

1a Park Drive South
**MANAGEMENT
PLAN**

Introduction

This Management Plan has been prepared in support of a full planning application for the change of use of 1a Park Drive South, Huddersfield from a dwellinghouse (Use Class C3) to a children's home (Use Class C2) for up to two children.

The purpose of this document is to set out how the home will operate on a day-to-day basis and to demonstrate that it will be managed in a safe, structured and professional manner, having regard to the safeguarding needs of the children accommodated, the character of the surrounding residential area, and the issues raised through the previous planning refusal.

The home will provide a small-scale, domestic and nurturing environment for up to two children who require residential care in a setting that is intentionally different from institutional accommodation. The proposed two-bed model is deliberate and reflects a care approach based on stability, individual attention, high staffing ratios and a structured home environment.

The home will be operated in accordance with all relevant legal, regulatory and professional requirements for children's residential care. In particular, as the proposal relates to the care of children below the age of 16, the home will be required to be registered with Ofsted and will be subject to regular inspection and ongoing regulatory oversight. Ofsted will therefore have formal powers to monitor the operation of the home and to ensure that appropriate standards of safeguarding, care, staffing and management are maintained. This external oversight is an important safeguard and provides an additional layer of accountability in the operation of the use. In the event of anti-social behaviour, safeguarding concerns or other significant incidents associated with the property, such matters may be recorded by the Police and may be taken into account by Ofsted in considering the continued suitability and operation of the home.

The home will also be professionally managed by appropriately qualified staff and operated in accordance with relevant safeguarding procedures, children's care standards and placement protocols. The intention is to provide a supportive home environment for children in line with the type of provision discussed with Kirklees Children's Services.

As part of the pre-application engagement process, a meeting took place on 12 February 2026 with Louise Dobson of Kirklees Children's Services, together with the applicant team. During that meeting, the property was viewed and its suitability as a children's home was discussed. The discussion confirmed a Local Authority preference for a two-bed home, reflecting a model that supports high staffing ratios, individualised care and a stable, structured environment for children. The meeting further identified the importance of a comprehensive area risk assessment and risk management plan, particularly in relation to

the park, and confirmed that evidence of Local Authority engagement should be included in the planning documentation.

A key feature of the proposed operation is that the home will work in partnership with Kirklees Children's Services. It has been agreed that children placed at the home will be from within the Kirklees local authority area. This is important because it will reduce the likelihood of children being placed at distance from their familiar area, support networks and education setting, and will in turn reduce the risk of children going missing or attempting to return to another authority area.

Safeguarding and Supervision

The safeguarding of children residing at the home will be the overriding priority in the operation of the use. The home will operate with a high level of supervision and a care model tailored to the individual needs of each child.

Children placed at the home will be risk-assessed before and during placement, and care arrangements will be based on their individual needs and circumstances. Staffing will ordinarily be arranged on a 1:1 basis where required, meaning that individual children will receive direct supervision and support from staff in accordance with their placement plan and risk profile. During periods of transition, settling in, or where a child presents a heightened vulnerability, staffing levels can be increased beyond this level to ensure appropriate support and oversight.

This model of operation is intended to ensure that children are not left without suitable supervision and that any risks associated with vulnerability, emotional distress, or absconding are managed proactively. Staff will be trained to identify safeguarding concerns at an early stage and to respond in accordance with agreed care and safeguarding procedures.

The home will work alongside Kirklees Children's Services and other relevant agencies to ensure that placements are appropriate for the location and that the support package for each child is suitable. Restricting placements to children from within the Kirklees area will support better continuity in education, social care and family contact arrangements, and will assist in reducing the potential for children to seek to return to another home area unsafely.

Management of Movements and Activities

The operation of the home will include clear arrangements for managing children's movements to and from the property and for ensuring safe participation in education and leisure activities.

Children will be dropped off and collected from school, appointments and organised activities by staff where required. They will not be expected to make unsupervised journeys where doing so would be inconsistent with their care plan or safeguarding needs. This approach will help ensure that children travel safely and that movements associated with the property remain controlled and predictable.

Use of nearby open spaces, including Greenhead Park, will be carefully managed. Children will be escorted by staff to the park or to other leisure activities where appropriate. The park will not form an unmanaged or unsupervised extension of the home's day-to-day environment. Rather, access to it will be part of structured and supervised activity, undertaken only where this is appropriate for the child concerned.

The home will maintain records and risk assessments in relation to activities, supervision and community engagement, and will work with relevant professionals where necessary to ensure that arrangements remain suitable over time.

Control of Noise and Disturbance

The property will be managed so as to ensure that there is no unacceptable noise or disturbance to neighbouring occupiers. The proposed use is small in scale, with a maximum of two children, and it is expected to operate in a manner comparable in many respects to a family household, albeit with professional support staff present.

All staff will be given clear guidance on maintaining a calm, respectful and orderly residential environment. Appropriate training will be provided to ensure that staff understand their responsibilities both to the children in their care and to the surrounding community.

Measures for controlling noise and disturbance will include the following.

- Staff will be present at the property on a 24-hour basis, which will help ensure a settled and supervised environment at all times.
- The number of children residing at the property will be limited to no more than two.
- Use of the garden will be restricted to reasonable daytime hours only.
- Televisions, music, and other sound sources will be kept at an appropriate level, particularly during the evening and night-time period.
- Staff shift changes will be organised to minimise unnecessary vehicle movements and disturbance to neighbours.
- Children's routines will be structured and supported to encourage stability and reduce disruptive behaviour.

Given the age of the children and the regulated nature of the use, the home will be subject to ongoing professional oversight and formal safeguarding obligations. This will provide an additional layer of accountability in relation to how the property is operated.

Community Relationships

The operator recognises the importance of maintaining positive relationships with neighbouring residents and the wider local community. The home will be managed in a way that is respectful of its residential surroundings and mindful of the concerns that can arise where a new care use is introduced into an established area.

The small scale of the proposed home is important in this regard. With only up to two children accommodated at any one time, and with a high level of professional staffing and supervision, the property will remain low-key in character. The objective is to provide a settled home environment that integrates appropriately into the surrounding residential area without causing nuisance or disruption.

The operator will seek to maintain open and constructive communication where concerns are raised and will respond appropriately to any issues identified by neighbours or other stakeholders.

Complaints Procedure

This procedure explains how any concerns or complaints from neighbours or members of the local community will be managed fairly, promptly and effectively. The home recognises the importance of maintaining positive local relationships and takes all complaints seriously.

Principles

Respect and fairness – All complaints will be listened to respectfully and handled fairly.

Timeliness – Complaints will be acknowledged promptly and considered without unnecessary delay.

Confidentiality – Complaints will be handled sensitively, with information shared only where necessary.

Learning and improvement – Any complaint will be used as an opportunity to review procedures and improve the operation of the home where appropriate.

How Complaints Can Be Made

Complaints or concerns may be raised in writing, by telephone, or directly with the home manager or responsible operator. Contact details for the Registered Manager will be made available so that local concerns can be raised clearly and directly.

Procedure

Step 1: Acknowledgement

Any complaint will be acknowledged within 48 hours of receipt wherever possible.

Step 2: Investigation

The Registered Manager, or another appropriate senior member of staff, will investigate the matter. This may involve speaking with staff, reviewing records, and considering whether any operational changes are required.

Step 3: Response

A written response will normally be provided within 10 working days. Where additional time is needed, the complainant will be informed accordingly.

Step 4: Follow-up and Review

Where a complaint identifies an operational issue, the home will review procedures, staffing arrangements or management practices as appropriate in order to avoid repetition.

Recording and Monitoring

A written log of complaints will be kept, including details of the concern raised, the investigation undertaken, the outcome, and any changes made as a result. Complaints will be reviewed periodically by management in order to identify patterns and improve practice.

Staffing

The staffing arrangements at the property are intended to ensure that children receive a high level of support and supervision at all times, while also ensuring that the home operates in a calm and orderly manner.

The home will accommodate up to two children only. This small scale is deliberate and allows staffing to be closely matched to individual needs. The property is therefore capable of providing an appropriately managed environment without creating an intensive or institutional pattern of activity.

The home will be managed by suitably qualified and experienced staff. All staff will receive appropriate safeguarding training and will be expected to work in accordance with relevant children's care legislation, guidance and internal procedures.

The staffing model will include a 24-hour staff presence at the property. Staffing ratios will be determined by the needs of the children placed, but the intention is that children will be supported on a 1:1 basis where required, with increased staffing levels available during settling-in periods or at times of heightened need. This is a key aspect of the proposal and directly addresses the concerns raised in relation to child safety and supervision.

The staffing team is expected to include an appropriately qualified Registered Manager together with residential care staff and support workers. Staff duties will include supervision, care planning, school and activity transport, liaison with social workers and Kirklees Children's Services, safeguarding oversight, and general day-to-day support.

Shift patterns will be organised so as to minimise unnecessary movements to and from the site. Due to the small scale of the home, vehicle movements associated with staffing are expected to remain limited. The property's driveway provides ample off-street parking space for staff and visitors.

Our staff team will include – Care Manager, Deputy Manager, Senior Support Workers, Support workers, and Support assistants.

The service is currently in the process of applying to be registered with Ofsted and the Care Quality Commission (CQC).

Staff Rota

The support team will provide support 24 hours a day round the year.

1. Home manager on site 8am to 8pm Monday - Friday and available on-call outside of working hours
2. Day Shift 8am to 8pm x 1 Senior Support worker and x 1 Support worker
3. Night Shift 8pm to 8am x 1 Senior Support worker and x 1 Support worker

Transport and Access Arrangements

The property benefits from a large driveway and detached garage, allowing vehicles to park within the site. This ensures that staff parking and operational vehicles can be accommodated without creating pressure on on-street parking.

Transport to school, appointments, activities and other organised movements will be managed by staff as appropriate to the needs of the children. This will ensure that travel is undertaken safely and in a controlled manner, and will reduce the need for unsupervised movements to and from the property.

Deliveries to the property will be limited to normal household and operational requirements and will take place during reasonable daytime hours.

There will be no alteration to the existing access arrangements to the site.

Partnership Working

A central part of the operation of the home will be partnership working with Kirklees Children's Services and other relevant agencies involved in the care and wellbeing of the children placed.

As recorded in the meeting with Louise Dobson on 12 February 2026, the proposed development has already been discussed with Kirklees Children's Services, including the suitability of the property, the proposed layout, the trauma-informed service model, and the preference for a two-bed home. It was also agreed that evidence of Local Authority engagement could be referenced within the planning application.

The home will work with Kirklees Children's Services to ensure that children placed at the property are from within the Kirklees local authority area. This will support better placement matching, continuity of education and support services, and reduce the risk of children becoming unsettled by being moved away from their home area.

The home will also work collaboratively with social workers, education providers, health professionals and safeguarding partners to ensure that children's care arrangements remain appropriate and that any concerns can be addressed quickly and effectively.

This multi-agency approach is a key component of the proposal and directly addresses the previous planning concern regarding the vulnerability of future residents in the local context.

Conclusion

This Management Plan demonstrates that the proposed children's home at 1a Park Drive South will be operated in a highly structured, professional and safeguarding-led manner.

The home will provide accommodation for no more than two children in a domestic setting, with 24-hour staffing, 1:1 supervision where required, and the ability to increase staffing levels during settling-in periods or at times of elevated risk. Children will be supported with school and activity travel, and any use of nearby open spaces such as Greenhead Park will be appropriately supervised by staff and informed by area risk assessment procedures.

The home will work in partnership with Kirklees Children's Services, and placements will be limited to children from within the Kirklees area. The planning documentation is informed by engagement with Louise Dobson of Kirklees Children's Services on 12 February 2026, during which the suitability of the property was confirmed with the Council's preference being for a two-bed home, subject to a comprehensive area risk assessment focused on the park which has been addressed in this statement.

The home will also be operated in accordance with relevant care standards and will be Ofsted registered, with regular inspections and external regulatory oversight in place. Overall, the proposed arrangements ensure that the home can operate safely and appropriately within this residential location, while directly addressing the safeguarding concerns raised in the previous refusal.