade III listed building from further water ingress caused by deterioration of the existing roof.

It was noted that while the existing roofing was not original to the building, the replacement would secure the structure and prevent further water damage. The proposal was considered acceptable subject to the proposed conditions.

The Authority noted that the existing roof is already a replacement material and supported the proposal as a necessary measure to protect the building and therefore considered it acceptable within the context of the surrounding area. Clarification was however sought on which sections of the roof were to be replaced. It was confirmed that only the areas highlighted on the plans, including the veranda, main house roof and storage section would be replaced. There was a concern however that the drawings were not entirely clear and could be interpreted as including the entire rear extension. The CPO clarified that the replacement works were limited to the areas identified on the plans, while some remaining roof sections would remain unchanged.

The proposed roofing changes were discussed and questions were asked about whether the existing roof would be altered. It was noted that the original roof was not proposed to be changed and that, under

normal circumstances, like-for-like replacements would not require consent. However, the Application sought approval as the roofing material was changing from traditional corrugated sheeting to an alternative corrugated material.

The Authority noted that the changes would have limited visual impact as the roof was not visible from public viewpoints and would only be apparent from aerial or drone views.

With regard to the visual impact of the proposed roof colour change and whether it would create a noticeable contrast with the existing building; concern was raised that the existing bathroom roof would remain unchanged and would not match the proposed new roof colour. The CPO advised that requiring the existing roof to be repainted could not be conditioned as it was not part of the submitted application. It was suggested that the applicant could be asked informally whether they would be willing to repaint the existing roof to improve the overall appearance.

The Authority noted that the proposal was to meet a need to make the building water-tight, preserving the Listed Building for now and that any future changes would ultimately be a matter of preference and agreement.

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

8. Approvals under Delegated Powers

Application 2026/07

- Requested : **Full Development Permission**
- Proposal : Demolition of Existing Timber Frame/Metal Clad Garage and Construction of Replacement Garage with Concrete Blockwork, Concrete Driveway and Covered Area
- Location : Half Tree Hollow
- Applicant : Kelly Jonas, c/o Kurt Johnson
- Official : Petra Joshua, PO (authorised by Patricia Coyle, CPO)
- Approved : 13 May 2026

Application 2026/15

- Requested : **Full Development Permission**
- Proposal : Replacement Information Sign
- Location : Halley's Mount, Longwood
- Applicant : St Helena Government, c/o Marcella Mittens
- Official : Patricia Coyle, CPO
- Approved : 3 June 2026

Application 2026/32

- Requested : **Full Development Permission**
- Proposal : Covered Area
- Location : Colt Sheds, Longwood
- Applicant : Clint Fowler

- Official : Petra Joshua, PO (authorised by Patricia Coyle, CPO)
- Approved : 1 June 2026

Application 2026/17

- Requested : **Full Development Permission**
- Proposal : Replacement Information Sign
- Location : Plantation House, St Paul's
- Applicant : Marcella Mittens, St Helena Government
- Official : Paul Scipio, PC (authorised by Patricia Coyle, CPO)
- Approved : 30 June 2026

Application 2026/18

- Requested : **Full Development Permission**
- Proposal : Installation of a Replacement Sign
- Location : Sandy Bay Beach
- Applicant : St Helena Tourism, SHG, c/o Marcella Mittens
- Official : Paul Scipio, PC (authorised by Patricia Coyle, CPO)
- Approved : 16 July 2026

9. Minor Variations approved by CPO/CPO, Ag

Application 2025/107/MV1

- Requested : Minor Variation
- Proposal : Modification to the Design of the Upper Level Façade to include additional Blockwork that is a pier to the Central Section of Window Design with width of 1125mm and 900mm of Blockwork at each end of the Façade that is an L Shaped pier that include 1 x 450mm of Blockwork adjacent at each end. Additionally, the Internal Wall on the Lower Level between the Master Bedroom and Office/Walk-in Wardrobe moved to align with central Blockwork directly above on Upper Level as well as the Office Window moved to align centrally of the space, en-suite Window also moved to align with eastern edge of Sunroom Window above. This was in respect of the Construction of a 3 Bedroom, Split Level Dwelling that was approved on 6 February 2025.
- Location : Half Tree Hollow
- Applicant : Petra Joshua
- Official : Patricia Coyle, CPO
- Approved : 5 June 2026

Application 2025/33/MV2

- Requested : Minor Variation
- Proposal : To Raise the Ridge Height from 1,78m to 2.6m and to Increase the Pitch from 20 degrees to 29 degrees. This was in respect of the Construction of a 2 Bedroom Dwelling that was approved on 4 July 2025.
- Location : Bottom woods CDA
- Applicant : Kerry Thomas

- Official : Shane Williams, CPO (Ag)
- Approved : 9 June 2026

Application 2026/07/MV1

- Requested : Minor Variation
- Proposal : To Reduce the Length of the Garage by 1m, remove 2 High Level Windows in the side elevation and Increase the Garage Door Width to 3m. This was in respect of Demolition of Existing Timber Frame/Metal Clad Garage and Construction of Replacement Garage with Concrete Blockwork, Concrete Driveway and Covered Area that was approved on 13 May 2026.
- Location : Half Tree Hollow
- Applicant : Kelly Jonas
- Official : Shane Williams, CPO (Ag)
- Approved : 9 June 2026

Application 2025/44/MV2

- Requested : Minor Variation
- Proposal : To Install 2 Interpretation Signs and accompanying Solar Lights (1 Plaque either side of the existing installation) measuring 0.6m x 0.6m. This was in respect of the Construction of the Installation of 28 Slate Plaques with Solar Lighting that was approved on 5 September 2025.
- Location : Castle Terrace, Jamestown
- Applicant : St Helena Tourism, SHG
- Official : Shane Williams, CPO (Ag)
- Approved : 19 June 2026

Application 2021/37/MV3

- Requested : Minor Variation
- Proposal : To Relocate the Septic Tank and Drainage Lines to the Soakaway and to construct the Soakaway in accordance with the revised Percolation Test Results. This was in respect of the Construction of a Fuel Station etc. that was approved on 29 November 2021.
- Location : Bottom Woods, Longwood
- Applicant : Crown Central Ltd, C/o Carolyn E Thomas
- Official : Shane Williams, CPO (Ag)
- Approved : 26 June 2026

Application 2026/29/MV1

- Requested : Minor Variation
- Proposal : To Modify the Design to Change the Door between the dispensing Pipes and Kiosk Room from a Door to Block Wall and Modify the Design to Replace the Window in the Small Room adjacent to the Church Boundary into a Door and add a Small Window into the Block Work facing the Playground. This was in respect of the Customer Kiosk and Toilet Extension that was approved on 23 June 2026.

–	Location	:	Longwood Refuelling Station
–	Applicant	:	Solomon & Company (St Helena) Plc, c/o Ian Gough
–	Official	:	Patricia Coyle, CPO
–	Approved	:	28 July 2026

10. Code of Conduct

Members confirmed they were content with the document. However, one member advised that he had not yet finished reading it in full and wished to provide feedback before approval.

It was agreed that approval would be deferred pending final comments from the Member. Once feedback was received and addressed, the document would be approved and removed from the agenda.

Action: Member/Chairperson

11. Strategic Planning Matters

Jamestown Conservation Management Plan

It was noted that the Commonwealth Heritage Forum was undertaking the conservation heritage work with SHG and the St Helena National Trust, with the St Helena National Trust coordinating the project.

An early draft had previously been reviewed and a revised version was expected. However, no further update had been received. A follow-up email had been sent requesting a progress update.

It was noted that the Commonwealth Heritage Forum was currently heavily involved in the museum application at Ruperts which may be contributing to the delay. Although a return visit to the island had been mentioned, no details have been confirmed.

The Authority acknowledged that there was no further action that could be taken at this stage and would await the submission of the revised report.

ACTION: CPO

Land Development Control Plan Review

It was noted that finalising the LDCP Review was one of the agreed “Conditionality” required before additional UK Government funding would be released to the Island and must be finalised by the end of the financial year.

The LDCP Programme for Plan Delivery Timetable was being reviewed which included two stages of consultation - an initial consultation on overarching policies and principles followed by consultation on development management policies, site allocations, and appendices.

The existing draft from 2017-2021 was being reviewed and condensed with supporting information likely moved into appendices. Background data would also need updating and checking against proposed policies.

During this time the CPO reported that recruitment was underway for a replacement Planning Officer and a new Planning Assistant. The Planning Assistant would support back-scanning records, improving online access to planning information and assisting with delegated reports to help reduce the current Development Application backlog. The Senior Planner Officer, Ag was progressing well in the role and further training opportunities were being explored. New job descriptions have been prepared and, subject to recruitment, the planning team would expected to be fully staffed.

The Authority expressed concerns regarding the tight timeline for completion of the Land Development Control Plan (LDCP), noting that work had been ongoing since 2017 and that the deadline of 31 March presents significant challenges.

Concerns were raised about limited planning staff capacity, experience levels and the ability to complete such an important document to the required standard within the timeframe.

The need for community consultation, ministerial engagement and LDCA involvement was emphasized, given the Authority's role in implementing the plan. The CPO advised that a small subgroup of LDCA members might be established to review documentation before it was released for consultation.

Concerns were expressed that expecting existing planning staff to prepare the plan alongside their normal duties might not be the most effective approach and that external consultancy support could have been considered. It was noted that the timescales remain challenging and that substantial work was still required before consultation could take place.

The Authority discussed the need for a realistic approach to progressing the document, noting that significant work and updating would be required. It was noted that there was no dedicated budget to commission external support and existing staff are expected to undertake the work alongside other priorities, including Building Regulations implementation.

Discussion took place regarding the availability of statistical information and the use of GIS data to support evidence-based policy development.

A Member declared an interest due to previous ministerial involvement and expressed reservations about participating in any working group until the new Government strategy had been reviewed.

The Authority noted the comments made and confirmed that no decisions had been taken regarding the proposed working group at this stage.

Members would be kept updated on the matter.

ACTION: CPO

12. Any Other Business

Application 2025/08 – Replacement/Replica Fountain, Castle Gardens, Jamestown: Property Services, SHG

The CPO reminded members that consent for the fountain replacement was granted last year, subject to Condition 3 requiring full replacement details to be submitted. The applicant has now provided further information and proposed a fibreglass replica of the original fountain. Although the matter would be dealt with under delegated powers, as Members specifically requested the condition to be attached, the CPO shared the proposed design with members for information and to gauge any concerns.

The Authority was shown an image of the proposed replica which was reported to be a close reproduction of the original, with identification stamped on the base, albeit not in wrought iron.

No concerns were raised. A decision would therefore be issued by the CPO.

Action: CPO

Application 2024/55 – Construction of a Split Level Dwelling, Young’s Valley: Delray McDaniel

The CPO provided an update on the development. Concerns had been raised by a neighbouring property regarding the access road cutting into the bank and affecting their driveway.

The Applicant had originally been required to undertake remedial works within a specified timeframe. Works have now commenced although they were started after the required period and remain ongoing.

The Chief Planning Officer advised that, given the progress being made and the efforts to resolve the matter, no further enforcement action is recommended at this stage. The case would continue to be monitored and further discussion would take place with the SPO, Ag on her return to the island.

Concerns were expressed regarding previous unauthorised works on the site and the overall quality of the development. It was considered reasonable however to allow time for the remedial works to be completed while maintaining oversight.

Members agreed that the situation should continue to be closely monitored with an update to be brought back to Members in approximately two months.

ACTION: CPO

13. Next Meeting:

The next meeting is scheduled for 3rd September 2026.

There were no further business for discussion. Members were thanked for their attendance and the meeting closed at 12.10 hrs.

Chairperson to the LDCA

Date