

Open Space Assessment and Sports, Recreation, Leisure, and Playing Pitches Strategy

Appendix 1: Specification

1.0 Introduction/ Overview

- 1.1.1 The London Borough of Redbridge is embarking on a review of its Local Plan 2015-2030 (adopted in 2018). The new Local Plan will set out a compelling vision for the physical development of the borough, promoting the delivery of new homes, jobs, and supporting community infrastructure up to 2041.
- 1.1.2 To deliver on a vision that is relevant to Redbridge and its diverse communities, we wish to invite suitably experienced and qualified consultants to undertake a full Open Space Assessment and Sports, Recreation, Leisure, and Playing Pitches Strategy, as a single evidence base.
- 1.1.3 The purpose of this work is to support the development and review of the Local Plan and the formulation of Local Plan open space and sports provision policy. This evidence base should include a full assessment of all open space in all areas of the borough, assessing open space quantity, quality, areas of deficiency, and accessibility of open space. It should also include an assessment of sports, recreation and leisure facilities in the borough and determine the current provision and future needs of open space, sports, recreation, and leisure. It should also set out objectives to meet the determined needs, as well as set priorities for open space management and investment.
- 1.1.4 All work must be developed in accordance with the National Planning Policy Framework (NPPF), National Planning Policy Guidance (NPPG), and the London Plan 2021.
- 1.1.5 The assessment must also be considerate of the Council's recently released corporate plan, [The Redbridge Plan 2022-26](#), which describes tackling poverty and building a cleaner, greener, fairer, and healthier borough as the Council's key ambitions. It also aims to address the borough's unique challenges whilst unleashing its untapped potential following a period of uncertainty caused by the COVID-19 pandemic and the current economic backdrop and pressures on local people caused by the 'cost of living' crisis. The Plan sets out ideas for improvements at the Council to guarantee it can operate within its budget. The document is structured into four themes - Safe and Healthy, Homes and Neighbourhood, Jobs, and Skills, and Clean and Green. Under each theme is a set of ambitions the Council will work to achieve in this four-year period. This includes the following, under the priority theme of 'Safe & Healthy':
- Reducing health inequalities and improving the health of the poorest the fastest
 - Supporting healthy, physically active lifestyles and co-produce opportunities that encourage residents to improve their health
 - Supporting people to live healthy, independent lives and support those than need it
 - Being committed to delivering cultural, leisure and sports facilities within 20 minutes of where you live.

1.1.6 As part of meeting the above ambitions the key activities the council aims to deliver includes:

- Build a lido in Valentine's Park
- Build Wanstead swimming pool
- Invest in park play equipment, refurbish tennis courts, and create more cricket pitches.
- Build Orchard Playing Fields play centre
- Run Summer and Easter programmes of culture and sports
- Establish a creative and sporting club grants programme.

1.1.7 Relevant key plans and strategies include:

- The Health and Wellbeing Strategy – the key related outcomes
 - Increased average life expectancy
 - Increased average healthy life expectancy
 - Increased usage of leisure facilities.

1.1.8 The work must also adhere to the following principles which will guide the development of the new Local Plan:

- Community-led plan with engagement,
- Neighbourhood-focused policies,
- Promote sustainable and equitable development,
- A visual plan with accessible guidance,
- A thriving local economy that tackles inequality.
- Protect and enhance high quality green spaces,
- Make Redbridge child-friendly, and
- Greater control over placemaking.

2.0 Background Information

2.1 Redbridge Context

- 2.1.1 Redbridge is an outer London borough in the northeast, extending approximately 22 sq. miles. The borough sits entirely within the M25, north of the river Thames, and the City of London is approximately seven miles to the west. Redbridge shares boundaries with four other London boroughs: Waltham Forest (to the west), Newham (to the south), Barking and Dagenham (to the south-east) and Havering (to the east). Redbridge also adjoins the County of Essex (to the north-west) and Epping Forest District (to the north). See Figure 1 below.

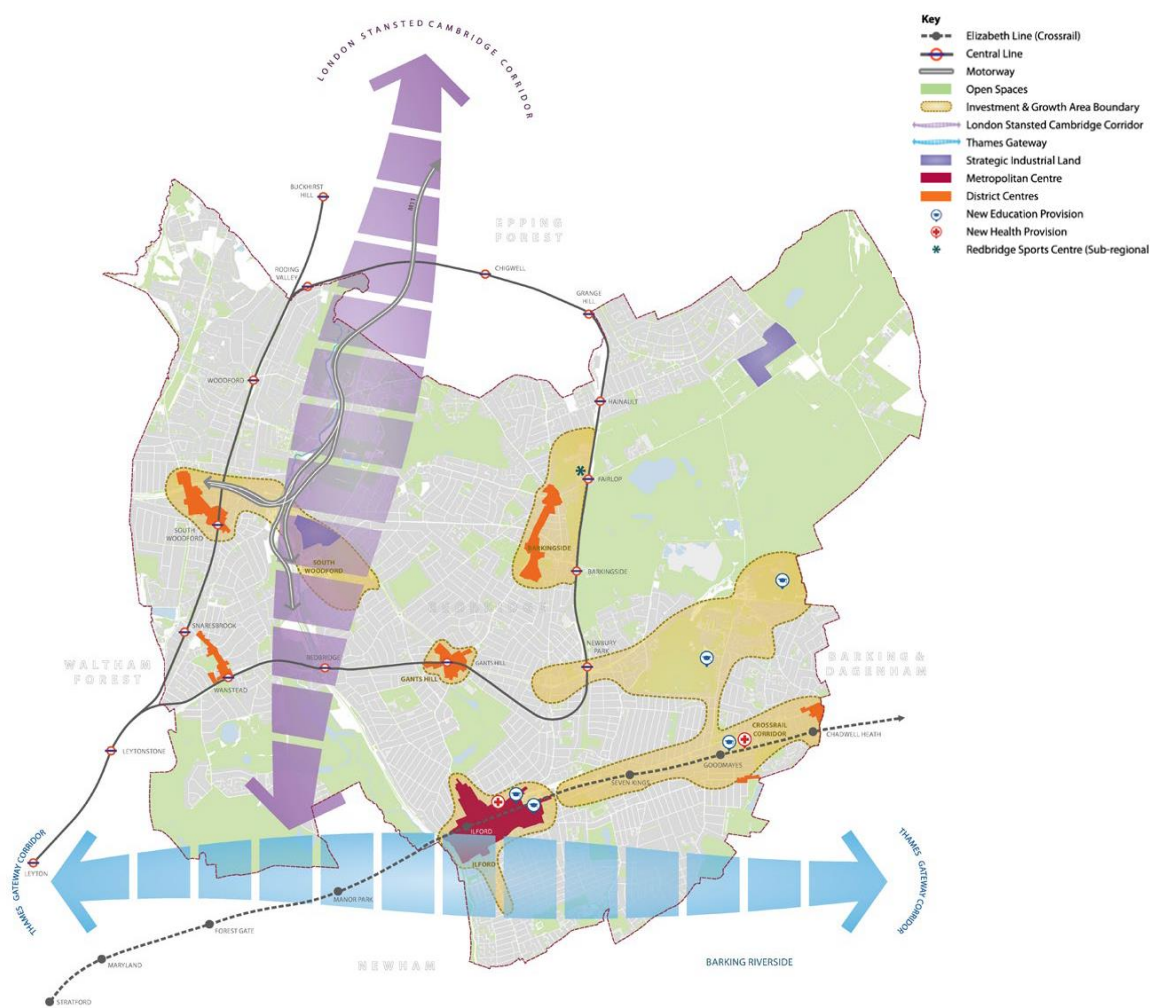


Figure 1: London Borough of Redbridge Key Diagram

2.2 Demographics and Growth

- 2.2.1 The number of people living in Redbridge is growing. According to the 2021 census the number of people living in Redbridge is 310,300 – an increase of 31,330 since 2011. Based on the 2018 mid-year projection data, the population is projected to increase to 319,907 by 2040¹.

¹ ONS data from 2021

- 2.2.2 Redbridge has the third highest proportion of children in London with 67,546 people aged under 16, equating to 23 per cent of the overall population (higher than the London average of 20 per cent).² Redbridge Council are working with UNICEF UK and their Child Friendly Cities & Communities initiative to make the borough a more child friendly place, which is also a Corporate Plan 2022-2026 objective and a Local Plan principle. Children's voices, needs, priorities and rights will be an integral part of the Local Plan, and they will be involved in the decision-making process.
- 2.2.3 The borough also has a high number of older adults, with 37,900 living in the borough (12 per cent of the population) being 65+.³
- 2.2.4 The borough is one of the most diverse in the country and of all London boroughs, with the sixth highest number of people whose stated country of birth is outside of EU countries (including Accession states), and 37 per cent of people in Redbridge were born outside the United Kingdom.⁴

2.3 Economy

- 2.3.1 Economic health is key to attracting investment and business growth and enhancing the quality of life for residents in Redbridge. The borough consists of six district centres, eight local centres, and a considerable number of smaller key retail parades.
- 2.3.2 The borough is regularly near the top of the rankings for business growth and boasts a number of highly respected businesses and designated business locations, such as Ilford Metropolitan Town Centre, and Hainault and Southend Business Parks.
- 2.3.3 Ilford has been identified by the Mayor as a Metropolitan Town Centre and is also an opportunity area in the 2021 London Plan. Ilford Town Centre is located within the Crossrail corridor, and with the opening of the Elizabeth Line earlier in 2022, there is great potential for exciting new development opportunities in the area and will be a key focus for change over the new Local Plan period. Smaller centres along the Crossrail corridor include Seven Kings, Goodmayes, and Chadwell Heath (as well as Gants Hill).
- 2.3.4 Following Ilford Metropolitan Town Centre, Hainault Business Park is the second largest employment area in Redbridge and consists of approximately 250 plus businesses employing an estimated 2,500 – 3,000 people.
- 2.3.5 The Council has also allocated capital funding to a High Streets Improvements Grant Scheme to support High Streets businesses that want to improve their premises by making them more accessible and attractive to customers and visitors. These programmes will help to support town centre businesses.

² ONS data from 2001 and 2011

³ 2021 Census

⁴ ONS data from 2001 and 2011

2.4 Environment

- 2.4.1 Redbridge Council responded to the increasing public concern and extensive scientific evidence on climate change by unanimously passing a climate emergency declaration at a meeting of the Full Council on 20 June 2019.
- 2.4.2 Redbridge Council are committed to tackling the local climate emergency and have set ambitions in becoming carbon neutral by 2030 and carbon zero by 2050, as outlined in the Council's [Climate Change Action Plan 2021](#).
- 2.4.3 Redbridge is one of three local authorities within the recreational Zone of Influence (Zoi) for Epping Forest Special Area of Conservation (SAC) – the other two being Epping Forest District Council and the London Borough of Waltham Forest. As a Competent Authority under the *Conservation of Habitats and Species Regulations 2017*, Redbridge has a duty to ensure that planning application decisions comply with the Regulation and do not result in adverse effects on the integrity of the Epping Forest SAC.
- 2.4.4 Furthermore, Redbridge is obliged to contribute financially towards Strategic Access Management Measures (SAMMs) within Epping Forest and provide Suitable Alternative Natural Greenspaces (SANGs) throughout the borough to mitigate the harmful impact of visitors upon Epping Forest SAC.
- 2.4.5 In addition to this, Redbridge must mitigate the air quality impacts on Epping Forest SAC. We expect this is to be implemented either through transport and/or green infrastructure interventions.

2.5 Transport

- 2.5.1 Redbridge lies on the main East Anglia to London Liverpool Street rail line on a section of track that has benefitted from Crossrail investment, with four stations – Ilford, Seven Kings, Goodmayes, and Chadwell Heath – in the south of the borough linking Essex and East London with Heathrow and West London directly (see Figure 1). However, there are no fast train service stops within the borough, and a change at Stratford or Shenfield is necessary to access long-distance services.
- 2.5.2 Redbridge also benefits from the Underground Central Line, including much of the Hainault loop, with a total of ten stations within the borough and two stations immediately adjacent to the borough's northern boundary (see Figure 1).
- 2.5.3 Additionally, the borough is well served by TfL buses (including night bus services), most of which run through Ilford.
- 2.5.4 The borough is served by the TfL strategic road network, with the A12 running east-west through the central area of the borough, linking Central London and East Anglia.
- 2.5.5 The North Circular Road (A406) runs inside the south-western quadrant of the borough and meets the M11 east of South Woodford providing for long-distance connections to destinations including Stanstead Airport and Cambridge, as well as

the M25 and wider motorway network. In the south of the borough, the A118 runs east-west parallel to the Crossrail line serving local traffic.

- 2.5.6 Redbridge is served by C16, a cycle route from Manor Park to Barkingside that connects with the wider TfL cycle network and uses a mixture of off-road routes and residential streets. However, the cycle network within the borough is relatively poor, with noticeable differences in provision to Waltham Forest in particular.

2.6 Community Engagement and Involvement

- 2.6.1 Redbridge are committed to excellent community engagement. To ensure meaningful and early engagement, the Council is establishing Community Design Forums to give communities the opportunity to regularly engage in both development application and policy consultations, and to facilitate localised discussions to understand residents' needs at a granular level. Forums are likely to correspond with the areas currently served by Redbridge Community Hubs - Seven Kings, Gants Hill, Hainault, Woodford, Wanstead, and Ilford.
- 2.6.2 Redbridge Council have commissioned the PlaceMaker digital plan-making tool to digitally assemble data to inform Area Assessment evidence base for the Local Plan. The tool will also be used to engage the public. This project is being jointly run between the London Borough of Redbridge and Urban Intelligence with grant funding from the Department of Levelling Up, Housing and Communities to demonstrate and test new methods of digital engagement to widen participation in the planning system.

2.7 Redbridge Local Plan 2015 – 2030

- 2.7.1 Adopted in March 2018, Redbridge's current Local Plan provides the planning framework against which the aspirations of the Council and its partners can be delivered; ensuring the borough grows in a sustainable way up to 2030 through the creation of 17,250 homes, 5,000 jobs and the vital supporting community infrastructure.
- 2.7.2 The current Local Plan also includes several detailed planning policies that seek to address local concerns while also providing a positive strategy to deliver the Council's priorities of growth, securing new housing, boosting the economy, and creating new jobs.
- 2.7.3 While facilitating major change, the current Local Plan also safeguarded and enhanced what is good and special about Redbridge – its extensive open spaces, quality parks and gardens, excellent schools, heritage, distinctive buildings, neighbourhood character and thriving small businesses.
- 2.7.4 Relevant policies to this programme of work include, but are not limited to, the following:
- LP34 Managing and Protecting the Borough's Green Belt and Metropolitan Land
 - LP35 Protecting and Enhancing Open Space
 - LP36 Allotments and Local Produce

- LP37: Green Infrastructure and Blue Ribbon Network
- LP39: Nature Conservation and Biodiversity

3.0 Outputs

3.1 Purpose of Work

3.1.1 Redbridge is growing at a fast pace and the borough needs to proactively manage this change by delivering a significant amount of new housing, driving growth, supporting businesses, and creating a place people are proud to live, work, and visit. The new Local Plan will respond to and deliver these exciting and ambitious opportunities.

3.1.2 The work to be undertaken includes a full audit/assessment of open space and sports and leisure facilities in the borough, and should include a strategy to meet future need and improvements to open space.

3.1.3 The scope of work for the Open Space Assessment should include the following:

- A complete audit of open space in Redbridge that evaluates the quality, quantity, value, and accessibility of open space. The assessment should consider all types of open space, including private open space and open space that is not publicly accessible, for all areas of the borough, including:
 - a) District Parks
 - b) Local Parks and Open Spaces
 - c) Small Open Spaces
 - d) Linear Open Spaces
 - e) Parks and Gardens
 - f) Natural and Semi-Natural Open Space
 - g) Amenity Greenspace
 - h) Pocket Parks
 - i) Provision for Children and Young People (including LAPs, LEAPs & NEAPs)
 - j) Playing Pitches & Outdoor Sports and Recreational Facilities
 - k) Allotments and Community Gardens
 - l) Cemeteries and Churchyards
 - m) Green Corridors
 - n) Green Infrastructure Networks

3.1.4 An up-to-date open space assessment and a strategy for open space, sport, recreation, and leisure is an important part of the supporting evidence base for the Local Plan review, and should support the development of a playing pitches strategy, also to be included in the overall evidence base.

3.1.5 As part of the local plan review, the Council's Planning Policy Team will also be commissioning a Natural Capital Strategy for Redbridge, which will include an assessment of and development priorities for all blue and green infrastructure, nature conservation and geodiversity, allotments and community gardening, and urban greening factor in the borough.

3.1.6 The assessment will consider each aspect in terms of its natural environmental value for people living in and visiting the borough, and from an economic perspective. The

strategic approach of the Open Space Assessment and, Sports, Recreation, Leisure, and Playing Pitches Strategy must align with the higher level policy approaches within the forthcoming Redbridge Natural Capital Strategy, and must be considerate of the Council's objectives for a safe and healthy environment, and a wide range of leisure facilities and high quality green space.

3.1.7 The following areas must also be part of the scope of the work for the open space assessment and strategy:

- Strategies for Allotments and Community Gardens, Green Corridors, and Green Infrastructure Networks will be included in detail in the Council's overarching Natural Capital Study, and the Open Space Assessment must align with and make reference to this higher level study in these areas
- Assess the accessibility of open space in terms of average sustainable travel times as well as its general accessibility to the public
- Assess the level of need in all areas of the borough based upon a number of objective demographic and socio-economic indicators
- Provide a robust assessment of deficiencies and need for open space - now and in the future. Areas of public open space deficiency must be identified using the categorisation set out in Table 8.1 of the London Plan as a benchmark for the different types required⁵, in order to inform the development and implementation of detailed open space planning policies within the emerging Redbridge Local Plan, and provide a comprehensive evidence base to underpin and facilitate the future management of open space and leisure/recreational assets
- Assess the level of need in all areas of the borough based upon a number of objective demographic and socio-economic indicators
- Determine the impact of increasing population growth in the borough on deficiency and need for open space, and in particular areas of the borough including the southern areas, such as Ilford and Crossrail Corridor
- Identify how new development should address existing open space deficiencies in the borough
- Set out local open space provision standards and create an up-to-date evidence base which can be maintained to aid the implementation of policies and the provision of open space during the plan period
- Identify how new development should address existing open space deficiencies in the Borough
- Consult with key stakeholders
- Identify mechanisms to meet future needs including recommendations for appropriate, locally-derived minimum standards of provision by new development
- Include an open space needs assessment in-line with objectives in the developing Redbridge Natural Capital Study
- Include proposals to enhance open spaces to provide a wider range of benefits for local residents (such as improved public access, inclusive design, recreation facilities, habitat creation, landscaping improvement or

⁵ London Plan at [the_london_plan_2021.pdf](https://www.london.gov.uk/sites/default/files/the_london_plan_2021.pdf); Areas of Deficiency in Access to Public Open Space, GiGL, <https://www.gigl.org.uk/open-spaces/areas-of-deficiency-in-access-to-public-open-space/?highlight=open%20space%20deficiency>

Sustainable Drainage Systems (SuDS)), plant and food growing opportunities (Consider the Council's over-arching Natural Capital Study evidence base)

- Identify opportunities to create new areas of publicly-accessible open space, to ensure future open space needs are planned for, especially in areas of deficiency and areas with the potential for substantial change
- Identify opportunities for improved connectivity across the network of open spaces for walking and cycling, and corridors for wildlife migration
- Provide information to justify the collection of developer contributions and to help inform the spending of Community Infrastructure Levy (CIL)
- Provide an updated set of maps, plans and photography to support the study and aid in the interpretation of the findings
- Identify the cross-borough function and benefits of some areas of open space in the borough

3.1.8 Other Considerations

3.1.9 The London Borough of Redbridge is a Competent Authority under the Conservation of Habitats and Species Regulations 2017 which means it has a duty to ensure that planning application decisions comply with those Regulations and do not result in adverse effects on the integrity of the Epping Forest Special Area of Conservation (SAC).

3.1.10 Because Redbridge falls within the Recreational Zone of Influence for Epping Forest SAC, it is obliged to contribute financially towards the Strategic Access Management Measures (SAMMs) and provide Suitable Alternative Natural Greenspace (SANGs) to mitigate the harmful impact of visitors upon Epping Forest SAC. In addition to this, Redbridge must mitigate the air quality impacts on Epping Forest SAC. We expect this is to be implemented either through Transport and/or green infrastructure intervention.

3.1.11 The study may consider, and/or take note of where relevant, the Epping Forest SAC constraints and appropriate mitigation measures, especially for reducing recreational pressure and air quality.

3.1.12 The commission will involve working primarily with the Planning Policy Team at LBR to set up an online map-based platform, collating and visualising the necessary data to underpin our Area Assessments.

3.1.13 The scope of work for the Sports, Recreation, Leisure, and Playing Pitches Strategy should include the following:

- A complete audit/assessment of sport, recreation, and leisure facilities that identifies all existing publicly and privately-run facilities in the borough
- Identify opportunities to enhance sport and recreation through the better use of existing facilities - set out approaches to optimise the use of existing provision through quality, access and management improvements supported by appropriate ancillary facilities
- Develop an assessment of need that can inform planning policy, and that informs a playing pitches strategy

- Identify opportunities to provide new sports, recreation and leisure facilities that meets needs and encourages people to play sports and be physically active, by adapting existing places and through new development
- Develop a Playing Pitches Strategy in line with Sport England's Playing Pitch Guidance (2013⁶)
- In line with Redbridge Council working in partnership with the UK Committee for UNICEF's Child Friendly Cities & Communities programme to become a child friendly Borough, an audit should be undertaken of places visited by young people, including green space, play space and leisure facilities, taking account of Council services and private amenities. This area of the study should consider:
 - Age (intergenerational mixing including parents and carers),
 - Gender, disability, socio-economic background,
 - Safety – are places well-lit, overlooked, good and multiple connections
 - Movement and connections – pavements widths, physical barriers to movement, direct access from the home
 - Accessibility - connecting destinations and modes of active/sustainable transport, how far away from homes?
 - How long can they spend in places/spaces?
 - Activities - integrated play and informal recreation, variation of uses in the day, evening, and night-time exercise
 - WCs, water fountains
 - Environmental quality - noise, shade and shelter, green space, air quality, car dominance

3.2 Deliverables

3.2.1 To deliver on a vision that is relevant to Redbridge and its diverse communities, we wish to invite suitably experienced and qualified consultants to undertake a full Open Space Assessment and Sports, Recreation, Leisure, and Playing Pitches Strategy, as a single evidence base.

3.2.2 Phase 1, 14 November 2022 – 28 April 2023, will include the main body of the study for Open Space Assessment and Sports, Recreation, Leisure, and Playing Pitches Strategy. Phase 1 will also provide recommendations that will scope Phase 2, which is anticipated to be informed by work completed as part of Phase 1, and may also include any further survey work, stakeholder engagement, and additional support throughout Regulation 18 and 19. Phase 3 will be the final phase and focused on providing support during the Examination in Public.

3.2.3 The development of the new Local Plan will be an ongoing programme of work that will require flexibility and phasing that will likely continue until 2025. The Contract end date has been set for 31 December 2025.

⁶ [pps-guidance-october-2013-updated.pdf \(sportengland-production-files.s3.eu-west-2.amazonaws.com\)](https://www.sportengland-production-files.s3.eu-west-2.amazonaws.com/pps-guidance-october-2013-updated.pdf)

3.2.4 The scope of work and deliverables may be expanded based upon findings. Overall, flexibility will be needed to ensure the completion of any add-on more detailed work.

3.2.5 The following deliverables are required as part of Phase 1. The below list is not exhaustive, and bidders may propose additional (or alternative) tools and techniques which would add value to the assessment.

1. A full review of the borough's existing Open Space evidence base and any other relevant data.
2. Fortnightly virtual meetings with Redbridge Planning Policy Team to provide status updates.
3. A mid-term report in accessible electronic format that summarizes work done to date, barriers and mitigation strategies, confirmation of agreed upon timelines and deliverables, and next steps.
4. A final report, also referred to as the 'Open Space Assessment and Sports, Recreation, Leisure, and Playing Pitches Strategy', in an accessible electronic format, and three printed copies. The final report must include:
 - A completed open space assessment/audit and strategy; a sports, recreation, leisure, and playing pitches strategy
 - The desk-top and field Survey work to be presented using text, tables, mapping, and photography – production of detailed and completed site proformas
 - Complete records of any involvement in public consultation, and group events – results of consultation to be provided in text, tabular format and as online consultation questionnaire responses where relevant
 - Locally derived open space provision standards for quantity, quality and accessibility including possible thresholds above which developers should be required to provide on-site open space
 - A programme/calculator for updating future provision of open space which could be in the form of access/excel or any easy to use and appropriate system
5. A presentation that provides an overview of the final report.
6. A set of research data to be stored in a readily accessible electronic format.

3.2.6 Phase 2 – 2023 – 2024. As mentioned, it is anticipated that Phase 2 deliverables will be informed by work completed as part of Phase 1 and will be ongoing over several years. At minimum Phase 2 will include:

1. Stakeholder and community engagement, as per Redbridge's Local Plan Engagement Strategy currently under development.
2. Status meetings with Redbridge Planning Policy Team

3. Detailed and site-specific work, such as any further audits, survey work for open space, sports, recreation leisure facilities, including playing pitches, in the borough, and any further consultation.
4. Additional support as part of Regulation 18 and 19. Phase 2 may include the following work:

3.2.7 Phase 2 of the programme of work is anticipated to include analysis of findings and development of strategies/strategic aims. It is further anticipated that this stage could involve:

- the development of the playing pitches strategy, drawing on the preceding work for the open space assessment/audit, and the sports, recreation and leisure studies, analysis, and strategic development
- further survey work and stakeholder engagement, and additional support throughout Regulation 18 and 19 stages of the local plan review
- other reports as set out here or agreed with the consultant
- regarding how the work should be presented, again the overall study should include survey work in text, tables, proformas, photography and mapping
- research data stored in a readily accessible electronic format, such as Excel Spreadsheets.
- any specific areas of work can be presented or recorded in computer applications such as Access, or again Excel Spreadsheets
- the consultant will be expected to present the final report to the Council's Local Plan Panel and other governance reporting groups.
- the successful bidder will also be expected to present the work to officers, members of the public and the Council's Local Plan Panel as PowerPoint presentations

3.2.8 Phase 3 - 2024-2025. Phase 3 will be the final phase and will be focused on support during the Examination in Public of the new Local Plan and at minimum will include:

1. Virtual status meetings with Redbridge Planning Policy Team
2. Edits to evidence base reports, as needed
3. Providing expert witness at Local Plan Examination in Public and to Redbridge Council, as required

3.2.9 All reports are to be well-written in plain English with no unnecessary jargon such that they may be understood by non-technical readers (e.g., the public).

3.2.10 Draft copies of the final report are to be provided to the Council for comments and approved prior to the issue of the final report. Any comments by the Council are to be considered in the report.

- 3.2.11 When approved, the Consultant is to provide three paper copies of the final report to the Council.
- 3.2.12 In addition to the written and/or oral deliverables from this commission, electronic copies of all deliverables, including source documents for embedded images and graphics, are to be provided to the Council prior to approval of the final payment. Such electronic deliverables are to be shared in an accessible format, such as Microsoft Word Document, Microsoft Excel, Microsoft PowerPoint, Microsoft Project, or AutoCAD Drawing files. For other acceptable electronic formats refer to the relevant Commissioning Officer.
- 3.2.13 Electronic documents are to follow [Web Content Accessibility Guidelines \(WCAG\) 2.1](#) and incorporate alt text, and other accessible features, such as use of contrasting colours on maps and diagrams, to the greatest reasonable extent.
- 3.2.14 Where mapping or spatial data is created or collated, it should be shared and made available in suitable formats compatible with, but not limited to, the following: PlaceMaker Tool, PostGIS (WFS/WMS/GeoServer), standard GIS software (e.g. MapInfo, Esri or QGIS), 3D/mesh data (e.g. VU.CITY...). For other acceptable electronic formats refer to the relevant Commissioning Officer.

3.3 *Open Space Assessment and Sports, Recreation, Leisure, and Playing Pitches Strategy Evidence Base Review*

- 3.3.1 The following documents formed the open space and playing pitches strategy evidence base for the development of the Local Plan 2015-2030 and must be reviewed:
- Redbridge Open Space Study (Aug 2016) [Microsoft Word - Redbridge Open Spaces Study.docx](#) (please note appendices to this document can be found at [Redbridge - Local Plan Archive](#), use drop down menu under title ' Local Plan Evidence Base and Policies Map')
 - London Borough of Redbridge Playing Pitch Strategy (2016) [Microsoft Word - LB Redbridge Playing Pitch Strategy - FINAL - 10.06.16](#) (please note appendices to this document can be found at [Redbridge - Local Plan Archive](#), use drop down menu under title ' Local Plan Evidence Base and Policies Map')
 - Alternative Playing Pitch Sites Assessment For: London Borough of Redbridge (May 2016) [Title 1 \(redbridge.gov.uk\)](#) (please note appendices to this document can be found at [Redbridge - Local Plan Archive](#), use drop down menu under title ' Local Plan Evidence Base and Policies Map')
 - Pitch Replacement Assessment for Borough of Redbridge Sites [lbr-2445-draft-alternative-playing-pitch-sites-assessment-appendix-c.pdf \(redbridge.gov.uk\)](#) (April 2016)
 - Pitch relocation and improvement feasibility report – London Borough of Redbridge (January 2017) [1 \(redbridge.gov.uk\)](#)
 - Health and Wellbeing Strategy (2016) [lbr-292-health-and-wellbeing-strategy.pdf \(redbridge.gov.uk\)](#)

- Children and Young People's Plan 2015-2018 [Children and Young People's Plan 2015-18 \(redbridge.gov.uk\)](https://www.redbridge.gov.uk/children-and-young-peoples-plan-2015-18)

3.3.2 The following documents from the Local Plan 2015-2030 evidence base, although not specifically part of the open space assessment and playing pitches strategy evidence base, may also be relevant and should be considered as part of the evidence base review:

- London Borough of Redbridge Green Belt Review (January 2016) [lbr-241-green-belt-review-2016.pdf \(redbridge.gov.uk\)](https://www.redbridge.gov.uk/lbr-241-green-belt-review-2016.pdf) (please note appendices to this document can be found at [Redbridge - Local Plan Archive](#), use drop down menu under title 'Local Plan Evidence Base and Policies Map')

3.3.3 The following is a list of documents that are under consideration to be included when developing the Open Space Assessment and Sports, Recreation, Leisure, and Playing Pitches Strategy evidence base for the new Local Plan, and must be considered as part of the review:

- quality evaluation guidelines developed through the Green Flag Award initiative [green-flag-award-guidelines.pdf \(greenflagaward.org\)](https://www.greenflagaward.org/green-flag-award-guidelines.pdf)
- Walk London Network
- Sport England on planning for sport [Planning for sport | Sport England](https://www.sportengland.org/planning-for-sport)
- 'Assessing Needs and Opportunities Guide for Indoor and Outdoor Sports Facilities' (2014) [20140722-anog-published.pdf \(sportengland-production-files.s3.eu-west-2.amazonaws.com\)](https://s3.amazonaws.com/sportengland-production-files/s3.eu-west-2.amazonaws.com/20140722-anog-published.pdf)
- Areas of Deficiency in Access to Public Open Space, GiGL, <https://www.gigl.org.uk/open-spaces/areas-of-deficiency-in-access-to-public-open-space/?highlight=open%20space%20deficiency>
- Playing Pitch Strategy Guidance An approach to developing and delivering a playing pitch strategy. [pps-guidance-october-2013-updated.pdf \(sportengland-production-files.s3.eu-west-2.amazonaws.com\)](https://s3.amazonaws.com/sportengland-production-files/s3.eu-west-2.amazonaws.com/pps-guidance-october-2013-updated.pdf)
- Open Space Strategies Best Practice Guidance (CABE) [open-space-strategies.pdf \(designcouncil.org.uk\)](https://www.designcouncil.org.uk/open-space-strategies.pdf)

4.0 Methodology

4.1 Principles and Objectives

4.1.1 Please propose a methodology as part of your response that includes, but is not limited to the following:

4.1.2 Open Space Assessment

4.1.3 The methodology which we expect the successful consultants will use in carrying out this commission must reflect requirements for open space and recreation, National Planning Policy Guidance (NPPG⁷) for open space, sports and recreation,

⁷ [Planning practice guidance - GOV.UK \(www.gov.uk\)](https://www.gov.uk/planning-practice-guidance)

and London Plan⁸ policies on open space, and sports and recreation facilities. The study should also consider guidance from Sport England on planning for sport⁹, 'Assessing Needs and Opportunities Guide for Indoor and Outdoor Sports Facilities' (2014¹⁰), and quality evaluation guidelines developed through the Green Flag Award initiative¹¹.

4.1.4 A methodology for the new study is suggested below but an alternate methodology can be proposed by the consultant. The methodology below is based on that in the existing Redbridge Open Space Assessment for 2016, and the Mayor's Guidance on the preparation of open space studies (Open Space Strategies Best Practice Guidance¹²) - the guidance sets out a six-step process, incorporating six broad tasks.

4.1.5 The following steps are suggested as part of the methodology:

1. **Understanding the context** - review of policy context; develop a profile of the borough; understanding planned development, management, and funding of open space
2. **Understand the supply** - field survey and identify all open spaces; categorise open spaces by typology, function, hierarchy, and size; do an on-site audit of open all spaces; assess audit findings
3. **Understand Demand and Need** - Take an inclusive approach to understanding demand and need; consider existing demographic and similar information; review existing consultation information and find out how consultations are done; consult and survey to assess demand and need; assess consultation findings
4. **Analyse and identify objectives** - analysis of supply and demand; set standards for quantity, quality, and accessibility; identify deficiency areas and opportunities for redressing them; update themes, aims, objectives and vision in light of analysis; identify priorities for open space improvements
5. **Conclusions and recommendations** - recommendations for addressing deficiencies and planning for growth
6. **Prepare the strategy and action plan** - prepare draft strategy; prepare action plan; consult on both; complete and adopt strategy

4.1.6 The new open space study requires a strategic approach - as well as recommendations for addressing deficiencies and planning for growth. In step six there will be a need to develop a strategy to meet future open space and sport and recreation needs.

4.1.7 **Sports, Recreation, Leisure, and Playing Pitches Strategy**

4.1.8 The methodology for assessing needs and opportunities for sports, recreation, and leisure facilities, and developing a playing pitches strategy should follow the

⁸ [The London Plan 2021 | London City Hall](#)

⁹ [Planning for sport | Sport England](#)

¹⁰ [20140722-anog-published.pdf \(sportengland-production-files.s3.eu-west-2.amazonaws.com\)](#)

¹¹ [green-flag-award-guidelines.pdf \(greenflagaward.org\)](#)

¹² [open-space-strategies.pdf \(designcouncil.org.uk\)](#)

approach set out in the Sport England guide to assessing needs and opportunities for indoor and outdoor sports facilities and the Sport England playing pitches strategy guidance, and should include the following steps:

1. **Gathering information on supply and demand**, including local views, establishing a clear picture of the supply of facilities in terms of quantity, quality, accessibility, and availability, and what the current and future demand for facilities are
 - Develop a local population profile
 - National and local sports participation
 - Individual site by site data, including quality, accessibility, and use
 - Unmet, latent, dispersed, and future demand
 - Local activity priorities
 - Sports specific priorities
 - Develop current and future picture of provision
2. **Bringing the information together in an assessment** using the above data to build a picture of the level of provision in terms of quantity, quality, accessibility, and availability
 - Identify key issues and findings
 - Develop recommendations and strategy
 - Develop key findings and facility implications around a framework to protect, enhance and provide new facilities

4.1.9 The commission will require good public engagement, land surveying, analytical and IT skills. Cartographic skills will also be needed, although help with GIS mapping can be provided by the council's own staff.

4.1.10 All documentation should be delivered in an electronic format that meets Web Content Accessibility Guidelines [Web Content Accessibility Guidelines \(WCAG\) 2.1](#)

4.1.11 Further considerations as part of the methodology could include:

- Plans for issues that might affect the work program and incorporates mitigation plans,
- Liaising with appropriate Council Service Areas, including but not limited to, Regeneration and Culture, Development Management, and Planning Policy,
- Meets the Council's aims for equality, diversity, and inclusion considerations, and
- Plans for key stakeholder engagement and community consultation where required.

4.1.12 The above list is not exhaustive, and suppliers may propose additional (or alternative) tools and techniques which would add value to the assessment. Final

details of the methodology to be employed in conducting the work will be agreed at the inception meeting.

4.2 Wider Policy Considerations

- 4.2.1 [Redbridge Council's Equality and Diversity Strategy 2016-2020](#) sets out our approach to be one of the most inclusive and welcoming boroughs in London. Our mission is to be responsive to the needs of all our communities through consideration of difference and disadvantage, to foster increased community cooperation, partnership, and empowerment. We are committed to demonstrating accountability and transparency to foster trust and strengthen relationships in challenging times to create a fair, cohesive, and safe borough, where everyone can flourish in their lives, careers, and businesses.
- 4.2.2 [The Growing Redbridge Together Report 2021](#) sets out a series of recommendations and examples of how to do growth better in Redbridge. It was produced by the Growth Commission and born out of a series of online conversations with residents over the summer of 2020 focusing on improving how growth happens in Redbridge.
- 4.2.3 Some of the further actions that the Growth Commission report seeks to explore include the promotion of growing in the borough in allotments and community orchards, to champion and incentivise local produce, and build on allotment activity in the borough to promote membership and networks. These action also seek to stimulate complementary activity in the borough to ensure utilisation of parks aligns growth with health and wellbeing.
- 4.2.4 The Council's corporate plan, [The Redbridge Plan 2022-26](#), describes the priorities of the Council following local elections in May 2022. The document describes tackling poverty and building a cleaner, greener, fairer, and healthier borough, as the Council's key ambitions. It also aims to address the borough's unique challenges and the current economic backdrop and pressures on local people caused by the 'cost of living' crisis. Under the priority theme of 'Safe & Healthy' the Redbridge Plan 2022-2026 aims to reduce health inequalities and improve the health of the poorest the fastest by:
- Supporting healthy, physically active lifestyles and co-produce opportunities that encourage residents to improve their health
 - Supporting people to live healthy, independent lives and support those than need it
 - Being committed to delivering cultural, leisure and sports facilities within 20 minutes of where you live.
- 4.2.5 Following the work of the Climate Change Corporate Panel and based on a Green Audit of the organisation's baseline emissions from 2019, a [Climate Change Action Plan 2021](#) was released. The plan represents the start of the Council's journey focussing on reducing the organisation's own emissions, whilst also using the Council's role as a community leader to support the reduction of emissions in the borough. One of the actions of Plan is to develop and identify a programme to

reduce emissions from heat and electricity across Corporate and Vision buildings including, Leisure Facilities, and make them BREEAM excellent.

- 4.2.6 Redbridge Council has officially launched its UNICEF [Child Friendly Action Plan 2021 - 2023](#). The Action Plan sets out change children and young people in Redbridge have told us they want to see made in three key areas - feeling safe and secure, being healthy, and place (which includes climate change and having things to do). Children's voices, needs, priorities, and rights will be an integral part of the Local Plan, and they will be involved in the decision-making process.
- 4.2.7 Actions that the Child Friendly Redbridge partnership have committed to include tackling obesity in children and promoting Youth Health Champion workshops on understanding the importance of physical activity, healthy weight, and positive mental health, and sharing knowledge on local activities through Vision Redbridge Culture and Leisure.
- 4.2.8 Redbridge's Place Services are currently producing a Natural Greenspace Improvement Strategy, which is deemed an equivalent SANGs strategy by Natural England, to guide initiatives to mitigate the harmful impact of visitors upon Epping Forest SAC. Once released, this strategy should be taken into consideration.
- 4.2.9 Redbridge's Planning Policy Team is still in the process of updating the Engagement Strategy for the development of the new Local Plan. It is anticipated that this strategy will be ready in November/December 2022, at which time a copy will be shared with the appointed bidder. It is anticipated that there will be at least one clustering of early engagement events in the next five to six months which the appointed bidder will need to contribute to.
- 4.2.10 [The London Plan 2021](#) is the Spatial Development Strategy for Greater London for 2019 – 2041 and sets out a framework for how London will develop and the mayor's vision for good growth. The Plan is legally part of each of London's Local Planning Authorities' Development Plan and must be taken into account when planning decisions are taken in any part of Greater London. All Local Plans and Neighbourhood Plans have to be 'in general conformity' with the London Plan. Although there is no requirement for the London Plan policies to be repeated at the local level, in some instances a local approach is required, and the Plan clearly sets out where this is the case. The London Plan is an integrated policy framework and must be read as a whole, however, key policies that are relevant to this commissioned programme of work are:
- Policy S4 Play and informal recreation
 - Policy S5 Sports and recreation facilities
 - Policy G1 Green infrastructure
 - Policy G2 London's Green Belt
 - Policy G4 Open space
 - Policy G5 Urban greening
 - Policy G6 Biodiversity and access to nature

- Policy G8 Food growing

4.2.11 [The NPPF 2021](#) sets out the Government's planning policies for England and how these should be applied. It provides a framework within which locally prepared plans for housing and other development can be produced. The NPPF must be taken into account in preparing Local Plans and is a material consideration in planning decisions. Paragraphs 15 to 37 in particular are important for guiding the development of a new Local Plan and the NPPF indicates that Plans should:

- be prepared with the objective of contributing to the achievement of sustainable development,
- be prepared positively, in a way that is aspirational but deliverable,
- be shaped by early, proportionate, and effective engagement between plan-makers and communities, local organisations, businesses, infrastructure providers and operators and statutory consultees,
- contain policies that are clearly written and unambiguous, so it is evident how a decision maker should react to development proposals,
- be accessible through the use of digital tools to assist public involvement and policy presentation, and
- serve a clear purpose, avoiding unnecessary duplication of policies that apply to a particular area (including policies in the NPPF, where relevant).

4.2.12 Additionally, any relevant [planning practice guidance](#) issued by the Government must be taken into consideration, including:

- Plan-making
- Climate change
- Green Belt
- Healthy and safe communities
- Natural environment
- Open space, sports and recreation facilities, public rights of way and local green space

5.0 Award Criteria

5.1 Overview

Criteria	Weighting for Bid Evaluation
A. Quality	70%
B. Price	30%
Total	100%

5.2 Criteria A – Quality

5.2.1 The proposals submitted will be assessed by the London Borough of Redbridge against all questions set out in the Invitation to Quote document, in particular Appendix 4 ('Method Statements').

5.3 Criteria B – Price

5.3.1 The proposals submitted will be assessed by the London Borough of Redbridge against all questions set out in the Invitation to Quote document, in particular Appendix 3 ('Pricing Schedule').

6.0 Contract management

6.1 Management

6.1.1 The project will be managed on a day-to-day basis for the London Borough of Redbridge by Ewan Coke (Senior Planning Policy Officer).

6.2 Timelines

6.2.1 We expect the research, evaluation, and deliverables commissioned as part of Phase 1 to begin on 7 November 2022 and be completed by 28 April 2023. Phase 1 final report shall be submitted to The London Borough of Redbridge Planning Policy Team by April 28, 2023. The Council, at its sole discretion, reserves the option to extend this deadline a further 1 month.

6.2.2 As mentioned, the scope of work may be expanded throughout the duration of the contract based upon findings and/or to support detailed work as part of Regulation 18 and Regulation 19 Examination in Public, also referred to as Phases 2 and 3. Therefore, flexibility is required, and the Contract end date will be 31 December 2025.

6.2.3 The full timetable will be as follows:

Publication Invitation to Quote	12 September 2022
Deadline for clarification questions	4 October 2022
Deadline for submissions	10 October 2022
Evaluation & internal decision-making	Week of 1 November 2022
Award contract	7 November 2022

Start of Phase 1 works	14 November 2022
Completion of Phase 1 works	28 April 2023 (Possible extension to 26 May 2023)
Phase 2 works (e.g., additional work and support for Regulation 18 and 19)	2023 - 2024
Phase 3 works (e.g., minor edits to evidence base reports as needed and support during Examination in Public)	2024 - 2025
Contract end date	31 December 2025

6.3 **Payment Schedule**

6.3.1 The payment schedule will be:

Following the reception of Phase 1 final reports and deliverables in an accessible electronic format and three printed copies.	50%
Following the reception of Phase 2 final reports and deliverables in an accessible electronic format and three printed copies.	50%
Following the completion of Phase 3 and support during Examination in Public.	Day rates (to be agreed)

6.4 **Terms and Conditions**

6.4.1 A copy of the standard London Borough of Redbridge Consultancy Agreement is included in the tender document. This will form the basis for the commission.

6.4.2 The appointed organisation shall update the Council in regular meetings every fortnight, or as otherwise directed by the Council. This shall include the sharing of the report during its development.

7.0 **Retention of Copyrights and Conflict of Interest**

7.1 **Copyrights**

7.1.1 The London Borough of Redbridge will retain copyright of all material produced as part of this project.

7.1.2 Prior consent in writing will be required for the publication or use of the information by other persons or bodies, including the selected contractors.

7.1.3 The Council will have the unlimited right to reproduce any material provided or gathered by the consultant for the purposes of the study.

7.2 *Conflict of Interest*

- 7.2.1 Any potential conflict of interest must be declared as part of the response to tender and any mitigation measures must be explained.