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**From:** info@conceptplanning.co.uk  
**Sent:** 10 October 2025 10:19  
**To:** Matt Jedruch  
**Subject:** RE: Application Number 25/00566/FUL at Westfield Community Centre Rosemary Way Hinckley Leicestershire LE10 0LN  
**Attachments:** 2025-5484-TR07 - VSPA 11.2m Large Refuse Vehicle Copy.pdf

Hi Matt,

Thank you for the prompt response.

In addition to the information submitted yesterday, attached is the swept path analysis for the refuse truck entering and exiting the front area of the site, which was missed in the email yesterday.

Also, following chats with the client, due to some operational matters, the need for 3 mini-buses may not be required and only 1 space would likely be required. This would mean the two spaces (shown below in green on the parking plan – Appendix D) could be utilised for 3 additional standard parking bays, increasing the onsite provision to 38. We are currently preparing documents to support this scenario, which would give flexibility to the highway/transport officer if they viewed more on-site parking applicable.



I'll send across in once received.

Thank you for the update on the committee dates and cut offs, if all goes to the 14 day consultant we should meet the dates. Is there currently space on the agenda for this development?

Best Regards

**James Clark BA (Hons) MCD MRTPI**

**Director | Town Planner**

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**W:** [www.conceptplanning.co.uk](http://www.conceptplanning.co.uk)

**M:** 07955815983



---

**From:** Matt Jedruch <Matt.Jedruch@hinckley-bosworth.gov.uk>

**Sent:** 10 October 2025 10:01

**To:** info@conceptplanning.co.uk

**Subject:** RE: Application Number 25/00566/FUL at Westfield Community Centre Rosemary Way Hinckley Leicestershire LE10 0LN

Hi James,

Thank you for sending this over. I have uploaded and re-consulted the Local Highway Authority.

The report cutoff date is October 24<sup>th</sup> – I will prepare the bulk of the report and await the LHA response.

Thanks,

Matt

**Matt Jedruch (He/Him)**

Senior Planning Officer

**Tel:** 01455 255809

**Mob:** 07721857007

**Email:** [Matt.Jedruch@hinckley-bosworth.gov.uk](mailto:Matt.Jedruch@hinckley-bosworth.gov.uk)

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**From:** [info@conceptplanning.co.uk](mailto:info@conceptplanning.co.uk) <[info@conceptplanning.co.uk](mailto:info@conceptplanning.co.uk)>

**Sent:** 09 October 2025 17:37

**To:** Matt Jedruch <[Matt.Jedruch@hinckley-bosworth.gov.uk](mailto:Matt.Jedruch@hinckley-bosworth.gov.uk)>

**Subject:** RE: Application Number 25/00566/FUL at Westfield Community Centre Rosemary Way Hinckley Leicestershire LE10 0LN

Good Afternoon Matt,

I hope you are keeping well,

Please find attached

**Transport Statement**, inclusive of parking plan on Appendix D, swept path analysis for the relevant vehicles accessing the site on Appendix E.

**Travel Plan** , including relevant targets and objectives

I have tried to make it as robust as possible to assist the highway/transport officer

Next steps

I appreciate you have to re-consult the Transport/Highway officer for the 14 days period which would take things up to the 23<sup>rd</sup> of October.

The client is very eager to get the scheme to November 4<sup>th</sup> committee. Is there an internal cutoff date for reports? I note we are just inside 4 weeks to committee. Is there scope to undertake the bulk of the report in lieu of the transport officers final comments?

Thank you in advance for your assistance on the above.

Best Regards

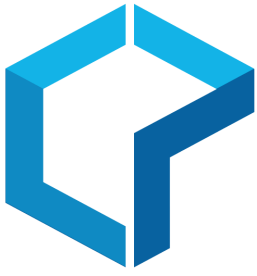
**James Clark BA (Hons) MCD MRTPI**

**Director | Town Planner**

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**From:** Matt Jedruch <[Matt.Jedruch@hinckley-bosworth.gov.uk](mailto:Matt.Jedruch@hinckley-bosworth.gov.uk)>  
**Sent:** 02 October 2025 10:37  
**To:** [info@conceptplanning.co.uk](mailto:info@conceptplanning.co.uk)  
**Cc:** 'Sarah Deaville' <[sdeaville@hopedale.org.uk](mailto:sdeaville@hopedale.org.uk)>  
**Subject:** RE: Application Number 25/00566/FUL at Westfield Community Centre Rosemary Way Hinckley Leicestershire LE10 0LN

Hi James,

Thanks for sending the draft swept path analysis/ parking plan. It appears feasible to me however ultimately this will require the LHAs input as you will appreciate.

I have spoken to the Highways Officer and we agree that the swept path, trip generation, parking and travel plan info can be assessed at this stage. Whilst this may not preclude the future requirement for a Road Safety Audit, it seems to be a logical approach.

The next available committee date is November 4<sup>th</sup>, therefore the Highways information should be provided as soon as possible as it will require a 14 day re-consultation.

Many thanks,

Matt

**Matt Jedruch (He/Him)**

Senior Planning Officer

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**From:** [info@conceptplanning.co.uk](mailto:info@conceptplanning.co.uk) <[info@conceptplanning.co.uk](mailto:info@conceptplanning.co.uk)>

**Sent:** 19 September 2025 08:37

**To:** Matt Jedruch <[Matt.Jedruch@hinckley-bosworth.gov.uk](mailto:Matt.Jedruch@hinckley-bosworth.gov.uk)>

**Cc:** 'Sarah Deaville' <[sdeaville@hopedale.org.uk](mailto:sdeaville@hopedale.org.uk)>

**Subject:** RE: Application Number 25/00566/FUL at Westfield Community Centre Rosemary Way Hinckley Leicestershire LE10 0LN

Good Morning Matt,

Thank you for the update.

We are currently working on the parking plan, and I attach the sketch of the direction we are going. This is not finalised but is an indication of the final layout and access pathways internally.

Currently we should have a final set of transport documents for review around the 1<sup>st</sup> of October (if not before). The current agreed EOT is until the 10<sup>th</sup> of October 2025 based on the premise of a 7<sup>th</sup> October committee. At this stage, in lieu of highways comments, the need for highway/transport consultation and drafting a committee report, it looks like the October 7<sup>th</sup> Committee may not be possible? Unless you can wrap things up very quickly your side?

Can you confirm if there is a last October committee or is the next committee fall into the November?

Please let me know if you have any comments on the above.

Best Regards

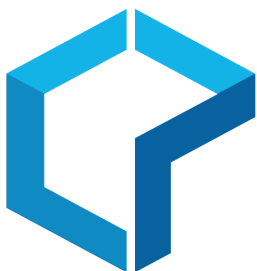
**James Clark BA (Hons) MCD MRTPI**

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**From:** Matt Jedruch <[Matt.Jedruch@hinckley-bosworth.gov.uk](mailto:Matt.Jedruch@hinckley-bosworth.gov.uk)>  
**Sent:** 17 September 2025 11:34  
**To:** [info@conceptplanning.co.uk](mailto:info@conceptplanning.co.uk)  
**Cc:** 'Sarah Deaville' <[sdeaville@hopedale.org.uk](mailto:sdeaville@hopedale.org.uk)>  
**Subject:** RE: Application Number 25/00566/FUL at Westfield Community Centre Rosemary Way Hinckley Leicestershire LE10 0LN

Hi James,

I have not been able to get through to this officer on the phone, but I have emailed him regarding the alternative approach to addressing the highway matters as we discussed. I will update you once I have a response.

Many thanks,

Matt

**Matt Jedruch (He/Him)**

Senior Planning Officer

**Tel:** 01455 255809

**Mob:** 07721857007

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**From:** [info@conceptplanning.co.uk](mailto:info@conceptplanning.co.uk) <[info@conceptplanning.co.uk](mailto:info@conceptplanning.co.uk)>  
**Sent:** 12 September 2025 15:06  
**To:** Matt Jedruch <[Matt.Jedruch@hinckley-bosworth.gov.uk](mailto:Matt.Jedruch@hinckley-bosworth.gov.uk)>  
**Cc:** 'Sarah Deaville' <[sdeaville@hopedale.org.uk](mailto:sdeaville@hopedale.org.uk)>  
**Subject:** RE: Application Number 25/00566/FUL at Westfield Community Centre Rosemary Way Hinckley Leicestershire LE10 0LN

Good Afternoon Matt,

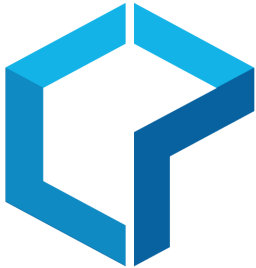
I hope you had a good week,

Have you been able to get hold of the highway officer for comment on the RSA?

Thank you in advance

Best Regards

**James Clark BA (Hons) MCD MRTPI**  
**Director | Town Planner**  
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**From:** Matt Jedruch <[Matt.Jedruch@hinckley-bosworth.gov.uk](mailto:Matt.Jedruch@hinckley-bosworth.gov.uk)>  
**Sent:** 05 September 2025 15:01  
**To:** [info@conceptplanning.co.uk](mailto:info@conceptplanning.co.uk)  
**Cc:** 'Sarah Deaville' <[sdeaville@hopedale.org.uk](mailto:sdeaville@hopedale.org.uk)>  
**Subject:** RE: Application Number 25/00566/FUL at Westfield Community Centre Rosemary Way Hinckley Leicestershire LE10 0LN

Hi James

I am yet to receive a response on this – I will chase and update you next week.

Thanks,

Matt

**Matt Jedruch (He/Him)**  
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**Sent:** 05 September 2025 14:55

**To:** Matt Jedruch <[Matt.Jedruch@hinckley-bosworth.gov.uk](mailto:Matt.Jedruch@hinckley-bosworth.gov.uk)>

**Cc:** 'Sarah Deaville' <[sdeaville@hopedale.org.uk](mailto:sdeaville@hopedale.org.uk)>

**Subject:** RE: Application Number 25/00566/FUL at Westfield Community Centre Rosemary Way Hinckley Leicestershire LE10 0LN

Hi Matt,

The attached response from highways is the same as the initial one received. Has there been an update or is the position of the highway authority the Stage 1 Road Safety Audit (RSA) and Designer's Response will be required?

When we spoke, I thought you were going to ask if this was required?

Thank you in advance

Best Regards

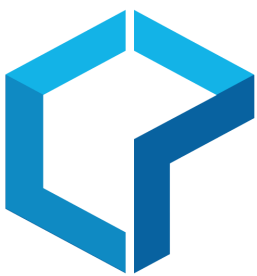
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**From:** Matt Jedruch <[Matt.Jedruch@hinckley-bosworth.gov.uk](mailto:Matt.Jedruch@hinckley-bosworth.gov.uk)>

**Sent:** 05 September 2025 14:31

**To:** [info@conceptplanning.co.uk](mailto:info@conceptplanning.co.uk)

**Cc:** 'Sarah Deaville' <[sdeaville@hopedale.org.uk](mailto:sdeaville@hopedale.org.uk)>

**Subject:** RE: Application Number 25/00566/FUL at Westfield Community Centre Rosemary Way Hinckley Leicestershire LE10 0LN

Hi James,

Please see the attached response from LCC Highways.

Our Head of Planning has confirmed that the application will need to be determined by Planning Committee.

Kind regards,

Matt

**Matt Jedruch (He/Him)**

Senior Planning Officer

**Tel:** 01455 255809

**Mob:** 07721857007

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**Sent:** 05 September 2025 13:23

**To:** Matt Jedruch <[Matt.Jedruch@hinckley-bosworth.gov.uk](mailto:Matt.Jedruch@hinckley-bosworth.gov.uk)>

**Cc:** 'Sarah Deaville' <[sdeaville@hopedale.org.uk](mailto:sdeaville@hopedale.org.uk)>

**Subject:** RE: Application Number 25/00566/FUL at Westfield Community Centre Rosemary Way Hinckley Leicestershire LE10 0LN

Good afternoon Matt,

Can you kindly confirm if you have received a response from highways re: the need for a Stage 1 Road Safety Audit (RSA) and whether there has been a decision on the need for the planning application to go to committee?

Thank you in advance

Best Regards

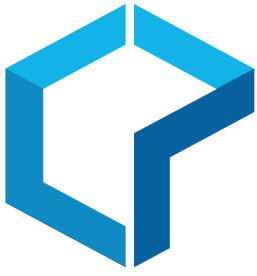
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**Director | Town Planner**

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**From:** [info@conceptplanning.co.uk](mailto:info@conceptplanning.co.uk) <[info@conceptplanning.co.uk](mailto:info@conceptplanning.co.uk)>

**Sent:** 31 August 2025 17:55

**To:** 'Matt Jedruch' <[Matt.Jedruch@hinckley-bosworth.gov.uk](mailto:Matt.Jedruch@hinckley-bosworth.gov.uk)>

**Cc:** 'Sarah Deaville' <[sdeaville@hopedale.org.uk](mailto:sdeaville@hopedale.org.uk)>

**Subject:** RE: Application Number 25/00566/FUL at Westfield Community Centre Rosemary Way Hinckley Leicestershire LE10 0LN

Hi Matt,

My pleasure and thank you for reaching out to discuss the stance.

I am working on the putting together the highway matters, bar the RSA until confirmation is provided by you by way of the highway authority.

I agree to the EOT until the 10<sup>th</sup> October 2025.

Following our conversation, my understanding is the highway information is all that is required and either pre-operation or compliance planning conditions shall be applied, and no other material matters are pertinent.

If there any change to the above, please don't hesitate to contact me

Best Regards

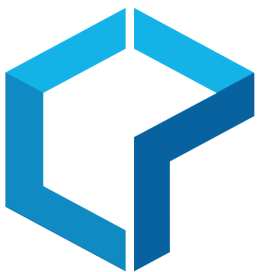
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**Director | Town Planner**

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**From:** Matt Jedruch <[Matt.Jedruch@hinckley-bosworth.gov.uk](mailto:Matt.Jedruch@hinckley-bosworth.gov.uk)>

**Sent:** 29 August 2025 13:43

**To:** [info@conceptplanning.co.uk](mailto:info@conceptplanning.co.uk)

**Cc:** 'Sarah Deaville' <[sdeaville@hopedale.org.uk](mailto:sdeaville@hopedale.org.uk)>

**Subject:** RE: Application Number 25/00566/FUL at Westfield Community Centre Rosemary Way Hinckley Leicestershire LE10 0LN

Hi James,

Thanks for the phone call earlier.

As discussed, I will be contacting the Highway officer to see whether we can take more of an iterative approach regarding the additional information which has been requested. It may be the case that trip generation info, swept path, parking plan, and travel plan could negate the requirement for a RSA.

Regarding the Environmental Health Officer's request regarding ventilation, I would be happy to recommend a "prior to first use" condition whereby further information could be submitted post determination.

As mentioned, it remains undecided as to whether the application requires a Committee decision. I will update you following further discussions with the Head of Planning.

Lastly, please could we agree an extension of time until 10<sup>th</sup> October 2025 (next committee date is 7<sup>th</sup> October)? We can review this depending on the turnaround with the highways info and the LHAs response.

Many thanks,

Matt

**Matt Jedruch (He/Him)**

Senior Planning Officer

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**From:** [info@conceptplanning.co.uk](mailto:info@conceptplanning.co.uk) <[info@conceptplanning.co.uk](mailto:info@conceptplanning.co.uk)>

**Sent:** 28 August 2025 21:56

**To:** Matt Jedruch <[Matt.Jedruch@hinckley-bosworth.gov.uk](mailto:Matt.Jedruch@hinckley-bosworth.gov.uk)>

**Cc:** 'Sarah Deaville' <[sdeaville@hopedale.org.uk](mailto:sdeaville@hopedale.org.uk)>

**Subject:** Application Number 25/00566/FUL at Westfield Community Centre Rosemary Way Hinckley Leicestershire LE10 0LN

Dear Matt Jedruch,

I hope you are well,

Sarah Deville (applicant) has contacted me to assist with this application for a change of use from a community facility (Use Class F2) to a Special Educational Needs (SEN) school falling within Use Class F1 (Learning and Non-Residential Institutions). Sarah has provide me with your latest email on the 27/08/2025.

Sarah has shared with me the feedback from the highway authority, and I have noticed the enviro health officer has commented (both of which I attach)

In terms of the enviro health officer comment "The application details kitchen facilities and the employment of a chef; details of the ventilation proposed shall be submitted to gauge impact from noise/odour". Is this a request for upfront information or subject to conditions.

Based on the highway transport comments a fair amount of information will need to be drawn together to present and satisfy the points which I have outlined below.

- Swept-path analysis is undertaken with the largest vehicle likely e.g. refuse vehicle and / or minibus to access the site to inform the access design.
- A safe and suitable access designed in accordance Stage 1 Road Safety Audit (RSA) and Designer's
- Trip generation of existing versus proposed
- Parking plan and delivery/servicing details
- Travel plan

As you can appreciate this will take some time to produce and then the highway authority officer will need to be re-consulted to review. The application was validated on the 15<sup>th</sup> July and so the expiry date would be the 9<sup>th</sup> September, only 12 days away.

Can you kindly confirm if the council is open to agreeing an extension of time, provisionally until the early October? In addition, can you confirm whether there is any in principle concerns at the change of use form F2 to F1 or is this acceptable?

Hi Sarah,

Please see the attached consultation response from the Local Highway Authority, received this morning.

The LHA is seeking further information regarding the site access, trip generation, and the internal layout.

Please can you provide this information so that I can re-consult the LHA?

If you have any questions, please ask.

Many thanks,

Matt

**Matt Jedruch (He/Him)**

Senior Planning Officer

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I look forward to hearing from you,

Best Regards

**James Clark BA (Hons) MCD MRTPI**

**Director | Town Planner**

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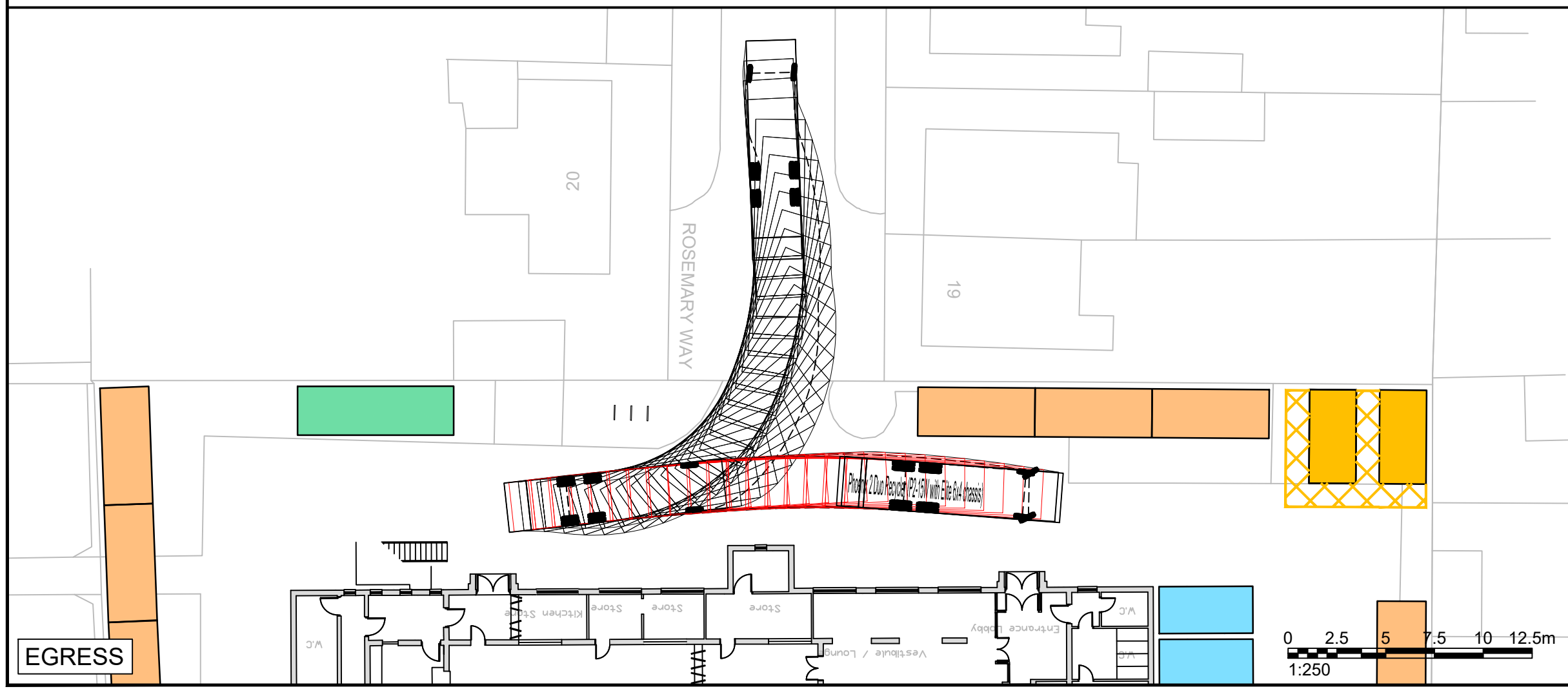
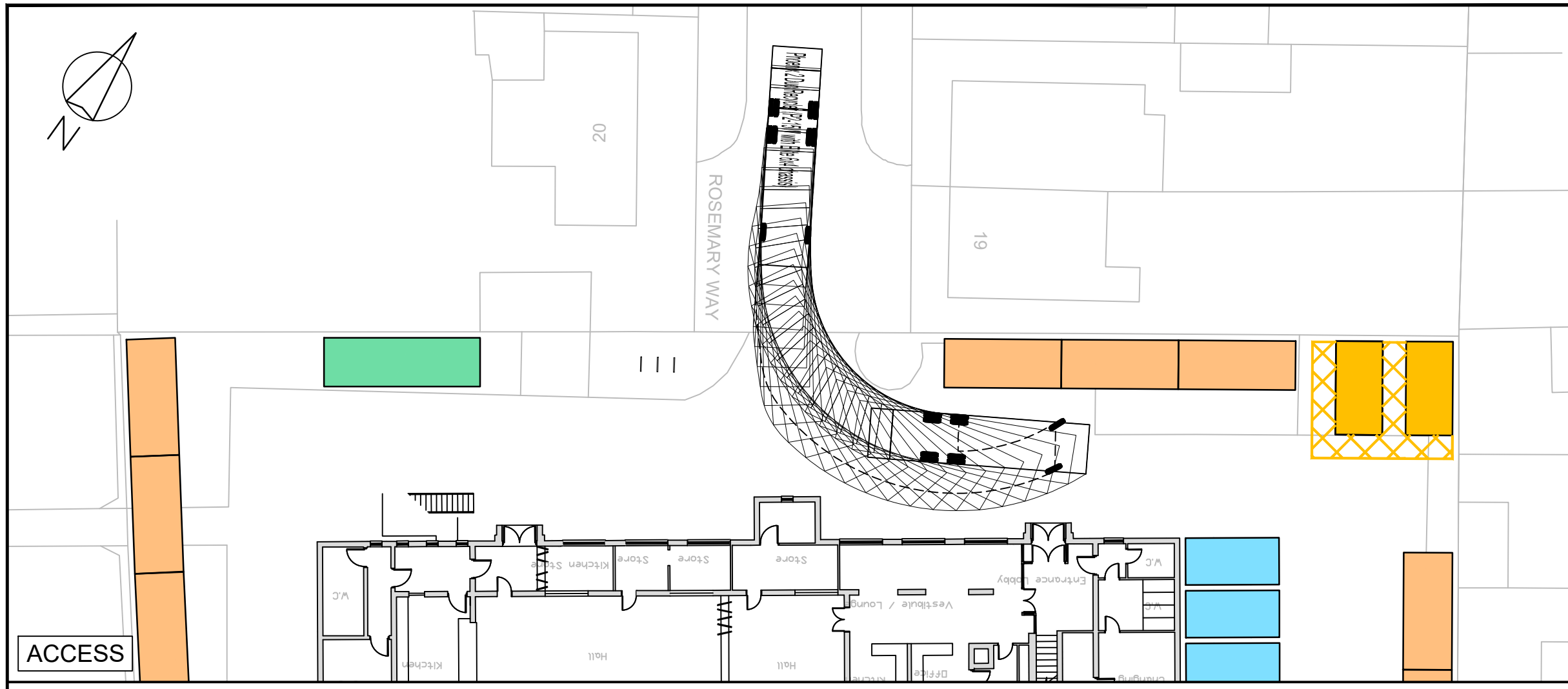
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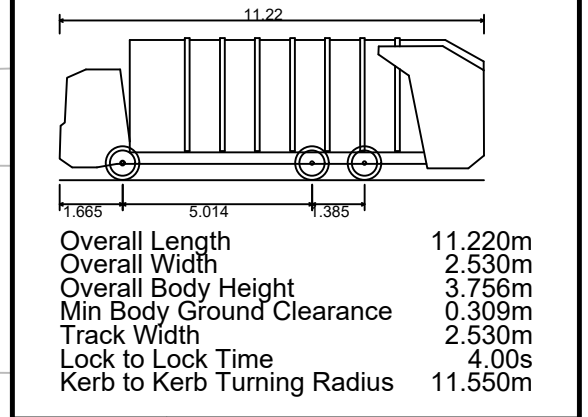
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Rev	Details	Drawn	Checked	Date
...	...	...	...	...

- NOTES :**
1. Do not scale from this drawing.
  2. This drawing to be read & printed in colour.
  3. This drawing is for illustrative purposes only, and not for construction.

**PHOENIX 2 DUO RECYCLER  
(P2-15W WITH ELITE 6X4 CHASSIS)**



- FORWARD MOVEMENTS  
(design speed - 5kph)
- REVERSE MOVEMENTS  
(design speed - 2.5kph)

Client  
**Hopedale Children and Family Services Limited**

Project  
**Westfield SEN**

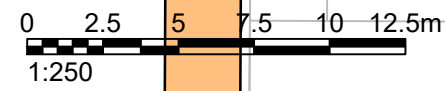
Drawing Title  
**Vehicle Swept Path Analysis  
11.2m Large Refuse Vehicle**

Scale	1:250	Size	A3
Drawn	MG	09.10.25	
Checked	SG	09.10.25	



27 Beak Street  
London  
W1F 9RU  
Tel. No. 0207 1000 753

Drawing Number	2025-5484-TR07	Rev	...
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