



**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](mailto:planning@scilly.gov.uk)

Town and Country Planning Act 1990  
Town and Country Planning (Development Management Procedure) Order 2015

### **PERMISSION FOR DEVELOPMENT**

**Application No:** P/24/016/HH      **Date Application Registered:** 26th February 2024

**Applicant:** Mr and Mrs Ronan  
Charlotte House  
Garrison Lane  
Hugh Town  
St Mary's  
Isles of Scilly  
TR21 0JD

**Agent:** Mr Mike Bradbury  
Studio St Ives,  
4 Gabriel Street,  
St Ives,  
Cornwall,  
TR26 2LU

**Site address:** Charlotte House Garrison Lane Hugh Town St Mary's Isles of Scilly  
**Proposal:** Demolition of existing porch and construction of new porch.

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/Block Plan, drawing number 2039-P02 revA, dated Feb 2024
  - Plan 2 Existing Plans, drawing number 2039-P01, dated Nov 2023
  - Plan 3 Planning Statement, dated February 2024
- These are Stamped as APPROVED.**  
Reason: For the clarity and avoidance of doubt and in the interests of the character and appearance of the Conservation Area, Area of Outstanding Natural Beauty and Heritage Coast in accordance with Policy OE1 and OE7 of the Isles of Scilly Local Plan (2015-2030).
- C3** The materials used in the construction of the development hereby approved shall be as detailed within the permitted application particulars and shall be retained permanently as such, unless prior written consent is obtained from the Local Planning Authority to any variation.  
Reason: To safeguard the appearance of the building and the character of the area.
- C4** No construction plant and/or machinery shall be operated on the premises, as part of the implementation of this permission, before 0800 hours on Mondays through to Saturdays nor after 1800 hours. There shall be no works involving construction plant and/or machinery on a Sunday or Public or Bank Holiday.  
Reason: In the interests of protecting the residential amenities of the islands.

## 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 of the National Planning Policy Framework 2023.
2. In accordance with the provisions of Section 96A of the Town and Country Planning Act which came into force on 1st October 2009, any amendments to the approved plans will require either a formal application for a non-material amendment or the submission of a full planning application for a revised scheme. If the proposal relates to a Listed Building you will not be able to apply for a non-material amendment and a new application for a revised scheme will be required. Please discuss any proposed amendments with the Planning Officer. There is a fee to apply for a non-material amendment and the most up to date fee will be charged which can be checked here: [https://ecab.planningportal.co.uk/uploads/english\\_application\\_fees.pdf](https://ecab.planningportal.co.uk/uploads/english_application_fees.pdf)
3. This decision is not a determination under the Building Regulations. Please ensure that all building works accord with the Building Regulations and that all appropriate approvals are in place for each stage of the build project. You can contact Building Control for further advice or to make a building control application: [buildingcontrol@cornwall.gov.uk](mailto:buildingcontrol@cornwall.gov.uk).

Signed: 

**Chief Planning Officer**

*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:** 19th April 2024



# COUNCIL OF THE ISLES OF SCILLY

Planning Department  
Old Wesleyan Chapel, Garrison Lane, St Mary's TR21 0JD  
☎0300 1234 105  
✉planning@scilly.gov.uk

Dear Mr and Mrs Ronan

## Please sign and complete this certificate.

This is to certify that decision notice: P/24/016/HH and the accompanying conditions have been read and understood by the applicant: Mr and Mrs Ronan.

1. **I/we intend to commence the development as approved:** Demolition of existing porch and construction of new porch at: Charlotte House Garrison Lane Hugh Town St Mary's Isles Of Scilly **on:**.....
2. I am/we are aware of any conditions that need to be discharged before works commence.
3. I/we will notify the Planning Department in advance of commencement in order that any pre-commencement conditions can be discharged.

You are advised to note that Officers of the Local Planning Authority may inspect the project both during construction, on a spot-check basis, and once completed, to ensure that the proposal has complied with the approved plans and conditions. In the event that the site is found to be inaccessible then you are asked to provide contact details of the applicant/agent/contractor (delete as appropriate):

**Name:** **Contact Telephone Number:**  
**And/Or Email:**

Print Name:

Signed:

Date:

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



# COUNCIL OF THE ISLES OF SCILLY

Planning Department

Old Wesleyan Chapel, Garrison Lane, St Mary's, Isles of Scilly, TR21 0JD

☎01720 424455

✉[planning@scilly.gov.uk](mailto:planning@scilly.gov.uk)

## **THIS LETTER CONTAINS IMPORTANT INFORMATION REGARDING YOUR PERMISSION – PLEASE READ IF YOU ARE AN AGENT DEALING WITH IS ON BEHALF OF THE APPLICANT IT IS IMPORTANT TO LET THE APPLICANT KNOW OF ANY PRE-COMMENCEMENT CONDITIONS**

Dear Applicant,

This letter is intended to help you advance your project through the development process. Now that you have been granted permission, there may be further tasks you need to complete. Some aspects may not apply to your development; however, your attention is drawn to the following paragraphs, which provide advice on a range of matters including how to carry out your development and how to appeal against the decision made by the Local Planning Authority (LPA).

### **Carrying out the Development in Accordance with the Approved Plans**

You must carry out your development in accordance with the stamped plans enclosed with this letter. Failure to do so may result in enforcement action being taken by the LPA and any un-authorised work carried out may have to be amended or removed from the site.

### **Discharging Conditions**

Some conditions on the attached decision notice will need to be formally discharged by the LPA. In particular, any condition that needs to be carried out prior to development taking place, such as a 'source and disposal of materials' condition, an 'archaeological' condition or 'landscaping' condition must be formally discharged prior to the implementation of the planning permission. In the case of an archaeological condition, please contact the Planning Department for advice on the steps required. Whilst you do not need to formally discharge every condition on the decision notice, it is important you inform the Planning Department when the condition advises you to do so before you commence the implementation of this permission. Although we will aim to deal with any application to discharge conditions as expeditiously as possible, you are reminded to allow up **to 8 weeks** for the discharge of conditions process.

**Please inform the Planning Department when your development or works will be commencing. This will enable the Council to monitor the discharge and compliance with conditions and provide guidance as necessary. We will not be able to provide you with any written confirmation on the discharge of pre-commencement conditions if you do not formally apply to discharge the conditions before you start works.**

As with the rest of the planning application fees, central Government sets a fee within the same set of regulations for the formal discharge of conditions attached to planning permissions. Conditions are necessary to control approved works and development. Requests for confirmation that one or more planning conditions have been complied with are as follows (VAT is not payable on fees set by central government). More information can be found on the Council's website:

- Householder permissions - £43 per application
- Other permissions - £145 per application

### **Amendments**

If you require a change to the development, contact the LPA to see if you can make a 'non material amendment' (NMA). NMA can only be made to planning permissions and not a listed building consent. They were introduced by the Government to reflect the fact that some schemes may need to change during the construction phase. The process involves a short application form and a 14 day consultation period. There is a fee of £43 for householder type applications and £293 in all other cases. The NMA should be determined within 28 days. If the change to your proposal is not considered to be non-material or minor, then you would need to submit a new planning application to reflect those changes. Please contact the Planning Department for more information on what level of amendment would be considered non-material if necessary.

### **Appealing Against the Decision**

If you are aggrieved by any of the planning conditions attached to your decision notice, you can appeal to have specific conditions lifted or modified by the Secretary of State. All appeal decisions are considered by the Planning Inspectorate – a government department aimed at providing an unbiased judgement on a planning application. From the date of the decision notice attached you must lodge an appeal within the following time periods:

- Householder Application - 12 weeks
- Planning Application – 6 months
- Listed Building Consent – 6 months
- Advertisement Consent - 8 weeks
- Minor Commercial Application - 12 weeks
- Lawful Development Certificate – None (unless for LBC – 6 months)
- Other Types - 6 months

Note that these periods can change so you should check with the Planning Inspectorate for the most up to date list. You can apply to the Secretary of State to extend this period, although this will only be allowed in exceptional circumstances.

You find more information on appeal types including how to submit an appeal to the Planning Inspectorate by visiting <https://www.gov.uk/topic/planning-development/planning-permission-appeals> or you can obtain hard copy appeal forms by calling 0303 444 5000.

Current appeal handling times can be found at: [Appeals: How long they take page](#).

## **Building Regulations**

With all building work, the owner of the property is responsible for meeting the relevant Planning and Building Regulations. Building Regulations apply to most building work so it is important to find out if you need permission. This consent is to ensure the safety of people in and around buildings in relation to structure, access, fire safety, infrastructure and appropriate insulation.

The Building Control function is carried out on behalf of the Council of the Isles of Scilly by Cornwall Council. All enquiries and Building Control applications should be made direct to Cornwall Council, via the following link [Cornwall Council](#). This link also contains comprehensive information to assist you with all of your Building Control needs.

Building Control can be contacted via telephone by calling 01872 224792 (Option 1), via email [buildingcontrol@cornwall.gov.uk](mailto:buildingcontrol@cornwall.gov.uk) or by post at:

Building Control  
Cornwall Council  
Pydar House  
Pydar Street  
Truro  
Cornwall  
TR1 1XU

Inspection Requests can also be made online: <https://www.cornwall.gov.uk/planning-and-building-control/building-control/book-an-inspection/>

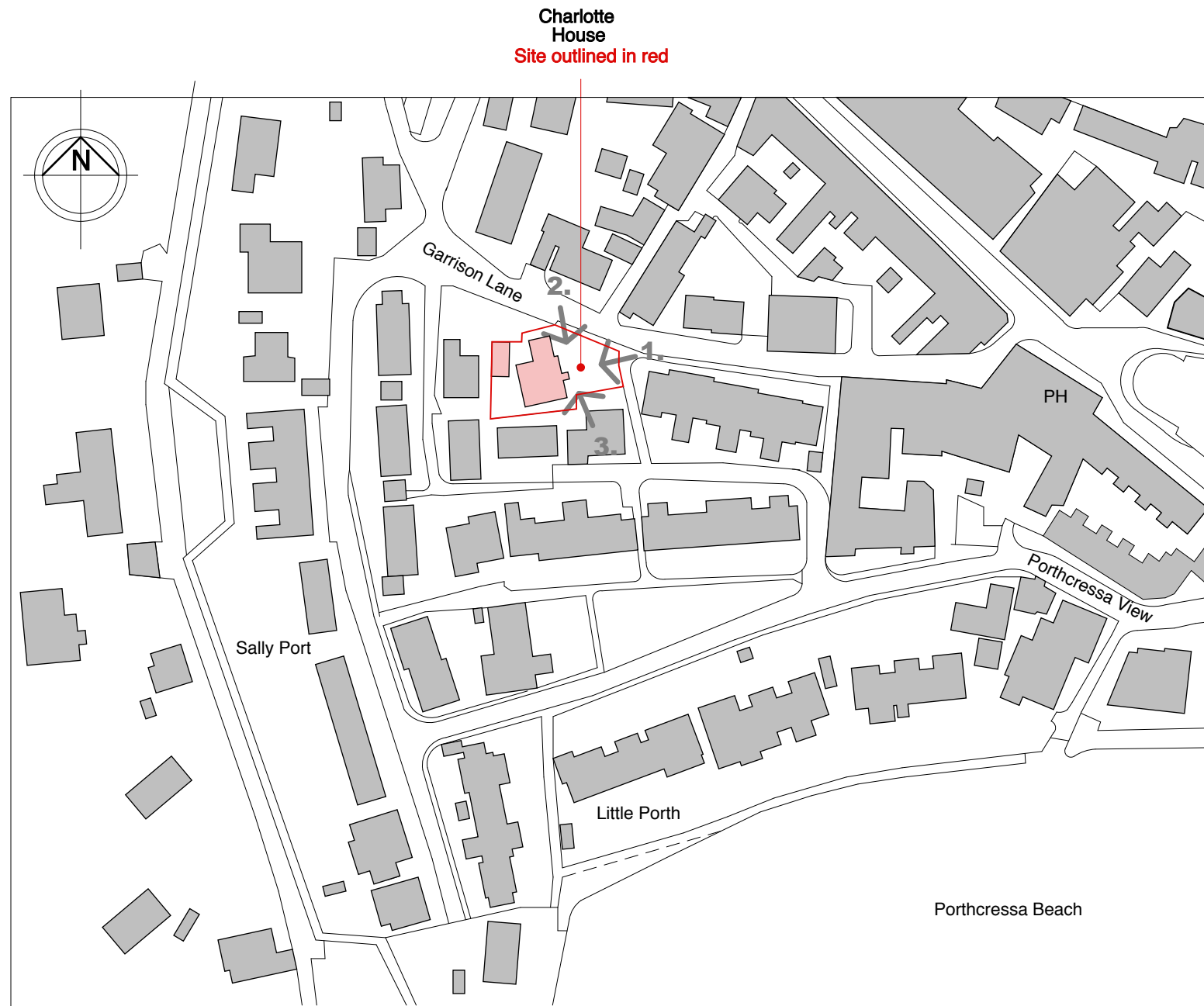
## **Registering/Altering Addresses**

If you are building a new dwelling, sub dividing a dwelling into flats or need to change your address, please contact the Planning Department who will be able to make alterations to local and national databases and ensure postcodes are allocated.

## **Connections to Utilities**

If you require a connection to utilities such as water and sewerage, you will need to contact South West Water on 08000831821. Electricity connections are made by Western Power Distribution who can be contacted on 08456012989.

Should you require any further advice regarding any part of your development, please contact the Planning Department and we will be happy to help you.



Charlotte House  
Site outlined in red

**RECEIVED**  
By Andrew King at 10:33 am, Mar 11, 2024

**APPROVED**  
By Lisa Walton at 11:12 am, Apr 19, 2024

**NOTES**

- 1 THIS DRAWING IS THE COPYRIGHT OF THE ARCHITECT AND MAY NOT BE REPRODUCED WITHOUT LICENCE
- 2 ALL DIMENSIONS AND LEVELS ARE TO BE CHECKED ON SITE BY THE CONTRACTOR BEFORE COMMENCEMENT OF WORK AND ANY DISCREPANCIES REPORTED TO THE ARCHITECT
- 3 NO RESPONSIBILITY CAN BE ACCEPTED FOR ERRORS ARISING ON SITE DUE TO UNAUTHORISED VARIATIONS FROM THE ARCHITECTS DRAWINGS.

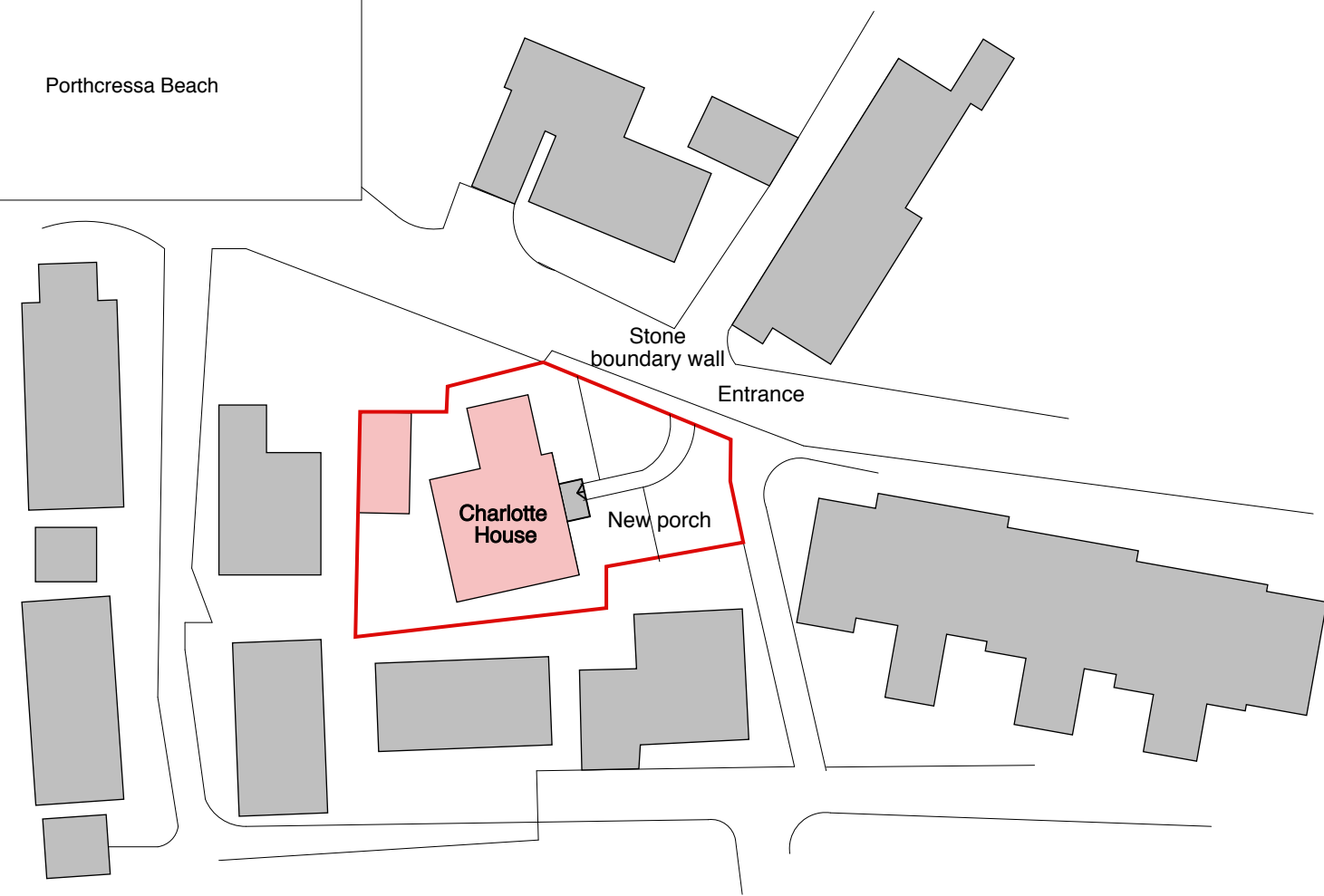
**AMENDMENTS**

A Porch added to Block Plan  
MRB 070324

Location Plan  
Scale 1:1250 @ A3

Note: OS Map reproduced under 'Landmark' Paper Map Copy Licence (PMCL) number 670690383.708409

Block Plan  
Scale 1:500 @ A3



**PLANNING**

Studio St Ives  
4 Gabriel Street  
St Ives  
TR26 2LU  
01736 798427

**MIKE BRADBURY DESIGN**

**JOB**

Alterations to Charlotte House, Garrison Lane Hugh Town, St.Mary's Isles of Scilly  
TR21 0JD  
for Mr & Mrs B Ronan

**TITLE**

Location Plan / Block Plan

<b>DRNG. NO.</b>	<b>REVISION</b>
2039-P02	A

<b>SCALE</b>	<b>DATE</b>
As shown@A3	Feb 2024

OFFICE USE / PRE-ISSUE

**Construction Materials**

External walls: Natural granite random rubble walls using stone salvaged from demolition of existing porch. Pointing to match existing house  
 Roof: Natural slate to match existing house using salvaged slate where possible  
 Fascia boards and soffits: Painted treated s/w  
 Doors and windows: Existing front door to be re-used. New windows and door frame to be in painted timber  
 Rainwater goods: Colour coated Lindab gutters and stainless steel rain-chains

**NOTES**

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- NO RESPONSIBILITY CAN BE ACCEPTED FOR ERRORS ARISING ON SITE DUE TO UNAUTHORISED VARIATIONS FROM THE ARCHITECT'S DRAWINGS.

**AMENDMENTS**

**RECEIVED**  
 By Liv Rickman at 2:59 pm, Feb 22, 2024

**APPROVED**  
 By Lisa Walton at 11:12 am, Apr 19, 2024

**PLANNING**

Studio St Ives  
 4 Gabriel Street, St. Ives  
 TR26 2LU  
 01736 798427

**MIKE BRADBURY DESIGN**

**JOB**

Alterations to Charlotte House, Garrison Lane, Hugh Town, St. Mary's Isles of Scilly TR21 0JD for Mr & Mrs B Ronan

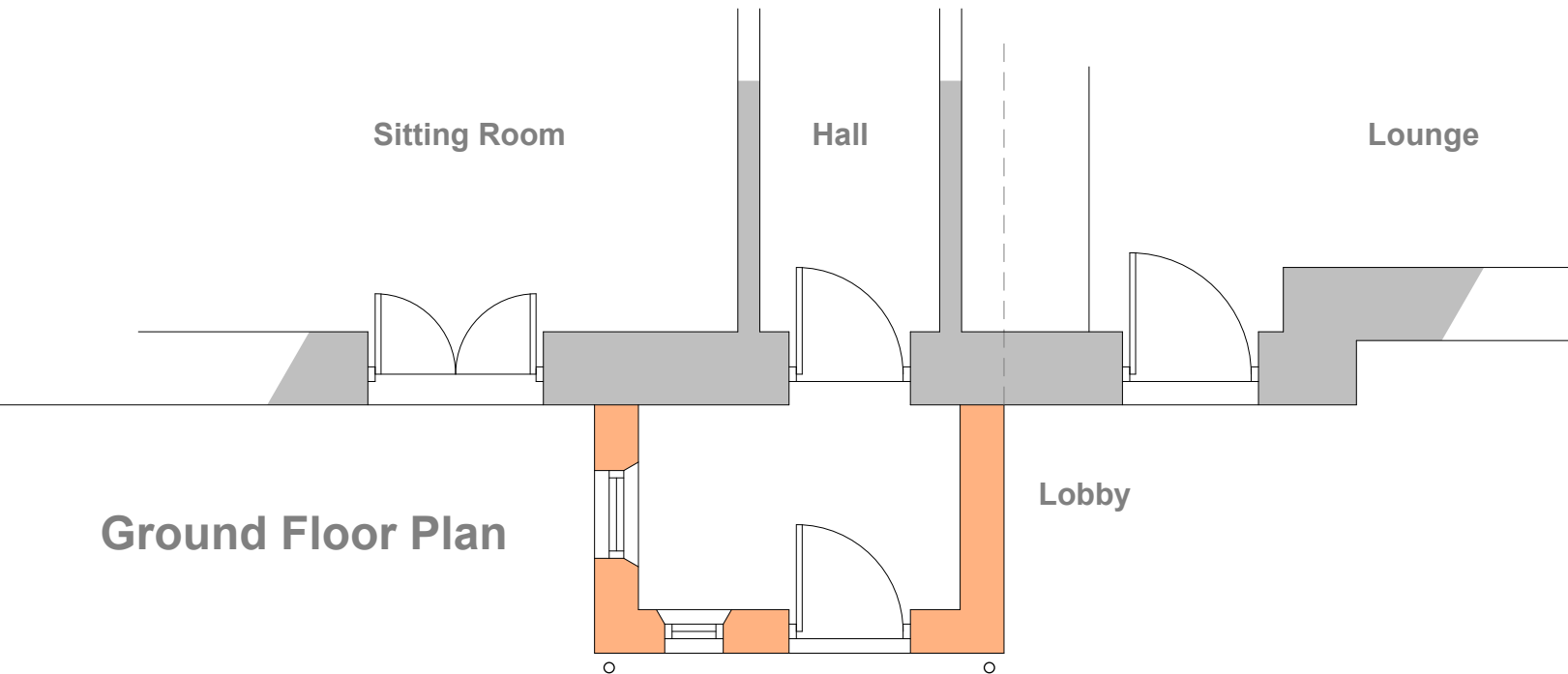
**TITLE**

Existing Plans

**DRNG. NO.** 2039-P01 **REVISION**

**SCALE** 1:25 @ A1 1:50 @ A3 **DATE** Nov 2023

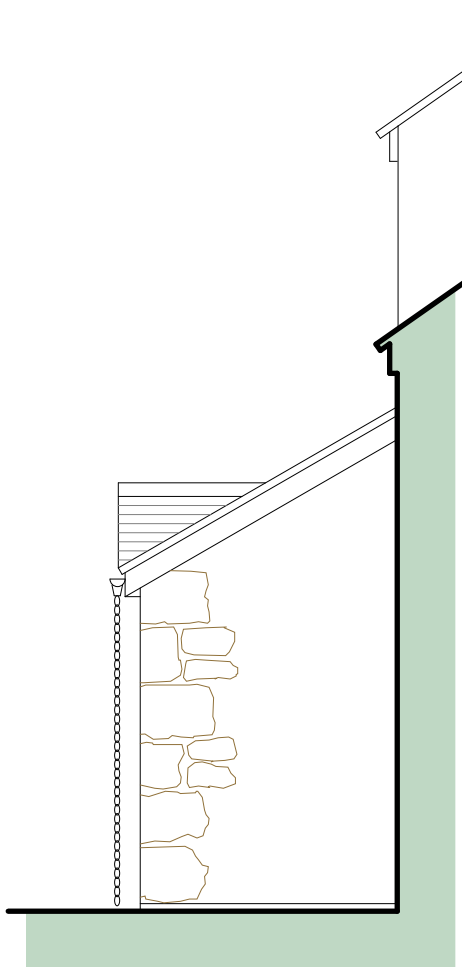
OFFICE USE / PRE-ISSUE



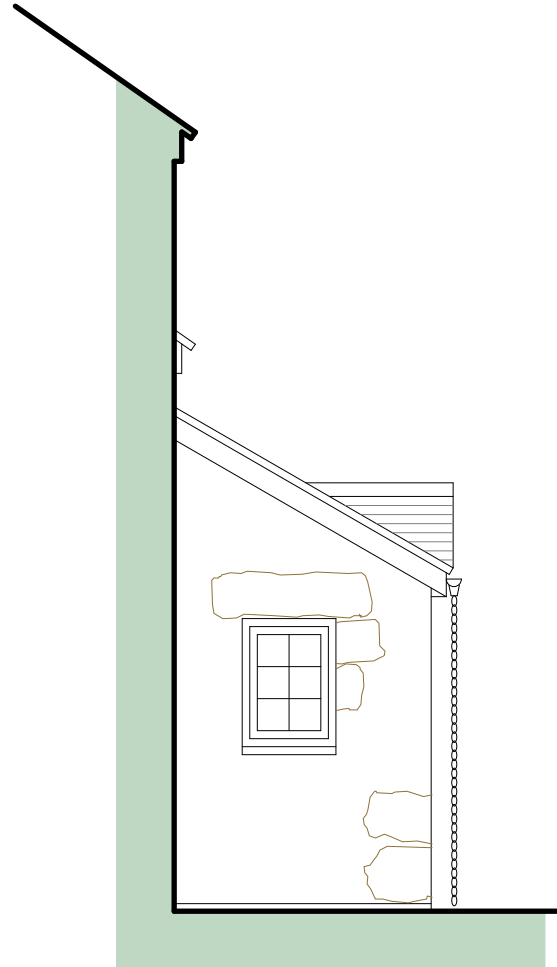
Ground Floor Plan



Front (East) Elevation



North Elevation



South Elevation



**APPROVED**

*By Lisa Walton at 11:12 am, Apr 19, 2024*

**RECEIVED**

*By Liv Rickman at 2:56 pm, Feb 22, 2024*

**Reconstruction of Entrance Porch  
At Charlotte House  
Garrison Lane  
Hugh Town, St.Mary's  
Isles of Scilly, TR21 0JD  
for  
Bryan and Carole Ronan**

**PLANNING STATEMENT**

February 2024



**Background**

Bryan and Carole Ronan have recently purchased Charlotte House, an attractive granite-built property in the centre of Hugh Town. The house is not listed but, like the rest of the islands, it is situated in a protected Conservation Area. The house has been well maintained by the previous owners and the interior has been furnished to exceptionally high standards. The only change the new owners would like to make is the replacement of the small existing porch with a larger more functional structure. This statement supports a planning application for the new porch and should be read in conjunction with planning drawings 2039-P01 to P03 inclusive.

**Existing House / Design Brief**

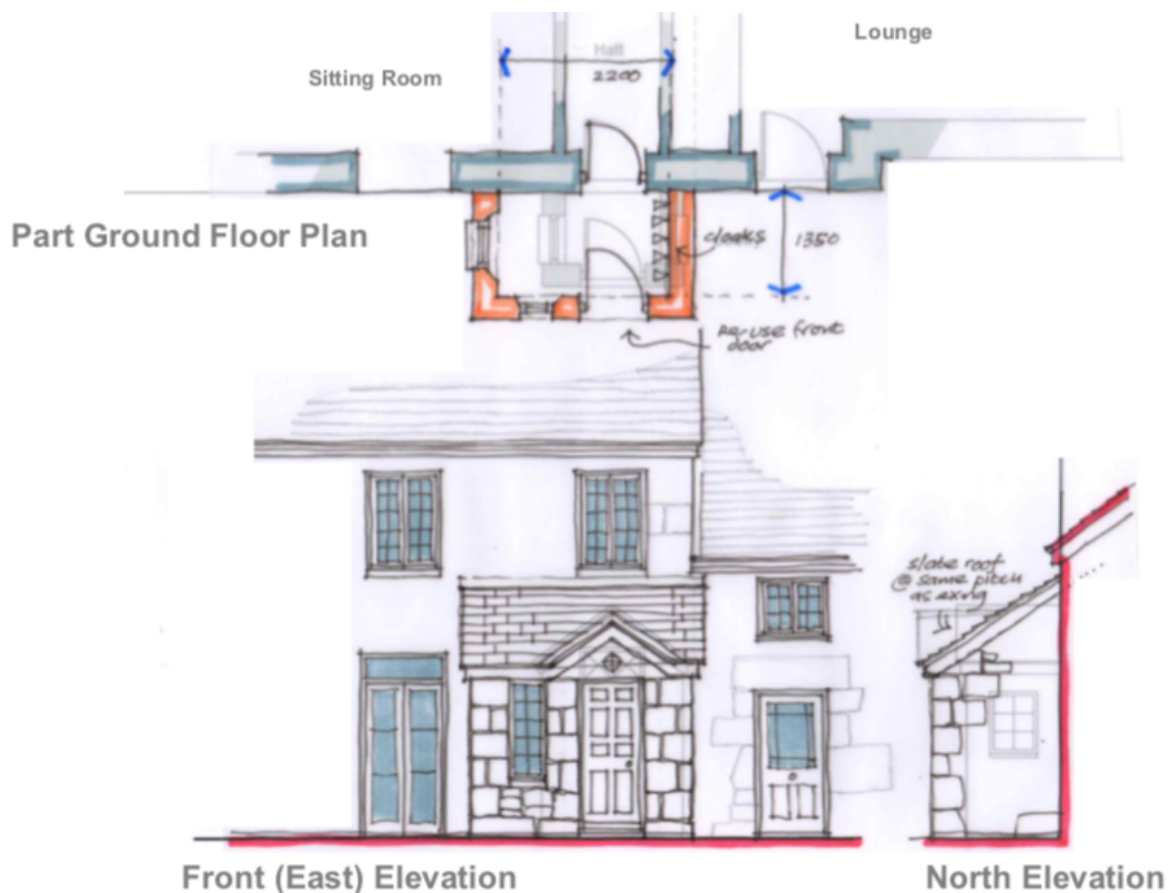
Access to the front door of Charlotte House is through the South facing garden off Garrison Lane, along a planted arbour. The pathway leads to a gabled entrance porch with a solid timber panelled door and a timber lattice fanlight above. The stone-built porch is an attractive feature

on the front of the property. The doorway has been centred on the window above and the pitched roof is clad in natural slate matching the main roof.

Although the porch sits well on the front elevation, it is extremely small internally, with a floor area of less than 1.2m<sup>2</sup>. It is just possible for someone to enter the porch, close the door then unlock the inner doorway. However, the same operation would not be possible for two people and manoeuvring a wheelchair through the confined space would be out of the question. Also, Bryan and Carole own two Labrador dogs who are trained to live in their own 'zone', keeping the main house dog-free and clean. A larger porch would be more accessible and would be a perfect space for the dogs with a hanging area for outdoor clothing.

### Pre-Application Planning Enquiry

A pre-application enquiry was submitted to the Isles of Scilly Council at the beginning of December 2023, before the applicants completed on the purchase of their new home. The reference number for the application is PA/23/121. The sketch drawing below was one of the documents submitted with the enquiry.



Andrew King in the planning department replied very promptly on 6<sup>th</sup> December 2024, saying 'Thank you for your pre-application enquiry. I have had a look at this with Lisa and there is no major concern with the principle of the proposal which would only results in a minimal increase in floorspace. The only comment we have is whether the gable/dormer feature is necessary so if you wish to include it then a justification for its inclusion would be good.' It was also noted that entrance porches often fall under the banner of 'permitted development' but that the sketch designs illustrated above just exceed the area limits. This encouraging response gave the applicants confidence to move forward with the purchase, knowing that planning permission should be forthcoming in due course.

## Proposed Designs

Plans submitted with the planning application show the existing layout and proposed designs. The first objective will be to carefully dismantle the existing structure carefully removing the slate roof, front door and granite – all of which will be set to one side and re-used. The front elevation of Charlotte House will be photographed before work commences and the stonework will be numbered and laid flat on the ground to aid the reconstruction work.

The new larger porch will provide approximately 3.1m<sup>2</sup> of internal space, just over twice the size of the existing porch. It will be extended in three directions but primarily to the left towards the sitting room French doors. The position of the front door will stay the same, aligning with the inner door, window above and existing footpath. The extra space generated to the left would be perfect for the dogs or for wheelchair access. To the right of the front door, hanging space for coats and a boot rack is created in a shallow recess by omitting the existing window.

In architectural terms, the gabled design will be replaced by a 'lean-to' mono-pitch roof structure clad with slate at the same pitch as the main roof. A small gable has been incorporated above the entrance door to reflect the current gable. A tall vertical 10-pane timber window will throw extra daylight into the porch and echo the proportion of the existing fenestration. A new window on the West side will be openable for natural ventilation. The existing panelled front door will be repaired and re-used.

Charlotte House has an interesting asymmetrical appearance with the taller proportions of the main dwelling contrasting with the much lower headroom and eaves height on the East wing. Although doors and windows align vertically, their positions on the front elevation appear to have been determined more by the internal function of rooms than outward appearance. The off-setting of the entrance porch and departure from the symmetrical existing gabled porch is therefore entirely appropriate and in keeping with the style of the property.

In response to the planning officer comment about the gable over the doorway, we feel that this is an important feature of the design as it draws attention to the front door and makes something of an architectural statement. The existing gabled porch at right angles to the Charlotte House roof is an attractive addition to the original property. The new gable over the front door will echo this detail albeit on a smaller scale. The gable itself will be a perfect location for an external light helping to illuminate the entrance pathway at night.



Extract from planning drawings showing front elevation

## Summary

This is a relatively minor householder planning application that only just exceeds the permitted development limits. The new porch is completely hidden from public view behind a tall stone garden wall, as is much of the front elevation of the house. It will, however, make a big difference to the applicants who will appreciate the improved space and access on a daily basis.

It will be a sustainable form of development. Many of the building materials will be re-used (stone, front door and hopefully some roof slates) and those that cannot be re-used at Charlotte House will hopefully be put to good use elsewhere. For example, the concrete slab will be broken up and delivered to the quarry for crushing and re-use as hard core. Timber from the roof structure can also be de-nailed re-used. The applicants have a convenient workshop where components can be re-cycled – something the previous occupants proved to be expert at.

Great care will be taken in the construction to match the quality of the existing house. The object will be to create a new porch that will blend seamlessly with Charlotte House and will not appear as an obvious extension. The applicants welcome any feedback during the application process and will do their best to respond to queries.

Michael R Bradbury RIBA  
Studio St.Ives  
4 Gabriel Street  
St.Ives  
TR26 2LU

February 2024