



Reigate & Banstead

Community Governance Review

Public consultation survey – information document

Reigate & Banstead Borough Council has started a Community Governance Review (CGR). This review will consider local governance arrangements throughout the Borough.

As part of this, we are inviting existing parish and town councils, residents' groups, community associations, neighbourhood organisations and individual residents to put forward suggestions for areas in Reigate & Banstead.

The Community Governance Review involves Reigate & Banstead Borough Council putting in place, or making changes to, local council arrangements; for example, by creating, merging, or changing parish or town councils and/or amending or updating boundaries.

Please read this document before giving us your views. You can also find 'Frequently Asked Questions' (FAQs) and the survey at the end of this document and online at www.reigate-banstead.gov.uk/cgr

Please note that no decisions will be made until the survey has closed and all feedback has been considered.

The survey will close at 5pm on Thursday 18 September 2025.

1. Background

This review is taking place following a decision made at Full Council on 18 June 2025. Government guidance advises that a review should be carried out every 10 to 15 years and there has been no full review in Reigate & Banstead within this period. We want to make sure the existing governance arrangements across the borough continue to be robust and representative.

Local councils are the first tier of local government and can play a crucial role in providing local services and involving people in their local community. This could be at a town, community, neighbourhood, parish or village level.

By undertaking this review now, residents and community groups will have the opportunity to consider parish and town councils in light of the local government reorganisation, which will see the existing arrangement of district and borough councils and Surrey County Council replaced with new unitary authorities on 1 April 2027.

The Reigate & Banstead Borough Council area currently has two local councils with parish or town status (Horley Town Council and Salfords & Sidlow Parish Council), while the remainder of the area is unparished.

2. The purpose of a Community Governance Review

A Community Governance Review is a legal process that gives residents and organisations an opportunity to share their views on the most suitable ways of representing local people at a community level.

Local councils (including parish, town, community, neighbourhood and village councils) can play an important role in terms of empowering communities and we want to ensure that parish governance within the area continues to be robust, representative and is able to meet new challenges.

We also want to ensure there is clarity and transparency in the areas that local councils represent and that the electoral arrangements of parishes are appropriate and easy to understand for the public and key stakeholders.

The aim of the review is to bring about:

- improved and stronger community engagement
- more cohesive communities
- better local democracy
- more effective and convenient delivery of local services ensuring residents across the respective areas are treated equally and fairly.

3. What a Community Governance Review can change

A Community Governance Review can make a number of changes to the way parish and town councils are governed when there is clear evidence these changes would be an improvement, including:

- Creating, merging, altering or abolishing parishes, including the creation of new local parish councils
- The naming of parishes and the style of new parishes
- The electoral arrangements for parishes (e.g., the ordinary year of election, council size, number of councillors to be elected to the council, and parish warding)
- Grouping parishes under a common council.

The council needs to ensure that community governance in the Reigate & Banstead area will:

- Reflect the identities and interests of the community in that area; and
- Be effective and convenient.

4. What a Community Governance Review cannot change

A Community Governance Review cannot:

- change the number of councillors on the county or borough councils.
- change the style (e.g. town, parish, neighbourhood, community or village council) of existing councils.
- influence or change the amount of money that an existing parish or town council raises through council tax (known as 'precept'); or, (*continued overleaf*)

- Change the boundaries of the Borough or County council wards, or make any alterations to MP constituencies.

5. Who is responsible for conducting the Community Governance Review?

Reigate & Banstead Borough Council is responsible for conducting the review.

The council has set up a Member Working Group made up of a selection of councillors from different political groups who will be responsible for making both draft, and final, recommendations following careful consideration of the feedback received from the public, key stakeholders and other interested parties.

6. Survey information

Below you'll find information for you to refer to while responding to the relevant sections in the survey.

Before proceeding, please note that the Reigate & Banstead Borough Council area currently has two local councils with parish or town status:

- Horley Town Council
- Salfords and Sidlow Parish Council

The remainder of the area is unparished.

6.1. New parishes

The Community Governance Review must make recommendations about any new parishes being constituted in the area, i.e. being formally created according to law.

If a new parish is constituted, the review must make recommendations about:

- the name of the new parish
- whether or not the new parish should have a parish council (this is sometimes required due to the size of the parish)
- the electoral arrangements for that council
- whether or not the new parish should have an alternative style.

The alternative styles that may be applied to new parishes, in addition to parish or town, are:

- community
- neighbourhood
- village.

Please use the relevant section of the survey to tell us if you have any suggestions for any new parishes in the Reigate & Banstead area.

6.2. Existing parishes

The Community Governance Review must also make recommendations for each of the existing parishes under review including:

1. Whether those parishes should or should not be abolished; or
2. Whether the area of the existing parishes should be altered, possibly due to recent developments and population changes.

Please use the relevant section of the survey to tell us if any parishes in the Reigate & Banstead area should be abolished or altered, including whether the name of an existing parish should be changed.

6.3. Electoral arrangements

Whether to have a parish council or not

The guidance for undertaking Community Governance Reviews states that recommendations for the dissolution of parish councils are undesirable, unless they are in cases of parishes with very low populations or where boundary changes are reordering the parish structure.

Where the review makes recommendations that a parish should have a council or that an existing parish council should be retained, the review must also make recommendations about the electoral arrangements or about changes to the electoral arrangements.

'Electoral arrangements' in relation to an existing or proposed parish council are defined as:

- a) the ordinary year of elections** – the year in which ordinary elections of parish councillors are to be held. Existing parish council elections are next scheduled for May 2027 and then every four years. If new councils are established, the elections could be aligned to other parish elections in 2027 and then every four years thereafter;
- b) the council size** – the number of councillors to be elected to the council, or (in the case of a 'grouped common council') the number of councillors to be elected to the council by local electors in each parish;
- c) parish warding** – whether the parish should be divided into wards for the purpose of electing councillors. This includes considering the number and boundaries of any such wards, the number of councillors to be elected for any such wards and the name of any such wards.

Please use the relevant sections of the survey to tell us whether any parishes should have a council or not.

Size of the council

'Council size' is the term used to describe the number of councillors to be elected to the whole council.

Each parish council must have at least five councillors, while there is no maximum number. There are no rules relating to the allocation of those councillors between parish wards but each parish ward, and each parish grouped under a common parish council, must have at least one parish councillor.

The National Association of Local Councils published guidelines (circular 1126) suggesting that the minimum number of councillors for any parish council should be seven with a maximum of 25. The council size should be considered on its own merits, taking into account its population, geography and the pattern of communities.

Consideration should be given to the difficulty of attracting sufficient candidates to stand for election. In some parishes, this has led to repeated uncontested elections and/or a need to co-opt¹ members in order to fill vacancies. A parish council's budget and planned, or actual, level of service provision may also be important factors in reaching conclusions on council size.

Please refer to the electorate data and projected 5-Year forecast published on our website at www.reigate-banstead.gov.uk/cgr for further information.

This information should be taken into account when considering any proposals for electoral arrangements.

Please use the relevant sections of the survey to tell us whether the number of councillors on an existing council should be changed.

Warding of parishes

Parish warding is the division of a parish into wards for the purpose of electing councillors. This includes the number and boundaries of any wards, the number of councillors to be elected for any ward and the names of wards.

When deciding whether or not a parish should be divided into wards, consideration must be given to whether:

- the number, or distribution, of the local government electors for the parish would make a single election of councillors unfeasible or inconvenient; and
- it is desirable that any area or areas of the parish should be separately represented.

Each case should be considered on its merits, and on the basis of the information and evidence provided during the course of the review.

¹ Co-option is a process where the existing councillors invite another person to be a member without a formal election.

Drawing up appropriate ward boundaries

When making decisions on the boundaries between parish wards, the review will need to consider community identity and interests in the area. It will also need to consider whether any particular ties or links might be broken by the drawing of particular ward boundaries. Existing county council division boundaries will also be used, where appropriate, to help develop parish ward boundaries.

Allocating councillors to wards

If the review decides that a parish should be warded, consideration must be given to the levels of representation between each ward. It is an important democratic principle that each person's vote should be of equal weight so far as possible, taking into account other legitimate competing factors, when it comes to the election of councillors.

Although there is no legal requirement that each parish councillor should represent a similar number of electors, guidance suggests that it is not in the interests of effective and convenient local government, either for voters or councillors, to have significant differences in levels of representation between different parish wards.

Such variations could make it difficult, in workload terms, for councillors to adequately represent the interests of residents. There is also a risk that where one or more wards of a parish are over-represented by councillors, the residents of those wards (and their councillors) could be perceived as having more influence than others on the council.

Where a Community Governance Review recommends that two or more parishes should be grouped under a common parish council, then the review must take into account the same considerations when considering the number of councillors to be elected by each parish within the group.

Ward names

Where parish wards are proposed, the review should give some thought to existing local or historic places so that, where appropriate, these are reflected. Ward names proposed by local interested parties are usually favoured.

Please use the relevant sections of the survey to tell us whether any of the new parishes should be divided into parish wards.

7. How will the feedback be considered?

In assessing the feedback received at all stages, the review must take into account:

- The impact of community governance arrangements on Community Cohesion²
- The size, population and boundaries of a local community or parish.

No decisions will be made until all responses have been carefully considered.

² Community Cohesion is what must happen in all communities to enable different groups of people to get on well together.

8. What parts of the Reigate & Banstead area are included in the Review?

The Community Governance Review includes all parts of the Reigate & Banstead Borough Council area.

9. Timetable

Below is a breakdown of the Community Governance Review timetable:

Date	What happens?
24 July 2025 – 18 September 2025	Proposals are invited during an initial public consultation
19 September 2025 – 7 November 2025	The Council will consider responses to the consultation and make draft recommendations
7 November 2025 – 16 January 2026	Public consultation on the Council's draft recommendations
19 January 2026 – 16 March 2026	The Council will consider responses to the consultation and make final recommendations
Full Council: 26 March 2026	Final recommendations are agreed, concluding the review
March – April 2026	Final recommendations are implemented
Next town and parish Council elections: 6 May 2027	Effective date of any changes to parish/town boundaries and electoral arrangements

10. Next steps

After this survey finishes, Reigate & Banstead Borough Council will carefully review all the responses received, and will then make draft recommendations which we will consult the public and interested parties on from November 2025.

11. Where can I find more information?

You can find more information on the Community Governance Review webpage: www.reigate-banstead.gov.uk/cgr, which you can also access by scanning the QR code below with your smartphone camera:



This webpage also has the following to view/download:

- Electorate Data and 5-Year Forecast including polling districts
- Existing Parish Electorate Data, Councillors and Ratios - Projected 5 Year Forecast
- Electronic and PDF maps to view where existing polling districts, wards, parishes, and parish wards are

Paper versions of all these documents are available on request from the Town Hall, Banstead Community Centre, or Horley Community Centre (see addresses below).

How can I take part?

At this first stage of the review, we'd like to hear any initial ideas or suggestions you have on how local communities can be best represented in Reigate & Banstead.

Please tell us your views by:

- Completing our online survey after reading the information in this document.
- Downloading a paper survey on our CGR webpage (www.reigate-banstead.gov.uk/cgr)
- Collecting paper copies of the information document and survey from either the:
 - **Town Hall**, Castlefield Road, Reigate, RH2 0SH;
 - **Banstead Community Centre**, Bolters Ln, The Horseshoe, Banstead SM7 2BQ; or,
 - **Horley Community Centre**, Albert Rd, Horley, RH6 7JA.

These can be returned to Electoral Services, Town Hall, Castlefield Road, Reigate, RH2 0SH.

Accessible versions

If you have any questions or need the documents in a different format, please email engagement@reigate-banstead.gov.uk or contact the customer contact centre by telephone on 01737 276 000 or via SMS if you are deaf or hard of hearing on 07834626468 (Monday - Friday between 10am and 4pm).

We are happy to provide information in other languages – please contact our Contact Centre [01737 276 000](tel:01737276000) if you would like this service.

Bengali - বাংলা

আমরা অন্যান্য ভাষায়, বড় মুদ্রণ, ব্রেইল বা অডিওতে তথ্য প্রদান করতে পেরে খুশি - আপনি যদি এই পরিষেবাটি চান তাহলে অনুগ্রহ করে আমাদের যোগাযোগ কেন্দ্রে [01737 276 000](tel:01737276000) এ যোগাযোগ করুন।

Dutch - Nederlands

We voorzien u graag van informatie in andere talen, in grote letters, in braille of in audio. Neem contact op met ons Contact Center op [01737 276 000](tel:01737276000) als u van deze service gebruik wilt maken.

French - Français

Nous sommes heureux de fournir des informations dans d'autres langues, en gros caractères, en braille ou audio. Veuillez contacter notre centre de contact au [01737 276 000](tel:01737276000) si vous souhaitez bénéficier de ce service.

German - Deutsch

Gerne stellen wir Ihnen Informationen in anderen Sprachen, Großdruck, Braille oder Audio zur Verfügung – bitte rufen Sie unser Contact Center unter [01737 276 000](tel:01737276000) an, wenn Sie diesen Service benötigen.

Italian - Italiana

Siamo lieti di fornire informazioni in altre lingue, caratteri grandi, braille o audio - contatta il nostro Contact Center allo [01737 276 000](tel:01737276000) se desideri questo servizio.

Polish - Polski

Chętnie udzielimy informacji w innych językach, dużym drukiem, alfabetem Braille'a lub w formie audio - jeśli chcesz skorzystać z tej usługi, skontaktuj się z naszym Contact Center pod numerem [01737 276 000](tel:01737276000).

Portuguese - Português

Teremos o maior prazer em fornecer informações em outros idiomas, letras grandes, braille ou em áudio - entre em contato com nosso Call Center no [01737 276 000](tel:01737276000) se desejar este serviço..

Punjabi - ਪੰਜਾਬੀ

ਸਾਨੂੰ ਹੋਰ ਭਾਸ਼ਾਵਾਂ, ਵੱਡੇ ਪ੍ਰਿੰਟ, ਬ੍ਰੇਲ ਜਾਂ ਆਡੀਓ ਵਿੱਚ ਜਾਣਕਾਰੀ ਪ੍ਰਦਾਨ ਕਰਨ ਵਿੱਚ ਖੁਸ਼ੀ ਹੈ - ਜੇਕਰ ਤੁਸੀਂ ਇਹ ਸੇਵਾ ਚਾਹੁੰਦੇ ਹੋ ਤਾਂ ਕਿਰਪਾ ਕਰਕੇ ਸਾਡੇ ਸੰਪਰਕ ਕੇਂਦਰ ਨੂੰ [01737 276 000](tel:01737276000) 'ਤੇ ਸੰਪਰਕ ਕਰੋ।

Romanian - Română

Suntem bucuroși să oferim informații în alte limbi, cu litere mari, braille sau audio – vă rugăm să contactați Centrul nostru de contact [01737 276 000](tel:01737276000) dacă doriți acest serviciu.

Russian - Русский

Мы будем рады предоставить информацию на других языках, крупным шрифтом, шрифтом Брайля или в аудиоформате. Если вам нужна эта услуга, свяжитесь с нашим контактным центром по номеру [01737 276 000](tel:01737276000).

Spanish - Española

Estaremos encantados de proporcionarle información en otros idiomas, en letra grande, braille o en audio. Comuníquese con nuestro Centro de atención al [01737 276 000](tel:01737276000) si desea este servicio.

Ukrainian - українська

Ми раді надати інформацію іншими мовами, великим шрифтом, шрифтом Брайля чи аудіо. Якщо вам потрібна ця послуга, зв'яжіться з нашим контакт-центром за номером [01737 276 000](tel:01737276000).

Urdu - اردو

ہمیں دوسری زبانوں، بڑے پرنٹ، بریل یا آڈیو میں معلومات فراہم کرنے میں خوشی ہے - اگر آپ یہ سروس چاہتے ہیں تو براہ پر رابطہ کریں۔ [01737 276 000](tel:01737276000) کرم ہمارے رابطہ مرکز سے

This consultation will close at 5pm on Thursday 18 September 2025.

12. Frequently Asked Questions (FAQs)

What is a Community Governance Review?

A Community Governance Review enables a principal council, such as Reigate & Banstead Borough Council, to review, put in place or make changes to local council arrangements; for example, by creating, merging, abolishing or changing parish or town council boundaries.

Why do a Community Governance Review now?

This review is taking place following a decision made at Full Council on 18 June 2025. Government guidance advises that a review should be carried out every 10 to 15 years and there has been no full review in the Reigate & Banstead area within this period.

The council believes that local councils (including parish, town, community, neighbourhood and village councils) can play an important role in community empowerment at a local level and wants to ensure that parish governance within the area continues to be robust, representative and is able to meet new challenges. We also want to ensure there is clarity and transparency in the areas that local councils represent and that the electoral arrangements of parishes are appropriate, equal and easy to understand for the public and key stakeholders.

Where are the current polling districts and wards?

Please refer to the Polling District and Ward Map on the survey webpage:

www.reigate-banstead.gov.uk/cgr

All the existing polling districts are also listed on the 'Polling districts - Electorate Data and Projected 5 Year Forecast' document which you can also find on the survey webpage.

You can get paper versions of these documents and maps on request at the Town Hall, Banstead Community Centre, or Horley Community Centre (see addresses on page 8).

What is meant by the term 'local councils'?

'Local councils' is the collective name for all councils at the first level of local government. There are five styles of local council, these being:

1. Town councils
2. Parish councils
3. Community councils
4. Neighbourhood councils
5. Village council.

They are separate elected bodies made up of local people representing the interests of their community. They can be the voice of the local community and work with other tiers of government and external organisations to co-ordinate and deliver services and work to improve the quality of life in the area.

Is there a difference between councils with different styles?

No, they all have the same statutory powers and can provide the same services. The only difference is that a town council will usually have a mayor.

What can local councils do?

They could take on ownership of play spaces, open spaces, community halls and other facilities, and could have powers to organise street cleaning, local festivals and celebrations. Additionally, a town council can appoint a mayor.

When would any changes come into force?

Any changes to existing parish or town council arrangements will come into force on the same day as the next scheduled normal parish and town council elections in May 2027. If any new local councils are established, these could be established in April 2027 with elections held in May 2027.

How are local councils funded?

Local councils are funded through a sum of money called a 'precept' – this is a separate charge which is added to, and collected along with, your existing Council Tax. The local council sets its own precept depending on what services and facilities are needed by the local community.

Could Council Tax be affected by the review?

Only after considering the initial ideas and suggestions from this initial survey will we be able to determine if there could be any impacts on Council Tax for a particular area. Please note that any proposals developed from the initial responses will include information about potential impacts for the public and key stakeholders to consider before responding to the second consultation in November 2025.

Are councillors of local councils paid an allowance?

Local council councillors are not usually paid an allowance but may incur costs which can be reimbursed.

What are grouped parishes?

This is a number of parishes that have come together under a common council. Electors of each parish elect a designated number of councillors to the common council. It can be an effective way of ensuring small parishes (that might otherwise be unworkable as separate units) are more empowered and can guarantee their separate community identity.