



CHIPPING NORTON TOWN COUNCIL

THE GUILDHALL, CHIPPING NORTON, OXFORDSHIRE OX7 5NJ

TEL: 01608 642341

Email: townclerk@chippingnorton-tc.gov.uk

Office Hours: Mon – Fri 9am – 1pm

TOWN CLERK: Luci Ashbourne

21st 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) 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 29th June 2023.
- b. To note the minutes of the Cycling Action Group held on the 21st 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 25th January 2024, 2pm in The Council Chamber.



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Minutes of a meeting of the Traffic Advisory Sub-Committee, on the 29th 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

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

	<p>RESOLVED: That the Chair signed the minutes from the Sub-Committee meeting held on the 27th April 2023 as an accurate record of the meeting.</p>
<p>TAC6</p>	<p>Public Participation</p> <p>Staff members from Guideposts UK came to the meeting to raise issues with transport in Chipping Norton. 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 Coleman 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>
<p>TAC7</p>	<p>County Officer's Report</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"> - Members discussed a possible street art installation for a new crossing in town to raise awareness of pedestrian issues. - 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. - Members discussed a possible pilot scheme or temporary junction at the New St/High St junction. <p>Members discussed erecting temporary crossings, which sit within the draft LCWIP, at the following 3 locations:</p> <ul style="list-style-type: none"> - New St, where the traffic island between the Arctic Fish Bar and Sainsbury's car park is situated. - New St play area - Horse Fair near Blue Boar <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>
TAC8	<p>District Officer's Report</p> <p>None received.</p>
TAC9	<p>Update from Cllr Saul on OCC Highways matters including the HGV working group</p> <p>Members received a verbal progress report from Cllr Geoff Saul.</p> <ul style="list-style-type: none"> - 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. - 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.
TAC10	<p>Cycling</p> <p>Members received an update on cycling related matters from Cllrs Mark Walker and Tom Festa.</p> <p>Members discussed the possibility of creating a programme to link together various cycling groups in Chipping Norton.</p> <p>Cllr Mark Walker proposed that Cllr Tom Festa 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 Festa to convene a meeting over the summer months and include the possible members/groups:</p> <ul style="list-style-type: none"> - Cllrs Tom Festa, Mark Walker, and Sandra Coleman - Learn2Sustain - Chipping Norton Ladies Cycling Group - TY Cycles <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>
TAC11	<p>Road Safety</p>

	<p>a. Members received a verbal update on road safety related matters. Cllr Sandra Coleman 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. RESOLVED: That members agreed that the SID should be located entering Chipping Norton on Churchill Road.</p> <p>b. RESOLVED: That quotes for a SID are obtained and taken to a meeting of the Strategic Planning Committee to consider.</p> <p>c. RESOLVED: 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>
TAC12	<p>LCWIP</p> <p>Members received a verbal update from Cllr Mark Walker. Members discussed the possibility for increased signage including a "Welcome to Chipping Norton" sign with white fencing, and the possibility for funding schemes.</p>
TAC13	<p>White Lining</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>
TAC14	<p>Correspondence</p> <p>None received</p>
TAC15	<p>Any Other Business</p> <p>Cllr Tom Festa raised the air quality action report, members noted that the consultation is currently being undertaken.</p> <p>Cllr Tom Festa asked if there is scope to work with bus companies. Cllr Geoff 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 Festa 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>

TAC16	Date of the next meeting Thursday 28 th September, 6:30pm via Zoom

The Chair closed the meeting at 3:25pm.

DRAFT



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Minutes of the **Chipping Norton Cycling Improvements Action Group**
(Working Group to Traffic Advisory Sub-Committee) held on **Monday 21st 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 2nd October 2023 at 6:30pm.

8. AOB

There was no other business to discuss.

Chipping Norton TAC – 28th September 2023

Traffic & Road Safety Report

Lining

The 23/24 lining programme can be seen below: -

Junctions with A361	Junction markings and approach lines	Complete
All junctions between Cornwell and the B4020	Junction markings and approach lines	Complete
The Leys	Junctions/Hybrid APMs, Disable Persons Parking Spaces, centre line,	Complete
Station Road	Parking restrictions	Complete
B4450 (West Street & Churchill Rd)	Parking restrictions, junctions, and bus stops	Complete
Burford Rd - between Chipping Norton School and West Street	Parking restrictions, crossings, bus stop	Complete
Walterbush Road, Cotswold Crescent & Hailey Avenue	Junctions, parking restrictions, APM, centre line	Complete
Churchill Road	Refresh 30 roundel	Complete
Junction of London Road/Banbury Rad	Refresh mini roundabout, arrows, and all junctions in this area	Complete
Junction of A44 and A361 at New Street	Refresh junction markings and approach lines	Complete

Traffic and Road Safety Current Project/s

Albion Street

Design for this scheme is ongoing, the indicative programme will be for design this financial year, with delivery next financial year.

Questions from Committee

I would like to ask the officers about the diversion signs on B4450 when roadworks cause diversions. These highlight 2 businesses that are affected - but make no mention of others including Kingham Station. Who decides what locations are on the signs?

- Unfortunately, I'm not able to give a definitive answer to this question. Typically, I would expect the sign to say, 'Businesses open as Usual'. Why two businesses are named, and others are not I'm not able to respond to. I would suggest contacting out Network Management Team who would have approved the signage, who may be able to explain further.

Contacts: -Traffic Regulations Team Tel 0345 310 1111 ref (T12266 / RAG)

Highways and Drainage, Area Ops Team

Planned Works

Proposed works for 23/24 can be found on an interactive and continually updated map of the major maintenance programmes is always available on the County Council's website, via following the link: - Map (highway-iams.uk)

Chipping Norton TAC
Thursday 28th September 2023

Oxfordshire County Council – Infrastructure Locality Team Update
Officer: Natalie Moore (Natalie.moore@oxfordshire.gov.uk)

New Street / High Street / West Street Junction

Work to finalise the brief is nearly complete. Additional funding could not be secured (to add to the funding already set aside) to include feasibility work at the same time. Therefore, the plan is to commission a consultant to complete a thorough optioneering study which will be drafted and informally consulted upon, ready for the new financial year when feasibility and design of a preferred option(s) can be funded and taken forward.

Chipping Norton LCWIP

Officers have been developing the Route Selection Tool and Walking Route Assessment Tool to confirm which routes and schemes to formally audit within Chipping Norton.

Audits for the Chipping LCWIP will begin shortly with the aim for them to be completed by the end of October 2023. It is envisioned that the audits will be completed by members of Working Group and an OCC engineer. Before any audits occur, officers will be in touch with members of the LCWIP Working Group to confirm availability of Working Group members.

Additionally, a meeting to discuss programme for the rest of the development of the plan is required – officers will be in touch with the Working Group early next week to set a date for the meeting.

A44 Corridor Study

The A44 Corridor Report has been concluded. Officers will brief local Members, Portfolio Holders and stakeholders. These sessions will include discussion about the priority schemes, and consideration of any action plans and detailed work required for those leading measures. The study will then be signed off and it is planned that they will eventually be incorporated into the district wide area travel plan for adoption.

Freight and Logistics Strategy

The Freight and Logistics Strategy provides more detail about the challenges associated with the movement of goods in the county, key principles and actions. Work is ongoing to progress the actions in the strategy.

The first action completed was a countywide area weight restriction study. The consultants, Atkins, conducted this work and the outputs have been published. An all-member briefing was held on 6th September to provide an update on the work and next steps. Following the study an overarching process for how HGV issues are

reported, assessed and progressed has been developed. More detailed HGV studies are also planned in Henley-on-Thames and the Windrush Valley.

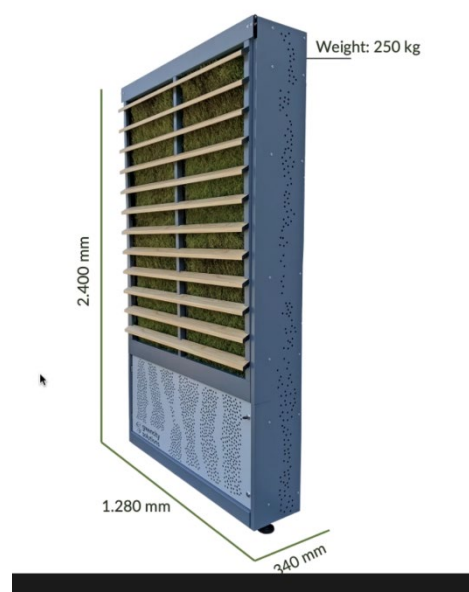
The Henley-on-Thames and Windrush Valley HGV studies will improve understanding of local HGV issues and collect granular local data, particularly HGV origin-destination data, to understand local HGV movements. Next steps will include establishing local stakeholder steering groups to inform the studies and developing a business case for the funding required.

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.