

Neighbourhood Planning Steps for a Parish Council

As set out in the Reigate & Banstead [Statement of Community Involvement 2025](#) and [Neighbourhood Planning \(General\) Regulations 2012](#)

N.o	Stage	Parish Tasks	Local Planning Authority (LPA) responsibilities	Time Implications	Regulations
1.	Early Engagement	Informal community consultation undertaken by the local community to understand appetite, aims and ambitions from neighbourhood planning. Informal community consultation on the boundaries of any prospective neighbourhood planning area undertaken by the local community. Community seeks advice from the Borough Council	Provides advice as to whether NP is the right way forward to address the community's aspirations.	Discussions have taken place. Meeting with LPA on 18/8/25.	N/A
2.	Neighbourhood area application	Produce a map showing the area and a statement explaining why the area is appropriate. A statement explaining why the Parish is an appropriate qualifying body is also needed. Submit to LPA.		Time needed to produce map with area outlined and write statements.	Regulation 5

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3.	Designation of Neighbourhood Area.	-	Council will need to designate the neighbourhood area. Publish this on the website but no need to consult for a Parish.	The Council must formally approve the area. Published on website 10/9/25.	Regulation 7.
4.	Preparation Stage- creating the plan	Local community gathers evidence to inform and prepare the Neighbourhood Plan. Engagement with, and surveys of, the local community, relevant stakeholders should form a key part of this evidence gathering. Draft Neighbourhood Plan prepared by local community.	Support Parish with evidence gathering.	Time needed to produce draft plan.	N/A
5.	Pre-submission consultation on draft plan.	Minimum 6 weeks consultation undertaken by the neighbourhood planning body. As a minimum: Notify and send a copy to the Borough Council. Notify specific consultation bodies in Neighbourhood Planning Regs. Publicise the plan in a manner which is likely to bring it to the attention of people who live, work or carry on business in the area.	-	6 weeks consultation on draft plan and time needed to prepare and publicise the consultation.	Regulation 14

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6.	Finalise and submit draft plan to LPA	Prepare consultation statement summarising responses received. May include further evidence gathering and informal engagement as per preparation stage. Prepare formal documentation including basic conditions statement and any necessary environmental assessments.	-	Time needed to read responses and prepare a consultation statement, produce a basic conditions statement and environment assessment.	Regulation 15
7.	Public consultation on Submission Plan	Submit draft plan, consultation statement basic conditions statement and environment assessment to LPA	Minimum 6 weeks consultation undertaken by the Borough Council	Time needed to prepare and undertake 6-week consultation.	Regulation 16
8.	Submission of Neighbourhood Plan for independent examination	Submit Plan to LPA	Organise independent examination	Time it takes to employ an independent inspector and set a date. This will need publication.	Regulation 17

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9.	Independent examination	Examiner will consider representations received. Examiner will assess whether further public consultation may be carried out as part of the examination if any changes to the Neighbourhood Plan arise from the examination (subject to Inspector's advice). At the end of the examination process, the Inspector will issue a report to the Council with recommendations.		Examination time needed.	Regulation 18
10.	Community referendum	-	Organise a local referendum. Vote held in the neighbourhood area only, of people on the electoral register. If more than 50% of those voting are in favour, the plan can be "made" / adopted.	Organise with committee services. 28 working days are needed before the date of the referendum. Time is needed to secure a poll day and publicise the referendum.	Neighbourhood Planning (Referendums) Regulations 2012
11.	Adoption -plan is 'made'	-	Borough Council "makes" (adopts) Neighbourhood Plan Publicise adoption online and notify any persons who asked to be notified.		Regulation 19