



Meeting: Full Council

Meeting date: 10th September

Author: Community Engagement, Events & Projects Officer

Subject: Kingswood Town Council Events Programme

Purpose: To inform Councillors of events planned for 2024 and to consider event activity for the first half of 2025.

Recommendations: That the Council give authority for the officers to deliver the events outlined in this report for 2024. That the Council give authority for the officers to use underspends in the events budget from this year for next year's events and activities. That the Council agree the focus of event activity for the first half of 2025.

1.0 Background

1.1 The Community Engagement, Events & Projects Officer started her role in July 2024 and has spent her time meeting with local stakeholders, organisations and the public to make connections and learn more about the events and activities currently on offer in Kingswood. It is important that the events organised by Kingswood Town Council are varied and are targeted to be suitable for the varied demographics of the local area. The corporate plan highlights large community events to bring people together and develop a sense of pride in Kingswood and smaller activities which have a more focused impact. Considering the Asset Based Community Development (ABCD) model, it's important that as a Council we are seeking the experts who are already delivering in Kingswood and supporting existing activity as well as developing our own programme of events with the support of local stakeholders.

1.2 During the communications working party in June, events currently planned for 2024 were presented and agreed. Since this meeting there have been further developments which have been detailed below.

a. Summer activity – Post-box toppers, craft afternoon & artwork display

We have successfully worked with 3 groups of local stakeholders to deliver Summer activities targeting young families and older people. Through collaborating with Yarn & Yardage's volunteer knitters we created 2 post-box toppers which are being enjoyed by the local community on Regent Street. Following the theme of the post-box toppers, we ran a themed craft afternoon at the Kingswood library which allowed us to engage with over 100 local people. The artwork has since been displayed at the Skills hub. The

officers advise that this becomes a regular activity in the school holidays. The next post-box toppers will be released in October around an autumnal theme. We would like to arrange a coinciding craft activity and display during the October half term.

Cost - £150: Staff time and materials

b. Launch of the family hub – September tbc

We are currently waiting for an update re: the opening of the family hub at Kings Oak Academy. The Council have given a grant of £10,000 towards this project and would like to organise a small launch event for local organisations and families to come and see the hub and the programme of activity that will be offered there.

Cost - £1,000: Catering, performers

c. Black history month project – 27th October

We have been asked to work with the Kingswood Park regeneration team to help fund a 2 day event around Black History month. They would like to choose 10 children's books from the Travelling library project collection which focus on diverse characters to share with the public. The idea is to have these 10 books hanging from a large tree in Kingswood Park. A coinciding event will also take place in Page Park. The books will be there for the public to discover and enjoy. They will also have storytelling under the tree at set times during the day for people to drop in on. The project will be overseen by a team of staff and volunteers. We would like to suggest a grant for the purchase of the books needed for the project in Kingswood Park.

Cost - £90: 10 x books

d. Kingswood Lantern Parade – 3rd November

As discussed at the June working party, we are organising the Kingswood Lantern Parade which will take place in Kingswood Park on the 3rd November. This will be our first large community event and will include circus performers, a band, a local choir and more. People will have a chance to make lanterns through the day at Kings Chase (as part of the Sunday Social activities). We would like to suggest that this becomes an annual event. Volunteer marshals are needed to ensure the success of the evening and Councillors will be being asked to help.

Cost - £3,000: Performers, lantern making staff time and materials, lighting for the park, marketing materials, printing

e. Kingswood Remembrance Parade – 10th November

As discussed at the June working party, we are organising the Kingswood Remembrance Parade) alongside the local RBL, Holy Trinity Church and We are BS15. We would like to suggest that this becomes an annual event. We would like to also suggest that Councillors attend the parade as Civic Dignitaries. If some Councillors would prefer to volunteer as a marshal this would also be helpful as we need 3 marshals alongside the booked road marshal team with ProSec Consultancy Ltd.

Cost - £2,000: Security staff to man road closures, barriers, poppies for lamp posts, wreath, marketing materials, printing

f. Christmas celebration/lights turn on – 19th November TBC due to Kings Chase works

The Council have funded the Christmas lights for Regent Street. The theme is silver and gold stars which coincides with the Kings Chase lights scheme. As discussed at the June working party, we are working with Kings Chase to organise a Christmas celebration/light switch on. This will include a local school choir performance, a craft activity, walk around performers and free advent calendars for children. We would like to suggest that this becomes an annual event.

Cost - £3,000: Performers, advent calendars, craft activity staff time and materials, marketing materials, printing

g. Wreath making workshop at Kingswood Museum – 10th December

Working alongside Southern Brooks, we would like to host a day of affordable wreath making workshops at Kingswood Museum. Places will be booked in advance at no cost with a suggested on the day donation of £10. Half of the donations made will go to Southern Brooks/to cover materials and the remainder could be given to a charity of the Councils choice. We would like a suggestion of which charity these donations should go to.

Cost - £300: Materials

2.0 Events in 2025

2.1 It is also important to start thinking about our planning events for the first half of 2025. We would like to suggest the following for our events calendar:

a. Window Wanderland – January/March. A window wanderland event encourages households, shops and other organisations to create paper displays in their windows. A map is then made and shared for local people to walk around the see them. We could run workshops on making these displays for those interested in taking part. This is a Bristol based event which has not yet happened in Kingswood. [Organise a Window Wanderland – Window Wanderland](#)

Estimated cost - £1,000

b. World Book Day – 6th March. This would give us the opportunity to collaborate with Kingswood Library and build on the Black History Month project we are funding in October 2024.

Estimated cost - £500

c. Easter egg hunt – 19th April. This would give us the opportunity to collaborate with Kingswood Park and the High Street regeneration team to organise a large event for

the community.

Estimated cost - £1,000

d. VE Day – 8th May. 2025 is the 80th anniversary of VE Day. It is encouraged that in each community there is the raising of a unique VE day flag, communities are brought together, fish and chips are eaten (in tribute to the fisherman, farmers and land girls) and that a Lantern of Peace is lit at 9:30pm. We would like to suggest a large event in Kingswood Park to mark this occasion.

Estimated cost - £2,000

e. Armed Forces Day – 28th June. We have received an application to the Community Grant Scheme for £500 towards the South Gloucestershire Armed Forces Day. This formally constituted group arranges the annual South Gloucestershire Armed Forces Day, rotating across different locations each year. In 2025 the event will take place in Page Park and will come to Kingswood Park in 2026. It makes sense to work with this organisation rather than go it alone and arrange an event in Kingswood. Their request is for a contribution towards entertainment and advertising costs. We would like to suggest that we award this from the Events budget and support this activity which is already planned and involves many stakeholders. This would follow the ABCD model which the Council is adopting so we would be supporting this event but not leading it.

Estimated cost - £500

3.0 Marketing of events

3.1 All events are being promoted on Facebook, some on the council's page, some with their own event page. In addition, the council has a two-page monthly article in the Kingswood Voice to promote them. There is also a stand in Kingswood Library with leaflets and the staff have been promoting all events when they meet with residents and stakeholders. There is an active High Street Partnership with SGC and local businesses and the officers attend and are leading on some of those events. The officers also attend events hosted by others, including Business breakfasts, the launch of the youth van, Doris, the Creative Youth Network summer showcase and the Promoting Community Connections event in Kingswood Park, as they are perfect opportunities to network with others and promote the work of the town council.

3.2 Councillors are encouraged to attend events, as they offer a great opportunity to meet the residents and to receive feedback.

4.0 Recommendations

4.1 The events that are proposed will allow the Town Council to achieve many of the aspirations listed in the Corporate Plan and celebrate Kingswood as a great place to grow up and grow old. The community want to see free activities happening that bring people together. The events and activities we have suggested would allow us to do

exactly that. The events also allow us to work with a variety of stakeholders as per the ABCD model and will positively advertise the existence of the Kingswood Town Council.

4.2 Councillors have already agreed to the arrangements and spend for the Kingwood Lantern Parade, Remembrance Parade and Christmas Celebration as well as the launch of the family hub.

Councillors are asked to consider the other projects and agree to the action

- a. To consider and agree to the award of a grant of £90 to the organisers of the Black History Month project
- b. To volunteer at marshals at the Lantern Parade (3rd November) and to be in receipt of relevant safety training and an event brief.
- c. To volunteer at marshals at the Christmas Celebration (17th November) and to be in receipt of relevant safety training and an event brief.
- d. To nominate a local charity that receives the proceeds /surplus from the Wreath Making event (10th December) (or councillors might prefer to reduce the cost of the activity to the public so that no surplus is made)
- e. To consider and agree the budget and arrangements for the Winter Wonderland activity in early 2025
- f. To consider and agree the budget and arrangements for World Book Day in 2025
- g. To consider and agree the budget and arrangements for the Easter Egg hunt and activities in 2025
- h. To consider and agree the budget and arrangements in the proposal for VE Day celebrations for 2025
- i. To consider and agree to the release of £500 from the Events Budget (rather than the Community Grant Scheme budget) to the organisers of Armed Forces Day 2025
- j. For councillors to delegate authority to the officers to manage the events and act upon decisions made from this report.