



BURFORD TOWN COUNCIL TRAFFIC ADVISORY COMMITTEE MEETING

**Held on Monday 22nd September 2025
At 1pm at the Council Chambers Room, The Tolsey, Burford**

Present:

Chairperson: Cllr. D Cotterill – Mayor (Interim Chairperson)
Councillors: Cllr Craven – Deputy Mayor, Cllr. P Higgs, Cllr S Palmer and
District Cllr. H Ashton (WODC).
Town Clerk and RFO: Mrs C Edgar-Hiatt
Others: No members of the public were present.

25.T07 WELCOME AND APOLOGIES

The Chair of the Traffic Advisory Committee was vacant at the time of the meeting. Councillors nominated Cllr Cotterill to Chair the meeting as Mayor of the Council.

The interim Chair welcomed Councillors to the meeting.

Apologies for absence were received from Cllr. P Bruce and Cllr Tunnell-Westmacott.

Resolved:

Councillors reviewed and approved the reasons for absence.

25.T08 DECLARATION OF INTEREST

There were no declarations of interest.

25.T09 MINUTES

The minutes of the Traffic Advisory Committee meeting held on the 10th February 2025 were received.

There were no questions, therefore the Chair moved their acceptance. Members were unanimous in agreement.

Resolved:

That the minutes of the Traffic Advisory Committee meeting held on the 10th February 2025 were approved as a correct record of the meeting and signed by the Chair.

25.T10 PUBLIC PARTICIPATION

The Council adjourned for this item.

There were no members of the public present.

The Council reconvened.



25.T11 **HGVs**

District Cllr Ashton presented a report that summarised the HGV issue in Oxfordshire and the situation for Burford.

Oxfordshire County Council (OCC) will present to Burford Council and the Windrush Valley Steering Group a further data survey of HGVs in the County which will be reviewed by the Traffic Advisory Committee and reported to Council.

A meeting with WyVTAG (Windrush Valley Traffic Action Group) and representatives from Burford Town Council will take place on 13th October 2025.

A meeting with OCC Steering Group to review the data will be held on the 16th October 2025.

Councillors agreed to meet prior to the 16th October meeting to discuss options to be put forward by Cllr Ashton and Cllr Field-Johnson as appropriate at the Steering Group meeting on the 16th October 2025.

Cllr Ashton noted that County Cllr Field-Johnson has had discussions with representatives from OCC in regard to the possible costs of a ban or weight restriction limit, which would be considerable for the Town Council. Further discussions on this will be had with County Council.

Resolved:

1. That the report was noted.
2. That Burford Town Council will take formal responsibility for the HGV project for the town and will be responsible for responding to County and District Council on behalf of the Town.
3. That Cllr Hugo will present the findings of data to the Traffic Advisory Committee before the 16th October 2025, with an informal meeting proposed on the 14th October 2025.
4. That Council will submit to OCC Steering Group by the 16th October, Burford's formal request in regard to HGV through traffic in Burford.
5. That the Traffic Advisory Committee will put forward a motion to Full Council to consider nominating Mr Ken Gray onto the committee.
6. That the Traffic Advisory Committee will discuss with Full Council the possibility of holding an emergency meeting to approve the proposal that will be submitted to the Steering Group at OCC.

25.T12 **ZEBRA CROSSING**

Cllr Higgs reported on the electricity for the new zebra crossing.

OCC in collaboration with Scottish & Southern Electricity are struggling to find a suitable electricity connection for the proposed new zebra crossing on the upper end of the High Street, the Hill.

Councillors discussed the options, including the possible connection to a resident's electricity cable or the option to use solar.

Resolved:



1. That the report was noted.
2. That the Clerk will contact OCC for further updates on the matter.

25.T13 **BRIDGE PAVEMENT**

The bridge pedestrian pavement will be going ahead sometime in the spring of 2026.

Cllr Field-Johnson is reviewing the finer details of the pedestrian pathway over the bridge with officers at OCC.

Councillors agreed to leave the details of the project for OCC officers and County Cllr Field-Johnson to finalise .

Resolved

1. That the report was noted.

25.T14 **HIGHWAYS SITE SURVEY**

Cllr Craven gave a report to Councillors on contracting a highways surveyor to carry out a full traffic site survey of the town. The reasoning for the survey would be to gain a professional viewpoint on the many different traffic issues in Burford which would further support any new traffic proposals made by Council.

Cllr Ashton advised for Council to focus on the key issues of coach parking and street parking for the survey.

Councillors questioned whether the surveyor would provide a service greater than what OCC Highways provides to Council.

Councillors agreed to wait until the first Traffic Advisory Committee meeting with representatives from Highways, West Oxfordshire District Council (WODC) and the police, to understand what kind of future traffic proposal the Council will put forward. After this, a highways survey may be necessary to focus on the traffic proposal.

Resolved:

1. That the report was noted.
2. That further quotes will be sought after meeting with OCC, WODC and the police at the next Traffic Advisory Committee, with a clear remit to the surveyor.

25.T15 **GULDENFORD CAR PARK FLOODING**

Cllr Cotterill reported on the option to install a penstock device at one section of the Windrush river in the town. This may help with increasing the flow of the river which in turn could help alleviate flooding and protect houses along the river.

Cllr Cotterill is looking at funding options for the penstock device. Quotes previously sought for an automatic penstock device averaged around £150,000.



Cllr Higgs noted that although the Council has no responsibility to the workings of the river, the Council should be seen to support the riparian owners along the river in order to help reduce flooding when the town gets heavy rain.

Cllr Ashton reported on flooding issues discussed with WODC in regard to Guildenford Car Park as follows:

After extensive lobbying of WODC, a sum of £20,000 has been agreed to be put towards flooding mitigation at the car park in Burford.

WODC's flood officer believes that the proposal for a 20cm barrier would not be accepted by Environment Agency except by requiring a swale with the retention capacity equivalent to the water retained in the flooding car park. This would have a major cost and require land-owner consent. It is therefore not being pursued by WODC.

The second mitigation measure proposed was to increase the draining capacity of the linear strip drain and oil filter through which this water passes as something is causing a partial blockage. This is currently being investigated. This might lead to works to ensure the car park drains more quickly.

Cllr Cotterill noted that the Environment Agency recently has delegated flooding responsibilities to WODC and the Council will be discussing this further with the flooding department at WODC.

There have been suggestions by WODC of placing a sensor in the river to alert riparian owners and the Council of when flooding may occur. Cllr Cotterill will investigate further whether there is a riparian owner emergency contact communication system in place for flooding alerts. Cllr Craven noted that she will investigate setting up a communication system if none exist and add this to the Council's Emergency Plan.

Resolved:

1. That the reports were noted.
2. That Cllr Cotterill and Cllr Craven will look into setting up an emergency flooding group to add to the Town Council's emergency action plan.
3. That Cllr Cotterill will investigate further into the installation of a Penstock device.

25.T16 REMEMBRANCE SUNDAY

It was agreed that the Deputy Mayor, Cllr Craven will lead Remembrance Sunday on behalf of the Council.

Councillors agreed to focus on the Remembrance Sunday service and not have a formal procession after the service.

Resolved:

1. That the verbal report was noted.
2. That Deputy Mayor, Cllr Craven will represent the Council at Remembrance Sunday service.
3. That Councillors agreed to not have a formal procession down the High Street.
4. That the agreed logistics for Remembrance Sunday service will be presented to Full Council at the 1st October 2025 for approval.



25.T17 **TEMPORARY CAR PARK**

Cllr Cotterill provided a report on setting up a temporary car park on the field adjacent to Guildenford car park in 2026 for busy weekends and event days during the year.

The temporary car park would be in place under the 28-day permit which does not need planning permission.

Landowners have agreed to allow the land to be used for this purpose.

Cllr Higgs noted that there would need to be a written agreement with the landowners as to the restrictions requested from the landowners.

Cllr Ashton presented a report on usage of Guildenford Car Park as follows:

WODC carried out a traffic count throughout 2024 with a rubber tube counter. This confirmed that the car park is full for several hours at the weekends during spring and summer. Extra capacity is needed if the car park is not to become a constraint on visitor numbers and to take pressure off unsuitable on-street parking on all the approaches to the town.

Expansion to the north of the car park was turned down owing to objections from Historic England (impact on the setting of the church) and Environment Agency (objection to development in the flood plain). Expansion to the east would also have the latter objection.

The Town Council and Burford Festival have used part of the field east of the car park as a temporary overflow car park in the past very successfully. This is only possible in fine weather when the ground is firm, and the gate has to be locked to prevent overnight camping and illegal parking.

With land-owner consent, this site can be used for 28 days a year without needing any permissions from WODC as temporary use. This may be enough for normal operation because of the weather condition restrictions.

Resolved:

1. That the report was noted.
2. That Councillors approved of a temporary car park at Guildenford Carpark and agreed to present the car park project to Full Council at the 1st October 2025 for approval, to be implemented in the next few months.

QUESTIONS TO THE CHAIR OF THE TRAFFIC COMMITTEE

Cllr Ashton noted WODC's proposal to segment the car park. They will be issuing a TRO in the next month and Councils are to prepare a response on this matter. This item will be put on the 1st October 2025 Full Council meeting.

Cllr Ashton noted the possible offer from WODC to take full responsibility of the public toilets. Cllr Ashton advised the Traffic Advisory Committee to consider the possibility of taking the car park into town ownership to pay for the public toilets. This item will be put on the 1st October 2025 Full Council meeting.



The meeting concluded at 3pm.

Chairperson's Signature..... Date.....