

Appendix 1 - Harlow Paddling Pools - Consultation Plan

Introduction

The general aim of the Harlow paddling pool community consultation is to consult and engage residents to seek their views and opinions; and to help inform its decisions on a way forward for its paddling pools and splash park. The consultation will involve a range of survey and analytical techniques. It is based on six main approaches:

1. A review of all relevant existing local consultation data, information and relevant material
2. Primary research through questionnaire surveys
3. Stakeholder consultations with key agencies and organisations
4. Direct engagement with children and young people; and their parents, grandparents, carers etc.
5. Face to face meetings with community groups and organisations
6. Interviews with key individuals with an interest in the Paddling Pool Review

The LandE/Playful Planet lead officer for the consultation plan is Paul Greatorex and for the Council the main day to day contact is Christine Howard.

Consultation Plan Objectives

The specific objectives of the community consultation are to:

- Examine the current use of the five existing paddling pools and the splash park; and the extent to which they are valued by local communities.
- Secure local people's views on the benefits of Harlow's water play facilities.
- Secure residents and stakeholder's views on and preferences for the various options for future development of the paddling pool/splash park sites.
- Deliver a wide and effective programme of engagement and consultation methods to ensure maximum participation by Harlow residents
- Ensure meaningful engagement and consultation with Harlow's children and young people.
- Secure views from the wider community including parents, carers, community and voluntary agencies, residents' associations and hard-to-reach groups.
- To help examine the degree of resident need/aspiration for such provision in areas of Harlow that do not currently have reasonable access to water play recreation.
- To provide a full and comprehensive report of all consultation findings to feed into the wider Paddling Pool review.

Summary of Method

1. Familiarisation; and review of existing community feedback, background information and other relevant material

This will include:

- Site visits of all paddling pools/splash park by all our team members.
- Review of all available community feedback, suggestions and ideas that the Council have received up to date; plus any other relevant background material as supplied by the Council.
- Securing initial input from Ward Councillors via email contact and a short proforma.

- Contacting key Harlow Council officers with an interest in the project as advised by the Council.

2. Questionnaire Surveys

We will undertake the following range of questionnaire surveys:

- Residents Survey: This is a general household survey open to all residents in Harlow. There will be an online version (Survey Monkey) promoted with the Council Communications Team e.g. via the website and social media. There is also an option to distribute a paper copy with freepost return to a random selection of 3,500 Harlow residential addresses - to enable input from those who are not internet users. Using both methods is recommended.
- On site surveys: Shorter parent/carer hard copy surveys will be distributed and collected at the six water play sites via the on-site attendants. Simple child friendly "smiley face" surveys for children will also be collected.
- Community Groups/Voluntary Sector Surveys (email/online - Survey Monkey). Initial contact list obtained via Christine. Groups to be included are:
 - Residents Associations
 - Pre-school and Kids Club type (age up to 11) service providers operating through the summer holidays.
 - Children and young people disability organisations
 - Other voluntary organisations with an interest in children and young people
- Schools – parents and carers (email/online - Survey Monkey); survey to be distributed via the Parent Mail system

It is noted that the Council would like to secure survey responses from the signatories of the petition and we will discuss this further with Council officers to identify the best way of achieving this.

3. Engagement with Children, Young People and parents/carers

We will secure direct input from children, young people and their parent carers through the following approaches.

- Harlow Youth Council – Mon 5 Aug face to face discussion and creative consultation activity. Ongoing engagement.
- Play Day – Tues 7 Aug consultation team attendance, face to face interaction with public to encourage completion of hard copy short survey and children's smiley face survey.
- The School Readiness Programme – Wed 14 and Thurs 15 Aug attendance by consultation team member and face to face conversation with families, encouragement to complete hard copy short survey and children's smiley face survey; also creative consultation activities with children
- Creative/fun consultation workshops with community organisations – various further dates offered for one hour workshop with consultation team member - Wed 14, Thurs 15, Fri 16 August.
- A schools' survey of parents/carers via the Parent Mail system and via the site questionnaire surveys (as noted in 4 above).

4. Group meetings and face to face interviews

These will take place primarily during the week beginning 27th August. The programme will be finalised as interest is confirmed but could be comprised of:

- Specific Community Groups and agencies as advised by the Council
- Other groups who have expressed an interest through the community groups survey
- The petition organiser

The Council will support this by providing suitable meeting rooms etc. as required.

5. Promotion

We will work with the Council Communications team to promote the consultation process to the general public. Methods could include:

- Prominent promotion on Council website, highlighting the survey and asking people to be involved and complete the linked online questionnaire.
- Press/media releases highlighting the consultation process - asking people to be involved and complete the linked online questionnaire.
- Press/media releases e.g. photo-based stories through the process showing the direct involvement of children and young people.
- Use of social media to share stories of the consultation with photos and highlighting the survey and asking people to be involved, include links to online questionnaire
- Posters etc at public facilities such as the libraries; leisure centres; arts centres; council offices etc.
- Additional methods agreed in liaison with the Comms team.

The Report

The findings from all of the above will be brought together into a full and comprehensive consultation report to feed into the wider review being undertaken by the paddling pool review project team.

In addition, there will be a “sub area” appendix which will enable the review project team to consider variations in views from different parts of Harlow. This will involve GIS analysis of responses.

Timeframe

See Gantt Chart spreadsheet

