



Report To:	Executive Board
Date:	16 December 2024
Subject:	Street Naming and Numbering Policy
Purpose:	To introduce a Partnership Street Naming and Numbering Policy
Key Decision:	No
Portfolio Holder:	Councillor Tom Ashton, Portfolio Holder - Planning
Report Of:	Christian Allen, Assistant Director - Regulatory
Report Author:	Pauline Lyon – Group Manager, Building Control
Ward(s) Affected:	N/A
Exempt Report:	No

Summary

This report seeks Executive Board approval to adopt a single Street Naming and Numbering Policy (SNN) for South and East Lincolnshire Councils Partnership.

The Council has a duty to ensure that all roads in the district are named and all properties numbered or named. It is important to have a SNN Policy in place to ensure the SNN function is effective and efficient.

The partnership policy seeks to align and harmonise current best practice and procedures across the three Councils of East Lindsey, South Holland and Boston.

Recommendations

- That Executive Board approve the South and East Lincolnshire Councils Street Naming and Numbering Policy for adoption by East Lindsey District Council.
- That the Group Manager Building Control and the Assistant Director Regulatory be given delegated authority to make such amendments to this policy as may from time to time be required in order to (i) reference any links or amended links

to other documents as may be required; and (ii) reflect any issues over which the Council has no discretion including, but not limited to, references to any legislative changes and amended guidance. Any material amendments to the policy will be subject to the usual approval process in line with the Constitution.

Reasons for Recommendations

To align and harmonise current best practice and procedures across the three Councils.

Other Options Considered

Do nothing – this wouldn't harmonise SNN across the partnership.

1. Background

1.1 Street Naming and Numbering is a statutory function. East Lindsey District Council does have a SNN Policy however the Partnership alignment and Delivery Plan 2024/25 itemises a review of the SNN Policy as a deliverable, in order to be efficient and effective across the Partnership.

2. Report

2.1 The draft policy is detailed as Appendix 1.

2.2 The policy has been produced considering the current policies at East Lindsey District Council/South Holland District Council and referring to The Code of Practice as advised by Geoplace, who are responsible for collating, managing and maintaining the primary UK authoritative geospatial address and street data.

2.3 The Council has a duty to ensure that all roads in the District are named and all properties numbered or named.

2.4 Its important that the SNN function operates effectively and efficiently according to set procedures, for the benefit of the residents and visitors to the area, to ensure anyone travelling around the District can easily find where they are going. Clear, unambiguous property addresses are therefore essential. This is particularly important for emergency services responding to incidents swiftly and delivery services to ensure accurate distribution of mail and parcels.

2.5 A single partnership policy will ensure that there is a consistent approach across all three Councils and create opportunities for shared working.

- 2.6 Under the provision of Section 93 of the Local Government Act 2003, the Authority reserves the right to make an administrative charge for the provision of the service. In doing so, the income from charges must not exceed the cost of providing the service.
- 2.7 The fees and charges will be reviewed annually during the Council's budget setting process.

3. Conclusion

- 3.1. A shared partnership policy will ensure there is a consistent approach to SNN, ensuring residents and visitors to the area can easily find where they need to go.

4. Implications

4.1 South and East Lincolnshire Councils Partnership

- 4.1.1 Adopting a single SNN Policy will benefit from a consistent approach and create opportunities for the sharing of resources.

4.2 Corporate Priorities

- 4.2.1 This delivers on the Partnership Alignment and Delivery Plan 24/25 to align the Street Naming and Numbering Policy across the partnership.

4.3 Staffing

- 4.3.1 None

4.4 Workforce Capacity Implications

- 4.4.1 None

4.5 Constitutional and Legal Implications

- 4.5.1 None

4.6 Data Protection

- 4.6.1 None

4.7 Financial

- 4.7.1 This report recommended the harmonisation of the fees and charges for the SNN function.

4.8 Risk Management

- 4.8.1 None

4.9 Stakeholder / Consultation / Timescales

4.9.1 Consultation has been undertaken with the relevant Portfolio Holder and Section 151.

4.10 Reputation

4.10.1 None

4.11 Contracts

4.11.1 None

4.12 Crime and Disorder

4.12.1 None

4.13 Equality and Diversity / Human Rights / Safeguarding

4.13.1 An Equality Impact Assessment has been completed and the outcome was that there is no adverse effect from this policy.

4.14 Health and Wellbeing

4.14.1 None

4.15 Climate Change and Environmental Implications

4.15.1 None

5. Acronyms

5.1 The Partnership – South and East Lincolnshire Councils Partnership
SNN – Street Naming and Numbering

6. Appendices

Appendix 1 Street Naming and Numbering Policy

7. Background Papers

Background papers used in the production of this report are listed below: -

Document title	Where the document can be viewed
Street Naming and Numbering – Code of Practice	<u>Home - Street Naming and Numbering (geoplace.co.uk)</u>

8. Chronological History of this Report

N/A

Report Approval

Report author:

Pauline Lyon, Group Manager Building Control

Signed off by:

Christian Allen, Assistant Director - Regulatory

Approved for publication:

Councillor Tom Ashton, Portfolio Holder for Planning