

# Public Document Pack



## Northumberland County Council

**Your ref:**

**Our ref:**

**Enquiries to:** Nichola Turnbull

**Email:** nichola.turnbull@northumberland.gov.uk

**Tel direct:** 01670 622617

**Date:** Tuesday, 19 October 2021

Dear Sir or Madam,

Your attendance is requested at a meeting of the **COMMUNITIES AND PLACE OSC** to be held in **MEETING SPACE - BLOCK 1, FLOOR 2 - COUNTY HALL** on **WEDNESDAY, 27 OCTOBER 2021** at **10.00 AM**.

Yours faithfully

Daljit Lally  
Chief Executive

**To Communities and Place OSC members as follows:-**

**N Oliver (Chair), M Mather (Vice-Chair), S Bridgett, E Cartie, G Castle, B Gallacher, C Hardy, N Morphet, Richardson and M Robinson**

Any member of the press or public may view the proceedings of this meeting live on our YouTube channel at <https://www.youtube.com/NorthumberlandTV>.

***Members are referred to the risk assessment, previously circulated, for meetings held in County Hall. Masks should be worn when moving round but can be removed when seated, social distancing should be maintained, hand sanitiser regularly used and members requested to self-test twice a week at home, in line with government guidelines.***



**Daljit Lally, Chief Executive**  
County Hall, Morpeth, Northumberland, NE61 2EF  
T: 0345 600 6400  
[www.northumberland.gov.uk](http://www.northumberland.gov.uk)



## AGENDA

### PART I

It is expected that the matters included in this part of the agenda will be dealt with in public.

#### 1. APOLOGIES FOR ABSENCE

#### 2. DISCLOSURE OF MEMBERS' INTERESTS

Unless already entered in the Council's Register of Members' interests, members are required to disclose any personal interest (which includes any disclosable pecuniary interest) they may have in any of the items included on the agenda for the meeting in accordance with the Code of Conduct adopted by the Council on 4 July 2012, and are reminded that if they have any personal interests of a prejudicial nature (as defined under paragraph 17 of the Code Conduct) they must not participate in any discussion or vote on the matter and must leave the room. NB Any member needing clarification must contact Legal Services at [monitoringofficer@northumberland.gov.uk](mailto:monitoringofficer@northumberland.gov.uk). Please refer to the guidance on disclosures at the rear of this agenda letter.

#### 3. FORWARD PLAN OF CABINET DECISIONS

(Pages 1  
- 2)

To note the latest Forward Plan of key decisions. Any further changes made to the Forward Plan will be reported to the Committee.

### SCRUTINY OF CABINET REPORTS

The following reports will be considered by the Cabinet on 9 November 2021. The Committee's comments will be presented to the Cabinet by the Chair when it determines the report. The Committee is requested to consider issues arising from the report.

*The Cabinet Member requested to attend for the following item is Councillor John Riddle, Portfolio Holder for Local Services*

#### 4.1 Northumberland Waste Management Strategy - Outcome of Kerbside Glass Recycling Collection Trial

(Pages 3  
- 26)

To report the key outcomes of the kerbside glass recycling pilot scheme which has been in operation since November 2020 and to recommend the next steps for this scheme and the estimated costs for rolling-out a kerbside glass collection service across the county. The report will also highlight how the roll-out and timing for this enhanced glass recycling service will be dependent upon the outcome of the latest consultation exercises undertaken as part of the Government's new Resources and Waste Strategy and provision of new burdens funding by the Government.

*The Cabinet Member requested to attend for the following item is Councillor Colin Horncastle, Portfolio Holder for Community Services*

- 4.2** Report on a Policy for Street Naming and Numbering (Pages 27 - 52)
- To set out the proposed policy for the identification and allocation of appropriate names for streets in the County.

## **REPORT OF THE SCRUTINY CO-ORDINATOR**

- 5. COMMUNITIES AND PLACE OVERVIEW AND SCRUTINY COMMITTEE WORK PROGRAMME AND MONITORING REPORT** (Pages 53 - 58)

The Overview and Scrutiny Committee operates within a work programme which is agreed at the start of the Council year. The programme is reviewed at each meeting so that it can be adjusted to reflect the wishes of the Committee and take account of any changes to the latest Forward Plan (which outlines decisions to be taken by the Cabinet). The Committee is asked to review and note its work programme for the 2021/22 council year.

**6. URGENT BUSINESS**

To consider such other business as, in the opinion of the Chair, should, by reason of special circumstances, be considered as a matter of urgency.

**IF YOU HAVE AN INTEREST AT THIS MEETING, PLEASE:**

- Declare it and give details of its nature before the matter is discussion or as soon as it becomes apparent to you.
- Complete this sheet and pass it to the Democratic Services Officer.

<b>Name (please print):</b>
<b>Meeting:</b>
<b>Date:</b>
<b>Item to which your interest relates:</b>
<b>Nature of Registerable Personal Interest i.e either disclosable pecuniary interest (as defined by Annex 2 to Code of Conduct or other interest (as defined by Annex 3 to Code of Conduct) (please give details):</b>
<b>Nature of Non-registerable Personal Interest (please give details):</b>
<b>Are you intending to withdraw from the meeting?</b>

**1. Registerable Personal Interests** – You may have a Registerable Personal Interest if the issue being discussed in the meeting:

a) relates to any Disclosable Pecuniary Interest (as defined by Annex 1 to the Code of Conduct); or

b) any other interest (as defined by Annex 2 to the Code of Conduct)

The following interests are Disclosable Pecuniary Interests if they are an interest of either you or your spouse or civil partner:

(1) Employment, Office, Companies, Profession or vocation; (2) Sponsorship; (3) Contracts with the Council; (4) Land in the County; (5) Licences in the County; (6) Corporate Tenancies with the Council; or (7) Securities - interests in Companies trading with the Council.

The following are other Registerable Personal Interests:

(1) any body of which you are a member (or in a position of general control or management) to which you are appointed or nominated by the Council; (2) any body which (i) exercises functions of a public nature or (ii) has charitable purposes or (iii) one of whose principal purpose includes the influence of public opinion or policy (including any political party or trade union) of which you are a member (or in a position of general control or management); or (3) any person from whom you have received within the previous three years a gift or hospitality with an estimated value of more than £50 which is attributable to your position as an elected or co-opted member of the Council.

**2. Non-registerable personal interests** - You may have a non-registerable personal interest when you attend a meeting of the Council or Cabinet, or one of their committees or sub-committees, and you are, or ought reasonably to be, aware that a decision in relation to an item of business which is to be transacted might reasonably be regarded as affecting your well being or financial position, or the well being or financial position of a person described below to a greater extent than most inhabitants of the area affected by the decision.

The persons referred to above are: (a) a member of your family; (b) any person with whom you have a close association; or (c) in relation to persons described in (a) and (b), their employer, any firm in which they are a partner, or company of which they are a director or shareholder.

### **3. Non-participation in Council Business**

When you attend a meeting of the Council or Cabinet, or one of their committees or sub-committees, and you are aware that the criteria set out below are satisfied in relation to any matter to be considered, or being considered at that meeting, you must: (a) Declare that fact to the meeting; (b) Not participate (or further participate) in any discussion of the matter at the meeting; (c) Not participate in any vote (or further vote) taken on the matter at the meeting; and (d) Leave the room whilst the matter is being discussed.

The criteria for the purposes of the above paragraph are that: (a) You have a registerable or non-registerable personal interest in the matter which is such that a member of the public knowing the relevant facts would reasonably think it so significant that it is likely to prejudice your judgement of the public interest; **and either** (b) the matter will affect the financial position of yourself or one of the persons or bodies referred to above or in any of your register entries; **or** (c) the matter concerns a request for any permission, licence, consent or registration sought by yourself or any of the persons referred to above or in any of your register entries.

**This guidance is not a complete statement of the rules on declaration of interests which are contained in the Members' Code of Conduct. If in any doubt, please consult the Monitoring Officer or relevant Democratic Services Officer before the meeting.**

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## FORWARD PLAN OF FORTHCOMING CABINET DECISIONS NOVEMBER 2021 TO FEBRUARY 2022

DECISION	PROPOSED SCRUTINY DATE	CABINET DATE
<p><b>Budget 2022-23 and Medium Term Financial Plan 2022-26</b> This report provides an update on the development of the 2022-23 Budget and the Medium-Term Financial Plan (MTFP) covering the period 2022 to 2026. This report also details budget proposals for 2022-23 to meet the budget gap, as a basis for budget consultation, prior to the receipt of the Local Government Finance Settlement 2022-23 in December 2021 (R. Wearmouth/ A. Elsdon 01670 622168)</p>	<p>CSEG OSC 8 November 2021</p>	<p>9 November 2021</p>
<p><b>Northumberland Street Naming and Numbering Policy</b> The report seeks agreement to a policy determining how street names and numbering will be accepted by the Council. The report will set out what is acceptable and what is not, a policy in terms of names being used for deceased people and also what charges may be levied for the work involved in processing a request for a street name. (C. Horncastle/D. Wilson 01670 623704)</p>	<p>C&amp;P OSC 27 October 2021</p>	<p>9 November 2021</p>
<p><b>Revision of Morpeth Conservation Area Boundary</b> This report will seek approval to adopt revisions to the boundary of the Morpeth Conservation Area (C. Horncastle/ S. Rushton 01670 622650)</p>	<p>N/A</p>	<p>9 November 2021</p>
<p><b>Northumberland Waste Management Strategy – Outcome of Kerbside Glass Recycling Trial</b> To report the key outcomes of the kerbside glass recycling pilot scheme which has been in operation since November 2020 and to recommend the next steps for this scheme and the estimated costs for rolling-out a kerbside glass collection service across the county. The report will also highlight how the roll-out and timing for this enhanced glass recycling service will be dependent upon the outcome of the latest consultation exercises undertaken as part of the Government’s new Resources and Waste Strategy and provision of new burdens funding by the Government. (J. Riddle/ P. Jones 01670 623432)</p>	<p>C&amp;P OSC 27 October 2021</p>	<p>9 November 2021</p>

<p><b>Northumberland Lottery Annual Report</b>  This report provides the annual update on the performance of the Northumberland Lottery which was launched on 25 April 2020 following approval by Cabinet on 6 August 2019. The lottery is open to members of the public and supports local community groups.  (R. Wearmouth/P. Hindhaugh, 07976 886600)</p>	<p>CSEG OSC  8 November 2021</p>	<p>9 November 2021</p>
<p><b>Green Homes Grant, Local Authority Delivery Phase 2 (LAD2) - Grant Funding</b>  To seek authorisation for the Green Homes Grant Local Authority Delivery Round 2 of £2.2m grant funding – for both receipt and spend of capital funding, and subsequent inclusion in the Council’s Capital Programme.  (G. Sanderson/M. Roberts 07920 240699)</p>	<p>CSEG OSC  8 November 2021</p>	<p>9 November 2021</p>
<p><b>Approval of the Council Tax Base 2022/23</b>  The Council is required to set its council tax base annually. The tax base must be set between the 1st of December and 31st January. The tax base is a measure of the Council’s taxable capacity which is used for the setting of its council tax. Legislation sets out the formula for calculation. Cabinet has delegated authority to approve the tax base.  (R. Wearmouth/G. Barnes 01670 624351)</p>	<p>N/A</p>	<p>7 December 2021</p>
<p><b>Wooler Neighbourhood Plan</b>  To seek approval to formally ‘make’ the Wooler Neighbourhood Plan. The Plan passed independent examination in May 2020. Covid regulations delayed the holding of referendums until after May 2021. A local referendum held in the Parish of Wooler on 10 June 2021 returned a majority vote in favour of the County Council using the Plan to make decisions on planning applications. The Council is now obliged by statute to make the Neighbourhood Plan unless it considers that doing so would breach European Union obligations. Making the Plan has been delayed due to the need to take external legal advice on a matter raised by the Northumberland National Park Authority.  (C. Horncastle/S. Branningan - 07966 335 508)</p>	<p>N/A</p>	<p>7 December 2021</p>



## Northumberland County Council

COMMITTEE: CABINET

DATE: 9<sup>TH</sup> NOVEMBER 2021

### TITLE OF REPORT: NORTHUMBERLAND WASTE MANAGEMENT STRATEGY – OUTCOME OF KERBSIDE GLASS RECYCLING COLLECTION TRIAL

**Report of** Rob Murfin Interim Executive Director of Planning and Local Services

**Cabinet Member:** Councillor John Riddle, Cabinet Member for Local Services

#### **Purpose of report**

To report the key outcomes of the kerbside glass recycling pilot scheme which has been in operation since November 2020 and to recommend the next steps for this scheme and the estimated costs for rolling-out a kerbside glass collection service across the county.

The report will also highlight how the timing for the roll-out for this enhanced glass recycling service will be dependent upon the outcome of the latest consultation exercises undertaken as part of the Government's new Resources and Waste Strategy and provision of new burdens funding by the Government.

#### **Recommendations**

It is recommended that Cabinet:-

- A) Notes the content of the report including the success of the trial, reflecting high customer satisfaction levels, high yields of glass collected per household and what the estimated performance benefit and financial costs would be associated with the future roll-out of this service and;
- B) Agrees to the continuation of the kerbside glass collection trial through to March 2023 and to include an additional 800 properties in the four trial areas to gather further information about the future operating costs and collection efficiency, in order to evidence the County's requirements to roll out the service permanently when anticipated announcements on the Resources and Waste Strategy and provision of new burdens funding are published in early 2022.
- C) Approves additional revenue expenditure from the Council's Transformation Fund Reserve of £31,000 during 2021/22 to meet the cost of extending the glass collection trial for the remainder of the current financial year (£18,000) and to fund the cost of purchasing an additional 800 no. 140-litre wheeled bins required for the expansion of the trial area (£13,000).
- D) Notes that the revenue cost of £43,000 for operating the trial throughout 2022/23 will be identified as a non-recurrent revenue growth bid for consideration as part of the Council's 2022/23 to 2024/25 Medium Term Financial Plan budget setting process, which will be determined by the County Council in February 2022. It is envisaged that Government new burdens funding will be available to meet the cost of providing a new kerbside glass collection service from 2023/24 onwards.

## **Link to Corporate Plan 2018-2021**

‘Thriving’ - We want to attract more and better jobs

‘Connecting’ - We want you to have access to the things you need

‘Enjoying’ - We want you to love where you live

This report is also relevant to the recently published Climate Change Action Plan 2021-2023 – Priority Action Area 7 - Reducing Waste

### **Key issues**

The kerbside glass recycling pilot scheme has been running since November 2020 providing a once monthly collection of glass from around 4,000 households. Data from the period November 2020 to September 2021 shows that the trial scheme has been well received by participants with high satisfaction levels, requests for retention of the service and high yields of glass per household.

The costs of implementing the pilot scheme are as planned, with capital costs for purchase of bins being £63,000 and revenue costs for undertaking the collections and delivering on-going communications activity at £43,000 per annum.

The impact of Covid-19 restrictions has had a significant impact on people's lifestyles, consumption habits and recycling behaviours, with more people consuming alcohol at home, which has led to a 22% increase in the amount of glass being collected for recycling in the county through its network of bring recycling sites. During the period of the trial, it has not been possible to determine the precise impact the kerbside glass recycling trial has had on overall glass recycling activity in the county due to these Covid impacts.

The Government has undertaken further consultations on its Resources and Waste Strategy and, pending the outcome of the latest consultation exercises and the passage of the Environment Bill in the coming months, it is envisaged that local authorities will be required to provide kerbside recycling collection services for a much wider range of materials, including glass, from as early as 2023/24. The Government has stated its intention that funding support for local authorities to meet the cost of these new recycling obligations will be met through ‘new burdens’ provisions within local authority funding settlements and from taxation in the form of extended producer responsibility obligations for manufacturers and retailers of packaging materials.

The Resources and Waste Strategy Consultation published in May this year has indicated that recycling collections should include for separately collected commodities including glass rather than being collected co-mingled with other dry recycling at the kerbside, to ensure we maximise quantities and quality of recycling diverted from household waste, unless there are clear technical, environmental or economic reasons evidenced in the form of an environmental assessment, for not doing so. The consultation document has indicated that decisions on recycling collection service design, where assessments are applied, will be open to challenge by DEFRA and the Environment Agency.

There are environmental benefits in the collection of glass for recycling separately rather than co-mingled in terms of CO2 reduction, but the financial costs of delivering this service are high, and far in excess of what the Council could afford to deliver without new burdens funding from Government. It is therefore important that the Council uses the glass recycling trial to gather further detail about the recycling performance improvements post Covid, further operational efficiencies that might be achieved and the CO2 impacts of operating this enhanced recycling

service. This evidence base will allow the Council to make decisions about the future roll out of kerbside glass recycling that will satisfy the Government's anticipated new funding conditions.

## **1. Background**

A Cabinet report titled 'Northumberland Waste Management Strategy – Proposed Trial of Kerbside Glass Collections' was presented to Cabinet on 13<sup>th</sup> October 2020. The report detailed the preparatory work on assessing waste and recycling collection options in order to allow the County Council to respond to potential future obligations in the Government's Resources and Waste Strategy, which reported the findings of its first public consultation in 2019.

The report outlined how the strategy would require major investment in vehicles, containers, communications activities, staffing resources and waste sorting infrastructure to allow Northumberland to contribute towards national 2035 recycling targets. With support from the Waste and Recycling Action Programme (WRAP) various household waste collection models to deliver the objectives have been developed and these were presented in the Cabinet report. One of the key points in the WRAP report was that the County Council will be required to collect glass at the kerbside in some form in the future, a service not currently provided for operational and financial reasons.

Within the Cabinet report approval was sought to conduct a 12-month kerbside glass recycling trial to gather information on the operational, financial, environmental and resident acceptance aspects of this service. Cabinet agreed the recommendations in the report, with the kerbside glass trial being approved to start in November 2021.

On 7<sup>th</sup> May 2021 Government published a second consultation on its Resources and Waste Strategy, titled 'Consistency in Household and Business Recycling in England', in which it confirmed its intention that councils will be required to collect glass bottles and jars in kerbside recycling collections, along with other dry recycling, from as early as 2023/24.

It is envisaged that this requirement will be confirmed by Government during early 2022 in the form of the Environment Bill, followed by the publication of statutory guidance.

The Communities and Place Overview and Scrutiny Committee at its meeting on 25<sup>th</sup> August 2021 were given an interim update report on the performance of the trial pending the presentation of (this) final report to Cabinet, scheduled for 9<sup>th</sup> November 2021.

## **2. Kerbside Glass Recycling Trial Results**

### **2.1 Introduction**

The four trial areas cover Morpeth, Bedlington, Hexham and Alnwick with Lesbury, with each one comprising approximately 1,000 households. The pilot aimed to gain an understanding of set-out rates, participation rates, glass collection yields, customer acceptance, cost and health & safety implications across a range of different property types. Plans showing the location of the properties participating in the trial, including the proposed locations of the additional 800 homes to be included in the trial from December 2021 (delivery of bins – first collection Jan 2022), are provided in Appendix 1 to this report.

In order to minimise the costs involved in undertaking the trial the council has utilised its existing refuse collection vehicles, with a driver and two loaders at each of the four selected depots serving the trial areas undertaking one day's overtime to deliver the trial collection one Friday per month.

The initial trial duration was proposed for 12 months with a review after ~9 months to inform officers and members of the costs and benefits so that an informed decision can then be made about the scheme's longevity. The data presented in this report provides an update of performance and key findings to date and covers the period November 2020 to September 2021.

### **2.2 Glass Recycling Performance - Trial Data**

A total of 281.3 tonnes of glass have been recycled over 12 collections since the trial began in November 2020. The final collection of the current trial period is scheduled to take place on 15<sup>th</sup> October 2021. The relative performance of each of the four trial areas is detailed in Table 1 below.

**Table 1 – Summary of Glass Collection Trial Per Trial Area Nov 2020 to Sept 2021**

<b>Trial Area</b>	<b>Number Collects</b>	<b>Houses Per Trial Area.</b>	<b>Average Bins Presented</b>	<b>Average Put out Rate</b>	<b>Average Weight / Round (kg)</b>	<b>Avg. Weight Per Bin (kg)</b>	<b>Average Yield (kg/hh)</b>	<b>Total (Tonnes) Collected Per Area</b>
Hexham	12	935	429	45%	4750	11.4	61.0	57.10
Alnwick	12	1009	540	53%	6611	12.6	78.6	79.33
Bedlington	12	1023	615	60%	6138	10.1	72.0	73.66
Morpeth	12	925	550	60%	6146	10.8	77.0	71.21

The relatively low average put out rates for all trial areas reflects the ample capacity provided by the 140 litre bin, meaning that residents do not have to put out their bin on every scheduled collection day to still achieve high yields per household. It also provides scope for using the trial data to consider variations to the recycling collection model to achieve the most efficient service configuration – for example the current put out rates offer the opportunity to increase the numbers of households that can be covered on each round so that they align better with anticipated average numbers of bins (and weight of glass) placed out for each collection.

The Hexham area achieved the lowest average yield of 61 kg/hh and Alnwick and Lesbury areas achieved the highest at 77 kg/hh. Alnwick and Lesbury residents put out their bins less frequently than the average for the trial meaning they maximised bin utilisation with an average bin weight of 12.6 kg per collection, compared with the average of 11.4 kg. Further work to establish if and how higher yields in some areas could be achieved is possible.

The collection tonnages across all four areas have been extremely encouraging with an average yield of 72.2Kg / household / year, which has been achieved consistently over the trial period. This figure would easily achieve top quartile performance for local authorities nationally. This also compares extremely favourably with data from neighbouring authority areas who operate alternative kerbside glass collection schemes making use of smaller kerbside boxes, caddies or collect glass co mingled with dry recycling normally on a fortnightly frequency.

**Table 2 – North East Glass Recycling Tonnage Per Household 2020/21**

Authority	H/holds	Tonnes Glass	KG/hh/yr	Type of Container	Collection Frequency
Durham	247265	14282.14	57.76	35- 50 litre box	Fortnightly
Gateshead	94160	5261.74	55.88	Co-mingled In wheel bin	Fortnightly
North Tyneside	99957	**	**	Inner caddy	Fortnightly
Newcastle	125000	5800.26	46.40	Inner caddy	Fortnightly
South Tyneside	72240	3880.19	53.71	Co-mingled In wheel bin	Fortnightly
Sunderland	130540	6304.19	48.29	Co-mingled In wheel bin	Fortnightly
Northumberland (trial number) *	3892	301.30*	72.20	Separate 140 litre wheel bin	Monthly

\* Estimated full year tonnage (forecast 20 tonnes in October 2021 added to 281.3 tonnes actual) collected between November 2020 – September 2021.

\*\* Data on glass tonnages and yields per household within North Tyneside was not available at the time of drafting this report, but this service is understood to be performing at a level similar to that operated in Newcastle.

### 2.3 Contribution to Overall Glass Recycling Performance

It assumed that a significant proportion of the 301.3\* tonnes of glass collected under the pilot scheme over a full 12 months has been diverted from the general household waste bin as a result of making glass recycling more convenient and accessible for participant households. There is no evidence to suggest that glass collected through the scheme has simply displaced glass that would otherwise have been deposited at bring recycling banks or HWRC's anyway. However, Covid-19 and the lockdown restrictions have significantly affected people's lifestyles, patterns of consumption and recycling behaviours, making it difficult to distinguish precisely the impact the pilot has had on overall glass recycling levels.

The total amount of glass recycled in the county during April 2020 to March 2021 rose by 22% over the previous 12 months, due to the effects of lockdown and an increase in consumption of beverages at home. Within the overall tonnage collected during this period glass collected at the HWRC's was reduced compared to the previous year as a result of the sites being closed to all waste for several weeks during the initial lockdown and then operating a restricted service for several months due to Covid-19 safety measures. For the period April 2021 to June 2021 the total

amount of glass recycled in the county increased by a further 2% on the significant increases reported for the year ending March 2021, which would suggest that Covid-19 is continuing to influence patterns of consumption and recycling behaviours.

The modelling undertaken by the Council in 2019 prior to the glass trial assumed that the introduction of a kerbside glass collection service would result in 41 Kg/hh/year of glass being collected. This represented an overall net gain of +26 Kg/hh/year of glass for recycling, taking into account that some households would previously have recycled their glass via the network of bring sites. Based on this modelling and assuming that around 141,400 properties could receive a kerbside glass collection service, it was estimated that a total of 5,798 tonnes of glass would be collected, contributing to an overall +3% increase in household waste recycling performance.

The actual performance of the pilot glass collection trial at 71 Kg/hh/yr if sustained following the roll-out of the service to ~141,400 properties, would be ~10,039 tonnes of glass contributing a +5% increase in overall household waste recycling performance. However, this glass recycling performance significantly exceeds what would normally be expected from a kerbside collection service and it is clear that the validity of the trial data has been compromised by the impacts of Covid-19 lockdowns during the trial period.

As we move out of lock down and people feel more confident returning to hospitality venues, we will hopefully see glass recycling tonnage at bring and HWRC sites stabilise, providing a clearer indication of the potential net growth in tonnage collected due to the introduction of the kerbside collection pilot.

Operating the trial for the period up to 31 March 2023 is therefore considered necessary to provide greater confidence in the data used for long term service planning and investment. There is sufficient time in which to do this, as the Government has previously stated that the requirements to provide new enhanced kerbside recycling collection services will not come into effect before 2023/24 at the earliest. It is envisaged that the Government will publish and consider the outcomes of the National Resources and Waste Strategy consultation exercise by the end of 2022, including confirmation of new burdens funding that will be made available for local authorities and implementation deadlines. Operating the trial over this period will enable the trial to be aligned with the point at which we anticipate Government funding to be available to support countywide roll-out of glass collections.

## **2.4 Climate Change Implications**

Collecting glass separately from other materials facilitates its use in the production of new glass containers via re-melt, which offers the highest climate change benefits due to the lower energy consumption required when recycled glass is used in the glass making process when compared to using all virgin raw materials.

The quality of glass collected in the trial has been good, enabling it to meet the end user specifications for re-melt by glass reprocessors. The 301.3 tonnes of glass expected to be collected during the 12-month trial provides a positive contribution to tackling climate change, even after taking into account the CO<sub>2</sub> emissions from the collection and transportation of the recovered glass, with the trial delivering an overall net saving of 98 tonnes of CO<sub>2</sub>e (based on the Waste & Resources Action Programme - Carbon WARM model conversion factors).

To support the Council's Climate Change Action Plan the extension of the trial will allow a more detailed validation of the estimated net additional CO<sub>2</sub> savings that will accrue by rolling out the service countywide, taking into account the collection and glass reprocessing elements.

It should be noted that alternative collection approaches to that used in the trial can be undertaken to recover glass from household waste, including the co-mingled recycling system whereby glass

is simply collected in the same recycling bin as other recyclable materials alongside paper, plastics and metal cans. However, the inclusion of glass in Northumberland's co-mingled collection system has previously been discounted as it would incur high capital and revenue costs in modifying the council's Materials Recycling Facility (MRF) to be able to separate glass out from other materials; create an increased risk of contamination of other recyclable materials and rejection of loads by end users; and would also adversely affect the climate change benefits from the recycling activity as the recovered glass from co-mingled collection arrangements is often only fit for recycling via secondary aggregate production. This is due to the contamination of the glass with other waste materials, including grit, ceramics and non-containers glass products (such as Pyrex), which would not meet the strict feedstock quality specifications required for use of recycled glass in re-melt by glass container manufacturers.

This is an important factor to consider in terms of climate change impact, as confirmed life cycle research in the WRAP Carbon WARM model indicates that glass sent for re melt (known as closed loop recycling) saves around 326 kg of CO<sub>2</sub>e/tonne compared with a negative carbon impact of 32.6kg of CO<sub>2</sub>e/tonne when glass is used in aggregate production (open loop recycling).

The Council's Carbon Impact Assessment process has also been followed with the proposal offering an overall score of 1.14, which demonstrates that the proposal offers a positive outcome and aids Northumberland to move towards a net zero position.

## **2.5 Financial Performance of the Trial**

The trial incurred revenue costs of £43,000 including labour, fuel and resident communications.

The capital cost of purchasing the required 140 litre wheel bins was £63,000 which was accounted for in the Council's 2020/21 capital budget.

The revenue costs incurred to date in operating the trial are in line with the allocated budget during the current financial year 2021/22.

The impacts of the increased glass delivered to bring banks by residents during the autumn and winter lockdowns of 2020/21 has distorted the overall countywide glass recycling figures, so ongoing monitoring and evaluation of the financial impacts post May 2021 is required in order to provide a clearer picture of the net increase.

## **2.6 Operational Matters**

There have been no adverse impacts on the Council's Waste PFI Contract arrangements that have been used to provide the storage, transport and sale to end users of the recovered glass. The separately collected glass from the kerbside trial is delivered to the same nominated waste delivery points across the County used for the storage and processing of glass collected from bring sites. This means that the glass collected has all been of sufficient quality to be sent for glass re melt which achieves higher CO<sub>2</sub> savings than aggregate production from lower grade recycled glass, as discussed in 2.4 above.

There have been no waste contamination issues reported within the delivered glass or safety concerns raised at the points of delivery, and no vehicle reliability issues or resident noise complaints resulting from loading or transport activities.

## **2.7 Health and Safety**

The Health and Safety of employees working on the glass collection trial is of paramount importance. Monitoring of the health effects on hearing caused by the noise of glass being loaded into collection vehicles was one of the key activities identified by risk assessment for this type of collection. Additionally, the protection of hands and arms from broken glass and eyes from

airborne glass fragments were significant in identifying the appropriate types of PPE to protect staff.

The Noise at Work Regulations requires the employer to take reasonable care to assess the risk of injury caused by noise in the workplace and put in place suitable measures to monitor and reduce exposure to an acceptable level. Due to the nature of the work activity employees are at risk from continued noise exposure as they progress on their round. Residents are not exposed to noise for more than a very short time as the vehicle and crew pass their homes and empty the contents of their wheeled bins. Placing glass into the bin occasionally during the normal day would not present a noise injury risk to the resident.

The focus of the Health and Safety monitoring in connection with the glass recycling trial has therefore been on the Council employees undertaking the collection rounds. Noise monitoring has been carried out using personal dose meters attached to sample employees on the trial. The results from the monitoring which record daily noise exposure levels over the working day, and peak sound exposure levels (the loudest recorded instant noise) showed that on average exposure levels in both cases were above the Upper Exposure Action Level set by the Noise at Work Regulations.

In the absence of alternative methods to reduce the noise exposure level, a suitable ear defender was sourced to ensure any noise exposure was reduced to an acceptable level, but not increase the risk to the wearer by not being able to hear approaching vehicles, a major factor when working on or near the highway. This electronically operated equipment eliminates noise of certain frequencies (harmful noise) but allows the wearer to hear noise from road vehicles and instructions from colleagues. This noise protection measure has been put into operation from the outset of the trial to safeguard the health of the collection staff.

The fact that the employees are only engaged on this type of work for one day per month provides further assurance that the risk of short term or long-term damage to hearing when wearing the selected hearing protection has been reduced to the lowest level possible in the absence of alternative noise reduction methods. Ongoing assessment to ensure protection from hearing damage and the data collected will help determine the risks to health and future control measures required, should the trial result in the system of collection being adopted permanently.

Trials of various anti-cut gloves that provide adequate protection but allow sufficient dexterity to handle objects safely and impact protection glasses and goggles to protect the eye have been undertaken, with staff being encouraged to feedback on their comfort and practicality.

The Council's Health and Safety team will continue to work with the service to assist with further monitoring and advice in this area.

## 2.8 Resident Feedback Survey

A customer feedback survey was developed and issued to all 3,892 properties participating in the trial in May 2021. A total of 639 responses were received representing a 16% return rate. Response rates varied by trial area.

**Table 3 – Resident Feedback Response by Trial Area**

<b>Trial Area</b>	<b>Number of Properties per Trial Area</b>	<b>No of Responses</b>	<b>% Responding</b>	<b>% All Responses</b>
Alnwick	1009	199	20	31%
Bedlington	1023	167	16	26%

Hexham	935	116	12	18%
Morpeth	925	157	17	25%
<b>Totals</b>	<b>3892</b>	<b>639</b>		<b>100%</b>

Overall resident satisfaction with the service was extremely high with 89% of residents that responded being satisfied or very satisfied. 5% stated no preference leaving 4% very dissatisfied or dissatisfied with 2% failing to reply.

90% of respondents replying stated that the wheel bin service was convenient.

A summary of the comments received from the 639 responses is too detailed to be reproduced for this report but the narrative reflects the high levels of support in the questionnaire responses. A large proportion of the respondents requested the service be continued in the general comments section although this was not specifically asked in the questionnaire.

A small number commented on the noise made when filling the bins, and the weight of the wheel bin in certain circumstances when full, which will be investigated further as the trial progresses.

A summary of the survey responses is provided in appendix 2 of this report.

Overall the customer feedback has demonstrated popularity for the service and a strong demand by residents for the trial to continue.

### **3. Recent Resources and Waste Strategy Consultation Considerations**

The second consultation on the National Resources and Waste Strategy – Household and Business Waste Recycling Collection Consistency, was published on 7th May 2021. The outcome is yet to be published and once available will need to be carefully considered in relation to the development of enhanced recycling services for the kerbside collection of glass and other waste in Northumberland. So far, the policy intent of Government has been towards a preference for glass to be collected separately through kerbside recycling arrangements. It will be necessary to determine from the trial whether the kerbside glass collection arrangements used represent the most technically, environmentally and economically practicable solution for glass recycling collections in Northumberland, so that the approach aligns with the future requirements in the Resources and Waste Strategy.

### **4. Future Cost Implications for Countywide Roll Out of Kerbside Glass Collections**

The Council has previously completed financial modelling work in preparation for meeting the anticipated National Resources and Waste Strategy obligations for the full range of household waste recycling including glass, plastic pots, tubs and trays, and weekly food waste collections. This work was discussed in the Cabinet report presented on 20<sup>th</sup> October 2020 and included theoretical cost modelling of rolling out separate glass collections.

The estimated annual revenue cost of delivering a monthly glass collection service to most households in the county is £1.25m per year, with a £4.2m capital cost required for the provision of new vehicles and bins. These costs are not currently allowed for in the Medium-Term Financial Plan as we expect Government ‘new burdens’ funding to be made available to support the delivery of these enhanced recycling services by 2023/24. Introducing the service prior to this date would

require these significant costs to be borne wholly by the County Council and local Council Tax payers, which is not considered to be appropriate or affordable in the current climate.

This report does not therefore seek approval for funding the county wide roll out of kerbside glass recycling collections at this time. However, if Government new burdens funding is provided to meet the National Resources and Waste Strategy from 2023/24, as indicated in recent consultation documents, carrying out further work now to establish the detailed costs, together with the benefits in recycling performance and resulting carbon dioxide reduction will be extremely valuable in enabling the Council to robustly evidence the level of Government financial support required.

## **5. Conclusion and Next Steps**

It is considered that the trial has been successful so far in securing high yields of glass per household and excellent user satisfaction levels. However, the impact of Covid 19 has served to cloud the usefulness of the waste data collected in terms of the likely long-term contribution to/impact on overall glass recycling levels across the County. Further analysis of the tonnage collected per household, participation and presentation rates during an extended period is needed to help inform service planning and the development of a robust business case for a separate glass collection to be deployed across the county.

Extending the trial will also allow closer evaluation of resident attitudes and behaviours, and the opportunity to gather more information about the potential collection efficiency of the service.

The establishment of any changes to the overall net cost of managing waste as a result of the implementation of new recycling services is vitally important to ensure that when the Government calls upon local authorities to provide estimates for new burdens funding, we have robust evidence about the costs required to roll out the service county wide.

It is therefore recommended that the trial period be extended to 31<sup>st</sup> March 2023. In addition to extending the trial period, it is also recommended that the number of properties on each trial round is increased by a further 200 households (from 1,000 to 1,200 per round) to better align with the numbers of bins actually put out for collection on each collection date. This approach offers a significant opportunity to increase the productivity and value for money of the glass collection service and will provide valuable performance information to help confirm the future costs of the service if rolled out county wide. (Proposed locations for the additional 800 households to be incorporated into the trial are shown in Appendix 1 – these areas have been selected as they are in close proximity to the current trial area in order to minimise time and travel impacts and make sense on the ground as they cover whole streets/are self contained areas).

To extend the existing trial from November 2021 until the end of the current financial year will cost £18,000 in staff overtime, vehicle operating costs and on-going communications materials. The additional 800 wheeled bins to extend the number of households participating in the 4 trial areas will cost £13,000, so the full cost of both continuing and extending the trial during the remainder of 2021/22 would be £31,000.

The revenue cost of operating the extended trial throughout 2022/23 would be £43,000 to cover existing staff overtime, vehicle operating costs and marketing. This revenue cost has been put forward as a non-recurrent revenue growth bid for consideration by the County Council as part of budget setting process for consideration in February 2022.

### **Table 4. Indicative Timeline for Proposed Communications For Trial Extension and Addition of 800 Households**

<b>Milestone</b>	<b>Date</b>
Cabinet Decision	9 <sup>th</sup> November 2021
Issue letter to <b>existing</b> participants detailing extension of trial & new collection calendar (next collection date 17 <sup>th</sup> December 2021) and separately to 800 <b>additional</b> properties (first collection 14 <sup>th</sup> January 2021).	12 <sup>th</sup> November 2021
Bins delivered to 800 new participant households.	10 <sup>th</sup> December 2021
1st scheduled collection for 800 new households on the trial	14 <sup>th</sup> January 2022

### **Implications**

<b>Policy</b>	The kerbside glass recycling trial is in line with existing policy and seeks to further enhance recycling performance. It is also in line with the Council's Climate Change Action Plan and aims to make a positive contribution towards tackling climate change through the avoided carbon emissions associated with increased use of recycled content over virgin raw materials.
<b>Finance and value for money</b>	<p>It is considered that the trial has so far been a success and if this performance is sustained it will support the outcome of the theoretical modelling, which identified this collection arrangement as representing the most technically, environmentally and economically practicable solution for glass recycling collections in Northumberland.</p> <p>The actual trial costs to date are in line with estimated costs and allocated budget provision. The proposal to increase the number of properties served on each collection round under the extended trial period has the potential to significantly improve the overall efficiency and value for money of this new service.</p>
<b>Legal</b>	None at this stage.
<b>Procurement</b>	None at this stage.
<b>Human Resources</b>	<p>The trial has been delivered using existing staffing resources working over-time one Friday per month. Extension of the trial until 31 March 2023 uses the same operatives and vehicles.</p> <p>Additional staff would be required to enable the expansion of the scheme countywide in the future with a number of newly created</p>

	posts working alongside existing waste and recycling collection staff.
<b>Property</b>	None at this stage
<b>Equalities</b> (Impact Assessment attached) Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	<p>There are no additional equalities implications in respect of the recommendation to extend the trial period.</p> <p>The Council operates an assisted collection service for people who are unable to physically present their bins for collection on the kerbside, this arrangement is available for all collection services including the trial glass recycling scheme.</p>
<b>Risk Assessment</b>	The health and safety impacts associated with kerbside glass collections are being monitored and evaluated. The use of Personal Protective Equipment, in particular the provision of specialist ear defenders, are in place to ensure risks to staff are effectively managed.
<b>Crime &amp; Disorder</b>	None
<b>Customer Consideration</b>	<p>A survey of participants in the trial indicates high user satisfaction levels with 89% of respondents being satisfied and only 4% being dissatisfied or very dissatisfied.</p> <p>The Council receives regular enquiries from the general public asking for improvements in glass recycling through the provision of a kerbside glass collection service. This trial will enable the Council to determine the most cost effective way of delivering a countywide kerbside glass collection service.</p>
<b>Carbon reduction</b>	<p>It is essential that a Life Cycle Assessment approach is used to determine the overall net effect of the carbon impacts associated with the kerbside collection of glass for use in recycling. The carbon impact of the trial has therefore been evaluated using the Government's Waste Resources Action Programme (WRAP) Carbon WARM model conversion factors. This updates the data reported previously in the interim update report to the Communities and Place Overview and Scrutiny Committee which used the conversion factors identified in a study of the Life Cycle Assessment of the carbon impacts associated with the recycling of glass compared to production of glass with virgin materials has been undertaken by PE Consulting.</p> <p>The Carbon WARM model shows that the 301.3 tonnes of glass collected during the 12-month trial provides a positive contribution to tackling climate change, even after taking into account the CO2 emissions from the collection and transportation of the recovered glass, with the trial delivering an overall net saving of 98 tonnes of CO2e. The system of</p>

	collection used in the trial has enabled the recovered glass to be sent for re melt, which yields the highest CO2 savings.  The NCC Carbon Impact Assessment tool has been used and generated a score of 1.14, offering a positive carbon impact. A full copy of the assessment is attached as Appendix 3.
<b>Health and Wellbeing</b>	None
<b>Wards</b>	The trial is being undertaken in the following wards: Alnwick, Bedlington Central, Hexham East and Morpeth Stobhill. The findings and outcomes of the trial will be relevant to all wards as they will influence decisions on the expansion of the glass recycling service countywide.

### **Background papers:**

Our waste, our resources, a strategy for England’ HMSO 17 December 2018

Review of Waste Strategy - kerbside collection of household waste, February 2019

Communities and Place Overview and Scrutiny Committee, 7th October 2020, report titled ‘Northumberland Waste Management Strategy – Proposed Trial of Kerbside Glass Recycling Collections’.

Cabinet, 13th October 2020, report titled ‘Northumberland Waste Management Strategy – Proposed Trial of Kerbside Glass Recycling Collections’.

DEFRA Consultation 7th May 2021 – Consistency in Household and Business Recycling in England.

Communities and Place Overview and Scrutiny Committee, 25th August 2021, report titled ‘Northumberland Waste Management Strategy – Proposed Trial of Kerbside Glass Recycling Collections’.

### **Report sign off.**

***Authors must ensure that officers and members have agreed the content of the report:***

	Full Name of Officer
Monitoring Officer/Legal	Neil Massen
Executive Director of Finance & S151 Officer	Jan Willis
Relevant Executive Director	Rob Murfin
Chief Executive	
Portfolio Holder(s)	Cllr J Riddle

### **Author and Contact Details**

Colin Curtis

Resources and Waste Commercial and Contracts Manager

Telephone: 07919570052

Email: [colin.curtis@northumberland.gov.uk](mailto:colin.curtis@northumberland.gov.uk)

Greg Gavin

Head of Neighbourhood Services

Telephone: 01670 622278

Email: [greg.gavin@northumberland.gov.uk](mailto:greg.gavin@northumberland.gov.uk)

Paul Jones

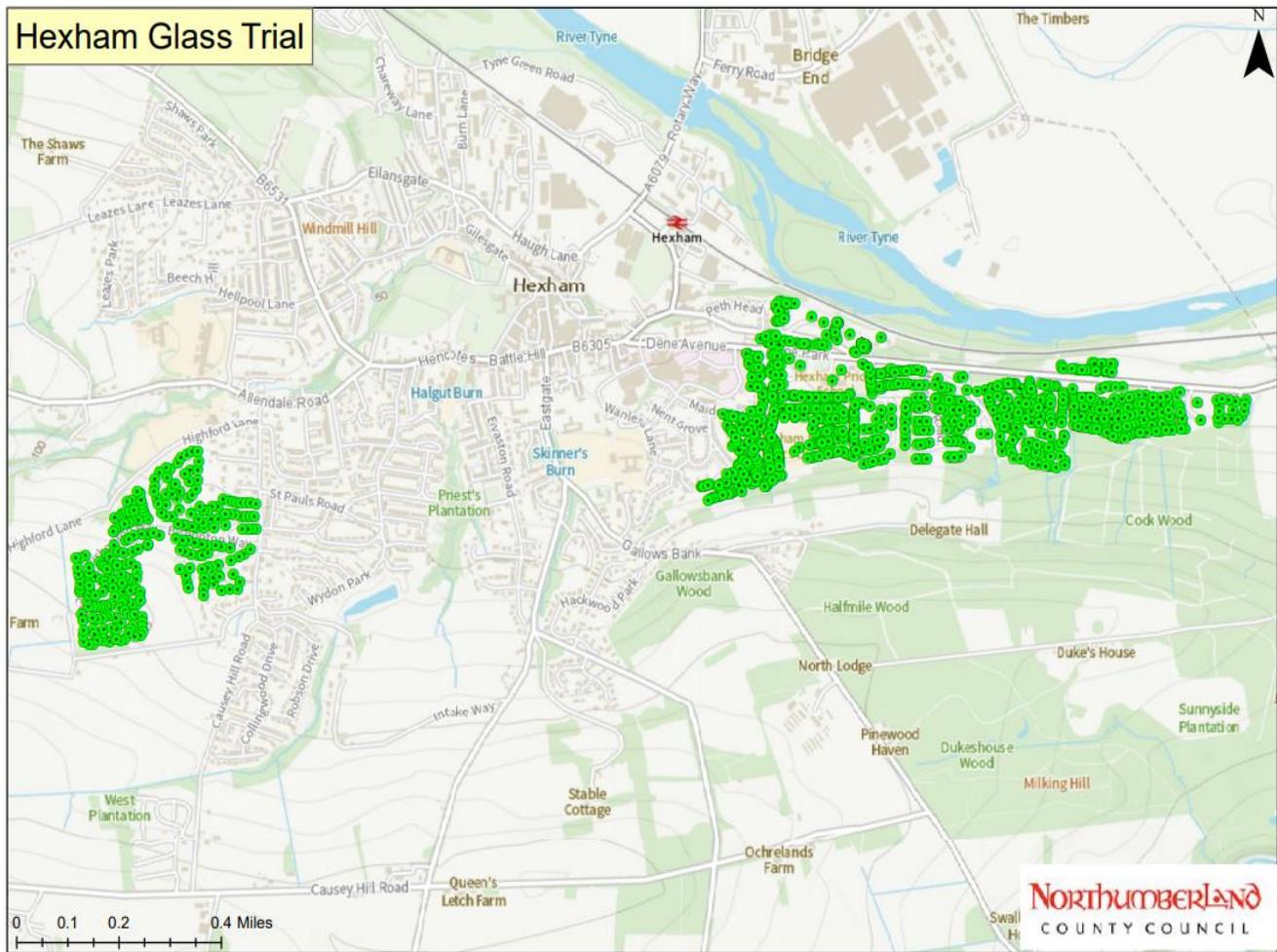
Service Director - Local Services

Email [paul.jones01@northumberland.gov.uk](mailto:paul.jones01@northumberland.gov.uk)

Tel 01670 623432



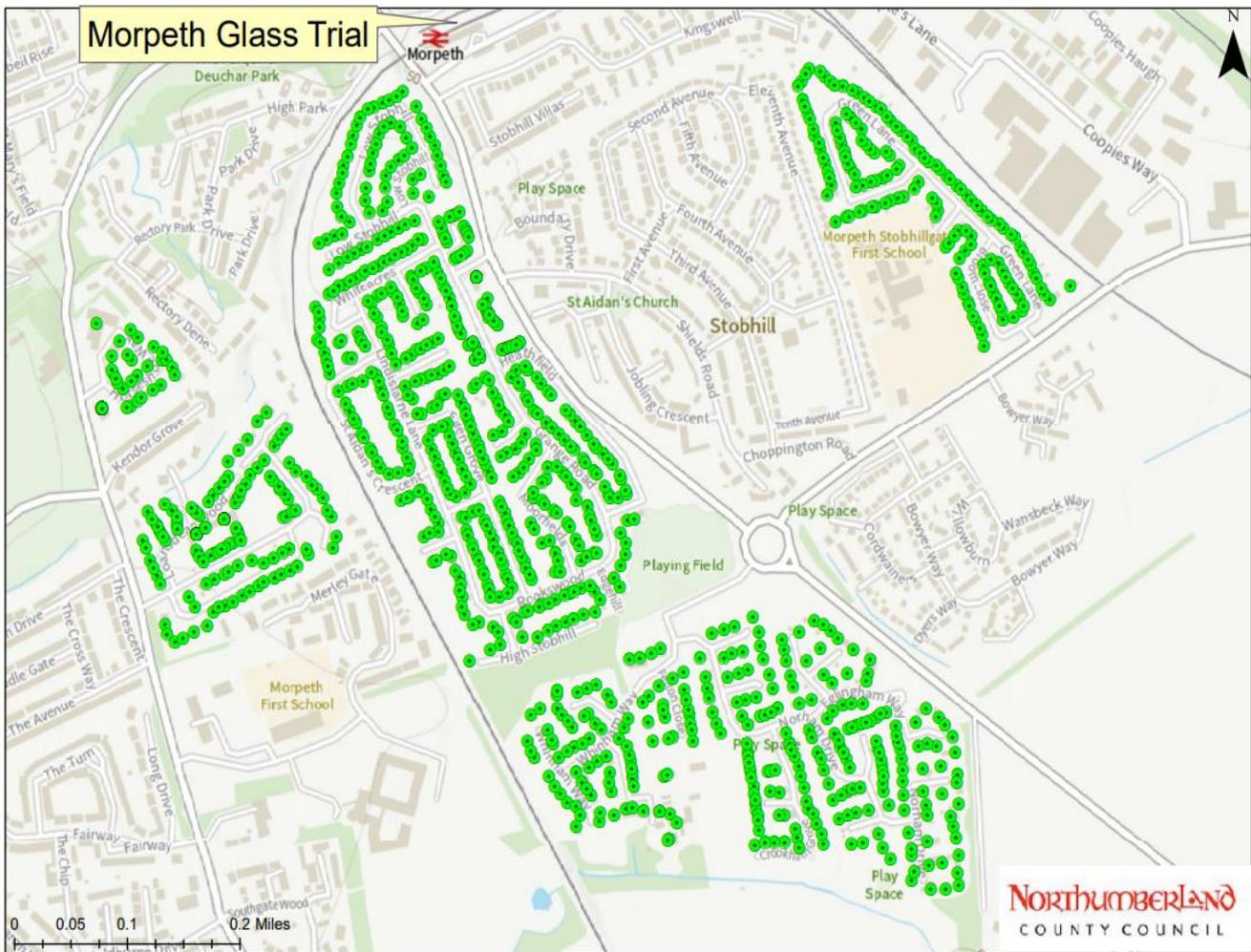
Proposed Glass Trial Area - Hexham:



**Morpeth Glass Trial Area -Proposed Additional Properties:**



# Morpeth Glass Trial Area Including Proposed Additional Properties



**Alnwick and Lesbury Trial Areas Including Proposed Extension Area at Hipsburn Village:**  
(Additional Properties at Hipsburn: Steppey Lane, Lesbury Road, Hipsburn Crescent, Hillside, Curly Lane, South View, The Coppice, Hipsburn Steadings.)

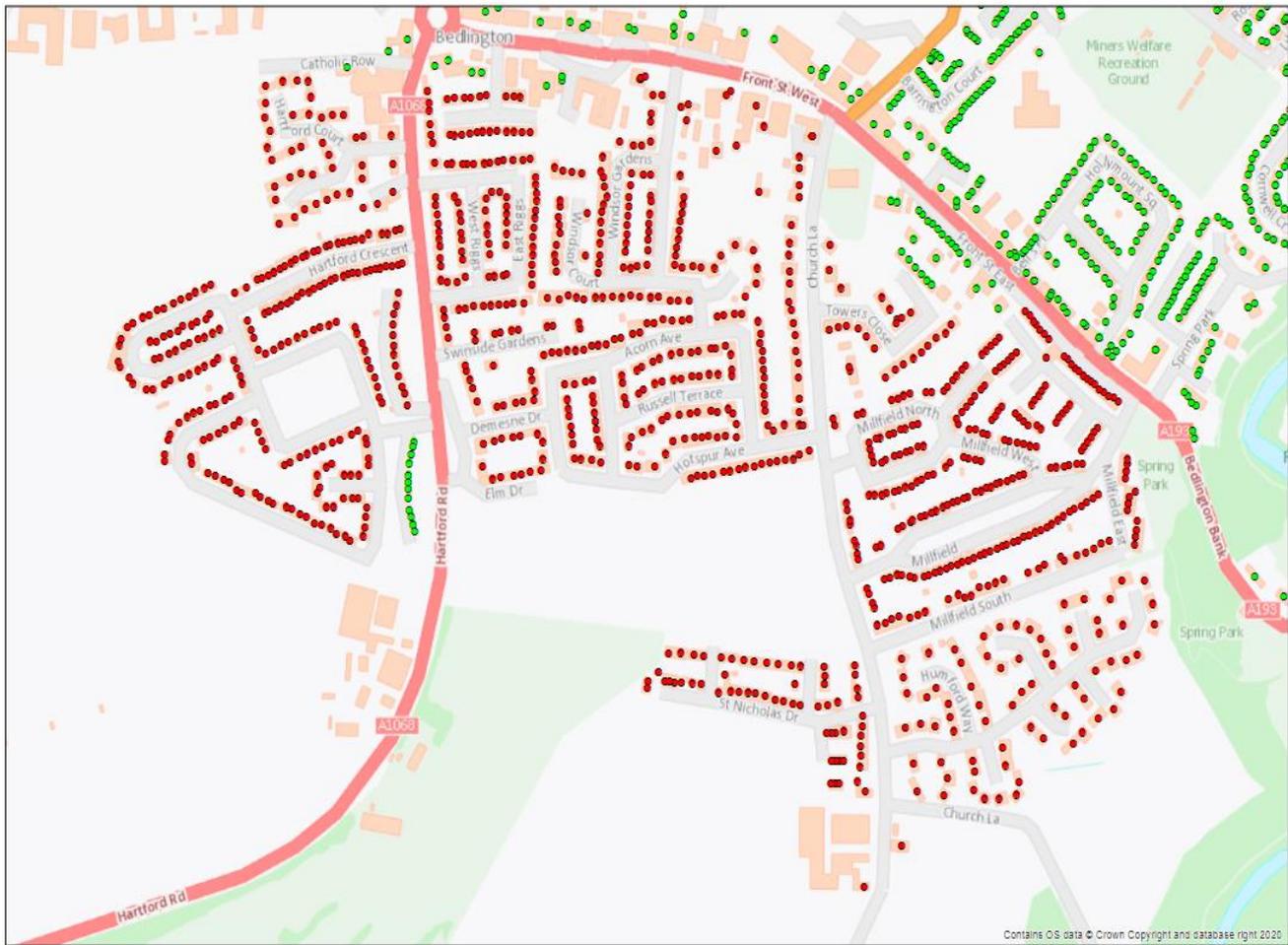


**Alnwick and Lesbury Trial Areas Existing**



# Bedlington Trial Areas - Existing

## Existing Glass Area





## Appendix 2: Summary of customer satisfaction survey May 2021

A customer feedback survey was developed and issued to all 3,892 properties participating in the trial in May 2021. A total of 639 responses were received representing a 16% return rate. Response rates varied by trial area and further work may be appropriate at some point to validate the data received.

**Table 3 – Resident Feedback Response by Trial Area**

Trial Area	Number of Properties per Trial Area	No of Responses	% Responding	% All Responses
Alnwick	1009	199	20	31%
Bedlington	1023	167	16	26%
Hexham	935	116	12	18%
Morpeth	925	157	17	25%
<b>Totals</b>	<b>3892</b>	<b>639</b>		<b>100%</b>

**The key findings from an analysis of the responses to the questions is given below:**

**Question 1.** *How many times have you put out your bin?*

Only 3% on average failed to put out their bin on any occasion, with the Hexham area highest at 5.2% and Morpeth the lowest at 2.5%.

53% of residents placed their bin out on all 7 monthly collections that had been undertaken at the time of the survey, and 79% put out their bin between 5 and 7 times.

**Question 2.** *Would you like your collection more or less frequent?*

Almost 60% of respondents stated their preference for the monthly frequency, while only 3% preferred two weekly and 24% two monthly.

**Question 3.** *When you put out your bin how full is it on average?*

43% of respondents indicated their bins were one quarter full on collection day, 29% half full, 19% three quarters full and only 5% full, indicating there is sufficient capacity for residents' glass using a 140 litre wheel bin on a monthly collection.

**Question 4.** *Is the Glass Recycling Wheel Bin Convenient?*

90% of respondents replied that the wheel bin was convenient.

**Question 5.** *How satisfied or dissatisfied are you with the kerbside glass collection?*

Residents responded that 89% were either satisfied or very satisfied, 5% stated no preference leaving 4% very dissatisfied or dissatisfied with 2% failing to reply.

A summary of the comments received from the 639 responses is too detailed to be reproduced but the narrative reflects the high levels of support in the questionnaire responses. A small number commented on the noise made when filling the bins, and the weight of the wheel bin in certain circumstances when full, which will be investigated further as the trial progresses.

### **Appendix 3 – NCC Carbon Impact Assessment Tool**

The overall impact assessment for this proposal is: 1.14 , which includes:

Policy score: 2

Partnerships and Engagement score: 2

Heating score: 0

Transport score: 0

Renewable Energy Generation score: 2

Carbon Sequestration: 0

Waste score: 2

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## Northumberland County Council

Cabinet

DATE:

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9 November 2021

### **Report on a policy for Street naming and Numbering**

**Report of Elizabeth Morgan - Interim Executive Director Public Health and Community Services**

**Cabinet Member - Cllr Colin Horncastle, Portfolio Holder Community Services**

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#### **Purpose of report**

To set out the proposed policy for the identification and allocation of appropriate names for streets in the County.

#### **Recommendations**

It is recommended that Members of Cabinet:

- Approve the policy.
- Delegate to the Head of Housing and Public Protection the responsibility for ensuring that the administration of the policy and all other criteria are met.

#### **Link to Corporate Plan**

This report is relevant to the Enjoying and Thriving priorities included in the NCC Corporate Plan 2018-2021

#### **Key issues**

1. Northumberland County Council has the responsibility for the process of street naming and numbering of new streets in the County and their approval for use. This Service is provided as part of the Building Control function in Public Protection. In most instances new or replacement names are easily arrived at with the agreement of developers, the Authority and local Parish Councils. On occasion matters come to light which led to disagreement. The proposed Policy and Guidance sets out criteria to assess whether a proposed street name is or is not acceptable.
2. Since the Local Government Reorganisation in 2009, the naming and numbering of streets and buildings within Northumberland became a statutory function of

Northumberland County Council. Prior to this date, the function was undertaken by the former Borough / District Councils. The Council uses the provisions of Sections 64 and 65 of the Towns Improvement Clauses Act 1847 together with Section 18 of the Public Health Act 1925 for the purpose of naming streets and numbering properties.

3. Decisions relating to street naming and numbering are controlled by the Council. The purpose of this control is to make sure that any new street names and numbers are allocated logically to ensure amongst other things, the effective delivery of mail and the location of addresses by the emergency services. Clear, unambiguous property addresses are therefore essential.
4. The proposed Policy and Guidance sets out what is acceptable in a street name; provides guidance on the use of expressions such as street, avenue, close and crescent; provides detailed guidance on the standards for the actual street nameplates themselves and details the processes to be followed when applying to have a street name approved for use.
5. Street names must not cause offence and will be verified by the Street Naming and Numbering Officer to ensure that they do not do that, having particular regard to race, disability, gender, age, faith & belief and sexual orientation. Naming a street after a living person is not permitted, in order to avoid offence either by inclusion or exclusion of an individual name. Only exceptional circumstances will be given consideration requiring the approval of the Council's Head of Housing & Public Protection, and all other criteria within this policy are met. The policy sets out how the name of a deceased person can be permitted.
6. The Council is not permitted to charge for the service of street naming as the duty to provide the service is not discretionary. However, The Council reserves the right to make a charge in connection with the administrative costs it incurs following the naming and numbering of new streets, new properties etc. as set out in Policy.

## **BACKGROUND PAPERS**

Appendix 1 - Northumberland Street Naming & Numbering Policy and Guidance April 2021

### **Implications**

<b>Policy</b>	The Authority, developers and residents will benefit from policies and guidance to help identify satisfactory names for streets on new developments
<b>Finance and value for money</b>	The Authority charges, on a cost recovery basis, for administration of the street naming and numbering controls and will continue to do so.

<b>Legal</b>	New legislation may follow on from the Consultation, though the government are attempting to avoid legislation and procure change through amendments to guidance.
<b>Procurement</b>	None
<b>Human Resources</b>	None
<b>Property</b>	Street names and building naming and numbering of any development undertaken by or on behalf of the Authority or its agents such as Advance Northumberland will be affected by this Policy and Guidance. However, the proposals are a codification of current practice and are unlikely to have any noticeable impact.
<b>Equalities</b> (Impact Assessment attached) N/A    X	None
<b>Risk Assessment</b>	N/A
<b>Crime &amp; Disorder</b>	N/A
<b>Customer Consideration</b>	The proposals are aimed at clarifying acceptable practice in street naming and numbering in the County.
<b>Carbon reduction</b>	N/A
<b>Wards</b>	All

**Report sign off.**

***Authors must ensure that officers and members have agreed the content of the report:***

	initials
Monitoring Officer/Legal	Neil Masson
Executive Director of Finance & S151 Officer	Jan Willis
Relevant Executive Director	E. Morgan
Chief Executive	Daljit Lally
Portfolio Holder(s)	C.Horncastle

## **Author and Contact Details**

**Darin Wilson**

Business Compliance and Public Safety Unit Manager

[darin.wilson@northumberland.gov.uk](mailto:darin.wilson@northumberland.gov.uk)

APPENDIX A

# **Northumberland County Council**

## **Street Naming and Numbering Policy and Procedures**

# NORTHUMBERLAND

Northumberland County Council

<b>Version Date</b>	<b>Version ref</b>	<b>Revision History</b>	<b>Revisor</b>	<b>Approved by</b>	<b>Review date</b>
18/04/18	v1				
16/03/21	v2	Introduction of passage relating to deceased persons			

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## **1. Introduction**

**1.1.** Since Local Government Reorganisation in 2009, the naming and numbering of streets and buildings within Northumberland became a statutory function of Northumberland County Council (the Council). Prior to this date, the function was undertaken by the former Borough / District Councils.

**1.2.** The Council uses the provisions of Sections 64 and 65 of the Towns Improvement Clauses Act 1847 together with Section 18 of the Public Health Act 1925 for the purpose of naming streets and numbering properties.

**1.3.** Decisions relating to street naming and numbering are controlled by the Council. The purpose of this control is to make sure that any new street names and numbers are allocated logically to ensure amongst other things, the effective delivery of mail and the location of addresses by the emergency services. Clear, unambiguous property addresses are therefore essential.

**1.4.** Anyone seeking an address change, or the creation of an address for a new property, must apply to the Council in writing following the procedures outlined in this policy.

**1.5.** Housing Developers and the public are welcome to submit street names for consideration. It is recommended however, that more than one suggestion is put forward just in case the suggestion fails to meet the Council's criteria outlined in this policy. It is desirable that any suggestions for street and building names reflect the local history or geography of the area or have some relevant connection with the area and the names avoid duplication.

**1.6.** Suggestions that comply with the Council's Policy on Street Naming and Numbering will be formally allocated and all relevant bodies will be notified by the Council. The Council reserve the right to make changes as they deem necessary. See Appendix A for a list of bodies / organisations informed by the Council.

**1.7.** Where street names or previous numbers have been established without reference to the Council, we have the authority to issue Renaming or Renumbering Orders, under Section 64 of the Towns Improvement Clauses Act 1847.

**1.8.** The Council will endeavour to ensure that where appropriate, if a street has a name and has street signs relating to that name, all properties accessed from that street will be officially addressed to include that street name and also where appropriate, new properties are numbered.

**1.9.** For the avoidance of doubt, it should be noted that the Council has a legal responsibility to ensure that streets are named and properties numbered. The Council therefore has the power to approve or reject property and street names that are submitted by developers. This power extends to commercial property as well as domestic properties. Legislation to support this statutory power is outlined in Appendix B.

**1.10.** In addition to complying with the appropriate legislation, this policy at the time of implementation follows best practice prescribed Geoplace LLP. The full, up-to-date Data Entry Conventions are available at [www.geoplace.co.uk](http://www.geoplace.co.uk).

**1.11.** The responsibility for dealing with street naming and numbering applications, re-naming or re-numbering is administered by the Building Control Section of Public Protection.

**1.12.** This service can be contacted as follows:

E mail: [buildingcontrol@northumberland.gov.uk](mailto:buildingcontrol@northumberland.gov.uk)

Website: [www.northumberland.gov.uk](http://www.northumberland.gov.uk)

### **North Northumberland**

*Berwick, Alnwick, Amble, Morpeth and Ashington areas*

**Alnwick Community Fire Station/Depot, Blackthorn Close, Lionheart Ent Pk,**

**Alnwick, Northumberland NE66 2ER**

Phone; 01670 623838

### **South Northumberland**

*Blyth, Cramlington, Bedlington Hexham, Prudhoe and Ponteland areas*

**Hexham Community Fire Station, Maidens Walk, Hexham, Northumberland, NE46 1DR**

Phone; 01670 623820

## **2. Charging for the Street Naming and Numbering Service**

**2.1.** The Council is not permitted to charge for the service of street naming as the duty to provide the service is not discretionary. However, The Council reserves the right to make a charge in connection with the administrative costs it incurs following the naming and numbering of new streets, new properties etc. as set out in Paragraph below.

**2.2** This right may or may not be exercised at the Council's discretion.

**2.3** For changing the address of an existing property or re-addressing any element of a development which has already been addressed (regardless of whether the property or properties are habitable), which is a discretionary service, by virtue of Section 64 and 65 of the Town Improvement Clauses Act 1847 coupled with Section 93 of the Local Government Act 2003, the authority reserves the right to make an administrative charge. This right may or may not be exercised at the Council's discretion. Legislation to support this power is outlined in Appendix C.

**2.4.** For the purposes of paragraphs 2.1 and 2.3 above, the charges made cover the administration costs of:

**2.4.1.** Consultation and liaising with external organisations such as Royal Mail, Emergency Services, Statutory Undertakers and Public Utilities (as a non-statutory element of naming of streets).

**2.4.2.** The naming and numbering of new properties (including conversions).

**2.4.3.** Alterations in either name or numbers of new developments after initial naming and numbering has been undertaken.

**2.4.4.** Notifications to Organisations listed in Appendix A.

**2.4.5.** Confirmation of addresses.

**2.4.6.** Challenges to existing official naming / numbering schemes / addresses held within the Local Land and Property Gazetteer.

**2.5.** All charges are to be paid in full prior to changes / notifications being made.

**2.6.** The schedule of charges for street naming and numbering can be found on the Council's website [www.northumberland.gov.uk](http://www.northumberland.gov.uk)

**2.7.** The fees and charges applicable to street naming and numbering services will be reviewed annually during the Council's budget setting process and publicised through the Council's agreed communication channels.

### **3. Naming Streets and Numbering Properties**

**3.1.** The Council adheres to Section 64 of The Towns Improvement Act 1847, which implies a requirement to ensure properties are numbered or named and marked as such. Additionally, it is the Council's responsibility to ensure that the street nameplates are displayed. If any person should destroy or deface a street nameplate, or display an unofficial name or number upon their property, then that person shall be liable to a fine.

**3.2.** The Council will follow best practice and will name and number streets and dwellings in accordance with the Local Land and Property Gazetteer (LLPG) and Street Naming and Numbering (SNN) data entry conventions for the National Land and Property Gazetteer (NLPG). Following these conventions ensures the Council's practices are compliant with British Standard BS7666:2006 ensuring the precise identification of a property or plot of land.

**3.3.** Ensuring the Council has a comprehensive Street Naming and Numbering Policy is important because we want to ensure:

**3.3.1.** Emergency Services can find a property quickly – delays can cost lives and money.

**3.3.2.** Mail is delivered efficiently.

**3.3.3.** Visitors can easily find where they wish to go.

**3.3.4.** There is a reliable delivery of services and products.

**3.3.5.** Service providers have up to date and accurate records. Poor record keeping is only a disadvantage to the customer.

**3.3.6.** The Council will bill the right person, in the right property, at the right time for Council Tax and National Non-Domestic Rates (NDR).

**3.4.** The street naming process can take several months for a large residential or commercial development and it is therefore advisable to contact the Street Naming and Numbering Officer at the earliest possible stage of the development. It is preferable for developers to consult with the Council before the developer assigns an unofficial "marketing name" to the development, so as to avoid confusion as this name often becomes an unofficial estate name. Problems can arise if

purchasers have bought properties which have been marketed under an unofficial name and legal documentation has already been drafted. The Council will accept no responsibility for costs incurred by individuals or property developers for failure to follow this policy.

**3.5.** Property developers and residents may suggest names for new streets. These should be submitted to the Council's Street Naming and Numbering Officer for consideration against the criteria. The Street Naming and Numbering Officer may either accept the suggestion or object to it and offer their own alternatives. Once a suitable suggestion which accords with the Council's criteria has been selected, the Street Naming and Numbering Officer will seek agreement with the developer. We shall also consult with the local Town/Parish Council to garner their views. It is recommended that developers consult with residents groups in order to gather their views prior to making an application.

**3.6.** In cases where agreement is not forthcoming on a street name, the decision will be made under delegated authority by the appropriately designated officer <https://www.ownyourhome.gov.uk/scheme/find-a-help-to-buy-agent/>, and there will be no right of appeal.

**3.7.** All costs for the erection of new street nameplates will be borne by the property developer. There are Street Nameplate Specifications and Installation Guidelines and Council Local Services should be contacted for advice (see also Section 12 of this document). The Council will not accept future maintenance liability for bespoke nameplates affixed to stone plinths or entrance pillars unless agreement is reached for a commuted sum.

**3.8.** The initial installation of street nameplates is the responsibility of the developer. The maintenance of street nameplates becomes the responsibility of the Council at a time when the developer has left the site and the street has been formally adopted.

**3.9.** No street nameplate shall be erected until the street name has been officially confirmed by the Council.

## **4. Renaming Streets**

**4.1.** The Council is empowered under legislation governing Street Naming and Numbering to forcibly rename streets and consider an application to rename a street. The changing of a street name or sequence of property numbering shall be avoided, unless there is specific and sufficient reason to do so. This may come in the form of a new development in the street, or a request from the emergency services.

**4.2.** The Council will pursue alternative solutions and only change the name or numbering sequence as a last resort. In the event that the street name or numbering needs to be changed the following steps shall be taken:

**4.2.1.** Consultation takes place with all affected property owners. Two thirds of the owners must be in favour of the proposed change to proceed.

**4.2.2.** A report with evidence of the owners' approval shall be made to the officer delegated with responsibility for ensuring that, the administration of the policy and all other criteria are met.

**4.2.3.** All costs associated with a change to a street name or numbering sequence instigated by the property owners, shall be met by the individual property owners affected by the changes.

**4.3.** However, these changes may require wider community involvement and consultation and will be dealt with on an individual case basis.

## **5. Addressing Property**

**5.1.** When making an application for a plot or development to be numbered, the developer must provide the Council with the following information:

**5.1.1.** Planning Application Number – Street Naming and Numbering can only be administered subject to detailed or reserved matters planning approval; an address will not be allocated without this.

**5.1.2.** Plans clearly showing plot numbers, location in relation to existing land and property and the placement of front doors or primary access to each plot.

**5.1.3.** Internal layout plans, if appropriate, for a development that is subdivided at unit or floor level.

**5.1.4.** Building Regulation Number, once available, to indicate that work has commenced.

**5.2.** New properties in an existing unnumbered street will require a property name. For an infill development of two or more properties accessed from a private drive, the Street Naming and Numbering Officer may deem it appropriate to give the development a property group name e.g. 1-4 Newfields, High Street.

**5.3.** Properties with a premises number must always use and display that number. Where a property has a name and an official number, the number must always be included in the address and displayed on the property. The name cannot be regarded as an alternative. This is enforceable under Section 65 of the Towns Improvements Act 1847.

## **6. Creation of Postal Addresses**

**6.1.** For clarification, official postal addresses will usually take the following format:

Company Ltd	Company or Organisation Name (if applicable)
123 Street Name	Postal Number / Name of Street
Anywhere	Locality or sub-town (if applicable)
ANYTOWN	POSTAL TOWN
County	County
NE00 0AA	Postcode

**6.2.** Allocation of postcodes and post towns is managed by Royal Mail and must be confirmed by them. The Council will undertake this process on the applicant's behalf and inform the applicant and other interested parties.

**6.3.** When an approved address is agreed by all parties, Royal Mail will confirm a postcode. The maintenance and any future changes to this postcode is the responsibility of Royal Mail.

**6.4.** "Localities" within an official postal address are the responsibility of the Council. Where applicants object to a locality name in their address, the Street Naming and Numbering Officer will investigate and advise.

**6.5.** Applicants are reminded that postal addresses are not geographically accurate descriptions, but routing instructions for Royal Mail staff and they can and do contain names for villages, towns and even Counties that may be several miles away from the actual location of their property.

**6.6.** The Council accepts no responsibility or liability for omission of postcode or post town information, nor for any failure of services arising from this omission.

**6.7.** For information about addresses and postcodes, Royal Mail's guidance can be found on their website [www.royalmail.com](http://www.royalmail.com)

## **7. Guidelines for Street Naming**

**7.1.** The Street Naming and Numbering Officer will use these guidelines when agreeing a new number or address. Property developers should follow these guidelines for any names they wish to suggest.

**7.2.** New street names should avoid duplicating any similar name already in use in a town / village or in the same postcode area. A variation in the terminal words for example 'Street', 'Road', 'Avenue' will not be accepted as sufficient reason to duplicate a street name. A popular request is to repeat existing names in a new road or building titles. This is not permitted as it can have a detrimental effect in an emergency.

**7.3.** The Council will endeavour to promote street names that reflect local, geographic or historic significance in the area.

**7.4.** Names with a common theme are to be encouraged on large developments, preferably with a local geographic or historic connection. Two developments using same naming theme within the same postcode area shall be avoided.

**7.5.** Street names should not be difficult to pronounce or awkward to spell.

**7.6.** Phonetically similar names within a postcode area should be avoided e.g. Churchill Road and Birch Hill Road.

**7.7.** Street names must not cause offence and will be verified by the Street Naming and Numbering Officer to ensure that they do not cause offence, having particular regard to race, disability, gender, age, faith & belief and sexual orientation.

**7.8.** Street names that may be open to re-interpretation by graffiti or the shortening/abbreviation of the name shall be avoided.

**7.9.** Any street name that promotes a company, service or product will not be permitted. Names based on a developer's trading name are seen as advertising and are not acceptable.

**7.10.** Naming a street after a living person is not permitted, in order to avoid offence either by inclusion or exclusion of an individual name. Only exceptional circumstances will be given consideration requiring the approval of the officer delegated with responsibility for ensuring that, the administration of the policy and all other criteria are met.

**7.11.** Naming a street after a deceased person. The person has to be deceased for over 20 years. If deceased less than 50 years, we require family approval, which we require the applicant/advocates/parish council to obtain. A form has to be completed. We do not use the full name, just surname and our records will retain the consent form and record of who the street commemorates. Only exceptional circumstances will be given consideration requiring the approval of the officer delegated with responsibility for ensuring that, the administration of the policy and all other criteria are met.

**7.12.** The use of the wording 'North', 'East', 'South' or 'West' should be avoided where possible.

**7.13.** New street names shall not be assigned to new developments when such developments can be satisfactorily included in the current numbering scheme of the street providing access.

**7.14.** New street names shall exclude "s" where it can be construed as either a possessive or plural.

**7.15.** All punctuation, including apostrophes shall be avoided. For example "St. Mary's Way" will be officially recorded as "St Marys Way".

**7.16.** Street names must not contain numeric characters.

**7.17.** Words of more than four syllables and the use of more than two words shall be avoided.

**7.18.** The creation of an address in order to secure a "prestige" address or to avoid an address which is thought undesirable will not be allowed.

**7.19.** Whilst not an exhaustive list, new street names should ideally end with one of the suffixes included in Appendix D.

**7.20.** The use of a name with Royal connotations. The consent of the Lord Chamberlain's office must be obtained if a name with any reference to the Royal family or the use of the word 'Royal' is suggested.

## **8. Guidelines for Property Addressing**

**8.1.** When numbering properties on new streets, the Council will seek to do so in the most logical manner with consideration given to potential future development. This will adhere to the following conventions:

- 8.2.** All new property development shall be numbered rather than named. Exceptions may apply in existing streets where no numbering scheme exists.
- 8.3.** New streets shall be numbered with odd numbers on the left hand side and even numbers on the right, commencing from the primary entrance to the street. Where the street is a thoroughfare between two other streets, the numbering shall commence at the end of the street nearest the centre of the town or village.
- 8.4.** Consecutive numbering in a clockwise direction may be used in a cul-de sac or in a situation where there is no scope for future development in the street.
- 8.5.** The number of a property will be allocated to the street onto which the front door faces. If the front door provides no direct access from that street, an exception may be made.
- 8.6.** All numbers should be used in the proper sequence. The number 13 will be included in a numbering scheme if it is next in the numbering sequence.
- 8.7.** Once numbered, the Council will not normally re-number properties. The Council will only renumber a property or properties where there can be shown to be consistent delivery problems.
- 8.8.** Where an existing street is to be extended, it would be appropriate to continue to use the same street name. This will include the continuation of the street numbering.
- 8.9.** Flats and units shall be given individual numbers where possible; the sequence of the numbering depends on access to front doors of individual premises. The word 'Flat' in any form is not acceptable in the principal property name or as part of the property name
- 8.10.** If a building has entrances in more than one street, is multi-occupied and each entrance leads to a separate occupier, then each entrance should be numbered in the appropriate road. Exceptions may be made, depending on circumstances, for a house divided into flats
- 8.11.** When a numbered property is converted into flats, the flats should be allocated suffixes A, B etc e.g. First floor flat at 20 High Street will be 20A High Street. A numbering scheme such as Flat A / Flat B or Suite 1, 1.5, 2 or descriptive names such as 'First Floor Flat' shall be avoided. The same shall apply for units, apartments and other forms of property subdivision.
- 8.12.** If a block of flats is built in the middle of a numbered street and cannot be integrated into the current numbering of that street, a name will be given to the block and the flats numbered internally, e.g. Harris House, High Street.
- 8.13.** At locations where say a large house within a road is demolished, to be replaced by for example, 4 new smaller houses, the new houses should be given the number of the old house with A, B, C or D added (i.e. 12A, 12B, 12C, 12D), this would avoid renumbering all higher numbered houses on the side of the road affected by the proposal.
- 8.14.** When new properties are built on an existing street, typically as infill development, and there are no available numbers to use whilst retaining the current sequence, a letter shall be used as a suffix, e.g. 12A. Where building takes place on the site of a demolished property, the new building will inherit the existing building number.

**8.15.** Where two or more properties on a numbered street are merged, one of the numbers of the original properties should normally be retained. For example, 3 and 5 Front Street being combined would become 3 or 5 Front Street. There may however be instances where it is considered appropriate to use 3-5 and in such cases this will be determined on its own merits.

**8.16.** New street names shall not be provided for the sole purpose of avoiding numbers with a suffix.

**8.17.** A business name shall not take the place of a number or a building name.

**8.18.** Private garages and buildings used for the storage of vehicles and similar purposes will not be numbered.

**8.19.** On a street without numbers, a name will be allocated to a new property. The name of the property will not repeat the name of the road or that of any house or building in the area. It should also be sufficiently different to other property names used locally and where possible should reflect the history of the area or acknowledge the local geography whilst being compliant with BS7666 (paragraph 3.2).

**8.20.** Royal Mail will only register properties which have their own entrance and/or their own secure letter box. Sometimes this can cause problems as residents think their address/flat should be registered. If mail for a building is delivered to a single letter box, and occupants then collect their own mail, Royal Mail class this as a 'building in multiple occupancy' and will only register the parent building and not individual flat numbering schemes within the building.

**8.21.** When new developments have been allocated street names and a numbering sequence and the developer has subsequently revised the site layout to either include or delete plots from the original layout, then a revised numbering scheme will be carried out to ensure a sequenced numbering system without the use of numbering suffixes. Exception to this will be if potentially affected plots are already owned or occupied. In this situation, to avoid 'Change of Address Notices' being issued to those occupied plots, the suffixes of A,B,C etc will be added to adjacent numbers for the additional plots. Similarly where plots are deleted from an already numbered development with owned or occupied plots affected, then numbers will be deleted from the numbering scheme. Large scale revisions to layouts involving owned plots will be dealt with on an individual basis with address changes at the discretion of the Council.

**8.22.** The Council is not responsible for the erection or maintenance of nameplates on properties or for directional signs to individual properties or groups of houses. This responsibility rests with the developer or owner(s). Property names must be clearly displayed at the entrance/drive to the property.

## **9. Procedure for Naming and Numbering New Developments**

**9.1.** The property developer should not give any postal addresses, including postcode, to potential occupiers, directly or indirectly via Solicitors / estate agents etc. before the Council has issued formal approval. The Council will not be liable for any costs or damages caused by the failure to comply with this.

**9.2.** Property developers should always apply directly to the Council at the earliest opportunity for new postal addresses.

**9.3.** To register new development addresses, developers should send an application form together with the appropriate fee. Forms and details of relevant fees are available on the Council's website.

**9.4.** All proposals must also be accompanied by a site location plan which should preferably be at scale 1:1250 or at a minimum scale of 1:2500 and should contain sufficient detail to accurately locate properties and frontages. The confirmed layout drawing showing the road layout and plot numbers is necessary. For developments that include flats, internal layout plans are also required.

**9.5.** The applicant or developer may suggest a possible name or names for any new street(s). Several suggestions for names should be made in case the Council or Royal Mail object to any of the suggestions.

**9.6.** The Street Naming and Numbering Officer confirms or otherwise the name of the street(s) with the developer. Where agreement cannot be reached, the final approval of street names will be made under delegated authority by the officer designated officer with responsibility for ensuring that, the administration of the policy and all other criteria are met.

**9.7.** The developer will cover the initial costs of street nameplates and ensure they adhere to the Council's specification and installation guidelines. Normal street sign practice is to erect one sign at the entrance to a street; however two signs may be more appropriate where there is access to a busy street, or where visibility is restricted. Where appropriate, additional information regarding access to other streets may also be added e.g. 'Leading to...' or cul-de-sac symbols added. Each case will be considered on its merits and road safety will be the primary consideration.

**9.8.** The Council will cover maintenance costs after the development has been formally adopted and the street nameplate has been erected in accordance with the Council's installation guidelines and appropriate specification. On occasions, street nameplates may become damaged or defaced and will require replacement. Such instances should be reported to the Council.

**9.9.** Numbering of the new street(s) will be carried out following the guidelines within this policy. All properties on newly named streets will be allocated numbers. All new properties on existing streets will be numbered if possible unless existing properties on that street all have official dwelling names and no numbers, or it is an infill development.

**9.10.** Where the development is an infill development on an existing street the Council will number the properties wherever possible and suffix the number with a letter as appropriate in order to accurately define the location of the property on the street.

**9.11.** Where the street does not have an existing numbering scheme the developer can suggest property names. The property name must comply with the guidelines set out in this policy.

**9.12.** When naming and numbering is complete, the Council will contact Royal Mail who will allocate the postcode and post town to the address(es), and add the property, or properties, to their 'not yet built' file.

**9.13.** Once Royal Mail have allocated the postcode and post town, the Council will write to the developer with official confirmation of the full postal address, and where applicable, any instructions for the erection of street nameplates.

**9.14.** The Council will notify all statutory bodies / agencies and supply a plan indicating the location of all the properties. A list of agencies notified by the Council is shown in Appendix A.

**9.15.** Where developers have not followed the Council's policy and occupation of the property has taken place, the Council will endeavour to contact the owner or developer and ask for an official application to be submitted to the Council. If an application is not received within four weeks of contact having been made, then the Council will allocate an address and charge the owner or developer retrospectively for all street naming and numbering costs incurred. If at a later stage, the owner wishes to change the property name, they will have to follow the official procedure to make the change and a charge will be made.

**9.16** Objects Without Postal Addresses (OWPAs) which do not have a postal delivery point or businesses which attract either non-domestic rates or Council tax will be addressed in accordance with the conventions in this policy. It should be noted that Royal Mail will not allocate a postcode to these types of properties or add these onto their Postal Address File (PAF) unless the owner provides a mail delivery point. Property types falling into this classification may be for example, stores, agricultural buildings, workshops, utility sites, holiday cottages etc.

## **10. Procedure for Changing or Adding a Property Name**

**10.1.** If you wish to change the name of your property, or add an official 'alias name' to your property, you must follow this procedure. Royal Mail does not accept name changes from anyone other than the Council.

**10.2.** To request a change to a property name, the owner must complete the relevant application form, supply a location plan and pay the appropriate fee. Details of relevant fees are available on the Council's website.

**10.3.** Requests can only be accepted from the owner of a property and not tenants.

**10.4.** All applications must be accompanied by a site location plan scale 1:1250 or to a minimum scale of 1:2500 and should contain sufficient detail to accurately locate the property.

**10.5.** The Council cannot formally change a property name where the property is in the process of being purchased, that is, until exchange of contracts has been completed, although the Council can give guidance on the acceptability of a chosen name change, in principle, before exchange of contracts.

**10.6.** A check is made by the Council to ensure there are no other properties in the locality with the same name. In no circumstances will the Council allow a replicated property name in the same postal area. The Council also strongly recommends against using similar sounding names. Royal Mail cannot guarantee mail delivery if the Council's advice is ignored.

**10.7.** Under no circumstances will the Council allow a name that is offensive or can be construed as offensive.

**10.8.** If the property already has a house number, it is not permitted to replace the number with a name. However, the Council will allow the addition of an 'alias name' to the address. The name will be held by Royal Mail on their 'alias file' and will not form part of the official address. The alias name can only be used with the property number, not as a replacement of it.

**10.9.** The Street Naming and Numbering Officer can refuse to change a property name where the name is the sole method of locating the property and the name of the property is well known having historic links to the surrounding area.

**10.10.** Once all the checks have been satisfactorily completed and the necessary fees received, the Council will change the name of the property and advise the relevant parties detailed on Appendix A.

**10.11.** The Council will then issue a Notice of Change of Address confirming the new official address to the owner of the property.

## **11. Procedure to Rename Existing Street, Renumber Properties or Name Previously Unnamed Street**

**11.1.** Renaming will only be considered necessary as a last resort by the Street Naming and Numbering Officer and will require the posting of notices providing full details of the proposal and the rights of appeal.

**11.2.** After consideration, a decision will be made on whether to approve the proposal using delegated authority powers by the officer delegated with responsibility for ensuring that, the administration of the policy and all other criteria are met.

**11.3.** Once approved, the Council will confirm the name of the new street with Royal Mail. Royal Mail may issue a new postcode for the street.

**11.4.** The Council will advise the residents / owners of their new official address as well as the agencies / organisations detailed in Appendix A.

**11.5.** All costs associated with a change of address will be met by the owners / residents themselves unless initiated by the Council under delegated authority powers.

**11.6.** All costs associated with providing and erecting street nameplates, except in exceptional circumstances, will be met by the residents/owners of the street. Once erected, the Council will maintain the street nameplates. The old street nameplates will remain in place, with a line struck through the lettering, and the new street nameplates will be erected alongside to clearly indicate the change. The old nameplate will be removed six months after implementation.

**11.7.** Sometimes, the Council may decide that in order to improve the delivery of mail, and the routing of emergency services, a street needs to be renamed, or renumbered. The Council will only do this after consultation with the owners of the affected properties and will always give one month's notice in writing as detailed above. In these circumstances all costs associated with re-

naming or renumbering the street and providing and erecting street nameplates will be met by the Council.

**11.8.** Royal Mail may also approach the Council where they believe there is an operational necessity to make changes to addresses. The Council will only make such changes where we believe there is a need, and after consultation with the residents/owners of the properties affected.

**11.9.** Any appeals should in the first instance be made to the Street Naming and Numbering Officer. If this is not satisfactorily dealt with, appeals should be directed through the officer delegated with responsibility for ensuring that, the administration of the policy and all other criteria are met.

**11.10.** The Council is not liable for any claims for compensation arising directly or indirectly from the naming or re-naming of streets, and the numbering, renumbering or re-naming of properties.

## **12. Street Nameplate Specification and Installation Guidelines**

**12.1.** The Council requires all street name plates within Northumberland to conform to the following specification in line with TSR (2016) see;  
<http://www.legislation.gov.uk/ukxi/2016/362/contents/made>

**12.2.** Generally, the street nameplate will display a single street name only. However, where it is deemed appropriate, cul-de-sac symbols will be added.

**12.3.** The wording “Leading to.....” will only be considered at the main access points to a development or series of roads, where there is no recognised through route for traffic. Each subsequent street will have a nameplate to only indicate the name of the street.

**12.4.** The text font to be used on all street nameplates is “Helvetica Medium”. All text shall be in upper-case lettering only.

**12.5.** The font size of the principal street name shall be 89mm in height. Any subsequent wording such as “Leading to.....” will be a maximum of 40 mm in height, but may be reduced to 30mm if necessary, in order to fit the sign.

**12.6.** Where the street nameplate includes property numbers, these shall be displayed in one of the following ways: NOS n – nnn e.g. NOS 1 – 5; NOS n, n, n, n e.g. NOS 2,3,5; NOS n – nnn; ODD e.g. NOS 1-9; ODD 12.7.

**12.7** Only well known abbreviations should be used e.g. Ave., Cres., St., Tce., etc.

**12.8.** All letters shall be black on a non-reflective, white background

**12.9.** The length of a nameplate should not exceed 1250mm.

**12.10.** The height of a standard nameplate should be no more than 225mm high for single line text and 375mm high for double line text.

**12.11.** A ‘Leading To’ nameplate or similar should not be more than 250mm in height. However, more complicated nameplates may be taller to allow the placement of the required text.

**12.12.** The steel frame around the nameplate shall be black in colour.

**12.13.** Street nameplates should be fixed as near as possible to street corners, so as to be easily readable by drivers as well as pedestrians. The nameplate should normally be within 3 metres of the intersection of the kerb lines, but where this is not practicable, the distance may be varied up to a maximum of 6 metres.

**12.14.** Street nameplates should be mounted so that the lower edge of the plate is approximately 1 metre above the ground at sites where they are unlikely to be obscured by pedestrians or vehicles and at approximately 2.5 metres where obscuration is a problem. They should never be lower than 0.6 metres or higher than 3.6 metres.

**12.15.** Preference should be given to fixing nameplates to posts in the confines of the public highway rather than affixed to walls or similar permanent structures.

**12.16.** Nameplates should normally be fixed at each street corner. At minor crossroads, particularly in residential areas, one plate on each side of the street positioned on the offside of traffic emerging from the road may be sufficient, except where the road name changes. At major junctions, name plates may be necessary on both sides of each arm.

**12.17.** At 'T' junctions, a main street nameplate should be placed directly opposite the traffic approaching from the side road.

**12.18.** Where the street name changes at a point other than a cross-road, both names should be displayed at the point of change. Many local authorities have found it useful to include arrows to indicate clearly to which parts of the street the names refer.

**12.19.** On straight lengths of road without intersections, name plates should be repeated at reasonable intervals, with priority given to places such as bus stations and opposite entrances to well frequented sites such as car parks.

**12.20.** Where it might reasonably be expected (for example at intervals on long straight lengths of road or at intersections or T-junctions) many Councils have found it useful to incorporate on the nameplate information indicating the street numbers on either side of the intersection.

**12.21.** Posts shall be 1350mm in length, black in colour, square sectioned and steel construction with a recess for receiving the sign along the inner edge.

**12.22.** All sign foundations should be designed in accordance with the current "IHE Sign Structures Guide". As a minimum, posts should be set in a 0.45m cube of concrete and have a deformed end or other mechanical fixing method to prevent the posts from being pulled out.

**12.23.** The Council will not accept liability for bespoke street nameplates typically attached to stone plinths or entrance pillars unless agreement is reached for commuted sums. These nameplates and the supporting structures remain the liability of the housing developer or residents of the development. The Council reserves the right to erect a standard street nameplate as necessary within the highway where problems arise.

## **Appendix A - Agencies Contacted by the Council**

Bodies that are informed of new address and change of address information.

NCC Local Services

NCC Revenues and Benefits

Northumberland Fire and Rescue Service (NFRS)

LLPG (Local Land & Property Gazetteer) Custodian

Developer/Applicant/Householder

Northern Powergrid

Centrica (British Gas)

Valuation Office

Northumbria Police

Land Registry

NE Ambulance Service NHS Trust & Ambulance Control

Northumbrian Water Ltd

Openreach Newsites

Geoplace - Ordnance Survey

Royal Mail Address Development Team

## **Appendix B - Statutory Legislation**

### **Towns Improvement Clauses Act 1847**

**Section 64: Houses to be numbered and streets named** The commissioners shall from time to time cause the houses and buildings in all or any of the streets to be marked with numbers as they think fit, and shall cause to be put up or painted on a conspicuous part of some house, building, or place, at or near each end, corner, or entrance of every such street, the name by which such street is to be known; and every person who destroys, pulls down, or defaces any such number or name, or puts up any number or name different from the number or name put up by the commissioners, shall be liable to a penalty not exceeding Level 1 on the standard scale for every such offence.

**Section 65: Numbers of houses to be renewed by occupiers** The occupiers of houses and other buildings in the streets shall mark their houses with such numbers as the commissioners approve of, and shall renew such numbers as often as they become obliterated or defaced; and every such occupier who fails, within one week after notice for that purpose from the commissioners, to mark his house with a number approved of by the commissioners, or to renew such number when obliterated, shall be liable to a penalty not exceeding Level 1 on the standard scale, and the commissioners shall cause such numbers to be marked or to be renewed, as the case may require, and the expense thereof shall be repaid to them by such occupier, and shall be recoverable as damages.

## **Public Health Act 1925**

**Section 17: Notice to urban authority before street is named.** Before any street is named an application should be made to the Council who have one month to object to the proposed name. It is unlawful to set up in any street an inscription of the name unless the one month period has expired or where the objection has been withdrawn or overruled on appeal. Where the Council serves a notice of objection under this section, the person proposing to name the street may, within twenty-one days after the service of the notice, appeal against the objection to a petty sessional court.

**Section 18: Alteration of name of street.** The authority by order may alter the name of any street, or part of a street, or may assign a name to any street, or part of a street, to which a name has not been given. Not less than one month before making an order under this section, the authority shall cause notice of the intended order to be posted at each end of the street, or part of the street, or in some conspicuous position in the street or part affected. Every such notice shall contain a statement that the intended order may be made by the authority on or at any time after the day named in the notice, and that an appeal will lie under this Act to a petty sessional court against the intended order at the instance of any person aggrieved. Any person aggrieved by the intended order of the local authority may, within twenty-one days after the posting of the notice, appeal to a petty sessional court.

## **Appendix C - Statutory Legislation - Charging For a Service**

### **Local Government Act 2003**

#### **Section 93: Power to charge for discretionary services**

- (1) Subject to the following provisions, a best value authority may charge a person for providing a service to him if- (a) the authority is authorised, but not required, by an enactment to provide the service to him and (b) he has agreed to its provision.
- (2) Subsection (1) does not apply if the authority- (a) has power apart from this section to charge for the provision of the service, or (b) is expressly prohibited from charging for the provision of the service.
- (3) The power under subsection (1) is subject to a duty to secure that, taking one financial year with another, the income from charges under that subsection does not exceed the costs of provision.
- (4) The duty under subsection (3) shall apply separately in relation to each kind of service.
- (5) Within the framework set out by subsections (3) and (4), a best value authority may set charges as it thinks fit and may, in particular; (a) charge only some persons for providing a service; (b) charge different persons different amounts for the provision of a service.
- (6) In carrying out functions under this section, a best value authority shall have regard to such guidance as the appropriate person may issue.
- (7) The following shall be disregarded for the purposes of subsections (2)(b) (a) section 111(3) of the Local Government Act 1972 (c.70) (subsidiary powers of local authorities not to include power

to raise money), (b) section 34(2) of the Greater London Authority Act 1999 (c.29)(corresponding provision for Greater London Authority), and (c) section 3(2) of the Local Government Act 2000 (c.22) (well-being powers not to include power to raise money).

(8) In subsection (1), “enactment” includes an enactment comprised in subordinate legislation (within the meaning of the Interpretation Act 1978 (c.30)).

## **Appendix D - Possible Street Name Suffixes**

Avenue	For residential roads (usually lined with trees)
Bank	For a street on a bank
Court, Garth or Close	For a cul-de-sac only
Crescent	For a crescent shaped road
Crest	For a residential road at the crest of a hill
Drive	For residential roads
Gardens	For residential roads (avoid local open space area)
Green	For residential roads (near open space area)
Grove	For residential roads (usually area of trees)
Hill or Heights	For a hillside road or multi storey building (Heights)
Lane	For residential roads
Meadow	For residential roads (near lowland meadow)
Mews	Farm/stables conversion or farm development
Mount	High point of the road
Place	For residential roads
Rise or Rising	For residential roads (usually upward rising hillside)
Road	For major roads / thoroughfare
Row	A group of attached properties not a thoroughfare
Square	For a square only
Street	For major roads / thoroughfare
Terrace	A group of attached properties not a thoroughfare
Vale	For residential roads (usually near water/stream)

Walk or Path	For a pedestrian way
Way	For major roads / thoroughfare
Wharf	For residential roads (usually near sea water)
Wood	For residential roads (near woodland)

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Sean Nicholson: 01670 622605 – [Sean.Nicholson@northumberland.gov.uk](mailto:Sean.Nicholson@northumberland.gov.uk)

Agenda Item 5

## 1. Terms of reference:

- (1) To maintain an overview of the Management Agreements in place between the County Council and Active Northumberland, Woodhorn Museum Charitable Trust and Northumberland Tourism.
- (2) To monitor, review and make recommendations about:
  - Development Planning
  - Neighbourhood Planning
  - Conservation
  - Housing
  - Climate Change
  - Countryside, Biodiversity and Landscape Quality
  - Waste Management and Energy Use
  - Public and Community Transport Network and Travel to School
  - Highway Maintenance, Streetscape and the Local Environment
  - Local and Neighbourhood services
  - Crime, Community Safety, and Fear of Crime, including CONTEST, Prevent and Channel
  - Antisocial Behaviour and Domestic Violence
  - Fire and Rescue
  - Emergency Services and Emergency Planning
  - Customer Services
  - Provision of Cultural and Leisure Facilities
  - Improving Quality of Life through Access to Culture and Leisure;
  - Supporting Economic Growth in the Arts, Culture and Leisure Sectors

## 2. Issues to be Timetabled/Considered

### Northumberland Infrastructure Funding Statement

Northumberland County Council  
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**27 October 2021**

**Northumberland Waste Management Strategy – Outcome of Kerbside Recycling Scheme**

To report to Cabinet the key outcomes of the kerbside glass recycling pilot scheme which has been in operation since November 2020 and to recommend the next steps for this scheme and the estimated costs for rolling-out a kerbside glass collection service across the county. The report will also highlight how the roll-out and timing for this enhanced glass recycling service will be dependent upon the outcome of the latest consultation exercises undertaken as part of the Government’s new Resources and Waste Strategy and provision of new burdens funding by the Government. The Committee’s view will be sought prior to determination by Cabinet.

**Northumberland Street Naming and Numbering Policy**

The report will seek Cabinet’s agreement to a policy determining how street names and numbering will be accepted by the Council. It will set out what is acceptable and what is not, a policy in terms of names being used for deceased people and also what charges may be levied for the work involved in processing a request for a street name. The Committee’s view will be sought prior to determination by Cabinet.

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**1 December 2021**

**Local Services**

To provide an overview on the operation and challenges of:

- Neighbourhood Services
- Highways Maintenance

**Active Travel and Road Safety**

To examine the Council’s policies and/or actions to encourage behavioural change and take up of walking and cycling and other sustainable transport around schools.

**Fire and Rescue**

To receive an overview of the Fire and Rescue Service.

**Customer Complaints Update**

To receive an update on Customer Complaints since the annual report was presented to the OSC in February.

**21 December 2021 (TBC)**

**12 January 2022**

**2 February 2022**

**Active Northumberland**

To receive an update on the development of the partnership agreement, membership numbers, challenges, business plan and priorities.

**Empty Homes in Northumberland**

To provide an update on the Council's initiatives to bring empty homes into use.

**20 March 2022**

**Library Service Strategy 2021-26**

To update the Committee on the implementation of the Strategy.

**6 April 2022**

**27 April 2022**

Northumberland County Council  
Communities and Place Overview and Scrutiny Committee Monitoring Report 2021-2022

Ref	Date	Report	Decision	Outcome
1.	30 June 2021	<b>Funding for Areas of Outstanding Natural Beauty (AONB)</b>	<b>RESOLVED</b> that, the Cabinet be advised that the Committee supported the recommendations contained in the report.	Cabinet noted the Committee's comments when it determined this report on 13 July 2021.
2.	30 June 2021	<b>Unreasonably Persistent and Vexatious Contact Policy</b>	<b>RESOLVED</b> that, subject to members' comments, the Cabinet be advised that the Committee supported the recommendations contained in the report.	Cabinet noted the Committee's comments when it determined this report on 13 July 2021.
3.	4 August 2021	<b>Draft Private Sector Housing Strategy 2020-23</b>	<b>RESOLVED</b> that, the Cabinet be advised that the Committee supported the recommendations in the report.	The Committee's comments will be considered by the Cabinet when it determines the report on 6 September 2021.
4.	4 August 2021	<b>Active Northumberland Annual Outcome Report 2020-2021</b>	<b>RESOLVED</b> that: <ol style="list-style-type: none"> <li>1. Active Northumberland's Annual Outcomes Report 2021-21 and Annual Service Report for 2020-21, be received.</li> <li>2. Active Northumberland be thanked for their work during the pandemic, including support to communities, schools and health services, which had been incredibly valuable as well as reopening centres quickly when permitted.</li> <li>3. The Committee were encouraged by the optimism for the future whilst noting the challenges ahead.</li> <li>4. An update on the development of the partnership agreement, membership numbers, challenges, business plan and priorities be presented to the Communities and Place Overview and Scrutiny Committee in early 2022.</li> </ol>	The Committee will receive an update on the development of the partnership agreement, membership numbers, challenges, business plan and priorities on 2 February 2022.
5.		<b>Active Northumberland Annual Service Report April 2020– April 2021</b>		

6.	25 August 2021	<b>Overview of the Fleet Replacement Programme in 2020/2021</b>	<b>RESOLVED</b> that: 1. The work undertaken to deliver a challenging fleet replacement programme during 2020/21 and 2021/22, be noted. 2. Cabinet be recommended to consider an invest to save or business case to acquire more gulley wagons to increase capacity as part of the capital programme budget discussions.	The Committee will continue to monitor this issue through annual reporting.
7.	25 August 2021	<b>Northumberland Waste Management Strategy - Kerbside Glass Collection Trial Update</b>	<b>RESOLVED</b> that: 1. The contents of the report be noted. 2. The success of the glass recycling trial scheme to date, in terms of high customer satisfaction levels and very high yields of glass collected per household, be noted. 3. The Communities and Place Overview and Scrutiny Committee supported the trial and expansion of glass recycling across Northumberland.	A further report will be presented to the Committee on 27 October 2021 prior to determination by the Cabinet on 9 November.
Page 58	6 October 2021	<b>Integrated Domestic Abuse Services for Northumberland – Permission to Tender</b>	<b>RESOLVED</b> that the Cabinet be advised that the Committee supports the recommendations in the report, subject to consideration being given to extending the length of the contract to three years, with an option for a further one year to provide greater stability of service	Cabinet considered the Committee's comments when it determined this report on 12 October 2021.  Further reports on the implementation of the Council's Domestic Abuse strategies will be presented to the Committee annually.
9.	6 October 2021	<b>Northumberland Climate Change Update</b>	<b>RESOLVED</b> that the recommendations be agreed and further updates be presented to the OSC.	A further update will be presented to the Committee in six months.
10.	6 October 2021	<b>NE Bus Service Improvement Plan</b>	<b>RESOLVED</b> that the presentation be noted.	Further reports will be presented to the Committee as appropriate.