

REPORT

Parcel R, Kingsmere, Bicester

Extra Care Travel Plan

Client: Preferred Homes Bicester Ltd & Countryside (Bicester)
Ltd.

Reference: PC5143-RHD-XX-ZZ-RP-Z-0003

Status: Final/01

Date: 26 October 2023

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Appendices

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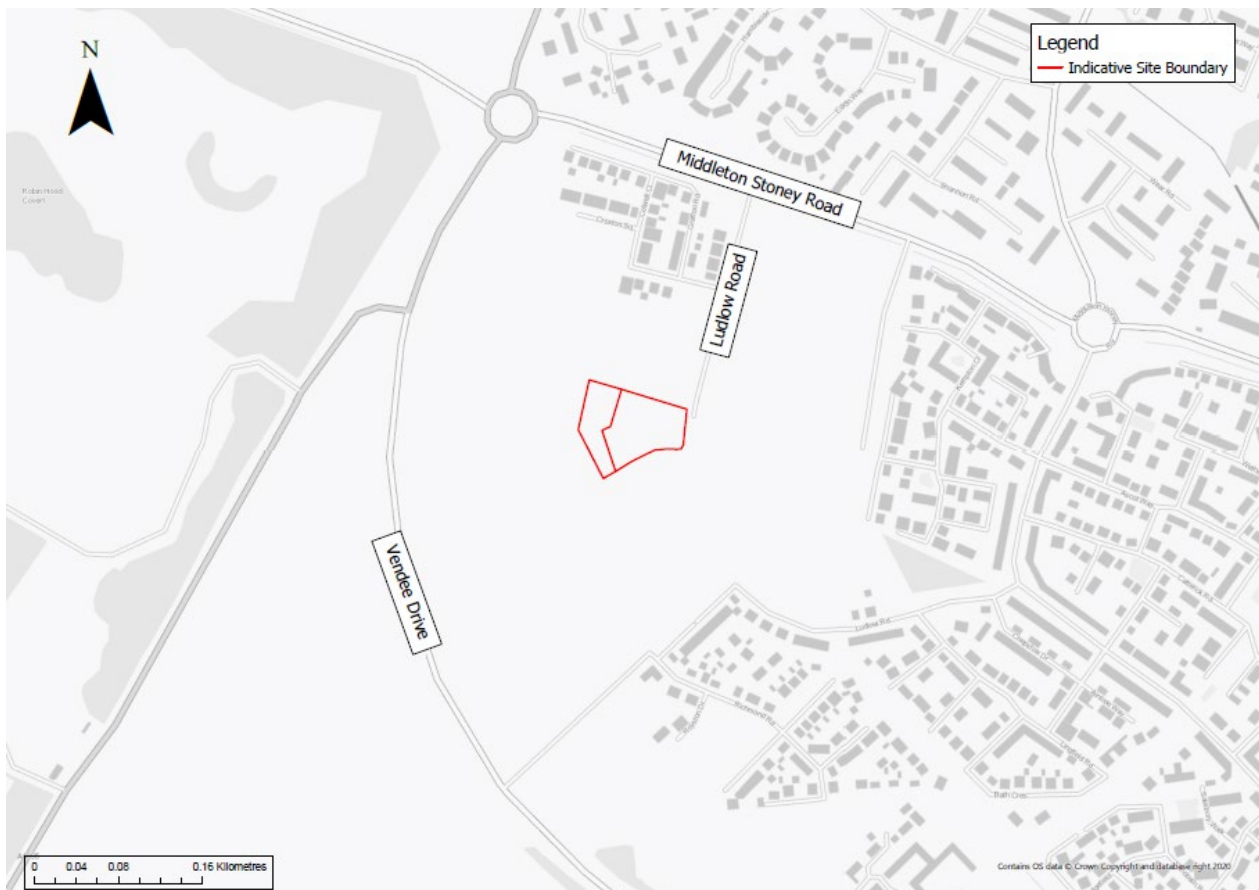
1 Introduction

1.1 Overview

1.1.1 This Transport Plan (TP) has been prepared by Royal HaskoningDHV (RHDHV) on behalf of Preferred Homes Bicester Ltd & Countryside (Bicester) Ltd. (the 'client' in association with a proposed 82 no. apartment extra care development and 14 residential market dwellings at Parcel R, Kingsmere, Bicester ('the Site')).

1.1.2 The local planning authority is Cherwell Council, and the highway authority is Oxfordshire County Council. A Site location plan is presented within **Insert 1.1**.

Insert 1.1 Site Location Plan



1.1.3 This report should be read in conjunction with the Transport Statement (TS) also prepared by RHDHV, in association with the developed project.

1.2 Proposed Development Overview

1.2.1 This TS has been prepared in association with a hybrid application comprising:

- (i) *“in FULL, the construction of an 82 no. apartment affordable extra care home (class C2) with associated bistro, open space, landscaping, car/cycle parking, service infrastructure (drainage, highway, lighting), engineering operations, creation of new vehicular access and re-instatement of existing access to footpath, and*

- (ii) *in OUTLINE, the construction of a maximum of 14 market residential dwellings (class C3), on land known as Parcel R, Kingsmere, Bicester.”*

1.2.2 The proposal includes dedicated vehicle Site access, associated car parking and internal footways connecting into the Site.

1.3 Document Purpose

1.3.1 The Department for Transport (DfT) define TPs as being *“long-term management strategies for integrating proposals for sustainable travel into the planning process. They are based on evidence of the anticipated transport impacts of development and set measures to promote and encourage sustainable travel (such as promoting walking and cycling).”*

1.3.2 The National Planning Policy Framework (NPPF) paragraph 113 states that *“all developments that will generate significant amounts of movement should be required to provide a travel plan”*.

1.3.3 This TP provides a single source of information about the purpose, preparation and implementation of the sustainable travel-related proposals associated with the proposed development. This TP has been prepared in accordance with the principles of the National Planning Policy Framework¹ (NPPF) and Planning Practice Guidance² (PPG).

1.3.4 A successfully implemented TP can offer substantial gains towards the sustainable transport objectives of central and local government, helping to provide:

- Reductions in car usage, particularly influencing levels of single-occupancy car travel; and
- Improved road safety and personal security, particularly for pedestrians and cyclists.

1.3.5 The overall objective of this TP is to reduce the number of vehicle occupant trips to/ from the proposed development and to achieve more sustainable travel patterns, including the use of active modes of travel to/ from the application Site.

1.4 Planning History and Wider Kingsmere Masterplan

1.4.1 Outline planning permission for the Kingsmere masterplan was granted in May 2017 under application number 13/00847/OUT. In 2018 reserved matters were brought forward for the strategic infrastructure including the primary streets/spine road and strategic open space and with a few exceptions, these have now been delivered by the developer, Countryside.

1.4.2 In the vicinity of the Site, parcels of land that have been sold to residential housebuilders will continue to be delivered over the next few years. At present, work has commenced for delivery of the proposed primary school on Phase 2 opposite Parcel R.

1.5 Kingsmere Phase 2, Framework Travel Plan

1.5.1 An approved Framework Travel Plan (FTP) has been prepared for Phase 2 of the Kingsmere Masterplan that establishes an overarching travel planning strategy for this phase of the masterplan. This TP for the proposed ‘extra care’ use has been developed with reference to the approved FTP, and consideration has been given to the overarching principles, suggested measures and monitoring methodology that has been presented in that approved document, in preparing this TP.

- 1.5.2 With specific regards to preparation of a TP for extra care development, the approved FTP states the following:

“If equal to or greater than 50 extra care units are proposed, the extra care developer/ manager will be required to prepare a Full Travel Plan specifically tailored to the needs of extra care unit residents and staff. This will be submitted to and agreed with OCC (subject to such agreement not being unnecessarily or unduly withheld or delayed), within 6 months of first occupation of the extra care units. In this instance, the Extra Care Unit Travel Plan would contain details of roles and responsibilities for implementation.”¹

1.6 Local Authority Engagement

- 1.6.1 A pre-application Technical Note (dated 9th December 2021) was submitted to Oxfordshire County Council (OCC). The note provided an overview of the Site’s location, the proposed development and the Site’s proposed trip generation.
- 1.6.2 A written response was received from OCC dated 16th December 2021 which identified the requirement for a TP to be prepared in support of the extra care element of the proposals to accompany the planning application submission. This TP has been prepared to address this requirement and provide a mechanism to support the sustainable travel principles of the proposed development.
- 1.6.3 It is noted that, while the OCC comments refer to a ‘care home’, it should be recognised that the development would provide ‘extra care’ apartments, which would provide residents with both independent living and access to care and support services. It understood that Site residents will have an average age of above 75 years, and due to their age and demographic residents are unlikely to own or maintain a car on-site.
- 1.6.4 A full copy of the pre-application response received is provided in Appendix A of the TS that accompanies this application.

1.7 Structure of Report

- 1.7.1 Following this introduction, the TP is structured as follows:
- **Section 2** describes the existing situation of the site and its surroundings including the accessibility of the development by sustainable transport modes;
 - **Section 3** sets out the development proposals
 - **Section 4** presents a preliminary baseline travel position;
 - **Section 5** sets out the general aims and objectives of the TP;
 - **Section 6** presents targets and indicators to gauge the progress of the TP;
 - **Section 7** describes the proposed measures, management responsibilities and marketing strategy that would be implemented to achieve the set targets;
 - **Section 8** discusses the TP monitoring and review processes

¹ Framework Travel Plan and Residential Travel Plan, WSP, 2018 (Section 4.7)

- **Section 9** details how the TP would be implemented, including an outline action plan; and
- **Section 10** provides a summary to this TP.

2 Site Audit / Context

2.1 Overview

- 2.1.1 The Site is located within Kingsmere Phase 2 development, which comprises up to 709 homes, 2 primary schools, a small convenience store and various open spaces, parks and children's play areas, located on land west of the A41 and south of Middleton Stoney Road.
- 2.1.2 The area surrounding the Site is currently mostly unoccupied or under construction as part of the Kingsmere Phase 2 development. To the southeast of the Site the Alchester Park Play Area has been recently constructed.
- 2.1.3 Further detail regarding the baseline conditions in the vicinity of the Site are presented within the associated TS.

2.2 Accessibility on Foot

- 2.2.1 The local pedestrian network provides connections to local amenities and residential streets, providing good opportunities for Site residents, staff and visitors to travel to and from the Site on foot.
- 2.2.2 Good quality pedestrian infrastructure is available in the vicinity of the Site, with footways provided on Ludlow Road, Vendee Drive and Middleton Stoney Road and a footpath connecting into the north of the Site providing access to Vendee Drive.
- 2.2.3 It is widely recognised that walking is the most important mode of travel at the local level and offers the greatest potential to replace short car trips, particularly those under 2 kilometres (km). In this case, the Site is located within walking distance of a number of facilities and amenities.
- 2.2.4 **Table 2.1** provides a summary of the location of facilities with respect of the Site. Facilities that are located within the Village Centre or Commercial Centre associated with Kingsmere Phase 1 development are highlighted in green.

Table 2.1 Summary of Facilities and Amenities

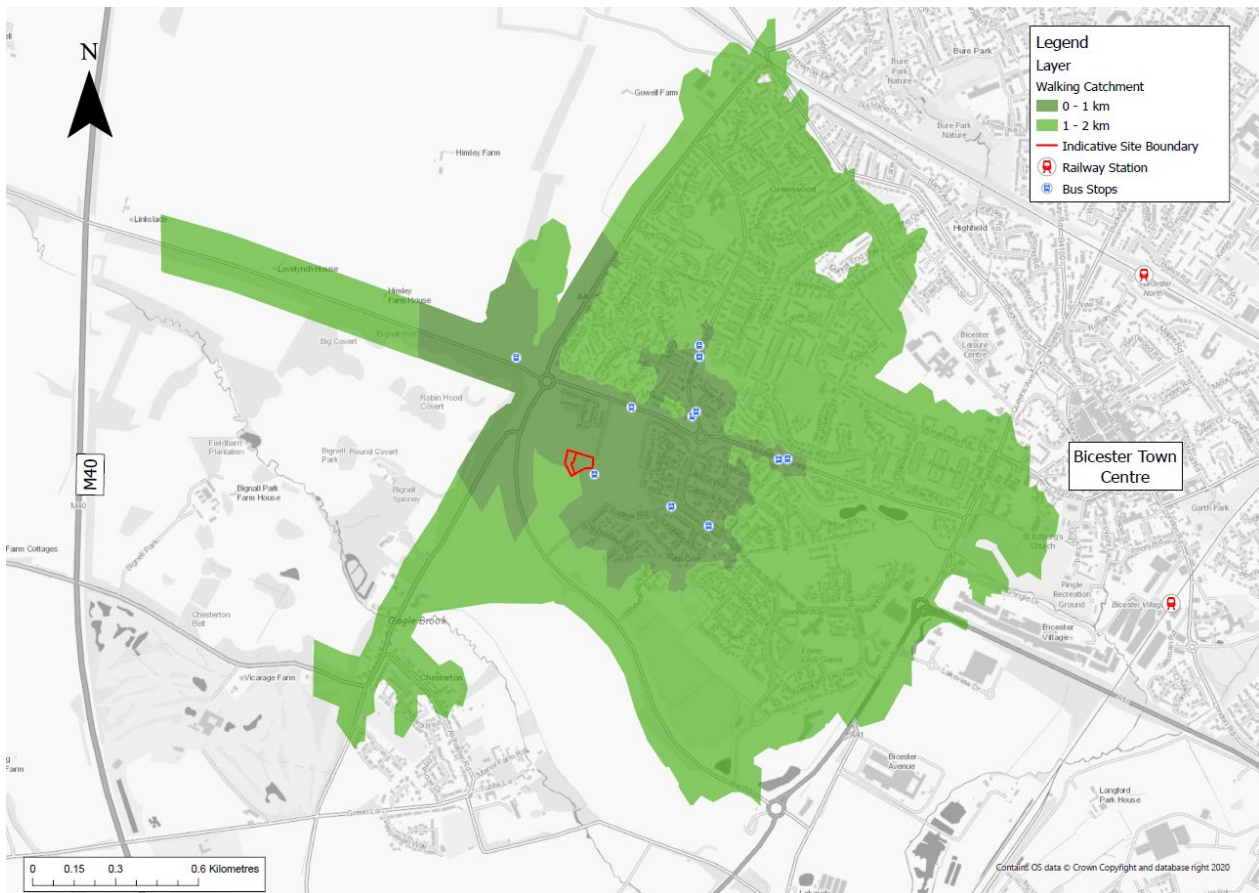
Service Type	Service Name	Address	Approximate Walk Distance (m)
Food Outlet – Restaurant/Takeaway	The Two Sisters	5 Bowmont Sq, Bicester OX26 2GJ	900
	The Finest Catch	Kingsmere, Unit 4 Whitelands Way, Bicester OX26 1EG	950
	The Shakespeare Pub and Kitchen	The Shakespeare Pub, Bowmont Sq, Bicester OX26 2GJ	1000
	The Brasserie at the Chesterton Hotel	Chesterton, nr Green, Bicester OX26 1UE	1000
Food Outlet – Shopping	Tesco Express	1-3 Bowmont Sq, Shakespeare Dr, Bicester OX26 2GJ	900
	Co-Operative Food	Unit 1 Whitelands Way, Kingsmere, Bicester OX26 1EG	900

Project related

Service Type	Service Name	Address	Approximate Walk Distance (m)
	Morrisons Daily	58 Villiers Rd, Bicester OX26 2BB	1600
Access to Cash	Tesco Bank ATM	Tesco Express, Bowmont Sq, Shakespeare Dr, Bicester OX26 2NL	850
	Morrisons Daily ATM	58 Villiers Rd, Bicester OX26 2BB	1600
	Spar ATM	Oxford Rd, Bicester OX26 1BT	1700
Access to Outdoor Space	Pingle Brook Open Space	Redcar Rd, Bicester OX26 1AA	1200
Access to Recreation/Leisure Facilities	PureGym Bicester	Shopping Park, Oxford Rd, Bicester OX26 1BT	1300
	Kea Social Club and Sports Field	Queens Ave, Bicester OX26 2NR	1500
Access to Postal Services	Villiers Road Post Office	58 Villiers Rd, Bicester OX26 2BB	1600
Access to Community Pharmacy	Boots	Unit A, Shopping Park, Kelsae Road, Bicester OX26 1ES	1400
Access to Doctor's Surgery	Dr G C Moncrieff & Partners	Health Centre, Coker Cl, Bicester OX26 6AT	1400
	Bicester Community Hospital	Piggy Ln, Bicester OX26 6HT	1800
Childcare Facility or School	Busy Bees at Bicester Kingsmere	Kingsmere, Whitelands Way, Bicester OX26 1EG	1100
	St Edburg's CE Primary School	Pioneer Way, Bicester OX26 1BF	1100
	Impact Montessori nursery	Bric, Queens Ave, Bicester OX26 2NR	1900

- 2.2.5 A 1 and 2km walking catchment from the Site is shown in **Insert 2.1**, and at a higher resolution in **Appendix A**
- 2.2.6 A 1 km catchment from the Site includes several bus stops, and a 2km catchment includes multiple amenities, including those set out in **Table 2.1**.
- 2.2.7 Many of the local amenities are located in areas of Bicester north and east of the Kingsmere Phase 2 development. There is a local centre within Kingsmere Phase 1 which provides for the immediate day-to-day needs of the Phase 2 residents.

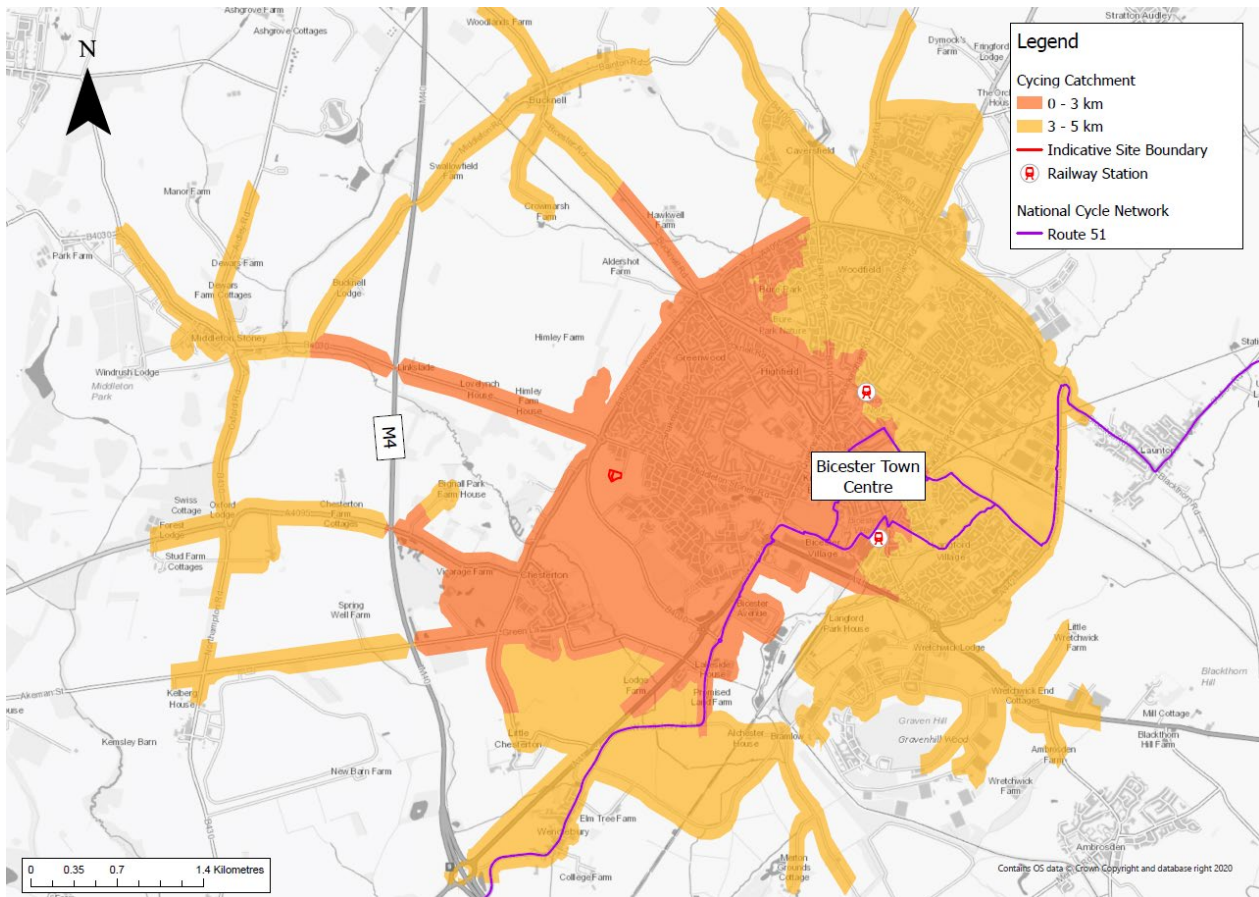
Table 2.2 Local Amenities



2.3 Accessibility by Cycle

- 2.3.1 There is cycle provision on Vendee Drive in the form of a cycleway / footway on the east side of the carriageway. There is also a cycleway on the south carriageway of Middleton Stoney Road between Howes Lane and Ludlow Road. There is an additional shared use footway / cycleway running to the north of the Site which connects to Vendee Drive.
- 2.3.2 The Site is located in close vicinity to National Cycle Network Route 51, which extends between Oxford and Felixstowe on the east coast.
- 2.3.3 A cycling catchment from the Site is shown in **Insert 2.2** (also provided in higher resolution at **Appendix B**). Both Bicester railway stations are accessible within a 3 km cycle from the Site, and the majority of Bicester Town is encompassed in a 5km cycle from the Site.

Table 2.3 Cycle Catchment



2.4 Accessibility by Public Transport

- 2.4.1 The closest bus stop to the Site is located on Ludlow Road approximately 30m to the south of the Site. The bus stop is served by bus service 26 operated by Stagecoach. Route 26 operates at a frequency of 2 services per hour from Kingsmere to Bicester town centre. The service operates 06:00 to 20:00, Mondays to Saturdays.
- 2.4.2 Whiteland's Way bus stop is located approximately 550m walk from the Site. From this bus stop, bus service S5 is operated by Stagecoach between Bicester and Oxford and provides up to 4 buses per hour. There are 6 departures in the morning from Kingsmere to Oxford and 6 return journeys in the PM.
- 2.4.3 Other bus services in proximity to the site include the X5 bus service operated by Stagecoach which provides an express bus service between Oxford – Bicester – Buckingham – Milton Keynes and Bedford which is approximately 1.6km from the site.
- 2.4.4 Bus services are provided as part of the Kingsmere Phase 2 development, and 2 additional bus stops have been provided on the eastern side of Central Square and Alchester Play Area, some 50-70m east of the Site.

- 2.4.5 The nearest railway stations to the site are Bicester Village and Bicester North, both of which are served by Chiltern Railways. Bicester Village railway station is 2.6km from the site and is served by 2 trains per hour between Oxford and London Marylebone. Bicester North railway station is 2.7km from the site and is served by hourly trains between London Marylebone, Banbury and Birmingham Snow Hill.

2.5 Age-related/Disability Accessibility

- 2.5.1 Infrastructure is provided locally to support sustainable travel patterns for both older and younger generations.
- 2.5.2 The nearest bus stop on Ludlow Road is provided with a bus shelter and seating. It is noted that other bus stops on Whiteland's Way and Middleton Stoney Road do not have shelter or seating provided.
- 2.5.3 Footways with a smooth and level surface are present on Ludlow Road, Middleton Stoney Road and Vendee Drive.
- 2.5.4 Informal crossings are provided at Middleton Stoney Road and at Howes Lane / Middleton Stoney Road / Vendee Drive / B4030 roundabout, which are defined by tactile paving. The crossing at Middleton Stoney Road is defined by bollard protection for pedestrians, and there are traffic calming measures in the form of speed bumps to reduce vehicle speeds.
- 2.5.5 Street lighting is present on the highway in the vicinity of the Site.
- 2.5.6 The development will be supported by 3 on-site car parking spaces dedicated for use by blue badge holders only .

2.6 Summary

- 2.6.1 A review of the Site's accessibility by 'non-car' modes of travel indicates that there are existing opportunities for access by 'active' and 'sustainable' travel modes.

3 Proposed Development

3.1 Development Overview

3.1.1 As outlined in the introductory Section of this TS, the proposed development forms a hybrid application comprising:

- (iii) *“in FULL, the construction of an 82 no. apartment affordable extra care home (class C2) with associated bistro, open space, landscaping, car/cycle parking, service infrastructure (drainage, highway, lighting), engineering operations, creation of new vehicular access and re-instatement of existing access to footpath, and*
- (iv) *in OUTLINE, the construction of a maximum of 14 market residential dwellings (class C3), on land known as Parcel R, Kingsmere, Bicester.”*

3.1.2 This document is associated with the ‘extra care’ element of the scheme, only’.

3.1.3 The proposed extra care is formed of apartments provided in one building.

3.1.4 The proposed layout of the extra care development includes 28 on-site car parking spaces, 3of which are designed for use by disabled users. An ambulance and deliveries bay will also be provided .

3.1.5 The proposed Site layout plan is shown in **Insert 3.1** and is included in **Appendix C**.

Table 3.1 Proposed Site Layout



3.2 Proposed Access Strategy

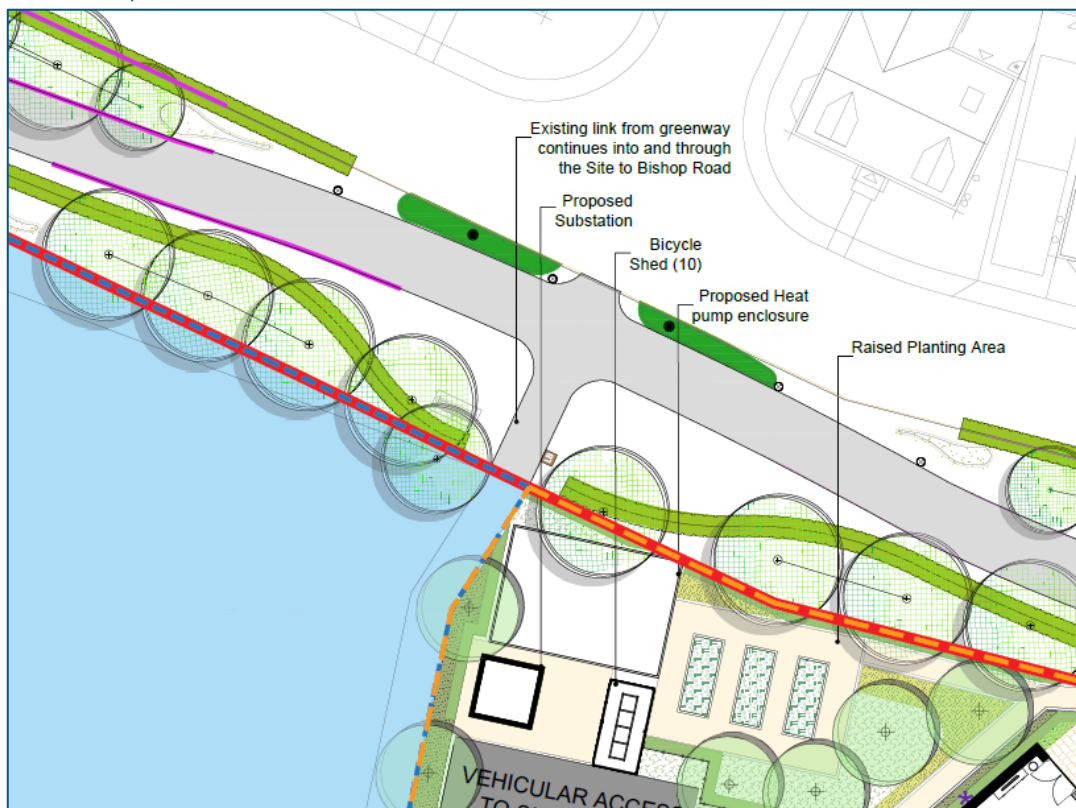
Proposed Vehicular Access

- 3.2.1 It is proposed that the extra care and C3 residential dwellings are served by a dedicated vehicular access that would form a simple priority junction with Bishops Road. The junction would be located approximately 65m to the west of the junction of Ludlow Road and Bishops Road.

Proposed Pedestrian and Cycle Access

- 3.2.2 Footways will be provided on both sides of the access road which will connect into the Site and provide access to the development for pedestrians.
- 3.2.3 There will be a link connecting to the pedestrian/cycle route north of the Site for the Extra Care unit staff and visitors. This link is located at the eastern end of the Site through the sitting out area, and can be seen in the Site layout included in **Appendix C**.
- 3.2.4 Additionally, pedestrian linkage between the existing footway/cycleway to the north of the Site and extra care facilities can be achieved via a proposed linkage from the north eastern corner of the C3 residential dwellings part of the site (as indicated at **Insert 3.2**).

Table 3.2: Proposed Pedestrian Connection



- 3.2.5 Cycle access is possible from the southeast of the Site from Bishops Road.
- 3.2.6 The design code for the approved Kingsmere Masterplan identifies the route to the north of the Site (referred to as the greenway in pre-application discussions and in the Planning Statement) as

a 'Cycle Route', however, the constructed route seems to provide a shared pedestrian/cycling route between Vendee Drive and Ludlow Road. Depending on the County Council's permanent designation of this route, any reserved matters application associated with the C3 residential dwellings can be developed to facilitate shared pedestrian and cycle permeability via this greenway.

3.3 Internal Layout

- 3.3.1 The proposed site access would link to an internal access road that is common to both the extra care and the C3 residential dwellings of the scheme. The extra care's car park spurs from the access road and would incorporate 2 points of access around a landscaped island feature.
- 3.3.2 The internal road layout for the extra care comprises car parking circulation areas and an Ambulance / Delivery Bay. Design considerations associated with the internal layout of the 'extra care' development are presented in the TS associated with this application.

3.4 Car Parking

- 3.4.1 Car parking provision for the extra care development has been designed with consideration of the estimated level of car parking derived from a car parking accumulation exercise presented at Section 6 of the TS. Accordingly, the proposed extra care development incorporates 28 car parking spaces, with 3 spaces (10%) designed for use by disabled badge holders.
- 3.4.2 Residents are likely to have an average age in excess of 75 years, and consequently, it is anticipated that the on-site car parking spaces will largely be used by staff and visitors to the extra care home.
- 3.4.3 The proposed extra care car parking provisions are also noted to be within the bounds of the OCC maximum parking standard for extra care facilities (C2 land use), that are set out in the TS. The proposed parking for the development is at a level below maximum standards in order to support the sustainable travel principles presented within the extra care travel plan that also accompanies this application.
- 3.4.4 In accordance with OCC parking standards, 25% of parking, or 7 parking spaces, would be provided with Electric Vehicle (EV) charging facilities. The remaining spaces will be provided with ducting to facilitate potential growth in EV charging point demand.

3.5 Cycle Parking

- 3.5.1 Cycle infrastructure will be provided in the form of Sheffield stands, and all cycling infrastructure is required to be provided in line with Oxfordshire Cycling Design Standards and the Department for Transport (DfT) Local Transport Note 1/20 (LTN 1/20 – DfT, July 2020). It is proposed that the Sheffield stands indicated at the north-eastern corner of the extra care development see proposed layout contained at **Appendix C**), will serve as 'short-stay' cycle parking for visitors of the extra care facility.

- 3.5.2 The proposed extra care facilities incorporate a secured and covered cycle store with capacity for 10 cycle parking spaces at the northern extent of the proposed car parking area to accommodate 'long-stay' cycle parking for staff. Showers and changing facilities will be provided for extra care staff.
- 3.5.3 A further 5 Sheffield stands (10 cycle parking spaces) are presented at the eastern extent of the proposed extra care facility in vicinity of the Ludlow Road frontage of the Site to accommodate 'short-stay' cycle parking for visitors.

3.6 Delivery and Servicing Strategy

- 3.6.1 Delivery and servicing for the proposed extra care facilities will be undertaken within the site boundary. Vehicles will turn around within the Site and will enter and exit in a forward gear.
- 3.6.2 An ambulance and delivery bay is proposed adjacent to the extra care building. This will be utilised by servicing and delivery vehicles accessing the extra care facility.

4 Baseline Travel Position

4.1 Preface

4.1.1 The TS submitted with the application provides an assessment of the proposed extra care trip generation/attraction. This assessment provides a baseline against which TP targets can be set.

4.2 Extra Care Development Trip Generation

4.2.1 To estimate the multi-modal trip generation of the proposed development, reference has been made to data stored within the TRICS database. Detailed trip generation methodology and assumptions are presented in the TS. The results of this assessment are summarised in Table 4.1,

Table 4.1 Proposed 82-bed Extra Care Development

Mode of Travel	Weekday 08.00-09.00			Weekday 17.00-18.00			Weekday 07.00-19.00		
	Arrivals	Depart's	Total	Arrivals	Depart's	Total	Arrivals	Depart's	Total
Vehicles									
Cars	5	3	8	4	6	10	79	79	158
Taxis	0	0	0	1	1	1	6	6	12
LGVs	1	0	1	1	1	2	15	14	29
OGVs	0	0	0	0	0	0	0	0	1
PSVs	0	0	0	0	0	0	0	0	1
Motorcycles	0	0	0	0	0	0	2	2	4
Total Vehicles	7	3	10	5	7	13	103	102	205
People									
Vehicle Occupants	7	3	10	5	7	12	113	114	228
Pedestrians	2	1	2	1	1	2	32	31	63
Cyclists	0	0	0	0	0	0	1	1	2
Public Transport Users	0	0	0	0	0	0	4	3	7
Total People	9	4	13	6	8	14	150	150	300

4.2.2 **Table 4.1** indicates that the proposed Extra Care apartments would generate 300 two-way person trips over the course of a typical weekday (07.00-19.00). Of these, it is estimated that 228 would constitute vehicle occupants (**circa. 76%**). Around **52%** of trips are expected to be undertaken by a 'car driver'. Around 24% of trips are estimated to be carried out by active and sustainable modes of travel.

4.2.3 This data will also be used to inform the preliminary mode share targets within this TP.

5 Travel Plan Objectives

5.1 Preface

5.1.1 This Section presents the overarching objectives of the TP. The objectives discussed in this Section provide the context within which tangible targets are defined in the following Section of the Plan.

5.2 Approved Travel Plan Framework Objectives

5.2.1 The WSP 'Framework Travel Plan and Residential Travel Plan' document contained over-arching objectives, as follows²:

1. *To enable people to make better informed travel choices;*
2. *To minimise single occupancy car trips;*
3. *To promote the use of alternatives to the car including walking, cycling, bus, train and car sharing;*
4. *To reduce traffic speeds and manage demand through traffic management schemes which will in turn provide a safer and more favourable environment for pedestrians and cyclists;*
5. *To provide an efficient and attractive public transport service for the proposed development; and*
6. *To provide a mechanism for the implementation and assessment of travel plan measures through the employment of the travel plan co-ordinator."*

5.2.2 These objectives are to be achieved through introduction of a package of Travel Plan 'measures' that have a focus on promoting access to the site by sustainable modes of transport as an alternative to the private car. The 'measures' proposed in the Framework Travel Plan are discussed in **Section 7** of this document.

² Framework Travel Plan and Residential Travel Plan, WSP, 2018 (Section 3.2)

6 Targets and Indicators

6.1 Modal Shift Targets

- 6.1.1 A TP should have measurable outputs and targets against which the progress of the TP can be judged.
- 6.1.2 To measure the effectiveness of the TP SMART targets are proposed. SMART targets are:
- **S**pecific;
 - **M**easurable;
 - **A**chievable;
 - **R**ealistic; and
 - **T**imed.
- 6.1.3 Targets should relate directly to the objectives of the TP, which in this case are to encourage sustainable travel, maximise non-car use and promote the health benefits of travelling to the development on foot or by cycle. A suitable indicator of the success of a TP is therefore the mode-split of travel.
- 6.1.4 As identified in the introduction to this TP, the approved FTP states that *“if a separate Travel Plan for the extra care units must be prepared (as the number of units is equal to or exceeds 50) then this will set out targets based on early data collection amongst extra care residents (and staff). The weight which may be placed on these will be subject to the achievement of a sufficient quantity of data from residents and staff via the extra care travel surveys. The operator will be expected to collect and to report back to OCC and the RTP Coordinator data in relation to household composition, household car and cycle ownership, awareness of travel plan measures and attitudes towards using different modes of travel. (e.g. due to health or otherwise), as well as relating to number of staff, working patterns and commute behaviour and mode share of staff trips. This information will inform indicative targets, based on a combination of trip mode share and overall trip making for residents or travel to work mode share for staff. It is not considered that it will be possible to collect a sufficient volume of data from a low anticipated number of extra care units as to treat targets as any more than indicative. Some form of targets will however be identified in the Extra Care Travel Plan, for residents and for staff, in order to provide it with direction.”*
- 6.1.5 It is proposed that preliminary targets consider the ‘car driver’ modal split of journeys to and from the Site and use this mode share as the benchmark to gauge whether the development is performing as expected.
- 6.1.6 Based on the TRICS assessment of travel demand to the proposed extra care units (as discussed at **Section 4**, the following TP target is proposed for the end of the fifth year of the implementation of the TP:

Preliminary TP Targets

- **No more than 42% of staff travel to/from the site as a ‘car driver’ after the fifth year of the TP**

- 6.1.7 This target equates to a 10% reduction in car driver mode share, compared to the assessment presented within **Section 4** of this TP. As set out in the approved FTP, this target will be refined based on early data collection amongst extra care residents (and staff).
- 6.1.8 It is anticipated that this mode share target would be reviewed following the first travel survey undertaken on-site, post Site occupation. However, the ambition for a 10% reduction in car driver trips provides a preliminary aspiration that will be considered in further updates of this Plan.

7 Travel Plan Management, Measures and Marketing

7.1 Introduction

7.1.1 This section sets out the key roles and responsibilities for the management and implementation of the TP.

7.2 Travel Plan Management

7.2.1 A Travel Plan Coordinator (TPC) will be appointed by the operator of the Site, most likely being a member of the facilities management staff. The TPC will be trained and will be responsible for the implementation of the TP at the development. Funding of the TPC will be the responsibility of the development occupier.

7.2.2 Following the appointment of the TPC, their contact details will be submitted to OCC.

7.2.3 The overall administration of the TP will be the responsibility of the TPC who will be responsible for the development, implementation, monitoring and enforcement of the TP.

7.2.4 The primary duties of the TPC are:

- Being the first point of contact for all information and issues regarding Travel Planning on the Site;
- Raising awareness of the TP through organised local events and participation in national events relating to sustainable travel;
- To work towards realising the objectives and targets of the TP;
- To update the travel boards and website with the latest information and progress of the TP;
- To ensure the measures in the TP are properly implemented; and
- To undertake the required monitoring and review of the TP, including reporting to the local authorities; and

7.3 Travel Plan Measures

7.3.1 The TP's measures will take the form of:

- 'hard' infrastructure measures on and around the Site that will help to achieve the TP's objectives, such as the provision of secure cycle parking; and
- 'soft' measures that will encourage sustainable travel, such as the provision of information associated with travel choices.

7.4 'Hard Travel Plan Measures'

7.4.1 The development's 'hard' infrastructure measures are comprised of the following:

- The proposals would be supported by provision of staff and visitor cycle parking spaces. The 'short-stay' cycle parking spaces would be provided in public areas to encourage cycling among visitors to/from the Site, while the 'long-stay' cycle parking will be provided in covered and secured areas to encourage cycling among staff and potentially residents.

- To support active travel to/from the Site, the proposed development incorporates showers and changing facilities for extra care staff.
- The extra care car park would provide 28 car parking spaces, with 3 spaces dedicated for use by disabled badge holders. It is noted that this proposed quantum has been developed further to a parking demand assessment presented in the TS, and is lower than the maximum quantum that would be deemed permissible by OCC standards in order to avoid encourage unnecessary car trips through a 'generous' provision of on-site car parking.

7.4.2 The developer will fund the implementation of the Site's 'hard measures'.

7.5 'Soft Travel Plan Measures'

7.5.1 The TPC for the extra care home will be able to select 'soft' Travel Plan measures that they consider will have the best opportunity to influence regular user travel. These measures will be promoted by the TPC with the intention of influencing travel behaviours, in line with the objectives of this document. The approved FTP provides suggested TP measures that would be appropriate for the extra care home:

- Provision of a tailored Travel Information Pack and/or local cycling and walking maps
- Promotion of local destinations and activities, including local walking and cycling routes and community groups
- Local led lunchtime walks for residents
- Bicycle User Group
- Tax-efficient cycle scheme (staff) e.g.
 - <https://www.cyclescheme.co.uk/>
 - <https://www.evanscycles.com/b2b/ride-to-work>
 - <https://www.cycle2work.info/>
 - <https://www.cyclesolutions.co.uk/>
- Cycle spares box (staff)
- Pool or hire bikes
- Adult Cycle training
- Bus 'Taster Tickets'
- Promotion of Liftshare

7.5.2 It is understood that the Travel Plan Coordinator would be able to adapt 'measures' designed to encourage sustainable travel patterns, subject to the Travel Plan's performance and the outcome of TP monitoring (discussed at **Section 8**).

7.6 Marketing, Promotion and Communication

7.6.1 As set out in the FTP, publicity/marketing and promotion of the FTP is essential to ensuring its success and maintaining its momentum.

7.6.2 As part of the wider Travel Plan roll-out, travel information already provided online for the Kingsmere area: <https://kingsmere-bicester.com/your-travel-choices/>. All extra care home residents and staff (and where practical visitors) would be directed to this information source.

7.6.3 The approved FTP also identifies the following marketing and promotion measures that will be

considered for implementation by the TPC:

- Newsletters to communicate key marketing messages, information about travel plan progress and any other related issues.
- Provide travel choice information as an integral part of promoting retail units on the site to prospective occupiers, highlighting location and accessibility benefits and encouraging local recruitment where appropriate.
- Extra care residents are welcome (and asked permission to hold personal contact data for the purposes of) to register as part of the TP, enabling more regular electronic communications of key materials, such as relevant key local or national sustainable travel news stories, TIP updates and relevant local, national or regional events or initiatives.
- Dependent on the chosen management regime of the extra care operator, it is proposed that the TPC will identify and set out the most appropriate communication methods for residents and staff at the facility.

8 Monitoring and Review

8.1 Travel Plan Monitoring

8.1.1 To understand how effective the 'measures' within a TP are in terms of their influence on travel patterns, regular TP monitoring should be undertaken.

8.1.2 As set out in the approved FTP, it is envisaged that a travel survey would be distributed to all extra care residents, as well as extra care staff, in order to gain an understanding of their travel patterns on a typical day. The survey would be expected to be available both in both paper format and online, to be all-inclusive and encompass all demographics within the extra care accommodation.

8.1.3 The surveys for both staff and extra care residents would be tailored to represent the travel patterns of any staff (commuting patterns) and travel patterns of the residents. To enable site-wide coordination and monitoring to occur effectively, the TPC of the extra care home will provide regular updates to the Residential Travel Plan Coordinator (RTPC – that will be identified as part of the TP for the wider masterplan), including the following:

- Current number of units occupied and occupancy levels (at least annually);
- Detailed summary of measures implemented, amended, withdrawn or planned since the last update, along with any key findings, observations made or data collected regarding success or usage;
- Details of assessment and monitoring undertaken since the last update was provided (including methodology and copies of data collection forms) (at least biennially);
- Current Action Plan setting out how measures will be continued or implemented during the next year (at least annually).

8.1.4 The extra care TPC will also consult with the RTPC during the design and planning of data collection arrangements, to enable opportunities for coordinated and complimentary monitoring to be undertaken across all land uses.

8.1.5 It is proposed that the first monitoring exercise is undertaken in Year 1 of the Site's occupation, within 6 months of the extra care home opening. The survey would determine a formal (measured) baseline position against which the implementation of TP measures can be judged.

8.1.6 The monitoring should be repeated annually post the Site's occupation so that an assessment can be made of the TP's success. The outcome of the monitoring procedure allows the Travel Plan Coordinator (TPC) to understand if the TP is being effective in meeting adopted targets.

8.1.7 The form of the monitoring procedure can be agreed upon with the Council. It is, however, suggested that the monitoring takes the form of a questionnaire. It is recommended that as a minimum, surveys should seek to establish:

- The main mode of travel undertaken to/from work by staff;
- Any alternative 'sustainable' modes of travel that staff use or would consider using; and
- What could influence car drivers, and in particular single occupancy car drivers, to car share or to change to an alternative travel mode?;

8.1.8 Based on the outcome of the monitoring procedure, changes to a TP can be made to ensure that the 'soft measures' implemented are those which are most effective in securing the objectives of

the TP.

8.2 Repeat Monitoring

8.2.1 Following the initial survey, on-going monitoring will be repeated every 2 years, in year 3 and year 5 after the occupation of the extra carehome, to track progress and attainment of the targets as set out in **Section 6**.

8.3 Reporting

8.3.1 Monitoring will be undertaken bi-annually from completion of the development, with monitoring reports also submitted to OCC on a bi-annual basis after each monitoring event, within 3 months of closure of data collection.

8.3.2 The content of the monitoring reports will be based on the following items set out in the approved FTP:

- Summary of stage of staffing and occupation;
- Summary of most recent monitoring data collected, including methodology for collection (with data collection forms, e.g. questionnaire, appended);
- Comparison to previous monitoring data and update on progress towards targets;
- If appropriate review of target(s) and suggested amendment to ensure targets remain SMART;
- Summary of measures implemented since last monitoring and uptake of any offers (e.g. 'taster tickets'), with brief commentary of any changes to implementation and observations related to the data; and
- Summary of lessons learned and observations on potential reason(s) for any changes recorded.

8.4 Coordination of Monitoring

8.4.1 As stated in the approved FTP, the costs associated with distributing, collecting, extra care unit travel surveys will be borne by OCC as the Local Authority and the extra carehome operator respectively.

8.4.2 As outlined in the FTP, *“operators will be requested to freely share their data with the RTPC, along with key summaries of findings, for reporting to OCC of overall findings at the site wide level. In turn the RTPC will provide support to their TPC's in developing, planning and agreeing monitoring. This will enable coordination of the plans and tailoring of the RTP in particular where lessons can be learned from data collected by another onsite land use.”*

9 Travel Plan Implementation

9.1 Action Plan

9.1.1 An Action Plan has been prepared to guide the TPC and the extra care operator on the key milestones for the implementation of the TP and the milestones for future maintenance and reporting.

9.1.2 The Action Plan is provided in **Table 6.1** showing the key measures and milestones that the TPC will follow.

Table 6.9.1: Travel Plan Action Plan and Key Dates

Action	Responsibility	Timescale	Notes
Appoint a Travel Plan Coordinator (TPC)	Site Occupier	Within 3 months of first Site occupation	The Travel Plan Coordinator is to be provided with a copy of this TP.
Communicate the objectives of the Travel Plan to staff and initiate soft 'measures' designed to encourage sustainable travel patterns.	Travel Plan Coordinator	On-going	
Year 1 of Site occupation - Monitor travel demand and travel mode split.	Travel Plan Coordinator	Within 3 months of occupation – monitor the travel patterns of staff, residents and visitors	Circulate a Travel Questionnaire or undertake an alternative survey methodology, to establish travel patterns and mode split.
Year 1 of Site occupation - Report outcome of Travel Plan monitoring to the council.	Travel Plan Coordinator	Within 6 months of occupation	Prepare a short report identifying the results of the questionnaire survey, and confirming the travel 'measures' that are being undertaken to encourage sustainable travel patterns.
Travel Plan Review	Travel Plan Coordinator	On-going, further to Travel Plan monitoring procedure	The TPC will be allowed to review and change the 'measures' undertaken as part of the Travel Plan so that only effective measures are utilised as a means to encourage sustainable travel.
Years 1, 3 and 5 of site occupation - Monitor travel demand and travel mode split.	Travel Plan Coordinator	Monitoring should be undertaken at the time of year which is broadly consistent with the timing of the Year 1 travel survey.	Circulate a Travel Questionnaire to establish travel patterns and mode split. The questionnaire should allow a comparison to be made with the result of the Year 1 (or subsequent) survey.
Years 1, 3, and 5 of site occupation - Report outcome of Travel Plan monitoring to Borough	Travel Plan Coordinator	Within 3 months of the travel survey.	Prepare a short report identifying the results of the questionnaire survey, and confirming the travel initiatives that are currently being undertaken to encourage sustainable travel patterns.

10 Summary

- 10.1.1 This Transport Plan (TP) has been prepared by Royal HaskoningDHV (RHDHV) on behalf of Preferred Homes Bicester Ltd & Countryside (Bicester) Ltd. (the 'client' in association with a proposed 82 no. apartment extra care development and 14 residential market dwellings at Parcel R, Kingsmere, Bicester ('the Site')).
- 10.1.2 The Site is located within Kingsmere Phase 2 development, which comprises up to 709 homes, 2 primary schools, a small convenience store and various open spaces, including parks and children's play areas. Kingsmere Phase 2 is located on land west of the A41 and south of Middleton Stoney Road and planning permission for the development was secured in outline, under planning application reference 13/00847/OUT).
- 10.1.3 A 'Framework Travel Plan and Residential Travel Plan' was prepared by the consultant WSP in association with 13/00847/OUT. The WSP document was prepared to discharge Planning Condition 20 of 13/00847/OUT and was approved in July 2018.
- 10.1.4 In aligning with the approved Travel Plan, this extra care FTP adheres to the stated Travel Plan 'objectives', which are:
1. *To enable people to make better informed travel choices;*
 2. *To minimise single occupancy car trips;*
 3. *To promote the use of alternatives to the car including walking, cycling, bus, train and car sharing;*
 4. *To reduce traffic speeds and manage demand through traffic management schemes which will in turn provide a safer and more favourable environment for pedestrians and cyclists;*
 5. *To provide an efficient and attractive public transport service for the proposed development; and*
 6. *To provide a mechanism for the implementation and assessment of travel plan measures through the employment of the travel plan co-ordinator."*
- 10.1.5 Based on the established baseline travel position the following TP target is proposed for the end of the fifth year of the implementation of the TP equating to a 10% reduction in car driver modal share

Preliminary TP Targets

- **No more than 42% of staff travel to/from the site as a 'car driver' after the fifth year of the TP.**

10.1.6

10.1.7 The Travel Plan would be managed by the extra care Travel Plan Co-ordinator (TPC) in coordination with the TPC for the wider Kingsmere Phase 2 residential development.

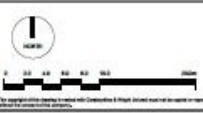
10.1.8 Travel Plan 'measures' are proposed to encourage sustainable travel patterns, and these measures include the promotion of walking, cycling, public transport use and car sharing

10.1.9 A system of annual monitoring and review will be undertaken. Monitoring is likely to take the form

of a questionnaire survey that would, as a minimum, identify the mode of travel of staff, residents and visitors to the extra care development.

- 10.1.10 It is anticipated that this mode share target would be reviewed following the first travel survey undertaken on-site, post Site occupation. However, the ambition for a 10% reduction in car driver trips provides a preliminary aspiration that will be considered in further updates of this Plan.
- 10.1.11 An Action Plan has been prepared to guide the TPC and the extra care operator on the key milestones for the implementation of the TP and the milestones for future maintenance and reporting.

Appendix A – Walking Catchment Plan



Code	Description	Area (sqm)	Volume (cu m)
P01	Proposed C3 Residential Zone	12,500	1,250
P02	Proposed C3 Residential Zone - Outline Area	15,000	1,500
P03	Proposed C3 Residential Zone - Outline Area - Greenery	2,000	200
P04	Proposed C3 Residential Zone - Outline Area - Greenery - Trees	1,500	150
P05	Proposed C3 Residential Zone - Outline Area - Greenery - Grass	500	50
P06	Proposed C3 Residential Zone - Outline Area - Greenery - Paths	500	50
P07	Proposed C3 Residential Zone - Outline Area - Greenery - Other	500	50
P08	Proposed C3 Residential Zone - Outline Area - Greenery - Other	500	50
P09	Proposed C3 Residential Zone - Outline Area - Greenery - Other	500	50
P10	Proposed C3 Residential Zone - Outline Area - Greenery - Other	500	50
P11	Proposed C3 Residential Zone - Outline Area - Greenery - Other	500	50
P12	Proposed C3 Residential Zone - Outline Area - Greenery - Other	500	50
P13	Proposed C3 Residential Zone - Outline Area - Greenery - Other	500	50
P14	Proposed C3 Residential Zone - Outline Area - Greenery - Other	500	50
P15	Proposed C3 Residential Zone - Outline Area - Greenery - Other	500	50
P16	Proposed C3 Residential Zone - Outline Area - Greenery - Other	500	50
P17	Proposed C3 Residential Zone - Outline Area - Greenery - Other	500	50
P18	Proposed C3 Residential Zone - Outline Area - Greenery - Other	500	50
P19	Proposed C3 Residential Zone - Outline Area - Greenery - Other	500	50
P20	Proposed C3 Residential Zone - Outline Area - Greenery - Other	500	50

Code	Description	Area (sqm)	Volume (cu m)
P21	Proposed C3 Residential Zone - Outline Area - Greenery - Other	500	50
P22	Proposed C3 Residential Zone - Outline Area - Greenery - Other	500	50
P23	Proposed C3 Residential Zone - Outline Area - Greenery - Other	500	50
P24	Proposed C3 Residential Zone - Outline Area - Greenery - Other	500	50
P25	Proposed C3 Residential Zone - Outline Area - Greenery - Other	500	50
P26	Proposed C3 Residential Zone - Outline Area - Greenery - Other	500	50
P27	Proposed C3 Residential Zone - Outline Area - Greenery - Other	500	50
P28	Proposed C3 Residential Zone - Outline Area - Greenery - Other	500	50
P29	Proposed C3 Residential Zone - Outline Area - Greenery - Other	500	50
P30	Proposed C3 Residential Zone - Outline Area - Greenery - Other	500	50

Code	Description	Area (sqm)	Volume (cu m)
P31	Proposed C3 Residential Zone - Outline Area - Greenery - Other	500	50
P32	Proposed C3 Residential Zone - Outline Area - Greenery - Other	500	50
P33	Proposed C3 Residential Zone - Outline Area - Greenery - Other	500	50
P34	Proposed C3 Residential Zone - Outline Area - Greenery - Other	500	50
P35	Proposed C3 Residential Zone - Outline Area - Greenery - Other	500	50
P36	Proposed C3 Residential Zone - Outline Area - Greenery - Other	500	50
P37	Proposed C3 Residential Zone - Outline Area - Greenery - Other	500	50
P38	Proposed C3 Residential Zone - Outline Area - Greenery - Other	500	50
P39	Proposed C3 Residential Zone - Outline Area - Greenery - Other	500	50
P40	Proposed C3 Residential Zone - Outline Area - Greenery - Other	500	50

Code	Description	Area (sqm)	Volume (cu m)
P41	Proposed C3 Residential Zone - Outline Area - Greenery - Other	500	50
P42	Proposed C3 Residential Zone - Outline Area - Greenery - Other	500	50
P43	Proposed C3 Residential Zone - Outline Area - Greenery - Other	500	50
P44	Proposed C3 Residential Zone - Outline Area - Greenery - Other	500	50
P45	Proposed C3 Residential Zone - Outline Area - Greenery - Other	500	50
P46	Proposed C3 Residential Zone - Outline Area - Greenery - Other	500	50
P47	Proposed C3 Residential Zone - Outline Area - Greenery - Other	500	50
P48	Proposed C3 Residential Zone - Outline Area - Greenery - Other	500	50
P49	Proposed C3 Residential Zone - Outline Area - Greenery - Other	500	50
P50	Proposed C3 Residential Zone - Outline Area - Greenery - Other	500	50

Client: **Peabody Homes Ltd**
 Project: **Site Core Development Kingemere, Bicester**
 Drawing No: **Proposed Site Layout Plan**
 Drawing Date: **PLANNING**

Constorphine & Wright
 21st Floor, 100, Broad Street, Birmingham, B1 2HT
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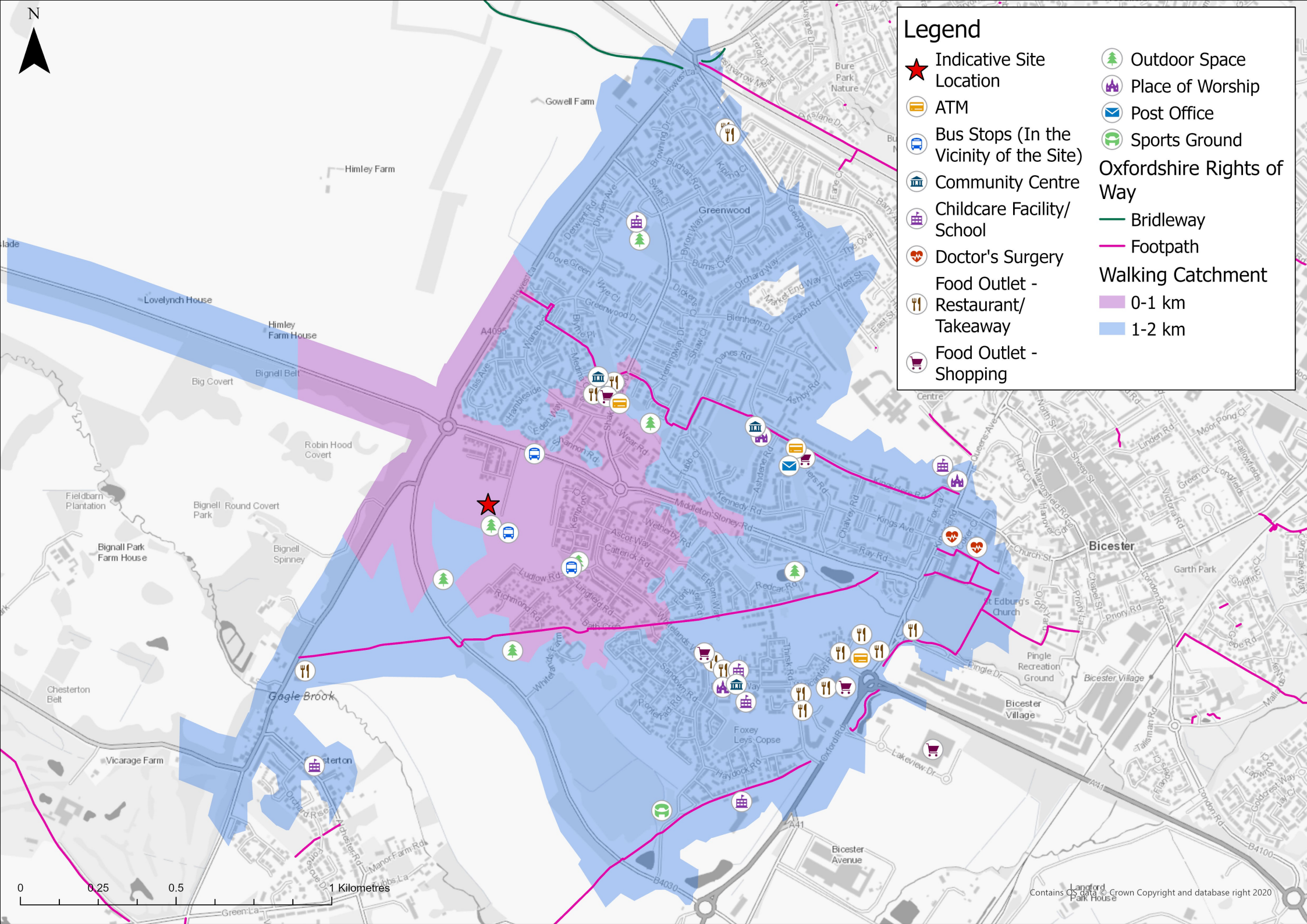
Drawing No: **21-013-CWA-BC-KX-GR-A-0011**
 Date: **12/01/2023**
 Scale: **1:200**
 Page: **12/01/23**

Appendix B – Cycle Catchment Plan



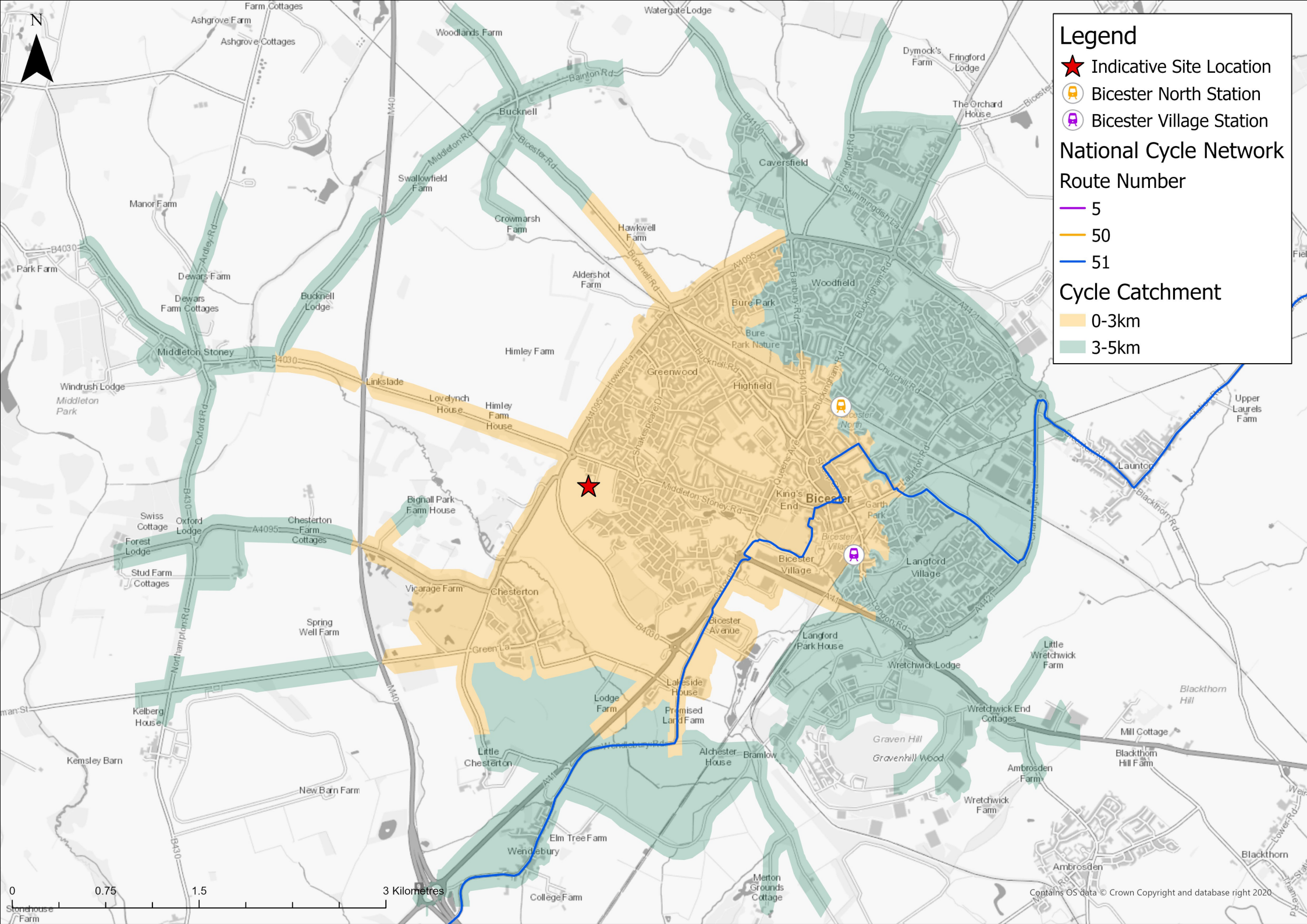
Legend

-  Indicative Site Location
-  Outdoor Space
-  Place of Worship
-  ATM
-  Post Office
-  Bus Stops (In the Vicinity of the Site)
-  Sports Ground
-  Community Centre
- Oxfordshire Rights of Way**
-  Childcare Facility/School
-  Bridleway
-  Doctor's Surgery
-  Footpath
-  Food Outlet - Restaurant/ Takeaway
- Walking Catchment**
-  Food Outlet - Shopping
-  0-1 km
-  1-2 km



0 0.25 0.5 1 Kilometres

Appendix C – Proposed Site Layout



Legend

★ Indicative Site Location

🚆 Bicester North Station

🚉 Bicester Village Station

National Cycle Network

Route Number

5

50

51

Cycle Catchment

0-3km

3-5km

0 0.75 1.5 3 Kilometres