

**APPROVED**

DATE: 16/12/2015

APPLICATION No: Conditions 10 & 12 of Planning  
Permission R3.0146/13



19<sup>th</sup> October 2015

## **Bicester Park & Ride Management Plan**

### **Contents**

Bicester Park & Ride Management Plan .....	1
General.....	2
Opening hours and enforcement .....	2
Construction & Maintenance .....	3
Drainage.....	4
Lighting.....	5
ANPR .....	5
VMS.....	6
Management, Safety and security of site.....	6
Contacts and further information .....	6

## General

Bicester park and ride interchange facility has been constructed on land to the north-west of the A41 at Bicester, Oxfordshire.

The parking facility provides 580 parking spaces, of which 14 spaces are for disabled use. 60 cycle parking spaces are provided with a further area identified for specific motor cycle parking spaces if demand is sufficient.

Provision has been made within the Site for 3 bus stops.

One stop is reserved for the S5 Stagecoach route which links Bicester with Oxford via the A41/A34. This will operate 7 days a week and primarily service commuters and shoppers travelling from the Bicester area to Oxford. A second stop is reserved for shuttle buses connecting the park and ride facility with the Bicester shopping village. This service will run on weekends and at busy holiday periods when the existing car park at Bicester Shopping Village is at capacity and therefore the park and ride would act as an overflow facility. The third bus stop would be available for future services as agreed by OCC.

The three bus stop positions have been arranged to allow 3 buses to utilise the parking bays at the same time without any impediment to them leaving independently.

A covered, front and rear glazed bus shelter is provided to give protection against the weather to passengers waiting for the buses. The bus shelter incorporates perched seating, bus timetable/route information.

The park and ride has no customer charging at this point. The proposed mechanism for maintaining and operating the site will be in the form of departure charging buses utilising ANPR to monitor usage.

## Opening hours and enforcement

- Bicester Park and Ride is a public car park with an enforceable restriction of use to 24 hours no return 4 hours.
- Opening hours 0600hrs to 2300hrs
- Enforcement will be via enforcement notice, controlled via ANPR and CCTV.
- Notification of overstay will be passed to OCC parking enforcement body
- Criminal activity, anti-social behaviour or public-misconduct is to be reported directly to the police and or OCC parking enforcement body.

## Construction & Maintenance

Pedestrian walkways are constructed to link the car parking spaces to the bus waiting area, running east to west direction incorporating pedestrian crossings at appropriate intervals. The walkways are not covered, allowing unhindered access for emergency vehicles. The two walkways are constructed flush with the main car park so providing a continuous walkway with no trip hazards. The walkways are delineated from the main car park area using colour contrasting surfacing. Strategically placed bollards are located along these walkways to provide further delineation and protection for pedestrians from vehicles.

Construction of the car parking areas and paved pedestrian areas - Marshalls Priora block paving

Construction of the park and ride gyratory, bus stops and entrance roadway - non-porous, bituminous finished materials.

Attenuation pond provided in the eastern corner of the site with a depth of approximately 1m.

Surface water run-off from the site would be drained to this attenuation pond. Discharge control has been installed, in accordance with EA requirements, into existing drainage ditch running along the eastern Site boundary within the highway verge.

General maintenance is to be conducted to support the safe operation of a remote car park

Generally:

- Sweeping of car park, footpaths and roadways
- Clearing of litter
- Landscape maintenance
- Cleaning of Bus Shelters, signs and Bicycle Shelter
- Winter Maintenance:
  - Gritting
  - Clearing of leaves on pedestrian footpaths

## Drainage

Annual maintenance and management, generally:

- Porous paving
  - annual cleaning and weed kill
- Swale
  - Litter & Debris removal
  - Grass cutting
    - level to design levels, scarify and spike grass
- Ditches
  - Litter collect
  - Grass cutting
  - Vegetation clearing
  - Control structures
    - Regarded
    - Inspection
- Filter Trenches
  - Litter removal
  - Removal and replace stone
  - Remove weeds
- Wetlands
  - Litter removal
  - Grass cutting
  - Inspect remove nuisance
  - Cut emergent aquatic plants
  - Remove 25% veg from above
  - Remove sediment from silling
  - Remove silt from main wet/reed
  - Inspect all
- Rills
  - Litter / trash removal
- Water Garden
  - Litter removal
  - Vegetation management
  - Removal & cleaning stone
- Access tracks
  - Grass cutting & minor repair
- Pond
  - Litter / trash removal
  - Grass cutting
  - Inspection
  - Inspection removal plant nuisance
  - Cut emergent aquatic plants
  - Remove sediment from wetlands (three year cycle with one third of pond cleared each year)
- Flow control
  - Inspection
- Soak-away
  - Inspection
  - Cleaning

- Replacement (Chalk)
- Replacement (Normal)
- Oil interceptor monitoring and maintenance
- Oil interceptor emptying (5 year cycle)
- Modular Storage
  - Inspection
  - Remove sediment
- Grilles
  - Cleaning
- Pest control
  - Control
- Composting Area
  - Maintenance

## Lighting

The car park, car park access roads and bus stop areas are illuminated using lighting columns across the site. The lighting for the car park provides a maintained average horizontal luminance of 10 LUX. The lighting for the car park access roads and bus stop area provides a minimum maintained average horizontal luminance of 15 LUX.

Lighting column installed with a road lighting LED luminaire to minimise obtrusive light, light spill and sky glow.

Lighting based on a 6 year cycle of luminaire cleaning and 100,000 hours LED operation

Lighting programme:

- Details are with O&M manual as recommended by OCC street Lighting and as programmed by contractor
- The lighting management of the exterior lighting on the Park and Ride is one of self-control/switching. All lighting is fitted with a Photo-Electric-Control-Unit and pre-programmed dimming ballast. All lighting will be switched on at dusk and off at dawn. The lighting will automatically be dimmed by 75% between the hours of Mid-night and 05:30

Planned maintenance as per OCC Street lighting recommendations

Reactive maintenance in accordance with OCC street lighting recommendations

## ANPR

Automatic Number Plate Recording (ANPR) would be used at the site to enforce overstay and departure charging

## VMS

Infrastructure provision installed for future installation of VMS

## Management, Safety and security of site

On-going maintenance, safety and security of the site

Management:

- OCC to manage and operate in accordance with OCC car parking management strategy

Safety

- CCTV installed
- Refer to item 1 within this management plan for schedule

Security

- CCTV and ANPR installed
- Refer to item 1 and 2 within this management plan for schedule

## Contacts and further information

Item	Description	OCC Person responsible	Management Schedule
1	CCTV	Helen Crozier <a href="mailto:Helen.Crozier@oxfordshire.gov.uk">Helen.Crozier@oxfordshire.gov.uk</a>  Office: 01865 810317 Mobile: 07831 658351	Maintenance and management plan as stated within O&M manual provided by supplier and compiled by contractor  Management by OCC Parking enforcement body
2	Automatic Number Plate Recognition (ANPR)	Helen Crozier <a href="mailto:Helen.Crozier@oxfordshire.gov.uk">Helen.Crozier@oxfordshire.gov.uk</a>  Office: 01865 810317 Mobile: 07831 658351	Maintenance and management plan as stated within O&M manual provided by supplier and compiled by contractor.  Management by OCC Parking enforcement body

3	Enforcement	<p>Helen Crozier  <a href="mailto:Helen.Crozier@oxfordshire.gov.uk">Helen.Crozier@oxfordshire.gov.uk</a></p> <p>Office: 01865 810317  Mobile: 07831 658351</p>	<p>Enforcement order is 'Max stay 24 hours no return within 4 hours'.</p> <p>Maintenance of CCTV and ANPR as per contractor recommendations and management by Parking enforcement body</p>
4	Prevention of joy riding at the site	<p>Helen Crozier  <a href="mailto:Helen.Crozier@oxfordshire.gov.uk">Helen.Crozier@oxfordshire.gov.uk</a></p> <p>Office: 01865 810317  Mobile: 07831 658351</p>	<p>Enforced by OCC</p> <p>Maintenance of CCTV and ANPR as per contractor recommendations and management by Parking enforcement body</p> <p>Refer to O&amp;M Manual</p>
5	Real Time Bus Information provision	<p>Chris Spry  <a href="mailto:Chris.Spry@oxfordshire.gov.uk">Chris.Spry@oxfordshire.gov.uk</a></p> <p>Office: 01865 815711  Mobile:</p>	<p>Plan as stated within O&amp;M manual provided by supplier and compiled by installation contractor.</p> <p>Management by OCC</p>
6	Signage Provision	<p>David Tole  <a href="mailto:David.Tole@oxfordshire.gov.uk">David.Tole@oxfordshire.gov.uk</a></p> <p>Office: 01865 815942</p>	<p>Management of signs as per recommendations provided by Traffic, Safety and Area Steward Manager</p>
7	Variable messaging System (VMS)		<p>Maintained and managed by OCC</p>
8	Lighting Programme	<p>Street Lighting  Anthony Palman-Brown (Principle Street Lighting Engineer)</p> <p><a href="mailto:Anthony.Palman-Brown@oxfordshire.gov.uk">Anthony.Palman-Brown@oxfordshire.gov.uk</a></p> <p>Office: 01865 810408</p>	<p>Lighting designed in accordance with BS 5489-1:2013 and BS EN 13201-2-2003, lighting class C3 for access road and medium traffic car park</p>

9	<p>Attenuation pond maintenance</p> <p>Combined Kerb and Drainage System</p>	<p>OCC Highways Drainage Gordon Hunt (County Drainage Engineer)</p> <p><a href="mailto:Gordon.Hunt@oxfordshire.gov.uk">Gordon.Hunt@oxfordshire.gov.uk</a></p> <p>Office: 01865 815571 Mobile: 07774 835434</p>	<p>Management schedule as recommended by County Drainage Engineer</p>
10	<p>Sustainable Drainage System</p>	<p>OCC Highways Drainage Gordon Hunt (County Drainage Engineer)</p> <p><a href="mailto:Gordon.Hunt@oxfordshire.gov.uk">Gordon.Hunt@oxfordshire.gov.uk</a></p> <p>Office: 01865 815571 Mobile: 07774 835434</p>	<p>Management and maintenance will be the responsibility of the County Drainage Team.</p>
11	<p>General Maintenance</p>	<p><b>Contacts:</b></p> <p>Oxford County Council Helen Crozier <a href="mailto:Helen.Crozier@oxfordshire.gov.uk">Helen.Crozier@oxfordshire.gov.uk</a></p> <p>Office: 01865 810317 Mobile: 07831 658351</p>	
12	<p>On-going Management, safety and security of site</p>	<p>Management:</p> <ul style="list-style-type: none"> <li>• OCC will ensure the overall management of the site to cover the safe operation of a public car park.</li> <li>• Refer to Oxfordshire County Council operational management strategy for guidance</li> </ul> <p>Safety</p> <ul style="list-style-type: none"> <li>• CCTV installed</li> <li>• Refer to item 1 within this management plan for schedule</li> </ul> <p>Security</p> <ul style="list-style-type: none"> <li>• CCTV and ANPR installed</li> <li>• Refer to item 1 and 2 within this management plan for schedule</li> </ul>	