

Sport England: Active Environments Framework Frequently Asked Questions.

March 2024

Here are responses to some of the questions most frequently asked regarding the Active Environments Framework and accessing it. If you still cannot find the information you need, please e-mail:

activeenvironmentsframework@sportengland.org

What type of organisations can access this framework?

If you are part of any of these organisations, you can access this framework very simply: -

- Local Authorities in England [List of councils in England by type](#)
- Leisure Services Providers including leisure operators and Trusts
- National Governing Bodies of Sport [National governing bodies](#)
- Football Foundation [UK Government Football Foundation](#)
- Local Planning Authorities in England
- Neighbourhood Forums
- Urban Development Corporations, including Ebbsfleet Development Corporation and any other set up by the Secretary of State for Housing, Communities and Local Government (or successor) during the lifetime of this Framework under section 149(1), (3), (11) and (13) of the Local Government, Planning and Land Act 1980(1) [The Ebbsfleet Development Corporation](#)
- Old Oak and Park Royal Development Corporation
- Combined Authorities [Combined Authorities](#)
- Active Partnerships [Active partnerships](#)
- Community Sports Clubs
- Educational Establishments
- Department of Culture Media and Sport (DCMS)
- Department for Levelling Up, Housing and Communities (DLUHC) referred to in Contract Notice as MHCLG.

Do you have a list of the types of services that will be delivered under each lot?

Lot A – Strategic Outcomes Planning and Leisure Services Delivery

Support partners in developing a strategic approach to investment in sport and physical activity along with project management skills and expertise to procure and implement new leisure operating contract arrangements.

Scope of services

- Strategic assessment and review of national and local policies and strategies
- Development of vision and shared outcomes
- Influencing and working with leadership teams, including politicians, to drive cultural change
- Community and stakeholder consultation
- Engaging with local communities
- Preparation of briefs for, and interpretation of needs analysis and supply and demand analysis
- Feasibility Studies for leisure facility development including capital delivery and revenue modelling
- Options Appraisals
- Business Planning
- Defining key performance indicators and data capture methodology
- Supporting local authorities in the procurement of new, or review of existing, leisure operating arrangements based on the delivery of strategic outcomes
- Leisure management options appraisals, procurement evaluation, and development of procurement strategies using strategic outcome planning principles
- Leisure facility business planning including shadow bids and affordability assessment
- Project management of the procurement process in accordance with Public Procurement Regulations and OJEU
- Preparation of tender documentation including Standard Selection Questionnaire, Invitation To Tender, Specification and Leisure Operating Contract
- Preparation and development of evaluation processes
- Preparation of contractual documentation
- Attendance at meetings / site visits / delivery of workshops to support tender process
- Contract monitoring and review at key points during a term to feedback and provide support to local authorities and Sport England
- Working with and interfacing with other Sport England Frameworks.

Lot B – Assessment of Need

Support partners in the development and use of assessments of need for sport, recreation and physical activity provision covering indoor and outdoor sports facilities (including playing pitches) along with informal sport and physical activity provision through the wider environment.

Scope of services

- Developing robust assessments of need as required by the Government's National Planning Policy Framework (paragraphs 98 and 99) and in line with relevant Sport England guidance for: Indoor Sport Facilities, Playing Pitches, Other outdoor sport, and physical activities
- Using assessments of need to identify and determine what provision is required to meet the needs and to set out a plan/strategy for how to deliver the provision
- Advising and supporting on the application of assessments of need and related plans/strategies to inform: -
 - The development of planning policy
 - Approaches to developer contributions
 - Health & Wellbeing strategies
 - Green Infrastructure Strategies
 - The management, operation and maintenance of provision
 - Advising and supporting the review and updating of existing assessments of need and related plans/strategies to ensure they remain robust and up to date
- Undertaking individual site assessments and any related assessment of needs required to:
 - Support funding bids
 - Inform/assess planning applications (in line with para 99 of the NPPF)
 - Supporting the development and update of guidance on and related to assessing needs.

Lot C – Town Planning Services

Development of national and/or local policies plans and strategies which support the delivery of Active Environments, application of assessments of need, undertaking planning application related work and providing ad-hoc advice.

Scope of services

- Development of policies, plans and strategies which support the creation and maintenance of Active Environments including drafting, consulting, and undertaking associated public enquiry/examination work in relation to:
 - Local Plans, Spatial Development Strategies and Neighbourhood Plans

- Regeneration Strategies
- Supplementary Planning Documents (e.g. covering areas such as approaches to developer contributions and development briefs for specific sites)
- The Community Infrastructure Levy (including charging schedules)
- Estate Strategies
- Town centre strategies
- Health & Wellbeing Strategies
- Health impact assessments
- Cycling and Walking Investment Plans
- Green infrastructure Plans
- Engaging with local communities to develop policies which place emphasis around sport, physical activity, and health.
- Running of workshops to explore policy development
- Applying assessments of need and related plans/strategies and/or conducting bespoke research to inform and support the development of policies
- The development of national policy work or provision of guidance or other materials to support Active Environments work
- Undertaking planning application and planning policy work, including assessing, and responding to planning application and policy consultations, preparation of development briefs and preparation of planning applications.

Lot D – Urban Design Services

Provision of master planning and design services to support the creation and maintenance of Active Environments, with a focus on ensuring that new developments and works to remodel existing places provide the right physical characteristics to enable people to become more physically active.

Scope of services

- Review and critique of developing masterplans to offer advice on how these can be amended to promote an enhanced sporting offer and higher levels of physical activity
- Development of and advice on design codes for developments which place a strong emphasis on sport, physical activity, and health objectives with the aim of creating Active Environments
- Co-creation with local communities and consultation around design codes and early concepts
- Use of existing tools and development of new approaches which promote behaviour change through walkable communities, connected routes, co-location, networks of open space and appropriate inclusive and accessible infrastructure
- Generic and project specific application of 'active design' principles

- Development of studies and exemplars of active environments demonstrating a coordinated and holistic approach to the design and operation of streets, neighbourhoods and public open spaces which are promoted and supported by policies, standards, and planning of infrastructure
- Review and update Sport England Guidance documents and tools related to Active Environments, such as but not limited to, Active Design Guidance.

Do you have lists of the providers on each lot?

Please note, these are not the ranked positions of consultants – alphabetical list provided.

Provider Name Lot A – Strategic Outcomes Planning and Leisure Services Delivery

Continuum Sport & Leisure Ltd
 FMG Consulting Ltd
 Knight, Kavanagh & Page
 Max Associates Ltd
 My Leisure Consultant Limited
 RPT Consulting Limited
 Strategic Leisure Limited
 The Sport, Leisure and Culture Consultancy Ltd
 The Sports Consultancy Ltd

Provider Name Lot B – Assessment of Need

Bennett Leisure & Planning Ltd
 Continuum Sport & Leisure Ltd
 Knight, Kavanagh & Page
 Max Associates Ltd
 Stuart Todd Associates Limited
 Tetra Tech Limited
 The Sports Consultancy Ltd

Provider Name Lot C – Town Planning Services

David Lock Associates Limited
 Land Use Consultants
 Stuart Todd Associates Limited
 Tetra Tech Limited

Provider Name Lot D – Urban Design Services

AFLSP Ltd
 David Lock Associates Limited
 Land Use Consultants
 LA Architects Ltd
 Place Services

Will this be a very complicated process to appoint a consultant?

Not at all. The process to appoint consultants has been made purposefully simple while maintaining compliance. You have two choices:-

- Direct Award – For commissions < £10,000
- Mini-Competition – With very flexible procedures to ensure compliance with an understanding of your own needs.

Can the providers sub-contract the work to other organisations?

Yes, with your permission. Sub-contracting arrangements can provide access to specialist knowledge and complement the skills of the providers on each Lot. Any sub-contracting arrangements should be clearly stated as part of the response to a mini-competition and authorities should ensure they are satisfied with the experience and capability of any sub-contractor providers are proposing to complete the work.

Authorities should notify Sport England of proposed sub-contractors prior to awarding the Call-Off contract. Sport England may attach conditions to the grant of its consent to use sub-contractors as it sees fit, in its sole discretion.

The providers appointed to the framework remain fully responsible for the deliverables and outputs of any sub-contractors used.

What if my requirements span more than one Lot?

Each Lot reflects a particular specialty or subject-matter. If your requirement spans more than one subject matter, you should split your scope of work per Lot to ensure you receive the most appropriate and best quality responses.

How do we use the direct award process?

Sign the access agreement
Select appropriate consultant
Capability check
Capacity check
Regionality

For further guidance on the direct award process, please see the User Guide.



Have you got tools to support us running a mini-competition?



Yes! Once you sign the Access Agreement, you will be given access to the full suite of supporting documents. The framework is designed to be fully compliant while maintaining simplicity and speed of appointment. There are even resource schedules set out to support pricing and example method statement questions so that you get bespoke responses to questions that are relevant to the commission.

Do you have a full pack of information that will support our internal procurement team to use this framework as a compliant way to market?

Please see the User Guide which has all the information you will need including the contract notice and contract award notice.

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