



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

27th September 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: 319 028 077 842
Passcode: 8sEvBK

DATE: Thursday 3rd October 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 27th June 2024.
- b. To note the minutes of the Cycling Action Group meeting held on 15th July 2024.

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

To receive a verbal update on road safety related matters.

11. Parking

To discuss parking related matters.

12. Air Quality

To discuss matters relating to air quality in Chipping Norton.

13. Date of the next meeting – Thursday 16th January 2024, 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 TRAFFIC ADVISORY SUB-COMMITTEE MEETING HELD ON THE 27TH JUNE 2024, ONLINE VIA MICROSOFT TEAMS AT 2PM

PRESENT: Cllrs Mark Walker (Chair), Tom Festa (Vice-Chair), Mark Walker, Mike Rowe, Sandra Coleman

ALSO PRESENT:

Katherine Jang, Deputy Town Clerk

Nigel Rose, Representative for Chippy News

Cllr Geoff Saul, OCC and WODC

Natalie Moore, OCC

CC1	Election of Chair Members received nominations for and elect the Chair of the Traffic Advisory Sub-Committee for the municipal year 2024/25. Cllr Festa nominated Cllr Walker, seconded by Cllr Coleman. No other nominations were received. All in favour, motion carried. RESOLVED: That is Cllr Walker elected as Chair of the Traffic Advisory Sub-Committee for the municipal year 2024/25.
CC2	Election of Vice-Chair Members received nominations for and elect the Vice-Chair of the Traffic Advisory Sub-Committee for the municipal year 2024/25. Cllr Akers nominated Cllr Coleman. Cllr Festa noted that Cllr Coleman has a lot of meetings to attend and that to ease pressure on her it may be better to nominate an alternative. Cllr Walker nominated Cllr Festa, seconded by Cllr Rowe. All in favour, motion carried. RESOLVED: That Cllr Festa is elected as Vice-Chair of the Traffic Advisory Sub-Committee for the municipal year 2024/25.
CC3	Apologies for absence Apologies were received from Cllr Jo Graves and OCC Officer Maria Wheatley.
CC4	Minutes <ol style="list-style-type: none">RESOLVED: That the Minutes from the sub-committee meeting held on the 24th April 2024 were signed as an accurate record by the Chair.Members noted the minutes of the Cycling Action Group meeting held on the 22nd April 2024.
CC5	Public Participation None received



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

CC6

LCWIP

Cllr Walker thanked Natalie Moore, Odele Parsons and the OCC Transport Planner for visiting Chipping Norton to do a site visit with TAC members.

Members received an update from OCC officer Natalie Moore along with a written report outlining the progress with LCWIP. The written report outlines the 6 stages and timescales for the project.

Cllr Festa requested if the commuting side of transport in relation to the two train stations and transport to Oxford could be prioritised within the plan. Natalie Moore thanked Cllr Festa for the input and mentioned that the other LCWIP plans locally will intertwine and overlap with one another.

Natalie Moore discussed the importance of site visits and noted that multiple visits to Chipping Norton have been undertaken in recent weeks to undertake a thorough assessment of all the roads and routes. This will be taking place throughout June and July 2024.

Cllr Akers requested clarification for next steps after the LCWIP finishing in October 2024. Natalie Moore answered that the Cabinet member decision would need to approve the LCWIPs, and if approved, that would open avenues to further funding from government schemes such as the Active Travel Fund and S106 from developments in the town.

Cllr Rowe asked if disabled or people who use mobility scooters have been consulted about the LCWIP. Natalie Moore responded that they would absolutely be open to linking up with any user groups and would be very happy to collaborate. Cllr Walker proposed that Natalie Moore meet up with Cllr Rowe and a few other residents when they next visit Chipping Norton, and Natalie Moore agreed. Natalie Moore to liaise directly with Cllr Rowe.

Cllr Walker queried who sits on the LCWIP Steering Group and if Chipping Norton should be involved. Natalie Moore mentioned that the Steering Groups comprise of OCC Officers, TC Cllrs, interested residents and user groups that can feed back to a wider audience if required. For Natalie Moore to provide guidance on the composition of this group and the next meeting dates.

Natalie Moore gave an update about the New St/West St junction. Consultants Pell Frischmann have been appointed and have conducted a site visit on the 18th June. The final options appraisal report should be finished by the end of October 2024, with engagement with stakeholders following in November 2024. For Natalie Moore to provide a sketch update of possible options at the next TAC meeting. Natalie Moore to contact Pell Frischmann's project manager to ask how the town council can provide information and local knowledge for the potential crossing.

Cllr Coleman noted that many residents and TC Officers has raised many FixMyStreet reports for overgrowth on pedestrian pathways and has asked for an



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

	<p>update. Natalie Moore reported that there has been an internal restructure and will look into the direct person to contact about this.</p> <p>Natalie Moore left the meeting at 2:55pm.</p>
CC7	<p>County Officer's Report No written reports were received.</p>
CC8	<p>District Officer's Report No written reports were received.</p>
CC9	<p>Update from Cllr Saul on OCC Highways matters including the HGV working group Members received a progress report from Cllr Saul about the Windrush Valley HGV Steering Group. The Officers are now receiving tenders for automatic number plate recognition to see where vehicles are coming from and what make/model are represented.</p> <p>Cllr Festa noted that Chipping Norton is right on the edge of the study area, and that traffic going through to Banbury would not be counted. Cllr Saul noted that this wasn't part of the study but that traffic would be counted coming through Chipping Norton.</p>
CC10	<p>Cycling Members received an update on cycling related matters from Cllr Festa. The Rusty Rider monthly events are taking place routinely and are well-attended. Cllr Festa has noted that Chipping Norton has been attracting more and more cyclists. The cycling safety signs provided by OCC have been placed around the town.</p> <p>CycleOx route mapping for Chipping Norton has been completed and has been sent to OCC to coordinate with the LCWIP plan.</p>
CC11	<p>Pedestrian and Road Safety Cllr Walker mentioned the Air Quality Action Plan has now been approved and needs to be signed off and approved by the Executive.</p> <p>Cllr Coleman raised that there was a problem with the bus stop being closed during works at the Old Post Office, with no notice placed on the bus stop with re-routing information put up. Cllr Saul reported that information should have been relayed from the bus company and OCC. Deputy Clerk to notify the OCC Transport Officer Dave Harris.</p> <p>Nigel Rose reported that a resident has raised a problem with the 801 bus stops in Chipping Norton. The bus will stop on New Street and the issue has now been resolved.</p> <p>Cllr Akers queried if anything is being done for Road Safety Week. Cllr Walker noted that with other commitments it is difficult to fully commit to work with the</p>



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

	schools and other bodies to ensure that this event is done justice. Brake Charity produces good resources for road safety and young children. Cllr Akers volunteered to lead on the event. Cllr Walker, Akers, and Festa agreed to convene an informal meeting about the event.
CC12	Parking No updates received.
CC13	Date of the next meeting Thursday 3 rd October 2024, 2pm via TEAMS.

The Chair closed the meeting at 3:40pm.

DRAFT

CHIPPING NORTON TOWN COUNCIL
THE GUILDHALL, CHIPPING NORTON, OXFORDSHIRE OX7 5NJ

Minutes of a Chipping Norton Cycling Improvements Action Group (Working Group to Traffic Advisory Sub-Committee) held on Monday 15th July 2024 at 5:30pm in the Council Chamber, 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 Festa (Chair), Jill Festa, Cllr Mark Walker, Simon Lloyd, Charlotte Livingston (Chipping Norton Breeze), Cara Hedges (Transition Chipping Norton), Helen Harris

ALSO PRESENT:

Katherine Jang, Deputy Town Clerk and Estates Manager

36	<p>Apologies for absence Apologies were received from Cllr Coleman.</p> <p>Members discussed pruning the circulation list to remove contacts who are related to finished projects:</p> <ul style="list-style-type: none">- Contacts to remove from circulation list: Leisure Centre, School, Charlbury – Richard Fairhurst- Others that have not attended the previous 3 or 4 meetings to be removed from circulation list- Members to invite: Dom Hecks, Neil Broadhurst
37	<p>Minutes AGREED: That the Chair sign and approve the minutes of the Cycling Action Group held on the 22nd April 2024 as an accurate record.</p>
38	<p>‘The Rusty Rider’ Saturday clinics Members provided feedback and learning from May and June including the Pride promo station and July events.</p> <ul style="list-style-type: none">- Members noted that the Pride cycling promo stand was very well attended. Discussion arose about joining up with existing events to target residents who might not be sure they want to attend the official Rusty Riders events at the Leisure Centre.- Charlotte Livingston gave an update about Chipping Norton Breeze events – They have offered commuting route advice and one-on-one cycling sessions.- Cllr Festa proposed to remove the 2 mile bike ride replacing it with a longer 10 mile cycling ride, and limiting beginner riders to practice sessions in the Leisure Centre car park. Members agreed and noted that the routes near the Leisure Centre are not ideal for cyclists and are very busy.

CHIPPING NORTON TOWN COUNCIL
THE GUILDHALL, CHIPPING NORTON, OXFORDSHIRE OX7 5NJ

	<p>- The poor weather has been a big factor and members discussed pausing the rides from November – February. Members in agreement that these months would not be suitable for beginner cyclists and agreed to pause.</p>
<p>39</p>	<p>Cycling safety signage update Members noted the current locations of the temporary signage locations in Chipping Norton. Members noted plans to put up additional signage with recommendations to cyclists (lights, high-vis, etc.) in autumn. Discussion arose about the design of the “Share the Road” signs and lack of visibility to cars. Members suggested giving feedback to OCC that the blue-and-white Welsh signs were much clearer and legible than the local design.</p>
<p>40</p>	<p>Oxfordshire online cycle mapping for Chipping Norton Status update https://www.google.com/mymaps/viewer?mid=1ZsBgFsG-OgKIYFt2SsJvAs5twrPvhvg&hl=en</p> <p>Jill Festa has mapped “Virtually Car Free” streets, “Bikeability Level 2” streets, and footpaths in Chipping Norton. These streets have been identified as streets that are suitable for taking an 11-year-old child cycling, by removing streets with high speed limits, busy roads, hilly areas, etc. The map highlights how limited these areas are for primary-aged children in Chipping Norton.</p> <p>Members confirmed that this map has been sent to the LCWIP to incorporate into their plan.</p>
<p>41</p>	<p>Walking and Cycling Plan (LCWIP) Members received the Place Planning North Team Update as shared with the Traffic Advisory Committee. Cllr Festa reported that OCC would like to collaborate with the Cycling Action Group on the LCWIP. LCWIP will be conducting a cycling audit on Monday 22nd July (10am) and would like to meet with members if available – Cllr Festa to share further details of site visit. Cara Hedges requested that members share with the OCC Officer to create a cutaway from Cotswold Terrace to the Evans Way development which has already been raised previously.</p> <p>Some discussions arose about the “LCWIP” name and that many residents wouldn’t know what this plan involved. Cllr Walker suggested an easier name to communicate to residents such as “Walking Plan for Chippy” and “Cycling Plan for Chippy”, and other members noted that they are more familiar with the “Active Travel” plan name.</p> <p>Cllr Festa raised that several Cllrs and Town Council staff members have been trained up as OCC Superusers. This means that they can now escalate pothole issues within the remit of the scheme (B roads only, under 30mph, etc.)</p>

CHIPPING NORTON TOWN COUNCIL
THE GUILDHALL, CHIPPING NORTON, OXFORDSHIRE OX7 5NJ

	<p>AGREED: That a standing item for “Fix My Street” is added to the CAG agendas going forward.</p>
42	<p>CNTC Webpage updates https://www.chippingnorton-tc.gov.uk/visitor-information/cycling/</p> <ul style="list-style-type: none"> • Cyclox maps link added: https://www.cyclox.org/index.php/cycling-maps/ • Destination Café added: The Cotswold Lounge – Shipton-under-Wychwood https://www.thecotswoldlounge.co.uk/ • Hook Norton Sportive (02/06/24) moved to previous events <p>Members discussed information to add to the page:</p> <ul style="list-style-type: none"> - Chipping Norton Breeze (added beside the Cyclox Cycling Maps) - Maps showing routes to the “Local Cycling Friendly Destinations” – Members to provide route maps
43	<p>Bikes on buses - S3 to Oxford</p> <p>Members received an update that Odele Parsons (OCC) is in contact with Stagecoach buses to encourage allowing bikes on buses. Members suggested that Cllr Andrew Gant (OCC Cabinet Member for Transport) may be a good contact point for this topic. Cllr Walker advised that Mike Dixon is the Town Council’s public transport liaison on the Traffic Advisory Committee and that issues with transport coordination can be raised with him.</p> <p>AOB: Transition Chipping Norton</p> <p>Members noted the following upcoming events: 13th Sept, 4-9pm – Swap Shop at Over Norton Village Hall 11th October - Repair Café at Over Norton Village Hall</p>
44	<p>Next Meeting date 21st October 2024</p>

The Chair closed the meeting at 7:00pm.

Chipping Norton TAC – Place Planning North Team Update

Thursday 3rd October 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	<ul style="list-style-type: none">a) Establish the geographical extent of the LCWIPb) Governance arrangementsc) Preparing the plan	Agreed geographic scope, project plan, governance plan, and scoping report.	Completed	Completed
2	Gathering Information	<ul style="list-style-type: none">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	TBC	TBC

3	Network Planning for Cycling	<ul style="list-style-type: none"> a) Identify origin and destination points and cycle flows. b) Convert flows into a network of routes and determine the type of improvements required. 	LCWIP Chapter - Cycle Infrastructure	Completion due 1 st November 2024	In progress: Part a) TBC Part b) TBC
4	Network Planning for Walking	<ul style="list-style-type: none"> a) Identify key trip generators, core walking zones and routes b) Audit existing provision c) Determine the type of improvements required. 	LCWIP Chapter - Walking Infrastructure	Completion due 18 th October 2024	In progress: Part a) completed. Part b) completed. Part c) taking place from 18 th October 2024.
5	Prioritising Improvements	<ul style="list-style-type: none"> a) Prioritise improvements to develop a phased programme for future investment. 	Chipping Norton LCWIP Prioritised Programme	Once chapters 3 and 4 are substantially completed. Programmed from 1 st November 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 24th December 2024	Not yet started
---	-----------------------------	--	-----------------------------	---	-----------------

Stages 3 and 4: Network Planning for Cycling and Walking

Progress continues with developing the Chipping Norton LCWIP. Over the summer period officers have undertaken both the walking and cycling audits, these are written up into audit reports which are then used to develop a long list of infrastructure schemes to improve the walking and cycling environment across the town and to plan cycle routes to/from nearby villages.

The infrastructure schemes will then be prioritised against a series of criteria to produce a ranking. Following this technical work, the LCWIP will be drafted including the relevant GIS mapping.

It is anticipated that the draft LCWIP will be available in early January 2025. With public consultation following in January / February. Post consultation the LCWIP will be submitted to Cabinet Member Decisions for Infrastructure and Development Strategy in April 2025.

New Street / High Street / West Street Options Appraisal

Between July and September, the Project Team at Pell Frischmann undertook several actions to generate a number of shortlisted options (and their predicted impacts on the highway network) to present to officers at the County Councils.

The initial short list of options presented were (*images of the above options can be found in Appendix Two*):

- Option 1 - Reduce West Street to one lane, widen western side of the footway and widen central refuge,
- Option 2 - Signal controlled crossings on western and southern arms,
- Option 3 - Signalise the junction and provide signalised pedestrian crossings on all arms,
- Option 4 - Change priority so High Street ↔ West Street becomes the main movement, and
- Option 5 - Mini-roundabout

In August and September, separate internal stakeholder and councillor meetings were held to discuss the options and early results of the modelling and assessment. Feedback from those meetings led to two further options being investigated (*images in Appendix Three*). As suggested alternatives to Option 2, these were:

- Option 2b - Zebra crossings on western and southern arms, and
- Option 2c - Zebra crossings on western and southern arms, retain uncontrolled crossing across New Street.

With the assessment criteria now set, the Project Team from Pell Frischmann are in the process of assessing each scheme which will result in an identified recommended option at the end of September.

Next Steps

Activity	Anticipated Completion Date
Identify recommended option	End of September 2024
Concept design of recommended option	Mid - October 2024
Final Options Appraisal Report	Beginning of November 2024

Windrush Valley HGV Study

Officers are now in phase two of the work which involves additional data collection via ANPR cameras. For reference, the camera locations were agreed with the steering group. There is a map of the points in Appendix One.

The contract for the ANPR data collection has been awarded to Intelligent Data Collection (IDC). IDC are planning to conduct the work in the Windrush Valley Study Area during October 2024.

Due to the volume of data the ANPR surveys will generate, we are commissioning consultant support to help with the analysis. It is anticipated that this will take 10 weeks to complete, therefore we are expecting to have the results around December. A meeting with the steering group will be scheduled for an appropriate point following receipt of the ANPR survey results, and a further update will be disseminated once the steering group meeting has taken place.

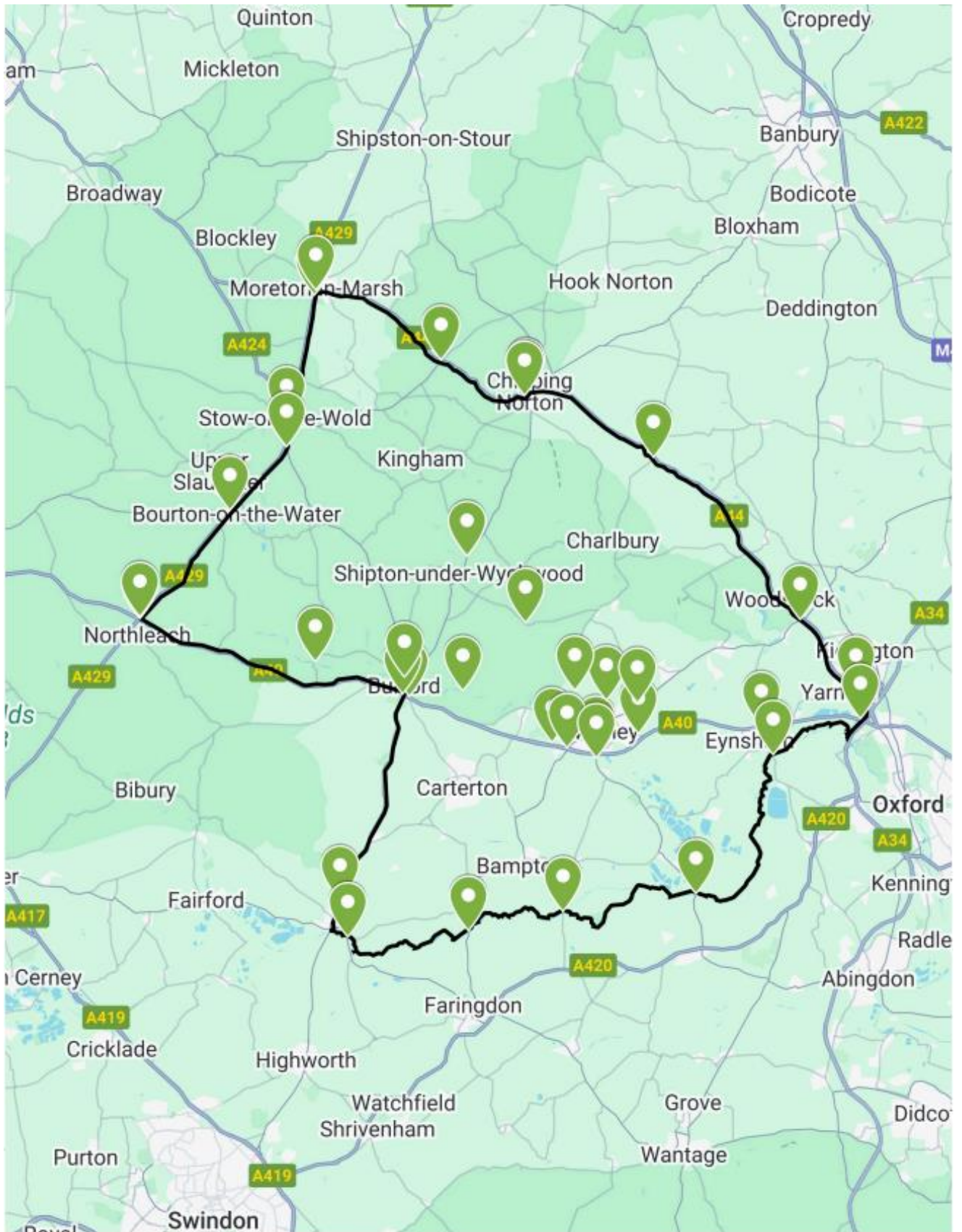
In addition to the ANPR surveys, we have purchased INRIX HGV telematics data from 2024 for the whole county which is currently being analysed and we will also be able to present outputs from.

LCWIP Enquiry for the Committee - Back Alley (Hailey Avenue)

During an LCWIP walking audit site visit, officers had some conversations with locals who suggested that a particular route in Chipping Norton (the Back Alley between Hailey Road and Hailey Avenue) had an issue with anti-social behaviour.

Officers wanted to raise this at the Traffic Advisory Committee and see if the members are aware reports of anti-social behaviour and have any ideas on how safety can be improved (other than lighting - i.e. how to improve passive surveillance)? Additionally, is there a contact within the council / police who we could flag this issue with to make sure it is on their radar?

Appendix One – Windrush Valley HGV Study ANPR Camera Locations



Appendix Two – New Street / High Street / West Street Options Appraisal Options 1 – 5

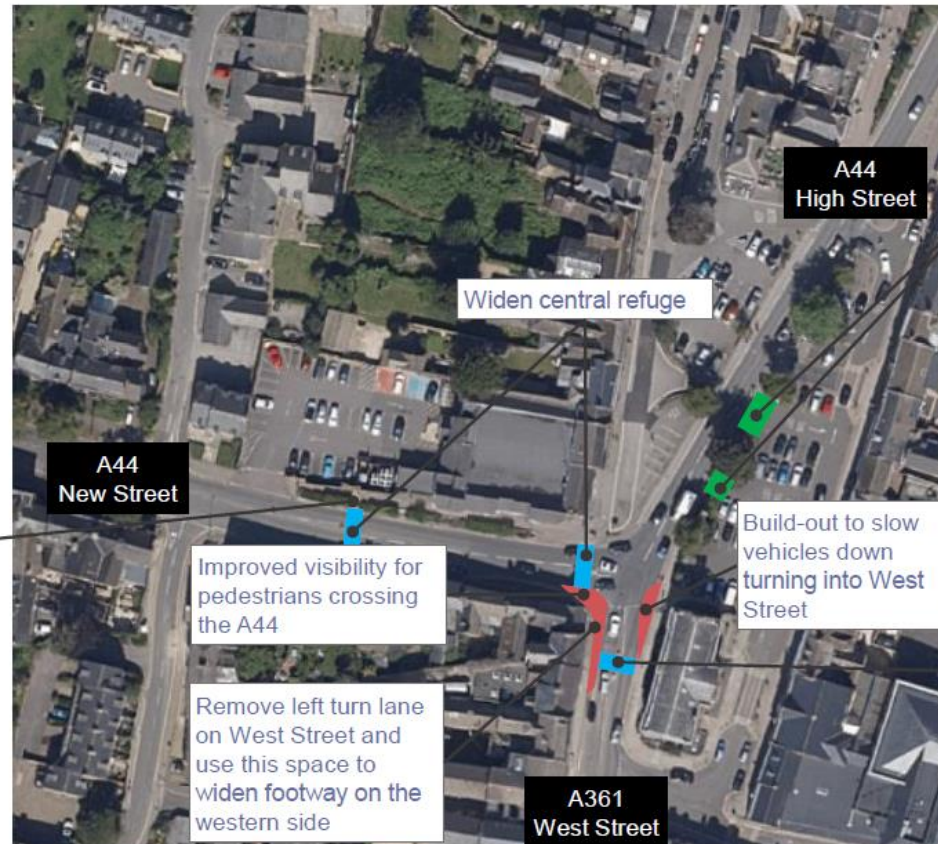
Pell Frischmann

Option 1

Reduce West Street to one lane, widen western side of the footway and widen central refuge.



Cut back vegetation c.5m to improve visibility



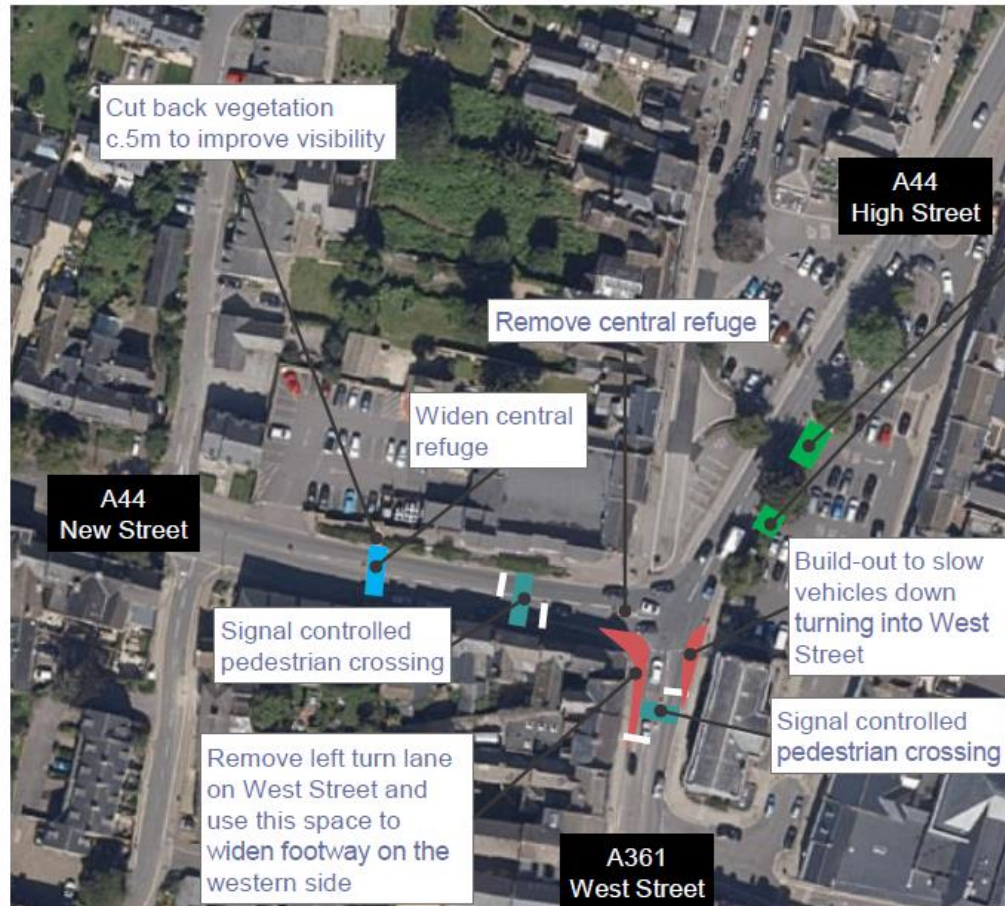
Add vegetation to restrict cut throughs that encourage unsafe crossing movements



Widen central refuge

Option 2

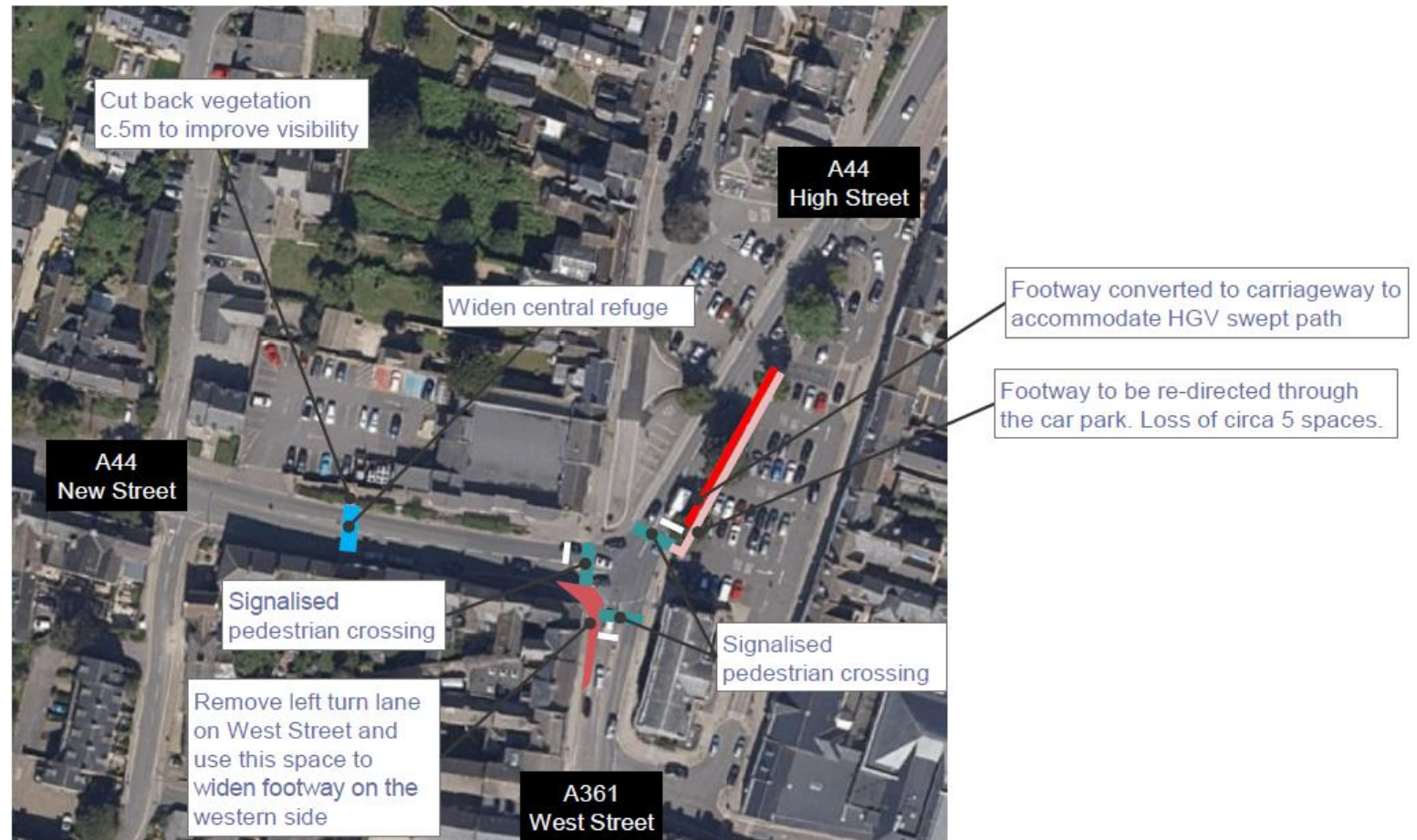
Signal controlled crossings on western and southern arms.



Add vegetation to restrict cut throughs that encourage unsafe crossing movements

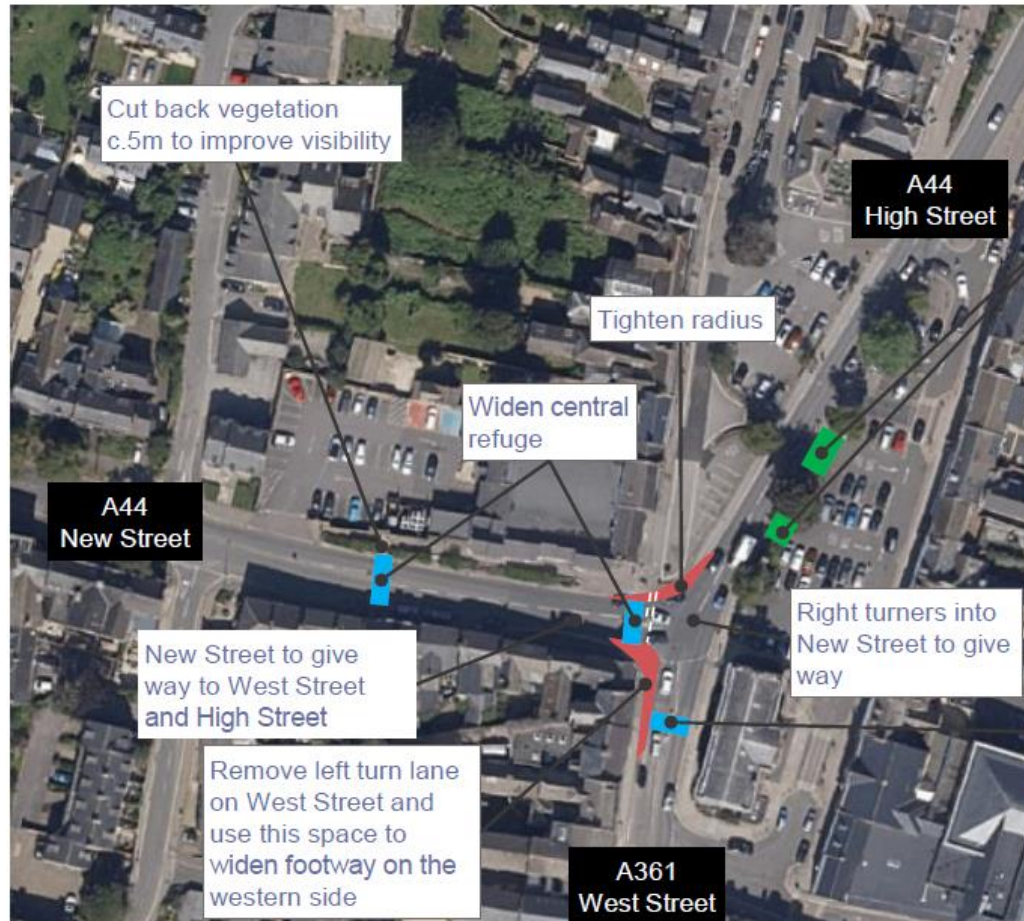
Option 3

Signalise the junction and provide signalised pedestrian crossings on all arms.



Option 4

Change priority so High Street \leftrightarrow West Street becomes the main movement.



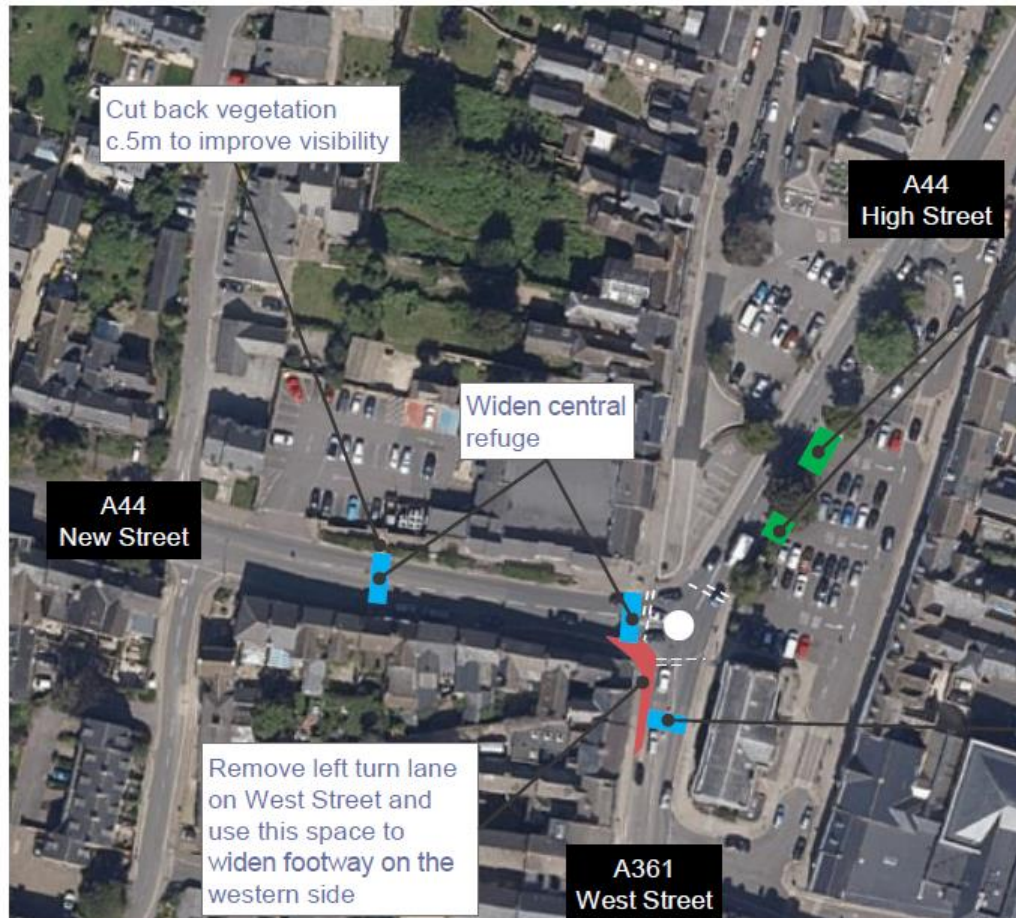
Add vegetation to restrict cut throughs that encourage unsafe crossing movements



Widen central refuge

Option 5

Mini-roundabout



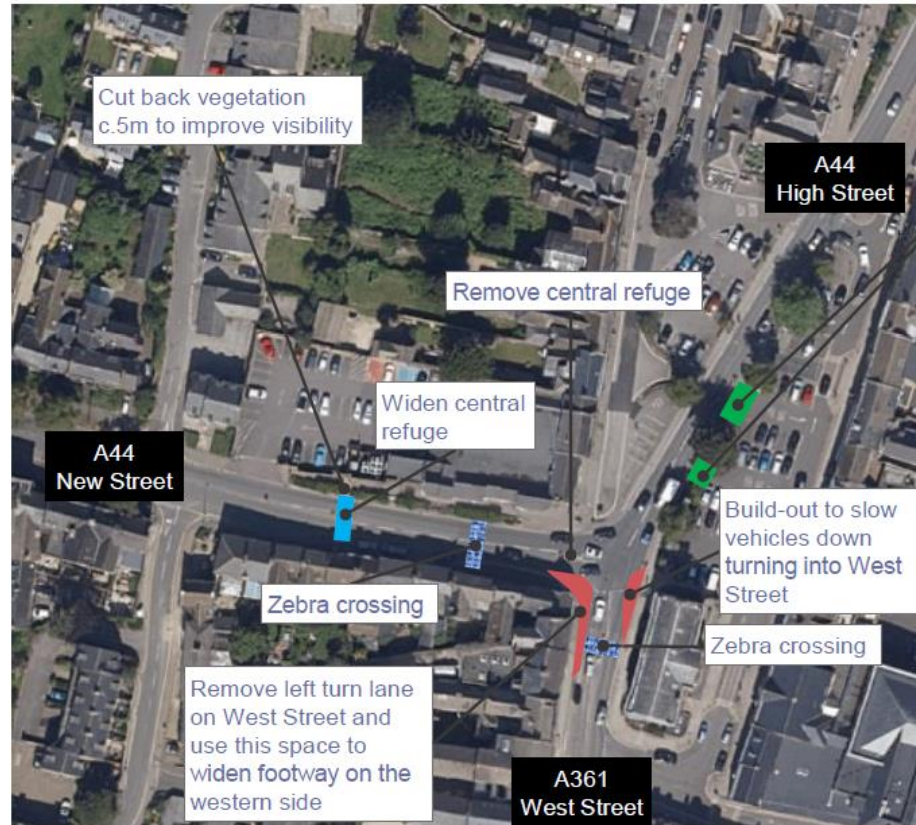
Add vegetation to restrict cut throughs that encourage unsafe crossing movements



Widen central refuge

Option 2b

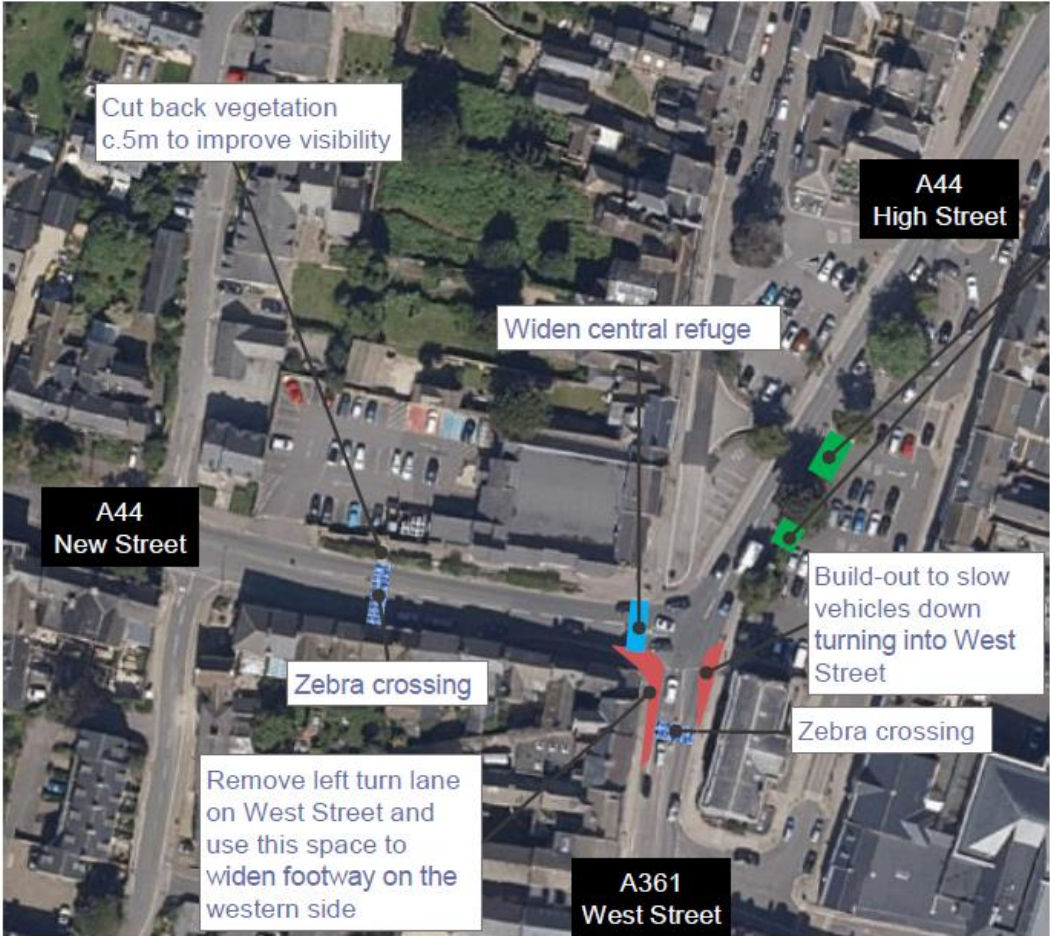
Zebra crossings on western and southern arms.



Add vegetation to restrict cut throughs that encourage unsafe crossing movements

Option 2c

Zebra crossings on western and southern arms, retain uncontrolled crossing across New Street.

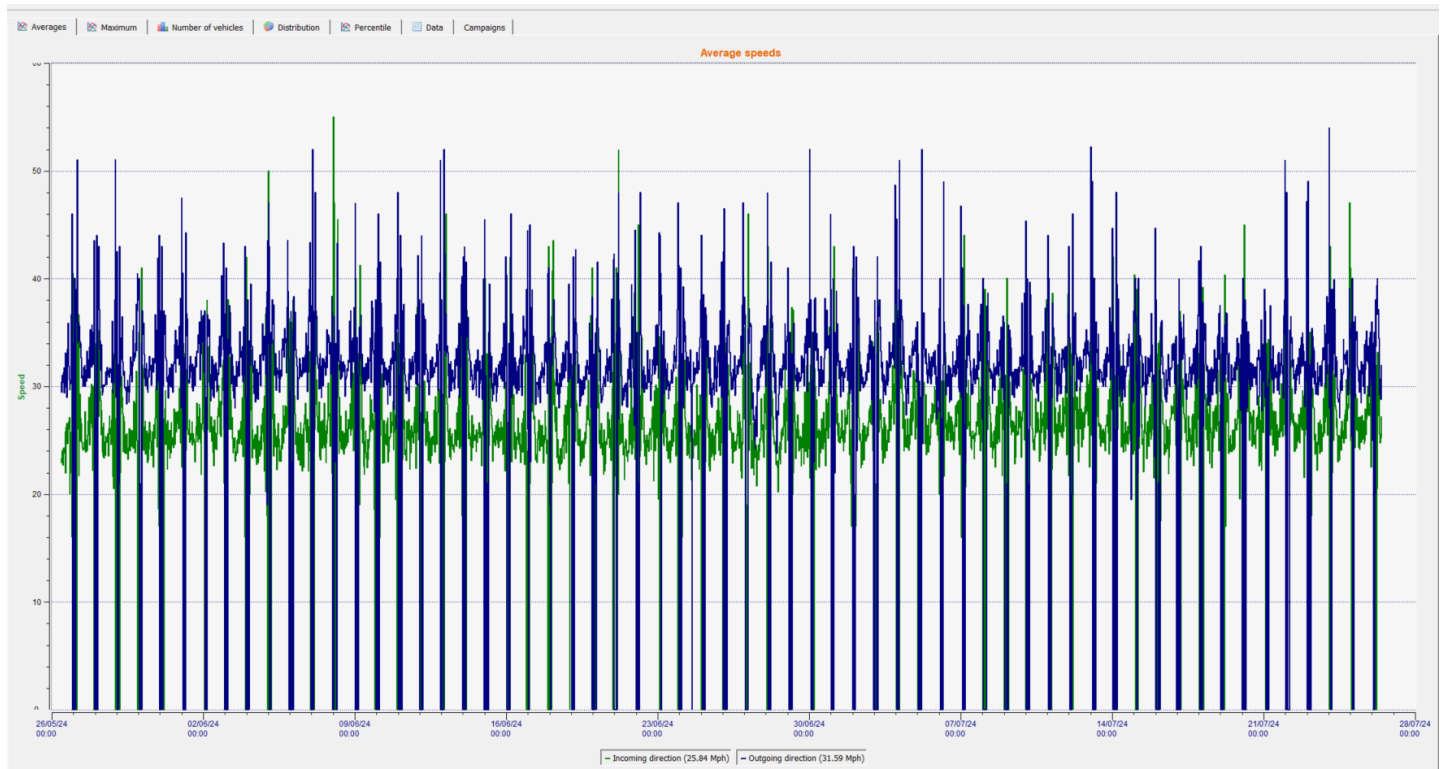


Add vegetation to restrict cut throughs that encourage unsafe crossing movements

Agenda item 10 – Road safety: Churchill Road Speed Indicator Device

The following data is from the SID at Churchill Road between 17/05/24 and 28/07/2024. Unfortunately, due to staffing issues the planned download of data in September was unable to take place. This will happen as soon as possible, and the results can be circulated to the sub-committee members.

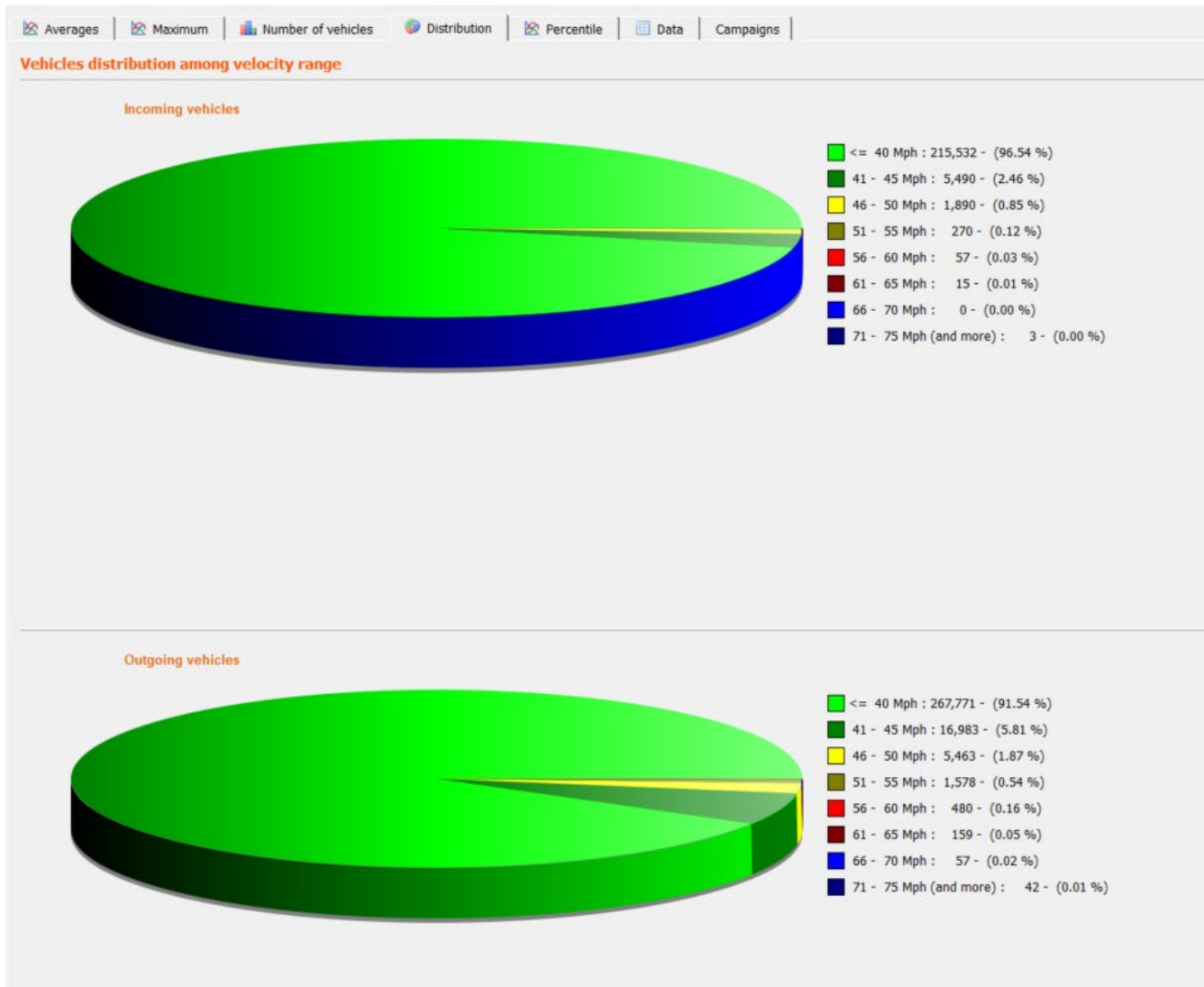
Graph 1



Key Points:

- The **green line** represents the **incoming direction** with an **average speed of 25.84 mph**.
- The **blue line** represents the **outgoing direction** with an **average speed of 31.59 mph**.
- Both incoming and outgoing speeds consistently exceed the posted speed limit of 20 mph.
- The graph shows clear patterns of peak traffic speeds reaching over 50 mph at certain times, particularly in the outgoing direction (blue line), with spikes that vary throughout the day and across different dates.
- The speed pattern appears consistent over time, with periods of higher speeds and regular fluctuations, possibly indicating rush hour traffic or other time-related factors.

Graph 2



Key Observations:

- The majority of both incoming and outgoing vehicles travel at 40 mph or below.
- A small percentage of vehicles exceed the speed limit, with more outgoing vehicles traveling at higher speeds than incoming vehicles.

Conclusion:

- Both incoming and outgoing traffic speeds regularly exceed the speed limit, with outgoing vehicles exhibiting higher average speeds and more frequent extreme speed spikes. This may indicate a need for traffic calming measures to ensure vehicles stay within the 20 mph limit.

Recommendation

That an up-to-date data set is downloaded and the results (if similar as expected) be sent to Thames Valley Police for comment.