

26<sup>th</sup> September 2013

Dear Councillor,

**Community, Environment and Services Committee – Thursday 3<sup>rd</sup> October 2013**

You are requested to attend a meeting of the Community, Environment & Services Committee, to be held in the Town Hall, High Street, Congleton **on Thursday 3<sup>rd</sup> October 2013 at 7.00pm.**

**The Public and Press are welcome to attend the meeting.** There may be confidential items towards the end of the meeting which the law requires the Council to make a resolution to exclude the public and press.

Yours sincerely,



TOWN CLERK

**AGENDA**

1. Apologies for absence. (Members are reminded of the necessity to give apologies in advance of the meeting and to give reasons for absence).
2. Minutes of Last Meeting (enclosed)

To confirm the minutes of the meeting held on the 29<sup>th</sup> August 2013 as a correct.

3. Declarations of Interest

Members are requested to declare both “pecuniary” and “non pecuniary” interests as early in the meeting as they become known.

4. Outstanding Actions

**CES/34/1213**

The Committee support the “Responsible Dog Scheme” pilot being introduced at Bromley Farm and will evaluate its success in 6 months with a view to rolling out the scheme throughout the town.

**CES/05/1314**

That the proposed arrangement on CCTV provision to be reviewed at the next meeting.

5. Floral Arrangement Working Group (enclosed)

To receive the minutes of the Floral Arrangement Working Group meetings dated 9<sup>th</sup> July and 2<sup>nd</sup> September 2013.

6. Boat on the River Dane

To receive an update on progress being made to resolve the issue of the boat on the River Dane.

7. Railway Bridge at Peel Lane (enclosed)

To receive and consider a response from Network Rail and the Police concerning incursion prevention measures at the bridge at Peel Lane.

8. Remembrance Sunday (enclosed)

To consider a response from the Cheshire Lord Lieutenancy to involve them in this year's Remembrance Sunday Service.

9. Campaign Against Loneliness and Isolation (enclosed)

To review and consider correspondence from Cheshire East concerning the Campaign against Loneliness.

10. Congleton Post Office (enclosed)

To consider correspondence from Congleton Post Office relating to forthcoming changes to the premises.

11. Parking Outside Schools (enclosed)

To receive and consider correspondence from a number of sources concerning the enforcement of illegal parking outside schools.

12. Community Speed Systems (enclosed)

To consider an email from Cllr Baxendale on Community Speed Systems.

13. Naming of 3 Streets in Congleton (enclosed)

To consider a request from the Address Development Manager of Cheshire East to put forward suggestions for naming 3 streets in Congleton.

14. Bridestones 2

To consider taking over the lease for the Public Square in the new development

15. Cheshire Police

To receive and consider a verbal report from a representative of Cheshire Police on Policing matters affecting Congleton.

16. Resolution to exclude the Public and Press

To consider passing a resolution in accordance with the Public Bodies (Admission to Meetings) Act 1960, that public and press be excluded from the meeting for the matters set out below on the grounds that it could involve the likely disclosure of private and confidential information or staff matters.

To	Members of the Community and Environment Committee
	Appointed Member, Hon Burgess Mrs M M Williamson
ccs.	Other members of the Council and Honorary Burgesses (4) for Information; Press (3)

## CONGLETON TOWN COUNCIL

### MINUTES OF THE MEETING OF THE COMMUNITY, ENVIRONMENT AND SERVICES COMMITTEE HELD ON THURSDAY 29<sup>TH</sup> AUGUST 2013

PRESENT:                      Councillors      G S Williams (Chairman in the Chair)  
   Mrs D S Allen  
   P Bates (Vice Chairman)  
   G Baxendale  
   J S Crowther  
   G R Edwards (Town Mayor)  
   G P Hayes  
   Mrs S A Holland  
   Mrs A M Martin  
   D Murphy  
   D A Parker  
   Mrs J D Parry  
   N T Price  
   Mr E Clarke (Appointed Members)

#### 1. APOLOGIES.

Apologies for absence were received from Cllrs Ms. L Bours. Apologies were also received from Mrs E Wardlaw and Mrs R K Williams who are not members of this particular Committee.

#### 2. MINUTES OF LAST MEETING

**CES/12/1314 RESOLVED** that the minutes of the meeting held on the 6<sup>th</sup> June 2013 to be confirmed as a correct record and signed by the Chairman.

#### 3. DECLARATIONS OF INTEREST

Members are requested to declare both "pecuniary" and "non-pecuniary" interests as early in the meeting as they become known.

Cllr P Bates declared a non-pecuniary interest in items 10 and 11.

#### 4. OUTSTANDING ACTIONS

##### **CAE/02/1213**

The Town Council to pursue all options available in order to resolve the problem of the Boat, including S215 enforcement via CEBC, in addition, the Town Clerk to contact McCarthy and Stone to elicit their assistance in the matter.

##### **CES/34/1213**

The Committee support the "Responsible Dog Scheme" pilot being introduced at Bromley Farm and will evaluate its success in 6 months with a view to rolling out the scheme throughout the town

##### **CES/05/1314**

That the proposed arrangement on CCTV provision be reviewed at the next meeting.



**5. FLORAL ARRANGEMENT WORKING GROUP**

**CES/13/1314 RESOLVED** that the minutes of the Floral Arrangement Working Group meetings dated 18<sup>th</sup> June 2013 be received.

**6. BOAT ON THE RIVER DANE**

Correspondence from Deborah Ackerley, Cheshire East Council Enforcement Officer, confirmed that an S215 (Untidy Site Notice) had been issued to the owner of the Boat which comes into effect on 9<sup>th</sup> September 2013. It was also noted that Mr Morris the Boat owner had made an FOI request to the Town Council asking for all data held by the Council relating to discussion of the Boat on the River Dane

**CES/13/1314 RESOLVED that:**

1. The correspondence be received.
2. The Committee support and endorse the action being taken by Cheshire East Council.

**7. PROPAGATION UNIT**

A Licence Agreement produced by Cheshire East Council for the Town Council to use the Propagation Unit was discussed.

**CES/14/1314 RESOLVED that** the Licence Agreement be approved and adopted.

**8. EATON BANK ACADEMY**

It was noted that Year 7 students at Eaton Bank Academy were unable to accommodate a visit to the Town Council.

**9. EASEMENTS OVER COMMON LAND AND VILLAGE GREENS**

Correspondence from Cllr David Topping confirming that there was no plan to change the current designation of Hankinson's Field was considered.

**CES/15/1314 RESOLVED that** the Town Clerk request a copy of the covenant covering Hankinson's Field.

**10. FREE PARKING AFTER 3PM**

It was noted that free car parking on one site in Congleton after 3pm is now operational.

**11. PARKING OUTSIDE SCHOOLS**

The Committee considered a number of emails concerning the issue of car parking outside schools in Congleton.

**CES/16/1314 RESOLVED that** Cheshire East Council be requested to examine car parking problems outside all schools in Congleton and to ensure TRO notices are in place and zig zag and yellow lines are clearly marked.

## **12. MOUNTVIEW CONSULTATION**

The report on Mountview was discussed by members who noted that the report was positive in terms of the quality of service being provided at Mountview, and considered the report a very worthwhile exercise.

It was also noted that Cheshire East Cabinet had agreed to retain the services of Mountview.

## **13. CHANGES TO PERMIT HOLDERS IN PARK ROAD AND PARK VIEW**

Correspondence from Mr T Brough concerning the changes to permit holders in Park Road and Park View was considered.

**CES/17/1314 RESOLVED** that the correspondence be received.

## **14. PADDLING POOL**

A letter from J Bailey and Friends expressing some concern at safety around the Paddling Pool and surrounding area was considered.

**CES/18/1314 RESOLVED** that the Town Clerk check with Cheshire East Council and the Police relating to the operation of the ice cream van to ascertain that a suitable trading license exists and to ensure the van is not sited in an area where it could cause an obstruction.

## **15. RURAL FAIR SHARE PETITION**

The Rural Service Network provided a petition requesting Councillors and others to petition the Government to give rural committees a fairer share of the Local Governance Finance Settlement.

**CES/19/1314 RESOLVED** that a petition for signing be made available in the office and TIC

## **16. VOLUNTEERS POLICY**

An amended Volunteers Policy was considered.

**CES/20/1314 RESOLVED** that the policy be approved with the following amendments:

1. Add "reasonable" into expenses.
2. Change CRB to DBS.

## **17. FOOTPATH**

Correspondence from Jeremy Condliffe relating to the notion of producing 2 maps for walks around Congleton was discussed.

**CES/21/1314 RESOLVED** that:-

1. The Council fully support the idea of producing 2 maps for Congleton.
2. Suggested it may be beneficial to link up with Congleton Partnership who are doing something similar albeit with "Apps".

#### **18. NUISANCE AT PRINCESS STREET CAR PARK**

Correspondence from both Cheshire East Council and the Police concerning problems on the princess Street car park was considered.

It was noted however, due to the prompt action of the Police, the problem had gone away.

**CES/22/1314 RESOLVED** that the correspondence be received and the prompt action of the Police commended.

#### **19. REMEMBRANCE SUNDAY**

A letter from the Cheshire Lieutenancy requesting the involvement of the Cheshire Lieutenancy in this year's Remembrance Day Service on 10<sup>th</sup> November 2013 was discussed.

**CES/23/1314 RESOLVED** that a representative of the Cheshire Lieutenancy be invited to the Remembrance Day Service.

#### **20. CONGLETON MARKET**

The members considered explanations of the two charters covering the Market in Congleton.

**CES/24/1314 RESOLVED** that the Town Clerk request Cheshire East Council to transfer the current jurisdiction of the Market to the Town Council.

#### **21. CHANGES TO BUS SERVICES IN CONGLETON**

Changes to Bus Service provision in Congleton were noted.

#### **22. COMMUNITY ASSETS FUND**

Correspondence from Fiona Bruce MP pointing out the benefits in the Community Assets Fund which provides a blend of grants and loans was considered.

**CES/25/1314 RESOLVED** that the correspondence be received and noted.

#### **23. HEAVY GOOD VEHICLES ON HOWEY LANE**

A letter from Mrs J Shatwell concerning heavy goods vehicles using Howey Lane was discussed.

**CES/26/1314 RESOLVED** that the letter be received.

#### **24. EASTERN CHESHIRE CLINICAL COMMISSIONING GROUP (ECCCG)**

A letter from Readesmoor Medical Group Practice concerning the financing of the Eastern Cheshire Clinical Commissioning Group was discussed.

**CES/27/1314 RESOLVED** that a small group be set up with the three Medical Practices, representatives of the Town Council and MP to examine the funding for ECCCG.

25. CHESHIRE POLICE

There was no representative of Cheshire Police present.

G Williams  
Chairman (In the Chair)



## MINUTES OF THE FLORAL ARRANGEMENT WORKING GROUP

Tuesday 9<sup>th</sup> July 2013

1. Apologies for absence (Members are respectfully reminded of the necessity to submit any apology for absence in advance and to give a reason for non attendance)

There were no apologies for absence

2. Minutes of the Last Meeting

**FA/05/1314 Recommended** that the minutes of the meeting held on the 18<sup>th</sup> June, 2013, be confirmed as a correct record and signed by the Chairman

3. Declarations of Interest

Members are requested to declare both "personal" and "personal and prejudicial" interests as early in the meeting as they become known.

There were no declarations of interest

4. **FA/06/1314 Recommended**

### Next Steps

- a. Make sure that all the relevant sections of Cheshire East are aware of judging day on the 22 July and schedule grass cuts/ hedge cuts/ roundabout work to ensure areas on the route look their best for the 22 July. CEBC to be contacted to mechanically sweep the route prior to judging (CJ/ DB)
- b. Anti-litter stickers to be put out on all bins – this has started. Handymen to complete (CJ)  
  
However, install some stickers on all bins on the route and outside schools (CJ)
- c. Portfolio needs to be prepared – JMacA to mock out a draft and ask for help where needed to make sure we can evidence all the areas in the judging criteria – include litter campaigns, Reedsmoor, tree planting, spring planting, winter tubs, Bath Vale sensory garden, community garden, wildflower meadow, all the improvement areas including the Dutch wall (JM)  
  
Input on the portfolio is required particularly on the calendar (All)
- d. Make contact with everyone and brief all the groups being visited by the judges



Daven School (JM)  
Childrens Centre (GW)  
Astbury Mere (JM)  
New Life Church (JM)  
Community Garden (JM)  
Capitol Walk (PP)  
Hilary Avenue Allotments (JM)  
Siemens (JM)

Ensure all organisations have received formal notification of the judges visit (JM)

- e. Anti-litter and dog mess campaign trial starting at Bromley Farm. (GW)
- f. Four litter picks have been organised by GW from 10am – 11am on the four Saturdays leading up to the judging day. Posters, press release and fliers to be sorted by JM. GW to put through doors.
- g. Schools being encouraged to sign up to Tidy Britain Litter campaign (PP)
- h. Install toughs at Town Centre signs on Sandbach and Holmes Chapel Road (GW)
- i. Contact McDonalds, Shell, Tesco about litter picks (GW)
- j. Resolve fruit trees into land at rear of Fairground car park. Will be planted next week(PP)
- k. Check what's happened to Christian – volunteer helper (JM)
- l. Interpretation board for Community Orchard, completed, but, area requires strimming and tidying up (PP)
- m. Interpretation board of Community Garden (use noticeboard) (JM)
- n. Interpretation board for Park – temporary (GW /Julie Byrne)
- o. Interpretation sign for Capitol Walk (JM/PP)
- p. Planting around trees in big tubs on Mountbatten Way Park Road end, completed, but need watering (CJ)
- q. Look to see how we can improve Welcome sign areas – use spare
- r. Sort out a timeline to cover 3 hours 9am – 12 noon. Allow plenty of time to meet volunteers (BH/JM)
- s. Request to improve footpath cutting past Cheshire Tavern from West Road (CJ)
- t. Request to improve planters at the back of the car park near St Mary's (GW to look at potential Princes Trust)
- u. Request to look at the area by the cricket club/wall on West Road (CJ/GW)
- v. Produce portfolio and presentation

5. Buglawton and Bromley Farm

- a. Consider installing some planters/troughs at Edinburgh Road and near the entrance to the woods

Significant amount of work has been carried out at Bromley Farm with lots of hanging baskets installed. Some additional troughs to be installed at Bromley Farm (GW/CJ)

- b. Buglawton need to produce a portfolio (EC)

6. Volunteers

- a. Ensure there are noticeboards erected in key areas explaining planting, who has provided it etc.
- b. Determine how to attract volunteers (All)

7. Judging Route

The attendees throughout the tour will be:-

Cllr David Brown  
Cllr Glen Williams  
Brian Hogan  
Patti Pinto  
Jackie MacArthur

All to attend Astbury Mere to meet the judges and attend lunch at the Churchouse

Mayor or Deputy Mayor to meet judges at Astbury Mere, Community Garden and attend lunch



D Brown  
Chairman

2nd September 2013

## MINUTES OF THE FLORAL ARRANGEMENT WORKING GROUP

Monday 2<sup>nd</sup> September 2013

### Present

D Brown (Chairman)  
B Edwards  
N Price  
G Williams  
P Pinto  
B Hogan  
J MacArthur  
C Jones

1. Apologies for absence (Members are respectfully reminded of the necessity to submit any apology for absence in advance and to give a reason for non attendance)

Apologies were received from E Clarke

2. Minutes of the Last Meeting

Minutes of the meeting held on the 9<sup>th</sup> July 2013 were approved and signed by the Chairman as a correct record.

3. Declarations of Interest

Members are requested to declare both "pecuniary" and "non pecuniary" interests as early in the meeting as they become known.

There were no declarations of interest

4. Lessons to learn from 2013

Lessons learnt from the 2013 floral displays and judging route:-

### Went well

Storyboard  
New planters in pedestrian area  
Involvement of community  
Notice boards  
Hanging baskets  
Improving some grot areas

### Could be improved or introduced



Checking all parts of the judges route, including schools or other establishments visited  
Plants on Mountbatten Way, DB and PP to assist in selection in 2014  
Install toughs/baskets at Town boundary signs  
Introduce noticeboard by the Library to explain the planting in the area  
Consider planting wild flowers on grass verges  
Arrange to remove Japanese Knotwood and Himalayan Balsam on River Dane Walkway

#### Other Actions

Visit displays at Biddulph – PP  
Visit displays at Alsager – BH  
Visit displays at Wilmslow – JMc  
Identify other grot areas to improve – GW  
Plant winter tubs  
Plant bulbs in planters on Mountbatten Way and Capitol Walk  
20<sup>th</sup> October is 'Apple Day'  
Have a look at lake at Giantswood Lane  
Gardens at Readesmoor to be improved  
Schools involved in 'Back to Back Gardens in the Park' project

#### 5. Awards Ceremony

Town Mayor to be invited to the Awards Ceremony, Town Clerk to organise attendees

#### 6. Date of Next meeting

2pm Thursday 21<sup>st</sup> October 2013

D Brown  
Chairman

Brian Hogan

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**From:** Talbot James <[redacted]@networkrail.co.uk> behalf of Asset Protection LNW (North)  
**Sent:** 16 September 2013 12:59  
**To:** Brian Hogan  
**Cc:** Duthie James  
**Subject:** RE: Railway Bridge at Peel Lane, Congleton

Mr Hogan

Vehicle incursion prevention measures are the responsibility of the local highway authority. It is up to them to carry out a risk assessment and this in turn dictates what measures are taken to prevent incursion on to the railway.

Network Rail is happy to work with the highway authority to progress any measures which are seen to help remove these problems.

I trust that Cheshire East will carry out the necessary assessment and then we can progress any improvements.

Regards

James Talbot

**Asset Protection Engineer**  
**Asset Protection LNW North**  
**Network Rail**

Desk 93 Floor 3

Square One

4 Travis Street

Manchester

M1 2NY

Tel No.

Mob No.

E-mail.

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**From:** Brian Hogan [mailto:[bh@congletontowncouncil.co.uk](mailto:bh@congletontowncouncil.co.uk)]

**Sent:** 16 September 2013 12:17

**To:** Asset Protection LNW (North)

**Subject:** Railway Bridge at Peel Lane, Congleton

**Importance:** High

Congleton Town Council at its Planning Committee meeting held on the 5<sup>th</sup> September 2013 considered the problems of safety at the bridge on Peel Lane Mosley, Congleton after the Latest crash at the site which left a newly repaired wall on the bridge partially demolished

Very recently the bridge was closed for 18 days to carryout repair work to the structure from a previous vehicle crash some months ago. This bridge has a history of accidents and is an accident black spot

We would urge you to work in conjunction with Cheshire East Borough Council to install protective measures to prevent further accidents occurring in the future, in particular, to avoid the possibility of a serious accident occurring which results in a vehicle becoming lodged on the track or some of the stone blocks being knocked down onto the railway line below

## Brian Hogan

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**From:** Russell Thomas <[REDACTED]> k>  
**Sent:** 16 September 2013 12:35  
**To:** Brian Hogan  
**Subject:** RE: Railway Bridge at Peel Lane, Congleton ~[NOT PROTECTIVELY MARKED]~

Hi Brian

I fully concur that additional signage would help, perhaps with warnings from all directions prior to the junction. Unfortunately, drivers rely on SAT NAV and follow it slavishly - an appropriate sign would help, although you cannot always legislate for certain drivers!

If I can assist in any other way, please let me know

Regards

Russell Thomas (SGT 2440)

Congleton Police Station  
Market Square  
Congleton  
CW12 1EU

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**From:** Brian Hogan [<mailto:bh@congletontowncouncil.co.uk>]  
**Sent:** 16 September 2013 12:24  
**To:** Russell Thomas  
**Cc:** Linda Minshull  
**Subject:** FW: Railway Bridge at Peel Lane, Congleton  
**Importance:** High

Russ,

Congleton Town Council at its Planning Committee meeting held on the 5<sup>th</sup> September 2013 considered the problems of safety at the bridge on Peel Lane Mosley, Congleton after the Latest crash at the site which left a newly repaired wall on the bridge partially demolished

Very recently the bridge was closed for 18 days to carryout repair work to the structure from a previous vehicle crash some months ago. This bridge has a history of accidents and is an accident black spot

We have contacted Network Rail to urge them to work in conjunction with Cheshire East Borough Council to install protective measures to prevent further accidents occurring in the future, in particular, to avoid the possibility of a serious accident occurring which results in a vehicle becoming lodged on the track or some of the stone blocks being knocked down onto the railway line below

It would be very helpful to have a view and support from the police on this matter to enable us to put further pressure on Network Rail and Cheshire East to take decisive action to prevent future accidents

Kind regards

Brian Hogan  
Congleton Town Council

This communication is intended for the addressee(s) only.

## Brian Hogan

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**From:** Robin Roberts  
**Sent:** 20 September 2013 09:56  
**To:** Brian Hogan  
**Cc:** Margaret Williamson  
**Subject:** Remembrance Sunday: 10 November

Dear Brian,

Further to my letter of 6 August, I am pleased to tell you that the Lord-Lieutenant will be represented at the Remembrance Sunday Service in Congleton on 10 November by Mrs Margaret Williamson MBE DL.

Would you be so good as to liaise direct with Mrs Williamson on the arrangements? I am sure that you have her contact details!

Kind regards,

Robin

Robin Roberts MVO  
Cheshire Lieutenancy

[www.cheshirelieutenancy.org.uk](http://www.cheshirelieutenancy.org.uk)



**Sent via email**

Cheshire East Members' of Parliament  
Cheshire East Elected Members'  
Town and Parish Council's

**Cabinet Office**

Westfields  
Middlewich Road  
SANDBACH  
Cheshire  
CW11 1HZ  
Tel: 01270 686014

[janet.clowes@cheshireeast.gov.uk](mailto:janet.clowes@cheshireeast.gov.uk)

Date: 13 September 2013

OUR REF: JC/nb

YOUR REF:

Dear all

I wanted to inform you as soon as possible that we will be holding two events for Community Leaders [**Link -Act -Connect**] in November to address Loneliness and Social Isolation.

This has been prompted by the "*Campaign Against Loneliness*" which cites that loneliness and social isolation have the potential to be '*as big a killer as heart disease and diabetes*', We are aware that isolation (especially for our older residents), presents a major challenge across the whole of Cheshire East but especially so in our more rural areas.

The Cheshire East "Ageing Well" Programme Board have therefore collectively agreed to plan and hold two events to explore how best to tackle these important determinants of health and well-being. The first will be held for those in the south of the Borough on **Friday 8 November 2013 (10am – 1.00pm) Richmond Village, Nantwich**. The second will be held for those in the north of the Borough on **Friday 15 November 2013 (10am – 1.00pm) Tytherington Family Worship**. Registration for both events will be from 9.30am. We would greatly appreciate your attendance at either of these events (whichever is most convenient).

The Aim of these Events is '*To work with Community Leaders to promote the collaborative work across Cheshire East that enhances social inclusion and winter planning awareness within our communities*'.

**Objectives –**

- To explore Town & Parish Council Initiatives and share good practice
- To share information and logistical support in relation to Winter Planning preparations.
- To share the Connect4 approach.
- To promote, through Market Place information points, those areas of connected work that can contribute to enhanced social inclusion.

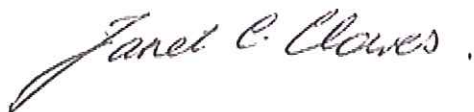
- To develop a 'Community Leaders Pledge' to share information and good practice (between themselves and other partners) that helps address loneliness and social isolation.

Please register your attendance for one of these events with Alison Ratcliffe – [alison.ratcliffe@cheshireeast.gov.uk](mailto:alison.ratcliffe@cheshireeast.gov.uk)

We will send out a Flyer for the events at the end of the month which will be a further prompt for you to register your attendance.

I do hope you will be able to join us.

With best wishes



**Cllr Janet Clowes: Wybunbury Ward**  
**Portfolio Holder: Health & Adult Social Care**  
**Cheshire East Council**



Mr Brian Hogan - Town Clerk  
Congleton Town Council  
Town Hall, High Street  
CONGLETON  
CW12 1BN



12 September 2013

Dear Mr Hogan

Congleton Post Office®  
Unit 1, 34 Mill Street, Congleton, CW12 1AD

### Modernising your Post Office

I'm delighted to tell you that we've decided, with the subpostmaster's agreement, to change the above Post Office branch to one of our new main style branches. Whilst the branch is not changing location the subpostmaster will be splitting the existing premises into two separate units and therefore the Post Office will have a new address - Unit 2, 34 Mill Street, Congleton, CW12 1AD

The change to this branch is part of a three-year investment and support programme, the largest in the history of the Post Office, which will see around 6,000 branches (about half the Post Office network) converting to new style branches. Our aim is to create a more modern and convenient retail experience for customers that will include longer opening hours.

### What will this mean for customers?

- a newly refurbished branch providing a modern open plan environment for customers
- the same products and services
- longer opening hours
- selected Post Office services will also be available at the retail counter during shop opening hours

Your new-look Post Office is scheduled to open at the current location on Monday 21 October 2013 at 13:00 - it will need to close for refurbishment on Monday 14 October 2013 at 17:30. I've included details of other Post Office branches in the area that customers can use during the refurbishment and some useful information about the change.

Posters will now be displayed in branch so customers are aware of the change and leaflets will also be available containing more information.

### Getting in touch

I'm happy to answer any questions you may have about the new service. Please email or write to me via our Communication & Consultation team, whose contact details are provided overleaf.

[www.postoffice.co.uk](http://www.postoffice.co.uk)

Post Office Limited is registered in England and Wales. Registered No. 2154540. Registered Office 148 Old Street, London EC1V 9HQ.  
Post Office and the Post Office logo are registered trade marks of Post Office Limited.



We look forward to welcoming customers to their new main Post Office branch.

Yours sincerely



Adrian Wales  
Regional Network Manager

How to contact us:

✉ comments@postoffice.co.uk

✉ FREEPOST Your Comments

☎ Customer Helpline: 08457 22 33 44  
Textphone: 08457 22 33 55

💻 www.postoffice.co.uk

Post Office Ltd can provide information and receive comments (where appropriate) in alternative formats, for example, to assist the visually impaired. To obtain further specific information, please contact the Customer Helpline on 08457 22 33 44

This communication is being carried out in line with our Code of Practice for changes to the Post Office network, which we have agreed with Consumer Futures. If you'd like a copy of the Code, it's available in branch, by contacting us or on our website at: [www.postoffice.co.uk/transforming-post-office](http://www.postoffice.co.uk/transforming-post-office).

Congleton Post Office information sheet				
Post Office opening hours	Current		New	
	Mon	09:00 – 17:30	Mon	08:30 – 18:00
	Tue	09:00 – 17:30	Tue	08:30 – 18:00
	Wed	09:00 – 17:30	Wed	08:30 – 18:00
	Thu	09:00 – 17:30	Thu	08:30 – 18:00
	Fri	09:00 – 17:30	Fri	08:30 – 18:00
	Sat	09:00 – 16:00	Sat	09:00 – 17:30
	Sun	Closed	Sun	Closed
New Opening times of Post Office service at retail counter	Mon – Sat		08:30 – 22:00	
	Sun		10:00 – 22:00	
Products & Services	The same wide range of products and services will still be available.			
Accessibility works	The new counter will have a low level pin pad. Internally, there will be a hearing loop.			
Serving positions	There will be five serving positions. These will be a mixture of two screened, two open plan and a Post Office serving point for use at the retail counter, which is available during shop opening hours.			
Current Post Office branch closes for refurbishment		New style Post Office branch opens		
Monday 14 October 2013 at 17:30		Monday 21 October 2013 at 13:00		
Other Post Offices branches in the area				
West Heath Post Office Unit 10, West Heath Shopping Centre Holmes Chapel Road Congleton CW12 4NB		High Town Post Office 26 Biddulph Road Congleton CW12 3LG		



## Brian Hogan

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**From:** TOPPING, David (Councillor) <David.Topping@cheshireeast.gov.uk>  
**Sent:** 23 September 2013 08:55  
**To:** Russell Thomas; Brian Hogan  
**Cc:** HOWARD, James  
**Subject:** RE: Parking outside schools ~[NOT PROTECTIVELY MARKED]~

I'll get onto this and see what can be done.

**David Topping (Cllr.)**  
**Cabinet Member for Environment**  
**Cheshire East Council**  
**Tel: 01260 272987**  
**Mob: 07772 866 896**  
**e-mail: [david.topping@cheshireeast.gov.uk](mailto:david.topping@cheshireeast.gov.uk)**

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**From:** Russell Thomas  
**Sent:** 21 September 2013 10:36  
**To:** 'Brian Hogan'; TOPPING, David (Councillor)  
**Cc:** HOWARD, James  
**Subject:** RE: Parking outside schools ~[NOT PROTECTIVELY MARKED]~

Brian  
There is an article in the Chronicle this week about this very subject.  
I think I made my views known clearly!  
I hope now Cheshire East will push the orders through quickly.

Regards

Russell Thomas (SGT 2440)

Congleton Police Station  
Market Square  
Congleton  
CW12 1EU  
Phone: 101 Ext 3540

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**From:** Brian Hogan [<mailto:bh@congletontowncouncil.co.uk>]  
**Sent:** 30 August 2013 13:17  
**To:** TOPPING, David (Councillor) (David.Topping@cheshireeast.gov.uk)  
**Cc:** Russell Thomas; 'HOWARD, James'  
**Subject:** RE: Parking outside schools ~[NOT PROTECTIVELY MARKED]~

David,

At last night's Community, Environment and Services meeting, the problem of parking outside schools was considered and the members requested that I ask CEBC to undertake the following:-

1. Determine which schools have parking problems in Congleton
2. Ensure all double yellow and zig zag lines are clearly marked
3. Introduce TRO signs at each school where zig zag lines are designated

If the appropriate controls are clearly in place then possibly this will become self-policing and not require unnecessary resources being diverted from the police to sort out this problem

Can you advise me if it is possible to carry out this work

Kind regards

Brian Hogan

---

**From:** Russell Thomas [mailto:Russell.Thomas@cheshirefire.gov.uk]  
**Sent:** 11 June 2013 11:25  
**To:** 'HOWARD, James'  
**Cc:** 'BAXENDALE, Gordon (Councillor)'; 'TOPPING, David (Councillor)'; Brian Hogan; 'LAWSON, Alan'; 'WELCH, Rob'; 'peter.shields@cheshirefire.gov.uk'  
**Subject:** RE: Parking outside schools ~[NOT PROTECTIVELY MARKED]~

James

Good morning.

I was wondering if you had managed to have sight of my email in reply to your advice.

I am aware of the legislation around yellow lines etc., having spent many years as a traffic officer.

My concern is that the zig-zag lines are unenforceable due to no signage and in many cases poor quality of the markings (this also applies to the yellow lines where applicable).

Would you be able to review the TRO'S for Congleton's primary and high schools, these being listed below:

Marfields Primary, Waggs Road  
Daven Primary, New Street  
Mossley Primary, Boundary Lane  
Buglawton Primary, Buxton Pld Road  
Havannah Primary, Havannah Street  
Black Firs, Longdown Road  
Quinta, Ullswater Road  
Astbury Primary, School Lane  
St Mary's, Belgrave Ave  
Congleton High, Box Lane  
Eaton Bank, Jackson Road

If there are TRO'S in place, then please can the markings & signage be reviewed asap.

Regards

Russell Thomas (SGT 2440)

Congleton Police Station  
Market Square  
Congleton  
CW12 1EU

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**From:** Russell Thomas  
**Sent:** 10 June 2013 15:28  
**To:** 'LAWSON, Alan'; HOWARD, James; WELCH, Rob; 'peter.shields@cheshirefire.gov.uk'  
**Cc:** BAXENDALE, Gordon (Councillor); TOPPING, David (Councillor); 'Brian Hogan'  
**Subject:** RE: Parking outside schools ~[NOT PROTECTIVELY MARKED]~

Hi Alan

As discussed, as far as I am aware, none of the Congleton primary schools have signs and I am not aware of TRO's in place for them.

---

**From:** HOWARD, James  
**Sent:** 10 June 2013 11:30  
**To:** LAWSON, Alan; WELCH, Rob; 'peter.shields@cheshirefire.gov.uk'  
**Cc:** BAXENDALE, Gordon (Councillor); TOPPING, David (Councillor); 'Brian Hogan'; 'Russell Thomas'  
**Subject:** RE: Parking outside schools

Folks

The premise that parking on zig zags is only enforceable if causing an obstruction is false. Both yellow lines and zig zags need a TRO to back them up but both are enforceable.

Yellow lines (without a loading ban) are given 5 mins observation to see if loading and unloading is taking place (which would be allowed). Zig zags can be an instant ticket (therefore a preferred option).

Hope this helps

Regards

James

James Howard

Project and Development Manager

[www.cheshireeast.gov.uk/parking](http://www.cheshireeast.gov.uk/parking)

01625 378193

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**From:** LAWSON, Alan  
**Sent:** 10 June 2013 11:17  
**To:** WELCH, Rob; 'peter.shields@cheshirefire.gov.uk'  
**Cc:** BAXENDALE, Gordon (Councillor); TOPPING, David (Councillor); 'Brian Hogan'; 'Russell Thomas'; HOWARD, James  
**Subject:** Parking outside schools

Dear Rob and Pete,

I'm contacting you following an email received from Cllr Gordon Baxendale relating to a discussion at Congleton Town Council. This discussion focussed on problems caused by parking outside schools, and this was highlighted as being an issue at number of schools within Congleton Town.

At the meeting Sgt Russell Thomas suggested that the issue was exacerbated by the yellow zig-zag lines outside schools. From talking to him, his view is that legally, parking on those is harder to prosecute than parking on double-yellow lines. I don't fully understand the legalities here, but broadly, parking on double yellow lines is an offence on its own, whereas parking in the zig-zags can only be prosecuted if "causing an obstruction" can be proved. His view then is that it would be better if the zig-zags were replaced with double yellow lines. Sgt Thomas also feels that the schools themselves ought to be more proactive here in working to discourage parents from illegal and/or inconsiderate parking outside schools rather than relying on Police and/or CEC Parking Enforcement.

Cllr Baxendale contacted me as he wondered whether there was a role for Congleton Local Area Partnership in considering this issue and perhaps considering some joint project/action. And As Sgt Thomas attends LAP Management Group meetings, it would certainly be feasible to discuss this at LAP level.

I also wondered however what the views of Highways (e.g. Minor Works??) and the Road Safety Partnership would be on this and what role there might be for those two bodies in taking forward any work on this issue?



So I would welcome your views.

Best regards,

Alan.

**Alan Lawson**  
**Congleton Local Area Partnership Manager**  
**Cheshire East Council**  
Telephone: 01625 383843  
Mobile: 07776 198 973



\*\*\*\*\*  
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## Brian Hogan

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**From:** BAXENDALE, Gordon (Councillor) <Gordon.Baxendale@cheshireeast.gov.uk>  
**Sent:** 24 September 2013 11:23  
**To:** Brian Hogan  
**Subject:** FW: Community Speed Watch ~[NOT PROTECTIVELY MARKED]~

Brian, do we want to get involved in this! If so could it be put on next community agenda  
Regards Gordon

Sent with Good (www.good.com)

-----Original Message-----

**From:** TOPPING, David (Councillor)  
**Sent:** Tuesday, September 24, 2013 11:00 AM GMT Standard Time  
**To:** BAXENDALE, Gordon (Councillor)  
**Subject:** FW: Community Speed Watch ~[NOT PROTECTIVELY MARKED]~

Gordon

I had thought that Matthew Bell was still pursuing the Community Speed request he had previously raised. He has now clarified that it is an automated speed notifier as in Scholar Green and other places. My understanding is that these are provided by Town & Parishes? As this is on the A34 near to Jenny's house, will the Town be interested? The Road Safety Partnership may be able to contribute.

DT

Sent with Good (www.good.com)

-----Original Message-----

**From:** Matthew Bell |  
**Sent:** Tuesday, September 24, 2013 09:55 AM GMT Standard Time  
**To:** TOPPING, David (Councillor)  
**Subject:** RE: RE: Community Speed Watch ~[NOT PROTECTIVELY MARKED]~

Hi David, it is not you refer to it is the automated speed notifier like a34 scholar green which the police said I should speak to you about.

On Sep 24, 2013 9:09 AM, "TOPPING, David (Councillor)" <David.Topping@cheshireeast.gov.uk> wrote:  
Matthew

I haven't forgotten this. Are you still keen to progress in view of the new installation? I'm not a supporter of the Community Speed Watch but will progress if you are keen.

It will involve training for the group volunteers, signage and police presence when you use the equipment provided.

**David Topping (Cllr.)**  
**Cabinet Member for Environment**  
**Cheshire East Council**

**Tel: 01260 272987**  
**Mob: 07772 866 896**  
**e-mail: [david.topping@cheshireeast.gov.uk](mailto:david.topping@cheshireeast.gov.uk)**

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**From:** TOPPING, David (Councillor)  
**Sent:** 24 August 2013 09:10  
**To:** Matthew Bell  
**Subject:** RE: RE: Community Speed Watch ~[NOT PROTECTIVELY MARKED]~

Matthew

I'll look into this but I'm about to go on holiday. I'll get back to you when I have some information.

**David Topping (Cllr.)**  
**Cabinet Member for Environment**  
**Cheshire East Council**  
**Tel: 01260 272987**  
**Mob: 07772 866 896**  
**e-mail: [david.topping@cheshireeast.gov.uk](mailto:david.topping@cheshireeast.gov.uk)**

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**From:** Matthew Bell [mailto:[matthew.bell@cheshireeast.gov.uk](mailto:matthew.bell@cheshireeast.gov.uk)]  
**Sent:** 22 August 2013 15:14  
**To:** TOPPING, David (Councillor)  
**Subject:** Fwd: RE: Community Speed Watch ~[NOT PROTECTIVELY MARKED]~

Hi David, the police point me to you for a speed indicator sign. Any thoughts (see the message below)

Matthew

----- Forwarded message -----

From: "Rhys Davey" <[rhys.davey@cheshireeast.gov.uk](mailto:rhys.davey@cheshireeast.gov.uk)>  
Date: Aug 22, 2013 1:31 PM  
Subject: RE: Community Speed Watch ~[NOT PROTECTIVELY MARKED]~  
To: "Matthew Bell" <[matthew.bell@cheshireeast.gov.uk](mailto:matthew.bell@cheshireeast.gov.uk)>  
Cc: "Russell Thomas" <[russell.thomas@cheshireeast.gov.uk](mailto:russell.thomas@cheshireeast.gov.uk)> [rhys.davey@cheshireeast.gov.uk](mailto:rhys.davey@cheshireeast.gov.uk) in.police.uk>

Hello Mr Bell,

If I am honest - the chances are slim due to Cheshire East budgetary constraints. The fixed speed indicator signs are the responsibility of the council as the police do not control or install them. I would make contact with your local councillor certainly ask the question. The local Cheshire East councillors for Congleton West are on this page:  
<http://moderngov.cheshireeast.gov.uk/ecminutes/mgMemberIndex.aspx?FN=WARD&VW=LIST&PIC=0>

Regards,

Rhys.



## Brian Hogan

---

**From:** ADDRESS MANAGEMENT <addressmanagement@cheshireeast.gov.uk>  
**Sent:** 25 September 2013 12:38  
**To:** Brian Hogan; Congleton Historical Society (congletonhistory@gmail.com); BROWN, David (Councillor); MASON, Peter (Councillor); THWAITE, Andrew (Councillor)  
**Cc:** ADDRESS MANAGEMENT  
**Subject:** Three new street names required in Congleton (Our ref>NP0665)  
**Attachments:** LOCATION PLAN.pdf; PL01-CURRENT PLAN BROOK ST site layout.pdf; Schedule of Plots.xls

Good afternoon all,

I am part of the Address Management team at Cheshire East Council who are a small section of Development Management who are responsible for maintaining the Local Land and Property Gazetteer. The Local Land and Property Gazetteer is an address database maintained by the local authority. We also have responsibility for creating and maintaining all addresses within Cheshire East. A daily update is sent from our Local gazetteer to the National Land and Property Gazetteer (NLPG) which is maintained by central government. This data is available to public sector bodies such as the emergency services and can be purchased by other organisations.

We have received an application to name three new street names in Congleton, details are below and plans are attached.

The developers wish for the suggestion to come from the local community so I have contacted you all to see if anyone has any suggestions?

As part of the street naming process we consult with the local Town Council and Ward Councillors when the developer has submitted their suggestions to us, as in this case they have not supplied us with any suggestions I thought you might be well placed to come up with some suggestions.

Any suggestions must comply with the Council's Street Naming and Numbering Policy, I have attached a link to this below:

[http://www.cheshireeast.gov.uk/environment\\_and\\_planning/planning/land\\_and\\_property/address\\_management.aspx](http://www.cheshireeast.gov.uk/environment_and_planning/planning/land_and_property/address_management.aspx)

The policy is on the webpage under the section application form and guidance and the section that is relevant is section 6.

Many thanks and regards

**Bethan Allott**

Address Management  
Development Management  
Cheshire East Council  
*Working pattern: Wed, Thurs, Fri Am*  
Tel: 01270 686732

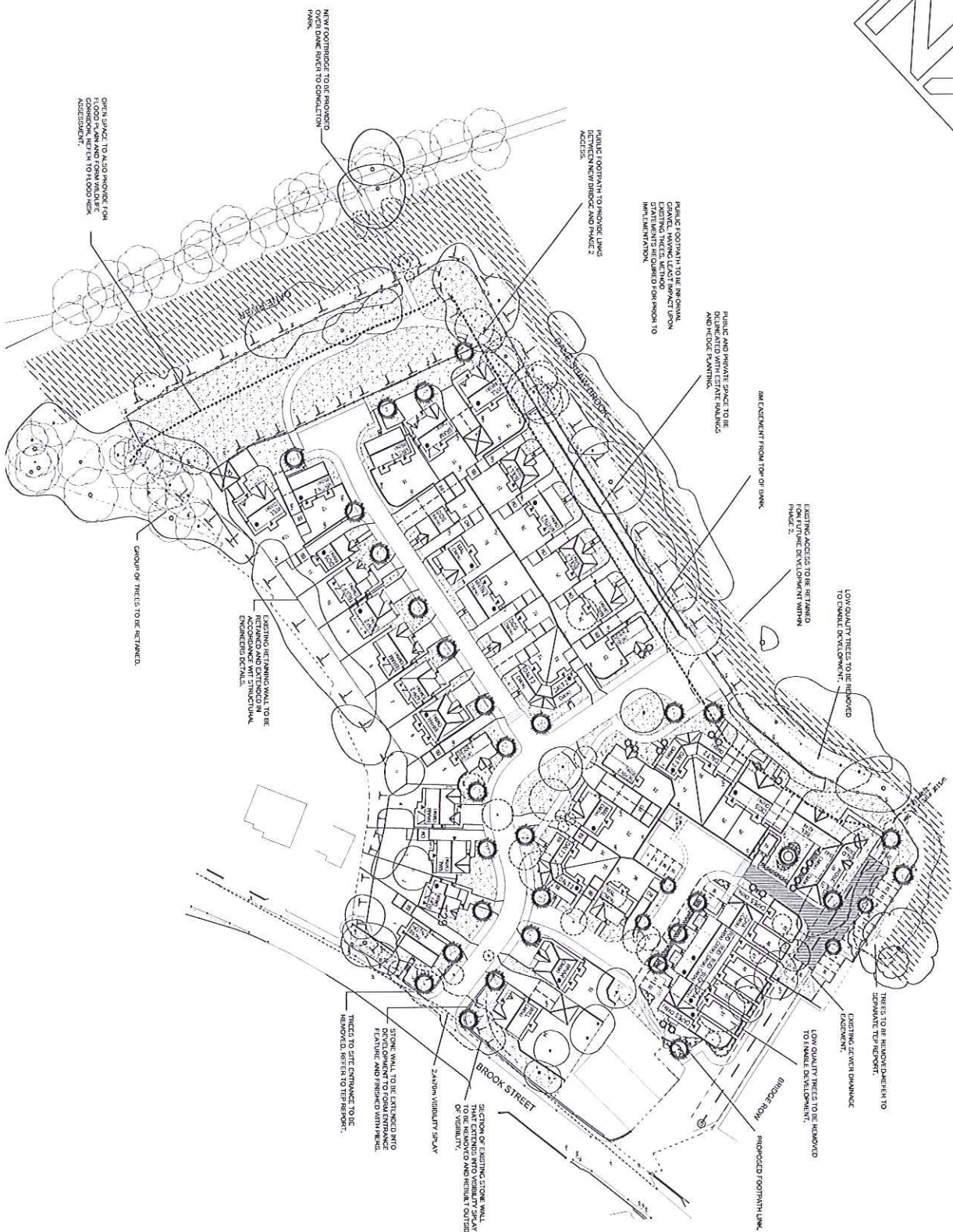
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**From:** Centre, Call  
**Sent:** 24 September 2013 09:21  
**To:** ADDRESS MANAGEMENT  
**Subject:** NP0665 Morris Homes (North) Ltd : New Street Naming or Numbering Application

Timestamp	24/09/2013 09:21:29
Source	10.33.247.200








SCHEDULE OF ACCOMMODATION		NO. OF STUDENTS	
		Male	Total
1. GOVT. of	1. 2nd Intermediate - general board	761	761
2. GOVT. of	2. 2nd Intermediate - Arts Board	7	7
3. GOVT. of	3. 2nd Intermediate - Science Board	1	1
4. GOVT. of	4. 2nd Intermediate - general Board	60	60
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**MORRIS  
HOMES**  
Morris Homes (Group) Limited  
Merford House  
Aldricham Road  
Wilmcote  
Choscho SK9 5NW  
Tel: 01625 544 444  
Fax: (0845) 833 1845

206.7m  
BROOK STREET, CONGLETON  
Cep. 17m  
PLANNING LAYOUT

call	ipm	onchd	scale	( $d_{max}$ )	fit
10.0,12	NU		1500 @ A1	892/P/Plot	F

Postal Addresses  
Brook St, Congleton

Plot Number    Postal Address

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**FORM ID** New Street Naming Application  
**Applicant Name** Morris Homes (North) Ltd  
**Applicant Address** Morland House, Altrincham Rd, Wilmslow, SK9 5NW  
**Telephone Number** 01625544444  
**Email Address** [agriffiths@morrishomes.co.uk](mailto:agriffiths@morrishomes.co.uk)  
**Planning Permission Approval Number** 12/0410C  
**Expected Construction Start Date** October 2013  
**Street Name1** Open to suggestion  
**Street Name2** Open to suggestion  
**Street Name3** Open to suggestion  
**Reason For Street Names** Leaving the naming to the local community  
**Additional Comments** Could you please provide me with a fee to name the above as soon as possible?  
**Date** Thanks Andrew  
 2013-09-24

\*\*\*\*\*

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## Guidance Notes

### Postal Addresses and Street Names

The accurate addressing of properties is becoming an increasingly important issue for many organisations. All public sector organisations including Local Government, Police, Fire and Rescue and Ambulance Services are reliant upon accurate address data to locate clients and deliver services in the most efficient manner possible.

The Address Management Team within Cheshire East Council processes requests for changes to existing postal addresses as well as requests for new postal addresses. As part of this process Royal Mail is contacted to obtain a postcode and the new address/es are added to the Local Land and Property Gazetteer (LLPG). As well as using the LLPG internally to support service delivery the Council also provides the LLPG data to the national addressing organisation, 'Geoplace' who use it to compile the National Land and Property Gazetteer and supply national level address data to other public sector organisations.

The Council advises applicants to consider proposals to street naming and numbering as soon as possible after obtaining planning permission. This is to ensure that the process of obtaining postal addresses and postcodes proceeds quickly. If this is not done and a property is not 'registered' it will not appear within the LLPG and the owner or occupier may have difficulty in receiving mail, goods and services from a variety of sources including utilities connections.

#### Who should apply?

- Individuals or developers building new houses, commercial or industrial premises.
- Individuals or developers undertaking conversions of residential, commercial or industrial premises which will result in the creation of new addresses.
- Individuals or developers who wish to alter an existing address.

#### How can we apply?

Requests should be made to us in writing. This can be done by filling in one of our online application forms, the request will then be automatically sent to the address management inbox. Alternatively an email or letter can be sent to the following addresses:

[addressmanagement@cheshireeast.gov.uk](mailto:addressmanagement@cheshireeast.gov.uk)

Address Management  
Development Management  
Cheshire East Council  
Municipal Buildings  
Earle Street  
Crewe  
CW1 2BJ

Tel: 01270 686770

You will also need to submit a scaled plan showing the location and full extent of the development.



## **Address Management Services Street Naming and Property Numbering**



### **Requests for new street names**

Where new roads are to be constructed developers will need to make suggestions for the new street names. These will then be assessed against our street naming and numbering policy. This includes rules regarding duplicating existing road names and naming after people, but please see section 6 of our policy for detailed rules of what is and isn't acceptable as a street name.

Local Ward and Parish Councilors are always consulted on a new street prior to any approval. You can apply for a new street name in the same way as postal addresses.

### **Properties with names (on un-numbered streets)**

If your property is on a street which has no property-numbering sequence, the property name will form part of the official address. Naming a new property or changing the name of an existing property will need our approval. It could cause confusion if more than one property in close proximity has the same name. Emergency services could also be delayed in locating your property.

### **Properties with postal numbers and a name**

If you have a postal number for your property and wish to give it a name as well, the name may only be used on an informal basis. A property name cannot replace a property number as this causes problems for deliveries and the emergency services. You can display the name on your property, as long as you also display the number, and use the name in the address along with the postal number, but your property will always be officially known by the number. If you wish the name to be officially recorded in the LLPG you should apply to us in the normal way.

Postal numbers will be allocated to all developments (including a block of flats) on a numbered street. No new naming/numbering will be allocated so as to avoid an existing street naming and numbering sequence.

**All applications are now chargeable; please see our fees and charges schedule.**

**Please note reference to the name Royal or any names relating to the Royal Family need approval from the Cabinet Office before the name can be issued.**

**All new addresses are allocated in line with British Standard 7666.**



## Street Naming and Numbering Policy

Service owner:	<i>Places and Organisational Development</i>
Policy owner:	<i>Strategic Director of Places and Organisational Capacity.</i>
Status:	<i>Version 1.0</i>
Date:	<i>24<sup>th</sup> September 2012</i>
Consultation:	<i>No</i>
Revision/review/renew date:	<i>24<sup>th</sup> September 2013</i>
Key words:	<i>Street Naming and Numbering, SNN, Local Land and Property Gazetteer, Local Street Gazetteer, LSG, Address Management.</i>
Links:	<i><a href="http://www.nlpq.org.uk">www.nlpq.org.uk</a></i>

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## 1. Executive summary

This Street Naming and Numbering Policy defines the approach Cheshire East Council will take to ensure that all properties within the Borough are accurately addressed (Local Land and Property Gazetteer) and all streets are appropriately named (Local Street Gazetteer), in accordance with the adopted legislation and best practice data entry conventions as defined by the nationally responsible body, Geoplace.

Accurate address data is fundamental to the provision of key services within Cheshire East. As well as supporting local service delivery Cheshire East Council has a statutory obligation to maintain the Local Land and Property Gazetteer and the Local Street Gazetteer. As part of the Public Sector Mapping Agreement (PSMA) and the associated Data Cooperation Agreement (DCA) the authority is required to supply regular updates to Geoplace and Ordnance Survey to support the creation and maintenance of the National Address Database (AddressBase). AddressBase is the definitive source of address data used by all key public sector service organisations.

## 2. Introduction

### 2.1 Purpose, aims and vision

The purpose of this policy is to confirm the legislation adopted by Cheshire East Council in support of the authority's statutory duty to provide a Street Naming and Numbering service and maintain the Local Land and Property Gazetteer and the Local Street Gazetteer. Additionally it defines the activities and approaches that will be adopted by Cheshire East Council to ensure the implementation of a best practice Street Naming and Numbering service.

Accurate address data is essential in supporting the delivery of key council services. Council Tax, Elections, Children's and Adult's services, Highways, Planning, Customer services all require accurate address data to support their operational and strategic activities. The provision and use of accurate and consistent address data across all council services enables joined up service delivery and the analysis of service coverage and effectiveness based upon location.

This policy by confirming the legislation adopted by Cheshire East Council clarifies the obligations and powers possessed by the authority, avoiding confusion and enabling the delivery of an appropriate and consistent service to internal and external customers. The definition of the primary activities and good practice approaches to be undertaken as part of the Street Naming and Numbering service will enable the creation of standardised processes and procedures to ensure the delivery of a quality service to all customers.

### 2.2 Policy context

Cheshire East Council has a need to rationalise and clarify the legislation in relation to Street Naming and Numbering and implement an unambiguous policy to facilitate the delivery of an efficient and effective service that meets best practice standards. The adoption of the proposed legislation and the implementation of this policy will provide clarity concerning the



implementation and delivery of the service and provide the basis for a cost effective and quality service.

The importance of place and understanding local service delivery has been identified as key mechanism in ensuring a better service for our customers. As more and more systems rely on some form of location database it becomes ever more important to have confidence in our address data. The Street Naming and Numbering service is supported by statutory legislation which not only provides guidelines for correct addressing methodology but also gives the power to impose penalties if required.

Significant changes have taken place at a national level regarding the management and collection of address data. A new organisation, Geoplace, has been created which alongside the Ordnance Survey is supporting the creation of a national address database – AddressBase. This national address database will be derived from each local authority's Local Land and Property Gazetteer (LLPG). To ensure data is accurate and comprehensive Geoplace and Ordnance Survey have implemented new contracts (Public Sector Mapping Agreement and Data Cooperation Agreement) to ensure all local authorities maintain and improve the quality of the data they hold within their LLPG databases in line with an agreed annual improvement schedule.

### 3. Policy details

#### 3.1 Policy option appraisals

The implementation of the Street Naming and Numbering policy will mitigate risk to Cheshire East council in a number of ways, it will:

- Clarify the authority's powers and obligations with regard to Street Naming and Numbering
- Enable the authority to meet its targets with regard to address data quality and so avoid potential negative financial implications
- Help to ensure a high quality and consistent service and so avoid loss of reputation

#### 3.2 Evidence base for policy options

##### *Option 1: Adopt the Proposed Legislation and Good Practice Guidelines as defined in the new Policy*

Cheshire East Council currently has an unclear policy relating to Street Naming and Numbering, the legislation still in place from the legacy authorities is potentially conflicting. This is leading to confusion and issues in delivering a consistent and high quality Street Naming and Numbering service to the public. Following a review of the legislation it has been proposed that the legislation detailed in the body of this Policy will be adopted by Cheshire East council to support the effective delivery of the Street Naming and Numbering service. Additionally best practice principles as defined in: "Data Entry Conventions and Best Practice for the National Land and Property Gazetteer DEC-NLPG Version 3.2 December 2011- A Reference Manual" will be adopted to ensure that a consistent high level of service is provided in line with acknowledged national good practice and in support

of our obligations under the Public Sector Mapping Agreement and the Data Cooperation Agreement.

### **Option 2: Do nothing**

Doing nothing would present Cheshire East council with an increased level of risk. The current issues and confusion surrounding the Street Naming and Numbering service would perpetuate. The development of improved processes and procedures would be hampered leading to a further potential degradation in service and data quality. Additionally Cheshire East Council would find it difficult to meet its contractual agreements defined under the Public Sector Mapping Agreement and the Data Cooperation Agreement to maintain the Local Land and Property Gazetteer. Not meeting the agreed targets defined in the annual improvement schedule risks the removal of Public Sector Mapping Agreement status, under which Cheshire East council currently receives all Ordnance Survey mapping products for free (A commercial contract to licence the data from OS would cost in the region of £100,000) as well as the possibility of having the Local Land and Property Gazetteer database taken over by Geoplace and maintained on the authorities behalf, for a fee to be determined by Geoplace.

## **3.3 Policy recommendations**

*The recommended option is option 1: To adopt the legislation and good practice guidelines as defined in this policy document.*

## **3.4 Policy statement**

- 3.4.1 Cheshire East Borough Council ('the Council') has statutory powers relating to the naming and numbering of streets within its administrative area. The Council uses sections 17 and 19 of the Public Health Act 1925 together with section 21 of the Public Health Act Amendment Act 1907 for the purpose of naming streets, and section 11 of the Cheshire County Council Act 1980 in relation to the numbering of properties. Further details of the legislative provisions are set out in paragraph 4 below.
- 3.4.2 Anyone seeking an address change, or the creation of an address for a new property, must apply to the Council in writing following the procedures outlined in this policy. The Council has the power to approve or reject proposed street names submitted by developers or the general public, or prescribe its own addressing schemes
- 3.4.3 Proposals for street names from developers and the public are welcome for consideration. However it is recommended that more than one suggestion is put forward in case the primary suggestion fails to comply with the guidelines in this policy. It is advantageous for all suggestions for street and building names to reflect the local area or have a connection with Cheshire East, where possible and where it avoids duplication. If suggestions conform to this Policy on Street Naming and Numbering and, for street names, do not meet with an objection from the Town/Parish Councils, the new address will be formally allocated and all relevant bodies will be notified.



- 3.4.4 Where street names have been established without reference to the Council, the Council has the authority, with the consent of two-thirds of the ratepayers in the street, to alter the name of a street, under section 21 of the Public Health Acts Amendment Act 1907.
- 3.4.5 To aid the emergency services, the Council will endeavour to ensure that where appropriate, if a street has a name and has street signs relating to that name, all properties accessed from that street will be officially addressed to include that street name and also where appropriate, new addresses are numbered.
- 3.4.6 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 DEC-NLPG Version 3.2 December 2011 A Reference Manual"** produced by the Geoplace and available from the National Land and Property Gazetteer custodians at [www.nlpg.org.uk](http://www.nlpg.org.uk).
- 3.4.7 This policy will be reviewed periodically and updated in line with regional national and guidance.

### 13 Applicable Legislation

#### 4.1 Section 17 of the Public Health Act 1925:

Allows a notice proposing a street name to be served on the Council by a person proposing to name the street. The Council may object to the proposed name within one month of receipt of the notice. It is unlawful for a street sign to be erected until (a) the expiry of one month after notice of the proposed name has been served on the Council; and (b) if the Council has objected to the proposed name, the objection is either withdrawn by the council or overruled on appeal to the Magistrates' Court. Any person acting in contravention is liable to a maximum penalty of £200 on conviction.

#### 4.2 Section 21 of the Public Health Act Amendment Act 1907:

Provides that the Council may, with the consent of two-thirds in number of the ratepayers, and persons, who are liable to pay an amount in respect of council tax, in any street, alter the name of such street or any part of such street. It also gives the Council power to mark the altered street name.

The section also provides that it is an offence for any person, wilfully and without the consent of the local authority, to 'obliterate, deface, obscure, remove or alter' any such name. Any person acting in contravention is liable to a maximum penalty of £200 on conviction.

#### 4.3 Section 19 of the Public Health Act 1925:

Provides that the Council shall mark (and from time to time renew or alter) the name of every street in a conspicuous position.

The section also provides that it is an offence for any person to pull down such an inscription, to erect a different name, or to place any notice or advertisement within 12



inches of a street name marked in accordance with section 19. Any person acting in contravention is liable to a maximum penalty of £200 on conviction.

#### 4.4 Section 11 of the Cheshire County Council Act 1980:

Provides for the allocation by the Council to buildings in a street of such numbers as the Council thinks fit, and allows the service of a notice requiring the owner/occupier of a building to mark the number in a manner which is legible from the street. The owner/occupier is required to maintain the mark so that it remains legible from the street and to keep the view of the mark unobstructed to such extent as is practicable.

The Council may also alter numbers under this section and the same requirements on the owner/occupier will apply. The Council may require a building to be marked with some identification other than a number. Again, the same requirements as to maintenance and unobstructed view on the owner/occupier will apply. Any owner/occupier who fails to comply with a notice served or contravenes the requirements relating to maintenance of the mark is guilty of an offence, and liable on summary conviction to a £50 fine. The Cheshire County Council Act continues to apply post local government re-organisation.

## 5 Naming Streets

### 5.1 New street names

- 5.1.1 As detailed above, section 17 of the Public Health Act 1925 requires notice of a proposed street name to be sent to the Council. The Council has the power to object to any proposed street name, and may do so within one month of receipt of the notice of the proposed name. The Council also has the responsibility, under section 19 of the Public Health Act 1925 to ensure that street name plates are displayed.
- 5.1.2 Property developers and local residents may suggest names for new streets. Any such suggestions must be submitted, in writing, to the Street Naming and Numbering Officer (at the address below) for consideration against the Council's criteria (set out in paragraph 4). If a suggestion does not meet the requirements of the naming guidelines, the Council will, by notice served in writing, formally object to the proposed name. The person proposing the name has the right to appeal against the objection within twenty-one days.
- 5.1.3 In cases where the proposed name does meet the street naming guidelines, consultation in relation to the proposed street name will take place with the relevant Ward Councillors and the Town/Parish Council. The Ward Councillors or Town/Parish Council may either confirm their support for a suggested name or may object to it and offer their own alternatives. Any alternative suggestion will be checked to ensure that it meets the accepted naming criteria. Once a suitable suggestion from the Ward and Parish councillors has been selected by the Street Naming and Numbering Officer, agreement will be sought with the developer.
- 5.1.4 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 locations and the Council should be contacted for advice. Maintenance of street name plates becomes the responsibility of the Council only once the developer has left the site and the street has been adopted.

- 5.1.5 No street name plate is allowed to be erected until the street name has been confirmed in writing by Cheshire East Council. NB section 17 – not lawful to set up an inscription until the expiration of one month from the date the notice has been sent to the Council or where objection made, the objection is withdrawn or overruled on appeal.

## 5.2 Alteration of street names

- 5.2.1 The changing of a street name shall be avoided, unless there is specific and sufficient reason to do so. This may come in the form of a new development in the street, or a request from the emergency services. The Council will pursue alternative solutions and only change the name as a last resort. In the event that the street name needs to be changed the following steps shall be taken:

- (i) consultation takes place with all affected rate-payers and council tax payers and the appropriate Ward and Parish Councillors. Two-thirds of the of the ratepayers, and persons who are liable to pay an amount in respect of council tax, in any street, must be provide consent in order for the proposed change to proceed;
- (ii) a report, with evidence of the ratepayers' and council tax payers' approval, shall be made to the Strategic Director - Places, requesting a decision to instigate the change.

## 6 **Street Naming Guidelines**

- 6.1 The Street Naming and Numbering Officer will use the following guidelines when determining whether a new street name is acceptable. Property developers, members of the public, Ward Councillors and Town/Parish should take account of these guidelines in relation to any names they wish to suggest to the Council.
- (a) The Council will endeavour to promote names with a local or historic significance to the area. However, it is not sufficient cause to object to a name if it fails to meet this criterion.
  - (b) Names with a common theme are encouraged on large developments, preferably with a local or historic connection. Two developments with the same theme within the Borough shall be avoided.
  - (c) 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. An exception to this may be made for a company that no longer exists, if used solely in a historical context and the claim of advertising cannot be made.
  - (d) Naming a street after a living person is not permitted, in order to avoid offence either by inclusion or exclusion of an individual name. The only exception to this can be where the development is an affordable housing project. Only in this case, the name of a long serving councillor or ex-councillor may be used in recognition of their service. This may only apply where the councillor has ten years of continuous service, the suggestion meets with the approval of the full council and all other criteria within this policy are met.
  - (e) New street names shall not duplicate any name already in use within the same locality, town or post town or a town or post town within a neighbouring SNN authority's administrative area.



- (f) Distinctions by suffix within the same or adjoining area are to be avoided, e.g. Butterworth Drive and Butterworth Road.
- (g) Street names with phonetically similar names are also to be avoided, e.g. Willows Avenue and Winnows Avenue.
- (h) Street names that may be considered or construed as obscene, racist or which would contravene any aspect of the council's equal opportunities policies will not be acceptable.
- (i) Street names that may be open to re-interpretation by graffiti or shortening of the name shall be avoided.
- (j) 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.
- (k) New street names shall not end in "s" where it can be construed as either a possessive or plural, neither shall they commence with the word "The".
- (l) All punctuation, including apostrophes, shall be avoided.
- (m) Words of more than three syllables and the use of more than two words (excluding the thoroughfare type) shall be avoided.
- (n) Street names are unacceptable if they are likely to cause spelling difficulties, as these may lead to confusion in an emergency situation or result in demands for a change of address for occupiers.

## **7 Numbering (or naming) of properties**

- 7.1 As set out above, the Council has the powers under section 11 of the Cheshire County Council Act 1980 relating to the numbering (or naming) of buildings within its administrative area and the marking of such numbers (or names). When exercising its powers under section 11, the Council will take into consideration the numbering guidelines set out at paragraph 8 below.
- 7.2 When making a request for a plot or development to be numbered, a developer must provide either in hard copy or electronically, the following information:
- Planning Application Number – Street Naming and Numbering can only be administered subject to approved planning, without this no address will be allocated.
  - Plans clearly showing plot numbers, location in relation to existing land and property, and the placement of front doors or primary access on each plot.
  - Internal layout plans, if appropriate, for development that is sub-divided at unit or floor



level.

- Building Regulation Number, once available, to indicate that work has commenced.
- 7.3 New properties in an existing unnumbered street will require a property name. For an infill development of two or more properties accessed by a private drive, if deemed appropriate by the Council, the Council will agree with the developer the name of a property group, e.g. 1 - 4 Berryfields, Wilmslow.
- 7.4 The owner/occupier of a building must ensure that the mark indicating the number of the building is maintained in such a way that it remains legible from the street and must keep the view of the mark from the street unobstructed to such extent as it practicable.

## **8 Numbering Guidelines**

- (a) All buildings in a new property development shall be numbered rather than named. Exceptions may apply in existing streets where no numbering scheme exists.
- (b) Buildings in 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.
- (c) Consecutive numbering may be used in a cul-de-sac or in a situation where there is no scope for future development in the street.
- (d) The number of a property will be allocated to the street onto which the front door faces. If the front door provides no direct access from that street, an exception may be made.
- (e) Numbers should remain in sequence and there shall be no exclusion of any number due to superstition or personal preference.
- (f) Flats and units shall be given individual numbers where possible; the sequence of the numbering depends on access to front doors of individual premises.
- (g) When a numbered property is converted to flats, the flats should be numbered, e.g. Flat 1, 20 High Street. A numbering scheme such as Flat A/Flat B or First Floor Flat shall be avoided. The same shall apply for units, apartments and other forms of property sub-division.
- (h) If a block of flats is built in the middle of a numbered street and cannot be integrated into the current numbering of that street, a name will be given to the block and the flats numbered internally, e.g. 1 Fiddlers House, Crewe Road.
- (i) When new properties are built on an existing street and there are no available numbers to use whilst retaining the current sequence, a letter shall be used as a suffix, e.g. 15a.
- (j) New street names shall not be assigned for the sole purpose of avoiding numbers with a

suffix.

- (k) A business name shall not take the place of a number or a building name.
- (l) Private garages and buildings used for housing vehicles and similar purposes will not be numbered.
- (m) A piece of land, e.g. a farmer's field, cannot be given an official address, only property on that piece of land can have a conventional address for the purposes of delivering mail and services.
- (n) On a street without numbers, a name will be allocated to new property.

## **9 Responsibility for Property Addressing**

9.1 All elements of an address, with the exception of postcode and post town, will be defined by the Council. The numbers and names assigned to property and the official names assigned to streets are the Intellectual Property of the authority.

9.2 Allocation of postcodes is managed by the Royal Mail and must be confirmed by them. The Council may undertake this process on the applicant's behalf and inform the applicant and other interested parties. The authority reserves the right to complete a Street Naming and Numbering application without the provision of postcode or post town information. The maintenance of postcode information, and any future change to individual postcodes or postcode sectors, is the responsibility of the Royal Mail. The Council accepts no responsibility or liability for omission of postcode or post town information, nor for any failure of services arising from this omission.

## **10 Charging for the Street Naming and Numbering Service**

*Please see 'SNN charging model' spreadsheet for the proposed charges and the estimated base cost data on which it is based.*

## **11. Equality Impact Assessment and Strategic Environmental Assessment**

### **Equality Impact Assessment**

An Equality Impact Assessment form has been completed for this Policy.

### **Strategic Environmental Assessment (if applicable)**

Not applicable.

## **12. Performance and evaluation**

### **12.1 Monitoring and evaluation**

The successful implementation of the policy will be measured against the targets defined in the annual improvement schedule.

## **12.2 Review**

The policy will be reviewed on an annual basis by the Local Land and Property Gazetteer custodian.

## **13. Consultation**

Parish and Town councils will be consulted on the proposed policy adoption.

## **14. Implementation and action plan**

TBA

## **12. Further information**

### **Contacts**

General enquiries regarding Street Naming and Numbering issues should be directed to:

Street Naming & Numbering Officer  
Cheshire East Council  
Municipal Building  
Earle Street  
Crewe  
CW1 2BJ

Tel: 01270 686770

E-mail: [addressmanagement@cheshireeast.gov.uk](mailto:addressmanagement@cheshireeast.gov.uk)

Enquiries regarding street nameplates: [stuart.bateman@cheshireeast.gov.uk](mailto:stuart.bateman@cheshireeast.gov.uk)

Applications for Street Naming and Numbering can be made online at [www.cheshireeast.gov.uk/addressmanagement](http://www.cheshireeast.gov.uk/addressmanagement) or by correspondence to the address or e-mail above.