



**Greater Manchester
Integrated Transport Authority**

Clerk: Sir Howard Bernstein
PO Box 532, Town Hall, Manchester M60 2LA.
Tel: 0161 234 5000. Fax: 0161 236 6459.

**APPENDIX 1
EXAMPLE LETTER**

Your ref:

My ref: CE/PTA

Contact: Simon Warburton

Direct line: 0161 234 3775

Date: 22 April 2010

s.warburton@manchester.gov.uk

Dear

GMITA Cycles on Trams Working Group – Call for Evidence

As you may be aware, Greater Manchester Integrated Transport Authority has recently established a Members Working Group to examine whether there are any safe ways in which cycles could be carried on the Metrolink system. The Working Group recognizes the importance of ensuring that the view of key interested stakeholders are understood and considered through this process.

Therefore, I am writing to invite you to submit a statement and any supporting evidence on behalf of your organisation for the Working Group's consideration. The Working Group may also find it helpful to invite some or all respondents to a meeting to discuss their submissions; it would also be helpful if you could indicate whether you would be prepared to attend such a meeting.

I would be grateful if you could send all relevant information **by Monday 17 May 2010** to Simon Warburton, GMITA Policy Manager, PO Box 532, Town Hall, Manchester, M60 2LA. Please also contact Simon if you require any further information.

Yours sincerely

PP
Sir Howard Bernstein
Clerk to the Authority



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**APPENDIX 1
EXAMPLE LETTER**

Your ref:

My ref: **CE/PTA**

Contact: **Simon Warburton**

Direct line **0161 234 3775**

Date: **10 May 2010**

s.warburton@manchester.gov.uk

**To: Lead AGMA Officers for the Greater Manchester Local Transport Plan
Steering Group (BY EMAIL)**

Dear Colleague

GMITA Cycles on Trams Working Group – Call for Evidence

As you may be aware, Greater Manchester Integrated Transport Authority has recently established a Members Working Group to examine whether there are any safe ways in which cycles could be carried on the Metrolink system.

The Working Group has highlighted the importance of ensuring that any relevant current policies of individual authorities with regard to cycle promotion are understood and reflected through this process.

Therefore, I would be grateful if you could highlight any such existing policies for consideration by Monday 17 May 2010. There will, of course, be a full opportunity to review the implications of relevant policies with you in further detail in due course.

Yours sincerely

**Simon Warburton
Policy Manager, GMITA**