



SALFORDS AND SIDLOW PARISH COUNCIL DESIGN CODE CONSULTATION FOR DEVELOPMENT OF NEIGHBOURHOOD PLAN

APRIL 2026 UPDATE

A BACKGROUND

1. The Parish Council is focussing on creating a neighbourhood plan. The Parish Council has engaged Steve Tilbury, Planning Advisor to help guide and shape the development of the plan.
2. At the March 2026 Council meeting, Councillors agreed to continue to work to develop the NHP working with companies to write a Design Guide/ Code.
3. In March 2026, the Clerk and Cllr Dukes prepared a tender specification to send to consultants asking for their proposals and costs to prepare a design code for the parish council. – see Appendix A

B APPOINTMENT AND NEXT STEPS

1. The Parish Council has appointed Feria Urbanism at a cost of £10,400 recognising that costs may increase if more time is required for specific areas of work.
2. The reasons for the recommendation are: -
 - They were the most cost effective
 - Our Planning Consultant Steve Tilbury has worked directly with them and had a positive experience
3. The NHP working party will engage with consultant for our first meeting to identify approach and agree the best way forward

Claire Baller
April 2026

Appendix A
REQUEST FOR PROPOSALS (RFP):
PREPARATION OF A RESIDENTIAL DESIGN CODE
TO SUPPORT THE NEIGHBOURHOOD PLAN

A BACKGROUND

1. Salfords and Sidlow Parish Council is preparing its Neighbourhood Plan and wishes to commission a Residential Design Code to guide the design of future housing development in the parish.
2. Our parish is of a rural nature sitting between the urban towns of Horley, Redhill and Reigate. The borough Council, Reigate and Banstead, have commenced their work on a new local plan, however the current plan may expire before that is complete.
3. Developers are circling the parish looking to take advantage of the changes in planning legislation. The Parish Councillors wish to implement a neighbourhood plan for the parish which echoes our residents' requirements for developments and will be sympathetic to our rural parish whilst acknowledging that some development in the Green Belt is inevitable.
4. With the changes suggested to National Planning Policy Framework, which are likely to be implemented this summer, the neighbourhood plan will not identify any appropriate sites, nor will it seek to identify housing mix. Instead, we wish our Design partner to focus on the code that will be appropriate to ensure that we simply do not replicate the high density of the neighbouring towns or ignore infrastructure requirements to ensure existing residents are not overly impacted by new residents.

B INTRODUCTION

1. Salfords and Sidlow Parish Council invites proposals from suitably qualified planning, urban design, architectural or landscape consultancies to prepare a Residential Design Code for the parish.
2. The Design Code will form part of the evidence base for creation of the parish's Neighbourhood Plan and will guide the design of future residential development. The code will provide locally specific guidance to help ensure new development respects the character of the parish while supporting sustainable growth.
3. The work should align with the National Planning Policy Framework, National Design Guide and National Model Design Code, and relevant guidance on neighbourhood planning and design coding.

C PROJECT OBJECTIVES

1. The Design Code should:
 - a. Protect and reinforce the distinctive rural character of the parish.
 - b. Provide clear expectations for the design of new residential development.
 - c. Promote sustainable and locally distinctive housing.
 - d. Provide practical guidance for developers and planning decision-makers.
 - e. Reflect community priorities and local knowledge.

D POLICY CONTEXT

1. The work should align with:
 - a. National Planning Policy Framework (NPPF)
 - b. National Design Guide
 - c. National Model Design Code
 - d. Relevant Local Plan policies
 - e. Neighbourhood planning regulations and guidance
2. The Design Code should be capable of forming part of the Neighbourhood Plan evidence base and supporting planning decision making

E SCOPE OF SERVICES

Consultants will be expected to undertake:

1. Project Inception
 - a. Agree methodology and programme with the Parish Council.
2. Baseline and Character Analysis

- a. Review relevant planning policy and existing neighbourhood plan material.
- b. Undertake a proportionate character assessment of the parish
- c. Settlement form and urban grain
- d. Landscape setting and key views
- e. Built form and materials
- f. Local street character

3. Community Engagement

- a. Workshops or public engagement sessions
- b. Stakeholder discussions
- c. Review of neighbourhood plan consultation to date

4. Design Code Preparation

The Design Code should provide clear guidance, which is concise, visual and accessible, on:

- a. Layout and site structure
- b. Density and development pattern
- c. Building typologies and heights
- d. Architectural character
- e. Supporting local heritage
- f. Street design, parking and movement
- g. Landscape, biodiversity and green infrastructure
- h. Climate resilience, sustainability and environmental enhancements

5. Consultation and Finalisation

- a. Draft code for consultation
- b. Final revised document
- c. Presentation of findings to the Parish Council.

F EXPECTED DELIVERABLES INCLUDING CONSULTATION

- 1. Baseline analysis report including review and character summary
- 2. Draft Residential Design Code for consultation
- 3. Final Design Code document
- 4. Digital files suitable for publication
- 5. Presentation of findings to the Parish Council

G CONSULTANT REQUIREMENTS

- 1. Consultants should demonstrate:
 - a. Experience preparing design codes or design guidance
 - b. Experience working with parish councils or neighbourhood plans
 - c. Relevant qualifications in planning, urban design, architecture or landscape
 - d. Strong community engagement capability

H SUBMISSION REQUIREMENTS

- 1. Consultants should submit:
 - a. A brief proposal with project methodology and approach (max 6 pages)
 - b. Relevant experience with project examples
 - c. Proposed team and roles
 - d. Programme
 - e. Fee proposal

Submissions should be sent electronically to the Parish Clerk by 7 April 2026.