

## **REPORT TO CUSTOMER FOCUS SCRUTINY COMMITTEE**

Dates of Meetings: 6 October 2022

## **REPORT TO EXECUTIVE**

Date of Meeting: 1 November 2022

## **REPORT TO COUNCIL**

Date of Meeting: 13 December 2022

Report of: Director City Development

Title: Revisions to Street Naming and Numbering Policy

### **Is this a Key Decision?**

No

### **Is this an Executive or Council Function?**

Council

#### **1. What is the report about?**

The report seeks member's approval of a number of minor revisions to the Council's Street Naming and Numbering Policy.

#### **2. Recommendations:**

2.1 That Executive recommends approval of, and Council approves, revisions to the council's Street Naming and Numbering Policy, including the proposed amendments in paragraph 9, as identified at Customer Focus Scrutiny on 6 October 2022.

2.2 That approval of future revisions to the policy is delegated to the Director with responsibility for Planning and Development in consultation with the Chair of Planning Committee.

#### **3. Reasons for the recommendation:**

To clarify the Council's position on street naming and numbering and to ensure effective implementation.

#### **4. What are the resource implications including non-financial resources?**

There are no additional resource implications.

#### **5. Section 151 Officer comments:**

There are no specific financial implications for Council to consider arising from this report.

#### **6. What are the legal aspects?**

None identified.

## 7. Monitoring Officer's comments:

The amendments to the Policy raise no issues for the Monitoring Officer.

## 8. Report details:

The council's Street Naming and Numbering Policy was originally adopted in 2008. The policy was aligned with that of Teignbridge and East Devon councils in 2017. This simplified the process and facilitated implementation by Strata, the council's ICT provider, who implement the policy on a day-to-day basis for the three councils.

A number of minor revisions to the policy are proposed to reflect the reality of street naming and numbering, to clarify procedures and to facilitate members' involvement. The proposed revisions are shown in red in the policy attached at Annex A.

## 9. Proposed amendments following Customer Focus Scrutiny Committee

Following consideration of the report at Customer Focus Scrutiny Committee on 6<sup>th</sup> October 2022, and in response to questions raised by Cllr Sparling, three further amendments are proposed to the policy:

### **Question 1 - Para 2.5 - Please can this be clarified as to its meaning with perhaps regard to updating the language used for accessibility?**

The draft paragraph currently reads:

*"2.5 The Local Authorities have a 6 year retention period on correspondence. Requests for written confirmation of an official address requested after 6 years will be charged."*

It is proposed that this paragraph is amended to read as follows:

*2.5 All documents relating to street naming and numbering will be deleted automatically after six years in line with our retention policy. Where documents have been deleted, requests for written confirmation of an official address or a change of property name, will incur a fee of £25 to cover the administration fee of researching and preparing a new confirmation document.*

### **Question 2 - Para 3.9.13 - Please can you explain the necessity of this very specific clause for consideration? Is there a reason other considerations are not included and what is the significance of the starting date of 1914?**

The draft paragraph reads:

*"3.9.13 Consideration will be given to commemorate service men and women with a demonstrable personal connection with the local area, who have lost their lives in service of their nation since 1914. Written permission from the person's family is not required in this instance."*

The purpose of this paragraph is to:

- Clarify the position regarding the selection of names of service men and women noting that, generally, the policy explains that the use of a name which relates to any person either living or deceased should be avoided (para 3.9.12)

- Assist members with the selection of street names by selecting them from war memorials, either in their ward or the city. This obviates the need to trace relatives to obtain written permission, which can often be time consuming
- Encourage the use of names of those service men and women who have been deceased for some time, thereby reducing the risk of changing perceptions or knowledge about an individual

To provide clarification and to avoid specific references to service personnel or dates, it is proposed that paragraph 3.9.13 is deleted and paragraph 3.9.12 is amended to read as follows:

*The use of a name which relates to any person either living or deceased should be avoided as public perception of a deceased person may change over time. Should a name be proposed, it is recommend the person should have been deceased for at least 50 years and is deserving of public recognition. The proposer is required to obtain written permission from the person's family or estate administrators and names must comply with the street naming criteria.*

**Question 3 – Para 8.13 Can this point please be clarified as to whether it means the local authority will instruct developers on where to site the nameplates or just that it is a requirement that developers have nameplates?**

The draft paragraph reads:

*“8.13 The Local Authority will instruct developers to site street nameplates prior to the occupation of new properties.”*

Exeter City Council sends developers a nameplate specification which shows where each nameplate should be sited, the text size, font etc and what each nameplate should have on it.

It is proposed that this paragraph is amended to read as follows:

*2.5 Prior to the occupation of new properties, the local authority will instruct developers where to site street nameplates and specify the format and content of nameplates.*

## **10. How does the decision contribute to the Council's Corporate Plan?**

The policy contributes to the priorities for a well-run council and value-for-money services.

## **11. What risks are there and how can they be reduced?**

There are no risks associated with adopting the revisions to the policy. Adoption of the revisions will ensure that the policy mitigates any risks in naming and numbering streets.

## **12. Equality Act 2010 (The Act)**

11.1 Under the Act's Public Sector Equalities Duty, decision makers are required to consider the need to:

- eliminate discrimination, harassment, victimisation and any other prohibited conduct;

- advance equality by encouraging participation, removing disadvantage, taking account of disabilities and meeting people's needs; and
- foster good relations between people by tackling prejudice and promoting understanding.

11.2 In order to comply with the general duty authorities must assess the impact on equality of decisions, policies and practices. These duties do not prevent the authority from reducing services where necessary, but they offer a way of developing proposals that consider the impacts on all members of the community.

11.3 In making decisions the authority must take into account the potential impact of that decision in relation to age, disability, race/ethnicity (includes Gypsies and Travellers), sex and gender, gender identity, religion and belief, sexual orientation, pregnant women and new and breastfeeding mothers, marriage and civil partnership status in coming to a decision.

11.4 In recommending this proposal potential impact has been identified on people with protected characteristics as determined by the Act and an Equalities Impact Assessment has been included in the background papers for Member's attention.

### **13. Carbon Footprint (Environmental) Implications:**

No direct carbon/environmental impacts arising from the recommendations.

### **14. Are there any other options?**

None identified.

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### **Local Government (Access to Information) Act 1972 (as amended)**

Background papers used in compiling this report:-

None

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