



PRECEDENT STUDIES





Appendix B

Bicester 10 – Action Plan - Travel Plan Framework

Action	Responsibility	Time Scale	Comments
Prior to Occupation			
Obtain Approval to Travel Plan Framework	DTA	Planning Submission	
Collate sustainable travel information	TPC	Prior to occupation of premises.	TPC to obtain bus timetables, bus, cycle and walking maps and taxi contacts from Oxfordshire County Council
Establish a sustainable travel noticeboard / area	TPC	Prior to occupation of premises.	Should be located in a prominent position and available to both staff and visitors
Ensure sustainable travel facilities are located in prominent locations and clearly signed	Developer / Contractor	Prior to occupation of premises.	Pedestrian routes, cycle parking, car share spaces should be well advertised and clearly signed
Post Occupation			
Route maps, bus timetables, taxi contacts to be available at all times for staff and visitors	TPC	At occupation of premises.	Information to be updated regularly.
Sustainable travel information to be made available to visitors to the site	TPC	At occupation of premises.	Links to journey planning websites to be made available on occupier websites (e.g. on a 'Find Us' page)
Ensure that employees are made aware of the Travel Plan during the recruitment process.	Recruitment Team	At occupation of premises and on-going	
Prepare and submit a full Travel Plan	TPC to arrange	Within 3 months of occupation of individual units	A Full Travel Plan should be submitted by occupiers of units with 50 employees or more, including initiatives and targets specific to the unit occupier, in consultation with Oxfordshire County Council
Issue Staff Travel Survey	TPC	Within 3 months of occupation of premises	
Set up and maintain an employee travel database	TPC	Within 6 months of occupation of premises	To contain results of Staff Travel Survey for target-setting and monitoring purposes
Encourage employees to join Oxfordshire Liftshare	TPC/Individual Colleagues	Within 6 months of occupation of premises	Provide details of car sharing schemes such as Liftshare and Twoshare
Discuss and brief employees on the emergency lift home procedure for car-sharers	TPC	Within 6 months of occupation of premises	
Set up a Bicycle Users Group	TPC	Within 6 months of occupation of premises	To promote cycling, offer support, encourage others, discuss problems etc.
Contact local cycle shops to offer possible financial assistance / benefits to purchase a cycle	TPC	Within 6 months of occupation of premises	i.e. Interest free loan / discounts
Monitoring / Review			
Include motivation, support and reward issues in staff newsletter.	TPC	On-going Review every 12 months	
Consider offering incentives for sustainable travel	TPC	On-going Review every 12 months	e.g. prize draws
Promote Cycling, advertising the health benefits and savings to be made.	TPC	Spring -Summer	Display health benefits promotional material and offer maps, cycle routes, information
Organise Cycle to Work events.	TPC	Spring -Summer	Offer incentives e.g., breakfast/give aways, promote National Bike Week in June
Promote Car Sharing and Public Transport and the cost benefits involved.	TPC	Autumn -Winter	Re-issue information on car sharing schemes such as Liftshare.
Undertake biennial Staff Travel Surveys	TPC	On-going Review in years 1, 3 and 5	Monitor staff travel behaviour and use of sustainable travel facilities and initiatives (e.g. cycle parking, motorcycle parking, demand for car parking, bus service occupancy and car share scheme)
Analyse results of Staff Travel Survey and implement appropriate actions	TPC	On-going Review in years 1, 3 and 5	Monitor progress of Travel Plan. Monitor requests by employees for additional facilities to assist sustainable travel (e.g. provision of cycle parking, lockers, showers etc.)



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