

**CROMER FOOTPATH RELOCATION**  
**PROJECT INITIATION DOCUMENT**  
**North Norfolk Pathfinder Programme**

2010

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## **1. Background to Pathfinder**

In late 2004 North Norfolk District Council (NNDC) published the draft Kelling to Lowestoft Shoreline Management Plan. On much of the frontage it was proposed that there would be a change from a policy of defence to one of retreat or doing nothing. While in many respects this move reflected the reality that the North Norfolk coastline has been eroding for thousands of years, it was nevertheless not a change the Council and its communities found acceptable without there being some recognition of the consequences of such a policy change and the need for help in responding to the issues arising from coastal erosion.

In the period since 2004 the Council has, with others, lobbied strongly for changes to the proposed arrangements. The outcome was the announcement by Government as part of the Comprehensive Spending Review 2007 of a Coastal Change (formerly Adaptation) Fund. This has been coupled with the publication in June 2009 of a draft Coastal Change Policy.

At the same time as publishing this draft Coastal Change Policy the Government invited local authorities in whose areas coastal change and management was a significant issue to bid for funds to trial various approaches to coastal change. North Norfolk District Council submitted a bid under the Coastal Pathfinder Programme and was successful in securing £3 million to trial a number of projects.

This project forms part of NNDC's trial Pathfinder projects.

## **2. Introduction**

In 2007 the main footpath link between the principal tourist car park in Cromer and the town centre and beach accesses was closed for safety reasons following a cliff slip. No alternative of the same standard exists because of limitations imposed by privately owned land. This element of the project will seek to re-establish a footpath by, if necessary, acquiring land to create a new route. Visitors and the economy they support are vital to Cromer. The reinstatement of this key piece of infrastructure is seen as vital to the overall tourist offer of Cromer and to the safety of pedestrians travelling from the car park to the beach or town.

## **3. Project Aims**

To realign the cliff top footpath between Runton Road car park and Cromer town centre where it has been closed due to instability in the cliff.

To permanently close the old Public Right of Way and dedicate the new path as a Public Footpath.

## **4. Scope**

This project will work with landowners as well as the Town and County Councils to enable the realignment of Cromer (Marrams) footpath to re-link the main summer car park (Runton Road) with the town centre.

## 5. Approach

This project will be lead by the Principal Coastal Engineer of the Coastal Management Team with support from the NNDC Property Service Team and the Legal Executive. NNDC will work will the appropriate landowners and interested parties to enable a suitable solution for all.

The Town Council and County Council are involved where necessary to keep them informed of the approach taken and progress.

## 6. Outcomes

The project will:

- Improve the coastal environment at Cromer by the realignment of the Marrams path.
- Maintain the existence of a public right of way on a realigned route
- Ensure the safety of visitors using the Marrams path

## 7. Interfaces and Community Engagement

The principle stakeholder in this project are the owners of the 'Lookout' which is adjacent to the closed Marams footpath. The family will be involved throughout the process to ensure that benefits can be gained for them and NNDC.

Cromer Town Council and the Poppyland Partnership will be informed and updated when the project is initiated and as it progresses.

Norfolk County Council Public Rights of Way Team will be engaged in the official closure of the old path and the dedication of the new public right of way.

## 8. Project Plan

The project will progress as outlined in figure 1.

*Figure 1 – Project timescales*

	Task	Predicted Timescale
1	Develop project approach	January – February
2	Initial liaison with the stakeholders including the private land owners and the Town Council.	February
3	Site visits with the stakeholders.	February
4	Development of a draft scheme for discussion and	March – April

	approval by the private landowners and the NCC footpaths team.	
5	Develop specifications for installation and landscaping	May
6	Scheme approval	May-July
7	Initiate the process for amending a public right of way.	May - August
8	Heads of Terms agreed for land ownership transfers	June – August
9	Conveyancing of land ownership transfer and changes in lease agreements.	July
10	Seek Planning Approval	July - August
11	Property transfers complete	August
12	Tender for construction landscaping	September – October
13	Complete construction and landscaping	November
14	Complete the amendments to the Public Right of Way	November
15	Official opening	December
16	Feedback to Defra	June 2011

## 9. Risks

Ref	Date Logged	Owner	Title	Likelihood	Impact	Inherent Risk (Likelihood x Impact)	Description	Summary of Actions/Mitigation	Status	Subsequent Likelihood	Impact	Residual Risk
1	23.02.10	RG	Costs	2	5	10	Unexpected implementation costs leading to project overspend or incompleteness of projects.	Monitor costs and assess amendments to budget as project proceeds.	Open	1	5	5
2	23.02.10	BF	Partnerships	3	3	9	Breakdown of relationship with key stakeholders preventing the completion of the project or unsatisfactory outcomes.	Communications plan to be developed to ensure all information distributed effectively. Sensitive engagement of private individuals involved.	Open	2	3	6
3	23.02.10	PF	Sickness	2	4	8	Sickness or loss of staff impacting on project delivery.		Open	2	4	8
4	23.02.10	Project Board	Weather	2	5	10	Storms before or after project implementations causing damage to new infrastructure or premature loss of existing properties or other sections of the Marrams path.	Natural risk. The other sections of the footpath have been assessed and at present are considered to have a lasting life expectancy.	Open	2	5	10
5	23.02.10	BF/RG	Negotiation	2	5	10	Failure to find a suitable option of a relocated path.	All options to be considered taking into account stakeholder views and involving all parties at all stages.	Open	1	5	5
6	23.02.10	BF	Legal	2	2	4	Unable to adopt new public right of way or close existing one.	Engaging with NCC at early stages of the project	Open	1	1	1

## **10. Project Constraints**

### **10.1 Time**

This project has a defined timeframe and must be completed or have funds committed by April 2011.

### **10.2 Personnel/contracts**

Officer time is limited due to other commitments beyond the Pathfinder programme.

Additional internal assistance may be required from other NNDC teams, this may be limited due to other commitments.

### **10.3 Finance**

The pathfinder projects have been allocated budgets to enable them to be planned and proceed. These allocations may be amended as projects progress.

The Cromer Marrams Project has been allocated a project budget of £45,000 capital and £4324 revenue.

### **10.4 Legal**

Procurement must follow the NNDC Procurement Strategy.

Delegated authority has been granted by the cabinet of NNDC that the Chief Executive or Strategic Director (Communities) is able to procure works and services within the parameters set out in the Council's Coastal Change Pathfinder applications.

Norfolk County Council will provide guidance on the closure and rededication of the public right of way.

### **10.5 Assumptions**

It is assumed that Defra wish NNDC to complete the projects as we see fit as indicated by to the open nature of the funding offer. The Coastal Management Team also assume the general support of the Authority and its departments as a whole in the project delivery.

## **11. Project Controls**

### **11.1 Management**

The project will be documented with the following; project initiation document, project plan, ongoing issues log, quality log, lessons learned log and change log as required. The project initiation document will be agreed by the Project Board.

The board will be updated during each stage of the project and will make decisions at key points and advise in the project direction. When 'exceptions' occur which require a decision to be made urgently by the project board, information will be circulated via email to members of the Board. The discussions and decision will be recorded in the emails and resolution must be met in a maximum of 5 working days.

NNDC officer time in delivering this project will be recorded so the cost can be allocated to the project budget. The cost of officer time will be accounted for in the project management costs allocated to the project.

### **11.2 Financial**

The project must not exceed the total budget. The accounts will be monitored monthly following a report from the Accounts Team by the Programme Manager and reported back to the board.

Should the project have an expected under spend of 10% or if there is any predicted overspend, it will be reported to the board.

## **12. Quality Plan**

The quality log will include the meetings of the community groups and reports of any open days/workshops completed. Where the quality check reveals the project is off specification or feedback suggest the scope of the project may need amending, the project team with the programme manager will investigate the options and present to the Project Board agree the most appropriate action.

The monthly financial report/check and scheduled re assessment of risks and issues logs will be completed prior to Project board meetings.

## **13. Defra Reports**

The project will be reported quarterly from April 2010 to Defra on the proforma provided.

Report will be produced for the end of the month in:

- April 2010
- July 2010
- October 2010
- January 2011
- April 2011