

Witney Traffic Advisory Committee Meeting



Tuesday, 26th September, 2023 at 2.30 pm

To members of the Witney Traffic Advisory Committee - A Coles, M Brooker, D Enright, T Fenton, J Aitman, T Ashby, S Simpson, R Smith, C Hulme, T Bayliss, K Hickman, A Lyon, D Miles and J Doughty (and all other Town Councillors for information).

You are hereby summonsed to the above meeting to be held in the **Gallery Room, The Corn Exchange, Witney** for the transaction of the business stated in the agenda below.

Admission to Meetings

All Council meetings are open to the public and press unless otherwise stated.

Any member of the public wishing to attend the meeting and speak on a particular agenda item should contact the Committee Clerk (derek.mackenzie@witney-tc.gov.uk) in advance.

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.

As a matter of courtesy, if you intend to record any part of the proceedings please let the Deputy Town Clerk or Committee Clerk know before the start of the meeting.

Agenda

1. **Election of Chair**

To elect a Chair of the Advisory Committee for the rest of the municipal year.

2. **Apologies for Absence**

To receive and consider apologies for absence.

3. **Public Participation**

Members of the public are welcome to attend the meeting. Any member of the public who so wishes may speak, at this point in the meeting, for a **maximum of five minutes** on any matter relating to an item on the agenda.

4. **MINUTES** (Pages 4 - 9)

a) **To adopt and sign as a correct record the minutes of the meeting held on 13 June 2023 (copy enclosed)**

b) **Matters arising from the Minutes not covered in the Action Plan or subsequent items**

5. **Committee Terms of Reference** (Pages 10 - 13)

To receive the report of the Deputy Town Clerk, Witney Town Council.

6. **Witney High Street & Market Square Enhancements**

To receive a verbal update from attending officers, if appropriate and consider entering feedback on the open consultation/engagement.

7. **OXFORDSHIRE COUNTY COUNCIL REPORTS**

a) **Infrastructure Locality Team** (Pages 14 - 30)

To receive the report of the Oxfordshire County Council Infrastructure Locality Team.

b) **Traffic & Road Safety** (Pages 31 - 32)

To receive the report of the Oxfordshire County Council Traffic & Road Safety Team.

8. **Community Speedwatch** (Pages 33 - 34)

To receive the report of the Deputy Town Clerk at Witney Town Council.

9. **Public Transport Update**

To receive an update from members present on any public transport matters, if appropriate.

10. **Items Submitted to the Town Clerk**

To receive any traffic or highway related correspondence submitted to the Town Clerk since the last meeting.

a) **Speed Cameras & Speeding Enforcement** (Page 35)

To note the reponse from TVP regarding speed cameras and speeding, taken up by the Chair following the last meeting of the Committee.

b) **West End Crossing**

A resident has requested a crossing on West End due to pedestrian safety concerns.

c) **Cogges Hill Road - Request for traffic calming**

Residents have indicated they would like to see traffic calming in Cogges Hill Road (see Community Speedwatch update report – Cllr J Robertshaw).

11. **Items Raised at the Meeting**

To receive and consider any pressing matters from members which may be added to the next meeting agenda for consideration.

12. **Date of the Next meeting(s)**

To receive the date of the next meeting of Witney Traffic Advisory Committee for information.



Town Clerk

Agenda Item 4

WITNEY TRAFFIC ADVISORY COMMITTEE MEETING

Held on Tuesday, 13 June 2023

At 2.30 pm in the Gallery Room, The Corn Exchange, Witney

Present:

Councillor A Coles (Chair)

Councillors:	J Aitman T Ashby	S Simpson
Other Members:	C Hulme T Bayliss K Hickman A Lyon D Miles	Thames Valley Police Stagecoach Windrush Bike Project West Oxfordshire Community Transport Parish Transport Representative
Officers:	Adam Clapton Claire Green Mike Wasley Odele Parsons	Deputy Town Clerk Administration Support - Planning & Stronger Communities Oxfordshire County Council Oxfordshire County Council
Others:	None.	

T32 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Duncan Enright, Michael Brooker and Ruth Smith.

The Chair asked that the Parking Manager at Oxfordshire County Council be invited to join future meetings of the Committee; the position being incorporated into the terms of reference following the transfer of parking enforcement from West Oxfordshire District Council.

T33 PUBLIC PARTICIPATION

There was no public participation.

T34 **TO ADOPT AND SIGN AS A CORRECT RECORD THE MINUTES OF THE MEETING HELD ON 21 MARCH 2023 (COPY ENCLOSED)**

Resolved:

That, the minutes of the Witney Traffic Advisory Committee meeting held on 21 March 2023 be approved and signed by the chair.

T35 **MATTERS ARISING FROM THE MINUTES NOT COVERED IN THE ACTION PLAN OR SUBSEQUENT ITEMS**

There were no matters arising from the minutes of the meeting held on 21 March 2023.

T36 **INFRASTRUCTURE LOCALITY TEAM - OXFORDSHIRE COUNTY COUNCIL**

The Committee received and considered the report from the Oxfordshire County Council Area Infrastructure Locality Team concerning updates on several projects underway in Witney.

Pedestrian crossings over Deer park Road to Windrush Place - costings had been received and S106 funds were available but there was no timescale on the completion.

The Local Cycling & Infrastructure Plan (LCWIP) had been approved and implementation of the measures would begin in 2025.

Planning had been granted on the Shores Green Access road; a detailed design would follow later in the year.

Bridge Street Area Options Appraisal Report – this was subject to the West Oxon Local Plan. It reviews the merit of the proposed West End link road, given the adoption of the Oxfordshire Local Transport & Connectivity Plan. There would be wider engagement once it had been assessed and would feed into the forthcoming Witney Area Travel Plan which would also be subject to public consultation.

Burwell Meadow LTN – evidence of this was still being assessed. Concerns were raised from members about the project and its outcomes, the use of the evidence which was taken during school holidays was also questioned.

High Street & Market Square – The County Council was preparing the pre-design stage; areas were being identified for improvement over the summer. invitations to briefings would be sent shortly before engagement takes place. There would be workshops for stakeholders and one long day exhibition at the Corn Exchange.

The Committee expressed sadness, frustration, and disappointment due to the delay for businesses and residents. Apologies were offered that short term measures had not been implemented as quickly as hoped. Costs were awaited and there were internal processes which had to be adhered to. Although not commissioned, building out the pavements was the simplest solution. The main scheme was hoped to be completed by the end of 2024.

West End pedestrian crossing – The Bridge Street Appraisal would cover this area, there was no funding currently identified but the area is in the adopted LCWIP.

Woodford Way Junction revised road layout – A potential scheme would need to be reviewed and further discussion was needed with the Member who raised it.

Burford Road Signal Crossing – There was little positive to say, and the ongoing problems reflected negatively on Councils. It was supposed to be ready in April, and then in May. County Council officers had reported the issues to the utility provider and developer, and they were powerless to intervene.

Parking on Harvest Way – This would be discussed at County Council level as this was a blind corner – further details were required from the Member who raised it.

Also added at this juncture was the current Air Quality Action Plan consultation. A member raised an issue concerning the wording on free parking in the document. The Chair advised this was an error in the document.

Resolved:

1. That, the report be noted and,
2. That, the Chair, County Cllr A Coles contacts the County Council regarding the delay in High Street measures and,
3. That, members add any comments to the AQAP consultation.

T37 TRAFFIC & ROAD SAFETY

The Committee received and considered the Traffic & Road Safety Report from the County Council Area Operations Officer.

A current list of planned lining works was presented to the Committee along with re-designed plans for traffic calming at The Leys Recreation Ground.

With regard to lining, it was advised that the blacking out of former road markings in Corn Street was wearing off and that only half of Raleigh Crescent road's surfacing had been completed. A large pothole on Oxford Hill, near to Pensclose was also raised as a danger so Officers would report back to colleagues.

In terms of projects, County Council officers were asked what had happened to planned works/repairs at the Ducklington Lane/Burwell underpass. Members were also presented with a new design of traffic calming measures at The Leys which was met with approval.

Resolved:

1. That, the report be noted and,
2. That, road-surfacing at Corn Street and Raleigh Crescent be reviewed by County Council officers and,
3. That, the pothole in Oxford Hill be addressed by the County Council as soon as possible and,
4. That, the re-design for traffic calming at the Leys Recreation Ground be approved.

T38 COMMUNITY SPEEDWATCH

The Committee received the report of the Deputy Town Clerk of Witney Town Council concerning a Community Speedwatch scheme for Witney.

Members agreed the 'Witney Town' group already set up on the Community Speedwatch portal should be adopted by the Committee and that the areas which should be included in the scheme were Corn Street, Curbridge Road, Welch Way, Woodstock Road, West End, Tower Hill, Burford Road, Burwell Drive and Witan Way.

Each of the above areas would be monitored in rotation once the scheme was established. There was still work to do in setting up the scheme and then recruiting volunteers, but it was hoped it would be ready to run at the beginning of September.

Resolved:

1. That, the report be noted and,
2. That, the scheme should be registered through the Witney Town Speedwatch Group and
3. That, the areas above are agreed for future monitoring and,
4. That, the equipment required is deferred to the Deputy Town Clerk in consultation with TVP and,
5. That, the terms of reference for this Committee are updated to include the responsibility for this scheme.

T39 PUBLIC TRANSPORT UPDATE

The Committee were advised there had been no recent Parish Transport Meeting and the next the next was due on 19 July.

A new group, which provided a voice for passengers through umbrella groups had been established – 'Oxfordshire for Buses'.

With regard to services, Members were advised that Pulham's Coaches had been bought out, but there were no expected changes to their routes, the £2 national fare scheme had been extended until October, and West Oxfordshire Community Transport (WOCT) would be starting a new town supermarket service which was hoped would be successful. There was also another service which would serve Kingfisher Meadows and Stagecoach were pleased their revised S1 timetable to Oxford appeared to be working during the Botley road rail works; the S7 service however, would need amending.

The representative from WOCT advised they had encountered real issues with the urgent unplanned utility works in Woodstock Road over the previous week. It was a very disappointing situation and was affecting their reputation.

The Committee were also made aware of four new bus shelters which would be delivered at Windrush Place which would include bike racks and were advised of further discussion regarding a bus shelter at Burford Road.

Resolved:

1. That, the verbal updates above be noted and,
2. That, the Chair contacts officers at Oxfordshire County Council regarding an urgent resolution to the works in Woodstock Road.

T40 ITEMS SUBMITTED TO THE TOWN CLERK

The Deputy Town Clerk raised two points in relation to enquiries received by the town council.

Pedestrian Crossing at Welch Way - The Committee had previously asked for trees obstructing the view of the lights to be pruned but the work had been halted. There was a perceived issue with cars approaching the crossing and having their view hindered by the trees and street furniture. It was advised the issue be reported on Fix My Street for further investigation.

Speed Cameras – A question was raised on the effectiveness of speed cameras in Witney following the introduction of lower speed restrictions. The TVP representative advised the age of the cameras did not allow for lower speed limits to be applied and a TVP policy dictated how to deal with these cameras for higher limits. The Chair of the Committee advised he would write to the Superintendent of West Oxfordshire to convey its disappointment with the situation.

Resolved:

1. That, the Welch Way crossing issue be raised on Fix My Street and,
2. That, the Chair contacts Thames Valley Police regarding speed cameras and lower speed restrictions.

T41 **ITEMS RAISED AT THE MEETING**

Grass – The issue of tall grass at road junctions was raised and it was agreed it was causing problems in some areas. Any issues should be reported to the relevant authority.

Hybrid Meetings – the possibility of hybrid meetings was raised by a Member as it would allow those unable to attend in -person and from further afield participate. The Chair advised the preferred option of meeting following Covid-19 was in-person, but it was worth investigating further. It may be possible at the District of fire station meeting rooms, but this could incur a cost and those in attendance not being able to operate the technology.

Parking on Pavements – An issue at the bottom of Burford Road was raised as a continuing problem in the narrow bottleneck.

Parking Permits – A member raised that residents in Corn Street were not able to apply for a permit. It was advised businesses also operate in the area so permits would be detrimental. The County Council officer present advised she would find a report on this issue which took place in approximately 2019/20.

Resolved:

1. That, areas where tall grass is posing a health and safety risk be reported on Fix My Street and,
2. Witney Town Council as administrators of the Committee explore hybrid meeting options ahead of September.
3. That, the Chair visits Burford road to view the parking and ascertain the seriousness of the problem and,
4. That, OCC provide a report on parking permits in the Corn Street area.

T42 **DATE OF THE NEXT MEETING(S)**

Members were advised that the next scheduled meeting of this committee would be on Tuesday 26 September 2023. Following the earlier discussion, the venue would be confirmed in due course.

Resolved:

That, the date of the next meeting be noted.

The meeting closed at: 3.50 pm

Chair

WITNEY TRAFFIC ADVISORY COMMITTEE

Date: Tuesday, 26 September 2023
Title: Committee Terms of Reference
Contact Officer: Deputy Town Clerk, Witney Town Council

Background

The Witney Traffic Advisory Committee is governed by its terms of reference which are its rules, and which define how it runs and for what it has responsibility.

There have been decisions taken within the last year which needing to be addressed in the current terms to allow greater transparency, attendance and to widen its remit regarding a Community Speedwatch Scheme. As this meeting is the Annual meeting, it is an ideal time to review and amend the terms.

Current Situation

Attached are updated terms of reference for the Committee's consideration. The changes include:

- Updated information regarding public access/participation.

Traffic Advisory Committees were established to facilitate discussion on traffic related matters amongst officers of Local Authorities and local stakeholders. It should be noted that this Committee has no statutory powers, and any member of the public attending should be made aware of this to establish expectation.

- Allowance for meetings to be held virtually or in a hybrid format.

The Town Council is currently considering the best way to upgrade the Gallery Room at the Corn Exchange to enable virtual/hybrid meetings of Committees it administers.

- The responsibility of the Committee to manage a Witney Town Community Speedwatch Scheme.

As agreed at previous meetings, the terms have been amended to reflect this function (as agreed by Witney Town Council as administrator of the Committee).

Recommendations

Members are invited to note the report and consider the following:

1. Agreeing the amended terms of reference for the Witney Traffic Advisory Committee.

WITNEY TRAFFIC ADVISORY COMMITTEE
CONSTITUTION AND TERMS OF REFERENCE

1. **Title**

1.1 The Committee shall be known as the “Witney Traffic Advisory Committee”, hereinafter called the “Advisory Committee”.

2. **Administration**

2.2 The administration of the Advisory Committee will normally be undertaken by the Town Clerk of Witney Town Council, or by their representative.

3. **Meetings of the Advisory Committee**

3.1 Meetings of the Advisory Committee will normally be held four times a year, commencing at 2.30pm, on dates set by Witney Town Council in consultation with Oxfordshire County Council.

3.2 The venue of meetings shall be at the discretion of the Town Council as administrators in conjunction with the Chair of the Committee. As an Advisory Committee, virtual or hybrid meetings may be held as it falls outside the realms of the Local Government Act 1972.

3.3 The quorum of the Committee shall be five members.

3.4 No business other than that set out in the agenda published by the Town Clerk may be considered at a meeting of the Advisory Committee unless details have been notified to the Town Clerk prior to the start of the meeting, and the Chair has agreed to such matter being considered on the grounds of urgency.

4. **Public Access**

4.1 Meetings of the Advisory Committee shall be open to the public and press, other than in exceptional circumstances, where the public and press may be excluded by resolution of the Advisory Committee on the grounds of the confidential nature of the business to be transacted.

4.2 Members of the public have the right to address the Advisory Committee for not more than five minutes, provided the statement is related to an item on the agenda or is within the jurisdiction of the Committee. It should be made clear to those attending the Committee has no powers to implement actions and may only advise relevant authorities on any issue.

4.3 Requests to address a meeting shall be given to the Town Clerk (or Town Council representative) before 12.30p.m. on the last working day preceding the meeting, and any such request shall be passed to the Chair, or to the Chair on the day of the meeting with the Committee’s approval.

5. **Chair**

5.1 The Chair shall be elected by the Advisory Committee at its annual meeting in September.

- 5.2 The Chair needs to be an elected member of one of the local authorities represented on the Advisory Committee.
- 5.3 In the event that the Chair is absent from a meeting of the Advisory Committee, a member of the Advisory Committee shall be elected to chair the meeting.

6. **Representatives**

- 6.1 The Advisory Committee may include representatives from the following who shall be regarded as members of the Advisory Committee: -

Representatives from:

a)	Witney Town Council	3 – 4	
b)	West Oxfordshire District Council	1 – 2	
c)	Oxfordshire County Council	3 (+ Cabinet Member for Transport)	
d)	Witney Chamber of Commerce	1	
e)	Thames Valley Police	1	

Other organisations which have been invited to send a representative: -

2003	Stagecoach	1	
	Local Taxis	1	
2009	Witney BUG	1	Changed to Windrush Bike Project
2019	Witney Community Transport	1	
	Volunteer Link Up	1	(Removed 21/03/23)
2021	Oxfordshire Association of Blind	1	(Not sending attendance from 2022)
	Parish Transport Representative	1	Independent of Town Council

- 6.2 Any other organisation represented on the Advisory Committee may, at the discretion of the Advisory Committee, have more than one representative.

7. **Officers**

- 7.1 Officers representing (a) Witney Town Council (b) Oxfordshire County Council (c) West Oxfordshire District Council and (d) Thames Valley Police shall have a right to attend meetings of the Advisory Committee and speak in an advisory capacity.

8. **Terms of Reference**

- 8.1 The Advisory Committee does not have executive powers but may consider any traffic related matter of concern either directly or indirectly to the Parish of Witney and may offer advice on such matters to Oxfordshire County Council, West Oxfordshire District Council, Witney Town Council, or to any other relevant organisation as may be appropriate.

8.2 The Advisory Committee has the right to run and administer a Community Speedwatch scheme for Witney, assisted by Witney Town Council.

- 8.3 The following list is not exhaustive but is the type of matters which may be discussed by the Advisory Committee: -

- a) Existing or proposed road systems or traffic management schemes
- b) One-way systems
- c) Traffic calming
- d) Waiting restrictions
- e) Traffic signalling, signing and road markings
- f) Pedestrian crossings and school crossings
- g) Footpaths
- h) Street Lighting
- i) On-street and off street car parking
- j) Road safety engineering
- k) Transport-related consultations
- k) Community Speedwatch

The Committee may, if appropriate, may refer to environmental factors in relation to any of the above, such as Climate and biodiversity matters.

9. **Amendments to constitution and Terms of Reference**

- 9.1 The Advisory Committee's constitution and terms of reference may be amended at any time by resolution of the Advisory Committee.

Oxfordshire County Council Infrastructure Locality Team Update to Witney TAC

September 2023

Infrastructure Locality Team Update – contact Odele Parsons

1. A40/B4022 Shores Green, Access to Witney

Please direct any queries to a40corridor@oxfordshire.gov.uk.

Please see webpage [A40 Access to Witney | Oxfordshire County Council](#)

The Access to Witney scheme has successfully progressed through Preliminary Design stage and is commencing the transition to detail design stage. We recently completed two milestones with Compulsory Purchase Orders (CPO) and Side Roads Order (SRO) being approved at Formal Cabinet as well as the successful approval of the Regulation 25 Planning Application at the Planning Committee. The CPO & SRO objection period ends on 8th September 2023, following which the Project team will be working with the legal and planning team to respond to any objections raised.

Whilst the Planning Committee (LPA) approved the Access to Witney Scheme application, there were some conditions that will need to be discharged during the Detailed Design stage. Additionally, the project team are working to update the approved submitted documents to the LPA via a section 73 application which will capture the changes made following the original document submission to the LPA. This activity is currently on track to be submitted by the end of September 2023.

Alongside these activities, ongoing negotiations with the landowners affected by the scheme are progressing, with independent reports commissioned to affirm OCC's position on the valuation of the land due by the end of September 2023. These activities will allow the Project team to advance the negotiations further with an aim to obtaining a go/no-go decision on CPO and public enquiry by the end of 2023.

The Project team is working with OCC stakeholders to procure the consultants to undertake Detailed Design. We envisage to be in contract with our consultants by the end of September 2023 and will continue to work with all stakeholders in ensuring that the Access to Witney Scheme can continue through to construction.

2. Burford Road Signal Crossing (Stage: Delivery by development site)

Scheme has moved on significantly because the electrical supply has now been installed. OCC Traffic Signals Team has inspected and provided a short snagging list. The contractor is rectifying those and also organising the final testing date so that the signals can be commissioned and turned on.

3. Witney bus stop improvements (Stage: Implementation - funded).

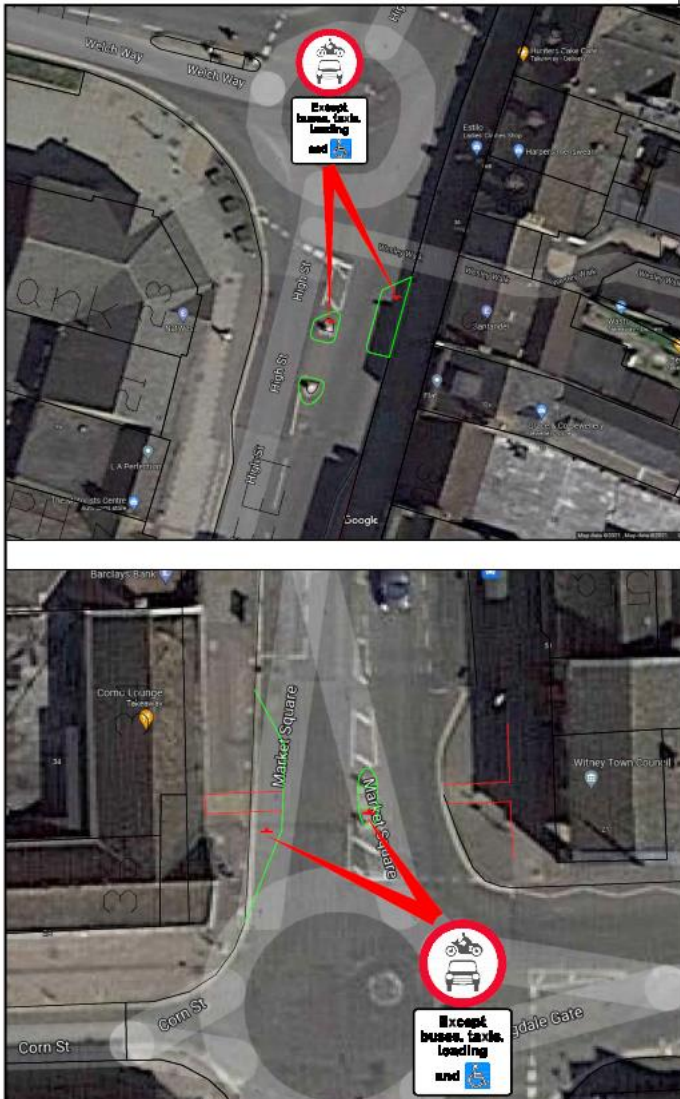
Three bus stops will undergo improvement works in October:

- High Street, north direction
- Staple Hall, Newland, southeast direction
- Thorney Leys, Curbridge Road, both directions

The improvements comprise a mix of new/replacement shelters, kerb work and additional hardstanding and I can provide details for each location on request. The work is scheduled for October and is being funded from the Bus Journey Time Reliability fund.

4. High Street and Market Square – Short Term Measures (Stage: Implementation - funded)

At the time of writing (w/c 4 Sept 2023) the works to install the two buildouts at the traffic restriction points at High Street and Market Square have been ordered and we are waiting for a date for construction. We will share this date as soon as we can.



5. High Street and Market Square Active Travel 3 (Stage: Design and implementation - funded)

The High Street and Market Square Enhancement scheme consultation is open until Tuesday 3rd October 2023. The scheme is at an early stage and a design yet to be developed. We are seeking the views of Witney residents, businesses, and visitors to help shape the designs by finding out what is important to the local community. This information

will be used to develop a draft (preliminary) design. We will then consult on the draft (preliminary) design through a further, formal consultation early next year.

Please visit [Witney High Street and Market Square enhancements | Let's Talk Oxfordshire](#) to share your views or email: witneyhighstreet@oxfordshire.gov.uk.

There have been some queries regarding parking enforcement and loading bays at Market Square. Officers have initially reviewed the on-street restrictions and await the outcomes of the engagement before considering whether to make any changes to the restrictions ahead the main scheme being implemented.

6. Windrush Place S106 West Witney – Active Travel Schemes (*stage: planning / design - funded*)

We are currently pursuing the two proposed crossings on Deer Park Road and the bridleway improvements between Windrush Park and Deer Park Road as one project. We are working in the initial business case and scoping out the ecological surveys for the bridleway section. The design work is due to commence around March 2024, due to existing resource pressures we have been unable to commence this any earlier. Once we have the designs, we can then pursue the full business case and consider timings for implementation.

7. Bridge Street Area Options Appraisal Report (*stage: Investigation/ feasibility*)

Officers have finalised the Bridge Street/West End Link Options Assessment report from consultants Pell Frischmann. This work includes the transport impact across the area of the Local Plan housing allocations at North Witney and East Witney and reviews the merit of the proposed West End Link Road given the adoption of the Oxfordshire Local Transport and Connectivity Plan policy document in 2022.

Engagement and publication of the report is now being planned for after the Witney High Street and Market Square public realm engagement concludes in October. Initially this will involve Local Members before widening to other stakeholders include WODC, and the North Witney Strategic Development site among others.

Following the engagement, the county will confirm its position through the forthcoming Witney Area Travel Plan, a subsidiary document to the Oxfordshire Local Transport and Connectivity Plan, which will be subject to public consultation in its own right

8. Low Traffic Neighbourhood (LTN) - Burwell Meadow (Stage: Investigation/ feasibility)

Firstly, we apologise for the delay in responding to the data collected in 2022.

Please see **Error! Reference source not found.** for the full report.

In summary, there are very low levels of through / rat running traffic using Burwell Meadow around 1-6% of traffic.

9. Traffic Lights on Woodford Way (Stage: Investigation / feasibility)

Notes from the Site Visit June 2023:

Under [LTCP](#) policy we develop, assess and prioritise transport schemes and policies according to the following transport user hierarchy:

- Walking (including running and mobility aids)

- Cycling and riding (bicycles, non-standard cycles, e-bikes, cargo bikes, e-scooters and horse riding)
- Public transport (bus, scheduled coach and rail)
- Shared vehicles (taxis, car clubs and carpooling)
- Motorcycles
- Other motorised modes.

Looking at the accident data at this junction, four incidents occurred between 1 Jan 2015 and 18 June 2023. Three categorised as 'slight', the lowest category and one categorised as 'serious' the middle category (the highest category of severity being 'fatal'). Three of the four incidents involved pedestrians or cyclists. One of these involved a pedestrian crossing Woodford Way not directly on the crossing, however the report does not document which phase of the lights was running at the time. Overall, the accident report indicates the junction is operating as designed.

We would advise that the signals be retained as they provide a much safer pedestrian environment than a mini-roundabout would. On site we witnessed confident pedestrians crossing outside of the green pedestrian phase of the lights in gaps which are created by the signals inter-green time (the time between one signal going red and the next going green). This is perfectly legitimate action if the pedestrian feels safe. However, the pedestrian signals are there to ensure all people can cross safely.

Mike Herbert reported that the signals are progressing towards the end of their serviceable life, however not yet on a prioritised list for replacement or significant refurbishment. We suggest that when this junction is prioritised that the following aspects form part of the works:

1. Remove the signalisation of the Fire Station /Police Station access and have this as a give-way/standard side turning. Need to consider if this creates any safety issues for vehicles turning right out of the Fire Station. A new yellow box would probably be needed to ensure the fire appliance can exit swiftly.
2. Add tactile paving across the Fire Station access.
3. Add pedestrian sensors to the crossings to move the signal phase on if there is no one crossing on the green pedestrian phase.
4. Add a right turn box from Welch Way to Woodford Way for westbound traffic, if there is room without moving the kerb lines.

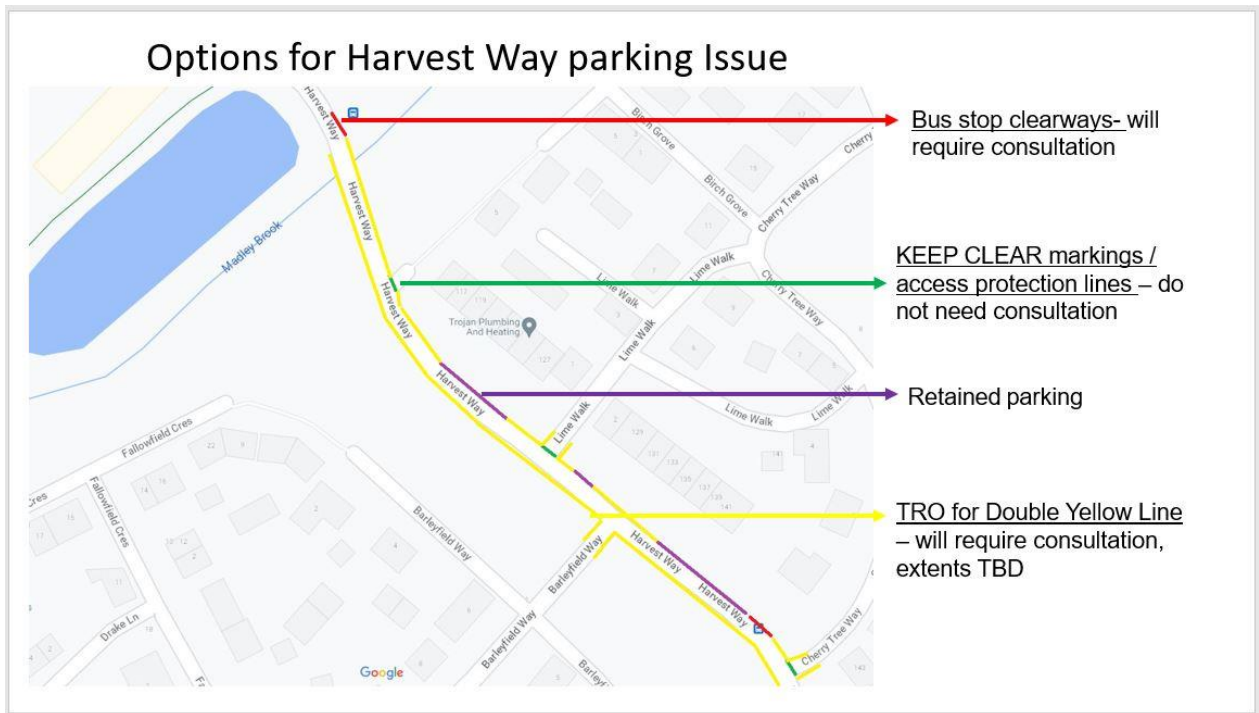
In the mean time we suggest a junction count and review of the existing signal timings is conducted to ensure what is currently present is optimised if the signals team have the capacity to take this forward.

10. Parking on Harvest Way / Barleyfield Way (Stage: Investigation / Feasibility)

It was previously raised that there is considerable on-street parking taking place on the eastern side of Harvest Way at Madley Park. There are currently no parking restrictions.

There are a number of options to consider.

- 1) Introducing bus stops clear ways – requiring TRO consultation of £3-4k.
- 2) Introduce Keep Clear markings at the dropped kerb crossing points. This does not require a TRO.
- 3) Introduce double yellow lines particularly around the junctions and on bends. requiring TRO consultation of £3-4k. This would leave some short areas of parking.



The image below shows a similar example of what would be possible – Teasel Way, Carterton – a TRO was promoted which covered many similar junctions in one scheme.



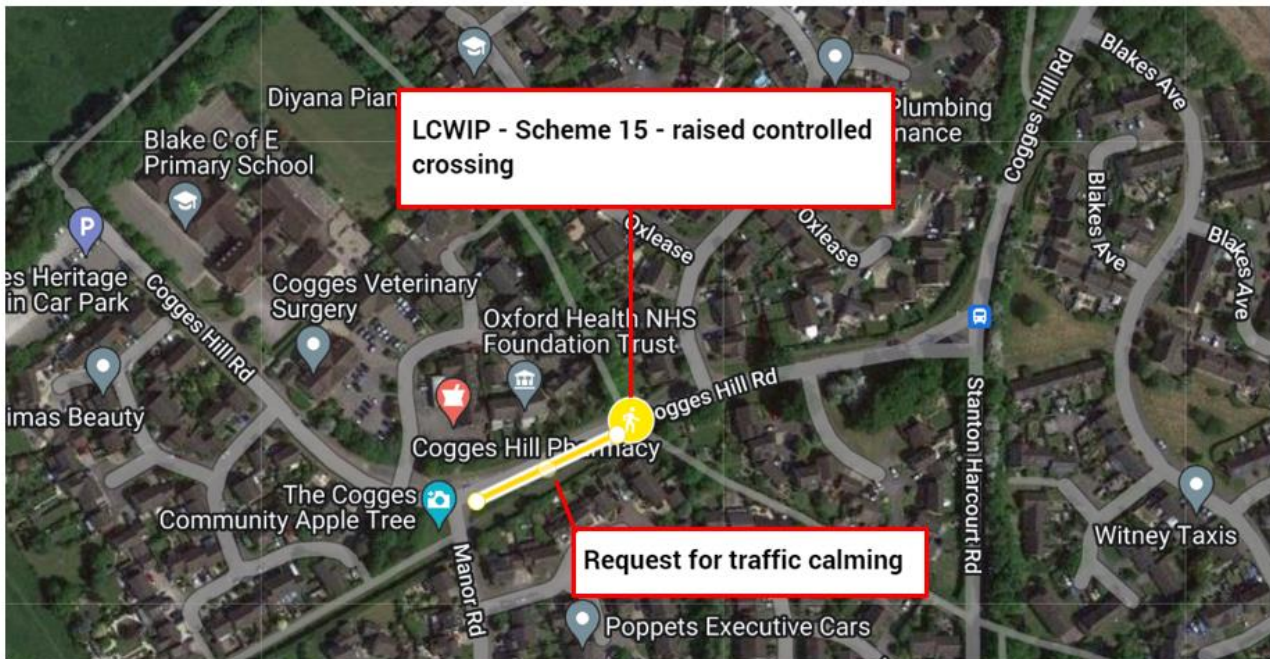
Items submitted Via Witney Town Council

11.20mph at Cogges Hill Road

“Residents in Cogges have expressed concern over the inadequacy of the 20mph speed limits on the Cogges Hill Road before the Blake Primary School. Traffic are ignoring the speed restriction 20mph sign and there is concern that a child may be injured. A questionnaire was put out and so far we have 72 residents who are in favour of a sleeping

policemen or similar out on the road , a location suggestion has been made, before the Manor Road turn and Tesco turn , possibly half way down the hill."

The terms of the 20mph transformation programme did not include traffic calming, such as road humps. Would the WTC consider funding £150 speed survey to inform any consideration of traffic calming?



Witney LCWIP scheme 15 at Cogges Hill Road new raised controlled crossing. However, this is unfunded at present.

12. Pedestrian Crossing at West End

[Request for a pedestrian crossing on West End.](#)

The Bridge Street Area options appraisal work will set out a long-term plan for West End. However, there is clear merit in a zebra crossing being provided on West End close to the junctions of Bridge Street or Narrow Hill, to help people cross in such a highly trafficked area. To initiate the design process funding is required; and we do not have funding for this area at present. We will look for ways to fund this as the arise including from any relevant development site.

As an aside, LCWIP scheme - 82 Walking West End, east of Hailey Road/West End roundabout - Add chicane on outbound carriageway to allow for footway widening at the pinch point

Oxfordshire County Council

Burwell Meadow, Witney ANPR Survey Analysis

2022/2023

Introduction and Background

In 2022, residents living in the Burwell Meadows area of Witney raised concerns with their Local Member regarding the volume of vehicles travelling through the area. They consider Burwell Meadow and Burwell Drive were being used as a 'rat-run' route for through traffic between Thorney Leys and Curbridge Road to avoid any traffic build up at the adjoining junctions.

Officers commissioned an ANPR survey to assess the number of vehicles travelling into, out of and through the Burwell area, and track the trips that were made to ascertain what percentage could be classified as through ('rat running') traffic.

Survey Details

Automatic number plate recognition (ANPR) is technology for automatically reading vehicle number plates. The technology uses cameras with optical character recognition (OCR) to automatically read license plate characters. The ANPR was accompanied with a classified traffic count to verify the camera capture rate.

ANPR data was collected between 19th – 21st July 2022 and collated into 15-minute intervals over a 12-hour period (7am to 7pm). Four locations were surveyed with ANPR, of which one was defined as an "internal site" (see Figure 1). The sites are listed in Table 1. This data was collected during school term time.

*Please note: the third day of surveying was compromised due to the camera at **ANPR Site 1** ceasing to transmit data in the early hours of the morning. Therefore, there is no data at this site location for this particular day.*

Table 1: ANPR Locations

Site #	Date (start)	Location
ANPR 1	Tuesday 19 th July 2022	Burwell Meadow, north of Thorney Leys
ANPR 2	Tuesday 19 th July 2022	Burwell Meadow, south of Burwell Drive
ANPR 3	Tuesday 19 th July 2022	Burwell Drive, south of Curbridge Road
ANPR 4	Tuesday 19 th July 2022	Burwell Drive, west of Ducklington Lane

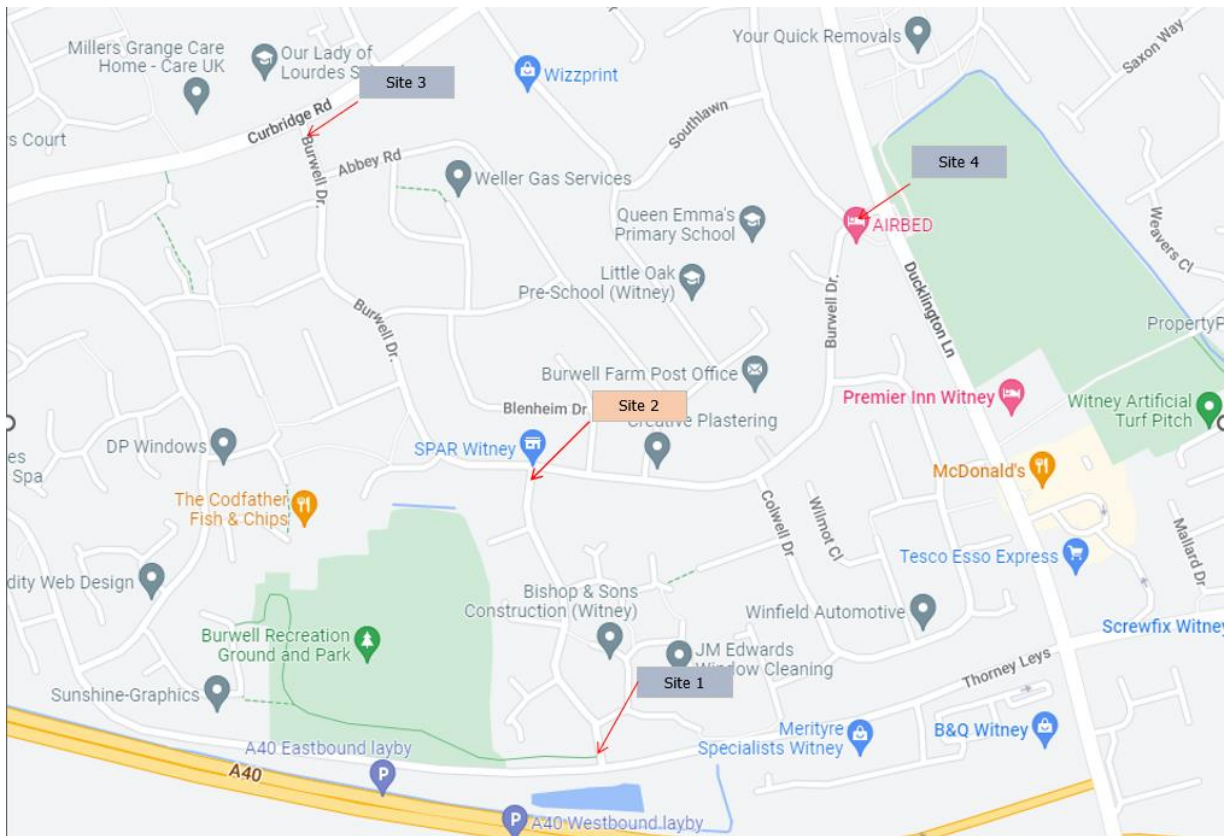


Figure 1: Map showing all ANPR sites.

Classified Traffic Counts

At each ANPR camera location a classified traffic count was also undertaken. Table 2 shows the two-way traffic volume recorded per day from 7am-7pm.

Table 2: Classified traffic count data

Two-way traffic count – number of vehicles	Tuesday 19 th July 2022 7am – 7pm	Wednesday 20 th July 2022 7am – 7pm	Thursday 21 st July 2022 7am – 7pm
ANPR #1 Burwell Meadow, north of Thorney Leys	1190	1353	n/a
ANPR #2 Burwell Meadow, south of Burwell Drive	857	917	909
ANPR #3 Burwell Drive, south of Curbridge Road	1822	1968	1779
ANPR #4 Burwell Drive, west of Ducklington Lane	2429	2643	2392

As indicated in the classified count table above, the most dominant flow of vehicles entering and leaving Burwell Drive is via Ducklington Lane; with an approximate average of 2,488 vehicles travelling two-way from 7am-7pm across the three day surveying period.

Capture Rates

According to the Home Office’s guidance ANPR’s capture rate can be defined as “*the number of Vehicle Registration Marks (VRMs) detected and logged by an ANPR device in comparison with the total number of VRMs passing through the field of view that are visible to a human. This is expressed as a percentage irrespective of whether they are correctly read or not*”.

On this occasion the overall capture rate for the 12-hour survey period was fairly consistent (see Table 3) ranging between 89 - 93%.

Whilst typically capture rates fall within the range of 90 - 99.9% the official National ANPR Standard for Policing (NASP), guidance states “*systems must capture 98% of all VRM that are visible to the human eye and accurately read 95% of captured VRM.*” However, this guidance is based on more permanent installations – temporary installations like those used in this survey can be expected to achieve lower capture rates (>80%) and still be deemed acceptable if not NASP compliant.

See Table 3, below for further details on how each daily collection within this survey performed.

Table 3: Overall daily capture rates of data collection (all sites).

Overall Sample Rates (12 hours)			
Date	Capture Rate	Captured Plates	MCC Count
19/07/2022	89%	6298	5627
20/07/2022	92%	6881	6354
21/07/2022	93%	5080	4735

Analysis – Trip Chaining

ANPR data is primarily used in order to identify how vehicles move through a given network, set out by a series of motion detection cameras which record vehicle registration plates. If the vehicle passes through a series of different cameras within a certain sequence it gives an accurate account of how that vehicle moved through the network.

Percentage of inbound through journeys

Table 4 shows the number of vehicles the ANPR cameras matched between an origin camera and a destination camera with a short journey time of less than 5 minutes. The matched traffic volume is displayed as a percentage of total recorded traffic at the point of origin.

For example, on 19th July 34 vehicles were matched entering at camera 1 at Burwell Meadow and exiting at camera 3 Burwell Drive at the junction with Curbridge Road; 595 vehicles were recorded as entering Burwell Meadow, so the percentage of traffic entering at Burwell Meadow and undertaking the movement to Curbridge Road via Burwell Drive in less than 5 minutes is 6%.

Table 5 shows the number of vehicles the ANPR cameras matched between an origin camera and a destination camera with a short journey time of less than 5 minutes. The matched traffic volume is displayed as a percentage of total recorded traffic at the destination/exit point.

For example, on 20th July 34 vehicles were matched entering at camera 1 at Burwell Meadow and exiting at camera 3 Burwell Drive at the junction with Curbridge Road; 702 vehicles were recorded as exiting Burwell Drive, so the percentage of traffic exiting at Burwell Drive and undertaking the movement from Burwell Meadow via Burwell Drive in less than 5 minutes is 5%.

Figures 2 and 3 show the journey routing.

Conclusion

The route of Burwell Drive between Curbridge Road and Ducklington Lane saw the highest percentage of through (rat-running) journeys during the three-day surveying period, particularly between ANPR 4 Burwell Drive (Ducklington Lane) to ANPR 3 Burwell Drive (Curbridge Road) ranging from 7% to 11%. Through traffic involving Burwell Meadow was much lower between 1-6%.

Table 4: Percentage of inbound through journeys

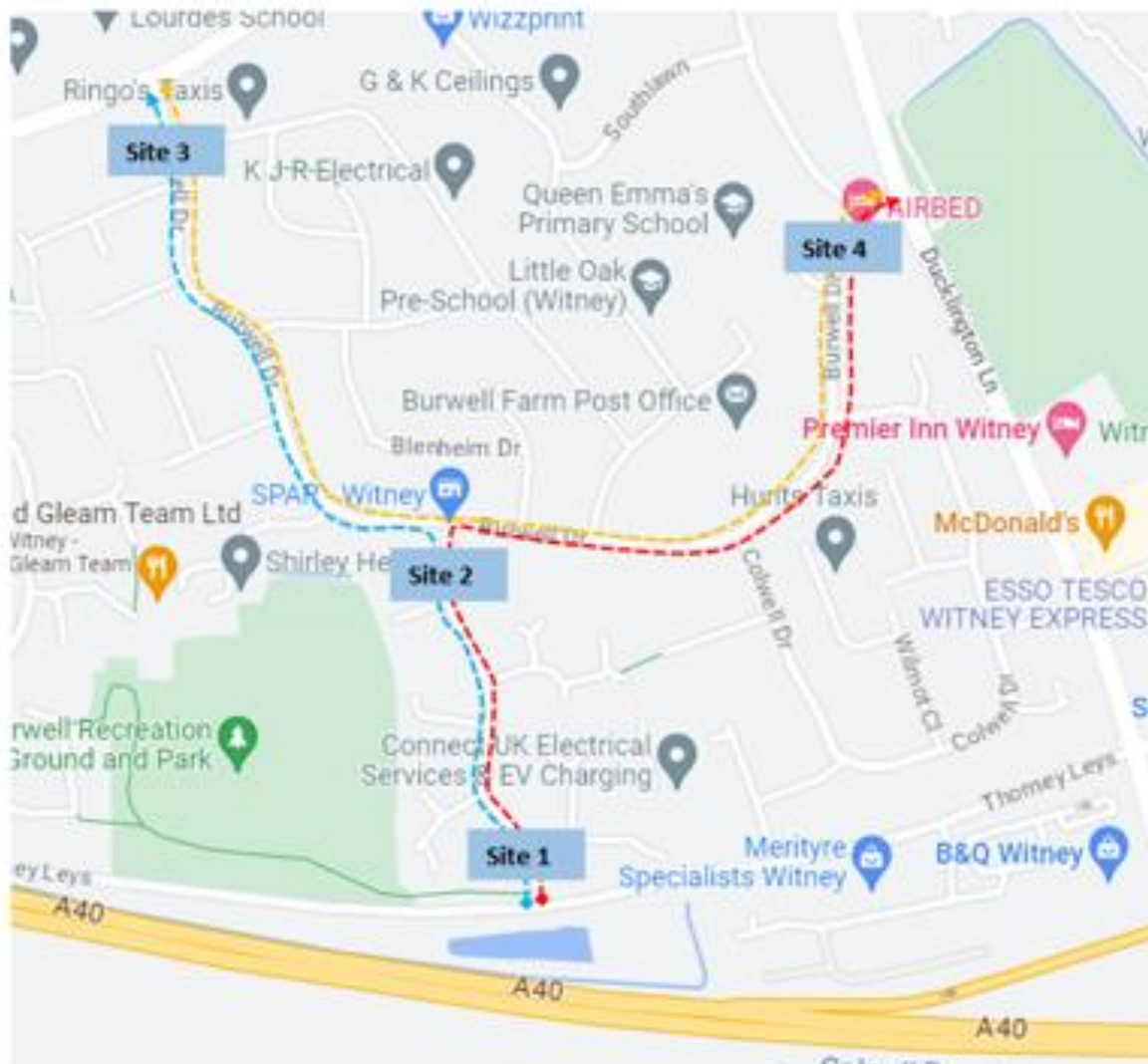
	All Vehicles		19th July			20th July			21st July		
Route	Origin	Destination	Journeys 5 minutes or under	Traffic Count at Origin (inbound only)	The through journeys as a % of traffic entering at Origin	Journeys 5 minutes or under	Traffic Count at Origin (inbound only)	The through journeys as a % of traffic entering at Origin	Journeys 5 minutes or under	Traffic Count at Origin (inbound only)	The through journeys as a % of traffic entering at Origin
1	ANPR 1: Burwell Meadow (Thorney Leys)	ANPR 3: Burwell Drive (Curbridge Road)	34	595	6%	34	651	5%	n/a	606	n/a
2	ANPR 1: Burwell Meadow (Thorney Leys)	ANPR 4: Burwell Drive (Ducklington Lane)	7	595	1%	8	651	1%	n/a	606	n/a
3	ANPR 3: Burwell Drive (Curbridge Road)	ANPR 4: Burwell Drive (Ducklington Lane)	81	874	9%	92	963	10%	77	847	9%
4	ANPR 4: Burwell Drive (Ducklington Lane)	ANPR 3: Burwell Drive (Curbridge Road)	123	1293	10%	109	1368	8%	91	1248	7%
5	ANPR 3: Burwell Drive (Curbridge Road)	ANPR 1: Burwell Meadow (Thorney Leys)	29	874	3%	48	963	5%	n/a	847	n/a
6	ANPR 4: Burwell Drive (Ducklington Lane)	ANPR 1: Burwell Meadow (Thorney Leys)	9	1293	1%	9	1368	1%	n/a	1248	n/a

Percentage of outbound through journeys

Table 5: Percentage of outbound through journeys

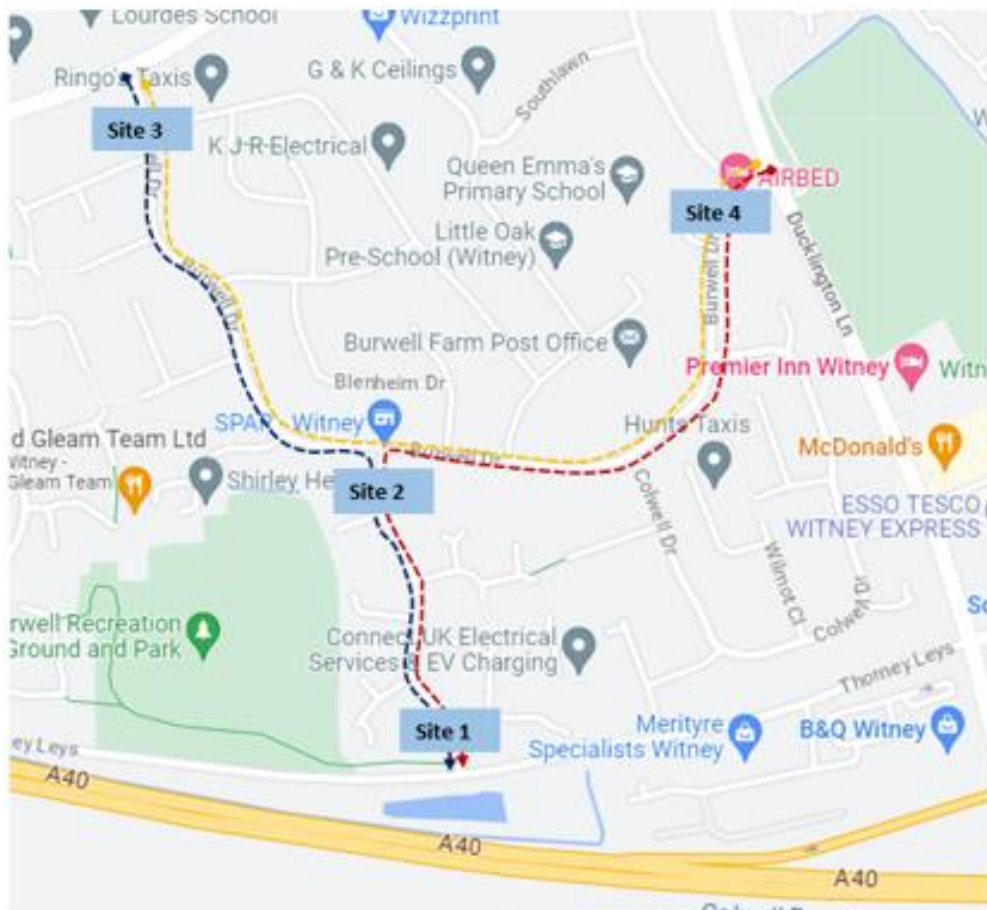
Route	All Vehicles Origin	Destination	19th July			20th July			21st July		
			Journeys 5 minutes or under	Traffic Count at Destination (Outbound only)	The through journeys as a % of traffic exiting at Destination	Journeys 5 minutes or under	Traffic Count at Destination (Outbound only)	The through journeys as a % of traffic exiting at Destination	Journeys 5 minutes or under	Traffic Count at Destination (Outbound only)	The through journeys as a % of traffic exiting at Destination
1	ANPR 1: Burwell Meadow (Thorney Leys)	ANPR 3: Burwell Drive (Curbridge Road)	34	595	6%	34	702	5%	n/a	623	n/a
2	ANPR 1: Burwell Meadow (Thorney Leys)	ANPR 4: Burwell Drive (Ducklington Lane)	7	595	1%	8	702	1%	n/a	623	n/a
3	ANPR 3: Burwell Drive (Curbridge Road)	ANPR 4: Burwell Drive (Ducklington Lane)	81	948	9%	92	1005	9%	77	932	8%
4	ANPR 4: Burwell Drive (Ducklington Lane)	ANPR 3: Burwell Drive (Curbridge Road)	123	1136	11%	109	1275	9%	91	1144	8%
5	ANPR 3: Burwell Drive (Curbridge Road)	ANPR 1: Burwell Meadow (Thorney Leys)	29	948	3%	48	1005	5%	n/a	932	n/a
6	ANPR 4: Burwell Drive (Ducklington Lane)	ANPR 1: Burwell Meadow (Thorney Leys)	9	1136	1%	9	1275	1%	n/a	1144	n/a



Figure 2: Map showing journey routes through Burwell, routes 1, 2 and 3.



1	ANPR 1: Thorney Leys / Burwell Meadow	ANPR 3: Curbridge Road / Burwell Drive	
2	ANPR 1: Thorney Leys / Burwell Meadow	ANPR 4: Ducklington Lane / Burwell Drive	
3	ANPR 3: Curbridge Road / Burwell Drive	ANPR 4: Ducklington Lane / Burwell Drive	

Figure 3: Map showing journey routes through Burwell, routes 4, 5 and 6



4	ANPR 4: Ducklington Lane / Burwell Drive	ANPR 3: Curbridge Road / Burwell Drive	
5	ANPR 3: Curbridge Road / Burwell Drive	ANPR 1: Thorney Leys / Burwell Meadow	
6	ANPR 4: Ducklington Lane / Burwell Drive	ANPR 1: Thorney Leys / Burwell Meadow	

Additional Analysis

Further analysis has been requested by residents of Burwell Meadow. The initial analysis looked at the Burwell area as a whole neighbourhood and sought to identify if there was a high proportion of through / rat running traffic from the boundary roads of Thorney Leys, Curbridge Road and Ducklington Lane. The further analysis seeks to identify if the traffic on Burwell Meadow originates /destined for Burwell Meadow or the wider Burwell neighbourhood.

Table 6 shows the number of vehicles the ANPR cameras matched between ANPR camera 1 at the southern end of Burwell Meadow and ANPR camera 2 location at the northern end of Burwell Meadow, with a short journey time of less than 5 minutes. The matched traffic volume is displayed as a percentage of total recorded traffic at the point of origin. Shown as points A and B on figure 4.

For example, on 19th July 158 vehicles were matched entering at camera 1 at Burwell Meadow and exiting at camera 2 at the northern end of Burwell Meadow; 595 vehicles were recorded as entering Burwell Meadow, so the percentage of traffic entering at Burwell Meadow and undertaking the movement to camera 2 in less than 5 minutes is 27%. On 20th July this figure was 36%.

Table 7 shows the number of vehicles the ANPR cameras matched between ANPR camera 1 at the southern end of Burwell Meadow and ANPR camera 2 location at the northern end of Burwell Meadow, with a short journey time of less than 5 minutes. The matched traffic volume is displayed as a percentage of total recorded traffic at the destination/exit point. Shown as points C and D on figure 4.

For example, on 19th July 158 vehicles were matched entering at camera 1 at Burwell Meadow and exiting at camera 2 at the northern end of Burwell Meadow; 422 vehicles were recorded as exiting Burwell Meadow, so the percentage of traffic exiting at Burwell Meadow north having undertook the movement from Burwell Meadow south in less than 5 minutes is 37%. On the 20th July this figure was 48%.

Additional Analysis Conclusion

The data shows that between 20% and 48% of the traffic on Burwell Meadow is using the route as a through route. The low level of traffic routing onward to the boundary roads (Thorney Leys, Curbridge Road and Ducklington Lane) indicate a high proportion of this traffic is generated by the Burwell neighbourhood (e.g., Burwell Drive and its side roads). The data also indicates that 50% (or more) of the traffic on Burwell Meadow is generated by Burwell Meadow.

Figure 4: Location of ANPR Camera 1 and 2 and traffic count points

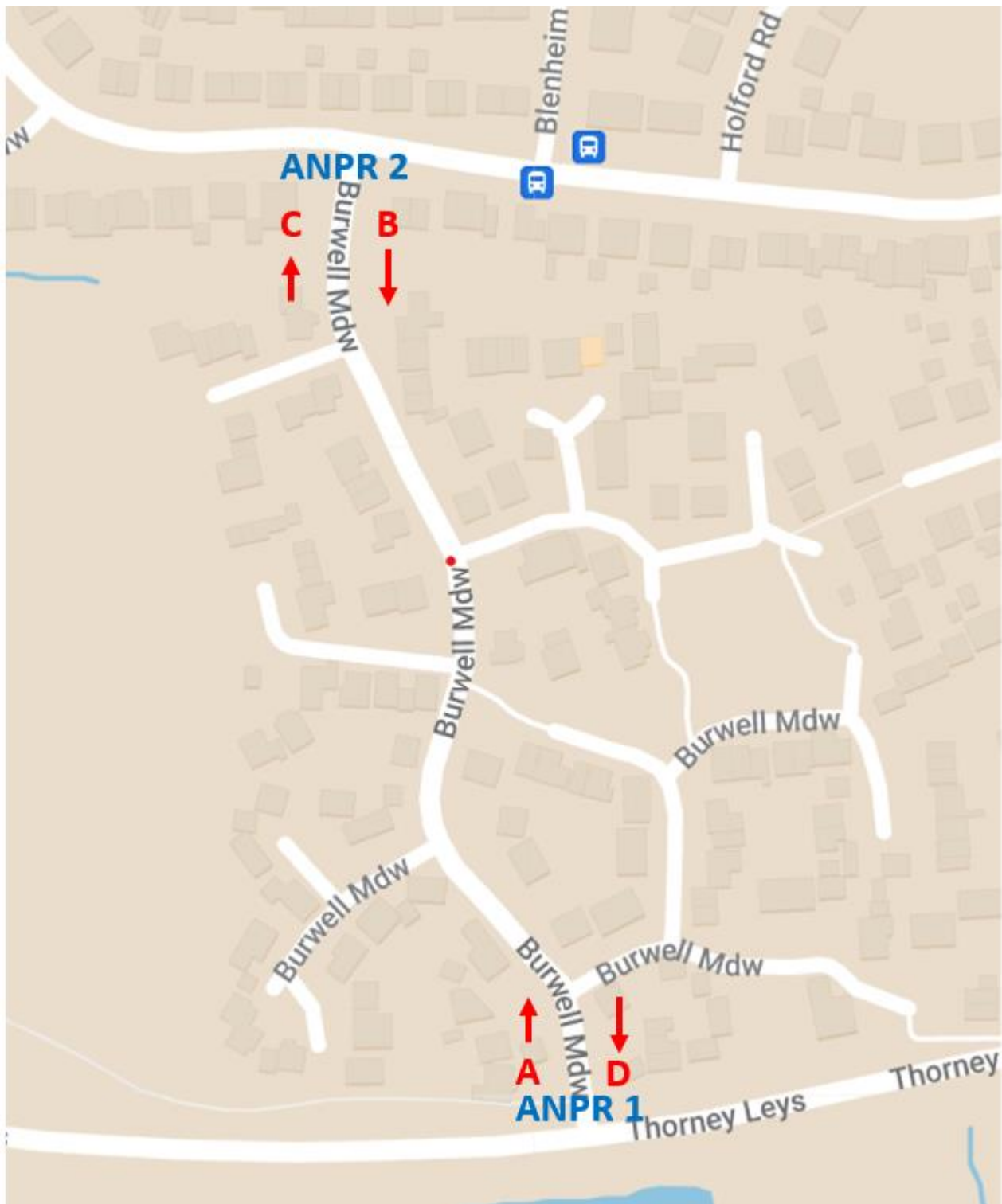


Table 6: Percentage of inbound through journeys at Burwell Meadow only

Traffic Count Point	All Vehicles			19th July			20th July		
	Origin	Destination		Journeys 5 minutes or under	Traffic Count at Origin (inbound only)	The through journeys as a % of traffic exiting at Destination	Journeys 5 minutes or under	Traffic Count at Origin (inbound only)	The through journeys as a % of traffic exiting at Destination
A	ANPR 1: Burwell Meadow (Thorney Leys)	ANPR 2: Burwell Meadow (Burwell Drive)		158	595	27%	218	602	36%
B	ANPR 2: Burwell Meadow (Burwell Drive)	ANPR 1: Burwell Meadow (Thorney Leys)		121	435	28%	208	464	45%

Table 7: Percentage of outbound through journeys at Burwell Meadow Only

	All Vehicles			19th July			20th July		
	Origin	Destination		Journeys 5 minutes or under	Traffic Count at Destination (Outbound only)	The through journeys as a % of traffic exiting at	Journeys 5 minutes or under	Traffic Count at Destination (Outbound only)	The through journeys as a % of traffic exiting at Destination
C	ANPR 1: Burwell Meadow (Thorney Leys)	ANPR 2: Burwell Meadow (Burwell Drive)		158	422	37%	218	453	48%
D	ANPR 2: Burwell Meadow (Burwell Drive)	ANPR 1: Burwell Meadow (Thorney Leys)		121	595	20%	208	702	30%

Agenda Item 7b

Witney TAC – 26th September 2023

Traffic & Road Safety Report

Lining Planned Works

B4022 Jubilee Way to South Leigh junction & Shores Green area	Road markings	Complete
Burford Road	Junction and approach lines at Davenport Rd and Springfield Park	Complete
Thorney Leys x 2	Junction markings and approach lines at both junctions with Thorney Leys Rd	Complete
Burwell Meadow	Junction Markings and approaches x 2	Complete
Tower Hill mini roundabout	Junctions from Burford Rd both sides & Tower Hill, including lane lines coming down from West Witney and hatching	Complete
Windrush Valley Rd layby junction	Junction markings and approach lines	Complete
West End	Nos. 39 to end DYL into Crawley Rd and Hailey Rd	Complete
Welch Way	Parking Restrictions	Complete
Station Lane	All handwork including adopted areas on Station Lane Ind. Estates	Complete
A415	All handwork between Burwell Drive junction and Ducklington roundabout	Complete
Newland	2 x mini roundabouts and arrows at junction of A4095 and B4022	Complete
Queen Emma Dyke	APM's for junctions	Complete

Traffic and Road Safety Current Project/s

'The Leys' Traffic Calming

This scheme is now with our contractor for pricing and procurement, I don't have an implementation date at this moment in time but will keep WTC informed when we do.

To note, we will need to close the 'The Leys' and suspend WTC parking during construction, one problem yet to be resolved is how we maintain access to properties at the end of the 'Leys', but again we'll keep WTC informed.

Highways and Drainage, Area Ops Team

Planned Works

Scheme Name: Witney - Deer Park Road
Locality: Burford & Witney
Treatment: Surface Dressing
Status: Proposed Schemes

Scheme Name: A4095 - Bridge Street
Locality: Burford & Witney
Treatment: Surface Dressing
Status: Proposed Schemes

Scheme Name: Woodford Way - Moor Ave
Locality: Burford & Witney
Treatment: Footway Reconstruction
Status: Proposed Schemes

Scheme Name: Abbey Road - Witney (SM)
Locality: Burford & Witney
Treatment: Footway Reconstruction
Status: Allocated Schemes

The above was copied from an interactive and continually updated map of the major maintenance programmes is always available on the County Council's website, via following the link; [Map \(highway-iams.uk\)](http://highway-iams.uk)

Agenda Item 8

WITNEY TRAFFIC ADVISORY COMMITTEE

Date: Tuesday, 26 September 2023

Title: Community Speedwatch

Contact Officer: Deputy Town Clerk, Witney Town Council

Background

Members will be aware this Committee has agreed to run a 'Witney Town' Community Speedwatch (CSW) scheme, administered by Witney Town Council.

Current Situation

Administration of the Scheme & Sites

Witney Town Council officers, along with the Chair met with the TVP CSW officer during the summer to understand more about the scheme and how it could be administered.

Three sites have been submitted via the Thames Valley Police CSW portal from the list agreed at the previous meeting of the Committee. These are:

- Woodstock Road – between Woodgreen and Wood Green School
- Curbridge Road – between Tower Hill and Our Lady of Lourdes Primary School
- Burwell Drive – between Queen Emma's Primary School and Burwell precinct

At the time of writing, approval has been given for two of the sites by TVP CSW. Approval must be given before Speedwatch sessions can take place. The Council is awaiting information/delivery of the speed detection advice.

Resident correspondence

Tower Hill

Correspondence has been received from a resident advising people are ignoring the 20mph limit and there is no police presence in Tower Hill/Burford Road and people are speeding. This area is on the list of sites agreed at the last meeting, Members may like to consider this as an area to hold a session once the school pilot areas above have been completed.

Cogges Hill Road

Correspondence has been received from Witney Town Councillor, James Robertshaw advising residents in Cogges have expressed concern over the inadequacy of the 20 mile an hour speed limits on the Cogges Hill road before the Blake's school. They are concerned a child may be injured and would favour a sleeping policeman in the road before the Manor Road turn and Tesco turn, possibly halfway down the hill.

Downs Road/Colwell Brook

The Town Council is aware of a request from Curbridge Parish Council to Oxfordshire County Council asking for consideration of a Vehicle Activated Sign (or SID) to help slow traffic along Downs Road by the Colwell Green development. The Committee may like to support the request.

Community Speedwatch Volunteers

The Town Council advertised for volunteers for the scheme during the summer and has so far received 8 expressions of interest. Of these, only one has completed the mandatory short training on the CSW portal to be able to take part. The Committee may like to consider additional channels to reach further volunteers.

Once there are enough volunteers and the equipment has been delivered by TVP, the first CSW session can take place. Hopefully, this will be during the autumn.

Members may like to note that support has been received from the Eynsham CSW group, with the co-ordinator offering to speak with Witney members.

The Committee has also received an offer to provide advice around speed awareness from a retired police officer who delivers speed awareness courses.

Recommendations

Members are invited to:

- Note the update on initial Community Speedwatch sites and consider any which require more urgency or should be added,
- Note the current situation regarding volunteers and offers of advice.

Agenda Item 10a

By virtue of the Public Bodies (Admission to Meetings) Act 1960 s1

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