



# WOUGHTON COMMUNITY COUNCIL

The Council Hub, Local Centre, Garraways, Coffee Hall, MK6 5EG  
www.woughtoncommunitycouncil.gov.uk 01908 359681

## FULL COUNCIL

Tuesday 18<sup>th</sup> November 2025

To: All members of **Woughton Community Council**

**Cllrs Sue Smith (Chair), Nick Scott (Vice-Chair)**, Eamonn Bobey, Tony Coughlan, Margaret Ferguson, Michael Ferguson, Donna Fuller, Penny Glasgow, Michael Holland, Luke Louis, Charlie Marsh, Ruth McMillan, Stacey Munkley, Deanna Norris, D'Anne Mordecai, April Rennie, Liz Simpkins, Lorna Webb, Alan Williamson

## NOTICE OF MEETING

You are hereby summoned to attend the Meeting of Council to be held on **Monday 24<sup>th</sup> November 2025** commencing at **6:00pm** at the **Woughton Community Council Hub, the Council Chamber, 60, Garraways, Coffee Hall, Milton Keynes, MK6 5EG**, when the business set out in the following agenda will be transacted.

Steve McNay  
Council Manager

**Please ensure that your mobile phone and other electronic equipment is switched to silent or is switched off completely during the meeting.**

Members of the public can attend in person, submit questions in advance and or watch live via [www.facebook.com/woughtoncc](http://www.facebook.com/woughtoncc).

Please be aware that this meeting is being recorded and broadcast live. Microphones are live at all times – if you are not speaking formally within the meeting, please do keep any additional noise to a minimum and be aware that anything said within this meeting will be in the public domain.

The full Calendar of Meetings can be accessed from the following link on the website:

<https://www.woughtoncommunitycouncil.gov.uk/calendars/>



## AGENDA

### **FC 103/25 Apologies for Absence:**

To receive and record apologies from members.

### **FC 104/25 Declaration of interests:**

Under the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012, made under s30 (3) of the Localism Act, members must declare any disclosable pecuniary interest which they may have in any of the items under consideration at this meeting, and any additional interests not previously declared.

### **FC 105/25 Minutes of the previous Full Council meeting:**

To receive and approve as a correct record the minutes of the meeting held on:

- Monday 27<sup>th</sup> October 2025

**(Attached)**

### **FC 106/25 Chair's Announcement(s)**

### **FC 107/25 Questions from the public:**

To allow questions and comments from the public (maximum of 15 minutes in total).

### **FC 108/25 Milton Keynes Council Ward Councillors report:**

An update on relevant information from Cllrs Fuller / Smith, regarding MKCC

### **FC 109/25 2 minute Estate updates from councillors**

To give an opportunity to all councillors to provide a brief update on activities and issues from the estates they represent.

### **FC 110/25 Feedback from meetings with Outside Bodies:**

- a) Woughton Welfare Trust - **Cllr Maggie Ferguson**
- b) MKALC - **Cllrs McMillan, Cllr Rennie & Cllr Smith**
- c) Parishes Forum - **Cllrs McMillan & Cllr Smith**
- d) Sustainable MK - **Cllrs Ferguson and Rennie**

**(Verbal reports)**

### **FC 111/25 To note the minutes from the following Committees:**

- a) Planning, Licensing and Development 6<sup>th</sup> October 2025
- b) Operations and Resources 13<sup>th</sup> October 2025
- c) Services and Communities 20<sup>th</sup> October 2025

**(Attached – information only)**

### **FC 112/25 Council Managers report**

Information about activities and spending since the last meeting of Full Council.

**(Paper attached – information only)**

### **FC 113/25 Direct Elections to NALC committees**

Details of candidates standing for NALC committee elections, with a view to clarifying the WCC vote(s)

**(Candidate details attached)**

### **FC 114/25 Service Plan ideas – update (via Services)**



A further opportunity for councillors to contribute to the development of the 2026/27 Service Plan, focusing on delivering activities during the coming council year.

**(Proposed service plan provided at the meeting – information only)**

**FC 115/25 Budget update (via Operations)**

An update of the recent budget proposal made to Operations Committee for comment and any further input from wider council, prior to Decembers budget and precept agreement.

**(Budget proposal sheet attached – information only).**

**FC 116/25 Consultation outcome - Strengthening the standards and conduct framework for local authorities in England – consultation results and government response**

Brief details of the proposals regarding the standards and conduct of local councillors, following the recent consultation

**(Overview paper attached – further details at**

<https://www.gov.uk/government/consultations/strengthening-the-standards-and-conduct-framework-for-local-authorities-in-england/outcome/strengthening-the-standards-and-conduct-framework-for-local-authorities-in-england-consultation-results-and-government-response>)

**FC 117/25 Ratification of the Fleet Insurance for the coming year**

Paper covering the quotes for fleet insurance with a proposal that we retain the services of our current provider

**(Paper attached)**

**FC 118/25 Information regarding a consultation into ‘Proper Practices’**

Details of a consultation into ‘proper practices’ for smaller authorities (under £6.5million) regarding presentation of accounts and suitability of the internal audit process, with proposal to complete, delegate to Operations Committee or pass to officers to complete.

**(Paper and internet link to the consultation attached)**

**FC 119/25 Agreement on name submissions for the two (2) new roads on the former Cripps Lodge site**

To agree and submit proposals to MKCC regarding the naming of the new roads being created as part of the Cripps Lodge development, in line with the naming conventions.

**(Paper attached, via Services)**

**Date of next meeting:**

Monday 15<sup>th</sup> December 2025, to commence at 6.00pm. Held at Council Chambers, The Local Centre, Garraways, Coffee Hall, Milton Keynes, MK6 5EG



## FULL COUNCIL

27<sup>th</sup> October 2025

## MINUTES

**Present: Cllrs Sue Smith (Chair), Nick Scott (Vice-Chair),** Eamonn Bobey, Tony Coughlan, Luke Louis, Deanna Norris, D'Anne Mordecai, Liz Simpkins, Lorna Webb and Alan Williamson

**Also present:**

Steve McNay (Council Manager)

**FC 88/25 Apologies for Absence:**

Apologies were received from:

Cllrs Margaret Ferguson, Michael Ferguson, Penny Glasgow, Michael Holland Charlie Marsh, Ruth McMillan, Stacey Munkley and April Rennie,

**NOTED**

**FC 89/25 Declaration of interests:**

Under the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012, made under s30 (3) of the Localism Act, members must declare any disclosable pecuniary interest which they may have in any of the items under consideration at this meeting, and any additional interests not previously declared.

**No declarations were made.**

**FC 90/25 Minutes of the previous Full Council meeting:**

To receive and approve as a correct record the minutes of the meeting held on:

- Monday 22<sup>nd</sup> September 2025

**Cllr Smith proposed that the minutes were a true and accurate record of the meeting.**

**This was seconded by Cllr Scott.**

**RESOLVED by way of unanimous vote.**

The minutes were signed by the Chair.

**FC 91/25 Chair's Announcement(s)**

The Chair noted the following points

- 1<sup>st</sup> November – bingo in CHMP to raise funds towards the maintenance of the memorial.
- 9<sup>th</sup> November – Remembrance service. 11<sup>th</sup> November – Children's Remembrance Parade.
- 8<sup>th</sup> November – Disco Bingo in CHMP.
- 1<sup>st</sup> November – new play park opening at 11am opposite Chambers.
- The Chair also updated on activities at No 99, including ESOL and Tea and Tech.

**RESOLVED – noted.**

**FC 92/25 Questions from the public:**

There were no questions.

**RESOLVED – noted.**



### **FC 93/25 Milton Keynes Council Ward Councillors report:**

Cllr Smith provided a brief update, stating that things are still very busy and that if residents have a need, to contact her. Benefit changes are making people confused and people encouraged to contact the Woughton Advice Service if needed

**RESOLVED – noted.**

### **FC 94/25 2 minute Estate updates from councillors**

#### Beanhill

- Usual fly tipping, etc.
- Lots of lights out across the estate
- Alleyways all be done by landscaping team and looking good
- Christmas event being planned – watch this space!

#### Coffee Hall

- Chapter is closed for resurfacing work
- Santa is visiting on the 19<sup>th</sup> December for Coffee Hall
- Councillor drop in planned for November – watch this space.
- Mega fireworks display at the Bowl this weekend, so lots of road closures and parking restrictions in place.

#### Eaglestone

- Resurfacing issues on pathways
- Railing around the pond (ascot) is deteriorating and a potential risk?
- Harrier Court is unlikely to be completed before Christmas – further delays.

#### Leadenhall

- Ongoing issues with parking – Cllr Glasgow is liaising with the heads of the education establishments

#### Netherfield

- Shop issues remain – ASB, begging, etc.
- SHDF is moving along – drop in on Thursday
- Leaf clearance from roads has started
- Information regarding bingo, Santa Sleigh etc also shared.

#### Peartree Bridge

- Paths to the rear of Waterside are being looked at.

#### Tinkers Bridge

- As no councillor present, the Council Manager provided an update from Cllr Rennie
- SHDF are doing snagging. TB just about complete.
- Secured funding for warm room, will be Thursdays 5.30pm
- Housing, TVP, ASB will be in attendance at meeting place 7th Nov 2pm till 4pm
- Secured a store toy match for Tinkers Bridge for Christmas.
- TB community fridge will be open Christmas eve.
- Santa Sleigh on 20<sup>th</sup>
- Community Fridge changing to 9.30 – 11.30.

**RESOLVED – noted.**

### **FC 95/25 Feedback from meetings with Outside Bodies:**

- Woughton Welfare Trust - **Cllr Maggie Ferguson**. No report.
- MKALC - **Cllrs McMillan, Cllr Rennie & Cllr Smith**. All welcome to attend, with attendance from Arts and Heritage, High Sheriff and Parks Trust.
- Parishes Forum - **Cllrs McMillan & Cllr Smith**. No report
- Sustainable MK - **Cllrs Ferguson and Rennie**. Nothing, but meeting planned.



**RESOLVED – noted.**

**FC 96/25 To note the minutes from the following Committees:**

- a) Planning, Licensing and Development 1<sup>st</sup> September 2025
- b) Operations and Resources 8<sup>th</sup> September 2025
- c) Services and Communities 15<sup>th</sup> September 2025

**RESOLVED – noted.**

**FC 97/25 Council Managers report**

The Council Manager provided information about activities and spending since the last meeting of Full Council. Full details within the papers pack.

**RESOLVED – noted.**

**FC 98/25 Preparation for 2027 Election**

With a view to promoting the democratic process and ensuring WCC is prepared for the next election in May 2027, proposals around actions to take over the coming months were suggested within the paper provided by the Council Manager.

There were a range of views offered, including concerns that there are fewer people standing for elections, considering how to best engage with community members, need for clarity around what different levels of government do, branded engagement stuff, food and making it accessible.

There were also ideas exchanged about how engagement might take place. Clarity around a 'role description' was also requested, but in an accessible way. It was suggested that a fuller, more detailed breakdown is brought back to Full Council, once fully prepared.

**Proposals:**

- *Council agrees to the holding of individual councillor sessions to explore specifics, in line with the proposed format included within this paper*
- *Council agreed to a series of engagement events during 2026 to promote inclusion within the democratic process, help ensure sufficient candidates for contested elections and to encourage a more diverse range of candidates within the council at the next election, specifically representing the diversity of the parish.*

**Proposed by: Cllr Smith. Seconded by: Cllr Webb.**

**RESOLVED by way of unanimous vote.**

**FC 99/25 Christmas preparations and proposals**

With the festive season fast approaching, a review of proposals, plans and closures for the council, activities, services and similar took place, updating council accordingly.

**RESOLVED – noted.**

**FC 100/25 Budget update (via Operations)**

An update of the recent budget proposal made to Operations Committee for comment and any further input from wider council, prior to November's budget proposal, was provided for full council. MKCC need precept figure in January, so final budget and precept needs agreeing in December. Any further ideas for inclusion in the budget to be considered at Operations Committee in November.

Residents were also encouraged to complete the consultation questionnaire, to help contribute towards this decision.

**RESOLVED – noted.**

**FC 101/25 Service Plan ideas – initial discussion**



This was an initial opportunity for councillors to contribute to the development of the 2026/27 Service Plan, focusing on delivering activities during the coming council year. Initially discussed at Services Committee who suggested bringing it to Full Council as well. Ideas to be submitted for inclusion.

**RESOLVED – noted.**

### **FC 102/25 Update on Canal and River Trust attendance at Full Council**

Following a request for CRT to provide someone to attend a meeting to explore how we can work together to make the canal safer, following recent tragedies. The CRT has responded, stating that they haven't got anyone to attend meetings after 6pm. Councillors discussed the situation and felt that it was important that a meeting was held, suggesting that if nobody can come in the evenings, a daytime option could be offered instead.

#### **Proposal**

*That Council invites a representative of the CRT to attend a daytime meeting, with councillors from the wards that border the canal, alongside any other interested parties (e.g. ward councillors) to discuss the issues at hand.*

**Proposed by: Cllr Smith. Seconded by: Cllr Scott.**

**RESOLVED by way of unanimous vote.**

#### **Date of next meeting:**

Monday 24<sup>th</sup> November 2025, to commence at 6.00pm. Held at Council Chambers, The Local Centre, Garraways, Coffee Hall, Milton Keynes, MK6 5EG

### **THE CHAIR CLOSED THE MEETING AT 6:50PM**

Chair \_\_\_\_\_ Date \_\_\_\_\_



## PLANNING, LICENSING AND DEVELOPMENT COMMITTEE

**Minutes of the meeting held on Monday 6<sup>th</sup> October 2025, 6:00pm at the Woughton Community Council Hub, the Council Chamber, 60, Garraways, Coffee Hall, Milton Keynes, MK6 5EG.**

**Present: Cllrs Sue Smith (Chair),** Deanna Norris (Vice Chair), Penny Glasgow, Michael Holland, April Rennie, Alan Williamson and Charlie Marsh (non voting – BH second).

**Also present:**

Steve McNay (Council Manager).  
Five (5) members of the public.

**LD 38/25 Apologies:**

Apologies were received from:

- Cllrs Eamonn Bobey (NF) Ruth McMillan. Also received from Stacey Munkley (NF 'second') and Donna Fuller.

**RESOLVED - noted**

**LD 39/25 Declarations of Interest:**

*Under the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012, made under s30 (3) of the Localism Act, members must declare any disclosable pecuniary interest which they may have in any of the items under consideration at this meeting, and any additional interests not previously declared.*

No declarations were made.

**RESOLVED – noted**

**LD 40/25 Questions from the public (maximum 10 minutes):**

*To receive questions and statements from members of the public.*

There were no questions from the public, but the Chair agreed that statement and questions would be allowed as part of LD 43/25, due to the nature of these applications.

**RESOLVED - noted**

**LD 41/25 Chairs announcements:**

*To receive announcements from the Chair.*

- The Chair congratulated the people who had worked on the Lloyds car park earlier, clearing the site and creating additional spaces.
- The Chair also noted upcoming events:
  - o Tinkers Bridge Café will change times from 1<sup>st</sup> November, opening between 9.30 – 11.30am
  - o 11<sup>th</sup> November is the Children's Remembrance Parade, starting at 10.30am from Lloyds
  - o Bing is happening on the evenings of 18<sup>th</sup> October (Coffee Hall) and 25<sup>th</sup> October (Tinkers Bridge), raising money for local cause.

**RESOLVED - noted**

**LD 42/25 Minutes of previous meeting(s):**

To receive and approve as a correct record the minutes of the meeting held on:

- Monday 1<sup>st</sup> September 2025.



**Cllr Smith proposed that the minutes were a true and accurate representation of the meeting. This was seconded by Cllr Rennie.**

**RESOLVED by way of unanimous vote.**

**LD 43/25 To consider and respond to the following planning applications:**

- a) PLN/2025/1703 - Proposed erection of two dwellings at 4 HOLMFIELD CLOSE, TINKERS BRIDGE, MILTON KEYNES, MK6 3AB

An application for additional properties to be built in the garden of the existing property.

Current planning permission for one (1) property and recent application for five (5) properties was declined. Full papers on the planning portal and further information contained within the paper provided to committee.

The committee considered the paper presented and heard representations from residents of Tinkers Bridge who expressed concerns regarding the application. These included issues regarding:

- Highways, the private access road to the site, the challenges of any use by large vehicles and the dangers relating to lack of pavement / lighting
- Noise and impact of tree removal increasing noise to other residents, plus the danger of further erosion of the trees if permission is given and residents take priority over the trees in situ
- Ecology and impact on biodiversity, including protected species and the impact on the wildlife corridor that abuts the property.
- Drainage and sewerage, with no effective proposals within the application for management of these issues, in the view of the residents from the locale.

In addition to the issues noted above, there has been a failure to provide neighbouring properties with any formal notification, concerns about the accuracy of the information contained with the application form, concerns about the potential 'splitting' of the site and / or plots for further development at a later date, lack of up to date noise or ecology surveys and other issues. It was also noted that some of the already submitted comments were in contravention of previous concerns noted, specifically highways who have previously noted the issues with the road and objected have, on the occasion, not repeated those concerns of the objection.

A number of other issues were noted.

**Proposal:**

*That the committee requests that any decision regarding this application is decided at MKCC committee level, not a delegated decision*

**Proposed by: Cllr Smith. Seconded by: Cllr Glasgow**

**RESOLVED by way of unanimous vote.**

**Proposal:**

*That the committee objects to this application, based upon the discussions that have taken place, the content of the paper provided to the committee and the feedback from residents received and tasks the Council Manager with responding via the planning portal.*

**Proposed by: Cllr Rennie. Seconded by: Cllr Norris**

**RESOLVED by way of unanimous vote.**



- b) PLN/2025/1911 - The erection of a surgical hub and ancillary office accommodation at MILTON KEYNES UNIVERSITY HOSPITAL, STANDING WAY, EAGLESTONE, MILTON KEYNES, MK6 5LD

An application for a further building within the existing hospital 'footprint', utilising space currently considered 'utility'. To provide additional surgical and administrative space. Full papers on the planning portal.

The committee received the paper provided by the Council Manager outlining the application and linking to the wider suite of documents available. There were no objections to the application, but some queries relating to whether the 'containers' (temporary surgeries) being replaced or is this replacing them? Another query was around linking any building work to highways and other council departments, to avoid overloading the area with work.

**Proposal:**

*The committee has no objections to this application, and asks that information is requested regarding the future of the containers.*

**Proposed by: Cllr Holland. Seconded by: Cllr Rennie**

**RESOLVED by way of unanimous vote.**

**LD 44/25 To consider and respond to the following licensing applications:**

- a) Street Trading Consent Boroughwide Renewal - MK Ices, KC19 KPP, Ref 167347

A concern was raised regarding an alleged breach of licence earlier this year, which was reported to the licensing authority. Queries were raised regarding 'term time' restrictions – could trading hours be varied to reflect school closing times, etc? The Council Manager agreed to ask the question.

**RESOLVED – no further action**

- b) Peartree Bridge Service Station, Waterside, Peartree Bridge, Milton Keynes, MK6 3BX. Ref: 175761

The Council Manager spoke to the paper, explaining that the car wash on Peartree Bridge has submitted an application for music (live and recorded), alcohol and late-night refreshment. This linked to a new website for a Greek and Italian website on the site.

Concerns were noted by the committee and a member of the public who was in attendance regarding parking and traffic management, noise and impact on neighbours / frequency of music, the potential for 'off sales' and people going there for alcohol late at night.

**Proposal**

*That the committee tasks the council manager with responding to the licensing department, expressing the concerns expressed by the committee, namely noise (frequency of music), alcohol (especially off sales) and public safety, as a result of traffic and parking issues.*

**Proposed by: Cllr Rennie. Seconded by: Cllr Smith.**

**RESOLVED by way of unanimous vote.**

**LD 45/25 To review decisions issues by MKCC Planning Authority**

The committee received details of the planning authority decisions made regarding applications from within the parish since the last update.

**RESOLVED - information only**

**LD 46/25 To update the committee on speed limit changes on Chaffron Way**



Following the consultation over the summer, confirmation of the changes relating to speed limits on the Chaffron Way road between Leadenhall and Oldbrook

**RESOLVED - information only**

**LD 47/25 To inform the committee of an informal consultation regarding the proposed upgrading of telecoms infrastructure at Netherfield roundabout**

Following an initial contact from the applicant with regard to making changes to the telecoms infrastructure that is already in place on Netherfield roundabout, the committee considered the changes proposed and expressed no issues.

The Council Manager also shared the overarching document for comms development for information for the future.

**RESOLVED - information only**

**LD 48/25 To review the Neighbourhood Plan following updates recently completed**

Following the working group undertaking a review at the end of September, the committee reviewed the work undertaken and agreed to further work from the Steering Group and submission to the consultants for next steps.

Committee members

**Proposal:**

*The Chair proposed that the committee recognised that the group had done excellent work at the session and that the two hour session had achieved what was needed.*

**Proposed by: Cllr Smith, Seconded by: Cllr Norris.**

**RESOLVED by way of majority vote.**

Whilst this motion was proposed and seconded within the meeting and went to a vote, it was later stated that the seconder was seconding the motion as stated on the agenda. Despite this, this motion was made in compliance with the Standing Orders and as such, was passed.

The formal proposal was then made:

**Proposal:**

That the reviewed document is agreed and will be submitted to the NP Consultants for next steps.

**Proposed by: Cllr Smith. Seconded by: Cllr Norris**

**RESOLVED by way of unanimous vote.**

**Date of next meeting:**

**Monday 3<sup>rd</sup> November 2025 @ 6.00pm**

**Woughton Community Council Hub, The Local Centre, Council Chambers, 60, Garraways, Coffee Hall, Milton Keynes, MK6 5EG.**

**THE CHAIR CLOSED THE MEETING AT 7:18PM**

Chair \_\_\_\_\_ Date \_\_\_\_\_



## OPERATIONS AND RESOURCES COMMITTEE

**Minutes of the meeting held on Monday 13<sup>th</sup> October 2025, 6:00pm at the Woughton Community Council Hub, the Council Chamber, 60, Garraways, Coffee Hall, Milton Keynes, MK6 5EG.**

**Present: Cllrs Deanna Norris (Chair), Sue Smith (Vice Chair) (left 18.26), Eamonn Bobey, Tony Coughlan, Penny Glasgow (left 18.26), Charlie Marsh, Ruth McMillan, D'Anne Mordecai, April Rennie, Alan Williamson.**

### **Also present:**

Steve McNay (Council Manager)  
Marta Sobis (Responsible Finance Officer – RFO)

### **OC 26/25 Apologies:**

There were apologies received from Cllr D'Anne Mordecai

**RESOLVED - noted**

### **OC 27/25 Declarations of Interest:**

Under the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012, made under s30 (3) of the Localism Act, members must declare any disclosable pecuniary interest which they may have in any of the items under consideration at this meeting, and any additional interests not previously declared.

There were no declarations received.

**RESOLVED - noted**

### **OC 28/25 Questions from the public (maximum 10 minutes):**

There were no questions received.

**RESOLVED - noted**

### **OC 29/25 Chairs announcements:**

There were no announcement.

**RESOLVED - noted**

### **OC 30/25 Minutes of previous meeting(s):**

To receive and approve as a correct record the minutes of the meeting held on:

- Tuesday 9<sup>th</sup> September 2025.

**Proposed by: Cllr Norris. Seconded by: Cllr Rennie.**

**RESOLVED by way of unanimous vote**

### **OC 31/25 To review and approve the bank reconciliation and payments made during the months of August and September 2025**

Cllrs Smith and Norris checked the papers prior to the meeting, ensuring all complete and accurate. It was noted that the agenda had stated 'May / June / July', but that the process was the same.

#### **Proposal:**

*That the committee approves the bank reconciliations and payments made during Aug - Sept 2025, in line with the financial procedures and policies.*

**Proposed by: Cllr Norris. Seconded by: Cllr McMillan**

**RESOLVED by way of unanimous vote.**

**OC 32/25 To review and approve the following policies:**

- a. Appraisal, 1to1 and Support Policy
- b. Lone Working
- c. Equality and diversity
- d. Sexual Harassment Prevention Policy
- e. Investment strategy
- f. Health and Safety Policy

The Council Manager spoke to the paper and policies noted, with minor changes made to the majority and the introduction of the new Sexual Harassment Prevention Policy. This follows on from the change in legislation, risk assessments, changes to existing policies and the training undertaken with both officers and councillors over the past year. With this in mind, a new policy detailing specifically the actions and expectation needed was developed and presented to committee.

**Proposal:**

*The committee agrees to the changes proposed to existing policies and the ratification of the Sexual Harassment Prevention Policy, ratifying all with agreement to review in line with the dates stated.*

**Proposed by: Cllr Norris. Seconded by: Cllr McMillan.**

**RESOLVED by way of unanimous vote.**

**OC 33/25 To consider current budget (six-month review)**

The committee reviewed the paper, which was spoken to by the RFO. The committee reviewed the half year budget position for the current year, identifying areas of note.

**RESOLVED – information only**

**OC 34/25 To continue budget discussions for the 2026/2027 council year.**

The committee continued considerations of the 2026/27 budget, plus three-year projections, with a view to having a clear proposal for November. The RFO spoke to the document, explaining the process, updating with new information where available. This included provision of the five-year refurbishments, repairs and replacement programme. There was also discussion around the ongoing support to the community fridges, with a query around longer term funding towards the Food Connect service.

**RESOLVED – information only**

**OC 35/25 To provide an update on proposed refurbishment works on Chambers, including replacement flooring, furniture and IT installation**

The committee were updated on flooring options and had a chance to try a variety of chairs that were placed within the chambers. There was much discussion and suggestion that:

- Chairs needed to be well cushioned and, where possible, adjustable (height, arms, etc.)
- Flooring was agreed as Newport Oak and will be installed asap.

**Proposal:**

*That the committee agrees to the installation of Newport Oak flooring within the Chambers and suggests that chairs are obtained with good cushioning and adjustable elements where possible.*

**Proposed by: Cllr Rennie. Seconded by: Cllr Norris**

**RESOLVED by way of unanimous vote.**

**OC 36/25 To update the committee on the recruitment process for the Operations Manager / Deputy Clerk position**



The Council Manager provided information on the job specification and advert that has been used, alongside proposals for the interviewing and selection process. The Chair requested details of interview dates (as they will be part of the panel) and there was also a request for updated photographs for councillors to be used in publicity.

**RESOLVED – information only**

**Date of next meeting:**

**Monday 10<sup>th</sup> November 2025 @ 6.00pm**

**Woughton Community Council Hub, The Local Centre, Council Chambers, 60, Garraways, Coffee Hall, Milton Keynes, MK6 5EG.**

**THE CHAIR CLOSED THE MEETING AT 6.57PM**

Chair \_\_\_\_\_ Date \_\_\_\_\_



# Woughton Community Council

## SERVICES AND COMMUNITIES COMMITTEE

20<sup>th</sup> October 2025

### MINUTES

**Present: Cllrs Nick Scott (Chair), Ruth McMillan (Vice-Chair),** Donna Fuller, Penny Glasgow, Charlie Marsh, D'Anne Mordecai, Deanna Norris, Liz Simpkins, Sue Smith, Lorna Webb and Alan Williamson.

Also in attendance: Steve McNay (Council Manager), and Tash Darling (Youth and Communities Manager)

#### **SC 48/25 Apologies:**

Apologies were received from Cllrs Michael Ferguson, Maggie Ferguson, Luke Louis, April Rennie and Eamonn Bobey.

**RESOLVED – noted.**

#### **SC 49/25 Declarations of Interest:**

Under the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012, made under s30 (3) of the Localism Act, members must declare any disclosable pecuniary interest which they may have in any of the items under consideration at this meeting, and any additional interests not previously declared.

No declarations were made

**RESOLVED – noted.**

#### **SC 50/25 Questions from the public (maximum 15 minutes):**

No questions were received.

**RESOLVED – noted.**

#### **SC 51/25 Chairs announcements:**

The Chair noted that there are two events coming up – Remembrance Sunday on 9<sup>th</sup> November and Children's Remembrance Parade on 11<sup>th</sup> November.

**RESOLVED – noted.**

#### **SC 52/25 Minutes of previous meetings:**

To receive and approve as a correct record the minutes of the meeting held on:

- Monday 15<sup>th</sup> September 2025.

**Proposed as a true and accurate record by:**

**Cllr Scott. Seconded by: Cllr Webb.**

**RESOLVED by way of majority vote.**

#### **SC 53/25 Feedback from previous grant awards**

To provide the committee with the feedback from two (2) previously awarded grants:

##### **a) Netherfield Residents Association trip to Great Yarmouth**

The Council Manager shared the feedback with the committee, which was positively received.



b) **Pheonix Arts microphone system**

The Council Manager shared the feedback and photos with the committee and also shared a video of the microphone system being used at the Woughton Festival. The committee thanked the applicant for the photos and videos.

**RESOLVED - noted**

**SC 54/25 Information regarding DAFS, following presentation at the Parishes Forum**

The Council Manager shared information regarding the Drugs and Alcohol Family Support service, including posters and leaflets. Cllr McMillan also shared some information, as they had presented at Parishes forum and she also requested that the media was shared with councillors so that they can also share via social media, as well as going on noticeboards, etc.

**RESOLVED - noted**

**SC 55/25 Update on Website Compliance and options for action**

Following the new 'Assertion 10' rules within AGAR, options for ensuring compliance with the website, the Council Manager spoke to the provided paper, explaining options and proposed actions. This follows the new rules coming into force regarding statements for the AGAR, specifically around data management and website accessibility compliance, and concerns that the current website provider is insufficiently prioritising this as an action. Whilst there is some 'wriggle room' in terms of being 'proportional', given the size of WCC and the importance of the council being compliant and consistent, there is going to be a need to revisit the website provision in the event that the provider is unwilling to make the necessary adjustments.

**Proposal:**

- *That the committee tasks the officers with reviewing the current site, updating where possible, preparing a clear accessibility statement and undertaking any other remedial work possible internally.*
- *That the committee tasks the officers with preparing a full procurement process for a compliant website, with full costings and visual proposals, for implementation within a reasonable timeframe (to be completed and new site up and running by December 2026).*

**Proposed by: Cllr Scott. Seconded by: Cllr Simpkins**

**RESOLVED by way of unanimous vote.**

**SC 56/25 Consideration of the Service Plan for 2026/2027**

To help with budget planning, a discussion took place where the committee considered the areas they would like to see developed, created, expanded or otherwise included in the 2026/2027 council year.

The discussion included a variety of ideas for consideration in the preparation of the plan:

- Review of the food provision (café, fridges, etc.)
- A focus on creating independence and supporting personal development
- Increased engagement with the BAME community, including cultural events and involvement more widely within the council.
- Repair café, linking in with the Library of Things
- Aspiration and encouragement being key elements of the council's approach.



The committee was encouraged to continue to consider ideas around provision, activity and development for 2026/27, 'throwing ideas into the mix' over the next few months, enabling the fuller development of the service plan.

**RESOLVED - noted**

### **SC 57/25 Update on initiatives**

The Council Manager and Youth and Communities Manager provided details of new services and sessions, including a new art session for toddlers (EAC, in partnership with MK College), a reminder of Remembrance and clarity around the Santa Sleigh – this includes the Grinch attending.

**RESOLVED - noted**

### **Date of next meeting:**

**Monday 17<sup>th</sup> November 2025 @ 6.00pm**

**Woughton Community Council Hub, The Local Centre, Council Chambers, 60, Garraways, Coffee Hall, Milton Keynes, MK6 5EG.**

**The Chair closed the meeting at: 18:54 hours**

**Signed:**



# WOUGHTON COMMUNITY COUNCIL

*Full Council – 24<sup>th</sup> November 2025*

*Agenda Item FC 112/25*

**PURPOSE OF REPORT:** To update the council on actions and delegated decisions made since the previous council meeting.

**RECOMMENDATION:**

1. The council notes the report

**MAIN ISSUES AND CONSIDERATIONS:**

I have based this paper on the stuff that has happened since last Full Council in October.

Larger Councils Committee took place at the end of October, with an agenda that included study tours, policy updates and some discussions around the upcoming elections (paper included within this meeting). Having sat on this committee for the past two years, I remain unsure as to the value of it but continue to believe that having a voice within the committee is of benefit to WCC.

Following the agreement to reinstate the TB / NF art trail, I walked the trail, taking photos and noting where any issues might arise. I am hopeful that I can get this finalised this month, plotting things on the map and sending through to the app provider. The Y+C Manager has been helpful with this too and the potential for the s106 funding to support further developments is welcome. I hope that this will be the first of many local trails that people within the parish can enjoy, alongside bringing new people onto parish to see how good it is. I will keep you updated on this as things progress.

The accessible play area was formally opened, with hot drinks, snacks and lots of people in attendance. Thanks to the Mayor of MK for attending and for the work of the officers at MKCC for pulling it together, despite some issues with suppliers leading to some delay. There is still some work to finish over there, but the space is really well used, with lots of activity, which is great.

The Sport England 'Place Expansion Board' (PEP) met to review progress. This was followed up with a walk and talk between Chris (programme lead) and myself, where we reviewed progress and discussed possible changes to bring greater transparency and clarity to the programme. Some of you may have received an invitation to a get together next week at EAC, where updates will be offered, alongside networking and a chance to discuss next steps. I also met with the local development officer for the project to clarify the expectations from a WCC viewpoint, being clear about processes, authority levels and agreements.

The month has included a lot of recruitment stuff, with the new position shortlisting, interviews and an offer made. Some really, really good candidates with probably four (4) who were appointable. The use of the external consultants has been extremely helpful and well worth considering for future posts. Huge thanks to Manny at CHRGS for the support with this – she has been exceptional.

I attended the Plan MK presentation (alongside a couple of councillors) – it was an interesting session, and the slides will be shared at the next Planning Committee (time permitting – there is a significant agenda already!).

I presented the Library of Things via a Scribe online workshop, with a subsequent blog post on their website. Sharing the session with another Clerk who shared their experience of community engagement, there was good engagement and positive feedback from attendees.

Remembrance ceremonies took place, with both the Sunday and Tuesday events well attended and relatively smoothly delivered. Thanks to all involved with these – it only works because of the team that helps support it. I had a more practical role this year, in the absence of Ian (Estates Manager) – both leaf removal on the Sunday and the installation of an additional paving slab for the Tuesday event. Nice to get my hands dirty every now and then.

Councillor training covered Safeguarding, with a focus on how councillors can help safeguard themselves. A proposal for a more detailed approach, especially with meeting parishioners, has been made and I will aim to have something in place for Operations in December.

The art exhibition at No 99 was well received and is a great example of where some short term support can lead to longer term benefits. This started with a six week course, funded by Places for People, where the group then continued to meet, create art and then delivered the exhibition over the weekend of the 14<sup>th</sup> – 16<sup>th</sup> November.

I also attended a Winter Preparedness session with MKCC.

#### **FINANCIAL IMPLICATIONS:**

No delegated spend has taken place - all within agreed budgets or prior agreements.

#### **SUGGESTED PROPOSAL:**

Information only.

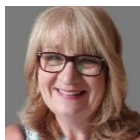
#### **AUTHOR**

Steve McNay – Council Manager

## **FC 113/25 – NALC direct elections**

These are the candidates for the elections for the Larger Councils committee. Council can select up to four (4) clerks and eight (8) councillor candidates.

### **Directly elected Clerk (up to four votes).**



**Stephanie Bennett**

#### **1. Explain why you are standing for this position (250 words max)**

I believe I would be a **valuable asset** to the National Association of Local Councils (NALC) Larger Councils Committee as a directly elected clerk because of a unique combination of experience, passion and strategic insight into local governance.

With over 25 years' experience working in parish, town and district councils, I bring a deep understanding of how local government works in practice. I have supported councils facing structural change, delivered neighbourhood plans in challenging planning environments, led finance and salary restructures, improved service delivery and cost-reduction, and established new trusts to meet community needs. My work at a District Council level required direct work with Government including the Home Office.

My academic credentials — including an MA in Public Leadership & Management, and an MSc in Community Safety — give me strong theoretical foundations for governance, leadership, and public-service strategy; what sets me apart is my commitment to **procedural justice**, ensuring decision-making is fair, inclusive and transparent.

As a clerk directly elected to the NALC Larger Councils Committee, I would bring:

- A track record of supporting councils to navigate change, deliver strategic plans and engage communities.
- Strong financial and project-management skills, with experience in restructuring, budgeting and delivering capital projects.
- A commitment to mentoring councillors and officers, building capacity and fostering effective governance.
- A fresh perspective grounded in frontline experience, academic rigour and practical delivery.

I am ready to step into this role with energy, integrity and purpose, working collaboratively with colleagues to champion our work across larger councils

#### **2. Larger Council's committee (Direct Clerk) Please outline three key achievements, skills or experiences that are relevant to the position applied for (250 words max)**

During my clerkship at Fawley Parish Council (starting January 2022 as Clerk and Responsible Officer) I have led significant strides in forward planning and community-engagement. Under my leadership, the Council formally adopted its Strategic Plan for 2025-2030, which articulates seven key priorities developed through a three-plus year consultation process and now guides funding applications, design work and service/amenity delivery.

I have helped steer one of the largest parish councils in the New Forest (serving around 15,000 residents) through a period of change and development, aligning governance and service provision with community need and we have recently been awarded Council of the Year 2025 for Hampshire.

My work has supported the Council's commitment to new services, improved facilities and a wider range of projects designed to bring the local community together.

I have also assisted other clerks and councils through challenging periods and enabled them to deliver strategic change, restructure systems, and embed best practice. I have led two neighbourhood plans in challenging settings (including areas with significant strategic infrastructure), overseen full salary and structural reviews of organisations with 30+ employees, delivered strategic plans, formed trusts to meet community needs, and supported councils through the cost-of-living crisis and the pandemic.

During my recent MA I focussed on "Procedural Justice" and developed a policy for the parish and town council sector, aiming to improve decision-making, reduce complaints and boost councillor engagement.

These 3 achievements can be summarised as strong strategic leadership, governance reform, and community engagement.

### **3. Set out your vision for NALC and how it can improve the service(s) it provides to members (250 words max)**

My vision for the National Association of Local Councils (NALC) is to strengthen the voice, confidence, and capacity of local councils so they can lead change, not just respond to it. I believe NALC should be a dynamic, inclusive organisation that enables clerks and councillors to deliver genuinely impactful local governance through practical support, shared learning, and evidence-based policy in an agile manner.

My vision is for NALC to become a **centre of excellence for local leadership** — championing high standards, procedural justice, and innovation. Local councils operate on the front line of community life; they deserve strong advocacy, professional recognition, and the resources to meet modern expectations.

I would like to see NALC expand its **mentoring, training, and peer-learning networks**, ensuring clerks and councillors can develop together as leaders. I also see an opportunity for NALC to take a more strategic role in **policy influence**, providing clear, data-driven evidence to government on the social and economic value of empowered local councils.

Sustainability, community well-being, and transparency should underpin all our work. I want NALC to model the best of local democracy — one that listens, includes, and acts decisively; an organisation that embeds procedural justice at its heart



**Sarah Greatorex**

**1. Explain why you are standing for this position (250 words max)**

I have been Town clerk at Halstead Town council for the past 9 years. Our council has now twice applied for the Gold award under the Local Council award scheme, and twice been awarded that honour, most recently in July 2025. We are a growing community with a large number of building developments around what was once a more rural town. We are making every effort to improve the infrastructure for our growing town, which has 3 primary schools and 1 secondary, and a leisure centre. The council manages 4 carparks in the town, 200 allotments, and a large hall which is available for bookings for many different local organisations, and is offered free to many charities. One focus at present is on dementia awareness and improving support for those looking after those with dementia. The council runs events in the town, including bands in the park during the summer months, the Christmas lights switch on and a torchlight procession.

In the last 2 years, we have established an organisation named Halstead Community Connections, to link all charitable and voluntary bodies in the town. We are the central point for encouraging links between these groups and run a separate section on our website for this purpose. Our latest project is the possible extension of our 100-year-old theatre into a community arts centre. We are watching the devolution process and are expecting more responsibility.

I use NALC advice and templates frequently, and would like to share my experience, and learn more

**2. Larger Council's committee (Direct Clerk) Please outline three key achievements, skills or experiences that are relevant to the position applied for (250 words max)**

1. The Local Council Gold award as outlined above
2. The installation of 4 EV charging points in one of our carparks. We are working on more but this is a slow process.
3. I have been told by a local resident that I have turned Halstead into a thriving 21st century council - on my arrival there were no policies at all, no performance management practices, and there had never been a qualified clerk. I am the HR manager and we now have 12 staff. I am a graduate, with a BA, MA and MBA and CILCA. My recently appointed administrator is currently doing CILCA, with a view to his becoming Deputy Clerk, and possibly Clerk in the future. We have in September taken on a horticultural apprentice, in order for us to be able to manage succession to the important job of groundsman - we manage a large sportsground as well as the 2 closed churchyards and footpaths

### **3. Set out your vision for NALC and how it can improve the service(s) it provides to members (250 words max)**

My view is that the position of NALC is becoming much more important as devolution is beginning to happen. It is very likely that most large councils will have to take on assets and tasks which are currently managed by the local district council, and we have been told that we should prepare a bid for this in our case. Essex will have 3, 4 or 5 unitary councils, but it is likely in any case that Halstead will be managed by a unitary authority which will be at least 13 miles away. There are a number of playing fields and public gardens in Halstead which are likely to be passed down for us to manage. I am concerned about whether there is likely to be any funding available for this to take place or whether we will be forced to increase our precept in order to be able to take on more employees to look after these open spaces.

NALC is able to have close contact with government to speak for the many local parish councils and their role is becoming ever more important. I also think it is important that NALC and its members try to update the image of local government in the general population, as we are likely to be gaining more powers, and managing more at the lowest level of government. The image of local government needs to be brought up to date- using the latest technology and meeting the expectations of the current generation.



**Sarah Haydon**

### **1. Explain why you are standing for this position (250 words max)**

I have been fortunate to be the Chair of the Staffordshire Branch of the Society of Local Council Clerks for the past two years, and have supported new clerks and those experiencing challenging situations as part of this role.

I am passionate about the development of our sector and have worked to strengthen the relationship with our county association.

I am a strong leader, shaping policy and the strategic direction of our gold council (Local Council Award Scheme). I am currently playing a key role in the local government reorganisation and devolution discussions that are affecting Staffordshire, advising on future planning and management of risk.

I am responsible for the management of burial grounds and allotments, and have achieved success in the Cemetery of the Year Awards 2025.

I have led on large regeneration projects within Biddulph, implementing recommendations from our Neighbourhood Plan and future-proofing our High Street. I am a member of the Institute of Place Management and the Chartered Institute of Housing.

I have experience of asset and staff management, with a team of eleven members. I have excellent communication skills, engaging effectively with

individuals from a wide range of backgrounds to understand levels of need within the town. I lead on the Biddulph Works Together project, which brings together community and statutory sector partners, to provide free food, warm spaces and opportunities to tackle social isolation.

I feel I could make a valuable contribution to the Committee using the skills above.

**2. Larger Council's committee (Direct Clerk) Please outline three key achievements, skills or experiences that are relevant to the position applied for (250 words max)**

1) Mentoring and supporting other clerks has been tremendously rewarding. The world of parish and town councils can be stressful and overwhelming. I have been able to support new clerks with an induction to their roles and also provide advice to those who may be experiencing difficulties. Being able to provide advice and reassurance helps to strengthen our sector, ensuring we have well trained, confident leaders, particularly in a climate where there is significant change on the horizon.

2) In 2025, I have completed the project management of a major capital project within the town. We have created a town square, which honours our mining heritage and also provides an event space for future activities. As High Streets change, it is important that we provide other reasons for people to come into the town centre; this development has created a community space, attracting bespoke shops and businesses and creating an important meeting point. The project management of this scheme involved liaison with architects, surveyors, builders, etc. alongside providing updates to our community.

3) I was pleased to be asked to work with local leaders on the plans for our area when local reorganisation takes place. This has involved discussions about asset management, budget implications and making legacy arrangements. These are all important skills in strategic planning.

**3. Set out your vision for NALC and how it can improve the service(s) it provides to members (250 words max)**

I believe NALC is viewed positively by its members; support provided through news updates, training and via the county associations is important to ensure the work of town and parish councils is consistent, transparent and community-focussed.

It is vital that NALC continues to lobby effectively for town and parish councils. Officers and members must continue to have a voice in consultations on government policy, financial and legal issues and in recognising and sharing good practice.

Celebrating the achievements and good practice of members would be a very positive enhancement. Case studies on the NALC website are from 2024 and earlier, and there are a small number of publications. I believe County Associations could provide support to share good practice examples



**Carl Hearn**

## **1. Explain why you are standing for this position (250 words max)**

I have served for the past two years on the Larger Councils Committee, attended regularly and actively participated. If re-elected I would welcome the opportunity to take forward some of the work with which I have been involved - most especially around performance management, peer review and improving support for elected Members.

Additionally, significant areas for the Committee to take forward include:

- how best to support Councils and their staff as the English Devolution & Empowerment Bill progresses;
- the introduction of the 'Protect Duty' and growing impact of Artificial Intelligence, alongside promotion of direct sector accessibility to Government funding streams;
- how best to support/represent/engage larger councils - now ranging in budget from £600,000 to over £6,000,000.

With experience in senior management and governance positions across the tiers of local government - Town/District/County and Unitary I have contributed to place, county, regional and national projects for the local government sector, together with partnerships across the tiers. My Council is an active Larger Council managing a wide range of community and commercial assets and services. I currently serve as Chairman of the Devon Branch of the Society of Local Council Clerks (SLCC) and serve on the SLCC National Forum. My career has been characterised by effective partnership working in roles associated with governance, probity and management in local government.

I would welcome the opportunity to continue to work with, and on behalf of Larger Councils, to help develop and promote our offer in these times of opportunity and change.

Thank you for considering my application.

## **2. Larger Council's committee (Direct Clerk) Please outline three key achievements, skills or experiences that are relevant to the position applied for (250 words max)**

Through the Larger Councils Committee - advocating, supporting and promoting arrangements for sector peer review. An initiative which contributes to the ability of larger councils in the sector to develop and demonstrate good performance (relevant, economic, efficient and effective services and leadership of place), which is so fundamental to both organisational and sector credibility.

With my own Council, using the General Power of Competence to develop and then successfully deliver a multi-million five year third party town centre regeneration and enhancement scheme, including the repair and restoration of commercial assets, the bringing back into use of disused commercial assets, and the re-imagining of the public realm. The first Town or Parish Council in the country to deliver a scheme of that particular type in the role of accountable body.

Serving as a founding partner representing Town/Parish interests in a county based joint Government departmental initiative (Department of Communities and Local Government and the Ministry of Justice) to identify how local councils and their communities could become better placed to deal with the impacts of Localism and public service cuts.

### **3. Set out your vision for NALC and how it can improve the service(s) it provides to members (250 words max)**

From the perspective of a Clerk representative on the Larger Councils Committee NALC has a critical role to play in supporting Member Councils to do the 'day job', whilst providing the means to grow capacity and address the challenges of an increasingly complex and often rapidly changing environment. To do that, and most especially for Larger Councils, NALC needs to:-

a) continue to effectively represent and champion the sector to stakeholders and Government (as it has done previously in helping avoid 'precept capping' and securing relief from Business Rates on public conveniences), whilst making the case for our sector and member councils as a diverse, meaningful and growing public sector partner, place shaper and service provider;

b) continue to provide (and grow) up to date support, guidance and tools supporting Councils, their councillors and staff, helping them to monitor and improve performance, grow capacity, successfully deal with change, and effectively support and represent the communities they serve;

c) champion and promote the role of Town/Parish Councillor, standards in public life and NALC's own role as representative body for employer interests and the promotion of good employment practice in the sector.



**Steve McNay**

### **1. Explain why you are standing for this position (250 words max)**

My working life has been focused on supporting individuals and communities develop, grow and take control. From managing mental health charities to supporting disability sports, creating sustainable environmental projects to training companies, my focus has always been working WITH people to enable them to DO.

With local councils at the heart of communities, their value has never been greater. As we see more changes proposed within the sector, including the opportunity of LGR, local councils are perfectly placed to ensure that our residents are not left behind, but sit at the heart of their communities - we can and should be helping them to build, create and sustain all that is good. From green open spaces to wellbeing support, youth provision to community venues, local councils (especially larger councils) can set the tone, provide the expertise and support their colleagues across the sector to grow.

Having served on this committee for the past two years, I am eager to continue the role, developing the committee and encouraging the debates that are needed for larger councils. Building a stronger voice within NALC, encouraging action where necessary and helping to develop approaches, challenge (where needed) and support for whole sector development, my intention is to represent larger councils, especially those that are less traditional (urban, representing underserved communities) effectively within the committee

**2. Larger Council's committee (Direct Clerk) Please outline three key achievements, skills or experiences that are relevant to the position applied for (250 words max)**

**Developing and delivering an internal training programme for councillors**, ensuring compliance, understanding and professional development in an accessible and tailored way. This enabled an approach that used real world examples, based on council experiences and challenges and took a more interactive approach, focusing on a variety of learning styles.

**Creating a council culture of innovation, creativity and professionalism.** This included

- developing consistent policy making processes,
- linking long term planning with budget and precept requirements,
- embedding community engagement and involvement throughout,
- encouraging and supporting officers and councillors, alongside residents, to propose ideas and help develop clear, accessible proposals. This has included the delivery of a new Community Garden, a Health and Wellbeing Centre, a mobile council 'office' and a range of services that support these.
- create new funding approaches, including grants, contracts and income generation, to enable ideas to come to fruition.

**Provided support to other Clerks, locally and more widely.** This includes being active within the various forums that Clerks use electronically, but also setting up an informal network within the city that offers a non-judgemental, non agenda'd, non structured space for people to simply come, meet, talk and support each other. This has been well received and sits nicely alongside the more formal approaches offered by NALC, SLCC, etc.

I am eager to offer challenge where it is needed, drive modernisation of the sector and work with umbrella groups to help ensure that all within local councils are safe, supported and delivering for their communities.

**3. Set out your vision for NALC and how it can improve the service(s) it provides to members (250 words max)**

NALC represents thousands of local councils, representing tens of thousands of councillors and millions of residents. Their voice needs to be front and centre where communities are being considered and, with local government reorganisation looming, they are in a key position to drive the sector forward as part of this agenda. Creating new local councils, supporting best practice within them (especially where new larger councils are created, such as happened in Northamptonshire over recent years). Developing resources and best practice, supporting councils to support each other, considering issues such as clustering and shared services, and committing to lead around issues of diversity, sustainability and democracy are all places where NALC, supported by its members, can step up and lead the discussions.

As devolution ramps up, more councils will find themselves in the 'larger' category, taking on new services and assets, finding additional money and staffing, delivering more to their communities and preparing for this, having resources (both human and practical) in place will help ensure the sector not only steps up, but exceeds. We know the strength of the sector comes from the people within it - ensuring they are professional, well supported and given the right tools to do the best job is key for the coming years



**Shar Roselman**

**1. Explain why you are standing for this position (250 words max)**

I've been a Town Clerk for 19 years. This has involved looking after assets of over £15M, issuing tenders, writing contracts, managing over 100 staff, negotiating with unions, getting three Neighbourhood Plans approved, overseeing the transfer of significant assets, and managing council and resident relationships.

I've sat on the NALC Larger Council's Committee for over 10 years, and am strongly committed to bringing the voice of local large local councils to NALC to help it better understand and represent the parish sector in its discussions with Government. My work with NALC has involved being lead in a peer review challenge, helping to forward the study visit programme, and sitting on the NALC/SLCC working group that is considering the implications of Martyn's Law for parishes.

But of far more importance is what I can do to help your parish if I sit on the NALC LCC. My commitment to you if I get voted onto the committee is to:

1. Continue to support NALC to make representations on the Local Government Financial Settlement to avoid future parish precept 'capping' and to lobby for grant funding opportunities to be opened up directly to larger parishes.

2. Work towards getting better recognition of the Neighbourhood Plan, and to reinstate the funding for this.

3. Help parishes with problems for which there is no stock answer.

4. Always be available to you.

**2. Larger Council's committee (Direct Clerk) Please outline three key achievements, skills or experiences that are relevant to the position applied for (250 words max)**

1. Having taken on from our Principal Authority a swimming pool, three community centres, a youth club, a large sports complex, sixteen parks and play areas, and a 76 ha common, I have extensive experience with the devolution agenda.

2. I am an experienced contract manager for my council, holding two massive contracts each worth over £10M with service providers, and concluding the whole of the tender process related to these contracts.

3. Project management is at the top of my skillset, having built an AGP, a community centre and a leisure centre and having refurbished a 200-year-old listed building and undertaken a major refurbishment project worth £1.8M on a derelict building.

Obviously I do many other things that most council clerks do, but the above illustrates how larger parishes are distinctly different to smaller parishes.

**3. Set out your vision for NALC and how it can improve the service(s) it provides to members (250 words max)**

There remains at Parliamentary level, and particularly amongst those working in an advisory capacity to Members of Parliament a very limited 'Vicar of Dibley' view of the role that parishes play. I believe NALC has a key role to play in overcoming these negative perceptions.

Changes to NPPF and particularly the introduction of Regional Mayors is set to considerably alter the planning landscape and legislation. I am keen to work with NALC on how parishes should be responding to these changes, the impact they will have on our residents, and any negative effects these changes will have on Neighbourhood Plans.

Parishes have an extended role to play in challenging the status quo in respect of Principal and particularly Planning Authorities. It would be helpful if NALC was able to share case studies of how parishes have successfully challenged existing strategy and practices, and help to identify challenges that are currently emerging in the relationships between parishes and other government bodies



**Conor Ogilvie-Davidson**

**1. Explain why you are standing for this position (250 words max)**

As a younger Town Clerk, I am passionate about championing the important role that local councils play in our communities. I see every day the difference that councillors and officers make through their dedication, creativity, and commitment to improving local places – yet so much of this work goes unrecognised. I want to change that.

I am standing for election to the NALC Larger Councils Committee because I believe we have a responsibility to use our collective voice to raise the profile of the sector and ensure that local councils are properly valued, supported, and understood. Larger councils are uniquely placed to support smaller councils, to deliver meaningful services, and to demonstrate innovation & leadership at a time when upper-tier authorities face unprecedented funding challenges and our communities face the challenge of the resulting cuts to vital services.

Through my experience as a Town Clerk, I have developed a strong understanding of the opportunities and pressures we face as employers, service providers, and community leaders. I want to help shape NALC's policies and initiatives so that they are relevant, forward-looking, and reflect the realities of our sector today, whilst future-proofing it for the challenges of tomorrow.

I will bring energy, insight, and determination to ensure that local councils and those serving them are heard, respected, and celebrated. By working together, we can continue to build confident, capable councils that make a lasting difference to the communities we represent.

**2. Larger Council's committee (Direct Clerk) Please outline three key achievements, skills or experiences that are relevant to the position applied for (250 words max)**

I am excited to bring a background in business management and marketing, experience of devolution, and major strategic project delivery to the role.

With a professional background in business management and marketing, I offer strong strategic and communication skills that have helped amplify the impact of local council work and strengthen community engagement. These skills are vital to shaping national policy, raising the profile of our profession, and ensuring the exceptional work of local councils is recognised and valued.

As Town Clerk, I have successfully led Glastonbury Town Council through the first phase of devolution from Somerset Council. This complex process has seen us take on new responsibilities, assets, and staff - positioning the council to deliver more services locally and efficiently. This experience has deepened my understanding of the political, financial, and operational challenges faced by local councils, which should be viewed as opportunities. This has reinforced my belief in the power of localism as the future of communities.

I am leading the delivery of Glastonbury's £2.6 million Town Deal project to renovate and open a Community Health and Wellbeing Centre. Working in partnership with NHS Somerset (Integrated Care Board), our Primary Care Network GP surgeries, and third sector organisations, the project aligns with the NHS 10-Year Plan to deliver more care closer to home and delivering improved outcomes for our community. This has required strong leadership, collaboration, and vision, qualities I would bring to the NALC Larger Councils Committee to help shape policy and support ambitious, community-focused projects nationwide

### **3. Set out your vision for NALC and how it can improve the service(s) it provides to members (250 words max)**

My vision for NALC is to make it more directly relevant to what councils do and face, not only strategically but also operationally, as our sector evolves. Local councils operate in an environment of constant change. The only things certain in life are not just "death and taxes", but change too; our sector must be ready for it.

Drawing on my background in business management and marketing, I want to help NALC strengthen its voice, sharpen its communications, and ensure that the incredible work carried out by local councils is recognised nationally. I believe NALC can play an even stronger role in helping councils adapt to shifting challenges, whether in governance, service delivery, community engagement, or workforce development, by providing practical guidance, advocacy, and opportunities to share best practice.

My experience leading Glastonbury Town Council through devolution and delivering major strategic projects has shown me how important it is for councils to have access to partnerships, relevant & timely support, and a national body that truly understands the strategic and operational realities we face as local government responds to the national funding crisis.

I want to use this experience to help NALC shape policies and initiatives that empower councils to innovate, collaborate, and thrive - ensuring NALC remains the trusted, forward-looking organisation our councils need to prepare for, and navigate change, as we continue delivering exceptional local services for the communities we proudly serve.



**Andrew Tubb**

**1. Explain why you are standing for this position (250 words max)**

I have decided to stand for election to the Larger Councils Committee as I am passionate about the local council sector and want to contribute towards sharing best practice, training and development, and being at the forefront of tackling issues that have a direct impact on all we do in serving our local communities.

Through membership of the committee, I want the sector to establish a stronger voice in lobbying principal authorities and the Government, to ensure that our sector is at the very core of decision making and policy positions.

With over 30 years of experience across all tiers of local government and a credible track record for working collaboratively, I have a successful track record in delivering strategic vision.

Fundamentally, I care about people and places, recognising the value and potential in all, and continuously striving to be the best of me in all I do; it would be a privilege to serve colleagues, councils and the sector in this way

**2. Larger Council's committee (Direct Clerk) Please outline three key achievements, skills or experiences that are relevant to the position applied for (250 words max)**

In addition to corporate governance experience, key achievements which evidence acumen relevant to this role, are themed around people, place and policy.

Younger people have a vital role to fulfil within our communities and can play an important part in shaping what the future looks like. In 2024, Cirencester Town Council established a Junior Town Council and is leading on an innovative Confidence Camp initiative. This builds on previous youth projects I have been involved with including Didcot's Ideas into Action and Cirencester's Ozone that led to improved performance at school, reduced anti-social behaviour and peer support on issues such as mental health, alcohol, and drugs.

Despite a wide range of strategies dating back to the 1960's Cirencester's Market Place remained unchanged for decades; with the predicted changing face of the high street, Cirencester Town Council has taken the lead in delivering a £1.6m regeneration project, recognised in a Civic Voice award for the role played in delivering a complex and challenging scheme, that positively influenced the town's social, economic, and environmental well-being.

With a Level 7 qualification in strategic management and leadership, I was privileged to be seconded part-time with NALC in their policy team, whilst undertaking MBA research on local government finance and building capacity and capabilities within the sector; this led to involvement with several APPGs and being part of a project team that led on publishing the 'Reaching out' guide on tackling loneliness and 'One community' on partnership working across the tiers of local government

**3. Set out your vision for NALC and how it can improve the service(s) it provides to members (250 words max)**

My vision for NALC is that it continues to be a leader for positive change in the public sector, at the forefront of advocating a civil society, within which connected and cohesive communities with insight and expertise are created.

And alongside important lobbying of the Government and representative organisations across the public, private and charity sector, that it increases its visibility and influence through the county associations into the heart of local communities.

I am driven by a passion to influence and empower, and having welcomed a corporate peer challenge at Cirencester Town Council and being part of a NALC/LGA corporate peer challenge team, I believe there is a gap which needs to be urgently addressed in the provision of professional development, support, and advice for clerks, chief officers and Councillors of larger local councils who have a vision, and are proactive, in wanting to make the most of opportunities afforded by local government reorganisation and devolution, and who want to be the lead local council in their area.

Together we can increase the credibility and professionalism of the sector to such an extent that Government and principal authorities will put us at the core of their policy making and decisions, which will then have a real and tangible benefit for the communities we serve, within which there is so much need and which we care about so much.

**Directly elected Councillors (up to eight votes).**



**Phil Barnett**

**1. Explain why you are standing for this position (250 words max)**

I yet again offer my services on the larger towns committee , where previous service to local government has been gained over the last 35 years.

Firstly on Newbury District Council, Berkshire Country Council, West Berkshire Unitary , not forgetting Newbury Town council and Greenham parish council

On these various councils I have had the honour to chair West Berkshire Council , twice being Mayor of Newbury Town , including chairing various committees within these councils

Of late I've chaired one of West Berkshire planning committees

During the time on the councils mentioned I have represented them on various outside bodies such as South East Employers where I was vice chair for seven years

For the whole period I've served on the various councils I have always made myself available to the electorate whether by phone or during the last decade or so by email also

To be available to communicate with my electorate has been rewarding and appreciative by all the residents irrespective of their political views

**2. Larger Council's committee (Direct Cllr) Please outline three key achievements, skills or experiences that are relevant to the position applied for (250 words max)**

During the period I've been a member of the councils listed in the earlier section

Many benefits I've been able to bring to the individual s and the community

Such as speed reduction in several developments and short cut routes within wards I've represented

Housing allocation to several families in desperate need

Due to financial , fire , overcrowding, illness and dalapertated properties

While mayor and chairman of council

Special walk initiatives for all persons of all abilities

Arranging Various events whether coffee mornings, concerts in support of local charities

Furthermore as councillor been

Activity campaigning for the provision of youth facilities when central funding was reduced

Campaigning against imminent closure of care homes

Fought against various proposed building developments which were being proposed without proper provision of schools, medical provisions and local facilities effecting various residents quality of life

**3. Set out your vision for NALC and how it can improve the service(s) it provides to members (250 words max)**

It is imperative we move with the times and encompass all methods of communication with constituent town and bodies in this IT age

Making our voice from the centre heard by all the appropriate organisations

Taking note of any appropriate bodies views, which could help and assist them with issues. Then passing relevant matters to

Parts of governments where decisions are made

This obviously involves regular communication. With government department heads (face to face) in certain circumstances

Furthermore engaging with county associations to ascertain particular area issues, not forgetting the towns within the county areas



**Ian Hayes**

**1. Explain why you are standing for this position (250 words max)**

I enjoy my work as a Town Councillor and would like to expand my knowledge of local council organisation as well as make a useful contribution to the wider council arena.

**2. Larger Council's committee (Direct Cllr) Please outline three key achievements, skills or experiences that are relevant to the position applied for (250 words max)**

I am a Army Veteran, having served for 30 years and am now a Town Councillor and sit on three committees and 10 working parties for the Town Council.

I sit on the Road Safety Committee for Charnwood Borough Council.

I am a Flood Warden for Syston and have received full training in this role.

**3. Set out your vision for NALC and how it can improve the service(s) it provides to members (250 words max)**

To challenge Government and ensure that the local council voice is heard, respected and acted upon.



**Kellie Hinton**

**1. Explain why you are standing for this position (250 words max)**

I have been on the larger councils committee for the past two years. This has mostly been observing and learning how the committee and NALC work. I would now like to spend time getting more involved directly and putting my expertise to use properly in helping to shape local government.

**2. Larger Council's committee (Direct Cllr) Please outline three key achievements, skills or experiences that are relevant to the position applied for (250 words max)**

Aswell as already serving on the larger councils committee for two years, I have also been deputy mayor of my town, mayor of my town twice, vice chair of my district council twice and chairman of my district council. I have been a town councillor over 14 years and a district councillor over 6 years. I am a former winner of the NALC Young Councillor of the year award.

**3. Set out your vision for NALC and how it can improve the service(s) it provides to members (250 words max)**

I would like to particularly improve inclusion and diversity. I am interested in making all local councils more representative of the people they serve. I have a particular passion for getting young people involved in local democracy.



**Glenn Kirkham**

**1. Explain why you are standing for this position (250 words max)**

I became a councillor just two years ago at a council that had the dubious achievement of allowing over £200,000 to be stolen by a council officer in a two year period.

That was achieved by not following the councils procedures and policies and missing several red flags.

In my time as a councillor & chair I have seen many opportunities for council governance to be improved and have gradually attempted to improve those controls. Those improvements have often been met with local opposition and I believe that working with NALC to help recognise, take the lead, and recommend improvements will have a massive impact in avoiding waste and ensuring the electorate obtain real value for money in the way the public funds are spent.

The unitarisation opportunities for transferring District & County assets into local management is another key area that I wish to champion and set advise guidelines upon.

**2. Larger Council's committee (Direct Cllr) Please outline three key achievements, skills or experiences that are relevant to the position applied for (250 words max)**

I have spent over 30 years in the programme & change management role running strategic change programmes in both the public & private sector.

I operated and ran my own successful management consultancy business for some 25 years.

Introduced major change and strategy initiatives on programmes where several £ millions was invested.

**3. Set out your vision for NALC and how it can improve the service(s) it provides to members (250 words max)**

There is a countrywide impression that most things have a one size fits all situations solution. I do not believe this to be the case. I consider it likely that argument & discourse in councils occurs when either Clerks or Councillors forget they should be working together in service of the public and not in opposition or for themselves.

I see a vision for NALC where templates and advice notes are unambiguous and process options are better defined.

I believe achieving that will curtail much of the bullying accusations currently rife in councils and encourage more members of the public to want to get involved with their councils. The decline in people wanting to stand as councillors now demands a reality check and future change.



**George McCaffery**

**1. Explain why you are standing for this position (250 words max)**

I have been a councillor for 5 years and have become active within the WALC.

There is change within this group and I have found it most stimulating and pleasing to be part of the change. I believe that by stepping up into the NALC will enable me to be involved in local decision making through to influencing national policy.

I am keen to represent my sector to ensure our voice is heard whilst being part of a group that develops policy and support that councils need. My lifetime experience will enable me gain insights from my peers whilst effecting change for the future.

**2. Larger Council's committee (Direct Cllr) Please outline three key achievements, skills or experiences that are relevant to the position applied for (250 words max)**

Working within our Town Council has actually stimulated me to do more. The positive approach and unity within each meeting is most rewarding and even when there is a challenge the solution is normally quickly found.

As an ex Royal Navy Officer with 32 years experience I have the ability to listen, whilst evaluating situations and making effective decisions.

Serving others is always something I have done and being part of NALC will enable me to do even more

**3. Set out your vision for NALC and how it can improve the service(s) it provides to members (250 words max)**

By working alongside senior members from the National Assembly, I will be able to share best practice and create a situation where new ideas are accepted and worked towards. Where challenges are identified I will work with others to find a solution and work towards creating guidance for others. The opportunity to lobby national organisations and central government creates a potential strong initiative for the future.



**Andy McCulloch**

**1. Explain why you are standing for this position (250 words max)**

I would like to be involved in helping shape national policy from a Town and Parish Council point of view, bringing in local perspective from the tier of Government that will actually have to implement and work with the policies. Be able to have a small influence in national policy set by Government, and champion "bottom up" working along with "top down". I believe Government works best when all tiers work together in the decision making, giving a more efficient and pragmatic solution.

I have the enthusiasm, strength and drive required. I think every day is a school day and I believe listening to different opinions, thoughts and ideas with an open mind is the best process before cementing my own opinion.

I hope you will support me in this nomination

**2. Larger Council's committee (Direct Cllr) Please outline three key achievements, skills or experiences that are relevant to the position applied for (250 words max)**

I managed change in a company that would make decisions in each department without fully understanding the knock on consequences to others, to get all departments to meet briefly on a regular basis and outline what was happening and identifying across the whole supply chain any benefits or possible disadvantages, thus saving time, money and stress.

Assessing a large team and identifying skills, strength and weaknesses, working with each of them on more appropriate roles and giving training where required, this greatly improved morale and efficiency without any job losses.

I am able to look at the bigger picture and take a holistic view, I am good with people and listen, making them feel heard, while getting the best outcome overall. I am able to deal with difficult situations and don't panic in a crisis.

### **3. Set out your vision for NALC and how it can improve the service(s) it provides to members (250 words max)**

To be able to work in collaboration with others, communicate in easy to understand language, and use plain English.

To communicate clear roles and responsibilities.

Listen to members, hear what they are saying both in problems and solutions.

To create and support policies that give the best services possible, in the most efficient way within the budget.

### **Imogen Makepeace**

#### **1. Explain why you are standing for this position (250 words max)**

As Chair of Planning in the largest town within a National Park, I bring practical experience of balancing community priorities with the complex demands of strategic planning and sustainable development. I am currently leading work on an overarching masterplan for the town, intended to inform both the Planning Authority's Local Plan review and our Neighbourhood Plan update. Together, these will provide a coherent, high-level framework for delivering truly affordable, sustainable homes and the essential infrastructure to support them.

I believe that local government reorganisation presents both a challenge and an opportunity. It is vital that councillors remain active participants in shaping the structures and processes that will define the next generation of local democracy. We must ensure that reform strengthens rather than diminishes local accountability, representation, and community influence.

Through my work, I have developed a deep understanding of how planning policy, housing delivery, and environmental protection intersect with democratic engagement. I am committed to promoting inclusive, transparent, and evidence-based decision-making at every level of governance.

If elected, I will advocate for the voices of larger local councils to be clearly heard in national discussions on planning, devolution, and governance reform. My goal is to help ensure that local councils—rooted in their communities—retain a meaningful role in shaping sustainable, equitable futures for the places they represent.

#### **2. Larger Council's committee (Direct Cllr) Please outline three key achievements, skills or experiences that are relevant to the position applied for (250 words max)**

##### **1. Leadership and Civic Representation**

As Mayor of Lewes (2024–25), I have represented the town at local and regional levels, working to strengthen civic identity and promote inclusive participation in local democracy. This role has deepened my understanding of the importance of transparent governance, partnership working, and the representation of diverse community interests within larger council frameworks. It has also enhanced my ability to communicate complex local issues to wider audiences and advocate effectively on behalf of residents.

##### **2. Strategic Planning and Policy Development**

As Chair of Planning in the largest town within a National Park, I have led the creation of a masterplan designed to inform both the Planning Authority's Local Plan and our Neighbourhood Plan review. This process has required extensive consultation, negotiation, and policy integration, ensuring that local aspirations for affordable and sustainable housing, infrastructure, and environmental stewardship are embedded within wider statutory planning frameworks.

### **3. Democratic Engagement and Reform Advocacy**

I have been actively engaged in discussions surrounding local government reorganisation, advocating for stronger local representation within evolving governance structures. My work champions the principle that effective democracy must be participatory and grounded in community knowledge. I bring a clear understanding of how planning, devolution, and accountability intersect, and I am committed to ensuring that larger local councils continue to play a central role in shaping the future of local government.

### **3. Set out your vision for NALC and how it can improve the service(s) it provides to members (250 words max)**

#### **Vision for NALC**

My vision for NALC is of an organisation that strengthens local democracy by empowering councils to lead confidently, collaborate effectively, and plan sustainably for the future. NALC should be both a national voice and a practical partner—advocating for local government at the highest levels while offering responsive, evidence-based support to councillors and clerks across the country.

To achieve this, NALC must continue to modernise its services and make them more accessible. This means enhancing digital resources, offering timely policy briefings, and creating more opportunities for peer learning and knowledge exchange between councils of different sizes and contexts. It also means improving the visibility of NALC's advocacy so that members clearly see how their contributions shape national policy outcomes.

At a time of local government reorganisation and financial constraint, NALC has a crucial role in helping councils navigate change. By developing stronger regional networks and promoting best practice in strategic planning, housing, and community engagement, it can ensure that all councils—large and small—have the tools and confidence to act as true leaders within their communities.

My vision is for a more connected, informed, and influential NALC: one that amplifies the collective voice of local councils, supports innovation in governance, and reaffirms the essential role of parish and town councils in delivering democratic, sustainable, and locally accountable solutions to the challenges our communities face.



**Howard Morris**

**1. Explain why you are standing for this position (250 words max)**

Hi im howard morris lived in Brewood for 67 years joined the parish council 2 years ago trying to make a difference.

Beign married for 20 years have two daughters both married and left home.

**2. Larger Council's committee (Direct Cllr) Please outline three key achievements, skills or experiences that are relevant to the position applied for (250 words max)**

I bring a wide range of strengths and experience that would be valuable to the role. My background in the construction industry has given me a strong understanding of project management, procurement, and the practical aspects of planning and development—skills that have proved particularly useful when contributing to a Neighbourhood Plan and assessing local infrastructure needs. As both a councillor and an organiser, I have developed excellent leadership and communication abilities, ensuring meetings are well-structured, inclusive, and productive. I have experience in staffing and supporting teams, as well as managing sensitive or difficult relationships within the council, particularly between the clerk and councillors, by promoting mutual respect, clear communication, and a focus on shared goals. My ability to chair meetings effectively, remain impartial, and guide discussions towards constructive outcomes helps maintain professionalism and harmony.

**3. Set out your vision for NALC and how it can improve the service(s) it provides to members (250 words max)**

My vision for the future of NALC is for it to keep growing as a strong national voice for local councils and the communities they serve. I would like to see NALC continue to support councils by sharing good ideas, offering more training for clerks and councillors, and helping local councils work together. I believe NALC can lead the way in using new technology, promoting sustainability, and making sure everyone has a voice. It should also keep pushing for more powers and funding for local councils so they can make real changes in their areas. By focusing on openness, teamwork, and good leadership, NALC can help local councils become even more effective and trusted by their communities.



**David Newman**

**1. Explain why you are standing for this position (250 words max)**

The large councils committee needs members representing different kinds of council. Not every council is a town council with a large precept with assets and services. I will bring the perspective of a large parish council in a deprived urban area.

I was elected as a parish councillor 3 years ago. I have come to love what we do in this corner of Oxford. We represent 5000 households of people in need whose lives are impacted by outside organisations. We dare not raise our precept given the levels of poverty here. But we want to take back control, creating a neighbourhood plan after we found we could not ameliorate the district council redevelopment plans.

As co-chair of the NA:C Climate Emergency Network I have come to value knowledge sharing between different town and parish councils. There are lots I have learned from councillors and clerks in the Great Collaboration banter sessions. I would like to bring my expertise in knowledge management to the larger councils committee, as we work collectively on our common issues

**2. Larger Council's committee (Direct Cllr) Please outline three key achievements, skills or experiences that are relevant to the position applied for (250 words max)**

1. Managing large and small projects, including €3 M EU research projects into e-consultation when a lecturer at Queen's University Belfast, and Chair of the Neighbourhood Plan and Strategic Aims Working Groups in Blackbird Leys Parish Council.
2. A lifetime of work on appropriate technology and the environment, from starting a new industry in Kenya making energy-efficient charcoal stoves to Co-chair of the NALC Climate Emergency Network.
3. Helping run campaigns to find consensus in Northern Ireland, win elections in Oxford and the South East, and the Place Based Initiative/Great Collaboration

**Set out your vision for NALC and how it can improve the service(s) it provides to members (250 words max)**

Imagine a sector where parish and town councils are not isolated from each other, but are constantly sharing knowledge, learning from each others' experiences. Where we don't just read some documents giving official guidance (explicit knowledge) but discuss how to solve problems, learning from the stories of other parish councils (tacit knowledge). Such knowledge sharing happens in the Great Collaboration and CEN WhatsApp, but it not built into NALC's structure. NALC needs to become less hierarchical and more networked. We should be a movement proud of our local control and local impact.

How to achieve that?

1. Have staff dedicated to developing communities of councillors and staff, setting up networks, knowledge cafés, forums, chats, surveys and consultations, with the aim of generating bottom up initiatives.
2. Like the LGA commission paid or volunteer research on critical issues. Publish like a think tank.
3. Do more PR for the sector, so it no longer gets ignored by Government and the media. Use social media, have NALC YouTube and TikTok channels as well as press releases.

4. Keep in regular contact with supporters, volunteers and donors/funders, always reminding people of the impact of the sector. This is what US NGOs call stewardship.
5. Negotiate discounts for parish councils like TechSoup and gov.uk do



**David Suiter**

### **1. Explain why you are standing for this position (250 words max)**

I'm standing for the Larger Councils Committee because I want to make sure that the unique needs of larger parish and town councils are properly heard within NALC. Larger councils have more responsibilities, bigger budgets, and more complex services to manage. It's important that NALC keeps evolving to support these challenges.

As a councillor, I've worked on projects that need long-term planning, careful financial management, and strong community involvement. I'd like to help shape NALC's policies and resources so larger councils can continue to provide great, sustainable services.

We need to push for a devolution approach that's inclusive, well-funded, and led by communities. I'm passionate about raising the voice of larger councils, encouraging innovation, and making sure our experiences help guide national decisions and advocacy.

This committee is a great chance to influence NALC's direction, and I'm ready to step up and get involved.

### **2. Larger Council's committee (Direct Cllr) Please outline three key achievements, skills or experiences that are relevant to the position applied for (250 words max)**

I bring a mix of strategic and financial leadership, governance, and advocacy experience that I believe makes me well-suited for this role.

Over the years, I've been involved in multi-year budgeting and put in place strong financial controls to make sure everything is transparent and delivers good value. I've managed significant precepts, balancing financial resilience with the need to provide high-quality services.

In terms of governance, I've been a councillor for a long time, currently chair the Human Resources Committee, and have served twice as Mayor. These roles have given me solid experience in civic leadership, policy-making, and public accountability. I've also focused on making sure our governance systems really work for the community.

On the advocacy side, I've represented my council in county forums like the Lincolnshire Association of Local Councils. I'm comfortable working with different stakeholders to build consensus and influence wider policy.

These experiences have given me the financial know-how, strategic thinking, and teamwork skills needed to contribute effectively to the Larger Councils Committee and support NALC's goals. Having served as Mayor of Sleaford and a long-standing town councillor, I've also gained

hands-on leadership experience—from chairing meetings to leading community projects and representing the town at official events.

**3. Set out your vision for NALC and how it can improve the service(s) it provides to members (250 words max)**

I see NALC as a vibrant, member-focused organisation that really champions the important role larger councils play in building strong, resilient communities. I believe NALC should grow its tailored support by offering more advanced guidance on financial management, legal resources, and policy tools that match the size and complexity of what larger councils handle.

I also think NALC can do more to help us connect with each other through stronger peer networks, so we can share new ideas and best practices. Improving digital platforms to give us real-time access to resources, case studies, and expert advice would be a big step forward.

Above all, NALC needs to keep being a strong voice for local government, making sure larger councils are seen as key partners in shaping national policy. By investing in leadership development, encouraging community involvement, and supporting councils to deliver impactful services, NALC can help us create inclusive and forward-thinking communities.



**Cheryl Startin**

**1. Explain why you are standing for this position (250 words max)**

I enjoy my work as a Town Councillor and would am ambitious to progress my local Government career. I am very interested in how local Government and NALC work together to promote the interests of parish councils.

**2. Larger Council's committee (Direct Cllr) Please outline three key achievements, skills or experiences that are relevant to the position applied for (250 words max)**

I am a Town Councillor and sit on two committees and seven working parties.

I am the designated Tree Warden for Syston - overseeing a stock of circa 450 trees.

I am Vice Chair of the Development and General Purposes Committee which manages planning applications and oversees the street scene in Syston.

**3. Set out your vision for NALC and how it can improve the service(s) it provides to members (250 words max)**

To evolve NALC towards an approachable organisation that communicates regularly with its members and to ensure members are kept up to date in plain speak ie understandable for all parish councillors.



**Miranda Wixon**

**1. Explain why you are standing for this position (250 words max)**

I am standing for election to the Management Committee of the National Association of Local Councils because I believe strongly in the role of parish and town councils as the foundation of local democracy.

I currently serve as a councillor on Towcester Town Council and have previously served on Roade Parish Council, giving me insight into the different challenges faced by both larger town councils and smaller parishes.

Beyond council work, I am Chair of the Northamptonshire VCSE Assembly, the largest voluntary and community sector organisation in the county, representing and supporting hundreds of charities and community groups. I also serve as a Deputy Lieutenant of Northamptonshire and have been nominated as High Sheriff, reflecting my commitment to civic duty and public service.

My priorities are to:

- Champion transparency and accountability across the sector.
- Promote community engagement to strengthen public trust.
- Support councillors and clerks with clear guidance, training, and resources.

If elected, I will bring practical council experience, county-wide leadership, and a collaborative approach to ensure NALC continues to empower and represent local councils effectively.

**2. Larger Council's committee (Direct Cllr) Please outline three key achievements, skills or experiences that are relevant to the position applied for (250 words max)**

I bring a breadth of experience in local government, voluntary leadership, and civic service which I believe would be of real value to NALC.

As a current councillor on Towcester Town Council and a former councillor on Roade Parish Council, I have hands-on experience of both large town and smaller parish environments. This has given me a strong grasp of the Local Government Act 1972, the Transparency Code, JPAG guidance, and the Nolan Principles of Public Life, together with practical insight into finance, decision-making, and community representation.

Beyond council work, I serve as Chair of the Northamptonshire VCSE Assembly, the largest voluntary and community sector body in the county, representing and supporting hundreds of organisations. I am also a Chair and Trustee of several charities, providing strategic oversight and governance. In addition, I sit on the Integrated Care Partnership, the Northamptonshire Health & Wellbeing Board, the Youth Justice Management Board, and the Prisoner Employment Advisory Board, bringing together local government, health, justice, and community partners to achieve shared outcomes.

I am honoured to serve as a Deputy Lieutenant of Northamptonshire and to have been nominated as High Sheriff, reflecting my commitment to justice, civic duty, and community service.

My strengths lie in scrutiny, accountability, and governance, combined with a track record of community engagement, supporting disadvantaged groups, and building partnerships. I am collaborative, diplomatic, and principled, and remain committed to upholding the highest standards of integrity and public service

**3. Set out your vision for NALC and how it can improve the service(s) it provides to members (250 words max)**

Parish and town councils are the heartbeat of local democracy, delivering services that truly reflect the needs of their communities. With unrivalled local insight, councils make a real difference—every day, in every street.

NALC exists to champion, support, and empower members. We make our members work visible to government and partners, showing the vital role councils play in building stronger, more resilient communities. We share innovation, best practice, and networks, giving you the tools to solve challenges faster and smarter.

NALC provides practical resources for staff and councillors on finance, governance, and community engagement, ensuring every council is equipped to succeed. And we make sure every voice is heard—no matter the size of council, members shape NALC’s agenda and influence national policy.

Looking forward, NALC helps councils meet the challenges of the 21st century: digital transformation, sustainability, inclusion, and community wellbeing. By highlighting achievements and equipping councils for the future, we ensure councils remain inclusive, representative, and central to local life.

Parish and town councils don’t just deliver services—they lead, inspire, and transform communities. NALC is here to amplify impact, celebrate successes, and help shape a future where every community thrives. Together, we ensure local democracy isn’t just preserved—it flourishes.

# FC 116/25 Consultation outcome - Strengthening the standards and conduct framework for local authorities in England – consultation results and government response

## Ministerial foreword

The government is committed to greater devolution, determined to fix the foundations of local government and build a better future for local politics.

Greater devolution relies on local authorities in which elected members embody the highest standards of conduct. The public rightly demand its representatives act in their best interests, and that those who do not meet the high standards of public office expected should be held to account and appropriately sanctioned.

The ‘Strengthening the Standards and Conduct Framework for Local Authorities in England’ consultation sought views on a whole system reform of the standards and conduct framework for local government. The proposed reforms consulted on reflected the government’s ambition to introduce a clearer and consistently applied standards and conduct framework for local government in England.

The reforms aim to ensure misconduct is dealt with swiftly and fairly across the country in every type and tier of local government – from the smallest town or parish council to the largest regional mayoral authority. We want to ensure that local government is empowered, fully accountable and deserving of people’s trust and confidence.

We want local and regional government in England to attract and retain the best possible talent, and for county, town and city halls across the country to promote fair and reasonable democratic discourse, without slipping into cultures which are toxic and intimidating. There will always be room for strongly held beliefs to be represented, tested and debated, with decency and respectful behaviours and conduct.

Of note amongst the consultation responses was testimony received from those who highlighted the personal distress persistent bullying and harassment can cause for elected members and officers alike, particularly as the current regime offers no real prospect of perpetrators being properly held to account.

In response, our reforms will put victims of elected member misconduct at the centre of the system by providing a right to appeal standards decisions and ensure that both complainants and respondents are supported throughout the process of code of conduct investigations. We also want to ensure that those complained about are given fair opportunity to make representations and that due process is in place throughout the course of complaints being considered.

Frustration with the lack of meaningful sanctions and safeguards, even when elected members are under police investigation or carry out repeated breaches, was also clearly apparent amongst respondents. For a standards regime to be fit for purpose it must provide both appropriate safeguards and sanctions.

I want to thank all the 2,092 respondents to this consultation. The results have clearly indicated there is widespread appetite for system reform and the steers we have received from respondents have shaped our decisions on the policy proposals this document confirms we will now be working to take forward.

In summary, we intend to legislate for a whole system reform of the current regime as set out in Localism Act 2011. The measures will include:

- the introduction of a mandatory code of conduct, which will include a behavioural code, for all local authority types and tiers
- a requirement that all principal authorities convene formal standards committees, to include provisions on the constitution of standards committees to ensure objectivity, accountability and transparency
- the requirement that all principal authorities offer individual support during any investigation into code of conduct allegations to both the complainant and the councillor subject to the allegation

- the introduction at the authority level of a ‘right for review’ for both complainant and the subject elected member to have the case reassessed on grounds that will be set out in legislation
- powers for authorities to suspend elected members for a maximum of 6 months for serious code of conduct breaches, with the option to withhold allowances during suspension for the most serious breaches and introduce premises and facilities bans either in addition or as standalone sanctions
- in response to the most serious allegations involving police investigation, or where sentencing is pending, the introduction of powers to suspend elected members on an interim basis for an initial period of 3 months which, if extended, will require regular review
- a new disqualification criterion for any elected member subject to the maximum period of suspension more than once within 5 years
- the creation of a new national appeals function, to consider appeals from elected members to decisions to suspend them and/or withhold allowances, and for complainants if they consider their complaint was mishandled. Any appeal submitted will only be permitted after complainant or elected member has invoked their ‘right for review’ of the local standards committee decision has been invoked and that process is completed

When this government took office, we pledged to reset the relationship with local authorities, and a key part of that commitment is to work creatively and collaboratively with all those with an interest in local government. We will continue to engage with the sector and stakeholders whilst we develop the detail of operationalising these proposals.

I know that most local elected members are public servants working hard to help shape and deliver excellent local public services. It is for them as much as council employees and the public that we are determined to deal with those who bring local government into disrepute. In recognition of how important these reforms are to building a better future for local politics, we intend to bring forward the necessary legislation as soon as parliamentary time allows.

Alison McGovern MP

Minister for Local Government and Homelessness

*This paper covers the response to the feedback that WCC provided (see **FC 236/24**). The outcome is broadly in line with the suggestions of this council, covering suspensions and more formal processes to withhold access, allowances alongside the creation of an appeals panel.*

# WOUGHTON COMMUNITY COUNCIL

Full Council – 24<sup>th</sup> November 2025

Agenda Item FC 177/25

**PURPOSE OF REPORT: To agree to the Fleet Insurance provision for the coming year.**

## **RECOMMENDATION:**

1. That the committee notes the report and ratifies the proposal below.

## **MAIN ISSUES AND CONSIDERATIONS:**

The council has a variety of insurance policies including the main one (liability, contents, buildings, public liability, etc.) and the fleet insurance, that covers the vehicles. This includes the landscape tipper truck (Ford Transit), the 4x4 (Ford Ranger), the environment team electric vehicle (EVIE), the white youth and community van (Vauxhall Vivaro), plus the landscape tractor, mowers, etc. The policy covers all drivers (some restrictions on young people) and enables suitable cover for all uses.

As part of our regular review, the RFO has undertaken a scoping exercise to see whether the provider remains best value, that cover is suitable and that the provision continues to meet the needs of council. To this end, three companies were consulted and quotes provided.

There is an increase in the cost this year but reflects the additional vehicle provision and increase value of the equipment in total.

Company one (current provider – James Hallam) quoted £5,700.

Company two quoted just under £7,000

Company three were unable to provide a quote that was close to our renewal cost.

As a result, it is recommended that we retain the services of James Hallam insurance for fleet insurance for the coming year, at a cost of £5,700.

## **FINANCIAL IMPLICATIONS:**

As noted, this is slightly higher than the previous years insurance, reflecting both the increased value of the fleet and the pressures on the insurance business more widely. It still provides good value for money, as is shown by the other quotes.

## **SUGGESTED PROPOSAL:**

*That council agrees to the appointment of James Hallam for provision of fleet insurance for the coming year, with a cost of £5,700.*

## **AUTHOR**

Steve McNay – Council Manager

## **FC 118/25 Information regarding a consultation into ‘Proper Practices’**

This paper details the overview of the consultation, detailed below.

Council may choose to offer feedback, may choose to delegate to Operations Committee or delegate to officers, specifically the RFO and / or Council Manager to respond.

Given timescales (response by 2<sup>nd</sup> January), there is some urgency to making a decision.

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### **SAPPP and CIPFA launch consultation on proper practices for smaller authorities**

The Smaller Authorities Proper Practices Panel (SAPPP) and the Chartered Institute of Public Finance and Accountancy (CIPFA), with the support of the Smaller Authorities' Audit Appointments (SAAA) and the Ministry of Housing, Communities and Local Government, have launched a new joint consultation to gather views on the proper practices that guide how smaller authorities are governed and manage their finances.

Proper practices, which are mandatory for all smaller authorities in England, form the foundation of transparency, accountability, and sound financial management across local government. Under the Local Audit and Accountability Act 2014, Smaller authorities are those with annual income or expenditure of up to £6.5 million for three consecutive years, rising from £6.5 million to £15 million for financial years starting after 1 April 2025.

SAPPP and CIPFA want to hear from councillors, clerks, auditors and anyone with an interest in local governance. The consultation aims to gather views on how the proper practices can evolve to meet the needs of today's sector.

The consultation will focus on two key areas:

- Presentation of accounts — Making financial information clearer, more consistent, and easier for everyone to understand.
- Internal auditor competency — Ensuring that audit standards are strong, practical, and fit for purpose.

Your input will help shape the next generation of proper practices and the accompanying guidance for smaller authorities, offering parish and town councils, auditors, and practitioners a real opportunity to influence the future of governance and accountability.

Please see the [Invitation to Comment](#) for the consultation questions and more information on the review of proper practices. You can provide your responses to the questions by [completing the form](#). The consultation closes on 2 January 2026.

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# WOUGHTON COMMUNITY COUNCIL

Full Council – 24th November 2025

Agenda Item FC 119/25

**PURPOSE OF REPORT:** To consider street naming for the former Cripps Lodge site and consider the street naming policy from MKCC

**RECOMMENDATION:**

1. That the council notes the report and considers the recommendation below.

**MAIN ISSUES AND CONSIDERATIONS:**

*The following paper was considered by Services Committee on 17<sup>th</sup> November and it was agreed to pass this over to Full Council for further consideration. There is some additional information noted in the 'other implications' section below, denoted in red.*

The following email was received by the Council Manager on 11/11/25:

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**Subject:** *Street Naming and Numbering- The Former Cripps Lodge Site Broadlands Netherfield Milton Keynes*

*Good Afternoon,*

*We have received notification of the new residential development in Netherfield, that will include two new streets.*

*We currently do not have any spare street names or a naming theme for Netherfield. Please could you decide on the street names we could use for this site, and a theme that can be used for any future developments.*

*Our policy states that street names should be approved by the Parish Council. Our naming convention also states that the chosen street name must not duplicate or conflict with neighbouring parts of Milton Keynes, not be named after any living person or promote any individual/organisation, should not cause any confusion or be liable to cause offense.*

*When emailing suggestions, please can you 'reply to all' so the suggestions are circulated, and duplicate suggestions are not offered.*

*Can you please forward your comments to [SNN@milton-keynes.gov.uk](mailto:SNN@milton-keynes.gov.uk) by the 19th December 2025.*

*Thank you, we look forward to your comments.*

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Following receipt of this, the Council Manager checked the Street Naming and Numbering Policy 2025, to find that many estates in Woughton appear to have lost their 'themes' and, as a result, compared the policy with the 2021 policy:

Estate	2021	2025
Beanhill	Food and Grasses	
Coffee Hall	Coffee Houses	
Eaglestone	Birds of Prey and Fields	Coffee Houses
Leadenhall	Coffee Houses	Coffee Houses
Netherfield	Manorial Land	
Pear tree Bridge	Local History	
Tinkers Bridge	Grand Union Canal	

As can be seen, many estates have lost their themes, with some now with different themes to previously (Eaglestone appears to now be coffee houses, which will come as a surprise to people in both Eaglestone and Coffee Hall!).

Netherfield was, previously, 'Manorial Land':

The meaning of Netherfield and it's roads:

The word Netherfield comes from an old field name recorded in 1781, and literally means "Land that is Low-Lying", in the same way that Holland is known as the Netherlands, or Lowlands.

The street names came from the times of the "Lord of the Manor" in the Middle Ages (1200 – 1500A.D), using words connected with fields, ploughing and land measurements – as follows:

- "Langland" – A long piece of land.
- "Beadlemead" – The parish officer's meadow.
- "Farmborough" – The manor-house farm.
- "The Hide" – The amount of land which could be tilled with one plough in one year or was needed by one free family and its dependants.
- "Farthing Grove"- A quarter of an acre, or a quarter of a "Hide".
- "Broadlands"- A wide spacious area of land.
- "Buckland"- Fields where deer can be found.
- "Barnfield" – A Barley field.
- "Akerlea" – a blend of 'acker' (field) and 'lea' (an open space)

If committee were to continue along this line, there are some options:

- **Copyhold:** A form of landholding where the tenant held the land "by copy of court roll," meaning their title was recorded in the manorial court documents. This tenure was abolished and converted to freehold by the Law of Property Acts in the early 20th century.
- **Socage:** Tenure of land in exchange for a fixed payment in cash or kind, or other non-military services.
- **Ale Taster:** Official appointed to check quality and measurement of ale for sale on a manor
- **Custumal:** A survey which contains details of tenants with the manor customs they held land by, rents and services they owed the lord.
- **Frankpledge:** Group of ten free men who pledged mutual responsibility for the maintenance of law and order of courts derived from system of tithings.
- **Hayward:** Official responsible for woods, corns and meadows
- **Moiety:** A part or share of a manor.

- **Perambulation:** A description of manor boundaries.
- **Sequestration:** Confiscating of Royalist estates who fought against Parliamentarians.
- **Terrier:** Description of a manor which follows a topographical arrangement.
- **Villeinage:** Land tenure that later became copyhold in the 14th century.

#### **OTHER IMPLICATIONS:**

There is no rule that says naming *must* be in line with the previous theme, so committee can consider anything else within the rules:

*Our naming convention also states that the chosen street name must not duplicate or conflict with neighbouring parts of Milton Keynes, not be named after any living person or promote any individual/organisation, should not cause any confusion or be liable to cause offense.*

It is noted that the Services Committee made suggestions around naming the roads after local councillors, namely Kevin Wilson and Janette Bobey.

#### **BACKGROUND PAPERS:**

Street Naming and Numbering Policy - April 2025

#### **SUGGESTED PROPOSAL:**

#### **AUTHOR**

Steve McNay – Council Manager

**Milton Keynes City Council**

Civic Offices, 1 Saxon Gate East, Central Milton Keynes, MK9 3HJ

# **Street Naming and Numbering Policy April 2025**

The Street Naming and Numbering Section  
Milton Keynes Council  
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## **1. Introduction**

- 1.1 Milton Keynes Council is the unitary authority responsible for the administration of the street naming and numbering process, to ensure that all properties in the Borough are officially addressed. The address of a property is becoming a very important issue. Organisations such as the Royal Mail, emergency services, utility companies, satellite navigation systems, delivery companies, online ordering companies as well as the general public need an efficient and accurate means of locating and referencing properties.
- 1.2 At Milton Keynes Council it is our policy to pre agree area names and street naming themes with Parish/Town Councils and Ward Councillors. A comprehensive list of areas and street naming themes is shown in Appendix 1.
- 1.3 Parish/Town Councils, Ward Members for the area, the Portfolio Holder for Transport and Highways and the Assistant Director of Transport are consulted on appropriate names and once agreed a list of pre-approved names are made available for use. If more names are required this exercise is repeated. The selection of names complies with the Councils Naming and Numbering Convention found in section 6.3.
- 1.4 New addresses and amendments to existing addresses are registered by the Royal Mail when they are notified by the Local Authority. Postcodes are allocated by Royal Mail and allocation is made in conjunction with the official addresses initiated by the Local Authority. This address is entered into the Local Authorities Local Land and Property Gazetteer (LLPG) the primary address database used by the Council.

## **2. Purpose of Policy**

- 2.1 This policy provides a framework for Milton Keynes Council to operate its street naming and numbering function effectively and efficiently for the benefit of Milton Keynes residents, businesses and visitors. It will also act as a guide to developers who may wish to suggest names, within the agreed settlement themes shown in Appendix 1, to the Street Naming and Numbering Officer prior to consultations with Parish/Town Councils. It also provides assistance to Parish/Town Councils as to reasons for objecting to proposed names for streets suggested by the developers or others.
- 2.2 The Policy defines:-
  - Legal framework for operation of the Street Naming and Numbering service.
  - Protocols for determining official street names and numbers.

## **3. Legal Framework**

- 3.1 The Legislation under which street naming and numbering (SNN) can be carried out is:
  - Section 21 Public Health Acts Amenity Act 1907 (alteration of street name)
  - Sections 17-19 Public Health Act 1925 (naming of streets and alteration and indication of street names)
  - Town Improvement Clauses Act 1847 (street naming and numbering provisions)

- Sections 64 and 65 of the Town Improvement Clauses Act 1847 (street numbering)
- 3.2 Adoption of either Section 18 of the Public Health Act 1925 or Section 21 of the Public Health Acts Amenity Act 1907 automatically causes the other to cease to apply. Similarly, adoption of section 19 of the 1925 Act or the street naming provisions in the Town Improvement Clauses Act 1847 causes the other to cease to apply.
- 3.3 Milton Keynes Council resolved on \_\_\_\_\_ to apply Section 17 and 18 (Alteration of name of streets) of the Public Health Act 1925 and Sections 64 (Buildings to be Numbered) and 65 (Numbers to be renewed by occupiers) of the Town Improvement Clauses Act 1847. Relevant extracts from the Acts are shown in Appendix 2.

#### **4. Street Naming and Numbering Charges**

- 4.1 The power to charge falls under Section 93 of the Local Government Act 2003. This sets out that a Local Authority may charge for discretionary services. Discretionary services are those services that an Authority has the power but not a duty to provide. An authority may charge where the person who receives the service has agreed to its provision and the charge must not exceed the cost of providing the service.
- 4.2 Therefore the Council cannot charge for street naming services (since the duty to provide this service is not discretionary), but it can charge for elements of the street naming and numbering function (which is a discretionary service) by virtue of Section 64 and 65 of the 1847 Act.
- 4.3 For Street Naming and Numbering the charge covers:
- Consultation and liaising with external organisations such as Royal Mail, Parish/Town Councils and Emergency Services (as a non statutory element of naming of streets).
  - The naming and numbering of new properties (including conversions).
  - Alterations in either name or numbers to new developments after initial naming and numbering has been undertaken.
  - Notifications to organisations listed in Appendix 3
  - Confirmation of addresses.
  - Challenges to existing official naming/numbering schemes/addresses held within the street naming and numbering records.
- 4.4 These charges are to be paid prior to any changes/notifications being made. Changes made without contacting the Council will not be officially recognised and will not be registered with the services and organisations listed in Appendix 3.
- 4.5 The schedule of charges for street naming and numbering can be found in Appendix 4 and in the Milton Keynes Council – Street Naming and Numbering Charges document.
- 4.6 The fees and charges applicable to street naming and numbering services will be annually reviewed during the Council's budget setting process and publicised through the Council's agreed communication channels including the website.

## **5. The National Land and Property Gazetteer (NLPG)**

- 5.1 The NLPG is the national address database used by the public sector. In April 2011 a new joint venture was established between Intelligent Addressing (custodians of the NLPG) and the Ordnance Survey under the auspices of CLG (Department of Communities and Local Government), this company is called GeoPlace and is now responsible for managing this new national address database..
- 5.2 Local Government has invested heavily in creating the NLPG and is committed to using the NLPG for all of its addressing requirements and services.
- 5.3 The NLPG is the definitive address list that provides unique identification of properties and conforms to the British Standard, BS7666:2006. The NLPG covers the whole of England and Wales and contains more than 30 million residential, businesses and non-mailing addresses and is now marketed commercially.
- 5.4 The NLPG is a comprehensive and continually updated database, created by those with local knowledge in each Local Authority, the body with legal responsibility for street naming and numbering of properties in their respective areas. As Local Authorities are the originators of addressing information an address dataset, developed and maintained at source by users of the data, will inevitably have the highest level of currency and completeness.
- 5.5 The Council is committed to this initiative through its own Local Land and Property Gazetteer (LLPG) which, together with the other Local Authorities in England and Wales, makes up the NLPG. Street naming and numbering is the single most important source of address change intelligence for the Council's LLPG and therefore the NLPG.
- 5.6 All addresses created by Milton Keynes Council will comply with the conventions set out in Section 6 below and be entered into Milton Keynes Councils LLPG following the NLPG most up to date Data Entry Conventions (DEC).

## **6. Operational Guidance**

### **6.1. Street Naming Legislation**

- 6.1.1 A person who creates a new street has the right to suggest a name for the street (Section 17 of the Public Health Act 1925). They are required to give notice to the Local Authority of the proposed name and the Local Authority has one month in which to object.
- 6.1.2 Until the expiration of one month or where the Local Authority has objected to the proposed name, it is not lawful for the proposed name to be used and any person contravening this provision will be liable to a penalty not exceeding Level 1 (currently set at £200) on the standard scale of fines within Section 37 Criminal Justice Act 1982 and will also incur a daily penalty not exceeding £1.
- 6.1.3 If the Local Authority does object to the proposed street name, it must send written notice of objection within one calendar month. The developer may appeal to the Magistrate Court within 21 days after the service of the notice.
- 6.1.4 In Milton Keynes many areas are allocated street name themes and lists of agreed street names for each area are held for future use see Section 6.2 below. Developers may suggest names during the consultation process or

where no agreed names exist, put forward a suggested name following the above process. Names will need to gain the agreement of local Parish/Town Councils.

## **6.2. Street Naming Procedural Guidance**

- 6.2.1 Official naming and numbering, or alterations to current official addresses, will not be issued until such time as the appropriate Planning and Building Regulation permissions have been obtained as well a commencement (meaning the excavation of foundations) recorded on the Building Regulation application.
- 6.2.2 On a monthly basis, a review of permitted planning applications will be undertaken. Any application with new properties (both residential and commercial) will be identified and layout plans will be studied to establish whether any new streets need to be created. These will require naming if the development proceeds.
- 6.2.3 In new development areas it is council policy to agree a street naming theme. This will be decided by the council in liaison with local Parish/Town Councils and local Ward Members. Street naming themes already agreed for areas of Milton Keynes are shown in Appendix 1.
- 6.2.4 Once a theme for an area is agreed suggestions for street names may be made to the Street Naming and Numbering Officer by Parish/Town Councils, local Ward Members or developers.
- 6.2.5 If the suggestions are found to be within the naming conventions, the proposed name/s will be forward for consultation to the local Parish/Town Council, local Ward Councillors, Emergency Services and Royal Mail. Guidance will be included as to the naming conventions and reasons for objections. As any objection has to be made by the Local Authority within one calendar month of receipt, a set time of 14 days will be given for the consultation period and any objection must be received by the Local Authority within this time period.
- 6.2.6 If an objection is received from the local Parish/Town Council, local Ward Councillors, the Emergency Services or Royal Mail and found to be valid the street name will be removed from the list.
- 6.2.7 If no valid objections or replies are received from the local Parish/Town Council, local Ward Councillors, the Emergency Services or Royal Mail, within the consultation period, the street names will be added to the list for future use.
- 6.2.8 Following this consultation the Street Naming and Numbering Officer will compile a final agreed list of street names for that area. The agreed list of names will be used to name streets on each new development scheme submitted. If further streets are required the consultation process will be repeated.
- 6.2.9 Numbering of the new streets will be carried out as per the Numbering of Properties Conventions as Section 6.6. All properties on newly named streets will be allocated numbers.
- 6.2.10 All costs for the supply and erection of nameplates for new streets will be borne by the developer. Maintenance of the nameplates will then be taken over by the Local Authority.

6.2.11 If a scheme is to be developed in phases, the naming and numbering scheme will be issued for only the released phases.

6.2.12 Where a naming and/or numbering scheme is issued, the Local Authority will inform those bodies listed on Appendix 3.

### 6.3 Street Naming Conventions

6.3.1 Street names can end with a description such as those shown in the table below but a name is often used especially in Milton Keynes as a stand alone name without a description. In Milton Keynes, the term Gate usually means an access road from a Grid Road.

<b>Avenue</b>	<b>Road</b>	<b>Gate</b>
<b>Gardens</b>	<b>Lane</b>	<b>Walk</b>
<b>Circle</b>	<b>Drive</b>	<b>Close</b>
<b>Court</b>	<b>Hill</b>	<b>View</b>
<b>Way</b>	<b>Grove</b>	<b>Place</b>
<b>Crescent</b>	<b>End</b>	<b>Green</b>
<b>Mews</b>	<b>Street</b>	<b>Rise</b>
<b>Yard</b>	<b>Chase</b>	<b>Croft</b>
<b>Heath</b>	<b>Bank</b>	<b>Square</b>
<b>Field</b>	<b>Mead</b>	<b>Wharf</b>
<b>Meadows</b>	<b>Row</b>	<b>Terrace</b>
<b>Link</b>	<b>Grange</b>	<b>Circus</b>
<b>Dell</b>	<b>Haven</b>	<b>Leys</b>
<b>Stables</b>	<b>House</b>	<b>Hall</b>
<b>Lodge</b>	<b>Use road name singularly without a road type added.</b>	<b>Path</b>

6.3.2 We try to ensure that there are no duplications with names in other neighbouring parts of Milton Keynes

6.3.3 Where possible any historic link to the land which is being developed should be preserved i.e. field names that land may previously been known as, or previous property names located on site such as farm names or any other associated historic link. It is important we record why a name has been used so that we may answer any future enquiries regarding the history of the name.

6.3.4 The use of a name which relates to that of a living person will not be adopted. Where suggestions to commemorate past dignitaries or characters from within the Borough, only the surname will be used as part of the street name.

6.3.5 The name of a street should not promote an active organisation or individual.

6.3.6 Street names should not be difficult to pronounce or awkward to spell.

6.3.7 A common request is to repeat existing names in a new road (for example a request for "St Johns Close" off an existing "St Johns Street"). This is not allowed as it can have a detrimental effect in an emergency situation. This is in line with Government guidance found in circular 3/93.

- 6.3.8 Names that could give offence are not used, nor are names that could encourage defacing of nameplates.
- 6.3.9 Names will not be considered that may be construed as contravening any aspect of the Council's Equality and Diversity Policy or would undermine the cohesiveness of local communities.
- 6.3.10 Names that may be taken as advertising (i.e. company name) will not be accepted.
- 6.3.11 Street name suffixes are not always essential, but if used must be descriptive of the road e.g. "Road", "Street" or "Drive" to indicate a thoroughfare and "Court" or "Close" to indicate a cul-de-sac.
- 6.3.12 No punctuation in the use of street names will be used for example "St. Joseph's Gardens" will appear in all street naming documentation and street nameplates as "St Josephs Gardens"

#### **6.4 Property Numbering Legislation**

- 6.4.1 Section 64 and 65 of the Town Improvement Clauses Act 1847 gives the Local Authority the ability to number the properties and ensure that occupiers of dwellings and other buildings in the street mark the buildings with such numbers as approved.
- 6.4.2 Where an occupier fails to do so within one week from receiving notice from us, they may be liable to a penalty not exceeding Level 1 (currently set at £200) on the standard scale of fines Section 37 Criminal Justice Act 1982, should we pursue. Milton Keynes Council may also choose to mark the properties with numbers as per the official numbering scheme and reclaim the costs from the occupier.

#### **6.5 Numbering Procedural Guidance**

- 6.5.1 Official naming and numbering, or alterations to current official addresses will not be issued until such time as the appropriate Planning and Building Regulation Permissions have been obtained as well a commencement (meaning the excavation of foundations) recorded on the Building Regulation application or noted from the Councils quarterly development monitoring surveys.
- 6.5.2 On a quarterly basis, a review of commenced building regulation applications will be undertaken by MKi Team as part of their development monitoring. If a developer has not submitted a Street Naming and Numbering application they will be contacted by the Street Naming and Numbering Officer and requested to make an application.
- 6.5.3 The appropriate fee for numbering of properties will need to be received by the Local Authority before any numbering scheme is issued.
- 6.5.4 Where a naming and/or numbering scheme is issued, the Local Authority will inform those bodies listed in Appendix 3.

#### **6.6 Numbering Conventions**

- 6.6.1 A new through road will be numbered with odds on the left hand side and evens on the right hand side, working from the junction of the road.

- 6.6.2 Additional new properties in existing streets that are currently numbered will always be allocated a property number.
- 6.6.3 Private garages and similar buildings used for housing cars and similar uses will not be numbered.
- 6.6.4 A proper sequence shall be maintained. In the interest of equality and diversity no numbers will be omitted from the numbering sequence. Once numbered, the Local Authority will not normally re-number properties. The Local Authority will only renumber a property where it can be shown that there are consistent delivery problems or issues with emergency services.
- 6.6.5 Buildings (including those on corner sites) are numbered according to the street in which the main entrance is to be found and the manipulation of numbering in order to secure a “prestige” address or to avoid an address which is thought to have undesired associations, will not be sanctioned.
- 6.6.6 If a multiple occupancy building (i.e. flats) has entrances in more than one street, each entrance will be numbered into the appropriate road.
- 6.6.7 We will use numbers followed by letter suffixes where there are no alternatives and to avoid the renumbering of other properties in the existing street. For example, these will be used where infill properties are built and insufficient numbers are available. Wherever possible infill properties requiring a suffix will be given the property number before the infill to maintain a proper numbering sequence i.e. 1A, 1B.
- 6.6.8 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.
- 6.6.9 All property numbers should be displayed on the property and be at least 100mm in height and on a contrasting background. They should clearly be visible from the highway and this may mean the 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.
- 6.6.10 If open space or undeveloped areas exist along a length of road, it is usual to leave spare numbers. As a guide one number per 5m frontage in urban areas and 10m frontage in rural areas is used, however open spaces can often allow numbers either side of a road to be brought in line with each other.
- 6.6.11 Two buildings in one street may not have the same number.
- 6.6.12 Where two or more properties are combined to form one single property, the property will be numbered using one of the existing numbers and will normally be based on the location of the main entrance.
- 6.6.13 Flats will be numbered with their own separate number into the street where possible.
- 6.6.14 In multiple occupancy buildings (blocks of flats) it is preferable to give a street number to each dwelling with individual access to the street. When the flats share a common entrance or there are not sufficient numbers available because of existing development, the building should be given a number where possible or a name and the flats numbered separately internally.
- 6.6.15 Flats will be numbered in the form of “Flat 1”, “Flat 2”, etc. Any other form of naming or numbering is discouraged (for example “First Floor flat” or “Flat A”

is unacceptable and will be known as “Flat 1”).

- 6.6.16 If a multiple occupancy building has entrances in more than one street, then each entrance can be numbered in the appropriate road if required. In this case, advice from the local delivery office will be sought.
- 6.6.17 Annexes to buildings e.g. granny flats or ancillary accommodation, will be given the prefix “The Annexe”. The rest of the address will be the same as the parent property e.g. The Annexe, 32 High Street.
- 6.6.18 Moored houseboats will form part of the Council’s LLPG, which in turn forms part of the National Land and Property Gazetteer. The Local Authority will only allocate an official address and inform Royal Mail where we have an operational requirement to do so or we believe the property is being used for permanent residency in the Borough and therefore subject to Council Tax. This will assist any emergency response and create a unique record for each property for future use. Such addresses will have to meet Royal Mails requirements for secure delivery points.
- 6.6.19 All holiday lets and agricultural land parcels will be added to our LLPG. They will be flagged as non-official and non-postal in systems that generate mail. This is to assist emergency response and create a unique record for each property for future use.
- 6.6.20 For any dwelling accessed internally through commercial premises, the accommodation will be given a prefix to match the accommodation type i.e. The 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 The Flat, Name of Public House, Street Number and Name.

## 6.7 Property Naming

- 6.7.1 The owner (not tenant) of a property may request the addition, amendment or removal of a name for their property.
- 6.7.2 The Local Authority cannot formally add, amend or remove a property name where the property is in the process of being purchased, that is, until the exchange of contracts, although guidance of the acceptability of a name maybe given.
- 6.7.3 A check will be made by the Local Authority to ensure that there is no other property in the locality with the registered or similar registered name. Under no circumstance will a replicated name in the locality be allowed.
- 6.7.4 Where a property has a number, it must be used and displayed. Where a name has been allocated as well as a number this must always be used with the number: **it cannot be regarded as an alternative**.
- 6.7.5 Under no circumstances will a name that is offensive, or that can be construed as offensive, be allowed.
- 6.7.6 If a proposed property name is refused, then the owner will have the option to provide further suggestions or retain the current address.
- 6.7.7 Where an amendment to a property name is carried out, the Local Authority will inform those bodies listed on Appendix 3.

6.7.8 You should be aware that it is Royal Mail policy, when a property has a number and a name, that the number will take precedence. You should therefore use both the number and the name. Please note that the Royal Mail's online postal address database will only show the number of your property.

## **6.8 Renaming and Renumbering of Streets and Buildings**

6.8.1 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. This is usually only done as a last resort i.e. renaming of a street is normally only considered if consistent problems occur for the Emergency Services and the renumbering of properties may occur when infill development is so great that numbers to the new properties cannot be allocated, then the existing street may be subject to a renumbering scheme.

6.8.2 Where an order for renaming of an existing street is made, the Local Authority must display notices at each end of the street or part of the street affected under Section 18 of The Public Health Act 1925 and they must remain in place for at least 1 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.

6.8.3 Where a request is received from residents/owners of properties for renaming of a street, the proposed change must have the full backing of every resident/owner affected on the street and a signed letter from each to support this. Reasons for the renaming must also be supplied.

6.8.4 Where any order for renaming of a street is made, the local Parish/Town Council will be consulted.

6.8.5 Where an order for renaming of a street is made the proposed name must follow the naming procedures and must also fall within the naming conventions.

6.8.6 Where renumbering and/or renaming is involved, as much warning as is practicably possible will be given. The notice to occupiers will give a specific date on which the new naming or new numbering comes into effect, which will be at least 4 weeks from the date of the notice

6.8.7 Where a renaming and/or renumbering scheme is issued, the Local Authority will inform those bodies listed on Appendix 3.

6.8.8 Under the current charging policy the Council will not charge for this service but will review this annually.

## **7. Street Naming and Numbering in the Absence of Payment of Fees**

7.1 The Council will remind developers of new properties of the need for an official address and the process to follow. If an application and payment of fees is not received within 3 months of a completion date, the Local Authority may allocate official addresses for emergency services purposes with no further consultation. If the developer or owner requests amendment to the allocated naming or numbering at a later date, the standard street naming and numbering processes and the current fees and charges will apply.

- 7.2 In this case internal notifications will be made for Authority business purposes only but no external notifications will be made or Postcodes allocated to the properties.
- 7.3 If payment of fees is not received in relation to adding, amending or removing an existing property, the name will remain unchanged and no internal or external notifications made.

## **8. Street Nameplates**

- 8.1 The Local Authority is responsible for the replacement, erection and repairing of street nameplates. Nameplates will be erected and replaced whenever required, taking into account both the financial restraints and requirement.
- 8.2 Where new street/s are created as part of a development, the costs of supplying and erection of new street nameplates will be borne by the developer. Maintenance of the nameplates will then be taken over by the Local Authority.
- 8.3 Where a street is approached only from one direction only one nameplate will be erected and this will face the direction of where the traffic will be approaching. Where a road can be approached from both directions, nameplates on either side of the junction will be erected. Nameplates will also be erected at any junction or entrance onto the street.

## **9. Postcodes**

- 9.1 An important element of addressing is the Postcode. This identifies a number of postal delivery points and a postal town as defined by Royal Mail. The Council is not responsible for allocating these codes; they are a Royal Mail product.
- 9.2 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 located 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. If a property is completed or occupied, the developer or owner should contact Royal Mail for activation of the postcode for the address allocated by the Local Authority.
- 9.3 Developers, owners and tenants should be aware that their properties may not have the same postcode as the surrounding or existing properties.
- 9.4 The developer should inform the Address Development team when the properties are ready for occupancy to ensure that the addresses are moved to the live database ready for public use.

## **10. Claims for Compensation**

- 10.1 The Local Authority is not liable for any claims for compensation arising directly or indirectly from the naming of streets, renaming of streets, numbering or renumbering of properties.
- 10.2 The property developer should not give any postal addresses, including the postcode, to potential occupiers, either directly or indirectly (for example via solicitors or estate agents) before the official naming and numbering scheme

has been issued by the Local Authority. The Council will not be liable for any costs of damages caused by failure to comply with this.

## **11. Policies and procedures outside the Street Naming and Numbering function**

- 11.1 Postcode allocation is the responsibility of the Royal Mail. The Royal Mail will allocate a postcode on receipt of the official naming and numbering scheme from the Local Authority but the postcode will be held in "reserve" (in the not yet built file) until Royal Mail is notified by either the developer or owner that the property is occupied.
- 11.2 Non-delivery and mis-delivery of items and correspondence and complaints should be directed at the relevant delivery company's customer services department.
- 11.3 New/amended addresses being unavailable on databases used by third parties: various third parties refresh their address sets at different frequencies and from different sources, and address changes can therefore take some time to appear in their systems.
- 11.1 Maps not showing new properties or roads or changes in information can take some time to percolate through to third party products depends on those third party update regimes

## **12. Policy Review**

- 12.1 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. Charges will be reviewed on an annual basis during the Council's budget setting process and publicised through the Council's normal communication channels including the website.

## **13 Contact Details**

The Street Naming and Numbering Officer

Milton Keynes Council

Civic Offices

1 Saxon Gate East

Central Milton Keynes

MK9 3HJ

Telephone: 01908 252037

Email: [SNN@milton-keynes.gov.uk](mailto:SNN@milton-keynes.gov.uk)

## Appendix 1 – Street Naming Themes

Settlement Name	Meaning
Ashland	Vineyards in UK
Astwood	
Atterbury	
Beanhill	
Blakelands	
Bleak Hall	
Bletchley	Local History
Bolbeck Park	
Bow Brickhill	War Memorial Names
Bradville	
Bradwell Common	
Brickfields	
Brinklow	
Brook Furlong	
Brooklands	Maritime
Broughton & Broughton Gate	Steam Railways
Brown's Wood	
Caldecotte	Water Mills/Local History
Calverton	
Campbell Park	Assn with Lord Campbell
Castlethorpe	
Central Bletchley	
Central Milton Keynes	Ancient Monuments
Chicheley	
Church Farm	
Clifton Reynes	
Coffee Hall	
Cold Brayfield	
Conniburrow	
Crownhill	Music Industry
Denbigh East	
Denbigh North	
Denbigh West	
Downhead Park	
Downs Barn	
Eagle Farm North	War Planes
Eagle Farm South	Geographical History/Former Parish Councillors
Eaglestone	Coffee Houses
East Mead	Field Names
Eaton Leys	Local Names
Elfield Park	Elfield Nature Park
Elverby	British Fish
Emberton	
Emerson Valley	Valleys
Fairfields	Roman
Far Bletchley	
Fenny Stratford	
Filgrave	
Fishermead	Cornish Villages
Fox Milne	Gemstones
Furzton	Exmoor
Gayhurst	
Giffard Park	

Glebe Farm	War Memorial Names
Granby	
Grange Farm	British Painters
Great Holm	
Great Linford	
Hanslope	Local History
Hardmead	
Haversham	
Hazely	Butterflies
Hermitage Farm	
Kents Hill	
Kents Hill Park	Famous People From Kent
Kiln Farm	
Kingsmead	Castles/England and Wales/Assn with Kings
Kingston	
Knowhill	
Lathbury	
Lavendon	Local History/Geography
LeadenHall	Coffee Houses
Linford Wood	Woodlands
Little Brickhill	Local History
Little Linford	
Loughton	Local History
Loughton Lodge	
Magna Park	Car Companies
Medbourne	Scientists
Middleton & Milton Keynes Village	
Monkston	Monastries/Abbies
Monkston Park	London Tube Stations
Moulsoe	
Moulsoe Fields	Wheat and Barley
Mount Farm	
Neath Hill	Craft Guilds/Tower of London
Netherfield	
New Bradwell	
Newlands	Explorers of New Lands
Newport Pagnell	Local History/Apple Varieties/Cherry Varieties
Newton Blossomville	
Newton Leys	Islands of the World
North Crawley	
Northfield	
Oakgrove	Computers
Oakhill	British Battlefields
Oakridge Park	Wool Industry
Old Farm Park	
Oldbrook	
Olney	Clergy/School Master
Ouzelmere	British Rivers
Oxley Park	Stars of the Silver Screen
Peartree Bridge	
Pennyland	
Pineham	
Ravenstone	
Redhouse Park	Local History
Redmoor	

Rooksley	Locomotives
Shenley Brook End	Local History/Farm Breeds
Shenley Church End	Local History
Shenley Lodge	Energy/Inventors
Shenley Wood	Local History
Sherington	
Simpson	Local History
Snelshall East	
Snelshall West	
Springfield	
Stantonbury	Local History
Stantonbury Fields	
Stoke Goldington	
Stonebridge	
Stony Stratford	
Tattenhoe	Coastal Headlands
Tattenhoe Park	Famous Authors
Tilbrook	
Tinker's Bridge	
Tongwell	
Tryingham	
Two Mile Ash	
Walnut Tree	
Walton	
Walton Hall	
Walton Park	
Water Eaton	Local History
Warrington	
Wavendon	
Wavendon Gate	Towers/Local History/Archaeology/Lace
West Ashland	
West Bletchley	Local History
Westcroft	Famous Gardens
Weston Underwood	
Whitehouse	Cattle breeds/Sheep breeds Farming Theme
Willen	Japanese School
Willen Park	
Winterhill	
Woburn Sands	
Wolverton	Local History
Wolverton Mill	
Wolverton Mill East and South	
Woodhill	
Woolstone	
Wymbush	

## Appendix 2 – Legislation

### Section 64: Town Improvement Clauses Act 1847 Houses to be numbered and streets named

“The commissioners shall from time to time cause the houses and buildings in all or any of the streets to be marked with numbers as they think fit, and shall cause to be put up or painted on a conspicuous part of some house, building, or place, at or near each end, corner, or entrance of every such street, the name by which such street is to be known; and every person who

destroys, pulls down, or defaces any such number or name, or puts up any number or name different from the number or name put up by the commissioners, shall be liable to a penalty not exceeding [level 1 on the standard scale] for every such offence”.

### **Section 65: Town Improvement Clauses Act 1847** **Numbers of houses to be renewed by occupiers**

“The occupiers of houses and other buildings in the streets shall mark their houses with such numbers as the commissioners approve of, and shall renew such numbers as often as they become obliterated or defaced; and every such occupier who fails, within one week after notice for that purpose from the commissioners, to mark his house with a number approved of by the commissioners, or to renew such number when obliterated, shall be liable to a penalty not exceeding [level 1 on the standard scale], and the commissioners shall cause such numbers to be marked or to be renewed, as the case may require, and the expense thereof shall be repaid to them by such occupier, and shall be recoverable as damages.

### **Section 17: Public Health Act 1925** **Notice to urban Local Authority before street is named**

“1) Before any street is given a name, notice of the proposed name shall be sent to the urban authority by the person proposing to name the street.

2) The urban authority, within one month after the receipt of such notice, may, by notice in writing served on the person by whom notice of the proposed name of the street was sent, object to the proposed name.

3) It shall not be lawful to be set up in any street an inscription of the name thereof – a) until the expiration of one month after notice of the proposed name has been sent to the urban authority under this section; and b) where the urban authority have objected to the proposed name, unless and until such objection has been withdrawn by the urban authority or overruled on appeal; and any person acting in contravention of this provision shall be liable to a penalty not exceeding [level 1 on the standard scale] and to a daily penalty not exceeding [£1].

4) Where the urban authority serve a notice of objection under this section, the person proposing to name the street may, within twenty-one days after the service of the notice, appeal against the objection to a Magistrates court”.

### **Section 18: Public Health Act 1925** **Alteration of name of street**

“1) The urban authority by order may alter the name of any street, or part of a street, or may assign a name to any street, or part of a street, to which a name has not been given.

- 2) Not less than one month before making an order under this section, the urban authority shall cause notice of the intended order to be posted at each end of the street, or part of the street, or in some conspicuous position in the street or part affected.
- 3) Every such notice shall contain a statement that the intended order may be made by the urban authority on or at any time after the day named in the notice, and that an appeal will lie under this Act to a petty Magistrates Court against the intended order at the instance of any person aggrieved.
- 4) Any person aggrieved by the intended order of the local authority may, within twenty-one days after the posting of the notice, appeal to a Magistrates court”.

### **The Local Government Act 2003**

Brought about new devolved powers for Local Authorities, these included giving Councils new powers to trade and charge for non-statutory services if they are Best Value Authorities (Section 93 of the Act) Authorities, if charging for discretionary services, have a duty to charge no more than the costs they incur in providing the service. The aim is to encourage improvements to existing services and develop new ones that will help to improve the overall service they provide to the community, not to make a profit.

## **Appendix 3 – Internal/External Notifications (Distributions List)**

### **Organisations that are notified of the new address outside the Council**

**Thames Valley Police**

**Address Development Team**

**MK Mail Centre**

**Royal Mail**

**Buckinghamshire Fire and Rescue Services**

**Buckinghamshire Fire Brigade – Northern Division HQ**

**South Central Ambulance Service**

**Bedford Newsites**

**District Valuer & Valuation Office**

**Leicester Land Registry**

**Ordnance Survey**

**Anglian Water**

**Central Networks PLC**

**Homes and Communities Agency**

**Serco**

**Geographers' A-Z Map Company**

### **Teams that are notified of the new address inside the Council**

**MK Intelligence**

**Development Control**

**Emergency Planning**

**Building Control**

**Street Lighting**

**Land Charges**

**Council Tax Valuation**

**Revenues and Benefits**

**Cleansing and Waste**

**Highways Adoptions**

### Milton Keynes Council - Street Naming and Numbering Charges Schedule 2025

Chargeable Elements	Charges
<b>New Development or Conversion/Change of Use Scheme</b>	
Per First property	£185
Then	
Per House	£35
Per Flat	£35
Per Commercial Unit	£35
Per Building name	£0
Per Street name	£295
<b>Renaming a commercial/Industrial/retail building</b>	
Per Building Rename	£0
<b>Development Re-plan</b>	
Per First property	£370
Then	
Per House	£70
Per Flat	£70
Per Commercial Unit	£70
Per Building name	£0
Per Street name – including naming a new street, changing a street name or redigitising a street	£590

<sup>1</sup>It is extremely rare that streets need to be renamed or renumbered, see section 6.8 above. Under the current charging policy the Council will not charge for this service but will review this annually