

# Public Document Pack



Neuadd y Sir  
Y Rhadyr  
Brynbuga  
NP15 1GA

County Hall  
Rhadyr  
Usk  
NP15 1GA

Tuesday, 16 January 2024

Dear Councillor

## INDIVIDUAL CABINET MEMBER DECISIONS

Notice is hereby given that the following decisions made by a member of the cabinet will be made on Wednesday, 24 January 2024.

1. **AMENDMENT TO STREET NAMING AND NUMBERING POLICY REGARDING REPLACEMENT OR ADDITIONAL STREET NAMEPLATE SIGNS FOR EXISTING STREETS** 1 - 30

**Division/Wards Affected:** All Wards

**CABINET MEMBER:** County Councillor Catrin Maby

**AUTHOR:**

Mark Hand – Head of Placemaking, Highways and Flooding

**CONTACT DETAILS:**

**E-mail:** [markhand@monmouthshire.gov.uk](mailto:markhand@monmouthshire.gov.uk) **Tel:** 07773 478579

2. **LOCAL GOVERNMENT (WALES) ACT 1994 THE LOCAL AUTHORITIES (PRECEPTS) (WALES) REGULATIONS 1995 - Determination of Payment Schedule** 31 - 32

Yours sincerely,

**Paul Matthews**  
Chief Executive

### CABINET PORTFOLIOS

County Councillor	Area of Responsibility	Ward
Mary Ann Brocklesby	<p><b>Leader</b> Lead Officer – Paul Matthews, Matthew Gatehouse</p> <p>Whole Authority Strategy and Direction Whole authority performance review and evaluation Promoting localism within regional and national frameworks Relationships with Welsh Government, UK Government and local government associations Regional Relationships with City Regions and Public Service Board Strategic Procurement Local Food production and consumption, including agroforestry and local horticulture</p>	Llanelly
Paul Griffiths	<p><b>Cabinet Member for Planning and Economic Development Deputy Leader</b> Lead Officer – Frances O'Brien</p> <p>Economic Strategy Local development plan and strategic development plan including strategic housing sites Homelessness, affordable housing delivery and private sector housing (empty homes, leasing scheme, home improvement loans, disabled facilities grants and adaptive tech) Supporting Town Centres including car parking and enforcement Development Management and Building Control Skills and Employment Broadband connectivity Car parks and civil enforcement trading standards, environmental health, public protection, and licencing</p>	Chepstow Castle & Larkfield
Rachel Garrick	<p><b>Cabinet Member for Resources</b> Lead Officers – Peter Davies, Frances O'Brien, Jane Rodgers</p> <p>Finance including MTFP and annual budget cycle Benefits Digital and information technology Human resources, payroll, health and safety Land and buildings Property maintenance and management Emergency planning</p>	Caldicot Castle

Martyn Groucutt	<p><b>Cabinet Member for Education</b> Lead Officers – Will McLean, Ian Saunders</p> <p>Early Years Education All age statutory education Additional learning needs/inclusion Post 16 and adult education School standards and improvement Community learning Sustainable communities for learning Programme Youth service School transport</p>	Lansdown
Ian Chandler	<p><b>Cabinet Member for Social Care, Safeguarding and Accessible Health Services</b> Lead Officer – Jane Rodgers</p> <p>Children’s services Fostering &amp; adoption Youth Offending service Adult services Whole authority safeguarding (children and adults) Disabilities Mental health and wellbeing Relationships with health providers and access to health provision</p>	Llantilio Crossenny
Catrin Maby	<p><b>Cabinet Member for Climate Change and the Environment</b> Lead Officer – Frances O’Brien, Ian Saunders</p> <p>Decarbonisation Transport planning, public transport, highways and MCC fleet Active travel and Rights of way Waste management, street care, litter, public spaces, and parks Pavements and back lanes Flood alleviation, management and recovery Countryside, biodiversity, and river health</p>	Drybridge
Angela Sandles	<p><b>Cabinet Member for Equalities and Engagement</b> Lead Officers – Frances O’Brien,, Matthew Gatehouse, Jane Rodgers</p> <p>Community inequality and poverty (health, income, nutrition, disadvantage, discrimination, isolation and cost of living crisis) Citizen engagement and democracy promotion including working with voluntary organisations Citizen experience - community hubs, contact centre, and customer service and registrars Leisure centres, play and sport Tourism Development and Cultural strategy</p>	Town

	Public conveniences Electoral Services and constitution review Communications, public relations and marketing Ethics and standards Welsh Language	
--	---	--

# Aims and Values of Monmouthshire County Council

## Our Purpose

- to become a zero-carbon county, supporting well-being, health and dignity for everyone at every stage of life.

## Objectives we are working towards

- Fair place to live where the effects of inequality and poverty have been reduced;
- Green place to live and work with reduced carbon emissions and making a positive contribution to addressing the climate and nature emergency;
- Thriving and ambitious place, where there are vibrant town centres and where businesses can grow and develop
- Safe place to live where people have a home where they feel secure in;
- Connected place where people feel part of a community and are valued;
- Learning place where everybody has the opportunity to reach their potential

## Our Values

**Openness.** We are open and honest. People have the chance to get involved in decisions that affect them, tell us what matters and do things for themselves/their communities. If we cannot do something to help, we'll say so; if it will take a while to get the answer we'll explain why; if we can't answer immediately we'll try to connect you to the people who can help – building trust and engagement is a key foundation.

**Fairness.** We provide fair chances, to help people and communities thrive. If something does not seem fair, we will listen and help explain why. We will always try to treat everyone fairly and consistently. We cannot always make everyone happy, but will commit to listening and explaining why we did what we did.

**Flexibility.** We will continue to change and be flexible to enable delivery of the most effective and efficient services. This means a genuine commitment to working with everyone to embrace new ways of working.

**Teamwork.** We will work with you and our partners to support and inspire everyone to get involved so we can achieve great things together. We don't see ourselves as the 'fixers' or problem-solvers, but we will make the best of the ideas, assets and resources available to make sure we do the things that most positively impact our people and places.

**Kindness:** We will show kindness to all those we work with putting the importance of relationships and the connections we have with one another at the heart of all interactions.



<b>SUBJECT:</b>	<b>AMENDMENT TO STREET NAMING AND NUMBERING POLICY REGARDING REPLACEMENT OR ADDITIONAL STREET NAMEPLATE SIGNS FOR EXISTING STREETS</b>
<b>MEETING:</b>	<b>INDIVIDUAL CABINET MEMBER (Cllr Catrin Maby)</b>
<b>DATE:</b>	<b>24<sup>th</sup> January 2024</b>

## 1. PURPOSE:

- 1.1 To amend the Council's Street Naming and Numbering Policy to include the provision of bilingual replacement or additional street nameplate signs for existing streets.

## 2. RECOMMENDATIONS:

- 2.1 To agree the amendments to the Council's Street Naming and Numbering Policy regarding the provision of bilingual replacement or additional street nameplate signs for existing streets.

## 3. KEY ISSUES:

- 3.1 Historically, Monmouthshire County Council implemented a street naming and numbering policy whereby when replacement or additional nameplate signs were requested for existing named streets, bilingual signs would be provided. This policy was put in place pending clarification from the Welsh Language Commissioner on the need for such an approach.
- 3.2 In December 2021, the then Cabinet Member approved amendments to the Street Naming and Numbering policy to allow for replacement or additional street nameplates on existing named streets to be like for like, which in many cases would be monolingual English nameplates. This decision was in accordance with the now confirmed Welsh Language Commissioner's requirement for replacement street nameplates.
- 3.3 The primary reason for making this change was due to concern that the content of new bilingual nameplates would not be replicated on the official address gazetteer.
- 3.4 In January 2022, a complaint was made to the Welsh Language Commissioner regarding the Council's policy change. The Commissioner's role was to consider the way in which the policy change decision was reached rather than the policy change itself. The Commissioner responded in August 2022 having ruled that the process for making the December 2021 decision was in breach of Welsh Language Measures 88, 89 and 90 related to how the language is considered during policy making.
- 3.5 The Commissioner's ruling did not quash or require the December 2021 Street Naming and Numbering Policy itself to be revised. It did, however, require a number of steps to be taken to ensure Welsh Language considerations are more clearly shown to be taken into account in future decision-making. Completion of those steps was overseen by the Head of Policy, Performance and Scrutiny in 2022.
- 3.6 The primary challenge arising is that the Council had, for several years, gone above and beyond the Commissioner's now-confirmed requirement that replacement signs needn't be translated to provide bilingual signs. Having gone further than the minimum requirement, the Council would have to satisfy itself that any policy change retreating from that position would meet Measures 88, 89 and 90. In particular, as explained in the

Commissioner’s decision, Measure 89 requires consideration of how a policy change would have positive effects, or increased positive effects:

*“It is important to note that it is not the decision itself that is under consideration here. The purpose of this Report is not to consider whether the revised policy complies with the Standards. The investigation focuses on the process for deciding to amend an existing policy in favour of a policy which is arguably less favourable to the Welsh language. The function of the investigation is to determine whether the Council’s decision-making process in revising the Street Naming and Numbering policy complied with the policy making Standards.*

*The investigation does not consider any complaint that the amended policy fails to comply with the Standards or the Code of Practice. However, the aim of the Code was not to provide organisations with a precedent for taking decisions to do less for the benefit of the Welsh language than it was doing previously, or to do the minimum under the Code where more progressive action in relation to the Welsh language was already being taken.”*

- 3.7 Although the Commissioner’s ruling did not quash or directly comment on the December 2021 policy change, the new policy has not been implemented in practice, and no monolingual replacement or additional signs have been installed since the Commissioner’s ruling.
- 3.8 It is vital that the policy is consistent with the council’s commitment to grow the language and celebrate the county’s rich heritage. Officers have reviewed the options over the intervening months to seek to ensure any future decision on replacement or additional nameplates for existing streets is robust and consistent with this ambition.
- 3.9 Different options have been explored with the emergency services and the Council’s Welsh language and GIS officers. Legal advice was sought and on the basis of the advice received, it is concluded that translating an existing monolingual street name into Welsh to provide bilingual nameplate signs is simply a translation of the existing name and does not amount to renaming a street. Consequently, the problem of the time, costs and risk of consulting all residents in the affected streets and potential need to defend the proposal at the Magistrates’ Court fall away.
- 3.10 It is therefore proposed to revert to the original (pre-December 2021) policy position. When replacement or additional street nameplates are required for existing streets with monolingual English names, those nameplate signs will be bilingual (Welsh first). However, the Welsh translation will now added to the Gazetteer.
- 3.11 The Street Naming and Numbering Policy has been re-arranged, and a new section inserted to cover Welsh language considerations (section 3).
- 3.12 There is no change to the policy approach for naming new streets, which will continue to be Welsh only or bilingual Welsh and English (never monolingual English).

**4. EQUALITY AND FUTURE GENERATIONS EVALUATION (INCLUDES SOCIAL JUSTICE, SAFEGUARDING AND CORPORATE PARENTING):**

- 4.1 This proposal will mean that the Welsh language continues to be visible via everyday activities and its use promoted, complying with the Welsh language measures. There are no other identified equality impacts.

**5. OPTIONS APPRAISAL**

- 5.1 Table One below therefore provides an options appraisal of the proposal:

Options	Benefits	Risks	Comments/Mitigation



Do Nothing	<ul style="list-style-type: none"> <li>• Easiest option</li> </ul>	<ul style="list-style-type: none"> <li>• Decisions are at risk of challenge because the December 2021 policy change did not demonstrate compliance with the Welsh Language Measures</li> </ul>	This is not a sensible option nor is it the right thing to do
Re-take the December 2021 policy change decision but with an updated Integrated Impact Assessment that fully considers the Welsh language implications	<ul style="list-style-type: none"> <li>• Aligns with Welsh Language Commission recommendations and practice at neighbouring local authorities</li> <li>• Welsh language versions of the street names will be available on the gazetteer without the need for a formal renaming</li> </ul>	<ul style="list-style-type: none"> <li>• Officers have been unable to word an IIA that reconciles a lesser promotion of the Welsh language than our previous policy with Welsh Language Measure 89, meaning decisions continue to be at risk of challenge</li> </ul>	This is not a robust option
Revert to the pre-December 2021 approach of providing bilingual street nameplates when replacement or additional nameplates are required for existing streets, but enter the translated name onto the Gazetteer	<ul style="list-style-type: none"> <li>• Promotes visibility and use of the Welsh language</li> <li>• Complies with Welsh Language Measure including standards 88-90</li> <li>• The translated street name is entered into the Gazetteer eliminating the risk previously identified</li> </ul>	<ul style="list-style-type: none"> <li>• Someone claims that translating their street name to provide bilingual replacement signs amounts to renaming their street and challenges the process taken. However our legal advice confirms translating an existing name to add a Welsh language version of the existing English street name does not amount to renaming the street.</li> </ul>	This is the preferred option.

## 6. REASONS:

- 6.1 To develop an option which is consistent with the authority's commitment to the Welsh language and meets the requirements of all stakeholders. The preferred option is to adopt the December 2023 revised policy, which reverts to the pre-December 2021 position whereby requests for replacement or additional signs to existing streets result in the provision of bilingual nameplate signs (Welsh then English). The Welsh translation will be added to the Gazetteer. New streets will continue to be given Welsh only or bilingual names.

## 7. RESOURCE IMPLICATIONS:

- 7.1 The proposal to amend the Council's Street Naming and Numbering Policy has no cost implications in itself, being arranged using existing officer resources.
- 7.2 The provision of bilingual nameplates incurs a small additional cost only if the number of characters exceeds a (generous) set limit, which is unlikely. Any such additional cost would be met by existing budgets.
- 7.3 Going forwards, the Welsh translation of the street name will be entered onto the Gazetteer routinely when replacement or additional nameplate signs are provided. This will be done by existing staff resource. However, to mitigate the safety risk, an additional fixed term (6 month) administrative officer capacity is required to enter historic translated

signs to ensure records are complete. Options to meet this short term resource requirement are being explored and would be met via existing budgets.

**8. CONSULTEES:**

- Cabinet
- SLT
- Legal Services
- Local Land and Property Gazetteer (LLPG) and GIS colleagues
- Emergency Services
- Welsh Language Officer
- Communities and Place DMT

**9. BACKGROUND PAPERS:**

None

**10. AUTHORS:**

Mark Hand – Head of Placemaking, Highways and Flooding

**11. CONTACT DETAILS:**

E-mail: [markhand@monmouthshire.gov.uk](mailto:markhand@monmouthshire.gov.uk) Tel: 07773 478579

**Appendix 1: Integrated Impact Assessment**

**Appendix 2: Proposed amended Street Naming and Numbering Policy December 2023**

## Appendix 1: Integrated Impact Assessment



monmouthshire  
sir fynwy

## Integrated Impact Assessment Including Equality and Future Generations Evaluation

<p><b>Name of the Officer</b> completing the evaluation</p> <p><b>Mark Hand</b>  <b>Phone no: 07773478579</b>  <b>E-mail: <a href="mailto:markhand@monmouthshire.gov.uk">markhand@monmouthshire.gov.uk</a></b></p>	<p><b>Please give a brief description of the aims of the proposal</b></p> <p>To consider the proposed amendments to the Street Naming and Numbering Policy to revert to the practice of installing bilingual replacement or additional street nameplate signs on existing streets.</p>
<p><b>Name of Service area</b></p> <p>Placemaking, Highways and Flooding</p>	<p><b>01/12/2023</b></p>

2  
3  
4  
5  
6  
7  
8  
9  
10  
11  
12  
13  
14  
15  
16  
17  
18  
19  
20  
21  
22  
23  
24  
25  
26  
27  
28  
29  
30  
31  
32  
33  
34  
35  
36  
37  
38  
39  
40  
41  
42  
43  
44  
45  
46  
47  
48  
49  
50  
51  
52  
53  
54  
55  
56  
57  
58  
59  
60  
61  
62  
63  
64  
65  
66  
67  
68  
69  
70  
71  
72  
73  
74  
75  
76  
77  
78  
79  
80  
81  
82  
83  
84  
85  
86  
87  
88  
89  
90  
91  
92  
93  
94  
95  
96  
97  
98  
99  
100

Are your proposals going to affect any people or groups of people with protected characteristics? Please explain the impact, the evidence you have used and any action you are taking below.

Protected Characteristics	Describe any positive impacts your proposal has on the protected characteristic	Describe any negative impacts your proposal has on the protected characteristic	What has been/will be done to mitigate any negative impacts or better contribute to positive impacts?
Age	None identified at this stage	It could be argued that there is an increased risk of confusion around road names, particularly where the Welsh version is significantly different to the English version. This would affect people with dementia or visual impairment, conditions that are more prevalent among older people. However, bilingual signs are commonplace in Wales.	N/A

<b>Protected Characteristics</b>	<b>Describe any positive impacts your proposal has on the protected characteristic</b>	<b>Describe any negative impacts your proposal has on the protected characteristic</b>	<b>What has been/will be done to mitigate any negative impacts or better contribute to positive impacts?</b>
Disability	None identified at this stage	It could be argued that there is an increased risk of confusion around road names, particularly where the Welsh version is significantly different to the English version. This would affect people with learning disabilities or visual impairment. However, bilingual signs are commonplace in Wales.	N/A
Gender reassignment	None identified at this stage	None identified at this stage	N/A
Marriage or civil partnership	None identified at this stage	None identified at this stage	N/A
Pregnancy or maternity	None identified at this stage	None identified at this stage	N/A
Race	None identified at this stage	None identified at this stage	N/A
Religion or Belief	None identified at this stage	None identified at this stage	N/A
Sex	None identified at this stage	None identified at this stage	N/A
Sexual Orientation	None identified at this stage	None identified at this stage	N/A

### **The Socio-economic Duty and Social Justice**

**The Socio-economic Duty requires public bodies to have due regard to the need to reduce inequalities of outcome which result from socio-economic disadvantage when taking key decisions This duty aligns with our commitment as an authority to Social Justice.**

	<b>Describe any positive impacts your proposal has in respect of people suffering socio economic disadvantage</b>	<b>Describe any negative impacts your proposal has in respect of people suffering socio economic disadvantage.</b>	<b>What has been/will be done to mitigate any negative impacts or better contribute to positive impacts?</b>
<b>Socio-economic Duty and Social Justice</b>	None identified at this stage	None identified at this stage.	N/A

## Policy making and the Welsh language.




How does your proposal impact on the following aspects of the Council's Welsh Language Standards?	Describe the positive impacts of this proposal	Describe the negative impacts of this proposal	What has been/will be done to mitigate any negative impacts or better contribute to positive impacts
<p><b>Policy Making</b></p> <p>Effects on the use of the Welsh language,</p> <p>Promoting Welsh language</p> <p>Treating the Welsh language, no less favourably</p>	<p>The proposed policy change would mean damaged or missing street nameplates will be replaced with bilingual (Welsh first) nameplates, increasing visibility, understanding and use of the Welsh language.</p>	<p>None identified at this stage</p>	<p>There is no change proposed for the naming of new streets, which will continue to be given Welsh only or bilingual names.</p>
<p><b>Operational</b></p> <p>Recruitment &amp; Training of Workforce</p>	<p>There are no recruitment implications from this proposal</p>	<p>None identified at this stage</p>	<p>The Council's Welsh language Officer and official translation service provide appropriate support when needed.</p> <p>All employees have the opportunity to attend Welsh language courses if they wish.</p>
<p><b>Service delivery</b></p> <p>Use of Welsh language in service delivery</p> <p>Promoting use of the language</p>	<p>The proposed policy change would mean damaged or missing street nameplates will be replaced with bilingual (Welsh first) nameplates, increasing visibility, understanding and use of the Welsh language. When a nameplate is renewed and the Welsh name added to the new name plate, the Welsh version of the name will also be added to the gazetteer so that both names will be official.</p>	<p>None identified at this stage</p>	<p>The Council's Welsh Language Officer and official translation service provide appropriate support when needed.</p> <p>There is no change proposed for the naming of new streets, which will continue to be given Welsh only or bilingual names.</p>



**2. Does your proposal deliver any of the well-being goals below?** Please explain the impact (positive and negative) you expect, together with suggestions of how to mitigate negative impacts or better contribute to the goal. There's no need to put something in every box if it is not relevant!

Well, Being Goal	Does the proposal contribute to this goal? Describe the positive and negative impacts.	What actions have been/will be taken to mitigate any negative impacts or better contribute to positive impacts?
<b>A prosperous Wales</b> Efficient use of resources, skilled, educated people, generates wealth, provides jobs	Neutral. The additional costs of bilingual nameplates is negligible.	N/A
<b>A resilient Wales</b> Maintain and enhance biodiversity and ecosystems that support resilience and can adapt to change (e.g., climate change)	Neutral.	N/A
<b>A Healthier Wales</b> People's physical and mental wellbeing is maximized, and health impacts are understood	Neutral.	N/A
<b>A Wales of cohesive communities</b> Communities are attractive, viable, safe and well connected	Positive: bilingual nameplate signs will increase visibility, understanding and use of the Welsh language.	N/A
<b>A globally responsible Wales</b> Taking account of impact on global well-being when considering local social, economic and environmental wellbeing	Neutral. Bilingual signs will be larger and therefore require additional raw materials to produce.	N/A
<b>A Wales of vibrant culture and thriving Welsh language</b> Culture, heritage and Welsh language are promoted and protected. People are encouraged to do sport, art and recreation	Positive: bilingual nameplate signs will increase visibility, understanding and use of the Welsh language.	N/A

Well, Being Goal	Does the proposal contribute to this goal? Describe the positive and negative impacts.	What actions have been/will be taken to mitigate any negative impacts or better contribute to positive impacts?
<b>A more equal Wales</b> People can fulfil their potential no matter what their background or circumstances	Positive: bilingual nameplate signs will increase visibility, understanding and use of the Welsh language.	N/A

**3. How has your proposal embedded and prioritised the sustainable governance principles in its development?**

Sustainable Development Principle	Does your proposal demonstrate you have met this principle? If yes, describe how. If not explain why.	Are there any additional actions to be taken to mitigate any negative impacts or better contribute to positive impacts?
 <p>Long Term</p> <p>Balancing short term need with long term and planning for the future</p>	<p>The amended policy approach will comply with the Welsh Language Measures including measures 88-90, ensuring future decisions are robust and make an efficient use of time and money.</p>	<p>None identified at this stage</p>
 <p>Collaboration</p> <p>Working together with other partners to deliver objectives</p>	<p>Support will be sought from the Welsh Language Officer and official translation service as applicable to ensure accurate translations are provided.</p> <p>The Emergency Services and Council GIS officer have been involved in reaching this proposed solution.</p>	<p>The policy approach to naming new streets is not changing, but this involves engaging with local community representatives to understand the history and culture of the locality to select an appropriate new street name.</p>
 <p>Involvement</p> <p>Involving those with an interest and seeking their views</p>	<p>Support will be sought from the Welsh Language Officer and official translation service as applicable to ensure accurate translations are provided.</p> <p>The Emergency Services and Council GIS officer have been involved in reaching this proposed solution.</p>	<p>The policy approach to naming new streets is not changing, but this involves engaging with local community representatives to understand the history and culture of the locality to select an appropriate new street name.</p>

Sustainable Development Principle	Does your proposal demonstrate you have met this principle? If yes, describe how. If not explain why.	Are there any additional actions to be taken to mitigate any negative impacts or better contribute to positive impacts?
 <p><b>Prevention</b></p> <p>Putting resources into preventing problems occurring or getting worse</p>	<p>Translated street names will be entered onto the official Gazetteer to mitigate any concerns regarding calls to the emergency services being delayed or misdirected.</p>	<p>None identified at this stage</p>
 <p><b>Integration</b></p> <p>Considering impact on all wellbeing goals together and on other</p>	<p>The proposal should have a positive impact on wellbeing, by providing a more welcoming highway environment for all users.</p> <p>Bilingual street nameplate signs will increase visibility, understanding and use of the Welsh language.</p>	<p>None identified at this stage</p>



**4. Council has agreed the need to consider the impact its decisions have on the following important responsibilities: Social Justice, Corporate Parenting and Safeguarding. Are your proposals going to affect any of these responsibilities?**

	<b>Describe any positive impacts your proposal has</b>	<b>Describe any negative impacts your proposal has</b>	<b>What will you do/ have you done to mitigate any negative impacts or better contribute to positive impacts?</b>
Social Justice	None identified at this stage	None identified at this stage	N/A
Safeguarding	None identified at this stage	None identified at this stage	N/A
Corporate Parenting	None identified at this stage	None identified at this stage	N/A

**5. What evidence and data has informed the development of your proposal?**

Page 11

- Advice from emergency services and GIS officer regarding Gazetteer use
- Advice from Welsh Language Officer and Welsh Language Commissioner regarding compliance with Welsh Language Measures
- Advice from legal services to confirm that replacing missing or broken street nameplate signs on monolingually named streets with bilingual signs does not constitute re-naming a street in the sense of the 1925 Act

**6. SUMMARY: As a result of completing this form, what are the main positive and negative impacts of your proposal, how have they informed/changed the development of the proposal so far and what will you be doing in future?**

**Positive impacts:** Bilingual nameplate signs will increase visibility, understanding and use of the Welsh language. The policy approach will comply with the Welsh Language Measures. Additional cost is negligible.

**7. ACTIONS:** As a result of completing this form are there any further actions you will be undertaking? Please detail them below, if applicable.

What are you going to do	When are you going to do it?	Who is responsible
Implement the proposed amended policy	Following Cabinet Member approval	Street Naming and Numbering Officer

**8. VERSION CONTROL:** The Equality and Future Generations Evaluation should be used at the earliest stage, such as informally within your service, and then further developed throughout the decision-making process. It is important to keep a record of this process to demonstrate how you have considered and built-in equality and future generations considerations wherever possible.

Version No.	Decision making stage	Date considered	Brief description of any amendments made following consideration
1	ICMD	January 2024	
2			

# Street Naming and Numbering



## Street Naming and Numbering Policy and Guidance Notes

<b>Title</b>	Monmouthshire County Council Street Naming & Numbering Policy and Guidance Notes
<b>Purpose</b>	Legal document required under the Public Health Act 1925
<b>Owner</b>	Monmouthshire County Council
<b>Approved by</b>	Cabinet Member for Climate Change & Environment
<b>Date</b>	January 2024
<b>Version Number</b>	Three (December 2023)
<b>Status</b>	Version for Approval
<b>Review Frequency</b>	Five Yearly
<b>Next review date</b>	December 2028
<b>Consultation</b>	

## Table of contents

<b>1</b>	<b>Introduction</b>	<b>4</b>
1.1	Policy statement	4
1.2	What is Street Naming and Numbering?	4
1.3	Why is Street Naming and Numbering important?	4
1.4	Who is responsible for Street Naming and Numbering?	4
<b>2</b>	<b>Guidance for Applicants</b>	<b>5</b>
2.1	When to apply	5
2.2	How to apply	5
<b>3</b>	<b>Welsh Language Policy</b>	<b>6</b>
3.1	Welsh Language/Bilingual Policy	6
<b>4</b>	<b>Naming &amp; Numbering New Developments</b>	<b>7</b>
4.1	General Principle	7
4.2	Use of unofficial marketing titles	8
4.3	Proposed themes	8
<b>5</b>	<b>Approving Naming &amp; Numbering Schemes</b>	<b>9</b>
5.1	Street names	9
5.2	Property numbering sequence	10
5.3	Shopping centres, retail parks and industrial estates	11
5.4	Activation of new addresses	12
<b>6</b>	<b>Changes to Existing Street Naming &amp; Numbering</b>	<b>13</b>
6.1	Adding a name to an existing numbered property	13
6.2	Renaming an existing named property	13
6.3	Converting an existing building	13
6.4	Converting a barn / outbuilding or derelict building	13
6.5	Street renaming and the naming of unnamed, rural streets at residents' request	14
6.6	Re-numbering existing properties or re-naming a street	14
<b>7</b>	<b>Monmouthshire County Council Land &amp; Property Gazetteer</b>	<b>15</b>
7.1	The Local Land and Property Gazetteer (LLPG)	15
<b>8</b>	<b>Notifications of Address Information to Internal and External Partners</b>	<b>16</b>
8.1	On completion of an application for Street Naming and Numbering, Monmouthshire County Council will notify the following organisations or departments of the new or amended address(es):	16
<b>9</b>	<b>Useful Contacts</b>	<b>17</b>
9.1	The Street Naming and Numbering officer at Monmouthshire County Council	17
9.2	GIS Team at Monmouthshire County Council	17
9.3	Royal Mail	17
9.4	Ordnance Survey	17
9.5	Monmouthshire County Council Welsh Translation service	17
<b>10</b>	<b>Appendices</b>	<b>18</b>
10.1	Monmouthshire County Council's Street Naming and Numbering charges	18

# 1 Introduction

## 1.1 Policy statement

- 1.1.1 The aim of this document is to provide advice and guidance to developers, property occupiers, internal Council departments and County Councillors regarding the Street Naming and Numbering policy of Monmouthshire County Council.
- 1.1.2 The Naming and Numbering of streets and properties in Monmouthshire is controlled by Monmouthshire County Council under the Public Health Act 1925 – Sections 17 to 19 (Naming of Streets and Alteration and Indication of Street Names). Under this Act, Monmouthshire County Council has a duty to name streets.
- 1.1.3 This is to ensure that any new or amended street and property names and/or numbers are allocated logically and in a consistent manner. This facilitates effective service delivery from both Public Sector and Private Sector bodies and in particular ensures that Emergency Services are able to locate any address to which they may be summoned.

## 1.2 What is Street Naming and Numbering?

- 1.2.1 Street Naming and Numbering allows a unique identity to be assigned to a street and any associated property which may be accessed via a street.

## 1.3 Why is Street Naming and Numbering important?

- 1.3.1 The registration of a property address is becoming an increasingly important issue.
- 1.3.2 Maintaining a comprehensive, consistent and high standard for naming streets and numbering or naming properties is essential as it allows:
  - Emergency Services to find a property quickly – delays can cost lives and money;
  - Mail to be delivered efficiently;
  - Visitors to locate their destination;
  - Reliable delivery of services and products;
  - Records of service providers to be kept in an effective manner;
  - Companies to accept an address for official purposes e.g.: insurance, credit rating, contract acceptance.

## 1.4 Who is responsible for Street Naming and Numbering?

- 1.4.1 Monmouthshire County Council has a statutory responsibility, within the context of adoptive legislation, to ensure that streets are named along with additional discretionary powers to provide a name or number to a property.
- 1.4.2 It should be noted that Royal Mail has no statutory power to either name a street or to name, number, rename or renumber a property.
- 1.4.3 Royal Mail has sole responsibility for assigning postcodes following notification of new or amended address details by Monmouthshire County Council.
- 1.4.4 Monmouthshire County Council undertakes full and extensive consultation and liaison process with Royal Mail to ensure compliance, consistency and removal of possible ambiguity, duplication and confusion.

## 2 Guidance for Applicants

### 2.1 When to apply

- 2.1.1 Applications for Street Naming and Numbering services should be made by:
- Individuals or organisations wishing to add a name to an existing, numbered-only property.
  - Individuals or organisations wishing to rename an existing named property.
  - Individuals or developers building new properties i.e. new houses, commercial premises, industrial units etc.
  - Individuals or developers wishing to amend layouts of new developments that have already gone through the naming and numbering process.
  - Individuals or developers undertaking conversions of existing properties which will result in the creation of new properties or premises (i.e. existing buildings divided into flats or offices, barns converted into residences, commercial units split etc).
  - Solicitors, Conveyancers, Personal Search Companies, Developers or Individual residential or commercial property occupiers etc seeking confirmation of an address.
  - Residents wishing to rename a street or to name an unnamed street.
- 2.1.2 The process of Street Naming and Numbering can be a lengthy one from receipt of an application, through to the consultation process and preparation and completion of approved schedule and location plans.
- 2.1.3 Applicants should consult with Monmouthshire County Council at the earliest opportunity for new addresses and requests. Applications should be submitted as soon as possible after Planning Consent and Building Regulation Approval for the proposal have been granted, and work commences on site, to avoid possible delays.
- 2.1.4 It is therefore advisable to be cautious in the use of development names for marketing purposes as the name is not authorised as an official street name or address and such names are extremely unlikely to be approved as official street names.

### 2.2 How to apply

- 2.2.1 All requests for Street Naming and Numbering services must include:
- A completed Monmouthshire County Council Street Naming and Numbering application form;
  - A location plan to a scale of no less than 1:1250 indicating the position of the property / properties in relation to geographical surroundings;
  - Applications for new developments should also include a layout plan showing access arrangements for the new property / properties. The front doors of the new properties must be clearly shown;
  - The appropriate fee for the relevant Street Naming and Numbering service required.
- 2.2.2 A Street Naming and Numbering application form can be obtained by:
- Visiting our website at <https://www.monmouthshire.gov.uk/street-naming-and-numbering/>
  - Email [contact@monmouthshire.gov.uk](mailto:contact@monmouthshire.gov.uk) or [developmentcontrol@monmouthshire.gov.uk](mailto:developmentcontrol@monmouthshire.gov.uk)
  - Contacting the switchboard on 01633 644644
  - Visiting your local One Stop Shop.
- 2.2.3 Completed applications should be sent to [developmentcontrol@monmouthshire.gov.uk](mailto:developmentcontrol@monmouthshire.gov.uk) or:
- Street Naming and Numbering  
Monmouthshire County Council  
County Hall  
The Rhadyr  
Usk  
NP15 1GA

## 3 Welsh Language Policy

### 3.1 Welsh Language/Bilingual Policy

- 3.1.1 As a Welsh Unitary Authority, Monmouthshire County Council is subject to the provisions contained in the Welsh Language (Wales) Measure and to supporting the growth of the language in line with Welsh Government's commitment for a million Welsh speakers by 2050.
- 3.1.2 The Welsh Language Commissioner is responsible for all aspects of monitoring compliance with the Welsh Language Standards as applicable to the Council under the above legislation. Also, it monitors that the Council both develops and promotes the use of the Welsh language in the provision of its services.
- 3.1.3 In conjunction with its Welsh Language Scheme, Monmouthshire County Council believes that the creation of new street names offers a unique opportunity to promote the use of the Welsh Language.
- 3.1.4 Newly Approved Official Street names will be either monolingual in Welsh, displayed in Welsh only, or bilingual, displayed bilingually in Welsh then English.
- 3.1.5 When an existing street with an English language name requires additional or replacement street nameplates, for example due to damage, the new nameplates will have the Welsh translation of the street name added to the nameplate, in order to comply with Monmouthshire County Council's Welsh Language Scheme. The new nameplates will display the street name bilingually, in Welsh and English.
- 3.1.6 When an existing street with a bilingual or Welsh language name requires additional or replacement street nameplates, for example due to damage, the new nameplates will replicate the existing bilingual or Welsh only content.
- 3.1.7 Monmouthshire County Council has a statutory duty to maintain accurate and updated lists of the names of towns, villages, communities and wards as well as new developments. In each case the Council will ensure that its lists are of a high standard and will, in collaboration with the Welsh Language Commissioner, conduct an audit of the lists that it maintains and will standardise them where necessary.



## 4 Naming & Numbering New Developments

### 4.1 General Principle

- 4.1.1 The naming of new streets in Monmouthshire is carried out under the 'Public Health Act 1925, Section 17 ~ Notice to urban Local Authority before street is named'.
- 4.1.2 Monmouthshire County Council welcomes receipt of suggestions of themes and/or street names from property developers submitting a request for Street Naming and Numbering services. Care should be taken to ensure that the names suggested meet the protocols contained in this document.
- 4.1.3 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.
- 4.1.4 As a county, Monmouthshire has a significant historical background and therefore to ensure preservation of this heritage, preference will be given to naming schemes with an historical or local context.
- 4.1.5 If no historical link can be established directly to the land under development, then adjacent areas may be explored for ideas.
- 4.1.6 In the event that no historical and local context is determined, and the proposed development consists of a network of streets, a theme may be suggested. Again care should be taken to ensure that any proposed theme meets the protocols contained in this document.
- 4.1.7 On receipt of a Street Naming and Numbering application for a new development, the Street Naming and Numbering Officer will:
- Review street name suggestions;
  - Consult with colleagues who manage the Local Land and Property Gazetteer (LLPG);
  - Consult with Royal Mail;
- To ensure that the suggested names meet with the protocols contained within this document. It is of critical importance that new names are not duplicated within the Authority or adjoining authorities to avoid confusion with existing addresses.
- 4.1.8 Once it is established that the proposed street names meet these protocols, they will be submitted to the area's Community / Town Council and County Councillor for their consideration.
- 4.1.9 The Community Council and County Councillor for the area can use their local and historical knowledge of the area to determine any suggested themes/and or street names' suitability for the area. The Community Council and County Councillor can suggest alternative themes and / or street names which may have a more relevant historical and local context. Any suggestions will be assessed against the protocols contained in this document.
- 4.1.10 Community Councils meet once a month so please bear in mind that the process of naming new streets can be a lengthy one. As the Community Council and County Councillor have a role within the process, Monmouthshire County Council advises new property developers submitting a request for Street Naming and Numbering services to communicate with the Community Council and County Councillor before submitting a request.
- 4.1.11 Although every opportunity is afforded for individuals or organisations to suggest new development themes and/or street names, ultimately the Council's decision is final for the naming of roads, renaming of roads, numbering or renumbering of properties and naming or renaming properties.

## 4.2 Use of unofficial marketing titles

- 4.2.1 Monmouthshire County Council will not adopt unofficial 'marketing' titles or themes used by the developers for the sale of new properties unless a historical or local context has been agreed in advance and on the clear understanding that the theme will form the basis of the approved street naming scheme only.
- 4.2.2 In particular, the adoption of 'marketing' titles will not be permitted in creating attractive 'unofficial' locality or village names.
- 4.2.3 It is therefore advisable to be cautious in the use of development names for marketing purposes if the name has not been authorised.

## 4.3 Proposed themes

- 4.3.1 A developer/County Councillor/Town or Community Council proposing a theme for Street Naming and Numbering for a new development scheme should consider the following:
- The suggested street names should have proven historical or local context and a link directly to the development site or adjacent areas.
  - The naming of streets after individuals can be somewhat contentious, therefore the suggested street name shall not be the name of a person either living or recently deceased. Consideration will be given to names of individuals with a direct historical connection to the development site. See point 4.3.2 below.
  - The suggested street or property naming scheme will not be the same or similar to any existing names (in Welsh or English) in Monmouthshire to avoid possible confusion and duplication.
  - Distinctions by suffix within the same or adjoining area are to be avoided, e.g. Apple Avenue and Apple Road.
  - All necessary punctuation, including apostrophes, shall be permitted.
  - Where a development will create a network of street and no historical or local context can be established with the land intended for development, the developer/County Councillor/Town or Community Council may submit a suggested theme, with appropriate reasons, for consideration.
  - Suggested street or property names should not be difficult to pronounce or awkward to spell. Such street names are unacceptable as these may lead to confusion in an emergency situation or result in demands for a change of address from occupiers.
  - Suggested street or property names which are aesthetically unsuitable should be avoided i.e. Gaswork Road, Tip House etc
  - Suggested street or property names which are capable of deliberate misinterpretation should be avoided i.e. Hoare Road, Typple Avenue, Quare Street etc
  - Suggested street or property names that could be considered or construed as obscene, racist or which could contravene any aspect of the Monmouthshire County Council equal opportunities policies will not be acceptable.
  - Subsidiary names i.e. a row of buildings within an already named road being called '...Terrace' should be avoided if possible.
- 4.3.2 Advice or guidance regarding historic or local context can be obtained by:
- Communicating with the Community Council/County Councillor
  - Visiting our website at <https://www.monmouthshire.gov.uk/street-naming-and-numbering/>
  - Visiting our Libraries and Information Service website at <http://libraries.monmouthshire.gov.uk/>

## 5 Approving Naming & Numbering Schemes

### 5.1 Street names

- 5.1.1 The Naming of new streets in Monmouthshire is carried out under the 'Public Health Act 1925, Section 17 to 19 ~ Notice to urban Local Authority before street is named'.

The following prefixes and suffixes should be applied according to the context:

Road/Heol	for any major road or thoroughfare
Avenue/Rhodfa	for any road or thoroughfare
Drive/Rhodfa	for any road or thoroughfare
Street/Stryd	for any road or thoroughfare
Way/Ffordd	for any road or thoroughfare
Grove/Gelli	for residential roads
Mews/Stablau	for residential roads
Place/Maes	for residential roads
Gardens/Gerddi	for residential roads (provided there is no confusion with local open space)
Close/Clos	for cul-de-sac only
Court/Cwrt or Llys	for cul-de-sac and residential blocks only
End/Pen	for cul-de-sac only
Circle/Cylch	for roads with the same start and end point
Crescent/Cilgant	for a crescent shaped road
Square/Sgwâr	for a square only
Terrace/Teras	for a terrace of houses but NOT as a subsidiary name within another officially named street
Hill/Rhiw	for a hillside road only
Ridge/Crib	for a hillside road only
Rise/Bryn	for a hillside road only
Row/Rhes	for residential roads in appropriate circumstances
View/Gwêl y	for residential roads in appropriate circumstances
Common/Comin	for roads in appropriate circumstances
Parade/Parêd	for roads in appropriate circumstances
Park/Parc	for roads in appropriate circumstances
Reach/Dyfroedd	for roads in appropriate circumstances
Lane/Lôn	for any road or thoroughfare in a rural area or in appropriate circumstances
Meadow/ Dôl	for any road or thoroughfare in a rural area
Mead/ Dôl	as an alternative to above
Dene/Tywyn	for roads with an historic link to a wooded valley
Wharf/Glanfa	for roads parallel or adjacent to navigable waterways
Walk/Rhodfa	for pedestrian ways
Path/Llwybr	for pedestrian ways

- 5.1.2 Many of the Welsh versions above will mutate/change when the name of a road is added and will therefore need to be sent by the Street Naming and Numbering Officer for professional translation to ensure accuracy.

- 5.1.3 The use of North, South, East or West as a suffix is generally not acceptable. However it is acknowledged that in exceptional circumstances it may be appropriate to do to facilitate identification.

## 5.2 Property numbering sequence

5.2.1 The following protocols will be applied to new development schemes and should include:

- Odd property numbers allocated to the left of the proposed new street running from start to end of the street. Even property numbers allocated to the right of the proposed new street running from start to end, or vice versa if there is an issue with neighbouring properties on adjoining streets and duplication of numbers.
- Longer cul-de-sac development will again be numbered as stated above. Short cul-de-sac and small scale development will be numbered consecutively in a clockwise direction.
- The property number 13 will **not** be omitted from property numbering schemes unless requested in the Street Naming and Numbering application.
- It should be pointed out in literature distributed to prospective purchasers that the provisional numbering schemes are subject to change if the developer adds plots that require addressing after the original Street Naming and Numbering has been allocated to the development. Please see Section 8 for the applicable charges.
- Where a street numbering sequence may not exist, predominantly in rural areas, it will be appropriate to allocate agreed property names. All approved property names will be addressed directly to the nearest official designated street name, to enable emergency services to locate a property quickly.
- A piece of land, e.g. a farmer's field, cannot be given an official address.
- Infill development (new properties built between existing properties or in the grounds of an existing property) on a numbered street will be given the same number as the property preceding the infill or following in appropriate circumstances (i.e. when the infill property precedes No. on a numbered street) followed by a suffix of 'A', 'B' etc.
- Once a number has been issued to any property in Monmouthshire then it can never be removed. This is applicable to all properties in Monmouthshire including properties that have numbers but are not on a numbered street. Names may be added but can never replace the number.
- All addresses will have a Welsh version and this includes units within an industrial estate for example. The prefix will be translated as well as the suffix letters. The letters will be translated but not used in sequence; therefore Unit D will be translated to Uned D rather than following the sequence of the Welsh Alphabet and using CH.

<b>English</b>	<b>Welsh</b>
Unit A	Uned A
Unit B	Uned B
Unit C	Uned C
Unit D	Uned D

- Properties, in particular those occupying corner sites, will be numbered or named according to the street in which the main entrance is located. The manipulations of property names or numbers in order to secure a more prestigious or desired address, or to avoid an address which is thought to have undesired associations, will not be permitted.
- Blocks of flats and apartments may be given a name but each individual flat or apartment will be numbered consecutively.

- All newly proposed development block names should preferably end with one of the following suffixes:
 

Court/Cwrt or Llys	Lodge/Porthdy
House/Tŷ	Apartments/Fflatiau
Point/Penrhyn or Pwynt	Mansions/Plastai
Tower/Tŵr	Heights/ Bannau
- Many of the Welsh versions above will mutate/change when the name of a building is added and will therefore need to be sent by the Street Naming and Numbering Officer for professional translation to ensure accuracy.
- Commercial properties which contain multiple offices, office suites or units should ensure each office, suite or unit is uniquely identified preferably by a numbering schedule (e.g. Suite 1, Suite 2, etc) or where suitable, by its location within the building (e.g. Ground Floor, First Floor etc).
- All commercial properties should be individually numbered or named.

### 5.3 Shopping centres, retail parks and industrial estates

- 5.3.1 In order to minimise disruption and confusion, the address of each commercial property should be a sustainable address that can be re-used by whatever business or organisation occupies the property. Unit numbers should be allocated which will remain constant whichever company occupies the premises. The unit number should be displayed prominently on each building.
- 5.3.2 Shopping Centres (Arcades or Malls): A name will be given to the building which houses an indoor shopping centre. Each shop or unit within the building will require its own unique number and the street from which the building is deemed to have its main access will be the street used in the address E.g.
- Unit 1 Monmouth Shopping Arcade, High Street, Monmouth  
Unit 2 Monmouth Shopping Arcade, High Street, Monmouth
- 5.3.3 Retail Parks (Open Air Shopping Precincts): A name will be given to the park or precinct. Each shop or unit within will require its own unique number. The Street from which the park or precinct is deemed to have its main access will be the street used in the address; however, it is possible that some shops or units may be accessed from a different street and this street will be used in the addresses for those particular shops or units. The numbering scheme will be applied to the park or precinct as a single entity regardless of which street the units are accessed from. E.g.
- Unit 1, Monmouth Shopping Precinct, High Street, Monmouth  
Unit 2, Monmouth Shopping Precinct, Church Lane, Monmouth
- 5.3.4 Industrial Estates: Where appropriate a name may be given to an industrial estate. Each unit or yard will require its own unique number. If all the units are directly accessed from the same street the numbering scheme will be based on the industrial estate as a single entity with the street from which access is gained being the street used in the address. E.g.
- Unit 1, Monmouth Industrial Estate, High Road, Monmouth  
Unit 2, Monmouth industrial Estate, High Road, Monmouth
- 5.3.5 If, however, the estate comprises of more than one street, and these streets are deemed to require naming, the units or yards will be numbered to the street from which they are accessed. If it is still deemed appropriate to give the industrial estate its own name the name will now be treated as a locality E.g.
- Unit 1, High Road, Monmouth Industrial Estate, Monmouth

Unit 2, High Road, Monmouth Industrial Estate, Monmouth

Unit 1, Lower Road, Monmouth Industrial Estate, Monmouth

Unit 2, Lower Road, Monmouth Industrial Estate, Monmouth

- 5.3.6 It should be noted that names for Shopping Centres, Retail Parks and Industrial Estates are subject to the same principles as street names which are set out in sections 2 and 3 above. It is recommended that contact is made with the Street Naming and Numbering Officer at an early stage of development so that naming and numbering schemes can be agreed before marketing commences.

#### **5.4 Activation of new addresses**

- 5.4.1 When a new development has been named and numbered the addresses created are considered to be 'provisional'. The addresses are added to Royal Mail's 'Not Yet Built' (NYB) database to avoid the problem of post being sent to non-existent properties on a building site. Once properties are completed and able to receive mail, the addresses can be moved from NYB to Royal Mail's Postcode Address File (PAF).
- 5.4.2 At this point, once ready for occupation, the developer should either:
- Use Royal Mail's [online contact form](#) to inform them that the properties are ready to receive mail;
- Or
- Contact the Street Naming and Numbering department via [developmentcontrol@monmouthshire.gov.uk](mailto:developmentcontrol@monmouthshire.gov.uk) who will contact Royal Mail on behalf of the developer.

## 6 Changes to Existing Street Naming & Numbering

### 6.1 Adding a name to an existing numbered property

- 6.1.1 The allocation of a property name will be permitted but where an existing numbering scheme is in place, the name will be in addition to that number and not a replacement. The name must not already be in use by any other property, nor sound too similar to any other property in the area (postal town e.g. Abergavenny - NP). A check will be undertaken on application. Suggested street or property names that could be considered or construed as obscene, racist or which could contravene any aspect of the Monmouthshire County Council equal opportunities policies will not be acceptable.

### 6.2 Renaming an existing named property

- 6.2.1 The name of an existing property may be changed. The new names must not already be in use, nor sound too similar to any other property in the area (postal town e.g. Abergavenny - NP). A check will be undertaken on application. Suggested street or property names that could be considered or construed as obscene, racist or which could contravene any aspect of the Monmouthshire County Council equal opportunities policies will not be acceptable.

### 6.3 Converting an existing building

- 6.3.1 Conversion or sub-division of a residential property resulting in a single point of entry from which all the flats are accessed will be numbered rather than described or lettered i.e. Flat 1 rather than First Floor Flat or Flat A.
- 6.3.2 Conversion or sub-division of a residential property resulting in multiple points of entry with each flat having its own separate front door, off the street, will include a suffix to the primary shell address i.e. 'A', 'B', 'C' etc (24A, 24B, 24C etc).
- 6.3.3 A merged property will utilise the numbers of the original properties where premise numbers are used. For instance, the merging of two properties at 4 High Street and 6 High Street or Unit 1 Trading Estate and Unit 2 Trading Estate will result in new addresses of *4-6 High Street* and *Unit 1-2 Trading Estate* respectively.

### 6.4 Converting a barn / outbuilding or derelict building

- 6.4.1 The allocation of a property name to a barn/outbuilding conversion will be permitted but the name (in Welsh or English) must not already be in use by any other property, nor sound too similar to any other property in the area (postal town e.g. Abergavenny - NP). A check will be undertaken on application. Suggested street or property names that could be considered or construed as obscene, racist or which could contravene any aspect of the Monmouthshire County Council equal opportunities policies will not be acceptable. A numbering scheme can be developed if more than one barn/outbuilding at a farm/property is being developed.
- 6.4.2 The allocation of a property name to a developed derelict building will be permitted if the street from which it is accessed is not numbered. If the street from which it is accessed has a numbering scheme, then the developed property will slot into that numbering scheme where appropriate.
- 6.4.3 The name of the farm/property where the barn/outbuilding conversion is located will be included in the barn's address where the access is shared. Where the barn/outbuilding conversion has its own access, the farm/ original property name shall be omitted from the address.

## **6.5 Street renaming and the naming of unnamed, rural streets at residents' request**

- 6.5.1 If two thirds of residents are in agreement, a written request can be submitted to request to change the name of a street. Reasons will need to be given for the desired change, a new bilingual name proposed and reasons given for the choice of the new name. The new name must adhere to the principles set out in sections and above.
- 6.5.2 The National Street Gazetteer (NSG) is the definitive source of official street names or descriptions. This single definitive source ensures consistency in different databases and is used by the Emergency Services and Internal Services and has been populated using Monmouthshire County Council's Highways Register and Street Naming and Numbering Records.
- 6.5.3 In circumstances where residents consider that a street has been incorrectly named, they should provide substantial evidence that the official name of the street differs from that stated in the NSG. If such evidence is provided, the Council will consider renaming the street. If substantial evidence cannot be provided, then requests to alter the NSG record will be treated as an application to change the name of a street and must adhere to the principles mentioned above and a charge will apply to cover the cost of street nameplates and officer time as it is a resource intensive exercise. Please see Section 8 for charges.

## **6.6 Re-numbering existing properties or re-naming a street to accommodate new development**

- 6.6.1 Re-numbering is normally only considered when changes occur which give rise (or are likely to give rise) to problems for the Emergency Services, or new development takes place which cannot be accommodated within the existing numbering sequence. As this is a very time-consuming process and can cause cost and disruption to individual occupiers, it will be avoided wherever possible. For new development within an existing street the use of suffixes, or re-numbering where just a few properties are affected, is preferable to wholesale re-numbering of a street. However, this is not always possible and the re-naming of streets and re-numbering of properties will be at the discretion of Monmouthshire County Council.



## 7 Monmouthshire County Council Land & Property Gazetteer

### 7.1 The Local Land and Property Gazetteer (LLPG)

- 7.1.1 This section of the Street Naming and Numbering Policy is for information and guidance only. The LLPG is inter-related with Street Naming and Numbering and the following information is relevant in further understanding the use and recording of addresses. This is managed by the GIS Team.
- 7.1.2 There are two forms of address in common use:
- The Postal Address is the form of the address held by the Royal Mail for the delivery of post. Royal Mail accepts no responsibility for the use of the postal address for any other purpose than delivery of mail by themselves.
  - The British Standard (BS) address is the form of the address which conforms to the national standard for addressing. This form of address is prescribed by the Government for various statutory purposes such as planning applications and electoral registration. It is used in the Council's primary address register, the Local Land & Property Gazetteer (LLPG). It is also the basis of the National Address Gazetteer introduced by the Government in 2011 to provide a single address list across the whole public sector.
- 7.1.3 While the two forms of the address are often the same, they can sometimes differ. The differences between the two forms are set out below. Other forms of an address may exist (such as those on title deeds or held by third party databases) but those have no legal standing.
- 7.1.4 **NB:** Where a locality is recorded, it may not always be the same in the two types of addresses.

Address Element	Postal Address	BS Address
Flat number / name	Always included	Always included
Property number	Always included	Always included
Property name	Recorded as main identifier where there is no number; recorded as an alias where there is a number	Always included
Street name	Not always included in rural areas	Always included
Locality	Included where Royal Mail have operational need	Included where such a name exists
Town	Included where Royal Mail have operational need	Always included
Post Town	Always included	Recorded separately from actual town
Postcode	Always included where allocated	Always included where allocated

## *8 Notifications of Address Information to Internal and External Partners*

### **8.1 On completion of an application for Street Naming and Numbering, Monmouthshire County Council will notify the following organisations or departments of the new or amended address(es):**

- Royal Mail
- Welsh Ambulance Service NHS Trust
- The Valuation Office
- Ordnance Survey
- Openreach
- Wales & West Utilities
- Dŵr Cymru (Welsh Water)
- Land Registry
- GIS Team (Monmouthshire County Council)
- Electoral Registration (Monmouthshire County Council)
- Council Tax & Benefits (Monmouthshire County Council)
- Education Services (Monmouthshire County Council)
- Recycling & Waste (Monmouthshire County Council)
- Environmental Health (Monmouthshire County Council)
- Land Charges (Monmouthshire County Council)

## 9 Useful Contacts

### 9.1 The Street Naming and Numbering officer at Monmouthshire County Council

**Tel:** 01633 644644

**Email:** [developmentcontrol@monmouthshire.gov.uk](mailto:developmentcontrol@monmouthshire.gov.uk)

**Web:** <https://www.monmouthshire.gov.uk/street-naming-and-numbering/>

**Post:** Street Naming and Numbering, Monmouthshire County Council, County Hall, The Rhadyr, Usk, NP15 1GA

The Street Naming and Numbering Officer is also responsible for street nameplates; please use the contact details above for Street Nameplates enquiries.

### 9.2 GIS Team at Monmouthshire County Council

Email: [mcc\\_gisteam@monmouthshire.gov.uk](mailto:mcc_gisteam@monmouthshire.gov.uk)

Website: <https://maps.monmouthshire.gov.uk/localinfo.aspx>

### 9.3 Royal Mail

Tel: 03456 045060 (address management helpline)

Web: [www.royalmail.com](http://www.royalmail.com)

Postcode Finder: <https://www.royalmail.com/find-a-postcode>

Royal Mail Postcode Address File (PAF) Code of Practice:

<https://www.royalmail.com/sites/default/files/PAF-Code-of-Practice-211118.pdf>

Postcodes are issued and owned by Royal Mail therefore all issues regarding postcodes must be directed to Royal Mail.

### 9.4 Ordnance Survey

Web: [www.ordnancesurvey.co.uk](http://www.ordnancesurvey.co.uk)

### 9.5 Monmouthshire County Council Welsh Translation service

Email: [Cymraeg@monmouthshire.gov.uk](mailto:Cymraeg@monmouthshire.gov.uk)

## 10 Appendices

### 10.1 Monmouthshire County Council's Street Naming and Numbering charges

Item	Fee (2023 to 2024)
Change of property name (or the addition of a name to a numbered property):	<b>£58.00</b>
Creation of a single, new address:	<b>£150.00</b>
Creation of two new addresses:	<b>£250.00</b>
Creation of three or more new addresses:	<b>£184 + £65.59 per plot</b>
Confirmation of an address for conveyancing purposes:	<b>£51</b>
Changes to development layout after issue of Street Naming and Numbering notification (per plot):	<b>£65.59</b>
Street renaming at residents' request (plus cost of replacement street nameplates):	<b>£247.97 + £65.59 per plot</b>



**SUBJECT: LOCAL GOVERNMENT (WALES) ACT 1994 THE LOCAL AUTHORITIES (PRECEPTS) (WALES) REGULATIONS 1995 – Determination of Payment Schedule**

**MEETING: Individual Cabinet Member – Councillor B. Callard**

**DATE: 24<sup>th</sup> January 2024**

**DIVISION/WARDS AFFECTED: All**

## 1. PURPOSE:

- 1.1. To determine the schedule of precept payments to precepting authorities for 2024/25 as required by statute and following the results of the consultation process.

## 2. RECOMMENDATIONS:

- 2.1. That the following schedule of payments is determined:
- (i) The Police Authority precept is paid from the Council Fund by twelve monthly equal instalments on the third Tuesday in each month.
  - (ii) The Community Council precepts are paid by three equal instalments on the last working day in April, August and December in each year.

## 3. KEY ISSUES:

- 3.1. At the Individual Cabinet meeting on the 20th December 2023 the following schedule of instalments were proposed:
- (i) The Police Authority precept is paid from the Council Fund by twelve monthly equal instalments on the third Tuesday in each month.
  - (ii) The Community Council precepts are paid by three equal instalments on the last working day in April, August and December in each year.
- 3.2. Consultation with Town & Community Councils confirmed a desire to continue to receive their precept in three equal instalments on the last working day in April, August and December.
- 3.3. Under statute, the Council is required to make a determination by 31<sup>st</sup> January, at least 21 days having elapsed between the decision on proposals and the determination.

## 4. REASONS:

4.1. To determine the schedule of precept payments to precepting authorities for 2024/25 as required by statute and following the results of the consultation process.

**5. OPTIONS APPRAISAL**

5.1. Options are laid out by Statute and no further assessment is required.

**6. EVALUATION CRITERIA**

6.1. Not applicable.

**7. RESOURCE IMPLICATIONS**

7.1. Nil

**8. WELLBEING OF FUTURE GENERATIONS (INCORPORATING EQUALITIES, SUSTAINABILITY, SAFEGUARDING AND CORPORATE PARENTING)**

8.1. There are no implications directly arising from the recommendations and decisions highlighted in this report.

**9. CONSULTEES**

Strategic Leadership Team  
Cabinet Members

**10. BACKGROUND PAPERS**

10.1. None

**11. AUTHORS:**

Jonathan Davies – Head of Finance (Deputy Section 151 Officer)

**email:** [jonathandavies2@monmouthshire.gov.uk](mailto:jonathandavies2@monmouthshire.gov.uk)

**phone:** (01633) 644114