Newmarket TOWN COUNCIL

The Memorial Hall, High Street, Newmarket, CB8 8JP
Tel: 01638 667 227

You are hereby summoned to attend the
MEETING OF THE NEWMARKET TOWN COUNCIL
to be held at
THE MEMORIAL HALL, HIGH STREET, NEWMARKET
On **Monday 25th November 2019 at 6.00pm**

A G E N D A

The meeting is held in public and the public are encouraged to attend and participate. Occasionally matters relating to contractual or staffing issues do have to be held in the confidential part of the meeting.

Members of the public and press may not orally report or comment about a meeting as it takes place if present at a meeting of the Council, but otherwise may:

a. **film, photograph or make an audio recording of the meeting;**
b. **use any other means for enabling persons not present to see or hear proceedings at a meeting as it takes place or later;**
c. **report or comment on the proceedings in writing, during or after a meeting or orally after the meeting.**

The Council will where possible facilitate such recording unless it is disruptive. It will also take steps to ensure that children, the vulnerable and members of the public who object to being filmed are protected without undermining the broader purpose of the meeting.

1. Mayor to read fire safety notice and announce that proceedings may be filmed or recorded.
2. Apologies for absence
3. To receive an update from Inspector Mark Shipton
4. Declaration of Members' Interests & to remind Councillors of the need to keep up to date their Register of Members' Interests and to consider any requests received for Members' Dispensation.
5. To receive and confirm the Minutes of the Town Council Meeting held on Monday 28th October 2019 and any matters arising.
6. Public participation 'An invitation to members of the public to put questions/statements of not more than 3 minutes duration. Resolutions can only be made on items on the agenda, but Councillors are very happy for matters relating to the Town to be brought to their attention. (maximum 15 minutes)
7. To receive and note the report (if any) from County Councillors
8. To receive and note the report (if any) from District Councillors
9. To receive Ward Reports (if any) from Town Councillors
10. To receive reports (if any) from Town Councillors elected as representatives on other bodies
11. To receive the Town Mayor's and Deputy Mayor's Announcements.
12. To receive the minutes and consider any recommendations from the Development & Planning meetings held on 4th and 18th November 2019
13. To receive the minutes and consider any recommendations from the Leisure Services meeting held on 4th November 2019
14. To receive the minutes and consider any recommendations from the Community Services Meeting held on 11th November 2019
15. To receive the minutes and any recommendations from the Human Resources meeting held on 11th November 2019
16. To receive the minutes and any recommendations from the Finance & Policy meeting held on 18th

Distribute to the following for information:

County & District Councillors, The Press, Newmarket Town Council Notice Boards & the Website

November 2019

17. **Street Naming** - to consider street naming proposals for the Brickfield Stud development
18. **Newmarket Recycling Centre** - to consider whether to support the campaign by Peter Cresswell to lobby the relevant authorities to re-open the Newmarket Recycling Centre
19. **Memorial Gardens' Snack Shack** – to be discussed following further vandalism
20. **Cambridgeshire and Peterborough Minerals and Waste Local Plan: Proposed Submission Plan Consultation - 15 November 2019 to 09 January 2020** – to consider
21. **Newmarket Bombing Remembrance Memorial** – to consider a suggestion to build a memorial to commemorate those who died during the bombing
22. **The Decline of Newmarket Market, Management Issues and Lack of Reporting –** to discuss
23. **Committee Membership** - to consider a request by Councillor Kirk to join the Development and Planning, Leisure Services and Community Services Committees
24. Correspondence:
    a. **Suffolk fly tipping campaign**
25. **Co-option Procedure** - to note that candidates for co-option will be considered at the December meeting of Town Council and to approve the process for co-option (draft procedure to be tabled)
26. **EXCLUSION OF THE PRESS & PUBLIC -** to resolve that under the Public Bodies (Admissions to Meetings) Act 1960, the public and press be excluded for the remainder of the meeting because of the likely disclosure of private and confidential information or staff matters.
27. **Staff update** – to receive a staffing update
28. **Carnival 2020** – to receive an update on the financial outcome of Carnival 2019 and discussions with the organisers
29. Date of the next Meeting – **Monday 16th December 2019**

Signed Deborah Sarson, Acting Town Council Manager 19th November 2019

Distribute to the following for information:

County & District Councillors, The Press, Newmarket Town Council Notice Boards & the Website

Newmarket TOWN COUNCIL

Minutes of the Meeting of the Newmarket Town Council
held on Monday 28th October 2019 at 6:00 pm
at the Memorial Hall, High Street, Newmarket, Suffolk, CB8 8JP

Attendance:

Councillor R Hood (Town Mayor)
Councillor M Ali
Councillor J Borda
Councillor O Bowen
Councillor S Caesar
Councillor A Drummond
Councillor W Hirst
Councillor M Jefferys
Councillor P Hulbert
Councillor I Kirk
Councillor J Lay
Councillor C O'Neill
Councillor R Yarrow

Also Present: Roberta Bennet – TCM, Cathy Whitaker – RFO, Christy Argyroudi – Events Manager, Julie Ashton - Minute Assistant Cllr Nobbs – West Suffolk, Cllr Starkey – East Cambs, William Gittus – Jockey Club Estates, 3 Members of the Press and 120 Members of the Public.

Minute

19/10/1 **FIRE SAFETY BRIEFING AND ANNOUNCEMENT THAT PROCEEDINGS MAY BE FILMED OR RECORDED**

The Mayor opened the meeting and welcomed the residents. TCM read out the Fire Safety Briefing and the Mayor advised that proceedings may be filmed or recorded.

19/10/2 **APOLOGIES FOR ABSENCE – LGA 1972, Section 85(1) & (2) AND TO WELCOME NEW COUNCILLOR**

Apologies were received from Cllrs Anderson, De'Ath and Kerby. Cllr Appleby was absent.

The Mayor welcomed Cllr Kirk to the Council.

19/10/3 **TO RECEIVE AN UPDATE FROM INSPECTOR MARK SHIPTON**

This item was deferred.

19/10/4 **DECLARATION OF MEMBER'S INTERESTS AND TO REMIND COUNCILLORS OF THE NEED TO KEEP UP TO DATE THEIR REGISTER OF MEMBER'S INTERESTS AND TO CONSIDER ANY REQUESTS RECEIVED FOR MEMBERS DISPENSATION**

Cllrs Jefferys and O'Neill declared a nonpecuniary interest in item 12 and Cllr Kirk declared a nonpecuniary interest in item 14.

19/10/5 **TO RECEIVE AND CONFIRM THE MINUTES OF THE PUBLIC PART OF THE TOWN COUNCIL MEETING HELD ON MONDAY**

23RD SEPTEMBER 2019 AND ANY MATTERS ARISING

The Town Mayor presented the minutes of the Town Council meeting held on Monday 23rd September 2019 and the following was agreed:

19/10/5.01 Resolved

That the minutes of the Town Council meeting held on Monday 23rd September 2019 be adopted and signed as a correct record by the Town Mayor.

There were no matters arising.

19/10/6 PUBLIC PARTICIPATION AN INVITATION TO MEMBERS OF THE PUBLIC TO PUT QUESTIONS/STATEMENTS OF NOT MORE THAN 3 MINUTES DURATION. NO RESOLUTIONS CAN BE MADE BUT COUNCILLORS ARE VERY HAPPY FOR MATTERS RELATING TO THE TOWN TO BE BROUGHT TO THEIR ATTENTION

Mr Gittus advised that following the concerns raised by residents regarding planning application DC/19/1896/HYB the development plans had been put on hold. The plans would be reviewed taking the concerns raised into account along with advice from West Suffolk and any resulting changes would be put to a further public consultation before being submitted.

The Mayor clarified that although the application had not yet been withdrawn, it would not proceed any further at this stage. A proposal was made to ensure that any future application would go to public consultation and the following was agreed:

19/10/6.01 Resolved

That if the Jockey Club Estates resubmit an amended application, NTC would ensure that it be put to public consultation and scrutinised by the D&P Committee.

Residents complained that they had not received notices regarding the development and Cllr Drummond agreed to ensure that these would be issued in the future.

A resident asked if the tree belt that had been bulldozed would now be replanted. Mr Gittus advised that the felling of the trees were not related to the development of the site and planting would begin in November.

The Mayor advised that NTC were a consultee with a duty to represent resident views and that any final decisions would be made by West Suffolk. NTC also had a robust tree policy that encourages responsible tree management.

A resident advised that she had requested two trees that West Suffolk had felled in Edinburgh Road to be replaced, but the request had been ignored.

The Mayor proposed that item 12 be brought forward and the following was agreed:

19/10/6.02 Resolved
That item 12 be brought forward.

Cllrs Hood, Drummond, Jefferys and Kirk declared a nonpecuniary interest in the following item and did not vote.

19/10/7 TO RECEIVE THE MINUTES AND CONSIDER ANY RECOMMENDATIONS FROM THE D&P COMMITTEE MEETINGS HELD ON 7TH & 21ST OCTOBER 2019

The Chairman of the Development & Planning Committee presented the report and recommendations from the Development & Planning Committee meetings held on 7th & 21st October 2019.

19/10/12.01 Resolved *(D/19/10/5.01 Recommendation)*
That NTC objects to the application on the following grounds:

- **Overdevelopment of the site**
- **Loss of biodiversity**
- **Highway safety**
- **Traffic and parking issues - access would be via narrow residential streets**

A number of the public left the meeting.

19/10/8 REPORT FROM COUNTY COUNCILLORS

The Mayor advised that SCC were working to improve the provision of special needs services across Suffolk.

19/10/9 REPORT FROM DISTRICT COUNCILLORS

None noted.

19/10/10 WARD REPORTS FROM TOWN COUNCILLORS

None noted.

19/10/11 TO RECEIVE REPORTS FROM TOWN COUNCILLORS ELECTED AS REPRESENTATIVES ON OTHER BODIES

None noted.

19/10/12 TO RECEIVE THE TOWN MAYOR'S AND DEPUTY MAYOR'S ANNOUNCEMENTS

The Mayor's itinerary for October included the following:

19/10/13 TO RECEIVE THE MINUTES AND ANY RECOMMENDATIONS FROM THE LEISURE SERVICES COMMITTEE MEETINGS HELD ON 7TH OCTOBER 2019

The Mayor presented the report and recommendations from the Leisure Services Committee meeting held on 7th October 2019. There were no recommendations.

Cllr O'Neill declared a nonpecuniary interest in the following item and did not vote.

19/10/14 TO RECEIVE THE MINUTES AND ANY RECOMMENDATIONS FROM THE COMMUNITY SERVICES COMMITTEE MEETING

HELD ON 14TH OCTOMBR 2019

The Vice Chairman of the Community Services Committee presented the report and recommendations from the Community Services Committee meeting held on 14th October 2019.

19/10/14.01 Resolved *(C/19/10/14.01 Recommendation)*
That the Clock Tower project be approved to commence next year and that additional funding be sought.

Members were advised that the upgrade to the PA system was not required at this time and the following was agreed:

19/10/14.02 Resolved
That resolution C/19/10/19.01 to upgrade the PA System be withdrawn.

19/10/15 TO RECEIVE THE MINUTES AND ANY RECOMMENDATIONS FROM THE HUMAN RESOURCES COMMITTEE MEETING HELD ON 14TH OCTOBER 2019

The Chairman of the Human Resources Committee presented the report and recommendations from the Human Resources Committee meeting held on 14th October 2019. There were no recommendations.

19/10/16 TO RECEIVE THE MINUTES AND ANY RECOMMENDATIONS FROM THE FINANCE & POLICY COMMITTEE MEETING HELD ON 21ST OCTOBER 2019

The Chairman of the Finance & Policy Committee presented the report and recommendations from the Finance & Policy Committee meeting held on 21st October 2019.

19/10/16.01 *(F/19/10/6.01 Recommendation)*
That the Terms of Reference of the F&P Committee be adopted.

The F&P Terms of Reference was not resolved and the following was agreed:

19/10/16.02 Resolved
That the F&P Terms of Reference be referred to full Council to debate the membership of the Committee.

19/10/16.02 Resolved *(F/19/10/7.01 Recommendation)*
That the ratification of the schedules of payments for the period 01/0/2019 – 30/09/2019 (Cash Book 1 and 2) be received and adopted.

19/10/16.03 Resolved *(F/19/10/14.01 Recommendation)*
That the Deed of Variation Document be received and adopted.

19/10/17 CAR PARKING REVIEW

The Mayor advised that she was part of the task force for the West Suffolk parking review. A report would be submitted to the overview and scrutiny panel in the near future and residents were encouraged to send comments and views to the TCM.

19/10/18 PURPLE TUESDAY – PROJECT UPDATE

Members were advised that following the first event last year this year the campaign would encourage shop owners to pledge to make accessibility improvements to their premises. The event will be held on 11th November in the Guineas with 17 Charities being involved and all residents were invited to attend. Further information was available in the foyer.

19/10/19 HENRY CECIL OPEN WEEKEND REPORT

Cllr Starkey advised that the two weekends were a big success with good attendance rates and funds for charity were raised. A full report would be provided.

19/10/20 TO RECEIVE THE SOAPBOX DERBY FINAL ACCOUNTS

The final accounts were circulated at the meeting and it was noted that NTC did not need to fund the event with £10,495.50 being received in sponsorship. Although there was an entrance fee it was free entry for children. The Chairman of the D&P Committee was given a round of applause and congratulated on his work to deliver this successful event.

19/10/21 LITTER IN NEWMARKET – PROGRESS REPORT

TCM advised that comments from residents had been passed to Public Health England but improvements were still required. The Mayor invited the public to put forward any suggestions which included to following:

- Have themed bins in the Memorial Gardens to encourage children
- Talk to the mothers in the Memorial Gardens
- Speak with vendors of fast food outlets
- PCSO to issue fines for littering
- Bring back the "Rubbish Friends" Group

TCM noted the suggestions which would be considered further.

19/10/22 REMBERANCE 2019 - TO CONFIRM THE ARRANGEMENTS FOR 10TH AND 11TH NOVEMBER 2019

TCM advised that wreaths would be laid at the War Memorial on 10th November at 01:45pm followed by a parade down the High Street to Tattersalls where a service would be held at 02:45. Refreshments would be served at the Bowls Club. A minutes silence would be held on 11th November at the War Memorial.

19/10/23 TO AGREE TO MOVE THE TWINNING ASSOCIATION BANK ACCOUNT TO NEWMARKET TOWN COUNCIL

TCM advised that NTC had taken over the arrangements for the Twinning Association following the standing down of the Association. The following was agreed:

19/10/23.01 Resolved

That the Twinning Association bank account be moved to NTC.

19/10/24 **CASUAL VACANCY – TO CONSIDER THE PROCEDURE**

TCM advised that there was a casual vacancy and an opportunity to co-opt a member. SALC advice was circulated along with an application form which were considered and the following was agreed:

19/10/24.01 Resolved

That the Casual Vacancy be advertised in the Newmarket Journal, online and on Social Media. That the applications be considered by full Council in the Public Exempt part of the meeting. A shortlist would be drawn if required.

19/10/25 **TO CONSIDER CORRESPONDENCE**

The following correspondence was noted:

a. Rotary Club of Newmarket – the request for a plaque to mark 65 year of service to the community was considered and the following was agreed:

19/10/25.01 Resolved

That the request for a Rotary Club plaque be sited in a prominent position to mark 65 years of service to the community be supported in principle. That the Rotary Club be consulted on the preferred site for the plaque.

b. West Suffolk – Bin Day Changes
c. Regents Court residents meeting agenda
d. PCSO Report
e. Thank you Letter from Noel Byrne – Food & Drink Festival
f. Thank you Letter from Mayor Linda Gorton – Lexington visit
g. Email from Cllr Robin Millar regarding boundary changes which were available on the SCC website

19/10/26 **EXCLUSION OF THE PRESS & PUBLIC**

With the vote being unanimous, it was:

19/10/26.01 Resolved

To resolve that under the Public Bodies (Admissions to meetings) Act 1960, the public and press be excluded for the remainder of the meeting because of the likely disclosure of private and confidential information or staff matters.

Members of the Press and Public left the meeting

19/10/27 *****STAFF UPDATE*****

TCM advised that the Administrator had moved on to another post and the vacancy would be covered by agency staff until the new TCM was in post.

The Cleaner had retired and NTC would revert to using a cleaning contract.

Interviews had been held for the Caretaker post and a second interview would be held tomorrow.

The apprenticeship was nearing the end and a new position would be advertised in the Spring.

Three credible applications had been received for the TCM post and interviews held. Members considered the recommendation to appoint the successful candidate and the following was agreed:

19/10/27.01 Resolved
That the post of TCM be offered to the successful candidate. That if the offer is not accepted, the post would be covered by a locum with assistance from the RFO.

The Mayor advised that this was the last meeting that the current TCM would attend as she would be leaving on 31st October 2019. The Mayor gave the TCM huge thanks for her tremendous work and all that she had achieved. A gift of flowers were presented along with best wishes for the future.

Refreshments would be served after the meeting.

19/10/28 DATE OF THE NEXT MEETING OF THE TOWN COUNCIL
Monday 25th November 2019

Meeting closed at 7:52pm

Signed : _____ Date : _____

Newmarket, Brickfield Stud

N

BOUNDARY TREATMENT KEY

- SITE BOUNDARY
- BOUNDARY 1 – 1.8M HIGH TIMBER CLOSED BOARD FENCING
- BOUNDARY 2 – 1.8M HIGH TIMBER CLOSED BOARD FENCING WITH GRAVEL BOARDS. REFER TO ENGINEERS DRAWINGS FOR GRAVEL BOARD SIZES
- BOUNDARY 3 – 1.8M BRICK WALL WITH BRICK ON EDGE COPING
- BOUNDARY 4 – RETAINING WALL (REFER TO ENGINEERS DRAWINGS FOR DETAILS AND WALL HEIGHTS) WITH TIMBER CLOSED BOARD FENCING ABOVE BOUNDARY TO BE 1.8M HIGH O/A
- BOUNDARY 5 – 1.8M RETAINING WALL WITH BRICK ON EDGE COPING (REFER TO ENGINEERS DRAWINGS FOR DETAILS)
- BOUNDARY 6 – RETAINING WALL WITH BRICK ON EDGE COPING (REFER TO ENGINEERS DRAWINGS FOR DETAILS AND WALL HEIGHTS)
- 1.8M TIMBER GATE
- V VISITORS PARKING
- BCP BIN COLLECTION POINT

SCALE 1:500

= 1. TUTTE GARDENS
2. FJORD ~~AVENUE~~/WAY

= 1. HAMBLETTS CLOSE
2. FALABELLA CLOSE

= 1. ELSDON ROAD
2. HENSON AVENUE

= 1. EDGAR ROAD
2. BRUMBY AVENUE

* = SNP

STREET NAMING.

12/11/19

Boundary Treatments Site Plan

ASHBY DESIGN LIMITED

Project: Newmarket Brickfield Stud

Title: Boundary Treatments Site Plan

Scale: 1:500 @ A1 | Date: April 2019 | Drawn: AP | Checked: JB

Drawing No: 00145-A-SW-SP-500 | Revision: B

Newmarket, Brickfield Stud

N

CALA HOMES

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0 5m 10m 15m 20m 25m 30m 35m 40m

SCALE 1:500

B	Drawing updated to correspond with planning drawings layout changes. Plinths added to FOGs & apartments. Bolt on bin store added to FOGs. Detached garages reviewed.	23/09/19	IN
A	Footpaths omitted in line with latest engineering layout.	11/06/19	JB

ASHBY DESIGN LIMITED
13 ARM & SWORD LANE
OLD HATFIELD HERTS AL9 5EH
T 01707 270 077 W www.ashbydesign.co.uk

Project
Newmarket,
Brickfield Stud

Title
Boundary Treatments Site Plan

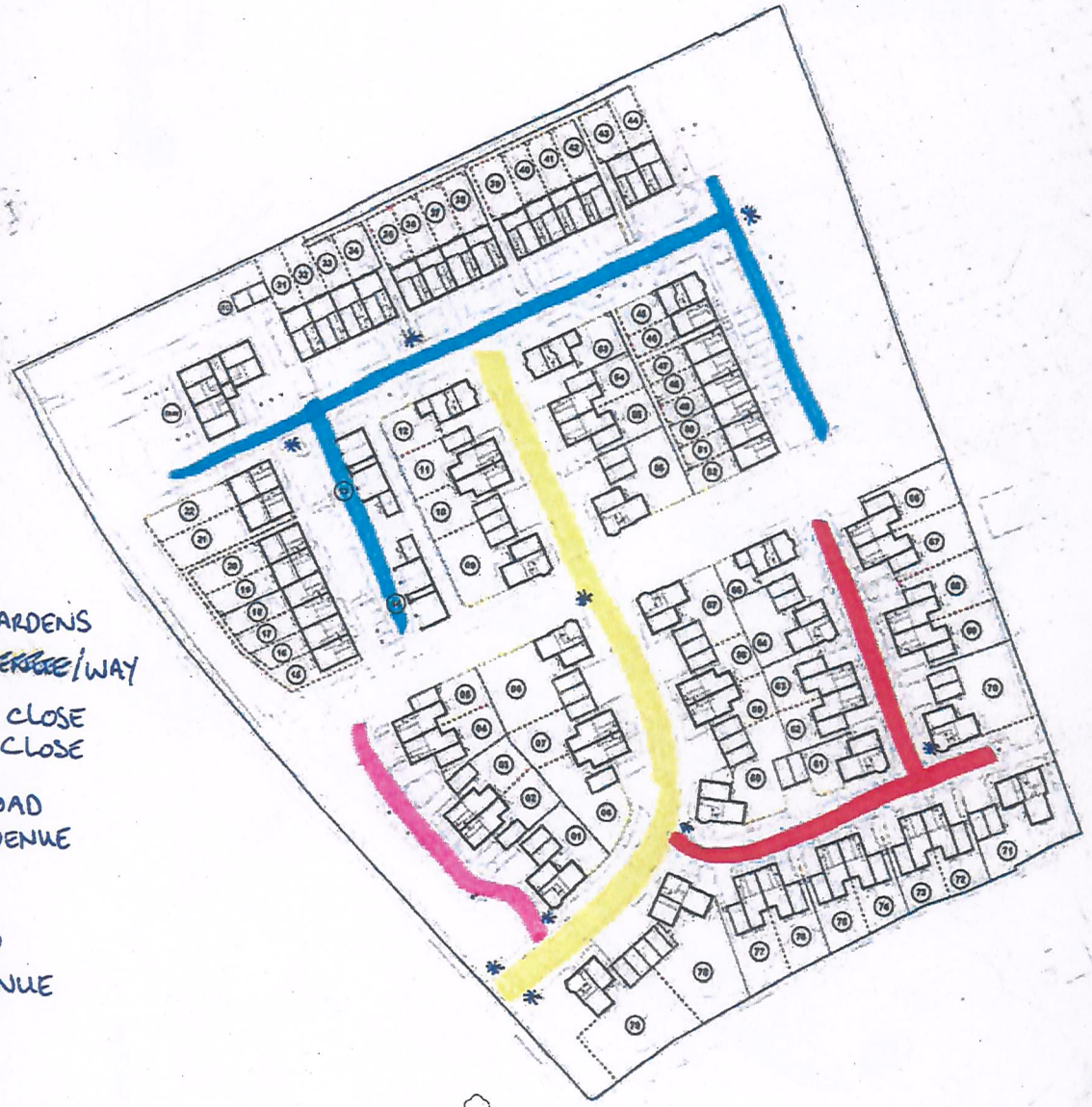
Scale	Date	Drawn	Checked
1:500 @ A1	April 2019	AP	JB

Drawing No. 00145-A-SW-SP-500

Revision B

Boundary Treatments Site Plan

Newmarket, Brickfield Stud



= 1. TUTTE GARDENS
2. FJORD ~~AVENUE~~/WAY

= 1. HAMBLETTS CLOSE
2. FALABELLA CLOSE

= 1. ELSDON ROAD
2. HENSON AVENUE

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* = SNP

STREET NAMING.

12/11/19

Boundary Treatments Site Plan

N

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1.8M TIMBER GATE

V VISITORS PARKING

BCP 1.8M SCALLETTON HOOP

SCALE 1:500

Ashby Design Limited

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Title: Boundary Treatments Site Plan

Scale: 1:500 @ A1

Date: April 2019

Drawn: AP

Checked: JB

Drawing No: 00145-A-SW-SP-500

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Newmarket, Brickfield Stud

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0 5m 10m 15m 20m 25m 30m 35m 40m
SCALE 1:500

Boundary Treatments Site Plan

Ashby Design Limited

Project: Newmarket, Brickfield Stud
Title: Boundary Treatments Site Plan
Scale: 1:500 @ A1
Date: April 2018
Drawn: JP
Checked: JD
Drawing No.: 00145-A-SW-SP-500
Revision: B

BRICKFIELD PADDOCKS, NEWMARKET.

RESIDENTIAL SCHEME: 79NO. DWELLINGS.

SCALE BAR 1:1250

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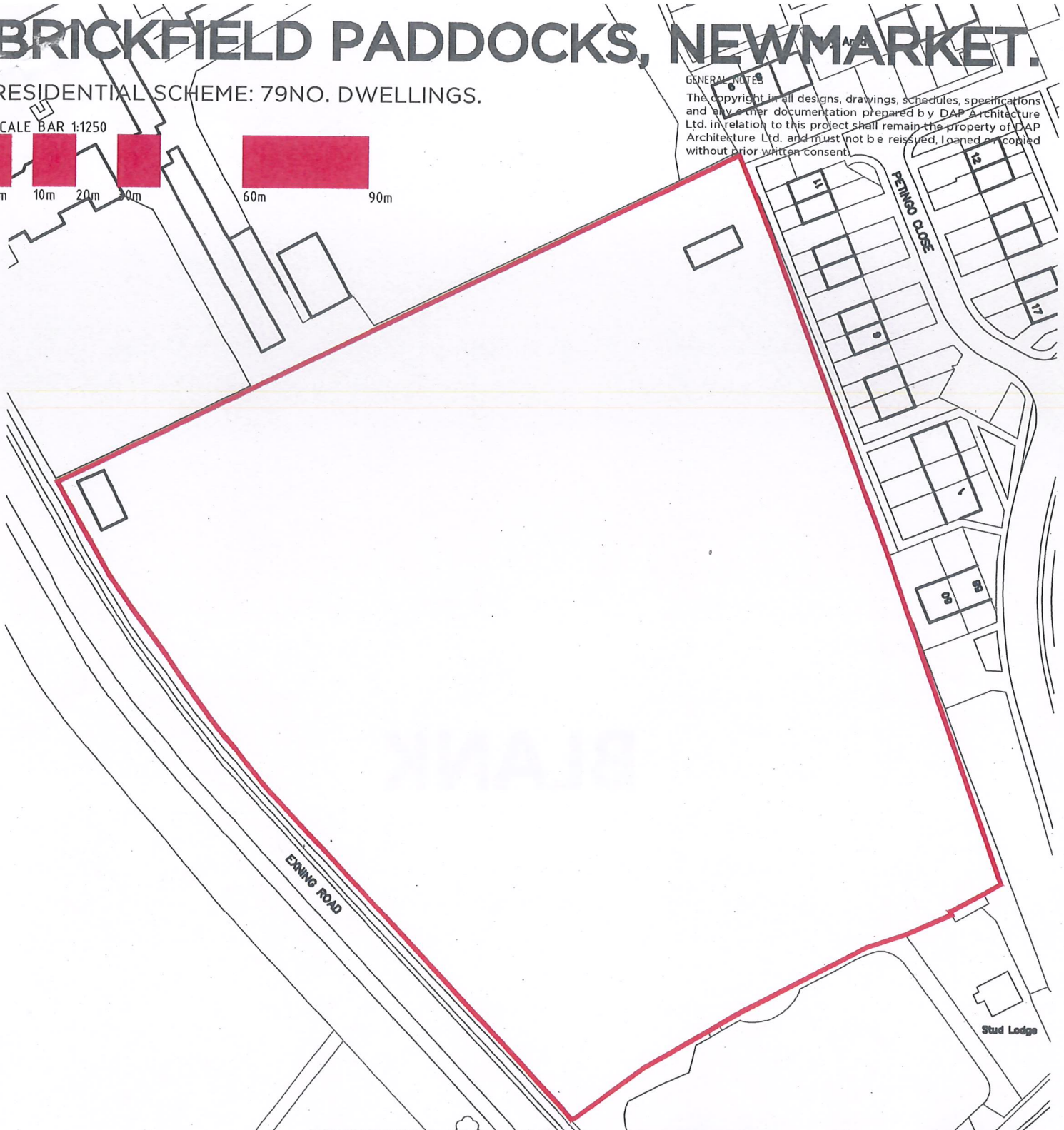

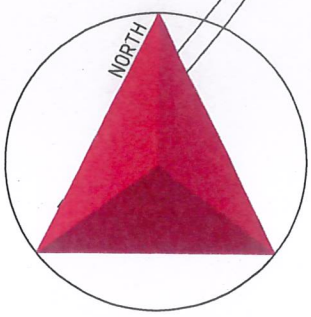

PROJECT
RESIDENTIAL DEVELOPMENT

DRAWING
SITE LOCATION PLAN

CLIENT
CALA HOMES (NHC) LTD

ADDRESS
BRICKFIELD PADDOCKS
EXNING ROAD
NEWMARKET
SUFFOLK

DAP ARCHITECTURE LTD

a. 3 + 5 Hospital Approach
The Millars
Chelmsford
ESSEX, CM1 7FA
e. studio@daparchitecture.co.uk
t. (0844) 854 9007
w. www.daparchitecture.co.uk

DATE	SCALE	DRAWN BY	CHECKED BY	PROJECT No.	DWG No.	REVISION
30.11.18	1:1250 @ A4	LD	JB	869	001	00

ISSUE STATUS
EXISTING

CHELMSFORD LONDON BIRMINGHAM

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EAST CAMBRIDGESHIRE DISTRICT COUNCIL

FULL COUNCIL - PUBLIC QUESTION

Will East Cambridgeshire District Council please enter into negotiations with West Suffolk Council and Suffolk County Council in order that the waste disposal and recycling site, in Depot Road, Newmarket, can be re-opened as a matter of priority. Despite being in Suffolk, a great many East Cambridgeshire District Council residents used this facility, prior to its closure.

Households in the south of the district, particularly those in Woodditton Ward, have to travel up to 20 miles to their nearest waste disposal centre.

This is yet another cross border issue that needs addressing.

PETER CRESSWELL

Former District Councillor - Cheveley Ward

Chairman of East Cambridgeshire District Council

2008 - 2010 2017 - 2019

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TCM

From: Stanek Chris <Chris.Stanek@peterborough.gov.uk>
Sent: 15 November 2019 11:48
To: Planning Policy
Subject: Cambridgeshire and Peterborough Minerals and Waste Local Plan: Proposed Submission Plan Consultation - 15 November 2019 to 09 January 2020

Dear consultee,

Cambridgeshire and Peterborough Minerals and Waste Local Plan: Proposed Submission Plan Consultation - 15 November 2019 to 09 January 2020

Cambridgeshire County Council and Peterborough City Council (we) are preparing a joint Minerals and Waste Local Plan (MWLP) which will replace the current adopted joint plans.

This new MWLP looks forward to cover the period to 2036, and considers the land use planning policies and allocations that are needed to guide minerals and waste management development over this period in Cambridgeshire and Peterborough. It also considers the provision we need to make in order to ensure that there is a continuity in the supply of mineral to support planned growth; as well as sufficient capacity to manage all types of waste which will be arising from development, and existing and new communities.

We are writing to inform you that we are consulting on the **Proposed Submission** version of the joint **Minerals and Waste Local Plan**, and that between the dates set out below you can make representations on this document. This consultation is undertaken under Regulation 19 of the Town and Country Planning (Local Planning) (England) Regulations 2012.

The consultation starts **9:00am on 15 November 2019** and closes at **11:59pm on 09 January 2020**.

The Proposed Submission Plan, along with a number of supporting documents, including a Sustainability Appraisal and a Proposed Submission Policies Map, are available to view online at

or

Details of how to make representations, including accompanying guidance, can also be found online.

The Proposed Submission Plan and supporting documents are also available to view at the following offices:

Cambridgeshire County Council Shire Hall (Reception) Castle Hill Cambridge CB3 0AP	and,	Peterborough City Council Town Hall (Reception) Bridge Street Peterborough PE1 1HF

You have received this notification because you are either a specific consultation body, a general consultation body, you have made comments on the previous versions of the Local Plan, or you have requested to be kept informed of the progress of the Minerals and Waste Local Plan. Please be advised that your representation(s) will not be kept confidential and will be made available to the public (including

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being published online). Personal telephone numbers, email addresses, postal addresses and signatures will however be removed.

Please also be aware that the representations received on the Proposed Submission Plan will be submitted in due course, with the Proposed Submission Plan and associated evidence base, to the Secretary of State for the purpose of independent examination. It is anticipated that the hearing sessions of the examination will take place in summer 2020.

If you wish to opt out of future communications in respect of this Minerals & Waste Local Plan, please contact us at your earliest convenience using the details at the bottom of this email.

Yours faithfully,

Richard Kay
Head of Sustainable Growth Strategy
Place and Economy
Peterborough City Council
Sand Martin House, Bittern Way,
Fletton Quays, Peterborough
PE1 1HF

Emma Fitch (Miss)
Joint Interim Assistant Director
Environment and Commercial
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Sand Martin House | Bittern Way | Fletton Quays | Peterborough | PE2 8TY

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email:
To find out more about Peterborough City Council go to:

Cathy Whitaker

From: Cathy Whitaker [redacted]
Sent: 19 November 2019 07:52
To: Cathy Whitaker
Subject: FW: Suffolk flytipping campaign 1
Attachments: STAG Comms calendar v4(partners).xlsx; Partners.PNG

From: Owner, Dominic <dominic.owner@westsuffolk.gov.uk>
Sent: 08 November 2019 12:52
To: Owner, Dominic <dominic.owner@westsuffolk.gov.uk>
Subject: Suffolk flytipping campaign 1

Dear Clerk

As previously mentioned the Suffolk Waste Partnership, which consists of all the Suffolk Council's, the County and partners have been working on a project aimed at reducing flytipping in Suffolk. This project builds on the work originally designed in Hertfordshire and has since been used across the country. The SCRAP fly-tipping campaign is aimed at residents and businesses whose waste is sometimes fly-tipped by unlicensed operators. It aims to remind people that they should only allow licensed waste carriers to take waste away for them.

We hope that by raising awareness of this issue we can have an impact on the amount of flytipping that takes place in Suffolk, making it a nicer place for all who live, work and visit here.

To maximise its success and spread the messages as much as we can, I am writing to ask if you would support the campaign through your Facebook Pages, Twitter feeds and/or websites by reposting/retweeting our posts as we release them. The Facebook and Twitter posts will be posted on the 'Suffolk Recycling' pages so please have a look and hit the follow button.

I have attached our comms plan which shows the dates that we will posting/tweeting these messages, beginning on Monday the 25th of November and ending at the end of March 2020 with two posts per week, so if you can support it please look out for these and share as widely as you can.

Thank you in advance for your support and in the meantime if you have any questions or comments please let me know.

Dominic

Dominic Owner
Senior Enforcement Officer
Business Management
Direct dial: 01638 719374
Email: dominic.owner@westsuffolk.gov.uk
www.westsuffolk.gov.uk
West Suffolk Council
#TeamWestSuffolk

Report, pay and apply online 24 hours a day
Find my nearest for information about your area

County-wide communications campaign
Social media plan - Facebook & Twitter

Post number	Post wording (include website links)	Channel	Website link	Date
1	Are you doing the right thing with your waste? Together let's #Scrapflytipping in #Suffolk (insert website link)	Facebook Twitter	https://www.suffolkrecycling.org.uk/fly-tipping	Monday, 25th November
2	Together with our partners we have been working hard to #Scrapflytipping in Suffolk. Keep your eyes peeled for more	Facebook Twitter	https://www.suffolkrecycling.org.uk/fly-tipping	Thursday, 28th November
3	Each year 1000's of fly-tips are cleared by councils in Suffolk. Keep the reports coming, together let's #Scrapflytipping	Facebook Twitter	https://www.suffolkrecycling.org.uk/fly-tipping	Monday, 2nd December
4	Did you know, if you're caught fly-tipping at a recycling bank you could receive a Fixed Penalty Notice #Scrapflytipping	Facebook Twitter	https://www.suffolkrecycling.org.uk/fly-tipping	Thursay, 5th December
5	Are you doing the right thing with your waste? Do you know what your Duty of Care is? Together let's #Scrapflytipping in	Facebook Twitter	https://www.suffolkrecycling.org.uk/where-to-recycle/recycling-centres	Monday, 9th December
6	Don't be caught out by rogue traders. If someone on social media offers you a deal that seems to good to be true to take your waste away - it probably is! Find out what you need to	Facebook Twitter	https://www.suffolkrecycling.org.uk/fly-tipping	Thursday, 12th December
7	Today we've launched our SCRAP campaign across Suffolk to tackle illegal fly-tipping. For more information on how you can help visit our website #SCRAPflytipping (insert link)	Facebook Twitter	https://www.suffolkrecycling.org.uk/fly-tipping	Tuesday, 17th December
8	Today we've launched our SCRAP campaign across Suffolk to tackle illegal fly-tipping. For more information on how you can help visit our website #SCRAPflytipping	SWP press release	https://www.suffolkrecycling.org.uk/fly-tipping	Tuesday, 17th December
9	Don't be fooled by fly-tippers. Someone offering to remove your rubbish cheaply is unlikely to have a license and YOU will be responsible if your items are found dumped. Always	Facebook Twitter	https://www.suffolkrecycling.org.uk/fly-tipping	Thursday, 19th December
10	Fly-tipping is a crime. That's why Suffolk councils and partners are all working together to #SCRAPflytipping. Find out how you can help (insert link)	Facebook Twitter	https://www.suffolkrecycling.org.uk/fly-tipping	Monday, 23rd December
11	Are you someone who advertises waste removal services? You are breaking the law if you are not a registered waste carrier. Find out how to register at	Facebook Twitter	https://www.suffolkrecycling.org.uk/fly-tipping	Thursday, 2nd January
12	If you have unwanted items, you can sell or donate them. Or dispose of them sensibly. Together, let's #Scrapflytipping. For more information about getting rid of your waste, visit: (insert link)	Facebook Twitter	https://www.suffolkrecycling.org.uk/fly-tipping	Monday, 6th Janauary
13	Is your business disposing of its waste correctly? If you produce waste you must make sure this waste is collected and disposed of legally #Scrapflytipping. Find out more (insert link)	Facebook Twitter	https://www.suffolkrecycling.org.uk/fly-tipping	Thursday, 9th January
14	How can you prevent fly-tipping? Step one: SUSPECT! Don't let anyone take your waste until they have proven themselves to be legitimate. Always follow the S.C.R.A.P. code - together, let's #Scrapflytipping (insert link)	Facebook Twitter	https://www.suffolkrecycling.org.uk/fly-tipping	Monday, 13th January
15	How can you prevent fly-tipping? Step two: CHECK! Verify their waste carrier's registration details using the Environment Agency website (insert link) or by calling 03708 506 506. Note down the registration number of the vehicle	Facebook Twitter	https://www.suffolkrecycling.org.uk/fly-tipping	Thursday, 16th January
16	How can you prevent fly-tipping? Step three: REFUSE! If you do not trust that someone who you have spoken to will be disposing of waste legally, report their vehicle registration and name to the Environment Agency. Always follow the S.C.R.A.P. code - together, let's #Scrapflytipping (insert link)	Facebook Twitter	https://www.suffolkrecycling.org.uk/fly-tipping	Monday, 20th January
17	How can you prevent fly-tipping? Step four: ASK! A legal waste carrier should happily answer reasonable questions. Always follow the S.C.R.A.P. code - together, let's	Facebook Twitter	https://www.suffolkrecycling.org.uk/fly-tipping	Thursday, 23rd Janaury
18	How can you prevent fly-tipping? Step five: PAPERWORK! Make sure you get a proper invoice, waste transfer note or a receipt for your waste removal. Always follow the S.C.R.A.P. code - together, let's #SCRAPflytipping (insert link)	Facebook Twitter	https://www.suffolkrecycling.org.uk/fly-tipping	Monday, 27th January
19	Don't be fooled by fly-tippers. Someone offering to remove your rubbish cheaply is unlikely to have a license and YOU will be responsible if your items are found dumped #SCRAPflytipping. Always follow the SCRAP code! (insert link)	Facebook Twitter	https://www.suffolkrecycling.org.uk/fly-tipping	Thursday, 30th January
20	Fly tipping is illegal. If you see someone fly-tipping, call 999 and report it as a crime in progress. Together, let's #SCRAPflytipping (insert link)	Facebook Twitter	https://www.suffolkrecycling.org.uk/fly-tipping	Monday, 3rd February
21	This costs charities to clear up. If the shop is closed please take items home with you. Together let's #SCRAPflytipping (insert link)	Facebook Twitter	https://www.suffolkrecycling.org.uk/fly-tipping	Thursday, 6th February
22	Fly-tipping is a crime. Suffolk councils and partners are working together to #SCRAPflytipping. Find out how you can help (insert link)	Facebook Twitter	https://www.suffolkrecycling.org.uk/fly-tipping	Monday, 10th February
23	Don't let anyone take your waste until they have proven themselves to be legitimate. Always follow the S.C.R.A.P. code - together, let's #SCRAPflytipping (insert link)	Facebook Twitter	https://www.suffolkrecycling.org.uk/fly-tipping	Thursday, 13th February
24	Fly-tipping is not a victimless crime... Always follow the S.C.R.A.P. code - together, let's #SCRAPflytipping (insert link)	Facebook Twitter	https://www.suffolkrecycling.org.uk/fly-tipping	Monday, 17th February
25	Yes really! If you're caught fly-tipping at a litter bin you could receive a Fixed Penalty Notice. #SCRAPflytipping (insert link)	Facebook Twitter	https://www.suffolkrecycling.org.uk/fly-tipping	Thursday, 20th February
26	Unwanted items can be sold, donated, or disposed of responsibly. Together, let's #SCRAPflytipping, for more information about getting rid of your waste, visit: (insert link)	Facebook Twitter	https://www.suffolkrecycling.org.uk/fly-tipping	Monday, 24th February
27	Tax payers are paying to clear thousands of incidents of flytipping in Suffolk each year . Together let's #SCRAPflytipping (insert link)	Facebook Twitter	https://www.suffolkrecycling.org.uk/fly-tipping	Thursday, 27th February
28	We all love #Suffolk, let's keep our outdoor spaces clean and safe. Items and bags left beside street bins, recycling banks, on the floor of communal bin areas or outside closed charity shops and Recycling Centres are all fly-tipping! If bins or banks are full or closed, take your items back home with you	Facebook Twitter	https://www.suffolkrecycling.org.uk/fly-tipping	Monday, 2nd March
29	For more information about disposing of unwanted items responsibly, visit: (insert link) Together, let's	Facebook Twitter	https://www.suffolkrecycling.org.uk/fly-tipping	Thursday, 5th March

30	Help prevent flytipping, keep all paperwork for any waste that you have taken away. #SCRAPflytipping (insert link)	Facebook Twitter	https://www.suffolkrecycling.org.uk/fly-tipping	Monday, 9th March
31	Is your business disposing of its waste correctly? If you produce waste you must make sure this waste is collected and disposed of legally #SCRAPflytipping. Find out more (insert link)	Facebook Twitter	https://www.suffolkrecycling.org.uk/fly-tipping	Thursday, 12th March
32	How can you prevent fly-tipping? Step one: SUSPECT! Don't let anyone take your waste until they have proven themselves to be legitimate. Always follow the S.C.R.A.P. code - together, let's #SCRAPflytipping (insert link)	Facebook Twitter	https://www.suffolkrecycling.org.uk/fly-tipping	Monday, 16th March
33	How can you prevent fly-tipping? Step two: CHECK! Verify their waste carrier's registration details using the Environment Agency website (insert link) or by calling 03708 506 506. Note down the registration number of the vehicle used to take your waste away. Always follow the S.C.R.A.P. code - together, let's #SCRAPflytipping (insert link)	Facebook Twitter	https://www.suffolkrecycling.org.uk/fly-tipping	Thursday, 19th March
34	How can you prevent fly-tipping? Step three: REFUSE! If you do not trust that someone who you have spoken to will be disposing of waste legally, report their vehicle registration and name to the Environment Agency. Always follow the S.C.R.A.P. code - together, let's #SCRAPflytipping (insert link)	Facebook Twitter	https://www.suffolkrecycling.org.uk/fly-tipping	Monday, 23rd March
35	How can you prevent fly-tipping? Step four: ASK! A legal waste carrier should happily answer reasonable questions. Always follow the S.C.R.A.P. code - together, let's #SCRAPflytipping (insert link)	Facebook Twitter	https://www.suffolkrecycling.org.uk/fly-tipping	Thursday, 26th March
36	How can you prevent fly-tipping? Step five: PAPERWORK! Make sure you get a proper invoice, waste transfer note or a receipt for your waste removal. Always follow the S.C.R.A.P. code - together, let's #SCRAPflytipping (insert link)	Facebook Twitter	https://www.suffolkrecycling.org.uk/fly-tipping	Monday, 30th March

The Suffolk Fly Tipping Group is working together to combat fly tipping

Suffolk recycles

Environment Agency

NFU

Forestry England

CLA

Broads Authority

Let's S.C.R.A.P. fly tipping

suffolkrecycling.org.uk/fly-tipping

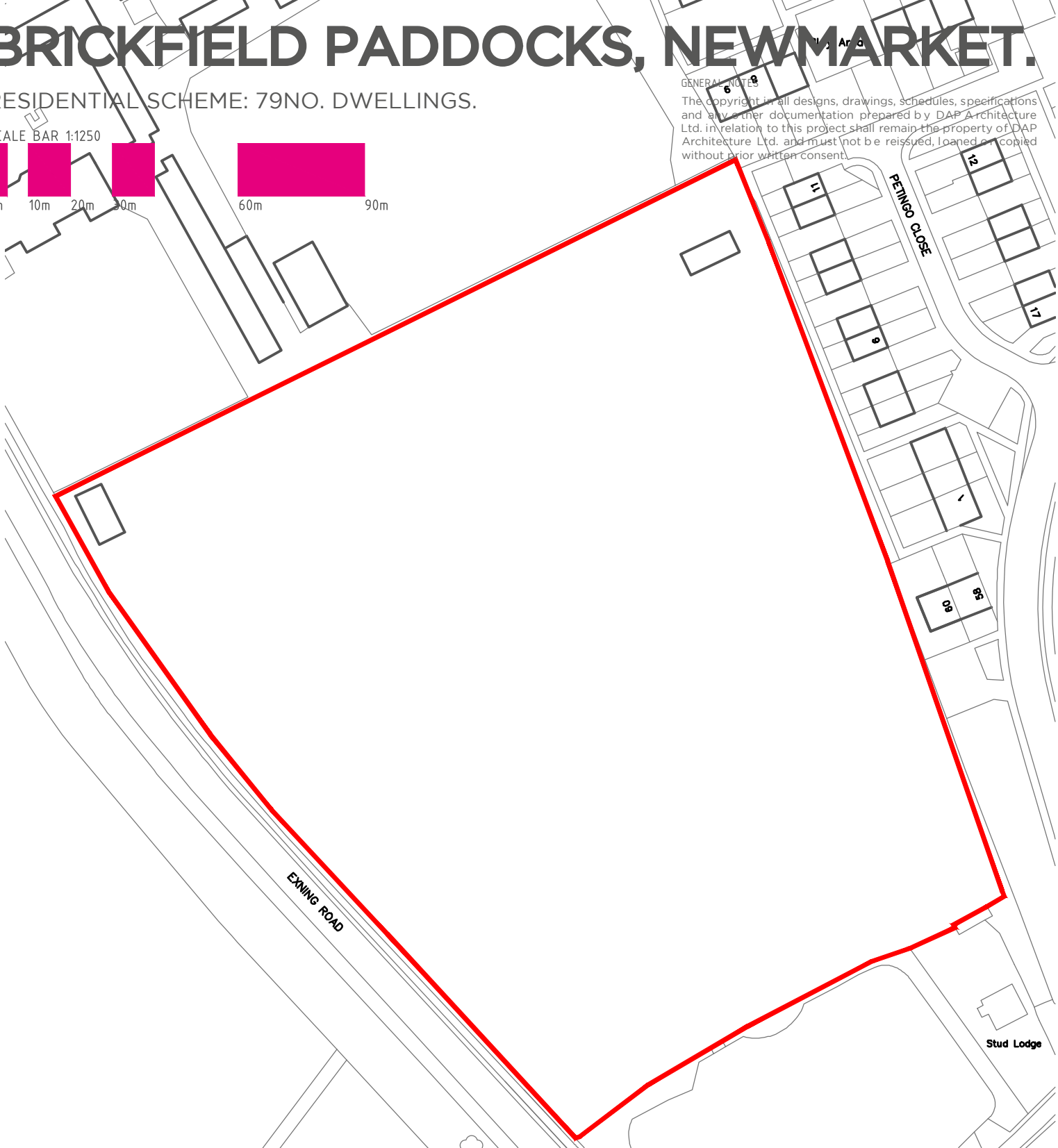
BLANK

BRICKFIELD PADDOCKS, NEWMARKET.

RESIDENTIAL SCHEME: 79NO. DWELLINGS.

SCALE BAR 1:1250

0m 10m 20m 30m 60m 90m



PROJECT
RESIDENTIAL DEVELOPMENT

DRAWING
SITE LOCATION PLAN

CLIENT
CALA HOMES (NHC) LTD

ADDRESS
BRICKFIELD PADDOCKS
EXNING ROAD
NEWMARKET
SUFFOLK

DAP ARCHITECTURE LTD
a. 3 + 5 Hospital Approach
The Millars
Chelmsford
ESSEX, CM1 7FA
e. studio@daparchitecture.co.uk
t. (0844) 854 9007
w. www.daparchitecture.co.uk

DATE	SCALE	DRAWN BY	CHECKED BY	PROJECT No.	DWG No.	REVISION
30.11.18	1:1250 @ A4	LD	JB	869	001	00

ISSUE STATUS
EXISTING

CHELMSFORD LONDON BIRMINGHAM

Street Naming and Numbering Procedure

Date: April 2019
Author: LLPG Custodian
Version: 4

Contents

1. Introduction

1.1 The naming of streets in West Suffolk Council is a statutory function. The authority does not have statutory powers relating to property naming or numbering.

1.2 In order for a name to have practical effect it must be agreed with Royal Mail, who will only accept it once the local authority has verified it. This is to ensure that unauthorised development is not legitimised by the provision of a postal address and to avoid abusive or other unacceptable names being used.

1.3 All elements of an address, with the exception of postcode and post town, are defined by West Suffolk Council. Allocation of postcodes is managed by Royal Mail and must be confirmed by them.

1.4 The council has the power to approve or reject property addresses submitted by developers or owners of properties, or prescribe their own addressing schemes.

1.5 The council recognises that the street naming and numbering role is an important role that must be properly funded to provide the community with a robust and reliable service. The service is an application-based procedure, which requires a fee to be paid. The fee paid will depend on the number of properties involved and the fee schedule is shown in **Appendix A**.

2. Legislation

2.1 The council are using **Sections 17-19 Public Health Act 1925** for the purpose of street naming. For the full wording of the act please see **Appendix C.**

2.2 **Section 93 of the Local Government Act 2003** enables local authorities to charge for the provision of discretionary services but on a cost recovery basis only in relation to each kind of service and taking one financial year with another so as to allow for any adjustment, if in a preceding year, there is a profit or loss. The adoption of **Section 18 of the Public Health Act 1925** enables the councils to charge for the services as it is a discretionary service.

2.3 In addition to complying with appropriate legislation, this policy is compliant, at the time of implementation, with the document **Data Entry Conventions and Best Practice for the National Land and Property Gazetteer** , available from the National Land and Property Gazetteer custodians at www.iahub.net/docs/1184161851899.pdf

3. Local Land and Property Gazetteer (LLPG) and National Land and Property Gazetteer (NLPG)

3.1 All street naming and numbering processes must be linked to, or combined with, the LLPG custodian function within a Creating Authority.

3.2 The council are committed to the creation of their own LLPG which, together with the other 375 local authorities in England and Wales, make up the NLPG.

3.3 The council has a legal duty under the **Data Cooperation Agreement** with GeoPlace to have, maintain, continually improve and actively promote the use of the LLPG.

3.4 All new systems containing and requiring address data procured by the councils must be BS7666 compliant and able to receive LLPG updates successfully.

3.5 In order to gain operational efficiencies and increased confidence in the address data held by the council, use of the LLPG should be encouraged for all council systems that contain address data. The LLPG must be the definitive master list of all land and property addresses within the authorities areas.

4. Reasons for street naming and property numbering

4.1 Having a comprehensive 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;
- post to be delivered efficiently by Royal Mail and the reliable delivery of goods and services; and
- all of the council's departments to work from one official address database.

4.2 Royal Mail will not assign a postcode until the council has notified them of the official address as the Street Naming and Numbering Authority.

5. Applications for street naming and numbering

5.1 No charges will be made for applications that consist only of a street name.

5.2 Applications requiring property numbering will be charged at the fee identified in **Appendix A**.

5.3 The application from the developer/owner should be accompanied by:

- the fee (where applicable);
- the plans (1:1250) identifying the street to be named and the properties to be numbered; and
- the street naming and numbering form.

5.4 For full guidance on applying for street naming and numbering, please see **Appendix B**.

6. Street naming

6.1 Property developers and local residents may suggest names for the new streets. These should be submitted to the LLPG Custodian for consideration against our criteria set out in Sections 6.2-6.13 below.

6.2 The council promotes names with a local or historic significance to the area.

6.3 Names with a common theme are encouraged on large developments, preferably with a local or historic connection.

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

6.5 New street names should not duplicate any names already in use in the same area or within close proximity of another parish/town, unless the street is a continuation of an existing street.

6.6 A variation in the terminal word, example 'Street', 'Road', 'Avenue', will not be accepted as sufficient reason to duplicate a name.

6.7 Street names with phonetically similar names will also be avoided, for example 'Church Field Road' and 'Churchfield Road'.

6.8 Street names which could give offence will be rejected.

6.9 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.

6.10 In order to avoid causing offence by inclusion or exclusion, the usual procedure will be to not name a street after any living person.

6.11 New street names are unacceptable if they are difficult to pronounce or difficult to spell, as these may lead to confusion in an emergency situation or result in demand for a change of address from occupiers.

6.12 All new street names should ideally end with a suffix to distinguish a street from a building name or locality. The following list recommends usual practice. It is not exhaustive and sometimes other descriptive words are more appropriate:

- Street
- Road
- Way
- Avenue
- Drive
- Grove
- Gate
- Lane
- Gardens - subject to there being no confusion with any local open space
- Place
- Crescent (for a crescent shaped road)
- Close (for a cul-de-sac only)

- Square (for a square only)
- Hill (for a hill only)
- Circus (for a large roundabout)
- Vale
- Rise
- Row
- Mews

6.13 All new pedestrian ways should end with one of the following suffixes. It is not exhaustive and sometimes other descriptive words are more appropriate:

- Path
- Walk
- Way

6.14 Consultation takes place with ward members and town or parish council for the area. All the above parties have 21 working days to reply.

6.15 The ward or parish councillors may either accept the suggestion or object to it and offer their own alternatives. Any alternative suggestion will again be checked to ensure that it meets the naming criteria. Once a suitable suggestion from the ward and parish councillors has been selected, agreement will be sought with the developer.

6.16 Where a street is created as all or part of a new development, all costs for the erection of new street name plates will be paid for by the property developer. There is a specification for the plates and their location and the authority should be contacted for advice. Providing street name plates, and replacing damaged ones, becomes the responsibility of the councils only once the developer has left the site and the street has been adopted.

6.17 While funding for the initial provision of street name plates will be largely covered by fees, there is no separate budget for cleaning them. With the increased focus on community action (corporate vison: 'West Suffolk Council will support communities to create the best possible future for people in West Suffolk') we will continue to encourage residents to take pride in their local environment which could include keeping street name plates clean and promptly reporting those which are damaged.

6.18 Contact the Property Services team by phone, **01284 757319**, or email property.services@westsuffolk.gov.uk if any problems arise concerning street name plates.

7. Naming and numbering properties

7.1 Where an existing street does not contain numbered properties, new properties will require a name. For an infill development of two or more properties accessed by a private drive, and if deemed appropriate by the LLPG Custodian, we will agree with the developer a name for the property group.

7.2 Properties, located in areas where no official numbering sequence exists, should be named by the property owners. Suggested names will be checked for possible duplication in the same postcode area with LLPG and Royal Mail. Names will not be accepted if they may be construed as obscene, racist or contravene any aspect of relevant council policies.

7.3 All new property development shall be numbered rather than named. Exceptions will apply in existing streets where no numbering scheme exists, or where the extent of infill numbering has been exhausted.

7.4 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.

7.5 Consecutive numbering may be used in a cul-de-sac or in a situation where there is no scope for the future development on the street.

7.6 Where a property has a number, it should be used and displayed to enable easy identification by emergency services. Similarly, where a name has been chosen to a property with a number, the number should always be included; the name cannot be regarded as an alternative.

7.7 Infill plots will be given the same house number before the infill followed by suffix of A, B, and so on, for example 24A, 24B. To include the new houses in the numbered street sequence would involve unacceptable renumbering of all the higher numbered houses on that side of the street.

7.8 Annexes to buildings, for example ancillary accommodation, will be given the prefix 'Annexe', unless the annexe has a separate entrance. The rest of the address will be the same as the parent property, for example Annexe, 34 Tassel Road. If the annexe has a separate entrance the address will take on a suffix added to the existing number, for example 34A.

7.9 A piece of land, for example a farmer's field, cannot be given an official address.

7.10 To minimise confusion, the address of each commercial property will be a sustainable address that can be reused regardless of the business or organisation that occupies the property. Appropriate unit numbers will be allocated which will remain constant even in the event that the business who occupies the premises should change.

8. Renumbering/naming existing properties or renaming a street

8.1 This is a very time-consuming process and renumbering/naming existing properties may cause costs and/or disruption to individual occupiers. For a new development within an existing street the use of A, B and so on is always preferable to wholesale renumbering of a street.

8.2 Changing a street name or a sequence of property numbering shall be avoided, unless there is specific and sufficient reason to do so. The council will pursue alternative solutions and only change the name or numbering as a last resort. In the event that the street name or numbering needs to be changed the following steps shall be taken.

- Consultation takes place with all affected council taxpayers and business ratepayers and the appropriate ward and parish councillors. Two-thirds of the property owners must be in favour of the proposed change to proceed.

- A report, with the evidence of approval following consultation, shall be made to the Head Of Service responsible for street naming and numbering, seeking their endorsement to instigate the change.

9. Notifications

9.1 There are no statutory requirements for local authorities to provide details of changes to existing or new developments to any external organisations. However best practice recognises that the provision and sharing of this information facilitates better service delivery to the citizen and business communities.

9.2 The council will therefore notify:

- external companies: Royal Mail and emergency services, Land Registry, Ordnance Survey, Valuation Office Agency; and
- internal departments: building control, council tax, non-domestic rates, electoral registration, environmental health, land charges, planning services, waste and street scene services.

10. Glossary

- LLPG – Local Land and Property Gazetteer
- NLPG – National Land and Property Gazetteer
- GeoPlace – joint venture partnership between Ordnance Survey and Local Government Group

11. References

The following documents were referred to by the council in developing this policy:

- British Standard BS7666-2:2006. 'Spatial datasets for geographical referencing – Part 2: Specification for a land and property gazetteer'

- Data Entry Conventions and Best Practice for the NLPG

- Public Health Act 1925 – Sections 17-19

- Adur&Worthing Councils Street Naming and Numbering Policy

Appendix A – Charging schedule for street naming and numbering

West Suffolk Council will make a charge for street naming and numbering as detailed in the schedule below.

Service	**Charge**
Property name or number change including notification	£30
Naming/numbering of new properties (including notifications) • 1 property • 2-5 properties • 6-10 properties • 11-25 properties • 26-50 properties • 51-100 properties • 101+ properties	 £50 £75 £100 £150 £200 £300 £400
Renumbering of scheme following development replan (after notification of numbering scheme issued)	£100 + £10 per property
Confirmation of address to solicitors/occupiers or owners	£25

No action will be taken until full payment is received.

Appendix B – Applying for street naming and numbering

1. **Who should apply?**
   - Individuals or developers building new houses, commercial or industrial premises.
   - Individuals or developers undertaking conversions of existing residential, commercial or industrial premises which will result in the creation of new properties or premises.
   - Property and business owners wishing to amend their existing house name or add a house name to an existing numbered property.

2. **When should I apply?**

Applications for new streets and addresses should be submitted when building works commence. This is important because:

- street naming and numbering can be a lengthy process; and
- most utility companies are reluctant to install services where an official postal address has not been allocated.

3. **How do I apply?**
   - online form through our West Suffolk website:

http://www.westsuffolk.gov.uk/planning/streetnamingandnumberingproperties.cfm

- email: 3545LLPG@westsuffolk.gov.uk
- post:

✓ LLPG Custodian, IT Department, West Suffolk House, Western Way, Bury St Edmunds, Suffolk, IP33 3YU

4. **What do I need to submit?**
   - A plan showing the street layout with existing street name or suggested street names. The plan should be at a scale of 1:2500, 1:1250 or 1:500.
   - A detailed plan of the development clearly marked with the plot numbers of the proposed scheme.
   - An internal layout, if appropriate, for developments that are sub-divided at unit or floor level. The main entrance to the flats must be clearly marked in relation to the adjacent street.

Appendix C – Public Health Act 1925 (Sections 17 - 19)

Section 17 - Notice to urban authority before street is named

(1) Before any street is given a name, notice of the proposed name shall be sent to the urban authority by the person proposing to name the street.

(2) The urban authority, within one month after the receipt of such notice, may by notice in writing served on the person by whom notice of the proposed name of the street was sent, object to the proposed name.

(3) It shall not be lawful to set up in any street an inscription of the name thereof —

(a) until the expiration of one month after notice of the proposed name has been sent to the urban authority under this section; and

(b) where the urban authority have objected to the proposed name, unless and until such objection has been withdrawn by the urban authority or overruled on appeal;

and any person acting in contravention of this provision shall be liable to a penalty not exceeding level 1 on the standard scale and to a daily penalty not exceeding £1.

(4) Where the urban authority serve 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

(1) The urban 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.

(2) Not less than one month before making an order under this section, the urban 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.

(3) Every such notice shall contain a statement that the intended order may be made by the urban 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.

(4) 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.

Section 19 - Indication of name of street.

(1) The urban authority shall cause the name of every street to be painted, or otherwise marked, in a conspicuous position on any house, building or erection in or near the street, and shall from time to time alter or renew such inscription of the name of any street, if and when the name of the street is altered or the inscription becomes illegible.

(2) If any person pulls down any inscription of the name of a street which has lawfully been set up, or sets up in any street any name different from the name lawfully given to the street, or places or affixes any notice or advertisement within twelve inches of any name of a street marked on a house, building, or erection in pursuance of this section, shall be liable to a penalty not exceeding level 1 on the standard scale and to a daily penalty not exceeding £1.

Source: Office of Public Sector Information. *Public Health Act 1925.* [Online] Available at: http://www.opsi.gov.uk/RevisedStatutes/Acts/ukpga/1925/cukpga_19250071_en_3#pt2-pb2-l1g14

For further information and advice on any aspect of street naming and numbering, please contact **LLPG Custodian** on **01638 719251** or email **3545llpg@westsuffolk.gov.uk**