



# CHIPPING NORTON TOWN COUNCIL

## THE GUILDHALL, CHIPPING NORTON, OXFORDSHIRE OX7 5NJ

TEL: 01608 642341

Email: [townclerk@chippingnorton-tc.gov.uk](mailto:townclerk@chippingnorton-tc.gov.uk)

Office Hours: Mon – Fri 9am – 1pm

TOWN CLERK: Luci Ashbourne

21<sup>st</sup> September 2023

### **SUMMONS TO ATTEND A MEETING OF THE TRAFFIC ADVISORY SUB-COMMITTEE**

TO: All Members of the Traffic Advisory Sub-Committee

VENUE: This meeting will be held online via Zoom:

Join Zoom Meeting  
<https://us02web.zoom.us/j/82793216233>

DATE: Thursday 28th September 2023

TIME: 6:30pm

Luci Ashbourne  
Town Clerk

#### Recording of Meetings

Under the Openness of Local Government Bodies Regulations 2014 the council's public meetings may be recorded, which includes filming, audio-recording as well as photography.

### **A G E N D A**

#### **1. Apologies for absence.**

To consider apologies for absence.

Committee members who are unable to attend the meeting should notify the Town Clerk ([townclerk@chippingnorton-tc.gov.uk](mailto:townclerk@chippingnorton-tc.gov.uk)) prior to the meeting, stating the reason for absence.

#### **2. Declaration of interests.**

Members are reminded to declare any disclosable pecuniary interests in any of the items under consideration at this meeting in accordance with the Town Council's code of conduct

#### **3. Minutes**

- a. To approve the Minutes from the sub-committee meeting held on the 29<sup>th</sup> June 2023.
- b. To note the minutes of the Cycling Action Group held on the 21<sup>st</sup> August 2023.

#### **4. Public Participation**

The meeting will adjourn for this item

Members of the public may speak for a maximum of five minutes each during the period of public participation.

**5. County Officer's Report**

To receive a report from Oxfordshire County Council.

**6. District Officer's Report**

To receive a report from West Oxfordshire District Council

**7. Update from Cllr Saul on OCC Highways matters including the HGV working group**

To receive a progress report from Cllr Saul.

**8. Cycling**

To receive an update on cycling related matters.

**9. Pedestrian and Road Safety**

To receive a verbal update on road safety related matters.

**10. LCWIP**

To receive an update

**11. Living Moss Air Filter**

To discuss potential and costs for installation of a living moss air filter in Chipping Norton to help increase air quality.

**12. Correspondence**

**13. Date of the next meeting** – Thursday 25<sup>th</sup> January 2024, 2pm in The Council Chamber.



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## **Minutes of a meeting of the Traffic Advisory Sub-Committee, on the 29<sup>th</sup> June 2023 at 2pm in the Council Chamber, Chipping Norton Town Hall**

PRESENT: Cllrs Mark Walker (Chair), Sandra Coleman, Alex Keyser, Tom Festa (substituting, entered at 2:13pm).

ALSO PRESENT:

Katherine Jang, Deputy Town Clerk and Estates Manager

Cllr Geoff Saul, OCC

Mike Dixon, Bus Users Representative

<b>TAC1</b>	<p>Cllr Mark opened the meeting.</p> <p><b>Election of Chair</b> Nominations were received for the Chair of the Traffic Advisory Sub-Committee for the municipal year 2023/2024. Mike Dixon proposed Cllr Mark, seconded by Cllr Sandra. <b>RESOLVED:</b> That Cllr Mark is elected Chair of the Traffic Advisory Sub-Committee for the municipal year 2023/2024.</p>
<b>TAC2</b>	<p><b>Election of Vice-Chair</b> Nominations were received for the position of Vice-Chair of the Traffic Advisory Sub-Committee for the municipal year 2023/2024. Cllr Sandra nominated Cllr Steve, seconded by Cllr Mark. <b>RESOLVED:</b> That Cllr Steve is elected Vice-Chair of the Traffic Advisory Sub-Committee for the municipal year 2023/2024.</p>
<b>TAC3</b>	<p><b>Apologies for Absence</b> Apologies were received from Natalie Moore (OCC), Mike Wasley (OCC), and Chris Hulme (Traffic Management Officer, Hampshire Constabulary &amp; Thames Valley Police Joint Operations Unit), Marcus Simmons, Cllr Jo Graves, Cllr Michael Rowe, and Cllr Steve Akers.</p>
<b>TAC4</b>	<p><b>Declaration of Interests</b> None received.</p>
<b>TAC5</b>	<p><b>Minutes</b></p>

	<p><b>RESOLVED:</b> That the Chair signed the minutes from the Sub-Committee meeting held on the 27<sup>th</sup> April 2023 as an accurate record of the meeting.</p>
<b>TAC6</b>	<p><b>Public Participation</b></p> <p>Staff members from Guideposts UK came to the meeting to raise issues with transport in Chipping Norton.</p> <p>Support Workers from Guideposts UK, along with members from Albion Centre Advocacy Group (ACAG) came to speak about road safety and road crossings in Chipping Norton.</p> <p>Members identified key issues such as cars parking on the pavement, which impede those using wheelchairs and people who are sight-impaired from walking safely in town. The ACAG requested increased signage in town to remind residents not to park on pavements.</p> <p>Cllr Sandra asked where their members are having the most difficulty. Guidepost representatives responded that the traffic island outside of Sainsbury's is difficult to navigate as it is not wide enough for wheelchairs to pass through. They also mentioned that the large green bins on Cattle Market St have been causing issues for their members who are sight-impaired, as it causes them to step out into the road.</p> <p>Cllrs agreed to identify the owners of the green bins on Cattle Market St (near Albion Centre), and request that they are moved out of the way of pedestrians.</p>
<b>TAC7</b>	<p><b>County Officer's Report</b></p> <p>Members thanked Natalie Moore (OCC) and Mike Wasley (OCC) for providing written reports in advance of the meeting.</p> <ul style="list-style-type: none"> <li>- Members discussed a possible street art installation for a new crossing in town to raise awareness of pedestrian issues.</li> <li>- Members requested increased 20mph signage in town as HGVs regularly go over the speed limit. Other members highlighted that there are no road markings which indicate drivers are entering the town.</li> <li>- Members discussed a possible pilot scheme or temporary junction at the New St/High St junction.</li> </ul> <p>Members discussed erecting temporary crossings, which sit within the draft LCWIP, at the following 3 locations:</p> <ul style="list-style-type: none"> <li>- New St, where the traffic island between the Arctic Fish Bar and Sainsbury's car park is situated.</li> <li>- New St play area</li> <li>- Horse Fair near Blue Boar</li> </ul> <p>Members noted the lining programme. Members queried the re-lining of 30mph Churchill Rd when the 20mph zone will come in very soon.</p>

	<p>Regarding the junction of London Road/Banbury Road – members queried why there is a double mini roundabout here, rather than a single roundabout. Members noted that there are many near misses at this location as drivers are not familiar with this double-roundabout layout, and that it causes confusion.</p> <p>Members also noted that HGVs are still going up London Rd when the signage now says Banbury Road.</p>
<b>TAC8</b>	<p><b>District Officer's Report</b></p> <p>None received.</p>
<b>TAC9</b>	<p><b>Update from Cllr Saul on OCC Highways matters including the HGV working group</b></p> <p>Members received a verbal progress report from Cllr Saul.</p> <ul style="list-style-type: none"> <li>- The £2 capped bus-fare scheme has now been extended until October 2023, and then to November 2023-2024 at a new rate of £2.50. Pulhams Coaches (X9) will now be included in this scheme. Cllrs agreed that there is low awareness of this scheme, and that the TC office will circulate this scheme on social media to promote it more widely.</li> <li>- Members discussed that HGVs are continuing to use the Banbury Road despite signage suggesting London Road. Members suggested that a red sign noting no HGVs on the London Road to discourage drivers from the road.</li> </ul>
<b>TAC10</b>	<p><b>Cycling</b></p> <p>Members received an update on cycling related matters from Cllrs Mark and Tom.</p> <p>Members discussed the possibility of creating a programme to link together various cycling groups in Chipping Norton.</p> <p>Cllr Mark proposed that Cllr Tom sets up an informal meeting to discuss this initiative, and to bring a proposal to the next Traffic Advisory Sub-Committee meeting in September, all agreed. For Cllr Tom to convene a meeting over the summer months and include the possible members/groups:</p> <ul style="list-style-type: none"> <li>- Cllrs Tom Tom, Mark, and Sandra</li> <li>- Learn2Sustain</li> <li>- Chipping Norton Ladies Cycling Group</li> <li>- TY Cycles</li> </ul> <p>Members discussed that the roads in Chipping Norton are too narrow for cyclists, especially the pinch point at Horse Fair, West Street and Burford Road so there are improvements that need to be made. Members discussed the possibility of one-way systems and cycle paths within town.</p>
<b>TAC11</b>	<p><b>Road Safety</b></p>

	<p>a. Members received a verbal update on road safety related matters. Cllr Sandra reported that there have been a lot of online complaints about the New Street / High Street junction. Residents have raised that there have been many near misses at the junction and are worried about ongoing safety issues. Members agreed to feed back to Natalie Moore.</p> <p>b. Members received a report following consultation with residents regarding the potential installation of a speed indicator device (SID) on Churchill Road.</p> <p>a. <b>RESOLVED:</b> That members agreed that the SID should be located entering Chipping Norton on Churchill Road.</p> <p>b. <b>RESOLVED:</b> That quotes for a SID are obtained and taken to a meeting of the Strategic Planning Committee to consider.</p> <p>c. <b>RESOLVED:</b> That the contents of the consultation are sent to OCC Highways in order that they're aware of the extent of the issue and may be able to plan in some speed reduction infrastructure in the future. Members discussed the possibility of Welcome to Chipping Norton Signs at all entrances to the town, with white fencing and speed limit signs.</p>
<b>TAC12</b>	<p><b>LCWIP</b></p> <p>Members received a verbal update from Cllr Mark. Members discussed the possibility for increased signage including a "Welcome to Chipping Norton" sign with white fencing, and the possibility for funding schemes.</p>
<b>TAC13</b>	<p><b>White Lining</b></p> <p>Members noted and reported areas where white lining needs re-painting. Members queried West Street and if this area raised by Cllrs would be covered by the lining works mentioned in Mike Wasley's report.</p>
<b>TAC14</b>	<p><b>Correspondence</b></p> <p>None received</p>
<b>TAC15</b>	<p><b>Any Other Business</b></p> <p>Cllr Tom raised the air quality action report, members noted that the consultation is currently being undertaken.</p> <p>Cllr Tom asked if there is scope to work with bus companies. Cllr Saul reported that there is an Oxford City Council scheme to purchase a fleet for the city, but that there are no plans to currently route them out of the city. Cllr Tom noted that there would need an electric bus / vehicle charging hub elsewhere.</p> <p>Cllrs mentioned that the new Villager Bus is being scoped to be an electric bus, as there is now more availability for buses which fit the criteria.</p>

<b>TAC16</b>	<b>Date of the next meeting</b> Thursday 28 <sup>th</sup> September, 6:30pm via Zoom

The Chair closed the meeting at 3:25pm.

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Minutes of the **Chipping Norton Cycling Improvements Action Group**  
(Working Group to Traffic Advisory Sub-Committee) held on **Monday 21<sup>st</sup> August** in Chipping  
Norton Town Hall

Present:

Cllr Tom Festa

Cllr Mark Walker

Cllr Mike Cahill

Jill Festa

Dominic Hex

Kara Milner

Also present:

Luci Ashbourne, Town Clerk and CEO

## 1. Election of Chair

Cllr Tom Festa suggested that he take on the role of Chair, Cllr Mark Walker seconded. All in favour. Motion carried.

**RESOLVED:** That Cllr Tom Festa is elected as Chair of the Action Group.

## 2. Apologies

Apologies were received from Tom Yeatman, Charlotte Livingston, Cllr Sandra Coleman, Richard Fairhurst and Cara Hedges.

## 3. Safety and Road Quality

3.1 The group discussed the use of 'Fix my Street' app from a cyclist perspective, and the benefits of having a cycling focused 'super-user' who would be trained up to report issues and have a connection with the highways officer.

<https://news.oxfordshire.gov.uk/super-solution-to-local-road-problems/>

**RESOLVED:** That Cllr Tom Festa, Dom Hex and Jill Festa to sign up for the super user training.

The group also discussed promoting local routes/loops, including links into established Sustrans Routes, cycling friendly signs, and the double roundabout needing to be much more cycling friendly.

### 3.2 Cycling drop in clinic monthly Saturday mid-morning (10.30-12noon proposal)

The Group discussed holding workshops at the newly installed bike repair station at the Chipping Norton Leisure Centre.

Potential topics: basic getting 'back on the bike' riding skills/exercises, helmets and visibility gear, bike roadworthiness assessment, basic maintenance, bike security, on road confidence building exercises.



Charlotte Livingston works with adult cyclists to help build their confidence. It was agreed it would be prudent for Dom Hex to lead this clinic as rep of Windrush Bike Project for insurance and risk assessment purposes. Dom to take a lead on organising. Next steps: Confirmed with Windrush Bike Project, agree a date and send invitations to schools.

Cllr Mark Walker confirmed that he and Cllr Rachel Andrews are keen to visit Windrush Bike Project. Dom Hex will try to arrange this.

#### **4. Establishing a CNTC Cycling webpage, ideas;**

Cllr Tom Festa outlined that the Guildhall Staff can facilitate the creation of a cycling focused webpage on the CNTC website.

##### **Potential Content:**

- Safety check list for cyclist and bike
- Safety tips for car drivers (new highway code reminders)
- Basic maintenance video links
- Local bike repair stations and cycle shops
- Local cycling groups
- Family cycling destination routes
- Linking to National Cycle way

Cllr Festa and others will create content and links which will be stored on a shared drive and uploaded to the website.

#### **5. Future topics prioritisation review/discussion**

The group discussed priorities for future discussion including:

- Chippy Cycling friendly signage
- Cycle paths - we haven't got any yet!
- Cycle School Bus concept for Chippy School - Dom Hex is going to a Sustrans Webinar – will feedback.
- Promotion of e-bike usage
- Establishing a Bike library – grant via Windrush bike project
- Barriers to start cycling – hills, road safety.

#### **6. Email sharing / WhatsApp group**

Members of the group agreed to share their contact so as to be in touch with one another. Members not present will be asked via email.

#### **7. Date of next meeting**

Monday 2<sup>nd</sup> October 2023 at 6:30pm.

#### **8. AOB**

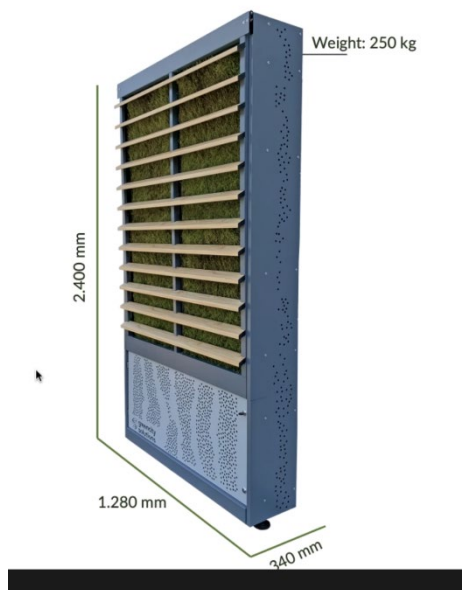
There was no other business to discuss.

### Agenda item 11 – Living Moss Air Filter

Cllr Tom Festa has made enquiries about the one off and ongoing costs of a living moss air filter, which a view that this should be discussed with County Officers about the potential for installation in Chipping Norton:

I have been in touch with Green City Solutions a German company that install public space moss air filters (inc. UK) for a cost indication.

<https://greencitysolutions.de/en/wallbreeze/>



The living moss filter with water tank, unit controller would cost €10,500 plus installation say €4,500  
**= Total cost estimate €15,000**

Annual maintenance cost est €1,500. The moss filters need to be exchanged every 6 months.

A suitable site for a standard unit could be the Blue Boar bin entrance - next to the new decoration shop.

I look forward to reviewing this option together.