Cyngor sir ddinbych denbighshire County Council

To:	Chair and Members of the Welsh Language Steering Committee	Date:	3 July 2019
		Direct Dial:	01824 712589
		e-mail:	democratic@denbighshire.gov.uk

Dear Councillor

You are invited to attend a meeting of the **WELSH LANGUAGE STEERING COMMITTEE** to be held at **10.00 am** on **TUESDAY, 9 JULY 2019** in **CONFERENCE ROOM 1A, COUNTY HALL, RUTHIN**.

Yours sincerely

G Williams
Head of Legal, HR and Democratic Services

AGENDA

1   APOLOGIES

2   DECLARATIONS OF INTEREST (Pages 3 - 4)

Members to declare any personal or prejudicial interests in any business to be conducted at this meeting.

3   URGENT MATTERS AS AGREED BY THE CHAIR

Notice of items which, in the opinion of the Chair, should be considered at the meeting as a matter of urgency pursuant to Section 100B(4) of the Local Government Act, 1972.

4   MINUTES (Pages 5 - 12)

To receive the minutes of the meeting of the committee held on the 19 March 2019 (copy enclosed).

5   EISTEDDFOD YR URDD UPDATE

To receive a Presentation from the Team Leader - Communications & Campaign Management on the Eisteddfod yr Urdd.

6   ANNUAL REPORT TO THE WELSH LANGUAGE COMMISSIONER
(Pages 13 - 14)

To receive a report from the Team Leader - Communications & Campaign
Management on the Annual Report to the Welsh Language Commissioner
(copy enclosed)

7   BRIEFING PAPER ON PARTNER ORGANISATIONS (Pages 15 - 20)

To receive an update by the Team Leader - Communications & Campaign
Management on the Briefing Paper on Partner Organisations (copy enclosed)

8   DRAFT STREET NAMING AND NUMBERING POLICY (Pages 21 - 44)

To receive a report by the Performance & Systems Administrator on the Draft
Street Naming and Numbering Policy (copy enclosed)

9   FORWARD WORK PROGRAMME (Pages 45 - 46)

To consider the Committee's forward work programme (copy attached).

MEMBERSHIP

Councillors

Ellie Chard	Anton Sampson
Ann Davies	Tony Thomas
Tony Flynn	Graham Timms
Huw Hilditch-Roberts	Joe Welch
Arwel Roberts	Emrys Wynne

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LOCAL GOVERNMENT ACT 2000

Code of Conduct for Members

DISCLOSURE AND REGISTRATION OF INTERESTS

I, (*name*)

a *member/co-opted member of **Denbighshire County Council**
(**please delete as appropriate*)

CONFIRM that I have declared a ***personal / personal and prejudicial** interest not previously declared in accordance with the provisions of Part III of the Council's Code of Conduct for Members, in respect of the following:-
(**please delete as appropriate*)

Date of Disclosure:

Committee (*please specify*):

Agenda Item No.

Subject Matter:

Nature of Interest:

(*See the note below*)*

Signed

Date

*Note: Please provide sufficient detail e.g. 'I am the owner of land adjacent to the application for planning permission made by Mr Jones', or 'My husband / wife is an employee of the company which has made an application for financial assistance'.

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WELSH LANGUAGE STEERING COMMITTEE

Minutes of a meeting of the Welsh Language Steering Committee held in Conference Room 1a, County Hall, Ruthin on Tuesday, 19 March 2019 at 10.00 am.

PRESENT

Councillors Ellie Chard, Huw Hilditch-Roberts, Arwel Roberts, Anton Sampson, Graham Timms (Chair), Joe Welch and Emrys Wynne

Observer – Councillor Meirick Davies

ALSO PRESENT

Corporate Director Communities (NS); Team Leader – Communications and Campaign Management (GW); Welsh Language Officer (MC); Modernising Education Officer (IBR); Programme Manager – Modernising Education (JC) and Committee Administrator (KEJ)

POINTS OF NOTICE

The Chair thanked officers and all involved in organising and participating in the Council's first Staff Eisteddfod on 1 March 2019 which had proved a great success. He also congratulated Wales on winning the 2019 Six Nations Rugby Grand Slam.

1   APOLOGIES

Councillors Ann Davies, Tony Flynn and Tony Thomas (Vice Chair)

2   DECLARATIONS OF INTEREST

No declarations of interest had been raised.

3   URGENT MATTERS AS AGREED BY THE CHAIR

No urgent matters had been raised.

4   MINUTES

The minutes of the Welsh Language Steering Committee held on 9 October 2018 were submitted.

Accuracy – Councillor Meirick Davies highlighted that (1) the Chair and Vice-Chair had not been identified in the minutes in line with usual practice, and (2) Page 8, Item 7: Ysgol Glan Clwyd Language Centre – reference in the minutes to 'Glan Clwyd School' should read 'Ysgol Glan Clwyd' in both English and Welsh versions.

Matters Arising – Page 6, Item 5: Role of the Welsh Language Champions, the Chair queried the meaning behind the second bullet point 'requirement of Welsh

speakers was raised as a concern by the committee' – officers confirmed it related to the discussion about the difficulties of recruitment to particular professional posts which was further compounded when the post was categorised as Welsh essential.

RESOLVED that, subject to the above, the minutes of the previous meeting held on 9 October 2018 be received and approved as a correct record.

5   WELSH LANGUAGE SKILLS SELF ASSESSMENT

The Team Leader – Communications and Campaign Management submitted a report (previously circulated) detailing the approach to carrying out a self-assessment of staff's Welsh language skills.

As part of its response to the Welsh Language Standards the Council was expected to carry out an annual self-assessment which was undertaken by the HR Direct Team. Previous surveys had provided a snapshot of skills but there was some uncertainty as to whether the results showed a true reflection of the current situation with some staff identified as having understated their skills – this could be due to various reasons including lack of confidence or to minimise expectations to engage through the medium of Welsh. It was considered that more detailed information on the self-assessment levels would help staff complete a more accurate assessment and provide more comprehensive and meaningful data to enable services to plan their bilingual provision. The proposal was to introduce the same system used by North Wales Police and North Wales Fire and Rescue Service and the Welsh Language Officer elaborated upon those levels ranging from 0 – 5. All staff were expected to effectively reach level 1 which included greeting bilingually in accordance with Welsh Language Standards. Some work was also being undertaken to identify the training provision to learn Welsh and the intention was to report back to the committee on how the training element was progressing.

Members discussed various aspects of the report with officers who advised that –

* it was the responsibility of individual services to meet the cost of training courses to learn Welsh – Coleg Cymraeg Cenedlaethol provided some free training courses for Welsh learners and staff were encouraged to take up places
* the previous survey showed approximately 29% of staff were Welsh speakers which reflected the equivalent, in percentage terms, of the number of Welsh speakers in Denbighshire – however the percentage of staff was not considered a true reflection given that some staff had been identified as understating their competencies; there was a need to work with staff to identify barriers to correctly assessing skill levels and the new system would help facilitate that process
* Welsh language courses were offered for various levels of language ability to ensure maximum benefits for those staff undertaking the training – courses were provided by Coleg Cumbria and Coleg Cymraeg Cenedlaethol
* approximately forty staff were currently undertaking courses to suit their language skill levels and the intention was to work with the HR Direct Team on producing a booklet for staff on what formal courses were available together with other informal approaches to developing the language such as mentoring, providing opportunities to chat in Welsh, use of lanyards identifying Welsh speakers, etc.

- it was also acknowledged that in addition to the provision offered by the Council, some staff also learnt Welsh in their own time outside of work and the current data did not currently reflect those undertakings; in addition there was an 'app' which some staff used to learn Welsh – the HR Direct Team were working to identify those individuals in order to better record and reflect the current position
- noted the variance in the amount of Welsh spoken at the main council offices and members agreed with the initial focus on speaking Welsh and linguistic skills with written Welsh to follow as the natural order of things.

The committee welcomed the approaches and agreed that clarification of the different skill levels should assist staff in providing a more accurate reflection of their abilities. Members had also been pleased to note that staff were encouraged to take up a variety of training opportunities and to hear of the range of other initiatives to promote and facilitate development of the Welsh language. The Chair looked forward to receiving the results of the self-assessment process at the next meeting of the committee.

RESOLVED that the approach to carrying out a self-assessment of staff's Welsh language skills as detailed in the report be agreed.

6   WELSH LANGUAGE STANDARDS

The Team Leader – Communications and Campaign Management submitted a report (previously circulated) updating members on progress made with the Welsh Language Standards (WLS).

The WLS were introduced in Denbighshire in 2015 as part of a roll out to public sector organisations in Wales and were created in direct response to creation of the Welsh Language Bill and role of the Welsh Language Commissioner. Denbighshire was required to comply with 167 WLS covering five key areas – Service Delivery; Policy Making; Operational; Record Keeping and Promotional. The aim was to ensure that the Welsh language was treated as fairly as the English language in order to provide the best possible service to the public in the language of their choice. Much work had been undertaken prior to the introduction of the WLS and some standards were not new to the Council – the response from services had been favourable in terms of ensuring compliance and the Council did conform in the vast majority of cases. However further work was needed around promoting the availability of meetings in Welsh and the rights of individuals invited to meetings to contribute in Welsh as some staff were unfamiliar with that requirement – this would be addressed over the coming weeks through proactive communications. The Council would continue to promote messages about the WLS to ensure the high level of compliance continued.

The following issues were raised during the ensuing discussion –

- the committee was pleased to note the high level of compliance in the majority of cases and acknowledged the action taken to address areas of non-compliance as they arose through a managed action plan and proactive messages – the work of the Corporate Communications Team in that regard was acknowledged together with the support provided by the Welsh Language

Champions. Officers also acknowledged the underlying support of members and clear mandate issued by the Council to comply with the WLS

- some discrepancy was noted between the Welsh and English versions of the WLS in terms of numbering and the inclusion of Standard Number 29a in the Welsh version relating to provision of a simultaneous translation service from English to Welsh which did not appear in the English version – officers agreed to investigate the discrepancy with a view to confirming the requirement in that regard and ensure consistency between both Welsh and English versions
- members reported upon their own experiences of compliance/non-compliance when interacting with the Council and difficulties experienced when using Welsh email addresses. Members were encouraged to report any issues of non-compliance and officers elaborated on measures already introduced to facilitate staff compliance with particular standards including the distribution of templates to use and phonetic bilingual greeting cards, etc. However it was accepted that there was always likely to be isolated cases and reluctant staff should be encouraged to aid a positive response in conforming to the standards; continuing to routinely use Welsh would help to further develop the language
- officers confirmed that once the new Welsh Language Commissioner had taken up the post he would be invited to attend a meeting of the committee
- in terms of the issue highlighted regarding promoting the availability of meetings in Welsh officers confirmed that the option should be proactively offered and staff needed to think ahead when organising meetings in order to meet the requirement – this option was routinely offered for public meetings
- it was noted that different local authorities and public sector organisations were subject to different WLS which would only change if the Welsh Language Commissioner revisited those standards or if there was a change in the law
- officers clarified that Denbighshire's WLS did not extend to schools and it would be up to the individual Governing Bodies as to whether or not to adopt them
- the Council's street naming and numbering policy would be reviewed by Performance Scrutiny Committee on 21 March 2019.

RESOLVED that the report be received and the proposed actions to address issues as highlighted in the report be agreed.

7   **YSGOL GLAN CLWYD WELSH LANGUAGE CENTRE**

Councillor Huw Hilditch-Roberts provided a brief introduction and some background to the development of a Welsh Language Centre at Ysgol Glan Clwyd following a successful grant application to the Welsh Government which would provide opportunities ranging from preschool provision through to adult learning.

The Modernising Education Officer and Programme Manager – Modernising Education were in attendance for the item and presented further details on the Welsh Language Centre Project as follows –

- the reasoning behind the project following an identified increase in demand for Welsh language education, including preschool provision
- the project would create an infrastructure to support delivery of the Welsh in Education Strategic Plan objectives with particular links to: Outcome 1 – more seven year old children educated through the medium of Welsh; Outcome 2 –

more pupils will continue to improve their Welsh language skills when transferring from primary school to secondary school, and Outcome 7 – workforce planning and continual professional development

- the project created a use for the old science block building which had been left redundant following completion of the Ysgol Glan Clwyd project which was held in trust to be used for educational purpose
- detailed the successful bidding process with Denbighshire having submitted the best business case in Wales resulting in £1.5m funding awarded by Welsh Government via the Welsh Medium Education Capital Grant and Capital Funding of Early Years Provision
- elaborated upon the aims of the project to provide provision for preschool pupils, support for latecomers to Welsh Medium education in Key Stage 2 and 3, a facility for the development of Welsh Language resources, a potential base for Welsh Language delivery partners and a small increase in capacity for Ysgol Glan Clwyd. Adult learning could also be provided outside of school hours
- the project would also help to meet the Welsh Government's aim of one million Welsh speakers by 2050.

Members welcomed the project as a significant development and investment in the Welsh language offer in Denbighshire and applauded the further strengthening of links with partner organisations and the wide range of beneficiaries of the scheme. In response to questions officers clarified the position in relation to the temporary access route to the new Centre given the change in circumstances and confirmed that a commitment had been given to discuss the proposals with residents prior to the submission of a planning application on the change of use. In terms of the project timescale the refurbishment was expected to be completed by April 2020. Councillor Huw Hilditch-Roberts highlighted that the significant investment demonstrated the Council's commitment to the Welsh language in Denbighshire and would create long term benefits and a legacy for future generations. In response to questions regarding transport arrangements he confirmed the whole county would benefit from the new Centre and the peripatetic work would continue.

RESOLVED that the presentation on the Ysgol Glan Clwyd Welsh Language Centre be received and noted.

At this juncture (11.10 a.m.) the meeting adjourned for a refreshment break.

8   **FEEDBACK FROM THE WELSH LANGUAGE COMMISSIONER'S OFFICE**

The Team Leader – Communications and Campaign Management explained that officers from the Commissioner's Office undertook random checks in order to assess the availability and quality of services provided by the Council through the medium of Welsh. The Welsh Language Officer delivered a power point presentation on the feedback received in December 2018 as follows –

Audit Monitoring 2017/18 –

- all emails in Welsh and Facebook queries in English received a response from the Council

- one response to a Facebook message in Welsh took 11 days whilst the same query in English took 10 days – the reason for the discrepancy was unclear
- the responses to Facebook messages did not include a statement about correspondence in Welsh – it had been decided to include a statement on the Facebook page that correspondence was welcomed in both Welsh and English

Measure of success – availability and quality of services

- a new approach to assess staff's Welsh language skills
- Welsh training for staff
- Initiatives to support staff – Welsh Walking Club/Council Eisteddfod/Staff Choir/Standards Advertising

Measure of success – encouraging use/understanding of user experiences

- work with businesses to encourage bilingual branding and employ bilingual staff
- work with the Urdd and Menter Iaith to promote the Welsh language
- Welsh Government funding for a new Language Centre at Ysgol Glan Clwyd
- extension to the Oaktree Centre, Rhyl to enable more Welsh language provision
- a new fluent Welsh speaking member of staff recruited to Youth Services, with Welsh-medium football sessions already taking place in Rhyl with 60 attendees
- mapping work taking place with the County Language Forum
- Welsh Language Steering Group

Measure of success – consider impact on the Welsh language/internal action

- the Council was happy that there were robust arrangements in place for considering the impact on the Welsh language when making policy decisions, or in awarding grants
- response to the standards had been positive and there was little change to what the Council had been doing under the previous Language Scheme – it was believed that more one to one staff sessions had taken place through the medium of Welsh and there was little use of interpreters.

During debate members were pleased to note the excellent working relationship between the Council and the Commissioner's Office which further facilitated successful development of the Welsh language in Denbighshire. The success of the Staff Choir was also given special mention with bookings being taken for performances. Some debate focused on the use of Facebook in both Welsh and English and officers clarified the requirements agreed with the Commissioner's Office in that regard and, as councillors, members also accepted some responsibility for posting bilingually and sharing posts on both Facebook pages and to further raise awareness of the availability of the Welsh Facebook page. Officers also confirmed that the availability of the Welsh Facebook page would continue to be reiterated and the Council continued to post on both Welsh and English pages simultaneously. Members noted that the feedback from the Commissioner's Office provided a reflection of performance at that point and much work had also been undertaken since then, including the new Meithryn Centre in Rhyl. Further information was sought regarding the additional Welsh language provision at the

Oaktree Centre, Rhyl and officers agreed to contact the Modernising Education Team for further details and report back to members' thereon.

The Chair thanked officers for the positive report and was encouraged by the progress made and ongoing work to embrace and promote the Welsh language.

RESOLVED that the presentation on the feedback received from the Welsh Language Commissioner be received and noted.

9   WORK OF PARTNER IAITH

The Team Leader – Communications and Campaign Management submitted a report (previously circulated) and delivered a power point presentation on Partner Iaith which was a cross county forum looking at how the Welsh language could be developed strategically across the county. The role of Partner Iaith was to –

* contribute towards the Welsh Government target of one million Welsh speakers by 2050 through a local vision to increase Welsh speakers in Denbighshire
* increase opportunities for people to use the Welsh language
* increase awareness of the value of the Welsh language
* working jointly with partners to discuss, share ideas and avoid duplication
* work on a partnership level to identify gaps in provision and meet needs
* promote the Welsh language in the local economy and public services
* emphasise the economic-cultural worth of the language to the tourism industry
* emphasise the importance of the language to organisations responsible for regeneration projects

Partner Iaith consisted of a number of partner organisations, including the Council, and had been considering opportunities for cross-promotion, monitoring of the Council's Welsh Language Strategy and joint promotion at key events across the county. Recent work involved mapping of activities being arranged in areas relating to leisure, children, young people, communities, businesses, families and older people. Whilst there were numerous activities going in in main town centres there were less activities occurring in rural parts of the county, coastal communities and some areas of south Denbighshire. To that end Partner Iaith was proposing to –

* carry out further mapping of activities not being led by the partner organisations
* analyse the findings by September 2019
* make recommendations for inclusion in a forward work plan for Partner Iaith
* support Welsh Language committees already set up to support the Urdd Eisteddfod and look at setting up additional committees in areas where there was a greater need.

Members noted the work undertaken by Partner Iaith and the approach to their current work programme. Reference was made to the other partner organisations and good work carried out in promoting and developing the Welsh language and given the myriad of different organisations members agreed it would be useful to receive a report back on the partnership structures of those organisations, how the partners interacted with each other and how they were funded (including Council

contributions). The important role of communities and their engagement in further promoting and facilitating the development of the Welsh language was also highlighted. In terms of cost it was noted that funding had been made available for the Welsh Language Officer post but beyond that there was no specific budget to develop the Welsh language and any costs were expected to be absorbed into existing budgets. In response to a question regarding the potential for a perceived shortage of funding given the absence of a specific budget, officers advised that provision was being made within services, no gaps in provision had been identified, and no services were failing to meet their standards through the medium of Welsh. Councillor Huw Hilditch-Roberts added that any legislative or national policy changes requiring implementation, such as curriculum changes, needed to be supported financially by the Welsh Government.

RESOLVED that the approach to the current work programme for Partner Iaith be agreed.

10   FORWARD WORK PROGRAMME

The committee's forward work programme was presented for consideration and members agreed the following additions –

- Eisteddfod yr Urdd Update – standing item on future agendas
- Annual Report to the Welsh Language Commissioner – July
- Welsh Language Training Provision – July
- Briefing on Partner Organisations involved in promotion and development of the Welsh Language – July

It was noted that the item previously requested by the committee on the business section of the Welsh Language Standards would be presented in November.

RESOLVED that, subject to the above, the Committee's Forward Work Programme be received and noted.

The meeting concluded at 11.55 a.m.

Report To: Welsh Language Steering Committee

Date of Meeting: 9 July 2019

Lead Member / Officer: Huw Hilditch Roberts / Nicola Stubbins

Report Author: Gareth Watson, Team Leader- Communications and
                        Campaign   Management

Title: Welsh Language Monitoring Report

1.   **What is the report about?**
     The Council's Annual Welsh Language Monitoring Report.

2.   **What is the reason for making this report?**

     To discuss and agree the contents of the annual Welsh Language
     Monitoring report for 2018/19, which is a statutory duty.

3.   **What are the Recommendations?**
     To agree the contents of this report.

4.   **Report details**

     The Council is expected to produce an annual report, to be published on its
     website, around the authority's progress with the Welsh Language.

     The requirement is noted in one of the Welsh Language Standards to which
     the authority is expected to comply.

     The report reflects the Council's commitment to working towards increasing the
     number of Welsh speakers in the county and for contributing positively to the
     national drive to increase the number of Welsh speakers to a million by 2050.

     The report outlines achievements and developments to date; our performance
     against Welsh language indicators that we have reported on previously; steps
     taken by the Council to comply with the Standards and information on the
     linguistic skills levels of staff.

     The Council also reports on progress with the Mwy Na Geiriau/ More Than Just
     Words framework and the Council's Welsh in Education Strategic Plan.

5.   How does the decision contribute to the Corporate Priorities?

The decision contributes to the development of the Welsh Language and culture, which underpins the Council's Corporate Plan. It also contributes greatly to the Welsh Language Strategy which highlights the intention to attract major events that promote the Welsh Language to the county.

6. What will it cost and how will it affect other services?

There is no budget in place for the Welsh Language. Any costs are expected to be absorbed into existing budgets.

7.   What are the main conclusions of the Well-being Impact Assessment?

Whilst no formal Well-being Impact Assessment is needed for this report, it is worth noting some of the key benefits in relation to the Well-Being and Future Generations (Wales) Act 2015 and the Welsh Language Standards.

One of the key components of the well-being and Future Generations (Wales) Act 2015 is having: "A Wales of vibrant culture and thriving Welsh Language : A society that promotes and protects culture, heritage and the Welsh language, and which encourages people to participate in the arts, and sports and recreation".

The Council also has a role, through its Welsh Language Standards, to promote opportunities for local communities to get involved in Welsh Language activities.

8.   What consultations have been carried out with Scrutiny and others?

Consultations have taken place with the Senior Leadership Team.

9.   What risks are there and is there anything we can do to reduce them?

The main risk is to the reputation of the authority, as we have already made a commitment in our Welsh Language Strategy and through the Welsh Language Standards to increase the use of Welsh in the workplace and in communities.

Report To: Welsh Language Steering Committee

Date of Meeting: July 9, 2019

Lead Member / Officer: Huw Hilditch-Roberts, Cabinet Lead Member for Children, Young People, Education and the Welsh Language.

Report Author: Gareth Watson, Team Leader – Communications and Campaign Management

Title: Welsh Language Partnerships

1. What is the report about?

This report is about the partnerships that exist in Denbighshire to promote the Welsh Language.

2. What is the reason for making this report?

To update the Welsh Language Steering Committee on the partnership arrangements in place for the strategic development of the Welsh Language and the partnership's remit.

3. What are the Recommendations?

To approve the report.

4. Report details

At the last meeting, a request was made by Members for information about the partners who work with Denbighshire County Council to promote the use of the Welsh Language.

The Council has its own responsibilities towards developing the Welsh Language, as laid out in the Welsh Language Standards and the authority's own Welsh Language Strategy.

The main aim is to ensure that the Welsh Language is treated no diffrently to the English language and to positively contribute to the million Welsh speakers target set by Welsh Government by 2050.

The Council is a proactive member of the Partner Iaith, a Denbighshire partnership that has been set up to promote joint working.

The Partner Iaith is made up of the following members: *Denbighshire County Council;* Menter Iaith Sir Ddinbych; Coleg Cambria; Mudiad Meithrin (yn cynnwys prosiectau megis Cymraeg i Blant/ Clwb Cwtsh; Welsh Government (Welsh Language Unit)*;* Canolfan Dysgu Cymraeg (Coleg Cambria/ Popeth Cymraeg)*;* Urdd Sir Ddinbych*;* Merched y Wawr and the Young Farmers.

The Group has been looking at opportunities for cross-promotion, monitoring Denbighshire County Council's Welsh Language Strategy and joint promotion at key events across the County.

The role of Partner Iaith is to:
- Contribute towards the Welsh Government's target of reaching a million Welsh speakers by 2050, through having a local vision to see the number of Welsh speakers in Denbighshire using the language increasing.
- Increase the number of opportunities for people to use the Welsh language (children, young people, families, businesses and community groups)
- Increasing people's awareness of the value of the Welsh language being part of our heritage and the modern Wales.
- Working jointly with partners to discuss, share ideas and avoid duplication.
- Work on a partnership level to identify any gaps in Welsh language provision and arrange activities to meet the needs.
- Create opportunities to promote the Welsh Language in the local economy and in Public Services – the work of Councils, Health, education and Leisure.
- Emphasising the economic-cultural worth of the language on the tourism industry
  - Emphasising the importance of the language to those organisations responsible for regeneration projects.

Below is a summary of the work of the main partners.

Menter Iaith Sir Ddinbych

Menter Iaith Sir Ddinbych (Denbighshire Welsh Language Initiative) was set up in October 2013 as Menter Iaith Dinbych –Conwy evolved since being set up in 1998. The Menter has been a registered charity since 2004 and a limited company since 2008. The Menter has a board of 10 directors, three permanent members of staff, two part time project officers and 1 officer who supports businesses working across Denbighshire and Conwy.

Denbighshire's Lead Member for the Welsh Language has a place on the Board as a co-opted member.

The Menter's aims and objectives are around normalising the use of Welsh in every day lif ein Denbighshire; to ensure that there is support and opportunities for incomers and non Welsh-speakers to learn the language; to ensure that native Welsh speakers are given opportunities to expand their konwledge of the language; work to influence a range of social, ecomomic, cultural and educational activities in the County through the medium of Welsh or bilingual.

Urdd Sir Ddinbych

Urdd Gobaith Cymru's mission is to provide opportunities through the medium of Welsh for all Young people in Wales (8-25 years) to develop as individuals; and allow them to play a positive role in Society through helping them to develop personal and social skills.

The Urdd is a National voluntary organisation and a charity that provides opportunities to use Welsh outside of the classroom.

The local team in Denbighshire is made up of a Development Officer (funded by Welsh Government and through local funding); a Young People's Officer (primarily funded by Denbighshire Youth Service); Young People's Apprentice; Children and Young People Officer (north of the County) and an administration officer.

They are managed by Sian Rogers, the Young People and Community Director in the North.

The Urdd Eisteddfod is a National cultural festival held in May each year. Local and County heats take place across Wales before the winners of each competition go on to represent their County at the National Eisteddfod. Competitions range from reciting, singing, cerdd dant, acting, drama, dance, literature, art and Design, science, cooking and hairdressing.

The Urdd also runs many external clubs and hosts a series of sporting events such as swimming galas and football tournaments.

Mudiad Meithrin

Mudiad Meithrin is a voluntary organisation and is the main provider of Welsh-medium early years care and education in the voluntary sector. Our aim is to give every young child in Wales the opportunity to benefit from early years care and education experiences through the medium of Welsh.

It employs over 200 staff nationally, and and additional 1,500 members of staff work in the *cylchoedd meithrin* (Welsh-medium playgroups) throughout Wales. Development Officers work at a local level in each county offering guidance and practical advice to staff, volunteers and parents at our *cylchoedd*.

As play is integral to every aspect of children's development, the experiences and activities offered across our range of provision are based on learning through

play. Special emphasis is placed on language development and the personal, social and emotional development of the children in the cylchoedd groups.

A Denbighshire committee of Mudiad Meithrin exists to provide support to local groups. The Cylchoedd Meithrin are independent charities with the national Mudiad Meithrin acting as a national umbrella organisation.

Welsh in Education (for learners)

Denbighshire has a Welsh Language Advisory Teacher who supports and leads on the development of the Welsh Language in second-language schools across the County. (Schools in categories 4 and 5). He is responsible for arranging courses and follow up support for teachers, assistants and learners in schools, to allow them to develop their Welsh skills using relevant methodologies and specific and relevant arrangements within schools.

They are also responsible for arranging a series of projects and activities to enrich the Welsh language curriculum in schools (categories 1 to 5)

CYMRAEG I BLANT

The Cymraeg i Blant scheme (Welsh for Children) has been in existence since April 2016 and followed the TWF project. The project is managed by Mudiad Meithrin and is funded by the Education department of Welsh Government. Funding has been secured for the next four years.

The main aim of the project is to increase the number of Welsh speakers through providing advice, Support and guiidance for parents, prospective parents about the benefits of Weklsh medium childcare and education.

There is a lot of emphasis on working with the care sector and early years partners to ensure that as many people as possible receive information about transferring the language at an early age. This is done through a number of sessions, including Story and Song, Baby Yoga, Family Fun and Baby Massage.

Popeth Cymraeg

Popeth Cymraeg is responsible for teaching Welsh to Adults in the community in Denbighshire. It works in partnership with Coleg Cambria as part of Learning Welsh in North East Wales.

Popeth Cymraeg is funded by Canolfan Dysgu Cymraeg Cenedlaethol (The National Learning Welsh Centre)

The organisation is based in Lenten Pool, Denbigh. Its Chief Executive is Ioan Talfryn and the Centre is managed by Verona Pritchard-Jones.

Young Farmers

The Wales Federation of Young Farmers Clubs is a voluntary youth organisation operating bilingually throughout rural Wales.

Over 5,000 young people aged between 10 and 26 years are currently members of the organisation, all of which are members of a network of 157 YFC Clubs and twelve County Federations.

All YFC Clubs are affiliated to one of twelve independent County Federations and are ran by a network of volunteers, supported by a varying staff team at a County level, depending on funding and membership numbers. Each Club operates with an officer team; including a Chairman, Vice Chairman, Treasurer and Secretary, all of whom are within membership age and are elected at the Clubs Annual General Meeting. Each club is required to run democratically following the rules of a standard constitution and provide a programme of activities that the young people are responsible for developing and delivering.

Currently there are Young Farmers Clubs in Nantglyn, Ruthin, Bro Edeyrnion (Corwen) and Llangollen.

County Federations provide a programme of activities for YFC Clubs to be involved in and these are managed through a series of Sub committees. Members are also elected to represent their Clubs views on the governing Federation committee; the County Executive. In a similar vein to County Federations, Wales YFC provides a programme of services and overarching support to all Clubs and Counties in Wales. This too is managed through a network of sub committees and the governing body; Wales YFC Council.

Merched y Wawr

Merched y Wawr is a national organisation that provides opportunities for women to socialise through the medium of Welsh, including learners.

There are over 280 branches across Wales and activities include cookery, crafts, sports, lectures, music, quizzes and charitable work.

Merched y Wawr campaigns for the rights of the Welsh Language and for women's rights and has been involved in a number of initiatives, including the production of Y Wawr magazine; supporting national campaigns; fund raising for breast cancer; supporing Welsh farming wives; recording cassettes for the blind and educating people about the environment.

Denbighshire comes under the Glyn Maelor district which includes parts of Denbighshire, Flintshire and Wrexham. The district officer attends meetings of the Welsh Language Forum.

5.   **How does the decision contribute to the Corporate Priorities?**

The decision contributes to the development of the Welsh Language and culture, which underpins the Council's Corporate Plan.

6.   **What will it cost and how will it affect other services?**

There is no budget in place for the Welsh Language. Any costs are expected to be absorbed into existing budgets.

7.   **What are the main conclusions of the Well-being Impact Assessment?**

Whilst no formal Well-being Impact Assessment is needed for this report, it is worth noting some of the key benefits in relation to the Well-Being and Future Generations (Wales) Act 2015 and the Welsh Language Standards.

One of the key components of the well-being and Future Generations (Wales) Act 2015 is having: "A Wales of vibrant culture and thriving Welsh Language: A society that promotes and protects culture, heritage and the Welsh language, and which encourages people to participate in the arts, and sports and recreation".

The Council also has a role, through its Welsh Language Standards, to promote opportunities for local communities to get involved in Welsh Language activities.

8.   **What risks are there and is there anything we can do to reduce them?**

The main risk is to the reputation of the authority, as we have already made a commitment in our Welsh Language Strategy and through the Welsh Language Standards to increase the use of Welsh in the workplace and in communities.

Report to:	**Welsh Language Steering Group**
Date of Meeting:	**7 July 2019**
Lead Officer/Member:	**Richard Mainon, Lead Member for Corporate Services and Strategic Direction**
	Alan Smith, Head of Business Improvement & Modernisation
Report Author:	**Emma Jones, Street Naming and Numbering Officer**
Title:	**Street Naming and Numbering Policy Information**

1.   What is the report about?

1.1   A covering report for Denbighshire's Street Naming and Numbering policy.

2.   What is the reason for making this report?

A request has been made by Scrutiny for the Welsh Steering group to review the policy.

3.   What are the recommendations?

3.1   That the Welsh Language Steering Group review DCC's Welsh Street Naming and Numbering policy and consider whether changes are required based upon the requirements in the Welsh language.

4.   Report details

4.1 The Street Naming and Numbering policy was adopted by Denbighshire in June 2014 by full Council. The policy was based on best practice in other Local Authorities. The policy was then translated from English into Welsh. The current policy is attached at Appendix1.

4.2 The existing policy has been modified once since it was adopted. A request was made by a local developer to include "Cae" as a prefix to Welsh street names, as this was not on the list of acceptable names. This change was incorporated into the policy and approved by Delegated Lead Member decision in August 2018.

4.3 At Scrutiny committee in February a number of points were made regarding the Welsh version of the policy. For example the English policy prohibits the use of the definite article 'The' in English and consequently of 'Y/Yr' in Welsh.

It did cause a problem in Welsh as the definite article ('y fannod') was a requirement in Welsh as a prefix to certain names eg Y Rhyl, Y Bala.

5.   How does the decision contribute to the Corporate Priorities?

5.1   N/A

6.   What will it cost and how will it affect other services?

6.1   N/A

7.   **What are the main conclusions of the Well-being Impact Assessment? The completed Well-being Impact Assessment report can be downloaded from the website and should be attached as an appendix to the report**

7.1   N/A

8.   What consultations have been carried out with Scrutiny and others?

8.1   We would welcome any observations that the Steering Group may have.

9.   Chief Finance Officer Statement

9.1   N/A

10.   What risks are there and is there anything we can do to reduce them?

10.1   N/A

11.   Power to make the Decision

11.1   Local Government Act 1972

Contact Officer:

Emma Jones, Strategic Planning Team

Tel: 01824 708049

Contents

Approved July 2014
Revised date August 2018

Section A: Introduction

The purpose of this document is to set down the policy for the allocation, management and use of all addresses within Denbighshire including the allocation of street names, changes to property names and the addition of new names.

1. What is street naming and numbering?

   1.1.   Street naming and numbering allows a unique identity to be assigned to a street and subsequently any associated property which may be accessed via the street.

2. Why is street naming and numbering important?

   2.1.   The address of a property is becoming a very important issue. All public and private sector organisations, the emergency services and the general public need an efficient and accurate means of locating and referencing properties.

   2.2.   Maintaining a comprehensive, consistent and high standard for the naming of streets and numbering or naming properties is essential as it allows:

   - Emergency Services to find a property quickly – delays can cost lives and money
   - Mail, services and products to be delivered reliably and efficiently
   - Records of service providers to be kept in an effective manner
   - Companies to accept an address for official purposes in providing telecom services, insurance, banking, credit rating and the like
   - Visitors to locate their destination

3. Who is responsible for street naming and numbering?

   3.1.   Denbighshire County Council has statutory responsibilities and powers, within the context of adoptive legislation, for the naming of streets, alteration of street names and indication of street names. The Council also has additional discretionary powers to provide a number or name to a property.

3.2.   It should be noted that Royal Mail has no statutory responsibilities or powers to either name a street or to name, number, rename or renumber a property. Royal Mail has sole responsibility for assigning a postcode following notification of new or amended address details by Denbighshire County Council.

4. Policy statement

4.1.   This policy provides a framework for Denbighshire County Council to operate its street naming and numbering function effectively and efficiently for the benefit of residents, businesses and visitors. It will also act as a guide for developers when considering new names for streets.

4.2.   The Policy defines:–
- Legal framework for operation of the street naming and numbering service.
- Protocols for determining official street names and numbers.

4.3.   The Legislation under which naming and numbering can be carried out is: Public Health Act 1925.

4.4.   The delivery of the street naming and numbering function is provided under the Council's Scheme of Delegation. The delegated officer is the Head of Service for Business Improvement and Modernisation. Hereafter 'the officer with delegated powers'.

5. Welsh language considerations

5.1.   Denbighshire County Council is subject to the provisions contained within the Welsh Language Act 1993, the Welsh Language (Wales) Measure 2011 and Welsh Government language strategy, Living language: a language for living – Welsh language strategy 2012 to 2017.

5.2.   The Welsh Language Commissioner and Welsh Government are responsible for developing all aspects of the Welsh Language.

5.3.   The Authority's Welsh language scheme ensures that Welsh and English languages are treated equally.

5.4.   The policy in relation to new street names will therefore be to adopt either a Welsh language name or a bilingual name that is consistent with the local heritage and history of the area.

5.5.   Existing street names that are in only one language will not be translated except where a request is made to re-name the street as per the renaming process in Section B. paragraph 4.(below)

5.6.   Where a query arises over a place name, the council will consult the Welsh Language Commissioner's place name advisory service.

5.7.   It is recognised that many databases can only hold one version of an address. With bilingual addresses it is Royal Mail's policy to only publish the English version of addresses whilst holding the Welsh version in the background.

6. When to apply – guidance for applicants

6.1.   Applications for Street Naming and Numbering services should be made by:
- Property or land owners / developers wishing to add a name to an existing numbered only property
- Property or land owners / developers wishing to rename an existing named property
- Property or land owners / developers building new properties including new residential properties, commercial premises, industrial units and the like
- Property or land owners / developers wishing to amend layouts for new developments that have already gone through the formal naming and numbering process.
- Property or land owners / developers undertaking conversions of existing properties which will result in the creation of new residential properties or business premises. This will include existing buildings which are sub-divided into flats or offices, barns converted into residences and the splitting of commercial units
- Residents wishing to rename a street
- Individuals and businesses seeking confirmation of an address

6.2.   As the process of street naming and numbering involves consultation and the preparation of approved schedules, applicants should consult with the council at the earliest opportunity to avoid

potential delays. Applications should be submitted as soon as possible after formal planning consent and/or building regulation approval for the proposal has been granted.

7. How to apply – guidance for applicants

    7.1.   A Street Naming and Numbering application can be made online at https://www.denbighshire.gov.uk/en/resident/planning-and-building-regulations/street-naming-and-numbering/street-naming-and-numbering.aspx

    7.2.   Alternatively an application form can be obtained by:
- Telephone: 01824 706000
- Email: customerservice@denbighshire.gov.uk

Section B: Naming Streets

1. General principle

   1.1.   The naming of new streets in Denbighshire is undertaken within the provision of the Public Health Act 1925.

   1.2.   Developers are encouraged to preserve any historic link to the land or the locality.

   1.3.   It is important that developers contact the Council about street naming and numbering before building work commences. Failure to do so may result in a delay as approval must be given for street naming and numbering prior to any signs being erected or postal addresses provided.

   1.4.   All costs for the supply and erection of nameplates for new streets will be borne by the developer. A detailed plan clearly showing the proposed street(s) and plot numbers should be forwarded to the Street Naming & Numbering officer. Consultation may be carried out with the Environment and Highways Service with regards to the suitability of the proposed street name plate locations. A signage specification and contact details of a supplier can be provided to the developer. For any adopted street the maintenance of the nameplate(s) will become the responsibility of the Local Authority.

   1.5.   New street names should not duplicate any similar name already in use in the post town. A variation in the terminal word, i.e. 'street', 'road', 'avenue' etc., will not be accepted as sufficient reasons to duplicate a name.

   1.6.   Any proposal to name a street after specific individuals (living or deceased) will not be approved unless a clear case is made as to the historical or cultural link of the individual to the land or locality.

   1.7.   Any street name that promotes an active company, service or product will not be allowed as this could be seen as advertising.

   1.8.   The authority reserves the right to object to any suggested name deemed to be inappropriate.

2. All new street names should end with one of the following suffixes:

- o Street   for any road
- o Road   for major roads
- o Way   }
- o Road   }
- o Avenue   }
- o Drive   }   for residential roads
- o Grove   }
- o Lane   }
- o Gardens   }   (subject to there being no confusion with any local open space)
- o Place
- o View
- o Court   –   for a cul-de-sac
- o Crescent   –   for a crescent shaped road
- o Close   –   for a cul-de-sac
- o Square   –   for a square only
- o Hill   –   for a hillside road only
- o Circus   –   for a large roundabout
- o Terrace   –   for a terrace of houses (provided it is not a subsidiary name)

- o Vale   }
- o Dene   }   for residential roads only for exceptional use
- o Mead   }   if pushed
- o Rise   }

- o The following will not be acceptable as suffixes:
- o End   }
- o Cross   }
- o Side   }   All these words can, of course, be
- o Wharf   }   incorporated in a street name provided it
- o Walk   }   terminates with an appropriate suffix (e.g.
- o Park   }   Mile End Road)
- o Meadow   }

- o The only exception to this will be Single or dual names without suffixes in appropriate places (e.g. Broadway – for major roads only)

2.1.   All new pedestrian ways will end with one of the following suffixes:

- •   Walk
- •   Path

- Way

2.2. No new street name will start with "The" in Welsh or English.

2.3. Aesthetically unsuitable names such as, Tip House, Pit Lane will be avoided, or names capable of deliberate misinterpretation like Hoare Road, Typple Avenue, Swag House, etc.

2.4. The use of North, East, South or West (as in Alfred Road North, and Alfred Road South) is only acceptable where the road is continuous and passes over a major junction. It is not acceptable when the road is in two separate parts with no vehicular access between the two. In such case one half should be completely renamed.

2.5. Two phonetically similar names within a postal area will not be allowed e.g. Alfred Road and Alfred Close or Churchill Road and Birch Hill Road.

2.6. Denbighshire County Council as street naming and numbering authority has responsibility for final approval of a street name.

2.7. In the event of unresolved disagreement, a final decision will be taken by the officer with delegated powers to approve street names within the council's constitution. If the person proposing to name the street continues to disagree with the council's objections they may, within twenty-one days, appeal against the objection to a Magistrates court.

2.8. The Welsh Language Commissioners office will be responsible for determining place names in regard to approved Welsh language translations.

3. Use of unofficial marketing names

3.1. Developers must clearly state in any marketing literature distributed to prospective purchasers that marketing names are subject to formal approval and consequently liable to change.

4. Street renaming / alteration of a street name

4.1. Renaming of a street and renumbering of buildings is very time consuming process and may cause costs or disruption to individual occupiers and owners and wherever possible will be avoided. Renaming of a street is normally only considered if consistent

problems occur for the Emergency Services and the renumbering of properties is only considered when infill development etc. is so great, that numbers for the new properties cannot be allocated. The existing street may then be subject to a renumbering scheme.

4.2.   The renaming of a street may be proposed by:

- An individual rate payer resident in the affected street provided they can present a change proposal letter with the signatures of 5 or 25% (whichever is fewer) of the rate payer residents of the street.

- By the Emergency Services.

4.3.   The cost of renaming and re-signing streets at the request of the Emergency Services will be borne by the council.

4.4.   Where renaming of the street is at the request of a rate payer (or group of rate payers) in the street the relevant Town or Community Council will normally be invited to act as sponsor. This will mean that the relevant Town and Community Council will be asked to meet the following costs:
- A small administration fee to pay for consultation on the proposed change
- The initial costs of re-signing the street.
Ongoing signage maintenance costs thereafter will be met by Denbighshire County Council.

4.5.   Prior to any street renaming / name alteration the Street Naming &Numbering officer will conduct a full consultation with the rate-payers on the affected street and those on the consultation list outlined in Section D paragraph 4.1. A letter and form will be sent to all rate-payers in the street and those on the consultation list outlining the reasons for and consequences of the proposed change. The consultation period will be 28 days.

4.6.   A report detailing the results of the consultation will be submitted to the officer with delegated powers who will determine whether or not to proceed with the change. Reasons for not proceeding with the proposed change may include, but are not restricted to:
- Insufficient support from rate-payers

- Prohibitive costs
- A genuine and serious objection from a stakeholder that cannot be easily remedied.

The report will include the cost of installing any new street name plates and whether the proposed change would involve a change of the Royal Mail postcode.

4.7.   If the officer with delegated powers decides to proceed with a name change the Local Authority will issue a notice of intention to make an order for renaming of an existing street. This notice will be displayed at each end of the street or in some conspicuous position in the street or part of the street affected under Section 18 of The Public Health Act 1925 and they must remain in place for one month before an order changing the name can be made. Any person aggrieved by the intended order may, within 21 days after the posting of the notice, appeal to the Magistrates Court. If an appeal is made to the Magistrates Court the Local Authority must wait until that appeal is heard before approving any street name.

5. Naming of existing unnamed streets

5.1.   The naming of unnamed streets will only be done when a rate-payer on the street requests that their street be named (and suggest a name) due to the lack of a name causing a delay in Emergency Services locating the street. The procedure will be in accordance with Section 2.3 for renaming a street and the new name must adhere to the principles set out within this policy.

6. Display of street names (street name plates)

6.1.   It is the responsibility of the Local Authority to display street nameplates on roads which are maintainable by the Local Authority (adopted highways).

6.2.   It is the responsibility of the owner, developer or the occupiers of private roads to have street nameplates erected and maintained. If it is brought to the attention of the Local Authority that a street nameplate in a private road is not displayed the Authority shall give

21 days' notice to the owners/occupiers of the road to display the correct name.

6.3.   Where the Notice is not complied with this Authority shall give 14 days' notice that it will cause the nameplates to be displayed on the private road, in default, and recover the expenses from the owners or occupiers of the road, in accordance with section 15 (2) of the 1939 Act. This Authority may also issue proceedings for the recovery of a fine.

Section C: Naming and Numbering Properties

1. Property numbering sequence

1.1.   New streets will be numbered so that, travelling away from the town centre, even numbers are on the right of the street running from start to end and odd numbers allocated to the left.

1.2.   Short cul-de-sac and small scale development will be numbered consecutively in a clockwise direction. Longer cul-de-sac development will again be numbered with even property numbers allocated to the right and odd property numbers allocated to the left.

1.3.   Numbers (including the number 13) will remain in sequence and there shall be no exclusion of any number due to superstition or personal preference. Applications to omit any number from a numbering sequence, for whatever reason, will be refused.

1.4.   Properties (including those on corner sites) will be numbered according to the street in which the main entrance is located.

1.5.   Where a street numbering sequence may not exist, predominantly in rural areas, it will be appropriate to allocate agreed property names.

1.6.   Infill development (new properties built between existing properties or in the grounds of an existing property) on a numbered street will be given the same house number as the property preceding the infill followed by a suffix of 'A', 'B'. For example 10A, 10B etc

1.7.   A business name shall not take the place of a number or a building name.

1.8.   No property name will start with "The" in Welsh or English

1.9.   Annexes to buildings e.g. granny flats or ancillary accommodation, will be given the prefix "Annexe". The rest of the address will be the same as the parent property e.g. Annexe, 1 High Street.

1.10.   For any dwelling accessed internally through a commercial premise, the accommodation will be given a prefix to match the accommodation type e.g. flat. The rest of the address will be the same as the parent property, e.g. where a flat above a public house and is

only accessed internally, its address will be Flat, Name of Public House, Property Number and Street Name.

1.11.	Blocks of flats and apartments may be given a name but each individual flat or apartment will be numbered consecutively

1.12.	All newly proposed development block names should preferably end with one of the following suffixes (or prefixes in the case of Welsh language translations):
- Court
- House
- Point
- Tower
- Lodge
- Apartments
- Mansions
- Heights

1.13.	Use of the word "flat" will apply to those properties where accommodation is on one floor only of a building. Where residential accommodation covers two or more floors and has its own internal stairs the term "apartment" will be used.

1.14.	All flats will be given a number rather than a letter or description e.g. Flat 1 rather than Flat A or First Floor Flat.

2. Shopping centres, retail parks and industrial estates

2.1.	Names for Shopping Centres, Retail Parks and Industrial Estates etc are subject to the same principles as those outlined for street or building names

3. Activation of new addresses

3.1.	When a new development has been approved, addresses are created by the Council as 'provisional' entities. The details of the proposed development are shared with Royal Mail who subsequently 'hold and record' the addresses on their 'Not Yet Built' address database. To avoid any issues of post being sent to non-existent properties the addresses are not activated until occupation or the properties completed and therefore are able to receive postal services.

4. Adding a name or renaming to an existing numbered property.

4.1.   Where a property has a number, it must be used and displayed. Where a name is given to a property together with its official number, the number must always be included. The name cannot be regarded as an alternative to the number.

4.2.   The owner (not tenant) of a property may request the addition, amendment or removal of a name for their property. Where a property is numbered, any name will be in addition to the number.

4.3.   If a request is received to add a property name to an existing numbered property then the authority will issue the following guidance:

- o There should be no conflict with existing property or street names in the postal locality.

- o Properties should not be named after specific individuals (living or deceased).

- o The proposed name should not include offensive or inappropriate language.

4.4.   Where a house is numbered by the local authority and has also been given a name by the occupant, Royal Mail will include only the number in the postal address.

5. Converting an existing building

5.1.   The conversion or sub-division of a residential property resulting in a single point of entry from which all the flats are accessed will be numbered rather than described or lettered. For example, Flat 1 as opposed to First Floor Flat or Flat A

5.2.   Conversion or sub-division of a residential property resulting in multiple points of entry with each flat having its own separate front door from the designated street, will include a suffix to the primary parent or shell address. For example 'A', 'B', 'C' will become 10A, 10B, 10C

5.3.   A merged property will utilise the numbers of the original properties where premise numbers are used. For example, the merging of two properties at 4 High Street and 6 High Street or Unit 1 Trading Estate and Unit 2 Trading Estate will result in new addresses of 4-6 High Street and Unit 1-2 Trading Estate respectively

6. Re-numbering existing properties

6.1.   The re-numbering of existing property(s) will be considered when changes occur which give rise (or are likely to give rise) to problems for the delivery of services or issues identified by the emergency services. This may apply where a new development cannot be accommodated within the existing numbering sequence. As the process can be time consuming and can result in additional cost, disruption or inconvenience to individual occupiers, it should be avoided wherever possible.

6.2.   For new developments within an existing street the use of suffixes or re-numbering where just a few properties are affected is preferable to wholesale re-numbering of a street. However, this is not always possible and the re-naming of streets and renumbering of properties will be at the discretion of Denbighshire County Council.

7. Display of property names and numbers

7.1.   All property numbers must be visible from the highway. This may mean numbers being displayed on posts, gates or fences (and not necessarily the door of the property) to aid easy identification of the property, particularly in the event of an emergency.

Section D: Postal addresses

1. Allocation of postal addresses

    1.1.   The allocation of postal addresses does not serve as confirmation that any building or structure has been authorised under Planning, Building Regulations or any other Legislation. Owners/occupiers may be at risk of enforcement action if any necessary approvals have not been obtained.

    1.2.   The Local Authority is not liable or responsible for third parties, including Royal Mail, updating their databases with address information.

    1.3.   A piece of land, e.g. a farmer's field, cannot be given a postal address, only property on that piece of land that can receive mail can have a postal address for the purposes of delivering mail and services

2. Postcodes

    2.1.   All elements of an address, with the exception of postcode, are defined by Denbighshire County Council. The numbers and names assigned to property and the official names assigned to streets are the Intellectual Property of the authority. Allocation of postcodes is managed by the Royal Mail and must be provided by them on receipt of the official naming and numbering scheme from the Local Authority but the postcode will be held in "reserve" by Royal Mail until they are notified that the property is occupied.

    2.2.   Royal Mail does not publish on its website addresses that are not completed and/or occupied. This means that in certain cases addresses that have been officially allocated and issued by the Local Authority may not, for a while, be visible to anyone using the Royal Mail website to validate an address. This may also mean that other organisations using the Royal Mail address database (Postcode Address File) will also not be able to validate addresses.

    2.3.   Developers, owners and tenants should be aware that their property/ies may not have the same postcode as the surrounding or existing properties.

    2.4.   The maintenance of postcode information, and any future change to individual postcodes or postcode sectors, is the responsibility of the Royal Mail.

3. County name

   3.1.   The county does not form part of any postal address and changes to it are not therefore covered by Royal Mail's Postcode Address File Code of Practice.

   3.2.   The postal counties of the United Kingdom, now known officially as the former postal counties, were postal subdivisions in routine use by Royal Mail until 1996. The raison d'être of the postal county – as opposed to any other kind of county – was to aid the sorting of mail by enabling differentiation between like-sounding post towns. Since 1996 this has been done by using the outward code (first half) of the postcode instead. The postal county was removed from the Postcode Address File database in 2000 and does not form part of Royal Mail's code of practice for changing addresses.

   3.3.   Despite this, county data is routinely sold to companies, ostensibly in order for them to cleanse their own address data. As the former postal county data was the last to be in routine use, some organisations have continued to use this obsolete data as part of postal addresses. It is for this reason that the county of Clwyd appears on some mail. In 2010 the regulator advised Royal Mail to cease supply of county data altogether and a timetable has been put in place for this to occur between 2013 and 2016.

4. Notification of address change intelligence to internal and external partners

   4.1.   On completion of an application for Street Naming and Numbering, the Council will include the following partners as part of the formal notification process:
   - The relevant local County Councillor
   - The relevant City, Town or Community Council
   - Internal Council Services,
   - Welsh Ambulance Service,
   - North Wales Fire Service,
   - North Wales Police,
   - Royal Mail,
   - Current Electricity and Gas Supplier Operating in the Area
   - Welsh Water and or Dee Valley Water
   - Ordnance Survey,
   - The Land Registry.

5. Denbighshire County Council Corporate Address Gazetteer

5.1.   There are two primary sources of address information in use across the UK– the National Address and Street Gazetteer and Royal Mail's Postal Address File.

5.2.   As a local authority, the Council are required, under the Public Sector Mapping Agreement, to manage and maintain a Corporate Address and Street Gazetteer with regular change updates being provided to the respective National Address and Street Gazetteer central hub.

5.3.   The Corporate Address and Street Gazetteers, which are managed and maintained by all local and unitary authorities across Wales, England and Scotland, are the keystone for the on–going development and delivery of the national address infrastructure programme for Great Britain.

5.4.   The National Address and Street Gazetteer are managed by GeoPlace (a public sector limited liability partnership between the Local Government Association and Ordnance Survey) providing definitive and up–to–date sources of publicly–owned spatial address and street data.

5.5.   The National Gazetteers are recognised as critical components for the development of a comprehensive register of accurate address and street information for both the public and private sectors.

5.6.   The Corporate Gazetteers comply with the British Standard BS7666 – Spatial Datasets for Geographical Referencing Part 1 and 2 and the National Data Entry Convention Guidelines as agreed by the designated maintaining authorities.

5.7.   The Royal Mail postcode address file (PAF) is specifically designed to support the delivery of postal delivery services and Royal Mail do not accept any responsibility or liability for the use of PAF for any other purpose or intended use outside of the delivery of these services.

5.8.   The Corporate Address Gazetteer is intended to facilitate the accurate delivery of all services and is based on the actual geographic

location of the property but also includes post town as used by Royal Mail.

5.9.   In addition, the Corporate Address Gazetteer includes additional non-postal objects such as development and agricultural land, woodlands, parks, churches, halls, public conveniences etc which are not encompassed within PAF.

5.10.   Council's Corporate Address Gazetteer is the primary address register used in the delivery of Council services.

5.11.   It is important to recognise that there is one definitive address that is used by all services when contacting residents and businesses, and for customer use via the web site. A definitive and single address system will enable all information about a property or piece of land to be retrieved from all the Council's back office systems and enable a joined up response to customer enquiries.

5.12.   Integrating the master address database with other internal systems avoids duplication of data and maintenance and facilitates easier and more-accurate exchange of information between departments, authorities and agencies.

5.13.   The provision of correct address information is of critical importance to local emergency services.

5.14.   All new database systems procured or developed by the authority that use address data must be BS7666 compliant and be able to receive LLPG updates successfully.

Section E: Charges for Property Numbering Services

1. Charges will apply to the numbering of new properties including properties on new streets and in-fill properties. In this case the developer will be liable for the charges.

2. Charges will also apply to changes of existing number and changes of existing property names except where there is an exemption. In this case the owner of the property will be liable for the charges.

3. Property owners will be exempt from charges for a change to their property number or name that is required to assist the Emergency Services to identify and locate the property.

Section F: Installation of street name plates

1. Street nameplates should be fixed as near as possible to street corners, so as to be easily readable by drivers as well as pedestrians. The nameplate should normally be within 3m of the intersection of the kerb lines, but where this is not practicable the distance may be varied up to a maximum of 6m.

2. Street nameplates should be mounted so that the lower edge of the plate is approximately 1m above the ground at sites where they are unlikely to be obscured by pedestrians or vehicles and at approximately 2.5m where obstruction is a problem. They should never be lower than 600mm or higher than 3.6m.

3. Nameplates should normally be fixed at each street corner. At minor cross-roads, particularly in residential areas, one plate on each side of the street positioned on the offside of traffic emerging from the road may be sufficient, except where the road name changes or where it is thought that paragraph 8 would apply.

4. At T-junctions a main street nameplate should be placed directly opposite the traffic approaching from the side road.

5. Where the street name changes at a point other than a crossroad, both names should be displayed at the point of change and many Local Authorities have found it useful to include arrows to indicate clearly to which parts of the street the name refers.

6. On straight lengths of road without intersections, nameplates should be repeated at reasonable intervals with priority given to such places as bus

and railway stations, and opposite entrances to well frequented sites such as car parks.

7. Where two streets branch off obliquely from a common junction with a third street, plates on fingerpost mountings can be useful, provided they do not obscure any traffic sign.

8. Where it might reasonably be expected, for example at intervals only on straight lengths of road or at intersections or T-junctions, many Local Authorities have found it useful to incorporate, on the nameplate, information indicating street numbers on either side of the intersection.

9. Whenever practical, street nameplates should be mounted on walls, buildings or other boundary structures at the back edge of the footpath. Post mounting or finger mounting should only be used where normal mounting does not make the plate conspicuous (e.g. where an important side road has a narrow entrance or in the exception circumstances mentioned in paragraph 7 above, or where it will frequently be obscured by pedestrian movement and cannot be mounted at the 2.5m height).

10. The nameplates should be fixed so that there is a clear space of at least 300mm in every direction between them and any notices, advertisements or other printed or written matter. Where possible greater clearance should be provided. Care should be taken to keep the view of nameplates free from obstruction by trees or other growth.

11. Where possible, nameplates should be fixed so that they will be illuminated by light from street lamps, especially at important junctions, provided they remain visible to vehicles on the main carriageway.

12. Street names may be displayed in panels in bollards facing footways, as an addition to, but not as a replacement for, other nameplates.

Section G: Policy review

This policy will be reviewed every three years or sooner if a major change in the process is required through the introduction of new legislation for example. Charges will be reviewed on an annual basis during the Council's budget setting process and publicised through the Council's normal communication channels including the website.

Section I: Useful contacts

You can contact the Street Naming and Numbering officer in the following ways

Webpage   https://www.denbighshire.gov.uk/en/resident/planning-and-building-regulations/street-naming-and-numbering.aspx

E-mail   llpgrequests@denbighshire.gov.uk

Phone   01824706000 and ask to speak to the Street Naming and Numbering Officer.

WELSH LANGUAGE STEERING COMMITTEE FORWARD WORK PROGRAMME

Meeting		Item (Description / Title)	Purpose of Report	Lead member and Contact Officer
12 November 2019	1	Standing Item: Eisteddfod yr Urdd Update	To receive an update on progress with Eisteddfod yr Urdd	Gareth Watson
	2	Welsh Language Strategy (Business and Economy)	To receive a presentation on the Business side with the Welsh Language Standards	Mike Horrocks

Note for Officers – Report Deadlines

Meeting	***Deadline***	*Meeting*	***Deadline***	*Meeting*	***Deadline***
July	***25 June***	*November*	***29 October***		

FUTURE ITEMS

Meeting	Item (description / title)	Purpose of Report	Author / Contact Officer

Updated 1/04/19 KEJ

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