Oxford Technology Park

Framework Travel Plan

On behalf of **Hill Street Holdings Ltd**

Project Ref: 23588| Rev: Final | Date: September 2014

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Document Control Sheet

Project Name: **Oxford Technology Park**
Project Ref: **23588**
Report Title: **Framework Travel Plan**
Doc Ref: **Final**
Date: **September 2014**

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Revision	Date	Description	Prepared	Reviewed	Approved

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1 Introduction

1.1 Introduction

1.1.1 This Framework Travel Plan (FTP) has been prepared by Peter Brett Associates LLP (PBA) on behalf of Hill Street Holdings Ltd. It is to be read and assessed in conjunction with the Transport Assessment (TA) (PBA, September 2014), which has been prepared under separate cover to accompany an outline planning application for the proposed development of the Oxford Technology Park.

1.2 Development Background

1.2.1 Oxford Technology Park (hereafter referred to as the development) is anticipated to deliver up to 38,395sqm of B-use employment space (B1(a), B1(b) and B8), made up of multiple units. The site covers 8.2 hectares and is located to the northwest of Kidlington, fronting onto Langford Lane. It is situated to the south of London-Oxford Airport and west of Oxford Motor Park. The location of the site is illustrated in **Figure 1.1**.

1.2.2 The development is allocated in the Cherwell Local Plan Submission Document (January 2014) in the area covered by Policy Kidlington 1 - Accommodating High Value Employment Needs. The Plan states that *"over the medium to longer term, progressive improvements to the Langford Lane employment area will be encouraged to accommodate higher value employment uses such as high technology industries".*

1.2.3 The year of opening of the development is anticipated to be 2015, with the delivery of an initial office development. Then a Phase 1 of development is anticipated to be completed by 2021 with the development becoming fully operational by 2025.

1.2.4 It is anticipated that the development will be made up of multiple occupiers, the exact number of which are currently unknown.

1.3 Type of Travel Plan

1.3.1 Since Oxford Technology Park is a large mixed-used development anticipated to consist of multiple occupiers who are currently unknown, a Framework Travel Plan has been prepared in accordance with the following definition, provided in the Department for Transport's (DfT's) Good Practice Guidelines (April 2009) (Appendix A: Definitions):

"**Framework (umbrella) travel plan**: An overarching travel plan that embraces a large development which may have mixed uses and multiple occupiers/ phases. Specific travel plans, i.e. **subsidiary travel plans**, would be created for developments within the site which would need to be consistent with the wider targets and requirements of the overall framework travel plan."

1.3.2 Further description of such a travel plan is provided in the same document in paragraph 2.13, which states:

"In the case of large mixed-use developments with multiple occupants, it will be appropriate to prepare a framework travel plan. The framework travel plan should set overall outcomes, targets and indicators for the entire site. It is best administered centrally. It should set the parameters for the requirement for individual sites (or uses/ elements) within the overall development to prepare and implement their own subsidiary travel plans. These should comply with and be consistent with the wider targets and requirements of the framework travel plan. Potential occupiers need to be advised of the travel plan requirements. The framework travel plan should also clarify as far as possible the timeframe for completion of individual

travel plans and the implementation of specific measures within them as the development proceeds, including management and review."

1.3.3 This FTP has been prepared in accordance with the latest guidance from OCC on 'Framework Travel Plan'.

1.3.4 It will be required that each individual occupier at the development produces a full subsidiary travel plan within 3 months of occupation, if their workforce is of a size which OCC consider necessitates one.

1.3.5 Due to the extended period of development delivery it is envisaged that this FTP will be regularly reviewed and updated as part of a commitment to ensuring that traffic impact from the development is actively minimised throughout the development build-out and occupation. In this case, the life of the Framework Travel Plan is defined as from start of implementation to 5 years after full completion. At this stage it is expected that the implementation of the development would start in 2015 and would be completed in 2025.

1.4 Travel Plan Benefits

1.4.1 This FTP has been prepared in the knowledge that the outcomes of successful travel planning can have numerous benefits for employees, employers and the local community, as set out below.

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

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

1.4.3 For employers and developers, a Travel Plan can:

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

1.4.4 For the local community a Travel Plan can bring the following general benefits and should contribute to enhancing the local community through:

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

1.5 Aims and Objectives

1.5.1 This FTP sets out a framework within which subsidiary travel plans will be developed as the development is occupied. It aims at providing an overarching set of principles and guidance to ensure that each subsidiary travel plan created under its framework achieves the objectives set out below.

1.5.2 The overall aim of this FTP is to minimise the traffic impact of the development on the local highway network and to maximise the sustainable travel opportunities of future employees and visitors.

1.5.3 To meet this aim, the objectives of the FTP are:

- To enhance public transport accessibility of Oxford Technology Park;
- To minimise the number of single occupancy car trips associated with travel to/from the site;
- To maximise the use of non-car modes to/from the proposed development;
- To increase awareness of site users of all available travel options; and
- To improve travel safety for cyclists.

2 Existing Transport Conditions

2.1 Introduction

2.1.1 The existing transport conditions in the vicinity of the development site are set out in full in the Transport Assessment (Section 3) which accompanies this FTP. The key elements have been replicated in this section for ease of reference and to set the FTP in its proper context.

2.1.2 This section covers site location, and access to local facilities and amenities. Furthermore, the local transport conditions for sustainable modes are discussed, including infrastructure and opportunities for people travelling on foot and by bike, public transport, car and car share. Analysis of Personal Injury Collision data in the vicinity of the development is included within Section 3 of the Transport Assessment.

2.2 Strategic Location and Site Description

2.2.1 The development is located approximately 9.5 km to the north of Oxford city centre, with the A44 and A4260 providing the main access routes. The A44 also provides access to the A34 to Bicester to the north and, via the M4, to Reading and London to the south.

2.2.2 The development covers 8.2 hectares of Green Belt land, and is located to the northwest of Kidlington, south of the London-Oxford Airport and west of Oxford Motor Park. The northern boundary of the development fronts onto Langford Lane and there is agricultural land to the south.

2.2.3 The location of the site is illustrated in **Figure 1.1**.

2.2.4 There is a dropped kerb access to the development along the southern footway of Langford Lane, which is currently fenced. The proposed development will require the construction of a new access.

2.3 Local Facilities and Amenities

2.3.1 A range of local services and facilities can be found within a 2km walk distance of the site located to the south-east in Kidlington town centre. These facilities include a health centre, post office, local supermarkets, banks, restaurants and public houses.

2.3.2 **Figure 2.1** illustrates the location of Oxford Technology Park in relation to local facilities and amenities, demonstrating that there is a range of retail, education, leisure and health opportunities within the vicinity of the site. The figure focuses on these facilities that are nearest to the site.

2.3.3 **Table 2.1** provides as-the-crow-flies distances to key local facilities from the development proposal with distances measured from centre of the site frontage on Langford Lane.

Table 2.1: Distance to Key Local Facilities

Facility	Distance (as the crow flies)
Cygnet Nursery	290m
The Co-Operative Food	830m
Kidlington High Street	1.7km
Medical Centre	1.9km
Leisure Centre	2.7km

2.3.4 Higher order services and facilities can be found in Oxford city centre.

2.4 Walking and Cycling

2.4.1 Walking and cycling play an important role in healthy and active lifestyles and, if convenient and safe links are available, there is a significant opportunity to promote these modes, reducing the impact of the proposed development of the local highway network.

2.4.2 A footway, approximately 1.8m wide, is provided along the entire southern edge of Langford Lane providing a continuous route from the site to the A4260 Banbury Road and A44 Woodstock Road via a number of informal crossing points with dropped kerbs and tactile paving across minor access roads.

2.4.3 A short length of footway is provided on the northern edge of Langford Lane in the vicinity of the Langford Lane/The Boulevard roundabout which provides connections into the Oxford Spires Business Park via The Boulevard. This footway is accessed from the southern side of Langford Lane at the roundabout via an informal crossing with dropped kerbs and tactile paving. Apart from this, there is no footway along the northern edge of Langford Lane in the vicinity of the site.

2.4.4 A footway/cycleway, approximately 3.0m wide, is provided along the A4260 from the junction with Langford Lane providing onward connections to/from Kidlington town centre.

2.4.5 National cycle route number 55 runs adjacent to the A44 Woodstock Road providing a direct connection from its junction with Langford Lane through to Oxford city centre to the south.

2.5 Public Transport

2.5.1 A review of existing public transport services operating within 400 metres of the site has been undertaken. Local bus routes currently serving the development site are illustrated in **Figure 2.2**.

2.5.2 **Table 2.2** summarises the route details and frequency of bus services that operate along Langford Lane.

Table 2.2: Existing Bus Services on Langford Lane

Service / Operator	Route	Frequency	
		Mon-Sat	Eve-Sun
2C/2D Stagecoach in Oxfordshire and Oxford Bus Company	Oxford – Summertown – Kidlington – London-Oxford Airport	Every 15 minutes Mon-Fri peak hours only	No Service
S4 Stagecoach in Oxfordshire	Oxford – Kidlington – London-Oxford Airport – Shipston on Cherwell – Tackley – Steeple Aston – (Middle Barton – Duns Tew) – Deddington – Adderbury – Horton Hospital – Banbury	1 per hour Mon-Sat	4 journeys Sun
224 Heyfordian	Kidlington – Langford Lane – Begbroke – Yarnton – Kidlington (circular) (1-2 PM journeys to Woodstock – Wootton – Glympton)	7 journeys Mon-Fri; 4 journeys Sat	No service
224A Heyfordian	Glympton – Wootton – Woodstock or Kidlington then Begbroke – Yarnton – Langford Lane – Kidlington	3 journeys Mon-Fri AM peak hour only	No service

2.5.3 The table indicates that the site is served by three distinct service groups – services 2C/2D on the primary corridor to Oxford, route S4 to the north and services 224/224A providing local links around Kidlington.

2.5.4 Services 2C and 2D are the main services operating locally and call at stops within 250 metres of the northern site boundary. These services operate on Mondays to Fridays broadly every 15 minutes between 05.30 and 09.00 in the mornings and between 15.45 and 19.15 in the evenings. Therefore, the site can be accessed by bus in peak times from central and north Oxford, and also from certain areas of Kidlington close to the A4260.

2.5.5 Outside peak hours, the S4 provides a more limited service between London-Oxford Airport and central Oxford on the same corridor as Oxford Bus route 2D, but with journeys to/from Banbury via a number of villages to the north of Kidlington. These journeys run approximately hourly throughout the off-peak periods on Mondays to Fridays and all day on Saturdays.

2.5.6 Heyfordian Travel operate services 224/224A which are contracted services operated on behalf of OCC, and provide services around Kidlington village and to outlying villages such as Yarnton and Begbroke; there are also some limited extensions north-west to Woodstock, Wootton and Glympton.

2.5.7 It should be noted that the A4260 and A44 corridors to the east and west of the site carry additional bus services not considered in detail within this report, although local bus stops providing access to these services are approximately 900 metres from the northern site boundary. In particular, the A44 is the principal bus corridor between Oxford, Woodstock,

Charlbury and Chipping Norton, with bus service S3 operating every 30 minutes every daytime and every 60 minutes Monday to Saturday evenings.

2.5.8 There are two bus stops within 400 metres of the centre of the site (as the crow flies). The first is located on The Boulevard and currently serves Oxford Spires Business Park and the London-Oxford Airport. The bus stop has a shelter, and service and timetable information. This stop is used by Stagecoach and Oxford Business Company services 2C/2D and S4 to Oxford in the south and Banbury in the north.

2.5.9 The second bus stop is located on Langford Lane (westbound). It is one of a pair of stops used by services 2C/2D, S4 as well as Heyfordian services 224/224A. The stop provides service and timetable information.

2.5.10 There are four railway stations locally accessible to Kidlington, although not in Kidlington itself. **Table 2.3** provides a summary of rail provision.

Table 2.3: Existing Rail Service Provision

Railway Station	Distance (as the crow flies)	Destinations
Hanborough	4.3km	London, Worcester, Hereford
Tackley	5.8km	Oxford, Banbury
Oxford	9.0km	Stratford-upon Avon, Birmingham, Manchester, Newcastle Reading, London, Southampton
Bicester Town	13.2km	Oxford
Bicester North	13.8km	London, Birmingham

2.5.11 In addition, it must be highlighted that the local growth strategy includes the creation of a new Oxford Parkway Station in Water Eaton. The new station would be located adjacent to the existing Park and Ride site and would be served by bus services serving the Langford Lane area, as it is on the route of the 2C/2D services. There is therefore the opportunity in the near future to deliver a suitable link to railway services in proximity to the development site using the 2C/2D bus service.

2.6 Local Road Network

2.6.1 Langford Lane is subject to a 30mph speed limit along its length. To the north and south of the respective junctions with Langford Lane, the A4260 Banbury Road and A44 Woodstock Road are subject to a 50mph speed limit.

2.6.2 Langford Lane is accessed from the A4260 and A44 via signalised junction layouts. From site observations, both junctions appear to operate within capacity although neither have formal pedestrian crossing facilities.

2.6.3 A roundabout is located approximately 20m to the east of the site on Langford Lane and provides access to the London-Oxford Airport.

2.7 Car Share

2.7.1 In addition to the walking, cycling and public transport provision described above there are other resources already in place to encourage a reduction in the number of vehicles on the road network.

2.7.2 One such resource is 'Oxfordshire Car Share'. The Car Share scheme provides a free matching service for those who live, work and travel in and around the County of Oxfordshire[1]. It is a web-based resource to aid people in finding potential travelling partners to reduce the financial and environmental cost of driving.

[1] https://oxfordshire.liftshare.com/

3 Proposed Development

3.1 Development Proposals

3.1.1 The proposed Oxford Technology Park is anticipated to deliver a total of 413,270sqft (38,394sqm) of B-use employment, the occupiers of which are currently unknown. The development will be made up of multiple units and will come forward in multiple phases, as shown in **Table 3.1**, below:

Table 3.1: Area Schedule

Unit	Land Use (sqft)			Total
	B1(a)	B1(b)	B8	
2015: Opening Year				
1	38,610	-	-	**38,610**
Opening Year Sub-Total	38,610	-	-	**38,610**
2021: Phase 1				
2	42,900	-	-	**42,900**
3	5,000	5,000	20,000	**30,000**
4	5,000	5,000	20,000	**30,000**
5a	3,000	3,220	13,100	**19,320**
5b	3,000	3,220	13,100	**19,320**
6a	3,000	2,950	11,750	**17,700**
6b	3,000	2,950	11,750	**17,700**
7	4,350	4,800	19,650	**28,800**
8	3,900	4,320	17,700	**25,920**
Phase 1 Sub-Total	**73,150**	**31,460**	**127,050**	**231,660**
2025: Phase 2				
9	4,500	4,500	30,000	**39,000**
10	4,500	4,500	30,000	**39,000**
11	3,750	3,750	25,000	**32,500**
12	3,750	3,750	25,000	**32,500**
Phase 2 Sub-Total	**16,500**	**16,500**	**110,000**	**143,000**
Total	**128,260**	**47,960**	**237,050**	**413,270**

3.1.2 Unit 1 is anticipated to be opened in 2015, with Phase 1 being complete by 2021, and the site becoming fully operational in 2025.

3.2 Transport Proposals

3.2.1 The proposed development site benefits from good accessibility by all modes of transport with connections available to key local destinations such as Kidlington and Oxford city centre possible by all modes of transport. The development proposals therefore build on this and connect the development to the existing adjacent facilities, supporting the delivery of a sustainable development in transport terms.

3.2.2 The transport proposals for the development include, in addition to this Framework Travel Plan:

- The provision of a new site access junction on Langford Lane, to serve the development. This proposed access junction will include footways on both sides of the site access road that connect with the existing footway on Langford Lane. The junction design will also deliver a suitable informal pedestrian crossing opportunity across the bell-mouth of the junction with a refuge island, dropped kerbs and tactile paving;

- The development's layout will include a network of safe pedestrian routes minimising conflict with vehicular traffic on site. The site's road layout will be design as a traffic calmed environment to the benefit of cyclists travelling to and from the development;

- Car parking on site will be provided in accordance with the Oxfordshire County Council car parking standards;

- Cycle parking on site will be provided in accordance with the County's standards. In addition, employment units on site will include changing facilities for staff including showers and lockers for the convenience of workers walking and cycling to work;

- The development's public transport offer includes the pump priming of a bus service providing improved connection from the development site to Oxford city centre and the forthcoming new railway station at Water Eaton and its park and ride. This would mainly focus on the provision of an hourly frequency service during the daytime, on weekdays to reflect the employment nature of the development. This would be subject to further analysis and demonstration that such a service would be viable; and

- The development would also deliver an additional bus stop to be provided on the northbound side of The Boulevard to a standard similar to the existing stop on the southbound side of The Boulevard, this to improve bus waiting facilities not only for the proposed development but also for the Langford Lane area in general.

4 Predicted Travel Demand

4.1 Introduction

4.1.1 This section of the FTP considers the travel demand arising from the development proposal. This will consider the scale of development and the resulting vehicular and person trip generation. Further details in respect of the methodology used to determine person and vehicular trip generation associated with the development proposal is set out in the Transport Assessment Report, prepared under separate cover.

4.2 Development Proposal Person Trip Generation

4.2.1 The modal share of trips generated by the development has been determined from the 2001 Census journey to work data for workers of ward 38UBHE Kidlington North. This ward includes the employment area along Langford Lane, London-Oxford Airport and the residential area of north Kidlington. This results in the modal share shown in **Table 4.1**.

Table 4.1: Modal Share (2001 Census)

Mode	Total
Vehicles	77.0%
Passengers	5.6%
Motorcyclists	1.3%
Cyclists	5.6%
Pedestrians	5.6%
Public Transport	4.8%
Other	0.1%
Total	100%

4.2.2 As shown in **Table 4.1**, the modal share derived from the 2001 Census highlights the main mode of travel to be car driver and 5-6% of trips made by each of the modes car share, cycling, walking and public transport.

4.2.3 To generate an estimate of the number of vehicle trips, the TRICS database was interrogated for sites that would provide a suitable comparison for the development in advance of any supporting Travel Planning measures, in order to present a robust / worst case analysis of the potential traffic impacts of the development on the local highway network. This 'baseline' assessment therefore takes no account of the mode shift anticipated as a result of these measures, which are set out in **Section 5** of this report.

4.2.4 Section 5 of the Transport Assessment sets out the detailed methodology undertaken to estimate appropriate trip rates for each of the B-uses on the site. **Table 4.2** summarises the resulting trip rates and **Table 4.3** provides the vehicular trip generation predicted to arise from the development applying the full-build development quantum.

Table 4.2: Development Vehicular Trip Rates

Land Use	AM Peak			PM Peak		
	In	Out	Total	In	Out	Total
B1(a) Offices	1.533	0.141	1.674	0.111	1.602	1.713
B1(b) Research & Development	1.191	0.078	1.269	0.086	0.914	1.0
B8 Warehousing	0.214	0.090	0.304	0.051	0.165	0.216

Table 4.3: Oxford Technology Park Vehicular Trip Generation

Land Use	Estimated GFA (m^2)	AM Peak			PM Peak		
		Arrivals	Departures	Two-way	Arrivals	Departures	Two-way
B1(a)	11,916	183	17	199	13	191	204
B1(b)	4,456	53	3	57	4	41	45
B8	22,023	47	20	67	11	36	48
Total	**38,394**	**283**	**40**	**323**	**28**	**268**	**296**

4.2.5 Consequently, provisional multi-modal person trip generation for the development has been determined by factoring the vehicle trip generation shown in **Table 4.3** by the 2001 Census modal split shown in **Table 4.1** such that car driver trip represent 77% of the modal share. The resulting person trip generation is shown in **Table 4.4**.

Table 4.4: Oxford Technology Park Person Trip Generation

Mode	AM			PM		
	Arrivals	Departures	Two-way	Arrivals	Departures	Two-way
Vehicles	283	40	323	28	268	296
Passengers	21	3	23	2	19	22
Motorcyclists	5	1	5	0	5	5
Cyclists	21	3	23	2	19	22
Pedestrians	21	3	23	2	19	22
Public Transport	18	2	20	2	17	18
Other	0	0	0	0	0	0
Total	**367**	**52**	**419**	**37**	**348**	**385**

4.3 Summary

4.3.1 This section of the FTP has set out details in respect of the proposed development vehicular and person trip generation, confirming that the development proposals are predicted to generate up to 419 two-way person trips in the AM peak hour and 385 two-way person trips in the PM peak hour.

5 Provisional Mode Share Targets

5.1 Introduction

5.1.1 As stated in **Section 1**, Oxford Technology Park is a large mixed-used development anticipated to consist of multiple occupiers who are currently unknown. Therefore, at this stage, prior to occupation of the site, only provisional baseline and target mode share values can be estimated.

5.1.2 The section sets out the overall provisional mode share targets for the site. The targets are subject to review following occupation of the site and the collection of baseline travel data.

5.2 Provisional Baseline Mode Share

5.2.1 The baseline mode share for the development has been estimated using the 2001 Census mode share for the ward 38UBHE Kidlington North. This mode share is set out in **Section 4** for the purposes of Person Trip Generation; for ease of reference, **Table 4.1** has been replicated below.

Table 4.1 (replicated): Modal Share (2001 Census)

Mode	Total
Vehicles	77.0%
Passengers	5.6%
Motorcyclists	1.3%
Cyclists	5.6%
Pedestrians	5.6%
Public Transport	4.8%
Other	0.1%
Total	**100%**

5.2.2 To determine the provisional modal split targets, it is first necessary to amend the mode share shown in **Table 4.1**. Vehicles and Vehicle Passengers need to be converted into Single Occupancy Car and Car Share.

5.2.3 It has been assumed that each car passenger has a corresponding driver; therefore 5.6% of Vehicles has been added to the 5.6% Vehicle Passenger to determine the total number of car sharers. Whilst it is recognised this is a simplistic assumption, it is considered to be the most appropriate means by which to determine the provisional modal split from the available data.

5.2.4 It has also been assumed, given the distance of the site from a train station that all public transport users are bus users. Furthermore, given the small share in trips, motorcyclists and other modes have been combined. Based on these assumptions, **Table 5.1** outlines the provisional baseline modal split.

Table 5.1: Provisional Baseline Modal Split

Mode	Total
Single Occupancy Car	71.4%
Car Share	11.2%
Cyclists	5.6%
Pedestrians	5.6%
Bus	4.8%
Other	1.4%
Total	100%

5.2.5 The baseline mode share shown in **Table 5.1** will be reviewed using baseline travel surveys as detailed further in **Section 8**. These surveys will be undertaken following occupation of the development to a level to be agreed with OCC. For example, baseline surveys could be undertaken following occupation of the 'Opening Year' level of development at 3,587sqm of B1(a).

5.3 Provisional Mode Share Targets

5.3.1 Mode share targets will have to be determined based on the outcome of the baseline travel surveys to be undertaken on an agreed timescale near the start of occupation of the development. So at this stage, only provisional mode share targets can be set.

5.3.2 The set of measures put forward at this stage in this Framework Travel Plan suggest that there is an opportunity to achieve reduced single occupancy car use to and from the proposed development, with a number of alternative modes available to site users and the use of which will be supported and promoted.

5.3.3 At this stage, it is anticipated that a potential reduction in single car occupancy of 10% from the provisional mode share could be achieved. This is set as the Framework Travel Plan's provisional target.

5.3.4 With this shift away from single occupancy car use achieved, it is anticipated that these users would then spread across the non single-car occupancy modes with the best chance of attracting users, such as car share, bus and cycling. The mode share that could be anticipated as a result of the proposed provisional target are shown in **Table 5.2**.

Table 5.2: Provisional Target Modal Split

Mode	Total
Car Single Occupancy	61.4%
Car Share	16.4%
Cyclists	8.2%
Pedestrians	5.6%
Bus	7.0%
Other	1.4%
Total	**100%**

6 Framework Travel Plan Structure and Management

6.1 Introduction

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

6.2 Purpose of the Framework Travel Plan

6.2.1 A Framework Travel Plan has been developed for Oxford Technology Park because it is proposed to be a large mixed-used development anticipated to consist of multiple occupiers who are currently unknown.

6.2.2 This FTP sets out a framework within which subsidiary travel plans will be developed as the development is occupied. It aims at providing an overarching set of principles and guidance to ensure that each subsidiary travel plan created under its framework achieves the objectives set in **Section 1**.

6.2.3 This FTP provides a co-ordinating structure between subsidiary travel plans and is a source of information for the individual plans.

6.2.4 If a subsidiary travel plan is not required for a specific occupier due to the size of their workforce as dictated by OCC, then they will be covered by this FTP.

6.3 Travel Plan Co-ordinator

6.3.1 The Travel Plan Co-ordinator will be appointed and funded by the Developer prior to first occupation for the duration of the travel plan, which is anticipated to be 5 years after development completion. At the time of writing development is anticipated to be completed by 2025. After this period (the life of the Plan), Travel Plan activities on site will be managed by the Travel Plan Steering Group made entirely of representatives from the various occupiers on site. One of the members of the Steering Group will in effect take on the Travel Plan Co-ordinator role.

6.3.2 It is anticipated that the Developer will appoint the Travel Plan Co-ordinator using either in-house staff or an external consultant. Once the Travel Plan Co-ordinator has been appointed, the individual's name and contact details will be made available to the OCC Travel Choices Team.

6.3.3 At this stage, it is anticipated that, at full build-out, the Travel Plan Co-ordinator role will be a part-time role, representing a commitment of approximately 1 work day per week. In the initial phases of site delivery, the time requirement is likely to be less.

6.3.4 The Travel Plan Co-ordinator will promote long-term travel plan measures across the site and will liaise with key stakeholders when necessary. This could include local authorities and local transport groups.

6.3.5 The Travel Plan Co-ordinator will be responsible for the continued development of the FTP, including keeping it up-to-date, and liaising and co-ordinating with the Travel Plan Representatives appointed by individual occupiers.

6.3.6 The Travel Plan Coordinator will be a point of contact for all travel planning matters across the development. The contact details of the Travel Plan Co-ordinator will be provided to all employees of the site via the Travel Information Packs.

6.3.7 The Travel Plan Co-ordinator will be responsible for monitoring the outcome of travel surveys including peak hour vehicular trip generation to assess performance against targets.

6.3.8 The Travel Plan Co-ordinator's responsibilities are expected to include the following:

- Preparing and updating Travel Information Packs;
- Communication with local stakeholders (e.g. public transport operators), OCC and Travel Plan Representatives;
- Keeping up-to-date on OCC transport initiatives;
- Set-up/manage the car share scheme;
- Set up and update the site travel plan website;
- Organisation and promotion of site-specific awareness campaigns / marketing events including cycle maintenance events and cycle safety classes;
- Establish, manage and participate in the site Travel Plan Steering Group;
- Overseeing agreed site-wide Travel Plan measures;
- Acting as a point of contact for employees requiring information on local travel; and
- Monitoring and reviewing the Travel Plan performance against agreed targets, organising travel surveys and submitting monitoring reports to OCC setting out the progress of the Travel Plan.

6.4 Subsidiary Travel Plans and Travel Plan Representatives

6.4.1 Each individual occupier at the development will be required to produce a full subsidiary travel plan for their operation within three months of occupation, if their workforce is of a size which OCC consider necessitates an individual travel plan. These subsidiary travel plans will sit under the framework detailed within this document.

6.4.2 The requirement for subsidiary travel plans will be included in tenancy agreements / leases of future site occupiers.

6.4.3 In their subsidiary travel plans, occupiers will nominate a Travel Plan Representative in charge of individual plan, working in collaboration with the Travel Plan Co-ordinator.

6.4.4 If a subsidiary travel plan is not required for a specific occupier/developer due to the size of their workforce then they will still be required to appoint a Travel Plan Representative to facilitate engagement with the Travel Plan Co-ordinator.

6.5 Travel Plan Steering Group

6.5.1 The Travel Plan Co-ordinator will be responsible for establishing, managing and participating in a Travel Plan Steering Group for the life of the Plan. This will be a Group for the Co-ordinator and Travel Plan Representatives of the various occupiers. It is anticipated that the Steering Group meetings be held bi-annually.

6.5.2 The Steering Group will be responsible for providing high level support to travel planning across the site, steering efforts towards greater sustainable travel, and monitoring and reviewing progress. Furthermore, if the FTP is not working sufficiently and there is an unacceptable level of vehicular traffic generated by the development, as identified through monitoring of the FTP, then the Group could be required to propose further mitigation measures.

7 Travel Plan Measures

7.1 Introduction

7.1.1 This section details the range of measures that would apply site-wide and managed by the Travel Plan co-ordinator. The subsidiary Travel Plans will need to be consistent with these measures and adopt these measures to guarantee each occupier's participation in the Plan and therefore ultimately the Plan's success.

7.1.2 OCC's 'Transport for New Developments – Transport Assessments and Travel Plans' (February 2012) 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'.

7.2 Appointment of a Travel Plan Coordinator

7.2.1 The first measures to be implemented as part of this Framework Travel Plan is the appointment of a Travel Plan Coordinator following the role description detailed in **Section 6.3** above.

7.2.2 This is the responsibility of the developer and should occur before occupation of the development.

7.3 Travel Information Packs

7.3.1 The Travel Plan Coordinator will be responsible for the preparation and production of Travel Information Packs for distribution to site occupiers on occupation.

7.3.2 The Travel Information Pack will include the following information:

- Details of the FTP measures and its aim, objectives and provisional targets;
- Walking and cycling maps showing safe routes to key local facilities, including distance and time information;
- Site specific public transport information with a map showing routes, bus stop locations and timetable information;
- Contact details for the Travel Plan Co-ordinator;
- Details of the site Travel Plan website; and
- Details of additional travel planning resources such as Transport Direct Journey Planner.

7.4 Marketing of the Plan

7.4.1 Information on Travel Plan activities will be disseminated around the site using a number of tools, including:

- Travel Information packs: These are detailed in **Section 7.3** above and will form the first point of contact with each employee on site;

- Notice boards: as part of their subsidiary travel plans, employers will be required to provide a notice board in a suitable location for the advertising of Travel Plan activities on site and within their company, including specific events, training classes or changes to transport provision to the development; and

- Site wide website: the developer will via the Travel Plan Co-ordinator organise for the creation of a site-wide website providing access to amongst other things, Travel Plan resources (such as travel maps, bus timetables), information on forthcoming events or practical information on travel to and from the development site. The Travel Planning content of the site-wide website would be the responsibility of the Travel Plan Coordinator.

7.5 Walking and Cycling

7.5.1 As stated, the proposed development will be designed to deliver a safe environment for walking and cycling and provide suitable connections to existing walking and cycling networks in the vicinity of the development.

7.5.2 The development will also provide adequate cycle parking and changing facilities to staff.

7.5.3 The Travel Plan will in addition include the provision of training classes and information events to promote cycling and walking to the site with a specific focus on safety for pedestrians and cyclists. The Travel Plan Coordinator will have the responsibility to organising two events annually for the life of the plan, funded by the developer.

Bicycle User Groups (BUGs)

7.5.4 Developing a BUG, through which likeminded individuals can meet up socially and discuss information on routes, safety, cycle maintenance and cycling issues to help raise awareness of the need for better facilities for cyclists. It will also enable less experienced cyclists to contact established cyclists and therefore to obtain information, guidance and potentially a ‘cycling buddy’ to accompany them on cycle journeys.

7.5.5 The Travel Plan Coordinator will be responsible for the setting up of a BUG for the site.

7.6 Public Transport

7.6.1 The proposed development will contribute to pump priming bus access improvements to the site but also the wider Langford Lane area, with a specific focus on weekday, daytime services connecting to Oxford city centre and the proposed new railway station at Water Eaton. In addition, the development will contribute to the delivery of a new bus stops in the vicinity of the development.

7.6.2 These proposals will increase the development’s accessibility by public transport.

7.6.3 The Travel Plan will in addition provides convenient information on the use of these bus services via the Travel Information Pack and inform of any changes to local services using the Travel Plan Representatives and the marketing tools available on site (notice boards and website)

7.7 Car Sharing

7.7.1 Car sharing has the potential to generate significant mode shift away from single occupancy car use at the development. The development is of a size that would warrant an effective car share scheme, manageable through the site’s website.

7.7.2 Alternatively access to Oxfordshire Car Share via the development's website and advertised in the Travel Information Pack and on the notice board would be provided to occupiers of the development, benefiting from an even wider pool of potential car sharers from adjacent employment developments.

7.8 Events

7.8.1 The Travel Plan Coordinator will be responsible for organising events and training/information sessions throughout the life of the travel plan. There will be a focus on pedestrian and cycle safety with two events organised per year to address these issues and provide practical advice to people walking and cycling to the site or wishing to do so. Other themes could be considered on these two events or as part of other events.

7.8.2 Participation in other local or national Travel Planning events, such as 'Cycle to Work Day' will also be a key feature of the Travel Plan event calendar, managed by the Travel Plan Coordinator.

7.9 Summary

7.9.1 The Framework Travel Plan proposes a number of measures aimed at guaranteeing well- structured and managed and coordinated Travel Plans are delivered by the future occupiers of the site. The measures listed above aim at making sure that the Framework Travel Plan provides a suitable structure for:

- Plans to be coordinated;
- Information to be circulated; and
- Practical and accurate advice is provided in a convivial manner to site users to encourage them to shift to environmental means of travel to and from the site.

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

8 Monitoring and Review

8.1 Introduction

8.1.1 The FTP includes an overall target for modal shift away from single occupancy car use as detailed in **Section 5** above. This is based on the expected mode share at the site and the measures relating to the implementation of the plan. However, this target is provisional only as the actual occupiers of the site are unknown at this stage.

8.1.2 Once occupation on the site is established then an initial baseline travel survey will be conducted to establish a baseline mode split from occupiers on site and this will be used to set a definitive set of targets for the Framework Travel Plan.

8.1.3 The progress of the plan towards achieving its target will be monitored on a biennial basis thereafter.

8.1.4 This section outlines the baseline survey and further monitoring and reviewing process for the Plan.

8.2 Baseline Travel Survey

8.2.1 It is proposed that a baseline travel survey be carried out at the start of occupation on site. In order to have a representative sample of site occupiers, it is suggested that this initial survey be conducted within three month of full occupation of the Initial phase of development (3,587sqm of B1) or within three months following the first anniversary of the first occupation on site, whichever comes first.

8.2.2 The Travel Plan Coordinator will be responsible for setting up the initial survey and survey reporting structure in collaboration with Oxfordshire County Council. The type of surveys to be carried out, the content of any questionnaire used and the report structure to be used will be agreed with Oxfordshire County Council in advance and follow any template they may wish to be used.

8.2.3 It is important that the same survey content and reporting be used throughout the life of the plan so that progress can be monitor on a like-for-like basis throughout the life of the plan.

8.2.4 Furthermore, the result of the initial travel survey will be fully reported to the County Council within 3 months of the survey being undertaken and the Framework Travel Plan target revised and agreed accordingly with the County. The results of the surveys themselves will be provided to Oxfordshire County Council within a month of the survey being carried out (subject to data being released by the survey company, if one is used).

8.3 Travel Plan Targets

8.3.1 Following the undertaking of the initial travel survey, the Framework Travel Plan provisional targets will be revised and definitive targets will be agreed with the County Council. These targets will be applicable to the development overall, and will be communicated to all occupiers on site so that they can demonstrate how they will contribute to the overall targets through their individual subsidiary travel plans.

8.3.2 Depending on progress against targets, the Travel Plan Coordinator in conjunction with the Travel Plan Representatives and the County Council, will need to identify any specific measures required for the following monitoring period, in order to keep on track of the targets. The Framework Travel Plan and Subsidiary Plans will therefore be living documents regularly updated so that their objectives can be met.

8.4 Monitoring

8.4.1 The Travel Plan Coordinator will be responsible for undertaking monitoring travel surveys of all occupiers on site every two years. Reporting on the surveys and progress towards the FTP targets will be provided to OCC within three months of the monitoring survey being carried out. The results of the monitoring survey will be provided within a month of the survey being carried out (subject to the data being made available by the survey company if one is used).

8.4.2 Individual occupiers will be required to play their part in the monitoring travel survey, providing the relevant information requested by the Travel Plan Coordinator. It is suggested that monitoring travel surveys will form an excellent opportunity for all involved, with travel planning on site to raise further awareness of travel issues with people working on site.

8.4.3 Furthermore, occupiers will be required to use the monitoring travel survey as the opportunity for themselves to monitor their own plan. This means that a consistent survey format is used on the site for all Framework and Subsidiary plan monitoring surveys.

8.4.4 Monitoring will be guaranteed by the developer for the life of the Framework Travel Plan.

9 Delivery / Action Plan

9.1 Introduction

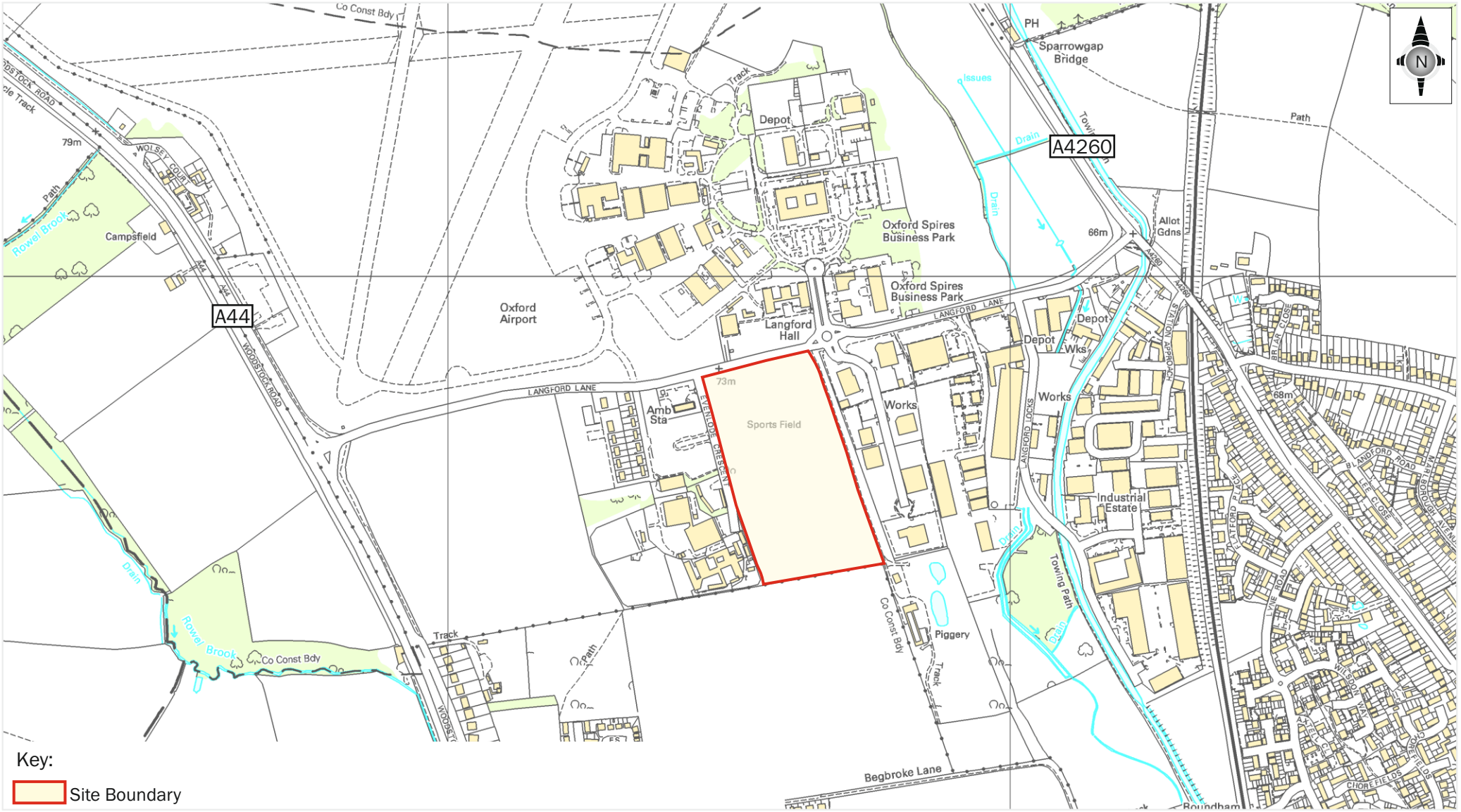
9.1.1 This section provides a tabulated breakdown of the key actions that form part of this Framework travel plan.

9.2 Action Plan

9.2.1 **Table 9.1** provides an action plan relating to this Framework Travel Plan.

Action	Responsibility	Timescale	Comment
Appoint a FTP coordinator	Developer	Prior to occupation	Responsibility of the development for the life of the FTP (completion +5 years)
Prepare travel packs	FTP Coordinator	Prior to occupation	Financed by developer
Set up development travel website	FTP coordinator	Prior to occupation	Financed by developer
Set up Travel Plan Steering Group	FTP Coordinator	After occupation	
Initial travel surveys	FTP coordinator	Within 3 months of full occupation of initial development phase or of first anniversary of occupation	Template agreed with OCC – Financed by developer
Review FTP and agree definitive targets	FTP coordinator	With 3 month of initial travel surveys	Financed by developer
Events	FTP coordinator	Minimum 2 a year	Financed by developer for the life of the FTP
Monitoring of FTP	FTP coordinator	Every 2 years	Financed by developer for the life of the FTP

Figures



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HILL STREET HOLDINGS LTD.

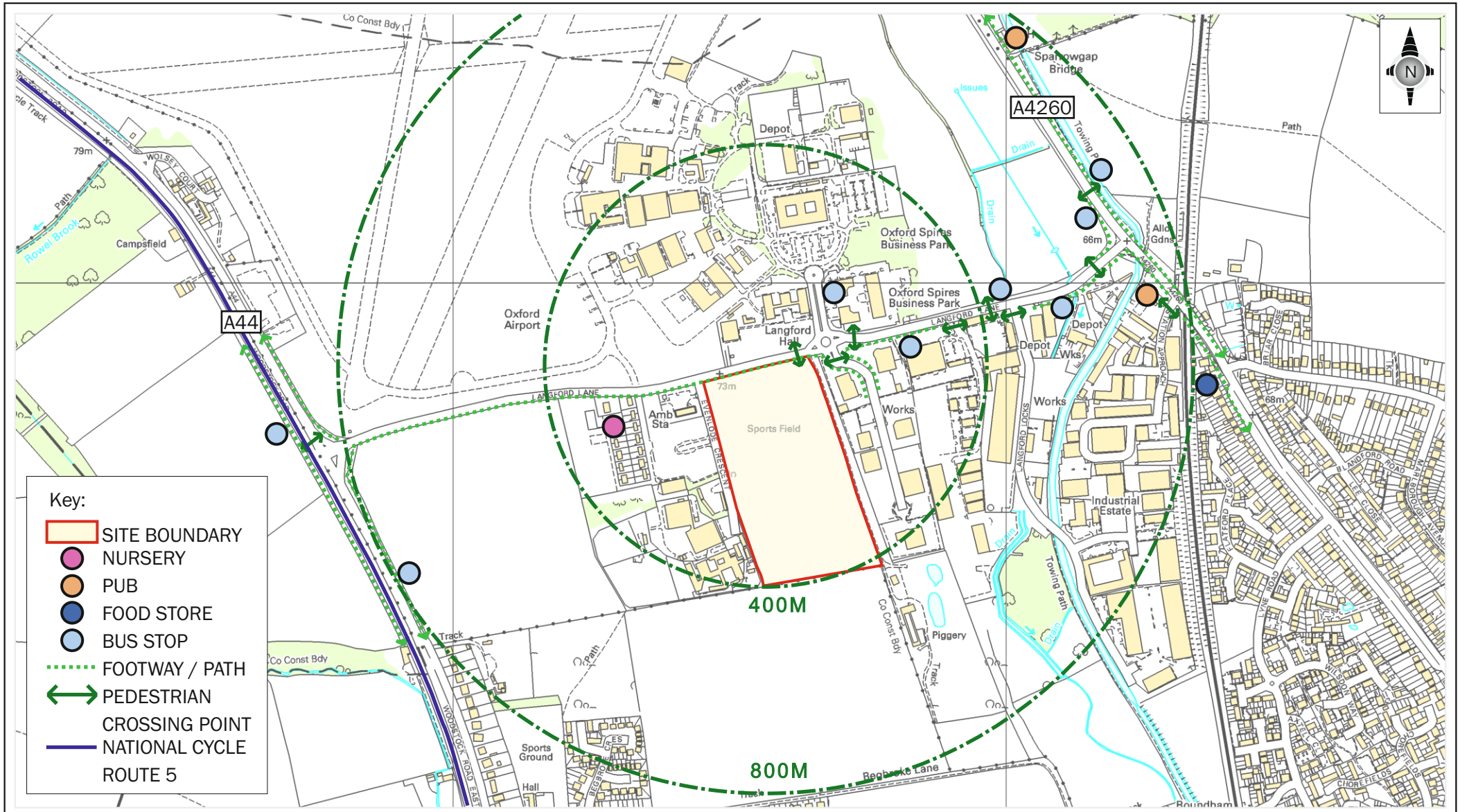
OXFORD TECHNOLOGY PARK, KIDLINGTON

SITE LOCATION PLAN

Date	15/07/2014
Scale	NTS
Drawn by	JHo
Checked by	FC
Revision	A

FIGURE 1-1

J:\23588 - Oxford Technology Park\001 Transport\COREL\Figure 1-1 - Local Site Location.cdr



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SITE LOCATION PLAN

Date	15/07/2014
Scale	NTS
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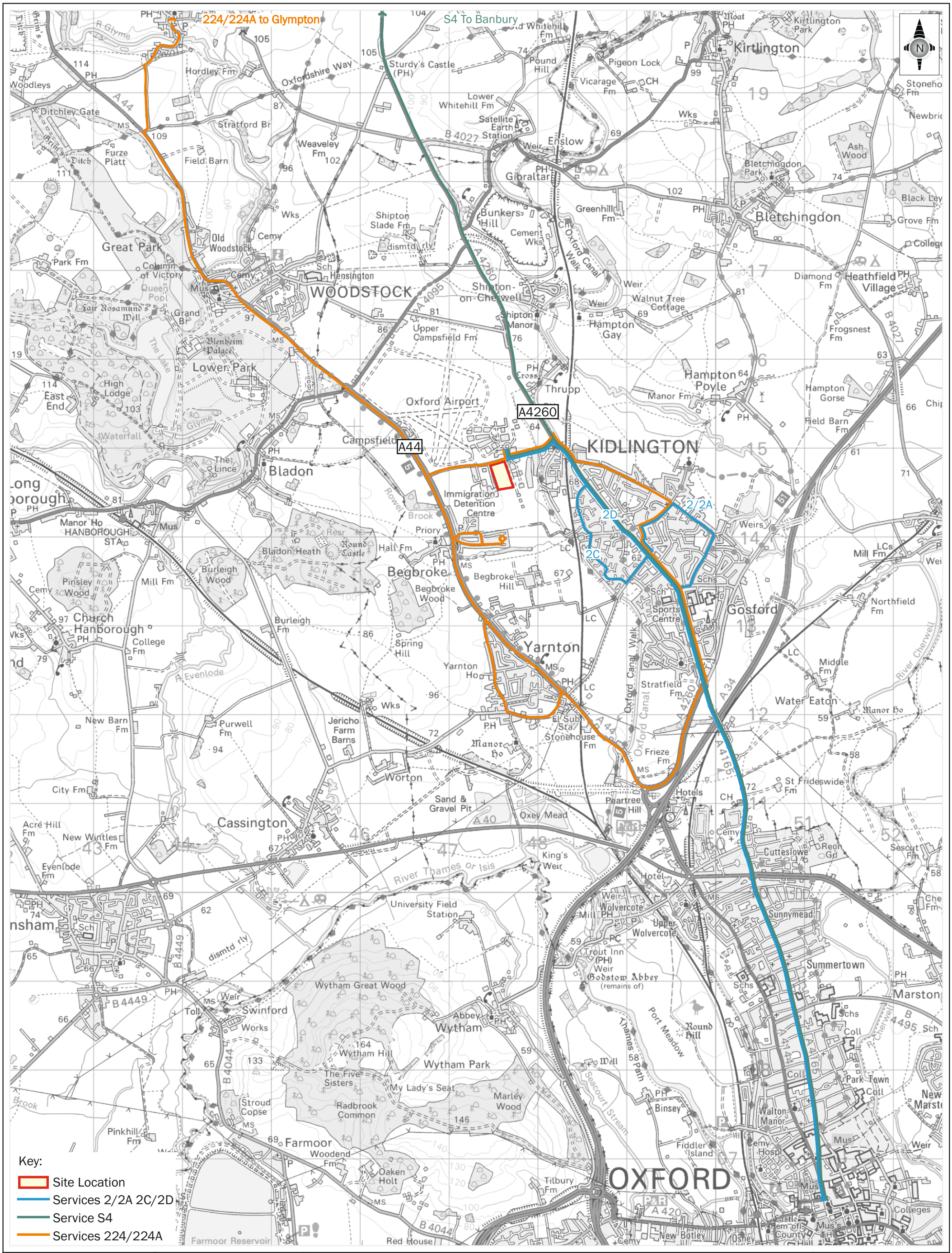
Checked by	FC
Revision	-

FIGURE 2-1



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EXISTING BUS SERVICES PLAN

Date	15/09/2014
Scale	NTS
Drawn by	JHo
Checked by	FC
Revision	-

FIGURE 2-2

J:\23588 - Oxford Technology Park\001 Transport\COREL\Figure 2-2 (TP) - Existing Bus Services.cdr