East Devon Playing Pitch Strategy Project Plan

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			2024						2025				
			2024						2023				
	TASKS	ост	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	
Stage A - Prepare and Tailor Approach													
	Review scope of work - establish drivers, objectives and vision for the PPS, study area, sub areas, timescales, sports												
	Meet with Sport England and Local Authority to set out project scope and understand the area, agree population growth figures to be used, ensure SE are satisfied with the brief												
	Establish steering group - NGBs, LA, Sport England, others e.g. universities, active partnerships,												
	Read previous PPS - establish what has, and what potentially will change. Develop an understanding of the local area.												
	Read local LFFP - what has been developed since this was developed												
	Arrange Stage A meeting with all members of the steering group, send project brief and agenda to steering group												
	Draft online club, school, town council and parish surveys. Agree the draft with NGBs and determine the responsibility for distribution with steering group												
	Hold Stage A meeting - project plan, timelines, sub-areas and responsibilities all agreed. NGBs highlight key issues, goals and initiatives for their sport, request NGB affilitation data												
	Distribute meeting minutes, project plan and agree Stage A sign off with SE.												

Stage B - Supply and Demand Data	
	Download Active Places Power data to use as baseline for site audits
	Undertake site audits for winter sports (Summer sports undertaken during peak play in the summer)
	Consultation with neighbouring authorities. Gather information regarding significant pitch or housing developments and displaced demand
	Club, school, town council and parish surveys distributed. Request affiliation data from all NGBs as well as pitch assessment information e.g. PitchPower
	Draft Stage B document using info from site audits, NGB affiliation data and online surveys
	Distribute Stage B summer data to steering group. Request feedback and any missing information
	Steering group provides feedback on Stage B document
	Draft final stage B document, showing supply and demand information across all sports. Request steering group sign off.
Stage C - Accessing	
	Agree the current and future population statistics to be used, information on housing developments etc, across study area and in the neighbouring authorities.
	Understand the situation at each site - compare supply with demand, evaluate spare capactity, any key issues
	Develop understanding of current community provision in the study area

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	Understand the potential future demand - take into account population change, participation targets, any changes to supply etc.
	Identify key findings - current and future supply and demand for provision, is provision accessible and appropriately managed
	Distribute stage C to steering group. Provide time for NGBs to respond with changes/recommendations
	Steering group provides feedback on Stage C document
	Stage C sign off
Stage D - Developing the strategy	
	Meet with NGBS, LA and Sport England to agree scenarios for each sport
	Create scenarios for each grass pitch type and AGP.
	Develop recommendations and actions for each sport based on protect, enhance, provide. Scenarios should retain spare capacity.
	Write the PPOSS strategy and develop the action plan
	Present the PPS to the steering group, allowing time for NGBs, LA and SE to provide comments.