**Appendix 1: Step by step guide:**

|  |  |
| --- | --- |
| **Setting up a local footpath group** | * *Tick*
 |
| Talk to Parish/Town Council as they will help with raising profile, funding, volunteer recruitment, identifying landowners and prioritisation |  |
| Parish Council may have a footpath champion already assigned that can be the link between the footpath group and the parish council. If they don’t have a champion, then it would be good if they appointed one. This will ensure footpath groups receive local support. |  |
| Arrange an initial launch meeting in a local meeting place (pub, village hall etc.). Promote event through parish and putting notices on well-trodden footpaths. **appendix 1a** |  |
| Once you have a few keen members, plan a footpath audit to get an understanding of what work is needed. **appendix 1b** |  |
| Prioritise the work and consider setting and publishing a programme of work eg once a month (important to complete tasks on next page) |  |
| Communicate with your group, the wider community and Rights of Way team. |  |
| **Planning ahead:** | * *Tick*
 |
| Agree a list of jobs that need doing (from audit). It’s always a good idea to have a number of jobs in the pipeline so that you can plan ahead. |  |
| Visit the proposed sites to make a note of what’s required and any potential problems |  |
| You will need to contact the landowner before work commences, for vegetation clearance it is courtesy to inform the land owner of your actions but for improvement works you will need their permission. You may need landowner’s permission to get access to the site particularly for vehicles or have someone to unlock gates for you. This may be a job that parish/town councils can help with. **appendix 1c** |  |
| Promote the programme of works in the community |  |
| **Leading up to an activity day:** | * *Tick*
 |
| Agree dates for activity day, inform Rights of Way Team, Landowner & Parish/Town Council |  |
| Carry out site specific risk assessment (including health and safety) following the template available in **appendix 1d** and tick awareness information **appendix 1e**  |  |
| To arrange materials and equipment for the day coordinate with Rights of Way Team or arrange delivery of materials to site. |  |
| Promotion of the activity day. Activity day poster available at **appendix 1f** also good to use local newsletters. |  |
| **On the day:** | * *Tick*
 |
| Make a judgement about weather conditions, taking into account ground conditions for access and safety, consult RoW team if required |  |
| Once everyone has arrived, provide briefing about task, tools and potential hazards. |  |
| Volunteers must complete sign in form to be eligible for Wiltshire Council insurance. We have created a template for you at **appendix 1g**. It is also good practice to keep as a record a volunteer health declaration **appendix 1h**. |  |
| Divide up workforce to meet the needs of the tasks. If clearing footpaths then spread out! |  |
| Complete task – installation manuals, ensure that site is left safe, clean and farm fencing secured |  |
| Take plenty of photos, before and after, team working and group photos |  |
|  **After:** | * *Tick*
 |
| Report back to RoW team and parish council |  |
| Communicate good news stories in local newsletters, good opportunity to promote the next session |  |