



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

**NOTES** of the meeting of the **Events Working Group** held at 11am on Friday 27<sup>th</sup> February 2026 via Microsoft Teams

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**Present:** Cllr Susan Dyke  
Cllr Helen Bedford  
Gemma Porteous – Assistant Clerk  
Cllr Bob Sampson  
Viv Aloy – Assistant Clerk

### **Annual Parish Meeting 2026**

The EWG discussed the plans for the revised APM in detail, based on the format as proposed to Community Engagement Committee 13<sup>th</sup> November and agreed by Full Council on 27<sup>th</sup> November (minute ref: C25/26.091.2).

- **Bus From Sayers Common:** Hurst College have provided this service over the past few years, and it was agreed that the college should be approached again. Given the large amount of development proposed for Sayers Common, it is particularly important we actively engage with residents
  - **Action:** Assistant Clerk to investigate bus provision with Hurst College
- **Poster:** The draft poster (circulated before the meeting) was agreed with the following amendments:
  - Larger font for “Hurstpierpoint and Sayers Common Annual Parish Meeting” as this is the statutory part of the meeting
  - Chairman’s report/questions - should be clearer that the report is about PC activities/finances for 2025/26 council year
  - Include/promote the bus from Sayers Common, once confirmed
  - Wording change: “Join us” for tea, coffee and biscuits
    - **Action:** Assistant Clerk to make the amendments as agreed
- **Promoting the event:** Even though the event is scaled down this year, we still want to encourage public attendance, and the meeting should be promoted as follows:
  - Hurst Life: An extra page in May for the poster, as usual. The cost was already factored in the agreed 2026/27 communications budget
  - Parish Council Website Announcements
  - Parish Council Noticeboards Posters (agenda in due course)
  - Community groups: Flyer to be distributed via our mailing list of community groups operating in our parish, covering email to explain the new format. The Community Forum in November will still offer networking opportunities
  - Sayers Common: Posters to be provided to the shop and the pub. Shop to manage bus sign up as usual
  - Social media: Poster/Flyer to be circulated on Facebook/Instagram including on the local group pages
- **Format:**
  - Venue opens, refreshments served
  - Welcome (Cllr Bedford)
  - Chairman’s report / open forum for questions on the report
  - Community Conversations: It was agreed that this session will still need some direction to ensure that discussions focus, wherever possible, on issues for which the Parish Council has responsibility or influence. It was recognised that other issues could still be raised and acknowledged, but with the intention of signposting and managing expectations as to what the PC can directly achieve or influence.

- **Action:** Office staff to ensure “What we do” banner to be clearly visible for easy reference during discussions. Relevant contact information available to easily signpost towards other authorities/organisations responsible for issues that we anticipate being raised (display boards?)
- **Annual Report:** To reduce the overall length significantly and to avoid repetition it was agreed:
  - Chairs to be given a word limit and specific number of photographs for each section
    - **Action:** Office staff will go through the reports from the previous two years and suggest an appropriate word count
  - Chairs to be given specific topics to focus on in their report
    - **Action:** Office staff will canvas chairs of committees for the topics that should covered. These will then be allocated to the most appropriate committee/chair
  - Printing will be done in house again – fewer copies required.