

SOUTH HOLLAND DISTRICT COUNCIL

Report of: Portfolio Holder for Assets & Planning and/or Assistant Director Communities and Operations

To: Policy Development Panel Tuesday, 21 September 2021

(Author: Clinton Bell Building Control Manager)

Subject Street Naming and Numbering Policy

Purpose: That the Policy Development Panel review the revised Street Naming and Numbering Policy

Recommendation(s):

- 1) That the Policy Development Panel review the revised Street Naming and Numbering Policy and recommend its adoption

1.0 BACKGROUND

- 1.1 The Council has a duty under sections 17-19 of the Public Health Act 1925 (“the 1925 Act”) and sections 64 and 65 of the Town Improvement Clauses Act 1847 (“the 1847 Act”) to ensure that all roads in South Holland District are named and all properties numbered or named. The responsibility for dealing with applications for street naming and numbering, or re-naming, or re-numbering is administered by the Council’s Building Control section who will ensure that this information is relayed to appropriate organisations.
- 1.2 To ensure that this service is operated effectively and efficiently it is necessary to set out procedures and performance standards. The current Street Naming and Numbering Policy was adopted in 2018.
- 1.3 The main purpose of the policy is to provide a workable framework for the Council to operate its street naming and numbering function effectively and efficiently according to set procedures and performance standards, for the benefit of residents and visitors to South Holland. It outlines how this will be carried out providing: guidelines on choice of name for streets in new development, design and positioning of street name plates, repair, maintenance and numbering/naming of properties; cost recovery; refunds; records; timescales; enforcement; and appeals.
- 1.4 The Building Control Manager was approached to review the policy to allow Parish/Town Council and Ward Members the opportunity to make suggestions for road names at an earlier stage of the process. This amendment reflects this request.

2.0 **OPTIONS**

2.1 **Option (A) – Do Nothing**

2.2 The 'Do Nothing' option is not recommended. The revisions to the policy should allow Parish/Town Council and/or Ward members to be involved with the naming of streets at an earlier stage.

2.3 **Option (B) - That the Policy Development Panel review the revised Street Naming and Numbering Policy and recommend its adoption**

2.4 This option is recommended. There have been no changes to the Council's responsibilities in respect of street naming and numbering. The Council is still required to provide this service and to ensure there is no confusion over addresses of properties in the District.

2.5 There is only a small change to the policy in terms of procedure. The main proposed change is to allow Parish/Town Councils and/or Ward members to make suggestions for new street names at the Planning stage.

3.0 **REASONS FOR RECOMMENDATION(S)**

3.1 The recommendations set out above are self-explanatory.

4.0 **EXPECTED BENEFITS**

4.1 To ensure that the current policy is up to date and fit for purpose, providing clarity as to how streets and properties should be named and numbered.

4.2 Allow Parish/Town Councils and/or Ward members to make suggestions for new streets which could strengthen local identity.

5.0 **IMPLICATIONS**

In preparing this report, the report author has considered the likely implications of the decision - particularly in terms of Carbon Footprint / Environmental Issues; Constitutional & Legal; Contracts; Corporate Priorities; Crime & Disorder; Data Protection; Equality & Diversity/Human Rights; Financial; Health & Wellbeing; Reputation; Risk Management; Safeguarding; Staffing; Stakeholders/Consultation/Timescales; Transformation Programme; Other. Where the report author considers that there may be implications under one or more of these headings, these are identified below.

5.1 **Health & Wellbeing**

5.1.1 Clear street naming and property numbering makes it easier for the emergency services to locate properties.

5.2 **Reputation**

5.2.1 Where streets have been poorly named or numbered in the past the Council have received adverse press publicity, this policy seeks to eliminate that.

6.0 **WARDS/COMMUNITIES AFFECTED**

6.1 All wards and communities are affected

7.0 **ACRONYMS**

7.1 None

Background papers:-

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Key Decision: N

Exempt Decision: N

This report refers to a Mandatory Service

Appendices attached to this report:

Appendix 1 Revised Street Naming and Numbering Policy