



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

18th January 2024

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

TO: All Members of the Traffic Advisory Sub-Committee

VENUE: The Council Chamber, Chipping Norton Town Hall.

DATE: Thursday 25th January 2024

TIME: 2:00pm

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 28th September 2023.
- b. To note the minutes of the Cycling Action Group held on the 27th November 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. LCWIP

To receive an update

6. County Officer's Report

To receive a report from Oxfordshire County Council.

7. District Officer's Report

To receive a report from West Oxfordshire District Council

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

To receive a progress report from Cllr Saul.

9. Cycling

To receive an update on cycling related matters.

10. Pedestrian and Road Safety

a. To receive a verbal update on road safety related matters.

b. To discuss the Brake Campaign for road safety. <https://www.brake.org.uk/>

11. Parking

To discuss parking related matters.

12. Clean air day

To receive a report regard the campaign for Clean Air.

13. Date of the next meeting – Thursday 25th April 2024, 6:30pm via TEAMS.



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Minutes of a meeting of the **Traffic Advisory Sub-Committee**, held via Zoom on the **28th September 2023 at 6:30pm**

PRESENT: Cllrs Mark Walker (Chair), Sandra Coleman, Alex Keyser, Mike Rowe, Steve Akers, Tom Festa (Substituting)

ALSO PRESENT:

Luci Ashbourne, Town Clerk and CEO

Cllr Geoff Saul, Oxfordshire County Council (OCC)

Mike Wasley, OCC Officer

Natalie Moore, OCC Officer

TAC17	Apologies for Absence Apologies were received from Cllr Jo Graves, WODC Officer Maria Wheatley and Transition Chipping Norton Rep Marcus Simmons. Marcus Simmons has confirmed resignation of membership from the committee.
TAC18	Declaration of Interests None received.
TAC19	Minutes a. Members received the minutes of the meeting held on 29 th June 2023. RESOLVED: That pending corrections of names the minutes from the Sub-Committee meeting held on the 29 th June 2023 are an accurate record of the meeting and that the Chair signs them at the earliest convenience. b. Members noted the minutes of the Cycling Action Group held on 21 st August 2023.
TAC20	Declaration of Interests None received.
TAC21	Public Participation There was none.
TAC22	County Officer's Report Members noted the highways officers report. All planned lining work is complete or will be completed over the coming days.

Natalie Moore explained that as transport planner for the locality her roles is to help plan transport for the town and develop the Local Cycling, Walking and infrastructure Plan (LCWIP)

Cllr Steve Akers asked whether white lining has been completed at the A361 junction of West Street to the A44, and the Churchill Road lining. OCC Officer Mike Wasley confirmed both of these would be completed imminently.

Cllr Sandra Coleman asked about road diversion signs and why they sometimes mention particular businesses being open. Cllr Geoff Saul confirmed that this was being the business in question specifically asked for the sign.

Cllr Mark Walker asked if there are any updates on the proposed roundabout and crossing on the New Street / High Street / West Street Junction. OCC Officer Natalie Moore confirmed that the cost of temporary infrastructure would be similar to a permanent installation.

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. OCC officers discussed the potential for a temporary crossing to be put in place and agreed that this would require significant funding and a safety plan before any action can be taken.

Members and Officers discussed the need for the funding for this junction to be in the next OCC budget.

Cllr Tom Festa asked if there is a timeline on the funding for the optioneering to be delivered. Natalie Moore confirmed that this will be commissioned by end of October, with a view that a draft should be available by December.

Natalie Moore updated members on the following items:

Local Cycling and Walking Infrastructure Plan (LCWIP)

Following previous work and priorities agreed by the working group, 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.

The Chair asked that timelines are shared with the working group in order to help manage expectations - Natalie Moore confirmed that this will be built into the process.

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.

The Chair asked when a draft might be available. Natalie will confirm. The Chair also asked if the report will include the impact on Woodstock. Natalie confirmed it will start at Peartree Roundabout all the way through to Chipping Norton.

Cllr Akers asked the Town Council will be included in the briefing about this. Natalie confirmed she will find out who is on the list.

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. This will include Chipping Norton.

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

	<p>steering groups to inform the studies and developing a business case for the funding required.</p> <p>Cllrs Mike Rowe and Sandra Coleman left the meeting at 7:15pm.</p> <p>Natalie Moore noted that she had received some questions from members about specific items which she will follow up on via email.</p>
TAC23	<p>District Officer's Report None received.</p>
TAC24	<p>Update from Cllr Saul on OCC Highways matters including the HGV working group Members received a verbal progress report from Cllr Geoff Saul. Cllr Geoff Saul noted that he is pleased that Chipping Norton will be a priority in the Freight and Logistics Strategy. This should be a broad and solution focused project. Natalie Moore confirmed that there are a wide range of potential measures for the A44 that are being investigated.</p> <p>The Chair noted that an air quality report has been published that notes that HGV's are having much less of an impact than diesel cars and vans and that this was interesting.</p>
TAC25	<p>Cycling Members received an update on cycling related matters: Cllr Tom Festa noted the priorities for the next Cycling Action group – this will be signage to remind drivers about clearance needed, plus white lines put onto the road surface to remind drivers that it is a shared road surface. Also sign to welcome people to a "cycling and walking friendly town"</p> <p>Natalie Moore and Cllr Tom Festa will meet in Chipping Norton to discuss cycling related matters that can be incorporated into the LCWIP.</p>
TAC26	<p>Pedestrian and Road Safety Members received a verbal update on pedestrian and road safety related matters. The Town Clerk raised the traffic accident on Churchill Road and how upsetting this had been for the resident who put the initial speed indicator device request in. The grant application for County Councillor Priority Funding has been submitted and is awaiting approval before the device can be ordered. The Town Clerk and Cllr Geoff Saul will continue to chase this.</p>
TAC27	<p>LCWIP This was discussed under agenda item 5 (TAC22)</p>

TAC28	<p>Living Air Moss Filter</p> <p>Members discussed potential and costs for installation of a living moss air filter in Chipping Norton to help increase air quality. Cllr Tom Festa introduced this. These living air moss filters are used widely in Germany and are starting to be introduced in the UK. They are as effective as 20 trees. The air is taken up to knee height, pulled through the filter and comes out cleaner. Hereford have fitted one and it has being received well.</p> <p>Cllr Steve Akers proposed that the sub-committee support this idea and take this forward. Members agreed that this is a fantastic idea and agreed to put together a solid proposal to be taken to Full Council. Cllrs Mark Walker and Tom Festa will visit potential locations and report back.</p>
TAC29	<p>Correspondence</p> <p>None received</p>
TAC30	<p>Date of the next meeting</p> <p>Thursday 25th January 2024, 2pm in The Council Chamber</p>

The Chair closed the meeting at 7:45pm

Signed as an accurate record.....

Date.....



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Minutes of the **Chipping Norton Cycling Improvements Action Group**
(Working Group to Traffic Advisory Sub-Committee) held on **Monday 27th November 2023** at
5:30pm in Chipping Norton Town Hall

Mission: To make cycling safer, easier, and a more viable option for everyone in Chippy and its surrounding routes by identifying locally deliverable actions.

Present: Cllr Tom Festa (Chair)
Cllr Sandra Coleman
Cara Hedges – Transition Chipping Norton
Jonathan Thomas – Chipping Norton Secondary School
Neil Broadhurst
Matthew Hall

Also present:
Katherine Jang, Deputy Town Clerk and Estates Manager

17. Apologies

Apologies were received from Charlotte Livingston and Cllrs Mark Walker and Mike Cahill.

18. Minutes

Matters arising

Cllr Festa mentioned that a request had been made to ask the Traffic Advisory Committee to pass on requests for further signage on Churchill Road to give cyclists extra space on the road.

The Windrush Bike Project, based in Witney, has offered to extend the bike lending facilities to users in Chipping Norton.

AGREED: That the minutes of the meeting held on the 2nd October are approved as and accurate record and signed by The Chair.

19. The Rusty Rider Saturday Clinic

Cllr Festa noted that the CN Leisure Centre is happy for their venue and car park to be used for these sessions.

Members queried what would happen should someone turn up with an unsuitable / dangerous bike? Cllr Festa answered that his initial idea would be to point them to TY Cycles or Windrush Bike Project.

NB: The Rusty Rider Cytech qualified mechanics would attempt to make any bike presented safe.

19.1 Insurance update

Cllr Festa explained that individual insurance providers covering the instructors would be unlikely to extend their policies toward this event. Therefore, further

insurance cover needs to be put in place prior to the events taking place. The Town Clerk is seeking a referral from the Town Council's insurance provider to confirm if an extended policy could be put in place to cover these activities.

Cara Hedges believes that Transition Chipping Norton's insurance would cover off-road bike rides (eg. School fields) should the appropriate risk assessments be put in place prior to the event. Members agree for Cara Hedges to have an initial chat with her insurance provider to enquire if this might be possible, and to receive quotations.

Cllr Festa also offered to speak to Charlotte Livingston to find out if British Cycling Breeze would cover on road riding if accompanied by a Breeze qualified Champion.

Cllr Festa mentioned that the bike rides would only be open to adults and then older teenagers / younger riders with parental supervision.

AGREED: For Cara Hedges to enquire about what Transition Chipping Norton's policy would cover (eg. Off or On-Road bike riding) and to receive a quote for this cover. Should the insurance policy be suitable for the event and provide adequate coverage, for members to consider moving the proposed start date to earlier in February 2024.

Should this not be suitable, for the initial event to take place on the 16th March 2024 using the Town Council's (Zurich) extended insurance policy, providing that the insurance provider agrees that these activities can be covered.

19.2 Proposed Monthly Dates

Should the insurance need to be provided by the Town Council the initial starting dates should begin in March 2024.

Members discussed possible dates and Neil's availability:

- **3rd February 2024**
- **16th March 2024**
- **27th April 2024**
- **8th June 2024**
- **20th July 2024**
- **14th September 2024**

Members mentioned that these proposed dates have no pattern and that it would be best to have a regularly repeated date, eg. First Saturday of the month.

AGREED: To have a proposed launch date of the 16th March 2024, with a dry run on the 3rd February – 10am at the Leisure Centre car park, and for Cllr Festa to plan a schedule for each session.

Any proposed start dates for the Rusty Rider sessions would need to be ratified by the Strategic Planning Committee.

19.3 Promotion ideas

Members came up with a list of local organisations and groups to promote the Rusty Rider sessions:

- Chippy News
- CNTC website and social media
- Nextdoor (Transition Chipping Norton's account)



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- Transition Chipping Norton's existing WhatsApp groups
- CN Leisure Centre, including their existing spinning classes
- Parents of CN schoolchildren
- CN Health Centre (high blood pressure groups)
- St Mary's Church
- CN Opticians

20. Cycle to School Initiative

Members discussed that the 20mph extension now covers all local schools.

Members suggested giving visual demonstrations showing 1.5m distance away from cyclists as dictated by the new highway code.

20.1 Top School perspective

Jonathan Thomas mentioned that school gates are now much more strictly policed and that as such there is not enough staff levels to increase the number of gates at the school. Burford Road is also situated on quite a steep hill and some cyclists would struggle to navigate this.

Members discussed the possibility for a once monthly cycle to school morning, and that this could be organised in a group setting so that children feel safer. There is a school cycle bus scheme – Cllr Festa to bring this information to a future meeting.

20.2 Road Safety Week

Jonathan Thomas mentioned that anti-bullying week is at the same time as Road Safety Week so this had taken precedence.

21. Windrush Bike Project

The Windrush Bike Project has generously agreed to extend their Bike Library Scheme to Chipping Norton children, and members discussed whether any restrictions needed to be made to restrict the offer. Members discussed if there was a need to have any sort of restriction whatsoever, as many families may struggle to afford to purchase their children a bike.

However, members queried if the Windrush Bike Project would have a problem with having no restrictions to the offer. Cllr Festa reported that the WBP would not have a problem with this, but members did not want to overwhelm WBP with requests.

Jonathan Thomas mentioned that there is storage available at the school, to store 6 bicycles in advance of the Rusty Rider bike clinics.

AGREED: To get 6 bicycles from the Windrush Bike Project in advance of the first Rusty Rider clinic and store them in the school's locked shed.

22. LCWIP

Cllr Coleman reported that the Local Cycling and Walking Infrastructure Plan is in progress with Oxfordshire County Council. The intention is that once the footpaths and cycling paths are identified, that once section 106 funding is identified then these paths are already researched and can be put in place. At the moment the

priority is on pedestrian paths within Chipping Norton including key walking routes to schools, but the scheme could also be expanded to include cycling paths.

23. CNTC Cycling Website proposal

Cllr Festa shared a document with potential content to include on the website:

- Events coming soon and celebrating major cycling events in town
- Members suggested making the page local and specific to Chippy, eg. Bike repair stations and cycle shops
- Engagement link / survey on cycling in Chippy

24. Cycling grants/funding

Cllr Festa reported that there are opportunities for further funding and brought a few to discuss:

- <https://www.activeoxfordshire.org/funding>
- GWR Customer and Community Improvement Fund Guidance
- Members suggested getting in touch with British Cycling for further grant opportunities and schemes. Cllr Festa to have a further conversation with Charlotte Livingston.

25. WhatsApp Group – Chippy Cycling Action Group

Cllr Festa proposed starting a WhatsApp Group for the Chippy Cycling Action group. All members present agreed to join.

AGREED: To start a Chippy Cycling Action WhatsApp group for all interested members to join.

26. Date of next meeting

AGREED: (Not suitable - Monday 12th February, 5:30pm, Council Chamber)

Members have low availability during this date due to half-term so have requested that the Town Clerk suggest a provisional secondary date, possibly in the first week of February.

27. AOB

There was no other business to discuss.

The Chair closed the meeting at 7:00 pm.

Agenda item 12 – Clean Air Day

Clean Air Day is an annual event in the United Kingdom dedicated to raising awareness about air pollution and encouraging people to take action to improve air quality. The event will take place on 15th June 2024. Its primary goal is to educate individuals, businesses, and communities about the impact of air pollution on health and the environment while promoting sustainable practices to reduce pollution.

Clean Air Day provides various resources for local authorities to actively engage in air quality improvement efforts. These resources may include educational materials, toolkits, and guidelines. By offering these resources, Clean Air Day aims to empower local authorities to take targeted actions such as promoting public transportation and encouraging lifestyle changes that contribute to cleaner air.

<https://www.actionforcleanair.org.uk/campaigns/clean-air-day/local-authorities>

Recommendation

Members should consider whether the Town Council should take part in the social media campaign. This campaign aligns with the Council's climate commitments and action plan.

It is important to note that due to several other in person events taking place in the Town during the summer, that the staffing capacity with this and other campaigns will be via social media and the Council's website only.