

# HVJ TRANSPORT LTD

## **TRAVEL PLAN**

PROPOSED DEMOLITION AND REPLACEMENT  
OF WIC HOUSE

TRANSPORT WAY, OXFORD OX4 6LT

FOR

OXFORD BIOMEDICA

PROJECT NO. P1025

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## 1 INTRODUCTION AND SCOPE

- 1.1 This Travel Plan has been prepared in support of the planning application for the redeveloped WIC House at the Oxford Biomedica headquarters on Transport Way, Oxford.
- 1.2 The project involves demolition of the existing WIC House and the replacement building is designed to achieve a BREEAM Excellent rating. Achieving this rating requires an assessment of the sustainability performance of the project in a number of key areas including transport.
- 1.3 This Travel Plan (TP) meets the planning and policy requirements of Oxford City Council and Oxfordshire County Council. It is also in accordance with the BREEAM 2018 New Construction requirements of Tra 01 within the transport section of the assessment, with the following aim:  
*To recognise the consideration given to accommodating a range of travel options for building users, thereby encouraging the reduction of user reliance on forms of travel that have the highest environmental impact.*
- 1.4 This TP has been written in accordance with the following documents and planning frameworks:
  - National Planning Policy Framework (NPPF);
  - Oxford City Council Parking Standards, Transport Assessments and travel Plans SPD 2007
  - Oxfordshire County Council Travel Plan guidance
  - Ministry of Housing, Communities & Local Government Travel Plans Guidance.
- 1.5 The Department of Housing, Communities describes Travel Plans as “*long-term management strategies for integrating proposals for sustainable travel into the planning process. They are based on evidence of the anticipated transport impacts of development and set measures to promote and encourage sustainable travel (such as walking and cycling). They should not, however, be used as an excuse for unfairly penalising drivers and cutting provision for cars in a way that is unsustainable and could have negative impacts on the surrounding streets.*”
- 1.6 The principles and practices of Travel Plans are widely accepted, and their need and function are incorporated into all levels of the planning process. Nationally, the National Planning Policy Framework (NPPF) supports the concept of Travel Plans in support of major applications to manage the current and future transport demands of new development in the most sustainable way.



## 2 POLICY CONTEXT

### National Planning Policy Framework (NPPF)

- 2.1 The NPPF sets out the Government's planning policies for England and how these are expected to be applied. The NPPF provides a framework to allow local councils to produce individual local plans reflecting the specific needs of their community.
- 2.2 NPPF supports sustainable development, with a 'presumption in favour of sustainable development' set out in paragraph 14. The NPPF also makes relevant reference under paragraph 36 to travel plans to support major development proposals as follows:

*"A key tool to facilitate this will be a Travel Plan. All developments which generate significant amounts of movement should be required to provide a Travel Plan."*

### Oxford City Council Local Plan 2036 (OLP 2036)

#### Policy M1: Prioritising walking, cycling, and public transport

- 2.3 The OLP 2036 sets out some key objectives relating to accessibility. In particular, the Policy M1 states that *Planning permission will only be granted for development that minimises the need to travel and is laid out and designed in a way that prioritises access by walking, cycling and public transport.*
- 2.4 In relation to walking, the policy requires that developments take opportunities to achieve improvements and shall:
- ensure that the urban environment is permeable and safe to walk through and adequately lit, with good and direct connections both within and across the wider network;
  - make improvements to the pedestrian environment including the provision of high quality crossings points where needed, seating, signage and landscaping; and
  - support high quality public realm improvement works (refer to Policy DH1) and ensure that footways are sufficiently wide to accommodate the level of use.
- 2.5 To promote cycling in the city and ensure an accessible environment for cyclists, the Policy states that Council will seek to ensure that development:
- provides for connected, high quality, convenient and safe (segregated where possible) cycle routes within developments and the wider networks that are permeable and can accommodate the anticipated growth in cycling;
  - provides for accessible, conveniently located, secure cycle parking facilities in both private and publicly-accessible locations; and
  - makes provision for high quality on-site facilities that promote cycle usage, including changing rooms, showers, dryers and lockers.



- 2.6 The Policy also expects that proposals will facilitate and deliver links to the various cycle routes on the OCC Proposals map to serve needs arising from development and where opportunities arise to secure improvements. Planning permission will not be granted for development that would jeopardise future delivery of these links.
- 2.7 In relation to public transport, the Policy requires that in order to safeguard and promote the provision of public transport in Oxford, developments that will add to demand on public transport should contribute towards improvements to bus network infrastructure including pedestrian and cycle routes to bus stops, shelters, passenger seating, waiting areas, signage, timetable information and infrastructure relating to zero emissions.



### 3 PURPOSE OF THE TRAVEL PLAN

- 3.1 The primary purpose of a TP is to identify opportunities for the effective promotion and delivery of sustainable transport initiatives eg walking, cycling, public transport and telecommuting, in connection with both proposed and existing developments and thereby reduce the demand for travel by less sustainable modes. As noted above, though, they should not be used as a way of unfairly penalising drivers.
- 3.2 This TP will seek to manage the travel behaviours of staff and visitors to WIC House and will also seek to provide other possible and convenient travel options rather than car travel. By reducing potential car travel, this TP will also contribute to making Oxford a less congested and safer place for pedestrians and cyclists.
- 3.3 The TP can also promote wider social and community benefits, such as helping to improve air quality, widening social inclusion through promoting greater travel choice, and promoting healthier lifestyle habits.





## 4 DESCRIPTION OF THE SITE

- 4.1 The Oxford Biomedica site is located within a predominantly commercial area of Cowley in Oxford, approximately 5.5km southeast of Oxford City Centre (Refer Fig. 1). The 1.3ha site includes two large buildings, the Windrush Building which is the main headquarters and houses offices is on the eastern half of the site and WIC House which occupies the western side (Refer Fig. 2).

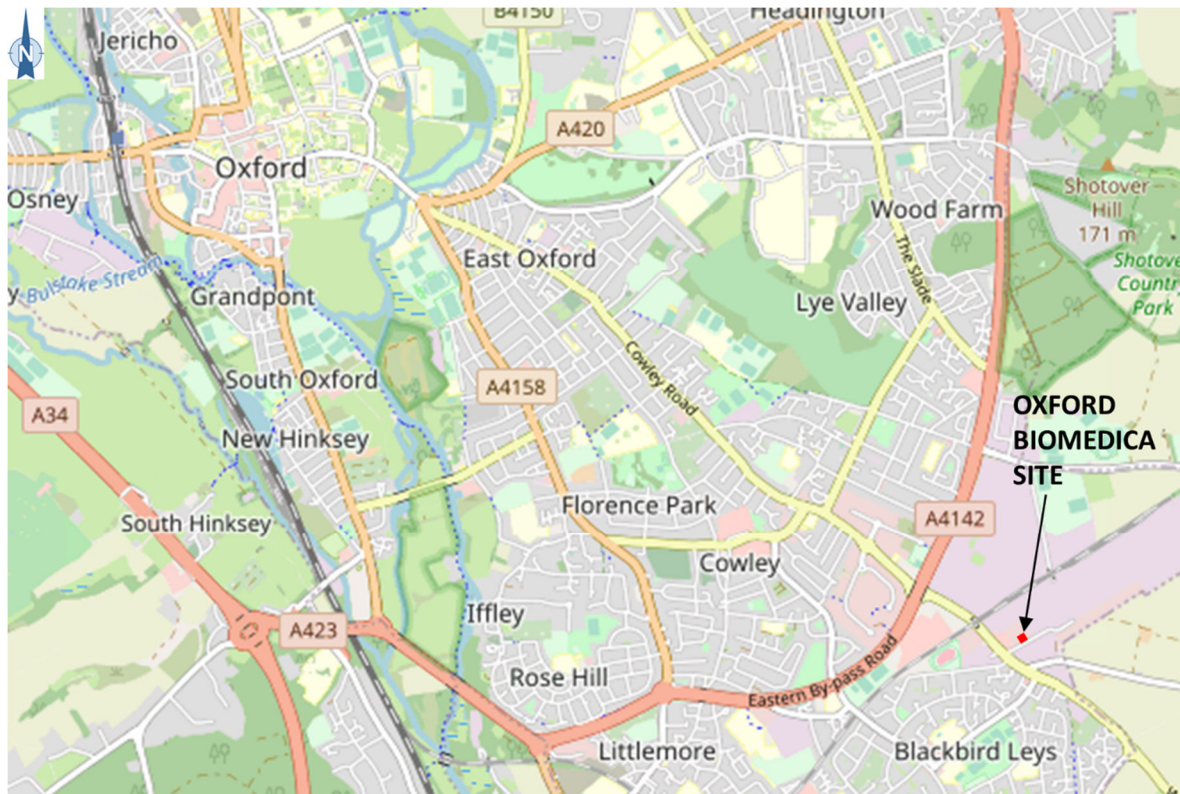


Figure 1: Location plan



**Figure 2: Site plan**

- 4.2 The site is conveniently located on the northern side of Transport Way, just 650m southeast of the A4142 Eastern Bypass Road which provides convenient connections to the A40 (M40) and the A34.
- 4.3 The new 3- storey building has a total Gross Floor Area (GFA) of 6283 m<sup>2</sup> as detailed in Table 4.1. Overall the building will accommodate 250 staff and visitors on site on any working day (Mon. – Fri.) between 07.00 and 19.00.

Accommodation	GFA (m <sup>2</sup> )
Office / laboratories	
Ground floor	2300
First floor	2329
Second floor	753
<b>Total office / laboratory common areas</b>	<b>5383</b>
Plant areas	900
<b>TOTAL GFA</b>	<b>6283</b>

**Table 4.1: Floor plan areas**





4.4 Analysis of trips to the site was undertaken in the preparation of a Transport Assessment for the site and is summarised in Table 4.2.

Trip Periods	Forecast trip generation Use Class B1 – 5383m <sup>2</sup> GFA					
	Trip rate per 100m <sup>2</sup>			Total trips		
	Arr	Dep	Total	Arr	Dep	Total <sup>1</sup>
<b>Total Peak Hour trips<sup>2</sup></b>	1.448	1.399	<b>2.847</b>	43.194	41.732	<b>84.926</b>
<b>Trips for visitors/deliveries<sup>3</sup></b>	3.700	3.804	<b>7.504</b>	116.542	119.826	<b>236.368</b>
<b>Total daily flows: 07.00-19.00</b>	5.148	5.203	<b>10.351</b>	159.736	161.558	<b>321.294</b>

**Table 4.2: Floor plan areas**

**Notes:**

1. Plant areas not included.
2. Peak hour trips represent trips predominantly associated with filling and emptying the staff car park
3. Trips for deliveries represent all other daily trips to the site other than peak hour movements.

4.5 The trip rate peaks are between 0700 and 0800, in the mornings and between 1800 and 1900 in the evenings when staff arrive and depart. Over the course of the day, other trips to the site relate to visitors and deliveries. The TP can influence the visitor trips in particular where public transport options can be utilised.



## 5 TRANSPORT FACILITIES SERVING WIC HOUSE

### Highway network

- 5.1 WIC House takes access directly from Transport Way which is a 7.4m wide two-way single carriageway 30mph urban road with a system of street lighting.
- 5.2 The 7.4m road width extends across the majority of the site frontage. However, the road widens to 9m from a point 25m east of the main western site entrance. The 9.0m width is maintained up to the nearby junction with Watlington Road (B480).
- 5.3 There are double yellow line markings on both sides of Transport Way. There are two gaps in the markings on the northern side of the road along the frontage to the Windrush Building measuring 18m each which provides for a total of 6 parked cars. There are two further breaks in the double yellow markings that provide a further 10 spaces between the Oxford Biomedica site and Gate 9 of the BMW Mini plant which is 120m east of the site on the northern side of Transport Way.

### Walk / cycle facilities

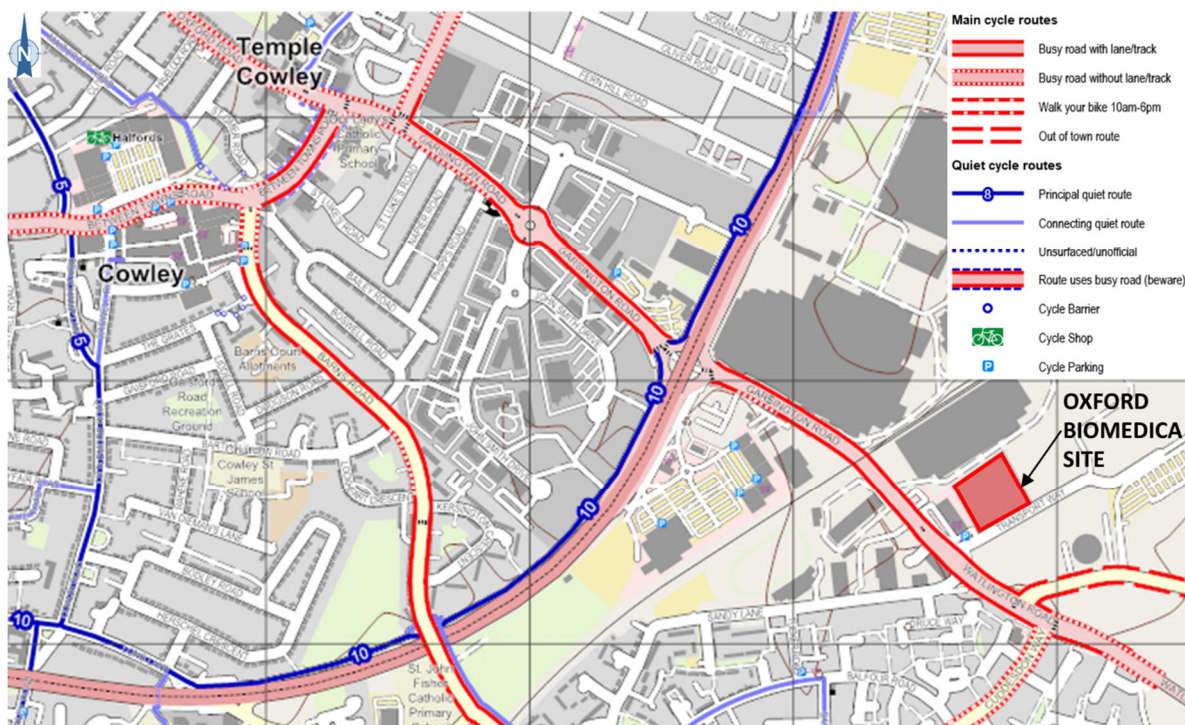
- 5.4 There is a 3.6m wide tarmac verge on the northern side of Transport Way fronting the site with the building line being a further 4.0m back.
- 5.5 There is a 2.2m tarmac verge on the southern side of Transport Way along the 9.0m wide section of carriageway. Where the carriageway narrows to 7.4m, the southern verge correspondingly widens to 3.7m.
- 5.6 Transport Way provides a good quality footway which is at least 2m wide that connects to the existing footways on the nearby B480 Watlington Road where a dedicated cycle path is provided (Refer Photos 3 & 4). Visitors and staff have a short walk to reach the Lidl supermarket or nearest bus services.



**Photo 3: Pedestrian and cycle path looking south towards Transport Way**



**Photo 4: Pedestrian and cycle path looking north towards Oxford**



**Figure 3: Local cycle routes**





- 5.7 The footways and shared paths on Watlington Road are well maintained on both sides and are 2m wide. They also provide connections to the nearest bus stops as well as links to other local cycle paths as shown on Figure 3. Given the proximity of facilities in the local area and the quality of the cycle network, cycling can be considered an attractive option to travel to and from the site.
- 5.8 Overall, the site on Transport Way has good accessibility to many local amenities within suitable walking and cycling distance (Refer Fig. 4). The site is also readily accessible via public transport services and continued development of the site aligns with the aims and objectives of Policy M1.



**Figure 4: Accessible amenities**

### Public transport - Buses

- 5.9 The closest existing bus stops to the site are located on the B480 Watlington Road public transport corridor just 120m walk from the site. The No. 11 and 11X services between Oxford City and Watlington can be accessed from this stop as detailed in Table 5.1 below. The number 11 service is a stopping service between Watlington and Oxford city centre. By contrast, the 11X bus runs directly between the BMW factory gates and Oxford city centre and vice versa.



5.10 The 11X service which is accessible from this stop provides a much higher level of service in and out of Oxford. This service does not run to the southeast beyond the BMW Factory Gate Stop. The 11X buses run every 20 minutes between 0700 and 2116 Monday to Friday.

5.11 There is an additional stop located on Cuddesdon Way, approximately 120m south of the site which provides access to the Greater Leys No. 12 loop service which also terminates in Oxford.

Route No	Mon-Fri	Sat	Sun
11	0620 – 1920 every 60 min.	0844-1908 every 60 min.	0856, 1057, 1317, 1627, 1835
11X	0700 – 0905 every 20 min. 0905 – 1721 every 8 min 1721 – 2116 every 15 min.	0800 – 0900 every 20 min. 0900 – 1721 every 8 to 10 min 1721 – 2116 every 15 min.	1000 – 1801 every 10 min. 1801 – 2116 every 15 min
12	0629 – 2008 every 30 min. then every 60min. until 0015	0709 – 1908 every 30 min. then every 60min. until 0015	Hourly between 0917 and 2315

**Table 5.1 Bus schedules**

5.12 As demonstrated above, the site benefits from exceptionally frequent bus services to Oxford from stops that are just a short walk from the site.

#### **Public transport - Trains**

5.13 The nearest railway station to the site is Oxford which is located 6.5km to the northwest. Whilst it is a fair distance from the development it is a short walk from the city centre which can be reached directly from the site by using the 11, 11X or 12 buses as noted above so there are frequent integrated services options. By bicycle, the station can be reached in 20 minutes.

5.14 Oxford station provides fast services to London, Reading, Birmingham and the southwest network as well as a number of stopping services to surrounding towns and villages.

#### **Parking provision – cars (inc. EV charging)**

5.15 The on-site shared car park can accommodate up to 56 spaces for use by staff including 2 disabled spaces. Four spaces are allocated for visitor parking including 2 disabled spaces. As noted in Table 4.2, the peak demand for parking will be staff arrival and departure times of 0800-0900 and 1800-1900.

5.16 As noted in the Transport Assessment, EV charging points are to be provided to at least 25% of parking spaces. For this scheme there is one (1) charge point provided in the visitor parking area and 14 charge points provided in the staff parking areas.





### **Parking provision – bicycles**

- 5.17 Covered cycle storage will be provided close to the main pedestrian entrance. There will be 56 spaces provided for staff and visitors. Three (3) bicycle charge points are also provided.
- 5.18 Complementing the bicycle parking, comfort facilities including 6 showers and lockers are provided inside WIC House.



## 6 OBJECTIVES

### 6.1 The objectives of this travel plan are as follows:

1. To raise awareness of sustainable transport options and encourage individuals to make sound travel decisions, utilising existing sustainable travel opportunities to and from the site.
2. To minimise wherever possible single-occupancy car use.
3. To reduce the carbon footprint of the building to contribute towards the CO2 emissions reduction.
4. To promote walking as a healthy and sustainable way of travelling to and from the development
5. To promote cycling as a healthy and sustainable way of travelling to and from the development
6. To encourage the use of public transport where walking and cycling are not possible

### 6.2 It is intended that the above objectives will be achieved through the adoption of a wide variety of measures and strategies, which will include the following:

- Implementing a Travel Plan, supported by the contractor, building management Oxford City Council and Oxfordshire County Council.
- Supporting a wide range of initiatives that encourage the use of sustainable transport.
- Raising awareness of initiatives through proactive engagement and effective promotion.
- Consulting with local organisations, transport providers and businesses to develop effective initiatives to support the use of sustainable transport.

### 6.3 As the travel plan will be a 'live' document, aims and objectives will be developed and updated by the Travel Plan Coordinator as time progresses. The above will be driven by the completion of the 'Action Plan' as set out in Appendix B.



## 7 IMPLEMENTATION

In order to implement the Plan the following will be established:

### **Travel Plan Co-ordinator**

7.1 A Travel Plan Coordinator (TPC) who works at the site is to be appointed and their name, office address, phone and email details supplied to Oxford City and Oxfordshire County Councils.

7.2 The role of the TPC will be as follows:

- To oversee the development and implementation of the Travel Plan.
- To obtain and maintain commitment and support from senior managers, staff, union representatives, etc.
- Implementation and management of a publicly accessible travel information system including dedicated web pages and a travel information notice board.
- To set up and co-ordinate steering groups, working groups, etc.
- To co-ordinate the necessary data collection exercise required to develop the Travel Plan.
- Proactively liaise with staff and customers to champion travel initiatives and encourage use of public transport.
- Respond to changing circumstances eg new transport routes, changes in demand for cycle parking, EV charging etc.
- To act as a point of contact for all staff requiring information
- To liaise with different internal departments and external organisations, e.g. suppliers, local authority, transport operators, etc.
- To co-ordinate the monitoring programme for the Travel Plan.
- To prepare a business case to secure a budget for Travel Plan development and ensuring its efficient and effective use.

### **The Travel Plan working group**

7.3 The Travel Plan Working Group will be established to assist the TPC in developing the Action Plan, implementing initiatives and the overall monitoring and review of the Travel Plan. Their role is to:

- Support and assist the TPC in developing and delivering the Plan.
- Allocate staff to implement the schemes.
- Set clear dates for action.
- Ensure that the Travel Plan makes progress by holding twice yearly review meetings.
- Report progress to Management.
- Develop future initiatives.
- Expand objectives and targets, and monitoring strategies as initiatives are developed and agreed.



### **Staff Focus Groups**

- 7.4 The key to the success and implementation of the Travel Plan is to involve staff at all stages. This consultation will be partly achieved by the formation of staff focus groups as required to develop proposals for implementation. The focus groups that are formed will depend on the actions agreed by the Travel Plan working group.

### **Partnerships**

- 7.5 The TPC and members of the working group will endeavour to form partnerships with:
- supporting organisations, e.g. OCC, Sustrans, Association of Commuter Transport, Cycle Touring Campaign, Pedestrians Association, Cycloxx, Environmental Transport Association; and
  - local organisations, e.g. other employers, local retailers (for discounts).



## 8 TRAVEL SURVEY

- 8.1 To further understand the travel patterns at WIC House, the TPC will undertake a baseline travel survey of staff and visitors within 3 months after opening or sooner if typical occupancy and travel patterns have been established. The travel survey will be used to determine staff and visitors current and preferred travel modes to and from the building, plus any specific road safety concerns that may relate to their journey. An early survey is appropriate in order to influence travel habits at first occupation.
- 8.2 This process will involve a questionnaire which can be designed around the base model provided in Appendix A. The TPC will be responsible for organising and undertaking repeat travel surveys. The TPC will prepare a Travel Plan Monitoring Report including a review of progress towards meeting the agreed targets and a revised 'Action Plan' if necessary. The Monitoring Reports will then be submitted to, and agreed by, Oxfordshire County Council.
- 8.3 A clear commitment from the building management team is important to the implementation and development of the Travel Plan. Once a TPC has been appointed, they must co-ordinate and liaise with the Council regarding the implementation of the Travel Plan, while promoting alternative modes of transport to staff and visitors in order to achieve the objectives set out within this Travel Plan document.





## 9 TARGETS

- 9.1 The initial Staff Survey is yet to be completed and the interactions with the new building will take some time to settle down once opened. Therefore, it is difficult to make an specific assessment of future year targets. However, some proposed initial targets have been suggested below.
- 9.2 The targets are aspirational at this stage until the survey has been completed and analysed. They have been separated into targets for staff and for customers for years 1, 3 and 5, if targets haven't been met by year 5 then monitoring will continue until year 9.

Target	Timescale			
	Baseline	Year 1	Year 3	Year 5
Reduce the proportion of employees travelling to work in single occupied vehicles	-	-3%	-3%	-3%
Increase the proportion of staff walking to work	-	+1%	+1%	+1%
Increase the proportion of staff cycling to work	-	+2%	+2%	+2%
Increase the proportion of public transport users	-	+2%	+2%	+2%
Increase the proportion of car sharers	-	+2%	+2%	+2%

**Table 9.1: Initial staff targets**

Target	Timescale			
	Baseline	Year 1	Year 3	Year 5
Reduce the proportion of employees travelling to work in single occupied vehicles	-3%	-3%	-3%	-3%
Increase the proportion of staff walking to the building	+1%	+1%	+1%	+1%
Increase the proportion of staff cycling to the building	+2%	+2%	+2%	+2%
Increase the proportion of public transport building	+2%	+2%	+2%	+2%
Increase the proportion of car sharers	+2%	+2%	+2%	+2%

**Table 9.2: Initial visitor targets**



## 10 MONITORING

- 10.1 Monitoring and review will be the responsibility of the TPC who will be responsible for obtaining accurate baseline data using a travel survey 3 months after first occupation. Baseline data should then be used to update the Travel Plan and to set targets. The updated Travel Plan should then be sent to Oxford City Council and to Oxfordshire County Council. The TPC will organise and conduct a travel survey of staff and customers on years 1, 3 and 5 to evaluate the success of the travel plan.
- 10.2 It is good practice that monitoring should start three months after first occupation, with informal monitoring in the form of a travel questionnaire. The aims of the questionnaire are to obtain an overall mode split for the site which will be used to monitor travel plan progress and the potential for increasing site users' take-up of sustainable modes of travel. A minimum response rate of 30% is required.
- 10.3 The TPC will produce monitoring reports which will include a review of whether the targets and initiatives are on track and an action plan for the following years. This report will be available to local planning officers and the site manager.
- 10.4 If the Travel Plan is meeting or exceeding its targets after five years, no further monitoring report will be required to be submitted to Oxfordshire County Council. If the Travel Plan is not meeting its targets, the auditing period will continue until nine years after first occupation.



## 11 TRAVEL PLAN MEASURES

11.1 The measures and initiatives set out below will be undertaken predominantly by the TPC but with input from the TP Working Group and building management where required. Ideally, many of the measures will be in place on completion of the building and will be used to deliver the targeted changes in travel mode choice. Broad timescales for action are identified within the Action Plan included in Appendix B. The Action Plan will be subject to change once the full Travel Plan has been implemented and then at regular intervals in response to any changes in operational circumstances.

### General

- All visitors and staff will be provided with information regarding bus routes and timetables, cycle and walking routes and facilities via the internal notice boards and website.
- Ensure that Travel Plan Initiatives are discussed at staff meetings and in customer forums.
- A Travel Plan Awareness Day will be run each year in line with the survey to promote the Travel Plan and associated benefits.
- A monitoring report is to be produced within 3 months post-occupation, and again on years 1, 3 and 5. The report will include a review of whether the targets and initiatives are on track and an action plan for the following year. This report will be available to local planning officers and the building management team.
- Flexible working hours for staff will be introduced where appropriate.
- Local recruitment policy for staff will be introduced where appropriate.
- Personalised travel planning for staff will be available.
- On going promotion of walking and cycling e.g. internal newsletters promoting health/ environmental benefits.
- Capitalise on external promotional opportunities e.g. bike2work day, car free day, TravelWise week etc.

### Walking

- Display information and advice concerning safe pedestrian routes and walking times to and from the site at staff meetings and on the publicly accessible transport information system.
- Provide changing room, shower and locker facilities will be available to all staff.
- Displaying information on the Contact section of the company website.
- Encouraging staff to distribute information to visitors when arranging meetings or appointments.
- Set up a site walkers group which can hold twice yearly meetings and set up a buddy scheme (confident walkers agree to assist less confident walkers on their route).
- Guaranteed free ride home for walkers in case of an emergency.



## **Cycling**

- The TPC will seek to liaise with Oxford City Council / Oxfordshire County Council to identify the potential for improving existing cycle links further (BREEAM TRA 02(6)).
- Display information and advice concerning safe cycle routes on information boards on the publicly accessible transport information system including maps of paths, distances and local routes.
- Display information on the Contact section of the company website to inform visitors.
- Encourage staff to distribute information to visitors when arranging meetings or appointments.
- Promote use of high visibility / reflective garments and equipment for cycling.
- The 'Cycle to Work' scheme will be introduced where appropriate.
- Set up a site cyclists group which can hold twice yearly meetings and set up a buddy scheme (confident cyclists agree to assist less confident cyclists on their route).
- Guaranteed free ride home for cyclists in case of an emergency.

## **Car sharing and electric vehicles**

- Implement an internet-based car share scheme either site-bespoke or linking with wider area car sharing initiatives at other Biomedica sites.
- Implement the provision of a guaranteed ride home scheme.
- Monitor use of car parking spaces allocated to car share and increase availability in line with demand.
- Monitor the electric charging provision within the car park and ensure the passive provision is in line with demand.

## **Public transport**

- Investigate demand and feasibility for a site work bus. This could be done in conjunction with other Biomedica sites and other employers in the area.
- For business travel, introduce a travel mode hierarchy starting with public transport and own car use being last resort.
- Display real time details of bus services and information on bus stop locations, route information on the Contact section of the company website.
- Displaying route disruption notices and alternative routes, when essential maintenance works are being undertaken.
- Provide details of ticketing options.
- Investigate corporate account options with train and bus companies for discounted ticket purchase.
- Guaranteed ride home for public transport users in case an emergency arises.



## APPENDIX A

### Sample staff survey





## STAFF SURVEY (Sample)

A travel to work survey of \_\_\_\_\_ staff was undertaken in \_\_\_\_\_/\_\_\_\_20\_\_\_\_. The survey was completed by \_\_\_\_\_ employees, which was approximately \_\_\_\_\_% of the site based workforce at the time. A summary of the results is set out below. For further results of the staff survey see Appendix \_\_\_\_\_

### 1. How staff currently travel to work?

\_\_\_\_\_ % of staff mainly travel into work by car (single occupancy)

\_\_\_\_\_ % mainly use a car shared with others

\_\_\_\_\_ % mainly walk to work

\_\_\_\_\_ % mainly cycle

\_\_\_\_\_ % mainly used public transport

However approximately \_\_\_\_\_ % cycle or walk to work at some point.

### 2. Why do they choose to travel this way?

\_\_\_\_\_ and \_\_\_\_\_ were the main reasons given. \_\_\_\_\_ or \_\_\_\_\_ also scored highly. See Appendix \_\_\_\_\_

### 3. Where are they travelling from?

\_\_\_\_\_ % of respondents live within 2 miles of the site (easy walking and cycling distance)

\_\_\_\_\_ % live within ½ a mile of a convenient bus stop for the site.

### 4. What measures would be most popular/effective?

See Appendix \_\_\_\_\_ for more details of staff survey views.

Improved \_\_\_\_\_, \_\_\_\_\_ and \_\_\_\_\_ for cyclists were the main factors given which would encourage cycling.

More \_\_\_\_\_ and \_\_\_\_\_ were the main factors given which would encourage use of public transport.

\_\_\_\_\_ % of respondents said that they were prepared to car share with a further \_\_\_\_\_ % prepared to consider car sharing in the future.



## APPENDIX B

### Action Plan

**Action plan** (TPC – Travel Plan Coordinator, TPWG – Travel Plan Working Group)

<b>Actions</b>	<b>Responsibility</b>	<b>Target dates (Indicative)</b>
<b>General</b>		
All visitors and staff will be provided with information regarding bus routes and timetables, cycle and walking routes and facilities via the internal notice boards and website.	TPC	Sept 2021
Display on the Oxford Biomedica webpages the Travel Plan and associated useful information such as public transport links, bus timetables, cycle and walking routes to the building	TPC	December 2021
Undertake initial travel survey, within 3 months post-occupation of the new building, and repeated on year 1, 3 and 5.	TPC	Autumn 2021
Ensure that Travel Plan Initiatives are discussed at staff meetings and in customer forums.	TPC	Ongoing
A Travel Plan Awareness Day will be run each year in line with the survey to promote the Travel Plan and its benefits.	TPC	Ongoing
Produce a monitoring report within 3 months post-occupation, and again on year 1, 3 and 5. The report will include a review of whether the targets and initiatives are on track and an action plan for the following years. This report will be available to local planning officers and the building management team.	TPC, TPWG	Ongoing
Flexible working hours for staff will be introduced where appropriate	TPC, TPWG	Ongoing
Local recruitment policy for staff will be introduced where appropriate	TPC, TPWG	Ongoing
Personalised travel planning for staff will be available	TPC	Ongoing
<b>Walking</b>		
Provision of changing room, shower and locker facilities.	TPC, Building management and contractor	Sept 2021
Ensure safe walking routes, by ensuring the walkway from the bus stops on Watlington Road to the building reception is fully lit and pedestrianised. This will be achieved by lighting the walkways for users from all entrances to the site	TPC, Building management and contractor	Sept 2021
Encourage participation in National walking events	TPC	Ongoing
<b>Cycling</b>		
Provision of sheltered cycle parking spaces, available at the front of the building	TPC, Building management and contractor	Sept 2021
Ensure safe cycling routes around the site for all users. The TPC will liaise with Oxford City Council / Oxfordshire County Council to identify the potential for improving existing cycle links further (BREEAM TRA 02(6))	TPC	Ongoing
Encourage participation in National cycling events to promote the use of bicycles	TPC	Ongoing
The 'Cycle to Work' scheme will be introduced where appropriate	TPC, TPWG	Ongoing
Promote use of high visibility / reflective garments and equipment for cyclists	TPC	Ongoing
Liaise with local businesses to provide discount vouchers for staff at cycle shops	TPC	Ongoing



Actions	Responsibility	Target dates (Indicative)
<b>Car sharing and electric vehicles</b>		
Monitor the electric charging provision for cars within the car park and ensure sufficient capacity is maintained.	TPC	Sept 2021
Ensure EV charging infrastructure is readily extendable in the future.	Building designers and building management	February 2021
Implement a car sharing scheme	TPC	Ongoing
Implement the provision of a guaranteed ride home scheme	TPC	Ongoing
Provide staff with information on the savings associated with car sharing through display on public notice boards	TPC	Ongoing
<b>Public transport</b>		
Provide a Real Time Display monitor in reception with bus times of buses that run along the Watlington Road to increase awareness for staff and visitors.	TPC and Building management	Sept 2021
For staff that use public transport and need to return home in an emergency situation, management will pay for a taxi home for that individual.	TPC and Building management	Ongoing