Stantec

Bicester Gateway Phase 1b

Framework Travel Plan

On behalf of **Bicester Gateway Ltd**

Stantec

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1 Introduction

1.1 Introduction

1.1.1 Stantec has been commissioned by Bicester Gateway Ltd to provide highway and transport advice in support of a new planning application for the development of the Bicester Gateway Phase 1b site into an 'Innovation Community', adding residential to this consented site. The wider Bicester Gateway site is also identified in the local planning documents as the Bicester 10 site.

1.1.2 The Bicester Gateway Phase 1 site was granted outline planning permission (16/02586/OUT) in July 2017 for the use of:

- A hotel (up to 149 bedrooms) on the Bicester Gateway Phase 1a site;

- Up to 14,972 sqm (Gross External Area) of B1 employment-based buildings on the Bicester Gateway Phase 1b site; and

- With associated infrastructure, car parking and marketing boards.

1.1.3 Subsequent to the outline planning permission being granted, in March 2018, a reserved matters application (17/02557/REM) was granted for the Hotel proposed on the Phase 1a land. The Hotel is now under construction.

1.1.4 A Framework Travel Plan (FTP) was produced in 2016 to support the extant permission. This 2020 updated FTP has been produced to support the new proposals for the Phase 1b site and to demonstrate the developer's commitment to sustainable travel solutions for the development.

1.1.5 A Transport Assessment (TA) has also been prepared to support the application and should be considered alongside this report. It provides an overview of the proposed development and sets out an assessment of the transport issues associated with the site. It identifies a package of transport measures aimed at encouraging sustainable travel, managing the existing transport networks and mitigating any residual impacts of the development.

1.2 Development Proposals

1.2.1 The proposed new development on the Bicester Gateway Phase 1b site would include:

- Approximately 273 residential units, comprising:

    - A maximum of 33 car-free residential flats (5 studios, 17 1-bed units and 11 2-bed units), with access to 4 car club spaces; and

    - Approximately 240 residential flats (35 studios, 121 1-bed units, 84 2-bed units), served by a car park providing an overall allocation of 1 space per unit, including the provision of 4 EV charging spaces.

- Approximately 190sqm GEA/177 sqm GIA of A3/Café use, served by a 20 spaces car park for customer and 2 additional spaces for staff;

- Approximatley 4,413sqm GIA of open market office space (typical B1 use) served by a dedicated car park including 147 spaces, plus 4 EV charging spaces; and

- A Hub area of about 9,000sqft (GEA), including a site management office, a lounge area, desk space for hire, an Active Travel Hub and a small food retail facility (day-to-day top up

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shopping), for the use exclusively of residents and employees on site, served by 2 car parking spaces for the use of staff at the site management company.

1.2.2 A masterplan illustrating how these proposals could be delivered on site is provided in **Appendix A**.

1.3 Type of Travel Plan

Framework Travel Plan (This Document)

1.3.1 At this outline application stage, the end occupiers for the development are not known. In addition, the proposed development includes multiple distinct yet complementary land uses. In this context and in accordance with Oxfordshire County Council (OCC) guidance, the outline planning application is to be supported by a Framework Travel Plan.

1.3.2 OCC's advice on Travel Plans states "*The framework travel plan is used for larger mixed-use developments that will have a range of land uses and will have multiple occupiers or phase to the development. It will set out the overall higher end objectives of encouraging sustainable travel across the site and will be an overarching document that includes joint overall outcomes, targets and indicators which are centrally administrated for the tenants or end users on the development. It will outline a commitment for individual sites (or uses/elements) within the overall development to prepare and implement their own subsidiary travel plans.*"

1.3.3 This document has therefore been prepared within this framework.

1.3.4 A Travel Plan is a 'living' document, and the proposed presence of a site management company on site provides the opportunity for Travel Planning at the site to be maintained across the life of the development. However, for the purpose of this Framework Travel Plan (FTP), the developer commits to supporting through the site management company and the appointed Framework Travel Plan Coordinator directly Travel Planning activities related to this FTP for a period of 5 years post occupation. This 5-year period is referred to in the rest of this report as the 'life of the Plan'.

Subsidiary Travel Plans

1.3.5 The Developer will include a covenant in future tenancy agreements / leases on the site which require that their tenants observe and adhere to the FTP and that they produce a Subsidiary Travel Plan (STP) if the type and size of operation exceed the thresholds set by OCC.

1.3.6 OCC's thresholds for Travel Plans and associated Travel Plan Monitoring Fees can be found here: https://www2.oxfordshire.gov.uk/cms/sites/default/files/folders/documents/roadsandtransport/transportpoliciesandplans/newdevelopments/Travelplanrequirementsmonitoringfees.pdf

1.3.7 Occupiers exceeding OCC's thresholds for individual Travel Plans will need to prepare such a plan, labelled as a Subsidiary Travel Plan to this FTP. The preparation of a STP will be:

- The responsibility of the individual occupier;

- Required as part of the reserved matter application process or their tenancy agreement; and

- Delivered under the umbrella of this overarching FTP and therefore adhering to its guiding principles and objectives.

1.3.8 Each STP will be prepared by a STP Representative (appointed by the occupier prior to, or at the point of, occupation).

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1.3.9   OCC's guidance indicates the STPs should be prepared within three months of each start of occupation.

1.4   Objectives of this Framework Travel Plan

1.4.1   The key objective of this FTP, and of all STPs, is to reduce the overall number of car journeys by residents, employees and visitors to the Bicester Gateway Phase 1b site.

1.4.2   A further objective is to promote sustainable travel by:

- Delivering local infrastructure improvements to improve access to the site by walking, cycling and public transport;

- Raising awareness of the choice of modes of travel available to prospective purchasers and users of the development site; and

- Encouraging the use of sustainable modes of travel to and from the site through information and the organisation of targeted events/user groups on site.

1.5   Structure of This Report

1.5.1   The remainder of this report is structured as follows:

- Section 2 - Policy Review;

- Section 3 - Existing Transport Conditions;

- Section 4 - Provisional Baseline Modal Split;

- Section 5 - Development Proposals and Travel Plan Measures;

- Section 6 - Provisional Targets;

- Section 7 - Implementation and Monitoring;

- Section 8 - Action Plan.

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2 Policy and Guidance Review

2.1 Introduction

2.1.1 This section considers the planning context for the site, including CDC's Local Plan, The Local Transport Plan 4 and its Transport Strategy for Bicester.

2.2 National Planning and Policy Context

National Planning Policy Framework

2.2.1 The National Planning Policy Framework (NPPF, 2019) sets out the Government's economic, environmental and social planning policies for England. Taken together, these policies articulate the Government's vision of sustainable development, which should be interpreted and applied locally to meet local aspirations.

2.2.2 Therefore, the NPPF sets the policy background for the development of Travel Plans.

"In assessing sites that may be allocated for development in plans, or specific applications for development, it should be ensured that:

- *a) appropriate opportunities to promote sustainable transport modes can be – or have been – taken up, given the type of development and its location;*

- *b) safe and suitable access to the site can be achieved for all users; and*

- *c) any significant impacts from the development on the transport network (in terms of capacity and congestion), or on highway safety, can be cost effectively mitigated to an acceptable degree.*

All development that will generate significant amounts of movement should be required to provide a travel plan, and the application should be supported by a transport statement or transport assessment so that the likely impacts of the proposal can be assessed."

National Planning Practice Guidance

2.2.3 On 6th March 2014, the Government published the National Planning Practice Guidance (NPPG), which provides the overarching framework within which the transport implications of development should be considered. It provides advice on the preparation of Transport Assessment, Transport Statements and Travel Plans.

2.2.4 This NPPG includes a section covering "*why are Travel Plans, Transport Assessments and Statements important"*, citing the following points:

- "Encouraging sustainable travel;

- Lessening traffic generation and its detrimental impacts;

- Reducing carbon emissions and climate impacts;

- Creating accessible, connected, inclusive communities;

- Improving health outcomes and quality of life;

- Improving road safety; and

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- Reducing the need for new development to increase existing road capacity or provide new roads."

2.2.5   Under the section "*What key principles should be taken into account in preparing a Travel Plan, Transport Assessment or Statement?",* the guidance states that Travel Plans, Transport Assessments and Statements should be:

- "Proportionate to the size and scope of the proposed development to which they relate and build on existing information wherever possible;

- Established at the earliest practicable possible stage of a development proposal;

- Be tailored to particular local circumstances (other locally-determined factors and information beyond those which are set out in this guidance may need to be considered in these studies provided there is robust evidence for doing so locally); and

- Be brought forward through collaborative ongoing working between the local planning authority/transport authority, transport operators, rail network operators, Highways Agency where there may be implications for the strategic road network and other relevant bodies. Engaging communities and local businesses in Travel Plans, Transport Assessment and Statements can be beneficial in positively supporting higher levels of walking and cycling (which in turn can encourage greater social inclusion, community cohesion and healthier communities)."

2.2.6   The guidance also sets out the ways in which these documents can be made to be as useful and accessible as possible – by ensuring that any information or assumptions should be set out clearly and be publicly accessible.

2.3   Local Planning and Policy Context

Connecting Oxfordshire 2015-2031 (LTP4)

2.3.1   The Oxfordshire Local Transport Plan 2015-2031 (LTP4) focuses on delivering the transport framework and solutions to support the delivery of major growth planned within the County for the period to 2031. LTP4 is aimed at supporting the delivery of Local Plans and Core Strategies in the County and the objectives of the Local Enterprise Partnership's Strategic Economic Plan. The Plan states*: "we have a huge challenge to enable people to make the journeys they need to as the population grows, and avoid damage to the economy caused by severe congestion, as well as to protect the environment. So there needs to be a significant shift away from dependence on private cars, towards more people using forms of transport that use less road capacity and damage the environment less – where possible walking, cycling, or using public transport. Our aim is to make this happen by transforming travel by these means, supported by innovation".* The document was adopted as policy in September 2015.

2.3.2   The Plan sets out as over-arching transport goals:

- *"To support jobs and housing growth and economic vitality;*

- *To reduce transport emissions and meet [OCC's] obligations to Government;*

- *To protect, and where possible enhance Oxfordshire's environment and improve quality of life; and*

- *To improve public health, air quality, safety and individual wellbeing."*

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2.3.3 These goals are translated into objectives structuring the County's transport policy for the period to 2031. These objectives are set out in Table 1 in the Plan, table which is reproduced below.

Table 2.1: LTP4 Objectives – Table 1 in LTP4 report

Goal	Theme and section in Connecting Oxfordshire	Objective
To support jobs and housing growth and economic vitality	Supporting growth and economic vitality	Maintain and improve transport connections to support economic growth and vitality across the county
		Make most effective use of all available transport capacity through innovative management of the network
		Increase journey time reliability and minimise end-to-end public transport journey times on main routes
		Develop a high-quality, innovative and resilient integrated transport system that is attractive to customers and generates inward investment
To support the transition to a low carbon future	Reducing emissions	Minimise the need to travel
		Reduce the proportion of journeys made by private car by making the use of public transport, walking and cycling more attractive
		Influence the location and layout of development to maximise the use and value of existing and planned sustainable transport investment
		Reduce per capita carbon emissions from transport in Oxfordshire in line with UK Government targets
To support social inclusion and equality of opportunity	Improving quality of life	Mitigate and wherever possible enhance the impacts of transport on the local built, historic and natural environment
To protect and where possible enhance Oxfordshire's environment and improve quality of health		Improve public health and wellbeing by increasing levels of walking and cycling, reducing transport emissions, reducing casualties and enabling inclusive access to jobs, education, training and services
To improve public health, safety and individual wellbeing		

2.3.4 The Plan includes specific local strategies, including a strategy for the Bicester area. This strategy identifies several opportunities to improve Bicester's local transport networks in order to support planned growth locally, including:

- Road improvements delivering western, eastern and southern peripheral corridors;

- Improvements in rail access, including direct services to London from the Bicester Village station and future connections to Milton Keynes, Bletchley and Bedford to the north and Didcot and Reading to the south, all as part of the East-West Rail project;

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- Improvements at the M40 Junctions 9 and 10 as well as the possible creation of a new junction on the M40 as part of the Oxford-Cambridge Expressway project; and

- The promotion of sustainable travel by the development of Travel Plans for key developments, improving pedestrian, cycle and public transport links from the town centre to major developments and railway stations, specific public transport improvements on key corridors, and the development of a specific public transport offer connecting with Oxford and the rest of the Knowledge Spine.

2.3.5 A number of identified elements of the strategy are directly relevant to the Bicester Gateway site including:

- South East Peripheral Road (SEPR), connecting the A41 east and west of Bicester via a new road around the south of the town;

- Potential freight interchange at Graven Hill that would be linked to the SEPR scheme;

- Park and Ride at the A41 Kingsmere Roundabout, directly opposite the site, providing increased bus accessibility plus connections to the wider Knowledge Spine as part of the provision of a 'turn-up and go' bus service connecting to Oxford;

- Enhancing pedestrian, cycle and public transport links from the stations to key employment sites, putting the onus on connecting the Bicester Gateway site to the town centre and the local Bicester Village station;

- Improving bus services along key corridors, with specific mention of improved connections to the Bicester Business Park site;

- Improved access to Bicester Village, with direct implications on connectivity to the south west of Bicester;

- Southern connectivity project, delivering pedestrian and cycle links between residential and employment sites to the south of Bicester;

- Securing green links between proposed development sites on the outskirts of the town and existing Public Rights of Way, providing a series of leisure / health walks, which would apply to Bicester Gateway given its location on the edge of the town; and

- Increased awareness of travel choices, which in the case of Bicester Gateway will relate to the development of a Travel Plan.

The Cherwell Local Plan (adopted July 2015)

2.3.6 The Cherwell Local Plan was adopted in July 2015. It allocates 10,129 new homes in Bicester supporting a significant employment allocation (138ha). The Bicester Gateway site is an allocated site within the Plan. The following specific policy requirements are identified in terms of transport:

- Contribution towards M40 Junction 9 Phase 2 improvements;

- Contribution towards local road improvements;

- Safeguarding of land for the southern peripheral route;

- Integration/connectivity improvements with South West Bicester site (Kingsmere), Bicester Village and Bicester town centre;

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- Green Infrastructure links;

- Travel Plan;

- Pedestrian and cycle improvements along the A41 corridor with improved connection to nearby developments; and

- Improved bus connection with the provision of bus stops on site.

OCC Travel Plan Guidance

2.3.7 OCC Travel Plan and Monitoring Fee Thresholds document can be found at the following link: https://www.oxfordshire.gov.uk/cms/sites/default/files/folders/documents/roadsandtransport/transportpoliciesandplans/newdevelopments/Travelplanrequirementsmonitoringfees.pdf

2.3.8 OCC Transport for New Developments: Transport Assessments and Travel Plans March 2014 provides detailed guidance in relation to the objective of Travel Plans prepared in support of development proposals within the County and also in terms of type of plans and their structure. Of relevance to the first phase of development on the Bicester Gateway site are the following extracts:

"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; and*

- *Outline a commitment for individual sites (or uses/elements) within the overall development to prepare and implement their own Subsidiary Travel Plans.*

  Framework Travel Plans must be submitted and approved prior to planning permission. Individual Subsidiary Travel Plans must be written and submitted to Oxfordshire for approval (as per Oxfordshire County Council requirements) within three months of occupation. "

2.3.9 This FTP meets these requirements.

2.4   Summary

2.4.1 In summary, the planning context for the Bicester Gateway development emphasises the importance of developing a sustainable transport strategy in support of the development. The local policies highlight the significant growth opportunities within Bicester and the significant transport network improvements required to support such a growth. It also points out that Smart Choices and Sustainable Travel solutions have to play a key part in delivering growth locally.

2.4.2 The commitment to the delivery of a Travel Plan supporting development on the Bicester Gateway Phase 1b site is framed within clear National Policy guidance and emphasised further by local planning and transport policies. This FTP is therefore directly relevant to the development's policy context.

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3 Existing Transport Conditions

3.1 Introduction

3.1.1 This section considers the existing transport conditions in the vicinity of the development site. It provides details of the site's location, its proximity to local facilities and amenities and its accessibility by walking, cycling and public transport.

3.2 Site Location and Description

3.2.1 The site is located approximately 2.5km north-east of the M40 Junction 9 on the A41. The M40 forms part of the strategic road network providing connection to London and the South East and then to Birmingham in the north.

3.2.2 The site is located on the western approach to Bicester along the A41. The site is accessed via the A41 with Vendee Drive leading into the South-West Bicester Urban Extension (Kingsmere). A short section of road (referred to as Vendee Drive (link) in the rest of this report) connects the A41 Kingsmere Roundabout to Wendlebury Road, which is a local country road that runs parallel to the A41. Wendlebury Road forms the eastern edge of the development and connects to villages south-west of Bicester.

3.2.3 **Figure 3.1** illustrates the site within its context.

3.3 Local Facilities and Amenities

3.3.1 The Bicester Gateway Phase 1b site is in close proximity to a number of facilities likely to be of use to residents, employees and visitors at the development.

3.3.2 The adjacent hotel will provide some convenience facilities for both the residents and employees.

3.3.3 There is an extensive retail offering in the vicinity of the site, including Bicester Village, Blue Diamond Home & Garden Shops and the Kingsmere Retail Park which is currently under construction.

3.3.4 A Tesco Superstore and McDonalds are located approximately 1km from the site. Bicester Town Centre and Market Square are approximately 2.3km walking or cycling distance from the site, providing a variety of retail, entertainment and restaurant facilities including a Vue cinema and a library.

3.3.5 St Edburg's CE Primary School is located approximately 1.2km walking distance from the site, within the new Kingsmere development.

3.3.6 There are also proposals for new attractions and facilities in the local area including a new recreational Country Park and Bicester Motion, an automotive resort.

3.3.7 The following table provides a summary of the key local facilities available within proximity of the development site. The distances are taken from the notional centre of the site frontage on the A41.

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Table 3.1: Distance to Key Facilities

Facility / Destination	Location / Street	Distance
Blue Diamond Home & Garden Shops	Wendlebury Road	600m
McDonalds	Lakeview Drive	1000m
Tesco Superstore	Lakeview Drive	1200m
Bicester Village	Pingle Drive	1400m
Kingsmere Retail Park (Under Construction, includes Next and M&S Simply Food)	A41/Pioneer Way	1100m
Bicester Market Square	Bicester Town Centre	2300m
Vue Cinema	Bicester Town Centre	2500m
Library	Bicester Town Centre	2500m
The Lion Wendlebury (Pub)	Wendlebury Road	1800m
St Edburg's CE Primary School	Pioneer Way, Kingsmere Development	1200m
Bicester Motion (Proposed)	Former RAF Bicester Airfield	4000m
Country Park (Proposed)	Vendee Drive	600m

3.3.8   In considering the proximity of these key facilities and amenities with regards to walking distances, the most recent transport statistics are set out within the DfT's *'National Travel Survey: 2018'* (NTS). This indicates that 80% of journeys under one mile (1.6km) are made on foot.

3.3.9   The NPPF now supersedes the Planning Policy Guidance (PPG), however PPG13 states that:

"Walking is the most important mode of travel at the local level and offers the greatest potential to replace short car trips, particularly under 2 kilometres."

3.3.10   In addition, guidance on this issue is provided by Manual for Streets (MfS) which, at Paragraph 4.4.1, states that:

"Walkable neighbourhoods are typically characterised by having a range of facilities within 10 minutes' [up to about 800m] walking distance of residential areas which residents may access comfortably on foot. However, this is not an upper limit and PPG13 states that walking offers the greatest potential to replace short car trips, particularly those under 2km."

3.3.11   Again, this is reiterated and substantiated in the recent NTS, which identifies that 82% of all cycle trips are over 1 mile (1.6km) and 53% over 2 miles (3.2km). 82% of all cycle journeys are made over distances less than 5 miles (8km).

3.3.12   Based on the evidence detailed above, it is considered that the site is located within a walkable distance (2km) of a large majority of the key facilities identified in Table 3.1.

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Furthermore, all key facilities identified are accessible within a short cycle distance (much less than 5 miles). The proposed development site is therefore located in close proximity of a wide range of facilities accessible by active modes of transport, facilities that will meet most day-to-day needs of future residents, employees and visitors to the proposed development.

3.3.13 As detailed in Section 4, the proposed development will also offer a range of community facilities on site, contributing further to the transport sustainability of the proposal.

3.4 Site Accessibility by Non-Car Modes

Walking and Cycling

3.4.1 The Bicester Gateway Phase 1b site benefits from good existing walking and cycling facilities. Many of these have been recently developed to support the proposed South West Bicester Urban Extension (Kingsmere), complemented by the transport infrastructure delivered by the Hotel consent on the Phase 1a site. **Figures 3.2** and **3.3** present walking and cycling isochrones from the development.

3.4.2 Wendlebury Road is part of National Cycle Route (NCR) 51, which is a long-distance route connecting Colchester and Oxford. Locally, NCR 51 provides access to Bicester Village and Bicester Town Centre to the north of the site and runs along the eastern side of the A41 on a segregated track, with suitable crossing points into Bicester Village and town. Both rail stations are within cycling distance of the Bicester Gateway Phase 1b site, with Bicester Village station the nearest and connected to the NCR 51.

3.4.3 A shared 2.5m wide footway/cycleway is located along the northern side of Vendee Drive and provides connection into the Kingsmere development. On the approach to the A41 Kingsmere Roundabout, this facility crosses over to the southern side of Vendee Drive via a central splitter island. This then extends to the Kingsmere Roundabout and connects into the Park and Ride (P&R) site. This route also connects with a similar footway/cycleway facility provided on the western side of the A41 towards Bicester Town Centre.

3.4.4 Similarly a shared footway/cycleway is provided on the eastern side of the A41 from the junction with Wendlebury Rd to Bicester Town Centre connecting to the Blue Diamond retail park, the future Bicester Office Park, Tesco, Bicester Village (via a new crossing facility) and then to the town centre and railway stations.

3.4.5 Traffic signal-controlled crossings are located at key crossing points along the A41 corridor including junctions delivered as part of the Kingsmere and Bicester Office Park developments. These, combined with the other facilities detailed above, mean that continuous off-carriageway routes are available in the vicinity of the site connecting to the rest of Bicester.

3.4.6 Off-carriageway walking / cycling links are also provided on the redundant 'Chesterton slip roads' to the south of the site connecting to Chesterton.

3.4.7 As part of the reserved matter consent for the Phase 1a Hotel development, an improved shared foot / cycleway is being delivered along the A41 frontage of the Hotel site, connecting to the existing facility on the eastern side of the A41. In additional a signalised pedestrian / cycle crossing is being delivered across the A41 just north of Vendee Drive providing convenient access into the Kingsmere development and the network of walking and cycling routes to the north and west of the A41.

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Public Transport

Bus

3.4.8 The main bus operator in the area around the site is Stagecoach. **Table 3.2** summarises the service numbers, routes and their frequencies near the site. **Figure 3.4** illustrates the key bus routes operating in the area around the site.

3.4.9 Access from the proposed development to these services can be gained at a number of nearby locations:

- An existing bus stop on the A41 to the north of the site supplemented by the delivery of a new southbound stop as part of the consented Phase 1a Hotel development provide access to services S5, NS5 and 26 in both directions. These stops are located about 300m-400m from the Phase 1b site and will offer shelter and Real Time Information (RTI). The new traffic signal- controlled pedestrian crossing across the A41 delivered as part of the Phase 1a Hotel creates the link between the northbound and southbound stops;

- The Park and Ride is the other main bus hub locally. It is served by services S5 and NS5 but not the local 26 bus service. The walking route to the Park and Ride stops would be about 400m using the existing uncontrolled crossings at the A41 Kingsmere roundabout. Stops at the Park and Ride site offer shelter; and

- Finally, there is a southbound stop on the A41 about 250m to the south of the development site, providing access to services S5 and NS5. This stop is marked by a flag only and a layby.

3.4.10 Services S5 and NS5 are Park and Ride services providing convenient direct bus connection to Oxford and the rest of Oxfordshire across the Knowledge Spine including an extended service to the John Radcliffe Hospital at peak shift start and finish times. This bus service locates the proposed development within this wider economic growth area, supporting in particular specific links to Oxford knowledge-based industries and businesses. These services also connect to local destinations in Bicester including the Bicester Village railway station. The journey time to Oxford city centre is 31 minutes and between 5 and 8 minutes to Bicester Town Centre from the site.

3.4.11 Bus service 26 is a local service to Bicester and connects the development to Bicester North railway station at a 30min frequency Monday to Saturday.

3.4.12 Stagecoach operates the X5 express service between Oxford, Buckingham, Milton Keynes, Bedford and Cambridge, which calls at Bicester Village every half an hour every day.

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Table 3.2: Local Bus Services and Frequencies

Service/ Operator	Route	Frequency		
		Mon-Fri	**Sat**	**Sun and Bank Holidays**
26	Bicester – Kingsmere - Bicester	30mins	30mins	-
S5	Oxford – Gosford –Bicester –Glory Farm - Launton	15mins	15mins	30mins
NS5	Oxford – Gosford –Bicester –Glory Farm	Hourly (Midnight to 3am)	4 x hourly service to Bicester	-
X5	Buckingham – Bicester – Oxford	30mins	30 mins	Hourly

Source: https://bustimes.org/ August 2019

Rail

3.4.13 There are two passenger rail stations in Bicester: Bicester Village (approximately 2km from the site, so within walking distance) and Bicester North (2.5km from the site within cycling distance). Station locations are shown on **Figure 3.4** and rail services to these stations are summarised below. Bicester Village station was renovated in 2015 by operator Chiltern Railways as part of a general plan to connect better the nearby Bicester Village retail outlet to rail services. It is also one of the stations on the East West Rail scheme delivering rail connection through the Cambridge – Milton Keynes – Oxford growth area. It therefore provides longer distance travel connection from the Bicester area to this major economic area.

3.4.14 Bicester Village railway station is accessible by walk in 25 minutes and around an 8-minute cycle ride from the site. The station is served by trains to and from Oxford station and London Marylebone station. All the trains serving the station are operated by Chiltern Railways. The journey time from London Marylebone Station to Bicester Village is approximately 50 minutes and the service is available every 30 minutes throughout the day. Further, journey time from Oxford is 10 minutes which puts the site within a convenient commutable distance from both these major destinations.

3.4.15 Covered cycle storage facility is available at the station for 182 bikes, which encourages linked commuting trips on bike and train.

3.4.16 Bicester North rail station is located 2.5km from the site and is approximately a 10-minute cycle ride from the site. Bicester North is the main train station for the town, with services operating to and from London Marylebone, Birmingham Snow Hill and Stratford-upon-Avon at a regular frequency. The station is managed by Chiltern Railways and has 136 cycle parking spaces.

3.4.17 **Table 3.3** illustrates summarises the train services to key destinations from both Bicester stations.

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Table 3.3: Train Services at Bicester Stations

Station	From/to	Weekday Frequency	Weekend Frequency	Approximate journey time
Bicester Village	London Marylebone	30 minutes	30 minutes	50 minutes
	Oxford Parkway	30 minutes	30 minutes	10 minutes
Bicester North	Birmingham Snowhill	60 minutes	60 minutes	1 hour 15 minutes
	Banbury	30 minutes	30 minutes	15 minutes
	Warwick	60 minutes	60 minutes	40 minutes
	Leamington Spa	30-60 minutes	30-60 minutes	40 minutes

(Timings correct as of August 2019)

3.4.18 The **Table 3.3** shows that the train stations in Bicester provide excellent connections to the Oxford, Birmingham, Banbury, Warwick, Leamington Spa and London for commuting.

Summary

3.4.19 The development site benefits from excellent accessibility by non-car modes of transport, with:

- Excellent pedestrian and cycle links to a wide range of facilities able to accommodate most residents, employees and visitors' day-to-day needs, including retail, leisure, education and work opportunities (in Bicester Town Centre, at Bicester Village), all within acceptable walking and/or cycling distances;

- Good public transport connections to Bicester Town Centre and to Oxford via the S5/NS5 Park and Ride bus services and local service 26; and

- Good rail connectivity to a range of local and national destinations (including the knowledge economy 'spine' and the major economic area of the Cambridge – Milton Keynes – Oxford arc) via stations easily accessible by public transport and cycling.

3.4.20 The site's access strategy builds on this already excellent accessibility to make sure that the development is connected to the existing transport networks available. In particular, it takes full advantage of the transport infrastructure improvements delivered by the consented Phase 1a Hotel. In addition, a Framework Travel Plan for the site will support the take up of sustainable modes of transport to and from the development making the most of the opportunities for sustainable travel available to the development.

3.5   Local Highway Network

A41

3.5.1 The A41 is a dual carriageway road connecting the M40 to the centre of Bicester. The site is accessed off the A41 at a roundabout with Vendee Drive that also forms the access into the Bicester Park and Ride site. The road is subject to a 40mph speed limit from the A41/Vendee Drive Roundabout, and then reduces to 30mph on approach to Oxford Road. Between the site access roundabout and Oxford Road, a three-arm signal junction provides access to an existing Premier Inn Hotel and parts of the South West Bicester Urban Extension (Kingsmere). Approximately 150m south-west of the A41 / Oxford Road junction, another signal controlled three arm junction provides access to new Tesco Superstore and permitted Bicester Office Park. Both of these junctions include controlled pedestrian crossing facilities across the side roads and the A41.

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Vendee Drive

3.5.2   Vendee Drive is a single carriageway road with a shared footways/cycleways on the north side of the road. It provides a route around the South West Bicester Urban Extension as well as around Bicester Town Centre.

Wendlebury Road

3.5.3   Wendlebury Road is a single carriageway road of varying width ranging from around 4m to more than 6m. Wendlebury Road links to the southbound/westbound carriageway of the A41 by the Blue Diamond (Bicester Avenue) development at a left in/left out junction. Approximately 5.5 km south of the site, it meets the B430 Northampton Road, whilst running parallel to A41 and A34, bypassing M40J9. There is a footway along the frontage of the Phase 1a Hotel site along Wendlebury Road but no facility south of the Vendee Drive (Link). The road is subject to the national speed limit along the Phase 1b site frontage.

M40 Junction 9

3.5.4   M40 Junction 9 is located under 3km south of the site and links to Birmingham in the north and London in the south via the M40. It links to Oxford via the A34 to the south-west. Improvements to the grade separated junction were completed in 2015 with widening on both the A34 and A41 approaching into the junction and improved signalisation and signage with the aim to alleviate congestion on the A34 north/eastbound and A41 south/westbound carriageway as well as improving safety.

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4 Provisional Modal Splits

4.1 Introduction

4.1.1 This section provides an indication of the likely baseline modal split to be expected at the proposed development. The modal splits are provisional at this stage as the end occupiers on site are not known. The baseline modal splits will therefore be officially established after the first travel survey is undertaken post occupation.

4.2 Cherwell 016 MSOA Modal Split

4.2.1 The Bicester Gateway Phase 1b site lies within the Cherwell 016 Middle-Layer Super Output Area (MSOA). Modal splits for residential and office uses have been identified based on Census 2011 Journey to Work data as requested by OCC and are presented in **Tables 4.1** and **4.2** below. Car driver trips have been adjusted assuming that the same percentage of car share passengers are car share drivers, as Census data does not include the 'car share driver' category.

Table 4.1: Census Data Modal Split for Cherwell 016 MSOA - Residential

Mode of Travel	Modal Split
Drive a car alone	63%
Car share driver	5%
Car share passenger	5%
Cycle	2%
Walk	5%
Bus, minibus or coach	4%
Train	3%
Motorcycle, scooter or moped	1%
Work from Home	11%
Taxi	0%
Other	1%
Total	**100%**

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Table 4.2: Census Data Modal Split for Cherwell 016 MSOA – Employment

Mode of Travel	Modal Split
Drive a car alone	73%
Car share driver	8%
Car share passenger	8%
Cycle	2%
Walk	4%
Bus, minibus or coach	4%
Train	1%
Motorcycle, scooter or moped	1%
Taxi	0%
Other	1%
Total	**100%**

4.3   Predicted Residential Baseline Modal Split

4.3.1   The Cherwell 016 MSOA is mainly rural in nature which is reflected in the modal split shown above. However, the Bicester Gateway Phase 1b site is in a sustainable location on the edge of Bicester's built-up area which has developed significantly since 2011. The site has good quality sustainable transport connections and the 'Innovation Community' concept for the development is expected to encourage a high level of sustainable travel behaviour, including working from home, PT use and walking and cycling. Therefore, it is considered that the modal split identified in the previous section relating to residential trips is not representative of the development proposals put forward.

4.3.2   A residential baseline modal split that is considered more representative of the sustainable travel opportunities and development type is set out in **Table 4.3** below.

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Table 4.3: Predicted Residential Baseline Modal Split

Mode of Travel	Modal Split
Drive a car alone	32%
Car share driver	6%
Car share passenger	6%
Cycle	5%
Walk	8%
Bus, minibus or coach	15%
Train	6%
Motorcycle, scooter or moped	1%
Work from Home	20%
Taxi	0%
Other	1%
Total	**100%**

4.3.3 The key effects of the lifestyle offered by the proposals (as evidenced in the accompanying Transport Assessment, considering changes in travel behaviours, supported by the development's access strategy and building on the site's sustainability) are:

- The likelihood that home working will be more prevalent, due to the type of residents targeted (young professionals in the knowledge industry), i.e. people very aware of the latest technological advances and able to capitalise on these to adopt a more environmentally friendly lifestyle – here we expect that 20% of work trips could be 'work from home', so people working from home once a week; and

- The different attitude towards car ownership and car use, supported by sustainable access to important and convenient PT hubs, is expected to increase the walking, cycling, bus and train mode shares, with bus use playing an important role given the link to Oxford and the rest of Oxfordshire across the knowledge industry.

4.3.4 This predicted residential modal split is provisional only at this stage and only aimed at reflecting the opportunity that the development proposed on the Phase 1b site represents. Accurate baseline modal splits will be identified through Travel Surveys. This FTP also presents a set of measures and a management process aimed at supporting sustainable travel and further reducing vehicular trips generated by the development.

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4.4 Predicted Baseline Modal Split for other land uses

4.4.1 In relation to the Office and Café development proposed on site, the co-living, co-working concept put forward would also lead to more sustainable travel behaviour than typically observed locally. In particular, it is expected that a large proportion of the trade at the proposed café will come from the other land uses on site. However, it is accepted that the café will also attract a number of car-based trips for outside the development.

4.4.2 For the proposed office development, the opportunities for access by non-car modes, are significant and the development's proposals supported by the FTP will lead to a lower than typical car use. However, for the purpose of the planning application, and in relation to this FTP and the accompanying TA, the mode split presented in **Table 4.2** is considered an adequate provisional baseline.

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5 Proposed Travel Plan Measures

5.1 Introduction

5.1.1 OCC's '*Transport for New Developments – Transport Assessments and Travel Plans'* (March 2014) guidance states that "*measures must be appropriate for the development in question and form a package of actions with credible potential to achieve the stated objectives and targets in the Travel Plan. They must consist of a mixture of short, medium-and- long-term actions (pre- and post-construction) and include positive incentives to encourage the use of alternatives to the car as well as some demand restraint*".

5.1.2 This section of the FTP therefore sets out both the infrastructure and marketing/awareness raising measures that will seek to provide residents, employees and visitors to the Bicester Gateway Phase 1b site the fullest opportunity to travel to and from the site sustainably. These measures will seek to reduce the need to travel, reduce car use and encourage walking, cycling and public transport use.

5.2 Infrastructure Measures – Development Proposals

Walking and Cycling

5.2.1 As detailed earlier in this report, the development site is located within walking distance and an easy cycle ride of a wide range of facilities that will meet the day-to-day needs of future residents and employees and visitors to the development. The walking and cycling proposals supporting the development therefore focus on connecting the development to the existing extensive walking and cycling networks surrounding it as well as supporting the creation of an active travel culture on site, consistent with the lifestyle offer at the proposed development.

5.2.2 On that basis, the proposed development would offer:

- Suitable cycle parking provision to meet the future demand of residents, staff and visitors to the site – In particular, the residential cycle provision allows for the parking all types of bikes (cargo, tricycle) as well as providing power points to charge Ebikes;

- The Hub will include an Active Travel Hub as a specific location where site users will be able to access advice on walking and cycling to/from the development, as well as cycle repair tools and tutorial as well as a space where bike maintenance can be carried out. The Active Travel Hub will form a specific location where Travel Plan advice can be accessed and disseminated and where cycle clubs for example could meet, contributing to community building on the development; and

- In line with the agreed transport infrastructure provision agreed at the time of the original planning consent for the Phase 1b site, the proposed new development would deliver a shared footway/cycleway along the A41 frontage of the Phase 1b site. This would be supplemented with improved crossing facilities across Vendee Drive (link) to the north, to connect with the facility delivered by the Phase 1a consent, and specific signage provision at the southern end to route cyclists along the disused southbound slip-road to the south of the development back onto Wendlebury Road and the NCR 51. Access from the development to this new facility would be provided at a number of points along the A41 frontage connecting to a network of routes within the site linking to the various land uses proposed. These proposals are illustrated in Drawing 46463-5501-001.

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Traffic monitoring

5.2.3   In response to concerns raised by Wendlebury Parish Council, the developer commits to monitoring the traffic impact of the proposed development on traffic flows through the village of Wendlebury. At this stage, it is suggested that the use of ANPR cameras would support this monitoring and if an issue is identified such a system would allow targeted awareness raising actions amongst the site's population (residents and employees).

Parking Provision

5.2.4   Parking for the proposed development would be provided according to the Oxfordshire County Council standards as described below. As a principle, parking provision for the residential element of the development would be separate from the parking provision for the proposed Office use and proposed Café. A minimal amount of parking would also be provided for the Hub, mainly related to staff at the site management company.

Cycle parking provision

5.2.5   The local cycle parking standards for residential development are derived based on the following:

- one space per studio and 1-bed unit;

- two spaces for 2-bed units; and

- one stand per two unit for visitors.

5.2.6   These requirements equate to:

- The provision of 368 cycle parking spaces for residents – These will be provided within the undercroft resident car park and therefore will benefit from secured access and be sheltered. The masterplan for the proposed development would allow for these to be provided as 'double stacked' within dedicated areas of the residential undercroft car park and would provide additional space within the dedicated resident parking areas to allow for parking larger bikes such as cargo bikes or tricycles. It is also proposed to provide power points within the resident cycle parking areas to allow for charging Ebikes; and

- The provision of 137 stands for visitors – This would equate to providing one cycle parking space per residential unit for visitors. In practice it is unlikely that all residential unit on site will receive a visit undertaken on bicycle all at the same time. Therefore, the local standards seem to lead to a significant overprovision of visitor cycle parking spaces for the residential element of the development. On that basis the proposals include for the provision of 27 cycle stands for visitors. These 27 cycle stands would provide 54 cycle parking spaces, equating to the assumption that 20% of the proposed residential unit would accommodate a visit at any one time. These visitor stands will be located at convenient locations within the development.

5.2.7   The local cycle parking standards for Office use are as follows:

- 1 stand per 150sqm GIA for staff; and

- 1 stand per 500sqm GIA for visitors.

5.2.8   This has been applied to the proposed development and it is therefore proposed to provide the following:

- 30 stands (60 spaces) for staff; and

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> ■ 9 stands (18 spaces) for visitors.

5.2.9 For the proposed café, the local cycle parking standards are as follows:

> ■ 1 stand per 12 staff for staff; and

> ■ 1 stand per 20 sqm GIA of public space.

5.2.10 This has been applied to the proposed café on the site, assuming that 100sqm GIA of the overall Café's GIA is public space. Therefore, the following cycle parking provision for the café is proposed:

> ■ 2 stands (4 spaces) for staff – It is unlikely given the size of the facility proposed that more than 24 people will be employed at the proposed Café. Therefore providing 2 stands would represents a slight over provision but would support cycle use from café staff on site; and

> ■ 5 stands (10 spaces) for customers.

5.2.11 In addition, it is proposed to provide a couple of stands for the use of the staff at the site management company. It is expected that the site management company will only employ a fee people (a manager, an assistant and a janitor). Therefore, the provision of two stands should cover any demand for cycle parking from these site employees.

5.2.12 Overall, visitor cycle parking provision will be spread across the development site and will therefore allow for use across land uses, with for example, the office visitor cycle provision being available at weekends for residential visitors. It is therefore considered that the cycle parking provision proposed is suitable to support high cycle use from the proposed development.

Car Parking Provision

5.2.13 As discussed above, one of the core objectives of the proposed development is to deliver an 'Innovation Community' strongly connected to the knowledge economy within the Cambridge – Oxford corridor and benefiting from excellent non-car based access to employment, leisure, retail and education opportunities in Bicester, Oxford and the wider sub-region. As such the concept for the proposed development, and in particular its residential element is for the creation of a location where it is not necessary to own a car and where car ownership is not for daily commuting trips but more weekend leisure activities. This ethos is reflected within the proposed site car parking provision.

5.2.14 The local car parking standards are maximum standards for residential development and are derived based on the following for the Bicester Urban Area:

> ■ One allocated space per unit; and

> ■ Unallocated provision equating to 0.4 space per studio/1-bed unit and 0.6 space per 2-bed units.

5.2.15 The proposed development includes the provision of a maximum of 33 car free residential units, for which the masterplan allows for the provision of 4 car club spaces to be located conveniently in proximity of the car free units.

5.2.16 The rest of the proposed residential development (approximately 240 units) would be served by 240 car parking spaces delivered within an undercroft car park. The proposal does not include the provision of additional unallocated car parking spaces but puts forward a permit-based system controlling the use of allocated and unallocated car parking spaces within the

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240 spaces proposed. This proposed car parking management system is outlined in Section 5 of this report and is consistent with the sustainable nature of the proposed development concept.

5.2.17 The local car parking standards for Office use are as follows:

- 1 space per 30sqm GIA for staff and visitors.

5.2.18 This has been applied to the proposed development and it is therefore proposed to provide 147 car parking spaces within a dedicated office car park on site.

5.2.19 For the proposed café, the local car parking standards are as follows:

- 1 space per 5 sqm GIA of public space.

5.2.20 This has been applied to the proposed café on the site, assuming that 100sqm GIA of the overall Café's GIA is public space. Therefore, the proposed car parking provision for the café is 20 car parking spaces. These will be provided in a standalone car park next to the café. For operational reasons, it is also proposed to provide 2 additional staff car parking spaces for the use of the café, which would be located within the Office car park, in addition to the 147 office spaces proposed.

5.2.21 Finally, it is proposed to provide a couple of car parking spaces for the use of the staff at the site management company. These spaces would be provided within the Office car park, in addition to the 147 office spaces proposed.

5.2.22 The identified parking provision for each land use proposed on site would also make allowance for the provision of blue badge spaces at a ratio of 5%.

5.2.23 EV charging spaces will also be provided on site. As a guide it is proposed to provide initially 4 EV charging spaces for use by employees and café users, spaces provided within the Office car park (additional to the 147 office spaces), and a similar 4 EV charging spaces for residents (included within the 240 spaces provided for residents). These specific spaces will be provided together in order to increase their presence and visibility, as a mean to encourage uptake. The site construction will allow for the number of EV charging spaces to be increased depending on demand. It is worth noting however, that EV charging technology is rapidly evolving, and considering the burden on the national grid and on on-site infrastructure that EV charging could represent, the case for individual 'home' charging is not clear, with the development industry and energy providers increasingly considering that EV charging would be best delivered through 'electric filling stations' instead.

5.3 Vehicle Parking Management proposals

5.3.1 In line with the sustainable ethos of the proposed development, the proposed car parking provision is aimed at reflecting the lifestyle on offer at the development. In particular for future residents, it is expected that the connection between car ownership and car use will not follow the more typical commuter-based travel behaviour exhibited by more traditional 'suburban' residential developments. The concept for the development is one where it is expected that future residents would only have use of a car for occasional more leisure/retail orientated trips. Therefore, although future residents may choose to own a car, they would not necessarily have a need for it on a daily basis.

5.3.2 A vehicle Parking Management permit-based system is therefore proposed to support this lifestyle and attitude to car use. At the time of purchase, trained sales staff will advise potential purchasers of the parking management proposals, permit arrangements and sustainable transport opportunities to ensure they are making informed choices. Future residents at the development will be offered either:

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- The opportunity to purchase a parking permit providing access to an allocated car parking space within the residential car park, for a fixed period of time (say 1 year) or; and

- A free membership to the local car club.

5.3.3   A parking permit would offer access to only 1 car parking space per unit. The validity of the permit would be limited in time (say 1 year) so that residents are provided with the opportunity to review their choice between a car owning lifestyle or a car free lifestyle. The design of the residential car park would provide the flexibility to increase/decrease the number of spaces allocated to car clubs, EV, or allocated resident parking. It is expected that a proportion of future resident will choose a car free lifestyle which will then free some resident car parking spaces for visitor use. The use of these visitor/unallocated spaces would be offered through a visitor permit system. The permit system proposed would be managed by the on-site management company.

5.3.4   Similarly, the use of the Office car park would be controlled by a permit system, whereby office occupier will have the opportunity to manage the parking spaces allocated to them. This will also provide the opportunity for managing and encouraging car sharing to/from the office development.

5.3.5   It is expected that the operator of the café will control and enforce the use of their dedicated car park on site. Access from staff to dedicated car parking spaces within the Office car park will be controlled through permit managed by the site management company.

5.4   FTP ~~Awareness Raising and Marketing~~ Specific Measures

Framework Travel Plan Co-ordinator (FTPC)

5.4.1   An overarching FTPC for the Phase 1b site will be appointed. This person will be responsible for ensuring that this FTP is implemented, managed, monitored and reviewed over time, as well as ensuring that all STPs for each Occupier are also implemented, managed and monitored by their respective STP Representatives. The FTPC role will likely be taken on by a member of the site management company and could also include the delivery of a site 'concierge' service, overseeing the running of the development on a day-to-day basis and coupled with the managing of the proposed Active Travel Hub. See **Section 7.2** for further details on the roles and responsibilities of the TPC.

5.4.2   The FTPC will be tasked with managing travel plan activities related to the residential element of the development.

The Subsidiary Travel Plan Representatives (each Occupier)

5.4.3   In addition to an overarching FTPC for the whole development, each Occupier (Office development and café) meeting OCC's threshold for Travel Plans will be required to appoint their own STP Representative before, or at the time of, occupation. The STP Representative will be responsible for the preparation, implementation and monitoring of each STP, which must be submitted within 3 months of occupation. In addition, the STP Representative will be responsible for the on-going implementation, monitoring and managing of the STP, with guidance and assistance from the FTPC if required. Full details of the STP Representative's role and responsibilities are included at **Section 7.3**.

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Travel Plan Forum

5.4.4   The FTPC and STP Representatives will form a Travel Plan Forum for the development where they will exchange information and co-ordinate actions.

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Travel Information Packs

5.4.5 A Travel Information Pack will be produced by the FTPC which will be provided to residents upon occupation and to members of staff from the Office development and the café. These packs will include the following information:

- Contact details for the FTPC and STP Representative (where relevant);

- Details of the FTP and STP (where relevant), their objectives and targets;

- Walking and cycling maps of the local area showing routes to local facilities;

- Information on adult cycle training sessions, including costs and how to book a session;

- Information on car sharing, including details of Liftshare and their online money savings calculator https://liftshare.com/uk https://liftshare.com/uk/savings-calculator ;

- Site-specific public transport information with a map showing routes, bus stop locations, timetable and ticket information;

- Information and advice on buying a bicycle, including local stockists;

- Information on cost savings associated with switching to sustainable modes of travel;

- Promotion of flexible working and travel arrangements including home working and condensed working hours where appropriate; and

- Information on health and wellbeing benefits associated with switching to sustainable modes of travel.

5.4.6 The FTPC will consider producing two separate packs, one aimed at residents and one aimed at employees to reflect slightly different access needs.

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Travel Information Notice Boards

5.4.6 5.4.7 Notice boards or digital display boards will be provided in communal residential areas, the Hub and public staff areas (for example kitchens or locker rooms) which will provide travel information including maps, timetables, ticket information and any upcoming local or national sustainable travel events. If possible, Real Time Passenger Information on bus and train arrivals/departures will also be displayed. FTPC contact details should also be displayed here.

Travel Pages on Intranets and/or Websites

5.4.7 5.4.8 Where websites and intranets are available for commercial occupiers, a page for travel information will be provided and the link/address made known to all staff and visitors. This page(s) will include similar information to the Travel Information Notice Boards.

Dr Bike Sessions

5.4.8 5.4.9 The FTPC will arrange for regular bike repair and servicing ("Dr Bike") sessions to be held at the Active Travel Hub on the Bicester Gateway Phase 1b site. Residents and employees across the site will be able to book themselves in for an appointment.

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Adult Cycle Training

5.4.95.4.10   Adult Cycle Training sessions will be offered to any residents and employees that show an interest. Initial information on this will be included within the Travel Information Packs. The STP representatives, with the FTPC coordinating, will be responsible for promoting this service and collating details of any interested residents or employees.

Active Travel Hub

5.4.105.4.11   The proposed development will include an Active Travel Hub as detailed in Section 5.2.2. All site users will be able to access cycle repair tools, tutorials and further advice and support at the Active Travel Hub. Employees and residents should be made aware of the location of Active Travel Hub through the Travel Information Packs.

Bicycle User Groups

5.4.115.4.12   Bicycle User Groups (BUG) should be set up for employees and residents to support existing cyclists and encourage further uptake of cycling. The Active Travel Hub will form the ideal location for clubs to gather and meet, contributing to community building on the development. The groups can allow cyclists to find a bike buddy (a proficient cyclist who can help someone who wants to cycle but lacks confidence) or connect people who may want to cycle together as a group. They would allow like-minded individuals to meet up socially, discuss cycling issues and share knowledge. As part of pre-application consultation, contact has been made with Bicester BUG.

Bus Taster Tickets

5.4.125.4.13   The FTPC will liaise with local bus operators and try to source free bus taster tickets for residents and employees across the site. This measure will be dependent on the discretion of the bus operators.

Reduction in the Need to Travel

5.4.135.4.14   Occupiers of the office buildings should ensure that, where appropriate, flexible working is endorsed. This should include technology to enable homeworking, teleconferencing and video conferencing. This should also include the ability to condense working hours and enabling 'flexitime' where staff can start and finish earlier or later than standard hours as long as contracted hours are worked over the week. Organisations should avoid penalising staff for lateness related to public transport use, provided that staff alert their management en-route at their earliest opportunity that they may be late.

5.4.145.4.15   The nature of the proposed development means that there is great opportunity to reduce the need of future residents to travel to work as well. This is because the Hub will offer office accommodation for residents to use when they work from home. Residents should be made aware of this opportunity during the sales process and again once moved in through the Travel Information Pack.

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6 Provisional Modal Split Targets

6.1 Introduction

6.1.1 Setting targets is an essential part of guiding and measuring the outcomes of any Travel Plan. Targets should be SMART (Specific, Measurable, Achievable, Realistic and Time-bound).

6.1.2 At this stage, prior to occupation and Baseline Travel Surveys, it is not possible to set modal split targets for the proposed development. However, provisional modal split targets based on the preliminary Baseline Modal Split identified in **Section 4** can be set out.

6.1.3 Provisional targets for years 3 and 5 following first occupation for residential and office uses are set out below. These targets are subject to refinement following Baseline Travel Surveys to be undertaken by each occupier and adjustments to suit each occupier's bespoke operations. Each STP will include full targets for their own element of the development but will be guided by these interim overarching targets. This will also apply to a specific STP relating to the residential element of the development.

6.2 Provisional Modal Split Targets

6.2.1 The following tables summarise the provisional modal split targets that are identified at this stage for the residential and office elements of the proposed development.

Table 6.1: Provisional Residential Modal Split Targets

Mode of Travel	Provisional Baseline	Year 3 Target	Year 5 Target
Drive a car alone	32%	30%	29%
Car share driver	6%	6%	6%
Car share passenger	6%	6%	6%
Cycle	5%	6%	7%
Walk	8%	8%	8%
Bus, minibus or coach	15%	16%	16%
Train	6%	6%	6%
Motorcycle, scooter or moped	1%	1%	1%
Work from Home	20%	20%	20%
Taxi	0%	0%	0%
Other	1%	1%	1%

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Mode of Travel	Provisional Baseline	Year 3 Target	Year 5 Target
Total	**100%**	**100%**	**100%**

Table 6.2: Provisional Office Modal Split Targets

Mode of Travel	Provisional Baseline	Year 3	Year 5
Drive a car alone	73%	69%	66%
Car share driver	8%	8%	8%
Car share passenger	8%	8%	8%
Cycle	2%	3%	4%
Walk	4%	5%	6%
Bus, minibus or coach	4%	4%	4%
Train	1%	1%	2%
Motorcycle, scooter or moped	1%	1%	1%
Taxi	0%	0%	0%
Other	1%	1%	1%
Total	**100%**	**100%**	**100%**

6.2.2   As shown in the tables above, the target will be to achieve a 10% reduction in single occupancy car use. This will result in an increase in modal share for sustainable modes of transport. The provisional modal split indicated above shows this reduction and suggests likely changes to other modes although these will be monitored through the Travel Survey process.

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7 Implementation and Monitoring

7.1 Introduction

7.1.1 A Travel Plan must be seen as a 'living document' that should be updated and amended to ensure the most up-to-date information is included. It is therefore essential that the ongoing management arrangements are agreed in advance, and the commitment to the plan by all the relevant parties is set out in the planning obligation.

7.1.2 Furthermore, OCC's '*Transport for New Developments – Transport Assessments and Travel Plans'* guidance states that a Travel Plan Coordinator is responsible for driving every aspect of the Travel Plan forward. It further states that "*this includes implementing measures and initiatives, marketing activities, maintaining enthusiasm for the plan, monitoring and evaluating performance, assessing whether targets have been met and regularly updating the Travel Plan to reflect any changes. They are also responsible for liaising with external parties such as public transport operators and OCC*".

7.1.3 Monitoring the FTP is essential in gauging the success of the measures adopted at meeting the targets set.

7.1.4 This section sets out how the FTP will be implemented and how its effectiveness shall be monitored and reviewed going forward.

7.2 Framework Travel Plan Coordinator (FTPC)

7.2.1 The FTP will be overseen by the FTPC who will be appointed before any occupation on site and funded through the site management company. The appointed FTPC's name and contact details will be provided to OCC as well as to all STP Representatives and included in all STPs.

7.2.2 The FTPC will coordinate all elements of sustainable travel across the site, being an overarching role across the whole site. STP Representatives (see **Section 7.3** below) will sit beneath this FTPC, within the FTP management structure.

7.2.3 With the above in mind, the FTPC's responsibilities will include the following:

- Ensuring all sustainable transport infrastructure is in place and operational;

- Ensuring all occupiers appoint a STP Representative at the point of occupation; and

- Preparation of the transport information for the Travel Information Packs and providing these to each STP Representative – the FTPC will only provide the core basic information to each STP Representative; the STP Representative will then need to adapt this information into a bespoke and appropriate pack for their organisation, to reflect branding and other bespoke measures/incentives that may be implemented at each occupier site;

- Ensuring all STP Representatives are aware of their own roles and responsibilities (see **Section 7.3** below);

- Ensuring all STP Representatives prepare their STP within 3 months of occupation, and that STPs are prepared in accordance with this FTP. The TPC will review each STP and provide comments back to the STP Representatives before submitting any finalised STPs to OCC on behalf of the occupiers;

- Ensuring all measures and incentives included in the STPs are implemented through liaison with and provision of assistance to the STP Representatives;

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- Ensuring the Travel Information Packs are disseminated to all residents and staff at all occupiers via the STP Representatives;

- Setting up bicycle repair and servicing sessions ("Dr Bike") sessions and ensuring all STP Representatives are aware and promote this within their organisations;

- Ensuring all STPs include for the promotion of Adult Cycle Training, and assisting STP Representatives to organise any training, including consolidating training across different occupiers if necessary;

- Ensuring all STPs include for the promotion of existing Car Sharing website Liftshare;

- Representing the 'human face' of the FTP, explaining the purpose and the opportunities on offer to residents, STP Representatives, employees and visitors to the site if necessary;

- Assisting STP Representatives with advice on marketing and promotion of their respective STPs;

- Liaison with key stakeholders such as public transport operators and OCC;

- Obtaining Bus Taster Tickets on behalf of each STP Representative and ensuring these are disseminated by the STP Representatives within each organisation;

- Ensuring each occupier undertakes Baseline Travel Surveys ~~in the first March~~immediately following their occupation, and that ~~each STP Representative updates~~ their STP ~~to~~ include and are based on the~~se~~ results of the Travel Surveys~~, and adjust targets if necessary; the TPC will then submit any updated STPs to OCC on behalf of the occupiers~~;

- Undertaking the residents Baseline Travel Surveys to support the preparation and submission of the resident STP;

- Ensuring each occupier undertakes Travel Surveys every 2 years in March following Baseline Travel Surveys and ensuring that STP Representatives prepare a monitoring report to include the results of these Staff Travel Surveys;

- Undertaking residents Travel Surveys every 2 years in March following the residents Baseline Travel Surveys and preparing the associated monitoring report related to residents' travel behaviour;

- Ensuring each STP Representative also updates their STPs following surveys and monitoring reports;

- Updating the residential STP following the residents Travel Surveys and the preparation of the residents monitoring report;

- Organising Traffic Surveys (Automatic Traffic Counters) to coincide with the biennial Staff Travel Surveys, to allow for comparison to the self-reported Travel Survey results;

- Collating Biennial (once every two years) Monitoring Reports from all occupiers into a single document for submission to OCC, which will also include results from the Traffic Surveys and a conclusion as to the success or otherwise of the various STPs in achieving their targets;

- Assisting STP Representatives to implement any sustainable travel measure; and

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- On-going liaison with OCC regarding the various Travel Plans across the Bicester Gateway site.

7.3 Subsidiary Travel Plan Representatives

7.3.1 The developer will include a covenant in future tenancy agreements / leases on the site which require that their tenants observe and adhere to this FTP, and that they produce a STP if the size and type of their organisation exceeds the thresholds above which OCC consider an individual Travel Plan to be necessary. OCC's thresholds for Travel Plans, and associated Travel Plan Monitoring Fees can be found here:
https://www.oxfordshire.gov.uk/cms/sites/default/files/folders/documents/roadsandtransport/transportpoliciesandplans/newdevelopments/Travelplanrequirementsmonitoringfees.pdf

7.3.2 Occupiers falling below OCC's thresholds for STPs will be covered by this FTP.

7.3.3 For occupiers exceeding the OCC's Travel Plan thresholds, they will be required to appoint their own STP Representative prior to or at the point of occupation. The STP Representative will report back to the TPC but will be responsible for preparing a STP within 3 months of occupation that will adhere to the guiding principles, objectives and measures included within this FTP.

7.3.4 With the above in mind, the STP Representative's responsibilities will include the following:

- Preparing the STP within 3 months of occupation in accordance with this FTP and sending the STP to the TPC for review and comment. The STP Representative will be responsible for incorporating any comments made on the STP and sending a finalised version of the STP to the FTPC, who will submit the document to OCC on behalf of the STP Representative;

- Ensuring all measures and incentives included in the STPs are implemented;

- Taking the core transport and travel information provided by the FTPC and adapting it to become a bespoke and appropriate Travel Information Pack for their residents or employees, to reflect branding and other bespoke measures/incentives that may be implemented by each occupier;

- Disseminating the Travel Information Pack to all residents and staff);

- Promoting the bicycle repair and servicing sessions ("Dr Bike") that will be set up and organised by the FTPC and any other on-site sustainable travel events;

- Ensuring all STPs include for the promotion of Adult Cycle Training, and passing on details of any staff interested in this to the FTPC so that sessions may be booked;

- Including within their STPs the promotion of existing Car Sharing website Liftshare;

- Representing the 'human face' of the STP within their organisation – all staff at the occupier site should know the name and contact details of their STP Representative and all STP Representatives should be able to provide advice and information to staff on travel-related issues as required;

- Undertaking marketing, promotion and awareness raising of their STP;

- Disseminating Bus Taster Tickets;

- Undertaking Baseline Travel Surveys immediately in the first March following their occupation, and use the outcome of the surveys to guidethen updating their STP to

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~~include these results and adjust targets if necessary. Updated STPs will then be sent to the TPC who will submit to OCC on behalf of the occupier~~;

▪ Undertaking biennial (every two years) Travel Surveys, in March, following Baseline Travel Surveys;

▪ Preparing a monitoring report that includes the Travel Survey results, resultant mode split and progress against set targets and sending this Monitoring Report to the FTPC who will collate it into a site-wide Monitoring Report along with Traffic Survey results, and submit to OCC;

▪ Monitoring the level of parking in electric car charging spaces and, if demand is outstripping supply, seek to deliver additional electric car charging parking spaces;

▪ Updating the STP following biennial Travel Surveys and Monitoring Reports; and

▪ Identifying if the mitigation strategy has been triggered and then implementing the mitigation strategy.

7.3.5 All occupiers will need to appoint their own STP Representative and prepare and implement their own STP. Measures that are not funded by the developer will be funded by the occupier.

7.3.6 The FTPC will assume the role of STP for the residential element of the development and will be required to undertake the activities identified above and in Section 7.4 below, in relation to residents' travel behaviour.

7.4 Preparation of Subsidiary Travel Plans

7.4.1 Each occupier with a size and type of operation exceeding OCC's thresholds for determining whether a STP will be required will need to prepare and submit a STP within 3 months of occupation, as well as pay Travel Plan monitoring fees to OCC where applicable based on land use and size as per OCC's Travel Plan Monitoring Fees charging structure (see https://www.oxfordshire.gov.uk/cms/sites/default/files/folders/documents/roadsandtransport/transportpoliciesandplans/newdevelopments/Travelplanrequirementsmonitoringfees.pdf)

~~7.4.1~~7.4.2 This also applies to the FTPC preparing a residents' STP. The STP Representative will be responsible for preparing this document, with guidance from the FTPC if required. The STP will adhere to the guidance and objectives in this FTP and will include a suite of measures and incentives appropriate for that occupier informed by the measures included in this FTP. Additional measures and incentives above those included in this document can be incorporated if it will benefit the sustainable travel options for staff and visitors to the occupier's premises.

~~7.4.2~~7.4.3 The STPs will include the following sections:

▪ **Introduction** – this will include details of the Occupier site, a site plan, GFA, number of employees and estimated levels of visitors, operating profile (hours and shift patterns etc.) and date of occupation; and

▪ **Objectives** – this will reflect the objectives of this FTP.

▪ Reference to this FTP;

▪ **Existing Travel Options** – this will reflect the details included in **Section 3** of this FTP. The number of car parking and cycle parking spaces available to staff and visitors at each Occupier site should also be included;

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- **Baseline Modal Split** – in the first instance, if the STP is being prepared before Baseline Travel Surveys have been undertaken, then the interim baseline modal split from this FTP should be used, which is based on Census Journey to Work data for the local area. Once Baseline Travel Surveys have been undertaken immediately following occupation in the next occurring March, then, the STP will set a baseline modal split derived from the surveysmust be updated to include these results. If the STP is being prepared after March and the Baseline Travel Surveys have been undertaken, then the accurate modal split derived from the surveys should be used;

- **Sustainable Travel Measures** – this section of the STP should include the most appropriate suite of incentives and measures that can be implemented at the occupier's site. The TPC may be able to help select the most appropriate from those included in this FTP. Additional measures and incentives above those in this document can be included;

- **STP Targets** – these should be S.M.A.R.T and informed by the targets included in this FTP. Results of the Baseline Travel Survey and future biennial monitoring surveys will be used to set relevantmay well require targets to be adjusted. Targets will be agreed with OCC and any deviations from them should be agreed with OCC; and

- **Remedial Measures** – details on what the Occupier site will do if their targets are not met repeatedly. These will be in line with the proposed remedial measures included in this FTP unless otherwise agreed with OCC.

7.5 Baseline Travel Surveys

7.5.1 Each Occupier will undertake their Baseline Travel Surveys as soon as possible after occupation in order to then be able to submit to OCC via the FTPC a STP within 3 months of occupationin the first week of March occurring after occupation.

7.5.2 The outcome of these baseline surveys will form the basis for the first STP submitted.

7.5.2 If occupation occurs, for example, in February, the Occupier will undertake Baseline Travel Surveys in the first week of March of the same year, and use these results to derive an accurate Baseline Modal Split and associated targets for the STP that will need to be prepared and submitted to OCC via the TPC, within 3 months of occupation (in this example, by May).

7.5.3 If occupation occurs, for example, in May, a STP will be prepared by the August of the same year (adhering to the stipulation that STPs be prepared and submitted within 3 months of occupation) and will utilise interim Baseline Modal Splits taken from this FTP as derived from Census Journey to Work data. This initial STP will be submitted to OCC via the TPC. Baseline Travel Surveys will then take place in the following first week of March of the next year, and the results will be used to update the STP with an accurate Baseline Modal Split and targets can be revised accordingly. This updated STP will also be submitted to OCC via the TPC.

7.5.47.5.3 Baseline Travel Surveys for all occupiers will take the form of a questionnaire, which will be completed by all staff or residents at the occupier site. The exact form and questionnaire used for the travel survey should be generally consistent across the development but also reflect the different land uses surveyed. The FTPC and STP representatives should consider distributing surveys on paper or using online survey tools to maximise dissemination and response rates. In terms of the survey questionnaires themselves it is recommended that these are agreed with OCC in advance of the baseline surveys and that the OCC survey templates are used as a starting point. Example of survey questionnaires are provided as a guide at **Appendix B**.

7.5.5 Allowing all Baseline Travel Surveys (and on-going future biennial monitoring surveys) to take place in the first week of March allows for a streamlined approach to surveying, meaning all

Commented [CF1]: Note for OCC – the reason for specifying when the surveys occur is so that all STPs are based on surveys carried out at the same time (to avoid discrepancies and ensure consistency). Equally, monitoring can then happen in March for consistency across years. This is explained in former paragraph 7.5.5.

Former paragraphs 7.5.2 and 7.5.3 did specify how the 3 months requirement can still be met.

The text is amended however to match OCC's request although Stantec considers that this weakens the monitoring process.

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~~data across the whole of the Bicester Gateway Phase 1b site is collected in a neutral month and is comparable. It also avoids different surveys for each occupier taking places at various times throughout the year, which is difficult for the TPC to oversee and manage.~~

~~7.5.6~~7.5.4   In relation to the residents' STP, the Baseline Travel Surveys will be undertaken ~~the first week of March~~ following the occupation of the 50th residential dwelling on site, so that a suitable number of respondents are available on site and some early trends can be established. The Residents' STP will be submitted within 3 months following the occupation of the 50th dwelling on site.

7.6   Monitoring and Reporting

7.6.1   Monitoring of all STPs will occur biennially (every two years) across the site following first occupation (i.e. when the first occupier moves in and is fully operational), and will take place in the first week of March every 2 years from first occupation and for the life of the Plan (i.e year 1, 3 and 5, in line with OCC guidance)~~of years 1, 3 and 5 following the first occupation~~.

7.6.2   In relation to the proposed Office development and if relevant the proposed Café, each STP Representative will undertake monitoring in the form of the Staff Travel Questionnaire used during the Baseline Travel Surveys. This will allow for comparative data to be collected for each occupier on site. The STP Representative will collate and analyse the results of the Staff Travel Questionnaire in a Subsidiary Monitoring Report that will then be sent to the FTPC. Each Subsidiary Monitoring Report will include the following:

- **Introduction and Background.** This will provide information on the site to which the report relates and provide details on the site's occupants;

- **Results of the Surveys.** This will detail the results of the questionnaire that has been undertaken and modal splits, including identification of abnormal results;

- **Initiatives Undertaken.** This will provide details on the measures and initiatives undertaken over the 2 years;

- **Problems and Issues.** This will highlight any problems encountered in implementing the Travel Plan and clarify any issues which remain unresolved and / or require additional attention;

- **Specific Measures from the Travel Plan.** This section will detail how the Travel Plan measures have been implemented;

- **Travel Plan Amendments.** This section will propose changes to the Travel Plan where appropriate and provide justification for these changes, for agreement with OCC; and

- **Next Steps.** This will summarise the findings of the surveys and set out an implementation plan for the next monitoring period.

7.6.3   In relation to the residents' STP, the same residents' travel questionnaire as used for the Baseline Travel Survey will be used in order to monitor residents' travel behaviours on a consistent basis. A Subsidiary Monitoring Report will be prepared covering residents, following the content list outlined above.

~~7.6.3~~7.6.4   The Subsidiary Monitoring Report will be prepared so that they can be submitted to OCC within 1 month of the monitoring surveys being undertaken.

~~7.6.4~~7.6.5   In addition to the questionnaires to be undertaken at each occupier's site, the FTPC will also arrange for week-long Automatic Traffic Count (ATC) surveys to be undertaken during the same first week of March as the monitoring surveys. These ATCs will be installed on

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Wendlebury Road and at the access to each plot and will count the number of vehicles accessing/exiting each plot on the site. The FTPC will collate the results and compare them to the Monitoring Survey results presented in each Subsidiary Monitoring Report.

7.6.57.6.6   The FTPC will then collate all Subsidiary Monitoring Reports from all STP Representatives, along with the ATC results into a single document for submission to OCC. This single document will include a conclusion prepared by the FTPC commenting on the survey results and the success, or otherwise, of each STP against the set targets. If remedial mitigation measures have been triggered, this will also be commented on in this conclusions section. This single Monitoring document will be submitted to OCC by the FTPC.

7.7 Additional Measures

7.7.1   Through the proposed monitoring strategy, the FTPC will be able to identify whether the STP modal split targets have been met. Should the traffic generation target be exceeded then additional travel plan measures would be proposed.

7.7.2   To allow for one-off external influences to travel behaviour, which may for some reason cause more people to drive than normal (e.g. bus services not running, road accidents, road closures etc.) the monitoring survey results and ATC data will be analysed together and any abnormal results / causes identified by the FTPC and agreed with OCC.

7.7.3   The outcome of the monitoring process will be to identify whether the measures implemented and proposed are effective in meeting the objectives of the Travel Plans related to the site and offer the evidence to put forward additional or alternative measures to progress further towards the Plan's objectives. It will be the FTPC's responsibility, working with the STP representatives to identify and implement relevant new measures, including measures that may become available in the future as a result of technological developments not foreseeable at the time of writing.

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8 Action Plan

8.1 Introduction

8.1.1 This section of the FTP provides and Action Plan setting out the tasks, measures and incentives to be implemented along with timescales and who is responsible for delivering each item.

8.1.2 This Action Plan relates to the FTP only at this stage. It defines the key actions, their timescale and who is responsible for their delivery in terms of the implementation of the FTP. The FTP's focus is to provide a framework within which the STPs can be delivered in a coordinated and consistent fashion. As such actions related to creating this framework and coordinating the STPs, especially in terms of monitoring across the life of the FTP are identified below.

8.1.18.1.3 It will be for each STP to identify more detailed measures reflecting specific modes and the site users they are aimed at. As set out in OCC's guidance, the STPs measure will need to clearly identify who will be responsible for their delivery, the timeframe for their delivery as well as the type of behavioural change to aim to achieve (reduce single occupancy car use, promote walking, cycling etc…).

8.2 Action Plan

8.2.1 **Table 8.1** presents the Action Plan for this FTP.

Table 8.1: FTP Action Plan

Tasks	Responsibility	Timescale
Infrastructure measures	Developer	To be determined as part of Section 106
Appointment and funding of FTPC	Site Management Company	Prior to first occupation and for the life of the FTP
Maintaining FTP and Monitoring Report	FTPC	For the life of the FTP
Appointing and funding of STP Representatives	Each occupier	From start of occupation, for the life of the FTP
Travel Information Packs	FTPC (funded by Site Management Company)	Prior to submission of first STP
Awareness and Marketing measures associated with the FTP Coordinator	FTPC (funded by Site Management Company)	For the life of the FTP
Baseline and Monitoring Travel Surveys	STP Representatives	First March aAfter occupation and then every 2 years for the life of the FTP (year 1, 3 and 5)
ATC surveys	FTPC (funded by Site Management Company)	From first March after first occupation and then annually for life of FTP

Commented [CF2]: Note for OCC – this Action Plan relates to the delivery of the FTP which role is to guide the production of the STPs and coordinate the STPs actions across the life of the FTP.

The Action Plan therefore focuses on FTP related measures and actions.

More detailed measures related to specific modes or site users will be listed in the STPs once the site occupied, baseline survey carried out and tailored measures identified focusing on the relevant modes.

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Figures

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Appendix A   Masterplan

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~~Appendix A~~ Appendix B   **Example of Travel Survey**