

From: Emma Phillips
Sent: 04 September 2026 13:51

Subject: Re: WTC Response regarding your wayfinding request

Hello Derek,

Thank you for taking this to the Stronger Communities Committee and for providing such a clear response.

I am pleased to hear that the Committee has no objection in principle to the proposed locations, subject to the points outlined below.

I can confirm:

- The examples provided were intended to be illustrative only and do not form part of any approval process at this stage. Once detailed designs have been developed, these will be shared with the Town Council for review and consideration before any installations proceed on Town Council land.
- The wider wayfinding project includes signage in a number of locations across the town, including sites on land owned by WODC, Oxfordshire County Council and other private landlords, subject to the necessary permissions being secured.
- That responsibility for ownership, maintenance, repair, replacement and removal of the wayfinding signs will remain with WODC.

...

Thank you again to the Committee for its consideration and support. I will continue to keep Town Council officers updated as the project progresses and look forward to working with you as the designs develop.

Kindest regards,

Emma Phillips

Market Towns Officer

West Oxfordshire District Council

From: Derek Mackenzie
Sent: 02 September 2026 09:57
To: Emma Phillips
Subject: WTC Response regarding your wayfinding request

Hi Emma.

Apologies for the delay in responding. With a number of Councillors away over the summer period, I needed to allow additional time to seek a consensus view from members of the Stronger Communities Committee.

The Committee has no objection, in principle, to the three proposed locations, provided that:

- this does not constitute approval of any sign or design.
- the examples in the attached appendix are treated as illustrative only.
- final landowner consent is withheld until detailed proposals are approved by the Town Council.
- the Town Council may request amendments or refuse an unsuitable detailed proposal; and
- ownership, maintenance, repair, replacement, and removal responsibilities remain with WODC.

In reaching this position, members noted that the proposed locations form part of a wider wayfinding scheme and would welcome confirmation that similar wayfinding signage will also be provided on other land within the overall project area, including WODC and OCC owned land where appropriate.

Members were generally supportive of the concept of wayfinding signage and considered that, subject to the above points, the installations could provide a positive addition to these locations.

Kind Regards

Derek Mackenzie CiLCA

Committee Clerk & Senior Admin Officer

My working hours are Mon- Fri 8:30 am - 5pm (Fri to 4:30pm)