

Cabinet  
8 July 2021

**Title: SNN Policy Document 2021**

**Lead Officer: Mark Barnes**

**Portfolio Holder: Cllr. Andrew Day**

**Public report**

**Wards of the District directly affected:** All of Warwick District Council

Contrary to the policy framework: No

Contrary to the budgetary framework: No

Key Decision: No

Included within the Forward Plan: No

Equality Impact Assessment Undertaken: No

Consultation & Community Engagement: No

Final Decision:

Accessibility checked: Yes

**Officer/Councillor Approval**

<b>Officer Approval</b>	<b>Date</b>	<b>Name</b>
Chief Executive/Deputy Chief Executive	21/06/21	Andrew Jones
Head of Service	21/06/21	David Elkington
CMT	21/06/21	
Section 151 Officer	21/06/21	Mike Snow
Monitoring Officer	21/06/21	Andrew Jones
Finance	21/06/21	Mike Snow
Portfolio Holder(s)	21/06/21	Cllr. Andrew Day

### 1. Summary

- 1.1. Warwick District Council has a legal responsibility to ensure that all streets are named, and all properties are numbered. The authority has the power to approve or reject property addresses submitted by developers or the general public, or alternatively prescribe its own addressing schemes.
- 1.2. The GIS Team undertakes this mandatory responsibility through its Street Naming and Numbering (SNN) function under the provisions of Section 64 and 65 of the Town Improvements Clauses Act 1847 and Section 17, 18 and 19 of the Public Health Act 1925.

### 2. Recommendation

- 2.1. That Cabinet approve the latest version of the Street Naming and Numbering Policy in order that the service can be provided to an efficient and effective standard.

### 3. Reasons for the Recommendation

- 3.1. It is required by Legislation that SNN maintain an up to date policy in line with the items identified in paragraph 1.2
- 3.2. Street Naming and Numbering is an important function and is vital in that it allows the Council to maintain a comprehensive and accurate address database (Land and Property Gazetteer or NLPG) covering all properties in the Warwick District area. This local LPG is subsequently an integral part of a National database (NLPG).

### 4. Policy Framework

#### 4.1. Fit for the Future (FFF)

- 4.1.1. These are the words to use:
- 4.1.2. "The Council's FFF Strategy is designed to deliver the Vision for the District of making it a Great Place to Live, Work and Visit. To that end amongst other things the FFF Strategy contains several Key projects.
- 4.1.3. All reports need to say how the proposition within it contributes to the overall FFF Strategy by completing the boxes below in relation to the intended outcomes. If there are none then say so; if they work in the opposite direction, then say so.
- 4.1.4. "The FFF Strategy has 3 strands, People, Services and Money, and each has an external and internal element to it, the details of which can be found [on the Council's website](#). The table below illustrates the impact of this proposal if any in relation to the Council's FFF Strategy."
- 4.1.5. Under each heading below, you should use auto-numbering for your paragraphs, and they should look like below (4.2.1, 4.2.2 etc.)

#### 4.2. **FFF Strands**

##### 4.2.1 **External impacts of proposal(s)**

**People - Health, Homes, Communities** - None

**Services - Green, Clean, Safe** - None

**Money- Infrastructure, Enterprise, Employment** - None

##### 4.2.2. **Internal impacts of the proposal(s)**

**People - Effective Staff** – These changes to the Policy document are expected to enable officers to give consistent, up to date and effective advice regarding the Street Naming and Numbering process.

**Services - Maintain or Improve Services** - The Policy provides a framework for the Council to operate a legally required Street Naming and Numbering function. It is anticipated that these changes to the Policy will assist the staff in providing an effective and efficient service for the benefit of residents and businesses.

**Money - Firm Financial Footing over the Longer Term** - To ensure optimal use of our assets required to provide the service.

#### 4.3. **Supporting Strategies**

4.3.1. *Each strand of the FFF strategy has a number of supporting Strategies – the next part of the Policy Framework should set them out. This might be the Local Plan; the People Strategy, the Playing Field Strategy and so on and the relevance of the report to them. So for example:*

4.3.2. "Each strand of the FFF Strategy has several supporting strategies and the relevant ones for this proposal are explained here [....]." The text should explain how the proposal is or is not consistent with the relevant supporting strategies.

#### 4.4. **Changes to Existing Policies**

4.4.1. This Section should address if the report brings forward changes to the policies listed below, the Council has set out guidelines on how these can be amended in its Constitution (see pages E38 – 41).

4.4.2. The principle formal policies are listed below but there will be others that form part of the Council's policy framework:

- Fit for the Future
- Development Plan Documents
- Food Law Enforcement Service Plan
- The plan and strategy which comprise the Housing Investment Programme

4.5. **Impact Assessments**

- 4.5.1. No impact assessment has been carried out as this is an amendment of an existing policy

5. **Budgetary Framework**

- 5.1. The Budgetary Framework is not being amended although fees are set annually for the SNN process for which these will have already previously been agreed with Finance.

6. **Risks**

- 6.1 The only risks that exist to the Council are those due to natural market forces and not as a result of this individual request for changes.

7. **Alternative Option(s) considered**

- 7.1. This section does not apply.

8. **Background**

- 8.1. This section does not apply.