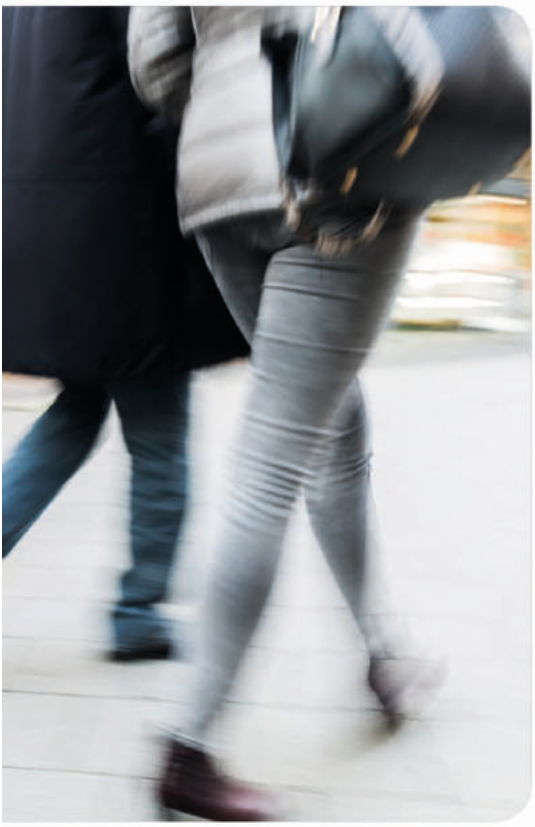

mode
transport planning

Bicester Motion

New Technical Site

Framework Travel Plan

(Application Ref: 19/02275/F)

March 2020

modetransport.co.uk

Bicester Motion

New Technical Site

Framework Travel Plan

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Version 2	06/03/2020	ALF	Internal Update

CONTENTS

1 Introduction

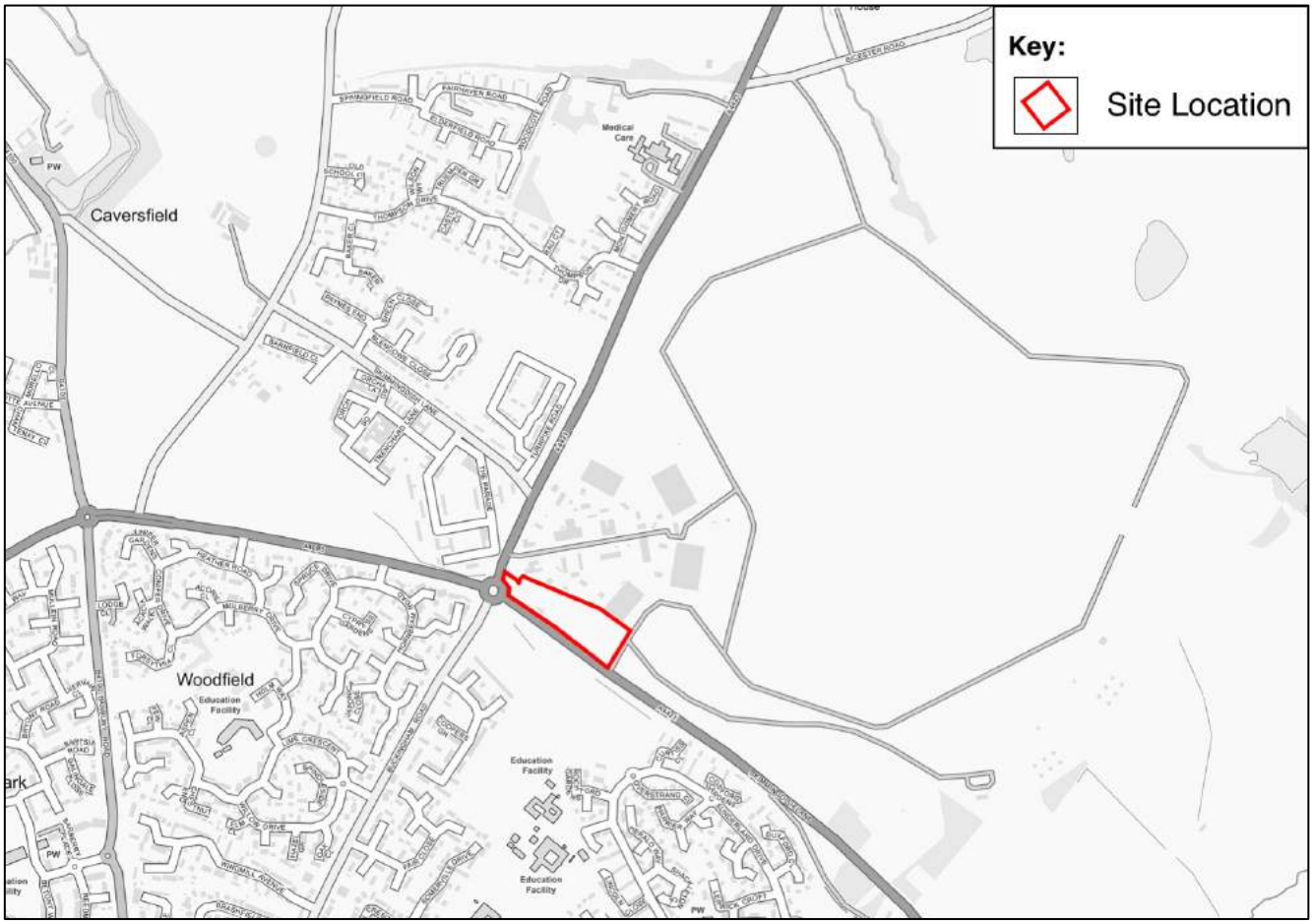
1.1 Overview

1.1.1 mode transport planning (mode) has been appointed by Bicester Motion (BM) to revise the Framework Travel Plan (FTP) that accompanied the consented planning application (Ref: 18/01333/F) for the extension to the existing Technical Site to provide new employment units comprising flexible B1 light industrial, B2 (general industrial), B8 (storage or distribution) uses with ancillary offices, storage, display and sales, together with associated access, parking and landscaping.

1.1.2 This FTP also, and more currently, relates to the consented planning application for the Variation of Condition 2 (Ref: 19/02275/F).

1.1.3 The site has a total Gross Floor Area (GFA) of 6,530m² (including mezzanine) and provides new light industrial/industrial, storage/warehousing and sui generis land uses at the southern extent of the Bicester Motion site, and will be accessed from the A4421 Buckingham Road, via the existing gated access to Bicester Motion.

Figure 1.1: Site Location



1.1.4 This FTP is intended to discharge Planning Condition 18 ('Framework Travel Plan') of the consented planning application (Ref: 19/02275/F), which states:

"*Prior to the first occupation of the buildings hereby approved the Framework Travel Plan (submitted with application 18/01333/F) shall be revised, resubmitted and approved in writing by the Local Planning Authority. Thereafter, the approved Travel Plan shall be implemented and operated in accordance with the approved details.*

Reason: In the interests of sustainability and to ensure a satisfactory form of development, and to comply with Policies SLE4 and ESD1 of the Cherwell Local Plan 2011-2031 Part 1 and Government guidance contained within the National Planning Policy Framework."

1.1.5 A Transport Statement (TS) was previously prepared by mode as a separate document and this also accompanied the originally consented planning application (Ref: 18/01333/F) for the development.

1.2 The Purpose of Travel Plans

1.2.1 Framework Travel Plans (FTPs) provide and suggest the suitable measures, targets, monitoring and management strategy that can help promote sustainable travel choices and reduce reliance on the private car at employment developments with multiple occupiers and/or phases.

1.2.2 This FTP supports the planning application and Discharge of Condition application as it provides the required context and basis for occupiers at the site to take forward (if applicable and appropriate) the various travel planning measures to be incorporated within their individual business units, to help enable/encourage their employees to travel to/from the site sustainably.

1.2.3 Depending on the size (total floor area) of individual units/businesses (subject to specific land use class), Travel Plans/Statements including multi-modal travel surveys (amongst staff) and biennial monitoring may be required, if any building exceeds the thresholds as set out within OCC's "Transport for New Developments; Transport Assessments and Travel Plans"[i].

1.2.4 Consequently, this FTP ultimately serves as the Travel Plan/Statement template and guide for first occupiers, and outlines the initial measures and co-ordination strategies that are required to increase the use of non-car modes of transport at each aspect of the employment development.

1.2.5 This FTP is specific to the site's location and considers the unique interests and needs of all employees and visitors in the context of the existing local environment and transport network.

1.3 Structure of the Framework Travel Plan

1.3.1 The FTP has been updated as a standalone document and now represents the occupational stage in the travel planning process. Further steps and revisions, in the form of individual travel planning and biennial monitoring reports (for units exceeding OCC's TP threshold limit) may follow once the units are occupied and operational, and initial travel patterns are understood from data collected through surveys.

[i]https://www2.oxfordshire.gov.uk/cms/sites/default/files/folders/documents/roadsandtransport/transportpoliciesandplans/newdevelopments/Travelplanrequirementsmonitoringfees.pdf

1.3.2 The remainder of the FTP is structured as follows:

- Chapter 2 describes the existing situation; including the development proposals and the accessibility of the site to sustainable modes of travel such as walking, cycling and public transport;
- Chapter 3 sets out the aim, objectives and measures for the FTP;
- Chapter 4 suggests FTP targets for the site;
- Chapter 5 discusses how the FTP will be implemented and the role of the Travel Plan Co-ordinators;
- Chapter 6 identifies how the FTP will inform monitoring; including the role of Biennial Surveys and Monitoring Reports to ensure that all travel planning measures are successfully reviewed and updated; and,
- Chapter 7 provides an indicative Action Plan to detailing the timescales for measures to be completed through the course and lifetime of the FTP.

2 Site Context

2.1 Overview

2.1.1 This chapter provides a brief overview of the development, including access, the existing highway network and transport infrastructure in order to evaluate the sustainable transport conditions and overall accessibility of the development.

2.2 Development and Site Access

2.2.1 The development site comprises an extension to the existing Technical Site, providing new employment units for flexible B1, B2 (general industrial), B8 (storage or distribution) uses with ancillary offices, storage, display and sales, together with associated access, parking and landscaping.

2.2.2 The latest site masterplan layout can be seen at **Appendix A**, for reference.

2.2.3 The development has a total Gross Floor Area (GFA) of 6,530m^2 (including mezzanine) and provides new light industrial/industrial, storage/warehousing and sui generis land uses at the southern extent of the Bicester Motion site.

2.2.4 Access to the development is taken via the existing priority junction with the A4421 Buckingham Road, which forms the main gated entrance to Bicester Motion site. This access will continue to be controlled via the existing barrier gates and security hut.

2.2.5 The development also includes the provision of a newly constructed footway, pedestrian crossing (tactile paving/dropped kerbs), along Buckingham Road, to the south of the main BM access, towards the roundabout with Skimmingdish Lane. Also, a new footway link will be provided from the north of the access junction towards the existing bus stop on the eastern side of Buckingham Road, including a new Toucan crossing. The S278 detailed design works for the new footway/crossing provisions have now been technically approved by OCC and will be constructed prior to occupation of the development units.

2.2.6 The development will provide 84 car parking spaces in accordance with the discharged Planning Condition 16 of the planning consent.

2.2.7 Within the car parking layout, 8 spaces (10% of the total) will be allocated as disabled parking bays in order to meet (and provide in excess of) the OCC parking standard which was agreed as being 5% of the total capacity.

2.2.8 Electric Vehicle (EV) charging infrastructure (by way of ducting/cabling) is being provided for up to 12 parking bay spaces within the main car parking areas – this will enable the installation of 6 EV charging unit/posts which would have the capability of simultaneously charging two vehicles at once.

2.2.9 Cycle parking will be provided to accommodate up to 51 cycles within the development (at an approx. ratio of 1 space per 128m^2). 24 cycles can be parked in a covered bicycle shed, which will enable them to be securely chained and protected from the elements. The remaining 27 spaces are sub-divided between the 8 units, based on the individual occupancies; these will be situated internally within the building units and will subsequently also be secure and covered (protected from the elements).

2.3 Local Highway Network

2.3.1 As aforementioned, the main vehicular access to the site will be taken via the existing access to Bicester Motion from the A4421 Buckingham Road.

2.3.2 To the southwest of the site, Buckingham Road provides a route for vehicles travelling between the town centre of Bicester and the Bicester Motion site. North from the site, the A4421 Buckingham Road provides a link from Bicester's local highway network past the airfield, to the built-up area of Caversfield and onwards towards the villages of Stratton Audley, Fringford, Finmere and into Buckinghamshire.

2.3.3 Approximately 50m to the south of the proposed site access on the A4421 Buckingham Road, the A4421 Buckingham Road forms a four-arm roundabout junction with the A4421 Skimmingdish Lane, the A4095 Southwold Lane and Buckingham Road.

2.3.4 The roundabout facilitates southwest, southeast and westbound vehicle movements from the application site to the centre of Bicester and around its northern perimeter.

2.3.5 The local highway network within the vicinity of the site; including the A4421 Buckingham Road, the A4095 Southwold Lane and the A4421 Skimmingdish Lane are all subject to a 50mph speed limit and incorporate street lighting.

2.3.6 From the southwest arm of the roundabout junction, Buckingham Road is subject to a 40mph speed limit and a 7.5 tonne weight restriction.

2.4 Sustainable Accessibility

2.4.1 The development is located in close proximity to a number of existing sustainable transport links which will provide employees and visitors with the option to travel to the site by non-car methods.

Walking and Cycling

2.4.2 The surrounding local highway network offers pedestrian connectivity to nearby residential areas and amenities, including Bicester Motion and Bicester Town Centre.

2.4.3 There is a shared use footway/cycleway which runs parallel to the application site boundary on the western side of Buckingham Road; this route extends from Thompson Drive to the north towards the A4421 Buckingham Road/A4095 Southwold Lane/A4421 Skimmingdish Lane/Buckingham Road roundabout to the south.

2.4.4 The existing footway network follows pedestrian desire lines and includes uncontrolled crossings with dropped kerbs at the Skimmingdish Lane and Thompson Drive priority junctions along the western side of Buckingham Road.

2.4.5 At the roundabout to the south, pedestrian crossing points are provided via splitter islands on the southern (Buckingham Road) and western (A4095) arms. At the A4095 arm of the junction, there is a controlled toucan crossing that provides a link to the existing shared footway and cycleway infrastructure that abuts the southern side of the A4095 carriageway, to provide a convenient walking/cycling route westbound in the direction of Southwold.

2.4.6 At the Buckingham Road (southern) arm of the roundabout, the splitter island provides an informal crossing with dropped kerbs and tactile paving to enable pedestrian travel along the A4421 Skimmingdish Lane, the A4095 Southwold Lane and Buckingham Road, towards Bicester Town Centre.

2.4.7 At the Buckingham Road (southern) arm of the roundabout, the splitter island provides an uncontrolled crossing with dropped kerbs and tactile paving to enable pedestrian travel along the A4421 Skimmingdish Lane, the A4095 Southwold Lane and Buckingham Road, towards Bicester Town Centre.

2.4.8 To the east of the roundabout, the A4421 Skimmingdish Lane has a street-lit, shared use footway/cycleway on the southern side of the carriageway.

2.4.9 From the southwest arm of the junction, Buckingham Road benefits from footways on both sides of the carriageway which provide a walking route to the wider local area.

2.4.10 The cycle infrastructure within the vicinity of the site includes a shared use footway/cycleway opposite the application site along the western side of the A4421 Buckingham Road, providing a north-south connection towards Bicester Town Centre.

2.4.11 Approximately 30m to the north of the proposed site access, sheltered cycle parking is provided on the western and eastern side of the carriageway of the A4421. Four Sheffield cycle stands (eight spaces) are on the western side of the carriageway and three Sheffield cycle stands (six spaces) are on the eastern side; immediately next to the southbound sheltered bus stop.

2.4.12 Additionally, there are dedicated shared cycleway/footways on carriageway along the A4421 Skimmingdish Lane and the A4095 Southwold Lane.

2.4.13 The shared footway/cycleway along Skimmingdish Lane (east/west-bound), provides a cycle connection with the Sustrans National Cycle Network (NCN) Route 51.

2.4.14 The NCN Route 51 is a long-distance route connecting major cities in the south of England (such as Milton Keynes), and more locally, connects Bicester Town Centre with Steeple Claydon and Winslow to the north and Weston-on-the-Green and Bletchingdon to the south.

2.4.15 As aforementioned, a new footway, pedestrian crossing (tactile paving/dropped kerbs), along Buckingham Road, to the south of the main BM access, towards the roundabout with Skimmingdish Lane, will be constructed (prior to occupation). Also, a new footway link will be provided from the north of the access junction towards the existing bus stop on the eastern side of Buckingham Road, including a new Toucan crossing (again, prior to occupation).

Bus Services

2.4.16 In January 2018, the Chartered Institution of Highways and Transportation (CIHT) published the guidance document, 'Buses in Urban Developments' which states the recommended maximum walking distances to bus stops for new developments.

2.4.17 **Table 2.1** shows the walking distances to bus stops that are required from developments in differing locational contexts.

Table 2.1: Recommended Walking Distances to Bus Stops

Situation	Maximum walking distance
Core bus corridors with two or more high-frequency services	500 metres
Single high-frequency routes (every 12 minutes or better)	400 metres
Less frequent routes	300 metres

Town/city centres	250 metres

2.4.18 The nearest bus stops (serving both northbound and southbound directions) are situated c.30m from the site's main access and can be accessed via the footways along the western and eastern side of Buckingham Road, including the pedestrian crossings.

2.4.19 The southbound bus stop is in the form of a lay-by, shelter with a hard-standing waiting area, a flag pole and timetable display cabinet. The northbound bus stop benefits from a lay-by, flagpole and timetabling information. It should be noted that these stops are also proposed to be upgraded through financial contributions (secured via the S106), to include a bus new northbound shelter and real-time information boards (at both stops).

2.4.20 Both bus stops fall within the maximum recommended walking distance for "core bus corridors", single "high frequency routes" and "less frequent routes" and a summary of the typical peak hour frequencies of bus services which route near to the site and serve the local area is provided in **Table 2.2**.

Table 2.2: Local Bus Services

Bus No	Bus Route	Typical Peak Hr Frequency		
		Weekday	Saturday	Sunday
X5	Cambridge – Bedford- Central Milton Keynes – Buckingham – Bicester – Oxford City Centre	Every 30-Mins	Every 30-Mins	Every 60-Mins

2.4.21 Both bus stops are served by the Stagecoach X5 service; this service provide a frequent public transport connection between the site, Bicester Village and Bicester town centre, and also link the development to Oxford, Cambridge, Milton Keynes and Buckingham.

Rail Services

2.4.22 The nearest railway station to the site is Bicester North Railway Station which is situated circa 2km to the south of the site. The railway station is located on the Chiltern Main Line which provides frequent direct services to and from key destinations around the country including Birmingham Snow Hill, Birmingham Moor Street, Banbury and London Marylebone via the following general frequencies:

- Birmingham Snow Hill – Every hour
- Birmingham Moor Street – Every hour
- Banbury – Two per hour
- London Marylebone – Two per hour

2.4.23 Platforms 1 and 2 are both accessible for mobility impaired users via a lift which operates Monday to Friday from 0550 to 1915 (assistance can be requested outside these hours, via a helpline until 2000).

2.4.24 There are 65 secure and sheltered bicycle stands near the station, by the Bicester North Railway Station bus stop and also on the opposite side of the station approach.

2.4.25 Car parking provision at the station has capacity for 673 cars and operates over 24-hours. The weekday daily rate of parking is £8.50, and the off-peak rate is £5.50. Monthly and annual tickets can also be purchased at reduced rates.

2.4.26 Bicester North Station can be reached by bus within an approximate 5 and 10-minute 'in-bus' journey time (via the X5) from the stops on Buckingham Road.

3 Aim, Objectives and Measures

3.1 Overview

3.1.1 This chapter sets out the aim, objectives and measures that the FTP to seeks to promote, and support the use of sustainable modes of transport at the development; including walking, cycling, public transport use and car sharing.

3.1.2 The approach outlined above relates directly to the development site and its highway location; to influence travel measures and assist in achieving the short, medium and long-term success of the FTP.

3.2 Aim and Objectives

3.2.1 This FTP will focus on maximising sustainable access to the development and encouraging non-car travel choices.

3.2.2 Therefore, the FTP has an overall aim, which is:

> *"To promote sustainable forms of transport to employees and guests at the New Technical Site; to help reduce the overall number of single occupancy car journeys and increase sustainable travel to and from the site".*

3.2.3 To support the aim of the FTP, a number of objectives have been identified to encourage sustainable travel and reduce the possible negative environmental, social and economic impacts of single occupancy car use (e.g. carbon emissions) which may result from travel at the development.

3.2.4 The objectives of this FTP, are as follows:

- Reduce to a minimum the number of single-occupancy car trips to/from the development;
- Address the access needs of employees and visitors by supporting walking, cycling, car sharing and the use of public transport;
- Encourage good urban design principles that open up the site to walking, cycling, car sharing and the use of public transport;
- Enable employees and visitors to have an informed choice about their travel options;
- Provide adequately for those with mobility difficulties;
- Reduce pressure on parking facilities; and,
- Encourage more active travel to improve the health and well-being of employees and visitors.

3.2.5 The aim and objectives of the FTP have been developed to represent good practice and provide an informative tool to help change perceptions about the convenience and benefits (economic, environmental and health) of not using the car, where alternatives may exist.

3.3 Measures and Incentives

3.3.1 In consideration of the aim and objectives outlined in **Section 3.2**, a suite of 'sustainable travel measures and incentives' have been developed to offer a framework that initial occupiers can choose to utilise when taking forward the measures and incentives for their independent travel planning (if required).

3.3.2 Following a review of the suite of measures and incentives that are recommended, the initial occupiers will agree with CDC/OCC (if required), to the measures that best align with the operational requirements of their own land use for the benefit of their individual travel planning going forwards.

3.4 Sustainable Travel Measures

3.4.1 To encourage the use of sustainable modes of transport by employees and also visitors; a number of suitable walking, cycling, public transport and car sharing measures have been identified for the land-uses at the development.

Walking

3.4.2 To promote walking to and from the application site, the following measures could be implemented:

- **Provision of walking maps at the development:** Maps of local and accessible walking routes can be made available to employees and visitors at the development through 'Induction Packs' and other methods e.g. information boards within the communal areas of individual units; and,
- **Promotion of events including 'National Walking Month' to employees:** Employees who live near to the site should be encouraged to participate in events such as 'National Walking Month'. For these activities, promotional resources can be obtained from charities such as Living Streets.

Cycling

3.4.3 To increase awareness and involvement in cycling by site users, the measures detailed below could be implemented:

- **Provision of cycle maps at the development:** Cycle maps can be made available to employees and visitors at the development through 'Induction Packs' and other methods e.g. information boards in communal areas;
- **Promoting cycle training:** Details of local cycle training providers can be made available to employees at the development. There are a number of registered cycle training providers for communities e.g. Broken Spoke; and either small group or individual training sessions can be provided on request. Adult sessions are priced at c.£90 for a two-hour session. Further information regarding cycle training; including the possibility of group sessions, can be found at: *http://bsbcoop.org/*.
- **Cycle to Work:** Occupiers/employers could adopt a 'Cycle to Work' scheme for employees at the development e.g. CycleScheme. 'Cycle to Work' operates as an employee benefit scheme that will save individuals 25 – 39% on a bike and accessories. The scheme involves employees making payments for a bike of their choice via tax effective payments made from their salary by employers.

Public Transport

3.4.4 The public transport provision within the vicinity of the site can benefit employees and visitors by occupiers adopting some of the following initiatives:

- **Distribution of public transport information:** Details of timetables, ticketing, routes and costs of public transport services can be made available within staff room/communal areas, 'Induction Packs', on company website/intranets, notice boards and in reception areas etc. Furthermore, negotiations could be made with public transport providers to potentially arrange group/staff discounts and receive service information for site users; and,

- **Publicising journey planning services:** The use of public transport journey planning services and applications such as Traveline, *https://www.oxfordshire.gov.uk/cms/public-site/public-transport* and National Rail Enquiries could be publicised on websites; in reception areas, staff meetings and by travel information boards at the development. This cost-effective initiative will enable site users to be instantly informed about the timings and provision of public transport services near to the development.

Car Sharing

3.4.5 Car share schemes have the potential to reduce the number of single occupancy car trips to the employment site, thus reducing congestion and pressure on parking at the development.

3.4.6 The positive benefits of car sharing, and the potential cost savings can be advertised to employees as part of TPs via websites, meetings, reception areas, staff meetings and by travel information boards.

3.4.7 In addition, employees should be made aware of car share websites, including:

- www.co-wheels.org.uk;
- www.shareacar.com; and,
- *www.liftshare.com*.

3.5 Design Measures

3.5.1 The following physical measures will be incorporated as part of the New Technical Site development, to help encourage modal shift:

- A new shared footway/cycleway south of the BM site access, extending to the splitter islands at Buckingham Road and Skimmingdish Lane;
- A new shared footway/cycleway north of the BM site access, extending to the existing southbound bus stop on Buckingham Road;
- A Toucan crossing located on Buckingham Road to the south of the priority junction with Skimmingdish Lane;
- Provision of crossing points, across Buckingham Road (north of roundabout) and Skimmingdish Lane, comprising of dropped kerbs and tactile paving;
- Contributions towards bus stop improvements; and,
- A 51-space cycle storage provision within the site.

3.5.2 The measures detailed above will increase the permeability of the site for employees and visitors and will help encourage employees, where possible, to consider making journeys by non-car and sustainable travel options.

3.6 Travel Plan Co-ordinator

3.6.1 At site occupation, the appointment of a Travel Plan Co-ordinator (TPC) from each occupier (over OCC's recommended TP threshold limit) is essential to ensure the overall success of the FTP and individual units travel planning processes. Once the TPCs (where applicable)have been appointed (assumed to be a full time-member of staff, within the respective units), their contact details (address/telephone number/email address) will be provided to OCC.

3.6.2 It is considered that the general day-to-day requirements of the role of the TPC will include overseeing the progress and monitoring of the travel planning process; promoting the travel plan measures/incentives at the development (amongst their respective employees) and liaising with external transport bodies and the Council.

3.6.3 The TPC position will be held by an appointed member of staff at each of the light industrial, storage/warehousing units (which exceed OCC's recommended TP threshold).

3.6.4 Ultimately, the overarching duties of the TPC will include:

- Ensuring that the travel planning aims are implemented on an ongoing basis;
- Ensuring that the measures and incentives are up to date, by liaising with relevant internal departments/units (if applicable) and external bodies e.g. public transport providers and OCC;
- Effective marketing and raising awareness of travel planning (internally) e.g. sustainable travel promotion through information boards;
- Acting as a point of contact for employees and visitors, and representing the 'human face' of the travel planning process – explaining the salient purpose and opportunities on offer;
- Taking a key role in the multi-modal surveys and monitoring process; commissioning and reviewing surveys and measures to inform an end of year summary report (biennially) to be issued to OCC (if applicable); and,
- The TPC can produce a biennial e-newsletter/brief to inform staff on the progress/success of the travel planning process. This can include the results of the biennial review/monitoring report and will provide information on any potential forthcoming transport-related events, e.g. 'National Walking Month' and any cycle training, as applicable.

3.7 Communication and Marketing

3.7.1 The progress, measures and initiatives will be promoted and marketed to all employees and visitors to help continue the ongoing success of the travel planning process.

3.7.2 The information detailed above will be promoted by the TPC in staff meetings (as applicable); via websites/emails, at reception and by information boards that will be located at prominent locations within the individual units (as required).

3.7.3 Promotional information on the benefits of walking, cycling, public transport use and car sharing, and the social, environmental and economic costs of each mode will be provided to all staff members.

3.7.4 Also, by these means, the range of benefits that can be seen by choosing more sustainable modes of transport will be detailed. The possible benefits that site users could see as a result of sustainable travel include; improvements to health, reductions in carbon footprints, evidence of assisting in reducing congestion and pollution levels in the local area.

3.7.5 An effective communication and marketing strategy will allow all employees to have a full knowledge of the sustainable travel options for journeys to and from the development and also, an awareness of the measures available and facilities at the site that aid sustainable travel.

3.7.6 To facilitate the ongoing promotion of the travel planning process, TPCs will be available as a point of contact for all employees and visitors requiring personalised sustainable travel/journey information.

3.7.7 This approach will enable employees and visitors to get in touch with the TPC if they need any further information with regards to local transport. Moreover, employees will have opportunity to communicate any ideas they would like to put forward, to enhance the sustainable travel choices available at the site.

4 Targets

4.1 Overview

4.1.1 This chapter considers existing Census Journey to Work (JtW) data to provide an indicative modal split for target setting. The section also discusses the need to obtain an initial baseline based on primary evidence to understand employee travel patterns and states an aspirational target for consideration within future travel planning.

4.2 Travel Plan Targets

4.2.1 The targets for the FTP have been set based upon an indicative modal split which has been obtained for the site using 2011 JtW data for the Super Output Area - middle layer, E02005933: Cherwell 013.

4.2.2 The mode share for the site is illustrated in **Table 4.1** below.

Table 4.1: New Technical Site – Indicative Mode Share (based on Census data)

Mode of Transport	Mode Share
Underground, metro or light rail	0%
Train	1%
Bus, minibus or coach	1%
Taxi	0%
Motorcycle, scooter or moped	1%
Driving a car or van	73%
Passenger in a car or van	6%
Bicycle	8%
On foot	10%
Other method of travel to work	0%

4.2.3 As the travel planning process evolves for the development units (as required), the initial targets will be reviewed through a programme of review and monitoring to ensure that they remain **SMART**:

- **S**pecific;
- **M**easurable;
- **A**chievable;
- **R**ealistic; and
- **T**imed.

4.2.4 The initial aspiration is set at a reduction of 5% away from single occupancy private car use towards more sustainable modes of transport over the entire monitoring period (5-years). How this is achieved

will be considered in relation to the initial and on-going travel survey data collected as a part of the monitoring process.

4.2.5 Site Specific targets which align to guidance set out within OCC's 'Transport for New Developments, Transport Assessments and Travel Plans' will be established via liaison with OCC, following the first set of travel plan surveys (as required).

4.2.6 Once existing/baseline travel patterns are established (following initial staff surveys), suitable Measurable targets for employees at each development unit (as applicable) will be agreed with OCC. These targets will take on board existing modal shares for employee journeys to work in order to ensure that they are Achievable and Realistic.

4.2.7 The targets will also be Timed by appropriate milestones, to be agreed with OCC (as required); these will be developed in line with the five-year (biennial) monitoring framework, as set out in Chapter 6.

4.3 Baseline Situation

4.3.1 The baseline situation for travel will be established and understood by each individual occupier/unit at the application site (as applicable) in order to set measurable targets and establish an on-going monitoring process.

4.3.2 Ideally, this will entail a baseline travel survey of all employees in terms of their usual travel patterns prior to occupation; however, where this is not possible the baseline or first set of surveys will be carried out within three to six months of the initial occupation.

4.3.3 The staff travel surveys will aim to maximise the response rate (ideally all employees), to allow for a representative modal split to be established.

4.3.4 The travel surveys will also provide data in relation to the details of working hours and places of residence of employees so that realistic and achievable targets can be derived.

4.4 Aspirational Target

4.4.1 At this stage, an aspirational target has been set to ensure that there is a commitment at the site (from units that exceed the required threshold); from when the buildings are occupied, to achieve a reduction in the number of people driving to work. This will be reviewed once the results of the first travel surveys are known.

4.4.2 The aspiration is for the development units to achieve a 5% modal shift away from single occupancy private car use (where applicable), towards more sustainable modes of transport over the entire monitoring period.

4.4.3 The aspirational target is considered to only apply to the travel movements employees at the application site.

4.4.4 The target will be reviewed by each unit occupier (as applicable) once the results of the initial travel surveys are known. This will help to ensure that specific targets are realistic and take account of individual circumstances such as the site's location, the typical travel behaviour of employees and opportunities for travel by sustainable modes.

5 Implementation

5.1 Overview

5.1.1 This chapter sets out the implementation strategy for the FTP; including the management of the travel planning process, the role of future site occupiers and how the TPCs can effectively implement and develop the travel plan (if required).

5.2 Travel Plan Framework

5.2.1 This FTP provides the framework from which the initial occupiers of the development units will continue to implement and monitor their own travel planning process (if required). The travel plans will be overseen by a TPC (staff member) who will communicate the objectives and measures of this document to their employees/colleagues.

5.3 Site Occupiers

5.3.1 The development unit occupiers of the site (for units exceeding OCC's TP threshold limit) will carry out the travel planning measures contained within this FTP.

5.3.2 Details of the TPCs that are appointed by each respective unit occupier will be provided to OCC, within three months after the unit becoming occupied. It is therefore anticipated that the baseline surveys will be completed and agreed with OCC, within three to six months from occupation.

5.3.3 Travel planning is increasingly being viewed by businesses and organisations as an effective tool in workplace management and some end occupiers of the site may already be well versed in the tools and techniques available to them.

5.4 Travel Plan Co-ordination

5.4.1 The TPC is responsible for marketing and managing the travel planning processes; being the first point of contact for employees wishing to find out more about initiatives, motivating others, negotiations with stakeholders, initiating modal travel surveys and updating/refreshing the plan, where necessary. The TPC will also be responsible for liaising with OCC's TP Officer (as applicable).

5.4.2 The key responsibilities of the TPC are as follows:

- Build awareness and engagement amongst staff;
- Strategic marketing and communication;
- Implement and managing measures;
- Carry out biennial travel surveys and monitoring;
- Create links with wider travel planning networks;
- Evaluating the success of the travel plan and updating measures to meet targets;
- Report progress to all stakeholders, such as the local planning and highway authorities; and,
- Provide the focus for travel planning activities for all on site.

6 Monitoring

6.1 Overview

6.1.1 This chapter provides an overview of the monitoring framework to be adopted by the unit occupiers at the site (as appropriate).

6.2 Methodology

6.2.1 In line with OCC's, 'Transport for New Developments: Transport Assessments and Travel Plans' guidance, it is paramount that the travel plans are monitored on a regular basis to ensure that the key objectives are being met and that they evolve over time to match changing circumstances.

6.2.2 The first monitoring exercise will occur following the initial baseline staff travel surveys and will allow for specific target setting and onwards monitoring to be established.

6.2.3 Following the first set of travel surveys (Year 1), the TPC will be expected to undertake monitoring for a further four years (biennially), in years three and five; on or around the anniversary of the initial occupation. Beyond this initial period, any further monitoring or reporting, if deemed as appropriate, will be continued for another two cycles with OCC i.e. in years seven and nine (if required).

6.3 Reporting

6.3.1 The TPC will submit a biennial Monitoring Report (Years 1, 3 & 5) to OCC, typically within three months of completion of the programmed staff travel plan surveys. It is envisaged that any required changes to the travel planning process can be agreed with OCC within two months following the submission of this report.

6.3.2 In the event that targets are not achieved within agreed milestones, a commitment to reviewing the measures in consultation with the Local Planning Authority is proposed so that these can be refined in order to achieve as much success as is reasonably practicable.

6.4 Surveying

6.4.1 Employees will be requested to complete a questionnaire survey at either the start or end of their shift. To assist and save time with compiling survey data, OCC provide a number of different survey and analysis templates that TPCs must use to fulfil monitoring obligations (available upon request from OCC).

6.4.2 The content and results of the monitoring surveys will be used to:

- Monitor the targets;
- Show the number and percentage of people travelling by each mode;
- Highlight the number of single occupancy car users which will act as a major factor in target setting;
- Allow biennial comparisons to be made when undertaking travel plan reviews;
- Enable site-specific modal share targets to be determined;
- Determine the barriers and motivations relating to the uptake of sustainable modes of transport;
- Review the progress of any measures and incentives proposed in the travel planning process; and,

- Help to identify any further measures that need to be investigated and proposed in order to meet targets.

6.4.3 Furthermore, the information obtained from the initial travel survey will provide baseline data from which to update the modal shifts and set objectives and targets (if applicable).

6.4.4 Thereafter, the TPC will collate and summarise the results of the travel surveys, in a biennial Monitoring Report for submission to OCC. The concise report will include the biennial survey results and analysis of trends against previous years. From this, the targets can be amended or agreed (if applicable), and any further measures introduced following feedback from the surveys.

6.4.5 The first biennial Monitoring Reports, containing the results of the baseline travel surveys will be presented to OCC within six to nine months of initial occupation.

6.4.6 The biennial Monitoring Reports will also be made available to all employees. This can be via either a digital or paper copy and also, published on company websites/intranets. This is important so that employees can see how their travel choices fit into the overall travel planning process.

7 Action Plan

7.1 Overview

7.1.1 To provide an accurate strategy for the implementation of the travel planning process within the development units (as applicable), various (short, medium and long-term) timed measures will be introduced before and after the employment development is occupied.

7.1.2 **Short-term** measures refer to those which will be implemented prior to, or within three months of first occupation. **Medium-term** measures are identifiable as those which can be completed within a year. **Long-term** measures are those which will take more than one year to complete.

7.2 Action Plan

7.2.1 Table **7.1** sets out the indicative action plan that can be implemented by the TPCs, once appointed by each occupier unit (as applicable). The action plan details the required actions by co-ordinators for implementing the travel planning process to ensure progress; and also, the proposed timescales for each action.

Table 7.1: Action Plan

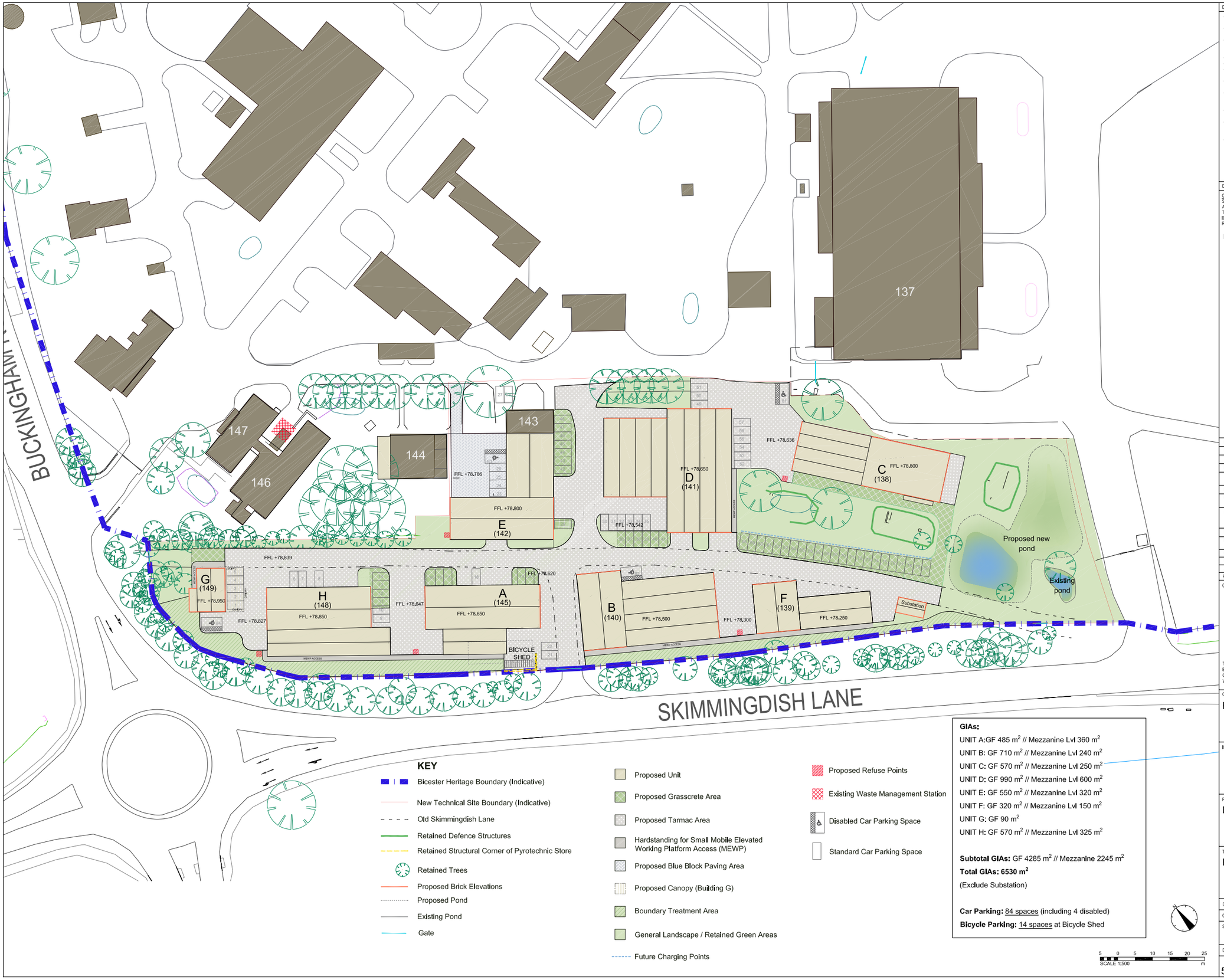
Action	Timescale
Appoint/identify Travel Plan Co-ordinator.	Within three months post initial occupation of unit
Agree and prepare publicity and marketing materials to promote sustainable transport uptake amongst employees.	Post occupation and appointment of TPC (within three to six months)
Agree initial staff survey content, monitoring data and methodology with OCC for use in establishing travel patterns.	Post occupation and appointment of TPC (within three months)
Undertake baseline travel surveys	Within three to six months of initial occupation
Report findings of the baseline travel surveys to OCC	Within six to nine months of initial occupation
Agree on-going targets and measures with OCC	Within six to nine months of initial occupation
Undertake travel planning monitoring surveys	Biennially (at Years 1, 3 & 5)
Report findings of biennial staff travel surveys to OCC	Biennially, typically within three months of completed travel plan surveys
Agree on-going targets and measures with OCC and revise the TP to suit	Biennially, within one-three months of submitted monitoring report
Communicate details of the travel planning processes, its targets, measures and successes to employees	On an ad-hoc basis, as/when required

7.2.2 Most actions are projected to be **short-term** measures that should be carried out within three to six months of initial occupation.

7.2.3 **Long-term** measures for the site include completing monitoring surveys, reporting the findings of monitoring surveys and agreeing targets which should be completed every two years; for a minimum of five years, to aim to achieve the overall travel planning goals.

7.2.4 As with all elements of the travel planning process, the action plans are not considered to be prescriptive and accordingly flexibility can and should be exercised, to ensure that this benefits all user groups and remains relevant throughout the lifespan of the plan.

Appendix A – Site Masterplan Layout



KEY

- Bicester Heritage Boundary (Indicative)
- New Technical Site Boundary (Indicative)
- Old Skimmingdish Lane
- Retained Defence Structures
- Retained Structural Corner of Pyrotechnic Store
- Retained Trees
- Proposed Brick Elevations
- Proposed Pond
- Existing Pond
- Gate
- Proposed Unit
- Proposed Grasscrete Area
- Proposed Tarmac Area
- Hardstanding for Small Mobile Elevated Working Platform Access (MEWP)
- Proposed Blue Block Paving Area
- Proposed Canopy (Building G)
- Boundary Treatment Area
- General Landscape / Retained Green Areas
- Future Charging Points
- Proposed Refuse Points
- Existing Waste Management Station
- Disabled Car Parking Space
- Standard Car Parking Space

GIAs:

UNIT A:GF 485 m^2 // Mezzanine Lvl 360 m^2
UNIT B: GF 710 m^2 // Mezzanine Lvl 240 m^2
UNIT C: GF 570 m^2 // Mezzanine Lvl 250 m^2
UNIT D: GF 990 m^2 // Mezzanine Lvl 600 m^2
UNIT E: GF 550 m^2 // Mezzanine Lvl 320 m^2
UNIT F: GF 320 m^2 // Mezzanine Lvl 150 m^2
UNIT G: GF 90 m^2
UNIT H: GF 570 m^2 // Mezzanine Lvl 325 m^2

Subtotal GIAs: GF 4285 m^2 // Mezzanine 2245 m^2
Total GIAs: 6530 m^2
(Exclude Substation)

Car Parking: 84 spaces (including 4 disabled)
Bicycle Parking: 14 spaces at Bicycle Shed

5 0 5 10 15 20 25
SCALE 1:500 m

DRAWING NOTES:

CDM REGULATIONS 2015
SIGNIFICANT OR NON-OBVIOUS RISKS AND RISKS WHICH ARE DIFFICULT TO MANAGE ARE IDENTIFIED ON THIS DRAWING USING THE FOLLOWING SYMBOL IDENTIFIED TO THE RIGHT WITH BRIEF ACCOMPANYING TEXT. FOR FURTHER DETAILS OF THE RISKS IDENTIFIED BY DESIGNERS, REFERENCE SHOULD BE MADE TO CDM HAZARD REGISTER.

Information Used:

- Tree Constraint Plan (TCP) Sheet 1 of 4: 13109 // Innovation Group
- Tree Constraint Plan (TCP) Sheet 2 of 4: 13109 // Innovation Group
- Topographical Survey: 25557C -1 // On Centre Surveys Ltd
- Topographical Survey: 25557C -2 // On Centre Surveys Ltd
- Topographical Survey: S616/0328/P/0001 // Warner Surveys
- Topographical Survey: S616/0328/P/0002 // Warner Surveys
- OS MAP
- Asset Location Search Sewer Map - ALS/ALS Standard/2018_3816510 - SP5924SW pdf (page 12 of 23)
- Site Boundary is traced from pdf Map Search 25.11.2016 received from Brookstreet des Roches on 25.11.2016

REV	DESCRIPTION	DATE	BY	CHKD
N	Planning Issue Update; Revision Cloud Removed	02/10/2019	JY	AH
M	Fence Line Removed	26/09/2019	JY	AH
L	Building Footprint Update	25/09/2019	JY	AH
K	Revision Cloud, Car Parking Update	09/09/2019	JY	AH
J	Planning Issue Update; Car parking, Pond, Substation, Hard Landscape, Future charging points	04/09/2019	JY	AH
H	Planning Update Submission	23/11/2018	JY	IM
G	Planning Issue Update; Levels, Landscape, Car Parking, Soft & Hard Landscape, Fence	22/11/2018	JY	IM
F	Car Parking Spaces Reduction, proposed brick elevation mark-up, grasscrete and tarmac area changes	04/10/2018	IM	IM
E	Planning Issue	20/07/2018	IM	IM
D	Waste Management/Refuse Points // Building G Canopy	17/07/2018	IM	IM
C	Thames Water Sewer Overlay / MEWP ACCESS	16/07/2018	IM	IM
B	Car Parking // Grasscrete & Tarmac Areas	11/07/2018	IM	IM
A	Site Layout Plan // Split of Building A to A & H	06/07/2018	IM	IM

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IN ASSOCIATION WITH:

PROJECT:
New Technical Site

TITLE:
Proposed Site Plan

DRAWN BY:	IM	SCALE:	1:500 @ A1
CHECKED BY:	IM	DATE:	26/06/2018

STATUS:
PLANNING

DRAWING No: 5002855-RDG-XX-ST-PL-A-0003

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