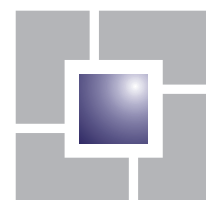




Holiday Inn Express,  
Bicester Gateway

*Travel Plan*



david tucker associates  
transport planning consultants



## Holiday Inn Express, Bicester Gateway

### *Travel Plan*

8<sup>th</sup> January 2020  
SKP/JLA 21413-01b Travel Plan

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**Figure 1** Site Location Plan

### Appendices

**Appendix A** Site Layout Plan



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## **1.0 INTRODUCTION**

- 1.1 David Tucker Associates (DTA) has been commissioned by Holiday Inn Express to provide transport advice in relation to an outline planning application for the development of the Bicester Gateway Site to create a new Holiday Inn Express Hotel. The site location is shown in **Figure 1**.
- 1.2 The identified occupier of the development is Atlas Bicester Ltd who will operate a Holiday Inn Express under License to Intercontinental Hotels Group Ltd. The brand runs mid-priced Hotel complexes across the UK. This proposed hotel development will facilitate 149 rooms and other common hotel facilities.
- 1.3 The hotel has planning consent for 149 bedrooms (Reference: 16/02586/OUT) and this Travel Plan has been prepared to discharge condition 12 of the consent. A Framework Travel Plan was submitted and approved as part of the application and this Travel Plan (TP) is based on the measures included in the Framework whilst being specific to the end user. A reserved matters application was submitted and approved (Ref: 17/02557/REM). The site layout plan showing car and cycle parking provision is included in **Appendix A**.
- 1.4 The site is expected to employ 30-32 staff on a mixture of full and part time contracts. There will be regular shift patterns through the day, 7-3, 3-11 and 11-7, and there will always be a minimum of 2 staff members at night.
- 1.5 A TP is a term used for a package of objectives, targets and measures developed by an organisation aimed at promoting more sustainable means of travel and reducing the reliance on the private car. TPs are site specific and are dependent upon not only the location of the site but the size and type of organisations located there.



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## **2.0 EXISTING CONDITIONS**

### **2.1 Site Location**

2.1.1 The site is located approximately 2.5 km north-east of the M40 Junction 9 on the A41. The M40 forms part of the strategic road network providing connections to London and the South East and then to Birmingham and the North. The location of the site is included in **Figure 1**.

2.1.2 The site is a relatively narrow section of land between the A41 and Wendlebury Road, straddling over a connector road between the A41 Kingsmere Roundabout and Wendlebury Road. The site location as shown is for phase 1 which includes office development and hotel.

### **2.2 Local Road Network**

2.2.1 The site is located on the western approach to Bicester along the A41. The site is accessed via a recently constructed roundabout junction at the A41 with Vendee Drive leading into the South West Bicester Urban Extension (Kingsmere). A short section of road connects the A41 Kingsmere Roundabout to Wendlebury Road, a local country road running parallel to the A41 forming the eastern edge of the development connecting to villages to the south-west of Bicester.

2.2.2 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 Kingsmere. Approximately 150m south-west of the A41/ Oxford Road junction, another signal controlled three arm junction provides access to a Tesco Superstore and permitted Bicester Business Park. Both these junctions include pedestrian controlled pedestrian crossing facilities across the side roads and the A41.

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- 2.2.3 Vendee Drive is a single carriageway road with footways on both sides north of the roundabout junction with the A41. It provides a route around the Kingsmere as well as around Bicester town centre.
- 2.2.4 Wendlebury Road is a single carriageway of varying width ranging from around 4m to more than 6m. Wendlebury Road links to the westbound carriageway of the A41 by the Bicester Avenue development at the left in/ left out junction. Approximately 5.5km south of the site, it meets the B430 Northampton Road, whilst running parallel to A41 and A43, bypassing M40J9. There is a footway along the frontage of the development site northern parcel along Wendlebury Road only. The road is subject to the national speed limit along the site frontage.
- 2.2.5 M40 Junction 9 is located under 3km south of the site and links Birmingham in the north and London in the south via M40. It links Oxford via A34 to the south-west. The 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.

### 2.3 **Walking and Cycling**

- 2.3.1 The Bicester Gateway site benefits from good existing walking and cycling facilities. Many of which have been recently developed to support the Kingsmere development. **Figure 1** illustrates the existing pedestrian and cycling routes surrounding the site. It is generally accepted that distances under 2km are best for walking and distances under 5km are best for cycling. 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 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 station the nearest station connected to the NCR 51.
- 2.3.2 A shared 2.5 m 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 facility provided on the western side of the A41 into Bicester town centre.

2.3.3 Traffic signal controlled crossings are located at key crossing points along the A41 corridor including as part of recent traffic signal junctions delivered as part of the Kingsmere and Bicester Business 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.

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

## 2.4 Public Transport

### *Bus*

2.4.1 The main bus operator in the area around the site is Stagecoach. A summary of the bus service numbers, routes and their frequencies calling at the bus stops near the site are in **Table 1** below.

**Table 1** – Summary of Local Bus Services

Service No.	Route	Frequency		
		Mon-Fri	Sat	Sun
26	Bicester – Kingsmere - Bicester	30-35mins (07.05 – 18.19)	30mins (07.04-18.23)	No Service
S5	Oxford – Gosford – Bicester – Glory Farm - Launton	30mins (7.21 – 00.03)	15-30 mins (07.32 – 00.03)	30mins-1hour (09.51 – 23.33)
NS5	Oxford – Gosford – Bicester – Glory Farm	Hourly (00.03 – 03.33)	Hourly (00.33 – 03.33)	No Service

2.4.2 The buses running till 3.30am will allow staff who are working the night shift to still get to and from work by bus if this is their preferred mode of transport.

2.4.3 The nearest bus stop to the site is situated approximately 250m to the east along the A41 and is served by services S5 and 26 travelling in the eastbound direction into town. Some bus services operate beyond Bicester town centre, calling at Launton, Ambrosden and



Arncott. The nearest westbound bus stops are located at the Park and Ride site and on the A41 to the west of the site, approximately 400m from the centre of the site. This bus stop is served by the S5 connecting Bicester town centre to Oxford primarily. There is an available walking route from the development to the Park and Ride, with pedestrian crossing across the eastern arm, on the A41 Kingsmere Roundabout and then across the northern (Vendee Drive) arm to reach the Park and Ride site.

2.4.4 Bus service 26 connects the development to Bicester North railway station. Service S5 provides good connectivity to Oxford city centre and then Glory Farm to the north of Bicester with frequent services. The journey time to Oxford city centre is 31 minutes and between 5 and 8 minutes to Bicester town centre from the site.

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

***Rail***

2.4.6 There are two passenger rail stations in Bicester: Bicester Village (approximately 2km from the site) and Bicester North (2.5km from the site). Bicester Village station has been recently revamped by operator Chiltern Railways as part of a general plan to connect better the nearby Bicester Village retail outlet to rail services. **Table 2** illustrates train connections during weekdays and weekends from the station.

**Table 2 – Train services at Bicester Stations**

Station	From/ to	Weekday times	Weekend times
Bicester Village	London Marylebone	15-40mins	25-35mins
	Oxford Parkway	15-40mins	30-40mins
Bicester North	Birmingham Snow Hill	20-50mins	30mins-1hour
	Banbury	10-50mins	10-30mins
	Warwick	20mins-1hour	30mins-1hour
	Leamington Spa	10-45mins	30mins-1hour

2.4.7 Bicester Village railway station is a newly renamed station and was previously named as 'Bicester Town'. It is accessible by foot in 25 minutes and around an 8-minute cycle ride from the site. The station is served by trains to and from Oxford Parkway station and





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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 20-30 minutes throughout the day. Further, journey time from Oxford Parkway is 10-minutes which makes the site at a convenient commutable distance from both the major destinations. Covered cycle storage is available at the station for 50 bikes, which encourages linked commuting trips on bike and train.

2.4.8 Bicester North rail station is located 2.5km from the site and 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 575 car parking spaces and 80 cycle parking spaces.

## 2.5 **Summary**

2.5.1 The site is very well located in terms of public transport. Hotel guests and staff are extremely well served by the proximity of the local bus stops within a short walking distance from the site. Regular bus services are also conveniently located at the nearby Park and Ride.

2.5.2 The railway stations are easily accessible by either foot or bus. Bus services offer convenient travel to the Bicester North railway station. Whilst Bicester Village railway station is a circa 25-minute walk.

2.5.3 Walking and cycling routes to these facilities are good. Pedestrian routes in the area are very good with footways generally 2.5m in width and there is a good provision of pedestrian crossing facilities.

2.5.4 The site is well located for a hotel with good links to the rail network, bus services, pedestrian routes and access to the local and strategic highway network.



### 3.0 TRAVEL PLAN TARGETS AND OBJECTIVES

#### 3.1 Introduction

3.1.1 The overall TP objective for the development is to reduce the percentage of staff, and where possible visitors, travelling by car and this chapter provides an indication as to the overall impact travel planning could have.

#### 3.2 Outcomes

3.2.1 For new developments in particular, outcome targets should be expressed in terms of a maximum end levels of car use. This relates to the maximum allowable modal share of car use for when the development is complete. This figure should be lower than what would be expected should the development not have a TP.

#### 3.3 Base Mode Share

3.3.1 As this is a new development and no current travel patterns exist, specific targets for modal shift cannot be set at this stage.

3.3.2 Nevertheless, in order to derive a preliminary base mode share for the proposed development, reference has been made to the existing journey to work mode share for the Cherwell 016 Middle Super Output Area (MSOA) within which the site is located using 2011 Census data for workplace population. The resulting baseline mode share for the proposed development is summarised in **Table 3**.

**Table 3 – Modal split**

Mode of travel	Percentage Split
Vehicles	72.1%
Passengers	15.8%
Cyclists	2.2%
Pedestrians	3.9%
Public Transport	3.8%
Train	1.2%
Other	1%



3.3.3 It can be seen from **Table 3** that 72.1% of journeys to work are made in a single occupancy vehicle, with 5% by public transport (Total: Public Transport, Train), 3.9% by foot, 15.8% as car sharers or passengers, and 2.2% by bicycle.

3.3.4 Assuming 32 staff will be employed, the maximum number anticipated, the census data would equate to 23 staff members travelling to work in a single occupancy vehicle, 2 travelling to work by public transport, 1 travelling by foot, 5 travelling as car sharers or passengers, and 1 travelling by bicycle.

3.3.5 Following occupation of the site, site surveys will be undertaken to establish the mode share once operational. These surveys will be undertaken within the first 6 months.

### 3.4 **Targets**

3.4.1 At this stage, an initial 10% mode shift reduction target in car use for employees has been set for the development site against the preliminary baseline mode share of 72.1%. This is to be achieved over a five-year implementation period with a mode shift reduction of approximately 1.4% per year, as summarised in **Table 4** below.

**Table 4** – Car Driver Mode Share Target

Car Driver Modal Share*					
Baseline	Year 1	Year 2	Year 3	Year 4	Year 5
72.1%	70.7%	69.3%	69.9%	66.5%	65.1%

*\*to be reviewed following initial staff survey*

3.4.2 The base mode share for the development and associated car driver target would be reviewed within six months of first occupation following staff travel surveys. These targets would be continually reviewed and monitored over the five year implementation period to determine whether the overall objectives of the TP are being achieved.

### 3.5 **Objectives**

3.5.1 The key objective of this Travel Plan is to reduce the overall number of car journeys by employees and visitors to the first phase development of the Bicester Gateway site.



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3.5.2 The occupier of the site will commit to encouraging and facilitating employees and, where feasible, visitors to travel by sustainable modes of transport.

3.5.3 The objectives of the TP are to:

- Promote the health, wealth and environmental benefits of cycling, walking and using public transport;
- Provide clear information to all employees on alternative modes of travel to and from the site;
- Enhance the safety and security of people travelling to and from the site;
- Alter working practices where feasible and practicable, to ensure that those wishing to travel by alternate modes can do so freely and easily;
- Reduce the need to travel during peak hours where feasible and appropriate; and
- Reduce negative environmental impact of fleet vehicles, business travel and deliveries.



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## **4.0 TRAVEL PLAN IMPLEMENTATION AND MANAGEMENT**

### **4.1 Introduction**

4.1.1 This section of the TP reviews implementation and management, and provides a list of measures based on the Framework TP that will be implemented to achieve the objectives set out earlier.

### **4.2 Travel Plan Co-ordinator**

4.2.1 The overall site will be overseen by the Bicester Gateway Travel Plan Coordinator (BGTPC), who will be appointed and funded by the developer (or through an Estate Management Company). The appointed BGTPC's name and contact details will be provided to all Subsidiary Travel Plan Representatives.

4.2.2 The occupier, Atlas Hotels (Trading) Ltd, would be responsible for administering the TP and would be required to appoint a Travel Plan Co-ordinator (TPC) (known at the Subsidiary Travel Plan Coordinator) prior to occupation of the site. Contact details will be provided to Oxfordshire County Council Travel Plan team in due course.

4.2.3 The TPC would be the designated liaison between senior management, employees and third parties on all matters of sustainable travel, including funding, publicity, implementation of measures and monitoring. A third party would be appointed to fulfil this role.

4.2.4 The TPC will be responsible for the development and implementation of the TP. They would be responsible for:

- Preparing this Subsidiary Travel Plan within 3 months of occupation in accordance with the Framework Travel Plan, and sending the Subsidiary Travel Plan to the Bicester Gateway Travel Plan Coordinator for review and comment. The Subsidiary Travel Plan Representative will be responsible for incorporating any comments made on the Subsidiary Travel Plan and sending a finalised version of the Subsidiary Travel Plan to



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the Bicester Gateway Travel Plan Coordinator, who will submit the document to OCC on behalf of the Subsidiary Travel Plan Representative;

- Ensuring all measures and incentives included in the Subsidiary Travel Plans are implemented through;
- Taking the core transport and travel information provided by the Bicester Gateway Travel Plan Coordinator and adapting it to become a bespoke and appropriate Staff Welcome Pack for their organisation, to reflect branding, shift patterns and other bespoke measures/incentives that may be implemented at each occupier
- Disseminating the Staff Welcome Pack to all staff (existing, and new starters going forward);
- Promoting the bicycle repair and servicing sessions (“Dr Bike”) that will be set up and organised by the Bicester Gateway Travel Plan Coordinator;
- Ensuring all Subsidiary Travel Plans include for the promotion of Adult Cycle Training, and passing on details of any staff interested in this to the Bicester Gateway Travel Plan Coordinator so that sessions may be booked;
- Including within their Subsidiary Travel Plans the promotion of existing Car Sharing website Liftshare;
- Representing the ‘human face’ of the Subsidiary Travel Plan within their organisation – all staff at the occupier site should know the name and contact details of their Subsidiary Travel Plan Representative and all Subsidiary Travel Plan 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 Subsidiary Travel Plan within their organisation;



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- Disseminating Bus Taster Tickets to staff within their organisation;
  - Undertaking Baseline Travel Surveys in the first March following their occupation, then updating their Subsidiary Travel Plan to include these results, and adjust targets if necessary. Updated Subsidiary Travel Plans will then be sent to the Bicester Gateway Travel Plan Coordinator who will submit to OCC on behalf of the occupier;
  - Undertaking biennial (every two years) Staff Travel Questionnaires, in March, following Baseline Travel Surveys
  - Preparing a monitoring report that includes the Staff Travel Questionnaire results, resultant mode split and progress against set targets and sending this Monitoring Report to the Bicester Gateway Travel Plan Coordinator who will collate it into a site-wide Monitoring Report along with Traffic Survey results, and submit to OCC;
  - Updating the Subsidiary Travel Plan following biennial Staff Travel Questionnaires and Monitoring Reports; and
  - Identifying if the mitigation strategy has been triggered and then implementing the mitigation strategy.

### 4.3 **Travel Plan Measures**

4.3.1 A number of measures will be implemented by the developer as set out in the section 5.2 of the Framework Travel Plan. These include the following:

- A 3m wide segregated shared footway/cycleway along the A41, along the entire frontage of the development. Pedestrian and cycle access to/from the first phase of the Bicester Gateway development would be gained from this new shared footway/cycleway.
- The proposal would also include a widening of the crossing already provided at the Bicester Avenue access onto the A41 to facilitate its use by cyclists. The existing informal crossing across the site access road from the A41/Vendee Drive



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Roundabout would be re-provided but left in its current location as it provides a direct crossing route on the proposed improved facility.

- The proposed improved facility would connect with the disused slip road linking to the bridge to Chesterton. This would provide a pedestrian and cycle only connection back to Wendlebury Road and the NCR51.
- The proposal could lead to the diversion of the NCR51 to the proposed improved facility on the A41, with suitable changes to signage.
- Deliver a westbound/southbound bus stop on the A41 to be located to the north/east of the A41/Vendee Drive Roundabout. A layby is already provided and the proposal is to deliver a stop at the layby. This stop would be served by local services to/from Bicester town centre and stations.
- This new bus stop on the existing S5 south/westbound service would provide employees and visitors to the development with a connection to Oxford as well. This stop would be located within a 400m walk of the development. North/eastbound services would be accessible to the development via the existing bus stop on the north side of the A41, stop that would be access via existing footways and crossing across the A41 at the A41/Vendee Drive Roundabout.

4.3.2 In addition to the above, the occupier will provide specific Travel Plan measures on site for staff and visitors. **Table 6** provides a toolkit of measures which will be adopted at the hotel.

#### *Staff Welcome Packs*

4.3.3 Staff Welcome Packs will be provided for employees. These packs will include the following information:

- Contact details for the Travel Plan Coordinator;





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- Contact details for the Subsidiary Travel Plan Representative;
  - Details of the Framework Travel Plan and Subsidiary Travel Plan, their objectives and targets;
  - Walking and cycling maps showing safe routes to local facilities;
  - Details of WalkBUDI and BikeBUDI matching services provided through Liftshare (online journey matching services to find travelling companions for walking and cycling <https://walkbudi.liftshare.com/> <https://bikebudi.liftshare.com/>);
  - Information on Adult Cycle Training sessions, including how to book a session and costs;
  - Information on Car Sharing, including details of Liftshare and their online money saving calculator <https://liftshare.com/uk/savings-calculator>;
  - Site-specific public transport information with a map showing routes, bus stop locations timetable and ticket information;
  - Links to OCC's live public transport travel information map: <http://www.oxontime.com/>
  - Details of national car free days and other relevant local / national travel planning initiatives will be advertised to all residents / employees on site;
  - Information on the annual bike repair services (i.e. Dr. Bike) and scheduled visits that will be arranged by the Travel Plan Coordinator;
  - Information and advice on buying a bicycle, including local stockists;
  - Information on cost savings associated with switching to sustainable modes of travel;



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- Promotion of flexible working and travel arrangements including home working, condensed working hours (where appropriate), and reassurance that lateness due to public transport would not be penalised;
  - Information on health and well-being benefits associated with switching to sustainable modes of travel; and
  - Web address for the Travel Information pages on any company Intranet or website, which will detail sustainable travel options for employees.

#### *Travel Information Notice Boards*

4.3.4 Notice boards or digital display boards will be provided in public staff areas (for example in kitchens, locker rooms or breakout areas) 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. Details of the Bicester Gateway Travel Plan Coordinator and Subsidiary Travel Plan Representative should also be displayed here.

#### *Travel Pages on Intranets and/or Websites*

4.3.5 Where websites and intranets are available, 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. For staff-only intranets, a link to the Staff Welcome Pack should also be included.

#### *WalkBUDI*

4.3.6 As part of the basic core sustainable travel information provided to all Subsidiary Travel Plan Representatives, the Bicester Gateway Travel Plan Coordinator will provide details of the national walking-buddy journey matching website WalkBUDI (operated as part of the Liftshare group). This website operates in a similar way to the Liftshare car-sharing website whereby users register themselves and their journeys and the website will match the users with others taking similar routes. This may encourage employees across the



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Bicester Gateway site to walk to the site if they can walk with someone else instead of alone. <https://walkbudi.liftshare.com/>

*BikeBUDI*

- 4.3.7 As part of the basic core sustainable travel information provided to all Subsidiary Travel Plan Representatives, the Bicester Gateway Travel Plan Coordinator will provide details of the national cycling-buddy journey matching website BikeBUDI (operated as part of the Liftshare group). This website also operates in a similar way to the Liftshare car-sharing website with users registering themselves and their journeys, and the website matching users with others taking similar routes. This may ride with someone else instead of alone. <https://bikebudi.liftshare.com/>

*OCC's Live Public Transport Departures Page*

- 4.3.8 The Bicester Gateway Travel Plan Coordinator will also provide all Subsidiary Travel Plan Representatives with the link to OCC's public transport Live Departures map, which should be disseminated to all staff via the Staff Welcome Packs. Regular reminders that this map exists (perhaps via emails or announcements at staff meetings) may encourage staff to try using public transport if they can see when services are due to arrive, or are delayed/cancelled, and through the support and promotion of public transport use by each Occupier and respective Subsidiary Travel Plan Representative.

*Dr Bike Sessions*

- 4.3.9 The Bicester Gateway Travel Plan Coordinator will arrange for annual bike repair and servicing ("Dr Bike") sessions to be held at a central location in the Bicester Gateway site once a year. Staff will be able to book themselves in for an appointment and be able to drop their bikes off in the morning then collect in the afternoon. On-site mechanics will then be able to undertake servicing and basic repairs and provide advice to employees. The hotel is encouraged to cover the cost (or subsidise the cost) of their staff's Dr Bike session. The cycle mechanics may also be able to offer advice on good bike shops in the local area.



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*Adult Cycle Training*

4.3.10 Adult Cycle Training sessions will be offered to any employees that show an interest. Initial information on this will be included within the Staff Welcome Packs. The Subsidiary Travel Plan Representatives will be responsible for promoting this service and collating details of any interested employees, which will then be passed on to the Bicester Gateway Travel Plan Coordinator.

4.3.11 The Bicester Gateway Travel Plan Coordinator will then organise for Adult Training sessions with OCC, consolidating employees from different Occupiers on site if necessary. Conversations with the Road Safety Team Leader at OCC has confirmed that the County do offer adult cycle training sessions at a cost of £45 per adult for a 3-hour session; a minimum of 3 adults are required per session. The hotel will be responsible for funding any Adult Cycle Training, or subsidising it, for their employees. The developer will not fund any Adult Cycle Training sessions but will facilitate organising them through the Bicester Gateway Travel Plan Coordinator.

*Cycle Maintenance Kits*

4.3.12 The hotel will provide a cycle maintenance kit for use by employees and visitors. The kit should include basic cycle maintenance equipment. Employees should be made aware of its location through the Staff Welcome Pack. It is recommended that the kit be looked after either by the Subsidiary Travel Plan Representative or a nominated individual on site.

*Bicycle User Groups (BUGs)*

4.3.13 Developing a Bicycle User Group (BUG) can have many benefits and will be made up of employees who are already cycling and also encourage the uptake of more cyclists. The group can also allow cyclists to find a bike buddy; a proficient cyclist who can help someone who wants to cycle but perhaps lacks confidence, or just a few people who are willing to cycle together as a group. It also allows likeminded individuals to meet up socially and discuss cycling issues that they feel should be addressed and can help raise awareness of the need for better facilities for cyclists at work. The Subsidiary Travel Plan Representative will be responsible for setting a BUG up at each occupier site by organising and chairing an initial meeting, inviting all employees so that interested individuals can



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attend. Going forward, the BUG can become self-sustaining and self-governing.

*Sustainable Travel Information Provided to Hotel Guests at Time of Booking*

4.3.14 Sustainable travel modes, including walking, cycling, public transport and car-sharing will be promoted for hotel guests through the Intercontinental Hotels Group (IHG) portal.

*Bus Taster Tickets*

4.3.15 The Bicester Gateway Travel Plan Coordinator will liaise with local bus operators and seek to source free taster tickets for all employees across the Bicester Gateway site (including hotel staff). This measure will be dependent on the discretion of the bus operators and the final staffing levels across all occupiers. If successful in sourcing these free bus taster tickets, the Bicester Gateway Travel Plan Coordinator will disseminate to all Subsidiary Travel Plan Representatives who will then be responsible for distributing to all staff, along with promotion of local bus services and reiteration of bus maps, timetable information etc. as included in the Staff Welcome Packs.

*Promotion of Car Sharing*

4.3.16 As part of the basic core sustainable travel information provided to all Subsidiary Travel Plan Representatives, the Bicester Gateway Travel Plan Coordinator will provide details of the national car-sharing and journey matching platform Liftshare - <https://liftshare.com/uk>. The time and financial benefits of car sharing should also be provided, including links to Liftshare's saving calculator <https://liftshare.com/uk/savings-calculator>.

*Promotion of the use of Electric and Hybrid Vehicles*

4.3.17 The hotel will provide 2 electric charging points. The provision of these spaces, and their location, will be promoted to all staff in the Staff Welcome Packs by the Subsidiary Travel Plan Representatives, and mentioned in staff meetings or alternatives to highlight them.

*Reduction in the Need to Travel*

4.3.18 The hotel will provide adequate broadband and wireless capabilities to allow corporate



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and conference guests to work remotely, including the provision of teleconference/videoconference facilities.



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## 5 TRAVEL PLAN MONITORING AND AUDIT

### 5.1 Target Monitoring

5.1.1 Travel Plans are living documents that need to be updated regularly and implementing a TP involves a continuous process for improving, monitoring, reviewing and adjusting the measures in the plan to reflect changing circumstances.

5.1.2 The hotel will undertake their Baseline Travel Surveys in the first week of March occurring after Occupation. Baseline Travel Surveys will take the form of a Staff Travel Questionnaire, which will be completed by all staff at the hotel.

5.1.3 Further to this, snapshot surveys would be undertaken every two years. These snapshot surveys would be completed at the same time of year as the baseline survey, and would primarily be used to monitor the effectiveness of the TP in reducing the number of single occupancy car trips generated by the hotel.

5.1.4 Each Subsidiary Travel Plan 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 Subsidiary Travel Plan Representative will collate and analyse the results of the Staff Travel Questionnaire in a Subsidiary Monitoring Report that will then be sent to the Bicester Gateway Travel Plan Coordinator. 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 Staff Travel Questionnaire that has been undertaken and modal split levels, including identification of abnormal results;
- **Initiatives Undertaken.** This will provide details on the measures and initiatives undertaken over the year;



- 
- **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.

5.1.5 In addition to the Staff Travel Questionnaires to be undertaken at each occupier's site, the Bicester Gateway Travel Plan Coordinator 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 the Link Road from the A421 and at the access to each plot, and will count the number of vehicles accessing/exiting each plot on the site. The Bicester Gateway TPC will collate the results and compare them to the Monitoring Survey results presented in each Subsidiary Monitoring Report.

5.1.6 The Bicester Gateway Travel Plan Coordinator will then collate all Subsidiary Monitoring Reports from all Subsidiary Travel Plan Representatives, along with the ATC results into a single document for submission to OCC. This single document will include a conclusion prepared by the Bicester Gateway Travel Plan Coordinator commenting on the survey results and the success, or otherwise, of each Subsidiary Travel Plan 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 Bicester Gateway Travel Plan Coordinator.

## 5.2 Remedial Measures

5.2.1 Through the proposed monitoring strategy, the Bicester Gateway TPC will be able to identify whether the individual TP modal split targets have been met. Should the traffic generation target be exceeded then remedial measures would be proposed.

5.2.2 To allow for one-off external influences to travel behaviour, which may for some reason





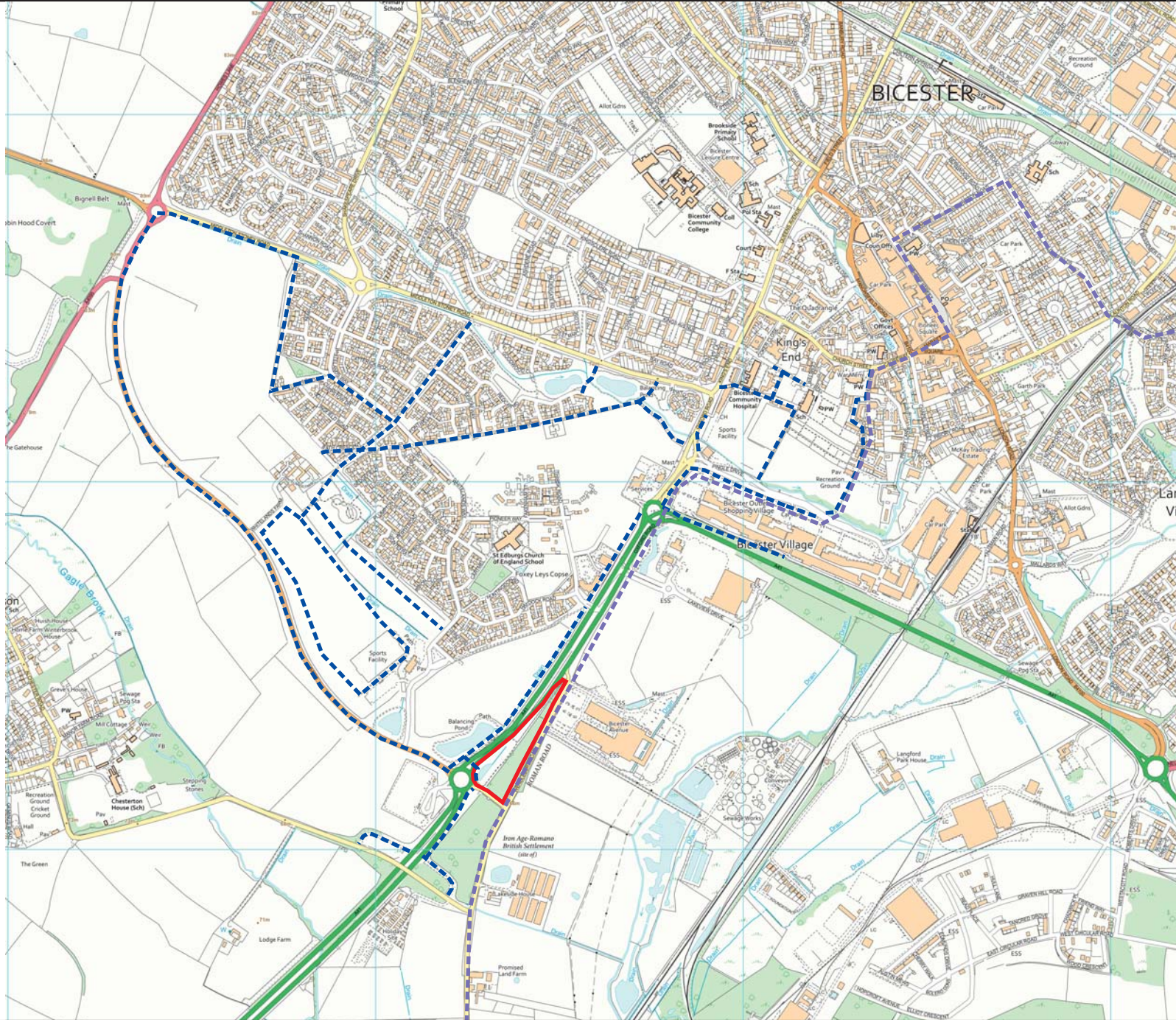
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cause more people to drive than normal (e.g. bus services not running, road accidents, road closures, etc.) the employee survey results and ATC loop count data will be analysed and any abnormal results/ causes identified by the TPC and agreed with Oxfordshire County Council.

- 5.2.3 It is suggested that the remedial measures are triggered if the target car driver trips are exceeded on 3 consecutive working days of the ATC surveys (excluding agreed 'abnormal' days).
- 5.2.4 In the event that the modal split targets within the TP are not met after a 3-year period of the TP the developer, through the TPC, will provide Personalised Travel Planning (PTP) for the site. The PTP will be undertaken by the TPC or a third-party consultant, who will arrange to provide PTP appointments for interested staff to provide one-to-one travel planning advice. It is anticipated that the cost of the PTP will be £35-£70 per employee.



**Figure 1**



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 www.dtatransportation.co.uk

**Notes:**

- Site Location
- 'Traffic-free' Pedestrian Network

- National Cycle Route 51

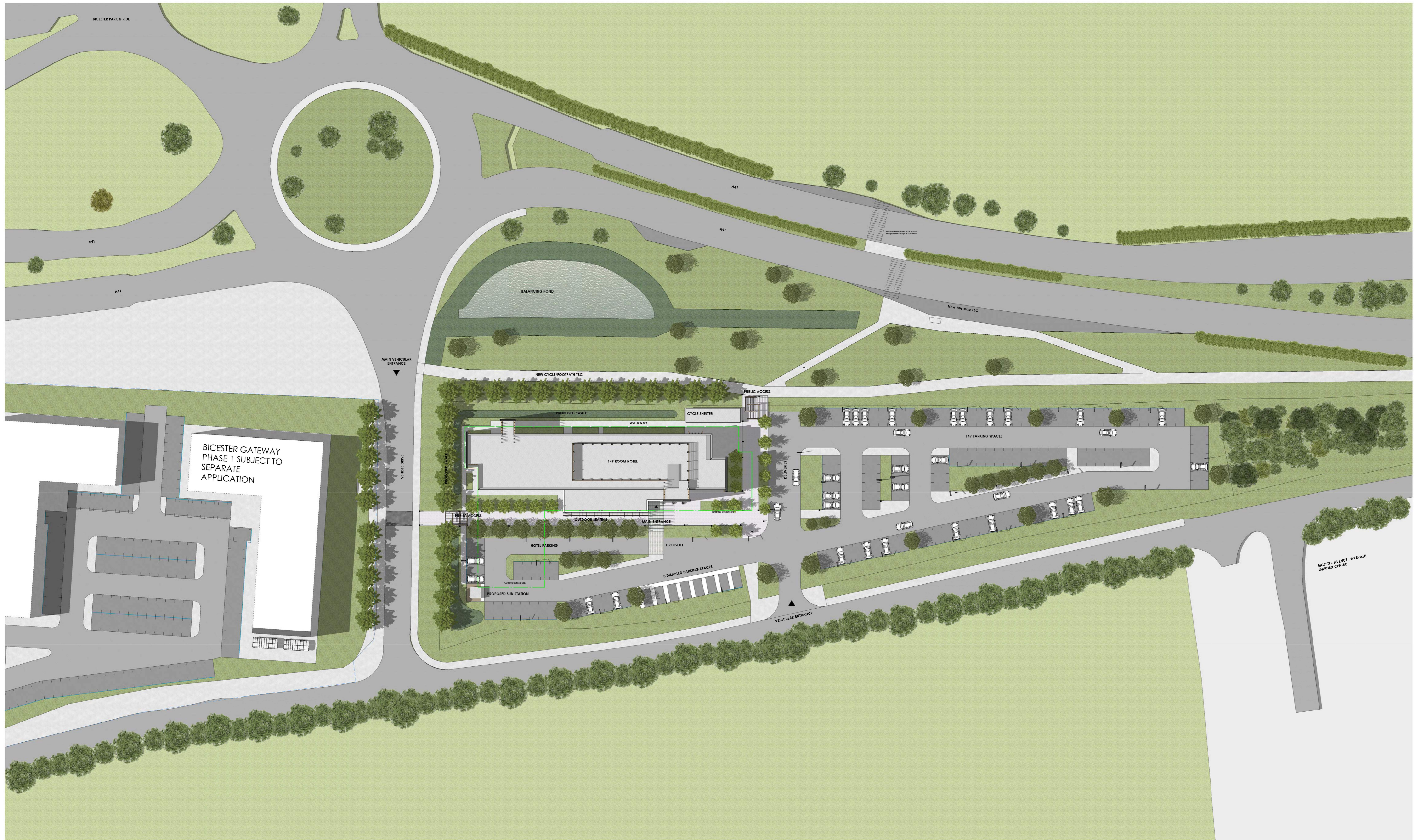
**Figure 1**  
 Drawing Title Site Location Plan  
 Job Title Holiday Inn Express, Bicester Gateway  
 Client Atlas (Bicester) Limited

Scale : NTS





## Appendix A



PROJECT  
BICESTER GATEWAY

CLIENT  
LONDON & REGIONAL

DATE  
14/12/2017 18:44:33

PROJECT ADDRESS  
BICESTER, OXFORDSHIRE

DRAWING TITLE  
SITE PLAN

SHEET STATUS  
DESIGN DEVELOPMENT

DRAWING NO.  
DD -  
BIC-NOR-00-DR-SP-A-1002

SCALE  
1 : 500  
© ISO A1

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