

Playing Pitch Strategy 2016-2026

Background and Scoping Report

draft

Contents

Page

- 1.0 Introduction
- 2.0 Why the Strategy is being prepared
- 3.0 How the Strategy is being prepared
- 4.0 Steering Group
- 5.0 Draft Strategic Vision and Objectives
- 6.0 Draft Scope of Strategy
- 7.0 Scoping Questionnaire
- 8.0 What happens Next

Appendices

- 1 Steering Group Membership and Terms of Reference
- 2 Draft Strategic Vision and Objectives
- 3 Draft Scope of Strategy
- 4- Scoping Questionnaire
- 5 Draft Consultancy brief

1.0 Introduction

- 1.1 Harborough District Council is preparing a Playing Pitch Strategy (PPS) for the fifteen year period 2016 to 2031. This paper is intended to provide members of the PPS Steering Group with background information on why and how the strategy is being prepared
- 1.2 Playing Pitches to be assessed in the Strategy are defined later in the document and should be assessed with 'built' infrastructure that has either a sport, or sports associated function. It should be available for club and community use for sport and recreation and be available free or to hire
- 1.3 The paper outlines the following:
 - Scope of strategy including:
 - Timescale
 - Geographic area
 - Types of pitches, sports and facilities to be included
 - Draft Strategic Vision and Objectives
 - How the study will be undertaken including draft programme
 - Draft Consultants brief for completing the Strategy

2.0 Why the strategy is being prepared

- 2.1 The reasons for preparing the PPS are set out in the Draft Strategic Vision and Objectives below but can be summarised as:
 - Providing information to enable policies to be developed to safeguard existing and provide for new pitches, and associated facilities through the emerging Harborough Local Plan
 - To determine whether there are sufficient playing pitches of sufficient quality to meet local demand
 - To determine whether there are sufficient sports facilities of sufficient quality to meet local demand
 - To provide framework for flexible investment Action Plan
 - To predict future use and demand for sports pitches, and associated facilities

3.0 How the Study is being prepared

- 3.1 The PPS is being prepared in accordance with the guidance set out by Sports England details of which can be found by following the links below:

[Playing Pitch Strategy Guidance and Checklist](#)

[Assessing Needs and Opportunities Guidance and Checklist](#)

- 3.2 The Sports England Guidance requires the PPS to be prepared in five main stages as follows:

Stage A: Prepare and tailor the approach (This Stage)

Stage B: Gather information and views on the supply of and demand for provision (Steps 2 & 3)

Stage C: Assess the supply and demand information and views (Steps 4, 5 & 6)

Stage D: Develop the strategy (Steps 7 & 8)

Stage E: Deliver the strategy and keep it robust and up to date (Steps 9 & 10)

Stage A: Prepare and tailor the approach (This Stage)

- 3.3 In order to meet the SE guidance we are required to ensure that the tasks set out in table 3.1 below are completed as part of Stage A:

Table 3.1: Stage A Tasks

Step 1: Prepare and tailor the approach	
Key task	Comment/ Response
1. Is it clear why the PPS is being developed (the drivers) and what it seeks to achieve (the benefits)?	Yes- a draft Strategic Vision and objectives have been set out for discussion/ amendment and agreement by the Steering Group
2. Has the level of support Sport England and each of the main pitch sport NGBs can provide to the particular project been agreed?	Consultation with Sports England ongoing
3. Has an initial scoping meeting been held including all relevant parties?	To be arranged
4. Has a steering group been established to lead the work and is it representative of the drivers behind the work and providers and users of pitches in the area?	Yes (see Appendix 1 for details)
5. Has a partnership approach been developed and has it been confirmed what support, advice and/or resources each party can bring to the work?	Yes see section ?? below
6. Has the study area been defined and agreed by all relevant parties and have any known cross boundary issues been highlighted?	The proposed study area is the District of Harborough (see Figure 1) There are no known cross boundary issues. This will be confirmed through duty to cooperate activities,
7. Has high level officer and political support been secured and are such relevant individuals part of the steering group?	Yes senior officers and Members will form part of the Steering Group membership
8. Has a vision for pitch provision for the study area been developed alongside specific objectives and is there	Yes a draft Vision and objective is set out in in Appendix 2. A ten year time period d 2016-to 2026 is suggested, to be updated as required.

agreement on how far forward the PPS should look?	
9. Has a strong project team been established which is supported by adequate resources and has the necessary skills to develop the PPS?	Yes the Council's Strategic Planning Team will lead the project assisted by external consultants
10. Has a realistic project plan been agreed by the steering group and the NGBs which sets out the overall timescale and when elements of the work will be undertaken?	Yes-A draft project Plan is set out in Appendix 3 for approval.
11. Has some thought been given to how the work will be structured and presented?	We will require external consultants to prepare an accessible, informative report.
12. Have any features which make the study area different been identified along with the impact they may have on pitch provision and the approach to the PPS?	
13. Has an understanding been developed of how the population participates in sport and what this may mean for pitch provision now and in the future?	This will be done using the Sports England Guidance as part of Stage B and will be undertaken by external consultants
14. Alongside the main pitch sports has the inclusion of other pitch sports been considered and is there agreement on which should be included in the PPS?	To be agreed as part of Stage A
15. Is it clear how the sports to be included are governed in the area, what the league structure is and how this can help with developing the PPS?	To be agreed as part of Stage A
16. Has an indication been provided on the potential nature of any sub areas, do they represent how the sports are played in the study area	N/A

and will these be reviewed once relevant information is gathered during Stage B?	
17. Has a strong, locally specific and tailored brief been developed which builds in the work undertaken to prepare the approach to developing the PPS?	Yes see Appendix 4
18. Have the project brief and project plan been signed off by the steering group?	Subject of this paper
19. If external consultancy support is to be procured is this to be done after Stage A is complete but before work on Stage B commences?	External Support will be utilised to undertake the remaining stages of the study

4.0 Steering Group

4.1 In accordance with the SE Guidance the Council have established a Steering Group comprising:

- **Senior members and officers of Harborough District Council**
- **Sport England**
- **Leicestershire and Rutland Sport**
- **National Sports Representatives**

See Appendix 1 for Membership and Terms of Reference

Partnership Working

4.2 The Council recognises that strong partnership working will be required to prepare and implement successful PPS. The Council will encourage and welcome advice from all members of the steering group in pursuance of this goal.

5.0 Draft Strategic Vision and Objectives

5.1 Appendix 2 sets out the Draft vision and Objectives for the Strategy

6.0 Draft Scope of Strategy

- 6.1 The draft scope of the study in term of geographic Area, types of pitches and sports, and timespan are set out in Appendix 3.

Scoping Questionnaire

- 6.2 In order to simplify the completion of Stage A we have set out in a separate Questionnaire (Appendix 4) the key scoping issues to be agreed by the Steering Group. We would be grateful if you could complete the online questionnaire or request a word version

7.0 What happens next

Stage A: Questionnaire Outcomes

We will circulate the outcomes of the Stage A Questionnaire. If required, we will arrange a Steering Group meeting to discuss and resolve any major issues raised.

Appointment of External Consultants

Subject to comments received on the proposed consultancy brief (See Appendix 5) by the Steering Group we will tender for and appoint external consultants who will

- Undertake a detailed audit of Needs and Opportunities including current supply and demand profiles (in accordance with Sport England Guidance - Assessing needs and opportunities guide for indoor and outdoor sports facilities)
- In consultation with the steering group the appointed external consultants will complete stages B- D to the strategy:

Stage A: Prepare and tailor the approach (This Stage)

Stage B: Gather information and views on the supply of and demand for provision (Steps 2 & 3)

Stage C: Assess the supply and demand information and views (Steps 4, 5 & 6)

Stage D: Develop the strategy (Steps 7 & 8)

Stage E: Submit the strategy (Steps 9 & 10) including Draft Action plan (delivery of the strategy and action plan will be part of HDC and others delivery plan)

The consultants will be required to arrange and facilitate future meetings of the Steering Group as required, prepare a detailed programme, liaise with interested organisations as required, prepare a draft implementation action plan, including potential sources of finance, and management arrangements

8.0 Draft programme

- 8.1 In order to ensure that the evidence arising from the Strategy is available for the emerging Local Plan it is essential that the study is completed as soon as possible whilst meeting the requirement of Sport England. In this context the following draft programme is suggested:

Task	Date
Appointment of Steering Group	mid January 2016
Steering Group Survey	End January 2016
Commission external Consultants	End February 2016
Draft Playing Pitch Strategy	September 2016
Final Strategy	November 2016

- 8.2 This programme will be clarified following appointment of external consultants

draft

Appendix 1

Harborough Playing Pitch Strategy Steering Group Membership and Terms of Reference

draft

Harborough District Council- Playing Pitch Strategy

Steering Group Membership

Support and Project Management

- TBC-project coordinator
- TBC – administrative assistance

Steering Group Members

Harborough District Council

- Portfolio Holder Community Partnerships
- Corporate Director
- David Atkinson - Head of Planning
- Steve Pointer - Strategic Planning Services Manager
- Tom Day - Service Manager, Community Partnerships
- Matthew Bills
-

Leicestershire County Council

- Representative from Education Department

Sport England

Leicestershire and Rutland Sport

National Sports Bodies Regional Reps

Football
Rugby
Cricket
Outdoor Bowls
Hockey
Tennis
Rounders

Harborough Playing Pitch Strategy

Steering Group-Draft Terms of Reference

The terms of reference of the group are:

- To oversee the preparation of the Harborough Playing Pitch Strategy 2016-2026 by appointed Consultants
- To provide information for the needs assessment with respect to their area of interest and expertise, in consultation with others as necessary
- To act as consultees for any subsequent policies, proposals or strategies produced as a result of the needs assessment

Formal meetings of the Steering Group will be chaired by senior member or officer of Harborough District Council.

Progress of the Steering group will be reported to Executive as a briefing note at the end of each stage B – D.

The final Strategy prepared by the appointed Consultants for the Steering Group on the PPS and associated Action Plan is subject to approval by Harborough District Council Executive. Subsequent adoption will also be subject to approval by Executive.

In developing the Playing Pitch Strategy it is important that its proposals are viable in financial terms having regard to potential sources of funding and the implications for Council budgets. The financial implications of the PPS must be agreed in advance by the Council before the PPS and associated action Plan can be adopted.

Appendix 2:

Draft Strategic Vision and Objectives

draft

Draft Strategic Vision and Objectives

Harborough District Council is seeking to work with partners, including the National Governing Bodies of Sport, and Sport England, to ensure that there is an appropriate quality network of sustainable outdoor playing pitch facilities available to provide opportunities for and promote and support participation in pitch sports.

The key drivers for the production of the strategy are related to the three strands of **Sport England** to **protect, enhance and provide** playing pitches, as follows:

Protect: To provide evidence to inform policy in the emerging Harborough Local Plan, and specifically to support Site Allocations and Development Management Policies which will protect playing fields and their use by the community, irrespective of ownership

Enhance: To ensure that sports facilities are effectively managed and maintained and that best uses are made of existing resources -whether facilities, expertise and/or personnel to improve and enhance existing provision – particularly in the light of pressure on local authority budgets

Provide: To provide evidence to inform Council investment decisions and to help secure external funding for new facilities and enhancements through grant aid and also through Section 106 agreements.

The strategy seeks to support Harborough and its partners in attaining **Leicestershire and Rutland Vision for sport** which is:

PURPOSE *(the reason we exist this is at the very heart of our partnership)*
To make sport and physical activity accessible for all

VISION *(describes the future..... the way we want it to be)*
Leicestershire, Leicester and Rutland the most sporting and physically active place in England by 2025.

VALUES

With integrity and a commitment to quality we aspire to be:

People focused

Our staff, partners, coaches and volunteers are our greatest asset. Together we want to make a difference.

Outcome driven

The outcome is more important than the outputs.

Dynamic

We respond to opportunities and environments in a strategic and decisive manner.

Equitable & inclusive

We strive to break down the barriers and make sport and physical activity accessible for all.

Ambitions

Through enhancing local partnerships and working smarter, our ambitions by 2017 are to ensure:

Ambition 1 Young People

There is a year on year increase in participation by children and young people in high quality PE, Sport and Physical Activity.

Ambition 2 Adults

The number of adults regularly taking part in Sport and Physical Activity increases year on year.

Ambition 3 Places to Play

Facilities, playing pitches and spaces that encourage Sport and Physical Activity are high quality and accessible.

Ambition 4 Legacy

The Olympic and Paralympic Games, the Special Olympics and other major sporting events continue to inspire generations to start, stay and succeed in Sport and Physical Activity.

Ambition 5 Clubs and Pathways

There is a high quality structure to deliver sport with appropriate and accessible pathways.

The aim of this strategy is to deliver the overarching vision and achieve the specific values and ambitions as set out above.

To do this, it is essential that provision for each sport continues to evolve and improve to meet with changing needs and aspirations.

The timeframe of the Harborough Playing Pitch Strategy is for the next ten years, with regular full reviews to accord with Sport England guidance and the local development plan

Appendix 3:

Draft Scope of Strategy

Geographical Area

The Playing Pitch Strategy will cover the administrative area of Harborough District Council (see Figure A3.1)

A3.1



Time Period

The Strategy will cover the period 2016 to 2026 and will be subject to appropriate periodic review

Types of Sports Pitches and Sports to be included

Football; Cricket; Rugby, Hockey Rounders, Tennis and Bowls (to be agreed during Stage A)

Appendix 4:

Stage A-Steering Group Questionnaire

draft

Harborough District Council

Playing Pitch Strategy- Stage A Questionnaire (to be answered online)

Part 1: name and Details of Organisation

Name:

Position

Organisation

Contact Email:

Contact Telephone

Steering Group Terms of Reference

Q1: Do you agree with the Steering Group terms of reference

Yes/ No

If No, please provide details and suggestions

Other comments

Strategic Vision and Objectives

Q2: Do you agree with the Strategic Vision and Objectives as set out below ?

Yes/ No

If No, please provide details and suggestions

Other comments

Scope of Study

Q3: Do you agree that the administrative District of Harborough DC is the appropriate geographic boundary for the Strategy?

Yes/ No

If No, please provide details and suggestions

Other comments

Q4: Are you aware of any cross boundary playing pitch or sports issues that the Strategy should consider?

Yes/ No

If yes, please provide details and suggestions

Other comments

Q5: Type of Pitches and Sports to be considered by the strategy

Do you agree that the list of pitch types and sports to be included in the Strategy are correct?

Yes/ No

If No, please provide details and suggestions

Other comments

Q6: Draft Consultancy Brief for Stages B-D

Do you agree with the requirements set out in the draft consultancy brief set out in appendix ?

Yes/ No

If No, please provide details and suggestions

Other comments

Q7: Timescale

Do you agree that the proposed ten year lifespan for the Playing Pitch 2016-2026 is appropriate (subject to appropriate review)?

If No, please provide details and suggestions

Other comments

Thank You

Appendix 5:

Draft Brief for External Consultants to Complete Stages B-D of Playing Pitch Strategy

Consultancy Requirements

The Council wish to engage consultancy assistance to complete the preparation of a Playing Pitch Strategy for the District of Harborough, completing Stages B to D (including draft Action Plan) of the Sport England Guidance. Specifically the commission will require the successful consultant to:

- Establish a methodology to
 - Assess the demand for sports pitches in the District for the sports of Football; Cricket; Rugby (Union); Hockey; Tennis; Rounders and Bowls
 - Assess the adequacy of existing (quantity and quality) of existing provision to meet this demand and identify any need for additional future supply of Playing Pitches in the (in accordance with Sport England Guidance Stages B to D)
- Establish a detailed programme for undertaking the study
- Liaise and consult with Steering Group members as appropriate
- Liaise with sports clubs and users as appropriate
- Arrange and facilitate Steering Group meetings as appropriate (including preparation of agendas and minutes)
- Prepare a viable PPS Strategy and draft Action Plan (including indicative costs) for meeting the assessed needs of the district and meeting the Strategic Vision and Objectives of the Study.
 - Suitable catchment areas for each type of pitch to ensure that the strategy covers not only quantity, but also quality and accessibility.
 - Identify areas of deficit (and surplus) of provision
 - information to assist in the asset management and planning of Council owned playing fields and associated buildings
 - information that will underpin the protection, and enhancement of existing and (where applicable) new, pitch stock
 - information which identifies areas where community access needs to be addressed/ improved on either educational or non authority sites.
 - identify suitable locations for any new pitches and associated facilities that may be required to meet either existing or future need
 - set out where any deficits could be addressed through the reorganising of existing sites in order to meet existing or future demand.
 - identify where investment in pitch provision should be directed

- provide robust evidence for any funding requirements that may be required to provide for new or improved pitch provision.
- enable the promotion of sports development and identify if a lack in facilities (either quantitative or qualitative) may be suppressing the formation of teams.
- The Final Strategy (including Executive Summary) and Action Plan to identify broad costs, and sources of funding having regard to the Council's budget constraints and potential sources of external funding.
- To assess whether any identified deficits can be addressed by the remodelling of existing sites.
- Give a presentation, final report, draft Action Plan and executive summary.
- For all the above to meet Sport England guidelines on undertaking Playing Pitch Assessment.

BACKGROUND INFORMATION

The Council have already undertaken the following work:

- Mapping of existing playing pitches
- Insert reference to LRS study 2015

This information is available for inspection and assistance in preparing tender submissions at ([insert link](#))

PROJECT MANAGEMENT

The overall project will be managed by an officer **working group** comprising representatives from Planning Policy and Community Partnerships:

- An inception meeting will be required to agree in detail the methodology and programme for the Playing Pitch Assessment. Minutes of which will be provided by the consultants. Arrangements for provision of existing background information, communications and reporting protocols will be agreed
- the consultants will then prepare a detailed programme and methodology for completing the PPS (in accordance with stages B to D of the Guidance) including arranging and facilitating necessary Steering Group meetings, project working groups etc

- Two hard bound copies and an electronic copy of both the Draft and Final Pitch assessment and the presentation.
- The final pitch assessment will need to be endorsed by Sport England as having met their criteria.

2.1 The Commencement Date is early March 2016 (This may change depending upon the circumstances of the case).

2.2 The Contract Period is ????? to ??????? 2016 (to be confirmed).

At the Council's sole and exclusive option the Contract Period may be extended for further periods up to a maximum of 12 months, in which case, for the purpose of the Contract, the Contract Period shall be deemed to apply to such extended period.

2.3 **The Contract Manager is David Atkinson, Harborough District Council, Adam and Eve Street LE16 7AG**

2.4 The Services to be provided are as follows:

- Attendance at an inception meeting
- Attendance at minimum of four project working group progress meetings
- Arranging, and facilitating Steering Group meetings (minimum 4)
- Arranging and Facilitating Sports Club and User Group meetings as required
- Undertaking Stages B to D inclusive of Sports England Playing Pitch Strategy Guidance, including appropriate demand study
- Production of Draft, (revised Drafts as necessary) and Final Report and Action Plans, and Executive Summary (Provide an electronic version and 2 hard copies of a Draft)

Payment

A payment schedule will be agreed with the successful company at the inception meeting and is likely to be paid in four elements of 25% at the beginning of February 2016, April, June and finally on completion of the study.

2.5 We request that copies of the following documentation are submitted.

- A copy of each of your current Employers Liability, Public Liability, and Professional Indemnity Insurance certificates.
- A copy of your organisational Health and Safety and Environmental Policies and Accreditation Certificates.
- A copy of current Quality Accreditation Certificates held by your Company or details of any Quality Management System in place.
- A copy of your organisation's Equal Opportunities Policy.

If any of the certificates are not held, or any of the systems are not in place, please can you provide an explanation of the reasons why, in order for this to be taken into account when evaluating your submission.