

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

| <b>ACTION BY WORKING GROUP</b>  |   |
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| <b>Methodology / Approach</b><br>(what types of enquiries will be used to gather evidence)              | To establish at the first meeting of the Group  |
| <b>External/Specialist Support</b>  | N/A   |
| <b>Existing Documentation</b>   | Truckstop Guides in England<br>Existing Council parking charges<br>HGV parking concerns documentation<br>Dover Harbour reports<br>Lorry Forum<br>Existing studies<br>Existing Council reports |
| <b>Evidence to be Obtained</b><br>(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.  |
| <b>Reference Sites</b>  | Department of Transport<br><a href="http://www.dft.gov.uk/">http://www.dft.gov.uk/</a><br>Highways Agency   |

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