



# 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

20<sup>th</sup> June 2024

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

TO: All Members of the Traffic Advisory Sub-Committee

VENUE: Online – Via Microsoft TEAMS  
[Click here to join the meeting](#)  
Meeting ID: 397 869 227 344  
Passcode: RjGc8G

DATE: Thursday 27th June 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. Election of Chair**

To receive nominations for and elect the Chair of the Traffic Advisory Sub-Committee for the municipal year 2024/25

#### **2. Election of Vice-Chair**

To receive nominations for and elect the Vice-Chair of the Traffic Advisory Sub-Committee for the municipal year 2024/25

#### **3. 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.

#### **4. 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

## **5. Minutes**

- a. To approve the Minutes from the sub-committee meeting held on the 25<sup>th</sup> April 2024.
- b. To note the minutes of the Cycling Action Group meeting held on 22<sup>nd</sup> April 2024.

## **6. 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

## **7. LCWIP**

To receive an update

## **8. County Officer's Report**

To receive a report from Oxfordshire County Council.

## **9. District Officer's Report**

To receive a report from West Oxfordshire District Council

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

To receive a progress report from Cllr Saul.

## **11. Cycling**

To receive an update on cycling related matters.

## **12. Pedestrian and Road Safety**

To receive a verbal update on road safety related matters.

## **13. Parking**

To discuss parking related matters.

## **14. Date of the next meeting – Thursday 3<sup>rd</sup> October 2024, 2pm via TEAMS.**



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**Minutes of a Traffic Advisory Sub-Committee meeting held online on the**

**25<sup>th</sup> April 2024 via TEAMS**

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

ALSO PRESENT: Katherine Jang, Deputy Town Clerk and Estates Manager

Cllr Geoff Saul, OCC & WODC

Odele Parsons, Place, Planning and Coordination Team Leader OCC

James Wright, Traffic & Traffic Schemes Technical Officer OCC

Maria Wheatley, WODC Officer

2 members of the public

<b>TAC43</b>	<b>Apologies for absence</b> Apologies were received from Cllr Jo Graves, Mike Dixon (Bus Users Representative)
<b>TAC44</b>	<b>Declaration of interests</b> None received
<b>TAC45</b>	<b>Minutes</b> <ul style="list-style-type: none"><li>a. <b>RESOLVED:</b> That the minutes of the sub-committee meeting held on the 29<sup>th</sup> January 2024 were signed and approved by the Chair as an accurate record of the meeting.</li><li>b. Members noted the minutes of the Cycling Action Group held on the 22nd April 2024.</li></ul>
<b>TAC46</b>	<b>Public Participation From Nigel Rose</b>  <i>1. I am fully supportive of the 20mph zone. However, I share the concerns expressed by the Town Council about aspects of the implementation by the County Council. Could you please advise on the progress that has been made by the Town Council with officers to resolve the outstanding issues including the lack of repeaters, the location of the start of the zone on Banbury Road and the Speed Indicating Device (SID) by M&amp;S still showing 30mph.</i>  Cllr Walker responded that Town Councillors have invited Lee Turner (OCC Officer) to have a meeting about the 20mph signage and implementation issues and are awaiting a reply. James Wright (OCC Officer) noted that the implementation TRO has now been signed off, and that changes to the plan would need to be amended.  Nigel Rose followed up by saying that he completely understands the legal changes that would take time but queried problems with implementation (eg. SID displaying the wrong number).



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	<p>Cllrs agreed for the Town Council to set up a meeting with Lee Turner (OCC) as a matter of urgency.</p> <p>2. <i>Speedwatch</i>  <i>Thames Valley Police have stated that they do not have the resources to enforce the 20mph limit.</i>  <i>Building on the example of residents of New Street, could you please advise what progress the Town Council has made with encouraging more residents groups to get involved with Speedwatch and the establishment of training courses, the provision of the necessary scanning equipment and the arrangements for notifying the authorities of non-compliance.</i></p> <p>Cllr Akers reported that due to his current workload, he has not yet taken the Speedwatch initiative forward, but that this could be taken on by interested volunteers in the town.  Cllr Rowe noted that he has previous experience with Speedwatch.  Cllrs agreed to bring this for discussion with other Cllrs to determine if any capacity remained to take on the Speedwatch programme.</p> <p><b>From Charlotte Bird</b></p> <p>1. <i>How and when are OCC measuring/monitoring the effectiveness of the whole 20 mph scheme in Chippy, and are they looking at all at enforcement measures...do they have a view already on how it is going??</i></p> <p>Cllr Walker did not believe there has been a survey or monitoring scheme in place by OCC. The Town Council has been in touch with Thames Valley Police regarding speeding in town.</p> <p>2. <i>What's happened to the SID being installed in Churchill Road (agreed 12 months back and Geoff Saul was paying for it out of his Councillors' fund (links with you speedwatch piece)</i></p> <p>The post has now been installed and the Town Council's Maintenance Operative will be installing the SID within the next few weeks.</p>
<b>TAC47</b>	<p><b>LCWIP</b></p> <p>Odele Parsons reported that Natalie Moore had prepared a written update which would be circulated to Cllrs after the meeting.  OCC is currently undertaking background research and looking at the network for walking in detail, including mapping. The next step would be looking at cycling in more detail. This will lead to a list of infrastructure improvements to be made in Chipping Norton.  It would need to be taken to the Cabinet member in OCC for endorsement and approval.</p>



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	<p>Cllr Walker thanked Odele for the update and was wondering if timings could be shared with the Town Council.</p> <p>Cllr Festa asked if there was scope for the Town Council to have input and share with the LCWIP prior to the consultation paper. Odele Parsons confirmed that this is possible and noted that the consultation paper will not be the first time the Town Council has input on the key priorities for infrastructure in town. Odele noted this workshop could be undertaken in early June 2024.</p> <p>Cllr Coleman asked about the cameras in place at the New St junction and what this is monitoring. Odele Parsons answered that this is likely a traffic counter as this had been requested for the New St junction.</p> <p>Odele Parsons noted that there is a small amount of funding to look at the New St junction this year. As this is being undertaken by external contractors, it is difficult to estimate timings at this point.</p> <p>Cllrs thanked Odele for joining the meeting and for the update.</p>
<b>TAC48</b>	<p><b>County Officer's Report</b></p> <p>Nothing new to report from James Wright. He noted that lining and sign maintenance work is being undertaken in Chipping Norton.</p> <p>Cllr Coleman noted that there is a defunct sign on Churchill Road which leads to a business which no longer exists. James Wright requested that Cllr Coleman send him a photograph and location of the sign and that it can be changed.</p> <p>Cllr Akers asked if it would be possible for OCC to provide a list of pothole and road maintenance works on the schedule for Chipping Norton. James Wright said that unfortunately this is not possible from him as this is not his area, but that Paul Wilson and Vanessa Bowler (OCC) are the officers who may be able to help further.</p> <p>Cllr Saul reported that the OCC website has a forward works plan and map: <a href="https://oxfordshire.highway-iams.uk/Live/PBLC_ANON/PIP/?cg=scheme">https://oxfordshire.highway-iams.uk/Live/PBLC_ANON/PIP/?cg=scheme</a></p>
<b>TAC49</b>	<p><b>District Officer's Report</b></p> <p>Maria Wheatley discussed updates to New St car park. Tickets are no longer being issued for exceeding the limits as many residents who live in the area use this car park as residential parking. She reported that only 3 tickets had been issued, 2 for being parked out of the marked bays, and 1 for parking in a disabled bay without having a pass.</p> <p>Members queried if there is any scope to have further disabled bays on New St outside the Sainsbury's? Maria reported that this needs to be taken forward by the County Council. Happy to receive questions via: <a href="mailto:parking@westoxon.gov.uk">parking@westoxon.gov.uk</a></p>
<b>TAC50</b>	<p><b>Update from Cllr Saul on OCC Highways matters including the HGV working group</b></p> <p>Members received a progress report from Cllr Saul. The Town Council's HGV working group is currently dormant, as the Windrush Valley HGV study whose scope is much wider and includes Chipping Norton is taking place.</p> <p>The initial stakeholder scoping and engagement has been finished, and now working on data collection and options appraisal. Implementation from March 2025 onwards.</p>



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	<p>Cllr Festa queried if the cameras on the High Street are part of the HGV survey? Odele Parsons confirmed that this is simply to count traffic as part of the New St junction study.</p> <p>For Cllr Saul to share the actions from the HGV steering group minutes so that this can be discussed by the Town Council.</p>
<b>TAC51</b>	<p><b>Cycling</b></p> <p>Cllr Festa gave an update about the Rusty Riders initiative. The Town Council has published a cycling page on the website, including local information for cyclists. The County Council has kindly given the Town Council new signage for roads and the car parks, which will be put up in the coming month.</p> <p>Members are mapping out safe cycle routes in the town for CycleOx, which should complement the LCWIP's research.</p> <p>Cllr Akers thanked Cllr Festa for taking on the road safety signage project.</p> <p>James Wright noted that during COVID, OCC purchased a stock of bike racks to be installed near bus stops – these stocks have been depleted but Town Council could petition these to be brought back.</p>
<b>TAC52</b>	<p><b>Pedestrian and Road Safety</b></p> <p>Cllr Akers reminded members of Road Safety Week (17-24 Nov 2024).</p>
<b>TAC53</b>	<p><b>Parking</b></p> <p>Cllr Akers thanked Maria Wheatley for her report on parking in New St car park. Maria Wheatley noted that the signage has been refreshed at Albion St car park, but that nothing to do with enforcement or parking limits will change.</p> <p>Cllr Keyser queried if there has been any research done to change New St car park to a multi-level car park. Cllrs and Officers were not aware if this has ever been discussed, but from a budgetary point of view this would be unlikely, but some funding could come from S106 in future.</p> <p>Odele Parsons agreed to bring an on-street parking report to the next TAC meeting.</p> <p>Cllr Coleman noted that The Branch has worked hard to ensure their contractors used New St car park throughout the development.</p>
<b>TAC54</b>	<p><b>Date of the next meeting – Thursday 27<sup>th</sup> June 2024</b></p>

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 22<sup>nd</sup> April 2024 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)

Jill Festa

Cllr Sandra Coleman

Charlotte Livingston – Chipping Norton Breeze

Cara Hedges – Transition Chipping Norton

Simon Lloyd

### Also present:

Luci Ashbourne, Town Clerk and CEO

### 28. Apologies

Apologies were received from Dom Hex, Simon Cowdery and Cllrs Mark Walker and Dom Rickard.

### 29. Minutes

**AGREED:** That the minutes of the meeting held on the 27<sup>th</sup> November are approved as an accurate record and signed by The Chair.

### 30. The Rusty Rider Saturday Clinic

**30.1** The Chair updated members following the initial Rusty Riders Clinics – unfortunately on both occasions the ride part had to be cancelled due to inclement weather. The bike repair and proficiency part could go ahead, and it was well attended. Feedback from volunteers and attendees is that it is a really valued session.

The Town Clerk asked if any photos were available for the Council newsletter. Cara Hedges confirmed that she will send some over for publication.

There was a discussion about the logistics of people hosting informal rides at the event.

Charlotte Livingston suggested that social rides led by others should be coordinated outside of the Council run event. It was agreed that it is prudent to keep the structure as it is to ensure that everything is risk assessed and insured, and that if people wish to organise their own social rides outside of the event.

**30.2** The next Rusty Riders event lands on the same day as Chipping Norton Pride. The Chair noted that the Pride organisers have invited the volunteers to do a ride by the front of the Town Hall and have a space to mingle with attendees of Pride. Members agreed that this would be a

good thing to, and to do some promotion at the event. Cllr Festa will give some posters to the organiser.

**30.3** The Transition Chipping Norton repair cafe will be held 14<sup>th</sup> June 2026 from 5-9pm at Over Norton Village Hall. Cara noted that there are increasing amount of people attending. There is food on offer for the repairers. Cara asked if any Rusty Riders offer a cycle repair station or if there any mechanic volunteers available? A mobile repair station can be taken to the event. The Chair confirmed that he will talk to others and confirm.

**30.4** Charlotte Livingston noted that there is another women's bike event in the Cotswolds that she would like to support and wondered if it would be possible to identify another person to lead on the ride section of the Rusty Riders event. Members considered the merits of changing the date, but agreed that as it has been advertised it should stay as it is for now.

### **31. Bike Library**

**31.1** At the moment there is no bike library in Chipping Norton. Referrals can be made to the Windrush Bike Project in Witney.

**31.2** It was agreed that the group isn't ready to start a Rusty Riders cycle library in Chipping Norton, but that this can be looked at again as the group become established.

### **32. Cycling Signage Update**

**32.1** The Chair shared examples of cycling safety signage that have been given to the group by Oxfordshire County Council. OCC have provided stats and proposed locations. There are also motorcycle safety signs that can be installed.

**32.2** The Chair shared guidance from OCC on where signs can and can't be installed, and a map with proposed signage locations. The Town Clerk will chase OCC for a risk assessment for volunteers as this has not yet been provided.

### **33. LCWIP**

**33.1** An update re LCWIP will be brought to the Traffic Advisory Sub-Ctte meeting on Thursday 25<sup>th</sup> April 2024.

#### **33.2 Bikes on buses**

Members discussed an idea to create space for full size adult bikes on S3 to encourage public transport and cycling into City. Charlotte Livingston noted that the space for Brompton bikes are not ideal and a bag is required. The storage space has metal box for free newspapers in it, which leaves no space for the bikes. It was also noted that other folding bike brands are not permitted. The Town Clerk noted that the new electric fleet may have space for bikes on them, and it would be worth speaking to Stagecoach about this. Charlotte Livingston confirmed that she is attending a travel and transport meeting with Oxfordshire County Council and confirmed that she will raise this issue, and the issue of car co-ownership. Cllr Sandra Coleman noted that some people use the bus stops as a park and ride, and that some thought needs to go into where those cars can park.

**34.** The Group has been invited to participate in the Oxfordshire online cycle mapping for Chipping Norton. The Chair shared a presentation to demonstrate the map. The idea is to identify roads where different groups (in terms of experience) can cycle. Members agreed that they would like to participate. It was agreed that the group would hold an informal meeting to start the process. It was agreed that once the map is complete it would be good to link to it from the Council's cycling page on the website.

**35. Date of next meeting** – Monday 15<sup>th</sup> July 2024.



## Chipping Norton TAC – Place Planning North Team Update

27<sup>th</sup> June 2024, 2pm, Microsoft Teams Meeting

### Chipping Norton LCWIP Update

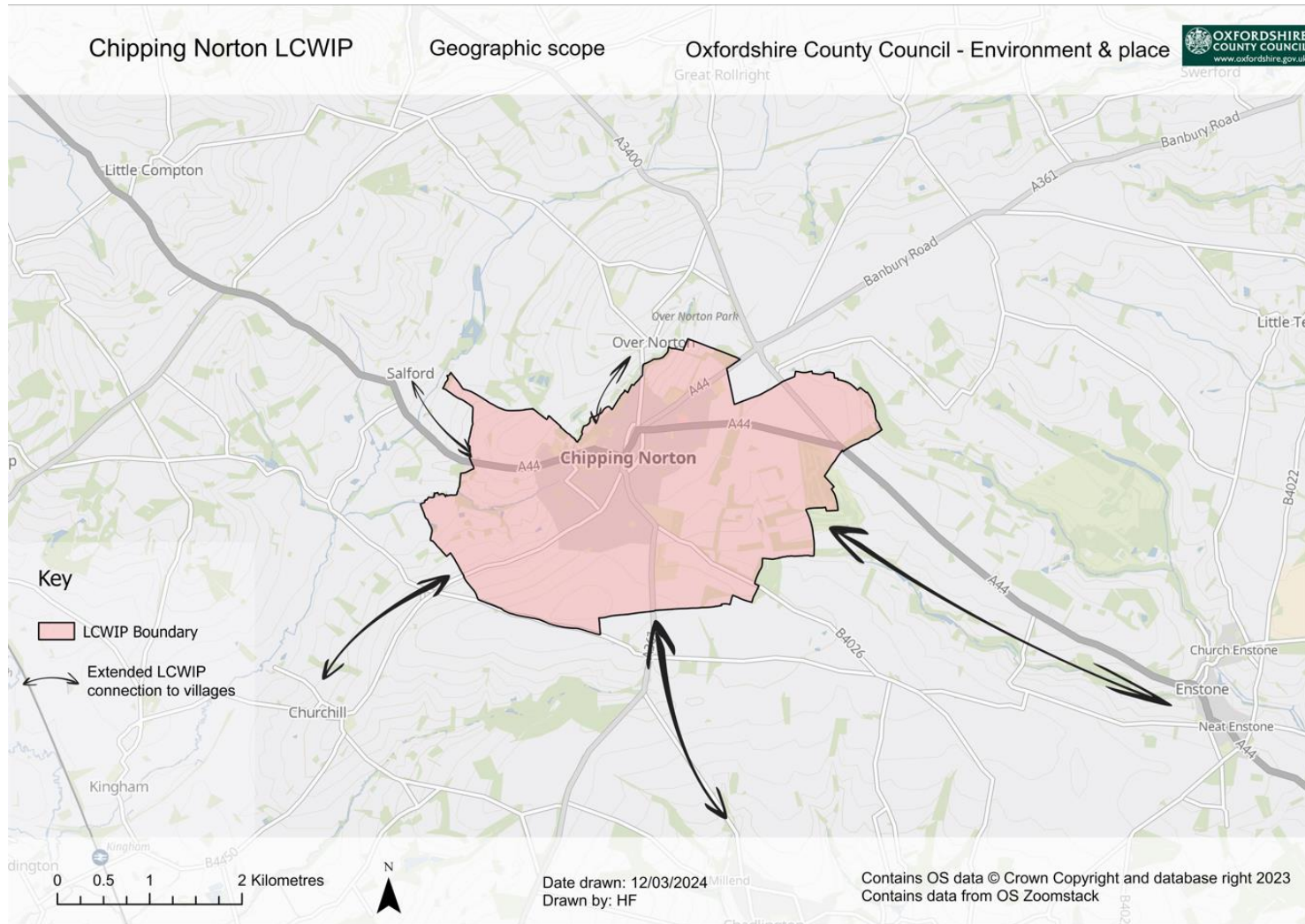
The LCWIP has six chapters or stages as outlined below.

Stage	Name	Description	Task Outputs	Timeframe	Progress
1	Determining Scope	a) Establish the geographical extent of the LCWIP b) Governance arrangements c) Preparing the plan	Agreed geographic scope, project plan, governance plan, and scoping report.	Completed	Completed
2	Gathering Information	a) Identify existing patterns of walking and cycling and potential new journeys. b) Review existing conditions and identify barriers to cycling and walking. c) Review related transport and land use policies and programmes.	LCWIP Chapter - Background Report	Completion due 28 June 2024	In Progress - drafted and being reviewed.

3	Network Planning for Cycling	<ul style="list-style-type: none"> <li>a) Identify origin and destination points and cycle flows.</li> <li>b) Convert flows into a network of routes and determine the type of improvements required.</li> </ul>	LCWIP Chapter - Cycle Infrastructure	1 July to 30 September 2024	Commence in July
4	Network Planning for Walking	<ul style="list-style-type: none"> <li>a) Identify key trip generators, core walking zones and routes</li> <li>b) Audit existing provision</li> <li>c) Determine the type of improvements required.</li> </ul>	LCWIP Chapter - Walking Infrastructure	Completion due 28 August 2024	<p>In progress:</p> <p>Part a) completed.</p> <p>Part b) taking place during June &amp; July</p> <p>Part c) taking place August 2024.</p>
5	Prioritising Improvements	<ul style="list-style-type: none"> <li>a) Prioritise improvements to develop a phased programme for future investment.</li> </ul>	Chipping Norton LCWIP Prioritised Programme	Once chapters 3 and 4 are substantially completed. Programmed from mid-September to mid-October 2024	Not yet started

6	Integration and Application	a) Integrate outputs into local planning and transport policies, strategies, and delivery plans.	Draft Chipping Norton LCWIP	Part of final drafting completion due end of October 2024	Not yet started
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## Stage 1 – Determining the Scope



## **Stage 2: Gathering Information**

The background work for the LCWIP is in the final stages of completion. The information that comprises the background work includes (but is not limited to):

- Policy context detail
- Health and Deprivation
- Conservation area
- Air Quality Management Area
- Current Travel and Commuting patterns
- School Travel
- Traffic flows
- Key Routes and Congestion Points
- Collision statistics
- Key Statistics
- Common Collision Location
- Propensity to Cycle Tool
- Key Trip Generators in Chipping Norton
- Housing development
- Transport schemes

## **Stage 3: Network Planning for Cycling**

Officers are preparing to conduct the cycle audits in July with the chapter due to be completed by the end of September.

## **Stage 4: Network Planning for Walking**

Work is also progressing on the Network Planning for Walking chapter of the LCWIP. Key outputs for this chapter include walking network maps (displaying the existing walking network; the proposed walking network; and the measures required to deliver the proposed walking network), and a programme/list of walking infrastructure improvements.

Officers have mapped out the existing walking network for Chipping Norton and are assessing the network using the Walking Route Assessment Tool (WRAT). This assesses attractiveness, comfort, directness, safety, and coherence and will be documented in the Audit Report. The Audit Report informs the infrastructure improvements list which is then prioritised/ranked.

## **Stage 5: Prioritising Improvements and Stage 6: Integration and Application**

Once stages 3 and 4 are complete the infrastructure improvements list, for both walking and cycling, will be prioritised/ranked and the LCWIP will document how it will be used in local planning including Local Plan preparation and assessing planning applications.

## **New Street / High Street / West Street Options Appraisal**

Consultant Pell Frischmann has been appointed to undertake the New Street/West Street/High Street junction options appraisal project. The project will run from June to end of October 2024.

Officers from Pell Frischmann conducted a site visit to Chipping Norton on Tuesday 18th June 2024 to view:

- how the New Street junction currently operates during the day (particularly around peak times, school pick up/drop off periods) and
- the environment of the surrounding area (pedestrian / cycle movements, impact of other junctions / crossings on the New Street junction, etc).

### **Next Steps**

<b>Activity</b>	<b>Anticipated Completion Date</b>
Baseline study – data gathering and analysis	Mid-July 2024
Identify long list of options	Mid-July 2024
Sifting and options appraisal to generate short list of 3 options	End of July 2024
Junction modelling and assessments	Mid-August 2024
Identify recommended option	End of August 2024
Concept design of recommended option	End of September 2024
Final Options Appraisal Report	End of October 2024
Engagement with stakeholders	November onwards 2024

## **Windrush Valley HGV Study**

In December 2023, a steering group was formed with members including Oxfordshire County Council (OCC) officers and councillors, councillors from West Oxfordshire District, Gloucestershire County and Warwickshire County Councils, WivTAG, Road Haulage Association, Logistics UK and National Highways.

The purpose of the steering group is to work collaboratively with OCC on matters relating to the Windrush Valley HGV study. By fully understanding HGV movements and issues, the steering group can then work with a range of stakeholders to develop the appropriate solution.

To help understand the issues and develop a solution, the objectives for the steering group are as follows:

- Gain understanding of HGV issues
- Identify and conduct further data collection to understand issues
- Develop and appraise options (noting 'Do Nothing' is an option)
- Develop business case for preferred option
- Implementation of preferred option

It is proposed that work is broadly conducted in 3 phases:

- Phase 1 (Nov 23 – Feb 24) – Initial stakeholder engagement and scoping

- Phase 2 (Mar 24 – Feb 25) – Data collection and options appraisal
- Phase 3 (Mar 25 onwards) – Implementation



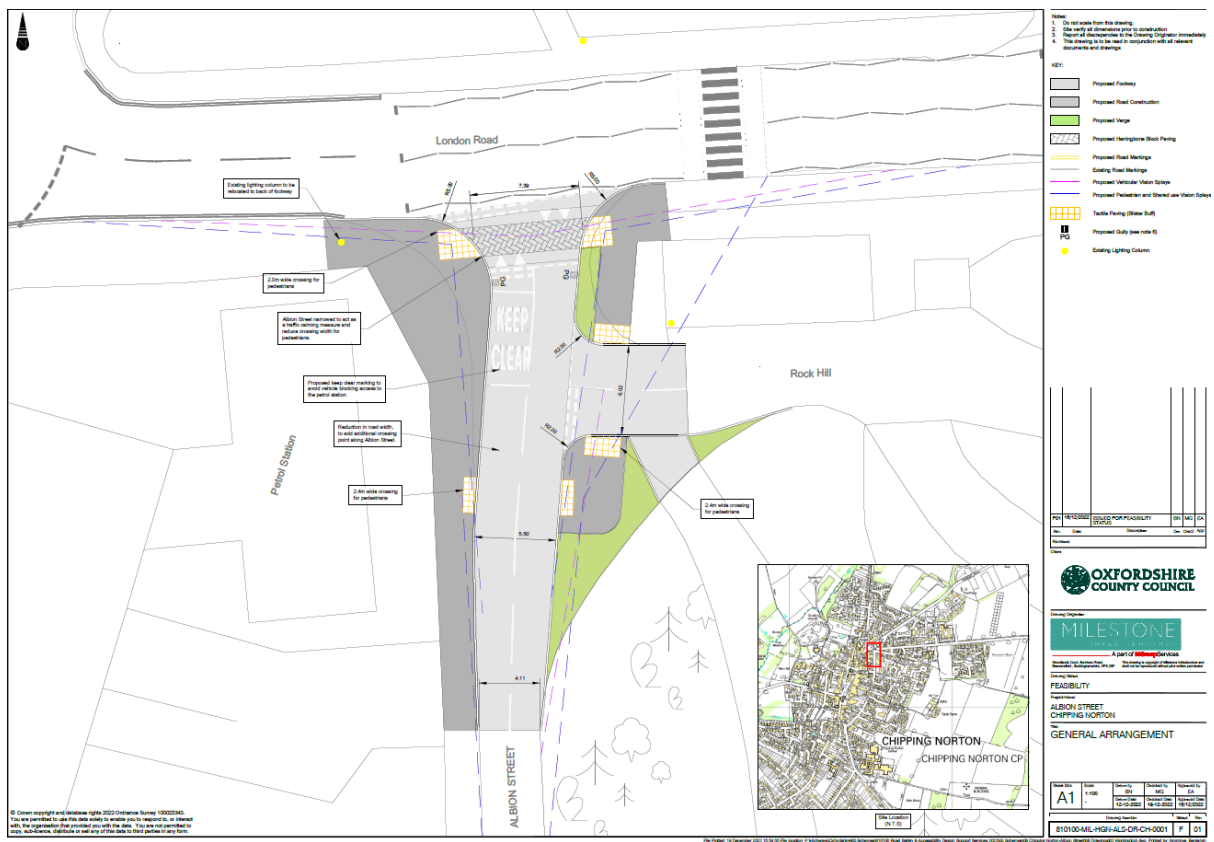
(ANPR survey site locations)

OCC officers are seeking quotations for the ANPR surveys (in the above locations) and also consultancy support in analysing the ANPR data.

The objectives for the Windrush Valley data collection are:

- Understand the volume and class of HGVs entering the largely rural area bounded by the A429, A44 and A40 triangle.
- Use ANPR to gain insight into journey time/dwell time of HGV vehicles entering the area.
- Identify proportion of HGVs with journey times that indicate through traffic and those which have business in the area.
- Identify origin/destination from/to the A429, A44, A40 triangle and key A roads within it (A424, A436, A361, A4095).
- Collect all vehicle journey times to provide baseline average.
- Understand the volume of HGVs as a proportion of total traffic.

# Albion Street Informal Crossing



## (Albion Street Crossing – Feasibility Design)

An update on the work for the Albion Street crossing will be given verbally at the meeting.