

# HVJ TRANSPORT LTD

## TRAVEL PLAN

FOR

OXFORD BIOMEDICA

AT

PLOT 7000, ALEC ISSIGONIS WAY, OXFORD

PROJECT NO. P1211

JULY 2023

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## 1 INTRODUCTION AND SCOPE

- 1.1 This Travel Plan has been prepared in support of the planning application that relates to the proposed “Phase II” alterations and extensions to the existing building and surrounding car park areas at the Oxford Biomedica research facility in the Oxford Business Park on Alec Issigonis Way, Oxford.
- 1.2 The site was originally used as a Royal Mail Sorting office before being adapted for use by Oxford Biomedica (OXB). In response to continued market growth, the most recent planning approval has enabled OXB to invest in facilities and equipment that will enhance their competitive edge and ensure the company maintains its leading status in the specialist field of gene-based medicines. The relatively new cell and gene therapy market continues to grow robustly, heading towards a global value of > 90 billion USD by 2030 and OXB already have demonstrated expertise and a successful track record of commercialisation in this new and innovative sector.
- 1.3 A currently approved Framework Travel Plan (Planning Ref. 18/00813/FUL) is in place for this site under the current configuration. This Travel Plan will supersede the previous framework plan and is written in support of the proposed site configuration (Refer Fig. 2) under the current application.
- 1.4 This TP has been written in accordance with the following documents and planning frameworks:
  - National Planning Policy Framework (NPPF)
  - Oxford City Council Local Plan 2036
  - Oxford Transport Strategy (OTS)
  - Oxfordshire County Council Local Transport and Connectivity Plan 2022 –2050 July 2022
  - The Central Oxfordshire Travel Plan (Draft consultation document)
  - Oxfordshire County Council Travel Plan guidance
  - Oxford City Council Parking Standards, Transport Assessments and travel Plans SPD 2007
  - Ministry of Housing, Communities & Local Government Travel Plans Guidance.
  - Oxford City Council Car and Bicycle Parking Technical Advice Note (TAN), 2022



- 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.
- 1.7 Travel Plans are site specific and dependent upon not only the location of the site but the size and type of development located there. They also require continuous monitoring and refinement in order to be successful.



## 2 POLICY CONTEXT

### National Planning Policy Framework (NPPF)

- 2.1 The National Planning Policy Framework, first published in 2012, revised in July 2018, February 2019 and again in July 2021, 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 10. The NPPF also makes relevant reference under paragraph 113 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.

### **Oxford Transport Strategy (OTS)**

- 2.8 The OTS form part of the broader Oxfordshire County Council Local Transport Plan 4 (LTP4) and has been developed to complement the vision and goals of the LTP4 which are:
- To support jobs and housing growth and economic vitality across Oxfordshire.
  - To support the transition to a low carbon future.
  - To support social inclusion and equality of opportunity.
  - To protect and, where possible, enhance Oxfordshire's environment and improve quality of life.
  - To improve public health, safety and individual wellbeing.
- 2.9 The key objectives of the OTS as set out below, respond to these goals and address the specific requirements for Oxford within the context of the LTP.
- Support the growth of Oxford's economy by providing access to appropriately skilled employees and key markets.
  - Ensure business sectors are well connected to each other and are provided with effective and reliable access to strategic networks.
  - Provide effective travel choices for all movements into and within the city.
  - Promote modes of travel and behaviours which minimise traffic and congestion.
  - Focus development in locations which minimise the need to travel and encourage trips by sustainable transport choices including walking, cycling and Door to Door travel (e.g. cycling or walking in combination with public transport).
  - Provide a fully accessible transport network which meets the needs of all users.
  - Provide an accessible city centre which offers a world class visitor experience.
  - Tackle the causes of transport-related noise and poor air quality within the city by encouraging and enabling cycling, walking and Door to Door travel.



2.11 Delivery of these objectives will rely on an integrated approach of the following three components:

- Mass transit;
- Walking and cycling; and
- Managing traffic and travel demand.

### **Oxfordshire County Council Local Transport and Connectivity Plan 2022 –2050 July 2022 (LTCP)**

2.12 The vision of the LTCP is to deliver a net-zero Oxfordshire transport and travel system and the main focus in achieving this is by reducing the need to travel, discouraging individual private vehicle journeys and making walking, cycling, public and shared transport the natural first choice.

2.13 To deliver the vision, OCC will work in partnership with employers and businesses in the county to promote walking, cycling and public transport such as through the development of travel plans.

### **The Central Oxfordshire Travel Plan (COTP)**

2.14 The COTP is currently a draft consultation document that sets out the transport strategy for the central Oxfordshire area from 2023 to 2040, with a focus over the period to 2032. It is part of a suite documents that sit under the Local Transport and Connectivity Plan (LTCP), which was adopted by Oxfordshire County Council in July 2022. COTP builds upon and replaces the current Oxford Transport Strategy (OTS), adopted in 2015.

### **Oxford City Council Car and Bicycle Parking Technical Advice Note (TAN), 2022**

2.15 In relation to parking requirements for all non-residential development, The OCC TAN states that *“whether expansions of floorspace on existing sites, the redevelopment of existing or cleared sites, or new non- residential development on new sites, will be determined in the light of the submitted Transport Assessment or Travel Plan, which must take into account the objectives of this Plan to promote and achieve a shift towards sustainable modes of travel. The presumption will be that vehicle parking will be kept to the minimum necessary to ensure the successful functioning of the development.”*



### 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. However, as noted above, 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 the OXB site and will also signpost to other possible, 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 1.8ha. site sits within the Oxford Business Park which lies just inside the Eastern Bypass Road and approximately 4.0km southeast of Oxford city centre (Refer Fig. 1).

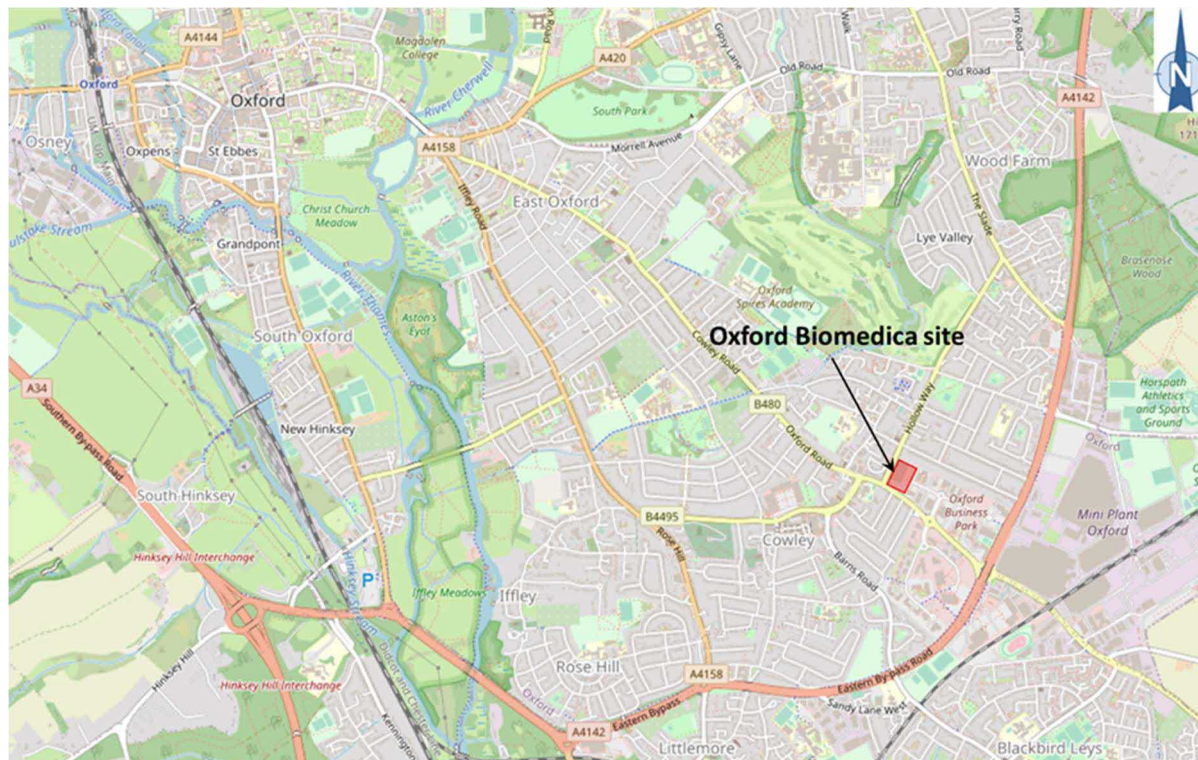


Figure 1: Location plan

- 4.2 The site takes access from Alec Issigonis Way which runs internally within the Oxford Business Park. The large former mail sorting office building occupies the majority of the site with loading bays and some parking provided at the front. There is a large parking area on the southern side of the building and a single row of spaces along the northern site boundary (Refer Fig. 2).
- 4.3 A new 2 storey extension to the front (east) elevation of the existing building provides additional office and communal space, manufacturing (R&D) and warehouse space.
- 4.4 The provision of increased floor areas both in the new extension and through the expansion internally into the 2200m<sup>2</sup> of fallow area of the building brings both manufacturing capacity and it is anticipated that up to 550 staff will be employed at the facility with up to 360 staff being on site at any one time due to the three shift system working arrangements.



Figure 2: Site plan



## 5 TRANSPORT FACILITIES SERVING THE SITE

### Highway network

5.1 Alec Issigonis Way is a single carriageway, 7.5m wide road that runs internally within the Oxford Business Park. It connects to the dual carriageway Oxford Business Park access road approximately 170m from the front gates of the Oxford Biomedica site. Oxford Business Park road then connects to the roundabout junction with the main Garsington Road (B480) a further 120m away.

### Bus services

5.2 The closest existing bus stops are located on Garsington Road, approximately 400m walk from the site. Additional stops are located also on Garsington Road approximately 450m walk from the site and 300m south-east of the Oxford Business Park-Garsington Road-John Smith drive roundabout.

5.3 The stops are served by the 1/N1/5,10, 11 and T1 buses. Table 5.1 shows times and routes of the buses that use stops local to the proposed development site. As demonstrated the site benefits from exceptionally frequent bus services to Oxford from stops that are just a short walk from the site.

Service No. / Ro	Mon. – Fri.	Saturday	Sunday
1/N1/5 Oxford City Centre - Cowley-Blackbird Leys	Every 8 mins	Every 20 mins	Every 20 mins
10 Oxford City Centre - Cowley-John Radcliffe Hospital	Every 10 mins	Every 15 mins	Every 15 mins
11 Oxford City Centre - Watlington	Hourly	Hourly	Every 2-3hrs
T1 Oxford – Garsington - Charlgrove-Watlington	Every 60 mins	Every 2 hours	No service

**Table 5.1 Bus services serving the site**

### Public transport - Trains

5.4 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 10 or 11 buses as noted above so there are frequent integrated services options. By bicycle, the station can be reached in 20 minutes.

5.5 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.



## Walk / cycle facilities

- 5.6 The internal roads in Oxford business park such as Alec Issigonis Way have a good quality 2m wide footway which connects to the Oxford Business Park-Garsington Road-John Smith drive roundabout. This then connects to existing footways on Garsington Road which are well maintained and 2m wide on both sides of the road (Refer Photo 1). These footways provide connections to the nearest bus stops to the site.
- 5.7 A segregated cycle path is available on Garsington Road and provides links to the cycle route connections in Oxford. Internal cycle access in Oxford Business Park is via Alec Issigonis Way and Oxford Business Park roads. Given the high quality facilities in the local area cycling can be considered an attractive option to travel to and from the site.
- 5.8 Overall, the site has good accessibility to many local amenities within suitable walking and cycling distance as shown in Figure 3. 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.

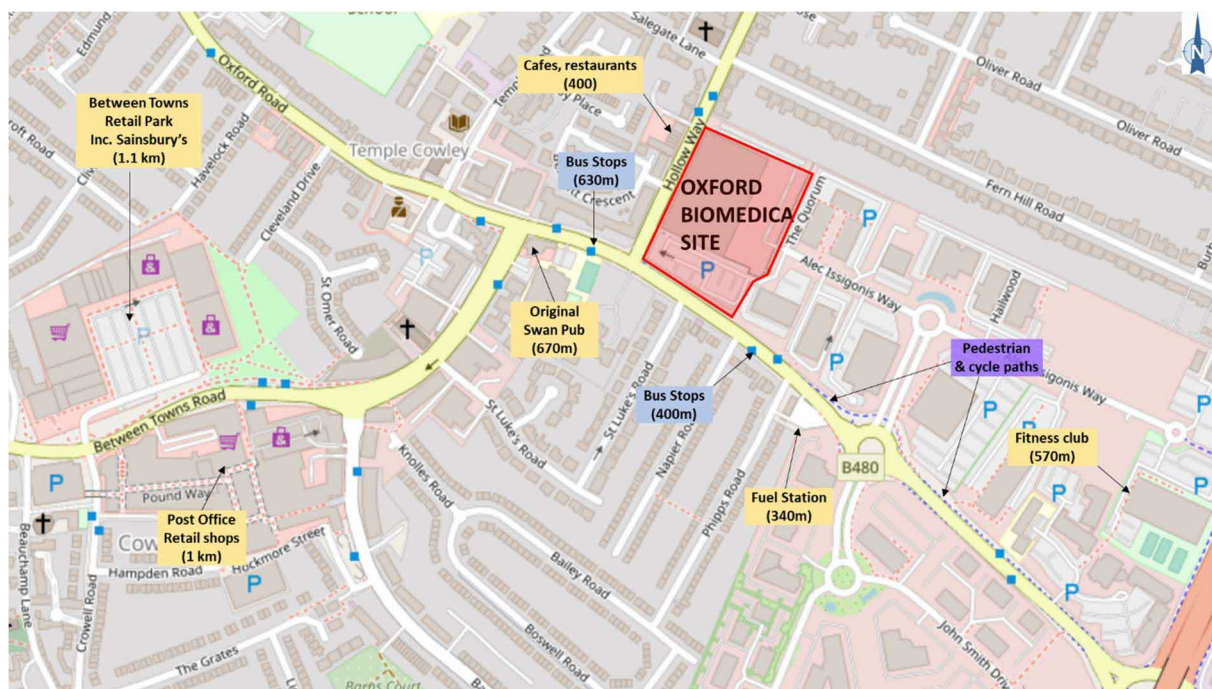


Figure 3: Accessible local amenities



Photo 1: Pedestrian and cycle path on Garsington Rd. looking towards Cowley

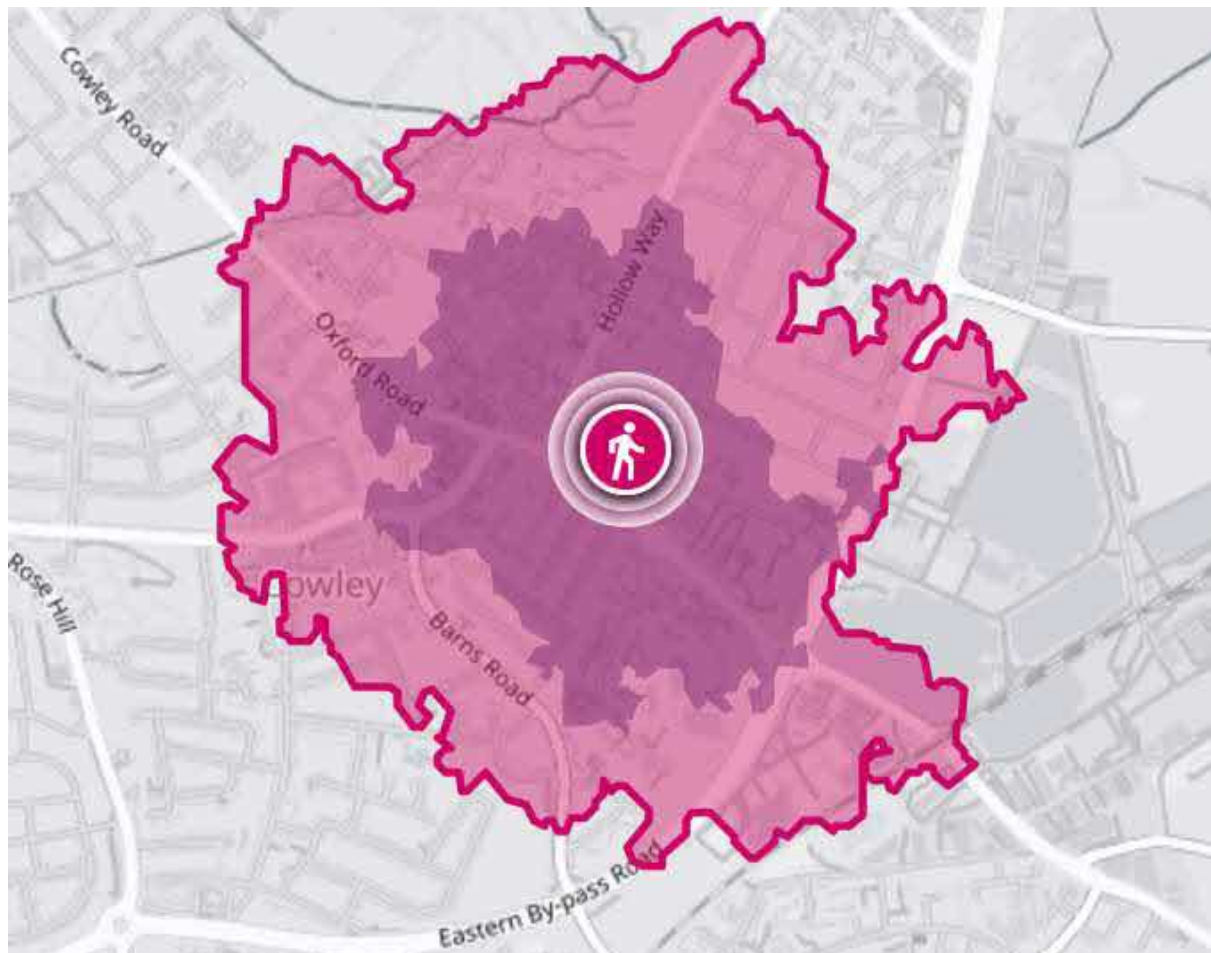


Figure 4: Walking travel time map (10, 15min.) (Source TraveTime API)



- 5.9 The Walking Time Map in Figure 4 details the areas that can be accessed within a 10 or 15 minute walk from the OXB site with major destinations and public transport links reachable in under 15 minutes.
- 5.10 The Cycle Time Map in Figure 5 details the extent of destinations that can be accessed within a 5 or 10 minute cycle from the OXB site. All major destinations can be reached in approximately 5 minutes. Figure 6 provides greater detail of the local cycling network.

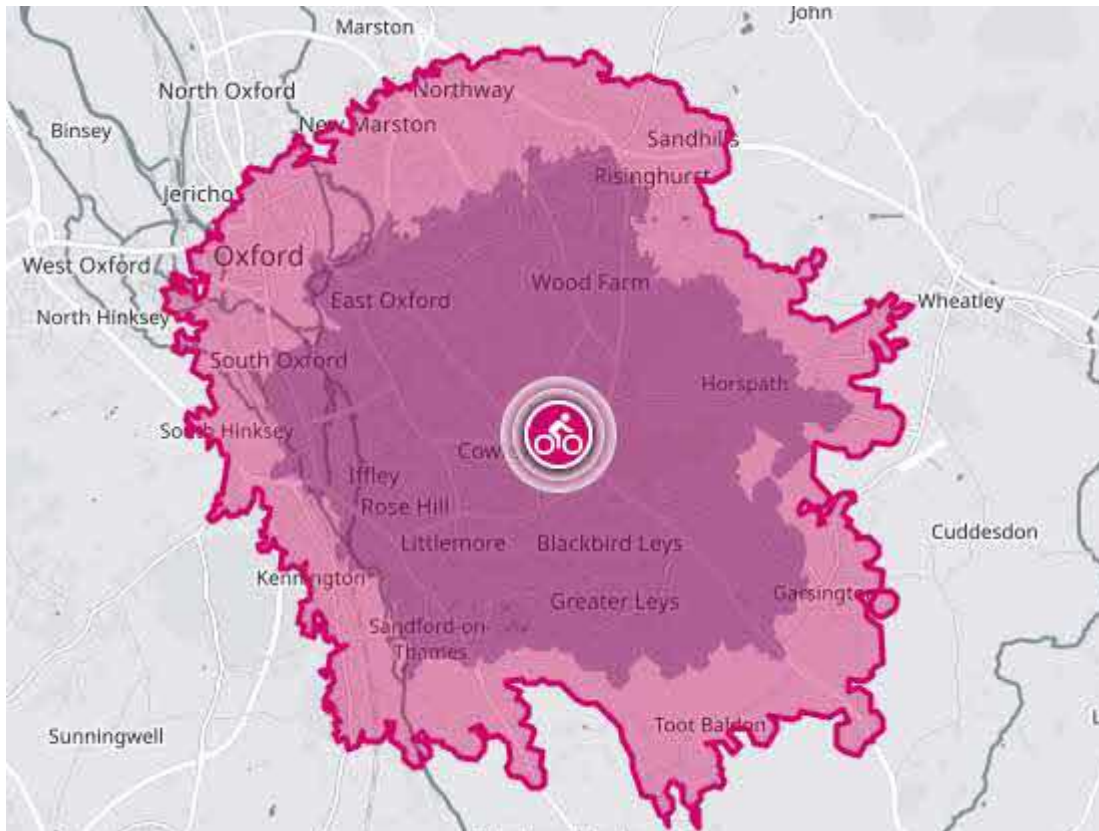


Figure 5: Cycling travel time map (15, 20min.) (Source Traveltime API)

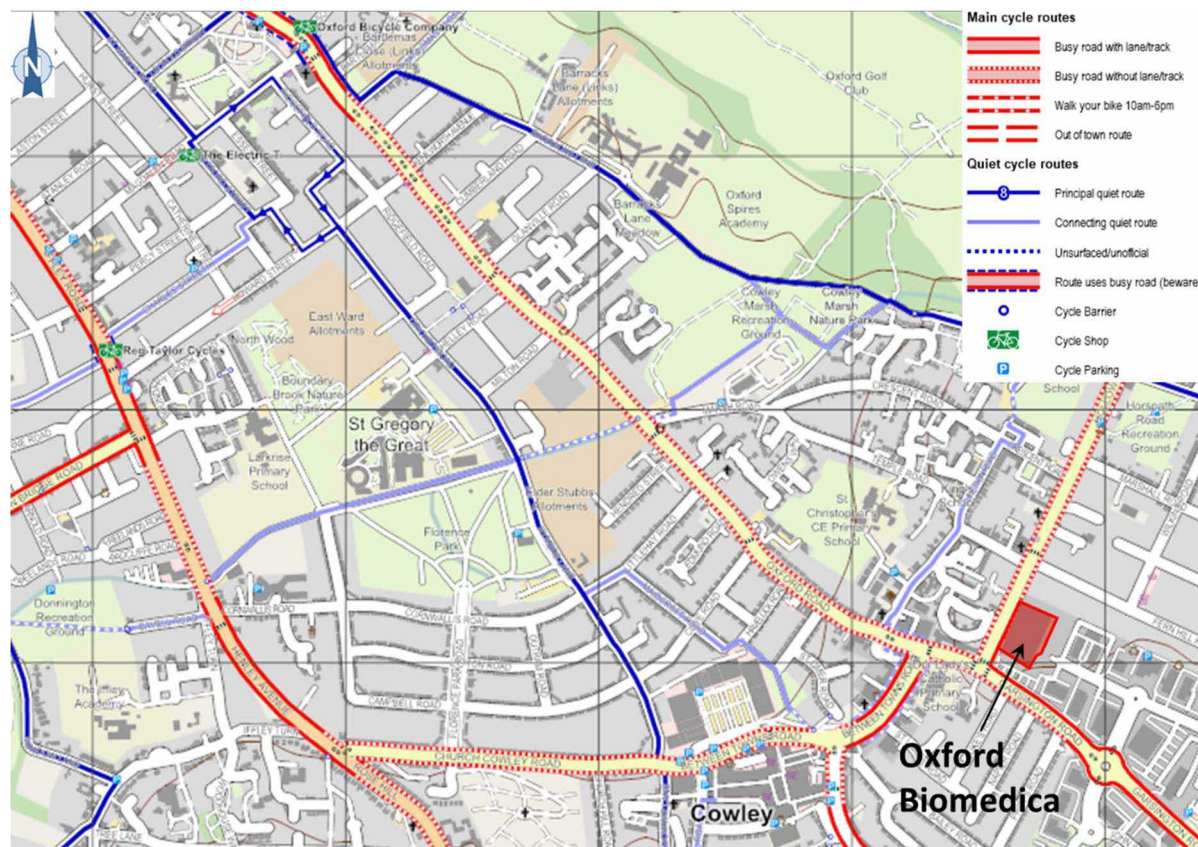


Figure 6: Local cycle routes (Source: <http://www.transportparadise.co.uk/cyclemap/>)

### Parking provision –cars

5.11 The on-site car park accommodation includes the following:

- Staff parking –160 spaces
- Disabled parking –6 spaces
- Visitor parking –7 spaces
- Motorcycles –13 spaces
- Electric vehicle charging –12 spaces\*

*\*Note: the EV spaces are additional to all other spaces provided.*

### Parking provision –bicycles

5.12 Covered cycle storage is provided close to the main pedestrian entrance. And includes 100 spaces for staff and visitors.

5.13 Complementing the bicycle parking, comfort facilities including showers and locker facilities are provided inside the building.



## 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 In the first instance, Jordan Dolbear will act in the role of Travel Plan Coordinator (TPC) and will provide office address, phone and email details 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, eg 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, eg OCC, Sustrans, Association of Commuter Transport, Cycle Touring Campaign, Pedestrians Association, Cyclox, Environmental Transport Association; and
- local organisations, eg other employers, local retailers (for discounts).



## 8 TRAVEL SURVEY

- 8.1 To further understand the travel patterns at OXB site, 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, OCC Travel Plans Team.
- 8.3 As part of the Travel Survey process, postcode data will be obtained and used to produce a postcode plot of staff to be used as part of the analysis of travel patterns and to provide an accurate representation of the mode share for the site.
- 8.4 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 OCC Travel Plans Team regarding the implementation of, or any subsequent changes to, the Travel Plan, while promoting alternative modes of transport to staff and visitors 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 extended building will take some time to settle down once opened. Therefore, it is difficult to make a specific assessment of future year targets. However, some proposed initial targets have been suggested below. One finalised and approved, any subsequent changes to targets must be made in agreement with the OCC Travel Plans Team.
- 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 & AMENDMENTS

- 10.1 Following approval of the TP, any subsequent changes or amendments must be made in agreement with the OCC Travel Plans Team.
- 10.2 Monitoring and review will be the responsibility of the TPC who will obtain 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 OCC Travel Plans Team. 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.
- 10.3 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.
- 10.4 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.
- 10.5 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

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.
- Ongoing promotion of walking and cycling eg internal newsletters promoting health/ environmental benefits.
- Capitalise on external promotional opportunities eg 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.
- 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 cyclist's 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 nearby 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)

Actions	Responsibility	Target dates (after initial occupation)
<b>General</b>		
Undertake initial travel survey, within 3 months post-occupation of the completed building, and repeated on year 1, 3 and 5.	TPC	3 months
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	6 months
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	6 months
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 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 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	Bldg opening
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	Bldg opening
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	Bldg opening
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	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 (after initial occupation)
<b>Car sharing and electric vehi</b>		
Monitor the electric charging provision for cars within the car park and ensure sufficient capacity is maintained.	TPC	3 months
Ensure EV charging infrastructure is readily extendable in the future.	Building designers and building management	Bldg opening
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 Garsington Road to increase awareness for staff and visitors.	TPC and Building management	3 months
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