

# Carterton Town Council

Town Hall  
Alvescot Road  
Carterton  
Oxon OX18 3JL  
Tel: 01993 842156  
Email: [clerk@carterton-tc.gov.uk](mailto:clerk@carterton-tc.gov.uk)  
[www.carterton-tc.gov.uk](http://www.carterton-tc.gov.uk)

26<sup>th</sup> February 2026

**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 3<sup>rd</sup> March 2026 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

## PAGES

- 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 4<sup>th</sup> November 2025.

**PAGES 3 – 8**

- 5. ENVIRONMENT POLICY** **PAGES 9 – 14**  
To review the new Environment Policy and make a recommendation to Full Council for adoption, subject to any amendments agreed at this meeting.
- 6. 20MPH SPEED LIMIT PROPOSALS** **PAGES 15 – 18**  
To consider the amended 20mph speed limit proposal received from Oxfordshire County Council, to agree any further amendments or representations arising from this meeting, and to recommend a formal response to Full Council for approval prior to submission to Oxfordshire County Council.
- 7. TOWN SURVEY 2026: CARTERTON 2040 – SHAPING THE FUTURE OF OUR TOWN** **PAGES 19 - 24**  
To consider the proposed scope, themes and structure of the Carterton 2040 Town Survey, agree any amendments or additional areas for inclusion, and recommend the final draft to Full Council for approval.
- 8. GREEN SPACES PROJECTS**  
To receive a verbal update from the Town Clerk
- a) Willow Meadows – additional land management, repairs and information
  - b) The Dell – Healthy Place Shaping Project – Reclaiming our Green Spaces
- 9. DATE OF NEXT MEETING** .  
Council to note the date of the next meeting as 7<sup>th</sup> July 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 4 November 2025 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 D Melvin, Cllr S Vaughan, Cllr K Wood

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

Officers: Simon Garwood (Town Clerk)

ITEM	MINUTE	VOTE / ACTION
<b>ERE12/25-26/1</b>	<b>APOLOGIES</b>	
	Apologies were received from Cllr C Lincoln.	
<b>ERE13/25-26/2</b>	<b>DECLARATIONS OF INTEREST AND DISPENSATIONS</b>	
	<p><b>With reference to items on the agenda Members were reminded of their responsibility to declare interests and to update their Register of Interests accordingly.</b></p> <p>There were none.</p>	
<b>ERE14/25-26/3</b>	<b>PUBLIC PARTICIPATION</b>	
	<p><b>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, maximum of three minutes per person, and under the direction of the Chair.</b></p> <p>Cllr Watson commented on Item 7, Town Centre Improvements. He wondered if improvements could also be considered to the Square at Shilton Park as well as those at the Market Square in the town centre.</p>	

	<p>He also commented on Item 9, Improvements to Green Spaces. In his role as Governor at the Community College, they plan for a group of students to come to the Town Hall to do a mock council meeting. The students are also interested in the projects relating to The Dell and Skate Park.</p>	
<b>ERE15/25-26/4</b>	<b>MINUTES OF THE LAST MEETING</b>	
	<p><b>Committee to approve and sign the minutes of the Economic Regeneration and Environment meeting held on 1 July 2025.</b></p> <p><b>IT WAS RESOLVED</b> that the minutes of the meeting held on Tuesday 1 July 2025 be approved as a true record of the meeting and were signed by the Chair.</p>	<p>Proposed: KW Seconded: LW All in favour</p>
<b>ERE16/25-26/5</b>	<b>WORKING GROUP UPDATES</b>	
<b>(a)</b>	<p><b>Road Safety Working Group. Committee to receive the final report.</b></p> <p>Cllr Leverton commented on the installation of a speed awareness sign on Wycombe Way. He said that the sign had paid from the County Councillor's priority fund and requested that Cllr Field-Johnson is sent a letter of thanks.</p> <p>Cllr K Wood expressed thanks to the Working Group for the work they have done to address road safety concerns in the town.</p> <p>Cllr L Wood said that one of the areas for further attention was the need for a barrier at the exit to Edith Moorhouse School on Alvescot Road to stop children running into the road, and perhaps this could be considered from S106 money. Cllr Leverton wondered about the possibility of the return of a lollipop lady.</p> <p>Cllr Melvin said concerns had been raised about children running into the road at the Empire Drive play park. The park already has a fence around it, but perhaps a survey could be carried to see if the residents had any concerns.</p> <p>Cllr Vaughan said there was a lack of advertising of road safety these days and suggested some cartoon-style information boards along from the school towards the road.</p> <p>The Clerk suggested raising these matters at the meeting with OCC transport officers taking place next week.</p>	<p>Noted</p>

(b)	<p><b>Green Spaces Working Group. Committee to receive an update.</b></p> <p>The Clerk said that a working group is being set up to look at various green spaces projects and a meeting will be arranged within the next couple of weeks.</p>	
<b>ERE17/25-26/6</b>	<b>CARTERTON AREA STRATEGY</b>	
	<p><b>Committee to receive an update from West Oxfordshire District Council on the Carterton Area Strategy.</b></p> <p>Following on from the public meeting in September, a letter has been received from Cllr Tim Sumner, Executive Member for the Carterton Area Strategy.</p> <p>It was agreed that Cllr Sumner be invited to meet with the Town Council to discuss the strategy in more detail.</p>	
<b>ERE18/25-26/7</b>	<b>TOWN CENTRE IMPROVEMENTS</b>	
	<p><b>To receive an update on current and proposed town centre improvements initiatives and to discuss potential next steps and recommendations to full Council.</b></p>	
(a)	<p><b>Tower Square enhancements</b></p> <p>Improvements to the Tower Centre land could include laying of new patio area, not compromising the mosaic feature; tree maintenance to the existing tree, reduction to height and width; and new landscape area around the existing tree.</p> <p>The Clerk had made further attempts to contact the owners of Tower Square, but to no avail as yet. It was noted that the Council had previously leased the Square but the lease had since expired.</p>	
(b)	<p><b>Carterton Market improvements</b></p> <p>Cllr Leverton said that WODC are looking at options for development on one side of the Square that needs to be born in mind when making improvements to the Market.</p> <p>The Clerk said that with the growing population, the Market is also growing, so more equipment is needed, such as pop-up gazebos, tables and chairs etc, which would also help with events.</p>	

(c)	<p><b>Burford Road Car Park repairs. Laying a new car park section (on unregistered land) at Burford Road Car Park.</b></p> <p><b>IT WAS RESOLVED</b> to recommend to Council that quotes are obtained for repair work to the unregistered section of Burford Road Car Park.</p>	Proposed: KW Seconded: LW Unanimous
(d)	<p><b>Town centre wayfinding and signage project</b></p> <p>The Committee noted that a new noticeboard for Carterton Recreation Ground had been agreed in principle at the Trustees meeting on 5 September 2025, to include a town centre map and brief history of Carterton with a QR code linking to the Council website for further information.</p> <p>It was further noted that Council had approved new name signs for the Town Hall at its meeting on 21 October 2025.</p> <p>Members discussed the wider wayfinding project, including brown tourism-style directional signage to key locations such as Willow Meadows, The Dell, the Market Square, Carterton Recreation Ground and the Town Hall.</p> <p>The Committee agreed that this work should form part of a coordinated town centre signage strategy and be progressed alongside the new town map design.</p>	Noted
ERE19/25-26/8	<b>IMPROVEMENTS TO STREET SCENE ON UPAVON WAY</b>	
	<p><b>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:</b></p>	
(a)	<p><b>Bus Shelters. The purchase of four new bus shelters – Broadshires Health Centre NE, Broadshires Health Centre SW, Stanmore Crescent NW and Bovingdon Road NW.</b></p> <p>Cllr L Wood said that Council had previously looked at the possibility of having ‘living’ bus shelters. The Clerk would look into this.</p> <p>Cllr Melvin asked about having a waste bin at every bus shelter to reduce litter, but it was acknowledged that this could be costly.</p>	Noted.
(b)	<p><b>Queen Elizabeth II Garden. Location could be corner of Upavon Way and Broadshires or The Families Club next to Stanmore Crescent, subject to permission by MOD allowing the Town Council to build on their land.</b></p>	

	<p>The Committee considered the potential locations for a Queen Elizabeth II Memorial Garden along Upavon Way.</p> <p>It was acknowledged that any proposal would be subject to land ownership clarification and, where relevant, MOD consent.</p> <p>The Committee agreed that further feasibility work was required before a formal recommendation could be made.</p>	Noted.
<b>ERE20/25-26/9</b>	<b>IMPROVEMENTS TO GREEN SPACES</b>	
	<p><b>To receive an update on proposed green space projects and to discuss potential next steps and recommendations to full Council. Areas for discussion include:</b></p>	
<b>(a)</b>	<p><b>Willow Meadows – additional land management, repairs and information.</b></p> <p>The Committee received an update on proposals to enhance land management at Willow Meadows, including boardwalk repairs, improved interpretation boards and enhanced ecological management in partnership with BBOWT and other specialists.</p> <p>Councillors acknowledged the exceptional ecological value of the site and the importance of balancing improved access with environmental protection.</p> <p>The Committee supported progressing detailed project planning, including costings and potential funding applications.</p>	Noted.
<b>(b)</b>	<p><b>The Dell – Health Place Shaping Project – reclaiming our green spaces.</b></p> <p>The Committee received an update on proposals to improve The Dell through vegetation management, improved visibility, informal seating and picnic areas, interpretive signage and potential forest school or community use.</p> <p>Members noted the link between improvements at The Dell and the planned Skate Park redevelopment, and the opportunity to strengthen funding applications through a coordinated approach.</p> <p>The Committee supported progressing the project as part of the Green Spaces Working Group programme of work.</p>	Noted.

ERE21/25-26/11	DATE OF NEXT MEETING	
	<b>Committee to note the date of the next meeting is scheduled for Tuesday 3 March 2025 at 6.00pm.</b>	Noted

The meeting closed at 7.13 pm.

Chair: \_\_\_\_\_

Date: \_\_\_\_\_



# **CARTERTON TOWN COUNCIL ENVIRONMENT POLICY**

DRAFT

## **1. Introduction**

Carterton Town Council recognises that protecting and enhancing the natural environment is fundamental to the health, wellbeing and prosperity of the town and its residents.

As a local authority, landowner, employer, service provider and statutory consultee in planning matters, the Council has both a responsibility and an opportunity to act in a way that supports environmental sustainability while remaining proportionate, practical and within its legal powers and available resources.

This policy applies to:

- Council decision-making
- Management of Council-owned land and buildings
- Procurement and contracting
- Planning representations
- Community engagement

The policy is supported by a separate Environmental Action Plan, which sets out measurable and deliverable actions.

## **2. Legal and Governance Context**

In accordance with:

- Section 40 of the Natural Environment and Rural Communities Act 2006
- Section 102 of the Environment Act 2021

Carterton Town Council will have regard to the purpose of conserving and enhancing biodiversity in the exercise of its functions.

The Council will comply with all relevant environmental legislation and will seek to go beyond minimum compliance where this is reasonable, deliverable and within its powers.

Environmental considerations will be incorporated into committee reports and relevant decision-making processes.

### **3. Core Principles**

Carterton Town Council will:

1. Integrate environmental considerations alongside financial, social and community impacts when making decisions.
2. Act responsibly in managing Council-owned land and assets.
3. Distinguish clearly between:
  - Matters the Council directly controls (its land, buildings and contracts);
  - Matters it can influence (planning and development);
  - Matters it can encourage within the wider community.
4. Promote continuous improvement through monitoring, review and partnership working.

### **4. Biodiversity and Land Management**

The Council recognises the importance of protecting and enhancing biodiversity across its landholdings, including (but not limited to):

- Willow Meadows
- The Dell
- Carterton Recreation Ground, Swinbrook Road Recreation Ground, The Skate Park and other parks and recreation areas
- Cemetery land
- Swinbrook Road and Elmhurst Way Allotment sites
- Other open spaces and verges under Council management

The Council will:

- Develop and implement appropriate land management plans where necessary.
- Manage grass cutting regimes sensitively to support wildlife where compatible with recreational use and safety.
- Use native and wildlife-friendly planting where appropriate.
- Increase biodiversity where practical and compatible with the primary function of the land.
- Monitor and responsibly manage invasive species.

- Minimise the use of pesticides and herbicides where viable alternatives exist and where safe and practical to do so.
- Work with professional ecological advisors and partner organisations where appropriate.

## **5. Energy and Carbon Reduction**

The Council will seek to reduce energy consumption and improve efficiency within its buildings and operations by:

- Monitoring energy use where practical.
- Implementing cost-effective energy efficiency improvements (e.g. lighting upgrades, improved controls, insulation).
- Considering renewable energy options, e.g. solar panels, when undertaking major refurbishment or replacement projects, where financially viable.
- Encouraging energy-conscious behaviour by staff, hirers and contractors.

The Council recognises the importance of climate mitigation but will adopt measures that are proportionate to its scale, budget and statutory powers.

## **6. Water Conservation**

The Council will promote responsible water use by:

- Encouraging efficient use of water within Council buildings.
- Supporting water-saving practices on allotments.
- Using planting schemes and land management techniques that reduce the need for irrigation where possible.
- Supporting sustainable drainage systems (SuDS) and responsible water management through its planning responses.

## **7. Waste Reduction and Resource Use**

The Council will seek to minimise waste generated through its activities by:

- Reducing, reusing and recycling materials wherever practical.
- Promoting recycling facilities in Council premises and at Council-run events.

- Reducing reliance on single-use materials where viable alternatives exist.
- Continuing to reduce paper usage through appropriate digital working practices.
- Ensuring waste is disposed of safely and via licensed contractors where required.

Environmental risks, including pollution risks, will be considered within relevant risk assessments.

## **8. Procurement and Contracts**

The Council recognises that procurement decisions can significantly influence environmental outcomes.

Where appropriate and proportionate, the Council will:

- Consider environmental impact and lifecycle costs in procurement decisions.
- Include sustainability considerations within tender documentation.
- Encourage contractors to operate in an environmentally responsible manner.
- Seek to reduce the use of environmentally harmful materials or practices within Council contracts where viable alternatives exist.
- Consider sourcing locally where practical, supporting both environmental and economic sustainability.

## **9. Transport**

While recognising its limited direct control over transport infrastructure, the Council will:

- Encourage sustainable travel where practical for Council business.
- Consider environmental performance when replacing Council-owned vehicles or equipment.
- Support sustainable transport infrastructure, walking and cycling provision through planning consultations and local partnership working.

## **10. Planning and Development Influence**

As a statutory consultee on planning applications, the Council will:

- Support high-quality green infrastructure in new developments.
- Encourage biodiversity net gain and habitat protection.
- Support sustainable drainage systems.
- Seek appropriate Section 106 or Community Infrastructure Levy contributions to mitigate environmental and recreational impacts of development.
- Consider environmental impacts when responding to Local Plan consultations.

The Council recognises that large-scale development in and around Carterton presents both environmental challenges and opportunities and will respond constructively and robustly within its remit.

## **11. Community Engagement and Partnership**

The Council will:

- Promote environmental awareness through its website, publications and events.
- Support and encourage community-led environmental initiatives where appropriate.
- Work with partner organisations, neighbouring councils, schools and voluntary groups to improve environmental outcomes across Carterton.

## **12. Monitoring and Review**

- Progress against the Environmental Action Plan will be reported to Council at least annually.
- This policy will be reviewed every three years, or earlier if legislation or local circumstances require it.

## **20mph Speed Limit Proposals - OCC**

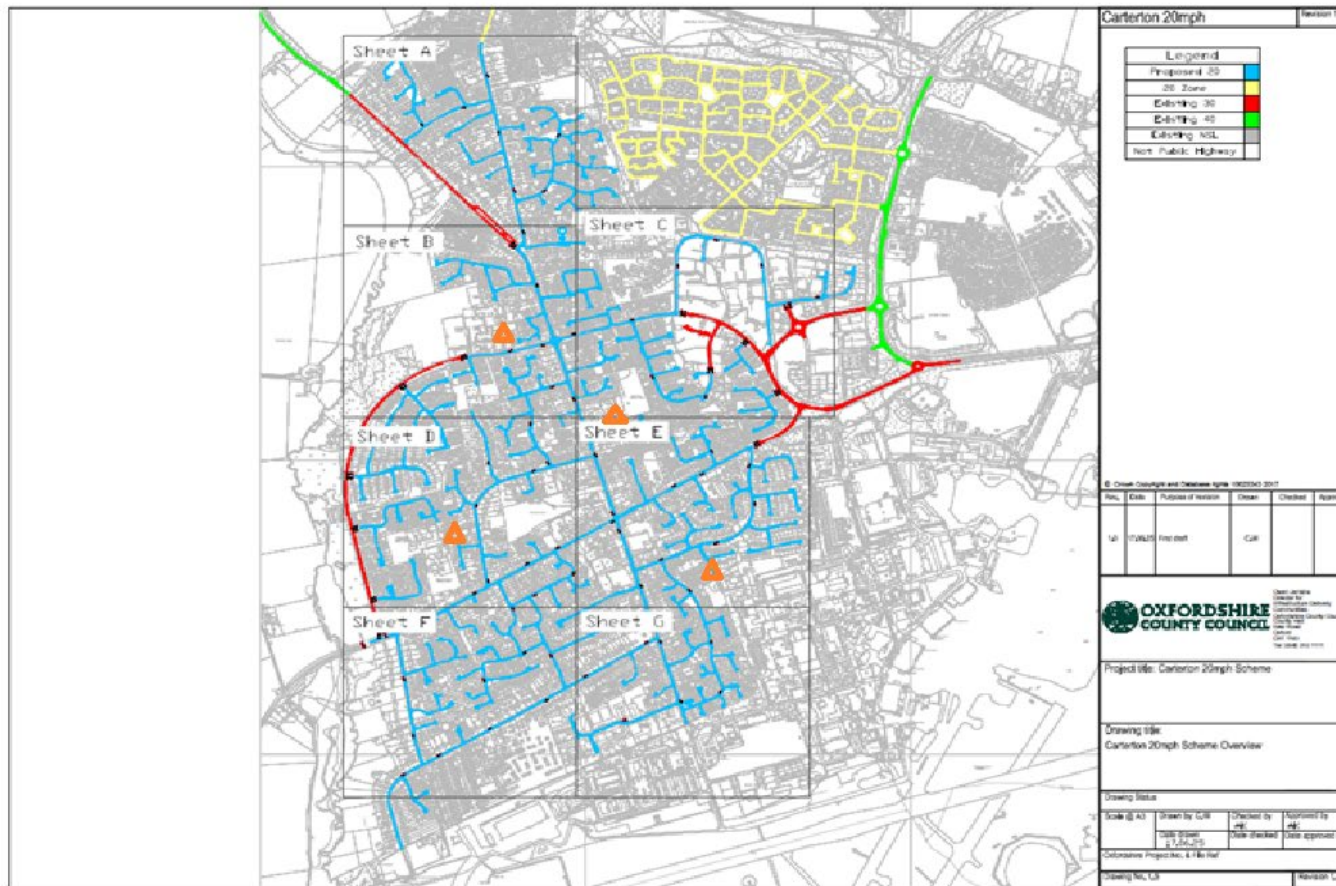
Further to the meeting on 11 November at Carterton Town Council to discuss the above and other traffic and safety schemes, on the 20mph proposal, I would be grateful for your comments on the two possible alternative options for the 20mph limit shown below, beneath the plan showing the proposals as advertised last year.

Option 1 removes all the main routes previously proposed to be 20mph in the town, with Option 2 retaining the proposed 20mph on Upavon Way and Burford Road by Carterton Community College and Carterton Primary School respectively; the length of the 20mph limits on these roads is shown indicatively and could be reduced, though also noting that the recommended minimum length of a speed limit is 300 metres.

If either of the options above (on any variation that may be put forward as a result of further discussion) are supported by the Town Council and County Cllrs, the County Council would - subject to approval at the Cabinet Member for Transport Management decisions meeting – implement these in the 2026/27 financial year, emphasizing again that in accordance with the 20mph programme policy, only schemes which have such support will be taken forward. To note also there will be no requirement to carry out a further general public consultation on either of these options, as both options are less extensive than those consulted on last year.

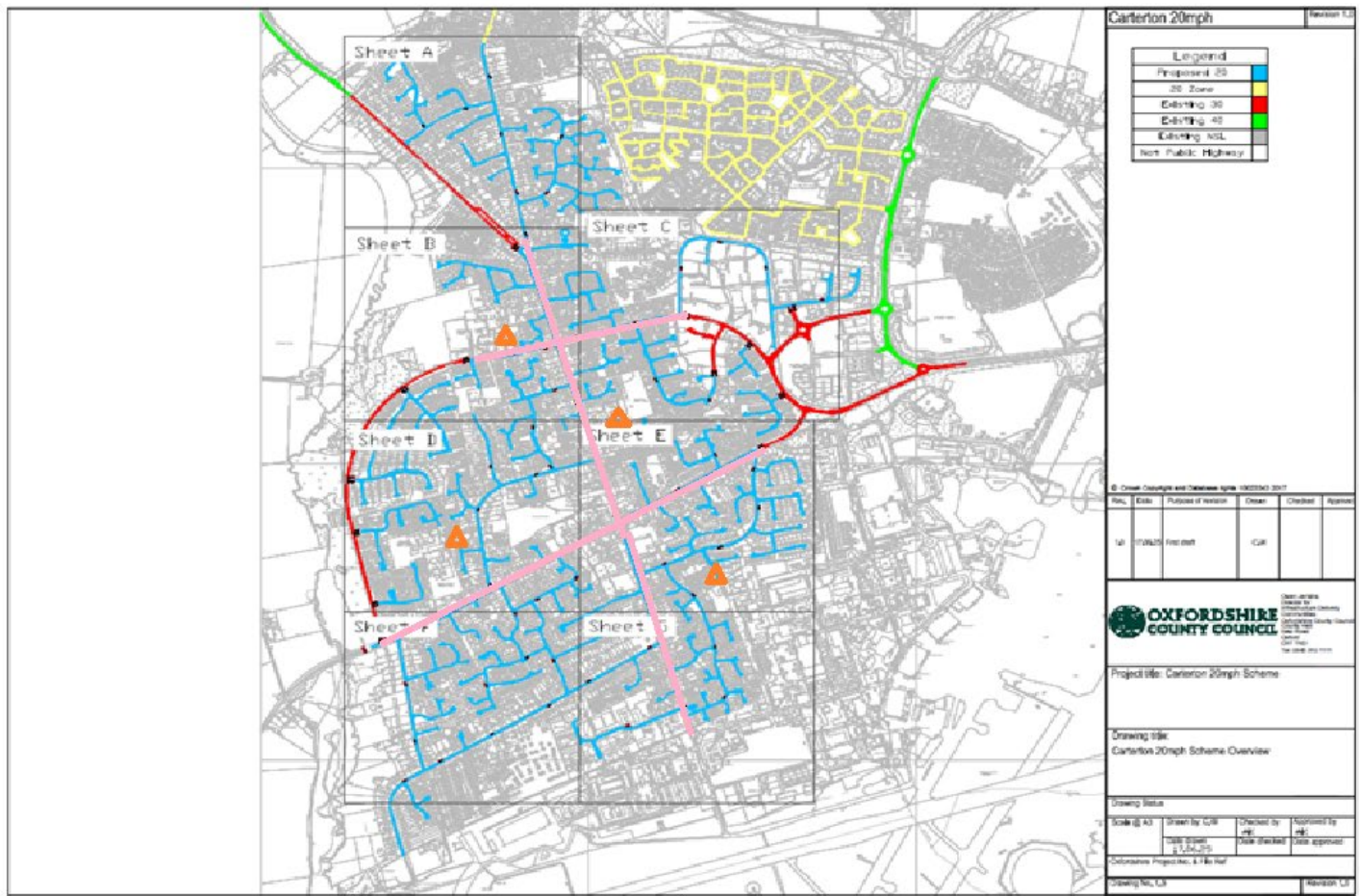
I'd be very grateful to receive your comments, and as always very happy to answer any queries / attend a further meeting if that would be helpful.

**Anthony Kirkwood**  
**Team Leader – Vision Zero**



 **School**

**20mph proposals consulted on summer 2025**

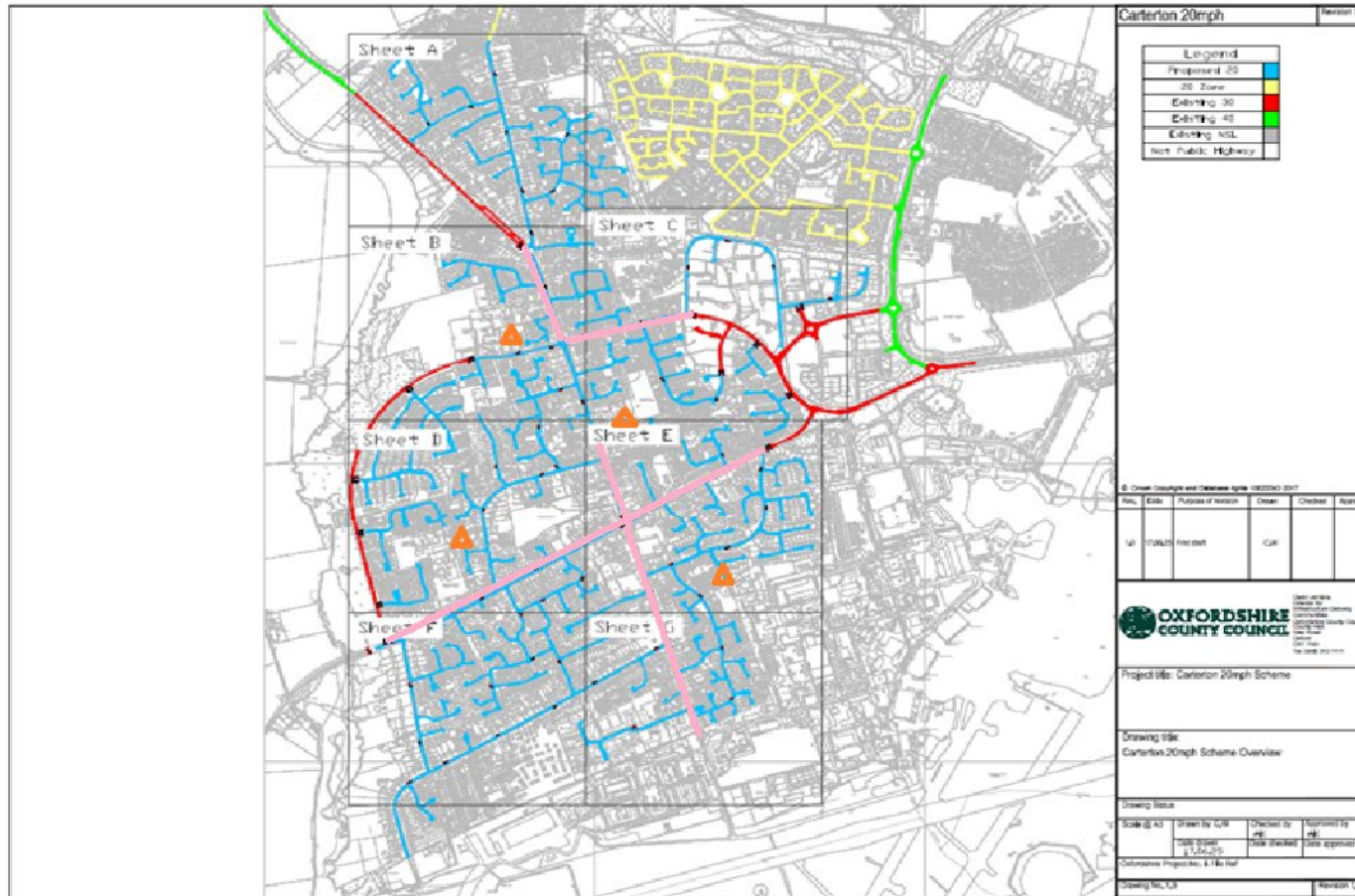


**School**

**Reduced 20mph:**

**Option 1:**


**Roads previously proposed to be 20mph to stay 30mph**



 **School**

**Reduced 20mph:**

**Option 2:**

  
**Roads previously proposed to be 20mph to stay 30mph**

## FULL SURVEY – READY TO BUILD INTO GOOGLE FORMS

**Title:**

**Carterton 2040 – Shaping the Future of Our Town**

**Introduction Text (for the survey landing page):**

Carterton is expected to experience significant change over the next 15 years. National and district planning policies are identifying land around the town for potential housing and employment growth.

Carterton Town Council wants to understand what infrastructure, services and facilities residents believe must accompany any future growth.

This survey will help shape:

- The Town Council’s response to the Local Plan
- Future Section 106\* (Funds provided from developers to mitigate the impact of future developments) and infrastructure negotiations
- Funding bids and investment priorities

This survey takes approximately 10–15 minutes to complete.

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### Section 1 – About You

1. Which age group do you fall into?

- Under 18
- 18–24
- 25–44
- 45–64
- 65+

2. Do you:

- Live in Carterton
- Work in Carterton
- Both
- Neither (but use services)  – Go to section 2.

Neither? Which services do you use?

.....

3. How long have you lived or worked in Carterton?

- Under 5 years
- 5–10 years
- 10–20 years
- Over 20 years

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## Section 2 – Overall Priorities

Services: This could be health services, education, retail, public transport

4. Do you feel Carterton currently has:

- The right level of services and facilities
- Too few services and facilities
- Too many services and facilities

Please Give a reason for your answer:

.....

5. If the town grows significantly over the next 15 years, which of these areas should be the highest priority for investment? (rank highest to lowest priority)

- Health provision (GPs, dentists, health visitors etc.)
- Roads and traffic infrastructure
- Schools and education
- Play areas and youth facilities
- Sports provision
- Town centre and retail
- Green spaces and environment
- Public transport
- Community buildings
- Employment opportunities
- Support for voluntary/community groups

Are there any that you think we have missed?:

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### **Section 3 – Town Centre & Retail**

6. How often do you use Carterton town centre?

- Daily
- Weekly
- Monthly
- Rarely

7. What would encourage you to use the town centre more? (Select up to 3)

- More independent shops
- More cafés/restaurants
- Evening economy (e.g. bars, nightclubs, takeaways)
- Markets and events
- Public realm improvements
- Better pedestrian environment
- Improved parking
- More national retailers

8. Do you think the town centre needs:

- Significant improvement
- Some improvement
- Minor improvement
- No major change

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### **Section 4 – Play, Sport & Recreation**

9. Are existing play areas:

- Good and sufficient
- Adequate but could improve

- Insufficient
- Poor

10. Which age group is currently most underserved?

- Toddlers
- Primary age
- Teenagers
- Adults

11. Which parks do you use?

- Alvescot Road Rec
- Blackthorn Mews
- Empire Drive Play Area
- Pampas Close
- Skate Park
- Stanmore Crescent
- Swinbrook Road Rec
- The Maples
- Trefoil Play Area

12. Which sports facilities are most needed? (Select up to 3)

- 3G artificial pitch
- Indoor sports hall
- Boxing Club
- Improved grass pitches
- Cycling routes
- Outdoor gym
- Walking routes
- Tennis/netball courts

## Section 5 – Health & Wellbeing

12. Have you experienced difficulty accessing:

- GP
- Dentist
- Health visitors
- Mental health support
- Hospital services
- None

13. Should new housing developments contribute directly to expanded health provision?

- Yes
  - No
  - Unsure
- 

## Section 6 – Roads & Infrastructure

14. What are the biggest transport concerns? (Select up to 3)

- Congestion
- Potholes/road condition
- School traffic
- A40 access
- HGV movements
- Lack of cycle routes
- Public transport frequency

15. Would you support:

Yes

No

- Improved bus services
- Safer cycling routes
- 20mph residential zones
- ANPR enforcement near schools

- Park and stride schemes

Which of these would be your highest priority?

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**Section 7 – Community & Voluntary Sector**

16. Are existing community buildings sufficient? Reword

- Yes
- No
- Unsure

17. What other community and voluntary services would you like to see?

- Yes
- No
- Unsure

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**Final Question (Open Text)**

18. If Carterton grows significantly over the next 15 years, what must change to ensure it remains a good place to live?

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