

Bishopston, Cotham & Redland (BCR) Neighbourhood Partnership - Communication & Engagement Group Proposal on Neighbourhood Forums for NP meeting, 21 January 2013 by Nick Clark, C&E Group chairperson.

Action required:

That the Neighbourhood Partnership agree the organisation of the Forum meetings and the role of the C&E group in agenda setting for all forums.

That all three Forums should have a representative on the C&E group.

C&E group proposal for forum organisation.

- a. That each forum should open with a main topic/headline act-of interest to all residents of the NP and should not (necessarily) be ward-specific eg: the Mayoral debate, Horfield prison, the cricket ground, local schools. Each quarter, these headline topics would differ between each of the three Forums to ensure in-depth coverage of a wider set of issues across the Partnership area.

People can leave following this if they do not wish to stay for the issue reporting section of the meeting. This will engage a different group of residents than the ones that already come to forums

- b. Feedback section

- 'issues raised outside this forum' (report from ND officers),
- 'you said/we did' from NDO/ NCoordinator,
- 'report from the police'

Discussion of the feedback items should be brief and people advised to raise any points directly with the appropriate topic table in the following section of the meeting.

- c. Each forum meeting has a 'break-out' session/topic tables which provide a platform for individuals to raise their particular concerns with the agency directly responsible or the NP rep who will follow it up. Topic tables as follows: ward councillors/police/street scene/community groups/special interest groups relevant to the meeting's 'headline act'
- d. The meeting would end with a plenary during which issues raised at each table are briefly summarised for the benefit of all present.

Setting agenda of Forum.

The agenda for all three of the forum meetings is set at the C&E meetings and that each ward has a representative on the C&E group who will liaise with the chairs of the 3 forums if they are not the representatives.

Timetable for setting agendas

7 weeks before forum: **ask all interested parties for agenda items.**

5 weeks before forum: **deadline for agenda items.** These will determine any special topic tables and guests.

1 month before forum: **circulation deadline**, e-mail agendas to Chairpersons, Councillors, Police and circulate agenda with headline topics for all 3 forums to contact list, print and distribute posters

2 weeks after forum: NDO emails all contacts with confirmation of date of next forum meetings

Bishopston, Cotham and Redland (BCR) Neighbourhood Partnership

Paper for NP meeting, 21 January 2013

'My Neighbourhood Week' – May 2013:
A week of community engagement and community action

Introduction

Following positive discussion at the informal NP meeting of 20 November, this paper sets out the C&E Group intention to organise a week of community engagement and community action to take place in the Neighbourhood Partnership area during May 2013.

Recommendation

Members of the Neighbourhood Partnership are invited to **endorse these plans, and to offer any further comments or suggestions.**

In particular, **approval is sought to merge the three Neighbourhood Forum meetings scheduled for May 2013 into a single "Super Forum" event** covering all three wards.

Context

Neighbourhood Forums currently tend to attract approximately 0.4% of the local population, with the same group of people attending time after time. Despite concerted efforts - e.g. through advertising of Forums on posters and via councillor and council officer emails, presence at the Redland May Fair, a revamped website, and regular columns in local press (e.g. Redland and Westbury Park Directory) - anecdotal evidence suggests that awareness amongst local people of the Neighbourhood Partnership (and the services and information it offers) remains pretty low.

The intention

The C&E Group intends to orchestrate a week of community activities and events. The **primary purpose would be to increase awareness of the Neighbourhood Partnership**, the work it does for local people, and how people can find out more and get involved. There would be a **secondary aim of encouraging people's engagement in and contribution towards the wellbeing of their neighbourhood**, contributing to a stronger community.

The week would run from **Saturday 4th May to Saturday 11th May 2013**. The dates have been set to purposefully include the Redland May Fair, run by Redland & Cotham Amenities Society – one of the biggest community events in the Neighbourhood Partnership area.

Through the Neighbourhood Partnership's sub-groups and affiliated groups, the aim would be to create a programme of events covering a varied range of activities, enabling people to get involved in different ways. For example:

- workshops and talks on hot topics
- community tree planting
- repainting of public goods
- street cleaning and tidying

The aim would be for at least one event every day of that week, at varied times of the day/ evening, and in varied locations across the Neighbourhood Partnership area.

The week would launch with the Whiteladies Road farmer's market, run by Sustainable Redland. The week would culminate with a "Super Forum" – a one-off combined Neighbourhood Forum meeting for Bishopston, Cotham and Redland. Early thoughts on this would be to invite the Mayor to speak, and to incorporate workshops, talks and brain-storming/information gathering/topic tables (all councillors present). We would seek a venue in Bishopston.

Each sub-group of the Neighbourhood Partnership would be invited to hold at least one community event or activity during the week. Other key local community organisations – e.g. local trader associations, church groups, youth clubs – could be invited to run their own event as part of the campaign.

We would supplement the events programme with a programme of other forms of engagement, for example:

- Direct engagement with people on high streets through information packs/leaflets/surveys
- Door knocking on selected streets to gauge awareness, inform and canvass opinions
- Publicity campaign of posters and articles to raise awareness of the Neighbourhood Partnership and the week's programme of activities.

The week would be branded "My Neighbourhood Week", using the council Neighbourhood Partnership "My Neighbourhood" logo.



Publicity

A programme for the week would be negotiated and compiled by the C&E Group and placed on the BCRNP website. We would seek to work with local volunteer bureaux to both develop and promote the week. It would also be advertised by email, on posters, and in the local press and publications, and local group newsletters and websites.

We would seek the participation of local trader associations to decorate the main high streets for the duration of the week using banners or hanging baskets they already have.

We would talk to RCAS about the potential for advertising the NP and the week as part of their Redland May Fair materials (e.g. including the programme for the week in the May Fair programme).

We would talk to event organisers about advertising the NP and the week at their events (e.g. mention the week in their promotional activity, and leaflets, banners or information stand at their events). We would talk to the council about the potential of using any 'My Neighbourhood' banners or other promotional material.

We would also explore whether there are other local events like school fairs during that week, where we can put up a stall/ have a roving representative or use school newsletters to raise awareness of the NP and the week.

Funding

We anticipate that some groups may be willing to use some of their existing budgets for events they run. We envisage using the existing Communications & Engagement Group budget in order to pay for advertising or promotional materials, and potentially contribute towards the hire of venues, refreshments etc. Local suppliers may be willing to offer some items at reduced or nil cost. If it becomes apparent that additional funding is required, we will consider making an application to the council's Community Events grant scheme and/or the Wellbeing Fund.

Next steps

If members of the Neighbourhood Partnership approve this paper, then we will put the wheels in motion, including:

- Exploring the Mayor's availability & venue for the Super Forum event.
- Work with subgroups and other key groups to develop a programme of events.
- Start promotional activity by getting the date into public diaries eg via local newsletters and the BCR NP website.
- Talk to council marketing team re marketing and materials.
- Talk to RCAS re the tie-in with the May Fair.
- Talk to Sustainable Redland re the tie-in with Whiteladies' market.
- Talk to local Traders' Associations to enlist their support.

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