

Councillors are hereby summoned, and members of the public and press are invited, to attend a meeting of the **Planning and Highways Committee** to be held on **Monday 10<sup>th</sup> February 2025**, starting at 18.45, in the Council Chamber, Town Hall, Market Square, Crewkerne for the purpose of transacting the business outlined on the agenda below.

**Notes:**

- **The recording of the meeting will be uploaded for members of the public who wish to view it via the following link: <https://www.youtube.com/channel/UCTA9K-7L4Onjcli2Gtz7tCg>.**
- **Members of the public requiring assistance or reasonable adjustments to aid their attendance at council meetings are asked to contact the Council Offices in advance using the above contact details. Documents are available in large print by request.**
- **Recording of meetings is permitted under the Openness of Local Government Bodies Regulations 2014; please refer to the Council's Policy on Audio/Visual Recording & Photography at Meetings ([Recording-Meetings-policy-Feb-2022.pdf \(crewkerne-tc.gov.uk\)](#)).**
- **Public participation is welcome during the allocated Public Open Forum session, please refer to Section 3 of the Council's Standing Orders ([Standing-Orders-May-2024.pdf \(crewkerne-tc.gov.uk\)](#)).**

Katharine Sheehan FSLCC, Town Clerk (signed on original)  
4 February 2025

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## Agenda

- 061/2425**      **To receive and approve apologies for absence.**  
a. To record members present:  
Schedule 12 of the Local Government Act 1972 requires:
- a record be kept of the members in attendance.
  - this record forms part of the minutes of the meeting.
  - Members who are unable attend a meeting should tender apologies in advance to the Town Clerk and the grounds for apologies tendered will also be recorded.
- b. To approve any apologies for absence:  
Section 85(1) of the Local Government Act 1972 requires:
- Members present to decide if the reason(s) for a member's absence are acceptable.
- 062/2425**      **To receive declarations of pecuniary or personal interests in items on the agenda and any dispensations.**  
The Localism Act 2011 and the Council's Code of Conduct requires:
- Members to declare any interests not currently recorded in the Member's Register of Interests or not notified to the Monitoring Officer of it.
  - Requests for Dispensations should be made in writing to the Clerk in advance of the meeting.
- 063/2425**      **To confirm the minutes of the previous meeting held on 13 January 2025.**
- 064/2425**      **Public Open Forum:** Questions may be put to the Council in person during this public participation session of up to 15 minutes and a maximum of 3 minutes per person. Issues notified to the Clerk a minimum of 3 working days before the meeting (i.e., by 5pm on the preceding Wednesday) will receive a response during this session. Issues raised in this session without prior notice may be

referred to the Clerk to respond to within 10 working days or listed on a subsequent agenda. The Mayor reserves the right to vary or extend these time limits.

- 065/2425** To receive the Clerk's update report.
- 066/2425** To consider Planning Applications as per the list available on website or via Town Council office. Please note that the Town Council is a Statutory Consultee for Planning Applications and as such does not make decisions on any application. Any recommendations and comments this Committee make will be fed into the planning process. Somerset Council is the Planning Authority and will issue the decision notices on all applications.
- 067/2425** To receive planning decision notices from Somerset Council.
- 068/2425** To receive an update on Clammer Hill Lane.
- 069/2425** To consider quotations for sign clearance and cleaning.
- 070/2425** To consider street names for Crewkerne Key Site Phase 2A.
- 071/2425** To receive the updated Action Status Report.
- 072/2425** To receive a report from the Neighbourhood Plan Steering Group.
- 073/2425** Date of next meeting: Monday 10<sup>th</sup> March 2025, 18.45, Council Chamber.

**CREWKERNE TOWN COUNCIL**  
**Planning and Highways Committee Meeting**  
**Monday 10<sup>th</sup> February 2025**

**New Applications – Somerset Council**

- 25/00036/TCA      **The Hermitage Pulmans Lane Crewkerne Somerset TA18 8HA**  
Notification of intent to fell No. 1 tree and carry out tree surgery works to No. 1 tree within a conservation area.  
NOTIFICATION ONLY
- 25/00027/FUL      **Waitrose South Street Crewkerne Somerset TA18 8DA**  
Full planning application to include roof and plant replacement upper deck car park works and façade maintenance.
- 25/00035/ADV      **Waitrose South Street Crewkerne Somerset TA18 8DA**  
Display of rebranded existing Waitrose signage with new building letters, car park signs and window vinyls.
- 25/00179/P3GPA      **Units 2 3 and 4 Victoria Shopping Mews Market Square Crewkerne Somerset TA18 7LE**  
Prior approval for proposed change of use from Commercial, Business and Service use (Class E) to mixed use including up to two flats (Class C3). This proposal is for a part change of use to convert the upper floor commercial office space into two new living units, whilst retaining the shops on the ground floor.  
NOTIFICATION ONLY
- 25/00132/DOC1      **Crewkerne Key Site 1 Land East of Crewkerne Between A30 and A356 Yeovil Road Crewkerne Somerset TA18 7HE**

Discharge of condition No. 7 (Scheme of tree and hedgerow protection measures) of Planning Application 23/0006/REM.

**To receive planning decision notices from Somerset Council**

24/02875/HOU	<b>20 Station Road Crewkerne Somerset TA18 8AJ</b> Demolition of an existing lean to conservatory and the erection of single storey rear extension  APPROVED
24/02730/ADV	<b>23 Market Street Crewkerne Somerset TA18 7JU</b> Display of 1 No. non-illuminated fascia sign and 2 No. non-illuminated 'other' LH and RH window signs (retrospective)  APPROVED
24/02399/LBC	<b>23 Market Street Crewkerne Somerset TA18 7JU</b> Proposed signage installation and re-decoration of existing shopfront fascia and glazing mullions (implemented)  APPROVED
24/02625/TCA	<b>East Grove Popleswell Crewkerne Somerset TA18 7ES</b> Notification of intent to carry out tree surgery works to No. 2 trees within a Conservation Area  DECIDED

<b>Report subject</b>	Sign clearing and cleaning
<b>Committee name</b>	Planning & Highways Committee
<b>Meeting date</b>	10 <sup>th</sup> February 2025
<b>Report author</b>	G. Hughes, Deputy Town Clerk
<b>Report contact details</b>	deputyclerk@crewkerne-tc.gov.uk
<b>Consultees</b>	Kier
<b>Decision required?</b>	Yes

### 1. Purpose

1.1 To consider quotations for sign clearance and cleaning.

### 2. Background information

2.1 The 'Crewkerne' signs at the entry points to the town need repairing, cleaning and clearing of vegetation.

2.2 As these signs aren't statutory highway signage Somerset Council has no available funds in the Highway budget to repair or clear existing signs.

2.3 The Grounds Team have been unable to carry out this work as some of these signs are located on high-speed roads. Planned works would need traffic management measures to ensure a safe working zone is maintained to protect staff. This in turn would also require road space to be booked with Somerset Councils Street Works co-ordinators. For these reasons it was agreed to pursue the Enhanced Highways Maintenance (EHM) pilot scheme for the works.

### 3. Detailed Consideration

3.1 There are two quotes to be considered:

- Quote A - The cost of these works through the EHM with Kier would be £350. It is expected that the work would take half a day to clear within 1m of the signs. The remainder of the day can be filled with cleaning additional signs around the town for another £350.
- Quote B – An additional quote was provided of £800 through a separate contractor. This would take 2-2 ½ days and the cost covers the workload rather than the duration. This quote would clear vegetation 20m either side and would include small fallen trees. The expectation is that the signs would remain clear of vegetation for three years.

3.2 Please note that not all the signs have vegetation within 20m for example the one at the junction of Lyme Road/Cathole Bridge Lane.

3.3 If Quote B is chosen this wouldn't include cleaning additional signs around the town.

3.4 Since the EHM pilot began in September, there have been some initial difficulties, and no work has currently taken place.

**4. Financial implications**

4.1 Quote A - £700 for a full day's work clearing the 'Crewkerne' signs and additional ones throughout the town

4.2 Quote B – £800 to clear the 'Crewkerne' signs only.

**5. Equalities considerations**

N/A

**6. Council Action Plan objectives supported**

N/A

**7. Recommendation**

7.1 It is recommended that:

Councillors AGREE a quote for the works, delegating all necessary arrangements to the Deputy Clerk.

Appendix A: Photos of the signs

## Appendix A: Photos of the signs

These photos were taken Summer 2024



**A30 Roundham**



**A30 Crewkerne Hill**



**Station Road, Crewkerne.**



**B3165 Maiden Beech (From Lyme Regis)**



**A356 Broadshard (Approach road from A303)**



**Merriott Road**

<b>Report subject</b>	Street naming for Crewkerne Key Site Phase 2A
<b>Committee name</b>	Planning & Highways Committee
<b>Meeting date</b>	10 <sup>th</sup> February 2025
<b>Report author</b>	G.Hughes, Deputy Town Clerk
<b>Report contact details</b>	deputyclerk@crewkerne-tc.gov.uk
<b>Consultees</b>	Somerset Council and Taylor Wimpey
<b>Decision required?</b>	Yes

## 1. Purpose

- 1.1 To consider street names for Crewkerne Key Site Phase 2A (Taylor Wimpey development).

## 2. Background information

- 2.1 The developers of the above site have approached the Somerset Council for new street names for Phase 2A of the Crewkerne Key Site - please see the attached plan, (Appendix B) non-shaded areas. Please note the link road running from Station Road to A30 has already been named 'The Swan Neck' during phase 1.
- 2.2 Somerset Council were approached late last year by a member of the public:  
*'I am currently assisting Crewkerne with its remembrance of a now deceased Canadian WW2 pilot whose Spitfire crashed into the town cemetery in 1942. There is a ceremony due next March with - hopefully - members of the family travelling over... Canadian Frederick Philip Schofield. I would like to try to get one of the new roads or housing estates in the town named after the Pilot so that his name will be remembered by future generations.'*

## 3. Detailed Consideration

- 3.1 In total, to allow for any street names which may not be suitable, **a minimum of thirteen names should be proposed for consideration.**
- Any proposed street name must meet the following criteria (further information can be found in the attached Somerset Council Streetnaming and Numbering Policy see Appendix C)
  - Does not duplicate an existing street or building name in the area (within a 5-mile radius of the site and/or in the same postcode locality).
  - Does not breach rules of common decency.
  - Does not promote an active organisation or living individual.

- Where the name /nickname of a deceased person is proposed, written permission would need to be provided by the late Mr Schofield's family/estate before proceeding. (Please note we already have contact details for the family.)
  - A minimum of thirteen are required as some may not be suitable. This also means that any which are suitable and meet agreement with Somerset Council, Taylor Wimpey, and Royal Mail and aren't used on this phase, could possibly be used on another.
- 3.2 Please note the suffixes will be chosen by Somerset Council and Taylor Wimpey. The suffix used should be appropriate for the type of street. For example 'Road' connects two points, 'Way' is a side street, 'Avenue' has trees or buildings on both sides, 'Drive' is a winding road with its route shaped by natural features, 'Place' is a no through road.
- 3.3 The following suggestions have been proposed as a nod to the late Mr Schofield:

**SPITFIRE** – directly linked to the event  
**SQUADRON** – recognising the RAF squadrons that flew the Spitfires  
**AVIATOR** – acknowledging the bravery of the pilots  
**ACE** – a tribute to the fighter pilots known as 'aces'  
**RED** – a nickname given to Mr Schofield by fellow squadron members  
**SCHOFIELD** – recognising Mr Schofield directly

Other related suggestions:

**FLIGHT** – representing the journey of the aircraft  
**HORIZON** – evoking flight and open skies  
**VALIANT** – symbolising courage  
**COURAGE** – representing the bravery of the pilot  
**ENDEAVOUR** – reflecting effort and determination

Crewkerne/textile related prefixes:

**TENTER** – refers to tenter frames used for drying cloth  
**HORNER** – Thomas Horner was a wealthy Crewkerne cloth merchant  
**SAILCLOTH** – Crewkerne was known for making sailcloth  
**TWILL** – a type of weave used in textiles  
**DRAPER** – refers to cloth merchants of drapers in the area  
**SERGE** – a type of woven wool fabric once produced in Crewkerne

Nature related prefixes:

**LIME** – a simple reference  
**LINDEN** – The European name for lime trees  
**LIMEWOOD** – representing the wood from lime trees  
**LIMEHURST** – meaning a wooded area of lime trees  
**PARRETT** – representing the River Parrett



**4. Financial implications**

None

**5. Equalities considerations**

None

**6. Council Action Plan objectives supported**

None

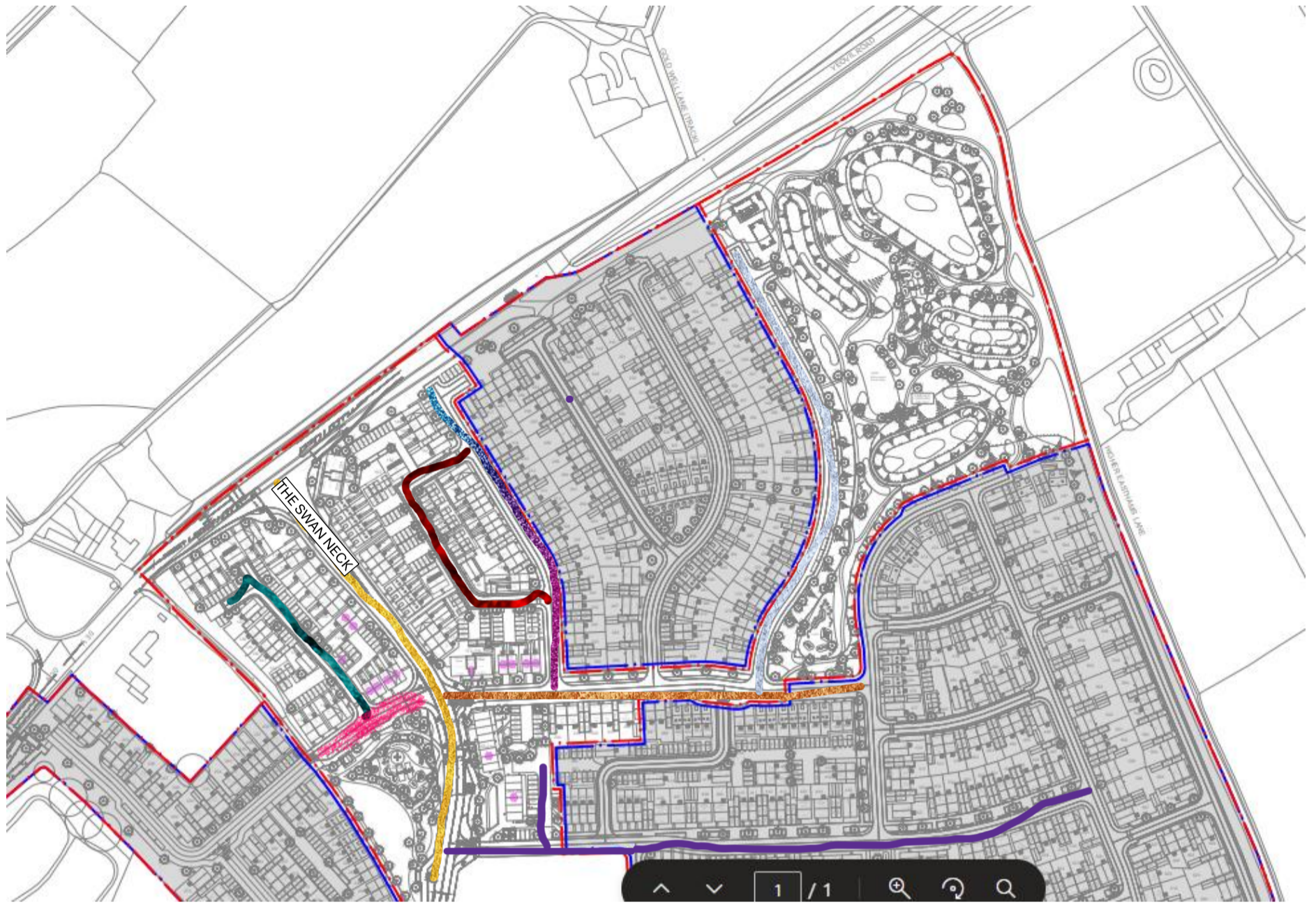
**7. Recommendation**

7.1 It is recommended that:

Councillors AGREE a minimum of thirteen prefixes for the Deputy Clerk to submit for consideration before the deadline.

APPENDIX B: Map of Phase 2A Crewkerne Key Site

APPENDIX C: Somerset Council Streetnaming and Numbering Policy





# Somerset Council

## SOMERSET COUNCIL

# STREET NAMING AND NUMBERING POLICY

Author:	Adam Rhymer
Document Name:	Street Naming and Numbering Policy
Document Number:	1
Effective From Date:	27/07/2023
Date Due for Review:	27/07/2025
Responsible for Review:	TBA
Version:	1.0

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## 1. Introduction

- 1) Somerset Council is the statutory body responsible for the administration of the street naming and numbering process to ensure that all properties in the area are officially addressed. This enables proper response by emergency services and utilities and ensures that all council customers have a verifiable address for postal, service and goods deliveries.
- 2) Names chosen will need to be acceptable both to Somerset Council and to Royal Mail primarily to avoid duplication or confusion arising from use of similar names within a 5-mile radius of the site or in the same postcode locality.
- 3) New addresses are only registered by Royal Mail when notified by Somerset Council as the responsible body.
- 4) This policy sets out the operational framework for the delivery of the Street Naming and Numbering Service. Delegation of authority will be as set out in the Scheme of Delegation within the Council's constitution in force and adopted from time to time.
- 5) For the purposes of this policy 'parish council' is taken to mean the respective parish, town, and city councils within the administrative area of Somerset Council.
- 6) Somerset Council reserves the right to change addresses created by developers, the Valuation Office, Council Tax or the Land Registry as these bodies do not have the authority to create official addresses.

## 2. Purpose of Policy

- 1) This policy provides a framework for Somerset Council to operate its Street Naming and Numbering service effectively and efficiently for the benefit of the area's residents, businesses, and visitors.
- 2) This policy defines the:
  - Legal framework for operation of the Street Naming and Numbering service.
  - Operational framework for the delivery of the service.
  - Protocols for determining official street names and numbers.

## 3. Scope of Policy

- 1) Somerset Council, its customers and external organisations are all bound by the content of this policy and includes all domestic and commercial addresses.

## 4. Policy Review

- 1) This policy will be reviewed annually or sooner if a major change in the process is required.

## 5. Legal Framework

- 1) The relevant statutory provisions regarding street naming and numbering are:
  - Section 21 Public Health Acts Amenity Act 1907 (Alteration of street name with consent of two-thirds of the ratepayers).
  - Sections 64 and 65 Town Improvement Clauses Act 1847 (Street naming and numbering).
  - Sections 17, 18 and 19 Public Health Act 1925 (Naming of streets and alteration and indication of street names).
- 2) Adoption of section 18 of the Public Health Act 1925 causes section 21 of the Public Health Acts Amenity Act 1907 to cease to apply.
- 3) Adoption of section 19 of the 1925 Act causes the street naming provisions in sections 64 and 65 of the Town Improvement Clauses Act 1847 to cease to apply.
- 4) Section 18 of the Public Health Act 1925 enables an authority to alter the name of a street and to give a name to an un-named street. The adoption of section 18 of the 1925 Act enables (by virtue of section 93 of the Local Government Act 2003) charging for altering street names and giving names to streets, as section 18 is a discretionary power.
- 5) Somerset Council resolved in May 2023 to formally adopt:
  - Sections 64 and 65 of the Town Improvement Clauses Act 1847 ('the 1847 Act') as far as they relate to street numbering.
  - Sections 17, 18 and 19 of the Public Health Act 1925 ('the 1925 Act').

*Relevant extracts are shown in **APPENDIX A: Legislation**.*
- 6) Somerset Council does not have a statutory obligation to amend existing addresses in line with property-owners' wishes to change a property name. This is a discretionary service that Somerset Council has chosen to provide.
- 7) Somerset Council does not have a statutory obligation to research, consult or issue formal notices confirming official addresses for existing, occupied properties. This is a discretionary service that Somerset Council has chosen to provide.
- 8) Under the Local Government Act 2003 Section 93 Somerset Council is empowered to charge for non-statutory services. Somerset Council resolved in May 2023 to provide a renaming service.

- 9) There are no statutory requirements for Somerset Council to consult when using its powers to name a new street or rename an existing street or part of one. Notwithstanding that, the Council recognises the importance of community involvement in the process of naming or renaming streets and will carry out consultations as appropriate.

## **6. Delegation**

- 1) The authority to perform and determine applications for street naming and numbering and to fulfil the obligations on Somerset Council under the street naming and numbering legislation is delegated to the designated Officer who has responsibility for the street naming and numbering service.
- 2) The service providing the street naming and numbering service is the Strategy & Performance Service.

## **7. Fees and Charges**

- 1) Fees and charges applicable for the street naming and numbering services are annually reviewed during Somerset Council's budget setting process and publicised through the council's website.
- 2) Such fees and charges are set on a cost recovery basis and are set to cover the non-statutory elements of the service: consultation and liaison with the Royal Mail, Emergency Services, Land Registry, or other interested parties, and/or to provide official notices confirming addresses for existing properties.

## **8. Right of Appeal**

- 1) There is no right of appeal against the allocation of property numbers by Somerset Council under sections 64 and 65 of the 1847 Act. If any person is aggrieved by the process or the allocation of property numbers or names under this section, they should use Somerset Council's complaints procedure.
- 2) Where street names are proposed to Somerset Council under section 17 of the 1925 Act and the Council formally objects to the proposal, the proposer has a right of appeal to the Magistrates' Court.
- 3) Where Somerset Council exercises its powers under section 18 of the 1925 Act and assigns or changes a street name, any person aggrieved by the notice has 21 days from the date the notice is posted to lodge an appeal with the Magistrates' Court.

- 4) Subject to what is stated in paragraph 3 consultees to any action to be taken by Somerset Council do not have rights of appeal. Any informal consultee who is unhappy with a decision made by Somerset Council should follow the council's internal complaints procedure and copies of the procedure will be made available upon request.
- 5) All appeals to the Magistrates Court should be lodged at Taunton Magistrates Court, St Johns Road, Taunton or such other Magistrates Court as is the court with geographical responsibility for the area.

## **9. Operational Framework for Street Naming**

### **9.1 Introduction**

- 1) Somerset Council will always seek to name a street or part of street where new properties have separate accesses from such a street, regardless of whether that street is, or will be, an adopted public highway.
- 2) There are two methods by which a street may be named or renamed.
  - An owner or developer will give notice to Somerset Council that they intend to name a new street.
  - Somerset Council has the power to alter the name of a street or assign a new name by order under section 18 of the 1925 Act. Somerset Council reserves the right to use this power in instances where a new street is created and requires an official name or where a street is currently un-named and requires an official name in its place due to issues arising where the allocation of an official street name would help rectify any issues. Subject to circumstances requiring otherwise, the Council will only exercise these powers where no application has been received and shall do so in accordance with paragraph 9.4.

### **9.2 Naming New Streets**

- 1) Somerset Council will ensure that any proposed street name meets the following criteria:
  - Does not duplicate an existing street or building name in the area (within a 5-mile radius of the site and/or in the same postcode locality).
  - Does not breach rules of common decency.
  - Does not promote an active organisation or living individual.
  - Where the name of a deceased person is proposed, consent from their estate or descendants is obtained.
- 2) Somerset Council will ensure that all new street names end with an appropriate descriptive term.
- 3) Somerset Council will complete and advise the applicant of its decision on the official street name within 45 working days from receipt of application subject to matters outside of the Council's control making this unachievable.



### 9.3 Renaming Existing Streets

- 1) Somerset Council may need to consider the renaming of an existing street to rectify issues with duplications and delivery problems. In this instance Somerset Council will ensure that any proposed street name meets the criteria as outlined in section 9.2.
- 2) Requests to rename a street may also be received from residents or councillors.
  - If the proposed street name meets the Council's criteria, Somerset Council will consult with the owners and residents/occupiers of all the properties on the street, and the parish council, allowing 45 days to respond. If no response is received within this timescale the assumption will be made that the consultee objects to the proposal.
  - The decision will be made to officially change the name of the street only if 90% of the property owners agree to the change by form of a response.
- 3) Somerset Council will post a notice at the affected location of its intent to issue an order changing the official street name under section 18 of the 1925 Act. Any person aggrieved by the intended order of Somerset Council may, within 21 days after the posting of the notice, appeal to the Magistrates Court.
- 4) Once the period for objection has passed, Somerset Council will make the order and notify all concerned parties, including Royal Mail and the Land Registry.

### 9.4 Street Naming and Numbering in the Absence of any Application

- 1) Somerset Council will remind developers of new properties of the need for an official address and the process to follow. If no application is received within 3 months of notification of the building completion date, the council may allocate informal addresses for emergency services purposes with no further consultation and will notify the developer/owner/occupier of this decision.
- 2) In such cases, no external consultation will be undertaken, and the council will not consult with the Royal Mail for confirmation of the applicable postcodes or the need to add such addresses to the Royal Mail postal address file.

## 10. Operational Framework for Property Numbering and Naming

### 10.1 Introduction

- 1) Somerset Council's powers to number properties are found in section 64 and section 65 of the 1847 Act.
  - Section 64 gives the power to Somerset Council to cause the houses and buildings in all or any of the streets to be marked with numbers as it thinks fit.

- Section 65 of the 1847 Act gives Somerset Council the power to approve numbers and to ensure that properties are correctly marked with those approved numbers.
- 2) There is no specific statutory power contained within the 1847 Act or the 1925 Act to name properties. Notwithstanding this Somerset Council believes that it is in the public interest to ensure that new property names are checked against reasonable criteria (including that proposed names do not lead to duplication of names and confusions for both residents and organisations). It has, therefore, made the decision in conjunction with relevant stakeholders to monitor property names against a set of specified criteria and will consider requests to name properties accordingly.
  - 3) Building names will only be used for properties contained within a single shell with a single point of access.
  - 4) Terrace names will only be used for terraced properties that are attached to two or more other properties with no gaps.
  - 5) To qualify for an official address, Somerset Council will check that the property has approved planning permission and/or the property is registered for Council Tax or Non Domestic Rates.
    - If a property does not have either approved planning permission or a Council Tax/Non Domestic Rates reference number, then an official address will not be allocated. For the purposes of the Emergency Services an informal address will be created. Planning Enforcement and Council Tax/Non Domestic Rates will be informed that an application for a new address for a property without planning permission has been received.

## 10.2 Numbering Properties

- 1) For all new major development sites and for infill plots in numbered roads, Somerset Council will require applications to be received and will apply a numbering process to all new residential and commercial properties as part of that application.
- 2) Properties will be numbered and addressed from the street with the primary access and delivery point to the property.
- 3) Properties allocated a premises number must always use and display that number.
- 4) For new properties in streets with no existing numbered properties, the Council will seek proposals for appropriate property name/s from the applicant.
- 5) Somerset Council will not remove numbers from existing official addresses unless it is necessary to resolve existing duplications and identification problems.
- 6) Names can be used in addition to a property number.
- 7) Somerset Council will complete and advise applicants of its decision on the official address within 15 working days from receipt of application (or 45 working days if a new street name is required as part of the application).

## 10.3 Naming or Renaming a Property

- 1) On receipt of an application for the naming or renaming of a property Somerset Council will ensure that any proposed name meets the following criteria:

- Does not duplicate an existing property name in the area (within a 5-mile radius of the site or in the same postcode locality).
  - Does not breach rules of common decency.
  - Does not promote an active organisation or living individual.
  - Where the name of a deceased person is proposed, consent from their estate or descendants has been obtained.
- 2) Organisation names will not be allocated as the property name in an address but may be held in council records and notified to consultees alongside a property number or unit name.
- 3) Somerset Council will also consult with Royal Mail to ensure that no delivery problems are likely to ensue from the proposed property name and to confirm the postcode for the new address.
- The council will treat advice from Royal Mail regarding likely problems with mail delivery as binding and will formally advise the applicant against the proposed name.
- 4) Somerset Council will complete and advise the applicant of its decision on the official address within 15 working days from receipt of application.

## **11. Addressing Premises in Special Circumstances**

### **11.1 Agricultural Buildings, Barns, Stables and Fields**

- 1) Somerset Council will not allocate official addresses for agricultural buildings and barns that are not used for the receiving of postal deliveries, or for stables, and fields.
- 2) Somerset Council will not allocate official addresses for agricultural buildings and barns that are part of a larger farm holding that already has its own official address and delivery point.
- 3) Where farm holdings are split and requests for individual addresses are made, these will only be addressed if the relevant planning authorisation has been granted for the split.

### **11.2 Caravans and Camping**

- 1) Static Caravans permanently occupied on individual pitches will be treated as individual dwellings and will be allocated an official address as they will be liable for Council Tax provided that the relevant planning authorisation has been granted and/or Council Tax is being paid.
  - For touring caravan parks/sites only the main site will be addressed.

### **11.3 Holiday Lets**

- 1) Holiday lets will be allocated an informal address to assist emergency services and to create a unique record for each property for future use e.g. conversion to permanent residency.

- 2) Holiday lets may be allocated an official address if the property is to receive postal deliveries.

#### 11.4 Residential Annexes

- 1) Somerset Council will only provide an official address if there is a separate access and delivery point to the annexe.
- 2) Somerset Council will include 'Annexe' and retain the name of the main building in the address allocated.

#### 11.5 Apartments and Flats

- 1) For a building split into flats each individual flat will be provided with an official address.
- 2) Somerset Council will identify flats as Flat 1, Flat 2 etc. or apartments as Apartment 1, Apartment 2 etc. depending on the preference of the developer/applicant.
- 1) The name of the parent property will be retained in the allocated official address.

#### 11.6 Commercial Units on Trading / Industrial Estates

- 1) Existing or new buildings that have separate business premises within them will, where possible, be allocated a separate number for each unit.
- 2) Where this is not possible because of the existing numbering, commercial premises will be allocated numbers and/or A, B, C etc.
  - E.g. Unit 1, Unit 2A, Unit A, Unit A1 etc.

## 12. Exclusions

- 1) Somerset Council is not responsible for the following:
  - **Postcode Allocation:** this is the responsibility of the Royal Mail.
  - **Non-delivery of items to the official address:** issues should be raised with the appropriate delivery service.
  - **New/amended addresses being unavailable on databases used by third parties:** various third parties refresh their address sets at different frequencies and from different sources, and address changes can therefore take some time to appear in their systems.
  - **Maps not showing new properties or roads:** change information can take some time to percolate through to third party products and depends on those third party update regimes
  - **Erection of new street nameplates:** the owner/developer is responsible for the proper provision of street nameplates for new streets. Specifications for street nameplates are available via the council's web site.

- **Impact from Royal Mail changing postcodes** due to a requirement for a street name change and Somerset Council issuing the relevant order under section 18 of the Public Health Act 1925.
- **Compensation claims** arising directly or indirectly from the naming or renaming of streets at the request of residents or parish councils.

## APPENDIX A: Legislation

### Section 64: Town Improvement Clauses Act 1847

#### 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”.

Parts struck through and in square brackets are excluded by the adoption of sections 17-19 Public Health Act 1925

### Section 65: Town Improvement Clauses Act 1847

#### 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.

### Section 17: Public Health Act 1925

#### Notice to urban Local Authority before street is named

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

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

3) It shall not be lawful to be set up in any street an inscription of the name thereof – a) until the expiration of one month after notice of the proposed name has been sent to the urban authority under this section; and b) where the urban authority have objected to the proposed name, unless and until such objection has been withdrawn by the urban authority or overruled on appeal; and any person acting in contravention of this provision shall be liable to a penalty not exceeding ~~[level 1 on the standard scale]~~ and to a daily penalty not exceeding ~~[£1]~~.

4) Where the urban authority serve a notice of objection under this section, the person proposing to name the street may, within twenty-one days after the service of the notice, appeal against the objection to a petty sessional court”.

### Section 18: Public Health Act 1925

#### **Alteration of name of street**

“1) The urban authority by order may alter the name of any street, or part of a street, or may assign a name to any street, or part of a street, to which a name has not been given.

2) Not less than one month before making an order under this section,

the urban authority shall cause notice of the intended order to be posted at each end of the street, or part of the street, or in some conspicuous position in the street or part affected.

3) Every such notice shall contain a statement that the intended order may be made by the urban authority on or at any time after the day named in the notice, and that an appeal will lie under this Act to a petty sessional court against the intended order at the instance of any person aggrieved.

4) Any person aggrieved by the intended order of the local authority may, within twenty-one days after the posting of the notice, appeal to a petty sessional court”.

5) .....

### Section 19: Public Health Act 1925

#### **Indication of name of street**

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

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

3) ...

### The Local Government Act 2003

Brought about new devolved powers for Local Authorities, these included giving Councils new powers to trade and charge for non statutory services if they are Best Value Authorities (Section 93 of the Act)

Authorities, if charging for discretionary services, have a duty to charge no more than the costs they incur in providing the service. The aim is to encourage improvements to existing services and develop new ones that will help to improve the overall service they provide to the community, not to make a profit.

## **APPENDIX B: Internal/External Consultees and Notifications**

Internal Bodies that may be informed of all new official addresses include and not limited to:

- Building Control
- Council Tax
- Electoral Registrations
- Environmental Health
- Highways
- Land Charges
- Non Domestic Rates
- Planning
- Somerset Council Address Gazetteer
- Somerset Waste Partnership

External Bodies and Partners that may be informed of all new official addresses include and not limited to:

- Ambulance Service
- Contractors to the council for provision of local authority services
- Fire and Rescue Services
- Land Registry
- Local City, Town, or Parish Council
- Local Council Members
- National Land and Property Gazetteer
- Ordnance Survey (OS)
- Police Service
- Royal Mail
- Utility Companies
- Valuation Office Agency



	Subject	Action	Status	Responsibility	Status
Jul-20	Millers Garage	To keep on matrix with regular updates	To keep on matrix with regular updates. Jul 23: Awaiting information from Commercial Property Land Development Manager at Somerset Council. Aug 23: awaiting planning application to be submitted Feb 24: Application expected end of Feb. Nov 24: The legal contractual arrangements have been complex, and it is expected that these may not be complete until the end of Feb 25. A planning application is expected around the same time. Feb 25: MB to give a verbal update	Clerk/Deputy Clerk	Ongoing
Nov-20	Ongoing issues with many gullies in the town	Deputy Clerk is putting together a spreadsheet of problems.	Nov 22: Ongoing contact with Highways. Budget spent, however clearance can be organised for urgent jobs. May23. To be readdressed in upcoming site meeting with Somerset Council in June. Yearly jet washing will take place, awaiting schedule Dec 23: Jet washing completed in May and October Oct 24: This has been added to the list for the EHM pilot Nov 24: The Deputy Clerk has a meeting scheduled to discuss gully clearance as part of the pilot Jan 25: We are awaiting a date for the 'Welcome to Crewkerne signs' cleaning and clearance and the gullies will be scheduled for a second day.	Deputy Clerk/Highways	Ongoing

<b>Dec-20</b>	Diversion of Henley footpath railway crossing proposed by Network Rail and associated with the planning approval for a development on land at the top of Kithill.	Following a presentation from Network Rail, it was agreed to organise a site meeting to allow NR representatives to understand the Town Council's concerns.	Sept 22: Contact made with SSDC Planning regarding this pre condition and request for update. Apr23: Noted, correspondence received from Network Rail regarding a proposed diversion application. Further information due from Network Rail. May23: update received with 2 diversion potential routes. Somerset Council to do site visit. Crossing lies within West Crewkerne Parish so only comment from neighbouring Parish.	Network Rail/SCC Footpaths officer. NMA refused Jan 23.	Ongoing
<b>Aug-21</b>	Wall adjacent to Gouldsbrook Terrace crumbled leaving debris on the pavement.	The Deputy Clerk was asked to investigate ownership of the wall and send a letter to the owner to request that the wall was made safe	Feb 23: Highways confirm they have had difficulty communicating with landowner about the repairs needed. June 23: Highways confirm no progress made as landowner not responding. Nov 23: Discussed with Highways – no more they can do as privately owned Jan 24: Deputy Clerk to investigate if the wall can be repaired and recharged to the homeowner Feb 24: SC do not have the money or resources to do this March 24: More of the wall has fallen Sept 24: Re assess in the Spring	Highways	Ongoing?
<b>Oct 22</b>	Diseased tree on Market Street	Agreed to replace it but queried £300 licence fee	Town Clerk has submitted planting proposal to Highways but not yet received confirmation. Sept 23: chased. Oct 23: Trees could do with pruning Jan 25: No contact with tree officer	Town Clerk	Ongoing
<b>Dec 22</b>	Faded road markings – zebra crossing outside Waitrose/Library also junction of Wynnstay with North Street.	Responsibility – SC? Responsibility – Private ownership?	SC to refurbish car park markings South Street – date to be confirmed. Mark ups in car park Sept 23 – Somerset Council seeking quotations for lines Oct 23. March 24: Deputy Clerk to chase	Town Clerk	Ongoing

			Sept 24: Road markings are being scheduled on a reactive basis		
<b>Mar 23</b>	Overflowing bins	Clerk to contact Streetscene about collection schedule.	Deputy Clerk has requested a collection schedule be confirmed. July 23: further request for schedule. Sept 23 request for schedule requested again. Nov 23 No schedule provided, Deputy Clerk to report all overflowing bins to Streetscene Dec 23 SC have installed a new co mingle bin on Kithill Jan 24: Deputy Clerk to compile a spreadsheet of complaints Jan-March 24: No complaints April 24: x5 complaints received – all within a few days Sept 24: Several overflowing dog bins recently Oct 24: SC are currently reviewing the bins in the area. Some may be replaced with larger co-mingle bins.	Town/Deputy Clerk	Ongoing
<b>Jun 23</b>	Dropped Kerbs	Report sent to Highways for consideration	Report submitted by Space4Crewkerne about dropped kerbs in town. Discussed at Highways meeting. July 23: report sent to Highways. Aug 23: response received stating it has been passed to the SIS team for assessment. Nov 23: Highways have been asked for a cost, they suggested to get quotes from external contractors	Deputy Clerk	Ongoing
<b>Jun 23</b>	Mobility Scooter Access	Request for steps to be changed to allow mobility scooter area in Severalls/Southmead Crescent area passed to Highways	July 23: Information sent to Highways to consider. Aug 23: response received stating it has been passed to the SIS team for assessment	Deputy Clerk	Ongoing
<b>Sept 23</b>	High walls around Rose Lane deteriorating – debris over road	Reported to Highways	Nov 23 This has been reported to Ian at Streetscene April 24: With the service provider to survey and repair Sept 24: No update	Deputy Clerk	Ongoing

<b>Nov 23</b>	Missing 'No Entry' road markings at the junction of Market Street, West Street and Hermitage Street after some recent work	Reported to Highways Nov 23	Nov 23: Lines will be repainted Sept 24: Reported again at Highways visit Nov 24: This has been added to Highways schedule of works Jan 25: This will be completed by the end of the financial year. It is weather dependent as this can't be done when the road is gritted	Deputy Clerk	Ongoing
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