

Rother District Council

Report to: Cabinet

Date: 27 July 2020

Title: Street Naming and Property Numbering Policy

Report of: Ben Hook, Head of Service – Acquisitions, Regeneration and Transformation

Cabinet Member: Councillor Oliver

Ward(s): All

Purpose of Report: To present the revised Street Naming and Property Numbering Policy and recommend its adoption to Council

Decision Type: Non-Key

Officer Recommendation(s): **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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Introduction

1. The purpose of a Street Naming and Property Numbering Policy (SNPN) 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.
2. The draft SNPN Policy was presented to Cabinet in June 2020 and was referred back to officers for amendment in three key areas (Minute CB20/11 refers):
 - a. clarity over the decision-making process and appeals procedure;
 - b. making consultation with Parish and Town Councils part of the policy; and
 - c. review options for charging for the registration.
3. The draft SNPN Policy has now incorporated these changes and proposed a charging system that is in-line with those implemented by some authorities.

General Policy Update

4. The SNPN 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.
5. The new SNPN Policy, at Appendix A has much tighter phrasing, as the previous Policy's terminology left the Council open to interpretation and potential challenge.
6. 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.
7. 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 a decision by the Street Naming and Property Numbering Officer.

Conclusion

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

Implications

Financial and Sustainability Implications

9. Additional income will be generated which will help offset the cost of providing this service.

Legal Implications

10. Council policy and operating practice will be amended.

Environmental Implications

11. None Identified.

Consultation

12. This will impact the consultation process and will require developers to provide evidence of consultation with Town and Parish Councils prior to application.

Risk Management

13. The address of the property is important in order for services such as Council refuse collections, though to Police and Emergency Services to locate and reference properties.

| Other Implications | Applies? | Other Implications | Applies? |
|--------------------|----------|--------------------------|----------|
| Human Rights | No | Equalities and Diversity | No |
| Crime and Disorder | No | Exempt from publication | No |
| Environmental | No | | |
| Risk Management | No | | |

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| Executive Director: | Dr Anthony Leonard |
| Proper Officer: | Malcolm Johnson, Head of Paid Service |
| Report Contact Officer: | David Wharton, Transformation Manager |
| Appendices: | A - Draft Street Naming and Property Numbering Policy. |
| Relevant Previous Minutes: | CB17/17 CB20/11 |
| Background Papers: | |
| Reference Documents: | None |