

# Chesterfield Borough Council Sport and Leisure Service

## PLAYING PITCH AND OUTDOOR SPORTS FACILITIES STRATEGY 2013 - 2031

As part of an ongoing commitment to encourage participation in Sport and Physical Activity , Chesterfield Borough Council (CBC) wishes to employ a Sport England approved consultant to undertake an audit of Playing Pitch and Outdoor Sports facilities in the Borough and the preparation of an updated Playing Pitch & Outdoor Sports Facilities Strategy for the period 2013-2031. The Strategy should meet all relevant requirements identified in the National Planning Policy Framework (NPPF). It is proposed that the work commence in September 2013 and be completed by the end of March 2014 to meet strategic requirements within the Councils current priority objectives and action plans. There are three specific elements to the requirements:

- i. Playing Pitch and Athletics supply and demand data assessment sufficient to satisfy CBC planning and investment priorities, including Queens Park Annexe. This to include providing robust interim recommendations to satisfy NPPF para 73 and 74 and Sport England statutory obligations to protect playing fields
- ii. Overall Playing Pitch and Outdoor Sports Facilities assessment
- iii. Playing Pitch and Outdoor Sports Strategy 2013 – 2031

The following brief sets out the Council's requirements for this work.

### 1. Strategy Drivers and Objectives

This strategy sits within the context of the Councils Corporate Plan 2012-2015. Our Vision is "**putting our communities first**" and this strategy will deliver on four specific priorities:

#### 1. A Sustainable Community

A clean, green and attractive Borough, where our open spaces and built heritage are valued.

#### 2. An Accessible Community

An inclusive Borough, where everyone feels valued and has equal and fair access to local services.

#### 3. A Safer, Healthier and Active Community

A healthy and safe Borough, where the community is free from the fear of crime.

#### 4. A High Performing Council with productive partnerships

An efficient and effective Council.

Against this backdrop, the rationale for producing the strategy is that it will help to deliver on the broader agenda to increase participation in sport and physical activity, which is key to improving health and wellbeing outcomes and which can also play an important role in the development of community cohesion and integration.

The NPPF para 73 states:

***“Access to high quality open spaces and opportunities for sport and recreation can make an important contribution to the health and well-being of communities. Planning policies should be based on robust and up to date assessments of the needs for open space, sports and recreation facilities and opportunities for new provision. The assessments should identify specific needs and quantitative or qualitative deficits or surpluses of open space, sports and recreational facilities in the local area. Information gained from the assessments should be used to determine what open space, sports and recreational provision is required.”***

The objectives of the proposed strategy extend across multiple partnerships and service department plans, are targeted and summarised below:

- To help deliver the public health agenda
- To inform the investment strategy for Community Sport and Health related projects or initiatives
- To inform local plan policy and potential developer contributions
- To set the Playing Pitch and Outdoor Sports Facilities plan within the context of the local plan and wider strategies for parks, green spaces and community development
- To inform sport and physical activity development projects and initiatives
- To reflect wider community asset reviews
- To help facilitate community use of pitches and outdoor facilities on education and other identified locality based sites

## **2. Background and Related Strategies**

The Government continues to be concerned over the loss of Open Space and, in particular, Playing Fields. In the drive towards an urban renaissance, the importance of green space is highlighted as an important element in creating sustainable communities. The Council's emerging Core Strategy (due to be adopted in summer 2013) identifies Chesterfield as a sub-regional centre with a population of 101,300 which is projected to rise to 111,200 by 2031. To meet the demand for housing, the council is proposing to allocate sites to accommodate 7,600 new dwellings over the plan period (up to 2031) which equates to 380 new dwelling per year. The Borough's main settlements are Chesterfield, Staveley and Brimington with a number of other distinctive settlements, such as Hasland or Newbold, which function as suburbs of Chesterfield or Staveley.

The following are the proposed areas of growth and the percentage of housing allocated to each area; bespoke population data is appended for further consideration.:

- Chesterfield Sub-Regional Centre 43% (including Chatsworth Road District Centre and Whittington Moor District Centre)
- Staveley and Rother Valley Corridor Strategic Site 26%
- Staveley Town Centre 4%
- Local service centres 11% (Brimington, Hasland and HolmeHall)
- Regeneration Priority Areas 15% (Barrow Hill, Duckmanton, Mastin Moor, Poolsbrook, Rother Ward)
- Local Centres 1%

Consultation on the Councils Core Strategy review was responded to by Sport England in July 2012 which advised that Sport England does not accept that an evidence base using the Councils 2002 Parks and Open Spaces Strategy, and 2003 Chesterfield Sports Facilities Strategy can be regarded

as up to date. Sport England therefore asserts the view that the Core Strategy fails to comply with para 73 of the NPPF. Not only are the two strategies considered to be out of date, they cannot be considered sufficiently robust to inform strategic decisions given the changes in community facilities which may have taken place over the last 10 years.

Going forward there are clearly current issues which further growth will exacerbate unless an up to date evidence base informs the protection and provision of existing and new facilities. Sport England advised that an up to date evidence base and strategy will not only underpin policy but help the Council bid to secure outside funding to help future delivery of sport and physical activity in the Borough.

Consequentially there are a number of related strategies and studies identified by the Council which have been undertaken/adopted, or are in the process of being developed. These are listed below and are available via [www.chesterfield.gov.uk](http://www.chesterfield.gov.uk), unless otherwise stated. This information should be used to inform the Playing Pitch and Outdoor Sports Strategy.

1. CBC Corporate Plan 2013 - 2015
2. Derbyshire Health and Wellbeing Strategy 2012 – 2017
3. Replacement CBC Local Plan 2006
4. CBC Local Development Framework 2012 – 2031( Core Strategy, Staveley and Rother AAP and Sites and Boundaries DPD)
5. CBC Corporate Asset Management Plan (in house)
6. CBC Green Infrastructure Study 2009 (in house)
7. CBC Community Infrastructure Study 2009 (in house)
8. CBC Parks and Open Spaces Strategy (in development - not online)
9. CHART Sustainable Community Strategy, 2008 – 2026
10. Relevant NGB Whole Sport Plans 2013
11. Derbyshire Sport “Beyond 2012” (2012-2017)
12. Chesterfield School Sport Partnership Plan 2012 – 2015
13. The Derbyshire Sport Built Facility Strategy

The Council is facing increased pressures across all service areas including those anticipated to arise from changes to welfare benefits, greater need for social care and a new duty to improve the public’s health. Within this context, a Playing Pitch and Outdoor Sports Strategy for Chesterfield will have a significant impact in supporting the drive to deliver the CBC vision which includes priorities for reducing health inequalities in our communities. This will be strongly supported by robust strategic planning to maximise participation in sport and physical activity through provision of appropriate accessible community infrastructure, and an action plan which takes into account the considerable constraints on Local Authority budgets in the medium term.

### **3. Scope**

The scope of the Playing Pitch and Outdoor Sports Facilities Strategy should include the following:

- Football
- Rugby (Union and League)
- Cricket

- Hockey
- Tennis
- Fenced multi-use games areas (MUGA) designed for formal sport
- Bowling Greens
- Athletics
- Consultants are asked to include within the consultation process, reference to informal recreational activities such as Cycling and Jogging which could provide routes through channels such as Community Sports Development activity into formal sport.

**The scope of the pitches will include all playing fields in the borough, club, education or industrial ownership**

#### **4. Deliverables**

The Playing Pitch and Outdoor Sports Facilities Strategy should include the following elements:

- A comprehensive assessment of the supply of, demand for and distribution of accessible outdoor playing pitches and outdoor facilities in and around CBC. The study should include the full range of facilities and activities listed above in the Scope section.
- An analysis of the quantity and quality of this and other outdoor sports facilities in CBC including education, private and voluntary facilities.
- A comprehensive set of recommendations for local standards of provision to be adopted by CBC for planning purposes, to include strategic recommendations relating to deficiencies, existing provision to be protected, existing provision to be enhanced, opportunities for relocation, and proposals for new provision and including measures in relation to the quality of provision required.
- Consideration of the adequacy of existing provision against these standards to meet existing and future need. In particular that facilities meet the diverse needs of the population and in respect of social inclusion and DDA
- An action plan with forecasted costs and timescales to inform planners negotiating for developer contributions and to inform service planning and delivery.
- Recommendations on appropriate strategy and policy responses
- Establishment of an approach for developer contributions
- An approach in preparing the strategy which accords with Sport England's 'Towards a Level Playing Field' guidance on the preparation of playing pitch strategies or any update to this guidance\* (\* it is understood that Sport England are currently in the process of updating the guidance which is due for publication in 2013).

The final Playing Pitch and Outdoor Sports Facilities Strategy should be capable of the following:

- Integrating with other strategic work streams to ensure a co-ordinated and strategic approach to sports facilities and provision in CBC.
- Providing a clear investment strategy for outdoor sports facility provision within CBC
- Providing a clear guidance framework for all outdoor sports facility providers, including the public, private and third sectors.
- Clearly addressing the needs of all sports within CBC that have been identified in the scope and picking up particular local demand issues and deficiencies in provision, both in distribution and in relation to gaps in provision identified through community consultation.

- Being future proofed and address issues of population growth, and or major growth/regeneration areas up to 2031.
- Addressing issues of cross boundary facility provision.
- Addressing issues of surplus and deficiency, accessibility, quality and management with regard to facility provision.
- Being robust, and capable of adoption as a technical document to support the emerging Local Plan and policy development, standing up to scrutiny at a public inquiry and be compliant with the National Planning Policy Framework ( NPPF). This requires evidence of a robust consultation process which the consultants will be required to produce.
- Being realistic in its aspirations identifying actions capable of being implemented within the local authorities budgetary position and procurement regime and those that would require significant external funding;
- Being able to record progress against clearly defined KPIs and relevant Nis.

## 5. Data collection

The appointed consultant will be required to submit a detailed and robust approach to data collection. The Sport England responses to planning policy consultation in both July 2012 and February 2013 identify a number of shortfalls and gaps in needs and evidence; and ultimately a need for up to date Strategic plans being in place.

There are some current issues that need to be understood. At the present time we have embarked upon a capital improvement project at Holmebrook Valley Park to improve some of the football pitches supported by external funding. This includes drainage work. The project is underway and drainage works are expected to be undertaken in May 2013 followed by reseeding. The pitches will come back into use in Sept 2014.

These works will enable greater use to be made of the pitches by adult and junior teams and as a result the Council is proposing to reduce capacity in the Borough by 4 pitches (one each at the following locations - Badger Recreation Ground, Rother Recreation Ground, Norbriggs Recreation Ground and Loundsley Green Recreation Ground). It should be noted that these pitches were put in temporary locations with hired changing facilities to mitigate reduction in participation due to the wet state of the pitches at Holmebrook Valley Park.

The Council is also embarking on a replacement Sports Centre project on the Annexe of Queens Park in the town which currently includes one full size football pitch and a disused athletics track. A temporary location for the pitch will be considered during the development and there is potential for pitch retention on the Annexe post build subject to needs and evidence.

As many of the Councils sites have not changed since 2002/3 in terms of the overall numbers, it will be expected that the available audit data can be used as a basis for the audit of the majority of the playing pitch sites as far as possible; in order to reduce the resources required for completing the audit; lead officers will further advise. The current Sport England Active Places data should be used to inform the audit and will subsequently require updating as necessary. It is important that the audit is also robust in assessing the overall quality and capacity of provision within the area outside the Councils direct control including changing facilities, and critically local community accessibility. Consultants will be expected to set out their approach to data collection which ensures that the requirements below are met but as indicated, making use of exsisting data in order to reduce the resources required for this element of the strategy. A copy of the 2002 Parks and Open Spaces Strategy and 2003 Sports Facilities Strategy are appended to this brief.

The data collection will be expected to include:

- Assessment of the drivers and objectives of the strategy including socio-economic and demographic information and a profile of sports participation in Chesterfield Borough using

Sport England's Active People and Market Segmentation tools. A review of relevant policy and strategic documents will also be expected to be included.

- An audit of playing pitches that are identified as key for community use and facilities for the full range of outdoor sports identified in the scope of the strategy.
- An audit of all changing and ancillary facilities associated with playing field and outdoor sports facilities including pavilions, parking, toilets, cafes/ refreshment facilities, community accessibility (bookings) and public transport accessibility etc
- The audit should include information of the type, number, size of pitches/courts and facilities
- Information on ownership and availability for use (by the community, school only, private members' club, etc) identifying the duration of opening and highlighting those facilities that are free to use.
- Identified School sites, Chesterfield College and community facilities with special attention paid to their availability for community use

## 6. Analysis of Data

The data should be analysed in accordance with the latest Sport England methodology and guidance accounting for any recent reviews and any advice provided by the relevant National Governing Bodies for Sport (NGBs). An alternative method is required to assess facilities for Athletics, Tennis, Netball, Bowls, MUGAs, Golf and other facilities. Consultants are requested to confirm that Sport England either advocate or support the proposed methods for assessing all of the elements of provision in their tender submissions.

As well as analysing current provision within the Chesterfield Borough, the analysis should consider the impact of:

- Latent demand based on consultation with stakeholders including NGBs clubs and the wider population in the Chesterfield area;
- Future demand accounting for natural and development led projections in population growth
- The impact of potential sports participation increases, sports development initiatives and any identified changing demand for facilities being contemplated by respective NGBs
- Cross-boundary import and export of demand between Chesterfield and surrounding local authority areas in particular North East Derbyshire District Council, Bolsover District Council and Derbyshire Dales District Council)

Analysis of sports facilities should include identification of the quality of existing provision, the quantity of provision, accessibility, sub-areas and distance thresholds, and local opportunities for future development or enhancement of facilities.

## 7. Consultation with Stakeholders

Consultants are required to submit an outline communications plan for this project which will detail the necessary stakeholders, timescale within the overall project timeline, and methods to be adopted. Consultants will be expected to include a range of consultation activities, which may include the following.

- Stakeholder presentations/meetings: including sports governing bodies, sports clubs, sports leagues, other sports bodies, facility operators, council officers and elected members
- Stakeholder questionnaires – user and non user;

- Working with lead officers to access information about the views of the wider population, through pre-existing Council consultation work and through the Council's forums for public consultation and related planning matters.

The successful consultants will be expected to report progress on a bi weekly basis to the lead officer throughout the project on agreed priority actions unless otherwise agreed. This will be a combination of face to face or conference call meetings. The following consultation stages are expected:

- Consultation during data collection process to attain information and identify issues;
- Consultation following completion of assessment to identify key issues and discuss potential strategy options
- Consultation on proposed strategy before adoption
- Presentation of proposed Strategy to project sponsor and Elected Members.

Consultants will be expected to lead the consultations, preparing and delivering presentations and responding to questions as identified in the agreed consultation plan. Assistance from lead officers in organising and administrating the various consultation activities will include the following

- Booking all venues and providing refreshments and necessary ICT equipment.
- Providing database of clubs or similar consultees
- Sending invitations
- Taking and circulating meeting/presentation minutes

Consultants will be required to produce all other consultation materials.

## **8. Developing local standards of provision and securing provision through new development**

The work should seek to establish new local standards of provision and securing provision through new development. This should involve advising on a qualitative component and an accessibility component, distance thresholds and the cost of using facilities should be included.

The proposed local standards should be applied in order to identify deficiencies in quantity, quality and accessibility in the Borough, and any surplus in terms of quantity. In addition, future needs for pitches and outdoor sports and facilities should be forecast.

Guidance should be provided on the approach that should be taken to securing pitch and outdoor sports facility provision through new development using planning obligations, the community infrastructure levy and other sources of external funding or partnership working. This should set out a clear and robust methodology which accords with current Government policy and include formulae for securing developer contributions that the Council can use in practice.

## **9. Strategy**

Consultants should seek to develop a strategy document suitable for adoption by the Council that summarises the issues arising from the assessment and audit and make recommendations for addressing these issues. Proposals will need to be included for generic Borough wide issues, sport specific issues and/or area specific issues. The proposals should identify priorities for investment in existing facilities, new facilities, surplus facilities and the management of facilities. All proposals will need to be justified and advice provided on potential phasing (short, medium and long term). The Sport and Outdoor Facilities Strategy should identify priorities for each sport and/or area and where relevant, should take account of the multiplicity of use of those spaces which also accommodate formal sport.

The strategy will include an action plan which sets out the steps and recommended timescales for implementing the proposed actions. Where possible an estimation of cost of any key actions should be included.

## 10. Outputs

The following outputs are required:

- Playing Pitch and Outdoor Sports Facilities information which is an NPPF compliant assessment and audit that would become a technical appendix to the Playing Pitch and Outdoor Sports Facilities Strategy document.
- A short issues and options consultation document to use for the purposes of consultation re critical factors before preparing the draft strategy document.
- A draft Playing Pitch, Outdoor Sport and Facilities Strategy, capable of adoption
- Spreadsheets/databases of all facilities and all audit information used in the preparation of the strategy plus spreadsheets showing the data analysis calculations using the Sport England methodology and other Sport England acknowledged methodology to support the assessment and audit.
- Location maps of all sites on a GIS mapping system, with an assessment of the Net Playable Area of all sites, to enable the Council to include this in its GIS database and understand the potential capacity of individual sites.

All of the outputs will be corporate documents and will be used to inform and direct all Council policy and investment. In this context the work must be detailed, provide a clear, robust and well structured presentation of the results, be needs assessed and evidence based.

The audit data should be provided in a format that can be uploaded into both the Councils data systems and Sport England's Active Places database. On completion of the project the relevant data should be sent to the Council for use in connection with any other stakeholder work.

## 11. Conditions

- In terms of the outputs, CBC shall hold copyright of all presented material and retain the right to distribute the material in whole or part to any organisation or individual it determines, at no extra cost. All of the information collected and co-ordinated during the project should be presented on a form that is compatible with the Authority's IT software systems, including the Geographical Information System.
- 6 colour copies of the final documents, with a loose-leaf copy for photocopying should be produced. Full reports and appendices in electronic format that is compatible with the Council's IT software will also be required.
- Presentations of the draft strategies to Officers and Members of the council will be required. Further presentations to key stakeholders may also be required.

## 12. Contact

The contact for this work will be the Councils Sport and Leisure Manager – Mick Blythe:

[mick.blythe@chesterfield.gov.uk](mailto:mick.blythe@chesterfield.gov.uk)

Telephone 01246 345101

Mobile 07835998772



### 13. Reporting Arrangements

The successful Consultant will be expected to be available for bi weekly project updates ( methodology by agreement) and planned steering group meetings, the latter will be mapped to the Councils key decision making process. There is an expectation that a positive relationship will facilitate any need for flexibility in meeting any unforeseen situations that may arise.

### 14. Provisional Timetable

Provisional Timetable is set out below, subject to lead officers agreement in conjunction with consultants, based on the demands of the project and the Council Calendar for 2013

Task	Complete by Date
Invitation to Tender	22nd May 2013
Tender return Date	7 <sup>th</sup> June
Presentation/Interview \ Appointment of consultant by no later than	3 <sup>rd</sup> July
Consultants commence work	2 <sup>nd</sup> Spetember
Consultants produce emerging issues and options report by	20 <sup>th</sup> December
Lead Officers consult with Council Members & key stakeholders on emerging issues & options by	January
Consultants present draft strategy	28 <sup>th</sup> February 2014
Strategy considered in accordance with Council Governance	March
Strategy adopted by Council Cabinet by	31 <sup>st</sup> March 2014

### 14. Payments

Payments will be made by agreed staged sign off.

### 15. Budget

It is Council policy not to disclose the budget for this piece of work. The Consultant is required to include all elements and costs within their fee proposal as no further payments will be made once the contract has been agreed. Payment arrangements by agreement which will include retention where appropriate to circumstances and satisfactory project completion.

### 16. Content

Submissions should include:

- Background information on the Consultancy, including details of any similar projects undertaken recently (examples of reports produced would be welcomed)
- An outline of the detailed approach to the project that would be adopted, in terms of methodology, project management and presentation of the results. In particular, the approach to data collection, audit and consultation.
- An outline programme for completion of the project in line with the timescales indicated above and identifying key decision target dates;
- The names, responsibilities and experience of those staff that would be assigned to the project.

- An indication of information and support required from relevant officers of the Council including any need for hot desk or similar access to services during the project.
- A demonstration of any areas of additional value your Company may deliver to this project
- Contact details for two referees who would be willing to comment on your work
- A fixed price quotation for the work, including a breakdown of costs for each stage of work. This should include a sum for contingencies which should not be lower than 10% of the total project value.

## **17. Tender Evaluation**

Submissions will be assessed initially on the extent to which they meet the following criteria:

- Appropriate skills and resources to deliver all stages of the project outlined in the brief to the required timescales (40%)
- Cost (60%)

The Council is not bound to accept the lowest price, or any tender submitted as a result of the invitation. The Council also reserves the right to accept all or part of an offer, and if necessary establish arrangements in house to complete the work. Payment will only be made for Stages satisfactorily completed.

If necessary a shortlist of companies will be drawn up and invited for interview to assist the selection of the preferred contractor. If interviews are to be held the companies concerned will be notified as soon as possible after the deadline for submissions.

Tenders are to be submitted in accordance with the Instructions and Advice to Tenders by no later than **12.00 midday on 7<sup>th</sup> June 2013**

**MB 2<sup>nd</sup> May 2013**