

Westcroft Green Space Development Project

Community Consultation Plan



Westcroft Green Consultation Process



Summary

This consultation plan outlines a two-phase approach to gathering community feedback on the development of Westcroft Green Space in Saxilby.

The aim is to ensure that developments reflect local priorities and enhance the space's inclusivity, biodiversity, and recreational value.

Consultation Purpose

The purpose of this consultation is to gather feedback from local residents and the wider community regarding Westcroft Green Space. It aims to understand current usage of the green space and gather suggestions for future features and improvements.

Areas of focus will include recreation, play, fitness and landscaping. The findings will guide parish council spending to align with community priorities, and ensure the space supports biodiversity, sustainability, accessibility, and inclusivity.

Consultation Process and Methodology

The consultation will be conducted in two phases to ensure meaningful engagement. It is designed to reach all households in the parish, including those hard to hear groups, using a mix of digital and non-digital methods - such as surveys, and in person events.

1. The first phase will be a broad survey to get general views about the green space. The surveys will ask in particular about play/exercise equipment and will also take into account the results of the biodiversity study with possible elements such as wildflower areas, bird boxes etc. There may also be an opportunity to add other elements which may be an option such as a dog exercise area. The survey will also clarify which features are not under consideration to manage expectations.
2. The second phase will be a focused survey about a particular element i.e. play equipment/signage on site that comes out of the data from the first phase. Three quotations and visualisations will be acquired for the community to choose their preferences.

The survey could also offer an opportunity to establish interest in setting up a Westcroft Green volunteer group. This would also help establish a sense of ownership and responsibility for the upkeep of the green.

Phase 1

The consultation will be initially conducted through a survey that will be available as a paper copy and as an online version.

Paper Household Survey

The printed surveys will be delivered through the doors of households in the parish. The Saxilby Scouts and Guides will be asked to deliver the paper survey with their leaflet drop and residents in Ingleby will have theirs posted. The paper survey will also have a link to the online version.

Online Survey

The online survey will be hosted by Survey Monkey. The online survey link will also be advertised on social media channels and on posters throughout the village on notice boards via a QR code. This platform offers higher data checking functionality.

Have your Say Sessions

The in-person element of the survey will take place primarily in Westcroft Green itself with 'Have your say' sessions. These will be on different days, at different times during the week to be as accessible as possible. These events could also be held at other community groups/venues/events. These events will be supported by the parish council staff and resources i.e. tables, signs, banners etc. These events can also be promoted on social media and posters throughout the village.

Analysis

The feedback from phase 1 will then be collated, the data analysed, and preliminary findings drafted.

These findings will be shared with committee and fed into the second phase of the consultation.

Phase 2

The second phase will be based on the findings of the first phase. The design review will focus on specific elements that have been highlighted in the data i.e. types of equipment and will present a shortlist of visual options to choose from.

An in-person poll will be set up at the St Andrews Community Centre with a display of the options. This will be one open session with 3 options for people to choose from and the data collected.

An online poll should also be available too for those unable to attend and also in person session(s) at the local primary school.

The feedback from phase two will be collated and analysed. The results will then be evaluated and a comprehensive final report with recommendations created to be submitted to committee.

Costings

Projected Costings for Consultation Phase

£180	A4 printed folded booklets 2000no.
£210	Survey platform @ £75per month x 3 months
£130	Hand Delivery
£30	Postage (parish areas outside main village)
£550	<i>Sub-Total</i>
£55	Contingency (10%)
£605	Projected Budget

Budget Source: Westcroft RFF/Events Budget

Timeline

The following milestones will need to be arranged.

Deadline	
	Create survey and arrange delivery
22 Aug 2025	Consultant Draft Survey and share with WG
10 Sep 2025	WG to recommend to P&D Comm for Approval
12 Sep 2025	Survey to go on P&D Comm for sign off
W/C 29 Sep	Announcement and Awareness Campaign Public notice of consultation launch, including digital, print and social media outreach COMMS
26 Sep 2025	Consultation Period 1 Print Surveys Book survey delivery with Scouts
Oct 2025	Have your Say Consultation Events Dates, times and locations <ul style="list-style-type: none"> • Sports Hub 03 Oct • Sports Hub 10 Oct • School Session 01 Oct-10 Oct – contact school to confirm • Toddler Group Mon 06 Oct • Green Spaces – Westcroft and Rec Ground Park • U3A – check date of next session • Disability groups – TBC • St Andrews Centre TBC
07 Nov 2025	<ul style="list-style-type: none"> • Village Hall TBC • Church TBC
05 Dec 2025	Deadline for Feedback All feedback must be submitted by this date OR a minimum of six weeks from survey opening date.
09 Dec 2025 12 Dec 2025	Review and Analysis of Responses Responses collated, analysed, and reported upon to Westcroft WG and P&D Comm.
Jan 2026	Creation of Visuals Liaise with play/recreation providers to design schemes, based on consultation results, to an identified budget
Feb 2026	Phase 2 – Design Review Create consultation material Consult on Design Deadline for feedback Review and Analysis of Responses
March 2026	Final Report and Recommendations to Westcroft WG and P&D Comm.