

To: Members of the Communities
Scrutiny Committee

Date: 13 January 2022

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Dear Councillor

You are invited to attend a meeting of the **COMMUNITIES SCRUTINY COMMITTEE** to be held at **10.00 am** on **THURSDAY, 20 JANUARY 2022** by **VIDEO CONFERENCE**.

Yours sincerely

G. Williams
Head of Legal, HR and Democratic Services

AGENDA

1 APOLOGIES

2 DECLARATION OF INTERESTS (Pages 5 - 6)

Members to declare any personal or prejudicial interests in any business identified to be considered 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 7 - 16)

To receive the minutes of the Communities Scrutiny Committee held on 9 December 2021 (copy enclosed).

10.05 – 10.10 a.m.

5 HIGHWAYS MAINTENANCE POLICIES FOR UNCLASSIFIED ROADS
(Pages 17 - 22)

To consider a report by the Highways Asset and Risk Manager (copy attached) which presents to the committee the Council's policy for maintaining unclassified roads along with the criteria and formula that will be applied for allocating and spending the additional funding allocated towards highways in the county.

10.10 – 11.00 a.m.

6 SAFEGUARDING WELSH PLACE NAMES IN DENBIGHSHIRE (Pages 23 - 82)

To consider a report by the Council's Team Leader for Places, Legal, HR & Democratic Services (Copy attached) which presents the Committee with the legal position with regards to safeguarding Welsh language place and street names within Denbighshire.

11.00 – 11.50 a.m.

7 SCRUTINY WORK PROGRAMME (Pages 83 - 104)

To consider a report by the Scrutiny Coordinator (copy enclosed) seeking a review of the committee's forward work programme and updating members on relevant issues.

11.50 – 12.10 p.m.

8 FEEDBACK FROM COMMITTEE REPRESENTATIVES

To receive any updates from Committee representatives on various Council Boards and Groups.

12.10 – 12.15 p.m.

MEMBERSHIP

Councillors

Councillor Huw Williams (Chair)

Councillor Graham Timms (Vice-Chair)

Brian Blakeley
Gwyneth Ellis
Alan Hughes
Hugh Irving
Tina Jones

Merfyn Parry
Anton Sampson
Peter Scott
Cheryl Williams

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All Councillors for information
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LOCAL GOVERNMENT ACT 2000

Code of Conduct for Members

DISCLOSURE AND REGISTRATION OF INTERESTS

I, (<i>name</i>)	<input type="text"/>
a *member/co-opted member of <i>(*please delete as appropriate)</i>	Denbighshire County Council
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:- <i>(*please delete as appropriate)</i>	
Date of Disclosure:	<input type="text"/>
Committee (<i>please specify</i>):	<input type="text"/>
Agenda Item No.	<input type="text"/>
Subject Matter:	<input type="text"/>
Nature of Interest: <i>(See the note below)*</i>	<input type="text"/>
Signed	<input type="text"/>
Date	<input type="text"/>

*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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Public Document Pack Agenda Item 4

COMMUNITIES SCRUTINY COMMITTEE

Minutes of a meeting of the Communities Scrutiny Committee held via Video Conference on Thursday, 9 December 2021 at 10.00 am.

PRESENT

Councillors Brian Blakeley, Alan Hughes, Hugh Irving, Tina Jones, Merfyn Parry, Anton Sampson, Peter Scott, Glenn Swingler, Graham Timms (Vice-Chair) and Cheryl Williams.

Councillor Brian Jones - Lead Member for Waste, Transport and the Environment
Councillor Mark Young – Lead Member for Planning, Public Protection, Safer Communities and Domestic Abuse

Observers – Councillors Gwyneth Ellis, Christine Marston, Gwyneth Kensler, Meirick Lloyd Davies and Emrys Wynne.

Councillor Barry Mellor was in attendance at the Committee's invitation to present business item 9 on the agenda.

ALSO PRESENT

Head of Legal, HR and Democratic Services (Monitoring Officer) (GW), Flood Risk Engineer (WH), Head of Highways and Environmental Services (TW), Waste & Recycling Manager (TD), Head of Planning and Public Protection (EJ), Head of Customers, Communications & Marketing (LG), Strategic Planning & Housing Manager (AL) Scrutiny Coordinator (RhE) and Committee Administrators (SJ and RTJ)

1 APOLOGIES

Apologies for absence were received from Councillor Huw O Williams (Chair). In his absence the Vice-Chair Councillor Graham Timms, chaired the meeting.

2 DECLARATION OF INTERESTS

No declarations of interest were declared at this juncture. Councillor Merfyn Parry declared a personal interest during business item 6, 'New Waste and Recycling Operating Model General Update and Communications Progress'.

3 URGENT MATTERS AS AGREED BY THE CHAIR

No urgent matters had been raised with the Chair or Vice-Chair prior to the meeting.

4 MINUTES

The minutes of the Communities Scrutiny Committee meeting held on 21st October 2021 were submitted.

Matters arising:

Councillor Brian Blakeley advised that he had tendered his apologies for the meeting, although they were not recorded in the minutes.

The Scrutiny Co-ordinator referred members to the 'Information Brief' document circulated earlier in the week which provided an update on the actions or requests emanating from the above meeting and progress in relation to their implementation and delivery. It was:

Resolved: - ***subject to noting the above apologies that the minutes of the Communities Scrutiny Committee meeting held on 21st October 2021 be received and approved as a correct record.***

5 STAKEHOLDER/COMMUNITY ENGAGEMENT ACTIVITY FOR POTENTIAL CENTRAL RHYL AND CENTRAL PRESTATYN COASTAL DEFENCE SCHEMES

The Lead Member for Waste, Transport and the Environment alongside the Head of Highways and Environmental Services and the Flood Risk Engineer presented the Stakeholder/ Community engagement activity for potential Central Rhyl and Central Prestatyn coastal defence schemes (previously circulated).

During the introduction the Lead Member and officers explained the report had been requested by scrutiny to present the findings from the community consultation. Thanks was given to Matthew Hazelwood – Project Manager. He had Chaired all the Rhyl defence meetings and had done a lot of work for the scheme.

Members heard that a drop in public consultation on Central Prestatyn Coastal defence scheme was scheduled to take place 13th December 2021. Officers reminded members that a previous report had been presented to members and a follow up report on the engagement exercise had been requested.

In response to Committee members' questions the following details were provided:

- A technical issue at the last Prestatyn Member Area Group (MAG) meeting resulted in the update having to be rearranged.
- The most pressing risk was situated at Rhyl golf club. Maintenance of the rest of the coastal works would hopefully see up to 50 more years' protection. A concern noted by officers was the dunes at Gronant. Regular inspections and monitoring at the site occurred and future projects discussed.
- The kiosks at Rhyl front were being discussed at present. The corporate property team were engaging with tenants and operators of the kiosks. The scheme could not be built with the kiosks currently in place.
- Close working with other departments for potential schemes on Rhyl promenade was ongoing and would continue to ensure that all schemes and developments in the area dovetailed with one another.
- Engagement would continue throughout the schemes' development with residents and business operators in the area. Discussions with key stakeholders would continue throughout the development and construction

phases and if required modification proposals could be considered as and when appropriate.

- Dependent upon weather and ground conditions it was anticipated that the Central Rhyl Scheme would take up to two and a half years to deliver, with the Central Prestatyn Scheme taking in the region of three years. The latter scheme, which would be guided by ground conditions in the area, required be undertaken at a more measured rate.
- Carbon reduction had been identified as a positive impact in the Well-being Impact Assessments (WIA) for both schemes.

Members thanked the officers and contractors for the work on the schemes.

At the conclusion of the discussion, subject to the above comments and observations, it was:

Resolved: - that the Committee -

- (i) having examined the scope and findings of the stakeholder and public consultations for the schemes, recommends to Cabinet that it is satisfied with the approach taken for the consultations and their findings; and***
- (ii) confirmed that, as part of its consideration, it had read, understood and taken account of the Well-being Impact Assessments (attached at Appendices 3a and 3b to the report).***

6 NEW WASTE AND RECYCLING OPERATING MODEL GENERAL UPDATE AND COMMUNICATIONS PROGRESS

The Lead Member for Waste, Transport and the Environment along with the Head of Highways and Environmental Services and the Waste and Recycling Service Manager guided members through the report (previously circulated). It was stressed that the waste model agenda item had been presented previously to the committee and officers were keen to keep members up to date and informed of the progress with the work. The Lead Member stated the waste model was first discussed back in December 2018 due to financial pressures faced by the authority. The Head of Highways and Environmental Services confirmed the reason for the report was to inform members at what stage the development and delivery of the new model was, and the works that had occurred since last presenting to the committee. A lot of work had taken place and a great deal of progress made. The new depot in Denbigh, located on the Colomendy Industrial Estate was a key development part of the project. The benefits of the project had been made clear at a recent site visit. These included benefits to existing businesses on the estate – in developing the land used for the depot the Council had been able to unlock a piece of land to the rear of a number of existing private businesses which had then opened up an opportunity for those businesses to expand. This opportunity was welcomed by all.

Members were provided with a review of each of the appendices provided for members' consideration and information.

In response to Committee members' questions the Lead Member and officers provided the following details:

- Included within the report at appendix 2.b was a table that highlighted the proposed changes to the current Domestic Waste Collection policies. If the Committee agreed to the suggested changes the new policies would be approved via the delegated decision process by March 2022;
- The financial aspects of running the blue (co-mingled recycling) and black (residual waste) bin service had begun to be unviable. Communication with residents to explain the reasoning behind the new model and help them understand why it was being introduced would be vital for the implementation of the new model;
- The reasons for changing the model and system had been debated at length before making the decision to change. The benefits had been highlighted in appendix 5. The current model was not financially or environmentally sustainable;
- Officers had looked at and learnt from authorities already using similar models for recycling and waste systems;
- The new model would allow staff to gain new knowledge and progress and expand experiences. It will also enable more staff to be employed at all different levels;
- The aim for the textile collection was for it to be made available across the whole county either by co-options or by DCC collectors. Members heard that pre-covid, funding had been secured from Welsh Government to extend the textile collection to more households in the county but had been delayed due to the pandemic. It was hopeful it would resume as the economy recovered;
- As part of the roll out, over 44,000 households would be issued with the trolley box. Officers felt that a cardboard sack was best suited for recycling and would be issued to households. Additional recycling containers could be purchased or extra sacks could be provided;
- It was confirmed a slight delay had been observed in procuring the electric vehicles. It was stressed it would not delay the implementation of the new system;
- The cost to dispose of waste in black bins was higher than for sending recycling items away. The more items recycled as opposed to put in the black bin would save more money. Hence the importance of educating residents on recycling. All new black bins and the trolleys were manufactured from recycled materials. They were also recyclable (apart from the flaps on the boxes);
- Assisted collections would still continue under the new model;
- Officers felt there was a need for charges for bin replacements. Members heard charges were currently in place for replacement bins under the current model. As part of the roll out of the new model all initial bins issued would be free of charge and a 12-month period for people to request alternative or different bins. Downsizing bins would be free of charge;
- A contract with the current gate fee for recycling the authority's waste was in place until the date proposed to introduce the new model;
- The term textiles referred to any item of clothing or cloth materials. Co-options would reuse and sell any items they could, alternatively anything that

could not be reused or sold was sent to be recycled. Co-options did offer a kerbside collection mainly in the North of the county at present;

- The bin microchips would ascertain to which property the bin belonged. It would allow officers to identify any issues e.g. missing bins, empty properties or households not using their bins. It was not for surveillance of items in bins. The 'Keep up with the Jones' scheme launched in 2019 started the process of assisting and educating residents about recycling.
- The wording of un-adopted roads within the policy was not changing. Officers felt it was a policy that would need to be reviewed when the model was implemented;
- A small trial was scheduled to start in West Rhyl in February 2022 involving microchipped bins. Its results could be reported back to members. It was proposed to just microchip the black bins and sacks at present. There was a number of different options that could be issued to residents and officers were happy to assess the needs of residents;
- The Environmental Protection Act provided guidance for both residents and businesses to follow. It provided information for the authority to enforce actions. An enforcement contract with District Enforcement was in place for litter patrols and dog fouling patrols.
- It was proposed to undertake an elected member 'standard service' experience during February and March 2022. This would provide members who currently used the blue/black bin kerbside service to experience the new service for eight weeks. Members' feedback of using the 'new' service would be useful to plan for the full rollout of the service in due course.

The Chair thanked the officers and Lead Member for the detailed response to members' concerns and questions.

Having considered the detailed information presented to members and following and in-depth discussion on its contents the Committee:

Resolved: - subject to the above observations –

- (i) to note the progress made to date by Project Team delivering the new Waste and Recycling Service to residents by summer 2023;***
- (ii) to endorse the suite of household waste and recycling policies (included at Appendix II to the report) and note the Head of Highways and Environmental Services' intention to ensure that the policies be adopted through the delegated decision process by March 2022; and***
- (iii) request that the Head of Highways and Environmental Services submits a future report to Communities Scrutiny Committee on the outcomes of the pilot projects in West Rhyl (use of microchips in waste containers), Bron y Crêst (communal bin service change) and the Elected Members Recycling Experience initiatives.***

7 SCRUTINY WORK PROGRAMME

The Scrutiny Coordinator (SC) submitted a report (previously circulated) seeking members' review of the Committee's work programme and provided an update on relevant issues.

Discussion focused on the following –

- The SC advised that there were four substantial items being discussed at the next meeting. No further items for this meeting was advised.
- No additional agenda items had been referred from the last Scrutiny Chairs and Vice Chairs Group meeting held on the 25 November 2021.
- At the last Scrutiny Chairs and Vice Chairs Group meeting, members discussed not holding Scrutiny meetings during the time before the election period in May 2022. The 6 weeks prior to the elections no contentious decisions would be made. It was agreed not to hold Scrutiny meetings during that period unless an urgent item came in. The last meeting of this Committee before that pre-election period would be 10 March 2022.
- Members were reminded to complete the scrutiny proposal form if there was anything members wished to examine in detail.
- The SC updated members from the previous meeting on the Rhyl Cut and Prestatyn Gutter and whether any of the riparian land was owned by the authority. The SC confirmed it was the land owners who were responsible for the maintenance of boundaries contiguous to the Cut/ Gutter. In the information report provided to members, illustrations were provided to show land owned by DCC.

It was:

Resolved: - *subject to the above comments to confirm the Committee's forward work programme.*

8 FEEDBACK FROM COMMITTEE REPRESENTATIVES

No feedback was received from Committee representatives on any Council Boards or Groups.

At this junction (12.05 pm.) there was a scheduled 55 minute break.

Meeting reconvened at 13.00 p.m.

9 DENBIGHSHIRE'S GYPSY AND TRAVELLER ACCOMMODATION ASSESSMENT (2021)

The Lead Member for Planning, Public Protection, Safer Communities and Domestic Abuse alongside the Head of Planning, Public Protection and Countryside Services and Strategic Planning and Housing Manager and Councillor Barry Mellor the Chair of the Gypsy and Traveller Accommodation Assessment Task and Finish Group presented the Task and Finish Group's report on process followed for undertaking Denbighshire's Gypsy & Traveller Accommodation Assessment (2021). Also attached to the report (previously circulated) was the draft Gypsy and Traveller Accommodation Assessment (GTAA) for Denbighshire.

The Lead Member for Planning, Public Protection, Safer Communities and Domestic Abuse gave the Committee some background to the production of the report. The Housing Act (Wales) 2014 placed a legal duty on Local Authorities to assess the accommodation needs of Gypsies and Travellers (Section 101) and subsequently meet those needs (Section 103). There was a legal requirement (Housing (Wales) Act 2014) for GTAAs to be undertaken as a minimum every 5 years and the Council was now therefore required to undertake a new Assessment. An up to date GTAA was also a requirement for the replacement Local Development Plan (LDP). The deadline for the GTAA to be submitted to Welsh Government was 24th February 2022.

A robust project management approach had been adopted with the establishment of a Member-led Project Board, with the Leader and Lead Member working with Senior Officers to direct this work ensuring Member involvement, openness and transparency.

Elected Members and the Scrutiny Committee had previously raised concerns regarding the level of consultation with Gypsy and Traveller communities and the need for early engagement with Members. Consequently, Communities Scrutiny Committee agreed at its meeting on 13th May 2021 to establish a Task and Finish Group to provide support for the development of the new GTAA.

Councillor Barry Mellor, Chair of the Task and Finish Group informed the Committee that the Task and Finish Group had met six times. Its discussions had covered all aspects of the Welsh Government methodology. They reviewed progress on the assessment, communication with all stakeholders and the findings of the draft GTAA report. Their final report was attached to the report as appendix 1.

The Work Brief and Stakeholder Communication and Engagement Plan included activities to meet the requirements of the Welsh Government's methodology as well as additional activities that had been identified as important to the Council. These provided the framework for undertaking the GTAA. The range of additional activities included an on-line survey for members and the involvement of members in promoting the survey – ensuring greater member involvement at an early stage. The employment of a Gypsy, Roma, Traveller Liaison Officer during August also ensured that travelling families staying in the County during the Assessment period were made aware of then Assessment.

Closing Councillor Barry Mellor stated that the draft GTAA findings and recommendations had been presented to the Task and Finish Group at its meeting on 15th November. At that meeting the Group agreed that they were satisfied that the WG methodology had been applied appropriately to the analysis of need and that the additional activities identified previously by Scrutiny had also been undertaken. Whilst the approach taken had required some considerable commitment from Task and Finish Group members during recent months, they all felt that the approach had worked well. As a result, the Group had requested that a similar approach be adopted in future when considering potential sites for pitches.

The Lead Member for Planning, Public Protection, Safer Communities and Domestic Abuse thanked Councillor Mellor, and the Task and Finish Group for all the hard work which they had carried out. He then proceeded to present the Assessment's conclusions. The draft Denbighshire GTAA concluded that –

- There was a need for 8 residential pitches to meet the identified needs of 3 households/extended family groups in the County.
- There was no evidence of need for a permanent transit site, due to the low numbers of unauthorised encampments, short term nature of these encampments and the fact that interviews with Gypsy and Traveller community had not identified a need for permanent transit provision locally. It was recommended that the management based approach currently applied to unauthorised encampments could be further developed based on best practice from across the UK, which may include 'negotiated stopping'.
- Future household growth was predicted to be 4 additional households from 2026 – 2033

The Lead Member for Planning, Public Protection, Safer Communities and Domestic Abuse, stated that the discussions at the current meeting would be reported to Cabinet on 14th December and the intention was to seek approval at that meeting for submission of the draft GTAA to Welsh Government for its approval.

Members discussed the following in further detail:

- Sub heading 7.5 of the 'Addressing Identified Need' within the draft GTAA was queried by the committee. Members requested clarification on what was meant by the phrase 'desire to meet their own need'. The Lead Member responded that Gypsy, Roma and Traveller (GRT) communities had expressed that they would rather choose their own sites rather than live on public sites.
- The Committee queried whether the Task and Finish could continue its work in future to assist the Council with the selection of potential sites, as the Task and Finish Group members had an insight into the needs and wishes of the GRT communities. Responding the Head of Legal, HR and Democratic Services (HoLHRDS) clarified that the production of the GTAA and the choosing of potential sites were two separate processes. He advised that if a Task and Finish Group were to be involved with the selection process, then it would need to be decided by a Scrutiny Committee during the term of the new Council when that process would be undertaken.
- The Lead Member clarified that Travelling Ahead (Gypsy and Traveller Advocacy Organisation) was a national organisation, however it had regional representation. The organisation had engaged with the Assessment process and was continuing to liaise with the Council.
- It was reaffirmed that the Assessment had concluded that there was no need for a permanent transit site in the area.

At the conclusion of the discussion the Committee unanimously:

Resolved: -

- (i) to endorse the conclusions of the Task and Finish Group that –**
 - (a) the work on the Gypsy and Traveller Accommodation Assessment had met the requirements of the Work Brief and Stakeholder Communication and Engagement Plan as endorsed by Communities Scrutiny Committee on 26th July 2021; and**
 - (b) the Welsh Government methodology had been applied appropriately to the analysis of need.**
- (ii) to confirm its support for the approach adopted for the delivery of Denbighshire's Gypsy and Traveller Accommodation Assessment as being robust and in line with Welsh Government guidance;**
- (iii) to confirm that it had read, understood and taken account of the Well-being Impact Assessment (Appendix 3 to the report) as part of its consideration; and**
- (iv) to recommend to Cabinet that the draft Gypsy and Traveller Accommodation Assessment should be approved for submission to Welsh Government.**

The Chair and all elected members present recorded their gratitude to the Chair and members of the Task and Finish Group for their diligent work in supporting the delivery of the above work. Members acknowledged that the assessment process in its entirety had taken a considerable amount of time and effort on both officers and members' part to plan, monitor and deliver to the required standard.

The meeting concluded at 1.30pm

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Report to	Communities Scrutiny Committee
Date of meeting	20th January 2022
Lead Member / Officer	Councillor Brian Jones: Lead Member for Waste, Transport and the Environment / Tony Ward: Head of Highways and Environment
Report author	Tim Towers: Highways Asset and Risk Manager
Title	Highways Maintenance Policies for Unclassified Roads

1. What is the report about?

- 1.1. To examine the Council's policy for maintaining unclassified roads along with the criteria and formula that will be applied for allocating and spending the additional funding allocated towards highways in the county.

2. What is the reason for making this report?

- 2.1. To provide Members with an understanding of how the statutory duty to maintain the highways is applied to non-principal roads so as to ensure that they are safe. The report includes an explanation of the overall strategy that is used so that any funding opportunities have the maximum effect.

3. What are the Recommendations?

- 3.1. That the Committee consider the report and confirms that it is happy that the correct approach to highway maintenance is being applied so that the best alignment between the risk to users and the available funding is being achieved.

4. Report details

- 4.1. Maintaining the roads is a Statutory Duty laid down by the Highways Act, 1980, but there is a little bit of interpretation as to what can be seen as 'the standard' because each Highway Authority (of which Denbighshire County Council is one) is constrained

by budgetary limitations; resources; the use (and type of use) its network gets; and a few other considerations. For this reason, each Authority lays down its minimum standards in a Code of Practice. Denbighshire's Code of Practice was ratified by Cabinet on 21st January 2020.

- 4.2. The Code of Practice covers such issues as road hierarchy; defect definition; inspection cycles; and repair response times. The standard of maintenance laid down in the Code of Practice is the same right across the county, irrespective of the class of road i.e. a pothole is the same on an A road as it is on a minor rural road, and the defined repair time is the same too. The only difference is the regularity of inspections; unclassified rural roads are formally inspected twice per year, and unclassified urban roads are inspected every three months.
- 4.3. Denbighshire has 1,418 kilometres of roads and the table below gives the breakdown of how that network is made up in terms of both road classification and the split between rural and urban. The figures are in kilometres.

Classification	Urban	Rural	Total
A Roads	29.7	110.1	139.8
B Roads	18.2	115.5	133.7
C Roads	31.7	489.9	521.6
Unclassified	222.2	401.2	623.4
Total	301.8	1116.7	1418.5

- 4.4. A and B roads are not considered in this report. The council undertakes a survey of 50% of its C roads each year and this is carried out using specialist equipment by an external supplier. This shows the proportion of roads in 'Poor' condition (defined as requiring planned maintenance soon). In 2017, this figure was 10.2%, which improved to 8.3% in 2019, and improved still further in 2021 when it was 7.6%. However, 7.6% of C roads still equates to 40km of carriageway requiring work.

- 4.5. It is much harder to evaluate the condition of unclassified roads but, since 2011, we have used a points system based on visual appearance with high scores meaning the surface is visually poor i.e. potholed and requiring patching / resurfacing. Unfortunately, due to Covid, this method had to be suspended for quite some months so a recent evaluation isn't available. However, the most recent trend showed that (after an improvement from 2011 to 2016) these roads were worsening. We expect that new figures will show the roads to be back to, or worse than, the 2011 position.
- 4.6. All evaluations show there to be a marked difference between the condition of urban roads and rural ones, with those outside the 30-mph limit being markedly worse. The main areas of concern therefore relate to rural roads which, as can be seen from the table in 4.3, form a much larger proportion of the network. Our own evaluation is also borne out by the disparity of enquiries we get from residents and road users where again the emphasis is on potholes outside the towns.
- 4.7. The Committee asked for criteria and/or a formula for allocating additional funding, but this is hard to crystallise into something tangible. Historically, the Asset Manager has determined which roads go on the programme and, once these have been matched to the available budget, has agreed this list with all Councillors. The 'criteria' for determining what should be on the list was never documented as it is difficult to define, but it was always based on ensuring that there was at least one good quality road serving any community. Usually this was the busiest link into the locality so that the maximum number of users would benefit. It also ensured that the risk to users was minimised, as required by the Highways Act. Another part of the strategy was that roads that were just beginning to fail were treated so that the failure was arrested before it became much more expensive.
- 4.8. It is anticipated that additional capital funding will allow greater use of the strategies laid out in paragraph 4.5. However, we will also utilise the prioritisation strategy that was agreed at Performance Scrutiny Committee on 7th December 2017, and now contained in the DCC Highways Code of Practice, namely:
- a) We will focus on a prevention strategy and use available funding to protect as many roads as possible that are still in relatively good condition. It represents better value for money to protect/prevent than to repair.

- b) We will prioritise surface treatments to seal up existing roads to keep them in a good condition.
- c) Smaller scale patching / overlay work will continue to have a fundamental place in the programme.
- d) We will identify sites where joint sealing will be sufficient to prevent any large scale deterioration.
- e) We will utilise revenue budgets effectively such that drainage systems work efficiently to keep as much water off the carriageway as possibly.
- f) We will target Jetpatcher work to treat rural deterioration.
- g) We will work with other services to achieve best value from available funding.
- h) We will seek funding from Welsh Government to address significant issues that we are unable to fund.

4.9. This report is also an opportunity to inform Members that the Service is also looking at other strategies that should also result in enhanced maintenance over the next few years. Gully emptying, ditch clearance and sweeping are all funded from revenue, as is pothole filling. Our aim is to have fewer potholes (due to better road surfaces) and this money can then (in part) be ploughed back into other activities to support general maintenance. Over and above this, we intend to more accurately target problem drainage so that water is kept off the road surfaces and deterioration is minimised. This year we have already begun a strategy of closing sections of road so as to undertake more fundamental work such as patching, culvert clearance and ditching improvements so that longer lasting benefits are achieved. Over time, as the network improves due to better investment, this roll out will be extended so that greater value for money is achieved.

4.10. Although this report focusses on rural roads, it is important to note that the strategies set out in this report are for all roads as they all fall under the same Duty. The additional capital funding, coupled with a change of focus, will allow us to develop a robust, good quality road network across the county. Although this is a long term aim, our strategy is one that will also deliver short term benefits that will be welcomed by residents as soon as they become aware that work is about to take place on many of the longstanding problematical roads they have had to use in recent years.

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

- 5.1. “Investing in roads and bridges to maintain a viable, sustainable infrastructure” is an explicit commitment in the current Corporate Plan, and forms part of the Connected Communities Corporate Priority.

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

- 6.1. There is no significant impact on any other services. The approach set out in this paper will be delivered within existing budgets.

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

- 7.1. No decision is sought from this report, so no Well-Being Impact Assessment has been undertaken.

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

- 8.1. The principles on which this approach is based have been discussed with Members on many occasions, including: Performance Scrutiny Committee on 7th December 2017; Cabinet on 21st January 2020 (where the DCC Code of Practice was ratified); a Members Workshop on 9th February 2021; and annually at each Member Area Group meeting where the annual Capital Programme is consulted on.

9. Chief Finance Officer Statement

- 9.1. The Council have provided £4m funding for Highways in 2021/22 and the budget proposals going to Cabinet and Council in January provides a further £4m for 2022/23. There is an ambition to provide a further £4m for the 3 years after that. This would amount to a significant investment which, although welcome, will impact on the Council’s ability to fund other projects. It’s obviously the Service that have the technical skills and knowledge to make sure that this funding is prioritised effectively and that value for money is achieved. I believe this report forms a vital part of that assurance and is welcomed.

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

10.1. The approach set out in this paper is specifically designed to manage risk, as per our duty under the Highways Act.

11. Power to make the decision

11.1. Section 21 of the Local Government Act 2000.

11.2. Section 7.4.1 of the Council's Constitution details Scrutiny's powers with regards to policy development and review.

Report to	Communities Scrutiny Committee
Date of meeting	20th January 2022
Lead Member / Officer	Cllr Huw Hilditch Roberts, Lead Member for Education, Children’s Services and Public Engagement
Report author	Tim Dillon, Team Leader Places, Legal, HR & Democratic Services
Title	Safeguarding Welsh Place Names in Denbighshire

1. What is the report about?

1.1. To consider the legal position with regards to safeguarding Welsh language in respect of place and street names and whether the council meets any legal requirements. In particular, to consider that Welsh names are not replaced or displaced by English names.

2. What is the reason for making this report?

2.1. To explain the Council’s duties and role in safeguarding Welsh and historical place names in the county.

3. What are the Recommendations?

3.1. That members discuss the content of the report; and

3.2. confirm that they are satisfied that the Council is fully utilising all powers conferred upon it with regards to safeguarding Welsh and historical names in both the natural and built environment.

4. Report details

Background

- 4.1. The Historic Environment (Wales) Act 2016 (“the Act”) provides that Welsh Ministers must compile and keep up to date a historic environment record for each local authority area in Wales. Such historic environment records seek, in part, to safeguard Welsh heritage and language.
- 4.2. The Act (as well as the Guidance detailed below) also provides how local authorities and others may contribute to historic environment records and how they should use these records in the exercise of their functions.
- 4.3. Historic environment records include all aspects of the surroundings which have been built, formed or influenced by human activities from the earliest to most recent times. Historic environment records are maintained and updated for public benefit and can be accessed by anyone. The Welsh historic environment records contain information about historic landscapes, buildings, archaeological sites and finds as well as records of the investigation and management of the historic environment such as archaeological excavations, historical studies and programmes of conservation. The historic environment records would extend to place names which would be maintained by the Welsh Minister.
- 4.4. The historic environment records are split into 4 regions of Wales. They include the Clwyd-Powys historic environment record that covers Denbighshire as well as Flintshire, Wrexham, Powys and part of Conwy.

Local Authority Responsibilities

- 4.5. Applicable here, local authorities have a responsibility for naming and renaming places in their area. They also have a key statutory role in considering proposals to name new places or streets, as well as applications to change the names of streets and properties. Legal provision for this is by virtue of the Public Health Act 1925 (for naming streets) and the Town Improvement Clauses Act 1847 (for numbering of properties).
- 4.6. Specifically, local authorities under the Act have a duty to give due regard and consideration to the historic environment record and the lists within it when

naming or renaming places and applications in respect of street naming and properties. That would therefore ensure that a name is consistent with the local heritage and history of the area.

- 4.7. Essentially this legal duty on local authorities is to merely consider the historic environment record and its list. There is however no specific duty to strictly adhere to Welsh names.

Guidance

- 4.8. Under the Historic Environment Records in Wales Compilation and Use Statutory Guidance (“the Guidance”) which support the Act, specific guidance is given to local authorities in the context of naming and renaming streets and properties. The Guidance in the Annex part provides:-

The list of historic place names, which can be accessed through the historic environment records, will assist local authorities in the consideration of applications for the naming and renaming of streets and properties.

The Guidance Annex then makes reference to appropriate local authority policies in place:-

All local authorities in Wales should have policies on the naming and numbering of streets and properties.

It then provides, *the importance of historic place names in the local historic environment should be recognised on these policies, and their continuing use should be encouraged either as the basis for new naming or through the retention of existing names.*

In the context of changing property names the Guidance Annex provides:-

When considering applications for a change to a property name that appears in an official address, the local authority should now also check the proposal against the list of historic place names.

In the context of naming new streets the Guidance Annex provides:-

Local authorities have the responsibility for the naming of new streets that will need to be recorded in the Local Land and Property Gazetteer. The Welsh

Government encourages local authorities to employ historic place names as the basis for the naming of new streets or other developments whenever possible. When considering an application from a developer for new place naming, the local authority should consult the list of historic place names. If there is an appropriate historic name (for example a name deriving from a historic field name or settlement name), then the developer will be informed and encouraged to use it. The final decision on the naming of a street rests with the local authority.

Policy

4.9. Denbighshire County Council has relatively recently updated their Street Naming and Numbering policy (“the Policy”). This was approved by Cabinet and published in January 2021. The Policy was updated to provide Welsh named streets only and for there to be no naming after specific individuals.

4.10 Essentially the Policy states that it is subject to the provisions contained within the Act. The Policy contains key Welsh language considerations in the context of street naming. 5.3 of the Policy provides:-

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

Importantly and highly relevant 5.4 of the Policy provides:-

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

Application of functions

4.11 Consultation with council officers and in particular the Community Development officers who manage such applications and use the policy, confirmed adherence to the Policy and the Act including in particular adherence to Welsh language requirements

4.12 The officers confirmed that since the Policy was formally adopted there had been two instances where the team had been approached for advice and guidance relating to the renaming of a street and assigning new road names. The first, we are

informed, was an individual resident who wished to adopt a street name with historical reference to the area. The individual was signposted to the new policy and informed that any street names assigned going forward must adhere to the Policy and be Welsh names only where Welsh street prefixes in the Policy were highlighted to the individual. The second, we are informed, and most recent instance was from a developer who was building homes in the north of the county and had asked for advice with regards to street naming. The officers, similar to above, confirmed that they signposted them to the Policy and the developer will be returning to the officers with suggested street names in due course.

Conclusion

4.13 In conclusion, following the implementation of the new Policy and after consultation with relevant officers it appears Denbighshire County Council currently complies with its legal requirements in terms of place and street naming. Indeed the provisions of the Policy go further than the Act and expressly state that Welsh language names will only be adopted for new street names that is consistent with the local heritage and history of the area. Consultation with officers suggests the Policy, whilst relatively new, is being strictly followed.

Appendix A – Historic Environment Records in Wales Compilation and Use

Appendix B – Street Naming and Numbering Policy (January 2021)

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

5.1. Working to ensure that the Welsh Language thrives in Denbighshire and promoting the council's vision for the Welsh Language.

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

6.1. No foreseeable cost implications, for information only.

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

7.1. Not necessary and no impact assessment required given the nature and context of report

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

- 8.1. Initially Development Manager Planning, Community Development Officers and Democratic Services Officers
- 8.2. Response from Community Development which is summarised in the main body of the report.

9. Chief Finance Officer Statement

- 9.1. Not Applicable

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

- 10.1. Not applicable

11. Power to make the decision

- 11.1. Section 111 of the Local Government Act 1972
- 11.2. Section 21 of the Local Government Act 2000 and Section 7.4.1 of Denbighshire County Council's Constitution set out Scrutiny's powers with respect of policy development and review.

Historic Environment Records in Wales: Compilation and Use



Llywodraeth Cymru
Welsh Government

APPENDIX A

Statutory Guidance on how Local Authorities, National Park Authorities and Natural Resources Wales should use Historic Environment Records and Contribute to their Compilation



May 2017

Statement of Purpose

Historic environment records provide detailed information about the historic environment of a given area. The historic environment records in Wales have been created as a result of decades of research and investigation. They are maintained and updated for public benefit and use in accordance with national and international standards.

Historic Environment Records in Wales: Compilation and Use is statutory guidance which explains how certain public bodies in Wales:

- may contribute to the compilation of historic environment records and assist in keeping them up-to-date
- should make use of historic environment records in the exercise of their functions.

The public bodies are:

- local authorities in Wales
- National Park authorities in Wales
- Natural Resources Wales.

These bodies must have regard to this statutory guidance, which is issued by the Welsh Ministers under the powers in section 37 of the Historic Environment (Wales) Act 2016.¹

Sections 35 and 36 of the Historic Environment (Wales) Act 2016 require the Welsh Ministers to compile and keep up to date a publicly accessible historic environment record for each local authority area in Wales.²

While this guidance has been prepared specifically for the bodies named in section 37 of the Act, it will be of relevance to a range of other public, voluntary and private sector bodies, and individuals with an interest in the historic environment of Wales.



Llywodraeth Cymru
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Cadw is the Welsh Government's historic environment service, working for an accessible and well-protected historic environment.

Mae'r ddogfen yma hefyd ar gael yn Gymraeg.
This document is also available in Welsh.

Cover photograph: Gwern Einion burial chamber is a scheduled monument in Gwynedd (© Crown copyright (2017), Visit Wales).

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Introduction ↗

The historic environment of Wales has been shaped by past generations. It highlights where we have come from and enhances our quality of life. The history that surrounds us gives us a sense of place and helps to define us as a nation. The historic environment is also a fragile, vulnerable, non-renewable and finite resource. Our ambition to provide effective protection and management of the historic environment relies on access to good quality, authoritative information.

Under the provisions of the Historic Environment (Wales) Act 2016 (the Act),³ the Welsh Ministers must compile and keep up to date a historic environment record for each local authority area in Wales. They must also make the historic environment records publicly accessible, and provide advice and assistance to those wishing to retrieve and understand the information that they contain.

This guidance explains the role and responsibilities of the Welsh Government, the Welsh archaeological trusts, the public bodies named in the Act and the Royal Commission on the Ancient and Historical Monuments of Wales (the Royal Commission) with respect to historic environment records in Wales. It also explains how local authorities and National Park authorities in Wales, and Natural Resources Wales may contribute to historic environment records and how they should use these records in the exercise of their functions.

Although this guidance is aimed at the public bodies named in the Act, it has relevance to a wide range of other public sector bodies, and private and third sector organisations. It may also be of use to individuals and groups who use the historic environment records regularly for researching the heritage of their community, or as part of personal research or exploration.

1. Historic Environment Records ↵

1.1 What are Historic Environment Records? ↵

The historic environment includes all aspects of our surroundings that have been built, formed or influenced by human activities from the earliest to most recent times. Historic environment records are the store for systematically organised information about the historic environment in a given area and provide an index to historic environment information held elsewhere. They are maintained and updated for public benefit and can be accessed by anyone.

The Welsh historic environment records contain and signpost information about historic landscapes, buildings, archaeological sites and finds. They also contain records of the investigation and management of the historic environment, such as archaeological excavations, historical studies and programmes of conservation. The content of the Welsh historic environment records represents decades of collection and collation of information drawn from a wide range of sources, including information from the general public and the results of archaeological fieldwork.

Key information contained within the Welsh historic environment records has been brought together into a digital database linked to a geographic information system (GIS) which allows users to see the textual information alongside mapping. The database is supported by associated reference material which may be digital or paper. This material can include aerial photographs, copies of early maps and antiquarian reports, characterisation studies, unpublished reports ('grey literature'), and other published and documentary sources. However, the historic environment records are not formal archives, unlike for example the National Monuments Record of Wales (see section 2.4 below) or the county records offices.

Historic environment records are a dynamic and constantly evolving resource which requires continuous maintenance and enhancement as new information about the historic environment comes to light. As such, historic environment records can never be a definitive record. Historic environment records need to be managed by appropriately qualified and dedicated staff that can help the public bodies named in the Act and the wider public in their use.

The baseline content required of historic environment records in Wales, as outlined in the Historic Environment (Wales) Act 2016,⁴ is described in section 3.2.

1.2 What are Historic Environment Records Used For? ↵

Historic environment records provide access to information about the historic environment of Wales for public benefit and fulfil a wide variety of functions which include:

- advancing knowledge and understanding of the historic environment
- supporting the conservation, management and protection of the historic environment
- informing strategic policies and development plans

- informing development management decisions
- supporting heritage-led regeneration, environmental improvement and cultural tourism initiatives
- contributing to education and social inclusion
- promoting public participation in the exploration, appreciation and enjoyment of local heritage
- promoting and raising awareness of the value of historic place names.

Historic environment records are used daily by a broad range of stakeholders, including the public bodies named in the Act, as well as owners, developers, planners, researchers and the general public.

2. Roles and Responsibilities ↵

2.1 The Welsh Ministers ↵

Under sections 35 and 36 of the Act, the Welsh Ministers have a duty to create and keep up to date a publicly accessible historic environment record for each local authority area in Wales.⁵ Advice and assistance must be made available to those wishing to retrieve and understand the information that historic environment records contain.

It is for the Welsh Ministers to decide what information is contained in the historic environment records in accordance with the details of the content set out in section 35(2) of the Act. In practice, using formal agreements, the Welsh Ministers have delegated the delivery of this responsibility to the four Welsh archaeological trusts. The agreements set out the standards and benchmarks that each of the historic environment records is expected to meet.⁶

Under section 37 of the Act,⁷ the Welsh Ministers must issue this guidance on the compilation and use of historic environment records to local and National Park authorities in Wales, and Natural Resources Wales.

2.2 The Welsh Archaeological Trusts ↵

The Welsh Ministers have chosen to discharge their duties under sections 35 and 36 of the Act through formal agreements with the four Welsh archaeological trusts — Clwyd-Powys, Dyfed, Glamorgan-Gwent and Gwynedd.

Each Welsh archaeological trust maintains a regional historic environment record. These records began as the sites and monuments records established in the 1970s. They were compiled to assist the trusts' work programmes and in response to the lack of archaeological information available to owners, developers and planners, and the consequent loss of archaeological remains through urban and rural development.

Together, these historic environment records now provide a comprehensive resource comprising nearly 300,000 individual records of archaeological investigations and historic assets and finds of all periods throughout Wales.

Although the records originated as archaeological datasets, in recent years they have expanded to include more information on other aspects of the historic environment, such as historic landscapes and historic buildings. The Welsh archaeological trusts are continuing to enhance the content of the records by working with others, including the public bodies named in the Act.

Online public access to the core information contained in the historic environment records is available through Archwilio.⁸ However, users should contact the historic environment staff at the relevant archaeological trust for additional details on individual entries that may not be available via Archwilio. Furthermore, the historic environment staff at the trusts will also provide essential support and advice on the interpretation and use of the information held in the historic environment records.

The four regional historic environment records cover the following local authority areas:

- Clwyd-Powys historic environment record covers Denbighshire, Flintshire, Wrexham, Powys and part of Conwy
- Dyfed historic environment record covers Pembrokeshire, Carmarthenshire and Ceredigion
- Glamorgan-Gwent historic environment record covers Swansea, Neath Port Talbot, Rhondda Cynon Taff, Bridgend, Vale of Glamorgan, Cardiff, Merthyr Tydfil, Caerphilly, Blaenau Gwent, Monmouthshire, Torfaen and Newport
- Gwynedd historic environment record covers Isle of Anglesey, Gwynedd and part of Conwy.

Among other uses (see section 1.2 above), the Welsh archaeological trusts use the information held in the historic environment records to provide advice to local planning authorities on the preparation of local development plans and development management.

2.3 Local Authorities and National Park Authorities in Wales, and Natural Resources Wales ↵

Under section 37 of the Act, local and National Park authorities in Wales, and Natural Resources Wales must all pay regard to this statutory guidance on the compilation and use of historic environment records in Wales. These public bodies have an important role in the management and conservation of the historic environment and the way in which it is promoted, accessed and appreciated by the public. These functions depend on access to good quality, authoritative information about the historic environment, such as that provided by the historic environment records.

It is vital that these public bodies make an effective contribution to the content of the historic environment records (see sections 3.1 and 3.2). Consequently, these public bodies have a key role in the compilation of the historic environment records.

They also have responsibility for their use in the exercise of their functions, which is described in section 4. In order for this to be achieved, periodic liaison meetings between the public bodies and the relevant archaeological trust(s) will be necessary.

Information which is relevant to the historic environment may also be held in formal archives run by local authorities, such as the county records offices, as well as in files relating to general casework affecting the historic environment.

2.4 The Royal Commission on the Ancient and Historical Monuments of Wales ⇐

The Royal Commission⁹ was established in 1908 and currently derives its role and responsibilities from its Royal Warrant of 2000. It works as a Welsh Government Sponsored Body (WGSB) and receives its core funding from the Welsh Government.

Since 1964, the Royal Commission has been responsible for the curation of the National Monuments Record of Wales. This is the national public archive and inventory for the historic environment of Wales, which is comparable to similar archives in England and Scotland. It holds records generated by the Royal Commission's investigative activities as well as records contributed by a wide range of other organisations and private individuals. The National Monuments Record of Wales is officially recognised as a place of deposit for public records under the Public Records Act 1958.¹⁰ It contains original photographs, drawings and documents relating to the historic environment of Wales. The National Monuments Record of Wales is the primary deposit for original archival material and documents relating to the historic environment of Wales.

The Royal Commission also curates the record of historic maritime sites for the territorial waters of Wales, which includes offshore shipping and aviation casualties, and areas of high marine archaeological potential. On behalf of the Welsh Ministers, the Royal Commission also has a specific responsibility for maintaining the list of historic place names in Wales and the inventory of historic battlefields, and for making this information available through the historic environment records.

Under its operational arrangements with the Welsh Government, the Royal Commission has responsibility for monitoring the standards and service levels of the historic environment records.¹¹ This includes coordinating and validating audits on a five-year cycle which review data quality, assess performance against specified indicators and identify areas for enhancement. A summary of the audit findings is published on the website of the Welsh Government's Historic Environment Service (Cadw).¹²

2.5 How Do the Historic Environment Records Relate to Other Records? ⇐

There are other sources of information about the historic environment of Wales, some of which contribute to the historic environment records. The Welsh Government is the primary source for records relating to monuments and buildings in State care and designated historic assets of national importance or special interest, including listed

buildings, scheduled monuments, designated wrecks and registered historic parks, gardens and landscapes. Cof Cymru — National Historic Assets of Wales, which is maintained by Cadw, gives online public access to mapping and descriptive information for these historic assets.¹³

The Royal Commission maintains the National Monuments Record of Wales, and online public access is provided through the Coflein website.¹⁴ There is a formal working relationship between the National Monuments Record of Wales and the historic environment records with a regular exchange of core information.

Other organisations also hold important information relating to the historic environment including Amgueddfa Cymru — National Museum Wales, and regional and local museums, who hold records relating to the archaeological artefacts and historic collections in their care. The National Trust holds records relating to the historic assets located on their landholdings and these are also available online.¹⁵

The historic environment records draw upon all of these and other sources. A formal Strategic Framework for Records Relating to the Historic Environment of Wales has been established between the principal record holders, including the historic environment records, to facilitate regular data sharing and collaboration.¹⁶

On behalf of the framework partners, the Royal Commission maintains and develops Historic Wales¹⁷ as an online gateway to national and regional records. This includes an integrated map showing the locations of all the archaeological and historic sites recorded in the databases maintained by the framework partners.

3. The Content and Compilation of Historic Environment Records in Wales ↴

3.1 Keeping Historic Environment Records in Wales Up to Date ↴

Historic environment records require active management if they are to reflect the changing nature of the historic environment and our understanding of its significance.¹⁸ Historic environment records must be kept up to date with accurate information, including:

- new discoveries and interpretations
- new and amended statutory designations
- latest research and publications
- records and outcomes of new investigations
- changes to the historic assets already recorded.

Such information will come from a variety of sources, ranging from chance finds by members of the public and unexpected discoveries by property owners, developers and land managers to systematic investigations undertaken as part of national surveys, university-led research, developer-funded fieldwork and recording, community projects or private research.

There should be no temporal limits on the information recorded in historic environment records: they should include data relating to all periods, from the earliest human activity to the present day. The geographical limit of the historic environment record for each local authority area will be defined by the administrative boundary of the local authority. In the case of local authority areas that include coastline, the seaward extension of a historic environment record's geographic coverage beyond the administrative boundary will allow more effective management of the marine and coastal historic environment.

There has always been a strong positive relationship between the Welsh archaeological trusts and all of the public bodies named in the Act, and the ongoing roles and responsibilities are based on strong existing foundations. The public bodies continue to play a role in making sure that the historic environment records are as up to date as possible. In some cases, a public body will have a responsibility for ensuring that the historic environment records include new or updated information for which that body is directly responsible, such as information relating to conservation areas and local lists, where they exist.

Progress on contributing to and enhancing the historic environment records should be included in the discussion at the periodic liaison meetings between the public bodies and the relevant archaeological trust(s) referred to in section 2.3 above. As part of this discussion, agreement will need to be reached regarding the format, procedure and timescale for the provision of any new information that can usefully be added to the historic environment records. The outcome of these discussions will contribute to the annual work plans of the archaeological trusts. In this way, the historic environment records will continue to expand and enhance their coverage of the historic environment beyond their strong existing archaeological base.

3.2 The Content of Historic Environment Records in Wales and the Role of Public Bodies in their Compilation ↵

This section provides a list of what historic environment records are expected to contain under section 35(2) of the Act.¹⁹ The different elements are grouped here to reflect how local and National Park authorities, and Natural Resources Wales must or should contribute to the compilation of historic environment records and assist in keeping them up to date.

3.2.1 Historic Assets that have Statutory Protection or are Registered under the 1979 or 1990 Acts²⁰ ⇐

- (a) Details of every building in the authority's area which is included in a list compiled or approved by the Welsh Ministers under section 1 of the Planning (Listed Buildings and Conservation Areas) Act 1990 (c. 9).²¹**
- (b) Details of every conservation area in the authority's area which is designated under section 69 of that Act.²²**
- (c) Details of every monument in the authority's area which is included in the Schedule compiled and maintained under section 1 of the Ancient Monuments and Archaeological Areas Act 1979 (c. 46).²³**
- (d) Details of each of the grounds in the authority's area which are included in the register of historic parks and gardens compiled and maintained by the Welsh Ministers under section 41A of that Act.²⁴**

Cadw, on behalf of the Welsh Ministers, is responsible for identifying and designating listed buildings (a), scheduled monuments (c) and registered historic parks and gardens²⁵ (d). The definitive and up-to-date lists of each of these categories of historic asset are managed by Cadw. The historic environment records must contain details of all of the assets in these groups as and when they are provided by Cadw.

Local planning authorities are responsible for defining and designating conservation areas (b). These authorities must provide details of all conservation areas for inclusion in the historic environment records. This should include links to information relating to conservation area appraisals.

Local planning authorities must provide details of all conservation areas for inclusion in the relevant historic environment record.

3.2.2 Conflict Sites ⇐

- (e) Details of every conflict site in the authority's area which the Welsh Ministers consider to be of historic interest.**

Section 35(3) of the Act defines a 'conflict site' as a battlefield or a site on which some other conflict involving military forces took place, or a site on which significant activities relating to a battle or other such conflict occurred.²⁶

On behalf of the Welsh Ministers, the Royal Commission has compiled an inventory of historic battlefields in Wales.²⁷ The historic environment records will contain details of the latest information from this inventory. The historic environment records should also include links to the online inventory that is maintained by the Royal Commission.

The public bodies named in the Act may have additional information about conflict sites. This information should be provided to the Royal Commission for possible inclusion in the inventory.

The public bodies named in the Act should provide the Royal Commission with details of any conflict site that might be considered for inclusion in the historic environment records.

3.2.3 Historic Landscapes ↵

(f) Where a public authority (whether by itself or jointly with other persons) maintains a list of historic landscapes in Wales, details of every historic landscape in the local authority's area which is included in the list.

A register of historic landscapes has been compiled jointly by Cadw, the International Council on Monuments and Sites UK (ICOMOS (UK)) and the Countryside Council for Wales (now part of Natural Resources Wales).²⁸

On behalf of the Welsh Ministers, the Welsh archaeological trusts have carried out detailed historic landscape characterisation studies of each of these registered historic landscapes. The historic environment records must contain details of each registered historic landscape, along with details of the associated characterisation work and links to the online datasets that are hosted by the Welsh archaeological trusts.

Where a public body named in the Act maintains its own list of historic landscapes, details should be included in the historic environment records.

3.2.4 World Heritage Sites ↵

(g) Details of every World Heritage Site in the authority's area

The historic environment records must contain details of each World Heritage Site. The historic environment records should provide links to the most up-to-date management plans for World Heritage Sites and any associated supplementary planning guidance.

Where a local authority or National Park authority is responsible for a World Heritage Site management plan or for any supplementary planning guidance, then it should provide the historic environment records with appropriate links to that plan or guidance.

3.2.5 Other Sites of Historic, Archaeological or Architectural Interest ↵

(h) Details of every other area or site or other place in the authority's area which the authority or the Welsh Ministers consider to be of local historic, archaeological or architectural interest.

The majority of historic assets within a local authority's area do not have statutory protection. However, they all contribute to its historic, archaeological or architectural character and they might be of national, regional or local importance.

Records might relate to unscheduled archaeological sites, unlisted historic buildings or structures, historic parks and gardens, battlefields and landscapes that do not appear on the relevant registers or inventories, or locations with important palaeo-environmental evidence. Records might also include locations that do not have any visible physical evidence, but might be associated with a historical, cartographic or documentary reference, or the discovery of an archaeological artefact.

In the case of coastal local authorities, the historic environment records should contain information on maritime heritage of historic, archaeological or architectural interest. The historic environment records should link to the Welsh maritime record, maintained by the Royal Commission, which includes wreck sites and offshore areas of high archaeological potential.

Local authorities have a key role in contributing information about undesignated assets to the historic environment records. Local authorities often collect additional information relating to the historic environment, especially about historic buildings. If the historic environment records are to be comprehensive sources of information, it is vital that they are supplied with new information promptly about all historic assets, including those that are of local historic, archaeological and architectural interest. This should include information relating to local historic assets that may be identified formally during the course of the planning process, as well as other activities.

The National Park authorities and Natural Resources Wales should provide the historic environment records with information about undesignated historic assets to make sure that the historic environment records continue to be both comprehensive and informative for their work. For example, this might include details of historic assets discovered or investigated as a result of management or public access programmes.

The public bodies named in the Act should provide details of any other area or site, or other place that they consider to be of local historic, archaeological or architectural interest for inclusion in the historic environment records.

Where a local or National Park authority maintains a list of historic assets of special local interest, they must provide the latest details of all entries on the list for inclusion in the historic environment records.

3.2.6 Historic Character ↴

(i) Information about the way in which the historic, archaeological or architectural development of the authority's area, or any part of it, has contributed to the present character of the area or part and about how that character may be preserved.

The historic environment records must include any historic landscape characterisation (see also (f) above) that has been undertaken, but also any characterisation that has been carried out in townscapes or seascapes. Cadw has undertaken a programme of historic characterisation of a number of historic towns across Wales. Each historic environment record should contain links to any characterisation studies relevant to its area.

Where a public body named in the Act has collected information about the historic, archaeological or architectural development of an authority area, or part of an authority area (such as characterisation studies), then they should provide details for inclusion within the historic environment records, including links to further details and published information, including the LANDMAP historic and cultural landscape layers.

3.2.7 Relevant Investigations ↴

(j) Details of relevant investigations carried out in the authority's area and of the findings of those investigations.

The historic environment records contain details of relevant historical or archaeological investigations, including the findings of those investigations. Examples might include desk-based assessments, historic analysis, historic building recording, topographic or geophysical surveys and archaeological interventions (including surface artefact collections, test pitting, trial trenching, archaeological excavation and palaeo-environmental sampling). Some investigations may be non-archaeological in nature but nevertheless reveal relevant information, such as geo-technical surveys. Many of these investigations are carried out by individuals, research institutions, communities or as a result of other funded programmes (such as the Heritage Lottery Fund). However, many are carried out by (or at the instigation of) the public bodies named in the Act.

All of the public bodies named in the Act have a role in providing details of such investigations for inclusion in the historic environment records, subject to any copyright restrictions. Such investigations might be undertaken either directly by the public authority itself or carried out on its behalf or at its request. This might include work undertaken by or on behalf of Natural Resources Wales to manage forestry or woodlands, or environmental management schemes. It might also include work, relating to the historic environment, undertaken as a consequence of the planning process. Those undertaking work of this kind should be made aware of the need to supply the relevant findings to the historic environment records.

The public bodies named in the Act should provide details of investigations of the historic environment, either undertaken directly by the public body itself or carried out on its behalf, for inclusion in the historic environment records, subject to any copyright restrictions. This might include investigations to support environmental management schemes or to support the planning process.

3.2.8 Historic Place Names ↵

(k) A means of accessing details of every historic place name in the authority's area which is included in the list compiled and maintained under section 34 of the Historic Environment (Wales) Act 2016.²⁹

Historic place names, whether of geographic features, settlements or individual properties, can provide a rich source of information about the historical development of a community and contribute to identity, a sense of place and belonging.

The Royal Commission maintains a list of historic place names on behalf of the Welsh Ministers.³⁰ In compiling this list, the Royal Commission draws upon the information contained in historic mapping, but also seeks the advice of language and place name experts. This is an evolving list and details of every place name on the list will be accessible through the historic environment records.

The public bodies named in the Act should provide the Royal Commission with any information that will contribute to the ongoing development of the list of historic place names.

4. Making Use of Historic Environment Records in Wales ↵

This section considers how the public bodies named in the Act should use the historic environment records in the exercise of their functions. However, it should be recognised that the historic environment records are not simply passive sources of information for use by the public bodies: they all employ personnel experienced in the management and interpretation of the records. For example, these staff can help users to interpret the specialist data within the record and discuss the requirements for data deposition, exchange and collation, and the use of terminology. In particular, it is important that users should not rely solely on the baseline data contained within Archwilio. The archaeological trusts hold additional information and direct contact with historic environment record staff will be vital in assisting the public bodies in the exercise of their functions.

The compilation and use of information is also a two-way process. The information held in the historic environment records can benefit individual projects, along with the support and advice of the record staff. But these projects will also generate new or enhanced information that needs to be fed back into the records. This 'virtuous circle' of drawing on information from the historic environment records and then enhancing those records with new information generated, creates dynamic and ever improving historic environment records which benefit from the positive partnership established with stakeholders.

4.1 Informing Strategic Policies and Plans ↵

The historic environment records should be used as a key evidence base to inform a wide variety of national, regional and area strategic policies and plans; for example, local well-being plans that are required by the Public Service Boards under the provisions of the Well-being of Future Generations (Wales) Act 2015, Area Statements under the provisions of the Environment (Wales) Act 2016,³¹ or National Park management plans.

The public bodies named in the Act should use the historic environment records as key sources of evidence so that they can take account of the historic environment in the formulation of strategic policies and plans.

4.2 Informing Development Plans ↵

Planning Policy Wales identifies the historic environment records as key sources of information that must be used during the formulation of development plans by local planning authorities.³² When preparing a local development plan, local planning authorities are required to undertake a Strategic Environmental Assessment and a Sustainability Appraisal. An assessment of the cultural heritage is one of the baseline studies in this process and this should be supported by the information in the historic environment records, which provides a key up-to-date evidence base.³³

Local planning authorities must use the historic environment records as a key source of evidence in the formulation of development plans.

4.3 Informing Development Management Decisions ↵

The historic environment records are key sources of information that should be used to support the planning process, including the determination of planning applications. The information held in the historic environment records supports a proper consideration of the impact of a proposal on the historic environment, including advice on schemes to avoid or mitigate any adverse impacts.

Local planning authorities should take account of the information held in the historic environment records in the determination of planning applications.

4.4 Informing Conservation and Management Projects ↵

The public bodies named in the Act have responsibilities for the management and conservation of the historic environment. This can be the conservation of historic assets for which they are responsible, such as historic buildings, or parks and gardens. The management of the historic environment might also form part of a wider conservation programme focused on aspects of the natural environment.

The public bodies named in the Act should use the information held in the historic environment records as a key source of evidence when considering conservation and management projects that have an impact on the historic environment.

4.5 Informing Adaptive Responses to the Impact of Climate Change ▮

The public bodies named in the Act have a responsibility to respond to the impact of climate change; for example, through flood alleviation schemes or adapting historic assets to become more resilient.

The public bodies named in the Act should use the information held in the historic environment records as a key source of evidence when considering adaptive responses to the impact of climate change.

4.6 Informing the Naming and Renaming of Places ▮

The public bodies named in the Act have a responsibility for naming and renaming places for which they are responsible. In addition, local authorities have a statutory role in considering proposals to name new places or streets, and applications to change the names of streets and properties.

All of the public bodies named in the Act should take account of the list of historic places names, which can be accessed through the historic environment records, when considering the naming and renaming of streets, properties and other places, either directly or by another party.

Local authorities should take account of the list of historic place names in the exercise of their statutory role in the naming and renaming of streets and properties (see Annex).

4.7 Informing Heritage-led Regeneration ▮

The historic environment can be an important driver for economic regeneration within both our towns and countryside. The success of such projects needs to be founded on good quality, authoritative information.

The public bodies named in the Act should use the information held in the historic environment records as a key source of evidence to support and inform heritage-led regeneration projects and programmes. Identifying what is distinctive about a locality through the use of characterisation studies can be an important first step in such an initiative.

4.8 Supporting Cultural Tourism and Economic Development ↵

The role of the historic environment in supporting the tourism industry is well documented.³⁴ It is an important driver for economic growth with the potential for significant job creation. The public bodies named in the Act play an important role in promoting tourism, either directly or indirectly. The historic environment records provide a key evidence base to support these functions.

The public bodies named in the Act should use the information held in the historic environment records as a key source of evidence to support and inform cultural tourism initiatives. For example, the historic environment records can help inform local authority tourism initiatives that promote visits to historic town centres or countryside. Natural Resources Wales can use the historic environment records to inform the promotion and enjoyment of Wales's woodlands and forestry.

4.9 Supporting Education and Social Inclusion ↵

The historic environment is increasingly being used as a tool to support community cohesion and lifelong learning. The past provides a sense and pride of place, and offers opportunities for formal and informal learning.

The public bodies named in the Act should use the information held in the historic environment records as a key source of evidence to support and inform lifelong learning and community cohesion projects. For example, local education authorities can use the historic environment records to inform curriculum activities that focus on local communities and a local sense of place.

4.10 Supporting Public Participation in the Exploration, Appreciation and Enjoyment of Local Heritage ↵

The historic environment records can provide an important tool to support active participation in the historic environment, informing heritage trails, local conservation projects, and the work of heritage and civic societies.

All of the public bodies named in the Act should use the information held in the historic environment records as a key source of evidence to encourage active public participation and engagement with the historic environment.

4.1 | Advancing Knowledge and Understanding ¹

The historic environment records provide a key source of information for a wide range of research projects — from family history studies to major university-based research projects.

The public bodies named in the Act should use the information held in the historic environment records as a key source of evidence to support and inform programmes of research and understanding — both those relating directly and indirectly to the historic environment.

Annex ↵

Guidance for Local Authorities on the Use of the List of Historic Place Names which can be Accessed through the Historic Environment Records ↵

The list of historic place names, which can be accessed through the historic environment records, will assist local authorities in the consideration of applications for the naming and renaming of streets and properties.

Current legislation (the Towns Improvement Clauses Act 1847³⁵ and the Public Health Act 1925³⁶) regulates the logical and consistent naming and numbering of streets and properties to support postal and emergency services.

All local authorities in Wales should have policies on the naming and numbering of streets and properties. They should set out clearly the principles that govern the assignment of names and numbers to new streets and properties, and the handling of any requests to change names. The importance of historic place names in the local historic environment should be recognised in these policies, and their continuing use should be encouraged either as the basis for new naming or through the retention of existing names.

Any proposal to change a property name that appears in its official address requires a formal application to the local authority. If the proposed name change might lead to confusion, for example, by replicating an existing name in the same locality, the local authority will refuse the application. If the proposal is acceptable, the local authority will make the appropriate change to the Local Land and Property Gazetteer.

When considering applications for a change to a property name that appears in an official address, the local authority should now also check the proposal against the list of historic place names. This can be achieved through a simple search of the list by postcode or national grid reference, either via the authority's own GIS system (if the list dataset has been downloaded) or by consulting the list online.³⁷ If there is good evidence that the property has a historic name that has appeared on historic mapping, then the local authority should ask the applicant to reconsider the proposed change and retain, or perhaps adopt, the historic name.

Some local authorities in Wales (Ceredigion, Gwynedd and Anglesey) already employ this policy and evidence suggests that it is effective in encouraging the continued use of historic place names in postal addresses.

Local authorities have the responsibility for the naming of new streets that will need to be recorded in the Local Land and Property Gazetteer. The Welsh Government encourages local authorities to employ historic place names as the basis for the naming of new streets or other developments whenever possible. When considering an application from a developer for new place naming, the local authority should consult the list of historic place names. If there is an appropriate historic name (for example, a name deriving from a historic field name or settlement name), then the developer will be informed and encouraged to use it. The final decision on the naming of a street rests with the local authority.

Of course, the list of historic place names is fully accessible to the public, so individual property owners and developers alike will be encouraged to use it as a resource prior to submitting an application for place naming or renaming to the local authority.

References ↗

- 1 Historic Environment (Wales) Act 2016, section 37 ↗
<http://www.legislation.gov.uk/anaw/2016/4/part/4/crossheading/historic-environment-records>
- 2 Historic Environment (Wales) Act 2016, sections 35–36 ↗
<http://www.legislation.gov.uk/anaw/2016/4/part/4/crossheading/historic-environment-records>
- 3 Historic Environment (Wales) Act 2016, sections 35–37 ↗
<http://www.legislation.gov.uk/anaw/2016/4/part/4/crossheading/historic-environment-records>
- 4 Historic Environment (Wales) Act 2016, section 35 ↗
<http://www.legislation.gov.uk/anaw/2016/4/part/4/crossheading/historic-environment-records>
- 5 Historic Environment (Wales) Act 2016, sections 35–36 ↗
<http://www.legislation.gov.uk/anaw/2016/4/part/4/crossheading/historic-environment-records>
- 6 *Historic Environment Records in Wales: Standards and Benchmarks* ↗
<http://cadw.gov.wales/historicenvironment/recordsv1/?lang=en>
- 7 Historic Environment (Wales) Act 2016, section 37 ↗
<http://www.legislation.gov.uk/anaw/2016/4/part/4/crossheading/historic-environment-records>
- 8 Archwilio ↗
www.archwilio.org.uk
- 9 The Royal Commission on the Ancient and Historical Monuments of Wales ↗
www.rcahmw.gov.uk
- 10 Public Records Act 1958 ↗
<http://www.legislation.gov.uk/ukpga/Eliz2/6-7/51>
- 11 *Historic Environment Records in Wales: Standards and Benchmarks* ↗
<http://cadw.gov.wales/historicenvironment/recordsv1/?lang=en>
- 12 Cadw is the Welsh Government’s historic environment service working for an accessible and well-protected historic environment for Wales ↗
www.cadw.wales.gov.uk
Summary audit of historic environment records in Wales
<http://cadw.gov.wales/historicenvironment/recordsv1/?lang=en>
- 13 Cof Cymru – National Historic Assets of Wales ↗
<http://cadw.gov.wales/historicenvironment/recordsv1/cof-cymru/?lang=en>
- 14 Coflein ↗
www.coflein.gov.uk
- 15 National Trust Heritage Records Online ↗
<https://heritagerecords.nationaltrust.org.uk>

- 16 A Strategic Framework for Records Relating to the Historic Environment of Wales ↗
<http://rcahmw.gov.uk/discover/strategic-framework/>
- 17 Historic Wales ↗
www.historicwales.gov.uk
- 18 For significance, refer to *Conservation Principles for the Sustainable Management of the Historic Environment in Wales*, Cadw, Welsh Assembly Government, 2011 ↗
<http://cadw.gov.wales/historicenvironment/conservation/conservationprinciples/?lang=en>
- 19 Historic Environment (Wales) Act 2016, section 35(2) ↗
<http://www.legislation.gov.uk/anaw/2016/4/part/4/crossheading/historic-environment-records>
The letters in the boxed sections refer to asset types as listed in section 35(2) of the Act.
- 20 Planning (Listed Buildings and Conservation Areas) Act 1990 ↗
<http://www.legislation.gov.uk/ukpga/1990/9/contents>
Ancient Monuments and Archaeological Areas Act 1979
<http://www.legislation.gov.uk/ukpga/1979/46/contents>
- 21 Planning (Listed Buildings and Conservation Areas) Act 1990, section 1 ↗
<http://www.legislation.gov.uk/ukpga/1990/9/section/1>
- 22 Planning (Listed Buildings and Conservation Areas) Act 1990, section 69 ↗
<http://www.legislation.gov.uk/ukpga/1990/9/section/69>
- 23 Ancient Monuments and Archaeological Areas Act 1979, section 1 ↗
<http://www.legislation.gov.uk/ukpga/1979/46/section/1>
- 24 Ancient Monuments and Archaeological Areas Act 1979, section 41A ↗
<http://www.legislation.gov.uk/anaw/2016/4/part/2/crossheading/historic-parks-and-gardens>
- 25 Section 41A of the Historic Environment (Wales) Act 2016 is not currently in force. ↗
<http://www.legislation.gov.uk/anaw/2016/4/part/2/crossheading/historic-parks-and-gardens>
- 26 Historic Environment (Wales) Act 2016, section 35(3) ↗
<http://www.legislation.gov.uk/anaw/2016/4/part/4/crossheading/historic-environment-records>
- 27 The Inventory of Historic Battlefields in Wales ↗
<http://battlefields.rcahmw.gov.uk/>
- 28 ICOMOS UK ↗
www.icomos-uk.org;
Natural Resources Wales
www.naturalresourceswales.gov.uk
- 29 Historic Environment (Wales) Act 2016, section 34 ↗
<http://www.legislation.gov.uk/anaw/2016/4/part/4/prospective>
- 30 List of Historic Place Names of Wales ↗
<https://historicplacenames.rcahmw.gov.uk/>

- 31 Well-being of Future Generations (Wales) Act 2015, section 39 ↗
<http://www.legislation.gov.uk/anaw/2015/2/section/39/enacted>
Environment Act (Wales) Act 2016, section 11
<http://www.legislation.gov.uk/anaw/2016/3/section/11/enacted>
- 32 *Planning Policy Wales* (Edition 9), Chapter 6: The Historic Environment, para. 6.4.3 ↗
<http://gov.wales/topics/planning/policy/ppw/?lang=en>
- 33 *Planning Policy Wales* (Edition 9), Chapter 6: The Historic Environment, para. 6.4.4 ↗
<http://gov.wales/topics/planning/policy/ppw/?lang=en>
- 34 Valuing the Welsh Historic Environment, 2010 ↗
<http://cadw.gov.wales/about/partnershipsandprojects/research/5273011/?lang=en>
- 35 Towns Improvement Clauses Act 1847 ↗
<http://www.legislation.gov.uk/ukpga/Vict/10-11/34/introduction>
- 36 Public Health Act 1925 ↗
<http://www.legislation.gov.uk/ukpga/Geo5/15-16/71/contents>
- 37 List of Historic Place Names of Wales ↗
<https://historicplacenames.rcahmw.gov.uk/>

Further Information ↗

Legislation and Planning

Environment (Wales) Act 2016

<http://www.legislation.gov.uk/anaw/2016/3/contents/enacted>

Historic Environment (Wales) Act 2016

<http://www.legislation.gov.uk/anaw/2016/4/contents>

Well-being of Future Generations Act (Wales) 2015

<http://www.legislation.gov.uk/anaw/2015/2/contents>

Welsh Language (Wales) Measure 2011

<http://www.legislation.gov.uk/mwa/2011/1/contents/enacted>

Planning Policy Wales (Edition 9), Chapter 6: The Historic Environment

<http://gov.wales/topics/planning/policy/ppw/?lang=en>

Technical Advice Note 24: The Historic Environment

<http://gov.wales/topics/planning/policy/tans/?lang=en>

Development Management Manual

<http://gov.wales/topics/planning/policy/development-management-manual/?lang=en>

Historic Environment Records in Wales

Historic Environment Records in Wales: Standards and Benchmarks

<http://cadw.gov.wales/historicenvironment/recordsv1/?lang=en>

A Strategic Framework for Records Relating to the Historic Environment of Wales

<http://rcahmw.gov.uk/discover/strategic-framework/>

Records in Wales

Archwilio — provides online public access to baseline information in the historic environment records. Archwilio is maintained and supported with further information held by the Welsh archaeological trusts. www.archwilio.org.uk

Cof Cymru — Cadw's online record of the national historic assets of Wales, which includes listed buildings, scheduled monuments, protected wrecks, World Heritage Sites and registered historic landscapes. Registered historic parks and gardens will be added to Cof Cymru during 2018.

<http://cadw.gov.wales/historicenvironment/recordsv1/cof-cymru/?lang=en>

Coflein — the online catalogue for the National Monuments Record of Wales, the national archive collection of information about the historic environment of Wales.

<http://www.coflein.gov.uk/>

Cynefin — historic tithe maps providing a very useful source of information relating to the historic environment.

<http://cynefin.archiveswales.org.uk/>

Historic Wales — an online gateway to national and regional historic environment records.

<http://historicwales.gov.uk>

LANDMAP Methodology Historic Landscapes & Cultural Landscapes (2016)

<https://naturalresources.wales/media/677812/historic-landscape-landmap-methodology-2016.pdf>

<http://www.naturalresources.wales/media/677808/cultural-landscape-landmap-methodology-2016.pdf>

<http://landmap-maps.naturalresources.wales/> online resource to access maps and surveys

LANDMAP datasets are also published for download for use in a geographic information system (GIS) on

<http://lle.wales.gov.uk/Catalogue?lang=en&text=landmap>

List of Historic Place Names of Wales — records the various forms and spellings used for the names of topographical features, communities, thoroughfares, structures and other aspects of the landscape recorded in sources that predate the First World War.

<https://historicplacenames.rcahmw.gov.uk/>

National Trust Heritage Records Online — provides information on historic assets located on National Trust landholdings.

<https://heritagerecords.nationaltrust.org.uk/>

The Inventory of Historic Battlefields in Wales

<http://battlefields.rcahmw.gov.uk/>

Contacts

Welsh Government

Historic Environment Service (Cadw)
Plas Carew, Unit 5/7 Cefn Coed, Parc Nantgarw, Cardiff CF15 7QQ
Tel. 03000 256000
cadw@wales.gsi.gov.uk
www.cadw.wales.gov.uk

Royal Commission on the Ancient and Historical Monuments of Wales

Ffordd Penglais, Aberystwyth, Ceredigion, SY23 3BU
Tel. 01970 621200
nmr.wales@rcahmw.gov.uk
www.rcahmw.gov.uk

National Monuments Record of Wales
nmr.wales@rcahmw.gov.uk
www.coflein.gov.uk

You can arrange to visit the public search room in Aberystwyth where staff will explain the resources available in the National Monuments Record of Wales.

Local Planning Authorities

Local planning authorities' conservation officers and (for where proposals require planning permission) planning officers can be contacted via the relevant local authority website.

National Park Authorities

National Park authorities' conservation officers can be contacted via the relevant website.

Brecon Beacons National Park Authority
<http://www.beacons-npa.gov.uk/>

Pembrokeshire Coast National Park Authority
<http://www.pembrokeshirecoast.org.uk/default.asp?PID=4>

Snowdonia National Park Authority
<http://www.eryri-npa.gov.uk/>

Natural Resources Wales

c/o Customer Care Centre, Ty Cambria, 29 Newport Road, Cardiff CF24 0TP
Tel: 0300 065 3000
enquiries@naturalresourceswales.gov.uk
<http://naturalresources.wales/>

Natural Resources Wales can provide information and advice on using LANDMAP historic and cultural landscape information and seascapes.

Welsh Archaeological Trusts

Clwyd-Powys Archaeological Trust
41 Broad Street, Welshpool SY21 7RR
Tel. 01938 553670
trust@cpat.org.uk
www.cpat.org.uk

Dyfed Archaeological Trust
Corner House, 6 Carmarthen Street, Llandeilo
SA19 6AE
Tel. 01558 823121
info@dyfedarchaeology.org.uk
www.dyfedarchaeology.org.uk

Glamorgan-Gwent Archaeological Trust
Heathfield House, Heathfield, Swansea SA1 6EL
Tel. 01792 655208
enquiries@ggat.org.uk
www.ggat.org.uk

Gwynedd Archaeological Trust
Craig Beuno, Garth Road, Bangor LL57 2RT
Tel. 01248 352535
gat@heneb.co.uk
www.heneb.co.uk

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Street Naming and Numbering Policy January 2021

Street Naming and Numbering Policy

Document Version

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1.0	27 May 2014	David Morgan and Karen Hawkes	None
2.0	6 June 2018	Emma Jones	Cae added as an approved Welsh prefix for a street name
3.0	January 2021	Emma Jones	Revision in regards to Welsh named streets only and not naming after individuals

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Street Naming and Numbering Policy

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 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

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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 (for naming streets) and the 1847 Town Improvement Clauses Act (for numbering properties).
- 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, Welsh Government language strategy, Living language: a language for living – Welsh language strategy 2012 to 2017 and Historic Environment (Wales) Act 2016.

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- 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 be to adopt a Welsh language 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 re-naming 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 or as an alias. The Local Authority has no jurisdiction over how private companies publish address data.

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

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- 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
- Emergency services 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 and before work on site has commenced.

7. How to apply: guidance for applicants

- 7.1. [Make a Street Naming and Numbering application online on the Denbighshire website.](#)
- 7.2. Alternatively, an application form can be obtained by:
- Telephone: 01824 706000
 - Email: llpgrequests@denbighshire.gov.uk

Street Naming and Numbering Policy

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. When suggesting a name, developers are 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 Traffic Management team 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 suffix, 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.
- 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.

Street Naming and Numbering Policy

2. New Street Names

Effort should be made to start / end with one of the following prefixes / suffixes:

Stryd / Street	for any road
Ffordd / Road	for major roads
Rhodfa / Avenue	for residential roads
Dreif / Drive	for residential roads
Llwyn / Grove	for residential roads
Lôn / Lane	for residential roads
Gerddi / Gardens	for residential roads (subject to there being no confusion with any local open space)
Maes / Place	
Trem / View	
Llys / Court	for a cul-de-sac
Clôs / Close	for a cul-de-sac
Cilgant / Crescent	for a crescent shaped road
Sgwâr / Square	for a square only
Bryn / Hill	for a hillside road only
Cylchfan / Circus	for a large roundabout
Teras or Rhes / Terrace	for a terrace of houses (provided it is not a subsidiary name)
Dyffryn / Vale	for residential roads only in exceptional circumstances
Dôl / Meadow	for residential roads only in exceptional circumstances

Street Naming and Numbering Policy

Gallt / Rise	for residential roads only in exceptional circumstances
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The following will not be acceptable as suffixes:

- Pen / End
- Croes / Cross
- Ochr / Side
- Glanfa / Wharf
- Parc / Park

All these words can, of course, be incorporated in a street name provided it terminates with an appropriate suffix (e.g. Mile End Road).

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

- Rhodfa / Walk
- Llwybr / Path
- Ffordd or Lôn / Way

2.2. 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.

2.3. 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.

2.4. 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 or Ffordd Talargoch and Rhodfa Talargoch.

Street Naming and Numbering Policy

- 2.5. Denbighshire County Council as street naming and numbering authority has responsibility for final approval of a street name.
- 2.6. 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 decision they may, within twenty-one days, appeal against the objection to a Magistrates court.
- 2.7. 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, including renaming from a monolingual street name to a bilingual street name, 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.

Street Naming and Numbering Policy

- 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 residents will need to bear the cost 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. There must be a majority of support from the consultees for an application to proceed.
- 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

Street Naming and Numbering Policy

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 18 of the 1925 Act. This Authority may also issue proceedings for the recovery of a fine.

Street Naming and Numbering Policy

Section C: Naming and Numbering Properties

1. Property numbering sequence

- 1.1. The numbering of new streets in Denbighshire is undertaken within the provision of the 1847 Town Improvement Clauses Act.
- 1.2. 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.
- 1.3. 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.
- 1.4. 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.
- 1.5. Properties (including those on corner sites) will be numbered according to the street in which the main entrance is located.
- 1.6. Where a street numbering sequence may not exist, predominantly in rural areas, it will be appropriate to allocate agreed property names. It is recommended that the property name has historical or cultural links to the area.
- 1.7. 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.
- 1.8. A business name shall not take the place of a number or a building name.

Street Naming and Numbering Policy

- 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.

Street Naming and Numbering Policy

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:
 - There should be no conflict with existing property or street names in the postal locality.
 - Properties should not be named after specific individuals (living or deceased).
 - 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.

Street Naming and Numbering Policy

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.

Street Naming and Numbering Policy

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.

Street Naming and Numbering Policy

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 or unoccupied ancillary building e.g. a farmer's field, cannot be given a postal address. Only occupied 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.

Street Naming and Numbering Policy

- 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.

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

Street Naming and Numbering Policy

- Internal Council Services
- Welsh Ambulance Service
- North Wales Fire Service
- North Wales Police
- Royal Mail
- 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 Geospatial 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.

Street Naming and Numbering Policy

- 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.

Street Naming and Numbering Policy

Section E: 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.

Street Naming and Numbering Policy

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.

Street Naming and Numbering Policy

Section F: 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.

Section G: Useful contacts

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

Web page: [Register a street name or property name or number](#)

Email: llprequests@denbighshire.gov.uk

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

Report to	Communities Scrutiny Committee
Date of meeting	20 January 2022
Lead Officer	Rhian Evans, Scrutiny Co-ordinator
Report author	Rhian Evans, Scrutiny Co-ordinator
Title	Scrutiny Work Programme

1. What is the report about?

The report seeks Communities Scrutiny Committee to review its draft forward work programme. In doing so the Committee is asked to reflect on the implications of the focus on business critical operations during the emergency phase of the COVID -19 pandemic and the programmes of work underway or being planned under the recovery phase, whilst also having regard to items of business already on its forward work programme prior to the pandemic.

2. What is the reason for making this report?

To seek the Committee to review and agree on its programme of future work, and to update members on relevant issues.

3. What are the Recommendations?

That the Committee

- 3.1 considers the information provided and approves, revises or amends its forward work programme as it deems appropriate; and
- 3.2 determines whether any key messages or themes from the current meeting should be publicised via the press and/or social media.

4. Report details

- 4.1 Section 7 of Denbighshire County Council's Constitution sets out each Scrutiny Committee's terms of reference, functions and membership, as well as the rules of procedure and debate.
- 4.2 The Constitution stipulates that the Council's scrutiny committees must set, and regularly review, a programme for their future work. By reviewing and prioritising issues, members are able to ensure that the work programme delivers a member-led agenda.
- 4.3 For a number of years it has been an adopted practice in Denbighshire for scrutiny committees to limit the number of reports considered at any one meeting to a maximum of four plus the Committee's own work programme report. The aim of this approach is to facilitate detailed and effective debate on each topic.
- 4.4 In recent years the Welsh Government (WG) and Audit Wales (AW) have highlighted the need to strengthen scrutiny's role across local government and public services in Wales, including utilising scrutiny as a means of engaging with residents and service-users. From now on scrutiny will be expected to engage better and more frequently with the public with a view to securing better decisions which ultimately lead to better outcomes for citizens. AW will measure scrutiny's effectiveness in fulfilling these expectations.
- 4.5 Having regard to the national vision for scrutiny whilst at the same time focussing on local priorities, the Scrutiny Chairs and Vice-Chairs Group (SCVCG) recommended that the Council's scrutiny committees should, when deciding on their work programmes, focus on the following key areas:
- budget savings;
 - achievement of the Corporate Plan objectives (with particular emphasis on their deliverability during a period of financial austerity);
 - any other items agreed by the Scrutiny Committee (or the SCVCG) as high priority (based on the PAPER test criteria – see reverse side of the 'Member Proposal Form' at Appendix 2);

- Urgent, unforeseen or high priority issues; and
- Supporting the Council's recovery work in relation to the effects of the COVID-19 crisis on Council services, the local economy and the county's communities

4.6 Scrutiny Proposal Forms

As mentioned in paragraph 4.2 above the Council's Constitution requires scrutiny committees to prepare and keep under review a programme for their future work. To assist the process of prioritising reports, if officers are of the view that a subject merits time for discussion on the Committee's business agenda they have to formally request the Committee to consider receiving a report on that topic. This is done via the submission of a 'proposal form' which clarifies the purpose, importance and potential outcomes of suggested subjects. No officer proposal forms have been received for consideration at the current meeting.

- 4.7 With a view to making better use of scrutiny's time by focussing committees' resources on detailed examination of subjects, adding value through the decision-making process and securing better outcomes for residents, the SCVCG decided that members, as well as officers, should complete 'scrutiny proposal forms' outlining the reasons why they think a particular subject would benefit from scrutiny's input. A copy of the 'member's proposal form' can be seen at Appendix 2. The reverse side of this form contains a flowchart listing questions which members should consider when proposing an item for scrutiny, and which committees should ask when determining a topic's suitability for inclusion on a scrutiny forward work programme. If, having followed this process, a topic is not deemed suitable for formal examination by a scrutiny committee, alternative channels for sharing the information or examining the matter can be considered e.g. the provision of an 'information report', or if the matter is of a very local nature examination by the relevant Member Area Group (MAG). No items should be included on a forward work programme without a 'scrutiny proposal form' being completed and accepted for inclusion by the Committee or the SCVCG. Assistance with their completion is available from the Scrutiny Co-ordinator.

Rhyl Regeneration Programme

- 4.8 A progress report on the above programme was originally scheduled for presentation at the current meeting. As the Council is currently awaiting the outcome of a bid to the UK Government's Levelling Up fund for some financial resources towards the programme and with new Programme Management support being put in place in early 2022, officers requested that the report's presentation be deferred until late spring/early summer. The Chair permitted the request and the report is now scheduled into the Committee's forward work programme for its July 2022 meeting (see Appendix 1).

Cabinet Forward Work Programme

- 4.9 When determining their programme of future work it is useful for scrutiny committees to have regard to Cabinet's scheduled programme of work. For this purpose, a copy of the Cabinet's forward work programme is attached at Appendix 3.

Progress on Committee Resolutions

- 4.10 A table summarising recent Committee resolutions and advising members on progress with their implementation is attached at Appendix 4 to this report.

5. Scrutiny Chairs and Vice-Chairs Group

- 5.1 Under the Council's scrutiny arrangements, the Scrutiny Chairs and Vice-Chairs Group (SCVCG) performs the role of a coordinating committee. The Group met on 25 November 2021. No topics were referred from the Group to this Committee for consideration. The Group is scheduled to hold its next meeting during the afternoon of the 20 January 2022.

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

Effective scrutiny will assist the Council to deliver its corporate priorities in line with community needs and residents' wishes. Continual development and review of a coordinated work programme will assist the Council to deliver its corporate

priorities, improve outcomes for residents whilst also managing austere budget and resource pressures.

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

Services may need to allocate officer time to assist the Committee with the activities identified in the forward work programme, and with any actions that may result following consideration of those items.

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

A Well-being Impact Assessment has not been undertaken in relation to the purpose or contents of this report. However, Scrutiny through its work in examining service delivery, policies, procedures and proposals will consider their impact or potential impact on the sustainable development principle and the well-being goals stipulated in the Well-being of Future Generations (Wales) Act 2015.

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

None required for this report. However, the report itself and the consideration of the forward work programme represent a consultation process with the Committee with respect to its programme of future work.

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

No risks have been identified with respect to the consideration of the Committee's forward work programme. However, by regularly reviewing its forward work programme the Committee can ensure that areas of risk are considered and examined as and when they are identified, and recommendations are made with a view to addressing those risks.

11. Power to make the decision

11.1 Section 21 of the Local Government Act 2000.

11.2 Section 7.11 of the Council's Constitution stipulates that scrutiny committees and/or the Scrutiny Chairs and Vice-Chairs Group will be responsible for setting their own work programmes, taking into account the wishes of Members of the Committee who are not members of the largest political group on the Council.

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Communities Scrutiny Committee Forward Work Plan

Note: Items entered in italics have not been approved for submission by the Committee. Such reports are listed here for information, pending formal approval.

Meeting	Lead Member(s)	Item (description / title)	Purpose of report	Expected Outcomes	Author	Date Entered
10 March	Leader	1. <i>Draft Tourism Signage Strategy for Denbighshire (tbc)</i>	<i>To examine the draft Tourism Signage Strategy for the county developed by the Working Group including potential funding sources and the anticipated timescale for the Strategy's delivery</i>	<i>The development of a tourism signage strategy that complements trunk road signage and technological innovations in the field of tourism, takes into account the aims of 'The Wales Way' project, attracts visitors and increases the value of tourism spend in the county in line with the corporate priority relating to the Environment, and in-keeping with the outcomes of Denbighshire's Tourism Strategy</i>	<i>Mike Jones/Peter McDermott</i>	<i>March 2020 (rescheduled due to COVID-19 (Sept & Dec 20 & Sept 2021))</i>
	Cllr. Mark Young	2. <i>Mistreatment of Dogs</i>	<i>To examine the extent of legal and illegal dog sales within Denbighshire (particularly during the COVID-19 pandemic) – including the number of complaints received, investigated and substantiated and how various agencies work together to tackle</i>	<i>Determination of whether working relationships need to be strengthened or improved in order to deal with any problems or deter future problems in relation to this matter with a view to supporting the viability of properly licensed traders to operate thus reducing the suffering of the animals</i>	<i>Emlyn Jones/Gareth Roberts/Glesni Owen</i>	<i>By SCVCG September 2021</i>

Communities Scrutiny Committee Forward Work Plan

Meeting	Lead Member(s)	Item (description / title)		Purpose of report	Expected Outcomes	Author	Date Entered
				<i>any problems are reported</i>			
	Cllr. Mark Young	3.	<i>Second Homes and Short-Term Holiday Lets</i>	<i>To examine the planning requirements in relation to these types of properties/dwelling</i>	<i>Determination on whether the requirements of Planning legislation in relation to these types of properties are sufficiently robust and are effectively applied to ensure that local residents are not deprived of the availability of affordable properties to buy or rent in Denbighshire. This will support the delivery of the Council's Corporate Priority relating to Housing</i>	<i>Emlyn Jones/Paul Mead/Angela Loftus</i>	<i>By SCVCG September 2021</i>
	Cllr. Mark Young	4.	Planning Compliance Charter	To examine the effectiveness of the Planning Compliance Charter with the county's city, town and community councils in addressing planning contraventions, non-compliance and enforcement issues across the county	An evaluation of the Charter's effectiveness in order to determine whether recommendations are required to strengthen the Charter or increase resources available for planning enforcement across the county	Emlyn Jones/Adam Turner	By SCVCG October 2020 (rescheduled by Committee January 2021 due to COVID-19 and December 2021)
30 July	TBA	1.	<i>New Waste and Recycling Model (timing tbc)</i>	<i>To detail the outcomes of the pilot projects in West Rhyl (use of microchips in</i>	<i>Following assessing the lessons learnt from the pilot projects and initiatives to make recommendations that will support the effective roll-out and delivery of the new waste and</i>	<i>Tony Ward/Tara Dumas</i>	<i>December 2021</i>

Communities Scrutiny Committee Forward Work Plan

Meeting	Lead Member(s)	Item (description / title)		Purpose of report	Expected Outcomes	Author	Date Entered
				waste containers), Bron y Crêst (communal bin service change) and the Elected Members Recycling Experience initiatives (tbc)	recycling with a view to enhancing the benefits of the project for the Council and for local residents		
	Leader	1.	Rhyl Regeneration Programme	To examine the effectiveness of the Programme Board's work in delivering the regeneration programme	Identification of any barriers or slippages and the formulation of recommendations to try and address them and sustain the delivery of the programme to secure the regeneration of Rhyl to benefit the economy and the lives of the town's residents and the county in general	Emlyn Jones/Nicola Caie	January 2021 (rescheduled January 2022)
8 September	TBA	1.	Wildflower Meadow Project	To: (i) evaluate the effectiveness of the steps taken to improve engagement and increase publicity with all stakeholders in relation of the project; (ii) consider the progress made to date in delivering its	(i) To secure the delivery of the expected outcomes which will support the realisation of the Council's corporate priority relating to the Environment as well as contributing towards the delivery of its Ecological and Climate Change Strategy; and (ii) Re-inforce elected members' support for the project and its aims and objectives to enable them to explain to residents the rationale behind the project and how it contributes towards the	Tony Ward/Emlyn Jones/Joel Walley	September 2021

Communities Scrutiny Committee Forward Work Plan

Meeting	Lead Member(s)	Item (description / title)		Purpose of report	Expected Outcomes	Author	Date Entered
				expected benefits; and (iii) seek members' support for the Project	wider national environmental, health and well-being objectives		
20 October							
8 December							
June/July 2023	TBA	1.	<i>Llangollen Car Park Tariff Pilot Scheme</i>	<i>To outline the effectiveness of the pilot scheme for varying car park tariffs in Llangollen</i>	<i>Identification of lessons learnt from the pilot scheme's implementation and operation in readiness for the introduction of similar schemes in other areas in future</i>	<i>Emlyn Jones/Mike Jones/Peter Lea</i>	<i>January 2021</i>

Future Issues

Communities Scrutiny Committee Forward Work Plan

Item (description / title)	Purpose of report	Expected Outcomes	Author	Date Entered
Flood Risk Management and Riparian Land Ownership (early 2022 tbc)	To present the findings and conclusions of the Task and Finish Group established to examine methods of strengthening interaction and working relationships between public flood risk management authorities and riparian landowners across the county	To identify methods and make recommendations in relation to the provision of clear communication channels, building levels of mutual trust, and strengthening working relationships between public flood risk management authorities, riparian landowners and their representatives to ensure effective management of watercourses with a view to reducing the risk of flooding in future	Tony Ward/Wayne Hope	December 2020

For future years

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Information/Consultation Reports

Information / Consultation	Item (description / title)	Purpose of report	Author(s)	Date Entered
INFORMATION (for circulation Feb 2022 <i>once COVID-19 restrictions permit the work to take place</i>)	Community Impact Assessment on the communities of Rhewl and Llanynys	To present the findings of the community impact assessment undertaken following the closure of Ysgol Rhewl as agreed as part of the modernising education programme	Geraint Davies/James Curran	December 2020

Communities Scrutiny Committee Forward Work Plan

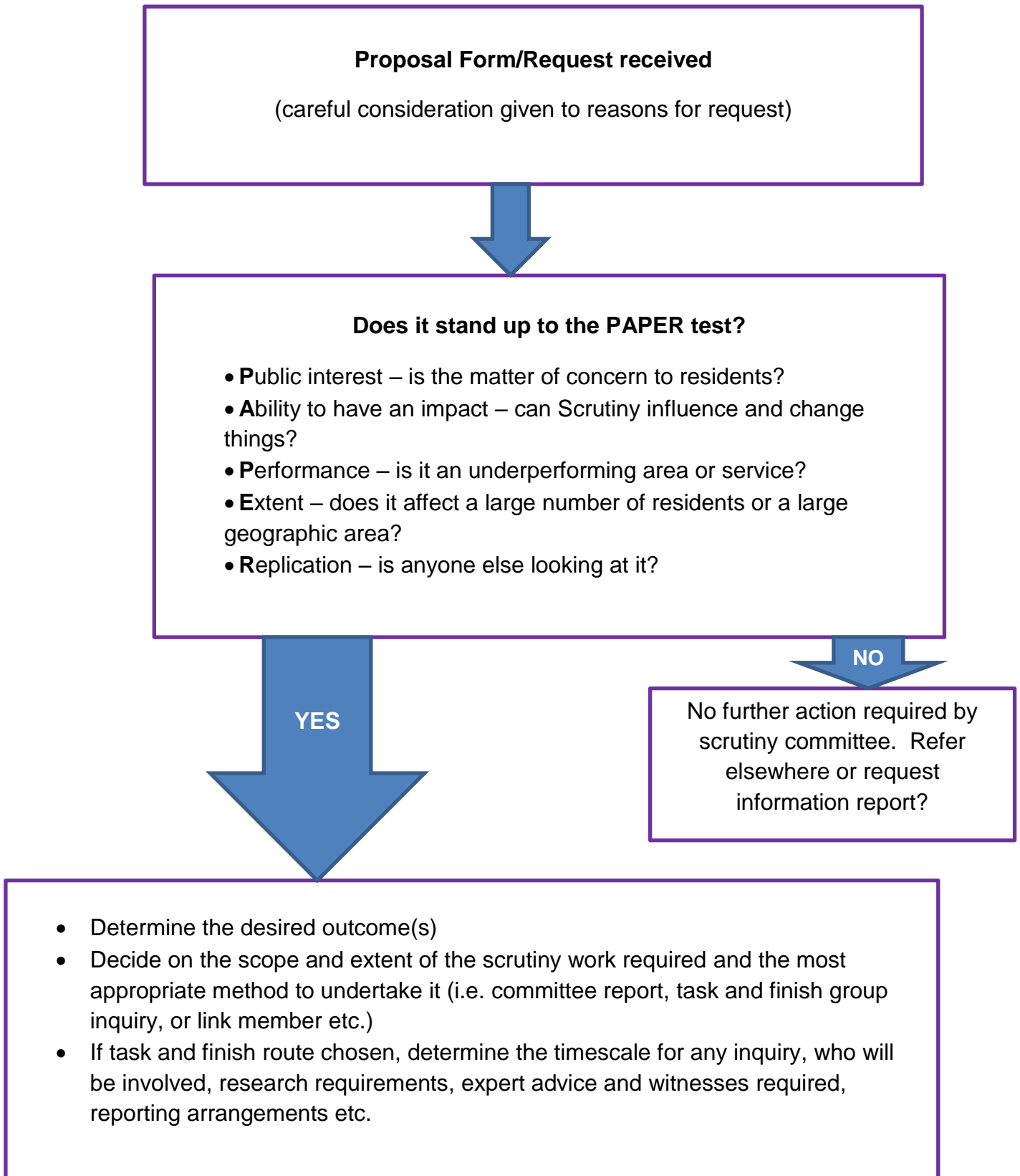
Note for officers – Committee Report Deadlines

Meeting	Deadline	Meeting	Deadline	Meeting	Deadline
10 March	24 February	30 July	16 July	8 September	25 August

06/01/2022 RhE

Member Proposal Form for Scrutiny Forward Work Programme	
NAME OF SCRUTINY COMMITTEE	
TIMESCALE FOR CONSIDERATION	
TOPIC	
What needs to be scrutinised (and why)?	
Is the matter one of concern to residents/local businesses?	YES/NO
Can Scrutiny influence and change things? (if 'yes' please state how you think scrutiny can influence or change things)	YES/NO
Does the matter relate to an underperforming service or area?	YES/NO
Does the matter affect a large number of residents or a large geographical area of the County (if 'yes' please give an indication of the size of the affected group or area)	YES/NO
Is the matter linked to the Council's Corporate priorities (if 'yes' please state which priority/priorities)	YES/NO
To your knowledge is anyone else looking at this matter? (If 'yes', please say who is looking at it)	YES/NO
If the topic is accepted for scrutiny who would you want to invite to attend e.g. Lead Member, officers, external experts, service-users?	
Name of Councillor/Co-opted Member	
Date	

Consideration of a topic's suitability for scrutiny



Cabinet Forward Work Plan

Meeting	Item (description / title)		Purpose of report	Cabinet Decision required (yes/no)	Author – Lead member and contact officer
15 Feb	1	Regional Memory Assessment Service Invitation Tender	To seek final approval of the tender award	Yes	Councillor Bobby Feeley / Catrin Roberts / Catrin Perry
	2	Queens Market Phase 1 – award construction contract	To seek approval to award a contract for the delivery of Phase 1 of the Queens Building Rhyl	Yes	Councillor Hugh Evans / Russell Vaughan
	3	Contract Award approval for new Waste Fleet to support new Waste Service Model	To award the contract for the new Waste Fleet	Yes	Councillor Brian Jones / Tony Ward / Chris Brown / Joanne Taylor
	4	Contract Award - Renovation of terraced houses at 2-16 Aquarium Street in Rhyl	To award a construction contract for housing development	Yes	Councillors Tony Thomas and Julian Thompson-Hill / Mark Dixon
	5	Proposed scheme of delegated decision making for land acquisition (freehold and leasehold) for carbon sequestration and ecological improvement purposes	A decision is required on whether or not to introduce the new scheme of delegated decision making as proposed	Yes	Councillor Brian Jones / Tony Thomas and Julian Thompson-Hill / Andrew Cutts / Alan Smith / Steve Gadd
	6	Queen's Jubilee Celebrations	To consider proposals for the Queen's Platinum Jubilee Beacons as part of the official Platinum Jubilee celebrations June 2022	Tbc	Councillor Hugh Evans / Gary Williams
	7	Recommendations of the	To seek support of projects	Tbc	Councillor Julian Thompson-

Cabinet Forward Work Plan

Meeting	Item (description / title)		Purpose of report	Cabinet Decision required (yes/no)	Author – Lead member and contact officer
		Strategic Investment Group	identified for inclusion in the 2022/23 Capital Plan.		Hill / Steve Gadd / Richard Humphries
	8	Housing Support Programme Strategy	To seek approval of the Strategy.	Yes	Councillor Bobby Feeley / Ann Lloyd /Claire Owens / Nigel Jones
	9	Finance Report	To update Cabinet on the current financial position of the Council	Tbc	Councillor Julian Thompson-Hill / Steve Gadd
	10	Items from Scrutiny Committees	To consider any issues raised by Scrutiny for Cabinet's attention	Tbc	Scrutiny Coordinator
22 March	1	Contract Award approval for Phase 2 Construction Works – DCC Waste Transfer Station to support new Waste Service Model	To award the contract for Phase 2 construction works	Yes	Councillor Brian Jones / Tony Ward / Peter Clayton
	2	Finance Report	To update Cabinet on the current financial position of the Council	Tbc	Councillor Julian Thompson-Hill / Steve Gadd
	3	Items from Scrutiny Committees	To consider any issues raised by Scrutiny for Cabinet's attention	Tbc	Scrutiny Coordinator
26 April	1	Finance Report	To update Cabinet on the	Tbc	Councillor Julian Thompson-

Cabinet Forward Work Plan

Meeting	Item (description / title)		Purpose of report	Cabinet Decision required (yes/no)	Author – Lead member and contact officer
			current financial position of the Council		Hill / Steve Gadd
	2	Items from Scrutiny Committees	To consider any issues raised by Scrutiny for Cabinet's attention	Tbc	Scrutiny Coordinator
7 June	1	Council Performance Self-Assessment	To consider the Council's self-assessment of its performance in delivering against the council's strategic plan and services	Tbc	Iolo McGregor
	2	Finance Report	To update Cabinet on the current financial position of the Council	Tbc	Steve Gadd
	3	Items from Scrutiny Committees	To consider any issues raised by Scrutiny for Cabinet's attention	Tbc	Scrutiny Coordinator

FUTURE ITEMS

22 Nov	Council Performance Update – July to	To consider the Council's performance in delivering	Iolo McGregor
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Cabinet Forward Work Plan

	September	against the council's strategic plan and services	
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Note for officers – Cabinet Report Deadlines

<i>Meeting</i>	<i>Deadline</i>	<i>Meeting</i>	<i>Deadline</i>	<i>Meeting</i>	<i>Deadline</i>
<i>January</i>	<i>4 January</i>	<i>February</i>	<i>1 February</i>	<i>March</i>	<i>8 March</i>

Updated 22/12/2021 - KEJ

Cabinet Forward Work Programme.doc

Progress with Committee Resolutions

Date of Meeting	Item number and title	Resolution	Progress
9 December 2021	5. Stakeholder/Community Engagement Activity for Potential Central Rhyl and Central Prestatyn Coastal Defence Schemes	<p><u>Resolved:</u> - that the Committee -</p> <p>(i) having examined the scope and findings of the stakeholder and public consultations for the schemes, recommends to Cabinet that it is satisfied with the approach taken for the consultations and their findings; and</p> <p>(ii) confirmed that, as part of its consideration, it had read, understood and taken account of the Well-being Impact Assessments (attached at Appendices 3a and 3b to the report).</p>	Lead Member and officers advised of the Committee's recommendations.
	6. New Waste and Recycling Operating Model General Update and Communications Progress	<p><u>Resolved:</u> - subject to the above observations –</p> <p>(i) to note the progress made to date by Project Team delivering the new Waste and Recycling Service to residents by summer 2023;</p> <p>(ii) to endorse the suite of household waste and recycling policies (included at Appendix II to the report) and note the Head of Highways and Environmental</p>	Lead Member and officers informed of the Committee's recommendations. A report on the outcomes of the pilot projects and the Elected Members Recycling Experience has been scheduled into the Committee's forward work programme for July 2022 (see Appendix 1)

		<p><i>Services' intention to ensure that the policies be adopted through the delegated decision process by March 2022; and</i></p> <p><i>(iii) request that the Head of Highways and Environmental Services submits a future report to Communities Scrutiny Committee on the outcomes of the pilot projects in West Rhyl (use of microchips in waste containers), Bron y Crêst (communal bin service change) and the Elected Members Recycling Experience initiatives.</i></p>	
	<p>9. Denbighshire's Gypsy and Traveller Accommodation Assessment (2021)</p>	<p><u>Resolved:</u> -</p> <p><i>(i) to endorse the conclusions of the Task and Finish Group that –</i></p> <p><i>(a) the work on the Gypsy and Traveller Accommodation Assessment had met the requirements of the Work Brief and Stakeholder Communication and Engagement Plan as endorsed by Communities Scrutiny Committee on 26th July 2021; and</i></p> <p><i>(b) the Welsh Government methodology had been applied</i></p>	<p>Lead Member and officers advised of the Committee's recommendations which were presented on the Committee's behalf by the Vice-Chair to Cabinet at its meeting on 14 December 2021. Cabinet duly approved the recommendations.</p>

		<p><i>appropriately to the analysis of need.</i></p> <p><i>(ii) to confirm its support for the approach adopted for the delivery of Denbighshire's Gypsy and Traveller Accommodation Assessment as being robust and in line with Welsh Government guidance;</i></p> <p><i>(iii) to confirm that it had read, understood and taken account of the Well-being Impact Assessment (Appendix 3 to the report) as part of its consideration; and</i></p> <p><i>(iv) to recommend to Cabinet that the draft Gypsy and Traveller Accommodation Assessment should be approved for submission to Welsh Government.</i></p>	
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