



## ARC Oxford, Plot 4200

Draft Travel Plan

On behalf of

Advanced Research Clusters GP Limited



Project Ref: 332610670/002 | Rev: A | Date: February 2024

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# 1 Introduction

- 1.1.1 This Draft Travel Plan (DTP) has been prepared by Stantec on behalf of Advanced Research Clusters GP limited (ARC) to support a detailed planning application for the redevelopment at of Plot 4200 located on ARC Oxford for a laboratory enabled research building.
- 1.1.2 Formerly known as Oxford Business Park, ARC Oxford is a well-established employment site comprising 88 acres in the Cowley area of Oxford. It is home to several businesses, including several focused on science and innovation, set within a landscaped 'Campus' environment. In addition to employment space, other uses at ARC Oxford include Oxford Factory (café/restaurant), Oxford Works, a Premier Inn hotel and restaurant, a David Lloyd Racket & Health Centre and a Bright Horizons day nursery.
- 1.1.3 Plot 4200 lies within the southern part of ARC Oxford to the west of John Smith Drive. It currently comprises of 7 individual office buildings organised around areas of car parking and intermittent tree planting. Residential development lies to the west and an existing private footpath runs alongside the southern side of the site.
- 1.1.4 This DTP supports a Transport Assessment (TA) that provides the core document for provision of transport information related to the development proposals. The TA provides details of the impact that the development will have on the local transport infrastructure.

## 1.2 Planning Context

- 1.2.1 The proposals involve the demolition of all existing buildings on the site, making way for the redevelopment of a single laboratory-enabled office building. The building will contain internal ancillary amenity on upper floors. Some ancillary servicing infrastructure will be provided in the landscape. The proposals will also deliver enhancements to the existing private footpath leading into the ARC Oxford site from Boswell Road, alongside car and cycle parking.

*“Demolition of existing office buildings and erection of 1no. laboratory-enabled office building for research and development with ancillary commercial space (all within use Class E). Provision of new access, enhancements to existing footpath, motor vehicle and cycle parking, landscaping and services infrastructure”.*

- 1.2.2 At present, the occupiers for Plot 4200 are not yet known and so at this stage definitive Travel Plan measures and targets cannot be set. To ensure that the development is progressed sustainably from the outset, this DTP has been designed to provide a template that can be adapted by the occupiers once each of the plots are operational. It contains a variety of measures based on the existing opportunities of the site and provides an overarching set of principles and guidance for forthcoming development at ARC Oxford. Once operational, the occupiers of each plot will update this report to suit the needs of their employees, whilst remaining faithful to the measures and targets set out in the DTP.

## 1.3 Purpose of this Document

- 1.3.1 This DTP sets out a vision of sustainable travel that includes Objectives, Targets, Measures, and delivery procedures. The aim of this DTP is to reduce the traffic impact of the development on the local highway network over time and maximise use of sustainable transport modes of future employees.
- 1.3.2 To meet this aim, the objectives of the DTP are:
- Minimise the number of single-occupancy car trips associated with employees to and from the site and associated provision of staff parking;

- Develop a series of site-specific measures that endeavour to make staff aware of the health and environmental benefits of active travel methods;
- Obtain robust travel information and conduct surveys in order to monitor the future Interim Travel Plan against targets and encourage more trips by sustainable modes;
- Identify possible future methods for an on-going management process to monitor progress in modal shift. This will form part of the Interim TP Coordination approach; and
- Encourage safe pedestrian and cycle access to the site and communicate the public transport possibilities with staff and visitors.

## 1.4 Report Structure

1.4.1 The report will follow the structure set out below:

- **Section 2: Policy Review** - This section sets out the various national and local policies and guidance that relate to this site.
- **Section 3: Existing Transport Conditions** - The locality, its existing infrastructure and transportation links via various modes are detailed here.
- **Section 4: Development Proposals** – The proposals for the Plots 4200 is set out in this section including their access, parking arrangements and facilities.
- **Section 5: Travel Plan Measures** - This section includes the measures that need to be implemented in order to achieve the ITP and the Action Plan for implementing the ITP.
- **Section 6: Targets** – The SMART targets for the DTP are detailed here.
- **Section 7: Monitoring and Review** – The details of the Travel Plan Coordinator (TPC) and the monitoring process of the DTP are in this section.

## 2 Policy and Guidance Review

### 2.1 Introduction

2.1.1 Work related travel is a significant part of personal travel and so businesses are increasingly creating Travel Plans to encourage employees to travel to work sustainably. In order to encourage this, the suitable facilities and information needs to be available to the employees.

2.1.2 This DTP refers to the National and Local Planning policies.

### 2.2 National Planning Policy Framework (NPPF)

2.2.1 The National Planning Policy Framework (NPPF), published in 2012, was last updated in December 2023. This document sets out the Government's planning policies for England and the way in which they should be applied.

2.2.2 The purpose of the planning system is to contribute to sustainable development by supporting economic growth, communities and the environment. The planning system must support economic growth and not impede it; therefore, a significance needs to be placed on the need to support economic growth through the planning system.

2.2.3 The NPPF in Paragraph 108 sets out that transport issues should be considered from the earliest stages of plan-making and development proposals so that:

- a) *The potential impacts of development on transport networks can be addressed;*
- b) *Opportunities from existing or proposed transport infrastructure, and changing transport technology and usage are realised – for example in relation to the scale, location or density of development that can be accommodated;*
- c) *Opportunities to promote walking, cycling and public transport use are identified and pursued;*
- d) *The environmental impacts of traffic and transport infrastructure can be identified, assessed, and taken into account – including appropriate opportunities for avoiding and mitigating any adverse effects, and for net environmental gains; and*
- e) *Patterns of movement, streets, parking and other transport considerations are integral to the design of schemes and contribute to making high quality places.*

2.2.4 Paragraph 116 states that applications for development need to 'give priority to pedestrian and cycle movement' and facilitate access to high quality public transport. Paragraph 113 states that 'All developments which generate significant amounts of movement should be required to provide a Travel Plan'.

2.2.5 This DTP has been prepared to support the sustainable objectives of the NPPF for Plot 4200 of ARC Oxford.

#### National Planning Practise Guidance (March 2014)

2.2.6 Whilst the NPPF was updated in 2023, the National Planning Practice Guidance has not received an update since 2014 and so the most recent guidance has been used for this DTP.

2.2.7 The NPPG collates relevant planning practice guidance and provides links between the NPPF and relevant legislation and guidance.

2.2.8 With regard to TPs the NPPG states:

“Travel Plans should, where possible, be considered in parallel to development proposals and readily integrated into the design and occupation of the new site rather than retrofitted after occupation.”

“Travel Plans are 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 promoting walking and cycling).”

“The primary purpose of a Travel Plan is to identify opportunities for the effective promotion and delivery of sustainable transport initiatives, e.g., walking, cycling, public transport and telecommuting, in connection with both proposed and existing developments and through this to thereby reduce the demand for travel by less sustainable modes.”

## 2.3 Local Guidance and Policy

### Local Transport and Connectivity Plan

- 2.3.1 The Local Transport and Connectivity Plan (LTCP) was adopted in full by Oxfordshire County Council in July 2022. The plan aims to help the county to achieve future growth aspirations while doing so in an environmentally sustainable manner in a time period up to 2050. The LTCP aims to:

*‘Deliver a zero-carbon Oxfordshire transport system that enables the county to thrive whilst protecting the environment and making Oxfordshire a better place to live for all residents.’*

- 2.3.2 The LTCP sets out several ways in which the vision and key targets of the document will be achieved, and they feed directly into the relevant LTCP policies.

### Oxford Local Plan 2036

- 2.3.3 The Oxford Local plan 2036 was adopted in June 2020 and forms part of the statutory development plan and contains policies that planning applications will be judged against. The Oxford Local Plan vision is linked to the City Council’s Vision 2050 that is to bring the aspirations and requirements of Oxford citizens to reality. The main aim of the Oxford Local Plan 2036 is to:

*“Look ahead 20 years and beyond, giving considerations to how it can best address the pressures and challenges Oxford faces. Oxford will continue to grow and develop. This growth will be associated with a liveable and sustainable environment that balances economic, social, and environmental needs, ensuring that the city remains a highly desirable place to live, work and visit.”*

- 2.3.4 Section 7 of the Plan is named Ensuring Efficient Movement into and around the City which sets out to make Oxford a:

*“World class cycling city with improved air quality, reduced congestion and enhanced public realm. Road space within the city is clearly limited and to achieve its ambition there is a need to prioritise road space and promote the sustainable modes of travel, walking, cycling and public transport.”*

- 2.3.5 Appendix 7.2 of the Local Plan specifically relates to Travel Plans.

- 2.3.6 The Appendix explains when Travel Plans are required and the importance of recognising modal shift from single occupancy vehicles.

- 2.3.7 In this Appendix it also states the following contents of a Travel Plan should be considered:



- Background (e.g. existing transport links)
- Objectives
- Measures
- Targets
- Monitoring and Review

### Implementing 'Decide and Provide': Requirements for Transport Assessments

- 2.3.8 Oxfordshire County Council's 'Decide and Provide': Requirements for Transport Assessments is a supplementary document to the LTCP. This document outlines a change in approach from 'predict and provide' where past traffic trends are no longer used to 'decide and provide' where a vision is decided and then means are provided to work towards that vision.
- 2.3.9 This Travel Plan has been prepared in accordance with the relevant travel plan guidance set out within the document. This has been done by promoting opportunities for more sustainable travel and by monitoring and reviewing the implementation of the measures, targets, and objectives of the Travel Plan.

### Travel Plans Statements and Advice

- 2.3.10 Oxfordshire County Council's website provides guidance for Travel Plans. This defines a Travel Plans as:

*"Long-term management strategies for integrating proposals for sustainable travel into the planning process. They should be as a tool to identify opportunities for the effective promotion and delivery of sustainable transport initiatives, both on the proposed and existing developments such as, walking, cycling, public transport & tele-commuting."*

- 2.3.11 The website guidance notes that Travel Plans can contribute positively to:

- 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
- Reduce the need for new development to increase existing road capacity or provide new roads

- 2.3.12 With regard to the content of Interim Travel Plans, the website guidance states:

*"It will need to contain the background information for the site and a commitment to update the travel plan once the development has been built or an agreed percentage of the site has been developed. The interim travel plan should follow the templates for the relevant final travel plan and contain as much information as possible."*

## **Oxford Local Cycling and Walking Infrastructure Plan (March 2020)**

- 2.3.13 Oxfordshire County Council's Local Cycling and Walking Infrastructure Plan (LCWIP) sets out a series of measures and programmes to increase levels of cycling and the attractiveness of walking in Oxford. This includes increasing commuter cycling and all cycling trips in Oxford by 50% in 2031.
- 2.3.14 Travel plans are important to the LCWIP as they are designed to encourage an increase the number of active travel trips.

## **2.4 Summary**

- 2.4.1 This DTP has been prepared in line with the national and local policy documentation and guidance as set out above.

## 3 Site Accessibility

### 3.1 Introduction

3.1.1 This section details the existing transport conditions for the Plot 4200 and ARC Oxford. This consists of site location and the current walking, cycling, public transport routes and the local highway network.

### 3.2 Site Location

3.2.1 Plot 4200 is currently occupied by a cluster of seven office buildings with 243 parking spaces combining to approximately 1.2ha in size. It is bounded to the east by John Smith Drive with one access central to the plot which provides access for all users. Currently these plots are empty and so no surveys could be undertaken to inform site accessibility.

3.2.2 Plot 4200 is located within the southern section of ARC Oxford. The site is bounded to the east by John Smith Drive, where it can be accessed from, to the north by Animal Dynamics, to the south by a footpath connecting John Smith Drive to Boswell Road and housing to the west.

### 3.3 Existing Walking and Cycling Provision

3.3.1 There is a pedestrian and cycle access which connect Plot 4200 with the surrounding transport network as illustrated on **Figure 3.1**. This includes a footway/cycleway connection along the southern boundary of Plot 4200, which connects ARC Oxford to Boswell Road.

Figure 3.1: Walking and Cycling Routes



3.3.2 Formal footways are provided along with street lighting within ARC Oxford and across the local transport network. Additional pedestrian and cycle infrastructure is also provided including the segregated footway/ cycleway which runs along the Eastern By-Pass to the south of ARC Oxford. A number of formal and informal crossing points are also provided

internally and immediately adjacent to the site. ARC Oxford is also a low speed environment as a result of speed calming features along John Smith Drive.

- 3.3.3 The Eastern Bypass underpass to the south provides direct access from ARC Oxford to the local retail facilities. There are no formal Public Rights of Way which run through or adjacent to the site.
- 3.3.4 There are off road cycle lanes along Garsington Road, a main cycle route as identified in the Oxford LCWIP, and on road cycle lanes which provides a connection to Route 57 of the National Cycle Network. NCN 5, 51 and 57 provide cycle access to plot 4200. NCN 5 provide a north-south route through Oxford and towards Abingdon and Didcot to the south and Yarnton and Woodstock to the north. To the west of the site NCN 57 provide a cycle link to Oxford City Centre, where there is a connection to NCN 5. To the east, cycle access is provided to Horspath and Thame. NCN 51 provide access from Kidlington to Oxford City Centre.
- 3.3.5 The local cycle network is displayed in **Figure 3.2** below.

Figure 3.2: Local Cycle Network



### Accessibility to Local Amenities

- 3.3.6 There are a range of amenities located on ARC Oxford including Oxford Factory café/ restaurant, Premier Inn Hotel, David Lloyd Health Centre, Bright Horizons Day Nursery and the Market Place (an outdoor events space). In addition, there are a range of facilities located within walking distance of the park including the Oxford Retail Park to the west and Templars Square to the east.
- 3.3.7 In addition to the current amenities in the vicinity of the site it is proposed that the building will provide ancillary uses on upper floor with amenity space for tenants of the building.

3.3.8 The walking distance from the site to these amenities are set out in **Table 3.1** below.

Table 3.1: Distance to local amenities from the site

Amenities	Distance from Site
Oxford Factory Café	150m
Shell Garage	350m
Premier Inn and beefeater	500m
Bright Horizons Day Nursery	550m
Oxford Retail Park (GAME, Next, M&S, Sports Direct, Tesco etc.)	650m
David Lloyds Gym	750m

### 3.4 Public Transport

#### Bus services

3.4.1 The nearest bus stops are located on Barns Road approximately 250m to the south which can be accessed by the footpath which runs adjacent to the development and connects to Boswell Road. This stop provides access to the 1, 5, 10 and 100 bus services.

3.4.2 A further bus stop is provided on Garsington Road approximately 250m to the north of the site which provides access to the 1,5, 10 and 100 bus services. The 1 and 5 give access to the station and the 100 to the John Radcliffe Hospital.

3.4.3 A summary of the bus services is provided in the **Table 3.2** below:

Table 3.2: Bus Services

Bus Stop	Service	Destinations	Approximate Frequency		
			Weekday	Saturday	Sunday
Barns Road	1/5	Oxford Rail Station > City Centre > Cowley > Blackbird Leys	Every 5 mins 05:19 to 03:28	Every 5 mins 05:18 to 03:28	Every 10 mins 07:20 – 01:43
	100	John Radcliffe Hospital > New Marston > Headington > Wood Farm > Cowley	Every 30 mins 05:58 to 20:52	No Service	No Service
	10	City Centre > Cowley > JR Hospital	Six buses between 04:59 and 07:14 to Hospital and six buses between 19:03 and 21:00 to city centre	Four buses between 06:09 and 07:39 to Hospital and five buses between 18:55 and 20:51 to city centre	Three buses between 06:09 and 07:09 to Hospital and three buses between 19:26 and 20:26 to city centre
	3A	City Centre > Iffley > Greater Leys > Blackbird Leys > Cowley	Every 30 mins	Every 30 mins	Every hour

Garsington Road	11	City Centre > Cowley (The Longwall) > Garsington > Chiselhampton > Stadhampton > Chalgrove > Watlington	Every hour to hour and a half 07:38 to 19:04	Every hour to hour and a half 08:35 to 18:22	09:43, 12:03, 15:13 and 17:23
	46	City Centre > New Hinksey > Florence Park > Cowley > Horspath > Great Milton	Every hour 07:06 to 00:36	Every hour 07:12 to 00:36	Every hour 07:12 to 00:36

Source: Oxford Bus Company (January 2024)

### Rail Services

- 3.4.4 Oxford Rail Station is approximately 6 km northwest of the site. The railway station can be accessed from ARC Oxford using bus services 1 and 5 or approximately a 26 minute cycle. Oxford station provides storage for 758 cycles on site.
- 3.4.5 The Oxford Rail Station has access to Great Western Railway, Cross Country and Chiltern Railway services.
- 3.4.6 Great Western Railway provide direct services to London Paddington, Reading and Didcot Parkway. Reading station provides connections to Bristol, Exeter, Guildford, Southampton, London Waterloo and Gatwick. There is also a local stopping service to Tackley, Heyford and Kings Sutton.
- 3.4.7 Chiltern Railway has services that run to Oxford Parkway, Bicester Village, High Wycombe and London Marylebone. The service to London Marylebone runs approximately six times every hour.
- 3.4.8 The Cross-Country service runs to Banbury, Birmingham New Street, Manchester Piccadilly, Leeds, Newcastle and on to Scotland in the northbound direction. In the Southbound direction there is services to Reading, Basingstoke, Southampton and Bournemouth.

### Accessibility Index

- 3.4.9 As a result of the proximity of the bus stops to Plot 4200, the site has a BREEAM AI score of 5.58. The BREEAM AI Index Calculator is provided within [Appendix A](#).

### Future Transport Provision

- 3.4.10 Oxford City Council are proposing to introduce a new bus route in Oxford to connect the eastern arc (Headington) directly to the south of the City (avoiding the need to interchange in the City Centre). The County Council are anticipating the delivery of this service which will initially provide a half hourly service to start in October 2024. The exact routing is subject to agreement with OCC but it is ARC's aspiration to see the service diverted into ARC Oxford in the future to promote the use of the service by employees on the park.
- 3.4.11 There are aspirations for Oxford City Council to reopen the Cowley Branch Line for passenger transport, as set out within the Adopted Local Plan 2036. This would consist of a route between Oxford Railway Station and ARC Oxford with a new station south of the park. The Oxfordshire Rail Connectivity Study stated the delivery of passenger services to the Cowley Branch Railway Line by 2026 at the earliest but this is subject to a Business Case which is presently under development and is being promoted and supported financially by ARC. A new station would be served by a half hourly service, most likely via Oxford and onwards to London Marylebone.

- 3.4.12 Oxfordshire County Council are proposing six traffic filters in Oxford with one location being Hollow Way. When the filters are operating, cars without a permit driving through the filters will receive a fine.
- 3.4.13 ARC is currently exploring wider pedestrian and cycle improvements across the ARC Oxford that will tie into the existing infrastructure on Garsington Road.

## 4 Development Proposals

### 4.1 Introduction

- 4.1.1 This section of the report details the development proposals for Plot 4200 at ARC Oxford including access arrangements, parking provision and delivery and servicing arrangements. The site layout is included in **Appendix B**.

### 4.2 Proposals

- 4.2.1 The development proposals consist of:

*“Demolition of existing office buildings and erection of 1no. laboratory-enabled office building for research and development with ancillary commercial space (all within use Class E). Provision of new access, enhancements to existing footpath, motor vehicle and cycle parking, landscaping and services infrastructure”.*

- 4.2.2 The building will have a GEA of 12,452sqm and NIA of 9,580sqm and will consist of one ground plus 2 story lab- enabled building, with additional rooftop amenity space. The building will also contain internal ancillary amenity on the upper floors to serve employees of working in Plot 4200.

#### Access Arrangements

##### Pedestrian and Cycle Access

- 4.2.3 Pedestrian and cycle access will be provided from John Smith Drive. Dropped kerb crossings with tactile paving will be provided at the vehicle accesses so the entrance to the building, located centrally between the access roads, can be accessed safely by pedestrians via the footways that run along John Smith Drive to the front of the site.
- 4.2.4 A controlled gate between Plot 4200 and the footway/cycleway to Boswell Road will provide direct pedestrian and cyclist access to the site during the operational hours of the building.
- 4.2.5 Cyclists will be able to directly access the cycle facilities to the rear of the building either using the gated access from Boswell Road or using the main vehicular accesses to the site from John Smith Drive.

##### Vehicular Access

- 4.2.6 Vehicular access will be provided to Plot 4200 from John Smith Drive via two priority junctions. The existing access to the centre of the plot will be stopped up and provide an entrance for pedestrians with a direct route to the building entrance. It is proposed that two new points of vehicular access will be provided to the north and south of the plot to provide access to the car park to the rear of the building and servicing areas. Further details are provided in the TA.

### 4.3 Building Access

- 4.3.1 The new building will be inclusive and have level access so that wheelchairs and disabled users can safely access the building. The disabled parking will be provided adjacent to the rear building access and disabled WC facilities provided in accordance with Building Regulations. External lighting will be installed around the building and parking areas for safety and security.



## 4.4 Footway/ Cycleway Improvements

4.4.1 As part of the planning application there will be significant enhancements to the footway/ cycleway route which connects John Smith Drive and Boswell Road to the south of Plot 4200 to encourage an increase in walking and cycling and wider connectivity of the park. The improvements include:

- Removal of existing gates at entrance to Boswell Road allowing for 24 hour access;
- Re-paved plaza area to match plot 4200 with lighting bollards and a widened opening at the campus end;
- Low level lamp columns to provide improved lighting along the route;
- Planting bordering the footpath for a more open effect;
- Extension of CCTV Coverage
- Improved wayfinding signage; and
- Timber topped benches.

Figure 4.1: Footway/ Cycleway Improvements – Boswell Road Connection



Source: Macgregor Smith

## 4.5 Parking Provision and Facilities

### Cycle parking

4.5.1 The Proposed Development accommodates cycle parking in accordance with the ratio set by Oxfordshire County Council in its document 'Parking Standards for New Development', at minimum of 1:100sqm for employees and 1:250sqm per visitors. This exceeds the required standard set out in Policy M5 of the Local Plan.

4.5.2 In total, 135 cycle parking spaces will be provided on site. 59 cycle spaces will be provided within the dedicated Travel Hub to the rear of the building for use by staff, comprising of stacked provision to accommodate 34 cycles and Sheffield hoops to accommodate 25 cycles. Further provision for staff and visitors will be provided within a secure shelter to the west of the building, inclusive of stacked provision to accommodate 44 cycles and Sheffield hoops to accommodate 32 cycles.

4.5.3 The combination of stacker and Sheffield hoop provision would enable cycle parking provision in line with requirements, whilst allowing accommodation for larger bikes. All would be provided at ground level and therefore accessible for all users and moreover are in safe and convenient locations.

- 4.5.4 Showers and changing facilities will be provided to encourage active travel as a mode of choice for employees, particularly cycling. These have been aligned in accordance with BCO guidance, which states 1 shower should be provided per 10 staff cycle spaces, with the number of lockers matching the number of staff cycle spaces.
- 4.5.5 In total, 11 showers are provided by the proposed building alongside 103 locker spaces. These are largely provided in the dedicated cycle hub to the rear of the building (6 and 89, respectively) which also includes 4 drying cabinets. The additional provision (5 and 14, respectively) are provided on Level 02 of the building.
- 4.5.6 In total, for staff cycle provision (97) this exceeds the Applicant's BCO requirements and the equivalent requirements set out in Appendix 7.1 of the Local Plan.

### **Car Parking**

- 4.5.7 The proposals include 166 car parking spaces including 6 which will be accessible for blue badge holders via a level access and 29% total provision (48 spaces) will be provided with electric charging points. 12 motorcycle spaces will be provided within the car park.
- 4.5.8 ARC are willing to repurpose a number of spaces into other uses should the CBL come forward in the future and serve ARC Oxford with two trains per hour during peak hours.

## 5 Provisional Mode Share Targets

### 5.1 Introduction

- 5.1.1 Once the site is occupied the space will predominantly consist of lab-enabled office space but the details of where the employees will travel from to the site is not yet known. The travel behaviour of the employees and visitors to the development cannot be established yet and so travel surveys will need to be conducted following the occupation of the plot.
- 5.1.2 For the purpose of this document, estimated modal splits for employees have been calculated to provide a benchmark of the possible mode share of the development.
- 5.1.3 This section provides the provisional baseline mode share and provisional targets for the future employees of the plot.

### 5.2 Employee Baseline Mode Share

- 5.2.1 The baseline mode share for employees of the development have been estimated using the previous 2019 Travel Survey data for ARC Oxford, as shown in **Table 5.1** below.

Table 5.1: Employee mode share for the ARC Oxford area

Mode	2019 ARC Oxford Travel Surveys
Single Occupancy Vehicle	74%
Car Share Drivers	4%
Car Share Passenger	3%
Walking	6%
Cycling	8%
Public Transport	4%
Other	1%
<i>Total</i>	<i>100%</i>

- 5.2.2 It should be noted that the 2019 survey included the option of 'Work from Home'. This option depends on the future occupier and so was removed for the purposes of this report. The results were updated to reflect this.
- 5.2.3 The baseline mode share presented above could vary significantly from that established following surveys undertaken at Plot 4200. The staff mode share may be affected by a variety of factors including the nature of the company's business, car parking provision, and the location of employee's residences from the site.

### 5.3 Provisional Mode Share Targets

- 5.3.1 There are sustainable travel options available to future occupiers of the development. There is an opportunity for a reduction in the proportion of single occupancy vehicles following the implementation of a travel plan.
- 5.3.2 **Table 5.2** shows the suggested travel target for the DTP framework in comparison with the provisional baseline mode share. These will be reviewed following travel surveys undertaken upon occupation of the building.

Table 5.2: Mode Share targets

<b>Mode</b>	<b>Travel Target</b>	<b>Post Cowley Branch Line Targets</b>
Single Occupancy Vehicle	35%	26%
Car Share Drivers	5%	5%
Car Share Passenger	9%	10%
Walking	9%	9%
Cycling	22%	20%
Bus	18%	15%
Rail	1%	14%
Other	1%	1%
<i>Total</i>	<i>100%</i>	<i>100%</i>

5.3.3 The current active travel and public transport services available to the future employees of the site allow for a significant reduction in single occupancy vehicles accessing the site. In the future the opening of the Cowley Branch Line to passengers will allow for a further reduction in single occupancy vehicle trips.

## 6 Action Plan and Measures

- 6.1.1 A range of measures are included in the Action Plan set out in **Table 6.1**. The responsibility of each measure has been highlighted with supporting rationale. The Action Plan also sets out how these measures are intended to be reviewed as the future TP is monitored and managed.

Table 6.1: Action Plan

No.	Measure	Implementation (Timescales)	Responsibility	Monitoring Progress Towards Targets	Funding
1	Promote car sharing schemes such as Oxford Liftshare via noticeboards	From occupation	Tenant Travel Plan Coordinator	Identify car share take up during monitoring periods	No cost, all information is publicly available online provided by Liftshare
2	Promote the Oxford Cycling Campaign	From occupation	Tenant Travel Plan Coordinator	Monitor uptake amongst employees	No cost as information is provided via webSites
3	Provide information on local cycle training courses to staff	From occupation	Tenant Travel Plan Coordinator	Monitor uptake amongst employees	No Cost
4	Provide basic cycle maintenance equipment at work including a pump, puncture repair kit and tools for the use by anyone who requires it	From occupation	Tenant Travel Plan Coordinator	-	Tenant /ARC
5	Provide covered and secure cycle parking	Prior to occupation	ARC	-	ARC
6	Provide shower and changing facilities	Prior to occupation	ARC	-	ARC
7	Discuss sustainable travel and promote at potential employees' interview and appraisals	From occupation	Tenant Travel Plan Coordinator	-	No Cost
8	Organise employee 'travel awareness' events in accordance with National Campaigns such as "In Town Without My Car Day", "Bike to Work Day" and "Walk to Work Week"	From occupation	Tenant Travel Plan Coordinator	To maintain a high profile on sustainable travel options	Tenant
9	Notice board to notify staff and visitors of public transport access	From occupation	Tenant Travel Plan Coordinator	-	Tenant
10	Highlighting of public transport options at potential employees' interview and appraisals	From occupation	Tenant Travel Plan Coordinator	-	Tenant
11	Providing dedicated pedestrian and cycle access within the Site	Prior to occupation	ARC	-	ARC
12	Provide electrical charging points for staff and visitors	Prior to occupation	ARC	-	ARC
13	Undertake Employee Travel Surveys to establish actual baseline mode share	Within 3 months of occupation and then on the 3 <sup>rd</sup> & 5 <sup>th</sup>	Tenant Travel Plan Coordinator	To establish baseline mode share targets and	ARC / TPC

No.	Measure	Implementation (Timescales)	Responsibility	Monitoring Progress Towards Targets	Funding
		anniversaries of the baseline survey		monitor progress over time	
14	Create TP Monitoring Report using the results from initial Employee Travel Surveys for each Unit	Within 3 months of baseline surveys being undertaken and 3 months of the travel surveys undertaken on the 3 <sup>rd</sup> & 5 <sup>th</sup> anniversaries of the baseline survey	Tenant Travel Plan Coordinator	To develop specific targets and refine measures appropriate to operational characteristics	ARC / TPC
15	Provide suitable taxi drop off area to front of building	Prior to occupation	ARC		ARC

## 7 Monitoring and Review

- 7.1.1 An initial travel survey will need to be conducted within 6 months after the occupation of Plot 4200 to establish the baseline mode split data. The survey will help to inform the TPC of the type of measures that could be implemented at the plot.
- 7.1.2 Following the initial travel survey after the occupation of the plot, surveys will be undertaken in both the third and fifth year post occupation. ARC have wider plots within the ARC Oxford site and it is possible that a site-wide (the sites owned by ARC) Travel Survey approach could be undertaken in a similar manner to that undertaken in the past. If this is the case then such surveys would cover plot 4200 and be used to monitor the progress of the travel plan. The TPC will have access to the specific data for the plot 4200 site. This way measures can be adapted and assessed to see how successful the changes are working, and employees do not need to complete a survey more than once a year.
- 7.1.3 Once the Travel Plan is produced after the initial surveys then this should be a living document that is updated yearly to ensure the park maximises opportunities for sustainable travel.

### 7.2 Additional Monitoring

- 7.2.1 In addition to the annual surveys and target setting, it is advised that the TPCs monitor the usage of the measure. These could include:
- Uptake of any negotiated travel discounts
  - Usage of cycle parking
  - Usage of car parking spaces by employees; and
  - Collation of any comments or suggestions made by employees.



## 8 BREEAM Compliance

### 8.1 Introduction

8.1.1 This TP has been prepared to review the existing and proposed infrastructure for users, and it has been prepared in accordance with BREEAM UK New Construction 2018 requirements.

### 8.2 Tra 01 Transport Assessment and Travel Plan (2 credits)

8.2.1 These credits are earned by recognising developments in proximity to good public transport networks, thereby helping to reduce transport-related pollution and congestion. The assessment criteria includes;

- During the feasibility and design stages, develop a site-specific transport assessment (or develop a travel statement) and draft travel plan;
- The travel plan includes proposals to increase or improve sustainable modes of transport and movement of people and goods during the buildings operation and use.
- If the occupier is known, involve them in the development of the travel plan.
- Demonstrate that the travel plan will be implemented post construction and be supported by the buildings management in operation.

### 8.3 Tra 02 Sustainable Transport Measures (10 credits)

8.3.1 These credits are earned by recognising developments in close proximity of, and accessible to, local amenities which are likely to be frequently required and used by building occupants. **Table 8.1** below, specifies the individual requirements and points achieved.

Table 8.1: BREEAM Compliance

Assessment Option	Public Transport Measures	Points	Comments
1	The existing AI calculated in Tra 01 achieves the following: ≥ 8 for all other building types	1	The AI for this site is 5.58. This credit is not achievable. See attached AI Calculator in <b>Appendix A</b> .
3	Provide a public transport information system in a publicly accessible area, to allow building users access to up-to-date information on the available public transport and transport infrastructure.	1	Feasibility of this to be considered by ARC.
Assessment Option	Private Transport Measures	Points	Comments
4	Provide electric recharging stations of a minimum of 3kw for at least 10% of the total car parking capacity for the development	1	In line with Policy M4 of the Oxford Local Plan, the development will provide 29% of total parking bays with electric charging infrastructure which exceeds this requirement (1 credit achievable).
5	Set up a car sharing group or facility to facilitate and encourage building users to car share. Raise awareness of the sharing scheme with marketing and	1	Feasibility of this to be considered. Awareness of car sharing schemes could be provided via marketing and

Assessment Option	Public Transport Measures	Points	Comments
	communication materials. Provide priority spaces for car sharers for at least 5% of the total car parking capacity for the development. Locate priority parking spaces nearest the development entrance used by the sharing scheme participants		communication and allocation of car sharing spaces.
Assessment Option	Active Travel Measures	Points	Comments
6	During preparation of the brief, the design team consults with the local authority (LA) on the state of the local cycling network and public accessible pedestrian routes, to focus on whichever the LA deems most relevant to the project, and how to improve it. Agree and implement one proposition chosen with the local authority. The proposition supported by the development is additional to existing local plans and has a significant impact on the local cycling network or on pedestrian routes open to the public.	2	Proposed improvements to the footpath to the south of plot 4200 which connects to Boswell Road meets this requirement. (2 credits achievable)
7	Install compliant cycle storage spaces to meet the minimum levels (1 per 20 building users)	1	The provision of cycling parking on site will exceed this minimum provision. The site will provide storage for 135 cycles. (1 credit achievable)
8	Option 7 must have been achieved. Provide at least two compliant cyclists' facilities for the building users, (including pupils where appropriate to the building type) Showers / Changing facilities/ Lockers / Drying spaces.	1	Showers and changing facilities will be included on the ground floor of the development to meet this requirement. (1 credit achievable)
9	At least 3 existing accessible amenities are present within 500m	1	1 credit achievable. The Premier Inn, Day Horizons Nursery and the Oxford Factory Café are all located within 500m of the site. (1 credit achievable).

## 8.4 Achievable BREEAM Credits

8.4.1 Based on the 2 credits achieved for TR01 and 6 credits attained through the assessment of sustainable transport measures (TR02) 8 credits are potentially achieved.

## 9 Summary

- 9.1.1 The document has been designed to act as a basis for the Travel Plan for Plot 4200 which will be populated and detailed once the Occupier(s) of the plot have begun to use the development. The Plan will be used to define measures that are designed to increase the uptake of sustainable transport for travel to work.
- 9.1.2 The document is a draft Travel Plan as the details of the employees are not yet known and some potential measures and targets have been included that are likely to be important once the site becomes operational. The measures will need to be reviewed as they may need to be adapted for any unforeseen needs of the employees at the site. This document can be considered a useful basis for the progress of the development of a definitive Travel Plan for Plot 4200 and sets out at the start of the development process the importance of sustainable travel.

## Appendix A Accessibility Index Calculator

BREEAM-NOR v6.0 Tra 01 Accessibility Index Calculator



Using the drop down boxes make the relevant selections and press the 'Select' button

Building type:

No. nodes required:

Select

**NODE 1**

Public transport type	Bus									
Distance to node (m)	350									
	Service 1	Service 2	Service 3	Service 4	Service 5	Service 6	Service 7	Service 8	Service 9	Service 10
Average frequency per hour	12	2	2							

**NODE 2**

Public transport type	Bus									
Distance to node (m)	450									
	Service 1	Service 2	Service 3	Service 4	Service 5	Service 6	Service 7	Service 8	Service 9	Service 10
Average frequency per hour	1	1								

Accessibility Index: 5.58

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# Appendix B Site Layout

Boswell Road

- Key**
- Application boundary
  - Soft Landscape**
  - Existing retained trees  
Refer to Macgregor Smith drawing 1389-003 and Aspect Trees' Tree Survey report and drawing
  - Proposed semi mature trees  
20-40cm girth, clear stem
  - Proposed multi-stemmed trees  
2.5-4.0m height, multi-stemmed
  - Proposed ornamental planting  
Wide planted beds with a species mix visually connecting with the wider campus landscape
  - Rain Garden Planting  
A robust and adaptive plant mix suited to seasonally wet soils with tall grasses and colourful flowering perennials
  - Car park and boundary planting  
A shade-tolerant groundcover beneath existing and retained trees with scattered perennials and shrubs

- Proposed amenity lawn  
Durable ornamental lawn with an attractive fine-leaved appearance
- Proposed hedge  
Clipped evergreen hedges
- Hard landscape**
- Textured block paving to the plazas and building apron  
High quality pre-cast concrete blocks in a blend of three buff tones giving a unified character to the plaza spaces
- Textured block paving to vehicular roadways  
Permeable pre-cast concrete blocks in warm buff tones
- Textured block paving to car park bays  
High quality pre-cast concrete blocks in light grey tones  
A combination of permeable and non-permeable paving
- Macadam to plot entrances

- Linear grass paving feature  
Permeable grass strip feature through central row of car bays
- Existing asphalt to public footpath  
Existing asphalt and edgings retained
- Existing road-side pavement  
Concrete block pavior pavement with matching blocks to new drop-off bay and associated pavement
- EV dual charging points  
Twin charger with guard rail for dual vehicle charging positioned in planted beds / paved area
- Flexible furniture  
Movable tables and benches
- Straight benches  
Timber topped bench with back rest
- Timber enclosures  
Vertical timber clad enclosure
- Metal frame structure  
Feature gateway referencing the site's industrial past

- Wayfinding Signage
- Cycle stands  
Stainless steel Sheffield cycle stand
- Proposed metal fence  
Vertical metal railings 1.2m height
- Proposed metal fence  
Vertical metal railings 1.6m height
- Existing green mesh fence  
To be retained, 1.8m height
- Existing timber fence on brick wall.  
To be retained, 2.3m height fence on top of 1.4m brickwall.

Bailey Road

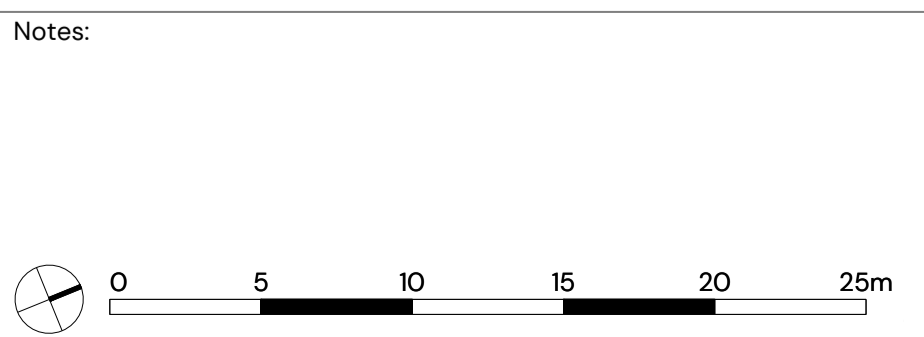
John Smith Drive

John Smith Drive

4100

4150

Rev	Description	Dwn by	Chkd by	Date	Notes
P1	Draft	HW	LP	10.11.2023	
P2	Draft	HW	LP	01.12.2023	
P3	Draft	HW	LP	26.01.2024	
P4	For Planning	HW	LP	02.02.2024	



<b>Macgregor Smith</b>				www.macgregorsmith.co.uk 0225 464 690 hello@macgregorsmith.co.uk
Project	Plot 4200 ARC Oxford	Drawn by	HW	
Status	Planning	Checked by	LP	
Title	Landscape General Arrangement Plan Ground Level	Scale	1:250@A1	
Drawing	1389-001	Revision	P4	

This drawing is protected by copyright. Contractors must check all dimensions on site. Only figure dimensions are to be worked from. Discrepancies must be reported to landscape architect before proceeding.