

**Sewerage Adoption Panel  
Meeting on 20 January 2021 at 4.30pm via MS Teams**

**In attendance:**

**Victor Olowe – Chair**  
**Kate Raybould – Secretary**  
**Nick Ayling – Thames Water**  
**Gary Boddington – Anglian Water**  
**Jenny Henman – Yorkshire Water**  
**Richard Starritt – Severn Trent Water**  
**Alison Tregale – South West Water**  
**Karl Walker – Seddon**  
**Gavin Thorne – Barratt**  
**Sam Vernon - Bellway**

**Apologies:**

**Marcus Maughan - Redrow**

	<b>Item</b>	<b>Action</b>
1	<b>Introduction and Apologies</b>  The Chair welcomed members to the meeting. It was noted that the meeting was quorate, with the required number of representatives from both Sewerage Companies (SC) and developer members in attendance. Apologies had been received from Marcus Maughan.	
2	<b>Declaration of Interests</b>  There were no interests to declare from any member.	
3	<b>Waiver of notice and publication period</b>  The meeting had been convened urgently in order for the Panel to confirm its recommendation on the BPF change request to Ofwat, the deadline for which is 31 January 2021. In light of the urgent nature of the meeting and the time constraints involved in reviewing the additional information discussed at the previous meeting, all members gave their consent to the waiver of the notice period for the meeting and the publication period for the additional documents in relation to the change proposal in accordance with the Panel's Terms of Reference.	
4	<b>Approval of minutes of Panel Meeting held on 25 November 2020</b>  The minutes of the Panel Meeting held on 25 November 2020 were approved and there were no matters arising from the minutes. It was noted that the minutes would be published on the Water UK (WUK) website and that a copy would be sent to Ofwat as part of the Panel's recommendation.	

5	<p><b>Feedback from companies and stakeholders on change request submitted by British Plastics Federation ('BPF')</b></p> <p>The Chair confirmed that Ofwat had agreed to extend the time period for the response to the request until 31 January.</p> <p>Following the meeting on 25 November 2020, the members of the Panel had consulted with their respective companies and the Home Builders Federation regarding the safety and operational impact of the change. All companies and the Home Builders Federation had responded to say that they considered the change to be of low risk from both a safety and operational perspective.</p> <p>The Water Research Council ('WRc') had also reviewed the letter from BPF dated 20 November 2020 and confirmed that they did not have anything further to add to their previous paper and reiterated that its conclusion was that limiting the depth of chambers did not impact on safety in any event.</p>	
6	<p><b>Panel's recommendation to Ofwat on change request submitted by British Plastics Federation</b></p> <p>After discussion, the Panel agreed unanimously to recommend to Ofwat that the change proposed by BPF should be adopted.</p> <p>The Chair and Secretary will prepare a letter to Ofwat setting out the Panel's recommendation and circulate the letter to the Panel for review and approval before it is sent to Ofwat by the deadline of 31 January.</p>	Draft letter to Ofwat (VO/KR)
7	<p><b>AOB</b></p> <ul style="list-style-type: none"> <li>• <b>Panel Website</b> The Panel's Terms of Reference require that it publishes its documentation on its own website. The Chair and Secretary have spoken to Vu Online, who have developed a proposal for creating a website for the Panel. The proposal is currently with Water UK for approval of the funding for the work. Subject to this approval, the website should be live by the end of Match. The Panel will be consulted on the development of the website once the project is under way and it was noted that there needs to be an emphasis on driving traffic to the site and increasing external engagement with the Panel's work.</li> <li>• <b>Corrections to Code documents</b> The Panel's budget for 2021 includes an item for a retainer with WRc to produce regular updates to the</li> </ul>	

Code documents, to ensure consistency and amend any minor errors. It was agreed that this would be discussed in more detail at the Panel's next scheduled meeting in April. The Secretary will raise the issue with Ofwat to confirm the Panel's remit to rectify minor errors in the Code documents without requiring a change request.

Speak to  
Ofwat (KR)

- **Ladders in manholes**

The Panel discussed an ad hoc query regarding the installation of ladders/rungs inside manholes. After discussion, it was noted that while there were concerns that ladders may encourage access, this could be mitigated with lockable covers. The Panel agreed that the provision of ladders/rungs as a means of escape was consistent with Welsh government and HSE guidance, as well as being industry best practice.

- **Panel recruitment**

It was noted that the Panel still needs to recruit an additional developer member.