CHIPPING NORTON TOWN COUNCIL

TOWN HALL, CHIPPING NORTON, OXFORDSHIRE OX7 5NA

TEL: 01608 642341
Email: townclerk@chippingnorton-tc.gov.uk
Office Hours: Mon/Weds/Fri, 9am-5pm

TOWN CLERK: Katherine Jang

9th October 2026

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
Join: https://teams.microsoft.com/meet/32305207896740?p=id69UviYXtwOaDlml7
Meeting ID: 323 052 078 967 40
Passcode: yf7bw2nh

DATE: Thursday 15th October

TIME: 2:00pm

Katherine Jang
Town Clerk

K Jang

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**
   To approve the Minutes from the sub-committee meeting held on the 2nd July 2026.

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. **OxBus2040 Consultation response**
   To discuss a response to the OxBus2040 initiative and provide feedback regarding bus services in Chipping Norton to Oxfordshire County Council

10. **Cycling**
    To receive an update on cycling related matters.

11. **Pedestrian and Road Safety**
    To receive a verbal update on road safety related matters.

12. **Parking**
    a. To receive and discuss the disabled bays in Chipping Norton town centre
    b. To discuss any other parking related matters.

13. **Date of the next meeting –** Thursday 28th January 2026, 2pm via TEAMs.

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MINUTES OF A
MEETING OF THE TRAFFIC ADVISORY SUB-COMMITTEE
HELD ON THURSDAY 2 JULY 2026 AT 2PM VIA MICROSOFT TEAMS

PRESENT: Cllrs Mark Walker (Chair), Tom Festa, Sandra Coleman, Steve Akers

ALSO PRESENT:
Katherine Jang, Town Clerk & CEO
Odele Parsons, OCC
James Wright, OCC
James Kilgour, OCC
Cllr Geoff Saul, OCC and WODC

TAC1. Election of Chair
Members received nominations for the Chair of the Traffic Advisory Sub-Committee for the municipal year 2026/27.
Cllr Akers nominated Cllr Walker, seconded by Cllr Coleman. No other nominations were received. All in favour motion carried.
RESOLVED: That Cllr Walker is appointed as Chair of the Traffic Advisory Sub-Committee for the municipal year 2026/27.

TAC2. Election of Vice-Chair
Members received nominations for Vice Chair of the Traffic Advisory Sub-Committee for the municipal year 2026/27.
Cllr Walker nominated Cllr Akers, seconded by Cllr Coleman. No other nominations were received. All in favour, motion carried.
RESOLVED: That Cllr Akers is appointed as Vice Chair of the Traffic Advisory Sub-Committee for the municipal year 2026/27.

TAC3. Apologies for absence.
Apologies were received from Cllr Alex Keyser and Maria Wheatley, WODC Parking Officer.

TAC4. Declaration of interests.
There were no declarations of interest.

TAC5. Minutes
RESOLVED: That the Minutes from the Sub-Committee meeting held on the 26th March 2026 were signed by the Chair as an accurate record.

TAC6. Public Participation
The Sub-Committee received a written representation from a member of the public regarding the proposed pedestrian warning signs on London Road at the Albion Street junction.

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Members noted Mr Rose's continued concerns regarding pedestrian safety and his request that the agreed warning signs be installed without delay whilst the wider Albion Street junction improvements continue to be developed.

TAC7. LCWIP
Members received an update from Odele Parsons (OP).

Cotswold Crescent path:
Conceptual design created and the business case is yet to be agreed. Taking longer than anticipated due to the fact that this is using money leftover from previous schemes and this requires a higher level of authorisation than initially anticipated. Next stage includes a firmer design and costings however no timeline for delivery has been allocated.

Albion Street pedestrian crossing:
Drawings and conceptual design have been completed. The pedestrian footways are being extended to help crossing and tactile crossing points also included at three points. Members noted that articulated lorries will require access to Albion Street for deliveries to the Coop – OP to check with Highways schemes team to clarify if this has been taken into account.

Cllr Akers sought confirmation that the allocated funding had been carried forward into the 2026/27 financial year, which was confirmed.

When questioned regarding delivery timescales, Ms Parsons advised that she had not yet been provided with a programme but did not expect construction within the next three months.

Cllr Coleman expressed disappointment that the revised design did not more clearly prioritise pedestrians. Ms Parsons advised that a zebra crossing was unlikely to be supported under current guidance but highlighted a new pilot scheme involving enhanced pedestrian priority road markings.

Members welcomed this approach, with Cllr Walker expressing strong support for exploring the use of the new road marking pilot within Chipping Norton.

TAC8. County Officer's Report
The Sub-Committee received the County Officer's report from Odele Parsons.

Drainage:
Members received an update on the ongoing programme of gully cleansing.
Cllr Coleman thanked Ms Parsons for the update, noting that inspections had identified a number of drainage defects requiring remedial works rather than routine jetting.

Worcester Road Maintenance Scheme:
Members welcomed the forthcoming resurfacing works.
It was agreed that the Town Council would work with Chris Grain (OCC) to ensure clear communication with residents throughout the works.

Bus network:
Members queried if the bus shelter on West St used by the S3 could also be shared with the 488 service. OP to clarify with the public transport team and report back.

OP reported that the Town Council's request for additional evening bus services to Banbury have been reviewed by the public transport team and that disappointingly there would be no additional services

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planned for this route. Cllr Walker requested clarification on what evidence would be required to support a future case for additional evening services. OP to liaise with the public transport team and report back.

White lining programme:
Members noted that the New Street/West Street lining scheme remained programmed for delivery during the current financial year, although no implementation date had yet been provided.
Members requested an update on anticipated delivery timescales.
Discussion also took place regarding the allocation of Section 106 funding arising from new housing developments.
It was agreed that Cllr Geoff Saul would arrange a meeting with the relevant Section 106 officers, together with Cllrs Coleman and Walker, to discuss funding allocation processes and opportunities for Chipping Norton.

Parking and enforcement:
Members received an update from OP about parking enforcement levels in the town centre.

TAC9. District Officer's Report
No report was received.

TAC10. Update from Cllr Saul on OCC Highways matters including the HGV working group
The Sub-Committee received an update from Cllr Geoff Saul on Oxfordshire County Council highways matters.
Members noted:

- the emerging Movement and Place Plan for the West Oxfordshire Lowlands, including early discussion around possible on-street parking charges. Cllr Saul advised that, following discussions with the relevant Cabinet Member, such proposals appeared unlikely to progress;
- ongoing work by the Windrush Valley HGV Working Group, although no proposals had yet emerged which were likely to benefit Chipping Norton directly. Members awaited further reports regarding a potential area-wide weight restriction; and
- investment associated with The Mullin development in Enstone and the potential wider benefits for surrounding communities.

TAC11. OCC Quiet Lanes Initiative
The Sub-Committee considered Oxfordshire County Council's Quiet Lanes pilot programme.

Ms Parsons advised that approximately ten schemes across Oxfordshire were expected to be selected.
Cllr Festa queried how the initiative would align with the Local Cycling and Walking Infrastructure Plan. Ms Parsons advised that Quiet Lanes were generally intended for more rural roads and that no obvious locations within Chipping Norton currently met the criteria.

Members briefly discussed the possibility of Old London Road, noting that the route lies within Chadlington Parish. Members also discussed the possibility of introducing a School Street around The Green and the potential for a pedestrian crossing near Walterbush Road. It was noted that School Streets operate only during school opening and closing periods, whereas Quiet Lanes provide a permanent arrangement.

Ms Parsons advised that a School Street would require traffic filtering measures at either end of the road.

Action: Cllrs Walker and Coleman to engage with the school regarding the School Street concept.

Action: Town Clerk to include School Streets on the agenda for the next meeting.

TAC12. Cycling

The Sub-Committee received a written update from Cllr Tom Festa.
Members noted that:

- Rusty Riders had now entered its third year, with continued support from Sustainable Chipping Norton;
- two regular ride groups now operate, offering approximately 7-mile and 15-mile routes;
- participation continued to increase, including riders aged between 11 and 72 years; and
- an increasing number of participants were using electric bicycles.

Cllr Festa advised that proposals for additional cycle parking locations would be brought to the next meeting.

TAC13. Pedestrian and Road Safety
Members discussed the agreed additional VAS/SIDs for London Road and Burford Road.

ACTION: For the Town Clerk to chase with Dave Catling with delivery date.

TAC14. Parking
Members discussed parking matters affecting the town.

ACTION: It was agreed that an informal meeting would be arranged between Keith Gowing, the Town Clerk and Cllr Walker ahead of the next Sub-Committee meeting.

TAC15. Date of the next meeting – Thursday 1 October 2026, 2pm via TEAMs.

The Chair closed the meeting at 3:30pm

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Chipping Norton TAC Report by Oxfordshire County Council

Thursday 15 October 2026

Place Planning North Team Update

Lead officer: James Kilgour, Assistant Transport Planner (Place Planning North), james.kilgour@oxfordshire.gov.uk.

1 OCC Place Shaping Restructure

Following the recent redesign, Place Planning North now works alongside a newly established Infrastructure Development Team, which is responsible for feasibility and scheme development work across the county. This means that Place Planning North will focus on programme management, options appraisal and strategic planning and then pass schemes on to the Infrastructure Development team for feasibility work.

The restructure has also resulted in significant staff changes across the service. Most notably, Odele Parsons has moved to a Team Leader role in Active Travel and Urban Design and is no longer part of the Place Planning North team. Place Planning North is currently adapting to its revised structure and staffing arrangements, with resources spread across Cherwell and West Oxfordshire while maintaining support for key growth and transport projects.

2. Burrows Crescent to Cotswold Crescent path (LCWIP scheme 153)

WODC has completed its formal options appraisal process, which concluded that the transfer of the land to OCC represents the most appropriate course of action. WODC has subsequently provided OCC with a draft Heads of Terms agreement for the land transfer, which is currently being reviewed by OCC's Legal Services team.

The Place Planning team has been progressing work to consolidate the available Section 106 contributions into a single funding package capable of supporting delivery of the scheme. Following a review by Legal services, two of the proposed funding sources have been approved for use. However, concerns have been raised regarding the suitability of four of the funding sources, primarily where the original obligations have already been fulfilled and residual funds remain unspent.

The risk is that developers may seek repayment of these residual contributions. In such circumstances, OCC would need to demonstrate that the funds are being applied in accordance with the original Section 106 agreement. Failure to do so could result in an obligation to return the funds to the developers. Officers are therefore currently working to provide the necessary justification for the proposed use of these funds. Should this not prove possible, potential alternative funding

opportunities have been identified through a new minor schemes fund, which could enable the scheme.

3. Quiet Lanes strategy

The 10 County-wide Quiet Lanes trials have been selected and are progressing through options appraisal stage. While there are no trial schemes in the Chipping Norton area at this time, if Town Councillors have suggestions of routes within their parish boundary which they would like considered for future Quiet Lanes, then they are encouraged to bring these to their respective County Councillor.

The Quiet Lane strategy is in the early stages of development and will seek to remove through-traffic on specified rural roads to prioritise walking, wheeling, cycling and horse riding. Residents, farmers, landowners, local businesses and emergency services would still have vehicle access.

Quiet Lanes would only be implemented where there is local support and a suitable alternative route for motor traffic.

More information is available on the OCC website:

https://www.oxfordshire.gov.uk/transport-and-travel/local-transport-and-connectivity-plan/active-travel/quiet-lanes-programme/about-quiet-lanes

4. Albion Street junction improvement works

OCC to provide update on Albion Street junction improvements from the Traffic and Road Safety team if available.

5. Pizza and perspectives: OxBus 2040

OCC are running a “Pizza and perspectives” event in Chipping Norton for young people (aged 11-18) on Tuesday 27 October 11am (the deadline for signing up is before 11:59pm on Monday 19 October). The session will focus on understanding young peoples’ views and giving them an opportunity to influence the bus services in Oxfordshire. They will receive free pizza, travel expenses and £20 as a thank you for taking part.

Please pass the details along to anyone who may be interested.

Pizza and perspectives: OxBus 2040 | Let's Talk Oxfordshire

6. Parking and enforcement figures January – August 2026

Data showing the hours patrolled each month and the number of PCNs issued:

	Time	PCNs
January	52:18	68
February	41:16	41
March	52:05	88
April	51:34	86
May	24:12	41
June	57:14	39
July	32:36	47
August	37:54	52

"Dear Oxfordshire resident,

Oxfordshire County Council will be issuing a 4-week consultation on bus services in the county, called OxBus2040, on 13 October. This will propose how bus services in Oxfordshire should develop over the next 14 years. Oxon4Buses campaigns for bus users in Oxfordshire and we hope your community will use this opportunity to respond to the consultation when it comes out, especially if you feel that the bus services in your area could be improved.

To help your discussions, we have assembled a list of all the parishes in Oxfordshire and combined this with information about bus frequency. Please see the attached Excel file. There are notes in the file on how to use it: start with the sheet labelled 'population'.

In addition, the attached questionnaire is to help your debate, our research and possibly part of your response to the consultation. Please use these two pieces of information as prompts for discussions, so that the result is a good representation of the views in your village or parish.

O4B is part of an independent charity and are not in any way able to promise that the changes you would like to see will actually happen. We know that for many people, especially in rural areas, the bus is an essential lifeline and the only way they can access the activities and services they want. We also know that the County Council has a limited budget and can only subsidise a limited number of rural bus services: without sufficient patronage, a service will not be maintained. The more people in your community that realize this the better: if everyone uses the bus, then it is more likely to be there for those who depend on it."

Please note that completed questionnaires and any comments or queries should be sent to info@oxon4buses.org.uk.

This email has also been sent to all addressees on our Parish Transport Representatives' contact list.

Best wishes,

Tim

Tim Darch
Public Transport Planner
Economy & Place
Oxfordshire County Council | County Hall | Oxford | OX1 1ND
Mobile: 07759 311540
Email: tim.darch@oxfordshire.gov.uk
www.oxfordshire.gov.uk

Questionnaire for Oxfordshire parishes, from Oxon4Buses, September 2026

Parish name Chipping Norton Town Council

Email and name of contact person, please Katherine Jang, Town Clerk – townclerk@chippingnorton-tc.gov.uk

What was the population of your parish in the 2021 census (from the excel spreadsheet we sent you)? 7,250

What, approximately, is the population now, especially if extra housing has been built? 7,500
with additional c750 new homes indicated in the West Oxfordshire Local Plan 2043

How frequently does your parish get buses at present? Broad categories are in the Excel spreadsheet.

Hourly or Better

Would you like to see changes to the service and if so what are they? .....

.....

For instance, would you most like to have (please indicate priorities):

Buses on Sundays .....

Late night services on Fridays and Saturdays .....

An early service (about 7.00 am?) on weekday mornings .....

Or, if you have no service now, where would you like to go, when? .....

Other comments: Care home workers have requested extensions to the night services on the 488/489 bus to Banbury (after 7pm). “This issue is very important for many people who live in Banbury and work in Chipping Norton — especially care workers at Southerndown Care Home, Penhust Care Home, and others. Because the last bus from Chipping Norton to Banbury leaves at 6:50 PM, many workers finish their shifts at 7:00 PM or 7:30 PM and have no direct transport home. Some have to travel through Oxford, taking more than four hours, even though it’s less than an hour by direct bus.

A later bus — around 7:30 PM or a bit after — would make a big difference for so many people who depend on this route every day.”

What would be an effective way of encouraging your community to use the bus and provide the patronage necessary to limit the subsidy and maintain the service?
.....

Are the bus stops in the best place?.....

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Do you have adequate seating, lighting, weather protection at the bus stop? What would be the minimum improvement you would like to see? There is no bus shelter for the 488/489 service (West Street), and we would like to ask if this service could share the sheltered bus stop on West Street used by the S3 bus

If there is a bus shelter, is it provided by the parish? Bus Shelters on West Street, Burford Road, Over Norton Road, Walterbush Road, and Cornish Road are owned and maintained by Chipping Norton Town Council

Please return this form to: info@oxon4buses.org.uk

THANK YOU

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Request for feedback on 20mph schemes - West Oxfordshire

From Plater, Roger - Oxfordshire County Council **Date** Thu 10/09/2026 17:05

Good afternoon town and parish council clerks, and County Cllrs,

The implementation of the County Council's 20mph programme saw about 280 parish and town councils participating, and with the new limits in some cases now having been in place for three or more years we are keen to understand how they are working from a local perspective.

The very wide take up of the programme by local councils across Oxfordshire has supported the provision to provide a safer and more pleasant environment for all road users and residents.

We are now contacting all parish and town councils to seek your views on how the 20mph speed limits are working in your community, acknowledging that it will take time for a culture of lower speeds in our towns and villages to become the norm.

We would be very grateful to receive your comments on the following:

- Examples of roads / parts of your town and village where the 20mph limits are working well and why you consider this to be the case.

- Examples where you consider 20mph is not working as effectively or as hoped, and what you think is the cause of this and what might be required to make it more effective.

The County Council is also monitoring changes in the number of reported collisions and changes in traffic speeds. We would be happy to provide this information for roads in your area if of interest.

At the outset of the programme, it was also acknowledged that resources for providing traffic calming measures to help support the new lower limits was not possible through the 20mph programme, and would need to be funded locally through s106, CIL or other funding. This is still the case, but we would be very happy to support – by providing advice etc. – on possible measures should there be local funding opportunities.

Although there is no deadline for sending your observations, we would be grateful to receive any responses (by reply to this email) by the end of November.

Kind regards
Roger Plater
Senior Officer - Vision Zero
Central Programme Delivery
Highway Maintenance
Environment and Highways
Oxfordshire County Council

Item 12a: Parking



This photo has been sent to me by a resident who has to wheel a disabled child in and out of the car - the chair fixes in the car with the child in it- but not all our disabled spaces are suitable to unload. If we can make changes I could ask her to speak about the parking issues her family face. This would also allow us to discuss the bollards which have been in poor condition for years and make the town centre look unloved.

Cllr Coleman

I've had a quick look, and the bays are to the standard Disabled Bay size.

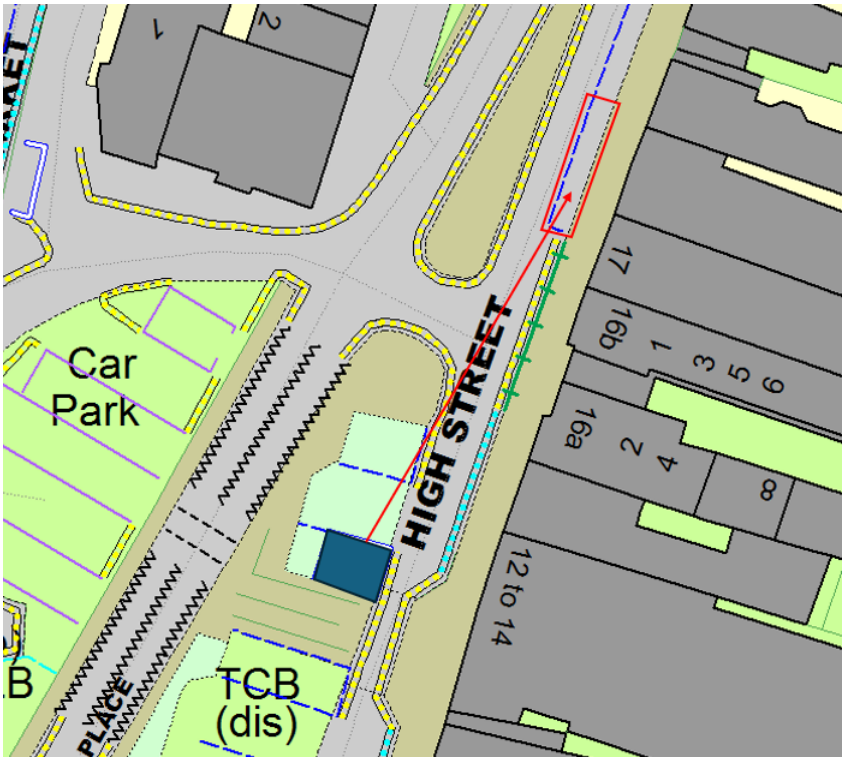
I am not sure what the arrangement with the bollards and rails at the current location. They look removable so suspect sockets have been put in for events etc. The work to replace/ amend the current arrangement could be expensive and we don't have budgets allocated at the moment.

One cheaper alternative would be to move the bays to an alternative location. The suggested bays below in my view would be more suitable as they are less on a slope, they have access to the dropped kerb and direct onto the footway. We could swap them over for relatively low cost and we will be potentially carrying out a consultation later this year in Chipping Norton so could add a proposal in.

@Katherine Jang – Are you able to pass on this suggestion at the TAC and around the Town Council for comments?

Jim

James Whiting
Parking Manager MCIHT
Oxfordshire County Council


Car
Park
HIGH STREET
TCB
(dis)
17
16b
1
3
5
6
16a
2
4
8
12 to 14


open as usual
High St