

Report to: **West Devon Hub Committee**
Date: **Tuesday 12 September 2017**
Title: **Street Naming and Numbering Policy**
Portfolio Area: **Development Management - Cllr Caroline Mott**

Wards Affected: **All**

Relevant Scrutiny Committee:

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

Date next steps can be taken: Following Council on 26 September 2017

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Recommendations:

That Hub Committee **RECOMMEND** to Council the adoption of a revised joint Street Naming and Numbering Policy

1. Executive summary

- 1.1 In reviewing the existing Street Naming and Numbering Policy for both West Devon Borough and South Hams District Councils, officers considered that this would be an opportunity to produce an updated single Street Naming and Numbering Policy applicable to both Councils.
- 1.2 The new updated joint policy replaces both the West Devon and South Hams Street Naming and Numbering Policies. Previous to the update the policies were almost identical but still under separate header. Changes to the policy are detailed below under section 4.

2. Background

- 2.1 During consideration of a revised policy, reference was made to the following matters applicable to both the West Devon Borough Council Policy and the South Hams District Council Policy (and addressed within the new joint Policy) :
 - 2.1.1 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;
 - 2.1.2 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;
- 2.2 This was also an opportunity to ensure the policy reflected the new model of working and also referred customers to the online application channel wherever possible.

3. Outcomes/outputs

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

4. Options available and consideration of risk

- 4.1 With reference to section 2.1.1. 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 joint policy.
- 4.2 With reference to section 2.1.2. The proposed extension to the consultation period was considered, however Legal colleagues 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.

- 4.3 For the reasons in 4.2 the consultation period was not extended beyond 21 days, however it was agreed to allow the local Ward Member to place an objection if the Parish/Town Council had not had sufficient time to formally consider the proposal.
- 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

Approval and clearance of report

Process checklist	Completed
Portfolio Holder briefed	Yes/No
SLT Rep briefed	Yes/No
Relevant Exec Director sign off (draft)	Yes/No
Data protection issues considered	Yes/No
If exempt information, public (part 1) report also drafted. (Cabinet/Scrutiny)	Yes/No