

Finance & Governance Cabinet Advisory Board

14 January 2020

Is the final decision on the recommendations in this report to be made at this meeting?

No

Street Naming and Numbering Policy

Final Decision-Maker	Cabinet
Portfolio Holder(s)	Councillor Tom Dawlings – Portfolio Holder for Finance & Governance
Lead Director	Paul Taylor
Head of Service	Ian Hirst
Lead Officer/Author	David Thompson
Classification	Non-exempt
Wards affected	All

This report makes the following recommendations to the final decision-maker:

1. That the Street Naming and Numbering Policy in Appendix A is implemented.

1. Explain how this report relates to the Corporate Priorities in the Five-Year Plan:

This Policy document relates to the 'provide quality services' and 'provide responsive services' sections of the Five-Year Plan.

• Timetable

Discussion with Head of Service	06/12/2019
Management Board	18/12/2019
Discussion with Portfolio Holder	
Finance & Governance Cabinet Advisory Board	14/01/2020
Cabinet	06/02/2020

Street Naming and Numbering Policy

1. PURPOSE OF REPORT AND EXECUTIVE SUMMARY

- 1.1 The Street Naming and Numbering (SNN) Policy covers how the Council implements the statutory power to control the naming of streets, and naming and numbering of properties in the borough. The purpose of this control is to ensure that emergency, postal and other services can efficiently locate addresses.
 - 1.2 The Street Naming and Numbering Policy updates and replaces the existing policy which was last revised in September 2007 (see background papers).
 - 1.3 The policy has been updated with reference to national guidance in the form of the Data Entry Conventions produced by GeoPlace (who co-ordinate the organisations responsible for the roads and streets of the United Kingdom, including government, the Highway Authorities and Utilities Committees).
 - 1.4 The Policy enables customers to be aware of the processes involved in applying to create new or edit existing addresses.
 - 1.5 It is proposed the Policy will be reviewed annually and for delegation to be given to the GIS Manager to maintain and publish the Policy as amendments are made.
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2. INTRODUCTION AND BACKGROUND

- 2.1 The Street Naming and Numbering service is a statutory duty and the Policy provides the council's framework for enacting those parts of the 1925 Public Health Act relating to street naming and numbering.
 - 2.2 The legislation does not cover all aspects of service delivery, so the Policy includes additional processes and rules to enable the provision of a quality service.
 - 2.3 The current Policy was signed off by Cabinet on 20/09/2007. It is now outdated. The updated Policy in Appendix A will bring the Street Naming and Numbering service in line with national addressing conventions as well as providing improved support for the service to be delivered in line with the legislation.
 - 2.4 Improved support for the service includes the addition to the Policy of an application validation process as well as a broadened scope of choice for applicants.
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3. AVAILABLE OPTIONS

- 3.1 Option 1 – Do nothing. The situation will remain as is.
- 3.2 Option 2 – Adopt the updated Policy so that the service can be delivered in line with national addressing conventions with additional safeguards and delegate tot the GIS Manager authority to maintain and publish updates to the policy as amendments are made.

4. PREFERRED OPTION AND REASONS FOR RECOMMENDATIONS

- 4.1 Option 2 is the preferred option. This will give additional transparency to the Council’s delivery of the service.

5. CONSULTATION RESULTS AND PREVIOUS COMMITTEE FEEDBACK

- 5.1 Current and updated Policy compared to policies from other Local Authorities.
- 5.2 Updated Policy informed from feedback from current application process.
- 5.3 Guidance received from GeoPlace LLP. GeoPlace manage the national address dataset.
- 5.4 Guidance taken from the Royal Mail PAF Code of Practice.

RECOMMENDATION FROM CABINET ADVISORY BOARD

- 5.5 The [insert committee] Cabinet Advisory Board were consulted on this decision on [insert date] and agreed the following recommendations:

[Insert text from the Advisory Board resolution]

6. NEXT STEPS: COMMUNICATION AND IMPLEMENTATION OF THE DECISION

- 6.1 Once the recommendations have been agreed, the Policy will be finalised and published on the Council's website.
- 6.2 The Policy will be included in correspondence between the Street Naming and Numbering team and the relevant Ward Councillors when consultation begins on new street names.
- 6.3 If the Policy in Appendix A is adopted it will be implemented at the beginning of the 2020/2021 financial year. All applications for street naming and numbering before 01/04/2020 will be conducted based on the Policy approved by Cabinet on 20/09/2007.

7. CROSS-CUTTING ISSUES AND IMPLICATIONS

Issue	Implications	Sign-off
Legal including Human Rights Act	The introduction of the updated Policy brings the 1925 Public Health Act into effect.	
Finance and other resources	No impact	Jane Fineman Head of Finance & Procurement 09/12/2019
Staffing establishment	No impact	David Thompson GIS Manager 09/12/2019
Risk Management	The risks associated with updating the Policy are not considered high.	David Thompson GIS Manager 09/12/2019
Data Protection	No impact	Abigayle Sankey Corporate Governance Officer 13/12/2019
Environment and Sustainability	No impact	David Thompson GIS Manager 09/12/2019

Community Safety	No community safety issues arise as a result of this report	Terry Hughes Community Safety Manager 09/12/2019
Health and Safety	No H&S implications	Mike Catling Corporate Health and Safety Advisor 10/12/2019
Health and Wellbeing	No impact	Rebecca Bowers Health Improvement Team Leader 11/12/2019
Equalities	The decisions recommended through this paper have a remote or low relevance to the substance of the Equality Act. There is no apparent equality impact on end users.	Abigayle Sankey Corporate Governance Officer 11/12/2019

8. REPORT APPENDICES

The following documents are to be published with and form part of the report:

- Appendix A: Street Naming and Numbering Policy

9. BACKGROUND PAPERS

- GeoPlace Data Entry Conventions (DEC) - https://www.geoplace.co.uk/helpdesk/library/-/asset_publisher/r91RWkxFemB/document/id/335107
- TWBC Street Naming and Numbering Policy Approved Sept 2007 - <https://tunbridgewells.maps.arcgis.com/sharing/rest/content/items/51b391bef88b42cdb3cf7012ad6848d5/data>