



Bicester ARC

Framework Workplace Travel Plan

Peveril Securities Ltd

i-Transport Ref: LB/ML/ITM17090-011G

Date: 13 May 2024

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Quality Management

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SECTION 1 Introduction

1.1 Overview

1.1.1 Peveril Securities Ltd has appointed i-Transport LLP to prepare a Framework Workplace Travel Plan in relation to the Bicester ARC site in Oxfordshire.

1.1.2 The site extends to 17 hectares and comprises a parcel of land to the south of Lakeview Drive, Bicester and is bounded by the A41 to the east, Bicester Avenue Garden Centre to the south and Lakeview Drive to the north.

1.1.3 Planning consent for the site was granted in October 2010 for a 60,000sqm (GEA) business park comprising offices and a hotel (application reference: 07/01106/OUT). The 2010 consent was subsequently superseded by outline consent granted in May 2020 for the erection of a business park of up to 60,000sqm (GEA) of flexible Class B1(a) office / Class B1(b) research and development floorspace (application reference 17/02534/OUT).

1.1.4 On behalf of the applicants, a Travel Plan was produced by consultants 'Motion' and submitted at planning application stage. Subsequently, the planning permission for the proposed development set out the following condition:

Condition 21: 'Notwithstanding the submitted Framework Travel Plan, no development shall take place until a revised Framework Travel Plan incorporating a commitment to a robust review mechanism covering the site as a whole has been submitted to and approved in writing by the Local Planning Authority. The development of the site as a whole shall thereafter be occupied in accordance with the objectives approved in the revised Framework Travel Plan. Reason – In the interests of promoting sustainable modes of travel to and from workplaces in accordance with the requirements of Policies SLE4, ESD1 and Bicester 4 of the Cherwell Local Plan 2011-2031 Part 1 as well as the Government guidance contained in the National Planning Policy Framework. This information is required prior to the commencement of any development on the appropriate phase as it is fundamental to the acceptability of the scheme.'

1.1.5 This FWTP supersedes the Motion report to discharge Condition 21 attached to the outline consent and addresses any outstanding concerns with the Oxfordshire County Council (OCC) Travel Plans Team.

1.1.6 Discussions have been held with Officers at OCC regarding the content of this Framework Workplace Travel Plan. It has been advised that this updated document should be produced in accordance with the guidance provided in Appendix 7 of the OCC 'Transport for New Developments: Transport Assessments and Travel Plans' document.

1.2 Aims and Purpose of this Report

- 1.2.1 This Framework Workplace Travel Plan (FWTP) has been produced in accordance with the National Planning Policy Framework and OCC's 'Transport for New Developments: Transport Assessments and Travel Plans' document.
- 1.2.2 The primary purpose of the FWTP is to identify opportunities for the effective promotion and delivery of sustainable transport initiatives e.g. walking, cycling, public transport, to reduce the demand for travel by less sustainable modes.

1.3 Applicant Contact Details

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1.4 Structure

- 1.4.1 The remainder of this FWTP is structured as follows:
- **Section 2** – Background
 - **Section 3** – Policy Context
 - **Section 4** – Transport Data
 - **Section 5** – Aims, Objectives, Benefits & Targets
 - **Section 6** – Monitoring and Review;
 - **Section 7** – Summary & Conclusions

SECTION 2 Background

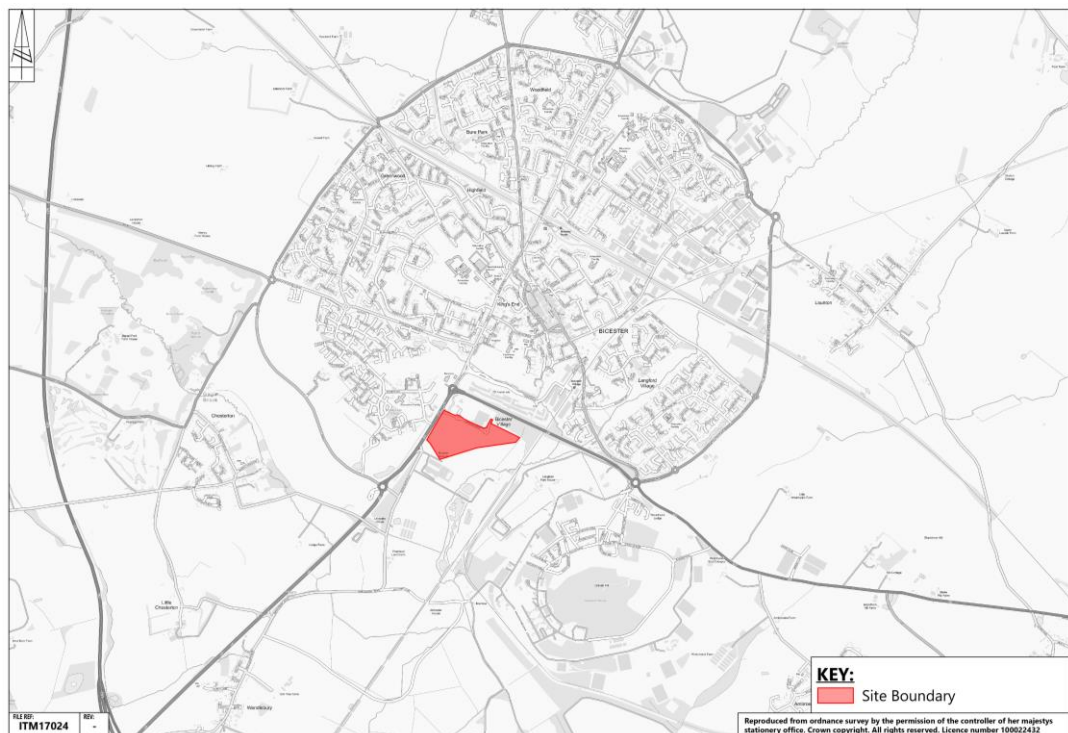
2.1 Introduction

2.1.1 This section of the FWTP sets out the background information on the development including details of site location, development type, details of subsidiary travel plans and estimated timescales for completion.

2.2 Site Location

2.2.1 The site is to the south of Bicester in an area characterised by a mix of established and emerging developments comprising a range of commercial and residential uses. The site location is illustrated on **Figure 3.1** below.

Figure 3.1: Site Location Plan



2.2.2 The Tesco superstore lies immediately to the north of Lakeview Drive, and to the north of the A41 is Bicester Village designer outlet shopping park. To the west of the A41 is the Kingsmere urban extension and Bicester Gateway Retail Park.

2.3 Planning History

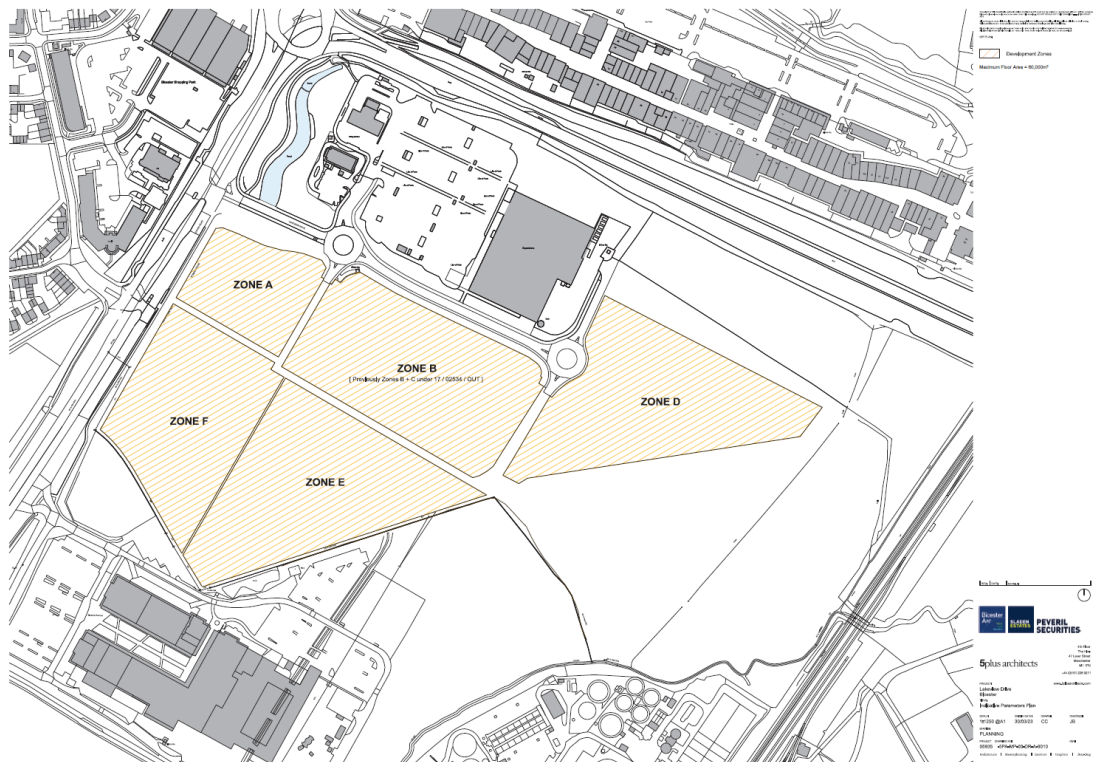
2.3.1 Planning consent was granted in October 2010 for a 60,000sqm (GEA) business park comprising offices and a hotel (application reference: 07/01106/OUT). The 2010 consent was superseded by a subsequent outline consent granted in May 2020 for the erection of a business park of up to 60,000sqm (GEA) of flexible Class B1(a) office / Class B1(b) research and development floorspace (application reference 17/02534/OUT).

2.3.2 On behalf of the applicant, a Travel Plan was produced by consultants 'Motion' and submitted at planning application stage. This FWTP provides a revised report to discharge condition 21 attached to the outline consent, as well as addressing any outstanding concerns with OCC Behaviour and Travel Planning Team.

2.4 Future Occupiers

2.4.1 At the time of writing the future occupiers of the site are not yet known, details of end occupiers will be provided to OCC Travel Plans Team at the earliest opportunity.

2.4.2 The indicative parameters plan submitted alongside the outline application splits the site into five indicative zones. It is intended that the site will be developed on a stage-by-stage basis and each stage will be broadly consistent with the development zone shown on the parameters plan. An extract of the parameters plan is illustrated on **Figure 3.2** below.

Figure 3.2: Extract of Parameters Plan

2.4.3 Subsidiary Travel Plans will be produced and submitted to OCC Travel Plan Team within 3 months of the first occupation of any development within each phase.

2.5 Staffing Levels

2.5.1 As the future occupiers are not yet known, the future staffing levels cannot be accurately quantified at this stage but will ultimately depend on the nature of the future occupier businesses. Details of staffing levels will be confirmed by the occupiers Travel Plan Coordinator and reported to OCC Travel Plan Team at the earliest opportunity.

2.6 Parking

2.6.1 Details of parking provision is a reserved matter and not yet known, however Peveril Securities can confirm that each occupier will be allocated dedicated Electric Vehicle (EV) charging spaces. Car and cycle parking will be provided in accordance with table 5 of OCC's 'Parking Standards for New Developments' document.

2.7 Timescales For Occupation

2.7.1 It is expected that reserved matters applications will come forward following the discharge of conditions (including Condition 21) attached to the outline application.

2.7.2 The Decision Notice for the outline consent states:

'In the case of the reserved matters, no application for approval shall be made later than the expiration of eight years beginning with the date of this permission.'

2.7.3 Details of project delivery and occupation dates will be included within the reserved matters applications and will be reported to OCC Travel Plan Team at the earliest opportunity.

2.7.4 Initial occupation is anticipated to be spring 2025, the date of full occupation is not yet known and dependent upon occupier interest.

SECTION 3 Policy Context

3.1 Introduction

- 3.1.1 The National Planning Policy Framework (NPPF) and National Planning Practice Guidance (NPPG) both require a Travel Plan to be submitted alongside proposals for developments likely to result in significant travel demand. A summary of the national and local planning policy that is relevant to this FWTP is provided within this section.

3.2 National Policy

National Planning Policy Framework (NPPF) (December 2023)

- 3.2.1 The National Planning Policy Framework sets the policy background for the development of Travel Plans. Paragraph 117 of the NPPF states that ‘All developments which generate significant amounts of movement should be required to provide a Travel Plan’. The sustainable travel objectives include the need to reduce the use of the private car (particularly for single occupancy journeys) and measures to promote walking, cycling and public transport use as an alternative to the private car.

National Planning Policy Guidance (NPPG)

- 3.2.2 The National Planning Practice Guidance was published in March 2014 and at Paragraph 003 sets out the key roles of Travel Plans in the development process:

“Travel Plans are long-term management strategies for integrating proposals for sustainable travel into the planning process. They are based on evidence of the anticipated transport impact of development and set measures to promote and encourage sustainable travel (such as promoting walking and cycling)”

“Travel Plans should where possible, be considered in parallel to development proposals and readily integrated into the design and occupation of the new Site rather than retrofitted after occupation.”

3.3 Local Policy

Oxfordshire County Council: Transport for New Developments: Transport Assessments and Travel Plans (March 2014)

- 3.3.1 OCC’s Transport for New Developments: Transport Assessments and Travel Plans document sets out the format and requirements of Transport Assessments and Travel Plans associated with new developments throughout Oxfordshire.
- 3.3.2 Paragraph 5.19 states that a Framework Travel Plan must:

- *'be produced for mixed-use developments with multiple occupiers and/or phases where any of the uses exceeds the travel plan threshold set out in Annex 1. Note that a Framework Travel Plan may also be required where individual uses do not exceed the threshold, depending on the combined impact of the development*
- *Include joint overall outcomes, targets and indicators which are centrally administrated*
- *Outline a commitment for individual sites (or uses/elements) within the overall development to prepare and implement their own Subsidiary Travel Plans.'*

3.3.3 It should be noted that the Travel Plan threshold referenced above is 2,500sqm GFA and over for B1 Business uses and therefore a Travel Plan is required.

3.3.4 Appendix 7 of the Transport for New Developments document sets out information to be included within a Framework Travel Plan. This FWTP has therefore been produced in accordance with Appendix 7 and contains all of the required information.

Cherwell Local Plan 2011-2031

3.3.5 The Cherwell Local Plan set outs broadly how the District will grow and change in the period 2011-2031 including a long-term spatial vision for the District and policies to help deliver that vision.

Policy Bicester 4: Bicester Business Park (Strategic Development)

3.3.6 Policy Bicester 4 of the Local Plan states that there is a sustainable opportunity for the provision of strategic employment space to the south of Bicester Town Centre and adjoining the A41. The policy states that a Transport Assessment and Travel Plan should accompany the development proposals and "good accessibility to public transport services should be provided for, including the accommodation of new bus stops to link the development to the wider town."

Policy SLE 4: Improved Transport and Connections

3.3.7 Policy SLE 4 states:

"All development where reasonable to do so, should facilitate the use of sustainable modes of transport to make the fullest possible use of public transport, walking and cycling. Encouragement will be given to solutions which support reductions in greenhouse gas emissions and reduce congestion. Development which is not suitable for the roads that serve the development and which have a severe traffic impact will not be supported."

Policy ESD1: Mitigating and Adapting to Climate Change

3.3.8 Policy ESD1 states that measures will be taken to mitigate the impact of development within the District on climate change. At a strategic level, this will include:

- ***“Distributing growth to the most sustainable locations as defined in this Local Plan***
- ***Delivering development that seeks to reduce the need to travel and which encourages sustainable travel options including walking, cycling and public transport to reduce dependence on private cars”***

3.4 **Summary**

- 3.4.1 The remainder of this FWTP considers the development at Lakeview Drive in the context of transport planning policy, and ultimately concludes that the sustainable transport opportunities have been identified and will be promoted, monitored and funded by the developer.

SECTION 4 Transport Data

4.1 A summary of the existing public transport provision, and local facilities surrounding the site is set out below.

4.2 Local Highway Network

4.2.1 The site is accessed from Lakeview Drive via the signal-controlled junction with A41 which connects Bicester to the north, with the M40 to the southwest. The A41 is a dual carriageway subject to a 40mph speed limit. Footways are provided along both sides of Lakeview Drive connecting to the footways on both sides of the A41.

4.2.2 The A41 meets the B4030 Oxford Road at the four-arm signalised roundabout known as the 'Esso Roundabout'. Signalised pedestrian crossings with dropped kerbs and tactile paving are provided on the Lakeview Drive and A41 Oxford Road (north) arms of the junction.

4.2.3 The A41 Oxford Road meets Pioneer Way at a three-arm signalised junction c.110m south of the junction with Lakeview Drive. Signalised toucan crossings with dropped kerbs and tactile paving are provided on the A41 Oxford Road (north) and Pioneer Way arms of the junction.

4.3 Local Active Travel Networks

4.3.1 As set out above, shared footway / cycleways are provided along both sides of the A41 with signalised toucan crossings providing connections to the residential areas to the west of A41 Oxford Road.

4.3.2 A public footpath (129/6/50) runs adjacent to the A41 to the north of the site, connecting to the east / west segment of the A41, with signalised crossings on the A41 at the junction with B4030, providing a connection to the Bicester Village Retail Park.

4.3.3 National Cycle Network Route 51 (NCN51) runs parallel to the A41 directly through the site. NCN51 provides a connection into Bicester to the north and into Oxford to the Southwest.

4.4 Public Transport Network

4.4.1 The nearest bus stops to the site are located on A41 Oxford Road, with the southbound stop located c.30m south of the junction with Lakeview Drive and the northbound stop located c.60m north of the junction with Lakeview Drive. Bus laybys and timetable information are provided at both stops with a shelter and seating provided at the northbound stop.

4.4.2 These bus stops are served by the 24, 26, S5 Gold and NS5 Gold buses. Table 3.1 below provides a summary of frequency of these services.

Table 3.1: Bus Frequency Summary Table

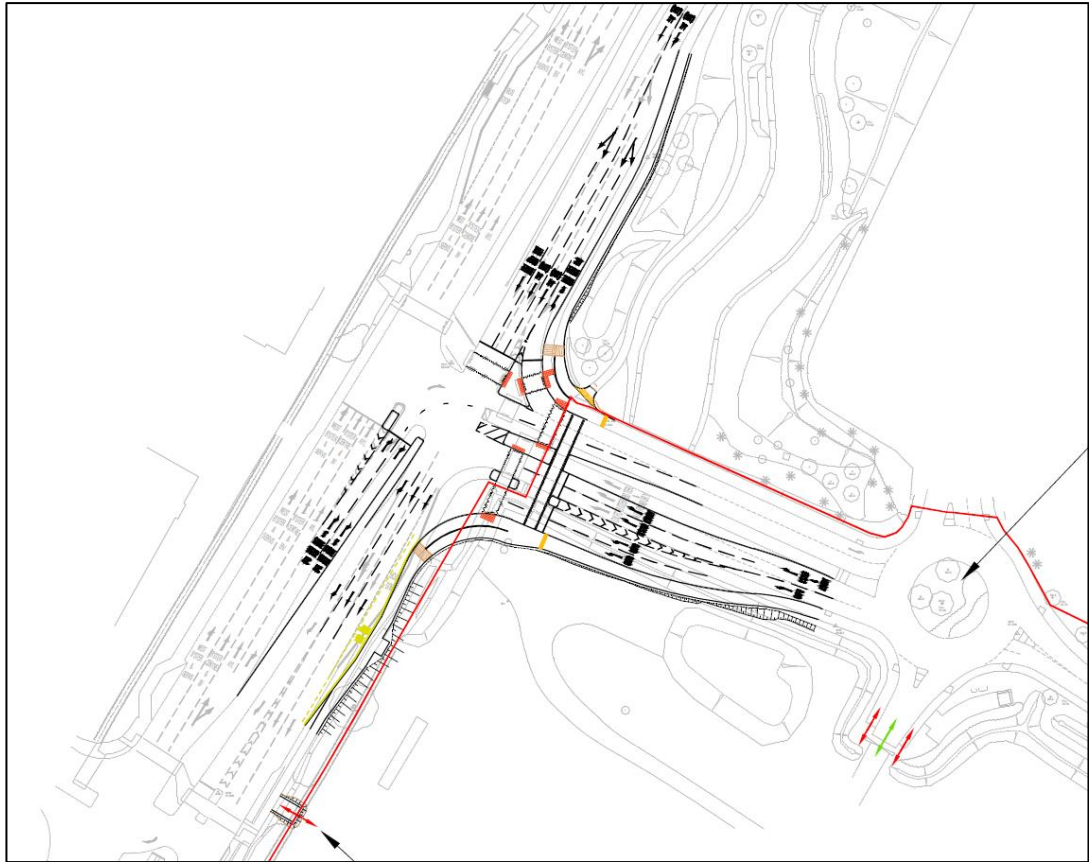
Service	Route	Monday – Friday			Saturday			Sunday		
		Day	Eve	First & Last Bus	Day	Eve	First & Last Bus	Day	Eve	First & Last Bus
24	Oxford – Bicester	130 mins	-	(09:20 & 16:17)	150 mins	-	(09:20 & 16:47)	-	-	+
26	Kingsmere – Bicester	30 mins		(06:46 & 19:06)	30 mins	-	(06:46 & 19:06)	-	-	
S5	Oxford – Bicester	15 mins	30 mins	06:48 & 00:15)	15 mins	30 mins	(07:28 & 01:15)	30 mins	60 mins	(09:43 & 00:20)
NS5	Oxford – Bicester	-	-		-	1 service	(02:15 1 service)	-	1 service	(02:14 1 service)

4.4.3 Table 3.1 demonstrates that the site benefits from excellent accessibility to high frequency bus services providing regular connections to Oxford and Bicester.

4.5 Barriers to Active and Public Transport

4.5.1 The shared footway / cycleway on the western side of the A41 is 3m wide whereas on the eastern side it is 2m wide. As part of the Section 278 highway works the junction layout will be revised to incorporate a footway and cycleway at the junction of Lakeview Drive. An extract of the drawing illustrating the works is shown in **Figure 4.1** below.

Figure 4.1: Extract of BWB Drawing (Proposed Highway Arrangement)



4.6 Existing Modal Split

4.6.1 Existing mode split data has been derived using journey to work data from the 2011 census for those who work in Cherwell 015 Middle Super Output Area (MSOAs).

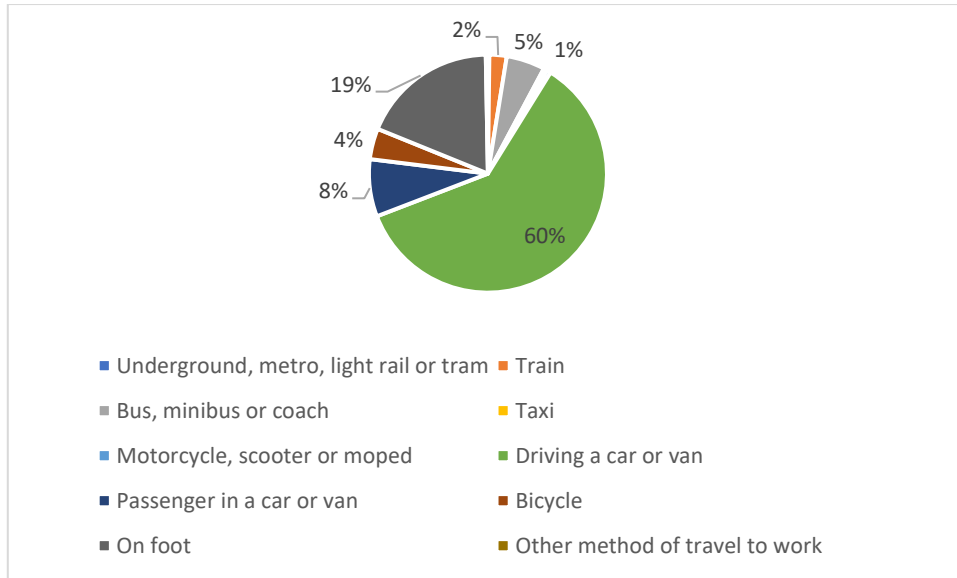
4.6.2 The 2011 census is the most recent census which was not impacted by the Covid-19 pandemic. The Office for National Statistics states;

'Census 2021 took place during the coronavirus (COVID-19) pandemic, a period of unparalleled and rapid change; the national lockdown, associated guidance and furlough measures will have affected the travel; to work topic.'

4.6.3 It is evident that it is therefore not fully representative of typical work practices and travel.

4.6.4 The mode split has therefore been calculated using 2011 census data and is presented on the pie chart in **Figure 4.2** below.

Figure 4.2: Existing Mode Split Data



4.6.5 The data shows that c.60% of those currently working in Cherwell 015 MSOA drive to work, 8% are car passengers, 23% travel by active travel modes and 7% use public transport.

4.6.6 Table 5.3 of the Transport Assessment produced by Motion demonstrates that the proposed development is expected to generate 1,004 vehicular trips during the morning peak hour and 1,028 during the evening peak hour.

SECTION 5 Aims, Objectives, Benefits & Targets

5.1 Introduction

5.1.1 The overarching objective of a Travel Plan is to influence behaviour change towards sustainable modes of travel. In this context, the primary purpose of this Travel Plan is to put forward a framework to ensure measures are provided to promote walking, cycling, public transport and shared car use as an alternative to single occupancy car travel.

5.2 Principles and Objectives

5.2.1 This FWTP has been prepared having regard to the Cherwell Local Plan and OCC's Transport for New Developments document. This report aims to promote sustainable lifestyles amongst new employees and visitors through reducing the need to travel by private car and, in particular reducing single occupancy car journeys, providing non-car mode travel for journeys and influencing modal shift.

5.2.2 This FWTP has the following objectives:

- Provide staff and, where possible visitors, with a knowledge of the sustainable transport modes available to them from day one;
- Encourage the use of walking, cycling and public transport;
- To reduce reliance on the private car by staff and
- To foster awareness of the Travel Plan amongst staff and visitors.

5.3 Benefits

5.3.1 The development of the FWTP will benefit future staff and visitors as well as the existing local community and surrounding environment.

Benefits to Employees

5.3.2 The potential benefits to employees include:

- Improved health and fitness through increased levels of walking and cycling
- Increased travel flexibility offered through wider travel choices
- Social aspects of sharing transport with others and
- A better environment within the development and its immediate environs as vehicular movements are minimised and parking pressures are reduced.

Benefits to Local Community and Environment

5.3.3 The sustainable transport strategy and infrastructure proposed will benefit the existing local community. The potential benefits to the environment, compared to the 'without Travel Plan' scenario, are as follows:

- Improved connectivity in the local area, creating a more permeable and cohesive community and providing for safe and direct travel;
- Improved sustainable transport infrastructure for the benefit of all residents and
- A reduced impact on the development of the local environment in terms of reduced congestion, noise and atmospheric pollution created by vehicle trips to and from the development.

5.3.4 Overall, it is anticipated that the FWTP, combined with the package of infrastructure measures designed to promote sustainable transport, will result in benefits for employees / visitors to the development and the wider community in Bicester.

5.4 Targets

5.4.1 A key aim of the FWTP is to reduce single occupancy car use for travel to/from the Site. Specific, Measurable, Achievable, Realistic and Time-Bound (SMART) targets will be used to assess the effectiveness of the measures set out in the following section at achieving the objectives set out above.

5.4.2 Travel Plan targets will be set following completion of the baseline travel surveys. Details of which are provided in the Section 6 of this FWTP. However, an initial target has been set to ensure the vehicular trips do not exceed the forecast two-way trip generation set out in Table 5.3 of the Motion TA and reproduced in Table 5.1 below.

Table 5.1: Vehicular Trip Generation Targets

	AM Peak			PM Peak		
	Arrivals	Departures	Two-Way	Arrivals	Departures	Two-Way
Trip Generation	920	85	1,004	67	961	1,028

5.4.3 In addition to the trip generation targets a modal split target for car drivers is set at a maximum of 60% to ensure that the car driver modal split does not exceed those set out in the 2011 census.

5.4.4 These initial targets will be adopted within the subsidiary Travel Plans and will be revised upon completion of the baseline surveys.

5.5 Travel Plan Co-ordinator

5.5.1 An appointed Site Wide Travel Plan Co-ordinator (swTPC) will be responsible for the day-to-day running and management of the FWTP.

5.5.2 The developer will appoint a company or individual to be the swTPC who will assume overall responsibility for the FWTP. The swTPC will be appointed prior to the occupation of any units on the site and upon appointment, the swTPC's contact details will be provided to OCC Travel Plans Team.

5.5.3 The swTPC will be responsible for the overall site and will be funded for a five-year period by the developer following appointment.

5.5.4 The swTPC will undertake the following functions:

- Liaise with the occupier's TPCs regarding delivery of measures contained within the FWTP;
- Market the FWTP to encourage interest and involvement of business based at the site;
- Give a 'human face' to the FWTP. The TPC will ensure that all businesses receive Travel Pack information; and
- Collate biennial staff travel surveys provided by the occupiers' TPCs and monitor the progress of the FWTP against targets in line with the monitoring strategy.

5.5.5 Each occupier will appoint a TPC who will be responsible for management of the day-to-day delivery of measures contained within their Travel Plan, based upon this FWTP;

- Market the TP to encourage interest and involvement of their business based at the site;
- Undertake biennial staff travel surveys and monitor the progress of the TP against targets in line with the monitoring strategy and provide such information to the swTPC.

5.5.6 The roles will be on a part-time basis and the TPCs will undertake their responsibilities alongside other roles.

5.6 Travel Plan Measures

5.6.1 The following measures will encourage employees and visitors to travel to the development via sustainable modes to achieve the objectives and targets outlined above.

5.6.2 In addition, subsidiary Travel Plans will be produced by future occupiers of units with a minimum floor area threshold of 1,500m² following occupation. The Travel Plans will be developed in accordance the objectives of the FWTP and will detail company specific travel and transport issues and opportunities, alongside specific travel planning measures each company may wish to introduce within their organisation alongside the site-wide measure presented in this document. Subsidiary Travel Plans will be submitted withing 3 months of occupation of the units.

Provision of Travel Information

5.6.3 All staff will be provided with travel information packs by the occupiers TPC when they undertake their induction training. The travel information pack will pull together information of the travel plan measures and contain information about the objectives of the travel plan, non-car mode travel options and provide a range of incentives to encourage use of non-car modes of transport, i.e., the measures set out within this section of this FWTP. A summary of what will be included is as follows:

- Details of online journey planning, such as walkit.com and Sustrans.org;
- Bespoke travel maps for walking and cycling;
- Details of bike hire scheme;
- Information on cycling incentives, such as Salary Sacrifice and BUG;
- Details of public transport;
- Details on any public transport discounts negotiated by the TPC;
- Details on car sharing;
- Offer of personalised travel planning; and
- Details of travel promotional events.

5.6.4 Sustainable travel options to and from the development will be advertised on a Sustainable Travel Information Notice Board located within each unit to be used by staff. The notice board will also be used to publicise any upcoming events and forums.

Walking and Cycling Infrastructure

- 5.6.5 As the site has outline consent, the details of the internal site layout are not yet known. However, dropped kerbs and tactile paving will be provided at crossing points within the site and low speeds will be encouraged throughout the site to promote cycling. Pedestrian access will be provided onto Lakeview Drive and A41 Oxford Road to connecting into the existing networks.
- 5.6.6 As set out above walking and cycling improvements are being delivered on the eastern side of the A41 at the junction with Lakeview Drive as part of the highways works.

Measures to Promote Walking & Cycling

- 5.6.7 Information on the walking and cycling routes and facilities within the vicinity of the Site will be made available to employees during their staff inductions and via information packs. These will include maps of local walking and cycling routes, as well as Public Rights of Way. Information on available incentives will also be provided and the health benefits of walking and cycling will be promoted.
- 5.6.8 Each TPC will also promote challenges and events for staff to participate in to encourage active travel.
- 5.6.9 Consideration will be given for a bicycle user group (BUG) to be established for the Site. This will enable cyclists to share information on routes, safety, cycle maintenance etc. It will also enable less experienced cyclists to contact established cyclists and therefore to obtain information, guidance and potentially a 'cycling buddy' to accompany them on cycle journeys. Each TPC will assist with the dissemination of information regarding the user group and will help employees get in contact with one another.
- 5.6.10 Each TPC will promote the benefits of Salary Sacrifice Schemes which companies could develop to offer interest free loans to help buy a bicycle or cycling equipment for cycling to work. In addition to this, each TPC will liaise with local cycle shops to negotiate any discounts on cycle equipment for employees of the Site.
- 5.6.11 Bikeability cycle training will be promoted by each TPC to all employers who will also attempt to organise group training sessions if sufficient numbers of employers / employees are interested. In addition to this, cycle maintenance services such as 'Bike Doctor' will be promoted and each TPC will attempt to negotiate a discount for employees from these services.

Promotion of Public Transport

- 5.6.12 The public transport / bus routes and facilities serving the Site will be made available to new employees through the information packs provided to each employer who will be encouraged to share this information as part of the staff induction process.
- 5.6.13 Employers at the Site will also be encouraged to offer an interest free loan to employees to use towards purchasing a public transport season ticket to offer alternatives for commuting to work using sustainable modes of transport.
- 5.6.14 The TPC will also liaise with local bus operators to negotiate a bus taster ticket to encourage users of the Site to travel by public transport. The bus taster ticket will be made available to employees through the travel information packs and their induction process.

Car Sharing / Carpooling Scheme

- 5.6.15 Car sharing will be promoted amongst employers / employees of the Proposed Development. Not only does car sharing cut the costs of travel to work for the individual but reduces the number of employees making similar journeys at the same time, thereby reducing peak hour congestion on routes to the Site. This in turn helps reduce vehicle emissions, contributing to meeting local air quality targets. Employees will therefore be provided with information provided on the specific Liftshare website for Bicester as this is already a recognised car share matching service for the town .
- 5.6.16 Employees will also be encouraged to use other social media-based sites and will be provided with a leaflet explaining the benefits of the car share scheme and how to register will be included in the packs. This provides an easy and safe way for potential car sharers to identify people undertaking similar journeys.
- 5.6.17 To encourage staff to participate in car sharing, occupiers will hold annual events in staff communal areas to allow staff to meet each other and network. This is with a view to setting up further car sharing arrangements amongst staff. Occupiers could be encouraged to discuss car sharing with other occupiers if seen as appropriate.

Reducing the Need to Travel

- 5.6.18 The TPC will promote zero travel options amongst the future occupiers of the site such as working from home and virtual meetings to reduce the need to travel to the site.
- 5.6.19 The potential to invite food vendors or visits to services that would benefit all employees (such as mechanics or NHS professionals) will be considered as the site becomes occupied.

5.7 Action Plan

5.7.1 The FWTP has identified a range of measures aimed at influencing modal choice for travel to/from the Development. The action plan is summarised in **Table 5.2** below.

Table 5.2: Action Plan

Objective	Measure	Responsibility	Timescale
Provide staff and, where possible visitors, with a knowledge of the sustainable transport modes available to them from day one;	Travel Information Packs	swTPC	At first occupation
	Promote Salary Sacrifice for Cycle Purchase Scheme	Occupier TPC	At first occupation
	Provide Employees with Information on Local Walking and Cycling Routes	Occupier TPC	At first occupation
Encourage the use of walking, cycling and public transport;	Provision of Cycle Parking in accordance with OCC's Parking Standards	Developer	At construction
	Walking & Cycling Infrastructure Measures	Applicant	To be phased in line with the development as set out in the conditions / S106 Agreement
	Promote bikeability training	Occupier TPC	At first occupation
	Consider Bicycle User Group	swTPC	When sufficient occupations / employees
	Promote Public Transport Use	Occupier TPC	Promote at first occupation
To reduce reliance on the private car by staff and visitors	Promote Car sharing / carpooling	Occupier TPC	At first occupation
	Promote Zero Travel Options (such as work from home and virtual meetings)	Occupier TPC	At first occupation
	Wi-Fi Connectivity to enable Virtual Meetings and Delivery	Developer	At first occupation
To foster awareness of the Travel Plan amongst staff and visitors	Travel Plan Coordinator	Occupier	To be appointed at occupation by the occupier for a period of five years after occupation (or period to be agreed with OCC, if different)
	Promotion of National Events such as Bike Wee	Occupier TPC	At first occupation

Objective	Measure	Responsibility	Timescale
	Undertake Travel Plan Monitoring	swTPC	Biennially for five years

SECTION 6 Monitoring and Review

6.1.1 The monitoring programme of the FWTP will be until some five years after first occupation. Monitoring will be undertaken via the issue of a biennial travel questionnaire and traffic surveys. The first survey will be undertaken within three months of first occupation and biennially thereafter for the life of the FWTP.

6.1.2 The surveys will take place in the form of an electronic questionnaire to be issued to each employee by the occupier. The survey will monitor:

- Place of residence;
- Normal mode of travel to work;
- Occasional mode of travel to work;
- Ability to park on site (rather than on-street); and
- Awareness of travel plans and non-car mode options.

6.1.3 The results of the surveys and the analysis will be included in a monitoring report which will be issued to OCC Travel Plans Team by the swTPC within one month of completion of the surveys.

6.1.4 Traffic surveys in the form of automatic traffic counts on the site access junction will be undertaken to coincide with the questionnaire surveys to understand the number of vehicular trips visiting the site.

6.1.5 The monitoring report will be produced and will outline the measures put in place and the resources used over the previous period to achieve the interim targets. The FWTP targets may be revised or updated if necessary. The monitoring reports will be produced for five years following first occupation and issued to OCC Travel Plans Team for review.

6.2 Travel Plan Budget

6.2.1 Peveril Securities will allocate a budget of c.£12,000 to the Site Wide Travel Plan Co-ordinator with additional funds allocated to cover OCC's monitoring fees along with printing and distribution costs. The budgets for the subsidiary Travel Plans will be allocated by the future occupiers.

SECTION 7 Summary & Conclusion

- 7.1.1 Peveril Securities Ltd has appointed i-Transport LLP to prepare a Framework Workplace Travel Plan (FWTP) in relation to the Bicester ARC site in Oxfordshire.
- 7.1.2 This FWTP supersedes Travel Plan produced by consultants Motion to discharge Condition 21 attached to the outline consent and address any outstanding concerns with the Oxfordshire County Council (OCC) Travel Plans Team.
- 7.1.3 This FWTP outlines opportunities for encouraging future users of the Proposed Development to use sustainable modes of travel. In summary this FWTP demonstrates:
- Peveril Securities Ltd are committed to maximising sustainable travel;
 - The accessibility credentials of the site by non-car modes will be enhanced as part of the development proposals and/or subsequent reserved matters applications through the provision of travel plan measures.
 - Several measures, monitoring strategies and marketing strategies have been detailed; and
 - In conclusion, it is considered that the proposed workplace travel planning strategy for the Proposed Development accords with the relevant policy and best practice guidance.

