



SCANNED

**Local Workplace Travel Plan for Upper Heyford
Airfield
(Driver Training)**

Owner: Head of Corporate Support

Date: August 2012

Introduction

This document identifies the Workplace Travel-related issues and objectives relating to advanced Police driver training at Upper Heyford Airfield in Oxfordshire.

The site is located at the following OS reference

Grid Reference	X (Eastings)	Y (Northings)	Latitude	Longitude	Postcode
SP 50971 26009	450971	226009	51.930267	-1.2601041	OX25 5HA



Image from Google Maps UK

Upper Heyford Airfield Local Travel Plan (Police Driver Training)

This Local Workplace Travel Plan has been compiled in accordance with the Force Workplace Travel Strategy and sets out the following relating to the site:

- **Alternatives to car usage**
- **Specific initiatives and objectives designed to minimise the impact of workplace related travel.**

This is a public document which will be used in support of any planning applications or questions raised by other agencies or members of the public.

1. Objectives

The following are the objectives of the Thames Valley Police Upper Heyford Driver Training Travel Plan:

- To meet national policy and guidance objectives;
- To assist with the adopted property strategy to make better use of existing police facilities to accommodate organisational needs;
- To relieve existing and future parking pressures at police sites;
- To help staff save money in travelling to and from work;
- To improve levels of staff health and well-being;
- To improve staff retention;
- To deliver environmental benefits to the wider community;
- To meet Thames Valley Police's obligations towards corporate social responsibility; and
- To assist in meeting other internal policy objectives such as that set out in Thames Valley Police's Carbon Management Plan;

2. Co-ordinator and Working Group

The Travel Plan Co-ordinator for Thames Valley Police Upper Heyford Driver Training is Sean Crotty, Thames Valley Police Driving School Manager.
Tel: 01295 754777

3. The Local Factors

Thames Valley Police (TVP) has used the Upper Heyford Airfield for driver training since the United States Airforce vacated the base in 1995. Temporary planning permission was granted on a regular basis for use of a police building (Building 249) for various training purposes and the northern runway for police driver training.

The former base is designated as a Conservation Area. Much of it is of national and international significance and the RAF Heritage Centre has recently started operating tours of the base. The airfield also has ecological importance and includes a County Wildlife site.

In 2010, outline planning permission was granted on appeal by Cherwell District Council (CDC) for a mixed-use commercial development on the former base site. This includes 1075 dwellings, employment and community uses. Building 249 was granted specific permission for use by Thames Valley Police for training (Class D1) and thereafter as Class B2 or B8 (but not other D1) uses.

The runways and their use were not considered at the Inquiry. The authorised use of the northern runway by the police was however covered by temporary permission granted in June 2009 for three years.

In May 2012, two planning permissions were granted by CDC for use of runways for police driver training.

Continued use of the northern runway was assured by the granting of permission of change of use under planning reference 12/00221/F, subject to certain conditions. The following conditions are relevant to the Travel Plan:

- *“That within six months of the grant of permission, an access phasing strategy shall be submitted to and approved in writing by the Local Planning Authority, showing the transition of the access to the site in accordance with the long term strategy for the site. Vehicular access to the site shall be from Camp Road only.”*
- *“That within six months of the grant of permission, a detailed green travel plan, prepared in accordance with the Department of Transport’s Best Practice Guidance Note “Using the planning process to secure travel plans” and the emerging Oxfordshire County Council guidance on Developer Travel Plans, has been submitted to and approved in writing by the Local Planning Authority.”*
- *“Unless otherwise agreed with the Local Planning Authority that the operational use of the runway shall be restricted to the following times – Monday-Friday – 9.00am to 5.30 pm
Saturday, Sunday and Public Holidays – No time”*
- *“Unless otherwise agreed with the Local Planning Authority that the use of the runway is not permitted at any time when the RAF Heritage Centre is operating tours of the base.”*

In addition, permission was granted for use of a further section of runway for advanced Police driver training under planning reference 12/00220/F. This section, which runs east-west parallel to the main runway, is also known as the NATO Runway.

The conditions applied to the Northern Runway were applied also to the NATO Runway. In addition, the following condition was applied to the NATO Runway:

‘Unless otherwise agreed with the Local Planning Authority the runway shall not be used for more than 20 days in 2012 and for 30 days in any calendar year thereafter’.

The two runways will fulfil different functions in police driver training. The Northern Runway will be used for general police driver training, whereas the NATO Runway, with its limited days of use, will be used to train drivers who go on to become pursuit or specialist drivers.

Figure 1: Location Plan



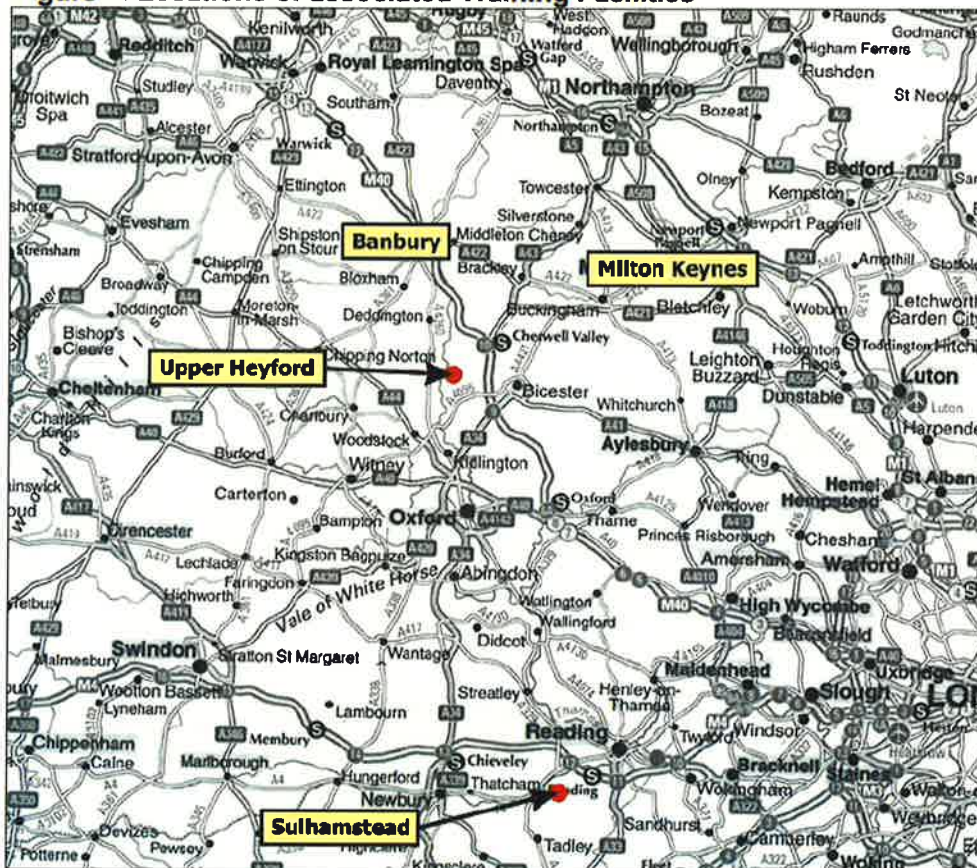
4. Site Audit and Transport Context

A site audit was carried out in July 2012 with regard to police driver training. This audit provided the following information in respect of staff and site provisions.

- Access is from Camp Road at a manned barrier, which ensures controlled access to the airfield, and then via the western perimeter road to the north west of the airfield.
- Vehicles park close to Building 249. There are 26 spaces for regular parking with additional spaces for overflow parking and a further area which can be used for additional parking if required. There are two marked disabled spaces. On driver training days the regular parking demand does not exceed parking supply.
- There is no specific provision for cycle parking.
- Anyone arriving on foot after travel by public transport would be met at the Camp Road gated access.
- The police driver training includes use of Building 249, which has toilet/refreshment facilities.
- Secure storage is limited and training takes place predominantly in police cars which are brought onto the site for the training days. A motorcycle is kept on the site for training purposes.
- Minor maintenance is carried out in the open during training. Service and breakdown work is undertaken elsewhere in the Thames Valley area.

- Police driver training courses take place at intervals throughout the year at Banbury, Milton Keynes and Sulhamstead and last for 2-4 weeks (Monday-Friday). The theoretical training takes place at these primary locations, with practical training days being held at Upper Heyford during the course.

Figure 2: Locations of associated Training Facilities



- Police instructors and trainees travel together from their main training venue to Upper Heyford on a daily basis, using the police cars which will also be used for the driver training. Generally there are three officers and one instructor per car, with between six and twenty officers per day being trained.
- The training takes place on weekdays between the hours of 09:00 and 17:30, though not necessarily for the whole of that time. There is no training at the Upper Heyford site on weekends or Bank Holidays.
- Public transport to the site is available by bus to Camp Road and by train to Heyford or Bicester North Station, at a distance of 4 and 11.5 kilometres respectively. Bicester North Station has a taxi rank.

Transport Mode	Operator/ Station	Number	Route and Service Frequency Monday to Friday
Bus	Heyfordian Travel	25A	Bicester – Upper Heyford – Kirtlington – Oxford. Hourly service in general
Trains	Heyford Station (First Great Western)		Mainline connections to Oxford and Banbury. Every 2 hours approx.
	Bicester North Station (Chiltern Railways)		Mainline connection to London. 3 per hour
	Bicester North Station (Chiltern Railways)		Mainline connection to Birmingham/Kidderminster. Hourly service

5. Staff Survey

The following table identifies the information that will be collected as part of the initial site travel survey undertaken within 3 months of the approval of this plan:

Number of Staff on driver training day **XXX**

Number of Surveys Returned **XXX**

Travel Mode	Number of Survey Returns	Percentage	Applied to Total on Training Day
Walk			
Cycle			
Motorcycle			
Bus			
Car Driver (Police Car)			
Car Driver (Private Car)			
Car Passenger			
Other			
Total			

The staff travel survey will include questions relating to opportunities for changing travel mode and attitudes towards changing travel patterns. This information will be used to refine the package of measures proposed for driver training courses.

6. Core Initiatives

In accordance with the current Draft Thames Valley Police Workplace Travel Strategy, the organisation has committed itself to a number of minimum standards at each location with a Local Travel Plan

Core Initiatives

Walking	<i>We will publicise maps of walking routes within feasible distance of our workplace</i>
	<i>We will publicise maps showing cycle routes to the workplace</i>
Cycling	<i>We will provide sufficient covered, well lit cycle parking to meet existing and future needs</i>
	<i>We will ensure cycle parking is clearly visible or well signed</i>
	<i>We will allow occasional casual dress in non-public facing roles</i>
Public Transport	<i>We will promote the Government 'Cycle2Work' initiative</i>
	<i>We will publicise relevant bus and train timetables at work</i>
	<i>We will post public transport information on the website as part of the visitor directions to the site</i>
	<i>We will promote the public transport benefits and concessions that are available on the intranet under <u>Pay, Allowances and Benefits</u></i>
	<i>We will encourage public transport use for business travel</i>
Car Sharing	<i>We will provide links from web site to public transport journey planners e.g. www.traveline.org.uk</i>
	<i>We will promote relevant web based car sharing databases</i>
	<i>We will actively assist staff in finding suitable car share partners</i>
Working Practices	<i>We will consider the allocation of priority parking spaces for car sharers if this does not conflict with the overall objectives of the Local Travel Plan</i>
	<i>We will allow flexible working hours (see <u>Flexible Working policy</u>)</i>
	<i>We will allow home working where appropriate</i>
	<i>We will provide appropriate technology for home working in approved cases</i>
Car Parking Management	<i>We will provide video conferencing facilities at designated locations</i>
	<i>We will encourage phone teleconferencing</i>
	<i>We will provide designated car parking to meet Equality Act requirements</i>
Promotion	<i>We will consider allocating car parking spaces to other groups such as shift workers or car sharers if this does not conflict with the overall objectives of the Local Travel Plan</i>
	<i>We will use existing in-house newsletters to keep staff up to date with progress on the plan</i>
	<i>We will prepare a sustainable transport display or stand</i>
	<i>We will prepare a "how to get here guide" promoting sustainable transport choices tailored to the site</i>
	<i>We will promote health benefits of regular walking or cycling</i>
	<i>We will promote the travel plan working group</i>
	<i>We will offer links to Traveline etc to all staff and visitors to assist with journey planning</i>

Some of these initiatives are not relevant to driver training at Upper Heyford. In particular, the nature of a training course requires people to be present in person at fixed times. The initiatives will be based mainly on informing regular staff and course attendees about travel by sustainable modes, and on encouraging attendees to use car-sharing and/or minibus use where this is practical.

As staff already share transport from the training centres at Banbury, Milton Keynes and Sulhamstead, and the vehicles used for transport are also used for the training, the options for reducing these vehicle movements are limited. However, there may be individual officers who could consider reorganising their overall journey by using a sustainable mode directly to the site rather than travelling via the primary training centre. The provision of up-to-date public transport information figures in the action plan for this reason.

7. Targets

Thames Valley Police is committed to achieving targets for driver training courses at Upper Heyford based on the results of the initial travel survey. Targets will be identified for the following modes and years:

Mode	Baseline (2012)	2014	2016*
	%	%	%
Car Driver			
Car Passenger			
Cycle			
Motorcycle			
Walk			
Bus			
Other			

*Further survey if targets have not been met (see below)

8. Monitoring

The Travel Plan Coordinator will undertake a further travel survey two years after the Baseline Survey. This will be summarised and reported to the Planning and Highway Authorities.

The nature of the training facility requires trainers and trainees to share vehicles from other training sites to Upper Heyford. The same vehicles are used for training. The car share mode share is expected to be very high and it is also expected that there will be limited scope to increase this significantly.

It is proposed that an assessment will be made of the potential to increase car sharing or the average number of staff per car after the first monitoring survey. If it is found that the level of car sharing is high and there are no practical ways to increase the level of car sharing it is proposed that formal monitoring and reporting will cease with a proviso that if the nature of the training operations at Upper Heyford should change, the monitoring and reporting schedule would resume.

9. Action Plan

The following Action Plan identifies a concrete action associated with each initiative and allocates responsibility to a named individual (the Travel Plan Coordinator, the named senior manager, the facilities manager etc.). The table also sets out clearly when the action will be undertaken and reviewed on a weekly, monthly or annual basis.

Initiative	Action	Owner	Review
General	Consult with course organisers at each of the three main driver training venues to identify travel patterns to/from Upper Heyford and discuss possibilities of reducing car use.	Travel Plan Coordinator	annually
	Email all staff to promote sustainable travel to training courses	Travel Plan Coordinator	annually
Public Transport	Supply course organisers and administrator at Upper Heyford with current public transport information: Bus 25a; Heyford and Bicester North Stations	Travel Plan Coordinator	annually
	Include public transport information on relevant section of intranet	Travel Plan Coordinator	annually
	Include local public transport information in pre-course details to trainee drivers	Local Training Course administrators	annually
	Display local public transport information on notice-board: Bus 25a; Heyford and Bicester North Stations	Administrator, Building 249	annually
	Email all staff to promote Traveline	Travel Plan Coordinator	annually
Car Sharing	Arrange travel to and from Upper Heyford using as few police cars as practically possible	Local Training Course administrators	annually
Promotion (along with promotion of other TVP Travel Plan Initiatives)	Compile a circulation list for updates on Travel Plan measures and other promotional events.	Travel Plan Coordinator	annually
	Set up Travel Plan notice boards that will be seen by all staff	Travel Plan Coordinator	Update as required
	Display information on the health benefits of walking and cycling.	Travel Plan Coordinator	As available
	Email Travel Plan newsletter to all staff.	Travel Plan Coordinator	Annually (reporting progress against targets)
	Send e-mails promoting aspects of the Travel Plan	Travel Plan Coordinator	6-monthly
	Send out Survey to organisers of training courses at each of the three venues	Travel Plan Coordinator/consultant	annually
Monitoring and Reporting	Summarise annual monitoring survey and submit to Highway and Planning Authorities	Travel Plan Coordinator/consultant	annually

