



**IMPORTANT – THIS COMMUNICATION AFFECTS YOUR PROPERTY**

## **COUNCIL OF THE ISLES OF SCILLY**

Old Wesleyan Chapel, Garrison Lane, St Mary's TR21 0JD  
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**

<b>Application No:</b>	<b>P/25/080/HH</b>	<b>Date Application Registered:</b>	<b>22 September 2025</b>
<b>Applicant:</b>	<b>Mr &amp; Mrs Adrian Metson Lowenva Church Road Hugh Town St Mary's Isles of Scilly TR21 0NA</b>	<b>Agent:</b>	<b>Mr Michael Bradbury Porthmeor View Carthew Way St.Ives TR26 1RJ</b>

**Site address:** Lowenva, Church Road, Hugh Town, St Mary's, Isles of Scilly.  
**Proposal:** Replacement of timber main door and windows with uPVC double glazing and blocking up of redundant external door.

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, Drawing Number: 2025A-P01 stamped 19 September 2025.**
  - **Plan 2 Proposed Elevations, Drawing Number: 2025A-P05 stamped 19 September 2025.**
  - **Plan 3 Existing & Proposed Plans, Drawing Number: 2025A-P02 stamped 19 September 2025.**
  - **Plan 4 Planning Statement stamped 19 September 2025.**
- 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 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.

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## Further Information

1. **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.
  2. **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 givenThe 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.*
  3. **BUILDING CONTROL:** 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).
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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: 04 November 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](mailto:planning@scilly.gov.uk)

Dear Mr & Mrs Adrian Metson

## **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/25/080/HH and the accompanying conditions have been read and understood by the applicant: Mr & Mrs Adrian Metson.

1. **I/we intend to commence the development as approved:** Replacement of timber main door and windows with uPVC double glazing and blocking up of redundant external door at: Lowenva Church Road 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, 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 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](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/>

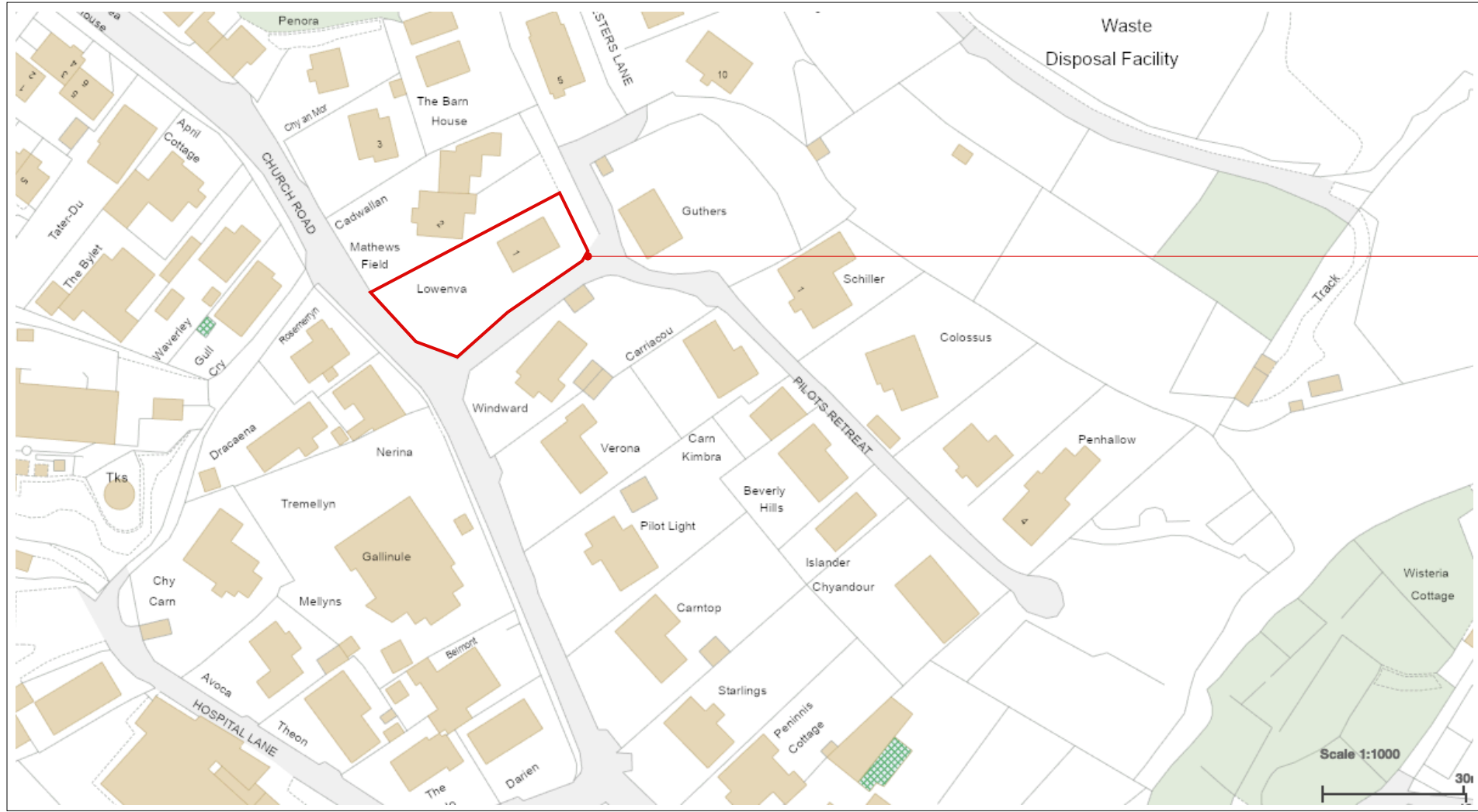
### **Registering/Altering Addresses**

If you are building a new dwelling, sub dividing a dwelling into flats or need to change your address, please contact the Planning Department by email: [planning@scilly.gov.uk](mailto: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 5:50 pm, Sep 19, 2025

**APPROVED**  
By Lisa Walton at 9:55 am, Nov 04, 2025

NOTES	
<p>1 THIS DRAWING IS THE COPYRIGHT OF THE ARCHITECT AND MAY NOT BE REPRODUCED WITHOUT LICENCE</p> <p>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</p> <p>3 NO RESPONSIBILITY CAN BE ACCEPTED FOR ERRORS ARISING ON SITE DUE TO UNAUTHORISED VARIATIONS FROM THE ARCHITECTS DRAWINGS.</p>	
AMENDMENTS	
<div><div>PLANNING</div><div><div>Porthmeor View Carthew Way, St.Ives TR26 1RJ 07968 824045</div><div></div></div><div><div>MIKE BRADBURY</div><div>DESIGN</div></div></div>	
JOB	TITLE
<p><b>Alterations to Lowenna, Church Road St.Mary's, Isles of Scilly TR21 0NA for Adrian and Sara Metson</b></p>	<p><b>Location Plan</b></p>
DRWG. NO.	REVISION
<p><b>2025A-P01</b></p>	
SCALE	DATE
<p><b>1:1250 @ A3</b></p>	<p><b>Sept 2025</b></p>
OFFICE USE / PRE-ISSUE	

**RECEIVED**  
By Liv Rickman at 5:46 pm, Sep 19, 2025

**Construction Materials**

External walls: Panel below new window in former back door to be clad with natural cedar horizontal weather-boarding in insulated timber stud panel

Doors and windows: External door and windows to be replaced with new double-glazed white Upvc units

**NOTES**

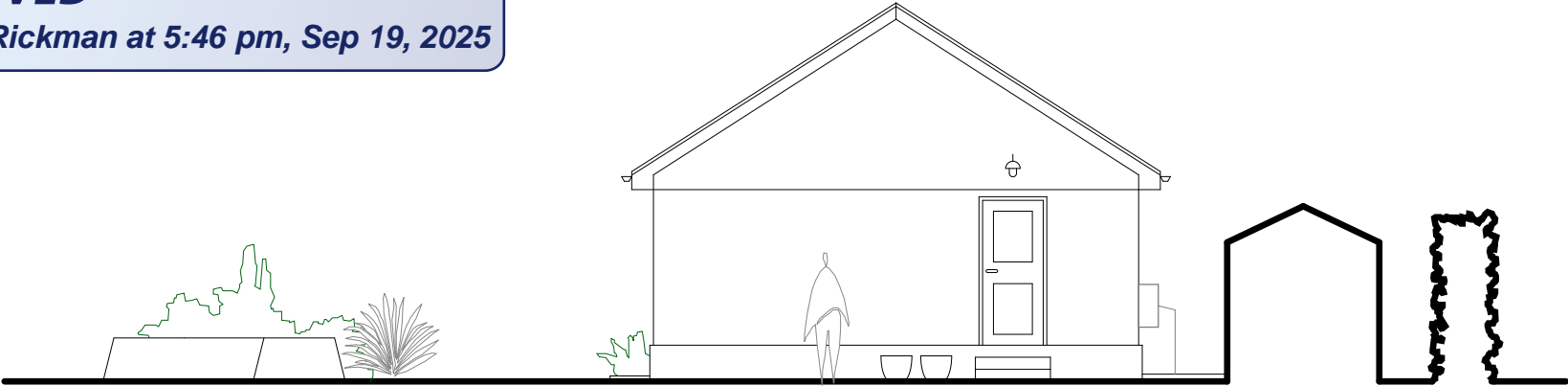
1 THIS DRAWING IS THE COPYRIGHT OF THE ARCHITECT AND MAY NOT BE REPRODUCED WITHOUT LICENCE

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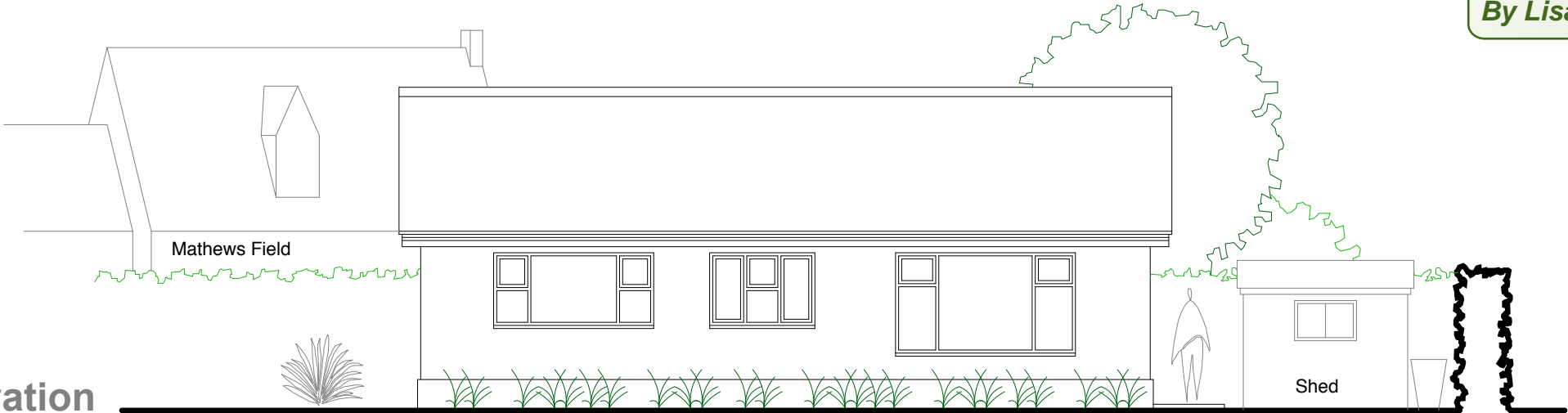
3 NO RESPONSIBILITY CAN BE ACCEPTED FOR ERRORS ARISING ON SITE DUE TO UNAUTHORISED VARIATIONS FROM THE ARCHITECTS DRAWINGS.

**AMENDMENTS**

**APPROVED**  
By Lisa Walton at 9:57 am, Nov 04, 2025



East Elevation

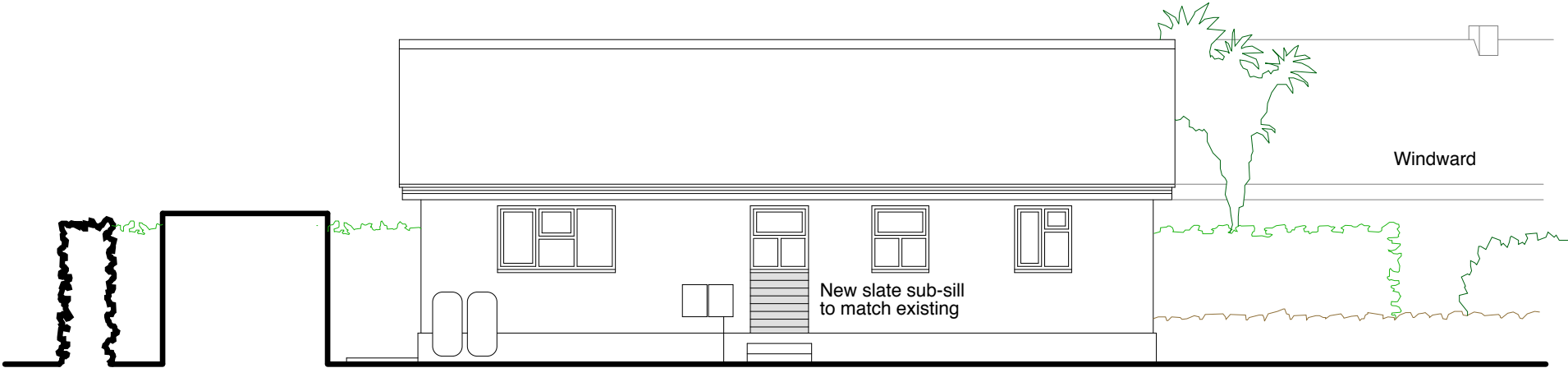


South Elevation



West Elevation

Note: All single glazed windows throughout throughout Lowenva are to be removed and replaced new double glazed units. Existing openings are to be retained intact and slate sub-sills are to be preserved.



North Elevation



Redundant doorway to be removed. Top section to be glazed with new window with sill aligning with adjacent windows. Bottom section to be clad with horizontal cedar boarding

**PLANNING**

Porthmeor View  
Carthew Way, St.Ives  
TR26 1RJ  
07968 824045

**MIKE BRADBURY  
DESIGN**

PZ

**Alterations to  
Lowenva, Church Road  
St.Mary's, Isles of Scilly  
TR21 0NA  
for  
Adrian and Sarah Metson**

**Proposed Elevations**

DRNG. NO. 2025A-P05

SCALE 1:50 @ A1  
1:100 @ A3

DATE Sept 2025

OFFICE USE / PRE-ISSUE



Existing Photos

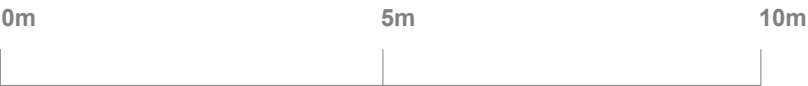


Location

Redundant doorway to be removed. Top section to be glazed with new window with sill aligning with adjacent windows. Bottom section to be clad with horizontal cedar boarding



Ground Floor Plan



Note: Internal floor area 70.7m2

NOTES

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

AMENDMENTS

**RECEIVED**

By Liv Rickman at 5:49 pm, Sep 19, 2025

**APPROVED**

By Lisa Walton at 9:59 am, Nov 04, 2025

**PLANNING**

Porthmeor View  
Carthew Way, St.Ives  
TR26 1RJ  
07968 824045

**MIKE BRADBURY  
DESIGN**

**Alterations to  
Lowenva, Church Road  
St.Mary's, Isles of Scilly  
TR21 0NA  
for  
Adrian and Sara Metson**

**Existing / Proposed Plans**

DRNG. NO. 2025A-P02

SCALE 1:50 @ A1  
1:100 @ A3

DATE Sept 2025

OFFICE USE / PRE-ISSUE

**RECEIVED**

By Liv Rickman at 5:53 pm, Sep 19, 2025

**APPROVED**

By Lisa Walton at 10:01 am, Nov 04, 2025

**Alterations to Lowenva, Church Road  
Hugh Town, St. Mary's  
Isles of Scilly  
TR21 0NA  
for  
Adrian and Sarah Metson**

**PLANNING STATEMENT**

September 2025

**Background**

Adrian and Sarah Metson purchased Lowenva in the summer of 2025. They moved into the bungalow on completion and are pleased with their new home. They realised at the outset that certain improvements would have to be made and they have spent the last few months preparing a strategy for upgrading the property.

The first planned phase of improvement is the replacement of all of the existing windows and entrance door with new double glazing. This brief report describes and explains the proposals which require planning approval. It should be read in conjunction with drawings 2025A-P01 to P05 inclusive. Extracts from some of these are included in this document.

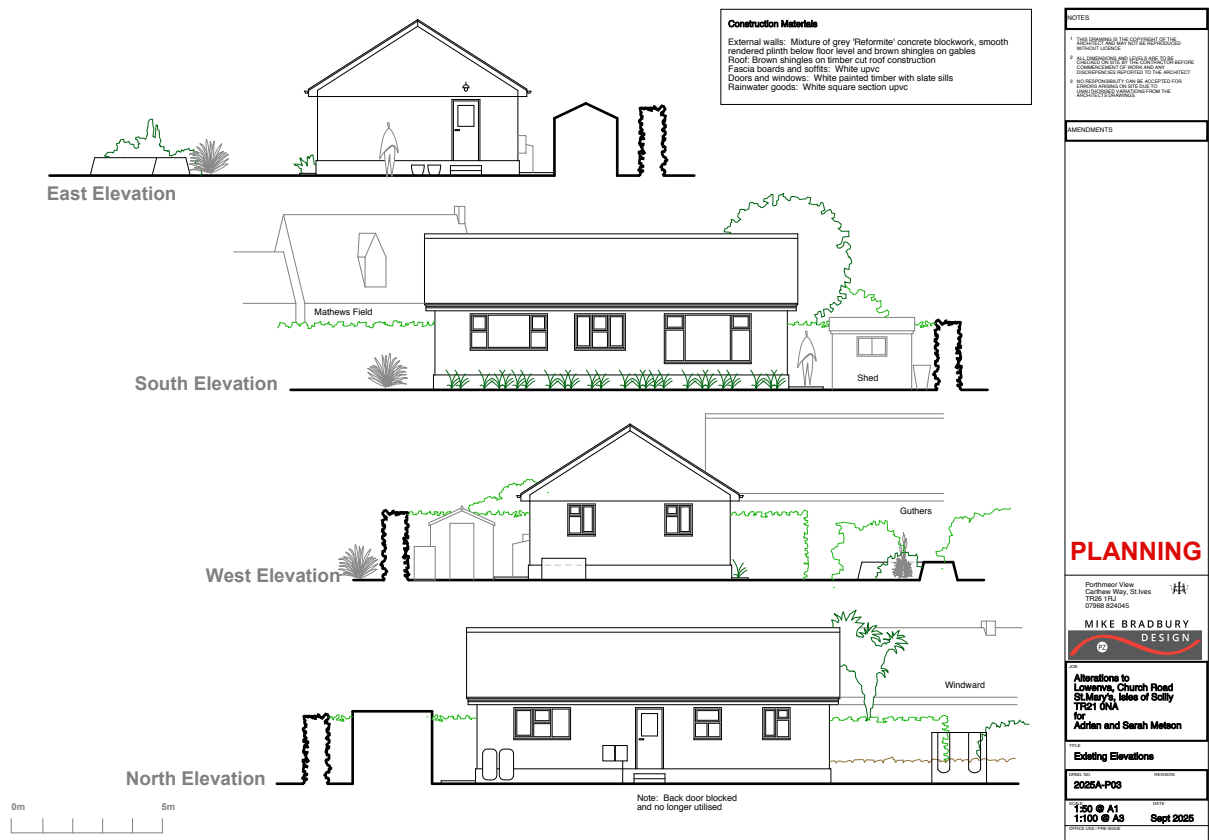


Existing Building

Lowenva is the former home of the late prime minister, Harold Wilson and his wife, Mary. Since they passed away the property has changed hands a few times. Some internal refurbishment has been carried out – such as the installation of a new kitchen - but the internal layout is basically unchanged. There are one or two curious features in the bungalow. For example, the only accessible doorway is hidden from view around the back of the property, out of sight of curious holiday-makers.

One of the shortfalls of Lowenva is a very poor G-rated EPC certificate. This is the lowest grading signifying very poor energy efficiency which will lead to high energy bills. Some improvements can be made without planning consent – such as increasing the thickness of roof insulation. One of the biggest contributing factors to the low rating is the single glazed windows, many of which are deteriorating with rot affecting the frames and casements. The area of glazing is also a contributing factor with no fewer than eight windows and two glazed doors. The windows on the south elevation are relatively large with glazing covering approximately the same wall area as masonry. Replacing leaking single glazed windows with high-performance double-glazed units will dramatically improve the thermal performance of the bungalow.

Another quirk of the property is the redundant back door (see North Elevation below). It is curious that the compact kitchen originally had two doors in close proximity using up valuable wall space for kitchen units. It is hardly surprising that previous owners have installed units and worktops across the second 'back door' making it redundant. Rather than removing the door and making good the opening, the door has been retained as a 'dummy' feature. The applicants are seeking to address this with the current planning application.





1. Bathroom window on rear elevation
2. Bedroom window on rear elevation showing deterioration at base of frame
3. Windows on the West facing gable elevation receive the full force of the prevailing winds and are suffering badly as a result
4. Bedroom 1 window on front elevation

One of the unfortunate features of the windows is the lack of a projecting timber sill with a rebated drip on the underside. Rainwater can therefore run down the face of the window and collect at the base of the window encouraging rotting and decay. The redundant back door is illustrated below in a similar poor state of repair. Kitchen worktops run past the back of the doorway.



## **Proposed Designs**

The new Upvc windows will mirror the proportions, appearance and colour of the existing timber ones. By contrast with the existing fenestration, the new units will have a greatly improved 'U value' of between 1.2 and 1.4 W/m<sup>2</sup>K. The applicants are keen to install high performance windows with regards to the frames and glazing. One way of achieving these values is to incorporate a high efficiency thermal inner pane of glass on the sealed units. The old back door will be removed and a new window installed matching the proportions of one of the adjacent windows. The width of the doorway is almost exactly the same as the bathroom and bedroom 2 windows so a consistent design will be achieved. The opening below the window sill will be infilled with studwork and insulated with rigid foil faced board. Again, the insulation value will be to modern building regulation standards and significantly better than the bungalow's external walls.

Replacing the windows and main door will provide an opportunity to inspect the external wall build-up and check for any defects. For example, it may be possible to install thermal cavity closers before fixing the new frames. This is a technical detail and the outward appearance will not be affected. The removal of the timber windows will be undertaken carefully to avoid damaging the openings. The slate sills will need protection and the new kitchen window sill will be constructed from two layers of natural roofing slate with a cement infill to match.

Technical advances in recent years mean that components should now last for up to 35 years so the replacement windows should be in place for the foreseeable future. Unlike timber, they will require minimal maintenance.

## **Sustainability / Waste Management**

When the existing windows are removed, they will be 'de-glazed' and the glass will be taken to the Recycling Centre at Porthmellon where the glass can be crushed for re-use. The timber frames and casements can be cut into manageable sections for firewood. The same principle applies to the timber back door. There will be no other waste products. Adrian and Sarah have already spoken to a local contractor about carrying out the installation using windows sourced on the mainland. This will avoid bringing tradesmen over from the mainland. The windows will hopefully be supplied by a local Cornish company who regularly delivers to Scilly and is familiar with the challenge of carefully packaging windows up using 'A' frames and delivering them to the Steamship Company.

Work can be carried out while the applicants are in residence, moving around the bungalow tackling each room in turn. The operation should be completed within a fortnight. At the end of each working day the building will be made weather-tight. As the applicants will be keeping a close eye on progress, they will be able to ensure that work is carried out in a neighbourly manner during normal weekday working hours. On completion it will be the contractor's duty to make good and dispose of packaging. Any left-over fixings that can be re-used will be taken down to the contractor's store rooms.

## Summary

The previous owners of Lowenva carried out a number of improvements such as surfacing the driveway, re-building the stone boundary wall and keeping the garden in good order. The applicants are also keen to maintain and improve their home.

The installation of Upvc windows is a logical first step in the process. In such a harsh marine environment, these manufactured high-performance units make sound common-sense. They have been installed by the Isles of Scilly Council on many of their properties and can be seen on many of the neighbouring homes on Church Street. Immediately next door, all of the windows at Guthers have been replaced with white Upvc replacing many of the original ones in the last 12 months.

Lowenva is clearly visible from the main road so the 'facelift' to the building will be clearly obvious. Once completed there will be a marked benefit to Adrian and Sarah in terms of reduced energy bills and maintenance.



Michael R Bradbury RIBA  
Mike Bradbury Design  
Porthmeor View, Carthew Way, St.Ives, TR26 1RJ

September 2025