

Our ref.: SM1724768

The Occupier

Highway Maintenance Service  
County Hall  
New Road  
Oxford  
OX1 1ND

Corporate Director for  
Environment & Place

12<sup>th</sup> December 2025

Dear Sir / Madam,

**Re: Witney Lane, Leafield – Carriageway Resurfacing**

I am writing to inform you that Oxfordshire County Council will be undertaking carriageway maintenance and resurfacing along Witney Lane in Leafield between the junction with Lower End and the junction with Buttermilk Lane.

The works are programmed to start on **Wednesday 18<sup>th</sup> February 2026** and are expected to last for a single daytime shift, subject to any bad weather conditions or unforeseen circumstances arising during construction.

Works will include ironwork adjustments and the resurfacing of the existing carriageway surface, following which all existing road markings will be reinstated.

**Traffic Management**

The works will be carried out under a single weekday daytime full road closure with working hours from **0730hrs to 1900hrs**. Please note that Witney Lane will be fully reopened outside of these working hours. A fully signed diversion will be in place for the scheme duration.

A **No Waiting** enforcement comes into operation whilst resurfacing works are undertaken. Please could we kindly request that all vehicles could avoid parking on the carriageway for the duration of the works, as this will impede the resurfacing and could cause delays.

Gatemen / Traffic Marshals will be positioned at both hard closure points during the road closure. They will direct traffic and pedestrians to ensure the safety of the public and workforce during working hours. We ask that you give them your full support and heed their advice whether you are a pedestrian, cyclist, or motorist.

It has been confirmed that the regular Villager Bus service will still run the same timetable but will divert around the road closure accordingly.

We will endeavour to maintain vehicular access to those businesses and properties affected by the works. However, there may be occasions where delays are likely once the new surfacing is laid, as it takes time to cool down and cure, and we apologise for any inconvenience this may cause.

## Keeping You Informed

Several methods of communication are being used to keep you informed of these works:

- Signs are being placed on site to forewarn road users in advance of the works.
- A maintenance information website, which will be updated should any changes occur: [www.oxfordshire.gov.uk/residents/roads-and-transport/roadworks/planned-road-maintenance](http://www.oxfordshire.gov.uk/residents/roads-and-transport/roadworks/planned-road-maintenance)

If you think the works will cause you problems with access or deliveries or if you require further information, then please contact the appropriate person below and we will be happy to answer any queries that you may have.

| <b>Office Contact</b><br><i>Please use in advance of the works regarding any issues raised in this letter</i>  | <b>Site Contact</b><br><i>Please use during the works</i>  |
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| <p>Jamie Raffell<br/>Senior Officer<br/>Highway Maintenance<br/>Oxfordshire County Council</p> <p>0345 310 1111<br/><a href="mailto:highwayschemes@oxfordshire.gov.uk">highwayschemes@oxfordshire.gov.uk</a></p> | <p><b>Allan Sibley</b><br/>Scheme Supervisor<br/>Oxfordshire County Council</p> <p>Tel: 0345 310 1111<br/><a href="mailto:Highway.Enquiries@Oxfordshire.gov.uk">Highway.Enquiries@Oxfordshire.gov.uk</a></p> |

We apologise in advance for any inconvenience caused. However, we will do our utmost to complete this work as safely and as quickly as possible.

Yours faithfully,



Jamie Raffell  
Senior Officer  
Highway Maintenance  
Oxfordshire County Council  
Tel:- 0345 310 1111  
[www.oxfordshire.gov.uk](http://www.oxfordshire.gov.uk)