



<b>Report To:</b>	Cabinet
<b>Date:</b>	12 <sup>th</sup> December 2024
<b>Subject:</b>	Street Naming and Numbering Policy
<b>Purpose:</b>	To introduce a Partnership Street Naming and Numbering Policy
<b>Key Decision:</b>	No
<b>Portfolio Holder:</b>	Councillor John Baxter, Portfolio Holder - Housing
<b>Report Of:</b>	Christian Allen, Assistant Director – Regulatory
<b>Report Author:</b>	Pauline Lyon, Group Manager, Building Control
<b>Ward(s) Affected:</b>	N/A
<b>Exempt Report:</b>	No

### **Summary**

This report seeks Cabinet approval to adopt a single Street Naming and Numbering Policy (SNN) for South and East Lincolnshire Councils Partnership.

The Council has a duty to ensure that all roads in the district are named and all properties numbered or named. It is important to have a SNN Policy in place to ensure the SNN function is effective and efficient. Boston Borough Council have not previously had a SNN Policy.

The partnership policy seeks to align and harmonise current best practice and procedures across the three Councils of Boston, East Lindsey and South Holland.

### **Recommendations**

- That Cabinet consider the report, policy and feedback from Corporate and Community Overview and Scrutiny Committee, see Appendix 2, and approve the South and East Lincolnshire Councils Street Naming and Numbering Policy for adoption by Boston Borough Council.

- That the Group Manager Building Control and the Assistant Director Regulatory be given delegated authority to make such amendments to this policy as may from time to time be required in order to (i) reference any links or amended links to other documents as may be required; and (ii) reflect any issues over which the Council has no discretion including, but not limited to, references to any legislative changes and amended guidance. Any material amendments to the policy will be subject to the usual approval process in line with the Constitution.

### **Reasons for Recommendations**

To align and harmonise current best practice and procedures across the three Councils.

### **Other Options Considered**

Do nothing – this wouldn't harmonise SNN across the partnership.

Producing a standalone policy for Boston Borough Council wouldn't align and harmonise processes and would limit the opportunity to share resources.

## **1. Background**

- 1.1 Street Naming and Numbering is a statutory function. At present Boston Borough Council doesn't have a SNN Policy.

The Partnership alignment and Delivery Plan 2024/25 itemises a review of the SNN Policy as a deliverable, in order to be efficient and effective.

## **2. Report**

- 2.1 The draft policy is detailed as Appendix 1.
- 2.2 This is a new policy for Boston Borough Council. It has been drafted considering the current policies at East Lindsey District Council/South Holland District Council and referring to The Code of Practice as advised by Geoplace, who are responsible for collating, managing and maintaining the primary UK authoritative geospatial address and street data.
- 2.3 The Council has a duty to ensure that all roads in the District are named and all properties numbered or named.
- 2.4 It's important that the SNN function operates effectively and efficiently according to set procedures, for the benefit of the residents and visitors to the area, to ensure anyone travelling around the District can easily find where they are going. Clear, unambiguous property addresses are therefore essential. This is particularly important for emergency services responding to incidents swiftly and delivery services to ensure accurate distribution of mail and parcels.

- 2.5 The SNN function currently sits in Assets at Boston Borough Council but sits in Regulatory/Building Control at South Holland and East Lindsey. A single partnership policy will ensure that there is a consistent approach across all three Councils and will in due course deliver the objectives of the Regulatory Service Review in facilitating the SNN function at Boston to also sit Regulatory/Building Control. A Partnership policy also supports opportunities for shared working.
- 2.6 Under the provision of Section 93 of the Local Government Act 2003, the Authority reserves the right to make an administrative charge for the provision of the service. In doing so, the income from charges must not exceed the cost of providing the service.
- 2.7 The fees and charges will be reviewed annually during the Council's budget setting process.

### **3. Conclusion**

- 3.1. A shared partnership policy will ensure there is a consistent approach to street naming and numbering, ensuring residents and visitors to the area can easily find where they need to go.

### **Implications**

#### **South and East Lincolnshire Councils Partnership**

Adopting a single SNN Policy will benefit from a consistent approach and open up opportunities for the sharing of resources.

#### **Corporate Priorities**

This delivers on the Partnership Alignment and Delivery Plan 24/25 to align the Street Naming and Numbering Policy across the partnership.

#### **Staffing**

None

#### **Workforce Capacity Implications**

None

#### **Constitutional and Legal Implications**

None

#### **Data Protection**

None

## **Financial**

This report recommended the harmonisation of the fees and charges for the SNN function.

## **Risk Management**

None

## **Stakeholder / Consultation / Timescales**

Consultation has been undertaken with the relevant Portfolio Holder and Section 151.

## **Reputation**

None

## **Contracts**

None

## **Crime and Disorder**

None

## **Equality and Diversity / Human Rights / Safeguarding**

An Equality Impact Assessment has been completed and the outcome was that there is no adverse effect from this policy.

## **Health and Wellbeing**

None

## **Climate Change and Environmental Implications**

None

## **Acronyms**

The Partnership – South and East Lincolnshire Councils Partnership

SNN – Street Naming and Numbering

## **Appendices**

Appendix 1	Street Naming and Numbering Policy
Appendix 2	Minutes from Corporate and Community Overview and Scrutiny Committee

## **Background Papers**

Background papers used in the production of this report are listed below: -

**Document title****Where the document can be viewed**

Street Naming and  
Numbering – Code of Practice

[Home - Street Naming and Numbering \(geoplace.co.uk\)](http://geoplace.co.uk)

**Chronological History of this Report**

N/A

**Report Approval**

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