



**The Process of Local Sport and
Recreation/Physical Activity Strategy
Preparation**

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The following provides a suggested route map for the preparation of a local sport and recreation strategy. It is not proposed that it should be a 'one size fits all' approach, as it is recognised that many local authorities have different set ups and priorities with regard to the delivery of sport and recreation, however it does provide an indicative guide to what Sport England tools are appropriate and what areas of *Planning Across Boundaries* are relevant at the appropriate stage.

Diagram 1 provides a 6 stage process for undertaking the preparation of a Local Sport and Recreation Strategy:

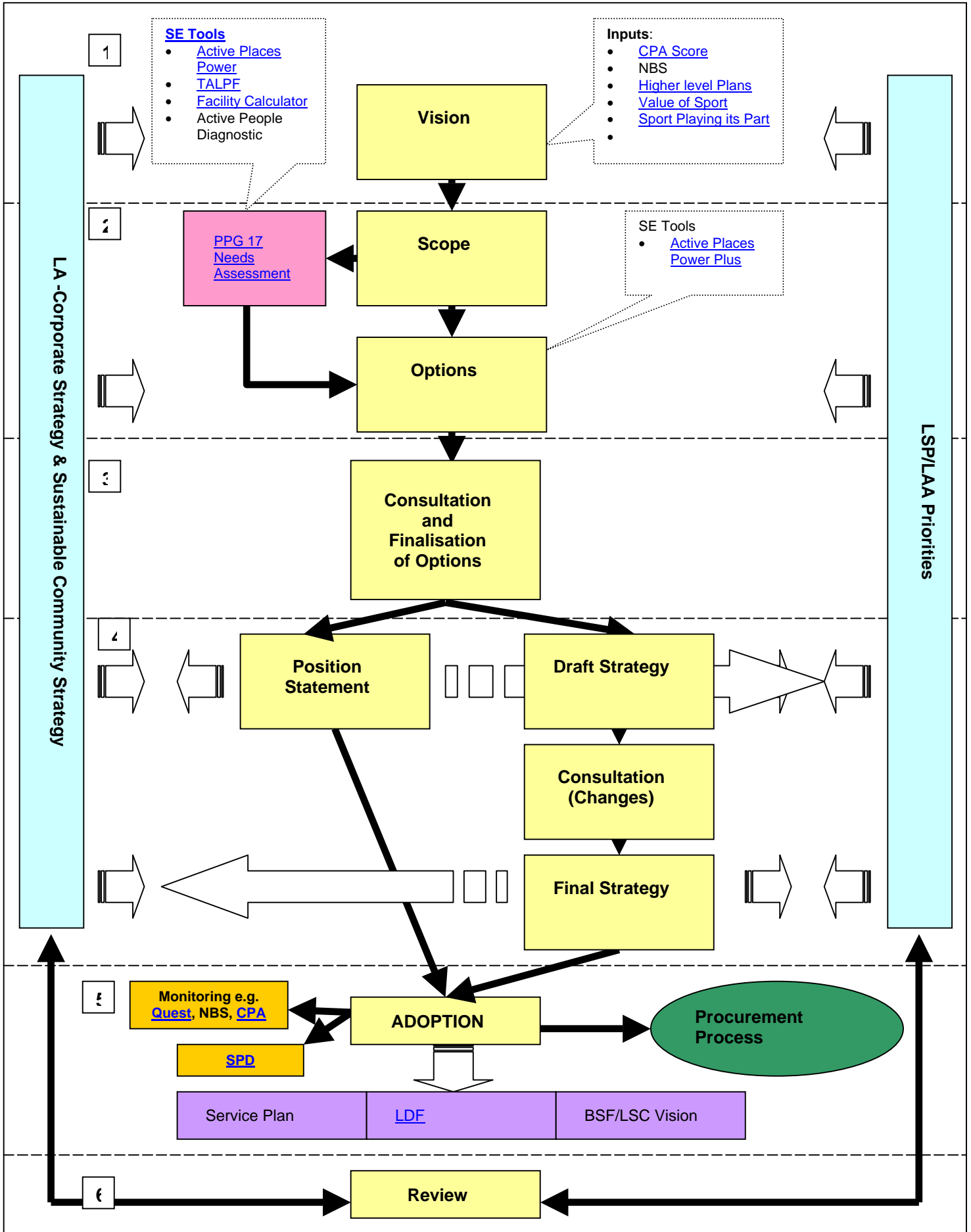
- Stage 1 – [Setting the Vision](#)
- Stage 2 – [Scoping and Needs Assessment](#)
- Stage 3 – [Consultation on Options](#)
- Stage 4 – [Strategy Development](#)
- Stage 5 – [Adoption & Monitoring](#)
- Stage 6 - [Review](#)

After adoption, the resulting priorities for action should then be incorporated into other local policy documents and the priorities of other local organisation/partnerships, including:

- Local Area Agreements
- Local Strategic Partnerships (Community Strategy)
- Local Development Frameworks
- BSF Delivery/School Development Plan
- Corporate Strategy

In an ideal situation, the Corporate Strategy and the Sustainable Community Strategy would have been produced and adopted prior to the development of a local sport and recreation strategy, however in reality this is unlikely to be the case, therefore, both strategies should feed into the process right the way through. What is clear, however is that the evidence for sport and recreation has to be in place prior to any local authority moving to adopt their core strategy for the Local Development Framework, as the recent [Lichfield District Council case](#) (page 19) indicates.

Diagram 1: The Process



	Key Tasks	Potential Key Players	Tools	PAB Section
Stage 1 – Setting the Vision	<ul style="list-style-type: none"> • Identify key inputs e.g. Community Strategy, CPA score • Set up Steering Group • Define Project Brief <ul style="list-style-type: none"> ○ Will it include a playing pitch strategy? ○ Will it include an Open Space Strategy?* ○ Will it include Children's play?* ○ Will it include 'physical activity'? • Establish how will it relate to any Cultural Strategy? • Identify life of strategy (years) • Confirm Project Stages • Identify Project Delivery route (e.g. procurement) • Confirm Project Funding • Confirm Project Management Issues e.g. timetable, project controls, risks etc. <p><i>*Often developed separately</i></p>	<ul style="list-style-type: none"> • Planning Department • Education (County or Unitary), • Culture Dept, • County Sports Partnership (CSP) or Community Sports Network (CSN) • Local Access Forum (LAF), • Local Strategic Partnership (LSP) • Primary Care Trust 	<ul style="list-style-type: none"> • Sport England: <ul style="list-style-type: none"> ○ Active People ○ Active Places (through CPA for headlines stats) ○ Planning for Sport ○ Planning Bulletin 15 – Strategic Planning for Sport revisited 	Corporate Performance Improvement Value of Sport Local Strategic Planning Local Strategies Guide to CPA LAA Key Objectives
Stage 2 – Scoping and Needs Assessment	<ul style="list-style-type: none"> • Collecting the Evidence Base <ul style="list-style-type: none"> ○ Active Places Power (supply) ○ Active People Diagnostic (demand) ○ Taking Part Survey ○ ONS data ○ Club information (demand) ○ Additional local user/facility survey (demand) ○ Volunteering ○ Coaching • PPG 17 Needs Assessment • Testing Options – use of Bespoke modelling e.g. Active Places Power Plus (FPM) • Consider Financing and Management Options 	<ul style="list-style-type: none"> • Steering Group, • Local Access Forums (informal access), • CSN (for Club info); 	<ul style="list-style-type: none"> • Sport England: <ul style="list-style-type: none"> ○ Active Places Power, ○ Active Places Power Plus, ○ Towards a Level Playing Field, ○ Sports Facility Calculator • Other <ul style="list-style-type: none"> ○ Ness ○ PPG17 Good Practice Guide 	Local Strategies Local Strategic Planning Consultation Partnership Delivery Funding

	Key Tasks	Potential Key Players	Tools	PAB Section
<p>Stage 3 – Consultation and Finalisation of Options</p> <p><u>NB:</u> This stage may be combined with the consultation stage under Stage 4, or be done as part of wider community consultation undertaken as part of a Sustainable Community Strategy</p>	<ul style="list-style-type: none"> Undertake consultation on options; Finalise preferred options; 	<ul style="list-style-type: none"> Local Community clubs, volunteers, coaches, facility providers 		Consultation
<p>Stage 4 – Strategy Development</p>	<ul style="list-style-type: none"> Carry out any additional consultation; Finalise what final document will look like e.g. will it be one plan or a series of plans linked to LAA priorities, a full strategy, position statement etc.? Finalise outcomes, who will deliver and timetable for delivery Agree monitoring framework and identification of outcome driven KPI's Agree Local Standards of provision; (Carry out any Sustainability Appraisal of draft/final strategy) Finalise report for adoption 	<ul style="list-style-type: none"> Steering Group LSP 	<ul style="list-style-type: none"> Sport England: <ul style="list-style-type: none"> Towards a Level Playing Field, Planning Planning Contributions Kitbag Planning for Sport – Local Policy 	Partnership Delivery Corporate Performance Improvement Guide to CPA Local Strategic Planning Funding LAA Key Objectives
<p>Stage 5 – Adoption & Monitoring</p>	<ul style="list-style-type: none"> Adopt strategy Ensure strategy is reflected in other key local documents e.g. LAA, BSF/Schools Plan Monitor 	<ul style="list-style-type: none"> Elected Members LSP Chief Exec's department BSF delivery Leisure and Planning Department CSN LAF 	<ul style="list-style-type: none"> Sport England: <ul style="list-style-type: none"> National Benchmarking Service; Towards a Level Playing Field; Planning for Sport – Local Policy Planning Contributions Kitbag Quest Other: <ul style="list-style-type: none"> CPA TAES 	Partnership Delivery Corporate Performance Improvement Guide to CPA LAA Key Objectives Funding Local Strategic Planning

	Key Tasks	Potential Key Players	Tools	PAB Section
Stage 6 - Review	<ul style="list-style-type: none"> • Review monitoring information • Establish Level of Review 	<ul style="list-style-type: none"> • Leisure Department 		Corporate Performance Improvement Partnership Delivery