

1.0 Introduction

1.1 Following submission of planning application 22/03240/OUT to West Oxfordshire District Council ("WODC"), the Local Highway Authority ("LHA") submitted their consultation response dated 13th January 2023, within which a number of points were raised. The consultation response is attached in **Appendix A**.

1.2 The development proposals comprise of up to 140 dwellings.

1.3 This note responds to those points raised and for ease, the comments of OCC are presented in *italicised blue text*. The note covers the following:

- Access Arrangements (2.0)
- Sustainable transport connectivity/ transport sustainability (3.0)
- Traffic Impact (4.0)
- Travel Plan (5.0)
- Summary and Conclusion (6.0)

2.0 Access Arrangements

OCC Response:

There is a 40mph speed limit posted at the western edge of the Bovis Homes site. This must be relocated to the western edge of the application site should planning permission be granted. This will require a TRO alteration and should be completed as part of the site access section 278 works.

2.1 This is noted and is accepted.

3.0 Sustainable Transport Connectivity/ Transport Sustainability

OCC Response:

The site isn't located in a sustainable location. Minster Lovell has limited bus services and a small range of key amenities. Improvements to the local bus network will be required to ensure the proposals are acceptable from a sustainability point of view, these will be outlined below.

Policy 2b of the LTCP states that "all new developments have safe and attractive walking and cycling connections to the site, include a connected attractive network for when people are walking and cycling within the development and that the internal routes connect easily and conveniently to community facilities and the local cycle and walking network."

- 3.1 The site is considered to be in a sustainable location, as set out in the transport assessment. It is acknowledged that the current bus service provision was not accurately represented in the transport assessment and as presented in both the OCC consultation response and representations made by Stagecoach which stated:

The level of service directly to and from the site is actually under-estimated by the Transport Assessment. The direct Witney – Burford branch of the 233 runs directly past the site frontage in each direction every hour, as well as the other branch serving Brize Norton Road

- 3.2 In addition, the following text from their letter also highlights their own independent view on the sustainable credentials of the site which support that set out in the submitted transport assessment where they state:

However, the availability of a 30-minute service in both direction at the White Hart stops, which is only just over 1 km distant from most of the proposed plots, means that, at least on return journeys, residents would have a half-hourly service available.

Route 233 passes the top of Downs Road, which is the largest concentration of employment in West Oxfordshire, about 2km from the site. As well as the bus service, the distances involved appear to make cycling a credible prospect. We note that the Downs Road area is actually further from the North Witney and East Witney Strategic Allocations than it is from this site. Furthermore, the cycling routes from this site routes are relatively flat.

- 3.3 As set out below, the site proposes a 3m wide facility along Burford Road which can be delivered as a shared footway/ cycleway as requested.

- 3.4 The has application site benefits from legal rights to connect through the adjacent Bovis development¹, which in turn will connect through to Ripley Avenue and the local primary school. The link through the existing playing fields is close to being delivered by Bovis, however, should it be considered necessary to make this proposed development acceptable, the applicant would be willing to accept a condition requiring the footpaths delivery prior to first occupation.

OCC Response:

The proposals do not provide a suitable cycle link into Minster Lovell. The applicant should widen the proposed pedestrian to 3m so it can serve as a shared use pedestrian and cycle path.

- 3.5 This is noted and the link proposed along the Burford Road as shown in the transport assessment can be designated as a 3m shared footway/ cycleway.

OCC Response:

New pedestrian links are being provided to ensure the site is connected to the wider village area. These include connections into the Bovis Homes development east of the site and a 2.5m wide footpath along Burford road connecting the site to Minster Lovell.

Clarity is required on the deliverability of the proposed pedestrian links into the Bovis Homes site. There doesn't appear to be adopted highway abutting the edge of the site, bringing these links into question.

- 3.6 As set out above, the application land benefits from legal rights to deliver those connections.

OCC Response:

OCC will request a fair and reasonable contribution towards enhanced public transport services in Minster Lovell.

To further support the 233 bus service, two new bus stops will be sought along Burford Road. A westbound stop along the length of the proposed new footpath and an eastbound stop supported by a shelter, hardstanding and dropped kerb crossing.

¹ The landowners of the application site were also the owners of the land sold to Bovis Homes and hence access rights were reserved.

This new pair of bus stops would replace the unmarked pair at White Hall Cottages which would be inaccessible by footway from the development.

- 3.7 This is noted and the £158,620 s106 contribution towards enhancing public transport services in Minster Lovell is accepted.
- 3.8 The suggested improvements to the bus stop infrastructure are also accepted.

Summary

- 3.9 In allocating / approving the adjacent Bovis site for the development of 125 homes, the Local Planning Authority (and examining Local Plan Inspector) plainly considered the location to be sustainable for residential development.
- 3.10 Reflecting the applicants demonstrated ability to deliver appropriate pedestrian and cycle connections linking to the day-to-day facilities available in Minster Lovell and the agreement to fund improvements to the existing bus services, it is considered that the application site also represents a 'sustainable location' for the scale of residential development proposed. We would welcome OCC's acknowledgement of this in its next consultation response.

4.0 Traffic Impact

OCC Response:

The Transport Assessment does not adequately assess the traffic impact of the development on key junctions in Witney, namely the B4047/A4095 roundabout and the A4095/High Street roundabout.

According to the Transport Assessment, 52% of inbound and outbound trips will travel east into Witney. No junctions in this area have been assessed despite this considerable number of trips (30 and 29 respectively in the AM/PM peak).

The applicant must expand the assessment to the B4047/A4095 roundabout. Witney is known for having issues with traffic and it is highly likely that the proposals will worsen traffic conditions in Witney.

- 4.1 The development is forecast to generate 41 two-way vehicle trips during the morning peak and 38 two-way vehicle trips during the evening peak to and from Witney, beyond the Brize Norton Road. The distribution of development trips through Witney is attached at **Appendix B**. The distribution is based on the 2011 Census Journey to Work and for simplicity presents the % as a total of the traffic beyond the Brize Norton Road junction.
- 4.2 As shown, the development is forecast to generate 35 two-way vehicle trips at the B4047/ A4095 Tower Hill roundabout during the morning peak and 34 two-way vehicle trips during the evening peak.
- 4.3 In Witney town centre, the development is forecast to generate 13 two-way vehicle trips at the A4095 Mill Street/ High Street roundabout during the morning peak and 11 two-way vehicles trips during the evening peak.

- 4.4 At the B4022 West End/ A4095 Bridge Street/ B4022 Newland double mini-roundabouts the development is forecast to generate 13 two-way vehicle trips during the morning peak and 11 two-way vehicle trips during the evening peak.
- 4.5 The number of development trips forecast to route through these junctions would not have a material impact on their operation therefore no junction assessments should be undertaken.
- 4.6 Furthermore, the applicant is proposing a reduction in the quantum of development proposed from 140 to 134 dwellings, thereby reducing the forecast traffic generation of the site. The revised plans have been discussed with the Local Planning Authority and will shortly be formally submitted for consideration.

The Transport Assessment has assessed three key junctions: the Burford Road site access, A40 / B4047 roundabout, B4047 / Brize Norton Road / Upper Crescent junction and Brize Norton/A40 sliproads.

The Decide and Provide approach was carefully considered when reviewing this Transport Assessment. Due to the size and location of the proposed site, additional traffic scenarios are unlikely to add value to the transport assessment process.

The Transport Assessment has adequately demonstrated that the proposals will not take any of these junctions over capacity.

- 4.7 Noted.

5.0 Travel Plan

- 5.1 Travel Plan comments have been received by OCC's Travel Plan team. The Travel Plan has been amended accordingly and issued to the Travel Plan team for review and comments. OCC's Travel Plan team have confirmed the amendments are acceptable. A copy of the updated Travel Plan is attached at **Appendix C**.

6.0 Summary and Conclusion

6.1 The applicant:

- Accepts the proposed S106 contributions towards bus services and public transport infrastructure;
- Will deliver the requested improvements to bus stop infrastructure;
- Will deliver walking and cycling connections through the adjacent development;
- Will provide a 3m wide shared use facility along the Burford Road to connect the site to Upper Crescent;
- Will relocate the 40mph speed limit as part of the site access works;
- Accepts the Travel Plan monitoring fee;

6.2 In addition, the proposed conditions as presented by OCC Transport Team are considered reasonable.

6.3 Therefore, subject to securing the above, it is concluded the site would meet the tests of Policy 2b of the LTCP and the wider tests of the NPPF. It has been demonstrated that the development would not result in a severe residual impact on highway safety or capacity.

Appendix A

OXFORDSHIRE COUNTY COUNCIL'S RESPONSE TO CONSULTATION ON THE FOLLOWING DEVELOPMENT PROPOSAL

District: West Oxfordshire

Application no: 22/03240/OUT

Proposal: Outline planning permission for the development of up to 140 dwellings (Use Class C3) including means of access into the site (not internal roads) and associated highway works, with all other matters (relating to appearance, landscaping, scale and layout) reserved.

Location: Land South Of Burford Road Minster Lovell

Response Date: 13th January 2023

This report sets out the officer views of Oxfordshire County Council (OCC) on the above proposal. These are set out by individual service area/technical discipline and include details of any planning conditions or Informatives that should be attached in the event that permission is granted and any obligations to be secured by way of a S106 agreement. Where considered appropriate, an overarching strategic commentary is also included. If the local County Council member has provided comments on the application these are provided as a separate attachment.

Assessment Criteria

Proposal overview and mix /population generation

OCC's response is based on a development as set out in the table below. The development is taken from the application form.

Residential	
1-bed dwellings	17
2-bed dwellings	48
3-bed dwellings	53
4-bed & larger dwellings	22

Based on the completion and occupation of the development as stated above it is estimated that the proposal will generate the population stated below:

Average Population	341.02
Nursery children (number of 2- and 3-year olds entitled to funded places)	9.36
Primary pupils	41.63
Secondary pupils including Sixth Form pupils	32.49
Special School pupils	0.85
65+ year olds	35.81

Application no: 22/03240/OUT

Location: Land South Of Burford Road Minster Lovell

General Information and Advice

Recommendations for approval contrary to OCC objection:

If within this response an OCC officer has raised an objection but the Local Planning Authority are still minded to recommend approval, OCC would be grateful for notification (via planningconsultations@oxfordshire.gov.uk) as to why material consideration outweigh OCC's objections, and to be given an opportunity to make further representations.

Outline applications and contributions

The anticipated number and type of dwellings and/or the floor space may be set by the developer at the time of application which is used to assess necessary mitigation. If not stated in the application, a policy compliant mix will be used. The number and type of dwellings used when assessing S106 planning obligations is set out on the first page of this response.

In the case of outline applications, once the unit mix/floor space is confirmed by reserved matters approval/discharge of condition a matrix (if appropriate) will be applied to establish any increase in contributions payable. A further increase in contributions may result if there is a reserved matters approval changing the unit mix/floor space.

Where a S106/Planning Obligation is required:

- **Index Linked** – in order to maintain the real value of S106 contributions, contributions will be index linked. Base values and the index to be applied are set out in the Schedules to this response.
- **Administration and Monitoring Fee - £5,000**
This is an estimate of the amount required to cover the monitoring and administration associated with the S106 agreement. The final amount will be based on the OCC's scale of fees and will be adjusted to take account of the number of obligations and the complexity of the S106 agreement.
- **OCC Legal Fees** The applicant will be required to pay OCC's legal fees in relation to legal agreements. Please note the fees apply whether a S106 agreement is completed or not.

Security of payment for deferred contributions - Applicants should be aware that an approved bond will be required to secure a payment where a S106 contribution is to be paid post implementation and

- the contribution amounts to 25% or more (including anticipated indexation) of the cost of the project it is towards and that project cost £7.5m or more
- the developer is direct delivering an item of infrastructure costing £7.5m or more
- where aggregate contributions towards bus services exceeds £1m (including anticipated indexation).

A bond will also be required where a developer is direct delivering an item of infrastructure.

The County Infrastructure Funding Team can provide the full policy and advice, on request.

Application no: 22/03240/OUT

Location: Land South Of Burford Road Minster Lovell

Transport Schedule

Recommendation:

Objection for the following reasons:

- The Transport Assessment does not adequately assess the traffic impact of the development on key junctions in Witney, namely the B4047/A4095 roundabout and the A4095/High Street roundabout.
- The proposals do not provide a valid cycle link into Minster Lovell. The proposed pedestrian footpath should be made 3m wide to function as a shared pedestrian and cycle route.
- Clarity is required on the deliverability of the proposed pedestrian links into the Bovis Homes site. There doesn't appear to be adopted highway abutting the edge of the site, bringing these links into question.

If despite OCC's objection permission is proposed to be granted then OCC requires prior to the issuing of planning permission a s106 agreement including an obligation to enter into a S278 agreement and S38 agreement to mitigate the impact of the development plus planning conditions as detailed below.

S106 Contributions

Contribution	Amount £	Price base	Index	Towards (details)
Highway works			Baxter	
Public transport services	£158,620	Dec 2021	RPI-x	For maintenance and/or improvement of bus services in Minster Lovell, to ensure that a sustainable and effective level of public transport can be accessed from the development.
Public transport infrastructure (<i>if not dealt with under <u>S278/S38</u> agreement</i>)	£5000	Dec 2021	Baxter	Committed sum for future management and maintenance of the bus shelter.

Traffic Reg Order (<i>if not dealt with under S278/S38 agreement</i>)			<u>RPI</u> -x	
Travel Plan Monitoring	£1558	Dec 2021	RPI-x	To monitor the Travel Plan for a period of 5 years post occupation.
Public Rights of Way			Baxter	
Total	£165,178			

Comments:

Introduction

The proposals seek outline permission for 140 dwellings on the western boundary of Minster Lovell. Access is to be via a new bellmouth junction on Burford Road. Several pedestrian links are proposed to link the development with the Bovis Homes development east of the site and the wider village. A footpath is proposed along Burford Road linking the site to Minster Lovell.

Access arrangements

The site will be accessed via a priority bellmouth junction on Burford Road. The applicant has demonstrated visibility splays measuring 2.4m x 180m. These splays are in excess of what is required based on 85th-percentile vehicle speeds observed at the site access of 59mph using MfS2 standards.

There is a 40mph speed limit posted at the western edge of the Bovis Homes site. This must be relocated to the western edge of the application site should planning permission be granted. This will require a TRO alteration and should be completed as part of the site access section 278 works.

Sustainable transport connectivity/transport sustainability

The site isn't located in a sustainable location. Minster Lovell has limited bus services and a small range of key amenities. Improvements to the local bus network will be required to ensure the proposals are acceptable from a sustainability point of view, these will be outlined below.

Policy 2b of the LTCP states that “all new developments have safe and attractive walking and cycling connections to the site, include a connected attractive network for when people are walking and cycling within the development and that the internal

routes connect easily and conveniently to community facilities and the local cycle and walking network.”

The proposals do not provide a suitable cycle link into Minster Lovell. The applicant should widen the proposed pedestrian to 3m so it can serve as a shared use pedestrian and cycle path.

New pedestrian links are being provided to ensure the site is connected to the wider village area. These include connections into the Bovis Homes development east of the site and a 2.5m wide footpath along Burford road connecting the site to Minster Lovell

The Transport Assessment contains several errors with regard to bus provision in Minster Lovell:

- The nearest bus stops are at White Hall Cottages and the Horse & Radish on Burford Road – White Hall Cottages is less than 200m from the site access and the Horse & Radish is 500m (both stops are unmarked);
- Service 853 no longer exists and therefore there is no bus service to Gloucester, Cheltenham or Oxford; and
- Service 233 operates hourly from the above stops, but half-hourly from The White Hart bus stops referred to in the Transport Assessment, six days per week and there is an hourly service on Sundays.

The site is therefore closer to public transport services than stated in the Transport Assessment. The public transport services within walking distance of the proposals actually run at a lower frequency than stated.

Service 233 is financially supported by Oxfordshire County Council utilising developer contributions from several sites, including at Minster Lovell. Without additional contributions, the service would run approximately half as frequently during the day and there would be no Sunday service.

For this reason, OCC will request a fair and reasonable contribution towards enhanced public transport services in Minster Lovell.

To further support the 233 bus service, two new bus stops will be sought along Burford Road. A westbound stop along the length of the proposed new footpath and an eastbound stop supported by a shelter, hardstanding and dropped kerb crossing.

This new pair of bus stops would replace the unmarked pair at White Hall Cottages which would be inaccessible by footway from the development.

Public rights of way

The proposals do not interact with the existing PRow network in a significant way.

Site layout

The application is for all matters reserved except access and highway works. The site layout should conform to the standards set out in Oxfordshire County Council's Street Design Guide.

Car and cycle parking

Any reserved matters application should provide car and cycle parking as laid out in Oxfordshire County Council's 2022 Parking Standards document.

Refuse collection

The applicant has demonstrated vehicle tracking diagrams for a refuse vehicle entering and exiting the site. Should the proposals reach reserved matters stage, further vehicle tracking will be required for refuse vehicles and family cars to ensure an acceptable and safe internal layout.

Traffic impact

The Transport Assessment has assessed three key junctions: the Burford Road site access, A40 / B4047 roundabout, B4047 / Brize Norton Road / Upper Crescent junction and Brize Norton/A40 sliproads.

The Decide and Provide approach was carefully considered when reviewing this Transport Assessment. Due to the size and location of the proposed site, additional traffic scenarios are unlikely to add value to the transport assessment process.

The Transport Assessment has adequately demonstrated that the proposals will not take any of these junctions over capacity.

According to the Transport Assessment, 52% of inbound and outbound trips will travel east into Witney. No junctions in this area have been assessed despite this considerable number of trips (30 and 29 respectively in the AM/PM peak).

The applicant must expand the assessment to the B4047/A4095 roundabout. Witney is known for having issues with traffic and it is highly likely that the proposals will worsen traffic conditions in Witney.

Travel Plan

There are some issues with the Travel Plan that must be addressed, they are:

- The travel plan should be a 'Residential Travel Plan' not a 'Framework Travel Plan'. Please could this be amended.

- Information is required about the onsite infrastructure for pedestrians and cyclists.
- Paragraph 2.4.1 – What facilities are available at the closest bus stops? E.g., lighting, seating, shelter etc.
- Paragraph 2.5 – which part of the site were the distances recorded from?
- Paragraph 2.5.6 – if a new footpath is to be built for the journey to school, establishing a dialogue with the school to promote this would be beneficial.
- Are there any community transport services serving Minster Lovell that would be useful for residents?
- Paragraph 4.22 – please could a contact details for an interim TPC be provided. This is particularly useful for the Travel Plans Team to enable a monitoring dialogue to be established as soon as possible.
- What is the indicative budget for the TPC role?
- How long will the TPC role last and will the post be full or part time?
- Paragraph 6.3.2 – Year 1 targets are required.
- Will working from home targets be considered?
- Section 8 – The action plan is not substantial enough and does not include all the measures identified in section 5 e.g., establishment of a BUG.
- A sample residential survey is required.
- What are the barriers to the promotion of sustainable, active travel e.g., lack of a Sunday bus service?
- A commitment is required that the travel plan will be updated within 3 months of occupation of 50% of the site (70th dwelling) when adequate survey data is available.

£158,620 Public Transport Service Contribution indexed from Dec 2021 using RPI-x
Towards:

These funds would be used for maintenance and/or improvement of bus services in Minster Lovell, to ensure that a sustainable and effective level of public transport can be accessed from the development.

Justification:

The development is in an unsustainable location with very limited public transport. For the development to be considered acceptable, public transport must be maintained at half hourly frequencies with Sunday service.

Calculation:

The County Council requests a standard contribution from developments along this bus corridor of £1,133 per dwelling for applications of this nature. For a development of 140 dwellings this would equate to **£158,620**, indexed to December 2021 and payable 50% on first occupation and 50% on first anniversary of first occupation.

£5,000 Public Transport Infrastructure Contribution indexed from Dec 2021 using Baxter Index

Towards:

A commuted sum for future management and maintenance of the bus shelter.

Justification:

The new bus shelter serving the eastbound bus service is necessary to provide a high-quality bus service that residents will be attracted to. The sum will be used to maintain the proposed bus shelter.

Calculation:

£5000 is our standard commuted sum request for new bus shelters and has been secured at many sites throughout the county.

£1,558 Travel Plan Monitoring Fee indexed from Dec 21 using RPI-x

Justification:

The travel plan aims to encourage and promote more sustainable modes of transport with the objective of reducing dependence upon private motor car travel and so reducing the environmental impact and traffic congestion. A travel plan is required to make this development acceptable in planning terms.

A travel plan is a 'dynamic' document tailored to the needs of businesses and requires an iterative method of re-evaluation and amendment. The county council needs to carry out biennial monitoring over five years of the life of a Travel Plan which includes the following activities:

- review survey data produced by the developer
- compare it to the progress against the targets in the approved travel plan and census or national travel survey data sets

- agree any changes in an updated actions or future targets in an updated travel plan.

Government guidance, 'Good Practice Guidance: Delivering Travel Plans through the Planning Process' states that: 'Monitoring and review are essential to ensure travel plan objectives are being achieved. Monitoring for individual sites should ensure that there is compliance with the plan, assess the effectiveness of the measures and provide opportunity for review.... Monitoring must be done over time – it requires action and resources.'

In accordance with this Guidance, it is the view of the county council that without monitoring the travel plan is likely to be ineffective. Therefore, monitoring of the travel plan is required to make the development acceptable in planning terms.

The government's Good Practice Guidance has been archived but has not been superseded with any other guidance on the practicalities of implementing travel plans. The county council's own published guidance: Transport for new developments; Transport Assessments and Travel Plans, also includes the requirement for monitoring.

Further, the Good Practice Guidance states that 'local authorities should consider charging for the monitoring process and publish any agreed fee scales'.

Section 93 of the Local Government Act 2003 gives the power to local authorities to charge for discretionary services. These are services that an authority has the power, but not a duty, to provide. The Travel Plan Monitoring fee is set to cover the estimated cost of carrying out the above activities and is published in the county council's guidance: 'Transport for new developments; Transport Assessments and Travel Plans'.

As with most non-statutory activities, councils seek to cover their costs as far as possible by way of fees. This is particularly required in the current climate of restricted budgets. Without the fees the council could not provide the resource to carry out the activity, as it is not possible to absorb the work into the general statutory workload. In the case of travel plan monitoring, the work is carried out by a small, dedicated Travel Plans team.

The travel plan monitoring fee is therefore required to make the development acceptable in planning terms, because it enables the monitoring to take place which is necessary to deliver an effective travel plan.

Calculation:

The fee charged is for the work required by Oxfordshire County Council to monitor a travel plan related solely to this development site. They are based on an estimate of the officer time required to carry out the following activities:

- review the survey data produced by the developer

- compare it to the progress against the targets in the approved travel plan and census or national travel survey data sets
- agree any changes in an updated actions or future targets in an updated travel plan.

Oxfordshire County Council guidance – ***Transport for new developments: Transport Assessments and Travel Plans*** sets out two levels of fees according to the size of the development. This development falls into the smaller category.

The figure for each travel plan is based on three monitoring and feedback stages (to be undertaken at years 1, 3 & 5 following first occupation), and assumes officer time at an hourly rate of £40. Please note that this is considered a fair rate, set to include staff salary and overheads alone.

S278 Highway Works:

An obligation to enter into a S278 Agreement will be required to secure mitigation/improvement works, including:

- The proposed 2.5m wide pedestrian footway linking the site access to Minster Lovell
- A westbound bus stop on Burford Road near the site access consisting of: Premium Route pole, flag and timetable case with clearway and SMS plates (details to be supplied by OCC at the appropriate time) and clearway bus stop markings on the road with a 13-metre cage.
- An eastbound bus stop on Burford Road near the site access consisting of: All items as per the westbound stop; plus Two bay shelter with seats (details to be supplied by OCC at the appropriate time) and a short section of hardstanding and footway with an informal dropped kerb crossing.
- The relocation of the existing 40mph speedlimit to the western boundary of the proposed site. This will require a TRO alteration and consultation.

Notes:

This is to be secured by means of S106 restriction not to implement development (or occasionally other trigger point) until S278 agreement has been entered into. The trigger by which time S278 works are to be completed shall also be included in the S106 agreement.

Identification of areas required to be dedicated as public highway and agreement of all relevant landowners will be necessary in order to enter into the S278 agreements.

Planning Conditions:

In the event that permission is to be given, the following planning conditions should be attached:

Access: Full Details

Prior to first occupation of the development hereby approved, full details of the means of access between the land and the highway, the shared pedestrian & cycle path and bus stops, including, position, layout, construction, drainage and vision splays shall be submitted to and approved in writing by the Local Planning Authority. Thereafter, the means of access shall be constructed and retained in accordance with the approved details.

Reason - In the interests of highway safety and to comply with Government guidance contained within the National Planning Policy Framework

Travel Plan and Travel Information Pack

Prior to the first occupation of the development hereby approved, a Travel Plan and Travel Information Pack, prepared in accordance with the Department of Transport's Best Practice Guidance Note "Using the Planning Process to Secure Travel Plans" and its subsequent amendments, shall be submitted to and approved in writing by the Local Planning Authority. Thereafter, the approved Travel Plan shall be implemented and operated in accordance with the approved details.

Reason - In the interests of sustainability, to ensure a satisfactory form of development and to comply with Government guidance contained within the National Planning Policy Framework.

Construction Traffic Management Plan

Prior to commencement of the development hereby approved, a Construction Traffic Management Plan (CTMP) shall be submitted to and approved in writing by the Local Planning Authority. The CTMP shall include a commitment to deliveries only arriving at or leaving the site outside local peak traffic periods. Thereafter, the approved CTMP shall be implemented and operated in accordance with the approved details;

- The CTMP must be appropriately titled, include the site and planning permission number.
- Routing of construction traffic and delivery vehicles is required to be shown and signed appropriately to the necessary standards/requirements. This includes means of access into the site.
- Details of and approval of any road closures needed during construction.
- Details of and approval of any traffic management needed during construction.
- Details of wheel cleaning/wash facilities – to prevent mud etc, in vehicle tyres/wheels, from migrating onto adjacent highway.
- Details of appropriate signing, to accord with the necessary standards/requirements, for pedestrians during construction works, including any footpath diversions.
- The erection and maintenance of security hoarding / scaffolding if required.
- A regime to inspect and maintain all signing, barriers etc.
- Contact details of the Project Manager and Site Supervisor responsible for on-site works to be provided.
- The use of appropriately trained, qualified and certificated banksmen for guiding vehicles/unloading etc.
- No unnecessary parking of site related vehicles (worker transport etc) in the vicinity –

details of where these will be parked and occupiers transported to/from site to be submitted for consideration and approval. Areas to be shown on a plan not less than 1:500.

- Layout plan of the site that shows structures, roads, site storage, compound, pedestrian routes etc.
- A before-work commencement highway condition survey and agreement with a representative of the Highways Depot – contact 0845 310 1111. Final correspondence is required to be submitted.
- Local residents to be kept informed of significant deliveries and liaised with through the project. Contact details for person to whom issues should be raised with in first instance to be provided and a record kept of these and subsequent resolution.
- Any temporary access arrangements to be agreed with and approved by Highways Depot.
- Details of times for construction traffic and delivery vehicles, which must be outside network peak and school peak hours.

Reason: In the interests of highway safety and to mitigate the impact of construction vehicles on the surrounding highway network, road infrastructure and local residents, particularly at morning and afternoon peak traffic times.

Officer's Name: Glenn Speakman

Officer's Title: Area Liaison Officer

Date: 13/01/2023

Application no: 22/03240/OUT

Location: Land South Of Burford Road Minster Lovell

Lead Local Flood Authority

Recommendation:

Objection

Key issues:

- No drainage strategy report/drawing provided to demonstrate how the proposals will follow SuDS guidelines of discharging surface water.

Detailed comments:

The [Sustainable Drainage Systems \(SuDS\) Policy](#), which came into force on the 6th April 2015 requires the use of sustainable drainage systems to manage runoff on all applications relating to major development. As well as dealing with surface water runoff, they are required to provide water quality, biodiversity and amenity benefits in line with National Guidance. The [Sustainable Drainage Systems \(SuDS\) Policy](#) also implemented changes to the [Town and Country Planning \(Development Management Procedure\) \(England\) Order 2010](#) to make the Lead Local Flood Authority (LLFA) a statutory Consultee for Major Applications in relation to surface water drainage. This was implemented in place of the SuDS Approval Bodies (SAB's) proposed in Schedule 3 of the Flood and Water Management Act 2010.

All full and outline planning applications for Major Development must be submitted with a Surface Water Management Strategy. A site-specific Flood Risk Assessment (FRA) is also required for developments of 1 hectare or greater in Flood Zone 1; all developments in Flood Zones 2 and 3 or in an area within Flood Zone 1 notified as having critical drainage problems; and where development or a change of use to a more vulnerable class may be subject to other sources of flooding.

Further information on flood risk in Oxfordshire, which includes access to view the existing fluvial and surface water flood maps, can be found on the [Oxfordshire flood tool kit](#) website. The site also includes specific flood risk information for developers and Planners.

The [National Planning Policy Framework \(NPPF\)](#), which was updated in July 2021 provides specific principles on flood risk (Section 14, from page 45). [National Planning Practice Guidance](#) (NPPG) provides further advice to ensure new development will come forward in line with the [NPPF](#).

Paragraph 159 states; *“Inappropriate development in areas at risk of flooding should be avoided by directing development away from areas at highest risk (whether existing or future). Where development is necessary in such areas, the development should be made safe for its lifetime without increasing flood risk elsewhere.”*

As stated in Paragraph 160 and 161 of the NPPF, we will expect a sequential approach to be used in areas known to be at risk now or in the future from any form of flooding.

The [Non-statutory technical Standards for sustainable drainage systems](#) were produced to provide initial principles to ensure developments provide SuDS in line with the NPPF and NPPG. Oxfordshire County Council have published the [“Local Standards and Guidance for Surface Water Drainage on Major Development in Oxfordshire”](#) to assist developers in the design of all surface water drainage systems, and to support Local Planning Authorities in considering drainage proposals for new development in Oxfordshire. The guide sets out the standards that we apply in assessing all surface water drainage proposals to ensure they are in line with National legislation and guidance, as well as local requirements.

The SuDS philosophy and concepts within the Oxfordshire guidance are based upon and derived from the CIRIA [SuDS Manual \(C753\)](#), and we expect all development to come forward in line with these principles.

In line with the above guidance, surface water management must be considered from the beginning of the development planning process and throughout – influencing site layout and design. The proposed drainage solution should not be limited by the proposed site layout and design.

Wherever possible, runoff must be managed at source (i.e. close to where it falls) with residual flows then conveyed downstream to further storage or treatment components, where required. The proposed drainage should mimic the existing drainage regime of the site. Therefore, we will expect existing drainage features on the site to be retained and they should be utilised and enhanced wherever possible.

Although we acknowledge it will be hard to determine all the detail of source control attenuation and conveyance features at an outline stage, we will expect the Surface Water Management Strategy to set parameters for each parcel/phase to ensure these are included when these parcels/phases come forward. Space must be made for shallow conveyance features throughout the site and by also retaining existing drainage features and flood flow routes, this will ensure that the existing drainage regime is maintained, and flood risk can be managed appropriately.

Officer's Name: Kabier Salam

Officer's Title: LLFA Engineer

Date: 20/12/2022

Application no: 22/03240/OUT

Location: Land South Of Burford Road Minster Lovell

Education Schedule

Recommendation:

No objection subject to:

- **S106 Contributions** as summarised in the tables below and justified in this Schedule.

Contribution	Amount £	Price base	Index	Towards (details)
Primary and nursery education	£ 792,876	327	BCIS All-In TPI	Primary education capacity serving the development
Secondary education	£ 831,744	327	BCIS All-In TPI	Secondary education capacity serving the development
Special education	£ 71,793	327	BCIS All-In TPI	Special education capacity serving the development
Total	£1,696,413	327	BCIS All-In TPI	

S106 obligations and their compliance with Regulation 122(2) Community Infrastructure Levy Regulations 2010 (as amended):

£792,876 Primary and Nursery School Contribution indexed from TPI = 327

Justification:

The development falls within the designated area of St Kenelm's Church of England Primary School, which has a capacity of 140 pupils from Reception to Year 6. As of October 2022, there are 136 pupils on roll at the school, and by 2024 the school is forecast to be full. As a result there is not capacity at the school to accommodate the primary school age pupils that would be generated by this development. Expansion of primary capacity would therefore be required as a result of this development.

Calculation:

Number of primary pupils expected to be generated	42
Estimated per pupil cost of primary school (including nursery) expansion	£18,878
Pupils * cost = (42 * £18,878) =	£ 792,876

£831,744 Secondary School Contribution indexed from TPI = 327**Justification:**

The Department for Education recently conducted a full assessment of the current accommodation of Burford School which identified its current capacity as sufficient for 1,434 pupils. As of the January 2022 pupil census the school had 1,470 pupils on roll, and is therefore already operating at above capacity.

The academy trust has a long-term site development plan for its accommodation and the county council seeks developer contributions towards capital investment to ensure the school has sufficient accommodation to meet the rising demand for secondary school places.

Calculation:

Number of secondary pupils expected to be generated	32
Estimated per pupil cost of secondary school expansion	£25,992
Pupils * cost =	£831,744

£71,793 Special School Contribution indexed from TPI = 327**Justification:**

Government guidance is that local authorities should secure developer contributions for expansion to special education provision commensurate with the need arising from the development.

Approximately half of pupils with Education Needs & Disabilities (SEND) are educated in mainstream schools, in some cases supported by specialist resource bases, and approximately half attend special schools, some of which are run by the local authority and some of which are independent. Based on current pupil data, approximately 0.9% of primary pupil attend special school, 2.1% of secondary pupils and 1.5% of sixth form

pupils. These percentages are deducted from the mainstream pupil contributions referred to above, and generate the number of pupils expected to require education at a special school.

The county council's Special Educational Needs & Disability Sufficiency of Places Strategy is available at

<https://www.oxfordshire.gov.uk/residents/schools/our-work-schools/planning-enough-school-places> and sets out how Oxfordshire already needs more special school places.

This is being achieved through a mixture of new schools and expansions of existing schools.

The proposed development is expected to further increase demand for special education in the area, and a contribution towards expansion of SEN school capacity is therefore sought based on the percentage of the pupil generation who would be expected to require places at a special school, based on pupil census data. Analysis is underway into how the nearest special school to this development, Springfield School in Witney, could be expanded.

Calculation:

Number of pupils requiring education at a special school expected to be generated	0.8
Per pupil cost of expanding a special school	£89,741
Pupils * cost =	£71,793

The above contributions are based on a SHMA-compliant unit mix of:

17 x 1 bed dwellings
48 x 2 bed dwellings
53 x 3 bed dwellings
22 x 4 bed dwellings

It is noted that the application is outline and therefore the above level of contributions would be subject to amendment, should the final unit mix result in an increase in pupil generation.

Officer's Name: Louise Heavey

Officer's Title: Access to Learning Information Analyst

Date: 20/12/2022

Application no: 22/03240/OUT

Location: Land South Of Burford Road Minster Lovell

Archaeology

Recommendation:

Comments

Key issues:

See below

Legal agreement required to secure:

Conditions:

Informatives:

Detailed comments:

The site is located in an area of archaeological interest and in line with paragraph 194 of the National Planning Policy Framework (2021) and archaeological desk-based assessment will need to be submitted along with this application. The applicant has submitted a heritage and archaeological assessment, but this has omitted a range of resources that should have been included.

Whilst this has reproduced the HER data it has not attempted to include any further data. This assessment was also not undertaken in line with the Chartered Institute for Archaeology's standards and guidance and no attempt was made to agree a written scheme setting out the methodology and sources that would be consulted and included as required by this standard. Aerial photographs have not been appropriately assessed and seems to rely solely on online resources such as Google Earth. Such online datasets cannot be considered as a reliable source of information about the historic environment and the photographic collection held by Historic England should have been consulted. Archaeological sites identified from aerial photographs within the vicinity of the site, and within the study area of this assessment, have been identified from photographs held by this collection but have not been mentioned in this assessment.

This assessment also omits any consideration of Historic Landscape Characterisation data or Lidar data. Both of these sources are freely available online and the HLC data was provided to the applicant's archaeological consultant as part of the HER data they were supplied. This assessment therefore does not contain an appropriate archaeological assessment of the site or study area.

A geophysical survey has been undertaken which has identified a number of possible archaeological features on the site. Such survey alone however does not provide any information on the date and survival of such features which is essential in understanding their significance. Geophysical survey alone can also not be relied upon to have identified all archaeological deposits on a site and therefore the results of such surveys need to be tested through field evaluation. In this instance we are aware that a modern service run crosses the site which has not been identified by this survey. It is therefore possible that archaeological features may survive on the site which have also not been identified by this survey.

An archaeological desk-based assessment will therefore need to be submitted with this application site in line with the National Planning Policy Framework (NPPF 2021) paragraph 194. This assessment will need to be undertaken in line with the Chartered Institute for Archaeologists standards and guidance for desk-based assessments including the submission of an appropriate written scheme of investigation to agree the scope of the assessment.

A programme of archaeological field evaluation will be required ahead of the determination of any planning application for the site. This investigation must be undertaken in line with the Chartered Institute for Archaeologists standards and guidance for archaeological evaluation including the submission and agreement of a suitable written scheme of investigation.

Officer's Name: Richard Oram
Officer's Title: Archaeology Lead
Date: 05/12/2022

Application no: 22/03240/OUT

Location: Land South Of Burford Road Minster Lovell

Waste Management

Recommendation:

No objection subject to S106 contributions

Legal agreement required to secure:

No objection subject to:

- S106 Contributions as summarised in the tables below and justified in this Schedule.

Contribution	Amount	Price base	Index	Towards (details)
Household Waste Recycling Centres	£13,154	327	BCIS All-In TPI	Expansion and efficiency of Household Waste Recycling Centres (HWRC)

S106 obligations and their compliance with Regulation 122(2) Community Infrastructure Levy Regulations 2010 (as amended):

£13,154 Household Waste Recycling Centre Contribution indexed from Index Value 327 using BCIS All-in Tender Price Index

Towards:

The expansion and efficiency of Household Waste Recycling Centre (HWRC) capacity.

Justification:

1. Oxfordshire County Council, as a Waste Disposal Authority, is required under the Environmental Protection Act 1990 (Section 51) to arrange:

“for places to be provided at which persons resident in its area may deposit their household waste and for the disposal of waste so deposited”;

and that

“(a) each place is situated either within the area of the authority or so as to be reasonably accessible to persons resident in its area;

(b) each place is available for the deposit of waste at all reasonable times (including at least one period on the Saturday or following day of each week except a week in which the Saturday is 25th December or 1st January);

(c) each place is available for the deposit of waste free of charge by persons resident in the area;”.

2. Such places are known as Household Waste Recycling Centres (HWRCs) and Oxfordshire County Council provides seven HWRCs throughout the County. This network of sites is no longer fit for purpose and is over capacity.
3. Site capacity is assessed by comparing the number of visitors on site at any one time (as measured by traffic monitoring) to the available space. This analysis shows that all sites are currently ‘over capacity’ (meaning residents need to queue before they are able to deposit materials) at peak times, and many sites are nearing capacity during off peak times. The proposed development will provide 140 dwellings. If each household makes four trips per annum the development would impact on the already over capacity HWRCs by an additional 560 HWRC visits per year.
4. Congestion on site can reduce recycling as residents who have already queued to enter are less willing to take the time necessary to sort materials into the correct bin. Reduced recycling leads to higher costs and an adverse impact on the environment. As all sites are currently over capacity, population growth linked to new housing developments will increase the pressure on the sites.
5. The Waste Regulations (England and Wales) 2011 require that waste is dealt with according to the waste hierarchy. The County Council provides a large number of appropriate containers and storage areas at HWRCs to maximise the amount of waste reused or recycled that is delivered by local residents. However, to manage the waste appropriately this requires more space and infrastructure meaning the pressures of new developments are increasingly felt. Combined with the complex and varied nature of materials delivered to site it will become increasingly difficult over time to comply with the EU Waste Framework Directive 2008, enacted through the Waste Regulations (England and Wales) 2011 (as amended), maintain performance and a good level of service especially at busy and peak times.

Calculation:

Space at HWRC required per dwelling (m ²)	0.18	Current land available 41,000m ² , needs to increase by 28% to cope with current capacity issues. Space for reuse requires an additional 7%. Therefore, total land required for current dwellings (300,090) is 55,350 m ² , or 0.18m ² per dwelling
Infrastructure cost per m ²	£275	Kidlington build cost/m ² indexed to 327 BCIS
Land cost per m ²	£247	Senior Estates Surveyor valuation
Total land and infrastructure cost /m ²	£522	
Cost/dwelling	£93.96	
No of dwellings in the development	140	
Total contributions requested	£13,154	

Detailed comments:

Oxfordshire councils have ambitious targets to reduce the amount of waste generated and increase the amount recycled as demonstrated in our Joint Municipal Waste Management Strategy 2018-2023. Enabling residents of new dwellings to fully participate in district council waste and recycling collections is vital to allow Oxfordshire's high recycling rates to be maintained and reduce the amount of non-recyclable waste generated.

Given the pressing urgency of climate change and the need to embed the principles of the circular economy into all areas of our society, we encourage the applicant to consider including community spaces that help reduce waste and build community cohesion through assets such as community fridges, space for the sharing economy (library of things), refill stations, space for local food growing etc.

At the detailed application stage, we expect to see plans for how the developer will design the development in accordance with waste management policies in West Oxfordshire District Council's waste planning guidance.

Bin storage areas must be able to accommodate the correct number of mixed recycling, refuse and food recycling bins; be safe and easy to use for residents and waste collection crews and meet the requirements of the waste collection authority.

The development will increase domestic waste arisings and the demand for all waste management services including Household Waste Recycling Centres (HWRCs).

Conditions:

In the event that permission is to be given, the following conditions should be attached:

N/A

Officer's Name: Mark Watson

Officer's Title: Waste Strategy Projects Officer

Date: 06/12/2022

Appendix B

Distribution





AM Peak

- Departures
- Arrivals



PM Peak

-  Departures
-  Arrivals



Appendix C

*Land south of Burford Road,
Minster Lovell*

Residential Travel Plan

Land south of Burford Road, Minster Lovell

Residential Travel Plan

1st February 2023
DN/NS/23178-02d Travel Plan_Final

Prepared by:

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Prepared For:

Catesby Strategic Land

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Appendices

Appendix A Illustrative Masterplan

Appendix B Residential Travel Survey Sample



1.0 INTRODUCTION

1.1 This Residential Travel Plan (TP) has been prepared by David Tucker Associates (DTA) on behalf of Catesby Strategic Land to support a planning application for a residential development on Land south of Burford Road, Minster Lovell, West Oxfordshire. The Illustrative Masterplan is attached at **Appendix A**.

1.2 The development proposes the delivery of up to 140 residential dwellings.

1.3 A TP is a term used for a package of measures aimed at promoting sustainable transport, with the main aim of reducing travel by single occupancy vehicles. TPs are site specific and are dependent upon not only the location of the site, but the size and type of development located there. They also require continuous monitoring and refinement in order to be successful.

1.4 The TP includes:

- A strategy for setting target modal share for access to the site.
- A strategy for achieving the target.
- A process for monitoring progress towards achieving the target.
- Public transport initiatives.
- Cycling incentives and facilities.
- Walking incentives.

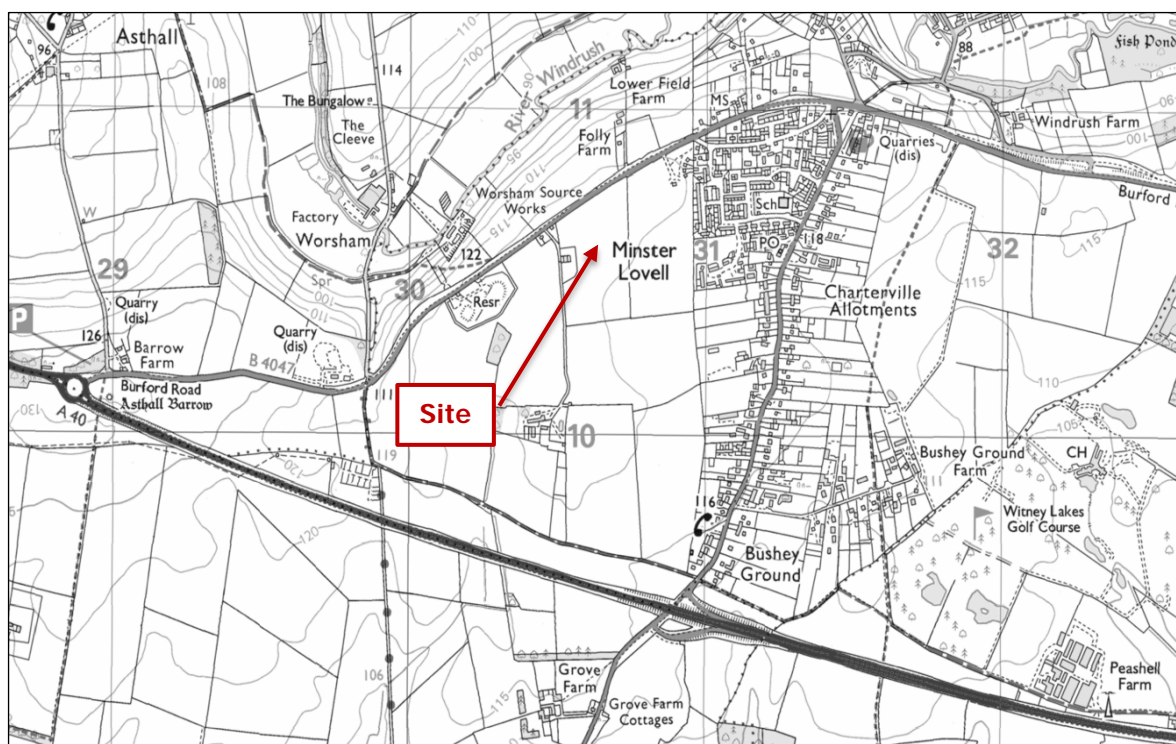


2.0 EXISTING CONDITIONS

2.1 Site Location

- 2.1.1 The site is located within the western area of Minster Lovell and extends to approximately 10.07Ha. The northern boundary is set by the B4047 Burford Road, where the east boundary is made up from the residential construction site and extends round to the existing residential area. The southern boundary consists of agricultural fields enclosed by intermittent hedgerows and occasional trees and to the west by White Hall Cottages and Repeater House. The location of the proposed development is shown on **Figure 1**.

Figure 1 – Site Location



2.2 Local Highway Network

- 2.2.1 The B4047 Burford Road is a single carriageway subject to the national speed limit, it is ~7m wide with no street lighting, and a footway located on the north side. Burford Road connects to Witney heading east and the A40 west of the site. As highlighted in the local policy, the A40 is an important through route linking Gloucestershire and South Wales with London via M40, it is also critical in linking West Oxfordshire.



- 2.2.2 The B4477 Brize Norton Road is ~5m wide with street lighting and paved footways, it provides access on to the A40 heading eastbound and access to Carterton to the south of Minster Lovell through the junction with Burford Road, giving access to a larger local centre and more amenities.

2.3 Walking and Cycling

- 2.3.1 The site is located within walking and/ or cycling distance of a range of local facilities and services including education, health, and leisure facilities as well as bus stops served by regular services to larger local centres including Witney, Carterton, Burford, and Oxford.
- 2.3.2 The Bovis development consent on land adjacent to the development will provide a new footway link at the north-eastern corner of the development connecting to the Burford Road/ Upper Crescent junction. A lit hogging path will also be provided from the south-eastern corner of the Bovis development to Ripley Avenue play area.
- 2.3.3 There is an existing narrow footway on the northern side of the B4047 which it appears that due to low use has become overgrown narrowing the available space.
- 2.3.4 The site also benefits from being in the vicinity of national cycle route 57 that connects Farmington in Gloucestershire and Welwyn Garden City in Hertfordshire, the route being only 1km to the east of the site
- 2.3.5 The need to travel by car outside of Minster Lovell is reduced by the facilities already available within close proximity of the site on foot and by cycling.

2.4 Public Transport Provision

Bus

- 2.4.1 The nearest bus stops are located on the B4047 Burford Road approximately 950m to the east, this provides access to the 853, 233, V20 and V25 bus services. The westbound bus stop has a bus lay-by with a shelter, pole, and timetable information. The eastbound bus stop has a bus lay-by with a shelter, raised kerbing, pole and timetable information.
- 2.4.2 The 853 provides access to Gloucester, Cheltenham and Oxford providing three services



per day during the week and a reduced service on the weekend. The 233 gives access to Burford, Witney, Woodstock and Long Hanborough hourly during the week and Saturday. The V20 and V25 provide limited services on Wednesday and Thursday to Oddington, Bedington, Milton under Wychwood, Shipton, Burford and Witney.

Rail

- 2.4.3 The nearest train station is Hanborough Train Station accessible by the 233 bus. The station provides access to Worcester and Great Malvern through to Oxford and London Paddington, with connections in Oxford up to Coventry and Birmingham.
- 2.4.4 Hanborough Train Station has a range of facilities including bicycle parking, seating, ticket machines and waiting areas and step free access. There is also parking provision for up to 246 vehicles (including accessible spaces). Parking is chargeable. A summary of the train frequencies is set out in **Table 2**.

Table 1 – Train Services and Frequencies

Destination	Frequency	Journey Time
Worcester	1 hour	1 hour
London Victoria	1 hour	1 hour 5 mins

2.5 Local Amenities

Essential Facilities

- 2.5.1 Within walking distance of the site, there are local facilities and services including a SPAR convenience store, post office, florist, hairdressers, furniture store, car garage, a primary school, bus stops and two pubs.
- 2.5.2 The SPAR convenience store is located 1km (from the centre of the site) east of the site and the post office 1.2km east of the site, both on Brize Norton Road.
- 2.5.3 The hospital and local pharmacies are in Witney to the east of the site, accessible by bus 233 & 853, in addition to dental facilities and a range of eateries, pubs and retailers. The local primary school is within walking and cycle distance, being only 1km east of the site.

Education

- 2.5.4 The proposed residential development will most likely increase the demand for education



with the resulting trips to access the local schools. Given the timing for educational trips, these will overlap with the network AM peak hour, education trips are significant factors influencing the vehicle trip generation of a residential site particularly given the apparent sensitivity to distance.

- 2.5.5 As shown by the 2020 NTS, for primary school trips, pupils are over four times more likely to travel to school by private car if their journey to school is 1.6 to 3.2 km compared to those whose journey is under 1.6 km as shown in **Table 3**. A similar relationship is also apparent for secondary school pupils although they are more likely to take the bus rather than be driven for the furthest journey lengths as shown in **Table 4**.

Table 2 – School trips by age, mode and length, 2020 Primary school: (5-10 years)

Main mode	Under 1.6km	1.6km to 3.2km	3.2km to 8.0km	8.0km	Total
Walk	80	24	1	0	50
Bicycle	2	0	0	0	1
Car/van	17	74	95	83	47
Bus	0	1	4	11	2
Other	-	1	0	6	1
Total	100	100	100	100	100

Table 3 – Secondary school: 2020 (11-16 years)

Main mode	Under 1.6km	1.6km to 3.2km	3.2km to 8.0km	8.0km	Total
Walk	93	69	10	0	44
Bicycle	2	3	9	0	4
Car/van	4	27	49	30	28
Bus	0	1	32	50	20
Other	1	0	-	20	5
Total	100	100	100	100	100

- 2.5.6 The nearest primary school to the site is St Kenelm's C of E School located 1km east of the site on Wenrisc Drive. As can be seen from the above table the door-to-door walking distance is well within the national average, and within the under 1.6 km category. Therefore, the propensity to walk should be high. The most direct route from the site to the primary school will be via the new lit hogging path from the south-eastern corner of the Bovis development into Ripley Avenue play area.
- 2.5.7 The nearest secondary school is Burford School, accessible off the A40 in Burford, 6.5km west of the site. Students could travel to school by bus, accessible via the 233 bus service, the 2020 NTS suggests 32% would take the bus. Other secondary school options



are available in Witney also accessible via the 233 bus running every 30 minutes. A sixth form college is also available in Carterton 7.2km southwest from the site also accessible via the 233 service.

Employment

- 2.5.8 There are employment opportunities within walking or cycling distance of the site. The closest concentrated employment area is the Bromag Industrial Estate, 2.7km east of the site.
- 2.5.9 The 2011 Census Journey to Work data suggests that of those who live and work in the 'West Oxfordshire 007' Middle Super Output Area, 7.2% walk, 1.3% use the train, and 78.5% are car drivers. **Table 5** summarises the mode share for 'West Oxfordshire 007'.

Table 4 – Travel to Work Modal Splits

Method	Percentage
Driving a Car or Van	78.5%
On Foot	7.2%
Train	1.3%
Passenger in a Car or Van	4.7%
Bicycle	3.4%
Bus, minibus, or coach	2.4%
Other Method of Travel to Work	2.5%

- 2.5.10 In addition to local employment opportunities within Minster Lovell, good quality public transport links provide opportunities to access towns such as Witney, Carterton, Burford and Oxford, as well as direct train services linking to London Paddington.

2.6 Accessibility

- 2.6.1 Minster Lovell has good access to bus and rail links to adjacent communities and good road links to the principal road network. The need to travel is reduced by the local facilities available within walking and cycle distance of the site, this could further reduce with the addition of a footpath and cycle route to connect the site to the existing network.
- 2.6.2 The site is very well located with respect to accessing primary education. Perhaps more than any other category, the journey to school shows a high degree of sensitivity between distance and mode share. The proximity of the local primary school to the site affords residents and their children the flexibility and independence to travel to and from



school without reliance on the private car.

2.6.3 Retail, health and leisure accessibility has been considered. Accessibility by all modes is viable for retail with a convenient grocery store and public houses are well within the average trip lengths from the NTS.

2.6.4 Access to health and leisure facilities can be accessed by trips to Witney or Carterton via cycling or public transport. After an initial cycle on Burford Road, an off-carriageway cycle route is available a short distance east of the junction with Brize Norton Road, which extends all the way to Witney to the east. Whilst Carterton is accessible within cycling distance of the site to the south, these two local centres provide a wider range of facilities to the local area around the site.

2.7 Barriers to promotion of active travel

2.7.1 Bus services through Minster Lovell are limited during the weekends. The 233 service provides an hourly service on Saturdays and Sundays.

2.7.2 Oxfordshire County Council have requested a fair and reasonable contribution towards enhanced public transport services in Minster Lovell. Two new bus stops are also sought along Burford Road. This will include a westbound stop along the length of the proposed new footpath and an eastbound stop supported by a shelter, hardstanding and dropped kerb crossing. The pair of bus stops would replace the unmarked pair at White Hall Cottages.



3.0 EXISTING TRANSPORT DATA

3.1 Transport Data

- 3.1.1 DTA has extracted the trip rates from the Transport Assessment undertaken by Glanville which were agreed with Oxfordshire County Council highways for the Land of Burton Road site adjacent to the proposed site. The vehicle trip rates and the resulting vehicle trips for 140 dwellings are presented in **Table 6** below.

Table 6 – Vehicle Trip Rates and Vehicle Trips – 140 dwellings

Time Range	Vehicle Trip Rates			Vehicle Trips		
	Arrivals	Departures	Total	Arrivals	Departures	Total
08:00-09:00	0.156	0.412	0.568	22	58	80
17:00-18:00	0.375	0.149	0.525	53	21	74
Daily Trip Rates:	2.384	2.341	4.725	334	328	662



4.0 TRAVEL PLAN MANAGEMENT

4.1 Introduction

- 4.1.1 A principal aim of the TP is to achieve more sustainable travel from the outset in preference to cutting car use incrementally once residents are in occupation. Therefore, the initiatives implemented from the onset will be funded by and instigated by the developer via the marketing organisation and the maintenance company.

4.2 Travel Plan Co-ordinator

- 4.2.1 In order to implement the TP, a TP Co-ordinator (TPC) will be appointed by the developer of the site for a period of five-years following completion of the development. The contact details of the TPC will be provided to Oxfordshire County Council, once known. As the Travel Plan develops it is likely that the time commitment required from the Travel Plan Co-ordinator will vary considerably with periods of limited activity between monitoring periods as such the Co-ordinator role may be undertaken by an external consultant in order to achieve greater flexibility. A budget will be allocated for the TPC to implement the TP.

- 4.2.2 In the interim the TPC contact is:

Syed Choudhury
inmail@dtatransportation.co.uk
David Tucker Associates
Forester House, Doctor's Lane
Henley in Arden
Warwickshire
B95 5AW

- 4.2.3 The TPC's responsibilities will include:

- Taking responsibility for the delivery of the TP.
- Marketing the TP to residents and distributing the Sustainable Travel Pack and promotional material.
- Training the people selling or letting the residential units in respect of the TP so that it is marketed as an integral part of the site.



-
- Ensuring that structures for the ongoing management of the plan are set up and running effectively.
 - Organisation of travel surveys and provision of regular monitoring reports to Oxfordshire Council on the basis of timescales set out below.
 - Review and revision of the TP as appropriate arising from annual surveys.
 - Reporting progress to Oxfordshire Council Travel Plan Officer and develop future initiatives working with sustainable transport organisations.

4.2.4 The TPC will be allocated an annual budget for the implementation of the plan.



5.0 TRAVEL PLAN MEASURES

5.1 Introduction

5.1.1 The Department for Transport 'Good Practice Guidelines' refers to 'hard measures' as the *"provision of infrastructure and improvements to highways and public transport networks, including those to benefit pedestrians, cyclists and other road users"*, and 'soft measures' as the *"provision of services and information to encourage the use of sustainable transport. These include new public transport services, changes to working practices, provision of information and/or a travel plan co-ordinator to promote a travel plan for a particular use"*.

5.1.2 This section of the TP details the 'hard' and 'soft' measures to be implemented for the site.

5.2 Pedestrian and Cycle

5.2.1 As can be seen on the illustrative masterplan, various pedestrian connections will be provided through the site into the adjacent Bovis development. A 3m footway/ cycleway is provided from the north-eastern corner of the Bovis development connecting into the existing footway on Burford Road/ Upper Crescent junction.

5.2.2 This includes a new uncontrolled crossing point with dropped kerbs and tactile paving has been provided on Burford Road near to the Upper Crescent junction.

5.2.3 The internal roads within the site will be designed to promote walking and cycling, with low traffic speeds, and convenient access to the local highway and PRow networks. The layout of streets should respect the existing topography of the site as well as promote a permeable and legible movement network to aid in wayfinding.

5.2.4 In addition to this, the development proposes a new 3m footway along Burford Road as shown on **Drawing 23178-02-2**. Discussions will be held with OCC on whether this link is provided as a 3m footway/ cycleway or a wide footway. The internal layout has allowed for a 3m combined use link throughout the development in a north to south alignment along the eastern side of the main access road.

5.2.5 A mix of cycle parking facilities will be provided at the development to comply with local



standards and will be designed and tailored to the likely needs of future occupants. Cycle parking will be provided within the confines of a dwelling/ garage, or alternatively provided in secure, well lit, covered cycle storage facilities.

5.2.6 The following sets out potential measures and supporting events that would encourage greater walking and cycling levels to and from the site.

- Form a residents Bicycle Users Group (BUG) to encourage cycling and organise promotional events.
- Provide free cycle training for children and adults.
- Promotion of national campaigns, for example Walk to Work and Walk to School Weeks, National Bike Week, and Cycle to Work Day.
- Negotiate discounts for residents on bikes and equipment with local cycle outlets.
- Voucher provided for the purchase of a bicycle and associated safety equipment.

5.3 Vehicular Access

5.3.1 It is proposed that the site will be accessed in the form of a simple priority junction taken from the B4047, as shown on **DTA Drawing 23178-02-1**. The access, which accords with Manual for Streets will be in the form of a 5.5m wide access road, with 8m entry/exit radii.

5.3.2 As part of the Bovis development scheme located next to the site, the existing 40mph speed limit was extended to a point approximately in line with the western Bovis site boundary. The extension of the 40mph speed limit included relocating the gateway feature, coloured surfacing at the start of the 40mph zone, an extension to the central hatch markings, which visually narrow the road, alongside additional 40mph carriageway roundels and two Vehicle Activated Signs (VAS).

5.3.3 It would be reasonable therefore, to extend the 40mph speed limit to the south of the proposed site access so that it extends along the site frontage.

5.4 Car Parking Provision

5.4.1 Car and cycle parking provision will be provided in accordance with the local standards.



The specific levels of car and cycle parking will be considered at reserved matter stage.

5.4.2 Dwellings will also be fitted with electric vehicle charging points.

5.5 Refuse Collection and Deliveries

5.5.1 The site has been designed to accommodate refuse collection vehicles. The site would be expected to receive deliveries from food shopping vans, and general household deliveries. It is not anticipated that the site would require any deliveries by large articulated lorries.

5.6 Initial Marketing

5.6.1 Residents need to be made aware of the available travel and access options at the site from the onset. The accessibility benefits of the site in terms of the availability of public transport and the proximity of facilities alongside the provision of personalised travel planning advice will be actively marketed within sales literature and by sales staff.

5.6.2 This initial marketing will help potential residents consider their travel options with knowledge of the wider choices available to them.

5.7 Sustainable Travel Pack

5.7.1 Each household is to be provided with a Sustainable Travel Pack which contains site specific information on the location of facilities, bus services and walking/ cycling routes. This is to be presented in a clear and concise format with the aim of providing an initial overview of travel choices available to residents and an ongoing reference guide.

5.7.2 The information will include:

- Bus network map with details of bus number, hours of operation and frequency.
- Bus timetables.
- Information on rail services and timetables and provision of journey planning websites, for example: www.traveline.info, www.nationalrail.co.uk.
- Pedestrian and cycle routes to the site indicating shared and dedicated facilities.
- Car sharing information – liftshare.com.



- Details of walking websites, for example, www.livingstreets.org.uk.
- Details of cycling websites, for example, www.sustrans.org.uk.

5.7.3 This information will be kept up-to-date by the TPC and circulated as and when services change.

5.8 Travel Voucher

5.8.1 It is proposed to provide a travel voucher to the sum of £50 per household which could be used for a bus pass or cycle equipment.

5.9 Car Sharing

5.9.1 Information will be provided to residents through the Travel Pack and notice board on Oxfordshire County Councils branded car share scheme www.oxfordshirecarshare.com which enables people to join for free and search for potential car share matches. Car sharing helps:

- Reduce the costs of travelling.
- Undercuts the cost of nearly all forms of motorised transport.
- Cuts congestion and pollution; and
- Reduces parking problems.

5.10 Personalised Travel Planning

5.10.1 Sales staff will offer each household the opportunity to receive personalised travel advice soon after moving into the new house with the understanding that further sustainable travel incentives will be provided.

5.10.2 This will be undertaken by the TPC with a questionnaire to be completed and personal travel options and benefits researched and supplied in return with the aim of influencing resident's travel habits in view of meeting the long-term targets for the site.

5.11 Household Broadband

5.11.1 Each household will be fitted with broadband connections to promote working from home and online shopping. Working from home and home shopping helps save money



on fuel and parking, saving wear and tear on the car, and saved time on travelling and finding a car parking space at work or at the shops.

5.11.2 This will help promote working from home practices.

5.12 **Notice Board**

5.12.1 A notice board will be placed in the site providing travel information and information on local events.



6.0 OBJECTIVES AND TARGETS

6.1 Introduction

- 6.1.1 It is important that all parties are clear from the outset as to the objectives being sought through the TP. These requirements will drive the form and content of the TP, including the targets chosen.

6.2 Objectives

- 6.2.1 The overarching objectives of this TP are to:

- 1) Reduce the need for unnecessary travel to and from the development and assist those who need to travel to do so by sustainable modes.
- 2) Achieve a minimum number of additional single occupancy car traffic movements to and from the development.
- 3) Encourage those travelling to and from the development to use public transport, cycle, walk and car share; and
- 4) Provide adequately for those with mobility difficulties.
- 5) Monitor Travel Patterns and identify further opportunities to encourage travel by walking, cycling and public transport.

6.3 Targets

- 6.3.1 Setting targets is essential in assessing whether or not the TP has been successful and where, if necessary, improvements / amendments could be made. These targets should be SMART:

- Specific.
- Measurable.
- Achievable.
- Realistic.
- Time-bound.



- 6.3.2 A review of 2011 Census data for the Middle Super Output Area (MSOA) of West Oxfordshire 007 in which the site is located shows that 80% of people drive to work and 13% walk, cycle or use public transport. **Table 7** sets out the targeted modal shares for the five-year monitoring period following completion of the development.

Table 7 – Travel to Work Modal Splits

Modal Choice	Baseline Modal Split %	Year 1	Year 3	Year 5
Driving a Car or Van	79.77%	77.77%	74.77%	69.77%
Passenger in a Car or Van	4.67%	5.07%	5.67%	6.75%
On Foot	5.48%	5.88%	6.48%	7.70%
Cycle	3.90%	4.31%	4.90%	6.50%
Train	1.42%	1.82%	2.40%	2.45%
Bus	2.48%	2.88%	3.50%	4.55%
Other	2.27%	2.27%	2.27%	2.27%

- 6.3.3 Travel surveys will be undertaken upon occupation to determine the baseline modal split. The above targeted modal split will be adjusted accordingly. Survey form will be sent out with the Sustainable Travel Packs. The Travel Plan will be updated within 3 months of occupation of 50% of the site (70th dwelling) when adequate survey data is available.
- 6.3.4 A sample residential travel survey is attached at **Appendix B**.



7.0 MONITORING

7.1 Surveys

7.1.1 The effectiveness of the TP at encouraging sustainable travel will be monitored within a travel survey to be conducted by the Travel Plan Co-ordinator for a period of five years following the development's completion. Initial survey forms will be sent out with the Smarter Travel Information Pack.

7.1.2 Travel Surveys will be undertaken at Years 1, 3 and 5 of the monitoring period. Residents not part of the original response will be sent forms by post. The surveys will be based on Oxfordshire County Council's survey templates and the TPC will ensure that the correct template is used. Oxfordshire County Council require an 80% response rate for developments of between 80 and 160 dwellings, and the TPC will try to achieve this response rate where possible. Results of the surveys should be forwarded to the Travel Plans Team at OCC within one month of completion.

7.1.3 In addition, a survey of peak hour vehicle movements will be undertaken at the same time as the travel surveys to monitor the impact of the TP and to assess the targets. The survey will be undertaken using automatic traffic counters collecting one week's worth of data from which the five-day average flows will be taken.

7.2 Plan Performance Audits

7.2.1 The results will be submitted to OCC biannually in years 1,3 and 5 and will be reported within one month of the survey date to the Council. The report will take the following format:

Chapter 1 – Introduction and Background. This will detail the site to which the report relates and provide details of occupier, name, date of occupation, number of staff employed, working hours, number of parking spaces etc.

Chapter 2 – Results of Surveys. This section will detail the results of the surveys that have been undertaken against the indicators set out above. It will include details of current travel situation and target levels. The original data from the surveys will



be included as an appendix.

Chapter 3 – Initiatives Undertaken. This will provide details of the work and initiatives undertaken over the previous 12 months, with supporting evidence as necessary.

Chapter 4 – Problems and Issues. This section will detail any problems encountered in implementing the Travel Plan and any issues which remain unresolved or require progress in future.

Chapter 5 – Specific Measures from Travel Plan. This section will detail how all measures from the travel plan have been implemented in terms of infrastructure, policy and promotion of each specific travel mode and strategy (walking, cycling, public transport, car sharing, general measures, working practices, etc). This will include evidence of how each measure has been implemented and completed checklist of measures agreed at the planning application stage.

Chapter 6 – Summary. This will set out whether the Travel Plan is on track to meet targets and if not why not.

Chapter 7 – The Plan for the next 12 months. This will include any specific outcomes and desired results and any additions to the Travel Plan.

- 7.2.2 The Council will respond within one month of receipt, either approving the report or requiring a review of current practices.

7.3 **Failsafe Mechanisms**

- 7.3.1 Discussions will be held as to how any failed targets might be better achieved. Through consultation with Oxfordshire County Council, the Plan and its targets will be readdressed annually. It may be, for example, that the targets are made less ambitious on one mode, while tightened up on another to compensate.



7.4 **Monitoring Fee**

- 7.4.1 Oxfordshire County Council requires a TP monitoring fee to be payable to the Council by the developer and should be submitted in one payment on signing the Section 106 agreement. For this development a monitoring fee of £1,426 is required.



8.0 SUMMARY ACTION PLAN

8.1.1 **Table 8** below summarises the key actions based on the above.

Table 8 – Travel Plan Action Plan

Objective	Measures	Target	Action By	Timeframe
1) Reduce the need for unnecessary travel to and from the development and assist those who need to travel to do so by sustainable modes.	A new 3m footway along Burford Road.	To increase walking and cycling from 9.4% to 14%	Developer	Prior to occupation. To be completed at site construction stage
	Bicycle User Group.			
	Information on walking and cycling in the local area		Developer	
	Cycle parking to be provided for all dwellings		Developer	
	Explore cycle training for adults and children.			
	Site Notice Boards		Developer	
	Electric Charging for dwellings		Developer	
2) Achieve a minimum number of additional single occupancy car traffic movements to and from the development.	Negotiate discounts for residents on bikes.	To increase public transport use from 3.9% to 7%		
	Provision of Smarter Travel Information Packs	To reduce single occupancy car driver trips from 79.7% to 69.7%	TPC / Developer	Packs to be prepared in advance of first completion. To be handed to occupant on occupation.
	Travel Voucher		Developer	When residents move into property.
	Sustainable Travel Events		TPC	Ongoing
	Personalised Travel Planning		TPC / Sales Staff	After occupation (2 – 3 weeks and then after two years).
	Household broadband			
	Car share database		TPC	From occupation
3) Encourage those travelling to and from the development to use public transport, cycle, walk and car share.				
4) Provide adequately for those with mobility difficulties.	Dropped kerbing with tactile paving to be provided at junctions. Provision of disabled parking bays where appropriate.	-	Developer	Prior to occupation. To be completed at site construction stage
5) Monitor Travel Patterns	Travel Plan Co-ordinator	To reduce single	Developer	Prior to occupation and



		occupancy car driver trips from 79.7% to 69.7%		throughout lifetime of monitoring
	Initial Marketing		TPC	As above
	On-going Marketing		TPC	Two years from completion
	Other Measures		TPC	From first occupation
	Monitoring		TPC	As set out in Chapter 7.0 above

Appendix A

PRELIMINARY

1. Site boundary (NCT274)

2. Proposed vehicular and pedestrian access

3. Proposed pedestrian/cycle connection

4. Primary access

5. Secondary street

6. Private drive

7. Proposed recreational route

8. Proposed playground

9. Proposed street on basin

10. Existing vegetation retained and enhanced in readiness with locally characteristic and native species

11. Proposed woodland edge

12. Proposed green buffer to existing property

13. Proposed pumping station

14. Proposed footpath along Bedford Road

PRELIMINARY

- 1
- 2
- 3
- 4
- 5
- 6
- 7
- 8
- 9
- 10
- 11
- 12
- 13
- 14

Area	Date	Owner/Client
12.500 @ A3	October 2022	edge
466	P03	D

Land to the west of
MINSTER LOVELL

Illustrative Masterplan

Site ref	Drawn by	Project
466	P03	D



edge Placemaking Group Ltd
100% Local, 100% Edge
100% Local, 100% Edge
100% Local, 100% Edge
100% Local, 100% Edge



Appendix B

1. What is your postcode
2. Do you or any member of your household own a car?
Yes
No
If yes how many in total?

3. How long have you lived at your current address?
0-6 months
6 months – 1 year
1-2 years
2-3 years
3-4 years
4-5 years
Longer than 5 years

4. How do you most frequently travel to and from your home for the following activities?
(choose the mode of travel that you use most often)

Reason for travel	Walk	Cycle	Bus	Train	Car (drive alone)	Car share with another	Motorcycle	Other (please specify)
Work								
Shopping/Leisure								
Education								

5. How often do you use the following modes of travel for journeys from your home?

Travel Mode	Very often (7 times a week)	Quite often (4-6 times a week)	Occasionally (1-2 times a week)	Never
Walk				
Cycle				
Bus				
Train				
Car (drive alone)				
Car Sharing				
Motorcycle				
Other				

6. Have you changed your most common mode of transport since relocating to this development?
Yes
No

If yea, what was the main reason for this change?

7. Which of the following changes would most encourage you to cycle for journeys in the local area? (If you already cycle, which would you most like to see?)

Safer, better lit cycle paths

Improve cycle paths on the journey to the town centre/ rail station

Improve cycle parking at this development

Arrangements to buy a bicycle discount

Improved crossing facilities

None of the above

Other (please specify)

8. Which of the following changes would most encourage you to use public transport for your journeys in the local area? (If you already travel by public transport, which would you most like to see?)

More direct bus routes

More frequent bus services

More frequent rail services

Public transport information

Better lighting at bus shelters

None of the above

Other (please specify)

9. Which of the following changes would most encourage you to walk for journeys in the local area? (If you already walk, which would you most like to see?)

Better lighting

More improved pedestrian crossing points

Slower speed limits

None of the above

Other (please specify)

10. Which of the following changes would most encourage you to car share? (If you already car share, which would you most like to see?)

More help in finding car share partners who have similar work patterns

Free taxi home if let down by car

More information regarding car sharing

None of the above

Other (please specify)

11. Did you know this development operates a Travel Plan

Yes

No


12. If yes, how did you find out about the Travel Plan?

During the sales process
Development publication
Other (please specify)

13. Would you like to receive more information regarding the Travel Plan?

Yes

No



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