



CABINET

18TH FEBRUARY 2016

AGENDA ITEM (11)

STREET NAMING DISCRETIONARY SERVICE PROPOSAL

Accountable Member	Councillor C Hancock Cabinet Member for Enterprise and Partnerships
Accountable Officer	Phil Martin Joint Head of Business Information and Customer Services 01285 623114 phil.martin@cotswold.gov.uk

Purpose of Report	To consider the introduction of a new discretionary service, and associated charges, to assist developers with the siting of street name plates
Recommendation(s)	That the proposed introduction of a new discretionary service to assist developers with the siting of street name plates, and associated charges, be approved
Reason(s) for Recommendation(s)	To enable the Council to respond to requests for assistance made by developers
Key Decision	No
Recommendation to Council	No

Financial Implications	<p>Officers following a brief investigation of the associated costs suggested that a minimum fee of £175 +VAT be introduced to cover the siting of up to four street name plates. This would then be increased, as follows, up to a maximum fee of £500 + VAT:-</p> <p>1-4 name plates - £175 +VAT; 5-8 name plates - £225 +VAT; 9-12 name plates - £275 + VAT; 13-16 name plates - £325 + VAT; 17-20 name plates - £375 + VAT; 21-24 name plates - £425 + VAT; 25-28 name plates - £475 + VAT; 29+ name plates - £500 + VAT.</p> <p>As a rough guide, a development with nine streets would require advice for the siting of approximately 40 name plates, which would fall into the £500 + VAT range. Therefore the developer would be charged £1,650 for the statutory street naming and numbering service plus a further £500 for the proposed discretionary service, so totalling £2,150 + VAT.</p>
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	<p>The minimum fee would include production of a plan showing the exact siting to 300mm, and one site visit to either check the installation is correct, OR to advise the site agent/installer.</p> <p>The maximum charge would be £500 + VAT, but a time period of six months would also be attached to the maximum charge (i.e. if the developer failed to install all the signs under an order in six months, he would be charged again for the remaining number of signs). It is considered that this time limit will act as an incentive to get all the signs installed.</p> <p>Based on the projected figures for house building of 500 per annum, and the number of enquiries that the Council currently receives, it is estimated that the introduction of this new discretionary service could generate income in an approximate sum of £5,000 per annum.</p>
Legal and Human Rights Implications	None
Environmental and Sustainability Implications	None
Human Resource Implications	Initially, this service could be resourced from the existing engineering team, but this would need to be reviewed within a period of six months following the introduction of the service, once demand could be more accurately predicted. A further report will be brought back to Cabinet should further resources be required to provide the service.
Key Risks	A key risk to the proposal is the number/volume of requests could exceed available staff resources.
Equalities Analysis	No effect on protected groups identified'
Related Decisions	None
Background Documents	None
Appendices	None
Performance Management Follow Up	To implement the Cabinet's decision and to monitor take-up of the service
Options for Joint Working	The proposed service will be undertaken by staff who are currently shared between this Council and West Oxfordshire District Council, so it will continue to build on existing arrangements

Background Information

1. Gloucestershire County Council, as the legally-designated highways adoption authority, is responsible for implementing a Section 38 vetting and inspection regime, to ensure that street naming signs are adequate and properly sited.
2. Over the past twelve months, due to budget reductions and changes in services at the County Council, requests for assistance from developers have not been responded to, which could have a potentially negative impact on the formal adoption of streets, and could lead to the provision of inadequate signage.
3. This Council's Street Naming and Numbering team is being approached on a regular basis with requests for assistance and, following discussions with the Chief Engineer, Officers consider that there is an opportunity for the Council to introduce a new discretionary service to meet this need, on a sliding scale of charging.

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