

Thursday, 04 January 2024

Dear Councillor,

You are hereby summoned to attend a meeting of the **Planning and Environment Committee** which will be held on **Tuesday 09th January 2024** commencing at **19:00** in the Radcliffe Room, **The Grange, Vicarage Lane, Radcliffe-on-Trent, Nottingham NG12 2FB.**

In the interests of transparency, the council asks that any person wishing to record the meetings proceedings informs the Chairman prior to the start of the meeting and that recording equipment is on view.



Belina Boyer
Parish Clerk/RFO

Committee Members: Cllr Clegg, Cllr Douglas-Kirk (Chair), Cllr Dovey, Cllr Farnsworth (Vice-Chair), Cllr James, Cllr McLeod and Cllr Thomas

Agenda no	Agenda Item title	Power/Regulation
Open Forum	Members of the public are welcome to present any matter relevant to the wellbeing of Radcliffe-on-Trent. and each resident will receive the attention of the Council for a period not exceeding 5 minutes, with a maximum of 15 minutes in total. Please see the Standing Orders 3 d-n for details.	Public Bodies (Admissions to Meetings) Act 1960, s 1(1).
P&E 24/082	To note apologies for absence.	Local Government Act 1972, s85 (1) & Sch 12, p40.
P&E 24/083	To receive any declarations of interest in accordance with the requirements of the Localism Act 2011.	Localism Act 2011, s31.
P&E 24/084	To consider any dispensation requests received by the Parish Clerk in relation to personal and/or disclosable pecuniary interests, not previously recorded.	Localism Act 2011, s33.

Agenda no	Agenda Item title	Power/Regulation
P&E 24/085	To determine which items on the agenda, if any, require the exclusion of public and press under the Public Bodies (Admissions to Meetings) Act 1960 1 (2) and resolve to exclude public and press for these items.	Public Bodies (Admissions to Meetings) Act 1960 1 (2)
P&E 24/086	To receive the minutes of the previous Planning and Environment Committee meeting(s) and resolve to sign these as a true record of the meeting(s). Paper A – Planning and Environment Committee Meeting Tuesday 14 November 2023	Local Government Act 1972, Sch 12, p41 (1).
P&E 24/087	To consider the following planning applications for comment: a) 23/O2256/FUL Erection of 5no dwellings and 3no detached garages with new access. Rear/side single storey extension to existing house no 141 Trelaw 139 Shelford Road Radcliffe On Trent Nottinghamshire b) 23/O2250/FUL Installation and operation of a renewable energy generating station comprising ground-mounted photovoltaic solar arrays and battery-based electricity storage station together with a switchgear container, inverters, site access, internal access tracks, security measures, access gates, other ancillary infrastructure and landscaping and biodiversity enhancements Land North Of Stragglethorpe Road Stragglethorpe Road Stragglethorpe Nottinghamshire Paper B	
P&E 24/088	To note the following planning decisions: a) 23/01928/Ful - 10 Rockley Avenue – permission granted b) 11 Lamcote Gardens – permission granted c) 21/00539/DISCON - 6 - 8 Harewood Close – conditions discharged d) 23/02168/FUL – 29 Cliff Way - permission granted e) 23/02107/FUL – 5 Whitworth Drive – Permission Granted f) 23/01876/FUL – 11 Rockley Avenue – Permission Granted g) 23/02035/FUL – 85 Shelford Road – Permission Granted h) 23/02040/FUL – 4 Cropwell Road – Permission Granted i) 23/01860/TPO – 4 The Woodlands – Tree work granted j) 23/01227/TPO - Street Record Yew Tree – Tree work (felling) granted	

Agenda no	Agenda Item title	Power/Regulation
P&E 24/089	To consider a response to a Hedgerow Removal Notice - Sykes Drain, William Davis Homes Development Site. Paper C	
P&E 24/090	To receive a verbal update by the clerk on the restoration of the fountain and approve any necessary expenditure Paper D– to follow.	
P&E 24/091	To receive a draft UKSPF application and community consultation survey and approve their submission as delegated by Full Council (FC24/154). Paper E– To follow	LGA 1972 101 (1) (a)
P&E 24/092	To consider enquiring with NCC about the status of corrective work on the road drains on Main Road/ Nottingham Road from the junction with The Green to St Lawrence Boulevard in light of recent flooding in the area.	
P&E 24/093	To discuss recent flooding and consider any action the Parish Council could reasonably take. Paper F – to follow	
P&E 24/094	To note Certificate of Lawful Development 23/01844/CLUPRD in respect of 9 Eastwood Road Paper G	
P&E 24/095	To consider possible street names for the first phase of the development close to RSPCA Radcliffe on Trent Paper H	
P&E 24/096	To receive any items for notification to be included on a future agenda – for information only	
P&E 24/097	To note the date and time of the next scheduled Planning and Environment Committee meeting as Tuesday, 05 March 2023 at 19.00.	Local Government Act 1972, Sch 12, p10 (2)(a)

PAPER A

Draft Minutes of the Planning and Environment Committee meeting held on 14th November 2023 at 7pm in the Radcliffe Room, The Grange Radcliffe on Trent

Members Present:

Cllr Matt Douglas – Kirk (Chair)	Cllr Anne McLeod	
Cllr Nikki Farnsworth (Vice Chair)	Cllr Phil Thomas	
Cllr Irene Dovey	Cllr Sue Clegg	

Members Absent:

Cllr Tracey James		
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In attendance:-

Belina Boyer (Clerk)	Hayley Gandy (Administrator)	
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Agenda no	Agenda Item title	Resolution	Action	Power/Regulation
Open Forum	Members of the public are welcome to present any matter relevant to the wellbeing of Radcliffe-on-Trent. and each resident will receive the attention of the Council for a period not exceeding 5 minutes, with a maximum of 15 minutes in total. Please see the Standing Orders 3 d-n for details.	There were none present.		Public Bodies (Admissions to Meetings) Act 1960, s 1(1).
	Chairs Welcome	The Chair provided the committee with a report from RBC Cllr Upton.		

Agenda no	Agenda Item title	Resolution	Action	Power/Regulation
		<p>1. Flooding issues.</p> <p>Recent flooding issues at Clumber Drive, The Park Estate (Wharf Lane), and Nottingham Road are being investigated by the appropriate agencies.</p> <p>2. Main Road Parking Review:</p> <p>There have recently been two cameras in the village centre monitoring parking habits between the Co-op and Tesco Express. This is part of the evidence gathering for the main road parking review.</p> <p>3. Shelford Road Zebra Crossings:</p> <p>Feedback from recent public consultation being analysed by the County Council.</p> <p>4. The Green – replacement streetlight:</p> <p>The replacement streetlight to be installed between numbers 4 and 2A in September has not been done</p>		

Agenda no	Agenda Item title	Resolution	Action	Power/Regulation
		<p>(as at 6th November) and this will be investigated.</p> <p>5. Weeds on Pavements The wet summer has encouraged the growth of weeds on many pavements around the parish, and significantly reduced the effect of weedkiller. The section of Main Road between Water Lane and The Green has been the concern of many residents and "Streetwise" are looking into this.</p> <p>6. Carter AvenueA52: National Highways is investigating allegations of vehicular right turns out of Carter Avenue onto the A52creating safety risks for users of the pedestrian crossing.More signage may be provided.</p> <p>7. Litter bin St Mary's Church. St Mary's Church are getting contamination of their blue bin by dog poo bags and have asked for a public litter bin to be provided on</p>		

Agenda no	Agenda Item title	Resolution	Action	Power/Regulation
		<p>the footpath near to the main entrance to the church. This is being investigated by the Borough Council.</p> <p>8. Post Office Parade paving: Some of the concrete paving slabs on the private concourse in front of the Post Office Parade shops are becoming raised due to the action of tree roots, and this has been reported to David Tanner the managing agent.</p> <p>9. Pavement resurfacing and patching: Clumber Drive footpaths have been resurfaced on both sides. Significant patching work has been done to the Shelford Road footpath near to the railway station and Richmond Drive.</p> <p>10. Highway resurfacing:</p>		

Agenda no	Agenda Item title	Resolution	Action	Power/Regulation
		<p>The Radcliffe to Newton Road has had major patch repairs done (including resurfacing of the Newton – East Bridgford road junction) and hopefully it will be resurfaced in 2024/25.</p> <p>Thomas Avenue and Hillside Road are now programmed for resurfacing in March 2024.</p> <p>11. Holme Lane at Holme Pierrepont:</p> <p>The proposed "Prohibition of Driving Traffic Regulation Order 2023 (8366) is being progressed by the County Council."</p>		
P&E 24/069	To note apologies for absence.	The committee noted an apology from Cllr James.		Local Government Act 1972, s85 (1) & Sch 12, p40.
P&E 24/070	To receive any declarations of interest in accordance with the requirements of the Localism Act 2011.	There were none received.		Localism Act 2011, s31.
P&E 24/071	To consider any dispensation requests received by the Parish Clerk in relation to personal and/or disclosable pecuniary interests, not previously recorded.	There were none received.		Localism Act 2011, s33.

Agenda no	Agenda Item title	Resolution	Action	Power/Regulation
P&E 24/072	To determine which items on the agenda, if any, require the exclusion of public and press under the Public Bodies (Admissions to Meetings) Act 1960 1 (2) and resolve to exclude public and press for these items.	There were no members of the public present.		Public Bodies (Admissions to Meetings) Act 1960 1 (2)
P&E 24/073	To receive the minutes of the previous Planning and Environment Committee meeting(s) and resolve to sign these as a true record of the meeting(s). Paper A – Planning and Environment Committee Meeting Tuesday 10 October 2023	The committee unanimously resolved to sign the minutes of the Planning and Environment committee meeting held on 10 th October 2023.as a true record of that meeting.	Administrator to publish this on the website.	Local Government Act 1972, Sch 12, p41 (1).
P&E 24/074	To consider the following planning applications for comment: a) 23/01875/FUL Two storey side extension 11A Welbeck Road Radcliffe On Trent Nottinghamshire NG12 1DH b) 23/01875/FUL Two storey side extension 11A Welbeck Road Radcliffe On Trent Nottinghamshire NG12 1DH c) 23/01877/FUL Two storey side/rear extensions, single storey rear extension with 2no. balconies	The committee considered the following planning applications and resolved to comment as follows:- a) 23/01875/FUL . The Committee unanimously resolved to not object to the application. b) 23/01654/FUL duplication c) 23/01877/FUL The Committee unanimously resolved to not object to the application d) 23/01928/FUL The Committee unanimously	Clerk to submit these comments to RBC.	

Agenda no	Agenda Item title	Resolution	Action	Power/Regulation
	<p>above, two storey front extension with single storey element and canopy to front 11 Lamcote Gardens Radcliffe On Trent Nottinghamshire NG12 2BS (rushcliffe.gov.uk)</p> <p>d) 23/O1928/FUL Single storey rear extension, new pitched roof to replace existing flat roof over existing rear extension, new pitched roof to replace existing flat roof over the existing side extension 10 Rockley Avenue Radcliffe On Trent Nottinghamshire NG12 1AR</p> <p>e) 23/O2023/FUL Erection of new single-storey dwelling 26 Prince Edward Crescent Radcliffe On Trent Nottinghamshire NG12 2DX</p> <p>f) 23/O2040/FUL Two storey side extension and rear extension includes rear orangery, rear bay window and PV solar panels. Existing garage walls retained as boundary wall. Single storey side/rear extension. New side porch. 4</p>	<p>resolved to not object to the application.</p> <p>e) 23/O2023/FUL The committee unanimously resolved to Object to the application on the grounds of environmental grounds. It would mean the loss of a TPO protected willow tree with an estimated girth of 6m. The 3 trees that would be planted to replace it would have a girth of no more than 0.16m each. The committee had supported the application 23/00725/TPO T1 - (Weeping Willow) - Pollard and reduce two central limbs 26 Prince Edward Crescent Radcliffe On Trent Nottinghamshire NG12 2DX as this was to improve the health and longevity of that tree. There appears to be no indication how this development would support environmental standards by design or increase biodiversity. The impact on the street scene would be considerable.</p>		

Agenda no	Agenda Item title	Resolution	Action	Power/Regulation
	Cropwell Road Radcliffe On Trent Nottinghamshire NG12 2FS	<p>f) 23/02040/FUL The Committee unanimously resolved to not object to the application</p> <p><i>A late application for 23/01876/FUL 11 Rockley Avenue received, this was discussed and the committee unanimously resolved would likely comment to not object to this application.</i></p>		
P&E 24/075	<p>To note the following planning decisions:</p> <p>23/01654/FUL Proposed floor mounted air conditioning unit to side of property (Retrospective) Apartment 18 Cutlers Court Main Road Radcliffe On Trent Nottinghamshire NG12 2PS – Permission Granted</p>	The committee noted all the planning decision unanimously		
P&E 24/076	To receive a verbal update by the clerk on the restoration of the fountain.	The Clerk reported that the restoration of the fountain is ongoing. The committee requested	Clerk to continue to update the committee on progress.	

Agenda no	Agenda Item title	Resolution	Action	Power/Regulation
		that the works be completed by April.		
P&E 24/077	To consider an appropriate response to a Vicarage Lane, Prohibition of Waiting (8373) Initial Consultation. Paper B	The committee commented that Vicarage Lane, prohibition of Waiting (8373) initial consultation is a very good idea. The committee requested VIA be asked to ensure that the road is resurfaced prior to yellow lines being added.		
P&E 24/078	To note an SLCC "Climate Action for Smaller Councils" document. Paper C	The committee noted the SLCC Climate Action for Small Councils document. The committee requested having a Environmental working group to look at this further.	Clerk to prepare terms of reference for an Environmental working group.	
P&E 24/079	To consider a draft biodiversity policy. Paper D	The committee resolved to add this to the Strategic plan.		
P&E 24/080	To receive any items for notification to be included on a future agenda – for information only	Continued update on the progress of the Fountain restoration. Draft biodiversity policy Neighbourhood Plan update		

Agenda no	Agenda Item title	Resolution	Action	Power/Regulation
P&E 24/081	To note the date and time of the next scheduled Planning and Environment Committee meeting as Tuesday, 12 December 2023 at 19.00.	This was noted by all members.		

The meeting closed at 7.55pm

Signed as a true record of the Meeting: _____ Dated _____

Presiding chair of approving meeting

PAPER B

From: [REDACTED]@cavendishconsulting.com>
Sent: 01 December 2023 17:47
To: clerk@rotpc.com
Subject: Update on JBM Solar's proposals for Heron Solar Farm between Cotgrave and Radcliffe-on-Trent

Dear Ms Boyer,

Update on JBM Solar's proposals for Heron Solar Farm between Cotgrave and Radcliffe-on-Trent

I'm writing to provide an update on JBM Solar's plans for a new 20MW solar farm and battery storage proposal on land off Stragglethorpe Road, between Cotgrave and Radcliffe-on-Trent, NG12 3HA.

Since consultation in early September, we have been progressing the plans based on community feedback and will be submitting a planning application to Rushcliffe Borough Council in early December.

We were really pleased with the community response, with 39 responses received from local people, 79% of which outlined their support for the plans. I have provided a summary of the consultation response at the foot of this email. A detailed review of our community engagement and the consultation response will be covered in a Statement of Community Involvement submitted alongside the application.

The community provided lots of constructive comments, all of which have been considered, and some of which have been addressed in the progressed plans. Changes to the proposals include:

- Additional tree planting to enhance visual screening on the northern and northeastern boundary following concerns from neighbours along Cropwell Road.
- A small additional parcel of land has been added to the northwestern corner of the site. This will be used only for ecological enhancements, with habitat creation and over 400m of new native hedgerow planting, on top of the 1.8km of new hedgerow already proposed. This additional parcel of non-solar land, will also further distance the site from a popular walking route and provide additional screening.
- A circular access track has been incorporated to improve access throughout the site.

We are also pleased to update you that JBM Solar is increasing the proposed community benefit fund from £60k upfront, to £264,000 received in annual payments over the lifetime of the project. The community provided a lot of insightful feedback regarding how the community benefit fund can be utilised, which we hope to liaise with Cotgrave Town Council to make a reality.

We would be very pleased to arrange a meeting to discuss the progressed plans and allocation of the community benefit fund. Perhaps in early January when the application is validated.

Please provide some suitable dates in the New Year for either an online or in-person meeting.

Yours sincerely,

Bente Klein
Development Project Manager

Consultation Response Summary

The public consultation event was held from Thursday 31 August 2023 to Wednesday 20 September 2023, during which 39 people provided feedback. Please find below a summary of the responses. A thorough review of this, alongside our responses will be included in a Statement of Community Involvement submitted alongside the application.

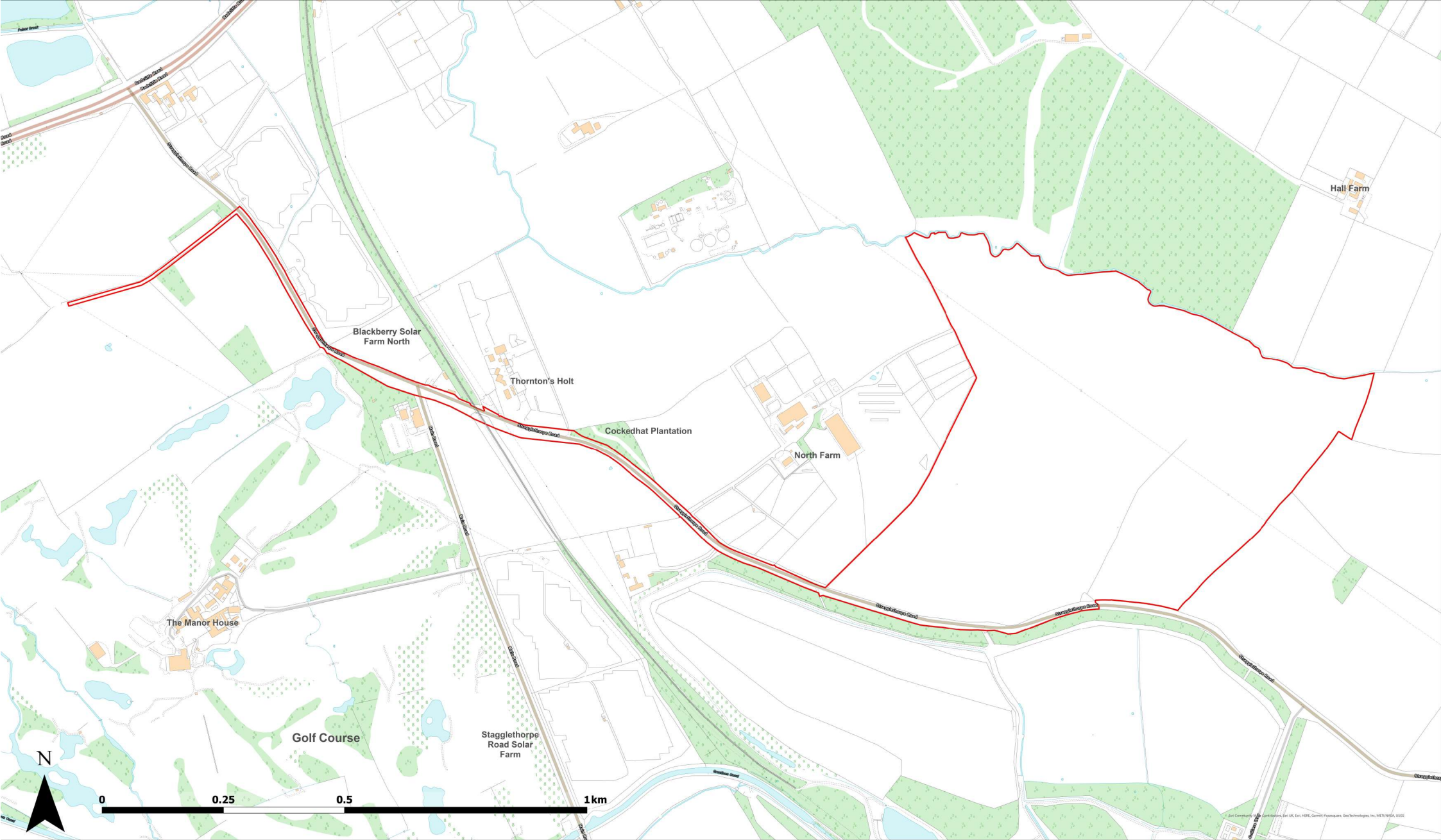
- 79% (30) of respondents outlined that they support proposals for Heron Solar Farm.
- 90% (35) of respondents strongly agreed the UK should be looking to renewable energy to help tackle climate change.
- 87% (34) of respondents strongly agreed the UK should be looking to improve its energy security to become less reliant on foreign imports.
- 90% (35) of respondents outlined support of our plans to improve local biodiversity as part of Heron Solar Farm.
- 92% (36) of respondents were in support of our plans to provide a community fund to support local initiatives.
 - Respondents provided many valuable suggestions for local initiatives that would benefit from funding, including Cotgrave Community Garden, Friends of Cotgrave Country Park and the RadCooks Community Kitchen, some of which we have already reached out to.
- Constructive feedback on improvements to the plans included comments regarding creating better screening through new planting and improving local walking links.



Account Manager
dishconsulting.com

W. cavendishconsulting.com





Legend

 Site Boundary

Site Location Plan

Project: J129 Heron
 Drawing No: SLP-J129-4
 Drawn By: ML
 Date: 01/12/2023
 Scale: 1:2,500 @ A0

JBM
 SOLAR
RWE



PAPER C

Clerk, ROTPC

From: [REDACTED]@rushcliffe.gov.uk>
Sent: 15 December 2023 16:46
To: Cllr N Clarke; Cllr R Upton; Cllr A J Brennan
Cc: clerk@rotpc.com
Subject: Hedgerow Removal Notice - Sykes Drain, William Davis Homes Development Site

OFFICIAL

Dear Councillors,

I have received a hedgerow removal notice for a hedgerow on the southern side of Sykes Drain immediately east of Radcliffe on Trent. The hedgerow notice pre-empts a proposed planning application with a view to allowing the removal to take place in early 2024 before the bird nesting season, otherwise the work will need to take place after August 2024. I am aware that flooding has occurred in this location in recent years and it seems that the developer, the Lead Local Flood Authority and Rushcliffe are working together to facilitate work to reduce the risk of flooding.

I would usually advise you at this stage that I will be undertaking work to determine whether or not the hedgerow is important for historical or wildlife reasons. However, on this occasion Via have done some prior investigation and have concluded the hedgerow does not meet the criteria to be considered 'important' for wildlife reasons. In terms of historic value they have concluded the hedge on the north side of the watercourse is older and certainly pre-dated the general enclosure acts, this hedge will be retained. A 80m section on the south side of the watercourse is proposed to be removed and evidence suggests this was planted after 1970 and whilst it could be considered important as it is older than 30 years old, its removal will not affect the ability to interpret and appreciate the historic field pattern in this area.

When a hedgerow is important there is a strong presumption in favour of retaining it, but public benefit would be a reason to allow removal and the creation of a balancing pond to hold water would meet this criteria. I understand the planning application will include proposals to enhance the retained hedgerow with additional planting.

Any comments you wish to make would be appreciated, particularly in regard to the need for the flood mitigation work. The Council has a 6 week window of opportunity if we wished to retain the hedgerow and I would like to make a decision early in the new year.

Kind regards


[REDACTED]
Senior Design and Landscape Officer
Property Services
Rushcliffe Borough Council
[REDACTED]



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Legend

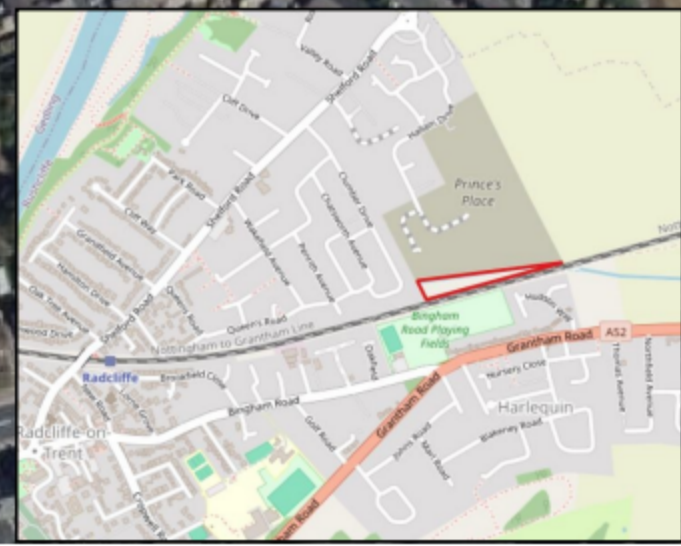


 Site Boundary

Hedgerows

 H1

 H2



Project		Prince's Place, Shelford Road, Radcliffe-On-Trent	
Status	FDR PLANNING	Project Number	CN2350904
Title			
Site and Hedgerow Location Plan			
Scale	DNS	Drawn	BH
		Checked	SW
		Authorised	SW
Drawing No.	Figure 01	Rev	0

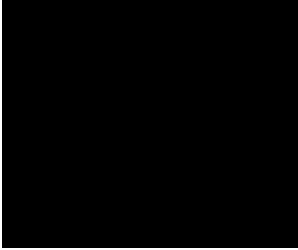
PAPER D

PAPER E

PAPER F

PAPER G

CERTIFICATE OF LAWFULNESS FOR PROPOSED DEVELOPMENT



**TOWN & COUNTRY PLANNING ACT 1990 SECTION 192
TOWN & COUNTRY PLANNING (DEVELOPMENT MANAGEMENT PROCEDURE)
(ENGLAND) ORDER 2015: ARTICLE 39
CERTIFICATE OF LAWFULNESS FOR PROPOSED DEVELOPMENT**

The RUSHCLIFFE BOROUGH COUNCIL hereby certify that **on 8th November 2023**_, the development described in the First Schedule to this certificate in respect of the land specified in the Second Schedule to this certificate and edged red on the plan marked Plan A attached to this certificate (“the Land”), would have been lawful within the meaning of section 192 of the Town and Country Planning Act 1990 for the following reasons(s):

- 1. Following the submission of a valid application on 4 October 2023 and the email of 8th November 2023 from Shayne Rice with accompanying revised plans:**
 - 974-03A proposed elevations; and details of materials,**

The proposed development is lawful because it would benefit from the deemed planning permission permitted by Class B of Part 1 of Schedule 2 of the Town and Country Planning (General Permitted Development) (England) Order 2015 (as amended) and therefore constitutes permitted development under article 3(1) of that Order. The development should be undertaken in accordance with these plans.

Note-

Having regard to the above and having taken into account matters raised there are no other material considerations which are of significant weight in reaching a decision on this application.

.....
Authorised Officer on behalf of Rushcliffe Borough Council
30th November 2023

FIRST SCHEDULE

Application for Certificate of Proposed Lawful Development in relation to new dormer windows to the side and rear elevations, as described in the application ref. no. 23/01844/CLUPRD revised on the 8th November 2023; (including the plans and drawings submitted with the application).

SECOND SCHEDULE

9 Eastwood Road Radcliffe On Trent Nottinghamshire NG12 2FZ, shown edged red on the plan marked Plan A attached.

Notes:

1. This certificate is issued solely for the purpose of section 192 of the Town and Country Planning Act 1990 as amended.
2. It certifies that the operations specified in the First Schedule taking place on the land described in the Second Schedule would have been lawful on the specified date and, thus, would not have been liable to enforcement action under Section 172 of the 1990 Act on that date.
3. This certificate applies only to the extent of operations described in the First Schedule and to the land specified in the Second Schedule and identified on the attached plan. Any operations which are materially different from those described or which relates to other land may render the occupier or owner liable to enforcement action.
4. The effect of this certificate is also qualified by the proviso in section 192(4) of the 1990 Act, as amended, which states that the lawfulness of a described use or operation is only conclusively presumed where there has been no material change, before the use is instituted or the operations begun, in any of the matters relevant to determining such lawfulness.

PAPER H

From: [REDACTED]@rushcliffe.gov.uk>
Sent: 06 December 2023 11:07
To: Clerk - ROTPC
Subject: Development close to RSPCA Radcliffe on Trent
Attachments: RBC Guide for Street Naming & Numbering V4 May 2017 PDF.pdf

Flag Status: Flagged

OFFICIAL **A deadline extension to 26
January has been agreed.**

Dear clerk,

I have had an application to name new streets for phase one of the above development by Avant Homes. As with previous applications (Shelford Road, etc.) I am writing to consult with you about the street names. Four new street names are needed for this phase.

The development is close to the RSPCA on Nottingham Road. The planning reference is 23/01024/REM.

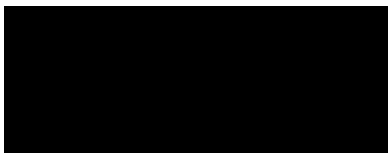
The developer has made no suggestions for street names. I have two ideas –

1. We could carry on with the names from the First World War Memorial/Roll of honour.
- Or
2. As the development is close to the RSPCA, we could go with some suitable dog breed names to mark the important work of the RSPCA. I thought Greyhound, Newfoundland, Airedale, Norfolk, Manchester, Border would be suitable, (the last four are terrier breeds).

I would be grateful to hear any comments you have on the above, or any other suggestions you may have, before **7th January 2023**. I will then consider any comments and suggestions before deciding on the names. Any names must not be similar to nearby streets and must meet our street naming rules (attached).

I look forward to hearing from you. If you have any queries or need any advice in the meantime, please do not hesitate to contact me.

Yours sincerely



**Rushcliffe Borough Council
Rushcliffe Arena
Rugby Road
West Bridgford
Nottingham**

Rushcliffe Borough Council

Street Naming and Numbering Guide



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1 Introduction

- 1.1. The naming and numbering of streets and buildings within Rushcliffe is a Statutory Function of Rushcliffe Borough Council (hereafter known as “the Council”), and is covered by Sections 64 & 65 of the Towns Improvement Clauses Act 1847, Section 21 of the Public Health Acts Amendment Act 1907 and the Local Government Act 1972. Street Naming & Numbering is carried out in accordance with British Standard BS7666.
- 1.2. The address of a property is becoming a very important issue. Organisations such as the Post Office, emergency services and the general public need an efficient and accurate means of locating and referencing properties.
- 1.3. Anyone seeking an address for a new property or wishing to change the name of an existing property should apply in writing to this Council. Tenants should be aware that only the owner of a property can apply for a change of name.
- 1.4. As far as street naming proposals are concerned the Council is happy for developers or owners to propose names for consideration. It is suggested that more than one new name is suggested (three if possible), and that the names proposed meet the criteria set out in Sections 4 – 6 below.

2. Statutory Context

- 2.1. Local Authority powers relating to street naming and numbering are set out in the Towns Improvement Clauses Act 1847, Public Health Amendment Act 1907, Public Health Act 1925 and the Local Government Act 1972.
- 2.2. The Council carries out street naming and numbering under the provisions of the Towns Improvement Clauses 1847 and the renaming of streets under the Public Health Amendment Act 1907 as adopted at a meeting of the Full Council on 26 February 1986.
- 2.3. Section 64 Towns Improvement Clauses Act 1847 provides that the Council ‘shall from time to time cause the houses and buildings 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 of name put up shall be liable to a penalty not exceeding (level 1 on the standard scale) for every such offence’.
- 2.4. Section 65 Towns Improvement Clauses Act 1847 requires that ‘occupiers of houses and other buildings in the streets shall mark their houses with such numbers as the Council approve of and shall renew such numbers as often as they become obliterated or defaced’.
- 2.5. Section 21 Public Health Amendment Act 1907 provides that the Council ‘may with the consent of two-thirds in number of the ratepayers in any street, alter the name of any 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 erection’.

3. Applying for a new property address

3.1. Applications should be made by:

3.1.1. Individuals or developers building new houses, commercial or industrial premises, or:

3.1.2. Individuals or developers undertaking conversions of existing residential, commercial or industrial premises which will result in the creation of new properties or premises.

3.2. Applications for new addresses should be submitted as soon as possible after permission for the proposal has been granted and in any case as soon as building work commences. This is important, as utility companies are often reluctant to install services where an official address has not been allocated.

3.3. Application should be made using the appropriate form and be accompanied by a site plan annotated with the suggested street names and/or numbers. This plan should be at an appropriate scale showing the whole development in context with its surroundings. The completed form should be sent to Street Naming & Numbering, Rushcliffe Borough Council, Rushcliffe Arena, Rugby Road, West Bridgford, Nottingham, NG2 7YG

3.4. If an application is submitted at a late stage of the development, problems could arise, especially if the application is rejected and purchasers have bought properties marketed under an unofficial marketing title. It should be made clear in any marketing literature distributed to prospective purchasers that marketing names for developments are subject to approval, and therefore liable to change.

4. Procedure

4.1. The Council will check that the proposed street names accord with the Conventions as outlined in Sections 4 – 6 of this document.

4.2. The Council will consult with the relevant Parish or Town Council or in the case of West Bridgford, the appropriate Ward Members. The standard consultation period will be 21 days although allowances will be made to take account of public holidays and local council committee dates.

4.3. Once the naming has been agreed Royal Mail will be asked to assign the relevant post codes.

4.4. The developer is responsible for the cost and installation of street nameplates. Maintenance of the street signs becomes the council’s responsibility once the street has been adopted. A street nameplate should not be erected until the council has confirmed the street name/s in writing. Street nameplates must be to our standard specification, a copy of which is available on request.

5. General Naming Conventions

- 5.1. Street names should, where possible, reflect the history or geography of the site or area.
- 5.2. Street names should avoid duplication within the same post code area.
- 5.3. Street names should not be difficult to pronounce or awkward to spell.
- 5.4. Streets and buildings will not be named after living persons, with the exception of the Royal Family, for which permission from the Cabinet Office (Constitutional Branch) must be sought.
- 5.5. In applications to name streets after deceased persons, permission must be obtained from the person's family or estate administrators. In order to be considered the individual in question should:
 - Have been dead for 20 years or have passed the centenary of their birth;
 - Have a significant and demonstrable connection to the site in question.
- 5.6. Street names that could be construed as advertising will not be allowed.
- 5.7. Street names that could be considered offensive will not be allowed.

6. Street Naming Conventions

When naming new streets, the following conventions should be considered:

- 6.1. All new street names should end with one of the following suffixes:
 - Street (for any thoroughfare)
 - Road (for any thoroughfare)
 - Way (for major roads)
 - Avenue (for residential roads)
 - Drive (for residential roads)
 - Place (for residential roads)
 - Grove (for residential roads)
 - Mews (for residential roads)
 - Gardens (for residential roads – subject to there being no confusion with local open space)
 - Crescent (for a crescent shaped road)
 - Close (for a cul-de-sac only)
 - Court (for a cul-de-sac only)
 - Square (for a square only)
 - Hill (for a hillside road only)
 - Circus (for a roundabout only)
 - Terrace (for a terrace of houses)
 - Lane (only for development of a historic by-way)
 - Vale (for residential roads in exceptional circumstances)
 - Walk (for residential roads in exceptional circumstances)
 - Rise (for residential roads in exceptional circumstances)

- Row (for residential roads in exceptional circumstances)
- Wharf (for residential roads in exceptional circumstances)
- Dene (for residential roads in exceptional circumstances)
- Mead (for residential roads in exceptional circumstances)

6.2. Non-acceptable suffixes are as follows:

- End, Cross, Side, View, Park, Meadow

The above can be incorporated in a street name provided it ends with an appropriate suffix (e.g. Mile End Road, Corn Meadow Drive)

6.3. Exceptions or single or dual names without suffixes should only be used in appropriate places (i.e. Broadway – for major roads only).

6.4. Pedestrian ways should have the following suffixes:

- Walk
- Path
- Way

6.5. The use of North, South, East or West (as in Bingham Road North and Bingham Road South) is not acceptable when the road is in two separate parts. In such a case, one half should be completely renamed.

6.6. Phonetically similar names within an area should be avoided (i.e. Cotgrave Road and Cotgrave Close, or Churchill Road and Birchill Road).

7. Building Naming and Numbering Conventions

When naming / numbering a new building, the following conventions should be considered:

7.1. Flats/Apartments

If the developer wishes to name a block of flats or buildings then they must supply a suitable name, which will be put through the same consultation process as a street name request.

All named blocks should end with one of the following:

- Court - for flats and other residential buildings
- Mansions - other residential buildings
- House - residential blocks or offices
- Point - high residential blocks only
- Tower - high residential or office blocks

7.2. A new street should be numbered with the odd numbers on the left and the even numbers on the right from the entrance of the street, except in the case of a cul-de-sac, where consecutive numbering in a clockwise direction will be used.

- 7.3. All numbers, including the number 13, will be used in the proper sequence. Applications to omit any number from a numbering sequence, for whatever reason, will be refused.
- 7.4. Private garages and similar buildings used for housing cars, etc, will not be numbered
- 7.5. Where an existing street or similar is to be extended, it would be appropriate to continue to use the same street name. This would include the continuation of the street numbering.
- 7.6. Buildings (including those on corner plots) will be numbered according to the street in which the main entrance is to be found. The manipulation of numbering in order to secure a prestigious address, or to avoid an address with undesirable associations, will not be authorised.
- 7.7. In multi-occupancy buildings (blocks of flats), it is preferable to give a street number to each dwelling with individual access to the street. Where the flats share a common entrance or there are not sufficient numbers available because of existing development, the building should be given a number where possible or a name and the flats numbered separately internally.
- 7.8. If a building has entrances in more than one street, is a multi-occupied building and each entrance leads to a separate occupier, then each entrance should be numbered in the appropriate road. Exceptions may be made, depending on circumstances, for a house divided into flats.
- 7.9. Flats will be numbered in the form of 'Flats 1', 'Flat 2' etc. Any other form of naming or numbering is discouraged. For example 'First Floor Flat' or 'Flat A' is unacceptable and will be known as 'Flat 1' or as appropriate.
- 7.10. Legislation permits the use of numbers followed by letters. These are needed, for instance, when one large house in a road is demolished and replaced by four smaller houses. To include the new houses in the numbered road sequence it would involve renumbering all the higher numbered houses on that side of the road. If a considerable number of other houses would be affected, then the new house should be given the number of the old house with either A, B, C or D added.
- 7.11. For private houses in existing unnumbered roads, it is essential that the houses be officially allocated names. The name should avoid repeating the name of the road, or that of any house or building on the area. Anyone wishing to change the name of their unnumbered house must also apply to the Authority.
- 7.12. Where a property has a number, it must be used and displayed. Where a name has been chosen to a property with a number, the number must always be included. The name cannot be regarded as an alternative. This is enforceable under section 65 of the Towns Improvement Clauses Act 1847.

8. Renaming and Renumbering of Streets and Buildings

8.1. On rare occasions, it may be necessary to rename or renumber a street. This is usually only done as a last resort when:

- There is confusion over a street's name and/or numbering
- A group of residents are unhappy with their street name
- New properties are built and there is a need for other properties to be renumbered to accommodate the new properties
- The number of named-only properties in a street is deemed to be causing confusion for visitors, delivery or emergency services

8.2. Residents of the affected street will be balloted on the issue. At least a two-thirds majority of the council tax payers in the affected street will be required to make the change. Section 21 Public Health Amendment Act 1907 refers

8.3. We may also consult with Royal Mail

9. Changing a Property Address/Name

- 9.1. If the property has an officially allocated number it will not be possible to replace that number with a name. If the occupier chooses to add or change a house name in these circumstances the address must still include the allocated number. Royal Mail will also only recognise the allocated number in these instances.
- 9.2. In some rural areas properties have an allocated name. Only the owner of a property may change the name of that property. Owners should apply in writing to the Council enclosing a site plan, to a scale no less than 1:1250 and a completed application form - 'Application to change the name of a property'. The date of the requested change must also be given.

10. The NLPG and LLPG

- 10.1. The Council is responsible for maintaining information relating to Rushcliffe in the National Land and Property Gazetteer (NLPG). This is done by maintaining a Local Land and Property Gazetteer (LLPG)
- 10.2. The LLPG and NLPG will be updated to include all authorised new street names, building names and numbering. These will be made in accordance with British Standard BS7666 "Spatial Data-sets for geographical referencing".

11. Post Codes

- 11.1. The Council is not responsible for assigning postcodes to addresses. When a new property address has been approved Royal Mail will be asked to confirm the Post Code, however they will not issue such a post code until requested by the Council.
- 11.2. The address used by Royal Mail may contain the name of a different town to the official address. This is because the postal address *'is a sorting and routing instruction to Royal Mail's staff and not always a geographically accurate description of where a property is located. As mail is circulated via Post towns it may for example include the name of that town which could be several miles away, as that is where your mail is processed'* (Postcode Address File Code of Practice, May 2010)
- 11.3. Any queries about postcodes can be dealt with by Royal Mail by calling 0906 302 1222 (Postcode Enquiries) (premium rate) or website at <http://www.royalmail.com/portal/rm/>

12. Further information and Advice

- 12.1. For further advice on any aspect of street naming and numbering, please contact the Street Naming & Numbering Officer
Tel: 0115 981 9911
email: propertyinformation@rushcliffe.gov.uk.