



1<sup>st</sup> October 2024.

**To:** Councillors Phil Barnett, Jo Day, Sam Dibas, Nigel Foot, David Harman, Roger Hunneman, Ian Jee, David Marsh, Vaughan Miller, Andy Moore, Graham Storey, and Tony Vickers

**Substitutes:** All remaining Members of the Council

Dear Councillor,

You are summoned to attend a meeting of the **Planning & Highways Committee** on **Monday 7<sup>th</sup> October 2024 at 7:30 pm.**

The meeting will be held in the Council Chamber, Town Hall, Market Place, Newbury, RG14 5AA. The meeting is open to the press and public and will be streamed via Zoom: <https://us02web.zoom.us/j/85606810580?pwd=rSX1qZ2oF7RdajEwgtmMSIQydw6MKk.1>  
Meeting ID: 856 0681 0580                      Passcode: 743512

**Kym Heasman**  
**Committee Clerk**

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### **AGENDA**

- 1. Apologies**
- 2. Declarations of Interest and Dispensations**  
**To receive** any declarations of interest relating to business to be conducted in this meeting and confirmation of any relevant dispensations.
- 3. Minutes (Appendix 1)**  
**3.1 To approve** the minutes of a meeting of the Planning & Highways Committee held on Monday 9<sup>th</sup> September 2024.  
**3.2** Officer's verbal report on actions from previous meeting.
- 4. Questions and Petitions from Members of the Public**  
Questions, in writing, must be with the Committee Clerk by 2pm on Friday 4<sup>th</sup> October 2024
- 5. Members' Questions and Petitions**  
Questions, in writing, must be with the Committee Clerk by 2pm on Friday 4<sup>th</sup> October 2024
- 6. Schedule of Planning Applications (Appendix 2)**  
**To comment** on the planning applications listed at the attached schedule.

- 7. Applications for Prior Approval (Appendix 3)**  
To comment, if relevant, on prior approval applications listed at the attached schedule.
- 8. Appeal Decisions (Appendix 4)**  
To receive and comment as necessary on the appeal decisions listed at the attached schedule
- 9. Road Naming and numbering of Land at Covered Reservoir, Bath Road, Speen, Newbury (Appendix 5)**  
To suggest and agree 5 Road names and 1 Building name with local and locally historic theme for Land at, Covered Reservoir, Bath Road, Speen, Newbury. Application 22/01235/RESMAJ for recommendation to wests Berkshire Council.
- 10. Sandleford Park Update**  
To receive from the Sandleford Park liaison group Meeting.
- 11. Update from The Western Area Planning Committee**  
To receive an update on any relevant business from the Western Area Planning Committee.
- 12. Forward Work Programme for Planning & Highways Committee (Appendix 6)**  
To note and to agree any other items that Members resolve to add to the Forward Work Programme.

Town Hall, Market Place, Newbury, RG14 5AA

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 (01635) 40484     [www.newbury.gov.uk](http://www.newbury.gov.uk)  
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Making Newbury a Town  
we can all be proud of.

MINUTES OF A MEETING OF THE PLANNING AND HIGHWAYS COMMITTEE HELD IN THE COUNCIL CHAMBER, NEWBURY TOWN COUNCIL, MARKET PLACE, NEWBURY ON MONDAY 9<sup>th</sup> SEPTEMBER 2024 AT 7.30PM.

**PRESENT**

Councillors, Sam Dibas, Nigel Foot, David Harman (Vice Chairperson), Chris Hood, Roger Hunneman, Steve Masters, Pam Lusby Taylor (sub), Vaughan Miller, Sarah Slack (sub), Graham Storey and Alistair Bounds (sub).

**In Attendance**

Toby Miles-Mallowan – Chief Executive Officer

**57. APOLOGIES**

Councillors Phil Barnett (Substitute Pam Lusby Taylor) and Andy Moore (substitute Sarah Slack), Jo Day (substitute Alistair Bounds)

**58. DECLARATIONS OF INTEREST**

The Chief Executive Officer declared that Councillors, Nigel Foot, David Marsh who are also Members of West Berkshire Council, which is declared as a general interest on their behalf and a dispensation is in place to allow them to partake in discussions relating to West Berkshire Council business.

**59. MINUTES**

**PROPOSED:** Councillor Vaughan Miller

**SECONDED:** Councillor Sam Dibas

**RESOLVED:** That the minutes of the meeting of the Planning & Highways Committee held on Monday 12<sup>th</sup> August 2024, be approved, and signed by the Chairperson.

**60. QUESTIONS AND PETITIONS FROM MEMBERS OF THE PUBLIC**

Question Received from a member of the public:

*“EveryoneActive, who own the franchise for managing Northcroft Leisure Centre are removing the squash courts, replacing them with increased soft-play provision and studio space. This will remove any affordable squash playing facility from Newbury (Newbury already lost squash courts recently from David Lloyd). This is a West Berkshire Council sponsored refurbishment, though in raising this with West Berkshire Council Executive Portfolio Holder for Sport, Nigel Foot, has received inadequate response and no public consultation.*

*Please can Newbury Town Council raise an objection or support objections raised by the squash playing community at the upcoming West Berkshire Council planning committee meeting, tentatively planned for 18th September?”*

Chair Person Responded with the following: That it is right for Newbury Town Council to write to West Berks Council to voice their concerns about the removal of affordable squash courts from within the Town Council and that Newbury Town Council will highlight that the courts could be used for other activities when not booked for Squash.

Questions Received from a member of the public:

1. *Please may we have a News Article on the current position of the Neighbourhood Development Plan now that the Inspector examining the WBC Local Plan Review has indicated that NDPs can be ALLOCATING plans, and whether this now allows NTC to allocated non-strategic sites within the Newbury Settlement Boundary?*

The Chairperson responded that Newbury Town Council will release a news article through the Penny Post promoting the relaunch of the Neighbourhood Development Plan. Newbury Town Council's NDP will not be covering the allocation of housing.

2. *The next round of Examination of the LPR includes a Broad Location of Growth North of Newbury which will have impacts on Clayhill Ward, so please can you outline what role NTC Officers and/or Councillors will have in the Review of M7 – HOUSING LAND SUPPLY?*

The Chairperson responded that Newbury Town Council has submitted a formal response to the review of M7 and have liaised closely with Shaw Cum Donnington Parish Council regarding our response. Newbury Town Council have raised the following points about any developments that they must take into consideration flood risks to the area, have sufficient road infrastructure in place, that utilities are consulted.

3. *I see from Agendas that updates from the new Newbury Flood & Drainage Forum are being provided to this Committee, and that the Format of the Forum is to be under review, so please can you outline what the role and involvement of NTC will be in NFADF version 3. Thank you.?*

Newbury Town Council attend the Newbury Flood and Drainage Forum as a land owner with riparian responsibilities. Attendance at these meetings will be on a case by case basis.

4. *Please can you clarify the rules for the Conduct of Public Questions via remote access, as in the past I have been allowed Supplementary Questions and last time when I zoomed in, I was not, and I cannot seem to find it on your web-site, thank you?*

The Chairperson responded that currently members of the public cannot ask additional questions beyond those submitted in writing. The Chairperson invited the Chief Executive to respond who added that Newbury Town Council will be consulting and reviewing its position and rules relating to remote access and participation to meetings.

Councillor Nigel Foot Left the meeting at 20:08 and returned to the meeting at 20:16

## 61. MEMBERS' QUESTIONS AND PETITIONS

There were no questions or petitions from Members.



**62. SCHEDULE OF PLANNING APPLICATIONS**

Resolved that the observations recorded at Appendix 1 to these minutes be submitted to the planning authority.

Councillors Nigel Foot abstained from the Vote in relation to case no. 4, ref no: 24/01464/FULMAJ, Unit 1, Sterling Industrial Estate, Kings Road, Newbury for Magdalen Victoria LLP

Councillor Dibas left the meeting at 20:45

**63. SECTION 215 UPDATE**

The Chief Executive provided a verbal update outlining the need to prioritise contact with WBC around the BT Tower and Khon Kaen Restaurant

**64. HERITAGE WORKING GROUP UPDATE**

There was no update from the previous meeting

**65. TOWN CENTRE WORKING GROUP**

The CEO updated the committee about the need to relaunch this working group.

**66. UPDATE FROM THE WESTERN AREA PLANNING COMMITTEE**

Councillor Foot provided an update that the next meeting is on 3 October, where the Pound Street development, the Eagle Quarter and the Northcroft developments will be discussed.

**67. FARADAY ROAD FOOTBALL CLUB UPDATE**

Councillor Miller provided an update on the progress of the Faraday Road Football Club, the first home match is due to commence on 28 September 24. Still requirements to install hospitality facilities, Referee changing rooms and fencing around the pitch.

**68. FORWARD WORK PROGRAMME FOR PLANNING AND HIGHWAYS COMMITTEE MEETINGS 2024/25**

The forward work programme was received and noted by the committee, with the additional items being added:

Sandleford Park update on 7/10/24 and 4/11/24 meetings

THERE BEING NO OTHER BUSINESS THE CHAIRPERSON DECLARED THE MEETING CLOSED  
AT 20.52 HRS

**CHAIRPERSON**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**PLANNING AND HIGHWAYS COMMITTEE MEETING  
SCHEDULE OF PLANNING APPLICATIONS – RESOLUTIONS**

<b>RUNNING ORDER</b>	<b>RESOLUTION</b>	<b>APPLICATION NUMBER</b>	<b>LOCATION AND APPLICANT</b>	<b>PROPOSAL</b>
1	No Objections	<a href="#">24/01326/FUL</a>	Bashford's Yard Bone Lane Newbury for Sunbrays LLP	Full planning application for the construction of a maintenance building and two-storey portacabin block, and retention of the existing building on site and existing open yard, for flexible uses within Class E, B2 and B8 of the Use Class Order (including ancillary office provision) with associated parking and landscaping.
2	No objections	<a href="#">24/01766/FUL</a>	20 Hambridge Road Newbury for Thatcham Butchers	Demolition of existing buildings. Construction of new storage and processing unit.
3	No objection / comment: Members requested that comment on Traffic Management and parking arrangements be reviewed.	<a href="#">23/02782/FULMAJ</a>	20 - 28A Pound Street Newbury for Archel homes.	Demolition of existing buildings (including former Jewson's site); existing dwelling 26 and 28 Pound Street; and 28a Pound Street, former Newbury Bathroom Store) and erection of 79no. residential dwellings alongside access works, landscaping, open space, drainage and other associated works.
4	No Objection	<a href="#">24/01462/ADV</a>	87 - 89 Northbrook Street Newbury for WH Smiths	1 non-illuminated fascia sign at 15840 x 210mm a 1 non-illuminated window vinyl at 1700 x 2420mm
5	No Objection	<a href="#">24/01607/FUL</a>	30 Market Place Newbury for NatWest Group	The replacement of the two external ATMs.

6	No Objection	<a href="#">24/01608/LBC2</a>	30 Market Place Newbury for NatWest Group	The replacement of the two external ATMs.
7	No Objection	<a href="#">24/01615/ADV</a>	30 Market Place Newbury for NatWest Group	New ATM tablets and aluminium panels.
8	No Objection	<a href="#">24/01670/FUL</a>	Lock Stock and Barrel 104 Northbrook Street Newbury for Fuller, Smith & Turner Durn	New stretch tent over existing 1st Floor terrace and staircase.
9	No Objection	<a href="#">24/01724/ADV</a>	63 Parkway Shopping Centre Newbury for Jacobs & Turner Ltd (T/A Trespass)	Installation of 1 Nr. fascia sign and vinyl decal.

**Planning and Highways Committee Meeting  
Schedule of Planning Applications to be considered.**

**Monday 7<sup>th</sup> October 2024**

<b>Running Order</b>	<b>Ward</b>	<b>Application Number</b>	<b>Location and Applicant</b>	<b>Proposal</b>
1.	WASH COMMON	<a href="#">24/01957/CERTE</a>	54 Valley Road Newbury for Mr and Mrs Seward.	Seeking confirmation that original planning permission (17/01215/HOUSE) is still valid as a 'significant start' has been made of proposed building works with construction of external porch (with foundations) and internal structural work as per section 8 of the application form.
2.	WASH COMMON Adjacent Parish	<a href="#">23/02596/FUMAJ</a>	Longcose Farm Vanners Lane Enborne Newbury for Zippo and Company	Use of Land for the siting of up to 24 travelling show persons plots.
3.	WEST FIELDS	<a href="#">24/01779/FUL</a>	81 - 82 Northbrook Street Newbury for Rosedale Property Holdings Limited.	Installation of new fenestration and balconies
4.	WEST FIELDS	<a href="#">24/013550/FUL</a>	Newbury Baptist Church Moreton Hall Cheap Street Newbury for Newbury Baptist Church.	Replacement of 29 windows in East and West elevation of Newbury Baptist Church building.
5.	WEST FIELDS	<a href="#">24/01773/LBC</a>	5 Mansion House Street Newbury for British Heart Foundation.	External works to the pitched roof and flat roofs, replacement of downpipes and guttering system, internal alterations and redecoration
6.	WEST FIELDS	<a href="#">24/01523/FUL</a>	Union Place 31 Bartholomew Street Newbury for Dorien Road Ltd	Install new door to side elevation and glass canopy over.

### Application for Prior Approval

These are applications for Prior Approval under the 2013 amendments to Permitted Development. Because West Berkshire Council are required to inform nearby residents and display a public notice, West Berkshire Council is notifying the Parish / Town Council of the proposals in case interested parties should contact us. However, **we are not required to comment**, and the decision can only be taken based on the criteria set out in The Town and Country Planning (General Permitted Development) (Amendment) (England) Order 2013 [SI 2013No1101]. **Please be aware NTC are not allocated plans for us to consider**, but on-line details are available via the Application Number link.

Running Order	Ward	Application Number	Location and Applicant	Proposal
1.	WEST FIELDS	<a href="#">24/01772/PACOU</a>	4A Bridge Street Newbury for Mike Hill	Application to determine if prior approval is required for a proposed: Reinstate class to residential dwelling from the previously approved commercial use.
2.	WEST FIELDS	<a href="#">24/01782/PACOU</a>	81 - 82 Northbrook Street Newbury	Application to determine if prior approval is required for a proposed: change of use of the Application Site from Class E (commercial, business and service uses) to Class C3 (dwellinghouses) to form seven apartments.

## PLANNING AND HIGHWAYS COMMITTEE MEETING

7<sup>th</sup> OCTOBER 2024

## SCHEDULE OF APPEAL DECISIONS MADE BY THE PLANNING INSPECTORATE

APPLICATION NO.	LOCATION AND APPLICATION	PROPOSAL
<a href="#">23/01967/FUL</a>	Pound Court, Pound Street, Newbury for Opus AM	Additional storey plus side extension.
<p><b>NTC OBSERVATIONS 09.10.2023:</b> NTC objects to this proposal as overdevelopment of the site and lack of car parking provision.</p>		
<p><b>Planning Inspectorate's decision – The appeal is REFUSED (A copy of the <a href="#">notice</a> will also be available at the meeting)</b></p>		



**LEGEND**

- APPLICATION BOUNDARY
- AFORDABLE HOUSING - SOCIAL RENTED
- AFORDABLE HOUSING INTERMEDIATE

**RM1**

AFFORDABLE HOUSING UNITS - RENTED				
SFS9		2 Storey	1 Bed flat	3
SFS9		2 Storey	1 Bed flat	3
SFS9-1	Block A	2.5 Storey	1 Bed flat	3
SFS9-2	Block A	2.5 Storey	1 Bed flat	3
SFS9-3	Block A	2.5 Storey	2 Bed flat	3
YH50		2 Storey	2 Bed house	5
YH52		2 Storey	3 Bed house	5
YH53		2 Storey	3 Bed house	1
YH54		2 Storey	4 Bed house	3
<b>TOTAL RENTED UNITS</b>				<b>29</b>
AFFORDABLE HOUSING UNITS - INTERMEDIATE				
YH52		3 Storey	2 Bed house	7
YH53		2 Storey	3 Bed house	1
YH55		2 Storey	3 Bed house	1
<b>TOTAL INTERMEDIATE UNITS</b>				<b>9</b>
<b>TOTAL AFFORDABLE UNITS</b>				<b>38</b>
AFFORDABLE HOUSING - SOCIAL RENTED				
SFS9		2 Storey	1 Bed maisonette	1
SFS9		2 Storey	1 Bed maisonette	1
YH50		2 Storey	2 Bed house	2
<b>TOTAL SOCIAL RENTED UNITS</b>				<b>4</b>
AFFORDABLE HOUSING - SHARED OWNERSHIP				
YH50		2 Storey	2 Bed house	2
<b>TOTAL SHARED OWNERSHIP UNITS</b>				<b>2</b>
<b>TOTAL AFFORDABLE HOUSING UNITS</b>				<b>6</b>
AFFORDABLE HOUSING UNITS - INTERMEDIATE				
YH50		2 Storey	2 Bed house	3
<b>TOTAL INTERMEDIATE UNITS</b>				<b>3</b>
<b>TOTAL AFFORDABLE UNITS</b>				<b>3</b>



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## **Street Naming and Numbering Policy (SNN)**

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### **Policy Statement**

West Berkshire Council (the “Authority”) has the legal responsibility to ensure that streets are named and properties are numbered. The Authority has the power to approve or reject property addresses submitted by developers, agents or the general public, and to prescribe its own addressing schemes. The Authority uses the Towns Improvement Clauses Act 1847 (sections 64 and 65) together with section 21 of the Public Health Act Amendment Act 1907 for the purpose of naming streets and numbering properties. This power extends to commercial property as well as domestic.

All property development and address change within West Berkshire is subject to the official street naming and numbering process. Maintaining a comprehensive and high standard for naming streets and numbering or naming properties is essential as it facilitates:

- Consistency of property based information across local government and within the community of users for addresses.
- Emergency services locating a property.
- Reliable delivery of services and products.
- Location of addresses for visitors.

Anyone seeking an address change or the creation of an address for a new property must apply to West Berkshire Council following the procedures outlined in this Policy.

Proposals for street names from developers and the public are welcome for consideration. However it is recommended, when making an application, that at least 3 suggestions are put forward and that they comply with the guidelines set out within this Policy. It is advantageous for all suggestions for street and building names to reflect the local area or have a connection with Berkshire, where possible and where it avoids duplication.

If suggestions conform to this Policy and, for street names, do not meet with an objection from the Authority, local Ward Members and the relevant Town or Parish Councils, the new address will be formally allocated and relevant bodies will be notified. The Authority will take account of parties’ suggestions and recommendations, however if agreement cannot be achieved the Authority shall

determine the street name and / or address. Where street names or numbers have been established without reference to the Authority, we have the authority to issue Renaming or Renumbering Orders, under section 64 of the Towns Improvement Clauses Act 1847.

To aid the emergency services, we will endeavour to ensure that where appropriate, if a street has a name and has street signs relating to that name, all properties accessed from that street will be officially addressed to include that street name and also where appropriate, new properties are numbered.

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" version 3.4 (Sept 2016), available from The National Land and Property Gazetteer custodians at: [www.nlpg.org.uk](http://www.nlpg.org.uk)

### **Applicable Legislation**

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

*"Section 64: Houses to be numbered and streets named*

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

*Section 65: Numbers of houses to be renewed by occupiers*

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

#### **Public Health Act Amendment Act 1907**

*"Section 21: Power to alter names of streets.*

*The local authority 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. The local authority may cause the name of any street or of any part of any street to be painted or otherwise marked on a conspicuous part of any building or other erection.*

*Any person who shall wilfully and without the consent of the local authority, obliterate, deface, obscure, remove, or alter any such name, shall be liable to a penalty not exceeding level 1 on the standard scale."*

A Level 1 fine at the time of the implementation of this Policy is a fine not exceeding £200.

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

This Authority is not permitted to charge for the service of street naming as the duty to provide this service is not discretionary.

The Authority reserves its right to make an administrative charge for changing the address of an existing property or re-addressing any element of a development which has already been addressed (regardless of whether the property is habitable or occupiable), which is a discretionary service, by virtue of sections 64 and 65 of the Towns Improvement Clauses Act 1847 and section 93 of the Local Government Act 2003 (extract reproduced below). This will be exercised at our discretion.

The Council reviews this charge annually as part of its Fees and Charges review process for all services.

For information on changing the name of an existing property please following this link: <http://info.westberks.gov.uk/index.aspx?articleid=30184>

### **Local Government Act 2003**

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

*(1) Subject to the following provisions, a best value authority may charge a person for providing a service to him if-*

- (a) the authority is authorised, but not required by an enactment, to provide the service to him, and*
- (b) he has agreed to its provision.*

*(2) Subsection (1) does not apply if the authority—*

- (a) has power apart from this section to charge for the provision of the service, or*
- (b) is expressly prohibited from charging for the provision of the service.*

*(3) The power under subsection (1) is subject to a duty to secure that, taking one financial year with another, the income from charges under that subsection does not exceed the costs of provision.*

*(4) The duty under subsection (3) shall apply separately in relation to each kind of service.*

*(5) Within the framework set by subsections (3) and (4), a best value authority may set charges as it thinks fit and may, in particular—*

- (a) charge only some persons for providing a service;*
- (b) charge different persons different amounts for the provision of a service.*

*(6) In carrying out functions under this section, a best value authority shall have regard to such guidance as the appropriate person may issue.*

*(7) The following shall be disregarded for the purposes of subsection (2)(b)—*

- (a) section 111(3) of the Local Government Act 1972 (c. 70) (subsidiary powers of local authorities not to include power to raise money),*
- (b) section 34(2) of the Greater London Authority Act 1999 (c. 29) (corresponding provision for Greater London Authority), and*
- (c) section 3(2) of the Local Government Act 2000 (c. 22) (well-being powers not to include power to raise money).*

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

### **Naming Streets and Numbering Properties**

The Authority adheres to its legislative and statutory obligations and requires that properties are numbered (or named) and marked as such within West Berkshire. It is also the Authority’s responsibility to make sure, as it reasonably can, that street name plates are displayed and visible. The Authority reserves its right to use its legislative and statutory powers to affect the same.

If any person should destroy or deface a street name plate, or display an unofficial name or number on their property, then that person may be liable to a fine under the Criminal Justice Act 1982.

Property developers and local residents may suggest names for new streets. These should be submitted to:

Justina Mathewson  
Street Naming and Numbering Office  
West Berkshire Council  
Market Street  
Newbury  
RG14 5LD

The Authority will consider suggestions against our criteria. Consultation takes place with Royal Mail and the Town or Parish Council for the area. The Ward or Parish Councillors may either accept the suggestion or object to it and offer their own alternatives. Any alternative suggestion will be considered by the Authority against our criteria.

If a suggestion does not meet the naming criteria set out within this Policy (updated as it may be from time to time by amendments to this Policy) it will be rejected.

If 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 and / or applicant.

Where a street is created as all or part of a new development, all costs for the erection of new street name plates shall be paid for by the property developer. There is a specification for name plates and their locations and the Authority should be contacted for advice and approval in advance of any works in relation to the naming and / or numbering of new developments.

Maintenance of street name plates becomes the responsibility of the Authority only once the developer has finished all works to the site and the street has been formally adopted by the Authority.

**No street name plate can be erected until the street name has been confirmed in writing by the Authority.**

Contact the Developers Scheme Technician via [trafficandroadsaftey@westberks.gov.uk](mailto:trafficandroadsaftey@westberks.gov.uk) if any problems arise concerning street name plates. For example:

- erecting replacement name plates, or
- if a major road sign is required or requires maintenance,

please contact West Berkshire Council setting out your concerns and clearly identifying the location of the street and / or road sign.

### **Criteria for Naming Streets**

The Street Naming and Numbering Officer will use the following guidelines when agreeing if a new street name is acceptable. Property developers and Councillors should follow these guidelines for any names they wish to suggest.

The Authority will endeavour to promote names with a local or historic significance to the area in which the new street is located. 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.

Any street name that promotes a company, service or product shall 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 it is not connected to another company currently trading.

Names suggested by the developer may be used if they comply with the general street naming procedures and there are no objections from the Authority and appropriate Ward or Parish Councillors. In the event of unresolved disagreement, a final decision will be taken by the officer at the Authority who has delegated powers to approve street names within the Council's Constitution. There will be no right of appeal to the Authority's decision.

Changing a street name or a sequence of property numbering shall be avoided, unless there is specific and sufficient reason to do so. This may come in the form of a new development in the street, or a request from the emergency services. The Authority will pursue alternative solutions and only change the name or numbering if it considers that this is necessary in the circumstances. In the event that the street name or numbering needs to be changed the following steps shall be taken:

- (1) Consultation takes place with all affected rate-payers and the appropriate Ward and Parish or Town Councillors. Two-thirds of the Council Tax or Non-Domestic Rates payers must be in favour of the proposed change for it to proceed.
- (2) A report, with evidence of ratepayers' approval (in accordance with section 21 of the Public Health Act Amendment Act 1907), shall be made to the Portfolio Holder for Street Naming and Numbering of the Authority, seeking their endorsement to instigate the change.

### **Criteria for Addressing a Property**

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

- Planning Application Reference Number – Street Naming and Numbering for a development can only be administered subject to approved planning permission, and without this no address will be allocated unless justification can be supplied.
- 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.

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 Street Naming and Numbering Officer, we will agree with the developer the name of a property group, i.e. 1 – 4 Stable View , Down End.

Any property with a primary number must always use and display that number. Where a property has a name and an official number the number must always be included in the address and displayed on the property. The name cannot be regarded as an alternative. The Authority reserves its right to enforce its powers under section 65 of the Towns Improvements Act 1847 in this regard.

### **Street Naming Guidelines**

- (1) New street names shall not duplicate any name already in use in the District.
- (2) Distinctions by thoroughfare type within the same or adjoining area are to be avoided, i.e. Butterworth Drive and Butterworth Road.
- (3) Street names with phonetically similar names will also be avoided, i.e. Willows Avenue and Winnows Avenue.
- (4) Street names that may be considered or construed as obscene, racist or which would contravene any aspect of the Authority's equal opportunities policies will not be acceptable.
- (5) Street names that may be open to re-interpretation by graffiti or shortening of the name shall be avoided.
- (6) New street names shall not be assigned to new developments when such developments can be satisfactorily included in the current numbering scheme of the street providing access.
- (7) In order to avoid causing offence either by inclusion or exclusion, no street shall be named after any living person.
- (8) Words of more than three syllables and the use of more than two words (excluding the thoroughfare type) shall be avoided.
- (9) Street names are unacceptable if they are likely to cause difficulties in spelling or difficulties in pronunciation, as these may lead to confusion in an emergency situation or result in demands for a change of address from occupiers.
- (10) Street names or addresses cannot be personally linked to the developer either by way of individuals or names associated with the developer.

### **Property Addressing Guidelines**

- (1) 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, in the Authority's contemplation, exhausted.
- (2) 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.

- (3) 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.
- (4) 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.
- (5) Numbers should remain in sequence, however developers will be given the choice to miss numbers such as 13.
- (6) Flats and units shall be given individual numbers where possible. The sequence of the numbering depends on access to front doors of individual premises, but especially for flats they will be numbered clockwise with the first flat on the left at the entrance to the building or floor as applicable.
- (7) When a numbered property is converted to flats, the flats should be lettered where appropriate, i.e. Flat A, 20 High Street. The same shall apply for units, apartments and other forms of property sub-division where applicable.
- (8) A numbering scheme shall be avoided where the primary address contains a number, i.e. Flat 1, 20 Badgers Crescent.
- (9) If flats are built on a numbered street and cannot be logically integrated into the current numbering of that street, a name will be given to the block and the flats lettered internally, i.e. Flat A Fiddlers House, 27 Crown Street.
- (10) 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, i.e. 15A.
- (11) New street names shall not be assigned for the sole purpose of avoiding numbers with a suffix.
- (12) A business name shall not take the place of a number or a building name.
- (13) Private garages and buildings used for housing vehicles and similar purposes will not be numbered.
- (14) A piece of land, i.e. 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.
- (15) On a street without numbers a name will be allocated to any new property.

### **Responsibility for Property Addressing**

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

Allocation of postcodes is managed by Royal Mail and must be confirmed by them. The Authority 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 Royal Mail. The Authority accepts no responsibility or liability for omission of postcode or post town information, nor for any failure of services arising from this omission.

**Contact Details**

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## Newbury Town Council

Forward Work Programme for Planning and Highways Committee: 07.10.2024

## Standing Items on each (ordinary meeting) agenda:

1. Apologies
2. Declarations of Interests and Dispensations
- 3.1 Approval of Minutes of previous meeting
- 3.2 Officer's report on actions from previous meeting
4. Questions/Petitions from members of the Public
5. Questions/Petitions from Members of the Council
6. Schedule of Planning Applications
7. Schedule of Prior Approval Applications (if any)
8. Schedule of Licensing Applications (if any)
9. Schedule of Appeal Notifications (if any)
10. Schedule of Appeal Decisions (if any)
11. Neighbourhood Development Plan – Update (if any)
12. The Western Area Planning Committee – Update

At the first Committee meeting after the annual meeting of the Council	Election of Chair/ Deputy
	Approval of ToRs and memberships of Working Groups
June/September/December/March (Quarterly)	Updates on Section 215 of the Town and Country Planning Acts.
Each November	Review of KPI's for Planning and Highways Committee
	Send Budget and Strategy proposals to RFO
<b>2024</b>	
15 July	<ul style="list-style-type: none"> <li>- Flood and Drainage Forum</li> <li>- Faraday Road Football Club</li> <li>- PROW Working Group</li> <li>- Sandleford Park Liaison Group Update</li> </ul>
12 August	<ul style="list-style-type: none"> <li>- NDP WG Update</li> <li>- Town Centre Working Group Update</li> </ul>
9 September	<ul style="list-style-type: none"> <li>- Faraday Road Football club update.</li> <li>- Section 215's</li> <li>- Heritage Working Group update</li> </ul>
7 October	<ul style="list-style-type: none"> <li>- Sandleford Park Liaison Group Update</li> </ul>
4 November	<ul style="list-style-type: none"> <li>- Canal Corridor WG Update</li> <li>- P &amp; H Committee KPI's</li> <li>- PROW update</li> <li>- Sandleford Park Liaison Group Update</li> </ul>