

# RIGHTS OF WAY WORKING GROUP

## TERMS OF REFERENCE

**Reviewed and updated at Parish Council meeting-18/2/25**

### **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 Group Leader - The Group Leader, will be appointed on formation of the Working Group. When they no longer want to continue in the role, the Working Group will appoint a new Group Leader.
- 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 – A generic Risk Assessment has been written and will be issued via email to all members. Members are to confirm by return of email that they have read, understood, and will follow it. A written copy will be available during working parties and a verbal summary will be given at the commencement of each working party.
- 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, and updates from activities and actions of the group will be provided at the next scheduled Full Parish Council meeting by the Group Leader in the form of a written report. The report will detail any requests for actions and/or contact with outside bodies i.e. neighbouring parishes, WC ROW Warden, contractors etc. for consideration of approval by the Parish Council. Parish Council Clerk to be copied onto any correspondence with outside bodies.

### **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 18/2/25

Cllr Jane Taylor - Group Leader / Caroline Keen / Margaret Robins / Sara Millward-Oliver / Elaine Greenaway / Shirley Whitby / Paul Whitby / Kylie Quattrucci / Martin Schorah / Julia Urmstone / Peter Wheatley / Ian McQueen / Tony Weeks / Colin Keay / Neil Mortimer / Jo & Glyn Choules / Stuart Jennings.

<b>Date of Parish Council meeting at which document reviewed and any amendment approved</b>	<b>Details of amendment</b>
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
18/2/25 – Minute number 24/25-227e	Change of status of Group Leader and process for re-appointing / addition of text requiring written reports and requests to be supplied for monthly Parish Council meetings / addition of text regarding generic Risk Assessment / Group membership updated

**Date of next review:** February 2026