

AGENDA ITEM 12

RHONDDA CYNON TAF COUNTY BOROUGH COUNCIL

CABINET

24th NOVEMBER, 2015

REVISED POLICY AND PROCEDURES FOR STREET NAMING AND HOUSE NUMBERING

REPORT OF GROUP DIRECTOR, CORPROATE & FRONTLINE SERVICES IN DISCUSSIONS WITH COUNCILLORS MORGAN AND HOPKINS

AUTHOR(s): Souren Zeinali – Highways Development Control and Adoptions Manager
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1. PURPOSE OF THE REPORT

- 1.1 The purpose of the report is to seek Cabinet Committees approval for the adoption of the revised Policy and procedures for Street Naming and Numbering which includes the requirements of Welsh Language Standards Regulations 2015.

2. RECOMMENDATIONS

It is recommended that:

- 2.1 The Cabinet approves and adopts the revised Policy and Procedure as the Council policy.
- 2.2 The Cabinet authorise Service Director Highways and Streetcare to deal with future replacement street names or new naming and numbering matters in cases where the Local Ward Member/s and the Royal Mail accept the suggested name; in cases where any objections, etc are received, a report to be submitted to the Welsh Language Steering Group for consideration.
- 2.3 Except for exceptional circumstances, Street naming and numbering for New Developments and existing un-named Roads, Lanes or Streets to be in Welsh only.

- 2.4 Replacement Street names to be bilingual either by adding a relevant prefixes/suffixes and/or in cases where the main element of the streetname is in English, a suitable translation would be given.
- 2.5 Subject to 2.1, the policy is published on the Council's website.

3 REASONS FOR RECOMMENDATIONS

To agree and implement a policy and procedure in respect of street naming and numbering which includes the requirements of the Welsh Language Standards Regulations 2015.

4. BACKGROUND

- 3.1 The Council has statutory obligation under Public Health Act 1925 for naming and numbering of streets and buildings within its designated administrative boundary. The purpose of naming and numbering is to ensure that any new or amended streets and buildings are allocated logically and in a consistent manner to facilitate effective service delivery from both public and private sector bodies and in particular to ensure that emergency services are able to locate any address to which they may be summoned.
- 3.2 The Council in 1997 adopted a Welsh Language Scheme in response to the Welsh Language Act, where it was decided that street names should be bilingual. However, certain anomalies arose, as a result of providing both Welsh and English names for each individual street. In order to address these problems, it was decided that, street names could be either Welsh or English and Developers were advised and encouraged to give priority to naming streets in Welsh. The Committee also under item 115 resolved to grant delegated powers to the Director of Highways, Transportation and Engineering to deal with street naming and numbering matters in cases where the Local Ward Member/s and the Royal Mail accept the suggested name; in cases where any objections, etc are received, a report to be submitted to the Welsh Language Cabinet Steering Group for consideration.
- 3.3 The Council structure has changed and the Welsh Language Schemes have been superseded by the Welsh Language Standards Regulations 2015.
- 3.4 The Welsh Language Standards (No. 1) Regulations 2015 ("the Regulations") do not provide a mechanism whereby the Council (being "a body" for the purposes of the Regulations) may decide whether or

not to implement Standards 61, 62 and 63 relating to signs displayed by the Council.

3.5 The Cabinet committee function would relate to s.17, 18 and 19 of the Public Health Act 1925 ("the Act"), which would be:-

- (a) Consider whether, following the service of a notice on the Council pursuant to s.17(1) of the Act, the Council should serve a notice pursuant to s.17(2) of the Act objecting to a proposed street name.
- (b) Where the Council intends to make an order under s.18(1) of the Act to either;
 - (i) alter the name of any street or part thereof, or
 - (ii) assign a name to an existing unnamed street or part thereof, and if an objection has been received from an aggrieved person, then consider whether;
 - (1) to accept the objection and not alter the name of the street, or so name the unnamed street or part thereof, or
 - (2) to reject the objection and make representations to the petty sessional court if an appeal is made by the aggrieved person pursuant to s.18(4) of the Act.

4. SCOPE

4.1 All streets and dwellings within the administrative area of Rhondda Cynon Taf County Borough Council.

5. RESPONSIBILITY

5.1 The Highways Development Control & Adoptions Manager will have responsibility for monitoring all naming and numbering procedures.

6. ACTIONS

6.1 STREET NAMING

6.1.1 Developer submits suggestions for street name/s, in Welsh, with alternatives in order of preference or requests. Developers are responsible to provide street nameplates, once development has been named.

- 6.1.2 Officers liaise with Ward Members for comments on proposed street name or in the absence of developers proposals, seek proposed street name from the Local Ward Member(s).
- 6.1.3 Officers liaise with Royal Mail to confirm suitability.
- 6.1.4 Report to Welsh Language Steering Group, where there is disagreement in street name.
- 6.1.5 Inform all interested parties of street name.
- 6.1.6 Notify developer of street name and request street nameplates to be erected.

6.2 HOUSE NUMBERING

- 6.2.1 House numbering on new developments with new roads are either given numbers in the same order as plot numbers, or numbered odds and evens.
- 6.2.2 The numbering is allocated when the new dwellings served off a street are constructed and completed. This is to ensure sequential numbering of houses and avoiding confusion and conflict.
- 6.2.3 Where infill development takes place served off an existing named street, then the new dwellings should be numbered into the named street. If this is not possible due to the existing numbering of houses abutting the site, then the dwellings should be given "house names".
- 6.2.4 Issue street numbering certificates to developers and inform other internal and external bodies of postal address.

5 EQUALITY AND DIVERSITY IMPLICATIONS

An Equality and Diversity Impact Screening has been carried out and this did not highlight potential impacts.

6 CONSULTATION

The Welsh Language Cabinet Steering Group has considered the item and commented on the policy at their meeting on the 10th November, 2015.

7 FINANCIAL IMPLICATION(S)

The proposal will have no additional financial impact on the Council.

8 LEGAL IMPLICATIONS OR LEGISLATION CONSIDERED

The relevant sections of Public Health Act 1925 and the Welsh Language Standards 2015 are as follows:-

Section 17 Public Health Act 1925 – Street Naming.

Section 18 Public Health Act 1925 – Alteration of Name of Street.

Section 19 Public Health Act 1925 – Indication of Name of Street.

Standard 61 Welsh Language Standards Regulations 2015 – Text to be in Welsh or Welsh and English on the same sign or separate signs.

Standard 62 Welsh Language Standards Regulations 2015 – The Welsh Language text to be positioned on the signs such that it is likely to be read first.

Standard 63 Welsh Language Standards Regulations 2015 – The Welsh Language text is accurate in terms of meaning and expression.

9 LINKS TO THE COUNCILS CORPORATE PLAN / OTHER CORPORATE PRIORITIES/ SIP.

These proposals links to the following Corporate Priorities –

- Prosperity – improving Our Communities
- Making Best use of our Budget
- maximise the use of our assets and technology
- develop a stronger organisation development function to increase the skills of employees and allow greater flexibility; and
- improve our communication with citizens to understand their needs and improve their access to our services.

10 CONCLUSION

The revised policy and procedures reflects the current structure of the Council and compliance with the statutory requirements of the Public Health Act 1925 and the Welsh Language Standards Regulations 2015.



- 8.2 It will also provide a clear and transparent process for the benefit of all involved.
- 8.3 The information published on the Council's website will facilitate easy access by all and allow simple and cost effective updates to be made so that the guidance remains relevant.

Other Information:-

Relevant Scrutiny Committee

Public Service Delivery, Communities and Prosperity Scrutiny Committee

Contact Officer

Souren Zeinali – Highways Development Control and Adoptions Manager

Steffan Gealy – Head of Welsh Language Services Unit

LOCAL GOVERNMENT ACT 1972

AS AMENDED BY

THE LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1985

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SERVICES IN DISCUSSIONS WITH COUNCILLORS MORGAN AND
HOPKINS**

Item: Revised Policy and Procedures for Street Naming and House
Numbering

Background Papers

- Welsh Language Standards Regulations 2015.

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Adoptions Manager

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