

Supplementary Papers



Listening Learning Leading

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FOR THE MEETING OF

General Licensing Panel

held in the Meeting Room 1, Abbey House, Abbey Close, Abingdon, OX14
3JE

on Monday 17 April 2023 at 10.00 am

Open to the public including the press

- 1 **Proposal to add White Lane into 7 property addresses in Bix** (Pages 2 - 18)
To consider the report by the Head of Corporate Services.

Panel of the General Licensing Committee



Report of Head of Corporate Services

Author: Sally Worsley, Street Naming and Numbering Officer

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E-mail: sally-anne.worsley@southandvale.gov.uk

To: Licensing Acts Panel

DATE: 20 February 2023

Proposal to add White Lane into 7 property addresses in Bix where a street name plate exists but White Lane has not been recognised by Royal Mail

Recommendation

To review the evidence regarding the proposal to add White Lane into 5 residential addresses and 2 commercial addresses in Bix, and to decide whether the street should be formally named as originally intended

Purpose of Report

To present the evidence to the panel to enable the panel to make a decision on the recommendation in the best interests of residents affected

Background

The street naming and numbering function is to ensure properties are given either a number as part of a consecutive numbering system or a house name that is not duplicated within the vicinity, and a street name. A street name plate and a prominently displayed house number or name is for the safety of residents as they provide a visual, on the ground guidance for the drivers of the emergency services.

The district council is the street naming and numbering authority and is responsible for creating and changing the first two lines of all addresses as required under

Sections 13 and 14 of the Oxfordshire Act 1985. Royal Mail is responsible for applying the remainder of the address. The district council is also responsible for displaying street name plates at the extents of all streets but is only permitted to do so when a street has been named under the relevant enactment. This would also include the previous Act, Section 64 of the Towns Improvements Act 1847.

Some rural settlements are without the benefit of street names and may have a few unnamed streets running in different directions within the settlement. The settlement of Preston Crowmarsh has one main unnamed street running through it and it's numbered 1 to 114 Preston Crowmarsh, which provides a consecutive sequence. But where a settlement has more than one unnamed street and the properties are all named it's more difficult for the emergency services to find the correct property.

In late 1998 Bix and Assendon Parish Council made a request to the district council to officially name White Lane (**See Letter Appendix 1**). The district council duly proposed the naming and carried out a 28-day consultation as required by Section 13 of the Oxfordshire Act 1985 (**See Public Notice and Plan Appendix 2**). Three objections were received (**See Objections Appendix 3**), and the matter was referred to the Community Services Committee on 18 March 1999. It would appear the committee found in favour of the district council's proposal as a letter confirming the naming was sent to Bix and Assendon Parish Council on 19 March 1999 (**See Letter Appendix 4**). A street name plate was subsequently installed at the western extent of White Lane. Unfortunately, White Lane was never added to Royal Mail's postal addresses, which was only noticed by the district council several years later; but too late to just add the name without carrying out another consultation.

In January 2023 a resident of one of the properties in White Lane made a telephone request to the district council to have White Lane added to their postal address. However, Royal Mail would require all the addresses with the same post code to have White Lane included. Therefore, it was necessary to repeat the 28-day consultation which was carried out between the 12 of January and 10 of February 2023. (**See Covering Letter, Public Notice and Plan Appendix 5**). The consultation resulted in two objections which were received from the same household (**See Objections Appendix 6**).

Financial Implications

4. None.

Legal Implications

5. None.

Risks

6.

Other Implications

7.

Conclusion

8. Royal Mail addresses are sold on a commercial basis and appear on all manner of web site address dropdowns. There is also an increasing number of organisations referring to Royal Mail as the benchmark for official addresses and post codes. It's therefore crucial that the district council and Royal Mail addresses are in step. Street name plates should only be present where the street name is part of any corresponding address and may cause confusion if the expected street name is missing. To ensure that there is a consistent position it is considered appropriate that either the street name is added to the seven addresses to accord with the street name plate, or the addresses are left as they are, and the street name plate is removed.

Background Papers

- Plan showing the extent of White Lane and the properties involved.

BIX AND ASSENDON PARISH COUNCIL

CLERK: [REDACTED]

5.11.1998

[REDACTED]
 Administrative Officer,
 Public Amenities Team
 S.O.D.C.



Dear [REDACTED]

LANE NAMING ? BIX & ASSENDON PARISH

Thank you for your letter of 15th June 98 addressed to [REDACTED] and passed to me for action.

As you note, the response to the proposed names put forward by the Parish Council was mixed in the extreme. However, the Council is firm in its resolve to alleviate the problems faced by many entering the village for the first time wishing to locate a house.

As you will appreciate, it would be impossible to satisfy the wishes of all responders since many are in conflict, and at the meeting of the Parish Council on 28th Sept.98 it was agreed that recommendations would be made such that the need for identification would be met combining simplicity and economy, and bearing in mind certain objections.

In the case of BROADPLAT & BIX BOTTOM it was felt that these were adequately signed and that NO ACTION be taken.

OLL BIX ROAD be signed adjacent to the Church only. This reflects objections of Lower Assendon residents to signing.

*** RECTORY LANE to be signed from Bix Crossroads running to join the acknowledged Rectory Lane which runs from 'Bix Field' to the Bix Bottom triangle. The use of this name is supported by the O.S. Map of 1880 which shows the new church of St. James with (Rectory) alongside.

I note your comments regarding WHITE LANE, however, it is the
 Page 5
 /view

BIX AND ASSENDON PARISH COUNCIL

CLERK: [REDACTED]

Page 2

view of the Council that there is no case for the lane running along the common field to be named Rectory Lane simply because one house is named The Old Rectory, which in itself is a misnomer since it was the New Rectory. Our recommendation is that WHITE LANE which ~~is~~ runs from Middle Assendon to 'PEPPERS' should be extended to the residence 'BIX FIELD'

The foregoing does meet the requirement of assisting in the identification of properties whilst keeping the number of signs in the villages to a minimum.

Yours sincerely,

[REDACTED]
[REDACTED] Chairman Bix & Assendon P.C.
[REDACTED]
[REDACTED]

*** RECTORY LANE. The Council request no formal sign for this lane at its northern end by Bix Bottom triangle, but would accept a modest addition to the finger post indicating the lane.

SOUTH OXFORDSHIRE DISTRICT COUNCIL

PUBLIC NOTICE

**STREET NAMING, BIX AND ASSENDON
PARISH**

**AT THE REQUEST OF BIX AND ASSENDON
PARISH COUNCIL THE SOUTH OXFORDSHIRE
DISTRICT COUNCIL PROPOSE TO NAME THIS
SECTION OF ROAD AND TO ERECT A STREET
NAME PLATE AT THIS JUNCTION**

THIS ROAD WILL BE NAMED

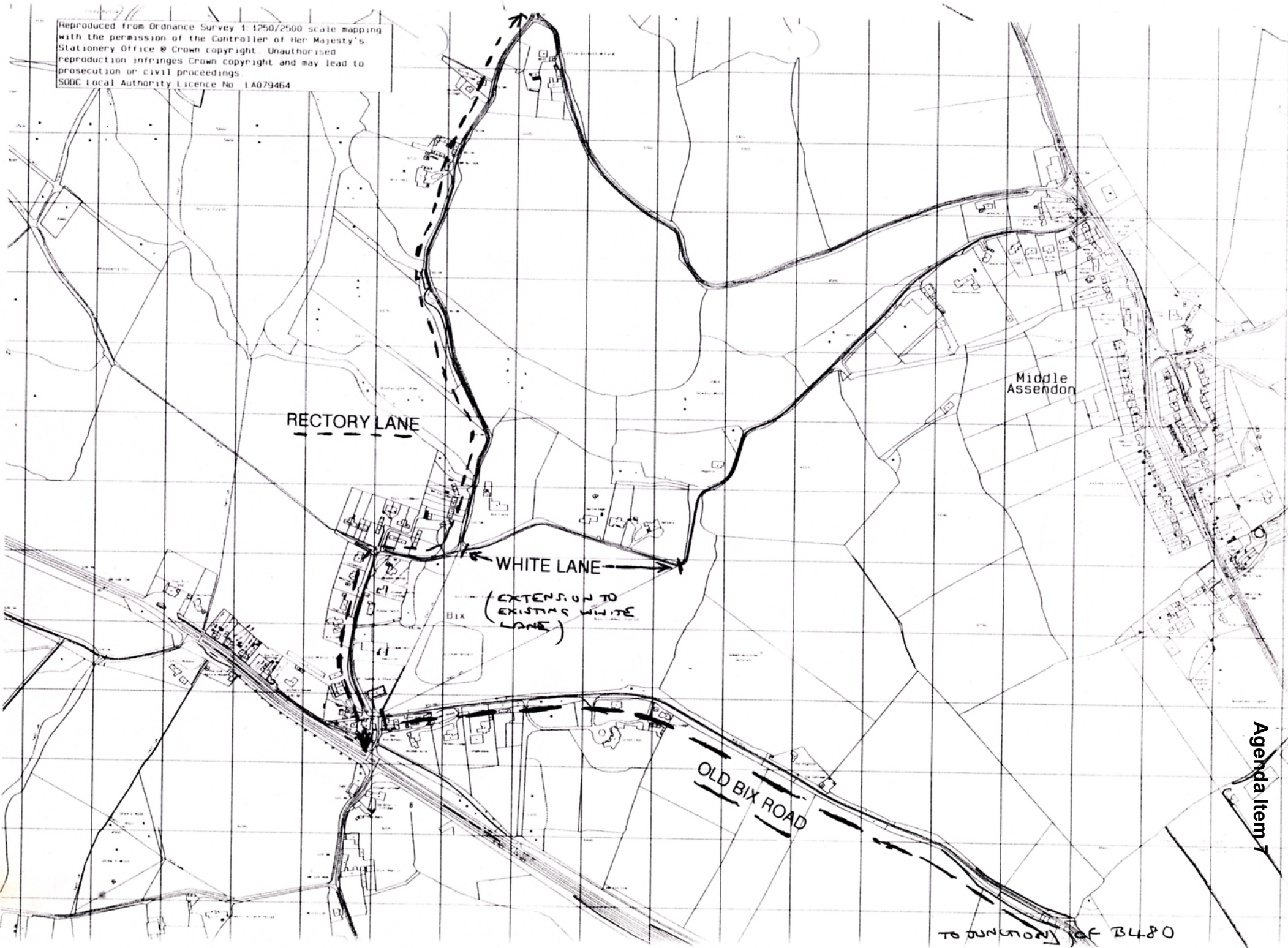
WHITE LANE

**OBJECTIONS TO THIS PROPOSAL MAY BE MADE
IN WRITING TO THE ADDRESS GIVEN BELOW
BEFORE 22 JANUARY 1999**

**PUBLIC AMENITIES TEAM, SOUTH OXFORDSHIRE DISTRICT
COUNCIL, PO BOX 86, COUNCIL OFFICES, CROWMARSH,
WALLINGFORD, OXON OX10 8AT**

SOUTH OXFORDSHIRE DISTRICT COUNCIL

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TO JUNCTION OF B480

[REDACTED]
**Bix Field
Bix
Henley-on-Thames
Oxon RG9 6BW**
[REDACTED]

[REDACTED]
19th January 1999

[REDACTED]
Public Amenities Team
South Oxfordshire District Council
P.O. Box 86
Crowmarsh
Oxfordshire OX10 8AT



Dear Madam

Signage - Bix Village

I am writing formally to register my formal objection to naming various roads in the village of Bix.

My house fronts the North side of Bix Common and I have lived in Bix for some 35 years.

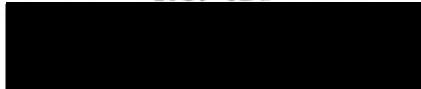
I object strongly to the proposal to call the road fronting my property White Lane and the road adjoining it Rectory Lane - they have never been called these in all the years I have lived in the house.

I consider that it makes a rural area suburban in character and is only likely to cause extreme confusion.

I hope that serious consideration will be given to my official objection.

Yours faithfully
[REDACTED]

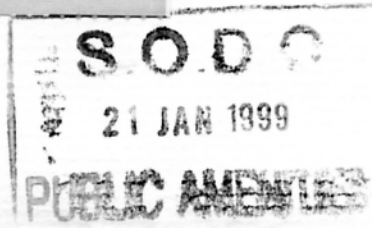
THE OLD RECTORY,
BIX,
HENLEY-ON-THAMES,
OXFORDSHIRE,
RG9 6BP



19 January 1999



Administrative Officer
Public Amenities Team
SODC PO Box 86
Wallingford Oxon OX10 8AT.



Dear

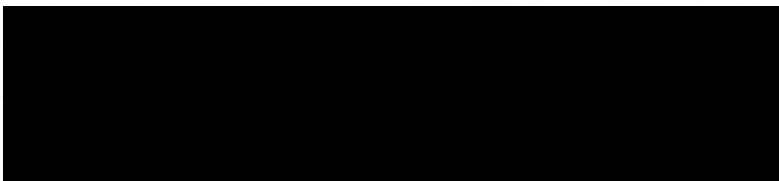
STREET NAMING - BIX

As we will be unable to attend the meeting in March we would like to lodge our objection to the proposed naming of the lanes in Bix.

We feel that the naming of 'Rectory Lane' and 'White Lane' would serve no useful purpose and would just add to the confusion. When delivery people come to my door asking the whereabouts of other houses, as happens quite often, they usually are looking for houses in Bix Bottom, Bottom House on the Fairmile or houses on the other side of the common.

This is a small rural community with many unnecessary and inappropriate road signs. We do feel that this proposal is a waste of money.

Yours sincerely,

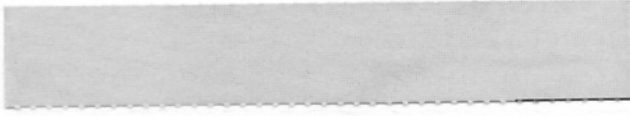


Deerswood, Bix Common, Henley on Thames, Oxfordshire. RG9 6BP

20 January 1999



Public Amenities Team
South Oxfordshire District Council
P O Box 86
Council Offices
WALLINGFORD
Oxon



Dear Sirs

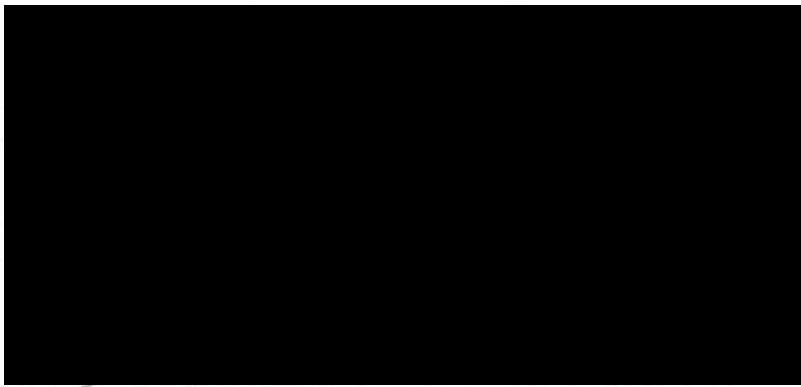
White Lane

I understand from a notice posted on the common that you propose to name the road in front of our house that faces the common "White Lane". We object strongly to this proposal. There are only 4 houses facing the common and although we have lived here less than a year, we have no difficulties in people or deliveries finding us.

Not only does the naming seem unnecessary but the name does not seem relevant in any way to the common.

I hope your Council will therefore abandon the proposal and leave the situation unchanged.

Yours faithfully



South Oxfordshire District Council

[REDACTED]
Clerk to Bix and Assendon Parish Council

Ask for: Mrs [REDACTED]
Direct Line: [REDACTED]

Our ref: 5909

Date: 19 March, 1999

Dear [REDACTED]

NAMING OF EXISTING ROADS, BIX AND ASSENDON PARISH

For your information and records three roads have been named as shown on the enclosed plan.

Five street name plates will be ordered and erected in the locations previously agreed with the parish council.

Yours sincerely

[REDACTED]
Administrative Officer
Public Amenities Team

Corporate Services

HEAD OF SERVICE: Mark Minion



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The Owner/Occupier

[REDACTED]
Bix
HENLEY-ON-THAMES
RG9 6BP

CONTACT OFFICER: **Sally Worsley**
Sally-anne.worsley@southoxon.gov.uk
Tel: 01235 422344

South Oxfordshire District Council
Abbey House
Abbey Close
ABINGDON
OX14 3JE

Our Ref: BNN/23/0000004

16 March 2023

Dear Sir/Madam

RE: Official naming of White Lane, Bix, HENLEY-ON-THAMES RG9 6BP

I am writing to inform you that the district council has been asked to repeat the process of officially naming White Lane. I believe the process was carried out several decades ago, but White Lane was never added by Royal Mail to the property addresses of those properties accessed from White Lane.

In future the extents of White Lane in Bix will run from between the properties known as Bix Field and Westgate House to just past the property known as Peppers. The reason for this is that Bix Field has a different post code and therefore would not be able to have White Lane added to their address. The visible solution to this would be to change the existing street name plate for White Lane at the junction with Rectory Lane to read:

LEADING TO WHITE LANE

And then add another sign for White Lane at the new start of the named street. I have written to the owner/occupier of Bix Field to explain the district council's proposal. Should the owner/occupier choose to be included in White Lane then the street name plates wouldn't change unless we received a request to update them.

To name a street which is officially unnamed the district council must carry out a 28-day public consultation as required by Section 13 of the Oxfordshire Act 1985. This involves displaying a public notice at the extents of the section of street to be named. The notice must state the name of the section of street and how those owner/occupiers affected may object. A copy of the notice is enclosed.

If White Lane becomes the official name of the street your property is accessed from your address will be known as:



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[REDACTED]
White Lane,
Bix
HENLEY-ON-THAMES
RG9 6BP

I will write or email the results to you at the end of the consultation.

Kind regards

SALLY WORSLEY
GIS Team Leader &
Street Naming and Numbering Officer



Listening Learning Leading

PUBLIC NOTICE

**SOUTH OXFORDSHIRE DISTRICT COUNCIL
PROPOSE TO OFFICIALLY NAME THIS SECTION
OF THOROUGHFARE LOCALLY KNOWN AS
WHITE LANE AS**

WHITE LANE

**THE EXTENT OF WHITE LANE WILL RUN FROM
THIS LOCATION FOR APPROXIMATELY 500
METRES IN THE DIRECTION OF MIDDLE
ASSENDON AND STREET NAME PLATES WILL
BE ERECTED AT EACH EXTENT.**

**OBJECTIONS TO THIS PROPOSAL MAY BE MADE IN WRITING
TO THE EMAIL ADDRESS GIVEN BELOW BEFORE**

FRIDAY 10TH FEBRUARY 2023

Our Ref: BNN/23/0000004


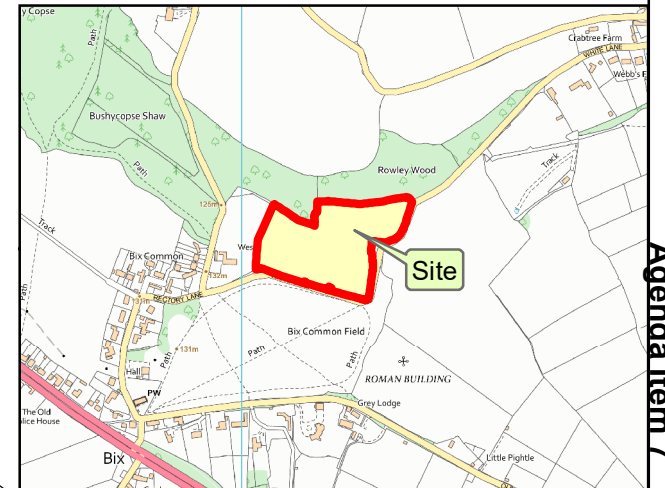
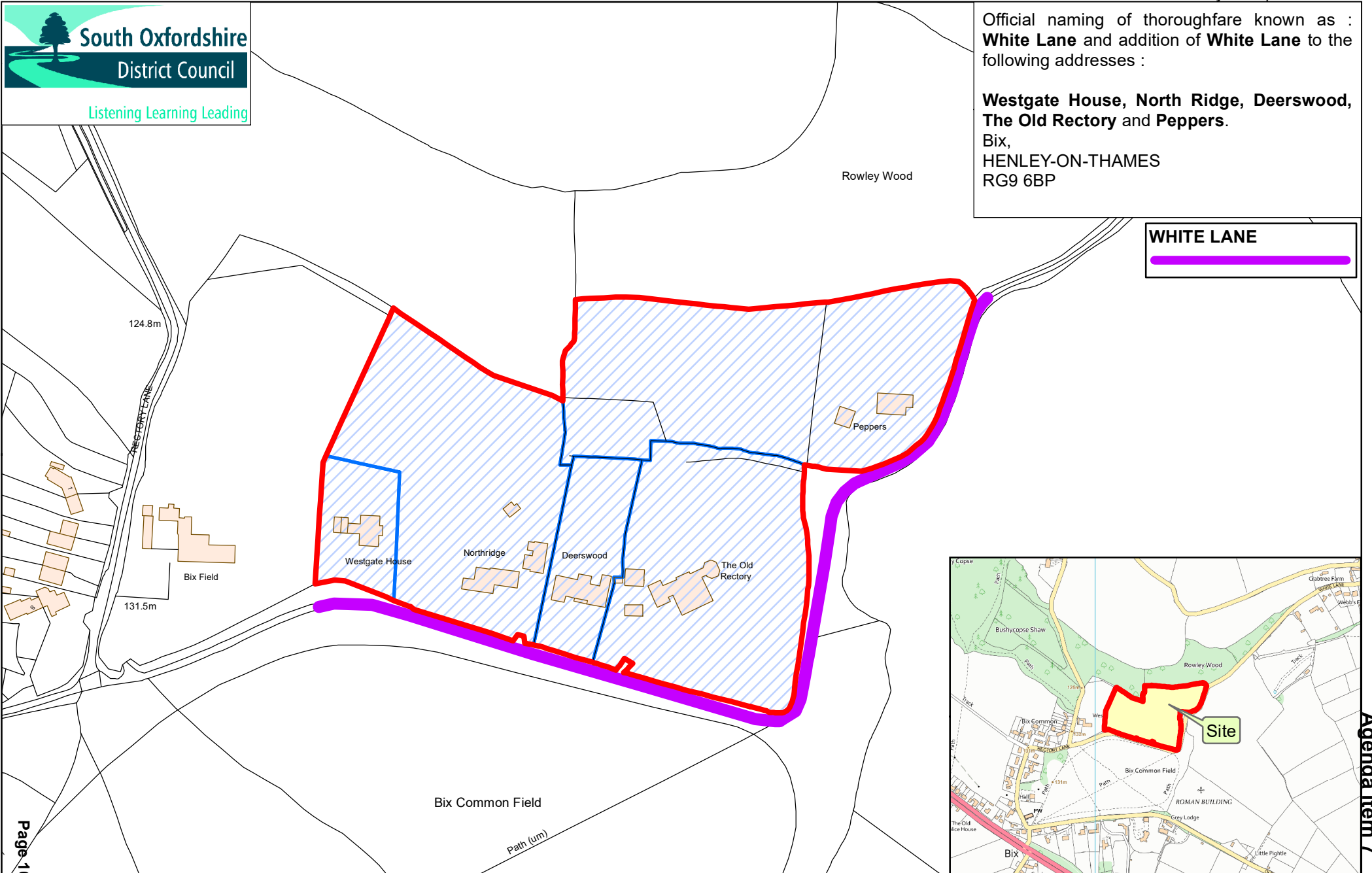
bissnn@southoxon.gov.uk



Official naming of thoroughfare known as :
White Lane and addition of **White Lane** to the following addresses :

Westgate House, North Ridge, Deerswood, The Old Rectory and Peppers.
Bix,
HENLEY-ON-THAMES
RG9 6BP

WHITE LANE

BNN/23/0000004

[REDACTED]
Thu 12/01/2023 18:58

To: BISSNN <BISSNN@southandvale.gov.uk>

EXTERNAL

Dear SODC

I write with reference to changing the addresses of properties along 'white lane' to include 'white lane' in the address. I object to this on the basis of disruption to financial affairs, including credit rating, that changing the address would cause as well as disruption to business owners along the road needing to re register their business address.

Kind regards

[REDACTED]
Sent from my iPhone

This email originates from outside of the council.

Keep this in mind before responding, opening attachments or clicking any links, unless you recognise the sender and know the content is safe.

If in any doubt, the grammar and spelling are poor, or the name doesn't match the email address then please contact the sender via an alternate known method.

BNN/23/0000004

[REDACTED]
Sat 14/01/2023 08:25

To: BISSNN <BISSNN@southandvale.gov.uk>

EXTERNAL

Dear Sir / Madam,

I am writing to formally object to the proposal of officially naming White Lane, Bix, Henley-on-Thames, RG9 6BP. This change of address will likely have a significant negative impact to my business registered at the address and my personal financial situation. In terms of legal administration and credit rating. In addition to my objection on these grounds given the postcode covers relatively small number of addresses it is not necessary from the perspective of those trying to find the address. It is easy to locate for deliveries and visitors.

Yours faithfully,

[REDACTED]
This email originates from outside of the council.

Keep this in mind before responding, opening attachments or clicking any links, unless you recognise the sender and know the content is safe.

If in any doubt, the grammar and spelling are poor, or the name doesn't match the email address then please contact the sender via an alternate known method.