

UNC Workgroup 0468 Minutes **Unique Property Reference Number (UPRN) Population by Gas** **Transporters**

Tuesday 11 February 2014

Consort House, 6 Homer Road, Solihull, B91 3QQ

Attendees

Bob Fletcher (Chair)	(BF)	Joint Office
Helen Cuin (Secretary)	(HCu)	Joint Office
Adam Pearce	(AP)	ESP
Alex Ross-Shaw	(ARS)	Northern Gas Networks
Andy Clasper	(AC)	National Grid Distribution
Bryan Hale*	(BH)	EDF Energy
Chris Warner	(CW)	National Grid Distribution
Colette Baldwin	(CB)	E.ON UK
David Addison	(DA)	Xoserve
David Mitchell	(DM)	Scotia Gas Networks
Hilary Chapman	(HCh)	Xoserve
Jane Johnson	(JJ)	Ordnance Survey
Jenny Rawlinson	(JR)	GTC
Kiera Samra	(KS)	RWE npower
Maria Hesketh	(Mhe)	Scottish Power
Mark Jones*	(MJ)	SSE
Martin Shaw	(MS)	Ordnance Survey
Shaun Bennett	(SB)	Ordnance Survey
Trevor Peacock*	(TP)	Fulcrum Pipelines

* via teleconference

Copies of all papers are available at: www.gasgovernance.co.uk/0468/110214

The Workgroup Report is due to be presented at the UNC Modification Panel by 17 April 2014.

1.0 Review of Minutes and Actions

1.1 Minutes

BF confirmed that the following post meeting note and an additional action had been added to the previous minutes:

Post Meeting Note - Additional observations:

JJ agreed to provide an idea of the percentage of UPRNs that change between the provisional and confirmed stages.

JJ clarified that a number of UPRNs are allocated to a proposed development but at that stage are not specific to plots. Once the house numbers are known the UPRNs are allocated to the specific house numbers. If the house number transpires to be incorrect the UPRN changes with the house number and away from the plot. Therefore, the UPRN is not derived by co-ordinates.

JJ and RH agreed to attend the meeting scheduled for 11 February.

Action 0104: Ordnance Survey to provide an idea of the percentage of UPRNs that change between the provisional and confirmed stages.

The minutes of the previous meeting were accepted.

1.2 Actions

Action 0101: Xoserve to create a process flow to manage address creation.

Update: HCh provided an address creation / amendment [flow diagram](#) and explained the PAF validation process. **Complete.**

Action 0102: Ordnance Survey to provide a view on likely licence requirements.

Update: See item 2.0. Discussion. **Complete.**

Action 0103: E.ON to consider required business rules.

Update: Item deferred. **Carried Forward.**

Action 0104: Ordnance Survey to provide an idea of the percentage of UPRNs that change between the provisional and confirmed stages.

Update: SB provided an update. See item 2.0. **Complete.**

2.0 Discussion

SB provided a presentation on the use of Address Base for UPRN creation (this presentation was not for general circulation).

SB explained the six stages of the Basic Land and Property Unit (BLPU) state: under construction, in use, unoccupied, no longer existing, planning permission granted and null unknown/not applicable. SB clarified surveyors visit developments on a six week cycle for re-surveying and updating the data.

SB provided a set of BLPU UPRN allocation statistics for 2013 with a breakdown of the six stages. Of the total population provided 27.1% were under construction, 49.6% were in use, 1.2% unoccupied, 0.3% No longer existing, and 1% Planning permission granted 1.0%, 20.8% unknown.

MS explained that Address Base is an amalgamated database developed in joint partnership with the Government, Local Authorities and Ordnance Survey to maintain a definitive address base.

The Workgroup considered the use of the UPRN, associating the MPRN against the UPRN, at what point this should be undertaken for certainty, the validation of a matching process and the benefits of using the process.

The Workgroup considered how the data could be automatically matched. There was a desire to systemise the matching process as much as possible. JR asked if Ordnance Survey could illustrate how the address update process works with some actual development data. JJ suggested an iGT provided a sample set of data to work with and test the likely success criteria of matching two sets of data. Ordnance Survey, Xoserve and iGTs agreed to undertake a sample matching exercise to establish the likely benefits of using Address Base and matching MPRNs with UPRNs.

JJ explained the licence requirements and outlined how she envisaged this could be managed for this modification. To allow ratification JJ needed a clear understanding of the organisations involved, and how the information would be used and disseminated. To indicate how the licence fees could be managed with a best fit without being cost prohibited, Ordnance Survey would need to consider the structure and what the process was going to be. If there was a collective agreement the Workgroup needed to consider the ownership of the licence for example would it reside with Xoserve. The Workgroup would also need to provide a complete chain of involved parties; Transporters, Shippers, Suppliers. Ordnance Survey would also need to ensure they are not acting in an

anticompetitive environment and ensure they do not breach any Terms and Conditions Ordnance Survey have with other parties or corporate groups.

CB believed that all organisations need to understand how the process could work and how information is likely to be used within their organisations. CB explained that Suppliers may for example use a cosmetic addresses for billing processes. This may be based very closely to PAF but a customer may have an express preference for inclusion of additional address lines. CB explained some organisations may wish to use the data throughout internal processes or limit its use to certain processes. It was recognised that not all Shippers may want to use the data in the same way.

The Workgroup considered the use of data for companies who use UPRN for other processes and already have a license, for example licensing for use in the electricity market or purchased for a particular process.

JJ suggested that Ordnance Survey could look at the licence requirements for the scope of this modification and then consider individual organisation requirements if these needed to be different between organisations.

TP asked about the charge for licence and user numbers. JJ explained the use of a corporate licence which could be used for an unlimited number of users but other licences that exist for geographical banding with a limited number of users.

JJ expressed concern that having a separate licence requirement per organisation may prohibitive for smaller users and act as a barrier to competition.

DA believed for further progress to be made, organisations need to consider the requirements further and how data is likely to be passed around the industry to enable a clear indication to be given to Ordnance Survey to understand and provide a view on the Licence requirements.

Action 0201: Ordnance Survey, Xoserve and iGTs to undertake a sample matching exercise to establish the benefits of using Address Base and matching UPRNs.

Action 0202: All parties to consider and provide a view on the benefits and organisational requirements of using the Address Base and UPRN data.

Action 0203: Ordnance Survey to consider the options for Licence requirements (following completion of action 0202)

Action 0204: Xoserve to provide an insight into address updates and address rejections with sample data.

Action 0205: Ordnance Survey to provide an update on the Improvement Service Scotland and identify the provision of planning permission data.

Action 0206: Ordnance Survey to provide the percentage of UPRNs that change between the provisional and confirmed stages, and an alternative property.

Action 0207: Ordnance Survey to confirm the relationship / accuracy of the relative point code and Easting's and Northing's coordinates

It was agreed to extract the benefits outline from Modification iGT056 and include these as a post-meeting note to the minutes.

Post Meeting Note:

Use of the UPRN will facilitate improved premise recognition by introducing a single unique reference number related to the premise as opposed to the mixture of meter and premises definitions currently used, this will also assist in more accurate address population across the energy industry. DECC would like to see Gas Transporters and Electricity Distribution Network Operators hold the UPRN which will allow spatial referencing of premises and will tie electricity MPANs and gas MPRNs together to improve data quality.

3.0 Business Rules

Item deferred.

4.0 Any Other Business

None.

5.0 Diary Planning for Review Group

Further details of planned meetings are available at: www.gasgovernance.co.uk/Diary

Workgroup meetings will take place as follows:

Time / Date	Venue	Workgroup Programme
10:30 Monday 24 March 2014	31 Homer Road, Solihull, B91 3LT (<i>venue subject to change</i>).	

Action Table

Action Ref	Meeting Date	Minute Ref	Action	Owner	Status Update
0101	20/01/14	2.0	To create a process flow to manage address creation.	Xoserve (DA)	Complete
0102	20/01/14	2.0	Ordnance Survey to provide a view on likely licence requirements.	Ordnance Survey (JJ/RH)	Complete
0103	20/01/14	2.0	E.ON to consider required business rules.	E.ON (CB)	Carried Forward
0104	20/01/14	2.0	Ordnance Survey to provide an idea of the percentage of UPRNs that change between the provisional and confirmed stages.	Ordnance Survey (JJ/RH)	Complete
0201	22/02/14	2.0	Ordnance Survey, Xoserve and iGTs to undertake a sample matching exercise to establish the benefits of using Address Base and matching UPRNs.	Ordnance Survey / Xoserve/iGTs	Pending
0202	22/02/14	2.0	All parties to consider and provide a view on the benefits and organisational requirements of using the Address Base and UPRN data.	All	Pending
0203	22/02/14	2.0	Ordnance Survey to consider the options for Licence requirements (following completion of action 0202)	Ordnance Survey (JJ)	Pending

Action Ref	Meeting Date	Minute Ref	Action	Owner	Status Update
0204	22/02/14	2.0	Xoserve to provide an insight into address updates and address rejections with sample data.	Xoserve (DA)	Pending
0205	22/02/14	2.0	Ordnance Survey to provide an update on the Improvement Service Scotland and identify the provision of planning permission data.	Ordnance Survey (JJ)	Pending
0206	22/02/14	2.0	Ordnance Survey to provide the percentage of UPRNs that change between the provisional and confirmed stages, and an alternative property.	Ordnance Survey (JJ)	Pending
0207	22/02/14	2.0	Ordnance Survey to confirm the relationship / accuracy of the relative point code and Easting's and Northing's coordinates	Ordnance Survey (JJ)	Pending