

## RECORD OF OFFICER EXECUTIVE DECISION

**Subject: Playing Pitch Strategy**

**Officer: Peter Stuart**

**(1) Record of decision taken:** to agree for Mid Sussex District Council to procure consultancy services to produce a Playing Pitch Strategy.

**(2) Date of decision: 15 June 2018**

**(3) Statement of reasons for making the decision:**

Mid Sussex District Council selected ten appropriately qualified selected consultants and invited them to quote for the production of a Playing Pitch Strategy based on the brief attached (Appendix A).

The deadline for submissions was 25 May 2018 and the Council received five proposals. They were assessed in relation to price and quality as detailed in the brief (sections 5.5) by a panel of five Council Officers from Community Services, Policy & Performance (Business Unit Leader, Partnerships Manager, Community Leisure Officer) and Commercial Services and Contracts (Divisional Leader, Outdoor Services Officer).

Quality scores were discussed and compared at a meeting on 14 June 2018 to arrive at an agreed moderated score. The price evaluation was carried out in accordance with the brief. The Council's Solicitor attended the meeting to ensure it was conducted correctly and the process was carried out in a fair and proper manner.

A summary of the scores is shown below:

	Bidder 1	Bidder 2	Bidder 3	Bidder 4	Ethos Environmental Planning
<b>Price - Total Cost (excl. VAT)</b>	33%	26%	27%	30%	40%
<b>Moderated quality score</b>	40%	30%	44%	46%	56%
<b>OVERALL SCORES</b>	<b>73%</b>	<b>56%</b>	<b>71%</b>	<b>76%</b>	<b>96%</b>

As a result Ethos Environmental Planning has been selected as the Council's preferred bidder. The cost of the contract is £15,750.

Legal Basis for Decision – Contracts up to £50,000

*Assistant Chief Executive, Solicitor to the Council or to the relevant Head of Service in*

*relation to the work of his or her Department, shall have power to accept tenders (where required) and to enter into contracts on behalf of the Council to a value not exceeding £50,000. (Council Procedure Rules Part 4i, 12.1.2).*

**(4) Alternative options considered and rejected:** ten consultancy companies were invited to bid for the work and were subject to a competitive quotation process to select the most suitable supplier based on the quality (60%) and price (40%) of the bids.

**(5) Name of Cabinet Member with whom decision discussed:**

Councillor Norman Webster  
Councillor Gary Marsh

**(6) Any Code of Conduct Interests of the Cabinet Members:**

N/A

**(7) Any relevant Code of Conduct dispensations:**

N/A

Signed:



**Officer – Peter Stuart, Head of Corporate Resources**

**APPENDIX A:**

**MID SUSSEX DISTRICT COUNCIL**

**QUOTATION DOCUMENT: PLAYING PITCH STRATEGY 2019-31  
INVITATION TO SUBMIT A CONSULTANCY PROPOSAL**

**Closing Date: 5pm, 25 May 2018**

**Contract Start Date: 2 July 2018**

**Section:**

1. Introduction
  - 1.1. Why the strategy is being developed
  - 1.2. Scope of the study
  - 1.3. Policy context
  - 1.4. The approach to developing the strategy
2. Vision and Objectives
  - 2.1. The vision for the strategy
  - 2.2. The key objectives of the strategy
3. Management and Delivery
  - 3.1. Managing the development of the strategy
  - 3.2. Key deliverables
  - 3.3. Timescale
4. Tailoring the Approach
  - 4.1. What makes the study area different
5. Submission of Quotations
  - 5.1. Budget and Costs
  - 5.2. Payment
  - 5.3. Submissions
  - 5.4. Confidentiality and Freedom of Information
  - 5.5. Evaluation and Selection

## **APPENDICES**

Appendix A: Project Plan

Appendix B: Method Statements (to be answered and submitted)

Appendix C: Supplier Self-Declaration Checklist (to be completed and returned) which includes;

- Organisation Details
- Self-Certification Declaration
- Exemptions to the Freedom of Information Act

## **Documents**

Document 1 – Quotation Document (this document)

Document 2 – Price Schedule

Document 3 – Playing Pitch Strategy Guidance

Document 4 – Draft Consultancy Agreement

# 1. Introduction

## 1.1 Why the strategy is being developed

Mid Sussex District Council (MSDC) is inviting tender submissions for the preparation of a Playing Pitch Strategy (PPS) to guide future provision and management of sports pitches.

The PPS should provide a robust and up to date assessment of current supply and demand for outdoor grass and artificial grass pitches (AGPs) and ancillary facilities in the District.

It will identify specific needs and determine what provision is required during the period 2019-2031, in line with the Council's new District Plan.

The PPS will set out a long term strategy for playing pitch provision in the District with clear sport; area; and site specific recommendations and action plan.

There are four key drivers for developing the strategy as outlined below:

- i. To produce an up to date assessment of the supply (quantity, quality and accessibility) and demand for existing provision**  
To gather data on existing pitches and ancillary facilities that are available for community use from a range of sources for all sports covered by the PPS and to achieve a high response rate from clubs, educational establishments and other community organisations.
- ii. To analyse the data and provide recommendations for the improvement and / or the rationalization of existing provision**  
To assess the current quantity, quality and capacity of playing pitch provision that is available for community use, identify opportunities and understand what developments could be made in each Town and Parish area.
- iii. To establish future needs as a result of housing and population growth, demographic changes and demand from users.**  
Mid Sussex is anticipating significant housing growth during the period of the plan which will result in the need for additional facilities and this analysis will help the Council determine what new provision is required and where it should be built. The PPS will identify the impact of future population growth on existing pitches.
- iv. To secure investment in existing and new facilities.**  
This work will provide the evidence base needed to secure investment from developers and external funding bodies to improve and expand playing pitch provision in the District.

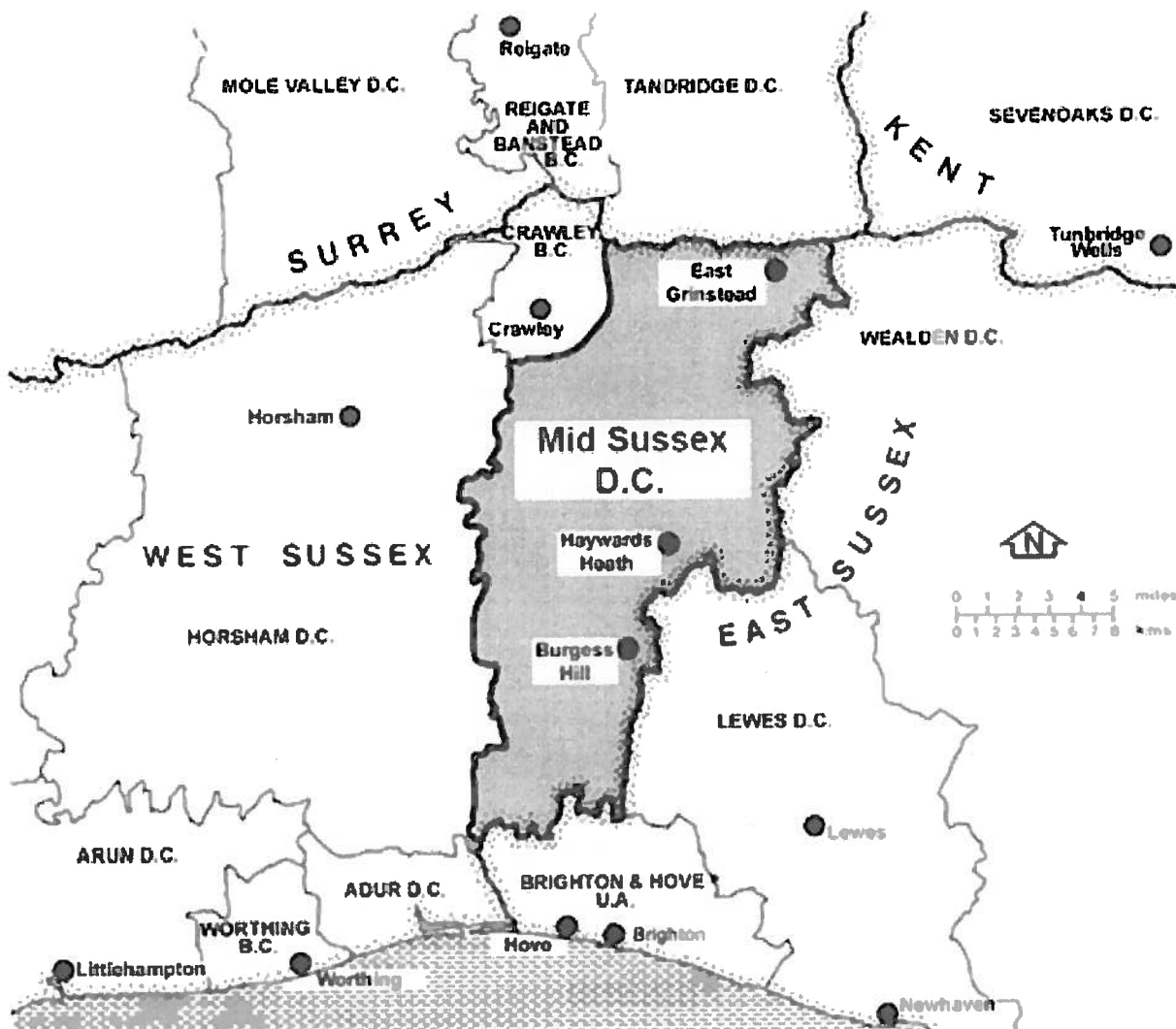
## 1.2 Scope of the study

The strategy should cover the following organised outdoor sports represented by a National Governing Body – bowls, cricket, football, hockey, rugby union and tennis – and both grass and AGPs will need to be considered.

These are the most common outdoor pitch sports played in the District and their continued provision will ensure a good range of facilities and sports participation opportunities for residents. The larger pitch sports of football, cricket, hockey and rugby union need to be

included as standard. Tennis is included in order to review the large number of sites across the District against demand and bowls provision should be considered in relation to demand from an ageing population. Other sports, such as stool ball which is played on cricket out fields, may need to be referenced.

The strategy should cover the geographical boundaries of Mid Sussex District Council and take into account facilities in neighboring Local Authority areas that are within an acceptable travel distance of Mid Sussex residents. It should also consider demand for facilities from residents living outside the District boundaries.



### 1.3 Policy context

Paragraph 73 of the National Planning Policy Framework (NPPF) (2012) requires that planning policies should be based on robust and up-to-date assessments of the needs for open space, sports and recreation facilities and provide opportunities for new provision. Assessments should identify specific needs and quantitative or qualitative deficits or surpluses of open space, sports and recreational facilities in the local area. This information should be used to determine what provision is required in the area.

Paragraph 73 also states that access to high quality open spaces and opportunities for sport and recreation can make an important contribution to the health and wellbeing of communities.

Paragraph 74 of the NPPF states existing open space, sports and recreation sites, including playing fields, should not be built on unless:

- an assessment has been undertaken, which has clearly shown the site to be surplus to requirements
- the loss resulting from the proposed development would be replaced by equivalent or better provision in terms of quantity and quality in a suitable location
- the development is for alternative sports and recreational provision, the needs for which clearly outweigh the loss.

Mid Sussex District Council has recently adopted its District Plan, which sets out the level of development required in the District to 2031 and where this should be located.

Draft District Plan Policy 6 (DP6) sets out the spatial distribution of housing across the District which includes planning approvals for over 5,000 homes granted since 2014. The majority of development will be located in and adjacent to Burgess Hill, East Grinstead and Haywards Heath, with some development in smaller towns and a smaller amount in villages.

Part of the ongoing plan preparation work will involve updating the Infrastructure Delivery Plan to set out the infrastructure required to support the development. The PPS will form part of the evidence base for current and emerging Planning policy documents including the District Plan, the Site Allocations DPD, and any future Community Infrastructure Levy (CIL). MSDC has not yet adopted CIL and currently expects developers to provide leisure infrastructure on site or contribute towards the cost of off-site provision through Section 106 planning obligations as detailed in the Development and Infrastructure Supplementary Planning Document<sup>1</sup> (which is currently being updated).

A previous PPS adopted by the Council in 2015 did not conform to the required methodology.

#### **1.4 The approach to developing the strategy**

The approach to developing the strategy must follow the 10 step approach as outlined in the Sport England's Playing Pitch Strategy Guidance<sup>2</sup>, tailored to the study area as per details set out in this brief.

**Stage A: Prepare and tailor the approach (Step 1)**

This stage has largely been carried out by Council officers and partners, who have discussed and agreed the drivers, scope and outcomes. National Governing Bodies representatives will assist with club communication, identifying current and future demand and sharing local intelligence.

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

We need an up to date audit of supply and demand and an accurate assessment of the quality and accessibility of playing pitches, AGPs and ancillary facilities across the District. This should be done in consultation with the National Governing Bodies, Town and Parish Councils, Ward

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<sup>1</sup> <http://www.midsussex.gov.uk/media/2926/2006adoptedspd2.pdf>

<sup>2</sup> [www.sportengland.org/media/3522/pps-guidance-october-2013-updated.pdf](http://www.sportengland.org/media/3522/pps-guidance-october-2013-updated.pdf)

Councillors and other key stakeholders to ensure their views help to inform the strategy.

- Stage C: Assess the supply and demand information and views (Steps 4, 5 & 6)**  
Provide an overview of the key findings and issues of provision and capacity in each Town and Parish area and an overview for the District, with particular reference to the Northern Arc which crosses Parish boundaries. Make reference to the housing allocations and future population growth identified in the new District Plan and review planning obligations. Identify any potential rationalization of provision, sites which require improvements to upgrade existing provision and areas where additional facilities may be needed.
- Stage D: Develop the strategy (Steps 7 & 8)**  
Develop recommendations and produce a prioritized, site specific action plan to include ballpark costs. Draft PPS, to be revised in response to feedback and produce final PPS document for delivery.
- Stage E: Deliver the strategy and keep it robust and up to date (Steps 9 & 10)**  
This stage will be carried out by the Council after the strategy has been adopted.

## **2. Vision and Objectives**

### **2.1 The vision for the strategy**

MSDC is committed to a high quality sporting offer and to improving the health and wellbeing of its residents.

An anticipated increase of 16,390 houses between 2014 and 2031 will lead to a significant population increase. By 2031, it is estimated that the current population will have increased by 33,879 to 173,739. During this period some of the facilities owned or operated by the Council or its partners will reach or approach the end of their natural life.

If the level of sports facilities within the District is to be maintained, then additional facilities will be required to meet the needs of a growing and changing population and some existing facilities will require significant investment or replacement.

### **2.2 The key objectives of the strategy**

The key objectives of developing the strategy are to:

- i. Ensure accurate and up to date information on the quantity and quality of all playing pitches and ancillary facilities within the study area to fulfil the requirements of the NPPF.
- ii. Identify the capacity of each site and make recommendations to allow pitches to be used to their full potential.
- iii. Provide information to develop a picture of the demand for playing pitches within the study area.
- iii. Produce an overview for each Town and Parish area providing details of sites that are available for community use, examine how population and participation trends will affect future demand for provision and identify key findings and issues.



- iv. Develop recommendations and produce a costed site specific action plan to guide the improvement of playing pitch provision within the study area.
- v. Identify the sporting infrastructure requirements at the new Centre for Community Sport in Burgess Hill.

### **3. Management and Delivery**

#### **3.1 Managing the development of the strategy**

The Council's Management Team has approved the production of the Playing Pitch Strategy and a cross departmental Officers Group from Estates & Facilities, Contracts Management, Planning Policy, Community Services, Policy and Performance will contribute their expertise.

The Community Leisure Officer will act as Project Manager, supported by a Project Team comprising of District Council staff to ensure tasks are completed in line with the agreed project plan.

The Project Manager will establish a Steering Group consisting of NGB and Sport England representatives for consultation throughout the development of the plan, in accordance with the Sport England guidelines.

Strategy documents will be approved by the Scrutiny Committee for Customer Services and Service Delivery. The Cabinet Member for Service Delivery will present the strategy to Cabinet/Council for formal adoption.

#### **3.2 Key deliverables**

The consultants will be expected to provide the following documents (please note written reports should be in Microsoft Word format):

- i. Written report detailing supply and demand information, GIS mapping, inventory (address, area, description, owner/manager) and quality assessment for each playing pitch site (end of Step 3)
- ii. Written report summarizing and analyzing key findings and issues in relation to capacity and adequacy of provision to meet current and future needs for each Town and Parish area (end of Step 5)
- iii. Discussion paper providing recommendations and a site specific action plan (Step 7)
- iv. Draft Playing Pitch Strategy document with recommendations and action plan for review (Step 7)
- v. Final draft of Playing Pitch Strategy document (Step 8).

The steps refer to the steps within the Sport England Playing Pitch Strategy Guidance (Document 3).

#### **3.3 Timescale**

A realistic and detailed timescale for the development of the Playing Pitch Strategy will be agreed by the Steering Group.

The aim is for preparatory work (Stage A / Step 1) to begin in Jan 2018 through to formal adoption within eighteen months.

The project plan should broadly follow the Sport England Playing Pitch Strategy Guidance - see Appendix A.

- Issue of invitation to submit proposals - Monday 30 April 2018
- Deadline for submission of initial proposals - 5pm, 25 May 2018
- Interviews for short listed consultants – week commencing 11 June 2018
- Appointment agreed – week commencing 11 June 2018
- Initiation inception meeting and hand over of documents – week commencing 2 July
- Progress meetings – tbc.

The appointed consultant should aim to complete the work by the end of July 2019.

## **4. Tailoring the approach**

### **4.1 What makes the study area different**

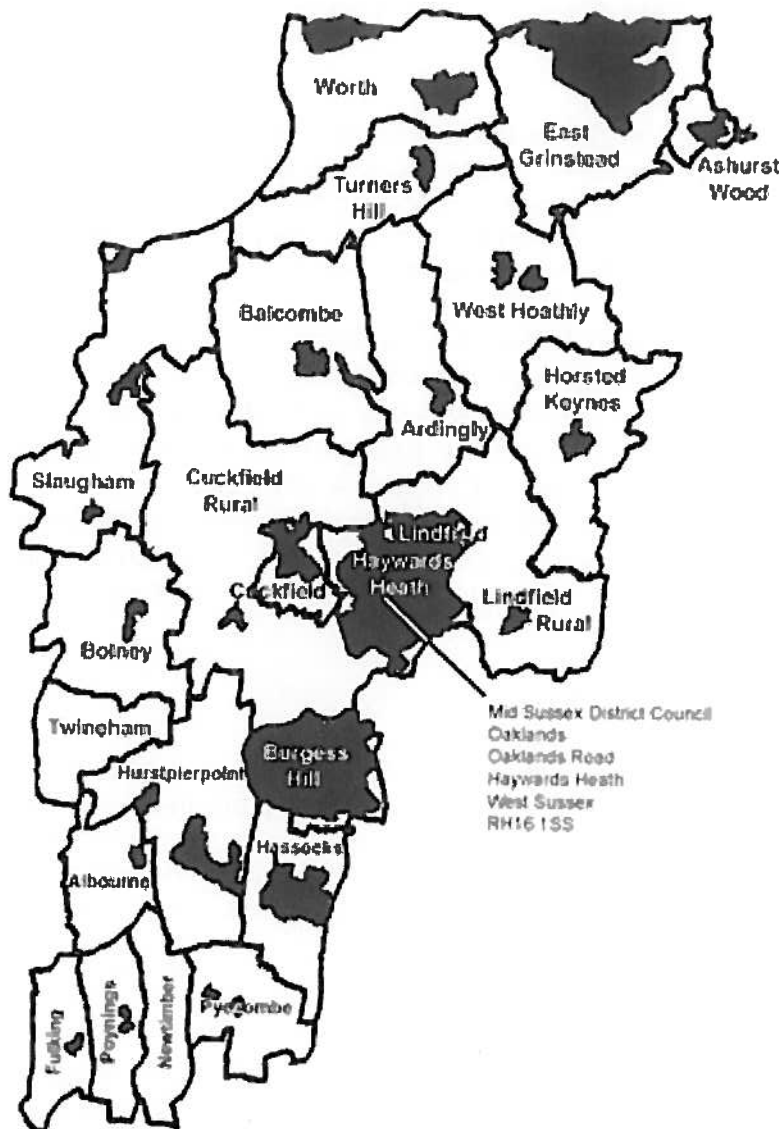
Mid Sussex District is a rural District in the South East of England. It has a resident population of approximately 139,860. 62% of residents live in the towns of Burgess Hill, East Grinstead and Haywards Heath, with the remaining 38% living in the villages<sup>3</sup>.

There are around 73,000 people in the District in employment. Over 13% of these work from home and 17% are self-employed. Around 44% of workers (31,745 as at 2011) commute out of the District and over 20,000 people living outside the District commute in to Mid Sussex to work. The District has a higher than average number of retired residents (aged over 65) –18.1% compared to 17.1% for the South East, and 16.4% nationally.

There are 24 Parish and Town Councils within Mid Sussex

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<sup>3</sup> Census 2011



This map is for the purpose of illustrating the area covered by Mid Sussex District Council. Reproduced from the Ordnance Survey Mapping with the permission of the Controller of Her Majesty's Stationery Office. CROWN COPYRIGHT. Unauthorised reproduction infringes Crown Copyright and may lead to prosecution or civil proceedings. Mid Sussex District Council. 1992/1994 2004

Nearly 60% of the District is within the High Weald Area of Outstanding Natural Beauty, and over 10% is within the South Downs National Park. Mid Sussex is the tenth most wooded District in the South East and two-thirds of this woodland is classified as 'ancient'. It also has many sites valued for their biodiversity including Sites of Special Scientific Interest, Sites of Nature Conservation Importance, Local Nature Reserves and Biodiversity Opportunity Areas.

There are three indoor leisure centres in the main towns in the District which are managed through a contract with Places for People – Kings Centre (East Grinstead), The Dolphin (Haywards Heath) and The Triangle (Burgess Hill) which has outdoor hockey, netball and tennis courts.

There are also two large privately owned sports complexes. East Grinstead Sports Club (EGSC), is currently operated by Wave Leisure and is home to a number of clubs. The outdoor facilities include international standard hockey, cricket, football, tennis courts and

the largest single netball site in the South East. St Francis Social & Sports Club is on a 14+ acre site in Haywards Heath, adjacent to a number of large new housing developments. The playing fields currently offer bowls, tennis and football and the club is keen to develop the facilities.

Mid Sussex Active, based at St Pauls Catholic School in Burgess Hill, supports schools through competitions, professional development, workforce development (sports leaders and volunteers) and expanding sporting opportunities. The County Sports Partnership is Active Sussex. There are two community sports networks in the District, the Haywards Heath Sports Forum and East Grinstead Sports Council.

The Mid Sussex District Plan includes a strategic allocation in Burgess Hill known as the Northern Arc. This is a mixed use development to include up to 3,500 homes, a business park, two primary and one secondary school and a 10ha Centre for Community Sport (CfCS). A draft masterplan for the Northern Arc identified a potential site for the CfCS to the north of the A3200, adjacent to St Pauls Catholic College, near the Triangle. A leisure consultant, appointed by Burgess Hill Town Council, produced a report on the CfCS in January 2014 which concluded with a ten point action plan but this work has not been any developed further.

## **5. Submission of Quotations**

The Council is not advertising this opportunity but will invite a number of consultants, which it believes to be qualified, to submit quotations to carry out the work. Under its Financial Regulations the Council is seeking quotations from a minimum of three or more prospective consultants and intends to follow a best practice approach to the recruitment and selection of a suitably qualified and skilled consultant who would enter into a contract with the Council to carry out the work.

### **5.1 Budget and Costs**

Contractors are required to provide a fully costed proposal. Such a proposal should contain a breakdown of how any costs are calculated (day rates; travel cost per mile etc.) and attribute costs to the individual members/ parts of the proposed team. All submissions are at the suppliers own cost.

The Council reserves the right to negotiate on any aspect of the submitted quotations during the appointment process.

### **5.2 Payment**

Payment will be made on satisfactory completion of the work. Staged payments will be considered if required. Consultants should set out within their submissions any such requirements for staged payments.

### **5.3 Submissions**

Submissions should be made electronically; as either "Word" or "PDF" documents.

Electronic Documents should be emailed with “High” importance and “Confidential” sensitivity to [communityservices@midsussex.gov.uk](mailto:communityservices@midsussex.gov.uk) and have the subject line “Playing Pitch Strategy – Confidential – Proposal from (name of company)” attachments should be in the formats listed above.

Any enquiries or requests for further information or clarification in advance of submission should be submitted by email to [elaine.clarke@midsussex.gov.uk](mailto:elaine.clarke@midsussex.gov.uk). All tenderers will receive the answers to all questions submitted, unless the question asked is deemed commercially sensitive to the organization who submitted it. If you believe your question is commercially sensitive to your organisation you must clearly stipulate this in your request for clarification. No responses by telephone will be provided. Receipt will not normally be acknowledged but if required can be tagged with a “Read Receipt.”

All submissions must be received by the Council by **5pm, 25 May 2018**.

#### **5.4 Confidentiality and Freedom of Information**

The submission, documentation and contractual arrangements for the carrying out of this work shall be treated by both parties as private and confidential and for use only in the preparation of the project and shall not be disclosed to any third party without the prior consent of both parties.

The documents, contracts and final reports used in or arising from this project shall remain the property of the Council and may not be used for any other purpose without the Council’s prior consent. Any copyright or intellectual property rights will rest with the Council.

Some information in relation to this project may be subject to the Freedom of Information Act 2000. Consultants should indicate clearly if any of the information provided by them or used in relation to this study is confidential or commercially sensitive or should not be disclosed in response to a request under the Act. This will not guarantee that the information will not be disclosed but will be considered by the Council’s legal advisors in light of exemptions provided in the Act.

#### **5.5 Evaluation and Selection**

The Council reserves the right not to accept any proposal at its absolute discretion.

Initial evaluation will be carried out by officers of the Council based on quality and cost criteria. Up to three consultants will be invited to attend a selection interview with senior officers who will have the authority to make an appointment if satisfied after an acceptable proposal and interview.

The evaluation of your submission will be conducted in accordance with the evaluation criteria given below.

<b>Stage of process</b>	<b>How it is assessed</b>	<b>Scoring method</b>
<b>Stage 1 – Selection Criteria Self-Assessment</b>	Council to determine that they meet the minimum criteria as per Self-Assessment Checklist	PASS/FAIL
<b>Stage 2 - Award Price</b>	Evaluation of Price Schedule	40%

	<b>Quality</b>	Evaluation of responses to Method Statements	60%
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Your submission will be assessed based on your responses to a series of method statement questions as detailed in Appendix B. Each method statement has a different weighting which is shown in the right hand column next to the question given. The response to each question will be evaluated as detailed in the table below and the score awarded will be multiplied by the question weighting to produce the total score for each question.

<b>SCORE</b>	<b>CLASSIFICATION</b>	<b>DEFINITION</b>
<b>0</b>	Unacceptable	No response, or totally unacceptable and does not meet the requirement in any way.
<b>1</b>	Inadequate	Substantially unacceptable and does not meet the Council's expectations in some significant areas. Response is inconsistent.
<b>2</b>	Weak	Weak response that does not fully meet the Council's requirements. Response may be minimal with little or no detail or evidence given to support or demonstrate sufficiency or compliance.
<b>3</b>	Satisfactory	Response largely meets the requirements in the specification / Council's requirements and some but patchy or brief evidence is given to support the answers.
<b>4</b>	Good	Criteria in the specification are met and evidence is provided to support the answers demonstrating sufficiency and compliance.
<b>5</b>	Excellent	Exceptional response that inspires confidence, specification is fully met and is robustly and clearly demonstrated. Full evidence as to how the service will be achieved is provided.