

# **SOUTHEND ON SEA BOROUGH COUNCIL**

## **OUTDOOR & INDOOR SPORTS AUDIT**

As part of an ongoing commitment to encourage participation in sport, Southend on Sea Borough Council wishes to employ a consultant to undertake an audit of outdoor and indoor sports facilities in the borough. The following brief sets out the Council's requirements for this work.

Consultants should seek to develop an audit document that summarises the issues arising and make proposals for addressing these issues. The audit 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 audit should identify strategic priorities for each sport and/or area and where relevant, & should take account of the multiplicity of use of those spaces which also host formal sport

### **Background**

The backdrop to the development of the Audit is to provide the evidence base for the Council's Infrastructure Delivery Plan and identify infrastructure projects that could potentially benefit from the Community Infrastructure Levy funding.

### **Scope**

The scope of the audit should include the following:

#### **Outdoor**

- Football
- Rugby (Union and League)
- Cricket
- Hockey
- Tennis
- Fenced and non-fenced multi-use games areas (MUGA) designed for formal sport
- Bowls Greens
- Netball
- Athletics
- Golf
- During consultation, consultants are asked to include within the scope reference to activities which could provide routes into formal sport, e.g. outdoor fitness equipment, outdoor basketball, BMX, informal cricket, mini golf.

#### **Indoor**

- Swimming Pools – indoor and outdoor
- Sports Halls – with a minimum of three badminton courts
- Fitness facilities – to include gyms, dance studios, spin studios
- Indoor Bowls
- Indoor Tennis

## **Deliverables**

The Audit should include the following elements:

- A comprehensive assessment of the supply of, demand for and distribution of accessible outdoor playing pitches and outdoor facilities and indoor facilities in and around Southend on Sea. 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 and indoor sports facilities in the borough including private and voluntary facilities.
- A comprehensive set of recommendations for local standards of provision to be adopted by Southend on Sea Borough Council 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 delivery.
- Establishment of an approach for developer contributions.

The completed Audit should be capable of the following:

- Providing a clear investment strategy for outdoor and indoor sports facility provision within the local authority area.
- Providing a clear framework for all outdoor and indoor sports facility providers, including the public, private and third sectors.
- Clearly addressing the needs of all sports within the local area 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 proof and addressed 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 inform the emerging Local Plan, standing up to scrutiny at a public inquiry and compliant with the National Planning Policy Framework. This requires evidence of a robust consultation process which the consultants will be required to produce.

## **Work required**

### **Data collection**

The successful Consultants or organisations will be required to submit a detailed and robust approach to data collection. The audit should be undertaken in accordance with Sport England's methodology:

- 'Towards A Level Playing Field' using the pitch quality assessment spreadsheet in the electronic toolkit.

- Facilities Planning Model
- Active Places power
- Active People Survey Market Segmentation
- Active People diagnostic
- Facilities calculator

The audit should assess the quality of changing rooms; and ancillary facilities and should include school sites especially primary schools that have pitches available for community use.

The consultants will be expected to set out their approach to data collection which ensures that the requirements below are met while at the same time makes uses of any data already collected in order to reduce the resources required for this element of the strategy. The data collection will be expected to include:

- The full range of outdoor and sports facilities/sport pitches.
- All changing and ancillary facilities including pavilions, parking, toilets , cafes/ refreshment facilities, public transport accessibility etc
- Information of the 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.
- All school, college and community facilities with special attention paid to their availability for community use

### **Analysis of data**

The data should be analysed in accordance with Sport England's Methodology; accounting for advice provided by the relevant sports governing bodies. An alternative method is also required to assess facilities for tennis, netball, bowls, MUGAs, Golf and other facilities. Consultants are requested to provide details of their proposed methods for assessing all of the elements of provision in their tender submissions.

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.

### **Consultation with Stakeholders**

Consultants are invited to submit their views on the consultation requirements of this project. Consultants will be expected to undertake a range of consultation activities, which may include the following.

- Stakeholder presentations/meetings: including sports governing bodies, sports clubs, sports leagues, other sports bodies (e.g. Active Southend), facility operators, council officers and members

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

Consultants will be expected to lead the consultations, preparing and delivering presentations and responding to questions etc. Assistance from Southend on Sea Borough Council in administering the various consultation activities will include the following

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

Consultants will be required to produce all other consultation materials.

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

The work should seek to develop new local standards of provision and securing provision through new development. This should involve advising on a qualitative component and an accessibility component (including distance thresholds and the cost of using facilities) should also 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 outdoor sports and facilities should be forecast.

Guidance should be provided on the approach that should be taken to securing 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.

### **Outputs**

The following outputs are required:

- A Playing Pitch, Outdoor and Indoor Sport and Facilities Audit document.
- 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 (PPM) to support the 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 council documents and will be used to inform and direct 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 Sport England's Active Places database. On completion of the project the relevant data should be sent to the Leisure Database Company who are Sport England's consultants that manage the Active Places database.

### **Conditions**

1. In terms of the outputs, Southend on Sea Borough Council 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.

2. 3 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.

### Contact

The contact for this work will be ? at Southend on Sea Borough Council, 01702 215???, ????@Southend.gov.uk

### Reporting Arrangements

The successful Consultant will be required to attend regular meetings which will be held broadly on a monthly basis from appointment depending on whether there is a need for a meeting.

### Provisional Timetable

Provisional Timetable is set out below:.

Task	Complete by Date
Invitation to Tender	21.02.14
Tender return Date	21.03.14
Presentation/Interview – <i>shortlisted tenderers only</i>	24.03.14
Appointment of consultant by no later than	01.04.14
Consultants commence work	22.04.14
Consultants complete data audit, consultation and analysis	04.07.14
Consultants produce Issues and Options Report	26.07.14
Consult with Council Members & key stakeholders on Issues & Options ( <i>conducted by Consultants and LBC officers</i> )	15.08.14
Consultants produce draft audit report	12.09.14

### Payments

Payments will be made monthly by submitted invoice.

### Quotations

The indicative budget for this project is £10,000 – £12,000, although bids above or below this range will be accepted.

### Content

Submissions should include:

- Background information on the firm, including details of any similar projects undertaken recently (in this regard examples of reports produced would be helpful);
- 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.
- An outline programme for completion of the project in line with the timescales indicated above by key 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 Authority.
- 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; and
- 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 study value.

### **Tender Evaluation**

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

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

The Authority is not bound to accept the lowest price, or any tender submitted as a result of the invitation. The Authority also reserves the right to accept all or part of an offer, and if necessary establish arrangements in house to complete the work.

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 21.03.14.