

Committee Manager : Jane Fulton (Ext 37611)

2 January 2019

CABINET

A meeting of the Cabinet will be held in the Committee Room 1 [The Pink Room], at the Arun Civic Centre, Maltravers Road, Littlehampton, BN17 5LF on **Monday, 14 January 2019 at 5.00 pm** and you are requested to attend.

Members : Councillors Mrs Brown (Chairman), Wensley (Vice-Chairman), Bence, Charles, Clayden, Haymes, and Wotherspoon.

A G E N D A

1. APOLOGIES FOR ABSENCE
2. DECLARATIONS OF INTEREST

Members and officers are invited to make any declarations of pecuniary, personal and/or prejudicial interests that they may have in relation to items on the agenda, and are reminded that they should re-declare their interest before consideration of the item or as soon as the interest becomes apparent.

Members and officers should make their declaration by stating:

- a) the item they have the interest in
- b) whether it is a pecuniary, personal and/or prejudicial interest
- c) the nature of the interest
- d) if it is a pecuniary or prejudicial interest, whether they will be exercising their right to speak under Question Time

3. QUESTION TIME

- a) Questions from the public (for a period of up to 15 minutes).
- b) Questions from Members with prejudicial interests (for a period of up to 15 minutes).

4. URGENT BUSINESS

The Cabinet may consider items of an urgent nature on functions falling within their responsibilities where special circumstances apply. Where the item relates to a key decision, the agreement of the Chairman of the Overview Select Committee must have been sought on both the subject of the decision and the reasons for the urgency. Such decisions shall not be subject to the call-in procedure as set out in the Scrutiny Procedure Rules at Part 6 of the Council's Constitution.

5. MINUTES

To approve as a correct record the Minutes of the Cabinet meeting held on 10 December 2018 (which have been previously circulated).

6 BUDGET VARIATION REPORT

To consider any reports from the Head of Corporate Support.

7 CORPORATE PLAN 2018-2022 – QUARTER 2 PERFORMANCE REPORT FOR THE PERIOD 1 APRIL 2018 TO 30 SEPTEMBER 2018

This report sets out the Quarter 2 performance outturn for the Corporate Plan performance indicators for the period 1 April 2018 to 30 September 2018.

8 SERVICE DELIVERY PLAN 2018-2022 – QUARTER 2 PERFORMANCE REPORT FOR THE PERIOD 1 APRIL 2018 TO 30 SEPTEMBER 2018

This report sets out the Q2 performance outturn for the Service Delivery Plan (SDP) performance indicators for the period 1 April 2018 to 30 September 2018.

9 STREET NAMING AND PROPERTY NUMBERING POLICY

Cabinet will be asked to adopt the updated Policy providing a framework for the Council to administer and provide street naming and property numbering for the District.

10 GREENSPACE MANAGEMENT CONTRACT NOVATION

Approval is sought for the novation of the Council's Greenspace Management Contract from ISS Facility Services Landscaping to Tivoli Group Limited.

Note : *Indicates report is attached for all Members of the Council only and the press (excluding exempt items). Copies of reports can be obtained on request from the Committee Manager or accessed via the website at www.arun.gov.uk

Note : Members are reminded that if they have any detailed questions would they please inform the Chairman and/or relevant Director.

AGENDA ITEM NO. 7**ARUN DISTRICT COUNCIL****REPORT TO AND DECISION OF CABINET
ON 14 JANUARY 2019**

SUBJECT: Corporate Plan 2018-2022 – Quarter 2 performance report for the period 1 April 2018 to 30 September 2018
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REPORT AUTHOR:	Gemma Stubbs – Executive Assistant to the Chief Executive
DATE:	18 October 2018
EXTN:	37707

EXECUTIVE SUMMARY:

This report sets out the Q2 performance outturn for the Corporate Plan performance indicators for the period 1 April 2018 to 30 September 2018.

RECOMMENDATIONS:

Cabinet is requested to:

- a) Note the Council's Q2 performance against the targets for the Corporate Plan indicators as set out in this report and Appendix A which is **attached**.

1. BACKGROUND:

- 1.1 The 2020 Vision programme was established to provide the strategic direction required to help the Council become a more effective and sustainable one and to enable it to meet future demands that are placed upon it. The three Council Priority themes and the 2020 Vision are as follows:
 1. Your services
 2. Supporting you
 3. Your future
- 1.2 Behind these priorities are a series of targets that are measureable and, ideally, in the control of the Council. These are the Corporate Plan indicators. Service targets (Service Delivery Plan indicators – SDP's) lay beneath these corporate priorities to provide more detail about how the service is doing. All indicator targets for 2018-2019 were agreed at Cabinet on 12 February 2018.
- 1.3 Performance of these indicators is reported to the Corporate Management Team every quarter and to Overview Select Committee and Cabinet every six months and at year end.
- 1.4 This report went to Overview Select Committee on 20 November 2018 and Cabinet are requested to note any comments which were given via the minutes of that meeting.

Q2 CORPORATE PLAN PERFORMANCE 2018/2019

- 1.5 There are 11 Corporate Plan indicators. Six Corporate Plan indicators are measured at Q2.

Status	Number of Corporate Plan indicators in this category
Over Achieving	5
On Target/Achieving	1
Not achieving	0
TOTAL	6

1.5.1 Over achieved Target

There were **5** Corporate Plan indicators which were classed as Over Achieving their target at Q2. Full commentary for each indicator can be found within Appendix A which is **attached** to this report.

1.5.2 Achieved Target

There was **1** Corporate Plan indicators which was classed as Achieving its target at Q2. Full commentary for each indicator can be found within Appendix A which is **attached** to this report.

1.6 Actions

CMT believe that no remedial action is required at Q2 as all indicators which are measured at Q2 are either over achieving or on target to achieve their target.

2. PROPOSAL(S):

- a) Note the Council's Q2 performance against the targets for the Corporate Plan indicators as set out in this report and the attached Appendix A **attached**.

3. OPTIONS:

- i. To note the report
- ii. To request further information and/or remedial actions be undertaken

4. CONSULTATION:

Has consultation been undertaken with:	YES	NO
Relevant Town/Parish Council		√
Relevant District Ward Councillors		√
Other groups/persons (please specify)		√
5. ARE THERE ANY IMPLICATIONS IN RELATION TO THE FOLLOWING COUNCIL POLICIES:	YES	NO
Financial		√

Legal		√
Human Rights/Equality Impact Assessment		√
Community Safety including Section 17 of Crime & Disorder Act		√
Sustainability		√
Asset Management/Property/Land		√
Technology		√
Other (please explain)		√

6. IMPLICATIONS:

The Council may consider whether they wish to request that actions be taken by the relevant service area for some indicators.

7. REASON FOR THE DECISION:

In order for Cabinet to be updated with the Q2 Performance Outturn for the Corporate Plan the period 1 April 2018 to 30 September 2018.

8. EFFECTIVE DATE OF THE DECISION: 23 January 2019**9. BACKGROUND PAPERS:**

None

CP number	CP Performance Indicator	Council Priority Theme	Portfolio	Cabinet Member	CMT Member	Measure Interval	Assess by	Target figure 2018	Q2 data	Q2 Commentary	Q2 status	CMT view of any remedial action to take	2017/18 Q4 Performance	2016/17 Q4 Performance	2015/16 Q4 Performance	2014/15 Q4 Performance	2013/14 Q4 Performance
CP3	Council Tax collected	Your Council Services	Residential Services	Councillor Trevor Bence	Philippa Dart - Director of Services	6-monthly	Higher is better	98%	60%	On track to achieve overall target	Over achieving	No action to take	98.01%	98.25%	98.16%	98.01%	98.40%
CP6	Time taken to process Housing Benefit/Council Tax Benefit new claims	Supporting you	Residential Services	Councillor Trevor Bence	Philippa Dart - Director of Services	6-monthly	Lower is better	8 days	3.7 days	Total of 43261 claim events processed	Over achieving	No action to take	6.4 days	5.60 day/s	5.50 day/s	5.40 day/s	8.00 day/s
CP7	Homelessness applications where homelessness is prevented	Supporting you	Residential Services	Councillor Trevor Bence	Philippa Dart - Director of Services	6-monthly	Higher is better	70%	72%	Changes are being made to the methodology used to calculate this figure, which is set by the Ministry of Housing Communities & Local Government (MHCLG). The impact of this is likely to impact on future figures.	Over achieving	No action to take	66.30%	68.82%	68.00%	76.00%	80.00%
CP10	Total rateable business value for the Arun District	Your future	Economy	Councillor Gillian Brown	Karl Roberts - Director of Place	6-monthly	Higher is better	£91m	£98,032,001	Exceeding target due to high levels of non-domestic property occupation	Over achieving	No action to take	£98,123,538	£90,993,675	£88,557,058	£86,848,268	£87,100,000
CP11	Household waste sent for reuse, recycling and composting	Your future	Neighbourhood Services	Councillor Paul Wotherspoon	Philippa Dart - Director of Services	6-monthly	Higher is better	40%	44.86%	The figure is a significant improvement over the corresponding period last year of a 2% increase.This is down to the introduction of the street sweeping recycling plant and also further improved Green Waste Club performance (despite the extended period of no rain in the summer)	Over achieving	No action to take	40.90%	38.93%	38.34%	37.45%	40.00%
CP8	Number of new Council homes built or purchased per annum	Supporting you	Residential Services	Councillor Trevor Bence	Philippa Dart - Director of Services	6-monthly	Higher is better	25	22	A proactive approach to development and acquisition continues to be taken	Achieving	No action to take	No comparable data available	No comparable data available	No comparable data available	No comparable data available	No comparable data available

AGENDA ITEM NO. 8**ARUN DISTRICT COUNCIL****REPORT TO AND DECISION OF CABINET
ON 14 JANUARY 2019**

SUBJECT: Service Delivery Plan 2018-2022 – Quarter 2 performance report for the period 1 April 2018 to 30 September 2018

REPORT AUTHOR:	Gemma Stubbs Executive Assistant to the Chief Executive
DATE:	18 October 2018
EXTN:	37707

EXECUTIVE SUMMARY:

This report sets out the Q2 performance outturn for the Service Delivery Plan (SDP) performance indicators for the period 1 April 2018 to 30 September 2018.

RECOMMENDATIONS:

Cabinet is requested to:

- a) Note the Council's Q2 performance against the targets for the SDP indicators as set out in this report and Appendix A which is **attached** and to note the remedial action to be taken against two of the indicators which were not achieving at Q2.

1. BACKGROUND:

- 1.1 The 2020 Vision programme was established to provide the strategic direction required to help the Council become a more effective and sustainable one and to enable it to meet future demands that are placed upon it. The three Council Priority themes and the 2020 Vision are as follows:
 1. Your services
 2. Supporting you
 3. Your future
- 1.2 Behind these priorities are a series of targets that are measureable and, ideally, in the control of the Council. These are the Corporate Plan indicators. Service targets (Service Delivery Plan indicators – SDP's) lay beneath these corporate priorities to provide more detail about how the service is doing. All indicator targets for 2018-2019 were agreed at Cabinet on 12 February 2018.
- 1.3 Performance of these indicators is reported to the Corporate Management Team every quarter and to Overview Select Committee and Cabinet every six months and at year end.
- 1.4 This report went to Overview Select Committee on 20 November 2018 and Cabinet are requested to note any comments which were given via the minutes of that meeting.

1.5

Q2 SERVICE DELIVERY PLAN PERFORMANCE 2018/2019

1.6 There are 22 Service Delivery Plan (SDP) indicators. 13 indicators are measured at Q2.

Status	Number of SDP indicators in this category
Over Achieving	7
On Target/Achieving	0
Not achieving	5
No data	1
TOTAL	13

1.6.1 Over achieved Target

There were **7** SDP indicators which were classed as Over Achieving their target at Q2. Full commentary for each indicator can be found within Appendix A which is **attached** to this report.

1.6.2 Not Achieving Target

There were **5** SDP indicators which were classed as Not Achieving their target at Q2. Full commentary for each indicator can be found within Appendix A which is **attached** to this report.

1.6.3 No data

There was **1** SDP indicators which had no data for Q2. The full commentary for this indicator can be found within Appendix A which is **attached** to this report.

1.7 Actions

CMT have confirmed that action is required for the following **2** indicators which were not achieving their target at Q2:

Indicator	Target 2018/19	Q2 outturn	Commentary
SDP22 - Number of Council properties with a valid gas safety certificate	100%	99.96%	There are 2350 properties which need a valid certificate. Officers were unable to gain access to 1 property however since the data was given on 1 October, access has now been gained into the property and the necessary gas safety check has been undertaken.
Action to take	Before access was gained to the property, the Director was monitoring situation.		

Indicator	Target 2018/19	Q2 outturn	Commentary
SDP18 Cost of emergency accommodation per annum (net)	£533n000	£577,221	This year has seen an unprecedented demand for temporary accommodation. This is due to a combination of factors including the implementation of the Homelessness Reduction Act and the increase in homelessness generally, which is reflective of the national picture. More robust management control processes have recently been adopted. The objective is to ensure that households only occupy temporary accommodation for the shortest period of time.
Action to take	A supplementary estimate of an additional £600k has been requested (to Cabinet on 12.11.18)		

2. PROPOSAL(S):

- a) Note the Council's Q2 performance against the targets for the SDP indicators as set out in this report and the attached Appendix A **attached** and to note the remedial action to be taken against two of the indicators which were not achieving at Q2.

3. OPTIONS:

- i. To note the report and request any remedial actions for under achieving indicators, if appropriate and required.
- ii. To request further information before any remedial actions are undertaken.

4. CONSULTATION:

Has consultation been undertaken with:	YES	NO
Relevant Town/Parish Council		√
Relevant District Ward Councillors		√
Other groups/persons (please specify)		√
5. ARE THERE ANY IMPLICATIONS IN RELATION TO THE FOLLOWING COUNCIL POLICIES:	YES	NO
Financial		√
Legal		√
Human Rights/Equality Impact Assessment		√

Community Safety including Section 17 of Crime & Disorder Act		√
Sustainability		√
Asset Management/Property/Land		√
Technology		√
Other (please explain)		√

6. IMPLICATIONS:

Where targets were not met, the Council may consider whether they wish to request that remedial actions be taken by the relevant service area, in addition to those already stated within the report.

7. REASON FOR THE DECISION:

In order for Cabinet to be updated with the Q2 Performance Outturn for the Service Delivery Plan indicators for the period 1 April 2018 to 30 September 2018.

8. EFFECTIVE DATE OF THE DECISION: 23 January 2019**9. BACKGROUND PAPERS:**

None

SDP number	SDP Performance Indicator	Portfolio	Cabinet Member	CMT Member	Measure Interval	Assess by	Target figure 2018	Q2 data	Q2 Commentary	Q2 status	CMT view of any remedial action to take	2017/18 Q4 Performance	2016/17 Q4 Performance	2015/16 Q4 Performance	2014/15 Q4 Performance	2013/14 Q4 Performance
SDP1	Major applications determined in 13 weeks	Planning	Councillor John Charles	Karl Roberts - Director of Place	Quarterly	Higher is better	80%	81.25%	<p>The Council uses 'extensions of time' agreements with applicants to ensure that decisions are made within agreed time limits. In reporting performance, government guidance allows for these agreements to be used so that decisions are issued within time. When taking the use of these agreements into consideration the Councils performance was 13 out of 16 or 81.25%.</p> <p>This performance is below the targets set. Whilst securing an extension of time is important in terms of complying with national performance targets, it is also important that the underlying performance improves in order to reduce overall determination times. The Area Teams are fully staffed at present (allowing for the use of temporary agency staff) and so a gradual improvement in performance should now occur. The figures included here are cumulative and include Q1 and Q2 together.</p>	Over achieving	No action to take	No comparable data available	No comparable data available	No comparable data available	No comparable data available	No comparable data available
SDP4	Occupied retail units in Littlehampton	Economy	Councillor Gillian Brown	Karl Roberts - Director of Place	6 Monthly	Higher is better	90%	92%	On-line shopping continues to grow at the expense of town centre retail. Vacancy rates in Littlehampton remains fairly low, but some key sites remain empty (e.g. HSBC, Waitrose, Natewst). 173 units occupied out of a total of 188 available.	Over achieving	No action to take	92%	93.00%	94.00%	93.00%	94.00%
SDP5	Occupied retail units in Bognor Regis	Economy	Councillor Gillian Brown	Karl Roberts - Director of Place	6 Monthly	Higher is better	90%	90.80%	This is for the wider BID area and represents 37 empty premises. This in a 0.2% improvement against the April 2018 baseline of 38 empty premises; the previously measured smaller town centre area is at an all-time high of 93.3% occupancy (18 vacant premises), an improvement of 1.5% from April 2018.	Over achieving	No action to take	92%	92%	91.20%	90.60%	92.00%
SDP12	Number of missed refuse and recycling collections per 100,000 within contractual target	Neighbourhood Services	Councillor Paul Wotherspoon	Philippa Dart - Director of Services	6 Monthly	Lower is better	80	46.61	The figure is on target and Biffa are putting in measures to reduce this figure even further over the forthcoming months.	Over achieving	No action to take	No comparable data available	No comparable data available	No comparable data available	No comparable data available	No comparable data available
SDP16	Business rates collected	Residential Services	Councillor Trevor Bence	Philippa Dart - Director of Services	Quarterly	Higher is better	99%	59.80%	Marginally over target, on track to meet Q4 target	Over achieving	No action to take	No comparable data available	No comparable data available	No comparable data available	No comparable data available	No comparable data available
SDP17	Housing Benefit overpayments recovered	Residential Services	Councillor Trevor Bence	Philippa Dart - Director of Services	Quarterly	Higher is better	110%	125.75%	On track to meet overall target. However over payments recoverend are dependant on level of debt raised.	Over achieving	No action to take	101.4%	No previous data available	No previous data available	No previous data available	No previous data available
SDP19	Rent collected on Council housing	Residential Services	Councillor Trevor Bence	Philippa Dart - Director of Services	6 Monthly	Higher is better	94%	97.27%	Collection rate remains above target with decreases in secure tenancy arrears of 12 weeks and under . Impact of full roll out of universal credit yet to be seen. Total which could be collected: £97,465,346.65, total actually collected by Q2: £94,801,301	Over achieving	No action to take	97.47%	97.86%	98.75%	98.85%	99.00%
SDP2	Minor applications determined in 8 weeks	Planning	Councillor John Charles	Karl Roberts - Director of Place	Quarterly	Higher is better	90%	80.95%	<p>The Council uses 'extensions of time' agreements with applicants to ensure that decisions are made within agreed time limits. In reporting performance, government guidance allows for these agreements to be used so that decisions are issued within time. When taking the use of these agreements into consideration the councils performance was 102 out of 126 or 80.95%.</p> <p>This performance is below the targets set. Whilst securing an extension of time is important in terms of complying with national performance targets, it is also important that the underlying performance improves in order to reduce overall determination times. The Area Teams are fully staffed at present (allowing for the use of temporary agency staff) and so a gradual improvement in performance should now occur.</p> <p>The figures included here are cumulative and include Q1 and Q2 together.</p>	Not achieving	No action to take - Director is monitoring situation	No comparable data available	No comparable data available	No comparable data available	No comparable data available	No comparable data available
SDP3	Other applications determined in 8 weeks	Planning	Councillor John Charles	Karl Roberts - Director of Place	Quarterly	Higher is better	90%	85.89%	<p>The Council uses 'extensions of time' agreements with applicants to ensure that decisions are made within agreed time limits. In reporting performance, government guidance allows for these agreements to be used so that decisions are issued within time. When taking the use of these agreements into consideration the Councils performance was 341 out of 397 or 85.89%.</p> <p>This performance is below the targets set. Whilst securing an extension of time is important in terms of complying with national performance targets, it is also important that the underlying performance improves in order to reduce overall determination times. The Area Teams are fully staffed at present (allowing for the use of temporary agency staff) and so a gradual improvement in performance should now occur.</p> <p>The figures included here are cumulative and include Q1 and Q2 together.</p>	Not achieving	No action to take - Director is monitoring situation	No comparable data available	No comparable data available	No comparable data available	No comparable data available	No comparable data available
SDP10	Number of stage 2 corporate complaints found to be justified or partially justified	Council Advice and Monitoring	Councillor Dudley Wensley	Nigel Lynn - Chief Executive	Quarterly	Lower is better	10	12	<p>In total, 19 complaints have been determined in the first 2 quarters of this reporting year. Of these, 9 were partially justified (8 in Planning and 1 in Housing) and 3 were justified (2 in Housing and 1 in Street Naming team).</p> <p>The Group Head of Council Advice & Monitoring Officer continues to review complaint levels and lessons learned with the Senior Management Team.</p>	Not achieving	No action take - Group Head, Director and SMT monitoring situation	14	5	10	5	5
SDP18	Cost of emergency accommodation per annum (net)	Residential Services	Councillor Trevor Bence	Philippa Dart - Director of Services	6 Monthly	Lower is better	£533,000	£577,221	This year has seen an unprecedented demand for temporary accommodation. This is due to a combination of factors including the implementation of the Homelessness Reduction Act and the increase in homelessness generally, which is reflective of the national picture. More robust management control processess have recently been adopted. The objective is to ensure that households only occupy temporary accommodation for the shortest period of time.	Not achieving	Action to take - A supplementary estimate of an additional £600k has been requested (to Cabinet on 12.11.18)	£575,089.23	£343,622.01	£223,408.00	£254,377.00	£272,000.00
SDP22	Number of Council properties with a valid gas safety certificate	Residential Services	Councillor Trevor Bence	Philippa Dart - Director of Services	6 Monthly	Higher is better	100%	99.96%	There are 2350 properties which need a valid certificate. Officers were unable to gain access to 1 property however since the data was given on 1 October, access has now been gained into the property and the necessary gas safety check has been undertaken. Status marked as 'not achieving' as this was correct as of data collection on 1 October 2018.	Not achieving	Action to take -Director is monitoring situation and access to property is being pursued	100%	100%	100.00%	No data	100.00%
SDP9	Licence applications determined within the various statutory or service time limits	Technical Services	Councillor Stephen Haymes	Karl Roberts - Director of Place	Quarterly	Higher is better	90%	Data not available	This software needed to produce this information has now gone live, and the data extract report has been successfully set up in the new system. However, the migrated data does not include one of the dates needed to produce the performance indicator. This is because there was no corresponding field in the old EHADD database. To go back through six months' licence applications (which will be over 200 applications) would take an administrative officer a number of days to undertake. There is no spare capacity in the team and It is considered better use of their time to ensure statutory deadlines for determining applications being received now are met, than it is to divert resource to find the information to populate this performance indicator. We will be able to provide figures for applications received in the third quarter.	No data	No action to take	No comparable data available	No comparable data available	No comparable data available	No comparable data available	No comparable data available

AGENDA ITEM NO. 9**ARUN DISTRICT COUNCIL****REPORT TO AND DECISION OF CABINET
ON 14 JANUARY 2019****PART A : REPORT****SUBJECT: STREET NAMING AND PROPERTY NUMBERING POLICY****REPORT AUTHOR: Nat Slade – Group Head of Technical Services****DATE: December 2018****EXTN: 37683****PORTFOLIO AREA: Technical Services****EXECUTIVE SUMMARY:**

Clear street naming and numbering allows for easy navigation, facilitates reliable and efficient delivery and postal services, and ensures that emergency services are able to find addresses without delay.

The Policy sets out the Council's approach to delivering this function and has been updated to avoid ambiguity and to update fees.

RECOMMENDATIONS:

It is recommended that Cabinet:

- 1) Adopts the updated Policy providing a framework for the Council to administer and provide the street naming and property numbering for the District; and
- 2) Delegates to the Group Head of Technical Services authority to make minor amendments to the Street Naming and Property Numbering Policy, including the fees.

1. BACKGROUND:

The naming of streets within the District is a statutory function and the naming and numbering of properties on the streets is a legal responsibility of the Council.

Clear street naming and numbering allows for easy navigation, facilitates reliable and efficient delivery and postal services, and ensures that emergency services are able to find addresses without delay.

The existing Policy was last updated in August 2016. Following a recent official complaint the wording within the Policy was found to be ambiguous and in need of updating in respect of how the Council handles requests for property names to be added or changed.

The fees contained within Appendix E have also been increased to take account of inflation in the years since the Policy was last updated.

2. PROPOSAL(S): It is recommended that Cabinet: <ol style="list-style-type: none"> 1) Adopts the updated policy providing a framework for the Council to administer and provide the street naming and property numbering for the District; and 2) Delegates to the Group Head of Technical Services authority to make minor amendments to the Street Naming and Property Numbering Policy, including the fees. 		
3. OPTIONS: To amend and adopt the policy/delegation. Not to adopt the updated policy/delegation.		
4. CONSULTATION:		
Has consultation been undertaken with:	YES	NO
Relevant Town/Parish Council		NO
Relevant District Ward Councillors		NO
Other groups/persons (please specify)	Yes – Legal have been consulted	
5. ARE THERE ANY IMPLICATIONS IN RELATION TO THE FOLLOWING COUNCIL POLICIES: (Explain in more detail at 6 below)	YES	NO
Financial	X	
Legal	X	
Human Rights/Equality Impact Assessment		X
Community Safety including Section 17 of Crime & Disorder Act		X
Sustainability		X
Asset Management/Property/Land		X
Technology		X
Other (please explain)		X
6. IMPLICATIONS: To not update the Policy could leave the Council acting ultra vires and subsequently defending decisions made in accordance with an ambiguous policy, which could lead to loss of reputation and further complaints. Following a full cost recovery approach, the fees and associated income will increase to reflect inflationary increases in the cost of delivering the service.		

7. REASON FOR THE DECISION:

To provide the Council with a framework to administer and provide a sound street naming and property numbering service for the District.

8. EFFECTIVE DATE OF THE DECISION: 23 January 2019**9. BACKGROUND PAPERS:**

Existing Street Naming and Numbering Policy

:<https://www.arun.gov.uk/download.cfm?doc=docm93jjm4n10480.pdf&ver=10406>

Street Naming and Property Numbering Policy

By its nature satisfactory addressing cannot be precisely defined. The guidelines set out cannot cover all cases and the Council reserves the right to accept or reject street and or house names suggested for other reasons than stated in this policy.

Date: December 2018

Author: Arun District Council:
Version: 4.0

Nat Slade
Group Head of Technical Services

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1. Introduction

- 1.1. The naming of streets within the Arun District is a statutory function of Arun District Council (hereafter known as “the Council”), and is covered by Sections 17-19 of the Public Health Act 1925. The naming and numbering of properties on these streets is the legal responsibility of the Council under section 64-65 of the Towns Improvement Clauses Act 1847.

Maintaining a comprehensive and high standard for naming streets and numbering or naming properties is important as it allows:

- Emergency services to find a property quickly – delays can cost lives and money
 - Post to be delivered efficiently
 - Visitors to locate their destination
 - Reliable delivery of goods and services
 - Records of service providers to be kept in an efficient manner
 - Allow all of the Council’s departments to work from one official address base.
- 1.2. Many legal transactions associated with properties are withheld until they can be identified by street name and numbers, for instance, statutory undertakers will not normally connect their services until such time as the premises have been given a formal postal address.
- 1.3. Many developers forget to ask for their streets to be named until it becomes urgent causing delay to sale of properties. The Council’s Technical Support Unit has been asked to consider adding a reminder within the Decision Notice issued requesting the developer contacts the Local Land Charges Service prior to development commencing.
- 1.4. Royal Mail will not assign a postcode until the Local Authority has notified them of the official address as the Street Naming and Numbering Authority.

2. When to apply – Guidance for Applicants

- 2.1. It should be noted that the street naming and numbering procedure can be a lengthy one. It is therefore advisable to consult the Council at the earliest possible stage of a proposal, preferably before building work commences, and ideally before an unofficial name has been marketed or legal documentation drafted
- 2.2. If an application is submitted at a late stage and is subsequently rejected, numerous problems can arise, especially if purchasers have bought properties marketed under an unapproved name.

- 2.3. It is therefore advisable to be cautious in the use of the names for marketing purposes if the name has not been authorised by the Council. It should be pointed out in the literature distributed to prospective purchasers, for example, that marketing names are subject to approval and thus likely to change.

For full guidance on applying for street naming and numbering, please see appendix A.

3. The National Land and Property Gazetteer (NLPG)

- 3.1. The NLPG is the de facto addressing solution for local authorities and increasingly so for its partners. Local Government has invested £70 million in creating the NLPG and is committed to using the NLPG for all of its addressing requirements and services.
- 3.2. The NLPG is the definitive address list that provides unique identification of properties and conforms to the British Standard, BS 7666:2006. The NLPG covers the whole of England and Wales and contains more than 30 million residential, business and non-mailing addresses and is now marketed commercially.
- 3.3. The NLPG is a comprehensive and continually updated database, created by those with local knowledge in each local authority, the body with legal responsibility for street naming and numbering of property. As local authorities are the originators of addressing information an address dataset, developed and maintained at source by users of the data, will inevitably have the highest level of currency and completeness.
- 3.4. The Council is committed to this initiative through its own Local Land and Property Gazetteer (LLPG) which, together with the other 375 local authorities in England and Wales, makes up the NLPG. Street naming and numbering is the single most important source of address change intelligence for the Council's LLPG and therefore the NLPG.

4. Statutory Context

- 4.1. The Council is the street naming and numbering authority. All proposals for new street names/changes of name in the district must be by law sent to the Council for approval prior to being brought into use. The law is in need of review but there are currently two sets of legislation that apply to the Naming and Numbering of Streets and Buildings in the district.
- **Street naming, alteration of street names and re-naming roads – Sections 17-19 Public Health Act 1925.**
 - **House numbering and re-numbering – Sections 64-65 Towns Improvement Clauses Act 1847**

4.2. Under the Council's Scheme of Delegation, the Group Head of Technical Services has the power to approve the following:

- Street naming – providing a street name to a new street or an existing street with no name;
- Property numbering – providing numbers to plots, in-fills (properties built between existing houses or in the grounds of), property conversions and commercial premises.

Where appropriate an officer from the Local Land Charges Service will consult with the respective Town or Parish Council.

4.3. Under the Council's Scheme of Delegation the Group Head of Technical Services has the power to also 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.
- 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 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.
- Any other projects put forward at the discretion of officers from the Local Land Charges Service.

Where appropriate an officer from the Local Land Charges Service will consult with the respective Ward Members. In accordance with paragraph 6.4 where representations are received the matter may be brought before the relevant Committee for its views.

The final decision will be made by an officer from the Local Land Charges Service.

For the full wording of the Sections of the relevant Acts please see Appendix B.

5. Consultation

5.1 The Local Land Charges Service will consult, as appropriate, the Royal Mail, electoral registration, council tax, local land and property gazetteer (LLPG), and other Council or external address databases before proceeding with the allocation of street names, property numbering or amendments to addresses. The LLPG custodian is consulted to avoid duplication of street names and to ensure the correct spelling of street names from the definitive LLPG and to ensure compliance with BS7666:2006.

- 5.2. The Royal Mail may also be consulted on new names and where similarly spelt or similar sounding names already exist in the area they will not be accepted (Circular 3/93). It advises against the practice of using multiple street name suffixes so that names can be used more than once (e.g. Orchard Drive, Orchard Close) as this gives rise to a lot of incorrectly addressed mail.
- 5.3. As a matter of course the Local Land Charges Service will consult with the Town or Parish Councils, Local Councillors, Royal Mail, the Fire Brigade and Ambulance Service regarding new street names.
- 5.4. Notification letters will be sent to occupiers if there is a change of street name, re-numbering or a numbering allocation to properties with just house names.

In making such changes the Council is exercising statutory powers and its decision is final.

- 5.5. A member of the Local Land Charges Service will notify the statutory authorities of any change of street name, re-numbering or a numbering allocation to properties with just house names.
- 5.6. If any representations are received from the Parish or Town Council these will be considered. The final decision will be made by an officer from the Local Land Charges Service with reference to the Group Head of Technical Services if necessary.

6. Street Naming

- 6.1. A person who creates a new street has the right to name that street (Section 17 of the Public Health Act 1925). Subject to the requirement to give notice to the Local Authority of the proposed name and the Local Authority has one month in which to object.
- 6.2. It is advised that three street names are suggested by the applicant to negate objections from the local Town or Parish Councils, Royal Mail or the Council itself. It may also be good practice to liaise with the Town and Parish Councils and/or other local historical societies before any street name(s) are suggested.
- 6.3. In practice some developers are happy to leave the choice of street name with the Local Authority or enter into amicable discussion. The Council allows the Town Council or Parish Council, if it so wishes, to put forward suggested names to the developer.
- 6.4. If the developer chooses the street names (Section 17 of the Public Health Act 1925), an officer from the Local Land Charges Service will advise the Town or Parish Council (and the other bodies as outlined in section

5) and will ask for its comments, as a matter of courtesy. There is one month for approval or objection of the suggested street name by the Local Authority. The Town or Parish Council, the Fire Brigade and Sussex Ambulance Service will be made aware of the need to reply and if it wishes to comment on the developer's choice of street name it will be given a date by which to respond.

If the Town or Parish Councils and other consultees do not reply by the specified date, the name will be deemed to be accepted and a letter will be sent to the developer.

- 6.5. If the Local Authority objects to the proposed street name it must notify the developer within one month of receipt. The Local Authority will send the developer the 'notice of objection'. The developer may appeal to the Magistrate Court within 21 days after the service of the notice and if it does so the Group Head of Technical Services will represent the Council in the Magistrates Court. The Local Authority will contact the developer and request that a further list of suggested names is put forward for consideration. If this cannot be resolved the developer may appeal although in all the years we have been carrying out this function this has never happened as we have negotiated to save time. Generally the developer will accept alternative suggestions to get the roads named as soon as possible.

For full policy guidance on the choice of street names and street naming conventions please see Appendix C.

7. Re-naming a Street

- 7.1. This is a very time-consuming process and re-naming streets may cause costs and or disruption to individual occupiers and wherever possible should be avoided. This is usually only done as a last resort i.e. 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.
- 7.2. Any request from residents/owners of properties for re-naming of a street must be made to the local authority. The proposed change must have the full backing of every owner (not tenant) affected on the street and a signed letter from each to support this.
- 7.3. 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 Magistrate Court informing them of the proposed change. Any person aggrieved by the intended order may, within 21 days after the posting of the notice, appeal to a petty sessional court. If an appeal is made to a magistrate the Local Authority must wait until that appeal is heard.
- 7.4. Where re-naming a street is involved, as much warning as is practicable will be given to the residents. A notification letter will be sent to the occupiers 7 –

10 working days before the notice is erected on site. Once the new name is finalised, 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.

- 7.5. A signed and sealed Street Naming and Numbering Order will be sent to the occupiers together with a list of notified interested parties.

8. Numbering/Naming of Properties

- 8.1. The Council has the power to assign numbers to house and buildings 'as they think fit' and require the number to be displayed (Sections 64 & 65 Towns Improvement Clauses Act 1847). There is a charge per property for numbering/naming services provided by the Council (**see Appendix E for further details**).
- 8.2. Properties located in areas where no official numbering sequence exists should be named by the property owners. Suggested names will be checked for possible duplication in the surrounding area within the LLPG and with Royal Mail. Names will not be considered acceptable if they may be deemed to be construed as obscene, racist or contravene any aspect of the Council's Equality and Diversity Policy. Property names will not be acceptable if the local authority considers that the proposed address could cause duplication or future addressing problems.

The Council's decision is final.

For full policy guidance on the property numbering/naming conventions please see Appendix D.

9. Re-numbering/Naming Existing Properties

- 9.1. This is a very time-consuming process and re-numbering/naming existing properties may cause costs and/or disruption to individual occupiers and wherever possible should be avoided. 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. There is a charge per property for renumbering (**see Appendix E for more details**).
- 9.2. 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-numbering/renaming of properties will be at the discretion of an officer from the Local Land Charges Service.

9.3. Sections 64 and 65 of the Towns Improvement Clauses Act 1847 allow a Local Authority 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 time for compliance in terms of the legislation is one week, however the Council will normally allow eight weeks for the new number to be displayed.

9.4. We cannot formally change a property name/number where the property is in the process of being purchased, that is until the exchange of contracts, although we can give guidance on the acceptability of a chosen name before this.

9.5. **Allocation of houses numbers to properties with names only:**

- Numbering is carried out on receipt of such a representation for public safety reasons and has full support of the emergency services.
- A notification letter will be sent to occupiers notifying them that house numbers will be assigned. The final decision will be made by an officer from the Local Land Charges Service.
- After the numbering has been finalised, occupiers will be sent a Formal Notice and Certificate ‘Numbers of houses and buildings’ together with a list of notified interested parties informed of the numbering sequence. The time for compliance in terms of the legislation is one week, however the Council will normally allow eight weeks for the number to be displayed. A house name may continue to be used in conjunction with the designated house number.

9.6. **Adding a house name or changing an existing house name to properties with no house number:**

As a matter of public safety, courtesy and to help maintain the Local Land and Property Gazetteer, the Group Head of Technical Services will notify the statutory authorities and internal Council departments of the new house name. It is the responsibility of the owner to contact and notify all other contacts of the new name.

There is a charge per property for changing a house name. (see **Appendix E for more details**).

9.7. **Adding house names or changing an existing house name to properties with an existing house number:**

A name may be added to a numbered property, however this must be approved by the local authority before it can be added to the property address.

If Royal Mail identify properties in the area with the same or similar name which could lead to confusion with deliveries, the proposed name will not be permitted. You will be advised to choose an alternative.

For public safety reasons the property number will have to continue to be used in conjunction with the house name, the number must always be included and displayed: the name cannot be regarded as an alternative. This is enforceable under section 65 of the Town Improvement Clauses Act 1847.

If the Council receives notification of a new house name, as a matter of public safety, courtesy and to help maintain the Local Land and Property Gazetteer, an officer from the Local Land Charges Service will notify the statutory authorities and internal Council departments that a name has been added to the official address. It is the responsibility of the owner to contact and notify all other contacts that the house name has been added as part of their address.

There is a charge per property for adding a house name to a numbered property. **(see Appendix E for more details)**

9.8. **Removal of an existing house number and replaced by a name:**

- The Council will not accept the substitution of a current property number with a property name. A name may be used in conjunction with a number (see section 9.7 above) but the number must always be included and be displayed (enforceable under section 65 of the Town Improvement Clauses Act 1847).

10. Street Nameplates

- 10.1. The developer will cover the initial costs of the street nameplates. The Council will cover maintenance costs once the street has been officially adopted.
- 10.2. For street nameplate advice and specification please contact the Council's Local Land Charges Service.

11. Notifications

- 11.1. There are no statutory requirements for Local Authorities to provide details of changes to existing or new developments to any external organisations.

However it is recognised that the provision and sharing of this information facilitates better service delivery to the citizen and business communities.

- 11.2. The Council will therefore notify the statutory authorities and internal Council departments, via email, of any numbering, naming; re-numbering or re-naming.
- 11.3. Other bodies may be notified in the future via the Geoplace Hub; details of these can be found in **Appendix F**.

12. Post Codes

- 12.1. An important element of addressing is the Post Code. This identifies a number of postal delivery points and along with the Postal Town as defined by the Royal Mail. The Council is **not** responsible for allocating these codes; they are a Royal Mail product. The Council works closely with the Royal Mail to ensure that proposed addresses are acceptable **postally** and consults the Royal Mail on proposed schemes. Post Codes will generally be allocated before a scheme is approved.
- 12.2. As a matter of policy, the Royal Mail does not publish on its website addresses that are not completed and/or unoccupied. This means that in certain cases addresses that have been agreed with the Council may not, for a while, be visible to anyone using the website to validate an address for purposes such as providing goods or services related to that address or its owner. The Royal Mail should be contacted if problems of this nature are being experienced.
- 12.3. As stated in the introduction, Royal Mail will not accept a new address or change of address intelligence from anybody other than the Council's Street Naming and Numbering department. **Please do not assume a development will have the same Post Code as the surrounding or existing properties.** The Royal Mail should instruct occupiers to contact the Council for approval of any amendments to their current address.
- 12.4. A property's postal address Town may differ from its official address Town as the Royal Mail base their addresses on the closest Postal Town instead of the actual geographical town of the property, e.g. New Barn Lane, Bognor Regis rather than New Barn Lane, Bersted.
- 12.5. Any complaints relating to the delivery of Royal Mail deliveries should be directed to Royal Mail. The Council is not responsible for the non-delivery of mail or goods from Royal Mail.

13. Decision and Discretion

- 13.1. The Council's decision is final for the naming of properties, streets, renaming of streets, numbering or re-numbering of properties and is at the discretion of the Group Head of Technical Services.

14. Claims for Compensation

- 14.1. The Council is not liable for any claims for compensation arising directly or indirectly from the naming of streets, re-naming of streets, numbering or renumbering of properties.
- 14.2. The property developer should not give any postal addresses, including the postcode, to potential occupiers, either directly or indirectly (for example via solicitors or estate agents) before formal approval has been issued by the Council. The Council will not be liable for any costs or damages caused by failure to comply with this.

15. Council Reference

- 15.1. All references to the Council or Local Authority relate to Arun District Council.

16. Exemptions from Street Naming and Numbering

- 16.1. The postcode. This is issued by the Royal Mail and, unless a postcode allocated to a new property/properties is already in use, will be held in 'reserve' until the Royal Mail is notified by either the developer, the home owner or the Local Authority that the property or plot is occupied.
- 16.2. Any complaints regarding correspondence and deliveries not being delivered to the correct address should be directed at the relevant delivery company's customer service department.
- 16.3. Address being unavailable on databases used by third parties, such as retail outlets (including Internet based ones); Satellite Navigation Systems, Street Maps, etc.
- 16.4. Ordnance Survey maps or plans not featuring any new properties or streets.
- 16.5. Notifying anyone other than the services listed in **appendix F**.
- 16.6. Quality of service received from goods or services deemed to be as a result of an address.

17. Outcomes

- 17.1. Modern Street Naming and Numbering policy which is clear and easily understandable by our staff, developers and members of the public.

- 17.2. Appropriate involvement of all interested groups, including our Town and Parish partners.
- 17.3. Address and street number systems which comply with the needs of the emergency services and occupants.
- 17.4. Addresses entered and maintained in our systems in British Standard 7666:2006 format
- 17.5. Recoverable costs for house re-naming and where developers seek to number and/or name after their initial proposals have been dealt with.

18. Glossary

House naming – Amending a name or adding a name to a property.

In-fill – Property built between two existing properties or in the grounds of an existing property.

LLPG – Local Land and Property Gazetteer.

NLPG – The National Land and Property Gazetteer.

Numbering – Allocating numbers and suffixes to properties e.g. houses, bungalows, flats, maisonettes, caravans (static), industrial units, retail outlets, etc.

Plot – A new property that is being built.

Re-naming – Changing the name of an existing street.

Re-numbering – Changing the house number or suffix for another.

Street naming – Allocating a name to a new street.

Suffix – Letter following a number e.g. 24A, 24B, (in-fill).

19. References

British Standard BS7666-0:2006. “Spatial datasets for geographical referencing – Part 0: General model for gazetteers and special referencing.” 3rd Edition, July 2006

British Standard BS7666-1:2006. “Spatial datasets for geographical referencing – Part 1: Specification for a street gazetteer.” 3rd Edition, July 2006

British Standard BS7666-2:2006. “Spatial datasets for geographical referencing – Part 2: Specification for a land and property gazetteer.” 3rd Edition, July 2006.

LLPG and SNN Data Entry Conventions and Best Practice for the NLPG. 2nd Edition, Improvement and Development Agency, November 2006.

Public Health Act 1925, s. 17-19.

The Department of Transport Circular Roads 3/93. “Street Nameplates and The

Numbering of Premises” 15th December 1993.

Towns Improvement Clauses Act 1847, s. 64-65.

Appendix A – Applying for Street Naming and Numbering

Who should apply?

- Individuals or developers building new houses, commercial or industrial premises, or:
- Individuals or developers undertaking conversions of existing residential, commercial or industrial premises which will result in the creation of new properties or premises.
- Property owners wishing to amend their existing house name or add a house name to an existing numbered property.

When should I apply?

- Applications for new streets and addresses should be submitted as soon as possible after permission for the proposal has been granted. This is important as:
- A proposed new street must be approved by the Council before any addresses can be allocated to it, and;
- Most utility companies are reluctant to install services where an official postal address has not been allocated.

How do I apply?

- Online application form - Via Arun District Council website www.arun.gov.uk
- If you are unable to carry out the process online please E-Mail NLPG@arun.gov.uk or telephone the team on 01903 737502 for guidance.

The application should be accompanied by:

- A plan showing the street layout with existing street name or suggested street names. The plan should be at a scale of 1:2500, 1:1250 or 1:500 and should include a north arrow.
- A detailed plan of the development clearly marked with the plot numbers of the proposed scheme. This plan must indicate the main entry point for each property in context with the adjacent street.
- An internal layout, if appropriate, for developments that are sub divided at unit or floor level, e.g. a block of flats. The main entrance to the flats shall be clearly marked in relation to the adjacent street.

Appendix B – Legislation Covering Street Naming & Numbering

Section 17: Public Health Act 1925 – Notice to Local Authority before street is named:

(1) Before any street is given a name, notice of the proposed name shall be sent to the urban authority by the person proposing to name the street.

(2) The urban authority, within one month after the receipt of such notice, may, by notice in writing served on the person by who notice of the proposed name of the street was sent, object to the proposed name.

(3) It shall not be lawful to be set up in any street an inscription of the name thereof –

(a) until the expiration of one month after notice of the proposed name has been sent to the urban authority under this section; and

(b) where the urban authority have objected to the proposed name, unless and until such objection has been withdrawn by the urban authority or overruled on appeal;

and any person acting in contravention of this provision shall be liable to a penalty at level 1 on the standard scale and to a daily penalty.

(4) Where the urban authority serve a notice of objection under this section, the person proposing to name the street may, within twenty-one days after the service of the notice, appeal against the objection to a petty sessional court,

Section 18: Public Health Act 1925 – Alteration of name of street:

(1) The urban authority by order may alter the name of any street, or part of a street, or may assign a name to any street, or part of a street, to which a name has not been given.

(2) Not less than one month before making an order under this section, the urban authority shall cause notice of the intended order to be posted at each end of the street, or part of the street, or in some conspicuous position in the street or part affected.

(3) Every such notice shall contain a statement that the intended order may be made by the urban authority on or at any time after the day named in the notice, and that an appeal will lie under this Act to a petty sessional court against the intended order at the instance of any person aggrieved.

(4) Any person aggrieved by the intended order of the local authority may, within twenty-one days after the posting of the notice, appeal to a petty sessional court

Section 19: Public Health Act 1925 – Indication of name of street:

(1) The urban authority shall cause the name of every street to be painted, or otherwise marked, in a conspicuous position on any house, building or erection in or near the street, and shall from time to time alter or renew such inscription of the name of any street, if and when the name of the street is altered or the inscription become illegible.

(2) If any person, pulls down any inscription of the name of a street which has lawfully been set up, or sets up in any street any name different from the name lawfully given to the street, or places or affixes any notice or advertisement within twelve inches of any name of street marked on a house, building, or erection in pursuance of this section, he shall be liable to a penalty level 1 on the standard scale and to a daily penalty.

Section 64: Towns Improvement Clauses Act 1847 – Houses to be numbered:

“The commissioners shall from time to time cause the houses and buildings in all or any of the streets to be marked with numbers as they think fit, and shall cause to be put up or painted on a conspicuous part of some house, building, or place, at or near each end, corner, or entrance of every such street, the name by which such street is to be known; and every person who destroys, pulls down, or defaces any such number or name, or puts up any number or name different from the number or name put up by the commissioners, shall be liable to a penalty level 1 on the standard scale for every such offence”.

Section 65: Towns Improvement Clauses Act 1847 – Numbers of houses to be renewed by occupiers:

“The occupiers of houses and other buildings in the streets shall mark their houses with such numbers as the commissioners approve of, and shall renew such numbers as often as they become obliterated or defaced; and every such occupier who fails, within one week after notice for that purpose from the commissioners, to mark his house with a number approved of by the commissioners, or to renew such number when obliterated, shall be liable to a penalty level 1 on the standard scale and the commissioners shall cause such numbers to be marked or to be renewed, as the case may require, and the expense thereof shall be repaid to them by such occupier, and shall be recoverable as damages.”

Appendix C – Street Naming Policy Guidance Note

1. Choice of street names – Guidelines

- I. Where an area, field or previous building has names or other things, such as plants and activities etc., historically associated with it, it is usual to preserve these in street names. Where there is no information to suggest a street name, a new one will be chosen.
- II. If a “local” name is not suitable then there is no reason why any attractive name cannot be chosen. Where several streets are involved, a “theme” linking the names can be used to help identify the area.
- III. Where a new street is an extension of an existing street it is not normally necessary to give that section a new name. The street name and numbering sequence will continue from the existing street in most circumstances.
- IV. Duplication of street names in the same area or within close proximity of another parish/town is not permissible, unless the street is a continuation of an existing street. A variation in the terminal word, example, “street”, “road”, “avenue”, will not be accepted as sufficient reason to duplicate a name. The overwhelming desire of applicants is to repeat existing names in a new street or building titles (for instance a request for St Mary’s Close off an existing St Mary’s Way, near St Mary’s Church etc.). This is not allowed as it can have a detrimental effect in an emergency situation. This is in line with Government guidance found in circular 3/93.
- V. Avoid having two phonetically similar names within a postal area and, if possible, within a borough, example, Alfred Road and Alfred Close or Churchill Road and Birch Hill Road.
- VI. Avoid aesthetically unsuitable names or names capable of deliberate misinterpretation.
- VII. Street Names which could give offence are not recommended nor are names which encourage defacing name plates.
- VIII. Street names should not be difficult to pronounce or awkward to spell (BS7666:2006). However the use of foreign names (i.e. town twinning) can be used if agreed by both parties.
- IX. The Local Authority will have no informal adoption of unofficial ‘marketing’ titles used by developers in the sale of new properties (these often fall foul of our Policy on a number of counts and occupiers of such premises unfortunately feel aggrieved by the ‘loss’ of a supposedly prestigious address and its replacement with something perhaps a little more

mundane. Names that may be taken as advertising (i.e. company name) will not be accepted.

- X. All new street names should ideally end with a suffix to distinguish a street from a building name or locality. The following list recommends usual practice. It is not exhaustive and sometimes other descriptive words are more appropriate:

- Street (for any thoroughfare)
- Road (for any thoroughfare)
- Way (for major roads)
- Avenue (for residential roads)
- Drive (for residential roads)
- Grove (for residential roads)
- Lane (for residential roads)
- Gardens (for residential roads) - subject to there being no confusion with any local open space
- Place (for residential roads)
- Crescent (for a crescent shaped road) Close (for a cul-de-sac only)
- Square (for a square only)
- Hill (for a hillside road only)
- Circus (for a large roundabout)
- Vale (for residential roads)
- Rise (for residential roads)
- Row (for residential roads)
- Mews (for residential roads)

- XI. Suffixes needing careful consideration as it may give a false impression of location:

- End
- Cross
- Court
- Side
- View
- Mead
- Brow
- Bow
- Park
- Wharf

All these words can, of course, be incorporated in a street name provided it ends with an appropriate suffix (i.e. Mile End Road).

- XII. Exceptions:

- 1) Single or dual names without suffixes in appropriate places (example, Broadway for major roads only).

- 2) All new pedestrian ways should end with one of the following suffixes. It is not exhaustive and sometimes other descriptive words are more appropriate:
 - Walk
 - Path
 - Way
 - Twitten
- 3) The use of multiple street name suffixes so that names can be used more than once (e.g. Orchard Drive, Orchard Close) or particularly long names are best avoided as these can cause problems with the emergency services, utility companies, delivery companies, automation of addresses and form filling. The Council will not normally accept similarly spelt or similar sounding names where they already exist in an area and will recommend strongly against multiple street name suffixes in an area of particularly long street names
- 4) The use of North, East, South or West (as in Alfred Road North and Alfred Road South, or East or West) is only acceptable where the street is continuous and passes over a major junction. It is not acceptable when the street is in two separate parts with no vehicular access between the two. In such a case half should be renamed.
- 5) The use of a name which relates to people living, must be avoided. Personal names which relate to developers' personal friends or relatives will not be accepted.
- 6) Street names must not commence with the word "The" or end in "s" where it can be construed as either possessive or plural.

2. Location of a Street

The location allocated to each street determines the location or 'address' given to the property on that street. A 'town' name shall always be allocated to a street and locality only used in the following scenarios:

- (1) where there is more than one street of the same name in the same town, or
- (2) where the inclusion of a locality will avoid ambiguity in the identification of that street, particularly in urban and metropolitan areas, or
- (3) where a small settlement, with its own settlement name in common use, is in the same parish as a larger settlement but is distinctly separate, particularly in rural areas.

Towns:

The name 'town' is a bit misleading as the town name can be a larger village, city, borough town or recognised settlement name. It is the geographic name of the town rather than the Royal Mail 'Post Town'. A good rule of thumb is to follow the existing town names from surrounding established streets or to confirm with neighbouring residents as to where they think they live.

Locality:

A locality can be defined as "an area or geographic district within a town, village or hamlet that must be a recognised geographic name". As stated above it should only be used where appropriate to do so. In some instances it may be appropriate to record an industrial estate name as a locality if this adds better definition and avoids ambiguity within an address or location.

Appendix D – Property Numbering/Naming Policy

Guidance Note

By its nature satisfactory addressing cannot be precisely defined. The guidelines set out cannot cover all cases and the Council reserves the right to accept or reject building names suggested for other reasons.

- A new street should be numbered with even numbers on one side and odd numbers on the other except that, for a cul-de-sac, consecutive numbering in a clockwise direction is preferred. Longer cul-de-sacs have an odds and evens scheme ascending away from the town centre.
- In the interest of equality and diversity no numbers will normally be omitted from a numbering sequence unless specifically requested. However, the Council does not include No 13 in any numbering scheme unless specifically requested to do so.
- Two buildings in one street may not have the same number.
- Convention requires number one always to be on the left-hand side of a street. Through streets are numbered odds and evens in the direction they would be accessed from the centre of the town or community. Convention is to number odds on the left and evens on the right when travelling away from the Town Centre; however, numbering also depends on the layout of the development and streets. (Circular 3/93)
- Buildings will always be named or numbered into the street of which their main entrance or delivery point is accessed from.
- Buildings on corner plots are numbered into the street towards which the main entrance is accessed. If pedestrian access is not possible from that street, the building may be numbered with the street giving access. Occupier's preference will not be a relevant consideration.
- If a building has entrances in more than one street, then each entrance should be numbered in the appropriate street. Exceptions may be made, depending on the circumstances, for a house divided into flats.
- If a suitable numbering sequence cannot be ascertained, temporary house names will be assigned to plot numbers until the numbering can be determined at a later date.
- In residential buildings (e.g., blocks of flats) it is usual to give each block a street number and each dwelling a number suffix e.g. Flat 1, 24 etc.
- Existing buildings divided into separate flats or business premises 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 the prefix Unit or Suite (for offices only).
- When flats are numbered internally they will be numbered not lettered e.g. Flat 1, 24, **not** Flat A, 24; **nor** 24A.
- All new residential building names should end with a suffix, examples are provided in the list below. It is not exhaustive and sometimes other descriptive words are more appropriate:
 - Lodge
 - Apartments
 - Mansions
 - House
 - Court
 - Point
 - Tower
 - Heights
- For private houses in existing unnumbered streets it is essential that the houses are officially allocated names, which are registered with the emergency services. Anyone wishing to change the name of their unnumbered house must also apply to the Authority.
- For private houses it is essential that the name should not repeat the name of the street or that of any other house or building in the area.
- Infill plots, i.e. 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. To include the new houses in the numbered street sequence would involve unacceptable renumbering of all the higher numbered houses on that side of the street.
- If additional plots are added to a proposed development at a later date, e.g. due to a revised layout, these plots will be allocated existing numbering with suffixes of "A", "B" etc. e.g. 24A, 24B etc.
- Private garages and similar buildings used for housing cars, and such like, will not be numbered.
- Annexes to buildings e.g. granny flats or ancillary accommodation, will be given the prefix 'Annexe'. The rest of the address will be the same as the parent property e.g. Annexe, 34 Claremont Road.
- Where a property has a number, it must be used and displayed. Where a name has been chosen for a property with a number, the number must always be included; the name cannot be regarded as an alternative. This is enforceable under section 65 of the Town Improvement Clauses Act 1847.

Appendix E

Property Numbering/Naming & Re-Numbering/Naming - Charging Schedule

Power to charge under section 93 of the Local Government Act 2003.

A local authority may charge for discretionary services. Discretionary services are those services that an authority has the power but not a duty to provide. An authority may charge where the person who receives the service has agreed to its provision, the charge must not exceed the cost of providing the service.

So the Council cannot charge for street naming services (since the duty to provide this service is not discretionary), but it can charge for elements of the naming and numbering function.

For Street Naming and Numbering this charge covers:

- Naming and Numbering new properties (including conversions).
- Renaming existing properties.
- Alterations in either name or numbers to new developments after initial naming and numbering has been undertaken.
- Notifications to organisations listed in Appendix F.

These charges have to be paid prior to any changes being made. Changes made without contacting the Council will not be registered with services and organisations listed in Appendix F.

New Build or Redevelopment

Type of Application	Charge (per application)
New individual property	£25
New development or re-development (new builds and conversions) (includes new builds following demolition)	£160 per road + £25 each property
Amendment to previously approved address scheme	£35 per property

Existing properties and/or streets

Type of Application	Charge (per application)
Change of Dwelling Name or Commercial Property Name	£55
Change of Building Name (e.g. block of flats)	£55 + £25 per flat/unit
Street Renaming (residents' request – see Policy for details)	£160 + £25 per property
Street Numbering (residents' request – where no numbering system exists)	On individual basis. Contact the Council's Local Land Charges Service
Database Corrections (e.g. incorrect spelling)	No Charge

These charges will be reviewed annually.

Appendix F – Organisations & Services we inform of new or changed addresses

• External

- West Sussex County Council
- West Sussex Fire and Rescue Service
- Sussex Police
- SE Coast Ambulance Service
- Valuation Office
- Land Registry
- Utility companies

• Internal

- Building Control Services
- Revenues and Benefits
- Electoral Registration
- Environmental Health
- Local Land Charges
- Planning Services
- Cleansing Services

AGENDA ITEM NO. 10**ARUN DISTRICT COUNCIL****REPORT TO AND DECISION OF CABINET
ON 14 JANUARY 2019****PART A : REPORT****SUBJECT: Greenspace Management Contract Novation****REPORT AUTHOR: Oliver Handson, Environmental Services & Strategy Manager****DATE:** 3 January 2019**EXTN:** 37955**PORTFOLIO AREA:** Neighbourhood Services**EXECUTIVE SUMMARY:** The report seeks approval for the novation of the Council's Greenspace Management Contract from ISS Facility Services Landscaping (ISS FSL) to Tivoli Group Ltd.**RECOMMENDATIONS:**

Cabinet is asked to:

1. approve the novation of the Greenspace Management Contract from ISS Facility Services Landscaping to Tivoli Group Ltd for the reasons outlined in the report; and
2. approve a Parent Company Guarantee from Amistha Holdings, the parent company of Tivoli Group Ltd.

1.0 Background

The Council successfully retendered its Greenspace Management Contract, which commenced on the 1 January 2017.

ISS Facility Services Landscaping (ISS FSL) was awarded the Contract following a competitive tender process.

On 31 May 2018, ISS FSL sold the trade and assets of its UK Landscaping division to Tivoli Group Limited (TGL). TGL was incorporated in December 2017 as a subsidiary of its ultimate holding company, Amistha Holdings Limited, with the vision of being the UK's leading Grounds Maintenance provider.

2.0 Due Diligence

On receiving notification of the proposed sale, the Council undertook due diligence to mitigate any risks to the Council associated with the proposal.

This involved specialist legal and procurement advice concerning the contractual implications to the Council and legal implications of compliance with the UK Public Contracts Regulations 2015.

3.0 Advice

Following thorough legal and procurement advice, the Director of Services is satisfied that the Council has mitigated the potential risks as far as possible of novating the contract. A novation agreement along with a Parent Company Guarantee (PCG) has been agreed and drafted, which will be finalised pending Council approval.

TGL has agreed to provide a PCG from Amistha Holdings in the format requested by the Council. The accounts of Amistha Holdings have been scrutinised and passed a due diligence exercise by the Council's Finance Team.

A PCG is a form of security that may be required by clients to protect them in the event of default on a contract by a contractor that is controlled by a parent company.

All terms and conditions from the original procurement and delivery of services will be transferred under the novation agreement, therefore protecting the Council's interests and continuity of service delivery.

The alternative option would be to re-procure the contract once more, which would have a significant resource and financial implication to the Council, given that the value of the contract meets the EU procurement threshold.

4.0 Tivoli Group Ltd

The Director of Services has met with the Chief Executive of Tivoli Group Ltd to seek assurances of Tivoli's commitment to Arun and the Arun Greenspace Management Contract. The Chief Executive gave a comprehensive briefing of TGL's future aims and objectives in the industry and iterated their desire to deliver a high quality service to the Council. A mandatory Supplier Selection Questionnaire (SSQ) has been satisfactorily completed by TGL thus satisfying the Council of TGL's technical abilities to effectively perform the contract.

2. PROPOSAL(S):

For Cabinet to agree the novation of the Greenspace Management Contract and Parent Company Guarantee.

3. OPTIONS:

1. To agree the proposal as outlined above
2. Not to agree the proposal as outlined above, resulting in a requirement for the Council to re-procure the Greenspace Management Contract

4. CONSULTATION:

Has consultation been undertaken with:	YES	NO
Relevant Town/Parish Council		✓
Relevant District Ward Councillors		✓
Other groups/persons (please specify)		✓
5. ARE THERE ANY IMPLICATIONS IN RELATION TO THE FOLLOWING COUNCIL POLICIES: (Explain in more detail at 6 below)	YES	NO

Financial	✓	
Legal & Procurement	✓	
Human Rights/Equality Impact Assessment		✓
Community Safety including Section 17 of Crime & Disorder Act		✓
Sustainability		✓
Asset Management/Property/Land		✓
Technology		✓
Other (please explain)		

6. IMPLICATIONS:

Financial – novation provides cost certainty for duration of the Contract, supporting the Council's Medium Term Financial Strategy and avoids the cost risk associated with re-tendering the Contract on the open market.

Legal and Procurement – various legal and procurement implications, all of which have been mitigated as far as possible through due diligence, legal advice and novation agreement.

7. REASON FOR THE DECISION:

To mitigate as far as possible any legal and procurement risks to the Council and ensure the Council's Greenspace Management Contract will continue to be delivered successfully.

8. EFFECTIVE DATE OF THE DECISION: 23 January 2019**9. BACKGROUND PAPERS:**

None