



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

Wednesday 24 June 2026

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

TO: All Members of the Traffic Advisory Sub-Committee

VENUE: **Microsoft Teams meeting**

Join: <https://teams.microsoft.com/meet/37488668453578?p=t1TD21vPX7pr7ZYnAR>

Meeting ID: 374 886 684 535 78

Passcode: EE6C6tZ6

DATE: Thursday 2 July 2026

TIME: 2:00pm

Katherine Jang
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 2026/27.

2. Election of Vice-Chair

To receive nominations for and elect the Vice-Chair of the Traffic Advisory Sub-Committee for the municipal year 2026/27.

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) 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

To approve the Minutes from the sub-committee meeting held on the 26th March 2026.

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. OCC Quite Lanes Initiative

To discuss the new pilot programme and eligibility for Chipping Norton

12. Cycling

To receive an update on cycling related matters.

13. Pedestrian and Road Safety

To receive a verbal update on road safety related matters.

14. Parking

To discuss parking related matters.

15. Date of the next meeting – Thursday 1 October 2026, 2pm via TEAMS.



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

Minutes of A MEETING OF THE TRAFFIC ADVISORY SUB-COMMITTEE held on the 26th March 2026 at 2pm via Microsoft TEAMS

PRESENT: Cllrs Mark Walker (Chair),

Mark Walker

Jo Graves

Steve Akers

Sandra Coleman

Cllr Saul

James Kilgour

Odele Parsons

ALSO PRESENT:

Louise Warren, Responsible Finance Officer and Deputy Clerk

Members of the public: Nigel Rose

TAC44	<p>Apologies for absence</p> <p>Apologies were received from Maria Wheatley (WODC), James Wright (OCC), Alex Keyser, Tom Festa.</p>
TAC45	<p>Declarations of interest</p> <p>None received.</p>
TAC46	<p>Minutes</p> <p>RESOLVED: That the Chair signs the minutes from the Sub-Committee meeting held on the 29th January 2026 as an accurate record.</p>
TAC47	<p>Public Participation</p> <p>Nigel Rose - access to Kingham station.</p> <p>The speaker raised concerns about the ongoing lack of lifts at Kingham Station, noting that although provision was included when the footbridge was replaced, lifts have never been installed. This continues to affect passengers with limited mobility, those with luggage, and parents with pushchairs. GWR has advised that national "Access for All" funding is committed until 2029, but third-party funding may still be possible, and initial enquiries have been made with West Oxfordshire District Council.</p> <p>Given Kingham is the nearest station to Chipping Norton and the town is expecting significant new housing, the speaker asked the Town Council and District Councillors to support applying S106 and CIL funding towards installing the lifts, working with GWR.</p> <p>The speaker also highlighted wider transport issues: Charlbury Station's car park is regularly full and bus access is limited due to weight restrictions on the bridge. They requested that the reinstatement of the X8 Railbus from Chipping Norton to Kingham be explored and that GWR</p>

	<p>consider this route as a “virtual branch line.” They also asked for increased off-peak bus services.</p> <p>In response, Cllr Coleman queried the likely cost of installing lifts; the speaker was unsure but cited a comparable scheme costing around £1 million, including a replacement footbridge. Cllr Saul noted that a proposed housing development at Kingham Station itself may provide relevant S106 contributions. Cllr Walker confirmed that West Oxfordshire’s new local plan is being developed and includes integrated rail considerations; he will feed these points into that process. Cllr Akers expressed strong support, and Cllr Walker added that development at Bledington could also help.</p> <p>Agreed Actions:</p> <ul style="list-style-type: none"> • The Town Council will arrange a meeting with The Villager bus service to understand their plans and how these align with local transport needs and make enquiries about S106 funding. • Cllr Walker to feed in to the Local Plan development and how the development at Bledington might open some funding opportunities.
TAC48	<p>LCWIP</p> <p>Transport / Highways (LCWIP and related matters) Members received an update from Odele Parsons (Oxfordshire County Council) on current and proposed highways and LCWIP-related works.</p> <p>Burrows Crescent to Cotswold Crescent Path (LCWIP Scheme 153) Members noted that Cottsway Homes are no longer pursuing development on the site, enabling Oxfordshire County Council (OCC) to proceed with the originally proposed footway/cycleway scheme. It was reported that an Initial Business Case is progressing through approvals. Existing Section 106 funding (£59,000) will now be used to deliver an improved scheme. Members noted that previously discussed alternative funding is no longer available for other projects.</p> <p>Albion Street / London Road Junction Improvements Members discussed progress on the proposed junction improvements. It was noted that design work is being refined following receipt of topographical survey data and that a quotation is being sought. Delivery is currently anticipated within the 2026/27 financial year, with £70,000 funding carried forward. Members expressed concern regarding the pace of progress. Cllr Walker suggested applying political pressure to progress the scheme, which was supported. Cllr Saul agreed to pursue this.</p> <p>Worcester Road Maintenance Scheme Members noted that maintenance works on Worcester Road are scheduled for the 2026/27 financial year, although no specific start date has yet been confirmed and the scheme is not currently shown on the public maintenance map. Members requested that a clear timeline be provided in advance of works. Cllr Akers emphasised the importance of advance communication so that the Town Council and local media (including <i>Chippy News</i>) can inform residents.</p> <p>Drainage and Street Cleaning Members discussed the street drain cleansing programme. It was reported that works have commenced, although in some locations access has been impeded by parked vehicles. Concerns were raised regarding a recent sewage pollution incident affecting Spring Street and Church Lane. Cllr Akers reported that Town Council intervention was required to secure an effective clean-up. Members agreed that blocked gullies and accumulated sludge were contributing factors and highlighted the need for proactive maintenance. Clarification was provided that street cleaning is the responsibility of the District Council, while</p>

	<p>drainage issues such as blocked drains and water pooling fall under County Council responsibility. Members requested improved communication regarding scheduled works to enable residents to be informed in advance.</p> <p>Highway Defects (Potholes) Members raised significant concerns regarding the condition of roads, particularly large potholes on the A44 and routes towards Stow. It was agreed that these defects present a safety risk and should be prioritised due to the volume of traffic and damage being caused to vehicles.</p> <p>Banbury Road Crossing / London Road Signage Members noted that proposals for a “No Right Turn” restriction at the Banbury Road crossing and additional pedestrian signage on London Road remain under consideration. OCC has indicated that designs can be prepared if the Town Council wishes to proceed with funding and ordering.</p> <p>Old Mill Cycle Parking Members discussed the proposed cycle parking at Old Mill. It was noted that the scheme has been added to the OCC project register and will be progressed subject to funding availability. Members agreed that user feedback should inform future decisions. Local riders will be consulted to gather views. Odele Parsons advised that updates on potential funding streams will be provided. Cllr Walker reported ongoing liaison with the District Council regarding possible Community Infrastructure Levy (CIL) funding or grants.</p> <p>FixMyStreet Reporting Members discussed resident concerns regarding the use of the FixMyStreet reporting system. Frustrations were noted around clarity of responsibility and responsiveness. The distinction between District and County functions was reiterated.</p>
TAC51	<p>Update from Cllr Saul on OCC Highways matters including the HGV working group Cllr Saul advised there was nothing new to report on the HGV working group at this stage.</p>
TAC52	<p>Thames Valley Community Fund Grant Members considered an options appraisal following receipt of £8,000 funding for a new Speed Indicator Device (SID). Priority locations identified were London Road and Burford Road, based on safety concerns and resident feedback. It was noted that OCC proposes replacing the existing inbound signage on London Road with a new SID and installing an additional SID on Burford Road, with no cost to the Town Council. Collision data supports the need for intervention on both routes. Members noted that the grant funding could therefore be retained for future road safety initiatives. It was recommended that the proposed scheme be progressed and that the funding be reconsidered at a future meeting for additional measures. All members agreed.</p>
TAC53	<p>Bus Network Members received a verbal update on local bus routes and stops. It was reported that residents have queried why the 488/489 service does not utilise the covered bus stop in the town centre outside the CoCa Antiques shop. Members also raised concerns on behalf of care home staff, including those at Penhurst Gardens, regarding limited evening service provision. It was noted that some workers finish shifts after 7pm and would benefit from an additional stop or extended service on the 488 route. Members agreed that ongoing bus network matters should be included as a standing agenda item for future meetings.</p>
TAC54	<p>Cycling Cllr Walker attended the Rusty Riders meeting and reported the regular monthly sessions at the</p>

	Leisure Centre, offering bike maintenance and a guided ride on the second Saturday of the month were progressing.
TAC55	Pedestrian and Road Safety There was nothing new to discuss regarding pedestrian and road safety.
TAC56	<p>Parking</p> <p>Members discussed ongoing parking concerns raised by residents, including obstruction and limited availability on residential streets. The potential for a community engagement exercise to encourage better communication between residents was considered, alongside specific concerns regarding Spring Street and disparities between charged and free parking areas (Premier Inn charge their customers for parking which encourages them to park on the street).</p> <p>Members explored the possibility of resident parking schemes, noting an example in Charlbury, and agreed to investigate how this was implemented. It was also agreed to raise concerns with the Premier Inn regarding guest parking on nearby streets to avoid on-site charges.</p> <p>An action was noted to raise relevant highway parking matters with Oxfordshire County Council.</p>
TAC57	Date of the next meeting Thursday 25 th June 2026, at 2pm via TEAMS

The Chair closed the meeting at 15:05pm

SIGNED _____

DATE _____

Chipping Norton TAC Report by Oxfordshire County Council

Thursday 25 June 2026

Place Planning Team Update

Lead officer: Odele Parsons, Place Planning and Coordination West Team Leader, Odele.parsons@oxfordshire.gov.uk.

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

Place Planning officers have completed a draft of the internal Initial Business Case and are presently progressing this through the governance process to get the S106 funding approved. This has taken longer than anticipated due to a number of additional checks confirming the status of the various S106 funds. In parallel the Highways Operations have been progressing the concept design. This is appended in Annex A. Once the funding is approved the next steps are secure a scheme cost estimate, engage WODC and engage residents neighbouring the scheme.

2. Albion Street junction improvement works

The Highway Schemes Engineer has completed the six detailed engineering drawings for the Albion Street junction improvement works.

He has set out several points regarding the drawings:

- The existing levels at the fuel station entrance mean a raised crossing is not feasible. The only option for this would be a raised table incorporating Rock Hill to satisfy the Road Safety Audit comments. I would suggest this could be revisited at a later date (typically a minimum of 6–8 weeks) if coloured High Friction Surfacing is considered necessary.
- A number of bollards have been included to help prevent parking on the new build-out areas.
- Some replacement ironwork and road marking refreshment have been identified for London Road. Given the anticipated traffic management requirements, it would be cost advantageous to complete these works while on site.
- I have not identified any signs that need to be added or replaced.

The next steps are for Chris to prepare one further drawing along with the Scoping Document and Construction Design Management documentation for approval, before submitting the Request for Quotation to delivery partner M-Group.

3. Gully cleansing works

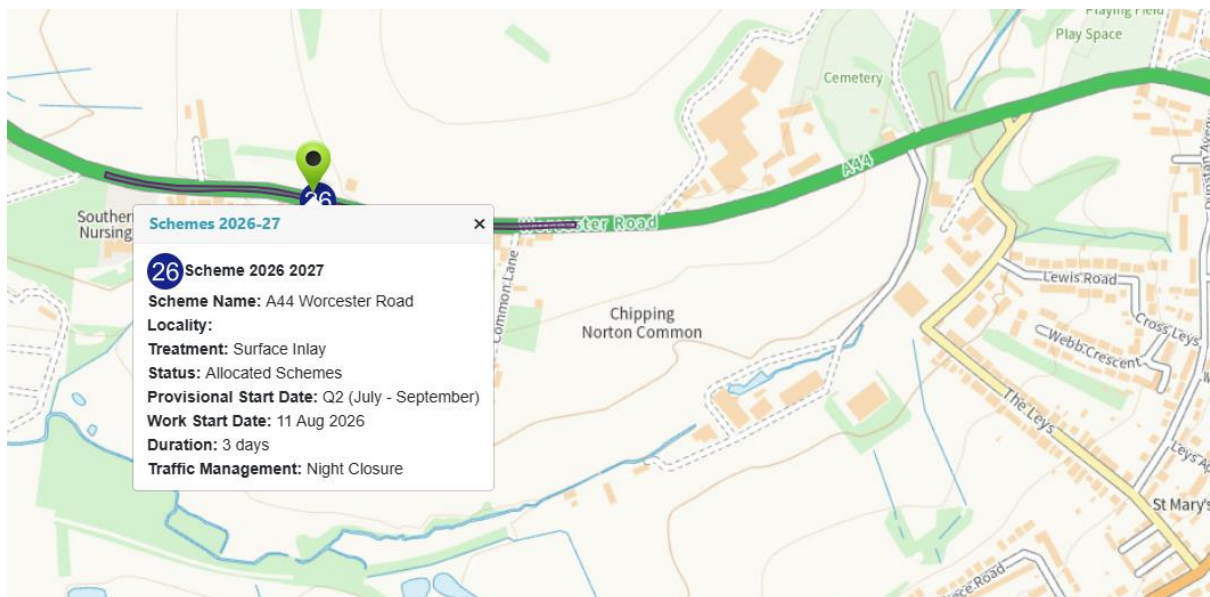
As circulated on 17 April 2026, Highway Engagement Team responded to Cllr Coleman's request for information on gully cleansing works. The response was as follows:

"I can confirm that the gully cleansing work for Chipping Norton was completed in late February and mid March. All of the highway gullies in the area have been checked and cleared if required, and the cleansing programme is now finished.

For any gullies that presented more complicated issues such as root ingress or broken pipework, these have been referred on to our specialist contractors for further investigation and remedial work. On the whole, though, the vast majority of gullies should now be clear and functioning as intended."

4. Worcester Road maintenance scheme

The Worcester Road maintenance scheme has now been added to the maintenance map. Works are due to begin on the 11 August 2026 and will be completed over three days.



Additionally, surface dressing is due to be undertaken on the A361, A3400 and A44 to the east of the town. Please see the maintenance map for the full details.

[Link: Maintenance Schemes Map](#)

5. Quiet Lanes strategy

Following approval of a countywide Quiet Lanes policy and delivery framework for Oxfordshire by Cabinet in May 2026, the aim is to launch a pilot programme of up to

10 new sites during 2026. 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. Up to 10 pilot schemes are in the process of being selected.

If Town Councillors have suggestions of routes within their parish boundary which they would like considered for the Quiet Lanes pilot, then they are encouraged to bring these to their respective County Councillor.

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>

6. Public Transport Team update

Regarding the bus shelter queries sent through by Cllr Coleman, the Bus Infrastructure Office have responded outlining that there is insufficient space for a standard shelter. A cantilever shelter could be considered, but this may also not be appropriate for the space.

Regarding the request for an additional bus service to Banbury, the Public Transport Team Leader has responded that OCC has no plans for later bus services between Chipping Norton and Banbury, due to funding constraints.

7. Traffic and Road Safety Team update

Regarding the enquiry on the white lining programme for Chipping Norton and the relining of the New Street / West Street junction, Highway Operations have confirmed that this scheme is on the current works programme and is to be completed this year. Specific timescales pending.

8. Parking and enforcement figures 1 December 2025 – 31 May 2026

Grouped By: Contravention, DebtType NOT Like not like % REMOVAL%, Initial DebtAmount NOT <> 0, Parent Location = Chipping Norton and Case Date Between Dec 1 2025 12:00AM and May 31 2026 11:59PM

Oxfordshire County Council										
Location	PCN Count	% of Total Client Cases	Outstanding Amount	Cases Total Income	Cases Total Paid	% Debt Paid	Cases Total Cancel	Case Total Write Off	Spoiled Count	VDA Count
Cattle Market (Chipping Norton)	29	7.99% of cases	£140.00	£1,090.00	£915.00	83.94%	£35.00	£0.00	0	0
Fox Close (Chipping Norton)	2	0.55% of cases	£0.00	£50.00	£50.00	100.00%	£0.00	£0.00	0	0
Hailey Avenue (Chipping Norton)	1	0.28% of cases	£0.00	£35.00	£35.00	100.00%	£0.00	£0.00	0	0
High Street (Chipping Norton)	176	48.48% of cases	£1,315.00	£6,700.00	£5,135.00	76.64%	£250.00	£0.00	1	0
Horsefair (Chipping Norton)	8	2.20% of cases	£0.00	£210.00	£210.00	100.00%	£0.00	£0.00	0	0
Leys Approach (Chipping Norton)	2	0.55% of cases	£0.00	£105.00	£105.00	100.00%	£0.00	£0.00	0	0
Market Place (Chipping Norton)	1	0.28% of cases	£0.00	£35.00	£35.00	100.00%	£0.00	£0.00	0	0
Market Street (Chipping Norton)	22	6.06% of cases	£75.00	£780.00	£740.00	94.87%	£35.00	£0.00	0	0
Middle Row (Chipping Norton)	10	2.75% of cases	£325.00	£745.00	£420.00	56.38%	£0.00	£0.00	0	0
New Street (Chipping Norton)	55	15.15% of cases	£735.00	£2,280.00	£1,440.00	63.16%	£105.00	£0.00	1	0
Spring Street (Chipping Norton)	12	3.31% of cases	£220.00	£745.00	£525.00	70.47%	£0.00	£0.00	0	0
The Green (Chipping Norton)	5	1.38% of cases	£0.00	£125.00	£125.00	100.00%	£0.00	£0.00	0	0
West Street (Chipping Norton)	40	11.02% of cases	£970.00	£1,965.00	£995.00	50.64%	£0.00	£0.00	0	0
Oxfordshire County Council	363	100.00%	£3,780.00	£14,865.00	£10,730.00	72.18%	£425.00	£0.00	2	0

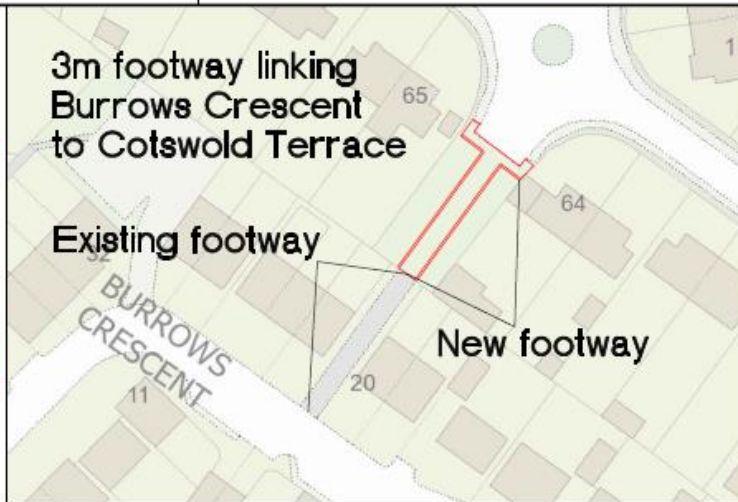
Grouped By: State, DebtType NOT Like not like % REMOVAL%, Initial DebtAmount NOT <> 0, Parent Location = Chipping Norton and Case Date Between Dec 1 2025 12:00AM and May 31 2026 11:59PM

Oxfordshire County Council										
Contravention Description	PCN Count	% of Total Client Cases	Outstanding Amount	Cases Total Income	Cases Total Paid	% Debt Paid	Cases Total Cancel	Case Total Write Off	Spoiled Count	VDA Count
01 - Restricted Street	187	51.52% of cases	£2,095.00	£8,745.00	£6,335.00	72.44%	£315.00	£0.00	2	0
02 - Loading / Unloading	1	0.28% of cases	£70.00	£70.00	£0.00	0.00%	£0.00	£0.00	0	0
23 - Wrong Class Of Vehicle	2	0.55% of cases	£0.00	£105.00	£140.00	133.33%	£35.00	£0.00	0	0
30 - Parked Longer Permitted	141	38.84% of cases	£1,195.00	£4,545.00	£3,275.00	72.06%	£75.00	£0.00	0	0
40 - Disabled Bay No Badge	21	5.79% of cases	£35.00	£735.00	£700.00	95.24%	£0.00	£0.00	0	0
45 - Taxi Rank	4	1.10% of cases	£105.00	£175.00	£70.00	40.00%	£0.00	£0.00	0	0
47 - Restricted Bus Stop	7	1.93% of cases	£280.00	£490.00	£210.00	42.86%	£0.00	£0.00	0	0
Oxfordshire County Council	363	100.00%	£3,780.00	£14,865.00	£10,730.00	72.18%	£425.00	£0.00	2	0

Parent Location = Chipping Norton and OSL Date Time Between 01/12/2025 and 31/05/2026

Oxfordshire County Council												
Month	Staff Deployed	Patrol Count	Tickets Issued	Issued Spoiled	Issued VDA	Obs Started	Spoiled VDA Prior	VRM Entered	Breaks	Time On Patrol	Time On Breaks	
2025 Month 12	7	116	38	0	0	0	7	17	192	6	23:08:52 04:02:42	
2026 Month 01	9	447	68	0	0	0	9	62	326	14	2d 04:18:52 07:26:16	
2026 Month 02	7	279	41	1	3	0	0	44	371	7	1d 17:16:45 04:30:31	
2026 Month 03	11	359	88	1	2	0	0	65	395	7	2d 04:05:22 02:01:22	
2026 Month 04	9	456	86	0	5	0	4	63	634	8	2d 03:34:35 02:21:51	
2026 Month 05	9	231	41	0	0	0	0	27	225	8	1d 00:12:22 03:02:16	
Oxfordshire County Council	21	1888	362	2	10	0	20	278	2143	50	10d 04:36:48 23:24:58	
Totals:												
Grand Totals:	21	1888	362	2	10	0	20	278	2143	50	10d 04:36:48 23:24:58	

Annex A: Concept Design for Cotswold Crescent to Burrows Crescent Path.



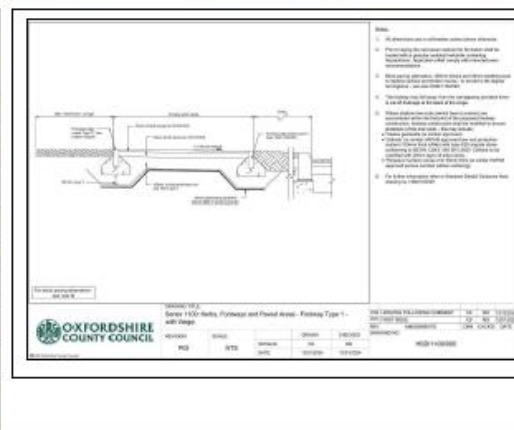
Drawing No.	Revision
-------------	----------

New footway construction with concrete edging.
New kerbline at back edge of existing turning head.
Gravel area at back of turning head to be repaired with suitable surface for pedestrians
New footway construction is 3m wide x approx 24m.
Verges to be made good on completion.



SITE VISIT REQUESTED TO CONFIRM CONSTRUCTION DETAILS

Rev.	Date	Purpose of revision	Drawn	Checked	Approved



OXFORDSHIRE COUNTY COUNCIL
 Head Partner
 Director of
 Environment & Highways
 Oxfordshire County Council
 County Hall
 100 High Street
 Oxford
 OX1 1HS
 Tel: 0845 353 1111

Project title
 Chipping Norton
 Cotswold Terrace
 to Burrows Crescent

Drawing title
 Footway link

Drawing Status

Scale @ A3	Drawn by JEW	Checked by	Approved by
NTS	Date Drawn June 25	Date checked	Date approved

Oxfordshire Project No. & File Ref

Drawing No.	Revision
-------------	----------