

Report to: **Overview and Scrutiny Panel**
Date: **27 July 2017**
Title: **Street Naming and Numbering Policy**
Portfolio Area: **Customer First – Cllr Hilary Bastone**

Wards Affected: **all**

Relevant Scrutiny Committee: n/a

Urgent Decision: **N** Approval and clearance obtained: **Y / N**

Date next steps can be taken:
**Recommendations to the Executive meeting
on 14 September 2017**
*(e.g. referral on of recommendation or
implementation of substantive decision)*

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Recommendations:

That the Panel RECOMMEND to the Executive to RECOMMEND to Council the adoption of the revised Street Naming and Numbering Policy.

1. Executive summary

1.1 Following a briefing paper presented to Overview and Scrutiny on 23rd February 2017 it was resolved that the Street Naming and Numbering Policy be reviewed and revised in response to Members concerns.

2. Background

2.1 The briefing paper brought to the Overview and Scrutiny Panel on 23rd February 2017 referenced the Street Naming and Numbering Policy which was approved in 2009 and not updated since 2010.

2.2 During the discussion reference was made to:

a) the lack of reference to Members. A number of Members were of the view that the current approach to Street Naming and Numbering was lacking reference to the role of elected Members

during the consultation process. Furthermore, some Members cited their examples of specific instances when this policy was not being adhered to. In light of these concerns, Members requested that the policy be reviewed and updated before being presented back to the Panel at its June 2017 meeting;

- b) the frequency of town and parish council meetings. In light of the frequency of these meetings, a Member was of the view that providing town and parish councils with only 21 days to consider a street name was unreasonable. Since most town and parish councils met on a monthly basis, the Member felt that a 38 day time window would be more reasonable;
- c) the use of apostrophes in street names. Having questioned why apostrophes were not permitted in street names, officers committed to providing a response to this query outside of the meeting.

3. Outcomes/outputs

- 3.1 Appendix A shows the revised Street Naming and Numbering Policy

4. Options available and consideration of risk

- 4.1 On reviewing the policy there were also a number of areas that needed updating due to changes in organisation and ways of working.
- 4.2 The policy was almost identical to the policy adopted by West Devon Borough Council so it made sense to combine the two into a shared policy at the same time as the review.
- 3.2 Although relevant Ward Members were already consulted on naming streets in new developments, this was not specified in the policy, so was added in to the revised version.
- 3.3 The proposed extension to the consultation period was considered, however Legal have advised that as the legislation imposes tight timescales (one month from the date of receipt of the proposed name) for serving a notice of objection to a proposed name (should such an objection be considered appropriate) the timescales for responses from Town/Parish Councils cannot be extended beyond 21 days as this would mean we would not be able to serve such a notice of objection within the statutory timescale . If the Council does not object within a month the proposer would be entitled to erect a street name without specific approval. This is laid down in section 17 of the Public Health Act (1925) – see page 4 of Appendix A.
- 4.5 These proposals were discussed with The COP lead for Development Management and the Case Managers using the policy on a daily basis.

5. Proposed Way Forward

- 5.1 Members are asked to endorse the revised policy and recommend it is adopted by Council

6. Implications

Implications	Relevant to proposals Y/N	Details and proposed measures to address
Legal/Governance	Y	Street Naming and Numbering is a chargeable discretionary service however it is extremely important that this is done in line with the Local Land and Property Gazetteer (LLPG) and Street Naming and Numbering (SNN) data entry conventions for the National Land and Property Gazetteer (NLPG). Following these conventions ensures our practices are compliant with the British Standard BS7666:2006
Financial	N	This report has no financial implications
Risk	N	There are little or no risks associated with the changes made. Increased consultation time will increase the overall time to complete the naming but this should be negligible
Comprehensive Impact Assessment Implications		
Equality and Diversity	N	There are no equality and diversity implications
Safeguarding	N	There are no safeguarding implications
Community Safety, Crime and Disorder	N	There are no community, safety, crime or disorder implications
Health, Safety and Wellbeing	N	There are no health, safety or wellbeing implications
Other implications	N	

Supporting Information

Appendices:

Street Naming and Numbering Policy and Procedure

Background Papers:

None