

<b>6 July 2021</b>		<b>ITEM: 5</b>
<b>Planning, Transport and Regeneration Overview and Scrutiny Committee</b>		
<b>Approval of Naming &amp; Numbering of Streets and Highway Assets Policy</b>		
<b>Wards and communities affected:</b> All	<b>Key Decision:</b> Non Key	
<b>Report of:</b> Peter Wright, Strategic Lead – Highways Infrastructure		
<b>Accountable Assistant Director:</b> Julie Nelder, Assistant Director – Highways, Fleet and Logistics.		
<b>Accountable Director:</b> Julie Rogers, Director of Public Realm		
<b>This report is</b> Public		

## **Executive Summary**

Thurrock Council has a statutory obligation to administrate the process for Street Naming and numbering (SNN). There is a long established process in place and currently adhered to, but it is not contained within a policy. This report therefore seeks to formalise the process and take the opportunity to include a process for the naming of roads after individuals. This Policy sets out the process and guidelines to formalise it.

### **1. Recommendations:**

**1.1 That Planning, Transport, Regeneration Overview and Scrutiny Committee note the above named Policy and processes contained therein for implementation and recommend to Cabinet for approval.**

### **2. Introduction and Background**

**2.1** Thurrock Council is responsible for the administration of the Street Naming and numbering process to ensure all properties within the borough are officially addressed. With the address of a property becoming ever more a very important issue, organisations such as Royal Mail, the Emergency Services and the ever increasing delivery companies require an efficient and accurate means of locating and referencing properties.

- 2.2 As the highway authority, we have the statutory obligation to create official addresses for every residential and commercial property within the borough ensuring all properties have a verified street name and number.
- 2.3 There is an established process in place already for the naming and numbering of streets which was approved many years back by the previously formed Environmental Services Committee. This Policy sets out that process and in addition, includes a process for naming highway assets, should we receive requests of this nature in the future. Furthermore, requests are periodically received for streets to be named in memory of a deceased person and the Policy acknowledges the importance and the need for such requests to be carefully considered and appropriately processed.
- 2.4 Within this policy there is also the ability, if required, to enable the council to formally name and register highway assets such as bridges, and roundabouts.
- 2.5 The Policy will be administered by the Highways Infrastructure Team and the procedure and key decisions relating to the naming of Highway Assets will be referred to the Portfolio Holder for Highways and Transportation for discussion and then Cabinet for approval of the recommendation made, as set within Appendix 4 of the Policy.

### **3. Reasons for Recommendation**

- 3.1 Thurrock has a statutory obligation for the administration of street naming and numbering and therefore this Policy provides a framework in which we can manage applications ensuring the appropriateness and suitability of applications. Whilst the process of naming and numbering new developments is long established, the Policy brings that process together along with a newly formed process of naming structures and other highway assets.

### **4. Consultation (including Overview and Scrutiny, if applicable)**

- 4.1 Consultation has taken place with the Cabinet Member for Highways and Transportation.

### **5. Impact on corporate policies, priorities, performance and community impact**

- 5.1 This report and recommendations allows us to add value and sense of ownership for residents and businesses where they live by formalising a Policy that allows us to name roads and assets in a respectful and relatable way.

## **6. Implications**

### **6.1 Financial**

Implications verified by: **Laura Last**  
**Senior Management Accountant**

There are no financial implications generated by the approval of this Policy. Charging arrangements are contained in the Council's Fees and Charges approved by Cabinet.

### **6.2 Legal**

Implications verified by: **Tim Hallam**  
**Deputy Head of Legal and Deputy Monitoring Officer**

The process set out within the policy complies with the statutory process.

### **6.3 Diversity and Equality**

Implications verified by: **Becky Lee**  
**Team Manager - Community Development and Equalities**

There are no diversity and equality implications relating to this report.

### **6.4 Other implications** (where significant) – i.e. Staff, Health, Sustainability, Crime and Disorder)

- Not applicable.

## **7. Background papers used in preparing the report** (including their location on the Council's website or identification whether any are exempt or protected by copyright):

- NA

## **8. Appendices to the report**

- Appendix 1 - Naming & Numbering of Streets and Highway Assets Policy

**Report Author:**

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Public Realm