Connectivity Working Group – Terms of Reference
Alfold (Surrey), Plaistow & Ifold (West Sussex), and Loxwood (West Sussex) 2026

1.Purpose

The Connectivity Working Group ("the Group") is established jointly by the parish councils of Alfold, Plaistow & Ifold, and Loxwood to develop a Connectivity Plan for Active Travel across the three parishes. The Plan will identify, assess, and propose deliverable improvements to walking, cycling, wheeling, and other non-motorised travel between key community facilities, settlements, and destinations. The final output will be a Connectivity Plan suitable for presentation to Active Travel England (ATE), Surrey County Council, and West Sussex County Council.

2. Objectives

The Group will:

- Map and assess existing active-travel routes, rights of way, bridleways, quiet lanes, and informal paths between the three parishes.
- Identify gaps, barriers, safety issues, and opportunities for improved connectivity.
- Develop a prioritised list of proposed interventions (infrastructure, signage, surfacing, accessibility improvements, safety enhancements (traffic calming)).

Ensure proposals align with [1.] ATE's design standards, [2.] Waverley LCWIP principles, [3.] Healthy Streets for Surrey [4] Chichester LCWIP principles [5] West Sussex Transport Plan [6] West Sussex Walking and Cycling Strategy as well as Waverley and Chichester Local Plans and Parish Neighbourhood Plans.

- Engage with residents, landowners, user groups, and statutory bodies to gather evidence and support.
- Produce a draft Connectivity Plan including maps, costed options, phasing, and justification.
- Recommend a delivery and funding strategy, including potential ATE funding routes, county-level programmes, and partnership opportunities.

3. Scope

The Group's scope includes:

Geographical coverage: Alfold parish (Surrey),Plaistow & Ifold parish (West Sussex), Loxwood parish (West Sussex).

- **Connectivity focus:**
  - Inter-parish routes
  - Links to schools, shops, halls, medical facilities, bus stops, green spaces, and employment sites
  - Cross-border connections between Surrey and West Sussex
  - Integration with existing or planned [2.] LCWIP corridors and [3] Healthy Streets for Surrey Guidance.
- **Mode:**
  - Walking
  - Cycling
  - Wheeling (mobility aids, adapted cycles)
  - Horse-riding where relevant (bridleways)
- **Exclusions:**
  - Motorised transport planning
  - Highway capacity expansion
  - Commercial development proposals not directly related to active travel

4. Membership

Membership will consist of:

- **Parish Council representatives**
    - One nominated member from each parish council
    - Parish Clerks may attend in an advisory/administrative capacity
- **Community representatives**
    - Up to two volunteer members per parish with relevant expertise (e.g., rights of way, cycling, accessibility, neighbourhood planning.)
- **Local authority officers (as required)**
    - Surrey CC Active Travel / Rights of Way officers
    - West Sussex CC Active Travel / Rights of Way officers
- **Specialist advisors (invited as needed)**
    - Transport planners
    - Accessibility specialists
    - Landowner representatives
    - ATE liaison officers (if available)

Membership is voluntary and non-remunerated.

5. Chairing and Administration

- The Group will appoint a Chair from among the parish representatives.
- A Vice-Chair will be appointed to support the Chair and act in their absence.
- Administrative support (agenda, minutes, document management) will be provided by Loxwood and Plaistow & Ifold Parish Councils with assistance from Alfold Parish Council unless otherwise agreed.

6. Meetings

- Meetings will be held as required.
- Meetings may be held in person or online.
- Agendas and papers will be circulated at least three working days in advance.
- Minutes will be recorded and shared with all parishes.

7. Decision-Making

- The Group operates generally on informal consensus basis rather than a simple majority.
- Where consensus cannot be reached, each parish council representative will hold one vote.
- Major decisions are advisory and must be ratified by the respective parish councils before external publication.

8. Deliverables

The Group will produce:

1. **Starting Point Connectivity Assessment**
    - Existing routes, conditions, constraints, and usage patterns
    - Geographic Information Systems (GIS) mapping and photographic evidence
2. **Gap and Opportunity Analysis**
    - Safety issues
    - Missing links
    - Accessibility barriers and Cross-border inconsistencies
3. **Draft Connectivity Plan**
    - Proposed route improvements

- New route options
- Prioritisation
- Cost estimates
- Phasing and delivery strategy
- Compliance with ATE standards

4. **Consultation Summary**
   - Engagement activities
   - Feedback analysis
   - Landowner discussions
5. **Final Connectivity Plan for submission to Active Travel England**
   - Fully formatted document
   - Maps and diagrams
   - Evidence base
   - Funding recommendations

9. Reporting

The Group Members will report to the Parish Councils which they represent and obtain agreements as required from their respective Full Councils.

10. Governance and Review

- The Terms of Reference will be reviewed annually or sooner if required.
- Amendments must be approved by all three parish councils.
- The Group will dissolve once the Connectivity Plan is completed and formally adopted, unless extended by mutual agreement.

11. Data, Evidence, and Standards

The Group will ensure:

- Proper handling of personal data in line with GDPR
- Transparent evidence-based decision-making

12. Communications

- Public communications will be coordinated jointly by the three parishes.
- A shared webpage or information hub may be established.

ATE uses these outcomes as assessment criteria for funding.

- **Coherent** – part of a connected network
- **Direct** – minimise detours and delays
- **Safe** – reduce conflict with motor traffic
- **Comfortable** – smooth surfaces, adequate width
- **Attractive** – pleasant, well-maintained environments

1. Active Travel England's Rural Design guide.
2. **Local Cycling and Walking Infrastructure Plan LCWIP Principles**
3. Healthy Streets for Surrey guidance for cycling, Cycle infrastructure design (LTN 1/20) from the Department for Transport
4. Chichester LCWIP principles
5. West Sussex Transport Plan
6. West Sussex Walking and Cycling Strategy