

RIGHTS OF WAY WORKING GROUP

TERMS OF REFERENCE

Reviewed and updated at Parish Council meeting 16/7/24

Background

Several Councillors recognised the need of a more structured approach to maintaining the network of footpath and rights-of-way in and around the village. With Wiltshire Council having limited resources to maintain the network, it was felt that a more pro-active approach from within the community could be the answer. The formation of a Working Group was initially discussed at the December 2023 Parish Council meeting (minute number 23/24-173iii). Adverts were placed on Facebook, the Parish Council notice Board, and in the monthly magazine, asking for volunteers from the local community to come forward and be part of the group.

Aims and Plan of Action

The Working Group aims to help with the maintenance and upkeep of the footpaths and rights-of-way network around the village, to ensure that they are kept to a standard that can be used by as many people as possible. The plan of action will be:

- To undertake an initial review of all the rights-of-way within the village network, including stiles etc. to create a comprehensive reference document, which can then be updated as and when any work is carried out etc.
- Footpaths requiring maintenance can then be identified, and work allocated to volunteer/s

Responsibility of Members

- The Working group will be overseen by a member of the Parish Council (The Group Leader) - The Group Leader, will be appointed on formation of the Working Group, and annually thereafter
- Volunteers will generally supply all their own equipment to carry out the work
- If more specialist equipment is necessary to carry out the work required, an application will be made to the Parish Council for consideration
- Volunteers to liaise with the Group Leader for allocation of maintenance work, and to advise as and when work has been carried out
- Volunteers to ideally work in pairs when carrying out work, with additional members acting as 'spotters' if considered necessary i.e. to advise members of the public who may be trying to use the footpath about the work being undertaken - Group Leader to ensure that all volunteers are aware of safe working practices
- Working parties will be organised to focus on specific areas / rights of way – Risk Assessment to be undertaken, and circulated to participating volunteers prior to each event
- Any volunteers acting on behalf of the Working Group will be covered under the Parish Council's insurance whilst working on the rights-of-way network

Co-ordinating volunteers

There will be no requirement for the Working Group to have formal meetings, although this may be appropriate on occasions. Volunteers will be contacted via a dedicated 'Right of Way Working Group' WhatsApp group (or by email or telephone) with details of any group activities, or work that needs to be undertaken. with the Parish Clerk also being included in any communications. Copies of any meeting minutes, updates from activities and actions of the group will be provided at the next scheduled Full Parish Council meeting.

Membership / Appointment of Members

There will be no minimum number of volunteers required for the Working Group. Members of the Working Group can be appointed at any time, and can be councillors or non-councillors. A copy of this document will be provided to all Working Group members.

Working Group members as at 11/6/24:

Cllr Jane Taylor - Group Leader
Caroline Keen
Margaret Robins
Sara Millward-Oliver
Elaine Greenaway
Jackie Guscott
Shirley Whitby
Paul Whitby
Kylie Quattrucci

Date of Parish Council meeting at which document reviewed and any amendment approved	Details of amendment
16/7/24	Change of name to 'Rights of Way Working Group' (amended throughout document) / Reference to formal meetings added / Reference to Working Parties added / Group membership updated / Reference to Risk Assessment and Safe Working Practices added

Date of next review: July 2025