

From:
Sent: 18 February 2025 09:42
To: Jennifer Booth
Subject: Re: 2025/90190 - 7 Highfield Court

CAUTION: External email. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Good morning Jennie
Here is our response:

. How the home will operate on a day-to-day basis:

Visitors and Meetings: Professional visitors, such as social workers and therapists, will attend periodically and their visits will be pre-arranged and scheduled during office hours to minimise disruption. Family visits will also be pre-arranged, limited to two visitors at a time, and will occur during reasonable hours (10 am – 8 pm). Staff and support worker meetings will generally be held off-site, and on-site meetings will be infrequent and involve small groups during office hours.

Special Needs: The home will cater to children requiring general residential support and those with mild to moderate emotional and behavioural needs. Specialist therapeutic sessions will usually be conducted off-site or privately within the home.

2. The number and ages of children to be accommodated:

The home will accommodate a maximum of 4 children, aged between 8 and 17 years old. This capacity aligns with the aim of creating a family-style, homely environment and ensures minimal impact on the character of the surrounding residential area.

3. Staffing levels and shift patterns:

The staff-to-children ratio will be in line with OFSTED and statutory requirements, typically 1 staff member per child, depending on assessed needs. There will be 2 to 3 staff on-site during the day and 2 staff overnight (sleep-in shifts). Additional staff may be present at peak times (e.g., mornings, evenings) but will not exceed 4 staff at any given time. Standard shift patterns will be 8 am – 8 pm for day staff and 8 pm – 8 am for night staff, with management staff working standard office hours (9 am – 5 pm) on weekdays.

4. Security measures in place:

The property will have secure entry points, with keypad or fob entry systems. Internal alarms on exit doors may be installed if deemed necessary by risk assessments. Regular perimeter checks will be conducted. CCTV will cover external areas only (e.g., entrance and driveway) and comply with GDPR regulations. A curfew will be in place, typically 9 pm on weekdays and 10 pm on weekends, subject to individual plans. Breaches of curfew will be managed through welfare checks, contacting the child, and notifying relevant authorities if necessary.

Thank you

e Jennifer.booth@kirklees.gov.uk

W www.kirklees.gov.uk

See our [pre-application advice service](#)



We have a backlog of planning applications. Find out what our planning application initial target dates are and how we are dealing with the backlog here: <https://www.kirklees.gov.uk/beta/planning-applications/initial-target-dates.aspx>

The information contained in this e-mail, and any files transmitted with it, is confidential to the intended recipient(s). The dissemination, distribution, copying or disclosure of this message or its contents is prohibited unless authorised by the sender. If you receive this message in error, please immediately notify the sender and delete the message from your system.

From: D J M <djmziray11@gmail.com>
Sent: 17 February 2025 10:34
To: Jennifer Booth <Jennifer.Booth@kirklees.gov.uk>
Subject: Re: 2025/90190 - 7 Highfield Court

CAUTION: External email. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Good morning Jennie,

Please find attached copy of management plan for your approval

Thank you

Daniel Mziray

On Thu, 13 Feb 2025, 09:48 D J M, <djmziray11@gmail.com> wrote:

----- Forwarded message -----

From: **Jennifer Booth** <Jennifer.Booth@kirklees.gov.uk>

Date: Wed, 12 Feb 2025, 18:24

Subject: 2025/90190 - 7 Highfield Court

To: djmziray11@gmail.com <djmziray11@gmail.com>

Good Afternoon,

I am the Officer dealing with the application for the change of use of 7 Highfield Court to a Children's Home. In order to assess the application, I will require a full management plan outlining how the home will operate, numbers of children, number of staff and staffing patterns etc in order to consider the potential impacts this scheme will have on the property and wider area. I have attached a guidance note on what the Management Plan needs to cover. This information will be required by 19/02/2025 in order to allow time for myself and relevant consultees to consider.

Regards

Jennie Booth

Planner – Development Management

Planning and Development Service

Growth & Regeneration

PO Box 1720,

Huddersfield,

HD1 9EL

e Jennifer.booth@kirklees.gov.uk

W www.kirklees.gov.uk

See our [pre-application advice service](#)



We have a backlog of planning applications. Find out what our planning application initial target dates are and how we are dealing with the backlog here: <https://www.kirklees.gov.uk/beta/planning-applications/initial-target-dates.aspx>

The information contained in this e-mail, and any files transmitted with it, is confidential to the intended recipient(s). The dissemination, distribution, copying or disclosure of this message or its contents is prohibited unless authorised by the sender. If you receive this message in error, please immediately notify the sender and delete the message from your system.



[Website](#) | [News](#) | [Email Updates](#) | [Facebook](#) | [Twitter](#)

This email and any attachments are confidential. If you have received this email in error – please notify the sender immediately, delete it from your system, and do not use, copy or disclose the information in any way. Kirklees Council monitors all emails sent or received.