

CHESHIRE EAST COUNCIL

REPORT TO: ENVIRONMENT & PROSPERITY SCRUTINY COMMITTEE

Date of Meeting: 24th July 2012
Report of: Neil Morgan
Subject/Title: Proposal for the adoption of a revised Street Naming and Numbering Policy for Cheshire East Council

1.0 Report Summary

- 1.1 Cheshire East Council has a legal responsibility to ensure that streets are named and properties are named and/or numbered. Prior to local government reorganisation this function was carried out by the former councils under different legislation, some of which has been difficult to identify; as a result, it is necessary for the Council to formalise its view as to which legislation it wishes to apply. It is also necessary to adopt a clearly defined policy in relation to the provision of the service in order to ensure clarity and to assist with the delivery of an efficient and consistent service.
- 1.2 This report provides information about the proposed adoption of legislation in relation to street naming and about the adoption of a new Street Naming and Numbering policy. The draft policy governs the provision of the Street Naming and Numbering service and has been based upon best practice guidance - "Data Entry Conventions and Best practice for the National Land and Property Gazetteer" as recently published by the Improvement and Development Agency (I&DeA) via Geoplace.
- 1.3 This report invites the Environment & Prosperity Scrutiny Committee to consider the draft policy in relation to the Street Naming and Numbering service for Cheshire East Council and to formulate comments for consideration by the Cabinet Member for Environment when he is asked to formally determine the policy.

2.0 Decision Requested

- 2.1 The Environment & Prosperity Scrutiny Committee is requested to:
 - 2.1.1 consider the draft Street Naming and Numbering policy at Appendix A to the report; and
 - 2.1.2 formulate any comments in relation to the draft policy which the Committee would wish to be taken into consideration by the Cabinet Member for Environment when he is requested to formally determine the policy.

3.0 Reasons for Recommendations

- 3.1 Place matters, and knowing where that place is allows us to provide a better service for our customers. As more and more systems rely on some form of location database it becomes evermore important to have confidence in our address holding. The service is supported by statutory legislation which not only provides guidelines for correct addressing methodology but also gives the power to impose penalties if recommendations are ignored.
- 3.2 Address data is made available to the Royal Mail who provide the postcode and post town information. It is also supplied to the emergency services with the Emergency Services having agreed to adopt AddressBase, which is derived from the NLPG as their address database from 2011.
- 3.3 The Street Naming and Numbering Service is currently delivered by two Street Naming and Numbering officers. As well as providing this statutory service they also help maintain the Local Land and Property Gazetteer (LLPG) under the direction of the LLPG Custodian ensuring all address intelligence gathered is available to Cheshire East systems which use address data from the LLPG. This is an obligation placed on all local councils through the Public Sector Mapping Agreement.
- 3.4 In order to support the delivery of an effective Address Management service it is vital that an appropriate Street Naming and Numbering policy is implemented to provide a clearly defined good practice framework for the delivery of the Street Naming and Numbering service.

4.0 Wards Affected

- 4.1 All

5.0 Local Ward Members

- 5.1 All

6.0 Policy Implications including - Climate change and Health

- 6.1 The report requests that the Scrutiny Committee considers a draft policy in relation to the Street Naming and Numbering functions.

7.0 Financial Implications (Authorised by the Borough Treasurer)

- 7.1 The Council's LLPG Gazetteer Management System are currently used to manage the Street Naming and Numbering process. The cost of controlling, managing and dealing with paper and e-applications can be met from within existing resources.
- 7.2 It is essential that a new policy is implemented to facilitate the effective delivery of the Street Naming and Numbering Service and the attendant benefits realised from a well-run, proactive service. It is also possible to make administrative charges to applicants in many cases. Although this should not be seen as a financing mechanism it emphasises the value of the service to the applicant while potentially covering basic costs.

8.0 Legal Implications (Authorised by the Borough Solicitor)

- 8.1 Cheshire East Council has the legal responsibility to ensure that streets are named and properties numbered. The relevant legislation for street naming and numbering is contained within various provisions under;
- the Town Improvement Clauses Act 1847;
 - the Public Health Acts 1875 to 1925;
 - the Public Health Act Amendment Act 1907; and
 - the Cheshire County Council Act 1980
- 8.2 Section 11 of the Cheshire County Council Act 1980 continues to apply post local government re-organisation in relation to the allocation by the Council to buildings in a street of such numbers as it thinks fit.
- 8.3 There are a number of different pieces of adoptive legislation which may be utilised in relation to street naming functions. On 16th April 2012 the Cabinet Member for Environmental Services resolved to express the intention to pass a resolution to adopt the following legislative provisions:
- (i) section 17 of the Public Health Act 1925;
 - (ii) section 21 of the Public Health Acts Amendment Act 1907; and
 - (iii) section 19 of the Public Health Act 1925

Section 17 of the Public Health Act 1925 allows a notice proposing a street name to be served on a council. Where the council object, it is unlawful for the street sign to be erected until the objection is either withdrawn by the council or overruled on appeal to the Magistrates' court. Any person acting in contravention is liable to a maximum penalty of £200 on conviction.

Section 21 of the Public Health Acts Amendment Act 1907 provides for the alteration of a street name with the consent of two-thirds of the ratepayers/council tax payers living in the street. It also gives power to mark the altered street name and there are offences for any person who obliterates, defaces, obscures, removes, or alters any such name.

Section 19 of the Public Health Act 1925 requires a council to mark (and renew/alter) the name of every street in a conspicuous position. It also provides for the prosecution of any person who pulls down such an inscription or erects a different name or places any advertisement within 12 inches of a street nameplate.

- 8.4 As a part of the adoption process, the Council is required to provide public notice of its intention to pass the resolution in a local newspaper for two consecutive weeks. It must also serve such notice, no later than the date on which the notice is first published in the newspaper, on every parish council or community council affected. Following the publication of the requisite notice the Cabinet Member for Environment will be requested to make a further decision to both confirm the adoption of the legislation and to adopt a policy in relation to the street naming and numbering function.

9.0 Risk Management

- 9.1 The Council will need to agree to adopt the relevant legislation to support the Street Naming and Numbering service. It is essential that the service adheres to performance management guidelines in providing addresses for internal use as well as the Royal Mail and the emergency services.

10.0 Background and Options

- 10.1 Further to the decision of the Cabinet Member in relation to the intended adoption of legislation in relation to street naming, the purpose of this report is to submit to the Scrutiny Committee the draft policy in relation to the allocation, management and use of all addresses used by the authority and in particular, for new developments and conversions. This includes the allocation of street names, changes to property names and the addition of new names.
- 10.2 An immediate benefit of setting up a corporately recognised reference address database is that anyone within the organisation can gain value from using it. Integrating the master address database with other internal systems avoids duplication of data and maintenance. Establishing a single corporate address gazetteer reduces the 'cost of ownership' of multiple gazetteers, while merging gazetteers can bring financial and other benefits by discovering properties known by one department but completely unknown to another.
- 10.3 All Local Authorities are required to develop a Local Land and Property Gazetteer (LLPG) which is a definitive master list of all land and property addresses within the Authority. This forms part of the National Land and Property Gazetteer (NLPG). The LLPG will be the definitive master address list for all services to use and will have live links to all other major systems, namely Electoral Registration, Finance, Planning, Environmental Health, Neighbourhood Services and Customer Relationship Management.
- 10.4 It is important to recognise that there is one definitive address that is used by all services when contacting residents and businesses, and for customer use via the web site. A definitive and single address system will enable all information about a property or piece of land to be retrieved from all the Council's back office systems (as above) and enable a joined up response to customer enquiries. All requests for addresses will therefore be directed to the LLPG Custodian, at Cheshire East Council who will liaise, as appropriate, with the SNN Officers.
- 10.5 The policy seeks to provide fair and accurate advice regarding street naming and numbering with a clear methodology and methods of appeal should the Council's decision not suit the applicant.
- 10.6 Following the publication of the requisite notice the Cabinet Member for Environment will be requested to make a further decision to both confirm the adoption of the legislation and to adopt a policy in relation to the street naming and numbering function. The final policy, as approved, will be published on the authority's website and by any other method appropriate for bringing it to the attention of those who require guidance in the activities described in the document both within Cheshire East Council and in the public domain.

11.0 Access to Information

- 11.1 The background papers relating to this report can be inspected by contacting the report writer:

Data Entry Conventions and Best practice for the National Land and Property Gazetteer” published by the Improvement and Development Agency (I&DeA) via Geoplace. <http://www.iahub.net/docs/1325605982013.pdf>

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Appendices:

Appendix A – Glossary of terms

Appendix B – Street Naming and Numbering Policy

Appendix A

General glossary of terms in relation to address management:

DEC	Data Entry Convention
ECM	Enterprise Content Management
I&DeA	Improvement and Development Agency
LLPG	Local Land and Property Gazetteer
LSG	Local Street Gazetteer
PSMA	Public Sector Mapping Agreement
NLPG	National Land and Property Gazetteer
NSG	National Street Gazetteer
SNN	Street Naming and Numbering