

CHIPPENHAM TOWN COUNCIL



Agenda Item 8

Meeting	Planning, Environment and Transport Committee
Date	15 th February 2018
Report Title	Town Signage
Author	Adrian Jones – Deputy Chief Executive

1.0 **PURPOSE OF REPORT**

- 1.1 To consider whether Council wishes to support Area Board Issue 5845 for improved street name signage in the vicinity of Wessex Road and Wessex Close. This item has been deferred from the previous Committee meeting.
- 1.2 To consider the current procedure with regards to requests for replacement street naming signs that have been lost, damaged or stolen.

2.0 **INTRODUCTION AND BACKGROUND INFORMATION**

- 2.1 Requests for replacement street name signs have been made by residents to both individual Ward Councillors and by the CATG process. Indeed there was such a CATG request considered at the previous PET Committee meeting and the following was resolved:

*Issue 5845 – improved street name signage required, Wessex Road.
- This issue is deferred pending a report to PET on 15 February 2018 by the Deputy Chief Executive on signage in the Town. – Minute 134ii/25.01.18 refers.*

- 2.2 Given that Council decided to defer the above Issue 5845, this report is seeking to provide some clarification on the current procedure for the replacement of street name signs and specifically in relation to issue 5845. In addition the report will consider the current process should there be a request to replace a street name sign that has been lost, damaged or stolen.
- 2.3 It is not the purpose of this report to consider the procedure to name and number properties that form part of a new development.

3.0 **CURRENT PROCEDURE**

- 3.1 Wiltshire Council has a statutory duty to name and number streets and to approve and register official property addresses in Wiltshire. It has a comprehensive Street Naming and Numbering Policy which is not appended to this report as it is 12 pages long. The policy can be downloaded at www.wiltshire.gov.uk/planninganddevelopment/streetnaming or made available to any Councillor on request.

3.2 **Issue 5845**

This item has been submitted to the Town Council via the Area Board Issue route which forms part of the CATG process. The Officer advice therefore is that the Town Council should decide whether it wishes to support the request, or not.

- 3.3 If Councillors were minded to support the request then a 25% financial contribution would be required which based on the information provided would be £62.50. Any final approval to meet this request would be subject to CATG approval.
- 3.4 Given the above and that the request has been submitted via the CATG process, Council needs to decide whether to support the residents request for improved street name signage. The following information was included in the Administrative Services Officer – Planning’s report to the previous meeting and to help inform a decision:

We cannot sign individual residential streets with normal traffic signs. Wessex Close is already well catered for by traditional street nameplates. The only option is to change the street nameplate at the eastern end to read Wessex Road (leading to Wessex Close & Saxon Street). – Information provided by Wiltshire Council’s Principal Traffic Engineer.

3.5 **Requests to Replace Street Name Signs Lost, Damaged or Stolen**

- 3.6 In the past Wiltshire Council has dealt with any missing, damaged or stolen signs. Clearly signs are provided for a number of reasons including the efficient delivery of post but also to enable the Emergency services to find a property quickly (delays can cost lives and money).
- 3.7 The Deputy Chief Executive and Councillor Peter Hutton (in his capacity as PET Chairman) met recently with Wiltshire Council’s Area Highway Manager to determine what the procedure was for lost, damaged and stolen street name signs.
- 3.8 The Highway Manager stated that given its financial position, Wiltshire Council’s first priority is to replace any missing safety and key highway signs. Replacing any street name signs falls well down on their priority list and at present there is no budgetary provision. As a consequence street signs that are lost, damaged or stolen are not being replaced.
- 3.9 Having stated the above the Highway Manager confirmed that if there was a strong desire from the Town Council to provide a replacement street sign, then on the proviso that the Town Council funded the cost, this could be arranged.
- 3.10 The cost to provide and install a new street sign should PET Committee agree is £250. The lead-in time from order to installation is approximately one month. Any requests for replacement signs have to be submitted to Wiltshire Council to ensure all signs have the correct information and conform in terms of correct letters, numerals, symbols etc.

4.0 **CONTRIBUTION TO CORPORATE PLAN PRIORITIES**

- 4.1 Working collaboratively with Wiltshire Council regarding Chippenham Community Area Transport Group (CATG) Highway Improvement Requests will contribute to the following corporate priorities:
- i) Corporate Priority 1 - Provide facilities and services which support and develop a well-connected town, which promotes health and wellbeing.
 - ii) Corporate Priority 2 – Take an active role in the future development of Chippenham through collaboration with partners and stakeholders.

5.0 STAFFING IMPLICATIONS

5.1 There are no direct staffing implications associated with this report.

6.0 FINANCIAL IMPLICATIONS

6.1 Area Board CATG Issue 5845

If Councillors are minded to support this request, Wiltshire Council expects a commitment of 25% match funding from the Town Council for any approved schemes. This amounts to £62.50

6.2 Requests to Replace Street Name Signs Lost, Damaged or Stolen

The cost to replace a lost, damaged or stolen street name sign is £250.

6.3 The PET Committee currently has a balance of £10,759 in its capital budget. Any unallocated balance at 31st March 2018 will be carried forward to the next financial year.

7.0 LEGAL IMPLICATIONS

7.1 There are no legal implications associated with this report. As stated in paragraph 3.1 Wiltshire Council has a statutory duty to name and number streets and to approve and register official property addresses in the county of Wiltshire.

8.0 REPORT SUMMARY

8.1 There are two separate considerations in this report:

i. – Whether Committee are minded to support CATG issue number 5845 at a cost to the Town Council of £62.50

ii. – Whether the Town Council wishes to replace any street name signs that have been lost, damaged or stolen, at a cost of £250 per sign.

8.2 If Council is minded to replace any street name signs that are lost, stolen or damaged then it is prudent to ask all Town Councillors for information regarding such signs, in their respective Ward areas.

9.0 RECOMMENDATIONS

9.1 Councillors consider whether the Town Council should support the following and if so, what financial contribution to make:

a) CATG Issue 5845 – improved street name signage at Wessex Road

b) Determine whether the Town Council wishes to fund any street name signs that have been lost, stolen or damaged and if so, seek clarification from all Councillors on the number of signs that need replacing.