



IMPORTANT – THIS COMMUNICATION AFFECTS YOUR PROPERTY

COUNCIL OF THE ISLES OF SCILLY

Town Hall, St Mary's TR21 0LW
Telephone: 01720 424455 – Email: planning@scilly.gov.uk

Town and Country Planning Act 1990
Town and Country Planning (Development Management Procedure) Order 2010

PERMISSION FOR DEVELOPMENT

Application No: P/20/078/COU **Date Application Registered:** 9th October 2020

Applicant: Ms J Greenlaw
Westford House
Church Street
Hugh Town
St Mary's
Isles of Scilly
TR21 0JT

Agent: Mr P Osborne
Jus Limin'
Carn Thomas
St Marys
Isles of Scilly
TR21 0PT

Site address: Westford House Church Street Hugh Town St Mary's Isles of Scilly
Proposal: Change of use of guesthouse (Use Class C1) to holiday letting units (Use Class C3) retaining a unit of owners accommodation. (Listed Building)

In pursuance of their powers under the above Act, the Council hereby **PERMIT** the above development to be carried out in accordance with the following Conditions:

C1 The development hereby permitted shall be begun before the expiration of three years from the date of this permission.

Reason: In accordance with the requirements of Section 91 of the Town and Country Planning Act 1990 (as amended by Section 51 of the Planning and Compulsory Purchase Act 2004).

C2 The development hereby permitted shall be carried out in accordance with the approved details only including:

- **Plan 1 Location Plan, 1:1250 scale**
- **Plan 2 Site Plan, 1:500scale**
- **Plan 3 Proposed Floor Plan, Drawing Number WFH-PL-5a Dated September 2020**
- **Plan 4 Heritage Impact Assessment**
- **Plan 5 Site Waste Management Plan**

These are stamped as APPROVED.

Reason: For the clarity and avoidance of doubt and in the interests of the character and appearance of the Listed Building and Conservation Area, Area of Outstanding Natural Beauty and Heritage Coast in accordance with Policy 1 of the adopted Isles of Scilly Local Plan 2005 and Policy OE1 and OE7(5) of the Submission Draft Isles of Scilly Local Plan 2015-2030.

C3 All works involving machinery required in connection with the implementation of this permission shall be restricted to between 0800 and 1800 hours Monday to Saturdays. There shall be no works involving machinery on a Sunday or Public or Bank Holiday.

Reason: In the interests of protecting the residential amenities of neighbouring properties.

C4 The four self-catering holiday let units hereby permitted, as show in green on the attached plan, shall not be used otherwise than for the provision of short let holiday accommodation. None the 4 units shall be occupied as a permanent dwelling and shall not be occupied by any person for a period exceeding 28 days in any calendar year. In accordance with the General Data Protection Regulations, the owner or operator shall maintain a register of occupants for each calendar year. This shall be made available on request for inspection by any duly authorised officer of the Local Planning Authority.

Reason: To ensure that the development is occupied as holiday accommodation in accordance with Policy 4 the adopted Isles of Scilly Local Plan 2005 and Policy WC5 of the Submission Draft Isles of Scilly Local Plan 2015-2030

C5 The rear ground and first floor flat hereby permitted, as show in blue on the attached plan, shall not be used otherwise than for the provision of owners/staff accommodation in connection with the self-catering holiday lets (as per condition 4) at Westford House, Church Street. The owner's accommodation shall not be occupied or used as short-term holiday letting accommodation and shall be retained as permanent accommodation.

Reason: To ensure that the development is occupied as staff or owner's accommodation in accordance with Policy 4 the adopted Isles of Scilly Local Plan 2005 and Policy WC5 of the Submission Draft Isles of Scilly Local Plan 2015-2030

Further Information

1. In dealing with this application, the Council of the Isles of Scilly has actively sought to work with the applicants in a positive and proactive manner, in accordance with paragraph 38 the National Planning Policy Framework 2019.
2. As the proposed works affect the boundary with a neighbouring property, this permission does not convey any other form of consent or agreement that may be necessary in conjunction with these works and does not override or supersede and civil rights the neighbour may have. The attention of the applicant is drawn to information contained in the Party Wall etc. Act 1996.

Signed:



Senior Officer, Planning and Development Management

Duly Authorised Officer of the Council to make and issue Planning Decisions on behalf of the Council of the Isles of Scilly.

DATE OF ISSUE: 4th December 2020



COUNCIL OF THE ISLES OF SCILLY

Planning Department
Town Hall, The Parade, St Mary's, Isles of Scilly, TR21 0LW
☎0300 1234 105
✉planning@scilly.gov.uk

Dear Ms J Greenlaw

Please sign and complete this certificate.

This is to certify that decision notice: P/20/078/COU and the accompanying conditions have been read and understood by the applicant: Ms J Greenlaw.

- I/we intent to commence the development as approved:** Change of use of guesthouse (Use Class C1) to holiday letting units (Use Class C3) retaining a unit of owners accommodation. (Listed Building) at: Westford House Church Street Hugh Town St Mary's Isles Of Scilly **on:**.....
- ~~I am/we are aware of any conditions that need to be discharged before works commence.~~
- ~~I/we will notify the Planning Department in advance of commencement in order that any pre-commencement conditions can be discharged.~~

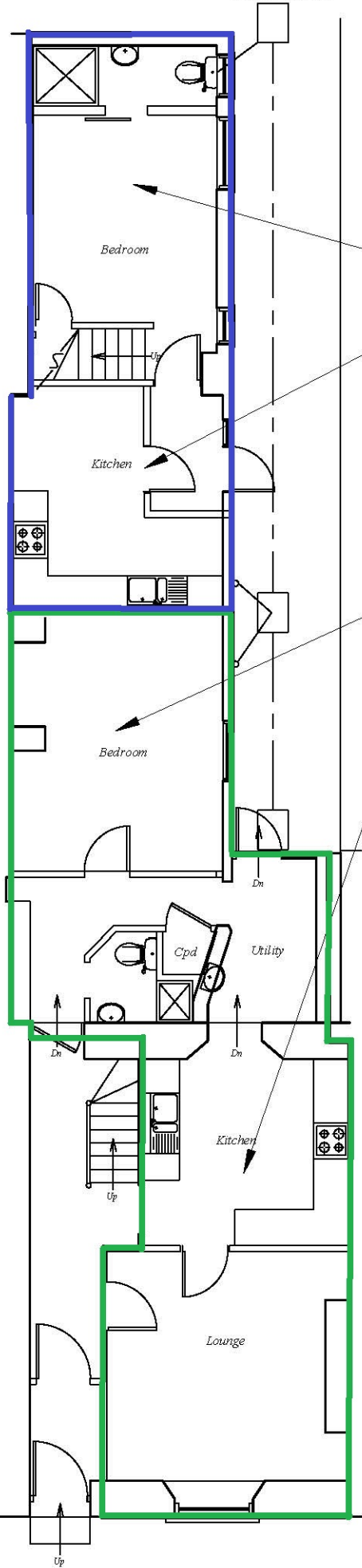
Print Name:.....

Signed:.....

Date:.....

Please sign and return to the **above address** as soon as possible.

Access to Rear Flat via Portherssa Road



Owners Accommodation (Rear Access)

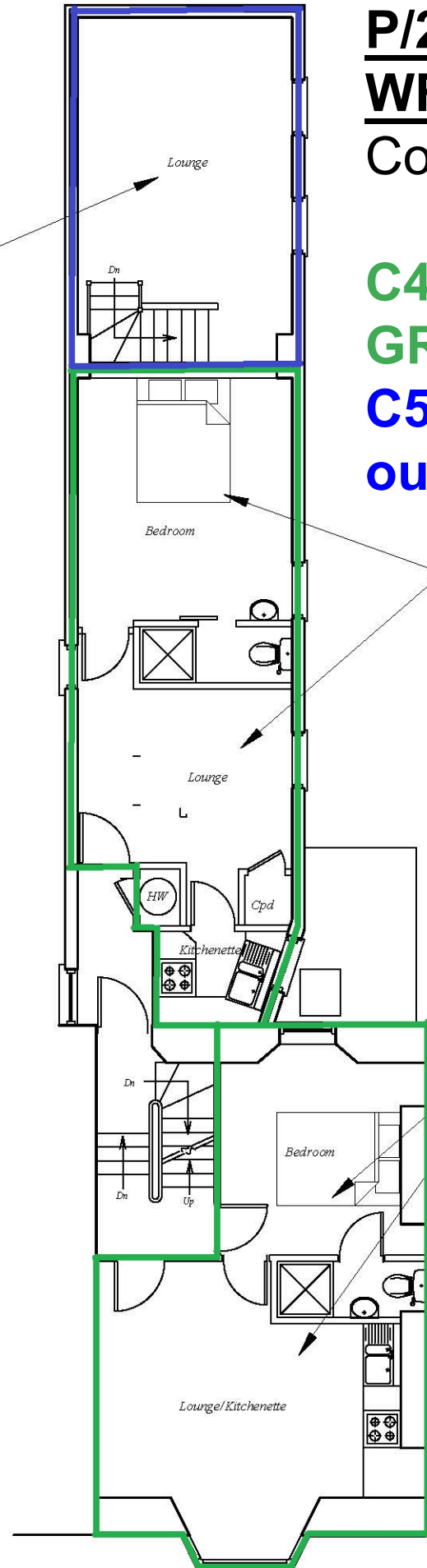
Unit 1

Ground Floor

P/20/078/COU - Extract of approved plan ref: WFH-PL-5a Plan to be read in conjunction with Conditions C4 & C5

C4 - Self catering units outlined in GREEN

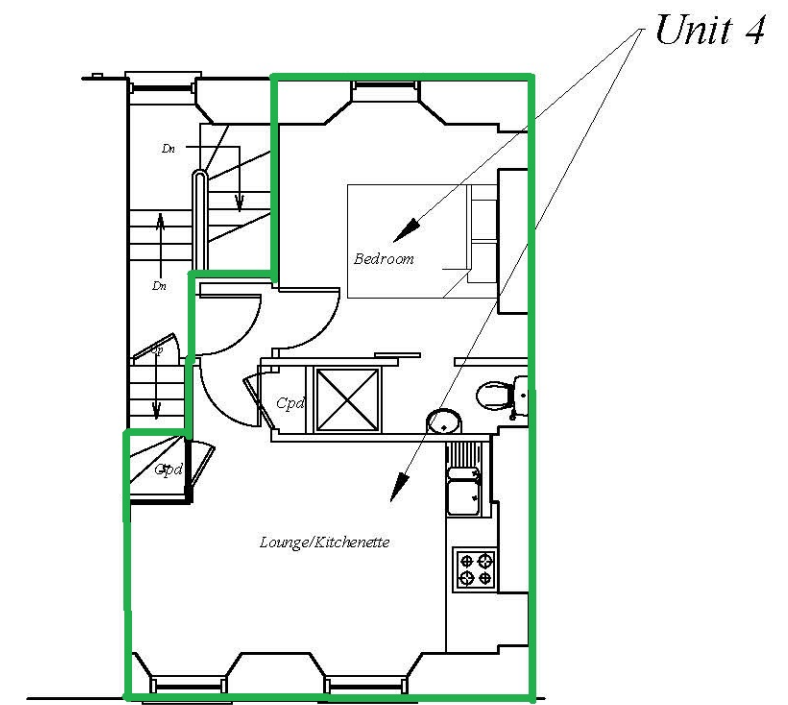
C5 - Owners/Staff accommodation unit outlined in BLUE



Unit 2

Unit 3

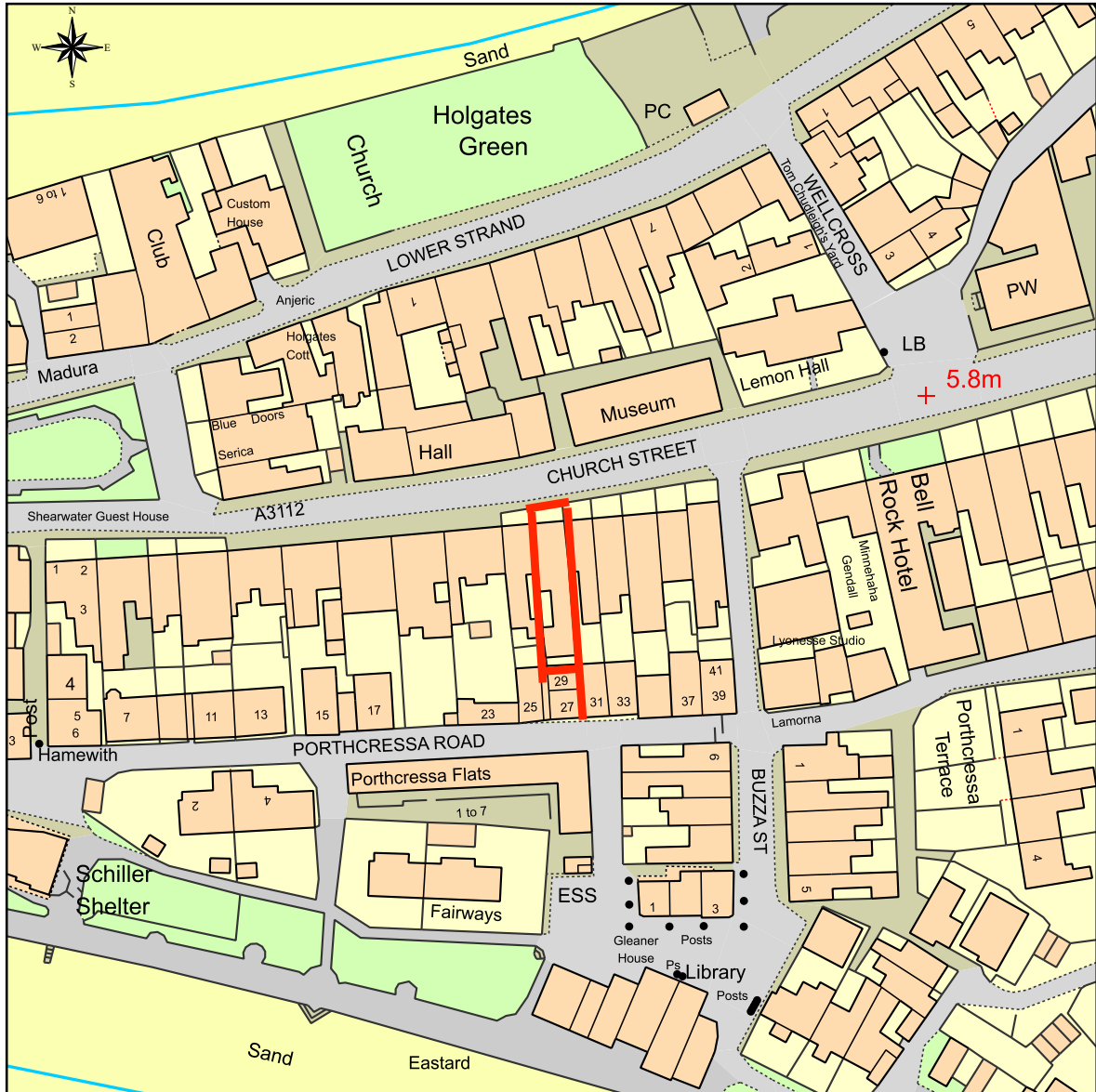
First Floor



Unit 4

Second Floor

Location Plan of Westford House



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0m 20m 40m 60m 80m 100m

Scale: 1:1250, paper size: A4

Westford House

Location Plan

Westford House
Church St
St. Mary's
Isles of Scilly
TR210JT

APPROVED

By Lisa Walton at 9:38 am, Dec 04, 2020

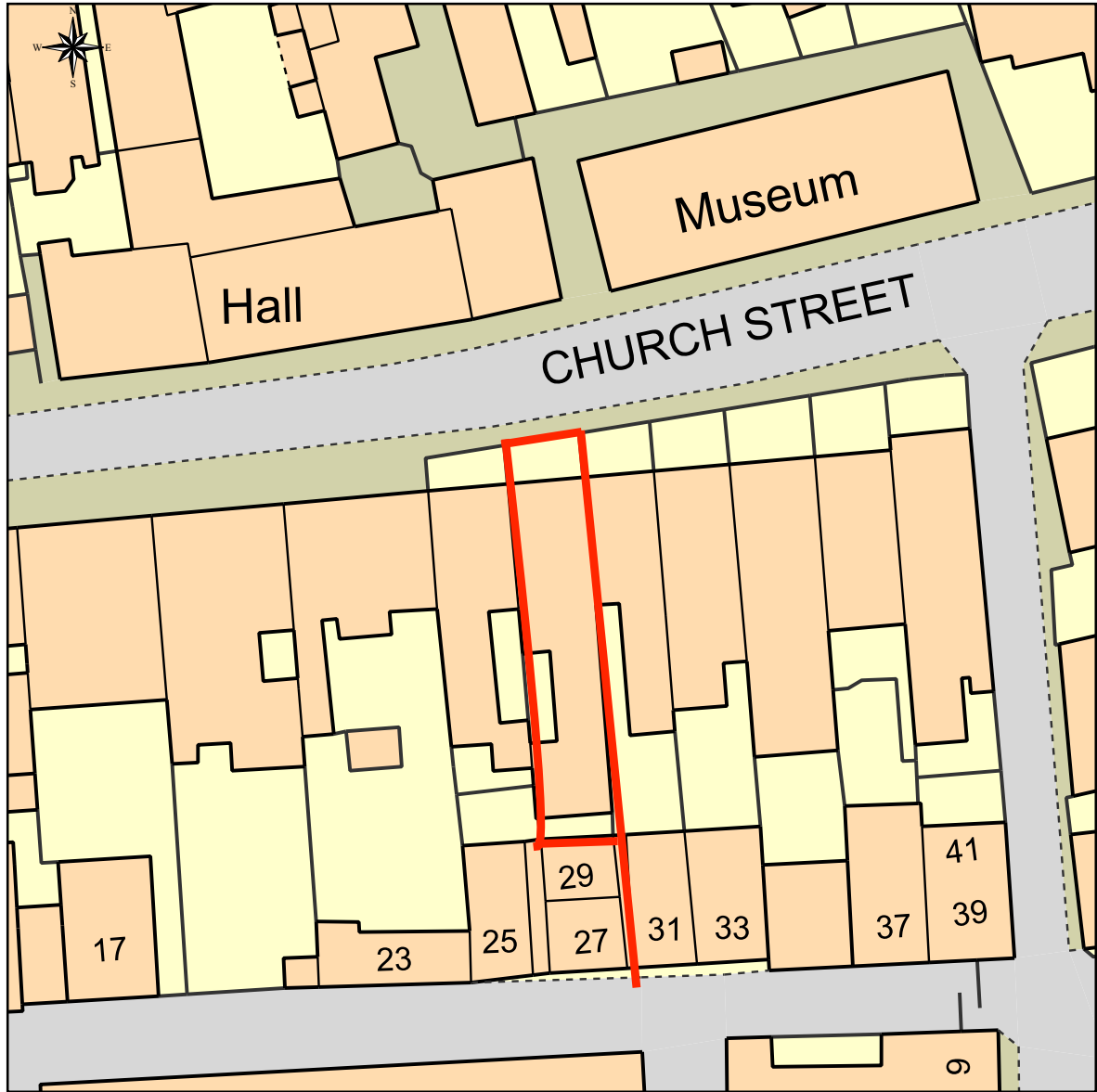


RECEIVED

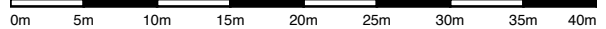
By A King at 10:02 am, Oct 09, 2020



Site Plan of Westford House



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Scale: 1:500, paper size: A4

Westford House

Site Plan

Westford House
Church St
St. Mary's
Isles of Scilly
TR210JT

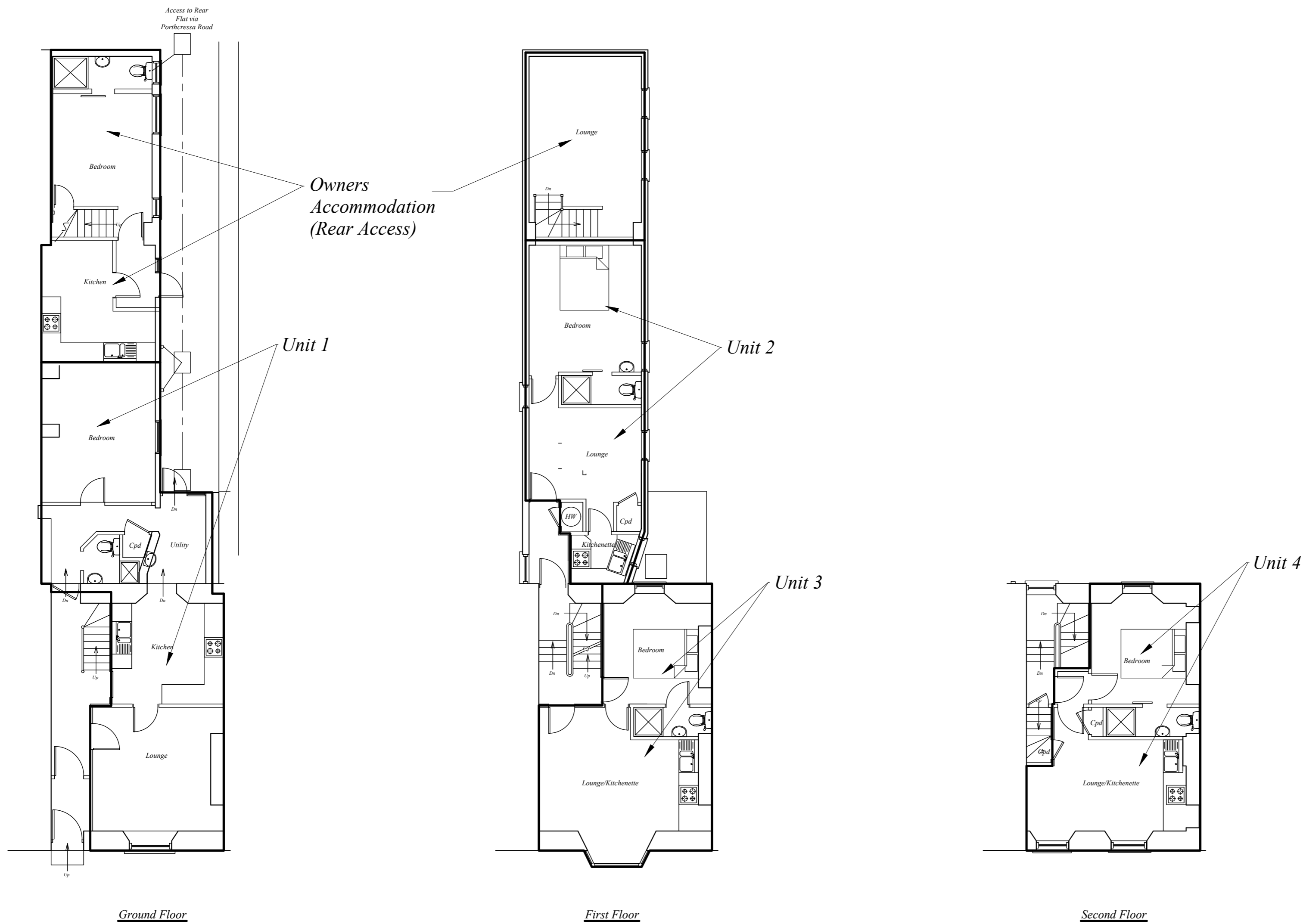
APPROVED
By Lisa Walton at 9:39 am, Dec 04, 2020

RECEIVED
By A King at 10:01 am, Oct 09, 2020



RECEIVED
By A King at 10:00 am, Oct 09, 2020

APPROVED
By Lisa Walton at 9:40 am, Dec 04, 2020



Westford House Guest House
Church Street
St. Mary's
Isles of Scilly

Proposed Floor Plan

Ms Jo Greenlaw

N.B. - No measurements to be scaled from this drawing unless specified. Whilst all efforts are made to insure accurate measurements Any discrepancies should be reported immediately to the architect.
© Copyright Paul Osborne

Date - Sept 2020
Amended -
Scale - 1 : 100 @ A2

PAUL OSBORNE
CARN THOMAS
ST. MARY'S, ISLES of SCILLY.
TR21 0PT Tel (01720) 423066
Email: paul@sailsilly.com

WFH-PL-5a

APPROVED

By Lisa Walton at 9:41 am, Dec 04, 2020

Paul Osborne
Jus Limin
Carn Thomas
St. Mary's
Isles of Scilly

Heritage Impact Statement

Westford House,

Church St, St. Mary's, Isles of Scilly.

WESTFORD HOUSE

Overview

Heritage Category:

Listed Building

Grade:

II

List Entry Number:

1218666

Date first listed:

12-Feb-1975

Date of most recent amendment:

14-Dec-1992

Statutory Address:

ALBANY HOUSE, CHURCH STREET

Statutory Address:

INNISIDGEN, CHURCH STREET

Statutory Address:

LONGRAS, CHURCH STREET

Statutory Address:

LYNWOOD, ALBANY HOUSE, WESTFORD HOUSE, LONGRAS AND INNISIDGEN
AND ATTACHED WALLS, CHURCH STREET

Statutory Address:

LYNWOOD, CHURCH STREET

Statutory Address:

WESTFORD HOUSE, CHURCH STREET

Location

Statutory Address:

LYNWOOD, CHURCH STREET

District:

Isles of Scilly (Unitary Authority)

Parish:

St. Mary's

National Grid Reference:

SV 90477 10513

Details

This list entry was subject to a Minor Amendment on 29/11/2012

SV9010 1358-0/8/49 12/02/75

ST. MARY'S CHURCH STREET, Hugh Town (South side) Lynwood, Albany House, Westford House, Longras and Innisidgen and attached walls

(Formerly Listed as CHURCH STREET, Hugh Town (South side) Lynwood, Albany House, Westford House, Longras and Innisidgen)

GV II

Terrace of five houses. Early C19. Rendered granite rubble; half-hipped slate roofs and brick stacks. Double-depth plan with side-entry and rear stair hall to each house. 3 storeys; symmetrical 10-window range, of 2-window range to each house. Concave-chamfered granite eaves cornice. 8-fielded-panelled doors with fanlight to Albany House and rectangular overlights to Lynwood, mid C20 replacement door with similar fanlight to Longras, similar early C19 door with 4 panels replaced by glazing to Westwood House and similar early C19 door with 2 panels replaced by glazing to Innisidgen. 6/6-pane sashes to ground and first floors and 3/6-pane sashes to second floor, except early/mid C19 canted oriel window with 4/20/4-pane sashes and moulded cornice to Lynwood and first-floor bay window to Westford House with 4/20/4-pane sashes. Interior: Westwood has panelled doors set in moulded architraves, open-well staircase with wreathed handrail and enriched cornice with palmettes etc. to first-floor front room. Other houses said to have similar

staircases and other features. Subsidiary features: coursed and dressed granite forecourt walls with segmental coping to Albany House, Westford House and Longras; similar low walls to Lynwood surmounted by spear-headed railings with terminal urn finials.

Listing NGR: SV9047710513

Legacy

The contents of this record have been generated from a legacy data system.

Legacy System number:

62490

Legacy System:

LBS

Legal

This building is listed under the Planning (Listed Buildings and Conservation Areas) Act 1990 as amended for its special architectural or historic interest.

End of official listing

PROPOSED WORKS

The proposed works are to the interior of Westford House, the majority of the proposed works to the original building are minimal with alteration to allow new door openings, no mouldings are to be removed from any of the rooms that many still contain these features.

The rear extension a much later addition to the building which is constructed from concrete cavity block, with plaster and wood stud internal walls will be altered to accommodate the new layout, with removal of a partition wall.

The works consist of

Ground Floor -

The addition of a partition wall to the existing office to create a kitchenette.

The addition of a door between the existing kitchen and the front Lounge area.

First Floor -

The removal of a portion wall in the rear extension to allow for a large room which will become a lounge area.

The removal of a bathroom to become the units Kitchenette.

Resining of the door to this unit.

Re sizing of the existing Ensuite (which was a new addition) and create a doorway between the two rooms.

Second Floor -

The addition of a partition wall and new doorway to comply with Fire Regulations to the top landing area.

The intension of the proposed floor plan is to use the existing floor plan as much as possible keeping the character of the building.

The exterior of the building will not be altered from its current appearance.

Paul Osborne
Jus Limin
Carn Thomas
St. Mary's
Isles of Scilly

APPROVED

By Lisa Walton at 9:42 am, Dec 04, 2020

Site Waste Management Plan

For

WESTFORD HOUSE,

Church Street,

St. Mary's, Isles of Scilly.

INTRODUCTION

This document constitutes the ‘best practice initiatives’ adopted by WESTFORD HOUSE by requiring the contractors employed to carry out the proposed works at Lynwood, Church Road, St Mary’s, Isles of Scilly to embrace the principles of the Site Waste Management Plan as required by the Site Waste Management Regulations 2008.

PROJECT SITE - Westford House, Church St, St. Mary’s, Isles of Scilly

CLIENT - Ms Jo Greenlaw

CONTRACTOR - TBA

PROJECT SUMMARY - CONVERSION FROM GUEST HOUSE TO SELF CATERING UNITS ,

START DATE - NOVEMBER 2020 (Subject to Planning Approval)

PROJECT DURATION - To be confirmed by Contractor (Estimated 4 weeks)

PERSONS RESPONSIBLE FOR THE MANAGEMENT OF WASTE - Contractor

Third Party Waste Handling - Third parties handling waste will be required to provide documentary evidence of their licence to handle, transport, recycle and dispose of waste.

OBJECTIVES

Project Objectives

- 1 To take all responsible steps to ensure that waste management controls are observed.
- 2 To minimise the amount of waste generated and maximised the amount of waste reused and recycled.
- 3 To re-use as much waste as possible on-site. Where reuse is not possible to identify the most appropriate waste management option in line with the waste hierarchy.
- 4 To manage waste as close as possible to site location
- 5 To make and improve awareness of waste management issues of all contractors and sub contractors and to ensure the correct waste management practices are followed on site.

RESPONSIBILITIES

The responsibilities in relation to the SWMP are set out below.

The Site Waste Coordinator is the Principle Contractor on site, who is responsible for implementation of the SWMP. Duties include but are not limited to:

Ensuring waste is managed on site according to the SWMP. This includes ensuring appropriate segregation of waste on-site, making arrangements for the removal of waste from the site.

Ensuring all staff and sub-contractors understand their duties in relation to the SWMP. This includes organising appropriate training.

Ensuring correct records and documentation is kept. This includes checking waste transfer documentation, and maintenance of documentation relating to waste transfer.

The 'Site Waste Coordinator' is the point of contact for all staff, contractors and waste contractors in relation to the SWMP and waste management issues.

All contractors' staff operatives working on site are responsible for adhering to the principles for the movement and segregation of waste on site.

WASTE CONTRACTORS

The waste contractors are to be listed with contact details, this list is to be compiled by the 'Site Waste Coordinator'

All waste contractors are responsible for adhering to the SWMP including:

All waste contractors are responsible for ensuring compliance with their Duty of Care including providing the appropriate records to the 'site waste coordinator'

All mainland Contractors receiving waste are responsible for ensuring waste is managed as specified in the SWMP. They are responsible for ensuring the waste treatment facilities have a waste licence and that records are provided to the 'site waste coordinator'

Mainland waste contractors receiving waste are responsible for transporting it to a licensed waste management facility

Mainland waste contractors are responsible for providing adequate containers for the collection and segregation of waste as specified in the SWMP.

MANAGEMENT OF WASTE ON SITE

The principle contractor shall adopt the materials that'll be re-used or recycled on site will be segregated in designated areas ready for mainland transportation. The locations of the designated areas shall be identified by the contractor prior to commencement of works and recorded.

- Re-Use and Re-Cycle Off Site
- Materials that will be removed from site for recycling will be segregated from the waste stream and collected in containers for transport. The locations of collection and segregation area/s and the materials that will be collected at these sites are to be recorded.
 - The waste containers will be colour coded according to the National Coding Scheme.
 - All waste which can be reused or recycled as specified in the recorded tables just be segregated out of the waste stream by staff and sub-contractors.
 - Contamination of the waste containers will be monitored.
 - At the end of each day all staff and package contractors must ensure that waste is moved to the appropriate area/s as specified.
 - All lovable containers will be locked at the end of each day.
 - Any problems found with arrangements for waste segregation should be reported directly to the 'site waste coordinator.'

TRAINING

As part of adopting the principles of the SWMP the Principle Contractor shall implement training and as such the site waste coordinator shall be responsible for ensuring all of the contractors staff and operatives receive training the implementation of the SWMP

Details of training should be recorded.

MEASURING AND MONITORING

The Site waste Coordinator will be responsible for ensuring that monitoring takes place throughout the project - to include:

Estimated Waste generated Schedule

Summary of Actual Waste Generated

Actual Waste Carrier Recorded.