

Report for:	<b>Shadow Executive</b>
Meeting Date:	<b>10th March 2020</b>

<b>Title of Report:</b>	<b>Street Naming &amp; Numbering Policy Recommendation</b>
Shadow Portfolio Holder	Cllr Katrina Wood
Responsible Officer	David Sutherland
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<b>Recommendations:</b>	<b>The executive is asked to approve that:</b> <ul style="list-style-type: none"> <li>All four Authorities are to make provisions to adopt the proposed Street Naming and Numbering Policy prior to vesting day with the policy taking effect from 1 April 2020</li> </ul>
Corporate Implications:	A single harmonised policy would reduce the risk of legal challenge and appeal against newly named streets.
Options: (If any)	<ul style="list-style-type: none"> <li>Continue to operate under 4 differing Street Naming and Numbering policies from 1 April 2020 with the increased risk of legal challenge from customers who use our services in each of the former sovereign areas.</li> <li>Reject the proposed policy that draws on best practice from each of the four Authorities and adopt a policy currently in place at one of the sovereign Authorities.</li> </ul>
Reason:	The recommended option provides the opportunity for harmonisation, cost and administration efficiencies and reduced risk.

## 1. Purpose of Report

- 1.1. This report presents the proposed Street Naming and Numbering Policy coming into effect on 1 April 2020 for Buckinghamshire Council if adopted.

## 2. Executive Summary

- 2.1. This report makes a recommendation to adopt a single Street Naming and Numbering policy for Buckinghamshire Council from 1 April 2020. This policy would replace the current documents in place at Aylesbury Vale District Council, Chiltern District Council, South Bucks District Council and Wycombe District Council.
- 2.2. Whilst the sovereign authorities currently hold individual policies, the criteria for naming and numbering streets and properties differ and a harmonised approach is recommended to ensure a consistent approach across Buckinghamshire Council. This will give customers such as developers who operate across the 4 District areas cohesion and reduce the risk of legal challenge.

### **3. Content of Report**

#### **3.1. Background**

- 3.1.1. Street Naming and Numbering is a function carried out by District Authorities only under Section 17 of the Public Health Act 1925.
- 3.1.2. The primary customers of the service are residents looking to add a name to their home and developers who must use the services to obtain postal addresses for new build properties.
- 3.1.3. Each of the four Authorities has its own Street Naming and Numbering Policy and whilst there are broad similarities, no two policies are the same. For example, Aylesbury Vale District Council will not use the number thirteen when assigning postal addresses, whilst the other Authorities will.
- 3.1.4. Developers operate on a national basis and it is feasible that with new housing being built across the Buckinghamshire Council area that one developer could apply for postal addresses in different sovereign Authority areas and receive conflicting responses.
- 3.1.5. Due to the need to consult around new street names it is already possible that an appeal may be submitted to the Magistrates Court if an interested party such as a resident, developer or Parish Council disagrees with a new street name. Inconsistent policy will increase this risk further.
- 3.1.6. Work has already been carried out by the Street Naming and Numbering sub-workstream to harmonise costs and a single policy is the next logical step in harmonising the service and providing a consistent approach.

#### **3.2. Proposed Policy Outline**

- 3.2.1. The proposed policy contains guidelines for street naming and property numbering within Buckinghamshire Council area. The policy will be published on the website of each of the sovereign authorities and will be the single policy that all staff work from.
- 3.2.2. The policy outlines the responsibility for postal addressing, how to apply for Street Naming and Numbering services and the charges for using the service.
- 3.2.3. The policy sets out the restrictions and guidance for proposing new street and property names within Buckinghamshire Council. The policy has been prepared to be user friendly, locally relevant, and flexible enough to allow the Council to exercise judgement on the appropriateness of names and numbers.

### **4. Financial Implications**

- 4.1. Revision to the fees and charges relating to this service have been discussed and agreed separately in the Street Naming and Numbering Fees and Charges Report.



- 4.2. This report recommended the harmonisation of the fees and charges for the service and the charges shown in the proposed Street Naming & Numbering Policy reflect those shown in the Fees and Charges Report.

## **5. Legal Implications**

- 5.1. A single harmonised policy would reduce the risk of legal challenge and appeal against newly named streets.

## **6. Other Key Risks**

- 6.1. That decisions would not be enforceable (resulting in a loss of income) should differential policies remain in place.
- 6.2. There are political risks should differing policies be perceived as more favourable in one sovereign authority area than another.
- 6.3. There could be some confusion for customers and staff around which policy should be followed and errors could occur, should a single policy not be agreed.
- 6.4. There could be an increase in complaints if customers using services across Buckinghamshire Council are advised differently depending on the former sovereign area in which their application is made, should a single policy not be agreed.

## **7. Dependencies**

- 7.1. The fees and charges shown in this policy are dependant on the approval of the Street Naming and Number Fees and Charges report.


## **8. Consultation**

- 8.1. As the change in policy has little impact for residents of Buckinghamshire Council, formal consultation on these proposals is not required.
- 8.2. Should a wider consultation take place on the impact of changing fees and charges across all service areas, however, it is recommended that Street Naming and Numbering is included. This has also been highlighted in the earlier paper written solely on the impact of fees and charges.

## **9. Communications Plan**

- 9.1. The policy will be published on the Street Naming and Numbering pages of the websites of each of the 4 Authorities once agreed.

## **10. Equalities Implications**

- 10.1. Not applicable.
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## 11. Data Privacy Implications

11.1. Not applicable

## 12. Next Steps

- 12.1. The sub-workstream will communicate the agreed policy to Street Naming and Numbering staff and arrange for implementation of the above.
- 12.2. A guidance note for developers will be created to advise them of the new policy and any minor changes that could impact them.
- 12.3. A guidance notice for Parish and Town Councils will be created to advise them of the new policy and any minor changes that could impact them.

<b>Background Papers</b>	Buckinghamshire Council Street Naming and Numbering Policy V1.2 – March 2020  Street Naming and Numbering Fees and Charges
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