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# Symmetry Park, Bicester, Phase 3

## Framework Travel Plan

*For Tritax Big Box Developments Ltd*

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## 1. Introduction

### 1.1 Overview

- 1.1.1 Hydrock has been instructed by Tritax Big Box Ltd to prepare a Transport Assessment [TA] in support of a full planning application for a proposed logistics development at Symmetry Park, Bicester.
- 1.1.2 The application being prepared is a speculative one and proposes a 2-unit scheme. The units are referred to as E and F comprising a Gross External Area [GEA] of 25,856 sqm (or 278,311 sq.ft) and constitute Phase 3 of the existing Symmetry Park development.
- 1.1.3 Unit E is proposed to have a Gross Internal Area [GIA] of 13,720sqm for distribution, and 744sqm for office space, totalling 14,464sqm. Unit 7 is slightly smaller in scale and is estimated to have a GFA of 10,162sqm (distribution) and 511sqm (office space) respectively, and totalling approximately 10,713sqm. The total development area is expected to have a GIA of 25,177sqm.
- 1.1.4 The site is located within Symmetry Park, located to the south-east of Bicester off the A41 and accessed via Morrell Way, on a parcel of land to the east of the existing Medline and DPD developments.

### 1.2 Planning History

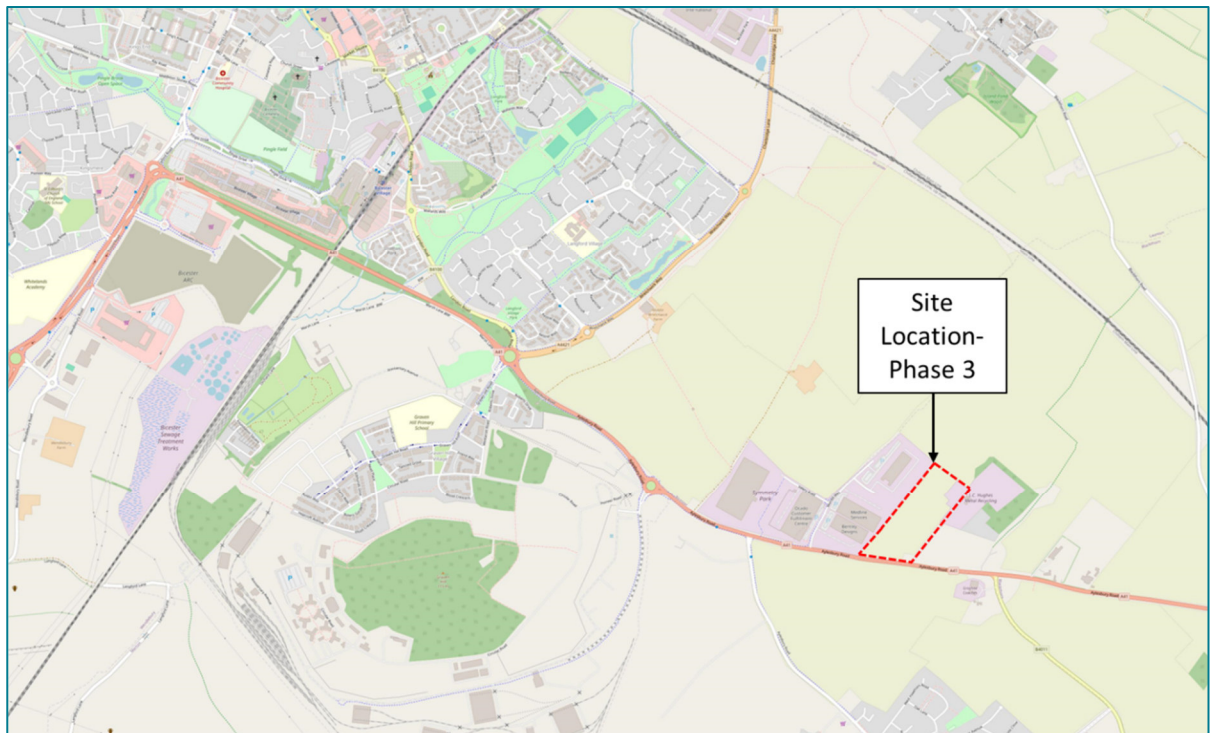
- 1.2.1 The site is identified for development in the emerging Cherwell District Council Local Plan Review 2040: Bicester Vision 2040 Consultation Draft (Regulation 18), which was published for public consultation in September to November 2023, as a preferred employment site allocation as an extension to the existing Symmetry Park at Bicester Phases 1 and 2. The draft allocation is for employment uses E(g)(i)/(ii)/(iii)/B2/B8 floorspace (Site Reference LPR21B).
- 1.2.2 Adjacent to the site is the Phase 1 Symmetry Park, Bicester development. A summary of the planning history of Phase 1 is set out below.
- 1.2.3 Hybrid planning consent was granted in 2016 (16/00861) and is separated into Zone 1 (units A1 and A2) that benefits from full planning permission and Zone 2 (units B and C) from outline planning permission (referred to as the Outline Consent). Units A1 and A2 within Zone 1, have been constructed and are occupied.
- 1.2.4 The hybrid application was supported by a comprehensive Transport assessment [TA] prepared by Peter Brett Associates (ref. 32765/5501/TA) providing details of the proposed new access arrangements and sustainable travel improvements.
- 1.2.5 A planning application (18/00091/F) was approved in July 2018 for Unit B within Zone 2, comprising 14,200sq.m of logistic floor space within Class Use B8, 929sq.m of ancillary B1(a) offices and associated infrastructure. Planning approval (19/00388/F) was granted in July 2019 for a single unit, known as Unit C comprising 29,350sq.m of logistics floor space, Class Use B8, 1,688sq.m of ancillary Class Use B1(a) offices, and associated infrastructure on the remaining parcel of land within Zone 2. (Referred to as the Full Consent).

- 1.2.6 A Transport Technical Note [TN] prepared by Hydrock was submitted in January 2018 in support of, application 18/00091/F, outlining the above details and concluding that there are no cumulative traffic and transportation issues arising from the changes in the development quantum.
- 1.2.7 A further planning application (20/00530/F) was approved in June 2020 for a DPD Parcel Depot on land contiguous with the northern boundary of the approved 2016 HYBRID application. The DPD Parcel Depot consists of 4,635sq.m of Class Use B8, 592sq.m of Class Use B1(a) office, a customer collection facility, 112 sq.m, staff mess pod, 142 sq.m, and associated infrastructure. Access to the DPD Parcel Depot is off Morrell Way.
- 1.2.8 In support of the proposals a Transport Statement [TS] was prepared by Hydrock and submitted in February 2020. The document (ref: 10942-HYD-XX-XX-RP-TP-4001-P03) outlined the details of the development proposals concluding that there are no traffic and transportation issues arising from the generated volumes of development traffic. Unit D has been constructed and fully occupied.
- 1.2.9 To facilitate the Ocado operation, a planning application (20/03404/F) for engineering works to extend the service yard of Unit B was approved in March 2021. The proposed works to the yard extend into the approved Unit C site area; as such, the form of the approved Unit C cannot be delivered.
- 1.2.10 A TA was prepared by Hydrock in November 2020. The document (ref: 13411-HYD-XX-XX-RP-TP-4001-P05) presented a cumulative impact assessment and concluded that there are no traffic and transportation issues arising from the additional volumes of development traffic. Having been constructed previously, unit B is now also fully occupied.
- 1.2.11 Full planning permission for 23,195sqm of logistics floor space within Class B8 (21/01330/F) was granted for Unit C in July 2021.
- 1.2.12 A TS was prepared by Hydrock, confirming that the anticipated trip generation associated with the proposals would present a reduction against the previously approved levels. Unit C has now been constructed and is also fully occupied.

### 1.3 Site location

- 1.3.1 The development site is situated off the A41 Aylesbury Road, approximately 3.8km east of Bicester town centre via the A41, and 2.4km north of Ambrosden Village, via the B4011. The site is bounded by the A41 to the south, an industrial car recycling site to the east, green fields to the north, and the remainder of Symmetry Park to the west. Currently, the proposed site is a parcel of land consisting of green fields.
- 1.3.2 The site location is illustrated in **Figure 1.1**.

Figure 1.1: Site Location



Source: OpenStreetMap©

## 1.4 Travel Plan Status

- 1.4.1 This Travel Plan has been provided as a framework travel plan for the application. A detailed Travel Plan will be prepared at a later stage. Although the scale and purpose of the proposed development is known, the end occupier has not yet been confirmed. As such, the travel behaviour of staff and visitors cannot be identified at this stage.
- 1.4.2 A detailed Travel Plan will be developed for the site following occupation once an initial travel survey has been undertaken and the travel behaviour of employees and visitors has been established. This framework Travel Plan will form the basis of the detailed Travel Plan for the site. A copy of the detailed Travel Plan will be provided to Oxfordshire County Council following completion of the document.
- 1.4.3 The Travel Plan is a long-term strategy for a site to reduce the dependence of staff and visitors on travel by private car. The Travel Plan reflects the following objectives which are intended to achieve current Government and local policies in respect to transport:
- » Reduce reliance on single occupancy car journeys;
  - » Promote alternative modes of travel to the car;
  - » Advocate means of travel that are beneficial to the health of those working on or visiting the site;
  - » Minimise car travel in the area surrounding the site, therefore cutting down on associated costs (environmental, financial, health, etc.); and
  - » Contain car parking demand.



## 1.5 Developer Commitment

- 1.5.1 Tritax recognise the importance of reducing the potential negative transport-related impacts of the proposed development and the need to provide for, and encourage, a range of sustainable travel options as alternatives to single occupancy car use.
- 1.5.2 To this end, the developer, in partnership with the Council, local public transport operators and other relevant stakeholders, are committed to implementing the measures contained within this Travel Plan to provide staff and visitors to the development with the facilities and information they require in order for them to make sustainable travel choices.

## 1.6 Scope

- 1.6.1 Following this introductory section:
  - » **Section 2** considers the transport policy and accessibility context;
  - » **Section 3** assesses the sustainability of the site;
  - » **Section 4** outlines the development proposals
  - » **Section 5** describes the package of measures designed to reduce reliance on the private car and encourage the use of alternatives;
  - » **Section 6** outlines how the Travel Plan will be managed;
  - » **Section 7** outlines the aim, objectives and targets of the travel plan; and
  - » **Section 8** provides an action plan and marketing strategy for the travel plan.

## 2. TRANSPORT POLICY CONTEXT

### 2.1 Preamble

- 2.1.1 In order to assess the proposals and develop a transport access strategy for the proposed development, it is necessary to review both local and national transport planning guidance.
- 2.1.2 The following sections outline the relevant policy and guidance documents in respect of the proposed development.

### 2.2 National Planning Policy Framework

- 2.2.1 The NPPF sets out the Government's policies for delivering sustainable development through the planning system. Local authorities are required to take these policies into account when formulating local development plans and when determining planning applications.
- 2.2.2 The most recent NPPF report was published in December 2023 and sets out the Government's planning policies for England and how these are expected to be applied at a local level. The NPPF is a significant material consideration in plan making and decision taking.
- 2.2.3 Paragraph 108 seeks to encourage opportunities to promote walking, cycling and public transport use. This is supplemented by paragraph 109 which states that development should be focused in sustainable locations and offer a genuine choice of transport modes.
- 2.2.4 Development proposals should also give priority to pedestrian and cycle movements and facilitate access to high quality public transport. The needs of people with disabilities and reduced mobility should also be addressed (paragraph 116).
- 2.2.5 Development should only be prevented or refused on highways grounds if there would be an unacceptable impact on highway safety, or the residual cumulative impacts on the road network would be severe.
- 2.2.6 Priority should be given to walking, cycling and public transport movements; conflicts between vehicles and vulnerable road users should be minimised through effective layout design.
- 2.2.7 Having regard to the above objectives, the proposed site access strategy includes measures to connect the site with the adjacent community and sustainable travel network, including existing public transport services. This TA considers the accessibility of the site by all modes and proposes a layout and access strategy that seeks to maximise the use of sustainable modes.
- 2.2.8 The NPPF was recently subject to a consultation which concluded on 24 September 2024. This consultation sought views on proposed reforms in order to achieve sustainable growth in the planning system.

## 2.3 Planning Practice Guidance: Travel Plans, Transport Assessments and Statements in Decision-Taking

- 2.3.1 In March 2014, the Department for Communities and Local Government [DCLG] in conjunction with the Department for Transport [DfT], released advice on when transport assessments and transport statements are required, what they should contain (which is intended to assist stakeholders in determining whether an assessment may be required) and, if so, what the level and scope of that assessment should be.
- 2.3.2 The advice reflects current Government policy promoting a shift from the 'predict and provide' approach to transport planning to one more focused on sustainability. The document focuses on encouraging environmental sustainability, managing the existing network and mitigating the residual impacts of traffic from the development proposals.

## 2.4 Manual for Streets [MfS]

- 2.4.1 Manual for Streets (March 2007 and Sept 2010) supersedes Places Streets & Movement and Design Bulletin 32. Manual for Streets should now be used where 85th percentile monitored traffic speeds are less than 37mph.
- 2.4.2 The Manual deals with first principles in respect of what a street is for. It outlines five principal functions, namely:
- » Place;
  - » Movement;
  - » Access;
  - » Parking; and
  - » Drainage and utilities.
- 2.4.3 A sense of place encompasses a number of characteristics, namely, local distinctiveness, visual quality and human interaction. Of the five functions, place and movement are the most important in determining the character of streets and should be considered together, as opposed to in isolation.
- 2.4.4 In new developments, Manual for Streets highlights those locations with a relatively high place function would be those where people are likely to gather and interact with each other, such as the town centre.
- 2.4.5 In section 3 – the design process highlights that the design of a scheme should follow the user hierarchy shown in **Table 2.1**:

Table 2.1: User Hierarchy (taken from Table 3.2 of MfS, March 2007)

Consider First	Pedestrians
	Public transport users
	Specialist service vehicles (e.g. emergency services, waste etc.)
Consider Last	Other motor vehicles

## 2.5 Guidelines for Providing for Journeys on Foot

- 2.5.1 Various walking distances are quoted in the Chartered Institution of Highways and Transportation's (CIHT's) "Guidelines for Providing for Journeys on Foot". **Table 2.2** (taken from Table 3.2 of the document) sets out the acceptable walking distances in various contexts:

Table 2.2: Acceptable Walking Distances

Criteria	Town Centre (m)	School / Commuters (m)	Elsewhere (m)
<b>Desirable</b>	200	500	400
<b>Acceptable</b>	400	1,000	800
<b>Preferred Maximum</b>	800	2,000	1,200

## 2.6 Oxfordshire County Council Local Transport and Connectivity Plan 2022-2050

- 2.6.1 The Local Transport and Connectivity Plan (LTCP) outlines a clear vision to deliver a net-zero Oxfordshire transport and travel system that enables the county to thrive whilst protecting the environment and making Oxfordshire a better place to live for all residents. The plan is to achieve this by reducing the need to travel, discouraging individual private vehicle journeys and making walking, cycling, public and shared transport the natural first choice. The policies included in the LTCP are the tools that the council believe are necessary to achieve this. The vision outlines a clear long-term ambition for transport in the county and underpins the policies in this document stating:
- 2.6.2 "Our Local Transport and Connectivity Plan vision is for an inclusive and safe net-zero Oxfordshire transport system that enables all parts of the county to thrive. It will tackle inequality, be better for health, wellbeing and social inclusivity and have zero road fatalities or life-changing injuries. It will also enhance our natural and historic environment and enable the county to be one of the world's leading innovation economies. Our plan sets out to achieve this by reducing the need to travel and private car use through making walking, cycling, public and shared transport the natural first choice."
- 2.6.3 In order to track delivery of the vision and key themes the LTCP has identified a set of headline targets:
- 2.6.4 By 2030 the targets are to:
- » Replace or remove 1 out of every 4 current car trips in Oxfordshire
  - » Increase the number of cycle trips in Oxfordshire from 600,000 to 1 million cycle trips per week
- 2.6.5 Reduce road fatalities or life changing injuries by 50% By 2040 our targets are to:
- » Deliver a net-zero transport network
  - » Replace or remove an additional 1 out of 3 car trips in Oxfordshire



2.6.6 By 2050 the targets are to:

- » Deliver a transport network that contributes to a climate positive future
- » Have zero, or as close as possible, road fatalities or life-changing injuries

2.6.7 In order to deliver these benefits a new approach is required that prioritises walking and cycling. LTCP will put this approach into practice through our transport user hierarchy. The transport user hierarchy translates our vision into policy and sets the direction for the rest of the LTCP. The hierarchy clearly outlines the order in which we will consider different modes of transport in policy development and scheme design. It identifies that the priority is to enable and encourage walking, cycling, public and shared transport use.

### *Policy 1*

2.6.8 The council will develop, assess and prioritise transport schemes, development proposals and policies according to the following transport user hierarchy:

- » Walking and wheeling (including running, mobility aids, wheelchairs and mobility scooters)
- » Cycling and riding (bicycles, non-standard cycles, e-bikes, cargo bikes, e-scooters and horse riding)
- » Public transport (bus, scheduled coach, rail and taxis)
- » Motorcycles
- » Shared vehicles (car clubs and carpooling)
- » Other motorised modes (cars, vans and lorries)

2.6.9 The transport user hierarchy will ensure that future schemes consider walking, cycling, public and shared transport before the private car. This will deliver infrastructure that enables people of all abilities to travel without being dependent on a car. This approach will reduce the private car's dominance and develop a more balanced transport system. It will also ensure that we consider human health and well-being first, creating attractive environments for people to walk, cycle and spend time in. The hierarchy recognises that private cars will still play a role in Oxfordshire's future transport network. The hierarchy does not mean that every future scheme will be in relation to walking, cycling or public transport. Instead, it recognises that many existing streets have been designed around the private car which create environments that are not welcoming for people and do not support a variety of travel modes.

2.6.10 The council recognise that the hierarchy is a simplification and different modes will be more appropriate in certain locations. These more localised decisions will be taken through the area transport strategies. The hierarchy provides us with a clear, agreed position to help with that process.

## 2.7 Bicester Area Strategy

2.7.1 The Bicester Area Strategy serves to support the Local Plan. The document states:

*"Enhancing access to the strategic transport network and making it easier for people to travel between homes and jobs is critical in accelerating and accommodating future growth in Bicester. Investment in core transport infrastructure will boost the attractiveness and desirability of Bicester as a place where businesses want to locate and grow, and where people want to live and work."*

2.7.2 The council's key initiatives include the provision of highway infrastructure which effectively reduces current and predicted transport congestion in Bicester, the increase in highway capacity on perimeter routes to make these attractive to employment and longer distance traffic thereby reducing the strain on the town centre and central corridor, accommodating proposed strategic rail initiatives, including East West Rail and plans for electrification, and a possible future Rail Freight Interchange, and the strengthening of the town's walking, cycle and bus networks to reduce congestion, improve air quality and ensure good links to local employment opportunities, amenities and transport hubs.

### *Policy BIC1*

2.7.3 Policy BIC1 seeks opportunities to improve access and connections between key employment and residential sites and the strategic transport system by:

- » Increasing capacity at Junction 9 of the M40 and supporting plans to improve Junction 10
- » Delivering a strategic perimeter route around the town is the key component of this strategy
- » Working closely with partners to facilitate the delivery of proposed strategic rail initiatives, especially East West Rail
- » Working with the rail industry and developers to deliver solutions at the Charbridge Lane and London Road railway level crossing
- » Supporting the proposals to secure a potential freight interchange at Graven Hill and working with the district and developers to achieve this
- » Working with developers to improve the A41 Oxford Road, including enhancements to the Pingle Drive junction, new site accesses, new bus stops and footpath and cycleway improvements
- » Creating a Park & Ride facility adjacent to the A41, close to the Vendee Drive junction
- » Providing measures to reduce congestion through the central corridor (from Kings End (B4030) to the 3-arm Field Street, Buckingham Road and Banbury Road roundabout)
- » Implementing focused enhancements to the A4421 (between the junctions with Bicester Road and Launton Road)
- » Improvements to the Buckingham Road / A4221 junction
- » Increasing capacity at the Howes Lane / Bucknell Road junction and approaches
- » South East Link Road

### *Policy BIC2*

- 2.7.4 Policy BIC2 seeks to work with strategic partners to develop the town's walking, cycling and bus networks and links between key development sites and the town centre and railway stations by:
- » Enhancing pedestrian, cycle and public transport links to the two railway stations, in particular Bicester Town Station
  - » Improving Bicester's bus services along key routes
  - » Significantly improving public transport connectivity with other key areas of economic growth within Oxfordshire
  - » Providing improved public transport infrastructure
  - » Providing new sections of urban pedestrian and cycle routes to better connect residential developments with the town centre and key employment destinations
  - » Public realm improvements in Bicester Market Square and The Causeway
  - » Securing green links between proposed development sites on the outskirts of the town and existing Public Rights of Way, providing a series of leisure / health walks

### *Policy BIC3*

- 2.7.5 Policy BIC3 seeks to get the most out of Bicester's transport network by investigating ways to increase people's awareness of the travel choices available in Bicester by:
- » Undertaking travel promotions and marketing measures
  - » Developing a coordinated parking strategy in partnership with Cherwell District Council
  - » Discouraging undesirable routing of traffic by developing a signage strategy

## **2.8 Cherwell Local Plan (2011 - 2031)**

- 2.8.1 The Cherwell Local Plan addresses the future of transport in the region through ensuring that a series of challenges are met in order to deliver sustainable development and communities.
- 2.8.2 The document makes reference to the rapid growth of Bicester in particular as a major employment centre and emphasises the importance of new development integrating and interacting with existing neighbourhoods, being accessible from those neighbourhoods by non-car modes of transport, and providing for a range of uses and dwellings that will contribute to delivering mixed and cohesive communities and accommodating the projected growth.
- 2.8.3 A key objective of the council is to reduce out-commuting and provide sustainable transport choices that would make a significant difference to Bicester's environment. The document places emphasis on the amount of traffic on the roads, which has accelerated in recent years as a result of waves of new housing, high levels of out-commuting and the draw of developments such as Bicester Village.

- 2.8.4 Traffic congestion problems affect not only Bicester's living environment but also its historic environment in and around the town centre. The Local Plan seeks to address such issues through the implementation of specific highway measures such as Junction 9 improvements and a south-west perimeter road, but also by making Bicester more self-sufficient. The provision of transport initiatives, including delivering new strategic highway improvements including those on peripheral routes are seen as a tool for securing substantial gains for the centre of the town by reducing the flow of through traffic.
- 2.8.5 Highway constraints such as traffic congestion in the town centre and at King's End / A41 and the need for improvements to M40 Junction 9 and the Bucknell Road / Howes Lane junction within the town are identified as key environmental challenges facing Bicester.
- 2.8.6 The council's vision for Bicester in 2031 includes the construction of some 10,000 new homes and the final phases of the North West Bicester Eco-Town development. The delivery of large-scale development projects gives rise the consideration for providing new development in accessible locations and encouraging a shift to more sustainable modes of travel with the aim of reducing traffic congestion and the proportion of out-commuting.

## 2.9 Cherwell Local Plan Review 2040

- 2.9.1 The Bicester Vision 2040 Consultation Draft will be a new Local Plan to meet Cherwell's needs, protect its environment and secure sustainable development. The consultation draft of the Cherwell Local Plan Review 2040 was prepared to prompt discussion and feedback on new planning policies to guide the delivery of sustainable development across the district. The consultation took place between Friday, 22 September 2023 and Friday, 3 November 2023. Once the Plan has been adopted, it will replace the Cherwell Local Plan 2011-2031 (which was adopted in 2015).
- 2.9.2 The Site is identified in the Cherwell Local Plan Review 2042 (Regulation 19) Proposed Submission Plan, which was published on 4th November 2024, and is due to go out for public consultation in December 2024. The Site is identified as a preferred employment site allocation and an extension to the successful Symmetry Park Phases 1 and 2. The allocation is for employment uses E(g)(i)/(ii)/(iii)/B2/B8 floorspace (Site Reference BIC 5).

## 2.10 Parking Standards

- 2.10.1 Appropriate parking standards are also recommended for all new developments to reflect demand and simultaneously encourage alternative travel choices.
- 2.10.2 Oxfordshire County Council presents the parking standards for new developments, consistent with its Local Transport Plan.
- 2.10.3 The council recognises the need to promote sustainable travel and as such, the following extract from the parking standards aims to reflect current demand whilst striving to limit overprovision and discourage out of town developments. The standards



given are maximum values for vehicle parking provision and minimum values for cycle parking provision. These are summarised in Table 3.3.

Table 2.3: Car Parking Standards

Specific Land Use	Vehicular Standards	Accessibility Parking	EV Parking	Minimum Cycle Standards
<b>B8 Storage - Commercial Warehousing</b>	1 space per 300sqm	6% of all vehicle parking spaces	25% of all vehicle parking spaces (minimum)	1 space per 250sqm for staff and 1 space per 500 sqm for visitors.

- 2.11 Car parking that is over provided for will not be accepted. For car parking where daily usage is shown to be lower than previously assessed from site-wide monitoring, development sites will be encouraged to repurpose such areas. Repurposing may include conversion of areas for active travel measures or benefit the local community and employees through landscaped / biodiversity improvements.
- 2.12 As set out in Table 3.3, the type of land use will determine the maximum amount of commercial / employment vehicle parking per development site. Should a reduction in parking provision be proposed, each application will be individually assessed on its merits, but must be based on the following criteria:
- » Trip rates (including base and forecast mode shares) associated with the development accounting for the vehicular trip rate reductions in accordance with the requirements set out in OCC's 'Implementing Decide & Provide: Requirements for Transport Assessments' document
  - » The policies in OCC's LTCP, notably the transport user hierarchy (Policy 1), which requires that development proposals give primacy to walking, cycling and public transport, and the LTCP targets to reduce dependence on the private car
  - » The specific user group of employees / visitors of the site (including shift patterns),
  - » Location and risk of displaced parking.
- 2.12.1 The number of spaces for operational vehicles i.e. Light Goods Vehicles (LGV) and Heavy Goods Vehicles (HGV) may also be calculated using the same methodology above or compared to vehicle operating licences for similar buildings / operations.
- 2.12.2 While non-residential developments are expected to provide a minimum level of active charging points (25% of all vehicle parking spaces), in designing this type of infrastructure, there is a need to consider the likely parking behaviour i.e. expected duration of people's stays which may affect the number of 'active' spaces.

- 2.12.3 In designing provisions for disabled users parking at non-residential developments, where the total number of parking spaces exceeds 200 spaces, consideration must be given to providing less than 6% of spaces for disabled parking to ensure there is not overprovision of spaces.
- 2.12.4 The developer of a site proposal is responsible for ensuring high quality facilities are provided on site for the proposed use, including cycle parking, staff changing, washing and storage facilities.
- 2.12.5 Any planning submission must be supported with details of the site's operation once it is in use, whether the site stores vehicles not in use, the frequency of vehicles visiting the site for deliveries, or the type and size of vehicles using the site.

### 3. Sustainable Accessibility

#### 3.1 Choice of Transport Modes

- 3.1.1 The accessibility of the proposed development by a range of transport modes has been considered in line with the Local Transport Plan and NPPF. The purpose of this section is to outline the accessibility of the development by sustainable modes of transport, including on foot, by bicycle and using public transport. By identifying the accessibility of the development by sustainable modes of transport, appropriate travel plan measures can be identified to promote these modes.
- 3.1.2 To assist the assessment of accessibility, the 2011 Consensus: Method of Travel to Work data for the Cherwell 011 area (E02005931) has been used to ascertain the current percentage of travel by each mode, as shown in **Table 3.1**.

Table 3.1: 2011 Journey to Work Census Data (E02005931)

Attraction Zone (Development Site)	Production Zone	% Trips
<b>Bicester</b>  <b>E02005931: Cherwell 011</b>	Cherwell	69%
	Aylesbury Vale	12%
	South Northamptonshire	10%
	West Oxfordshire	3%
	Vale of White Horse	2%
	Oxford	1%
	South Oxfordshire	1%
	Combined Other	2%
	Total	100%

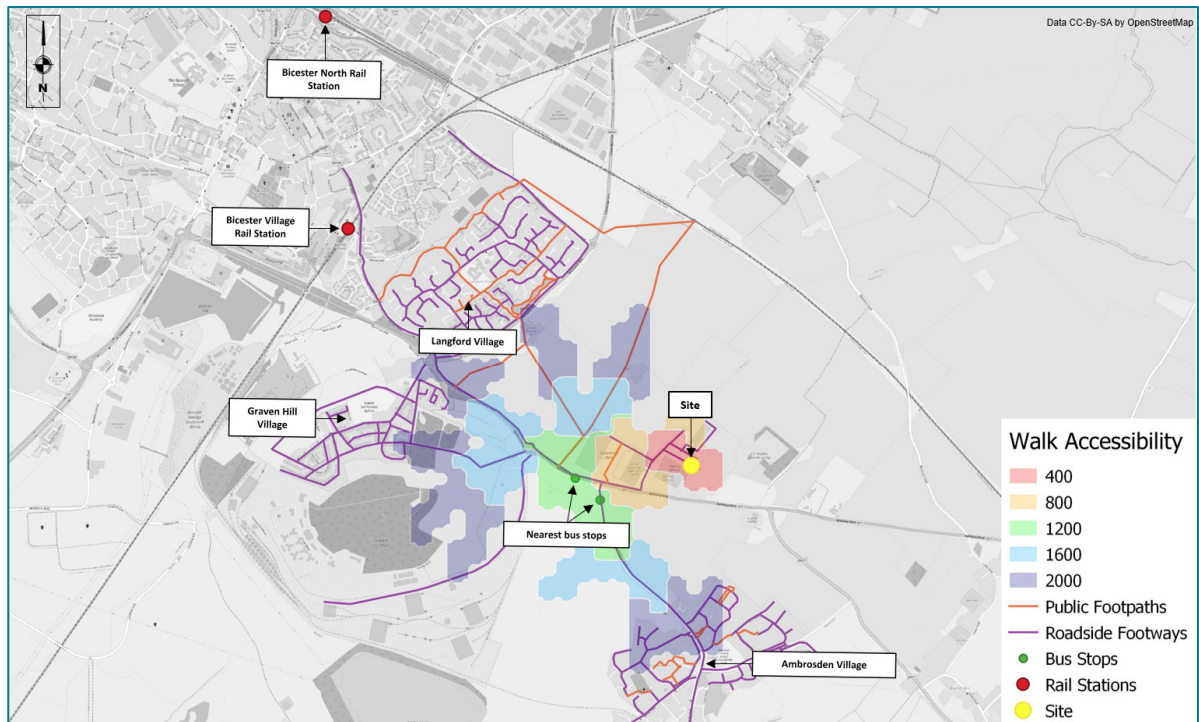
#### 3.2 Access on Foot

- 3.2.1 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 2km. The guidance on the preferred maximum walking distances to amenities is given in the Chartered Institution of Highways and Transportation [CIHT] document 'Providing for Journeys on Foot' (2000).
- 3.2.2 In terms of commuting journeys by foot, the desirable distance is 500m, the acceptable distance is 1km and the preferred maximum is 2km. However, the distance that people are prepared to walk depends upon many factors; there are obvious physical factors such as age, health and disabilities, along with factors concerning the quality of the route and the environment.

- 3.2.3 In relation to shorter trips in particular, the CIHT publication Planning for Walking (section 2.1) states that "across Britain about 80% of journeys shorter than 1 mile are made wholly on foot."
- 3.2.4 Manual for Streets [MfS] emphasises this advice, stating that "walkable neighbourhoods should have a range of facilities available within 800m." However, this distance is not regarded as the upper limit for walking journeys, and MfS uses the principle that walking offers the greatest potential to replace short car trips, particularly those under 2km in length.
- 3.2.5 The location of development is within reach of the public transport network which, is particularly important in terms of encouraging travel by this mode and supporting the viability of public transport services.
- 3.2.6 The local highway network provides a shared footway/cycleway on the northern side of the A41 adjacent to the site, delivered as part of the previous phases and offering good pedestrian connectivity to the existing footways along the A41 and the eastern side of Ploughley Road. All other sections of the highway network in the vicinity of the site and further afield, with the exception of the A41 between B4100 London Road/ A4421/ A41/ Gravenhill Road North roundabout and B4030/ A41/ Oxford Road roundabout, provide footways which facilitate pedestrian movement and offer a logical progression towards the pedestrian traveller's journey towards local residential areas.
- 3.2.7 In addition, Wretchwick Green has proposed some pedestrian measures:
- » A network of pedestrian footways and footpaths across the Wretchwick Green site.
  - » A hierarchy of internal routes placing walking as the most important mode with each part of the network providing appropriate pedestrian provision.
  - » The principal road network – including the main link road (Wretchwick Avenue) will have a 30mph limit, but lower category roads within residential areas will be designed for speeds of up to 20mph.
  - » Formal crossing points to be provided within the development at key pedestrian intersections with the road network – including close to the school and within the local centre, which will straddle the main link road.
  - » A series of pedestrian crossings will be provided at the proposed access points onto the A4421. A total of four stand-alone crossings are proposed.
- 3.2.8 **Figure 3.1** below provides an extract of the indicative 2km walk catchment plan using GIS software - Basemap's Visography (TRACC) program which provides sustainable travel mapping. A copy of the full 2km walking catchment is provided within Figure 1 of **Appendix A**.



Figure 3.1: 2km Walking Catchment



Source: OpenStreetMap ©

### 3.3 Access by Cycle

3.3.1 It is widely recognised that cycling can act as a substitute for short car journeys, particularly those up to 5km in length. This is consistent with the statement in LTN 1/20 Cycle Infrastructure Design (paragraph 2.2.2) that states:

*"two out of every three personal trips are less than five miles in length – an achievable distance to cycle for most people, with many shorter journeys also suitable for walking."*

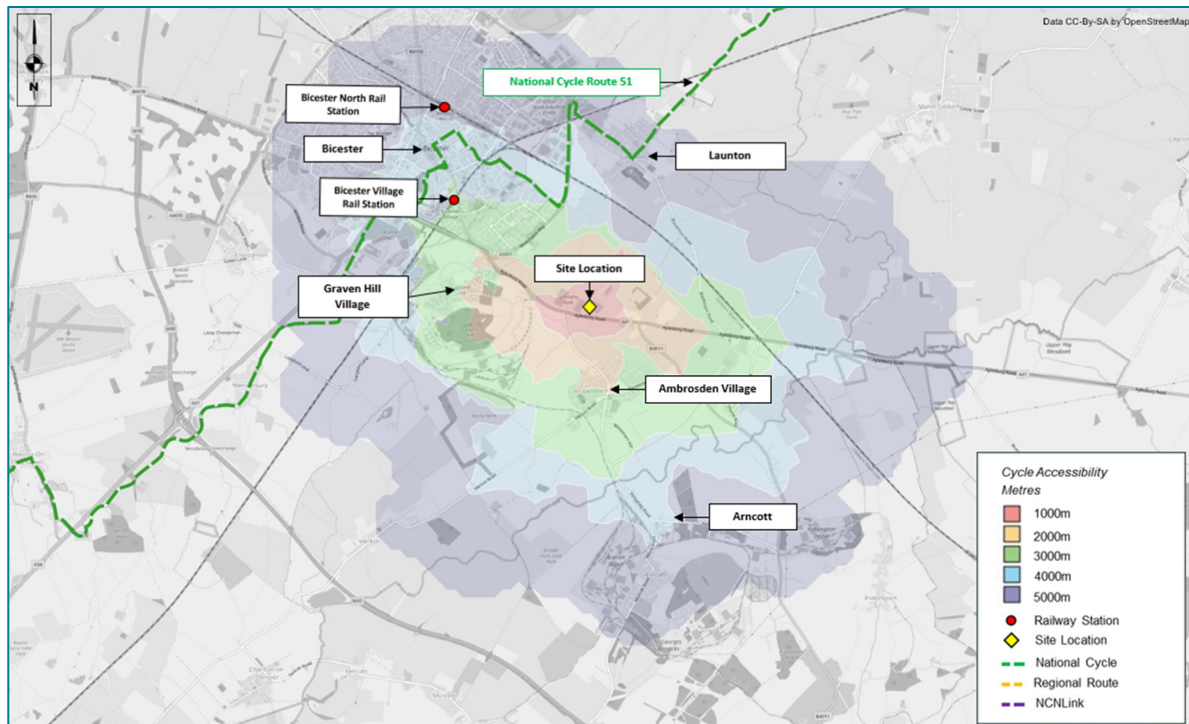
3.3.2 Experienced cyclist will often be prepared to cycle longer distances for whatever journey purpose.

3.3.3 The general topography surrounding the proposed development site is reasonably flat, which encourages staff of the proposed development to travel by cycle. There is a national cycle route in near proximity to the site. The main national cycle route is briefly described below:

- » National Route 51 passes through Oxfordshire, Buckinghamshire, Bedfordshire, Cambridgeshire, Suffolk and Essex. The section between Harwich and Colchester forms part of the North Sea Cycle Route, also known as EuroVelo 12.

3.3.4 **Figure 3.2** below provides an extract of the indicative 5km cycling catchment plan, again using GIS software - Basemap's Visography (TRACC) program, and is equivalent to a typical cycle time of 15-20 minutes. A copy of the full walking catchment is provided within Figure 2 of **Appendix A**.

Figure 3.2: 5Km Cycling Catchment



Source: OpenStreetMap ©

3.3.5 **Figure 3.2** further illustrates that the Bicester Village Rail Station and Bicester North Rail Station are within an accessible cycling distance, again providing opportunities to travel further afield using linked trips.

3.3.6 Cycling would therefore be a viable mode of transport for staff travelling to and from the site.

### 3.4 Access by Bus

3.4.1 There are two bus stops located within 800m of the development. This provides access to a wide range of services that include destinations to Bicester, John Radcliffe Hospital, and Manorsfield Road. Services are operated by Stagecoach, Oxford Bus, and

3.4.2 A map illustrating the location of the bus stops is provided in **Figure 3.3**, whilst the frequency of the service is summarised in **Table 3.1**. For simplicity and to avoid double counting, the frequencies are taken at the nearest available stop for each service. The AM and PM peak for the Weekday are 08:00-09:00 and 17:00- 18:00. On Saturday the peak is 12:00-13:00.

Figure 3.3: Symmetry Park Bus Stops Map



Source: Google Maps ©

Table 3.2: Bus Timetable

Service Number	Route	Monday - Friday					Saturday			
		First	AM Peak	PM Peak	Last	Per Day	First	Peak	Last	Per Day
29	Upper Arncott Bullingdon Prison - Bicester Town Centre Pioneer Square	05:46	1	1	20:16	17	07:02	1	20:16	15
	Bicester Town Centre Pioneer Square - Upper Arncott Bullingdon Prison	06:48	1	1	18:58	13	06:48	1	18:58	13
H5	John Radcliffe Hospital JR Hospital West Wing - Bicester Town Centre Pioneer Square	07:31	1	1	20:46	13	07:31	1	20:46	13

	Bicester Town Centre Pioneer Square - John Radcliffe Hospital JR Hospital West Wing	06:08	1	1	19:28	13	06:08	1	19:28	13
<b>18</b>	High Street - Pioneer Square	08:20	1	-	16:59	5	-	-	-	-
<b>Totals</b>		-	5	4	-	61	-	4	-	54

3.1.1 **Table 3.2** demonstrates that the site is very accessible by bus for commuters, with over 61 buses passing along by the site on weekdays and over 54 buses passing on weekends, which offer regular and convenient opportunities for staff to travel to neighbouring. Services to Bicester Town Centre Pioneer Square offer further and more frequent travel to areas including Kirtlington & Oxford, Bletchingdon, Highfield, Aylesbury, and Banbury Town Centre.

3.1.2 Based on the above, it is therefore concluded that the site benefits from excellent access by bus, offering an attractive mode of transport and a viable alternative to single occupancy car journeys. Given the frequency of the services available, this has the potential to provide a significant alternative to single occupancy car journey.

## 3.2 Access by Rail

3.2.1 There are two rail stations located in Bicester, Bicester North Railway Station and Bicester Village Railway Station.

3.2.2 Both Bicester rail stations are operated by Chiltern Railways and provide connectivity to a number of regional and national destinations including Banbury, Oxford, Stratford, Birmingham and London.

3.2.3 Bicester Village Railway Station is located approximately 3.0km from the proposed site to the south of Bicester town centre. It is accessible by bus from the site with three routes (29, 108 and H5) serving the bus stop on London Road close to Station approach, approximately 130m from the station entrance. It is well served by trains to Oxford and London. The Station has 50 cycle spaces and 223 car parking spaces with accessible spaces. Parking charges apply although free only for blue badge holders.

3.2.4 Bicester North Rail Station is located approximately 4.2km from the proposed site to the north of Bicester town centre. There are 65 cycle parking spaces provided, there is also a pay and display car park with 530 spaces open 24 hours a day; the car park is free only for Blue Badge holders with six accessible spaces provided in front of the station. It is well served by trains to Birmingham and London.



### 3.3 Accessibility by Public Transport

- 3.3.1 A calculation has been undertaken, using GIS software - Basemap's Visography (TRACC) program, to illustrate the distance that can be travelled within 60 minutes by public transport to and from the proposed development site.
- 3.3.2 The time includes the walk to the bus stops or railway station and demonstrates that key areas such as Oxford, Banbury, Buckingham, and Berryfields are all within a 60-minute public transport journey.
- 3.3.3 **Figure 3.4** below provides an extract of the public transport 60-minute catchment area. A copy of the full catchment is provided within Figure 3 of **Appendix A**.

Figure 3.4: 60-minute Public Transport Catchment



Source: Google Maps ©

### 3.4 Conclusion

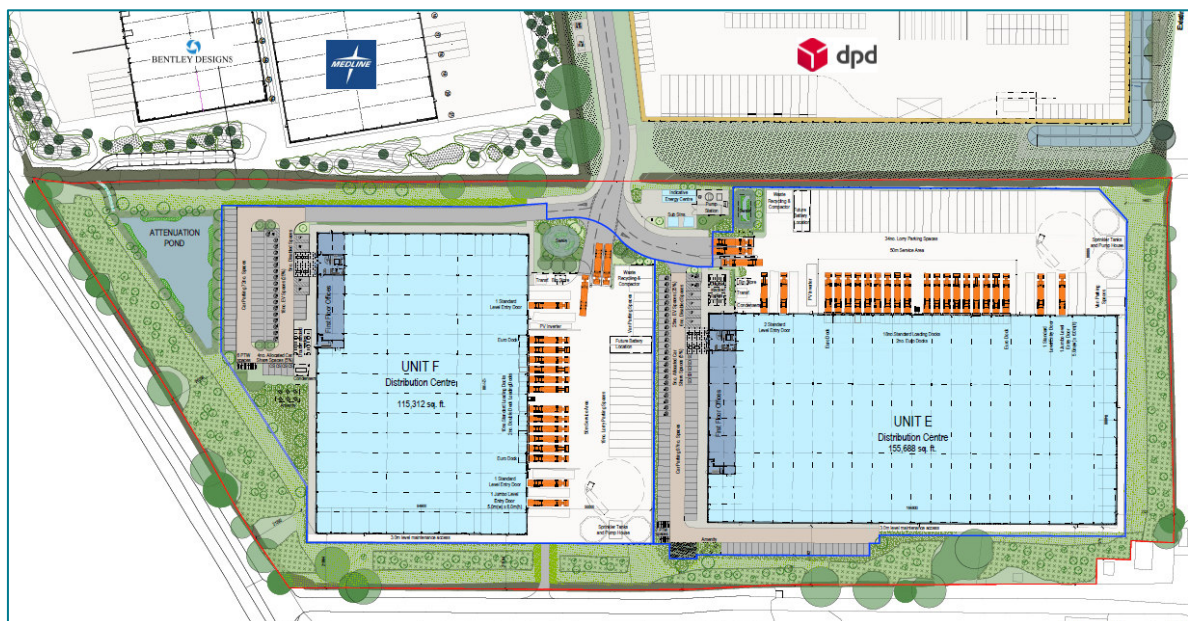
- 3.4.1 In summary, the proposed development site is located within a sustainable location of Symmetry Park, and is well located to make use of the existing and proposed transport links in addition to pedestrian and cycle routes.

## 4. DEVELOPMENT PROPOSALS

### 4.1 Introduction

- 4.1.1 The proposed development consists of the construction of two units and associated infrastructure on the land adjacent to Symmetry Park, Bicester Phases 1 and 2. The total floor area proposed consists of 25,856 sqm (GEA) of logistics floor space (Use Class B8), with ancillary office space (Use Class E (g)(ii)).
- 4.1.2 The latest site masterplan prepared by PHP Architects is illustrated in **Figure 4.1**, with a full copy provided in **Appendix B**.

Figure 4.1: Illustrative Proposed Site Layout Plan



Source: PHP Architects

- 4.1.3 Each unit has the flowing floorspace:
- » Unit E: 14,836sqm (GEA) of logistics floor space (Use Class B8) which includes (GIA) ancillary office space (Use Class E (g)(ii));
  - » Unit F: 11,020 sqm (GEA) of logistics floor space (Use Class B8) which includes ancillary office space (Use Class E (g)(ii)).
- 4.1.4 Vehicular, pedestrian and cycle access to both units will be off the internal estate road. An emergency access will be created on the eastern boundary.
- 4.1.5 The detailed floor area breakdown for Phase 3 is shown in **Table 4.1**.



Table 4.1: Schedule of Accommodation

Unit	Distribution	Offices	Total	Site Areas
Unit 06 (Gross Internal)	147,680 sq.ft	8,008 sq.ft	155,688 sq.ft	6.53 acres
	13,720 sqm	744 sqm	14,464 sqm	2.64 hectares
Unit 07 (Gross Internal)	109,382 sq.ft	5,930 sq.ft	115,312 sq.ft	5.37 acres
	10,162 sqm	551 sqm	10,713 sqm	2.17 hectares
Total Development (GEA)			271,000 sq.ft	11.90 acres
			25,177 sqm	4.81 hectares
Gross External Areas		Unit 06	14,836 sqm/ 159,693 sq.ft	
		Unit 07	11,020 sqm/ 118,618 sq.ft	
Gross Development Area				16.51 acres
				6.68 hectares

Source: PHP Architects

## 4.2 Proposed Site Access Arrangement

### 4.2.1 Vehicular Access

4.2.2 The development site is to be accessed via the existing priority T junction arrangement off the A41, which serves the whole Symmetry Park development. From there, the internal layout, featuring 7.3m wide carriageways is to be extended between exiting units D and A2 for both cars and HGVs. Separate access points are provided for cars and HGVs, which lead directly to the car parks and service yards respectively.

4.2.3 The service yard accesses are 12.5m and 7.3m wide for units C1 and C2 respectively, with the former including a gatehouse. The car park accesses are 6.0m wide throughout. The service yard entry and the 7.3m wide estate road have been designed with generous corner and bend radii to accommodate simultaneous bi-directional access and egress manoeuvres of heavy-duty vehicles.

### 4.2.4 Pedestrian and Cycle Access

4.2.5 Pedestrians and cyclists' access will utilise the existing and new road infrastructure in place for the existing employment park. With an approximate 3m wide footway on the eastern side of Morrell Way, extending too the proposed site.

### 4.2.6 Proposed Parking

4.2.7 The proposed parking provision for Units E and F is shown in **Table 4.2**.

Table 4.2: Proposed Parking

	Loading Docks	Level Access	HGV Parking	Van Parking	Car Parking	Cycles	PTW
<b>Unit 6</b>	16 inc. 2 euro docks	4 inc. 1 jumbo door	34	4	97, 25% EV, 6% accessible	85	7
<b>Unit 7</b>	10 inc. 2 euro docks	3 inc. 1 jumbo door	19	10	72, 25% EV, 6% accessible	71	6

As summarised in Section 3, OCC's 'Parking Standards for New Developments' allow for a maximum of 1 space:45sqm for office element and 1 space:300sqm for B8 floorspace.

4.2.8 This is summarised in **Table 4.3** against the proposed provision in the Masterplan.

Table 4.3: Parking Provision Comparison

Unit		sqm	Policy	Masterplan
<b>Unit E</b>	Office	744	17	
	Warehouse	13,720	46	
	TOTAL	14,464	63	97
<b>Unit F</b>	Office	551	12	
	Warehouse	10,162	34	
	TOTAL	10,713	46	72

4.2.9 The proposed provision (a total of 169 spaces across a total of 25,177 sqm of development) equates to a ratio of c. 1 space per 149 sqm of floorspace.

4.2.10 Tritax Big Box Developments (TBBD) has undertaken a review of the approved parking ratio on the adjoining phases of Symmetry Park, Bicester, shown in **Table 4.4**. As can be seen, parking demand for occupiers can vary greatly for logistics depending on the nature of the operator/size of workforce/shift patterns:

Table 4.4: Symmetry Park Parking Ratios

Unit	Sq m	Parking Spaces	Ratio (1 space per x sqm)	Occupier(s)
<b>Unit A1</b>	8,175	75	109	Bentley Designs Ltd
<b>Unit A2</b>	10,191	76	134	Medline Services Ltd
<b>Unit B</b>	15,205	220	69	Ocado Retail Ltd
<b>Unit C</b>	25,198	180	140	Syncreon Technology UK Ltd
<b>Unit D</b>	5,574	178	31	DPD Group UK Ltd

- 4.2.11 Parking levels for Units E and F therefore reflect a reduction in car parking provision, aligned to the policy objectives of reducing travel by private car, in comparison to the adjoining earlier phases of the scheme.
- 4.2.12 In TBBD's experience, whilst Occupiers for Units E and F are not known at this stage, for units of this size in this location, it is considered a suitable level of provision that will:
- » Balance being attractive to the flexibility required by occupiers in terms of shift changeover when there is likely to be an overlap in staff arriving for next shift/leaving previous shift which requires additional capacity to manage this peak (warehousing developments such as this typically work in shift patterns and to ensure that there is an appropriate level of parking, flexibility needs to be built into the provision to ensure that when staff are arriving, they have a space to park in whilst other staff finish their shift and leave the site);
  - » Not undermine travel by car share/public transport/cycle/other sustainable modes, all of which will be encouraged and supported through the Travel Plan; and
  - » Provide sufficient provision on-site to avoid parking along the main estate road/surrounding areas in an uncontrolled manner which may have implications for highway safety, and could be severely detrimental to the safe and effective operation of access routes to and within the site.
- 4.2.13 In summary, the proposed levels of parking provision provide consistency with the existing units and offer commercial flexibility for any prospective occupiers.
- 4.2.14 The proposals include provision for accessible spaces and electric vehicle charging points in line with the latest standards, namely:
- » 6% accessible spaces; and
  - » 25% electric vehicle charging points.

## 5. Travel Plan Measures

### 5.1 Introduction

- 5.1.1 An important aspect of a successful Travel Plan is the allocation of sufficient resources to enable initiatives to be implemented and sustainable travel to be promoted at the site.
- 5.1.2 The aim of Travel Plan measures is to maximise the accessibility of the proposed development site by alternative modes to the private car, although there is reasonable evidence to suggest that the location of the site and the current infrastructure in place is conducive to encouraging travel by non-car modes through the adequate provision of walking and cycling routes and the availability of regular bus services. The initiatives may benefit employees at the development by facilitating sustainable travel choices, resulting in the following:
- » Cost savings associated with travelling on foot, cycling, using public transport or car sharing (when compared with single occupancy car use);
  - » Health benefits from increased levels of walking and cycling, and fewer vehicular emissions in the immediate vicinity of the site;
  - » Improved site accessibility;
  - » Reduction in required car parking provision; and
  - » A pedestrian / cycle friendly environment.
- 5.1.3 A combination of 'carrots' (those initiatives which encourage travel by non-car modes of transport) and 'sticks' (initiatives which discourage travel by car) will be implemented at the site to encourage travel by sustainable modes. 'Carrots' will be implemented before 'sticks' to ensure that support is gained from employees for the Travel Plan; any 'sticks' will be implemented later.
- 5.1.4 This section provides a summary of the key initiatives contained in this Travel Plan which the developer is committed to providing. The initiatives reflect previous experience of Workplace Travel Plans along with national and local government guidelines.

### 5.2 Marketing and Promotion

- 5.2.1 From the outset, sustainable travel will be promoted to employees and visitors to the site. The Full Travel Plan associated with Unit 06 and 07 will be submitted following 6 months of occupation and will be continually marketed through the provision and updating of travel information, leaflets and communication sessions.
- 5.2.2 The Full Travel Plan and the reasons for implementing it will be communicated to ensure that employees in particular are provided with information on the alternatives to car travel before they establish car-based travel habits.

- 5.2.3 The following describes the marketing tools and initiatives that may be used to convey the commitment of the developer to providing alternative travel choices. It is important that there is a central source of information for all queries relating to sustainable travel for employees of the development. The Travel Plan Coordinator is considered the most appropriate person to communicate the aims and objectives of the Travel Plan to everyone travelling to and from the site.
- 5.2.4 The person responsible for appointing the TPC contact details is as follows:
- » Contact: Sam Denby
  - » Email: samdenby@hydrock.com •
  - » Address: Hydrock Consultants Limited, 9-21 Princess Street, Albert Square, Manchester, M2 4DN
  - » Telephone: 0161 804 5550
- 5.2.5 An annual budget will be allocated to assist the TP and will be paid for by the developer. The budget will be used to promote the Travel Plan and to organise events to coincide with national initiatives.
- 5.2.6 Travel notice boards will be set up in the sites' communal areas, which will include:
- » Public transport, pedestrian and cycle route maps and information on car sharing;
  - » Information and contact details for local taxi services;
  - » List of internet websites on sustainable transport and journey planning; and
  - » Contact details for the Travel Plan Coordinator.
- 5.2.7 All employees will also be issued with travel 'Welcome Packs' promoting alternative transport modes which will include details of the public transport, walking and cycling routes between their homes, workplace and surrounding amenities.
- 5.2.8 In order to integrate the Travel Plan with the wider sustainable travel agenda, the Welcome Pack may be used to promote national and international initiatives such as 'Bike Week', 'Catch the Bus Week', 'European Mobility Week' and 'Walk to Work Week'. Details of these events will be provided on the notice boards and a travel calendar will be developed for inclusion within the welcome packs. The Travel Plan Coordinator will also be encouraged to organise social events which incorporate such initiatives, for example an organised cycle ride.
- 5.2.9 The Travel Plan Coordinator will also provide employees with information regarding the Travel Plan and specific initiatives contained within it and will be the main points of contact for travel-related queries. This will include information on journeys by public transport, cycle and on foot between the development site and local amenities, including schools, off-site retail outlets, health care and leisure facilities.
- ### 5.3 Initiatives to Promote Walking
- 5.3.1 The Welcome Pack will include a map, identifying pedestrian friendly routes surrounding the site, in order to ensure that employees are aware of the facilities available to them.

- 5.3.2 Employees will be encouraged to participate in national events, such as Walk to Work Week. These events will be promoted on the notice board and within the Welcome Packs.
- 5.3.3 Details of local walking shops will also be provided to employees. The Travel Plan Coordinator will enter into discussions with these retailers to investigate the potential to provide discounts for employees at these stores. If secured, these details will be provided to all employees by the Travel Plan Coordinator.
- 5.3.4 It is important to recognise the potential reduction in car traffic by encouraging commuting journeys on foot.

## 5.4 Initiatives to Promote Cycling

- 5.4.1 The Welcome Pack will include information on cycle routes available between the development site and common destinations, including surrounding residential areas and local amenities. Copies of local cycling maps will be provided within the Welcome Packs and notice board. Cycle route maps are also available online at [www.sustrans.org.uk/ncn/map](http://www.sustrans.org.uk/ncn/map).
- 5.4.2 Details of local cycling shops and mobile cycle repairs will be provided to employees at the site using the travel board and within the Welcome Packs. The Travel Plan Coordinator will also enter into discussions with local cycling retailers to investigate the potential to provide discounts. If secured, details of these discounts will be provided to employees via the Welcome Pack.

## 5.5 Initiatives to Promote Travel by Public Transport

- 5.5.1 Information on the cost, timetables and services available which could be used by employees will be provided within the Welcome Pack and on the notice board for visitors. This will include details and links to online journey planning websites.

## 5.6 Initiatives to Reduce the Need to Travel

- 5.6.1 Details of journey planning websites, such as Traveline, will be promoted at the site to make employees aware of alternative travel options and encourage them to use sustainable modes of transport to reduce single occupancy car use.

## 5.7 Initiatives to Promote Car Sharing

- 5.7.1 It is likely that a proportion of employees may reside at locations in close proximity to one another and, as such, would be making trips to and from a common destination in the morning and evening peaks. As such, there is potential for these individuals to share their car journey with a fellow employee.
- 5.7.2 All staff will be encouraged to sign up and register their journey with national online car sharing services such as LiftShare and Enterprise Car Club. This will enable them to search for individuals making a similar trip to themselves and share their vehicle.



- 5.7.3 Oxfordshire County Council also offer a search facility called "Livewell Oxfordshire" which allows people to seek out local community-run transport services in Oxfordshire. It can be accessed via: <https://livewell.oxfordshire.gov.uk/Categories/136>. Other helpful transport links can be found on: <https://www.oxfordshire.gov.uk/residents/roads-and-transport/public-transport/accessible-transport/community-transport>.

## 6. Travel Plan Management

### 6.1 Introduction

- 6.1.1 Key to the success of the Travel Plan is the recognition from the outset of the roles and responsibilities of those who may be involved, particularly the site's Travel Plan Coordinator, the Council's Highway Development Management Team and other sustainable travel groups

### 6.2 Travel Plan Coordinator

- 6.2.1 The responsibility for managing and implementing the Travel Plan lies with the Travel Plan Coordinator. Following appointment, the contact details for the Travel Plan Coordinator will be provided to the Local Authority.
- 6.2.2 The role and responsibilities of the Travel Plan Coordinator include:
- » To implement and promote various Travel Plan initiatives at the site to promote sustainable travel;
  - » To promote the Travel Plan to employees;
  - » Monitoring the success of the Travel Plan initiatives, including undertaking and analysing travel surveys; and
  - » Reviewing the Travel Plan's success and preparing action plans.
- 6.2.3 The Travel Plan Coordinator will be in place prior to the occupation and will remain in place for a period of 5 years. After this time, the responsibility for the Travel Plan will be passed over to the employees' sustainable travel steering group.
- 6.2.4 At this stage, the resource requirements for the Travel Plan Coordinator are unknown. As such, in the first instance, the Travel Plan Coordinator role will be incorporated into the responsibilities of one of the on-site members of staff based at the site. However, this will be reviewed on an annual basis and, if considered necessary, the role will be developed into a full-time role. Any changes to the Travel Plan Coordinator's role will be communicated to the Local Authority.

### 6.3 Stakeholder Engagement

- 6.3.1 Stakeholders including the Council's Highway Development Management Team and local transport operators also play an important role in the successful implementation of the Travel Plan at the site. The Council's Highway Development Management Team will be kept up-to-date with the progress of the Travel Plan through the annual monitoring reports. The Highway Development Management Team will also be approached to gain advice and support on the implementation of specific Travel Plan initiatives at the site.
- 6.3.2 The Travel Plan Coordinator will also engage with local transport operators to secure timetable information and details of any special offers and discounts available.

## 7. Aim, Objectives and Targets

### 7.1 Overview

- 7.1.1 A travel plan is a long-term strategy for a site to reduce the dependence of staff and visitors on travel by private car. The aim, objectives and targets are required to provide a focus for the travel plan and to enable its success to be measured and monitored. The purpose of this section is therefore to outline the aim, objectives and targets for this travel plan.

### 7.2 Travel Plan Aim

- 7.2.1 The aim provides the overarching focus and end goal for the travel plan. The aim enables the overall success of the travel plan to be assessed and, as such, all travel plan initiatives should contribute towards achieving the travel plan's aim.
- 7.2.2 The overall aim of this travel plan is:
- » to achieve a reduction in the number of single occupancy vehicle journeys to the site.
- 7.2.3 This will be achieved by maximizing the accessibility of the proposed development site by alternative modes of transport to single-occupancy car and by implementing a range of travel plan initiatives.

### 7.3 Travel Plan Objective

- 7.3.1 Objectives provide an overview of what the travel plan is trying to achieve. Each of the objectives outlined should contribute towards the travel plan's aim, whilst travel plan targets should help achieve the objectives of the travel plan.
- 7.3.2 As this stage, it is not possible to derive specific objectives for employees of the site which relate to its day-to-day operation, given the number of unknowns. Notwithstanding, the following generic objectives have been identified which are intended to achieve current Government and local policies in respect to transport in industrial and employment developments:
- » Reduce reliance on single occupancy car journeys;
  - » Promote alternative modes of transport to the car;
  - » Advocate means of travel that are beneficial to the health of those working on or visiting the site;
  - » Minimise car travel in the area surrounding the site, therefore cutting down on associated costs (environmental, financial, health etc.); and
  - » Contain car parking demand.
- 7.3.3 Travel plan guidance recognises that one or more of the above objectives may carry more weight than others, based on the individual characteristics of the site. As such, the relative importance of each of these objectives will be reviewed as part of the development of the full travel plan at the site.

## 7.4 Travel Plan Targets

- 7.4.1 Specific targets will be set for the site using the results of the initial travel survey, which will provide the baseline travel behaviour of employees. These will allow mode share targets to be established for the site. A summary of the findings of the initial travel survey will be available within three months of completion of the survey.
- 7.4.2 Targets should reflect the size and nature of the development, along with the existing sustainable transport infrastructure available close to the site. This information is provided earlier within this report.
- 7.4.3 Travel plan guidance recommends that 'SMART' targets are set that are:
- » Specific;
  - » Measurable;
  - » Achievable;
  - » Realistic; and
  - » Time-bound.
- 7.4.4 Once the results of the travel survey are known, accurate targets can be set for the travel plan. These targets will be agreed with Cherwell District Council as part of the full travel plan's development and will be inputted into the Council's database to ensure effective ongoing monitoring.
- 7.4.5 At this stage, indicative targets have been set to ensure that there is a commitment from the developer to achieve a reduction in the number of single occupancy car trips to and from the site. The targets will be revised once the results of the travel surveys are known. For the lifetime of the development, the aim is to achieve a reduction in the number of single occupancy vehicle journeys by implementing a range of initiatives.
- 7.4.6 **Table 7.1** presents the indicative travel mode targets for the site. These targets are consistent with the Travel Plan objectives and the 2011 travel to work census data and are provided below.

Table 7.1: Indicative Targets

Mode	Existing Percentage %	Target %
Driving a car or van	68%	58%
Working mainly at or from home	9%	9%
Passenger in a car or van	4%	8%
On foot	9%	10%
Bicycle	3%	4%
Train	3%	4%
Bus, minibus or coach	2%	5%
Motorcycle, scooter or moped	1%	1%
Other method of travel to work	1%	1%
Taxi	0%	0%
Total	100%	100%

Note\* Numbers are subject to rounding

- 7.4.7 These targets aim to be achieved within the first five years of occupation of the site. Should the targets be achieved earlier than five years, the level of single occupancy car journeys to work may be maintained at this level or reduced further by an agreed percentage each year thereafter.
- 7.4.8 A Travel Plan is not a one-off event but it is a dynamic process that should evolve and develop over time. The success of the measures undertaken to change travel habits will be subject to a continuous and on-going process of monitoring and review, the outcomes of which will be reflected in the development and implementation of the Travel Plan. This monitoring process may include repeat surveys after one year of the initial survey being completed, and then every year during the same week each year for a maximum of five years. The surveys may be carried out by an independent survey company to ensure compatible and accurate data is gathered.
- 7.4.9 Following completion of the initial survey, unrealistic targets will be replaced with ones that are more realistic and encourage (rather than discourage) those responsible for trying to achieve targets.
- 7.4.10 Employees will be invited to participate in the annual snapshot travel survey to be undertaken each year to identify progress made and to determine what actions, if any, are necessary to ensure targets are met.

## 7.5 Monitoring

- 7.5.1 As previously identified, annual travel surveys of all users of the development will be carried out on an annual basis for a maximum of 5 years. These surveys may include observation surveys to establish the usage of the parking and cycle facilities. These surveys may be carried out by an independent survey company. This may ensure compatible and accurate data is gathered relating to travel to and from the site.
- 7.5.2 All survey data will be submitted to the LPA within 3 months of the survey being completed for comparison against agreed targets. Following completion and analysis of the monitoring surveys, a monitoring report will be submitted to the LPA identifying whether the agreed targets have been met. If they haven't, the monitoring report will strive to identify what actions and additional Travel Plan initiatives are to be taken to rectify this situation.
- 7.5.3 The reports may also review the progress that has been achieved in implementing measures against modal shift targets over the preceding twelve-month period. Any progress made will be reported to the Council's Highway Development Management Team and public transport operators where applicable.
- 7.5.4 The Travel Plans will then be reviewed as appropriate and any further actions identified to progress and, if necessary, improve the action plan to meet objectives.

## 7.6 Travel Survey

- 7.6.1 An initial travel survey questionnaire will be undertaken with employees, following full occupation to allow for a sufficiently large sample size. This survey will be used to ascertain the current travel behaviour of at the site, as well as the reasons for modal choices and opinions towards alternative modes of transport.
- 7.6.2 To maximise the response rate, the travel survey will be made available both in electronic and paper format. Paper copies of the survey will be sent to all employees, with a link provided to the electronic copy of the survey
- 7.6.3 Having completed the initial survey, repeat annual surveys will be carried out at the same time of year as the initial survey. These will aim to gather information on any changes in mode choice since the previous survey was undertaken and the reason(s) for these changes.
- 7.6.4 To encourage participation in future year's surveys, it may be necessary to offer an incentive such as a prize draw to win shopping vouchers. Details of the prize draw will be provided to all employees to encourage participation in the survey.
- 7.6.5 Prior to undertaking the initial survey, a copy of the survey will be sent to the Council's Highway Development Management Team to gain agreement on the format and structure of the survey. Once agreed, this travel survey will provide a standardised approach to travel surveys at the site. The use of a standard travel survey will enable a like-for-like comparison to be made between consecutive years travel surveys.



- 7.6.6 The results of the workplace travel survey will be passed to the Council's Highway Development Management Team within 3 months of completion of the survey. This data could also be used to convert the green transport policies into an action plan, with set targets to achieve each year.

## 8. Travel Action Plan and Marketing Strategy

### 8.1 Workplace Action Plans

- 8.1.1 The purpose of this document is to develop and deliver a Workplace Travel Plan (WTP) for submission to the Local Planning Authority. Thereafter, at every annual anniversary following completion of the initial survey, the Travel Plan will be reviewed in co-operation with the Council's Highway Development Management Team and an Annual Action Plan prepared and agreed.
- 8.1.2 The action plan will be developed based on the results of the travel survey. The most popular initiatives, as identified through the travel survey, will be implemented first at the site. This will ensure that maximum benefits are achieved through the implementation of the most popular initiatives at the site.
- 8.1.3 The Action Plan will contain an annual programme of measures designed to help achieve the Travel Plan targets on travel modal share. It sets out the tasks involved, the people responsible and dates by which the measures may be achieved over the next 12 months.

### 8.2 Marketing Strategy

- 8.2.1 The Council's Travel Plan Teams are typically able to provide posters, leaflets, other promotional materials and timetables for display on the Travel Notice Board within the communal hub to promote the Travel Plan.
- 8.2.2 Employees of the development will be provided with information on how to access the development by public transport. Promotion of all modes of transport will initially be provided through the notice board for the development. Where possible, written materials (e.g. timetables and maps) will be gained from the Council.

### 8.3 Evaluation and Review

- 8.3.1 This Travel Plan has been prepared in accordance with current guidance and transport policy. The objective of the Travel Plan is to identify up-front measures to promote sustainable travel choices and reduce reliance on the car.
- 8.3.2 The monitoring of the Travel Plan will be used to provide information on people's travel patterns and to identify the measures that would be the most effective in facilitating a reduction in car usage and an increase in the use of public transport, walking and cycling.
- 8.3.3 The Travel Plan is an active document which may be reviewed on a regular basis to ensure it reflects current opportunities and local circumstances. The review of the Travel Plan will take place annually following completion of the travel survey, in conjunction with the Council's Highway Development Management Team. A copy of the agreed, revised Travel Plan will be submitted to the Council.
- 8.3.4 An outline action plan for the production and ongoing monitoring and review of the Travel Plan has been produced, which details the key elements of the process and the approximate timescales which is shown in **Table 8.1**.

Table 8.1: Travel Plan Action Plan

Action	Timescale
<b>Implement travel notice boards in communal areas of the site</b>	Prior to occupation
<b>Develop a travel Welcome Pack</b>	Within 3 months of occupation. Updated on a regular basis.
<b>Undertake travel survey</b>	Upon full occupation and operation of whole facility.
<b>Produce baseline travel information</b>	3 months after initial travel survey
<b>Develop full Travel Plan in consultation with the Council</b>	4 months after initial travel survey
<b>Finalise and adopt Travel Plan</b>	6 months after initial travel survey
<b>Implement Travel Plan initiatives</b>	On-going, following adoption of the Travel Plan
<b>Monitor success of Travel Plan actions and progress towards targets. Amend Travel Plan, if necessary</b>	On-going, following adoption of the Travel Plan
<b>Undertake travel survey to measure the success of Travel Plan and discuss findings with the Council. Review Travel Plan and amend, if necessary</b>	On-going, every 12 months following adoption of the Travel Plan after full occupation (up to a period of 5 years)

## Appendix A *Accessibility Figures*



Bicester North Rail Station

Bicester Village Rail Station

Langford Village

Graven Hill Village

Site

Nearest bus stops

Ambrosden Village

Walk Accessibility

- 400
- 800
- 1200
- 1600
- 2000
- Public Footpaths
- Roadside Footways
- Bus Stops
- Rail Stations
- Site



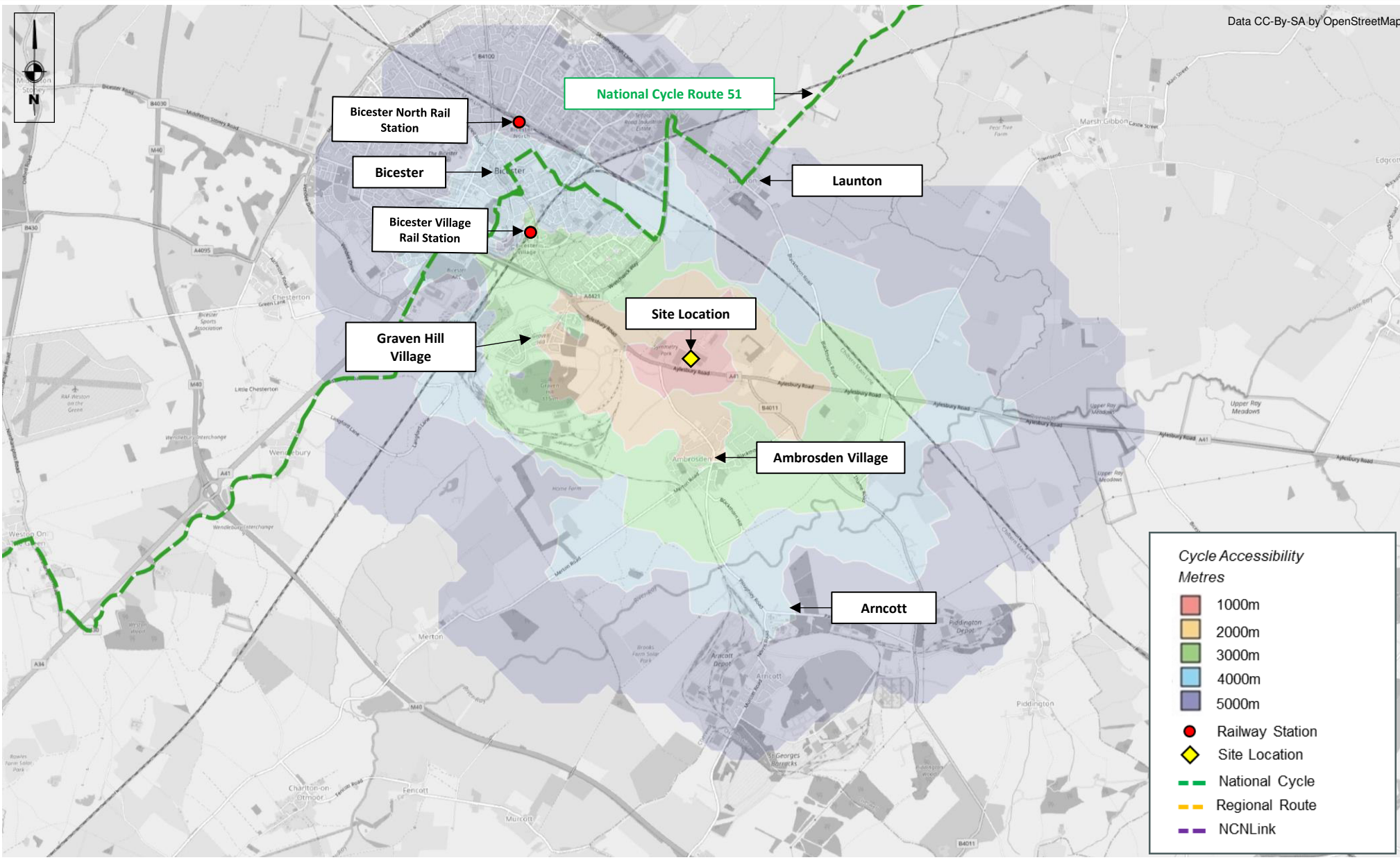
Project Title  
**22281 – TMBI Symmetry Park,  
Bicester – Phase 4**

Drawing Title  
**Accessibility: 2km Walking  
Isochrone**

Job Number	22489	By	PS	Rev		Description	Date	By	
Date	01.10.2024	Checked	VP	-	-		-	-	
Scale	NTS	Status	-	-	-		-	-	


Drawing No.	APPENDIX A
Figure	1









## Appendix B *Proposed Site Layout*



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Issue Purpose: **PRELIMINARY**

Drawn by: **MU** Checked by: **SH**

Scale @ A1: **1:600** Date: **OCTOBER 2021**

CAD ref: **4036-X3-SK030** Dwg no.: **4036-X3-SK030** Rev: **P3030**

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