

Bill Cullen MBA (ISM), BA(Hons) MRTPI
Chief Executive



**Hinckley & Bosworth
Borough Council**

Please Ask For: Rebecca Valentine-Wilkinson
Direct Dial/Ext: 01455 255834
Email: democraticsupport@hinckley-bosworth.gov.uk
Your Ref:
Our Ref: 24/00914/OUT
Date: 13 August 2026

The Owner/Occupier

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

Dear Sir/Madam

DESCRIPTION : Outline planning application (with all matters reserved apart from access) for a phased mixed-use development comprising about 470 dwellings (Use Class C3) and provision of 1FE primary school (Use Class F1) and associated operations and infrastructure including but not limited to site re-profiling works, sustainable urban drainage system, public open space, landscaping, habitat creation, internal roads/routes, and upgrades to the public highway.

LOCATION : Burroughs Road Recreation Ground Burroughs Road Ratby Leicester

The above application will be reported to the 25 August 2026 meeting of the Council's Planning Committee.

The Council operates a procedure of public speaking at Planning Committee. Any request to speak **must** be made to the council's Democratic Services team **by 4:00 pm on 20 August 2026**. You may request to speak by email to democraticsupport@hinckley-bosworth.gov.uk. Requests can be made from the Monday in the week prior to the meeting.

At the point of requesting to speak, please confirm:

- The application number or address of the application on which you wish to speak
- In what capacity you would like to speak (for example in objection / as applicant / as agent)
- (If you are an objector) that you are happy to share your contact details with other objectors as you will be required to liaise with them to decide how to share the allotted time.

It should be noted that speaking at meetings of the Planning Committee is limited to those who have already made a written comment on the application. More information on who can speak and the process followed can be found overleaf.

A copy of the Planning Committee agenda is available to view online five working days prior to the date of committee using the following link:- www.hinckley-bosworth.gov.uk/planningcommittee.

The meeting will be held at the Council Offices. Those registered to speak will need to attend the meeting in person and will be given directions to the meeting room.

There is a small public gallery available to view the meeting. Alternatively, we make every effort to livestream the meeting on YouTube. Details of how to view the meeting on YouTube can be found on the agenda page of the website using the above link.

Hinckley Hub • Rugby Road • Hinckley • Leicestershire • LE10 0FR

Telephone 01455 238141 • MDX No 716429 • Fax 01455 251172 • www.hinckley-bosworth.gov.uk

If you have a query relating to the planning application which isn't about speaking at the meeting, please call the main office number 01455 238141 and ask for a Planning Support Officer.

The meeting starts at 6:30 pm. Your attention is drawn to the explanatory details overleaf which outline the public speaking procedure.

Information can be found using the following links:- <https://www.hinckley-bosworth.gov.uk/planning>;
<https://www.hinckley-bosworth.gov.uk/planningcommittee> or
<https://www.hinckley-bosworth.gov.uk/coronavirus>.

If you are not the home owner please inform the owner about this letter.

Yours faithfully



Christopher Brown MRTPI
Head of Planning

Public Speaking at the Planning Committee

Formal Procedures

Hinckley & Bosworth Borough Council is committed to open government and public involvement in the planning process. It believes that whilst all written comments are fully considered, people may be able to make their views known more effectively if they are not limited to making comments in writing. For applications considered at the Planning Committee meeting, public speaking allows those involved in the planning process a chance to have their say. The following information will help you to understand this process and sets out the procedure that must be followed. Public speaking, however, is not a right, and is provided at the Chairman's discretion. The Chairman's decision on allowing public speakers on any particular item is final.

Method of Decision Making

The determination of applications can either be delegated to officers or reported to a meeting of the Planning Committee. Full details of the delegation arrangements are set out in the Council's constitution.

Who can speak at the meeting?

Speaking at meetings of the Planning Committee is limited to:

- 1 An objector to a planning application where:
 - The objector has made a written comment on the application setting out the reasons for objection.
 - The grounds of objection raise material planning considerations.
 - The objector has given notice of a wish to speak and received confirmation that the request has been accepted.
- 2 An applicant (and/or agent appointed to act on their behalf).

Objectors will have five minutes to speak. Where more than one objector wishes to speak, Democratic Services will put the objectors in touch with each other so they may agree how they will share the five minutes. If no agreement is reached, the first person who made the request shall speak.

A total of five minutes will also be allocated to the applicant and/or agent to speak.

What can I say?

You can only speak about issues that you, or the other objectors, have already raised in written comments to the Council. It will help if you are clear and concise and confine your points to relevant planning issues, for example:

- Layout and density of buildings
- Overshadowing, overlooking and loss of privacy
- Appearance and character of the development
- Traffic generation, highway safety, parking
- Noise disturbance or other loss of amenities
- Relevant planning policies

Avoid reference to matters that are irrelevant to planning such as:

- Boundary disputes, covenants or other property rights
- Personal remarks
- Reduction in property values
- Loss of private view over the land
- Matters dealt with under other laws (e.g. licensing)

What is the procedure at committee?

The following procedure will apply at the committee meeting:

- The Chairman will announce each application in turn.
- A Planning Officer will make any introductory comments.
- The order of speakers will be the objectors, followed by the applicant (or agent).
- The committee will then consider the application and ask any questions and a Planning Officer and/or Legal Officer will be allowed to make concluding points, if any.
- The committee then vote on any proposition or amendment which has been moved and seconded.
- Applications will not be deferred because of the absence of an applicant or objector, or other person, who has indicated a wish to speak. NOTE Members such as ward councillors who wish to speak on a particular item at committee may exercise their normal right in accordance with the Council's constitution. They would usually be expected to speak after the public speakers.
- There will be no written submissions, photos, presentations or other material distributed at the Planning Committee meeting by the speaker.

How do I arrange to speak at the meeting?

Anyone wishing to speak will need to confirm his or her intention by email or telephone, not later than 4.00pm on the Thursday before the committee meeting.

Democratic Services, Hinckley & Bosworth Borough Council, Hinckley Hub, Rugby Road, Hinckley, Leics LE10 0FR
Email democraticsupport@hinckley-bosworth.gov.uk; tel 01455 255834; web www.hinckley-bosworth.gov.uk/planningcommittee