

## **Sheffield Cycle Forum Cycle Schemes Sub Committee**

### **Terms of reference agreed at the Cycle Forum meeting held on 19 November 2013**

#### **Background**

- It has become clear that the number of highway schemes and the need for consultation with cyclists are too much for detailed consideration at CycleForum in addition to its other business.
- This sub-committee is to look at the detail of highway development schemes with regard to cycling including those promoted through planning applications and proposals not on public highway, but available for public use (e.g. parks), i.e. anything and everything that is not private.

#### **What is the subcommittee going to do?**

This sub-committee aims to look at the details of highway scheme developments wrt to cycling. The details to look at will be the:

- Scheme proposals in words and/or drawings.
- Details of cycle audits and road safety audits for the schemes.
- Relevant reports and comments from other organisations/ individuals e.g. RSAs, SYP, etc.
- Opinions of road users especially cyclists.

It is anticipated that schemes can be looked at from inception to final signing off. This will involve iteration through meetings and email discussions.

#### **How does the agenda get set?**

- Items will be referred to the sub-committee by the CycleForum/ SCC/ cycling organisations.
- Its deliberations will be communicated back to the relevant SCC departments and/ or cycling organisations either directly by those attending or through the CycleForum.
- Summary reports of progress and deliberations with regard to schemes will be given at appropriate CycleForums.

#### **Who is on the sub-committee?**

Membership will be

- One person representing cyclists elected from CycleForum or their alternate.
- The SCC cycling officer or her/his alternate.
- One Highway Engineer from SCC in order to provide technical expertise, or her/ his alternate.
- Other officers, engineers, cyclists and police officers to be coopted according to the schemes being considered.

#### **Where and when will it meet?**

- The number of meetings will depend on workload, it is suggested to start at a frequency of once a month.
- Dates and times will be agreed in advance by the sub-committee.
- It will meet at premises arranged by SCC.
- Its business can also be done on email.