

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	Councillor L W McGuire as a member of Cambridgeshire County Council.
Rapporteur	Councillor P H Dakers
Officer Support	Mr Roy Reeves – Head of Administration, HDC Mrs Claire Bulman – Democratic Services, HDC Mr Stuart Bell – Transportation Team Leader, HDC
Purpose of Study / Objective (specify exactly what the study should achieve)	To consider the issue of overnight HGV parking within 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)	Information from Other Authorities Information from Transport Team National Research
External/Specialist Support	N/A
Existing Documentation	Guide to Truckstops in England Cambridgeshire News online Parking Forum Documentation Existing Studies – Kent & Suffolk Briefing Paper by Transportation Team Leader
Evidence to be Obtained (e.g. witnesses, documents, site visits, consultation, research, etc)	Progress on DFT lorry study Details of problems experienced in other local authority areas Potential to consider issue through the Local Area Agreement
Reference Sites	Department of Transport http://www.dft.gov.uk/ Highways Agency

	http://www.highways.gov.uk http://www.roadtransport.com Cambridgeshire County Council http://www.cambridgeshire.gov.uk
Investigations	None
Witnesses	N/A
Site Visits (if necessary) (where and when)	N/A
Meetings of the Working Group	25 th April 2008
Costs (resource requirements, additional expenditure, time)	Officer time ~ both to provide support / conduct research and prepare final report. Meetings of Working Group usually last around 1.5 hours. No other external costs identified to date.
Possible Barriers to the Study (potential weaknesses)	A national and countywide issue
Projected Timescale (Start and end times)	Start ~ 12 th February 2008 End ~ June 2008