



# Heyford Park

## Commercial Travel Plan

On behalf of **Dorchester Group**

Project Ref: 39304/5513 | Rev: 5 | Date: April 2018

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## Document Control Sheet




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# 1 Introduction

- 1.1.1 Peter Brett Associates LLP (PBA) has been commissioned by Dorchester Group to produce a Commercial Travel Plan for the 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.
- 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 initially prepared an overarching Transport Strategy Framework report for both the residential area and the commercial area in 2012, 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. An Interim Commercial Travel Plan was prepared in 2014.
- 1.1.5 However, travel plans are dynamic documents intended to change and adapt to site conditions over time. This current travel plan forms the 2016/7 review, incorporating the latest site information based on new surveys undertaken in 2016/17. This is in line with OCC's guidance on Travel Plan monitoring, as part of the planning consent for the site. This 2016/17 update to the Commercial Travel Plan relates to any commercial uses on the site within the red line area on **Figure 1**. This will include any existing, consented and future commercial uses including those associated with the 1500 jobs forming part of the local plan allocation.

## 1.2 Type of Travel Plan

- 1.2.1 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."
- 1.2.2 The 2014 Commercial Travel Plan was an Interim Travel Plan due to the fact that the site occupiers and users were unknown. However now that most if not all occupiers are known this 2016/17 update constitutes as a Full Travel Plan.

## 1.3 Background

- 1.3.1 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 currently no Public Rights of Way across this area.
- 1.3.2 The former RAF Upper Heyford Airbase, was for many years used by the United States Air Force and housed some 12,000 American servicemen and their families. The airbase closed for military use 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.
- 1.3.3 Since the closure of the airbase, the site has been subject to a number of planning applications and planning allocations.

- 1.3.4 Applications of note include a planning application submitted in 2008 which went to Public Inquiry in 2008/2009. The Secretary of State granted planning permission in January 2010 for development to a maximum of 1,075 dwellings and around 1,700 jobs (08/00719/OUT). A subsequent scheme was consented for the new settlement area in December 2011 (10/01642/OUT) for the same overall number of dwellings but with a greater number of retained dwellings on site. That scheme included a new access to the flying field located off of Camp Road to the west of Soden Road.
- 1.3.5 In addition to these 1,075 residential units, the wider Heyford Park site subsequently also gained planning permission for:
- A Free School, comprising Building 74, north of Camp Road, accommodating primary, secondary and sixth form pupils and associated community and recreational opportunities (13/00740/F). A further building (583) is also occupied by the Free School south of Camp Road (13/00343/F). The Free School is now operational, however the location of the school means the proposed flying field access location to the west of Soden Road is no longer appropriate and an alternative is sought at Chilgrove Drive;
  - An outline application for 60 residential dwellings south of Camp Road. This was submitted in November 2013 (13/01811/OUT) and granted permission in March 2016. Reserved matters have subsequently been approved (16/00627/REM) in August 2016;
  - A full application for 43 residential dwellings south of Camp Road This was submitted in February 2016 (16/00263/F). This application was permitted in May 2017;
  - A full application for increased village centre provision south of Camp Road was submitted in May 2016 (16/01000/F). The application equates to the 'consented' village centre as part of the 1,075 dwelling allocation submitted in May 2016. This application included a Hotel (C1), associated D2 uses, pub/restaurant/hot food takeaway (A3-A5) and a market (A1-A5). Although the mix of uses was different to the consented village centre, the traffic generation was considered to be similar as the 1,075 application. Planning permission was granted for this application in November 2016; and
  - An application for increased village centre provision north of Camp Road was submitted in April 2017 (17/00895/F). This application includes non-food retail, a convenience store and 62 flats. At the time of writing it is understood that this application is due to be withdrawn and replaced by a reserved matters application falling under application 10/01642/OUT.
- 1.3.6 To date a number of applications have been submitted or are due to be submitted that fall within that current Cherwell Local Plan allocation for a further 1,600 dwellings and 1,500 jobs in the Heyford Park area under Policy Villages 5. These include:
- A full application for 79 dwellings north of Camp Road was submitted by Pye Homes in July 2015, (15/01357/F). This application was approved at planning committee in September 2017 subject to conditions, completion of an approved Section 106 for the development and resolution of the Highway Authority objection;
  - A full application for 297 dwellings south of Camp Road was submitted in December 2016 (16/02446/F). This application is yet to be determined; and
  - An outline application for the Southern Bomb Store was made in March 2015 (15/00474/OUT). This application included planning for up to 65,000m<sup>2</sup> GFA of employment (B1a, B1b/c, B2 and B8) and for vehicle access to Chilgrove Drive. This application is yet to be determined and will be superseded by the masterplan application for the overall site.

- A hybrid planning application for the Southern Bomb Store site was made in November 2016 (16/02269/HYBRID). This application included outline planning for up to 26,400m<sup>2</sup> GFA of employment (B1a, B1b/c and B8) (574 jobs) and full planning for Chilgrove Drive and its roundabout junction with Camp Road. This application is yet to be determined and will be superseded by the masterplan application for the overall site.

1.3.7 In addition to the applications submitted or due to be submitted, as set out above, approximately an additional 1224 dwellings and circa 1500 jobs are proposed to be delivered, taking the total new development at Heyford Park to 1600 dwellings and 1500 jobs, in line with Policy Villages 5 of the current Local Plan.

## 1.4 Benefits of Travel Plans

1.4.1 The National Travel Survey (DfT, 2016) found that in 2016 car travel accounted for 62% of all trips made (down from 64% in 2013) and 78% of total distance travelled. The same survey found that the average trips per person per year has fallen steadily since the early 1970s, by 40%, and the average distance travelled per year has increased, by 49%, since the early 1970s. 23% of all trips made in 2016 were less than one mile (1.6km) in length (an increase from 2013 where the amount of trips under a mile (1.6km) was 18%).

1.4.2 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 lack of awareness of both realistic and practical travel 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.

1.4.3 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.

1.4.4 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.



1.4.5 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.

## 1.5 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 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 Transport Conditions

### 2.1 Introduction

- 2.1.1 The following chapter is broken down by modes, setting out the existing, consented and proposed provision across the site.
- 2.1.2 “Existing” refers to any provision already built and operational, including provision associated with the 1,075 consented scheme. “Consented” refers to any provision that has been granted permission but has not yet been constructed / become operational. This may also include elements of the 1,075 consented scheme that have not been constructed at the time of writing of this current version of the Travel Plan (January 2018). “Proposed” refers to elements that have not been granted planning permission (as of January 2018) and have not yet been constructed. This will include the elements associated with the new 1,500 jobs Local Plan Allocation application. Elements not yet constructed, i.e. ‘consented’ and ‘proposed’ will form infrastructure or ‘hard’ measures that will enable sustainable travel in the future, therefore influencing travel change in the future and used to set the Travel Plan targets included at **Section 6**.
- 2.1.3 As the Travel Plan is updated as part of the monitoring strategy set out in **Section 8** the changes in infrastructure and build out will need to be reflected, given that site is evolving and changing regularly. Items detailed as “consented” but not yet delivered for example, will become “existing” in the near future, and the future updates of the Travel Plan will need to reflect this.

### 2.2 Walk and Cycle Provision

#### Existing Provision

- 2.2.1 Existing walking and cycling links are shown on **Figure 2**.
- 2.2.2 Camp Road provides walk and cycle access from the proposed development towards Upper Heyford to the west, and commuting, education and leisure opportunities to the east.
- 2.2.3 There is a footpath running adjacent to Camp Road on the south side. This starts at the junction with Larsen Road, and runs all the way to the Kirtlington Road junction. Along its length the footpath is separated from the carriageway by verge and hedgerow. Beyond Kirtlington Road, the path adjoins the southern side of Camp Road to become a footway, approximately 1m – 1.5m wide. The S278 3m cycle-footway is in place on the south side of Camp Road between Larsen Road and Wellington Road, as well as between Dacey Drive and Izzard Road, with the central elements still to be complete
- 2.2.4 There is a footpath running adjacent to Camp Road on the north side. A 1m – 2m wide footpath begins at the junction with Larsen Road and runs up to the Main Gate. There is a further section of footpath from Dacey Drive for 300m to the west. There are no controlled pedestrian crossing points on Camp Road, however dropped kerbs and tactile paving are provided to enable uncontrolled crossings via the splitter islands on the approaches to the Main Gate roundabout. This provides access to the main employment area and Heyford Park Free School. Street lighting is provided on Camp Road for its entire length.
- 2.2.5 For the final 120m of Camp Road to the west, towards Somerton Road and Upper Heyford, there are footways on both sides of the road of between 0.5 and 1m width. It is therefore possible to walk from the proposed development site to the bus stops on Camp Road close to the Somerton Road junction. Dropped kerbs and tactile paving are provided to enable uncontrolled crossing of Camp Road to access the eastbound bus service.

- 2.2.6 There is a consented S278 scheme currently under construction along Camp Road. This scheme will provide a 2m footway with some narrowing on the northern side of Camp Road through the residential development, separated from the road along much of its length by an approximately 3m wide verge retaining existing hedgerows. On the southern side of Camp Road, a shared footway/cycleway is to be provided, separated from the carriageway in most places by a verge with trees planted.
- 2.2.7 To the west of Heyford Park, in Upper Heyford Village, there is a footway of about 0.5m width on the east side of Somerton Road where it meets Camp Road. This runs for about 60 metres in a northerly direction, and then switches to the other side of the road. The footway / footpath runs to the end of the village of Upper Heyford in a northerly direction for another 300m. This provides access to The Barley Mow Public House and village allotments. There are no footways/footpaths along Somerton Road in a southerly direction from the junction with Camp Road.
- 2.2.8 There are a number of existing PRoWs criss-crossing the local area and these existing rural links are made up of the following:
- A network of public footpaths and bridleways to the south and east of the site linking Camp Road to Caulcott to the south, and Ardley at the northeast of the site;
  - A network of public footpaths and bridleways to the northern perimeter of Heyford Park linking Fritwell with Somerton; and
  - A network of public footpaths and bridleways to the south and west of the site linking Upper Heyford, Lower Heyford and Steeple Aston.
- 2.2.9 Historically, there were a number of PRoWs crossing Heyford Park, but some of these were curtailed when the site came into military use, circa 1915.
- 2.2.10 The key routes which were curtailed when the site came into military use include:
- Portway – a bridleway to the west of the runway running in a north – south direction and
  - Aves Ditch – a bridleway to the east of the runway running in a north – south direction.
- 2.2.11 In addition, there were two further historical routes crossing Heyford Park, one running in a southwest – northeast direction (on the approximate alignment of the existing runway) and one running in a northwest – southeast direction crossing the runway.
- 2.2.12 There are no dedicated cyclepaths or cycleways in the local area, other than that proposed along the north side of Camp Road as part of the consented scheme. The closest National Cycle Network (NCN) route is NCN 5, the West Midlands Cycle Route which connects Reading to Bangor through Oxford. The route can be accessed off A4260 Banbury Road, about 7.5km west of the proposed development site. However, being a rural area, traffic is light and therefore most cyclists use the local road network.

### Consented Provision

- 2.2.13 As part of the consented development at the Former RAF Upper Heyford some of the original PRoWs on the site will be reinstated / re-routed and improvements will be made to connections to existing PRoWs elsewhere. In addition, the consented housing will be connected by a network of walk and cycle links penetrating the residential areas and providing a permeable site which facilitates and encourages walking and cycling within the local area.
- 2.2.14 Reinstating the Portway and Ave's Ditch form part of the consented 1,075 application. These routes are illustrated on **Figure 2**. However, reinstating Ave's Ditch and Portway will not

provide access to the flying field due to the need to retain security fencing; rather they will just pass around it.

- 2.2.15 The realignment of Ave's Ditch facilitates the opportunity for further enhancement of surrounding route, for example, an extension of the existing bridleway 109/29 is proposed to the south east of the Aves Ditch re- alignment.
- 2.2.16 The consented walking and cycling improvements as part of the 1,075 application also include funding towards the 'Heritage 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. S106 funds have been given to OCC to be used for walking and cycling improvements; OCC will determine where this funding is used.
- 2.2.17 In addition, a potential link from the southern residential area south of Camp Road connecting to the existing footpath 388/4 could be delivered.
- 2.2.18 As well as the off-road PRoWs, low levels of traffic in the predominantly rural area currently allow the potential for additional routes for walkers, cyclists and equestrians along the highway network. The Developer cannot commit to upgrading existing footpaths or changing footpaths to bridle paths across land not in their ownership, funding has been provided as part of the approved 1,075 application to OCC to enable joining up of the network in the local area. Additional contributions may be required as part of the new 1,600 dwellings Local Plan Allocation application to achieve these connections.

### Proposed Provision

- 2.2.19 **Figure 3** illustrates the current walking and cycling proposals across the site. It also illustrates the proposed primary and secondary walk/cycle routes identified through the emerging Masterplan, including how the gaps in existing bridleways and footways will be addressed to provide a more comprehensive network.

## 2.3 Public Transport

### Existing Services

- 2.3.1 Existing public transport provision is illustrated on **Figure 2**.

#### Bus

- 2.3.2 Heyford Park is currently served by one bus service, the 25A, which runs between Oxford and Bicester, via Heyford Park along Camp Road. There are currently 3 pairs of bus stops on Camp Road. One bus stop is located on the small loop to the south of Camp Road, to the west of the Main Gate access and serves buses operating in either direction. There is another bus stop located on the northern side of Camp approximately 150m to the east of Main Gate . The third pair of bus stops are located close to the junction with Station Road.
- 2.3.3 As part of the Section 106 for the consented 1,075 residential unit scheme, Dorchester Group funded an hourly bus service to compliment and augment the then-existing hourly service operated by Thames Travel, thereby providing a half-hourly bus service. Subsequently funding for the existing service was withdrawn, leaving an hourly 25A service funded wholly by Dorchester Group. The bus service number 25A is operated by Thames Travel; its frequency is set out in **Table 2.1** and existing routing is shown on **Figure 2**.

Table 2.1: Existing Bus Service and Frequency

Service/ Operator	Route	Frequency		
		Monday – Friday Daytime	Saturday Daytime	Sunday Daytime
25A – Thames Travel	Oxford- Kirtlington- Bicester	Approximately every hour between 0617-1954	Approximately every hour between 0645-1954	No Service

Note: Details correct as of March 2018

### Rail

- 2.3.4 The nearest railway stations to the development are Heyford which is located approximately 3.3km south west of the site and Bicester North and Bicester Village which are located approximately 8km south east of the site.
- 2.3.5 Great Western Railways operate the line from Heyford Railway Station which runs from Banbury to Oxford. Services are provided every approximately every 90-120 minutes with reduced services on Sundays. From Oxford, there are onward direct connections to London Paddington. The journey time from Heyford to Banbury is approximately 18 minutes and to Oxford is approximately 16 minutes. The service from Heyford Station is summarised in **Table 2.2**.

Table 2.2: Existing Train Services from Heyford Station

Operator	Route	Frequency	
		Mon – Sat	Sundays
Great Western Railways	Didcot Parkway – Oxford – <b>Heyford</b> – Banbury	120 mins with additional peak trains	None

- 2.3.6 Chiltern Railways operate both Bicester North and Bicester Village stations. Bicester North provides a service between London Marylebone and Banbury approximately every 60 minutes and a service between London Marylebone and Birmingham Snow Hill approximately every 60 minutes. The services are summarised in **Table 2.3**.

Table 2.3: Existing Train Services from Bicester North

Operator	Route	Frequency	
		Mon – Sat	Sundays
Chiltern Railways	London Marylebone – Beaconsfield – High Wycombe – Bicester North – Banbury	60 mins	60 mins
Chiltern Railways	London Marylebone – Bicester North – Banbury – Leamington Spa – Warwick Parkway – Solihull – Birmingham Snow Hill	60 mins	60 mins

- 2.3.7 Bicester Village Station provides a service between London Marylebone and Oxford approximately every 30 minutes. The service from Bicester Village is detailed in **Table 2.4**.

Table 2.4: Existing Train Services from Bicester Village

Operator	Route	Frequency	
		Mon – Sat	Sundays
Chiltern Railways	London Marylebone – High Wycombe* – Bicester Village – Oxford Parkway - Oxford	30 mins	30 mins

### Other Off-Site Transport Improvements

- 2.3.8 East West Rail is a project to establish a railway connecting East Anglia with central, southern and western England. The project is split into a western, central and eastern section.
- 2.3.9 The western section has involved an upgrade to the Oxford to Bicester Village line by Chiltern Railways and Network Rail, this upgrade is part of Phase 1 of the western section. The phase introduced a new service between Oxford, Bicester and London Marylebone. Chiltern Railways began services from Oxford to London Marylebone via Bicester on 12<sup>th</sup> December 2016.
- 2.3.10 Phase 2 of the western section covers the route from Bicester Village to Bedford via Bletchley, Woburn Sands and Ridgmont which is due to open in 2022.
- 2.3.11 The central and eastern sections of the project will provide connections to Cambridge, Ipswich and Norwich. Previously these areas were only accessible via London but the project will enable direct connection cross-country

### Proposed Services

- 2.3.12 **Figures 4 and 5** illustrates the proposed public transport routes across the site. New bus stops will be provided on Camp Road and at locations on the ‘northern loop’, Chilgrove Drive and down through to the Village Centre. The locations will be agreed between the Developer and OCC at the detailed planning stage.
- 2.3.13 The current Masterplan and emerging Public Transport Strategy for Heyford Park sets out the proposals to split the existing 25A service into 2 new services – one between Heyford Park

and Bicester via Bicester Village Station, and one between Heyford Park and Oxford via Oxford Parkway Station.

- 2.3.14 The Heyford to Bicester service is currently proposed to operate a 20-minute service Mondays – Saturdays and an hourly service on Sundays.
- 2.3.15 The Heyford to Oxford service is currently proposed to offer an hourly service Mondays – Saturdays.
- 2.3.16 The services described above form the main parts of the public transport strategy for Heyford Park. It is proposed to support these with a community minibus operated by Dorchester Group. The minibus would provide timetabled journeys to and from Heyford rail station for commuters at peak times on Monday to Friday and would be available in the inter-peak period for local trips not covered by the main bus services on a demand responsive basis.
- 2.3.17 The proposed Public Transport Strategy remains subject to agreement with OCC and is anticipated to be secured through a S106 agreement associated with planning applications for housing and employment contributing to the current local Plan Allocation. Therefore at the time of writing the public transport strategy remains subject to refinement and change as the development and construction at Heyford Park progresses through the planning and delivery stages.

## 2.4 Local Highway Network

### Existing Provision

- 2.4.1 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 north east and the A4260 Banbury to Oxford road runs from north to south some 6km to the west.
- 2.4.2 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. Access to the flying field is via Gate 7.

### Consented Provision

- 2.4.3 As part of the 1,075 application, a roundabout was consented at the Camp Road / Chilgrove Drive junction. In addition, a HGV access was to be located where the school is now situated. However, due to the ongoing development, local plan allocation and emerging masterplan, these consented schemes are no longer appropriate and alternatives are proposed as part of the local plan allocation application proposal.

### Proposed Provision

- 2.4.4 The emerging transport strategy and Masterplan focusses on ensuring there is good pedestrian and cycle connectivity on site between key facilities, but also that Heyford Park is accessible to the wider neighbourhood. **Figures 3, 4 and 5** show how the proposed road network within Heyford Park, in conjunction with the off-road provision, aims to achieve this.
- 2.4.5 Another transport opportunity afforded by the new masterplan is to successfully re-route the HGVs away from Camp Road which has become less suitable for HGVs as the road has become more residential in nature and the Free School is also now accessed off of Camp Road. The proposed HGV route facilitates all HGVs leaving Camp Road at Chilgrove Drive, meaning that HGVs will be discouraged from using the areas where there are the greatest

pedestrian and cycle movements. Opening up Chilgrove Drive to vehicular traffic would provide the opportunity to incorporate a revised layout at the junction of Chilgrove Drive/Camp Road. Options for the design and layout of this junction are currently be considered. All options 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.

## 2.5 Wider Highway Network

### Existing Provision

- 2.5.1 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.
- 2.5.2 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.
- 2.5.3 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**.

### Consented Provision

- 2.5.4 There is a committed Section 278 (S278) scheme for the Middleton Stoney junction that was secured as part of the Dorchester Group's previously approved Heyford Airfield application for 1,075 dwellings. This committed scheme shows a new right-turn lane on the southern arm and a ghost island on the northern arm.

### Proposed Provision

- 2.5.5 At the time of writing, discussions with Highways England (HE) and OCC are being progressed and considering highway mitigation measures at the locations identified below to support the current local plan allocation. It is expected that the timing and thresholds of development that trigger the need for improvements relative to the build out of the site will be secured through a s106 agreement.
- M40 Junction 10;
  - A43 / B4100 junction
  - Ardley Road / Unnamed Road junction;
  - B430 / B4030 "Middleton Stoney" junction;
  - A4260 / B4030 "Hopcrofts Holt" junction; and
  - A4260 / B4027 junction.



## 3 2016/17 Workplace Travel Surveys

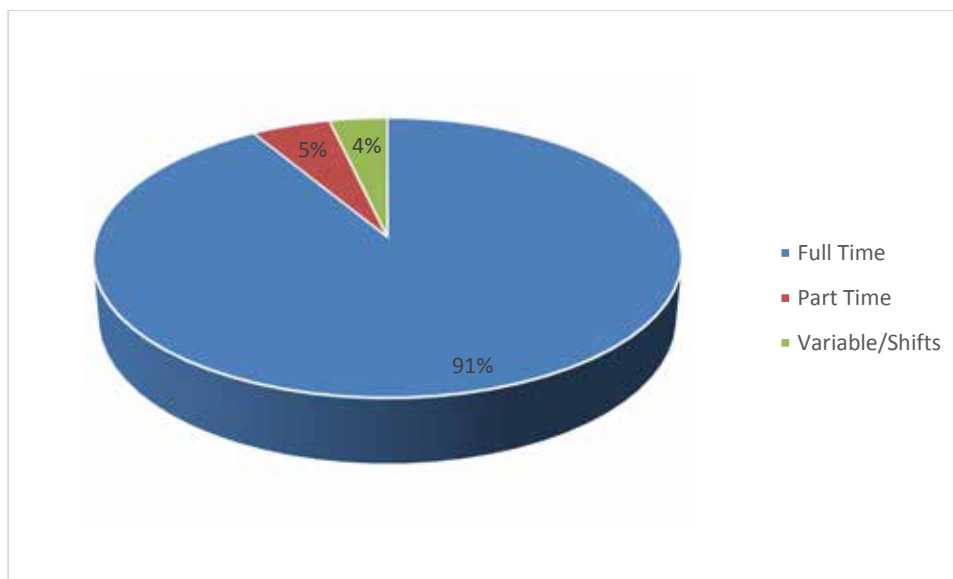
### 3.1 Introduction

- 3.1.1 The original 2014 Employee Travel Surveys were updated in 2016/7 to review progress and to ensure the information within the travel plan remains current. This is in accordance with Oxfordshire County Council guidance. As such, surveys were circulated to all employees based at the commercial area at Heyford Park in 2016/7 to establish current 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 2016/7 Employee Travel Survey is provided in **Appendix B**.
- 3.1.4 As of December 2017 there were approximately 1,500 employees on site compared with 700 when the surveys were undertaken in 2014.
- 3.1.5 In total 381 completed questionnaires were received from the 2016/17 Employee Travel Survey sent. This constitutes a response rate of 25% of the total 1,500 employees on the airfield. The response rate is reflective of the fact 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.
- 3.1.6 A wide age range of staff was captured – the respondents in the age ranges of 26-35, 36-45, 46-55 and 56-65 are relatively evenly spread, with fewer 19-25 and over 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 381 responses were received, respondents were able to pick which questions they wished to answer – as such, not all of the 381 respondents answered every question.

### 3.2 Employee Profile

Respondents were asked about their worker classification. Of the 381 responses received to this question, 91% (348) stated they work full time, 5% (19) stated they work part-time, and 4% (14) stated they work variable work patterns/shifts. These results are similar to those received in 2014.

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 departure times to work and which days they typically worked at Heyford Park.

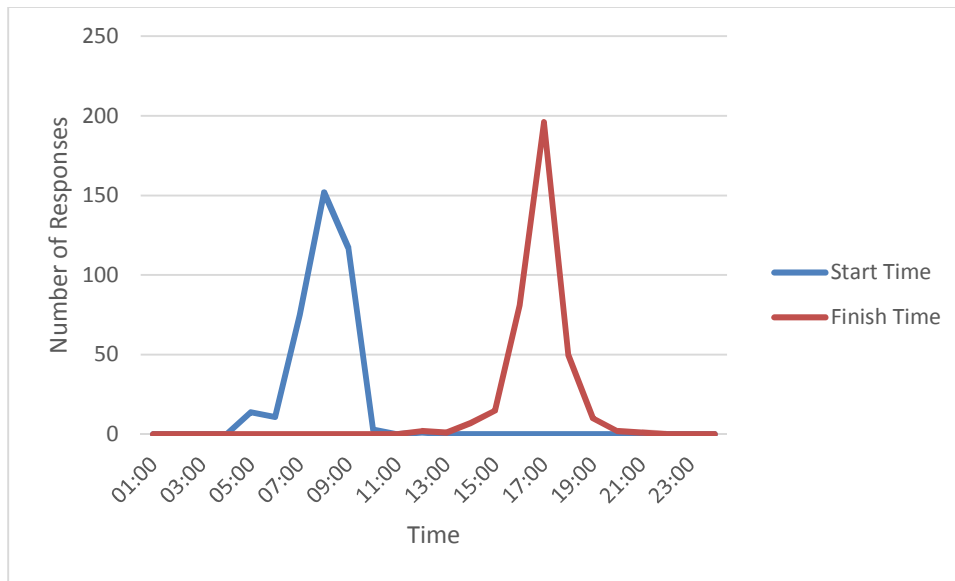
3.2.2 **Table 3.1** summarises these results with **Graph 3.2** illustrating this visually.

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
01:00	0	0
02:00	0	0
03:00	0	0
04:00	0	0
05:00	14	0
06:00	11	0
07:00	75	0
08:00	152	0
09:00	117	0
10:00	3	0
11:00	0	0
12:00	1	2
13:00	0	1
14:00	0	7
15:00	0	15
16:00	0	81
17:00	0	196
18:00	0	50
19:00	0	10
20:00	0	2
21:00	0	1
22:00	0	0
23:00	0	0
00:00	0	0
Excluded*	6	14
Anytime	2	2

\*Range of time or 'various' stated

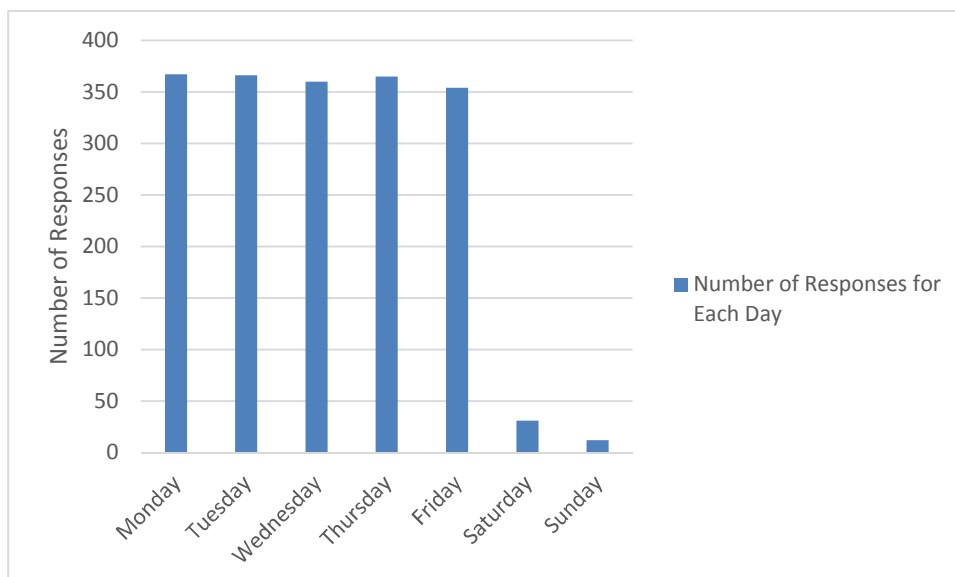
Graph 3.2: Recorded Start and Finish Times of Respondents



3.2.3 As was the case in the 2014 survey, 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 a viable and accessible mode of travel for journeys to and from the work place.

3.2.4 Question 6 of the survey asks employees which days of the week they usually work on. A total of 381 employees provided responses to this question. Of these 381 responses, 306 state they are on site Monday to Friday (although 9 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 hours, the majority also work Monday through Friday. Monday, Tuesday and Thursday appear to be the days of the week when most staff are on site at any one time, with Friday 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 of predominantly 'standard' work hours, with

distinct AM and PM peaks suggests that public transport is potentially a more viable option for journeys to and from work than previously thought in this location. Proposed improvements in routing and frequency should make this more attractive in future with the delivery of homes and jobs associated with the local plan allocation.

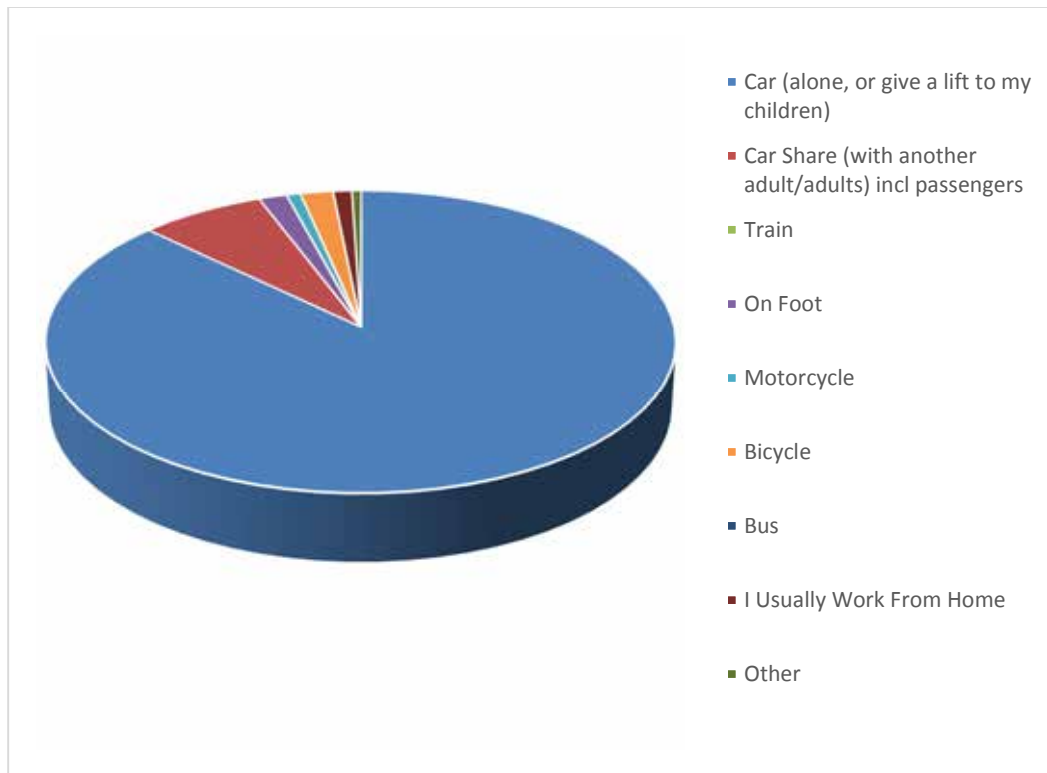
### 3.3 Mode Share

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 and a “2” against their secondary mode. **Table 3.2** below breaks down the responses to this question. **Graph 3.4** below illustrates the modal split according to the main mode of transport selected by the respondents.

Table 3.2: Main and Secondary 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
Car (Alone, or give a lift to my children)	332	208
Car Share (with another adult/adults)	27	42
Train	0	1
On Foot	6	3
Motorcycle	3	7
Bicycle	7	4
Bus	0	2
I Usually Work from Home	4	6
Other	2	0
Non-Responses	0	0
No Other Mode	0	108
<b>Total</b>	<b>381</b>	<b>381</b>

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 87% of respondents' main mode of transport. This is an increase from the 83% recorded in the 2014 survey. The next largest proportion is made up of car-sharers totalling 7% of the responses which is a decrease from the 13% recorded in the 2014 survey. The results indicate that between 2014 and 2016 there was a decrease in the percentage of people car sharing. The potential barriers to car sharing are commented on in **Section 3.6** with variable shift patterns and lack of flexibility to car sharing as the most cited reasons. It should be noted, however, BCA/Paragon as a percentage of employees on site has decreased since the 2013/2014 survey. BCA/Paragon had a higher car share rate than the rest of employers on the site. Therefore, the reduction in single-car-occupant trips could be attributed to BCA/Paragon representing a reduced percentage of overall employees on site.

3.3.3 However, **Table 3.2** also indicates that car sharing is the largest proportion of second-choice mode of transport 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 381 surveys received, 276 respondents provided a postcode. Of these, 270 were recognised as existing postcodes. This is a slight increase in the number of valid postcodes from the 2014 survey. The ones not recognised may have been entered incorrectly into the survey. **Figure 6** shows the locations of the 270 valid and existing postcodes entered by respondents.

3.4.2 The postcode locations shown on **Figure 6** show that whilst there is a spread of staff home locations, there are clusters of employees living in Banbury, Brackley, Bicester and, interestingly, close to the Airfield itself.

3.4.3 **Figure 6** also shows a 3km, 8km, 16km and 32km radius from a notional central point in the airfield to further illustrate the distance between the airfield and the recorded postcodes. This

shows that 17 respondents (6% of the 270 employees that provided a postcode) live within 3 km of the airfield, 61 (23%) within 8km, 158 (59%) within 16km and 227 (84%) within 32km. Although the number of postcodes recognised has maintained since the 2014 survey the percentage profile has slightly changed. The number of people living within 16km of Heyford Park has increased by 20% however the number of people living within 32km has decreased by 10%. It should be noted that the number of employees within reasonable walking and cycling distance of the site (3km) has decreased significantly, as a result the number of employees driving to work has increased.

- 3.4.4 Based on an average walking speed of 3mp/h (4.8kmph) and an average cycling speed of 12mp/h (19.3kmph) (DfT’s Core National Accessibility Statistics, IHT’s ‘Providing for Journeys on Foot’, and Manual for Streets), 8km equates to a 30-minute cycle. It is interesting to note that despite the number of respondents living with 8km of the site, only 2% choose to walk or 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 as this is cited as one of the major barriers to people willing to use these modes of travel. These improvements would be effective in increasing the number of people willing to travel by these modes. Employees were asked if they would consider walking and cycling and 4% of employees said they would consider walking and 7% would consider cycling, see **Section 3.5** below.

### 3.5 Investigating Alternative Modes

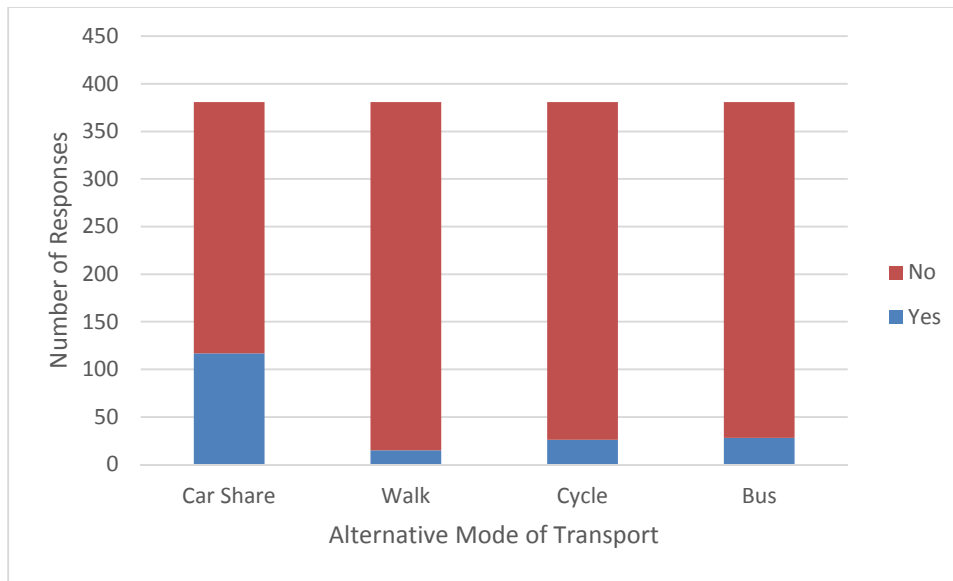
#### Initial Responses to Considering Alternative Modes

- 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 not consider this mode	Total
Car Share	117	264	381
Walk	15	366	381
Cycle	26	355	381
Public Transport	28	353	381

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 31% of respondents would consider car-sharing compared to the 45% of respondents reported in 2014. The decrease may be a result of lack of awareness of car sharing and its flexibility which will be addressed through Travel Plan measures set out in section 5.
- 3.5.3 There has also been a decrease in the number of employees that would be willing travel by cycle since the 2014 survey. This correlates with a decrease in the number of people living within a reasonable walking and cycling distance and additionally the barriers to change identified in **Section 3.6**. Road safety concerns and a lack of facilities are the 2<sup>nd</sup> and 3<sup>rd</sup> most common responses. These are barriers that could be easily addressed with the advertising of adult cycling training and the installation of some simple cycling facilities such as lockers and secure bike parking.
- 3.5.4 There has been an increase in the number of people willing to travel by walking since the 2014 survey. Regardless of reasons, it does demonstrate a willingness of surveyed staff to walk, and the Travel Plan measures should also seek to build on this. In addition, the delivery of development will see the implementation of footways and reconnect PRowS, therefore, further increasing accessibility and the attractiveness of walking to the site.
- 3.5.5 Finally, there has been a decrease in the number of people willing to travel by public transport since the 2014 survey. Additionally, the number of people willing to travel by public transport could be increased by raising awareness of the availability of services within the area through distributing timetables or acquiring some taster tickets from the local bus providers to enable staff to trial the buses.
- 3.5.6 **Section 3.6-3.10** below details the reasons respondents are unwilling to consider alternative modes of transport.

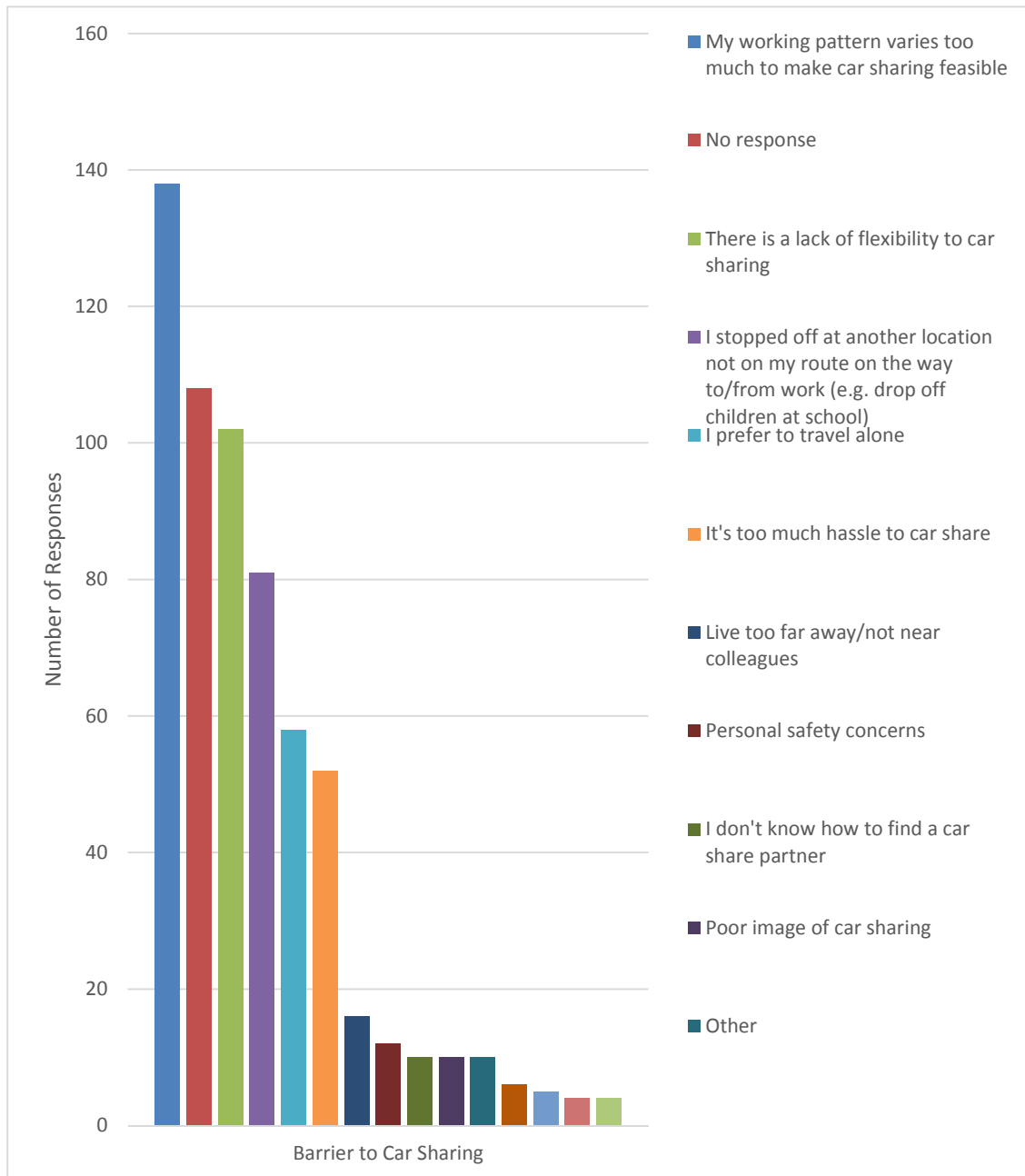
### 3.6 Recorded Barriers to Car-Sharing

- 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. 138 employee’s responded that their working patterns vary too much to make car sharing feasible, yet this does not match the results from the earlier questions on the employee’s profile which showed that that the majority of employees work standard 8-5 working hours. This suggests that there is a



perception of varied working hours or a perception of what car sharing involves, which can be addressed by information provision. For example, there may be a perception that you would need to car share every day, but in reality even sharing once a week will go a long way to reducing impacts from single occupancy vehicles.

Graph 3.6: Recorded Barriers to Car-Sharing



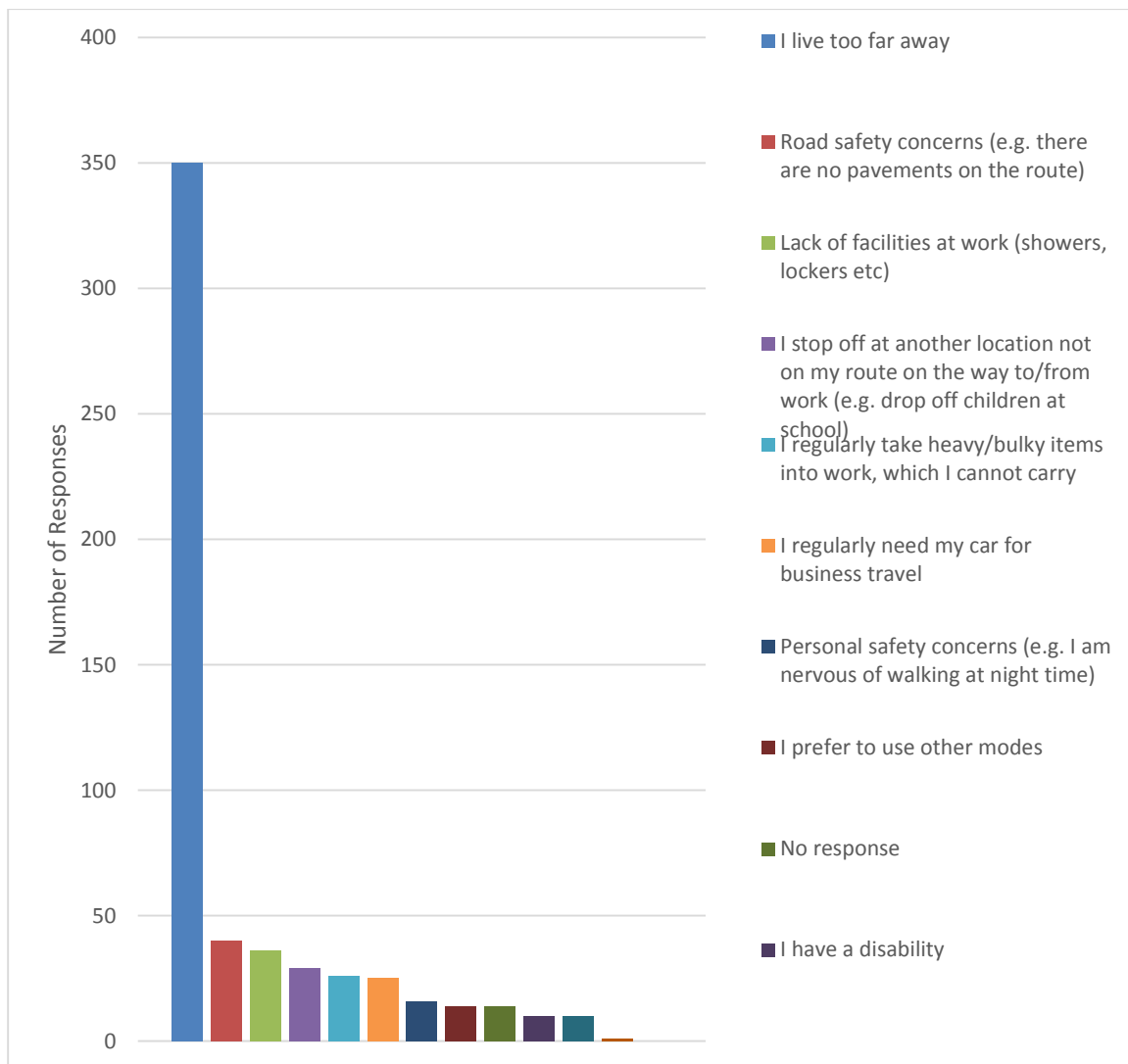
3.6.2 Most of the responses fell under the categories of “working patterns prevent car-sharing”, the “inflexibility of car-sharing” and “stopping off at another location not on the route to work”. Interestingly there is a high number of respondents who would prefer to travel alone which could be improved by increasing awareness of the benefits of car sharing. Emphasising the fact that car-sharing just one day a week may also help to address concerns and issues related to car sharers.

- 3.6.3 Although there is a decrease in interest in potential car sharing compared with the 2014 survey it is still substantial at 31%, and should be encouraged. 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.
- 3.6.4 The clusters of respondents' postcodes shown in **Figure 6** identify areas that car-sharing may be feasible (particularly Banbury, Brackley and Bicester) and targeted advertising of car-sharing to employees living in these areas could enhance it as a mode choice.

### 3.7 Recorded Barriers to Walking

3.7.1 An increased amount of employees stated they would consider walking in the 2016 survey compared with the 2014 survey. Of those respondents that stated they would not consider walking, they were asked to state why and were 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 road safety concerns (including lack of pavements on the route).

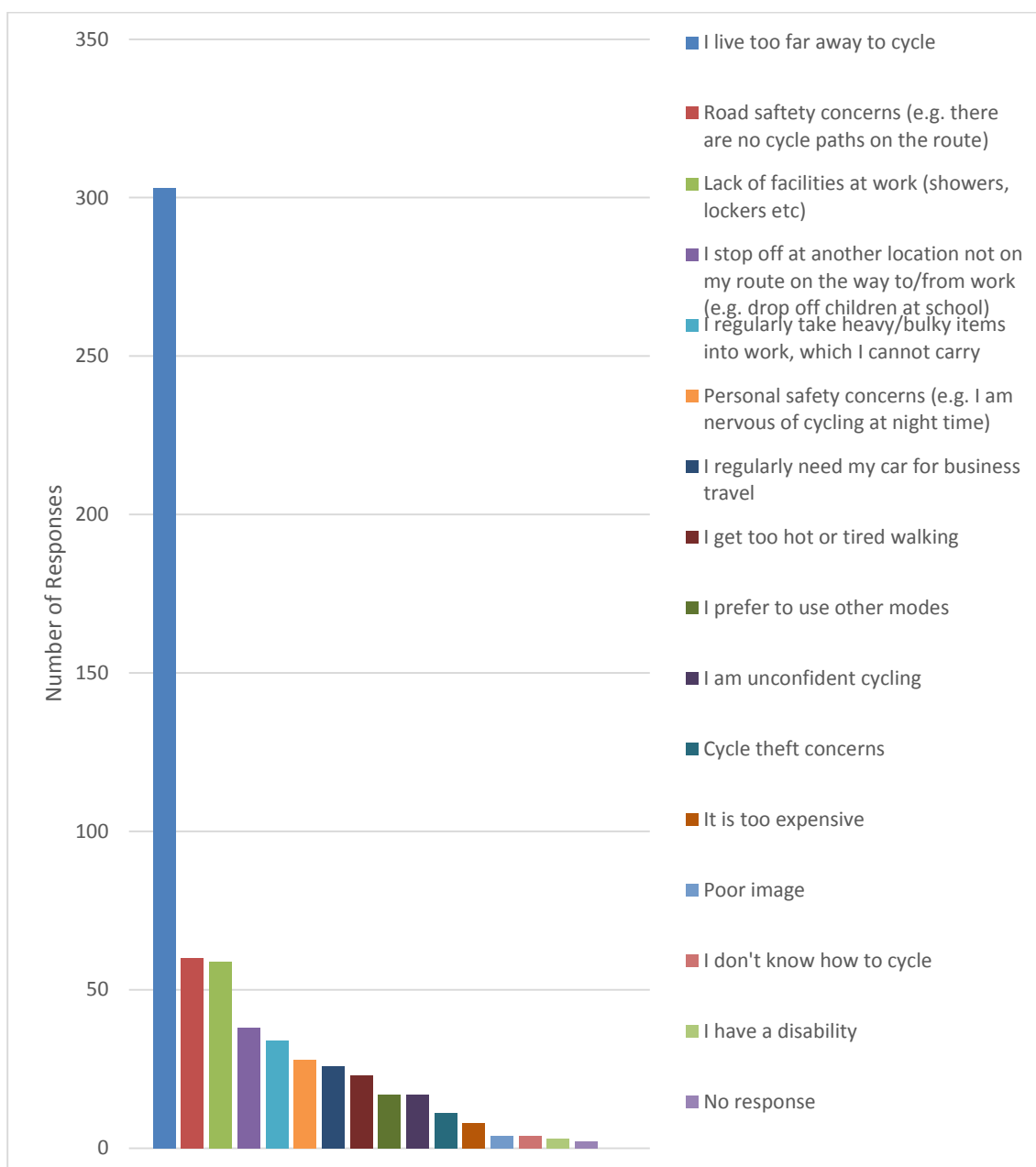
3.7.3 As was the case in the 2014 survey, it is interesting to note that only 6 respondents stated that walking is their primary mode of transport, but the postcode data presented on **Figure 6** shows that 17 respondents live within 3 kilometres of the airfield (a 40-minute walk or less). Perception of walking may be an issue and as such, the Travel Plan measures should seek to improve awareness of walking times and distances as well as ensuring facilities are provided for people who choose to walk to work, as this was identified as one of the main barriers other than distance from site. As well as misperceptions of walking times and distances, employees shown to live within 3km of the airfield may live further than 3km away from their workplace as

measurements have been taken from the Main Gate and employees may have to travel further on site to reach their workplace. The size of the flying field is such that the furthest employment areas are up to 6km from Gate 7.

### 3.8 Recorded Barriers to Cycling

3.8.1 The number of people who would consider cycling has reduced in the 2016 survey compared with the 2014 survey. However, this is correlated with a reduction in the number of respondents living within 8km of the site and within reasonable cycling distance of the site. Respondents that stated they would not consider cycling were asked to state why and were 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 cycle.

Graph 3.8: Recorded Barriers to Cycling

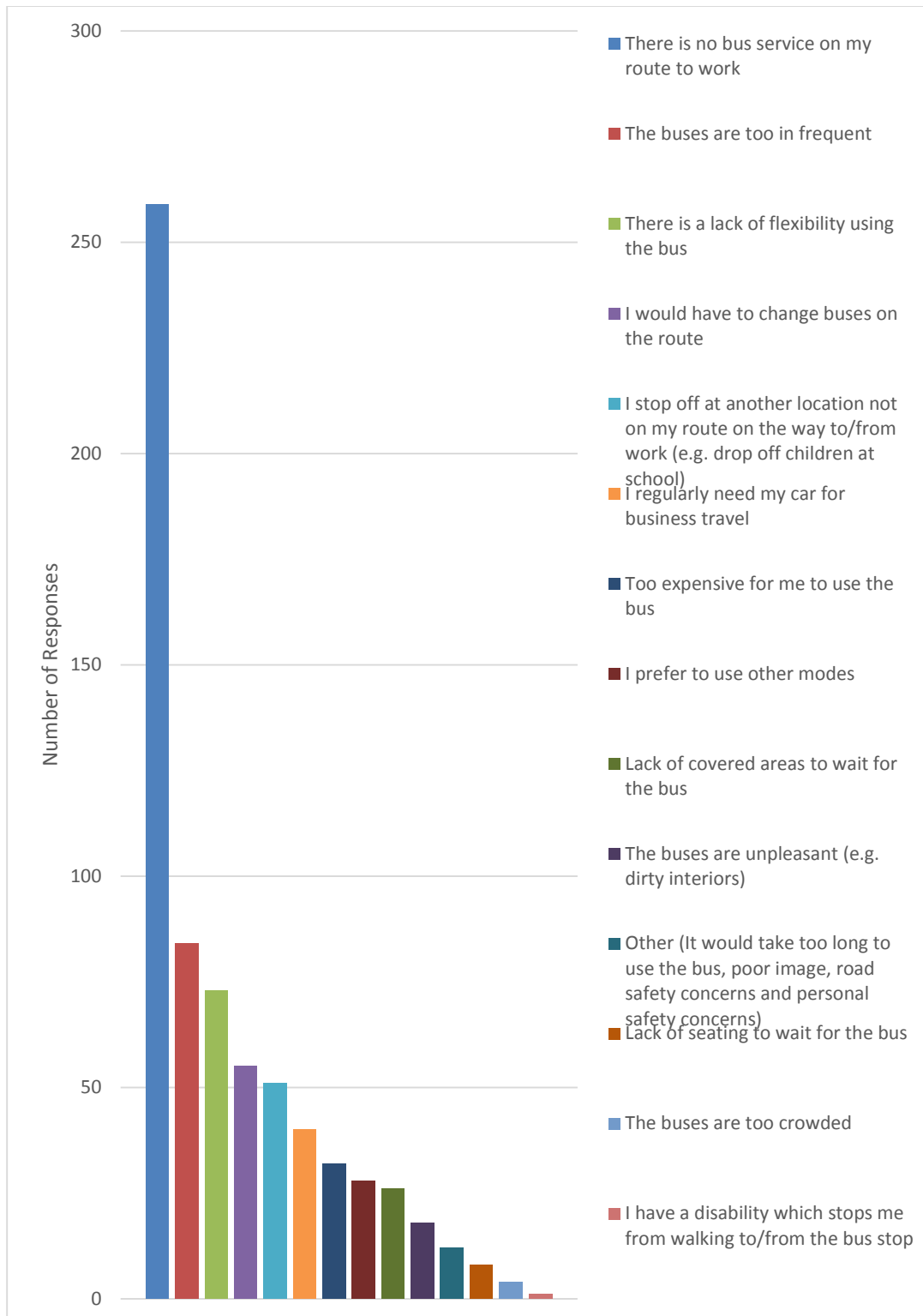


- 3.8.2 In addition to the main barrier of living too far away and road safety concerns, 49 of the respondents stated that the lack of facilities at their workplace was a barrier to cycling to work; similar to the barriers to walking. This highlights the potential for increases in uptake of these modes if the correct facilities are in place at the site.
- 3.8.3 As with the recorded barriers to walking, it is interesting that only 7 of the respondents cycle to work. However, **Figure 5** shows that 61 of the respondents live within 8 km of the airfield (a 30 minute cycle). Again, perception of cycling appears to be a factor and the Travel Plan measures should seek to address this by improving awareness of cycling times and distances as well as ensuring facilities are provided for people who choose to cycle to work, as this was identified as one of the main barriers other than distance from site.

### 3.9 Recorded Barriers to Public Transport Use

- 3.9.1 The number of people who would consider using public transport has reduced in the 2016 survey compared with the 2014 survey. Respondents that stated they would not consider using public transport were then asked to state why and were 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 The main barrier to using public transport is that there is no bus service on the route to work with 259 respondents giving this reason. Better advertising of bus services within the area would help increase the number of people who travel to work by bus. The next most common

reason for not using public transport is the frequency of bus services as well as the lack of flexibility of using the bus.

- 3.9.4 Employees also stated the time it would take to use the bus to get to work was a barrier to its use. The existing 25A service has a journey time of 36 minutes from the centre of Oxford, and a journey time to the centre of Bicester of 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 There are a small number of respondents that perceive “the buses as unpleasant” and this is given as a barrier to using public transport. This could be due to the fact that these people have not used the bus for a long while, which again highlights the need to promote the use of bus through incentives such as taster tickets, to give people the opportunity of a free trial on modern buses.
- 3.9.6 Additional services with increased frequencies will be provided in the area as part of the 1600 dwellings / 1500 jobs allocation, should it be granted planning permission, which will benefit existing and new employees.

### 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’t do this comfortably	Number of respondents that did not reply to this question
Walk – 15 minutes	346	35	0
Walk – 30 minutes	322	44	15
Cycle – 15 minutes	306	75	0
Cycle – 30 minutes	276	74	31

- 3.10.2 It is interesting to note that 276 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 (8km). **Figure 5** has already shown that 61 employees live within 8 km, the results at **Section 3.5** show 7% would consider cycling and yet only 2% of all the respondents currently cycle. In order to bridge the gap between those who currently cycle and those who are willing to, 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 306 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 approximately 4km; from the Main Gate access, this would cover the majority of the airfield.



## 4 Modal Split

- 4.1.1 The baseline modal split for the airfield site was established within the 2014 Framework Travel Plan using the reported main mode of transport by employees in the baseline travel surveys. This 2014 modal split is set out in **Table 4.1** below:

Table 4.1: 2014 Baseline Modal Split

Mode	Number of respondents that selected this as their main mode of travel	2014 Baseline Modal Split
Single-Car-Occupant	279	83.5%
Car Share	42	12.6%
On Foot	3	0.9%
Bicycle	4	1.2%
Public Transport (bus and train)	5	1.5%
Work from home	1	0.3%
<b>Total</b>	<b>334</b>	<b>100%</b>

### 4.2 2016/17 Modal Split

- 4.2.1 Following the 2016/17 surveys across the site and the analysis undertaken in Section 3, the following modal split has been determined for this update to a Full Commercial Travel Plan. This mode split will be taken forward to inform the updated measures and revised targets within this updated Full Commercial Travel Plan.

Table 4.2: 2016/17 Surveyed Modal Split

Mode	Number of respondents that selected this as their main mode of travel	2016/17 Surveyed Modal Split
Single-Car-Occupant	332	87.1%
Car Share	27	7.2%
On Foot	6	1.6%
Motorcycle	3	0.8%
Bicycle	7	1.8%
Public Transport (bus and train)	0	0%
Work from home	4	1.0%
Other	2	0.5%
<b>Total</b>	<b>381</b>	<b>100%</b>

## 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 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 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;
- The number of employees signing up/utilising the cycle hire scheme;
- 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 6.1.5** 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 The results of the 2016/17 surveys, when compared to the 2014 results suggest there has been a change in trend away from sustainable travel. The survey outcomes can be summarised as follows:
1. A reluctance to car share due to perceptions of sharing with strangers, it being an inflexible option and of there not being suitable people to car share with
  2. A reluctance to use public transport due its perceived poor timetable and a perception of not living close enough to the bus route
  3. A sense that there is a higher cost associated in travelling sustainably
  4. A perception that it is too far to walk or cycle from home addresses
  5. A poor perception of walking, cycling and public transport use
  6. A reluctance to walk or cycle due to poor infrastructure and services on site
- 6.1.3 In order to address these survey outcomes, the following suite of measures for the commercial area has been devised. These measures respond to the survey outcomes, will endeavour to shift perceptions and ultimately shift travel patterns to more sustainable travel.

### Travel Information Packs (Responds to Survey Outcomes 1 - 5)

- 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, Alex Mortimore;
  - Details of the Travel Plan measures, its objectives and targets;
  - Walking and cycling maps showing safe routes to local facilities and including a plot of Postcodes and walk/cycle distance and times;
  - Web address for Oxon Time which provides real time bus information across Oxfordshire <http://www.oxontime.com/>;
  - Information on Adult Cycle Training sessions, including how to book a session and costs;
  - Information on Car Sharing, including details of an Employee Car Sharing Database and a postcode plot highlighting opportunities to car share with employees living close by;
  - Site-specific public transport information with a map showing routes, bus stop locations and timetable information as well as journey-time information;
  - Details of national car free days and other relevant local / national travel planning initiatives will be advertised to all employees on site;

- Information on local bike repair shops or mobile mechanics that could provide work 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 (Responds to Survey Outcomes 1 – 6)

- 6.1.5 A Travel Information Centre is now operational within Building 52, providing a base for the Travel Plan Co-ordinator. This may relocate into the new Local Centre going forward as the site is further built out. 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 (Responds to Survey Outcomes 4 - 6)

- 6.1.6 In addition to the infrastructure improvements detailed at **Sections 2.2.13 – 2.2.20**, which will serve as “hard” travel plan measures which will enable sustainable travel and influence change away from single occupant car trips, there are a number of other measures, i.e. cycle parking, services, awareness raising and marketing, that will support and encourage sustainable travel. These are described in the following paragraphs.
- 6.1.7 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 have been provided to PBA by OCC’s Development Control officer. See **Section 6.1.22** for details.
- 6.1.8 Demand for cycle parking will be monitored as part of the monitoring and surveying through the life cycle of the travel plan. The provision of a bike-hire, or bike-pool, scheme will be considered to encourage occupants to potentially borrow a bike and cycle to their work place, then return the bike to the pool at the end of the day, then either walk to their home by foot (if they are also a resident on the site) or interchange onto the enhanced public transport network for the remainder of their journeys. This scheme will ultimately help enhance cycling as a means for moving about the Flying Field.
- 6.1.9 A Bicycle User Group and a cycle repair scheme will be established by the Travel Plan Co-ordinator; the potential to tie in with any similar schemes being operated by Paragon/BCA within the Flying Field will also be investigated by the Travel Plan Co-ordinator.
- 6.1.10 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 like-minded 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.
- 6.1.11 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 in the local centre and will allow employees on the Flying Field 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. Larger Employment sites such as BCA may benefit from organising their own “Dr. Bike” sessions for their own employees.

- 6.1.12 Occupiers/ Employers across the Flying Field will promote Adult Cycle Training, with sessions 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 assist employees in 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.
- 6.1.13 Any employees that would like a walk or cycle buddy to travel with can register their interest, their contact details and the journey for which they would be interested in travelling with someone else with the Travel Plan Co-ordinator who will keep track of these individuals and suggest matches where appropriate. This will enable residents who are a little unsure of a journey, or of walking/cycling along to feel more confident and therefore more likely to travel by these sustainable modes

### Bus Provision (responds to Survey Outcomes 2, 3, and 5)

- 6.1.14 In addition to the infrastructure and service improvements detailed at **Sections 2.3.6 – 2.3.11**, which will serve as “hard” travel plan measures which will enable sustainable travel and influence change away from single occupant car trips, there are a number of other measures, i.e. bus stop design, awareness raising and marketing, that will support and encourage bus travel. These are described in the following paragraphs.
- 6.1.15 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 bus stops on site, as soon as practicable.
- 6.1.16 Information will be provided to 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 residents and 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.
- 6.1.17 OCC also promotes Oxontime, 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 (responds to Survey Outcomes 1 and 3)

- 6.1.18 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 employees 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 5**.

### Reducing the Need to Travel

- 6.1.19 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.

- 6.1.20 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

- 6.1.21 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 (responds to Survey Outcome 6)

- 6.1.22 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 (November 2017) 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

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

## Car Parking

- 6.1.24 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 (November 2017) 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

- 6.1.25 Parking for mobility impaired people will be provided in the most accessible locations and will meet OCC's standards.
- 6.1.26 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.

## 6.2 Action Plan – Measures, Timescale and Associated Costs

Table 6.3: Measures Action Plan

Reference Number	Measure	Timescale	Cost Notes	Cost for this Full Commercial Travel Plan	2017 Progress
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)	To Be Determined	To Be Determined	Alex Mortimore has been appointed.
2	Travel Information Centre with sources of sustainable travel information and real time information for bus services	Operational from Building 52.	Included within construction / redevelopment costs.	-	Sustainable travel information is provided within the reception of building 52
3	Provide Travel Information Packs	To come forward in line with development	Assume approx. 20 pages within pack, and print run of 3000,	£700.00	The travel information has been accumulated / produced by the travel plan coordinator and

Reference Number	Measure	Timescale	Cost Notes	Cost for this Full Commercial Travel Plan	2017 Progress
			<p>based on quotes obtained for similar</p> <p>Note: cost stated relates to printing only.</p> <p>Cost associated with content compilation to be determined by Dorchester</p>		needs to be disseminated as travel packs
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	-	Providers currently being explored.
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 and 3	-	More work needed in this area based on 2016 survey results
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	-	Details being including with emerging Travel Packs
7	Provide Bicycle User Group	To come forward in line with development, on-going	As part of item 1	-	Travel Plan Co-ordinator in discussions with BCA re current arrangements with view to offering this across the site
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 servicing. 20 bikes or more = £20.00 per bike plus parts. Assume 20% uptake of 3000 employees = 600 bikes.	£12,000.00	Discussions ongoing with Bike Sharing Company
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 = 600 employees	£27,000.00	Travel Plan Co-ordinator is facilitating uptake where necessary
10	Provision of bike pool	To come forward in line with development, on-going	<p>Allow for 20 bikes initially</p> <p>£400 per bike = £8k</p> <p>+£80 per bike safety gear (helmets, high vis equipment etc.) = £1600</p> <p>+ £40 per bike security (locks etc.)= £800</p> <p>+£30 for repair kit</p> <p>+£80 per bike PER YEAR for maintenance, £1600 per year, assume 10 years = £160k</p>	£171,230.00	Discussions ongoing with Bike Sharing Company



Reference Number	Measure	Timescale	Cost Notes	Cost for this Full Commercial Travel Plan	2017 Progress
			+£40 per bike for insurance = £800  Management – booking system through Travel Plan Co-ordinator, no additional cost		
11	Provide secure, covered, convenient and visible cycle parking	To come forward in line with development to OCC standards	To come forward in line with development to OCC standards	TBD	Cycle parking is being provided as part of the new development. Cycle parking has been provided to date next to the sports field. There will also be parking provided within the Local Areas of Play, in the village centre as they are built out.
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. When buildings are being refurbished tenants should be encouraged to update their facilities to provide shower rooms and storage to encourage the use of more active modes of transport.	-	No new build on site, so occupiers will be encouraged to incorporate as part of existing facilities when they are undertaking maintenance / refurbishment / building works.
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.	-	Facilities are available but training needed.
14	Reinstate the severed links of Portway and Ave's Ditch	Linked to delivery of Residential Travel Plan.	Payment schedule already agreed as part of S106 Agreement	-	The reinstatement of those historical routes is on-going, and the exact alignment will be determined as part of the site-wide Masterplan developed for the local plan allocation application.
15	Portway south extension to Camp Road	Linked to delivery of Residential Travel Plan.	Payment schedule already agreed as part of S106 Agreement	-	This part of the Portway is currently being cleared (October 2017) Plan
16	Improvements towards Upper Heyford village	Linked to delivery of Residential Travel Plan.	Payment schedule already agreed as part of S106 Agreement	-	Improvements to these routes will be incorporated as part of the site-wide Masterplan developed for the local plan allocation application which will integrate with the lead application layouts.
17	Link from the southern residential area south of Camp Road	Linked to delivery of Residential Travel Plan.	Payment schedule already agreed as part of S106 Agreement	-	Developer can contribute but is not in their land ownership so OCC to implement.  These routes will be incorporated as part of the site-wide Masterplan developed for the local plan allocation application which will integrate with the lead application layouts.

Reference Number	Measure	Timescale	Cost Notes	Cost for this Full Commercial Travel Plan	2017 Progress
18	Aves Ditch and Ardley Bridleway links	Linked to delivery of Residential Travel Plan.	Payment schedule already agreed as part of S106 Agreement	-	Developer can contribute but is not in their land ownership so OCC to implement.  The reinstatement of those historical routes is on-going, and the exact alignment will be determined as part of the site-wide Masterplan developed for the local plan allocation application.
19	Pedestrian improvements to the East of the site on Camp Road towards the B430	Linked to delivery of Residential Travel Plan.	Payment schedule already agreed as part of S106 Agreement	-	Developer can contribute but is not in their land ownership so OCC to implement.  These routes may be incorporated as part of the site-wide Masterplan developed for the local plan allocation, but will also be impacted by development by Pye.
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 <sup>rd</sup> party web design company, + £150 per year to maintain. Travel Plan Co-ordinator responsible for organising. Costs already covered within Residential Travel Plan.	-	Community website currently under development
21	Provide car parking provision in line with OCC's Standards	in line with buildout	Included within construction / redevelopment costs.	-	Parking layouts submitted for employment plots for the 1,075 consented application.  For the new employment (creative city etc) this will be provided within the relevant areas on site.
22	Provide new bus passenger infrastructure including vehicles and stops which will be Equality Act compliant and Real Time Information, and enhanced services	Bus Services - £705,000 prior to commencement of construction. £395,000 between occupation of 423 <sup>rd</sup> dwelling and 765 <sup>th</sup> dwelling – payments calculated dependent on build out rate.  Bus stops, Equality Act compliant and Real Time Information - £20,000. Camp Road – prior to occupation of the 316 <sup>th</sup> dwelling or first new build dwelling, whichever is sooner.	Already paid for	-	Developer can contribute but is not in their land ownership so OCC to implement.
23	Highway improvements at Chilgrove Drive to change the traffic priority, slow traffic and provide better visibility	Linked to delivery of Residential Travel Plan.	Cost included elsewhere	-	The consented scheme which formed part of the lead application is not of a necessary scale to accommodate the local plan allocation, so an alternative layout design has been developed as part of the local plan allocation application.
24	Monitoring	Survey within 3 months of approval of the Travel Plan.  First annual monitoring report within six months of completion of the Baseline Survey.	Part of Travel Plan Co-ordinator role.	-	This 2016/7 travel survey forms part of the monitoring strategy

Reference Number	Measure	Timescale	Cost Notes	Cost for this Full Commercial Travel Plan	2017 Progress
		Full reviews to be undertaken every 2 years, aligned with the residential surveys, once these have been triggered.			
25	Marketing	Annual and on-going	To facilitate the job of the Travel Plan Coordinator, to cover costs of printing and advertising etc. Assume £1000 per year for 10 years.	£10,000.00	Ongoing as part of the travel plan coordinator role, but identified as an area where more work is required.
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.	Not required to date.
27	Provision of the Upper Heyford trail	Ongoing as part of build out	Payment schedule already agreed as part of S106 Agreement	-	Developer can contribute but is not in their land ownership so OCC to implement.  These routes will be incorporated as part of the site-wide Masterplan developed for the local plan allocation application which will integrate with the lead application layouts
28	Admin & legal costs of delivering off-site walking & cycling routes	Within 6 months of grant of planning permission of 1075 application	Payment schedule already agreed as part of S106 Agreement	-	Ongoing

## 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 existing and future employees;
- 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 2014 baseline and target modal split, as set out in the 2014 Travel Plan, are set out in **Table 7.1**. The 2016/17 survey results are also set out in **Table 7.1**.

Table 7.1: 2014 Base and Target Modal Split with 2016/17 Surveyed Mode Split

Mode	2014 Baseline Surveyed Modal Split	2014 Target Modal Split	2016/17 Surveyed Modal Split
Car – Single Occupancy	83.5%	74%	87.1%
Car Sharing	12.6%	15%	7.1%
Walk	0.9%	2%	1.6%
Cycle	0.3%	3%	1.8%
Public Transport	1.2%	2%	0%
Motorcycle	1.5%	2%	0.8%
Work from Home	0%	2%	1.0%
Other	0%	0%	0.5%
Total	100%	100%	100%

**Table 7.1** illustrates that in 2016/17, the targets previously set are not being met. However it is important to note that the application for the wider Heyford site is currently being finalised, which will provide a greater level of on-site facilities and amenities that would benefit employees of the airfield. As such, the originally consented village centre will be superseded by the new proposals for larger village centre facilities. Therefore, employee trips associated with local amenities are currently having to travel off site. Once on-site facilities are provided, it is anticipated that a greater proportion of these trips will be made by sustainable modes.

- 7.1.4 Another possible factor contributing to the targets not being met is the difference in sample size and demographic – in 2014, a response rate of 50% was achieved. In 2016/17, the response rate was 25%. In addition, in 2014 BCA/Paragon employees previously represented a greater percentage of total employees on site than in 2016/17. BCA/Paragon employees had a greater number of car sharers in 2014 than the other employers on site which may explain the decrease in the number of car sharers and increase in single occupancy car trips.
- 7.1.5 Further, it was anticipated that the funding provided by Dorchester Group would increase the bus frequency to half hourly, but the existing service was withdrawn leaving just a Dorchester-funded hourly service. Therefore, the 2017 targets have been revised to take this into account.
- 7.1.6 Therefore, revised modal targets for the Commercial area have been devised, taking on board the suite of measures set out in Section 6 which directly respond to the survey outcomes. These revised targets are presented in **Table 7.2**.
- 7.1.7 The exercise to establish modal shift results in the target modal split shown in **Table 7.1**. The provisional target modal shift away from single-car occupancy trips presented in this TP have been determined by establishing the level of modal shift each measure set out in **Section 6** is likely to achieve.

Table 7.2: 2016/17 Surveyed Modal Split and Revised Targets

Mode	2017 Surveyed Modal Split	2020 Target Modal Split
Car – Single Occupancy	87.1%	79%
Car Sharing	7.1%	9%
Walk	1.6%	3%
Cycle	1.8%	3%
Public Transport	0%	2%
Motorcycle	0.8%	1%
Work from Home	1.0%	2%
Other	0.5%	1%
Total	100%	100%

- 7.1.8 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.

## 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 has been appointed and will be funded by Dorchester Group for the duration of the Travel Plan which will be 14 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 is Alex Mortimore who is currently based in building 52 north of Camp Road. His 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 – this has been funded as part of the 1,075 application;
- 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 in line with adopted policy.

8.3.3 It is likely that workplaces with over 20 employees would need to prepare a Workplace Travel Plan in line with OCC Policy 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, 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 14 years unless the targets are not met in which case this period may be extended for an agreed time. This current version of the travel plan has been updated to include the 2016 survey findings.

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. 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 occupants;
- **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.

It is suggested that the remedial measures are triggered if the target car driver trips are exceeded on 3 consecutive working days (excluding agreed 'abnormal' days).

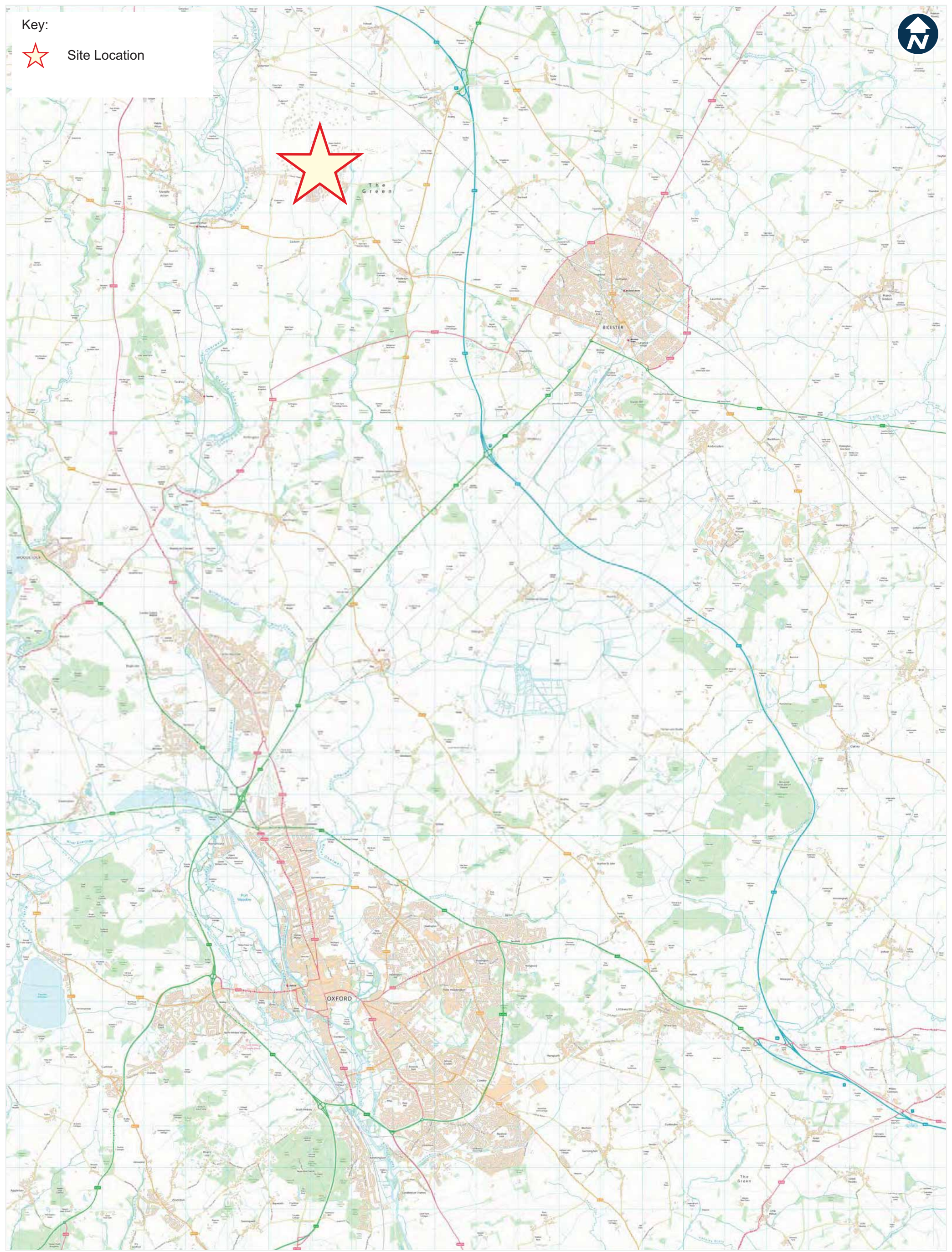
- 9.3.3 In the event that the modal split targets within the Travel Plan are not met after a three year period of the Travel Plan (including the above monitoring) the developer, through the Site-Wide Travel Plan Co-ordinator, will provide Personalised Travel Planning (PTP) for the site. The PTP will 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.
- 9.3.4 The 2016/17 survey results show that the targets set out in the 2014 version of this travel plan are not yet being met. This could, in part, be due to the slow build out and occupation of the residential site (and hence slower provision of shared local facilities). It is considered that additional effort needs to focus on marketing and promotion of the Travel Plan and travel options available to employees together with a focus on the provision of walk and cycle facilities. Progress against targets and monitoring the effectiveness of marketing and implementation of new measures will be reviewed in line with the monitoring strategy. This could be measured by undertaking traffic count surveys at access gates as if the number of vehicles and the number of staff are known, the modal split of car traffic can be determined.



# Figures



Key:  
 Site Location



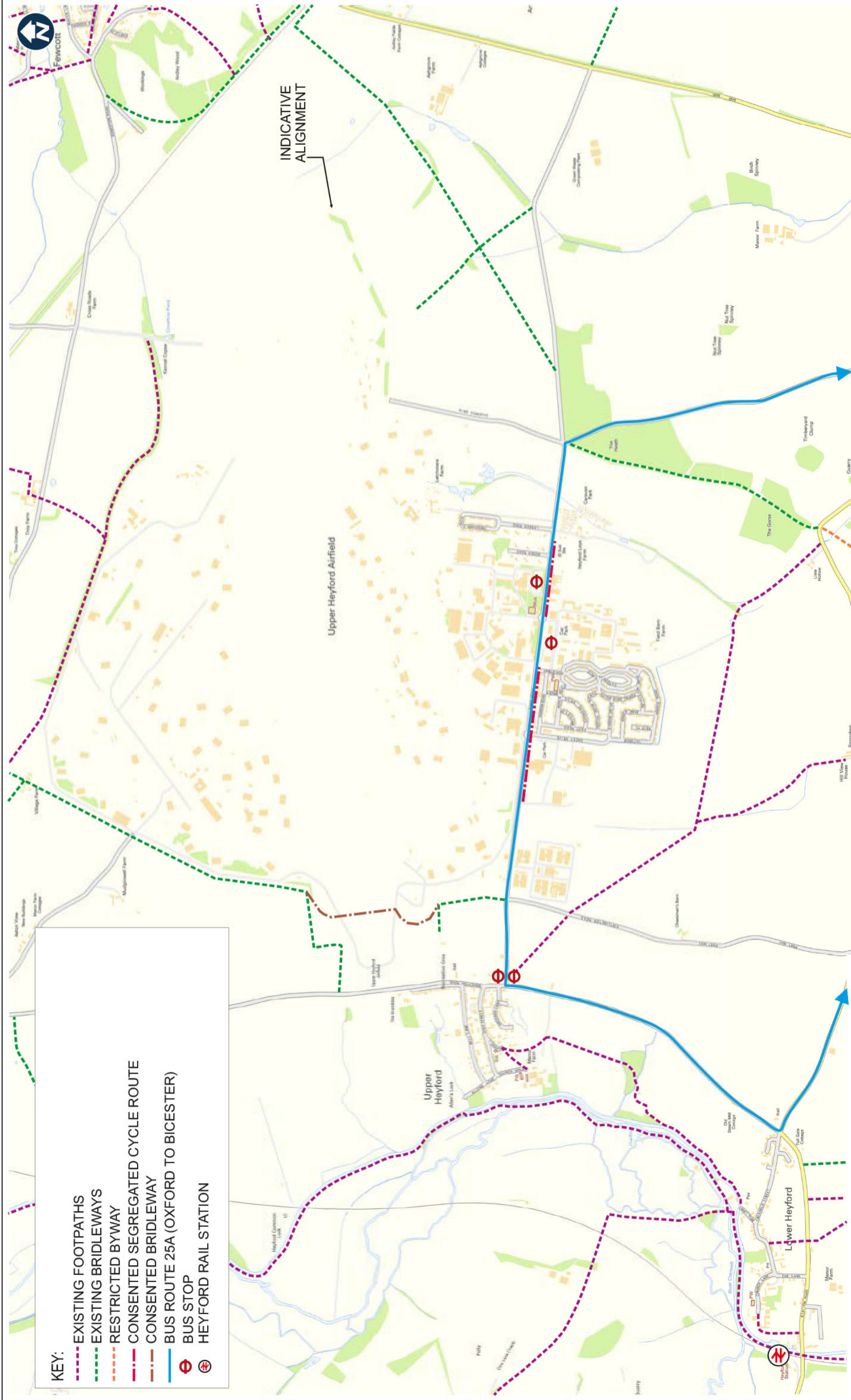

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**HEYFORD PARK**  
**COMMERCIAL TRAVEL PLAN**  
**SITE LOCATION PLAN**

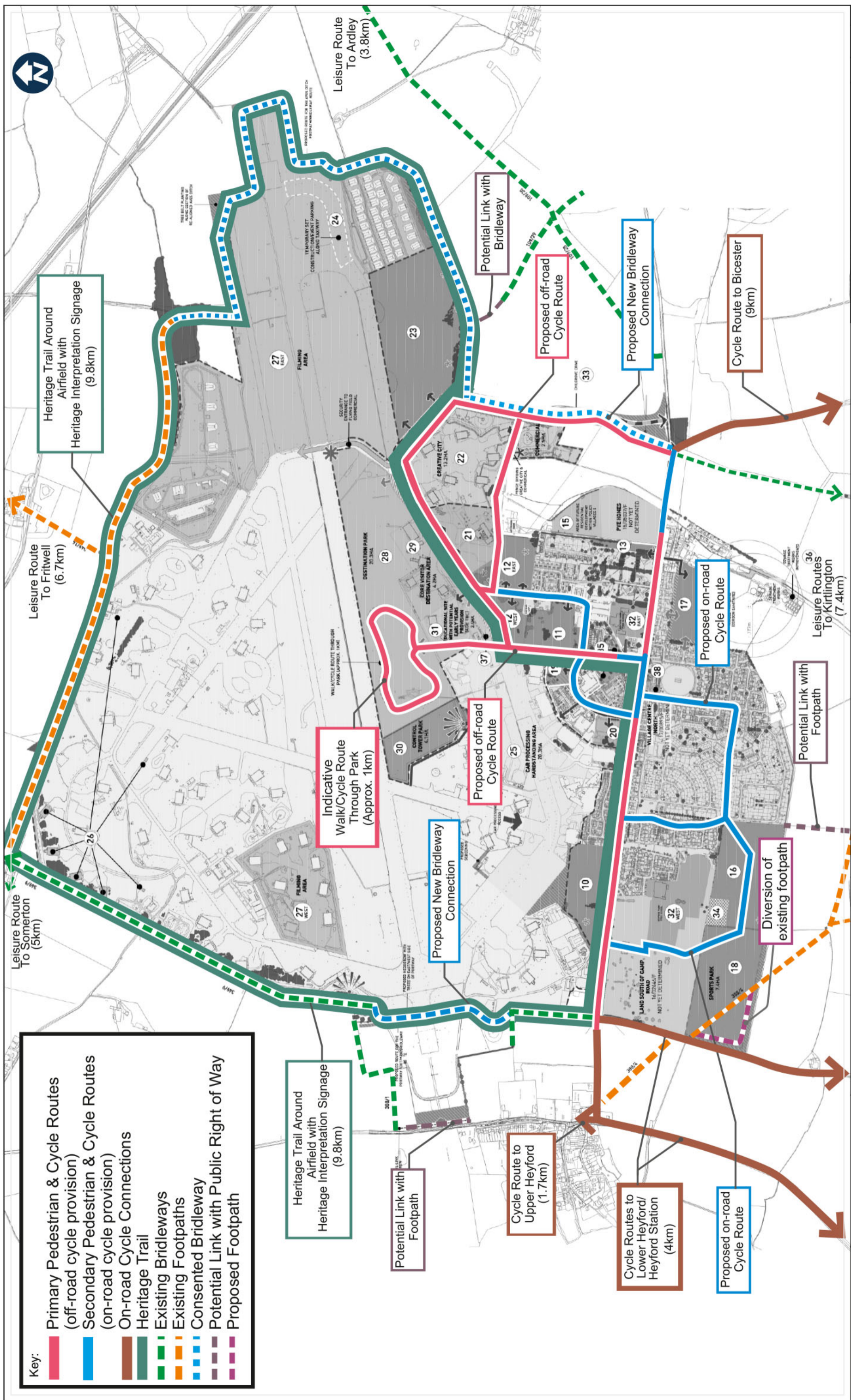
Mark	Revision	Drawn	Date	Chkd
Date	16.03.18			
Scale	N.T.S	<b>FIGURE 1</b>		
Drawn by	AE			
Checked by	PR			



**KEY:**

- - - EXISTING FOOTPATHS
- - - EXISTING BRIDLEWAYS
- - - RESTRICTED BYWAY
- - - CONSENTED SEGREGATED CYCLE ROUTE
- - - CONSENTED BRIDLEWAY
- BUS ROUTE 25A (OXFORD TO BICESTER)
- ⊕ BUS STOP
- ⊕ HEYFORD RAIL STATION

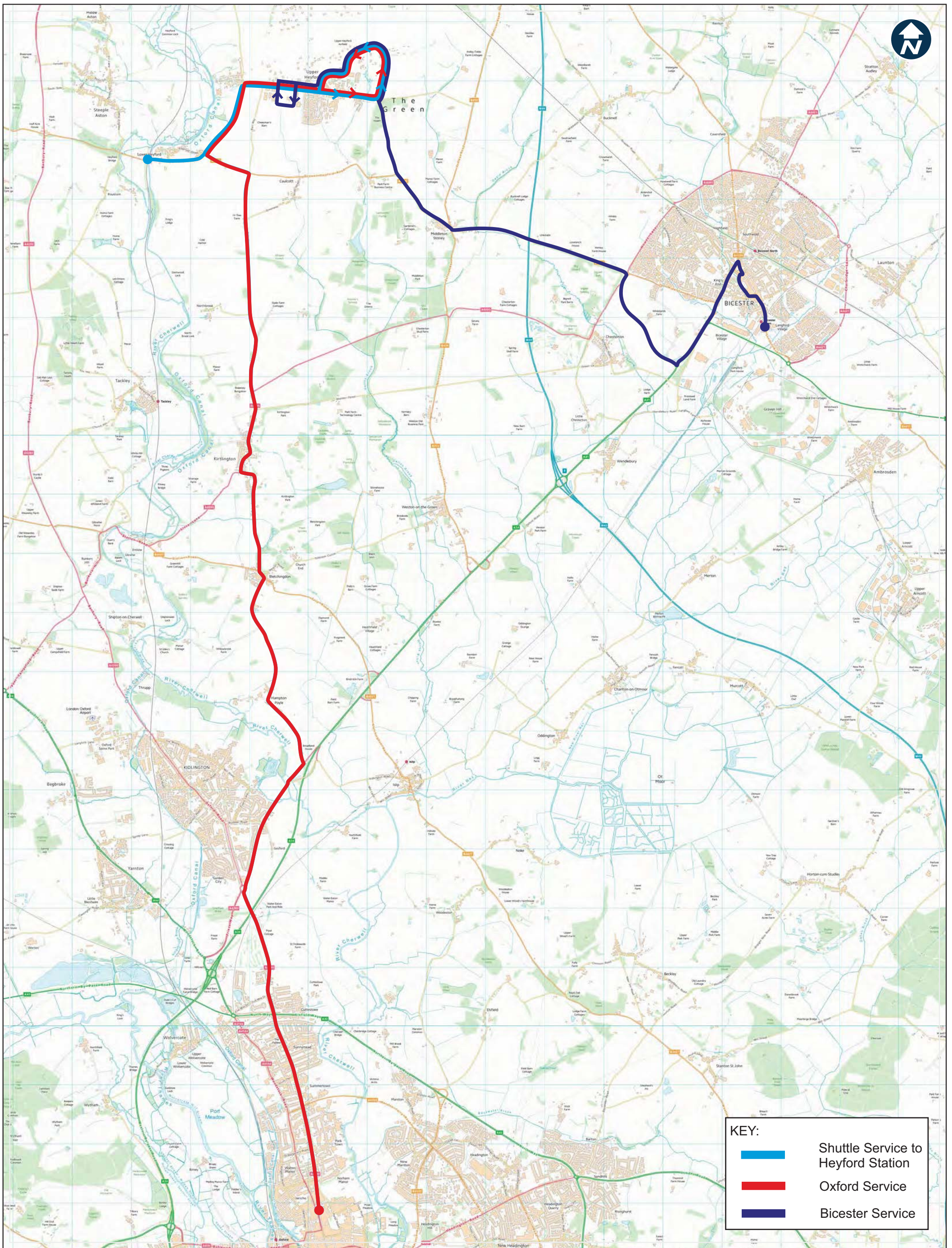
<b>HEYFORD PARK</b>		<b>FIGURE 2</b>																										
<b>COMMERCIAL TRAVEL PLAN</b>		<b>B</b>																										
<b>EXISTING AND CONSENTED PUBLIC TRANSPORT, WALKING AND CYCLING PROVISION</b>																												
Client <b>DORCHESTER GROUP</b>		<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>B</td> <td>Amendment to consented bridleway/cycle route</td> <td>AA</td> <td>10.04.18</td> <td>PR</td> </tr> <tr> <td>A</td> <td>Updated to reflect current consents</td> <td>AE</td> <td>16.03.18</td> <td>PR</td> </tr> <tr> <td>Mark</td> <td>Revision</td> <td>Drawn</td> <td>Date</td> <td>Chkd</td> </tr> <tr> <td>Date</td> <td>16.03.2018</td> <td>Scale</td> <td>A3 - N.T.S</td> <td></td> </tr> <tr> <td>Drawn by</td> <td>AA</td> <td>Checked by</td> <td>PR</td> <td></td> </tr> </table>		B	Amendment to consented bridleway/cycle route	AA	10.04.18	PR	A	Updated to reflect current consents	AE	16.03.18	PR	Mark	Revision	Drawn	Date	Chkd	Date	16.03.2018	Scale	A3 - N.T.S		Drawn by	AA	Checked by	PR	
B	Amendment to consented bridleway/cycle route	AA	10.04.18	PR																								
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Date	16.03.2018	Scale	A3 - N.T.S																									
Drawn by	AA	Checked by	PR																									
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**Key:**

<span style="color: red;">—</span>	Primary Pedestrian & Cycle Routes (off-road cycle provision)
<span style="color: blue;">—</span>	Secondary Pedestrian & Cycle Routes (on-road cycle provision)
<span style="color: brown;">—</span>	On-road Cycle Connections
<span style="color: green;">—</span>	Heritage Trail
<span style="color: orange;">—</span>	Existing Footpaths
<span style="color: purple;">—</span>	Consented Bridleway
<span style="color: grey;">—</span>	Potential Link with Public Right of Way
<span style="color: pink;">—</span>	Proposed Footpath

<b>HEYFORD PARK</b>		<b>COMMERCIAL TRAVEL PLAN</b>	
<b>WALKING AND CYCLING STRATEGY</b>		<b>FIGURE 3</b>	
<p>Client: <b>DORCHESTER GROUP</b></p> <p>Background image reproduced from "Draft Composite Parameter Plan" P16-0631_08D, issued 05.06.2017 by Pegasus</p>	<p>Date: 16.03.2018</p> <p>Scale: N.T.S.</p> <p>Drawn by: AA</p> <p>Checked by: AE</p>		
<p>Change to proposed off-road cycle route: AA 10.04.18 PR</p> <p>Updated to reflect current proposals &amp; parameter plan: AE 16.03.18 PR</p>		<p>Mark/Revision: [ ] [ ]</p> <p>Date: [ ] [ ] [ ]</p> <p>On/Off: [ ] [ ]</p>	



**KEY:**

- Shuttle Service to Heyford Station
- Oxford Service
- Bicester Service

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**HEYFORD PARK**  
**COMMERCIAL TRAVEL PLAN**  
**BICESTER AND OXFORD PROPOSED BUS ROUTES**

A	Content revised to show strategic bus routes	AE	16.03.18 PR
Mark	Revision	Drawn	Date Chkd
Date	216.03.2018	<b>FIGURE 4</b>	
Scale	N.T.S		
Drawn by	AA		
Checked by	PR		
		A	





**Key:**

- Oxford Service/ Shuttle Service to Heyford Station
- Bicester Service
- ⊖ Bus Stop
- ⊖ Existing/Consented Bus Stop
- 400m Crow Fly Walk Distance

Client	DORCHESTER GROUP
Background image reproduced from "Draft Composite Parameter Plan" P16-0831_08D, issued 05.06.2017 by Pegasus	
Mark/ Revision	AE 16.03.18 PR
Date	16.03.2018
Scale	N.T.S
Drawn by	AA
Checked by	PR
<b>FIGURE 5</b>	
A	

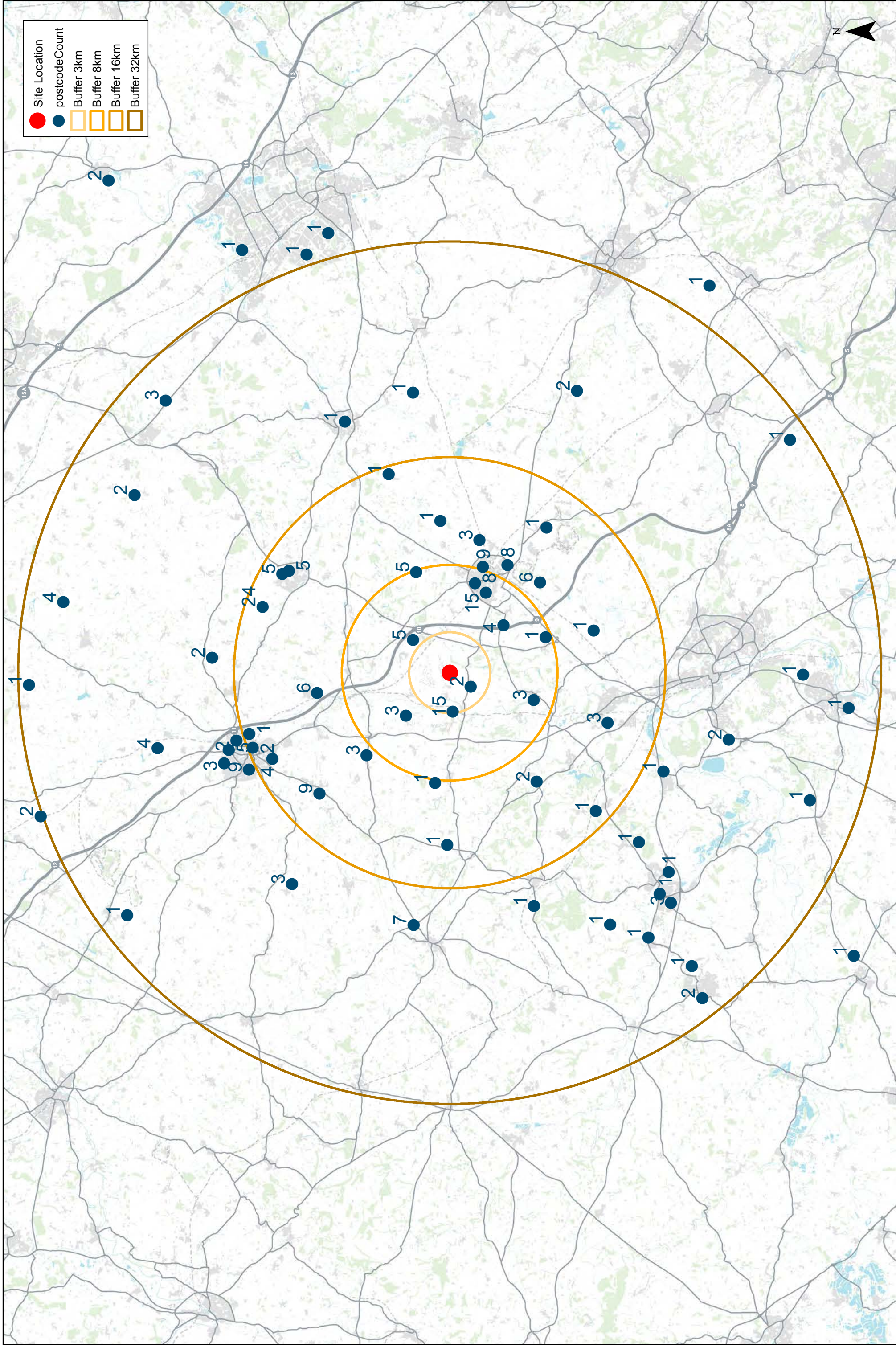
**HEYFORD PARK**  
COMMERCIAL TRAVEL PLAN

**BICESTER AND OXFORD BUS SERVICE AND PROPOSED BUS STOP LOCATIONS**

To Bicester

To Oxford

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<b>Heyford Park Commercial Travel Plan</b>		Client DORCHESTER GROUP	1:250,000 @ A3 03/01/18 Drawn: SL Checked: AE	<b>Respondents Postcodes</b>
		Scale: 0, 5, 10 Kilometers	Figure 6 Rev A	

# 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 6<sup>th</sup> 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 or Communities and Local Government for formal Examination on 31<sup>st</sup> 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 reflect 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





## 2016 Employee Travel Survey - Heyford Park

To help us further understand the travel patterns and transport needs of the tenants and occupiers at Heyford Park, could you please ensure all employees complete this questionnaire. It should take you no longer than 10 minutes, and is needed to satisfy an on-going planning condition on site.

This survey will be available to complete until 30th November 2016.

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

\* Required

1. **Your home postcode \***

2. **Your age \***

*Mark only one oval.*

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

### Your Journeys To Work

#### Section A: Your Journeys To Work

---

3.

**How do you travel to work? \***

If you have more than one 'leg' to your journey to work (e.g. you travel to the rail station by car and then get the train the rest of the way), please indicate the single mode which covers the greatest distance of your journey.

*Mark only one oval.*

- Car (I drive alone, or give a lift to my children)
- Car share (I car-share with another adult or adults)
- Train
- On foot
- Motor-cycle
- Bicycle
- Bus
- I usually work at home
- Other:

4.

**How do you travel to work continued... \***

If you travel to work via different modes of transport on different days, please select the mode that you use the second most frequently than the mode you have selected in the question above.

*Mark only one oval.*

- Car ( I drive alone, or give a lift to my children)
- Car share (I car-share with another adult or adults)
- Train
- On foot
- Motor-cycle
- Bicycle
- Bus
- I usually work at home
- No other mode
- Other:

5.

**Approximately what time do you start work? \***

6.

**Approximately what time do you finish work? \***

7. **On which days do you normally travel to work? \***

*Check all that apply.*

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

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

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

*Mark only one oval.*

- Yes
- No

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

*Mark only one oval.*

- 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 fortnight on average
- At least once a month on average
- At least once a year on average
- Never/almost never

## About You

### Section B: About You

---

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

*Mark only one oval.*

- Yes (go to next question)
- No (skip next question)

12.

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

*Mark only one oval.*

Yes

No

13.

**Can you comfortably cycle for at least 15 minutes? \***

*Mark only one oval.*

Yes (go to next question)

No (skip next question)

14.

**Can you comfortably cycle for at least 30 minutes?**

*Mark only one oval.*

Yes

No

15.

**Which best describes your working pattern? \***

*Mark only one oval.*

Full time

Part time

Variable

Shift work

16.

**Would you be willing to consider car sharing to work? \***

*Mark only one oval.*

Yes (skip next question)

No (go to next question)

17.

**What are your reason(s) for not being willing to consider car sharing as a mode of transport to work?**

Please tick all that apply

*Check 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. go to the gym etc)
- I prefer to use other modes of transport
- 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 a car
- Other:

## Walking

### Section C: Walking

---

18.

**Would you be willing to consider walking to work? \***

*Mark only one oval.*

- Yes (skip next question)
- No (go to next question)

19.

**What are the reason(s) for you not being willing to consider this mode?**

Please tick all that apply

*Check all that apply.*

- I live too far away
- 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 or bulky items to/from work which I cannot carry.
- Poor image
- I regularly need my car for business travel
- I stop off at another location not on my way to/from work (e.g. drop off children at school)
- Personal safety concerns (e.g. I am nervous of walking at night time etc)
- Road safety concerns (e.g. there are no pavements on the route)
- Other:

## Cycling

### Section D: Cycling

---

20.

**Would you be willing to consider cycling to work? \***

*Mark only one oval.*

- Yes (skip next question)
- No (go to next question)

21.

**What are the reason(s) for you not being willing to consider this mode?**

Please tick all that apply

*Check all that apply.*

- I live too far away
- I get too tired or too hot 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 wouldn't be able to carry
- Poor image
- I regularly need my car for business travel
- I stop off at another location not on my route 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:

## Bus

### Section E: Bus

---

22.

**Would you be willing to consider using the bus to work? \***

*Mark only one oval.*

- Yes (skip next question)
- No (go to next question)

23.

**What is the reason(s) for you not being willing to consider this mode?**

Please tick all that apply

*Check all that apply.*

- This 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 route
- 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 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:

## **Business Travel**

### **Section F: Business Travel**

---

24.

**Do you travel on business? \***

*Mark only one oval.*

- Yes (go to next question)
- No (skip next question)



25.

**How do you travel on business?**

If you have more than one 'leg' to your journey to work (e.g. you travel to the rail station by car and then get the train the rest of the way), please indicate the single mode which covers the greatest distance of your journey.

*Mark only one oval.*

- Own car (alone)
- Own car (I car share with another adult or adults)
- Pool car (alone)
- Pool car (car share)
- Train
- Bus
- Motorcycle
- Bicycle
- Walk
- Ferry
- Eurostar
- Aeroplane
- Other:

26.

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

*Mark only one oval.*

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

27.

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

*Mark only one oval.*

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

28.

**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)?**

*Mark only one oval.*

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

29.

**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).**

*Mark only one oval.*

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


## Other Comments

---

30.

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

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# Appendix C Modal Shift and Target Mode Split Calculations



## Heyford Park Commercial Travel Plan

Person Trips Shifting As A Result of Travel Plan Measures Set Out In Section 6 of Commercial Travel Plan

Mode which measure encourages		Multiple modes	
Baseline modal split.	Employee Respondents	Modal Shift	Person Trips
Car Single Occ	272		247
Car share	25	8	33
Walk	5	2	7
Cycle	5	5	10
Bus	1	5	6
Train	0	0	0
Scooter / MC	3	0	3
WFH	5	5	10
Other	4	0	4
<b>TOTAL</b>	<b>320</b>		<b>320</b>

Mode	Revised person trips	Change in person trips	Revised modal split	Percentage Change	Change in Percentage Points
Car Single Occ	247		77%	-9.2%	-7.81%
Car share	33	8	10%	32.0%	2.50%
Walk	7	2	2%	40.0%	0.63%
Cycle	10	5	3%	100.0%	1.56%
Bus	6	5	2%	500.0%	1.56%
Train	0	0	0%	-	
Scooter / MC	3	0	1%	0.0%	0.00%
WFH	10	5	3%	100.0%	1.56%
Other	4	0	1%	0.0%	0.00%
<b>TOTAL</b>	<b>320</b>		<b>100.0%</b>		

Step 1 - Identify measures for the site likely to result in a modal shift to more sustainable modes - see Commercial Travel Plan Section 6.2 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 and C - Baseline modal split is based on 2017 Employee Travel Surveys undertaken in 2106/17

Step 4 - Make estimates on how many people OVER THE BASELINE would change mode due to the measure

