

[REDACTED]

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**From:** [REDACTED]  
**Sent:** 06 May 2010 11:47  
**To:** [REDACTED]  
**Cc:** [REDACTED]  
**Subject:** Fw: St Albans and Harpenden Secondary - Expansions and New Site Search NEW COMMISSION [REDACTED]  
**Attachments:** 4812 St Albans Secondary School 26 April 2010.doc  
**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

[REDACTED]

I have had a discussion with [REDACTED] and please accept this e-mail as commissioning Module 1 and 2 of the work plan attached at the foot of this trail, and also to make a start on Module 3 so as to have reached the stage of having a long list of sites, (module 3 point 10), by the time of our next meeting towards the end of the month.

thanks, regards and any questions give me a buzz,

[REDACTED]

[REDACTED]  
Senior Planning Officer  
Hertfordshire Property

Telephone Number [REDACTED]

----- Forwarded by [REDACTED] on 06/05/2010 11:44 -----

06/05/2010 09:15

To [REDACTED]  
cc [REDACTED]  
Subject Re: Fw: St Albans and Harpenden Secondary - Expansions and New Site Search  
OUTSTANDING KATE [Link](#)

Yes -

just to endorse what [REDACTED] is saying, I am keen for us to be able to demonstrate to [REDACTED] and [REDACTED] that we are making real and meaningful progress with the secondary site work - especially as that is the work which is most likely to result in there being a need to allocate Green Belt sites, and not necessarily related to the Areas of Search for Housing.

And you both heard yourselves the timescales that [REDACTED] is working to.

There's a heck of a lot to get through and it would be good if V and G could get on with it please ?

Thanks

[REDACTED]  
Senior Planning Officer  
Hertfordshire Property

Telephone Number [REDACTED]

[REDACTED]  
06/05/2010 09:06

To: [REDACTED]  
<[REDACTED]>  
cc  
Subject Fw: St Albans and Harpenden Secondary - Expansions and New Site Search  
OUTSTANDING [REDACTED]

[REDACTED]  
This is now urgent. We must instruct V&G if we stand a chance of getting the work done. Please can you ok?

Thanks

[REDACTED]  
Senior school place planning officer - west  
[REDACTED]

----- Original Message -----

From: [REDACTED]  
Sent: 06/05/2010 15:12 GDT  
To: [REDACTED]  
Subject: St Albans and Harpenden Secondary - Expansions and New Site Search  
OUTSTANDING [REDACTED]  
[REDACTED]

Can we talk about Ok-ing revenue funding please? I have several outstanding.

Thanks

[REDACTED]  
Senior planning officer - West  
CSF school place planning  
ext: [REDACTED]  
Tel: [REDACTED]

----- Forwarded by [REDACTED] on 04/05/2010 15:11 -----

[REDACTED]  
To: [REDACTED]  
cc  
04/05/2010 14:45  
Subject Fw: St Albans and Harpenden Secondary - Expansions and New Site Search  
OUTSTANDING [REDACTED]

[REDACTED] - can you confirm you're happy for me to instruct on the work I have set out in the original e-mail in this thread ?

thanks

[REDACTED]  
Senior Planning Officer  
Hertfordshire Property

Telephone Number [REDACTED]

----- Forwarded by [REDACTED] on 04/05/2010 14:43 -----

[REDACTED]  
To: [REDACTED]

27/04/2010 12:47

cc

Subject RE: St Albans and Harpenden Secondary - Expansions and New Site Search

[REDACTED]

Please find attached a short note of the meeting held yesterday for your comments.

We have received a CD which has all the capacity plans for the school sites in St Albans and Harpenden apart from Sandringham School. Please could a PDF of this capacity plan be sent to us?

After our meeting yesterday [REDACTED] and [REDACTED] discussed the provisional spreadsheet on capacity that [REDACTED] has prepared for S-W Herts. We agreed that it would be useful to have a similar spreadsheet for the St Albans and Harpenden Schools if possible.

Thanks.

Regards,

[REDACTED]

[REDACTED]

**Associate Director**

Tel: [REDACTED]

Mobile: [REDACTED]

*Vincent and Gorbing Limited*

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**From:** [REDACTED]  
**Sent:** 27 April 2010 10:23  
**To:** [REDACTED]  
**Cc:** [REDACTED]  
**Subject:** St Albans and Harpenden Secondary - Expansions and New Site Search

[REDACTED] for info)

thank you for a very helpful and constructive meeting yesterday afternoon.

[REDACTED]

following yesterdays discussion, please can you confirm that you are happy for me to instruct [REDACTED] in relation to Module 1 of her work plan and fee proposal - [work plan and fee proposal attached].

[You previously confirmed to me verbally that it was ok for me to instruct on Module 2 of the work plan which I did on the 1st April in an e-mail copied to you].

After you left yesterday it was agreed that the first stage should be to identify the study area, (which is what's contained in Module 1).

██████████ will be circulating a draft of the area in due course, which we can arrange to meet about *if* there is any debate or discussion required around the study area.

This'd then get us to a definition of the study area, a preliminary appraisal of the extent to which existing schools may or may not be able to expand and the level of planning constraints relating to the sites.

In addition to the above, I think it would be sensible if before the next meeting, in addition to Modules 1 and 2, Ruth has effectively got to point 10/11 of Module 3 so that we are able to see

**a long list of sites (module 3 point 10),**

**with;**

**those potential sites mapped on to the study area (point 11).**

This would give us something substantive to discuss at the next meeting. - **Agree with all the above and happy for me to instruct ██████████ ?**

██████████ is aware of the fact that we require an indicative timescale/timetable for the outputs of this process relative to the emerging St Albans LDF.

It was also agreed that we should try to get regular meetings, once a month, set up to discuss progress with this project, and I will ask ██████████ to make contact with ██████████ in order to book appropriate hourly slots starting in approximately 4 weeks time.

regards

██████████

██████████  
Senior Planning Officer  
Hertfordshire Property

Telephone Number ██████████

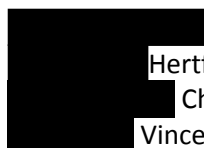
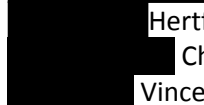

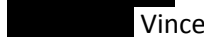
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## ST ALBANS SECONDARY SCHOOL

Action notes of meeting held on 26 April 2010  
2:00pm  
Hertfordshire County Council

Present:

 Hertfordshire Property  
 Hertfordshire Property  
 Children Schools and Families  
 Vincent and Gorbing

### ACTION

#### 1.0 Purpose of the meeting:

To discuss and agree the scope of the baseline analysis required for the site search process in respect of secondary school site(s) and justification for the definition of the study area.  
To identify any further information requirements for the project.

#### 2.0 Meeting agreements:

##### Deficit of secondary school places

The HCC Cabinet report (Dec 2009) identifies the secondary planning areas of St Albans and Harpenden as having a forecast deficit of secondary school places. Harpenden is showing a more immediate deficit with St Albans showing a longer term but potentially greater deficit. It was agreed that it was important to have more sensitive local information on the areas of deficit within St Albans and Harpenden since this would affect the potential of existing schools with expansion capacity to address the localised deficits and would also affect the selection of new school sites (an objective being to produce a sustainable, deliverable site with minimum travel distances). Hertfordshire Property would produce more detailed information on the areas of deficit within St Albans and Harpenden and supply to V&G.

##### Expansion of existing schools

A study of the existing secondary school sites will provide an understanding of how much of the deficit can be met through expansion and how much residual deficit would then need to be met

through secondary school provision on new site(s).

It was confirmed that this work was now underway and would form the priority for the V&G workplans. V&G will check whether they have all the necessary school capacity plans and will organise site visits in the near future.

#### **Site search for new secondary school site(s)**

It was agreed that the planning and environmental constraints sieving exercise carried out in S-W Herts should be carried out for St Albans but that there were distinct differences between the geography of S-W Herts and St Albans necessitating a different approach to the definition of the study area. The district of St Albans has more discreet settlement geography than S-W Herts. It was agreed that the study area for the sieving exercise should focus on those parts of the district where there is an identifiable deficit of places and where the SADC Draft Core Strategy proposes areas of search for future housing growth. It was agreed that these areas comprise:

- (i) St Albans
- (ii) Harpenden
- (iii) London Colney

Three study area plans will be prepared which include the Core Strategy Areas of Search. These will be sent to HCC for verification before the planning and environmental constraints analysis is undertaken.

Wheathampstead has an existing 2.5FE of primary provision and Redbourn has existing 2FE primary provision. CSF indicated that these settlements would not alone have the capacity to generate enough secondary school pupils in the future for a new secondary school. If provision in these settlements was to be made there would more pupil movements to these settlements (from St Albans and Harpenden - the areas of deficit) than would be the case if new provision was made in St Albans and Harpenden. This would be unsustainable in planning terms and consequently they are excluded from the study area.

#### **Workplan**

Matt Wood confirmed that he would write to CSF to set out requirements for the progression of the above work and that regular meetings should be set up to review the progress of the project.