
Report To:	Environment and Regeneration Committee	Date:	29 October 2020
Report By:	Corporate Director Environment, Regeneration and Resources	Report No:	E&R/20/10/01/SJ/AW
Contact Officer:	Alan Williamson	Contact No:	01475 712491
Subject:	Road Naming		

1.0 PURPOSE

- 1.1 The purpose of this report is to seek Committee approval of (a) a Road Naming and Numbering Guidance and (b) the name of a new road in a development off of Tay Street/Tweed Street, Greenock.

2.0 SUMMARY

- 2.1 The Council regularly receives requests for new road names, usually associated with new development. The road naming process has been recognised as one which could benefit from having guidance in place, which has now been prepared and is included in Appendix 1 of this report for approval.
- 2.2 A name is required for a new road in a housing development off Tay Street/Tweed Street, Greenock. Nevis Road is proposed.
- 2.3 Ward 1 councillors met to discuss road names for the housing development on the former St Stephen's High School site in Port Glasgow. The assigned names are set out in paragraph 5.6.

3.0 RECOMMENDATIONS

- 3.1 It is recommended that the Committee:
- (a) approves the Road Naming and Numbering Guidance set out in Appendix 1;
 - (b) agrees Nevis Road as the name of a new road being created in the development off Tay Street/Tweed Street, Greenock; and
 - (c) notes the names of the roads assigned to the housing development on the former St Stephen's High School site in Port Glasgow.

Stuart W. Jamieson
Head of Regeneration and Planning

4.0 BACKGROUND

4.1 Section 97 of the Civic Government (Scotland) Act 1982 gives a local authority power to name roads within its area.

5.0 PROPOSALS

Road Naming and Numbering Guidance

5.1 The Council regularly receives requests for new road names, usually associated with new development. The current process for road naming is, to a certain extent, informal, and involves officers suggesting new road names (sometimes with input from the developer) to ward councillors and the local community council, before making a recommendation to this Committee. Officers usually suggest names based on previous uses on a site or local landmarks, or the continuation of a theme running in nearby area.

5.2 The process has been recognised as one which could benefit from having guidance in place, which has now been prepared and is included in Appendix 1 for approval. The guidance sets out the road naming process which involves consultation with the relevant ward members and community council prior to new road names being brought to Committee for approval. It also sets out the following guidance for choosing new road names:

- Use names associated with the site or the area in which it is located. These could reflect, for example, past uses of the site, nearby landmarks, or people or events particularly associated with the area. This may include the continuation of a road naming theme already in use in the area.
- Alternatively, a series of thematically linked names might be suitable, e.g. names of hills/mountains, birds, or islands. Ideally these should have a link to Inverclyde e.g. a species native to Inverclyde or present in the local area, and places should be within or viewable from Inverclyde, or have some cultural connection with Inverclyde.
- On occasion it may be appropriate to commemorate a local, national or international e.g. in the year of a Tall Ships event, or a sporting event/triumph.
- Road names should be easy to pronounce and spell. Names including punctuation e.g. apostrophes, hyphens, and abbreviations should be avoided.
- Avoid naming roads after people who are still living or recently deceased (within past 20 years).
- Avoid road names that are already used within the same town/village.
- Avoid names with adverse connotations or which could be deliberately misinterpreted.
- Developer's marketing names will not be used in addresses.

5.3 For road names suffixes, the following guidance is included:

- Road, Street, Way and Drive for through/distributor roads
- Avenue for tree-lined roads
- Lane for narrow connecting roads
- Place, Court, Gardens and Grove for cul-de-sacs
- Terrace for rows of houses
- Crescent, Circle and Square where the geometry of the road reflects that shape
- Rise for roads ascending hillsides.

5.4 The guidance also includes the conventions that will be used for property numbering.

Road naming in new development off Tay Street/Tweed Street, Greenock

5.5 The Council has received a request for the naming of roads in a new development by Oak Tree Housing Association on a site off Tay Street/Tweed Street, Greenock. A review of the proposed layout revealed that some of the development lay on an extension of the existing Ness Road. This meant one new road name was required for a new road running north from the confluence of Tay Street and Tweed Street. Oak Tree Housing Association suggested names for the new road based on a Scottish river and mountain theme, suggesting that Nevis would be apt as it would be in keeping with this theme and reflect Nevis Court which previously sat on the site to

be redeveloped. This suggestion was made to the ward councillors and Greenock South West Community Council and no objections were received. It is therefore recommended that the new road be named Nevis Road. See Appendix 2.

Road naming in new development on former St Stephen’s High School site, Port Glasgow

5.6 At the 27 August 2020 meeting of the Environment and Regeneration Committee it was agreed to delegate the naming of new roads on the former St Stephen’s High school site in Port Glasgow to the ward councillors and Councillor McCormick. Councillor McCormick subsequently declared he was happy for the ward councillors to decide the matter. A meeting was held with the ward councillors and the following names for the new roads in the development were agreed by majority decision. Councillor Curley wished it to be noted that of these names he only supported High School Road and Stanton Square. Appendix 3 illustrates how the road names will be assigned to the development.

- Coxon Drive
- High School Road
- MacLean Place
- Morrison Drive
- Parker Drive
- Stanton Square.

6.0 IMPLICATIONS

6.1 Finance

There are no financial implications associated with this report.

Financial Implications:

One off Costs

Cost Centre	Budget Heading	Budget Years	Proposed Spend this Report	Virement From	Other Comments
n/a	n/a	n/a	n/a	n/a	n/a

Annually Recurring Costs/(Savings)

Cost Centre	Budget Heading	With Effect from	Annual Net Impact	Virement From (If Applicable)	Other Comments
n/a	n/a	n/a	n/a	n/a	n/a

6.2 Legal

There are no legal implications associated with this report.

6.3 Human Resources

There are no personnel implications associated with this report.

6.4 Equalities

Equalities

(a) Has an Equality Impact Assessment been carried out?

YES

X	NO – This report does not introduce a new policy, function or strategy or recommend a substantive change to an existing policy, function or strategy. Therefore, no Equality Impact Assessment is required
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(b) Fairer Scotland Duty

If this report affects or proposes any major strategic decision:-

Has there been active consideration of how this report's recommendations reduce inequalities of outcome?

	YES – A written statement showing how this report's recommendations reduce inequalities of outcome caused by socio-economic disadvantage has been completed.
X	NO

(c) Data Protection

Has a Data Protection Impact Assessment been carried out?

	YES – This report involves data processing which may result in a high risk to the rights and freedoms of individuals.
X	NO

6.5 Repopulation

There are no repopulation implications associated with this report.

7.0 CONSULTATIONS

7.1 The Council's Head of Legal and Property Services was consulted during the preparation of this report. Relevant ward councillors and community councils were consulted on the new road names included in this report.

8.0 LIST OF BACKGROUND PAPERS

8.1 None

Appendix 1: Road naming and numbering guidance

Appendix 2: Residential development at Tay Street/Tweed Street, Greenock

Appendix 3: Residential development at Southfield Avenue, Port Glasgow

Inverclyde Council Road Naming and Numbering Guidance

Introduction

Under Section 97 of the Civic Government (Scotland) Act 1982, local authorities are given power to name roads and number premises within their areas. The Council most commonly uses these powers in relation to new developments, normally housing, which can require additional property numbers on existing roads, or a combination of new road names and property numbers. Occasionally the Council is requested to investigate queries in relation to existing property names/numbers.

The responsibility for implementing these powers sits with the Regeneration and Planning Service. The naming of new roads is a matter for the Environment and Regeneration Committee. The numbering of properties is delegated to officers.

Road naming process

The process of selecting road names for a new development will typically be prompted by a request from developers. To ensure a degree of certainty regarding the implementation of a development requiring a new road name, the Council will normally expect a building warrant to be in place before progressing road naming matters. When making a request for road names, developers may include suggestions for names of the new roads proposed.

Research will then usually be carried out by staff assigned to road naming and numbering matters, to identify appropriate names in line with the guidance below. Elected members and the community council for the area of the new development will then be contacted for their views, with a two week period provided for responses.

Reflecting any comments received, a report will then be prepared for the next available Environment and Regeneration Committee recommending names for the new roads or setting out options for names. The suggestions of the developer may not be included in the report unless these have been provided as a result of a public consultation exercise undertaken by the developer, the details and results of which were provided in time to be included in the consultation with the elected members and community council.

Following approval by the Environment and Regeneration Committee, the new road names (and property numbers) will be registered with Royal Mail and postcodes requested. Once Royal Mail have confirmed acceptance of the new addresses and provided postcodes these will be entered onto the Council's Corporate Address Gazetteer and other internal systems, and shared with other organisations that make use of addresses e.g. the Assessors, emergency services, utility companies.

The Council should be advised once properties are ready for occupation so it can advise Royal Mail to move addresses from its 'not yet built' to its 'live' database.

Road naming guidance

The following guidance should be used in selecting road names for new developments:

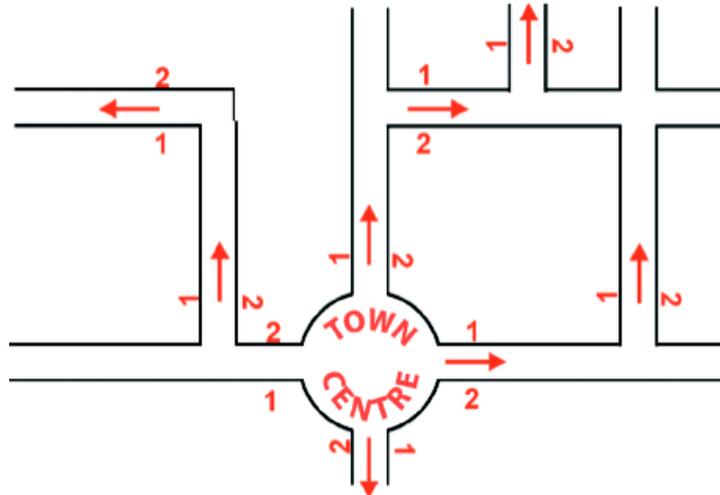
- Use names associated with the site or the area in which it is located. These could reflect, for example, past uses of the site, nearby landmarks, or people or events particularly associated with the area. This may include the continuation of a road naming theme already in use in the area.
- Alternatively, a series of thematically linked names might be suitable, e.g. names of hills/mountains, birds, or islands. Ideally these should have a link to Inverclyde e.g. a species native to Inverclyde or present in the local area, and places should be within or viewable from Inverclyde, or have some cultural connection with Inverclyde.
- On occasion it may be appropriate to commemorate a local, national or international e.g. in the year of a Tall Ships event, or a sporting event/triumph.
- Road names should be easy to pronounce and spell. Names including punctuation e.g. apostrophes, hyphens, and abbreviations should be avoided.
- Avoid naming roads after people who are still living or recently deceased (within past 20 years).
- Avoid road names that are already used within the same town/village.
- Avoid names with adverse connotations or which could be deliberately misinterpreted.
- Developer's marketing names will not be used in addresses.

Road name suffixes should reflect the type of road proposed, for example:

- Road, Street, Way and Drive for through/distributor roads.
- Avenue for tree-lined roads
- Lane for narrow connecting roads
- Place, Court, Gardens and Grove for cul-de-sacs
- Terrace for rows of houses
- Crescent, Circle and Square where the geometry of the road reflect that shape
- Rise for roads ascending hillsides.

Property numbering

When numbering properties on a street, the centre of the town or village is taken as the starting point (origin) for all numbering. Numbers increase in a direction away from the origin. The general rule is that odd numbers be on the left hand side of the street and even numbers on the right hand side – with the exception of some small cul-de-sacs, in which consecutive numbering in a clockwise direction may be more appropriate. For subsequent streets, numbers increase in a direction away from the adjoining main street nearest the origin.



In exceptional circumstances, for example in a cul-de-sac or where it is unlikely a street will ever be extended or made a through road, consecutive numbers should be allocated commencing with no.1 on the left and numbering clockwise. The Council will not avoid the use of the number 13 when numbering properties.

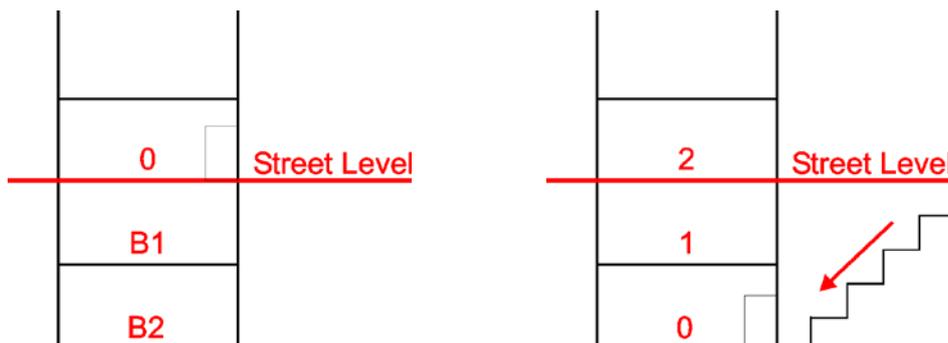
Gap Site Numbering

Where a gap site is being developed, individual numbers should be allocated wherever possible. However, where this is not possible, (for example the demolition of tenement blocks being replaced by main door dwellings) a suitable suffix should be allocated.



Property Floor Levels

Floor Level 0 should be assigned to the Floor Level having the lowest access point from/to the building. Any floors below 0 and only accessible via floor 0 should be classed as basements and designated B1, B2, etc. and floors above 0 designated 1, 2, etc. Note that in some cases Floor Level 0 will not be the level from which the building's postal address is derived.



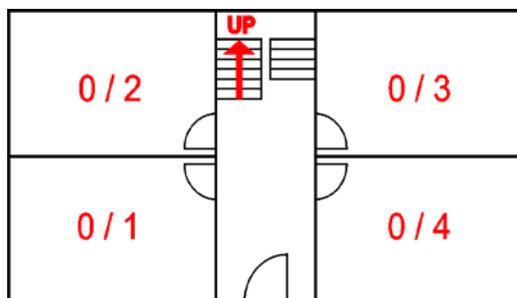
Residential Property Sub-Division

Where a property is sub-divided a relevant unique number should be allocated wherever possible. If this is not possible, the numbers should be derived by adding an appropriate suffix to each one of the properties. For example the sub-division of number 10 would result in the allocation of numbers 10A and 10B.

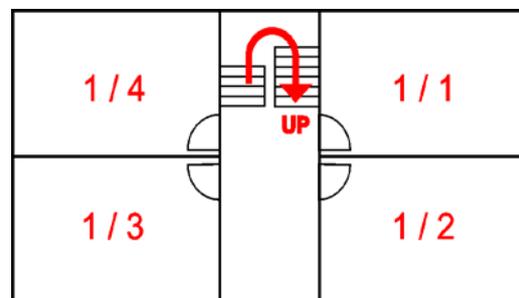
In the same way, if a basement property is formed then a relevant suffix should be allocated to both the ground and the basement property.

Residential Property – Flat Numbering

All flats with a common entrance should, wherever possible, be numbered in a clockwise direction with the first flat number being the first from the left on each landing.



Ground Floor

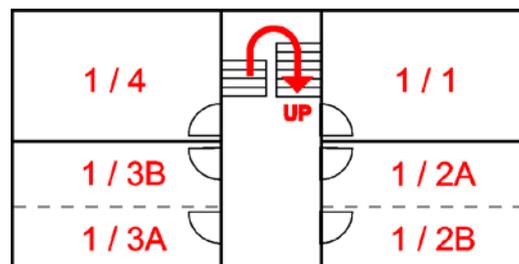


First Floor

Where there is only one flat on each floor it should be numbered as first from left. i.e. 0/1, 1/1 etc. There may be some exceptions to this rule, for example where there are mezzanine levels. House numbers in these cases may be used but only as a last resort.

Residential Property – Sub-Divided Flats

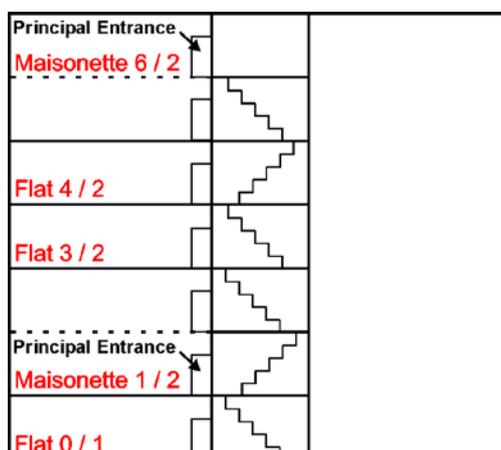
Where a flat to which a flat number has already been allocated is subdivided, new flat numbers should be allocated within the confines of the established flat numbering.



First Floor Sub-division

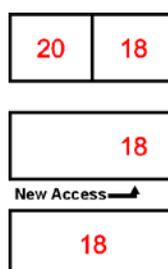
Residential Property – Maisonettes

Maisonettes should always be numbered to the floor level containing their principal entrance. There may be floor levels where there is no principal entrance to any maisonette or flat. However these floor levels must be counted to allow for possible future sub-division of maisonettes into flats.



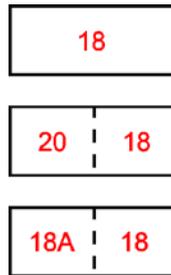
Merging of Retail/Commercial Main Door Property

Where adjoining retail/commercial units are merged into a single unit a number must be allocated from the existing numbering. This should be done in relation to the access point of the merged premises.



Retail/Commercial Main Door Property Sub-Division

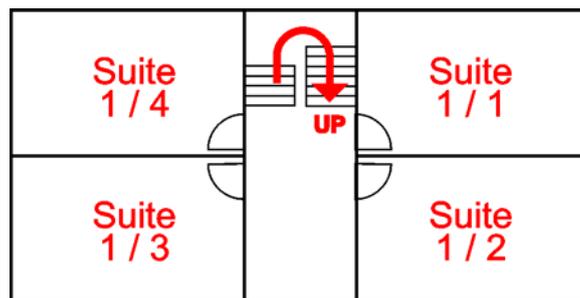
Where a retail/commercial property is sub divided a unique number should be allocated where possible. If this is not possible the current occupier should **retain the original number[#]** and the new occupier will have a suffixed number.



Generally the current occupier in a retail/commercial subdivision will want to retain the original number as he/she will have made an investment in business stationery etc. with his original address.

Retail/Commercial Sub-Property Numbering

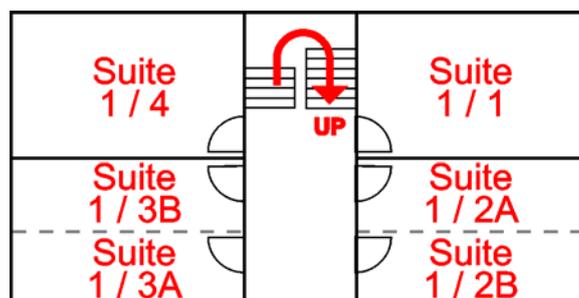
Retail/Commercial Sub-Property Numbering should follow exactly the same convention as Residential Property Flat Numbering as set out in section 5. Substitute the word Flat with Unit / Suite as appropriate.



First Floor

Retail/Commercial Sub-Property – Sub-Division

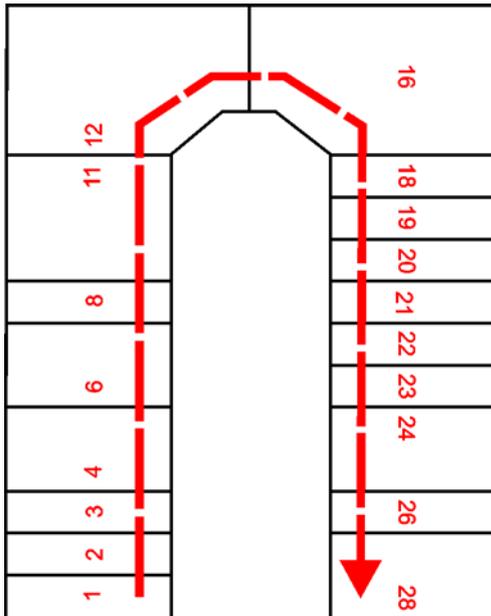
Where a retail/commercial property unit is sub divided the same convention as Residential Property Sub-divided flats should be used.



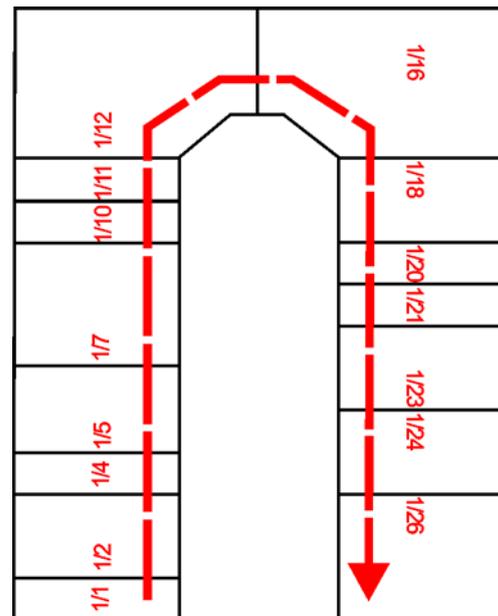
First Floor Sub-division

Shopping Malls (i)

When numbering Shopping Malls the units should be numbered in a clockwise fashion from the left wherever possible. Where a larger or double unit exists a gap should be left in the numbering to accommodate any future sub division, which may occur. If the development is multi storey then the upper storey unit numbers should be prefixed with the level on which they are situated. Where more than one entrance exists numbering should start from the main entrance.



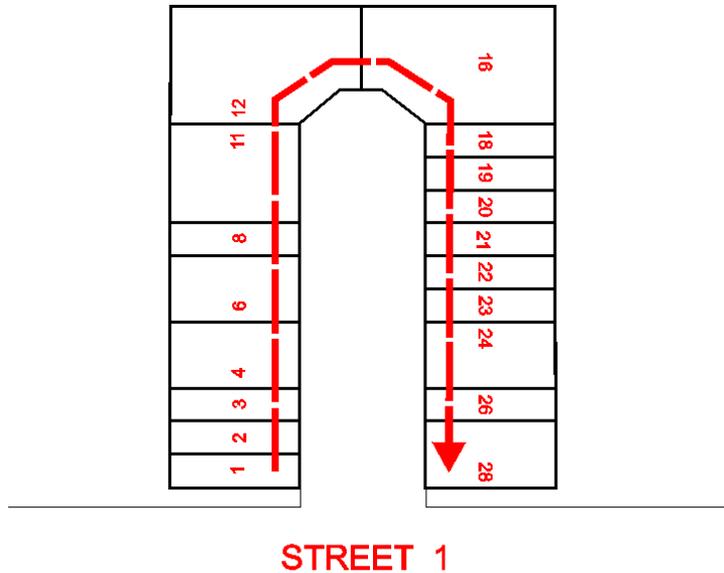
Ground Floor



First Floor

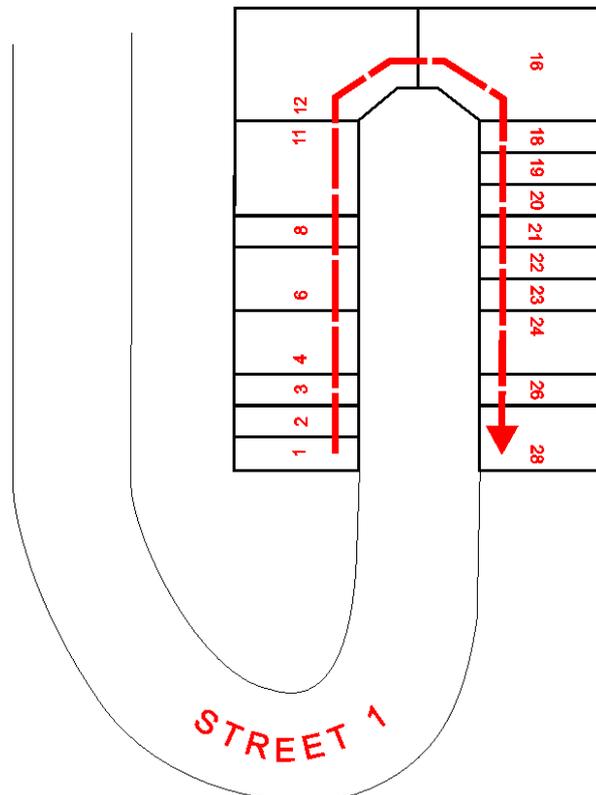
Shopping Malls (ii)

Where a shopping mall has been erected on a named street a suitable street number should be allocated, and the units within it uniquely identified by level and unit numbers. Where a single occupation will cover a large or conjoined unit a gap should be left in the numbering in order to accommodate any future sub division which may



occur. Where a unit has a street entrance of its own, a street number should be allocated in the normal fashion.

Where a new road is named as a result of a shopping mall development an appropriate street number (s) should be allocated, bearing in mind any future



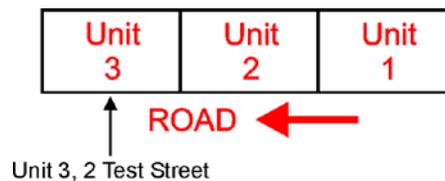
development which may occur in the area. The units within it should be uniquely identified by level and unit numbers. Where a single occupation will cover a large or conjoined unit a gap should be left in the numbering in order to accommodate any future sub division which may occur.

Industrial Units

Where possible a separate number should be allocated to each individual unit.



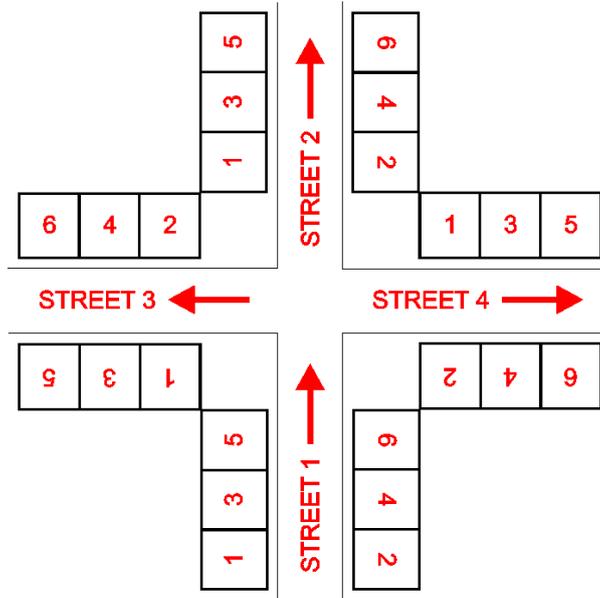
Where this is not possible a unique unit number should be allocated to each unit. See below as an example of how this could be handled. The layout of the development would of course dictate the sequence of the unit numbering, but the principle should be the same. The officer should allocate the unit numbers at the same time as numbering the whole property.



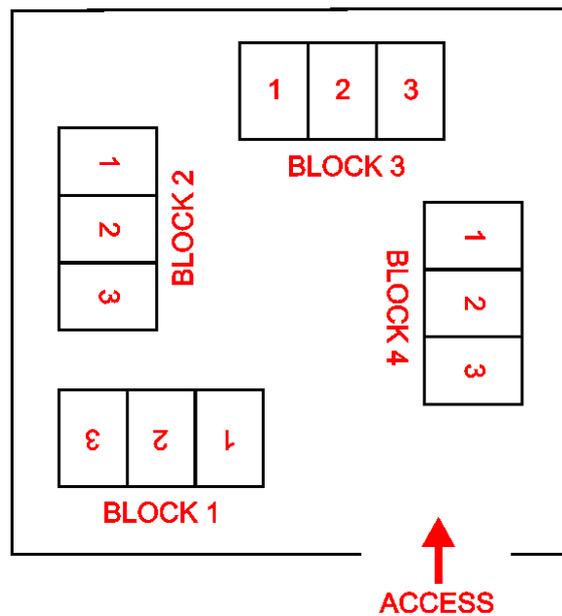
Where more than one block of units exists within the same property number a block identifier should be allocated.

Industrial Estates

Where the internal roads within an industrial estate have been named, the normal procedure for street numbering should be applied. Where a single occupation will cover a large or conjoined unit, a gap should be left in the numbering in order to accommodate any future sub division which may occur.



Where the internal roads are unnamed and for access purposes only then a suitable street number should be allocated to the entire site and block and/or unit numbers allocated to the properties. Where a single occupation will cover a large or conjoined unit a gap should be left in the numbering in order to accommodate any future sub division which may occur.



APPENDIX 2



APPENDIX 3

