

Albion Land Ltd

**Employment Development,
Catalyst Bicester (Phase 2),
Oxfordshire**

Framework Travel Plan



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Framework Travel Plan

SKP/24067-08 Framework TP
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Prepared by:

David Tucker Associates

Forester House
Doctors Lane
Henley in Arden
Warwickshire. B95 5AW

Tel: 01564 793598
Fax: 01564 793983
inmail@dtatransportation.co.uk
www.dtatransportation.co.uk

Prepared on behalf of:

Albion Land Ltd

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1.0 INTRODUCTION

- 1.1 DTA has been commissioned by Albion Land Ltd to prepare a BREEAM Framework Travel Plan (FTP) in respect of the Bicester Catalyst employment site on land to the south-east of Wendlebury Road, Bicester.
- 1.2 In September 2020, Cherwell District Council granted permission (application reference 19/0174/OUT and 19/01740/HYBRID) for the site comprising employment floorspace and a health and racquets club. The site layout plan is contained within **Appendix A**.
- 1.3 The permission was granted subject to number of conditions, which included the submission of an updated FTP (Condition 48).
- 1.4 The full wording of Condition 48 is extracted below:
“Framework Travel Plan- Prior to the occupation of any unit within the development hereby approved, an updated Framework Travel Plan, prepared in accordance with the Department of Transport’s Best Practice Guidance Note “Using the Planning Process to Secure Travel Plans” and its subsequent amendments, shall be submitted to and approved in writing by the Local Planning Authority. This Framework Travel Plan to be based on the draft document 19539-07a dated 22nd July 2019. The travel plan shall be implemented in accordance with the details approved.”
- 1.5 A separate TP will be prepared by the occupants of the Health and Racquets Club prior to occupation and submitted to OCC for approval. This FTP document sets out the context for the preparation of individual Travel Plans by the occupiers of each employment unit on the site, the level of detail to be provided and objectives to be met by the occupier/occupiers, which will vary depending on a number of factors, such as the number of employees.
- 1.6 This document relates to Phase 2 of the employment site covered by application 19/01740/HYBRID. This has since been subject to Reserved Matters application 22/01632/REM which was approved on 14th October 2022.



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- 1.7 This FTP 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 3 (LTP3) 2011-2030'. The FTP has been prepared in accordance with the Travel Plan Team at Oxfordshire County Council's 'Transport for New developments: Transport Assessments and Travel Plans' guidance document.
- 1.8 The final format and content of each individual Travel Plan will be offered for approval by the planning authority subsequent to the signing of the legal agreement. In the interim, to ensure that the core obligations of the Plan are enforceable, this FTP has been produced. The Travel Plan guidance document states that individual subsidiary Travel Plans must be written and submitted to Oxfordshire for approval within 3 months of occupation.

Travel Plan Purpose

- 1.9 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.
- 1.10 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 for the developer and occupiers.
- 1.11 For new developments such as this, it is most beneficial to encourage sustainable travel from the time of occupation before travel patterns become ingrained.
- 1.12 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.



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- 1.13 Whilst the overall 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 by ongoing tenants and occupiers.
- 1.14 In this regard, the Travel Plan will also act as a framework for occupiers who will be required to produce more detailed individual Travel Plans tailored to their specific organisational requirements.



2.0 EXISTING CONDITIONS

2.1 Site Location

2.1.1 The Catalyst Bicester (Phase 2) site is located approximately 2.5km north-east of the M40 Junction 9, off the A41 southern approach to Bicester centre.

2.1.2 It is located to the east of Wendlebury Road which forms part of the western site boundary. The Health and Racquets Club is located between Wendlebury Road and the northern part of the employment site. The site is bounded to the north by an access road into the Thames Water treatment works. The treatment works itself is located to the east of the site adjacent to the north-south railway lines. Immediately to the north of this access road is the Bicester Avenue Garden Centre and retail park. To the south of the site is farmland which is also designated as a scheduled ancient monument.

2.1.3 Wendlebury Road runs east of and parallel to the A41. There is a link from the A41 to Wendlebury Road connecting to a roundabout junction where the A41 meets Vendee Drive. The site is accessed via a new 4-arm lit roundabout with Wendlebury Road and Vendee Drive Link. The junction comprises continuous off carriageway cycleway.

2.2 Local Highway Network

2.2.1 Wendlebury Road is a single carriageway road and is approximately 5.5m wide on the Site frontage. There are no footways on Wendlebury Road to the south of the T-junction, but it does form part of the National Cycle Network Route 51 and short sections of off carriageway cycle routes are in place. To the north the site has delivered a new 3m footway/cycleway on the eastern side of Wendlebury Road which connects the site into the wider footway/cycleway network adjacent to the A41 and beyond.

2.2.2 The Vendee Drive Link which connects Wendlebury Road to the A41 is an unlit 7m wide single carriageway. It comprises a northern sided footway.

2.2.3 The A41 was formerly part of the strategic road network. In the vicinity of the site it is a dual two lane all-purpose (D2AP) road. To the south of the Vendee Drive

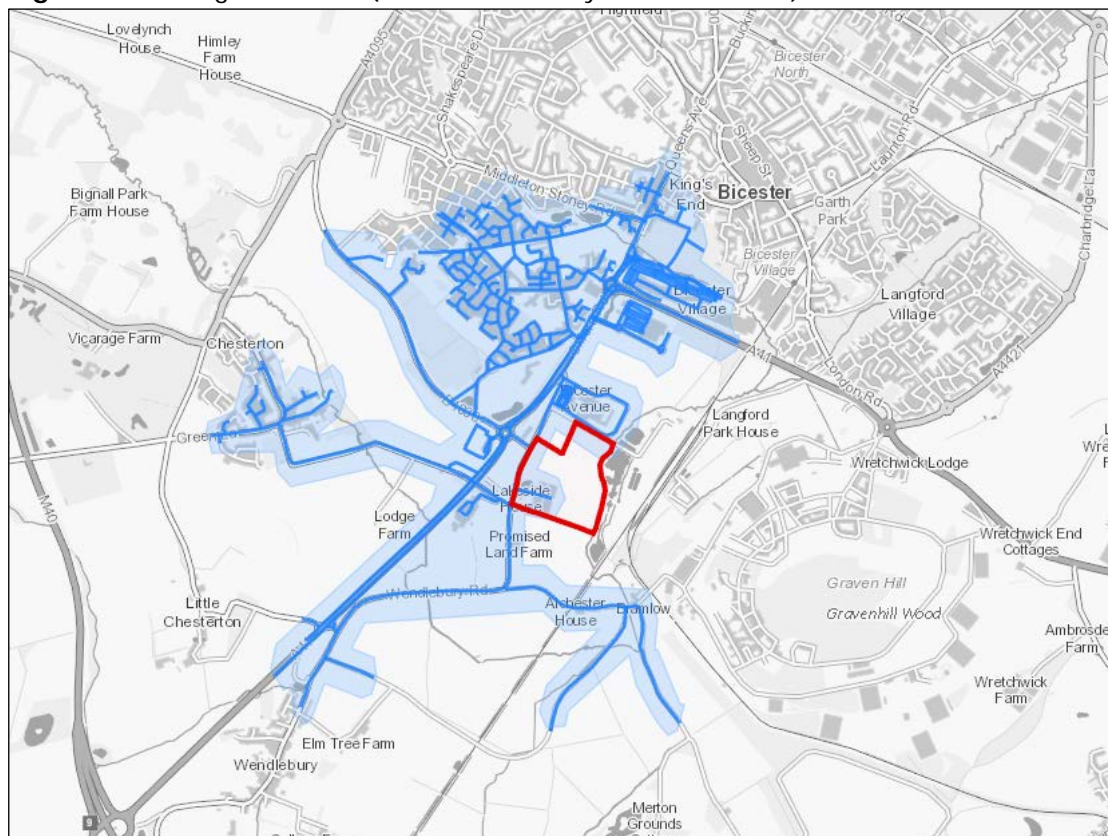


roundabout the road remains a limited access road with a pair of left-in left-out junctions north of Wendlebury and Chesterton only up to the gyratory M40 Junction 9.

2.3 Walking and Cycling Facilities

2.3.1 Walking is considered to be a convenient mode for most people for trips up to around 2.0km in length which translates into approximately 20 minutes of walking. This walking catchment for the site is shown on **Figure 1**. As can be seen from this plan the site is well located with respect to nearby existing and planned residential areas. The key linkages are the routes to the north and west. There is an existing connection along the northern side of Vendee Drive connecting to the existing north – south provision on the A41 and this is supplemented by an off-site footpath link between Wendlebury Road and the A41 as part of the planning obligations. A controlled pedestrian crossing on A41 links to Kingsmere and associated walking and cycling routes.

Figure 1: Walking catchment (based on currently available routes)



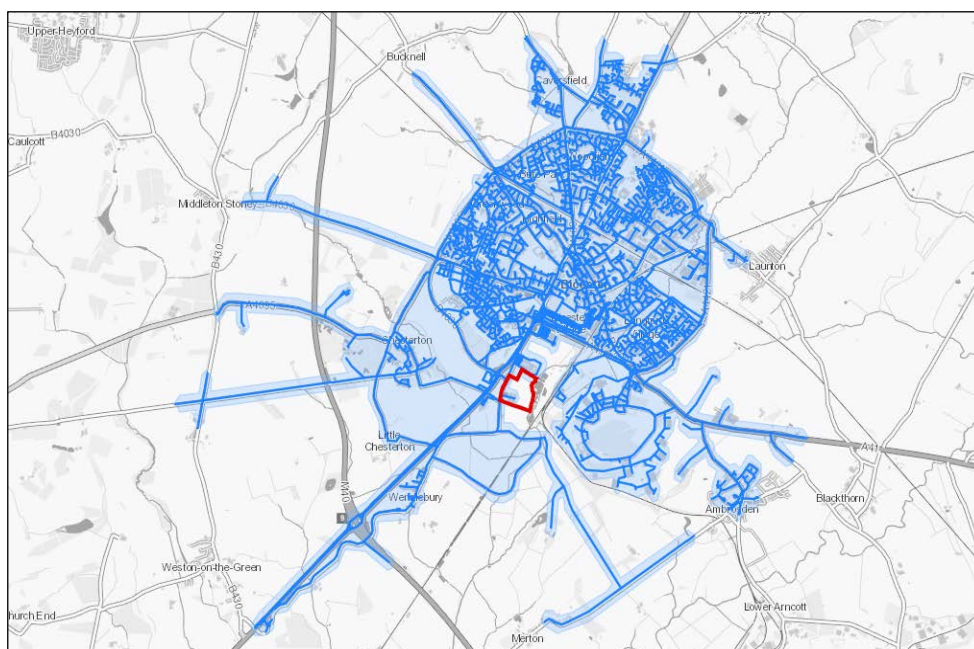


2.3.2 Cycling is considered to be a convenient mode for most people for trips up to around 5km in length which equates to a 20-minute journey time in an urban environment. This wider catchment areas is also shown on **Figure 2**. This catchment covers Bicester and many of the surrounding villages in the immediate hinterland. In practice there will be many people for whom trips well in excess of 5km is feasible.

2.3.3 In towns many cyclists will choose to use the local road network. In Bicester, however, there is a developing network of dedicated cycle routes, including around the orbital routes such as Vendee Drive, that will be future expanded as the new residential suburbs are developed i.e., the eco-town etc. Furthermore, within these new residential areas, homes will generally be provided with cycle storage to current requirements. The level of cycle use reported within the 2011 Census is therefore unlikely to reflect travel characteristics for developments that have taken place since that time.

2.3.4 The planning obligations related to the site have assisted in the general trend by providing shared footway/cycleway linkage to the north and dedicated cycle lanes at the site access roundabouts.

Figure 2: 5km Cycling catchment (based on existing routes)





2.3.5 There are also regional cycle routes. The National Cycle Network is a network of signed paths and routes for walking and cycling. This includes some on-street running section such as along Wendlebury Road to the south of the site. Wendlebury Road forms part of NCN 51, the Varsity Way Cycle Route from Oxford to Cambridge.

2.4 Public Transport Facilities

Bus

2.4.1 The primary bus operator within Bicester is Stagecoach who provide three key services which run to and from the vicinity of the proposed development site. These services are the S5 Gold and NS5 and a summary of their routes and frequencies are shown in **Table 1** below. The timetable in full for the S5 Gold service is contained within **Appendix B** of this report.

Table 1 Summary of Bus Services and Frequency from Vendee Drive

Service No.	Route	Frequency
S5 Gold	Oxford - Gosford - Bicester - Glory Farm	Mon- Sat: 15mins Sun: 30mins
NS5	Oxford - Gosford - Bicester - Glory Farm	Tues- Fri: One Service (night) Sat- Sun: two services (night)

2.4.2 The nearest bus stop to the site is known as Vendee Drive and is located opposite the site along the A41, approximately 250m west. Pedestrian access to this bus stop from the site will be greatly improved by plans to establish a traffic signal-controlled pedestrian crossing from the allocated hotel site across the A41. This crossing would benefit safe travel to and from the site and the bus stop.

2.4.3 The stops, which provide seating and shelter are served by the S5 Gold and NS5 services. The S5 Gold route connects Bicester to Oxford providing a convenient link across the 'Knowledge Spine' which locates the proposed development site within this identified growth area.

2.4.4 The S5 Gold service has a total journey time to Oxford centre of around 40 minutes and Bicester town centre of 8 minutes. Furthermore, the service also calls at the Park and Ride site which is approximately 300m west of the site. A review of the full



timetable shows regular services to both routes throughout the day between 06:30 and midnight. As such, it is considered that the site is entirely accessible via public transport for those staff working different shift patterns.

- 2.4.5 Stagecoach East also operates a frequent service between Oxford, Buckingham, Milton Keynes and Bedford. This service stops at Bicester Village, located approximately 1.5km north of the proposed site, every half an hour throughout the day (Monday to Sunday).

Rail

- 2.4.6 There are two train station facilities within a convenient distance from the proposed site. The first is Bicester Village Station approximately 2.0km on foot/cycle to the north east of the site, which is located on the Oxford spur from the Chiltern Mainline with services to Oxford and London. The second is Bicester North approximately 2.5km by cycle to north of the site, on the Chiltern Mainline with services to Birmingham and London.
- 2.4.7 Bicester Village Railway Station (previously named Bicester Town) is operated by Chiltern Railways. The station was redeveloped as part of the works to provide a new chord linking the Bicester – Oxford railway line to the Chiltern Mainline to the east of Bicester. Following these works passenger numbers using the station have increased tenfold (Bicester Town numbers have reduced somewhat but overall there has been a 50% increase in rail passengers).
- 2.4.8 The station is located in a highly accessible location around a walking/ cycling time of 25 minutes and 8 minutes respectively and also accessible by bus. The station provides half hourly services to and from Oxford Parkway, and half hourly services to and from London Marylebone. The journey time to Oxford Parkway from Bicester is 10 minutes. The proximity of the site to this station provides convenient commute options to both major destinations. The key services, their frequency and journey time are summarised in **Table 2** below.



Table 2 Summary of Train Services at Bicester Village Station

Destination	Frequency	Journey Time
London Marylebone	Half Hourly	50 mins
High Wycombe	Half Hourly	25 mins
Oxford	Half Hourly	15-20 mins

2.4.9 The station benefits from sheltered cycle storage which can accommodate for up to 50 bicycles, this high level of provision encourages linked commuting trips.

2.4.10 Bicester North station is located north of the site. The cycle journey time to the station is approximately 10 minutes and is also accessible by bus via the S5 Gold service. Bicester North is also operated by Chiltern Railways and is the primary train station for the town, providing regular services to local and national destinations. The key services, their frequency and journey time are summarised in **Table 3** below.

Table 3 Summary of Train Services at Bicester North Station

Destination	Frequency	Journey Time
London Marylebone	Half Hourly	45min – 1hr 10 min
Birmingham Snowhill	Hourly	1hr 15-30mins
Banbury	Half Hourly	12/17 mins
Warwick	Hourly	36/52 mins
Leamington Spa	Hourly/ Half Hourly	30 - 40mins

2.4.11 The station benefits from cycle parking provision for up to 80 bicycles which will encourage linked commuting.



3.0 DEVELOPMENT PROPOSALS

3.1 Description of Development

3.1.1 The site benefits from outline planning consent within a hybrid planning application which included detailed proposals for the access and for a health and racquets club. The outline consent (Local Planning Authority Reference: 19/01740/HYBRID) was granted for up to 16,800m² of B1 floorspace but with a cap on the office floor area at 35%. Phase 2 benefits from a Reserved Matters approval for 11,309sqm (Ref: 22/01632/REM).

3.1.2 Overall, the development could support an estimated 1,500 jobs on site.

3.1.3 Phase 2 of the development comprises the construction of five units, (Units 5-9).

3.2 Vehicular Access

3.2.1 Vehicular access to the employment floorspace at the western site boundary from Wendlebury Road is via a new 4 arm roundabout.

3.3 Pedestrian/ Cycle Access

3.3.1 Wendlebury Road is a Sustrans cycle route. This will not be affected by the proposals however given that there will be an increase in vehicular demand in Wendlebury Road in the southbound direction an off-line alternative for cyclists has been provided from the access to the north.

3.3.2 A combined foot-cycleway run from the site access roundabout along the eastern side of Wendlebury Road and joins into the existing foot-cycleway immediately to the north of the A41 – Wendlebury Road junction. Where the foot-cycleway crosses the accesses to the Thames Water site and Bicester Avenue appropriate crossing details are provided including dropped kerbs, tactile paving and appropriate signage.

3.3.3 To connect to the new signal controlled toucan crossing on A41, it is proposed to provide a link north of the Bloombridge site within publicly adopted highway land. This



will provide more direct access to the residential development at Kingsmere as well as pedestrian access to longer distance bus services on the A41 corridor.

3.3.4 The site access roundabout provides extensive cycle facilities. These crossing points are provided with dropped kerbs, tactile paving and appropriate signage.

3.4 **Mobility- Impaired users**

3.4.1 The internal layout will conform to BREEAM regulations for disabled access. The infrastructure within the proposed development will incorporate dropped kerbs and tactile paving at suitable locations to facilitate access and travel within the development for disabled people. The development itself will incorporate level thresholds and/or ramps to ensure that it is accessible to users with varying levels of disability and visual impairment in line with building regulations.

3.5 **Car Parking**

3.5.1 The Reserved Matters consent for Phase 2 was approved with relevant parking standards set out within the Cherwell District Council Local Plan (CDCLP). The CDCLP car parking standards do not differentiate between the different sub-classes of former B1 employment use.

3.5.2 In terms of car parking requirement, for B1 use the requirement was expressed as a maximum at 1 space per 30m². Land use E(g)(iii), formerly B1(c) was similarly considered to B2, despite not being explicitly referred, and the Catalyst consent allows for a higher office content. For B2 rates are again expressed as maxima, at 1 space per 50m². This resulted in a consequential range of parking provision maxima for each of the units depending on whether they are occupied by a primarily E(g)(ii) or E(g)(iii) occupier.

3.5.3 Therefore, expressed as maxima, applying the standards gave rise to a range of spaces for each of the units. For Phase 2 (comprising Units 5-9) these are summarised in **Table 4**.



Table 4: Car Parking Provision

Unit	Floorspace (sqm)	B1 Parking Standard relevant to E(g)(ii)	B2 Parking Standard (as a proxy for E(g)(iii))	Proposed Provision
5	2211	74	44	66
6	2751	92	55	72
7	2751	92	55	72
8	1956	65	39	51
9	1641	55	33	46
Total	11310	378	226	307

- 3.5.4 To provide an appropriate level of car parking within the flexible outcomes that could result, a total of 307 car parking spaces are proposed (including 21 Blue Badge spaces) across the site. Sitting within the identified range, this achieves sufficient parking to serve an E(g)(ii) or E(g)(iii) occupier. Taking each of the units individually, the parking provision is well within the identified ranges.
- 3.5.5 The CDCLP defers to Oxfordshire County Council (OCC) guidance in terms of Blue Badge parking levels. OCC guidance requires that 6% of the total car park provision is delivered for non-residential development. The proposal incorporates 21 spaces, representing 6.8% of the total spaces and therefore in excess of the minimum requirement. The Blue Badge spaces are conveniently located close to the entrances to each unit and are designed to OCC specifications.
- 3.5.6 A total of 80 EV charging spaces (served by 40 dual charging points) are provided, spread across the Units. This represents 26% of the total parking provision, hence meeting OCC policy requirements.
- 3.5.7 The car parking layout is illustrated in the site layout plan contained within **Appendix A** of this report.
- 3.6 The car park and footpaths within the site will be lit.



3.7 Cycle Parking

3.7.1 Cycle parking standards at the time of Reserved Matters approval were expressed as minima for staff and visitors and rounded up. One stand equates to 2 cycle parking spaces. These are set out in **Tables 5** and **6**.

Table 5: Cycle Parking Standards

	B1 - Offices	B2 – General Industry
Staff	1 stand per 150 m ²	1 stand per 350 m ²
Visitors	1 stand per 500 m ²	1 stand per 500 m ²

3.7.2 Cycle provision for each of the units (5-9) with a comparison to the above standards is summarised in the following table.

Table 6: Cycle Parking Provision (combined staff and visitor)

Unit	Floorspace (sqm)	B1 Parking Standard	B2 Parking Standard	Proposed Provision
5	2211	15+4	6+4	20
6	2751	18+6	8+4	24
7	2751	18+6	8+4	24
8	1956	13+4	5+4	20
9	1641	11+4	5+4	16
Total	11310	75+24	32+20	104

3.7.3 All shelters installed throughout the site are two-tier. They will be located conveniently for safe pedestrian access to the building entrances. Phase two will include the two-tier cycle shelters for all units accommodating between 16 and 24 cycles, sized appropriately for each specific unit.

3.7.4 In summary, the proposed development is able to provide sufficient and adequate car and cycle parking when giving due regard to the prevailing parking standards contained within.



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 FTP are:

- To increase the awareness of employees and visitors of the potential advantages of travel to the site by more sustainable transport modes;
- To encourage car sharing;
- To provide practical information to employees 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;
- 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 and car sharing, 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 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 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 015 Middle Super Output Area (MSOA) in 2011. The mode share information is summarised in **Table 7**.



Table 7 Method of Travel to work for Cherwell 015 MSOA

Mode	Percentage
Car Driver	69%
Car Passenger	5%
Bike	4%
Train	4%
Bus	4%
Motorcycle	1%
Foot	13%

- 5.2.2 The outline consent allows for a range of future land use occupiers. Applying the above percentages to derive specific forecast trip numbers is therefore premature.
- 5.2.3 The above equates to a single car occupancy rate of 64%. Over a 5 year period a target will be set of achieving a 10 % reduction in single car occupancy for mode of travel across the site.
- 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 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.
- 5.2.6 Information gathered from the surveys will allow unit specific targets to be set for future years with a greater degree of accuracy and realism. Such targets may include increases in sustainable transport use, membership to any car sharing schemes, renewals of travel passes and purchase of new bicycles.



6.0 PREPARATION AND INITIATION

6.1 Plan Preparation

6.1.1 A Travel Plan document for each unit will be submitted to the planning authority for their approval, prior to the occupation of that unit. However, until empirical data from the staff travel surveys is available, all targets set out within the Plans will be generic at this stage.

6.1.2 A full unit specific Travel Plan will be submitted within three months after the completion of the staff travel survey.

6.2 Plan Initiation

6.2.1 The FTP 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 Introduction

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

7.2 Plan Maintenance

7.2.1 As each unit becomes occupied, a member of staff will be designated as Travel Plan Co-ordinator (TPC) for that unit. This TPC will be responsible for the day-to-day running of the Travel Plan.

7.2.2 A site wide TPC will be appointed who will manage the implementation of the Framework Travel Plans and liaise with individual Travel Plan co-ordinators. The site TPC will be appointed before first occupation and their contact details will be made available to the Travel Plan Team at OCC.

7.2.3 The site wide TPC contact details are as follows:

- Name: Andrew Fairburn
- Mail: management@nightingalepartners.com

7.2.4 The site-wide Travel Plan co-ordinator will be recruited and funded for a period of five years by the scheme managing agent via funding raised through an annual service charge paid by the occupiers.

7.2.5 The Travel Plan co-ordinators for each unit will be recruited and funded by the individual occupiers on the site.

7.2.6 Each 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.

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



7.2.8 Details of the nominated TPC will be submitted to the Travel Plan Team at OCC.

7.2.9 The TPC will implement the Plan, which will be developed in conjunction with and agreed by the Travel Plan Team at OCC.

7.2.10 Overall, the TPC will be responsible for the Travel Plan development submission to the Travel Plan Team at OCC, implementation, promotion and review. The number of individual detailed Travel Plans prepared for the site will depend on the number of occupiers. The subsidiary Travel Plan measures will be based on the measures included in this Framework Travel Plan.

7.3 The Role of the Travel Plan Co-Ordinator

7.3.1 The TPC will be the first point of contact for staff, the Travel Plan Team at 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.

7.3.2 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 the Travel Plan Team at 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 the Travel Plan Team at OCC on request or with the Travel Plan on completion;
- Encourage employees to sign up to Oxfordshire Liftshare;
- Consider if appropriate, organising cycle (Bicycle User Group – BUG) and public transport user groups for the staff;
- Reviewing the Plan annually in conjunction with the Travel Plan Team at 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.

7.3.3 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.

7.3.4 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.

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

7.4 Travel Plan Co-ordinator Duties and Responsibilities

7.4.1 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.

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

7.4.3 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;



- Ensuring that anyone who will be travelling to or from the site should be provided with appropriate travel information including details of on-site facilities like cycle parking;
- Investigate the potential for home working & flexible hours with the co-operation of senior management; and
- Investigate the possibility of car sharers receiving priority parking.

7.4.4 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.

7.4.5 Welcome packs should be offered in a format which is most useful to their recipients, this would be most likely to be electronically. This would allow direct links to timetable information which would not need subsequent updating and other web based resources such as journey planners. These packs will be issued to staff and will include details on the Plan measures, as described below.

7.5 **Plan Measures**

7.5.1 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.

7.5.2 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 – 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 the Travel Plan Team at OCC – this will tie in with the yearly monitoring of the targets as described above.

7.5.3 An information pack will also be produced and issued to the Travel Plan Team at 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;
- Information on the opportunities to walk and cycle to the site; and
- Details of on site facilities available for staff e.g., lockers, showers and canteens.

7.5.4 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.

7.5.5 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

7.5.6 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.

7.5.7 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 workplace (such as local bus stops).

Measures to Encourage Cycling

7.5.8 To encourage cycling to the site the following measures have or will be introduced and marketed by the TPC:

- High quality sheltered and lit 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;
- Providing cycle training could be explored. This could potentially be done in a number of ways, for example through a buddy system, or through classes organised with a commercial supplier. Cycle initiatives and training held by OCC will be promoted, and if required the TPC will assist individuals in applying to undertake training;
- The TPC will establish contacts with the cycling officers of the Travel Plan Team at OCC to ensure input to the further development of any existing cycling strategy in the vicinity of the proposed development;
- Staff will be encouraged to investigate and join any employer cycle purchase schemes that might be available to them;
- Each unit will have accessible toilet/shower on the ground floor with an area allocated for future showers and lockers adjacent; 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

7.5.9 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.

Measures to Encourage the Use of Taxis

7.5.10 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

7.5.11 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 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.

7.5.12 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.



7.5.13 The TPC will encourage employees to sign up to the Oxfordshire Liftshare scheme <https://oxfordshire.liftshare.com/>. Depending on the level of car sharing between employees, consideration will be given to the provision of a number of dedicated car parking spaces for car sharers.

7.5.14 Car sharing will also be encouraged via an informal basis between people known to each other working at the proposed development. Consideration has been given to the provision of conveniently located specific car sharing spaces within site car parks, but the generally small sized nature of the car parks makes this unnecessary.

Electric Vehicle (EV) Charging

7.5.15 The developer will provide EV charging facilities for each unit on site.

Measures to Reduce the Need to Travel

7.5.16 The proposals for the site will aim to tap into and expand upon current trends in mobility which have been actuated by the COVID-19 pandemic, in particular, working habits and use of the internet. Encouraging home working where appropriate can be effective in reducing traffic congestion and facilitating the achievement of sustainable travel objectives.

7.5.17 The measures below will be implemented to reduce the need to travel to/from the site:

- To avoid the need for staff to drive off site during the working day for lunch, a kitchenette on the first floor of each unit will be provided for staff to prepare and eat lunch.
- The site wide TPC will also investigate the opportunity to encourage local suppliers to deliver food to the site.
- Information on what home working is and its potential benefits, will be disseminated to office staff through a staff induction pack.



Other Measures

7.5.18 BREEAM requires review of further measures, and these are set out below. The measures have each been considered as follows:

- a) Negotiation with local bus, train or tram companies to increase the local service provision for the development - As part of the S106 agreement for the site, a significant financial contribution to assist the local authority to enhance local services, anticipated to be a circular town service forms an obligation. Prior to that, the site delivers enhanced local bus stop facilities on Wendlebury Road close to the site access.
- b) Lighting, landscaping and shelter to create pleasant pedestrian and public transport waiting areas - The site is an employment area with no public transport provision within the site therefore pleasant pedestrian and public transport waiting areas are not needed or relevant.
- c) Restrictions or charging for car parking - Charging for car parking would not be appropriate given the nature of the site and could result in on-street parking on approach roads which would not be acceptable
- d) Provision of suitable taxi drop-off or waiting areas - The site layout will accommodate the limited amount of taxi/drop-off activity that could be expected from a dedicated employment site with no other type of activity.

7.6 Funding

7.6.1 Appropriate funding will be allocated by the developer at the start of the Travel Plan process to cover the costs involved in administering the Travel Plan over an agreed period of time. Following full occupation of the site, the responsibility will then be carried on by the unit occupiers.

7.6.2 The funding will cover all costs relating to the TPC, implementation of measures and initiatives, and marketing of the Travel Plan.

7.7 Route Management

7.7.1 The route for HGVs accessing the site is via the A41 and the Vendee Drive Link. Routeing along Wendlebury Road will be discouraged through the Travel Plan process.



7.7.2 For on-site staff, the Site Management team will discuss the route with each driver via a staff briefing process prior to the driver's first departure from the site.

7.7.3 Suppliers will be advised accordingly to deter approaching vehicles from the north via Wendlebury Road.

7.8 **Action Plan**

7.8.1 The TPC will provide an Action Plan, an example of which is shown in **Appendix C** 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.

7.8.2 The TPC will also liaise with the Travel Plan Team at OCC and report any results that are achieved from the Action Plan and travel survey.

7.9 **Travel Database**

7.9.1 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.

7.9.2 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; and
- staff, profile including age, gender etc.



7.9.3 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 the Travel Plan Team at OCC. However, in the interests of security, names and addresses of staff will not be provided, rather, postcode details of staff would be supplied.

7.9.4 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 the Travel Plan Team at 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. 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.
- 8.4 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.
- 8.5 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.
- 8.6 The TPC will engage, from time to time, with the Travel Plan Team at OCC, in its travel awareness raising events.



9.0 TRAVEL 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, each occupier will use a standard template to conduct a travel survey. The Travel Plan targets and measures will be reviewed on 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 Oxfordshire within 1 month of survey completion. The success of the framework travel plan will be measured by its success in reducing single occupancy car trips to and from the site.
- 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.



Appendix A

NOTES

Reproduced from the Ordnance Survey map with the permission of the Controller of Her Majesty's Stationery Office, © Crown Copyright.

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Subject to Statutory Approvals.

- Concrete block paving to parking spaces
- Concrete block paving to parking circulation
- Brushed concrete road/yards
- Concrete block paving to footpaths
- Tarmac
- Bitmac Pavement
- Soft landscape as Laird Bailey Information
- Trees as Laird Bailey information
- EV charging point
- Dropped kerb with tactile paving
- RM4 Boundary
- Other Land - Farm site Boundary

E	Trees updated	CS	30/05/2022
D	External finishes updated	CS	25/05/2022
C	Updated to suit landscape information	SM	19/05/2022
B	Condensers and Finishes Key added.	SM	18/05/2022
A	EV charging points added. Finishes updates	CS	16/05/2022
Rev	Description	Chk	Date

Peer House
8 -14 Verulam Street
London WC1X 8LZ

tel +44(0)20 7400 2120

enquiries@cornisharchitects.com
www.cornisharchitects.com

RIBA Chartered Practice

cornisharchitects

Project Title: **CATALYST BICESTER RM4**

Drawing Title: **PROPOSED SITE & FINISHES PLAN**

Drawing Status: **TOWN PLANNING**

Scale: 0 10 metres 80

Drawn By: S K Scale: 1:1000 @ A1 Date: 11/05/2022 Chk'd By: C S

ALBION LAND

Drawing No: **22011 - TP - 001** Rev: **E**

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Approximate Area Schedule GIA								
Unit(s)	Ground Floor		Offices **		Total		parking spaces	cycles proposed
	sm	sf	sm	sf	sm	sf		
5	1547.4	16656.2	663.2	7138.4	2210.6	23794.6	66	20
6	1925.8	20729.0	825.3	8883.9	2751.1	29612.8	72	24
7	1925.8	20729.0	825.3	8883.9	2751.1	29612.8	72	24
8	1462.9	15746.7	492.9	5305.6	1955.8	21052.2	51	20
9	1230.6	13246.2	410.2	4415.4	1640.8	17661.6	46	16
Totals	8092.4	87107.0	3216.9	34627.0	11309.4	121734.1	307.0	104

** First Floor areas exclude the void but include the stair and landing



Appendix B

Service S5: Bicester - Kingsmere/Bicester Village - Bicester Park and Ride - Gosford - Oxford

SATURDAYS Effective from Sunday 20 June 2021

Glory Farm Bicester Road	0558	0628	0646	0711	0726	0751	0806	0826	0836	0856	0911	0926	-	0956	-		26	-	56	-
Bicester Pioneer Square arr	0606	0636	0656	0721	0736	0801	0816	0836	0846	0906	0921	0936	-	1006	-		36	-	06	-
Bicester Pioneer Square [3]	0610	0640	0700	0725	0740	0805	0820	0840	0850	0910	0925	0940	0955	1010	1025	then	40	55	10	25
Bowmont Square	0617	-	0707	-	0747	-	0827	-	0857	-	-	-	-	-	-	at	-	-	-	-
Kingsmere Centre	0620	-	0710	-	0750	-	0830	-	0900	-	-	-	-	-	-	these	-	-	-	-
Bicester Village	-	0644	-	0730	-	0810	-	0844	-	0914	0929	0944	0959	1014	1029	times	44	59	14	29
Bicester Park and Ride [A]	0623	0648	0715	0735	0755	0815	0833	0848	0903	0918	0933	0948	1003	1018	1033	each	48	03	18	33
Gosford Kings Arms	0633	0658	0725	0745	0805	0825	0843	0858	0913	0928	0943	0958	1013	1028	1043	hour	58	13	28	43
Summertown Shops	0643	0708	0735	0755	0815	0835	0853	0908	0923	0938	0953	1008	1023	1038	1053		08	23	38	53
Magdalen Street [C6]	0652	0719	0746	0806	0826	0846	0904	0919	0934	0949	1004	1019	1034	1049	1104		19	34	49	04

Glory Farm Bicester Road	1526	-	1556	-	1631	-	1701	-	1741	1801	1831	1902	1932	2002	2032	2102	2132	2202	2232
Bicester Pioneer Square arr	1536	-	1606	-	1641	-	1711	-	1751	1811	1841	1911	1941	2011	2041	2111	2141	2211	2241
Bicester Pioneer Square [3]	1540	1555	1610	1630	1645	1700	1715	1735	1755	1815	1845	1915	1945	2015	2045	2115	2145	2215	2245
Bicester Village	1544	1559	1614	1634	1649	1704	1719	1739	1759	1819	1849	1919	1949	2019	2049	2119	2149	2219	2249
Bicester Park and Ride [A]	1548	1603	1618	1638	1653	1708	1723	1743	1803	1823	1853	1922	1952	2022	2052	2122	2152	2222	2252
Gosford Kings Arms	1558	1613	1628	1648	1703	1718	1733	1753	1813	1833	1903	1932	2002	2032	2102	2132	2202	2232	2302
Summertown Shops	1608	1623	1638	1658	1713	1728	1743	1803	1823	1843	1912	1941	2011	2041	2111	2141	2211	2241	2311
Magdalen Street [C6]	1619	1634	1649	1709	1724	1739	1754	1814	1834	1854	1920	1949	2019	2049	2119	2149	2219	2249	2319

Glory Farm Bicester Road			NS5	NS5
Bicester Pioneer Square arr	2302	0002	0202	
Bicester Pioneer Square [3]	2311	0011	0211	
Bicester Village	2315	0015	0215	
Bicester Park and Ride [A]	2319	0019	0219	
Magdalen Street [C6]	2322	0022	0222	
Gosford Kings Arms	2332	0032	0232	
Summertown Shops	2341	0041	0241	
Magdalen Street [C6]	2349	0049	0249	

Service S5: Oxford - Gosford - Bicester Park and Ride - Bicester Village/Kingsmere - Bicester

SATURDAYS Effective from Sunday 20 June 2021

Magdalen Street [C4]	0705	0735	0805	0835	0855	0915	0930	0945	1000		15	30	45	00		1515	1530	1545	1600	1615
Summertown Shops	0712	0742	0812	0843	0903	0923	0938	0953	1008		23	38	53	08		1523	1538	1553	1608	1623
Gosford Kings Arms	0721	0751	0821	0852	0912	0932	0947	1002	1017	then	32	47	02	17		1532	1547	1602	1617	1632
Bicester Park and Ride [B]	0731	0801	0831	0902	0922	0942	0957	1012	1027	at	42	57	12	27		1542	1557	1612	1627	1642
Kingsmere Centre	-	-	-	-	-	-	-	-	-	these	-	-	-	-		-	-	1615	-	1645
Bicester Village	0734	0804	0834	0905	0925	0945	1000	1015	1030	times	45	00	15	30	until	1545	1600	-	1630	-
Bowmont Square	-	-	-	-	-	-	-	-	-	each	-	-	-	-		-	-	1618	-	1648
Bicester Pioneer Square arr	0740	0810	0840	0911	0931	0951	1006	1021	1036	hour	51	06	21	36		1551	1606	1625	1636	1655
Bicester Pioneer Square [2]	0745	0815	0845	0915	0935	-	1010	-	1040		-	10	-	40		-	1610	-	1640	-
Glory Farm Bicester Road	0754	0824	0854	0924	0944	-	1019	-	1049		-	19	-	49		-	1619	-	1649	-

Magdalen Street [C4]	1630	1645	1700	1715	1730	1745	1805	1825	1845	1915	1945		15	45		NS5	NS5	NS5	NS5	
Summertown Shops	1638	1653	1708	1723	1738	1753	1813	1833	1853	1921	1951		21	51		2345	0015	0115	0215	0315
Gosford Kings Arms	1647	1702	1717	1732	1747	1802	1822	1842	1901	1928	1958	then	28	58		2358	0028	0128	0228	0328
Bicester Park and Ride [B]	1657	1712	1727	1742	1757	1812	1832	1852	1911	1938	2008	at	38	08	until	0008	0038	0138	0238	0338
Kingsmere Centre	-	1715	-	1745	-	1815	-	-	-	-	-	these	-	-		-	-	-	-	-
Bicester Village	1700	-	1730	-	1800	-	1835	1855	1914	1941	2011	times	41	11		0011	0041	0141	0241	0341
Bowmont Square	-	1718	-	1748	-	1818	-	-	-	-	-	each	-	-		-	-	-	-	-
Bicester Pioneer Square arr	1706	1725	1736	1755	1806	1825	1841	1901	1918	1945	2015	hour	45	15		0015	0045	0145	0245	0345
Bicester Pioneer Square [2]	1710	-	1740	1800	1810	1830	1845	1905	1920	1948	2018		48	18		0018	0048	0148	0248	0348
Glory Farm Bicester Road	1719	-	1749	1809	1819	1839	1854	1914	1928	1956	2026		56	26		0026	0056	0156	0256	0356

NS5 are nightbuses. Special fares apply.

*Times at Bicester Park & Ride are approximate. Times will vary depending on traffic conditions.

At Easter, Christmas and New Year special timetables may run - please check www.stagecoachbus.com or look out for seasonal publicity

This timetable is valid at the time of download from our website however this may be affected by alteration at short notice.


To read service updates or to re-check your journey go to www.stagecoachbus.com



Appendix C

Bicester 10 – Action Plan - Travel Plan Framework

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



Forester House
Doctor's Lane
Henley-in-Arden
Warwickshire
B95 5AW

Tel: +44(0)1564 793598
inmail@dtatransportation.co.uk
www.dtatransportation.co.uk