Oxford Aviation Services Ltd

London Oxford Airport
Gateway Site
Framework Travel Plan

February 2023

transport planning practice

TPP
transport planning practice

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1 INTRODUCTION

1.1.1 Transport Planning Practice (TPP) have been appointed by Oxford Aviation Services Ltd to provide transport planning advice and prepare Framework Travel Plan in support of a planning application for a new development at London Oxford Airport (LOA) (the 'Airport') located on land to the west of the main airport access.

1.2 Background

1.2.1 A red line boundary of the site in relation to the airport is shown Figure 1 below. The existing site (the 'Site') comprised four large buildings and several smaller ancillary buildings with a significant proportion of the Site comprising hardstanding areas. The original floorspace totalled 11,055m2 Gross Internal Area (GIA).

Figure 1 Site context plan

1.2.2 The proposed development (the 'Development') is to demolish the existing buildings within the application site to provide five new buildings comprising a total floorspace of 20,031m2 GEA of overall development floorspace. Of this, 19,394m²

GEA is for Research & Development and Light Industry use, planning use classes E(g)(ii) and E(g)(iii), along with 172m2 GEA of Amenity Space and 465m2 GEA of secure cycle storage within the car parking areas.

1.2.3 The purpose of this Travel Plan is to encourage travelling to and from the site by sustainable modes of transport whilst discouraging by private car. This Travel Plan (TP) has been prepared in accordance with OCC guidance and BREEAM UK New Construction 2018 Guidance and has been development at the concept and design stages. The remainder of this report will comprise the following structure:

- **Section 2: Transport Accessibility** – describes the accessibility of the site by a range of different transport modes.
- **Section 3: Travel Plan Aims and Objectives** – sets out the aims of the Travel Plan and objectives against which it will be assessed.
- **Section 4: Travel Plan Measures** – sets out the proposed measures to encourage future occupants and delivery companies servicing the site to travel using sustainable modes.
- **Section 5: Indicative Travel Mode Split** – sets out the proposed modal split for the site.
- **Section 6: Targets and Monitoring** – outlines the method for setting targets and monitoring the progress of the Travel Plan.
- **Section 7: Securing the Travel Plan and Funding** – sets out how the Travel Plan will be secured and funded.
- **Section 8: Action Plan** – provides an Action Plan for implementing the Travel Plan.
- **Section 9**: **BREEAM Compliance –** demonstrates the Travel Plan's compliance with BREEAM.

2 TRANSPORT ACCESSIBILITY

2.1.1 This section sets out the sites existing accessibility to public transport.

2.2 Site location

2.2.1 The Site is located in a reasonably rural location with the main hub of the Airport buildings to the west and north including the under-construction Hanger 15. The site is also bordered the east by The Boulevard and Thames Valley North HQ and the south by Langford Lane and Oxford Technology Park. Oxford Technology Park received outline consent in 2016 to provide a total of 40,362 sqm of floorspace of Research and Development use and ancillary office use and is semi-complete. In July 2018 a change use of use for part of this floor area to provide a hotel was approved.

2.2.2 The site is located circa 2.0km to the north of Kidlington and circa 13km to the north of Oxford. There is a wider industrial estate to the south-east of the site accessed from Langford Lane. This can be seen in Figure 1.

2.3 Pedestrian access

2.3.1 Footways on The Boulevard, Langford Lane and A4260 Banbury Road provide a pedestrian link between the Airport and the town of Kidlington. Langford Lane between the Airport and Kidlington is a 30mph road with high level street lighting.

2.3.2 There are pedestrian crossing islands on each arm of The Boulevard/Oxford Airport access roundabout which are provided with dropped kerbs and tactile paving. There are also pedestrian islands provided on the Langford Lane arms and Oxford Motor Park arm of The Boulevard/Langford Lane/Oxford Motor Park roundabout which are provided with dropped kerbs and tactile paving.

2.3.3 Figure 2 in the cycling section indicates potential enhancements to Langford Lane from The Boulevard/Langford Lane/Oxford Motor Park roundabout to Banbury Road as part of the Kidlington LCWIP.

2.3.4 In summary, flat level footways are provided on adjacent roads with adequate dropped kerbs located at relevant road crossing points, on routes towards local amenities and public transport services. Therefore the pedestrian environment is suitable for wheelchair users, families with young children and users of the development.

2.4 Access to local amenities

2.4.1 There are a range of amenities and facilities in the surrounding area which could be used by users of the site. Table 2.1 sets out a range of amenities within 500 metres of the development.

Table 2.1 - Local amenities within 500m

Amenity	Nearest facility/location
Restaurant	Beef Eater, 300m to the south of the site within the Oxford Technology Park. In addition, there is likely to be on-site food provision within the proposed amenity hub.
Post box	Bordering the site along The Boulevard
Outdoor open space	External amenity space will be provided within the proposed development
Education facilities	There are flight schools within the airport grounds. The Early Years Nursery is located within the airport grounds.
Car hire	Hertz car rental is located within the wider Oxford airport
Food Store	Co-op food store is located 1.0km to the east of the site along Banbury Road. While this exceeds 500m, this is still considered within walking distance and an accessible amenity from the site.
Child care facilities	The Early Years Nursery is located within the airport grounds. Cygnet Nursery Kidlington is located 700m to the west of the site on Evenlode Crescent. While this exceeds 500m, this is still considered within walking distance and an accessible amenity from the site.

2.5 Cycling

2.5.1 The site is well located within the National Cycle Network (NCR). NCR route 5 runs along the A44 (Woodstock Road) close to the site and connects Reading and Holyhead via Oxford, Stratford-upon-Avon, Bromsgrove, Birmingham, Stoke-on-Trent, Chester, Colwyn Bay and Bangor. There is provision for cyclists on a shared cycle/footpath on both sides of the carriageway on the A44 (Woodstock Road).

2.5.2 NCR route 51 runs through Kidlington and can be accessed from the A4260 (Oxford Road). NCR route 51 passes through Oxfordshire, Buchinghamshire, Bedfordshire, Cambridgeshire, Suffolk and Essex. Both NCR route 5 and 51 provide access to Oxford to the south and NCR route 51 provided access to Bicester to the northeast. There is a link between NCR 5 and 51 on Begbroke Lane and Lyne Road to the south of the site.

2.5.3 There are also local facilities surrounding the site which benefit cyclists in the surrounding area. The cycle provisions are:

- Langford Lane to the west of the main airport access includes a shared cycle/footway along its southern side. This connects to the cycle/footway along the A44 Woodstock Road to the west.
- Banbury Road A4260 includes a shared cycle/footway along its western side from Kidlington to its signal junction with Langford Lane.
- The Canal Towpath provides cyclists with an off-road route.

2.5.4 Within the Oxfordshire County Council Kidlington Local Cycling and Walking Infrastructure Plan (LCWIP) 2022, proposals for improved cycle facilities along Langford Lane are described as follows:

- Introduction of a HGV ban (except for access) on Langford Lane between the Airport access roundabout and Banbury Road. This will route all HGVs via the A44.
- Introduction of 20mph speed limit on Langford Lane to the east of the Airport access roundabout.
- Clear transitions between on-road and off-road cycle infrastructure.
- Shared use path to the west of The Boulevard to the junction of the A44. (This has been implemented).
- Speed reduction to 30mph between Evenlode Close and the A44.

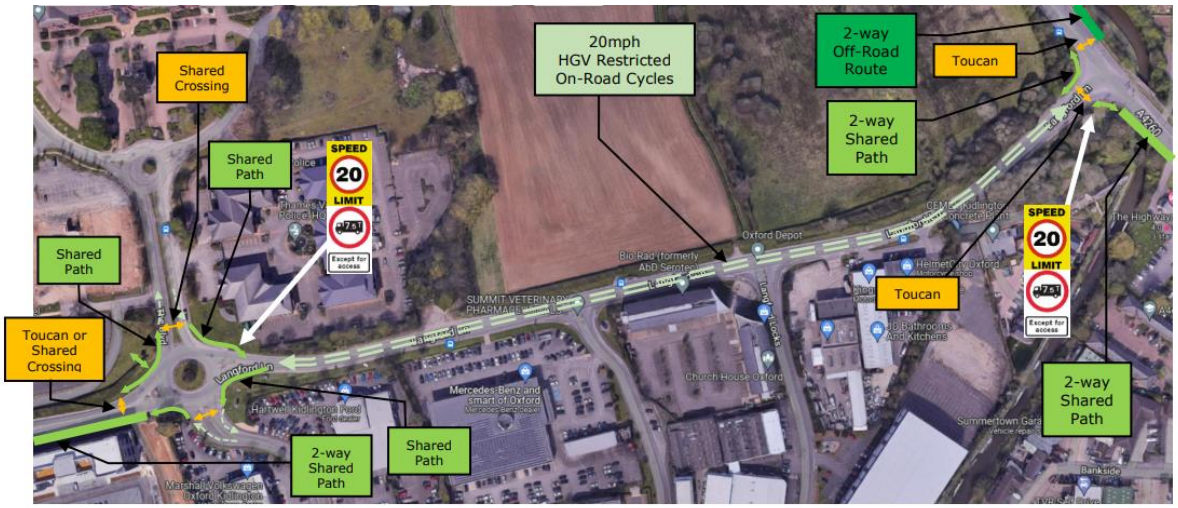
2.5.5 The above indicates that the intention is for cycling to the east of The Boulevard to be on-carriageway, as the speed limit is reduced, and the proportion of HGV's would also be reduced as a result of these proposals. To the west of The Boulevard cycling is provided through a shared path along the south side of Langford Lane. The latter has already been implemented. However, whilst there is a convenient westbound connection from the carriageway to the west of the roundabout, there is no provision made specifically for eastbound cyclists to re-join the carriageway.

2.5.6 Taking the above elements of planned and implemented cycle improvements into account, whilst also recognising the shortcomings of roundabout junctions for

cyclist safety within the UK, we have prepared a schematic plan of the resulting proposals that would therefore expected to be brought forward by Oxfordshire County Council. This would be in accordance with the County's Kidlington WCWIP and funded by them as part of their wider cycle enhancements within the area.

2.5.7 Figure 2 below shows how we would anticipate the County to implement their Policy Proposals for Langford Lane in accordance with the Kidlington LCWIP.

Figure 2 Cycling Concept for Langford Lane following OCC Kidlington LCWIP



2.6 Public Transport

Bus services

2.6.1 The closest current bus stop to the site is located on The Boulevard at the main entrance to the Airport from Langford Lane within 100m of the proposed site access. This stop is served by the 7 Gold bus service. The 7 Gold runs north-south from just to the north of Woodstock to Oxford City Centre, also stopping at Oxford Parkway Railway Station and the Park & Ride car park. This service provides a frequency of 2 buses an hour throughout the day every day of the week.

National Rail service

2.6.2 Oxford Parkway Station is located circa 4.8km to the south of the site and Kidlington and can be accessed by either a one hour walk, 15-minute cycle and a 15-minute bus ride. Oxford Parkway is served by Chiltern Railways. Services run between London Marylebone Station and Oxford with interchange with all other Chiltern Rail services at High Wycombe with destinations to Stratford upon Avon;

Kidderminster; Birmingham Moor Street; Banbury; and Aylesbury. The peak hour services from Oxford Parkway Station are in Table 2.2.

Table 2.2 - Peak hour services from Oxford Parkway rail station

Direction	AM Peak (08:00-09:00)	PM Peak (17:00-18:00)
London Marylebone	3	2
Oxford	2	2

2.6.3 There are 150 secure and covered cycle spaces in a dedicated area on the station forecourt at Oxford Parkway Station, with an additional 40 spaces at the adjacent park and ride. There are 830 car parking spaces, of which 18 are accessible spaces. There is a park and ride available at Oxford Parkway Station, with regular bus services into Oxford. There is step free access to platforms via lifts across the while station.

3 TRAVEL PLAN AIMS AND OBJECTIVES

3.1.1 The main aim of this Travel Plan is to encourage staff and visitors of the proposed research and development facility to use more sustainable, healthier and lower carbon transport options whilst achieving an overall reduction in the percentage of single occupancy car travel to the Site.

3.1.2 The main objectives of this Travel Plan are set out below and are based on OCC Transport for New Developments, Transport Assessments and Travel Plans (March 2014) guidance:

- To ensure that the location of the proposed development is accessible by sustainable travel modes.
- To identify ways of reducing the need to travel to and from the development.
- To minimise single occupancy car travel to and from a development, particularly through providing scope for journeys to be made by other modes.
- To identify the needed measures to maximise the use of non-car travel modes.
- To lead to a change in the travel behaviour of individuals to a sustainable mode of travel and maintaining that change once it has occurred.
- To continually develop, implement, monitor, and evaluate the progress of the travel plan to achieve its targets.

4 TRAVEL PLAN MEASURES

4.1.1 A number of measures will be implemented to influence staff travel patterns. This includes design measures, policies and the provision of information with the aim of achieving targets set out in the Travel Plan.

4.1.2 In developing this section, the suggested travel plan measures within the BREEAM guidance have been considered as set out in Table 4.1 below.

Table 4.1 - BREEAM suggested measures

BREEAM Suggested Measures for Consideration	Comment
Negotiation with local bus, train or tram companies an increase in the local service provision for the development	There is a frequent bus services, the 7 Gold, which runs between Chipping Norton to Oxford Town Centre. OCC's Decide and Provide Transport Assessment guidance states that bus patronage typically remains significantly lower than pre-pandemic levels. Therefore the additional patronage will boost the viability of this bus route.
Provision of a public transport information system in a publicly accessible area	Staff will be provided with a Travel Pack which will include public transport information such as travel apps that allow for checking of real time arrival and departure information and plan journeys.
Provision of electric recharging stations	Over 25% of car parking spaces will be provided with EV charging units, which is in excess of the OCC minimum standard.
Provision of parking priority spaces for car sharers.	There is no specific provision for car sharers, however the level of car parking on-site is deemed sufficient to meet expected parking demand.
Consultation with the local authority on the state of the local cycling network and on improvements.	Pre-app discussions with OCC and CDC are included within the Transport Assessment. Pedestrian and cycle improvements along Langford Lane are outlined within the Kidlington LCWIP.
Provision of dedicated and convenient cycle storage	Secure and covered cycle parking will be provided in dedicated cycle stores throughout the site. The provision of cycle parking has been agreed with OCC.
Provision of cyclists' facilities	Showers, changing facilities and lockers will be provided for staff

Lighting, landscaping and shelter to create pleasant pedestrian and public transport waiting areas	An amenity hub will be provided on-site, which will create a meeting point for pedestrians close to the site entrance. There is also external amenity space. Street lighting will be provided in the site.
Restrictions or charging for car parking	Parking will be provided below the OCC maximum standards to promote sustainable forms of transport. The proposals will provide car parking on-site which is sufficient to prevent overspill parking on the local roads.
Pedestrian and cyclist friendly (for all types of user regardless of the level of mobility or visual impairment) with the provision of cycle lanes, safe crossing points, direct routes, appropriate tactile surfaces, good lighting and signposting to other amenities, public transport nodes and adjoining off-site pedestrian and cycle routes.	There will be direct pedestrian and cycle access from the site to The Boulevard. Dropped kerbs and tactile paving will be provided through the site.
Provision of suitable taxi drop-off or waiting areas.	Pick-up/drop-offs will take place from the on-site car park to not interfere with the operation of the local highway network.

4.2 Travel Plan Co-ordinator

4.2.1 To ensure the delivery and on-going management of the Travel Plan, the development would appoint a Travel Plan Co-ordinator (TPC). The TPC's role will be funded by occupiers at the development. It will be their role to promote the Travel Plan and ensure key stakeholders are aware of the Travel Plans purpose and objectives. The TPC's responsibilities include:

- Promote the Travel Plan to staff.
- Encourage staff and visitors to discuss travel issues.
- Actively encourage travel by walking and cycling and provide appropriate up-to-date public transport information.
- Monitor travel patterns and periodically review the Travel Plan measures and targets.
- On-going liaison with Cherwell District Council and Oxfordshire County Council when required.

4.3 Provision of Travel Information

Travel Information Pack

4.3.1 Staff will be provided with a Travel Information Pack (TIP) when commencing employment. Electronic versions can be made available. The TIP will contain information of travel options to and from the site, the facilities within the development and could contain the following information:

- Provide an explanation of the Travel Plan, its purpose, aims, objectives and measures.
- Contact details of the TPC.
- Information on the health benefits of walking and cycling.
- Information on planning journeys by foot, cycle and public transport.
- Bus network maps and links to timetables.
- Rail network maps and links to timetables.

Noticeboards

4.3.2 It is important to provide up-to-date and accessible information about travel options to the site users. Travel information will be displayed on noticeboards within reception, or within a development website and be kept up to date by the TPC. This information will include:

- Pedestrian and cycle route maps.
- Bus maps and timetables.
- Rail maps and timetables.
- Information about any major changes on public transport services.

Guidance on journey planning

4.3.3 Staff and visitors will be informed by useful travel apps such as Google Maps, Citymapper and The Oxford Bus app. This can ensure all sites users are aware of travel choices available to them.

4.4 Initiatives to encourage walking

4.4.1 To further encourage walking for local trips, the following measures can be implemented by the TPC.

Promotional material

4.4.2 Walking will be promoted in the TIP's, which will be issued to staff. This could include the health benefits of walking and highlights the network of walking routes in the local area.

Promotional events

4.4.3 Promotion of local and National walking events such as Walk to Work Week.

4.4.4 The TIP will promote recreation routes around the site area for staff to use at lunch and break times. This will encourage staff to leave their desks and enjoy healthy walks around.

Active travel apps

4.4.5 Active travel and way finding mobile apps will be promoted in the TIP. Active travel / way finding mobile apps help staff plan their journeys while on the move. These apps include Google Maps and Stepz.

4.5 Initiatives to encourage cycling

4.5.1 To further encourage cycling to and from the site, the following measures can be implemented by the TPC.

Cycle parking provision

4.5.2 Long stay cycle parking spaces for staff and short stay cycle parking spaces for visitors will be provided which is in accordance with the minimum OCC parking standards. Long stay cycle parking will be provided in secure stores across the site. Cycle parking will also be provided for visitors.

Shower/changing facilities provision

4.5.3 Provision of showers, changing and drying facilities throughout the site for employees who walk / cycle to work to use.

Promotional events

4.5.4 Provide information on cycling to people working, including information such as the location of local shops (including bike shops), local routes, cycle parking and cycle training courses.

4.5.5 Promotion by the TPC of Sustrans cycle network, plus cycle route planning websites such as www.cyclestreets.net/journey and The Sustrans Cycle Network app in the TIP.

Cycle to work scheme

4.5.6 Occupiers within the development will offer the Cycle to Work Scheme. The Cycle to Work Scheme allows employees to receive a loan to purchase a bike and bike accessories for travel to work tax-free, which is then paid back in monthly instalments. This allows savings of up to 42% to be made.

Bicycle User Group

4.5.7 The TPC will consider setting up a Bicycle User Group (BUG) within the development. This would incorporate regular BUG meetings to discuss cycling conditions to/from the site, with potential actions being taken up by the TPC and senior management.

4.6 Initiatives to encourage public transport

4.6.1 Encouraging the use of public transport is an effective means of reducing car dependency, especially for those who live outside of reasonable walking/cycling commuting distance.

Promotional material

4.6.2 Public transport options available to employees for their journey to / from work will be promoted in the TIP.

Public transport apps

4.6.3 Public Transport apps will be promoted in the TIP to help staff plan their journey to the site by public transport. These apps include Google Map and UK Bus Checker.

Interest free season ticket loans

4.6.4 This could be offered to all staff to spread the cost of travelling by public transport, which includes buses and national rail. This is taken out of the employee's salary in instalments each week or month through the year.

4.7 Reducing the need to travel

Working from home and on-line meetings

4.7.1 It is anticipated that occupiers on the site will offer flexible working from home arrangements, reducing the need and frequency to travel into the site. This in-turn will reduce the number of staff driving to the site.

4.7.2 In addition, on-line meetings over platforms such as Zoom and Microsoft Teams will be encouraged to reduce the number of people travelling to/from the site for face-to-face meetings.

On-site lunch facilities

4.7.3 Occupiers will be encouraged to provide on-site lunch facilities, whether that be a hot food canteen, or an informal agreement for food provides (such as a sandwich provider) to operate on the site. This will reduce the need for staff to travel to a nearby shop/cafe at lunch to buy lunch. This will benefit from the proposed amenity hub within the scheme for all occupants.

4.8 Promotion of sustainable delivery practice

4.8.1 The baseline survey will collect information on the delivery patterns and the TPC will advise the occupiers about the following measures that could be implemented to make servicing operations more sustainable.

- Consolidating delivering – discussing the feasibility of consolidating deliveries which would involve combining and reducing the number of vehicle trips where feasible.

- Green vehicles – Encouraging staff to consider the use of delivery and collection companies that use hybrid, electric and other low-carbon emission vehicles that are less harmful to the environment.

5 INDICATIVE TRAVEL MODE SPLIT

5.1.1 This chapter sets the 'travel to work' mode share for the proposed development. The indicative modal split for the proposed development is based on Census 2011 Method of travel to work (2001 specification) (Workday population) data for Super Output Area – Middle Layer Cherwell 019, which is displayed in Table 5.1. It is anticipated that visitors travelling to/from the site would have a similar modal split.

Table 5.1 - Indicative travel to work modal split

Mode of Travel	Percentage
Train	0.7%
Bus, minibus or coach	4.7%
Taxi	0.0%
Motorcycle, scooter or moped	0.9%
Driver a car or van	81.2%
Passenger in a car or van	4.2%
Bicycle	3.6%
On foot	4.7%
Total	100.0%

5.1.2 It should be noted that the above split is predicted and will be recalculated following the baseline surveys. Future travel surveys will be undertaken in years 1, 3 and 5 after the baseline survey.

6 TARGETS AND MONITORING

6.1 Targets

6.1.1 Modal travel targets provide the TPC and, Cherwell District Council and Oxfordshire County Council with a means to measure the performance of the Travel Plan and to adjust the range of initiatives within the Travel Plan accordingly. Targets within the Travel Plan are designed to be appropriate to the development and SMART (**S**pecific, **M**easurable, **A**chievable, **R**ealistic and **T**ime-bound).

6.1.2 Table 6.1 below shows the interim employee baseline modal splits, as well as the mode share targets for years 1, 3 and 5 at the development. These will be reviewed and revised following the baseline travel survey within 3 months of occupation of the site.

Table 6.1 - Target modal split (provisional)

Mode	Mode Split	Interim Mode Split		
		Year 1	Year 3	Year 5
Train	0.7%	0.7%	0.7%	0.7%
Bus, minibus or coach	4.7%	6.0%	7.3%	8.3%
Taxi	0.0%	0.0%	0.0%	0.0%
Motorcycle, scooter or moped	0.9%	0.9%	0.9%	0.9%
Driving a car or van	81.2%	77.4%	73.6%	69.8%
Passenger in a car or van	4.2%	4.2%	4.2%	4.2%
Bicycle	3.6%	5.6%	7.6%	10.0%
On foot	4.7%	5.2%	5.7%	6.1%
Total	100%	100%	100%	100%

6.1.3 These interim targets aim for a reduction in single occupancy car journeys by 11.4% alongside an increase in the use of sustainable modes of transport. Table 6.1 presents a realistic set of targets, based on the overall population based within walking distance, cycling distance and along bus commuter routes to the site. This is further explored within this chapter.

Cycling target

6.1.4 A realistic target to increase cycling has been based on the mode share of the population within cycling distance from the site that commutes to the same output

area as the site. According to the *Cycle Infrastructure Design (July 2020)* manual issued by the DfT (Department for Transport), the average cycling speed varies between 10mph and 15mph. Hence, in this assessment a reasonable cycling distance of 8 miles is being considered for a bike ride commute by taking an average cycling speed of 12.5 mph for a 40-minute interval. The projected mode share for journeys to work based on the Census for this area is shown below in Table 6.2.

Table 6.2 - Census 2011 travel mode share within cycling distance to the site

Mode of Travel	Usual residence	Percentage
Train	6	0.3%
Bus, minibus or coach	148	6.7%
Taxi	0	0.0%
Motorcycle, scooter or moped	24	1.0%
Driving a car or van	1,432	65.2%
Passenger in a car or van	129	5.9%
Bicycle	184	8.4%
On foot	274	12.5%
Total	**2,197**	**100.0%**

6.1.5 Setting up a target to increase cycling from 8.4% to 29% within a reasonable cycle distance of 8 miles radius from the site location in year 5 is an achievable and realistic target. This represents an increase of cycling by 6.4% for the entire potential workforce commuting to the Site.

Walking target

6.1.6 A realistic target to increase walking has been based on the mode share of the population within walking distance from the site that commutes to the same output area as the Site. According to *Journey Time Statistics: Notes and Definitions* publication issued by Dft, a walking distance of 3Km (1.86 miles) is considered as a maximum walkable distance from origin to destination directly without using public transport. The projected mode share for journeys to work based on the Census for this area is shown below in Table 6.3.

Table 6.3 - Census 2011 travel mode share of the areas within 2 miles

Mode of Travel	Usual residence	Percentage
Train	3	0.3%
Bus, minibus or coach	77	6.6%
Taxi	0	0.0%
Motorcycle, scooter or moped	9	0.8%
Driving a car or van	615	52.5%
Passenger in a car or van	77	6.6%
Bicycle	127	10.8%
On foot	262	22.4%
Total	**1,170**	**100.0%**

6.1.7 Setting up a target to increase walking from 22.4% to 30% within 2 miles radius from the site location in year 5 is an achievable target. This represents an increase of walking by 1.4% for the entire workforce commuting to the Site.

Bus targets

6.1.8 A realistic target to increase bus use has been based on the mode share of the population that live along the route taken by the 7 Gold bus service. The projected mode share for journeys to work based on the Census for this area is shown below in Table 6.4:

Table 6.4 - Census 2011 travel mode share of the areas located on the route taken by the 7 Gold bus service

Mode of Travel	Usual residence	Percentage
Train	6	0.2%
Bus, minibus or coach	237	9.5%
Taxi	1	0.0%
Motorcycle, scooter or moped	24	1.0%
Driving a car or van	1,610	64.7%
Passenger in a car or van	130	5.2%
Bicycle	196	7.9%
On foot	285	11.5%
Total	**2,489**	**100.0%**

6.1.9 Setting up a target to increase the bus commute from 9.5% to 20% in year 5 is an achievable target. This represents an increase of commuting by bus by 3.6% for the entire workforce commuting to the Site.

6.1.10 Based on the specific walking, cycling and bus targets aimed at realistic populations that could change their travel habits, a realistic target to decrease the car mode share is from 81.2% to 69.8%.

6.2 Monitoring

6.2.1 It is proposed that a travel survey will be undertaken after 3 months of first occupation of the proposed development either by the site management or a survey company. The survey is expected to involve travel questionnaires which will be distributed to employees asking them about their travel patterns in order to determine a modal split.

6.2.2 Going forward, the survey will be repeated after year one following the baseline survey and then at years three and five.

6.2.3 The surveys will form the basis for the monitoring reports which will be submitted to the Council one year after occupation of the site, and then again three and five years after occupation.

6.3 Monitoring costs

6.3.1 The surveys will be undertaken either by the site management or an independent survey company. Sufficient funding will be made available to cover the costs associated with monitoring surveys.

7 SECURING THE TRAVEL PLAN AND FUNDING

7.1.1 The Travel Pan will be secured through a condition of the planning permission or the S106 agreement.

7.1.2 The Travel Plan monitoring and measures will be fully funded by the developer.

8 ACTION PLAN

8.1.1 This section includes an Action Plan for the proposed development detailing set objectives, measures and who will be responsible for ensuring that the actions identified in previous sections are delivered. The Action Plan is included below in Table 8.1:

Table 8.1 - Action plan

Objective	Measures/Actions	When	By Whom	For the benefit of	
				Staff	Visitors
Objective 1 * Ensure that the proposed development is accessible by sustainable modes of travel	Appoint named Travel Plan Co-ordinator	Prior to first occupation	Developer	√	
	Provide Information Packs Occupiers can pass information to visitors	On occupation	TPC	√	√
Objective 2 & 3 * Recognising the ways of reducing the need to travel * Encourage employees and visitors to change their behaviour and adopt more sustainable travel options	Promoting the Travel Plan in communal / staff areas	Post occupation	TPC	√	√
	Promotion of local and national sustainable transport events	On full occupation	TPC	√	
Objective 4 * Ensure Travel Plan is monitored, and targets are being met	Undertake a baseline survey	3 months from first occupation	TPC	√	√
	Undertake monitoring surveys and prepare monitoring reports	Years 1, 3 and 5	TPC	√	√

9 BREEAM COMPLIANCE

9.1.1 Table 9.1 shows the BREEAM criteria and the sections of the Travel Plan that address the criteria.

Table 9.1 - BREEAM Compliance

		Item	Located in Travel Plan/ Comments
1		A Travel Plan has been developed no later than Concept Design stage.	Yes - see paragraph 1.2.3
2	a	If relevant, travel patterns and attitudes of existing building or site users towards cycling, walking and public transport, to identify relevant constraints and opportunities.	The indicative modal split in Section 5 will also reflect the travel patterns of the existing site users. Most of the existing units have either been demolished or are underutilised. In addition, the airport is currently operating below pre-covid levels, with recorded traffic flows on The Boulevard lower in 2022 than in 2013.
	b	Predicted travel patterns and transport impact of future building or site users.	Indicative future modal splits are included in Section 5. An impact assessment of the proposed development has been undertaken within the Transport Assessment.
	c	Current local environment for pedestrians and cyclists, accounting for any age-related requirements of occupants and visitors.	See sections 2.3 – 2.5. In addition, the local pedestrian and cycle environment caters for users of different ages providing footways, dropped kerbs and tactile paving. Improvements to the pedestrian and cycle environment along Langford Lane are outlined in the Kidlington LCWIP
	d	Reporting of the number and type of existing accessible amenities, see Table 7.1, within 500m of the site.	See section 2.4
	e	Disabled access accounting for varying levels and types of disability, including visual impairment.	The development provides disabled parking for employees and visitors. In addition, pedestrian routes through the site will have dropped kerbs and

			tactile paving and there will be step free access into each block.
	f	Calculation of the existing public transport Accessibility Index (AI)	This site has a Public Transport Accessibility Index (PTAI) of 2.96. Rail services are outside of the PTAI threshold, however are still a viable public transport option to access the site. In addition, the site is accessible by walking and cycling which are not taken into account within the PTAI.
	g	Current facilities for cyclists.	Existing facilities for staff are unknown.
3		The travel plan includes measures to increase or improve more sustainable modes of transport and movement of people and goods during the building's operation.	See Section 4 for proposed measures.
4		If the occupier is known, involve them in the development of the travel plan.	The occupiers are currently unknown.
5		Demonstrate that the travel plan will be implemented and supported by the building's management in operation.	See Section 4. A TPC will be appointed and responsible for implementation of the Travel Plan.

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