

CABINET ITEM COVERING SHEET PROFORMA

AGENDA ITEM

REPORT TO CABINET

4 DECEMBER 2008

**REPORT OF CORPORATE
MANAGEMENT TEAM**

CABINET DECISION

Regeneration & Transport – Lead Cabinet Member – Councillor Robert Cook

STREET NAMING AND NUMBERING – POLICY & PROCEDURE

1. Summary

This report details a policy and procedure for naming and numbering of streets and buildings throughout the Borough.

2. Recommendations

It is recommended that:

1. Cabinet approve the policy and procedure for street naming and numbering.
2. Members note that the Head of Technical Services is authorised to approve street naming and numbering in consultation with the Cabinet Member (in accordance with Scheme of Delegation Function 211, Page 144).
3. A guidance note be produced and displayed on the Council's web-site that informs the Public and developers on the content of this policy.

3. Reasons for the Recommendations/Decision(s)

The report clarifies the Council's position in relation to the procedure for street naming and numbering.

4. Members' Interests

Members (including co-opted Members with voting rights) should consider whether they have a personal interest in the item as defined in the Council's code of conduct (**paragraph 8**) and, if so, declare the existence and nature of that interest in accordance with paragraph 9 of the code.

Where a Member regards him/herself as having a personal interest in the item, he/she must then consider whether that interest is one which a member of the public, with knowledge of the relevant facts, would reasonably regard as so significant that it is likely to prejudice the Member's judgement of the public interest (**paragraphs 10 and 11 of the code of conduct**).

A Member with a prejudicial interest in any matter must withdraw from the room where the meeting considering the business is being held -

- in a case where the Member is attending a meeting (including a meeting of a select committee) but only for the purpose of making representations, answering questions or giving evidence, provided the public are also allowed to attend the meeting for the same purpose whether under statutory right or otherwise, immediately after making representations, answering questions or giving evidence as the case may be;
- in any other case, whenever it becomes apparent that the business is being considered at the meeting;

and must not exercise executive functions in relation to the matter and not seek improperly to influence the decision about the matter (**paragraph 12 of the Code**).

Further to the above, it should be noted that any Member attending a meeting of Cabinet, Select Committee etc; whether or not they are a Member of the Cabinet or Select Committee concerned, must declare any personal interest which they have in the business being considered at the meeting (unless the interest arises solely from the Member's membership of, or position of control or management on any other body to which the Member was appointed or nominated by the Council, or on any other body exercising functions of a public nature, when the interest only needs to be declared if and when the Member speaks on the matter), and if their interest is prejudicial, they must also leave the meeting room, subject to and in accordance with the provisions referred to above.

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SUMMARY

This report details a policy and procedure for naming and numbering of streets and buildings throughout the Borough.

RECOMMENDATIONS

It is recommended that:

1. Cabinet approve the policy and procedure for street naming and numbering.
2. Members note that the Head of Technical Services is authorised to approve street naming and numbering in consultation with the Cabinet Member (in accordance with Scheme of Delegation Function 211, Page 144).
3. A guidance note be produced and displayed on the Council's web-site that informs the Public and developers on the content of this policy.

DETAIL

Background

1. The naming and numbering of streets and buildings throughout the Borough is the statutory responsibility of Stockton-on-Tees Borough Council. It is essential that there is a clear policy and procedures for allocating and maintaining street names and numbers. They should be assigned and maintained in a way that provides absolute clarity for the delivery of all mail, goods and services to residents and businesses. Also, emergency service vehicles should be able to locate any address to which they may be summoned.
2. The address of a property is increasingly becoming a very important issue. It is the Council's responsibility to allocate road names and house numbers to new developments and property conversions, as well as informing Royal Mail for the allocation of postcodes. There exists a National Land and Property Gazetteer, which sets out good practice guidance for street naming and numbering. This report follows the conventions contained within the guidance.

Legislation

Relevant Acts

3. There are currently two sets of powers available to the Council to manage the naming and numbering process.
 - Town Improvements Clauses Act 1847 (Sections 64 and 65) together with Section 21 of the Public Health Acts Amendment Act 1907.
 - Public Health Act 1925 (Sections 17-19).

The legislation enables the Council to:

- Allocate numbers to new dwellings.
- Allocate names to new streets.
- Change a street numbering scheme where practical.

In order to ensure that consistency is achieved, the following policy has been developed by following best practice guidance for Street Naming and Numbering contained within the National Land and Property Gazetteer (BS7666).

Current Processes to be implemented as Policy:

Naming Streets and Numbering Houses

4. Any new development or alterations to existing developments is likely to require Planning and/or Building Regulations approval. This may also give rise for the need to allocate street naming and numbering by the Council.
5. Following approval, the developer will be issued a guidance note for postal addresses and street names as indicated in **Appendix 1**.
6. The following information should be provided by the developer:
 - A location plan clearly identifying the new scheme in relation to any existing streets or means of access
 - A detailed plan of the development clearly marked with the plot numbers of the proposed scheme. This plan must indicate the postal delivery point for each property in context with the adjacent highway
 - An internal layout, if appropriate, for developments that are sub-divided at unit or floor level, e.g. a block of flats. The main entrance to the flats shall be clearly marked in relation to the adjacent highway.
7. Property developers are encouraged to suggest names for new streets. These will be checked for appropriateness. Ward Councillors and Parish Councillors will be consulted and alternative suggestions may be proposed.
8. In all cases, the final decision will be made by the Head of Technical Services in consultation with the Cabinet Member.
9. Once the naming and numbering has been agreed all relevant authorities/parties are notified. A full list of those informed is included in **Appendix 2**.

Criteria for naming streets

10. Street naming shall be subject to the following criteria:
- Duplication of street names should be avoided
 - Names for consideration need to be sufficiently unique so as to avoid confusion or misunderstandings.
 - Requests for the Naming of Streets after living individuals will now be considered. The requests must relate to an individual that has made an outstanding contribution to society or is of historical significance to the local area. Where the request relates to a living person, it will be referred to the Head of Technical Services and the Cabinet Member of Regeneration and Transport and will only be approved after consultation with all Council Members. (see para.18)
 - Where the naming is proposed posthumously, acceptance from a named person's family or estate administrators should be obtained prior to adoption or approval.
 - Where possible names should reflect the history of the site or acknowledge the geography of the area.
 - Names that construe marketing are not acceptable.
 - Names should not be capable of being twisted into obscene meanings.

Criteria for numbering

11. The Council will apply the following conventions:
- Wherever possible, roads are numbered so that when travelling away from the centre of a town the odd numbers are located on the left and even numbers on the right.
 - Side roads shall be numbered ascending from the most important road that they lead off.
 - In certain cases such as cul-de-sacs properties may be numbered sequentially
 - For infill developments of one or two houses it may be necessary to use an alphabetical suffix, for example 9a.
 - Succeeding numbers should be approximately opposite one another.
 - Number 13 will not be excluded from numbering schemes.
 - New properties should always be numbered according to the street on which the main entrance is accessed.
 - The manipulation of numbering by developers or homeowners, in order to secure a perceived more prestigious address will not be accepted by the Council.
 - In small groups of low-rise flats, dwellings should be numbered within the ordinary street numbering system. The numbers of the flats contained in each block should be displayed at the entrance in a position clearly readable from the roadside.
 - Industrial estates shall be numbered following the above criteria.

- Where a property has been allocated a number by the Council it must be used and displayed. Where a name has been given to a property together with a number, the number must always be displayed. The name cannot be regarded as an alternative. This applies to both domestic and commercial properties. This is to ensure an effective mail delivery and emergency response.

Changing a House Name as part of a Postal Address

12. In some locations, mainly rural, there is no formal street numbering system. In such cases the house name forms part of the postal address. Occasionally, requests are made to change the house name.
13. In these cases, the house-owner should submit a formal request in writing to the Council, indicating:
 - The existing house name, address and postcode.
 - The proposed new name.
 - A plan showing the exact location of the property
14. A check will be made to ensure there is no other property in the location with the name or similar name.
15. If satisfactory, all relevant authorities/parties shall be notified of the changes, as listed in **Appendix 2**.
16. The new official address will be confirmed in writing to the owner.

Street Nameplates

17. Every street must be clearly signposted, with nameplates being positioned at principal junctions so as to be easily readable by both pedestrians and drivers. Developers can either provide these plates themselves, in accordance with the Council's Design Guide and Specification, or can have them produced and installed by the Council and be re-charged for the cost of doing so. In every case the need and opportunity, to avoid unnecessary street furniture will be a key consideration when agreeing the appropriate method for erecting street nameplate signs.

Proposed Change

18. The significant change relates to the naming of streets posthumously. The current procedures, state that the 'Naming of living persons are not normally permissible.'
19. The naming of streets after living individuals is becoming more widespread across the Country. A recent example is 'Lewis Hamilton Way' in Stevenage. Another non-posthumous naming included the three times gold medallist Rebecca Adlington. It is therefore proposed that this be amended and read as para. 19.
20. Requests for the Naming of Streets after living individuals will now be considered. The requests must relate to an individual that has made an outstanding contribution to society or is of historical significance to the local area. Where the request relates to a living person, it will be referred to the Head of Technical Services and the Cabinet Member of Regeneration and Transport and will only be approved after consultation with all Council Members.

Access to Services

21. It is recommended that this policy be reproduced on the Council's web-site for the benefit of Members, the Public and developers.

FINANCIAL IMPLICATIONS

22. The street naming and numbering function is managed within existing revenue budgets.

LEGAL IMPLICATIONS

23. The policy of street naming and numbering is in accordance with statutory powers.

RISK ASSESSMENT

24. The adoption of this policy is assessed as a low risk.

COMMUNITY STRATEGY IMPLICATIONS

Economic Regeneration and Transport

25. Accurate and consistent allocation of street naming and numbering will assist with journey planning and reduce unnecessary travel time.

Safer Communities

26. The accurate and consistent allocation of street naming and numbering will lead to a safer community especially with respect to improved response times for emergency services.

Children and Young People

27. The accurate and consistent allocation of street naming and numbering will lead to a safer community especially with respect to improved response times for emergency services.

Healthier Communities and Adults

28. The accurate and consistent allocation of street naming and numbering will lead to a safer community especially with respect to improved response times for emergency services.

Liveability

29. The accurate and consistent allocation of street naming and numbering will lead to a safer community especially with respect to improved response times for emergency services.

EQUALITIES IMPACT ASSESSMENT

30. This report relates to the Council's street naming and numbering policy and procedure and as such has no direct effect on any individual or community.

CONSULTATION INCLUDING WARD/COUNCILLORS

31. A briefing note on current procedures and proposed amendment was sent to all Ward Councillors and for comments during November 2008.

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Background Papers

None.

Ward(s) and Ward Councillors:

Not ward specific.

Property

N/A