



Heyford Park

Commercial Travel Plan

On behalf of **Dorchester Group**




Project Ref: 23824/001 | Rev: 1 | Date: November 2014

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Document Control Sheet

Project Name: Heyford Park
Project Ref: 23824/
Report Title: Commercial Travel Plan
Doc Ref: FINAL
Date: November 2014

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Revision	Date	Description	Prepared	Reviewed	Approved
-	September 2014	Draft for Client Review	AE	DW	MW
1	November 2014	Final for Submission	AE	DW	MW

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1 Introduction

- 1.1.1 Peter Brett Associates LLP (PBA) has been commissioned by the Dorchester Group to produce a Commercial Travel Plan for the (commercial) employment area at Heyford Park, Oxfordshire.
- 1.1.2 Heyford Park is located on the former RAF Upper Heyford site and lies in a rural area of Oxfordshire situated approximately 20km north of Oxford. The recent redevelopment proposals for the former RAF site will provide a residential area of 1,075 dwellings, a Free School accommodating primary, secondary and sixth form pupils, appropriate community, recreational and employment opportunities. The proposed residential area will consist of the refurbishment of approximately 315 existing houses along with the introduction of 760 new build housing.
- 1.1.3 The redevelopment of the Heyford Park site has been on-going for a number of years with proposals being discussed with Oxfordshire County Council (OCC) and Cherwell District Council (CDC).
- 1.1.4 PBA has prepared an overarching Transport Strategy Framework report for both the residential area and the commercial area, which sets out the key milestones for the development, including the preparation of a Framework Travel Plan for the residential area and a Commercial Travel Plan.
- 1.1.5 The purpose of this Interim Commercial Travel Plan is to discharge the planning obligation associated with the permitted scheme of 2010 (Planning Application Ref: 08/00716/OUT) and therefore relates to any commercial uses on the site within the red line area on **Figure 2**.

1.2 Background

- 1.2.1 Due to the significance of the historical military use of the site, the entire former Air Base has been designated as a Conservation Area in recognition of its Cold War heritage, including a number of listed buildings and scheduled ancient monuments. In order to preserve the historical significance and the security of the site, security fencing surrounds the northern part of the site and there are no Public Rights of Way across this area. The nearest towns to the site are Bicester, approximately 7km to the south east of the site, Brackley approximately 10km to the north east, and Banbury 15km to the north. **Figure 1** shows the location of the site and wider geographical area.
- 1.2.2 The former RAF Upper Heyford Airbase, for many years, was used by the United States Air Force and housed some 12,000 American servicemen and their families. The airbase closed in 1994, and some of the former military buildings are now used for commercial purposes. There are also a number of existing residential dwellings on site which are still occupied.
- 1.2.3 As part of Heyford Park's regeneration, proposals were submitted in 2007 by the then site owners The North Oxfordshire Consortium and permitted by the Secretary of State in January 2010. Arup were commissioned to prepare a Transportation Assessment (TA) to support the successful 2007 planning application. The permitted scheme included a mixed use development which comprised of:
 - 1,075 Residential Dwellings;
 - 15,658 sqm B1 Office land use;
 - 17,996 sqm B2 Office land use;
 - 86,113 sqm B8 Storage land use;

- Heritage Centre (4,195 sqm); and
 - Conference Centre (4,150 sqm).
- 1.2.4 The 2007 TA also listed a number of other land uses which were presented as non-trip generating. The following uses were considered to have internalised trips or pass-by trips:
- Retail (743 sqm);
 - Church (680 sqm)
 - Community Centre;
 - Bar/Restaurant (340 sqm);
 - Nursery; and
 - Primary School.
- 1.2.5 Subsequent revisions to the consented internal Masterplan layout were submitted when The Dorchester Group acquired the site. The site gained planning permission in December 2011 for the following:
- Refurbishment of the existing 315 dwellings (as part of the 1,075 permitted dwellings);
 - Provision of 760 new dwellings (together with the refurbished units would form the 1,075 residential units);
 - 240-place primary school;
 - Change of use of building 74 (the former officers mess) for C1/C2 use (either a 120 bed hotel or a 120 bed care home); and
 - Commercial B1/B2/B8 use of existing Airfield buildings predominantly for storage.
- 1.2.6 An application was submitted in 2013 for a Free School at a new location – Building 74 which was previously consented for C1/C2 land use and was granted permission for 120 bed care home in December 2011. The Free School opened in temporary accommodation in September 2013 with a temporary permission for one year whilst the former officers mess building 74 is restored. The Free School has its own Travel Plan which also aligns with the principles set out in the Site's Transport Strategy Framework.

1.3 Benefits of Travel Plans

- 1.3.1 Traffic levels have grown in the last 20 years although this trend has slowed and even reversed in many areas of the UK in the immediate past (i.e. the last 5 years). The National Travel Survey (DfT, 2013) found that in 2013 car travel accounted for 64% of all trips made and 77% of total distance travelled. The same survey found that the average trips per person per year has fallen by 12% since 2002 and the average distance travelled per year has fallen by 8% since 2012. 18% of all trips made in 2013 were less than one mile in length.
- 1.3.2 It is acknowledged that it is often easier to achieve a modal shift from single occupancy car journeys to sustainable modes of transport when regular journeys are made, as often the main barrier is unawareness of both realistic and practical alternatives. The stakeholders in any Travel Plan should include developers, employers, employees and the local community. All site stakeholders should be considered and can obtain real benefits from the implementation of a good Travel Plan.

1.3.3 For the employees of the commercial area, a Travel Plan can:

- Increase travel choices;
- Contribute to improved health and reduced stress whilst providing the ability to socialise;
- Present opportunities to build healthy exercise into daily life;
- Offer travel cost savings through cheaper alternatives and car-sharing;
- Reduce parking pressure; and
- Provide support for those employees who, out of necessity or choice, do not use a car.

1.3.4 For employers and developers a Travel Plan can:

- Satisfy the requirements of local planning and highway authorities, permitting development;
- Achieve a reduction in greenhouse gas emissions, contributing to environmental targets both corporately, locally and nationally;
- Achieve a positive corporate social responsibility message in the local community, demonstrating good environmental and transport practice;
- Ensure the site is economically and environmentally sustainable over time;
- Achieve cost/energy savings; and
- Result in healthier and more motivated employees with reduced absenteeism.

1.3.5 For the local community at Heyford Park a Travel Plan can bring the following general benefits and should contribute to enhancing the local community through:

- Reduced congestion and pollution;
- Reduced greenhouse gas emissions that contribute to climate change;
- A healthier, more attractive environment in which to live and work;
- Support for the use of public transport and the development of safe cycling and walking routes will enhance opportunities for all; and
- Improving road safety on or near the site.

1.4 Type of Travel Plan

1.4.1 Oxfordshire County Council's Guidance on Travel Plans states "An Interim Travel Plan must only be produced instead of a Full Travel Plan:

- When site occupiers / users are unknown;
- In circumstances where it is not possible to complete a Full Travel Plan; and / or
- To accompany an outline planning application."

1.4.2 Therefore, this Commercial Travel Plan is an Interim Travel Plan.

1.5 Current Travel Plan Policy Guidance

- 1.5.1 The current national and local government policies have and will continue to inform the development of this Travel Plan. Reviewing these policies will ensure that the Travel Plan is developed and implemented in accordance with established policy aims and objectives. **Appendix A** of this document sets out the full Policy review undertaken for this Travel Plan. In Summary the following documents have been reviewed:

National Planning Policy

- *'National Planning Policy Framework'* (Department for Communities and Local Government, 2012);
- *'National Planning Practice Guidance'* (Department for Communities and Local Government, 2014); and
- *'Circular 02/13: The Strategic Road Network and the Delivery of Sustainable Development'* (DfT, 2013).

Local Planning Policy

- Oxfordshire County Council's "Transport for New Developments – Transport Assessments and Travel Plans" document.

- 1.5.2 In addition to the above Policy documents, this Travel Plan will follow Travel Planning Best Practice guidance set out in the following reports:

- *Oxfordshire County Council's Framework Travel Plan Guidance*
- *'Smarter Choices – Changing the Way We Travel'* (Department for Transport, 2004); and
- *'The Essential Guide to Travel Planning'* (Department for Transport, 2007).

1.6 Summary of Policy Review

- 1.6.1 Following a review of national and local policy it is concluded that this Travel Plan complies with national and local transport objectives. The measures and strategies outlined within this Travel Plan document will be targeted towards reducing congestion by reducing the need to travel and promoting alternative sustainable modes of travel from the outset. This will consist of both "hard" measures (such as physical infrastructure) and "soft" measures (such as high quality information provision) which will bring benefits to the whole site as well as the surrounding area and community.

2 Existing Transport Conditions

2.1 Existing Walk, Cycle and Pedestrian Links

2.1.1 Historically, there were a number of public rights of way (PRoW) criss-crossing the site, but some of these were curtailed when the site came into military use, circa 1915. The PRoW are made up of the following:

- A network of bridleways (BW7, BW28, BW29 and BW30) to the south and east of the site running in a southwest-northeast direction linking Camp Road to Caulcott to the south and Ardley to the northeast of the site;
- A network of footpaths and bridleways to the northern perimeter of the site including BW8 and FP13 linking Fritwell with Somerton; and
- A network of footpaths and bridleways to the south and west of the site linking Caulcott in the south to Heyford and Steeple Aston in the west and Somerton to the north.

2.1.2 The key routes which were curtailed when the site came into military use include:

- Portway – a bridleway to the west of the site running in a north – south direction linking to existing BW 9; and
- Aves Ditch – a bridleway to the east of the site running in a north – south direction linking to existing BW 7.

2.1.3 Camp Road dissects the site in an east–west direction, with the secure historical military site to the north and the housing (originally for military personnel) and other municipal buildings associated the historical use of the site (such as the hospital) to the south. Camp Road provides walk and cycle access from the Main Gate accesses towards Upper Heyford to the west (the nearest village) and The Heath and Home Wood to the east, providing nearby leisure opportunities. Camp Road is well lit with footpaths towards Upper Heyford of varying widths generally between 3m and 1m. Walking and Cycling links are shown on **Figure 2**.

2.2 Bus Services

The nearest bus stop to the Site is located on a small loop on Camp Road to the west of the Main Gate access. This stop is served by bus service numbers 25A and 90 which are operated by Thames Travel and Oxfordshire County Council. These services and frequencies are set out in **Table 2.1** and shown on **Figure 2**.

Table 2.1: Local Bus Services and Frequencies

Service/ Operator	Route	Frequency		
		Monday – Friday Daytime	Saturday Daytime	Sunday Daytime
25 / 25A Thames Travel	Oxford – Kirtlington – Upper Heyford – Bicester	Hourly First = 0710 Last = 1937 (One Night service at 2353)	Hourly First = 0836 Last = 1937 (One Night service at 2353)	No service
90 Oxfordshire County Council	Upper Heyford – Deddington – Banbury	One per day in either direction Departs 0930 Arrives 1415	No service	No service

2.2.1 The nearest railway stations are at Lower Heyford (4km from the site) and Bicester (7km). Timetable and frequency improvements for bus routes already serving the site have been planned as part of a package of measures to improve site access.

2.2.2 These bus services also serve the railway station in the village of Lower Heyford. The station is served by trains to/ from Banbury to Oxford with train frequencies of between 90 – 120 minutes on weekdays and Saturdays. On Sundays there are approximately five journeys during the day.

2.3 Local Highway Network

2.3.1 The site is located within a network of predominately rural roads, many of which are unclassified, although Junction 10 on the M40 motorway is located approximately 5km to the east and the A4260 Banbury to Oxford road runs from north to south some 6km to the west.

2.3.2 The existing site is currently accessed from Camp Road which runs east to west. The former runway, taxiway and employment buildings associated with the Flying Field lie to the north of Camp Road. There are six existing accesses in total along Camp Road which provide access into the site areas to the north and south of Camp Road. The accesses for Commercial uses are described below:

- The Lorry Access Gate (Gate 7) provides HGV access to the northern parts of the airfield;
- The Main Gate provides access to the employment buildings and in the future will provide access to residential areas;

2.4 Wider Highway Network

2.4.1 Camp Road links Somerton Road in the west and the B430 to the east. Somerton Road provides connections to the village of Somerton and is subject to a 30mph speed limit through

Upper Heyford which increases to 60mph when leaving the village towards Lower Heyford, to the south of Upper Heyford, and towards Somerton, to the north of Upper Heyford.

- 2.4.2 The B430 forms a north-south link between the M40 and the A34 Trunk Road at Weston-on-the-Green. To the north the B430 terminates at Junction 10 of the M40 immediately north of the village of Ardley to the north. The road is subject to a 60mph speed limit which decreases to 40mph through the village of Ardley. To the south the B430 terminates at the A34 Trunk Road. The road is subject to a 60mph speed limit until it reaches the village of Weston-on-the-Green where it decreases to 40mph through the village.
- 2.4.3 The M40 Junction 10 and the strategic road network is located approximately 5km to the east and forms part of the strategic route to London to the south east and Birmingham to the north. The wider highway network is shown in **Figure 1**.

3 Baseline Workplace Travel Surveys

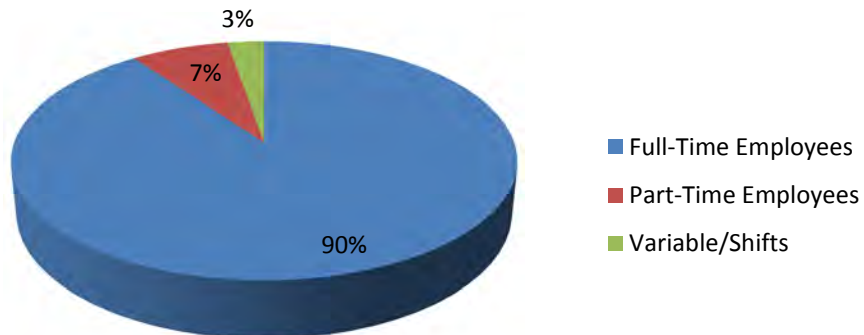
3.1 Introduction

- 3.1.1 The 2013 Employee Travel Survey (in accordance with Oxfordshire County Council guidance) was circulated to all employees based at the commercial area at Heyford Park in 2013 to establish travel patterns and the current modal share of employees.
- 3.1.2 The survey contained questions based upon:
- Current travel behaviour including travel mode, arrival/ departure times;
 - Factors influencing current travel mode; and
 - Willingness to consider sustainable alternatives.
- 3.1.3 A copy of the 2013 Employee Travel Survey is provided in **Appendix B**.
- 3.1.4 As of December 2013 there are approximately 700 employees on site. Paragon (440 employees) completed a Travel Survey for a previous site-specific planning obligation. As such, Paragon employees were not sent the new 2013 Employee Travel Survey. However, the results from the Paragon surveys have been collated and added to the rest of the Employee Travel Survey results to provide a dataset for the whole Airfield, as specified in Oxfordshire County Council's requirement. The combined dataset has also been checked thoroughly for any employees who responded twice, and any such second responses were removed.
- 3.1.5 In total 348 completed questionnaires were received from both the Paragon Travel Surveys and the 2013 Employee Travel Surveys sent to the remaining employees. This constitutes a response rate of 50% of the total 700 employees on the airfield. Given that some staff at the airfield are not based there full-time and visit the site infrequently, and some occupiers do not have email and are hard to reach, a 50% response rate is considered good.
- 3.1.6 A wide age range of staff was captured – the respondents in the age ranges of 19-25, 26-35, 36-45 and 46-55 are relatively evenly spread, with fewer 56-65 year olds.
- 3.1.7 The responses to the Travel Surveys have been summarised in a series of graphs below. It is important to note that whilst 348 responses were received, respondents were able to pick which questions they wished to answer – as such, not all of the 348 respondents answered every question.

3.2 Employee Profile

Respondents were asked about their worker classification. Of the 331 responses received to this question, 90% (298) stated they work full time, 7% (24) stated they work part-time, and 3% (9) stated they work variable work patterns/shifts.

Graph 3.1 : Employee Profile

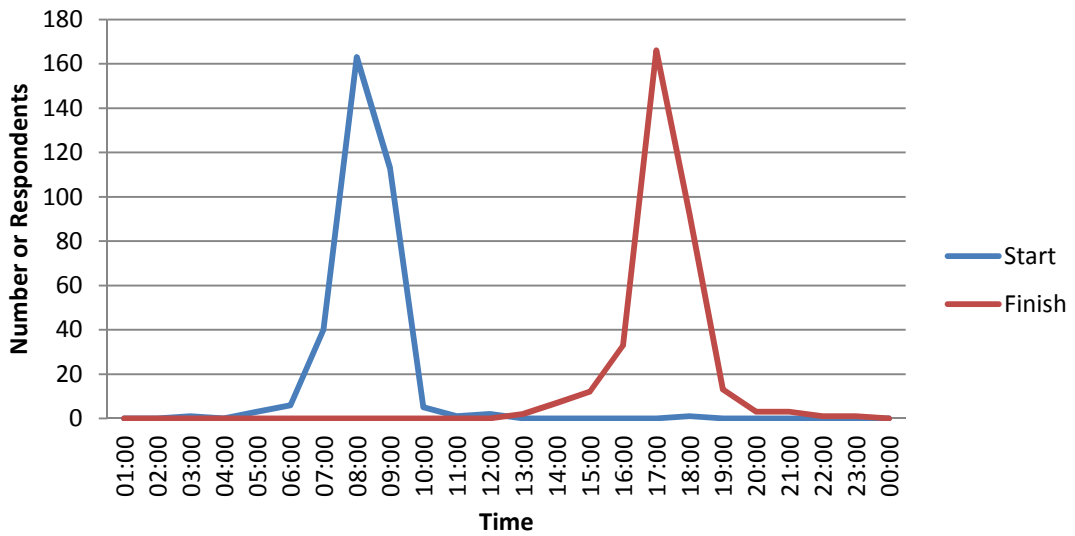


- 3.2.1 Respondents were asked a number of questions about their current commuting patterns. Within the travel survey, respondents were asked about their individual arrival and departures times to work and which days they typically worked at Upper Heyford.
- 3.2.2 Question 8 of the survey asks employees what time they usually start and finish work - **Table 3.1** summarises these results with **Graph 3.2** illustrating this visually.

Table 3.1: Recorded Start and Finish Times for Respondents

Recorded Times	Number of Respondents that recorded this as their normal start time	Number of Respondents that recorded this as their normal finishing time	Number of Respondents that did not provide an answer to this question
01:00	0	0	14
02:00	0	0	
03:00	1 (response may be anomalous as no finish time provided by this employee)	0	
04:00	0	0	
05:00	3	0	
06:00	6	0	
07:00	40	0	
08:00	163	0	
09:00	113	0	
10:00	5	0	
11:00	1	0	
12:00	2	0	
13:00	0	2	
14:00	0	7	
15:00	0	12	
16:00	0	33	
17:00	0	166	
18:00	1	92	
19:00	0	13	
20:00	0	3	
21:00	0	3	
22:00	0	1	
23:00	0	1	
00:00	0	0	

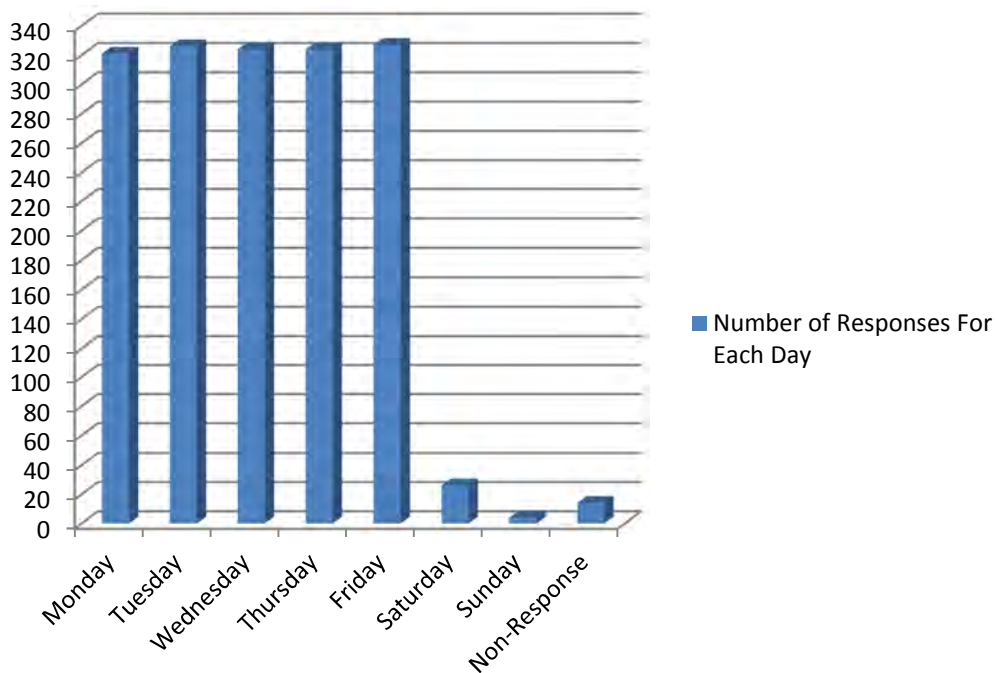
Graph 3.2: Recorded Start and Finish Times of Respondents



3.2.3 The recorded responses show that on average, the majority of staff work a standard working day, starting at 8am and finishing at 5pm. This profile fits with the operating times of the existing bus service, making public transport provision viable.

3.2.4 Question 9 of the Survey asks employees which days of the weeks they usually work on. A total of 334 employees provided responses to this question (14 employees did not answer). Of these 334 responses, 310 state they are on site Monday to Friday (although 17 of these employees also state they work variable/part-time hours). **Graph 3.3** illustrates the responses to this question.

Graph 3.3: Days of the Week Each Respondent Works



3.2.5 In addition to the majority of respondents working standard working hours, the majority of them also work Monday through Friday. Friday appears to be the day of the week when most staff are on site at any one time, with Mondays being the day when fewer people work. Outside of a normal Monday to Friday week, there are a few respondents that visit the site on Saturdays and/or Sundays. This pattern suggests that public transport is potentially a more viable option than perhaps previously thought in this location.

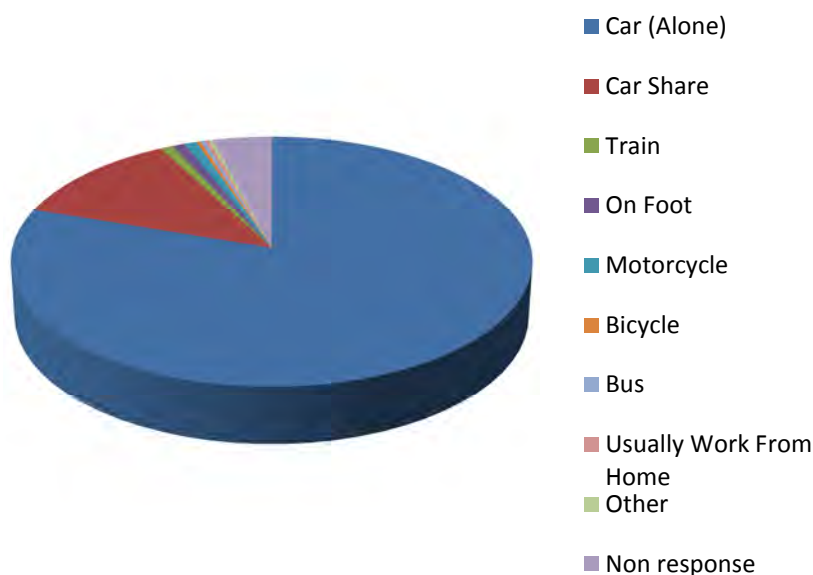
3.3 Mode Share

3.3.1 Respondents to the survey were asked which mode of transport they used to travel to work. They were asked to weight their choices with a “1” against their main mode, a “2” against their secondary mode and a “3” against their tertiary choice etc. **Table 3.2** below breaks down the responses to this question (quaternary and quinary choices have been excluded from this summary table). **Graph 3.4** below illustrates the modal split according the main mode of transport selected by the respondents

Table 3.2: Main, Secondary and Tertiary Choices of Mode for Travelling To/From Work

Mode	Number of Respondents that selected this as their main mode of travel	Number of Respondents that selected this as their secondary mode of travel	Number of Respondents that selected this as their tertiary mode of travel
Car (Alone, or give a lift to my children)	279	14	0
Car Share (with another adult/adults)	42	15	1
Train	3	1	0
On Foot	3	1	0
Motorcycle	3	12	1
Bicycle	1	2	2
Bus	1	1	1
I Usually Work From Home	1	2	1
Other	1	1	1
Non-Responses	14	14	14
Total	348	63	21

Graph 3.4: Mode Share for Main Mode of Transport



3.3.2 **Table 3.2** and **Graph 3.4** show that single-car-occupant trips are the largest proportion of commuter trips to and from the airfield at 83% of respondents' main mode of transport. However, the next largest proportion is made up of car-sharers (13%). Foot, train and motorcycle are jointly the 3rd most prevalent main modes for transport to the site (1% each). However **Table 3.2** also indicates that car sharing is the largest proportion of second-choice mode of transport, and bicycle is the largest proportion of tertiary-choice mode for employees.

3.4 Postcodes

3.4.1 Employees were asked to include their home postcodes if they wished to be entered into the prize draw. Of the total 347 surveys received, 295 respondents provided a postcode. Of these, 26 were not recognised as existing postcodes, either because they had been entered incorrectly into the survey, or because they are very new houses that do not exist yet in the national postcode database. **Figure 3** shows the locations of the 269 accurate and existing postcodes entered by respondents.

3.4.2 The postcode locations shown on **Figure 3** show that whilst there is a spread of locations, there are clusters of employees living in Banbury, Brackley, Bicester and, interestingly, close to the Airfield itself.

3.4.3 **Figure 3** also shows a 5 mile and 10 mile and 20 mile radius from a notional central point in the airfield to further illustrate the distance between the airfield and the recorded postcodes. This shows that 56 respondents (21% of the 269 employees that provided a postcode) live within 5 miles of the airfield, 108 (40%) within 10 miles and 253 (94%) within 20 miles.

3.4.4 Based on an average walking speed of 3mp/h and an average cycling speed of 16km/h (DfT's Core National Accessibility Statistics, IHT's 'Providing for Journeys on Foot', and Manual for Streets), 5 miles equates to a 30 minute cycle. It is interesting to note that despite the number of respondents living with 5 miles of the site, only 1% chooses to walk and even fewer, less than 0.5%, choose to cycle. The Travel Plan measures should therefore seek to enhance awareness and perception of walking and cycling – targeting employees that live within acceptable walking and cycling distance of the site may be beneficial. Similarly, measures to improve facilities on site to encourage walking and cycling should be included.

3.5 Investigating Alternative Modes

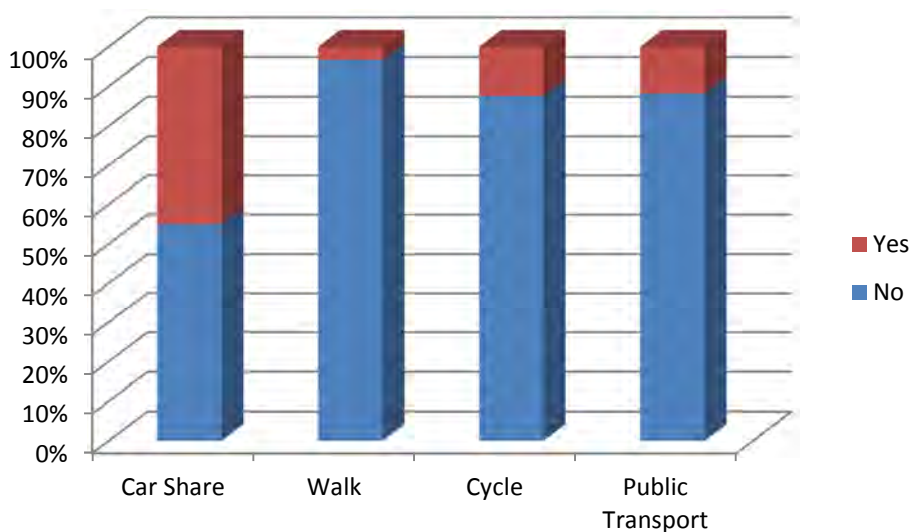
Initial Responses to Considering Alternative Modes

3.5.1 Employees were asked whether they would be willing to consider using alternative modes. The results for car sharing, walking, cycling and public transport are presented in **Table 3.3**, with **Graph 3.5** illustrating this visually.

Table 3.3: Responses to Consideration of Alternative Modes

Alternative Mode to Single-Car Occupancy	Number of Respondents that said “Yes”, they would consider this mode	Number of Respondents that said “No”, they would consider this mode	Number of Respondents that did not provide a response	Total
Car Share	149	182	17	348
Walk	11	320	17	348
Cycle	41	290	17	348
Public Transport	39	292	17	348

Graph 3.5: Responses to Consideration of Alternative Modes



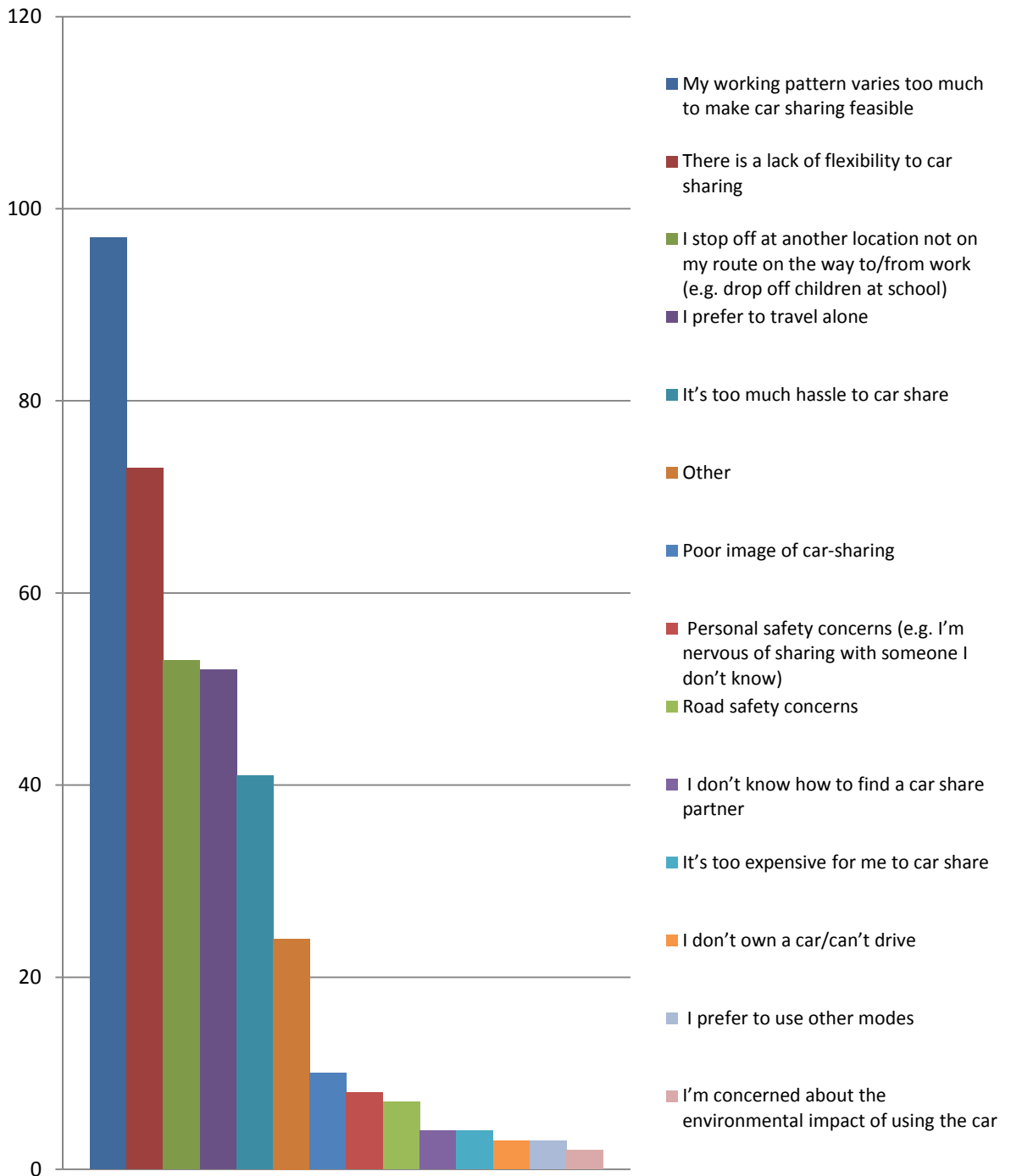
3.5.2 The results presented in Table 3.3 and Graph 3.5 show that 45% of respondents would consider car-sharing and as such, this is a mode that the Travel Plan measures should seek to enhance. In addition, 3% would consider walking, 12% would consider cycling and 12% would consider using public transport. This shows that there is a willingness to bring about modal shift away from single-car-occupant trips and the Travel Plan measures should also seek to build on this.

3.6 Recorded Barriers to Car-Sharing

3.6.1 Respondents that stated they would not consider car-sharing were then asked to state why, being encouraged to tick as many options from a provided list as they felt applicable; if “other”

was selected, the respondent was asked to specify. **Graph 3.6** illustrates the recorded responses to why employees are unwilling to car-share.

Graph 3.6: Recorded Barriers to Car-Sharing



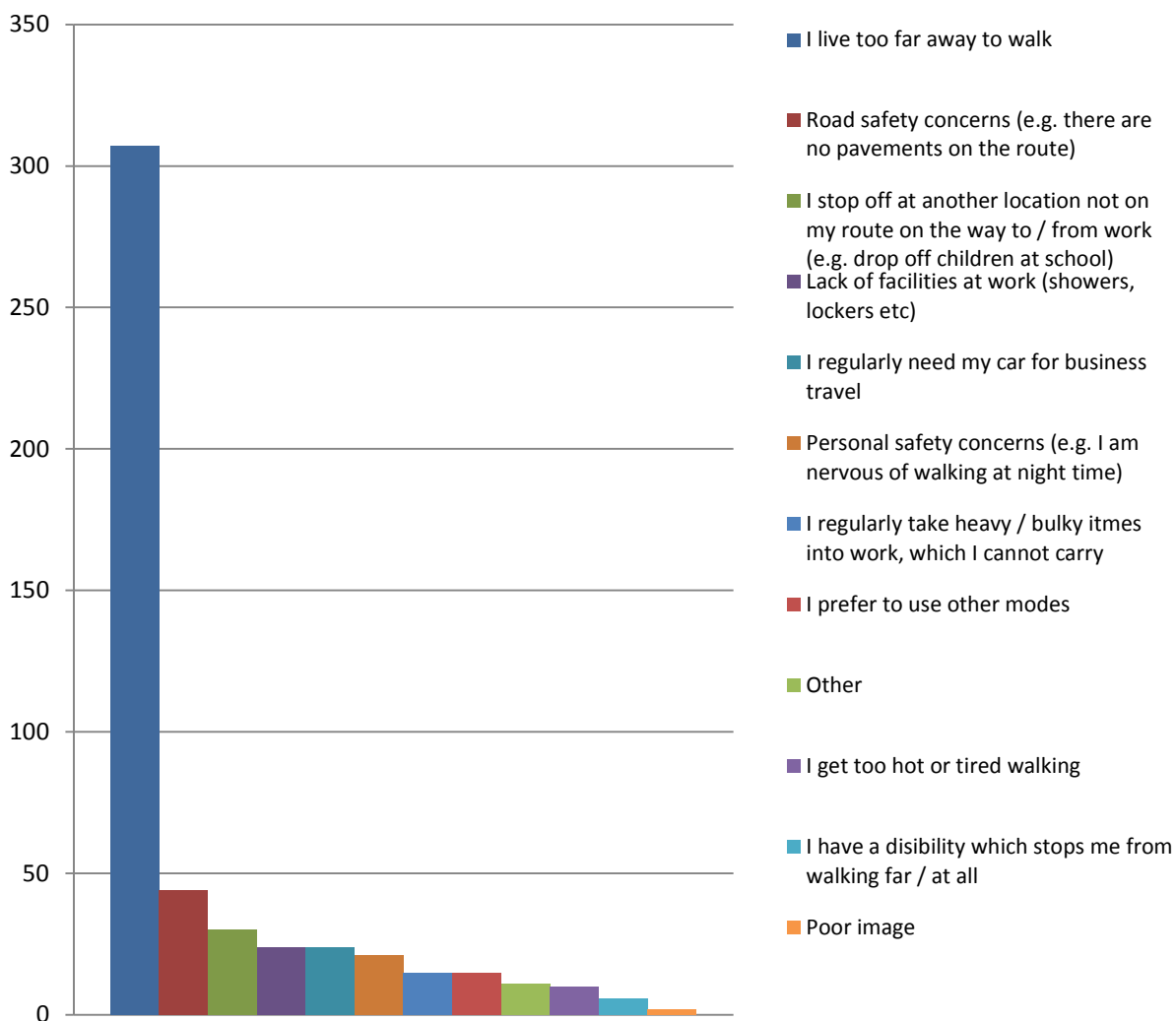
3.6.2 A number of individual responses were also recorded against “other” but mostly fall under the categories of “working patterns prevent car-sharing”, the “inflexibility of car-sharing” and “not living close to anyone that could car-share”.

- 3.6.3 However it is important to note here that a significant number of respondents stated they would consider car-sharing (45%) – see **Section 3.5.2**. Evidently, car-sharing is the key alternative to single-occupancy car trips that should be encouraged. The clusters of respondents' postcodes shown in **Figure 3** identify areas that car-sharing may be feasible and targeted advertising of car-sharing to employees living in these areas could enhance it as a mode choice. Awareness of other employees' working patterns, ensuring "emergency procedures" for car-sharers are in place to allow car-sharers to get home early/late/if the person they are sharing with has to leave unexpectedly, and targeted car-sharing information detailing employees that live near them that are also willing to car share would help to combat these recorded barriers. The Travel Plan measures will seek to incorporate this.

3.7 Recorded Barriers to Walking

3.7.1 Respondents that stated they would not consider walking were then asked to state why, being encouraged to tick as many options from a provided list as they felt applicable; if “other” was selected, the respondent was asked to specify. **Graph 3.7** illustrates the recorded responses to why employees are unwilling to walk.

Graph 3.7: Recorded Barriers to Walking



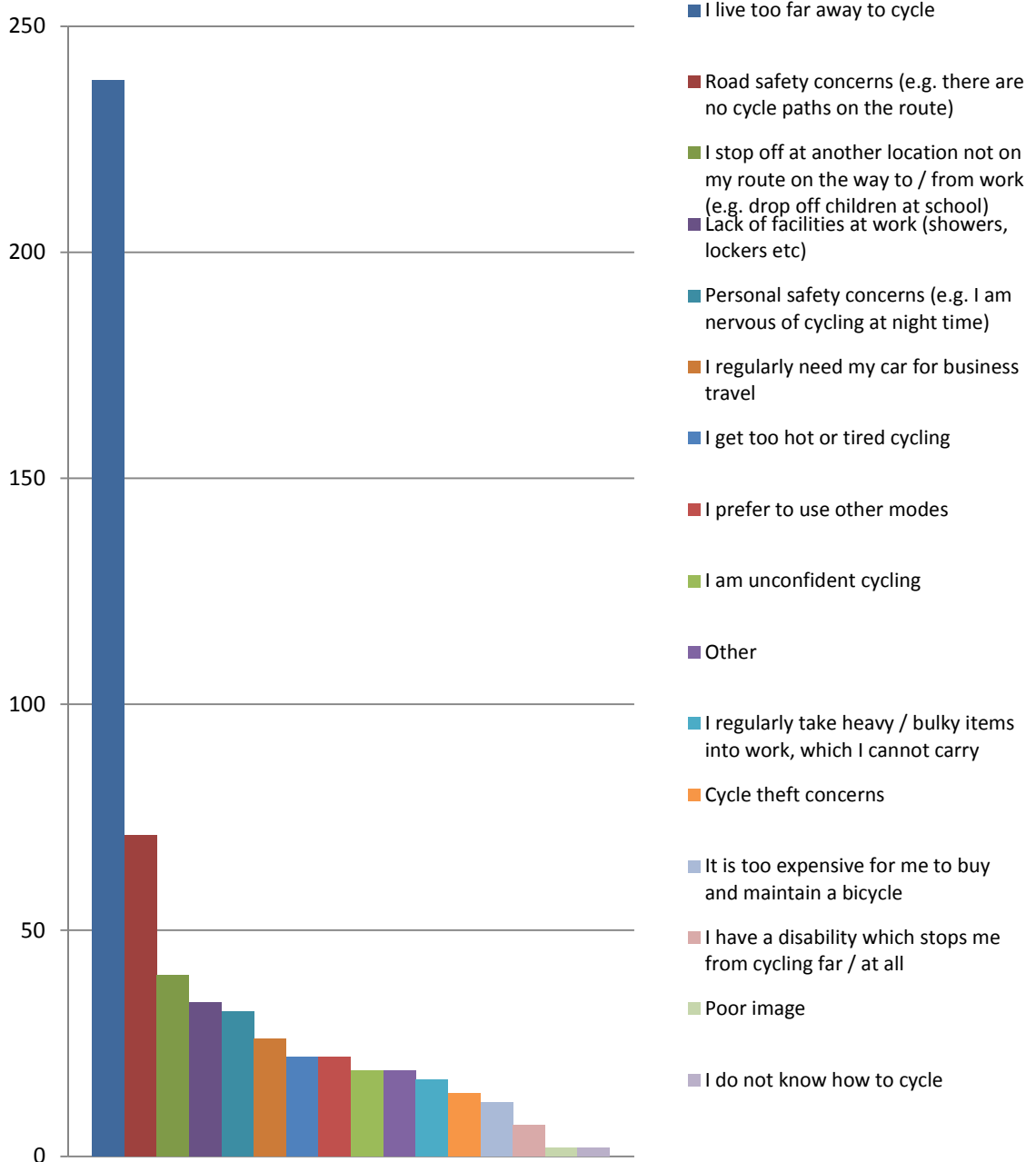
3.7.2 A number of individual responses were also recorded against “other” – most of these relate to the distance individuals would need to walk (further than 20 miles) and the need to use a car. Concerns about safety were also cited.

3.7.3 It is interesting to note that only 3 respondents stated that walking is their primary mode of transport, but the postcode data presented on **Figure 3** shows that 22 respondents live within 2 miles of the airfield (a 40 minute walk or less). Perception of walking may be an issue here and as such, the Travel Plan measures should seek to improve awareness of walking times and distances as well as ensuring facilities for people who choose to walk to work are provided (such as shower and changing facilities).

3.8 Recorded Barriers to Cycling

3.8.1 Respondents that stated they would not consider cycling were then asked to state why, being encouraged to tick as many options from a provided list as they felt applicable; if “other” was selected, the respondent was asked to specify. **Graph 3.8** illustrates the recorded responses to why employees are unwilling to walk.

Graph 3.8: Recorded Barriers to Cycling



3.8.2 A number of individual responses were also recorded against “other” – many are in regards to distance and needing to carry equipment. Others state the need for a car as well as health and safety concerns.

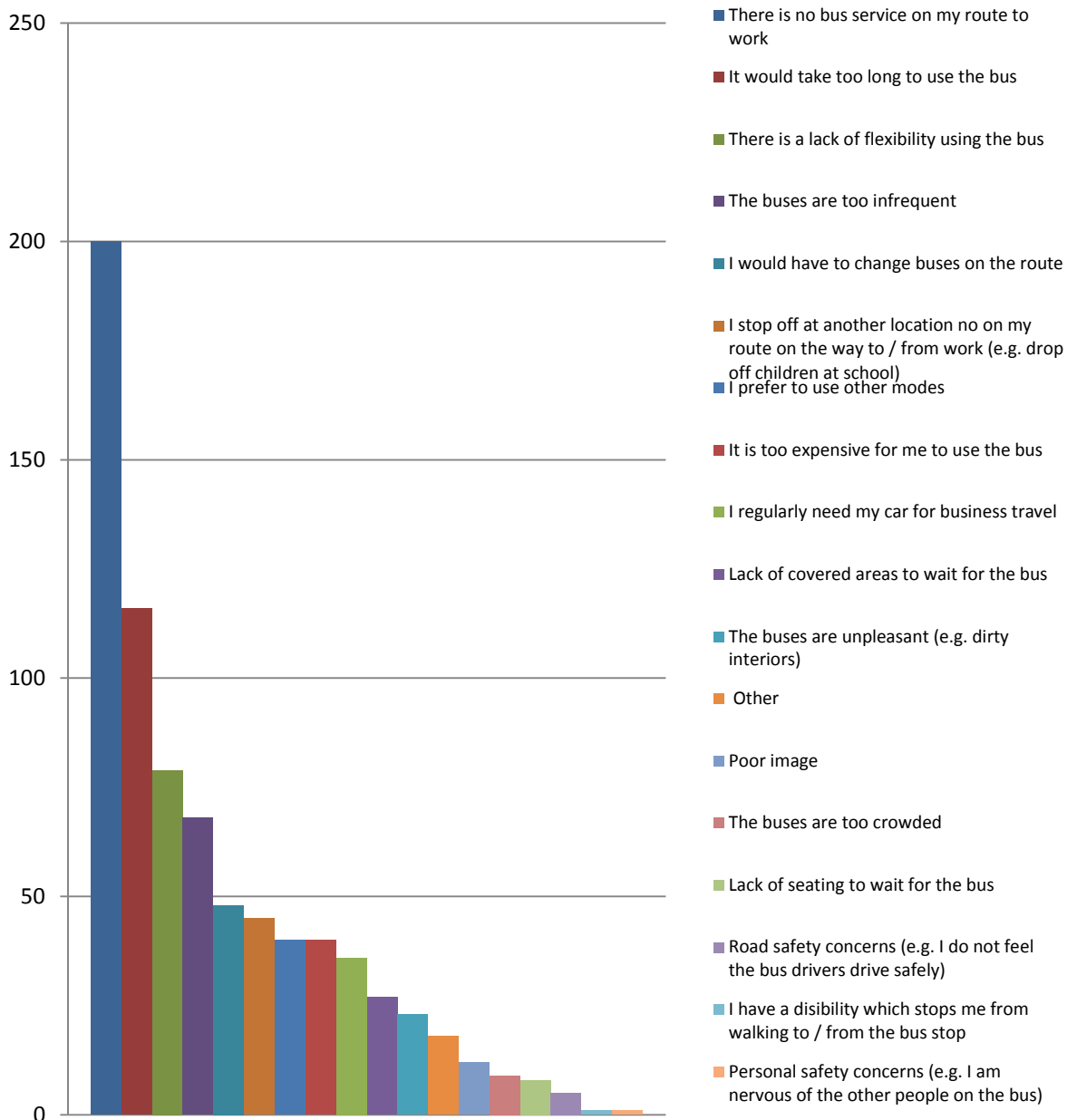
3.8.3 As with the recorded barriers to walking, it is interesting that 238 respondents stated they live too far away to cycle but 56 live within 5 miles of the airfield (a 30 minutes cycle). Again,

perception of cycling appears to be a factor and the Travel Plan measures should seek to address this.

3.9 Recorded Barriers to Public Transport Use

3.9.1 Respondents that stated they would not consider using public transport were then asked to state why, being encouraged to tick as many options from a provided list as they felt applicable; if “other” was selected, the respondent was asked to specify. **Graph 3.9** illustrates the recorded responses to why employees are unwilling to use public transport.

Graph 3.9: Recorded Barriers to Public Transport Use



3.9.2 A number of individual responses were recorded under “other” – some of these refer to distance/time it would take to use the bus as well as poor image of the bus.

3.9.3 200 respondents state they live too far away to use the bus. However **Figure 4** shows the route of the existing bus service 25A, with all the existing bus stops plotted on to it, with 400m

radii around each bus stop (400m being an approximate 5 minute walk at 3mph). The recorded postcodes of respondents are also shown on **Figure 4** to illustrate how many employees in reality live within the catchment area of bus route 25A – there are approximately 29 employees (11% of the total 269 respondents that supplied accurate and existing postcode) that live within 400m of an existing bus stop.

- 3.9.4 Employees also stated the time it would take to use the bus to work. The existing 25A service has a journey time of 36 minutes from the centre of Oxford; in the other direction, the journey time to the centre of Bicester is 20 minutes. Better dissemination of these facts, along with correct timetable information and route maps may encourage more use of this mode and help to alleviate the poor perception of using the bus.
- 3.9.5 An additional bus service (perhaps a dedicated Airfield shuttle bus) to cater for residents living in Banbury would also be of benefit but the cost implications of such would need to be taken into consideration. This may be something to be considered in the future.

3.10 Ability to Walk or Cycle for 15 – 30 minutes

- 3.10.1 Respondents were asked whether they are able to comfortably walk or cycle for 15 – 30 minutes. The recorded responses are shown in **Table 3.4**:

Table 3.4: Respondents Able to Walk / Cycle for 15 or 30 Minutes

Mode	Number of Respondents stating that “Yes” they can do this comfortably	Number of Respondents stating that “No” they can do this comfortably	Number of Respondents that did not reply to this question	Number of Respondents stating that “Yes” to all options
Walk – 15 minutes	303	29	16	248
Walk – 30 minutes	286	17	45	
Cycle – 15 minutes	276	55	17	
Cycle – 30 minutes	251	24	73	

- 3.10.2 It is interesting to note that 251 respondents stated they can comfortably cycle for 30 minutes. 30 minutes of cycling at an average speed of 16km/h is the equivalent of 5 miles. **Figure 3** has already shown that 56 employees live within 5 miles, the results at **Section 3.5** show 12% would consider cycling and yet only 0.5% of all the respondents currently cycle. The Travel Plan measures should seek to address this by ensuring accurate distance/time information is provided to employees along with adequate walking and cycling facilities provided on site. Advertising these facts, along with money-saving and health benefits associated with cycling could enhance this mode choice with employees. In addition, improvement of cycling facilities on roads in Heyford Park and around the airfield would help enhance this option.
- 3.10.3 In addition, the fact that 276 respondents stated they could comfortably cycle for 15 minutes suggests that providing cycles to hire at the Main Gate may encourage employees to use public transport to get to the airfield and then borrow a bike to cycle to their place of work on the airfield. Based on an average cycling speed of 16km/h, 15 minutes would cover a distance of 2.5 miles; from the Main Gate access, this would cover the majority of the airfield

4 Baseline Modal Split

- 4.1.1 The baseline modal split for the airfield site has been established using the reported main mode of transport by employees in the baseline travel surveys. This modal split is set out in **Table 4.1** below:

Table 4.1: Baseline Modal Split

Mode	Number of Respondents that selected this as their main mode of travel	Modal Split
Single-Car-Occupant	279	83.5%
Car Share	42	12.6%
On Foot	3	0.9%
Bicycle	1	0.3%
Public Transport (bus and train)	4	1.2%
Other	5	1.5%
Total	334	100%

- 4.1.2 The modal split and actual person trips calculated in this section will help inform the target modal shift and measures that will be implemented to achieve this shift.

5 Objectives and Indicators

5.1 Introduction

5.1.1 The DfT's Good Practice Guidelines states that *"it is important that all parties are clear from the outset as to the objectives being sought through the Travel Plan. These requirements will drive the form and content of the Travel Plan, including the targets chosen"*.

5.2 Objectives

- 5.2.1 The objectives of this Travel Plan are to reduce the overall number of car journeys by residents, employees and visitors, and to promote sustainable travel by:
- Improving and enhancing the public transport accessibility of the site as part of the successful development at Heyford Park;
 - Minimising single occupancy private car use arising from the development;
 - Maximising the use of non-car modes from the development;
 - Minimising carbon emissions from transport arising from the development;
 - Providing accessibility for mobility impaired people;
 - Providing a safe and secure transport system; and
 - Promoting healthy lifestyles and sustainable, vibrant local communities by extending the benefits of the Travel Plan through the local area where possible.

5.3 Indicators

5.3.1 The Good Practice Guidelines highlights the importance of distinguishing between outcome targets and indicators. The targets within a Travel Plan focus on reducing the number of single occupancy car driver trips, the indicators are used to monitor how the site is being accessed and how effectively different modes are meeting travel needs.

5.3.2 A number of indicators will be measured as part of the monitoring of the Travel Plan. The responsibility for measuring these indicators will lie with the Travel Plan Co-ordinator and will include the following:

- If the number of employees seen walking around the site has been increasing;
- If the number of employees seen cycling around the site has been increasing;
- If the number of people waiting at bus stops / train stations has been seen to be increasing;
- If the number of employees signing up to the Car Sharing database is increasing;
- If the number of bicycles in cycle racks is seen to be increasing; and
- If the numbers of visitors to the proposed Travel Information Centre is seen to be increasing (see **Section 6.1.4** for more information on this).

6 Travel Plan Measures

- 6.1.1 The OCC's 'Transport for New Developments – Transport Assessments and Travel Plans' guidance states that *“measures must be appropriate for the development in question and form a package of actions with credible potential to achieve the stated objectives and targets in the Travel Plan. They must consist of a mixture of short, medium and long term actions (pre- and post-construction) and include positive incentives to encourage the use of alternatives to the car as well as some demand restraint”*.
- 6.1.2 From the survey results it is evident that measures which are likely to be most successful in promoting more sustainable travel behaviour include:
- Those which encourage car-sharing (based on financial saving, as there is plentiful parking on the site, which means parking is not a constraint);
 - Awareness raising of other employees who live nearby who could car-share;
 - Improvement in public transport provision;
 - Assistance in payment methods for sustainable modes;
 - Awareness raising of walk/cycle distance and times;
 - Establishing a shift in perception of walking, cycling and using public transport;
 - Provision of facilities on site for walkers and cyclists;
 - Improved walking and cycle routes; and
 - Provision of services to encourage walking and cycling.
- 6.1.3 The measures proposed for the commercial area are discussed below. The measures have been developed based on the results of the survey to maximise potential success.

Travel Information Packs

- 6.1.4 Travel Information Packs will be provided for employees and will include the following information:
- Contact details for the Travel Plan Co-ordinator;
 - Details of the Travel Plan measures, its objectives and targets;
 - Walking and cycling maps showing safe routes to local facilities;
 - Details of WalkBUDI and BikeBUDI matching services;
 - Information on Adult Cycle Training sessions, including how to book a session and costs;
 - Information on Car Sharing, including details of an Employees Car Sharing Database;
 - Site-specific public transport information with a map showing routes, bus stop locations and timetable information;
 - Details of national car free days and other relevant local / national travel planning initiatives will be advertised to all residents / employees on site;

- Information on bike repair services (i.e. Dr. Bike) and scheduled visits;
- Information and advice on buying a bicycle, including local stockists;
- Information on cost savings associated with switching to sustainable modes of travel;
- Information on health and well-being benefits associated with switching to sustainable modes of travel; and
- Web address for the Site Web Page, which will detail sustainable travel options for employees.

Travel Information Centre

- 6.1.5 A Travel Information Centre will be located in the Local Centre and this will provide a base for the Travel Plan Co-ordinator. In the early phases, the Travel Information Centre and Travel Plan Co-ordinator will be located in Building 52. The Centre will be stocked with sources of sustainable travel information and real time information for bus services will be provided in a visible location.

Pedestrian and Cycle Provision

On Site Provision

- 6.1.6 A historic survey, the Camargue Residential Survey May 2007, stated that on average, 21% of trips are *'internal'* (live and work on site), but the mode split derived from the survey results set out in **Section 4** indicates that very few of these internal trips are made by walking or cycling. It is recognised that the size of the site may impact on the level of internal trips undertaken by walking and cycling. As such, increasing the level of internal trips, and ensuring a higher proportion of internal trips are undertaken by walking and cycling, will play a significant role in the sustainable transport strategy for the site.
- 6.1.7 The vision for the site is to increase the already high proportion of people who live and work on site and this may be achieved in part by focusing on provision for local and home working as well as providing good quality footway and cycle links within the site to further encourage increased uptake of these modes.
- 6.1.8 Pedestrian and cycle routes adjacent to Camp Road towards Upper Heyford in the west and towards Ave's Ditch in the east will be enhanced as part of the new settlement proposals and also provide benefit for the users of the Commercial area.
- 6.1.9 Cycle parking will be provided throughout the development. All cycle parking will be secured, covered, convenient and visible and the minimum level of cycle parking provision will be in line with OCC standards as relevant at the time of reserved matters planning applications. Current minimum standards (as set out in OCC *'Parking Standards Transport Assessment's and Travel Plans Supplementary Planning Document'*, 2007). See **Section 6.1.35** for details.
- 6.1.10 Demand for cycle parking will be monitored, and the need for additional parking provision identified and reviewed in each Monitoring Report.
- 6.1.11 A bike-hire, or bike-pool, scheme will be provided to allow employees who travel to the site by public transport to borrow a bike from a central point (most likely to be by the Main Gate access) and cycle to their work place, then return the bike to the pool at the end of the day, where the employee can then continue their journeys by public transport. In addition, this scheme will be used by employees who also live on the site who do not own their own bike. This scheme will ultimately help enhance cycling as a means for moving about the Flying Field.

- 6.1.12 A Bicycle User Group and a cycle repair scheme will be established by the Travel Plan Co-ordinator.
- 6.1.13 Developing a Bicycle User Group (BUG) can have many benefits and will be made up of residents and employees who are already cycling and also encourage the uptake of more cyclists. The group can also allow cyclists to find a bike buddy; a proficient cyclist who can help someone who wants to cycle but perhaps lacks confidence, or just a few people who are willing to cycle together as a group. It also allows likeminded individuals to meet up socially and discuss cycling issues that they feel should be addressed and can help raise awareness of the need for better facilities for cyclists at work.
- 6.1.14 In addition to the Bicycle User Group, a bike repair scheme, such as “Dr. Bike” sessions, will be arranged on a 6-monthly / annual basis by the Travel Plan Co-ordinator. These public Dr. Bike sessions (or equivalent) will set up either in a central location (such as at the Travel Information Centre) or at individual businesses, and will allow employees to have their bikes maintained/serviced. Employees will need to book themselves in for a session. The cycle mechanics may also be able to offer advice on good places to buy new bikes from.
- 6.1.15 Adult Cycle Training sessions will be offered to any employees that show an interest. Initial information on this will be included within the Travel Information Packs. The Travel Plan Co-ordinator will be responsible for organising these sessions. Conversations with the Road Safety Team Leader at OCC has confirmed that the County do offer adult cycle training sessions at a cost of £45 per adult for a 3-hour session; a minimum of 3 adults are required per session.
- 6.1.16 As the majority of units on the site are already occupied, it is proposed that employers will be encouraged to provide shower and changing facilities along with cycle storage facilities, which all employees will have access to.

Off Site Provision

- 6.1.17 The proposed development of the site provides the opportunity to improve some of the off-site walking and cycling facilities in the local area. However, such provision should reflect its use for leisure-oriented trips and access to local facilities. These proposals form part of the residential element of the site, but will provide benefit for users of the commercial area.
- 6.1.18 As such, as part of the development proposals it is intended to reinstate the severed footway links of Portway and Ave’s Ditch.
- 6.1.19 In order to reinstate the Portway, the fence line at the western nib of the runway will be realigned, so that the Portway route lies outside of the perimeter boundary in its entirety. The route can then be restored along its original alignment thereby reconnecting and extending BW9 to FP4 and Camp Road. This enhancement will also be extended further to include a connection to the south to Camp Road to connect with the existing FP4.
- 6.1.20 It is also proposed to reinstate Ave’s Ditch. Whilst the original application sought to reinstate this on its assumed original alignment, albeit with a slight diversion around the southern bomb stores, site security would still need to be retained, which could necessitate a double fence containing the part of the route as it crosses the flying field and the runway. An alternative alignment has therefore been proposed, in order to maintain and preserve the historical and ecological features on the cold war runway on the flying field and retain the existing perimeter fence around the entire flying field. It is proposed to achieve this by diverting the route around the alignment of the perimeter road at the eastern nib. This alternative proposal has the dual benefit of reinstating the historical north–south connection towards BW7, whilst at the same time retaining the ‘cold war security fencing’ to protect the base and its heritage status from mis-use.

- 6.1.21 This proposed realignment of Ave's Ditch facilitates the opportunity for further enhancement of surrounding routes. For example a gate is proposed at the northeast of the site from the potential realigned Ave's Ditch to provide a bridleway connection to the existing PRoW towards Ardley and an extension of the existing BW29 is proposed to the south east of the Aves Ditch re-alignment. The proposed realignment of Ave's Ditch will, however, mean that access to the Southern Bomb Stores will need to be altered. Opening up Chilgrove Drive to vehicular traffic would provide the opportunity to incorporate a revised layout at the junction of Chilgrove Drive/Camp Road. It is proposed that that the junction improvement would include the provision of a roundabout this would serve to change the traffic pattern and assign priority, it would slow traffic and provide better visibility, all of which would provide improved facilities for crossing equestrians walkers and cyclists. The revised junction would be designed to accommodate the needs and safety of all users and would be submitted to the authority for approval as part of submission separate planning application..
- 6.1.22 Given that traffic generation from the proposed residential development would travel along Camp Road, in addition to the improvements towards Upper Heyford and the Chilgrove junction, it is also proposed to deliver pedestrian improvements to the east of the site on Camp Road towards the B430, which provides continuity along Camp Road in its entirety as well as providing a connecting link for the existing BW29.
- 6.1.23 The walking and cycling proposals also include funding towards the '*Upper Heyford Trail*' which will be a circular route around the flying field utilising improved existing off-site public footpaths (some of which are not in Dorchester Group control) providing east-west links with the circular route being complete in the north-south direction with the Portway and Ave's Ditch routes reinstated.
- 6.1.24 Likewise, a link from the southern residential area south of Camp Road connecting to the existing FP4 is proposed.
- 6.1.25 The proposals set out above are not within the site boundary, so whilst the Developer cannot commit to upgrading existing footpaths or changing footpaths to bridle paths across land not in his ownership, funding can be provided where appropriate to OCC and these proposals as set out above provide a significantly improved, joined up network in the local area. A contribution will also be made towards the legal costs of delivering these off site routes.

Bus Provision

- 6.1.26 The existing bus service that operates along Camp Road will increase in frequency from hourly to half-hourly.
- 6.1.27 Bus stops will be provided on Camp Road. The locations will be agreed between the Developer and OCC at the detailed design stage. All new bus passenger infrastructure, including vehicles and stops will be DDA/Equality Act compliant. The bus stops will provide shelter, seating and timetable information, and will be designed to the relevant guidance available at the time. Real Time Passenger information will be provided for the new bus services and main lbus stops on site, as soon as practicable.
- 6.1.28 For the commercial buildings, a free to use shuttle bus service providing a circulatory route within the site (normal working hours Mon-Fri) is to be provided to link with the public transport services for those working and accessing the commercial uses. At present the service operates as a dial-a-ride service within peak hours, where those wanting to use the service provide notice and a rental vehicle is used. At such a time where demand for the service necessitates multiple call outs a timetabled service will be provided and the dial-a-ride provision will be provided in off peak hours. A Saturday service will also be provided if demand requires it, albeit that the current working patterns suggest that there are not many people on site at the weekends..

- 6.1.29 Information will be provided to employers, employees and visitors regarding the public transport options available to them by providing easy to understand bus timetables and maps. Information will be made available through the Travel Information Packs which will be disseminated to all employees. The information will be very much site-specific to the development and will focus on providing information on the local bus routes and timetables as well as local walking and cycling routes throughout the development and to the surrounding areas.
- 6.1.30 OCC also promotes Oxotime, a real time passenger information website which predicts when a bus is due to arrive/ depart at a stop. This will also be promoted within the Travel Information Pack.

Car Sharing and Employees' Car-Sharing Database

- 6.1.31 The Travel Plan Co-ordinator will be responsible for setting up and maintaining a Car Sharing Database for all employees to use. Employees will be encouraged to register their home and place-of-work postcodes, as well as the times/frequencies they are willing to offer a lift to other employees on the site, or are looking for a lift. Details of this Car Sharing Database will be made known to residents through the Travel Information Packs. It may be beneficial to include a few statistics about car sharing and how much money could be saved by car sharing which would act as a motivator as well as targeting this specifically to employees who live in "cluster" areas identified in **Section 3.4.2** and on **Figure 3**.

Reducing the Need to Travel

- 6.1.32 Where able, existing Occupiers should seek to provide adequate technology to allow for phone and video conferencing. As not all Occupiers will be able to provide such facilities, a central hub should be provided in a central area, that will offer conference rooms to book, with video and phone conference facilities.
- 6.1.33 In addition, employees should encourage home working where appropriate and should consider schemes such as condensed working days (longer working days that allow for 4-day weeks) or 9-day fortnights etc.

Parking

- 6.1.34 A parking plan for the whole Airfield site has been submitted to the Council for approval in order to discharge a planning condition associated with the permitted scheme (Condition 25. Of the Lead Appeal Decision Notice, Planning Application Ref: 08/00716/OUT) and includes the following:
- The standards for cycle, powered two wheeler, car and lorry parking to be adopted within the development;
 - The method of managing car parking on site to prevent uncontrolled parking in undesignated areas on site; and
 - The method for monitoring and review of parking arrangements.

Cycle Parking

- 6.1.35 Employment cycle parking for the development will be provided in line with OCC standards as relevant at the time of reserved matters planning application. Current minimum cycle parking levels for OCC (July 2014) have been obtained through liaisons with OCC and are set out below.

Table 6.1: Employment Cycle Parking Standards

Land Use	Maximum number of staff spaces	Maximum number of visitor spaces
B1 (Offices)	1 stand per 150 sqm	1 stand per 500 sqm
B2 (General Industry)	1 stand per 350 sqm	1 stand per 500 sqm
B8 (Warehousing)	1 stand per 500 sqm	1 stand per 1000 sqm

Notes: 1 stand = 2 spaces

- 6.1.36 Demand for cycle parking will be monitored, and the need for additional parking provision identified and reviewed in each Annual Review.

Car Parking

- 6.1.37 Car parking for the development will be provided in line with OCC standards as relevant at the time of reserved matters planning application. Current maximum parking levels for OCC (July 2014) have been obtained through liaisons with OCC and are set out below.

Table 6.2: Employment Car Parking Standards

Land Use	Maximum number of staff spaces
B1 (Offices)	1 space per 30 sqm
B2 (General Industry)	1 space per 50 sqm
B8 (Warehousing)	1 space per 200 sqm

- 6.1.38 Parking for mobility impaired people will be provided in the most accessible locations and will meet OCC's standards.

6.1.39 The Base Management Company (or other management company with responsibility for the management of open space) will be responsible for providing resources for managing parking on site in the commercial area and within any common, non-adopted highways on site, to ensure that parking is retained within designated areas.

Lorry Parking

6.1.40 Lorry parking proposals for the Flying Field have been submitted to OCC for approval, included in each individual building's Parking Plan.

6.2 Action Plan – Measures, Timescale and Associated Costs

Table 6.3 : Measures Action Plan

Reference Number	Measure	Timescale	Cost Notes	Cost for this Interim Commercial Travel Plan	Total Cost Associated with Site-Wide Travel Plan/Smarter Choices Measures
1	Site Wide Travel Plan Co-ordinator	Appoint within 3 months of approval of the Travel Plan, employed for a duration of 10 years (unless targets are not met in which case this may be extended)	Based on c£35k pro-rata salary. Assumes 0.5 day per week position for 10 Years. Equates to £194.44 for one day of work / £97.22 per 0.5 day..	£35,000.00	£70,000.00
2	Travel Information Centre with sources of sustainable travel information and real time information for bus services	To be delivered as soon as possible.	Included within construction / redevelopment costs.	-	
3	Provide Travel Information Packs	To come forward in line with development	Assume £25 per pack with print-run of 300, 14 days of Graduate time (£427.05 per day) to compile contents. Compilation time included within Residential Travel Plan as contents will be identical.	£7,500.00	£40,978.70
4	Set up, maintain and advertise Employee's Car Sharing Database	To come forward in line with development, on-going	As part of item 1	-	
5	Promote cost-saving, health and well-being benefits of sustainable travel	To come forward in line with development, on-going	As part of item 1	-	
6	Promotion of National and Regional Walking, Cycling and other Car-Free Initiatives	To come forward in line with development, on-going	As part of item 1	-	
7	Provide Bicycle User Group	To come forward in line with development, on-going	As part of item 1	-	
8	Cycle repair scheme	To come forward in line with development, on-going	Using "Oxford Cycle Support Ltd" as a guide for mobile repairs and	£2,800.00	£11,400.00

			servicing. 20 bikes or more = £20.00 per bike plus parts. Assume 20% uptake = 140 bikes.		
9	Advertise adult cycle training and provide where required	To come forward in line with development, on-going	As required. £45 per adult, 3 adults required per 3-hour session. Assume 20% take-up = 140 employees	£6,300.00	£8,235.00
10	Provision of bike pool	To come forward in line with development, on-going	Allow for 10 bikes initially £400 per bike = £4k +£80 per bike safety gear (helmets, high vis equipment etc.) = £800 + £40 per bike security (locks etc.)= £400 +£30 for repair kit +£80 per bike PER YEAR for maintenance, £800 per year, assume 10 years = £8k +£40 per bike for insurance = £400 Management – booking system through Travel Plan Co-ordinator, no additional cost	£10,030.00	£10,030.00
11	Provide secure, covered, convenient and visible cycle parking	To come forward in line with development	Assume 3 x 5 sets of sheffield stands - 1 covered unit of 5 stands (10 spaces) is £260.00	£780.00	£1,560.00
12	Encourage Employers to provide shower and changing facilities for Employees as part of tenancy agreements, details to be included within Travel Information Packs	To be delivered at Employers discretion.	Responsibility of Employers. No cost to developer.	-	-
13	Encourage home working, use of phone/video conferencing and alternative work hours schemes	Prior to occupation of workplace	Responsibility of employees. No cost to developer	-	
14	Reinstate the severed links of Portway and Ave's Ditch	On occupation of the 416 th dwelling	Payment schedule already agreed as part of S106 Agreement	-	£28,000.00
15	Portway south extension to Camp Road	On occupation of the 416 th dwelling	Payment schedule already agreed as part of S106 Agreement	-	-
16	Improvements towards Upper Heyford village	On occupation of the 416 th dwelling	Payment schedule already agreed as part of S106 Agreement	-	£49,000.00
17	Link from the southern residential area south of Camp Road	On occupation of the 416 th dwelling	Payment schedule already agreed as part of S106 Agreement	-	£6,000.00
18	Aves Ditch and Ardley Bridleway links	On occupation of the 416 th dwelling	Payment schedule already agreed as part of S106 Agreement	-	£12,000.00
19	Pedestrian improvements to the East of the site on Camp Road towards the B430	On occupation of the 416 th dwelling	Payment schedule already agreed as part of S106 Agreement	-	£12,000.00
20	Provide access to internet based real time travel information and Site Travel Web Page	Pre-occupation and on-going long term	Assume £5k or website set up by 3 rd party web design company, + £150 per year to maintain. Travel Plan Co-ordinator responsible for	-	£6,500.00

			organising. Costs already covered within Residential Travel Plan.		
21	Provide car parking provision in line with OCC's Standards	Within 12 months of the grant of planning permission.	Included within construction / redevelopment costs.	-	
22	Provide new bus passenger infrastructure including vehicles and stops which will be DDA compliant and Real Time Information, and enhanced services	Bus Services - £705,000 prior to commencement of construction. £395,000 between occupation of 423 rd dwelling and 765 th dwelling – payments calculated dependent on build out rate. Bus stops, DDA compliant and Real Time Information - £20,000. Camp Road – prior to occupation of the 316th dwelling or first new build dwelling, whichever is sooner.	Already paid for	-	
23	Highway improvements at Chilgrove Drive – unsignalised roundabout to change the traffic priority, slow traffic and provide better visibility	To be provide on the 615 th dwelling.	Cost included elsewhere	-	
24	Monitoring	Baseline Survey within 3 months of approval of the Travel Plan. First annual monitoring report within six months of completion of the Baseline Survey. Full reviews in years 4, 7 and 10.	Part of Travel Plan Co-ordinator role.	-	
25	Marketing	Prior to occupation of the 316th dwelling or first new build dwelling, whichever is sooner	To facilitate the job of the Travel Plan Co-ordinator, to cover costs of printing and advertising etc. Assume £1000 per year for 10 years.	£10,000.00	£20,000.00
26	Personalised Travel Planning	Mitigation	Required if Target mode share is not met on 5 consecutive working days.	To be determined, if and when required.	
27	Provision of the Upper Heyford trail	At the occupation of the 400 th dwelling	Payment schedule already agreed as part of S106 Agreement	-	£25,000.00
28	Admin & legal costs of delivering off-site walking & cycling routes	Within 6 months of grant of planning permission	Payment schedule already agreed as part of S106 Agreement	-	£50,000.00
Total Costs				£72,410.00	£280,703.70

7 Targets

7.1 Targets

7.1.1 Setting targets is an essential part of a Travel Plan. The target modal shift away from single-car occupancy trips is determined through the measures detailed in **Section 6** which in turn have been created based on the Baseline Travel Survey results presented in **Section 3**. The targets have been derived by establishing what modal shift each measure is likely to achieve. The resulting target mode share provides a benchmark against which monitoring will take place to assess whether or not the Travel Plan has been successful and where, if necessary, improvements / amendments could be made.

7.1.2 The measures listed in **Section 6**, along with the Action Plan, have been used to create a table which includes estimates about the number of people above the baseline that would change mode away from single-car occupancy trips as a result of each measure. The following were considered when making these estimates about modal shift:

- The size of the airfield site;
- The demographic of the residents;
- The rural surroundings;
- The accessibility of the site by modes other than the car, and the proposed measures that will be implemented to improve this; and
- The ample parking that is available on site for employees.

7.1.3 The exercise to establish modal shift as a result of the measures set out in **Section 6** is included at **Appendix C**. The shift in person trips calculated in this exercise equates to the Target Modal Split. The results of this exercise are summarised in **Table 7.1**:

Table 7.1 : Base and Target Modal Split / Employee Numbers Per Mode

Mode	Base Modal Split	Recorded Employees	Target Modal Split	Target Employees
Car – Single Occupancy	83.5%	585	74%	518
Car Sharing	12.6%	88	15%	105
Walk	0.9%	6	2%	14
Cycle	0.3%	2	3%	21
Public Transport	1.2%	8	2%	14
Other	1.5%	11	2%	11
Reducing the need to travel	-	-	2%	17
Total	100%	700	100%	700

8 Management, Funding and Co-ordination

8.1 Introduction

- 8.1.1 A Travel Plan must be seen as a 'living document' that should be updated and amended to ensure the most up to date information is included. It is therefore essential that the on-going management arrangements are agreed in advance, and the commitment to the plan by all the relevant parties is set out in the planning obligation.
- 8.1.2 Furthermore, OCC's *'Transport for New Developments – Transport Assessments and Travel Plans'* guidance states that the Travel Plan Co-ordinator is responsible for driving every aspect of the Travel Plan forward. It further states that *"this includes implementing measures and initiatives, marketing activities, maintaining enthusiasm for the plan, monitoring and evaluating performance, assessing whether targets have been met and regularly updating the Travel Plan to reflect any changes. They are also responsible for liaising with external parties such as public transport operators and OCC"*.
- 8.1.3 This section of the Travel Plan details how the Travel Plan will be managed and marketed to ensure that those involved are given the benefits of sustainable transport

8.2 Travel Plan Co-ordinator Role

- 8.2.1 The Good Practice Guidelines states that for large-scale developments the Travel Plan Co-ordinator has a critical role in ensuring that the Travel Plan is implemented, managed, monitored and reviewed over time. Therefore, in order to ensure the success of the efforts towards encouraging sustainable transport use, a Site Travel Plan Co-ordinator will be appointed and funded by the developer (through the Base Management Company) for the duration of the Travel Plan which will be 10 years, unless the targets are not met in which case this period may be extended for an agreed time.
- 8.2.2 The Travel Plan Co-ordinator will be located in the Travel Information Centre on a part-time basis (1 day a week working on residential and commercial Travel Plan issues) for the life span of the Travel Plan and will provide support and travel information on request. The Travel Plan Co-ordinator for Heyford Park will be Karen Brock, who is currently based in building 52 north of Camp Road. Her contact details will be submitted to OCC.
- 8.2.3 With the above in mind, the Travel Plan Co-ordinator's responsibilities will include the following:
- Preparation of the transport information for the Travel Information Packs;
 - Ensuring all sustainable transport infrastructure is in place and operational;
 - Ensuring all measures and initiatives within the travel plan are implemented;
 - Setting up and promoting Bicycle User Group;
 - Setting up bicycle repair and servicing sessions as required;
 - Promoting and helping to organise adult cycle training as required;
 - Setting up and maintaining an employee's car sharing database and promoting it;
 - Represent the 'human face' of the Travel Plan, explaining the purpose and the opportunities on offer;

- Manage the Travel Plan budget;
- Marketing and promotion;
- Liaison with key stakeholders such as public transport operators and OCC;
- Review and monitor travel plan delivery against targets, via surveys and traffic counts;
- Implement a mitigation strategy if necessary; and
- Updating the travel plan where required and submit regular feedback to OCC.

8.3 Funding

8.3.1 The measures outlined within this Travel Plan will be funded and implemented by the developer. The developer will therefore fund the following:

- On-site highway improvements, including walking and cycling facilities, implemented by the Developer;
- Off-site highway works including walking and cycling facilities, funded by the Developer and implemented by the Local Highway Authority as per the Highway Agreement;
- Bus stop infrastructure, carried out by the Local Highway Authority for stops on Camp Road and by the Developer for stops within the site boundaries;
- Enhance bus service provision, provided by OCC and funded by the Developer; and
- Travel Plan measures, including Travel Information Packs, Travel Information Centre, Bicycle User Groups and Information Communication Technology connections, will be approved by the local Highway Authority and funded by the Developer.

8.3.2 For any new occupiers on the commercial area, the Developer will include a covenant in future tenancy agreements / leases on site which require that their tenants observe and adhere to the Transport Strategy and this Travel Plan, and that they produce a Commercial Travel Plan for their operation if their workforce is of a size which OCC consider necessitates an individual Travel Plan.

8.3.3 It is likely that workplaces with over 20 employees would need to prepare an Enterprise Workplace Travel Plan, to identify a specific work-place Travel Plan Co-ordinator, and to comply with the Transport Strategy and this Travel Plan. For workplaces with greater than 250 employees, a full Commercial Travel Plan will be required. Smaller workplaces will be covered by this Site-Wide Travel Plan, as appropriate.

9 Monitoring and Review

9.1 Introduction

9.1.1 It is stated within the Good Practice Guidelines that Travel Plans are living documents that need to be updated regularly and implementing a Travel Plan involves “a *continuous process for improving, monitoring, reviewing and adjusting the measures in the plan to reflect changing circumstances.*” Monitoring the Travel Plan is essential in gauging the success of the measures adopted at meeting the targets set.

9.2 Monitoring and Reporting

9.2.1 This Commercial Travel Plan should be reviewed to reflect future employee survey results at least every two years (Years 1, 3 and 5 or for longer if requested), using survey templates provided by the OCC Travel Choices Team. Given the scale of development, it is proposed to monitor the site for a period of 10 years.

9.2.2 The Monitoring Report will assess the level of trip generation against targets set out in this Travel Plan. This data will be gathered via individual employee surveys and fully-classified multi-modal traffic surveys at access points to the commercial area. In addition, permanent ATC loops could be installed at the vehicle access points to the commercial area which would allow for monitoring at any time. The date and timings of the employee surveys and vehicular / multi-modal traffic surveys will be agreed between the Travel Plan Co-ordinator and OCC.

9.2.3 The first Monitoring Report will be prepared by the Travel Plan Co-ordinator and submitted to OCC, and this will continue for the duration of the monitoring regime. The monitoring reports are likely to include the following:

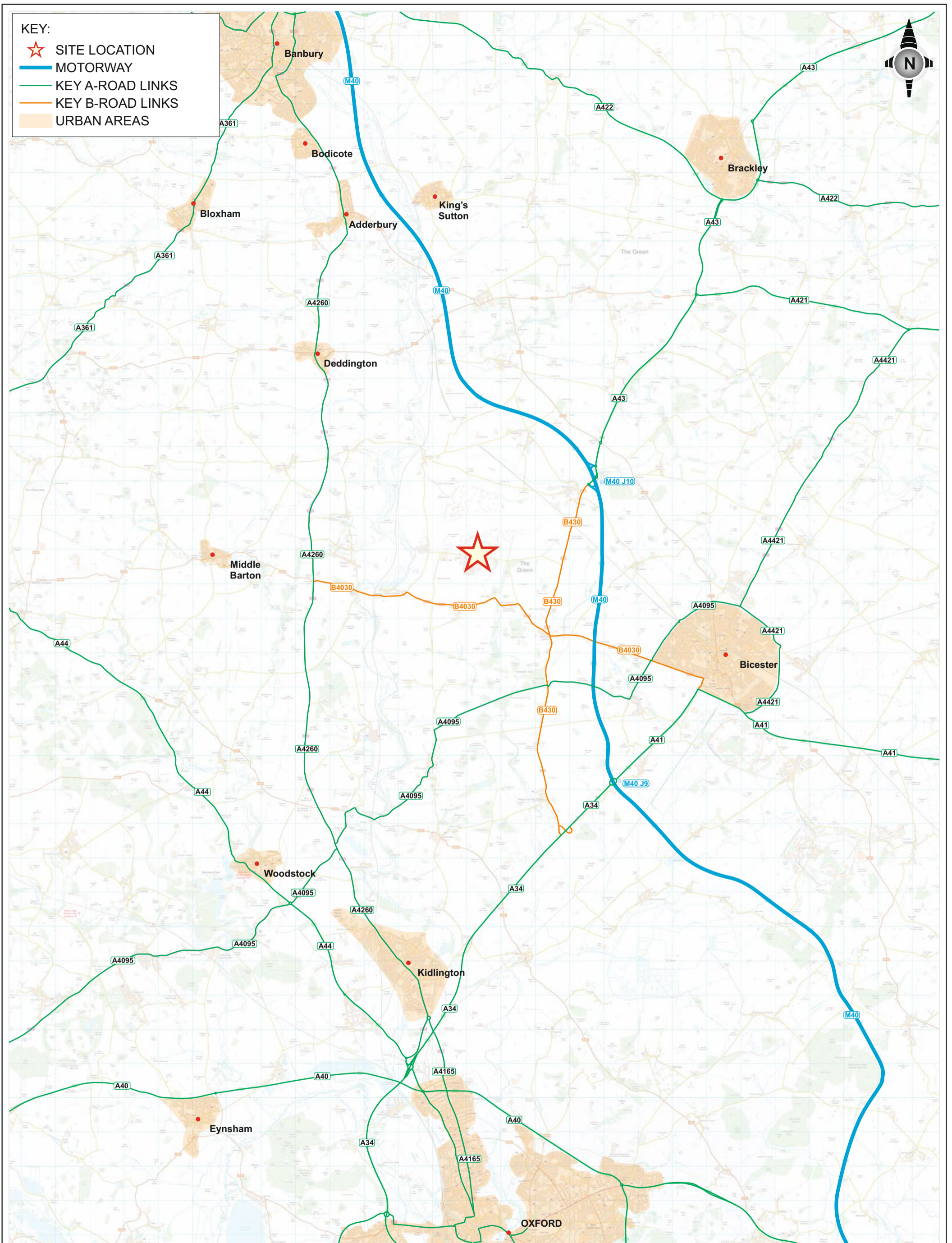
- **Introduction and Background.** This will provide information on the site to which the report relates and provide details on the site’s residents;
- **Results of the Surveys.** This will detail the results of the surveys that have been undertaken and target levels, including identification of abnormal results;
- **Initiatives Undertaken.** This will provide details on the measures and initiatives undertaken over the year;
- **Problems and Issues.** This will highlight any problems encountered in implementing the Travel Plan and clarify any issues which remain unresolved and / or require additional attention;
- **Specific Measures from the Travel Plan.** This section will detail how all the Travel Plan measures have been implemented;
- **Travel Plan Amendments.** This section will propose changes to the Travel Plan where appropriate and provide justification for these changes, for agreement with OCC; and
- **Next Steps.** This will summarise the findings of the surveys and set out an implementation plan for the next monitoring period.

9.2.4 The Travel Plan Co-ordinator will also be responsible for preparing a summary of the Monitoring Report, including any changes being made to the Travel Plan.

9.3 Remedial Measures

- 9.3.1 Through the proposed monitoring strategy, the Travel Plan Coordinator will be able to identify whether the Travel Plan modal split targets have been met. Should the traffic generation target be exceeded then remedial measures are proposed.
- 9.3.2 To allow for one-off external influences to travel behaviour, which may for some reason cause more people to drive than normal (e.g. bus services not running, road accidents, road closures etc) the employee survey results and multi-modal / permanent ATC loop count data will be analysed and any abnormal results / causes identified by the Travel Plan Coordinator and agreed with OCC.
- 9.3.3 It is suggested that the remedial measures are triggered if the target car driver trips are exceed on 3 consecutive working days (excluding agreed 'abnormal' days).
- 9.3.4 In the event that the modal split targets within the Travel Plan are not met after a three year period of the Travel Plan (including the above monitoring) the developer, through the Site-Wide Travel Plan Co-ordinator, will provide Personalised Travel Planning (PTP) for the site. The PTP will be undertaken by the Travel Plan Co-ordinator who will arrange to visit each household and business to provide one-to-one travel planning advice. It is anticipated that the cost of the PTP will be £35 - £70 per employee.

Figures



- KEY:**
- ★ SITE LOCATION
 - MOTORWAY
 - KEY A-ROAD LINKS
 - KEY B-ROAD LINKS
 - URBAN AREAS



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**HEYFORD PARK
INTERIM COMMERCIAL TRAVEL PLAN**

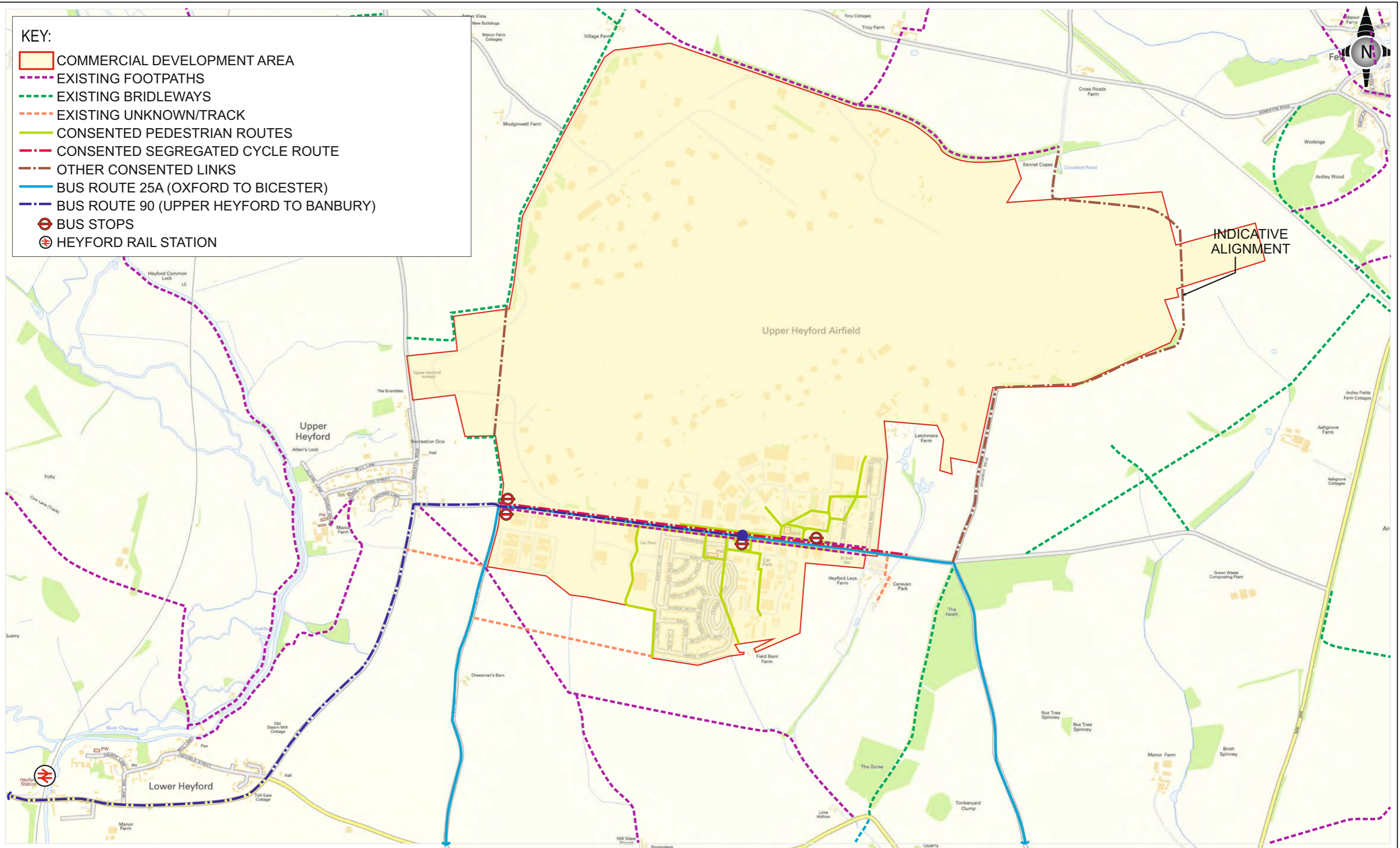
SITE LOCATION AND WIDER HIGHWAY NETWORK

Date	04.07.14
Scale	A3 - N.T.S
Drawn by	AS
Checked by	DW
Revision	-

FIGURE 1

KEY:

- COMMERCIAL DEVELOPMENT AREA
- EXISTING FOOTPATHS
- EXISTING BRIDLEWAYS
- EXISTING UNKNOWN/TRACK
- CONSENTED PEDESTRIAN ROUTES
- CONSENTED SEGREGATED CYCLE ROUTE
- OTHER CONSENTED LINKS
- BUS ROUTE 25A (OXFORD TO BICESTER)
- BUS ROUTE 90 (UPPER HEYFORD TO BANBURY)
- BUS STOPS
- HEYFORD RAIL STATION



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**HEYFORD PARK
INTERIM COMMERCIAL TRAVEL PLAN**

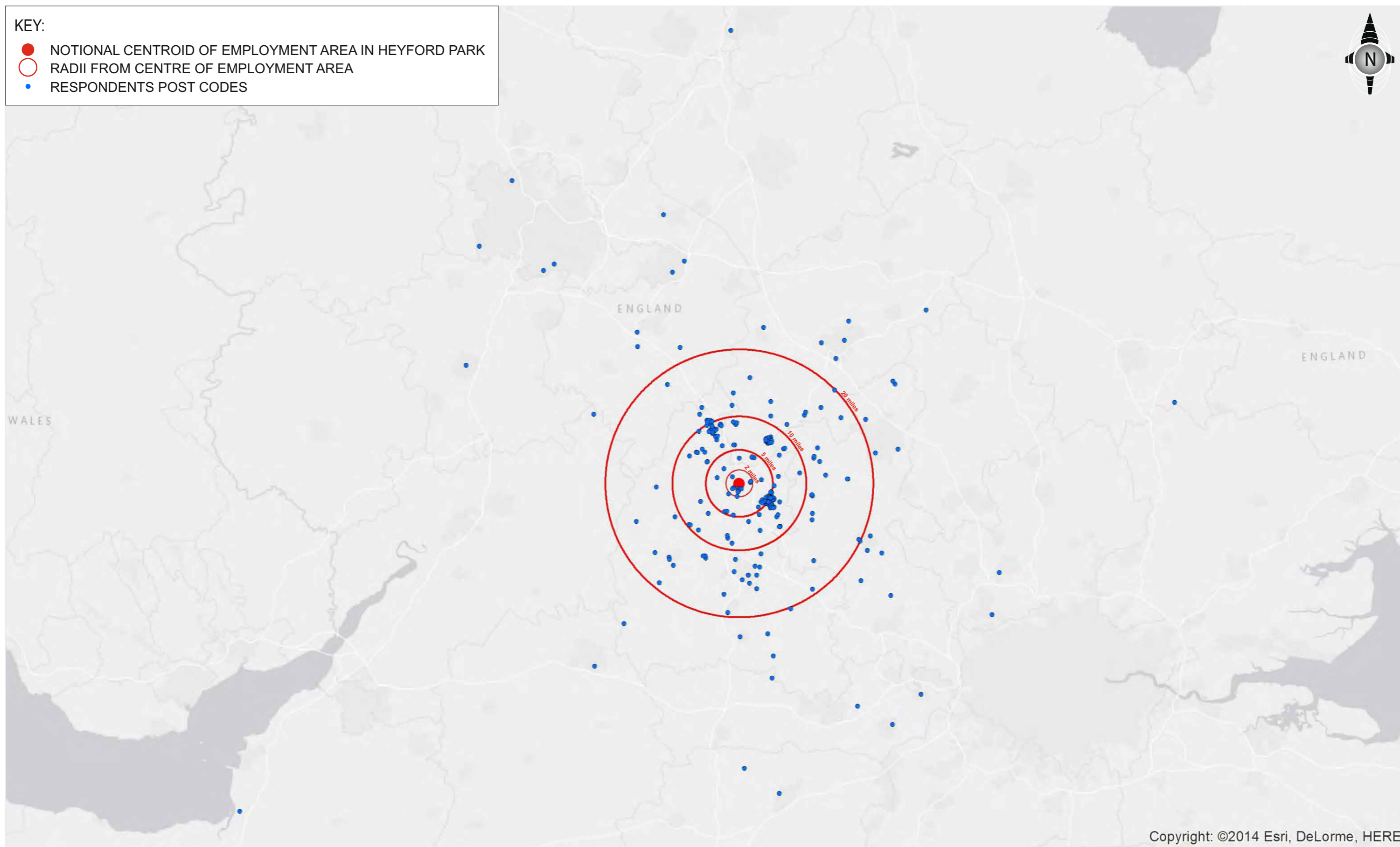
EXISTING & CONSENTED PUBLIC TRANSPORT, WALKING AND CYCLING PROVISION

Mark	Revision		Drawn	Date	Chkd				
Date	25.06.2014								
Scale	A3 - N.T.S								
Drawn by	ASa								
Checked by	DW								

FIGURE 2

KEY:

- NOTIONAL CENTROID OF EMPLOYMENT AREA IN HEYFORD PARK
- RADII FROM CENTRE OF EMPLOYMENT AREA
- RESPONDENTS POST CODES



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HEYFORD PARK
INTERIM COMMERCIAL TRAVEL PLAN
RESPONDENTS POSTCODES

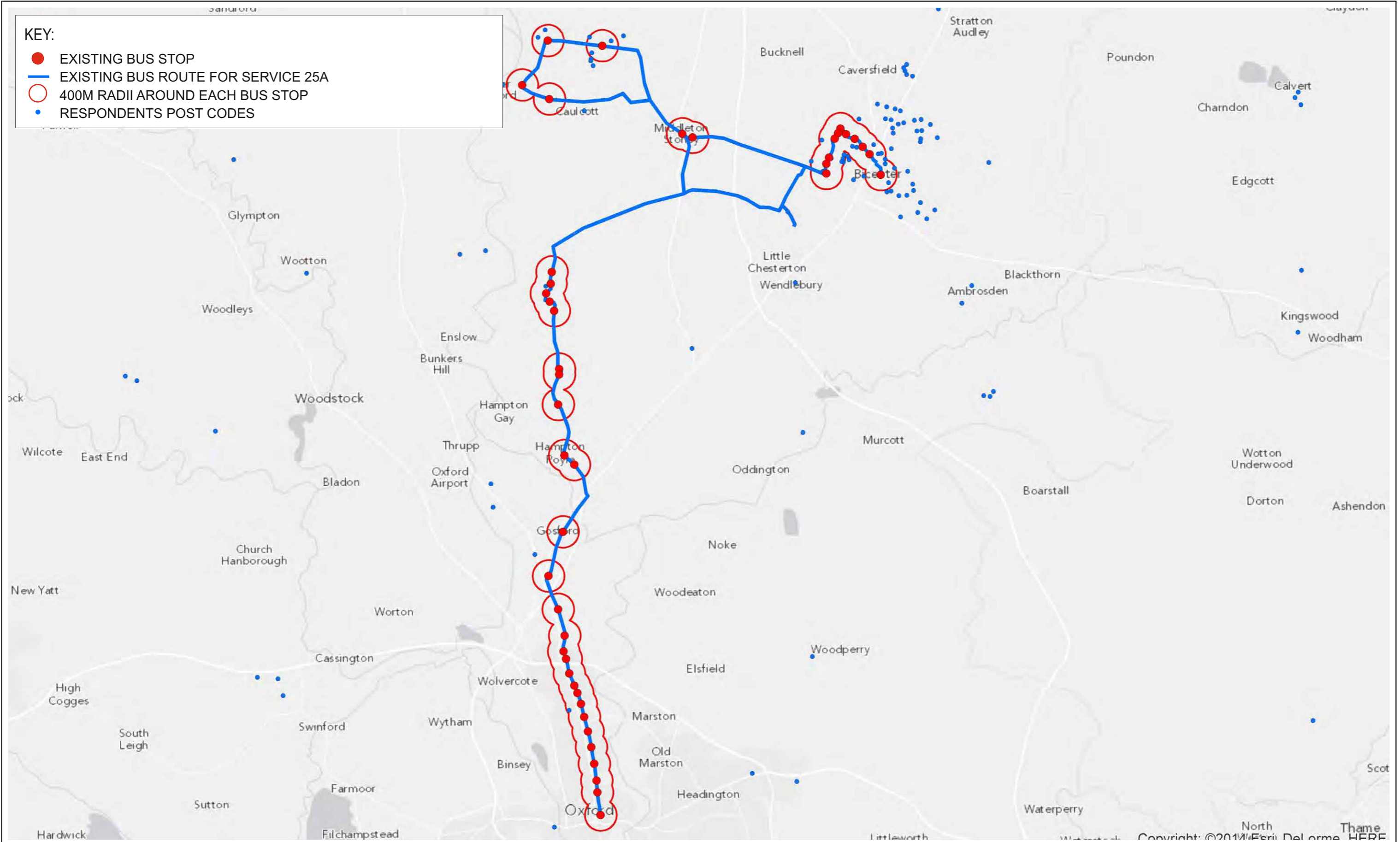
Mark	Revision	Drawn	Date	Chkd
Date	25.06.2014			
Scale	A3 - N.T.S			
Drawn by	ASa			
Checked by	DW			

FIGURE 3

-

KEY:

- EXISTING BUS STOP
- EXISTING BUS ROUTE FOR SERVICE 25A
- 400M RADII AROUND EACH BUS STOP
- RESPONDENTS POST CODES



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**HEYFORD PARK
INTERIM COMMERCIAL TRAVEL PLAN**

RESPONDENTS POSTCODES ALONG EXISTING BUS ROUTE 25A

Mark	Revision		Drawn	Date	Chkd				
Date	25.06.2014								
Scale	A3 - N.T.S								
Drawn by	ASa								
Checked by	DW								

FIGURE 4

Appendix A Policy Review

National Planning and Transport Policy

National Planning Policy Framework

The National Planning Policy Framework (NPPF, Department for Communities and Local Government, 2012) sets out the Government's economic, environmental and social planning policies for England. Taken together, these policies articulate the Government's vision of sustainable development, which should be interpreted and applied locally to meet local aspirations.

The NPPF sets out the Government's commitment to ensuring that the planning system does everything it can to support sustainable economic growth. A positive planning system is essential because, without growth, a sustainable future cannot be achieved. Planning must operate to encourage growth and not act as an impediment. Therefore, significant weight should be placed on the need to support economic growth through the planning system.

The NPPF sets out 12 Core Planning Principles at paragraph 17. With regards to the principles that Authorities should consider in reviewing Travel Plans (rather than those which specifically relate to plan making), these state that planning should:

- 4. "Always seek to secure high quality design and a good standard of amenity for all existing and future occupants of land and buildings
- 6. "Support the transition to a low carbon future in a changing climate..."
- 7. "Contribute to conserving and enhancing the natural environment..."
- 11. "Actively manage patterns of growth to make the fullest possible use of public transport, walking and cycling, and focus significant development in locations which are or can be made sustainable".
- 12. "Take account of and support local strategies to improve health, social and cultural wellbeing for all, and deliver sufficient community and cultural facilities and services to meet local needs.

The NPPF recognises the importance transport policies have in facilitating development but also in contributing to wider sustainability and health objectives. The Framework identifies at paragraph 32, that all developments that generate significant amounts of movement should be supported by a Transport Statement or Transport Assessment. Plans and decisions should take account of whether:

- "The opportunities for sustainable transport modes have been taken up depending on the nature and location of the site, to reduce the need for major transport infrastructure;
- Safe and suitable access to the site can be achieved for all people; and
- Improvements can be undertaken within the transport network that cost effectively limit the significant impacts of the development. Development should only be prevented or refused on transport grounds where the residual cumulative impacts of development are severe".

NPPF paragraphs 34 to 36, identifies that Local Authority plans and decisions should ensure developments that generate significant movements are located where the need to travel will be minimised and the use of sustainable transport modes can be maximised. Plans should

protect and exploit opportunities for the use of sustainable transport modes for the movement of goods and people. Therefore, developments should be located and designed where practical to:

- Accommodate the efficient delivery of goods and supplies;
- Give priority to pedestrian and cycle movements, and have access to high quality public transport facilities;
- Create safe and secure layouts which minimise the conflicts between traffic and cyclists or pedestrians, avoiding street clutter and where appropriate establishing home zones;
- Incorporate facilities for charging plug-in and other ultra-low emission vehicles; and
- Consider the needs of people with disabilities by all modes of transport.

NPPF recognises that a key tool to facilitate this will be a Travel Plan such that all developments which generate significant amounts of movement should be required to provide a Travel Plan.

National Planning Practice Guidance

The Government has revised and updated much of the previous planning practice guidance (PPGs) with the aim of making it more accessible and to support the new NPPF.

As of 6th March 2014, the Department for Communities and Local Government (DCLG) launched the web-based National Planning Practice Guidance (NPPG) resource.

With particular relevance to this FTP, the guidance on “Travel plans, transport assessments and statements in decision-taking” has been reviewed.

This draft guidance note sets out section dedicated to “why [are travel plans, transport assessment and statements important”, citing the following points:

- Encouraging sustainable travel;
- Lessening traffic generation and its detrimental impacts;
- Reducing carbon emissions and climate impacts;
- Creating accessible, connected, inclusive communities;
- Improving health outcomes and quality of life;
- Improving road safety; and
- Reducing the need for new development to increase existing road capacity or provide new roads.

The draft note specifies that it is linked directly to Paragraphs 17 (bullet point 11), 39 and 40 of the NPPF and explains that planning should actively manage patterns of growth in order to make the fullest possible use of public transport, walking and cycling, and focus significant development in locations which are, or can be made, sustainable.

Under the section “What key principles should be taken into account in preparing a Travel Plan, Transport Assessment or Statement?” the note states that Travel Plans, Transport Assessments and Statements should be:

- Proportionate to the size and scope of the proposed development to which they relate and build on existing information wherever possible;
- Established at the earliest practicable possible stage of a development proposal;
- Tailored to particular local circumstances (other locally-determined factors and information beyond those which are set out in this guidance may need to be considered in these studies provided there is robust evidence for doing so locally); and
- Brought forward through collaborative ongoing working between the local planning authority/ Transport Authority, transport operators, Rail Network Operators, Highways Agency where there may be implications for the strategic road network and other relevant bodies. Engaging communities and local businesses in Travel Plans, Transport Assessments and Statements can be beneficial in positively supporting higher levels of walking and cycling (which in turn can encourage greater social inclusion, community cohesion and healthier communities).

The draft note also sets out the ways in which these documents can be made to be as useful and accessible as possible – by ensuring that any information or assumptions should be set out clearly and be publicly accessible.

Under the section “When is a Travel Plan Required?” the note lists considerations that Local Authorities should take when deciding whether a Travel Plan is required for a given site. The following considerations are of relevance to the Airfield site:

- The scale of the proposed development and its potential for additional trip generation;
- Existing intensity of transport use and the availability of public transport;
- Impact on other priorities/ strategies (such as promoting walking and cycling);
- The cumulative impacts of multiple developments within a particular area;
- Whether there are particular types of impacts around which to focus the Travel Plan (e.g. minimising traffic generated at peak times); and
- Relevant national policies, including the decision to abolish maximum parking standards for both residential and non-residential development.

The guidance note also sets out how the need for a Travel Plan should be scoped, along with a list of information that should be included in a Travel Plan. Where applicable, the Filton Airfield FTP adheres to these criteria.

DfT Circular 02/13: The Strategic Road Network and the Delivery of Sustainable Development'

This document sets out the way in which the Highways Agency will engage with communities and the development industry to deliver sustainable development whilst safeguarding the primary function and purpose of the strategic road network. With regards to Travel Plans, the Circular states in Sections 4.4:

“Traffic impact of significant development should be managed by seeking to minimise trip generation. The preparation and implementation of a robust travel plan that promotes use of sustainable transport modes such as walking, cycling and public transport is an effective means of achieving this.”

The Circular also requires that a Travel Plan be incorporated within a Transport Assessment which covers the assessment horizon of (normally) 10 years after the date of registration of a planning permission.

Local Planning and Transport Policy

Cherwell District Council Local Plan (2006 – 2031)

The Heyford Park site sits within Cherwell District Council and as such is subject to planning policy and guidelines set out in the Cherwell District Council Local Plan. The proposed new Local Plan was submitted to the Secretary of State for Communities and Local Government for formal Examination on 31st January 2014. The Local Plan, when adopted, will set out the long term spatial vision for the District and contain policies to help deliver that vision.

Underpinning the Local Plan is a vision and a spatial strategy for Cherwell District. The spatial strategy for how the District Council will manage the growth of the district can be summarised as:-

- Focusing the bulk of the proposed growth in and around Bicester and Banbury;
- Limiting growth in our rural areas and directing it towards larger and more sustainable villages
- Aiming to strictly control development in open countryside.

There are then fifteen strategic objectives and the policies which follow seek to meet these objectives.

The Heyford Park site is allocated within the proposed Local Plan; Section A.11 (Spatial Strategy for Cherwell District) states:

“Away from the two towns, the major single location for growth will be at the former RAF Upper Heyford base which will deliver over 760 homes in accordance with its planning permission.”

Policy PSD1 – “Presumption in Favour of Sustainable Development” states that the District Council will take a proactive approach to reject the presumption in favour of sustainable developments contained within the NPPF. It also states that the Council will take into account whether:

- Any adverse impacts of granting permission would significantly and demonstrably outweigh the benefits, when assessed against the policies in the National Planning Policy Framework taken as a whole; or
- Specific policies in the Framework indicate that development should be restricted.

Policy Bicester 8 (page 124 of the proposed Local Plan) deals specifically with the permitted uses on the Heyford Park site, specifying the need to protect the heritage, ecology and biodiversity of the area.

Appendix B Staff Travel Survey

2013 Employee Travel Survey - Dorchester Group of Companies (Paper)

Disclaimer

To help us understand the travel patterns and transport needs of the tenants and occupiers at Heyford Park, could you please complete this questionnaire. It should only take about 10 minutes.

This survey will be available to complete until Friday 14th June 2013.

Please note that your personal details on this form will be held and/or computerised by Peter Brett Associates LLP for the purpose of the Heyford Park Site-Wide Travel Plan. The information collected may be disclosed to Dorchester Group of Companies for transport purposes. Summarised information from the survey will be published, but no individual details will be disclosed under these circumstances. Your personal details will be safeguarded and will not be divulged to any other individuals or organisations for any other purposes.

Thank you for your participation. There will be a prize held for all those who responded to the survey.

Prize Draw

***1. Please indicate whether you would like your details to be entered in the prize draw.**

Yes (go to Q2)

No (go to Q3)

Prize Draw

2. Please provide an email address.

Background

3. Your name (not compulsory but required for the prize draw):

***4. Your home postcode:**

***5. What is the name of the company and department/team you work in:**

2013 Employee Travel Survey - Dorchester Group of Companies (Paper)

6. Your age (not compulsory):

- <18
- 19-25
- 26-35
- 36-45
- 46-55
- 56-65
- >66

Section A: Your Journeys To Work

*7. How do you travel to work?

If you have more than 1 'leg' to your journey to work (e.g. you travel to the rail station by car and then get the train), please indicate the single mode which covers the most distance on your journey. If you travel by different modes on different days, please indicate which mode you usually travel by with a figure '1' next to this mode. Please place a figure '2' next to the 2nd most frequently used mode of travel, a '3' next to the third etc until you have outlined all modes used to travel on different days into/from work.

Example: I travel into work by bus on 3 days out of 5 and cycle 2 days out of 5. I would therefore put a '1' next to 'bus' and a '2' next to 'bicycle'.

Car (I drive alone, or give a lift to my children)	<input type="text"/>
Car share (I car-share with another adult or adults)	<input type="text"/>
Train	<input type="text"/>
On foot	<input type="text"/>
Motor-cycle	<input type="text"/>
Bicycle	<input type="text"/>
Bus	<input type="text"/>
I usually work at home	<input type="text"/>
Other	<input type="text"/>

Section A: Your Journeys To Work

2013 Employee Travel Survey - Dorchester Group of Companies (Paper)

***8. Approximately what time do you usually start and finish work?**

Usual start time

Usual finish time

Section A: Your Journeys To Work

***9. On which days do you normally travel into work?**

- Monday
- Tuesday
- Wednesday
- Thursday
- Friday
- Saturday
- Sunday

Section A: Your Journeys To Work

***10. If you drive to work, where do you usually park?**

Section A: Your Journeys To Work

***11. Do you usually carry heavy or bulky items to work?**

- Yes
- No

Section A: Your Journeys To Work

***12. Do you usually give a lift to a child or adult on your way to work?**

- Yes
- No

Section A: Your Journeys To Work

2013 Employee Travel Survey - Dorchester Group of Companies (Paper)

***13. How frequently do you leave your workplace during the day to travel on business on average throughout the year?**

- At least twice a day on average
- At least once a day on average
- At least once a week on average
- At least once a month on average
- At least once a year on average
- Never/almost never

Section B: About You

***14. Can you comfortably walk for at least 15 minutes?**

- Yes (go to Q15)
- No (go to Q16)

Section B: About You

***15. Can you comfortably walk for at least 30 minutes?**

- Yes
- No

Section B: About You

***16. Can you comfortably cycle for at least 15 minutes?**

- Yes (go to Q17)
- No (go to Q18)

Section B: About You

17. Can you comfortably cycle for at least 30 minutes?

- Yes
- No

Section B: About You

2013 Employee Travel Survey - Dorchester Group of Companies (Paper)

*18. Which best describes your working pattern?

- Full time
- Part time
- Variable
- Shift work

Section B: About You

*19. Would you be willing to consider car sharing to work?

- Yes (go to Q21)
- No (go to Q20)

Section B: About You

*20. What are your reason(s) for not being willing to consider this mode? (please tick all that apply)

- I don't know how to find a car share partner
- Poor image of car-sharing
- My working pattern varies too much to make car sharing feasible
- There is a lack of flexibility to car sharing
- I prefer to travel alone
- I stop off at another location not on my route on the way to/from work (e.g. drop off children at school)
- I prefer to use other modes
- Personal safety concerns (e.g. I'm nervous of sharing with someone I don't know)
- It's too much hassle to car share
- Road safety concerns
- It's too expensive for me to car share
- I don't own a car/can't drive
- I'm concerned about the environmental impact of using the car
- Other (please specify)

Section C: Walking

2013 Employee Travel Survey - Dorchester Group of Companies (Paper)

*21. Would you be willing to consider walking to work?

- Yes (go to Q23)
- No (go to Q22)

Section C: Walking

*22. What are the reason(s) for you not being willing to consider this mode? (please tick all that apply)

- I live too far away to walk
- I have a disability which stops me from walking far / at all
- I get too hot or tired walking
- Lack of facilities at work (showers, lockers etc)
- I prefer to use other modes
- I regularly take heavy / bulky items into work, which I cannot carry
- Poor image
- I regularly need my car for business travel
- I stop off at another location not on my route on the way to / from work (e.g. drop off children at school)
- Personal safety concerns (e.g. I am nervous of walking at night time)
- Road safety concerns (e.g. there are no pavements on the route)
- Other (please specify)

Section D: Cycling

*23. Would you be willing to consider cycling to work?

- Yes (go to Q25)
- No (go to Q24)

Section D: Cycling

2013 Employee Travel Survey - Dorchester Group of Companies (Paper)

***24. What are the reason(s) for you not being willing to consider this mode? (please tick all that apply)**

- I live too far away to cycle
- I have a disability which stops me from cycling far / at all
- I get too hot or tired cycling
- Lack of facilities at work (showers, lockers etc)
- I prefer to use other modes
- I am unconfident cycling
- I do not know how to cycle
- I regularly take heavy / bulky items into work, which I cannot carry
- Poor image
- I regularly need my car for business travel
- I stop off at another location not on my route on the way to / from work (e.g. drop off children at school)
- Personal safety concerns (e.g. I am nervous of cycling at night time)
- Road safety concerns (e.g. there are no cycle paths on the route)
- It is too expensive for me to buy and maintain a bicycle
- Cycle theft concerns
- Other (please specify)

Section E: Bus

25. Would you be willing to consider using the bus to work?

- Yes (go to Q27)
- No (go to Q26)

Section E: Bus

2013 Employee Travel Survey - Dorchester Group of Companies (Paper)

***26. What are the reason(s) for you not being willing to consider this mode? (please tick all that apply)**

- There is no bus service on my route to work
- I have a disability which stops me from walking to / from the bus stop
- I would have to change buses on the route
- It would take too long to use the bus
- I prefer to use other modes
- The buses are unpleasant (e.g. dirty interiors)
- The buses are too infrequent
- Lack of covered areas to wait for the bus
- The buses are too crowded
- Poor image
- I regularly need my car for business travel
- I stop off at another location not on my route on the way to / from work (e.g. drop off children at school)
- Personal safety concerns (e.g. I am nervous of the other people on the bus)
- Road safety concerns (e.g. I do not feel the bus drivers drive safely)
- It is too expensive for me to use the bus
- There is a lack of flexibility using the bus
- Lack of seating to wait for the bus
- Other (please specify)

Section F: Business Travel

***27. Do you travel on business?**

- Yes (go to Q28)
- No (go to Q34)

Section F: Business Travel

2013 Employee Travel Survey - Dorchester Group of Companies (Paper)

*28. How do you travel on business?

If you have more than 1 'leg' to your journey to work (e.g. you travel to the rail station by car and then get the train), please indicate the single mode which covers the most distance on your journey. If you travel by different modes on different days, please indicate which mode you usually travel by with a figure '1' next to this mode. Please place a figure '2' next to the second most frequently used mode of travel, a '3' next to the third etc until you have outlined all modes used to travel on different days into/from work.

Example: I normally travel for business purposes by bus, but I sometimes walk and occasionally use a pool car. So I would put a '1' next to 'bus', a '2' next to 'on foot' and a '3' next to 'pool car (alone)'.

Own car (alone)	<input type="text"/>
Own car (I car share with another adult or adults)	<input type="text"/>
Pool car (alone)	<input type="text"/>
Pool car (car share)	<input type="text"/>
Train	<input type="text"/>
Bus	<input type="text"/>
Motorcycle	<input type="text"/>
Bicycle	<input type="text"/>
Walk	<input type="text"/>
Ferry	<input type="text"/>
Eurostar	<input type="text"/>
Aeroplane	<input type="text"/>
Other	<input type="text"/>

Section F: Business Travel

*29. Does your job require you to transport heavy or bulky items for business purposes?

- Yes - always
- Yes - often
- Yes - sometimes
- Yes - occasionally
- Yes, but rarely
- No - never or almost never

Section F: Business Travel

*** 30. Does your job require you to transport heavy or bulky items for business purposes?**

- Yes - always
- Yes - often
- Yes - sometimes
- Yes - occasionally
- Yes, but rarely
- No - never or almost never

Section F: Business Travel

*** 31. Does your job require you to collect or transport other individuals for business purposes?**

- Yes - always
- Yes - often
- Yes - sometimes
- Yes - occasionally
- Yes, but rarely
- No - never or almost never

Section F: Business Travel

*** 32. Does your job require you to be out of the workplace on business either early in the morning (pre-7am) or late at night (post-7pm)**

- Yes - always
- Yes - often
- Yes - sometimes
- Yes - occasionally
- Yes, but rarely
- No - never or almost never

Section F: Business Travel

2013 Employee Travel Survey - Dorchester Group of Companies (Paper)

***33. How far does your job usually require you to travel? (please don't consider occasional training in other parts of the country unless your job is to provide the training)**

- Mostly within about 3 miles of the office
- Mostly within about 5 miles of the office
- Mostly within about 10 miles of the office
- Mostly within about 20 miles of the office
- Mostly within about 50 miles of the office
- Mostly journeys over 50 miles of the office
- My journeys vary too much in distance to categorise

Section G: Other Comments

34. Please tell us anything you wish to about travel to your place of work and its facilities for travel.

Appendix C Modal Shift and Target Mode Split

Commercial Modal Split Target Methodology

		Site Wide Travel Plan Co-ordinator	Travel Information Centre with sources of sustainable travel information and real time information for bus services	Provide Travel Information Packs	Set up, maintain and advertise Employee's Car Sharing Database	Promote cost-saving, health and well-being benefits of sustainable travel	Promotion of National and Regional Walking, Cycling and other Car-Free Initiatives	Provide Bicycle User Group	Cycle repair scheme	Advertise adult cycle training and provide where required	Provision of Bike-Pool	Provide secure, covered, convenient and visible cycle parking	Provide access to showers and changing facilities at all workplaces	Encourage home working, use of phone/video conferencing and alternative work hours schemes	Walking and Cycling Improvements	Provide access to Site Web Page which will include Passenger Bus RTPI as well as information on other sustainable modes	Public Transport improvements								
Measures Action Plan Reference Number (see Table 4.3, Section 4.2.1 of Residential Travel Plan)		1	2	3	4	5	6	7	8	9	10	11	12	13	14,15,16,17,18,19	19	22								
Mode which measure encourages		multiple modes	multiple modes	multiple modes	Car Share	multiple modes	multiple modes	Cycle	Cycle	Cycle	Cycle	Cycle	multiple modes	Reduction in Need to Travel	multiple modes	multiple modes	Bus								
Baseline modal split.		Employees	Modal shift															Revised Employees	Change trips	Revised modal split	Target modal split range ***				
Car Single Occ	83.50%	585																	518		74%	72.9%	-	74.9%	
Car share	12.60%	88	3	4	4	3	3												105		15%	14.0%	-	16.0%	
Walk	0.90%	6			3								3				2		14		2%				
Cycle	0.30%	2			2			3	3	3	2	2	2		2				21		3%	2.0%	-	4.0%	
Public Transport	1.20%	8			1		1									2	2		14		2%	1.1%	-	3.1%	
Other	1.50%	11																	11		2%	0.5%	-	2.5%	
Reducing the need to travel				4	4									5		4			17		2%	1.4%		3.4%	
TOTAL	100%	700	3	8	14	3	3	1	3	3	3	2	2	5	5	2	8	2	700		100.00%				

- Step 1 - Identify measures for the site likely to result in a modal shift to more sustainable modes - see Table 4.3 In Residential Travel Plan for Action Plan and full list of measures
- Step 2 - Indicate which mode the measure encourages (pull down menus)
- Step 3 - Obtain baseline modal split and input in column B - Baseline modal split is based on Census Journey to Work by Mode data
- Step 4 - Insert actual person trips for the site into cell C15 - from Table 2.6 in the Residential Travel Plan
- Step 5 - Make estimates on how many people OVER THE BASELINE would change mode due to the measure