



The Vale of Glamorgan Council

Republication of Rights of Way Improvement Plan

Draft Project Plan 2017

Countryside and Rights of Way Act 2000

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**Vale of Glamorgan Council
Project Plan & Instructions for Tender Respondents**

<p>The Vale of Glamorgan Council</p> <p>Republication of Rights of Way Improvement Plan</p> <p>Countryside and Rights of Way Act 2000</p>
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1. Planning for the Review

Project setup

- 1.1. The project will commence with a meeting of the project board and any appointed consultant for inception and project setup.

Action	Notes
Inception meeting	To be convened at Docks Office, Barry. Discuss terms of reference, information sources and proposed timetable
Agree project timetable	Consultant to propose a timetable covering actions to publication. This should take account of LAF meeting dates for consultation exercises.

Develop initial consultation documents

- 1.2. Documentation for initial consultation will be compiled. This will set out the background to ROWIPs, the terms of reference for the current review and highlighting any significant differences in approach from the process followed when developing the 2007 ROWIP.

Action	Notes
Produce background	From statute, guidance & VoG ROWIP
Produce outline of process (including differences)	Explain the exercise and highlight differences in new process (from previous guidance & contemporary guidance)
Produce terms of reference	From guidance & VoG strategic documents
Produce user facing timetable	
Compile and provide consultation pack to Authority	In electronic form (pdf or MS Office compatible).

Issue Documents

- 1.3. The authority will arrange to issue the consultation pack to relevant parties and compile responses in line with an agreed timetable.

Action	Notes
Issue consultation to relevant	Consultees listed below

parties	
Collect and compile responses	Responses to be received by PROW Team, Docks Office, Barry by hardcopy or by email
Provide to appointed consultants	

1.4. The consultation will be issued to the groups named below.

Consultee	Source
Neighbouring Authorities	WLGA Website
Community Councils	Vale of Glamorgan Website
[National Park Authorities]	N/A
Local Access Forum	LAF Chair ; LAF Secretary
Natural Resources Wales	NRW Website
[Persons prescribed by regulation]	N/A
Land management representatives	Local representatives of NAF organisations
Other appropriate persons	Public Path Order Consultee List
Relevant internal stakeholder	Public Path Order Consultee List

Review Responses

1.5. A consultation report should be produced including analysis and summary of the responses received. The report will also be made available to the LAF for information.

Action	Notes
Consider responses in consultation report	Summarise responses, identify any requested changes and provide recommendations where necessary.
Amend programme timetable if necessary	
Amend terms of reference if necessary	

2. Assessment

- 2.1. An Assessment Phase report will be developed which will encapsulate statutory and supplementary matters pertaining to the assessment, as set out in guidance. This will be divided into three sections:

Evaluating the delivery of the previous ROWIP

- 2.2. The first part of the Assessment Phase report will include an overview of the achievements of the first ROWIP and how the matters considered in its assessment have progressed since it was published.
- 2.3. A review will be undertaken of the previous documentation, including the Assessment Phase Report of 2005 and published ROWIP of 2007, and report on the extent of delivery.
- 2.4. The methodology used in assessing how delivery has been achieved will be agreed prior to assessment.

Action	Notes
Summarise key matters identified in 2005 assessment and 2007 ROWIP	See Assessment Phase Report (2005) & ROWIP (2007), section 5
Summarise 2007 statement of action	See ROWIP (2007), section 8
Develop methodology for assessment of extent of delivery	
Assess extent of 2007 delivery	
Itemise outstanding actions	

Evaluating the current condition of the network and its legal record

- 2.5. In the second part of the Assessment Phase report the current condition of the network and processes that are in place for its management, maintenance, protection, recording and changing including any key issues within the County will be identified. This will include consideration of the accessibility of local rights of way to blind or partially sighted people and others with mobility problems.
- 2.6. The second part will represent a fresh evaluation of the condition of the network, the completeness and accuracy of the Definitive Map & Statement, the management of applications for changes to public rights of way and the promotion of outdoor recreation.

Action	Notes
Assess the current condition of local rights of way & access	Condition figures - BVPI Processes for Maintaining & Protecting
Assess accuracy of records	Include volume of outstanding modification

	and public path orders. Records of limitation. Note potential for 2026 closure of records. Processes for Recording, Changing
Assess how information & advice is made available	Processes for Managing Include network info and responsible use
Highlight key issues	

Evaluating future need and opportunities

- 2.7. The third part of the Assessment Phase report will examine the extent to which local rights of way meet the present and likely future needs of the public and the opportunities provided by local rights of way for exercise and other forms of open air recreation and the enjoyment of the authority's area
- 2.8. This will involve a thorough assessment of the available evidence and undertake targeted consultation to establish current and future need. Due consideration will be given to persons with protected characteristics listed in the Equality Act 2010, as well as to other relevant plans and priorities.

Action	Notes
Identify relevant studies, assessments & plans that were previously unavailable	Document sources listed below, also any post 2005. In particular identify studies relevant to increasing participation
Undertake targeted consultation and stakeholder engagement	Local communities or groups of people who share relevant protected characteristics, or potential partners in delivery.
Produce evidence based summary of public need	Needs that exist and are not being met. Where plans identify need Other specific criteria - geographical areas, groups of people, or high value improvements.

- 2.9. Document sources of use are listed below

Source	Notes
The Welsh Outdoor Recreation Survey	Participation levels and behaviours in outdoor recreation by adults living in Wales
Natural Resources Wales' Good for People Toolkit	GIS tool of 140 datasets
Active Travel Maps	Existing and integrated route maps
Local Well-being Assessments and Plans	To be developed by Public Services Boards
Area Statements	Priorities, risks, and opportunities for sustainable management in the area
Development Plans	Vale UDP
Vale objectives	Corporate Plan 2016-17

3. Review Previous ROWIP

Consideration of previous report

- 3.1. The Assessment Phase will include clear recommendations on areas of the previous ROWIP that require update or amendment.

Action	Notes
Presentation of assessment report.	
Agree amendments	

Statement of Actions

- 3.2. A revised statement of action will be proposed by review of the existing ROWIP actions considered against the assessment. In doing so regard will be paid to the need to encapsulate strategic actions within the statement that will provide a basis for specific actions being developed within delivery plans.

Delivery Plans

- 3.3. Relevant actions within the 2007 ROWIP in addition to any other clear action emerging from the assessment will be identified. The actions will be drafted into a delivery plan.

4. Publish Draft ROWIP

Publishing

- 4.1. The draft ROWIP will be published by the authority and representations sought within a minimum of 12 weeks from the date of publication.

Action	Notes
Produce notice of draft ROWIP publication	Detail how a copy can be inspected or obtained and how representations can be made
Arrange for publication within local newspaper	
Arrange for copies to be placed on deposit	Must be available for inspection, free of charge, at principal offices. Copies may be provided subject to reasonable charge.
Arrange for copies to be available on website	
Notice of draft ROWIP to be given to relevant parties	To match the consultee list outlines in section 1 (repeated below)
Acknowledge receipt of representations	

- 4.2. Consultee list:

Consultee	Source
Neighbouring Authorities	WGLA Website

Community Councils	Vale of Glamorgan Website
[National Park Authorities]	N/A
Local Access Forum	LAF Chair ; LAF Secretary
Natural Resources Wales	NRW Website
[Persons prescribed by regulation]	N/A
Land management representatives	Local representatives of NAF organisations
Other appropriate persons	Public Path Order Consultee List
Relevant internal stakeholder	Public Path Order Consultee List

Consider representations

4.3. Any representations received should be duly considered and a report produced containing a summary of comments and any amendments that are proposed to be made as a result.

Action	Notes
Produce table detailing comments & recommendations	Include justification where requested amendments are not implemented
Identify any significant objections outstanding.	Invite LAF to advise on potential resolutions.
Provide a copy of the summary report to consultees and respondents	Include when the finalised report is anticipated to be published

5. Publication of ROWIP

5.1. When representations have been considered, and any amendments made, the finalised plans should be agreed and published.

Action	Notes
Place final copy on deposit at principal offices	
Provide copy of new ROWIP on website	
Send notice of completion to relevant parties	Include how to access final plan
Undertake any other appropriate publicity	Press releases, social media