

AREA OF REVIEW	DETAILS/COMMENTS
Title of Study (name of Working Group)	Heavy Goods Vehicle Working Group
Appointing Panel	Overview and Scrutiny (Service Support) Panel
Members Assigned (including date Working Group appointed)	Councillors K M Baker, P H Dakers, P M D Godfrey and L W McGuire. Appointed by Panel on 12 th February 2008.
Possible Co-Options to the Group	N/A
Interests Declared	None received.
Rapporteur	To established at the first meeting of the Group in March/April 2008.
Officer Support	Mr Roy Reeves – Head of Administration, HDC Miss Natalie Giles – Trainee Democratic Services, HDC Mr Stuart Bell – Transportation Team Leader, HDC
Purpose of Study / Objective (specify exactly what the study should achieve)	To establish and investigate the pertinent issues relating to HGV parking throughout the District.
Rationale (key issues and/or reason for conducting a study)	Study was suggested by the Overview and Scrutiny Panel (Service Support) to address the issues raised above.
Terms of Reference	HDC's Accountancy Section Department for Transport Highways Agency HDC's Transport policy
Links to Council Policies/Strategies	Links to the community aim of Access to Services and Transport. One of the key activities identified is Transport Planning.

ACTION BY WORKING GROUP	
Methodology / Approach (what types of enquiries will be used to gather evidence)	To establish at the first meeting of the Group
External/Specialist Support	N/A
Existing Documentation	Truckstop Guides in England Existing Council parking charges HGV parking concerns documentation Dover Harbour reports Lorry Forum Existing studies Existing Council reports
Evidence to be Obtained (e.g. witnesses, documents, site visits, consultation, research, etc)	Most of the evidence will be obtained by the Democratic Services Team and from the Transportation Team Leader.
Reference Sites	Department of Transport http://www.dft.gov.uk/ Highways Agency

	Port of Dover
Investigations	To be agreed at the first meeting of the Working Group
Witnesses	To be confirmed at the first meeting of the Working Group
Site Visits (if necessary) (where and when)	N/A
Meetings of the Working Group	Date to be confirmed ~ March / April 2008
Costs (resource requirements, additional expenditure, time)	Officer time ~ both to provide support and conduct research. Meetings of Working Group usually last around 1.5 hours. Time to arrange and conduct interviews. No other external costs identified to date.
Possible Barriers to the Study (potential weaknesses)	None identified at present.
Projected Timescale (Start and end times)	Start ~ 12 th February 2008