

APPENDIX 2

Reports to Planning Committee (7 February 2012) and Community Participation Committee (18 April 2012).

WEST DUNBARTONSHIRE COUNCIL

Report by the Executive Director of Housing, Environmental and Economic Development

Planning Committee: 7 February 2012

Subject: Street Naming Policy

1. Purpose

- 1.1** To seek the approval of the Committee regarding a street naming policy.

2. Background

- 2.1** Street naming and numbering is a statutory function which is undertaken by the Council under the provisions of Section 97 of the Civic Government (Scotland) Act 1982 (as amended). This function is administered by the Building Standards Section.
- 2.2** For developers the early allocation of addresses is essential in order to ensure that necessary services (gas, electricity, telecoms, etc.) can be provided timeously to new properties and allow conveyancing and mortgage provision to be undertaken. Postcodes are allocated by the Royal Mail and these cannot be provided until street names and numbers have been allocated by the Council.
- 2.3** Currently both residential and commercial developers are invited at an early stage of the development to suggest street names for consideration. These suggestions are considered by officers for suitability and are put forward to Committee for formal approval. However if the suggested name(s) are felt to be unsuitable, alternative names will be recommended by officers.
- #### **3. Main Issues**
- 3.1** Presently there is no policy or guidelines for the allocation of street names in this Council area. Experience of dealing with requests for street names indicates that an agreed policy would allow allocation of street names to be done on a fair and consistent basis.
- 3.2** The proposed street naming policy is contained within Appendix 1. The main terms of the policy is that current themes within an existing area will be used whenever possible, such as where the theme of lochs or ships have been used this will be continued for any new streets. If it is not possible to use an existing theme or the development involves multiple new street names, a new theme will be considered. However all efforts will be made to keep it within the general theme.
- 3.3** Where a new theme is proposed, the street names should have a local significance and/or historical links to the local area. Consideration of alternative themes will only

be made if no local significance/historical link exists. Streets will not be named after people who are living; as there is a risk that the public perception of that person may change as a result of events occurring over the remainder of their lifetime. In appropriate circumstances, names of deceased people will be given consideration who have contributed in a beneficial way to the local community and area.

- 3.4 Names should not duplicate or conflict with any existing streets in the town concerned and variations in the suffix should be used with discretion and would only be considered if they led off each other; for example Glenfinnan Drive & Glenfinnan Lane which lead off each other. Names should be easily pronounced and spelt so as not to cause confusion, particularly in the case of an emergency.
- 3.5 The policy would allow officers to consider names for a new street and recommend a street name to be allocated to new street which is consistent with the policy. The policy will be available on the Council's website and it is recommended that consultation is carried out with the public via the Citizens Panel, Community Councils and Tenant Associations regarding the terms of the policy.

4. People Implications

- 4.1 There are no personnel issues.

5. Financial Implications

- 5.1 There are no financial implications.

6. Risk Analysis

- 6.1 There are no known risks to the council.

7. Equalities Impact Assessment (EIA)

- 7.1 An initial screening of the proposed policy has been carried out and no equality issues were identified.

8. Strategic Assessment

- 8.1 The proposed policy does not impact on any of the Council's strategic priorities.

9. Conclusions and Recommendations

- 9.1 No policy currently exists in respect of street naming and it is appropriate to have a street naming policy to allow the fair and consistent allocation of street names.
- 9.2 It is recommended that Committee approve the policy for street naming contained in Appendix 1 and if following consultation appropriate suggestions are considered for inclusion or amendment to the policy that the Committee be advised of these proposed changes.

Elaine Melrose
Executive Director of Housing, Environmental and Economic Development
Date: 25 January 2012

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Appendices: Appendix 1 - Proposed Street Naming Policy

Background Papers: None

Wards Affected: All

WEST DUNBARTONSHIRE COUNCIL

Report by the Executive Director of Housing, Environmental and Economic Development

Community Participation Committee: 18 April 2012

Subject: Street Naming Policy

1. Purpose

- 1.1** This report is to present a proposed street naming policy to the Committee and to invite comments from the Committee and its member groups.

2. Background

- 2.1** A proposed street naming policy was presented to the Planning Committee on 7 February 2012 where it was agreed that consultation with relevant bodies be undertaken before being brought back to the Planning Committee for approval. In order to facilitate consultation it was agreed to present the proposed policy to the Community Participation Committee for consideration, comment and suggestions regarding the policy.
- 2.2** Street naming and numbering is a statutory function which is undertaken by the Council under the provisions of Section 97 of the Civic Government (Scotland) Act 1982 (as amended). This function is administered by the Building Standards Section.
- 2.3** For developers, the early allocation of addresses is essential in order to ensure that necessary services (gas, electricity, telephone, etc.) can be provided timeously to new properties and allow conveyancing and mortgage provision to be undertaken. Postcodes are allocated by the Royal Mail and these cannot be provided by them until street names and numbers have been allocated by the Council.
- 2.4** Currently both residential and commercial developers are invited at an early stage of the development to suggest street names for consideration. These suggestions are considered by officers for suitability and are put forward to the Planning Committee for formal approval. However if the suggested name(s) are felt to be unsuitable, alternative names will be recommended by officers.
- #### **3. Main Issues**
- 3.1** Presently there is no policy or guidelines for the allocation of street names within the Council area. Experience of dealing with requests for street names indicates that an agreed policy would allow allocation of street names to be done on a fair and consistent basis.

- 3.2** The proposed street naming policy is contained within Appendix 1. The main terms of the policy are that current themes within an existing area will be used whenever possible; such as where a theme of lochs or ships have been used this will be continued for any new streets. If it is not possible to use an existing theme or the development involves multiple new street names, a new theme will be considered.
- 3.3** Where a new theme is proposed, the street names should have a local significance and/or historical links to the local area. Consideration of alternative themes will only be made if no local significance/historical link exists. Streets will not be named after people who are living; as there is a risk that the public perception of that person may change as a result of events occurring over the remainder of their lifetime. In appropriate circumstances, names of deceased people who have contributed in a beneficial way to the local community and area will be given consideration.
- 3.4** Names should not duplicate or conflict with any existing streets in the town concerned and variations in the suffix should be used with discretion and would only be considered if they led off each other; for example Glenfinnan Drive & Glenfinnan Lane which lead off each other. Names should be easy to pronounce and spell to avoid confusion, particularly in the case of an emergency.
- 3.5** The policy would allow officers to consider names for a new street and recommend a street name to be allocated to new street which is consistent with the policy. The policy will be published on the Council's website.
- 3.6** The proposed policy was presented to the Planning Committee on 7 February 2012 where it was agreed that consultation with relevant bodies be undertaken before being brought back to the Planning Committee for approval. It is appropriate to present the proposed policy to the Community Participation Committee for consideration, comment and suggestions regarding the policy.

4. People Implications

- 4.1** There are no personnel issues.

5. Financial Implications

- 5.1** There are no financial implications.

6. Risk Analysis

- 6.1** There are no known risks to the council.

7. Equalities Impact Assessment (EIA)

- 7.1** An initial screening of the proposed policy has been carried out and no equality issues were identified.

8. Strategic Assessment

- 8.1** The proposed policy does not impact on any of the Council's strategic priorities.

9. Conclusions and Recommendations

- 9.1** No policy currently exists in respect of street naming and it is appropriate to have a street naming policy to allow the fair and consistent allocation of street names.
- 9.2** It is recommended that Committee provide their views on the proposed policy for street naming contained in Appendix 1 and provide suggestions to officers for inclusion into or amendment of the policy.
- 9.3** It is further recommended that the Committee advise if it considers that individual member groups represented at committee be separately consulted on the proposed policy.

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Executive Director of Housing, Environmental and Economic Development
Date: 28 March 2012

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Appendices: Appendix 1 - Proposed Street Naming Policy

Background Papers: None

Wards Affected: All