

Site A, Bicester

Travel Plan



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1.0 INTRODUCTION

1.1 BACKGROUND

- 1.1.1 This Travel Plan (TP) has been prepared on behalf of the Home Office (HO) to support an Urgent Crown Development planning application for the provision of modular accommodation at Ministry of Defence (MOD) Site A in Bicester.
- 1.1.2 Site A (“the site”) lies southeast of Bicester, approximately 16km northeast of Oxford and some 22km west of Aylesbury. The site is accessed from the B4011.
- 1.1.3 The site is situated within the planning jurisdiction of Cherwell District Council (CDC), and the local highway authority is Oxfordshire County Council (OCC).
- 1.1.4 This report has been prepared following reference to the OCC guidance document ‘Transport for New Developments: Transport Assessments and Travel Plans (March 2014). This TP is targeted at staff employed to work at the site.

1.2 PURPOSE

- 1.2.1 The aim of a TP is to minimise the impact of travel on the environment, and can help to reduce emissions of greenhouse gases, improve local air quality, minimise health risks and reduce congestion. This TP is aimed at employees of, and visitors to, the Site. Encouraging staff and visitors to carry out their everyday activities in a more sustainable manner can also contribute to improvements in the local environment.
- 1.2.2 In the context of the proposed development, staff are based at the site, while visitors comprise of those attending the site for meetings, maintenance work and all activities that involve working at the site without being based on site or providing services for Service Users. This TP therefore addresses staff and visitors only as these groups have a wider choice of travel mode.
- 1.2.3 Specifically, a Travel Plan is a package of measures designed to reduce the number and length of car trips generated by an employment development, whilst also supporting more sustainable modes of travel and reducing the overall need to travel.
- 1.2.4 The key principles of workplace travel plans are as follows:
 - Site specific and are determined by opportunities and constraints offered by the site, e.g. the location of public transport routes, local amenities and workplaces in the immediate area.
 - Combine hard measures such as site design, infrastructure and new services with soft measures such as marketing, promotion and awareness-raising amongst employees.
 - Provide a package of initiatives in which individual measures are integrated into the design, marketing and promotion amongst staff and visitors once the site is established.
 - Include measures to support walking, cycling and public transport use.
- 1.2.5 This report outlines the aims and strategy for the site and details the measures that will be introduced to ensure the aims are realised. It should be recognised that this report represents

the initial approach that will be undertaken to develop the Travel Plan strategy. Further stages are anticipated once the development is occupied and staff details can be analysed, and travel behaviour influenced. It should also be recognised that the measures to be adopted will also be targeted at visitors.

1.2.6 In recognition of these factors, the TP will have the following broad aims:

- Encourage the use of alternative modes of transport to the private car and to better manage private car usage to reduce environmental impacts for all journeys to and from the proposed development.
- To deliver long-term commitment to changing travel habits by minimising the percentage of journeys to and from the development made by single occupancy cars and maximise the proportion of trips to the development made by public transport, by car share and by cycle.
- Identify and achieve the support of stakeholders for the TP and set in place the foundations and culture for a sustainable transport policy for the development, which will develop and grow with time.
- To educate staff and visitors regarding the health benefits of cycling.
- Reduce traffic generated by the development to a significantly lower level of car trips than would be predicted for the site without the implementation of a TP.
- Promote healthy lifestyles amongst staff and visitors.

1.3 REPORT LAYOUT

1.3.1 The layout of this report is as follows:

- Section 2 reviews the national and local policy applicable to the development.
- Section 3 reviews the site in the context of the local area.
- Section 4 describes the proposed development.
- Section 5 provides an outline of the Travel Plan objectives.
- Section 6 suggests an initial package of sustainable travel measures and initiatives.
- Section 7 identifies targets and monitoring activities to ensure the Travel Plan is effective.
- Section 8 outlines the action plan.

2.0 PLANNING POLICY AND DESIGN GUIDANCE

2.1 INTRODUCTION

2.1.1 The following planning policy and guidance documents have been considered in the preparation of this TP:

National Policy

- National Planning Policy Framework [NPPF] (MHCLG, 2025)
- National Planning Practice Guidance [NPPG] (MHCLG, 2024).
- The Second Cycling and Walking Investment Strategy [CWIS2] (Department for Transport (DfT), 2021)
- Travel Plans, Transport Assessments and Statements Planning Practice Guidance (DLUHC and MHCLG, 2014)

Local Policy

- Cherwell Local Plan 2011-2031 (CDC, 2015)
- Local Transport and Connectivity Plan (OCC, 2022)

Design Guidance

- National Design Guide (MHCLG, 2021)
- Design Manual for Roads and Bridges (DMRB) (National Highways)
- Manual for Streets 1 and 2 (DfT 2007, 2010)
- Cycle Infrastructure Design LTN 1/20 (DfT, July 2020)
- Street Design Guide (OCC 2024)
- Parking Standards for New Developments (OCC 2023)

2.2 NATIONAL POLICY

National Planning Policy Framework

2.2.1 The NPPF is defined as being the document that ‘sets the Government’s planning policies for England and how these are expected to be applied.’ The current version of the NPPF was adopted in February 2019 and last updated in February 2025. The NPPF is not a transport specific document, rather it sets out the Government’s general requirements for the planning system.

2.2.2 The NPPF incorporates guidance for local planning authorities when defining their local plans and in determining planning applications. The purpose of the planning system, as identified in the NPPF, ‘is to contribute to the achievement of sustainable development,’ with three ‘objectives’ identified as supporting this, which are:

1. Economic – to help build a strong, responsive and competitive economy, by ensuring that sufficient land of the right types is available in the right places and at the right time to support growth, innovation and improved productivity; and by identifying and coordinating the provision of infrastructure.

2. Social – to support strong, vibrant and healthy communities, by ensuring that a sufficient number and range of homes can be provided to meet the needs of present and future generations; and by fostering a well-designed and safe built environment, with accessible services and open spaces that reflect current and future needs and support communities' health, social and cultural well-being; and
3. Environmental – to protect and enhance our natural, built and historic environment; including making effective use of land, improving biodiversity, using natural resources prudently, minimising waste and pollution, and mitigating, and adapting to climate change, including moving to a low carbon economy.

2.2.3 Chapter 9 of the NPPF relates to the promotion of sustainable travel. Paragraph 109 states that:

“Transport issues should be considered from the earliest stages of plan-making and development proposals using a vision-led approach to identify transport solutions that deliver well-designed, sustainable and popular places, this should involve:

- a) making transport considerations an important part of early engagement with local communities;*
- b) ensuring patterns of movement, streets, parking and other transport considerations are integral to the design of schemes, and contribute to making high quality places;*
- c) understanding and addressing the potential impacts of development on transport networks;*
- d) realising opportunities from existing or proposed transport infrastructure, and changing transport technology and usage – for example in relation to the scale, location or density of development that can be accommodated;*
- e) identifying and pursuing opportunities to promote walking, cycling and public transport use; and*
- f) identifying, assessing and taking into account the environmental impacts of traffic and transport infrastructure – including appropriate opportunities for avoiding and mitigating any adverse effects, and for net environmental gains...”*

2.2.4 Paragraph 115 states that:

“In assessing sites that may be allocated for development in plans, or specific applications for development, it should be ensured that:

- a) sustainable transport modes are prioritised taking account of the vision for the site, the type of development and its location;*
- b) safe and suitable access to the site can be achieved for all users;*
- c) the design of streets, parking areas, other transport elements and the content of associated standards reflects current national guidance, including the National Design Guide and the National Model Design Code; and*
- d) any significant impacts from the development on the transport network (in terms of capacity and congestion), or on highway safety, can be cost effectively mitigated to an acceptable degree through a vision-led approach.”*

2.2.5 Paragraph 116 notes that ‘*Development should only be prevented or refused on highways grounds if there would be an unacceptable impact on highway safety, or the residual cumulative impacts on the road network, following mitigation, would be severe, taking into account all reasonable future scenarios*’.

2.2.6 Within this context, paragraph 117 notes that “*applications for development should:*

- a) give priority first to pedestrian and cycle movements, both within the scheme and with neighbouring areas; and second – so far as possible – to facilitating access to high quality public transport, with layouts that maximise the catchment area for bus or other public transport services, and appropriate facilities that encourage public transport use;*
- b) address the needs of people with disabilities and reduced mobility in relation to all modes of transport;*
- c) create places that are safe, secure and attractive – which minimise the scope for conflicts between pedestrians, cyclists and vehicles, avoid unnecessary street clutter, and respond to local character and design standards;*
- d) allow for the efficient delivery of goods, and access by service and emergency vehicles; and*
- e) be designed to enable charging of plug-in and other ultra-low emission vehicles in safe, accessible and convenient locations.”.*

National Planning Practice Guide

2.2.7 The government has undertaken a review of the planning guidance that supports the delivery of the NPPF which was most recently revised in February 2025. This guidance helps with the preparation of a TA, Travel Plan (TP) and Transport Statement (TS).

2.2.8 The Planning Practice Guidance on TAs, TPs and TSs includes guidance on:

- When a TA, TP and TS is required.
- How the scope of the plans and assessments should be defined; and
- What should be included within the documents.

The Second Cycling and Walking Investment Strategy

2.2.9 The ambition of the government that walking, wheeling and cycling are natural choices for shorter journeys, or as part of a longer journey is set out within the Second Cycling and Walking Investment Strategy (CWIS2) for the period of April 2021 to March 2025.

2.2.10 The CWI2 sets out the government’s ambition for walking, wheeling and cycling and the objectives to move closer to the ambition. The ambition for walking and cycling in England is as follows:

“We want to make walking and cycling the natural choices for shorter journeys, or as part of a longer journey by 2040”

2.2.11 The CWI2 sets out the government’s objectives to 2025 which are to:

- *“increase the percentage of short journeys in towns and cities that are walked or cycled from 41% in 2018 to 2019 to 46% in 2025*

- *increase walking activity, where walking activity is measured as the total number of walking stages per person per year, to 365 stages per person per year in 2025*
- *double cycling, where cycling activity is measured as the estimated total number of cycling stages made each year, from 0.8 billion stages in 2013 to 1.6 billion stages in 2025*
- *increase the percentage of children aged 5 to 10 who usually walk to school from 49% in 2014 to 55% in 2025”*

2.2.12 Beyond 2025, there are aspirations for the following objectives:

- *“increase the percentage of short journeys in towns and cities that are walked or cycled to 50% in 2030 and to 55% in 2035*
- *deliver a world-class cycling and walking network in England by 2040”*

Travel Plans, Transport Assessments and Statements Planning Practice Guidance

2.2.13 The Planning Practice Guidance provides information relating to the preparation of a TS, including when they are required, the scope of the report and what information to include. This TS has been prepared in accordance with the Planning Practice Guidance.

2.3 LOCAL POLICY

Cherwell Local Plan 2011-2031 (CDC, 2015)

2.3.1 The Cherwell Local Plan (CLP) broadly sets out the how the district will develop up until 2031. The CLP has three main themes which are:

- Policies for Developing a Sustainable Local Economy
- Policies for Building Sustainable Communities
- Policies for Ensuring Sustainable Development

2.3.2 The CLP sets out the long term spatial vision for the district and contains policies to help deliver the vision. The spatial vision for how CDC manages the growth of the district can be summarised as:

- Focusing the bulk of the proposed growth in and around Bicester and Banbury.
- Limiting growth in our rural areas and directing it towards larger and more sustainable villages.
- Aiming to strictly control development in open countryside.

2.3.3 The CLP specifies fifteen strategic objectives and the policies which aim to shape the future development of the district and seek to meet the strategic objectives. The strategic objectives related to transport in the district are:

‘SO10 - To provide sufficient accessible, good quality services, facilities and infrastructure including green infrastructure, to meet health, education, transport, open space, sport, recreation, cultural, social and other community needs, reducing social exclusion and poverty, addressing inequalities in health, and maximising well-being.’

‘SO13 - To reduce the dependency on the private car as a mode of travel, increase the attraction of and opportunities for travelling by public transport, cycle and on foot, and to ensure high standards of accessibility to services for people with impaired mobility.’

‘SO14 - To create more sustainable communities by providing high quality, locally distinctive and well-designed environments which increase the attractiveness of Cherwell’s towns and villages as places to live and work, and which contribute to the well-being of residents’

Local Transport and Connectivity Plan (OCC, 2022)

2.3.4 The LTCP was adopted by OCC in July 2022 and outlines all of the high level transport and travel policies until 2050. Its ambition is to keep people connected, and to create a net zero transport system, improving health and wellbeing, tackling the climate emergency, reducing private vehicle use and prioritising walking, cycling and the use of public transport.

2.3.5 The LTCP aims to deliver the following:

- Put action to address the climate emergency at the heart of our work
- Tackle inequalities in Oxfordshire
- Prioritise the health and wellbeing of residents
- Invest in an inclusive, integrated and sustainable transport network.
- Preserve and improve access to nature and green spaces.

2.3.6 The transport vision of the LTCP sets out the overarching direction for transport in Oxfordshire. In support of the vision OCC have identified six key themes. The vision and key themes provide the local authority with structure and consistency within the LTCP.

2.3.7 The vision of the LTCP is detailed as follows:

“Our Local Transport and Connectivity Plan vision is for an inclusive and safe net zero Oxfordshire transport system that enables all parts of the county to thrive. It will tackle inequality, be better for health, wellbeing and social inclusivity and have zero road fatalities or serious injuries. It will also enhance our natural and historic environment and enable the county to be one of the world’s leading innovation economies. Our plan sets out to achieve this by reducing the need to travel and private car use through making walking, cycling, public and shared transport the natural first choice.”

2.3.8 The six key themes of the LTCP are Environment, Health, Healthy Place Shaping, Productivity, Connectivity and Inclusivity. OCC have identified some headline targets to keep track of their delivery of key themes and vision. The targets extend up until 2050.

2.3.9 By 2030 the LTCP targets are to:

- Replace or remove 1 out of every 4 current car trips in Oxfordshire
- Reduce car vehicle miles driven in Oxfordshire by 20%

- Increase the number of cycle trips in Oxfordshire from 600,000 to 1 million cycle trips per week
- Reduce road fatalities or serious injuries by 50%

2.3.10 By 2040 the LTCP targets are to:

- Deliver a net-zero transport network

2.3.11 By 2050 the LTCP targets are to:

- Replace or remove an additional 1 out of 3 car trips in Oxfordshire
- Have zero, or as close as possible, road fatalities or serious injuries
- Deliver a transport network that contributes to a climate positive future help us to quantify progress made on delivering the vision and ensure that we are on track to deliver the vision.

2.3.12 To achieve the targets OCC have broadly grouped the targets into the following three areas:

- Avoid the need to travel
- Shift to less polluting transport modes

2.4 IMPROVE VEHICLE AND FUEL EFFICIENCY DESIGN GUIDANCE

Design Manual for Roads and Bridges

2.4.1 The Design Manual for Roads and Bridges (DMRB) is a suite of design guidance documents published by National Highways. It provides both statutory requirements and guidance for the design, maintenance and assessment of motorways and all-purpose trunk roads and in England, Wales and Scotland.

National Design Guide (2021)

2.4.2 The National Design Guide is a document published by the Ministry of Housing, Communities and Local Government that sets out the characteristics of well-designed places and demonstrates what good design means in practice. It forms part of the government's collection of planning practice guidance and should be read alongside the separate planning practice guidance on design process and tools.

Manual For Streets 1 and 2

2.4.3 The Manual for Streets (MfS) (2007) is a guidance document published by the Department for Transport (DfT) and is expected to be used predominantly for the design, construction, adoption and maintenance of new residential streets, but it is also applicable to existing residential streets subject to re-design. MfS guidance encourages designers to place a high priority on meeting the needs of pedestrians, cyclists and public transport users, so that growth in these modes of travel is encouraged.

2.4.4 Manual for Streets 2 (2010) fills the gap in design advice that lies between 'Manual for Streets' and the design standards for trunk roads as set out in the DMRB.

Cycle Infrastructure Design LTN 1/20

2.4.5 Local Transport Note 1/20 provides national guidance relating to cycle infrastructure design.

Street Design Guide (OCC 2024)

- 2.4.6 The Street Design Guide (SDG) provides information relating to the design of infrastructure for developments within Oxfordshire. The SDG was published in 2024 and provides local guidance as to minimum and optimum standards for highways and transportation infrastructure for new developments in Oxfordshire, for example road geometries and standards for adoption. The SDG reflects current national policy and guidance from Manual for Streets, Local Transport Note 1/20, National Design Code and the NPPF. This TA and associated designs have been prepared in accordance with the SDG.

Parking Standards for New Developments (OCC)

- 2.4.7 Parking Standards for New Developments (PSND) provides local guidance as to minimum and optimum parking standards to assist developers in preparing plans for the development of land. The PSND also assists in the determination of planning applications by ensuring that submitted applications for proposed development include an appropriate level of car and cycle parking.

2.5 SUMMARY

- 2.5.1 The proposed development will be designed in accordance with the policy objectives set out in the national and local documentation summarised in this chapter. The proposed development aims to as self-contained as possible with Service Users having access to most amenities on site. Consequently, the need to travel is significantly reduced. Shuttle buses/minibuses will be available for occasions where Service Users are required to travel to access key external amenities or other necessary trips.
- 2.5.2 The proposal is for temporary use, initially for a period of ten years (facilities are being designed to operate for longer in case use beyond ten years is required) and once operations conclude the sire will be decommissioned. The site is strategically important and fully supported by the Home Office.
- 2.5.3 It is acknowledged that from the point of view of accessibility by sustainable travel modes the location of the site is not ideal. However, given the temporary nature of the proposed use, the infrastructure planned to make the site as self-contained as possible and the provision of sustainable forms of transport for essential off-site trips, it can be concluded that the proposed development adheres well with national and local policies.

3.0 EXISTING CONDITIONS

3.1 EXISTING SITE

- 3.1.1 The site is located in a rural setting with the market town of Bicester located approximately 5.0 km northwest of the site. The village of Piddington is located approximately 1.3 km to the east of the site and the village of Arncott is located 1.6 km to the west of the site.
- 3.1.2 The site is located adjacent to the B4011, which forms the western boundary of the site. Parcels of agricultural land are situated to the north and east of the site, and the southern boundary is formed by Widnell Lane and Jubilee Nature Reserve. HMP Bullingdon is located approximately 500m south of the site on the western side of the B4011. To the south of Widnell Lane is a derelict traveller's site which has current planning permission to site six traveller units. A subsequent planning application was submitted in 2024 for 12 additional traveller units but this application has not been decided at the time of writing this report.
- 3.1.3 The site is part of a former Defence Storage and Distribution Centre, known as Site A. The site was used as a large-scale military storage facility with Nissen huts and various warehouses. The majority of the existing buildings onsite, particularly the large warehouses, contain asbestos and are deemed to be dangerous, unstable structures and require demolition. The site has been unmaintained and is heavily overgrown with vegetation.
- 3.1.4 To the north of the site there is a large reinforced concrete area of hard standing which is currently leased to DNS for defence storage and is in active use. Presently one warehouse is in use by DNS. In this area there are also two open sided barns and access to the Nissen huts which are in a useable condition. Perimeter security fencing is provided however some areas of fencing have significantly overgrown vegetation which has deteriorated the condition of the fencing and has also reduced the level of site security, as the vegetation has provided access opportunities to enter the site over the fencing.

Access

- 3.1.5 The site takes access from the eastern side of the B4011 where two secure gated access points are located. These comprise the north entrance and the south entrance. The site is not signposted from the local highway network.
- 3.1.6 The northern entrance has not been utilised for a considerable period. The northern access is located approximately 500m north of the southern access point and takes the form of an unlit, simple priority junction.
- 3.1.7 The southern access point operates as the principal point of entry to the site and is the sole entrance in use. The southern access is provided with streetlighting and takes the form of a priority junction with a widened entry lane to the north of the access and a widened exit lane to the south of the access. The widened lanes appear to provide a disused parking/ holding area for vehicles.
- 3.1.8 The southern access is situated approximately 50m south of the priority junction with Palmer Avenue which is accessed from the western side of the B4011 and provides access to Arncott.

Immediately south of the southern site access on the B4011 is a level crossing where the road crosses a disused military railway line.

3.2 LOCAL AMENITIES AND FACILITIES

- 3.2.1 Due to the rural location, there are limited amenities or facilities near the site. There are the MOD Bicester Garrison Sports Pitches which are located approximately 300m north of the southern site access on the B1104. There are no other facilities within a 2km walking distance of the site.
- 3.2.2 The proposed development aims to be as self-contained as possible with Service Users having access to a range of essential facilities on site. On site facilities will include induction space, health care facility, kitchen and dining facilities, laundry, multi faith centres, classrooms, communal areas, recreation space and gym, quiet rooms and a shop.
- 3.2.3 Consequently, the need to travel will be significantly reduced. Shuttle buses/minibuses will also be available for occasions where Service Users are required to travel to access key external amenities or make other necessary trips.

3.3 PEDESTRIAN ACCESSIBILITY

Pedestrian Infrastructure

- 3.3.1 No footways are provided at the northern site access. All local roads are rural in nature with grass verges on either side of the carriageway.
- 3.3.2 There are footways provided either side of the southern site access which measure approximately 1.0m in width. There is also a footway provided on the western side of the B4011 adjacent to the southern site access which also measures approximately 1.0m in width. No formal dropped kerbs or crossing facilities are provided. The footway along the B4011 is provided with street lighting and extends north to the junction of Palmer Avenue where the provision ends. The footway also extends south the junction of Patrick Hough Road where the footway connects with Bullingdon Prison.

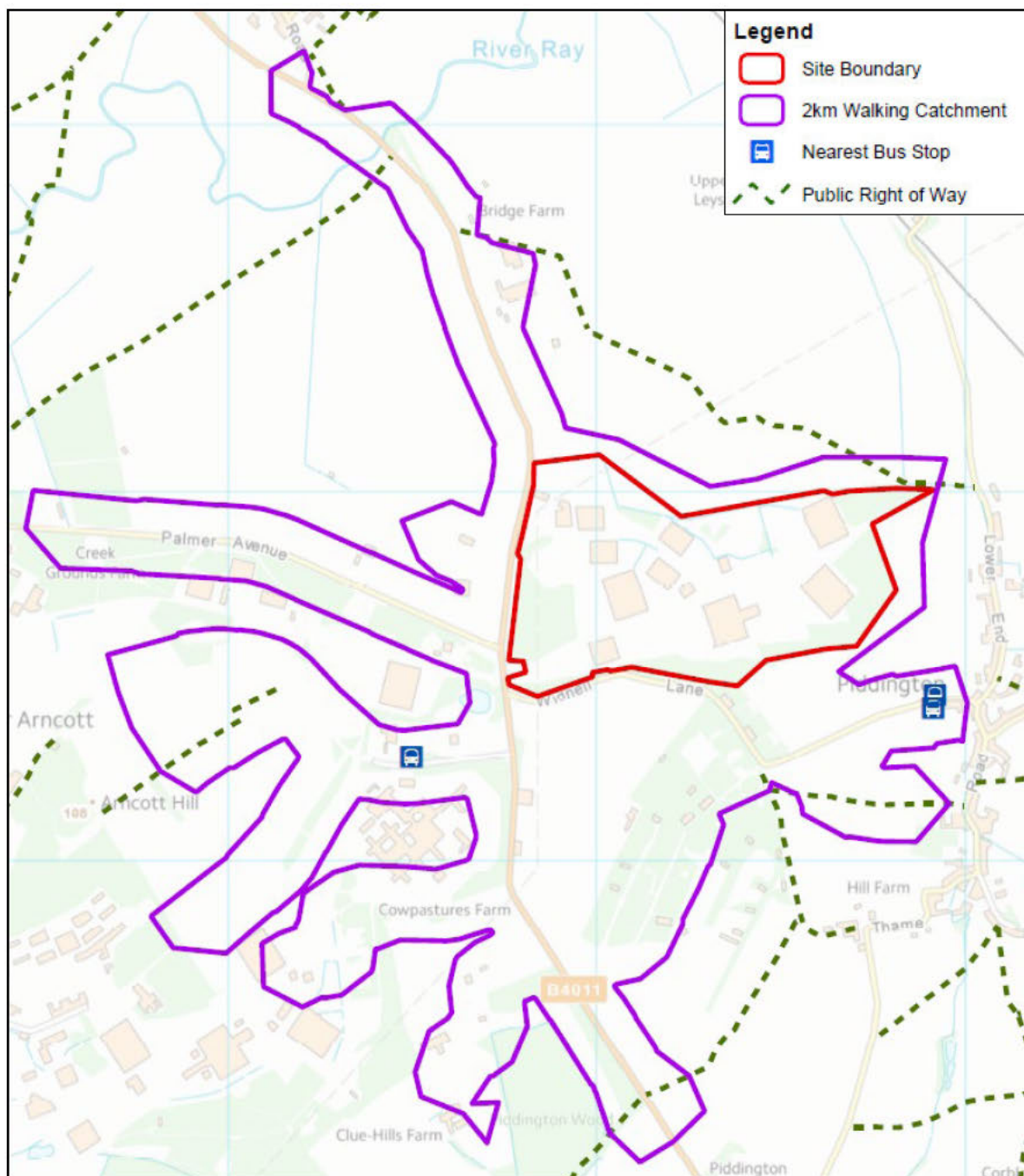
Public Rights of Way (PRoW)

- 3.3.3 There are no existing footpaths through or accessible from the site. The nearest PRoW is Piddington footpath 321/1/20 which runs from the Piddington-Heath Bridge Road, north of The Homestead and Rookery Farm, leading west to the B4011 at Bridge Farm approximately 750m north of the northern site access. All PRoW near the site are illustrated in **Error! Not a valid bookmark self-reference.** on the next page and in **Figure 2.**

Pedestrian Catchment

- 3.3.4 A 2 km walking catchment from the site access is shown in **Error! Not a valid bookmark self-reference.** on the next page and in **Figure 2.** This demonstrates that the outskirts of Piddington, Arncott and Bicester are within reasonable walking distance. However, given the absence of any pedestrian infrastructure serving the site, it is recommended that Service Users access facilities in these areas by the minibuses that will be provided by the Home Office.

Image 3-1: Pedestrian Catchments and Local PROW



3.4 CYCLIST ACCESSIBILITY

- 3.4.1 There are no existing cycleways adjacent to the site. The closest cycle route is National Cycle Route 51 which runs through Bicester and connects Oxford to Milton Keynes. The route is highlighted in **Image 3-2** on the next page and in **Figure 3**.

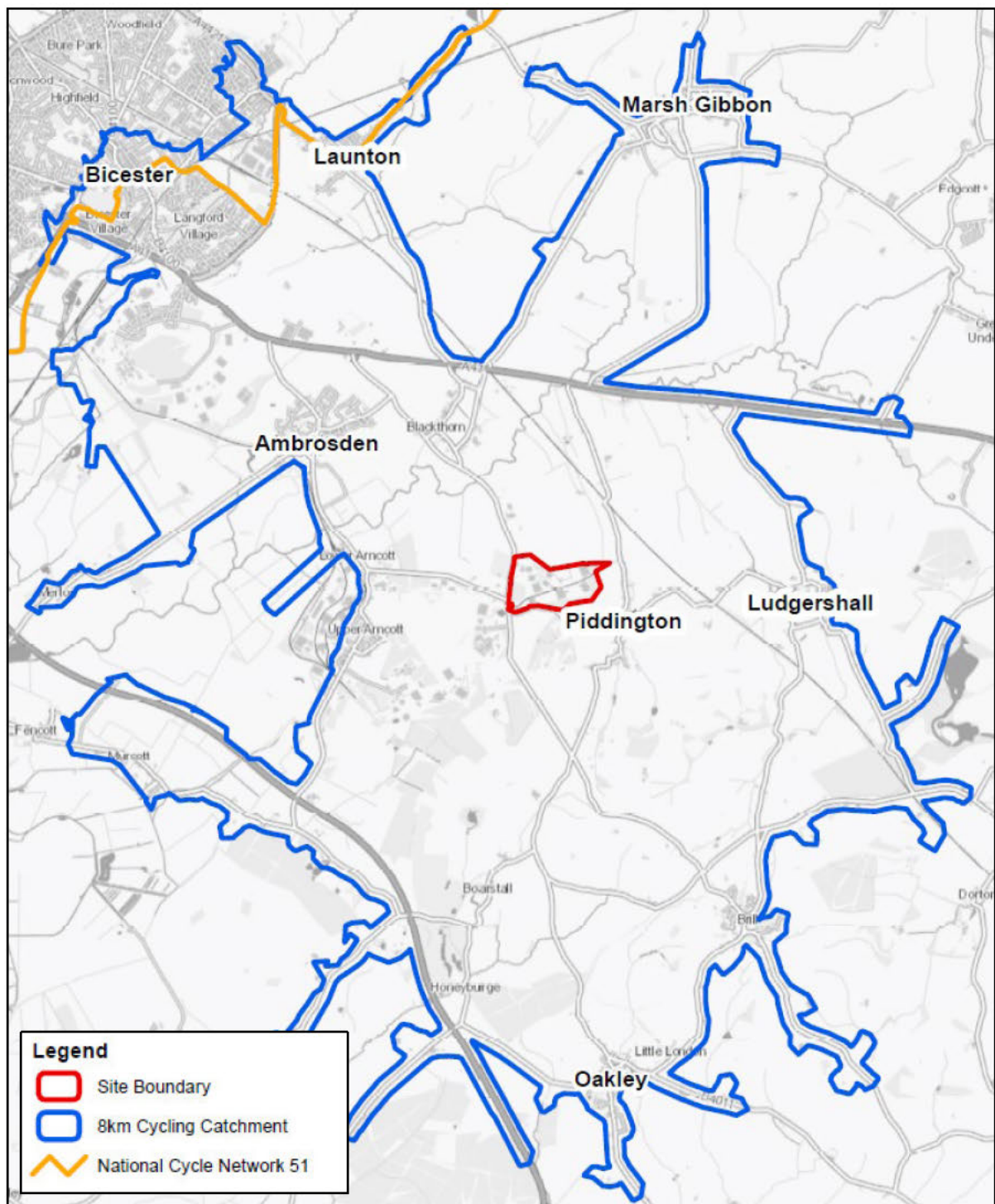
Cycling Catchment

- 3.4.2 In a comparable way to pedestrian trip lengths, the length of cycling trips will be governed by the routes that are available and trip length. Local Transport Note 1/20 (DfT 2020) states that "two out of every three personal trips are less than five miles in length – an achievable distance to

cycle for most people” It can therefore be concluded that three miles, which is equivalent to approximately 8km, represents a reasonable typical cycling distance for all.

- 3.4.3 **Image 3-2** below shows an 8km catchment from the site access, this is also shown in **Figure 3**. The 8km catchment includes Bicester, Launton, Arncott, Ambrosden, Marsh Gibbon and Oakley. Cycling should be encouraged as an appropriate mode of travel for local trips by staff, visitors and Service Users.

Image 3-2: Cycling Catchment and Local Cycle Routes



3.5 PUBLIC TRANSPORT ACCESSIBILITY

3.5.1 The Chartered Institution of Highways and Transportation (CIHT) document 'Guidelines for Planning for Public Transport in Developments' indicates that new developments should be located so that public transport trips involve a walk distance of less than 400m. The CIHT also states that it is more important to provide frequent services than to reduce walking distances to bus stops by a few metres.

3.5.2 Bus Stops & New Residential Developments (Stagecoach Bus UK 2017) also refers to the 400m walking distance to a bus stop, but also notes the need to balance this with running an efficient service:

"The advice set out by the Institute of Highways and Transportation (IHT) in 2000 suggests that 400m is the maximum convenient walking distance to stops in an urban context, and this threshold is generally accepted by most stakeholders, including Stagecoach, as an appropriate guideline to aim to meet.

However, there will be circumstances where, to achieve this standard for all dwellings within a scheme, results in an inefficient and contrived layout, greatly undermining the potential effectiveness of the proposed bus route.

Stagecoach will always prefer an efficient bus routing strategy, serving the great majority of dwellings well, than one that serves all homes poorly with a low-frequency or indirect service.

Thus, we support policy approaches offering some degree of flexibility on walking distances to bus stops where this is appropriate."

3.5.3 Therefore, a 400m walking distance to the nearest bus stop is generally regarded as an appropriate guideline to aim for but should not be the only factor being considered and it is evident that bus services can be functional even when a 400m walking distance is exceeded.

Bus Services

3.5.4 The nearest bus stop is situated at the main entrance of Bullingdon Prison approximately 400m south of the southern site access. Footways are provided from the site access to the bus stop at Bullingdon Prison. The bus stop is provided with a shelter, seating, flag and pole and timetable information. Bus services 25 and 29 serve the bus stop at Bullingdon Prison. The bus services and frequencies operating serving these bus stops are detailed in **Table 3-1**.

Table 3-1: Nearest Bus Services – Bullingdon Prison

Service	Route towards	Monday – Friday Frequency			Saturday Frequency	Sunday Frequency
		7am – 9am	9am – 4pm	4pm – 6pm	9am – 6pm	9am – 6pm
29	Bicester	Hourly	Hourly	Hourly	Hourly	No Service
25	Upper Hayford	No Service	No Service	No Service	No Service	Every 90 Minutes

- 3.5.5 As can be seen in **Table 3-1**, bus services which pass the site provide connections from key local and strategic destinations and bus services operate seven days per week.

Rail Services

- 3.5.6 The nearest railway station to the site is Bicester Village, which is approximately 6.5km northwest of the site, equivalent to an approximate 20-25 minute cycle time. The station provides four services per hour and connects with London and Oxford. The station has cycle storage available for 50 bicycles. Bus services 25 and 29 alight at London Road adjacent to the Bicester Village railway station.
- 3.5.7 Bicester North railway station is located 1.2 km north of the Bicester Village railway station. Bus services from the site do not connect with Bicester North railway station, however the railway station is accessible via bicycle. The station has cycle storage available for 65 bicycles. The station provides four services per hour and connects with London, Warwick, Banbury and Birmingham.
- 3.5.8 Rail services are therefore accessible for employees providing connections to destinations further afield.

3.6 HIGHWAY NETWORK

B4011

- 3.6.1 The B4011 is aligned approximately north to south and is subject to a 50mph speed limit. The B4011 carriageway varies in width but measures approximately 6.5m to 7.0m.
- 3.6.2 The immediate area surrounding the northern site access has no street lighting and no footways are provided. The immediate area surrounding the southern site access has street lighting which extends south along the B4011 to the Ghost-Island priority junction with Patrick Haugh Road which provides access to Arcott and Bullingdon Prison.
- 3.6.3 The B4011 continues north to the A41 and joins it via a Ghost-Island priority junction with tapered lanes to assist traffic leaving and joining the A41. To the south the B4011 connects to Oakley and continues on to several other smaller villages. General conditions on the B4011 can be seen in
- 3.6.4 **Photograph 3-1** and **Photograph 3-2** on the next page.

Photograph 3-1: B4011 Adjacent to the Northern Site Access



Source: Site visit photograph taken on 26th March 2026

Photograph 3-2: B4011 Adjacent to the Southern Site Access



Source: Site visit photograph taken on 26th March 2026

Strategic Highway Network – A41

- 3.6.5 The A41 can be accessed from the B4011 approximately 3.1km north of the site. The A41 is aligned in an approximate east to west direction and provides access to Bicester to the west and Aylesbury to the east.

M40

- 3.6.6 The M40 is roughly 12 km from the site and is accessed via the A41. The M40 links the site to the national motorway network and to locations such as London and Birmingham.

3.7 SUMMARY

- 3.7.1 The site has limited pedestrian and cycle accessibility with very few local amenities/facilities available within walking and cycling distance of the development. Bicester and Upper Hayford are accessible using existing bus services and bus stops are located within walking distance of the southern site access. Given the distance of the site from local facilities, travel on foot is not recommended for local trips, however cycling and public transport (bus) options could provide for journeys during both peak and off-peak periods.

4.0 DEVELOPMENT DETAILS

4.1 DEVELOPMENT PROPOSALS

- 4.1.1 The application proposes the installation of temporary modular units and the repurposing of some existing buildings to provide living accommodation, supporting amenities and infrastructure for up to 1,256 non-detained single adult male Service Users.
- 4.1.2 Supporting amenities include kitchen/dining, medical centre, faith and worship facilities, laundry, gym and recreational/sport facilities, making the site as self-sufficient as possible to minimise the need for travel and to reduce impacts on local services. Consequently, the need to travel is significantly reduced. Shuttle buses/minibuses will be available for occasions where Service Users are required to travel to access key external amenities or other necessary trips.
- 4.1.3 Within the site, an internal site enclosure will be provided to contain the majority of the Service User development and activities. The conceptual site layout is shown in **Appendix A**.
- 4.1.4 The proposal is for temporary use, initially for a period of ten years (facilities are being designed to operate for longer in case use beyond ten years is required) and once operations conclude the site will be decommissioned.
- 4.1.5 The development will result in accommodation being provided for 1,256 Service Users which be constructed over three phases.
- 4.1.6 
- 4.1.7 The total 1,256 bedspaces will be in the form of double storey modular accommodation. Additional modular units will be provided containing shower, toilet facilities and quiet rooms for Service Users.
- 4.1.8 In addition to the above facilities, shared ancillary functions for Service Users will be provided including reception area, health care facility, dining hall, kitchen, multi faith centre, classrooms, communal areas, gym, recreation space, sports pitches and quiet rooms.
- 4.1.9 Staff facilities will be provided on site which will include security / police office, site offices and welfare space. The proposed development will include a security gate house, staff / visitor parking, facilities for deliveries, storerooms and refuse/recycling areas. The site will be secure and monitored using CCTV, duress system and door entry system. Service Users will be free to come and go from the site, and a log in / out system will be in operation for the safety of Service Users.
- 4.1.10 An internal road network will be constructed to provide access to all modular accommodation blocks and facilities throughout the site.

4.2 EMPLOYEE NUMBERS & HOURS OF OPERATION

4.3 SITE ACCESS

4.3.1

[REDACTED] The junction layout will remain as existing.. Any overgrown vegetation along the grassed verge will be removed to delineate the kerbs and carriageway. Other minor improvements to the existing site access will be implemented which will include re-painting of road markings and trimming of vegetation to ensure clear visibility splays at the site access junction.

4.3.2

The current access arrangements operate satisfactorily with no known conflicts for all vehicle types, including HGVs. The site access previously accommodated large HGVs as part of previous operations, and it is expected that vehicles serving the proposed development will be similar in size during both the construction and operational phases of the proposed development.

4.3.3

During the construction phase, the largest vehicle to access the site will be a standard 16.5m long articulated vehicle which will be used to deliver the modular units to site.

4.3.4

During the operational phase, the proposed development will be accessed by staff and visitor vehicles, minibuses, coaches, refuse vehicles and service delivery vehicles. The largest of these vehicles is expected to be a 15m coach and a 11.6m refuse vehicle.

4.4 PARKING ARRANGEMENTS

Car Parking

- 4.4.1 The OCC Parking Standards for New Developments (PSND) has been consulted to quantify an appropriate level of on-site parking. The PSND states that for non-residential development:
- ‘developers must undertake a site-specific assessment (as described in paragraph 8.7) and seek to balance its operational needs, space requirements, efficient use of land and costs attributed to providing parking, whilst also demonstrating that efforts to reduce car and commercial vehicle trips have been appropriately explored’*
- 4.4.2 OCC provides non-residential standards on vehicular and cycle parking requirements by land-use class which specifies the maximum car parking provision that may be acceptable once a site-specific assessment has been carried out.
- 4.4.3 As the proposed development is unique in character and operation, the OCC standard for land use F1 ‘Non-residential institutions’ has been applied. Service Users will not have access to personal vehicles; only staff and visitors require parking.
- 4.4.4 The OCC standard for ‘Non-residential institutions’ is calculated using a site-specific assessment based on travel plan and operational needs.
- 4.4.5 The development will provide 139 standard and eight accessible on-site car parking spaces for staff and visitors. This meets the OCC standard and accommodates the maximum number of staff expected on site at any one time, including overlap for shift changes and visitor parking. Parking accumulation calculations are in **Table 4.2 (Appendix D)**.
- 4.4.6 Staff parking will be located adjacent to the staff offices. Car parking will be arranged in two blocks with accessible parking spaces located immediately adjacent to the security office. Standard car parking space dimensions are designed at a minimum of 5.0 m × 2.5 m.

Accessible Parking

- 4.4.7 The OCC PSND provides the following guidance for designing accessible parking for non-residential development:
- ‘Parking for People with Impaired Mobility - Where developers are proposing to build flats with unallocated off-street parking and the level of mobility impaired residents is unknown then 6% of spaces should be designed and allocated for their use. This level of provision should also be considered for non-residential developments. Such provisions should also be located near to the main pedestrian access to the building and have level access.’*
- 4.4.8 In accordance with this standard, 6% of total car parking provision (eight spaces) have been allocated as accessible parking for staff and visitors.
- 4.4.9 Accessible bays will have minimum dimensions of 5.5m × 2.9m, with an additional width of 1.0m on each side; where bays are adjacent, the 1.0m side area will serve both spaces. A 1.0m buffer

will be provided between the parking space and the access route to allow safe access to the vehicle boot.

Cycle Parking

- 4.4.10 The development will also provide sufficient cycle storage space to enable staff to choose cycling for their journey to work.
- 4.4.11 The OCC minimum cycle parking standard for 'Non-residential institutions' is one space per 20 staff members. To comply with these requirements, seven cycle parking spaces will be provided.
- 4.4.12 Disabled cycle parking is to be provided in accordance with LTN 1/20 which requires that 5% of cycle parking must be for non-standard cycles such as cargo bikes or mobility impaired cycles. To comply with this standard, one of the cycle parking spaces will be designed to accommodate people with mobility impairments and will have minimum dimensions of 2.5m x 3.0m.
- 4.4.13 Cycle parking facilities will be sheltered, secure and lit. Spaces will be conveniently located in well-overlooked areas close to building entrances and clear of direct pedestrian desire lines. Employee lockers, changing rooms and shower facilities will also be provided.

Powered Two-Wheeler (PTW) Parking

- 4.4.14 There is no requirement within OCC's parking standards to provide parking for PTW's however, proposals include for PTW parking to be provided to equal that of the cycle parking provision. Seven PTW spaces will be provided within the car park. Secure anchorage, lockers and changing facilities will be available for PTW users. PTW bays will have minimum dimensions of 2.5m x 1.2m.

4.5 SERVICE AND EMERGENCY VEHICLES

- 4.5.1 Service and emergency vehicles will gain access to the development via the improved northern site access off the B4011.

Service Vehicle Parking

- 4.5.2 The OCC Parking Standards for New Developments specifies that parking for service vehicles should be site-specific.
- 4.5.3 Service vehicle parking areas will be provided to accommodate kitchen deliveries and refuse collection. The following space sizes for service vehicles will be accommodated:
- Vans: 7.5m x 3.5m
 - Articulated Vehicles: 17.0m x 3.5m
 - Rigid HGVs: 12.0m x 3.5m
- 4.5.4 The proposed development will provide sufficient parking and manoeuvring areas for commercial vehicles on site.

Coach Parking

- 4.5.5 A coach drop-off area will be provided for the arrival of Service Users, with on-site turning facilities to avoid the need for coaches reversing onto the public highway. Minibus parking will be provided to accommodate the Service User shuttle bus service.

4.6 PEOPLE WITH DISABILITIES AND OTHER MOBILITY IMPAIRMENTS

- 4.6.1 The detailed design of the development and its internal transport infrastructure has been undertaken in accordance with the requirements of the 2010 Equality Act and in accordance with current good practice as embodied within the DfT's 'Inclusive Mobility' document.
- 4.6.2 This approach ensures that the completed development is fully inclusive and meets the needs of all staff and visitors, including those with disabilities or temporary mobility impairments.
- 4.6.3 Service Users are allocated accommodation on a "no choice" basis, in line with Home Office published policy. If a Service User has disabilities or impairments which cannot be met on site and are therefore assessed as unsuitable, the Service User will be moved to alternative accommodation.

5.0 TRAVEL PLAN OBJECTIVES

5.1 INTRODUCTION

- 5.1.1 The setting of objectives is the first stage in the development of a focused TP. The objectives will then form the basis for setting TP targets and the identification of initiatives or measures which will be employed to meet the targets.
- 5.1.2 It is important to note that a TP is not a static document; rather it is constantly evolving to best suit the needs of staff and visitors to address any issues that may arise over the life of the TP. Thus, it should be noted that while the objectives described below may currently be applicable, it is important that they are continually reviewed and amended as necessary.

5.2 OBJECTIVES

- 5.2.1 Following a review of national and local transport policy considered to be relevant to the development, the following four objectives are proposed to both reflect these policy requirements and to form a consistent set of criteria, helping to inform both TP targets and measures. The objectives of the TP are set out as follows:
- Objective 1: To reduce the number of single occupancy car drivers travelling to / from the site.
 - Objective 2: To encourage sustainable modes of travel for staff travelling to and from the site, with a focus on bus journeys and car sharing given the location of the premises.
 - Objective 3: To undertake surveys at pre-defined intervals to obtain information regarding trips to / from the site, mode of travel and attitudes to behavior change.
 - Objective 4: To raise awareness of the TP amongst staff and visitors to the site.
 - Objective 5: To raise awareness of the wider impacts of travel choices with regards to areas such as health and the environment.

5.3 SUMMARY

- 5.3.1 The four objectives for the TP have been informed by relevant planning policy documents. These form a consistent theme throughout the remainder of this document and form the basis of the core TP targets, indicators and supporting measures.
- 5.3.2 These objectives can be seen to support the transport policy aims contained within relevant transport planning policy documents and in particular those goals associated with reducing single occupancy car use and promoting sustainable modes of travel.

6.0 TRAVEL PLAN MEASURES AND INITIATIVES

6.1 INTRODUCTION

- 6.1.1 This Chapter outlines a package of measures and initiatives to encourage travel by sustainable modes with focus on increasing the use of:
- Cycling for short / medium distance trips
 - Bus travel for medium distance trips
 - Car sharing and powered-two-wheelers for longer distance trips

6.2 TRAVEL PLAN MANAGEMENT

- 6.2.1 It is essential that an effective management structure is established from the outset with a single body / organisation assuming overall control and responsibility for the delivery, ongoing management and monitoring of the TP. Given the nature of the development, this is likely to be the Home Office.
- 6.2.2 A Travel Plan Co-ordinator (TPC) will be appointed for the site. The appointment will cover a period of a minimum of five years after first occupation. The TPC will provide continuity and a common point of interest for staff and visitors throughout this time.
- 6.2.3 The TPC role does not require a new appointment and could be performed by an existing employee with a keen interest in sustainability and travel. Responsibility for delivery: **Home Office.**

TRAVEL PLAN MEASURE 1 – APPOINT TRAVEL PLAN CO-ORDINATOR

The Home Office has appointed a Travel Plan Co-ordinator to assume overall responsibility for the Travel Plan.

Timescales: Prior to first occupation.

Role of Travel Plan Co-ordinator

- 6.2.4 It will be critical to the success of the TP that the TPC is an enthusiastic exponent of the TP process. This will include the ability to lead by example, the ability to approach issues with a practical and balanced perspective, and a flair for original and innovative thinking to raise awareness of the TP. An ability to establish relationships and encourage partnership working with other bodies, such as local authority officers, Councillors and public transport operators, as well as other large organisations within the area, will be vital.
- 6.2.5 The key role of the TPC will be to provide continuity and a common point of contact for all travel issues relevant to the site. The TPC will be responsible for a wide range of tasks, but these shall specifically include:
- Promotion and coordination of site sustainable travel measures and initiatives to achieve the overall modal split targets identified in the TP.

- Promoting use of car share schemes.
- Designing and implementing effective site marketing and awareness raising campaigns to promote the TP.
- Managing the dissemination of sustainable transport information to help promote travel by sustainable modes.
- Acting as a single point of contact for TP related information.
- Liaising with OCC via email, telephone and Teams as appropriate.
- Liaising with public transport operators.
- Coordinating the necessary annual data collection exercise required to monitor and report on the effectiveness of the TP.
- Monitoring and reviewing the performance of sustainable travel measures, setting future modal shift targets in consultation with OCC, identifying measures and initiatives to meet future targets.

6.3 MARKETING AND PROMOTION

Employee Local Sustainable Travel Packs

- 6.3.1 Good communication is a vital part of a TP and making employees aware of the options available to them is critical. To ensure this, it is proposed that **all employees of the development will be provided with a 'Employee Local Sustainable Travel Pack'**. The TPC will work in partnership with OCC to provide these packs. The packs will contain details of each initiative in the TP. These initiatives will include details of any car sharing scheme, information on bus / train services, and facilities aimed at encouraging cycling. In addition to this, information such as bus routes, timetables will be provided to help encourage use of the non-car modes of transport.

Responsibility for delivery: Travel Plan Co-ordinator.

TRAVEL PLAN MEASURE 2 – EMPLOYEE LOCAL SUSTAINABLE TRAVEL PACKS

The Travel Plan Co-ordinator will be responsible for ensuring Local Sustainable Travel Packs are available to employees.

Timescales: from first occupation of the development

Useful Websites

- 6.3.2 The TPC will promote useful websites via the Employee Local Sustainable Travel Packs. **Responsibility for delivery: Travel Plan Co-ordinator.** Examples of websites to be promoted are listed as follows:

Cycling Related

- Cycle 1st – www.cycle1st.co.uk
- Cycle Campaign Network – www.cyclenetwork.org.uk
- Cycling England – www.cyclingengland.co.uk

- Sustrans – www.sustrans.org.uk

Public Transport Related

- Traveline – www.traveline.info
- National Rail Enquiries - www.nationalrail.co.uk

Local

- Cycling – www.publicrightsofway.oxfordshire.gov.uk
www.cherwell.gov.uk/downloads/download/1404/fast-cycling-routes
- Public Transport – www.oxfordshire.gov.uk/transport-and-travel/public-transport
- Active Travel – www.oxfordshire.gov.uk/transport-and-travel/connecting-oxfordshire/active-travel
- Liftshare – www.hub.liftshare.com/regional/oxfordshire

TRAVEL PLAN MEASURE 3 – USEFUL WEBSITES

The Travel Plan Co-ordinator will promote the use of relevant travel related websites via the Local Sustainable Travel Packs.

Timescales: as per timescales for the Employee Local Sustainable Travel Packs.

Special Events

6.3.3 The TPC will promote special events via the Employee Local Sustainable Travel Packs
Responsibility for delivery: Travel Plan Co-ordinator. Examples of special events to be promoted are listed as follows:

- Travel Plan Launch Day
- National Lift-Share Day
- Energy Saving Week
- Cycle to Work Day
- Bike Week

TRAVEL PLAN MEASURE 4 – SPECIAL EVENTS

The Travel Plan Co-ordinator will promote participation of 'special events' via the Local Sustainable Travel Packs and staff noticeboard.

Timescales: as per timescales for the Employee Local Sustainable Travel Packs.

Promoting Health Benefits

- 6.3.4 There are an increasing number of health-related programmes aimed at reducing cardiac and obesity problems through increasing levels of walking and cycling. The TPC will promote these programmes via the Employee Local Sustainable Travel Packs. **Responsibility for delivery: Travel Plan Co-ordinator.**

TRAVEL PLAN MEASURE 5 – PROMOTING HEALTH BENEFITS

The Travel Plan Co-ordinator will promote the health benefits of sustainable travel via the Employee Local Sustainable Travel Packs.

Timescales: as per timescales for the Employee Local Sustainable Travel Packs.

Green Driving

- 6.3.5 The Energy Saving Trust provides information relating to more efficient driving techniques. The TPC will promote this information via the Employee Local Sustainable Travel Packs. **Responsibility for delivery: Travel Plan Co-ordinator.**

TRAVEL PLAN MEASURE 6 – ENCOURAGING GREEN DRIVING

The Travel Plan Co-ordinator will encourage greener driving techniques via the Local Sustainable Travel Packs.

Timescales: as per timescales for the Employee Local Sustainable Travel Packs.

6.4 MEASURES TO PROMOTE CYCLING

Information and Discounts

- 6.4.1 The following measures will be introduced to encourage cycling trips. **Responsibility for delivery: Travel Plan Co-ordinator.**

TRAVEL PLAN MEASURE 7 – PROVISION OF CYCLING INFORMATION

The Travel Plan Co-ordinator will provide information relating to cycling routes in the area and details of any cycling related events/offers/promotions. This information will be provided via the Employee Local Sustainable Travel Packs.

Timescales: as per timescales for the Employee Local Sustainable Travel Packs.

TRAVEL PLAN MEASURE 8 – CYCLE EQUIPMENT DISCOUNT

The Travel Plan Co-ordinator will investigate the feasibility of providing a discount on cycle equipment from a local cycle shop. This could include discounts on helmets or lights.

Timescales: within first three months and ongoing as appropriate.

TRAVEL PLAN MEASURE 9 – CYCLE USER GROUP

The Travel Plan Co-ordinator will encourage participation in a cycle user group from employees at the site. The user group would meet to discuss issues relating to cycling and possible future initiatives e.g. a pool bike scheme.

Timescales: within first three months and ongoing as appropriate.

6.5 MEASURES TO PROMOTE BUS USE

- 6.5.1 Public transport will be promoted through the Employee Local Sustainable Travel packs. In addition, The Home Office will make bus taster tickets available to employees. It is proposed that funding of £50 per employee is set aside by the Home Office for this, with employees encouraged to apply for the taster tickets via the Employee Local Sustainable Travel Packs. Such provision could significantly influence the travel patterns of employees in favour of public transport. Establishing a culture of public transport use at the early stages of the development's life would also encourage more people to use such modes in the long-term. **Responsibility for delivery: the Home Office.**

TRAVEL PLAN MEASURE 10 – DISCOUNTED BUS TRAVEL

The Home Office will set aside £50 in bus taster tickets for employees to apply for via the Local Sustainable Travel Packs.

Timescales: as per timescales for Employee Local Sustainable Travel Packs.

6.6 MEASURES TO PROMOTE MOTORCYCLE / POWERED TWO-WHEELER USE

- 6.6.1 The Motorcycle Industry Association promotes use of powered two wheelers for commuting. The TPC will promote use of motorcycle / powered-two-wheelers to employees via the new Employee Local Sustainable Travel Packs. **Responsibility for delivery: Travel Plan Co-ordinator.**

TRAVEL PLAN MEASURE 11 – PROVISION OF POWERED TWO-WHEELER INFORMATION

The Travel Plan Co-ordinator will provide information relating to motorcycle / powered-two-wheeler related events / offers / promotions. This information will be provided via the Employee Local Sustainable Travel Packs.

Timescales: as per timescales for the Employee Local Sustainable Travel Packs.

6.7 MEASURES TO REDUCE CAR USE

Car Sharing

- 6.7.1 Employees will be provided with details of car sharing initiatives, for example www.hub.liftshare.com/regional/oxfordshire which can be used to encourage people to travel together to a common destination. **Responsibility for delivery: Travel Plan Co-ordinator.**

TRAVEL PLAN MEASURE 12 – CAR SHARING

The Travel Plan Co-ordinator will encourage employees to sign up to Oxfordshire Liftshare – www.hub.liftshare.com/regional/Oxfordshire.

Timescales: as per timescales for the Employee Local Sustainable Travel Packs.

7.0 TARGETS AND MONITORING

7.1 INTRODUCTION

- 7.1.1 A TP should also include targets, monitoring and management arrangements to ensure that the objectives of the TP are achieved and that it remains sustainable over the longer-term.
- 7.1.2 Active Travel England has set the objective for 50% of trips in England's towns and cities (urban) to be walked, wheeled or cycled by 2030. The targets set in this TP take this objective into account by setting a target for medium / longer distance trips. For the purpose of this TP and the targets set, medium / longer trips are considered to be distances over 2km.

7.2 TARGETS

- 7.2.1 In order to set appropriate targets for the development, it is necessary to establish a baseline modal split to monitor targets against. In the absence of existing travel data for the site, Travel to Work data from the 2011 Census has been obtained to provide a basis for establishing a preliminary baseline for the development, given that a large proportion of trips to and from the site are likely to be related to commuting. Preliminary targets for the TP are informed by the data, and these will be reviewed following completion of the first monitoring report.
- 7.2.2 Consideration was given to using the National Travel Survey (NTS) 2018 database, produced by the Department for Transport, to establish a baseline modal split. However, the dataset is not deemed appropriate for use. Typically, NTS data is not used to forecast modal split, as although it was more recently recorded than 2011 Census Journey to Work data, it has other limitations which makes it less reliable. Given the small sample size within the NTS, this is one of the major drawbacks of using NTS data. In addition, NTS data can be less specific to geographic locations and that the method of collecting the information from people can lead to less reliable information being provided. For these reasons, NTS data has not been used to inform the baseline modal split.
- 7.2.3 As well as the above, consideration was given to using the 2021 Census data to establish a baseline modal split. However, this data is not considered representative due to the Census being undertaken during the Covid-19 pandemic throughout national lockdowns, during which a high proportion of people were working from home. The, 2021 Census data is therefore not considered appropriate for use.
- 7.2.4 Data from the 2011 Census has been obtained for the 'Cherwell 016' Middle Super Output area (MSOA) to set baseline modal split for medium / longer travel. The modal split data is shown in **Table 7-1** on the next page. Given that the baseline modal split for local trips is not specific to short distance journeys, this should be treated with caution because it would be expected that baseline data for short distance journeys only, would show a higher proportion of walking and cycling.

Table 7-1: Baseline Modal Split

Mode of Travel	Modal Split % (medium / long distance trips)
Underground, Metro, Light Rail, Tram	0%
Train	1%
Bus, Minibus or Coach	4%
Taxi	0%
Motorcycle, Scooter or Moped	1%
Driving a Car or Van	80%
Passenger in a Car or Van	8%
Bicycle	2%
On Foot	4%
Other	1%

- 7.2.5 Specific targets will be set once baseline surveys have been undertaken upon initial occupation of the development. The targets will align with national and local government targets for mode split.
- 7.2.6 Targets will be SMART (Specific, Measurable, Achievable, Realistic, Time-bound) and should refer either to an increase or decrease in percentage points when compared to the baseline, or to a specific action which needs to be completed within a certain timescale.
- 7.2.7 As a starting point, the overall target of the TP will be to reduce single occupancy vehicle trips and for a minimum of 50% of local trips to be undertaken by walking or cycling by the end of the Travel Plan monitoring period. The target for local trips aligns with the government objective that 50% of all short, urban trips should be walked, wheeled, and cycled by 2030. The provisional modal split targets for medium / longer distance trips can be seen in **Table 7-2**.

Table 7-2: Provisional Modal Split Targets

Mode of Travel	Baseline Modal Split % (medium / long distance trips)	Shift (%)	Provisional Target % (medium / long distance trips)
Underground, Metro, Light Rail, Tram	0%	-	0%
Train	1%	-	1%
Bus, Minibus or Coach	4%	+2%	6%
Taxi	0%	-	0%
Motorcycle, Scooter or Moped	1%	-	1%
Driving a Car or Van	80%	-8%	72%
Passenger in a Car or Van	8%	+4%	12%
Bicycle	2%	+1%	3%
On Foot	4%	-	4%
Other	1%	-	1%

- 7.2.8 The provisional targets are based on reducing single occupancy vehicles in favour of increased cycling and public transport mode shares.
- 7.2.9 The shift in modal split will be managed and encouraged through measures detailed in this TP accordingly. As previously detailed, specific targets will be set once baseline surveys have been

undertaken upon initial occupation of the development; however, these targets will align with national and local government targets for modal split. This will allow a bespoke TP specific to the proposed development to be established. Travel surveys will be undertaken in the same month each year to ensure consistency.

7.3 MONITORING

- 7.3.1 It is essential that the impacts of the Travel Plan and the benefits achieved are continuously monitored to:
- Identify whether individual aspects of the Travel Plan are particularly successful.
 - Whether the targets are being met.
 - Whether changes need to be implemented to achieve the Travel Plan targets.
- 7.3.2 The measures introduced will need to be monitored to ensure that the targets are achieved. It is proposed that monitoring is undertaken in the form of a staff travel survey. The survey will be undertaken within six months of first occupation and then on a biannual basis (in years 1, 3 and 5) until five full years of monitoring is completed. The TPC will agree the travel survey questions with the Travel Plans Team within Transport Development Control at OCC and results of the survey will be forwarded to OCC in a TP monitoring report. The survey will be circulated to each employee via a link to an online version of the survey.
- 7.3.3 Surveys will be undertaken at the following points:
- Within six months of first occupation.
 - One year after the date of the first survey.
 - Three years after the date of the first survey.
 - Five years after the date of the first survey.
- 7.3.4 The last data collected aims to demonstrate a 10% reduction in motorised vehicle movements compared to the submitted baseline travel data.
- 7.3.5 The results of the staff travel survey will be compiled by the TPC to form a monitoring report, which will be submitted to OCC within three months of completion of the surveys. The monitoring report will state whether the Travel Plan targets were being achieved and, if not, what further steps will be taken to seek to achieve the targets in the following 12 months. The monitoring reports will be disseminated to employees to keep them aware of the TP progress.
- 7.3.6 In terms of any remedial measures proposed, the Travel Plan Coordinator will work with representatives from OCC to look at additional or revised measures. Whilst the additional measures cannot fully be determined at this stage, (as they will depend upon the identified areas of strength or weakness within the plan), potential actions could include re-launching or refreshing the marketing of the Travel Plan, introducing new measures or incentives or the re-invigoration of existing measures.

8.0 ACTION PLAN

8.1 SUMMARY

8.1.1 An Action Plan is presented in **Table 8-1**.

Table 8-1: Travel Plan Action Plan

Travel Plan Measure	Timescale	Responsibility
Measure 1 - Appoint Travel Plan Co-Ordinator	Pre-occupation	Home Office
Measure 2 - Employee Local Sustainable Travel Packs	Upon occupation	TPC
Measure 3 - Useful Websites	Upon occupation in Employee Local Sustainable Travel packs	TPC
Measure 4 - Special Events	Upon occupation in Employee Local Sustainable Travel packs	TPC
Measure 5 - Promoting Health Benefits	Upon occupation in Employee Local Sustainable Travel packs	TPC
Measure 6 - Encouraging Green Driving Techniques	Upon occupation in Employee Local Sustainable Travel packs	TPC
Measure 7 - Provision of Cycling Information	Upon occupation in Employee Local Sustainable Travel packs	TPC
Measure 8 - Cycle Equipment Discount	Within 3 months of occupation and ongoing when appropriate	TPC
Measure 9 - Cycle User Group	Within 3 months of occupation and ongoing when appropriate	TPC
Measure 10 - Bus Taster Tickets	Within 3 months of occupation and ongoing when appropriate	Home Office
Measure 11 - Provision of Powered-two-wheeler Information	Upon occupation in Employee Local Sustainable Travel packs	TPC
Measure 12 - Car Sharing	Within 3 months of occupation and ongoing	TPC

FIGURES

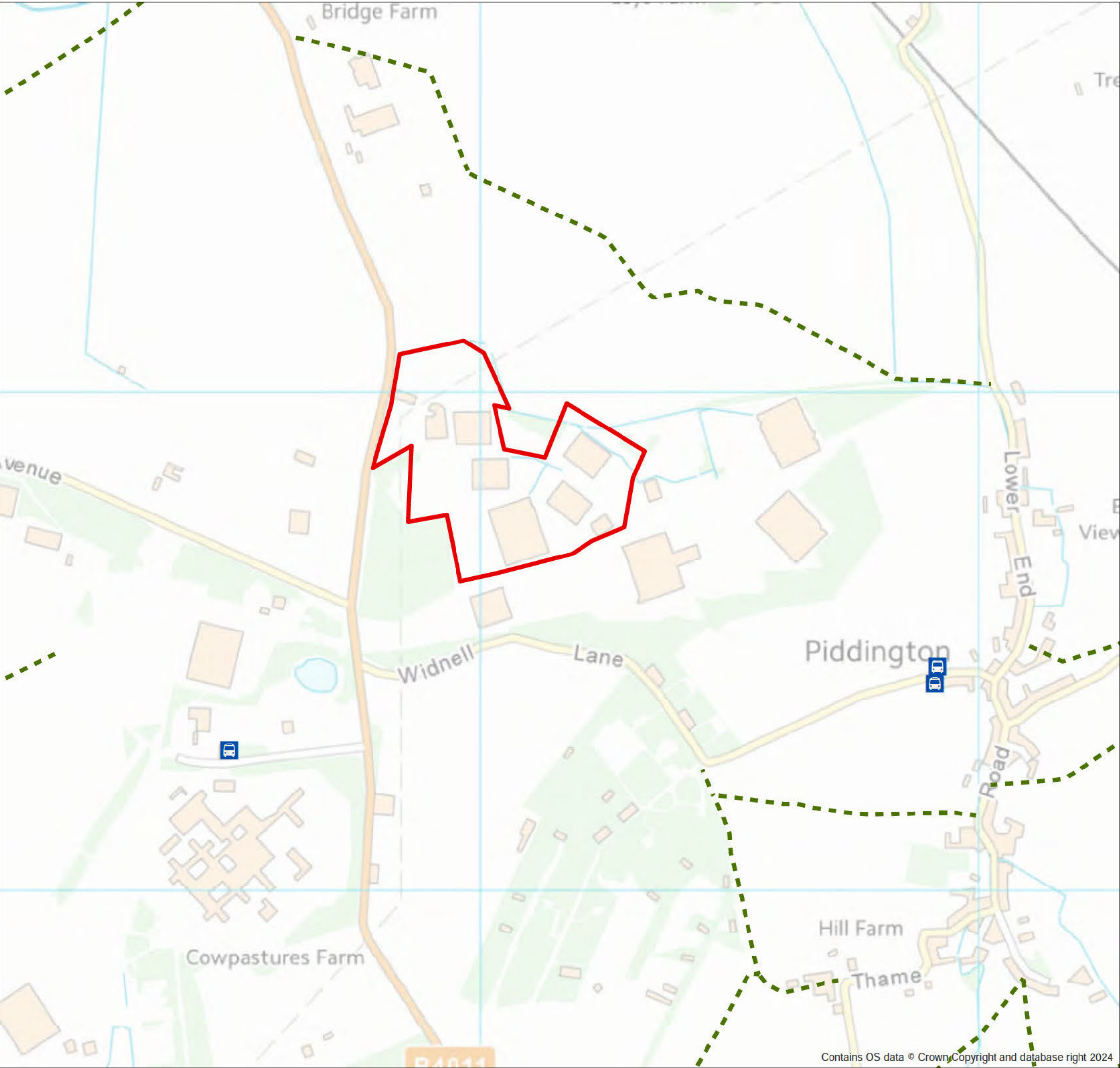


Figure 1 - Site Location Plan

Bicester

Home Office



Legend

-  Site Boundary
-  Public Right of Way
-  Nearest Bus Stop

Notes:

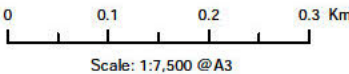
Drawn by [redacted]

Checked by [redacted]

Office:

Drawing No. 001

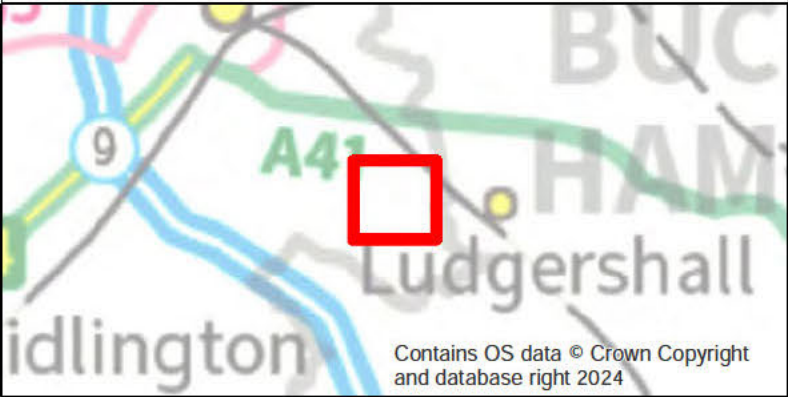
Revision No. -



06 May 2026

NGR: 463,160 E / 217,713 N

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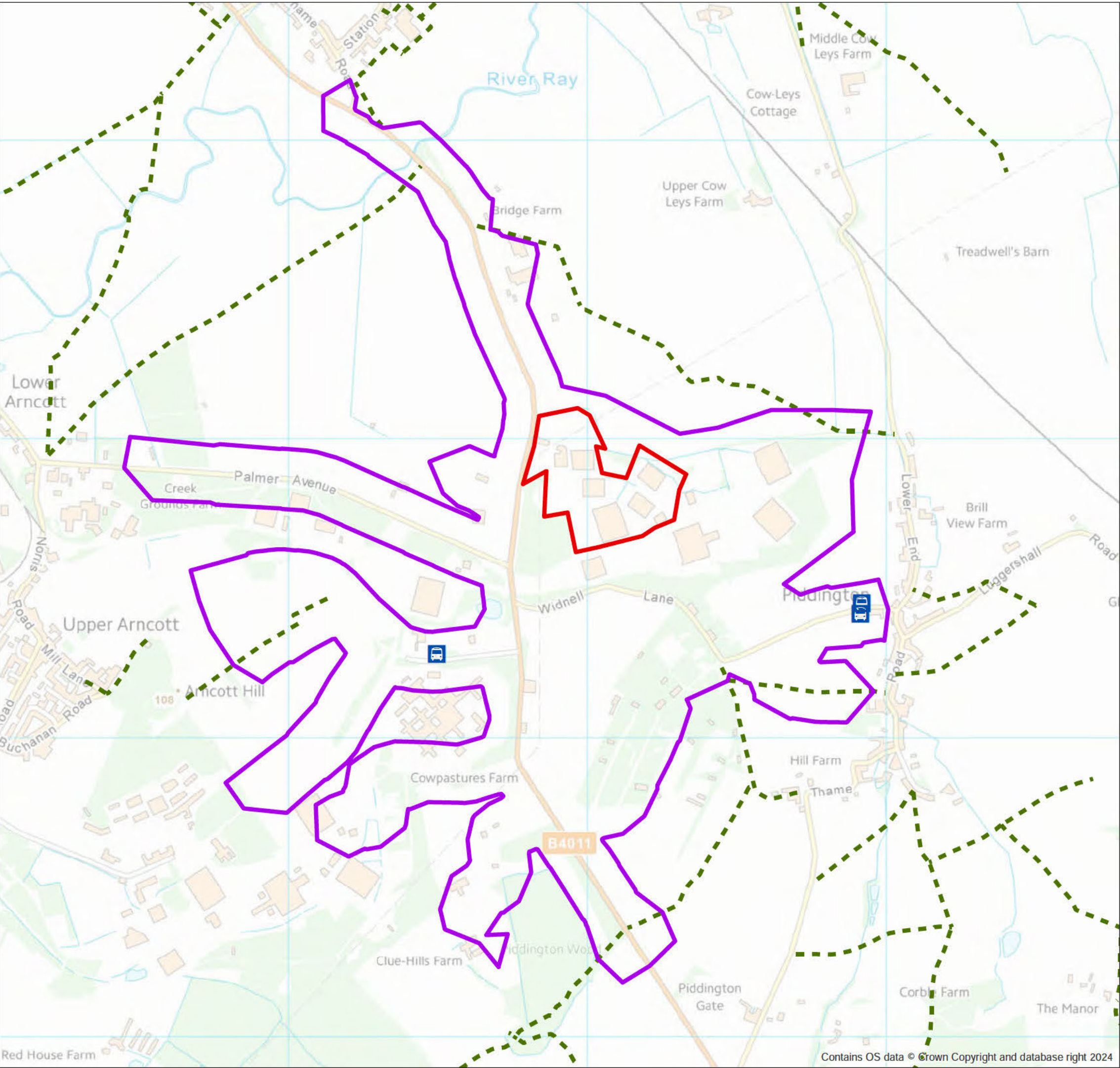


Figure 2 Pedestrian Catchment Plan

Bicester

Home Office

Legend

-  Site Boundary
-  2km Walking Catchment
-  Public Right of Way
-  Nearest Bus Stop

Notes:

Drawn by: [Redacted]

Checked by: [Redacted]

Office:

Drawing No. 002

Revision No. -

0 0.15 0.3 0.45 Km
Scale: 1:12,500 @A3

06 May 2026

NGR: 462,907 E / 217,678 N

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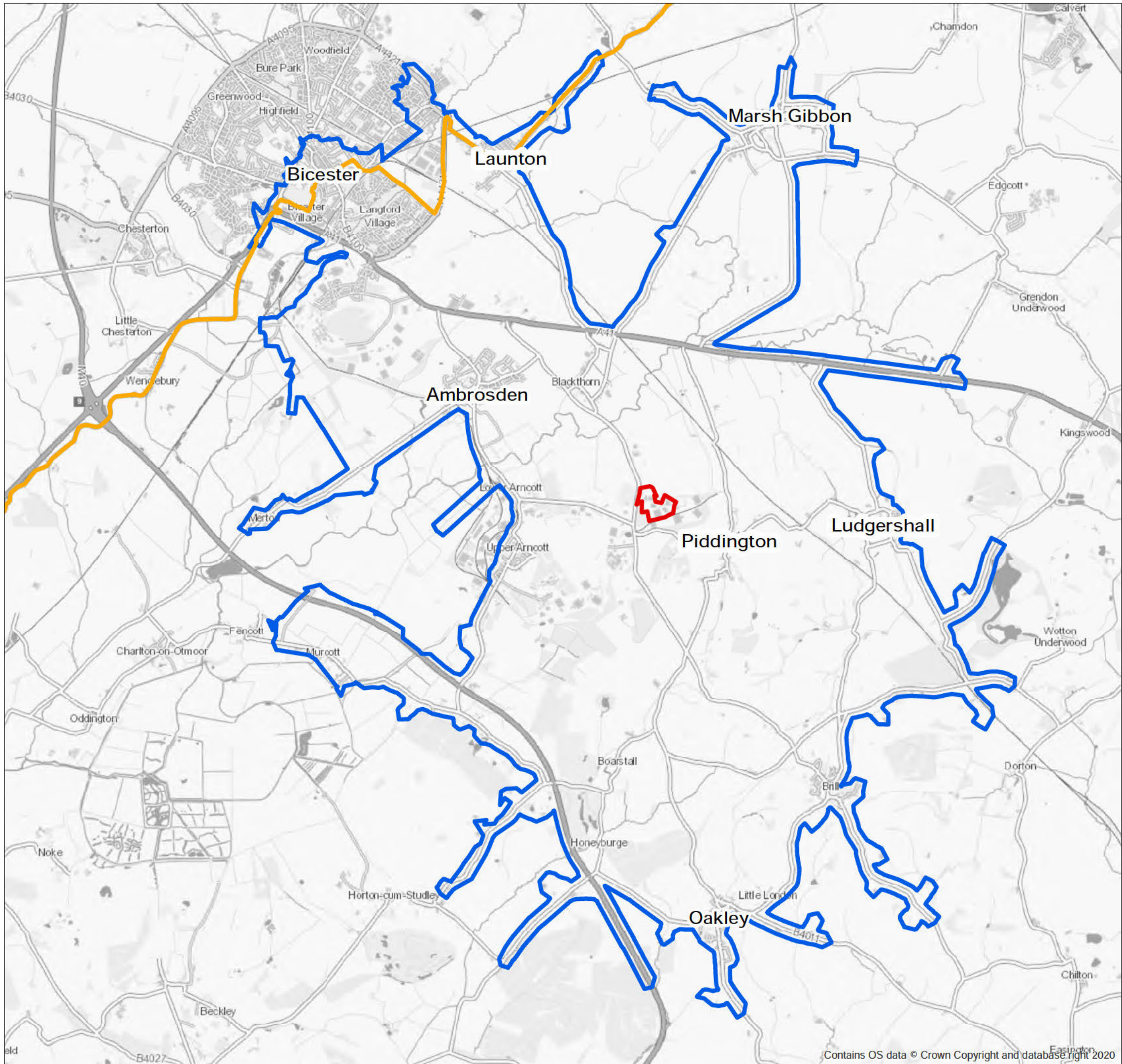


Figure 3 Cycling Catchment Plan

Bicester

Home Office



Legend

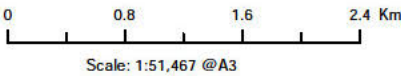
- Site Boundary
- 8km Cycling Catchment
- National Cycle Network 51

Notes:

Drawn by:
Checked by:
Office:

Drawing No. 003

Revision No. -

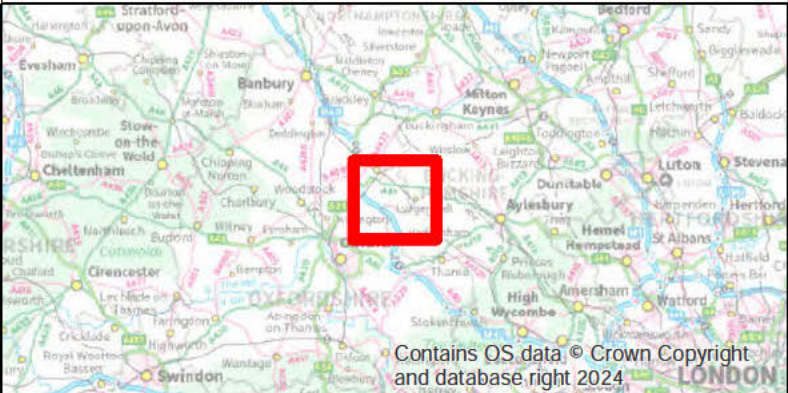


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06 May 2026

NGR: 461,769 E / 217,434 N

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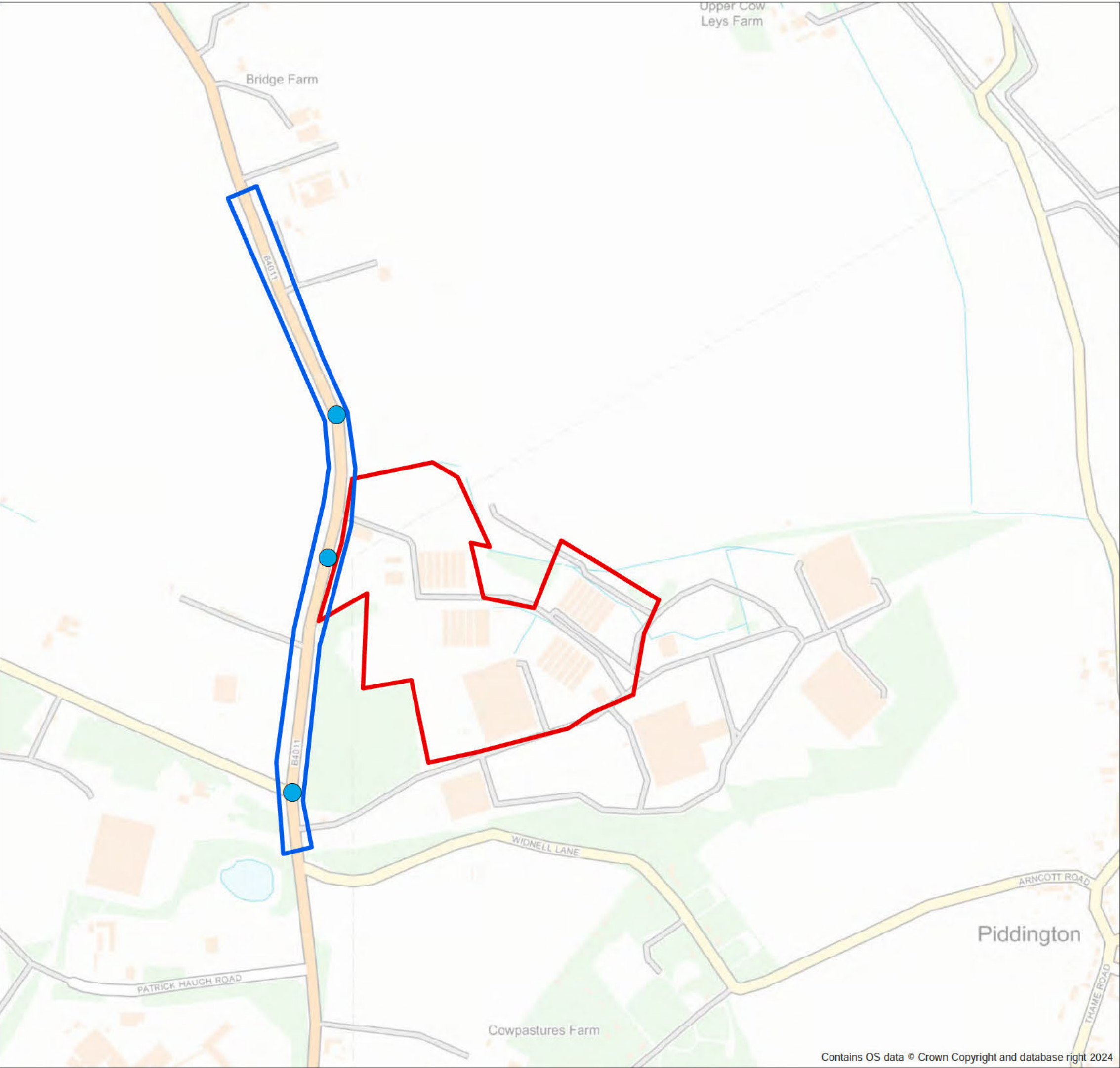


Figure 4 - Collision Plot - Northern Site Access

Bicester

Home Office

Legend

- Site Boundary
- Collision Study Area
- Slight Severity Collision

Notes:

Drawn by

Drawing No. 004

Checked by

Revision No. -

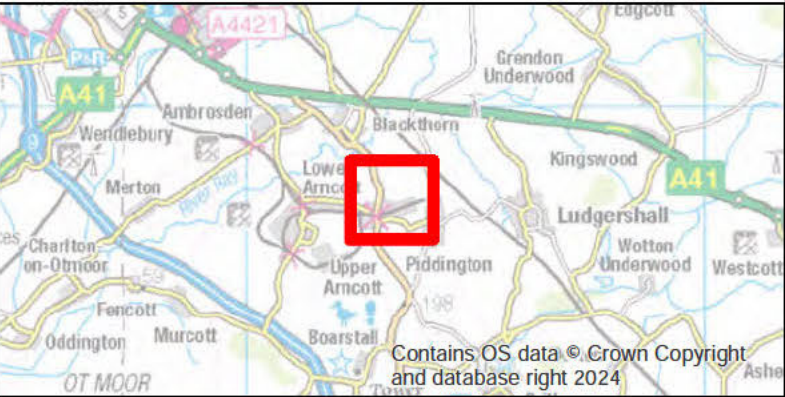
Office:

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06 May 2026

NGR: 463,171 E / 217,986 N

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APPENDIX A: MASTERPLAN

