

Management Plan
Children's Residential Care Home (Use Class C2)

**2 Forest Road,
Sutton In Ashfield,
Nottinghamshire,
NG17 3BB**

Received by Ashfield District Council

02.01.2026

1. Purpose of the Management Plan

This Management Plan sets out how the children's residential care home will be operated and managed to ensure it functions in a calm, safe and residential manner, protecting neighbouring amenity and highway safety. The home shall operate in accordance with this Management Plan for the lifetime of the use unless otherwise agreed in writing by the Local Planning Authority.

2. Nature and Scale of the Use

The property will operate as a small children's residential care home (Use Class C2) providing accommodation for a maximum of two children at any one time. The home will operate as a family-style household and will not operate as a hostel, bail accommodation, assessment centre, short-stay facility or high-turnover placement.

3. Staffing Levels

Two care staff will be on site at all times, including overnight. Overnight supervision will be provided on a sleep-in basis, with staff remaining on site and available if required. The maximum staffing levels shall be up to three staff during daytime hours and no more than two staff overnight.

4. Staffing Rota and Changeovers

Staffing is organised using extended block shifts of typically 48–72 hours to promote stability for the children and minimise staff turnover and vehicle movements. Daily staff changeovers are avoided. Changeovers are limited to three times per week and occur during daytime hours only. Changeovers typically take place between 10:00 and 10:30, with arrivals and departures staggered at approximately 10:00 and 10:15 so that handovers are completed by 10:30.

5. Daily Routine and Quiet Hours

Active daytime hours typically operate between 10:00 and 23:00. Quiet hours are observed between 22:00 and 07:00. During quiet hours, noise and activity are actively managed to ensure residential amenity is protected.

6. Visitor Management

Visitors are limited to those necessary for the care and welfare of the children. Professional visits are pre-arranged and scheduled during daytime hours wherever practicable. Multiple visitors are not scheduled to arrive at the same time and there is no open or drop-in visiting.

7. Travel, Parking and Arrivals

Vehicle movements associated with the home are minimised through extended staffing blocks, limited and staggered changeovers, and controlled visitor scheduling. A single off-street parking space within the curtilage is available. Where on-street parking occurs, it is undertaken legally and considerately. Staff and visitors avoid obstruction, idling and unnecessary disturbance to neighbours.

Where practicable, staff are encouraged to use public transport, walking or other sustainable modes of travel, particularly for routine shift arrivals and departures.

8. Noise and Residential Amenity

Noise levels are maintained at a level comparable to a typical family dwelling through low occupancy, continuous supervision, structured routines and early staff intervention.

9. Neighbour Liaison and Complaints

A named management contact is available for neighbours. Any concerns raised are logged, investigated promptly and responded to appropriately, with reasonable steps taken to prevent recurrence.

10. Safeguarding and Incident Management

Staff are trained in safeguarding and de-escalation techniques. Incidents are managed internally wherever possible, with external agencies engaged only where necessary and appropriate.

11. Review and Compliance

This Management Plan shall be implemented upon first occupation, adhered to for the lifetime of the use, reviewed periodically by the operator, and made available to the Local Planning Authority upon request.