

MINUTES

Land Development Control Authority Meeting

Date : Thursday, 1st May 2025
Time : 10 am
Venue : St Helena Community College Main Hall, Jamestown

Present	Mrs Ethel Yon OBE	Chairperson
	Mr Lawson Henry	Deputy Chair
	Mr Gavin George	Member
	Mr Gerald Yon	Member
	Mr Ian Gough	Member
	Ms Patricia Coyle	Head of Planning & Building Control (HoP&BC)/Chief Planning Officer (CPO)
	Mr Shane Williams	Senior Planning Officer (SPO)
	Miss Petra Joshua	Planning Officer (PO)
	Mrs Karen Isaac	Secretary
Apologies	Mr Ronald Scanes	Member

Also in attendance:

One member of the public.

1. Attendance and Welcome

The Chairperson welcomed all present and thanked Members for their attendance. She informed the Members that Miss Mandy Peters had resigned from the Land Development Control Authority to focus on her new job with the St Helena Airport. She advised that Miss Peters conveyed her gratitude to LDCA for their support.

2. Declarations of Interest

Deputy Chair, Mr Lawson Henry declared his interest in respect of Application 2025/12. The Application was received from the Royal St Helena Police Service, SHG, C/o Mr Gary Henry to which the member is related. The member was allowed to remain at the table but not to participate in any discussion.

3. Confirmation of Minutes of 3rd April 2025

The minutes of 3rd April 2025 were confirmed and signed by the Chairperson subject to an amendment on page 5 – Application 2025/11 – paragraph 2, third line to read “the building is Grade II listed” and not “11” which have now been corrected.

4. Matters Arising from Minutes of 3rd April 2025

Application 2024/13 – Installation of Fence (Retrospective Application) – the Coffee Shop, Jamestown: Jill Bolton

The CPO advised that the new hearing date for the Appeal had been confirmed for 4th June 2025, after the Appellant refused the original date of 17th June 2025. On receipt of the pre-application submission from Property Services, limited consultations with Planning Stakeholders have taken place.

ACTION: CPO

Top part of the wall at the Jamestown Swimming Pool

Concerns were again expressed by the Authority about the potential danger of the top part of the Swimming Pool wall. The CPO advised that she had met with Darren Duncan, the ENRP Portfolio Director as she has not been appointed as Chief Building Inspector. The Chair said she would take this up with the Portfolio Director of ENRP. It was indicated that without evidence of any risk, no action could be taken on whether or not this was a dangerous structure and that it would therefore be unreasonable to issue a Dangerous Structure Notice. It was mentioned that the Authority had been told that an Engineer would be arriving on island to assess the situation but this had not happened.

ACTION: CPO

Unauthorised Development – Clayton Vanguard, Sandy Bay

It was noted that proof of payment had been received for the retrospective application. However, the SPO advised that there were mitigation changes that would need to be followed up.

ACTION: SPO

Unauthorised Development – Adrian John, Terrace Knoll

The SPO advised that Mr Adrian John had not provided evidence of the unauthorised development. He had therefore been requested to submit a development application for

submission by 23rd May 2025. If evidence of permission is not forthcoming for the next LDCA meeting, consent would be required for the issuing of Enforcement Notice.

ACTION: SPO

Application 2024/48 – Construction of Water Storage Tank adjacent to Cason’s Car Park, Blue Hill – Connect St Helena Ltd

The CPO advised that she had provided a cover note and had been in discussion with the Minister for ENRP but no date had been agreed for GiC (or ECIP) for the Application to be determined. It was noted that the Minister had suggested an additional condition limiting the seawater intake and brine outgoing and for an Informative to be drawn up relating to the water produced being confirmed by Public Health as drinking water.

ACTION: CPO

Application 2024/57 – Installation of Draped Mesh Netting – Side Path Road – Capital Programme Section, SHG

The SPO advised that some feedback had been received during email correspondence regarding the colouring and specifications of the Mesh Netting. To be followed through.

ACTION: SPO

Application 2025/08 – Replacement Fountain – Castle Gardens, Jamestown – Property Division, SHG, C/o Mrs Gina Henry

The CPO advised that she had been in discussion with the Applicant. Further details are still to be provided. To be followed up.

ACTION: CPO

Yellow Tape

This is not a planning matter. Nonetheless, the SPO advised that the Roads Section were responsible for the placing of yellow tape around the island. Member Ian Gough said he would speak to the Roads Section on the matter and report back at the next meeting.

ACTION: Member, Mr Ian Gough

Application 2025/11 – Installation of Two CCTV Cameras – Post Office Building back Yard, Jamestown – Post & Customer Services Centre, SHG, C/o Mr Alan Bennett

Follow-up actions were undertaken as required regarding the installation of CCTV Cameras and their connection to antennas. The PO confirmed that no additional fixtures were needed and the decision notice would be issued. No further action required.

5. Current Planning Applications

Members were provided with an updated report on current applications. It was noted that there were 7 applications awaiting determination: 2 awaiting Governor-in-Council decision, 3 to be assessed and 2 was in the advertising period.

6. Applications for LDCA Determination

Application 2025/12 – Permanent Siting of a 20ft Container for storage purposes – Firing Range, Cox’s Battery: Royal St Helena Police Service, SHG, C/o Mr Gary Henry

Deputy Chair, Mr Lawson Henry declared his interest in this item of business. The Application was deferred from the last meeting due to there being only two members present which did not meet the required quorum for decision making.

The SPO presented and provided planning history on the previous development permissions granted in 2011, 2017 and 2018. The Application was recommended for approval subject to two Conditions as listed in the Handling Report.

The site is located within the Coastal Zone as well as the Barn and Stone Top Conservation Area.

In assessing the Application, the main aspect to consider was the visual impact. Diagram three as noted in the Handling Report demonstrated that a good example overlooking Cox’s Battery from Flag Staff, one would not see the Container unless it is known to be there. While not ideal there was a need for the proposed development to ensure an efficient and effective operation for storage purposes. It complies with policy ES1.

In considering, concerns were raised on the storage of equipment, particularly regarding the inclusion of firearms or ammunition. The SPO advised that the Container would be used for storing equipment but firearms or ammunition are not included. It was felt that a solution needs to be found regarding the containers placement. It was agreed for the proposal to be approved for one year and the Applicant to present a solution to the problem within the one year period. A condition to be added for the Applicant to seek a permanent solution and to engage with the Planning Section in this respect.

Resolution: The Application for Siting of a 20ft Container for storage purposes was approved for one year with conditions as recommended in the Handling Report subject to an additional informative being added to the Decision Notice for the Applicant to seek a permanent solution and to engage with the Planning Section in this respect. Decision Notice to issue.

Application 2025/13 – Alterations and Extensions to Existing House to form a Covered Area and Two Storey Extension – Colt Sheds, Longwood: Julianne Stevens

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

The plot is located within the Intermediate Zone with no Conservation Area restrictions. The area is characterised with primarily residential development with agricultural land incidental and commercial agricultural to the west and east of the plot.

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

The extension would have an apex height of approximately seven meters and would slightly protrude the front of the existing House.

The proposal would have the necessary services to be connected to and a condition would need to be added to ensure the extension did not impede existing electrical infrastructure.

In considering, there was a concern regarding the safety of construction activities near low voltage lines where no construction should occur within three meters of these lines to ensure safety.

Resolution: The Application for Extension and Alterations to Existing House to form a Covered Area and Two Storey Extension was approved with conditions as recommended in the Handling Report. Decision Notice to issue.

Application 2025/14 – Construction of a Three Bedroom Dwelling and Two Yurts – The Old Playground, Upper Jamestown: Jonathan Clarke

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

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

In assessing, the dilapidated Playground would be lost but the proposal would create a sustainable and aesthetically new use of the land that had been vacant for some time. The proposal would have no significant adverse impact on the character and appearance of the Jamestown Historic Conservation area or on general amenity or aesthetic of the immediate area. It complied with the Intermediate Zone, Built Heritage and Tourism policies and could be supported.

In considering, there were concerns regarding the existing Jamestown sewage system that was currently over extended. This was highlighted as a standard objection that must be addressed by the Developer. It was noted that the Fire and Rescue Service did not object to the proposal in respect of the necessary fire safety regulations for tourism accommodation.

Concerns were raised regarding the potential risk of rock fall in the area that necessitated an assessment. The PO indicated that the findings of the Rock Guards was that the site was not at no higher risk than that of other areas in Jamestown and safer than some parts of Jamestown.

There was also a concern about the safety of the Playground and the need for thorough assessments before proceeding. Reservations were raised about the development in Jamestown particularly due to its conservation status and the need for suitable alternatives.

The Authority noted that there was a lack of specific policies for tent accommodation in Jamestown and the potential impacts of new development on the character of Jamestown and its tourism appeal. There was also concern about the impact of the camping site emphasising the need for careful consideration of its implications. A specific time frame was mentioned for the peak season indicating that the camping site could only be operational during certain months. It also had the potential to set a precedent for future camping sites in conservation areas. The Authority was also concerned about the impact of the Tents and whether they should be approved separately from the House. It was decided therefore to defer the application to enable further discussions with the Applicant regarding the house plan and the tents as there is currently no policy in place for tents in the Jamestown Conservation Area.

Resolution: The Application for Construction of a Three Bedroom Dwelling and two Yurts was deferred for the Planning Section to have a discussion with the Applicant as advised above.

Application 2025/15 – Alteration and Extensions to Existing House – Longwood Road, Longwood: Cassandra Reynolds

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

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

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

In assessing, the proposal was considered acceptable as it complied with the relevant policies as listed.

Members did not have any issues and approved the Application.

Resolution: The Application for Alteration and Extensions to Existing House was approved with conditions as recommended in the Handling Report. Decision Notice to issue.

7. Minor Variations by CPO

Application 2021/37/MV2:

- Requested : **Minor Variation**
- Proposal : To Excavate the Front Section of the Convenience Store to a depth of one meter. This was in respect of a Fuel Station, Convenience Store and supporting services that was approved on 29 November 2021
- Location : Bottom Woods, Longwood
- Applicant : Crown Central Ltd, C/o Lyn Thomas
- Official : Shane Williams, CPO, Ag
- Approved : 28 March 2025

2) Application 2023/09/ MV1:

- Requested : **Minor Variation**
- Proposal : To increase the depth of the Extension by 500mm to the front (northern) elevation, installation of three windows in the rear (southern) elevation and Alteration to Internal Layout to form a WC. This was in respect of Alterations and Extensions to form a Garage and Workshop that was approved on 11 April 2023
- Location : Horse Pasture
- Applicant : Patrick A Constantine
- Official : Shane Williams, CPO, Ag
- Approved : 28 March 2025

3) Application 2024/01/MV1:

- Requested : **Minor Variation**
- Proposal : To reduce the site excavation required to accommodate the Garage, reposition the Access to the North of the site and Installation of two Windows on the West elevation of the Garage. This was in respect of the Construction of a Double Garage that was approved on 1 February 2024
- Location : The Briars
- Applicant : Cyril Fowler
- Official : Patricia Coyle, CPO
- Approved : 17 April 2025

Application 2023/05/MV1

- Requested : Minor Variation
- Proposal : To Reduce the width of the Garage from 8 – 7m. This was in respect of the Construction of a Double Garage that was approved on 8 December 2023.
- Location : Bird View, Levelwood
- Applicant : Leon Legg

- Official : Patricia Coyle, CPO
- Approved : 17 April 2025

Application 2023/34/MV1

- Requested : Minor Variation
- Proposal : To Increase the Roof overhang to 400mm. This was in respect of a Change to the Roof profile and Extension to form a covered Area that was approved on 8 March 2024
- Location : Opposite Barracks Square, Upper Jamestown
- Applicant : Anthony Essex
- Official : Patricia Coyle, CPO
- Approved : 22 April 2025

9. Strategic Planning Matters

Jamestown Conservation Management Plan (JCMP)

The CPO advised that there was nothing further to report. The JCMP Group would be arriving on island in June 2025.

Land Development Control Plan Review

The CPO advised that three rounds of public consultations were planned and the first round was expected to occur soon. There would be LDCA involvement.

10. Any Other Business

None

11. Next Meeting

The next meeting is scheduled for 5th June 2025.

There was no further business to discuss. The Chairperson thanked members for their attendance and the meeting closed at 12.15 Hrs.

Chairperson to the LDCA

Date