



Hurstpierpoint & Sayers Common Parish Council
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Village Centre
Trinity Road
Hurstpierpoint
West Sussex BN6 9UY

Dear Councillor,

Members are summoned to attend the **Meeting of the Council** to be held on **Thursday 27 November 2025** at **7.30pm** in the **Hurstpierpoint Village Centre**. Members of the public have a right to and are invited to attend the meeting.

Sarah Groom, Clerk to the Council

Friday 21 November 2025

AGENDA

1. **Apologies for absence:** To receive and accept apologies for absence.
2. **Declarations of interest:** To receive and record declarations of interest.
3. **Minutes of the Previous Meeting of the Council:** To receive and adopt the minutes of the 23 October 2025 Council Meeting.
4. **Adjournment for Questions from the Public:** To consider adjourning the meeting to receive questions from members of the public in accordance with Standing Orders.
5. **Reports from Other Authorities:** To receive reports from representatives of other authorities:
 - 5.1 **West Sussex County Council**
 - 5.2 **Mid Sussex District Council**
6. **Committee Minutes:** To receive and where appropriate, consider the recommendations of the:
 - 6.1 **Planning Committee (3 November 2025):** There was one recommendation for Council:
P25/26.262: Planning Committee Action Plan 2025/26 To review the Planning Committee Action Plan for 2025/26 to assist with budget setting for 2026/27, and it was: RESOLVED: The Committee AGREED the assistant clerk to update the Terms of Reference on the action plan as per discussion and recommend to council for adoption.
 - 6.2 **Community Engagement Committee (13 November 2025):** There was one recommendation for Council:
CE25/26.028.4: Annual Parish Meeting 2026: Councillors discussed the proposals from the Events Working Group for the format of the Annual Parish Meeting 2026, and it was: RESOLVED: That Committee RECOMMENDS the proposals for the Annual Parish Meeting to Council for adoption.
 - 6.3 **Finance, Governance & Estates Committee (20 November 2025):** There was one recommendation for Council:
F25/26.079: Fees and Charges Review for 2026/27: The Committee considered a briefing note setting out the review of the schedule of annual charges recommended for 1 April 2026 to 31 March 2027. A number of charges were amended, and it was agreed to recommend it to Council for adoption, and it was: RESOLVED: That the Committee AGREED to recommend the revised schedule of charges for 1 April 2026 to 31 March 2027 to Council for adoption, as amended.

RECOMMENDATION: That the Council RECEIVES the minutes of the following Committees and AGREES the above recommendations:

- i. **Planning Committee (3 November 2025)**
- ii. **Community Engagement Committee (13 November 2025)**
- iii. **Finance, Governance & Estates Committee (20 November 2025)**

- 7. **West Sussex Pension Fund Valuation:** To consider the results of the recent Pension Fund valuation outcome and revised employer contributions rate from 1 April 2026. To note the final opportunity to comment on the draft Funding Statement with a deadline of 5 December 2025.
- 8. **WSSC Consultation on Sustainable Transport to Victoria Business Park:** West Sussex County Council is inviting comments on walking and cycling improvements around Victoria Business Park in Burgess Hill as it is a local key employment hub.
- 9. **Reports from Representatives on Outside Bodies:** To receive reports from representative on outside bodies.
- 10. **To note any information items, correspondence received or requests.**
- 10.1 **Christmas Office Closing:** To note the office will be closed from 1.30pm on Wednesday 24 December 2025 and will re-open at 9.30am on Friday 2 January 2026.
- 10.2 **Santa Sunday:** To note the Santa Sunday event on the Village Garden on 7 December 2025 from 11am-5pm and the road closure from 10-6pm.
- 10.3 **Hurst Meadows Cycle Way Closure:** To note the closure of the “permissive public right of way” cycle path in Hurst Meadows on Christmas Day, to avoid it being classified as a public right of way.
- 10.4 **Local Government Re-organisation in Sussex:** To note the launch of the Government consultation on the future of Local Government in West Sussex and consider a response by the deadline of 11 January 2026.
- 10.5 **MSDC Draft District Plan:** To receive a verbal update on the Mid Sussex draft District Plan.

Council is asked to RESOLVE that in view of the confidential nature of the following items, the press and public be excluded under section 1(2) of the Public Bodies (Admission to Meetings) Act 1960.

Confidential Matters:

- 11. **Hurstpierpoint Tennis Club Lease:** To review and adopt the new Lease for the Hurstpierpoint Tennis Club and agree for two councillors to sign the lease, witnessed by the Clerk, as required by Standing Orders.

Protocol for filming and recording at public meetings: The Council has a protocol for public filming, recording and photography at its meetings, which is available on the Council's website or on request at the Parish Office.
