



COUNCIL OF THE ISLES OF SCILLY

Old Wesleyan Chapel, Garrison Lane, St Mary's TR21 0JD
Telephone: 01720 424455 – Email: 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/25/056/FUL	Date Application Registered:	27th June 2025
Applicant:	Mr Clifford Freeman Sage House High Lanes St Mary's Isles of Scilly TR21 0NW	Agent:	Mr Michael Bradbury Mike Bradbury Design 25 Sallyport Porthcressa Hugh Town St.Mary's Isles of Scilly TR21 0JE
Site address:	Isles of Scilly Country House Flats, High Lanes, St Mary's, Isles of Scilly, TR21 0NW.		
Proposal:	Conversion of garage adjacent to Staff House into seasonal dwelling for staff accommodation.		

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 following approved plans and documents:
- Location Plan, Drawing No. 2038D-P05 Rev A, dated 21 August 2025
 - Block Plan, Drawing No. 2038D-P06 Rev A, dated 21 August 2025
 - Existing & Proposed Elevations, Drawing No. 2038D-P04, dated 26 June 2025
 - Proposed Ground Floor Plan, Drawing No. 2038D-P03, dated 26 June 2025
 - Planning Statement, dated 26 June 2025
- These documents are stamped as **APPROVED**.
Reason: For the avoidance of doubt and in the interests of protecting the character and appearance of the Conservation Area, Area of Outstanding Natural Beauty, and Heritage Coast, in accordance with Policy OE1 of the Isles of Scilly Local Plan (2015–2030).
- C3** The development hereby permitted shall be used solely for the provision of seasonal staff accommodation between 01 April and 31 October in any calendar year. The unit shall not be occupied as permanent accommodation. The owner or operator shall maintain a register of occupants for each calendar year, which shall be made available for inspection upon request by any duly authorised officer of the Local Planning Authority.

Reason: To ensure the development is occupied as seasonal accommodation only, in accordance with Policies LC4 and WC5 of the Isles of Scilly Local Plan (2015–2030).

- C4 Notwithstanding the provisions of the Town and Country Planning (General Permitted Development) Order 2015 (as amended) (or any order revoking or re-enacting that Order), no external lighting shall be installed on the site unless details have first been submitted to and approved in writing by the Local Planning Authority. The lighting shall thereafter be installed and maintained in accordance with the approved details.**

Reason: To protect the amenities of the locality and preserve the dark night skies of the Isles of Scilly, in accordance with Policy OE4 of the Isles of Scilly Local Plan (2015–2030).

PRE-COMMENCEMENT CONDITION: Site Waste Management Plan

- C5 Prior to the commencement of development hereby approved, a scheme detailing the sources of all building materials and the means and location of disposal for all demolition material and construction waste, shall be submitted to and approved in writing by the Local Planning Authority. The development shall thereafter be carried out strictly in accordance with the approved scheme.**

Reason: To ensure that the environmental impacts of the development are properly managed, and to protect the landscape character and special qualities of the Isles of Scilly as a Conservation Area, Area of Outstanding Natural Beauty, and Heritage Coast, in accordance with Policies SS2(2) and OE5 of the Isles of Scilly Local Plan (2015–2030).

- C6 No works involving the use of machinery or plant in connection with the implementation of this permission shall take place outside the hours of 08:00 to 18:00 Monday to Saturday. No such works shall take place on Sundays or on Public or Bank Holidays.**

Reason: In the interests of protecting the residential amenities of nearby occupiers and the wider community.

Further Information

- STATEMENT OF POSITIVE ENGAGEMENT:** In dealing with this application, the Council of the Isles of Scilly has actively sought to work with the applicants in a positive and creative way, in accordance with paragraph 39 of the National Planning Policy Framework 2024.
- POST-DECISION AMENDMENTS:** 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. 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
- DISCHARGE OF CONDITIONS:** In accordance with the Town and Country Planning (fees for Application and Deemed Applications, Requests and Site Visits) (England) (Amendment) Regulations 2017 a fee is payable to discharge any condition(s) on this planning permission. You are advised to check the latest fee schedule at the time of making an application as any adjustments including increases will be applied: https://ecab.planningportal.co.uk/uploads/english_application_fees.pdf
- BUILDING REGULATIONS:** 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.
- BIODIVERSITY NET GAIN:** Based on the information available this permission is considered to be one which will not require the approval of a biodiversity gain plan before development is begun because one or more of the statutory exemptions or transitional arrangements are considered to apply. These can be found in the legislation. The effect of paragraph 13 of Schedule 7A to the Town and Country Planning Act 1990 is that, unless an exception or a transitional arrangement applies, the planning permission granted for the development of land in England is deemed to have been granted subject to the condition ("the biodiversity gain condition") that development may not begin unless:
(a) a Biodiversity Gain Plan has been submitted to the planning authority, and
(b) the planning authority has approved the plan.
The planning authority, for the purposes of determining whether to approve a Biodiversity Gain Plan in respect of this permission would be the Planning Department at the Council of the Isles of Scilly.
- COMMENCEMENT NOTICE:** Under Section 93G of the Town and Country Planning Act 1990 (as amended),

this decision notice informs you that a 'commencement notice' must be served on the Local Planning Authority - subsections (2) and (3) are set out below:

(2) Before the development is begun, the person proposing to carry it out must give a notice (a "commencement notice") to the local planning authority specifying the date on which the person expects the development to be begun.

(3) Once a person has given a commencement notice, the person:

- may give a further commencement notice substituting a new date for the date previously given, and
- must do so if the development is not commenced on the date previously given

The notice should be provided to the Local Planning Authority a minimum of seven (7) days before the development commences.

Failure to provide the commencement notice could lead to the Local Planning Authority serving notice on them to require information to be provided, and if that is not provided within 21 days, they will be guilty of an offence, as below:

(5) Where it appears to the local planning authority that a person has failed to comply with the requirements of subsection (2) or (3)(b), they may serve a notice on any relevant person requiring the relevant person to give the authority such of the information prescribed under subsection (4)(a) as the notice may specify.

(7) A person on whom a notice under subsection (5) is served is guilty of an offence if they fail to give the information required by the notice within the period of 21 days beginning with the day on which it was served.

(9) A person guilty of an offence under subsection (7) is liable on summary conviction to a fine not exceeding level 3 on the standard scale.

PLEASE NOTE: The requirement under Section 93G of the Town and Country Planning Act 1990 (as amended) is separate from any requirements under the Community Infrastructure Levy Regulations 2010 (as amended) or any requirements for serving notices secured through the signed Section 106 Legal Agreement.

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: 29 August 2025



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 Clifford Freeman

IMPORTANT: Please sign and complete this **Commencement Certificate**.

Anyone intending to begin development under a granted planning permission (including permissions varied under Section 73) is required to notify the local authority of the Commencement Date.

What if plans change?

If development does not start on the stated date, a new notice must be submitted with the revised date.

What happens if you don't comply?

The local planning authority (LPA) can serve a notice requiring the information. Failure to respond within 21 days is an offence, punishable by a fine of up to £1,000, unless the person has a reasonable excuse.

Why is this important?

It gives LPAs better oversight of when development begins, helping with enforcement, monitoring, and infrastructure planning.

Relation to other notices:

This is separate from Building Control commencement notices, though similar in purpose.

This is to certify that decision notice: P/25/056/FUL and the accompanying conditions have been read and understood by the applicant: Mr Clifford Freeman.

1. **I/we intend to commence the development as approved:** Conversion of garage adjacent to Staff House into seasonal dwelling for staff accommodation at: Isles of Scilly Country House Flats High Lanes St Mary's Isles Of Scilly TR21 0NW **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.

For the avoidance of doubt you are reminded to address the following condition(s) before you commence (where relevant) or as part of 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.

- C5** Prior to the commencement of development hereby approved, a scheme detailing the sources of all building materials and the means and location of disposal for all demolition material and construction waste, shall be submitted to and approved in writing by the Local Planning Authority. The development shall thereafter be carried out strictly in accordance with the approved scheme.



COUNCIL OF THE ISLES OF SCILLY

Planning Department

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

☎01720 424455

✉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 unauthorised 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 - £86 per application
- Other permissions - £298 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). 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 £44 for householder type applications and £298 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.

If the scale of change is not considered to be 'non-material' you may be able to make a 'minor material amendment' which would require to you apply to vary the conditions (providing the change is not contrary to a specific condition). The fee for a householder variation of condition application would be £86, for other non-major (other than householder) development applications the fee would be £586 and for major development the fee would be £2,000.

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 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 by email: planning@scilly.gov.uk who will be able to make alterations to local and national databases and ensure postcodes are allocated.

Connections to Utilities

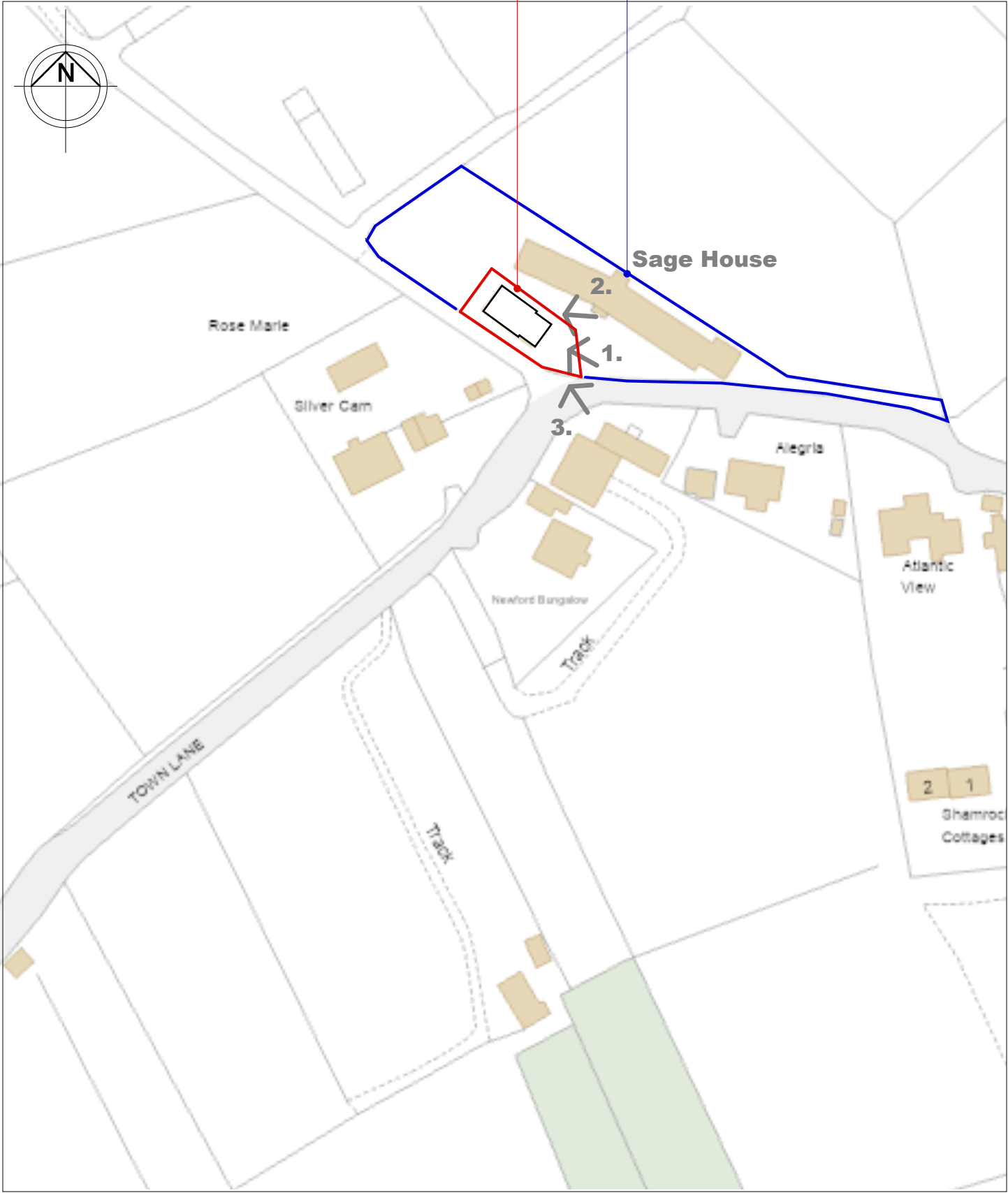
If you require a connection to utilities such as water and sewerage, you will need to contact South West Water on 0800 0831821. Electricity connections are made by Western Power Distribution who can be contacted on 08456012989.

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.

RECEIVED
By Liv Rickman at 4:33 pm, Jun 19, 2025

APPROVED
By Lisa Walton at 12:39 pm, Aug 29, 2025

Land also owned by applicant outlined in blue
Site outlined in red



0m 50m 100m

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

1.



2.



3.



Photos

1. View looking directly at the SE gable of the garages from the entrance driveway to Sage House
2. View from close quarters looking down the side elevation
3. More distant view from the main road over the boudary hedge

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 DISCREPENCIES REPORTED TO THE ARCHITECT
- 3 NO RESPONSIBILITY CAN BE ACCEPTED FOR ERRORS ARISING ON SITE DUE TO UNAUTHORISED VARIATIONS FROM THE ARCHITECTS DRAWINGS.

AMENDMENTS

PLANNING

Porthmeor View
Carthew Way
St Ives
TR26 1RJ
07968 824045



**MIKE BRADBURY
DESIGN**

PZ

JOB

**Alterations to Staff
Accommodation, Sage House
High Lanes
St.Mary's
for
Mr Clifford Freeman**

TITLE

Location Plan / Photos

DRNG. NO.

2038D-P05

REVISION

SCALE

1:1250@A3 Feb 2025

DATE

OFFICE USE / PRE-ISSUE

APPROVED
By Lisa Walton at 12:39 pm, Aug 29, 2025



Site Plan

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 site boundary revised 21.8.25

RECEIVED
By Tom Anderton at 2:56 pm, Aug 21, 2025

PLANNING

Porthmeor View
Carthew Way
St Ives
TR26 1RJ
07968 824045

**MIKE BRADBURY
DESIGN**

P2

JOB

Alterations to Staff Accommodation, Sage House
High Lanes
St. Mary's
for
Mr Clifford Freeman

TITLE

Site Plan

DRWG. NO.

2038D-P06

REVISION

A

SCALE

1:500@A3

DATE

June 2025

OFFICE USE / PRE-ISSUE

RECEIVED
By Liv Rickman at 4:32 pm, Jun 19, 2025

APPROVED
By Lisa Walton at 12:39 pm, Aug 29, 2025

RECEIVED
By Liv Rickman at 3:50 pm, Jun 26, 2025

NOTES

1 THIS DRAWING IS THE COPYRIGHT OF THE ARCHITECT AND MAY NOT BE REPRODUCED WITHOUT LICENCE

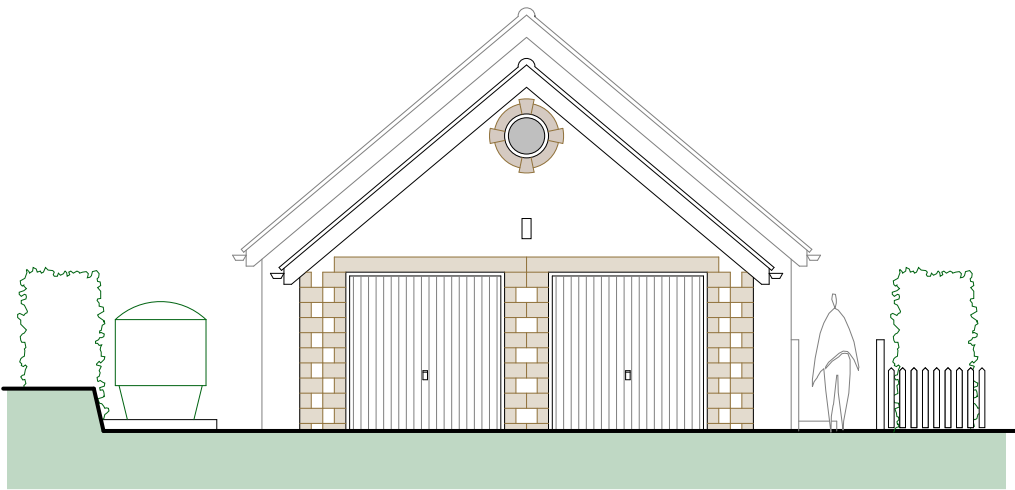
2 ALL DIMENSIONS AND LEVELS ARE TO BE CHECKED ON SITE BY THE CONTRACTOR BEFORE COMMENCEMENT OF WORK AND ANY DISCREPANCIES REPORTED TO THE ARCHITECT

3 NO RESPONSIBILITY CAN BE ACCEPTED FOR ERRORS ARISING ON SITE DUE TO UNAUTHORISED VARIATIONS FROM THE ARCHITECTS DRAWINGS.

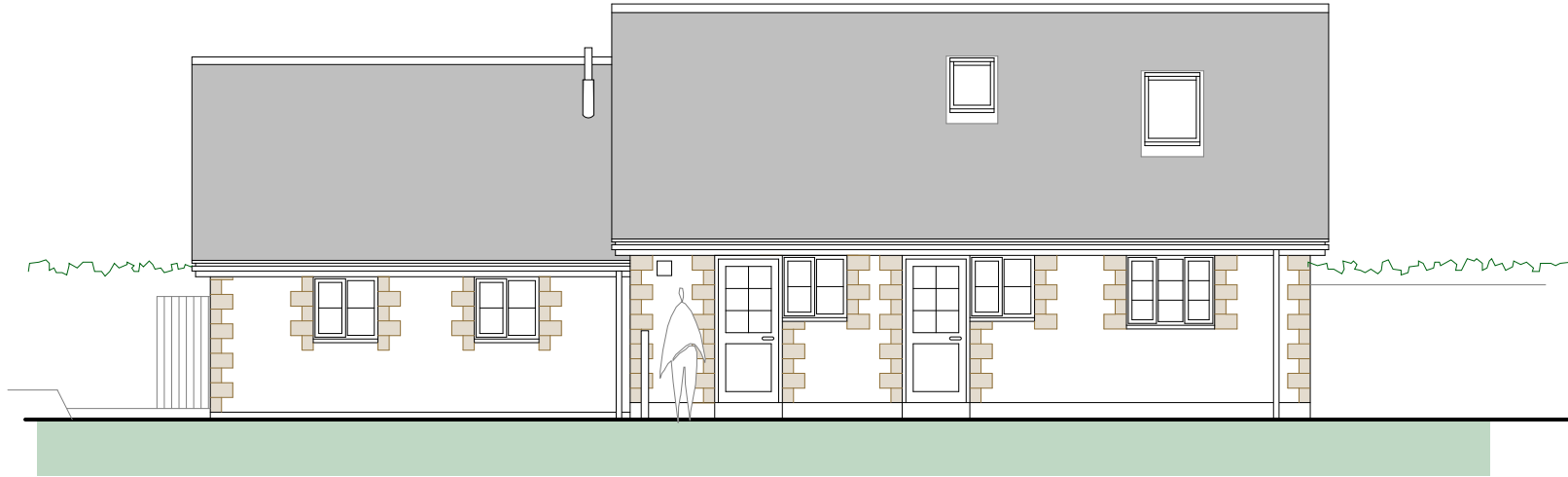
AMENDMENTS

A Reduction in density from 1 to 2 new flats. All works to existing staff house omitted MRB 230625

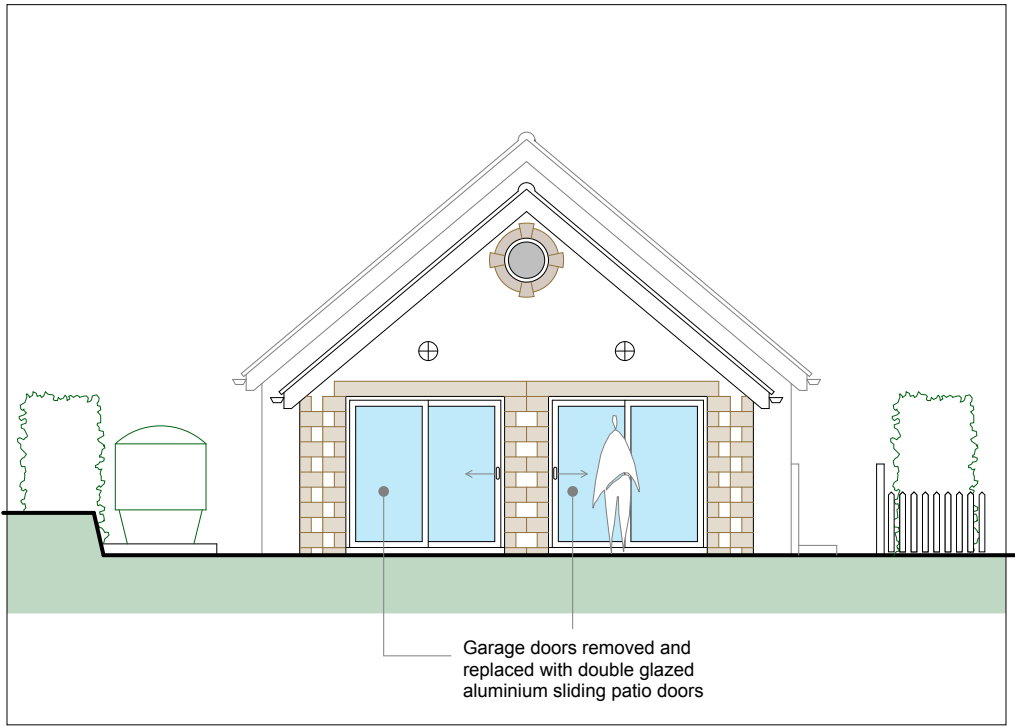
EXISTING



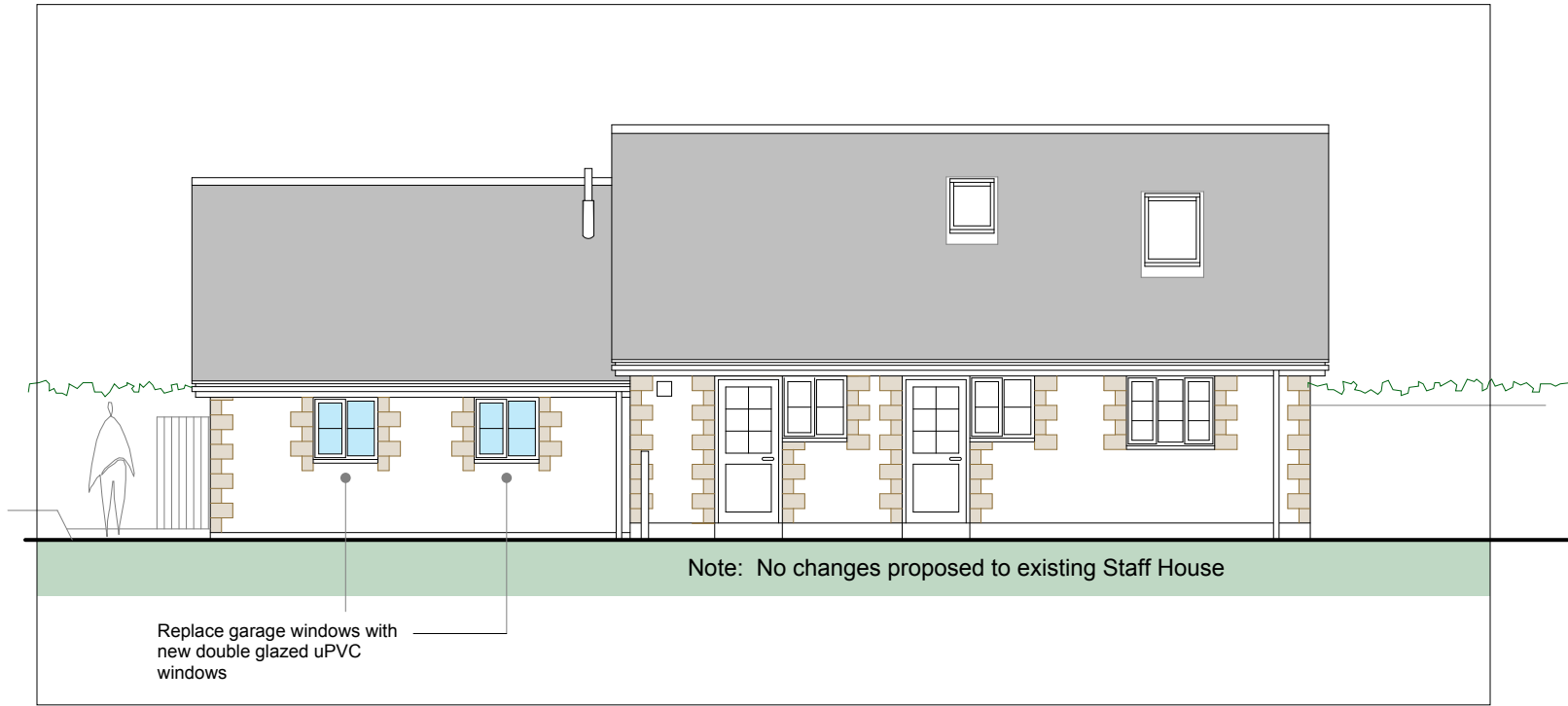
South East Elevation



North East Elevation



Garage doors removed and replaced with double glazed aluminium sliding patio doors



Replace garage windows with new double glazed uPVC windows

Note: No changes proposed to existing Staff House

PROPOSED



PLANNING

Porthmeor View
Carthew Way
St Ives
TR26 1RJ
07968 824045

**MIKE BRADBURY
DESIGN**

Conversion of garage to Staff Accommodation, Sage House, High Lanes St. Mary's for Mr Clifford Freeman

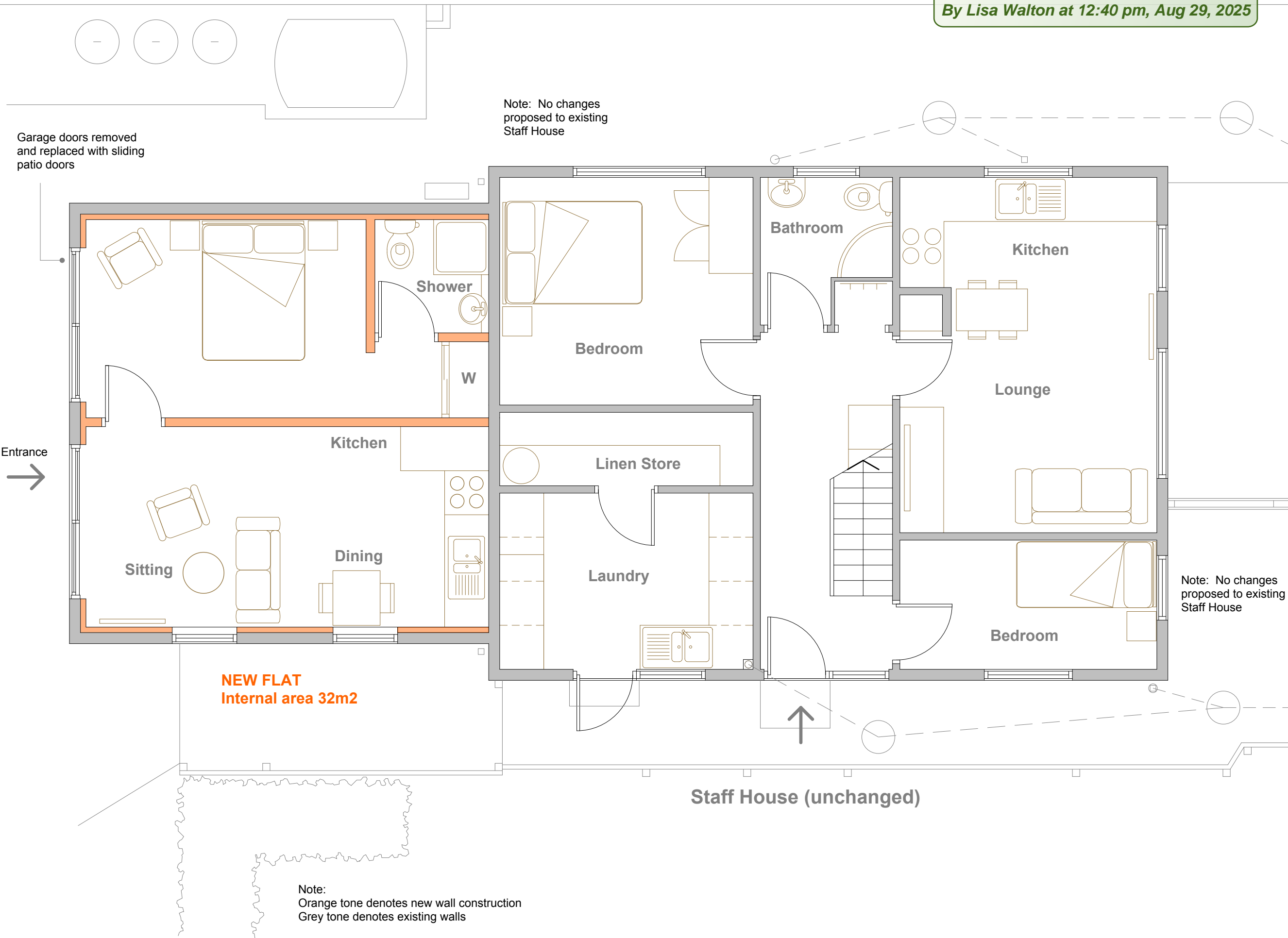
TITLE	
Existing & Proposed Elevations	
DRNG. NO.	REVISION
2038D-P04	A
SCALE	DATE
1:50 @ A1 1:100 @ A3	June 2025
OFFICE USE / PRE-ISSUE	

APPROVED
By Lisa Walton at 12:40 pm, Aug 29, 2025

- 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 Reduction in density from 1 to 2 new flats. All works to existing staff house omitted MRB 230625



PLANNING

Porthmeor View
Carthew Way
St Ives
TR26 1RJ
07968 824045

**MIKE BRADBURY
DESIGN**

PZ

JOB

Conversion of garage to Staff Accommodation, Sage House, High Lanes St.Mary's for Mr Clifford Freeman

TITLE

Proposed Ground Floor Plan

DRNG. NO. 2038D-P03

REVISION A

SCALE 1:25 @ A1
1:50 @ A3

DATE Feb 2025

OFFICE USE / PRE-ISSUE

RECEIVED
By Liv Rickman at 3:50 pm, Jun 26, 2025

Ground Floor

**Conversion of Garage into
Staff Accommodation at
High Lanes
St.Marys
Isles of Scilly, TR21 0NW
for
Mr Clifford Freeman**

PLANNING STATEMENT

June 2025

Background

Clifford Freeman owns and manages a number of businesses on Scilly including the award-winning St.Mary's Hall Hotel, Scilly Self Catering and The Beach BBQ Restaurant at Porthmellon, St.Mary's. A significant workforce is required to run these operations which comes with a number of challenges. Some of the staff are resident on Scilly but the majority are seasonal workers who require accommodation. The main challenge is therefore providing good quality temporary housing without utilising prime holiday accommodation.

Sage House at High Lanes has been leased by the applicant from the Duchy of Cornwall for the last few years on a 55-year basis. A long lease has recently been negotiated and agreed so the applicant is effectively the owner of the premises. The main building is used as a combination of staff and self-catering accommodation. The 'annexe', to which this application refers, is a purpose-built staff house with an adjoining redundant double garage. The intention is to convert the garage into an additional seasonal staff flat. This report explains the proposal in more detail and assesses any likely impact. Relevant planning policies are also considered. The report should be read in conjunction with planning drawings 2038D-P01 to P06 inclusive.



Above: View of The garage and Staff House from the front door to Sage House

Existing Property

Sage House is a relatively modern two-storey building with single storey wings set in the beautiful St.Mary's countryside at High Lanes to the North of the main island. It has extensive grounds so each of the holiday properties and staff flats has their own private outdoor garden space or terraces. Details of individual units can be found on the website, www.scillyselfcatering.com and entering 'Pelistry', 'Bar Point' or 'Watermill' in the search box. There is a parking forecourt and drop-off point at the front of the building and a detached two-storey annexe by the roadside boundary.



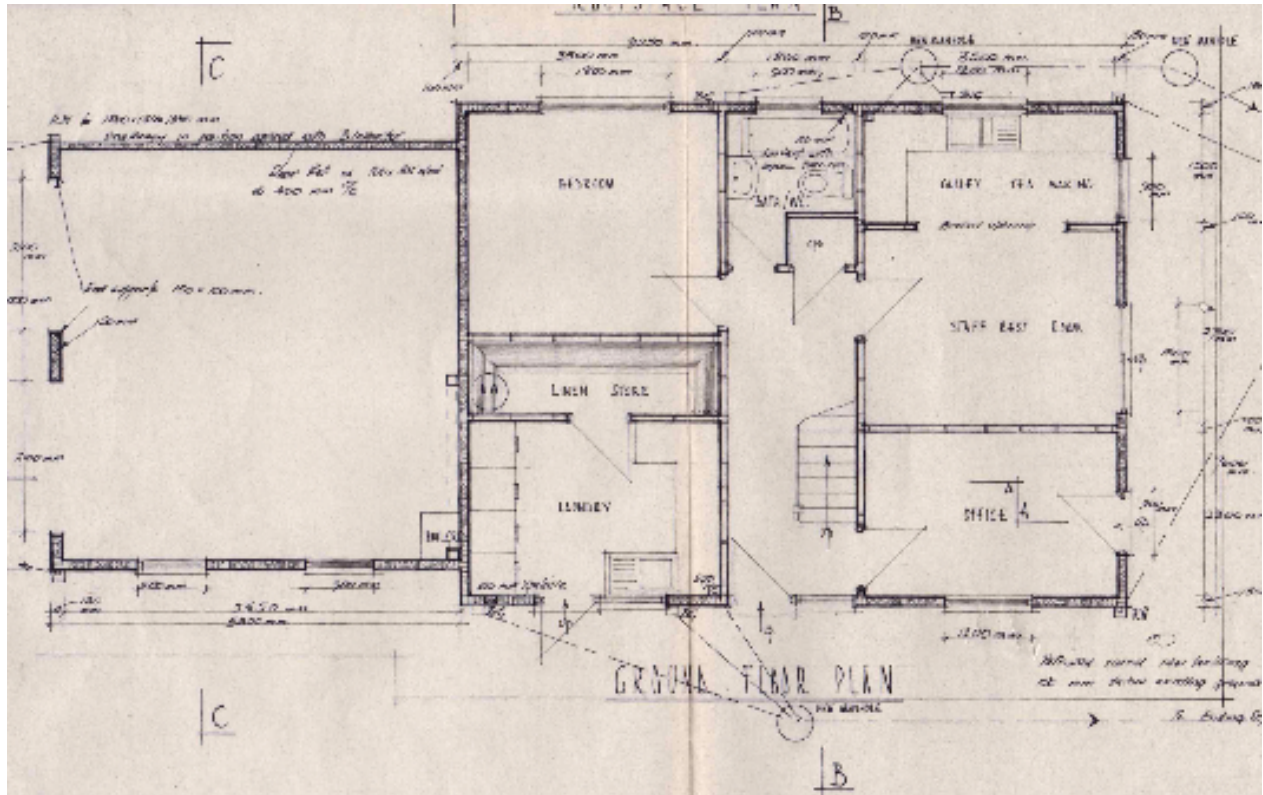
Sage House from forecourt



Annexe seen from back of car park

The staff house and garage above was designed by local building surveyor, Terry Hiron ARICS, in 1998 to replace what was described as 'dilapidated and sub-standard' former staff accommodation. The timber-framed building, using room-in-the-roof trusses, now provides a range of accommodation for Sage House. The staff house was designed with two double staff bedrooms on the first floor and one double bedroom plus an office and staff rest room on the ground floor. The office is currently used as a fourth bedroom. A dedicated laundry and linen store were also included on the ground floor with its own separate entrance. The double garage next to the forecourt has two up-and-over garage doors and incorporates an oil-fired boiler.

Planning and building regulations approval were granted by the Council for The Isles of Scilly and the annexe was constructed later in 1998. A number of minor alterations have been carried out since the staff house was built but it still looks very much as originally designed. In terms of building materials, the external walls are rendered and painted in a pale cream colour to match the main building. Imitation stone quoins and lintels surround window and door openings and finish the corners of the building – another feature the annexe shares with Sage House. The roof is clad with 'dark red Roman' concrete interlocking tiles with recessed Velux roof windows.



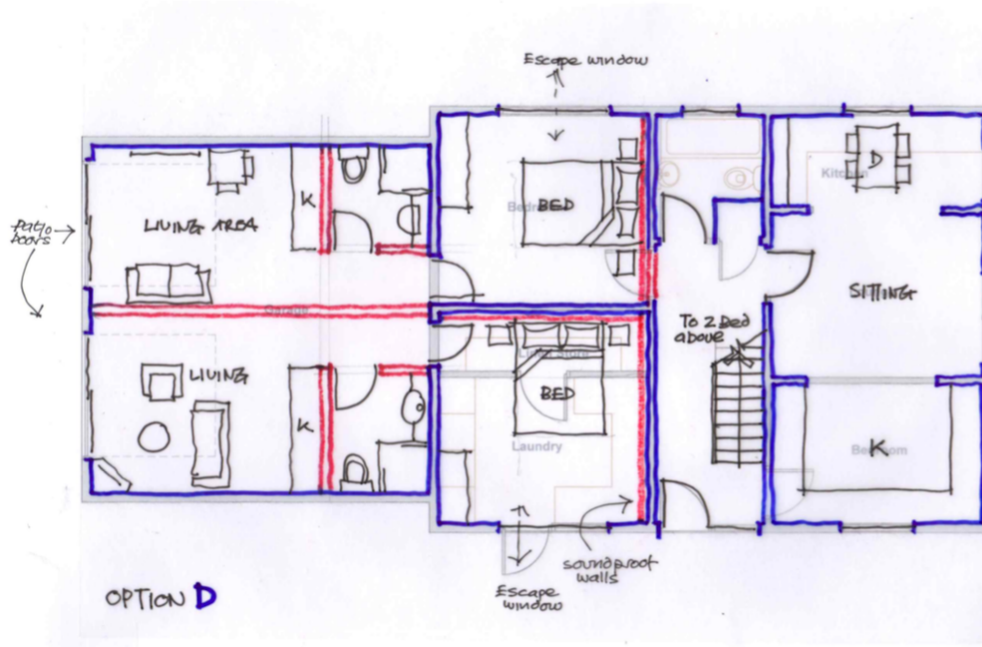
The plan above is an extract from the building regulations approved plans by Terry Hiron dated February 1998. The drawing has been produced for construction purposes and the dimensions appear to have been adhered to by the contractors. There are some interesting points to note. For example, not only are the external walls to the main staff house insulated, the garage and 'party walls' are also insulated, making conversion relatively straightforward.

Design Brief / Sketch Designs

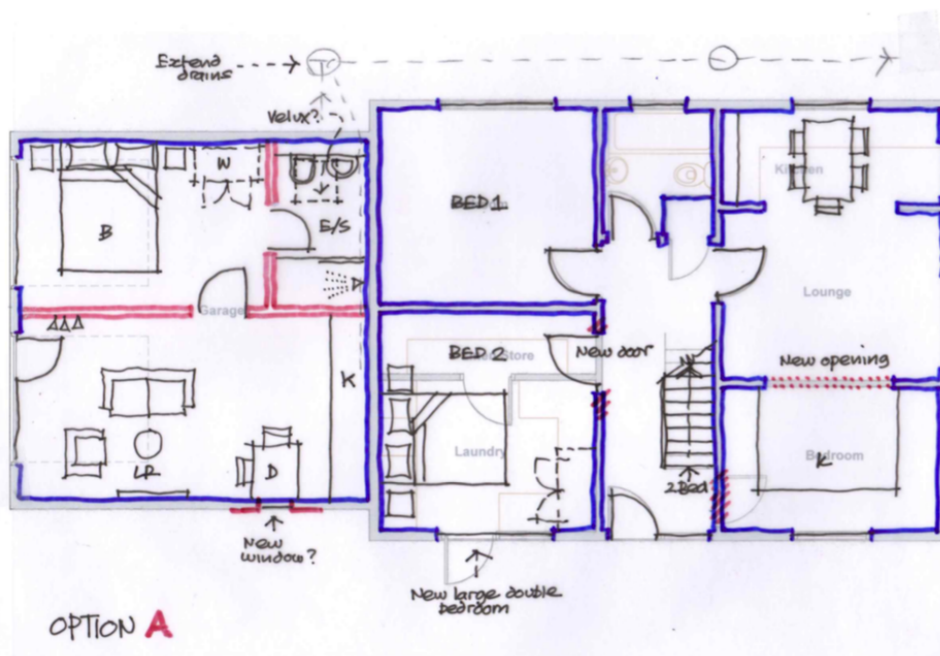
In mid 2024, Clifford Freeman briefed Mike Bradbury Design on a potential project to improve the staff accommodation at Sage House. A number of issues and missed opportunities were identified with the staff house. Firstly, the garage had not been used as intended for as long as anyone could remember. It is currently used for storing materials and occasionally as a workshop. Concerns about the arrangement of the staff house were also expressed but a decision has been made to leave any re-planning of the house for the time being. Any improvements in the near future will be of a cosmetic nature only such as redecorating – work that will not require planning approval.

Some of the sketch design options investigated the possibility of converting the garage and part of the staff house into two flats not one. The thinking behind this was to create a number of variations with the possibility of two staff members having their own self-contained units.

However, there are draw-backs with this approach. Firstly, the two new units would be well below the minimum space standards at 27.07m² and 25.80m² for the top and bottom flats on the sketch below. Also, by intruding into the staff house, there would be some interesting and challenging fire and sound proofing details. These were discussed with Cornwall Council Building Control who agreed that there could be issues. The party wall between the flats would have required a complex build-up of layers, impacting on the usable space in the open plan living area. There are also ceilings to deal with where one flat extends below another.

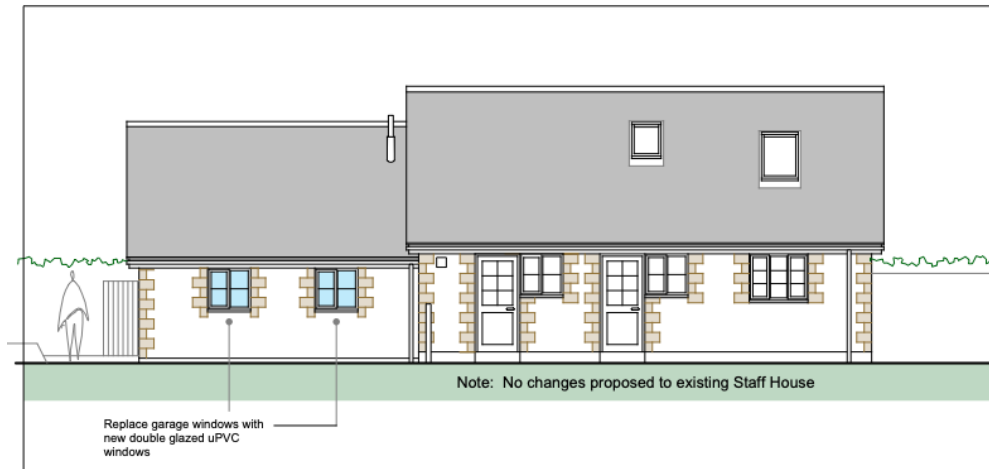


A better and simpler option is to retain the staff house as it is now and, simply convert the garage into one staff apartment. This would result in a much better proportioned unit measuring 32m² – only slightly below the minimum standard of 37m². The sketch design on the following page also shows some internal improvements to the staff house, but these have been discounted for the time being.



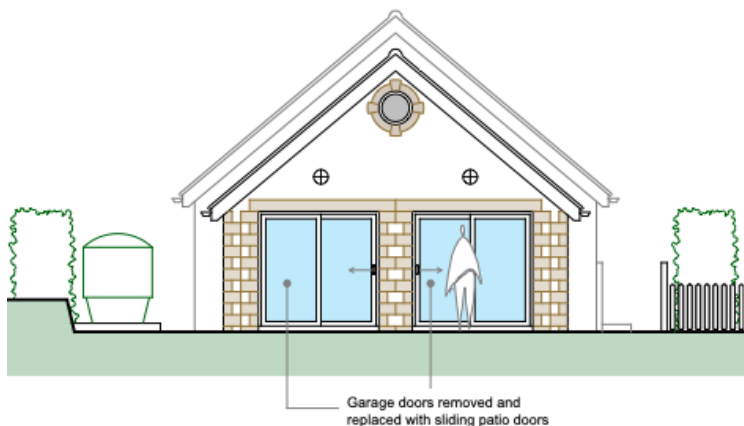
Proposed Designs

The conversion of the garage adjacent to the staff house can be carried out without significantly changing the external building shell. Some of the alterations are illustrated on the elevations below. For example, the garage doors will be replaced with new patio doors and windows that are nearing the end of their life will be replaced with new double-glazed windows. There are no changes to the roadside SW elevation or NW gable facing the garden.



A number of design benefits should be taken into account in processing this application:

- Redundant space will be much better used following the proposed the conversion
- The extra staff accommodation will be created without encroaching on open countryside
- This is a sustainable location for the proposed use. Although Sage House is not part of one of the main settlements on the island, it is an easy cycle ride from the town, promoting a healthy lifestyle
- External areas will be improved as a result of this application. The plastic waste and recycling bins will be stored within the existing screened area by the forecourt rather than left outside the garage doors (see photos) to maintain a pleasant outlook from the new staff flat
- There will be an opportunity to make some improvements to the existing building when the conversion goes ahead. For example, the missing brick slips between the two garage doors (again see photos) will be replaced with new ones and outdated 25yr old windows will be replaced
- There is no proposed change to the roof structure so there should be no need for a bat survey or PEA
- There will be no adverse impact on wildlife or fauna



Planning Policy / Consultation

The Isles of Scilly Local Plan covers a period from 2015-2030. Section 5 deals with the working community. The opening paragraphs and general Policy WC1 encourage development on Scilly that will 'strengthen, enhance and diversify the island's economy'. Another section acknowledges the need for staff housing. The Sage House proposal is broadly in line with plan policy LC4 which states that there should be a 'functional and operational need' (clearly the case for the businesses mentioned above), any accommodation should be appropriate to the need and it should ideally be within or adjoining an existing settlement. We accept that there will be an occupancy restriction as stated in policy LC4(2).

As far as consultation is concerned, there is a lease covenant stating that the Duchy of Cornwall must approve any proposed development at Sage House. Clifford Freeman has been in email contact with the Duchy who have pledged their support for the project. In his email he states 'In my continued effort to provide the best staff accommodation possible to attract the quality of staff that my business, and Scilly needs, I am needing to create some flats for managers'. A case sheet is currently being prepared by the Duchy Land Agent making a recommendation for approval. This formal process should be concluded before the application period has been expired. The applicant will also discuss the project with neighbours in the small hamlet of High Lanes to forewarn them that an application is being made. However, the use is already established so there will be no apparent impact.

Sustainability

Building works required to carry out the conversion are straightforward and will be undertaken by the applicant's own maintenance team. The fact that the building shell already exists and the work is effectively an internal 'fit-out' is an advantage. Quantities will be carefully taken and building materials will be ordered in batches to avoid waste and keep deliveries to a minimum. Local contractors and suppliers will be used where possible. Clifford will be taking an active role in the work and will ensure that operations are carried out efficiently and without nuisance to neighbours. A site waste management plan will be prepared and a planning condition to secure this is welcomed.

Summary

Sage House is already undergoing something of a transformation under the new ownership. Now that lease terms have been re-negotiated and secured, there is a greater incentive than ever to invest in improvements. Providing quality accommodation will help to recruit and retain the right calibre of managerial and general staff so there will be wider benefits resulting from this application. A redundant space is being brought back into use, meeting a need for which there is a very definite proven demand. Any feedback during the application period is welcomed and this will be dealt with by the project team.

Michael R Bradbury RIBA
Mike Bradbury Design
25 Sallyport
Porthcressa, Hugh Town
St.Mary's
Isles of Scilly, TR26 1RJ
June 2025