

Stage 3 – Review of the first ROWIP (2008-2018)

Introduction:

In reviewing the 1st **Rights of Way Improvement Plan (ROWIP)**, certain factors should be taken into consideration, as not all tasks could be completed or reviewed:

- a) **No ROWIP 'Template' to use:** It was the first time all **Local Authorities (LA)** were tasked with making a ROWIP (a duty and part of the CROW Act 2000, section 60); whilst there was Statutory Guidelines from **Welsh Government (WG)** and the **Countryside Council for Wales (CCW, now Natural Resources Wales; NRW)**, there was no 'template' as to how it should be done or look. There were 23 ROWIPs published in Wales and following this, the Wales ROWIP Review (March 2009) concluded that; 'every ROWIP was different' and that a 'template ROWIP document might have been helpful for ROWIP authors.'
- b) **2-year process:** The 1st ROWIP was originally written in 2006 and a draft ROWIP was published in 2007. It was then finalised, approved and adopted; the final version was published in June 2008.
- c) **High number of tasks:** There were 16 Key aims and priorities; within these aims, there were 63 targeted actions with 213 sub-tasks. Following a letter from WG saying that all ROWIP's were to be used to bid for additional funding, with emphasis on quantifying resources, the ROWIP was expanded (ref p5 of 1st ROWIP), which led to more tasks.
- d) **Funding issues:** ROWIP grant funding was made available to LAs from WG (managed by CCW), based on the % of total length of PRoW and % of population within Wales; it was not for the full 10-year period, but was provided year-on-year without guarantee. This resulted in not being able to clearly set out achievable targets. Also, many of the actions and tasks in Cardiff's 1st ROWIP were aspirational and dependent on unconfirmed grant monies. During the 10-year period of the ROWIP, grant monies were also greatly reduced year on year, which affected a number of tasks. Furthermore, whilst the total published estimated costs for all ROWIP tasks was £1,281,100 (ROWIP 2008-18, p99), the actual ROWIP grant funding over the 10-year period was £319,828 and there were supplementary grants of £274,938. There was also annual internal revenue funding (£129,702) which covered day to day maintenance and ground work and some of this was used to supplement ROWIP tasks as match funding. See financial graphs and tables at the end of this document for details.
- e) **No Project Management system:** There was no specific Project management tool to help issue, monitor and report on ROWIP task progress. Whilst the CAMS system was intended to manage the network and report on progress, in practice it became too costly to use and did not specifically relate to the ROWIP tasks. Towards the end of the 10-year period, the AMX system was adopted and is currently being used and updated to help in maintenance planning of the PRoW network. The LAF were updated on progress of the ROWIP and were involved in specific projects, however the ROWIP was not reviewed annually/tri-annually. The AMX system will continue to be updated and modified to suit the needs of the PRoW network, as part of the new ROWIP.
- f) **Staff changes:** Within the life of the 1st ROWIP, there were staff changes that resulted in issues of handover and continuity of ROWIP tasks and progress, so some tasks could not be commented on fully in this review.

However, despite these factors, the PRoW team achieved many of the tasks and in some instances, they excelled – especially in regard to finding and recording the anomalies on the Definitive Map (see task 1 below), also pioneering the initiative of the 'Outdoor Cardiff' brand and website.

Outdoor Cardiff: The initiative to create the **Outdoor Cardiff (OC)** brand and website was a major achievement that arose out of the 1st ROWIP process, through discussions with relevant Council teams (including Parks, Harbour Authority, Active Travel), who were consulted on the process and progress of the ROWIP. It became clear that there were many common aims and objectives within the teams, with opportunities for potential joint projects, resulting in agreement that it would be useful to have a central point to communicate to the public about all outdoor activities in Cardiff. Once content and design were agreed, the OC brand became the central point for the teams to work together on various projects and is a useful tool for the public. It is regularly reviewed to keep the site up to date.

Summary Review of 1st ROWIP – 16 Key Aims and Targeted Actions

Priority Task	Key Aims	Key highlights of Targeted Actions
1.	Definitive Map (DM): Resolve current anomalies and produce an up to date DM for Cardiff	<ul style="list-style-type: none"> All draft DM maps and statements completed by Definitive Map Modification Orders (DMMO). The revised map can be viewed 'live' on Cardiff Council i-share We expect to re-publish the DM by end 2019. Identifying unregistered paths & lost byways; there were 23 paths claimed and confirmed under Section 53 of the Wildlife & Countryside Act 1981. Finding new paths will continue in the new ROWIP. The Supplementary Planning Guidance (SPG) was a useful tool for Developers to advise the statutory obligations of checking a potential development area for PRoWs and consulting the PRoW team. The PROW Technical Guidance notes (TGN) now supersedes the PRoW SPG, and is supplied by the Planning team to a Developer at Application stage.
2.	Sign-posting/ Information: Improve visibility of PROW network on the ground	<ul style="list-style-type: none"> The priority routes were those deemed most popular routes in Cardiff for recreation and commuting; they were identified by our partners, also Information boards were installed in collaboration with the Countryside Team Signs from metalled roads; PRoW team are now using AMX programme, checking signage on urban paths has become part of the overall maintenance plan.
3.	Publicity & promotion: Improve awareness of PRoW	<ul style="list-style-type: none"> A major achievement out of the ROWIP process, was the creation of the Outdoor Cardiff (OC) brand, website content and design, due to collaborating with internal Council partnerships (inc Harbour Authority & Parks), as a means to work together on various projects promoting all outdoor activities. Further information and content is continually being reviewed and it is a popular and useful tool for the public. Public survey; 673 completed and overview of main results given in 1st ROWIP (pages36-38) and will be compared to survey results in the new ROWIP. Other groups and organisations were consulted, incl. Community Councils, Ramblers, British Horse Society, Cardiff Cycling Campaign, Cardiff Institute for the Blind and the Cardiff Youth Forum (pages 37-40). Circulation of leaflets to local country pubs/cafes, community centres where they link to promoted routes/trails.
4.	Circular Walks: Create supplementary circular walks	<ul style="list-style-type: none"> The creation of circular walks led to improved accessibility i.e. removing stiles where possible or installing steps on steep gradients and surface conditions of the existing PROW. These walks are available on OC website to download. Parks also have a Guided Walks and Events programme hosting activities throughout the year. Promoted routes had specially designed signage, information boards installed and leaflets to download/print to encourage more visitors to use them. People counters were also installed to see if more people were using the routes. Volunteer WfH leaders using these routes for organised walks; WfH funding is managed by Ramblers Wales wide.
5.	Wales Coast Path (WCP): Ensure participation & task completion	<ul style="list-style-type: none"> <i>There was separate grant funding for the WCP, so no key tasks were planned as part of the 1st ROWIP. However, as the WCP (opened May 2012) was featured in the 1st ROWIP and is now part of the PRoW network, overall comments were included.</i> In 2008, a bridge was installed on Cardiff Bay Barrage linking Penarth with Cardiff Bay, which proved very popular. 2 new PRoW were created; Trowbridge 1 along the seawall (under S 26 of the Highways Act 1980) and on the west bank of the Rhymney River (under S 26 of the Highways Act, with a Dedication of land owned by Welsh Water), adding 5.1km to the PRoW network. Due to the various biodiversity protections of the Severn Estuary, Appropriate Assessments was conducted for Cardiff, then jointly with Newport and Monmouthshire Councils, to consider the impact of the path. When granted, ground works were subject to seasonal restrictions.

6.	Accessibility of PRoW: Ensure realistic & reasonable routes for disabled and impaired PRoW users	<ul style="list-style-type: none"> ● RAFA ran until Feb 2010 and involved Cardiff Council's Equality Officer, then he established Cardiff Council Access Focus Group (CCAAG) and they are involved in consultations for the new ROWIP. ● It continues to be a priority to improve access for all across the path network. There are approx. 50 stiles on the roadside and 10 stiles away from the roadside to be replaced by gates, so will feature in the new ROWIP. ● ‘Taff Trail Circular Walks’ and ‘Healthy & Scenic Walks Pack’ do not currently state locations of barriers, but the Taff Trail circular walks describe the route, e.g. inclines and steps. In future, as leaflets are reviewed or updated, this will be included to help inform the public to plan their routes. They are available to downloads from the Outdoor Cardiff site. They have not been reprinted due to costs and alternative methods of advertising and promoting the routes is being considered via mobile apps and providing printed formats in designated locations across the city.
7.	Maintenance & Enforcement: Make formal, efficient management procedures	<ul style="list-style-type: none"> ● The AMX programme with mapping on PRoW webpage is for the public to ‘Report a Problem’ on any PRoW on-line. ● Groups including the LAF, WfH and OC have been helpful in identifying maintenance issues. More liaison with Community Councils will help to advise PRoW team about routes in their areas that need work to help maintenance planning. ● Enforcement letters are sent, with reference to PRoW guidance given on website.
8.	Safety: Manage perceived safety fears	<ul style="list-style-type: none"> ● Though all the various promotions of led walks & circular walks, path use has increased. ● PRoW team have established relationships with most Cardiff Community Councils, as ‘ears to the ground’ on safety issues. ● New developments (e.g. LDP) should adhere to Strategic Planning Guidance to minimise risks to the public.
9.	Cycling: Extend network of cycle paths and signpost	<ul style="list-style-type: none"> ● This involved liaising with Transport Policy Team (TPT), who created Strategic Routes that link with PROW, also linking with the Integrated Network Map and LDP to create a cohesive network. ● PRoW Officer attended regional meetings about the Taff Trail; the group ensured that signage & markings along the trail were the same. Sustrans now maintain signage and produce the Taff Trail leaflets. ● Sustrans have done an assessment of the Taff Trail along with consultation; this included shared use user conflict, then made various proposals for future implementation; this may be featured in the new ROWIP. ● Following approval by Parks, Motorcycle barriers were removed by TPT in the early stages of the 1st ROWIP. Parks Dept. deal with barriers in Cardiff Parks & Open spaces policy.
10.	Bridleways: Increase easily accessible routes for horse riders	<ul style="list-style-type: none"> ● A permissive bridleway route is being created around Canada lakes (Pentyrch) to create a circular route to take horse riders off the busy roads, but has been delayed due to funding and legal agreement between the Council and landowner. ● Sections of the green lanes were resurfaced over the years to improve the off-road network for horse riders, but these routes need to be maintained. The main issues were lack of funding and staff resources. ● Signs were installed on the highway to warn drivers of horses ahead at 10 locations where PROW bridleways joined the adopted highway. The review of these signs may be one of the aims for the new ROWIP.
11.	Priority routes: Identify and manage priority routes	<ul style="list-style-type: none"> ● As part of Outdoor Cardiff all partners contribute to joint promotion, which is on-going. ● Regular PRoW team & PRoW maintenance team meetings and attendance at other relevant meetings including LAF and Community Councils, all tasks were completed (100%). This will be an on-going, regular maintenance programme (AMX). ● ‘People counters’ were installed, but will be reviewed as to how the data is collected and managed. This will be a priority task in the new ROWIP, also to consider some to be moved to new locations.

12.	Examine the possibility of obtaining finance from additional sources	<ul style="list-style-type: none"> • Additional grants were sourced from partnership projects via OC; Cardiff WfH Scheme and Countryside Projects, which included initiatives via the Council's Ecologist and Parks Departments. Project funding provided by Welsh Government. • The Council's Countryside Team formerly managed these projects, which are now part funded from the Welsh Government's Environment and Sustainable Development Directorate, a single revenue grant to LAs in Wales to deliver Ministerial priorities and multiple benefits in support of the Well-being of Future Generations (Wales) Act Goals.
13.	Shared use paths: Programme educating people to be considerate to other path users	<ul style="list-style-type: none"> • As part of their role, LAF (who represent a variety of user groups) actively respond to new initiatives and consultations. • Note; since publication of the ROWIP in 2008, new legislation of Public Space Protection Orders now incorporate a clause on control of Dogs. Dog Control Orders are no longer used. • Continuing support and promotion of the Cardiff Code of Conduct on shared use paths, explored training opportunities for volunteers; e.g. assist with maintenance; Walk Leaders, etc., as promoted on OC website. • Signage; partially progressed with the Code of Conduct above. Further work may be one of the aims for the new ROWIP. • Countryside Code is available as a link on the PRow & OC website
14.	Outsource network maintenance: is it possible to devolve responsibility	<ul style="list-style-type: none"> • Liaised with Community Councils, community groups, Council Departments to understand where improvements on the network are needed and create opportunities to work with volunteers on projects on the PRow network. This may be progressed as part of the new ROWIP.
15.	Litter on PRow: How to deal with this practically	<ul style="list-style-type: none"> • 'Report a problem' is publicised through the Cardiff Council website and PRow continue to liaise with Waste Management to report fly tipping as a reactive measure. One known hot spot is Rover Way; PRow is working with waste management, various Council Officers and organisations to resolve the problem, but this is a site specific issue rather than a general issue across the network. The AMX system will provide a means to quantify re-occurring issues and hot spots. • Keep Wales Tidy and Keep Cardiff Tidy tackle areas of littering in Cardiff with volunteers; this is done mostly independently and does not involve PRow, however they cleared areas of WCP route before the WCP official opening.
16.	Quick wins & network surveys: To encourage public use of PRow. Make regular surveys	<ul style="list-style-type: none"> • A survey of the footpaths and identifying all furniture, types of surface and condition on paths was carried out but not completed. The survey provided detail of condition, type and any maintenance requirements. • This helped to identify where improvements were needed to improve access for all. • Whilst the CAMS system was used initially to record these issues, towards the end of the 1st ROWIP period, the AMX system is now being used.

Full Review of first ROWIP (2008-2018)

This Review involves looking at the 16 Key Aims outlined in Cardiff Council's 1st ROWIP, with related subsection Actions (63) & Tasks (213). This report uses Performance Indicator scores to determine the level of achievement for each action and task. This full report will be available on the PROW web page, with a hotlink on the New Assessment (Stage 4). A summary will be included in the New Assessment, draft new ROWIP (Stage 5) and final (Stage 6) new ROWIP.

ROWIP = Rights of Way Improvement Plan PRoW = Public Rights of Way DM = Definitive Map DMMO = Definitive Map Modification Order OS = Ordnance Survey (Maps) PINS = Planning Inspectorate OC = Outdoor Cardiff WCP = Wales Coast Path LAF = Local Access Forum	RAFA = Rural Access for All WfH = Walking for Health NRW = Natural Resources Wales ICT = Internal Computer Team AMX = Asset Management Expert TPT = Transport Policy Team BTCV = British Trust of Conservation Volunteers CCV = Cardiff Conservation Volunteers CCAFG = Cardiff Council Access Focus Group	BHS = British Horse Society SPG = Supplementary Planning Guidance LDP = Local Development Plan LA = Local Authority/Authorities QA = Quality Assurance WROWWG = Wales Rights of Way Working Group RWCPG = Regional Wales Coast Path Group CAMS = Countryside Access Management System	Performance Indicator Score: 0% = Not started 20% = Initiated task, on-going 40% = On-going, planning 60% = Partially completed 80% = Substantially completed 100% = Completed
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Key Aim	Target Action	Task	Result / Action	Further Comments	Performance Indicator	Considered for ROWIP 2019-29
1.0	Definitive Map (DM): Resolve current anomalies and produce an up to date DM for Cardiff					
1.1	Include previously excluded areas/routes – see also task 1.2					
	1)	Identify PRoW in previously excluded areas (after 1 st April 1954)	* Identified 23 previously unrecorded PRoW. Of these: 10 are confirmed, 7 are in legal process (at time of publication), 6 non-eligible applications were refused. * DMMO's for all Parishes (incl. excluded areas)	<ul style="list-style-type: none"> ▪ When checking the path records, anomalies were found that had not been recorded with Definitive Map Modification Orders (DMMO), so PRoW team planned to identify what the anomalies were and confirm all Parish DMMO in order to republish the new Definitive Map (DM) by 2019; this would be the first time since the original maps were published in 1954, which would show the number of changes made to the network over the years. The anomalies included the Parishes of Cyncoed, Llanishen, Llanrumney, Llandaff and Roath. ▪ Using Section 53 of Wildlife & Countryside Act 1981, with Section 31 Highways Act 1980, the public may claim paths used 'as of right' for 20 years or more of uninterrupted use; PRoW team researched paths claimed by public and if they were eligible, made legal order PRoWs. ▪ Applications refused were normally on the grounds that they were not eligible, e.g. for personal use and not for the public at large. ▪ This project helped identify and add relevant lost ways for Cardiff ahead of 1st Jan 2026 deadline; after this, unrecorded lost ways will not be allowed to be recorded on the DM. NB: This deadline is specifically about recording lost ways; other paths may still be added. 	100%	
	2)	Add paths to map base (1:10,000), write definitive statements	* Paths added to map base * Statements for all Parishes done	<ul style="list-style-type: none"> ▪ Added anomalies and new paths as identified in 1) above to map base. ▪ Mapping was done to scale 1:10,000, in order to show better path alignment details. ▪ Worked with ICT to ensure path alignment was correct. ▪ Completed definitive statements for all Parishes. 	100%	

	3)	Digitise map base to 1:10,000	Produced online version of DM	<ul style="list-style-type: none"> Digitised anomalies and added new paths identified in 1) above to map base. Map layers added to Cardiff Council's i-Share GIS and MapInfo. 	100%	
	4)	Transfer 3) to 1:25,000 & print	Produced print version of DM	<ul style="list-style-type: none"> Transferred digitised scale 1:10,000 to legally required DM scale of 1:25,000. Downloadable mapping is accessible to the public (i-share) either as pdf or screen shot. It has not been printed. 	80%	✓
	5)	Legal process to formerly create DM	Created, awaiting PINS to confirm	<ul style="list-style-type: none"> Legalised anomalies and new paths identified in 1) above. DMMO details added to map on scale 1:25,000 as required for OS mapping. Created, awaiting Planning Inspectorate (PINS) to confirm in order to publish. 	80%	✓

Action 1.1 – Concluding remarks:

- This was a major PRoW team effort and has ensured the DM for Cardiff is as up to date as possible.
- All draft DM maps and statements are completed by DMMOs (including translation to Welsh); awaiting legal process for a Section 53 (W&CA 1981) application, which will be sent to PINS. PINS will then investigate before full confirmation of all DMMOs can be made. Following this, we will be able to publish a printed version publicly, however you can view the revised map 'live' now on [Cardiff Council i-share](#). See also Map 1 and 4 on New Assessment.
- Timescale of confirmation of DM via PINS is variable, however we expect to re-publish the DM by end of 2019.

1.2 Examine the current Glamorgan DM – to be done in the same way as the Cardiff DM; reference with all tasks in 1.1

Action 1.2 – Concluding remarks:

- It should be noted that when the former counties of Glamorgan and Monmouth changed, the Glamorgan DM effectively extended Cardiff's boundary. See 'Notes'; C. Boundary changes for details.
- As all paths in Cardiff were considered in 1.1, the Glamorgan DM was considered at the same time (4 tasks x 100%).

1.3 Consolidate Definitive map with excluded areas and Glamorgan map – reference with tasks 1.1 & 1.2 above

Action 1.3 – Concluding remarks:

- Whilst this was recorded on the 1st ROWIP as a targeted action, it was effectively covered in the work done within Action 1.1 & 1.2 (3 tasks; 2 x 100%, 1 x 80%).
- There are 400 pages of linen maps, which were available for public viewing in the former offices at Brindley Road. They have now all been scanned and the original maps are protected in the Maltings Archive building. The public are still able to view the maps on request or we can provide electronic pdfs of various historic maps dating back to 1876.

1.4 Ongoing work to identify unregistered paths for future inclusion on DM

	1)	Via LAF & various groups, seek more routes	On-going work, will feature in the new ROWIP	<ul style="list-style-type: none"> This is aimed at finding lost byways, new paths and popular routes used 'as of right' but not legally recorded PRoW, in order to consider future inclusion on DM, prior to 2026 cut-off date (see 1.1). Lost Byways were not progressed due to lack of funds for compensation of landowners and staff resources. Several members of the public have applied under Section 53 of the Wildlife & Countryside Act 1981, due to their use of paths 'as of right'; see 1.1), point 2 	60%	✓
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Action 1.4 – Concluding remarks:

- Any newly identified paths could be a priority task in the new ROWIP.
- During the 1st ROWIP, the LAF/various groups have not applied to record any new routes, but members of the public did apply.

1.5 Employing a dedicated DM Officer. NOTE: Not achieved, due to no funding available from CCW (now NRW)						
Action 1.5 – Concluding remarks:						
<ul style="list-style-type: none"> PRoW were advised soon after the 1st ROWIP was published, that there would not be any grant funding available for this post from CCW (now NRW) and there were no other funding streams available or identified (2 tasks, x 0%). However, as delivering revisions to the DM are statutory, one of the original PRoW team dealt with DM issues as part of their role. Currently this officer is no longer dealing solely with DM issues, so the PRoW team now deal with them, which has resulted in a lengthier process. This has inevitably caused a knock-on effect with other ROWIP tasks. 						
1.6 PRoW Supplementary Planning Guidance (SPG) clauses.						
NOTE: This was published in Oct 2006; the LDP Technical guidance notes (TGN) now supersedes this						
	1)	SPG to be placed on Outdoor Cardiff (OC) website	Put on PRoW landing page	<ul style="list-style-type: none"> The Supplementary Planning Guidance (SPG) provided guidance to Housing Developers, Land Owners and others whose land developments were likely to affect PRoWs in the area, to assist them to understand why they must consider PRoW as a statutory obligation. Developers now consult PRoW team when proposing land developments. The SPG was put on Cardiff Council PRoW web pages, because it gave Planners specific strategic information and provided a link with other departments. OC is a portal to help people find information about outdoor activities; it was not relevant to Planners so SPG was not put on the OC website. 	100%	
	2)	SPG to be available in Brindley Rd offices	Completed	<ul style="list-style-type: none"> Whilst originally available in Brindley Rd offices, when these offices closed in 2012, the SPG was made available to view in County Hall from Planning Dept. and PROW Team. 	100%	
	3)	SPG to be referenced on correspondence to Planners	Completed	<ul style="list-style-type: none"> PRoW guide established. LDP Guidance notes now supersedes SPG. 	100%	
Action 1.6 – Concluding remarks:						
<ul style="list-style-type: none"> The SPG was a useful tool for Developers to advise the statutory obligations of checking a potential development area for PRoWs and consulting the PRoW team. The LDP points T1, T8 & K16 (ref Green Infrastructure SPG, which refers to the PROW Technical Guidance notes (TGN) now supersedes the PRoW SPG, however planning principles will still need to consider PRoWs. This would normally be supplied by the Planning team to a Developer at Application stage. The PRoW Team are consulted on applications which may affect PRoW paths, but not necessarily paths used 'as of right'. See Map 4 on New Assessment for reference to paths created during the 1st ROWIP, under section 53 of the Wildlife & Countryside Act 1981. 						
2.0 Sign-posting/Information: Improve visibility of PROW network on the ground						
2.1 Install more general signage						
	1)	Identify 10 priority routes & install additional signage to direct people	Substantially Completed	<ul style="list-style-type: none"> The routes that were signposted (x 10) include; Ely & Rhymney Trails, Garth Mountain, Tongwynlais–Wenallt circular walk, St Fagans circular walk, Fforest Fawr circular walks (x 3) and Criegiau–Pentyrch circular walk and Wales Coast Path (WCP) <p><i>NB: The PRoW network includes the WCP, which had separate grant funding; see Key Aim 5.</i></p>	100%	
	2)	Look at 'best practice' by other LA/tourist bodies	Not started	<ul style="list-style-type: none"> Not started, however, PRoW team are part of the Wales Rights of Way Working Group (WROWWG) which all PROW officers across Wales attend. Key issues are raised and discussed, including 'best practice' examples. 	20%	✓
	3)	Based on examples, use appropriate style	Not completed	<ul style="list-style-type: none"> Signage installed on Promoted routes (see 2.1 1) See 2) also 	80%	✓

	4)	Depending on funding, stagger installation	Not completed	<ul style="list-style-type: none"> PRoW network set up on AMX programme and signage is part of the maintenance plan (see Targeted Action 7.0). 	80%	✓
Action 2.1 – Concluding remarks:						
<ul style="list-style-type: none"> The priority routes are those deemed most popular routes in Cardiff for recreation and commuting; this was done in collaboration with partners (see B on ‘Notes’ below). 						
2.2	Establish signage performance indicator for Cardiff					
	1)	Identify PRoW accessed from surfaced highways	Initiated task, on-going	The assessments of all urban paths is on-going (where they are linked with adopted highway in the urban environment) and this will determine which paths are already at adopted highway standards, or may require signage (also surface/access improvements).	20%	✓
Action 2.2 – Concluding remarks:						
<ul style="list-style-type: none"> Due to reduced PRoW team and as this was not deemed a priority task, it was not done. However as PRoW team are now using AMX programme (see 2.1 & 7.0), checking urban paths has become part of the overall maintenance plan. LAF will be involved in future monitoring and review of the AMX programme. 						
2.3	Install additional Information Boards – cross reference to 2.1 and 4.0					
	1)	Identify 10 priority routes (see 2.1)	Completed	<ul style="list-style-type: none"> List as promoted walks based on Countryside circular walks (see Action 4), also Wildlife Explorer Trails (x 10 trails). 	100%	
	2)	Based on previous and OC experience, identify a style of information boards	Completed	<ul style="list-style-type: none"> Style of information boards were based on a suite and design with OC brand. Re. Action 5; whilst not part of the ROWIP, the 3 WCP Information Boards were installed along the route. As the WCP Officer covered Cardiff & the Vale of Glamorgan, for continuity they both had similar style and design, using brand and logos of the WCP. 	100%	
	3)	Depending on funding, stagger installation, target 1 p/a	Target on-going	<ul style="list-style-type: none"> 3 on WCP (see 2.1 & 5) 2 on Tongwynlais – Wenallt circular walk 1 on St Fagans circular walk 2 on Fforest Fawr circular walks 2 on Criegiau – Pentyrch circular walk 	80%	✓
Action 2.3 – Concluding remarks:						
<ul style="list-style-type: none"> This task was done alongside 2.1 and 4.0. See also 5.0. These were done in collaboration with the Countryside Team (see B on ‘Notes’). 						
2.4	Ensure route maps are more readily available on Cardiff Council’s website					
	1)	Ensure links in place from OC and PRoW site to Cardiff Council’s online mapping system	Completed	<ul style="list-style-type: none"> Map links are available on both sites, using i-share, Cardiff Council’s mapping system. 	100%	
	2)	Check copyright ensures mapping can be downloaded by public	Completed	<ul style="list-style-type: none"> Due to copyright laws (OS), the Council’s online DM is for the public to view the PROW network (i-share mapping); map views can be printed as pdf or screen shot. OC website has a series of Promoted route leaflets with maps that are available for download & print. 	100%	
	3)	Liaise with ICT to ensure maps printer friendly	Completed; on i-share	<ul style="list-style-type: none"> The public are able to either print a screen shot or pdf of a map view and this can be done in colour. Layers can be added or removed as needed. 	100%	

	4)	Continue to investigate new technology	On-going work	<ul style="list-style-type: none"> See concluding remarks 	20%	✓
Action 2.4 – Concluding remarks:						
<ul style="list-style-type: none"> IT have ensured PRow mapping available on Council website via i-share, however this is largely part of Action 1. When the DM is finalised and re-published, maps will be made available by the end of 2019. Regarding new technology; this work will be continued and will be a task on the new ROWIP, as new technology becomes available. 						
2.5	Identify way marker posts with colour codes and numbers, starting with priority routes – reference 2.1.1					
	1)	Identify 10 priority routes	Completed	<ul style="list-style-type: none"> Ref. 2.1. 	100%	
	2)	Way marker post marked using stencil	Not done	<ul style="list-style-type: none"> Various discussions on what should be included, but further guidance is needed. 	20%	✓
	3)	If successful, roll out across network	Not done	<ul style="list-style-type: none"> As 2) not done, this task was not relevant 	0%	✓
Action 2.5 – Concluding remarks:						
<ul style="list-style-type: none"> Due to reduced PRow team and as this was a major task in both staff time and cost, it was not possible to achieve. This task will feature in the new ROWIP. 						
2.6	Establish a series of guided walks – see also Actions 2.1, 4 & 8					
	1)	Identify circular walks with seasonal features	Completed	<ul style="list-style-type: none"> As the circular walks were created, seasonal features and points of interest were included. See 2.1 & 4 	100%	
	2)	With OC, identify 4 ‘route of the season’ walks and promote	Not done	<ul style="list-style-type: none"> Seasonal features on walks have been included in the leaflets and on information boards on site, however this information has not been promoted as a ‘route of the season’ basis. 	0%	✓
	3)	2 PRow staff to be trained as walk leaders	On-going	<ul style="list-style-type: none"> The OC co-ordinator in the PRow Team was trained as a Walk Leader. Their role included managing the Walking for Health (WfH) Scheme and to lead event walks 2-3 times p/a. 	60%	✓
	4)	Establish ‘route of the season’ guided walks	Not done		0%	✓
	5)	Seek more walk leaders from the community	On-going, re WfH	<ul style="list-style-type: none"> Since joining PRow team, the Cardiff WfH Co-ordinator has provided Walk Leader Training. On average, there are 40 trained Walk Leaders, with at least one Walk Leader Training day hosted per year. 	100%	
Action 2.6 – Concluding remarks:						
<ul style="list-style-type: none"> The majority of the guided walks were led by Volunteers from WfH and Park Rangers, as part of their annual event programme. Funding for WfH is no longer provided to Cardiff Council, but is managed by Ramblers Cymru through their support with promotion and training opportunities. As the OC website is updated, further information about seasonal walks will be added. 						
3.0	Publicity & promotion: Improve awareness of PRow					
3.1	Review & modify website to be more informative					
	1)	Review the current design & content	Completed and on-going	<ul style="list-style-type: none"> All projects were hosted under the OC brand and website and as part of this initiative, content and design was reviewed. 	80%	✓
	2)	Via OC, initiate a consultation with Communications Team	Completed and on-going	<ul style="list-style-type: none"> OC partners continue to work closely with Comms to keep the website updated as needed. 	100%	

	3)	With Comms team, formulate a design and modify content	Completed	<ul style="list-style-type: none"> In 2016-2017, the Comms Team modified the Council website which meant each service area had to update their information as part of the re-design. Comms created a new design for a new OC website. 	100%	
	4)	Depending on funding (& ICT time), change the design & content	Completed via PRow team, at no further cost	<ul style="list-style-type: none"> The re-design was an opportunity to review all of the content hosted on the Council website and OC website to make information easy to find and upload new photos to create a more modern and fun website to attract more visitors. 	100%	
	5)	Link revised site to OC website	Completed	<ul style="list-style-type: none"> The Council website has direct links to the OC website. Strategy & Policy information is hosted on the Council website and outdoor activities are hosted on the OC website. User Statistics for OC website: during 1 year from 10/2016 – 10/2017; out of 41,453 page views, there were 14,546 unique visitors, 78.3% of these were new visitors. 	100%	

Action 3.1 – Concluding remarks:

- See also Tasks 1.1, 1.2 & 2.4

3.2 Initiate a Community Roadshow scheme

	1)	Liaise with OC team, collect resources	Completed via Cardiff Research Centre (CRC)	<ul style="list-style-type: none"> A consultation questionnaire was undertaken at the same time as roadshows to determine how people find out about Public Rights of Way, trails and events in Cardiff. The questionnaire was published in Capital Times (May 05), delivered to all houses in Cardiff. 	100%	
	2)	Undertake a series of Community Roadshows using the OC brand	Completed; attended 5-10 events per year	<ul style="list-style-type: none"> PRow staff attended a variety of events, usually alongside Parks and Countryside teams e.g. RHS show, Leisure centres, community events and work based roadshow including Active Travel; approx. 5-10 events per year. 	100%	

Action 3.2 – Concluding remarks:

- A total of 673 completed questionnaires were sent back to CRC; overview and details of the main results were reported in the 1st ROWIP (pages36-38). This will be compared to results of the survey in the draft new ROWIP. Results helped to inform what could be potential tasks for ROWIP 1.
- Following the series of roadshows, there were approx. 200 Cardiff residents involved in a Focus group for the ROWIP.
- In addition to the public consultations, other groups, organisations and individuals were consulted, including Community Councils, Ramblers, British Horse Society, Cardiff Cycling Campaign, Cardiff Institute for the Blind and the Cardiff Youth Forum and mentioned in 1st ROWIP (pages 37-40).

3.3 Establish a 'regional body' with neighbouring LA

	1)	The PRow team to contact all neighbouring LA to set up a Regional Access Forum	As part of WROWWG & RWCPG	<ul style="list-style-type: none"> This was not formally created, however PRow team are part of the WROWWG, which all PRow officers in Wales attend. Key issues are raised and discussed; this has improved relationships and liaison with neighbouring Authorities. The Regional Wales Coast Path Group (RWCPG) meets 3 times a year and includes 2 of Cardiff's neighbouring Authorities. 	20%	✓
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Action 3.3 – Concluding remarks:

- Whilst not established for the 1st ROWIP, it will feature in the new ROWIP as consultation with neighbouring LA will be needed for links on cross border paths (3.3.2+3 x 20%).

3.4 Establish 'relationships of co-operation' with businesses that may benefit from PRow use

	1)	Identify potential 'business partners' near PRow	Completed	<ul style="list-style-type: none"> Identified key locations across the PRow network to include 18 libraries & community hubs, 2 x tourism centres, Bute Park Education Centre and 2 x Museums. Businesses hosting leaflets were: Creigiau Inn, Gwaelod-y-Garth Inn, Tynant Pub, Lewis Arms (Tongwynlais), Cardiff International Hotel (Coryton), Travellers Rest (Thornhill), Black Cock Pub, Caerphilly. 	100%	
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2)	Consultation with businesses willing to work co-operatively	Completed	<ul style="list-style-type: none"> Leaflets showed local amenities information on the maps. Certain businesses agreed to allow walkers to use their facilities as some of the trails are isolated in the countryside, for instance the Gwaelod y Garth Inn, Lewis Arms (Tongwynlais). 	100%	
3)	With Outdoor Cardiff, distribute promotional material	Completed and on-going	<ul style="list-style-type: none"> Leaflets were circulated as requested by the businesses. The OC website had an online request form for specific leaflets and volume required. Whilst this is no longer available, businesses and the public can request copies to be posted to them via OC website. Also, trail leaflets can be downloaded from the OC and PRoW websites. 	80%	✓
4)	Contact every 6 months to check level of uptake	Inventory was undertaken	<ul style="list-style-type: none"> Businesses and local centres where the leaflets were displayed would contact OC to request additional supplies as need. An inventory was undertaken and a record kept determining the level of uptake by the public and for which leaflets. Reviewed annually. 	40%	✓

Action 3.4 – Concluding remarks:

- Re 4); Due to reduced PRoW team and as this was a major task in both staff and time, it was not feasible to continue regular contact. Pear Communications assist with this as needed, however this has depended on funding.
- Due to lack of storage space at PRoW offices, all leaflets are now stored in Forest Farm and are mainly only used for tourism centres and events.
- This task will be included in the new ROWIP, including a review of the business partner locations and promotion of PRoW material requests on-line.

4.0 Circular Walks: Create supplementary circular walks

4.1 Identify strategic points for circular walks & initiate implementation – see also 2.1 & 2.6

1)	Identify and visit all potential circular walks, checking feasibility	Completed; 8 circular walks established	<ul style="list-style-type: none"> Circular walks identified were; Garth, Wenallt, St Fagans, Fforest Fawr (x 3), Pentyrch, also Taff Trail Circular Walks (x 10) Orienteering Trails identified included; Gwaelod Y Garth (links with Garth walk and in partnership with the Eco Club at the local Primary School) and Heath Park. Wildlife Explorer Trail identified included; Heath Hospital and Heath Park. 'Healthy and Scenic Walks' (x 8) Pack was created and printed in partnership with WfH and OC Partners. 	100%	
2)	LAF to prioritise routes (liaise with OC)	Completed	<ul style="list-style-type: none"> The LAF were informed throughout the process of identifying potential circular walks. Approx. 3 site visits per year and 4 opening events (Wenallt, St Fagans, Fforest Fawr and Pentyrch) hosted once the trails were completed and installed. 	100%	
3)	Implement based on priority. Aim to install 2 circular walks p/a	Completed; funding & staff shortfall, so 1 p/a	<ul style="list-style-type: none"> Due to a lack of funding and only one officer to carry out the work, the aim was revised to install one circular walk per year. The trails are listed in 4.1.1); see link to Outdoor Cardiff > Trails 	80%	✓

Action 4.1 – Concluding remarks:

- The creation of circular walks led to improved accessibility (i.e. removing stiles where possible or installing steps on steep gradients) and surface conditions of the existing PROWs used and working closer with community councils/organisations throughout the process helped build stronger working relationships. See also 2.1 & 2.6.
- Promoted routes had specially designed signage, information boards installed on site and leaflets to download/print to encourage more visitors on these improved routes. People counters were also installed to see if more people were using the routes now that they had been improved (see also 11.4).

4.2 Liaise with Walking for Health (WfH) in relation to promotion of circular walks						
	1)	A representative of WfH is involved in Outdoor Cardiff (OC)	Completed	<ul style="list-style-type: none"> Outdoor Cardiff partnership meetings were held at least twice a year and the WfH project officer was a member of this group. A project officer post was created through partnership funding for Let's Walk Cymru and ROWIP funding, to help initiate projects with cross purpose initiatives in health and wellbeing goals. 	100%	
<p style="text-align: center;">Action 4.2 – Concluding remarks:</p> <ul style="list-style-type: none"> The project officer post came to an end, as WfH funding is now managed by Ramblers on a Wales wide collaboration. PRoW team now manage the OC website, provide updates for the Let's Walk Cymru website and support the WfH groups in Cardiff. WfH leaders are all volunteer leaders. 						
4.3 Ensure grass verges along the circular walks are maintained						
	1)	OC to liaise with Parks Services to ensure continuity of maintenance	Partially completed, with assistance from Highways & Parks	<ul style="list-style-type: none"> The current maintenance regime is currently based on priorities and customer queries. Sections along promoted walks, where a footpath is on a grass verge, also any footways adjacent to grass verges and/or overgrowing hedges, they are managed within a seasonal grass cutting maintenance programme by Highways and/or Parks team. 	80%	✓
<p style="text-align: center;">Action 4.3 – Concluding remarks:</p> <ul style="list-style-type: none"> Continued verge management by Highways & Parks and inspections of promoted routes undertaken monthly in the cutting season by PRoW Maintenance Team. 						
4.4 Emphasis on circular walks during 'route of the Season' promotion – see also 2.1, 2.6 & 6.3						
	1)	Identify circular walks with seasonal features	Completed	<ul style="list-style-type: none"> Seasonal features on walks have been included in the leaflets and on information boards on site, however, this information has not been promoted on a seasonal basis. 	80%	✓
	2)	Via OC, ensure information passed to Communications team	Completed, on-going	<ul style="list-style-type: none"> The walks are visible on the Council's online map and promoted on the OC website where maps and leaflets can be downloaded or printed. 	80%	✓
<p style="text-align: center;">Action 4.4 – Concluding remarks:</p> <ul style="list-style-type: none"> These walks are available on OC website and Parks have a Guided Walks and Events programme hosting a series of guided walks/activities throughout the year. These will include seasonal activities such as, seeing the salmon jumping up the River Taff, bat walks in the evenings and bird walks. 						
5.0 Wales Coast Path: Ensure participation & task completion						
<p style="text-align: center;">Action 5 – Overall Comments</p> <p>In 2007, Welsh Government's (WG) had the initiative to create a fully linked Wales Coast Path (WCP) around the whole of Wales. In order to assist the 16 LAs to do this, there was a separate WCP project grant, allocated via CCW (now NRW). In Cardiff, the grant included the appointment of a Coastal Access Officer (CAO) in Oct 2007, to specifically deal with projects and other work needed to create a viable route in Cardiff, linking to Newport in the east and the Vale of Glamorgan to the west. Because of the separate grant funding, the criteria stated that ROWIP monies could not be used for the WCP project, so there were no tasks planned in the 1st ROWIP. However, the WCP is now part of the PRoW network and should be commented on as part of that network.</p>						

Points to note include:

- The LAF greatly assisted the CAO in finding a viable route, which had to be submitted to CCW by Nov 2007.
- The first major project in 2008, was to install a bridge link on the Cardiff Bay Barrage, to allow people to walk to and from Penarth and Cardiff Bay. The people counters recorded 160,000 users in the first 12 months, with overall visitors to the Barrage increasing by similar numbers.
- 2 new PRoW were created; Trowbridge 1 along the seawall (under Section 26 of the Highways Act 1980) and Splott 1 along the west bank of the Rumney River (under Section 26 of the Highways Act, with a Dedication of land owned by Welsh Water), adding 5.1km to the PRoW network.
- The WCP in Cardiff is approx. 15 km/9.3 miles and is part of the South Wales Coast and Severn Estuary region. The WCP from North to SE Wales is approx. 1,400km/870 miles.
- Grant monies for Cardiff totalled £421,629 up to the end of the project in 2013 and £29,077 to March 2018
- Due to the various biodiversity protections of the Severn Estuary, there was a need to conduct Appropriate Assessments for Cardiff, also jointly with Newport and Monmouthshire Councils, to consider the impact of the path. Following this, ground works were subject to seasonal restrictions.
- Due to restrictions within ABP ports, part of the route has to go inland, however this also enables access to café's, shops, accommodation, etc.
- People counters were installed and monitored at 5 points along the route.
- The WCP was officially opened on 5th May 2012, with 3 National openings including one in Cardiff.

6.0 Accessibility of PRoW: Ensure realistic & reasonable routes for disabled and impaired PRoW users

6.1 Establish the Rural Access for All (RAFA) Focus Group and identify key tasks to be undertaken

1)	Identify people who have an investment in these matters	Completed, but RAFA group disbanded by Feb 2010	<ul style="list-style-type: none"> ▪ Those with an interest in path accessibility were approached and the Rural Access For All (RAFA) group was established in June 2006, to help with the ROWIP process. 	80%	✓
2)	Establish future tasks and define group responsibilities	Substantially Completed	<ul style="list-style-type: none"> ▪ This was completed as one of the 1st ROWIP Officer's projects, who managed the group along with group member Dr Rob Gravelle (Equalities). ▪ The group ran until Feb 2010. 	80%	✓
3)	Identify a series of tasks that could be done	Completed	<ul style="list-style-type: none"> ▪ A series of site visit consultations were conducted including; Taff Circular Walks (with route description), Ely Trail, Hailey Park Code of Conduct Project & Healthy and Scenic Walks. 	100%	
4)	Identify funding sources	Started	<ul style="list-style-type: none"> ▪ This was originally funded by ROWIP grant (additional funding was not sourced). 	20%	✓
5)	Undertake tasks as funding allows	Substantially Completed	<ul style="list-style-type: none"> ▪ The RAFA group carried out assessments on identified trails. 	80%	✓
6)	RAFA to review, then identify future tasks	Started	<ul style="list-style-type: none"> ▪ The RAFA group disbanded in Feb 2010. 	40%	✓

Action 6.1 – Concluding remarks:

- RAFA ran until Feb 2010 and involved Cardiff Council's Equality Officer.
- The **Cardiff Council Access Focus Group (CCAFG)** was established by the Equality Officer and whilst this group considers accessible issues, PRoW were not featured. However, they have agreed to be involved in consultations for the new ROWIP and there are 2 members involved in the new ROWIP Sub-Group for more direct input.

6.2 Emphasis on policy to replace stiles with gates or gaps

1)	Publicise on OC & other relevant publications	On-going	<ul style="list-style-type: none"> ▪ A number of stiles were identified to be considered for removal to leave a gap, or replacement with gates where stock control is still required. ▪ See 6.1 5), re. RAFA members' assistance. ▪ This work has not been publicised on OC, however PROW Team has worked closely with Community Councils, organisations and liaising with members of public to identify where improvements should be considered. 	40%	✓
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	2)	Implement replacement of stiles to the widest extent of the network	Substantially completed	<ul style="list-style-type: none"> Stile removal was at the discretion of Lead Officer where they were deemed dangerous and areas where there is agreement with the landowner. On average, 6-8 stiles are replaced by kissing gates annually as part of the winter maintenance programme. Approximately five new self-closing gates were installed across the network on bridleways or where there is no risk of stock escaping onto a road. 2 x 2-in-1 gates were installed to retain vehicle access for the landowner with pedestrian access. 	80%	✓
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Action 6.2 – Concluding remarks:

- This continues to be a priority to improve ‘access for all’ across the path network.
- There are approximately 50 stiles adjacent to the roadside and 10 stiles away from the roadside that have been identified that should be replaced with gates.

6.3 Make a presentation pack to assist those with a disability of impairment to use the PRoW network

	1)	Look at ‘best practice’ by other LA similar packs	Completed	<ul style="list-style-type: none"> Attended a National Training course on Access & interpretation on paths, along with other LA to assist in planning for least restrictive access issues. 	100%	
	2)	Present RAFA with examples, consider strengths & weaknesses	Completed	<ul style="list-style-type: none"> This was done in conjunction with creating circular walks (Priority Task 4). This was a partnership project with Countryside Team, Parks, WfH and RAFA. 	100%	
	3)	With RAFA members, agree content for Cardiff’s pack	Completed	<ul style="list-style-type: none"> 2 packs were created; ‘Taff Trail Circular Walks’ and ‘Healthy & Scenic Walks Pack’. The packs provided information including 10 Reasons to Walk and Access for All. The information provided key information about the surface conditions, any barriers (steps, gates), along with information about facilities and parking. 	100%	
	4)	With Comms team, determine feasibility of producing packs	Completed	<ul style="list-style-type: none"> Done via OC partners Packs designed & produced by the Countryside team 	100%	
	5)	Using OC brand, produce the pack	Completed	<ul style="list-style-type: none"> The Taff Trail pack was created so that each individual walk led into the next card. This meant that a short health walk could link to two or more cards to create a longer walk, depending on the individual’s ability. They give text information about furniture (inc steps, gates) and points of interest. 	100%	
	6)	With OC, ensure packs are distributed	Completed	<ul style="list-style-type: none"> The packs were distributed along with all the other leaflets as part of Task 3. Hard copies of these packs are located in TIC and Bute Park Education Centre. 	100%	

Action 6.3 – Concluding remarks:

- This was a positive task and the packs have proved popular; approx. 100 packs distributed per year. At present, packs are distributed to the public or community centres/tourism offices on request.

6.4 Use descriptive language to allow people to determine suitability of route for themselves (see 6.3)

	1)	Look at ‘best practice’ by other LAs using similar wording	Completed	<ul style="list-style-type: none"> Done at the same time as 6.3.1) 	100%	
	2)	Present RAFA & OC with these examples	Completed	<ul style="list-style-type: none"> Done as part of 6.3.2) 	100%	
	3)	With RAFA & OC, determine best way to describe PRoW conditions. Initially apply to ‘priority routes’	Completed	<ul style="list-style-type: none"> The information provided on the leaflets allows the individual to determine the suitability rather than by labelling a route as easy/medium/difficult. See 6.3.3). Issue: The information on promoted circular routes only provides general information such as the terrain, distance, facilities, parking. 	80%	✓

4)	With Comms team, ensure information is made widely available and on the OC website	Completed	<ul style="list-style-type: none"> The walks are all hosted on OC website. With the website redesign, some leaflets still need to be uploaded onto the website. 	40%	✓
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Action 6.4 – Concluding remarks:

- These tasks were largely covered in Action 6.3 tasks.
- The various walk leaflets and website do not currently all state exact locations of barriers, however the Taff Trail circular walks describe the route, e.g. inclines and steps. In future, as leaflets are reviewed or updated, this information should be included to help inform the public in planning their routes. Barrier locations can be added on the Council's i-share online map for the network and this will be considered as a potential task in the new ROWIP.
- The leaflets have recently been amended and are available on the [Outdoor Cardiff](#) site. They have not been reprinted due to costs and alternative methods of advertising and promoting the routes is being considered via mobile apps and providing printed formats in designated locations across the city.

7.0 Maintenance & Enforcement: Make formal, efficient management procedures

7.1 Formulate implementation of maintenance & enforcement strategy

1)	Identify route categories of PRoW hierarchy	Completed	<ul style="list-style-type: none"> Created and publicised 'Report a Problem' online via Highways Asset Management Expert (AMX) portal; this shows where there are re-occurring issues & assesses priority of routes. Each PROW path is prioritised by a cutting regime and the level of maintenance required to keep the path open and accessible for users. This includes signage issues. Categorising a path as 'low priority' may not mean it is not well used, but it may require little maintenance. Further categories will be added to AMX maintenance programme. 	100%	
2)	Investigate obtaining the Countryside Access Management System (CAMS) mapping system	Completed	<ul style="list-style-type: none"> The CAMS System (used by most LA) was installed and used on a daily basis for 1st ROWIP, however the AMX programme is now being used (see 1) above), which is not compatible with CAMS, so PRoW mapping had to be merged with the AMX programme. Also, CAMS was costly to run and was only used by PRoW team; other team colleagues could not use it. 	100%	
3)	Develop proposed maintenance strategy in line with Asset Management principles	On-going	<ul style="list-style-type: none"> Currently PRoW Team are surveying all paths for the AMX programme. Regular inspections made to control outbreaks of Invasive Weeds (e.g. Japanese Knotweed, Himalayan Balsam) and where identified, weeds treated annually by a contractor. This will be on-going as a statutory task. 	80%	✓
4)	Implement the policy	On-going	<ul style="list-style-type: none"> PRoW Maintenance Team record daily work undertaken. 	80%	✓
5)	Continue consultation with OC & other user groups	On-going	<ul style="list-style-type: none"> PRoW team liaised with Community Councils to determine if the priority routes are what they see as priority, or if there were any changes required. Historically, PRoW team cut back & maintain paths on their understanding of where issues are, or if the public report/request action. There may be others that need to be included. 	80%	✓

Action 7.1 – Concluding remarks:

- The original use of the CAMS system was useful to the PRoW team in order to log, monitor and plan maintenance, however it was not helpful to the public in reporting issues. The use of the AMX programme has resolved this so the public can now 'Report a Problem' with any PRoW on-line and PRoW team now use AMX mapping.
- Groups such as the LAF, Walking for Health and OC contacts have been helpful in determining key maintenance issues, however further liaison with Community Councils will be able to advise PRoW team with any known priority routes in their areas that need attention, which will assist in maintenance planning.

7.2 Ensure maintenance & enforcement procedures communicated to Operation Managers (OM), Chief Officers (CO) & Executive Members (EM)						
	1)	Ensure maintenance & enforcement issues are relayed to OM, CO & EM	On-going as part of PRow role	<ul style="list-style-type: none"> Depending on the case, information is provided to management to ensure they understand the procedures and the Council's responsibility. In particular cases, PRow Team provided management with briefs and guides for reference. 	80%	✓
Action 7.2 – Concluding remarks:						
<ul style="list-style-type: none"> Management are keep informed of major issues or if their intervention is needed. Enforcement letters are done, with reference to PRow guidance given on website. As this is part of PRow role and a day to day function, it is not necessary to include as a task in the new ROWIP. 						
7.3 Create a methodology using 'Quality Assurance' (QA) procedures to ensure using enforcement protocol						
	1)	Review existing enforcement procedures with the 'law of the land'	Completed	<ul style="list-style-type: none"> PRow considered various enforcement situations which re-occur across the network. Types of enforcement include; obstruction by crops (ploughing/encroachment), physical obstruction (locked gate, materials, etc.) and encroachment of vegetation (hedges/trees). 	100%	
	2)	Look at 'best practice' by Cardiff Council and other LAs	Completed	<ul style="list-style-type: none"> PRow Officer consulted the WROWWG group to find out what other LAs use in their areas. PRow Officers liaised with Legal to create a series of letter templates for the enforcement issues as outlined in 7.3.1. 	100%	
	3)	Formulate a process within the Council's QA system and implement	Completed	<ul style="list-style-type: none"> An enforcement process has been created and a series of letter templates produced by legal. The letters have a series of key stages and timescales of when they need to be actioned. The PRow website clarifies the responsibilities of the public, landowners & the Council. 	100%	
Action 7.3 – Concluding remarks:						
<ul style="list-style-type: none"> Guidance available and updated as necessary on PRow website pages. 						
8.0 Safety: Manage perceived safety fears						
8.1 Initiate a series of 'guided walks' to be done quarterly, in order to perceive 'safety in numbers' – see also 2.6 & 4						
	1)	Identify circular walks with seasonal features	Completed	<ul style="list-style-type: none"> Linked with Task 4 circular walks. Particular walks had sites of interest 	100%	
	2)	With OC, pick 4 walks	Incomplete	<ul style="list-style-type: none"> Safety was not specifically promoted. 	20%	✓
	3)	PRow staff to be trained as walk leaders	Substantially Completed	<ul style="list-style-type: none"> WfH and OC created a joint funded co-ordinator post. The Co-ordinator was a walk leader but was also able to host training for new leaders. Joint walks held which the WfH groups and members of the public could attend. 	80%	✓
	4)	Establish 'route of the season' guided walks	Incomplete	<ul style="list-style-type: none"> This was not promoted as 'route of the season', but there were weekly guided walks via WfH and Parks Guided Walks & Events on a regular basis for the public to attend. 	80%	✓
	5)	Seek more walk leaders	On-going via WfH	<ul style="list-style-type: none"> Done via WfH. 	80%	✓
Action 8.1 – Concluding remarks:						
<ul style="list-style-type: none"> See also tasks 2.6 & Priority task 4 Though all the various promotions of led walks & circular walks, path use has increased. See also visitor counter on task 11.4. 						

8.2	Maintenance team to ensure good line of sight wherever possible (See Priority task 7)					
	1)	Maintenance will be done in accordance with established strategy (see 7)	On-going	<ul style="list-style-type: none"> This is part of the maintenance team's work to keep paths open and cut back to allow light through to reduce any dark zones. This is also part of the Strategic Planning Guidance to design new developments with well-lit open paths rather than dark alleyways. 	80%	✓
Action 8.2 – Concluding remarks:						
<ul style="list-style-type: none"> See Priority task 7. New developments should adhere to Strategic Planning Guidance to minimise risks to the public. 						
8.3	Liaise with Community Councils to act as 'ears to the ground' in their area – see also 7.1.5)					
	1)	Liaise with secretaries of Community Councils to determine interest	On-going	<ul style="list-style-type: none"> PROW team works closely with certain community councils, such as Lisvane, Radyr & Morganstown & Pentyrch. There are other community council's which relationships need to be build further. 	80%	✓
	2)	PRoW team member to attend Community Council meetings	On-going	<ul style="list-style-type: none"> Complete and meetings are attended as requested. 	80%	✓
Action 8.3 – Concluding remarks:						
<ul style="list-style-type: none"> PRoW team have established relationships with most Cardiff Community Councils, but contact with all Community Councils will be a task of the new ROWIP. 						
9.0	Cycling: Extend network of cycle paths and signpost					
9.1	Investigate measures to extend network of cycle paths					✓
Action 9.1 – Concluding remarks:						
<ul style="list-style-type: none"> This action involved liaising with Transport Policy Team (TPT), who created Strategic Routes that link with PROW, also linking with the Integrated Network Map and LDP to create a cohesive network (4 tasks x 40%). For the new ROWIP, PRoW team will need to make sure the future aspirations do not conflict with TPT, but rather complement. 						
9.2	Investigate measures to extend network of cycle paths					
	1)	Survey existing signage on Taff Trail	Completed	<ul style="list-style-type: none"> PRoW Officer attended regional meetings with all LA along the Taff Trail, who surveyed their respective sections. 	100%	
	2)	Liaise with relevant user groups & OC partners	Completed	<ul style="list-style-type: none"> See above and 2.1 	100%	
	3)	Look at 'best practice' by other LA/tourist bodies	Completed	<ul style="list-style-type: none"> See above and 2.1 	100%	
	4)	Stagger implementation	On-going	<ul style="list-style-type: none"> See above and 2.1 & 13.2 (Code of Conduct on shared use paths) 	100%	
Action 9.2 – Concluding remarks:						
<ul style="list-style-type: none"> PRoW Officer attended regional meetings with other LA along the Taff Trail and as a group, who ensured that signage & markings along the trail were the same. Whilst the group disbanded in 2013, a similar group is due to be re-started to complement the TPT aspirations. Taff Trail; Sustrans now maintain the signage and produce the Taff Trail leaflets. 						

9.3 Remove motor cycle barriers where appropriate						
	1)	Survey location of motorcycle barriers	Incomplete	<ul style="list-style-type: none"> Taff Trail survey done (nb not on PRoW network) by PRoW team and Parks; recommendations were passed to TPT for action 	20%	
	2)	Liaise with relevant user groups	Incomplete	<ul style="list-style-type: none"> Not done 	0%	
	3)	Liaise with O.C. and Cycling Officer	Partially completed	<ul style="list-style-type: none"> Cycling Officer sourced funding to remove barriers and improve access via South Wales Trunk Road Agent (SWTRA) grant for core route enhancements. 	20%	
	4)	Liaise with local Police & Ward members	Incomplete	<ul style="list-style-type: none"> TPT led on the project and liaised with Ward Members & Police; Parks are the landowners and ultimately was their decision to remove/retain, depending on known issues. 	20%	
	5)	Staggered removal	Partially completed	<ul style="list-style-type: none"> Only 1 motor cycle barrier was removed as the survey recommended a majority of the issues on the Taff Trail was signage, surface condition and vegetation encroachment. 	20%	
<p style="text-align: center;">Action 9.3 – Concluding remarks:</p> <ul style="list-style-type: none"> Following approval by Parks, barriers were removed by TPT in the early stages of the 1st ROWIP. Sustrans have done an assessment of the Taff Trail along with consultation; this included shared use user conflict and then made various proposals for future implementation. TPT and Parks Dept. deal with barriers in Cardiff Parks & Open spaces policy. 						
9.4 Ensure channel of communication with Council's Cycling Officer						
	1)	PRoW officer to attend Cycling Development Liaison (CDL) meetings	Originally completed action, planning needed	<ul style="list-style-type: none"> The group has disbanded in the last couple of years, but Transport are looking to start it up again. 	60%	
	2)	OC meetings to include cycling issues	Originally completed action	<ul style="list-style-type: none"> The Cycling Officer attended periodically, but the OC partnership does not meet on a regular basis in the same capacity due to the shortage of staff members and schedules. 	80%	
<p style="text-align: center;">Action 9.4 – Concluding remarks:</p> <ul style="list-style-type: none"> The CDL group disbanded in 2014, but TPT were looking to start it up again in Autumn 2018. The OC partnership has remained active. 						
10.0 Bridleways: Increase easily accessible routes for horse riders						
10.1 Investigate equestrian 'hot spot' in Pentyrch as pilot project, discuss with Community Council. Determine conflict issues						
	1)	Liaise with Pentyrch Community Council. Establish working partnership, consult local community	Incomplete	<ul style="list-style-type: none"> Liaison with British Horse Society (BHS) and Pentyrch CC was done on ad hoc basis, but no clear action was taken. However, relevant work was done on 'Green lanes' (see 10.2), which relates to this action. 	40%	✓
	2)	Undertake necessary negotiations with land owners	Not viable	<ul style="list-style-type: none"> Guidance with BHS for permissive routes. Lack of availability of compensation funding resulted in this not being viable. 	20%	✓
<p style="text-align: center;">Action 10.1 – Concluding remarks:</p> <ul style="list-style-type: none"> There is a permissive route being created around Canada lakes (Pentyrch) to create a circular horse route and take horse riders off the busy roads. This has been delayed due to legal drawing up the contract agreement between the Council and the landowner, also funding resources. Re tasks 2, 3 & 4 on the 1st ROWIP; BHS initiated these tasks as part of their future planning strategy. It was not done by PRoW to avoid duplication of task. Funding was also an issue. 						

10.2 Investigate possibility of using 'green lanes' for horse-riding purposes						
	1)	Identify location of all green lanes	Incomplete	<ul style="list-style-type: none"> The green lanes are registered as adopted highway and are old drover's roads which are rutted and overgrown. Some lanes are more accessible than others, however, if access is improved, these routes will create an off-road bridleway network which is needed due to the increase in developments in the rural areas of Pentyrch, Creigiau and Radyr. 	20%	✓
	2)	Identify landowners, initiate negotiations	Incomplete	<ul style="list-style-type: none"> Landowners have been identified in certain sections, however negotiation or compensation is not required as the lanes are already adopted and by reclassifying them from adopted highway to a bridleway or restricted by-way, will only inhibit motorised vehicular access. 	20%	✓
	3)	Initiate legal process to create 4 bridleways	Incomplete	<ul style="list-style-type: none"> The use of volunteers to open up the access on the green lanes has been undertaken initially. The legal process to create the bridleways has not been started but is still considered a priority. 	20%	✓
	4)	Design & produce promotional material	Incomplete	<ul style="list-style-type: none"> This will be completed once the routes are open and accessible. 	0%	✓
<p align="center">Action 10.2 – Concluding remarks:</p> <ul style="list-style-type: none"> The reclassification of 'green lanes' as Bridleways or Restricted Byways was not completed (for definitions, see New Assessment Glossary). Sections of the green lanes were resurfaced over the years to improve the off-road network for horse riders, however, these routes have since fallen into disrepair. The main issues were lack of funding and staff to source additional resources. Reclassification of the green lanes to become Bridleways/Restricted Byways and surface improvements for accessibility will remain a key aim in the new ROWIP. 						
10.3 Investigate feasibility of creating circular horse-riding route near Cardiff Riding School (Pontcanna), including legal status						
<p align="center">Action 10.3 – Concluding remarks:</p> <ul style="list-style-type: none"> This action was not progressed (5 x 0%). 						
10.4 Investigate feasibility of creating permissive horse-riding routes in the Lisvane area						✓
<p align="center">Action 10.4 – Concluding remarks:</p> <ul style="list-style-type: none"> This action was not progressed (3 x 0%). This may be one of the aims for the new ROWIP. 						
10.5 Establish channels of communication in relation to road signage near PRoW Bridleways						✓
<p align="center">Action 10.5 – Concluding remarks:</p> <ul style="list-style-type: none"> Although this action was not undertaken fully, signs were installed on the highway to warn drivers of horses ahead at 10 locations where PROW bridleways joined the adopted highway (2 x 20%, 2 x 0%). The review of these signs has not been undertaken or consideration if new locations are needed. This may be one of the aims for the new ROWIP 						
11.0 Priority routes: Identify and manage priority routes						
11.1 Investigate feasibility of implementing 'desired routes' suggested by LAF						
	1)	Carry out site survey of routes, check feasibility	Ongoing	<ul style="list-style-type: none"> These were generally done as part of the planning application process, PRoW team consulted the LAF members on pre-meeting site visits (3 p/a). PRoW team are currently working with LAF on feasibility of the Penrhys Pilgrimage Trail. 	40%	✓
	2)	Investigate legal matters, identify landowners	On-going	<ul style="list-style-type: none"> This was done as part of the separate WCP project; see task 5 	20%	✓

	3)	Establish routes and undertake legal process	On-going	<ul style="list-style-type: none"> 2 new PRoW Footpaths were established as part of the separate WCP project; Splott 1 and Trowbridge 1. See also task 5 	20%	✓
<p style="text-align: center;">Action 11.1 – Concluding remarks:</p> <ul style="list-style-type: none"> Whilst site surveys were done as part of the planning application process, the LAF members have not looked specifically to survey other routes. This task was not progressed. This may be one of the aims for the new ROWIP, for example continuing work on the Penrhys Pilgrimage Trail. 						
11.2	Initiate liaison with ‘honey pot’ sites and links to other recreational routes – see Task 3 & 4					
<p style="text-align: center;">Action 11.2 – Concluding remarks:</p> <ul style="list-style-type: none"> As part of Outdoor Cardiff (the central information point for all things outdoors), all partners contribute to joint promotion, which is on-going. Linked with Task 3 & 4, circulation of leaflets to local country pubs/cafes, community centres where they link to promoted routes/trails. Advertising their facilities on our leaflets or online has also been very useful. 						
11.3	Ensure regular feedback from PRoW maintenance team, primary users & Community Councils					
<p style="text-align: center;">Action 11.3 – Concluding remarks:</p> <ul style="list-style-type: none"> As part of regular PRoW team & PRoW maintenance team meetings, attendance at other relevant meetings including LAF and Community Councils, all tasks are completed (3 x 100%), with on-going, regular attendance. Good working relationships, well established and feedback is actioned as needed. 						
11.4	Initiate process to research, purchase and implement a series of ‘visitor counting’ devices					
	1)	Research, purchase and implement ‘visitor counting’ devices	Complete and on-going	<ul style="list-style-type: none"> People Counters have been installed on each of the promoted circular walks (see 4.0) and the three river trails. 11 counters have been installed on the circular walks and 5 installed on the WCP. Parks and TPT have a series of people counters, which they manage separately to PRoWs. 	80%	✓
<p style="text-align: center;">Action 11.4 – Concluding remarks:</p> <ul style="list-style-type: none"> Whilst the ‘people counters’ were installed, they are currently being reviewed in how the data is collected and managed. This will be a priority task in the new ROWIP. An assessment needs to be carried out to determine if some could be moved to new locations. 						
12.0	Examine the possibility of obtaining finance from additional sources					
12.1	The ROWIP must be effectively used as a bidding document to secure improved level of funding for PRoW issues					
	1)	The ROWIP to be used as a bidding document to secure improved level of funding for PRoW issues	Complete and on-going	<ul style="list-style-type: none"> Additional grants were sourced from partnership projects via OC; Cardiff WfH Scheme and Countryside Projects which included initiatives via the Council’s Ecologist and Parks Dept. Project funding was provided by Welsh Government. 	80%	✓
<p style="text-align: center;">Action 12.1 – Concluding remarks:</p> <ul style="list-style-type: none"> The Council’s Countryside Team formerly managed this, however projects are now part funded from the Welsh Government’s Environment and Sustainable Development Directorate, a single revenue grant to LAs in Wales to deliver Ministerial priorities and multiple benefits in support of the Well-being of Future Generations (Wales) Act Goals. 						
12.2	Initiate a ‘Regional Forum’ charged with investigating a ‘regional pool of resources’ – see Action 3.3					
<p style="text-align: center;">Action 12.2 – Concluding remarks:</p> <ul style="list-style-type: none"> See Task 3.3; the Regional Wales Coast Path Group (RWCPG) meets 3 times p/a and potential link projects are discussed as necessary. WROWWG (all Wales LA PRoW teams) meets 4 times p/a to discuss national PRoW issues (4 x 20%). See WROWWG and RWCPG for mission statements or additional information. 						

12.3	Investigate suitable use of private sponsorship within promotional material – see Action 3.4					
Action 12.3 – Concluding remarks:						
<ul style="list-style-type: none"> See Action 3.4; whilst business partners were identified, this was for co-operation and for hosting the leaflets, but they were not approached for sponsorship and/or advertising. The reasons for this include; avoiding any conflict of interest within Cardiff Council, possible legal implications, also difficulties of managing payments (7 x 0%). 						
12.4	Investigate accessing national grants and ‘good cause’ funding					
Action 12.4 – Concluding remarks:						
<ul style="list-style-type: none"> Due to reduced PRoW team and as this was an overall major Action in both staff and time, it was not possible to achieve (4 x 0%). 						
13.0	Shared use paths: Programme educating people to be considerate to other path users					
13.1	Encourage LAF members to ensure they have an effective link between Cardiff Council & dedicated user groups					
	1)	Via OC, accumulate database of Council initiatives	Completed and on-going	<ul style="list-style-type: none"> Information about Council initiatives are brought to the LAF meetings, e.g. Active Travel presentation, Integrated Network Map. This includes consultations, e.g. WG consultation on Sustainable Management of Natural Resources; Ch 4; Access to Outdoors (WG31811) 	100%	
	2)	Produce summary sheet for LAF meetings	Completed and on-going	<ul style="list-style-type: none"> These are sent ahead of LAF meetings for advance awareness and to enable discussion at meetings. 	100%	
	3)	LAF Chair to request response on each issue	Completed and on-going	<ul style="list-style-type: none"> Responses are noted and actioned as necessary and formal written responses are done by LAF Chair as representing the LAF. 	100%	
	4)	Rotation of venues for LAF meetings, link to communities & user groups	Completed and on-going	<ul style="list-style-type: none"> Various venues are used depending on site visits undertaken prior to the meetings. Due to LAF constitution, non-members can only observe and not take part in meetings, unless invited to speak as agenda item. Meetings have included; Pedal Power (using the various bikes), a path user of Forest Ganol (highlighting user conflict with mountain bikers). 	40%	✓
Action 13.1 – Concluding remarks:						
<ul style="list-style-type: none"> As part of their role, LAF actively respond to new initiatives and consultations, which will continue to be dealt with as they come up. 						
13.2	Increase publicity and distribution of the Countryside Code. Draw up a code of practice.					
	1)	PRoW maintenance team to distribute to public they encounter	Completed and on-going	<ul style="list-style-type: none"> Public signs and notices are normally put on gates and posts, e.g. Dog fouling. Although distribution is not made to the public directly, the PRoW team provide Landowners and Community Councils with additional information including Countryside Codes & notices. 	60%	✓
	2)	Responses to PRoW information to include Countryside Code	On-going	<ul style="list-style-type: none"> This is not usually appropriate to responses, e.g. enforcement issue, specific information is given where relevant, e.g. Land Management and public rights and responsibilities. As most responses currently are sent by e-mail, the hyperlink to the Countryside Code of Conduct is on all responses, as part of the signature 	80%	✓
	3)	Countryside Code at public events	Completed and on-going	<ul style="list-style-type: none"> These were taken on the Roadshows (see task 3.2) 	100%	
	4)	OC to formulate ‘Cardiff Code of Conduct’	Completed and on-going	<ul style="list-style-type: none"> Whilst the Countryside Code was useful, the Cardiff Code of Conduct was initiated because of known shared use conflict in Hailey Park. It was agreed to make this a pilot project that could be rolled out to other shared use areas to prevent user conflict. 	100%	

	5)	LAF members & other groups to be consulted for approval of Cardiff code of conduct	Completed	<ul style="list-style-type: none"> A series of surveys were undertaken in Hailey Park and Bute Park as part of the pilot project to understand perceived user conflict and other issues. Following consultation and review, a 'Code of Conduct' was established for Hailey Park; this was to be a potential pilot for other shared use paths and other Cardiff Parks. 	100%	
	6)	Following consultation, modify & issue final document. Review when required.	Completed	<ul style="list-style-type: none"> The final agreed 'Code of Conduct' signage was first put up on Hailey Park as a pilot. It was then installed on shared use paths in the following locations; Taff Trail, Ely Trail, Bute Park, Heath Park, Llandaff Fields, Sophia Gardens, Marl Park, Rumney Hill Gardens, New Road Playing Fields, Forest Farm Country Park. 	100%	

Action 13.2 – Concluding remarks:

- Note; since publication of the ROWIP in 2008, new legislation of [Public Space Protection Orders](#) now incorporate a clause on control of Dogs. Dog Control Orders are no longer used.
- Continuing support and promotion of the Cardiff Code of Conduct on shared use paths, explored training opportunities for volunteers; e.g. assist with maintenance; Walk Leaders, etc., as promoted on OC website.
- Countryside Code is available as a link on the PRow & OC website

13.3 Undertake site visits when necessary, to follow up on reports of user conflict

	1)	Ensure publicity of emergency & non-emergency contact details on signage & on OC website	Partially completed and on-going	<ul style="list-style-type: none"> 'Useful Contacts' are on all leaflets and information boards include PRow contact details for the public to use. 'Report an Issue' via C2C on the Council website. Emergency reports are dealt with as quickly as possible, e.g. dangerous tree, path collapse, cow/horse incident with the public. 	60%	✓
	2)	Establish LAF 'task & finish group' to respond to issues as recorded	On-going	<ul style="list-style-type: none"> All LAF members are made aware of reported user conflict, however the public Code of Conduct aims to prevent/reduce user conflict. 	60%	✓
	3)	Task & Finish Group will present agreed recommendations of investigated matters	On-going?	<ul style="list-style-type: none"> All LAF members have informed PRow team of any further information and recommendations to prevent/reduce user conflict. 	60%	✓

Action 13.3 – Concluding remarks:

- Issues are dealt with as they arise. Management involved as and when necessary.

13.4 Use specific signage to encourage courteous & responsible behaviour on PRow network – see Actions 2.1, 13.2 & 15

✓

Action 13.4 – Concluding remarks:

- Refer to Actions 2.1, 13.2 & 15. The tasks were partially progressed with the Code of Conduct above (5 tasks x 60%). Further work may be one of the aims for the new ROWIP.

13.5 Design dedicated Schools Programme, to promote social consciousness and provide environmental information

Action 13.5 – Concluding remarks:

- Due to funding and staff issues, this action was not progressed (5 tasks x 0%).

14.0	Outsource network maintenance: is it possible to devolve responsibility					
14.1	Enhance and extend relations with Community Councils via their secretaries – see Action 11.3					
	1)	Liaise with secretaries to determine level of interest & capabilities	On-going	<ul style="list-style-type: none"> PROW team works closely with Community Councils in Pentrych, Radyr Morgantown and Lisvane. Other Community Councils are less consistent and contact is made when there are local projects or issues on the network in their area. 	60%	✓
	2)	PRoW team to identify tasks for members to do	Initiated task, on-going	<ul style="list-style-type: none"> For the first couple of years, PRoW budget paid Community Council's to carry out path maintenance within their boundaries to assist in maintaining paths however the initiative ended as part of a budget review. All maintenance is now undertaken by the PROW team with the assistance from Community Councils on specific projects or improvements within their boundary. 	40%	✓
	3)	Send summary of Council initiatives and responsibilities	On-going	<ul style="list-style-type: none"> Summary sheets are not circulated, however regular communication with community councils and attending meetings is undertaken. PROW are informed of maintenance needed on paths within the community council's boundaries and this helps to prioritise work based on the number of queries received on a particular path. 	60%	✓
	4)	PRoW Officer to attend Community Council meetings if required	Completed and on-going	<ul style="list-style-type: none"> Regular communication with Community Councils Regularly attend meetings 	100%	
Action 14.1 – Concluding remarks:						
<ul style="list-style-type: none"> Liaised with Community Councils, community groups, Council Departments to understand where improvements on the network are needed and create opportunities to work with volunteers on projects on the PROW network. This may be progressed as part of the new ROWIP. 						
14.2	Establish guidelines to determine roles of 'community partners'					✓
Action 14.2 – Concluding remarks:						
<ul style="list-style-type: none"> This task was not progressed (0%). This may be one of the aims for the new ROWIP. 						
14.3	PRoW team to encourage Community Councils to play key role in advancing relations with land owners					✓
Action 14.3 – Concluding remarks:						
<ul style="list-style-type: none"> This action was not progressed (2 tasks x 0%). This may be one of the aims for the new ROWIP. In general, PROW liaises with Community Councils, however, a policy has not been created for formalise 'best practice' in communicating with landowners. 						
14.4	PRoW team to work in partnership with Cardiff Ramblers on identified projects					✓
Action 14.4 – Concluding remarks:						
<ul style="list-style-type: none"> This action was not able to be progressed (2 tasks x 0%). This may be one of the aims for the new ROWIP. 						

15.0	Litter on PRoW: How to deal with this practically – See also Task 7.1 and 14					
15.1	Initiate ‘inspection system’ within newly formulated maintenance & enforcement strategy – see Actions 7 and 14					✓
Action 15.1 – Concluding remarks:						
<ul style="list-style-type: none"> ▪ Report a problem is publicised through the Cardiff Council website and PROW continue to liaise with Waste Management to report fly tipping as a reactive measure, however, this is not currently analysed to determine frequencies or identify hot spots. One known hot spot is Rover Way; PRoW is working with waste management, various Council Officers and organisations to resolve the problem, but this is a site specific issue rather than a general issue across the network. ▪ It should be noted that Keep Wales Tidy and Keep Cardiff Tidy tackle areas of littering in Cardiff with volunteers, though this is done mostly independently and does not involve PROW. They have worked with the WCP Officer on clearing areas of path ahead of the official opening of the WCP. ▪ The AMX maintenance system will provide a means to quantify re-occurring issues and hot spots (linked with Task 7.1). ▪ Additional work with community groups (see Task 14) to arrange litter-picking days will be considered in the new ROWIP (Action; overall 5 tasks x 80%) 						
15.2	Use specific signage to encourage responsible behaviour, including disposal of litter – see also Priority Task 2 and 13.2					
Action 15.2 – Concluding remarks:						
<ul style="list-style-type: none"> ▪ The Countryside Code of Conduct is promoted on information boards on site and trail leaflets to encourage responsible behaviour, which includes taking your litter home. ▪ One of the biggest problems of litter is dog fouling; a series of signs are posted on gates and stiles to remind path users to pick up after their dogs and take their litter home. ▪ This task was not progressed further than stated above, however, it may be one of the aims for the new ROWIP (Action; overall 60%). 						
15.3	Initiate relationship of co-operation with Sustrans & BTCV – see Task 4.1					
	1)	Initiate co-operation with Sustrans via Cycling team & Cycling Officer	Completed and on-going	<ul style="list-style-type: none"> ▪ On average, between 3 to 5 days per year work days were undertaken by Sustrans Volunteers to help litter pick and cut back vegetation along the Taff and Ely Trails. ▪ Sustrans usually contact PROW to check that they have permission to carry out maintenance on a section of trail they have been made aware of, which requires vegetation clearance. 	100%	✓
	2)	Initiate co-operation with BTCV via Communities First & ‘project specific’ meets	Completed and on-going	<ul style="list-style-type: none"> ▪ BTCV have carried out a variety of installations on the PROW network, such as, installation of bridges and boardwalks and repaired revetments where the path edges were eroding on steep embankments. ▪ BTCV funding changed and the group disbanded. However, Cardiff Conservation Volunteers (CCV) formed as a constituted group and then assisted PROW with path improvements and vegetation clearance. ▪ On average, BTCV and CCV carried out tasks between 3 to 5 times per year, depending on availability of PROW funding; PROW pays for and supplies path materials required (i.e. stone, waymarker posts, boardwalk kits, etc.) and a daily rate to cover volunteers’ travel expenses. 	100%	✓
Action 15.3 – Concluding remarks:						
<ul style="list-style-type: none"> ▪ PROW team works closely with Sustrans and CCV (see Action 4.1) on a regular basis for volunteering days. This may be one of the aims for the new ROWIP. 						
15.4	Design dedicated Schools Programme, to promote social consciousness and provide environmental information – see Action 13.5					
Action 15.4 – Concluding remarks:						
<ul style="list-style-type: none"> ▪ This action was not progressed (see Action 13.5) (5 tasks x 0%). 						

16.0 Quick wins & network surveys: To encourage public use of PRoW. Make regular surveys						
16.1 Initiate measure to make overall survey every 3 years – see Task 7.1 2)						
	1)	Investigate obtaining the Countryside Access Management System (CAMS) mapping system (used by most LAs)	Completed	<ul style="list-style-type: none"> The CAMS System was installed and used on a daily basis within 1st ROWIP, however as the AMX programme is now being used (see Task 7.1 2), which is not compatible with CAMS, the PRoW mapping had to be merged with the AMX programme. PRoW now use AMX mapping. 	100%	
	2)	Liaise with ICT to obtain funding for CAMS	Completed	<ul style="list-style-type: none"> CAMS was supported by ICT and PRoW budget was allocated to install and support the programme. 	100%	
	3)	Use CAMS to make 'on the ground' survey of the condition of the network	Substantially completed	<ul style="list-style-type: none"> A survey of the footpaths and identifying all furniture on paths was carried out but not completed. The survey provided detail of condition, type and any maintenance requirements. This helped to identify where improvements were needed to improve access for all. 	80%	✓
	4)	Review maintenance schedule based on survey feedback	Incomplete	<ul style="list-style-type: none"> Due to PRoW team restructuring, the remaining officers did not have experience to use CAMS and costs for training were too expensive to continue using the system (see 7.1). Not progressed but currently working on setting up AMX to review maintenance programme and BVPIs. 	20%	✓
Action 16.1 – Concluding remarks:						
<ul style="list-style-type: none"> PRoW no longer use CAMS, due to high maintenance fees and lack of staff able to use the programme. AMX is now used by PRoW and the Highways Department, therefore a new condition survey is being carried out on the network. AMX will allow PRoW to review the maintenance schedule and identify areas of need to improve access for all. This is also a management tool to help plan future maintenance (see 7). 						

Summary conclusion of tasks actions:

There were 16 Key aims, 63 targeted actions and of these, there were 213 tasks.

Of the 213 tasks;

- 69 were completed
- 37 were substantially completed
- 20 were partially completed
- 13 are at planning stage
- 27 tasks were initiated
- 47 were not started

Some tasks will be included in the new ROWIP, however some tasks may be abandoned if the public decides that they are not needed, or other tasks may have higher priority.

NOTES/Appendix:

A. Outdoor Cardiff:

When planning the ROWIP, the PROW team worked with Parks, Countryside, Cycling Officer (Transport) & Harbour Authority, so there was substantial cross-over interest activities and projects. As a result, Outdoor Cardiff brand and website was created to incorporate all teams, which is now used to promote 'Outdoor' activities. This was a major outcome of planning the ROWIP and strengthened collaborative working between Council Depts.

B. Partners (incorporating Council Depts):

- i. Countryside Team, including Biodiversity (part of Planning Dept.); they managed various WG grants (managed by CCW/NRW) including Countryside Grant.
- ii. Parks
- iii. Cardiff Harbour Authority
- iv. Transportation (Cycling)
Also:
- v. Natural Resources Wales (formerly Forestry Commission)

C. Boundary changes:

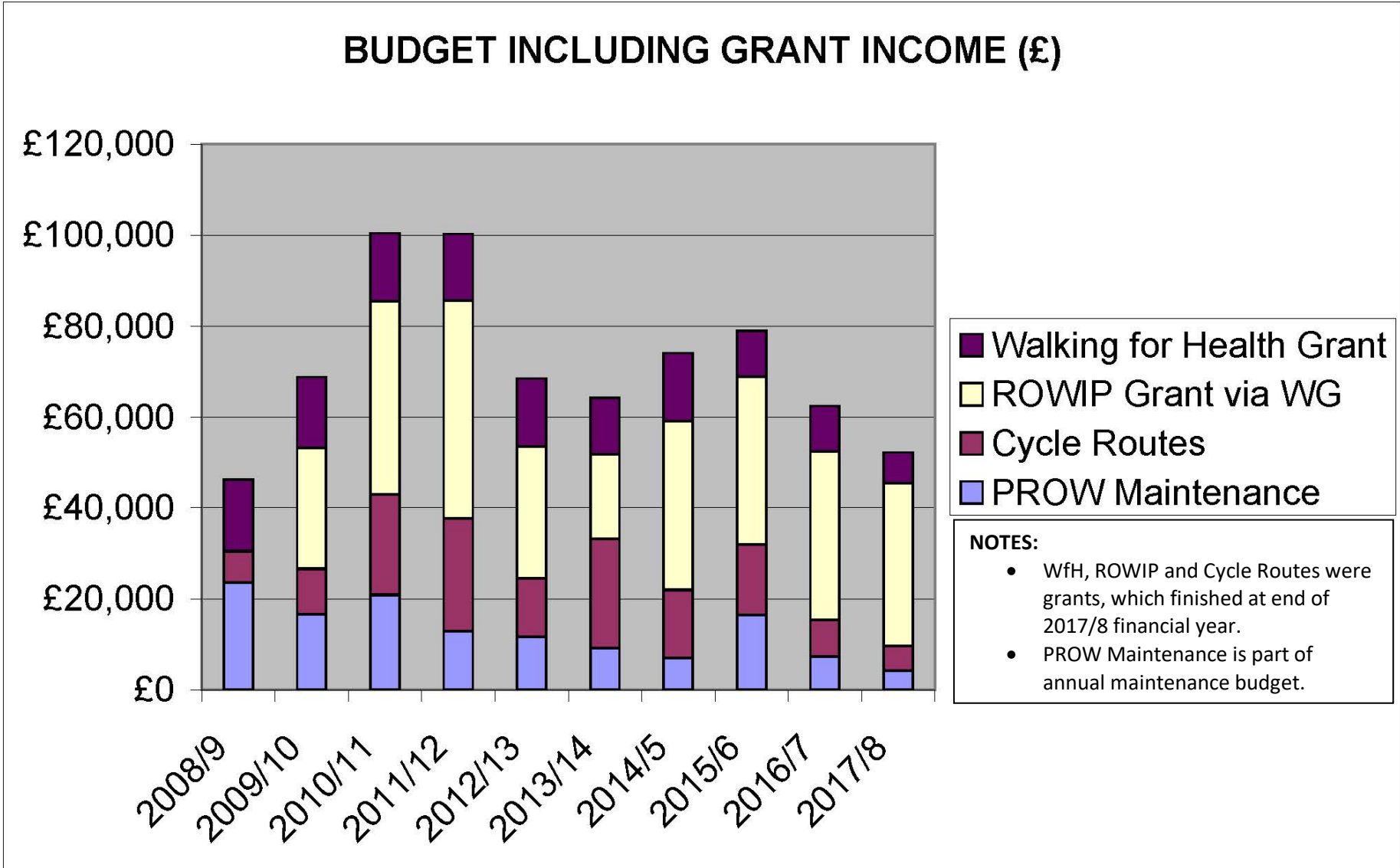
Following the Local Government (Wales) Act 1994, some of the county boundaries changed:

- i. **Mid Glamorgan** (a preserved county) was abolished in 1996; Pentyrch (from Taff-Ely district) was added into Cardiff Council's county area.
- ii. **South Glamorgan** (a preserved county) was abolished in 1996; Pentyrch, Gwaelod-y-Garth & Creigiau (from Taff-Ely district) became part of Cardiff Council's county area.
Also:
- iii. **Monmouth**(shire); the historic boundary between Glamorgan and the county of Monmouth (now Monmouthshire), was the Rhymney River. Rumney was historically part of Monmouthshire, but in 1938 was incorporated into the county borough of Cardiff under the Cardiff Extension Act 1937. St Mellons and Old St Mellons were historically in Monmouthshire, but in 1974 became part of South Glamorgan under the Local Government Act 1972 (see ii.).

D. Excluded areas:

Due to the historical rapid growth of the city and county of Cardiff, certain urbanised areas were excluded from the DM, as PROW were absorbed into developments as pavements, lanes, etc. (historical maps would show these changes in more detail).

GRAPH 1: showing Grant spend (figures taken from Table 1)



GRAPH 2: showing Staff resources (figures taken from Table 1)

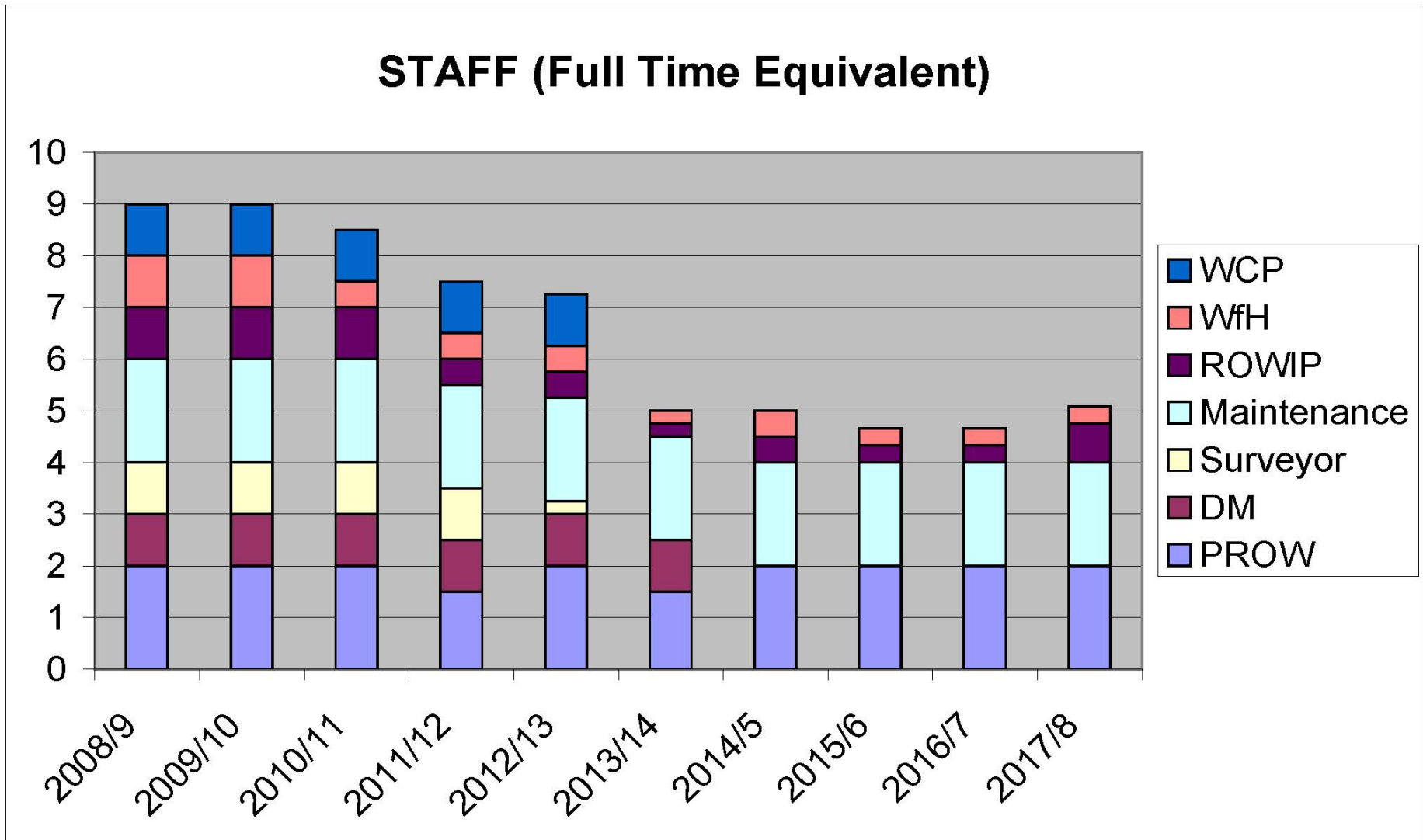


Table 1: Budget Spend (ref Graphs 1 & 2 above)

Financial Year	PROW Maintenance	Cycle Routes	ROWIP Grant via WG	Walking for Health Grant	Wales Coast Path Grant via WG	Total Spend Per Year (excludes WCP Grant)	Staff Resource, Full Time (FT)	Total Staff costs
2008/9	£23,533	£6,924	£0	£15,700	£70,378	£46,157.00	2 x PRoW 1 x Definitive Map 1 x Surveyor 2 x Maintenance 1 x ROWIP 1 x WfH 1 x WCP (equivalent 9 Officers)	£278,817
2009/10	£16,634	£9,962	£26,492	£15,700	£69,763	£68,788.00	2 x PRoW 1 x Definitive Map 1 x Surveyor 2 x Maintenance 1 x ROWIP Officer 1 x WfH Project 1 x WCP Officer (equivalent 9 Officers)	£277,738
2010/11	£20,810	£22,179	£42,352	£15,045	£88,660	£100,386.00	2 x PRoW 1 x Definitive Map 1 x Surveyor 2 x Maintenance 1 x ROWIP 0.5 x WfH 1 x WCP (equivalent 8.5 Officers)	£286,108
2011/12	£12,865	£24,723	£47,921	£14,726	£93,514	£100,235.00	1.5 x PRoW 1 x Definitive Map 1 x Surveyor 2 x Maintenance 0.5 ROWIP 0.5 x WfH 1 x WCP (equivalent 7.5 Officers)	£257,776

Year	PROW Maintenance	Cycle Routes	ROWIP Grant via WG	Walking for Health Grant	Wales Coast Path Grant via WG	Total Spend Per Year (excludes WCP Grant)	Staff Resource, Full Time/equivalent	Total Staff costs
2012/13	£11,700	£12,813	£40,495	£15,001	£99,314	£80,009.00	2 x PRoW 1 x Definitive Map 0.25 x Surveyor 2 x Maintenance 0.5 x ROWIP 0.5 x WfH 1 x WCP (equivalent 7.25 Officers)	£236,578
2013/14	£9,205	£23,976	£15,602	£12,521	£13,216	£61,304.00	1.5 x PRoW 1 x Definitive Map 2 x Maintenance 0.25 x ROWIP 0.25 x WfH (equivalent 5 Officers)	£240,070
2014/15	£6,925	£15,010	£37,103	£15,000	£1,652	£74,038.00	2 x PRoW 2 x Maintenance 0.5 x ROWIP 0.5 WfH (equivalent 5 Officers)	£144,734
2015/16	£16,507	£15,375	£37,000	£10,000	£5,214	£78,986.00	2 x PRoW 2 x Maintenance 0.33 x ROWIP 0.33 x WfH (equivalent 4.66 Officers)	£178,476
2016/17	£7,311	£8,070	£37,000	£10,000	£3,913	£62,381.00	2 x PRoW 2 x Maintenance 0.33 x ROWIP 0.33 x WfH (equivalent 4.66 Officers)	£200,659
2017/18	£4,212	£5,413	£35,759	£6,800	£5,082	£52,184.00	2 x PRoW 2 x Maintenance 0.75 x ROWIP 0.33 x WfH (equivalent 5.08 Officers)	£207,009
10 YRS TOTAL SPEND	£129,702	£144,445	£319,828	£130,493	£450,706	£724,468.00		£2,307,965.00

Notes on Budgets and Staff:

- Volunteers; hours were not recorded and are unknown. On average; volunteers participate in organised activities on PROW between 3-5 days per year. Most of this has been managed in partnership with Parks, Cardiff Conservation Volunteers, Sustrans and localised horse riding groups.
- Staff, re full time equivalent (FTE); this represents the number of working hours that one full-time employee completes during a fixed time period, such as one month or one year. This is used to convert the hours worked by part-time staff into the hours worked by full-time staff for comparison purposes over the same fixed time period. For example; an officer works for 2,080 hours in a full working year (excluding all holidays), equal to 1 FTE. If an officer works 1,040 hours in a full working year, equal to 0.5 FTE; this could be 1 officer working full time for only half of the working year, or a part time officer working half of a working week throughout the whole working year. The graph shows the equivalent result for comparative and statistical purposes.
- During the 10-year period, there were several staff changes, including staff leaving from higher/mid graded posts and staff joining on mid/lower graded posts. There was also a period where staff were able to leave on voluntary severance (VS), with subsequent VS payments.
- Officer time on grant funded projects included payment of most of salary, which was match funded by Cardiff Council; this included on-costs for hosting the officer.
- WCP (See Key aim 5); budget spend not included on Graph 1, as there were no tasks in the ROWIP. The WCP was officially opened in June 2012 and the project Officer finished in June 2013. Following this, the WCP budget was minimal.
- Grant funding, projects for investment; usually Welsh Government (WG), managed by Natural Resources Wales (NRW – formerly Countryside Council for Wales (CCW), also other organisations.
- Re WfH and ROWIP: From 2013 to financial year end 2015, the full time Officer post was shared between 2 projects (WFH + ROWIP), then in 2015-17, due to reduced funding, the post became part-time.

This document is available in Welsh and is on Cardiff Council's website (Public Rights of Way) / Mae'r ddogfen hyn ar gael yn Gymraeg ar wefan Cyngor Caerdydd (Hawliau Tramwy Cyhoeddus)