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Environmental Statement Volume III

**Appendix 8.2:
Framework Employment
Travel Plan**

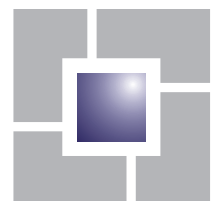
Axis J9, Phase 3

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Axis J9 Phase 3, Bicester

Framework Employment Travel Plan



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Axis J9 Phase 3, Bicester

Framework Employment Travel Plan

Prepared by:

SKP/14042-42 Framework Travel Plan
6th September 2021

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APPENDICES

Appendix A Action Plan

1.0 INTRODUCTION

- 1.1 This Travel Plan has been prepared by David Tucker Associates (DTA), on behalf of Albion Landin support of a planning application for flexible employment floorspace falling into use classes E(g)(iii), B2 and B8. The location of the development site is shown in **Figure 1**.
- 1.2 This Travel Plan sets out the context for the preparation of individual Travel Plans by the occupiers of each unit on the site. The level of detail to be provided and objectives for the occupier/occupiers, which will vary depending on a number of factors, such as the number of employees.
- 1.3 This Travel Plan document has been compiled with reference to the principles of DfT's *'Good Practice Guidelines: Delivering Travel Plans through the Planning Process'* (April 2009), Cherwell District Council's 'Non Statutory Cherwell Local Plan 2011' and Oxfordshire County Councils 'Local Transport Plan 4 (LTP3) 2015-2031'. The Travel Plan has been prepared in accordance with OCC's 'Transport for New developments: Transport Assessments and Travel Plans' guidance document and is consistent with the document agreed for Axis J9 Phases 1 and 2.
- 1.4 The final format and content of each individual Travel Plan will be offered for approval by the planning authority within 3 months of occupation by each tenant.
- 1.5 A Travel Plan is a term used for a package of objectives, targets and measures developed by an organisation or group of organisations aimed at promoting more sustainable means of travel and reducing the reliance on the private car. Travel Plans are site specific and are dependent upon not only the location of the site but the size and type of organisations located there.
- 1.6 Developing and implementing a Travel Plan should be a dynamic process, subject to a continuous cycle of action, monitoring and review. To help give it focus, it is important to set out objectives and targets.

- 1.7 For new developments such as this, it is most beneficial to encourage sustainable travel from the time of occupation before travel patterns become ingrained.
- 1.8 There will be a wide range of different travel demands from the site, dependent on the nature of end-users and indeed roles of staff. However, given the scale of the development, there is scope to provide on and off site physical measures, public transport service initiatives and other incentives to allow significant and realistic modal shift targets to be set.
- 1.9 Whilst the overall employment development will be subject to oversight by a single management entity, there will clearly be a number of different occupiers and tenants working on the site. The Travel Plan therefore sets out a range of measures and initiatives to be implemented by both the management of the estate and therefore by ongoing tenants.
- 1.10 In this regard, the Travel Plan will also act as a framework for the more detailed individual travel plans which will be tailored to specific organisational requirements.

2.0 SITE LOCATION AND EXISTING CONDITIONS

2.1 Site Location

2.1.1 The site is located to the western edge of Bicester town centre. The site is bounded to the east by A4095 Howes Lane, the south by employment land currently under construction and to the north and west by agricultural land. The residential area of Highfield is situated opposite the site to the east of Howes Lane.

2.1.2 The site is located within the NW Bicester development area.

2.2 Local Highway Network

2.2.1 Middleton Stoney Road is a single carriageway road measuring approximately 6.7m in width. There are no existing formal footways and the road is subject to a 50 mph speed limit.

2.2.2 The A4095 Howes Lane is a single carriageway road. Howes Lane within the vicinity of the site frontage is approximately 6.0 metres wide and is subject to speed limits of 50 mph. There are currently no footways or street lighting provided on Howes Lane.

2.2.3 A traffic signal controlled junction with Shakespeare Drive is situated on Howes Lane approximately 500 metres to the north of the development site. Shakespeare Drive provides access to the Highfield residential area to the east of the site.

2.2.4 Howes Lane links with Bucknell Road the north east of the site via simple priority junction. The A4095 continues north east via a three-arm roundabout junction and marks the northern boundary of the town. The railway line crosses on a bridge over the road at this location between the priority and the roundabout junction.

2.2.5 To the south, Howes Lane links with a four-arm roundabout junction with the B4030 Middleton Stoney Road and Vendee Drive at the south eastern corner of the site boundary. Vendee Drive benefits from a shared cycleway/footway on the eastern side and is subject to a speed limit of 50 mph.

2.2.6 The local highway network is subject to significant programmed change in the form of the delivery of Strategic Link Road to replace the function of Howes Lane.

2.3 **Bus Network**

2.3.1 There are bus services which run within close proximity to the proposed site including number 21 and 250. The most accessible bus stops for the 250 is located on Middleton Stoney Road to the south east of the site. The frequency of these services is discussed in more detail in Section 7 of this Travel Plan.

2.4 **Rail Network**

2.4.1 Bicester benefits from two railway stations in the town; Bicester North and Bicester Village. These stations are situated approximately 3.1km and 3.7km from the proposed site respectively.

2.5 Bicester North station provides an hourly service to Birmingham Snow Hill and to Banbury, and trains up to 3 times an hour to London Marylebone. Trains from Bicester Village are every 30 minutes between Oxford and London Marylebone.

3.0 DEVELOPMENT PROPOSALS

- 3.1 The proposals involve the erection of E(g)(iii) and/or B2 and/or B8 units with a total floor space of 16,901 sqm. The site occupier(s) is unknown at this stage.
- 3.2 The development site is split into two parcels with access provided from the east and the west.
- 3.3 Access to the employment floorspace will be from the Strategic Link Road (SLR). This will take the form of two priority T-junction with designated right turn lanes. The width of the access will be 7.3m and footways will be provided at the bellmouth junction. The footways will lead into wide footway/cycleways provided as part of the SLR.
- 3.4 It is envisaged that there will be interim arrangement, whereby access is taken via Axis J9 Phase 1 and 2 (Empire Road) and onto Middleton Stoney Road prior to the completion of the SLR, which is programmed for completion in 2024 and is fully designed to highway design standards.
- 3.5 On completion of the SLR, all access will be taken from the link road with the vehicular link to Phase 1 and 2 closed to general traffic, but retained for pedestrians, cyclists and as a future bus link.
- 3.6 On completion of the SLR, OCC will deliver a pedestrian/cyclist link to Howes Lane which will be stopped up to vehicular traffic. The applicant is making this land available in the form of a protected route alignment.
- 3.7 Car and cycle parking is provided in accordance with local parking standards. This comprises 206 car parking spaces and 88 cycle parking spaces. Electric vehicle points will be provided for 10% of the spaces, with provision for 25% to be available in the future.

4.0 TRAVEL PLAN AIMS

4.1 In general terms, the aim of a Travel Plan is to reduce dependence on the private car and encourage employees to use more environmentally-friendly alternatives.

4.2 A Travel Plan is a package of measures tailored to the needs of individual sites and aim to:

- Promote greener, cleaner travel choices;
- Reduce the number of car borne trips;
- Promote car-sharing;
- Promote the use of public transport; and
- Encourage walking and cycling.

4.3 A Travel Plan involves the development of a set of mechanisms, initiatives and targets on the environment, whilst also bringing a number of other benefits to the organisation as an employer and benefits to employees and visitors. The plan will evolve over time in accordance with changing circumstances and the environment within which it is implemented.

4.4 The specific aims of the Framework Travel Plan are:

- To increase the awareness of employees and visitors of the potential for and advantages of travel to the site by more sustainable transport modes;
- To provide practical information to employees and visitors on how they can access non-car modes of transport to and from the industrial and warehouse development;
- To facilitate the introduction of physical measures and management initiatives that will encourage employees and visitors to travel to the site by non-car modes;
- To display local bus information including nearest bus stops, timetables, routes, and costs in a prominent location within the buildings;

Axis J9 Phase 3, Bicester Framework Travel Plan

- To display local walking and cycling routes to and from the site including approximate journey times;
- To display the potential health and financial benefits that travelling by sustainable modes can offer; and
- The inclusions of the above measures into a new employee starter pack to encourage sustainable travel from the first day of employment.

4.5 The key targets for the success of the Travel Plan will be the reduction in sole occupancy car journeys, to increase the take up and renewal of public transport passes, to increase walking and cycle use and increase awareness of the benefits of sustainable travel.

5.0 OBJECTIVES AND TARGETS

5.1 Objectives

5.1.1 The implementation of Travel Plans can offer a variety of benefits to organisations, employees and the local community. These benefits can include increased productivity (generated by a healthier, more motivated workforce), potential cost savings, reduced congestion, improved public transport services, reduced demand for car parking and improved access by employees, visitors and deliveries plus an improved environmental image.

5.1.2 The main objectives of a Travel Plan are to achieve a reduction in car use and a corresponding increase in walking, cycling and public transport use. By choosing to travel by more sustainable modes, employees and visitors will reduce congestion, emissions, air pollution and the use of finite fuel reserves.

5.1.3 The proposed measures will encourage more sustainable travel to and from the development than if the Travel Plan were not in place. The main objectives of each Travel Plan are:

- To reduce the number of car trips per unit/dwelling per day;
- To increase membership and participation in a car share scheme;
- To increase employees membership to the local bicycle user group (BUG);
- To increase walking and cycle use;
- To increase the take up and renewal of public transport passes; and
- To increase awareness of benefits of sustainable travel.

5.2 Targets

5.2.1 OCC have requested that targets are defined prior to and post the development of the wider NW Bicester site. On this basis, short and long term targets have been developed and are defined as follows:

- Short term targets – Apply up to the point prior to where high frequency bus services penetrate part of the NW Bicester road network that is pertinent to the Axis J9 Bicester employment land.
- Long term targets – Apply after the point at which high frequency bus services penetrate the part of the NW Bicester road network pertinent to the Axis J9 Bicester employment land.

Short Term Targets

- 5.2.1 Initial targets have been set based on the light vehicle trips as stated in the TA and an application of mode share assumptions for the Cherwell 013 Middle Super Output Area in 2011.
- 5.2.2 An analysis of the 2011 Census Data has been undertaken to determine the journey to work profile for the ward boundary of Bicester West. The information is summarised in **Table 1**.

Table 1 – Method of Travel to work for Cherwell 013

Mode	Number	Percentage
Car Driver	3532	72%
Car Passenger	294	6%
Bike	389	8%
Train	43	1%
Bus	70	1%
Motorcycle	52	1%
Foot	494	10%

- 5.2.3 The specific trip numbers will depend upon what proportion of the site is ultimately occupied by the differing flexible land use classes.

5.2.4 In order to compare the initial targets set out above and to establish existing travel to work habits, a staff travel survey will be carried out by employees of each individual unit within 3 months of their occupation. Analysis of these results will then help guide future targets, measures and future success of the unit's full Travel Plan.

5.2.5 The employment trip numbers are based on a 72% car driver proportion and 6% car passenger proportion. This equates to a single car occupancy rate of 66%. On this basis, a short term target will be set of achieving a peak hour 61% single car occupancy rate for mode of travel across the site. This represents an 8% reduction from the baseline. The baseline figures and targets will be reviewed following the initial travel survey after occupation of the site with further surveys undertaken in years 3 and 5. The percentage reduction for each travel mode is included in **Table 2**.

Table 2 - Mode Share 5 Year Targets

Mode of Transport	Baseline Mode Share (%)	Year 3	Year 5
Car Driver	72%	70%	68%
Car Sharing	6%	6.5%	7%
Cycling	8%	8.5%	9%
Train	1%	1.5%	2%
Bus	1%	1.5%	2%
Motorcycle	1%	1.5%	2%
Walking	10%	10.5%	11%
TOTAL	100	100	100

5.2.6 It is important to establish that each unit's targets will provide a commitment to progressively reduce the number of car trips to the site as a whole. This will be responsibility of the Travel Plan co-ordinators to ensure the targets are met.

Long Term Targets

5.2.7 The target modal split for NW Bicester in 2031 is set out in the Hyder Consulting Appendix 6 - Trip Generation document of the NW Bicester Masterplan Access and

Travel Strategy. There are no details in terms of the phasing of the development in their Transport Assessment documents. Table 1.2 shows target modal split for internal and external trips. For all trips, in 2031 the targets for all trips are as follows:

Table 3 – NW Bicester Modal Split for All Trips in 2031

	% by mode	Total Car/ Non Car
Car Driver	40%	50%
Car Passenger	10%	
Bus Passenger	10%	50%
Bicycle	10%	
Walk	30%	
Total	100%	100%

5.2.8 The target for all trips generated by the whole of NW Bicester in 2031 is for 40% single occupancy car trips. This is a long term target which the Network Bicester site will aspire to achieve in line with the aspirations for the whole site following the penetration of bus services through the site.

5.2.9 It is acknowledged there are emissions targets for NW Bicester. Through the Travel Plan the site will be reducing overall emissions by promoting measures of travel by sustainable modes.

6.0 PREPARATION AND INITIATION

6.1 Plan Preparation

6.1.1 A Travel Plan document for each unit will be developed based on the information set out in this Framework. A full unit specific Travel Plan will be submitted within 3 months of occupation of each unit after the completion of the staff travel survey.

6.2 Plan Initiation

6.2.1 The Travel Plan is intended to be an evolving strategy and will remain in place for the life of the site.

6.2.2 In order to establish a baseline scenario against which on-going progress can be assessed, the following information should be established within six months of the occupation of each unit:

- Employee modal split;
- Existing cycle and pedestrian infrastructure;
- Existing public transport services and infrastructure; and
- Car Parking supply and surveyed demand.

6.2.3 The above information will come from the staff travel surveys.

7.0 PLAN MAINTENANCE AND MEASURES

7.1 The measures laid down within this Travel Plan Framework document are intended as a set of principles to which the Travel Plan for each unit will comply with.

Plan Maintenance

7.2 With a multi occupancy scheme such as this the TPC role will be carried for the scheme as a whole by appointed Managing Agents who will be responsible for the overall day to day management of the scheme. Their contact details will be provided to the Travel Plan team at OCC.

7.3 Each Occupier may have a Travel Plan Administrator who will liaise with the Managing Agent in terms of assisting in undertaking the tasks of the TPC role, but the TPC role will be the responsibility of the Managing Agent.

7.4 The TPC will be provided with a copy of the document entitled "The Essential Guide to Travel Planning", issued by the Department for Transport or any such subsequent guidance which may supersede it.

7.5 The administration of the Plan will be the responsibility of the respective TPC.

7.6 The name and contact details of the nominated TPC will be submitted to the Travel Plan Team at OCC.

7.7 The TPC will implement the Plan, which will be developed in conjunction with and agreed by OCC.

7.8 Overall, the TPC will be responsible for the Travel Plan development submission to OCC, implementation, promotion and review. It is currently envisaged that there will be several buildings on site, however the number of individual detailed Travel Plans prepared for the site will depend on the number of occupiers within each building. The subsidiary Travel Plan measures will be based on the measures included in this Framework Travel Plan.

The Role of the Travel Plan Co-Ordinator

- 7.9 The TPC will be the first point of contact for staff, OCC and other outside organisations in all matters regarding staff travel. The TPC will maintain an up-to-date file containing all correspondence to and from staff relating to their Travel Plan.
- 7.10 In general, the role of the TPC will involve the following:
- Overseeing the development and implementation of the plan;
 - Promoting and marketing the objectives and the benefits of the Travel Plan;
 - Instigating the annual review meetings and inviting OCC as appropriate;
 - Co-ordinating the necessary data collection exercises and monitoring programme required to develop the Travel Plan including the employee travel surveys, the results of which will be submitted to OCC on request or with the Travel Plan on completion;
 - Consider if appropriate, setting up and maintaining a car share database;
 - Consider if appropriate, organising cycle (Bicycle User Group – BUG) and public transport user groups for the staff;
 - Reviewing the Plan annually in conjunction with OCC;
 - The TPC will set up and maintain a filing system for all correspondence relating to the Travel Plan; and
 - The TPC will set out and gain the support of senior management on how the employer can encourage staff to travel by more sustainable modes.
- 7.11 It should be noted that the above 'role' list provides general guidance. The main focus of the Travel Plan will be the employees of the development. However, it is anticipated that, where applicable, visitors will also be provided with information relating to travel by non-car modes, such as local public transport timetables.
- 7.12 The TPC will be able to delegate some of the duties set out above to nominated employees, as required, but they will retain overall responsibility for all matters pertaining to their Travel Plan.

7.13 The TPC will investigate if a Transport Working Group could be set up which would consist of the TPC, local public transport operators and OCC. Meetings and other communications of the Transport Working Group would provide a forum to oversee the successful implementation of the Travel Plan.

Travel Plan Co-ordinator Duties and Responsibilities

7.14 Specifically, the TPC will demonstrate effective marketing to employees and visitors by the following:

- Informing employers and staff of the overall aims of the Plan;
- Informing staff of targets for achieving a lower mode share by car; and
- Reducing the level of car usage by a given extent over a given period.

7.15 This will be achieved through informing staff at interview stage and using prominent display boards, notices or leaflet distribution.

7.16 The TPC will demonstrate effective resourcing for plan measures by the following:

- Analyse the employee travel surveys;
- Indicate and identify any specific problems that are highlighted for example an increase in car use to the site;
- Investigate the potential for home working & flexible hours with the co-operation of senior management.
- Investigate the possibility of car sharers receiving priority parking.

7.17 The TPC will also provide information as part of the promotion of the Travel Plan to employees and visitors. The information will be the inclusion of 'Welcome Packs' and will be provided to new employees. These packs will be issued to staff and will include details on the Plan measures, as described below.

Plan Measures

7.18 Measures implemented to seek to reduce travel by private car will vary between the sites and whilst there are some schemes common to any site and land-use, it will be up to the initiative of the TPC to target specific measures to the problems and opportunities identified at the site. This will only be possible after the completion and analysis of the staff travel plan.

7.19 Each individual Plan will include the following;

- The appointment of a TPC who's duties and roles will be laid out as described in Section 7.3 above;
- Targets in the short term and long term– these will be site and unit specific and will be realistic and achievable and developed through careful interrogation of the results of the staff travel survey;
- Effective marketing of the plan – this will be aimed at new and existing employees through the staff welcome pack and notice boards and at visitors through postal information;
- A statement of support issued by senior management of each unit;
- Site specific incentives to reach targets and remediation for non compliance;
- Means of monitoring progress of the targets – this will be done through yearly issue of the staff travel survey; and
- Frequency of reporting results to OCC – this will tie in with the yearly monitoring of the targets as described above.

7.20 An information pack will also be produced and issued to OCC prior to the occupation of each unit. This information pack will be issued to all staff and visitors to each unit and will contain the following information:

- All objectives and measures of the Travel Plan;
- Information on public transport services in the vicinity of the site; and
- Information on the opportunities to walk and cycle to the site.

- 7.21 This information will also be permanently displayed on notice boards within each unit and will be updated, by the TPC, on a regular basis to ensure that it remains accurate. Real Time Information display will be provided within the larger units.
- 7.22 Included within this information pack will be access routes to and from the site and these are shown in **Figure 2**.

Measures to Encourage Walking

- 7.23 Travel to the site on foot will be actively promoted by the TPC, in liaison with the developer and planning authority. The TPC will also investigate the potential for introducing incentives for employees to walk to the site ensuring that footpaths on the site are well maintained.
- 7.24 Specific measures to encourage walking to the site are discussed below.
- Secure changing and shower facilities will be provided within each unit;
 - Demand for facilities will be monitored through the staff travel survey and new facilities provided as necessary;
 - Information and advice concerning safe pedestrian routes to the site will be available to employees;
 - The TPC will explore the potential for improvements to off-site facilities and liaise with the planning authority when necessary;
 - The TPC will raise awareness of the health benefits of walking through promotional material; and
 - Maps providing safe walking routes indicating distances and times to the most common destinations near to the work place (such as local bus stops).

Measures to Encourage Cycling

- 7.25 In order to encourage cycling to the site the following measures have or will be introduced and marketed by the TPC:
- Sheltered and secure cycle parking will be located within each unit;

- Information and advice concerning safe cycle routes to the site will be available to employees;
- The TPC will try to negotiate discounts from cycle shops for staff to purchase a bicycle, the necessary safety equipment and waterproof clothing to enable them to commute to work by cycle;
- The TPC will investigate the initiation of a Bicycle User Group (BUG) to support staff that commute by cycle and to encourage others to do so;
- The TPC will establish contacts with the cycling officers of OCC to ensure input to the further development of any existing cycling strategy in the vicinity of the proposed development and
- The TPC will ensure that the cycle stores and changing facilities that are in place are adequate and maintained.

Measures to Encourage the Use of Public Transport

7.26 In order to make employees aware of and encourage the use of public transport to access the site the following measures will be included within the full Travel Plan for each unit:

- Details of relevant bus services will be prominently displayed for the information of employees.
- The TPC will liaise with the bus service operators to ensure that up-to-date timetable and route information is displayed
- The TPC will contact local bus operators to find out whether discounted ticketing initiatives are available; and
- The TPC will seek to encourage the use of public transport.

7.27 **Table 4** below shows the bus services and frequencies local to the site. There are two bus services which run within close proximity to the proposed site, the number 21 and 250. In the short term, the most accessible bus stops to the site are situated on Middleton Stoney Road to the south east of the site.



Table 4 – Bus Services and Frequency

Service	Operator	Route	Frequency		
			Monday-Friday	Saturday	Sunday
21	Grayline Coaches	Chesterton - Highfield – Town Centre (Bicester Town Circular)	Every 30 minutes	Every 30 minutes	No service
250	Hallmark	Oxford - Kirtlington - Bicester	Hourly	Hourly	No service

7.28 The use of public transport apps or websites such as Traveline or Oxontime will be actively encouraged through the Travel Plan.

Measures to Encourage the Use of Taxis

7.29 More specifically aimed at visitors the following measures are designed to encourage use of taxis to access the site:

- The TPC will ensure the provision of contact details of suitably regulated local taxi operators to be prominently displayed for the information of employees; and
- Taxis will be booked for visitors on departing the site.

Measures to Encourage Car Sharing

7.30 Car sharing schemes are an advanced internet based journey matching system that allows users to search for suitable people to share regular journeys with. The use of Oxfordshire’s car sharing database (link: <https://oxfordshire.liftshare.com/>) will be promoted to employees. Car sharers may be given preferential treatment for parking. Employers will be encouraged to provide a guaranteed lift home service in emergencies for car sharers. In addition the guaranteed lift home service could be extended to cater for ‘emergency’ or ‘short notice’ situations for staff that cycle or walk to the development site.

7.31 Car sharing will be encouraged through the Liftshare car database. Further details can be found at: <https://liftshare.com/uk/community/oxfordshire>.

7.32 The aims of the scheme include reducing traffic congestion within Oxfordshire; reducing the day-to-day expense of travelling; and reducing the traffic pollution effects on the environment.

Other Measures

7.33 The scheme will provide 10% electric vehicle charging infrastructure which will be evenly distributed across the site, with 25% of spaces capable of being made available in due course.

Action Plan

7.34 The TPC will provide an Action Plan, an example of which is shown in **Appendix A** which will monitor the progress of Travel Plan and timescales. The full Travel Plan will be based upon the principles laid down in this Framework Document and the Action Plan.

7.35 The TPC will also liaise with Oxfordshire County Council and report any results that are achieved from the Action Plan and travel survey.

Travel Database

7.36 As discussed above, the TPC will produce and maintain a staff travel database. Six months after occupying the development, the appointed TPC will obtain travel data by issuing the staff with a questionnaire survey.

7.37 Specifically, the Employee Travel Survey will include the following:

- postcode area of residence;
- normal working hours;
- mode of travel to work;
- car ownership and company car benefits;
- work related travel throughout the day;
- reasons for driving;
- driving commitments i.e. taking children to school etc;

- reasons for not using public transport and other modes;
- measures that would encourage car sharing, use of public transport or other non-car modes;
- staff, profile including age, gender etc.

7.38 All data collected in connection with the Travel Plan will be subject to the provisions of the Data Protection Act and will only be released to OCC. However, in the interests of security, names and addresses of staff will not be provided, rather, postcode details of staff would be supplied.

7.39 Information contained within the database and the travel patterns derived from the data will inform the annual review process which will be carried out in conjunction with OCC.

8.0 TRAVEL PLAN PROMOTION

- 8.1 It is very important that new employees are fully aware of the existence and benefits of the Travel Plan when they begin working at the site and that they are effectively “signed up” to the potential benefits it brings as soon as possible. To this end, the Travel Plan will be presented and promoted to the staff as a challenge rather than as a chore.
- 8.2 All employees will be informed of the existence of the Travel Plan. The details of the Travel Plan, including its objectives, the potential benefits for both individuals and for the environment, and the means by which it will operate, will be fully explained.
- 8.3 New employees will be informed about the Travel Plan prior to the commencement of their employment, the inclusion of relevant material in their induction pack and a Staff Travel Survey form will be distributed at the recruitment stage. This will be issued either in paper or electronic format. It will also contain any details of incentives offered to encourage sustainable travel to and from the site for example, a cycle to work scheme.
- 8.4 Information relating to the Travel Plan will be displayed in a prominent location (or locations) where it will be easily accessible to employees, such as a notice board in the main reception area.
- 8.5 Other means of promoting the Travel Plan will also be investigated, which might take the form of staff newsletters and notice boards. Staff will also be encouraged to familiarise themselves with the Travel Plan.
- 8.6 The Travel Plan document will be available for inspection by employees. Information on the progress of the Travel Plan, including the results of the annual review, will be communicated to employees through the information displays and other means as appropriate.
- 8.7 The TPC will engage, from time to time, with OCC, in its travel awareness raising events.

9.0 TRAVEL PLAN MONITORING AND REVIEW

Plan Monitoring and Review

- 9.1 A formalised program of monitoring will be established to enable indicators of the success of the Travel Plan to be recorded at regular intervals within 3 months of occupation. The Travel Plan targets and measures will be reviewed in light of the survey results.
- 9.2 Following the initial travel surveys, biennial monitoring surveys will be undertaken for a minimum of 5 years, i.e. surveys will be in years 1, 3 and 5.
- 9.3 The survey results will be sent to the Travel Plan team at OCC within 1 month of survey completion.
- 9.4 Other information about the impact of the Travel Plan is less easily quantified but should be recorded as part of ongoing monitoring. These include;
- The level of enquiry and take-up of the car-sharing scheme;
 - The take-up of any ticketing incentives for public transport services; and
 - Any formal or informal comments made by employees regarding the operation of the Travel Plan.

10.0 PLAN ADMINISTRATION

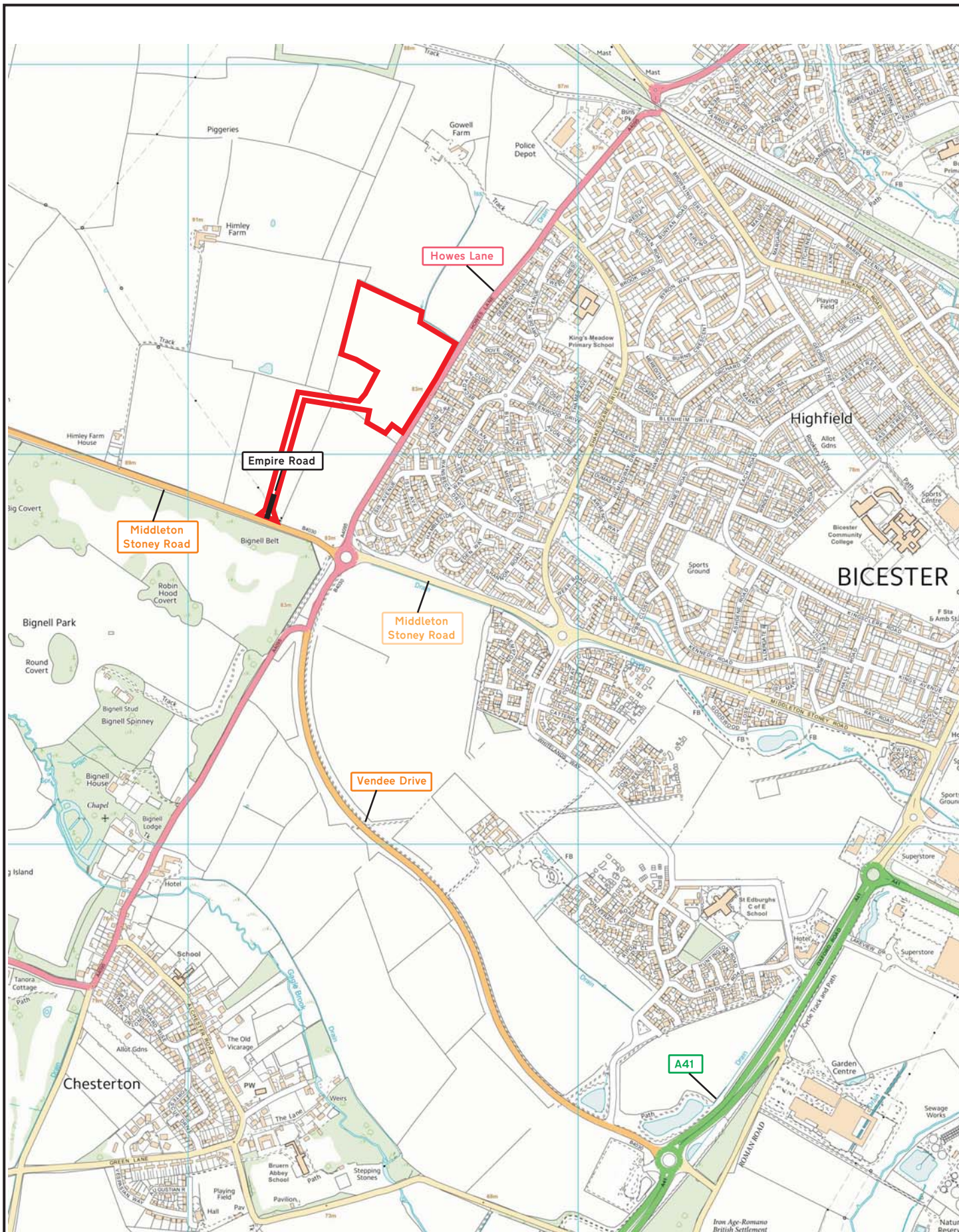
- 10.1 A copy of the full Travel Plan will be supplied to nominated officers of the planning and highway authorities at the time of initiation. Copies will also be issued to the developer, for reference and for display.
- 10.2 The TPC will be responsible for keeping all records associated with the maintenance of the Plans including the employee databases and all relevant correspondence and records of all monitoring exercises. The Travel Plan files will be available for inspection by the planning and highway authorities at any time, subject to prior notice.
- 10.3 A change in the identity of the nominated TPC will be notified in writing to the planning authority.

11.0 CONSULTATION

- 11.1 The success of the Travel Plan will rely on the support of employees and visitors. Regular consultation will be critical to the ongoing success of the Travel Plan.
- 11.2 The mechanism for consultation with employee representatives will be formalised and proposals submitted to the planning authority for approval.
- 11.3 Regular liaison with the bus operators and Council officers responsible for public transport, cycling and strategic transport will also be necessary. A system of on-going liaison with the planning authority will be agreed prior to initiation of the Travel Plan.
- 11.4 The Travel Plan documents will include a contact list of nominated representatives from each of the operators and authorities. Amendments to nominated contact personnel will be notified to the TPC and/or the planning authority and the document shall be amended accordingly.



Figure 1



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Figure 1
 Drawing Title
 Job Title
 Client

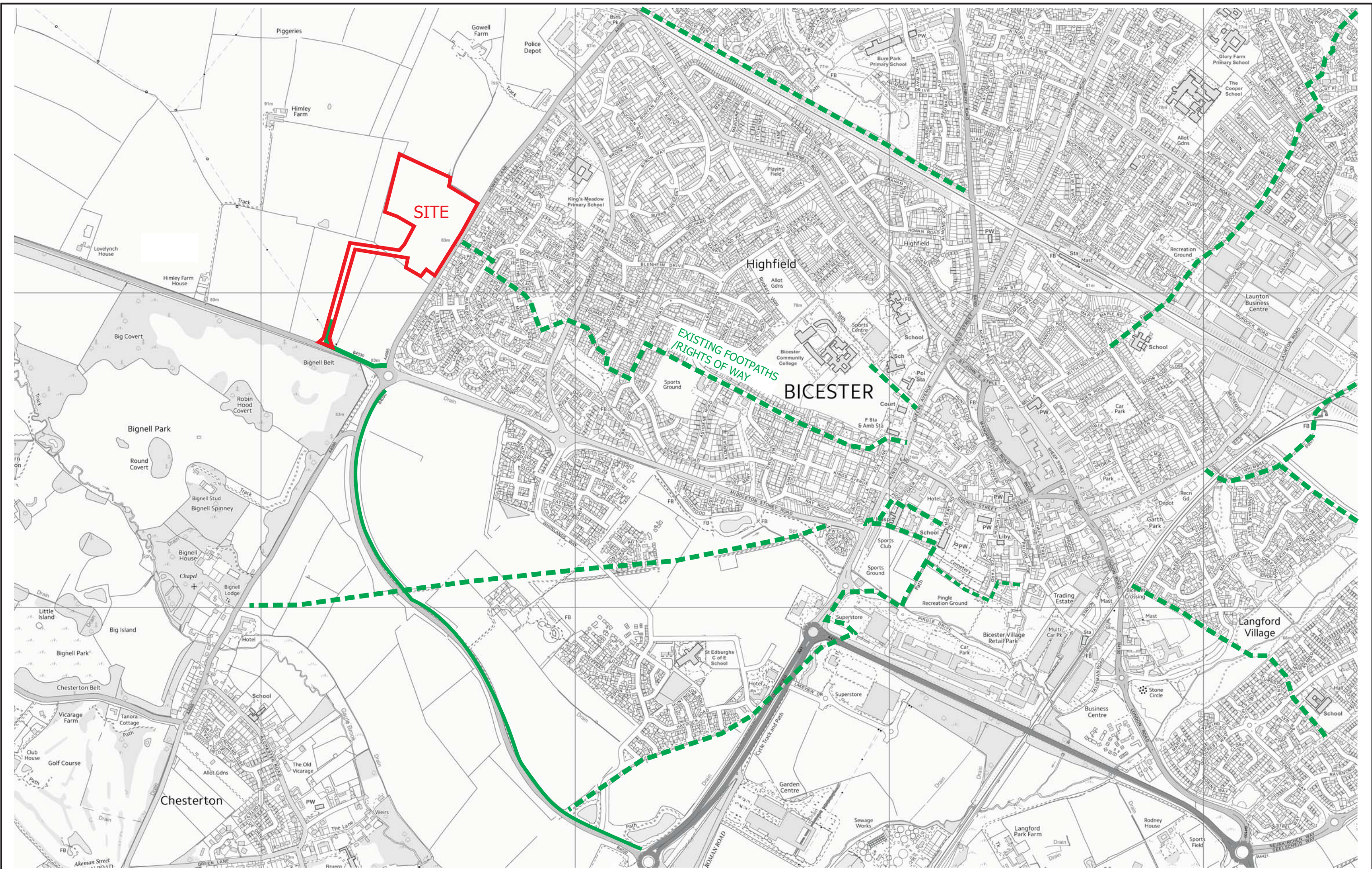
Drawing No : 14042-18h
 Site Location Plan
 Axis J9 Phase 3
 Albion Land

Scale : NTS





Figure 2



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- Shared Footway/Cycleway
- - - - Public Rights of Way

Figure 3
 Drawing Title Existing Footway/Cycleway Plan
 Job Title Axis J9 Phase 3
 Client Albion Land

Scale : NTS





Appendix A

Axis J9 Phase 3 – Action Plan - Travel Plan Framework

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



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