

COUNCIL
21ST JUNE 2023

STREET NAMING AND PROPERTY NUMBERING POLICY

Purpose:

- To put in place a policy 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.

Cabinet Recommendations:

1. To consider and accept the recommendations of the report and adopt the Street Naming and Numbering Policy.

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).

Cabinet Decision Required YES

Council Decision Required YES

CABINET MEMBER PORTFOLIO HOLDER:- Cllr Ann Davies

Directorate
Place and Infrastructure

Name of Head of Service:
Rhodri Griffiths

Report Author:
Ian Llewelyn

Designations:

Head of Place and
Sustainability

Forward Planning
Manager

Tel Nos. 01267 246270

E Mail Addresses:
RGriffiths@sirgar.gov.uk

01267 228816
IRLlewelyn@sirgar.gov.uk

**EXECUTIVE SUMMARY
COUNCIL
21ST JUNE 2023**

STREET NAMING AND NUMBERING POLICY

BRIEF SUMMARY OF PURPOSE OF REPORT.

1. BRIEF SUMMARY OF PURPOSE OF REPORT.

This report follows the report to Council of the 28 September 2022 and the subsequent consultation of the Street Naming and Numbering (SNN) Policy. The report sets out the comments received as part of the consultation together with the draft SNN Policy for consideration and adoption as policy.

2. What is the current situation?

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.

It should be noted that Royal Mail has no statutory responsibilities or powers to either name a street or to name, number, rename or renumber a property. This is a matter for the Authority.

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.

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 |

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).

3. What does the policy seek to achieve?

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.

Note: Reference should also be made to the 'Purpose' section on the cover of this report.

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.

It should be noted that there is limited scope for officers to enforce / mandate – notably in terms of property names. It will be a matter for the Council to lobby with Welsh Government for increased powers – therefore the policy is prepared with reference to the legal position as it stands.

4. Consultation Responses

Following Council approval at its meeting on the 28th September 2022 the Street Naming and Numbering Policy was published for formal consultation between the 12 October 2022 and the 23 November 2022. As part of this consultation six responses were received and are detailed in appendix 1 to this report.

It is noted that none of the responses require a specific amendment to the draft Street Naming and Numbering Policy as attached to this report.

| | |
|----------------------------------|--|
| DETAILED REPORT ATTACHED? | Yes Appendix 1 – Consultation Responses Appendix 2 – Draft Street Naming and Numbering Policy |
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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: | Rhodri 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 the policy 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: Rhodri Griffiths

Head of Place and Sustainability

| | |
|--|----|
| 1. Scrutiny Committee request for pre-determination | NO |
| Scrutiny Committee | |
| Date the report was considered:- | |
| Scrutiny Committee Outcome/Recommendations:- | |

2. Local Member(s) Consulted as part of the formal public consultation exercise.

3. Community / Town Council Consulted as part of the formal public consultation exercise.

4. Relevant Partners Consulted as part of the formal public consultation exercise.

5. Staff Side Representatives and other Organisations Consulted as part of the formal public consultation exercise.

**CABINET MEMBER PORTFOLIO
HOLDER(S) AWARE/CONSULTED**

YES/NO * Delete as appropriate

Yes, consulted on the 8th February 2023

Section 100D Local Government Act, 1972 – Access to Information
List of Background Papers used in the preparation of this report:
 NONE