

CABINET

21 March 2023

Title: Street Naming and Numbering Policy	
Report of the Cabinet Member for Regeneration and Economic Development	
Open Report	For Decision
Wards Affected: All	Key Decision: No
Report Author: Laura Powell, Strategy and Partnerships Officer	Contact Details: E-mail: laura.powell@lbbd.gov.uk
Accountable Director: Marlon Bruce, Head of Housing and Assets Strategy	
Accountable Strategic Leadership Director: James Coulstock, Strategic Director Inclusive Growth	
Summary <p>The London Borough of Barking and Dagenham has a statutory duty to ensure all streets are named and properties numbered. This is in accordance with the Towns Improvement Clauses Act 1847. Be First is commissioned to provide the borough's statutory street naming and numbering function, in partnership with the Council.</p> <p>The new Street Naming and Numbering Policy aims to provide clear guidance to developers and residents on the London Borough of Barking and Dagenham's approach to the effective allocation of street naming and property numbering, whilst ensuring legislative requirements are met.</p> <p>Following recommendations from the Policy Task Group, the policy also outlines the importance of, and the Council's approach to, engaging with residents when determining street and building names for new developments, alongside the mechanisms in place for ensuring that effective consultation takes place.</p>	
Recommendation(s) <p>Cabinet is asked to:</p> <ul style="list-style-type: none">(i) Agree the Street Naming and Numbering Policy at Appendix A to the report and the proposed fees as set out in Appendix B to the report;(ii) Note the proposed approached to resident consultation and engagement in the naming of streets, as detailed in the report; and(iii) Delegate authority to the Strategic Director, Inclusive Growth, in consultation with the Cabinet Member for Regeneration and Economic Development, to make any non-material changes to the policy document prior to its publication.	

1. Introduction and Background

- 1.1 The London Borough of Barking and Dagenham has a statutory duty to ensure all streets are named and properties numbered. This is in accordance with the Towns Improvement Clauses Act 1847. Be First is commissioned to provide the borough's statutory street naming and numbering function, in partnership with the Council.
- 1.2 Over the past 18 months, there have been attempts to develop and publish a Street Naming and Numbering Policy, which has not been reviewed for ten years. Be First produced a draft policy, incorporating all legislative requirements and processes, which was shared with Council officers for agreement.
- 1.3 However, following a request by Members, work to review the Policy was paused to allow further discussions to take place at Policy Task Group. Recommendations received from the Group have been reviewed and considered in the development of the Policy, and officers are now able to take forward the Policy for agreement and publication.
- 1.4 Be First has confirmed that the Street Name and Numbering Policy fulfils the local authority's statutory obligations to ensure that all streets and buildings in the borough are named and numbered. It is compliant with the relevant legislative acts which include:
 - The London Building Acts (Amendment) Act 1939 Part II
 - The London Government Act 1963'

2. Proposal and Issues

- 2.1 The Street Naming and Numbering Policy aims to provide clear guidance to developers and residents on the London Borough of Barking and Dagenham's approach to the effective allocation of street naming and property numbering, whilst ensuring legislative requirements are met.
- 2.2 The Policy outlines the two routes for Street Naming and Numbering applications: Fast Track and Bespoke. Be First will maintain an Approved Names List for use with the Fast Track Route.
- 2.3 In recent months, Members have been approached by residents requesting streets be named after deceased relatives. Due to the sensitivities and the potential implications of naming a street after an individual, the Policy provides the following guidance:
 - The use of a name of a living person will not be approved.
 - It is recommended that if the name is of a person who is deceased, it should be at least ten years since their death unless exceptional circumstances justify a shorter period.
 - The use of a name which relates to a deceased person will require justification, together with written agreement from the next of kin or family.
- 2.4 The proposed ten-year rule for naming a street or building after a deceased person is to provide a sufficient period following a bereavement. The naming of a street

after a deceased person requires careful research into that person's history and it would be insensitive to carry out this research during a period of grieving.

- 2.5 Be First would note that similar lengths of time are required by most Local Authorities, and many do not accept requests for the naming of streets after deceased residents at all.
- 2.6 Where any request is received, including those relating to a deceased person, the proposed name will be initially screened by the Street Naming and Numbering service. It will then be considered as part of the annual review of the Approved Names List, in consultation with the London Fire Brigade, the Leader of the Council, the Cabinet Member for Regeneration & Economic Development and the local Ward Councillors.

3. Policy Task Group Recommendations

Consultation and Recommendations

- 3.1 It is recognised that the choice of street names can help to strengthen local identity and increase civic pride. Following recommendation from Policy Task Group, the new Policy outlines the importance of engaging with residents when determining street and building names for new developments, and the mechanisms in place for ensuring that effective consultation takes place.
- 3.2 Where an area, field, or previous building has a historical association with a particular name, activity, or anything else (such as a geographical or natural features) the Council aims to preserve this in all aspects of new developments. Be First will work with developers to ensure that these aspects are considered. On Policy Task Group recommendation, this has been included in the Policy.
- 3.3 Over the coming months, Be First in partnership with the Council's Heritage Service, will engage with residents on the themes they want to see celebrated through the borough's regeneration projects and developments. These themes will be reflected in the Approved Names List held for Fast Track Applications. There will also be the opportunity to involve the Citizens Alliance Network (CAN) to support the engagement process.
- 3.4 The pre-approved list will then be reviewed on an annual basis, during March of each year. This will provide the opportunity for any proposed names received during the year to be considered.
- 3.5 Proposed names received during the year, will be screened by Be First's Street Naming and Numbering service before being issued for consultation to the London Fire Brigade, the Leader of the Council, the Cabinet Member for Regeneration & Economic Development and the local Ward Councillors. The pre-approved list will then be shared for public consultation.
- 3.6 Where developers of large-scale developments wish to pursue the Bespoke Route of proposing alternative names for consideration, early discussions with local residents and the Street Naming and Numbering service will be required.

Directory of Street Names

- 3.7 Following recommendations from the Policy Task Group, officers have considered the introduction of a digital directory of street names.
- 3.8 It is acknowledged that a digital directory, providing the meaning behind existing names, will help to create a sense of place and be more readily associated with the borough's past.
- 3.9 However, the creation of a directory and the feature of QR codes on new street signs requires further time and investigation, but should not prevent the new Street Naming and Numbering Policy from being published.
- 3.10 In the meantime, Be First are in the process of updating the Street Naming and Numbering webpage. It will be fresher, clearer and will reflect the new policy.

4. Fees

- 4.1 The proposed fees associated with the new policy are set out below:

Service	Fee (excl. VAT)	VAT	Total
New property (single unit/dwelling)	£125.00	£25.00	£150.00
Change of approved address (single unit/dwelling)	£125.00	£25.00	£150.00
New street name	£500.00	£100.00	£600.00
New building (where there are multiple addresses in the building)	£500.00	£100.00	£600.00
Renaming street*	£1,000.00	£200.00	£1,200.00
*Plus Costs Incurred In carrying out statutory consultation			

- 4.2 The above fees are for 2023/24 and will be reviewed annually, with a list of fees published at all times on the Council's website.

5. Options Appraisal

- 5.1 The only alternative option would be to continue delivering the service without a formal Street Naming and Numbering Policy being published. However, the development and publication of a policy is key to ensuring that this statutory function is carried out in a transparent and consistent manner.
- 5.2 Historically, officers and Members have been unable to respond effectively to ad-hoc requests from residents. This will be resolved with clear guidance in place.

6. Consultation

- 6.1 The Policy has been developed in consultation with officers from Be First, the Council, the Citizens' Alliance Network Project Manager, relevant Cabinet Members and the Policy Task Group.
- 6.2 The proposals in this report were considered and endorsed by the Corporate Strategy Group on 17 November 2022.

7. Financial Implications

Implications completed by: Sandra Pillinger, Group Accountant

- 7.1 There are no financial implications to note. Applicants are charged a fee to cover the administrative costs of advising interested parties and statutory undertakers of any relevant changes. The list of fees shall be published on the Council's website.

8. Legal Implications

Implications completed by: Dr. Paul Feild, Principal Standards & Governance Lawyer

- 8.1 The development of a Street Name and Numbering Policy ensures that the Council provides developers and residents with clear and consistent guidance in the delivery of its statutory duty to ensure all streets are appropriately named and properties numbered. The present powers, which control street naming and numbering in the London Borough of Barking and Dagenham and the Greater London area, are derived from Part II of the London Buildings Act (Amendment) Act 1939. The original Act referred only to the inner London area and was amended by Section 43(1) of the London Government Act 1963 to include the whole of Greater London. With the dissolution of the Greater London Council in 1985 the powers held by that Council, in respect of street naming and numbering, were devolved to the London boroughs by virtue of the Local Government Act 1985.
- 8.2 The Council's current Constitution provides that the Cabinet is responsible for the naming of roads and buildings (Part 2, Chapter 6, paragraph 2.1(xi)).

9. Other Implications

- 9.1 **Risk Management** – This Policy has been developed under the appropriate legislation to ensure consistent record keeping, reduction of costs, to aid delivery of mail and the fast and accurate response of the emergency services. To mitigate any risk associated with the allocation of street names and numbers, all relevant stakeholders, including the London Fire Brigade are involved in the consultation process prior to any name being accepted.
- 9.2 **Corporate Policy and Equality Impact** – As mentioned above, it is recognised that the choice of street names can help to strengthen local identity and increase civic pride. The new Policy outlines the importance of engaging with residents when determining street and building names for new developments, and the mechanisms in place for ensuring that effective consultation takes place.

Public Background Papers Used in the Preparation of the Report: None

List of appendices:

- **Appendix A** – Draft Street Name and Numbering Policy 2023
- **Appendix B** – Street Name and Numbering Application Form and Fees