



**Corporate Policy and
Resources Committee**

Thursday, 18th July 2024

Subject: Street Naming and Numbering Policy

Report by:	Director of Change Management, ICT & Regulatory Services
Contact Officer:	Daniel Reason Corporate Systems Development Manager daniel.reason@west-lindsey.gov.uk
Purpose / Summary:	To present, for adoption, the Council's Street Naming and Numbering Policy.

RECOMMENDATIONS:

Members are asked to:

- a)** Adopt the Street Naming and Numbering Policy, attached to this report as Appendix 2.
- b)** Agree, as per the advice set out in para. 3.6, that any procedural updates to the Policy, be carried out under delegation to the Director of ICT, Change and Regulatory Services, in conjunction with the Chair of this Committee. In the event of more substantive policy changes, it is recommended that the Policy be brought back to this Committee for decision.

IMPLICATIONS

Legal:

The legal framework within which the Council operates its Street Naming and Numbering is set out in the policy. The following guidance and legislation applies:

- The Towns Improvement Clauses Act 1847
- Public Health Act 1907
- The Local Government Act 1985 and subsequent amendments.

Further updates will be made as necessary to align with any new legislation.

Financial: FIN/49/25/SSc

The street naming and function is a fee chargeable service. The current charges are set out below for 2024/2025:

SNN Service	Fee
Naming streets (for the first street)	£120
Naming streets (for each additional street after the first)	£36
Renaming an existing street at resident request, per street	£301
Numbering properties (per plot, for the first ten plots)	£36
Numbering properties (per plot, from the eleventh plot onwards)	£24
Numbering block of flats (per block)	£120
Renumbering properties due to change in layout (per plot, for the first ten plots)	£24
Renumbering properties due to change in layout (per plot, from the eleventh plot onwards)	£19
Renumbering of street at resident request (per property)	£60
Naming or renaming properties (per property)	£86
Confirmation of address details	£60

There is an income budget of £33.4k for 2024/2025. Actual income received in previous 3 years:

	£k
2023/2024	15.4
2022/2023	31.7
2021/2022	28.8

Staffing:

All operational duties relating to Street Naming and Numbering fall under the function of the Council's Street Naming and Numbering and LLPG Officer. This is unaffected by adoption of the Policy and there is no impact on staffing.

Equality and Diversity including Human Rights:

Equality Impact Assessment attached as appendix 3 to this report

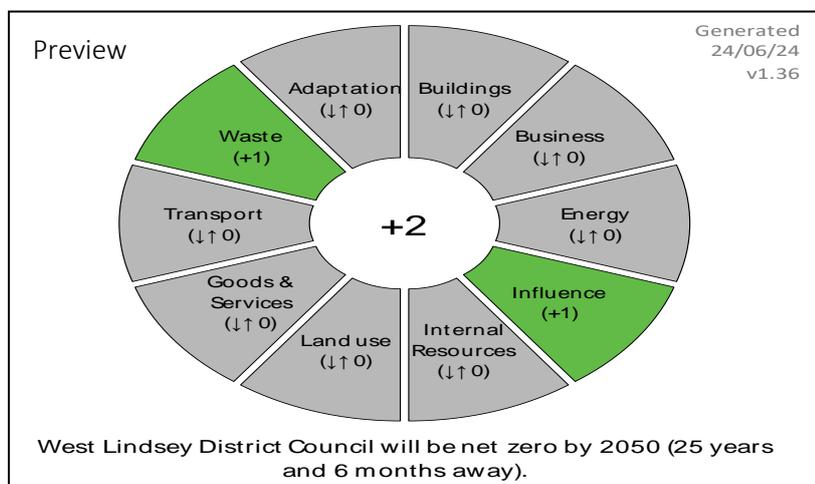
Data Protection Implications: None

Climate Related Risks and Opportunities:

In summary, the Street Naming and Numbering Policy is likely to have very limited climate, environment and sustainability impacts. Key points:

- The policy does not significantly affect areas like buildings, energy, land use, transport and climate change adaptation.
- Working with local communities on street naming may indirectly support wider engagement, although impacts are likely to be minor.
- The main environmental impact is the requirement for physical street name plates, which will require some use of materials. The policy specifies these should be made from recycled plastic where possible.
- There may be opportunities to further integrate climate and sustainability considerations, for example encouraging streets to be named after natural features, historical environmental events or local environmental/sustainability champions. Name plates could potentially incorporate environmental information or messages.

However, given the policy's limited scope, it is unlikely to be a major driver of WLDC's climate, environment and sustainability performance. An Officer view is that the Council's focus is on higher impact areas, whilst working with the team to considering incremental opportunities to 'green' the street naming process over time. Adoption of a clear policy in this area and the recommendation that the Director – Change Management, ICT and Regulatory Services will be able to make minor procedural amends allow future resources to be more effectively directed to priority corporate areas such as environment and sustainability.



Section 17 Crime and Disorder Considerations: None

Health Implications: None

Title and Location of any Background Papers used in the preparation of this report:

Street Naming and Numbering Procedure (2023)-

<https://www.west-lindsey.gov.uk/sites/default/files/2022-02/Street%20Naming%20and%20Numbering%20Procedure.pdf>

GeoPlace Guidance and Code of Practice -

<https://www.snn.geoplace.co.uk/tableofcontents>

Risk Assessment :

During the previous Parliament, it was the intention of government to update the policy relating to Street Naming and Numbering under the Levelling up and Regeneration Act 2023 to ensure a standardised approach across England. This update has not yet happened and it is unclear if/when this may happen. Should a decision be made to update and standardise the Street Naming and Numbering Policy, the Council will update its own Policy accordingly.

Call in and Urgency:

Is the decision one which Rule 14.7 of the Scrutiny Procedure Rules apply?

i.e. is the report exempt from being called in due to urgency (in consultation with C&I chairman)

Yes

No

Key Decision:

A matter which affects two or more wards, or has significant financial implications

Yes

No

1. Introduction

- 1.1. The Street Naming and Numbering procedure was reviewed in 2023 (Appendix 1). This updated procedure was agreed at CP&R on 19th December 2023. It was also agreed that a full policy would be drawn up and brought back to CP&R in 2024.
- 1.2. This report fulfils the recommendations agreed by this committee on 19th December 2023 and presents, for adoption, a new policy for the Council's Street Naming and Numbering function (Appendix 2). Once adopted, this Policy replaces the previous procedure document.
- 1.3. The Street Naming and Numbering process is carried out along with Local Land and Property Gazetteer management. We have recently been awarded the Platinum Award for address and street data which is given to authorities that have maintained Gold status across all criteria of the annual improvement schedule for 10 out of the 12 months of the year to the end of March 2024. This prestigious award highlights our commitment to maintaining the highest level of data quality throughout the year and we have not fallen below Gold Standard in the last 8 years.

2. Background Information

- 2.1 All District Councils have a statutory responsibility for the naming of streets and postal addressing of properties within their authority boundaries. The legislation relating to street naming and numbering is contained within The Towns Improvement Clauses Act 1847, Public Health Act 1907, The Local Government Act 1985, and subsequent amendments.
- 2.2 Address and street data held in a common standard can be used by government, local authorities, businesses and citizens to deliver services. Good addressing of properties is important as it enables:
 - Emergency and health care services to find a property quickly
 - Mail and goods to be delivered efficiently
 - Service connections by utilities companies
 - Occupiers to apply for a credit card, benefits, pensions or obtaining goods by direct delivery
 - Financial verification of addresses and fraud detection
 - Visitors to find where they want to go
 - Reliable delivery of services and products
 - Service provider records to be maintained and kept in an efficient manner
 - Digital processing of addresses without corrupting the data.

3 Amendments

- 3.1 There are no fundamental changes to the previous procedure and the process we will follow when determining applications for Street Naming and Numbering in this policy. Rather, the policy attached as Appendix 2 serves to strengthen and formalise the Council's procedures into one formally adopted policy document. For ease, changed or added elements are highlighted in red in the policy.
- 3.2 The policy content and layout has been prepared in conjunction with the best practice guidance document from GeoPlace. GeoPlace is an organisation (LLP) established in 2010 that oversees the production and maintenance of national address and street gazetteers created and maintained with input from all local authorities in England, Wales, and Scotland.
- 3.3 The Street Naming and Numbering section on the West Lindsey District Council website will be updated where necessary to reflect the change from a procedure to a policy.
- 3.4 The policy will be displayed as digital web version to make it more accessible and easier to navigate for applicants.
- 3.5 Should a decision be made to update and standardise the Street Naming and Numbering Policy under the Levelling up and Regeneration Act 2023 to ensure a standardised approach across England, the Council will update its own Policy accordingly.
- 3.6 It is recommended that the Council's Policy be updated under delegation to the Director of ICT, Change Management and Regulatory Services in conjunction with the Chair of this Committee. If any changes to national policy require substantive changes to the Council's own Policy, then it is recommended that these changes be brought back to this Committee for decision at the earliest opportunity.

4 Main Policy Considerations

- 4.1 This policy sets out the approach that is taken when dealing with applications of this type and also for the naming, numbering and renaming of buildings or sites.
- 4.2 The new policy will also now be available as digital web version to replace the pdf version of the procedure.

4.3 Applications will be determined using this policy and the GeoPlace Guidance and Code of Practice along with any relevant consultation exercises.

5 Summary:

5.1 This paper meets the requirement, previously agreed by this committee in December 2023, to upgrade the Council's Street Naming and Numbering Procedures into a formally adopted policy (attached as Appendix 2).

5.2 The Council notes that further changes to its local policy may be required should changes to national policy be made under the Levelling Up and Regeneration Act 2023. The paper sets out recommendations for how to proceed with these as and when any government guidance is issued.

5.3 In considering this paper, members are asked to:

- a) Adopt the Street Naming and Numbering Policy, attached to this report as Appendix 2.
- b) Agree, as per the advice set out in para. 3.6, that any procedural updates to the Policy, be carried out under delegation to the Director of ICT, Change and Regulatory Services, in conjunction with the Chair of this Committee. In the event of more substantive policy changes, it is recommended that the Policy be brought back to this Committee for decision.

END