

FRAMEWORK TRAVEL PLAN

Oxtec Development Limited

Oxford Technology Park

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Framework Travel Plan

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1 Introduction

Introduction

- 1.1 This Framework Travel Plan (FTP) has been prepared by Vectos on behalf of Oxtec Development Limited. It is to be read and assessed in conjunction with the Transport Assessment (TA) (PBA, September 2014), which was prepared under separate cover to accompany an outline planning application (OPA) (reference 14/02067/OUT) for the proposed development of the Oxford Technology Park.
- 1.2 The purpose of this FTP is to discharge the Travel Plan Conditions attached to the various permissions approved at Oxford Technology Park. It relates to:
- Condition 5 of Planning Permission Reference: 21/02278/F
 - Condition 12 of Planning Permission Reference: 22/02214/F
 - Condition 4 of Planning Permission Reference: 22/02647/F
 - Condition 9 of Planning Permission Reference: 22/01683/F
- 1.3 An FTP was submitted alongside the supporting TA. However, as a considerable amount of time has passed since this was prepared, this document serves as an updated FTP.

Development Background

- 1.4 Oxford Technology Park (OTP) (hereafter referred to as the development) is anticipated to deliver up to 41,630m² of office and research and development (R&D) floorspace and a 101-bed hotel. The development is made up of multiple units. The site covers 8.2 hectares and is located to the northwest of Kidlington, fronting onto Langford Lane. It is situated to the south of London-Oxford Airport and west of Oxford Motor Park.
- 1.5 It is anticipated that the development will be made up of multiple occupiers, the exact number of which are currently unknown.

Type of Travel Plan

- 1.6 Since Oxford Technology Park is a large development with a mixture of uses which are anticipated to consist of multiple occupiers who are currently unknown, a Framework Travel Plan has been prepared in accordance with the guidance set out by OCC (Transport for New Developments – Transport Assessments and Travel Plans) which states that FTPs should be provided for mixed-use developments with multiple occupiers and/or phases.
- 1.7 The OCC guidance indicates that the FTP should include joint overall outcomes, targets and indicators that are centrally administered.
- 1.8 It is acknowledged that the OCC guidance states that individual subsidiary Travel Plans will be required to be submitted to OCC for approval within 3-months of occupation for each unit.

Travel Plan Benefits

- 1.9 This FTP has been prepared in the knowledge that the outcomes of successful travel planning can have numerous benefits for employees, employers and the local community, as set out below.
- 1.10 For the employees of the commercial area, a Travel Plan can:
- Increase travel choices;
 - Contribute to improved health and reduced stress whilst having the ability to socialise;
 - Present opportunities to build healthy exercise into daily life;
 - Offer travel cost savings through cheaper alternatives and car-sharing; and
 - Provide support for those employees who, out of necessity or choice, do not use a car.
- 1.11 For employers and developers, a Travel Plan can:
- Satisfy the requirements of local planning and highway authorities, permitting development;
 - Reduce greenhouse gas emissions, contributing to environmental targets both corporately, locally and nationally;
 - Create a positive corporate social responsibility message in the local community, demonstrating good environmental and transport practice;
 - Ensure the site is economically and environmentally sustainable over time;
 - Reduce parking pressure;
 - Offer cost/energy savings; and
 - Produce healthier and more motivated employees with reduced absenteeism.
- 1.12 For the local community a Travel Plan can bring the following general benefits and should contribute to enhancing the local community through:
- Reduced congestion and pollution;
 - Reduced greenhouse gas emissions that contribute to climate change;
 - A healthier, more attractive environment in which to live and work;
 - Support for the use of public transport and the development of safe cycling and walking routes will enhance opportunities for all; and
 - Improving road safety on or near the site.

Aims and Objectives

- 1.13 This FTP sets out a framework within which subsidiary travel plans will be developed as the development is occupied. It aims at providing an overarching set of principles and guidance to ensure that each subsidiary travel plan created under its framework achieves the objectives set out below.
- 1.14 The overall aim of this FTP is to minimise the traffic impact of the development on the local highway network and to maximise the sustainable travel opportunities of future employees and visitors.
- 1.15 To meet this aim, the objectives of the FTP are:
- To enhance public transport accessibility of Oxford Technology Park;
 - To minimise the number of single occupancy car trips associated with travel to/from the site;
 - To maximise the use of non-car modes to/from the proposed development;
 - To increase awareness of site users of all available travel options; and
 - To improve travel safety for cyclists.

Report Structure

- 1.16 The remainder of this FTP is structured as follows:
- **Section 2** – Existing Transport Conditions;
 - **Section 3** – Development Proposals;
 - **Section 4** – Provisional Mode Share Targets;
 - **Section 5** – Framework Travel Plan Structure and Management;
 - **Section 6** – Travel Plan Measures
 - **Section 7** – Monitoring and Review; and
 - **Section 8** – Delivery/Action Plan.

2 Existing Transport Conditions

Introduction

2.1 This section covers the site location, and the accessibility of the site to local facilities and amenities. Furthermore, the local transport conditions in terms of active travel and public transport are set out.

Site Location

2.2 The site is situated to the northwest of Kidlington, located approximately 2km from the centre of town. To the north the site is bounded by Oxford Airport, Oxford Motor Park bounds the site to the east, whilst an undeveloped greenfield and Campsfield House Immigration Removal Centre bound the site to the south and west respectively. The site is located approximately 11km north of the centre of Oxford.

2.3 The site is encompassed by a vast network of roads, cycle paths and footways serving a varied mix of facilities and services around the area within close vicinity of the site. There is a range of facilities and services that can be found within proximity to the site including public transit links, retail outlets, schools, recreational facilities and health centres.

2.4 The site location is presented in **Figure 2.1** in the context of its surroundings.

Figure 2.1 – Site Location Plan



2.5 Access to the development is taken from the constructed Technology Drive/Langford Lane junction, which is in the form of a priority T-junction. A ghost island turning bay is provided for right-turn movements into Technology Drive. This junction was developed following the consent of the outline

application. The junction is to be used by all units provided as part of OTP. The existing layout of the junction, as seen from Google Streetview in June 2022, is presented at **Figure 2.2**.

Figure 2.2 – Existing Access Layout



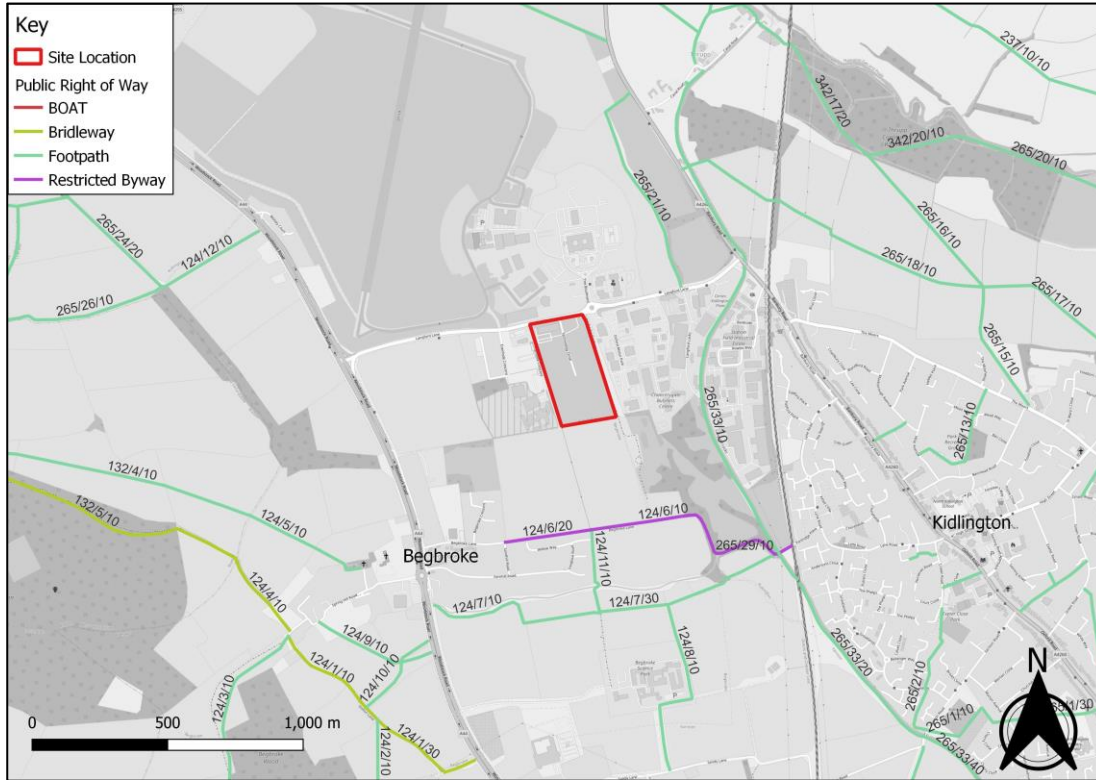
Access by Non-Car Modes

Pedestrian Accessibility

- 2.6 The site benefits from an extensive unbroken network of footways feeding in from Langford Lane all the way to its signal-controlled junctions with the A44 Woodstock Road to the west and the A4026 Banbury Road to the east. The footways are of varying widths on one side of the carriageway offering safe, direct and coherent routes to local facilities and services with minimum obstructions.
- 2.7 Along Technology Drive, with the development, there are footways provided measuring approximately 2m in width and are provided on both sides of the carriageway from the site towards Langford Lane. Streetlighting is provided on Technology Drive at frequent intervals.
- 2.8 The Langford Lane / The Boulevard roundabout is 120 meters from the site access on Langford Lane with a short section of footway provided on the north arm (first exit from the direction of the site) of the roundabout providing pedestrian access to the Oxford Spires Business Park via The Boulevard.
- 2.9 Dropped kerbs flush with the carriageway and tactile paving are provided at crossing points near junctions to facilitate informal crossing. At the junction of Technology Drive with Langford Lane, a pedestrian island with informal crossing points and reflective bollards is provided to break the crossing distance for pedestrians. There is a wide footway provided along the frontage of the site on Langford Lane, connecting to the route into the Oxford Spire Business Park.
- 2.10 The footways within Technology Drive and in the vicinity of the site on Langford Road are also well-lit.

2.11 Designated pedestrian routes surrounding the site are extensive, with a number of Public Rights of Way (PRoW) around the site, heading in a variety of directions. A plan showing the location of available footpaths in the vicinity of the site is provided at **Figure 2.3.** to highlight existing routes around the site.

Figure 2.3 –PRoW Plan

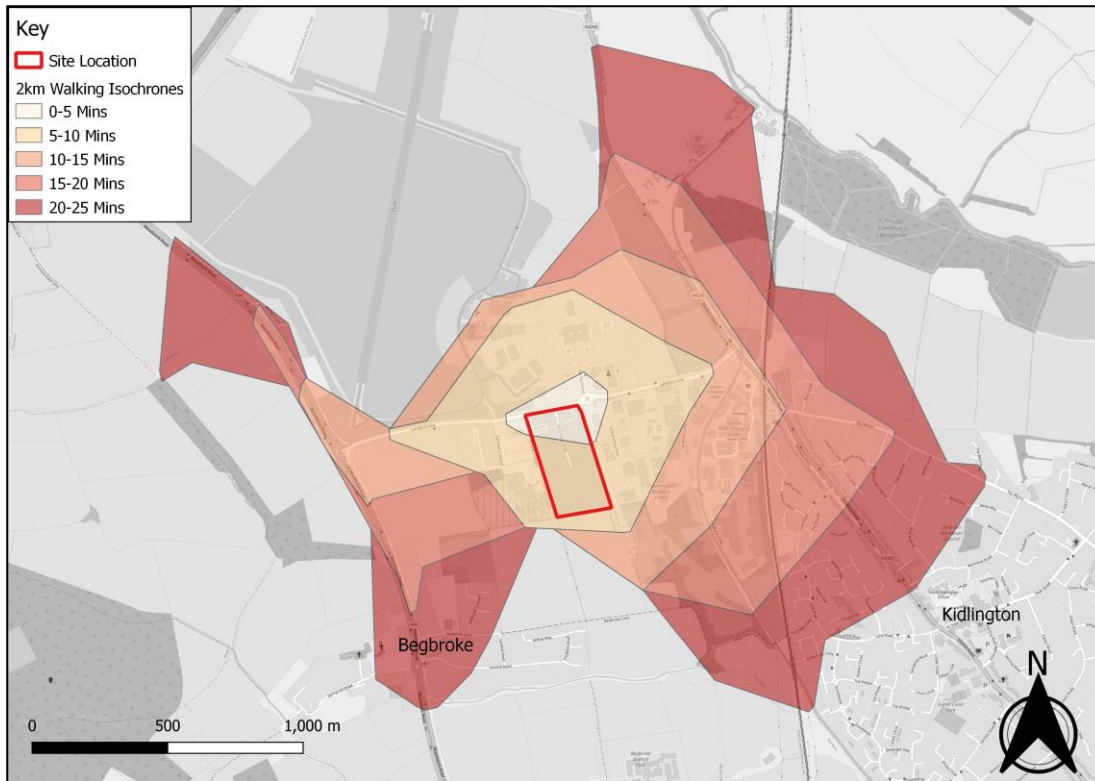


2.12 The distance people are prepared to walk will vary depending on journey type, journey purpose, and personal preference. National Travel Survey data for 2020 shows that 93% of walking trip are made up to a distance of 2 miles (3.2km) with 63% of walking trips being up to 1 mile (1.6km). Although it has now been superseded by the National Planning Policy Framework, the Planning Policy Guidance 13 quoted 2km as a trip distance offering the best opportunity for a switch to walking.

2.13 A study published in Local Transport Today (LTT 13-26th October 2017) established 85th percentile and average distances walked by people to access a number of services. It details that the distance up to which people would ordinarily walk as being the 85th percentile. The study suggested that it is the 85th percentile distance that should be used as the defining criteria for accessibility of new development. The study suggests that for all journey purposes for residential developments, the average distance is 1,150m. However, the 85th percentile, which is referred to as the distance up to which people would ordinarily walk, is 1,950m. This study provides a reasonable estimate for the distance in which future staff are likely to be prepared to walk to the site.

2.14 On that basis, a walking isochrone is included in **Figure 2.4** which provides isochrones up to 2km (achievable within 25 minutes at walking speed of 1.4m/s).

Figure 2.4 – Walking Isochrone



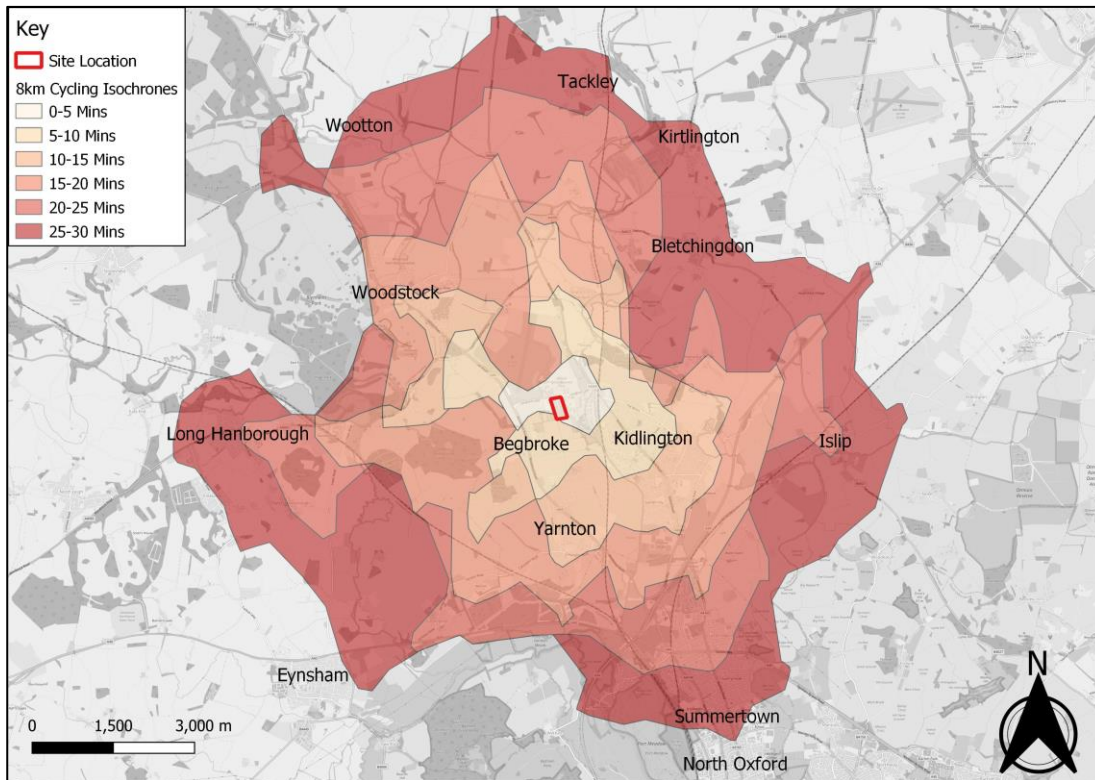
2.15 The walking isochrone indicates that a large residential area to the north of Kidlington can be reached within a 2km walk from the development. Additionally, the majority of Begbroke is also accessible. The accessibility of these local areas increases the propensity for future staff to walk to the development.

Cyclist Accessibility

- 2.16 As part of the S106 agreement for the wider Oxford Technology Park, a 2.5m shared footway/cycleway is currently being constructed along Langford Lane on the side of the Oxford Technology Park from the A44 / Langford Lane junction to the Langford Lane / The Boulevard junction east of the site.
- 2.17 The section of shared footway/cycleway across the frontage of the site up to the Evenlode Crescent/ Langford Lane junction to the west and on the approach to the Langford Lane / The Boulevard Junction has been delivered already and is in use. A 2m wide pedestrian refuge will be provided on Langford Lane at the bus stop located to the west of the spine road junction.
- 2.18 In addition, a footway/ cycleway, approximately 3.0m wide is provided along the western side of the A4260 from the junction with Langford Lane providing onward connections to / from Kidlington Town Centre.
- 2.19 National Cycle Network (NCN) Route 5, which operates between Banbury and Oxford (and continues further in both directions) is situated adjacent to the A44 to the west of the site and can be reached within a 1000m cycle from the development. This provides a mixture of on and off-road routes.

- 2.20 In line with the outline consent for the development, access to Units within OTP will benefit from the delivery across OTP of a network of footways/cycleways and crossings which will deliver a safe permeable network of routes throughout the development, connecting employment plots with the hotel and restaurant on site, and the offsite foot / cycle network. Therefore, staff and visitors travelling to/from the development will benefit from good access by active travel modes to a diverse range of amenities.
- 2.21 Central government research states that for journeys between 5km and 8km cycling has the potential to replace car trips. An 8km cycled distance is equivalent to a 30-minute journey (assuming a reasonable cycling speed of 4.2m/s). A cycling isochrone is included at **Figure 2.5**. In reality, and particularly with the introduction and increased uptake of electric bikes, the distance people are prepared to cycle is increasing and journeys to work by bike often exceed 8km. The opportunity for commuting by bike will depend on personal preference and the type of facilities available to cyclists at the end of their journey such as shower and laundry facilities and bike storage (albeit that e-bikes can reduce the requirement for showers and changing facilities).

Figure 2.5 – Cycling Isochrone



- 2.22 The cycling isochrones indicate that the outskirts of Oxford can be reached within a 30-minute cycle from the site. The entirety of Kidlington can be reached within a short cycle from the site, which provides access to Oxford Parkway railway station which can be reached in a cycle journey of under 15 minutes.

Bus Accessibility

- 2.23 The closest bus stop to the development is on The Boulevard and is located immediately adjacent to Thames Valley Police HQ. It is located approximately 210m from the OTP access junction. At this

location there is only a bus stop provided on the southbound side of the carriageway. However both eastbound and westbound services operate at this stop. This bus stop benefits from a bus shelter with timetable information. One regular service (7 Gold) operates at this bus stop.

2.24 An additional bus service (S4) is accessible from the A4260 to the east of the site. The northbound bus stop is located approximately 750m from the site access, whilst the southbound bus stop is situated approximately 850m from OTP. Both stops currently have a flag and pole arrangement, whilst the southbound bus stop has a pull-in bus stop.

2.25 A further bus service (S3) is accessible from the A44. The northbound bus stop is located approximately 900m from the site access, whilst the southbound bus stop is situated 1000m from OTP. Both bus stops benefit from pull-in bus stops and timetable information. The northbound bus stop benefits from a shelter, whilst the southbound bus stop has a flag and pole arrangement.

2.26 A summary of available services is provided **Table 2.1**. This table details the route, frequency and operator for each service.

Table 2.1: Summary of Bus Services

Bus Number	Operator	Route	First Bus (M-F)	Last Bus (M-F)	Average Frequency (Mins)			Nearest Stop
					Mon - Fri	Sat	Sun	
S3	Stagecoach Oxfordshire	Oxford – Chipping Norton	05:49	00:09	15-30	30	30	A44, adjacent to Langford Lane
		Chipping Norton - Oxford	06:05	23:26	15-30	30	30	A44, adjacent to Langford Lane
7	Stagecoach Oxfordshire	Oxford – Chipping Norton	06:00	23:42	30	30	30	The Blvd
		Chipping Norton - Woodstock - Oxford	6:12	00:00	30	30	30	The Blvd
S4	Stagecoach Oxfordshire	Oxford - Banbury	07:30	23:34	60	60	90	A4260, adjacent to Langford Lane
		Banbury - Oxford	06:41	22:34	60	60	90	A4260, opposite Langford Lane

2.27 **Table 2.1** above indicates that Stagecoach service S3, which links to Oxford city centre, and the market town of Chipping Norton between every 15 to 30 mins 7-days a week is available from the bus stops on the A44 to the west of the site.

- 2.28 The route 7 service operates on a similar route to the S3 service at a frequency of every 30 minutes 7-days a week. The route 7 service connects to Oxford Parkway station and Park & Ride which offers the potential for rail passengers to undertake multi-modal journeys to the railway station.
- 2.29 The Route S4 bus service to the east of the site provides an hourly service Monday to Saturday between Oxford and Banbury via Oxford Parkway Station and every 90 minutes on Sundays.
- 2.30 As part of the S106 agreement for the wider Oxford Technology Park, a bus stop is to be provided on the northbound section of The Boulevard, complete with flagpole and timetable case. This will reduce the walking distance from the site to the most local bus stop, and allow for safer access to the stops with the need to cross fewer roads. Also, as part of the S106 agreement, there will also be improvements to the frequency and hours of operation of bus services between Oxford Airport / Langford Lane and Oxford Parkway Station.
- 2.31 As a result, Oxford Technology Park will be connected to Oxford city centre, Oxford Parkway Station and local settlements offering staff and visitors good accessibility to / from the site by bus.

Rail Accessibility

- 2.32 The closest railway station to the site is Oxford Parkway Station. It is situated within an approximate 4.5km cycle to the southeast of the site and lies on the Oxford – Bicester railway line. The station forms part of a multi-modal transport interchange hub providing connections to rail services by bus, cars (Park and Ride site) and cycle.
- 2.33 A 4.5km cycle to the railway station from the site is equivalent to a journey time of approximately 18 minutes.
- 2.34 The following facilities are provided at the station:
- 830 Parking spaces, including 18 accessible spaces;
 - 150 bicycle parking spaces under CCTV surveillance (40 additional spaces at adjacent park & ride facility);
 - Ticket machines and ticket office staffed 7-days a week; and
 - Refreshment facilities, waiting rooms and toilets provided within the station.
- 2.35 **Table 2.2** provides a summary of the services available from Oxford Parkway. The services included within **Table 2.2** account for direct services only.

Table 2.2 - Rail services at Oxford Parkway Station

Destination	Frequency (Train every hour)		Journey Time (Approx.)
	Peak	Off Peak	
Oxford	2	2	8 mins
Bicester Village	2	2	10 mins
Haddenham & Thame Parkway	2	1	24 mins
High Wycombe	2	2	36 mins
South Ruislip	1	1	55 mins
Wembley Stadium	1	1	58 mins
London Marylebone	2	2	65 mins

- 2.36 **Table 2.2** demonstrates that Oxford Parkway Station provides direct rail services to key local, regional and national destinations including Oxford, Bicester, High Wycombe, and London.
- 2.37 Oxford Parkway Station is accessible using bus service 7, providing a direct service to the station from Oxford Technology Park which takes approximately 15 mins.
- 2.38 Therefore, train services to Oxford Parkway Station and connecting bus services from the station to the site offer opportunities for national and international visitors to access the proposed development by public transport modes.

Local Facilities

- 2.39 One of the primary factors to benefit sustainable development is proximity, accessibility, and connectivity in relation to key local facilities by non-car modes.
- 2.40 Whilst local facilities are typically used by residents, it is expected that some future employees at OTP will utilise some of the local facilities as part of their day-to-day routine.
- 2.41 There are a number of local facilities and amenities within a reasonable walking distance from the site. A selection of these is summarised in **Table 2.3**. A visualisation of the location of these facilities is presented at **Figure 2.6**.

Table 2.3 – Key Local Facilities

Facility	Distance (m)	Journey Time	
		Walking	Cycling
Premier Inn (Restaurant/Bar and Hotel)	260	3	1
Evenlode Crescent (Closest Bus Stops)	450	5	2
VH&F Gym	600	7	2
Cygnets Nursery	800	10	3
Cooperative Food	1300	15	5

Figure 2.6 – Local Facilities



2.42 **Table 2.3** and **Figure 2.6** demonstrate that the site is well connected and accessible by foot (under 25 minutes) or by bicycle (under 10 minutes) to a range of local amenities, including bus stops, food stores, and gym & fitness centres. The site fully complies with local and national policy in this respect offering real transport choice, improving health and well-being and being socially inclusive.

Local Highway Network

2.43 Within the vicinity of the site, Langford Lane is subject to a 30mph speed limit and streetlighting is provided. To the west after approximately 250m the speed limit increases to the national speed limit

(60mph) and the provision of streetlighting ceases. To the east, Langford Lane benefits from streetlighting for its entire extent up to the Langford Lane/A4260 junction.

- 2.44 Langford Lane connects with the A44 Woodstock Road to the west of the site through a signalised T-junction arrangement. At this location the A44 is a dual carriageway route and is subject to a speed limit of 50mph. Streetlighting is provided on both sides of the carriageway along with a segregated footway on either side of the carriageway.
- 2.45 To the east of the site, Langford Lane connects with the A4260 Banbury Road through a signalised T-junction arrangement. Banbury Road to the north of Langford Lane is a 50mph road, and to the south of the site is a 30mph road. Streetlighting is provided on approach to the junction from both directions on Banbury Road.
- 2.46 As part of the S106 agreement for the outline OTP consent, a signal-controlled crossing of the A44 is to be delivered providing a connection between Langford Lane and the site with National Cycle Route 5.
- 2.47 The Langford Lane/The Boulevard roundabout is located approximately 120m to the east of the OTP access at the Technology Drive/ Langford Lane junction and provides access to the Kidlington Airport (London-Oxford Airport) and Oxford Motor Park.

3 Proposed Development

- 3.1 Oxford Technology Park is forecast to deliver a mixed-use site comprising of hotel, office floorspace, and Research & Development (R&D) floorspace. The occupiers of the office and R&D land uses are currently unknown. The hotel is currently occupied by Premier Inn and is operational.
- 3.2 The outline planning application which was granted planning consent in 2016 stated that the development would comprise of a mixture of B1(a), B1(b) and B8 land uses totalling 40,362m² of floorspace. Since planning consent was granted, a number of reserved matters applications have been submitted to progress delivery of the development granted consent.
- 3.3 The site is expected to be fully occupied by 2025.
- 3.4 The proposed development site benefits from good accessibility by all modes of transport with connections available to key local destinations such as Kidlington and Oxford city centre possible by all modes of transport.
- 3.5 In addition to the measures set out within this Travel Plan, the S106 agreement related to the outline consent sets out a number of additional transport proposals that the development would be required to contribute for or provide. The transport proposals are set out as follows:
- The provision of a new site access junction on Langford Lane, to serve the development. This proposed access junction will include footways on both sides of the site access road that connect with the existing footway on Langford Lane. The junction design will also deliver a suitable informal pedestrian crossing opportunity across the bell-mouth of the junction with a refuge island, dropped kerbs and tactile paving;
 - The development's layout will include a network of safe pedestrian routes minimising conflict with vehicular traffic on site. The site's road layout will be design as a traffic calmed environment to the benefit of cyclists travelling to and from the development;
 - Car parking on site will be provided in accordance with the Oxfordshire County Council car parking standards;
 - Cycle parking on site will be provided in accordance with the County's standards. In addition, employment units on site will include changing facilities for staff including showers and lockers for the convenience of workers walking and cycling to work;
 - The development's public transport offer includes the pump priming of a bus service providing improved connection from the development site to Oxford city centre and the Oxford Parkway Station. This would mainly focus on the provision of an hourly frequency service during the daytime, on weekdays to reflect the employment nature of the development. This would be subject to further analysis and demonstration that such a service would be viable; and
 - The development would also deliver an additional bus stop to be provided on the northbound side of The Boulevard to a standard similar to the existing stop on the

southbound side of The Boulevard, this to improve bus waiting facilities not only for the proposed development but also for the Langford Lane area in general.

- 3.6 The development is being delivered in accordance with the S106 Agreement and the transport proposals set out above are being constructed.

4 Provisional Mode Share Targets

Introduction

- 4.1 As stated within Section 1, Oxford Technology Park is a development which is anticipated to consist of multiple occupiers who are currently unknown. Whilst part of the site is currently occupied (hotel – delivered through a separate planning consent), the employment element of the OTP is not and therefore only provisional baseline and target mode share values can be established.
- 4.2 This section sets out the overall provision mode share targets for the site. The targets are subject to review following occupation of the site and the collection of baseline data.

Provisional Baseline Mode Share

- 4.3 The baseline mode share for the development was determined based on 2011 census data for the MSOA which encompasses the site (MSOA Cherwell 019).
- 4.4 **Table 4.1** presents the resultant provisional baseline modal split for the development.

Table 4.1 – Provisional Baseline Mode Split

Mode	Split
Single Occupancy Vehicle	76.9%
Car Sharer	8.2%
Cyclist	3.6%
Pedestrian	4.8%
Public Transport	5.3%
Other	1.1%
Total	100.0%

- 4.5 The baseline mode share will be refined following analysis of the results from the baseline travel surveys which will be distributed following occupation of the site to a level which will be agreed with OCC.

Provisional Mode Share Targets

- 4.6 Mode share targets will be finalised following the conclusion and analysis of the baseline travel surveys. At this stage it is only possible to set a provisional target.
- 4.7 The set of measures put forward at this stage in this Framework Travel Plan suggest that there is an opportunity to achieve reduced single occupancy car use to and from the proposed development, with a number of alternative modes available to site users and the use of which will be supported and promoted.

- 4.8 At this stage, it is anticipated that a potential reduction in single car occupancy of 10 percentage points (13.0% of car drivers changing mode) from the provisional mode share could be achieved. This is set as the Framework Travel Plan’s provisional target.
- 4.9 With this shift away from single occupancy car use achieved, it is anticipated that these users would then spread proportionally across the active travel and shared/public transport modes. The mode share that could be anticipated as a result of the proposed provisional target are shown in **Table 4.2**.

Table 4.2 – Provisional Target Mode Split

Mode	Split	Change
Single Occupancy Vehicle	66.9%	-10.0%
Car Sharer	11.8%	+3.6%
Cyclist	5.2%	+1.6%
Pedestrian	6.9%	+2.1%
Public Transport	7.6%	+2.3%
Other	1.6%	+0.5%
Total	100.0%	0.0%

5 Framework Travel Plan Structure and Management

Introduction

- 5.1 This section details the proposed structure and management of the FTP. It is crucial that the Travel Plan is managed effectively to ensure its success over an extended build-out period.

Purpose of the Framework Travel Plan

- 5.2 An FTP has been developed for OTP because it is proposed to be a large development comprising of a mixture of uses and is anticipated to consist of multiple occupiers who are currently unknown. OCC guidance indicates that a FTP is appropriate given this.
- 5.3 This FTP sets out a framework within which subsidiary travel plans will be developed as the development is occupied. It aims at providing an overarching set of principles and guidance to ensure that each subsidiary travel plan created under its framework achieves the objectives set in Section 1. Subsidiary Travel Plans for each individual unit will be produced and provided to OCC within three months of occupation as per the OCC Travel Plan guidance.
- 5.4 This FTP provides a co-ordinating structure between subsidiary travel plans and is a source of information for the individual plans.

Travel Plan Coordinator

- 5.5 The Travel Plan Co-ordinator (TPC) will be appointed and funded by the Developer prior to first occupation and will be employed for the lifetime of the travel plan, which is anticipated to be 5 years after development completion. At the time of writing development is anticipated to be completed by 2025. After this period (the life of the Plan), Travel Plan activities on site will be managed by the Travel Plan Steering Group made entirely of representatives from the various occupiers on site. One of the members of the Steering Group will in effect take on the TPC role. The site owner may decide to continue to employ the existing TPC.
- 5.6 It is anticipated that the Developer will appoint the TPC using either in-house staff or an external consultant. Once the TPC has been appointed, the individual's name and contact details will be made available to the OCC Travel Plans Team.
- 5.7 At this stage, it is anticipated that, at full build-out, the TPC role will be a part-time role, representing a commitment of approximately 1 work-day per week. In the initial phases of site delivery, the time requirement is likely to be less.
- 5.8 The TPC will promote long-term travel plan measures across the site and will liaise with key stakeholders when necessary. This could include local authorities and local transport groups.
- 5.9 The TPC will be responsible for the continued development of the FTP, including keeping it up-to-date, and liaising and co-ordinating with the Travel Plan Representatives appointed by individual occupiers.

- 5.10 The TPC will be a direct point of contact for all travel planning matters across the development. The contact details of the TPC will be provided to all employees of the site via the Travel Information Packs. The TPC will be able to provide bespoke travel information to employees if requested.
- 5.11 The TPC will be responsible for monitoring the outcome of the travel surveys including peak hour vehicular trip generation to assess performance against targets and provide the results of the travel surveys to OCC within one month of survey completion.
- 5.12 The Travel Plan Co-ordinator's responsibilities are expected to include the following:
- Preparing and updating Travel Information Packs;
 - Communication with local stakeholders (e.g. public transport operators), OCC and Travel Plan Representatives;
 - Keeping up-to-date on OCC transport initiatives;
 - Set-up/manage the car share scheme;
 - Set up and update the site travel plan website;
 - Organisation and promotion of site-specific awareness campaigns / marketing events including cycle maintenance events and cycle safety classes;
 - Establish, manage and participate in the site Travel Plan Steering Group;
 - Overseeing agreed site-wide Travel Plan measures;
 - Acting as a point of contact for employees requiring information on local travel; and
 - Monitoring and reviewing the Travel Plan performance against agreed targets, organising travel surveys and submitting monitoring reports to OCC setting out the progress of the Travel Plan.

Subsidiary Travel Plans and Travel Plan Representatives

- 5.13 Each individual occupier at the development will be required to produce a subsidiary travel plan for their operation within three months of occupation, as per the Travel Plan guidance set out by OCC. These subsidiary travel plans will sit under the framework detailed within this document.
- 5.14 To enforce this, the requirement for subsidiary travel plans will be included in tenancy agreements / leases of future site occupiers.
- 5.15 In their subsidiary travel plans, occupiers will nominate a Travel Plan Representative in charge of the individual plan. The Travel Plan Representative will work in collaboration with the TPC.

Travel Plan Steering Group

- 5.16 The TPC will be responsible for establishing, managing and participating in a Travel Plan Steering Group for the life of the Plan. This group will be made up of the TPC and the Travel Plan Representatives of each of the various occupiers on site. It is anticipated that the Steering Group meetings be held bi-annually.
- 5.17 The Steering Group will be responsible for providing high level support to travel planning across the site, steering efforts towards greater sustainable travel, and monitoring and reviewing progress. Furthermore, if the FTP is not working sufficiently and there is an unacceptable level of vehicular traffic generated by the development, as identified through monitoring of the FTP, then the Group could be required to propose further travel plan measures to help the plan achieve its targets.

6 Travel Plan Measures

Introduction

- 6.1 This section details the range of measures that will be applied site-wide and managed by the TPC. The subsidiary Travel Plans will need to be consistent with these measures and adopt these measures to guarantee each occupier's participation in the Plan and therefore ultimately contributing towards the Plan's success.
- 6.2 OCC's 'Transport for New Developments – Transport Assessments and Travel Plans' (March 2014) guidance states that '*measures must be appropriate for the development in question and form a package of actions with credible potential to achieve the stated objectives and targets in the Travel Plan. They must consist of a mixture of short, medium and long-term actions (pre- and post-construction) and include positive incentives to encourage the use of alternatives to the car as well as some demand restraint*'.

Appointment of a Travel Plan Coordinator

- 6.3 The first measure to be implemented as part of this Framework Travel Plan is the appointment of a TPC following the role description detailed in Section 5.
- 6.4 This is the responsibility of the developer who will fund and appoint the TPC and this will occur before occupation of the development. The details of the TPC will be provided to OCC upon employment.

Travel Information Packs

- 6.5 The Travel Plan Coordinator will be responsible for the preparation and production of Travel Information Packs for distribution to site occupiers on occupation. The Travel Information Packs will be funded by the developer.
- 6.6 The Travel Information Pack will include the following information:
- Details of the FTP measures and its aim, objectives and provisional targets;
 - Walking and cycling maps showing safe routes to key local facilities, including distance and time information;
 - Site specific public transport information with a map showing routes, bus stop locations and timetable information;
 - Contact details for the Travel Plan Co-ordinator;
 - Details of the site Travel Plan website; and
 - Details of additional travel planning resources such as Transport Direct Journey Planner.

Marketing of the Plan

- 6.7 Information on Travel Plan activities will be disseminated around the site using a number of tools, including:
- Travel Information packs: These are detailed above and will form the first point of contact with each employee on site;
 - Notice boards: as part of their subsidiary travel plans, employers will be required to provide a notice board in a suitable location for the advertising of Travel Plan activities on site and within their company, including specific events, training classes or changes to transport provision to the development; and
 - Site wide website: the developer will, via the TPC, organise for the creation of a site-wide website providing access to amongst other things, Travel Plan resources (such as travel maps, bus timetables), information on forthcoming events or practical information on travel to and from the development site. The Travel Planning content of the site-wide website would be the responsibility of the TPC.

Walking and Cycling

- 6.8 As stated, the proposed development will be designed to deliver a safe environment for walking and cycling and provide suitable connections to existing walking and cycling networks in the vicinity of the development.
- 6.9 The development will also provide adequate cycle parking and changing facilities to staff. Cycle parking will be provided prior to first occupation in line with OCC parking standards.
- 6.10 The Travel Plan will in addition include the provision of training classes and information events to promote cycling and walking to the site with a specific focus on safety for pedestrians and cyclists. The Travel Plan Coordinator will have the responsibility to organise two events annually for the life of the plan, funded by the developer.

Bicycle User Groups (BUGs)

- 6.11 Developing a BUG, through which likeminded individuals can meet up socially and discuss information on routes, safety, cycle maintenance and cycling issues can help raise awareness of the need for better facilities for cyclists. It will also enable less experienced cyclists to contact established cyclists and therefore to obtain information, guidance and potentially a 'cycling buddy' to accompany them on cycle journeys.
- 6.12 The Travel Plan Coordinator will be responsible for the setting up of a BUG for the site. This could be in the form of a website forum-type resource contained within the development website.

Public Transport

- 6.13 As part of the S106 agreement associated with the outline consent, the development will contribute to pump priming bus access improvements to the site but also the wider Langford Lane area, with a

specific focus on weekday, daytime services connecting to Oxford city centre and the Oxford Parkway Station. In addition, the development will contribute to the delivery of a new bus stops in the vicinity of the development.

- 6.14 These proposals will increase the development's accessibility by public transport.
- 6.15 The Travel Plan will in addition provides convenient information on the use of these bus services via the Travel Information Pack and inform of any changes to local services using the Travel Plan Representatives and the marketing tools available on site (notice boards and website).

Car Sharing

- 6.16 Car sharing has the potential to generate significant mode shift away from single occupancy car use at the development. The development is of a size that would warrant an effective car share scheme, manageable through the site's website.
- 6.17 The TPC will investigate whether there are any existing car sharing schemes already in operation within the vicinity of the site and explore the potential for future staff at OTP to enrol on the existing scheme. This would allow for a larger pool of car sharers and further increase the opportunity for car sharing to occur.

Events

- 6.18 The Travel Plan Coordinator will be responsible for organising events and training/information sessions throughout the life of the travel plan. There will be a focus on pedestrian and cycle safety with two events organised per year to address these issues and provide practical advice to people walking and cycling to the site or wishing to do so. Other themes could be considered on these two events or as part of other events.
- 6.19 Participation in other local or national Travel Planning events, such as 'Cycle to Work Day' will also be a key feature of the Travel Plan event calendar, managed by the Travel Plan Coordinator.
- 6.20 Funding for the events will be provided by the developer.

Summary

- 6.21 The Framework Travel Plan proposes a number of measures aimed at guaranteeing well-structured and managed and coordinated Travel Plans are delivered by the future occupiers of the site. The measures listed above aim at making sure that the Framework Travel Plan provides a suitable structure for:
 - Plans to be coordinated;
 - Information to be circulated; and
 - Practical and accurate advice is provided in a convivial manner to site users to encourage them to shift to environmental means of travel to and from the site.

6.22 The Framework Travel Plan leaves the Subsidiary Travel Plans to identify more specific measures that would fit best the business model of the various occupiers.

7 Monitoring and Review

Introduction

- 7.1 The FTP includes an overall target for modal shift away from single occupancy car use as detailed in Section 5. This is based on the expected mode share at the site and the measures relating to the implementation of the plan. However, this target is provisional only as the actual occupiers of the site are unknown at this stage. It is worth noting that the target mode split is based on Census data which is now over 10 years old, and the actual baseline mode split may show different travel patterns.
- 7.2 Once occupation on the site is established then an initial baseline travel survey will be conducted to establish a baseline mode split from occupiers on site and this will be used to set a definitive set of targets for the Framework Travel Plan. OCC will be consulted as to confirm at what stage of development the baseline survey should be undertaken.
- 7.3 The progress of the plan towards achieving its target will be monitored on a biennial basis thereafter for a period of five years as per the OCC Travel Plan guidance for Framework Travel Plans.
- 7.4 This section outlines the baseline survey and further monitoring and reviewing process for the Plan.

Baseline Travel Survey

- 7.5 A baseline travel survey will be carried out at the start of occupation on site. The purpose of the baseline travel survey is to understand current travel behaviours which will be used to validate the initial baseline mode split, and consolidate the travel plan targets set.
- 7.6 An appropriate time for the baseline survey to be undertaken will be agreed with OCC, but this is likely to be within the first three months of initial occupation of a reasonable quantum of the development (suggested to be at least two of the employment units fully occupied).
- 7.7 The Travel Plan Coordinator will be responsible for setting up the initial survey and survey reporting structure in collaboration with Oxfordshire County Council. The survey undertaken will utilise the template to be provided by OCC as per the Travel Plan guidance.
- 7.8 It is important that the same survey content and reporting be used throughout the life of the plan so that progress can be monitor on a like-for-like basis throughout the life of the plan.
- 7.9 Furthermore, the result of the initial travel survey will be fully reported to the County Council within 3 months of the survey being undertaken and the Framework Travel Plan target revised and agreed accordingly with the County. The results of the surveys themselves will be provided to Oxfordshire County Council within a month of the survey being carried out, as per the Travel Plan guidance set out by OCC.

Travel Plan Targets

- 7.10 Following the undertaking of the initial travel survey, the Framework Travel Plan provisional targets will be revised and definitive targets will be agreed with the County Council. These targets will be applicable to the development overall, and will be communicated to all occupiers on site so that they

can demonstrate how they will contribute to the overall targets through their individual subsidiary travel plans.

- 7.11 Depending on progress against targets, the TPC in conjunction with the Travel Planning team at OCC, will need to identify any specific measures required for the following monitoring period, in order to keep on track of the targets. The Framework Travel Plan and Subsidiary Plans will therefore be living documents regularly updated so that their objectives can be met.

Monitoring

- 7.12 The Travel Plan Coordinator will be responsible for undertaking monitoring travel surveys of all occupiers on site every two years for the lifetime of the FTP (5 years) as per OCC guidance. Reporting on the surveys and progress towards the FTP targets will be provided to OCC within three months of the monitoring survey being carried out. The results of the monitoring survey will be provided within a month of the survey being carried out.
- 7.13 Individual occupiers will be required to play their part in the monitoring travel survey, providing the relevant information requested by the TPC. It is suggested that monitoring travel surveys will form an excellent opportunity for all involved, with travel planning on site to raise further awareness of travel issues with people working on site.
- 7.14 Furthermore, occupiers will be required to use the monitoring travel survey as the opportunity for themselves to monitor their own plan. This means that a consistent survey format is used on the site for all Framework and Subsidiary plan monitoring surveys.
- 7.15 Funding to allow for monitoring to be undertaken will be guaranteed by the developer for the life of the FTP.

8 Delivery / Action Plan

Introduction

- 8.1 This section provides a breakdown of the key actions that form part of this Framework Travel Plan.
- 8.2 Whilst an action plan is not a requirement of a Framework Travel Plan as per OCC guidance, it has been provided to allow for clear understanding of what is necessary to be provided and the timescales and responsibilities for these.

Action Plan

- 8.3 The following actions are set out in order to guarantee that Subsidiary Travel Plans can be delivered to support sustainable travel choice to/from the development. Each action is identified as well as a timescale and an owner/sponsor:
- Implementation of hard measures, to be provided by the developer/site owner prior to occupation (cycle parking and associated facilities, car park);
 - Appointment of TPC, provided by the developer/site owner prior to occupation, with a TPC retained for the life of the TP (5 years from first occupation);
 - Baseline Travel Survey, undertaken by the TPC within a timeframe agreed with OCC;
 - Staff Welcome Travel Pack, community webpage, and PTP, produced by the TPC prior to first occupation and issued to staff members upon commencement of employment;
 - Biennial Travel Survey (with monitoring and reporting), undertaken by TPC for the lifetime of the Travel Plan, with results issued to OCC; and
 - Supplementary Soft Measures, identified and implemented by the TPC if required to maintain/achieve the car mode share target for the lifetime of the TP (5 years from first occupation).

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