



**MINUTES of
STRATEGY AND RESOURCES COMMITTEE
6 OCTOBER 2022**

PRESENT

Chairman	Councillor S White
Vice-Chairman	Councillor M F L Durham, CC
Councillors	M G Bassenger, Mrs P A Channer, A S Fluker, K M H Lagan, N G F Shaughnessy, W Stamp, CC, C Swain and Mrs M E Thompson

283. CHAIRMAN'S NOTICES

The Chairman welcomed everyone to the meeting and went through some general housekeeping arrangements for the meeting.

284. APOLOGIES FOR ABSENCE

An apology for absence was received from Councillor R H Siddall.

285. MINUTES OF THE LAST MEETING

- (i) That the Minutes of the Strategy and Resources Committee held on 14 July 2022 be received.

Minute 165 – UK Shared Prosperity and Levelling Up Funding Update

That in bullet point 5 'to overwrite the cost of any underruns' be amended to read 'to underwrite the cost of any overruns'.

Minute 166 – Lead Specialist Prosperity Resource Options

That in the first sentence in paragraph two the word 'commented' be replaced with 'commenced'.

RESOLVED

- (ii) That subject to the above amendments, the Minutes of the Strategy and Resources Committee held on 14 July 2022 be approved.

It was noted that there was a further query regarding the accuracy of the final bullet point under Minute 165 in the previous minutes. Upon review of the YouTube recording this was found to be a correct record.

286. DISCLOSURE OF INTEREST

Councillor K M H Lagan declared that he was a previous barge owner.

Councillor Mrs P A Channer, in respect of agenda item 11, declared a registrable interest as a trustee of an alms-house charity. It was noted that there was no mention of the particular Alms-house in question so she would remain in the Chamber for this item. With reference to agenda item 14, she declared she would leave the Chamber for this item.

Councillor N G F Shaughnessy declared a non-pecuniary interest as a trustee of Maldon Housing Association.

287. PUBLIC PARTICIPATION

No requests had been received.

288. TREASURY OUTTURN 2021 / 22

The Committee considered the report of the Director of Resources that covered the Council's investment activity for the financial year of 2021 / 22 in accordance with the Chartered Institute of Public Finance and Accountancy Treasury Management Code (CIPFA's TM Code) and the Council's Treasury Management Policy and Treasury Management Practices (TMPs).

The Chairman introduced the report and moved the recommendation which was seconded by Councillor Thomson. She then deferred to the Director of Resources to present the detail. He took the Committee through the report highlighting key sections. Paragraph 3.7.3 detailed the type of investments held and amounts at year end. The Council's long-term investments provided the highest returns and contributed to the higher than budgeted income. Paragraph 3.8.1 detailed the returns from different investments types. The Prudential indicators were complied with as outlined on appendix 2. Investment limits for banks was 2 million, however, due to the nature of current accounts, in that they are not fixed investments, the limit was exceeded on occasion due to large government grant payments. The previous approved changes were detailed in paragraph 3.9.2. In conclusion he recommended that a limit was retained on current accounts to ensure good management of cash and drew attention to Appendix 2 which showed that the Council had no capital borrowing.

In response to issues raised Officers provided the following information:-

- That a list of those local authorities the Council had investments in both as of now and at year end, would be circulated outside of the meeting.
- That with reference to the draw down at paragraph 3.7.6 regarding the investment income, the capital amount remained the same and the Council received the interest.
- That as at paragraph 3.9.2 the Council cannot guarantee that what comes in and out won't fluctuate however, it had a set limit and will report any changes on that.

- That low rates of return on investments were due to % rates at the time, the Council's policy was to balance risk and return, low risk investments e.g. money market fund.
- That the 2 million counterpart limit was set by the Council as part of its risk management limit with each bank.
- That there had been a relatively good uptake on the Treasury Investment training, presentations/slides could be circulated to those unable to attend.

Members commended the Director of Resources and his team for their work.

There being no further issues raised the Chairman put the duly seconded recommendation to the Committee and it was agreed by assent.

RESOLVED that members reviewed the treasury outturn report for compliance purposes.

289. BUDGETARY CONTROL 2022 / 23

The Committee considered the report of the Director of Resources that provided information in relation to financial performance over the period 1 April 2021 to 31 July 2022.

The Chairman introduced the report and deferred to the Director of Resources to present the detail. He reported that the Council continued to be impacted financially by the pandemic and now the cost of living crisis. Due to ongoing covid pressures the budget was set with a contribution from the general fund reserve. Approved budget increases relating to increased resources in Planning Services resulted in a forecast service budget overspend. This had been offset somewhat by income from recycling. The budget variance was showing an overspend, above the minimum recommended level and a revised medium term financial strategy would be submitted to the next meeting of this committee.

The Chairman moved the recommendation, duly seconded by Councillor Thompson and opened the discussion. In response to issues raised Officers provided the following information:-

- That given the emerging pressures, changes in interest rates, inflation, energy prices etc the budget variance will continue to change to year end.
- That the revenue commitment reserve fund will not impact the bottom line as this was due to reserve commitment from last year to cover spend in the current year.
- That a report covering a review of all Member Allowances will be considered by Council on 3 November 2022.

There being no further issues raised the Chairman put the recommendation to the committee and it was agreed by assent.

RESOLVED that the Committee noted the forecasted 2022 / 23 financial position as at 31 July of this financial year.

290. FEES AND CHARGES POLICY 2023 - 24

The Committee considered the report of the Director of Resources that reviewed the fees and charges policies that had been put forward by officers: prior to the approval of the 2023 / 24 budget and updated Medium Term Financial Strategy.

The Chairman introduced the report and deferred to the Director of Resources to present the detail. He advised that the report set out the direction of travel which will come back to Members for final approval. The table at paragraph 3.3 set out the proposed changes to the policy.

The Chairman moved the recommendation, seconded by Councillor Durham and opened the discussion.

A lengthy debate ensued regarding a number of issues. Some Members felt that reporting the high level principle of the policy at this stage followed by the detailed report at the next meeting was possibly counterintuitive. This was of particular concern in relation to the changes to car parking and wharfage charges as it was felt there was not enough information at this point to make those type of decisions. It was also noted that all businesses were under pressure and it was important not to discriminate. However there was concern that should the recommendation not be referred to Council at this juncture, it would adversely impact on budget preparation.

Following discussion on an amended proposal the Chairman proposed that the 2023/24 Fees and Charges Policies attached at Appendix A be approved, subject to the provision of further information regarding wharfage and car parking charges. This was seconded by Councillor Durham. A recorded vote was requested by Councillor Lagan duly seconded by Councillor Stamp and the results were as follow:-

For the Proposal

Councillors M S Bassenger, Mrs P A Channer, M F L Durham, A S Fluker, N G F Shaughnessy, C Swain and Mrs M E Thompson.

Against the Proposal

Councillors K M H Lagan and W Stamp.

Abstentions

None

RECOMMENDED that the 2023 / 24 Fees and Charges Policies attached at **APPENDIX A** be approved, subject to the provision of further information regarding wharfage and car parking charges.

291. SUPPLEMENTARY ESTIMATES, VIREMENTS, PROCUREMENT EXEMPTIONS AND USE OF RESERVES

The Committee considered the report of the Director of Resources that advised on Virements and Supplementary Estimates agreed under delegated powers where they were below the levels requiring approval by the Strategy and Resources Committee and sought approval where they were above the levels requiring approval by this Committee. In addition, the report informed the Committee of procurement exemptions that had been granted and reserves used within the period.

The Chairman introduced the report, moved the recommendations, duly seconded and deferred to the Director of Resources to present the detail. He advised that this was a

regular report required by the Council's Financial Regulations with all items for noting. There were virements for repairs and maintenance items, one supplementary estimate for Health & Safety reasons and two procurement exemptions.

In response to issues raised Officers provided the following information:-

- That whilst normally reports for noting did not form part of an agenda, this report was included as required under the Council's Financial Regulations.
- That costs to date related to work on the Avian Flu were wholly human resources not financial support.
- That the Consultant working with the Council on the Leisure Contract was of long standing and aware of the Council's options/requirements etc.
- That the essential Legionella water testing costs were not just for the Council Offices, but across the entire property portfolio and procurement arrangements.

There being no further issues raised the Chairman put the recommendations to the Committee and they were noted by assent.

RESOLVED

- (i) That the virements as detailed in paragraph 3.3.1 were noted;
- (ii) That the supplementary estimate as detailed in paragraph 3.4.1 was noted;
- (iii) That the procurement exemptions as detailed in paragraph 3.5.1 were noted.

292. STREET NAMING AND NUMBERING POLICY

The Committee considered the report of the Director of Resources that required Members to review, (amend as appropriate), and approve Maldon District Council's (MDC's) local policy and due diligence measures with regard to Section 3.1 of the Street Naming and Numbering Policy - Naming Streets after People attached as appendix A and approve adoption of the full Street Naming and Numbering policy.

The Chairman introduced the report, moved the recommendations and deferred to the Director of Resources to present the detail. He advised that the report sought to ensure a comprehensive and accessible policy and that the policy itself largely followed national criteria as the council cannot deviate from that. However there was discretion around naming streets as outlined in paragraph 3.1. Given recent sensitivities around name changing the council only allowed suggestions of surnames with local significance to be deemed suitable.

In response to issues raised Officers provided the following information:-

- That should requests be received to use a living named person that would only be allowed in exceptional circumstances and considered on a case by case basis.
- That in terms of charging the Council only recouped administrative costs as it was not allowed to make a profit in this regard.

Councillor Stamp proposed that the consultation period be extended from 14 days to 28 to allow for wider consultation with Parish and Town Councils and this was seconded. She further wished it noted that she did not agree with using names of living people.

The Chairman then put the recommendations, including Councillor Stamp's proposal, to the committee and they were agreed by assent.

RECOMMENDED

- (i) That the Street Naming and Numbering Policy (**APPENDIX B**) be approved.
- (ii) That a comprehensive, accessible policy for use by Residents, Developers, Officers and Council, Town and Parish Councillors was agreed which demonstrated and clarified the criteria applied to current Street Naming and Numbering decisions.
- (iii) That the Council agreed on the local policy for the use (or not) of peoples' names, including a due diligence stage undertaken via Ward Members on the suitable use of any names submitted by Residents, Officers or Councillors (Ward or Parish) prior to them being submitted for wider consultation when naming new Streets.
- (iv) That the consultation period be extended to 28 days to allow for wider consultation with Parish and Town Councils.

293. MALDON DISTRICT COUNCIL HOMELESSNESS AND HOUSING STRATEGY EXTENSION

The Committee considered the report of the Director of Service Delivery to agree an extension to the Homelessness and Housing Strategy from 2018 - 2023 to 2018 - 2025.

The Chairman introduced the report and deferred to the Specialist Services Manager to present the detail. She advised the Committee that the Housing Strategy, first drafted in 2018, contained a number of essential ongoing functions and actions yet to be delivered, hence the request for an extension. The strategy covered a wide range of areas from Homelessness to Private Sector and Housing Development. The purpose of the strategy was to explain the current service, the context in which it was delivered, to set out departmental goals and the actions required to deliver those goals. The Housing Audit in 2021 recommended that the strategy be extended to 2025 as many actions were still relevant. It was reported that the strategy had undergone a minor adjustment to ensure it aligned with the goals in the Council's Corporate Plan.

The Chairman and Members thanked the Housing Officers for their work. She then moved the recommendations and they were seconded by Councillor Fluker and agreed by assent.

RESOLVED

- (i) That the Committee agreed the recommendations of the Council's Auditor BDO which advocated that the Council's Homelessness and Housing Strategy be extended;

- (ii) That the proposed amendment and two year extension to the Homelessness and Housing Strategy so that Officers continued to deliver against the objectives therein, be agreed.

294. ANY OTHER ITEMS OF BUSINESS THAT THE CHAIRMAN OF THE COMMITTEE DECIDES ARE URGENT

The Chairman advised that she had one urgent item of business 'Investment Zones', and that this item was brought forward for consideration as local authorities leading on the Expression of Interest process were required to submit expressions by 14 October 2022. She said this would be dealt with under Agenda Item 15 in the Private and Confidential section of the meeting.

Councillor Stamp wished to acknowledge that Councillor Lagan had run the London marathon and Councillor Channer felt that this should be reported at Council.

At this point Councillor Channer declared an other registrable interest in respect of agenda items 11 and 14 and reminded the Committee she would be leaving the Chamber for agenda Item 14.

295. EXCLUSION OF THE PUBLIC AND PRESS

RESOLVED that under Section 100A (4) of the Local Government Act 1972 the public be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information as defined in Paragraph 3 of Part 1 of Schedule 12A to the Act, and that this satisfies the public interest test.

Councillor Mrs P A Channer left the Chamber at 21:00pm for the next item of business, agenda item 14.

296. COMMUNITY LED HOUSING IN MALDON

The Committee considered the report of the Director of Service Delivery to agree a programme of work to support the development of community led housing in Maldon.

A brief debate ensued regarding the different propositions and models to deliver community led housing. Members felt strongly that all housing, including community led, should be eco-friendly going forwards. It was noted that housing would be sustainable and matched to incomes.

Councillor Fluker proposed that the recommendations be agreed for a period of 12 months but with a commitment of £20,000. Once it was evidenced the projects/outcomes were successfully underway the balance of the original commitment could then be requested. This was seconded by Councillor Stamp.

The Chairman then put the revised recommendations to the Committee and they were agreed by assent.

RESOLVED

- (i) That Members considered the attached programme of work in Appendix 2 to be delivered initially for a 12 month period, to increase awareness of and support for the delivery of community led housing in Maldon;

- (ii) That Members agreed £20,000 of the existing Community Housing Fund grant monies be allocated to fund the programme of work outlined in Appendix 2;
- (iii) That the Council re-joins the Essex Rural Housing Advisory Group at the cost of £1,000 per annum funded by the Community Housing Funding grant.

Councillor Mrs P A Channer then rejoined the meeting at 21:23pm.

297. URGENT BUSINESS: INVESTMENT ZONES

The Committee considered the report of the Director of Strategy, Performance and Governance that informed Members of the opportunity presented by the UK Government's Investment Zones initiative.

A debate ensued where Members acknowledged that this was an opportunity for the Council working in tandem with Essex County Council (ECC) and that the situation was fast moving. However, it was acknowledged that there were still a lot of unanswered questions. The Lead Specialist Prosperity advised that a meeting was due to take place 7 October 2022 at ECC where clarity would be sought on a number of issues and officers would report back to Members on email.

There being no further discussion the Chairman put the duly seconded recommendations to the Committee and they were agreed by assent.

RESOLVED

- (i) That Members noted the opportunity presented for potential investment in the District by the Investments Zones Expressions of Interest process.
- (ii) That Members agreed, should the Council be approached, that it would engage positively with the opportunity should Essex County Council submit an Expression of Interest to nominate a site for a potential Investment Zone within the Maldon District.
- (iii) That Members agreed a letter of support be submitted from the Head of Paid Service and the Leader should Essex County Council submit an Expression of Interest to nominate a site for a potential Investment Zone within the Maldon District.

The meeting closed at 9.44 pm.

S WHITE
CHAIRMAN

Directorate	Policy Area	Current Policy	Existing Concessions	Policy 22/23	Proposed Policy for 2023/24	Proposed concessions
Service Delivery	River Moorings	Charge for moorings (not aligned with any other clubs)	None	Retain Existing Policy		
Service Delivery	River Wharfage	Set fees to compete with alternative berthing facilities on the east coast	Quarterly charges discount daily fee by 50%. Discounts available to charitable trusts.	Retain Existing Policy. Amend Concessions.		Discount phased out over 3 years. 40% 2023/24, 20% 2024/25.
Service Delivery	Off Street Car Parking (Maldon Town)	Maximise income, but take into account the need to support local businesses. No free school drop off permits.	Disabled Badge holders - Free parking. Season Ticket discounts for Public Sector Partners, Residents and Bulk Purchases. Free parking on bank holidays in Town Centre car parks.	Retain Existing Policy. Amend Concessions.		remove free parking on bank holidays
Service Delivery	Off Street Car Parking (Outside Maldon Town)	Free entry	Not Applicable	Retain Existing Policy		
Service Delivery	Car Parking/Events	Suspend car parking and introduce a set fee for specific events. Charges will be dependent on the event size and entrance fee. To be determined by the Head of Service Delivery.	None	Amend Existing Policy	Suspend car parking and introduce a set fee for specific events. Charges will be dependent on the event size and entrance fee. To be determined by the Director of Service Delivery.	
Service Delivery	Maldon Promenade - Car Parking	Aim for overall 60% cost recovery for Promenade Park - with Car Parking being the key contributor	Maldon District Residents Season Tickets at reduced price. Disabled Badge Holders	Amend Existing Policy	Aim for overall maximum cost recovery for Promenade Park - with Car Parking being the key contributor	
Service Delivery	Maldon Promenade - Splash Park	Charge to as far as possible to recover all costs of operation and in line with comparable facilities	None	Retain -Existing Policy		
Service Delivery	Use of Council Land for events	All Council Land. Use of a minimum events day rate charge on council owned land determined by the scale of event size to maximise income for all events.	Charity Organisations with under 100 people in attendance receive a concession ensuring full cost recovery.	Retain Existing Policy		
Service Delivery	Council owned Land (inc Prom)	Charges to be for all council owned land as well as Prom Park to maximise income	Prices to be agreed by the Director of Service Delivery in Conjunction with the Chairman of Community Services Committee.	Retain Existing Policy		
Service Delivery	Maldon Promenade - Beach Huts	Charges based on competitive Market rates, and should aim as a minimum to recover all costs of operation	None	Retain Existing Policy		
Service Delivery	Cemeteries	Charges at levels comparable to facilities provided by other local authorities	Local Residents receive discounted rates. Under 18's Free	Retain Existing Policy		
Service Delivery	Green Waste Bin Service	Charge for Service	Charge in line with other authorities. Charge for Bin for new subscribers	Retain Existing Policy. Amend Concessions.		Minimum of full cost recovery, and in line with other authorities. Charge for bin for new subscribers and replacement bins
Service Delivery	Chargeable Household Waste Collection	Charges made for residential homes, with limited collections from villages halls equivalent to domestic property. Charges based on cost recovery for additional collections	Free Clinical waste collection	Retain Existing Policy		

Directorate	Policy Area	Current Policy	Existing Concessions	Policy 22/23	Proposed Policy for 2023/24	Proposed concessions
Service Delivery	Chargeable Bulky Household Waste Collection	Charge subject to annual adjustment to reflect contract costs. Fee is collected by Maldon District Council (MDC) and an agreed sum paid to the contractor for each collection	None	Retain Existing Policy		
Service Delivery	Chargeable Street Cleaning	Charges based on competitive Market rates, and should aim as a minimum to recover all costs of operation.	Charitable events and some specific commercial events are free	Retain Existing Policy. Amend Concessions.		Concession at discretion of Director of service delivery for charitable/ community events.
Service Delivery	Maldon Promenade - Pop Up Trading	Charges based on competitive Market rates, and should aim as a minimum to recover all costs of operation	None	Retain Existing Policy		
Service Delivery	Parks & Open Spaces - Advertising	charges based on competitive Market rates, and should aim as a minimum to recover all costs of operation	None	Retain Existing Policy		
Service Delivery	Court Costs - Council Tax and Business Rates	Charges set to maximum level agreed by Essex Magistrates Courts	None	Amend Existing Policy	Full cost recovery up to maximum level agreed by Essex Magistrates Courts	
Service Delivery	CCTV footage requested by individuals, insurance companies or any organisations other than the Police (subject to data protection)	Chargeable services	None	Retain Existing Policy		
Service Delivery	Refuse and recycling containers for new build properties	Developers to fund the cost of provision of containers for new properties if the development is more than five properties.	None	Retain Existing Policy		
Service Delivery	Parking Permits for Schools	Chargeable Services	Charges made to Schools for parking in MDC owned car parks	Retain Existing Policy		
Service Delivery	Road Closures	To reclaim costs plus statutory administration charge.	None	Retain Existing Policy		
Service Delivery	Promenade Park Concessions	To Charge for concessions on the Prom. Prices set on negotiation with the Director of Service Delivery.	None	Retain Existing Policy		
Service Delivery	Grounds Maintenance Contracts	Charges for contracts based on competitive market rates ensuring full cost recovery.	None	Retain Existing Policy		
Service Delivery	Commercial team – Commercial Services - Box Office	Box office services commission rate set by officers – Standard 10% commission for all events. Concession Director of Service Delivery in conjunction with the Chairman of Community Services Committee be granted discretion to vary this rate to support the corporate goals of the Council.	None	Retain Existing Policy		
Service Delivery	Commercial team – Commercial Services - Marketing	Commercial team to charge a competitive hourly rate for its marketing and promotional services ensuring full cost recovery	None	Retain Existing Policy		
Service Delivery	Commercial team – Commercial Services - Sponsorship	charges based on competitive Market rates, and should aim as a minimum to recover all costs of operation	None	Retain Existing Policy		
Service Delivery	Land Charges	Self Financing Service subject to regulations	None	Retain Existing Policy		

Directorate	Policy Area	Current Policy	Existing Concessions	Policy 22/23	Proposed Policy for 2023/24	Proposed concessions
Service Delivery	Public Hire Vehicle & Hackney Carriage Licensing	Self financing service	None	Retain Existing Policy		
Service Delivery	Building Control - Chargeable Services	Self financing service (by regulation) Break even over a five year period	None	Retain Existing Policy		
Service Delivery	Development Control and Conservation - Pre Application Advice	Charge for advice	Not Applicable	Retain Existing Policy		
Service Delivery	Development Control - Planning Performance Agreements (PPA)	Charge based on generic officer cost rates to complete the tasks in the PPA.	Not Applicable	Retain Existing Policy		
Service Delivery	Planning Fees (Development control fees)	No Policy - no powers at present	Not Applicable	Retain Existing Policy		
Service Delivery	Licensing Act 2003	Set fees in line with the costs incurred in providing the service	None	Retain Existing Policy		
Service Delivery	Gambling Act 2005	Set fees in line with the costs incurred in providing the service	None	Retain Existing Policy		
Service Delivery	Scrap Metal Dealers Act 2013	Recover reasonable costs of administration in accordance with statutory guidance	None	Retain Existing Policy		
Service Delivery	Pest Control	Charges should aim as a minimum to recover all costs of operation	None	Amend Existing Policy	charges based on competitive Market rates, and should aim as a minimum to recover all costs of operation	
Service Delivery	Animal Licensing	Set fees in line with the costs incurred in providing the service	None	Retain Existing Policy		
Service Delivery	Mobile Homes Act 2013	Set fees in line with the costs incurred in providing the service	Exempt those sites that have 8 or less units (Band 1)	Retain Existing Policy		
Service Delivery	Pre Application for Tree Preservation Order advise	Charge for advice previous a free service. Charge to be based full recovery of Officer time	Not Applicable	Amend Existing Policy	Charge to be based full recovery of Officer time	
Service Delivery	Street Naming and numbering	Charges to developers and property owners based on cost recovery	Not Applicable	Retain Existing Policy		
Service Delivery	Revisit to rescore food hygiene ratings	Set fees in line with the costs incurred in providing the service. New legislation is expected but it is not clear if fees will be set nationally or locally	Not Applicable	Retain Existing Policy		
Resources	External Printing	To be charged per copy.	Not Applicable	Retain Existing Policy		
Resources	Administration of Parish Elections & Neighbourhood Referendums	Levy an administration charge based on recovery of Officer time	Not Applicable	Retain Existing Policy		
Service Delivery	Markets	charges based on competitive Market rates, and should aim as a minimum to recover all costs of operation	None	Retain Existing Policy		
SPG	RAMS	To charge a monitoring fee alongside all Essex Coastal Recreational Avoidance Mitigation Strategy (RAMS) payments	None	Retain Existing Policy		
SPG	S106	To charge a monitoring fee based on individual cases	None	Retain Existing Policy		
Service Delivery	Hythe Quay Parking	None	To charge for parking on hythe Quay	Retain Existing Policy		

This page is intentionally left blank



Maldon District Council

Street Naming and Numbering
Policy and Guidelines

Development of Policy

The Policy and Guidelines have been developed utilising best practice guidance from Local Authorities, guidance from the National Land and Property Gazetteer, Legislation relevant to the Council's Statutory Duties and existing policies of Maldon District Council

Last updated: 26.10.22

Introduction

The address of a property is continuing to become a very important area. Organisations and the general public need an efficient means of locating and referencing properties. The purpose of this guidance is to provide advice to Councillors, Developers, Residents and Business owners of the naming and numbering procedure of Maldon District Council

For the purposes of this Policy the Address Management Team consists of:
Local Land and Property Gazetteer (LLPG) Custodian (Resources)
Street Naming and Numbering Administration Team (Service Delivery)

1. POLICY STATEMENT

- a. The naming and numbering of streets and buildings within the Maldon District is controlled by Maldon District Council under Sections 17, 18 and 19 of the Public Health Act 1925.
- b. We will name and number streets and dwellings in line with the Local Land and Property Gazetteer and Street Naming and Numbering data entry conventions and best practice for the National Land and Property Gazetteer.
- c. This power extends to commercial as well as domestic property.
- d. Following these conventions will ensure our practices are compliant with the British Standard BS7666:2006 (spatial data-sets for geographical referencing) and by having a comprehensive Street Naming and Numbering policy will ensure that:
 - i. Emergency Services can find a property quickly – delays can cost lives
 - ii. Mail is delivered efficiently and effectively
 - iii. Visitors can easily find where they want to go
 - iv. There is a reliable delivery of services and products
 - v. Service providers have up to date and accurate records.
 - vi. We bill the right person, in the right property, at the right time for Council Tax and Non-Domestic Rates (NDR)
- e. It is our responsibility to ensure all new commercial or residential properties are addressed, named and numbered correctly. To aid the emergency services, all properties, where possible, will be numbered within an officially named street, and street signs will be erected as recommended by the Department of Transport (Ref: Circular Roads 3/93)
- f. Where street names or previous numbers have been established without reference to us, we have the authority to issue Renaming or Renumbering Orders, under the relevant Act.

Note:

Guidelines and Data Conventions are subject to change over time. Some existing naming and numbering used within the District may no longer be applicable to new properties under the latest guidance and should not be used as a precedence argument if challenging a given address.

Anyone seeking an address for a new/replacement property or development or wishing to add/change the name of their property, should apply by completing the relevant form from: www.maldon.gov.uk/streetnaming.

2. STREET NAMING – PROPOSAL AND AGREEMENT

- a. The naming of a street includes any road, square, court, alley or thoroughfare which when named will be included in an official postal address.
- b. When making an application for a new property or development, the Owner / Developer must provide the following information:
 - i. Planning Application Number – without planning approval no address will be allocated.
 - ii. Plans clearly showing plot numbers, location in relation to existing land and property, and the placement of front doors or primary access on each plot.
 - iii. Internal layout plans, if appropriate, for a development that is sub-divided at unit or floor level.
- c. As standard, a new named Street will only be considered for developments of 5 or more properties.
- d. A new named Street may be considered for less than 5 properties if it is clearly a separate thoroughfare connecting adjoining Streets i.e. is not a cul-de-sac or private driveway and cannot be considered an extension of either adjoining Street.
- e. If a number of properties are situated on a private driveway then a “sub Street” naming convention may be used at the discretion of the Council if the properties cannot be sensibly incorporated into the current number sequencing for the main Street (see Section 6)
- f. Developers, local residents and the relevant Parish or Town Council are welcome to propose street names for consideration in the consultation process. It is recommended that more names are suggested than required for the number of roads within the development in case one or more fail to meet the required acceptance criteria.
- g. If names are not provided or provided names are not suitable, the Address Management Team will research the site and provide alternative suggestions. Preference will be given to names that refer to the history and heritage of the local area.
- h. The proposed names will be checked against existing records to ensure that the name meets the latest criteria (see Section 3).
- i. The relevant Ward Councillors, Parish/Town Council and Royal Mail will be consulted and asked for their comments on the suggested names. If the consultees have additional suggestions or an objection to the name(s)

provided, then another name will be chosen and the consultation process repeated.

- j. The consultation period will be 28 days.
- k. Once a suitable suggestion has been selected, agreement will be sought with the Developer.
- l. If agreement cannot be reached, the Council has the final say, however the Developer may appeal to the Magistrates Court within 21 days of notification.
- m. For large developments to be built in phases, where possible a full list of road names will be approved in advance to be allocated as the development progresses.
- n. Once a numbering scheme has been implemented, Royal Mail will allocate postcodes to any new streets and a letter from the Council is sent to the Developer or owner confirming the new official address(es). A notification is then sent to statutory authorities such as Royal Mail and other Council departments.

3. STREET NAMING – NAMING CRITERIA AND GUIDELINES

The Address Management Team will use the latest National guidelines when addressing properties.

Developers, Residents, Ward, Parish and Town Councillors must also follow these guidelines for any suggested street names as set out below:

- a. New street names must not duplicate or be similar to an existing street name already in use in the Town/Village or adjacent postcode area.
- b. A variation in the terminal word e.g. “Street”, “Road” will not be accepted as sufficient reason to duplicate a name e.g. Sparrow Close off Sparrow Way. Duplication may have a detrimental effect in an emergency response situation and could cause unnecessary delays in identification of the correct property.
- c. Street names should not be difficult to pronounce or awkward to spell.
- d. Street names must not cause offense and will be verified by the Address Management Team to ensure that they do not cause offence, having particular regard to the Council's Equality Policy covering race, disability, gender, age, faith & belief and sexual orientation.
- e. The Council will not name streets after any “marketing” titles used by Developers in the sale of new properties.
- f. Names based on a Developer’s or Owner’s trading name are seen as advertising and are not acceptable.
- g. An exception to this may be made for a company that no longer exists, if used solely in an historical context and the claim of advertising cannot be made.

- h. Street names must not begin with “The” or end with an “s” if this can be construed as a possessive or plural e.g “The Saltings”
- i. Abbreviations will not be used; the only exception is “St” for Saint.
- j. All punctuation, including apostrophes, hyphens and full stops will be avoided, even if grammatically correct.
- k. All new street names should end, where possible, with one of the following suffixes: **NOTE: This list is subject to be extended as part of the national consultation and will be updated prior to publishing.**

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 no confusion with open space.
Place (for residential roads)
Crescent (for a crescent shaped road only)
Court/ Close (for a cul-de-sac only)
Square (for a square only)
Hill (for a hillside road only)
Circus (for large roundabouts with residential properties)
Vale (for residential roads, in appropriate circumstances)
Rise (for residential roads, in appropriate circumstances)
Row (for residential roads, in appropriate circumstances)
Croft (for residential roads, in appropriate circumstances)
Mews (for residential roads, in appropriate circumstances)

End, Cross, Meadow, Park, View, Field and Ley are not acceptable suffixes however these may be incorporated into a street name provided it terminates with an appropriate suffix e.g. Grangewood Park Avenue

All pedestrian ways should end with one of the following suffixes:

Walk
Path
Way

- l. The use of North, South, East or West at the end of a street name (e.g Maldon Road North, Maldon Road South) is only acceptable if a road is continuous and passes over a major junction. It is not acceptable if the road is in two separate parts with no vehicular access between the two.
- m. The Council will avoid having two phonetically similar names within a Town/Village or in close proximity to a similar name within another Town/Village.

e.g. Churchill Road and Birch Hill Road.
- n. The Council will not consider the use of a street name which includes numbers as this may cause confusion for emergency services and deliveries.

e.g. 20 Seven Foot Lane which sounds the same as 27 Foot Lane

- o. The consent of the Lord Chamberlain's Office must be obtained if a name with any reference to the Royal Family or use of the word "Royal" is suggested.

3.1 Naming Streets after People

Maldon District Council currently has historically allowed the suggestion of Surnames with **local significance** for consideration. This could be significant service or contribution to the local community or a local resident who has made a national or global contribution.

Names of those still living or the suggested use of a full name should be avoided but may be allowed in exceptional circumstances.

Maldon District Council will conduct a due diligence process with the relevant Ward Members to ensure that suggestions received meet the Council's criteria, assess any current or future issues, including cost implications that may arise from using the name and to approve or decline inclusion in the consultation process.

Due diligence will include but may not be limited to:

- Reviewing the reasons why the suggested name has been submitted by the applicant and confirm the local significance.
- Determine whether any remaining family (if the figure is deceased) or the individual in question have given permission for the use of the name.
- Confirm that there are no other considerations to take into account or known reasons for exclusion.
- Agree whether the proposal should be accepted or declined for inclusion in the consultation and inform the Street Naming and Numbering Team.

Please note that agreement for inclusion in the consultation does not guarantee approval through the consultation process or final use.

4. POSTCODE & POST TOWN PROVISION

- a. Maldon District Council is not responsible for allocating the postal town or the issuing of new postcodes to the address.
- b. Once new addressing is agreed via the consultation process, Royal Mail will provide the postal town and postcodes for the approved new streets when requested to do so by the Council. The maintenance of, and any future changes to post towns and postcodes are the sole responsibility of Royal Mail.
- c. If a resident disagrees with the post town within their postal address, the resident should contact Royal Mail who has a procedure laid down in their code of practice by the Postal Services Commission for these queries.

5. ADDRESS LOCALITY – OFFICIAL VS POSTAL ADDRESS

5.1 Official Address

The council must where possible address properties based on their physical geographical location in line with National data entry conventions i.e. within the correct parish and ward boundaries. This ensures that the property and residents

are placed within the correct Council Tax and Electoral areas. This geographical location will be provided as the **official address** for any new properties.

The official address consists of:
The House number and/or name
The Street
The geographical Town or Village

Royal Mail will be provided with the official address by the Council.

In some instances a new property may be addressed to the nearest settlement rather than to the geographical parish settlement, although for Council Tax and Electoral purposes the parish boundaries will still apply.

This is mainly applicable to new developments which cross a number of parish boundaries but may also apply to individual properties that lie on the outskirts of parish boundaries far from the main settlement.

For example:

A new property may be built on the Lower Burnham Road that geographically sits within the Purleigh Parish, but which is physically closer to North Fambridge.

In this instance the property will be addressed as North Fambridge but it's council tax and electoral registration would sit with Purleigh.

5.2 Postal Address

This takes the official address provided by the Council and adds the postal town and postcode information.

The postal town and post code are effectively just routing instructions for postal staff to enable timely delivery of post.

Historically the postal address has sometimes contained a different Town or Village to the official address which can cause confusion.

All new official addressing provided by the Council will be adopted by Royal Mail for postal purposes.

The Council may keep a record of an historic postal address should it differ from the official address, if necessary.

Within the District there are a number of postcodes that historically do not have a street name held by Royal Mail within the postal address. This can cause issues for both emergency services and delivery drivers.

If such an address is queried with Royal Mail by a resident, Royal Mail will contact the Council who will provide confirmation of the correct official address so that a street name can be added.

6. PROPERTY ADDRESSING – CRITERIA AND GUIDELINES

General

All properties (commercial or residential) resulting from new build, rebuild following demolition, conversion or splitting / merging of existing property must

apply to the Address Management Team via the Street Naming and Numbering application form before an official address will be allocated

www.maldon.gov.uk/streetnaming

6.1 Numbering & Naming

- a. All properties on a new named street will be allocated numbers.
- b. A new street will be numbered with odd on the left and evens on the right commencing from the junction nearest the centre of the main town or village.
- c. New properties on an existing street will be numbered unless the street does not have a numbering scheme. If this is the case the Developer / Owner will be required to provide naming suggestions which will then be checked against naming convention criteria to ensure suitability and confirm there is no duplication with current or similar sounding property names in the area. The suggested name must not repeat the name of the street.
- d. Business names shall not take the place of a number or building name.
- e. Company/Owner names will not be accepted if naming an Industrial / Business / Trade Park.
- f. Where a property has a number, it must be used and displayed. Where a name has been given to a property as well as its official number, the number must always be included for addressing purposes. The name cannot be regarded as an alternative for the number.
- g. When a property is demolished its address is retired. If a single new property replaces a single demolished property then the new property will be assigned the previous property's number however a street naming and numbering application must be made to reinstate the retired address.
- h. When new properties are built on an existing street and there are no available numbers a letter will be used as a suffix e.g. 3A
- i. If two or more houses are merged then the "new" number must include the numbers of the merged properties.
e.g. if 76 & 78 High Street are merged to one property the new number would be 76 -78 High Street.
- j. Should a new development be accessed via a private driveway the Address Management Team may consider, in agreement with the Developer, the use of a sub-street identifier off the main road to reduce the use of suffixes
e.g. 1-4 Bishops Place, The Street, Wickham Bishops.
- k. If the new development consists of 5 or more properties, creation of a new street may be determined to be more appropriate by the Address Management Team, depending on the length of the private driveway and proximity of the properties to the main street.
- l. Consecutive numbering may be used in a cul-de-sac where there is no scope for future development. Consecutive numbering in a clockwise direction is preferred.

- m. Numbering sequences should be consecutive. No numbers will be excluded due to superstition or personal preference.
- n. Properties (including those on corners) will be numbered according to the street from which the main entrance is situated.
- o. Manipulation of numbering in order to secure a “prestige” address or to avoid an address which is thought to have undesired associations will not be allowed.
- p. Private garages, annexes (as defined in planning conditions as those that may only be used for ancillary purposes to the main residence), Stables and other buildings will not be allocated separate addresses or numbering to the main dwelling to which they are associated.
- q. Plots of land will not be provided with official addresses.

6.2 Multiple Occupancy Buildings

- a. For new build blocks, the building will be given a number associated to the street on which the main entrance sits. All divisions within the building will then be assigned an internal number prefixed by Flat, Apartment or Unit as appropriate
e.g Flat 1, 24 New Street, Flat 2 24 New Street etc
- b. Numbering will usually be applied in a clockwise direction from the main entrance on each floor.
- c. Should any of the ground floor Flats, Apartments or Units have access via their own front door directly onto the main street (rather than being accessed via the building foyer) then these should be allocated numbering directly to the street.
- d. Where new dwellings are within an already numbered building i.e. an existing address is subdivided, then each new Flat, Apartment or Unit will be addressed the same way as points a -c.
- e. Geographically descriptive names for Flats, Apartments or Units must not be used
e.g. Ground Floor Flat, 24 New Street; First Floor Flat, 24 New Street
- f. If the Multiple Occupancy Building has entrances on more than one street then each entrance may be addressed to the relevant road if required, although consultation with Royal Mail and emergency services may be taken prior to finalisation.

6.3 Infill Developments

Where properties are built within the existing numbering sequence of a street, suffixes will be applied as follows:

- a. Single Properties:
The appropriate “missing” number will be allocated to the new property e.g. if the property is built on land between 50 and 54 then the new property will be assigned 52 if it is not already in use or has not been used historically in a different location.

If a property has been demolished to be replaced with a new property then the “old” number will be assigned to the new property (see 6.1.g)

If all numbers are used then the property will be assigned the number of the lowest neighbour plus a suffix

e.g. if built between 21 and 23 then the new property will be assigned 21A

b. Multiple Properties:

The appropriate “missing” number will be allocated plus a suffix to the new properties

e.g. if 3 properties are built on land between 50 and 54 then the new properties will be assigned 52, 52A and 52B if not already in use.

If multiple properties are built to replace a single demolished property then one new property will be assigned the original number and the rest will add a suffix.

e.g. if 25 New Street is demolished and replaced by two new properties these will be assigned as 25 & 25A New Street.

c. Future Proofing Numbering

Where there is possibility of further infill development at a particular site, numbers may be “missed” or “reserved” to allow for numbering of any future properties.

e.g. if there is a large green space at the entrance to a new build cul de sac that could potentially be used to add 2 more houses to the street, the numbering of the current properties could start at “3” to reserve “1 & 2” for any future development.

In all instances above, even if it is likely a number will be reused, a Street Naming and Numbering application must be made to the Council to review and confirm the official address of the property. The Council will then advise Royal Mail and relevant agencies.

7. ADDING, REMOVING OR CHANGING A PROPERTY NAME

If a property has a house number it is not possible to remove the number and replace solely with a name

If you wish to add, remove or change a property name you must complete the Street Naming and Numbering application form at www.maldon.gov.uk/streetnaming

Royal Mail will not accept notification of name changes unless advised by the Council.

- a. Applications can only be made by the owner of the property, not tenants.
- b. Name changes cannot be made if the property is in the process of being purchased, however the prospective new owners may consult the Council on the suitability of their preferred name in advance of exchange of contracts.
- c. House names or similar sounding House names must not be replicated within the same Town / Village – this includes different spellings, or variations of a name.

- d. In some instances, house names may not be allowed if the proposed name is already in use on the same street name in a neighbouring Town / Village. This is to avoid confusion for emergency services and deliveries.

e.g. If someone on Southminster Road, Tillingham wanted to call their property "Swallowtails" but there was already a "Swallowtails" on Southminster Road, Asheldham then this would not be allowed due to their proximity and potential for confusion.

However if the only other "Swallowtails" on a Southminster Road was in Mayland then this may be allowed.

- e. Under no circumstances will a house name be allowed that is offensive or construed to be offensive
- f. It is not possible to replace a number with a name. You are allowed to apply to add an "alias" name to the address which can be used in conjunction with the number but not instead of it. Royal Mail will hold the name on their "alias" file but it will not replace the official number of the address.

8. STREET RENAMING AND PROPERTY RENUMBERING

On occasion it may be necessary for the Council to rename or renumber an existing Street. This may be at the request of residents, Councillors or Emergency Services. The Council will endeavour to find an alternative solution to the issues raised and will work with all residents and services involved. Renaming and/or renumbering will only be implemented as a last resort.

- a. We will only renumber a property where it is shown that there are consistent service delivery issues for the residents and with the agreement of the owner. Alternative solutions would be investigated first.
- b. The Council would only enforce the renumbering of a property in exceptional circumstances.
- c. Should a new street name be required for an existing street, it will be subject to the usual consultation and selection criteria as other new street names. In addition, all residents / business owners on the street in question will be made aware of the proposed change and potential costs involved.
- d. Once agreed, a notice of the order will be placed in the street in question and in the local newspaper. Anyone objecting to the name can appeal to the Magistrates Court within 21 days of the posting.
- e. The Council will notify Royal Mail and other Council Departments of the change.
- f. It is the responsibility of the resident or business owner to notify personal and business contacts and to pay any costs incurred. These will not be reimbursed by the Council if the change request has come from the residents. An exception may be made if the change is initiated by the Council.
- g. All costs associated with providing and erecting name plates will be met by the person or organisation requesting the change. In exceptional circumstances these costs may be met by the Council. Once sited, nameplates will be maintained by the Council.

9. STREET NAMEPLATES

- a. It is unlawful to erect a street nameplate until the street name has been confirmed in writing by Maldon District Council.
- b. New street nameplates will be provided and paid for by the Developer as a requirement for adoption.
- c. Nameplates should be in place prior to property occupation.
- d. Maintenance of street nameplates will transfer to Maldon District Council once a street has been adopted by Essex County Council as the Highways Authority.

10. CHARGING

Maldon District Council is not permitted to charge for the service of street naming and numbering as the duty to provide this service is not discretionary. There are a large number of interested parties, statutory undertakers etc. who wish to be made aware of the existence of new addresses. The Council charges for this aspect of the street naming and numbering service.

For changing the address of an existing property or re-addressing a development which has already been addressed, the authority reserves the right to make an administrative charge under the Local Government Act 2003 (section 93)

A schedule of charges can be found here (will add link)

This page is intentionally left blank