

Cambridge City Council

Record of Executive Decision

Adoption of Street Naming and Numbering Policy to cover all three councils

Decision of: Councillor Katie Thornburrow, Executive Councillor for Planning Policy and Infrastructure

Reference: 23/URGENCY/P&T/08

Date of decision: 10 May 2023

Decision Type: Non-Key

Matter for Decision: To agree to the adoption of the Street Naming and Numbering Policy which has been revised to align all three separate Councils policies into one Policy.

Why the Decision had to be made (and any alternative options):

3C Building Control is now responsible for Street Naming and Numbering for all 3 Councils - Cambridge City Council, South Cambridgeshire District Council and Huntingdonshire District Council. We would like to align all three separate policies into one for us to use going forward and to publish on our website.

The amendments to the Policy are minor and in effect align the three policies into one more concise Policy. We have contacted our Councillors at each Council and have received their approval to the Policy. Legal have been consulted and also given their approval.

We have already contacted Huntingdonshire District Council and are currently awaiting final approval. South Cambridge District Council have added this to the forward Plan which is going to council on 15th May.

As the Cambridge City Committee are now not sitting till June, due to the upcoming elections, we would like this to be looked at out of cycle in order to expedite the process. To date it has taken over a year trying to get the revised Policy in place and getting the relevant approvals and due to timelines, we would appreciate your approval to the revised Policy.

The Executive Councillor's decision: Agreed to the adoption of the Street Naming and Numbering Policy which has been revised to align all three separate Councils policies into one Policy

Reason for the decision: The Council has a statutory obligation for the naming and numbering of streets and buildings within its designated administrative boundary. The purpose is to ensure that any new or amended street and building names and/or numbers are allocated logically and in a consistent manner to facilitate effective service delivery from both public and private sector bodies and in particular to ensure that emergency services are able to locate any address to which they may be summoned.

The Street Naming and Numbering Policy has not been reviewed since 2011. 3C Building Control has now taken on responsibility for Street Naming and Numbering for all three partner Councils and there has aligned all three separate policies into one unified policy.

Following a review of policies of all three partner Councils in 2022, it is proposed to align these into a single unified policy document. There are no major amendments, only minor changes.

It is proposed the new charges will take effect from 1 June 2023.

Although no formal consultation has been undertaken, service users will be advised following adoption that the annual subscription will be increasing

Scrutiny Consideration: The Chair and Spokesperson of the Planning and Transport Scrutiny Committee were consulted prior to the action being authorised.

Report: Appendix A 3C Building Control Address Management Policy.

Click on link to view Appendix A : [Appendix A](#)

Conflict of interest: None

Comments: No comments were received on this out of cycle decision.