

NICE GUIDANCE
Walking and cycling: local measures to promote walking and cycling as a form of travel or recreation
5th Meeting of the Programme Development Group

Thursday 22nd March 2012

**Victoria House, 7th Floor
Southampton Row
London WC1B 4AD**

Attendees:	<i>Programme Development Group (PDG) Members:</i> Harry Rutter (Chair), Susie Morrow, Nanette Mutrie (via TC), Jennifer Roberts, Mark Frost, Philip Insall, Ralph Bagge, Nick Cavill, Patrick Lingwood, Melvyn Hillsdon, <i>NICE:</i> Jane Huntley, Hugo Crombie, Charlotte Haynes, Victoria Axe, Kim Jeong, James Jagroo, Brian Reddy
Apologies:	<i>PDG Members:</i> Adrian Davis, Tim Jones, Charlie Foster <i>NICE Members:</i> Charlotte Haynes

Author	Victoria Axe
File Ref	Walking and Cycling PDG 5: Final minutes
Version	Final
Audience	PDG members, NICE team, the public (via web publication)

Item		Action
<p>1. Welcome, introductions apologies and declarations of interest</p>	<p>The Chair welcomed the group to the fifth programme development meeting.</p> <p>The Chair informed the group that apologies had been received from Adrian Davis, Tim Jones, Charlie Foster and Charlotte Haynes.</p> <p>It was noted for the minutes that Tim Jones has declared a further conflict of interest. Tim has been invited to join the new Cycling Forum initiated by Norman Baker MP (Parliamentary Under Secretary of State for Transport) last September.</p> <p>The Chair informed the group of the general housekeeping.</p>	
<p>2. Minutes of last meeting</p>	<p>The minutes of the last meeting were discussed and confirmed as an accurate record.</p> <p>The actions of the last meeting were all confirmed as completed.</p>	
<p>3. Update on evidence statements</p>	<p>Hugo Crombie (HC) informed the group that changes to the evidence statements had been made “in house”. The amended evidence statements had been circulated to the group.</p> <p>Jane Huntley stated that the aim of the day was to focus on the recommendations.</p>	
<p>4. Redrafting recommendations</p>	<p>As Nanette Mutrie (NM) was only joining the group via TC for a limited time, the areas of the recommendations that she had the most knowledge on were discussed first.</p> <p>It was noted that this guidance will supersede current recommendations from previous guidance.</p> <p>The group worked through the draft guidance document and suggested improvements to the current recommendations.</p> <p>NM left the meeting at 12.10pm.</p> <p>Action: NM to send her working document with her remaining comments to HC and the Chair. These would be discussed later by the group.</p> <p>Nick Cavill did not take part in any discussion regarding pedometers, due to his conflict of interest.</p> <p>Action: James Jagroo to double check the overlap between this guidance and the Physical Activity in Primary Care guidance.</p>	<p>NM</p> <p>JJ</p>

	<p>Action: NICE team to refer back to the evidence when amending the recommendations. NICE Team to circulate updated draft recommendations based on the discussion for the PDG to comment on, prior to consultation.</p> <p>The group looked at the research recommendations and suggested amendments.</p> <p>Jennifer Roberts left the meeting at 3.45pm.</p> <p>Melvyn Hillsdon left the meeting at 4pm.</p>	<p>NICE Team</p>
<p>5. AOB</p>	<p>The Chair said thank you and goodbye to Brian Reddy (BR). This was BR's last PDG meeting.</p> <p>The Chair formally thanked the NICE team in regards to their work on the recommendations and reviews.</p> <p>There was no other business</p>	
<p>6. Close</p>	<p>The meeting closed at 4.15pm.</p>	