



County Hall
Hertford, SG13 8DF

Chair, Harpenden Parents Group

Tel: 01992 [REDACTED]
Fax:

My ref:
Your ref:
Date: 11 September 2013

Dear [REDACTED],

Further to our exchange of emails I am writing to confirm that we would like to meet with the Harpenden Parents Group (HPG) to discuss secondary school provision in the local area.

It is proposed that Simon Newland and I will attend from the County Council. We will also invite the local County Council members, members from the West Herts Community Free School Trust and representatives from the three existing secondary schools in the town.

The proposed agenda is as follows:

1. Future demand for school places
2. Short term measures to meet the demand for secondary school places
 - 2.1 Implications and communication strategy
3. Long term measures to meet the demand for secondary school places
 - 3.1 Preparation of a Free School proposal for the area
 - 3.2 Relationship between Free School Company and the existing schools
 - 3.3 Relationship between Free School Company and the HPG
 - 3.4 Funding to support a Free School application to the Department for Education
 - 3.5 Land ownership considerations
 - 3.6 Town planning considerations
 - 3.7 Communication strategy
 - 3.8 Timescales

I'd be very grateful if you could confirm your availability during October 2013 for this important meeting.