



Uttlesford District Council

Chief Executive: Dawn French

Cabinet

Date: Thursday, 07 April 2016
Time: 19:00
Venue: Council Chamber
Address: Council Offices, London Road, Saffron Walden, CB11 4ER

Members: Councillors H Rolfe (Leader and Chairman), S Barker, S Howell, J Redfern and L Wells

Other attendees: Councillors A Dean (Liberal Democrat Group Leader and Chairman of Scrutiny Committee), J Lodge (Residents for Uttlesford Group Leader) and E Oliver (Chairman of Performance and Audit Committee)

Public Speaking

At the start of the meeting there will be an opportunity of up to 15 minutes for members of the public to ask questions and make statements subject to having given notice by 12 noon two working days before the meeting.

AGENDA PART 1

Open to Public and Press

- 1 Apologies for absence and declarations of interest**
To receive any apologies for absence and declarations of interest.
- 2 Minutes of previous meeting** 5 - 6
To receive the minutes of the meeting on 17 March 2016
- 3 Matters Arising**
To consider matters arising from the minutes

- 4 Questions or statements from non executive members of the council**
To receive questions or statements from non-executive members on matters included on the agenda
- 5 Matters referred to the Executive (standing item)**
To consider matters referred to the Executive in accordance with the provisions of the Overview and Scrutiny Procedure Rules or the Budget and Policy Framework Procedure Rules
- 6 Reports from Performance and Audit and Scrutiny Committees (standing item)**
To consider any reports from Performance and Audit and Scrutiny Committee
- 7 Refugee Working Group**
To receive a report from the Refugee Working Group (standing item)
- 8 Economic Development Strategy** 7 - 50
To consider the Economic Development Strategy
- 9 Adoption of Street Naming and numbering Policy** 51 - 104
To consider the adoption of a street naming and numbering policy
- 10 Transfer of Land for Specialist housing** 105 - 106
To consider use of land at Newton Grove, Great Dunmow
- 11 Transfer of facilities to Flitch Green Parish Council** 107 - 108
To consider the transfer of Flitch Green Community Centre and Baynards Avenue Play Area to Flitch Green Parish Council
- 12 Armed Forces Champion**
To appoint Councillor Artus as Portfolio Lead in relation to Armed Forces issues
- 13 Any other items which the Chairman considers to be urgent**
To consider any items which the Chairman considers to be urgent.

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The agenda is split into two parts. Most of the business is dealt with in Part I which is open to the public. Part II includes items which may be discussed in the absence of the press or public, as they deal with information which is personal or sensitive for some other reason. You will be asked to leave the meeting before Part II items are discussed.

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**CABINET MEETING held at COUNCIL OFFICES LONDON ROAD
SAFFRON WALDEN on 17 MARCH 2016 at 4.00pm**

Present: Councillor S Barker (Deputy Leader and Cabinet Member for Environmental Services) - Chairman
Councillor J Redfern (Cabinet Member for Housing and Economic Development)
Councillor L Wells (Cabinet Member for Communities and Partnerships)

Also present: Councillor B Light (Residents for Uttlesford Deputy Group Leader).

Officers in attendance: D French (Chief Executive), R Fox (Planning Policy Team Leader), R Harborough (Director of Public Services), M Perry (Assistant Chief Executive – Legal), M Cox (Democratic Services Officer) A Taylor (Assistant Director Planning and Building Control) Director o and A Webb (Director of Finance and Corporate Services).

CA101 APOLOGIES FOR ABSENCE AND DECLARATION OF INTERESTS

Apologies for absence were received from Councillors H Rolfe and J Redfern.

CA102 MINUTES

The minutes of the meeting held on 16 February 2016 were received and signed by the Chairman as a correct record.

CA103 REFUGEE WORKING GROUP

Councillor Redfern reported that she had recently attended a meeting of the East of England Refugee Resettling group. She would bring full details to next Full Council meeting.

CA104 NEW SETTLEMENT OPTION FOR THE LOCAL PLAN

Councillor Barker presented the report, which had been discussed in detail at the recent meeting of the Planning Policy Working Group. The working group had been asked to provide a steer on its approach to the concept of new settlements and whether this option should be taken forward in the Local Plan preparation. The working group had put forward a recommendation, which had been supported by all members, and if agreed today it would be forwarded to Full Council for approval.

Councillor Light asked a number of questions around the new settlement option for the district. She asked which of the garden city guiding principles were likely to be realised in an Uttlesford proposal. It was explained that these

were aspirational at this stage and would be considered at a later date if a detailed proposal came forward. In relation to the recent consultation, she was advised that comments on the new settlement would be taken into account, although as there had been responses from various interested parties; it was to be expected that opinion would be divided.

She mentioned various comments that had been raised on the R4U website about the Local Plan preparation process. The main concern appeared to be the need for appropriate infrastructure and in particular transport provision.

Councillor Light asked why the Council was being asked to take this decision when a new settlement was already included as an option in the Local Plan. Councillor Barker explained this confirmation would prevent officers wasting time in the preparation of options and provide certainty for Members and the public.

Councillor Redfern said she was confident that the PPWG would consider all options. She proposed the recommendation, which was duly seconded.

RECOMMENDED to Full Council that a new settlement (or settlements) should continue to be investigated and analysed alongside all other possible options for housing and employment distribution and should not be dismissed at this stage from the potential options for inclusion in the Local Plan.

C105

MEMBERS NEW HOMES BONUS SCHEME

The Cabinet was asked to consider changing the rules around the Members' New Homes Bonus Scheme. Due to the elections in 2015 the scheme time had been reduced by three months, which meant that a number of councillors were not likely to allocate their entire grant by the end of the financial year. Under the current rules, this would mean that any unspent grant would be lost. It was therefore agreed to amend the criteria for the 2015/16 year only.

RESOLVED that criteria b) set out in the Members New Homes Bonus Scheme be replaced with the following wording

For 2015/16 year only, any unspent allocation can be carried forward to 2016/17. Thereafter any unspent allocation can be carried forward to the following year, providing the amount is less than 50% of the allocation for that year. If it exceeds 50% of the in year allocation only 50% shall be carried forward.

The meeting ended at 4.30pm.

Committee: Cabinet

Agenda Item

Date: 7th April 2016

8

Title: Economic Development Strategy 2016-18

Portfolio Holder: Cllr Redfern

Key decision: No

Summary

1. The Economic Development Strategy 2016-18 retains the focus of the previous two strategies on facilitating sustainable growth in jobs and businesses. Attracting new investment and business expansion will also grow the Council's business rates revenues.
2. Over the last two years the Economic Development Team has delivered a number of important projects including:
 - Lobbying of Superfast Essex to achieve the largest planned increase in coverage of superfast broadband of any local authority in Essex;
 - Enabling over 120 people to attend business workshops ranging from social media to bookkeeping with 95% of participants rating the workshops as excellent and 10 new businesses being created;
 - Establishing the Shire Hill Business Network engaging with 120 businesses on Shire Hill Industrial Estate
 - Attracting over £400,000 of grant funding to support 14 local rural businesses with their expansion, generated £350,000 of matched private sector funding and negotiated to have included Great Dunmow and Stansted Mountfitchet in the current programme; and
 - Supported two Town Teams and a Working Group of over 30 skilled and experienced local businesspeople and other stakeholders working on behalf of over 400 local businesses delivering events, markets and other projects to attract more people into the town and village centres.

Recommendations

1. To adopt the Uttlesford Economic Development Strategy 2016-18.
2. To approve the actions with associated expenditure for the period 2016-17 as follows:
 - 2.1 Help for local people to start and stay in business £19,000
 - 2.2 Access to superfast broadband and mobile communications £115,000
 - 2.3 Help for business to expand in or locate in Uttlesford £94,000
 - 2.4 Help for town centres with their viability and vitality £70,000

Financial Implications

1. The estimated total cost of implementing the recommendations over the two year period is £481,000.
 - o £66,000 District Council Core Funding (£33,000 in 2016-17 and £33,000 in 2017-18).
 - o £300,000 held in the Economic Development Reserve (£150,000 in 2016-17 and £150,000 in 2017-18).
 - o £115,000 in 2016-17 with £100k from the Strategic Initiatives Fund and £15k from an original award to Buzcom Ltd.

Background Papers

1. The following papers were referred to by the author in the preparation of this report and are available for inspection from the author of the report.

Uttlesford Economic Development Strategy 2016-18

Impact

- 1.

Communication/Consultation	Continuous consultation and communication undertaken during the implementation of the Economic Development Strategy 2014-16 including a Business Breakfast held on 22 nd September 2015.
Community Safety	None.
Equalities	Equality Impact Assessment undertaken.
Health and Safety	None.
Human Rights/Legal Implications	None.
Sustainability	None.
Ward-specific impacts	Affects all wards.
Workforce/Workplace	Implementation integral to the Economic Development Officer and Business Support Officers' roles.

Situation

1. The Economic Development Strategy 2016-18 maintains the focus of facilitating growth in jobs and sustainable businesses. The strategy also now recognises the important role of the Economic Development Team in attracting external funding in support of economic growth.
2. Through supporting sustainable growth the strategy contributes to maximising the Council's financial position under the existing and future business rates retention scheme by encouraging longer term rateable value growth.

Risk Analysis

1.

Risk	Likelihood	Impact	Mitigating actions
Contract for Business Support Officer (BSO) role not extended beyond December 2016.	3. Reduction in Council funding could result in funds not being available for this role.	3. Initiatives identified in the Strategy to be delivered by the BSO not being delivered	A review of the Strategy initiatives in Q3 2016-17.
The identified projects require additional funding.	2. Working with external partners and budgeting for in-kind work could result in cost increases.	2. An increase in the overall costs could put the individual project in danger of failing.	The Strategy continues the focus on delivering key projects to ensure that money is not spread too thinly. A key part of the Team's role will be to ensure close monitoring of costs to ensure the projects are delivered on budget.

1 = Little or no risk or impact

2 = Some risk or impact – action may be necessary.

3 = Significant risk or impact – action required

4 = Near certainty of risk occurring, catastrophic effect or failure of project.

Uttlesford Economic Development Strategy 2016-18

Builds on previous economic development strategies.

Retains external focus on:

- Help to start and stay in business
- Access to superfast broadband and mobile communication
- Help for town centres with their viability and vitality
- Help for business to expand in or locate in Uttlesford
- Help to persuade more people to visit Uttlesford

Plus new internal focus on:

- Funding opportunities

March 2016

Foreword

Sustainable economic growth is the driving force of national government policy and Uttlesford District Council shares this commitment. This focus results in increased prosperity, jobs growth and more opportunities for everyone.

Locally over the last four years much has been achieved by our Economic Development Team; from helping local people fulfil their dream of starting a business to enabling existing businesses gain access to finance necessary to fund their expansion.

The Team's approach includes harnessing the skills, experience and capacity of local people to make things happen both for their own benefit and for the benefit of the district. A prime example of this is the Stansted Business Forum, run by a small number of local people, a growing membership of over 90 small businesses, helping owners to generate more sales, providing a forum to share ideas and a friendly place for anyone thinking of starting a business to come and meet other businesses.

The Economic Development Strategy 2016-18 retains the focus of the previous two strategies on facilitating sustainable growth in jobs and businesses. The strategy also recognises the important role of the Team corporately in ensuring any external funding opportunities are identified to support economic growth.

As the Lead Member responsible for economic development and a local business owner I will support the Team to ensure our District remains a place in which businesses and their employees thrive.

Councillor Howard Ryles
Economic Development Lead Member

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1. Executive Summary

Since 2012 the Council's Economic Development Team has supported local people, communities and businesses by delivering:

- Help to start and stay in business;
- Access to superfast broadband;
- Help for town centres with their viability and vitality;
- Help for business to expand in, or locate in Uttlesford; and
- Help to persuade more people to visit Uttlesford.

Over the last two years the Team has delivered a number of projects including:

- Enabling over 120 people to attend business workshops ranging from social media to bookkeeping with 95% of participants rating the workshops as excellent and 10 new businesses being created;
- Attracting over £400,000 of grant funding to support 14 local rural businesses with their expansion, generated £350,000 of matched private sector funding; and
- Supported two Town Teams and a Working Group with over 30 skilled and experienced local businesspeople and other stakeholders delivering events, markets and other projects to attract more people into town and village centres.

The Economic Development Strategy 2016-18 retains this focus of facilitating growth in jobs and sustainable businesses. The strategy also now recognises the important role of the Team in attracting external funding in support of economic growth from such sources as Local Growth Funds.

The estimated cost of implementing the 2016-18 strategy is £481k (£298k in 2016-17 and £183k in 2017-18). It is proposed that £66k (£33k in both financial years) will be funded from Economic Development Budget, £300k (£150k in 2016-17 and £150k 2017-18) from the Economic Development Reserve and £115k specifically to support superfast broadband infrastructure (£100k from the Strategic Initiatives Fund and £15k from the original award to Fibrewifi Ltd (Buzcom)).

2. Introduction

2.1 Context

The national context for this strategy can be summarised by:

- continued recovery from recession, but concerns as UK GDP drops in 2015;
- global economic slowdown, a downturn in China and turmoil in financial markets which have seen oil prices plunge in recent months and the impact of the upcoming UK's EU Referendum in 2016.
- continued reductions in local authority funding from central government and particularly from 2017-18 onwards;
- opportunities for local authorities to become more commercial and generate revenues particularly from business rates and operate profitably; and
- planning policy making clear that councils should aim to meet the needs of business, help make the economy fit for the future and should support both town centres and rural business.

The local context can be summarised by:

- the increasing importance of Local Enterprise Partnerships (LEPs) – locally-owned partnerships between local authorities and business that play a central role in determining local economic priorities and undertaking activities to drive economic growth and creation of jobs. Uttlesford works with two LEPs the South East LEP (SELEP); and the Greater Cambridge and Greater Peterborough Enterprise Partnership (GCGPEP). It's important that LEP and the local economic strategies are aligned and that funding opportunities such as the Regional Growth Fund(s) are maximise for the benefit of the district;
- exploiting the opportunity created by devolution in Essex;
- maximising opportunities to attract funding for projects via the Essex County Council Integrated Growth Strategy;
- the Local Strategic Partnership, Uttlesford Futures (a partnership of Uttlesford's public, private, voluntary and community sector agencies) developing and delivering against

- shared priorities via the Sustainable Community Strategy 2008-2018;
- the importance of voluntary business led partnerships and groups including Saffron Walden and Great Dunmow Town Teams, Newport Business Association, Stansted Business Forum, Great Dunmow Chamber of Trade, Saffron Walden Initiative, Shire Hill Network, Saffron Walden Business Friends, Stansted Economic Development Working Group and Stansted Airport Chamber of Commerce;
 - economic development and spatial planning framework provided by the Uttlesford Local Plan are closely linked and there is a need to balance growth with the quality of life of our residents and maintain our heritage and green spaces. Economic growth will require sufficient allocations for commercial development coming out of the local plan process; and
 - alignment with this strategy and the existing plans and strategies produced by partners such as the town and parish councils and partnerships such as the London Stansted Cambridge Corridor (LSCC) and West Essex Alliance.

2.2 This Strategy

This 2016-18 strategy builds upon the previous two Economic Development Strategies and sits within and supports the delivery of longer term holistic plans looking at the District as a whole such as the emerging Uttlesford Local Plan.

In continuing to focus its actions in a small number of important areas there are inevitably some areas that it doesn't seek to directly influence but which are important to the development of the local economy.

One area not addressed as part of this strategy is that of skills shortages. Action is being taken to address this issue as part of the Economic Plan for Essex, LSCC, SELEP, GCGPEP and others. It is also being addressed by the private sector through such initiatives as the Employment and Skills Academy at London Stansted Airport. The Economic Development Team will continue to promote skills

development and training opportunities that are available to Uttlesford businesses.

2.3 Consultation Undertaken

Throughout the last four years feedback has been continuously sought and changes made to the programme and initiatives.

In particular a discussion was held with 75 businesses and partners at a business breakfast event held on September 22nd 2015. Appendix 1 contains an evaluation summary from the business breakfast.

3. The Uttlesford Economy

3.1 District profile

Summary profile of the District:

- current population 81,000 (ONS)
- largest District in Essex by area
- two market towns Saffron Walden and Great Dunmow and six key villages including Stansted Mountfitchet and Thaxted
- one of the most affluent areas in the country
- overall educational attainment is high
- average house prices significantly higher than the national average
- low level of unemployment 0.5% compares with East of England 1.2% and Great Britain 1.6%
- 80% of the jobs are in the service sector
- London Stansted Airport and environs has over 10,000 people from a travelling from a wide area working there

3.2 What's happening in the Uttlesford economy?

The following table summarises the strengths, opportunities and issues facing the Uttlesford economy. This is not intended to be an exhaustive list but is illustrative of the findings of the existing research – see Appendix 2.

strengths	<ul style="list-style-type: none"> ❑ high-level skills ❑ well educated resident population (40% with NVQ4 or above, 29% nationally) ❑ high employment rate ❑ town centres with large proportions of independent traders and Town Teams ❑ high average earnings of residents ❑ some excellent connectivity (road/rail/air/ports access) ❑ London Stansted Airport UK's third largest airport and key local economic driver i.e. employs 1 in 12 Uttlesford residents ❑ Good or high quality of living ❑ high quality natural environment ❑ arts, cultural and heritage assets ❑ good quality employment locations ❑ varied existing business base including rural businesses ❑ existing clusters and drivers i.e. London Stansted Airport and Chesterford Research Park
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	<ul style="list-style-type: none"> ❑ proximity to London and Cambridge (internationally recognised brands, markets, world city functions and academic research) ❑ promotional brands of Think Cambridge and London Stansted Cambridge Consortium
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opportunities	<ul style="list-style-type: none"> ❑ pool of people with the skills and resources to start and stay in business ❑ existing planned business expansions ❑ visitor economy including “staycation” trend and Tour de France legacy ❑ cluster development e.g. London Stansted Airport and Chesterford Research Park ❑ joint promotion with adjoining Councils and partners to attract investment through Think Cambridge and London Stansted Cambridge Consortium ❑ town centres ❑ highly skilled and experienced resource of “volunteers” with business experience in the District
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issues	<ul style="list-style-type: none"> ❑ high levels of out commuting ❑ access to superfast broadband ❑ rural issues e.g. accessing employment ❑ relative anonymity ❑ relative costs e.g. commercial space and house prices ❑ competition for jobs and investment i.e. Greater London/Thames Gateway/Cambridge/Harlow Enterprise Zone ❑ tightness of supply of commercial property impacting on the ability to attract inward investment or expansions ❑ low development activity ❑ difficulty recruiting suitable staff
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Sources: Local Futures – Place Profile 2011, Employment Land Study 2010, Employer and Business Survey 2009, Commercial Workspace Review 2015

4. Action Plan

The following sets out the actions the Team will be delivering over the next two years and have been selected on the basis that they are both deliverable, and continue to provide the maximum returns for our investment.

Many of the actions are designed to positively impact Uttlesford's rural economy including starting a business, the attraction of grant funding for expansion, access to superfast broadband and the attraction of more visitors.

All of the actions will be delivered in partnership with business, stakeholders, other local authorities such as town, parish and county councils, relevant agencies and as part of wider partnerships including the West Essex Alliance of local authorities and business.

The following sections each set out:

- the aim for each action;
- key insights from the economic analysis;
- highlights from the last two years; and
- the initiatives for 2016-18.

A more comprehensive report on what has been delivered 2014-16 can be found in Appendix 4.

4.1 Help Starting and Staying in Business

The majority of businesses in Uttlesford are micro businesses with 1-4 employees and they are particularly important for the rural economy. New businesses remain a key source of future jobs, competitiveness and wealth creation.

Aim:

Year on year growth in the number of businesses starting up and surviving beyond 24 months.

Key insights:

- Pool of local people with the skills and resources to start and stay in business (2011 Census)
- Difficulties/barriers being faced by local start-ups (Federation of Small Business 2012)
 - access to, availability and cost of finance for business (21%)
 - lack of information, advice and support (20%)
 - access to superfast broadband (21%)
 - state of the economy (65%)
 - cost of materials, fuels or energy (41%)

Delivery Highlights 2014-16:

- 10 workshops, 120 attendees, 10 new businesses resulted, 90% excellent feedback from attendees, 85% implement learning into existing business
- Online database of Uttlesford businesses created with 1,300 entries
- Stansted Business Forum over 90 members, delivered Summer Business Fayre with 53 stallholders and up to 3,000 visitors and Stansted Business Directory delivered to 3,500 homes locally
- £400k of funding for 14 rural businesses via Eastern Plateau and negotiation of the inclusion of Great Dunmow and Stansted Mounfitchet in the 2015-18 programme
- Establishing the Shire Hill Business Network engaging with 120 businesses on Shire Hill Industrial Estate

Initiatives 2016-18:

Initiative	Provision of business advice to business start-ups and existing businesses
Lead Officer	▪ Business Support Officer (BSO)
Partners	▪ BEST Growth Hub, Signpost2Grow Growth Hub,
Action	<ul style="list-style-type: none"> ▪ In-house provision of business advice and support via face-to-face, telephone or email, responding to questions, giving advice and signposting where applicable. ▪ Referral service to BEST Growth Hub, Signpost2Grow Growth Hub and other business support providers as appropriate ▪ A dedicated email address “business @uttlesford.gov.uk” to assist businesses in contacting the Economic Development Team ▪ Promotion of business support services including UKTI and

	<p>HMRC</p> <ul style="list-style-type: none"> ▪ Face-to-face business support meetings ▪ Telephone and email business support and advice ▪ Promotion of support services through UDC website, @UDCBusiness twitter handle and through the Uttlesford business fora. ▪ Delivery of Business Zone initiative at the Stansted Check-in event in June 2016, providing short workshops and access to business support providers
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Initiative	Improving business related skills, for start-ups and existing businesses
Lead Officer	▪ BSO
Partners	▪ BEST Growth Hub – Signpost2Grow Growth Hub, other business support providers and training organisations
Action	▪ Promotion of all available training programmes, HMRC webinars, twitter and through business fora.

Initiative	Develop database of business contact details in order to improve communication and relationship with local businesses
Lead Officer	▪ BSO
Partners	▪ Breeze IT, database software provider
Action	<ul style="list-style-type: none"> ▪ Grow number of entries to 2,500 by Q4 2017-18 ▪ Increase the quality of directory entries by encouraging businesses to validate their basic entry ▪ Marketing directory to new users and residents ▪ Unique visitors target of 1,000 per month by Q1 2017-18 ▪ Commercialisation of the database proposal including business referral programme by Q4 2016-17

Initiative	Effective communication with local business start-ups and existing businesses
Lead Officer	▪ BSO
Action	<ul style="list-style-type: none"> ▪ Monitor information on UDC website ▪ Ensure updates are provided to UDC Webmaster for amendments / additions etc. ▪ Grow twitter handle and use as appropriate ▪ Deliver Annual Business Breakfast by end of Q3 each year ▪ Quarterly newsletters to businesses via business directory.

Initiative	Supporting existing business forums
Lead Officer	▪ EDO and BSO
Partners	▪ Uttlesford business forums including Stansted Airport Chamber of Commerce, Newport Business Association, Shire

	Hill Business Network, Stansted Economic Development Working Group and Stansted Business Forum
Action	<ul style="list-style-type: none"> ▪ Attendance at forum meetings and events as appropriate ▪ Financial support for business fora and events ▪ Marketing support for business fora and events

Initiative	Identify and promote finance opportunities for local start-ups and existing businesses
Lead Officer	▪ EDO and BSO
Partners	▪ Eastern Plateau European Funding Programme- new programme from 2015
Action	<ul style="list-style-type: none"> ▪ Target of 40 expressions of interest by Q3 2017-18 ▪ Target of £500k of funding attracted by Q4 2017-18

Initiative	Develop opportunity for Faircroft House to become a resource hub for creative businesses across Uttlesford
Lead officer	▪ BSO
Partners	▪ Faircroft House
Action	▪ Lobbying of Essex County Council to retain Faircroft House as an asset for the business and wider community in Uttlesford

Initiative	Explore opportunities to support local unemployed young people into business
Lead officer	▪ BSO
Partners	▪ Princes Trust
Action	<ul style="list-style-type: none"> ▪ Scoping discussions with Princes Trust about potential opportunities. ▪ Identification of young people to attend training with Princes Trust, and be supported by local Princes Trust mentors following training.

Budget 2016-17:

Marketing of business database £4k

Annual Business Breakfast £2k

Signpost2Grow (GCGP) membership £13k

4.2 Superfast Broadband and Mobile Communication

Aim:

To ensure businesses and homes throughout the District have access to appropriate superfast broadband and mobile communication.

Key insights:

- Rural superfast broadband is a top priority for Central Government
- Lack of availability of superfast broadband appropriate to business requirements is a barrier to business success and to the attraction of new investment into the district
- Compared to urban areas, rural areas are disadvantaged by the higher costs of broadband provision, which is an important enabler for community, education and business.
- A significant number of households and businesses in Uttlesford are not able to access more than 2Mbits/s
- “Notspots” exist for mobile communication

Delivery Highlights 2014-16:

- Superfast Essex – fibre superfast broadband
 - 2016 62% of premises with access to superfast broadband
 - by 2019 85% premises will have access to superfast broadband
- Fibrewifi Ltd (Buzcom) – fixed wireless superfast broadband
 - 2016 over 1000 subscribers
 - 200 are business subscribers many of whom are rural based businesses who are now able to access superfast broadband
 - several businesses would have either had to move and/or not expand if access to superfast broadband had not been made available for example
 - negotiated to have Shire Hill Industrial Estate connected

Initiatives 2016-18

Initiative	Support the delivery of superfast broadband across the District
Lead officer	▪ EDO
Partners	<ul style="list-style-type: none"> ▪ Superfast Essex ▪ Fibrewifi Ltd (Buzcom)
Action	<ul style="list-style-type: none"> ▪ Lobby and work with Superfast Essex to deliver a minimum of 92% coverage by end 2019 ▪ Completion of the contract with Fibrewifi Ltd (Buzcom) by Q3 2016-17

Initiative	Support for individual businesses to acquire a superfast broadband service
Lead officer	▪ EDO
Partners	▪ Fibrewifi Ltd (Buzcom), BT Openreach, etc
Action	▪ Respond to enquiries

Budget 2016-17:

Contribution to improving broadband coverage £115k.

4.3 Town Centres

Uttlesford's two market towns, Saffron Walden and Great Dunmow and six key villages, including Stansted Mountfitchet and Thaxted, provide the heart of their community in terms of employment, services, transport and residential population. Each of the town and village centres faces challenges from out-of-town competition, on line retail and slow recovery from recession.

Work on improving the vitality and viability of the District's market towns and key villages has been focused on the creation of the private sector led and run Town Teams in Saffron Walden and Great Dunmow and Economic Development Working Group in Stansted Mountfitchet.

Aim:

Uttlesford's two town centres and two largest key villages, Stansted Mountfitchet and Thaxted, to build footfall and average customer expenditure.

Key insights:

- each town and village centre has a large proportion of independent well established retailers and other businesses
- the four centres have the opportunity and potential to deliver significant performance improvement

Delivery highlights 2014-16

- support for two Town Teams and Economic Development Working Group of skilled and experienced local businesspeople and other stakeholders in Saffron Walden, Great Dunmow and Stansted Mountfitchet respectively

- the total number of volunteers in all three teams if regarded as part time paid posts would have an estimated actual total cost per annum of £100k
- Saffron Walden Town Team
 - supporting promotions by independent retailers
 - marketing and events plan for the next two years
 - creation and launch of the #MySW brand including a video and radio advertisements.
- Great Dunmow Town Team
 - car parking refund scheme
 - Events throughout the year including the Christmas lights switch-on and related festivities and funding
 - Revitalising the market and other events
- Stansted Mountfitchet
 - Michaelmas Fayre
 - research into holding a regular specialised market

Initiatives 2016-18

Initiative	Support for Town Teams in Saffron Walden and Great Dunmow
Lead Officer	▪ EDO and BSO
Partners	▪ Businesses and stakeholders in Saffron Walden and Great Dunmow
Action	<ul style="list-style-type: none"> ▪ Provide advice at Town Team meetings ▪ Support the delivery of specific projects

Initiative	Sustainability of Town Teams
Lead Officer	▪ BSO
Partners	▪ ATCM, ATCM East, BritishBIDs
Action	<ul style="list-style-type: none"> ▪ Present Business Improvement District case to Town Teams for their consideration in Q1 2016-17 for Saffron Walden and Q1 2017-18 for Great Dunmow

Initiative	Village centre management plans for Thaxted developed in partnership with key stakeholders
Lead officer	▪ BSO
Partners	▪ District Council working with village centre partners
Action	<ul style="list-style-type: none"> ▪ The development of a plan by Q2 2017-18: <ul style="list-style-type: none"> ○ identifying who should be involved ○ review of past and present information and plans ○ agreeing clear objectives

Initiative	Use of Car Parking Provision in Vitality of Town Centres
Lead Officer	▪ EDO and BSO
Partners	▪ NEPP, Town & Parish Councils, Town Teams, SMWG
Action	▪ Monitoring of and lobbying regarding car parking performance and the use of car parking tariffs to support vitality on the town and village centres.

Initiative	Membership of Association Town & City Management (ATCM)
Lead officer	▪ BSO
Partners	▪ ATCM
Action	▪ Annual review of membership

Budget 2016-17:

Funding to support delivering of Saffron Walden and Great Dunmow Town Teams and Stansted Mountfitchet Working Group business plans and annual membership ATCM £40k.

Funding support towards the cost of potential Saffron Walden Business Improvement District ballot £30k.

4.4 Inward Investment & Business Expansion

Aim;

Promote specific and targeted propositions to attract inward investment and facilitate local business expansion. Both will grow the Council's business rates revenues.

Key insights:

- commercial investment deals have focused on the M11/Stansted corridor
- two key clusters -the Greater Cambridge biotech research and development and M11/Stansted corridor including travel and logistics related businesses
- close proximity to international recognised brands in London and Cambridge
- the international connectivity of London Stansted Airport

Delivery highlights 2014-16

- completion of the review into the supply and demand for commercial workspace in the district

- creation of LSCC Inward Investment plan

Initiatives 2016-18

Initiative	Discretionary National Non Domestic Rates (NNDR) relief
Lead officer	▪ EDO
Partners	▪ UDC Business Rates
Action	<ul style="list-style-type: none"> ▪ promotion and targeting of “stuck” pipeline projects with planning permission (see next initiative) ▪ target of ten businesses receiving discretionary rates relief by Q4 2017-18

Initiative	Developing the pipeline of commercial sites with planning permission
Lead officer	▪ EDO
Partners	▪ external consultant
Action	<ul style="list-style-type: none"> ▪ Assessment of commercial pipeline of sites with planning permission, identification of “stuck” sites and recommendations for intervention ▪ Estimate of value of pipeline in terms of business rates revenues

Initiative	Expansion of local businesses
Lead officer	▪ EDO
Partners	▪ Local intermediaries e.g. banks, accountants
Action	<ul style="list-style-type: none"> ▪ Visit programme to targeted local businesses – 12 visits per year ▪ Two business expansions by Q4 2017-18

Initiative	Emerging Local Plan
Lead officer	▪ EDO
Partners	▪ UDC Policy Team
Action	▪ Liaison with Policy Team on supply of commercial allocations

Initiative	Investment intermediary network
Lead officer	▪ EDO
Partners	▪ Invest Essex, UKTI, etc
Action	▪ Create network of intermediaries involved in advising businesses on relocation/investment decisions

Initiative	Attraction of investment into M11 corridor/Stansted
Lead officer	▪ EDO
Partners	▪ Invest Essex, LSCC
Action	▪ Ongoing

Initiative	Attraction of investment into North Uttlesford
Lead officer	▪ EDO
Partners	▪ Invest Essex, Greater Cambridge local authorities
Action	▪ Ongoing

Initiative	Shire Hill Industrial Estate
Lead officer	▪ EDO
Partners	▪ Shire Hill Business Forum “Who’s on the Hill?” ▪ Businesses occupying premises on the industrial estate
Action	▪ Ongoing support

Budget 2016-17:

Potential cost implementing discretionary National Non Domestic Rates relief £60k

Creation of inward investment intermediary network £4k

Marketing to attract inward investment £20k

Membership London Stansted Cambridge Corridor £10k

4.5 Visitors

The visitor economy is made up of:

- Visitors – leisure, business, visiting family and friends, day and overnight stays
- Core supply chain – accommodation, attractions, bars and restaurants
- Related supply chain – retail, transport, other services i.e. food suppliers

Aim:

Year on year increase in the number of people visiting Uttlesford and the number of visits by the residents of Uttlesford with “wise growth” balancing growth in the number of visitors with the principles of sustainability

Key insights:

- visitor economy is important to Uttlesford and rural areas in particular
- represents the second most important income strand for the district after retail spend

- a number of regionally and nationally important visitor attractions including Saffron Hall, Audley End House, Bridge End Gardens, Fry Art Gallery, St Mary the Virgin Parish Church, Saffron Walden Museum, Priors' Hall Barn, Gardens of Easton Lodge, Great Dunmow Maltings, Mountfitchet Castle and Toy Museum, St Mary's Church Stansted, Hatfield Forest, Thaxted Morris Festival, Dunmow Flitch, St Botolph's Saxon Church, Hadstock and Chickney St Mary's
- outstanding tourism information service in Saffron Walden
- proximity to Cambridge and London and their huge international draw
- lack of hotel and other accommodation space in Saffron Walden

Delivery highlights 2014-16

- creation of Saffron Walden Marketing Group (SWMG) of Saffron Hall, Tourist Information Centre, Audley End (English Heritage), Town Team, Fry Art Gallery and Saffron Screen
- SWMG reciprocal marketing

Initiatives 2016-18

Initiative	Saffron Walden Marketing Group
Lead officer	▪ EDO
Partners	▪ Saffron Hall, Tourist Information Centre, Audley End (English Heritage), Town Team, Fry Art Gallery and Saffron Screen
Action	▪ Ongoing support

Initiative	Creation of Great Dunmow and Stansted Mountfitchet Marketing Group
Lead officer	▪ EDO
Partners	▪ Local visitor attractions
Action	▪ Group created by Q4 2016-17

4.6 Funding Opportunities

Aim:

To help to overcome existing and future financial challenges and identify funding opportunities for council services and local economic growth

Key insights:

- Opportunity for business rate revenue growth created by economic growth e.g. inward investment, business expansion
- Significant external funding opportunities e.g. LEP Local Growth Plans

Initiatives 2016-18

Initiative	Attraction of external funding plan in support of local economic growth
Lead officer	▪ BSO
Partners	▪ LEP's, ECC, European Funding
Action	▪ Initial plan Q4 2016-17

5. Summary

The strategy is designed to help facilitate the sustainable growth of the Uttlesford economy.

The 2016-18 actions are targeted at:

- Help to start and stay in business
- Access to superfast broadband and mobile communications
- Help for town centres with their viability and vitality
- Help to persuade more people to visit Uttlesford
- Funding opportunities

The estimated cost of implementing the 2016-18 strategy is £481k.

Appendix 1.

Business Conference September 22nd 2015

Attended by 75 local businesses, partners and agencies.

Evaluation Form Summary

	Excellent	Good	Poor
Content	50%	50%	
Organisation	75%	25%	
Presentations	52%	48%	
Networking	36%	64%	

Appendix 2.

Existing Research

- Uttlesford Car Park Review 2015
- Commercial Property Review 2015
- Uttlesford Business Needs Survey 2009
- Rural Business Research, A Study of the Support Requirements of Retailers in Rural Essex, 2008
- Re-imagining Urban Spaces to Help Revitalise Our High Streets, Department for Communities and Local Government, July 2012
- “Local leadership, local growth” Local Government Association, June 2012

Appendix 3.

Existing Strategies

- Uttlesford Local Plan 2005
- Uttlesford emerging Local Plan
- Integrated County Strategy, 2010
- Uttlesford Futures, “Sustainable Community Strategy A Vision for our future 2018,” 2008
- LEP Economic Growth Strategies

Appendix 4.

Delivery 2014-16

1. Help to Start and Stay in Business

Initiative	Provision of business advice to business start-ups and existing businesses
Partners	<ul style="list-style-type: none"> ▪ Ignite Enterprise Agency
Delivered	<ul style="list-style-type: none"> ▪ 6 month trial of Business Assist Helpline, a dedicated telephone and email response to assist local businesses with questions, giving advice and signposting where applicable commenced May 2014 ▪ Evaluation October 2014 decision not to proceed

Initiative	Provision of business advice to business start-ups and existing businesses
Partners	<ul style="list-style-type: none"> • BEST Growth Hub, Signpost2Grow Growth Hub, Eastern Plateau
Delivered	<ul style="list-style-type: none"> • Face-to-face business support meetings • Telephone and email business support and advice • Business advice drop-in session held in Saffron Walden in partnership with BEST Growth Hub • Promotion of support services through UDC website, @UDCBusiness twitter handle and through the Uttlesford business fora. • Ongoing support provision • Number of Uttlesford businesses supported by BEST Growth Hub and Eastern Plateau • Number of businesses who have made direct contact with BSO during Q4.

Initiative	Improving business related skills, for start-ups and existing businesses
Partners	<ul style="list-style-type: none"> ▪ Ignite Enterprise Agency funded by UDC ▪ LGX Marketing – iMarketing workshop – funded by UDC ▪ BEST Growth Hub – programme of fully funded courses for business start-ups and existing businesses
Delivered	<ul style="list-style-type: none"> ▪ Ignite Enterprise Agency <ul style="list-style-type: none"> ▪ 10 workshops ▪ 120 attendees ▪ 8 new businesses resulted ▪ 90% excellent feedback from attendees ▪ 85% implement learning into existing business

	<ul style="list-style-type: none"> ▪ UDC iMarketing seminar – 7/12/15 ▪ Promotion of BEST Growth Hub training programme, HMRC webinars, ECC Digital Skills workshops via website, twitter and through business fora. ▪ Business drop-in session held in Saffron Walden, with BEST Growth Hub Advisers and Eastern Plateau Adviser. ▪ 4 Ignite Enterprise Agency workshops to be held – 2 in Saffron Walden 2 in Great Dunmow ▪ BEST Growth Hub courses to be delivered across Essex, including courses in Great Dunmow, Saffron Walden and Stansted. ▪ ECC Digital Skills training to be delivered in Takeley
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Initiative	Establish a database of business contact details in order to improve communication and relationship with local businesses
Partners	<ul style="list-style-type: none"> ▪ Ignite Enterprise Agency to supply initial data for a business database ▪ Breeze IT, database software provider
Delivered	<ul style="list-style-type: none"> ▪ Initial database created December 2014 ▪ Online database software provider, Breeze IT, appointed Mar 2015 ▪ Initial database cleaned and grown to 1400 businesses August 2015 ▪ Links to UDC website designed and built Summer 2015 ▪ Online database - launched September 2015 ▪ Increase the quality of directory entries by encouraging businesses to validate their basic entry ▪ Marketing directory to new users ▪ Unique visitors target of 500 per month

Initiative	Effective communication with local business start-ups and existing businesses
Partners	<ul style="list-style-type: none"> ▪
Delivered	<ul style="list-style-type: none"> ▪ On-going monitoring and updating of the UDC website ▪ Twitter handle established ▪ Appropriate tweets promoting training opportunities and business support offers from UKTI and HMRC. ▪ Annual Business Breakfast 2015 held at Hilton Hotel, Stansted Airport. ▪ Training newsletter emailed Feb 2016. ▪ Newsletters emailed to business directory contacts

Initiative	Supporting existing business forums
Partners	<ul style="list-style-type: none"> ▪ Uttlesford business forums including Stansted Airport Chamber of Commerce, Newport Business Association and

	Stansted Economic Development Working Group and Stansted Business Forum
Delivered	<ul style="list-style-type: none"> ▪ Business, tourism, travel event – June 2014 ▪ Sponsorship for and attendance at Stansted Check- In business event - June 2015 – approx. 450 business people attended ▪ Stansted Business Forum grown from 60 to 90 members - sponsored Summer Business Fair with estimated 2500 – 3000 visitors ▪ Regular attendance at business for a meetings ▪ Agree plan and commence implementation Uttlesford Business Zone at Stansted Check-In 2016 event - BSO ▪ Present at Stansted Business Forum 5/2/16 – EDO

Initiative	Identify and promote finance opportunities for local start-ups and existing businesses
Partners	<ul style="list-style-type: none"> ▪ Eastern Plateau European Funding Programme ▪ IDOX (2nd year of two year lease)- business finance database “open4business”
Delivered	<ul style="list-style-type: none"> ▪ Eastern Plateau - successful negotiation for inclusion of Great Dunmow and Stansted Mountfitchet into new programme ▪ EDO and BSO participation in Local Delivery Group ▪ IDOX “open4business” database evaluated and lease not renewed ▪ Marketing of Eastern Plateau in Uttlesford ▪ Target of 25 expressions of interest from businesses to apply for funding

Initiative	Flooding support
Partners	<ul style="list-style-type: none"> ▪ Central government as funder
Delivered	<ul style="list-style-type: none"> ▪ Application process created ▪ Affected businesses identified and support provided with grant applications ▪ Early warning system funded and implemented in Lower St Stansted

Initiative	Establishment of Shire Hill Business Network
Partners	<ul style="list-style-type: none"> ▪ Shire Hill businesses
Delivered	<ul style="list-style-type: none"> ▪ Private sector organiser recruited ▪ Plan created for the objectives and operation of the network ▪ Launch meeting marketed and supported ▪ Ongoing meetings supported, issues raised have been investigated and feedback provided, including gritting, signage

Initiative	Relocation support for Ashdon Rd and Carnation Nurseries based businesses
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Partners	<ul style="list-style-type: none"> ▪ Ridgeons
Delivered	<ul style="list-style-type: none"> ▪ businesses identified and contacted ▪ individual support provided ▪ Initiative completed

Initiative	Gain approval for and recruitment of Business Support Officer
Partners	<ul style="list-style-type: none"> ▪
Delivered	<ul style="list-style-type: none"> ▪ Approval for recruitment ▪ Recruitment of officer Dec 2014 ▪ Ongoing management ▪ Initiative completed – recruited Dec 2014

Initiative	Support for Waitrose recruitment
Partners	<ul style="list-style-type: none"> ▪ Saffron Walden Waitrose, Job Centre Plus, Fairycroft Arts and Media Centre
Delivered	<ul style="list-style-type: none"> ▪ Job Centre Plus workplace academy held at Fairycroft House to support local unemployed people to develop skills to assist in recruitment process ▪ Waitrose (3 week) recruitment process held at Fairycroft House ▪ Initiative completed

Initiative	Explore opportunity for Fairycroft House to become a resource hub for creative businesses across Uttlesford
Partners	<ul style="list-style-type: none"> ▪ Fairycroft House
Delivered	<ul style="list-style-type: none"> ▪ Initiative completed

Initiative	Explore opportunities to support local unemployed young people into business
Partners	<ul style="list-style-type: none"> ▪ Princes Trust
Delivered	<ul style="list-style-type: none"> ▪ Scoping discussions completed with Princes Trust ▪ Meetings held with Genesis Housing Association and Fairycroft House to identify young people. Meeting Essex County Council Care Leavers Team ▪ Planning meeting with Princes Trust

2. Superfast Broadband and Mobile Communication

Initiative	Enable delivery of superfast broadband to locations not planned to receive a service
Partners	<ul style="list-style-type: none"> ▪ Selected via procurement process
Delivered	<ul style="list-style-type: none"> ▪ Procurement undertaken and unable to appoint supplier due to Next Generation Access (NGA) and State Aid requirements

	<ul style="list-style-type: none"> Redesign the procurement process to comply with NGA requirements and assess viability by October 2015
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Initiative	Support the delivery of wireless superfast broadband across the District
Partners	<ul style="list-style-type: none"> Fibrewifi Ltd (Buzcom)
Delivered	<ul style="list-style-type: none"> Lobbying of Essex Police to enable Fibrewifi to utilise a tower structure at High Garrett

Initiative	Support the deployment of fibre superfast broadband
Partners	<ul style="list-style-type: none"> SE
Delivered	<ul style="list-style-type: none"> lobbying Superfast Essex helped enable coverage to improve from 62% to 85% +8,400 premises (however still leaves 5,500 premises with no fibre superfast broadband)

Initiative	Mobile communication coverage
Partners	<ul style="list-style-type: none"> The Mobile Infrastructure Project ARQIVA
Delivered	<ul style="list-style-type: none"> Initiative completed - Arqiva unable to procure a suitable location within the timescale set by central government

Initiative	Support for individual businesses
Partners	<ul style="list-style-type: none"> Fibrewifi Ltd (Buzcom) BT Openreach
Delivered	<ul style="list-style-type: none"> 23 individual businesses supported

3. Town Centres

Initiative	Support for Town Teams in Saffron Walden and Great Dunmow
Partners	<ul style="list-style-type: none"> Businesses in Saffron Walden and Great Dunmow
Delivered	<ul style="list-style-type: none"> Saffron Walden – new chair “recruited” & vice chair appointed, ongoing support for chair and advisor role at Town Team meetings and open town centre meetings, promotion of Town Team events and design and delivery of Access Survey for the Town Team Great Dunmow - advisor role at Town Team meetings & lead role on development of market, advisor role for crowdfunding initiative to part fund Christmas lights event in December 2015

Initiative	Identify and procure, if possible, additional support for Town Teams
Partners	<ul style="list-style-type: none"> Town Teams, Anglia Ruskin University
Delivered	<ul style="list-style-type: none"> Meetings with Anglia Ruskin University to consider options and available funding from ARU

	<ul style="list-style-type: none"> ▪ Discussions with ECC re possible funding sources. ▪ Meetings with Town Team Chairs to consider proposals.
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Initiative	Sustainability of Town Teams
Partners	<ul style="list-style-type: none"> • ATCM, ATCM East, BritishBIDs
Delivered	<ul style="list-style-type: none"> • Meeting with Mill Road Coordinator, Cambridge • Attendance at The Future High Street conference 2015 • Research into BIDS – BSO attended training Feb 2016 • First stage feasibility completed with rateable values for Saffron Walden and Great Dunmow. • Join BritishBIDS – BSO • Attend BritishBIDs training – Feb 2016 - BSO • Calculate possible levels of BID Levy and therefore potential for the development of a Business Improvement District in both Saffron Walden and Great Dunmow – BSO • Produce briefing paper on BIDs and the potential for Uttlesford.

Initiative	Key village centre management plan for Stansted developed in partnership with key stakeholders
Partners	<ul style="list-style-type: none"> ▪ All stakeholders in Stansted including Parish Councils
Delivered	<ul style="list-style-type: none"> ▪ Stansted - Economic Development Working Group formed 2012, opportunities assessment undertaken by Action for Market Towns April 2014, Market Feasibility Study completed Feb 2015, Christmas Fair sponsored

Initiative	Review of Council managed car parks
Partners	<ul style="list-style-type: none"> ▪ NEPP, external consultant to complete review, ECC
Delivered	<ul style="list-style-type: none"> ▪ Consultant appointed Dec 2015 ▪ Final draft July 2015 ▪ Consultation commenced July 2015 ▪ Report to Cabinet December 2015 ▪ Implementation of approved recommendations including initial meetings with town teams (inc Stansted) and town/parish councils and new car park signage in Saffron Walden

Initiative	New car parking capacity in Saffron Walden
Partners	<ul style="list-style-type: none"> ▪
Delivered	<ul style="list-style-type: none"> ▪ Car parking capacity added April 2015

Initiative	Encourage people to stay longer in the town centres
Partners	<ul style="list-style-type: none"> ▪ NEPP
Delivered	<ul style="list-style-type: none"> ▪ Design and print of promotional materials ▪ Distribution of promotional materials

	<ul style="list-style-type: none"> ▪ Communications Team to send press releases to all media to advertise.
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Initiative	Address issues raised by closure of Fairycroft car park during Waitrose refurbishment Jan – Sept 2015
Partners	<ul style="list-style-type: none"> ▪ Waitrose and SWTT
Delivered	<ul style="list-style-type: none"> ▪ Posters and leaflets designed, printed and distributed around shops and banks in Saffron Walden town centre. ▪ Banner erected in The Common car park ▪ Banner designed and erected on Saturdays outside Council offices directing cars to County High school car park. ▪ Fairycroft car park re-opened in Sept 2015

Initiative	Membership of appropriate organisations
Partners	<ul style="list-style-type: none"> ▪ ATCM, British BIDs
Delivered	<ul style="list-style-type: none"> ▪ ATCM membership renewed ▪ British BIDs membership in place

4. Business expansion & attraction

Initiative	Discretionary National Non Domestic Rates (NNDR) relief
Partners	<ul style="list-style-type: none"> ▪ UDC
Delivered	<ul style="list-style-type: none"> ▪ Policy agreed ▪ Rural businesses identified and relief provided ▪ Application process designed ▪ Policy promoted to commercial agents and local businesses

Initiative	Attraction of investment into M11 corridor/Stansted
Partners	<ul style="list-style-type: none"> ▪ LSCC
Delivered	<ul style="list-style-type: none"> ▪ Liaison with LSCC ▪ marketing plan key locations

Initiative	Attraction of investment into North Uttlesford
Partners	<ul style="list-style-type: none"> ▪ Think Cambridge
Delivered	<ul style="list-style-type: none"> ▪ promotion of Think Cambridge at Manufacturing Technologies exhibition NEC April 2014 ▪ liaison with emerging Invest Cambridge

Initiative	Review of supply and demand for commercial workspace
Partners	<ul style="list-style-type: none"> ▪ external consultant
Delivered	<ul style="list-style-type: none"> ▪ consultant appointed Dec 2014 ▪ review produced June 2015 ▪ reported to members and officers group Sept 2015

Initiative	Follow on Review of supply and demand for commercial workspace triggered by business rates announcement in Comprehensive Spending Review Nov 2015
Partners	<ul style="list-style-type: none"> ▪ external consultant
Delivered	<ul style="list-style-type: none"> ▪ re-engage previous commercial workspace consultant

5. Visitors to the District

Initiative	Create Uttlesford Tourism Team
Partners	<ul style="list-style-type: none"> ▪ District Council and partners including Saffron Walden Tourist Information and Visit Essex
Delivered	<ul style="list-style-type: none"> ▪ Draft plan by Nov 2015 ▪ Initial focus on Saffron Walden – creation of Saffron Walden Marketing Group (SWMG)

Initiative	Annual Membership of Visit Essex
Partners	<ul style="list-style-type: none"> ▪ Visit Essex
Delivered	<ul style="list-style-type: none"> ▪ Membership renewed May 2015

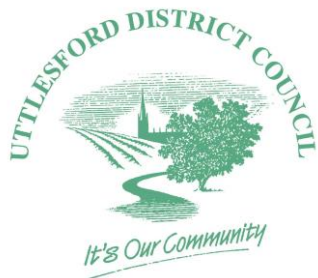
6. Economic Development Strategy 2016-18

Initiative	Creation and approval of 2016-18 Economic Development Strategy (EDS)
Provider	<ul style="list-style-type: none"> ▪ UDC
Delivered	<ul style="list-style-type: none"> ▪ Draft 2016-18 EDS

7. Corporate Initiatives

Initiative	“Big Team” Leadership Programme – Review of Community Engagement
Partners	<ul style="list-style-type: none"> ▪ UDC
Delivered	<ul style="list-style-type: none"> ▪ Report presented to management team including “Community Engagement Toolkit” - EDO

Initiative	Council Offices - Ground Floor Office Space
Partners	<ul style="list-style-type: none"> ▪ UDC
Delivered	<ul style="list-style-type: none"> ▪ Opportunity identified and market opportunity assessed Dec 2015 ▪ Floor plan options agreed ▪ Agent appointed ▪ Works commenced to prepare space for marketing/occupation



Uttlesford District Council

Fast-track equality impact assessment (EqIA) tool

What is this tool for?


This tool will help you to assess the impact of existing or new strategies, policies, projects, contracts or decisions on residents and staff. It will help you to deliver excellent services, by making sure that they reflect the needs of all members of the community and workforce.

What should be equality impact assessed?

You only need to equality impact assess strategies, policies, projects, contracts or decisions that are **relevant** to equality. If you are not sure whether your activity is relevant to equality take the 'relevance test' on Page 9.


How do I use the tool?

This tool is easy to use and you do not need expert knowledge to complete it. It asks you to make judgments based on evidence.



The tool uses a system of red flags  to give you an indication of whether or not your responses are identifying potential issues. Getting a red flag does not necessarily indicate a problem, but it does mean that your assessment is highlighting issues or gaps in data that may require further investigation or action.

If there is insufficient space to answer a question, please use a separate sheet.

General information		
1	Name of strategy, policy, project, contract or decision.	Economic Development Strategy 2016-18
2	What is the overall purpose of the strategy, policy, project, contract or decision?	Development of the economy in Uttlesford
3	Who may be affected by the strategy, policy, project, contract or decision?	<input checked="" type="checkbox"/> Residents <input type="checkbox"/> Staff <input type="checkbox"/> A specific client group/s e.g. linked by geographical location, social economic factors, age, disabilities, gender, transgender, race, religion or sexual orientation (please state)
4	Responsible department and Head of Division.	Department: Planning and Housing Policy Head of Division: Roger Harborough
5	Are other departments or partners involved in delivery of the strategy, policy, project, contract or decision?	<input type="checkbox"/> No <input checked="" type="checkbox"/> Multiple agencies (to be advised)
Gathering performance data		
6	<p>Do you (or do you intend to) collect this monitoring data in relation to any of the following <u>diverse groups</u>?</p> <p>Having reviewed the delivery to the groups opposite it was concluded that delivery would be equal. However, should there be any difficulty with delivery due to race/ethnicity then assistance (translation / interpretation) would be provided.</p>	<input type="checkbox"/> Age <input type="checkbox"/> Sex <input type="checkbox"/> Gender Reassignment <input type="checkbox"/> Religion & Belief <input type="checkbox"/> Marriage and Civil Partnerships <input checked="" type="checkbox"/> Disability <input type="checkbox"/> Race <input type="checkbox"/> Sexual Orientation <input type="checkbox"/> Pregnancy and Maternity <input checked="" type="checkbox"/> Rural Isolation

7	How do you (or how do you intend to) monitor the impact of the strategy, policy, project, contract or decision?	<input checked="" type="checkbox"/> Performance indicators or targets <input checked="" type="checkbox"/> User satisfaction <input type="checkbox"/> Uptake <input checked="" type="checkbox"/> Consultation or involvement <input type="checkbox"/> Workforce monitoring data <input type="checkbox"/> Complaints <input type="checkbox"/> External verification <input type="checkbox"/> Eligibility criteria <input type="checkbox"/> Other (please state): <input type="checkbox"/> None 
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Analysing performance data

8	Consider the impact the strategy, policy, project, contract or decision has already achieved, measured by the monitoring data you collect. Is the same impact being achieved for diverse groups as is being achieved across the population or workforce as a whole?	<input checked="" type="checkbox"/> Yes * <input type="checkbox"/> No* <input type="checkbox"/> Insufficient  <input type="checkbox"/> Not applicable  <p><i>*Please state your evidence for this, including full document titles and dates of publication for audit purposes. Where applicable please also state the nature of any issues identified:</i></p>
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9	<p>Is uptake of any services, benefits or opportunities associated with the strategy, policy, project, contract or decision generally representative of <u>diverse groups</u>?</p>	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 40px; text-align: center;"><input checked="" type="checkbox"/></td> <td>Yes *</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td>No*</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td>Insufficient </td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td>Not applicable </td> </tr> </table> <p style="margin-top: 20px;"><i>*Please state your evidence for this, including full document titles and dates of publication for audit purposes. Where applicable please also state the nature of any issues identified:</i></p>	<input checked="" type="checkbox"/>	Yes *	<input type="checkbox"/>	No*	<input type="checkbox"/>	Insufficient	<input type="checkbox"/>	Not applicable
<input checked="" type="checkbox"/>	Yes *									
<input type="checkbox"/>	No*									
<input type="checkbox"/>	Insufficient									
<input type="checkbox"/>	Not applicable									


Checking delivery arrangements

10	<p>You now need to check the accessibility of your delivery arrangements against the requirements below. Click on the hyperlinks for more detailed guidance about the minimum criteria you should meet.</p> <p><i>If assessing a proposed strategy, policy, project, contract or decision, indicate 'Yes' if you anticipate compliance by launch of implementation.</i></p> <table style="width: 100%; margin-top: 20px;"> <thead> <tr> <th style="width: 70%;"></th> <th style="width: 10%; text-align: center;">Yes</th> <th style="width: 10%; text-align: center;">No </th> <th style="width: 10%; text-align: center;">N/A</th> </tr> </thead> <tbody> <tr> <td>The premises for delivery are accessible to all.</td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Consultation mechanisms are inclusive of all.</td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Participation mechanisms are inclusive of all.</td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> </tbody> </table> <p>If you answered 'No' to any of the questions above please explain why giving details of any legal justification.</p>		Yes	No	N/A	The premises for delivery are accessible to all.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Consultation mechanisms are inclusive of all.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Participation mechanisms are inclusive of all.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Yes	No	N/A														
The premises for delivery are accessible to all.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>														
Consultation mechanisms are inclusive of all.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>														
Participation mechanisms are inclusive of all.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>														

Checking information and communication arrangements

11 You now need to check the accessibility of your information and communication arrangements against the requirements below. Click on the hyperlink for more detailed guidance about the minimum criteria you should meet.

If assessing a proposed strategy policy, project, contract or decision, indicate 'Yes' if you anticipate compliance by launch of implementation.



	Yes	No 	N/A
Customer contact mechanisms are accessible to all.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Electronic, web-based and paper information is accessible to all.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Publicity campaigns are inclusive of all.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Images and text in documentation are representative and inclusive of all.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

If you answered 'No' to any of the questions above please explain why, giving details of any legal justification.

Future Impact


12 Think about what your strategy, policy, project, contract or decision is aiming to achieve over the long term and the ways in which it will seek to do this. This is your opportunity to take a step back and consider the practical implementation of your strategy, policy, project, contract or decision in the future. As well as checking that people from diverse groups will not be inadvertently excluded from or disadvantaged by any proposed activities, it is also an opportunity to think about how you can maximize your impact, reach as many people as possible and really make a difference to the lives of everyone in Uttlesford regardless of their background or circumstances.

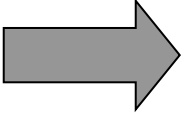
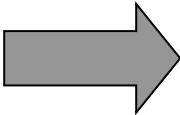
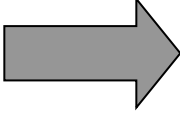
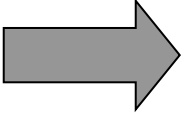
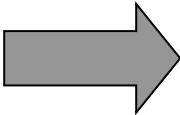
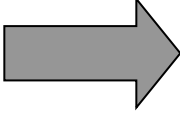
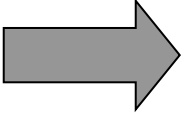
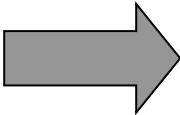
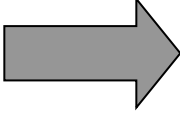
Is it likely to inadvertently exclude or disadvantage any diverse groups?

- No
- Yes * 
- Insufficient evidence 

*Please state any potential issues Identified.

OVERVIEW
81,000 residents
Demographic make up according to diverse groups.

Improvement actions	
13	<p>If your assessment has highlighted any potential issues or red flags, can these be easily addressed?</p> <p> <input type="checkbox"/> Yes <input type="checkbox"/> No*  <input checked="" type="checkbox"/> Not applicable </p> <p><i>*If Yes, please describe your proposed action/s, intended impact, monitoring arrangements implementation date and lead officer:</i></p>

Making a judgement – conclusions and next steps										
14	<p>Following this fast-track assessment, please confirm the following:</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 40%; vertical-align: top;"> <input checked="" type="checkbox"/> There are no inequalities identified that cannot be easily addressed or legally justified </td> <td style="width: 15%; text-align: center; vertical-align: middle;">  </td> <td style="width: 45%; vertical-align: top;"> No further action required. Complete this form and implement any actions you identified in Q13 above </td> </tr> <tr> <td style="vertical-align: top;"> <input type="checkbox"/> There is insufficient evidence to make a robust judgement. </td> <td style="text-align: center; vertical-align: middle;">  </td> <td style="vertical-align: top;"> Additional evidence gathering required (go to Q17 on Page 7 below). </td> </tr> <tr> <td style="vertical-align: top;"> <input type="checkbox"/> Inequalities have been identified which cannot be easily addressed. </td> <td style="text-align: center; vertical-align: middle;">  </td> <td style="vertical-align: top;"> Action planning required (go to Q18 on Page 8 below). </td> </tr> </table>	<input checked="" type="checkbox"/> There are no inequalities identified that cannot be easily addressed or legally justified		No further action required. Complete this form and implement any actions you identified in Q13 above	<input type="checkbox"/> There is insufficient evidence to make a robust judgement.		Additional evidence gathering required (go to Q17 on Page 7 below).	<input type="checkbox"/> Inequalities have been identified which cannot be easily addressed.		Action planning required (go to Q18 on Page 8 below).
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15	<p>If you have any additional comments to make, please include here.</p> <p> <input checked="" type="checkbox"/> None </p>									

Completion											
16	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 40%;">Name and job title (Assessment lead officer)</td> <td style="text-align: center;">Simon Jackson</td> </tr> <tr> <td>Name/s of any assisting officers and people consulted during assessment:</td> <td style="text-align: center;">Linda Howells</td> </tr> <tr> <td>Date:</td> <td style="text-align: center;">14.03.16</td> </tr> <tr> <td>Date of next review:</td> <td style="text-align: center;">TBA</td> </tr> <tr> <td colspan="2"><i>For new strategies, policies, projects, contracts or decisions this should be one year from implementation.</i></td> </tr> </table>	Name and job title (Assessment lead officer)	Simon Jackson	Name/s of any assisting officers and people consulted during assessment:	Linda Howells	Date:	14.03.16	Date of next review:	TBA	<i>For new strategies, policies, projects, contracts or decisions this should be one year from implementation.</i>	
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Date:	14.03.16										
Date of next review:	TBA										
<i>For new strategies, policies, projects, contracts or decisions this should be one year from implementation.</i>											

When completed, a copy of this form should be saved with the strategy, policy, project, contract or decision's file for audit purposes and in case it is requested under the Freedom of Information Act.

Additional evidence gathering and action planning

- 17 If your fast-track assessment indicated that **complex issues** or **inequalities** were identified which could not be easily addressed, or you had **insufficient evidence** to make a judgement, you need to undertake an additional evidence gathering and action planning process. This is described below:
- (a) Gather and analyse relevant additional evidence (which may include engagement with diverse groups), to address gaps in your knowledge, enhance understanding of the issues and inform options for addressing these. Additional evidence is likely to include any or all of the following:
- Data gathering**
- Demographic profiles of Uttlesford
 - Data about the physical environment, e.g. housing market, workforce, employment, education and learning provision, transport, spatial planning and public spaces
 - Results of local needs analysis
 - Results of staff surveys
 - Research reports on the needs/experience of diverse groups
 - National best practice/guidance
 - Benchmarking with other organisations
- Consultation and involvement**
- Existing consultation findings that may provide insight into the issues
 - New, specially commissioned engagement with diverse groups
 - Expert views of stakeholders/employers organisations representing diverse groups
 - Advice from experts or national organisations
 - Specialist staff/in-house expertise.
- (b) For advice on evidence gathering or engagement with diverse groups please contact your departmental equality lead officer. Discuss any proposed consultation with your departmental equality lead officer to ensure it is coordinated with related exercises across the Council as a whole.
- (c) Use your evidence gathering, analysis and engagement with diverse groups to develop options for addressing inequalities or unmet need, consulting with relevant management teams, Members, strategic groups/partners where necessary to confirm proposed actions and resource issues.
- (d) When options for addressing any issues are agreed, if these cannot be implemented immediately integrate them into the appropriate service plan/strategic plan/multi-agency strategy, so that it is clear how they will be delivered, when they will be delivered, by whom and how this will be monitored.

	<p>(e) Identify how the continuing implementation and impact of the strategy, policy, project, contract or decision on diverse groups in Uttlesford will be monitored.</p> <p>(f) Having gathered evidence re-evaluate this assessment.</p> <p>(g) Following completion of the above, please confirm the following:</p>	
18	The conclusions and agreed proposals:	
	Summary of evidence gathered, including any internal and external consultation (please include full document titles and dates of publication and consultation for audit purposes):	
	Date proposals to be implemented and lead officer:	
	Where implementation is not immediate, please state in which service plan or strategy the proposed actions will be integrated:	
	Monitor arrangements (please include full details for audit purposes):	
Additional Comments		
19	If you have any additional comments to make, please include here:	<input type="checkbox"/> None
Completion		
20	Name and job title (Lead Officer): Name/s of other assisting officers: Date: Date of next review (if any):	
When completed, a copy of this form should be saved with the strategy, policy, project, contract or decision's file for audit purposes and in case it is requested under the Freedom of Information Act.		

Committee: Cabinet

Agenda Item

Date: 7 April 2016

9

Title: Adoption of Street Naming and Numbering Policy

Portfolio Holder: Cllr Barker

Key decision: **No**

Summary

1. The Council under the Public Health Act 1925 controls the naming of streets and numbering of buildings in Uttlesford. The purpose of this control is to make sure that any new street names and building names and numbers are allocated logically with a view to ensuring, amongst other things, that emergency service vehicles (ambulances and fire appliances) are able to speedily locate any address to which they may be summoned; and the effective delivery of mail.
2. The Council adopted its current policy in January 2013. The proposed policy updates the current procedure and takes into account good practice.

Recommendations

3. To adopt the Street Naming and Numbering Policy March 2016.
4. To adopt the Street Naming and Numbering Guide to the process.

Financial Implications

5. There are no financial implications arising from this decision. The fees in the document were approved by Cabinet and Full Council as part of the budget setting process.

Background Papers

6. None

Impact

- 7.

Communication/Consultation	A documents will be made available on the website.
Community Safety	None
Equalities	None

Health and Safety	None
Human Rights/Legal Implications	None
Sustainability	None
Ward-specific impacts	All
Workforce/Workplace	None

Situation

8. The Council carries out the function of street naming and numbering for the District. The Council adopted its first policy in January 2013 and there is now a need to review and update this.
9. The Council has also developed a guide for users of the service. This sets out how the system operates, what we expect of applicants and the service levels they should expect to receive.
10. As part of the review process we have conducted an appraisal of other Council's processes and good practice. We have also conducted a working practice review to ensure that the process we follow internally is the best to serve the needs of the customer and also the most cost effective.

Conclusion

11. The proposed Policy updates and refreshes the current process. It contains the necessary checks to ensure that the legislation is applied fairly and accurately while providing time for local comment and input.

Risk Analysis

12.

Risk	Likelihood	Impact	Mitigating actions
Concerns and complaints may be raised about the outcome of the process.	1. Low likelihood as the process formalises the current situation which receives few complaints.	2. Little or no impact would occur.	The new policy updates the current policy and takes into account good practice.

- 1 = Little or no risk or impact
- 2 = Some risk or impact – action may be necessary.
- 3 = Significant risk or impact – action required
- 4 = Near certainty of risk occurring, catastrophic effect or failure of project.

Uttlesford District Council

Street Name and Numbering Policy

March 2016

Contents

- 1.1 Policy Statement
 - 1.1.1 Applicable Legislation
- 1.2 Charging for the Street Name and Numbering service
- 1.3 Naming Streets and Numbering Properties
- 1.4 Criteria for Naming Streets
- 1.5 Criteria for Addressing Property
 - 1.51 Consultation with Parish/Town Councils – Street Names
 - 1.5.2 Renaming an existing street
 - 1.5.3 Adoption of a street name in a postal address
- 1.6 Responsibility for Property Addressing
 - 1.6.1 New Properties
 - 1.6.2 Guidance of addressing property
 - 1.6.3 Notification of Address
 - 1.6.4 Retrospective Naming and Numbering
- 1.7 Responsibility

Policy Contact Details

For further information please contact

Jason Houghton
GIS Officer
Planning Section

Email: jhoughton@uttlesford.gov.uk
Tel: 01799 510544

Implementation/Review

Details on the last and next review of this document

Version	Draft	Next Revision
V0-Draft	19/02/2016	

1.1 Policy Statement

Uttlesford District Council has the legal responsibility to ensure that streets are named and properties are numbered. The authority has the power to approve or reject property addresses submitted by the general public, developers or to prescribe its own addressing schemes. Uttlesford District Council uses the Town Improvement Clauses Act 1847 (sections 64 and 65) in conjunction with the Public Health Act Amendment Act 1907 section 21 for the purpose of naming streets and numbering properties. This power extends to both domestic and commercial property.

All property development and addressing change within the Uttlesford District is subject to the official street naming and numbering process. Maintaining a comprehensive and high standard of naming streets and numbering or naming of properties is essential as it facilitates:

- Consistency of property based information across local government and within the community of address users
- Emergency services finding a property promptly
- Reliable delivery of services to properties
- Reliable locational information for properties
- Electoral Registration via Individual Electoral Registration (IER)

Anyone seeking an address change, or the creation of an address for a new property, must apply to Uttlesford District Council in writing following the procedures outlined in this policy.

Proposals for street names from developers and the Parish/Town Councils are welcome for consideration. However it is recommended, when making an application, that more than one name is put forward in case the first choice does not comply with the guidelines in this policy. It is advantageous for all suggested street and building names to reflect the local area or have a connection with Uttlesford and where possible avoids duplication of names. If suggestions conform to this policy on Street Naming and Numbering and, for street names, do not meet with an objection from local Town/Parish Councils, the new address will be formally allocated and relevant bodies will be notified.

Where street names or previous numbers have been established without reference to us, we have the authority to issue Renaming or Renumbering Orders, under section 64 of the Towns Improvement Clauses Act 1847.

To aid the emergency services, we will endeavour to ensure that where appropriate, if a street has a name and has street signs relating to that name, all properties accessed from that street will be officially addressed to include that street name and also where appropriate, new properties are numbered.

In addition to complying with appropriate legislation, this policy is compliant, at the time of implementation, with the document "Data Entry Conventions and Best Practice for the National Land and Property Gazetteer", available from the National Land and Property Gazetteer custodians at www.nlpg.org.uk.

1.1.1 Applicable Legislation

Street naming and numbering is a statutory Council function:

- The Acts are Sections 64 and 65 of the Towns Improvement Clauses Act 1847, and Section 21 of the Public Health Act Amendment Act 1907.
- These Acts require the local authority to prepare street naming and numbering schemes and to maintain a good standard of street name plates. Both are essential for the efficient functioning of postal and emergency services as well as for the convenience and safety of the general public.
- The Public Health Amendment Act 1907, Section 21 gives authorities the power to consult in relation to street names and amendments.
- This Acts also makes it illegal to pull down or remove a street name, which has been lawfully set up, or to fix a notice or advertisement within close proximity to the sign. Anyone found guilty of infringing these requirements can be liable to a fine imposed by a Magistrates Court
- These acts also give the authority the ability to produce regulations concerning the erection of signs for the names of public streets and, ensure that the names and numbers of all buildings are displayed by their owners in accordance with these regulations.

The primary purpose is to create addresses, which are logical, consistent and to ensure that properties can be located quickly in all situations. This is important as various organisations, delivery, postal, emergency services and the general public need an efficient way of locating and referencing properties.

Street naming and numbering is an important aspect of modern life that is often taken for granted, but it is sufficiently important to need legislation to enforce the requirements of government and local government in this area.

1.2 Charges

Under section 93 of the Local Government Act 2003 there is provision for the charging of the service of Street Name and Numbering. The standard charging rates are listed below:

Street Naming and Numbering (SNN) SNN Charges	Charge per dwelling/unit
1. Name change/re-number	£75
2. New dwelling/unit	£110
3. 2-5 dwellings/units	£75
4. 6 - 25 dwellings/units	£55
5. 26 - 75 dwellings/units	£45
6. 76 plus dwellings/units	£35
7. New Street Name	£200
8. Name of block or block of flats of industrial estate	£175
9. Confirmation of plot or postal address for utility company (charged to utility companies only)	£35

On large developments naming and numbering will only be implemented on those phases of a planning approval that are commenced. Where planning application and building control reference numbers have been issued

Amendments to approved naming/numbering schemes may incur further charges.

These charges cover the cost of consultation with Parish/Town Councils, Royal Mail, production of letters and schedules to developers, site visits to determine positioning of name plates, confirmation letters to emergency services and utilities and entering onto the Council's database systems.

1.3 Street Naming and Numbering

Property developers and Parish/Town Councils may suggest names for new streets. These should be submitted to the Street Naming and Numbering Service for consideration against the criteria.

Consultation will take place with Parish/Town Councils. The Parish/Town Councillors may either accept the suggestion or object to it and offer their own alternatives. Any alternative suggestion will again be checked to ensure that it meets the naming criteria. If a suggestion does not meet the naming criteria it will be rejected no matter who suggests it. Once a suitable suggestion from the Parish/Town Councillors has been selected by the Street Naming and Numbering Service, agreement will be sought with the developer.

Where a street is created as all or part of a new development, all costs for the erection of new street name plates will be paid for by the property developer. There is a specification for the plates and their locations and the authority should be contacted for advice. Maintenance of street name plates becomes the responsibility of Uttlesford District Council only once the developer has left the site and the street has been adopted.

No street name plate is allowed to be erected until the street name has been confirmed in writing by the Uttlesford District Council Street Name and Numbering Service.

1.4 Criteria for Naming a Street

The Street Naming and Numbering Service will use the following guidelines when consulting on new street names. Parish/Town Councils and developers will need to follow these guidelines when considering any names for streets within the District

The use of a common theme within larger developments is encouraged, especially if there is a local or historic significance with the area. This however is not sufficient cause to reject a name that fails to meet this criterion.

Street names that promote services, products or companies will not be allowed. Trading names are viewed as advertisement of said companies and will not be acceptable. There may be an exception to this when using a historic company name if used in a historical context where any claim of advertisement cannot be made.

A developer may suggest a name to be used and that the suggested name complies with the street naming procedures and that there is no objection from the Street Name and Numbering Service and the appropriate Parish/Town Council. If there is any unresolved disagreement, there will be a maximum of two attempts to resolve any dispute, then the Deputy Director of Planning who has the delegated powers to approve street names will undertake the final decision with no right to appeal.

Street names that are derived from living persons will not be permitted to prevent offence either through inclusion or exclusion. If the inclusion of a surname from a someone who is deceased then the Parish/Town Council will need to provide written permission from any living relatives in order for the application to proceed using said name.

1.5 Guideline for Naming Streets

New street name will be unique, duplicates will not be permitted. Street names that are phonetically similar to other streets will not be permitted. Any street names that can be construed as obscene or racist will not be acceptable. Distinctions through suffix within the same or adjoining area will be avoided. Street names that may be open to re-interpretation through graffiti or shortening of the name shall be avoided. New street names will not be assigned to new developments when such developments can be satisfactorily included in the current scheme of the street providing access. No new streets will be named after a living person in order to avoid offence either through inclusion or exclusion

New street names shall not end with a 's' where it can be construed as either possessive or plural, neither will they begin with the word 'The'. All punctuation, including apostrophes shall be avoided. Words of more than three syllables and the use of more than two words will be avoided (exception being thoroughfare types). Street names that are open to spelling mistakes are to be avoided as these may lead to confusion with emergency services or result in demand for a name change by residents. All new street names should end with a suffix to reflect the nature, history and/or location of the street e.g.

- Avenue – tree lined residential road
- Bank – street on a bank
- Court - street leading to residential flats or similar building.
- Close – a residential cul-de-sac only
- Crescent – a crescent shaped road
- Drive – residential roads
- Gardens – residential roads
- Grove – residential road
- Hill – a hillside road only
- Lane – single track or narrow road
- Mews – converted yard or stable
- Mount – high point of road
- Place – residential road
- Rise – road which has a rise
- Road – any thoroughfare
- Row – road (not pedestrian access route)
- Square – Square only
- Street – any thoroughfare
- Terrace – for a terrace of properties (not a subsidiary to another street)
- Suffixes that are not acceptable are:-
End, Foot, Cross, View, Walk, Flat and Way.

These may however be incorporated into a street name provided it ends in the appropriate suffix (Hook End Lane)

1.5.1 Consultation with Parish/Town Councils – Street Names

The number of new streets within a development will be determined by the Street Name and Numbering Service. Suggested street names will be sought from the developer, typically there will be a requirement for at least three suggestions per identified street. The suggestions will then be presented to the Parish/Town Council for consideration. The Parish/Town Council will be encouraged to submit any alternatives they feel necessary if they do not feel the developers suggestions are in

keeping with the surrounds or history of the site. Agreement must be found between the developer and the Parish/Town Council on the official name for the designated street. If no agreement is found then the Street Name and Numbering Service will consult with both parties to resolve the issue. Two attempts will be made to reconcile the differences before the Assistant Director Planning will be requested to make a decision on the name of the street. The Assistant Directors decision is final.

1.5.1 Renaming an existing street

Renaming an existing street is to be avoided unless the benefits outweigh the obvious disadvantages.

On rare occasions this becomes necessary, it is usually only done as a last resort when:

- There is confusion over a street's name and/or property numbering
- The residents are unhappy with their street name
- The number of named-only properties in a street is deemed to be causing confusion for emergency services, visitors or deliveries.

In such instances it is the responsibility of those requesting a change must in the first instance contact their Parish/Town Council to ask them to raise the issue with the Street Name and Numbering Service, a ballot must then be conducted to so that the views of the residents on the street are taken into account. The results must then be submitted to the Uttlesford District Council who in addition will consult with Royal Mail for their position on the issue. To change a street name/renumbering we will require 100% support from local residents on the issue as any subsequent change can be very disruptive and cause individuals to have to change all their personal address details. The consultation process referred to in this document will be implemented before any agreement is given. This is very time consuming process and can be very emotive for those involved and should therefore only be contemplated as a last resort.

1.5.2 Adoption of a street name in a postal address

In some rural districts the postal addresses used by Royal Mail do not contain the name of a street. This may be that the street name is omitted due to the property being on an unnamed street or that the street name given by the national street gazetteer is an unofficial street name. If property owners living on the street wish to have a street name in their address then the procedure is similar to that of renaming an existing street. The Parish/Town Council should be contacted first and the issue raised with the Street Name and Numbering Service. The Parish/Town Council will need to ballot all those properties on the street so that residents views can be taken into account. The results then given to the Street Name and Numbering Service, the change will require 100% support from residents living on the street. Royal Mail will also be consulted as the introduction of a street name to an address can often result in a post code change.

1.6 Criteria for Naming and Numbering of Properties

1.6.1 New Properties

An application for a plot or a development to be numbered, the developer must provide the following information preferably electronically (or in hard copy if electronic copies are unavailable)

- Planning application number – Street Naming and Numbering can only be administered once planning approval has been given, without this no address will be allocated.
- Building regulation number, once available, to confirm commencement or completion.
- Submission of clear plans showing plot numbers, the location in relation to existing land and property, indication of placement of front doors or primary access on each plot and internal layout plans for developments that are sub-divided in to units together with their floor level.

1.6.2 Guidance of addressing property

1. All new property development will use numbers rather than be named.
2. Official Street Name and Numbering will take place for all domestic and commercial properties.
3. New streets will be numbered with odds on the left hand side and evens on the right hand side, with commencement from the primary entrance to the road. If the road is a thoroughfare between two other streets the numbering shall commence at the beginning of the street nearest the centre of the settlement or for rural developments from the centre of the District.
4. Consecutive numbering may be used in a small cul-de-sac, which are circular in nature where no further development will be possible.
5. The property number will be allocated to the street onto which the main front entrance faces. If the entrance provides no direct access to a street it will be placed on the last logical street used to access it as deemed by the guidance notes of the NLPG data entry conventions. This is especially relevant to properties with a main entrance to the side.
6. Numbers will remain in sequence and there shall be no exclusion of any number due to superstition, personal preference or inclusion of out of sequence numbers.
7. Flats and units will be given individual numbers; the sequence of the numbering depending on the access to individual front doors and naming/numbering conventions in the given location.
8. When numbering property that has been converted into flats, the flats will be numbered sequentially with the prefix 'Flat', e.g. Flat 1, 11 High Street. A numbering scheme such as Flat A/Flat B, First Floor Flat or Apartment will not be used. Guidance for numbering of other property subdivision types will be taken from the NLPG Data Entry Conventions.
9. If a block of flats is to be built in a numbered street and cannot be integrated into the current numbering on that street, a name will be given to the block¹ and the flats numbered internally², e.g. Flat 1², Plovers Baron¹
10. When new properties are built on an existing street and there are no available numbers to use whilst retaining the current sequence a suffix will be used e.g. 22a.
11. New street names shall not be assigned for the sole purpose of avoiding numbers with a suffix.

12. On an existing street without numbers and where an established naming convention is being used, a name will be allocated to a new property.
13. On a street with a mixture of names and numbers the number will take priority over the name.
14. No allocated property number will be sacrificed in favour of a name.
15. Commercial properties will be numbered in accordance with local conventions that are in use at the location in which the property sits.
16. Commercial subdivisions within a property will be numbered in accordance to floor level and suffixed with a letter for example Suites 1A-1Z (ground floor offices) and Suites 2A-2Z (first floor offices). This removes the use of terms such as First Floor or Second Floor as part of the address as the use of these terms does not comply with national addressing guidance.
17. A business name shall not take the place of a number or a building name all new business premises must have a number and display the numbering in a prominent position on the front of the building.
18. Private garages and buildings used to house vehicles and similar purposes will not be officially numbered
19. A parcel of land e.g. fields cannot be given an official address; only a property on that piece of land that has the ability to receive mail can have a conventional address.
20. Re-naming of communal properties, e.g. block of flats, can only be done upon receipt by the Street Name and Numbering Service evidence that all occupiers of the property have been consulted and have given in writing their consent to the change.

1.6.3 Notification of Address

All address changes will be notified to the developer or owner in the form of an official notice. This will state the official address as issued by the Street Name and Numbering Authority. No other public body has the statutory right to issue an address. The postal address is given for the purpose of delivery of goods and services to the property. There may at times be a difference in the address held by the Council for the purpose of addressing under the data entry conventions for the National Address Gazetteer.

1.6.4 Retrospective Naming and Numbering

Where requests for confirmation of an address are sought by internal and external bodies the Council will use the Local Land and Property Gazetteer and archive records to determine the address as known by the Council. It shall liaise with Royal Mail in the event of determination of the postal address if it is deemed to be different from that held by the Council. Correct address information will then be given as a retrospective street name and numbering notice.

1.7 Responsibility

All elements of an address, with the exception of postcode and post town, are defined by Uttlesford District Council. The numbers and names assigned to property and the official names assigned to streets are the intellectual property of the authority.

Allocation of postcode and post town is managed by the Royal Mail and must be confirmed by them. Uttlesford District Council may undertake this process on the applicant's behalf and inform the applicant and other interested parties. The authority reserves the right to complete a Street Naming and Numbering application without the provision of a postcode or post town. The maintenance of postcode information, and any future change to individual postcodes or postcode sectors, is the responsibility of Royal Mail. Uttlesford District Council accepts no responsibility or liability for omission of postcode or post town information, nor for any failure of services arising from this omission.

Where a new street name has been commissioned for a new development then it is the responsibility of the developer to obtain and install said street name plates. Specifications can be obtained from the Street Name and Numbering Service.

It is the responsibility of the developer of new properties to inform the Royal Mail when they become occupied for the first time.

A guide to the

STREET NAMING AND NUMBERING SERVICE

provided by

UTTLESFORD DISTRICT COUNCIL

March 2016



1 Introduction

Uttlesford District Council is the authority responsible for naming and numbering all streets and buildings within the Uttlesford District. This duty is administered by the Street Naming and Numbering Service within the Planning Section.

The following services are available from Street Naming and Numbering:

- Arranging changes to property names.
- Providing numbering schemes for new developments and arranging street names where appropriate.
- Maintenance of street name plates throughout the district.
- Re-naming and numbering streets where appropriate.
- General advice.

This document gives guidance on the above services including how to apply, the process and acceptable standards for Street Naming and Numbering in the Uttlesford District.

Abridged guidance is available with the application forms and can be downloaded from the Uttlesford website at www.uttlesford.gov.uk.

**A guide to the Street Naming and Numbering Service
provided by Uttlesford District Council**

Document SNN1, DRAFT Issue February 2016.



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3 Street Naming and Numbering

The Street Naming and Numbering Service within the Uttlesford District is operated by Uttlesford District Council Planning Section. The service seeks to ensure that all streets and properties within the district benefit from an adequate naming and numbering system. The responsibility for street naming and numbering falls under the responsibility of the District Council within a two-tier local authority structure and is the only authority holding the power to arrange or alter any street naming and numbering scheme.

3.1 Do I have to use the local authority?

Uttlesford District Council is the only authority with the power to create or alter street naming or numbering within the Uttlesford area, no other body or organisation can carry out this role. In addition no other council department can issue an official address for a property. Other departments may log any address provided for correspondence purposes but this is not to be taken as confirmation or acceptance of an official address. Please note that correspondence received from a council department or any other organisation containing an address is not proof that the address is officially registered until this has been confirmed with the Street Naming and Numbering Service.

3.2 Can Royal Mail issue an address?

The answer is no. The Royal Mail are only able to issue postcodes and Post Towns for addresses. Once an address has been registered with the Street Naming and Numbering Service, Royal Mail are informed of the address and will supply a postcode to be used. As an additional service, Street Naming and Numbering will automatically supply a registered address with a postcode so you do not need to contact Royal Mail separately.

3.3 Notification of a new or altered address

The Street Naming and Numbering Service automatically inform the following organisations of a new or altered address:

- Uttlesford District Council - Electoral Registration (Property name change only)
- Uttlesford District Council – Council Tax
- Uttlesford District Council - Local Land and Property Gazetteer Custodian
- Uttlesford District Council - Land Charges
- Uttlesford District Council - Recycling
- Uttlesford District Council - Waste and Environmental
- National Address Gazetteer
- Essex Fire Service
- British Gas Transco*
- BT Openreach*
- Essex County Council Education Service
- National Health Service
- Land Registry



- Colchester Valuation Office (Part of the National Valuation Office)
- Ordnance Survey
- Royal Mail
- Essex County Council Highways
- Essex Police Authority

*These organisations are notified because they are responsible for network infrastructure. For supply and billing, and all other personal contacts such as banks, doctors, etc. the applicant will need to provide notification separately.

3.4 Street naming and numbering services offered

A range of services are offered, the most popular are the re-naming of properties and the provision of schemes for new developments.

The street naming and numbering service operates extra functions on behalf of the District Council including street re-naming and house re-numbering in exceptional cases where deemed necessary.

3.5 Are there any charges for services?

The service recovers its costs only by making charges for:

- Re-naming of properties at the occupiers request.
- Providing street naming and numbering scheme (including providing addresses) for new developments.
- Changes to or new street name signs.

Other services are not chargeable, please note that where the local authority decides it is necessary to re-name a street or re-number properties, occupiers and owners will not be required to pay a charge for the service.

Charges for street naming and numbering services are zero VAT rated with the exception of the supply and installation of street name plates.



3.6 How do I contact the service?

The service is operated by the Planning Section, contact details are provided below:

Street Naming and Numbering Service

Uttlesford District Council
Council Offices
London Road
Saffron Walden
CB11 4ER

Officer Hours 9am-5pm Monday-Thursday
9am-4:30pm Friday

Telephone:

01799 510510

Fax:

01799 510510

e-mail:

planning@uttlesford.gov.uk

<http://www.uttlesford.gov.uk/article/1994/Street-Naming-and-Numbering>



4 Property Name Changes

Uttlesford District Council is responsible for street naming and numbering and the provision and maintenance of official addresses within the Uttlesford Area. Property names form part of the official address; it is therefore essential that any changes proposed are agreed with the local authority. Many reasons exist as to why an owner may want to alter the name of their property and the council is willing to accommodate all reasonable requests.

4.1 Importance of an application

An application for a property name change is important to ensure that the official address details are correctly updated. Once an application to the service is made and changes are approved, important agencies will be informed including the National Land and Property Gazetteer (NLPG), Land Registry and the Royal Mail. If these bodies are not informed by the authority then it may cause problems with the sale of the property, the occupants may be unable to receive deliveries, be able to vote, obtain financial products and attendance by emergency services could be hindered ultimately endangering the lives of occupants. **Please note that registration of an official address can only be carried out by the Local Authority Street Naming and Numbering Service.** No other department of the local authority or any other organisation/company (including Royal Mail) has the authority to issue an official address.

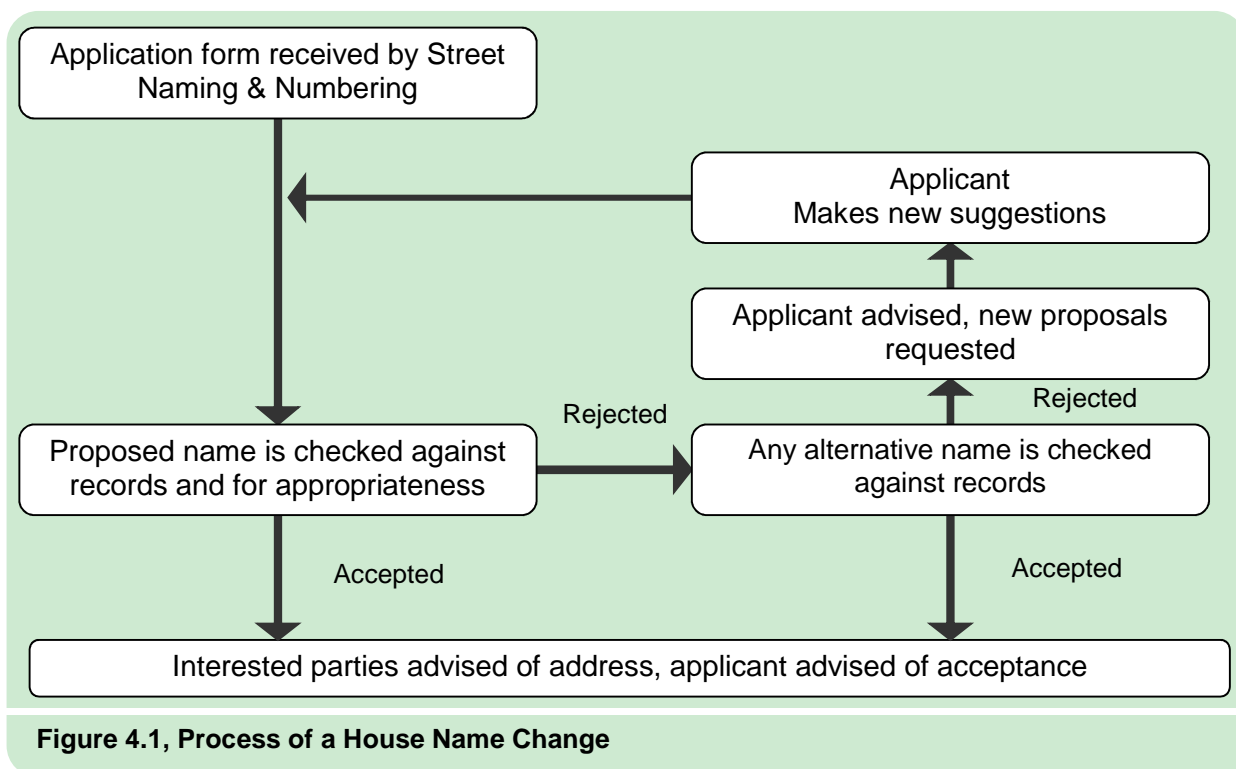
4.2 The process and making an application

To make an application for a change of property name you should complete the SNN form and return it to us with the appropriate charge. We request that if possible, you provide 3 alternatives to your preferred new name as this will aid the application process.

When an application is received we will check the proposed property name in the locality and parish/town. If your first proposal is unacceptable we will continue the process with the next alternative and so on; so please ensure you will be happy to have any of the alternative names that are proposed as part of your official address. Once a proposed name is considered acceptable we will register the address and inform you and other interested parties as appropriate. If the proposals are unacceptable we will request further alternative proposals.

Please see the flow chart over for a representation of the process.





The timescale of an application is approximately 21 working days if the proposal is accepted. Please note that the timescale will be prolonged if the initial proposals are rejected as alternatives will have to be provided, it is therefore important to note the guidance on selecting a suitable name (below) and provide as many proposals as possible.

4.3 Selection of a suitable name

The following types of suggestions will not be accepted by us:

- Names that already exist elsewhere in the parish/town or locality as this creates confusion.
- Names that are similar to ones that already exist.
- Inappropriate, abusive or offensive names.
- Names capable of deliberate misinterpretation.

4.4 Property ownership

We will accept applications for re-naming if you are the freeholder of the property. If you are the leaseholder, tenant, occupant or one of a number of occupants we will require written confirmation from the freeholder of the property giving their consent for the property to be re-named. Please note that when you sign the application form, you are confirming that you have the legal right to request re-naming, it will be necessary to submit any consent required at the same time the application is submitted.

If you are **in the process of buying** the property, we will not accept an application until you have completed the purchase to avoid problems if the purchase were not to go ahead.

4.5 Houses forming part of a numbering scheme

Where possible when a property is created it will receive an official number; in some instances this may not be possible and a name has to be used instead. Where a numbering scheme exists on a street and a number forms part of the official address we will not issue a name in place of a number. A numbering sequence within a street will be retained with the use of a suffix e.g. 22a. If your property is numbered, you may ask for a name to be added to your official address; however the number must remain clearly visible on the building and be used in your address. The authority may take action in any situation where a number which is part of the official address is not visible on the property.

4.6 Charges for Applications

Applications are charged at **£75.00** per request and are zero VAT rated. Contact 01799 510510 if you require any further assistance.

The application charge is to be submitted at the same time as the application, where the charge is not received the application will not be registered or processed.

4.7 Display of the house name

The official name or number must be displayed upon a property at all times. Failure to display the name or number after notice has been issued can result in enforcement action by the authority under section 65 of The Town Improvement Clauses Act 1847. There are no rules for the display of numbers on properties other than that they must be displayed. However official guidance states:

- Minimum numeral height of 62.5mm
- Displayed so as to be in a clear readable position facing the road.
- Mounting may be on gates, gate posts, doors or walls as appropriate.
- Good colour contrast between the numerals and the background that they sit against.

The authority encourages all occupants of properties to follow these guidelines to maintain a good standard of the street naming and numbering system and allow properties to be found with ease.

It is recommended that a replacement house name plate is not purchased or ordered until the new official address has been confirmed by the Street Naming and Numbering Service as the name may be rejected.

4.8 Common problems to avoid

To avoid delays in processing of an application do not submit names that you know to be in existence elsewhere in the parish or town as they will not be accepted. We will also not accept similar, inappropriate, offensive or abusive names.



4.9 Further Information

If you require any further information please contact the Street Naming and Numbering Service on 0799 510510 or at www.uttlesford.gov.uk



5 New Developments

All plots on a new development will require a full official address. Uttlesford District Council is the authority within the Uttlesford District responsible for the provision of street naming and numbering. Once a site has been purchased and planning permission for the development granted an application will be required for a naming and numbering scheme to be provided.

5.1 Importance of street naming and numbering

An early application for street naming and numbering is important to ensure that the development process runs as smooth as possible without unnecessary delays. Once an application to the service is made and addresses are approved, important agencies will be informed including the National Land and Property Gazetteer (NLPG), Land Registry and the Royal Mail. If these bodies are not notified of the address then it may be difficult to obtain connections to utility company's supplies and cause problems with the sale and registration of the property. Additionally if the property becomes occupied without official registration, the occupants may be unable to receive deliveries, obtain financial products and attendance by emergency services could be hindered ultimately endangering lives. **Please note that registration of an official address can only be carried out by the Local Authority Street Naming and Numbering Service.** No other department of the local authority or any other organisation/company (including Royal Mail) has the authority to issue an official address.

5.2 Development Names

Developers are to ensure that purchasers and occupiers of a property use the official address and not the name of the development. Historically this is a re-occurring problem that can lead to frustration and disappointment. Developers are to ensure that marketing is not misleading and the name of the development is not used within the official address.

5.3 Making an application and the process

Application form SNN is to be used for all sizes of developments (including single plots) and is to be accompanied by details and plans of the site to be developed to clearly show the following:-

- All plots and plot numbers.
- Access pathway leading to the principal entrance of each property.
- All individual floor layout plans of any blocks of flats or maisonettes.
- Any new streets provided as part of the development – street name suggestions.
- Existing streets that lead on or off the development.
- Any planned continuation of new roads onto future phases (if known).

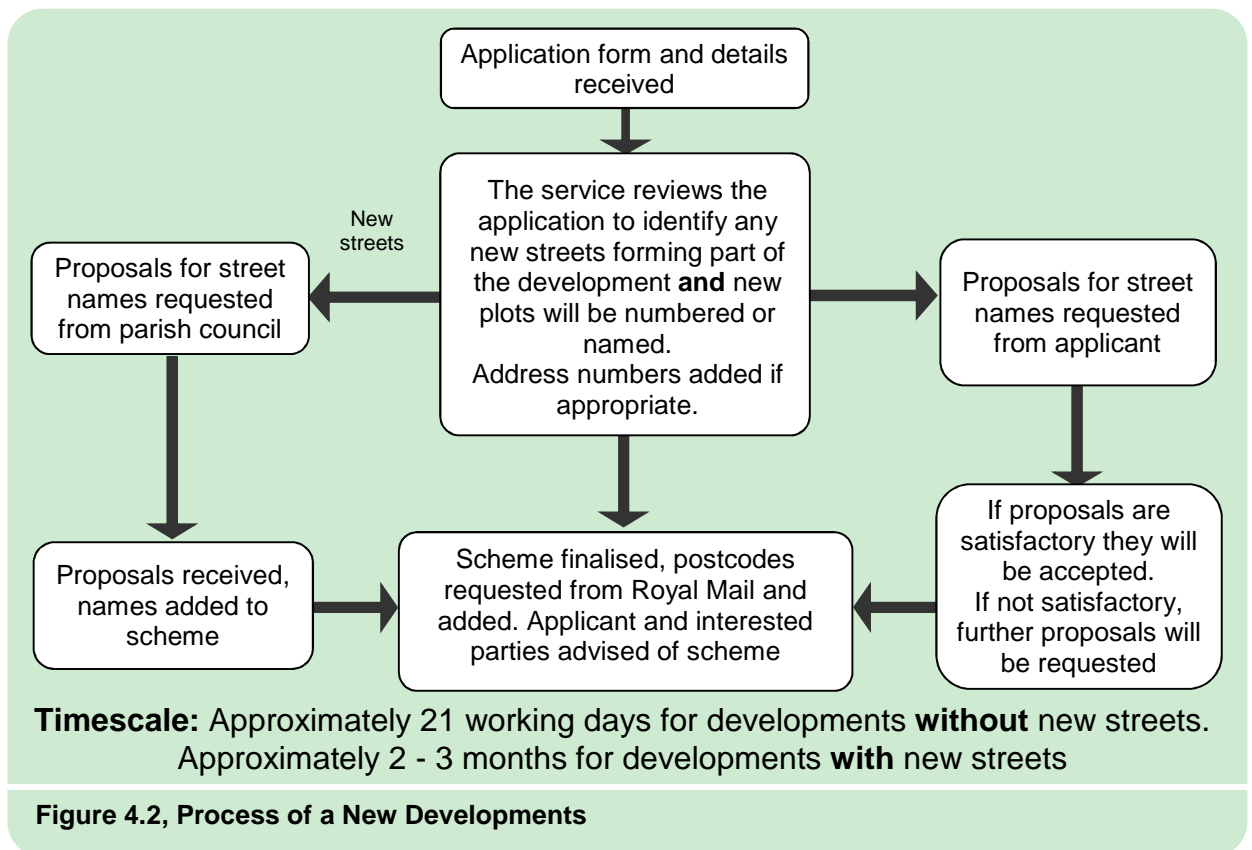
Once the application has been registered, the service will begin the process of producing a naming and numbering scheme for the site.



The submitted plan will be reviewed and any new streets requiring names will be identified. Street naming proposals will be requested from the Parish/Town Council where applicable. This consultation can in itself take up to 2 months due to frequency of meetings of the parish councils.

Once the proposals have been received and checked, the scheme will be finalised with plots being named or numbered as appropriate, postcodes will be added if available and the addresses will be officially registered. The Council will then advise the applicant, certain external agencies and other council departments of the new official addresses.

If the Council decides it is necessary to name certain plots, proposals for those house names will be requested from the developer.



5.4 New street or not?

The street that a property is addressed on is the street that the front door or principal entrance is accessed from. Where a new property is accessed off an existing street it will be named or numbered on that street.

Figure 5.2 shows new properties accessed off both new and existing streets and demonstrates on which street the new property will be numbered or named:

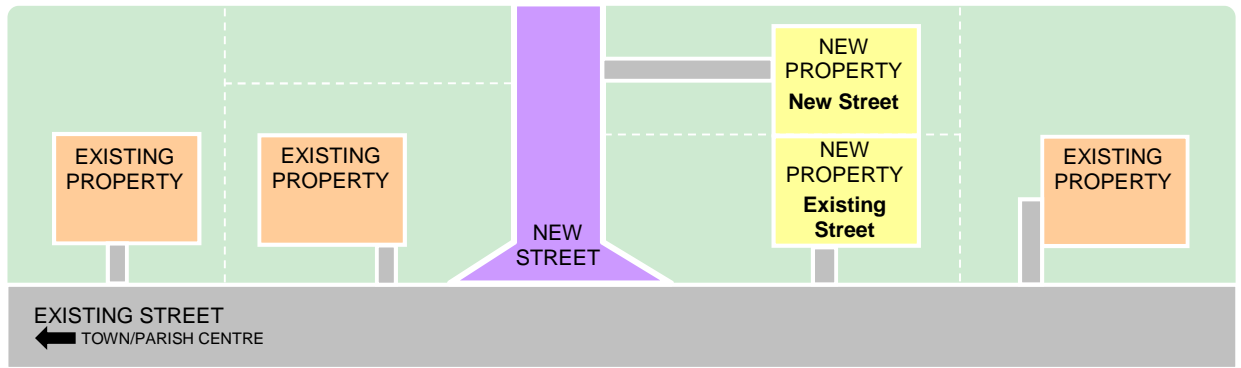


Figure 5.2, New plots on both existing and new streets – accessed from existing street

Where the front door of a new plot is accessed from a new street and the alternative/driveway access is from an existing street or vice-versa then the property will be named/numbered on the road that the front door is accessed by:

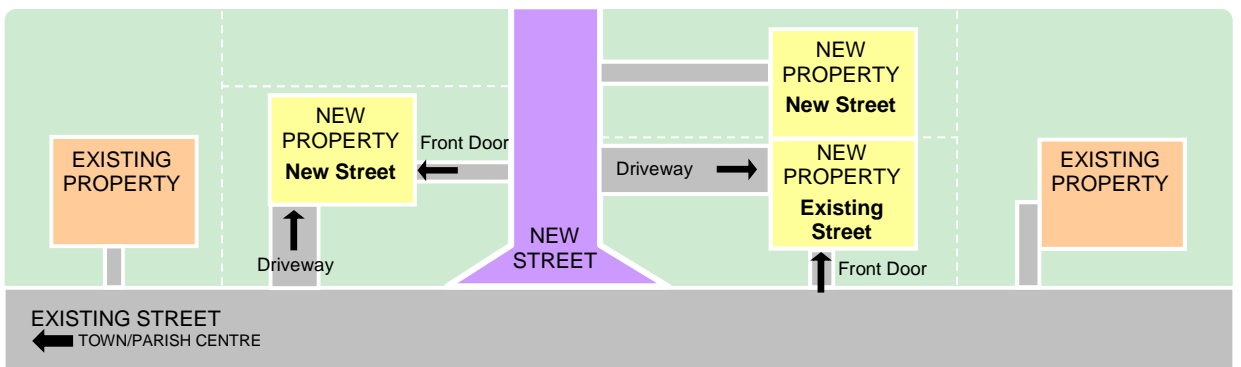


Figure 5.3, New plots on both existing and new streets – multiple access on different streets

It is therefore important that applications are accompanied by a plan that clearly indicates the principal entrance to all properties so a correct scheme can be devised. Please see the following sections 5.5 and 5.6 for a summary of conventions used in creating naming and numbering schemes for new developments. **Note that the guidance contained in this document exists to help make applications and overcome common problems encountered, it does not constitute policy and final details of the scheme will be at the discretion of the Street Naming and Numbering Service.** As a general rule, variations on the guidance given will not be accepted, therefore careful consideration should be made when making an application to avoid disappointment.



5.5 Conventions used on an existing street

Where new plots are to front onto an existing street the Street Naming and Numbering Service will assess the application once received and decide whether the new plots will be included within any numbering scheme upon that street or will be assigned names.

New plots on an existing numbered street

If plots front on to an existing numbered street, numbers out of preference will be assigned to the new properties. New properties will be numbered using gaps in the numbering system if possible:

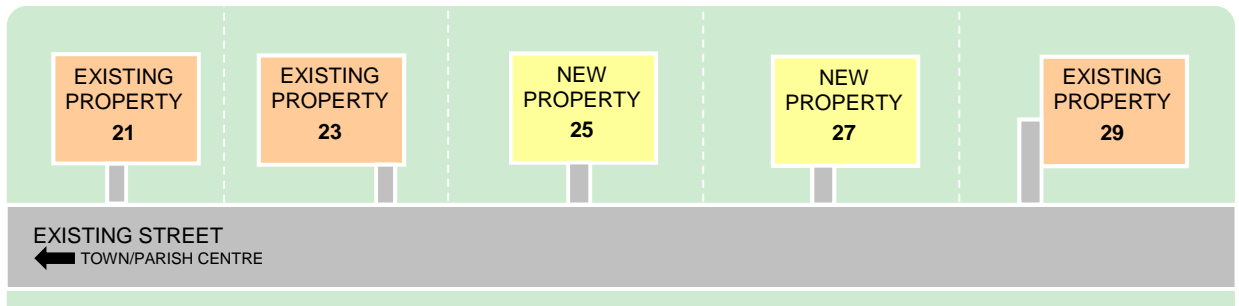


Figure 5.4, New plots utilising numbers not used in the existing numbering system

Where it is not possible to use gaps in the existing numbering system, a development of up to four plots will be suffixed with the letters a-d after the preceding number:

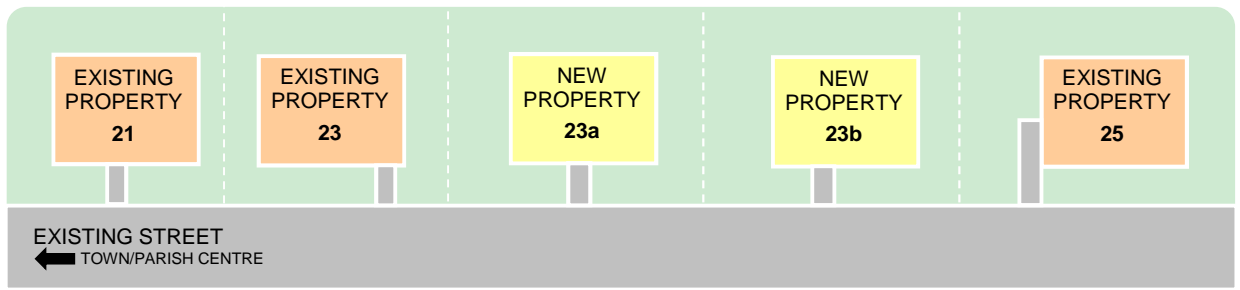


Figure 5.5, New plots utilising numbers not used in the existing numbering system

New plots on an existing named street

If a street does not have an adopted numbering scheme the properties along it will have an official name as part of their address.

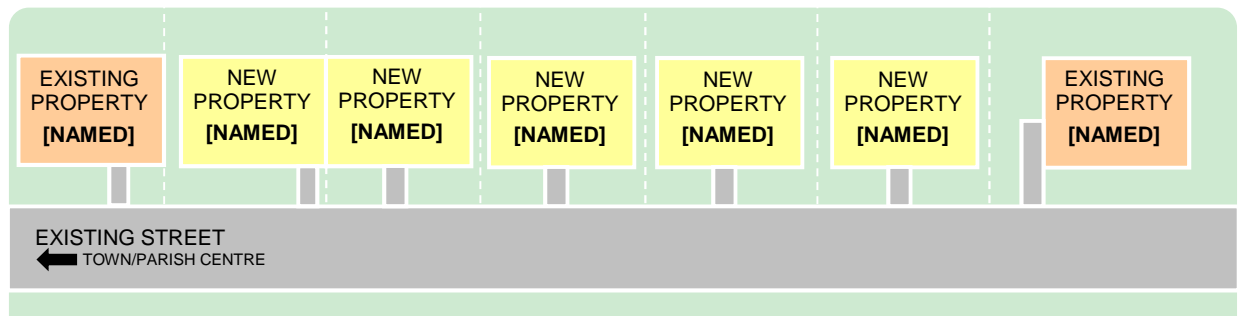


Figure 5.7, New plots named on an existing street where no numbering system exists

The final decision on naming or numbering rests with the Street Naming and Numbering Service, the official address will be confirmed once an application has been made. An address should only be used when it has been confirmed as official by the service to avoid problems.

5.6 Conventions used for new streets

New properties accessed off a new street will always be numbered. The standard conventions for numbering new streets are:

Odd Numbers on the left and even on the right as you are heading away from the town centre:

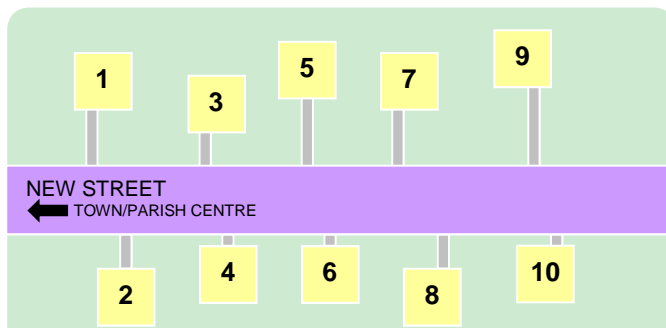


Figure 5.8a, Numbering along a new street

Side Roads are numbered ascending from the main road

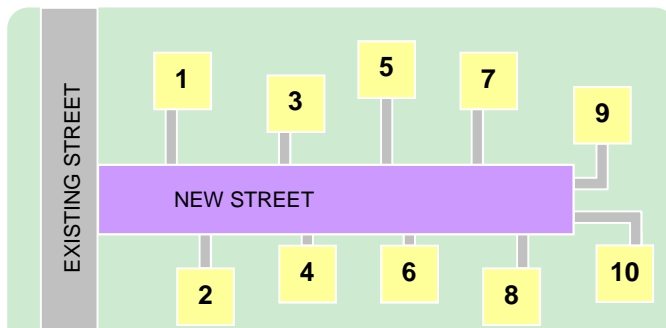


Figure 5.8b, Numbering along a side street

Number 13 is allocated in road naming schemes.

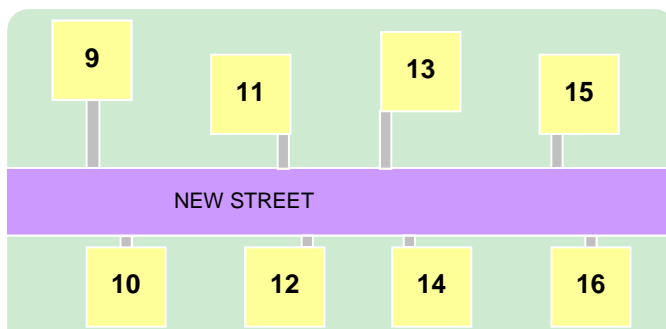


Figure 5.8c, Number 13 used

In small developments the numbers may be allocated consecutively at the discretion of the Street Naming and Numbering Service

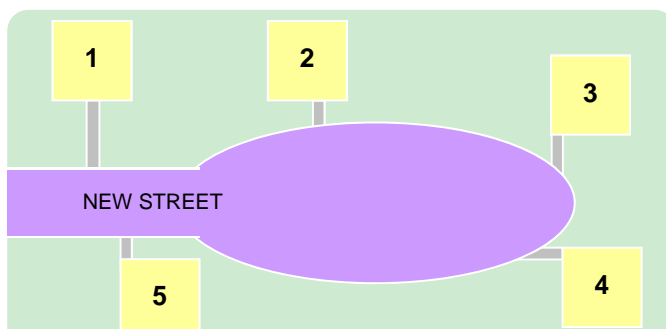


Figure 5.8d, Consecutive Numbering



The Street Naming and Numbering Service will devise a scheme and advise the applicant and those bodies listed in paragraph 3.3.

5.7 New street names.

When selecting proposals for street names the Parish/Town Council will take the following guidance into consideration:

- ✘ Proposals must not duplicate existing street names in the parish or town of the development.
- ✘ Proposals relating to a person's name (either living or recently deceased) will not be permitted unless there is a proven historical connection to the land intended for development or the proposal is for commemorative purposes. The permission from the descendants of the person concerned will be required.
- ✘ Names that could be construed as obscene, offensive, inappropriate or that would contravene any of the council's equality policies will not be accepted.
- ✘ Names that may give rise to spelling difficulties will not be accepted.
- ✓ Wherever possible a proposed name should have a proven historical significance to the land intended for development. Advice from local historical or interest groups is recommended.

Please note that the number of streets requiring naming on the development will be decided by the Street Naming and Numbering Service and the applicant will be provided with details of the names when they have been agreed with the Parish/Town Council.

5.8 Provision of street signs

On a new development, the developer is responsible for the provision of new street signs. These signs must be to the Uttlesford District Specification contained in Appendix A and installed in locations as specified by the Street Naming and Numbering Service as standard procedure (Appendix B). Further information on the signs required for a development will be provided at the time the approved street naming and numbering scheme is supplied to the applicant. Where new signs are not in accordance with the specification the council will require developers to take down and replace with signage that is in accordance with the specification.

5.9 Blocks of flats

Flats are usually numbered on the road in which the principal entrance sits unless they are tall or substantial buildings. It is important when making an application that the main entrance is clearly shown along with the amount of flats contained within the building to enable the scheme to be numbered accurately. As a general rule the service does not require proposals for names of buildings containing flats unless advised otherwise.



5.10 Charges for Applications

Applications for street naming and numbering of new developments are charged in bands depending on the amount of plots to be constructed. See the table below for the charge relating to the number of plots on the development. VAT is not chargeable on these applications.

Please note that the application charges do not include the cost of provision or installation of the actual street signs required; this cost will need to be paid for separately by the developer.

Street Name and Numbering (SNN) SNN Charges	Charge per dwelling/unit
Name change/renumber	£75
New dwelling/unit	£110
2-5 dwellings/units	£75
6 - 25 dwellings/units	£55
26 - 75 dwellings/units	£45
76 plus dwellings/units	£35
New Street Name	£200
Name of block or block of flats of industrial estate	£175
Confirmation of plot or postal address for utility company (charged to utility companies only)	£35

Figure 9.1, Charges for naming and numbering of new developments

Revision to an agreed scheme of naming and numbering

Where a street naming and numbering scheme has been carried out and a developer revises the layout; an amended scheme will have to be prepared. In this case the level of charges will need to be assessed and agreed before the formal application is made. The charge will be based on the extent of the revision and the amount of further work to be carried out. The minimum charge levied will be equal to at least 50% of the original charge but in no case will it be less than £100.



6 Replacement Street Signs

Maintaining a good standard of street name plates is important to ensure that all road-users can locate property effectively. Uttlesford District Council is the authority responsible for ensuring that street name signs within the district are of a good standard. The Street Naming and Numbering Service relies on residents of streets and the councils representing parishes or towns to assist in the maintenance of street name signs by reporting problems with street name signage where possible.

When a report is received by the service, the situation will be investigated by an officer and appropriate action will be taken. In some circumstances this may require a replacement street sign dependent upon any recommendation and evidence provided by the officer.

6.1 Importance of maintaining a good system

Maintaining a good street naming and numbering system is important as it allows:

- Emergency services to find a property quickly.
- Post, goods and services to be delivered efficiently.
- Destinations to be easily located.
- Connections to utility companies.
- Easier sale and purchase of property.
- Individual Electoral Registration (IER)

Uttlesford District Council Street Naming and Numbering Service is the only service within the Uttlesford District who have the power to erect street name signs. No other department of the local authority or indeed any other authority, organisation or company have authority to provide or mark a street name. Where it is felt that a street name sign is not performing the job as intended, a request for a replacement street sign should be made to the authority.

6.2 Reporting a Problem

Anyone can report a problem about a Street Name Sign. Please use one of the contact methods in the front of this guide, stating clearly:

- The parish or town in which the sign is located
- The name of the road on which the sign is/was located
- The text contained upon the sign
- What is wrong with the sign
- Any additional information

6.3 Making an application & the process

There is no formal application for a replacement street sign caused by damage or deterioration, information can be supplied by telephone, email, fax, letter or in person at the Council Offices, see 'reporting a problem' for further information.

Once notification of damage, deterioration or a need to replace a street sign is made the information will be reviewed and further evidence will be gathered. The Street Naming and Numbering Service will review all the evidence and make a decision as to whether a replacement, repair or no action is required and advise the applicant and



parish or town council as appropriate. Where it is decided the sign is to be replaced, a new sign will be ordered and erected.

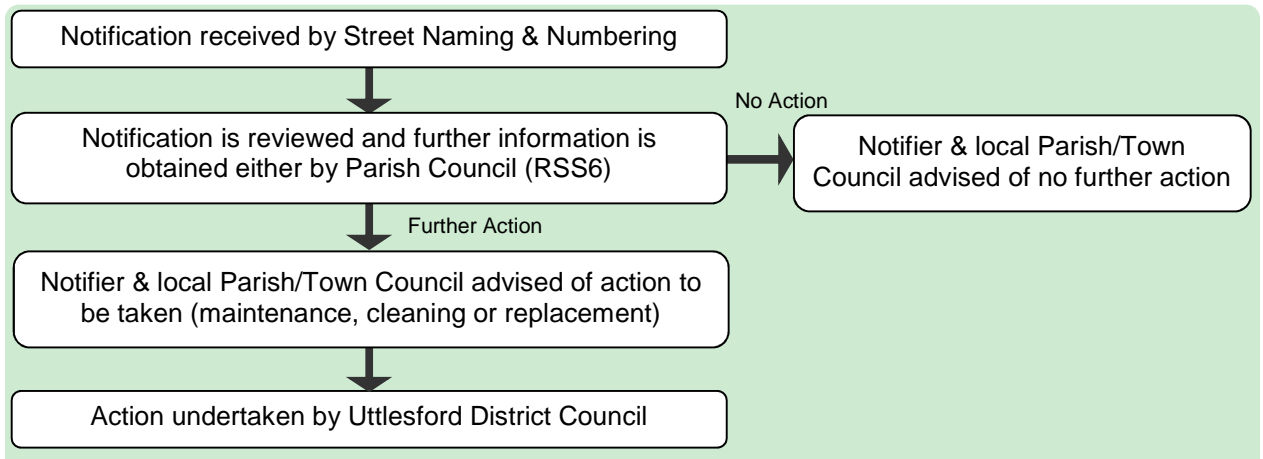


Figure 6.1, Procedure for replacement/new street signs

Requests for replacement street signs can take between 4-6 weeks due to processing, ordering, delivery and installation of the sign. Should the Street Naming and Numbering Service require any further information in relation to the request this process may be extended.

6.4 Standards for replacement street name signs in the district

When a sign is replaced, the service will adhere to the Uttlesford Street Name Sign Specification, positioning and content standards even where the sign being replaced was not in compliance with the standards. Any decision on a replacement sign will be viewed on a case-by-case basis and in some circumstances deviation from the standards may be used in a particular situation if it is more appropriate. If a Parish or Town Council requests a change to a sign at the same time it is being replaced, the change will be at the requesting Councils expense, further information can be found in ' additional or changes to street name signs'.

6.5 Charges for applications

Where a replacement street sign is required due to damage or deterioration the District Council will pay for the supply and erection of the sign. If additions are to be made to the sign at the request of a Parish/Town Council then the cost of the additional work will be paid for by the council that has requested the addition (any costs involved will be advised before a sign is ordered). Changes at any other time are to be paid for entirely by the local council that has requested the change and are to be made following the guidance in the additional or change to a street name sign section.



7 Changes to a Street Sign / New Sign

Requests for changes to an existing sign or for provision of a new additional street name sign are to be made to Uttlesford District Council who will consider the request and arrange for an alteration. Requests will only be considered from a Parish or Town council.

7.1 Making an application

An application will only be accepted from a Parish or Town council. If a resident or group of residents feel there is a need for a new or changed sign, they will need to ask their Parish or Town Council to make the application on their behalf.

Any request is submitted to the Street Naming and Numbering Service. Upon receipt of the request we will review the request and make a decision as to what action, if any, may be undertaken.

Where it is agreed the sign needs to be replaced or a new sign may be provided, details and costs will be confirmed with the Parish or Town Council. Written agreement to pay these specific costs will be needed before the sign is ordered. Once the installation is complete an invoice will be sent.

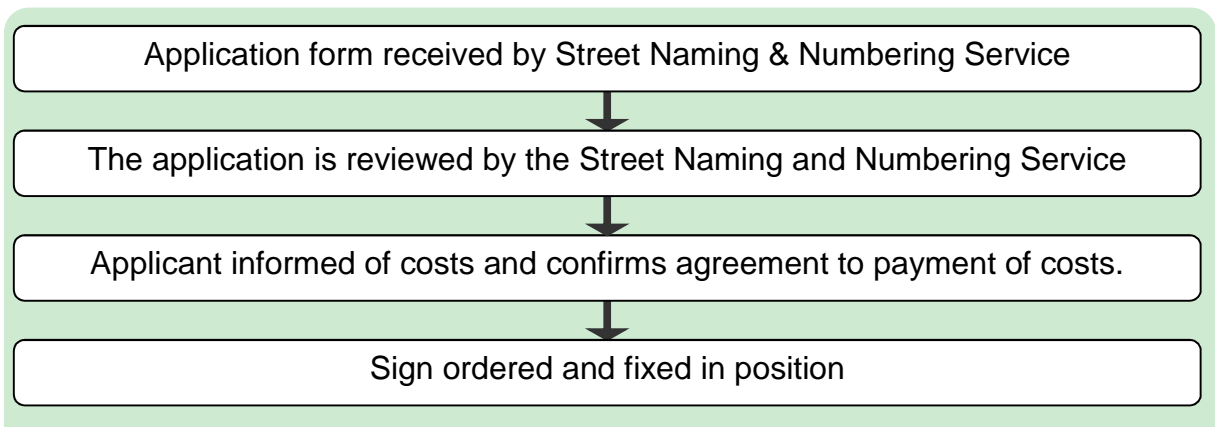


Figure 7.5, Text options on street name plate

Requests for changes to or new street signs can take between 4-6 weeks due to processing, ordering, delivery and installation of the sign. Should the Street Naming and Numbering Service require any further information due to an incomplete or unclear application the process may be extended.

7.2 Residents of a public road

Applications can only be made by your Parish or Town Council. If as a resident or group of residents you feel there is a need for changes to a street sign, you will need to approach your Parish or Town Council with your concerns and ask them if they are willing to make an application to us.



7.3 Street name sign standards in Uttlesford

When an application is made we will assess the proposal and decide what action, if any, is to be taken. The text and layout of any proposed sign will be decided by reference to relevant local and national standards but is ultimately at the discretion of Uttlesford District Council, whose decision is final. However to ensure the original perceived problem is resolved we need to fully know the reasons for making the application.

If any proposal is not appropriate or does not meet the relevant standards, we will advise accordingly and discuss possible acceptable alternatives.

Should further guidance be needed, contact can be made with the Street Naming and Numbering Service by contacting Planning Section on 01799 510510 or Planning@uttlesford.gov.uk.

7.4 Charges for applications

There are no administrative charges for this type of application made by a parish or town council; however, the parish or town council is required to finance the supply and installation of any change to an existing sign or provision of a new sign requested by them. We will not place any orders for signs until we have written confirmation of acceptance to pay for the specific costs involved. For further assistance please contact 01799 510510.



8 Additional Services

Other services offered by the Street Naming and Numbering Service are detailed below.

8.1 Street re-naming

From time to time there may be a need to re-name a street. The District Council is willing to accommodate reasonable requests for re-naming of streets. However it is stressed that an application must be made by a parish or town council. For residents, the request is to be made to the parish or town council in the first instance.

Requests of this nature will only be considered if it can be shown that all affected owners and residents in the street have been consulted in writing and 100% are in agreement with the proposed change. Where the change is approved the town/parish council will be responsible for the costs of all replacement street name signs and any notifications.

Occasionally the District Council may decide that a street requires renaming. In this circumstance the District Council will notify all residents of the proposed change and pay any costs associated with the change where necessary.

8.2 Re-numbering

On rare occasions, the authority may decide to impose a numbering scheme or alter a numbering scheme on a street to make improvements. It is to be stressed that changes to a naming and numbering scheme on a street imposed by the district authority are extremely rare and will only be considered as a last resort. The district will notify all residents of the intent to alter any addresses in advance.

8.3 Determination of a street name

If there is uncertainty regarding the official name of a street, contact is to be made with the Street Naming and Numbering Service to trace the official name. Various records and organisations are consulted and where unanimous agreement cannot be reached the matter may be referred to the Assistant Director Planning to make the decision. Please note: street name signs do not contain any punctuation.

8.4 Confirmation of an official address

Where an occupier of a property is uncertain about the official address, contact may be made with the Street Naming and Numbering Service to supply a copy of the official address. It should be noted that The Street Naming and Numbering Service is the only department of the council or organisation that is able to confirm the official address.

9 General Information

9.1 Display of names or numbers

The official name or number must be displayed upon a property at all times. Failure to display the name or number after notice has been issued can result in enforcement



action by the authority under section 65 of The Town Improvement Clauses Act 1847 as explained in council powers and technical information. There are no rules for the display of numbers on properties other than that they must be displayed. However official guidance states:

- Minimum numeral height of 62.5mm
- Displayed so as to be in a clear readable position facing the road.
- Mounting may be on gates, gate posts, doors or walls as appropriate.
- Good colour contrast between the numerals and the background that they sit against.

The authority encourages all occupants of properties to follow these guidelines to maintain a good standard of the street naming and numbering system and allow properties to be found with ease.

9.2 Can a numbered property have its number replaced with a name?

No. If a number has been issued as part of an official address, this must be used on all correspondence, clearly displayed and not possible of misinterpretation. A name can be used in addition to the number but it is not to be used in place of the number. This is known as an unofficial addition and need not be notified to the Street Naming and Numbering Service. When choosing a name it is recommended not to use a name that appears elsewhere within the locality to avoid confusion. The number of the property must be displayed at all times, failure to adequately display a house number may result in enforcement action by the authority.

9.3 Do you deal with other road related queries and street direction signs?

No. Street naming and numbering is a statutory function of Uttlesford District Council. The maintenance of public highways and highways (direction & village) signage are the responsibility of the local highways authority and, where applicable the Highways Agency. In Essex the highways authority is Essex County Council and Highways England.

10 The Technical Bit

10.1 Responsibility, adopted powers and delegation

The Council is the only body that can name new streets, rename existing streets and provide or confirm the official address of a property within the Uttlesford area.

The Street Naming and Numbering function is delegated to the Planning Section.

The Council opted to use section 64 of the Town Improvements Clauses Act 1847 for the naming of streets. This legislation also covers the numbering/naming and renumbering/renameing of properties on a street, but does not cover the renaming of any street. It also covers the affixing of street nameplates. At the same time the Council also opted to use section 65 which covers the display of the official number (or name) on the property.

The Public Health Amendment Act 1907, Section 21 gives the authority the power to consult on street names and amendments.

10.2 Advisory comments and reasoning

There is a growing awareness of the need for correct addressing of property, especially for new build housing schemes which need addresses before utility companies will provide relevant services connections. Royal Mail will only issue a postcode on an official address provided by the Council. The emergency services need accurate addresses to be able to respond to emergencies promptly. GPS navigation systems are also wholly reliant on correct property addressing.

All new addresses and changes to existing addresses are added to the Local Land and Property Gazetteer with subsequent uploading onto the National Gazetteer. As part of our procedures we send details to interested parties including the Electoral Registration Officer, County Highways, the Education Department within Essex County Council, Royal Mail, fire service, police service, Ordnance Survey, Land Registry, the Valuation Officer and various utility companies.

10.3 Charges for street naming and numbering

Charges are applied to certain elements of the service on a 'not for profit' basis in accordance Section 93 of the Local Government Act 2003. This follows the equitable principle of payment by the actual users of the service rather than by all council tax payers.



Naming and numbering of new developments

For new developments a base charge of £110 will be applied to the first address and economies of scale are applied by reducing the cost per additional address across a band of incremental groups in-line with the costs of providing the service for different size developments (See figure 9.1).

Street Name and Numbering (SNN) SNN Charges	Charge per dwelling/unit
Name change/renumber	£75
New dwelling/unit	£110
2-5 dwellings/units	£75
6 - 25 dwellings/units	£55
26 - 75 dwellings/units	£45
76 plus dwellings/units	£35
New Street Name	£200
Name of block or block of flats of industrial estate	£175
Confirmation of plot or postal address for utility company (charged to utility companies only)	£35

Figure 9.1, Charges for naming and numbering of new developments

Revision to an agreed scheme of naming and numbering

Where a street naming and numbering scheme has been carried out and a developer revises the layout; an amended scheme will have to be prepared. In this case the level of charges will need to be assessed and agreed before the formal application is made. The charge will be based on the extent of the revision and the amount of further work to be carried out. The minimum charge levied will be equal to at least 50% of the original charge but in no case will it be less than £100.

Renaming an existing street or road

Applications for renaming an existing street will only be entertained when made by the relevant parish council. There is no administrative charge in this case but the costs of any replacement signs including installation will need to be paid for by the parish council. Requests of this nature will only be considered if it can be shown that all affected owners and residents in the street have been consulted in writing and 100% are in agreement with the proposed change.

Replacement signs



Requests for signs to replace missing, damaged or dilapidated signs only, will be accepted by email or in writing and will not be subject to any formal application or charge.

Changes to Signs

If the request is to change a sign (i.e. to add “leading to..” or “no through road”) or other perceived improvement to a sign; an application will generally only be considered if it has been made by the relevant parish council. The administrative charge will not be levied but the parish council will have to pay the costs for the replacement sign and its installation.

10.4 Ability to charge for discretionary services

Section 93 of the Local Government Act 2003 (as detailed in the “*Government announcement following the Comprehensive Performance Assessment for District Authorities* issued by ODPM in November 2003) allows for charging for discretionary services to recover the costs of that service on a “non profit” basis. It also allows for charging only some persons for the service; or, charging different persons different amounts for the service.



11 Documents Available from the Service

Application forms and guidance are available to download from the Uttlesford website at: www.uttlesford.gov.uk/
Or by contacting the service on 01799 510510.

General Documents

SNN1 Guide to Street Naming and Numbering Service in Uttlesford.
SNN2 *Specification for Street Name Signs.*

New Developments

SN1 *Application form for a new development.*
SN2 *Guidance to accompany application form SN1.*

House Name Changes

HNC1 *Application form for house name changes.*
HNC2 *Guidance to accompany application form HNC1.*

Replacement/New Street Signs

ACS1 *Application form for a change to or additional sign*
ACS2 *Change to or additional sign - Guidance Document*



12 Appendix A: Specification for Street Name Signs

The following two pages contain the Specification for Street Name Signs (SNN2) for Uttlesford District Council. The specification can also be obtained as a separate document on the Uttlesford Website at www.uttlesford.gov.uk



Page 96

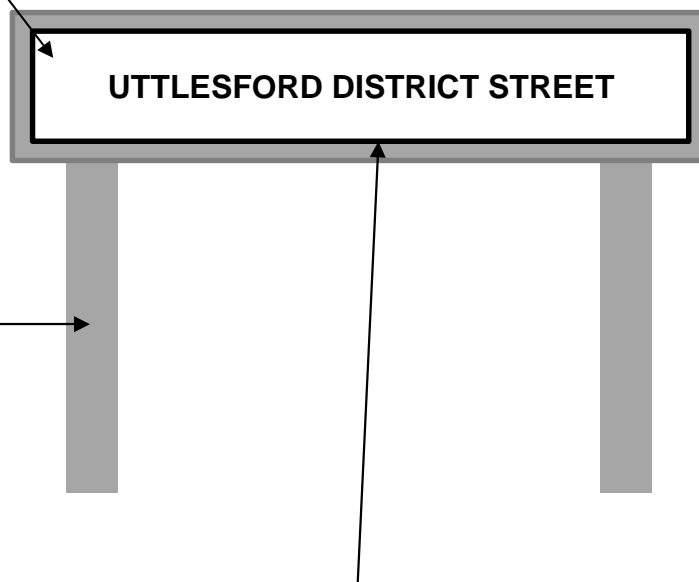
SPECIFICATION FOR STREET NAME SIGNS

UTT SNN2

This document sets out the specification for the design of new and replacement street signs and plates within Uttlesford District. The specification is to be used for all new signs erected in the district without deviation to ensure consistency on the street scene and familiarity when travelling throughout the district. Any signs erected that fail to be in accordance with this specification will be removed and replaced at the developer's expense.

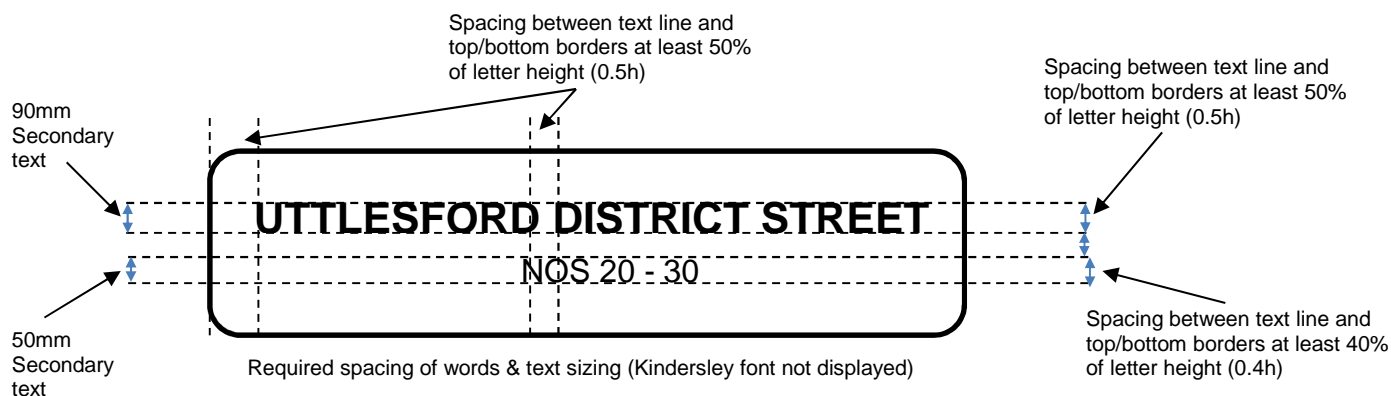
Specification for PLATE construction	
Material and form	Pressed aluminium (raised border and letters) with rounded corners riveted to frame.
Colour (front)	Black raised text and border upon white background

Specification for Frame construction	
Material and form	38mm galvanized angle iron around perimeter of plate fixed to 2no 50mm galvanized square section supports sealed at the top by post cap
Colour (front)	Natural colour from galvanizing (grey/silver)



Specification for Frame construction

Text to appear on street name signs is to be 90mm, Kindersley style black capital lettering on white background for road text, 50mm for secondary text in uppercase letters. Spacing of letters and words is as shown below.



SPECIFICATION FOR STREET NAME SIGNS

UTT SNN2

Type of Street Name Plate

Street name plates may be placed upon buildings, railings or their own frame. Guidance indicated a preference for signs placed upon building in prominent positions, however Uttlesford is a predominantly rural district (by area) and plates are often more appropriately housed in their own free standing frame. Examples and fixing details are given below:



PLATE AFFIXED TO WALL. No frame for the plate is required and is to be fixed directly to the wall

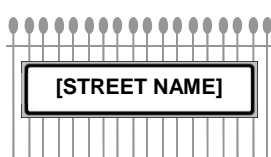


PLATE AFFIXED TO RIALINGS. Plate is to have a frame surround. The plate is to be manufactured with 2no channels horizontally along its rear to enable fixing to the railing by plate or clips.



FREESTANDING SIGN. The plate is to have a plate surround and 50mm square section posts. The sign is to be permanently fixed into the ground in a good base concrete. The surface finish around the posts is to be reinstated to match the material in which it sits.

Consultation is to be make with Uttlesford Building Control Services before any installation takes place to agree positioning and type of plate to be provided.

Text Layout on Plates

The text to appear on a plate will be a result of many factors, not all of which can be detailed in guidance. Uttlesford Street Name and Numbering Service will accept signs with layouts shown below, any deviation to the guidance is to be agreed with the service before purchase.



Street name only



Street name with secondary 'LEADING TO' and street name



Street name with numbers indicated in odd and/or even as shown



Street name with numbers indicated and arrows in odd and/or even as shown



Street name with 'PRIVATE ROAD' text

Use of the "No Through Road" Symbol



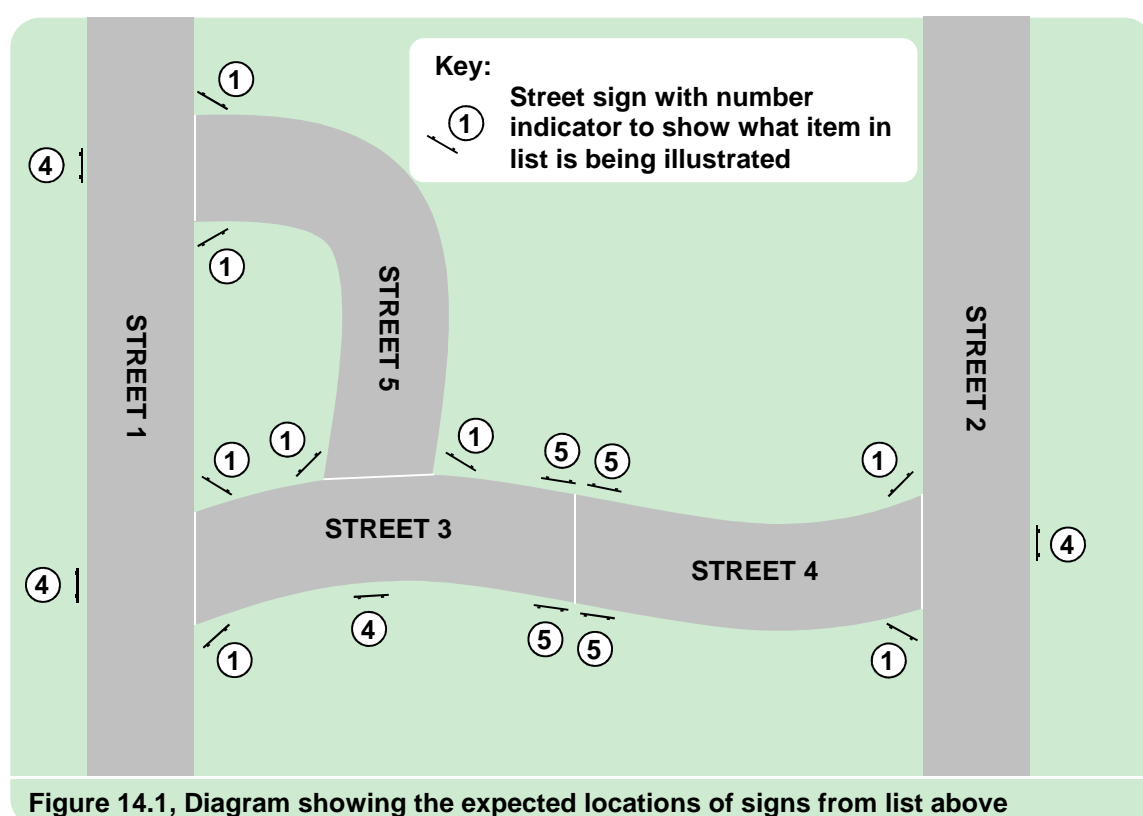
Where the street to be provided with a name sign is a no through road, the sign is to indicate this out of preference with a 'No Through Road' ('T') symbol as diagram 816.1 in **Traffic Signs Regulations General Directions 2002**. Can be found at www.dft.gov.uk. Where the sign is used on a plate it must be as indicated in the diagram (left) and in accordance with the regulations. The allowable sizes are given in the regulations.



Appendix A: Standards for the Positioning of Street Name Signs

Principles for placement of street signs cannot be detailed exactly as each situation must be assessed in its own context to give the most suitable result. The list of standards below for the positioning of signs is to be taken as general guidance and may not be an exhaustive list. This guidance is to be read in conjunction with Appendix A and Appendix B.

1. Street name plates are to be fixed as close as possible to the entrance of streets at the rear of any footpath and within 3 metres of the intersection of the two streets where possible. The distance may be extended to 6 metres where 3 metres cannot be achieved necessary.
2. Name plates are to be mounted at a position of between 0.6 and 3.6 metres above the ground, ideally at 1 metre above the ground for freestanding signs.
3. At junctions and intersections, all streets are to have signs at the entrances.
4. At T-junctions a main street name plate is to be placed directly opposite the traffic approaching from the side road.
5. Where the street name changes at a mid-point along the street, both street names are to be displayed side by side at that point on both sides of the road.
6. Street name plates are to be installed at least 300mm away from any notices, advertisements, or other printed or written matter.



13 Appendix B : Information Required for New or Additional Signs

When an application is made for a new or replacement sign, the Street Naming and Numbering Service need to know the layout of the sign to be supplied, the information required is summarised below.

13.1 Replacement or additional signs

New signs can be provided to replace an existing sign if necessary, however most situations can be addressed by the use of an additional plate added to the bottom of an existing sign. Additional plates are supplied with channels to the rear and attached to the existing post legs by the use of clips so the frame is not put at any additional risk of corrosion. Wall plates are supplied pre-drilled ready to fix into a wall.

For replacement or changes to street signs on public streets please indicate on the form if you require an additional plate (note that this can be supplied in all situations – to wall, railing or on freestanding) or whether a completely new sign is to be provided. If you do not know which is required, indicate this on the form and the Street Naming and Numbering Service will decide which is more appropriate for the situation.

13.2 New developments

On new developments the developer is responsible for providing street name signs, however these must be in accordance with the specification for street name signs (See Appendix A and section 16.3) and placed in accordance with guidance (Appendix 2). In all situations, once an application has been made and the names of any new streets approved the street naming and numbering service will provide a plan showing the full scheme including the position and contents of street name signs to be provided. The developer may provide their own signs however Uttlesford Street Naming and Numbering Service can provide signs from the manufacturer to the correct specification if the developer would prefer. In all cases the signs must be installed where instructed by the service.

The guidance for text layout is detailed in section 16.3 (below) and the principles for inclusion of secondary text on a sign is shown in 16.4 (below)



13.3 Principles of selecting signs for all situations

1. Type of Sign

One of three options are available for street name signs depending on the particular location where the sign is to be installed. It is important that advice is sought from the Street Naming and Numbering Service Before any order is placed as signs that are not to the Uttlesford District Council standard or specification will need to be replaced.

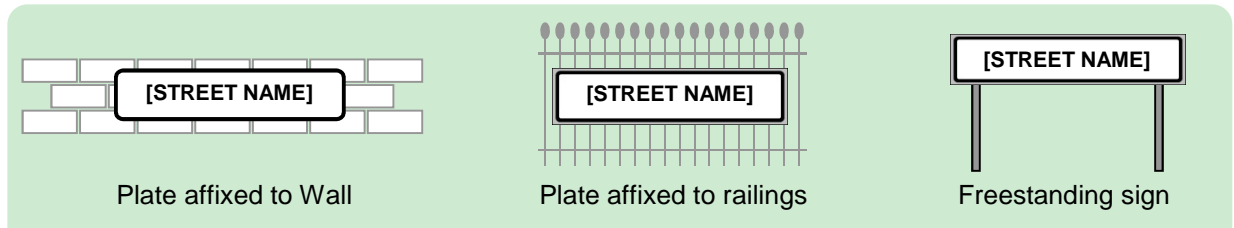


Figure 15.1, Type of street name sign

2. Type of Plate

The plate of the sign can either be plain or contain a 'no through road' 'T' Symbol to the right.

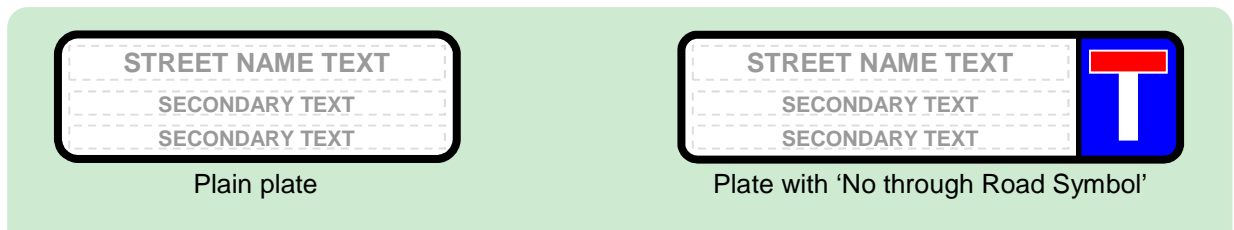


Figure 15.2, Type of street name plate

3. Text options for plate

Text options on the plate are shown below, additional lines of secondary text can be added where appropriate

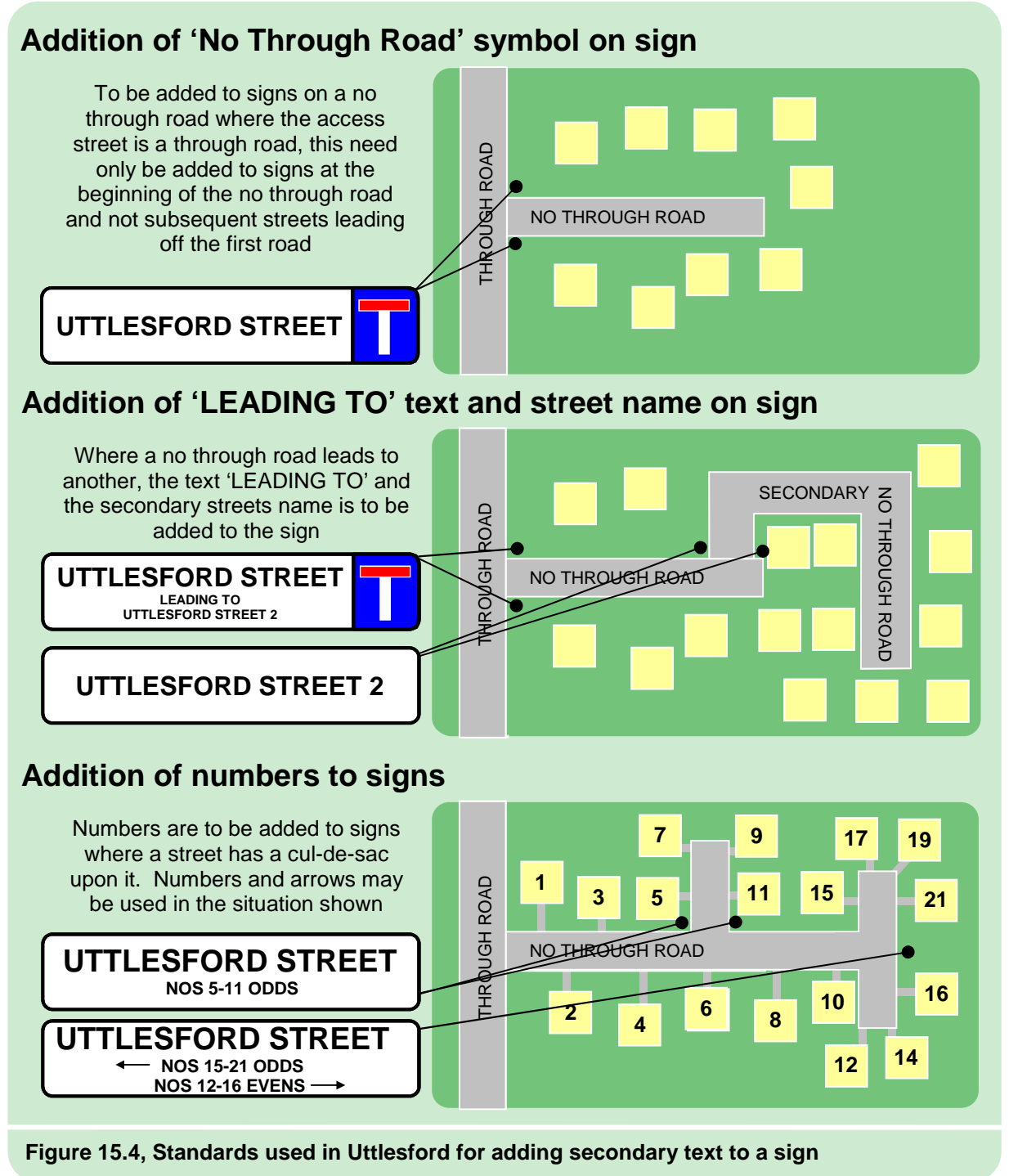
	STANDARD PLATE	NO THROUGH ROAD
STREET NAME ONLY	UTTLESFORD STREET	UTTLESFORD STREET
STREET NAME +'LEADING TO'	UTTLESFORD STREET LEADING TO ESSEX DRIVE	UTTLESFORD STREET LEADING TO ESSEX DRIVE
STREET NAME +NUMBERS	UTTLESFORD STREET NOS 5-15 ODDS NOS 6-14 EVENS	UTTLESFORD STREET NOS 5-15 ODDS NOS 6-14 EVENS
STREET NAME +NUMBERS & ARROW	UTTLESFORD STREET NOS 5-15 ODDS → ← NOS 6-14 EVENS	UTTLESFORD STREET NOS 5-15 ODDS → ← NOS 6-14 EVENS
STREET NAME +'PRIVATE ROAD'	UTTLESFORD STREET PRIVATE ROAD	UTTLESFORD STREET PRIVATE ROAD

Figure 15.3, Text options on street name plate



13.4 Secondary text

The purpose of street name signs is to give accurate information to allow emergency services, postal services and individuals to locate properties accurately and efficiently as well as for the convenience and safety of the general public. To this end street name signs must contain adequate information to enable accurate location of property. Uttlesford District Council has a number of requirements in relation to secondary text that enable as many potential issues to be overcome as detailed below:



13.5 No through road only on additional plates

In general the service does not accept street name signs with both the 'T' Symbol and the text 'No Through Road', however in the case of a change to an existing sign where an additional plate is added an exception will be made for aesthetic purposes as shown below.



Figure 15.5, Text options on street name plate

13.6 Further Guidance

If further guidance is required, please contact the Street Naming and Numbering Service. Refer to the Specification for Street Name Signs (Appendix A) and Layout of Signs 9 (Appendix B) for more information on signs.

**A guide to the
Street Naming and Numbering Service**

Uttlesford District Council

Document SNN1, March 2016



Committee: Cabinet

Agenda Item

Date: 7 April 2016

10

Title: Transfer of Land for Specialist Housing Project

Portfolio Holder: Councillor Redfern

Key decision: No

Summary

1. This report updates members on the proposed transfer of land at Newton Grove Dunmow for nil value to the Domestic Abuse Charity - Safer Places, for them to build within the district a specialist housing project for women suffering from domestic abuse.
2. The Housing Board considered and approved this report at its meeting on 8 March 2016

Recommendation

That the land in Dunmow that had been proposed for this project should now be used by the housing department to deliver new affordable council properties for general needs clients.

Financial Implications

3. The Housing Revenue Account retains an asset valued in 2013 as £95,000 for the provision of a supported housing project or £215,000 on the open market.
4. The council will be able to use right to buy receipts to develop this site which will help the council meet the target of properties that need to be delivered under the right to buy receipts formula that the council has agreed with government.

Background Papers

5. None

Impact

- 6.

Communication/Consultation	As publicity given to previous proposals the reasons for change of use will need to be explained
Community Safety	n/a
Equalities	n/a

Health and Safety	n/a
Human Rights/Legal Implications	n/a
Sustainability	n/a
Ward-specific impacts	Great Dunmow
Workforce/Workplace	n/a

Situation

7. In 2013 the Cabinet approved the transfer of a development site in Newton Grove, Great Dunmow at nil cost to Safer Places an independent domestic abuse charity to provide a domestic violence refuge for women within the District.
8. Safer Places have recently been through a tender process with Essex County Council for the provision of domestic violence services across Essex which has required them to re-look at the requirements for refuge spaces within Essex and their model of working in order to fulfil their new contract.
9. Safer Places have therefore informed the council that under their new contract they are no longer looking to expand refuge spaces within Essex and therefore will not be progressing with a scheme on the council's land in Great Dunmow.
10. As this is a prime development site the council's Development Manager will now look to use this site for delivering new affordable council housing and proposes to bring forward a planning application for this site as soon as possible. This development can be funded by the council's right to buy receipts.



11. The housing department, who funds Safer Places to provide an outreach service for victim of domestic abuse within Uttlesford, will continue to work with the charity to see if there are other ways that the council can support their work with this vulnerable client group.

Committee: Cabinet

Agenda Item

Date: 7 April 2016

11

Title: Transfer of Flitch Green Community Centre and Baynards Avenue Play Area to Flitch Green Parish Council

Portfolio Holder: Cllr Howell

Key decision: No

Summary

1. This report seeks Members consideration of the transfer of Flitch Green Community Centre and Baynards Avenue Play Area for nil value to Flitch Green Parish Council. Both assets were transferred to the Council as part of a S106 agreement with the intention that in time they would pass to Flitch Green Parish Council. Included in the transfer would also be the balance of S106 monies held for the two assets. These sums are £34,368.97 for the community centre and £4,000 for the play area.

Recommendations

2. That the Flitch Green Community Centre and Baynards Avenue Play Area are transferred to Flitch Green Parish Council along with the balance of S106 monies totalling £38,368.97 subject to no objections being received following the public notice of the proposed disposal of the assets.

Financial Implications

3. The Community Centre has a value of £1,358,350 and the Play Area has a value of £3,085 in the Council's asset register.

Background Papers

4. None.

Impact

Communication/Consultation	Notice of the proposed disposal of the assets at Flitch Green in accordance with the requirements of Section 123(1) and (2A) of the Local Government Act 1972.
Community Safety	None
Equalities	None
Health and Safety	None
Human Rights/Legal Implications	The Council is required by the Local Government Act 1972 to obtain best consideration reasonably obtainable unless the Secretary of State consents or it falls within the General Disposal Consent 2003.
Sustainability	None

Ward-specific impacts	Flitch Green
Workforce/Workplace	None

Situation

5. One of the strategic objectives in the council's Asset Management Strategy is to devolve the responsibility for owning and maintaining assets to local people where appropriate. The two assets were obtained under a S106 agreement with the intention that the assets would be passed to the Parish Council.
6. Flitch Green Parish Council has agreed to take the two assets.
7. As the Community Centre has been open for a number of years it requires some remedial work prior to the handover. A schedule of works has been agreed and will be carried out once Member approval for the transfer has been given. The cost of this work will be met from the general fund repairs budget.
8. When the Community Centre was transferred to the Council it came with a maintenance fund which has £10,368.97 remaining. In addition the Council set aside a sum for sound attenuation work of £24,000 giving a total for the Community Centre of £34,368.97. The Play Area has the sum of £4,000 remaining. It is proposed that these sums are transferred to the Parish Council along with the assets.
9. As the Council is not receiving any consideration for the assets being transferred, despite them being valued at £1,361,435 the Council needs to be sure that the disposal of the assets will help it to secure the promotion or improvement of the economic, social or environmental well-being and the value of the assets are less than £2 million.

Conclusion

10. It is concluded that the transfer of the land to the Parish Council is in accordance with the council's Asset Management Strategy and is the best way of managing the assets.

Risk Analysis

Risk	Likelihood	Impact	Mitigating actions
Parish Council declines to take the assets	1 – The Parish Council have confirmed that they will take the assets.	2 – Ownership would remain with the Council and decisions would have to be taken as to the future operation model.	Ongoing discussions with the Parish Council

1 = Little or no risk or impact

2 = Some risk or impact – action may be necessary.

3 = Significant risk or impact – action required

4 = Near certainty of risk occurring, catastrophic effect or failure of project.