



Full Council Meeting

Date: 19th January 2023

FC140 - To consider holding a Coronation-themed Scarecrow competition to recognise King Charles III's coronation, and a Christmas Advent Window competition during December within the village.

Christmas Advent Windows

Christmas Advent Windows is a community event run on the lead up to Christmas. The idea is that (at least) 24 households/businesses come forward and agree to create an advent window that then forms part of a route around the village for people to walk and visit. If more people sign up, you can have multiple windows unveiled on the same day.

The festive window display needs to be visible from the road for passersby to see and to be lit between core hours (eg between 5pm and 8pm) on the date your window will be unveiled.

Posters advertising the event need to be created to encourage people to take part. This would include putting posters up around the village and including an appeal in Cuckfield Life, ideally in September.

Once you have the addresses, a route around the village needs to be planned and then shared with the community. Date preferences for involvement will need to be taken into account when planning the map.

This takes time to prepare, and would need to be completed ideally in time to be included in November's edition of Cuckfield Life, to advertise this as an upcoming event. A follow up piece could be prepared for December's edition also, but as this is after the advent windows will have started it would be too late to wait until then.

All participants would be asked to light their windows on Christmas Eve between the hours of 5pm and 8pm so anyone who wished to could walk the route and see them all.

The posters could have a QR code added which when used would take you directly to the website page with the map on it, do people would be able to access the route easily.

The approximate timetable would be as follows:

September

- create a poster and news article asking for people to take part
- include in September's CL edition
- posters up around the village, advertise on FB page and website
- approach businesses directly to ask if they would like to take part
- include the Queen's Hall as one of the participants

FC140 - To consider a Coronation-themed Scarecrow competition and Christmas Advent Window competition

October

- continue advertising for participants to take part in the event
- collate and check addresses and start plotting onto a map
- incorporate dates each participant is available to assist with planning the route
- finalise map and advertise in November's edition of CL

November

- create new poster with the map of the route, and put up around the village
- share details on all social media
- share hints and tips with participants to assist with their window design
- remind early participants a couple of dates before that they need to be ready with their window.

December

- remind participants a couple of days before their window is due to be displayed to ensure they don't forget to take part
- ask each participant to take a photo of their window and share with organiser, so this can be added to social media on a daily basis
- collate all photos to create a final montage of windows to share on Christmas Eve

Link to the Hurstpierpoint entries for Christmas 2022:

[\(1\) Hurstpierpoint Advent Calendar | Facebook](#)

Coronation Scarecrows

Rather than the Christmas scarecrows, I propose this year we run a Coronation-themed scarecrow competition within the village.

Taking learnings from the advent windows, I recommend we start the event earlier than usual to enable a route map of the scarecrows to be prepared for people to use to walk around the village and see them all.

Also, obtain agreement that the scarecrows will remain in place for the whole of the bank holiday weekend.

An approximate timetable would be:

February

- create a poster and news article asking for people to take part
- include in March's CL edition
- posters up around the village, advertise on FB page and website

March

- continue advertising for participants to take part in the event
- collate and check addresses and start plotting onto a map
- finalise map and advertise in April's edition of CL

FC140 - To consider a Coronation-themed Scarecrow competition and Christmas Advent Window competition

April

- create new poster with the map of the route, and put up around the village
- share details on all social media

May

- ask each participant to take a photo of their scarecrow and share with organiser, so these can be added to social media
- collate all photos to create a final montage of the scarecrows

Name: Sam Heynes
Title Clerk
Date: 18th January 2023