

## Guide to planning and running events on the Cotswold Way

### A. INTRODUCTION

The Cotswold Way National Trail is one of 15 National Trails in England and Wales. It provides over one hundred miles of highest quality access to some of England's finest landscapes. As one of the nation's most famous walks, it is seen as a challenge to attempt and an achievement to complete. As such, it is the focus of a diverse range of organised events, both private and public, profit-making and charitable.

Every year organised events provide an excellent opportunity for people to visit and enjoy the Cotswolds. This guide is intended as a checklist of items you may need to consider to help you organise a successful and enjoyable event. The bigger the event the more thought and planning is required, but these guidelines should be helpful to everyone.

The Cotswold Way uses public rights of way and highways. This means that other legitimate users can travel along the trail at any time and therefore no one event can be given exclusive use.

This guide is aimed at anyone wanting to organise an event taking place on all, or part of, the Cotswold Way.

### B. HELPING TO MAINTAIN THE COTSWOLD WAY

The Cotswold Conservation Board manages the Cotswold Way to the highest possible standards of maintenance, signage and vegetation control to ensure visitors have a good experience. We spend over £1000 per kilometre of path every year on maintenance and improvements. Events, especially large ones, can put extra strain on the trail infrastructure, so we ask organisers to consider making a donation to offset the impact. We suggest a donation of 2% of entrance fee income, or £1 per participant, if your event includes an entrance fee.

You can pay donations into the scheme by cheque, electronic bank transfer or directly over a bank counter. Please mark them Cotswold Way so we allocate them correctly.

Please use the following bank details for electronic or counter payments:

Sort Code: 30:95:75

Account No: 01628413

Account Name: Cotswolds Conservation Board

If you pay by cheque, please make it payable to Cotswolds Conservation Board and send it to Visitor Giving Scheme, Cotswolds Conservation Board, Fosse Way, Northleach, Glos GL54 3JH

## C. FURTHER ADVICE AND GUIDANCE

For information on sensitive sites (nature reserves, Sites of Special Scientific Interest, Scheduled Ancient Monuments etc) visit the Multi Agency Geographic Information for the Countryside website at: [www.magic.gov.uk](http://www.magic.gov.uk)

Further advice regarding health & safety and risk assessments can be found on the Managing Visitor Safety in the Countryside here: [www.vscg.co.uk](http://www.vscg.co.uk)

## D. KEY CONTACTS

Your first point of contact for an event on the Cotswold Way is:

Cotswold Way Trail Officer  
Cotswolds Conservation Board  
Fosse Way  
Northleach  
Gloucestershire GL54 3JH

Tel: 01451 862000  
Email: [cotswoldway@cotswoldsaonb.org.uk](mailto:cotswoldway@cotswoldsaonb.org.uk)

The relevant Highway Authority Public Rights of Way contacts are:

Bath & North East Somerset Council	01225 477532 / <a href="mailto:prow@bathnes.gov.uk">prow@bathnes.gov.uk</a>
South Gloucestershire Council	01454 868004 / <a href="mailto:rightsofway@southglos.gov.uk">rightsofway@southglos.gov.uk</a>
Gloucestershire County Council	08000 514514 / <a href="mailto:John.lane@gloucestershire.gov.uk">John.lane@gloucestershire.gov.uk</a>
Worcestershire County Council	01905 763763 / <a href="mailto:countryside@worcestershire.gov.uk">countryside@worcestershire.gov.uk</a>