

### **STREET NAMING AND NUMBERING AND ADDRESS MANAGEMENT** Report by Head of Development

#### **FOR DECISION**

**Portfolio and Cabinet Lead: David Guest**

**Key Decision - No**

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#### **1.0 Purpose of Report**

- 1.1** To outline the proposal to introduce a Policy for Street Naming and Numbering and Address Management that would include introducing a charging scheme. This includes the proposal that EHDC provide this service on behalf of HBC for a fixed cost with additional income coming back to HBC.

#### **2.0 Recommendation**

It is recommended that Cabinet:

- i) agrees the Policy for Street Naming, Numbering and Address Management;
- ii) approves the schedule of charges that will come into force on 1 January 2017;
- iii) agrees that that, from 1 January 2017, East Hampshire District Council will provide this service on behalf of Havant for the sum of £20,000 per annum; and
- iv) that any fee income paid to EHDC on behalf of HBC that exceeds £20,000 per annum will be reconciled back to Havant at the end of each financial year.

#### **3.0 Summary**

- 3.1** From 1 January 2017 Land Charges will be managed by Capita as part of the 5 Councils Contract. Street Naming/Numbering and Address Management is not part of this contract and the function will remain with the Council.
- 3.2** The establishment post at HBC to provide the SNN/AM has been vacant since 2013. Since 1 June 2013 the service has been delivered through an EHDC employee working 2 days a week with the costs being recharged to HBC.

3.3 Some Councils have started charging for services. In order to do this a formal policy for SNN/AM needs to be agreed and formally approved by Cabinet. If we charge for services then customers would expect a certain level of service. A 2 days a week service with no cover during holidays or sickness would not be acceptable. The service with EHDC would offer that resilience that cannot be provided by HBC.

3.4 At the present time the service costs the Council about £7,500 per annum. By transferring the service to EHDC and introducing a charging policy it is envisaged that this would generate a net £20,000 income per annum to HBC, after paying the £20,000 fee to EHDC.

#### **4.0 Subject of Report**

4.1 We have a statutory duty to name and number streets and to approve and register property addresses within the Borough. The naming and numbering of properties is important as it and allows the following:

- Emergency services to find a property quickly (delays can cost lives and money)
- Mail to be delivered efficiently
- Visitors to find where they want to go
- Reliable delivery of services and products
- Records of service providers to be kept in an effective manner

4.2 The following services are provided:

- Changing an existing address
- Registering a new address on an existing street
- Registering a new street and addresses on the street
- Renaming an existing street or renumbering all existing properties on an existing street
- Ensuring that all properties in Havant are assigned an official address that is clear and unambiguous

4.3 HBC has no formal Policy for providing this service and has no published charges. Some Councils in the last couple of years, as the financial constraints have continue to put pressure on Council budgets, have introduced formal policies and charging schedules. At the present time if a new home is built by a developer no charge is made for the work that is undertaken, despite the costs incurred by the Council. A new home cannot be sold unless it has an address that is formally registered.

4.4 There are different pricing structures that have been employed by other Local Authorities. Some are complex and hard to understand. I am suggesting the following which is simple and easy to understand and priced at a level that will cover all of the Councils costs and provide an income stream.

- Rename a Road = £300
- Rename a Property = £100

- First plot of any new development = £200
- Additional plots 2-20 = £40
- Additional plots over 21 and above = £30

4.5 Based on the volume of work received August 2015 to August 2016 the following income would have been received:

- Rename a Road = nil x £300 = 0
- Rename a Property = 10 x £100 = £1,000
- First plot of any new development = 53 x £200 = £10,600
- Additional plots 2-20 = 123 x £40 = £4,920
- Additional plots over 21 and above = 742 x £30 = £22,260

4.6 The above would generate a total income of £38,780. The volume of work/income generated will fluctuate based on the housing market. For example, the previous years income would have been £26,550. However, it should be noted that currently the Local Plan requirement is for 315 homes pa and the new Local Plan is suggesting a step change in housing delivery of up to 450 homes per annum. The proposal generates income while at the present time there is a net cost of providing this service.

4.7 The proposal is that the service would transfer to EHDC for a fixed cost of £20,000 per annum. EHDC would provide the management of the post, would collect all of the income (the aim being that the new system would allow applications on line, payments on line as part of the personalisation/self agenda). The £20,000 would be paid for through the income collected with any income over this figure paid over to HBC at the end of the financial year.

## 5.0 Implications

### 5.1 Resources:

5.1 EHDC would employ staff to deliver the service. EHDC would charge HBC £20,000 per annum to deliver the service. The financial implications are listed below:

	“As is”	“Proposed”
Costs of Service	£7,500	£20,000
Income	£500	£40,000 (Est)
Net cost/Income	<u>(£7,500)</u>	<u>£20,000</u>

### 5.2 Legal:

5.2.1 The adoption of a Policy will allow HBC to charge for services. EHDC will need to agree to providing the services on behalf of HBC at their Cabinet meeting on 17 November 2016.

5.2.2 Currently EHDC recharge officer time to HBC for providing this service two days a week. The proposed service is now a “stand alone” service that EHDC is providing for HBC and charging for. This will be covered by a S101 agreement and the arrangement will last for a period of 3 years but will allow for earlier termination or extension. A service specification would be attached to the agreement but would provide for a 5 days a week service.

### 5.3 **Strategy:**

5.3.1 This proposal meets the strategic priority to commission services. The Service would be provided by EHDC who already provides services on behalf of HBC.

### 5.4 **Risks:** (Environmental, Health & Safety and Customer Access Impact Assessment)

5.4.1 Income achieved will go up as well as down as they are effected by the wider economy. However, the area of work is likely to increase due to Havant’s new Local Plan which seeks to increase housing delivery. If volume of work increases further staff resource could be required at EHDC in the future in which case the price for providing the service would increase. This however, would be off set by additional income.

5.4.2 There could be some negative responses from the customers that use this service which is currently free. However, the majority of the volumes of work come from private housebuilders who are already paying for these services in other Local Authorities.

### 5.5 **Communications:**

5.6 Agreement will be required by EHDC. Customers will need to be made aware that from a particular date they will have to pay for services.

## 6.0 **Consultation**

Cabinet Briefing

### **Appendices:**

Appendix attached of the formal policy for Street Naming and Numbering that needs to be approved.

**Background Papers:** None

### **Agreed and signed off by:**

Head of Legal Services: 6 October 2016

Head of Finance: 6 October 2016

Relevant Head of Service: 6 October 2016

Executive Board: 24 October 2016

Cabinet Lead: 6 October 2016

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