

1. Background

- 1.1 Sport England's Playing Pitch Strategy Guidance (2013) emphasises the importance of keeping strategies robust and up to date by setting in place a monitoring and review process. The guidance notes that the review of a Playing Pitch Strategy (PPS) should ideally be carried out on an annual basis from the date it was formally signed off by the Steering Group.
- 1.2 As a guide, if no review and subsequent update has been carried out within three years of the PPS being signed off, then Sport England and the NGBs would consider the PPS and the information on which it is based to be out of date. Part 7 of the St. Helens Playing Pitch Strategy and Action Plan further outlines the steps that should be taken to monitor and review the actions identified in the strategy.

2. Monitoring and Review Process

- 2.1 The following table sets out the monitoring and review process by identifying what actions will be undertaken, by who, and when. This process follows the recommendations set out in St.Helens PPS & Action Plan in line with 'Stage E' of the Sport England PPS guidance.

What?	Who?	When?
<p>1. Internal Steering Group Meeting</p> <p>Meeting between St.Helens internal Steering Group members to discuss and log key changes in playing pitch and facility provision, covering:</p> <ul style="list-style-type: none"> • New pitch provision; • Pitch improvements; • Pitch re-configuration; • Pitch loss/threat; • Community Access agreements (e.g. education or private sites); • Plans for future provision. <p>Outcome of meeting and updates to documents recorded.</p>	<ul style="list-style-type: none"> • St.Helens Sports Development • St.Helens Planning Policy • St.Helens Parks, Landscapes and Street Scene • St.Helens Estates 	<p>Bi-Annually in October and May</p>
<p>2. NGB Update Meetings</p> <p>Sports Development Team to hold series of update meetings with individual sports NGBs and Sport England to discuss and log:</p> <ul style="list-style-type: none"> • Any changes in club and team details; • Any changes in sport format; • Any site specific updates; • Changes to supply and demand data; • The application and use of the PPS e.g. in delivery of new or improved provision, funding opportunities, programmes and initiatives; • Any new issues and opportunities. 	<ul style="list-style-type: none"> • St.Helens Sports Development • Sports NGBs • Sport England 	<p>Annually for each sport NGB as follows:</p> <p>Football – October Rugby League – May Rugby Union – October Cricket – May Hockey – October Tennis – May</p>

<p>3. Prepare Annual PPS Progress Paper</p> <p>Based on the outcome of actions above, St.Helens to prepare a short Annual PPS Progress and Update paper highlighting:</p> <ul style="list-style-type: none"> • The delivery of PPS recommendations and any changes in priority; • Changes to particularly important sites and/or clubs in the area and other supply and demand information with implications for PPS's key findings; • Details of any developments of a specific sport or particular format; • Details of any new or emerging issues and opportunities; • Any issues with the application of the PPS and lessons learnt; • Actions needed to keep the PPS 'live' and up to date. <p>Based on the above, the Annual Progress Paper will also consider if a partial or full update of the PPS is required.</p>	<ul style="list-style-type: none"> • St.Helens Sports Development • St.Helens Planning Policy • St.Helens Parks, Landscapes and Street Scene • St.Helens Estates 	<p>Annually - June</p>
<p>4. Circulation and Agreement</p> <p>St.Helens to circulate Annual Progress Paper to wider Steering Group for comment and agreement with opportunity to hold Steering Group Meeting to discuss findings and issues.</p>	<ul style="list-style-type: none"> • St.Helens Sports Development • St.Helens Planning Policy 	<p>Annually – June</p>
<p>5. Publish Paper</p> <p>Make Annual Progress paper available online. Report any significant findings to appropriate committee if considered necessary.</p>	<ul style="list-style-type: none"> • St.Helens Sports Development • St.Helens Planning Policy 	<p>Annually – following Steering Group agreement on progress paper</p>

3. Steering Group Membership

3.1 Sport England's Guidance places emphasis the role of the Steering Group in ensuring that the PPS is kept up to date and put to effective use. The St.Helens PPS Steering Group consists of the following members (as of June 2016):

Name	Designation	Organisation
David Boocock	Head of Youth & Sports Development	St. Helens Council
Jan Lourens	Development Plans Manager	St. Helens Council
Jamie Longmire	Planning Officer (Policy)	St. Helens Council
Dave Bloor	Head of Parks, Landscape & Street Scene	St. Helens Council
Steve Littler	Estates & Assets Manager	St. Helens Council
Councillor Jeanie Bell	Cabinet Member - Public Health and Wellbeing	St. Helens Council
Cllr Seve Gomez Aspron	Cabinet Member - Green, Smart & Sustainable Borough	St. Helens Council
Fiona Pudge	Planning Manager	Sport England
Alice Watson	County Development Manager	Liverpool FA
Bobby Denning	Managing Director	Lancashire County Cricket Board
Carol Doran	National Facilities Manager	RFL
Tom Bartram	Area Facilities Manager	RFU
Julie Longden	Relationship Manager	England Hockey