MILES WITHOUT BARRIERS - PART 2

DRAFT PROJECT DEFINITION DOCUMENT 6th AUGUST 2023

INTRODUCTION

The aim of this project is to inform people of the degree of accessibility of Public Rights of Way in Rutland. This will especially benefit people with limited mobility, whether they be disabled people or young families with buggies. It will also benefit people who may have little confidence in using the PROW network.

This project aims to identify physical barriers on the PROW network and provide an online map displaying routes with similar access standards. It will also provide data on where the accessibility of a PROW can be improved to enable more people to enjoy the network.

This will be achieved by providing an interactive display of the PROW network on the internet. The web page will be in map format. The user will be given the options displaying the PROW with access at a standard suitable for them to use.

OBJECTIVES

a) To obtain funding for the project.
b) To identify key milestones where set goals must be achieved.
c) To update the Countryside Access Forum, project sponsors and other interested parties of progress, on a quarterly basis and at key milestones.
d) To create a data capture App which enables all the data required to be captured and transferred/downloaded into the system that displays the web based map for the public.
e) To create an interactive web based map for the public to use to identify the part of the PROW network that is suitable for them to use.
f) To provide a process to enable Rutland County Council to make cost effective improvements, which will improve the accessibility of the PROW network.
g) To develop and provide a training course for volunteers.
h) To involve parish councils, community groups, disability groups, scouts, guides etc. in collecting the data as volunteers.
i) Encourage volunteers that take part in the surveying to become Countryside Access Volunteers.
j) To promote the web site to the people of Rutland and more widely.
k) To investigate a means of measuring the number of people that may benefit and if possible evaluate the findings.

ASSIGNMENT

Pre Funding

a) Check that the volunteers will be covered by Rutland County Council insurance
b) Break down tasks and activities.
c) Create a project plan and present to the CAF and sponsor for approval.
d) Identify the information to be captured
e) Identify, test and acquire the software required

f) Develop the training manual and training course for volunteers
g) Test the data capture format on site in line with the training manual
h) Identify level of interest from parish councils and volunteers in assisting with the project.
i) Evaluate the cost of the project
j) Apply for funding
k) Provide progress reports in a timely manner in accordance with the project plan.

Once Funding is Secured

a) Set out the phases of the project in terms of those PROWs currently identified as the most accessible routes to be survey first and those that are currently classified as less accessible prioritized in accordance of their accessibility ranking.
b) Train the trainer in the training which is required.
c) Communicate with the parish councils and volunteers to set up dates and venues for training (Trainer that has been identified as suitable for this project is available between 20th January to 31st March 2024 – ex Fieldfare Trust trainer)
d) Allocate groups of volunteers to PROWs in their local area and communicate with the groups
e) Pilot data capture with the first group of volunteers and resolve any issues.
f) Create and provide a training plan and schedule for the trainer and volunteers
g) Respond to any queries raised by the trainer or volunteers
h) Ensure the transfer of data from the survey goes to plan
i) Ensure the transfer from the database delivers the required result on the mapping system of the web page
j) Build the options for the public to use on the interactive web page
k) Test the web page and options
l) Launch the web page in phases as the data for each accessibility level is achieved on the map of the web page.
m) Promote the web page and what it has to offer through news media, LAFs, Natural England, walking magazines, magazines for the disabled, IPROW other suitable media outlets and hopefully The Travel Show and Countryfile.
n) Construct the accessibility improvements model and prioritization for the County Council to include in their PROW improvement plan.
o) Provide progress reports in a timely manner in accordance with the project plan.
p) Carry out a lessons learnt exercise

ASSUMPTIONS

a) The funding required for the project will be obtained
b) Members of staff from Rutland County Council will be available to work on the project
c) A suitable trainer can be found to train volunteers
d) The number of volunteers required for the project will be achieved
e) Parish councils will provide the rooms for free or minimal cost for training of volunteers, which may include Parish councilors.
f) The IT systems used will be suitable for collation of data and presentation on the Web.

IN SCOPE

All sections of PROW that do not include a ford or steps (a section of PROW is where part of a PROW has a section which starts and finishes at a public highway).

OUT OF SCOPE

Section of PROW which includes a ford.
Section of PROW which includes steps

CONSTRAINTS

Lack of funding
Lack of time available from members of staff
Lack of volunteers

RISKS

Risk	Impact on Project	Chance of occurrence	Risk Manager
Funding not available from external or internal sources	**Project fails**	**?**	**?**
Trainer not available for volunteers .	**Project fails**	**?**	**?**
Member of staff not available to research and test suitable software			
Member of staff not available to create pilot web page/s			
Member of staff not available to manage the project			
Member of staff or CAF volunteer not available to respond to queries from the volunteers undertaking the survey			
Feedback on progress not given to volunteers undertaking the survey			
Rooms for training not available within budget at the locations required			
Other risks identified by the CAF & RCC			

The chance of occurrence is rated on a scale of 1 - 5 (1= low, 5=high). The chance of occurrence should be evaluated by the full CAF.

TIMESCALES

The timescales and workload will be displayed in the final project definition document following completion of the project plan.

DELIVERABLES

1. Project definition document.
2. Project plan.

3. Specification for the software
4. Cloud storage
5. Processes documented
6. Closer relationship with parish councils, user groups, local communities, land owners.
7. An increase in usage of the PROW network.
8. More opportunities for green social prescribing
9. Providing people with disabilities and young families with buggies more opportunities to enjoy the Rutland countryside.
10. Providing the opportunity for Rutland County Council to increase tourism from outside the County.
11. An additional aid to encourage people who find difficulty in walking enjoy the countryside.
12. The provision of accessible routes rather than just accessible PROW (a route being a
13. A plan for increasing the number of accessible routes.
14. A standard letter for land owners/farmers in relation to the project requesting replacement of stiles to accessible gates.
15. A method of prioritizing improving the accessibility of footpaths and bridleways.
16. Providing important information for future Rights Of Way Improvement Plans.
17. Providing a pool of volunteers who may be interested in becoming countryside access volunteers.
18. Measurement of the success of the project, appendix C
19. Lessons learnt exercise
20. Recommendations for improving the project template to enable other authorities to be more efficient.

CONTACTS

Project Sponsor (CAF chair):

Project Manager:

Project Quality Assurance Manager:

Project Team:

Stakeholders:

AUTHORISATION

Project Sponsors:

Member of Rutland County Council ....Date: ....

Chair of Rutland Countryside Access Forum ………………………..Date: ....

The purpose of this template is to record the agenda and all actions that have been discussed at the meeting. Also it can be used as a reference during and a reminder of what was discussed at the last meeting and identify owners of actions.

Meeting Minutes

		Date:	
		Time:	
		Location:	

Agenda		Invited to attend	Representative of Oraganisation	Organisation	Attendee (Yes/No)
Item No.	Topic				

	Actions	Owner	Start Date	Due Date	Completion Date

Whilst the roles below are examples of what are required, it is also possible for members of the project team to perform more than one role. It is also necessary for the team members to perform a variety of other related tasks to undertake the project, there may be a number of members without defined roles which could assist in any area.

Leader

The leader of the subgroup is responsible for the success of the project and reports direct to the LAF chair and the sponsors.

Deputy leader

The deputy leader assists the leader and is responsible for the leader's duties in their absence.

Auditor

Checks information prior to sending outside the project team, Checks tasks and activities are on track with the plan.

PR Expert

Prepares communications, identifies appropriate contacts to promote the web site to the people of Rutland and outside the County.

Co-ordinator

Sets up meetings with outside bodies, checks tasks and activities are on track with plan and reports immediately to the leader any drift.

PROW Expert

We definitely need Stuart as the PROW expert.

MEASURING THE SUCCESS OF THE PROJECT   APPENDIX C

This process is to evaluate the success of the project achieving its objectives. Further measures will be introduced once funding is obtained.

Measuring Parish Councils Assistance In Providing Training Facilities

Number of parishes asked if they will provide the parish room for training = A

Number of parishes that agreed to provide their room for training   = B

Percentage of parish involvement   = B/Ax100

Measuring Parish Councillors Involved In The Survey

Number of parishes aware of the project that have a PROW in their parish = C

Number of parish councilors that are in the survey teams   = D

Percentage of councilor involvement   = D/Cx100

Measuring Number of Trained Volunteers Undertaking The Survey

Number of trained volunteers   = E

Number of volunteers taking part in the survey   = F

Percentage of trained volunteer involvement   = F/Ex100

POSSIBLE INTERESTED PARTIES   APPENDIX D

Name of interested party

The Ramblers
Walking clubs
Health walk leaders and walkers
Social prescribers
Other LAFs
Natural England
Health centres and doctors surgeries
Age UK
U3As
Other Highway Authorities
Organizations for the disabled
News media