

Carterton Town Council

Town Hall Alvescot Road Carterton Oxon OX18 3JL Tel: 01993 842156

Email: <u>clerk@carterton-tc.gov.uk</u> <u>www.carterton-tc.gov.uk</u>

30th October 2025

Chair: Cllr N Leverton
Vice-Chair: Cllr L Wood

Members: Cllr R Crapper, Cllr C Lincoln, Cllr D Melvin, Cllr S Vaughan and Cllr K Wood

You are hereby summoned to attend an ORDINARY meeting of the **ECONOMIC REGENERATION AND ENVIRONMENT COMMITTEE** on **Tuesday 4th November 2025 at 6.00pm** at the Town Hall.

Under the Openness of Local Government Bodies Regulations 2014 the Council's public meetings are recorded, which includes filming, audio-recording as well as photography.

In accordance with the council's standing orders any councillor or member of the public must inform all of those present if they wish to film, photograph, livestream or make an audio recording of meeting proceedings.

We are proud to announce that Carterton Town Council has signed the Civility and Respect Pledge. The Council will treat all Members, Officers, and members of the public, with civility and respect at all times. We please ask that members of the public do the same.



Simon Garwood

Chief Officer/Town Clerk

AGENDA

1. APOLOGIES

Committee to receive apologies for absence.

2. DECLARATIONS OF INTEREST and DISPENSATIONS

With reference to items on the agenda Members are reminded of their responsibility to declare interests and to update their Register of Interests accordingly.

3. PUBLIC PARTICIPATION

Members of the public are invited to speak on matters on this agenda. The period of time designated for public participation in accordance with Standing Orders shall not exceed 15 minutes, max. 3 minutes per person, and will be under the direction of the Chair.

4. MINUTES OF THE PREVIOUS MEETING

To approve and sign the minutes of the Economic Regeneration and Environment meeting held 1st July 2025.

5. WORKING GROUP UPDATES

- a) Committee to receive a final report from the Road Safety Working Group
- b) Update on the Green Spaces Working Group

6. CARTERTON AREA STRATEGY

Committee to receive an update from West Oxfordshire District Council on the Carterton Area Strategy

7. TOWN CENTRE IMPROVEMENTS

To receive an update on current and proposed town centre improvement initiatives and to discuss potential next steps and recommendations to Full Council. Areas for discussion include:

- a) Tower Square enhancements
- b) Carterton Market improvements
- c) Burford Road Car Park repairs
- d) Town Centre Wayfinding and Signage project

8. IMPROVEMENTS TO STREET SCENE UPAVON WAY

To receive an update on proposed improvements to the Street Scene on Upavon Way and to discuss potential next steps and recommendations to Full Council. Areas for discussion include:

- a) Bus Shelters
- b) Queen Elizabeth II Garden

9. IMPROVEMENTS TO GREEN SPACES

To receive an update on proposed Green Space projects and to discuss potential next steps and recommendations to Full Council.

Areas for discussion include:

- a) Willow Meadows additional land management, repairs and information
- b) The Dell Healthy Place Shaping Project Reclaiming our Green Spaces

10. DATE OF NEXT MEETING

Council to note the date of the next meeting as 3rd March 2026 at 6pm.

Members of the Press and Public Welcome

Please click on bookmark to take you to the relevant supporting information.



Carterton Town Council

DRAFT

A meeting of the ECONOMIC REGENERATION AND ENVIRONMENT COMMITTEE was held on Tuesday 1 July at 6.00pm at the Town Hall and was attended by the following:

Chair: Cllr N Leverton Vice Chair: Cllr L Wood

Town Councillors: Cllr R Crapper, Cllr S Vaughan, Cllr K Wood

In attendance: One member of the public (Cllr S Watson)

Officers: Simon Garwood (Town Clerk)

ITEM	MINUTE	VOTE / ACTION
ERE1/25-26/1	ELECTION OF CHAIR	
	IT WAS RESOLVED that Cllr N Leverton be elected as Chair to hold office until May 2026.	Proposed: RC Seconded: LW All in favour
ERE2/25-26/2	ELECTION OF VICE CHAIR	
	IT WAS RESOLVED that Cllr L Wood be elected as Vice Chair to hold office until May 2026.	Proposed: NL Seconded: RC All in favour
ERE3/25-26/3	APOLOGIES	
	Apologies were received from Cllr C Lincoln and Cllr D Melvin.	
	Cllr K Wood joined the meeting during Item 4 on the Agenda.	
ERE4/25-26/4	DECLARATIONS OF INTEREST AND DISPENSATIONS	
	With reference to items on the agenda Members were reminded of their responsibility to declare interests and to update their Register of Interests accordingly.	
	There were none.	

ERE5/25-26/5	PUBLIC PARTICIPATION	
	Members of the public were invited to speak on matters on this agenda. The period of time designated for public participation in accordance with Standing Orders shall not exceed 15 minutes, max. 3 minutes per person, and under the direction of the Chair. Cllr Watson, who is not on the committee, asked as a	
	member of the public for clarification of the position with the S106 projects for his ward. He said he had been trying to get some progress on the Upavon Way underpass and wondered if the Clerk could assist to escalate it.	
	The Clerk said that S106 funding for street scene projects had been discussed at the previous meetings of this committee and the Recreation & Amenities Committee. The funds for Street scene improvements on Upavon Way has to be allocated and spent by February 2026. He requested that Cllr Watson update him with what he had done so far regarding the underpass and he could then take it forward.	
	Cllr Leverton said that OCC had made the decision to keep the underpass open but acknowledged the pumping system was not robust enough. He understood a business case was being put together, but suspected they could be waiting for possible S106 money from the forthcoming MOD housing development.	
ERE6/25-26/6	MINUTES OF THE PREVIOUS MEETING	
	Committee to approve and sign the minutes of the Economic Regeneration and Environment meeting held on 4 February 2025.	
	IT WAS RESOLVED that the minutes of the meeting held on 4 February 2025 be approved as a true record of the meeting and signed by the Chair.	Proposed: KW Seconded: LW All in favour
ERE7/25-26/7	S106 MONIES	
	Committee to receive an update on existing S106 monies available to consider requests for mitigation from future developments.	
	Cllr L Wood asked whether S106 money could be used to improve the Market.	
	The Clerk said that there is specific money that has to be spent, one of which is for Town Centre Improvement and it could potentially include the Market, but more funding with	

	a longer timescale is also available. A definite project idea would be needed to take this forward. Suggestions were a canopy for the refreshments area, either gazebos or an awning, and also having one stall owned by the Council to be let out to a different local charity or group each week. The Clerk would check with WODC officers to see whether these ideas met the criteria. Cllr K Wood referred to the Play and Recreation contribution from the Swinbrook Road development. The Play Park at Baldwin Mews and the whole area looks untidy and in need of attention. The Clerk said this could go to the next Recreation & Amenities Committee.	
	For the Signage contribution, a map was currently being worked on to direct people towards the Town Centre, doctors surgeries etc. Some signage was suggested for the WOCT bus stops at Shilton Park.	
ERE8/25-26/8	TOWN CENTRE IMPROVEMENTS	
	To discuss and consider making a recommendation on proposed improvements to the town centre using available S106 funding:	
(a)	Tower Square Proposal: To remove the existing low-level bushes and earth mound surrounding the tree in the centre of Tower Square, and to replace this area with level paving – creating a more open, accessible, and continental-style public square. The existing mature tree would be retained and integrated into the new design.	
	The land is not in the ownership of the Council. It would be necessary to engage with the landowner(s) to obtain permission and agreement in principle. Attempts have been made to engage with them, with no success as yet.	
	Concern over the condition and overgrowth of the tree was expressed and it was suggested this is looked at. Council had previously leased the land from the owners and it was queried whether this should be considered again.	
	The Clerk would liaise with WODC about what the Council are considering for this area.	Clerk
	IT WAS RESOLVED to recommend to Council that further attempts are made to enter into discussions with the landowners and businesses with a view to moving the project forward, and to discuss the possibility of entering into a new lease agreement.	Seconded: KW

(b) The Original Factory Shop frontage

Proposal: To carry out improvements to the area in front of the Factory Shop, including:

- Management or removal of large trees that currently overshadow the building and raise the paving with their roots;
- Clearance and replanting of the overgrown raised beds adjacent to the pavement.

Initial investigations suggest that the land is likely under the ownership of Oxfordshire County Council (Highways). However, multiple attempts to engage OCC have so far been unsuccessful. In addition, we have been informally made aware that West Oxfordshire District Council may be exploring redevelopment opportunities for the building. In light of this uncertainty, it is not considered appropriate to proceed at this stage.

IT WAS RESOLVED to recommend to Council that the Proposed: NL project is paused until ownership and responsibility are All in favour confirmed, and any potential redevelopment plans by WODC are clarified.

Wayfinding and signage (c) Proposal:

- Installing brown tourism-style directional signs to guide residents and visitors to key green and recreational sites, including: Willow Meadows, The Dell, The Market (Market Square), Carterton Recreation Ground, Town
- Adding the words 'Town Hall' to the Alvescot Road side of the building to improve visibility and help visitors more easily identify the premises from the main road.
- Installing a dedicated noticeboard on the Recreation Ground to display upcoming events and activities.
- Creation of a new Town Map for noticeboards and hand out at the Town Hall as the previous map is now out of date.

A plan would need to be drawn up for Willow Meadows to include, for example, where people can walk to avoid damaging the environment, what maintenance is needed etc. Signage could include the history of the site and what species are found there. The new Town Map would highlight local attractions such as Willow Meadows.

IT WAS RESOLVED to recommend to Council that the above wayfinding and signage proposal is taken forward.

Proposed: KW Seconded: NL All in favour

ERE9/25-26/9	RE9/25-26/9 IMPROVEMENTS TO STREET SCENE AT UPAVON WAY				
	To discuss and consider making a recommendation to Council on potential street scene improvements along Upavon Way funded by existing S106 contribution:				
(a)	Bus Stops Proposal: To replace or refurbish the existing bus shelters on Upavon Way, particularly those near Stanmore Crescent, which are heavily used by residents and have been the subject of public concern.				
	The current shelters are in poor condition, with ageing structures and limited protection from the elements. Older and vulnerable residents have raised safety concerns, expressing that the shelters feel unsafe and unwelcoming. Improving the shelters would demonstrate a direct response to community feedback and provide tangible public benefit.				
	However, the Lidl development at the corner of Monahan Way and Upavon Way (Broadshires) is expected to include provision for new bus shelters as part of its planning obligations, and so too might the REEMA North development. These may replace or duplicate proposed Town Council upgrades				
(b)	Queen Elizabeth II Garden Proposal: To create a new landscaped public garden space on Upavon Way in memory of Her Late Majesty Queen Elizabeth II, complementing the existing Queen Mother's Garden located nearby.				
	A commemorative garden would enhance the visual amenity of the Upavon Way corridor, soften the urban character of the area, and provide a peaceful space for reflection. It would serve as a fitting and lasting tribute to Queen Elizabeth II and could also incorporate educational or interpretive features celebrating her life and service. The project aligns well with the S106 objective to improve the street scene and could provide a point of civic pride for the community.				
	Two potential locations were put forward for consideration:				
	Site A - Corner of Monahan Way and Upavon Way. This is a prominent and visible site that is currently underused. However, it is currently unclear whether the forthcoming Lidl development and REEMA North housing development could have an impact on this area.				

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	Site B – Corner of Upavon Way and Burford Road (opposite Queen Mother's Garden). This offers the potential to create a complementary green space, possibly linked by planting schemes or signage.	
	Cllr K Wood said that the Queen Mother's Garden is in need of some attention to improve it and perhaps could be combined with a Queen Elizabeth II Garden. Often there are parked cars on the proposed verge at Site B, so the site might not be suitable.	
	IT WAS RESOLVED to recommend that Council defer action on the bus shelters pending the discussions around S106 contributions from the Lidl and REEMA North developments and to recommend to Council that Site B is not considered to be suitable for the proposed Queen Elizabeth II Garden, and an alternative site on the corner to of Stanmore Crescent near Jaggers Bar should be considered instead.	Seconded: KW
ERE10/25-26/10	IMPROVEMENTS TO GREEN SPACES	
	Committee to receive an update on two potential green space projects and consider making a recommendation to Council to create a new Working Group to take the projects forward:	
(a)	Willow Meadows Willow Meadows has been identified by BBOWT and visiting specialists as a site of exceptional ecological value - one of the most important lowland wet grassland and fen sites in Oxfordshire, possibly the UK. It supports a population of native black poplar trees, rare grasses and wildflowers, and habitats for water vole, rare butterflies and wetland birds. The site is currently managed by the Town Council. While this arrangement maintains the meadow's basic ecological health, there is scope for significant improvement, both in land management practices and public engagement. The objectives of this project would be to enhance land management with specialist guidance and BBOWT involvement; repair existing boardwalk infrastructure; and install information boards and QR codes linking to interactive online content explaining the site's biodiversity, species, and conservation value.	
(b)	The Dell	
	The Dell is an underused and overgrown green space with untapped potential. It has, in recent years, suffered from low	

visibility and reports of anti-social behaviour. However, it also offers a valuable natural setting and a well-planned intervention could reclaim the space for positive community use, especially for families and young people. This aligns with a separate funding stream identified by Public Health partners through WODC, designed to 'reclaim' green spaces to improve mental and physical health outcomes. The objectives of the project would be to cut back and thin vegetation to increase visibility and improve perceptions of safety; create designated family picnic areas, informal

seating, and space for Forest School or community-based outdoor learning; install interpretive signage and QR codes to explain the site's history, biodiversity, and positive usage rules; and designate space and signage for young people, setting expectations for safe and responsible use, encouraging self-policing of behaviour.

Reclaiming The Dell for positive use would support the Council's wider regeneration efforts, particularly in relation to the planned Skate Park redevelopment, and would strengthen the Council's position when applying for capital funding for the Skate Park project.

IT WAS RESOLVED to recommend to Council that a Green Spaces Working Group is set up to take forward the projects at Willow Meadows and The Dell. The Working Group would liaise with BBOWT and WODC partners; develop project Proposed: KW plans, timelines, and costings; explore community Seconded: LW involvement opportunities (eg schools, youth groups); and All in favour bring forward formal recommendations and funding applications for Council approval. It should be a time limited (task and finish) group, reporting to the Economic Regeneration and Environment Committee, and include officers, councillors, and (potentially) local community representatives or volunteers with relevant interests.

ERE11/25-26/11 DATE OF NEXT MEETING

Committee to note the date of the next meeting is scheduled for Tuesday 4 November 2025 at 6.00pm.

It was noted that a meeting might need to be scheduled sooner than this if necessary.

The meeting closed at 7.13 pm.

Chair:		
Date:		

Road Safety Working Group Final Report - 29 September 2025

The group gathered complaints and concerns from residents, councillors, and young people in the town. It also considered the 20mph proposal presented by OCC and made a recommendation to the full town council as to how to respond.

The Road Safety Working Group activities included:

- Regular meetings to gather reported issues together, map them, and discuss possible solutions.
- A meeting with OCC officers and Thames Valley Police to discuss the various issues regarding speeding, parking, school access points, and general safety.
- A meeting with a group of young people from Carterton Community College raised issues with speeding, parking, general safety, connectivity around the town, and cycle and walking safety.
- A Local Cycling and Walking Infrastructure Plan (LCWIP) audit was undertaken of the town, looking at all the concerns raised by all the groups in Carterton.
- Attendance of members of the working group at the OCC LCWIP steering group meetings, feeding residents' concerns into the discussions.

The outcomes from the Working Group activities have been:

- The successful erection of a speed awareness signal on Wycombe Way
- A 20mph response from the working group was accepted by Carterton Full Town Council and sent to OCC
- An LCWIP public consultation survey was posted by OCC
- A 20mph public consultation survey was posted by OCC
- A School Street consultation survey was posted by OCC
- A Mobility Hub consultation survey was posted by OCC
- The submission of a Carterton LCWIP to OCC for formal adoption on 9th October
- The supply of speed awareness signs from OCC Highways, the first of which have been posted in Brizewood, and an agreement from the Carterton Town Council for further signs to be erected on specific roads around the town
- The formation of a Community Speed Watch Group

Although the group has wrapped up, there are still issues that may not be picked up by any of the initiatives taken forward by OCC. These will need to be monitored:

- Speeding on Shilton Road
- Condition of road surface on Upavon Way from Alvescot Road to Burford Road
- Improve the bus shelter on Upavon Way at the junction to Lord Close to improve visibility and use by wheelchair users
- A crossing on Upavon Way by Northwood Crescent (resolution of underpass)
- Illegal parking on junctions to Home Close and Foxcroft Drive

- Speeding on Alvescot Road
- A barrier at the exit to Edith Moorhouse school on Alvescot Road
- The flooding of the footpath bridge from the Carterton Leisure Centre to Shilton Park
- Inconsiderate parking on Milestone Road



Section 106 Proposals

Action no: 15/04061/OUT - £6,147.00

'Signage contribution' towards the improvement and provision of signage in the vicinity of the site.

Noticeboard for the ARRG (REC). Double sided, Triple Bay with full coloured CTC logo and signwriting. Featuring town centre map and a taster of information about the history of Carterton with QR code to scan, linking you to the council website page to give the full history of Carterton including the charter – agreed.in.principal.at.the. Carterton.Recreation.Ground.Trustees.Meeting.on.the.**5**^h.September.868**0**as.long. as.S76**2**funding.is.awarded;





Also:

Two new name signs for the Town Hall – approved.by.council.at.the.meeting.held.on. Tuesday.87st.October.868**4**



Action no: 15/04061/OUT - £36,880.00

'Street Scene Landscape Contribution' towards the improvement and provision of landscaping along Upavon Way Carterton and in the vicinity of the Site.



4 x Mono Bus Shelters (NEW), situated at:

Broadshires Health Centre NE, 2 bay mono shelter

Broadshires Health Centre SW, 2 bay mono shelter

Stanmore Crescent NW, 3 bay mono shelter

Bovingdon Road NW, 2 bay mono shelter

And / Or

Queen Elizabeth II Memorial Garden, situated at:

Corner of Upavon Way and Broadshires or The Families Club next to Stanmore Crescent This.is.subject.to.permission.by.MOD.allowing.CTC.to.build.on.their.land;.





Action no: 15/04061/OUT - £18,440.00

'Town Centre Contribution' towards the improvement of Carterton Town Centre.

Improvements to the Tower Centre land to include:

- Laying of new patio area, not compromising the mosaic feature
- Tree maintenance to the existing tree, reduction to height and width
- New landscape area around the existing tree



And / Or

Laying a new car park section (on unregistered land) at Burford Road Car Park.





Supplier Quotes:

Noticeboard



Lyndy Dennis Carterton Town Council Town Hall 19 Alvescot Road Carterton OX18 3JL

QUOTATION

Mobile

Ref No. 31914/1
Dated 24/09/2025
Contact Lyndy Dennis
Tel 01993 842156
Fax

Dear Lyndy,

Further to your enquiry, please find below details of our quotation for supply of the items required. Please refer to the foot of the main quotation for details including costs of available options and variations.

Re: 1 off 3-bay 6A4 Aluminium Noticeboard with Posts (Double Sided)

Item	Qty	Ref Code	Description	Unit Price	Total
Α	1	AF30MC/T6/PC	AF30 Multi-Bay Kit for 3 x AF30/6A4 Double sided with Contemporary 76mm diameter x 2500mm aluminium posts, Powder-coated RAL6005 Green	£650.81	£650.81
В	1	HEAF30M/TA6B	External Header for AF30 Multi- Triple Bay 6A4 Noticeboards Bow pattem (200mm high) Powder-coated RAL6005 Green	£178.44	£178.44
С	2	LOGOAF/C	Full Colour Logo for AF Board printed on White vinyl (from ready to use artwork provided by client)	£22.00	£44.00
D	2	SLH	Signwriting, Cost per Header in vinyl lettering. Arial font in Yellow vinyl CARTERTON RECREATION GROUND (x 2) Text TBC	£53.06	£106.12
E	6	AF30/6A4/GREEN	AF30 Aluminium Noticeboard 6A4 Side Hinge O/A size 750 wide x 750 high x 30mm, 4mm Plexichoc Glazing (Back Panel White Internal & Light Grey External) Powder-coated RAL6005 Green Supplied with 6 x 20mm Magnetic Discs in White (as MD2/AF)	£264.62	£1,587.72
F	2	SPAF30/6A4	Sign Panel (unlimited vinyl text or digital print from artwork to be supplied by client) For AF30/6A4 Noticeboard FITTED INTO CENTRE BAY (both sides)	£175.50	£351.00
G	1	DELALL	Delivery to Carterton	£103.45	£103.45

Item Qty F	Ref Code	Description	Unit Price	Total
			Sub Total	£3,021.54
			Discount (5%)	£151.08
			Discounted Total	£2,870.46
			VAT	£574.09
			TOTAL	£3,444.55

Terms:

Payment: Net 30 days

Payment Methods Accepted By:
Cheques: Made payable to Greenbarnes Ltd

BACS: Metro Bank, Sort Code 23-05-80. Account No 26585244

Credit/Debit Cards accepted

VAT is charged at 20%.

Delivery: Typically expected approx 4 to 6 weeks from receipt of order. This quotation is valid for 30 days from the date of this document. Details and sizes as per catalogue. Installation not included.

Line item prices exclude VAT
E & OE

OPTIONS(ex VAT):

Additional magnets:

MD2 20mm dia magnets: £13.47/pack of 10

To order, simply ring, fax or email quoting the reference number at top of this document. Alternatively, if you need clarification, or would like to discuss or a amend your requirements, please do not hesitate to contact our sales team on 01280 701093 or sales@greenbarnes.co.uk.

Yours sincerely,

Andy Brewer Technical Sales

Town Hall Signs

Lyndy Dennis

Kingdom Signs - Sales <sales@kingdomsigns.com> 09 October 2025 13:53 Lyndy Dennis Quote Outdoor Sign brushed lettering.jpg

Good afternoon, Lyndy,

I hope you are well.

Please see below the costs for two options:

Option 1: Acrylic

Replacement of existing Flat Cut 5mm Black Acrylic Letters:

"Town" @ 300mm "Hall" @ 300mm

C/W Laser Polished Edges

£238.08 + VAT

Additional

Flat Cut 5mm Black Acrylic Letters:

"Town" @ 220mm

"Hall" @ 220mm

C/W Laser Polished Edges

£191.25 + VAT

Option 2: Brushed Silver

Replacement of existing

Flat Cut 3mm Composite Brushed Silver Letters: "Town" @ 300mm

"Hall" @ 300mm £279.84 + VAT

Additional

Flat Cut 3mm Composite Brushed Silver Letters:

"Town" @ 220mm "Hall" @ 220mm

£237.09 + VAT



Bus Shelters



QUOTATION

Carterton Town Council

Quotation Date 29 Oct 2025

Externiture Ltd Unit 3 Daytona Drive

Expiry 30 Nov 2025 Thatcham Berkshire RG19 4ZD

Account Number

UNITED KINGDOM Tel: 01635 862100

Quotation Number

Reference

AJ - 4x Mono bus shelters

VAT Number 256401813

4x Mono bus shelters

Thanks for your enquiry.

As agreed this quote is for bus shelters at the below stops;

- Broadshires Health Centre NE, 2 bay Mono shelter
- Broadshires Health Centre SW, 2 bay Mono shelter Stanmore Crescent NW, 3 bay Mono shelter
- Bovingdon Road NW, 2 bay Mono shelter

All shelters to have the below specification

- Half end panels
- Solid barrel roof
- 2 bay bench seat with handles
- All lower panels solid aluminium
- All upper panels clear poly

Also included In this quote;

- Relay / extension of tarmac hardstand at Stanmore Crescent NW
- Relay / extension of tarmac hardstand at Bovingdon Road NW
 - Remove old shelters
- Installation of new shelters
- Permit application & management
- Line search for utilities

Works detailed above are dependent on being given clear access to site without any restrictions. Sites will be barriered off for the duration of the works.

Traffic management has not been added to this quote, however if Streetworks deem it required then it will be added as a later cost.

Lead time is 14-16 working weeks.

Description	Quantity	Unit Price	VAT	Amount GBP
Broadshires Health Centre NE	1.00	5,950.08	20%	5,950.08
Broadshires Health Centre SW	1.00	5,950.08	20%	5,950.08

Company Registration No: 433 8401. Registered Office: Unit 3 Daytona Drive, Thatcham, Berkshire, RG19 4ZD, United Kingdom

Description	Quantity	Unit Price	VAT	Amount GBP
Stanmore Crescent NW	1.00	8,832.59	20%	8,832.59
Bovingdon Road NW	1.00	7,534.53	20%	7,534.53
			Subtotal	28,267.28
			Total VAT 20%	5,653.47
			TOTAL £	33,920.75

Full Terms and Conditions are available on request