

# MINUTES

## Land Development Control Authority Meeting

**Date** : Thursday, 7<sup>th</sup> August 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 Ian Gough	Member
	Mr Gerald Yon	Member
	Mr Ronald Scanes	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
<b>Apologies</b>	Mr Gavin George	Member

### Also in attendance:

Four 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

Member, Mr Ian Gough declared his interest in respect of Application 2025/25 as he is an employee of Solomon & Company (St Helena) Plc and Member Gerald Yon declared his interest in respect of Application 2025/43 as he is an employee of the St Helena Airport. Both members would leave the table for the items of business.

### **3. Confirmation of Minutes of 3<sup>rd</sup> July 2025**

The minutes of meeting of 3<sup>rd</sup> July 2025 were confirmed and signed by the Chairperson as a true record of the meeting.

#### **Matters Arising from Minutes of 3<sup>rd</sup> July 2025**

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

Members were updated in respect of the Appeal against the decision taken by Governor in Council on 4 July 2025. The CPO advised that if the Applicant submits an Application for a new Fence and approved by LDCA, the Applicant would have nine months to implement. There was no definitive date as to when the Applicant would submit. If no Application is received within two months the Enforcement Notice would come into force which gives 3 months to remove the fence.

**ACTION:** CPO

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

A letter expressing concerns about the top part of the wall was sent from the LDCA to the Property Section of SHG. A response was received from the Head of Infrastructure and Strategies Safety, Security and Home Affairs advising that the Portfolio are currently investigating the feasibility of acquiring the services of a Building Surveyor from offshore to assess the condition of the Wall as the services was not available on island. A timeframe could not be given for when the service would be active but assurance was given that the works are receiving attention. To be kept in view.

**ACTION:** CPO

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

The SPO advised that the Application is to be assessed.

**ACTION:** SPO

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

The SPO advised that submission of Development Application is due in September 2025. It was noted that the land is being surveyed therefore it is anticipated the Application would be submitted soon. 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**

The Application was presented to Governor in Council (GiC) on Tuesday, 10 June 2025. The Application was not approved at that stage, but had to be referred back to the Applicant for

further consideration of alternative water provision solutions. The Applicant had been contacted. It was noted however that the Applicant had appealed against the decision but GiC had decided to “Not Approve”. However no specific reasons were given for refusal. The Secretary, GiC had been requested to submit reason for refusal but this is still awaited. The CPO advised that a Case Statement would be provided to the Appeal Tribunal when requested; a date had not yet been set for its submission. LDCA to be kept up to date.

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

Works to be implemented by 9 November 2025. To be kept in view.

**Notice to Apply – Stephen McDaniel – The Mule Yard, Jamestown**

A retrospective application had been received for unauthorised works carried out at the Mule Yard, Jamestown. The Application is to be assessed.

**ACTION:** SPO

**Notice to Apply – Mark Corker – New Bridge, Jamestown**

A retrospective application had been received for unauthorised works carried out at New Bridge, Jamestown. The Application is to be assessed. The SPO to ascertain from Mr Corker as to when the second element of the works would be submitted as a separate retrospective application.

**ACTION:** SPO

**4. Building Control Activities**

Members were provided with a paper on the activities for the month of June 2025 for their information. The amendment had been 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 was 29 applications awaiting determination: 1 “not approved”/deferred by Governor-in-Council, 4 awaiting revised plans, 10 to be assessed and 14 was in the advertising stage.

**6. Applications for LDCA Determination**

**Application 2025/24 – Construction of a Two Storey Building comprising a Shop, Storage Space for Shop Goods and some Domestic Items – Lower Half Tree Hollow: Christopher Bargo**

The PO presented and gave an outline of the Application together with planning history information, with a recommendation for approval subject to eleven Conditions as listed in the Handling Report.

The plot is located in lower Half Tree Hollow. It is mainly a residential area and designated within the Intermediate Zone with no Conservation Area restrictions.

Conditions three and four were highlighted as well as the Informatives.

In assessing the Application the relevant Policies that are applicable are the Intermediate Zone, Employment Premises, Water, Sewage, Storm and Drainage and Road and Transport and is in compliance with the policies as outlined and could therefore be supported.

In considering, it was felt by one member that the Shop could be seen as broad range but the PO advised that it would be a DIY and To Order Shop. Parking Spaces were also highlighted to be a problem. The comment from Environmental Health was noted.

A question was asked if there was to be a change to the proposal, would the Applicant be required to submit another Application. The PO replied that there is no condition for the Applicant to abide by but the words “Non Food” could be inserted into condition three to take into account the concern raised.

**Resolution:** The Application for Construction of a Two Storey Building comprising a Shop, Storage Space for Shop Goods and some Domestic Items approved with conditions as recommended in the Handling Report subject to the additional wording of “Non Food” to be inserted in Condition Three. Decision Notice to issue.

**Application 2025/29 – Change of Use from Shop to Dwelling comprising Internal Alterations and Construction of Timber Deck – Lower Half Tree Hollow: Christopher Bargo**

The PO presented and gave an outline of the Application together with planning history information, with a recommendation for approval subject to four Conditions as listed in the Handling Report.

The plot is located in Lower Half Tree Hollow. It is mainly a Residential Area and designated within the Intermediate Zone with no Conservation Area restrictions.

In assessing the Application the relevant policies that are applicable are the Intermediate Zone, Housing, Water, Sewage, Storm and Drainage and Road and Transport and is in compliance with the policies as outlined and could therefore be supported.

It was noted that the Application relates to Application 2025/24. Members did not have any issues and approved the Application.

**Resolution:** The Application for Change of Use from Shop to Dwelling comprising Internal Alterations and Construction of Timber Deck approved with conditions as recommended in the Handling Report. Decision Notice to issue.

**Application 2025/31 – Bedsit for Tourist Accommodation – The Old Playground, Upper Jamestown: Jonathan Clark**

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

The plot is located at the Old Playground, Upper Jamestown. It is designated within the Intermediate Zone and Jamestown Historic Conservation Area.

Conditions Three and Eight were highlighted as well as the Informatives.

In assessing the Application the relevant policies applicable are the Intermediate Zone, Housing, Water, Tourism, Sewage, Storm and Drainage, Road and Transport and Built Heritage. The proposal could be supported as the benefits of the development it would bring, would outweigh the minor harm to the character and appearance of the Conservation Area in line with Built Heritage and Tourism Policies.

Members did not have any issues and approved the Application.

**Resolution:** The Application for Bedsit for Tourist Accommodation approved with conditions as recommended in the Handling Report. Decision Notice to issue.

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

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

The Box with a measurement of 43" x 53" x 20" and an off-white colour would now be located to the northern side of the Staircase at the request of the Authority. The visual impact, when viewed from the streetscape, would be reduced from the more prominent position on the front of the Staircase that was originally submitted. The box would not detract from the historic importance of the Listed Building to which it would be attached or the character and appearance of the Jamestown Conservation Area where it would be located. It would provide the required infrastructure to support a food vendor three days per week and could be supported.

In assessing the relevant policies applicable are the Intermediate Zone and the Built Heritage.

Members did not have any issues and approved the Application.

**Resolution:** The Application for Installation of Power Box and Associated Cables approved with conditions as recommended in the Handling Report. Decision Notice to issue.

**Application 2025/25 – Installation of Extraction System in the Food-To-Go Section – The Star, Main Street, Jamestown: Solomon & Company**

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 four Conditions as listed in the Handling Report.

The site is located in Main Street, Jamestown and is designated within the Intermediate Zone and Jamestown Historic Conservation Area.

An objection was received.

In assessing, the relevant policies applicable are the Intermediate Zone and Built Heritage.

The proposal would not have any significant adverse impact on the Listed Building nor on the character and appearance of the Jamestown Heritage Conservation Area or on the general amenity or aesthetic of the immediate area. It complied with the policies and could be supported.

Mr Ian Gough spoke in support of the Application.

Mr Andrew Pearce spoke in support of his representation.

Members did not have any issues and approved the Application.

**Resolution:** The Application for Installation of Extraction System in the Food-To-Go-Section approved with conditions as recommended in the Handling Report. Decision Notice to issue.

Mr Ian Gough returned to the Table.

**Application 2025/27 – Change of Windows on the West and North Elevation from Timber Sash to uPVC Windows – Scullards, Market Street, Jamestown: Colin A Johnson**

The PO presented and gave an outline of the Application with a recommendation for refusal.

The site is located at Scullards, Market Street, Jamestown and designated within the Intermediate zone and Jamestown Historic Conservation Area. The property is a Grade 111 Listed Building.

There were two objections received from members of the public.

In assessing the relevant policies applicable are the Intermediate Zone and the Built Heritage.

The proposal could not be supported as it would have significant adverse impact on the character of the Listed Building and the character and appearance of the Jamestown Historic Conservation Area. The proposal did not comply with the Built Heritage as outlined in the Handling Report and could not therefore be supported. The proposal to introduce modern materials on the Historic

Building would result in significant harm and would be contrary to the relevant Built Heritage Policies. It was recommended that the Application be refused.

The Applicant spoke in support of the Application.

Mr Andrew Pearce also spoke.

In considering, one Member expressed sympathy for the Applicant but highlighted there are policies that must be abided by and felt that advice should be given to the Applicant if he required it.

The Planning Officers advised that the Commonwealth Heritage Forum are in the process of assisting with matters such as this and consultation could therefore start in this respect to assist in the repairing of the existing windows. The Applicant has a right of appeal.

**Resolution:** The Application for Change of Windows on the West and North Elevation from Timber sash to uPVC Windows refused as recommended in the Handling Report. Decision Notice to issue.

**Application 2025/39 – Construction of a Two Bedroom Dwelling – Bottom Woods CDA: Christine Benjamin**

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 site is located within Bottom Woods CDA and is designated within the Intermediate Zone with no Conservation Area restrictions.

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

The proposal complied with the policies and was considered acceptable.

Members did not have any issues and approved the Application.

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

**Application 2025/41 – Construction of a Commercial Laundry Room – The Rock Club, Ladder Hill: Melvin Benjamin**

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 located at the Rock Club, Ladder Hill and is designated within the Intermediate Zone with no Conservation Area restrictions.

In assessing, the relevant policies applicable are the Intermediate Zone, Energy, Employment Premises, Social Infrastructure, Sewage, Storm and Drainage and Road and Transport

The use would not adversely affect the amenity of the existing or surrounding development. The building, in its appearance is coherent with that in the area. It would be acceptable in line with Employment Premises and other relevant policies.

Members did not have any issues and approved the Application.

**Resolution:** The Application for Construction of a Commercial Laundry Room approved with conditions as recommended in the Handling Report. Decision Notice to issue.

**Application 2025/28 – Construction of a Three Bedroom Dwelling – Nr Princes Lodge, St Paul's: Tracey and Dani Thomas**

The PO 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 near Princes Lodge, St Paul's and is designated within the Intermediate Zone with no Conservation Area restrictions.

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

The proposal would have no adverse effect on the 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.

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

**Application 2025/30 – Covered Area to provide Weather Protection and additional Space for Church – Seventh Day Adventist Church, Jamestown: Seventh Day Adventist Church**

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

The site is located within the curtilage of what is known in the Crallan Report as the Seventh Day Adventist Welfare and is designated within the Intermediate Zone and Jamestown Historic Conservation Area.

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

The proposal was considered to not adversely impact the appearance of the Listed Buildings or the special character and appearance of the Jamestown Historic Conservation Area and could be supported in accordance with LDCP policy BH1 c.

Members did not have any issues and approved the Application.

**Resolution:** The Application for Covered Area to provide Weather Protection and additional Space for Church approved with conditions as recommended in the Handling Report. Decision Notice to issue.

**Application 2025/43 – Installation of five Electric Vehicle (EV) Chargers – St Helena Airport Public Car Park: Derek Pedley**

Member, Mr Gerald Yon left the Table for the item of Business.

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. It was noted that there was a late consultation submission from Connect St Helena Ltd to which apologies were sent.

The site is located at the St Helena Airport Car Park.

In assessing, the relevant policies and other relevant Government Policies/Strategies applicable are the Coastal and Climate Change and the St Helena Sustainable Economic Development Strategy.

It was considered that the installations would not result in any harm, they are in accordance with the Coastal Zone policies and could be supported.

In considering and from the discussion held regarding the use by any member of the public and the concerns raised by Connect St Helena Ltd, one Member felt that those concerns should be brought to the attention of SHG. CPO advised that SHG have previously been supportive of the introduction of an electric vehicle charging point (behind the Museum, Jamestown) in line with Climate Change. It was noted that Fire and Rescue did not provide any comments and it was wondered whether an Informative could be placed for the Applicant to consult with Fire and Rescue. The CPO replied that they had been consulted but no comments were received. If Connect had concerns they should speak to the Applicant directly. SPO advised that this had been addressed. The use of restrictions of the electrical vehicle chargers were highlighted and it was noted that Connect St Helena Ltd would have to approve the installation. Mention was made of the bays required but this was not included in this application as the Applicant had not requested that parking spaces are allocated for sole use with the charging points. It was felt by

a Member that there should be restriction on bays and should only be used when charging. Note was made however of the proposed Informative which satisfied this concern.

Mr Gerald Yon spoke.

No other issues were raised and was therefore approved.

**Resolution:** The Application for Installation of five Electric Vehicle (EV) Chargers approved with conditions and Informatives as recommended in the Handling Report. Decision Notice to issue.

Mr Gerald Yon returned to the Table.

**Application 2025/45 – Covered Area – Joshie’s Roadside Drop-In, Half Tree Hollow: Alan Joshua**

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 site is located near the Salvation Army Hall, Half Tree Hollow and is designated within the Intermediate Zone with no Conservation Area restrictions.

In assessing, the relevant policies applicable are the Intermediate Zone and Sewage, Storm and Drainage.

The design would not cause an adverse impact on the appearance of the Building or negatively affect that of surrounding development. Storm water would be managed by existing storage tanks. The development complied with the relevant policies.

Members did not have any issues and approved the Application.

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

**Application 2025/40 – Construction of a Two Bedroom Dwelling – Bottom Woods CDA: Angelo Moyce**

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 located within Bottom Woods West CDA and is designated within the Intermediate Zone with no Conservation Area restrictions.

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

The proposal is in compliance with the relevant policies and was considered to be acceptable.

Members did not have any issues and approved the Application.

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

**Application 2025/42 – Construction of a Verandah – Woodcot Cottage, Alarm Forest: W A Thorpe & Sons**

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 located within Alarm Forest and is designated within the Green Heartland Zone with no Conservation Area restrictions. Wood Cot is a Grade 1 Listed Building including the adjoining Wood Cot Cottage

In assessing, the relevant policies applicable are the Green Heartland Statement and policies, Built Heritage and Housing.

The proposal was considered to have no adverse effect on the character and appearance of the Existing Building. It complied with the policies and could be supported.

Mr Henry Thorpe spoke in support of the Application.

Members did not have any issues and approved the Application.

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

**Application 2025/47 – Construction of a Two Bedroom Dwelling – New Ground: Lori Pinter**

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 site is located within New Ground and is designated within the Intermediate Zone with no Conservation Area restrictions.

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

The proposal would not adversely affect the amenity of the area and could be supported.

Members did not have any issues and approved the Application.

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

## 8. Approvals by CPO/SPO under Delegated Powers:

### Application 2025/23:

- Requested : **Full Development Permission**
- Proposal : Construction of External Staircase
- Location : Blackfield, Longwood
- Applicant : Delmarie Hopkins-Caesar
- Official : Shane Williams, SPO (authorised by Patricia Coyle, CPO)
- Approved : 25 July 2025

## 9. Discharge of Planning Conditions by CPO

### 1) Application 2024/17 (DoC 6)

- Requested : Discharge of Condition Six
- Proposal : Before the development is brought into use, a Transport Travel Plan for the port facility, setting out the management of employee travel to and from the workplace will be submitted to and approved in writing by the Chief Planning Officer on behalf of the Land Development Control Authority.
- Location : Lower Rupert's Valley
- Applicant : Programme Management Unit, EDIP
- Official : Patricia Coyle, CPO
- Approved : 27 June 2025

### 2) Application 2020/41 (DoC 9)

- Requested : Discharge of Condition Nine
- Proposal : Before the development use as port becomes operational, a Port Access Management Plan for the public is prepared setting out the day to day access management of the port operations and control of access for all users and in particular for the purposes of the recreational, leisure, cultural and community uses in the area how access to these facilities for the general public will be managed and administered on a daily basis when the port facilities are in full operation and for other periods of general use. The Port Access Management Plan is submitted to and approved in writing by the Chief Planning Officer on behalf of the Land Development Control Authority.
- Location : Lower Rupert's Valley
- Applicant : Programme Management Unit, SHG
- Official : Patricia Coyle, CPO
- Approved : 27 June 2025

### 3) Application 2024/17 (DoC 7)

- Requested : Discharge of Condition Seven

- Proposal : Before the development is brought into use, details of the diverted footpath through the site, its design and construction to ensure it meets the needs of all users including those with mobility issues, and improved signage through the area is submitted to and approved in writing by the Chief Planning Officer on behalf of the Land Development Control Authority.
- Location : Lower Rupert's Valley
- Applicant : Programme Management Unit, EDIP
- Official : Patricia Coyle, CPO
- Approved : 8 July 2025

**4) Application 2024/17 (DoC 9)**

- Requested : Discharge of Condition Nine
- Proposal : Before hard and soft landscaping is undertaken, details of the landscaping scheme will be submitted to and approved by Chief Planning Officer in writing on behalf of the Land Development Control Authority. The planting scheme will be implemented during the planting season following the completion of the construction and it will be managed and maintained to ensure it is able to establish.
- Location : Lower Rupert's Valley
- Applicant : Programme Management Unit, EDIP
- Official : Patricia Coyle, CPO
- Approved : 9 July 2025

**10. Prior Notice**

**PN 2025/01**

- Requested : Prior Notice Notification
- Proposal : Change of Roof Material from Asbestos to Grey Corrugated Aluminium Roof Sheets.
- Location : St Paul's Primary School, St Paul's
- Applicant : Julian Benjamin, Project management, SHG
- Official : Patricia Coyle, CPO
- Approved : 10 July 2025

**11. Strategic Planning Matters**

**Jamestown Conservation Management Plan (JCMP)**

The CPO advised that there was nothing further to report. The Team would be arriving back on island in January 2025. CPO to check if a draft is available for LDCA. The Authority to be kept up to date.

**ACTION:** CPO

**Land Development Control Plan Review**

CPO advised that she had a meeting with the Portfolio Director, ENRP who would wish to bring forward in terms of the timeline. A workshop would be held on Friday, 8 August to which the Director and Ann Muir, Head of Strategic Policy would be in attendance and would ascertain what might be relevant in taking forward.

**ACTION:** CPO

**12. Any Other Business**

**Property at Alarm Hill – Darren McCoy**

One Member advised of some works that had taken place at Alarm Hill where the property had been extended with three colours of roofing and asked for it to be investigated as to whether permission had been given. The SPO replied that permission had been given for the extension but not for the roof colours.

**ACTION:** CPO

**Property at St Paul's**

One member questioned the works that are taking place near Phillip Johns Shop, St Paul's. The SPO replied that the bank had fallen down and Mr Adrian John was given permission to retain including the road. Mr John would submit a retrospective Application. SPO to check with the Building Inspectors if they should carry out an inspection.

**ACTION:** CPO

**13. Next Meeting**

The next meeting is scheduled for 21<sup>st</sup> August 2025.

There was no further business to discuss. The Chairperson thanked members for their attendance and the meeting closed at 12.35 Hrs.

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**Chairperson to the LDCA**

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**Date**