

## Witney Traffic Advisory Committee Meeting



**Tuesday, 27th September, 2022 at 2.30 pm**

To members of the Witney Traffic Advisory Committee - A Coles, M Brooker, D Enright, T Fenton, A Prosser, J Aitman, T Ashby, L Duncan, R Smith, C Hulme, T Bayliss, K Hickman, A Lyon, M Upton, D Miles and D Gambier.

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.

Numbers of the public will be limited, with priority given to those who have registered to speak on an item on the agenda. Any member of the public wishing to attend the meeting should contact the Committee Clerk ([derek.mackenzie@witney-tc.gov.uk](mailto: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 Town Clerk or Democratic Services Officer 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**

a) To adopt and sign as a correct record the minutes of the meeting held on 7 June 2022 (copy enclosed) (Pages 3 - 8)

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

5. **Oxfordshire County Council Reports**

a) **Traffic Schemes Area Operations (North) - Oxfordshire County Council**

To receive and consider the report from the Traffic Schemes Area Operations (North) team (to follow).

b) **Traffic & Road Safety - Oxfordshire County Council**

To receive and consider the report of the Traffic & Road Safety (North) team (to follow).

6. **Parking and Obstructions on Grass Verges**

To consider the issue of problem parking and use of bollards on grass verges.

7. **Witney High Street - Signage & Physical Features**

To consider current High Street signage and potential features which would support the County Council's road scheme.

8. **Witney Speed Restrictions**

To receive a verbal update from officers on the Witney speed restrictions, if appropriate.

9. **Consultation - Traffic Calming at The Leys, Witney** (Pages 9 - 12)

To receive consultation documents on a traffic calming scheme at The Leys Recreation Ground and consider a response, 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) **Cycling on Highway** (Pages 13 - 14)

To consider correspondence from a resident regarding cycling on the Highway.

b) **Church Green - Safety Concerns** (Pages 15 - 16)

To consider correspondence from a resident regarding safety at Church Green.

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

**WITNEY TRAFFIC ADVISORY COMMITTEE MEETING OF THE  
WITNEY TOWN COUNCIL**

**Held on Tuesday, 7 June 2022**

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

**Present:**

Councillor A Coles (Chair)

Councillors:	A Prosser J Aitman	T Ashby R Smith (In place of L Duncan)
Members:	D Enright H Eaglestone M Johnson T Bayliss A Lyon D Miles	Oxfordshire County Council West Oxfordshire District Council West Oxfordshire District Council Stagecoach West Oxon Community Transport Parish Transport Representative
Officers:	Adam Clapton Claire Green Mike Wasley Natalie Moore	Deputy Town Clerk Witney Town Council Oxfordshire County Council Oxfordshire County Council
Others:	no members of the public.	

**T26 APOLOGIES FOR ABSENCE**

Apologies for their absence were received from Cllr Fenton, Cllr Duncan, C Hulme (TVP), K Hickman (Windrush Bike Project), and M Wheatly (WODC).

**T27 PUBLIC PARTICIPATION**

There were no members of the public present to address the committee.

**T28 TO ADOPT AND SIGN AS A CORRECT RECORD THE MINUTES OF THE MEETING HELD ON 22 MARCH 2022 (COPY ENCLOSED)**

**Resolved:**

That, the minutes of the Witney Traffic Advisory Committee held on 22 March 2022 be approved and signed by the Chair.

**T29 MATTERS ARISING FROM THE MINUTES NOT COVERED IN SUBSEQUENT ITEMS**

T16 – Corndell Gardens/Corn Street. The Chair asked for an update on this item. No further updates were available from Oxfordshire County Council at this time. The Chair reminded Officers this had been on the agenda since January.

T17 – Terms of Reference. The Chair advised he had contacted the Chamber of Commerce about sending a representative to the meetings which they would discuss at their next meeting. Officers had confirmed there was no organised taxi group known by the licencing department at West Oxfordshire District Council.

**T30 OXFORDSHIRE COUNTY COUNCIL - TRAFFIC SCHEMES & TRAFFIC & SAFETY REPORTS**

The committee received and considered the report of the Principal Officer concerning updates on several projects underway in Witney. Included within this were updates on the following; Windrush Bike Project Barriers Report, Schemes to be delivered from Windrush Place S106 funding, the Witney Local Cycling and Walking Infrastructure Plan (LCWIP), the A40/B4022 Shores Green access, traffic restrictions on High Street, the Draft Local Transport and Connectivity Plan (LTCP), a Low Traffic Neighbourhood scheme at Burwell Meadow, Public Transport at Windrush Place, parking restrictions at Avenue Two, the road closure at The Angel public house and pavement parking at Cogges Farm.

Members were advised that progress on the Bike Barriers had been slow, but progress was being made on inclusive mobility standards.

Members were also updated that communication was ongoing between Oxfordshire County Council and The Angel public house and a solution on external seating was required.

In relation to road markings and re-surfacing, members raised that sat nav markings were out of sync on Burford Road, re-surfacing was required in Vanner Road, Chestnut Close, Orkney Close, Park Road and that suggestions for Ducklington roundabout markings had not been included on the current list. In response officers advised that a request for Vanner Road would need to be forwarded to the roads and drainage team and they were aware of works required at Ducklington roundabout. The Fix My Street process was explained to members, and it was acknowledged further work was needed on responses in relation to resident requests.

**Resolved:**

1. That, the report be noted; and
2. With regards to Windrush Place S106 funded schemes, this committee will be provided with a programme of works from County Council officers as soon as the information is available, even if this is before the next meeting; and
4. A Programme Leader, had been appointed for potential new High Street proposals. The plans need to be put together by March 2023. Engagement with major stakeholders will be a key element; and
5. An ANPR survey is planned for traffic monitoring at Burwell Meadow, OCC Officers will advise when dates are known for the survey; and
6. The road surface at Windrush Place is now suitable for buses, S1 services will start in September; and
7. With regards to the new parking restrictions and associated works at Avenue Two, OCC Officers will be advising a timeline and programme of works.

*Cllr D Enright joined the meeting at 2.55pm*

*Cllr A Prosser joined the meeting at 2.57pm*

**T31 COGGES FARM - PARKING ON DOUBLE YELLOW LINES**

The committee received and considered correspondence from a resident concerning parking issues near Cogges Farm.

Members were updated that following reports of parking on the verges and pavement opposite Cogges Farm, the installation of bollards on the verges was being explored by County Council officers. An update on a timeframe will be provided at the next meeting of this Committee.

**Resolved:**

That, the resident will be contacted with an update.

**T32 PARKING IN MADLEY PARK**

The committee received and considered correspondence from Madley Park Residents Association regarding parking issues at Madley Park.

A discussion was held and suggestions considered. Ideas included contacting the school and asking them to communicate the issue to parents, converting one of the grass verges to create additional parking and considering double yellow lines in areas where street parking is not safe.

**Resolved:**

1. That Oxfordshire County Council Officers will think about what improvement measures might be feasible; and
2. Councillor R Smith will report back to Madley Park residents' association with an update and encourage residents to report any actual obstructions to Thames Valley Police.

**T33 20MPH SCHEME FOR WITNEY**

The Committee received a verbal update from the Deputy Town Clerk to accompany the minutes of the Town Council's 20mph Working Party.

Members were advised of the history of the scheme and that the Town Council had submitted proposals to the County Council. It had been confirmed the restrictions would be for all residential areas, including new developments such as Windrush Place and kingfisher Meadows. The Town Council had requested a final map showing the exact proposals for public consultation but had been advised that wasn't possible due to time constraints in going out to publication.

**Resolved:**

That, the verbal update be noted.

T34 **ITEMS RAISED AT THE MEETING**

A member raised a query regarding the process on street signs for newly built developments. It was confirmed that although the roads are eventually adopted by Oxfordshire County Council, the signage is organised and installed by the developer.

The Enforcement of Corn Street parking restrictions and double yellow lines was raised again. It was acknowledged that this had not been addressed satisfactorily for a number of years. Members were hopeful that Oxfordshire County Council parking enforcement would take a more active approach with a priority on road safety.

With regard to active travel infrastructure, members raised concerns that the cycle lanes on Corn Street were dangerous and that a cycle section to Tower Hill needed to be completed. Members were hopeful that the LCWIP would address some of the issues, in the meantime members wanted to keep this item on the agenda due to its importance.

A member raised a wider question on how to ensure footpaths are returned to the way they were after work on them has been completed. Oxfordshire County Council Officers advised that any contractors have a responsibility to return the Highway to the condition pre-works. Further, Oxfordshire County Council have Local Management Inspectors who can check that highways are in the correct condition following works and can instruct highways are made good if they aren't up to specification.

A member raised issues of parking on the verges at Quarry road and Madley Park, and other areas of Witney. It was advised Witney Town Council are receiving an increased number of reports of this type.

A member reported that unfortunately OCC had confirmed that the proposed bus route from Carterton to Swindon had been dropped due to the reduced amount of funding awarded by the Government. Cllr Enright advised there was a Bus Summit in the following week and hopefully an update could be provided at the next meeting. The bridging fund brought in during covid is due to expire in September.

A member expressed concern about any proposals for a LTN at Burwell. If this route were to be closed at peak times it would cause many issues. It was advised that the survey was requested to determine the number of cars and their use of Burwell Meadow – where are they coming from, and where are they going to. The data would be subject to analysis before any decisions were made.

**Resolved:**

1. That, OCC officers will check on the progress of the cycle lane section to Tower Hill; and
2. That, the issue of parking on grass verges is added as an agenda item for the next meeting of this committee; and
3. That Officers would seek an update on bus routes and funding following the June Bus Summit.

T35 **DATE OF THE NEXT MEETING(S)**

The Chair confirmed the date of the next meeting would be Tuesday 27 September and asked if members had a preference whether the meeting should be held in person, or virtually.

**Resolved:**

That, the Witney Traffic Advisory meeting to be held on 27 September 2022 be held in person.

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The meeting closed at: 3.52 pm

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Chair

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## THE LEYS (WITNEY) - PROPOSED TRAFFIC CALMING

NOTICE IS HEREBY GIVEN that Oxfordshire County Council under the Road Traffic Regulation Act 1984 & the Highways Act 1980 proposes to construct the following traffic calming features in **Witney**, these proposals are being put forward in order to improve pedestrian safety by reducing the speed of motor vehicles adjacent to the recreation ground and parking area:

The Leys – **speed cushions**, approx. 3m long, 2m wide and 75mm high, to be located approximately:

- 120 metres\* west of its junction with Station Lane,
- 170 metres\* west of its junction with Station Lane, and
- 220 metres\* west of its junction with Station Lane.

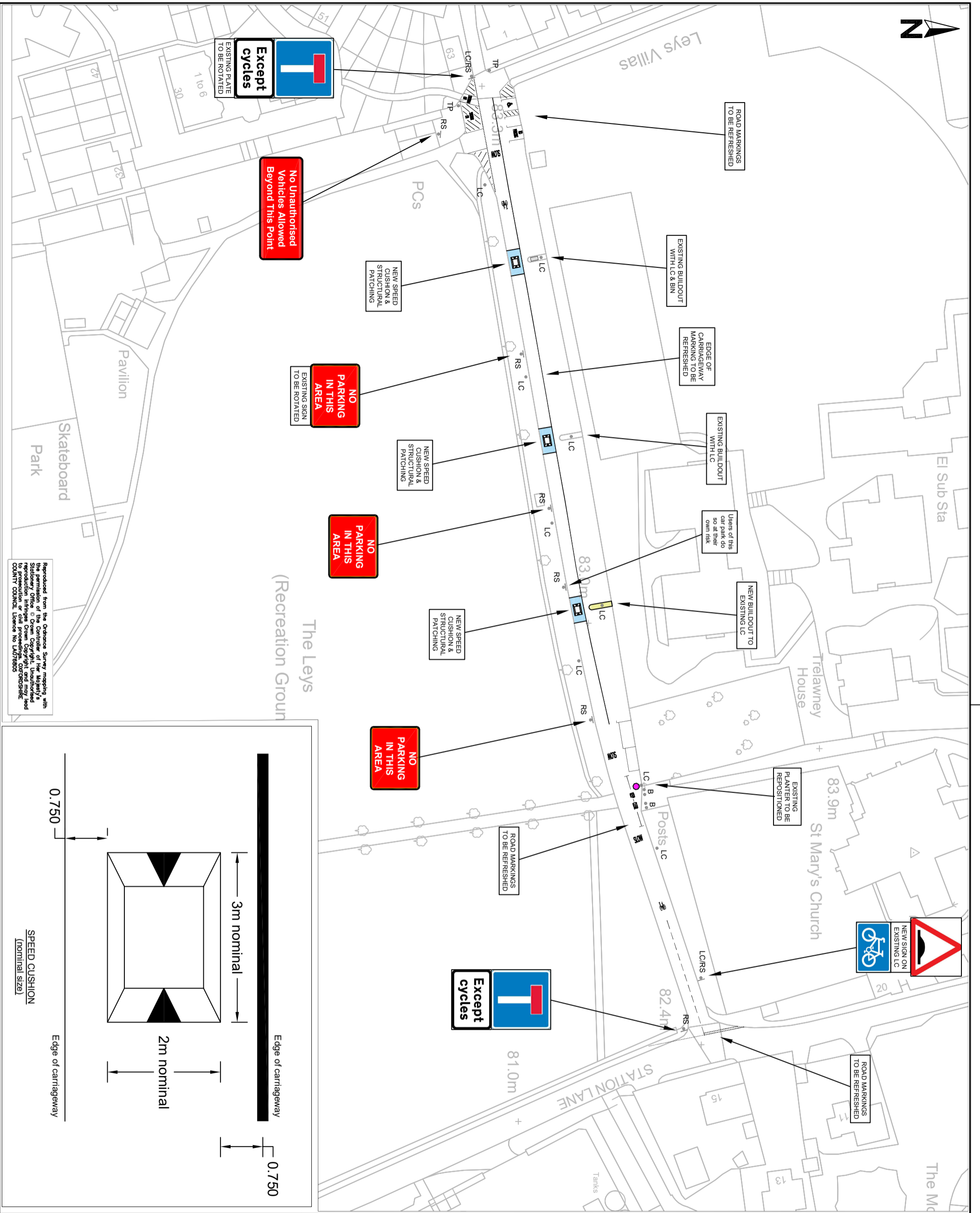
\* All dimensions are approximate, taken from the centre of the junction to the centre of the feature.

Documents giving more details of the proposals are available for public inspection online by visiting <https://letstalk.oxfordshire.gov.uk> Copies may be made available on request.

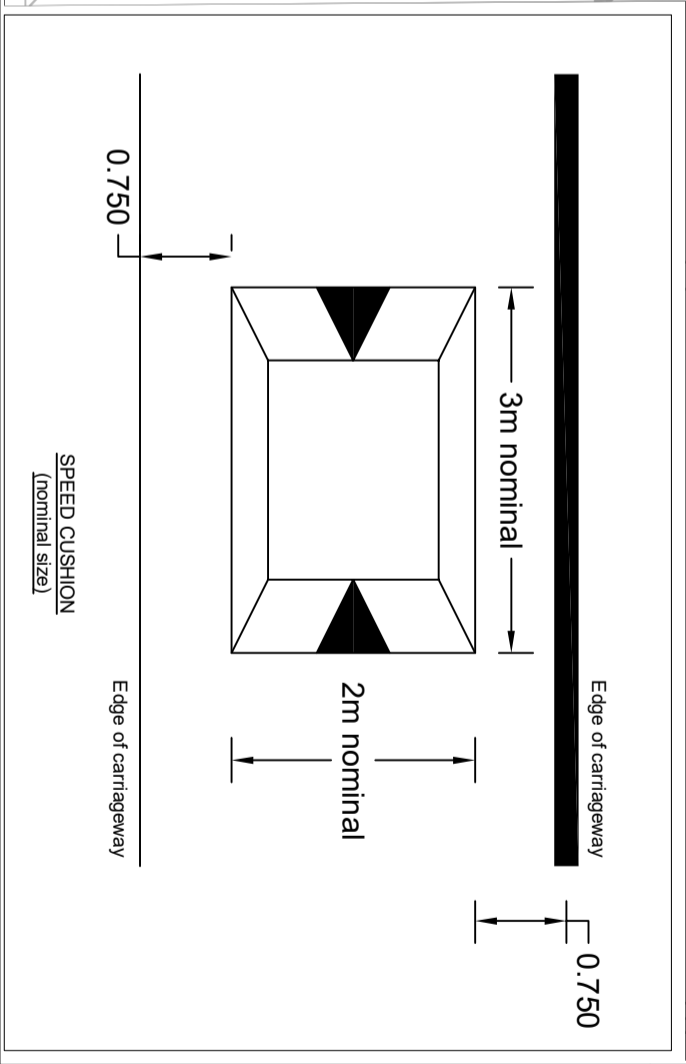
Objections to the proposals and other representations specifying the grounds on which they are made, may be sent in writing to the address below or via the web address above, no later than **Friday 21st October 2022**. The County Council will consider objections and representations received in response to this Notice. They may be disseminated widely for these purposes and made available to the public.

Traffic Regulation Team (Ref: JaC/12.6.410) for the Corporate Director for Environment & Place, Oxfordshire County Council, County Hall, New Road, Oxford, OX1 1ND.

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**NOTES**  
 1. DESIGN IN ACCORDANCE WITH DfT 'LOCAL TRANSPORT NOTE 1107 TRAFFIC CALMING'.  
 2. ALL ROAD MARKINGS TO THE TRAFFIC SIGNS REGULATIONS AND GENERAL DIRECTIONS 2016.

**KEY**

- Structural patching to carriageway
- New buildout (footway construction)

Rev.	Date	Purpose of revision	Drawn	Checked/Approved

**OXFORDSHIRE COUNTY COUNCIL**

**THE LEYS, WITNEY**  
 TRAFFIC CALMING MEASURES  
 GENERAL ARRANGEMENT

**CONSULTATION**

Scale @ A1	Drawn by	Checked by	Approved by
N.T.S.	CW	-	MW

Ordering Project to a File No: XXXX  
 WODC - TL - TM - GA

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**Sent:** 29 July 2022 10:19

**To:** Info <[info@witney-tc.gov.uk](mailto:info@witney-tc.gov.uk)>

**Subject:** Speed limits & Cycling on footpaths

....I wonder if you would turn your attention to the growing problem of cycling on the pavements & footpaths around town?

I appreciate that this is mostly a matter for the Highway Authority, but as we have just seen, they can be more than willing to take your views on board.

There are some Town Council controlled areas where cyclists are a problem & WTC could act on their own initiative - The Leys, the country park & the path through St Mary's churchyard are some examples that spring to mind. The church path is particularly hazardous for pedestrians, worshippers & on occasion, mourners.

I trust WTC will embrace this problem with the same verve & vigour they showed for the new speed restrictions.

Alan.

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Sent: 24 August 2022 19:10

To: Info <[info@witney-tc.gov.uk](mailto:info@witney-tc.gov.uk)>

Subject: Traffic management/road safety around St Mary's and Henry Box

...Langdale Gate, turning right towards St Mary's with the Green on your right is the start of my concerns, particularly during term time. Young people/children move off the Green into the road without checking the road before school in the morning and after school. Not surprisingly they are chatting with their friends and looking at their phones rather than noting they are moving into a road, deliveries vehicles (including parents delivering their children to school) stop suddenly and car doors open putting the children in the street as one is trying to negotiate the parked cars and keep the traffic moving in the one way system. Moving round towards the right hand turn to go past the Masonic Centre, there is quite a large tract of road with no markings/worn out markings: perhaps a give way notice would improve the flow and safety at that point - and perhaps a hatching to indicate no stopping in the middle of the road - again it's a popular area for school drop off and deliveries, rather than pulling to the kerb so children can use the pavement more easily. It isn't a situation where there is no place for cars to pull up as is the case for some schools. Perhaps marking up parking spaces in front of the school would help, so people are encouraged to park/stop by the kerb to help people keep safe, rather than in the middle of what is, effectively a junction and a one way system - delightfully small and attractive though it is!

Thank you for any help you can give,

Serena

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