

## **Environment and Communities Committee Report**

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<b>Date of Meeting:</b>	7 July 2021
<b>Report Title:</b>	Delegation of Street Naming and Numbering Decisions
<b>Report of:</b>	Frank Jordan; Executive Director of Place
<b>Report Reference No:</b>	EC/06/21-22
<b>Ward(s) Affected:</b>	All

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### **1. Executive Summary**

- 1.1.** This report seeks approval to delegate decisions for street naming and numbering to the Head of Planning in consultation with the Chair of the Environment and Communities Committee.
- 1.2.** Cheshire East Council's Corporate Plan 2021-25 sets out a vision for a more open, fairer, greener Cheshire East, with three broad aims: to be an open and enabling organisation; a Council that empowers and cares about people; and to create thriving and sustainable places. This decision relates to the creation of thriving and sustainable places and will help to ensure that local address data is created and maintained in a timely and efficient manner to support local service delivery.
- 1.3.** The Council has a statutory duty to provide a Street Naming and Numbering service and maintain the Local Land and Property Gazetteer. It is also required to supply address data to the National Land and Property Gazetteer and other public sector organisations.
- 1.4.** The names and numbers assigned to streets and properties within the borough are defined by the Council in accordance with the Cheshire East Street Naming and Numbering Policy. The Council receives proposals for up to 200 individual street names each year.
- 1.5.** Officers are given delegated powers under the scheme of delegation set out in the Council's Constitution and Local Schemes of Delegation. However, Officers may not take decisions unless specifically provided for

within the constitution or specifically delegated by a Committee or Sub-Committee. For the avoidance of doubt, it is recommended that the Committee delegates decisions for street naming and numbering.

## **2. Recommendations**

- 2.1.** That the committee delegates decisions for street naming and numbering to the Head of Planning in consultation with the Chair of the Environment and Communities Committee

## **3. Reasons for Recommendations**

- 3.1.** The timely and accurate addressing of properties is an important duty undertaken by the Council. Many organisations including councils, emergency services, royal mail and utility providers are reliant upon accurate address data to deliver services efficiently and effectively.
- 3.2.** The names and numbers assigned to streets and properties within the borough are defined in accordance with the Cheshire East Street Naming and Numbering Policy. Property developers and local residents may suggest names for new streets. If a suggestion does not meet the requirements of the policy the Council must object to the proposed name within one month of receipt of the notice of the proposed name.
- 3.3.** The council receives, on average, 40 street naming and numbering proposal applications each year for new developments which can include up to 200 individual street names.
- 3.4.** Under the previous system of decision-making responsibility for executive decisions in relation to street naming and numbering lay with the Portfolio Holder. However, the current constitution does not specifically identify street naming and numbering decisions as the responsibility of the Environment and Communities Committee.
- 3.5.** The constitution gives delegated powers for Officers to take decisions in relation to all the functions in their areas of responsibility except where: a matter is prohibited by law from being delegated to an officer, and; a matter has been specifically excluded from delegation by the constitution, by a decision of the Council, a Committee or Sub-Committee. Furthermore, Officers may not take decisions unless specifically provided for within the constitution or specifically delegated by a Committee or Sub-Committee.
- 3.6.** The Executive Director of Place is given delegated power to take any decisions in relation to the areas of the council's operations and services within the Place Directorate, subject to the terms of the Constitution. These powers are delegated to other officers through a Local Scheme of Delegation to ensure that decisions are taken at the most appropriate level.

- 3.7. It is therefore recommended, for the avoidance of doubt, that the committee confirms that street naming and numbering decisions be delegated to the Head of Planning. Furthermore, it is recommended that decisions are in consultation with the Chair of the Environment and Communities Committee to provide assurance that decisions are made in accordance with the approved policy.

#### **4. Other Options Considered**

- 4.1. The Committee could choose not to delegate these decisions and consider each proposal. However, as the Committee meets every two months this would likely delay the decision-making and render it likely the council would time-out its right to object to proposed names. Given the volume of street naming and numbering proposals that are received it would also reduce the time available for the Committee to consider other matters.

#### **5. Background**

- 5.1. The numbers and names assigned to properties and streets within the borough are defined by the Council. Allocation of postcodes is managed by the Royal Mail. The Address Management Team, which sits within the Planning service, are responsible for responding to and managing requests for new postal addresses and requests for changes to existing postal addresses. As part of this process the team contacts Royal Mail to obtain a postcode and adds new addresses and changes to the Local Land and Property Gazetteer.
- 5.2. The Council has a statutory obligation to maintain a database of land and property addresses within the borough - the Local Land and Property Gazetteer. In addition, the council is required to supply address data to the National Land and Property Gazetteer and other public sector organisations.
- 5.3. The Cheshire East Street Naming and Numbering Policy defines the approach the Council takes to ensure all properties within the borough are accurately addressed and appropriately named in accordance with relevant legislation and best practice.
- 5.4. Section 17 of the Public Health Act 1925 allows a notice to be served on the council by a person proposing to name a street. The council has the power to object to any proposed street name and may do so within one month of receipt of the notice of the proposed name. The council also has responsibility under section 19 of the Public Health Act 1925 to ensure that street name plates are displayed.
- 5.5. Property developers and local residents may suggest names for new streets. The council advises developers to consider proposals for street naming and numbering as soon as possible after obtaining planning permission. Otherwise the owner or occupier of a new property may have

difficulty in receiving mail, deliveries and services including utility connections. Fees are charged for the street naming and numbering service.

- 5.6.** Suggestions must be submitted in writing for consideration against the Street Naming and Numbering Policy, BS7666 National Addressing Standards and best practice. The policy includes guidelines for determining whether a new street name is acceptable. For example, names with a local or historic significance to the area are encouraged; names with a common theme are encouraged on large developments; naming a street name after a living person is not permitted; words of more than three syllables and the use of more than two words should be avoided; names likely to cause spelling difficulties are unacceptable as they may lead to confusion in emergency situations.
- 5.7.** If a suggestion does not meet the requirements of the policy the council will formally object to the proposed name in writing. The person proposing the name has the right to appeal against the objection within twenty-one days.
- 5.8.** Where the proposed name complies with the policy consultation on the proposed street name will take place with the relevant Ward Councillors and the Town or Parish Council. The Ward Councillors and Town or Parish Council may either confirm their support for a suggested name or may object to it and offer an alternative suggestion. Suitable alternative suggestions will be provided to the developer for agreement.
- 5.9.** Where a street is created as part of a new development, all costs for the erection of new street name plates will be paid for by the developer in accordance with the specification provided by the council. Maintenance of street name plates becomes the responsibility of the council once the developer has left the site and the street has been adopted. No street name plate is allowed to be erected until the street name has been confirmed in writing by the council.
- 5.10.** The Council also has powers under section 11 of the Cheshire County Council Act 1980 for the numbering (or naming) of buildings within its administrative area and the marking of such numbers (or names). The numbering guidelines are generally more prescriptive and so consultation is not undertaken. For example, buildings in new streets shall be numbered with odd numbers of the left hand side and even numbers on the right commencing from the primary entrance to the street; where the street is a thoroughfare, the numbering shall commence at the end of the street nearest the centre of the town or village; consecutive numbering may be used in a cul-de-sac.

## **6. Consultation and Engagement**

- 6.1.** There is no requirement to consult on this decision to delegate responsibility for street naming and numbering decision. As explained above, as part of

the decision making process consultation takes place with Ward Councillors and Town or Parish Councils on proposed street names.

## **7. Implications**

### **7.1. Legal**

**7.1.1.** The powers for street naming can be found in the Public Health Act 1925. The powers for numbering can be found in the Towns Improvement Act 1847.

**7.1.2.** Under Section 17 of the Public Health Act 1925 before any street is named a notice of the proposed name must be served on the Council. The Council have one month from receipt of the notice to object to the proposed name by serving a notice on the applicant. Where the Council object the applicant may within twenty one days after being served notice appeal against the objection in the Magistrates court.

**7.1.3.** Failure to respond to applicants within a timely manner may lead to new streets being named contrary to adopted policy and national guidance. This may lead to future problems for the Council as well as third parties such as the Royal Mail and statutory undertakers.

### **7.2. Finance**

**7.2.1.** There are no significant financial implications from this decision. The net cost of the street naming and numbering service is included within the Planning service budget.

### **7.3. Policy**

**7.3.1.** The decision requested is procedural and has no policy implications.

### **7.4. Equality**

**7.4.1.** The decision requested is procedural and has no equality implications.

### **7.5. Human Resources**

**7.5.1.** There are no implications for human resources.

### **7.6. Risk Management**

**7.6.1.** The subject matter of the report does not require for any risk management measures.

### **7.7. Rural Communities**

**7.7.1.** The decision requested has no implications on rural communities.

### **7.8. Children and Young People/Cared for Children**

**7.8.1.** The decision requested has no implications on children and young people.

**7.9. Public Health**

**7.9.1.** The decision requested is procedural and has no public health implications.

**7.10. Climate Change**

**7.10.1.** The decision requested is procedural and has no climate change implications.

<b>Access to Information</b>	
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Appendices:	None
Background Papers:	<a href="#">Cheshire East Street Naming and Numbering Policy</a>