

CABINET

18TH JULY 2022

STREET NAMING AND PROPERTY NUMBERING POLICY

Purpose:

- To put in place a policy framework that allows officers to operate the Street Naming and Property Numbering function effectively, consistently and efficiently for the benefit of residents, emergency services, businesses and visitors.
- To provide clear criteria for officers to consider the merits of applications received, including the consideration given to the Welsh language.
- To confirm the fee structure as set out within the appended report.
- To clarify the consultation process that will be undertaken both internally and externally within the Council - including liaison with local Member and/or Town and Community Council as appropriate.

Recommendations:

1. That the Council approves the draft policy for a period of public consultation of 28 days.
2. That any representations received to the consultation, along with officer recommendations, be reported back to the Council for deliberation.

Reasons:

- To respond to the notice of motion and subsequent resolution of the Council [on the 13 of October 2021 – minute number 9.1 refers.](#)
- To ensure that the Council reflects those relevant legislative powers and duties, including The Welsh Language Act 1993, the Welsh Language (Wales) Measure 2011, the Well Being of Future Generations Act 2015 and Sections 17 to 19 of the Public Health Act (1925).

Relevant scrutiny committee to be consulted: No

Cabinet Decision Required YES
Council Decision Required YES

CABINET MEMBER PORTFOLIO HOLDER: -

Cllr. Ann Davies, Cabinet Member for Rural Affairs and Planning

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|--|-------------------------------------|---|
| Directorate: | Designations: | Email addresses: |
| Name of Head of Service: Rhodri Griffiths | Head of Place and Sustainability | rdgriffiths@carmarthenshire.gov.uk irllewelyn@carmarthenshire.gov.uk |
| Report Author: Ian Llewelyn | Forward Planning Manager | |

EXECUTIVE SUMMARY

CABINET
18TH JULY 2022

STREET NAMING AND PROPERTY NUMBERING POLICY

1.0 What is the current situation?

1.1 Officers already utilise a guidance document / draft policy that provides a framework to operate the Street Naming and Property Numbering function in an effective and efficient manner. However, following the notice of motion and subsequent resolution of the Council on 13 October 2021 (and the provisions of legislation and policy) the content and scope of the guidance note has been reviewed and is presented as part of this report.

1.2 Reflecting the Council's role in deciding on the names of new streets, recognition is given to the importance of the Welsh language. Consequently, the Council has actively promoted that new street names will adopt a Welsh name that is consistent with the heritage and history of the area. In this respect, advice and support is given to developers on adopting Welsh place names for new developments and consultation is undertaken with the Local Member and Town / Community Councils as appropriate.

1.3 In regards house naming, research was undertaken by Forward Planning in October 2021 as below and reflects data from applications received between 1/6/2015 – 7/10/2021 (Total of 975).

| House Name Language | Applications |
|----------------------------|---------------------|
| Welsh | 500 |
| English | 231 |
| English > Welsh | 87 |
| English > English | 69 |
| Welsh > Welsh | 53 |
| Welsh > English | 35 |

1.4 Llangeler has the highest number of Welsh applications with 32 Applications (Trelech had 1). Llanelli Rural has the highest number of English Applications with 16 Applications (Pendine had 1). Llanfihangel ar Arth has the highest number of Welsh > English Applications at 3 Applications (Talley had 1). Pembrey & Burry Port and St Ishmael are joint top for English > Welsh at 5 Applications (St Clears had 1).

2.0 What does the policy seek to achieve?

2.1 The adoption of a policy allows for officers to apply a consistent approach allowing for:

- changes to existing property names and adding a house name to a numbered address;
- providing numbering schemes for new developments and arranging street names where appropriate;
- registration of new properties and property conversions; and
- re-naming and numbering streets where appropriate.

(Reference should also be made to the 'Purpose' section of this cover report as set out on page 1).

2.2 The address of a property is a very important issue. All public and private sector organisations, the emergency services and the general public need an efficient and accurate means of locating and referencing properties.

3.0 What are our next steps/future proposals?

3.1 Following Council approval, a full public consultation will be undertaken with any representations received reported back for Council's deliberations ahead of the intended adoption of the Policy.

3.2 It should be noted that whilst the implementation of the policy rests within the Place and Sustainability Service, an ongoing cross departmental approach is undertaken (most notably with Corporate Policy) so as to ensure that key policy considerations such as the Welsh language are taken into account.

3.2 Note: Whilst substantively complete the content of the Draft Street Naming and Numbering Policy will be subject to minor additions as it progresses through the reporting process.

REPORT ATTACHED?

Draft Street Naming and Numbering Policy

IMPLICATIONS

I confirm that other than those implications which have been agreed with the appropriate Directors / Heads of Service and are referred to in detail below, there are no other implications associated with this report:

Signed: **R Griffiths** Head of Place and Sustainability

| Policy, Crime & Disorder and Equalities | Legal | Finance | ICT | Risk Management Issues | Staffing Implications | Physical Assets |
|---|------------|------------|-------------|------------------------|-----------------------|-----------------|
| YES | YES | YES | NONE | NONE | NONE | NONE |

1. Policy, Crime & Disorder and Equalities

The policy recognises the importance of property names of historic and / or cultural significance especially those historic Welsh names. In this regard, the policy set out aligns positively with the Well-being of Future Generations Act's goal of creating a *Wales of vibrant culture and thriving Welsh language*.

2. Legal

Carmarthenshire County Council has statutory powers to ensure that all streets and properties are correctly named and numbered within the County. These powers derive from Sections 17 to 19 of the Public Health Act (1925).

Reference is also made to the Welsh Language Act 1993, the Welsh Language (Wales) Measure 2011 and the [Well Being of Future Generations Act 2015](#). With specific reference to the Well Being of Future Generations Act 2015, the following goal is cited: "*A Wales of Vibrant Culture and Thriving Welsh Language*".

3. Finance

No costs are associated with this particular report as its primary purpose is to outline and clarify the Council's position and processes with regards naming and numbering property. It is therefore not anticipated the implementation of the policy will lead to resource implications (including staffing) as the Street Naming and Property Numbering function is already being delivered through current financial provisions. Reference is made to the fee structure contained within the policy which is reflective of the current fees being charged. It should be noted the level of fees charged is discretionary and will be subject to further review.

CONSULTATIONS

I confirm that the appropriate consultations have taken in place and the outcomes are as detailed below

Signed: R Griffiths

Head of Place and Sustainability

Scrutiny Committee - As per cover sheet

- 2. **Local Member(s)** - Will be formally consulted as part of the Public consultation exercise
- 3. **Community / Town Council** - Will be formally consulted as part of the Public consultation exercise
- 4. **Relevant Partners** - Will be formally consulted as part of the Public consultation exercise
- 5. **Staff Side Representatives and other Organisations** - Will be formally consulted as part of the Public consultation exercise

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| CABINET MEMBER PORTFOLIO HOLDER AWARE/CONSULTED: | YES |
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Section 100D Local Government Act, 1972 – Access to Information

List of Background Papers used in the preparation of this report:

THERE ARE NONE