

MINUTES

Land Development Control Authority Meeting

Date : Thursday, 5th June 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
	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 Ian Gough	Member
	Mr Gerald Yon	Member
	Mr Ronald Scanes	Member

Also in attendance:

Three members of the public including Applicants.

1. Attendance and Welcome

The Chairperson welcomed all present and thanked Members for their attendance.

2. Declarations of Interest

There were no Declarations of Interest to declare.

3. Confirmation of Minutes of 1st May 2025

The minutes of 1st May 2025 were confirmed and signed by the Chairperson as a true record of the meeting.

Matters Arising from Minutes of 1st May 2025

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

The appeal against the decision taken was not heard on Wednesday, 4 June 2025. A new date is awaited.

ACTION: CPO

Top part of the wall at the Jamestown Swimming Pool

CPO advised that she was in contact with the Portfolio Director, ENRP about the concerns raised and it was agreed that no Amenity Notice could be served. It was stressed by the CPO that the matter could not be resolved through the planning process. It was therefore agreed for the CPO to draft a letter to the relevant section of SHG to express the Authority's concerns.

ACTION: CPO

Unauthorised Development – Clayton Vanguard, Sandy Bay

Revised drawings have been received. The Application would be now be registered.

ACTION: SPO

Unauthorised Development – Adrian John, Terrace Knoll

The SPO advised that Mr Adrian John had provided written correspondence requesting a period of three months for submission of the development application due to there being no Draughtsman available for the drawing of his plans. The Authority agreed, but on the understanding that no further extension would be given. This is to be made clear to Mr John.

ACTION: SPO

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

Awaiting a date from the Minister, ENRP for Application to be heard by GiC.

ACTION: CPO

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

Discussed under Item 9.

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 as the Authority had requested on the Application. To be resubmitted to the Authority once the details had been received.

ACTION: CPO

4. Building Control Activities

Members were provided with a paper on the activities for the month of April 2025 for their information. This was noted with no comments.

5. Current Planning Applications

Members were provided with an updated report on current applications. It was noted that there was 22 applications awaiting determination: 2 awaiting Governor-in-Council decision, 4 to be assessed and 16 was in the advertising stage.

6. Applications for LDCA Determination

Application 2024/56 – Construction of a Warehouse for Commercial Use including Hire Drive/Garage Operations, Wine Making and Storage for Engraving Business and some Domestic Items – Head O’Wain, Blue Hill: Simon Henry

The PO presented and gave an outline of the Application with a recommendation for approval subject to 16 Conditions as listed in the Handling Report.

The site is located within the Residential Area of Head O’Wain, Blue Hill and is designated within the Coastal Zone/Comprehensive Development Area (CDA) with no Conservation area restrictions.

In assessing the Application, the relevant policies of the LDCP that are applicable were the Housing, Intermediate Zone, Employment Premises, Tourism, Sewage, Storm and Drainage and Road and Transport Policies.

The site would become mixed use as residential and commercial within a fully residential locale. The proposal would be a fit for purpose development which would serve the needs of the various business ventures, storage and prospective retirement hobby of wine making. Although this could be seen as setting a precedent of commercial development in an undeveloped area, no public objections had been received.

The potential issues are being addressed through formal conditions. The proposal complied with the policies as stated and could be supported.

The Applicant spoke in support of the Application.

In considering, the Authority felt that landscaping would be important for the proposal. It was questioned whether there would be an internal separation for the storage area as there would be vehicle storage, minor maintenance and wine making all in the same area. There was concern that no separate provision had been made for wine making. The Applicant advised however that he had spoken to Public Health but no objections had been raised about the proposal from a health point of view. Condition 11 pertaining to the access road was discussed and it was agreed for the condition to be removed.

Resolution: The Application for Construction of a Warehouse for Commercial Use including Hire Drive/Garage Operations, Wine Making and Storage for Engraving Business and some Domestic Items was approved with conditions subject to condition 11 being removed as recommended. Decision Notice to issue.

Application 2025/14 – Construction of a Three Bedroom Dwelling – The Old Playground, Upper Jamestown: Jonathan Clark

The PO presented an Addendum Report and planning background 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 Jamestown Historic Conservation Area.

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

The proposal would have no adverse impact on the character and appearance of the Jamestown Historic Conservation Area or on the general amenity or aesthetic of the immediate area. It complied with the policies and could be supported.

Members did not have any issues and approved the Application. The Application was discussed in the meeting of 1 May 2025 where concerns had been raised by the Authority regarding the Yurts. This had been removed by the Applicant. The Application under discussion was for the Dwelling only.

Resolution: The Application for Construction of a Three Bedroom Dwelling was approved with conditions as recommended in the Handling Report. Decision Notice to issue.

Application 2025/19 – Construction of a Three Bedroom Dwelling – Pink Grove, Levelwood: Shelley Samuel-Fowler

The SPO 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.

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

In assessing, the design of the proposed dwelling is appropriate and coherent with existing development within the area. It shares characteristics such as materials, footprint, window features and roof style. All services could be provided. A percolation test result was not provided regarding the suitability of the land for a soakaway, but as there are existing residential development with their own septic tank soakaway system, it was felt the percolation test result would be acceptable. A condition had however been incorporated to ensure there are no risk of pollution into the ground. The development was acceptable in the area.

Members did not have any issues and approved the Application.

Resolution: The Application for Construction of a Three Bedroom Dwelling was approved with conditions as recommended in the Handling Report. Decision Notice to issue.

Application 2025/21 – Extension to form a Covered area and Installation of Railings – Near Botanical Gardens Flats, Jamestown: Patricia Duncan, C/o Darren Duncan

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 and the Jamestown Historic Conservation area.

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

In assessing, the proposal was considered acceptable in its form. The appearance of the Covered Way and Railings would not detract away from the setting of the Conservation area and could be supported.

Members did not have any issues and approved the Application.

Resolution: The Application for Extension to form a Covered area and Installation of Railings was approved with conditions as recommended in the Handling Report. Decision Notice to issue.

Application 2025/22 – Installation of Hand Railings – Near Botanical Gardens Flats, Jamestown: Patricia Duncan, C/o Darren Duncan

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

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

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

In assessing, the proposal the appearance and Siting of the Railings would not adversely impact the setting of the Conservation area and could be supported.

Members did not have any issues and approved the Application.

Resolution: The Application for Installation of Hand Railings was approved with conditions as recommended in the Handling Report. Decision Notice to issue.

8. Approvals by CPO/SPO under Delegated Powers:

Application 2025/10:

- Requested : **Full Development Permission**
- Proposal : Partial Demolition and Re-construction of Dwelling House and Patio Extension
- Location : Near the Kingdom Hall, Levelwood
- Applicant : Kerry Thomas
- Official : Petra Joshua, PO (authorised by Shane Williams, CPO, Ag at the time)
- Approved : 28 March 2025

Application 2025/16:

- Requested : **Full Development Permission**
- Proposal : Creation of Access Road from Main Road to Property
- Location : Bottom Woods
- Applicant : Raymond Crowie
- Official : Petra Joshua, PO (authorised by Patricia Coyle, CPO)
- Approved : 14 May 2025

9. Modification – Application 2024/57 – Installation of Draped Mesh Netting (R2 Project)

The SPO provided a Modification Report for the Authority's approval. Following receipt of the Decision Notice, the Applicant had requested a modification of Condition letter dated 23rd May 2025 to allow a three-month extension to the approved six months. This would provide the Applicant with sufficient time to procure the netting from overseas and appoint a suitable contractor for the installation. This would result in the works needing to be implemented by 9th November 2025.

Based upon the request and that the material would have to be procured from overseas, the timeframe extension of 3 months beyond what was originally approved, was not considered unreasonable and the request to modify the condition was supported.

Condition 4 was highlighted.

The Authority was requested to agree the modification under Section 30 of the LPDCO. This was agreed.

ACTION: SPO

10. Minor Variations by CPO

Application 2024/64/MV1:

- | | | |
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| – Requested | : | Minor Variation |
| – Proposal | : | To Change the Roof of the proposed Covered Area from an Apex Roof to a Flat Roof spanning the 2 x 20ft Containers. This was in respect of a Covered Area consisting of 2 x 20ft Containers to either side with an Apex Roof over that was approved on 3 March 2025 |
| – Location | : | Break Bulk Yard, Rupert's Container Handling Port Facility |
| – Applicant | : | Capital Programme Section, C/o Kyle Shoesmith |
| – Official | : | Patricia Coyle, CPO |
| – Approved | : | 5 May 2025 |

Application 2019/61/MV1:

- | | | |
|-------------|---|--|
| – Requested | : | Minor Variation |
| – Proposal | : | Alterations to the Ground Floor layout of the Front Building to comply with Building Control requirements comprising additional 225mm Wall on inside of Existing Stone Wall to support First Floor opposed to First Floor being supported on Existing Stone Wall alone; with addition of Wall Piers; and Walls of Bedroom Four and Bedroom One shifted internally to allow for 1200mm wide of proposed Passage Way still to be achieved, resulting in a reduction of Bedroom One and Bedroom Four in Floor Area. This was in respect of Demolition of Ruins at the rear of the Property and Construction of Nine Accommodation Units. Appeal allowed on 25 May 2020. |
| – Location | : | Opposite Pilling School, Market Street, Jamestown |
| – Applicant | : | John Isaac, C/o KS Engineering Solutions |
| – Official | : | Patricia Coyle, CPO |
| – Approved | : | 7 May 2025 |

11. Strategic Planning Matters

Jamestown Conservation Management Plan (JCMP)

The JCMP Group would be arriving on island in June 2025. It was hoped that they would speak with the LDCA during their time on island as LDCA would have to be consulted on any reports. The CPO to keep the Authority updated.

ACTION: CPO

Land Development Control Plan Review

The CPO advised that the draft timetable had been agreed by the Portfolio Director, ENRP. A meeting had taken place on 4 June to look at possible key issues and options. The community would be consulted. The CPO to provide Members with a copy of the draft timetable.

ACTION: CPO

12. Any Other Business

Notice to Apply – Stephen McDaniel

The SPO advised that some works had been undertaken at the Mule Yard, Jamestown without permission and asked the Authority for their approval to issue a Notice to Mr McDaniel to apply for retrospective approval. Approval was given by the Authority.

Notice to Apply – Mark Corker

The SPO advised that some works had been undertaken at the property in upper Jamestown without permission and asked the Authority for approval to issue a Notice to apply for retrospective approval. Approval was given.

It was noted that an Advert had been produced a while ago advising the public to speak with the Planning Team if they were unsure whether certain developments needed planning permission. A reminder to be made on the next advert.

ACTION: CPO

13. Next Meeting

The next meeting is scheduled for 3rd July 2025.

There was no further business to discuss. The Chairperson thanked members for their attendance and the meeting closed at 11.50 Hrs.

Chairperson to the LDCA

Date