

To: Cabinet
Date: 12 July 2023
Report of: Head of Planning Services
Title of Report: Review of the Street Naming and Numbering Policy

Summary and recommendations	
Purpose of report:	To seek approval for a revised Street Naming and Numbering Policy
Key decision:	No
Cabinet Member:	Councillor Louise Upton, Cabinet Member for Planning and Healthier Communities
Corporate Priority:	Support Thriving Communities; Enable an Inclusive Economy
Policy Framework:	Council Strategy 2020-24

Recommendations: That Cabinet resolves to:
1. Approve the draft Street Naming and Numbering Policy (at Appendix 1); and
2. Delegate authority to the Head of Planning Services to make any amendments to the draft Policy as a result of Cabinet's consideration of it.

Appendices	
Appendix 1	Draft Street Naming and Numbering Policy

Introduction and background

1. Oxford City Council is the relevant authority to issue new street names and numbers within the Council's administrative area.
2. The Council is empowered by the provisions of the Oxfordshire Act 1985 (sections 13 and 14), the Public Health Act 1925 (sections 17 to 19) for the purpose of naming street and by Section 64 of the Towns Improvement Clauses Act 1847 for the purpose of the numbering of properties.
3. The operational process of applying for and determining street names and numbering is governed by the Street Naming and Numbering Policy, which is reviewed every three years. The current policy was approved by Cabinet on 11 November 2020.

Revision of the Policy

4. The purpose of the Policy is to guide applicants and officers with the process for applying for new street names or numbers, including instances where re-naming or re-numbering is desired.
5. It sets out the kind of names appropriate for different street typologies, the types of names that are not appropriate due to, for example, trademark issues, and the community consultation that the Council undertakes for new street names.
6. The current Policy, whilst still fit-for-purpose, has had minor updates to reflect best practice. Furthermore, the responsibility for the area has passed from Law and Governance to Planning Services and so elements of the Policy need to be updated to reflect this.
7. The Policy is reviewed formally every three years, with the next review point due in November 2023. However in order to make sure that the escalation procedure in particular reflected the recent change of service lead the revised Policy is being brought to Cabinet early.
8. The revised draft Policy retains the delegation for minor amends of the Policy to be made by the Head of Planning Services. Policy re-drafts or significant changes will require approval by the Cabinet.
9. Cabinet could choose to defer the review of the Policy until November, this is not recommended as the revised Policy better reflects best practice and also how the service is managed.
10. It is therefore recommended that Cabinet approve the revised Policy, noting that it will be reviewed in three years' time with any following revisions coming before Cabinet.

Financial implications

11. There are no financial implications to the revised Policy. Charges for the service are reviewed as part of the budget setting process, and cannot exceed the cost of providing the service.

Legal issues

12. There are no legal issues with the revised Policy. The Oxfordshire Act 1985 gives the Council the power it is exercising within the Policy, an extract of which is included within the Policy to aid applicants.

Level of risk

13. There is no risk attached to the policy revision.

Equalities impact

14. The revision of the Policy does not give rise to any new equalities impacts. The Policy retains the provision that “Names that could be construed as discriminatory under the Equality Act 2010 or could be considered as ‘not in the spirit of’ this act will not be considered.” (Para 11 of Appendix 4 and para 3f of Appendix 4 of the Policy)

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Background Papers: None

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