

BOURNEMOUTH AND POOLE

SPORTS FACILITIES STRATEGY AND

ACTION PLAN

2014-26

AUDIT PROCESS REPORT

MARCH, 2014



Building a Better Bournemouth

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Summary of Audit Process

The audit process covers built facilities, playing pitches and non-traditional sites.

Following agreement of the typology (Appendix 1), a review of all existing data and information from the Steering Group and from other external partner organisations such as The Leisure Database Company (Active Places Power) and National Governing Bodies of Sport was carried out to create the site audit lists.

The main audit of the sites was undertaken by Officers from the Councils and the County Sports Partnership; each audit included a visual site inspection.

Training was provided by Somerset Activity and Sports Partnership, which involved a mapping exercise, audit process, resources and an example site inspection of Littledown Leisure Centre, Bournemouth.

The audit resources that were provided included guidance documents (Appendix 2) and processes; these gave an explanation of the step by step approach for auditors and was available on the Bournemouth and Poole shared drive.

The site audits assessed the key attributes of provision, quantity, accessibility, quality and primary purpose as well as giving consideration to management and maintenance.

All data collected from the audit, including comments from the auditors was collated into a comprehensive database allowing interrogation to provide a wide range of analyses.

The results of the audit were then reviewed by the steering group and National Governing Bodies of Sport to ensure a consistency between individual sites.

Appendices

Appendix 1

1.0 Typology for build facilities, playing pitches and non-traditional

Appendix 2

2.0 Audit process

2.1 Built facilities letter

2.2 Playing pitch letter

2.3 Schools letter

2.4 Audit timetable sheet

2.5 Overall ranking of facilities

2.6 Secured community use

2.7 Audit forms – built facilities, playing pitches, non-traditional

Appendix 1

Typology for Bournemouth and Poole Built Facilities and Playing Pitches Audit and Assessment

Built Facilities

Detailed focus on:

- ▶ Swimming pools (4 lanes x 25m+);
- ▶ Sports halls (4+ badminton courts) including use by badminton, basketball and five-a-side football;
- ▶ Indoor and outdoor bowls (for Borough of Poole only);
- ▶ Indoor and outdoor tennis;
- ▶ Athletics tracks;
- ▶ Netball courts;
- ▶ Ballparks / open multi-use games areas; and,
- ▶ Dedicated five-a-side multi-use games areas.

Limited appraisal on:

- ▶ Fitness gyms (as part of leisure centres) (for Borough of Poole only);
- ▶ Squash courts;
- ▶ Ice rinks (for Bournemouth Borough Council only); and,
- ▶ Golf courses (focusing on facilities within Bournemouth).

Playing pitches

Detailed focus on:

- ▶ Grass pitches used for football, rugby and cricket;
- ▶ Full size artificial grass pitches (AGPs) used for hockey and football (which can be partitioned to make a number of smaller pitches for smaller sided games or training); and,

- ▶ Smaller, dedicated, AGPs used solely for small sided football (e.g. 5 or 7-a-side).

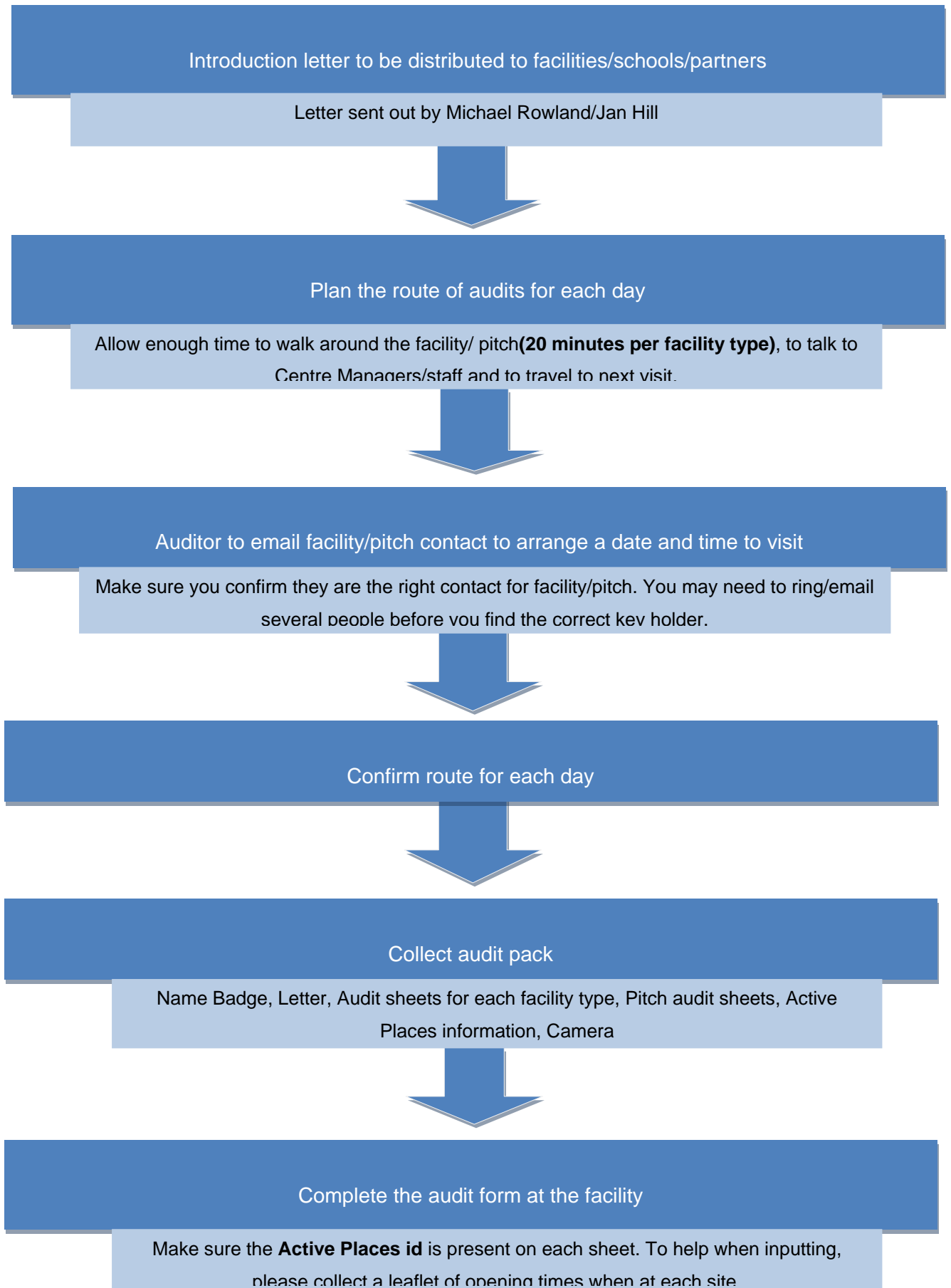
'Non-traditional' facilities and land based infrastructure

Varying degrees of appraisal (dependent upon information received during consultation) on:

- ▶ Wheel parks (which incorporate use by skateboards, scooters, freestyle BMX and in-line skating etc);
- ▶ Informal watersports (which include surfing, windsurfing, kite surfing, SUP (stand-up paddle surfing), bodyboarding, open water swimming, wake boarding, parasailing, etc.);
- ▶ Marine / harbour / organised watersports (which include sailing and rowing);
- ▶ Beach sports (which include beach soccer and beach volleyball);
- ▶ Off-road cycling (which include cycle speedway, BMX racing and informal dirt track BMX, track cycling, cyclocross); and,
- ▶ Other outdoor pursuits (including parkour, orienteering, outdoor gym, outdoor park table tennis).

Appendix 2.0

Audit Process



Appendix 2.1

Email Template – Facilities

Example Letter/Email – Built Facilities

Email title: Bournemouth & Poole Sports Facility and Playing Pitch Strategy

Dear Sir/Madam,

Bournemouth & Poole Sports Facility and Playing Pitch Strategy

I am writing to request your assistance with a built sports facilities assessment that we are carrying out in partnership with Sport England and Bournemouth Borough Council regarding a Bournemouth & Poole Sports Facilities & Playing Pitch Strategy. We are working together to establish the strategic need for built facilities and playing pitches across the area.

The aim is to have a comprehensive audit of existing sports facilities and playing pitches in Poole by August 2013, their condition, what facilities might be needed in the next 5 – 10 years and what that cost is likely to be.

This project is very important for the future planning of sports provision in Poole and any Government funding available in the future for community sports facilities will only be considered if it is part of an area wide strategy.

Sport England has a national data base of sports facilities “Active Places”, which includes sports halls, synthetic turf pitches, indoor & outdoor bowls, fitness suites, swimming pools etc. and this will be used as a basis for the sports facility audit.

Our team would like to undertake an audit of your facilities and your assistance would be very much appreciated. I hope that you will feel able to support this work which will allow us to know what resource will be needed in the future

We are hoping to conduct the visit to:

Name of facility/pitch on Wednesday 11th April 2013 at around 2.00pm.

Please could you get back to me ASAP to confirm this visit and time.

If you have any questions, please contact Jan Hill, Recreation & Development Team Leader at Borough of Poole on 01202 261346 or via email at jan.hill@poole.gov.uk

Thank you for your time.

Kind regards

Name

Name

Job Title

Company

Contact number

Email

Appendix 2.2
Example Letter/Email – Playing Pitches

Email Template – Pitches

Email title: Bournemouth & Poole Sports Facility and Playing Pitch Strategy

Dear Sir/Madam,

Bournemouth & Poole Sports Facility and Playing Pitch Strategy

I am writing to request your assistance with a playing pitch assessment that we are carrying out in partnership with Sport England and Bournemouth Borough Council regarding a Bournemouth & Poole Sports Facilities & Playing Pitch Strategy. We are working together to establish the strategic need for built facilities and playing pitches across the area.

The aim is to have in place a comprehensive audit of existing sports facilities and playing pitches in Poole by August 2013, their condition, what facilities might be needed in the next 5 -10 years and what that cost is likely to be. The pitches that would need auditing for this Strategy are primarily Football, Rugby and Cricket.

This project is very important for the future planning of sports provision in Poole and any Government funding available in the future for community sports facilities will only be considered if it is part of an area wide strategy.

We are contacting all clubs and providers of formal grass sports pitches to introduce the project and also to inform you that our team would like to undertake an audit of your sports pitches and changing facilities. The pitch audit will only take 15 minutes and we would also require access to the changing rooms.

We are hoping to conduct the visit to:
Name of facility/pitch on Wednesday 11th April 2013 at around 2.00pm.

Please could you get back to me ASAP to confirm this visit and time.

If you have any questions, please contact Jan Hill, Recreation & Development Team Leader at Borough of Poole on 01202 261346 or via email at jan.hill@poole.gov.uk

Thank you for your time.

Kind regards

Name

Name

Job Title

Company

Contact number

Email

Appendix 2.3

Example Letter/Email – Schools

Email Template - Schools

Email title: Bournemouth & Poole Sports Facility and Playing Pitch Strategy

Dear Sir/Madam,

Bournemouth & Poole Sports Facility and Playing Pitch Strategy

I am writing to let you know about work that Bournemouth and Poole Councils are carrying out in partnership with Sport England and Active Dorset to develop a new Bournemouth and Poole Sports Facilities and Playing Pitch Strategy; we'd also like to ask for your co-operation.

Our aim is, between now and August, to have a comprehensive audit of existing sports facilities and playing pitches in the conurbation, their condition, what facilities might be needed in the next 5-10 years and what the cost of the development is likely to be. One vital aspect of this work is the provision of, and effective and efficient use of school facilities.

This project is important as it will be the only study that assesses all sports facilities in the area, regardless of ownership and management. Future sports funding from both the Government and Lottery will only be considered if it is part of an area wide strategy.

Working with our partnership could bring many benefits to your school, which include....

- An essential evidence base to support funding bids to sports governing bodies and Sport England to develop or improve sports facilities at your school;
- Links between school sport and pupils doing sport in their own time in their local communities;
- Ensuring that facility provision at schools meets the needs of the local community and contributes towards overcoming deficiencies in the area.

Sport England has a national data base of sports facilities 'Active Places' and this will be used as a basis for the sports facility audit, which will include sports halls, synthetic turf pitches (STP's) and swimming pools.

Our team would like to undertake an audit of your sports pitches and changing facilities to contribute to the conurbation's sports strategies (this should only take 15-30 minutes); we'd also like to arrange for Colin Johnson (our sports consultant) to come to talk to you about your facilities, how they are used now and your ambitions for the future so that we can capture this within our strategic plans. We'd be extremely grateful of your support in developing these strategies and hope that we can develop plans that will aim to improve the facilities for our communities and schools in the future.

We are hoping to conduct the visit to:

Name of facility/pitch on Wednesday 11th April 2013 at around 2.00pm.

Please could you get back to me ASAP to confirm this visit and time.

If you have any questions, please contact Michael Rowland, Parks Development Manager at Bournemouth Borough Council on 01202 451632 or via email at Michael.rowland@bournemouth.gov.uk

Thank you for your time.

Kind regards

Name

Name

Job Title

Company

Appendix 2.4

Audit Timetable Sheet

Bournemouth & Poole Sports Facility & Playing Pitch Strategy					Auditor Name					
No.	Time	Place	Postcode	Contact name/Email	Contact number	Contacted	Confirmed	Completed	Comments	
1										
2										
3										
4										
5										
6										
7										
8										
9										
10										

					Auditor Name					
No.	Time	Place	Postcode	Contact name/Email	Contact number	Contacted	Confirmed	Completed	Comments	
1										
2										
3										
4										
5										
6										
7										
8										
9										
10										

Appendix 2.5

Overall ranking of facilities

Assessment criteria	Guidelines
Quality/Condition	<p>Consider:</p> <ul style="list-style-type: none"> ◀ The visual quality of the whole site. Is the first impression of a 'good' or 'poor' quality site? Is there evidence of litter or graffiti? ◀ The location of the whole site. ◀ The layout of the whole site. ◀ If the facilities are fit for purpose and appropriately designed. Is provision consistent throughout the site? ◀ The adequacy of provision of facilities throughout the whole site. Does there seem to be enough and are they well located throughout the site? ◀ If lighting is present is it well situated throughout the site to be effective/fit for purpose?
Additional comments	<p>The comments box is provided to give the opportunity to record information not recorded elsewhere on the form. Diagrams are also useful to help explain the layout of the facility. Some examples of comments would be:</p> <ul style="list-style-type: none"> ◀ "Access path in need of maintenance." ◀ "Good site, well maintained." ◀ "Large/small facility at edge of a housing estate." ◀ "Poorly maintained facility with little potential for further development." <p>Background information about the facilities that could be helpful in establishing a more complete 'picture'.</p> <p>Please provide reports, plans etc. if available</p>

Appendix 2.6

Secured Community use for Playing Pitches

Category	Definition	Supplementary information
A(i)	Secured community pitches	Pitches in local authority or other public ownership or management
A(ii)		Pitches in the voluntary, private or commercial sector which are open to members of the public#
A(iii)		Pitches at education sites which are available for use by the public through formal community use arrangements*
B	Used by community, but not secured	Pitches not included above, that are nevertheless available for community use, e.g. school/college pitches without formal user agreements
C	Not open for community use	Pitches at establishments which are not, as a matter of policy or practice, available for hire by the public

Notes

Where there is a charge, this must be reasonable and affordable for the majority of the local community.

* Pitches in secured community use are pitches that are available for use by community teams and whose future use is secured for the coming seasons by one or more of the following:

- a formal community use agreement
- a leasing/management arrangement between the school and LEA requiring the pitch(es) to be available to community teams
- a policy of community use minuted by the school or LEA, including tariff of charges, etc
- minutes of the board of school governors allowing use of pitches by community teams
- written commitment from the school to the current community team(s) using the pitch(es)

and

where it is the intention of the school to maintain access for community teams to its pitch(es) at peak times (i.e. evenings, weekends and/or school holidays) for the next two or more years.

Appendix 2.7

Audit Forms

- ▶ Built Facilities Audit Form
- ▶ Playing Pitch Audit Form – AGP
- ▶ Playing Pitch Audit Form – Football
- ▶ Playing Pitch Audit Form – Rugby
- ▶ Playing Pitch Audit Form – Cricket
- ▶ Playing Pitch Front Sheet
- ▶ Changing Room Audit Sheet
- ▶ Non Traditional Audit Sheet

Available as separate files, held by clients.