

# MINUTES

## Land Development Control Authority Meeting

**Date** : Thursday, 3<sup>rd</sup> July 2025  
**Time** : 10 am  
**Venue** : St Helena Community College Main Hall, Jamestown

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

### Apologies

### Also in attendance:

Three members of the public including Applicant(s)/Objector(s).

### 1. Attendance and Welcome

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

### 2. Declarations of Interest

Ms Patricia Coyle, CPO declared her interest in respect of Application 2025/32 as she personally knows the Applicant. The CPO did not have any involvement in the Application and would therefore leave the Room for the item of business.

### **3. Confirmation of Minutes of 5<sup>th</sup> June 2025**

The minutes of meeting of 5<sup>th</sup> June 2025 were confirmed and signed by the Chairperson as a true record of the meeting.

### **Matters Arising from Minutes of 5<sup>th</sup> June 2025**

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

The appeal against the decision taken by Governor in Council would be held on Friday, 4 July 2025. The outcome to be reported at the next LDCA meeting scheduled for 7 August 2025.

**ACTION:** CPO

#### **Top part of the wall at the Jamestown Swimming Pool**

CPO presented LDCA with a draft letter expressing concerns about the top part of the wall which was agreed should be sent to the Property Section of SHG.

**ACTION:** CPO/Secretary

#### **Unauthorised Development – Clayton Vanguard, Sandy Bay**

Revised drawings have been received. The Application had been registered and is now in the advertising period.

**ACTION:** SPO

#### **Unauthorised Development – Adrian John, Terrace Knoll**

The SPO advised that correspondence had been sent to Mr Adrian John giving three months extension period for the submission of his Application that would be due in September 2025. To be kept in view.

**ACTION:** SPO

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

It was noted that the Application was presented to GiC on Tuesday, 10 June 2025. The outcome is awaited.

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

Discussed under Item 9 of the Agenda.

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

Discussed under item 7.1 of the Agenda.

**4. Building Control Activities**

Members were provided with a paper on the activities for the month of May 2025 for their information. This was noted with an amendment to be made to the year 2024 to read “2025” in respect of the Building Regulations Summary.

**5. Current Planning Applications**

Members were provided with an updated report on current applications. It was noted that there were 21 applications awaiting determination: 2 awaiting Governor-in-Council decision, 15 to be assessed and 4 was in the advertising stage.

**6. Applications for LDCA Determination**

**Application 2025/08 – Replacement Fountain – Castle Gardens, Jamestown: Property Division, St Helena Government**

The CPO presented and gave an outline of the Application together with background information with a recommendation for approval subject to three Conditions as listed in the Handling Report. The Application was deferred from the meeting of 5 March 2025 for further details to be submitted.

The plot is located within the mixed use area of Lower Jamestown where it is designated within the Intermediate zone and falls within the Jamestown Historic Conservation area.

There was one Representation.

In assessing the Application, the relevant policies of the LDCP that are applicable were the Intermediate Zone and Built Heritage.

It was considered that the proposal would be acceptable as it would not result in any harmful impact on the locality of the Castle Gardens, nor on the character and setting of the Jamestown Historic Conservation Area in line with Built Heritage Policy BH1 and could be supported.

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

Mr Andrew Pearce was given permission to speak.

In considering, it was felt that the details received was an improvement to what was submitted originally.

**Resolution:** The Application for Replacement Fountain was approved with conditions as recommended in the Handling Report. Decision Notice to issue.

**Application 2025/32 – Construction of a Two Bedroom Dwelling and Carport – Bottom Woods CDA: Keith Buckley**

The CPO left the room for this item of business.

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

The plot is located within Bottom Woods West Comprehensive Development Area (CDA). The site is designated within the Intermediate zone and has no conservation area restrictions.

In assessing the Application the relevant policies applicable are the Intermediate Zone, Housing, Water, Sewage, Storm and Drainage and Road and Transport and is in compliance and considered acceptable.

Members did not have any issues and approved the Application. It was pleasing to note that the CDA was developing.

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

The CPO returned to the meeting.

**Application 2025/33 – Construction of a Two Bedroom Dwelling – Bottom Woods CDA: Kerry Thomas, C/o Justine Thomas**

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

The plot is located within Bottom Woods West Comprehensive Development Area (CDA). The site is designated within the Intermediate zone and has no conservation area restrictions.

In assessing the Application the relevant policies applicable are the Intermediate Zone, Housing, Water, Sewage, Storm and Drainage and Road and Transport and is in compliance and considered acceptable.

Members did not have any issues and approved the Application.

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

**Application 2025/36 – Extension to Existing House to form a Conservatory, Study, Bedroom and Bathroom – Knollcombes, St Paul’s: Michael Stevens, C/o Andrew Pearce**

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 located within the Knollcombes area, St Paul’s below the Boer Cemetery. It is designated within the Green Heartland zone and has no conservation area restrictions.

The SPO provided some history on the Application and advised that permission was granted in December 2016 for these works but due to no works being undertaken within five years from the date of the decision notice, the permission had lapsed. It was noted that the proposal remained unchanged. Condition three was highlighted in that the Applicant should submit percolation test results to Planning prior to commencement of development.

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

The proposal demonstrated compliance with the relevant policies and was considered acceptable.

In assessing, clarity was sought on the access from the main house to the new Bedroom and Study as this was not shown clearly on the drawing. The Agent who was in attendance clarified this.

Members did not have any issues and approved the Application.

**Resolution:** The Application for Extension to form a Conservatory, Study, Bedroom and Bathroom was approved with conditions as recommended in the Handling Report. Decision Notice to issue.

**Application 2025/37 – Construction of a Two Bedroom Dwelling – Burnt Rock CDA: Mark Williams**

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 located within the Burnt Rock Comprehensive Development Area (CDA) and is designated within the Coastal Zone with no Conservation Area restrictions. The site forms part of the Saddle National Forest Estate.

An objection was received as well as a petition.

The relevant policies applicable are the Intermediate Zone (as CDAs are specifically identified in the LDCP to benefit from the policies within this Zone), Housing, Agriculture and Forestry, Water, Energy, Sewage, Storm and Drainage and Road and Transport.

In assessing, it was noted that the petition highlighted that the CDA had been effectively dropped/cancelled but there was no evidence to suggest that this was the case.

The LDCP Map that was adopted in 2012 shows that the area had been earmarked as a CDA. The area comprised of a number of residential properties and part forest. It is the Applicant's intention to ensure that the development would be carried out to minimise the impact on the environment and the proposed building would integrate with its surroundings. The siting of the proposed development coincides with the concept for the CDA scheme provided by Crown Estates.

The development complied with the relevant policies and could be supported.

In considering, the Authority noted that the whole of the site formed part of the CDA. Subject to ENRP Portfolio removing this from the Forest Estate, it would conform. Mention was made of condition three – Landscaping Scheme and it was wondered what impact this would have on Forestry and how much land would be released. Condition four was also highlighted where it was noted that all services to the development would be laid underground. It was noted that there was a technical objection but this would be dealt with between the parties concerned. It was highlighted that the original objection had been taken into consideration. One Member expressed concern on the petition and wondered whether the new proposal would satisfy the neighbours and was not content to approve as their objection should be considered. The SPO advised that the proposed development was based on the LDCP Plan that was adopted in 2012 after the earlier petition had been considered. The Members was content with the explanation given.

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

**Application 2025/38 – Installation of Power Box and Associated Cables – Near the Staircase at IT Building, Jamestown: Connect St Helena Ltd**

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

The proposal would be carried out at the IT Building in Jamestown. The site is designated within the Intermediate zone and Jamestown Historic Conservation Area.

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

In assessing, the box would provide the required infrastructure to support events and businesses, whilst not detracting on the setting of the Conservation area or appearance of the wall and could be supported.

In considering, the Authority felt that the box should be relocated to the back of the steps rather than to the front; also that it would be appropriate to have two connections in one box rather than an additional box. From discussion with Connect St Helena Ltd, they advised that two connections in one box was not possible and one box with two separate meters would not work. It was noted that the new box is identical to the existing box, albeit the current box does not have the benefit of Development Consent. It was wondered how many people would require access to the box as power would always be required for events. Mention was made of the impact and the location in the conservation area. It would be an improvement if the box was to be affixed to the side. It was however felt that a solution to the problem should be found rather than having more than one box affixed as this would mean that having additional boxes would require more cable and it was questioned why there could not be a splitter to serve more than one box. A question was also asked whether any consideration had been given to install the cable on the wall of the building, but it was pointed out by the Agent that there would not be available access.

The Authority advised that the Application should be deferred in relation to the design and location and for other options to be explored.

**Resolution:** The Application for Installation of Power Box and Associated cables should be deferred for further options to be explored.

## **8. Strategic Planning Matters**

### **Jamestown Conservation Management Plan (JCMP)**

The CPO advised that the Commonwealth Heritage Forum (CHG) had been working on a draft report but was not ready for circulation as yet. The CPO would provide comments, as needed. The final draft, once available, would come to LDCA. The Authority to be kept up to date.

**ACTION:** CPO

**Land Development Control Plan Review**

Members were given an internal time frame for the completion of the LDCP. The CPO advised that introductory work had been undertaken.

**ACTION:** CPO

**9. Any Other Business – Nil.**

**Next Meeting**

The next meeting is scheduled for 7<sup>th</sup> August 2025.

There was no further business to discuss. The Chairperson thanked members for their attendance and the meeting closed at 11.55 Hrs.

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**Chairperson to the LDCA**

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**Date**