

Witney Traffic Advisory Committee Meeting of Witney Town Council



Tuesday, 18th March, 2025 at 3.00 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, A Bullock and Rubio-Reyes (and all other Town Councillors for information).

You are hereby summonsed to the above meeting to be held in the **Main Hall, 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 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

a) **To adopt and sign as a correct record the minutes of the meeting held on 21 Jan 2025 (copy enclosed)** (Pages 3 - 9)

b) **Matters arising from the Minutes not covered elsewhere on the Agenda (Questions on the progress of any Item)**

4. Oxfordshire County Council - Place, Planning and Coordination Report (Pages 10 - 12)

To receive and consider the report of the Lead Officer/Team Leader – Place, Planning and Coordination West.

5. Community Speedwatch Update

To receive a verbal report from the Chair or Deputy Town Clerk.

6. **Annual Bus Users Meeting**

To receive a verbal report from the Chair or Deputy Town Clerk.

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

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

a) **Illegal Pavement Parking** (Pages 13 - 16)

To receive and consider correspondence from a resident regarding pavement parking.

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

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

Held on Tuesday, 21 January 2025

At 3.02 pm in the Gallery Room, The Corn Exchange, Witney

Present:

Councillor A Coles (Chair)

Councillors:	M Brooker T Fenton J Aitman T Ashby R Smith	C Hulme T Bayliss K Hickman D Miles
Officers:	Adam Clapton Cara Murray Derek Mackenzie Odele Parsons Kim Sutherland	Deputy Town Clerk Admin- Communities & Planning Senior Administrative Officer & Committee Clerk Oxfordshire County Council Oxfordshire County Council
Others:	C Hulme T Bayliss K Hickman David Miles Cllr J Robertshaw	Thames Valley Police Stagecoach Windrush Bike Project Parish Transport Representative Witney Town Council
Others:	No members of the public.	

T55 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors S Simpson & D Enright, A Bullock of Witney Chamber of Commerce and A Lyon of West Oxfordshire Community Transport.

T56 PUBLIC PARTICIPATION

There was no public participation.

T57 TO ADOPT AND SIGN AS A CORRECT RECORD THE MINUTES OF THE MEETING HELD ON 24 SEPTEMBER 2024 (COPY ENCLOSED)

The Committee received the minutes of the meeting held on 24 September 2024.

Resolved:

That, the minutes of the Witney Traffic Advisory Committee meetings held on 24 September 2024 be approved as a correct record and signed by the Chair.

T58 **MATTERS ARISING FROM THE MINUTES NOT COVERED IN SUBSEQUENT ITEMS**

T46 – Witney Town Council Officers confirmed that the necessary technology was being trialled and should be ready for the March meeting. It was agreed that the option of Hybrid Meetings be added to the next meeting Agenda.

T47 - The Chair advised the decision on changes to parking in Corn Street & Church Green would be made on 23 January 2025 by Oxfordshire County Council and that County Officers would provide more details in their report later in the meeting.

T47 – In response to a question from the Deputy Town Clerk, County Officers advised they would speak with colleagues to ensure the resident of Deer Park is contacted about white lining outside of his property. In particular the policy, and that this could be provided as it was a distance away from the resident’s driveway.

Cllr R Smith joined the meeting during the following item at 3.12pm

T59 **PLACE & PLANNING**

Members received and considered the Oxfordshire County Council (OCC) reports which included updates on Road Surface Dressing, A40 junction at Shores Green, Witney High Street improvements, proposals for Fiveways Roundabout, updates on the feasibility studies in Bridge Street and Corn Street, an update on two crossing as part of the Windrush Place Active Travel Scheme, footpath improvements for Madley Park, the implementation of a footpath at Guild Close, verge protection around Witney Community Primary School, the proposed parking changes for Church Green and Corn Street, Lime Walk/Harvest Way lining, and drainage issues behind Wood Green School and Windrush Health Centre.

In addition, OCC parking enforcement figures were provided to the Committee for information.

Road Surface Dressing Schedule 25/26

OCC Officers provided information regarding planned works, in response to a question if Oxford Hill would be included, Officers informed Members that a plan of scheduled works was available to be viewed online.

A40 Shores Green

Members were pleased to hear that groundwork would commence in February 2025, with the main works commencing in May, this had been delayed due to land access issues, which had been resolved.

High Street/Market Square

Officers provided a short update following the publication of the consultation report issued in December 2024. A Member enquired about how much money had been spent to date, OCC officers however did not have this details to hand. Members also raised again concerns about a specific road safety issue, Officers advised that this been noted and taken into consideration in the Consultation feedback report and therefore the design team would look into this.

Bridge Street Area

Questions were raised regarding the Witney North housing development, OCC Officers advised that they were having frequent meetings as was the standard practice with the developer to discuss the outline plans.

Fiveways Roundabout improvements

A presentation was given with Members noting this key connection into Witney was driven by the Local Cycle and Walking Infrastructure Plan (LCWIP) along with the Vision Zero programme. They heard the Welch Way arm proposals remains unfunded, but the concept design of protected space is funded. Members welcomed these updates and reviewed the initial design pictures.

Concerns were raised on how complicated the design looked, if there was sufficient space for the design to work effectively and safely, if there would be raised platforms at junctions due to speed concerns in this area and how rights of way education and visibility issues at Ducklington Lane and Corn Street would be dealt with. Further questions were asked with regards to segregation of the road and cycle lanes, and the difficulty for bus drivers accessing the tight turn into Corn Street.

Members were advised that the design did fit into the area available, but as the Department for Transport no longer supported Shared Space Schemes there would be segregation of road users by various means, however barriers between cyclists and road users would not be used due to safety concerns. Vision displays would be improved by the narrowing of the road which would result in slowing traffic. The Vision Zero team were happy to test and trial the scheme as part of their planning process. Members were invited to contact Cambridge and Sheffield for feedback on similar schemes.

Madley Park Path

There was frustration from some Members of the Committee with regards to the delay in the Madley Park path improvements and they requested an update be provided with regards to the timescale.

Windrush Place Active Travel Scheme

Members welcomed the news that work had commenced on the feasibility design for the two crossings.

Corn Street and Church Green Parking Proposals.

Members noted a decision would be made by OCC on 23 January and were invited to view the link provided. A Works order had been raised for Windrush Health Centre surface adjustments, Members asked that OCC Officers chase for an update for the works at Wood Green School and asked for further information regarding costings. It was currently being funded by OCC; however, it should be the contractor's responsibility.

The Committee also heard that there were no further updates regarding the traffic lights at Woodford Way, or the pedestrian crossing at West End.

The Chair commended the work of the Traffic Advisory Committee on the issues raised, and the significant number of changes being implemented by OCC due to the issues raised in these meetings by Members.

Lastly the Committee received details of OCC parking enforcement statistics, it was noted wardens had been much more visible in the Town however, the issue of illegal parking on Corn Street was raised as this is a particular issue for buses and it had led to an accident in the previous week.

A Member raised the question of camera enforcement. Members were reminded of the current ANPR consultation being led by OCC for the High Street and encouraged responses to be submitted with the suggestion that any ideas to utilise the ANPR scheme to help with the parking issues.

Resolved:

1. That, a member of the OCC's design team be invited to the next meeting.
2. That, the parking enforcement data be noted, and thanks to be passed to the parking wardens and WTC Officers to issue detailed explanation of parking penalty charges.
3. That, OCC officers to provide a detailed update regarding the Madley Park path improvements to the next meeting.
4. That, Members submit responses to the ANPR consultation before the closing date on 31 January 2025.

T60 **COMMUNITY SPEEDWATCH UPDATE**

The Committee received and considered the report of the Deputy Town Clerk of Witney Town Council, and a verbal update from the Chair regarding the Community Speedwatch Scheme and attached data from the Thames Valley Police Community Speedwatch portal.

Members were updated on the current number of volunteers, as well as the date and location of the next session. The Chair advised that the scheme was going well, with an overall positive response from residents when carrying out the sessions.

Members thanked the Community Speedwatch team for their hard work and noted that the data showed a general compliance with the 20mph limit.

Members were encouraged to consider the appointment of a further group administrator.

Resolved:

1. That, the report and verbal update be noted.
2. That, the appointment of a further group administrator to be delegated to the Chair.

T61 **THAMES VALLEY POLICE SAFER ROAD STATISTICS**

The Committee received road safety statistics from Thames Valley Police, and for the Cherwell and West Oxfordshire areas.

The data tied with the Community Speedwatch and parking penalty updates, and it was noted that the data helps to target resources in the right areas. It was noted that over the Christmas

period there is a heightened awareness for driving under the influence of alcohol/drugs, leading to reduced numbers and changes in behaviours.

In general, it was confirmed by the Thames Valley Police representative that enforcement had to be targeted and focused in the areas required.

Resolved:

1. That, the TVP road safety statistics be noted and,
2. That, they continue to be brought to this Committee for information.

T62 **WITNEY BUS USER'S MEETING**

The Committee received and considered the report prepared by the Deputy Town Clerk of Witney Town Council with regards to the Bus Users meeting held on the 3 October 2024 at the Corn Exchange, hosted by the Chair.

Members were pleased to hear of the overwhelmingly positive response to the meeting, with around 65-70 participants able to air their views/ raise issues and deemed the meeting a great platform for residents. It was noted there was a large attendance from Eynsham and Oxford residents who travel into Witney, and there was a positive passion for the H2 Service.

Further comments were made with regards to the timing of the meeting, some users not being able to attend due to not being back from work, or it being too late in the day, and a suggestion was raised if the meeting could be livestreamed so that more people can attend.

The Chair informed the Committee of correspondence from a member of the public asking if this Bus Users meeting could be an annual event. A Member suggested that it could be added to the Annual Town meeting agenda, however, the Committee agreed it would lose its focus as an item but could be mentioned there would be an annual Bus Users meeting- the parish transport representative offered to answer questions asked at the Annual Town Meeting.

A recommendation was made by the Chair and seconded by Cllr Brooker to hold an annual Bus Users meeting, and a request to be made to Witney Town Council for free use of the Corn Exchange. Members unanimously agreed. A second proposal was made by the Chair, seconded by Cllr J Aitman, and again unanimously agreed by Members that an amendment be made to the Committee terms of reference- to reflect this.

Resolved:

1. That, the report and correspondence be noted and,
2. That, an annual Bus Users meeting should be held and,
3. That, a request for a subsidised let of the Corn Exchange be requested from Witney Town Council and,
4. That, the Committee Terms of Reference be amended to include the organisation of an annual bus user meeting.

T63 **PUBLIC TRANSPORT UPDATE**

The Committee received verbal updates from the Independent Parish Transport Representative and the representative from Stagecoach.

Members received an update on the Bus Stop capture exercise being undertaken by Oxfordshire County Council. An audit of all Parish stops was being undertaken; however, OCC had taken the decision to bring this in house as it was identified as ambitious for Parish Transport Representatives to undertake.

The fare for the new MyBus tickets would be going up in April however it will still cover all buses that serve Witney. Members were informed that there was a high uptake in school age children using these tickets.

Members were updated on the planned changes to the S2 service, to include an early morning stop in Yarnton. The H2 service which would increase its service to operate every 30 minutes from 23 February following Pulhams taking on the contract, they also heard that the E1 service would be reviewed once the Botley Road re-opened.

Resolved:

1. That, the verbal updates be noted.

T64 **H2 BUS SERVICE REQUEST**

The Committee received correspondence from a resident requesting an amendment to the H2 service to include a stop at Witney Community Hospital. The request had been forwarded by the Chair to OCC and Pulhams Coaches, with considerations to be given to use the stop by Witney Library, or possible new stops at the Hospital, using the verge area.

Resolved:

1. That, the correspondence be noted and,
2. That, the Chair provide an update at the next meeting.

T65 **ITEMS RAISED AT THE MEETING**

Speeding on Cogges Hill Road- Cllr Robertshaw raised concerns regarding speeding/ road safety on Cogges Hill Road. A Member noted that this is already a Speedwatch site, and traffic calming for this area was included in the LCWIP. O Parsons from OCC informed the Committee that the Witney East development had proposed improvements via S106.

Centenary Way- Members reported that this area was not being gritted as it was not currently an adopted highway, which being a major bus route was a safety concern. The Chair informed the Committee he had discussed the issue with OCC's locality team, and although until this road is adopted it is the responsibility of the Consortium of builders, it was noted that gritting must take place prior to freezing events, not after.

Parking on Smiths Estate- A Member raised concerns of access for buses on Apley Way and Lancut Road due to parked vehicles. It was noted that it is a Police matter if traffic is restricted by an obstruction.

Welch Way- A Member asked if the bus markings could be moved on Welch Way due to obstruction issues, including delays to emergency vehicles passing in this area. It was suggested that the markings be moved forward, or part of the pavement be removed to accommodate. OCC Officers would raise this with the High Street team.

T66 **DATE OF THE NEXT MEETING(S)**

Members were advised the next meeting of the Committee would be held on 18 March 2025 at 3pm.

The meeting closed at: 4.25 pm

Chair

Witney TAC Report by Oxfordshire County Council January 2025 Place Planning Team Update

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

1. **A40/B4022 Shores Green, Access to Witney (Major Project, funded)**

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

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

Works on Access to Witney started in February. This included vegetation clearance, setting up the traffic management (including temporary traffic lights on the B4022) and setting up contractor facilities on site. Work is due to be completed in Summer 2026.

2. **High Street and Market Square (Stage 3: Design and implementation – funded)**

[Witney High Street and Market Square enhancements scheme | Oxfordshire County Council](#).

Following the engagement last Autumn, consultant PJA have now completed the preliminary design. The next phase is progressing detailed design and site surveys, which are now underway. We are also progressing the Accessibility Audit of preliminary design, statutory consultation on traffic orders in May, and then construction to follow in July.

The overall project budget is £2 million. The project spend to date is £500,862 across the last 3 financial years, 2022/23, 2023/24, 2024/25. This has funded:

- Community Engagement and public consultation (communications and marketing support)
- Design consultant (Feasibility report, Feasibility design and preliminary design)
- Project fees (OCC officer fees, commercial support, early contractor involvement)

3. **Fiveways Roundabout, Vision Zero Programme**

The Vision Zero Team are currently reviewing and amending the design of the scheme. Once they have a finalised design the team will be engaging with external stakeholders including Town Council, bus operators, police and emergency services, for comments.

4. **Corn Street (Feasibility Design, Capability and Ambition Fund)**

Milestone have commenced work redesigning the section of Corn Street between Holloway Road and Market Square for people walking, cycling and two-way buses. This work is due to be completed by the end of April (25). Following this, officers will review the designs and engage with stakeholders (much like the engagement for 5. Fiveways Roundabout)

5. **Fiveways Roundabout (Feasibility Design, Capability and Ambition Fund)**

Engagement on the proposals has concluded. Officers are currently consolidating and reviewing comments and writing an officer note with a recommended way forward. This will be shared with the TAC when it is completed.

6. **Windrush Place Active Travel Schemes (S106 Funded)**

Atkins is due to complete designs for the crossings at the end of April. Public consultation for the crossings will take place in May.

7. Madley Park Path Improvements

Public consultation for the path improvements will take place in May.

8. Thorney Leys Path

The scheme is due to be completed within the next week.

9. School travel

Witney Community Primary School – engaging with school travel team, looking to promote a 5-minute walking bubble for school journeys, will be taking part in Walk to School Week (19th – 23rd May 2025).

Wood Green School – currently working on their school travel plan to support more walking, cycling and bus travel to school and address barriers to this.

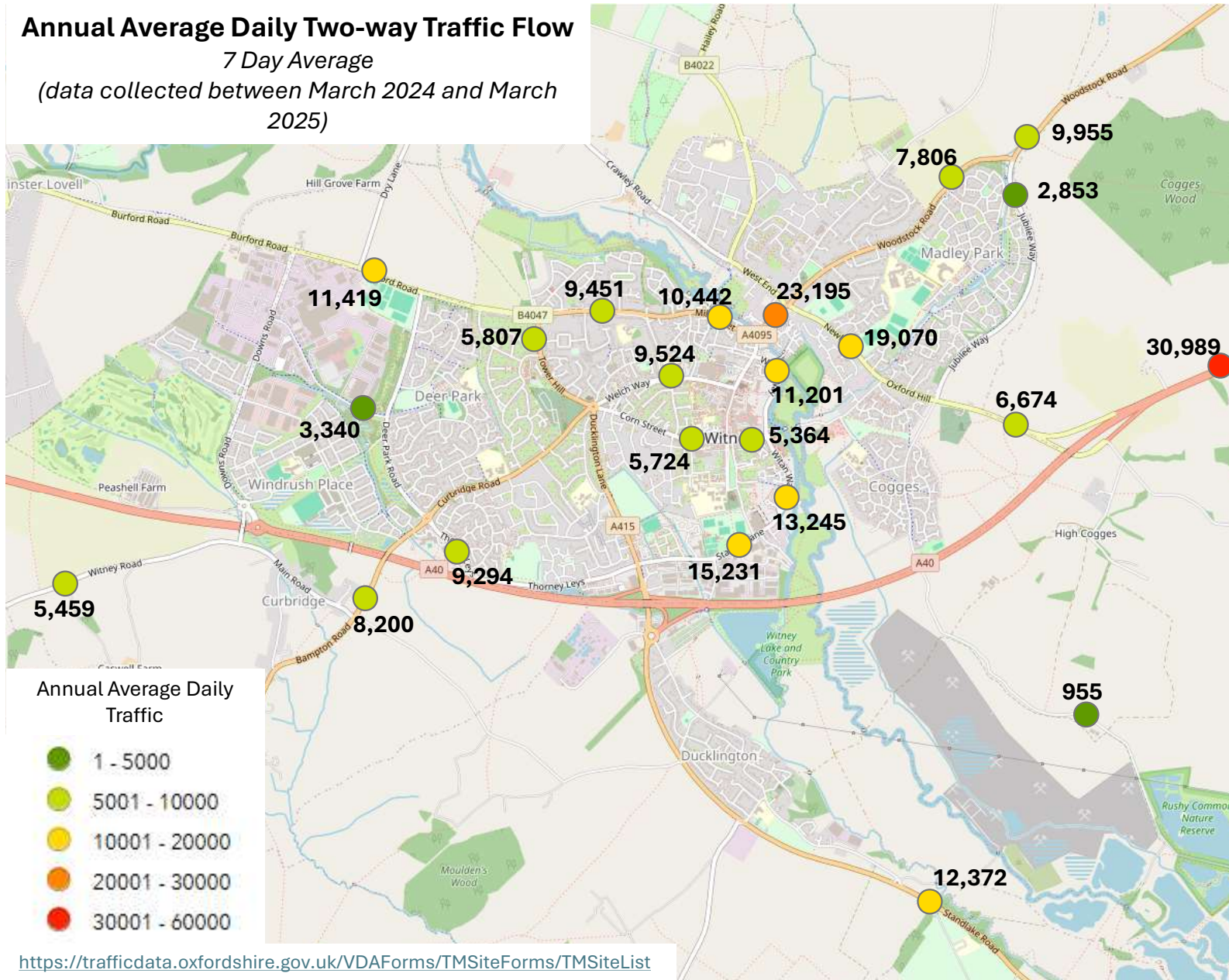
10. Parking changes

Proposals were recently approved by our cabinet member for transport that will see the introduction of dual-purpose restrictions on Church Green and Corn Street. Under the proposals the existing time limited restrictions will remain, but residents will be allowed to apply for permits which will exempt them from the limits on time. Preparations are taking place for the necessary sign changes, and it is estimated that residents will be written to in April to start applying for permits.

11. Wood Green School path drainage issue

OCC engineers have reviewed the site and have identified as a first step cleaning of the gully and associated pipework to ensure it is functioning properly. Following this, the team will be able to assess whether this has improved drainage or if further work is required. The team have asked to be kept updated and if the issue is still evident, will explore next steps.

Annual Average Daily Two-way Traffic Flow
 7 Day Average
 (data collected between March 2024 and March 2025)



<https://trafficdata.oxfordshire.gov.uk/VDAForms/TMSiteForms/TMSiteList>

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