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Welsh Government

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## Guidance

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



May 2014



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## 1. INTRODUCTION

- 1.1 The Active Travel (Wales) Act 2013 (the Act) aims to make active travel the most attractive option for shorter journeys. Enabling more people to undertake active travel will mean more people can enjoy the health benefits of active travel, help reduce greenhouse emissions, tackle poverty and disadvantage and help our economy to grow.
- 1.2 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:  
<http://www.legislation.gov.uk/anaw/2013/7/contents/enacted>
- 1.3 This guidance is published by the Welsh Ministers under sections 3(4), 4(5), 5(2) and 7(2) of the Act. Local authorities are required to have regard to it when exercising the functions to which the guidance relates. Its aim is to support local authorities in delivering their new duties, and is referred to throughout this document as the delivery guidance. All references within it to local authorities are to be taken as references to county and county borough councils. Parts of the delivery guidance will be of relevance to the Welsh Government, which also has duties under the Act, and other delivery partners. Where guidance is given in relation to sections 9 and 10 of the Act, that guidance is advisory and non-statutory. The remainder of the guidance is statutory in nature.
- 1.4 This delivery guidance is one of two guidance documents issued under the Act. The other guidance document is the **design guidance** which should be read in conjunction with this guidance.
- 1.5 The **design guidance** for footways, on-road cycle routes and off-road cycle routes deals with technical standards of routes and facilities. The **design guidance** will be essential for helping local authorities to decide whether a route is appropriate for

active travel, and what steps should be taken to improve their routes. There are signposts throughout this document to relevant sections of the ***design guidance***.

- 1.6 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. This guidance will also be considered as part of the review of the operation of the Act as a whole, as required by the Act itself.

## 2. THE CONTEXT AND SCOPE OF THE ACTIVE TRAVEL DUTIES

### 2.1 The duties on local authorities

#### 2.1.1 The Act makes provision:

- for approved maps of existing active travel routes and related facilities in a local authority's area (the **existing routes map**)
- for approved integrated network 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 map**)
- 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

2.1.2 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.

### 2.2 Where the duties apply

2.2.1 Under the Act certain duties only apply to specified “designated” areas. Under section 2(4) of the Act the Welsh Ministers will designate these areas in a direction. The contents of the direction have been consulted upon and details of the consultation can be found at:

<http://wales.gov.uk/consultations/transport/8160291/?status=closed&lang=en> [The final text of the direction will be included in Annex A of this document post-consultation.]

2.2.2 Although some duties only apply in designated areas, local authorities may undertake to map and make improvements in other areas that they consider to be appropriate for the purpose of increasing rates of active travel. However, local authorities must ensure that they are meeting the duties for the designated areas and are not required to meet the duties in other areas. Local authorities may map areas outside of Wales, where settlements cross the national border. However, there is no requirement to do so.

## **2.3 Definition of Active Travel**

2.3.1 “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.

2.3.2 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. In practice, the best active travel routes will be widely used for recreation, but they are active travel routes because they provide access to work, education, services and facilities.

2.3.3 The integrated network 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> This time period equates approximately to up to three miles by foot and ten miles by bicycle, assuming a person of average fitness and depending on factors such as gradient and terrain.

2.3.4 This distance is a guide and not a rule; a route that is particularly steep or otherwise difficult to traverse will take more time than a level flat route. Likewise the three / ten mile distance should not be treated as an arbitrary cut off point if there is evidence

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

that a longer route will be used regularly for active travel. Routes should be mapped to their natural conclusion. The **design guidance** has more detail on the length and nature of routes depending on the location and likely users.

2.3.5 The purpose of showing the routes on the maps is to help and encourage people make more journeys by active travel means. People often make journeys between neighbouring local authority areas that could be made by active travel means. This is why the designated settlements for the Act have taken a wider Built Up Area approach (see annex C), which reflects the topography of Wales rather than the administrative boundaries of local authorities. Where there are existing active travel routes between places in different local authority areas, local authorities should work collaboratively to map these routes. Neighbouring local authorities should also work closely together when developing their integrated network maps. Opportunities to create or improve active travel routes between places in different local authorities should be included as part of the integrated network map.

2.3.6 The **design guidance** is a useful source for 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, and they should use their local knowledge to judge how far to extend routes beyond the named / described settlements. The **design guidance** contains a section on network planning, which will be of assistance in determining destination points and routes between them.

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

2.4.1 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. “Cycling” and “cyclist” refers to users of pedal bikes, but not motorbikes. This definition 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. E-bikes are of particular use in steep areas, for elderly and disabled people and for those who make longer journeys.

- 2.4.2 Micro-scooters, roller blades, skateboards and other similar modes of travel are generally not considered modes of active travel. Persons using them are therefore not included in the definition of “walkers and cyclists” However, we recognise they are popular amongst specific groups, e.g. micro-scooters are popular for younger children for travel to school, and should not be discouraged or impeded when they provide an attractive form of transport for some people.
- 2.4.3 Forms of equestrian travel (horse riding, carriage driving, pony and trap etc.) are not considered forms of active travel, because equestrian use is overwhelmingly for leisure purposes rather than as a mode of transport. In delivering the provisions of the Act, local authorities should be aware that equestrians are vulnerable road users and they should not unnecessarily 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. Enhancements to bridleways should not impede equestrian use and in some cases it may be more appropriate for all users if separate provision is made for walkers and cyclists.
- 2.4.4 Routes available for motorised traffic can also be important to walkers and cyclists. They can provide links to other paths to complete networks and routes, as well as being appropriate routes for some active travellers. In making improvements for active travel, authorities should not remove access to services for motor vehicles. Vehicular rights of way can be important to users with mobility problems. Active travel will need to be integrated with public transport, which is motorised and should not unnecessarily be put at a disadvantage when improving routes and facilities. There may be occasions where to deliver parts of the integrated network for active travel, routes are necessary in locations which will significantly disadvantage motorised traffic. In this 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. The **design guidance** contains advice on how to proceed in these circumstances (chapter 5 section 2: Network Planning for Cyclists).

2.4.5 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.

## **2.5 Funding**

2.5.1 To achieve best value for money, the Welsh Government will undertake an initial national data collection of active travel routes and facilities in the designated settlements. The Welsh Government will capture this data and local authorities will be provided with access to the necessary software to access, amend and maintain the data. Funding to deliver the maps will be provided from the Welsh Government to local authorities as part of funding to support active travel.

2.5.2 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 route maps. The costs of enhancing walking and cycling facilities in new road schemes will need to be considered as part of individual schemes.

2.5.3 Local authorities are encouraged to seek additional sources of funding to maximise the improvements they can make. Local authorities are encouraged to develop partnerships with the private sector to support active travel in their area. This could lead, for example, to 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. It may also be possible to use planning obligations under the section 106 of the Town and Country Planning Act 1990 (commonly known as Section 106 agreements) to fund new or improved active travel infrastructure.

2.5.4 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.

2.5.5 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
- Local Authorities
- European Commission
- Natural Resources Wales
- National Lottery
- Groundwork Trust
- Sustrans
- CTC Cymru

## **2.6 Links to other plans**

2.6.1 Local Transport Plans are required by the Transport Act 2000, and local authorities will have Local Development Plans and Single Integrated Plans covering community strategies, children and young people's plans, rights of way improvement plans, health, social care and well-being strategies. Local authorities may also have other plans and strategies for related areas of work, such as parks and open spaces plans.

2.6.2 These related plans and strategies will help provide some of the context and supporting information for the development of the maps. The maps can be also be used in turn to develop these areas of policy as improved active travel infrastructure may help to contribute to the outcomes sought.

2.6.3 Under section 6 of the Act local authorities will need to have regard to the integrated maps in developing their transport policies and delivery plans. There is not a legal duty to deliver all the schemes in the integrated maps, but local authorities must deliver new routes and facilities each year and improve their existing routes and facilities. When considering funding submissions, Welsh Ministers expect to see key schemes being prioritised, and evidence that the integrated network maps have been considered.

2.6.4 The plans set out in the integrated network map will need to be reflected in local transport planning and policies. Local authorities are required to have local transport plans by the Transport Act 2000. The integrated maps will inform the development of these local transport plans. Chapter 5 of the ***design guidance*** contains extensive advice on approaches for developing an active travel network.

2.6.5 At the three year review point, there should be a measureable difference between the previous existing route map and the new one. This is one of the indicators that can be used to see how well, or not, the local authority has complied with the duty to secure continuous improvement.

## **2.7 Other statutory duties and responsibilities**

2.7.1 The Welsh Government has a duty to promote sustainable development in all areas of its work, and has made sustainable development its central organising principle. The Welsh Government expects local authorities to follow sustainable development principles in exercising all of their duties. Enabling people to undertake more journeys by active travel should help to increase the number of sustainable journeys made and decrease the number of less sustainable journeys, which will provide health, environmental and economic benefits. When local authorities are producing their maps and making improvements to the active travel network, they should consider how they can deliver the improvements in a way that will be both financially and environmentally sustainable.

2.7.2 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<sup>2</sup>. The duties created by the Active Travel (Wales) Act 2013 were drafted with these duties in mind.

2.7.3 The general equality duty under the Equalities Act 2010 requires public authorities, in the exercise of their functions, to have due regard to the need to

- eliminate discrimination

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<sup>2</sup> Local Government (Wales) Measure 2009 , section 5

- advance equality of opportunity
- foster good relations between those with a protected characteristic under that Act and those without.

2.7.4 In exercising their functions under the Active Travel (Wales) Act 2013, local authorities will have to ensure that they are meeting their duties under the Equalities Act 2010. Case law on the equality duties set out some very clear guidance on what organisations need to do in order to have 'due regard'. This will be relevant to the equality duty. In particular, decision-makers need to:

- be aware of their responsibilities under the duty
- make sure they have adequate evidence (including from consultation, if appropriate) to enable them to understand the potential effects of their decisions on different people covered by the duty
- consciously and actively consider the relevant matters, in such a way that it influences decision-making
- do this before and at the time a decision is taken, not after the event
- be aware that the duty cannot be delegated to third parties who are carrying out functions on their behalf

Case law also suggests that it is good practice to document how decisions were reached. Equality Impact Assessments are a standard way of recording and reflecting on decisions, including how these decisions were reached and what evidence was considered in making these decisions.

2.7.5 Activities to develop maps, and to create new or improved active travel routes and facilities, will affect some groups differently than others. For example, there will always be some routes that are unsuitable for wheelchair users due to factors such as historic steps that cannot be removed, steep inclines that cannot be levelled, a narrow path that cannot be widened and so on. Maps are not as accessible to people with visual impairments, and could be difficult to interpret for people with some kinds of learning disabilities.

2.7.6 To meet their duties under the Equalities Act 2010, local authorities should 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.

2.7.7 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.<sup>3</sup> Under the Active Travel (Wales) Act 2013 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 how to consult.

2.7.8 As much local information and advice as is reasonably possible should be sought on the impact on disabled people from the outset, including information on:

- any parts of the local network and paths already used by people with mobility problems
- other facilities and features that are valued by those with restricted mobility
- key features and attractions in the area which disabled people may be excluded from, or have only limited access to, and what needs to be done to overcome these barriers
- publicity and information about access opportunities currently available to those with restricted mobility
- what information users will need in order to be able to judge the suitability of routes and to make use of opportunities to walk and cycle
- the best form to provide that information, for example to people with sight problems
- sources of practical help and advice available to assist the authority in opening up active travel routes to people with restricted mobility. This might include, for example, using the experience and expertise of a local access group or disability forum to help carry out access audits of routes. They may also be able to advise on the works necessary to open up the networks, prepare or disseminate information, or monitor the condition and use of paths and provide regular feedback

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<sup>3</sup> Further information is given in Equality Act 2010: Public Sector Equality Duty. What Do I Need To Know? A Quick Start Guide for Public Sector Organisations (GEO, 2011).

2.7.9 Local authorities should seek to establish a dialogue with organisations representing disabled people as part of developing a clear understanding of local needs, circumstances and opportunities. Local authorities should consult colleagues in their own authorities and other authorities and agencies for the area. For example, social services departments, disability information officers, disabled access advisors, the local disability information and advice line (DIAL), the Council for Voluntary Services, Public Health Wales and the Library Service may be able to give advice and guidance. They will be aware of the established network arrangements in the area and should be able to suggest the most appropriate local contacts for local authorities to approach.

## 2.8 Monitoring

- 2.8.1 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. The Act requires local authorities to report on the level of use of active travel routes (see section 3.4 of this guidance) and the Welsh Ministers to report on the extent to which walkers and cyclists make active travel journeys.
- 2.8.2 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.
- 2.8.3 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.
- 2.8.4 Further information on monitoring the specific schemes delivered as a result of the Act is given in section 5 of this guidance and in the **design guidance**, (Chapter 11: Monitoring and Evaluation).





### **3. PREPARING THE MAPS**

#### **3.1 Introduction**

- 3.1.1 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***.
- 3.1.2 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. 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.

#### **3.2 Definition of routes and facilities to be shown on the maps**

- 3.2.1 For a route to be considered an active travel route it must be in the right place to facilitate active travel journeys, and it must be of a suitable condition to be used for active travel. The ***design guidance*** will be essential in helping local authorities determine whether the routes are of a suitable nature, location and condition to be classed as active travel routes. For ease of reference, the basic requirement for an active travel route is that it is reasonably safe, comfortable, continuous and direct, and that it enables people to access services and facilities by walking or cycling.
- 3.2.2 The primary purpose of the existing routes maps is to communicate to the public where routes are suitable for active travel. 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. 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***.

3.2.3 Potential active travellers should be able to determine the best route for them, based on which routes are appropriate for their needs. The existing routes maps should show the nature and features of routes to enable active travellers to make a decision on how and where to travel.

3.2.4 The following different features of active travel routes need to be indicated on the existing routes maps (this list is not exhaustive):

- pedestrian area (with times if applicable)
- pedestrian area where cycling is permitted
- traffic free footpath\*
- traffic free cycle route
- traffic free shared route
- segregated footpath\*
- segregated cycle route
- on road cycle route
- one way route
- traffic calmed streets
- 20 mph zones
- road without appropriate footway / pavement
- steep gradient
- pedestrian crossing
- pedestrian and cycle crossing
- bridges for pedestrians
- bridges for cyclists
- underpasses for pedestrians
- underpasses for cyclists
- steps
- stiles

\*local authorities should indicate footpaths; however it is not necessary to indicate footways/pavements alongside roads. There is a reasonable expectation that most

roads will have appropriate footways/pavements, local authorities should therefore indicate where this is not the case

- motorcycle barriers
- bollards
- gates (with times if applicable)
- level crossings
- where the route is not lit at night

3.2.5 For the purposes of the Existing Route Map, local authorities do not need to depict pavements alongside roads. The assumption is that all roads will have pavements, unless the map explicitly notes that there is no pavement (or the standard of the pavement is too poor to be safely used). Local authorities are not required to survey every single walking route within the Built up Areas, as there is already a fairly comprehensive pedestrian network in place. Instead local authorities should concentrate on high-priority routes, using the methodology set out in Chapter 5 Section 1 of the **design guidance** (Network Planning for Walking).

3.2.6 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” (see para 3.2.3-3.2.7)

3.2.7 The maps will also show facilities that enable people to make journeys by active travel. The following types of related facilities should be included on the existing routes maps:

- cycle parking
- cycle shelters
- covered walkways for pedestrians
- covered walkways for pedestrians and cyclists
- public toilets
- cycle hire

3.2.8 These facilities 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.

3.2.9 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 locations would make the maps of most value to active travellers in their area.

### **3.3 Format of maps**

3.3.1 Local authorities should produce the maps in a format that is fit for the purpose of enabling people to make journeys by active travel by communicating where the appropriate routes are. Local authorities are under a duty to promote active travel in the exercise of their functions under the Act. The format of the maps should work to promote active travel to meet this duty. 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.

- 3.3.2 Local authorities must produce maps that cover the designated settlements. Local authorities may produce one map for each settlement or they may produce one map that covers more than one settlement. The geographical size of the areas to be covered will be the main consideration for local authorities in determining whether to produce one or more maps to cover a number of settlements.
- 3.3.3 The Act requires local authorities to publish the maps 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; and bring to the attention of the public where copies are available. Section 4 provides further guidance on what publication is appropriate.
- 3.3.4 The maps must be available in English and Welsh and, if appropriate, local authorities should consider producing the maps in other languages. Particular consideration should be given to accessibility of the maps for people with visual impairments. Where appropriate Braille tactile maps of small areas (such as pedestrianised areas or routes that will be heavily used) can be made available.
- 3.3.5 The Welsh Government will conduct a national data collection exercise to provide local authorities with initial data for each of the designated settlements. Local authorities should use this data, which they will be able to access amend and update, to create their maps.
- 3.3.6 The maps should be produced and submitted to the Welsh Ministers in an electronic format which can be printed to hard copy.

### **3.4 The process for preparing the existing routes map**

- 3.4.1 Under the Act, local authorities are able to produce maps collectively and / or contract the work to another body. Local authorities are encouraged to explore options for achieving value for money in developing and delivering their maps. This

could be through joint working, through contracting or through other means. Where a Built Up Area crosses local authority boundaries, local authorities may wish to agree that one local authority will take a lead on behalf of the others. Alternatively, if local authorities have the ability to conduct the work “in-house” this option might be best value for money.

## Data

3.4.2 The Welsh Government will conduct a national data collection exercise to provide each local authority with the necessary survey data to be able to map each of the designated settlements within their area. This data will be held on software which each local authority will have access to. Local authorities will be able to add to and amend the initial data held and will be responsible for maintaining the data.

3.2.1 This data will be given to local authorities to validate, based on their local knowledge. Many local authorities already survey active travel routes on a regular basis as part of meeting their duties on road safety and rights of way. They will be able to use or supplement this information to provide more complete or up to date information. The Rights of Way Map and information in the Rights of Way Improvement Plans about the condition of the routes will also provide useful information to validate the surveyed data. Chapter 5 of the **design guidance** contains information on the surveying of existing routes, as part of the process for creating the integrated network maps.

3.2.2 Local authorities should use the data to develop maps in a format that is appropriate for the purpose of helping people to make journeys by active travel by communicating where there are appropriate routes, see 3.3 above. The draft maps will then be subject to consultation.

## Preparation of statement

3.2.3 In considering the data local authorities may identify some routes that they believe are useful for active travellers, but do not meet the standards set out in the **design guidance**. An example of this would be routes that are in the correct location, and are reasonably safe and comfortable to use, but the standard of the route does not necessarily meet all the criteria of the **design guidance**.

- 3.2.4 If routes that are useful but do not meet all of the criteria in the design guidance are identified, they can be depicted on the existing routes maps if they are clearly marked as not meeting this standard. However, when the maps are submitted to Welsh Ministers for approval, they must be accompanied by a statement detailing which routes are not up to the standard, and an explanation of why these routes are still considered suitable to be included on the maps.
- 3.2.5 An example of an acceptable explanation, “Cycle route between train station and shopping centre is considered a suitable route because it provides a continuous and direct route between two popular locations and facilitates access to the shopping centre by a combination of active travel and public transport. It does not meet the standard of the design guidance because the path width is insufficient for the type of route, however the route is only marginally narrower than the recommended width and neither comfort nor safety would be considerably diminished as a result. Necessary improvements to bring this route up to standard will be undertaken and the route is identified for improvement on the integrated network map”. The statement and explanation can be a short document, with only a couple of sentences for each route that does not meet standards.
- 3.2.6 Routes that fall very far short of the standards, to the extent that they are difficult and dangerous to use, 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 (unless they are included as a landmark or destination point) or if they can not be accessed safely from the rest of the Network. This may be the case for some existing routes that are for purely recreational use.
- 3.4.3 Table 5.2 in 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 5.3 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. The likely users will also be a factor in deciding whether to include a route on the existing route maps; a route to a school would need to be suited for use by unaccompanied children, while a route to an industrial estate is likely to be used by adults only.

3.2.7 The statement and explanation should be included for consultation alongside the maps. 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 must also be published alongside the existing routes maps. Section 4 of this guidance details the publication requirements for both the maps and the statement and explanation.

## **Consultation**

3.2.8 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.

3.2.9 If the route is a permissive route, then the landowner's agreement must be sought. In many cases a meeting and a letter 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.

3.2.10 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.

3.2.11 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, it may be appropriate for local authorities to produce a young person friendly 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. It is possible to produce



Braille tactile maps for small areas at relatively low cost. Whilst it may not be possible to map the whole of a designated settlement in this way, producing Braille tactile maps for particular small areas such as pedestrianised areas or routes that will be heavily used should be considered. Alternative approaches for consultation with people with visual impairments, such as site visits, should also be considered.

3.2.12 Local authorities should consider consulting with:

- *delivery partners, including:* adjoining local authorities, Community / Town Councils, One Voice Wales, National Park authorities (where relevant), any Local Access Forum established for the area or any part of it, Natural Resources Wales, Canal and River Trust, Welsh Water, Severn Trent Water and Dee Valley Water, Network Rail, Crown Estate, National Trust, Woodland Trust and the Welsh Government.
- *the public, including:* 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.

### **Approving the maps**

3.2.13 The first existing routes maps must be prepared and submitted within one year of the commencement of section 3 of the Act. [*Commencement date and deadline for submission will be included in final guidance*].

3.2.14 The existing routes maps and the accompanying statement and explanation must be submitted to the Welsh Ministers to be approved by sending an electronic map or a web link to an electronic map to [activetravel@wales.gsi.gov.uk](mailto:activetravel@wales.gsi.gov.uk).

3.2.15 Local authorities should also submit evidence of 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. This need only be a maximum of 2-3 pages long, and local authorities should seek to reuse information that they are producing anyway to report on consultation activity.

3.2.16 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.

3.2.17 If the Welsh Ministers do not approve an existing routes map, 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) which will remain in line with the submission of the integrated network maps.

3.2.18 Once the Welsh Ministers approve the maps, and any statement and explanations, they should then be published in accordance with section 5 of this guidance.

### **Reviewing the Maps**

3.2.19 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 existing routes maps should include a consultation to ensure that it is accurate. However, the map should be an update showing the infrastructure that has been built since the previous version, so it should be a much smaller exercise to compile.

3.2.20 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 approximately 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. [*Table showing the date for the first three submissions of the maps will be included in final guidance*]

3.2.21 Local authorities can update and publish versions of the existing route 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.

3.2.22 From the second submission of the existing routes map, local authorities must also submit two reports; one specifying 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, and another specifying the costs incurred in making year on year improvements to active travel routes and facilities in the most recent financial year.

3.2.23 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 this route as the baseline against which the level of use of the new route should be compared.

3.2.24 Local authorities should monitor levels of use of any new or improved routes as part of that scheme. For these routes local authorities should only have to collate the relevant information into the report. However, some existing routes may not already be subject to monitoring, and local authorities should consider how best to monitor these routes when they are subject to improvement. Different monitoring mechanisms may be suitable to provide the necessary information on the level of use. The type of monitoring that is undertaken will depend upon a number of factors relevant to the specific scheme itself, including accessibility of the scheme and the

funding available. The **design guidance** provides information on the different types of monitoring that can be undertaken for different types of schemes.

3.2.25 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).

3.2.26 Both reports should be submitted to in electronic form to [activetravel@wales.gsi.gov.uk](mailto:activetravel@wales.gsi.gov.uk).

### **3.3 The process for preparing the integrated network maps**

3.3.1 The integrated network map must be prepared and submitted to the Welsh Ministers within three years of the commencement of section 4 of the Act [*commencement date and deadline for submission to be included in the final guidance*].

3.3.2 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.

3.3.3 Schemes for delivery in the medium term should have a clear intention for delivery but remain dependent on funding availability or other issues. Schemes for delivery in the longer term 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. All of these schemes can be identified on the maps in as much detail as is known. Chapter 5 of the **Design Guidance** has extensive advice on the preparation of the integrated network map, which local authorities may wish to do as part of creating a plan for delivering an integrated cycling network.

### **Documents and sources of information**

3.3.4 Local authorities should consider the data that has been used to develop the existing routes maps. From 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.

3.3.5 Existing plans and strategies that the local authority has already created can also be used to help draft the integrated network maps. This is an opportunity to consider any 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).

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

- Local Development Plans
- Any 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
- proposals for land use, including housing, commercial and industrial developments
- information contained in the play sufficiency assessments
- plans for public spaces, such as parks
- plans and strategies by third parties that include infrastructure provision for active travel

3.3.7 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.

3.3.8 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.

3.3.9 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.

3.3.10 Local authorities have wide experience of using market research and other techniques to test whether, and to what extent, the services that they provide are valued and meet the public's demands and expectations. Local authorities may wish to undertake surveys of the public's expectations and requirements for walking

and cycling routes and facilities. This may include assessing the needs locally of specific user groups, such as disabled people. Surveys might also help to assess the extent to which people are making car journeys due to lack of knowledge of alternative methods, lack of infrastructure provision or whether their journey was unsuitable for active travel. 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.

3.3.11 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, 2014, 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.

3.3.12 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.

## **Consultation and Engagement**

3.3.13 The Act requires that local authorities consult in the preparation of the integrated network maps. Local authorities must consult with any persons who have requested

to be consulted and any other persons local authorities consider appropriate. The following section provides guidance on who should be consulted.

- 3.3.14 Local authorities should engage with all relevant internal departments and with neighbouring authorities. They should also consult with other delivery partners and bodies including access forums and trip generators. This will allow local authorities to create a draft integrated network map which can form the basis of wider community engagement.
- 3.3.15 There should be close co-operation across different local authority departments as maps are prepared. Departments that ought to be involved include planning, highways, regeneration, and other departments dealing with public infrastructure. It might be necessary to involve departments such as education, rights of way, health, community safety and tourism to gain knowledge of where new routes or improvements to routes would make the largest impacts on rates of walking and cycling. It may also be appropriate to involve engineers who will be responsible for delivering the schemes at this stage to draw on their expertise as well as enabling them to feel ownership of potential schemes at the earliest stage.
- 3.3.16 Where active travel is a viable mode of transport, continuous routes across the local authority boundaries should form part of the maps and local authorities are expected to collaborate over their plans to enhance or create routes and to work to align their provision.
- 3.3.17 The Act requires that local authorities consult all persons who have requested to be consulted and any other persons as it considers appropriate. We recommend that in meeting this duty local authorities use the same consultee list as for the existing routes map and add bodies that will be affected by the plans on the integrated network map. This could include landowners, large employers, educational bodies, tourist attractions, retail centres and many more. Chapter 3 of the ***design guidance*** contains further advice on consultation on active travel schemes and maps.

#### *Other bodies to engage*

- 3.3.18 Local authorities should involve local access forums in the preparation of their active travel maps, particularly where existing rights of way are being used as part



of the integrated networks. The focus of the local access forums is rights of way, rather than active travel, but they can be useful in establishing whether increasing levels of use on a particular route would disadvantage other categories of users (e.g. equestrians).

3.3.19 The agreement of landowners to showing existing routes on the integrated network map is not required where the route is an existing right of way, 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 integrated network map to the landowner's attention.

3.3.20 If an existing route to be shown on the map is a permissive route, then the landowner's agreement must be sought. In many cases a meeting and a letter to confirm agreement will be sufficient. If there are time restrictions on when a permissive route can be used this should be noted on the map.

3.3.21 Consent is not required to show possible future routes on the integrated network maps, but landowners affected should be notified and consulted. 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.

3.3.22 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.

### *Engaging the public*

3.3.23 There should be a 12 week public consultation on the integrated network maps. Local authorities should consult with the people who live in the area and therefore

may use the new / improved infrastructure planned and shown on the map. 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. Whilst local authorities will be under a duty to secure new, and improve existing infrastructure every year, these and other factors may affect the delivery of some routes on the integrated network maps. 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.

3.3.24 For this community engagement to be successful it will be important to engage with diverse groups. The purpose of the Act is to increase the rates of walking and cycling. The increase in walking and cycling should come from people who do not currently walk or cycle as well as increasing the rates of walking and cycling amongst people who already walk and cycle. Therefore community engagement on the integrated network maps needs to reach people who are not currently active travellers. To engage these groups, 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.

3.3.25 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.

3.3.26 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.

3.3.27 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**

3.3.28 The integrated network maps must be submitted to the Welsh Ministers for approval by sending an electronic map or a web link to an electronic map to [activetravel@wales.gsi.gov.uk](mailto:activetravel@wales.gsi.gov.uk). Local authorities should also submit evidence of 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. This need only be 2-3 pages long, and local authorities should seek to reuse information that they are producing anyway to report on consultation activity.

3.3.29 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

3.3.30 If the Welsh Ministers do not approve an integrated network map, 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 the three year timeframe for reviewing and resubmitting the map(s) will be from the date when the first version of the map(s) were submitted, rather than the date from which the approved map(s) were submitted. The Welsh Ministers will include information on which local

authorities have failed to submit acceptable maps in their review of the operation of the Act.

3.3.31 Once the Welsh Ministers agree to approve the maps they should then be published in accordance with section 5.

### **Reviewing the Maps**

3.3.32 The integrated network map must be reviewed and resubmitted to the Welsh Ministers within three years of the last submission. There will be a need for consultation and engagement on each new version of the map. This is an opportunity to review plans and consider new approaches.

3.3.33 The requirement on local authorities to resubmit the integrated network map does not preclude local authorities updating and publishing updated versions of the map more regularly.

## **4. PUBLICISING AND PUBLISHING THE MAPS**

### **4.1 Requirements to publish**

4.1.1 The completed maps are to be publicly available as soon as reasonably practical after they have been prepared. This will be as soon as the Welsh Ministers have agreed the draft sent to them for approval.

4.1.2 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

### **4.2 Publishing the existing routes maps and statement and explanation**

4.2.1 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.

4.2.2 In meeting the requirements for publication set out in 4.1.2 above local authorities could consider:

- making an electronic copy of the map available on their website
- sending free copies to public areas such as libraries, leisure centres, tourist information centres, hospitals, clinics, GP surgeries, schools, colleges, universities, train and bus stations
- producing versions in any other languages considered appropriate as well as the versions in Welsh and English

- making a limited supply of Braille tactile maps of particular small areas such as pedestrianised areas or routes that will be heavily used available on request

4.2.3 Local authorities are encouraged to bring the maps to the attention of the local population in an appropriate way for their area. This may involve making use of town and community councils, handing out maps at stalls that local authorities have at fairs, placing notices in the local paper, distributing maps to local voluntary groups etc. In considering what is appropriate, local authorities should consider circulating the maps to people who will use them, it is more likely that targeted distribution of maps through the methods identified above will get the maps to people who will use them rather than blanket posting of maps to everyone in the area.

4.2.4 When producing hard copies of the maps local authorities should consider how often the maps will be updated to reflect new or improved infrastructure. Local authorities should consider how many maps will be needed before the maps are next updated and be prepared to reprint maps when updates are needed.

4.2.5 Some local authorities may find it appropriate to publish the maps online and distribute the maps by electronic means rather than paper means. This may allow local authorities to keep the information more up to date and to provide features such as layering data which may make the maps more useful for people to identify information they need to undertake active travel.

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

4.2.7 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. It is therefore useful for the public to have any statement and explanation easily available.

4.2.8 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.

### **4.3 Publishing the integrated network maps**

4.3.1 The integrated network maps are likely to be 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.

4.3.2 In meeting the requirements for publication set out in 4.1.2 above local authorities should also consider:

- making an electronic copy of the map available on their website
- producing versions in any other languages considered appropriate as well as the versions in Welsh and English
- producing a limited supply of Braille tactile maps of particular small areas such as pedestrianised areas or routes that will be heavily used

### **4.4 Publishing reports on levels of use and costs of continuous improvement**

4.4.1 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. The reports are likely to be of interest to fewer people than the existing routes map and less public facing. However, they should be made publicly available online and in hard copy on request.

4.4.2 Local authorities are also 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 are less public facing than the existing routes maps, however they should be readily available online and should be available in hard copy on request. See 5.3.4 for further information on the content of these reports.



## 5. SECURING CONTINUOUS IMPROVEMENT IN ACTIVE TRAVEL ROUTES AND FACILITIES

### 5.1 Making and prioritising improvements

5.1.1 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, rather than other routes and facilities that are not active travel routes. In delivering improvements, local authorities should have the aim of creating a network that 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. The following list is not exhaustive, nor is it in any order of priority, however types of improvement would include:

- improvements to existing routes that are not up to standard in the **design guidance**
- creating new routes that have been identified for delivery on the integrated network map
- improvements to facilities that already exist but are not suitable for use for all active travellers
- creating new facilities that have been identified for delivery on the integrated network map

5.1.2 Local authorities should attain a balance of improving existing routes / facilities, building new routes / facilities and making routes / 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.

5.1.3 When prioritising schemes, 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. The following list is not in any particular order, but local authorities should take into consideration which improvements will:

- increase the safety of existing routes
- increase disabled access on existing routes and to existing facilities, where there is no or poor disabled access presently
- connect existing routes where junctions / bridges / busy roads etc are severing routes
- improve routes and facilities around train and bus stations
- create, extend or improve routes and facilities around public buildings including work places
- create, extend or improve routes and facilities between settlements, where suitable for active travel

5.1.4 When local authorities are creating new routes or improving existing routes they should include related facilities that will help to make the route suitable for use by different users. To determine what related facilities should be included local authorities should consult the **design guidance**. In all improvements to existing routes and in creating any new routes, local authorities should ensure that there are clear signs that direct active travellers to use the most suitable routes. This may require signs to be added that direct active travellers to the network from nearby roads. Where clear signs are not already in place, local authorities should ensure that replacing or creating signs forms part of the scheme. Improving signs on, or to, existing routes where no further improvements are taking place would also be considered as making improvements.

5.1.5 Local authorities are encouraged to be innovative in sourcing funds to support and promote the improvements and should consider seeking funds from lottery bodies, European programmes, and some charitable trusts. To be successful, the right funding partnerships will normally need to demonstrate that they are making improvements to the active travel network for reasons which link into broader policy objectives, such as health, tourism, safe routes to school / work and accessibility for those with limited or restricted mobility or for those who socially excluded (see section 2.5 for further information on sources of potential funding).

## **5.2 Involvement of landowners**

- 5.2.1 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 are encouraged to 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.
- 5.2.2 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).
- 5.2.3 If it becomes clear that there is little prospect of reaching agreement within a reasonable time, authorities should be prepared to 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.
- 5.2.4 When making improvements to the existing network local authorities should liaise with landowners prior to carrying out the work in order to gain their co-operation or participation, as well as informing them of what is to take place. Landowners may also be able to provide local knowledge that will be useful in carrying out improvements.
- 5.2.5 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 councils, National Park authorities or with other local

liaison groups. Local authorities should also consider alternative ways of carrying out the work such as through the use of volunteers and alternative means of contracting.

### **5.3 Monitoring and Measuring Outcomes**

- 5.3.1 As part of the development of individual schemes for improvement, monitoring should be considered from the outset. How the success of any improvements will be monitored will need to be considered prior to commencing any work on these schemes. Any bids for funding will need to include details of how the success of the scheme will be monitored. Monitoring will also be necessary to meet the duty to report on the change in the levels of use of active travel routes and facilities (see 3.4.26).
- 5.3.2 The type of monitoring that is undertaken will depend upon a number of factors relevant to the specific scheme itself, including accessibility of the scheme and the funding available. However, monitoring should be built into all schemes. Chapter 11 of the ***design guidance*** provides information on the different types of monitoring that can be undertaken for different types of schemes.
- 5.3.3 Local authorities will be expected to incorporate evidence from individual scheme monitoring into progress reporting which is submitted to the Welsh Government.
- 5.3.4 Local authorities are also required to report to the Welsh Ministers the costs incurred in each financial year in meeting the duty to make year on year improvements. This report should detail all schemes delivered to make new or improve existing active travel routes and facilities and the associated costs incurred in undertaking the schemes (see 4.4 for details on publication requirements).

## **PROVISION FOR WALKERS AND CYCLISTS IN EXERCISE OF CERTAIN FUNCTIONS**

- 6.1.1 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.
- 6.1.2 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 Active Travel (Wales) Act 2013, 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.
- 6.1.3 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.

- 6.1.4 Improvements that are made to provision for walkers and cyclists in highway construction or improvement should be proportionate to the particular construction or improvement. Where an entirely new highway is being constructed, highway authorities should make provision for walkers and cyclists of the same kind that is being made for motorised transport as part of that construction (for example, by providing a segregated cycle path and pavement). Where improvements are being made to a highway, such as improvement to lighting, highway authorities should make provision of the same kind for walkers and cyclists (for example, by ensuring

that lighting for walkers and cyclists is suitable, and improving it if not). Where highways authorities are undertaking maintenance, such as resurfacing, they should also make provision of the same kind for walkers and cyclists (for example by resurfacing any on-road cycle paths or neighbouring off road cycle paths and pavements if these routes would benefit from resurfacing). It may also be possible to consider including further enhancements for walkers and cyclists at the same time as maintenance (for example when remarking roads to mark more suitable cycle lanes).

- 6.1.5 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.
- 6.1.6 Provision for walkers and cyclists should also be made available during any schemes to construct, maintain, or improve highways as far as is possible. Where roads are closed it should be clear whether this is only applicable to the road and not the pavement or where it is applicable to all types of access. Where diversions are necessary, alternative diversions for walkers and / or cyclists should be given if there is a more comfortable, safe or direct route available.
- 6.1.7 Part 9 of the Highway Act 1980 concerns interference with highways. To meet their duty under the Active Travel (Wales) Act 2013, 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.
- 6.1.8 Part 12 of the Highway Act 1980 concerns the acquisition, vesting and transfer of land for highway purposes. To meet their duty under the Active Travel (Wales) Act 2013 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. The acquisition of land should be

proportionate to the land acquired for the road in that the road and the active travel route should connect the same locations. However, it may be that the connections would be most appropriately made by acquiring different land rather than acquiring more of the same stretch of land.

6.1.9 The Active Travel (Wales) Act 2013 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.

6.1.10 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 Active Travel (Wales) Act 2013 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.

6.1.11 Part 4 of the Road Traffic and Regulation Act 1984 concerns parking places. To meet their duties under this section of the Active Travel (Wales) Act 2013 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.

6.1.12 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 to 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 to walkers and / or cyclists. The **design guidance** includes further guidance on the design of obstructions.

6.1.13 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.

6.1.14 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.

6.1.15 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.

6.1.16 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.

6.1.17 To meet their duty under the Active Travel (Wales) Act 2013, 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**

- 7.1.1 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. The following chapter gives examples of ways in which local authorities may meet this duty. 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 encourages local authorities to be innovative and imaginative in promoting active travel.
- 7.1.2 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, in line with section 3.3 of this guidance, 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.
- 7.1.3 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.
- 7.1.4 When publishing the maps local authorities should consider how best to bring the maps to the attention of people in their area in line with sections 4.2 and 4.3 of this guidance. Local authorities may use the publication of the maps as an opportunity for wider promotion of active travel. Local authorities may wish to organise wider promotion activity around the publication of the existing routes maps such as cycling safety events or training.

- 7.1.5 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.
- 7.1.6 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.
- 7.1.7 Local authorities must report to the Welsh Ministers what activities have been undertaken to promote active travel journeys in each financial year. This report should detail all 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.

### Settlements to which these Duties Apply

The table below lists Built Up Areas (BUAs) in Wales that have a 'usual resident population' of more than 2,000 people. BUAs are determined by the predominant land use of 50 metre by 50 metre squares, the built up squares that sit next to each other are amalgamated into a BUA. Where BUAs are within 200 metres of another BUA, they are also amalgamated into one BUA.

However, this means that BUAs include some towns and villages that are not usually considered part of the area that the BUA is named after. For example, Caerphilly is usually considered a separate place from Cardiff, but it is part of Cardiff BUA. To address the confusion this approach could cause, Built Up Area Subdivisions (BUASDs) have also be identified. The table below shows all of the BUASDs within each BUA.

Details of the consultation on the geographically applicability of the Active Travel (Wales) Act 2013 can be found here:

<http://wales.gov.uk/consultations/transport/8160291/?status=closed&lang=en>

<b>Built Up Area (BUA)</b>	<b>Built Up Area Subdivision (BUASD)</b>	<b>Population</b>
<b>Cardiff BUA</b>		<b>447,287</b>
	<i>Cardiff - Caerphilly BUASD</i>	<i>41,402</i>
	<i>Cardiff - Cardiff BUASD</i>	<i>335,145</i>
	<i>Cardiff - Dinas Powys BUASD</i>	<i>7,490</i>
	<i>Cardiff - Penarth BUASD</i>	<i>27,226</i>
	<i>Cardiff - Pontypridd BUASD</i>	<i>30,457</i>
	<i>Cardiff - Taff's Well BUASD</i>	<i>5,567</i>
<b>Newport (Newport) BUA</b>		<b>306,844</b>
	<i>Newport (Newport) - Aberbargoed BUASD</i>	<i>994</i>
	<i>Newport (Newport) - Abercarn BUASD</i>	<i>5,352</i>
	<i>Newport (Newport) - Abersychan BUASD</i>	<i>7,573</i>
	<i>Newport (Newport) - Bargoed BUASD</i>	<i>11,537</i>
	<i>Newport (Newport) - Blackwood BUASD</i>	<i>24,042</i>
	<i>Newport (Newport) - Cwmbran BUASD</i>	<i>46,915</i>
	<i>Newport (Newport) - Newbridge BUASD</i>	<i>9,590</i>
	<i>Newport (Newport) - Newport BUASD</i>	<i>128,060</i>
	<i>Newport (Newport) - Pontllan-fraith BUASD</i>	<i>9,220</i>
	<i>Newport (Newport) - Pontypool BUASD</i>	<i>28,334</i>
	<i>Newport (Newport) - Risca BUASD</i>	<i>14,958</i>
	<i>Newport (Newport) - Wattsville BUASD</i>	<i>1,065</i>
	<i>Newport (Newport) - Ystrad Mynach BUASD</i>	<i>19,204</i>
<b>Swansea BUA</b>		<b>300,352</b>
	<i>Swansea - Glais BUASD</i>	<i>838</i>
	<i>Swansea - Gowerton BUASD</i>	<i>8,183</i>
	<i>Swansea - Neath BUASD</i>	<i>50,658</i>
	<i>Swansea - Pontardawe BUASD</i>	<i>12,333</i>

	<i>Swansea - Port Talbot BUASD</i>	37,276
	<i>Swansea - Swansea BUASD</i>	179,485
	<i>Swansea - Upper Killay BUASD</i>	1,331
	<i>Swansea - Ystradgynlais BUASD</i>	10,248
<b>Wrexham BUA</b>		<b>65,692</b>
	<i>Wrexham - Bradley BUASD</i>	1,323
	<i>Wrexham - Rhostyllen BUASD</i>	2,766
	<i>Wrexham - Wrexham BUASD</i>	61,603
<b>Buckley BUA</b>		<b>63,576</b>
	<i>Buckley - Buckley BUASD</i>	19,639
	<i>Buckley - Connah's Quay BUASD</i>	16,774
	<i>Buckley - Deeside Industrial Park BUASD</i>	2,134
	<i>Buckley - Northop Hall BUASD</i>	1,530
	<i>Buckley - Sandycroft BUASD</i>	6,724
	<i>Buckley - Shotton BUASD</i>	16,775
<b>Tonypandy BUA</b>		<b>62,545</b>
	<i>Tonypandy - Porth BUASD</i>	14,648
	<i>Tonypandy - Rhondda BUASD</i>	13,333
	<i>Tonypandy - Tonypandy BUASD</i>	17,789
	<i>Tonypandy - Treherbert BUASD</i>	5,440
	<i>Tonypandy - Treorchy BUASD</i>	7,694
	<i>Tonypandy - Tylorstown BUASD</i>	3,641
<b>Bridgend BUA</b>		<b>58,380</b>
	<i>Bridgend - Bridgend BUASD</i>	46,757
	<i>Bridgend - Sarn BUASD</i>	10,805
	<i>Bridgend - Trelales BUASD</i>	818
<b>Barry BUA</b>		<b>54,673</b>
<b>Llanelli BUA</b>		<b>49,591</b>
	<i>Llanelli - Llanelli (town) BUASD</i>	43,878
	<i>Llanelli - Llangennech BUASD</i>	4,324
	<i>Llanelli - Pwll BUASD</i>	1,389
<b>Rhyl/Prestatyn BUA</b>		<b>46,267</b>
	<i>Rhyl/Prestatyn - Dyserth BUASD</i>	2,269
	<i>Rhyl/Prestatyn - Meliden BUASD</i>	2,066
	<i>Rhyl/Prestatyn - Prestatyn (town) BUASD</i>	16,783
	<i>Rhyl/Prestatyn - Rhyl (town) BUASD</i>	25,149
<b>Merthyr Tydfil BUA</b>		<b>43,820</b>
<b>Colwyn Bay BUA</b>		<b>34,284</b>
	<i>Colwyn Bay - Colwyn Bay BUASD</i>	29,405
	<i>Colwyn Bay - Penrhyn Bay BUASD</i>	4,432
	<i>Colwyn Bay - Penrhyn-side BUASD</i>	447
<b>Ebbw Vale BUA</b>		<b>33,068</b>
	<i>Ebbw Vale - Blaina BUASD</i>	4,808
	<i>Ebbw Vale - Brynmawr BUASD</i>	5,530
	<i>Ebbw Vale - Ebbw Vale BUASD</i>	18,095
	<i>Ebbw Vale - Nantyglo BUASD</i>	4,635

<b>Aberdare BUA</b>		<b>31,135</b>
	<i>Aberdare - Aberdare BUASD</i>	29,748
	<i>Aberdare - Fernhill BUASD</i>	1,387
<b>Flint BUA</b>		<b>26,442</b>
	<i>Flint - Flint BUASD</i>	14,907
	<i>Flint - Gorsedd BUASD</i>	391
	<i>Flint - Holywell BUASD</i>	9,808
	<i>Flint - Walwen BUASD</i>	1,336
<b>Rhosllanerchrugog BUA</b>		<b>25,362</b>
	<i>Rhosllanerchrugog - Cefn-mawr BUASD</i>	7,051
	<i>Rhosllanerchrugog - Rhosllanerchrugog BUASD</i>	13,501
	<i>Rhosllanerchrugog - Ruabon BUASD</i>	3,357
	<i>Rhosllanerchrugog - Trevor BUASD</i>	1,453
<b>Ammanford BUA</b>		<b>23,709</b>
	<i>Ammanford - Ammanford BUASD</i>	7,945
	<i>Ammanford - Pen-y-groes BUASD</i>	5,717
	<i>Ammanford - Penybanc BUASD</i>	1,126
	<i>Ammanford - Saron BUASD</i>	867
	<i>Ammanford - Tumble BUASD</i>	4,302
	<i>Ammanford - Tycroes BUASD</i>	3,752
<b>Church Village BUA</b>		<b>23,277</b>
	<i>Church Village - Beddau BUASD</i>	8,236
	<i>Church Village - Church Village BUASD</i>	13,783
	<i>Church Village - Efail Isaf BUASD</i>	1,258
<b>Maesteg BUA</b>		<b>21,001</b>
	<i>Maesteg - Croeserw BUASD</i>	1,569
	<i>Maesteg - Cymmer BUASD</i>	544
	<i>Maesteg - Maesteg BUASD</i>	18,888
<b>Gorseinon BUA</b>		<b>20,581</b>
	<i>Gorseinon - Gorseinon BUASD</i>	15,757
	<i>Gorseinon - Loughor BUASD</i>	4,824
<b>Aberystwyth BUA</b>		<b>18,749</b>
	<i>Aberystwyth - Aberystwyth BUASD</i>	18,093
	<i>Aberystwyth - Llanbadarn Fawr BUASD</i>	656
<b>Kinmel Bay/Abergele BUA</b>		<b>18,705</b>
	<i>Kinmel Bay/Abergele - Abergele BUASD</i>	9,208
	<i>Kinmel Bay/Abergele - Kinmel Bay BUASD</i>	9,497
<b>Bangor BUA</b>		<b>17,988</b>
<b>Chepstow BUA</b>		<b>16,169</b>
<b>Carmarthen BUA</b>		<b>15,854</b>
<b>Porthcawl BUA</b>		<b>15,672</b>
<b>Llandudno BUA</b>		<b>15,371</b>
<b>Tredegar BUA</b>		<b>14,855</b>
<b>Abergavenny BUA</b>		<b>14,651</b>
	<i>Abergavenny - Abergavenny BUASD</i>	13,423
	<i>Abergavenny - Llanfoist BUASD</i>	1,228

Haverfordwest BUA		14,596
Llantrisant BUA		14,422
	<i>Llantrisant - Brynsadler BUASD</i>	1,158
	<i>Llantrisant - Llantrisant BUASD</i>	13,264
Llantwit Major BUA		14,384
	<i>Llantwit Major - Llanmaes BUASD</i>	403
	<i>Llantwit Major - Llantwit Major BUASD</i>	8,427
Pyle BUA		13,701
Milford Haven BUA		13,582
Treharris BUA		12,352
	<i>Treharris - Nelson (Caerphilly) BUASD</i>	4,647
	<i>Treharris - Treharris BUASD</i>	7,705
Holyhead BUA		11,431
Newtown (Powys) BUA		11,357
Mountain Ash BUA		11,230
Cil-y-coed BUA		11,200
Bryn Pydew BUA		11,109
	<i>Bryn Pydew - Bryn Pydew BUASD</i>	451
	<i>Bryn Pydew - Llandudno Junction BUASD</i>	10,658
Abertillery BUA		10,946
Monmouth BUA		10,110
Mold BUA		10,058
Pembroke Dock BUA		9,753
Caernarfon BUA		9,730
	<i>Caernarfon - Caeathro BUASD</i>	237
	<i>Caernarfon - Caernarfon BUASD</i>	9,493
Tonyrefail BUA		9,317
Pencoed BUA		9,166
Pontarddulais BUA		9,073
Caerleon BUA		8,747
Rhymney BUA		8,537
	<i>Rhymney - Pontlottyn BUASD</i>	1,924
	<i>Rhymney - Rhymney BUASD</i>	5,151
Denbigh BUA		8,514
Burry Port BUA		8,310
	<i>Burry Port - Burry Port BUASD</i>	6,156
	<i>Burry Port - Pembrey BUASD</i>	2,154
Brecon BUA		8,250
Pembroke BUA		7,552
Ferndale BUA		7,338
Hirwaun BUA		7,247
Brynna BUA		6,686
Abertridwr BUA		6,504
Rhoose BUA		6,160
Abercynon BUA		5,983
Broughton (Flintshire) BUA		5,974

Welshpool BUA		5,948
Undy BUA		5,914
Coedpoeth BUA		5,723
Gwaun-Cae-Gurwen/Brynamman BUA		5,692
	<i>Gwaun-Cae-Gurwen/Brynamman - Brynamman BUASD</i>	2,608
	<i>Gwaun-Cae-Gurwen/Brynamman - Gwaun-Cae-Gurwen BUASD</i>	3,084
Blaenavon BUA		5,647
Ogmore Vale/Nant-y-moel BUA		5,461
	<i>Ogmore Vale/Nant-y-moel - Nant-y-moel BUASD</i>	2,344
	<i>Ogmore Vale/Nant-y-moel - Ogmore Vale BUASD</i>	3,117
Ruthin BUA		5,461
Glyn-neath BUA		5,419
	<i>Glyn-neath - Blaengwrach BUASD</i>	1,141
	<i>Glyn-neath - Glyn-neath BUASD</i>	4,278
Cwmavon BUA		5,336
Llandrindod Wells BUA		5,309
Cardigan BUA		5,301
	<i>Cardigan - Cardigan BUASD</i>	4,184
	<i>Cardigan - St Dogmaels BUASD</i>	1,117
Gresford BUA		5,010
Menai Bridge BUA		4,958
Llangefni BUA		4,864
Bethesda BUA		4,735
	<i>Bethesda - Bethesda BUASD</i>	3,799
	<i>Bethesda - Rachub BUASD</i>	936
Hope (Flintshire) BUA		4,706
	<i>Hope (Flintshire) - Hope BUASD</i>	4,284
	<i>Hope (Flintshire) - Sydallt BUASD</i>	422
Tenby BUA		4,696
Llay BUA		4,681
Hendreforgan/Gilfach Goch BUA		4,395
	<i>Hendreforgan/Gilfach Goch - Gilfach Goch BUASD</i>	1,920
	<i>Hendreforgan/Gilfach Goch - Hendreforgan BUASD</i>	2,475
Glanaman BUA		4,384
Pontycymer BUA		4,288
New Tredegar BUA		4,208
Pwllheli BUA		4,076
Glyncoch BUA		4,020
Chirk BUA		4,007
Conwy BUA		3,873
Cowbridge BUA		3,804
Llanbradach BUA		3,746
Rhuddlan BUA		3,709

Neyland BUA		3,708
Blaenau Ffestiniog BUA		3,662
Llanfairfechan BUA		3,637
Penyffordd BUA		3,554
Aberfan BUA		3,547
Ynysybwl BUA		3,503
Murton (Swansea) BUA		3,500
Llangollen BUA		3,466
Fishguard BUA		3,419
Saundersfoot BUA		3,361
	<i>Saundersfoot - New Hedges BUASD</i>	594
	<i>Saundersfoot - Saundersfoot BUASD</i>	2,767
St Asaph BUA		3,355
Llanrwst BUA		3,323
Amlwch BUA		3,211
Llanfair Pwllgwyngyll BUA		3,107
Tywyn BUA		3,097
Marshfield (Newport) BUA		3,054
	<i>Marshfield (Newport) - Castleton BUASD</i>	735
	<i>Marshfield (Newport) - Marshfield BUASD</i>	2,319
Llanharry BUA		3,035
Knighton (Powys) BUA		3,007
Llanhilleth BUA		2,990
Porthmadog BUA		2,981
Lampeter BUA		2,970
Llanidloes BUA		2,929
Usk BUA		2,834
Builth Wells BUA		2,829
Llandybie BUA		2,813
Kidwelly BUA		2,782
Cwm BUA		2,739
Dolgellau BUA		2,688
Llanddulas/Mynydd Marian BUA		2,674
	<i>Llanddulas/Mynydd Marian - Llanddulas BUASD</i>	1,268
	<i>Llanddulas/Mynydd Marian - Llysfaen BUASD</i>	330
	<i>Llanddulas/Mynydd Marian - Mynydd Marian BUASD</i>	1,076
St Clears BUA		2,663
	<i>St Clears - Pwll-trap BUASD</i>	674
	<i>St Clears - St Clears BUASD</i>	1,989
Penmaenmawr BUA		2,535
Creigiau BUA		2,380
Machen BUA		2,362
Valley BUA		2,361
Cwmfelinfach/Ynysddu BUA		2,342
	<i>Cwmfelinfach/Ynysddu - Cwmfelinfach BUASD</i>	1,383



	<i>Cwmfelinfach/Ynysddu - Ynysddu BUASD</i>	959
Barmouth BUA		2,315
Pentyrch BUA		2,287
Y Felinheli BUA		2,284
Leeswood BUA		2,282
Rossett BUA		2,279
Narberth BUA		2,265
Gilwern BUA		2,263
Bettws BUA		2,253
Benllech BUA		2,236
Machynlleth BUA		2,235
Seven Sisters BUA		2,123
Tanyfron BUA		2,090
Resolven BUA		2,068
Llandoverly BUA		2,065
Crickhowell BUA		2,063
Presteigne BUA		2,056
Southgate BUA		2,004