

Rother District Council

Report to	-	Cabinet
Date	-	8 June 2020
Report of the	-	Executive Director
Subject	-	Street Naming and Property Numbering Policy

Recommendation to COUNCIL: That:

- 1) the revised Street Naming and Property Numbering Policy be approved and adopted; and
 - 2) the Functions and Responsibilities of the Licensing and General Purposes Committee be amended to include the determination of appeals under the Public Health Act 1925, Sections 17 - 19, with regard to Street Naming and Numbering.
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Head of Service: Ben Hook

Lead Cabinet Member: Councillor Oliver

Introduction

1. The purpose of a Street Naming and Property Numbering Policy (SNN) is to bring clarity in the mechanism for how Rother delivers this service. The last policy review was over two years ago, (Minute CB17/17 refers) and in that period there have been both national and local changes. This report updates this policy.

Policy Update

2. The SNN Policy changes are mostly administrative, largely centered around the increasing use of digital technology to support submission of applications. In 2018, Rother replaced the IT system that enabled customers to submit applications, replacing the Microsoft CRM system with Firmstep. This enabled the development of more intuitive forms to assist with the application process. The point at which information is provided to applicants (and potential applicants) has also changed, with a more comprehensive set of advice on the application process now provided at a much earlier stage. While some of these changes may not be significant in their own right, the policy should keep pace with our current (best) working practices.
3. The new Policy, at Appendix 1 has much tighter phrasing, as the previous Policy's terminology left the Council open to interpretation and potential challenge.
4. Improvements have also been made throughout the document to aid general understanding and to reflect the changing technology that we have incorporated into our processes. These improvements include:

- Expanded Glossary containing more (and simpler) definitions of the terminology used in the policy.
 - Additional Appendices including a section to clarify acceptable road suffixes (Avenue, Lane, etc.) and recent changes to current fees and charges.
 - Recognition of electronic media – e.g. ‘in writing’ now includes email, and submission/sending of documents no longer needs to be in paper format.
 - Updated contact information.
5. The process for Appeals and Complaints has also been refined with the Licensing and General Purposes Committee listed as the Council’s secondary escalation point following an unsuccessful appeal to the Street Naming and Property Numbering Officer.

Conclusion:

6. It is being recommended that the SNN Policy be updated and adopted and take account of the local and national changes.

Dr Anthony Leonard
Executive Director

Risk Assessment Statement

There are no associated risks regarding the approval of this policy.