Hurstpierpoint & Sayers Common Parish Council
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Village Centre
Trinity Road
Hurstpierpoint
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Briefing Note
Parish Signage

For Finance, Governance & Estates Committee 17 September 2026

Background

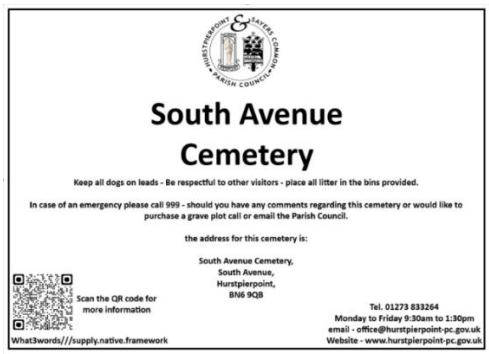
The Parish Council signage in both villages needs improvement including the Parish branding, website information (although it will redirect to the correct website) and the correct contact information.

The signage for replacement is located on Parish assets including buildings and sites.

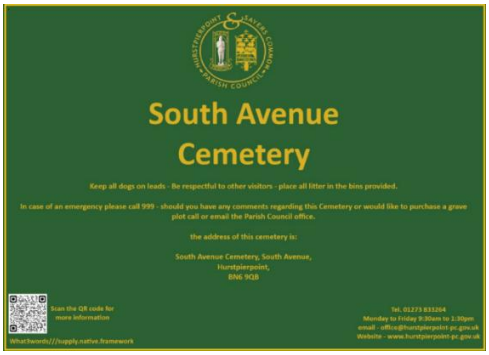
In the Estates & Facilities Action plan 2026/27 it was proposed in actions:
5a (209 Street Furniture) to improve the Parish asset signage for the Bus Shelter, toilets, Recreation Grounds and other sites.
6e (210 Hurst Meadows) To create new signage for Hurst meadows and Millennium Garden, including a QR code to provide information for the sites.

Draft signage

Colour options



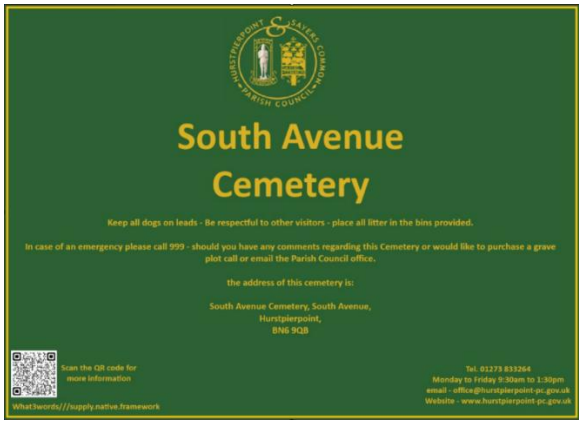
Option 1 (black and White)

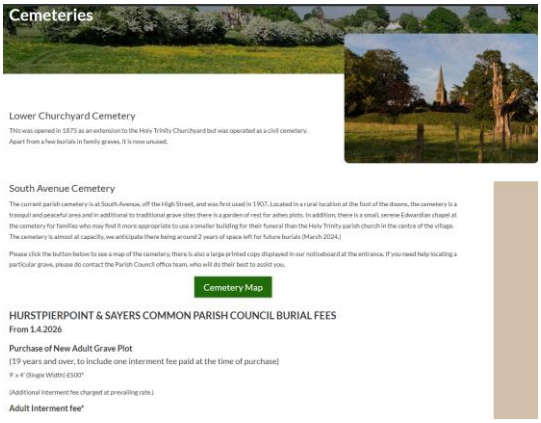


Option 2 (Moss Green RAL 6005 with gold border and letters)

Information

It is proposed to have the new branding, name of the site, address, What3word location, office phone number, opening hours, email address, website address and QR coding directing users to our main website or the dedicated webpage if available. For example: South Avenue Cemetery, which will direct the QR code user to the Cemeteries webpage.





The Parish Council sites that require new signage includes:

- Albourne Road Allotment
- South Avenue Recreation Ground
- Reeds Lane Recreation Ground
- South Avenue Cemetery
- Pitt Lane Public toilets
- Trinity Road Public toilets
- Chantry Stables
- Court Bushes Community Hub
- Bus Stop Village Garden
- Bus Stop War memorial
- Bellows Nose (Hurst Meadows)
- Buckwilly (Hurst Meadows)
- Edgerley Meadow (Hurst Meadows)
- Fifteen Acre (Hurst Meadows)
- Heritage Orchard (Hurst Meadows)
- Hovel field North (Hurst Meadows)
- Hovel field South (Hurst Meadows)
- Millennium Garden
- St George's Green
- Tilley's Copse (Hurst Meadows)
- Walnut Tree Field (Hurst Meadows)
- Wilderness Wood (Hurst Meadows)

The draft signage will be reviewable through the below link.
FGE Agenda 17 September 2026

Additional signage

Public toilets

It is proposed to purchase indicator signage for the public toilets including:

- 2 x ladies and gents disc signs (Trinity Road WC),
- 1 x disabled disc sign (Trinity Road WC),
- 1 x baby changing disc sign (Trinity Road WC),
- 1 x gents disc sign (Pitt Lane WC),
- 1 x ladies/disabled disc sign (Pitt Lane WC).

Recommendation

The committee is asked to choose the preferred colour option and review the draft signage, confirm that they are happy with the wording and layout, or suggest changes if required.

Once the signage is approved a quotation will be obtained from a local supplier including installation where required.

RECOMMENDATION: The Committee is asked to confirm the preferred colour option, wording and layout.