



TRAVEL PLAN
Court Place Farm Pavilion,
Marsh Lane, Marston, Oxford

Document History

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Glanville

Glanville Consultants is a multi-disciplinary engineering, design and surveying consultancy with the following expertise:

Structural Engineering | Transport and Highways
Civil Engineering | Geomatics | Building Surveying

Cornerstone House
62 Foxhall Road
Didcot
Oxfordshire OX11 7AD

Offices also at:

3 Grovelands Business Centre
Boundary Way
Hemel Hempstead
Hertfordshire HP2 7TE

Telephone: 01235 515550

Telephone: 01442 835999

postbox@glanvillegroup.com
www.glanvillegroup.com

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1.0 Introduction

- 1.1 This Travel Plan (TP) has been prepared by Glanville Consultants on behalf of Oxford Hindu Temple and Community Centre Project (OHTCCP) to accompany a planning application for a Hindu Temple and Community Centre at Court Place Farm Pavilion, Marsh Lane, Marston, Oxford, OX3 0NQ (herein 'the site').
- 1.2 This report proposes a package of measures aimed at promoting sustainable travel to and from the site.
- 1.3 The initiatives and travel management mechanisms proposed within this TP include:
- Appointment of a Travel Plan Co-ordinator;
 - Provision of travel information;
 - Promotion of walking, cycling and public transport as feasible and realistic alternatives to the private car where appropriate; and
 - Promotion of car sharing schemes and offering alternatives to reduce the need to own a private car.
- 1.4 This TP aims to promote the use of sustainable modes of transport through education, encouragement, and through reasonable investment of resources.
- 1.5 OHTCCP fully recognises the importance of active travel management and supports the implementation of this Travel Plan as part of the proposed development.
- 1.6 This TP has been prepared in accordance with Central Government policies set out in the National Planning Policy Framework (July 2021) and line with planning practice guidance, Travel Plans, Transport Assessments and Statements (March 2014).
- 1.7 This TP will be updated and reviewed throughout its life and as such should be considered a 'living document'.

2.0 Policy Context

2.1 This section of the report outlines the pertinent national and local policies related to Travel Plans.

National

2.2 The Government continues to demonstrate a commitment towards sustainable development across England. Revisions to National and Regional Planning Guidance confirm the current importance placed on travel management.

2.3 The National Planning Policy Framework (NPPF) (July 2021) sets out the government's planning policies and how these should be applied, whilst also guiding local planning authorities and decision takers when determining applications.

2.4 A Travel Plan is defined by the NPPF as a '*long-term management strategy for an organisation or site that seeks to deliver sustainable transport objectives and is regularly reviewed*'.

2.5 Guidance provided by the Department for Transport (DfT) has also been adhered to in the development of this Travel Plan, with reference made to DfT's *Good Practice Guidelines: Delivering Travel Plans Through the Planning Process (2009)*.

Local

2.6 Oxfordshire County Council (OCC) is committed to ensuring development in the county is carried out in sustainable locations and sustainable ways in line with OCC's *Transport for New Developments – Transport Assessments and Travel Plans (March 2014)*. Travel Plans can help with this aim by identifying ways in which developments can reduce car travel through public transport, walking and cycling.

2.7 A TP is a living document that is implemented, regularly monitored and reviewed.

3.0 Site Description and Proposed Development

Site Description

- 3.1 The site comprises a single storey detached sports changing pavilion with a Gross Internal Area (GIA) of 271.84sqm. The site is located to the northeast of Oxford, in Marston and is currently part of Court Place Farm, the home of Oxford Football Club. The sports pavilion provided changing facilities for Oxford Football Club. A number of sports pitches and facilities are provided in the surrounding grounds at Court Place Farm including the OXSRAD Sports and Leisure Centre. A site location plan is included at Appendix A.
- 3.2 The site is situated just outside of major residential areas and is accessed off Marsh Lane (B4150), just 300m south of the A40 (Northern Bypass). Vehicular access is provided via a bell mouth priority T-junction off Marsh Lane. Marsh Lane is subject to a 30mph speed limit in the vicinity of the site. Parking for this site is provided on a first come, first served basis within the wider Court Place Farm car park to the south of the pavilion.

Proposed Development

- 3.3 The proposals comprise the change of use from a sports pavilion (use class F2c) to providing a Hindu Temple and Community Centre (a mix of F1f/F2b uses) along with associated parking provision. An indicative site layout is provided at Appendix B.

Proposed Travel

- 3.4 Through discussions with OHTCCP, it is expected that the regular visitors to the site will travel from the following locations:
- 50% from John Radcliffe Hospital area, Headington, Marston, Barton, Oxford University and surrounding area;
 - 20% from Cowley, Rose Hill and Littlemore;
 - 10% from Botley;
 - 10% from Abingdon; and
 - 10% from Didcot and Beyond.
- 3.5 As such, 50% of visitors live within walking and cycling distance of the site, with an additional circa 10% living within cycling distance from Cowley, Rose Hill and Littlemore.
- 3.6 Given the array of bus services available to and from the site, it is expected that those who do not walk or cycle and those who live slightly further afield, including visitors from Botley, Abingdon and Didcot, will travel by bus to the site.
- 3.7 OHTCCP have agreed to initially hire a minibus to shuttle visitors to and from the site, until they are able to buy their own. It is anticipated that the shuttlebus will be used by visitors who cannot walk, cycle or use public transport.
- 3.8 It should be noted that OHTCCP would organise larger gatherings at other venues, such as for festivals that take place throughout the year.

Car Parking

- 3.9 A total of 7 car parking spaces are proposed parallel to the western side of the building.
- 3.10 2 spaces will be accessible parking spaces and 2 spaces will have EV charging points.

Cycle Parking

- 3.11 28 cycle parking spaces are proposed in the form of 14 covered Sheffield stands. This is in accordance with OCC guidance which states that for places of worship/community centres/public halls, 2 spaces per 20sqm of seating/assembly floor space should be provided.

4.0 Access via More Sustainable Modes of Transport

4.1 This section of the report outlines the existing site from the perspective of sustainability and accessibility by modes other than the private car.

Walking

4.2 The Institution of Highways and Transportation (IHT) document '*Guidelines for Providing Journeys on Foot (2000)*' suggests the generally accepted walking distances are as follows:

- Desirable 400m;
- Acceptable 800m;
- Preferred maximum 1200m.

Albeit, the document also states that walking distances are dependent on the destination that people are travelling.

4.3 The site is located within 800m of a large number of residential dwellings within Marston, Northway and New Marston. Furthermore, the site is located within 45m of Horseman Close bus stops and 500m of Ewin Close bus stops, which are served by bus services across Oxford (see Table 1).

4.4 The B4150, from which the site is accessed, provides footways along both sides of the road with controlled crossings, tactile paving and dropped kerbs. The nearest, is a Toucan crossing provided approximately 60m south of the access to Court Place Farm. These footways provide connections to a wider network of footways and footpaths which link large residential areas to the site.

Cycling

4.5 It is widely acknowledged that cycling has the potential to substitute for short car trips, particularly those under 5km or to form part of a longer journey by public transport. This is supported by Sustrans' '*Travel Behaviour Research Baseline Survey 2004*' which measures the potential for change that cycling offers for trips of less than 5km.

4.6 The site is located within 5km of a large number of residential dwellings, including dwellings within Headington, Cowley, Lye Valley, Oxford City Centre, Jericho, Summertown, Sunnymead, Risinghurst, Barton, Donnington and Osney.

4.7 The B4150, from which the site is accessed, provides a cycleway along its extent. This cycleway provides a direct cycle route into Oxford City Centre and to a wider network of cycleways throughout Oxford.

Bus Travel

- 4.8 As set out in paragraph 4.3, Horseman Close bus stops and Ewin Close bus stops are located within walking distance of the site. All stops benefit from a flag and timetabling information and the Horsman Close southbound stop and Ewin Close southeast bound stop benefit from a shelter. Table 1 below summarises the routes and frequency of services available from these stops.

Table 1: Bus Service Summary

Bus Stop	Bus Service	Route	Frequency
Horseman Close	14/14A	Oxford Railway Station – JR Hospital via Oxford City Centre	1-2 per hour
Ewin Close	City 13	Northway – Abingdon via Oxford City Centre, Abingdon Road, Kennington, Radley	2-3 per hour
	14/14A	Oxford Railway Station – JR Hospital via Oxford City Centre	1-2 per hour
	700	Thornhill Park & Ride – Kidlington via Churchill, JR Hospital, Summertown, Oxford Parkway	2 per hour (weekdays only)
	H2	JR Hospital – Witney via Eynsham	1 per hour
	X3 City	Barton – Abingdon & Didcot	2-3 per hour

- 4.9 Table 1 demonstrates that the site is highly accessible by bus from various locations in and around Oxford including Oxford Railway Station.

Train Travel

- 4.10 Oxford Railway Station is located approximately 3.5km to the southwest of the site and provides a key transport interchange hub for Oxfordshire.
- 4.11 The station is served by 9-14 trains per hour, to destinations including Reading, London Marylebone, London Paddington, Bournemouth, Didcot, Banbury, Worcester, Birmingham and Manchester. A summary of the services available from Oxford Railway Station is provided at Table 2.

Table 2: Oxford Railway Station Service Summary

Destination	Frequency	Approximate Journey Time
London Paddington	3 per hour	52 minutes
London Marylebone	3 per hour	75 minutes
Reading	3 per hour	24 minutes
Oxford Parkway	2 per hour	5 minutes
Bicester	2 per hour	15 minutes
Didcot Parkway	2 per hour	14 minutes
Banbury	2 per hour	17 minutes
Bournemouth	1 per hour	120 minutes
Manchester Piccadilly	1 per hour	164 minutes
Worcester Foregate Street	1 per hour	76 minutes

- 4.12 Oxford Railway Station has capacity for 1,064 bicycles within secure storage areas, ticket machines, shops, cafes, toilets and step-free access to all platforms.

5.0 Objectives, Targets and Monitoring

Objectives

5.1 The objectives of this Travel Plan are as follows:

- (a) Reduce the need to travel to and from the development
- (b) Reduce single occupancy car travel to and from the development
- (c) Promote walking as a healthy and sustainable way of travelling to and from the development
- (d) Promote cycling as a healthy and sustainable way of travelling to and from the development
- (e) Encourage the use of public transport where walking and cycling are not possible

Targets

- 5.2 In line with National travel plan guidance, targets should be SMART (Specific, Measurable, Achievable, Realistic and Time-bound). The most suitable way to set targets will be to suggest a reduction in car or van driver trips with an increase in trips on foot, bike, public transport and as a passenger in car or van trips.
- 5.3 As there is no data which captures the travel modal share of visitors to the site, a travel survey will be completed 3 months after occupation. Baseline travel patterns will be derived from this survey and will inform the Targets for the site.
- 5.4 This travel survey will be repeated at the 1st, 3rd and 5th year of occupation to provide insight into the progress of targets and inform any updates to the TP that may be required.

Monitoring

- 5.5 This TP is a living document which will be subject to review and revision at regular intervals throughout its life.
- 5.6 Visitor travel surveys will be undertaken 3 months after occupation and then at 1, 3 and 5 years after the first survey.

6.0 Measures and Initiatives

6.1 This section of the TP outlines the measures that could be implemented to ensure the planned Objectives are met.

Prior to Occupation

Travel Plan Coordinator

6.2 The developer will appoint a Travel Plan Co-ordinator (TPC) for the site prior to occupation of the development. The TPC will be responsible for maintaining and monitoring the Travel Plan.

6.3 Upon appointment, the TPC will provide their name, job title, and contact details to the Travel Plan Team at OCC.

6.4 The post of TPC would be part-time and would be retained for a period of no less than five years from the date of appointment, at which time the position would be reviewed.

6.5 The TPC will become the repository of advice on a range of transport issues, ranging from local bus routes to local cycle routes, as well as helping with personal travel planning for those visitors wanting to use alternative travel modes. A key role, however, is that of promoting alternative and sustainable travel, as well as liaising with visitors about how transport facilities can be enhanced on a site-specific basis.

Travel Information Pack

6.6 A Travel Information Pack will be prepared and distributed electronically and/or posted on notice boards. The Travel Information Pack will include the following:

- Local public transport routes and timetable information;
- Map showing local walking and cycling routes;
- Highlight and promote the health, financial and lifestyle benefits of using sustainable modes of transport; and
- Information to encourage car sharing via <https://liftshare.com/uk>.

Physical Infrastructure

6.7 Appropriate cycle parking will be provided as identified in the Transport Statement that accompanies this Travel Plan.

Post-occupation

6.8 Minimise single occupancy travel to and from the site, by providing opportunities for journeys to be made by non-car modes;

- i. Sustainable modes of transport will be promoted, including through provision of local walking and cycling routes and public transport timetables.
- ii. The health and lifestyle benefits of walking and cycling will be promoted.
- iii. Car sharing websites such as Liftshare will be promoted.

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- 6.9 Identify which measures are needed to maximise the use of non-car travel modes;
- i. Travel surveys will be undertaken 3 months after occupation of the site, then 1, 3 and 5 years after the first travel survey to determine the modal split of travel to the site and update the Measures as appropriate.
- 6.10 Change the behaviour of individuals to create a modal shift towards sustainable travel through:
- i. Travel Information Packs (TIPs) will be created and distributed to visitors to raise awareness of alternative sustainable transport options. These TIPs will include the following:
 - a. Maps of local cycling and walking routes, showing public footpaths, on-road and traffic free cycle routes.
 - b. Timetables for local bus services.

Initiatives

Walking and Cycling

- 6.11 Walking and cycling will be promoted as healthy and sustainable modes of transport that create little environmental impact compared with other modes. It will be emphasised that walking or cycling, even as part of a journey, is the easiest way to build activity.
- 6.12 Information on traffic-free / low traffic cycle routes will be made available to all visitors.
- 6.13 Arrangements will be made with local crime prevention officers to give advice and, if available, provide useful equipment such as high visibility armbands and personal alarms to visitors who walk and cycle and have concerns about personal security.
- 6.14 The upkeep of local footways and cycleways is of great importance to encourage travel on foot and by cycle. The conditions of footways and cycleways off-site will be monitored and OCC will be encouraged to give priority to a rolling programme of footway and cycleway maintenance and improvement to ensure that regular reviews of the facilities used by pedestrians and cyclists are undertaken.
- 6.15 Constructive partnerships will be fostered with OCC and local cycling organisations to encourage safer cycling and provide cycle training to improve the road skills, competence and confidence of visitors.

Provision of a Minibus

- 6.16 OHTCCP have confirmed that they would also pay for a minibus to serve the proposed Hindu Temple and Community Centre to reduce the need for visitors to use private vehicles. The TPC will be responsible for organising the minibus service.

Car Sharing

- 6.17 Car sharing will be promoted within the Travel Information Pack and by the TPC as a practical way to reduce the financial cost and environmental impact of commuting to and from the site. It is also a way to alleviate peak hour congestion and pollution, making journey times quicker overall. Links to car sharing websites will also be provided, such as <https://liftshare.com/uk>.

Promotion

- 6.18 It is noted that the Site is in a sustainable area, with many different sustainable modes of transport available to potential visitors and therefore all transportation options should be promoted as sustainable alternatives to single occupancy car journeys.
- 6.19 The Travel Plan should not be viewed as anti-car, but rather as a promotion of alternative travel choices and awareness of sustainability. This should contribute to its success in meeting targets.
- 6.20 All future visitors will be informed of the Travel Plan and Travel Information Pack.
- 6.21 Public transport timetable information will also be made available for all visitors. The following websites will be promoted:
- Traveline www.traveline.info
 - Stagecoach Buses www.stagecoachbus.com
 - Oxford Bus Company www.oxfordbus.co.uk/
 - Thames Travel www.thames-travel.co.uk

7.0 Action Plan

7.1 The Action Plan set out below will be a key document for the appointed TPC, outlining a programme for delivering the measures to meet the objectives and as a means of communicating the measures to the future occupiers of the site.

Table 2: Action Plan

Measures & Initiatives	Objectives	Timescale
Produce a revised Travel Plan which shows actual transport modal split and revised targets for Years 1, 3 and 5	C, D & E	Within 1 month of Travel Survey
Prepare a Travel Information Pack	C, D & E	Prior to occupation
Promote & publicise agreed Travel Plan	C, D & E	Prior to occupation
A Travel Plan Co-ordinator will be appointed and their details sent to OCC at the earliest possible opportunity. Details of the Travel Plan Co-ordinator are also provided on the last page of the Travel Information Pack.	C, D & E	Prior to occupation
Walking and Cycling		
Provide information on walking within the Travel Information Pack, including local walking routes and distances.	B & C	To be included in Travel Information Pack and on-going
Provide equipment such as high visibility armbands to assist those who walk and cycle to and from the Site	B & C	Prior to first occupation and on-going
Review any concerns regarding local walking infrastructure	B & C	On-going
Provide information on cycling (local routes, bike shops and health and lifestyle benefits within the Travel Information Pack	B & D	To be included in Travel Information Pack and on-going
The Travel Plan Co-ordinator will encourage safer cycling and provide information on available cycle training in the area to improve the road skills, competence and confidence	B & D	Upon occupation and on-going
Provide secure covered cycle parking facilities	B & D	Prior to occupation
Review any concerns or suggestions from regarding sustainable infrastructure and investigate improvements as necessary	B & D	On-going

Measures & Initiatives	Objectives	Timescale
Public Transport		
Provide information on public transport within the Travel Information Pack, including details of bus times, bus stop facilities and websites	B & E	To be included in Travel Information Pack and on-going
Establish and maintain a relationship with public transport operators	B & E	Upon occupation and on-going
Taster tickets for local bus services will be provided to encourage use of local buses	B & E	Upon occupation and on-going

7.2 These timescales have been put in place to ensure that the best endeavours are made to meet the overall Objectives. The results from the initial Travel Survey will give this Travel Plan the flexibility it requires to adjust to meet Targets, once determined and overcome specific barriers identified in the future.

8.0 Summary & Conclusion

8.1 This Travel Plan has been prepared by Glanville Consultants on behalf of Oxford Hindu Temple and Community Centre Project (OHTCCP) to accompany a planning application for a Hindu Temple and Community Centre at Court Place Farm Pavilion, Marsh Lane, Marston, Oxford, OX3 0NQ.

8.2 The key elements of this Travel Plan are summarised below.

- The Site is in a sustainable location;
- Objectives have been set out for increasing the use of sustainable travel modes and reduction of single-occupancy car use;
- A package of measures for the development has been set out to achieve the stated objectives;
- A Travel Plan Co-ordinator will be appointed to oversee the implementation and monitoring of this Travel Plan; and
- An Action Plan has been set out that summarises the measures proposed by this Travel Plan, as well as indicating the timescale for delivery of the measures.

8.3 In conclusion, this Travel Plan will be an important tool in enhancing and maintaining the sustainability of the Site and OHTCCP is committed to reducing the environmental impacts of the new Hindu Temple and Community Centre.

Appendices

Appendix A
Site Location Plan



Title: FOR IDENTIFICATION ONLY

- POTENTIAL PARKING AREA
- BUILDING

Scale: 1:1,750 (A4)

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Appendix B

Site Layout

Marsh Lane

Pavilion

Proposed 7
car parking spaces

SCALE - 1:100 @ A3

SCALE - 1:200 @ A3

NOTES

1. This drawing is to be read in conjunction with all relevant documents and specifications.
2. Dimensions are not to be scaled.

KEY

 Covered Cycle Storage

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Rev.	Description	Date	Chkd



Glanville
 Cornerstone House
 62 Foxhall Road, Didcot
 Oxon, OX11 7AD
 Tel: (01235) 515550 Fax: (01235) 817799
 postbox@glanvillegroup.com www.glanvillegroup.com

Client : **Oxford Hindu Temple & Community Centre**

Project : **Court Place Farm Pavilion, Marsh Lane, Marston, Oxford OX3 0NQ**

Title : **Proposed Parking Layout**

Project Engineer : D. Steenkamp Scale : As shown @A3

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Cornerstone House, 62 Foxhall Road
Didcot, Oxfordshire OX11 7AD

01235 515550
postbox@glanvillegroup.com
www.glanvillegroup.com

- Structural Engineering
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