

Dear Members

### **Cabinet**

A meeting of the Cabinet will be held on **Thursday 9 June 2022** at **6.30pm** in the **Craddock Room, Civic Centre, Riverside, Stafford** to deal with the business as set out on the agenda.

Please note that this meeting will be recorded

Members are reminded that contact officers are shown at the top of each report and members are welcome to raise questions etc in advance of the meeting with the appropriate officer.



Head of Law and Administration

## CABINET - 9 JUNE 2022

Chair - Councillor P M M Farrington

### AGENDA

- 1 Minutes of 5 May 2022 as circulated and published on 6 May 2022
- 2 Apologies
- 3 Councillors' Question Time (if any)
- 4 Proposals of the Cabinet Members (as follows):-

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(a) **CLIMATE CHANGE PORTFOLIO**

- (i) Staffordshire Sustainability Board - Vision and Base Pledge 2022 3 - 7

(b) **ECONOMIC DEVELOPMENT AND PLANNING PORTFOLIO**

- (i) Street Naming and Numbering Policy and Procedure 8 - 26

(c) **COMMUNITY PORTFOLIO**

- (i) Safety of Women at Night Funding Update 27 - 30

### Membership

Chair - Councillor P M M Farrington

- P M M Farrington - Leader  
F Beatty - Economic Development and Planning Portfolio  
J M Pert - Deputy Leader and Community Portfolio  
J K Price - Climate Change Portfolio  
R M Smith - Resources Portfolio  
C V Trowbridge - Leisure Portfolio  
M J Winnington - Environment Portfolio

ITEM NO 4(a)(i)

ITEM NO 4(a)(i)

<b>Contact Officer:</b>	<b>Tracy Redpath</b>
<b>Telephone No:</b>	<b>01785 619195</b>
<b>Ward Interest:</b>	<b>Nil</b>
<b>Report Track:</b>	<b>Cabinet 09/06/2022 (Only)</b>
<b>Key Decision:</b>	<b>No</b>

**SUBMISSION BY COUNCILLOR J K PRICE  
CLIMATE CHANGE PORTFOLIO**

<p><b>CABINET</b> <b>9 JUNE 2022</b> <b>Staffordshire Sustainability Board - Vision and Base Pledge 2022</b></p>
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<b>1 Purpose of Report</b>
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- 1 To present the Staffordshire Sustainability Board Vision and Base Pledge 2022.

<b>2 Proposal of Cabinet Member</b>
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- 2.1 That the Vision and Base Pledge be formally approved and the actions contained within it, incorporated into relevant council plans, projects and activities.

<b>3 Key Issues and Reasons for Recommendation</b>
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- 3.1 The Staffordshire Sustainability Board (was set up in the latter part of 2021 as a response to Staffordshire local authorities announcing climate emergencies. The Board comprises of representatives from each council within Staffordshire with a sustainability / climate change portfolio, and also includes support from council officers, directors and additional council staff as and when required.
- 3.2 The Board has made the commitment to work collaboratively across Staffordshire in order to achieve the net carbon zero emissions in line with each of the climate change declarations that councils have made.
- 3.3 Part of this work has included the formulation of a Staffordshire-wide vision and base pledge, contained in the **APPENDIX**, that has been developed in conjunction with, and agreed by, the Staffordshire Leaders and Chief

Executives Group and also the Staffordshire Sustainability Board. The next stage of the process is for cabinet to formally approve the document and implement the actions contained within in.

#### **4 Relationship to Corporate Business Objectives**

- 4.1 This directly contributes to corporate business objective 3.

#### **5 Report Detail**

- 5.1 The Staffordshire Sustainability Board was set up in the latter part of 2021 as a response to Staffordshire local authorities announcing climate emergencies. The Board comprises of representatives from each council within Staffordshire with a sustainability / climate change portfolio (or appropriate substitute), and also includes support from council officers, directors and additional council staff as and when required (such as legal specialists, Chief Executives etc).
- 5.2 The Stafford Borough representatives on the board are Cllr Jonathan Price and Tracy Redpath. The purpose of the board is to facilitate wider collaborative working to enable each of the Staffordshire authorities to achieve their relevant carbon zero dates, as set out in their climate change declarations. In addition to this the board will facilitate discussion and updates on relevant environmental sustainability issues and to debate matters affecting multiple authorities and decide outcomes and objectives for collective projects.
- 5.3 The board, in conjunction with the Staffordshire Leaders and Chief Executives Group, have formulated and agreed a Staffordshire-wide Vision and Base Pledge that sets out a broad vision and a number of commitments that will support the council in achieving the climate emergency declaration agreed at Council in 2019.
- 5.4 The Vision and Base Pledge, contained in the **APPENDIX**, encompasses ten commitments that are spread across all of the activities of the council and that have already been recognised in the Climate Change and Green Recovery Strategy and delivery plan.
- 5.5 It is recommended that this is now formally approved by cabinet and that the actions contained within it, incorporated into relevant council plans, projects and activities.

<b>6 Implications</b>
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<b>6.1 Financial</b>	Feasibility studies are underway to look at the financial impact of proposed climate change initiatives so that relevant budgets can be identified.
<b>Legal</b>	Nil
<b>Human Resources</b>	Nil
<b>Human Rights Act</b>	Nil
<b>Data Protection</b>	Nil
<b>Risk Management</b>	Nil

<b>6.2 Community Impact Assessment Recommendations</b>	There are no known impacts against any of the protected characteristics that have been identified.
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<b>Previous Consideration - Nil</b>
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<b>Background Papers - Corporate Business and Partnerships</b>
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# Staffordshire Sustainability Board

## Vision and council commitments 2022-2023

### **Vision**

The Staffordshire Sustainability Board (SSB) is to facilitate the collaborative forum, to work together, as the democratically elected bodies in Staffordshire, to influence change and to encourage organisations and individuals to ensure that Staffordshire is net carbon zero by at least 2050 or before.

The board will also work as a collective to address climate change adaptation measures that are within individual organisations leverage, to influence and facilitate change with adaptation to climatic changes that are already locked in. Sustainability and habitat biodiversity will be reviewed throughout 2022 and shall be considered in a revised vision in January 2023.

### **Context**

The Staffordshire Leaders and Chief Executives Group has committed to work collaboratively to successfully achieve net carbon zero in line with our independent authority's climate change declarations.

It is recognised that the council's collective carbon footprint is less than 2% of Staffordshire's 5.8MtCO<sub>2</sub>e annual carbon footprint however it is documented that, collectively, the councils could have an influence on a significant proportion of these emissions. This collaboration is to enable and facilitate change, where possible, throughout the geographic area of Staffordshire as a whole.

Work in the longer term will also bring into the discussion and actions, climate change adaptation and sustainable environment concerns.

Throughout all the activities and discussion that resonate from the SSB, we shall actively engage with external organisations that can bring specialist knowledge, understanding and facilitation to the board.

The SSB will comprise senior members of each authority and supported by a team of advisors drawn from across the authorities.

### **Council commitments**

It is proposed that as an initial commitment, the combined councils will within their own carbon emissions boundary initiate the following but acknowledge that the larger scope of climate change mitigation and adaptation is within the wider community of Staffordshire.

**1. Baseline and Reporting** – All Councils will prepare and publish an annual baseline analysis of their organisation's carbon footprint. All Councils will assess and publish progress in reducing their carbon footprint in October each year.

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**2. Carbon Literacy Training & Awareness** – All Councillors and Senior Management Teams will undertake carbon literacy training to build corporate awareness of the issue and the Council’s role in securing carbon reduction. All Councils will conduct a community impact assessment for key projects and proposals and include an assessment of Climate Change Implications in all key decision reports.

**3. Ambassadors** - All Councils will encourage members to act as climate change ambassadors, to encourage reduction in organisational carbon footprints and champion this in their own division/ward areas.

**4. Green Travel Planning** – All Councils will support and facilitate green travel by members, employees, and their communities through promotion of green travel planning. Policy implementation on green transport and ways of working

**5. Communications** – All Councils will contribute to a countywide communications group who will plan to deliver and manage a countywide Communications Plan, working together to drive our collective net zero visions forward, throughout the County.

**6. Green Energy** – All the Councils will commit to procure 100% green energy supplies for their electricity as soon as existing contract commitments allow.

**7. Energy Reduction** – By January 2023, all Councils will have established plans to reduce energy consumption across their estates.

**8. Low carbon fuelled fleet vehicles** – Moving towards an aspirational zero emission operational vehicle fleet, the Councils will by 2025, establish a plan to move to low carbon fuels within their internal fleets by 2030.

**9. Waste & Recycling** – By 2025 there will be a countywide waste strategy that all authorities will adhere to. This strategy will cover all aspects of the countywide waste operation, to reduce residual waste creation, increase recycling rates, promote composting of food waste at home and establish food waste collections throughout the County.

**10. Innovation and Technology** – Working collaboratively with research institutions, businesses and partners the Councils will encourage both innovation and technology development, that will assist the delivery of our combined net zero visions.



**ITEM NO 4(b)(i)**

**ITEM NO 4(b)(i)**

<b>Contact Officer:</b>	<b>Vicki Barraclough</b>
<b>Telephone No:</b>	<b>01785 619327</b>
<b>Ward Interest:</b>	<b>Nil</b>
<b>Report Track:</b>	<b>Cabinet 09/06/2022 (Only)</b>
<b>Key Decision:</b>	<b>No</b>

**SUBMISSION BY COUNCILLOR F BEATTY  
ECONOMIC DEVELOPMENT AND PLANNING PORTFOLIO**

<p><b>CABINET</b> <b>9 JUNE 2022</b> <b>Street Naming and Numbering Policy and Procedure</b></p>
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<b>1 Purpose of Report</b>
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1.1 To seek approval to consult on the draft Street Naming and Numbering Policy and Procedure document as set out in the attached **APPENDIX**.

<b>2 Proposal of Cabinet Member</b>
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2.1 That consultation on the draft Street Naming and Numbering Policy and Procedure be carried out for a period of 6 weeks.

<b>3 Key Issues and Reasons for Recommendation</b>
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3.1 Providing a detailed policy and procedure document will support developers or those wishing to re-name or number their properties and avoid delay.

3.2 Once the consultation period has closed, responses will be considered and an updated document will be presented to Cabinet to seek a resolution to adopt the document.

<b>4 Relationship to Corporate Business Objectives</b>
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4.1 Adoption of a Street Naming and Numbering Policy and Procedure contributes to Corporate Business Objective 1, to deliver sustainable economic and housing growth to provide income and jobs



<b>5 Report Detail</b>
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- 5.1 A policy and procedure document has been drafted attached as an **APPENDIX** to this report.
- 5.2 In undertaking the Street Naming and Numbering function the Council is guided by the following legislation:-
- (a) House numbering and re-numbering  
Sections 64 and 65 Towns Improvement Clauses Act 1847;
  - (b) Street naming, alteration of street names and re-naming roads:  
Sections 17, 18 and 19 Public Health Act 1925;
  - (c) Requirement to display property numbers  
Section 4, The Staffordshire Act 1983.
- 5.3 The reasons for completing street naming and property numbering is as follows:
- In emergencies, particularly at night the need to find addresses quickly by doctors and Emergency Services is important and in certain circumstances can be a matter of life or death.
- Deliveries and services as well as visitors need to be able to locate properties efficiently.
- Many legal transactions associated with properties cannot be progressed until a property can be identified by street name and number. For instance, statutory providers such as gas, electricity and water will not normally connect their services until such time as a premises has been given a formal postal address. For this reason it is advisable that street naming and numbering is applied for from the moment that planning permission is granted.
- 5.4 Having an adopted policy will provide residents and developers with detailed information on how the process works and any considerations that need to be taken into account. This will also help with conflict resolution as the Council and specifically the team responsible for assessing requests will have a policy to refer to when queries arise.

<b>6 Implications</b>
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<b>6.1 Financial</b>	N/A
<b>Legal</b>	<p>(a) House numbering and re-numbering Sections 64 and 65 Towns Improvement Clauses Act 1847:</p> <p>(b) Street naming, alteration of street names and re-naming roads: Sections 17, 18 and 19 Public Health Act 1925;</p> <p>(c) Requirement to display property numbers Section 4, The Staffordshire Act 1983.</p>
<b>Human Resources</b>	N/A
<b>Human Rights Act</b>	N/A
<b>Data Protection</b>	N/A
<b>Risk Management</b>	N/A

<b>6.2 Community Impact Assessment Recommendations</b>	<p>The Borough Council considers the effect of its actions on all sections of our community and has addressed all of the following Equality Strands in the production of this report, as appropriate:-</p> <p>Age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, sexual orientation.</p>
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<b>Previous Consideration - Nil</b>
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<b>Background Papers – N/A</b>
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**ADDRESS MANAGEMENT - STREET NAMING  
AND NUMBERING**

**POLICY AND PROCEDURE**

**June 2022**

**1. INTRODUCTION**

- 1.1 This procedure covers the Council's approach to Address Management including street naming and property numbering.
- 1.2 There have been significant changes in the importance of property addressing since the Town Improvement Clauses Act 1847 (which is still referred to today).

The technological advances now require properties to be mapped onto Geographical Information Systems (GIS) and this local land and property information feeds national databases that many organisations rely on for various purposes. It is therefore essential that the information held and duly used is correct and that all parties who need the information are notified in a timely manner.

- 1.3 The role of the Council is to provide an addressing service where by new developments are given Street names and all properties named or numbered, alongside amendments to current address either due to issues that arise or owner preference. This includes notifying, consulting, and negotiating naming schemes that are acceptable to all parties. There are a wide variety of stakeholders involved, from developers, homeowners, and the Council to the Land Registry, Royal Mail, delivery companies, and the emergency services.
- 1.4 The process for Street Naming and Numbering is set out in Appendix B and the application from which advises on the fees also can be located at this link <https://www.staffordbc.gov.uk/street-naming-and-numbering>
- 1.5 The Council recognises that street naming and property numbering is an important function that must be properly resourced to provide the community with a robust and reliable service. The service is an application-based procedure, which requires a fee to be paid. The fee paid depends on the number of properties involved and the fee schedule is shown in the Council's Schedule of Fees and Charges.
- 1.6 The street naming and property numbering procedures identify how the process of affixing street names and numbers to individual properties is carried out.

**2. REASONS FOR STREET NAMING AND PROPERTY NUMBERING**

- 2.1 In emergencies, particularly at night the need to find addresses quickly by doctors and Emergency Services can in certain circumstances be a matter of life or death.
- 2.2 Deliveries and services as well as visitors need to be able to locate properties efficiently.

- 2.3 Many legal transactions associated with properties cannot be progressed until a property can be identified by street name and number. For instance, statutory providers such as gas, electricity and water will not normally connect their services until such time as a premises has been given a formal postal address. For this reason it would be advisable that street naming and numbering of a property(ies) is applied for from the moment that planning permission is granted.

### **3. POST CODES**

Royal Mail will assign a postcode at the request of the Council. The Council is not able to create new postcodes.

### **4. LEGISLATION**

- 4.1. In undertaking the Street Naming and Numbering function the Council is guided by the following legislation:-

**a) House numbering and re-numbering**

Sections 64 & 65 Towns Improvement Clauses Act 1847;

**b) Street naming, alteration of street names and re-naming roads:**

Sections 17, 18 & 19 Public Health Act 1925;

**c) Requirement to display property numbers**

Section 4, The Staffordshire Act 1983.

- 4.2. Under delegated authority, the Council's Head of Development has power to approve the following:

- Re-naming existing streets - this is normally only considered when changes occur which give rise (or are likely to give rise) to problems for the Emergency Services, or there are changes to road layouts and access arrangements.
- Re-numbering existing properties and buildings - this is normally only considered when changes occur which give rise (or are likely to give rise) to problems for the Emergency Services and/or the inclusion of additional development.
- Allocating house numbers to properties that only have a house name – this function is carried out largely for public safety reasons and in consultation with the emergency services.

**5. APPLICATIONS FOR A STREET NAMING AND PROPERTY NUMBERING SCHEME**

- 5.1 Street Naming & Numbering applications requiring property numbering will be charged at the fee identified in the Council's Schedule of Fees and Charges.
- 5.2 The application will be in the form of a notice to the Council from the applicant who may be any interested party. The application must be accompanied by:
- a) The appropriate fee.
  - b) A plan: (1:1250 maximum) clearly identifying the street to be named and the properties to be numbered. The plan(s) should also be up to date.
  - c) A street naming and property numbering application form.

**6. RESOLUTION OF THE COUNCIL**

- 6.1 Section 21 of the Public Health Acts Amendments Act 1907 and Section 17 to 19 of the Public Health Act 1925 require resolution of the Council.
- 6.2 The Council has resolved to apply sections 17 to 19 of the Public Health Act 1925 and until such time as it resolves to un-apply them the Council cannot use the provisions of Section 21 of the Public Health Acts Amendment Acts 1907 or so much of Section 64 of the Town Improvement Clauses Act 1847 as relates to the naming of streets.

**7. CONSULTATION AND NOTIFICATION**

- 7.1 The Development Support Team based in the Development Service will consult with, as appropriate, Royal Mail and other authorities, which can include Historic England and Staffordshire County Council, before proceeding with the allocation of road names, property numbering, or amendments to addresses.
- 7.2 The Development Support Team will notify the relevant Town or Parish Councils and Ward Members of new street names or changes of street name, re-numbering or a numbering allocation to properties with just house names.
- 7.3 Consultation and notification letters will be sent to existing occupiers if there is a proposed change of road name, re-numbering or a numbering allocation to properties with just house names.
- 7.4 The Development Support Team will liaise with the Council's Local Land and Property Gazetteer (LLPG) to ensure there is no duplication of road

names; to ensure the correct spelling of road names and to ensure the proposal meets with current best practice.

### **8. NAMING OF NEW STREETS**

- 8.1 A person who creates a new street (“the developer”) has the right to name that street (Section 17 of the Public Health Act 1925). Notice must be given to the Council of the proposed name and the Council has one month from the date of the receipt in which to object if it deems the suggested name to be unacceptable.
- 8.2 The Development Support Team will suggest street names for the developer’s approval in the event that the developer does not wish to propose street names.
- 8.3 If a Town or Parish Council wish to put forward suitable street names for a particular development, they are encouraged to make their request directly to the developer in advance, in order not to delay the addressing process once an application has been lodged.
- 8.4 If the developer chooses the street name/s, the Development Support Team will notify the Town or Parish Council.
- 8.5 If the Council objects to the proposed road name the developer may appeal to the Magistrate’s Court and if it does so the Head of Development and the relevant Legal Officer of the Council will represent the Council in the Magistrate’s Court Hearing.

### **9. CHOICE OF STREET NAMES**

- 9.1 Where an area, field, or previous building has names or other things, such as plants or activities historically associated with it, it is good practice to preserve these in street names. Where there is no information to suggest a street name, a new one will be chosen by the Council.
- 9.2 If a “local” name is not forthcoming then there is no reason why any suitable name cannot be chosen. Where several roads are involved, a “theme” linking the names can be used to help identify the area.
- 9.3 Cul-de-sac’s accessed off a road which is itself a no-through road are confusing, requiring long descriptive “leading to” nameplates. In these circumstances it is often appropriate to use just one street name to describe all the roads that are linked to form a no-through road. This may require some or all of the existing properties to undergo re-numbering.
- 9.4 Where a new road is an extension of an existing road it is not normally necessary to give that section a new and separate name.

- 9.5 The use of multiple street name suffixes so that names can be used more than once (such as Orchard Drive, Orchard Close), or particularly long names, are not acceptable as these can cause problems with automation of addresses and form filling. The Council will therefore not accept similarly spelt or similar sounding names where they already exist in an area and will not approve multiple street name suffixes in an area or particularly long street names.
- 9.6 Duplication of road names in the same area or within close proximity of another parish/town (even if it falls within an adjacent Authority's administrative area) is not permissible.
- 9.7 Names that could give offence are not acceptable, nor are names that encourage defacing nameplates.
- 9.8 It is the Council's policy not to name streets after living persons.
- 9.9 The naming of streets after deceased persons is at the discretion of the Head of Development. Surnames of deceased persons can be confused with living persons, so a pre-name may also be appropriate. Historical figures are preferable to those of recently deceased persons.
- 9.10 The use of street names which include numbers can cause confusion, for example 20 Seven Foot Lane. Such names will not be supported by the Council.
- 9.11 The use of any street name with reference to the Royal family, or use of the word "Royal", must obtain the consent of the Lord Chamberlain's office. The applicant is responsible for gaining this consent.
- 9.12 Historic England will be consulted on any Listed Buildings that are to be renamed/renumbered.
- 9.13 Proposed street names which may give rise to challenge due to copyright issues (such as characters from works of literature) will not be supported unless the applicant has obtained the relevant permissions from the artist/ author or their estate.
- 9.14 Street name suffixes are not always essential but if used must be descriptive of the road, for example Road, Street or Drive to indicate a thoroughfare and Close or Grove to indicate a cul-de-sac.
- 9.15 The following is a list of possible suffixes. It is not exhaustive and sometimes other descriptive words maybe more appropriate

**Avenue; Parade; Place; Way:** for residential roads including major roads.

**Lane; Path; Row; Terrace; View; Villas; Walk:** for residential roads (small).



**Chase; Croft; Gardens; Green; Field(s); Lands; Lawns; Paddock; Park; Valley:** for residential roads (subject to there being no confusion with any local open space).

**Circle; Circus:** for a circular road/roundabout.

**Court; Close; End; Grove; Mews; Vale:** for a cul-de-sac only.

**Crescent:** for a crescent shaped road.

**Hill; Ridge; Rise:** for a hillside road only.

**Road; Street; Drive:** for any thoroughfare.

**Square; Quadrangle:** for a square only

## 10. NUMBERING SEQUENCE AND NAMING REQUESTS

- 10.1 The Council has the power to assign numbers to houses and buildings 'as they think fit' and require the number to be displayed (Sections 64 & 65 Towns Improvement Clauses Act 1847).
- 10.2 Convention requires number 1 to be on the left-hand side of a road. Through roads are numbered odds and evens in the direction they would be accessed from the centre of a town or community.
- 10.3 Cul-de-sac's are usually numbered sequentially in a clockwise direction starting with number 1 on the left-hand side of the entrance to the cul-de-sac. Where it is apparent there is a possibility of a cul-de-sac being extended at some time in the future and, where it is appropriate, number the sides odds and evens rather than sequentially to allow the numbering scheme to be extended at a future date.
- 10.4 If open space or undeveloped areas exist along a length of road it is usual to leave spare numbers. As a guide, one number per 4 metre of frontage is normally applied. The Development Support Team however may depart from this convention at their discretion where deemed necessary and appropriate. Open spaces can be used to allow numbers either side of a road to be brought in line with each other.
- 10.5 If a suitable numbering sequence cannot be ascertained, temporary house names may be assigned to plot numbers until the numbering can be determined at a later date.
- 10.6 In residential buildings (e.g., blocks of flats) it is usual to give a street number to each dwelling where the block is up to six storeys in height. When the block exceeds this height or there are not sufficient numbers available because of existing development, the block will be given a name or number in the street.

- 10.7 When flats are numbered internally they will be numbered not lettered e.g. Flat 1, 24, not Flat A, 24; nor 24A.
- 10.8 Infill plots, properties built between existing properties or in the grounds of an existing property, will be given the same house number before the infill followed by suffix of "A", "B" etc. e.g. 24A, 24B etc.
- 10.9 Existing buildings divided into separate flats or business premises will, if possible, be allocated a separate street number for each flat/unit. Where this is not possible because of the existing numbering, all flats will be given one street number and number suffixes of "1", "2" etc. e.g. Flat 1, 24, Flat 2, 24, etc. Commercial premises will be allocated numbers and/or A, B etc. e.g. Unit A, 24, Unit B, 24, etc.
- 10.10 Two buildings in one street may not have the same number or names or similar naming.
- 10.11 Private garages and similar buildings used for housing cars, and such like, will not be numbered.
- 10.12 Buildings on corner plots will be numbered according to the street where pedestrian access is gained.
- 10.13 Generally if a building is demolished then the existing numbering sequence is retained and reused in any new development as far as possible. Where this is not the case, for instance, if a new street is created on the site, then totally new addresses will be created.
- 10.14 If additional plots are added to a proposed development at a later date, (for example, due to a revised layout) these plots will be allocated existing numbering with suffixes of "A", "B" etc. e.g. 24A, 24B etc.
- 10.15 Fields and agricultural holdings will not be assigned a number or name.
- 10.16 Buildings will not be addressed with the name of a business.
- 10.17 Where only names are provided numbers will also be assigned to the properties.

### **11. RE-NUMBERING EXISTING PROPERTIES OR RE-NAMING A STREET**

- 11.1. Re-numbering existing properties/buildings or re-naming streets may cause costs and or disruption to individual occupiers and wherever possible should be avoided. For new development within an existing street the use of suffixes of "A", "B" etc, or re-numbering where just a few properties are affected, is preferable to wholesale re-numbering of a large street. However, this is not always possible and the re-naming of

streets and renumbering of properties will be at the discretion of the Head of Development.

Consultation is carried out with Town or Parish Councils and Ward Members. If any representations to re-naming or re-numbering are received from residents the Ward Member may request the matter be brought before Cabinet to make the final decision.

- 11.2. Re-numbering existing properties and buildings is normally only considered when changes occur which give rise (or are likely to give rise) to problems for the Emergency Services and the inclusion of additional development. Before any consideration will be given to changing an existing scheme the following issues must be satisfied:
1. There is a clearly identified problem.
  2. The problem cannot be overcome by reasonable displaying of property numbers or street names.
  3. The problem can be fully resolved by re-numbering properties and /or re-naming streets in accordance with this procedure.
  4. All occupiers on each street, whose properties are to be changed, are requesting the change or that over two thirds of the respondents on each street agree with the change.
  5. The change is practicable and will have no detriment to any other property and will cause no conflicts.
- 11.3 Sections 64 and 65 of the Towns Improvement Clauses Act 1847 allow a Council to require buildings to be marked with numbers “as they think fit”. There is no right of appeal or requirement for formal consultation. However, if there is a re-numbering of properties the Council will send notification letters to occupiers. The notification to occupiers should give a specific date on which the re-numbering comes into effect. The Council will normally allow 8 weeks for occupiers to display the new numbers to be followed up at such time by the Development Support Team.
- 11.4 Re-naming a street is normally only considered when changes occur which give rise (or are likely to give rise) to problems for the Emergency Services.
- 11.5 An Order of the Council must be made for re-naming. Where a street is to be re-named, notices will be displayed on that street under Section 18 Public Health Act 1925 and will remain in place for a least 1 month before an Order changing the name will be made. A copy of the order will be sent to the Magistrates Court informing them of the proposed change. If an appeal is made to a Magistrates Court, the Council must wait until that appeal is heard.

- 11.6 When re-naming a street, as much notification as is practicable will be given to the residents. Once the new name is decided, occupiers will be informed a week before the new name comes into effect, (this will be at least 6 weeks from the date of the Notice) to allow residents time to re-organise their personal correspondence etc and also take into account the need to seek advice from a Solicitor regarding any change to their property's deeds.

**12. ALLOCATION OF NUMBERS TO PROPERTIES WITH NAMES ONLY**

- 12.1 The Council will consider, for public safety reasons, requests from Emergency Services, Town or Parish Councils or members of the general public to allocate numbers to properties which only have names.
- 12.2 The Development Support Team will liaise with residents, the Town or Parish Council and Ward Members. The Head of Development will make the final decision.
- 12.3 After the numbering has been completed, occupiers will be sent a formal notice. The Council will normally allow 8 weeks for occupiers to display the new numbers to be followed up at such time by the Development Support Team.

**13. CHANGING AN EXISTING NAME TO PROPERTIES NOT PART OF A NUMBERING SCHEME**

- 13.1 Whilst the Council will always seek to ensure properties are numbered, there are properties in the district that have not been numbered and are known officially by their property name. The Council will consider requests from occupiers to change the property name, providing that there is no conflict with any other address. Changing the name of a Listed Building will require the Council to consult with Historic England.
- 13.2 The occupier must apply to change the name and the naming and numbering procedure must be followed.
- 13.3 For premises used for business, the name of the property must be different from the name of the business.

**14. ADDING NAMES TO PROPERTIES WITH AN EXISTING NUMBER**

- 14.1 A name can be added to the official postal address providing there is no conflict with any other address. However, the property number must always be used in conjunction with the house name; the number must always be included and displayed. It is not permitted to change a property number to a property name.

- 14.2 The occupier must apply to change or add the name and the relevant procedure must be followed.

**15. CLAIMS FOR COMPENSATION**

The Council is not liable for any claims for compensation arising directly or indirectly from the naming of roads, re-naming of roads, numbering, or re-numbering of properties.

**16. DECISION AND DISCRETION**

The Council's decision is final for the naming of roads, renaming of roads, numbering or re-numbering of properties and it is at the discretion of the Head of Development. However, in cases where objections have been made via the Magistrates Court then the decision of the Court will be upheld.

**17. DEFINITIONS**

- 17.1 All references to 'Council' relate to Stafford Borough Council.
- 17.2 All references to the 'occupier' relate to the person or persons responsible for paying the Council Tax or Business Rates.
- 17.3 All references to the 'owner' relate to the person or persons recorded in the Land Registry Title.
- 17.4 Any reference to a 'property number' may include a 'property name' where this is an existing situation or where it is not practicable to number the property.
- 17.5 The 'Head of Development' is the permanent Head of Development of Stafford Borough Council or person assigned that role on a temporary basis in the absence of the permanent Head of Development.

**18. THE COUNCIL IS NOT RESPONSIBLE FOR THE FOLLOWING:**

- 18.1 Correspondence and deliveries not being delivered to the correct address. Any complaints should be directed to Royal Mail's Customer Services.
- 18.2 The address being unavailable on databases used by third parties, such as retail outlets (including Internet-based ones), Satellite Navigation systems and online mapping suppliers.

**19. RESPONSIBILITY FOR DISPLAYING NUMBERS AND NAMEPLATES**

19.1 It is the responsibility of the building occupiers to display the property numbers. The Council's Specification for Street Name Plates can be found at **Appendix A**.

19.2. It is the responsibility of the developer to initially display street name plates this is applicable for roads that are to be adopted or private roads. It is advisable for street names to be installed prior to occupation of properties on the street. The following recommendations for the installation of street name plates are given below:

- a) Street name plates should be fixed as near as possible to street corners, so as to be easily readable by drivers as well as pedestrians. The name plate should normally be within 3 metres of the intersection of the kerb lines, but where this is not practicable the distance may be varied up to a maximum of 6 metres.
- b) Street Name plates should be mounted so that the lower edge of the plate is approximately 1 metre above the ground at sites where they are unlikely to be obscured by pedestrians or vehicles and at approximately 2.5 metres where obstruction is a problem. They should never be lower than 0.6 metres or higher than 3.6 metres.
- c) Name plates should normally be fixed at each street corner. At minor crossroads, particularly in residential areas, one plate on each side of the street positioned on the offside of traffic emerging from the road may be sufficient, except where the road name changes or where it is thought that paragraph h) below would apply. At major crossroads, name plates will be necessary on both sides of each arm.
- d) At T-junctions a main street name plate should be fixed directly opposite the traffic approaching from the side road.
- e) Where the street name changes at a point other than a crossroads both names should be displayed at the point of change and where appropriate arrows to indicate clearly to which parts of the street name refer.
- f) On straight lengths of road without intersections name plates should be repeated at reasonable intervals with priority given to such places as bus and railway stations and opposite entrances to well frequented sites such as car parks.

- g) Where two streets branch off from a common junction with a third street, plates on fingerpost mountings can be useful, provided they do not obscure any traffic sign.
  - h) Where it might be reasonably be expected, for example at intervals on long straight lengths of road or at intersections or T-junctions, it is useful to incorporate on the name plate information indicating street numbers on either side of the intersection.
  - i) Whenever practical, street name plates should be mounted on walls, buildings, or other boundary structures at the back edge of the footway. Post mounting or finger mounting should only be used where normal mounting does not make the plate conspicuous (for example, where an important side road has a narrow entrance or in the exceptional circumstances mentioned in Paragraph H above or where it will frequently be obscured by pedestrian movement and cannot be mounted at 2.5 metre height).
  - j) The name plates should be so fixed that there is a clear space of at least 300mm in every direction between them and any notices, advertisements or other printed or written matter. Where possible greater clearance should be provided. Nor should they be incorporated.
  - k) Where possible, name plates should be fixed so that they will be illuminated by light from street lamps, especially at important junctions, provided they remain visible to vehicles on the main carriageway.
- 19.3 The Council will assume responsibility for maintaining street name plates once the initial sign has been positioned and where Staffordshire County Council's Highways Department has formally adopted the road/street as part of the publicly-maintained highway.

## 20. DISPUTES

- 20.1 If you have concerns with how your application has been dealt with please raise these via a corporate complaint, the details of this process can be found at the webpage below:

<https://www.staffordbc.gov.uk/Complaintsprocedure>

- 20.2 Objections to new Street Names are lodged with the Magistrates Court the decision of the Court will be upheld in these instances.

APPENDIX A

SPECIFICATION FOR STREET NAMEPLATES

Background and Legend

- Residential area street nameplates shall have a green background with Transport Medium white class II reflective text.
- Industrial Estate area street nameplates shall have a white class II reflective background with 100mm Transport Heavy text.
- Classified Road street nameplates shall have white retro reflective background with 100mm Transport Heavy Text. (Black)
- Where the street nameplate is to be erected within a cul-de-sac, a 'T' plate to diag. 816 caps with T.S.R.E.D's 1994 ("No through road for vehicular traffic") (blue background, red horizontal, white vertical) must be integrated to the appropriate side of the street name lettering.

Street Nameplate Specification

- The nameplate shall be manufactured from 3mm thick polycarbonate, 150mm deep clear panel, reverse printed having 100mm transport text with 12mm border. The whole plate shall be sealed to prevent the ingress of moisture.

Metal Frames – Housing Estates

- The "guardian" support frame shall be manufactured from 2 off 50mm box section steel vertical supports 1000mm high with 25mm angle bar welded 75mm from base.
- The nameplate shall be affixed into the frame by means of riveting.
- The nameplate tray shall be folded to the required channel section and welded to the upright supports to form a ridged structure. The whole steel support to be hot dip galvanised to B.S. 729 after manufacture.

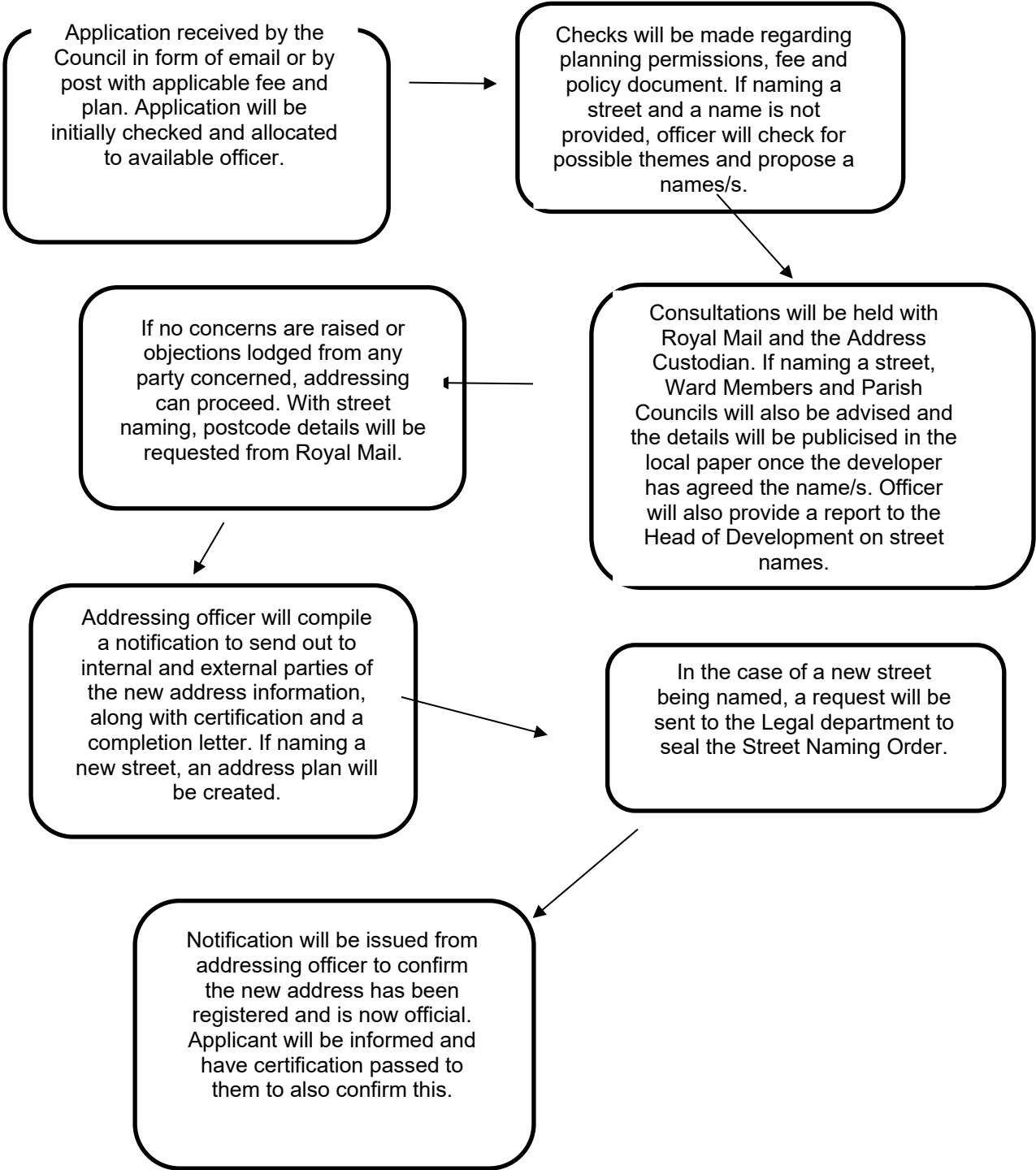
Recycled plastic frames and backing – Rural Areas

- **Posts** – Black recycled plastic posts. Post dimensions 80 x 80 x 120mm with bevelled tops. Milled (routed) at top of post to accept main background assembly. Backboard and sign secured to post and fixings hidden using protective caps. Base posts drilled to accept anchor pins 10mm x 160mm.
- **Backboard** – 30mm x 150mm section, overall height and length of backboard is dependent upon number of lines and length of wording.



- **Signface** – Stabilised impact resistant polycarbonate with legends applied directly to the reverse side.
- **Channel** – “U” Section channel fitting to the top and bottom of backboard to retain sign face. Aluminium “U” Section channel to be powder coated white.
- **Lettering** – The maximum number of letters permitted per line is 12 or 23 where road name allows. 100mm white reflective letters, background colour to be class 2 Green reflective.

Appendix B Street Naming and Numbering Procedure



ITEM NO 4(c)(i)

ITEM NO 4(c)(i)

<b>Contact Officer:</b>	<b>Victoria Cooper</b>
<b>Telephone No:</b>	<b>01785 619385</b>
<b>Ward Interest:</b>	<b>Nil</b>
<b>Report Track:</b>	<b>Cabinet 09/06/2022 (Only)</b>
<b>Key Decision:</b>	<b>No</b>

**SUBMISSION BY COUNCILLOR J M PERT  
COMMUNITY PORTFOLIO**

<p><b>CABINET</b> <b>9 JUNE 2022</b> <b>Safety of Women at Night Funding Update</b></p>
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<b>1 Purpose of Report</b>
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- 1.1 To provide an update on the funding allocated to Stafford Borough Community Wellbeing Partnership (CWP) for the Safety of Women at Night (SWaN).

<b>2 Proposal of Cabinet Member</b>
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- 2.1 That the content of the report be noted.

<b>3 Key Issues and Reasons for Recommendation</b>
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- 3.1 The Community Wellbeing Partnership (CWP) has received funding via the Staffordshire Commissioners Office from the Safety of Women at Night (SWaN) funding provided by the Home Office.
- 3.2 Women and girls are disproportionately affected by certain crime types. For example, they are four times more likely than men to experience a sexual assault. Women and girls have also been found to suffer high levels of sexual and verbal harassment.
- 3.3 The tragic killing of Sarah Everard brought to the forefront concerns about woman and girls' safety in public places. Following the meeting of the Prime Minister's Crime and Justice Taskforce (CJTF) on 15 March 2021, the Government announced immediate steps to protect women and girls in public spaces, including the rollout of initiatives to improve the safety of women in public spaces at night, including in the night-time economy. Although this case is high profile and attracted media attention it is not an isolated incident.

There are ongoing reports of violence against women and prioritising the safety of women at night has been highlighted by these tragic cases. There has also been a shift in perspective that more focus should be given to perpetrators rather than focussing on the victim.

- 3.4 The funding is to implement initiatives focused on preventing violence against women and girls (VAWG) in public spaces at night, including in venues and related routes home.

#### **4 Relationship to Corporate Business Objectives**

- 4.1 Community Safety interlinks with all corporate priorities but primarily sits within business objectives 2 and 3

#### **5 Report Detail**

- 5.1 The CWP is an important, statutory feature of the network of partnerships that help to tackle crime and disorder. For this funding, it is recognised that the CWP has a range of partners that can develop innovative initiatives. It also encourages wider partnership working.
- 5.2 The areas for the funding are;
- Survey
  - Charter
  - Safe Routes
  - Safe Places
  - Training
  - Taxi Marshals
  - Media Campaigns
  - Project Management
- 5.3 Due to some delays by Central Government to approve the funding it was agreed that the Commissioner's Office would lead on the pan Staffordshire elements of the bid and the Stafford CWP would lead on the local initiatives namely, Safe Routes, Safe Places and Taxi Marshals.
- 5.4 The CWP has been allocated
- £20,000 for safe routes
  - £17,000 for safe places
  - £5,000 for taxi marshals
- 5.5 Through effective partnership working with Pub Watch and the Partnership Against Business Crime In Staffordshire (PABCIS), a taxi marshal service has been secured. The funding will cover 2 SIA approved taxi marshals for 21 shifts which will begin in April. The marshal service will operate between the

hours of 9pm and 4am on a Saturday night as this is the time with the greatest demand.

- 5.6 The CWP felt that supporting the existing street pastors to recruit and train more volunteers would be a sustainable option for when the funding ends. The street pastors are able cover a wide area of the town. They can focus their patrols to support vulnerable people in areas where there may be no other means of support, for example CCTV coverage.
- 5.7 For the remainder of the safer routes funding the CWP will enhance the taxi marshal service and produce a map and safety items such as personal alarms. Once the branding has been distributed to the CWP these will be produced in house. They will then be given out in conjunction with the SWaN training and awareness sessions delivered by Resolv.
- 5.8 As part of safe routes the CWP will develop a map of the town centre with Stafford Borough Councils graphic designer highlighting premises that operate during the evening and places of safety including the taxi rank.
- 5.9 Staffordshire Womens Aid and Resolv will inform the messaging of a safety plan for getting home. This will be shared via social media, within the college and 6<sup>th</sup> forms and within the town centre. Hollie Guard will be more widely promoted by the CWP, personal alarms, torches and drink spiking prevention tools will be distributed. A webinar will be produced to educate workers within the night time economy how to identify vulnerable persons and how to assist them safely on the route home.
- 5.10 A vehicle is being purchased for the safe space element of the bid. This will be managed by the Stafford Street Pastors. It will be located within the town centre of an evening and used as a place of safety. Whilst some districts have looked at renting an empty shop unit, this did not seem a sustainable option for Stafford and the cost involved in insurances and rent alone was too great.
- 5.11 The street pastors will be able to offer, warm drinks, advice and guidance and will be able to request assistance from other agencies if required to attend the vehicle. The vehicle will not be used to transport people.

<b>6 Implications</b>
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<b>6.1 Financial</b>	The allocation of funding to the council is at risk if the funding is not allocated by 31 March 2022
<b>Legal</b>	Section 17 of the Crime and Disorder Act 1998 puts a statutory duty on local authorities to tackle crime and disorder as part of their core or 'mainstream' work and requires them to consider the impact of their services in reducing crime and disorder.
<b>Human Resources</b>	
<b>Human Rights Act</b>	

<b>Data Protection</b>	
<b>Risk Management</b>	

<p><b>6.2 Community Impact Assessment Recommendations</b></p>	<p>The Borough Council considers the effect of its actions on all sections of our community and has addressed all of the following Equality Strands in the production of this report, as appropriate:-</p> <p>Age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, sexual orientation.</p> <p>This funding specifically names women and girls as the beneficiaries, however, we envisage that the safety measures will benefit the wider community.</p> <p>Any services that are being commissioned will be inclusive. The community safety team will work closely with agencies who support individuals, using appropriate referral mechanisms and the Partnership Hub.</p> <p>Safeguarding concerns will be escalated to appropriate personnel. If referrals do not meet thresholds for safeguarding, then a referral will be made to the multi agency Partnership Hub for discussion and signposting.</p> <p>Powers within the Crime and ASB Act 2014 will be used in order to tackle ASB and disorder within the borough.</p> <p>Low crime and ASB rates will make the borough more appealing to live, work and visit. Ensure that reductions in crime and anti-social behaviour are communicated effectively.</p>
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<b>Previous Consideration - Nil</b>
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<b>Background Papers – File available in Corporate Business and Partnerships</b>
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