**Minutes of a Traffic Advisory Sub-Committee meeting held on the 26th June 2025 at 2pm online via TEAMS**

PRESENT: Cllrs Mark Walker (Chair), Steve Akers (Vice-Chair), Sandra Coleman, Jo Graves, Alex Keyser, Tom Festa  
James Wright (OCC Officer )   
Odele Parsons (OCC Officer)  
James Kilgour (OCC Officer)  
Cllr Geoff Saul (WODC and OCC)

ALSO PRESENT:  
Katherine Jang, Town Clerk & CEO  
1 Member of the public

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| **TAC1** | **Election of Chair**  Members received nominations for the election of Chair of the Traffic Advisory Sub-Committee for the municipal year 2025/26.  Cllr Graves nominated Cllr Walker, seconded by Cllr Akers.  No other nominations were received. All in favour, motion carried.  **RESOLVED:** That Cllr Walker is elected Chair of the Traffic Advisory Sub-Committee for the municipal year 2025-26. |
| **TAC2** | **Election of Vice-Chair**  Members received nominations for and elect the Vice-Chair of the Traffic Advisory Sub-Committee for the municipal year 2025/26.  Cllr Walker nominated Cllr Akers, seconded by Cllr Coleman.  No other nominations were received. All in favour, motion carried.  **RESOLVED:** That Cllr Akers is elected Vice-Chair of the Traffic Advisory Sub-Committee for the municipal year 2025-26. |
| **TAC3** | **Apologies for absence.**  Apologies were received from Maria Wheatley (WODC) |
| **TAC4** | **Declaration of interests**  None received. |
| **TAC5** | **Minutes**  Cllr Graves proposed to accept the minutes from the meeting held on the 27th March 2025, seconded by Cllr Coleman. All in favour, motion carried.  **RESOLVED:** That the Chair signs and approves the Minutes from the sub-committee meeting held on the 27th March 2025 as an accurate record. |
| **TAC6** | **Public Participation**  None received |
| **TAC7** | **LCWIP**  The Chair noted thanks to Odele Parsons for her work on the LCWIP for Chipping Norton.  Members received an update from Odele Parsons, who reported that the LCWIP for Chipping Norton has now been adopted. This has been accompanied by a S106 Options Appraisal for £56k, which is relatively flexible on what it can be spent on. OCC proposes that it is spent on active travel, such as:   * Scheme 158: Burford Road introduction of 20mph speed restriction * Scheme 29: Implementation of gateway features on Over Norton road * Scheme 94: Cycle parking near Baptist Church * Scheme 153: Cotswold Terrace to Borough’s Crescent walking and cycling link   Cllr Saul queried whether the new development on Charlbury Rd would impact the delivery of this scheme. Commented that he was pleased that Scheme 153 is linking old and new developments.  Cllr Coleman raised that Scheme 153 could pose the biggest different to improve walking and cycling in town and was surprised that it scored the lowest on the S106 options appraisal. She also noted that residents have requested this in the past.  Cllr Festa raised queries about provision for electric bike charging in town, and this could be considered within the scope of cycle parking. Cllr Keyser suggested liaising with the COOP to provide cycle parking and charging provision.  Cllr Akers gave his support to Scheme 153 as he has noted an existing desire line between the two developments, and that this would improve walking routes into town.  Cllrs in agreement for their support of Scheme 153 overall.  For Odele Parsons to give an update on timings and next steps outside of the meetings. |
| **TAC8** | **County Officer’s Report**  Members received an update from Odele Parsons.  New St junction is now on OCC’s website for public viewing. Seeking active travel funding from Active Travel England via a scoring system county-wide. If not successful, funding would be pursued via developer funding (S106).  Vision Zero Team has confirmed installation of cycle symbols on carriageways in Chipping Norton (A361 Burford Road, and B4450 Churchill Rd within the 20Mph zones). Should be completed within this FY.  Highway Maintenance Update:  Cllr Akers raised concerns about the A44 patching work done (outside Southerndown Care Home), as residents have questioned when full resurfacing work will be completed.  Members formally noted their expressions of support that the A44 resurfacing should be prioritised.  James Wright gave an update noting that planned highways maintenance is publicised on their website:  <https://oxfordshire.highway-iams.uk/Live/PBLC_ANON/PIP/?cg=scheme>  For Odele Parsons to raise this with the relevant team.  Albion St/London Road Scheme: No meaningful updates from the team working on this project. OP unable to confirm with the team if further design work or progress has been done on this project. OP to chase and confirm with the team about timescales for the next meeting. |
| **TAC9** | **District Officer’s Report**  No reports received from WODC. |
| **TAC10** | **Update from Cllr Saul on OCC Highways matters including the HGV working group**  Members received a progress report from Cllr Saul.  Recent meeting regarding the data from the traffic study. Cllr Saul raised concerns about the quality of the data as the results do not match with lived experience in Chipping Norton (eg. Noted relatively small numbers on the A44).  72% of HGVs were stopping within 5 miles of Chipping Norton.  No weight restrictions proposed in any of the steering group areas, on the basis that too large of a proportion of HGVs had business in the areas. |
| **TAC11** | **Lining Schedule**  Members received an updated programme of work from Oxfordshire County Council.  Upcoming re-lining work to include:   * London Road, outside Holy Trinity Catholic Primary School * Hailey Road/Walterbush Road * Russell Way junction and centre lines * Keep Clear markings and junction markings in the town centre * Cross Leys and Dunstan Avenue junction markings |
| **TAC12** | **Speed Indicator Device – Churchill Road**  Members noted the data from the 19th January 2024 - 19th June 2025.  On average, speeds entering Chipping Norton are measured at 26Mph and exiting at 32Mph. The maximum speed measured entering Chipping Norton was 71Mph and exiting at 85Mph.  Comparison between previous numbers and current figures to be brought to the next meeting, in addition to the time of day when the spike in speeds occurs.  Members queried if a chicane could be added to this street. |
| **TAC13** | **Cycling**  Cllr Festa gave an update on cycling matters in Chipping Norton. Rusty Riders sessions have been very well-attended and continuing through the summer season.  Cllr Walker requested that Cllr Festa brings suggestions for cycling charging and parking to the next meeting.  Two locations suggested:   * Outside Sainsbury’s * Near entrance of Coop outside Town Hall |
| **TAC14** | **Pedestrian and Road Safety**  Cllr Coleman raised that residents expressed concerns about the state of the pavements in town during the Annual Meeting of the Town. A comprehensive scheme for resurfacing pavements is needed in Chipping Norton, rather than reactive patching work.  Odele Parsons reported that Footway Reconstruction should be plotted on the Highways Maintenance plan (linked above). OP has confirmed that she will check with the team and provide an update for the next meeting.  Members raised that FixMyStreet seems not to be working well, as there are many reports that are not being closed. Cllr Festa, who is a FixMyStreet Superuser, has noted the same issues – the only problems that seem to be fixed are potholes.  Cllr Coleman has confirmed that she will contact Chris Grain, OCC Engagement Officer to highlight some of the key areas in town that need attention. |
| **TAC15** | **Parking**  Members discussed parking related matters.  The Town Clerk raised issues with parking enforcement taken against residents on Horsefair. The double-yellow marked lines in conjunction with the parking bays is unclear and requested clarification of OCC’s stance on parking and enforcement at this location.  For the Town Clerk and Cllr Saul to liaise with John Charlton, OCC’s parking officer for clarity on parking enforcement in this area. |
| **TAC16** | **Date of the next meeting**  Thursday, 2nd October 2pm via TEAMs. |

The Chair closed the meeting at 3:30pm.