



Llywodraeth Cymru  
Welsh Government

# Guidance

Statutory Guidance for the Delivery  
of the Active Travel (Wales) Act 2013

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# 1. Introduction

## Executive Summary

This guidance sets out the processes and procedures that local authorities should follow to meet their duties under the Active Travel (Wales) Act 2013.

Chapter 1 sets out the policy context for the Act and this guidance document.

Chapter 2 sets out requirements of the Act in more detail. It covers the duties on the local authorities, and the geographical application of these duties. This chapter explains the definitions of active travel, active travel routes and active travellers in detail. Chapter 2 contains information on funding sources. It also places the Active Travel (Wales) Act 2013 duties in the context of other statutory duties, including planning and equalities. This chapter also sets out the reporting requirements of the Act.

Chapter 3 concerns the preparation of the existing route maps, the associated statement and explanation and the integrated network maps. It contains details of the national data management system and the initial survey to populate the system. This chapter also sets out what maps, the statement and explanation should explain; guidance on the format that the maps must take; consultation requirements; and the arrangements for approval and revision process for the maps.

Chapter 4 explains the publication requirements for the maps, and modes of publishing the maps and the statement and explanation.

Chapter 5 covers the duty to make continuous improvement. It provides a definition of continuous improvement, and explains how this duty will be monitored. It gives advice on prioritising investments, and on working with landowners to create better active travel infrastructure.

Chapter 6 explains the effect of the requirements to provide for walkers and cyclists when delivering certain road traffic and highways functions. This section is non-statutory, but has been included to provide advice on meeting these duties.

Chapter 7 explains the duty to promote active travel in the delivery of functions under the Act. It gives some examples of how this duty could be met.

Annex A is a list of the duties and powers created by the Act.

Annex B is the Direction on designated localities, which determines which areas are affected by the Act.

Annex C sets out the features that are to be shown on the existing route map.

## Purpose of the Active Travel (Wales) Act 2013

1.1 The Active Travel (Wales) Act 2013 (referred to as the Act in this document) aims to make active travel the most attractive option for most shorter journeys. Its purpose is to enable more people to undertake active travel, meaning more people can enjoy the benefits of active travel. We want to encourage people to leave their cars behind and use active travel where it is suitable for them to do so.

1.2 The Programme for Government set out the overall aims of the Welsh Government for this term. Increasing rates of walking and cycling will directly contribute to the Government's aims, and will reflect how we have put sustainable development, as our central organising principle, at the heart of government.

1.3 The Act requires local authorities in Wales to produce active travel maps and deliver year on year improvements in active travel routes and facilities. It requires highways authorities in Wales to make enhancements to routes and facilities for pedestrians and cyclists in all new road schemes and to have regard to the needs of walkers and cyclists in a range of other highway authority functions. It also requires the Welsh Ministers and local authorities to promote active travel journeys in exercising their functions under this Act. The full text of the Act is available at: [www.legislation.gov.uk/anaw/2013/7/contents/enacted](http://www.legislation.gov.uk/anaw/2013/7/contents/enacted)

1.4 The evidence suggests that main reasons why people do not travel actively are safety, practicality, and cultural conventions. The provisions of the Act are aimed at addressing some of these barriers by making the infrastructure safer for people to use and informing them about where there are suitable places to walk and cycle.

1.5 This guidance is published by the Welsh Ministers under sections 3(4), 4(5), 5(2) and 7(2) of the Act. For ease of reference, throughout this document it will be known as the Delivery Guidance or 'this guidance'. The Delivery Guidance is one of two guidance documents issued under the Act: the other guidance document is the Design Guidance, which deals with technical standards for active travel routes and facilities. The Design Guidance will be essential to local authorities decisions on whether a route is appropriate for active travel, and what steps should be taken to improve their routes.

1.6 There are cross-references throughout this document to relevant sections of the Design Guidance.

1.7 Local authorities are required to have regard to the Delivery Guidance when exercising the functions to which the guidance relates. All references within this guidance to local authorities are to be taken as references to county and county borough councils. The duties under the Act are placed on the local authority generally, rather than a specific part of the local authority. This guidance is therefore for all parts of the local authority, not just for the local highways authority. Where guidance is given in relation to sections 9 and 10 of the Act, that guidance is advisory and non-statutory (chapters 6 and 7 in this guidance). The remainder of the guidance (Chapters 1-5 and the annexes) is statutory in nature.

1.8 Parts of the Delivery Guidance will be of relevance to the Welsh Ministers, who also have duties under the Act, and other delivery partners. However, the primary audience is local authority officers within transport, rights of way, geographic information and technology, education, health, planning and other areas that are connected to active travel.

1.9 This guidance will be reviewed and updated based upon feedback from local authorities of their experience of fulfilling their duties under the Act and the usefulness of this guidance in supporting them. Comments and views on this guidance can be sent to [activetravel@wales.gsi.gov.uk](mailto:activetravel@wales.gsi.gov.uk).

## 2. The context and scope of the active travel duties

### The Duties on Local Authorities

2.1 The Act makes provision:

- for local authorities to produce maps of existing active travel routes and related facilities in a local authority's area (the existing routes map) and to submit these maps to the Welsh Ministers for approval within a prescribed timetable;
- for local authorities to produce maps of the new and improved active travel routes and related facilities needed to create integrated networks for active travel in a local authority's area (the integrated network map) and to submit these maps to the Welsh Ministers for approval within a prescribed timetable;
- requiring local authorities to have regard to integrated network maps in preparing transport policies and to ensure that there are new and improved active travel routes and related facilities;
- requiring the Welsh Ministers and local authorities to report on active travel in Wales;
- requiring the Welsh Ministers and local authorities, in carrying out certain functions under the Highways Act 1980, to take reasonable steps to enhance the provision made for walkers and cyclists and to have regard to the needs of walkers and cyclists in the exercise of certain other functions;
- requiring the Welsh Ministers and local authorities to exercise their functions under this Act so as to promote active travel journeys and secure new and improved active travel routes and related facilities.

2.2 This guidance explains what these duties mean in practice, and advises local authorities and highway authorities on how to meet these duties. It also gives advice about how other existing duties (such as equalities and rights of way) can be met whilst discharging duties under the Act. Annex A sets out the powers and duties that were created by the Act, and the bodies affected by the powers and the duties.

### Where the Duties Apply

2.3 Under the Act certain duties only apply to specified designated localities. Under section 2(4) of the Act the Welsh Ministers will designate these localities in a Direction. The Direction was made on 2 October 2014 and was sent to all local authorities in Wales. The text of the Direction can be found in Annex B, and the Direction itself can be viewed at [www.wales.gov.uk/topics/transport/walking-cycling/activetravelact/implementation/?lang=en](http://www.wales.gov.uk/topics/transport/walking-cycling/activetravelact/implementation/?lang=en)

2.4 Local authorities must ensure that they are meeting the duties specified within their designated localities. However, local authorities may map and make improvements in other areas if they consider it appropriate. Local authorities may choose to map areas in England where settlements within designated localities cross the national border. However, there is no requirement to do so. The reach of the Act ends at the border.

### Definition of Active Travel and Active Travel Routes

2.5 "Active travel" means walking and cycling as an alternative means to motorised transport for the purpose of making everyday journeys. An "active travel journey" means a journey made to or from a workplace or educational establishment or in order to access health, leisure or other services or facilities.

2.6 This definition covers short-distance commuting, travel to school and other educational facilities, travel to the shops, travel to leisure facilities and so on. Where routes could not be used to access a workplace or educational establishment, health, leisure or other services or facilities, then they are not suitable to be considered as active travel routes. This definition excludes routes that are for purely recreational use (for example, routes intended as mountain bike trials) as well as routes that do not connect to facilities and services.

2.7 In practice, the best active travel routes will be widely used for recreation. While the aim of the Act is to promote walking and cycling as a mode of transport, the Welsh Government also strongly supports recreational walking and cycling and cycle sport. Walking and cycling for leisure is strongly linked to a person's willingness to travel actively. A high level of recreational walking and cycling on a route is an indicator of a high quality route, and should be considered a sign of success.

2.8 Active travel routes will only need to stretch as far as people are willing to make journeys. Based on studies of travel patterns and commuting, most people prefer their regular journeys to be less than 45 minutes.<sup>1</sup> However, this is a long journey to undertake by active travel for many people, and it is likely that only the most enthusiastic active travellers will undertake these kinds of journey regularly. For many people, the optimal journey time for active travel will be much shorter.

2.9 The Design Guidance has more detail on the length and nature of routes depending on the location and likely users.

2.10 The Design Guidance sets out what to consider in determining whether a route is suitable, based on its condition, gradient and other factors. The responsibility for determining the suitability of a route to include on the map lies with the local authority. The Design Guidance contains a section on network planning, which will be of assistance in determining destination points and routes between them. There is no statutory duty to map routes beyond the designated localities, but local authorities are encouraged to do so where sensible and reasonable.

## Definition of Active Traveller – walkers, cyclists and other highway users

2.11 The term "walker" embraces not only those who travel by foot, but also users of wheelchairs or other mobility aids. Somebody using an electric wheelchair, mobility scooter or similar vehicle would also be considered a walker rather than a motorised travel user. This reflects that an electric wheelchair or mobility scooter can be used on a pavement, and are not suitable for driving on the road. "Cycling" and "cyclist" refers to users of pedal bikes, but not motorbikes. This definition of cycling includes e-bikes (also called electric pedal-assisted bicycles, electric bicycles or pedelecs). These are bicycles where electric motors assist the cyclist by providing extra power to the pedals, making it easier to cycle. They are distinct from electrically powered motorbikes, where the motor provides all propulsion.

2.12 Micro-scooters, roller blades, skateboards and other similar modes of travel are not included in the statutory definition of active travel. However, these modes of travel are popular amongst specific groups. For example, micro-scooters are popular for younger children for travel to school. Their use should not be discouraged or impeded when they provide an attractive form of transport.

2.13 Equestrianism is overwhelmingly for leisure purposes rather than as a mode of transport. Forms of equestrian travel (horse riding, carriage driving, pony and trap etc) are not considered forms of active travel. However, in delivering the provisions of the

<sup>1</sup> ONS, Commuting to Work, 2011

Act, local authorities should be aware that equestrians are vulnerable road users and should not restrict equestrian access to routes that they currently enjoy. Bridleways can be used by equestrians, walkers and cyclists and so may form part of an active travel route, but enhancements to bridleways should not impede equestrian use or require them to use a less safe route instead. In some cases it may be more appropriate for all users if separate provision is made for walkers and cyclists.

2.14 Routes available for motorised traffic can be appropriate routes for some active travellers in some circumstances. In making improvements for active travel, local authorities should consider whether the improvements will unnecessarily remove access to services for motor vehicles. It should be recognised that vehicular rights of way can be important to users with mobility impairments.

2.15 There may be occasions where, to deliver coherent network for active travel, routes are necessary in locations which will significantly disadvantage motorised traffic. In such a circumstance, local authorities should judge whether there is an alternative location for the route that would still fulfil the needs of the integrated network. However, if there is no suitable alternative, inconvenience for motorised users should not be the sole reason for not proceeding with an active travel route. One of the aims of the Act is to achieve modal shift. The Design Guidance contains advice on how to proceed in these circumstances (Chapter 5 Section 2: Network Planning for Cyclists).

2.16 Caution should be exercised where an active travel route makes use of a level crossing. Level crossings are the most dangerous parts of the rail network for members of the public, and Network Rail has a programme to close and replace level crossings with alternative routes. If an active travel route on the existing network map or the integrated network map incorporates a level crossing, then Network Rail should be consulted directly. There may be opportunities to align programmes to enhance active travel routes, and programmes to close level crossings, to the benefit of all parties.

## Funding

2.17 To achieve best value for money, the Welsh Government has contracted an initial survey of active travel routes and facilities in the designated localities. There will also be a nationally available data management system. This system will collate and display this data, enable the local authorities to expand the data held, and create both their existing route maps and integrated network maps. Funding to create and consult on these maps has been provided by the Welsh Government to local authorities as part of the local transport fund. Section 3 of this guidance sets out the mapping process in more detail, and includes how this funding can be spent.

2.18 The duty to secure new and improved routes and facilities for walkers and cyclists will be funded by directing current walking and cycling spend at making improvements to the routes identified on the integrated network maps. In advance of the creation of the integrated network maps, local authorities will continue to receive funding to deliver the active travel schemes set out in their local transport plans. The costs of enhancing walking and cycling facilities in new road schemes will need to be considered as part of individual schemes, and planned for accordingly.

2.19 Local authorities are encouraged to seek additional sources of funding to maximise the improvements they can make, for example by developing partnerships with the private sector to support active travel in their area. This could be in form of corporate sponsorship of schemes and infrastructure through advertising on the maps, which is already done on many

tourist maps; and through working with local employers to promote walking and cycling amongst their staff.

2.20 The focus of active travel is on walking and cycling as a mode of transport rather than as a leisure activity. However, some routes and facilities for active travel might also encourage recreational walking and cycling. In these cases, there might be opportunities to draw on funding for leisure, tourism or sports facilities.

2.21 There are numerous organisations that contribute to the costs of providing walking and cycling infrastructure, or promoting and marketing that infrastructure to encourage its use. Some of these are listed below:

- Welsh Government;
- European Commission;
- Natural Resources Wales;
- National Lottery.

2.22 Sustrans, the Groundwork Trust and the Ramblers are also useful bodies to approach for accessing match funding, although they do not fund schemes directly.

## Active Travel and Planning Authorities

2.23 Planning authorities may use planning obligations (section 106 agreements) to secure improvements in roads, walking, cycling and public transport, whether as a result of a proposal on its own or cumulatively with other proposals and where such improvements would be likely to influence travel patterns. In this respect planning obligations could be used to create or improve an active travel route designated in the locality of the site.

2.24 The links between a development and the need for any infrastructure should be demonstrated and contributions should be fair and reasonable in scale relative to the infrastructure required. Such schemes may be related improvements to pedestrian or cycle routes which go near to a site or make it easier to access the site.

2.25 The Community Infrastructure Levy (CIL) can also be used to mitigate the impacts of development. An example could include improvements to travel routes.. It is for local planning authorities to determine their priorities from section 106 agreements and CIL, but monies collected from a CIL charge may be pooled to fund pedestrian and/or cycle infrastructure projects. Any CIL charge will need to be supported by robust evidence, and will be tested through a public examination.

## Other Statutory Duties and Responsibilities

2.26 The Welsh Government has made sustainable development its central organising principle. The Well-being of Future Generations Bill was introduced on 7 July 2014, and it is intended to strengthen the existing governance arrangements for improving the wellbeing of Wales.

2.27 Under the Local Government (Wales) Measure 2009, local authorities must make arrangements to secure continuous improvement in the way in the exercise of their functions. In doing so, authorities must consult, among others, representatives of persons who use or are likely to use services provided by the authority. The duties created by the Active Travel (Wales) Act 2013 were drafted with these duties in mind.

2.28 Section 149 of the Equality Act 2010 introduced the Public Sector Equality Duty requiring that a public authority must, in the exercise of its functions, have due regard to the need to–

- (a) eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under the Equality Act;
- (b) advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it; and
- (c) foster good relations between persons who share a relevant protected characteristic and persons who do not share it.

2.29 Section 153 of the Equality Act 2010 introduced powers that the Welsh Ministers may by regulations impose duties on a public authority for the purpose of enabling the better performance by the authority of the Public Sector Equality Duty. The specific duties contained in the Equality Act 2010 (Statutory Duties)(Wales) Regulations 2011 is supported by Technical Guidance published by the Equality and Human Rights Commission, which provides practical approaches to complying with the Public Sector Equality Duty. The document provides an authoritative, comprehensive and technical guide to the detail of the law including the need for equality plans, objectives and impact assessments.

2.30 Activities to develop maps, and to create new or improved active travel routes and facilities, will affect some groups differently than others. To meet their duties under the Equalities Act 2010, local authorities must give consideration to these different effects and whether they can be minimised or removed. The maps will need to show any obstacles along routes clearly to ensure that individuals can make an informed choice about the most appropriate route for them. The Design Guidance has more information about meeting the needs of different groups of users through infrastructure design, specifically Chapter 4: User Needs.

2.31 Local authorities, as a matter of good practice, and to fulfil their duties under the Equalities Act 2010, should ensure that in all the stages of preparing and publishing their maps as many people as reasonably possible can access both the maps and the consultations. Under the Act local authorities are also required to consult all persons who have requested to be consulted and any such persons it considers appropriate. Section 3 of this guidance gives more information on the consultation requirements of the Act.

2.32 As much local information and advice as is reasonably possible should be sought on the impact on disabled people and those with protected characteristics from the outset. This includes information on the current use of routes by people whose characteristics affect their ability to travel actively, and specific routes where access is insufficient.

2.33 Local authorities should seek to establish a dialogue with organisations representing people with protected characteristics, as part of developing a clear understanding of local needs, circumstances and opportunities. Local authorities should consult with their own colleagues who may have particular expertise or be part of networks of organisations working with people who have protected characteristics. For example, social services departments, disability information officers, the local Council for Voluntary Action, the Equalities team within the authority, the local disability information and advice line (DIAL), Public Health Wales and the third sector organisations (such as RNIB Cymru, Disability Wales, Guide Dogs Cymru, Diverse Cymru, and the local Access Group). If the authority still employs an Access Officer, they will be aware of the established network arrangements in the area and should be able to suggest the best approach.

## Monitoring and Reporting

2.34 There will be two aspects to monitoring; the monitoring of the overall effect of the Act and the monitoring of the specific schemes that will be delivered as a consequence of the Act. Further information on monitoring the specific schemes delivered as a result of the Act is given in the Design Guidance (Chapter 11: Monitoring and Evaluation). As such, it is not explored in this document.

2.35 The Act requires local authorities to report on:

- the change in the level of use of active travel routes every time they submit their existing route map for approval;
- the costs they have incurred in creating and improving active travel infrastructure;
- how they have delivered their functions in a way that promotes active travel.

2.36 The Act did not create powers for the Welsh Ministers to issue statutory guidance on these reports. However, non-statutory guidance on these reports is included in chapter 3 of this document, to support local authorities in meeting these reporting duties.

2.37 Under the Act, Welsh Ministers are required to make annual reports on the extent to which walkers and cyclists make active travel journeys. The Welsh Ministers are also required to review the Act no later than five years after the deadline for the production of the first integrated network maps. This review must assess the success (or otherwise) of securing new active travel routes and related facilities and improvements of existing active travel routes and related facilities. It will also assess progress in encouraging more people to walk and cycle more often and the lessons learnt during the delivery of the legislation.

2.38 The Active Travel Action Plan will support the delivery of the Act and will include details of arrangements for monitoring the outcomes and success of the wider programme. These measures and indicators will be used in assessing whether the Act has achieved its objectives.

## 3. Preparing the maps

### Introduction

3.1 The Act requires two maps to be produced, the existing routes map and the integrated network map. The existing routes maps will show the routes within the designated areas that are suitable and appropriate for making active travel journeys. These routes could be on road, shared, segregated, or traffic-free. They can be for walkers or cyclists, or both. They will also show crossing points and the facilities that exist to support active travel on these routes, including cycle shelters/parking/storage and public toilets. The existing routes maps will need to be accompanied by a statement of the extent to which, if any, routes do not meet the standards set out in the Design Guidance.

3.2 The existing route maps are primarily intended to inform the public of the safe and suitable routes for active travel. The public will need to have confidence that the routes on the maps are suitable for use; that the routes will not stop abruptly; and generally that the routes meet the standards set out in the Design Guidance. The maps are intended to give pedestrians and cyclists the information that they require in order to make a decision about how and where to travel. However, the existing route maps will also provide a valuable data source for local authorities in managing their active travel routes.

3.3 The integrated network maps should set out the plans of the local authority for the next 15 years. The integrated network map is mainly a tool for local authorities to enhance their forward planning of active travel, enabling them to align their plans across their different departments. It will be of interest to the wider public, and as such will need to be available and accessible. However, it is primarily meant to be used to support infrastructure development planning.

3.4 The Act requires that the maps are submitted to the Welsh Ministers for approval. The existing routes maps must be submitted within a year of commencement of section 3 of the Act and the integrated network maps must be submitted within three years of commencement of section 4 of the Act.

**25 September 2014** – Act Commences

**24 September 2015** – Submission of the existing route maps

**24 September 2017** – submission of the integrated network map and resubmission of the existing route map

**24 September 2020** – resubmission of the existing route map and the integrated network map.

## National Survey and Data Management for Mapping

3.5 To support local authorities in meeting this duty, the Welsh Government has let a national contract to create a data management system for mapping data, and an initial survey of active travel infrastructure to populate this system. Sustrans will lead on data collation, survey and processing and Exegesis SDM will lead on the design and development of the mapping application.

### The Initial Survey

3.6 The survey will cover the designated localities only. Sustrans will be drawing on the support of Sustrans volunteers and active Sustrans' rangers, alongside on the expertise of local authority officers in transport planning, active travel, walking and cycling and/or GIS.

3.7 Sustrans will conduct a desktop analysis of existing walking and cycling route data. This will be an opportunity for local authorities to provide any existing GIS data that they wish to be included. Sustrans will draw on the following sources:

- Ordnance Survey's Mastermap data sets (including Topo and ITN).
- Local government GIS data (including rights of way data)\*.
- Previous survey work carried out in Swansea, Cardiff and Newport and available in OpenStreetMap.
- Welsh Government GIS data.
- Sustrans' own GIS data on national and local cycling routes\*.
- Office of National Statistics GIS data.

Sources indicated as \* may require local authority GIS officers to be contacted for access to data.

3.8 For the purposes of this exercise, Sustrans and Exegesis SDM will be working under contract for the Welsh Government, and therefore Ordnance Survey information can be shared with them under their contractor licence. There is no need to create a separate contractor license with Sustrans or Exegesis SDM for each local authority. This approach has been discussed and approved by Ordnance Survey.

3.9 There will be a pre-survey consultation with local authority officers. Sustrans will provide local authorities with maps in the form of pdf or GIS layers in either MapInfo Tab or ArcView shapefiles. Local authority officers are to consider if there are any obvious missing sections of infrastructure or other immediate errors that are clear to someone with local knowledge. This consultation will also include local Sustrans volunteers and supporters. This will be facilitated by Sustrans Cymru's Volunteer Co-ordinator, and does not require the involvement of local authority officers.

3.10 There will be a field survey of the features listed at annex C. This be carried out by Sustrans, using trained surveyors, and will not require the direct involvement of local authority officers. However, if the pre-survey consultation indicated areas that should be prioritised for surveying, then these can be brought to the attention of the local Sustrans Cymru area manager.

3.11 Once the field survey is complete, Sustrans will conduct the post-survey processing for entry onto the data management system. This will enable the data to be used for electronic and paper based maps. After the processing has been completed, it will be resupplied to local authorities and Sustrans volunteers for a check on its accuracy. It will then be uploaded to the data management system.

### **Data Management System**

3.12 The data management system will have a web-based full content management system. Registered/ authenticated users will be able to edit and update the network, and review and edit conflicts between new ITN change updates and existing routes in the active travel network. The data sets will be overlaid on Ordnance Survey maps, which will demonstrate the locations of facilities that will affect whether a route could be suitable for active travel journeys.

3.13 The initial survey data set will allow for many of the routes to be considered as a desktop exercise; between local knowledge and detailed information presented about width and access barriers it should be possible to take an initial view of suitable routes for active travel.

3.14 The Design Guidance has a route audit approach set out in great detail. The auditing of routes will be something for the local authorities to carry out, though using the initial survey data will enable a lot of the auditing to be conducted as a desktop exercise. Local authorities may need to do some limited field work after taking an initial view to confirm they are content that the routes selected either meet the standards set out, and/or to complete the statement and explanation.

3.15 Local authorities will be able to use the web application to edit, create and manage their own active travel map data, and produce hard-copy existing route maps. Data will be available as web services that can be added directly for viewing in other users' systems (e.g. ArcMap, MapInfo Professional, QGIS).

3.16 The system will contain a layer to add the active travel routes. The system will produce pdf templates that will allow routes to be printed to hard copy. These draft maps can then be printed off, and used for public consultation exercises. Local authorities will be responsible for carrying out the public consultations on the draft Existing Routes Maps. Local authorities will be expected to amend the data on the system so that the maps reflect the outcome of the consultation.

3.17 The same system can be used to produce the integrated network maps. The system will have a map layer whereby schemes planned for the short term, medium term and longer term can be presented on the system.

3.18 Continued use of the data management system will enable local authorities to manage their existing route maps on an ongoing basis once the survey is complete. This places control over the data in local authority hands. The information can be amended and expanded after the consultation, audits, and after new infrastructure is being built. Regularly updating the system as the infrastructure is built, inspected and maintained means that the need for future surveying work can be kept to a minimum, reducing the costs of developing the next formal existing routes map needing Ministerial sign off.

3.19 The system will also allow local authorities to use the active travel data in their Countryside Access Management System (where this system is in use). This will enable the active travel network to be managed on a day to day basis, and allow more complex/ bespoke reporting than is possible via the web. This will enable local authorities to meet their requirements to report on infrastructure, as well as enable forward planning and ongoing management.

## Content of the existing route map

3.20 For the purposes of the existing routes map, local authorities do not need to depict pavements alongside roads. The map should explicitly note where there is no pavement (or the standard of the pavement is too poor to be safely used). Local authorities will also need to depict on the existing routes maps where routes do not meet the standard set out in the design guidance. The design guidance includes an audit template for establishing whether a route completely meets the standards, nearly meets the standards, or falls far short of the standards set out in the guidance. This audit tool can be used to form the basis of the “statement and explanation”

3.21 In drawing up the existing route maps, local authorities should consider how designated localities in their area and neighbouring local authorities’ areas are connected to each other. Where relevant, local authorities should work collaboratively to identify routes between settlements that cross local authority boundaries and depict these appropriately on their respective existing routes maps.

3.22 Any facilities shown on the existing routes map must be publicly available, but they do not necessarily have to be “free” to use (e.g. coin operated toilets). Facilities only available to selected groups, such as toilet facilities in a members-only gym, should not be included.

3.23 Local authorities should also consider showing landmarks and destination points as appropriate. This will help facilitate journeys to these locations and provide reference points to make the maps easier to use. These destination points could include:

- main office locations and business parks;
- public transport nodes;
- libraries;

- post offices;
- sports stadiums;
- leisure centres;
- parks;
- religious buildings;
- hospitals;
- shopping centres;
- educational establishments;
- cultural institutions;
- tourist advice centres;
- tourist and leisure attractions;
- recreational walking and cycling routes;
- cycle maintenance and repair shops.

It is for the local authority to determine which, if any, locations would make the maps of most value to active travellers in their area.

## Preparation of statement

3.24 Local authorities may identify some routes that they believe are useful and suitable for active travel, but do not meet the standards set out in the Design Guidance. These routes can be depicted on the existing routes maps if they are clearly marked as not meeting standards. When the maps are submitted to Welsh Ministers for approval, they must be accompanied by a statement detailing which routes do not meet the standards, and an explanation of why these routes are still considered suitable to be included on the maps. The statement and explanation can be a short document, with only a couple of sentences per route.

3.25 Examples of an acceptable explanation are:

- Cycle route between train station and shopping centre is marginally narrower than the recommended width. Neither comfort nor safety are considerably diminished, as the route is only lightly used.
- Footpath through park is not lit, but it is mainly used in daylight hours.

3.26 Routes that fall very far short of the standards, to the extent that they are difficult and can not be used safely, should not be shown on the maps regardless of their location. High quality routes should also not be shown on the maps if their location does not enable access to services and facilities, or if they can not be accessed safely from the rest of the network. This may be the case for routes that are for purely recreational use, or newly built routes that have yet to be connected to the wider infrastructure.

3.27 The Design Guidance contains an audit tool for establishing if key walking routes meet the standards, nearly meet the standards, or fall unacceptably short (Table 5.2). Table 5.3 in the Design Guidance provides a reference for the requirements of a cycle network, to assist decision making on whether a cycle route meets the standards required. Generally, any route that has a “black” (critical) factor, or for an active travel route where the overall score is above the recommended level (for a cycle route) should not be shown on the maps. A “red” rated factor should be flagged up on the statement and explanation.

3.28 Views on the suitability of these routes for inclusion on the map should be taken into consideration when preparing the final map. The statement and explanation should be included for consultation alongside the maps to help inform views on the suitability. The statement and explanation must also be published alongside the existing routes maps. Chapter 4 of this guidance details the publication requirements for both the maps and the statement and explanation.

## The Integrated Network Maps

3.29 The integrated network maps should set out the plans of the local authority for the next 15 years. Some plans will be more advanced than others. It is likely that plans will range from “shovel ready” schemes due for delivery in the next couple of years, to intentions to address the active travel infrastructure in an area at some point in the next 15 years. Where schemes are under active development, they should be depicted in detail, for example, new paths marked, crossings etc.

3.30 Schemes for delivery in the medium term (within the next 5 years) should have a clear intention for delivery but remain dependent on funding availability, planning permission or other issues. Schemes for delivery in the longer term (more than 5 years away) are likely to be more aspirational, speculative or awaiting defined scope, the area and the outcome sought are known, but the precise solution has yet to be identified. The data management system will include a layer to add the integrated network map. Using this system will enable local authorities to distinguish between schemes under active development, schemes for the medium term and longer term schemes. As set out in para 3.36, each scheme should be individually identified to link the routes on the map to the outcome.

## Documents and sources of information

3.31 The integrated network map is intended to be a geographical depiction of plans for improving and promoting active travel. Existing plans and strategies that the local authority has already produced can be used to inform the creation of the integrated network maps. This is an opportunity to consider relevant plans, and how they will come together to improve rates of walking and cycling across the local authority area. Individual schemes that were intended for delivery along the same route might be rationalised into a single scheme, for example. The integrated network map can then indicate where planned interventions might contradict each other or render schemes obsolete (for example, plans to restore gates on a footpath, which is also targeted to be turned into a cycle path with no gates).

3.32 The documents, plans, audits and other sources of information to consider in this process could include:

- Local Development Plans (and supplementary planning guidance);
- Local Transport Plans;
- Rights of Way Improvement Plans;
- Wales Transport Strategy and National Transport Plan;
- local walking and cycling or active travel plans;
- plans or proposals for the development of non-vehicular routes, quiet lanes, home zones or traffic calming;
- crime reduction strategies;
- tourism, economic regeneration and community development proposals or studies that have been undertaken in the area and which have a bearing on transport

- assessments that have been made of the route network or its potential for development as part of a sustainable local transport infrastructure (e.g. safe routes to schools);
- workplace strategies, including healthy living initiatives;
- local road and/or street management plans;
- road safety plans and strategies;
- public health and physical activity plans and strategies that include the promotion of active travel (e.g. Sports Facilities Reviews);
- proposals for land use, including housing/commercial/industrial developments;
- information contained in the play sufficiency assessments;
- plans for public spaces, such as parks (e.g. green space audits);
- plans and strategies by third parties that include infrastructure provision for active travel;
- School Improvement Plans;
- Strategic Equalities Plans;
- Strategic Development Plans;
- Natural Resource Management Plans when these are developed.

3.33 This list is not exhaustive, and some of the plans mentioned above will not be relevant for all local authorities. The key point is to draw together existing plans and look for ways to maximise benefits across different policy objectives and to minimise duplication of effort where work has already been undertaken.

3.34 When preparing integrated network maps, local authorities must have regard to the desirability of promoting active travel journeys and securing new and improved active travel routes and facilities. In practice this means that the network should link services and residential areas so that active travel journeys are an attractive transport option for shorter journeys. Local authorities should also identify where existing routes and facilities need improvement and where new routes and facilities need to be created to achieve the integrated network.

3.35 In producing the integrated network maps, local authorities should consider how designated localities in their area and neighbouring local authorities' areas are connected to each other. Where the distance is not too great to prevent active travel being a viable transport option, local authorities should identify where routes between settlements are appropriate to be included in an integrated active travel network. If it is desirable for an active travel network to connect settlements that are in different local authority areas, local authorities should work collaboratively to ensure that all appropriate routes are included on the integrated network maps and considered for improvement. In producing the existing routes maps and any accompanying statement and explanation local authorities should have identified where routes would be useful parts of the network if brought up to standard, and where existing routes would benefit from being linked to form a more connected network.

3.36 A methodology for local authorities to develop a plan for a network of cycle and walking routes is provided in the Design Guidance, specifically chapter 5 of the Design Guidance has sections on network planning, which will help inform this process.

3.37 The integrated network maps will need to identify the detail of the schemes shown (even where the only details are the area and the outcome). Each scheme shown on the map should be numbered and the map should be supported by a corresponding list of schemes

with further brief details. Where the scheme is under active development, the detail of the scheme should be given as well as the approximate date for delivery and which plan this scheme is part of, e.g. “improvements to underpass, 2015, road safety plans”, “traffic-free multi-user path, 2016, part of improvements to the AXXX”. Where the scheme is for future development, as much detail as is available should be given. For example, “enhanced active travel access to FE college, part of planned site renewal in 2019” or “creation of a direct active travel route between village of Q and town of P, 2020-25”.

3.38 The integrated network map is not a definitive map, in the sense that the rights of way maps are definitive maps. If subsequent developments mean that the integrated network map is undeliverable, then the map should be updated to reflect the new position. The map should be led by the developments, rather than determine whether the development should take place or not. Where the map includes factors that are a material consideration for development (such as rights of way, or the local development plan), that they are included in the integrated network map is not relevant for decision making.

## Format of maps

3.39 The data management system will enable the existing routes map and the integrated network map to be produced to a standard template and to standardised cartography. It is this format that should be used to submit the maps to the Welsh Ministers for approval.

3.40 The maps belong to the local authorities, and local authorities may use the maps to create different active travel maps for their local area. The format of the maps should work to promote active travel to the public. Formats which local authorities could consider include paper maps, digital and online maps with the ability to print extracts or the ability to add or remove layers of information on different features. Local authorities could also consider specific formats to promote tourism, to aid a large employer’s work-based travel planning, or to promote a new piece of infrastructure. Local authorities might want to use the information in the existing routes maps to create maps for walkers only, or cyclists only, or specific categories of the two.

## Routes that are not owned by the local authority

3.41 The agreement of landowners to showing active travel routes on the existing routes map is not required where the route is an existing right of way, and of the appropriate classification for the use specified in the map (i.e. accessible to walkers if shown as a footpath). However, efforts should be made to bring the existing routes map to the landowner’s attention.

3.42 If the route is a permissive route, then the landowner’s agreement must be sought. In many cases a note to confirm agreement will be sufficient. This should be done during the compilation of the map, before the public consultation on the map begins. If there are time restrictions on when a permissive route can be used this should be noted on the map.

3.43 Consent is not required to show possible future routes on the integrated network maps, but reasonable effort should be made to notify and consult with landowners wherever possible. Depicting a route on a map does not negate the need to follow due process for route enhancements and creation (such as traffic regulation orders or path creation orders) and landowners who are unwilling to have these plans enacted on their land will have opportunities to object at the appropriate stages.

## Consultation

3.44 Once a draft existing routes map has been developed, this should form the basis of a public consultation which should run for a minimum of 12 weeks. In preparing the existing routes maps, the Act requires that local authorities consult with all persons who have requested that they be consulted and any other persons it considers appropriate.

3.45 When considering which persons to consult, in addition to those who have requested to be consulted, local authorities should specifically seek to engage with groups with protected characteristics under the Equalities Act 2010. Local authorities should consider the format of both the map and the consultation to best meet this duty. For example, by producing an easy read version of the consultation. In particular, local authorities should bear in mind access to the consultation for people with visual impairments as, by its nature, the map will be a visual representation. Alternative which will make what is set out in the map clear to anyone who cannot access maps, such as site visits, should also be planned for as part of the consultation.

3.46 Similarly, local authorities should also take proactive steps to consult children and young people and support their engagement with the implementation of the Act, reflecting the principles of the UN Convention on the Rights of the Child, in particular local authorities should consider to Article 2 (Non-Discrimination), Article 3 (Best Interests of the Child), Article 6 (Child's Rights Healthy Survival and Development), Article 2 (Child's Right to be Heard) and Article 31 (Right to rest, leisure and play). Local authorities should use the Children and Young People's National Participation Standards for Wales to plan and deliver effective engagement with children and young people.

3.47 Local authorities should consider consulting with:

**delivery partners**, including: adjoining local authorities, Community/Town Councils, One Voice Wales, National Park authorities (where relevant), Natural Resources Wales, Canal and River Trust, Welsh Water Dwr Cymru, Severn Trent Water and Dee Valley Water, Network Rail, the Crown Estate, National Trust, Woodland Trust and the Welsh Government;

**the public**, including: any Local Access Forum established for the area or any part of it, walking and cycling groups, transport campaign groups, communities first groups, local health promotion groups, local Chambers of Commerce, large employers, trade unions, educational establishments, youth centres and disability groups and children and young people.

3.48 A significant proportion of the land affected is likely to be owned/managed by the local authority as the highway authority. It is nevertheless important that the interests of land holders, including those engaged in agriculture, forestry, heritage and nature conservation be taken into account. Land management and ownership interests should be consulted at an early stage so as to increase understanding of the process, reduce potential conflict and secure a collaborative approach to improving the network. Early consultation may help to identify where there are mutual benefits. A co-operative approach developed at the start of the process will also help in the implementation of the network.

3.49 There should be a 12 week public consultation on the integrated network maps, which can be combined with the existing routes map consultation. It will be important to be clear in the public consultation that the integrated network maps are aspirational maps. Whilst they will include proposals for new infrastructure and improvements to existing infrastructure that are under active development, they will also include possible plans for the next fifteen years which are subject to planning permissions or might be affected by future events. It will be

important to make this clear in public consultation to ensure that the process does not give rise to unrealistic expectations of what will be delivered and by when.

3.50 To engage groups who do not actively travel now, it may be appropriate to incorporate engagement on the maps with other local community events, or to hold stand alone events at schools, large employers, supermarkets, local shopping areas or other possible trip-generators.

3.51 Different types of consultation will be accessible for different people; whilst a vibrant on-street consultation in the centre of town may engage and excite some people this will be intimidating and exclusionary to others. It is therefore important to make use of a range of different types of consultation including face to face engagement and online consultation which may include use of social media.

3.52 Local authorities need to consider the appropriate level of detail to be provided when consulting with the public. Technical engineering drawings are likely to provide more detail than is necessary and prove inaccessible to the lay person. Any schemes should be clearly marked and explained, but any technical details should be made available on request rather than forming the basis of consultation materials.

3.53 Consultation on the integrated network maps will also serve to publicise the local authorities' plans for active travel. Local authorities should therefore consider the opportunities that consultation provides to publicise the maps and to promote active travel.

## Approving the Maps

3.54 In considering whether to approve the map and statement the Welsh Ministers will take into account:

- whether appropriate consultation, in line with this guidance, has been conducted;
- whether the routes and facilities shown on the map are in line with this guidance;
- whether the form of the map is in line with this guidance;
- whether the statement and explanation provides suitable explanation, in line with this guidance, of why any routes that are not up to the design standard are included on the maps.

3.55 In considering whether to approve the integrated network maps the Welsh Ministers will take into account:

- whether appropriate consultation, in line with this guidance, has been conducted;
- whether the routes and facilities shown on the map are in line with this guidance and the Design Guidance (for example, that routes that are not to the design standard are noted as such and that there has been appropriate network planning and destination planning);
- whether the form of the map is in line with this guidance.

3.56 The maps should be taken off the data management system in the form of pdfs, and emailed to [activetravel@wales.gsi.gov.uk](mailto:activetravel@wales.gsi.gov.uk)

3.57 The Welsh Ministers are required to consider the above factors under the Act. Local authorities should submit evidence of the consultation that they have undertaken in producing the maps. This could include summaries of any consultation events including who was in attendance and the main points of discussion, and any formal consultation documents, a summary of responses and details of how the consultation was held. These are documents

that local authorities would produce routinely as part of holding an open consultation. It is sufficient to send a weblink to [activetravel@wales.gsi.gov.uk](mailto:activetravel@wales.gsi.gov.uk) to the place that the consultations are placed on the local authority webpage.

3.58 The Welsh Ministers may require local authorities to resubmit maps if the authority has not consulted appropriately; has not had regard to this guidance as to the consultation and preparation of the maps, including what should be shown on the map and its form; and/or in the case of the existing routes maps if the explanation of the nature of the routes is insufficient.

3.59 If the Welsh Ministers do not approve one or both of the maps, the local authority will be informed why the Welsh Ministers did not consider the map to be acceptable. They will be asked to make appropriate amendments before resubmitting the map for approval by a date specified by the Welsh Ministers. There is no limit to the number of times the Welsh Ministers may require the maps to be amended and resubmitted. Where local authorities have to resubmit map(s) for approval because they were not approved in the previous instance this will not affect the timeframe for subsequent review and resubmission the map(s).

3.60 Once the Welsh Ministers have approved the maps, the statements and explanations, they should then be published.

## Reviewing the Maps

3.61 The existing routes maps must be revised and resubmitted to the Welsh Ministers each time the integrated network maps are submitted. Each review of the maps should include a consultation to ensure that it is accurate. However, the map should be an update building on the previous version, so it should be a much smaller exercise.

3.62 The first integrated network maps must be submitted within three years of commencement of section 4 of the Act, meaning that the second submission of each existing routes map will be two years after it is first submitted. Local authorities are then required to resubmit each integrated network map within three years of it last being submitted. Consequently, the third and subsequent submissions of each existing routes map will be required every three years, at the same time as the submission of the integrated network maps. The timetable is at 3.4.

3.63 Local authorities can update and publish versions of the existing routes maps and the integrated network maps more regularly, without referring to the Welsh Ministers, if they choose to. Given the primary purpose of the existing routes maps is to communicate to the public where there are active travel routes, local authorities are encouraged to update their maps regularly. Local authorities should also consider how to maximise the value of the maps between reviews, to help support policies such as active travel, tourism, health and so on.

## Reporting Duties

3.64 From the second submission of the existing routes map, local authorities must also submit a report on how the level of use of active travel routes and related facilities in the local authority's area has changed since the last submission of the existing routes maps. They must also produce an annual report, specifying the costs incurred in making year on year improvements to active travel routes and facilities in the most recent financial year.

3.65 Both reports should be brief and can be in the form of a letter. The report on level of use should include information on the level of use of routes and facilities at the time that

the previous maps were submitted and the level of use of routes and facilities at the time of compilation of the report. Where new routes have been created, the baseline for use of the routes at the time of the previous submission should be zero. However, if a new route has been created to better connect areas previously served by a less suitable route, it may be more appropriate to use the level of use of the old route as the baseline against which the level of use of the new route should be compared.

3.66 Local authorities are required to publish the reports that they submit to the Welsh Ministers on the change in level of use between each submission of existing routes maps. The primary purpose of the reports is to monitor the effect of the maps and new infrastructure on the levels of use of the active travel routes. They will therefore be of interest to delivery partners as well as individuals and organisations with an interest in monitoring the success of the maps and any schemes.

3.67 The report on the cost of making year on year improvements should detail the schemes delivered to make new or improve existing active travel routes and facilities and the associated costs incurred in undertaking the schemes. The report should cover the full financial year prior to the submission (i.e. a report submitted in July 2015 should detail spending for the period from April 2014-April 2015). These figures need only be the total for each project, there is no need to be provide a detailed financial breakdown of all elements of the scheme.

3.68 Both reports should be submitted to in electronic form to [activetravel@wales.gsi.gov.uk](mailto:activetravel@wales.gsi.gov.uk). Local authorities are required to publish the reports that they submit to the Welsh Ministers on the costs incurred in making year on year improvements to active travel routes and facilities. These reports will help to ensure accountability and therefore need to be publicly available. They should be readily available online and should be available in hard copy on request.

## 4. Publishing the maps

### Requirements to Publish

4.1 The completed maps are to be publicly available as soon as reasonably practical after the Welsh Ministers have agreed the draft sent to them for approval.

4.2 The Act requires that local authorities publish the maps, any statement and explanation of routes that do not meet the design standard, and any report on how the level of use of active travel routes and related facilities in the local authority's area has changed.

Local authorities must:

- publish these documents in a manner they consider appropriate;
- send a free copy to such persons they consider appropriate;
- supply a copy, free of charge or at the cost of providing the copy, to any person who requests a copy;
- make a copy available at all reasonable hours at places they consider appropriate;
- bring to the attention of the public where copies are available.

### Publishing the maps and statement and explanation

4.3 The primary purpose of the existing routes maps is to communicate to the public where there are currently active travel routes. Therefore the maps need to be made available in a way that is accessible and useful for potential active travellers in their area.

4.4 The integrated network maps are less public facing than the existing routes maps. However, walking and cycling groups will want to be made aware of the integrated network maps and so local authorities should seek to bring the maps to the attention of these groups in the most appropriate way for their area. The integrated network maps will serve a number of roles, forming part of strategic plans, and providing evidence for bidding documents for resources and for developing work programmes. They can also act as a means of engaging local communities and other partners in active travel infrastructure plans and therefore will need to be accessible to a wide audience.

4.5 To meet the requirements for publication local authorities should:

- make electronic copies of the maps available on their website and ensure these are as accessible as possible;
- send free copies to public areas such as libraries, leisure centres, tourist information centres, hospitals, clinics, GP surgeries, schools, colleges, universities, train and bus stations;
- produce versions in any other languages considered appropriate as well as the versions in Welsh and English;
- make large print and Braille tactile maps available on request.

4.6 For some local authorities publishing the maps online and distributing the electronically is the approach that offers best value for money. This may allow local authorities to more easily keep the information up to date and to provide features such as layered maps for different kinds of users. However, even in areas with high rates of internet use, there are still many people who can not or choose not to use the internet. This is particularly the case with older people. A supply of hard copies will therefore always be required. When producing hard copies of the maps local authorities should consider how often the maps will be updated to reflect new or improved infrastructure.

4.7 Local authorities are encouraged to bring the maps to the attention of the local population in an appropriate way for their area.

4.8 The maps may also be used to inform other projects such as personalised travel planning and the development of apps and websites. Maps should be made freely available to bodies undertaking this work to enable them to improve their provision of information.

4.9 Local authorities are also required to publish any statement and explanation of where routes included on the existing routes maps do not meet the standard in the Design Guidance. The statement and explanation will be of interest to people who may wish to use routes that they are not currently familiar with as it will allow them to determine if the route is suitable for their needs. Although hard copies of the statement and explanation should be made available alongside hard copies of the existing routes maps, fewer copies are likely be requested.

## 5. Securing continuous improvement in active travel routes and facilities

5.1 Local authorities have a duty to make year on year improvements in their active travel routes and facilities. There is no minimum level of improvement specified by the Act. Instead, local authorities are required to make continuous improvement, demonstrating that their active travel infrastructure has been improved from the previous year.

5.2 Under this duty, local authorities are required to improve the quality of their existing routes and facilities. The process to create the existing routes map will indicate where improvements to the active travel network would be a benefit. Local authorities are

also required to build new active travel infrastructure, as well as improve the existing infrastructure. The integrated network map will demonstrate where new infrastructure is required and planned.

5.3 There are two ways that local authorities will demonstrate that they have delivered this duty. The first is through the revision of the existing routes maps. At the three year review point, there should be a measureable difference between the previous existing route map and the new one.

5.4 The other way will be through the reports on rates of active travel in the local authorities. Paragraphs 3.64-3.68 contain the detail of the reports. These reports will demonstrate the effect that the improvements in active travel infrastructure are having on travel behaviour.

5.5 Together, these indicators will be used to see how well, or not, the local authority has fulfilled the duty to secure continuous improvement. This will demonstrate the change in the level of infrastructure, and the change in how it is used.

## Making and prioritising improvements

5.6 Local authorities are required to secure new and improved active travel routes and related facilities in their area every year. Local authorities should deliver year on year improvements to the routes depicted on the integrated network maps. These routes have been identified as strategic routes that together will form an integrated network. The focus should be on delivering these routes, and the facilities that serve them.

5.7 In delivering improvements, local authorities should have the aim of creating a network which will enable active travel journeys. Local authorities should prioritise routes which will have the greatest impact on increasing rates of active travel and the number of people who choose to travel actively. Chapter 5 of the design guidance has advice on prioritising and planning investments.

5.8 Local authorities should attain a balance of improving existing routes and facilities, building new routes and facilities, and making routes and facilities more accessible. Any new or improved active travel routes or facilities that will have an impact on rates of active travel and contribute towards delivering the integrated network will be considered as part of meeting the duty for a year on year improvement.

5.9 It is left to local authorities' discretion how best to plan for the delivery of their integrated network. Under section 6 of the Act, the integrated network maps will inform the development of the local transport plans. However, delivering active travel goes beyond just transport activities, and could form part of town planning, environmental management, housing developments and more. In delivering the integrated network, local authorities should have in mind the aim of increasing rates of active travel and the number of people who choose to travel actively. Local authorities should focus upon delivering the parts of the network that will have the biggest impact for increasing rates of active travel and the number of people who choose to travel actively.

5.10 Local authorities would normally take the lead in working up and implementing proposals for action in the case of right of way, although this does not have to be the case. A variety of partnership arrangements are possible, including partnerships with community and town councils, National Park authorities or with other local groups. Local authorities should consider a range of options for delivery in implementing their active travel networks. Local authorities should also consider alternative ways of carrying out the work such as through the use of volunteers and alternative means of contracting.

## Involvement of landowners

5.11 Some current or potential active travel routes will be rights of way that are on land that does not belong to the local authority. In these cases, local authorities can secure improvements to such routes by agreement wherever possible. Local authorities are encouraged to seek to negotiate the creation of routes or the addition of higher rights to existing routes by agreement with landowners using their powers under section 25 of the Highways Act 1980. Local authorities should approach such negotiations constructively and be prepared to consider changes to the network that landowners might seek as pre-requisites to agreements, provided they meet the criteria set out in sections 118 and 119 of the Highways Act 1980. They should, however, set a reasonable time limit within which agreement should be reached.

5.12 If it becomes clear that there is little prospect of reaching agreement within a reasonable time, authorities can make use of their powers under section 26 of the 1980 Act to create public rights of way. Section 26 can be used to create new routes or to add higher rights to existing highways. In creating new paths local authorities will also need to consider and take appropriate advice about any compensation payments that may need to be agreed with a landholder.

5.13 In developing the integrated network maps, local authorities should have consulted with landowners where improvements to, or expansion of, the existing network have been identified on their land. This consultation does not negate the need to follow due process for subsequent route enhancements and creation (such as traffic regulation orders or path creation orders).

## Provision for walkers and cyclists in exercise of certain functions

6.1 The Act requires that as highway authorities, local authorities and the Welsh Ministers must take reasonable steps to enhance the provision made for walkers and cyclists in their exercise of functions under Parts 3, 4, 5, 9, and 12 of the Highways Act 1980 as far as it is practicable to do so.

6.2 Parts 3, 4 and 5 of the Highways Act 1980 concern the creation, maintenance, and improvement of highways respectively. In order to meet their duty under section 9 of the Act, highway authorities must enhance provision for walkers and cyclists in any highway construction, maintenance or improvement unless it would be unreasonable or impracticable to do so.

6.3 Some circumstances where highway authorities may determine that it would be unreasonable or impracticable to enhance provision for walkers and cyclists in highway construction, improvement or maintenance would be:

- the distance that would need to be covered by a new route to connect settlements/services/facilities makes it inappropriate for there to be provision for either walking or cycling;
- it is not possible to provide safe provision for walkers or cyclists as part of the construction or improvements;
- it is not possible to provide an appropriate link to existing provision, and the result would be an isolated piece of infrastructure that could not be accessed safely.

However, the presumption is that enhancements will be made in new schemes or during maintenance when it is practicable to do so.

6.4 Improvements that are made to provision for walkers and cyclists in highway construction or improvement should be proportionate to the particular construction or improvement. Examples of what would be proportionate could be:

- For a new highway, providing a segregated cycle path and pavement.
- When improving lighting, ensuring that lighting for walkers and cyclists is suitable, and improving it if not.
- When resurfacing a highway, marking roads to create suitable cycle lanes or to highlight pedestrian crossing points.

6.5 Chapter 9 of the design guidance provides further information on the construction of new active travel infrastructure. Not all routes developed under this duty will be active travel routes as defined in the Act, but the design guidance still represents good practice to be followed.

6.6 Part 9 of the Highway Act 1980 concerns interference with highways. To meet their duty under the Act, highway authorities must enhance provision for walkers and cyclists when permitting or enforcing against interference with highways, where practicable to do so. For example, in controlling excavations of highways, local authorities should seek to enhance provision for walkers and cyclists when restoring the highway.

6.7 Part 12 of the Highway Act 1980 concerns the acquisition, vesting and transfer of land for highway purposes. To meet their duty under the Act highway authorities must enhance provision for walkers and cyclists when acquiring land for highway construction where practicable to do so. For example, when acquiring land for the construction of a road, local authorities should also acquire land for the construction of active travel routes subject to the distance between settlements/services/facilities being suitable and the possibility that the route could be linked to other routes if necessary.

6.8 The Act also requires that highway authorities have regards to the needs of walkers and cyclists in exercising their functions under Parts 1, 2, 4 and 7 of the Road Traffic and Regulation Act 1984, Part 3 of the New Roads and Street Works Act 1991 and Part 2 of the Traffic Management Act 2004.

6.9 Parts 1 and 2 of the Road Traffic and Regulation Act 1984 concern general provisions for traffic regulation and traffic regulation in special cases respectively. To meet their duties under this section of the Act local authorities and the Welsh Ministers must have regard to the needs of walkers and cyclists in making traffic regulation orders prohibiting, restricting or regulating the use of a road including roads for use by walkers and cyclists. For example, if local authorities or the Welsh Ministers make a traffic regulation order to close roads for an event they should consider the effect upon walkers and cyclists when deciding to make the order and should take any necessary mitigating action in making the order such as putting suitable diversions in place.

6.10 Part 4 of the Road Traffic and Regulation Act 1984 concerns parking places. To meet their duties under this section of the Act local authorities must have regard to the needs of walkers and cyclists in providing off- street parking, authorising on-street parking and loading bays and the acquisition of land for parking. For example, local authorities should consider the needs of walkers and cyclists in authorising on-street parking particularly where it would have a negative effect upon on-road cycle routes. If local authorities wish to authorise on-street parking where there would be negative effects for walkers and cyclists, alternative provision to mitigate these effects should be considered.

6.11 Part 7 of the Road Traffic and Regulation Act 1984 concerns bollards and other obstructions. In placing bollards or other obstructions to prevent access to vehicles local authorities must have regard to the needs of walkers and cyclists. Local authorities should consider whether access for walkers and/or cyclists needs to be prohibited. If it does not, they should ensure that any obstructions are designed so that they do not prevent access for walkers and/or cyclists. The design guidance includes further guidance on the design of obstructions.

6.12 Part 3 of the New Roads and Street Works Act 1991 concerns street works. Local authorities must have regard to the needs of walkers and cyclists in:

- granting street works licences;
- giving directions as to the timing of street works;
- the placing of apparatus;
- restricting street works following substantial road works;
- exercising their duty to co-ordinate works, and
- giving consent to place apparatus on a protected street.

6.13 Local authorities should consider the effects that street works may have on walkers and cyclists when deciding whether to grant licenses and should seek to minimise any disruption for walkers and cyclists when giving any directions or placing any restrictions on street works.

6.14 Part 2 of the Traffic Management Act 2004 concerns network management by local traffic authorities. Under the Traffic Management Act 2004 local authorities are under a duty to manage their road network with a view to achieving, so far as may be reasonably practicable having regard to their other obligations, policies and objectives, the following objectives–

- (a) securing the expeditious movement of traffic on the authority's road network; and
- (b) facilitating the expeditious movement of traffic on road networks for which another authority is the traffic authority.

6.15 This duty requires local authorities to secure the expeditious movement of all road users, including walkers and cyclists. Local authorities must also ensure that measures to secure the expeditious movement of traffic are safe for all road users.

6.16 To meet their duty under the Act, local authorities must have regard to the needs of walkers and cyclists in setting priorities and making decisions about how to secure the expeditious movement of traffic.

## 7. Duty to exercise functions to promote active travel

7.1 Local authorities are under a duty to exercise their functions under the Act in a manner designed to promote active travel journeys and secure new active travel routes and related facilities and improvements to existing active travel routes and related facilities. There are many ways in which local authorities may promote active travel and the following should not be considered as exhaustive. The Welsh Government strongly supports active travel promotion, and is producing a toolkit to support local authorities in meeting this duty.

7.2 A key function of local authorities under the Act is producing and publicising the maps. Local authorities should consider how the maps can be formatted to maximise the value for their area and help to promote active travel. We suggest that local authorities explore advertising opportunities, such as sponsorship, when publishing their maps. This may help further promote active travel, and could help defray some of the publication costs.

7.3 Local authorities should consider what format of map will most effectively target potential active travellers in their area. Local authorities may wish to produce an existing routes map in a format which identifies local tourist destinations and the active travel routes that connect them or they may work with large employers to show access to workplaces via active travel routes. Where local authorities are using a particular format to target a specific audience they should consider any associated promotion that would support the uptake of active travel by these groups. For example, if local authorities produce a map which shows access to workplaces they should consider other promotional activity that will encourage people to use active travel means to access work such as personal travel planning.

7.4 Local authorities should seek to work collaboratively to promote active travel. This includes working together across local authority boundaries, but also working with health boards, and voluntary organisations such as Sustrans. In doing so, local authorities should seek to develop imaginative plans for promoting active travel. These do not necessarily need to be high-cost plans; they can incorporate low cost options such as encouraging cycle to work schemes, encouraging large employers to promote active travel to their staff and so on. We expect local authorities to set an example, by promoting active travel to their own staff.

7.5 Local authorities should promote where new and improved active travel routes and facilities are available. Determining what promotion is appropriate will depend upon the infrastructure that has been built or improved. Where new routes become available local authorities should promote this to the local area that the route serves. This can be done through signing the new route from other routes and nearby highways. If local authorities undertake any communication activities to promote new infrastructure should also consider any opportunities to promote active travel as an attractive form of transport. Local authorities may wish to include messages about the benefits of active travel, including the health, environmental, monetary, time saving and well-being advantages that can result from active travel in communications about the new infrastructure.

7.6 Local authorities must report to the Welsh Ministers on how they have delivered functions under the Act in a manner that promotes active travel journeys in each financial year. This report, which can be in the form of a letter, should detail activity to promote active travel undertaken by any departments in the local authority and may include activities undertaken on health promotion, or environmental protection as well as transport. The report does not need to set out the detail of all projects, and can be a summary (unless the local authority wishes to provide more detail as part of meeting local active travel policy objectives).

### Powers and Duties Created by the Active Travel (Wales) Act 2013

#### Powers of local authorities

S.2(1)(b) – power to determine whether a route is appropriate for active travel.

S.3(10)(b) – power to revise the existing routes map without requiring submission to the Welsh Ministers.

S.4(2) – power to determine what infrastructure is required to develop or enhance the active travel network.

#### Duties on local authorities

S.2(6) – duty to take certain factors and guidance into account when determining whether a route is appropriate for active travel.

S.3(1) – duty to prepare an existing routes map, and submit it to the Welsh Ministers for approval.

S.3(3) – duty to consult on the existing routes maps.

S.3(4) – duty to have regard to guidance on preparing and consulting on the existing routes map.

S.3(5) – duty to submit existing routes map within a fixed timescale.

S.3(6) – duty to submit a statement and explanation of standards of routes on the existing routes map to the Welsh Ministers.

S.3(7) – duty to submit a report on the changes in level of use of active travel infrastructure whenever re-submitting the existing routes map for approval (only applies after the first map).

S.3(10)(a)-(c) – duty to keep the existing routes map under review, and to resubmit it for approval every time the integrated network map is submitted for approval.

S.4(1) – duty to prepare an integrated network map and submit it to the Welsh Ministers for approval.

S.4(3) – duty to consult on the integrated network map.

S.4(4) – duty to consider the desirability of active travel whilst preparing the integrated network map.

S.4(5) – duty to have regard to guidance on preparing and consulting on the integrated network map.

S.4(6) – duty to submit integrated network map within a fixed timescale.

S.4(9)(a)-(c) – duty to keep the integrated network map under review, and to resubmit it for approval every 3 years.

S.5(1)-(3) – duty to publish maps and the statement and explanation.

S.5(2) – duty to have regard to guidance on publishing maps.

S.6 – duty to have regard for the integrated network map when preparing local transport plans.

S.7(1) – duty to make continuous improvement to active travel routes and facilities.

S.7(2) – duty to have regard to guidance on continuous improvement.

S.7(3) – duty to report to Welsh Ministers on costs incurred while making continuous improvement.

S.9(1) – duty to take reasonable steps to enhance active travel provision while exercising certain functions under the Highways Act 1980.

S.9(2) – duty to have regard to the needs of walkers and cyclists while exercising certain traffic management functions.

S.(10)(1) – duty to exercise functions under this Act in a way that promotes active travel and secures more active travel infrastructure.

S.10(2) – duty to make a report on Welsh Ministers on what the local authority has done to meet their duty under s.10(1).

### **Powers of Welsh Ministers**

S.2(4) – power to make a Direction on designated localities.

S.2(6) – power to issue guidance on whether a route is appropriate for active travel (the Design Guidance).

S.2(9) – power to issue guidance on related facilities (the Design Guidance).

S.3(4) – power to issue guidance on preparing and consulting on the existing route map\*.

S.3(5) – power to vary timescales for the submission of the existing route map by direction.

S.3(8) – power to require local authority to revise and resubmit an existing routes map if they decide not to approve it.

S.3(5) – power to issue guidance on preparing and consulting on the integrated network map.

S.4(6)(b)) – power to vary timescales for the submission of the integrated network map by direction.

S.4(7) – power to require local authority to revise and resubmit an integrated network map if they decide not to approve it.

S.4(10) – power to vary timescales for the submission of the integrated network map by direction.

S.5(2) – power to issue guidance on publishing the maps.

S.7(2) – power to issue guidance on continuous improvement.

S.12(1) – power to vary or revoke guidance and directions issued under this Act.

S.14 – power to commence Act by Order.

## Duties of Welsh Ministers

S.3(9) – duty to consider certain factors in deciding whether to approve the existing routes maps.

S.4(8) – duty to consider certain factors in deciding whether to approve the integrated network maps.

S.8 – duty to make and publish annual reports on extent of active travel journeys in Wales.

S.9(1) – duty to take reasonable steps to enhance active travel provision while exercising certain functions under the Highways Act 1980.

S.9(2) – duty to have regard to the needs of walkers and cyclists while exercising certain traffic management functions.

S.(10)(1) – duty to exercise functions under this Act in a way that promotes active travel and secures more active travel infrastructure.

S.11 – duty to make full review of the Act 5 years after the publication of the first integrated network map.

S.12(2) – duty to have regard to the desirability of active travel when varying or revoking Direction and guidance.

### Direction designating localities under the Active Travel Act

#### Active Travel (Wales) Act 2013

##### To all county and county borough councils in Wales

##### Direction designating localities in relation to active travel routes

The Welsh Ministers, in exercise of the powers conferred on them by section 2(4) and (5) of the Active Travel (Wales) Act 2013 (“the Act”), make the following Direction.

#### Statutory background

Section 2(1) of the Act provides that for the purposes of the Act a route in a local authority’s area is an active travel route if –

- a) the route is situated in a designated locality in the area, and
- b) the local authority considers that it is appropriate for it to be regarded as an active travel route.

Section 2(4) of the Act provides that, in the Act, “designated”, in relation to a locality, means specified, or of a description specified, in a direction given by the Welsh Ministers. Section 2(5) provides that the Welsh Ministers may, in particular, specify a locality, or description of a locality, by reference to –

- a) density of the population;
- b) size;
- c) proximity to densely-populated localities above a particular size;
- d) position between such localities;
- e) proximity to community services and facilities;
- f) potential for other reasons to be a locality, or a description of locality, in which more travel is undertaken by walkers and cyclists by active travel journeys.

#### The Direction

In exercise of the above powers under the Act, the Welsh Ministers direct that the designated localities for the purposes of the Act are those localities within Wales specified in the Schedule below under the heading ‘Designated locality’ The localities are more particularly delineated on the map with reference:

[www.maps.google.com/gallery/details?id=z\\_Jq-ochhCD4.kxSuDhUrEQTU&hl=en-GB](http://www.maps.google.com/gallery/details?id=z_Jq-ochhCD4.kxSuDhUrEQTU&hl=en-GB)

accompanying this Direction. For ease of reference, the table below sets out which cities, towns and villages are included in the designated locality (where the designated locality covers multiple settlements), the population of the designated locality, and the local authorities with responsibility for that designated locality. Shaded blue indicates that the designated localities run across local authority boundaries, shaded yellow means they fall within a single local authority area.

The designated localities are derived from the Office for National Statistics’ Built Up Areas. The Built Up Areas are identified by splitting Wales into 50 metre by 50 metre squares. The predominant land use in each square is identified as either built up or not built up

(containing buildings and similar infrastructure, or empty of development). Where built up squares sit next to each other, then they are amalgamated into larger built up areas.

If settlements are within 200 metres of each other, then they were linked together into a single 'Built Up Area'. Many of these Built Up Areas are amalgamations of a number of towns and villages, which are in close proximity to each other and/or to a larger densely populated area. This approach reflects the actual pattern of development, rather than the administrative boundary divisions between settlements.

The designated localities have been named with reference to the largest town or city within the locality, but many stretch beyond the administrative boundaries of that named town or city. Where the shaded areas on the map extend beyond the administrative boundaries of the named town or city, local authorities should follow the boundaries shaded on the map.

Local authorities are not required to map areas in England adjacent to their boundaries.

Designated locality	Settlements that are included in the designated locality	Population	Local Authority with responsibility for settlements within the designated locality
Cardiff		447,287	Caerphilly County Borough Council, The City of Cardiff Council, Vale of Glamorgan Council, Rhondda Cynon Taf County Borough Council
	Caerphilly	41,402	Caerphilly County Borough Council
	Cardiff	335,145	The City of Cardiff Council
	Dinas Powys	7,490	Vale of Glamorgan Council
	Penarth	27,226	Vale of Glamorgan Council
	Pontypridd	30,457	Rhondda Cynon Taf County Borough Council
	Taff's Well	5,567	The City of Cardiff Council and Rhondda Cynon Taf County Borough Council
Newport		306,844	Caerphilly County Borough Council, Torfaen County Borough Council and Newport City Council
	Aberbargoed	994	Caerphilly County Borough Council
	Abercarn	5,352	Caerphilly County Borough Council
	Abersychan	7,573	Torfaen County Borough Council
	Bargoed	11,537	Caerphilly County Borough Council
	Blackwood	24,042	Caerphilly County Borough Council
	Cwmbran	46,915	Torfaen County Borough Council

Designated locality	Settlements that are included in the designated locality	Population	Local Authority with responsibility for settlements within the designated locality
	Newbridge	9,590	Caerphilly County Borough Council
	Newport	128,060	Newport City Council
	Pontllanfraith	9,220	Caerphilly County Borough Council
	Pontypool	28,334	Torfaen County Borough Council
	Risca	14,958	Caerphilly County Borough Council
	Wattsville	1,065	Caerphilly County Borough Council
	Ystrad Mynach	19,204	Caerphilly County Borough Council
Swansea		300,352	<b>City and County of Swansea Council, Neath Port Talbot County Borough Council, Powys County Council</b>
	Glais	838	City and County of Swansea Council
	Gowerton	8,183	City and County of Swansea Council
	Neath	50,658	Neath Port Talbot County Borough Council
	Pontardawe	12,333	Neath Port Talbot County Borough Council
	Port Talbot	37,276	Neath Port Talbot County Borough Council
	Swansea	179,485	City and County of Swansea Council
	Upper Killay	1,331	City and County of Swansea Council
	Ystradgynlais	10,248	Powys County Council
Wrexham		65,692	<b>Wrexham County Borough Council</b>
	Bradley	1,323	Wrexham County Borough Council

Designated locality	Settlements that are included in the designated locality	Population	Local Authority with responsibility for settlements within the designated locality
	Rhostyllen	2,766	Wrexham County Borough Council
	Wrexham	61,603	Wrexham County Borough Council
<b>Buckley</b>		<b>63,576</b>	<b>Flintshire County Council</b>
	Buckley	19,639	Flintshire County Council
	Connah's Quay	16,774	Flintshire County Council
	Deeside Industrial Park	2,134	Flintshire County Council
	Northop Hall	1,530	Flintshire County Council
	Sandycroft	6,724	Flintshire County Council
	Shotton	16,775	Flintshire County Council
<b>Tonypandy</b>		<b>62,545</b>	<b>Rhondda Cynon Taf County Borough Council</b>
	Porth	14,648	Rhondda Cynon Taf County Borough Council
	Rhondda	13,333	Rhondda Cynon Taf County Borough Council
	Tonypandy	17,789	Rhondda Cynon Taf County Borough Council
	Treherbert	5,440	Rhondda Cynon Taf County Borough Council
	Treorchy	7,694	Rhondda Cynon Taf County Borough Council
	Tylorstown	3,641	Rhondda Cynon Taf County Borough Council
<b>Bridgend</b>		<b>58,380</b>	<b>Bridgend County Borough Council</b>
	Bridgend	46,757	Bridgend County Borough Council
	Sarn	10,805	Bridgend County Borough Council
	Trelales	818	Bridgend County Borough Council
<b>Barry</b>		<b>54,673</b>	<b>Vale of Glamorgan Council</b>

Designated locality	Settlements that are included in the designated locality	Population	Local Authority with responsibility for settlements within the designated locality
Llanelli		49,591	<b>Carmarthenshire County Council</b>
	Llanelli	43,878	Carmarthenshire County Council
	Llangennech	4,324	Carmarthenshire County Council
	Pwll	1,389	Carmarthenshire County Council
Rhyl/Prestatyn		46,267	<b>Denbighshire County Council</b>
	Dyserth	2,269	Denbighshire County Council
	Meliden	2,066	Denbighshire County Council
	Prestatyn	16,783	Denbighshire County Council
	Rhyl	25,149	Denbighshire County Council
Merthyr Tydfil		43,820	<b>Merthyr Tydfil County Borough Council</b>
Colwyn Bay		34,284	<b>Conwy County Borough Council</b>
	Colwyn Bay	29,405	Conwy County Borough Council
	Penrhyn Bay	4,432	Conwy County Borough Council
	Penrhyn-side	447	Conwy County Borough Council
Ebbw Vale		33,068	<b>Blaenau Gwent County Borough Council</b>
	Blaina	4,808	Blaenau Gwent County Borough Council
	Brynmawr	5,530	Blaenau Gwent County Borough Council
	Ebbw Vale	18,095	Blaenau Gwent County Borough Council
	Nantyglo	4,635	Blaenau Gwent County Borough Council

Designated locality	Settlements that are included in the designated locality	Population	Local Authority with responsibility for settlements within the designated locality
Aberdare		31,135	<b>Rhondda Cynon Taf County Borough Council</b>
	Aberdare	29,748	Rhondda Cynon Taf County Borough Council
	Fernhill	1,387	Rhondda Cynon Taf County Borough Council
Flint		26,442	<b>Flintshire County Council</b>
	Flint	14,907	Flintshire County Council
	Gorsedd	391	Flintshire County Council
	Holywell	9,808	Flintshire County Council
	Walwen	1,336	Flintshire County Council
Rhosllanerchrugog		25,362	<b>Wrexham County Borough Council and Denbighshire County Council</b>
	Cefn-mawr	7,051	Wrexham County Borough Council
	Rhosllanerchrugog	13,501	Wrexham County Borough Council
	Ruabon	3,357	Wrexham County Borough Council
	Trevor	1,453	Wrexham County Borough Council and Denbighshire County Council
Ammanford		23,709	<b>Carmarthenshire County Council</b>
	Ammanford	7,945	Carmarthenshire County Council
	Pen-y-groes	5,717	Carmarthenshire County Council
	Penybanc	1,126	Carmarthenshire County Council
	Saron	867	Carmarthenshire County Council

Designated locality	Settlements that are included in the designated locality	Population	Local Authority with responsibility for settlements within the designated locality
	Tumble	4,302	Carmarthenshire County Council
	Tycroes	3,752	Carmarthenshire County Council
Church Village		23,277	<b>Rhondda Cynon Taf County Borough Council</b>
	Beddau	8,236	Rhondda Cynon Taf County Borough Council
	Church Village	13,783	Rhondda Cynon Taf County Borough Council
	Efail Isaf	1,258	Rhondda Cynon Taf County Borough Council
Maesteg		21,001	<b>Neath Port Talbot County Borough Council and Bridgend County Borough Council</b>
	Croeserw	1,569	Neath Port Talbot County Borough Council and Bridgend County Borough Council
	Cymmer	544	Neath Port Talbot County Borough Council
	Maesteg	18,888	Bridgend County Borough Council
Gorseinon		20,581	<b>City and County of Swansea Council</b>
	Gorseinon	15,757	City and County of Swansea Council
	Loughor	4,824	City and County of Swansea Council
Aberystwyth		18,749	<b>Ceredigion County Council</b>
	Aberystwyth	18,093	Ceredigion County Council
	Llanbadarn Fawr	656	Ceredigion County Council

Designated locality	Settlements that are included in the designated locality	Population	Local Authority with responsibility for settlements within the designated locality
Kinmel Bay/Abergele		18,705	<b>Conwy County Borough Council</b>
	Abergele	9,208	Conwy County Borough Council
	Kinmel Bay	9,497	Conwy County Borough Council
Bangor		17,988	<b>Gwynedd Council</b>
Chepstow		16,169	<b>Monmouthshire County Council</b>
Carmarthen		15,854	<b>Carmarthenshire County Council</b>
Porthcawl		15,672	<b>Bridgend County Borough Council</b>
Llandudno		15,371	<b>Conwy County Borough Council</b>
Tredegar		14,855	<b>Blaenau Gwent County Borough Council</b>
Abergavenny		14,651	<b>Monmouthshire County Council</b>
	Abergavenny	13,423	Monmouthshire County Council
	Llanfoist	1,228	Monmouthshire County Council
Haverfordwest		14,596	<b>Pembrokeshire County Council</b>
Llantrisant		14,422	<b>Rhondda Cynon Taf County Borough Council</b>
	Brynsadler	1,158	Rhondda Cynon Taf County Borough Council
	Llantrisant	13,264	Rhondda Cynon Taf County Borough Council
Llantwit Major		14,384	<b>Vale of Glamorgan Council</b>
	Llanmaes	403	Vale of Glamorgan Council
	Llantwit Major	8,427	Vale of Glamorgan Council

Designated locality	Settlements that are included in the designated locality	Population	Local Authority with responsibility for settlements within the designated locality
Pyle		13,701	Bridgend County Borough Council
Milford Haven		13,582	Pembrokeshire County Council
Treharris		12,352	Merthyr Tydfil County Borough Council and Caerphilly County Borough Council
	Nelson	4,647	Caerphilly County Borough Council
	Treharris	7,705	Merthyr Tydfil County Borough Council
Holyhead		11,431	Isle of Anglesey County Council
Newtown		11,357	Powys County Council
Mountain Ash		11,230	Rhondda Cynon Taf County Borough Council
Caldicot		11,200	Monmouthshire County Council
Llandudno Junction		11,109	Conwy County Borough Council
	Bryn Pydew	451	Conwy County Borough Council
	Llandudno Junction	10,658	Conwy County Borough Council
Abertillery		10,946	Blaenau Gwent County Borough Council
Monmouth		10,110	Monmouthshire County Council
Mold		10,058	Flintshire County Council
Pembroke Dock		9,753	Pembrokeshire County Council
Caernarfon		9,730	Gwynedd Council
	Caethro	237	Gwynedd Council
	Caernarfon	9,493	Gwynedd Council

Designated locality	Settlements that are included in the designated locality	Population	Local Authority with responsibility for settlements within the designated locality
Tonyrefail		9,317	Rhondda Cynon Taf County Borough Council
Pencoed		9,166	Bridgend County Borough Council
Pontarddulais		9,073	City and County of Swansea Council and Carmarthenshire County Council
Caerleon		8,747	Newport City Council and Torfaen County Borough Council
Rhymney		8,537	Caerphilly County Borough Council
	Pontlottyn	1,924	Caerphilly County Borough Council
	Rhymney	5,151	Caerphilly County Borough Council
Denbigh		8,514	Denbighshire County Council
Burry Port		8,310	Carmarthenshire County Council
	Burry Port	6,156	Carmarthenshire County Council
	Pembrey	2,154	Carmarthenshire County Council
Brecon		8,250	Powys County Council
Pembroke		7,552	Pembrokeshire County Council
Ferndale		7,338	Rhondda Cynon Taf County Borough Council
Hirwaun		7,247	Rhondda Cynon Taf County Borough Council
Brynna/Llanharan		6,686	Rhondda Cynon Taf County Borough Council

Designated locality	Settlements that are included in the designated locality	Population	Local Authority with responsibility for settlements within the designated locality
Abertridwr		6,504	Caerphilly County Borough Council
Rhoose		6,160	Vale of Glamorgan Council
Abercynon		5,983	Rhondda Cynon Taf County Borough Council
Broughton		5,974	Flintshire County Council
Welshpool		5,948	Powys County Council
Undy/Magor		5,914	Monmouthshire County Council
Coedpoeth		5,723	Wrexham County Borough Council
Gwaun-Cae- Gurwen/ Brynamman		5,692	Neath Port Talbot County Borough Council and Carmarthenshire County Council
	Brynamman	2,608	Carmarthenshire County Council and Neath Port Talbot County Borough Council
	Gwaun-Cae-Gurwen	3,084	Neath Port Talbot County Borough Council and Carmarthenshire County Council
Blaenavon		5,647	Torfaen County Borough Council
Ogmore Vale/ Nant-y- moel		5,461	Bridgend County Borough Council
	Nant-y-moel	2,344	Bridgend County Borough Council
	Ogmore Vale	3,117	Bridgend County Borough Council
Ruthin		5,461	Denbighshire County Council

Designated locality	Settlements that are included in the designated locality	Population	Local Authority with responsibility for settlements within the designated locality
Glynneath		5,419	<b>Neath Port Talbot County Borough Council</b>
	Blaengwrach	1,141	Neath Port Talbot County Borough Council
	Glynneath	4,278	Neath Port Talbot County Borough Council
Cwmavon		5,336	<b>Neath Port Talbot County Borough Council</b>
Llandrindod Wells		5,309	<b>Powys County Council</b>
Cardigan		5,301	<b>Pembrokeshire County Council and Ceredigion County Council</b>
	Cardigan	4,184	Ceredigion County Council
	St Dogmaels	1,117	Pembrokeshire County Council
Gresford		5,010	<b>Wrexham County Borough Council</b>
Menai Bridge		4,958	<b>Isle of Anglesey County Council</b>
Llangefni		4,864	<b>Isle of Anglesey County Council</b>
Bethesda		4,735	<b>Gwynedd Council</b>
	Bethesda	3,799	<b>Gwynedd Council</b>
	Rachub	936	Gwynedd Council
Hope		4,706	<b>Flintshire County Council and Wrexham County Borough Council</b>
	Hope	4,284	Flintshire County Council
	Sydallt	422	Wrexham County Borough Council
Tenby		4,696	<b>Pembrokeshire County Council</b>
Llay		4,681	<b>Wrexham County Borough Council</b>

Designated locality	Settlements that are included in the designated locality	Population	Local Authority with responsibility for settlements within the designated locality
Hendreforgan/ Gilfach Goch		4,395	Rhondda Cynon Taf County Borough Council and Bridgend County Borough Council
	Gilfach Goch	1,920	Rhondda Cynon Taf County Borough Council and Bridgend County Borough Council
	Hendreforgan	2,475	Rhondda Cynon Taf County Borough Council
Glanaman		4,384	Carmarthenshire County Council and Neath Port Talbot County Borough Council
Pontycymer		4,288	Bridgend County Borough Council
New Tredegar		4,208	Caerphilly County Borough Council
Pwllheli		4,076	Gwynedd Council
Glyncoch		4,020	Rhondda Cynon Taf County Borough Council
Chirk		4,007	Wrexham County Borough Council
Conwy		3,873	Conwy County Borough Council
Cowbridge		3,804	Vale of Glamorgan Council
Llanbradach		3,746	Caerphilly County Borough Council
Rhuddlan		3,709	Denbighshire County Council
Neyland		3,708	Pembrokeshire County Council
Blaenau Ffestiniog		3,662	Gwynedd Council
Llanfairfechan		3,637	Conwy County Borough Council

Designated locality	Settlements that are included in the designated locality	Population	Local Authority with responsibility for settlements within the designated locality
Penyffordd		3,554	Flintshire County Council
Aberfan		3,547	Merthyr Tydfil County Borough Council
Ynysybwl		3,503	Rhondda Cynon Taf County Borough Council
Murton		3,500	City and County of Swansea Council
Llangollen		3,466	Denbighshire County Council
Fishguard		3,419	Pembrokeshire County Council
Saundersfoot		3,361	Pembrokeshire County Council
	New Hedges	594	Pembrokeshire County Council
	Saundersfoot	2,767	Pembrokeshire County Council
St Asaph		3,355	Denbighshire County Council
Llanrwst		3,323	Conwy County Borough Council
Amlwch		3,211	Isle of Anglesey County Council
Llanfair Pwllgwyngyll		3,107	Isle of Anglesey County Council
Tywyn		3,097	Gwynedd Council
Marshfield		3,054	Newport City Council
	Castleton	735	Newport City Council
	Marshfield	2,319	Newport City Council
Llanharry		3,035	Rhondda Cynon Taf County Borough Council and Vale of Glamorgan Council
Knighton		3,007	Powys County Council

Designated locality	Settlements that are included in the designated locality	Population	Local Authority with responsibility for settlements within the designated locality
Llanhilleth		2,990	Blaenau Gwent County Borough Council and Caerphilly County Borough Council
Porthmadog		2,981	Gwynedd Council
Lampeter		2,970	Ceredigion County Council
Llanidloes		2,929	Powys County Council
Usk		2,834	Monmouthshire County Council
Builth Wells/ Llanelwedd		2,829	Powys County Council
Llandybie		2,813	Carmarthenshire County Council
Kidwelly		2,782	Carmarthenshire County Council
Cwm		2,739	Blaenau Gwent County Borough Council
Dolgellau		2,688	Gwynedd Council
Llanddulas/ Mynydd Marian		2,674	Conwy County Borough Council
	Llanddulas	1,268	Conwy County Borough Council
	Llysfaen	330	Conwy County Borough Council
	Mynydd Marian	1,076	Conwy County Borough Council
St Clears		2,663	Carmarthenshire County Council
	Pwll-trap	674	Carmarthenshire County Council
	St Clears	1,989	Carmarthenshire County Council
Penmaenmawr		2,535	Conwy County Borough Council
Creigiau		2,380	The City of Cardiff Council

Designated locality	Settlements that are included in the designated locality	Population	Local Authority with responsibility for settlements within the designated locality
Machen		2,362	Caerphilly County Borough Council
Valley		2,361	Isle of Anglesey County Council
Cwmfelinfach/ Ynysddu		2,342	Caerphilly County Borough Council
	Cwmfelinfach	1,383	Caerphilly County Borough Council
	Ynysddu	959	Caerphilly County Borough Council
Barmouth		2,315	Gwynedd Council
Pentyrch		2,287	The City of Cardiff Council
Y Felinheli		2,284	Gwynedd Council
Leeswood		2,282	Flintshire County Council
Rossett		2,279	Wrexham County Borough Council
Narberth		2,265	Pembrokeshire County Council
Gilwern		2,263	Monmouthshire County Council
Bettws		2,253	Newport City Council
Benllech		2,236	Isle of Anglesey County Council
Machynlleth		2,235	Powys County Council
Seven Sisters		2,123	Neath Port Talbot County Borough Council
Tanyfron		2,090	Wrexham County Borough Council
Resolven		2,068	Neath Port Talbot County Borough Council
Llandovery		2,065	Carmarthenshire County Council

Designated locality	Settlements that are included in the designated locality	Population	Local Authority with responsibility for settlements within the designated locality
Crickhowell		2,063	Powys County Council
Presteigne		2,056	Powys County Council
Southgate		2,004	City and County of Swansea Council

Signed by.....

Edwina Hart MBE CStJ AM, Minister for Economy, Science and Transport, one of the Welsh Ministers

Date: 2014

### Features to be depicted on the Existing Route Map

The following different features of active travel routes need to be indicated on the existing routes maps. They will be surveyed in the initial survey, to be carried out by Sustrans.

- pedestrian area;
- pedestrian area where cycling is permitted;
- shared space areas;
- traffic free footpath;
- traffic free cycle path;
- traffic free shared use path;
- traffic free segregated path;
- on road cycle route;
- one way streets;
- road without pavement;
- roads where cycling is not permitted;
- crossing points for pedestrians;
- crossing points for cyclists;
- shared use crossing points;
- level crossings.

Additionally, the maps should indicate if any of the following characteristics apply to these pieces of infrastructure:

- steep gradients;
- unlit;
- not accessible at particular times (e.g. gated at night);
- access barriers (e.g. K-gates, stiles, bollards, steps) which prevent infrastructure being fully accessible;
- Path widths are less than minimum specified in Design Guidance.