

CABINET - 2 MARCH 2005

STREET NAMING AND NUMBERING PROTOCOL – CALL-IN OF PORTFOLIO HOLDER DECISION

1. INTRODUCTION

- 1.1 On 20 December 2004, the Economy and Planning Portfolio Holder agreed criteria for the purpose of carrying out the Council's street naming and numbering function. The report the Portfolio Holder considered is attached as Appendix 1.
- 1.2 The decision was called in by one member of the Council, and, in line with the Constitution, the matter was referred to the next available meeting of the Economy and Planning Review for their comments. Implementation of the decision is not affected, but the constitution requires that the Panel's comments be submitted to Cabinet.
- 1.3 Cllr D N Scott had called the matter in for the following reasons:-
- “It would raise the profile of this fundamental service of naming streets and numbering properties, and aid its further improvement if the consultation process were open to a wider selection of experienced people.
- I suggest that we make use of the recent booklet by the Improvement and Development Agency and the National Land and Property Gazetteer entitled “delivery of service improvement through addressing”. It gives examples of how exemplary local authorities achieved such improvements. There is also a useful glossary.
- I would like to suggest that a Joint Meeting of the Economy and Planning Review Panel and Planning Development Control Committee, review the report and make use of the booklet and other relevant material.”
- 1.4 At the Economy and Planning Review Panel meeting, it was explained that the street naming and numbering service had been transferred to ICT Services in July 2004. The opportunity had been taken to consolidate and revise the protocols and procedures for this function.
- 1.5 After a detailed discussion, the Panel was of the view that the new protocol was appropriate.

2. PORTFOLIO HOLDER'S COMMENTS

- 2.1 The proposal for naming and numbering streets, as set out in the original report, offered a clearly defined criteria along with a process for resolving, what can be a contentious issue when some residents may wish for a street name to be changed. The support given by the panel adds legitimacy to this process.

3. RECOMMENDATION

That it the Cabinet be advised of the Panel's view that the decision by the Economy & Planning Portfolio Holder concerning the process to be followed for street naming and numbering is appropriate and it recommends no changes.

Further Information:

Andy Rogers
Committee Administrator
Tel (023) 8028 5437
E-mail: andy.rogers@nfdc.gov.uk

Or

Robert Powell
Project and Business Systems Manager
Tel (023) 8028 5433
E-mail: robert.powell@nfdc.gov.uk

Background Papers:

Published Documents

REPORT TO THE ECONOMY AND PLANNING PORTFOLIO HOLDER

STREET NAMING AND NUMBERING SERVICE

1. Purpose of the Report

- 1.1 The purpose of the report is to set down criteria to clarify and aid the process of naming and numbering streets.

2. Introduction

- 2.1 This service was transferred to ICT Services in the Resources Directorate from the previously named Car Parking, Cemeteries and Street Naming Section in July 2004. This change enabled:

- A full time post to be devoted to Car Parking, where previously a single post-holder had shared the two roles
- Street naming and numbering to be administered in conjunction with the National Land and Property Gazetteer

- 2.2 Practical aspects of the service have been taken on by Engineering Works Section of Commercial Services (e.g. the erection, repair and maintenance of street name plates).

- 2.3 Written procedures were already established for the street naming and numbering processes and practical help was and is being given from the previous post-holder. However, it is felt that the policies and procedures need to be revised as a result of requests from members of the public for changes to street names.

3. Legal Background

- 3.1 The legislation is contained in the following Acts:

- Towns Improvement Clauses Act 1847, sections 64 & 65
- Public Health Acts Amendment Act 1907, section 21
- Public Health Act 1925, sections 17 - 19

- 3.2 Under these Acts, the Council has statutory powers to:

- agree proposed street names (1925 Act)
- alter the street name or any part of a street, and assign a street name or part of a street where a name has not been given (1925 Act)
- ensure that the street name is displayed in a conspicuous position and alter or renew it if it becomes illegible or if the street name changes (1925 Act)
- alter the street name with the consent of two thirds in number of the ratepayers in the street (this is contained in the 1907 Act but has no effect where the 1925 Act is in force)

- cause houses, and buildings in all or any street to be marked with numbers as they think fit (1847 Act)

4. Delegation

4.1 The current delegation of powers to officers is as follows:

263	Public Health Act 1925 s.18	to issue notices and documents relating to street names and numbers	Director of Resources, or Assistant Director of Resources (ICT) Services, or Property Systems Programme Manager, or Land and Property Systems Manager
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5. Existing Policies

5.1 The only formal policies that are thought to exist in this area relate to charging for copies of street naming and numbering plans and to naming streets after members of the Council. These are as follows:

- **Charges for plans:**

That with effect on 1st April 1992 a charge, in the form of an annual fee to be determined by the Director of Technical Services in conjunction with the Director of Finance, be levied on commercial organisations for copies of street naming and numbering plans.

(minute 123 of Environmental Services Committee 5/3/92)

- **Naming Streets after Members:**

(a) That as a matter of policy, streets be named after members only when their term of office has ceased or after their death; and

(b) That each proposal be submitted to the Environmental Services Committee for approval.

(minute 125 of Environmental Services Committee 5/3/92)

5.2 These clearly need updating to achieve consistency with current job titles and democratic structures. This is addressed in the proposed expanded criteria set out below.

6. Proposed Criteria

6.1 It is felt that the addition of the following criteria would greatly clarify and aid the processes.

	Criteria	Comment
1.	All proposed street names and numbering schemes must be	BS7666 compliance is an essential feature of the National Land and

	compliant with British Standard 7666.	Property Gazetteer (NLPG). Whereas many current postal addresses do not comply with the standard, it is reasonable to ensure that all future addresses do comply.
2.	Proposed street names will be rejected by the Council if they are: <ul style="list-style-type: none"> • not proposed for a good reason • controversial / offensive • difficult to spell or pronounce • over-long 	The Council shall decide what is “offensive” but it could include “political” or “religious” names.
3.	Proposed street names will be rejected by the Council if they duplicate (or are very similar to) existing street names in the same major postcode area (e.g. SO41).	Royal Mail will reject them anyway, but this policy will allow the Council to reject without the need for consultation. There would be clear problems for the emergency services where duplicate street names existed.
4.	Proposed street names will be welcomed that reflect the local history of an area.	For example local historic names or dignitaries, geographical features, etc.
5.	Proposals from occupiers or others to re-name a street will be subject to a consultation process. Views will be sought from: <ul style="list-style-type: none"> • Occupiers of properties in the street who have a postal address • Local ward member(s) • Parish / Town Council • Royal Mail 	Consultation is in the interests of local democracy.
6.	For a change of street name to proceed, at least two-thirds of occupiers of properties with a postal address in the street will be required to support the proposal (one “vote” per property).	This is in accordance with the 1907 Act (although that Act is no longer in force) and is the commonly-accepted practice among other authorities.
7.	Following a decision on re-naming a street, no further application will be accepted in respect of that street until two years after the	To prevent repetitive approaches, which would tie up resources.

	decision.	
8.	Any issues that cannot be resolved by officers are to be referred to the Portfolio Holder for Economy and Planning.	Where for example there is a two-thirds majority but objections are received from other consultees - and officers cannot achieve any agreement from the parties involved.
9.	A charge, in the form of an annual fee to be determined by the Director of Resources, be levied on commercial organisations for copies of street naming and numbering plans.	An update of the existing policy in para 4 above.
10.	Naming of Streets after members (a) Streets be named after members only when their term of office has ceased; and (b) Each proposal be submitted to the Portfolio Holder for Economy and Planning for approval.	An update of the existing policy in para 4 above. The reference to "after their death" has been removed since if a member has died, the term of office has ceased.

7. Procedures

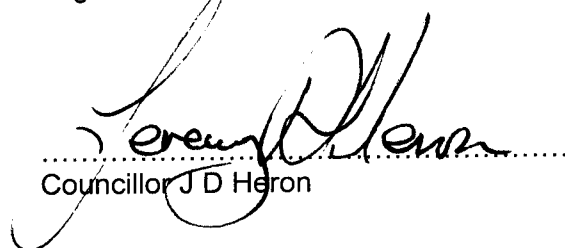
7.1 The proposed criteria will be underlined by detailed procedures that are currently being developed.

8. Recommendation

8.1 That the criteria set out in section 6 of this report be approved for the purpose of carrying out the Council's street naming and numbering function.

Portfolio Holder's endorsement:

I agree the recommendation 8.1 above.


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Councillor J D Heron

.....December 2004

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Date on which notice given of this Decision – 24 December 2004

Last date for call-in – 7 January 2005