

Jennifer Collighan

From: [REDACTED]
Sent: 28 October 2025 14:56
To: Jennifer Collighan
Cc: Sullivan Archer
Subject: RE: VA 965901

Dear Jennifer,

Thank you for your correspondence regarding the vehicle access works completed at Clovelly House School, Merrylees Road, Thornton, LE67 1AP, under reference number 965901.

We can confirm that the works were completed in February 2025 and were carried out in accordance with the Leicestershire County Council Highway Specification. At the time of inspection in September 2024, the vehicular access site met all of the required criteria.

Kind regards

Vehicle Access Team | Engineering Services
Highways | Environment & Transport



From: Jennifer Collighan [REDACTED]
Sent: 28 October 2025 09:46
To: Vehicle Access Enquiries [REDACTED]
Cc: Sullivan Archer [REDACTED]
Subject: VA 965901 [REDACTED]

CAUTION: This email originated from outside of the organisation. Do not click links or open attachments unless you recognise the sender and know the content is safe.

Sir/madam

On 14th November 2024, (Ref no: 965901, I received confirmation from yourselves that my application for vehicle access had been approved at Clovelly House School, Merrylees Road, Thornton, LE67 1AP, and I commissioned and paid £5075.12 for the work to be done by Leicester County Council on 4th December 2024. This documentation included a highway permit and guaranteed compliance within Leicestershire County Council Highway Specification. (Paragraph 2)

The work was completed in February 2025.

Hinckley and Bosworth County Council require me to have evidence that the planning conditions as follows were met during these works. These are:

That the council team met the conditions for 'Drainage, (condition 4); Site access, (condition 5); Visibility splays, (condition 6); Pedestrian Visibility splays (condition 7); and Parking and Turning, (condition 8). '

Please can you confirm that the works completed in February 25 met these conditions so that I can submit a discharge of conditions to Hinckley and Bosworth Borough Council?

Kind Regards,

Jennifer Collighan

Clovelly House School

Jennifer Collighan

From: Jennifer Collighan
Sent: 28 October 2025 09:46
To: Vehicle Access Enquiries
Cc: Sullivan Archer
Subject: VA 965901

Sir/madam

On 14th November 2024, (Ref no: 965901, I received confirmation from yourselves that my application for vehicle access had been approved at Clovelly House School, Merrylees Road, Thornton, LE67 1AP, and I commissioned and paid £5075.12 for the work to be done by Leicester County Council on 4th December 2024. This documentation included a highway permit and guaranteed compliance within Leicestershire County Council Highway Specification. (Paragraph 2)

The work was completed in February 2025.

Hinckley and Bosworth County Council require me to have evidence that the planning conditions as follows were met during these works. These are:

That the council team met the conditions for 'Drainage, (condition 4); Site access, (condition 5); Visibility splays, (condition 6); Pedestrian Visibility splays (condition 7); and Parking and Turning, (condition 8). '

Please can you confirm that the works completed in February 25 met these conditions so that I can submit a discharge of conditions to Hinckley and Bosworth Borough Council?

Kind Regards,

Jennifer Collighan



This email and any files sent via email will be kept confidential. If you are not the intended recipient, any reading, printing, storage, disclosure, copying, or other actions you take

Email messages we receive and send are regularly monitored for compliance with Clovelly House Policy on the use of electronic Communications. Requests under data protection

The views expressed by the authors do not necessarily reflect the views or policies of Clovelly House School.

Attachments to e-mail messages may contain viruses that can harm your system. Although Clovelly House takes all reasonable precautions to minimize this risk, Clovelly House

This transmission is intended for the named addressee(s) only and may contain confidential, sensitive or personal information and should not be distributed outside the organization. If you have received this transmission in error please notify the sender immediately. All email traffic sent to or from us may be subject to recording and/or monitoring.

Jennifer Collighan

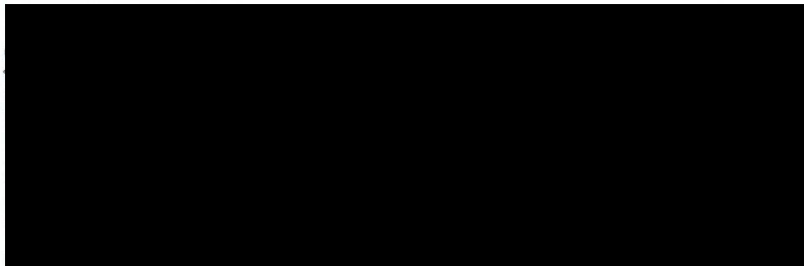
From: Jennifer Collighan
Sent: 01 October 2025 14:53
To: Vehicle Access Enquiries
Cc: Sullivan Archer
Subject: VA 965901
Attachments: RE: VA 965901; RE: Clovelly

Sir/madam

In connection with the above works, VA 965901, you completed these earlier this year. You have sent me a letter to confirm that this work was completed, however, Hinckley Borough Planning department require written confirmation that the drainage details, condition 4, have been completed. I am attaching the emails I have received for clarification. Please can you reply giving me the confirmation that these works met the condition for drainage?

Kind Regards,

Jennifer Collighan



This email and any files sent via email will be kept confidential. If you are not the intended recipient, any reading, printing, storage, disclosure, copying, or other actions you take

Email messages we receive and send are regularly monitored for compliance with Clovelly House Policy on the use of electronic Communications. Requests under data protection

The views expressed by the authors do not necessarily reflect the views or policies of Clovelly House School.

Attachments to e-mail messages may contain viruses that can harm your system. Although Clovelly House takes all reasonable precautions to minimize this risk, Clovelly House

This transmission is intended for the named addressee(s) only and may contain confidential, sensitive or personal information and should not be distributed outside of the intended recipients. If you have received this transmission in error please notify the sender immediately. All email traffic sent to or from us may be subject to recording and/or monitoring.

Jennifer Collighan

From: [REDACTED]
Sent: 23 September 2025 09:23
To: Jennifer Collighan
Subject: RE: VA 965901

Good morning, Ms. Collighan,

Thanks for sending this information over.

As we have discussed previously over the phone, to formally discharge Conditions 4 (Drainage), 5 (Site Access Amendments), 6 (Visibility Splays), 7 (Pedestrian Visibility Splays), and 8 (Parking and Turning Facilities) of your planning application 23/00763/FUL, you are required to submit a Discharge of Conditions Application to Hinckley and Bosworth Borough Council. This can be submitted via the Planning Portal (<https://www.planningportal.co.uk/>). Please note that the proposed drainage details in Condition 4 need to be approved in writing by the Council.

I hope this helps, and kind regards,

Sullivan

Sullivan Archer

Senior Planning Officer (MRTPI)

Tel: 01455 255 761

Email: Sullivan.Archer@hinckley-bosworth.gov.uk

Web: www.hinckley-bosworth.gov.uk

Hinckley Hub, Rugby Road, Hinckley, Leics LE10 0FR

**Hinckley & Bosworth
Borough Council**

Sign up for our email updates: www.hinckley-bosworth.gov.uk/emailupdates



@Hinckandbos_bc



Hinckandbosbc



@Hinckandbosbc

From: Jennifer Collighan [REDACTED]
Sent: 05 September 2025 12:28
To: Sullivan Archer [REDACTED]
Subject: FW: VA 965901

Sullivan,

Is this sufficient to move forward with. The quote did include reference to the access, displays etc.

Kind Regards,

Jennifer Collighan

Clovelly House School

Jennifer Collighan
Clovelly
Merrylees Road
Thornton
Leicestershire
LE67 1AP

In reply quote: VA 965901
Please ask for: Engineering Services
Tel No: 0116 305 0001

Date 4 December 2024

Dear Jennifer Collighan,

VEHICLE ACCESS: Clovelly, Merrylees Road, Thornton

Please find enclosed a receipt in relation to your payment for the construction of your approved vehicular access.

We will make every effort to undertake construction within 12 weeks from the date of this letter.

It is not necessary for you to be at home whilst this alteration to the public highway is made, all work is in the public highway and our team does not require access to your property. As a courtesy our works supervisor will try to contact you by telephone on the week your vehicle access is due to be constructed, if you miss this call don't worry our construction team will start work anyway.

During the works it is inevitable that some disruption may be caused, and we apologise in advance for any inconvenience.

Should you have any queries concerning these works please contact us on the number provided above.

Yours sincerely,

Engineering Services

Enclosures enclosed.

Receipt of final payment

Customer Service Centre (E&T)
Leicestershire County Council
County Hall, Glenfield, LE3 8ST
Telephone: 0116 305 0001
E-Mail: Vehicle.Access@leics.gov.uk
www.leicestershire.gov.uk