

AREA OF REVIEW	DETAILS/COMMENTS
<b>Title of Study</b> (name of Working Group)	Cycling Working Group
<b>Appointing Panel</b>	Overview and Scrutiny (Service Support) Panel
<b>Members Assigned</b> (including date Working Group appointed)	Councillors K M Baker, P J Downes and P M D Godfrey. Appointed by Panel on 13 <sup>th</sup> March 2007.
<b>Possible Co-Options to the Group</b>	N/A
<b>Interests Declared</b>	No declarations received.
<b>Rapporteur</b>	Councillor P J Downes
<b>Officer Support</b>	Mr Stuart Bell – Transportation Team Leader, HDC Mr Richard Probyn – Planning Policy Manager, HDC Mr Roy Reeves – Head of Administration, HDC Miss Habbiba Ali – Democratic Services Officer, HDC
<b>Purpose of Study / Objective</b> (specify exactly what the study should achieve)	To establish and identify the Council's strategies, plans and expenditure on cycling in Huntingdonshire.
<b>Rationale</b> (key issues and/or reason for conducting a study)	The Panel identified the need to clarify/identify the areas where HDC's expenditure on cycling was being used. At present, there is no clear audit trail of where the money was being expended.
<b>Terms of Reference</b>	Both HDC and CCC Officers.
<b>Links to Council Policies/Strategies</b>	Yes ~ ties in to 2 of the Community Aims identified in the Corporate Plan "access to services and transport" and "healthy living".

ACTION BY WORKING GROUP	
<b>Methodology / Approach</b> (what types of enquiries will be used to gather evidence)	<ul style="list-style-type: none"> <li>• Conduct preliminary investigations with HDC Officers ~ Policy and Strategic Services//Financial Services/Transportation Section/Leisure Development Section ~ (fact finding/evidence gathering exercise) prior to the first meeting of the Working Group.</li> <li>• Circulate HDC's May 2000 version of Cycling Strategy to Working Group together with information/evidence gathered.</li> <li>• Initial meeting of Working Group to consider initial findings and draft together comments for CCC.</li> <li>• Working Group to meet with CCC to discuss issues identified/raised.</li> <li>• HDC and CCC Officer meeting to be held first before convening a further meeting of the Working Group.</li> <li>• Continue meeting with Officers from CCC until issues have been resolved.</li> </ul>
<b>External/Specialist Support</b>	Officers from CCC.
<b>Existing Documentation</b>	<ul style="list-style-type: none"> <li>• May 2000 version of HDC's Cycling Strategy</li> <li>• Available HDC publications for cycling</li> <li>• Market Town Transport Strategy</li> </ul>

	<ul style="list-style-type: none"> <li>• Local Transport Plan</li> <li>• Open Space, Sports and Recreation Needs Assessment and Audit</li> <li>• Huntingdonshire Design Guide.</li> <li>• CCC Cycling Strategy.</li> </ul>
<b>Evidence to be Obtained</b> (e.g. witnesses, documents, site visits, consultation, research, etc)	<ul style="list-style-type: none"> <li>• MTP = level of funding earmarked for cycling.</li> <li>• Research into level of funding spent by HDC on cycling over last 5 years.</li> <li>• Research into existing policies/strategies that involve cycling provision.</li> <li>• Research into current leisure provision for cycling.</li> <li>• Level of S106 funding earmarked for cycling.</li> </ul>
<b>Reference Sites</b>	<p>HDC Website  <a href="http://www.huntsdc.gov.uk">www.huntsdc.gov.uk</a>  CCC Website  <a href="http://www.cambridgeshire.gov.uk">www.cambridgeshire.gov.uk</a></p>
<b>Investigations</b>	<p>With HDC and CCC Officers.</p> <p>HDC's Policy and Strategic Services, Financial Services, Transportation Section, Planning Policy Section and Leisure Services.</p> <p>CCC's West Highways Division, Network Management Division and Major Transport Infrastructure Division.</p>
<b>Witnesses</b>	N/A
<b>Site Visits (if necessary)</b> (where and when)	N/A
<b>Meetings of the Working Group</b>	<p>First meeting held ~ 31<sup>st</sup> May 2007.</p> <p>Second Meeting held with CCC ~ 26<sup>th</sup> June 2007.</p> <p>Third meeting held ~ 30<sup>th</sup> November 2007.</p>
<b>Costs</b> (resource requirements, additional expenditure, time)	<p>Officer time ~ both to provide support and conduct research.</p> <p>No other external costs identified to date.</p>
<b>Possible Barriers to the Study</b> (potential weaknesses)	At present, there is no clear audit trail of where money is being expended. Causing difficulties. Reflects inconsistencies in the current approach.
<b>Projected Timescale</b> (Start and end times)	<p>Start ~ 13<sup>th</sup> March 2007</p> <p>Final report of Working Group expected February 2008.</p>