

Notes on the Public Rights of Way Report Form.

- 1) **Information to the County Council.** The Report Form is to provide information to the County Council Public Rights of Way Officers. Remember - an "easy to use" report is as valuable as a "route impossible to use" report.
- a) **Report and Survey Dates.** The interval between the date of the survey and the date of the report should be as short as possible. The following action timescales will only come into effect from the date the report form is received by the PROW Officer.
 - b) **Route Numbers and Location.** As the Definitive Map is updated, every route is allocated a unique identification number which should be indicated on the form. If the number is not known then alternative identification must be provided. Please provide a grid reference if you can.
 - c) **Report Details,** Please report good and bad aspects of the route.
 - d) **Condition.** The choice for the condition of the route should be made from the following five categories. [Please use the code () letter on the report form.]
 - i) **(U)** Urgently requires attention. Attempts to walk the definitive line may prove to be a serious hazard [e.g. a rotting bridge, a potentially dangerous stile]. The number of such reportings should be small and will be inspected and action taken within 5 working days.
 - ii) **(H)** High priority for attention. The definitive line is impassable [e.g. solid hedge, crossfield path through rape] and will be inspected within 10 working days and action taken within 3 months.
 - iii) **(M)** Medium priority for attention. It is possible to follow the definitive line but with difficulty [e.g. it is obstructed with growth into the headland] and will be inspected within 15 working days and action taken within 3 months.
 - iv) **(L)** Low priority for attention. The route is passable but some relatively minor work is needed [e.g. way marking, making a stile or gate easier to use (not repair)] and will be attended to when the Officer is next working in the area but within 6 months.
 - v) **(G)** No attention required. The route is easy to use and follow from an O. S. map. This category will not be action programmed but must be recorded so that a total performance audit can be made.

It is accepted that allocation to a category is subjective, particularly between ii) and iii) [e.g. how much growth is too much], even how frequently the route is used or the agility or age of the user can affect the allocation, but the PROW Officer's allocation, after inspection, must be used for follow up purposes.

The action times are target times, not guaranteed or always achievable. The target times will be reviewed on an annual basis and if necessary changes introduced.

2) **Feedback to the Report Initiator.**

The standard County Council acknowledgment cards are sufficient reply to (L) and (G) reports. It is necessary for the PROW Officer to reply fully to the other classification of reports indicating agreement or otherwise and the actions taken.

The report form is designed so that the PROW Officer can copy it and hand write in the box at the bottom his/her comments or reply to all or highlighted items, this will save time as a typed reply will be unnecessary. The response to the report could be made at a meeting between the initiator and the Officer if circumstances warrant it.