

**Cheltenham Borough Council**  
**Cabinet – 5<sup>th</sup> April 2022**  
**Street Naming and Numbering – review of policy**

<b>Accountable member</b>	<b>Cllr Martin Horwood – Cabinet Member Customer &amp; Regulatory Services</b>
<b>Accountable officer</b>	<b>Tracey Birkinshaw – Director of Planning</b>
<b>Ward(s) affected</b>	<b>All</b>
<b>Key/Significant Decision</b>	<b>Yes</b>
<b>Executive summary</b>	To consider the updated Street Naming and Numbering Policy for the Council.
<b>Recommendations</b>	<ol style="list-style-type: none"> <li>1. <b>To review paragraph 1.7 of this report and consider whether very exceptional circumstances should be inserted into the policy;</b></li> <li>2. <b>Taking into account recommendation 1 above, approve the draft Street Naming and Numbering Policy as provided at Appendix 2 of this report, with any amendments arising;</b></li> <li>3. <b>Delegate authority to the Director of Planning, in consultation with the Cabinet Member Customer and Regulatory Services, to make any minor changes to the policy should further best practice emerge.</b></li> </ol>
<b>Financial implications</b>	<p>There are no financial implications, as the revised policy will operate in place of the existing policy and within the existing fee structure. It should be noted that should a name be challenged, further consultation may need to be undertaken, this could place pressure upon operational budgets.</p> <p><b>Contact officer:</b> <a href="mailto:andrew.taylor@cheltenham.gov.uk">andrew.taylor@cheltenham.gov.uk</a></p>
<b>Legal implications</b>	<p>Street naming and numbering is a statutory function. The relevant powers for local authorities are contained in Sections 17, 18 and 19 of the Public Health Act 1925 (street names) and Sections 64 and 65 of the Town Improvement Clauses Act 1847 (street numbering).</p> <p>The Council is permitted to charge for the street naming and numbering process under S93 of the Local Government Act 2003. The charge must not exceed the cost of providing the service</p> <p><b>Contact officer:</b> <a href="mailto:iona.moseley@onelegal.org.uk">iona.moseley@onelegal.org.uk</a></p>
<b>HR implications (including learning and organisational)</b>	<p>None arising directly from this report</p> <p><b>Contact officer:</b> Julie McCarthy, <a href="mailto:julie.mccarthy@publicagroup.uk">julie.mccarthy@publicagroup.uk</a></p>

<b>development)</b>	
<b>Key risks</b>	See Appendix 1. The policy refresh has been undertaken to ensure it is fit for purpose and meets best practice.
<b>Corporate and community plan Implications</b>	None arising from this report.
<b>Environmental and climate change implications</b>	None arising from this report.
<b>Property/Asset Implications</b>	None arising from this report. <b>Contact officer:</b> Gemma Bell, <a href="mailto:Gemma.Bell@cheltenham.gov.uk">Gemma.Bell@cheltenham.gov.uk</a>

## **1. Background**

- 1.1 Cheltenham Borough Council has the legal responsibility for the naming and numbering of streets and properties within the Council's administrative area, this includes private and unadopted streets. We exercise this statutory function under Sections 17, 18 and 19 of the Public Health Act 1925.
- 1.2 The Council has the discretion to make decisions as to the naming of streets and the numbering of properties. The authority has the power to approve or reject property addresses submitted by developers or the public, or prescribe its own addressing schemes.
- 1.3 The Council is reviewing its policy at this time for the following reasons:
  - The current policy has not been reviewed for some time (last updated 2018);
  - There has been increased interest nationally about the renaming of streets and it is important that the Council's Policy is fit for purpose
- 1.4 All elements of an address, with the exception of postcode and post town, are defined by the Council. Allocation of postcodes is managed by Royal Mail and must be confirmed by them. The maintenance of postcode information, and any future change to individual postcodes or postcode sectors, is the responsibility of Royal Mail.
- 1.5 The updated policy is provided at appendix 2 of this report.
- 1.6 The objective of the street naming and numbering service is to provide a unique and unambiguous address for every property in Cheltenham, this will ensure that:
  - emergency Services can find a property quickly;
  - mail is delivered efficiently; and
  - the convenience and safety of the general public
- 1.7 In preparing this report, we have reviewed national best practice. It continues to be best practice that streets should not be named after living individuals. Recent high profile cases illustrate the challenges related to this. However, there may be very exceptional circumstances, for example related to the Queens Jubilee year where there may be an appropriate exception. Recommendation 1 of this report seeks Cabinet's views on this.

## **2. Reasons for recommendations**

- 2.1 To refresh the current policy, to take into account best practice in regards to street naming and associated supporting legislation whilst still being able to reflect local identity.

## **3. Alternative options considered**

- 3.1 Not updating the policy.

## **4. How this initiative contributes to the corporate plan**

- 4.1 No implications on the corporate plan, the policy guides a statutory function of the council.

## **5. Consultation and feedback**

- 5.1 One legal have advised that there is no statutory requirement to consult in relation to the policy.

However if previous practice has been to consult with members of the public then consultation is recommended. Following further review, earlier versions of the policy were not subject to public consultation.

## 6. Performance management –monitoring and review

6.1 The policy will be brought back to Cabinet for review should this be triggered by changes to legislation or best practice.

<b>Report author</b>	<b>Contact officer:</b> Director of Planning <a href="mailto:tracey.birkinshaw@cheltenham.gov.uk">tracey.birkinshaw@cheltenham.gov.uk</a>
<b>Appendices</b>	1. Risk Assessment 2. DRAFT Street Naming and Numbering Policy
<b>Background information</b>	Street naming and numbering: Good addressing <a href="https://www.geoplace.co.uk/addresses-streets/location-data/street-naming-and-numbering">https://www.geoplace.co.uk/addresses-streets/location-data/street-naming-and-numbering</a>

## Appendix 1 Risk Assessment

The risk				Original risk score (impact x likelihood)			Managing risk				
Risk ref.	Risk description	Risk Owner	Date raised	Impact 1-5	Likelihood 1-6	Score	Control	Action	Deadline	Responsible officer	Transferred to risk register
	If the Council does not keep up to date its policy on street naming and numbering then it may not be fully compliant with the exercise of its duties in this regard	Team Leader – business Support Team	21.3.22	3	1	1	Close	This risk will be mitigated by the Cabinet decision	5.4.22	Street naming & numbering	N/A