

**OVERVIEW AND SCRUTINY  
(ENVIRONMENTAL WELL-BEING)  
STUDY TEMPLATE**

AREA OF REVIEW	DETAILS/COMMENTS
<b>Title of Study</b> (name of Working Group)	Adoption of Roads and Sewers Working Group
<b>Appointing Panel</b>	Overview and Scrutiny Panel (Environmental Well-Being) Formerly Overview and Scrutiny Panel (Service Delivery)
<b>Members Assigned</b> (including date Working Group appointed)	Date Appointed: 3 <sup>rd</sup> July 2007  Councillors J D Ablewhite, Mrs P A Jordan, M F Shellens, J S Watt and P K Ursell.  In addition, former District Councillor D A Giles was appointed on to the Working Group and assisted with the investigations up until April 2008 and the late Councillor Mrs C A Godley also participated in the study during its initial stages.
<b>Possible Co-Options to the Group</b>	None identified.
<b>Interests Declared</b>	Councillor P K Ursell declared a personal interest in the study by virtue of his employment with a local developer.
<b>Rapporteur</b>	Councillor J S Watt.
<b>Officer Support</b>	Miss H Ali, Democratic Services Officer, HDC Mr A Roberts, Scrutiny and Review Manager, HDC Mr C Allen, Projects and Assets Manager, HDC Mr G Shipley, Principle Building Control Officer, HDC Mrs S Reynolds, Highways Development Control Manager, CCC Mr S Ingram, Head of Planning Services, HDC Mr A Moffatt, Development Control Manager, HDC Mr C Meadowcroft, Head of Legal and Estates, HDC Mrs H Gilling, Communications and Marketing Manager, HDC Ms L Kent, Land Charges Officer, HDC
<b>Purpose of Study / Objective</b> (specify exactly what the study should achieve)	To undertake a review of the processes and procedures involved with the adoption of roads and sewers across the District. The Panel has also acknowledged that the subject had also been identified as a national problem.
<b>Rationale</b> (key issues and/or reason for conducting a study)	The suggestion for the study emerged following concerns expressed previously by the former Overview and Scrutiny Panel (Service Delivery) who had received a number of complaints from constituents with the adoption of roads and sewers on their respective estates.
<b>Terms of Reference</b>	Initially, the Working Group was tasked with undertaking a study on the process of adopting estate roads and sewers with an aim to put measures in place that could streamline the process and make the procedures more transparent, initially by investigation of introducing a District-wide register of unadopted roads and sewers. Later it became apparent

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	that the register would become out of date quickly and would result in resource implications for the Council. The Working Group subsequently decided that they would pursue comprehensive investigations into the existing processes and procedures for adoption, with a view to making recommendations to improve upon the current systems and practices.
<b>Links to Council Policies/Strategies</b>	Link to Council Aim: To Improve Our Systems and Practices.

<b>ACTION BY WORKING GROUP</b>	
<b>Methodology / Approach</b> (what types of enquiries will be used to gather evidence)	Discussions with all of the Officers within the Council as identified above.
<b>External/Specialist Support</b>	Invitation has been extended to the local Law Society to attend a meeting of the Working Group, but the Society is unable to arrange for a representative to attend any meetings.
<b>Existing Documentation</b>	Minutes and Reports of the meeting of the Overview and Scrutiny Panel (Service Delivery) – 3 <sup>rd</sup> July 2007. HDC Drainage Law – A Simple Guide HDC Consultation Response to Government’s Review of Existing Private (Unadopted) Sewers and Drains in England and Wales. DEFRA Report on the Responses to the Consultation Paper on the Provision of New Drains and Sewers in England and Wales – March 2002. DEFRA Protocol on Design, Construction and Adoption of Sewers in England and Wales 2002. DFT Manual for Streets 2007. Sewerage Problems, St Audrey Lane, St Ives – Report by the Projects and Assets Manager, HDC. DEFRA Summary of Responses to the Consultation: Private Sewers Transfer – Implementation Options: July-October 2007 – March 2008. DEFRA Review of the Protocol for New Sewers – March 2005.
<b>Evidence to be Obtained</b> (e.g. witnesses, documents, site visits, consultation, research, etc)	Discussions with all Officers identified above and Councillor P L E Bucknell, Executive Councillor for Planning Strategy and Transport.
<b>Reference Sites</b>	HDC Website:- <a href="http://www.huntsdc.gov.uk">www.huntsdc.gov.uk</a> DEFRA Website:- <a href="http://www.defra.gov.uk">www.defra.gov.uk</a> DFT Website:- <a href="http://www.dft.gov.uk">www.dft.gov.uk</a> Anglian Water:- <a href="http://www.anglianwater.co.uk">www.anglianwater.co.uk</a> Geodesys Website:- <a href="http://www.geodesys.com">www.geodesys.com</a> CCC Website:- <a href="http://www.cambridgeshire.gov.uk">www.cambridgeshire.gov.uk</a>
<b>Investigations</b>	As outlined above.

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<b>Witnesses</b>	As above and in addition the following:-  Councillor P L E Bucknell – Executive Councillor for Planning Strategy and Transport. Councillor R S Farrer – in light of his former employment as a local builder.
<b>Site Visits (if necessary)</b> (where and when)	N/A
<b>Meetings of the Working Group</b>	22 <sup>nd</sup> October 2007. 6 <sup>th</sup> November 2007. 30 <sup>th</sup> January 2008. 5 <sup>th</sup> February 2008 11 <sup>th</sup> April 2008. 24 <sup>th</sup> July 2008. 16 <sup>th</sup> December 2008. 29 <sup>th</sup> January 2009. 24 <sup>th</sup> February 2009. 14 <sup>th</sup> April 2009.
<b>Costs</b> (resource requirements, additional expenditure, time)	Officer time – both to provide support and conduct research.
<b>Possible Barriers to the Study</b> (potential weaknesses)	None currently identified.
<b>Projected Timescale</b> (Start and end times)	Start: July 2007. End: July 2009.