

Meeting: Kingswood Town Council

Date: 11th March 2025

Authors: Town Clerk and Community Engagement and Events Officer

Subject: Community Engagement Activity Report

1.0 Purpose of the report

- a) To give an overview of the activities, meetings and projects that the 2 members of staff are pursuing and the organisations that they are collaborating with.
- b) To remind councillors of the opportunities for community engagement
- c) To consider a basic survey to be used at events to capture feedback
- d) To consider the purchase of a noticeboard: physical and online

2.0 Officer Collaboration with stakeholders

The activities listed below have taken place since the past town council meeting and a report will be brought to all future meetings.

Organisation	Date	Notes
Kingswood Park Regeneration Team	27/02	Walkabout for event planning, siting of new assets, photography
Friends of Southey Park	04/03	Walkabout with friends' group for the purpose of collaboration on future projects. Visit to the park, discussion on events, play equipment
Family Hub	19/02	Meeting with stakeholders to progress the project
Drop-in craft session	17/02	Event in Library, as part of a wider community engagement plan
Teddy Bears Picnic	24/02	Event in Library, as part of a wider community engagement plan
Staple Hill Parish Council	25/02	Meeting with clerk, to further a relationship and share ideas
International Women's Day	07/03	Networking opportunity with many community groups and business associations, organised by SGC
Ignite Life	18/2	Meeting to discuss the Community Grant Scheme & potential event collaboration
We are BS15	13/2	Meeting to see the community freezers in action at the Food Club, that we funded &
Connecting Kingswood	25/2	Networking opportunity with many community groups and business associations
Grimsbury Farm	27/2	Meeting to discuss event collaboration

3.0 Opportunities for Councillor to get involved in Community Engagement

3.1 Every interaction with a resident is an opportunity to talk, to listen and to find out what is happening locally, as well as share the work that the town council is doing. In the next few months, there are several opportunities for councillors to meet members of the public and those the council are working in partnership with others, and councillors are encouraged to attend the visits that are being arranged. Please let the Town clerk know if you are able to attend:

a. **Community Litter Pick Sunday 29th March, 10am-noon.** Meet at the Holy Trinity Church Hall and talk to members of the public who join the event. Refreshments and kit provided.

b. **Tuesday 8th April at 1pm, to visit the Turtle Play Scheme** in Kingswood Park (Funded by the Community Grant Scheme) to see the impact of the community grant.

c. **Walk about in Kingswood Park on Friday 11th April, 10 am – noon** to meet John Morris and team to talk about the project, see the new poly tunnel, site for the tree sculpture etc and site for the shipping container. The Easter egg hunt event will also be taking place simultaneously so this will be a great opportunity to talk to members of the public.

c. **KTC VE Day afternoon tea on Thursday 8th May, 2pm-4pm.** Meet at the Kingswood Community Centre. A chance to meet with older residents of Kingswood as well as the support staff in residential homes, and care assistants. Food and entertainment provided.

d. **KTC VE Day evening public event on Thursday 8th May, from 7pm** in Kingswood Park. Entertainment and food provided and an opportunity to participate in an event that is simultaneously taking place across the country. Lighting of a lantern.

e. **KTC Annual Assembly on Tuesday 20th May, 7pm – 9pm** at the Kingswood Rugby Club. Meeting to which local community groups are invited to participate.

f. **Refugee Festival (funded by Kingswood Town Council via the Community Grant Scheme) in Kingswood Park on 15th June 2025, all day.**

g. **SGC Kingswood Park activity day on Sunday 13th July 2025, all day** (in partnership with SGC Kingswood Park project and the Friends of Kingswood Park).

3.2 Other suggestions include:

- A visit about Kings Chase Shopping Centre to see all the improvements
- A visit around Southey Park to meet with the friends group



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- A visit around Grimsbury Farm to meet with the staff and visitors
- A visit to Deerswood Park to meet with residents when the zip line is installed
- A visit to the new Family Hub, in the grounds of Kings Oak School
- A visit to Made Forever Youth Centre
- A visit to the Kingswood Rugby Club
- A visit to the Kingswood Heritage Museum
- A visit around the grounds of Holy Trinity Church

3.3 For councillors to consider how they can get involved with these events as an opportunity to meet residents and liaise with officers in other organisations including SGC.

4.0 Survey development

4.1 The staff have developed a generic simple survey that can be used in any engagement opportunity to gain feedback from members of the public. It is simple to ensure that the members of the public can provide an answer that allows them to think for themselves, rather than being prompted. It is not used for collecting information on concerns or issues, as they can be reported through the SGC report it channel

Three Questions in a sample graphic:

- How do you get your information about what's happening in Kingswood?
- What three things do you love about Kingswood?
- Do you have any ideas for the new town council?

AGE:

Date:

GENDER:

DO YOU LIVE IN KINGSWOOD?

How do you get information about what's happening in Kingswood?



What 3 things do you love about Kingswood?



Do you have any ideas for the new town council?



Stay up to date
with events &
activities in
Kingswood



Members of the public are welcome to attend council meetings to ask questions. A meetings calendar, agendas and minutes can be found on our website.

www.kingswood-tc.gov.uk



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5.0 Community Noticeboards

5.1 Online Noticeboard: The staff have researched different options for a place on the website to advertise events and activities that are not organised by KTC but still have a benefit to promoting them on our platform. Events are currently promoted on Facebook, but some local organisations have indicated they want a central place they can direct people to, to find out what is happening in Kingswood. Aubergine (website provider) have suggested a Community Noticeboard. An example of what this looks like can be found on the [Aylesbury Town Council website](#). This would enable people to upload their own events and activities to display on the KTC website. Staff would check posters before they are posted to ensure they are suitable and if necessary, some brand guidelines might be introduced to assist those in poster design. There is a cost of £50 per year.

5.2 Physical Noticeboard: Kingswood Library have agreed in principle that KTC can have a dedicated physical noticeboard displayed on the exterior wall of the library where leaflets can be displayed. They are seeking authority from the property department at SGC. A 6 sheets of A4 size, brown timber, glazed and lockable board (example below), wall mounted, with a gold- written header with logo costs approximately £750. The clerk is receiving quotes, and requests permission to proceed with placing an order once permission is granted by SGC, and to take funds from an underspend in the current Marketing and Engagement budget (200 4121, which has an underspend of £1,600).





6.0 Finances

- a) Cost for the website upgrade: £50 +VAT p/year
- b) Cost for physical noticeboard and installation: £750 plus VAT, plus delivery, installation
- c) Printing of survey: Included in events budget
- d) Insurance: to be increased if the notice board is purchased (small amount)

7.0 Risks

There are no risks with seeking to engage with the public via different methods. All events that are proposed above have full events risk assessments or will be assessed by the third party. Any assets owned by the town council must be insured, fitted by a qualified person and inspected on an annual basis.

8.0 Recommendations

For councillors to consider the requests below:

- a. To note the community engagement activities of the staff
- b. To consider the timetable of opportunities for community engagement and volunteer to attend, via the staff
- c. To agree to the publication and printing of a survey
- d. To agree to the bolt on to the website of the Community Noticeboard as a cost of £50 + VAT p/year
- e. To agree to the purchase of a physical noticeboard to be housed outside Kingswood Library at a cost of £750 plus delivery, installation and VAT
- f. For councillors to suggest other opportunities for Community Engagement.