

**Committee:** Cabinet

**Agenda Item**

**Date:** 26 May 2016

**10**

**Title:** Adoption of Street Naming and Numbering Policy

**Portfolio Holder:** Cllr Barker

**Key decision:** No

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## 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.
3. At its meeting on 17 March, Cabinet requested specific reference to renaming existing streets in response to concerns being experienced by emergency services in locating streets, and the required majority on residents' part for agreement on a street renaming proposal to progress. This is now included in a revised policy and procedure.
4. A response has been received from Saffron Walden Town Council and is attached as an appendix to this report.

## Recommendations

5. To adopt the Street Naming and Numbering Policy March 2016.
6. To adopt the Street Naming and Numbering Guide to the process.

## Financial Implications

7. 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

8. None

## Impact

- 9.

Communication/Consultation	Documents will be made available on the website.
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Community Safety	None
Equalities	None
Health and Safety	None
Human Rights/Legal Implications	None
Sustainability	None
Ward-specific impacts	All
Workforce/Workplace	None

## Situation

10. 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.
11. 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.
12. 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

13. 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

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.

**From:** Town Clerk <townclerk@saffronwalden.gov.uk>  
**Sent:** 17 May 2016 13:31  
**To:** Roger Harborough  
**Cc:** Maggie Cox; Ann Howells; Cllr R. Freeman  
**Subject:** Street Naming Policy

Hi Roger

I note that the Street Naming Policy was carried forward from the April Cabinet meeting and will be further considered at the May Cabinet meeting.

Ann Howells very kindly sent me last week a revised copy of the policy for consideration at the May meeting and this was considered at the Town Council's Planning and Road Traffic Committee meeting on 12<sup>th</sup> May 2016. The Committee notes and makes the following comments regarding the draft policy:

1. To note with disappointment the lack of specific consultation with both the public and the Town Council on this proposed policy. It is not known why UDC has reviewed this policy but would request that in the essence of partnership working, future reviews of this nature which involve or effect the Town Council are specifically made known to SWTC
2. The following is further noted regarding policy No 1.5.2 Renaming an existing Street (it is referenced as 1.5.2 in the revised policy but is recorded as 1.5.1 in the original policy presented to Cabinet April 2016):

The revised version of this part of the policy is significantly different from that originally considered and the revised policy states that upon receipt of a request to UDC to amend an existing street name, UDC will ***"ask the Parish/Town Council to conduct a ballot with all those on the street who are liable to pay council tax"***.

There has been no consultation, no conversations and no acceptance by this Town Council that we would conduct a ballot. Further there are no specific arrangements noted with regards to the nature of the ballot which could be a simple leafleting of all households through to a formal ballot requiring a Polling Station, Monitoring Officer, Polling Clerk etc. If the ballot is to be of the latter described, this would be cost prohibitive to the Town Council and is not a cost or service that we would expect to cover and is certainly not provisioned within the Town Council's budget.

The Town Council accepts and appreciates that the frequency of this type of request is very infrequent but the matter remains that the proposed obligations within this policy have not been specifically communicated to this Town Council (or likely any other Town / Parish Council in Uttlesford) and this is unacceptable.

3. Given the lack of previous consultation or the opportunity to fully consider this matter, the Town Council requests that further discussions with Town and Parish Councils must take place prior to the adoption of this policy. It is only right and fair to offer this to Town and Parish Councils especially given the proposed obligations within the policy which require further discussion and consideration.

Saffron Walden Town Council requests that the contents of this email are made known to all Cabinet Members either as a separate paper or included within the Officers' final report on this matter to Cabinet.

I have spoken with Maggie Cox at Democratic Services today who advises that this matter is for consideration at the May Cabinet meeting and hence therefore the sending of this email for consideration by Officers and Cabinet.

By means of this email, I would like to register that Cllr Richard Freeman from Saffron Walden Town Council would like to speak on this matter as part of the public speaking and he will reinforce the details of this email.