

Witney Traffic Advisory Committee Meeting



Tuesday, 13th June, 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 D Gambier (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. **Apologies for Absence**

To receive and consider apologies for absence.

2. **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.

3. **Minutes** (Pages 3 - 8)

- a) To adopt and sign as a correct record the minutes of the meeting held on 21 March 2023 (copy enclosed)
- b) Matters arising from the Minutes not covered in the Action Plan or subsequent items

4. **Oxfordshire County Council Reports**

- a) **Infrastructure Locality Team - Oxfordshire County Council** (Pages 9 - 12)
To receive the report of the County Council's Infrastructure Locality team.
- b) **Traffic & Road Safety** (Pages 13 - 16)
To receive the report from the Traffic & Road Safety team.

5. **Community Speedwatch** (Pages 17 - 18)

To receive the report of the Deputy Town Clerk.

6. **Public Transport Update**

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

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

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

8. **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.

9. **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 3

WITNEY TRAFFIC ADVISORY COMMITTEE MEETING

Held on Tuesday, 21 March 2023

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

Present:

Councillor A Coles (Chair)

Councillors:	A Prosser J Aitman	L Duncan R Smith
Other Members:	M Brooker C Hulme A Lyon D Miles D Gambier	West Oxfordshire District Council Thames Valley Police West Oxfordshire Community Transport Parish Transport Representative Witney Chamber of Commerce
Officers:	Adam Clapton Claire Green	Deputy Town Clerk Administration Support - Planning & Stronger Communities
Others:	2 members of the public.	

T16 APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllr Duncan Enright, Cllr Ted Fenton, Cllr Thomas Ashby, Trevor Baylis from Stagecoach and Kevin Hickman from Windrush Bike Project.

T17 PUBLIC PARTICIPATION

A resident from Corn Street asked about implications for local residents following changes to parking enforcement in Witney and West Oxfordshire.

The Oxfordshire County Council Parking Manager was present at the meeting and addressed the Committee. Members were advised that the County Council were meeting with the District Council, residents, councillors and other stakeholders, initially to maintain the status quo, while also considering areas to be reviewed, and over time to develop strategy to address problem areas and highlight hotspots. The Parking Manager expressed the importance of a consistent approach across the town and advised that Oxfordshire County Council were being requested to provide more enforcement in problem areas like Corn Street. A team from County Council would be doing site visits to scope problem areas that have been raised so far.

A discussion followed; Members had the opportunity to raise questions about resident parking permit schemes. There was currently no funding available for such a scheme and additional enforcement would be needed for any such scheme to be successful.

Resolved:

That, the Oxfordshire County Council Parking Manager would forward more information to Witney Town Council about the parking enforcement changes, that could be shared to Witney residents.

Natalie Moore arrived at 2:38pm

Andrew Lyons left at 2:55pm

James Whiting left at 2:58pm

T18 TO ADOPT AND SIGN AS A CORRECT RECORD THE MINUTES OF THE MEETING HELD ON 10 JANUARY 2023 (COPY ENCLOSED)

Resolved:

That, the minutes of the Witney Traffic Advisory Committee meeting held on 10 January 2023 be approved and signed by the chair.

T19 MATTERS ARISING FROM THE MINUTES NOT COVERED IN THE ACTION PLAN OR SUBSEQUENT ITEMS

There were no matters arising from the minutes of 10 January 2023.

T20 TRAFFIC SCHEMES AREA OPERATIONS - 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. Specific updates included:

Windrush Bike Project Barriers Report – Work on the Barriers Report was currently on hold; a Countywide approach was being developed and would supersede the former plan. Members of this Committee could continue to report specific issues to Natalie Moore, these issues would then be forwarded to the team.

Windrush Place S106 West Witney Active Travel Schemes – Multiple schemes were submitted and the overall cost of these was higher than the funds available. Discussions were ongoing with the developers to find further funding, or to explore the possibility of the developers carrying out some of the works.

Witney Local Cycling and Walking Infrastructure Plan – Consultation has been completed and it was expected to be adopted by Oxfordshire County Council at a meeting on 23rd March. Following adoption, work would take place to secure funding for some of the schemes.

A40/B4022 Shores Green, Access to Witney – Compulsory land purchase works were taking place, further discussions were expected at a Cabinet meeting in May. Planned completion for this project was Summer 2026.

High Street and Market Square Active Travel 3 – There was lots happening in the background, including feasibility studies. Consultations were being planned for this summer, including workshops, in-person events and online opportunities.

High Street and Market Square, Short Term Measures – The Oxfordshire County Council Officer asked Members to consider two options for temporary physical changes to the layout of the current road restrictions on High Street and Market Square. Members expressed concerns that any interim or temporary scheme would be deemed a waste of money and could further exacerbate the frustration being felt by residents and businesses and potentially further delay the start to the final scheme. Members were advised that separate funding is available for the temporary measures, any costs will not be deducted from the budget for the final scheme. Enforcement was discussed, there was a lack of confidence in any schemes without some level of enforcement. Thames Valley Police would expect enforcement to be technology based and funded by County Council.

There was mixed opinion for the schemes on offer, a vote was taken which resulted in ‘Option One’ being favoured. The scheme included the removal of traffic islands and a change in priority, for which a TRO is required. The expected timescale for the interim scheme was 3-5 months, implementation by Autumn 2023.

David Gambier left the meeting at 3:55pm

Resolved:

1. That, the report be noted and,
2. That Option One be the preferred option for interim changes to High Street and Market Square.

T21 TRAFFIC & ROAD SAFETY - OXFORDSHIRE COUNTY COUNCIL

The Committee received and considered the Traffic & Road Safety Report from the County Council Area Operations Officer. Following the report, Members were invited to raise any comments.

Resolved:

That, the report be noted.

T22 PARKING ENFORCEMENT CHANGES ACROSS WEST OXFORDSHIRE

The Oxfordshire County Council Parking Manager had provided an update under Public Participation; there was nothing further to add.

T23 COMMUNITY SPEEDWATCH

The Committee received a Community Speedwatch update from the Deputy Town Clerk.

Previous attempts for a scheme had failed, due to a lack of volunteers and no point of administration.

Members discussed the appetite for launching Community Speedwatch in Witney. Despite the new speed restrictions there were still areas of concern, and the Committee were broadly in favour of a scheme in Witney.

Ideas were put forward for potential volunteer recruitment. A member informed the Committee that there was a lack of school crossing patrol staff in Witney – schools could be approached to invite parent volunteers. Other suggestions included writing to Witney Land Army as a volunteer source.

Resolved:

1. That, Community Speed Watch for Witney would be initiated by this Committee, with administration support from Witney Town Council, and
2. That, Community Speed Watch would be added as an agenda item for further discussion at the June meeting of Witney Traffic Advisory Committee, and
3. That, Witney Town Council would write to Witney Land Army about potential volunteers.

T24 **MADLEY PARK BUS STOPS**

Following a complaint from a member of the public about the Madley Park bus stop being in poor condition at the last meeting, the Deputy Town Clerk updated the committee as Witney Town Council had assessed the condition and considered the items that were raised.

The bus stop was reported as being dirty, muddy underfoot and with overgrown vegetation. The bus stop had been put on a more regular cleaning routine and the vegetation would be cut back. There was a wider issue where the road joins the pavement, a puddle was regularly forming due to the unevenness of the surface, this would be reported to Oxfordshire County Council.

Resolved:

That, the resident will be updated by their Councillor.

T25 **PUBLIC TRANSPORT UPDATE**

Members were advised that residents were concerned about the forthcoming closure of the Botley Road in Oxford and the implications of this on bus routes by the Public transport Representative. There was a lack of information from the rail company and bus companies at this point. There were however alternative services which would be available.

Members were updated that the government funded £2 capped bus fare scheme had been extended until the end of June.

Resolved:

That, the verbal update be noted.

T26 **SCHOOL ROAD SAFETY**

The Committee received road safety information which was provided to schools in Witney and Oxfordshire from the Fire & Rescue Services Road Safety Officer.

Resolved:

That, the response be noted.

T27 **BRIDGE STREET AREA APPRAISAL**

Members were advised further updates from Oxfordshire County Council were not available at this time as it was dependent on the West Oxfordshire Local Plan and future housing.

There were a range of options available which would be picked up with local stakeholders; it had been left out of the Local Cycling & Walking Infrastructure Plan until clarification was received.

Resolved:

That, Oxfordshire County Council clarify the current position at the next meeting of this Committee.

T28 **NEW PEDESTRIAN CROSSING ON WEST END**

Councillor M Brooker had requested that a pedestrian crossing be considered for West End, to be positioned near to 'The Cake Bakerie', 14 West End. After discussion by Members, it was agreed that this would offer enhanced safety for pedestrians, particularly for school children using this route to Wood Green.

Resolved:

That, the OCC Officer present at the meeting will make a request to the County Council and it may be added to the LCWIP.

T29 **TRAFFIC LIGHTS AT WELCH WAY/WOODFORD WAY**

Councillor M Brooker addressed the committee with his observations of the ineffectiveness of the traffic lights at Welch Way/Woodford Way. Rather than helping with the traffic, the lights caused traffic issues. Cllr Brooker provided first-hand accounts of the issues caused by the traffic lights and the driver difficulties that he had witnessed. After a brief discussion it was agreed that a request be made for Oxfordshire County Council to review the efficiency of the lights and whether there might be a case for them to be removed.

Resolved:

That, the OCC Officer present at the meeting would request a review of the traffic lights in this location.

T30 **ITEMS RAISED AT THE MEETING**

The Committee were updated about a new electric car sharing scheme that was being launched from Woodford Way Car Park and a signalised crossing on Burford Road which would be made live on 4th April.

T31 **DATE OF THE NEXT MEETING(S)**

Members were advised that due to holiday commitments, the scheduled meeting of 6th June would need to be re-arranged.

Resolved:

That, the revised date for the next meeting of this Committee would be notified by email.

The meeting closed at: 4.30 pm

Chair

Oxfordshire County Council Infrastructure Locality Team Update to Witney TAC

June 2023

Infrastructure Locality Team Update – contact Natalie Moore

1. Windrush Place S106 West Witney – Active Travel Schemes

Verbal update to be provided at the TAC Meeting.

2. Witney Local Cycling and Walking Infrastructure Plan (LCWIP)

The Witney LCWIP was taken to CMD on Thursday 23rd March and approved by the Cabinet Member for Highway Management.

3. A40/B4022 Shores Green, Access to Witney

Verbal update to be provided at the TAC Meeting.

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

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

4. Bridge Street Area Options Appraisal Report

Consultant Pell Frischmann are coming to the end of their study into the Options Appraisal for the Bridge Street area. 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. The report will be assessed by county officers before undertaking wider engagement with Councillors and key stakeholders. Following this 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.

5. Low Traffic Neighbourhood (LTN) - Burwell Meadow

Verbal update to be provided at the TAC Meeting.

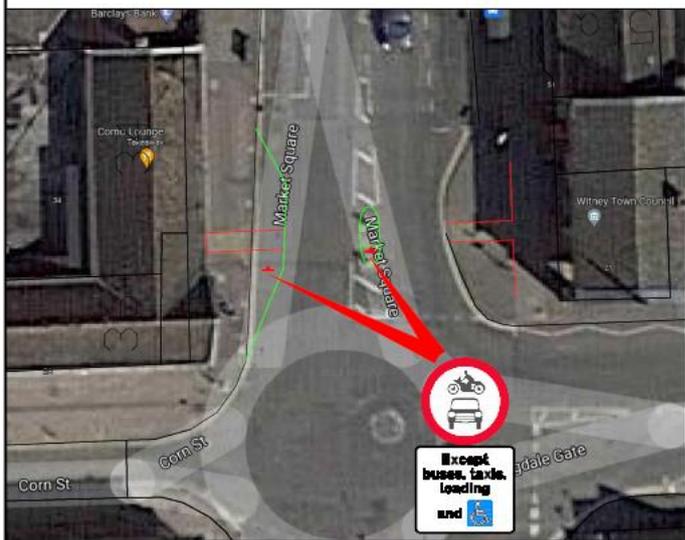
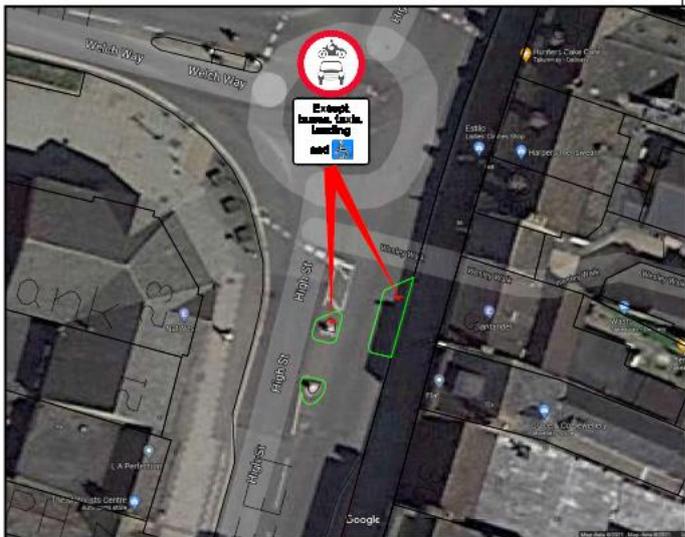
6. High Street and Market Square Active Travel 3

Verbal update to be provided at the TAC Meeting.

7. High Street and Market Square – Short Term Measures

We are sorry that the work to remove the planters and install a temporary/semi-permanent footway build out to narrow the carriageway and provide greater pedestrian space hasn't

progressed at pace. Following the previous discussion with TAC and Stagecoach the below option has begun to progress. We are currently waiting for a price for the works from Milestone Infrastructure LTD.



8. A proposed pedestrian crossing for 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.

9. Traffic Lights on Woodford Way

Verbal update to be provided at the TAC Meeting.

10. Burford Road Signal Crossing

Officers continue to chase the developer Barratt Homes and David Wilson Homes on their progress to get SSE to commission the traffic lights.

11. Parking on Harvest Way / Barleyfield Way

Verbal update to be provided at the TAC Meeting.

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Witney TAC – 13th June 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

We are currently finalizing the design, please see attached, if the Committee is happy with the attached then the design will be submitted for quotation, then subsequently orders placed with the contractor for delivery.

Just to note: -

- LTN 1/07 Traffic Calming & LTN 1/20 Cycle Infrastructure Design has been referenced during the design and as such the clearance from the cushions to the edge of carriageway will be 1m max. to accommodate cyclists, tricycles

(0.8m wide) & Class 3 mobility scooters (0.85m wide) which are allowed to be used on the highway.

- Some areas of structural patching were included in the original GA and have been extended to incorporate the newly added road hump (additional 2m). The road surface is in a general state of disrepair and the existing construction unknown; however, observations suggest it is unlikely to adequately support the new features and significant reconstruction will be required.

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

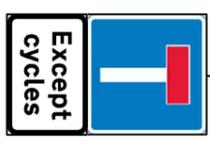
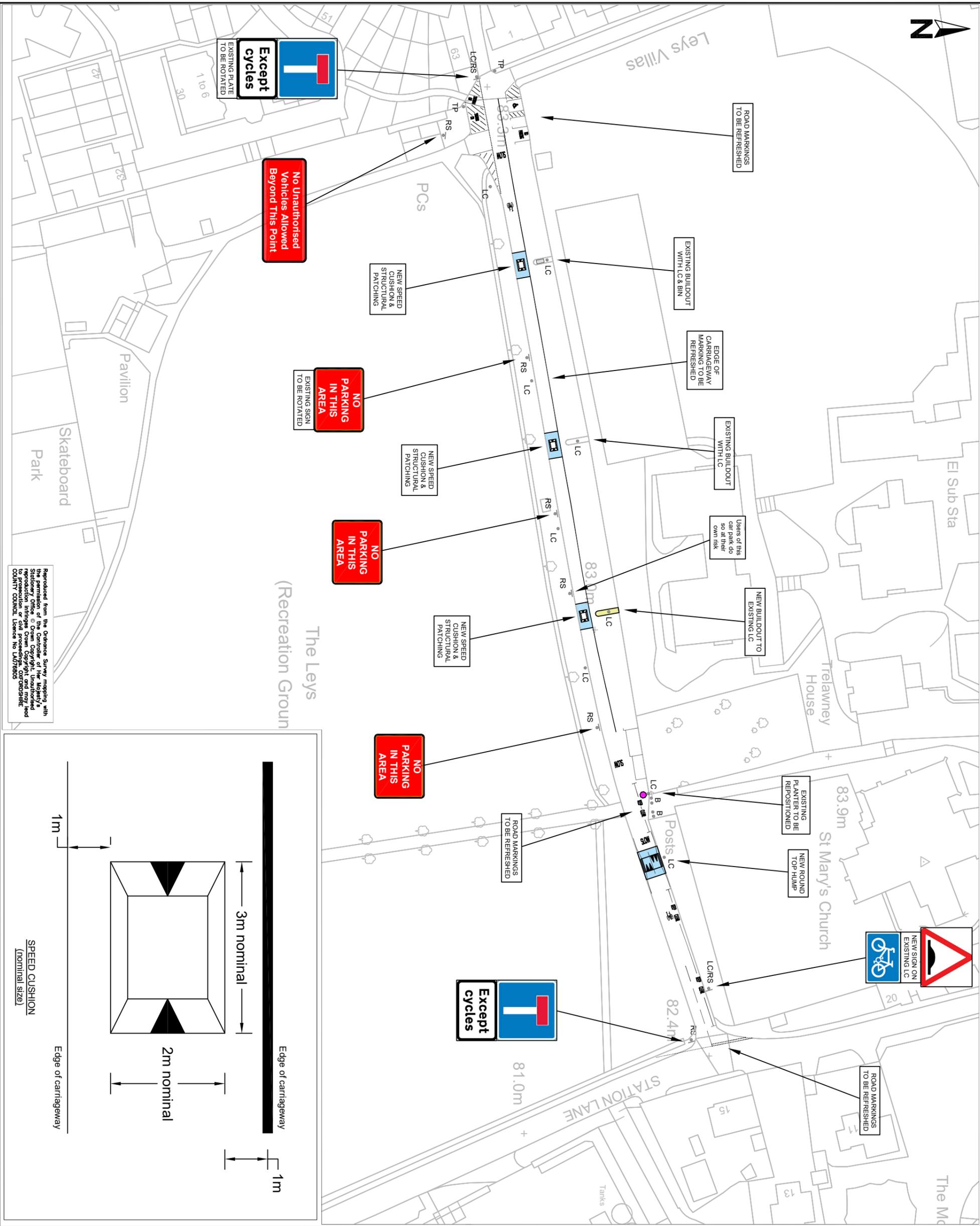
Scheme Name: Woodford Way - Moor Ave

Locality: Burford & Witney

Treatment: Footway Reconstruction

Status: Proposed Schemes

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://Map(highway-iams.uk))

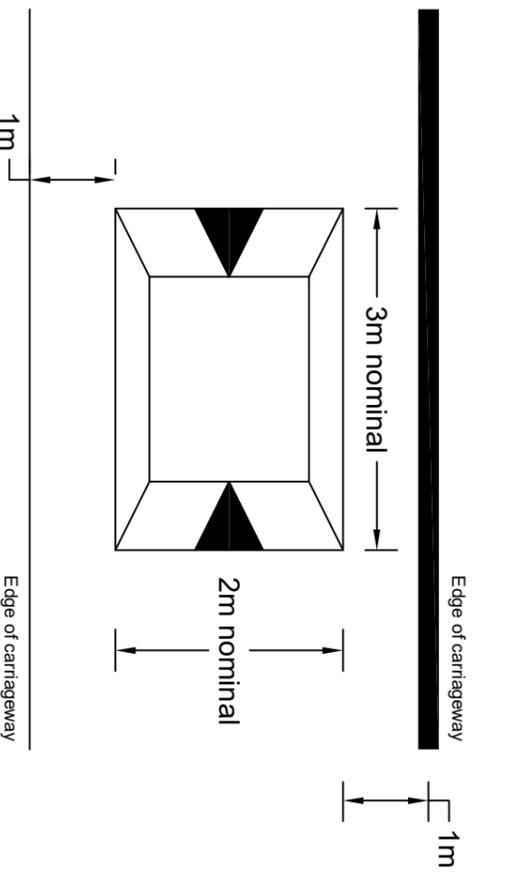


No Unauthorised Vehicles Allowed Beyond This Point

NO PARKING IN THIS AREA
EXISTING SIGN TO BE ROTATED

NO PARKING IN THIS AREA

NO PARKING IN THIS AREA



- 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
A	May 2023	To incorporate amendments following CMD report.	CW	MW



THE LEYS, WITNEY
TRAFFIC CALMING MEASURES
GENERAL ARRANGEMENT

DESIGN			
Scale	Drawn by	Checked by	Approved by
N.T.S.	CW	-	MW
Drawn Date	Drawn Date	Checked Date	Approved Date
05/05/2023	05/05/2023	05/05/2023	05/05/2023

Order Ref: WODC - TL - TM - GA
Revision: A

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WITNEY TRAFFIC ADVISORY COMMITTEE

Date: Tuesday, 13 June 2023
Title: Community Speedwatch
Contact Officer: Deputy Town Clerk - Adam Clapton

Background

At the last meeting of this Committee on 21 March 2023, it was agreed that a Community Speedwatch scheme for Witney would be initiated and run by this Committee, with administrative support from Witney Town Council.

The Town Council agreed this resolution at a Council meeting on 17 April 2023 and reiterated that Witney TAC should have responsibility for the scheme.

Current Situation

There is a 'Witney Town' Group already registered as a Speedwatch Group, but it would be sensible to create a new group as 'Witney Traffic Advisory' to clearly indicate the ownership and responsibility for the group.

During registration, you are asked which sites you wish to monitor so the TVP Speedwatch Scheme are able to risk assess the sites and so ensure volunteers are covered by their insurance. The Committee needs to decide which sites the scheme should cover in the first instance so they can be set up ready for the next stage. Here is a suggestion on how this could work:

- The Committee decides all know hot-spot sites or where complaints of speeding have been raised. It could also decide to concentrate on roads where there are schools in the first six months of operation. All these sites are then added during registration.

Some accident data can be found on <https://www.crashmap.co.uk/> by searching for Witney. This lists scale of injuries and type of vehicle involved from 2017 – 2021. The police and County Council may have more recent updates since speed restrictions have been lowered.

Areas of speeding concern provided to the town council/this committee include Corn Street, Curbridge Road, Deer Park Road (prior to reduction of speed limit), Welch Way, Woodstock Road and West End.

- The Committee should decide on the equipment required. This will be kept in storage at the Town Hall. Members may like to defer this decision to Town Council Officers to take advice from TVP, who fund the purchase. TVP can also advise on required signage.

- Following agreement on sites, the Committee needs to decide how often it will carry out speed checks in these areas- after assessment they can be done any number of times between dawn and dusk. As the number of volunteers is not yet known, it is suggested the Committee decides which areas should be monitored at each quarterly meeting, with a maximum of 2 a month – effectively 4 – 6 between meetings.

The Town Council will advertise for volunteers via noticeboards, social media and a Press Release when the scheme is ready to operate.

Recommendations

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

1. Agreeing the scheme should be registered as outlined and,
2. Agree on areas for traffic/speed monitoring and,
3. Defer the decision on the choice of equipment to town council officers, to be taken in consultation with TVP.
4. Agree on the frequency of monitoring between meetings and,
5. Agree to updating the terms of reference of this Committee at the annual meeting in September to ratify its responsibility for the scheme.