

**THE FORMER CABINET MEMBER FOR ECONOMIC DEVELOPMENT,
PLANNING AND TRANSPORTATION FROM MAY 2009 TO JULY, 2010.**

Venue: Training Room, 3rd Floor, Date: Friday, 26th March, 2010
Bailey House, Rawmarsh
Road, ROTHERHAM. S60
1TD

Time: 10.00 a.m.

A G E N D A

1. To determine if the following matters are to be considered under the categories suggested in accordance with Part 1 of Schedule 12A (as amended March 2006) to the Local Government Act 1972.
2. To determine any item which the Chairman is of the opinion should be considered later in the agenda as a matter of urgency.
3. Minutes of previous meetings of the Cabinet Member for Economic Development, Planning and Transportation held as follows:-
 - 18th January, 2010.
 - 1st February, 2010.

For Signature by the Cabinet Member
(See Minutes presented to Council – 3rd March, 2010)

4. Minutes of a meeting of the Health, Welfare and Safety Panel held on 15th January, 2010 (Pages 1 - 3)
5. Minutes of a meeting of the Members' Sustainable Development Advisory Group held on 5th March, 2010 (Pages 4 - 9)
6. Award of External Grant Funding to Supplement the School Cycle and Adult Training Programme and extension of the Cycle Training Contract (Pages 10 - 13)

Tom Finnegan-Smith, Transportation Unit Manager, to report.
7. Local Transport Plan Capital Programme 2010/11 (Pages 14 - 23)
Tom Finnegan-Smith, Transportation Unit Manager, to report.
8. Boston Castle Grove Residents' Parking Scheme - Public Consultation (Pages 24 - 33)

Matthew Lowe, Engineer, to report.

9. Rotherham Central Rail Station Redevelopment (Pages 34 - 37)

Lucy Mitchell, Principal Project Officer, to report.

10. Mobile Vehicle Activated Sign and Vehicle Activated Sign / Speed Indicator Device Criteria (Pages 38 - 40)

Tom Finnegan-Smith, Transportation Unit Manager, to report.

11. Charging for Property Addressing Services (Pages 41 - 50)

Bronwyn Peace, Development Control Manager, to report.

Appendix 5 was removed on 23rd April, 2018, at the request of Chris Wilkins, Development Manager (South Team)

12. Centenary Market Fees & Charges Review (Pages 51 - 55)

Robin Lambert, Markets General Manager, to report.

13. Fairs Charges Review (Pages 56 - 58)

Robin Lambert, Markets General Manager, to report.

14. Licensed Craft Markets (Pages 59 - 60)

Robin Lambert, Markets General Manager, to report.

15. Revision to the Method of Assessing Requests for Controlled Pedestrian Crossings (Pages 61 - 65)

- Matthew Lowe, Engineer, to report

16. EXCLUSION OF THE PRESS AND PUBLIC

The following items are likely to be considered in the absence of the press and public as being exempt under Paragraph 3 of Part 1 of Schedule 12A to the Local Government Act 1972 (as amended March 2006) (information relating to the financial or business affairs of any particular individual (including the Council)):-

17. Town Centre Business Grants (Pages 66 - 69)

Tim O'Connell, Business Development Manager, to report.

18. Town Centre Business Grants – Boo Boutique (Pages 70 - 75)

Tim O'Connell, Business Development Manager, to report.

**CABINET MEMBER FOR ECONOMIC DEVELOPMENT,
PLANNING AND TRANSPORTATION
29th June, 2009**

Present:- Councillor Smith (in the Chair);

Apologies for absence were received from Councillors Dodson and Walker.

17. MIDDLE LANE/LONGFELLOW DRIVE

Further to Minute No. 10 of the meeting of the Cabinet Member for Housing and Neighbourhoods held on 15th June, 2009, consideration was given to a report relating to issues raised in two petitions from residents at Longfellow Drive, Herringthorpe.

The report provided an update on action taken to resolve the issues raised in the petitions.

Resolved:- That the contents of the report, and actions undertaken in response to the petitioners' concerns, be noted.

18. BOSTON CASTLE GROVE

Further to Minute No. 181 of the meeting of the Cabinet Member for Regeneration and Development Services held on 2nd February, 2009, consideration was given to a report, presented by the Senior Engineer, informing the Cabinet Member of the outcome of the public consultation carried out on Boston Castle Grove and Boston Castle Terrace about the introduction of a Residents' Parking Scheme.

Details of the analysis of returned questionnaires were set out in the report, and it was pointed out that there was 73% supporting the introduction of a Residents' Parking Scheme.

Details of the proposed scheme, hours of operation and charges were also set out in the submitted report.

It was noted that costs of setting up the scheme could be funded from the Local Transport Plan Integrated Transport Capital Programme for 2009/2010.

Resolved:- (1) That residents on Boston Castle Grove and Boston Castle Terrace be informed of the results of the consultation.

(2) That the Director of Planning and Regeneration use powers delegated to him to promote a Traffic Regulation Order to introduce a Residents' Parking scheme on Boston Castle Grove and Boston Castle Terrace which would operate from Monday to Friday between the hours of

**34G ECONOMIC DEVELOPMENT, PLANNING AND TRANSPORTATION -
29/06/09**

08:00 to 17:00, as shown on drawing number 126/18/TT483B as attached to the report now submitted.

(3) That, subject to there being no objections to the proposed Traffic Regulation Order being received, the scheme be implemented.

(4) That the scheme be funded from the Local Transport Plan Integrated Transport Capital Programme for 2009/10.

19. DUNCAN STREET BACK ROAD, BRINSWORTH - PROPOSED PROHIBITION OF DRIVING ABSOLUTE

Further to Minute No. 53 of the meeting of the Cabinet Member for Regeneration and Development Services held on 27th July, 2007, consideration was given to a report, presented by the Senior Engineer, detailing the outcome of the statutory consultation regarding the proposed prohibition of driving absolute on the Duncan Street back road, including a 33 signature petition suggesting an alternative gating arrangement.

Reference was made to the possible introduction of an alley gating scheme which was being considered by Housing and Neighbourhoods, noting that funding had been identified and local residents were being consulted. This scheme would address concerns around safety and remove traffic from the back road (Appendix C to the report illustrated the proposals).

It was proposed therefore that the scheme (illustrated at Appendix A – Drawing No. 128/18/439) to prohibit driving on the Duncan Street back road at its junction with the B6066 Whitehill Lane should be implemented, but that consideration should be given to reviewing this if and when the gating scheme had been put in. It was noted that the cost of making the TRO and the installation of bollards would be met from 2009/2010 budgets.

Resolved:- (1) That the petition be received.




(2) That the request to leave Duncan Street Back road at its junction with Whitehill Lane open as an access for No 2 and No 6 Ellis Street not be acceded to.

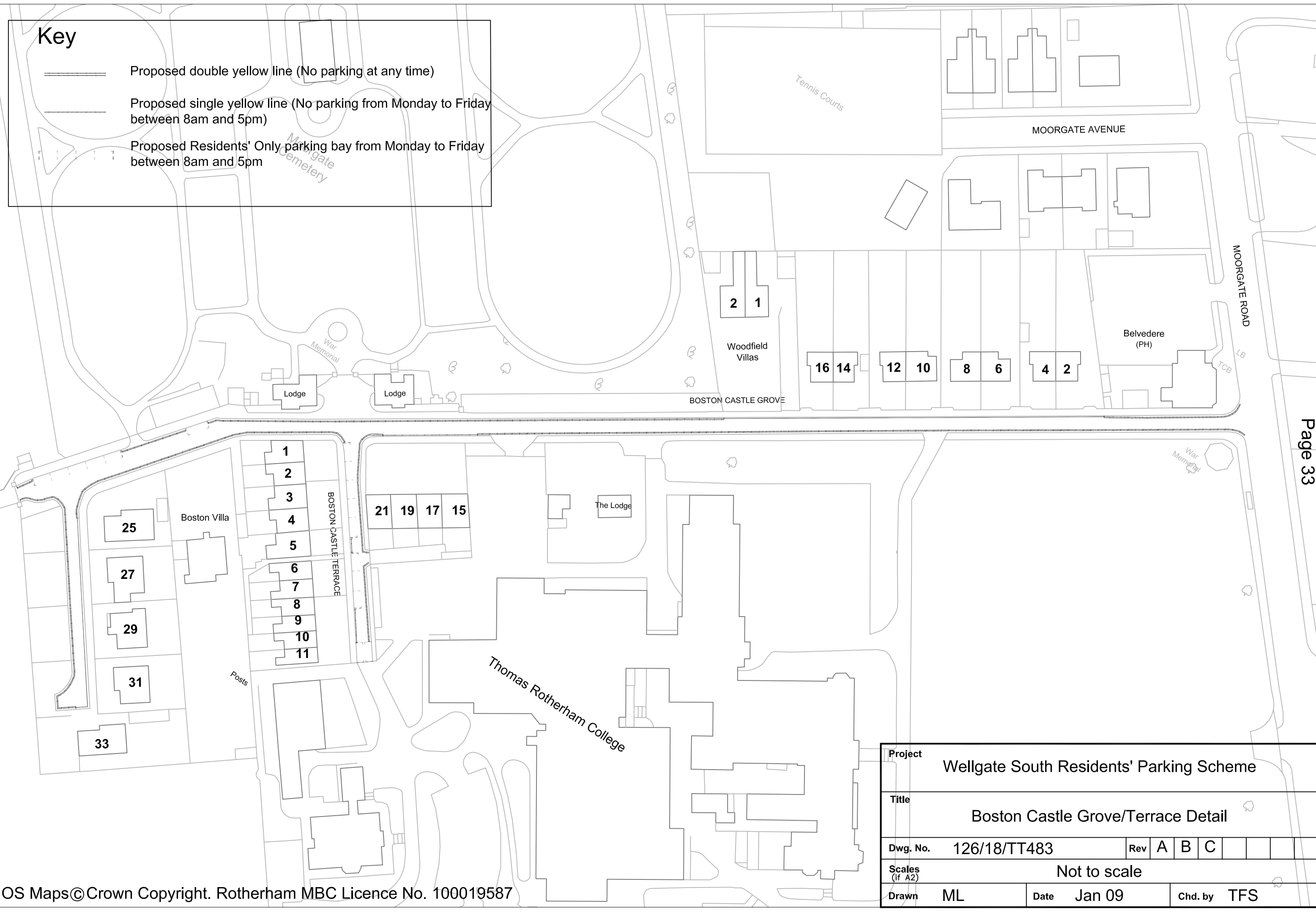
(3) That the Traffic Regulation Order associated with the scheme be made, but the need for such an order be reviewed if and when an alley gating scheme is successfully implemented by Housing and Neighbourhood services.

(4) That the lead petitioner to be informed accordingly.

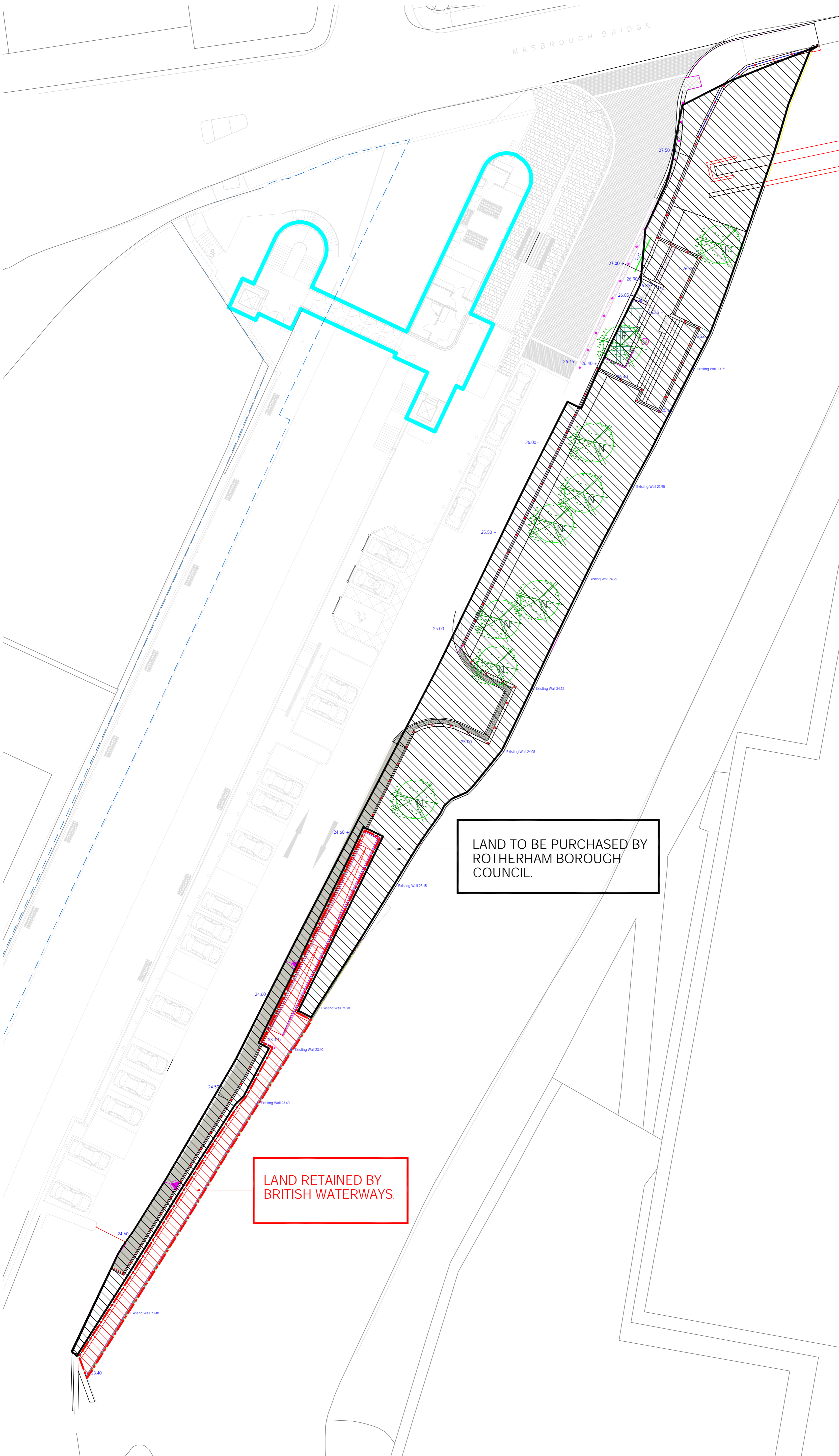
20. PETITION REGARDING PARKING ON WESTFIELD ROAD, BRAMLEY AND RESULTING ACCESS PROBLEMS

Key

-  Proposed double yellow line (No parking at any time)
-  Proposed single yellow line (No parking from Monday to Friday between 8am and 5pm)
-  Proposed Residents' Only parking bay from Monday to Friday between 8am and 5pm



Project	Wellgate South Residents' Parking Scheme					
Title	Boston Castle Grove/Terrace Detail					
Dwg. No.	126/18/TT483	Rev	A	B	C	
Scales (if A2)	Not to scale					
Drawn	ML	Date	Jan 09	Chd. by	TFS	



LAND TO BE PURCHASED BY ROTHERHAM BOROUGH COUNCIL.

LAND RETAINED BY BRITISH WATERWAYS

Client:	ROTHERHAM METROPOLITAN BOROUGH COUNCIL	
Project:	ROTHERHAM CENTRAL STATION CANAL SIDE IMPROVEMENTS	
Title:	LAND PURCHASE FROM BRITISH WATERWAYS	
Sheet Size - A1	(594mm x 841mm)	
Scale:	1:200	
File Location	R:\M4579 Rotherham Central Station Environs\DRAWINGS\Drawings [Current]\Plans	
No.		Rev.

ROTHERHAM BOROUGH COUNCIL – REPORT TO MEMBERS
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1. Meeting:	Cabinet Member for Economic Development Planning and Transportation
2. Date:	26 March 2010
3. Title:	Charging for Property Addressing Services
4. Directorate:	Planning and Regeneration

5. Summary

The purpose of this report is to establish a framework for the introduction of appropriate charging for Rotherham MBC's property addressing functions

6. Recommendations

Cabinet Member is asked to:

1. agree to the consultation process which will allow this Council to formally adopt Sections 17 to 19 (inclusive) of the Public Health Act 1925, Section 15 of the South Yorkshire Act 1980 and the Local Government Act 2003 for property addressing purposes;
2. note the documented policy and procedures used to name streets and number properties (Appendix 1);
3. approve the introduction of charges on a cost recovery basis in accordance with the table set out in Appendix 2 of this report, and;
4. agree that future charges be assessed annually (on a cost recovery basis) as part of the Council's review of fees and charges

7. Proposals and Details

In order to establish a framework for the introduction of charges for property addressing, the following issues must be considered:

7.1 The Statutory Basis for Property Addressing

The Public Health Act 1925 - Street Naming

Section 17 of the Act requires that before any street is given a name, notice of the proposed name shall be sent to the Council by the person (usually a developer) proposing to name the street. The Council would then have one month to object to the proposed name. If the person proposing to name the street disagrees with any objection made by the Council, there is a right of appeal to the local Magistrates' Court. This provision would give the Council control over new street names proposed for use within its area.

Section 18 of the Act enables the Council to alter the name of a street, or part of a street or, if a name has not been given to it, to give a name to the street, or part of it. Any aggrieved person has a right of appeal to the changes proposed to a local Magistrates' Court.

Section 19 of the Act requires the name of every street to be marked in a conspicuous position in or near the street (e.g. by street name plates) and specifies the penalty that can be imposed on any individual who interferes with it.

The South Yorkshire Act 1980 – Property Numbering

Section 15 of the Act enables the Council to allocate, alter and enforce the display of property numbers. Subsection 5 of the Act allows the Council to require that a building be marked with some other form of identification instead of a number, if it decides that this is more appropriate.

Formal Process for Adoption of The Acts

Once the legislation is adopted, the Council will have the option to charge for its Street Naming and Numbering Service as the provisions are discretionary (under Section 93 of the Local Government Act 2003, as detailed below).

The statutory notices (see Appendix 3), referred to in this report and which require advertisement, are to inform the public of the intended adoption and are not part of a consultative process. In this regard, there is no right of appeal or objection, following due advertisement, for any person who may take issue with the proposed adoption.

The statutory notices will, if members agree, be advertised for two consecutive weeks in a local newspaper. Following this, a report will be submitted to full Council to consider adoption of the Acts. If adoption takes place, the introduction of charges can take place.

7.2 The Statutory Basis for Charging

The Local Government Act 2003

Section 93 of the Local Government Act 2003 enables local authorities to charge for the provision of discretionary services but on a cost recovery basis only in relation to each kind of service and taking one financial year with another so as to allow for any adjustment, if in a preceding year, there is a profit or loss.

If charging for discretionary services, a local authority has a duty to charge no more than the costs incurred in providing the service, the aim being to promote the improvement of services to the community, not to make a profit.

7.3 Calculation of Charges

Following liaison with Finance Section to establish rates per hour and overheads for this function, a survey was carried out to estimate costs for each part of the property addressing process. The fees are intended to cover the cost of officer working hours, resources utilised in correspondence with relevant authorities and officiated bodies, production of plans and integration of naming and numbering into the Council's GIS systems.

It was decided that there are five areas where the introduction of a charge would be appropriate:

1. allocating a name to a street;
2. allocating a number to a property;
3. revising property numbers after a schedule has been issued;
4. changing a house name;
5. issuing a retrospective address confirmation letter.

The calculated charge for each of these services is compared with those for neighbouring Local Authorities in Appendix 4

In order to underpin the introduction of charges for street naming and property numbering it was considered essential that structured application forms be introduced, designed for postal as well as electronic use. An example of the proposed form is included in Appendix 5. These will be used to provide enhanced support for tracking and evidence in the various processes.

8. Finance

At the moment the service is provided free of charge. If the charges outlined above were introduced it is estimated that the Council could raise additional income amounting to c£7000, based on 2009/10 activity levels. The charges would be reviewed annually.

9. Risks and Uncertainties

It is considered that by adopting the recommendations set out in this report the likelihood is that service provision can be improved, and that there will be less scope for uncertainty. The introduction of charges and formal applications for official addresses should reduce officer time spent investigating unofficial addresses and

firm up the process of adding new property records to Council databases via the LLPG.

The introduction of charges will necessarily be unpopular with those affected but, as they are modest and non profit making, the risk of alienating residents or businesses is very small. Otherwise, there are no perceived risks in introducing these charges (once the relevant legislation is adopted) which are common across other local authorities.

10. Policy and Performance Agenda Implications

This proposal supports Service Objective 14 'To sustain, develop and continuously improve Planning & Regeneration services so that they continue to meet mandatory requirements and to be regarded as excellent through national comparisons , by customer perception and through independent inspection throughout the period 2008 – 2011'

11. Background Papers and Consultation

Appendix 1 – Outline Street Naming and Property Numbering Procedure

Appendix 2 – Proposed Charges

Appendix 3 – Newspaper Advertisement

Appendix 4 – Comparison of Local Charges

Appendix 5 – Property Addressing Application Form

Contact Name : *insert name, position, telephone extension and e-mail address*

Phil Reynders

Local Land Charges & Property Addressing Manager

Ext 23813

phil.reynders@rotherham.gov.uk

Appendix 1 - Street Naming and Property Numbering Procedure

Identifying the Need

A need for street naming and/or property addressing is identified by the receipt of an Application form, a request by Phone or Email, or the examination of Building Control Inspections lists. If an Application form has not been received, one will be requested from the relevant party, together with a site layout plan.

If necessary, GIS systems will be updated by scanning and digitising the site plan. This can form the basis for producing schedule plans, and also enables data capture by other Services.

Street Naming

The property addressing officer decides how many new street names are required, and consults with Ward and Parish Councillors for the area. Any suggestions put forward are sent to the developer for them to use as a basis for street name suggestions. After the developer has submitted his suggestion(s) the Council has 28 days to object. This process usually takes between 8 to 10 weeks to complete.

Property Addressing

House numbers are allocated once the road name is agreed. When allocating postal numbers the Council has to consider the ease of access to ensure the property can be easily and quickly located, especially by the emergency services. All numbers, excluding 13, are used in the proper sequence.

Where new homes are erected between existing houses, a suffix to the numbers may need to be used (e.g. 1A, 1B, 1C). Sometimes, where numbers cannot be allocated (either temporarily, while the rest of the estate is laid out, or long term), occupiers will be asked to provide suggestions for house names.

Street Renaming and/or Property Renumbering

On very rare occasions it becomes necessary to rename or renumber a street. This is only done as a last resort when there is confusion over a street name, or a group of residents are unhappy with their street name, or new properties are built in a street and there is a need to renumber to accommodate the new properties. This will only be done when there is no alternative and existing residents are contacted and their views taken into account.

It is Council policy that, if more existing properties would have to be re-addressed than there are new properties, then renumbering of the existing properties should be strictly avoided.

Issuing the Decision and Updating the National Database

A schedule is produced periodically which details all street naming property numbering related business. This consists of plans coupled with conversion sheets showing details of plot conversions. It is sent to the applicant and to the Royal Mail, Ordnance Survey, emergency services, utility companies and other Council Departments.

The schedule is scanned and submitted to the Council's Local Land and Property Gazetteer(LLPG) custodian, who amends the LLPG accordingly and uploads it to Intelligent Addressing for incorporation in the NLPG. New addresses in the LLPG will

conform to the British Standard BS7666. When this has been done, the Property Addressing officer logs onto the NLPG Advance website and attaches scanned details to the relevant items.

Notes on Policies and Conventions

Street Naming

Each highway must have a separate name. Normally, on estates with access ways (cul-de-sacs) off the main spine road, each access way will be separately named, unless the number of properties on the cul-de-sac is very small.

Street names in the format "Church Walk off Rotherham Road" are not acceptable.

Where an existing street or similar is to be extended, it would be appropriate to continue to use the same street name. This would include the continuation of the street numbering.

Property Numbering

New properties will be given a number wherever possible. The access from the highway to the front door determines the postal address of each property. This is not necessarily the vehicular access. Within some developments the footpath will be given a name for postal addressing. The rear access for vehicles may also be given a name.

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

Buildings (including those on corner plots) will be numbered according to the street in which the main entrance is to be found. The manipulation of numbering in order to secure a prestigious address, or to avoid an address with undesirable associations, will not be authorised.

If a building has entrances in more than one street, is a multi-occupied building and each entrance leads to a separate occupier, then each entrance should be numbered to the appropriate road. Exceptions may be made, depending on circumstances, for a house divided into flats.

Blocks of flats can be given a name if there is one common access to the building. Each flat is then addressed in the following way:-

Flat 1 Roberts Court Meredith Street Rotherham

Legislation permits the use of numbers followed by letters. These will be suitable, for example, when one large house in a road is demolished, to be replaced by (say) 4 new smaller houses. To include the new houses in the existing numbered sequence of the road would involve renumbering all the higher numbered houses on the side of the road affected by the proposal. Generally, to avoid this situation, the new houses should be given the number of the old house with A, B, C or D added (i.e. 21A, 21B, 21C, 21D).

The use of letters will not be sanctioned if the new development is situated prior to the numbering scheme commencing. For example, if 4 houses were built prior to the first

property number 2, the new dwellings would not become 2A, 2B, 2C and 2D, but four individual property names would be requested.

House names can also be used for single properties in existing streets where there is no numbering system e.g. in rural areas or where there are no existing gaps in numbering. Property names should not repeat the name of the road, or that of any house or building in the area.

Appendix 2 – Proposed Charges

Street Naming and Property Numbering Fees				
Street Naming (per street)	£45			
New property addresses on an existing street	Number of properties			
	1	2-5	6-10	Over 10
	£40	£65	£100	£175 + £1 per property
Re-addressing after notification	£2 per property*			
Change to house name	£25			
Letter of confirmation of address	£25			

*number of properties affected is to be determined by RMBC. All figures are exclusive of, and not subject to, VAT.

Appendix 3 – Adoption Advert

Rotherham Metropolitan Borough Council

**Public Health Act 1925 South Yorkshire Act 1980 and Local Government
Act 2003**

NOTICE is hereby given that Rotherham Metropolitan Borough Council, in pursuance of the provisions of the Public Health Act 1925, the South Yorkshire Act 1980 and the Local Government Act 2003, intends to pass a resolution declaring that Sections 17 to 18 (inclusive) of the Public Health Act 1925 relating to the naming of streets and Section 15 of the South Yorkshire Act 1980 relating to the addressing of properties shall apply throughout the area served by Rotherham MBC.

Dated the ? day of ??

Signed:

Karl Battersby
Strategic Director
Economic and Development Services

Appendix 4 –Comparison of Street Naming and Numbering Charges published by Neighbouring Local Authorities

Barnsley MBC

Function	Number of Properties Requiring Addressing/Number of Existing Properties Requiring Re-addressing			
	1	2-5	6-10	Over 10
New property addresses on an existing street	£35	£45	£70	£125
Change to a new development after notification	£35*	£45*	£70*	£125*
Re-addressing of properties on an existing street as a result of new development	£45*	£55*	£80*	£135*
New property addresses on developments requiring a new street name/new street names	£55	£70	£95	£145

Doncaster MBC

Function	Charge
Naming of a new road which may be for any number of dwellings or industrial units (NB: if there is more than one road per development, the additional road charge applies)	£76.50 (Additional road £25.50)
Naming or numbering of more than one apartment/flat, new dwelling etc., but not involving new road naming	£53
Naming or numbering of a single building (new or existing)	£37.50

Rotherham MBC (Proposed)

Function	Charge			
Street Naming (per street)	£45			
New property addresses on an existing street	Number of properties			
	1	2-5	6-10	Over 10
	£40	£65	£100	£175 + £1 per property
Re-addressing after notification	£2 per property*			
Change to house name	£25			
Letter of confirmation of address	£25			

*number of properties affected is to be determined by the MBC. All figures are exclusive of, and not subject to, VAT.

**ECONOMIC REGENERATION AND DEVELOPMENT SERVICES
6th February, 2006**

Present:- Councillor Smith (in the Chair); Councillor Hall.(Advisor)

Also in attendance: Councillor R. S. Russell, (Chair, Regeneration Scrutiny Panel) and Councillor D. Pickering, (Vice-Chair, Planning Board)

An apology for absence was received from Councillor Walker.

181. MINUTES OF A MEETING OF THE TOWN CENTRE MANAGEMENT GROUP HELD ON 9TH JANUARY, 2006

Consideration was given to the minutes of a meeting of the Town Centre Management Group held on 9th January, 2006, and accompanying Action Plan Schedule.

Resolved:- That the minutes and Action Plan be received.

182. CHANGES TO THE METHOD OF ASSESSING REQUESTS FOR CONTROLLED PEDESTRIAN CROSSINGS

Consideration was given to a report, presented by the Transportation Unit Manager, detailing four proposed changes to the method of assessing the need for pedestrian crossings. The current methodology was set out in Appendix A to the report.

It was pointed out that the overall effect of these changes would be to target better the provision of pedestrian crossings at locations with the most need and more accurately reflect the difficulty in crossing the road. It was anticipated that the changes would enable the provision of one pelican/puffin crossing on a single carriageway road and two zebra crossings to be installed per year at an estimated cost of £100,000 at 2005 prices.

It was reported that funding was available from the Local Transport Plan Integrated Transport Capital Programme.

Members discussed:-

Ranking and scoring
Flexibility to take account of new and changing factors
Re-evaluation and review of schemes
Further funding and Pathfinder money
Section 106 contributions from developers

Resolved:- (1) That the changes to the assessment method for controlled crossings, as detailed in the report now submitted, be endorsed, and referred to the Cabinet and the Regeneration Scrutiny Panel.

14A ECONOMIC REGENERATION AND DEVELOPMENT SERVICES - 06/02/06

(2) That a yearly allocation to fund the provision of controlled pedestrian crossings from the Local Transport Plan Integrated Transport Capital Programme be approved.

(3) That a prioritised list of crossings that meet the new criteria be presented to the Cabinet Member for approval as part of the yearly approval of the Local Transport Plan Integrated Capital Programme.

(3) That all items on the prioritised list be re-assessed every three years.

(4) That the Council seek, where appropriate, an appropriate contribution from developers towards the costs.

183. SOUTH YORKSHIRE INTELLIGENT TRANSPORT SYSTEM

Consideration was given to a report, presented by the Local Transport Plan Delivery Manager, relating to progress on the proposed Intelligent Transport System (ITS) for South Yorkshire. Reference was made to economic regeneration which was leading to an increase in travel in South Yorkshire which was increasing pressure on the transport network.

It was reported that the four South Yorkshire local authorities had submitted a bid for European Regional Development Fund (ERDF) Objective 1 funding for the implementation of the strategy to provide a South Yorkshire Intelligent Transport System and this had been successful.

It was explained that the first phase included work begun under the first Local Transport Plan, in particular bus priority work. The second phase would focus specifically on the following:-

- Establishment of an ITS Control Centre for the South Yorkshire sub-region, based on development of the existing Sheffield Urban Traffic Control (UTC) Centre;
- improved monitoring of the operation of the highway network in South Yorkshire;
- improved capacity of major junctions, particularly in the Strategic Economic Zones along the M1 and between Sheffield and Rotherham to assist economic regeneration;
- provision of improved priority for public transport at major intersections, and;
- provision of improved information about traffic conditions for travellers throughout South Yorkshire.

The Project partners included Sheffield, Barnsley, Doncaster, Rotherham,

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
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