

NICE GUIDANCE
Walking and cycling: local measures to promote walking and cycling as a form of travel or recreation
1st Meeting of the Programme Development Group

Tuesday 22nd November 2011

**Royal College of Anaesthetists,
Churchill House, 35 Red Lion Square, London**

Attendees:	<i>Programme Development Group (PDG) Members:</i> Harry Rutter (Chair), Adrian Davis, Susie Morrow, Nanette Mutrie, Mark Frost, Phillip Insall, Jenifer Roberts, Ralph Bagge, Patrick Lingwood, Melvyn Hillsdon, Charlie Foster, Tim Jones <i>NICE:</i> Jane Huntley, Hugo Crombie, Charlotte Haynes, Victoria Axe, Kim Jeong, Brian Reddy <i>Contractors:</i> Nick Payne, Lindsay Blank, Laurence Blake (arrived 2pm), Alan Brennan (arrived 2pm)
Apologies:	<i>PDG Members:</i> Nick Cavill <i>NICE:</i> James Jagroo

Author	Victoria Axe
File Ref	Walking and Cycling PDG 1: Final minutes
Version	Final
Audience	PDG members, NICE team, the public (via web publication)

Item		Action
<p>1. Welcome and apologies</p>	<p>The Chair welcomed the group to their first PDG meeting.</p> <p>The Chair informed the group that Nick Cavill had given apologies and announced the housekeeping formalities.</p> <p>The PDG members introduced themselves to the group.</p> <p>The Chair introduced Hazel Squires (HS), a research fellow from University of Sheffield. HS is completing a PHD and was interested in observing a NICE Programme Development Group. She provided the members of the group with documentation in relation to her PHD that she asked the PDG to read and sign.</p> <p>HS remained for the duration of the meeting as an observer.</p> <p>The Chair asked the PDG whether they had any updates to their declarations of interest.</p> <p>Charlie Foster declared his only conflict of interest was that he has supervised Paul Kelly – a DPhil student – who is the son of Professor Mike Kelly, Director of Public Health at NICE.</p> <p>Phillip Insall declared he is a senior member of staff for Sustrans, a charity with both paid and volunteer staff who work to promote walking and cycling. His employment and remuneration are not dependent on project funding or official grants.</p> <p>There were no further declarations of interest.</p>	
<p>2. Developing recommendations: the NICE process. Existing NICE recommendations</p>	<p>Hugo Crombie (HC) gave a presentation on drafting recommendations. HC brought the PDG’s attention to the original referral and described the overall process of developing guidance.</p> <p>Action: Patrick Lingwood to provide contact names from the Department for Transport (DFT) to give to the NICE team.</p> <p>Action: The PDG to look at the referral in the scope to refresh their memories of the focus of this guidance</p> <p>Action: HC to summarise his paper on experts and send to the PDG.</p>	<p>PL</p> <p>PDG</p> <p>HC</p>
<p>3. Evidence review - presentation</p>	<p>Lindsay Blank (LB) and Nick Payne from SchARR gave a presentation on a Systematic review and narrative synthesis of the effectiveness of local interventions to promote cycling and walking for recreation and travel purposes.</p>	

	LB gave the PDG a brief update on where SchARR currently are in terms of their evidence reviews and what their future plans consist of.	
4. Discussion of review – questions for review team	<p>The PDG asked the review team questions in relation to their presentation and made a number of comments in regards to the evidence review.</p> <p>Action: PDG to share suggested papers and specific comment for SchARR via Hugo Crombie.</p>	PDG
5. Developing recommendations from evidence review	<p>The Chair confirmed that definitions of terms are important in regards to the evidence. The Chair reminded the PDG that they will use this review, as well as expert testimony, to create recommendations.</p> <p>The PDG agreed that they need to have a more critical look at the literature.</p> <p>Action: The review team to provide general statements about study type and their interpretation at the beginning of the document and where possible indicate key issues relating to quality for individual studies.</p> <p>Action: The PDG to remind themselves of the contents of the scope before the next committee meeting and before they send suggestions to Hugo Crombie. The NICE team to email the scope and deadline for submitting additional studies for consideration to the PDG.</p> <p>Action: SchARR to remove all studies relating to stair walking from the evidence review.</p> <p>Action: SchARR will consider additional studies submitted by the PDG (via NICE) and include as appropriate</p> <p>Action: SchARR will recategorise studies as discussed</p> <p>Using the current evidence review the PDG discussed potential ideas for recommendations.</p> <p>Action: NICE team to develop these into draft recommendations for discussion by the PDG at subsequent meetings</p> <p>Adrian Davis left the meeting at 1.45pm.</p>	<p>ScHARR</p> <p>PDG/NICE</p> <p>ScHARR/NICE</p> <p>ScHARR</p> <p>ScHARR</p> <p>ScHARR</p> <p>NICE</p>
6. Progress on economics	Laurence Blake and Alan Brennan from SchARR gave a presentation on the Economic modelling methodology for	

<p>work</p>	<p>walking and cycling: local measure to promote walking and cycling as a form or recreation”.</p> <p>Travel behaviour data that is missing from the Health Survey for England (HSE) will be supplemented by linking HSE data with CCT travel diary data and/or National Travel Survey (NTS) data.</p> <p>The PDG asked the review team questions in relation to their presentation.</p> <p>Action: ScHARR to put in a data request to Health Survey England for the national travel survey.</p> <p>The ScHARR review team, Melvyn Hillsdon and Jenifer Roberts left the meeting at 4pm.</p> <p>Action: Charlie Foster to be included in the modelling group</p> <p>Alix Johnson joined as an observer</p>	<p>ScHARR</p> <p>NICE</p>
<p>7. Expert testimony – proposed plan</p>	<p>Hugo Crombie (HC) suggested experts who could attend future PDGs.</p> <p>The group added further names to this list.</p>	
<p>8. AOB</p>	<p>The Chair confirmed that the meeting in February will now be two days - 23rd and 24th February 2012.</p> <p>The Chair also confirmed that the July 2012 meeting will be held in Oxford due to the London Olympics.</p> <p>Susie Morrow mentioned a lecture by Jan Gehl that may be of interest to the group. This will take place in November and is entitled Cities for People.</p> <p>The Chair reminded the PDG to forward all suggestions and documentation to Hugo Crombie who will then share this information with the review team.</p>	
<p>9. Next meeting</p>	<p>The next meeting will take place on 17th January 2012 at the Royal College of Paediatrics and Child Health.</p>	
<p>10. Close</p>	<p>The meeting closed at 4.20pm</p>	