

Woughton Community Council

SERVICES AND COMMUNITIES COMMITTEE

17th November 2025

AGENDA

Tuesday 11th November 2025

To: All members of the Services & Communities Committee

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

Notice of Meeting

You are hereby summoned to attend a meeting of the **Services & Communities Committee** to be held on **Monday 17th November 2025** commencing **6:00pm** at the **Woughton Community Council Hub, Council Chamber, The Local Centre, 60, Garraways, Coffee Hall, Milton Keynes, MK6 5EG**, when the business set out in the following agenda will be transacted.

PLEASE DO NOT ATTEND IF YOU ARE EXPERIENCING ANY ILLNESS OR SYMPTOMS THAT MAY BE A SIGN OF A CONTAGIOUS ILLNESS (e.g. coughs, sneezes, etc.)

Members of the public can attend in person, submit questions in advance and or watch live via 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/>

Steve McNay
Council Manager

Please ensure that your mobile phone is switched to silent or is switched off completely during the meeting.



SC 58/25 Apologies:

To receive and accept apologies from members unable to attend the meeting.

SC 59/25 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.

SC 60/25 Questions from the public (maximum 15 minutes):

To receive questions and statements from members of the public.

SC 61/25 Chairs announcements:

To receive announcements from the Chair.

SC 62/25 Minutes of previous meetings:

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

- Monday 20th October 2025.

(Attached)

SC 63/25 Feedback from previous grant awards

To provide the committee with the feedback from previously awarded grants:

- a) Tinkers Bridge Residents Association trip to Great Yarmouth

Feedback forms attached.

SC 64/25 To consider involvement with Cycling Citizens MK as an Institutional Member

With a view to supporting cycling and developing stronger links and a voice within the CCMK group, consider whether membership is suitable.

(Paper attached)

SC 65/25 Consideration of the Service Plan for 2026/2027

To help with budget planning, consideration of the areas where the committee would like to see developed, created, expanded or otherwise included in the 2026/2027 council year, with first draft provided.

(Verbal update and first draft to be provided).

SC 66/25 Consideration of street names for former Cripps Lodge site

To consider any names that may be suitable for the two (2) new roads that will form the new development on Netherfield.

(Paper attached)

Date of next meeting:

Monday 19th January 2026 @ 6.00pm

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



Woughton Community Council

SERVICES AND COMMUNITIES COMMITTEE

20th 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 9th November and Children's Remembrance Parade on 11th 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 15th 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 'wiggle 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 17th 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

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

Telephone 01908 395681

Email:reception@woughtoncommunitycouncil.gov.uk

Environment & Communities Evaluation Form

Name	April Rennie
Position in group	Member
Phone number	

Name of Organisation	Tinkers Bridge Residents Association
Amount awarded	£643
Purpose of Grant	Seaside Trip to Yarmouth

How has this grant made a difference to your group and the local people who benefitted from this project?

Residents of Tinkers Bridge look forward to these trips every year as for many this is the only trip away, they will get.

The grant has enabled residents to go on a seaside trip and spend the day with families making memories and it gives children memories to talk about at school. Residents on the trip would not have been able to make this trip if not subsidised as they could not have met the costs themselves. We had quite a few larger families. Elderly people on pension.

What lessons did you learn in the process of delivering this project?

That these trips are invaluable to many residents, it is there only way to get out of Milton Keynes

Please provide at least one quote or testimonial from a participant/service user describing their experience of this project

There was lots of positive feed back on the evaluation forms given out.

Requests for more trips in the future and a variety of trips Zoo, seaside trips, museums, Christmas fairs and pantomimes

Will this activity/project continue after the end of this grant? If so, please tell us where the funding will come from

How/where has the Woughton Community Council logo been used in conjunction with this grant

On advertising for the trips

How many people benefitted from the grant?

Please specify numbers

Total number of participants: **53**

Young People up to the age of 18: **16**

Adults: **31**

Older People over 60: **6**

Area attending from, please specify numbers

Tinkers Bridge: **47**

Netherfield: **4**

Beanhill:

Coffee Hall:

Leadenhall:

Eaglestone: **2**

Peartree Bridge:

We do understand that it is difficult sometimes to gauge numbers, please estimate to the best of your ability

Please attach any relevant receipts to this form and detail them below

Item	Details	Cost
Coach Company Invoice	Invoice17350	£1000.00

We would love to see any photographs that you are able to share with us, or please provide copies of any evaluation/feedback forms that you have. Should you require any assistance to complete this form or assistance with copying receipts etc, please do not hesitate to contact us.

Please complete and return to Woughton Community Council within six weeks (42 days) of your award, failure to do so may result in a 12-month ban of applying to Woughton Community Council Grant Aid

WOUGHTON COMMUNITY COUNCIL

Services and Communities Committee – 17th November 2025

Agenda Item SC 64/25

PURPOSE OF REPORT: To consider membership of Cycling Citizens MK

RECOMMENDATION:

1. That the committee notes the report and considers the suggested proposal below.

MAIN ISSUES AND CONSIDERATIONS:

Cycling and active travel has been part of the service plan for the past couple of years, with the Wheelie Big Picnic, promotion through the Cycle2Work scheme and through activities around trails, cycling events and installation of cycling infrastructure. The Council Manager recently attended the first MK Cycling Symposium and this, alongside the recent Transport Plan development shows that cycling, scootering and other sustainable transport options are likely to be at the heart of developments over the coming years.

Cycling Citizens MK (CCMK), a local collective that includes a wide range of partners (see below) and WCC have partnered with them on delivery of events. They have recently approached us to become the 'headline parish' within the group, due to the work that has been undertaken locally.

CCMK is a group that provides a range of activities and campaigns, including support to access and develop cycling initiatives, space to help develop and support the campaigns (more cycling, gender balance in cycling, etc.), work to improve cycling infrastructure and a 'seat at the table' when working to set the agenda for the city.

MK has lower than average cycling levels, despite some good infrastructure. The redways provide a good option for leisure cycling but are less helpful for commuting and the amount of secure parking for bikes is not good. The new 'Mass Rapid Transit MRT)' system is looking to embed sustainable transport options within the creation (bikes and scooters near terminals, allowing onward journeys, for example) and ensuring that Woughton is considered within this approach may be considered an important element of these developments.

STAFFING IMPLICATIONS:

Depending on the level of involvement wanted, there may be some officer or councillor time implications, in terms of attending meetings, being part of any steering group, etc. but equally, it may be that inclusion and involvement is at a lower level.

FINANCIAL IMPLICATIONS:

There is a cost of £500 membership for non-profit organisations. Details of what this includes are at: <https://www.cyclingmk.org/join-us/>

OTHER IMPLICATIONS:

The committee may feel that there is a visibility element to membership, alongside the involvement and direction this offers. Being the 'founding parish member' and evidencing the vision of Woughton in terms of sustainable transport, reduction in carbon, etc. may be viewed as positive in and of itself.

Membership is currently:

MEMBERS



Cycle Saviours is a social enterprise that saves, refurbishes, repairs, services and sells bikes, making cycling accessible to all and encouraging everyone to get on their bikes and explore Milton Keynes' cycle networks and trails, providing Dr. Bike services to alliance events.



MK Cycle Forum is a group of local citizens and cycling groups interested in promoting more cycling around Milton Keynes.



Ringway looks after UK's highways network – delivering specialist highway services across the largest highways maintenance portfolio within the UK, including strategic road network, motorway and trunk roads, and the local authority network. Ringway provides cones and marking tape for alliance events.



Established as an independent charity in 1992, The Parks Trust expertly cares for over 6,000 acres of beautiful and inspirational green space in Milton Keynes including parks, ancient woodlands, lakes, river valleys and 80 miles of landscaped areas along the city's grid roads. The Parks Trust provides parkland for alliance events.

BUSINESS SPONSORS



Trek Bicycle Milton Keynes stocks the latest products from Trek and Bontrager, provides service and tune-ups for bikes of any brand, and local advice on the best riding in the Milton Keynes area; also advocates for the local cycling community, and are keen to support local charities with our involvement in rides that raise funds for children's organizations.



Madison started back in 1977 as a small bike shop based in West Hampstead, London. Over the last 40 years, the business has transformed itself into the UK's leading distributor of bicycle parts and accessories.

STRATEGIC PARTNERS

Milton Keynes City Council is the local authority of the City of Milton Keynes in Buckinghamshire. It is a unitary authority, having the powers of a non-metropolitan county and district council combined. The borough is divided into 19 wards, electing 57 councillors.

BACKGROUND PAPERS:

Full details of the Cycling Citizens approach and further information about the project can be found at <https://www.cyclingmk.org/>

The Memorandum of Understanding is also attached.

SUGGESTED PROPOSAL:

The committee recommends that membership of Cycling Citizens MK is sought, with a membership fee agreed, with a view to this starting in April 2026 in line with the new budget year and that this is included in budget planning for 2026/27.

The committee requests that an evaluation of the benefits of membership is undertaken before the end of the first year of membership, to see whether any continuation of membership is agreed.

AUTHOR

Steve McNay – Council Manager



LETTER OF UNDERSTANDING

This Letter of Understanding sets out what a member institution can expect to gain from membership of the alliance and what it is expected to commit.

1. Cycling Citizens MK will provide for each member institution:

A. Opportunity to actively support a bold [vision](#) for cycling in MK

As a member, your institution can vote at [Leadership Group](#) meetings where decisions are taken on alliance strategy for achieving its goals, including campaigns and actions, as well as the right to propose campaigns. Cycling Citizens MK works on issues in the common interest of increasing cycling and does not support partisan political campaigns.

B. Access to free or discounted [Enabling services](#)

Through connections with other member, your institution can access free or discounted bikes, training to ride and fix bikes, clothing and accessories.

C. Invitation to join [Encouraging group rides and competitions](#)

The alliance organises a range of group rides and competitions throughout the year, which your institution will be invited to join and enjoy.

D. Access to [Empowering campaigns](#)

The alliance organises a variety of campaign activities throughout the year, which your institution will be invited to support.

E. Support and training

Our professional Community Organiser is dedicated to working with and supporting member institutions. S/he will help to identify and develop leaders and organise listening campaigns and actions to address barriers to cycling, both internally and city-wide, delivering leadership training and strengthening your institution in the process.

F. Networking and opportunity to host [MK Cycling Awards](#)

The alliance create opportunities to build good relationships with diverse institutions and individuals from different backgrounds, working together in the common interest of increasing cycling. Your institution may host cycling celebration and awards events organised by the alliance, including MK Mayor's Cycling Awards.

G. Publicity

As a member, your institution can advertise for free in the alliance's [bi-monthly newsletter](#) and have its logo and links on the alliance [website](#), flyers and banners and the Organiser's email signature.

2. As a member of Cycling Citizens MK, each member institution will:

2.1 PAY DUES - Fundamental to a strong alliance is ownership, independence, and accountability. The best way to achieve this is by raising membership dues.


2.2 PLANNING & ACTION – A representative of each member institution should be nominated to attend meetings of the Leadership Group, and all individuals in each member institution should be encouraged to participate in actions and events organised by the alliance.



INSTITUTIONAL MEMBERSHIP 2025-26

Name of Institution	
Membership dates	Start date End date
Type of membership (please tick or type 'YES' to one)	Community Member (non-profit institution, annual dues normally £500) Corporate Member (for-profit institution, annual dues £500-5000)

Agreed Dues Amount £

Signed (on behalf of Member institution)	Signed (on behalf of Cycling Citizens MK) 
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Name		Name	Simon Rudiger
Position		Position	Treasurer, Cycling Citizens MK
Address		Address	MK Christian Foundation, The Square, Wolverton
City		City	Milton Keynes
Postcode		Postcode	MK12 5HX
Phone		Phone	01908 311112
Email		Email	simon.rudiger@mkchristianfoundation.co.uk
Date Signed		Date Signed	

Purchase Order Information

Is a Purchase Order (PO) required for the payment of the membership dues (please tick or highlight Yes or No)? Yes No

If Yes, we will contact the person stated in the billing address to obtain the purchase order number.

Payment is due within 30 days of the invoice date. Please pay to:

Account name: MILTON KEYNES CHRISTIAN FOUNDATION LIMITED
Bank: LLOYDS BANK
Sort Code: 30-15-53
Account Number: 01490481

Your logo

Please also send to organiser@cyclingsmk.org a high-resolution image of your logo for inclusion in alliance publicity.

WOUGHTON COMMUNITY COUNCIL

Services and Communities Committee – 17th November 2025

Agenda Item SC 66/25

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 committee notes the report and considers the recommendation below.

MAIN ISSUES AND CONSIDERATIONS:

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

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 by the 19th December 2025.

Thank you, we look forward to your comments.

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	
Peartree 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.

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

Telephone: 01908 252037

Email: SNN@milton-keynes.gov.uk

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- 3. Internal/External Notifications (Distributions List)**
- 4. Street Naming and Numbering Charges**

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.

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

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

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
New Development or Conversion/Change of Use Scheme	
Per First property	£185
Then	
Per House	£35
Per Flat	£35
Per Commercial Unit	£35
Per Building name	£0
Per Street name	£295
Renaming a commercial/Industrial/retail building	
Per Building Rename	£0
Development Re-plan	
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

¹It 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