

BRECKLAND COUNCIL

POLICY DEVELOPMENT AND REVIEW PANEL 1 – 18 DECEMBER 2007

REPORT OF THE OPERATIONS MANAGER (PLANNING AND HOUSING)

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STREET NAMING AND NUMBERING SERVICE

Summary: This report provides members with information in respect of the recent issues around Street Naming and Numbering of new properties in the Carbrooke/Griston Area and details the new procedures being put in place to prevent a re-occurrence.

1. INTRODUCTION/BACKGROUND

- 1.1 A number of recently constructed properties in the parishes of Carbrooke and Griston had recently been given postal addresses for Watton in error. A number of council procedures either have been or are being reviewed to prevent this from re-occurring in the future not least the linking of the Street Naming and Numbering processes operated by Building Control with the Local Land and Property Gazetteer maintained in Environmental Planning.

2. KEY DECISION

- 2.1 This is not a key decision.

3. COUNCIL PRIORITIES

- 3.1 The matter raised in this report falls within the following Council priorities:

- A safe and healthy environment
- A well planned place to live which encourages vibrant communities
- A prosperous place to live and work

4. NEW DEVELOPMENTS IN CARBROOKE AND GRISTON

- 4.1 A number of recently constructed properties in the parishes of Carbrooke and Griston had recently been given postal addresses for Watton in error
- 4.2 This oversight is due to the Royal Mail postal address giving all the properties an address within the Watton area. This oversight relates to thirty seven properties out of a total number of 222. Only thirteen occupied properties were affected
- 4.3 The situation has been rectified with letters of confirmation of the actual Parish location for each property being sent to the following:
- Royal Mail
 - Griston and Carbrooke Parish Councils
 - Watton Town Council
 - The Developer
 - Anglian Revenues Partnership (Council Tax)
- 4.4 In addition the following measures have been undertaken::
- revised Council Tax bills been sent to the affected properties
 - new processes have been put into place to minimise this error from occurring again

5 REVIEW OF PROCEDURES

- 5.1 Historically, the Council has been the first point of contact for a potential developer; the Council consults the Town and Parish Councils, Royal Mail (and others) with the name and plot numbers given to them by the Developer. The procedure is being reviewed and there are two potential options both of which would give local communities a greater role in the process:

Option1 - The Council will ask the developer/agent to agree a street name between themselves and the relevant town or parish council as soon as the application is approved. This gives the relevant town or parish council an input into the naming process rather than it being decided by the developer alone. The potential drawback of this option could be the time taken as there is a requirement for a 21 day consultation period to enable any objections to be made and then Breckland will be required to arbitrate.

Option 2 – The Parish Council is asked to periodically produce a list of e.g 5-10 new names that it is happy with which it provides to Breckland. These are then verified and approved en masse by Breckland Council. The developer will then be asked to choose the most appropriate name from the approved list. This gives the relevant Town and Parish Councils greater control over the name/number and hopefully avoids any unnecessary delay.

- 5.2. All planning applications will be plotted on to the Council's Geographic Information System (GIS) and Local Land and Property Gazetteer (LLPG) on receipt of the application and therefore will be assigned a Parish at that point in the process.
- 5.3. The Council is not required to consult with Royal Mail on the suitability of the name/number – Royal Mail are merely requested to add a post-town and post code via the national Land and Property Gazetteer HUB (known as NLPG Advance).
- 5.4 All relevant bodies are then informed of the address by the NLPG Advance.
- 5.5 It is considered by Officers that the best way to ensure that a repeat of the recent Carbrooke issue is not repeated is to pull the Street Naming and Numbering Function down into the Local Land and Property Gazetteer so that the future requests for new Street and House Names are dealt with spatially (i.e using a map base)

6. RECOMMENDATION

- 6.1 Members Views are requested.

Appendices:

Where appropriate, this report has taken account of the need for compliance with

- The Council's Equal Opportunities Policies
- Section 17, Crime & Disorder Act 1998
- Human Rights Act 1998
- Section 40, Natural Environment and Rural Communities Act 2006