

SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL

REPORT TO: Policy and Performance Portfolio Holder

12 April 2012

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ADDRESS MANAGEMENT – REVISIONS TO ADDRESS MANAGEMENT POLICY

Purpose

1. That the Portfolio Holder considers and approves the revised Address Management Policy (**Appendix 1**) and associated charges for Street Naming and Numbering (SNN) services.
2. This is not a key decision but requires the approval of the Portfolio Holder.

Recommendations

3. It is recommended that the Policy and Performance Portfolio Holder approves the revised Address Management Policy, 2 April 2012 (**Appendix 1**).

Reasons for Recommendations

4. It was agreed at the Policy and Performance Portfolio Holder meeting of 15 February 2011 that the charges and scope of charges included in the Address Management Policy would be reviewed after a period of 6 months.

Background

5. Across the country and within Cambridgeshire a number of authorities are reviewing the way they provide their SNN service and considering what actions could be taken to ensure that the full cost of this activity is not carried by the wider community.
6. At its meeting on 13 January 2010 Senior Management Team endorsed the introduction of a scale of charges for the SNN service.
7. Since that meeting the Council adopted Section 64 of the Town Improvement Clauses Act 1847 at its meeting on 22 July 2010 in order to prepare for the introduction of charges.
8. The Address Management Policy, and associated scale of charges for the SNN service, was approved at the Policy and Performance Portfolio Holder meeting on 15 February 2011 and implemented from 1 April 2011.

Considerations

9. The SNN service has been operating under the formal procedures of the Address Management Policy for one year. The Address Management Team has reviewed the Policy and the proposed revised document can be seen at **Appendix 1**.
10. The majority of revisions to the Policy have focussed on the Council's SNN activities and will ensure an enhanced set of guidance and procedural notes for service users which will assist in improving the efficiency and effectiveness of the service.
11. Having previously adopted the provisions of Sections 17-19 of the Public Health Act 1925 and subsequently having adopted section 64 of the Town Improvement Clauses Act 1847,

the Council may now under Section 93 of the Local Government Act 2003 charge for anything done for the provision of such a service provided that the person to whom the service is given has agreed to its provision. This excludes the statutory elements of the function for which there should be no charge.

12. When charging for discretionary services the Council has a duty to charge no more than the reasonable costs it incurs in providing the service. The aim is to encourage improvements to existing services and to develop new ones that will help to improve the overall service to the community and not to make a profit.
13. The Council did not make a profit in the year commencing 1 April 2011 as a result of the introduction of SNN charges.
14. Following the approval of charges for SNN services and their introduction on 1 April 2011, minor changes to the charges and their descriptions have been made. The proposed charges are below:

Activity		Proposed Fee
Addition, Amendment or Removal of a Property Name		£30 per dwelling
Addressing a new commercial or residential development	1 plot	£50
	2 – 5 plots	£75
	6 – 10 plots	£100
	11 – 25 plots	£175
	26 – 50 plots	£250
	51 – 100 plots	£400
101+ plots		£500 + £10 per additional plot over 101
Changes to originally issued numbering schemes following amendments to development layout		£100 + £10 per plot affected
Street renaming following local request		£250 + £10 per property affected
Confirmation of address details to utilities companies, solicitors, etc		£25 per dwelling

Options

15. The Council adopts the revised Address Management Policy (which includes the SNN function and revised charges for this service) enabling it to operate under an enhanced set of guidance notes and procedures which follow best practise.
16. The Council continues to use the current Address Management Policy which is lacking in clarity and detail.

Implications

17.

Financial	There are positive financial implications as revenue will continue to be generated to supplement the current budget for the SNN service including the street nameplate repair and replacement programme, which is insufficient to meet current demand.
Legal	Current legislation does not provide an express right to charge for the statutory SNN service, there is a right to cover the cost of providing the non-statutory elements of the service.

Staffing	There are no staffing related implications although a full staffing compliment will need to be maintained to offer an improved fee generating service.
Risk Management	Following the introduction of charging and having operated the scheme for one year it is clear that charges are not popular with those affected. However the charges are considered modest and as they are non-profit making the risk of alienating residents or businesses is small.
Equality and Diversity	None specific
Equality Impact Assessment completed	No As above – no specific equality and diversity implications
Climate Change	None specific

Consultations

18. None

Consultation with Children and Young People

19. None

Effect on Strategic Aims

20. Improved guidance and procedural details contained in the revised Address Management Policy will enhance the delivery of the SNN service and help to meet the demands placed upon the service.
21. Furthermore, street nameplates and logical property numbering sequences are important for the rapid and efficient location of addresses by emergency services, mail deliveries and the public. Damaged/missing street signs pose a safety risk to the public and may delay emergency services in finding correct locations. Additionally, damaged signs not only pose a safety risk but may present an unkempt appearance to an area.

Conclusions / Summary

22. The implementation of the revised Address Management Policy will allow for service improvement in Street Naming and Numbering and will continue to provide revenue in future years. It will enhance the guidance and procedures contained in the document which acts as a definitive policy for the SNN service.
23. The Address Management Policy, including the charges and scope of charges, will be reviewed after a period of 2 years.

Background Papers: the following background papers were used in the preparation of this report:

Senior Management Team 13 January 2010

Full Council 31 January 2008

Full Council 22 July 2010

Policy and Performance Portfolio Holder meeting 15 February 2011

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