

February 2023

London Luton Airport Expansion

Planning Inspectorate Scheme Ref: TR020001

Volume 7 Other Documents
7.13 Framework Travel Plan

Application Document Ref: TR020001/APP/7.13
APFP Regulation: 5(2)(c)

The Planning Act 2008

**The Infrastructure Planning (Applications: Prescribed Forms and Procedure)
Regulations 2009**

**London Luton Airport Expansion Development Consent
Order 202x**

7.13 FRAMEWORK TRAVEL PLAN

Regulation number:	Regulation 5(2)(q)
Planning Inspectorate Scheme Reference:	TR020001
Document Reference:	TR020001/APP/7.13
Author:	Luton Rising

Version	Date	Status of Version
Issue 1	February 2023	Application issue

EXECUTIVE SUMMARY

This document is the **Framework Travel Plan** (which sets out the structure and approach for Travel Plans (TPs) that will be produced in accordance with the requirements of the **Draft Development Consent Order (DCO)** to deliver upon the vision and objectives for surface access as the airport expands.

It has been prepared to support the proposed expansion of London Luton Airport ('the Proposed Development'). This application is made by Luton Rising (a trading name of London Luton Airport Limited), owners of London Luton Airport ('the Applicant'). Luton Rising is a business and social enterprise owned by a sole shareholder, Luton Borough Council, for community benefit. Luton Rising is at the heart of a movement for positive change in the Luton community. The purpose of this **Framework Travel Plan (FTP) [TR020001/APP/7.13]** is to set out the proposed structure and approach to developing five-year Travel Plans (TPs) in accordance with the **Draft Development Consent Order (DCO) [TR020001/APP/2.01]** and to deliver upon the vision and objectives for surface access as the airport expands.

This FTP sets out how the five-yearly TPs will collect and report on the results of ongoing surface access monitoring and consider comments and views from key stakeholders on the level of ambition and the key Targets to be set for surface access mode share.

A key component of the TPs will be an update on surface access context including public transport, vehicular access (including update of usage of electric vehicles) and active travel. This information will support the operator in updating the surface access Targets for the next five-year period.

TPs will require the operator to identify, monitor and report on multiple surface access Targets. These can be sub-divided into the following:

- a. management Targets – which relate directly to the surface access Vision and Objectives; and
- b. monitoring Targets – which track the success of specific interventions and enable forward planning of future interventions.

Each TP must include the two headline management Targets, which comprise passenger and staff mode share:

- a. non-sustainable modes passenger travel mode share (% of passengers using non-sustainable travel modes of all passengers travelling to and from the airport); and
- b. non-sustainable modes staff mode share travel mode share (% of staff using non-sustainable travel modes of all staff travelling to and from the airport).

Each TP will identify the key interventions the operator will implement and utilise to enable the Targets to be met. The TP will also serve as the future Airport Surface Access Strategy. TPs will not include information about the potential changes to the use and performance of the road network as a result of the Proposed Development. This is provided in the **Transport Assessment [TR020001/APP/7.02]** and associated monitoring approach.

This FTP sets out the longlist of interventions and measures that the operator could draw upon when the appointed Travel Plan Coordinator is developing a new TP, in order to

achieve the designated Targets. The interventions and measures are grouped within the following five priority areas:

- a. Luton DART and rail;
- b. bus and coach;
- c. walking and cycling;
- d. vehicle access, parking, private hire vehicles and taxis; and
- e. technology and communications.

Interventions and measures include:

- a. infrastructure, facilities and provision: physical provision and improvements of transport infrastructure and facilities;
- b. services, incentives and controls: designed to serve the existing transport demand and to influence its characteristics; and
- c. information, promotion, data and branding: inform passengers and staff of available travel options, raise awareness of benefits and advantages of using them, and improve overall visibility and attractiveness of public transport and active modes.

Luton DART and rail interventions are aimed at encouraging the use of the new Luton DART link from Luton Airport Parkway station and the rail network for both staff and passengers. Measures include improvements at the interchanges, improved passenger information, such as real time displays, and working with partners on improved services and ticketing.

Interventions and measures for improving access by bus and coach include maximising the new facilities provided as part of the Proposed Development. An improved and expanded network of routes could be developed by working with partners on a combination of new bus and coach routes, including new express bus routes and the strengthening of existing services. These services will be complemented by measures such as promotion of discounted staff travel and improved information for passengers.

Walking and cycling interventions are aimed at improving the experience both on the airport site and in the airport vicinity, primarily for staff but also passengers staying nearby through protected routes, improved wayfinding, and secure storage facilities.

For vehicle access, a key priority is progressing measures which support the uptake of electric vehicles through supporting infrastructure and incentives and measures to support vehicles efficiency through avoiding empty vehicle trips for taxis, and maximising opportunity for car sharing.

The adoption of new technology will be key across all modes to improving how the airport encourages public transport use, through better information provision to travellers, encouraging the use of ultra-low emission vehicles and providing better insights to encourage greater use of sustainable modes.

TPs will build on the work already undertaken by the operator as part of the ongoing existing Airport Surface Access Strategy with increased monitoring and engagements with stakeholders. Luton Borough Council, as the relevant planning authority, will have final approval of each TP and the proposed Targets over its five-year duration.

Contents

	Page
Executive Summary	
1 Introduction	1
1.1 The purpose of this document	1
1.2 When will TPs be produced in accordance with this FTP?	2
1.3 Who will produce TPs in future?	2
1.4 The Vision and Objectives of the Surface Access Strategy	3
2 Policy Update	5
3 Surface access at the airport today	7
4 Surface Access Targets	8
4.1 Setting of Targets	8
4.2 Review of Targets	12
4.3 Progress against Targets	13
5 Interventions and Measures	14
5.1 Toolbox approach	14
5.2 Interventions and measures	14
6 Survey and Monitoring Results	28
6.2 Existing ASAS / TP	28
7 Monitoring, Management and Governance of the Travel Plan	30
7.1 Requirements	30
7.2 Monitoring	30
7.3 Management	32
7.4 Governance	33
Glossary and Abbreviations	36
References	37

Figures

Figure 1.1: The SAS's Vision, Objectives and Priority Areas

Figure 6.1: Targets set in ASAS 2018-2022 for 2019 and 2022 (SOV – Single Occupancy Vehicle)

Figure 6.2: Targets set in ASAS 2018-2022 for 2019 and 2022

Figure 7.1: TP governance

Tables

Table 4.1: Surface access Targets

Table 5.1: Toolbox of interventions and measures: Luton DART and rail

Table 5.2: Toolbox of interventions and measures: bus and coach

Table 5.3: Toolbox of interventions and measures: walking and cycling

Table 5.4: Toolbox of interventions and measures: managing vehicle access and parking

Table 5.5: Toolbox of Interventions and Measures: Technology and Communications

Table 7.1: Surveying and data collection methods

Table 7.2: TP Governance – roles and responsibilities

1 INTRODUCTION

1.1 The purpose of this document

- 1.1.1 This document is the **Framework Travel Plan (FTP) [TR020001/APP/7.13]** which sets out the structure and approach for Travel Plans (TPs) that will be produced in accordance with the requirements of the **Draft Development Consent Order (DCO) [TR020001/APP/2.01]** to deliver upon the vision and objectives for surface access as the airport expands.
- 1.1.2 It has been prepared to support the proposed expansion of London Luton Airport ('the Proposed Development'). This application is made by Luton Rising (a trading name of London Luton Airport Limited), owners of London Luton Airport ('the Applicant'). Luton Rising is a business and social enterprise owned by a sole shareholder, Luton Borough Council, for community benefit. Luton Rising is at the heart of a movement for positive change in the Luton community
- 1.1.3 While the **Surface Access Strategy (SAS) [TR020001/APP/7.12]** covers a 20-year period and guides the long-term growth of the airport, the TPs are the implementation plans for this strategy. TPs will be produced every five years, with specific time-bound Targets for surface access during that shorter time period, supported by a package of interventions and measures to achieve them.
- 1.1.4 TPs will contain the results of ongoing monitoring and consider comments and views from stakeholders including the Airport Transport Forum (ATF) and the London Luton Airport Consultative Committee (LLACC) on their content and level of ambition. Each TP will set Targets for the next five-year period. They will also identify the interventions and measures to be implemented as part of the TP, including details of their delivery and how each will contribute towards achieving specific Targets.
- 1.1.5 This FTP provides the framework for the required content of future TPs. The structure of this FTP comprises:
- a. a review of current policies of relevance to the TPs;
 - b. the existing context of surface access provision and travel patterns at the airport;
 - c. the vision and objectives for the SAS, which the TP will strive to deliver upon;
 - d. how the surface access Targets for the TPs will be set;
 - e. interventions and measures;
 - f. the survey and monitoring results with respect to the Targets; and
 - g. monitoring, management and governance of the future TPs.
- 1.1.6 The TPs will not include information about the potential changes to the use and performance of the road network as a result of the Proposed Development. This is provided in the **Transport Assessment (TA) [TR020001/APP/7.02]**. The approach for monitoring impacts on the road network is set out in the TA in an

appendix which sets out the Outline Transport Related Impacts Monitoring and Mitigation Approach (Outline TRIMMA).

- 1.1.7 Similarly, TPs will not include details relating to construction traffic or construction workforce travel. These matters will be dealt with through separate construction-related documents, including a **Construction Traffic Management Plan** and **Construction Workers Travel Plan** contained within **Appendix 18.4 of the Environmental Statement [TR020001/APP/5.02]**, the production of which is secured by separate DCO requirements.

1.2 When will TPs be produced in accordance with this FTP?

- 1.2.1 No part of the authorised development is to be operated until a travel plan for the operation of the authorised development has been submitted to and approved in writing by the relevant planning authority as set out in the Draft DCO **Draft DCO [TR020001/APP/2.01]**, as specified by Requirement 30 of the Draft DCO. The TP will also serve as the Airport Surface Assess Strategy (ASAS) for the airport in accordance with Department for Transport's (DfT) policy requirements within the Aviation Policy Framework (APF) (2013) (Ref 1.1), and the structure of this **FTP** is consistent with the recommendations for ASAS' content set out in the APF.
- 1.2.2 This process will involve the commencement of data collection necessary to support achievement of and measurement against Targets.
- 1.2.3 Subsequent TPs will then be required to be produced every five years in perpetuity.

1.3 Who will produce TPs in future?

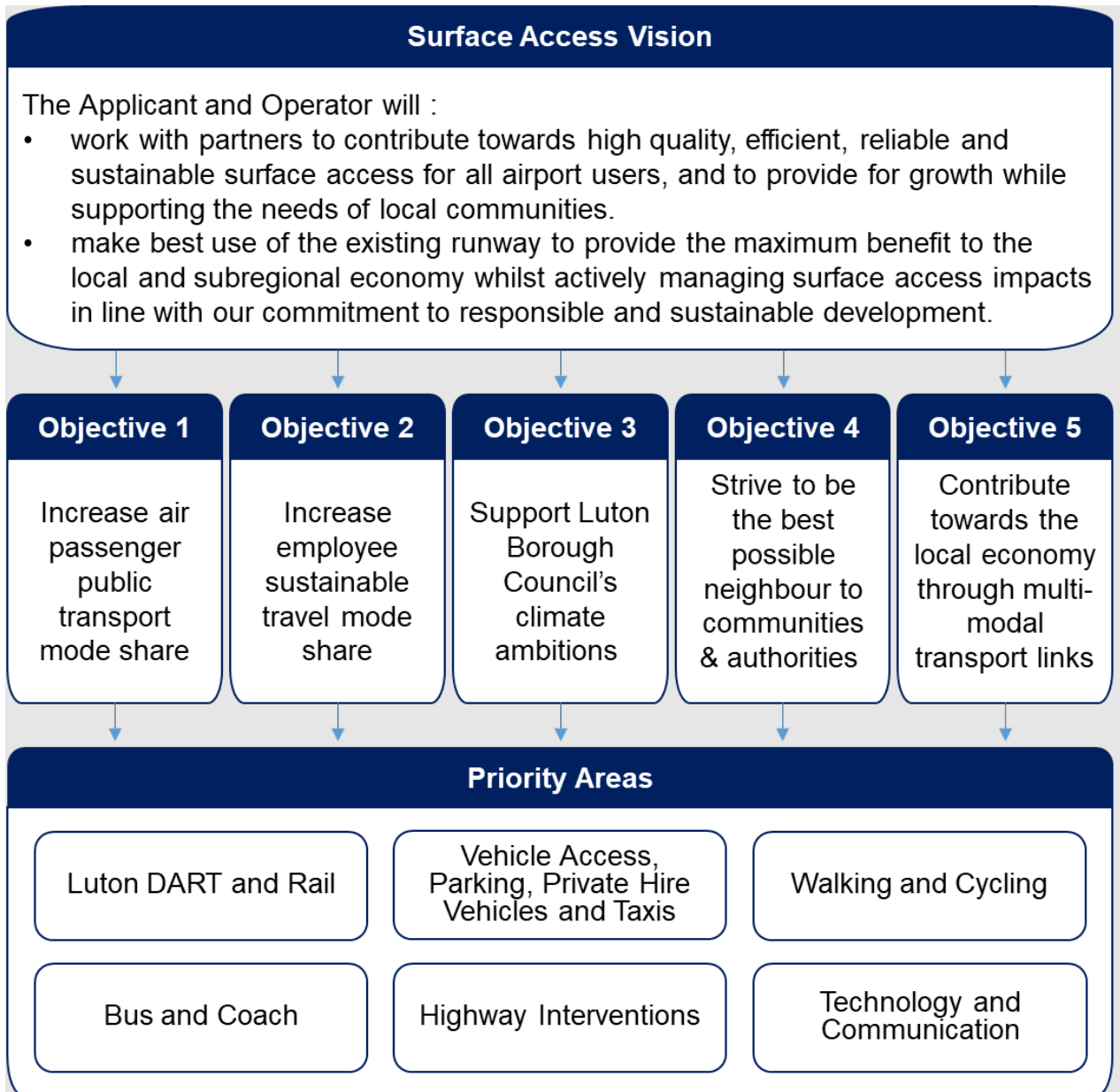
- 1.3.1 All requirements secured through the Order fall to the undertaker of the development, which in this case is Luton Rising as the Applicant. However, day-to-day management, operation and development of the airport is the responsibility of London Luton Airport Operations Limited (LLAOL) – 'the operator' – under the terms of a concession agreement, that currently runs to 2032.
- 1.3.2 It is the Applicant's intention that the body that operates the airport over the short and longer term must do so having full regard to all of the obligations that the DCO places on them in regard to the implementation of future growth, including those related to this FTP. The intention therefore is that the obligation to produce and implement the TPs from the DCO will be transferred from Luton Rising to LLAOL through a legal agreement.
- 1.3.3 At the end of the current concession, the restrictions, liabilities and obligations will revert from LLAOL to Luton Rising. They will remain with Luton Rising until a new transfer agreement is made with an appointed operator. In this way, the requirement to periodically produce TPs every five years as a result of the DCO will always be in place (whether with the operator or the Applicant) and can also be transferred to any new future operator.

1.3.4 Within this document (and the **SAS [TR020001/APP/7.12]**), therefore, when referring to the processes and requirements related to the production of TPs and future implementation of the SAS, reference is made to the airport operator, rather than the Applicant, as if the benefit of the Order had been transferred. As part of the development of these proposals, Luton Rising has worked closely with LLAOL to understand how both parties can build upon the work undertaken to date to increase the sustainability of operations at the airport and ensure that the surface access Vision and Objectives are realised. This is set out in more detail in the SAS.

1.4 The Vision and Objectives of the Surface Access Strategy

1.4.1 The Vision and Objectives set out below underpin and guide the intended outcomes of the five-yearly TPs. They have been developed to reflect the ongoing importance of the airport as a regional transport hub and therefore provide a range of socio-economic benefits to Luton and the three Counties (Bedfordshire, Buckinghamshire and Hertfordshire), as well as the wider region and nationally. As the airport delivers significant socio-economic benefits, the operator also recognises that without considered management and intervention, surface access can result in effects that impact local communities and authorities.

Figure 1.1: The SAS’s Vision, Objectives and Priority Areas



2 POLICY UPDATE

- 2.1.1 This section of any TP will set out current policy of relevance to the production of TPs and ASASs. This will ensure that the TPs relate to up-to-date documentation and reflect industry best practice.
- 2.1.2 The **TA [TR020001/APP/7.02]** and **SAS [TR020001/APP/7.12]** contain policy analysis relevant to airport surface access matters and nationally significant infrastructure projects (NSIPs) in England.
- 2.1.1 The documents summarised below directly refer to the recommendation or requirement to produce ASASs or TPs respectively.
- 2.1.1 The National Planning Policy Framework (NPPF) (2021) (Ref 2.1) sets out the Government's planning policy for England and details how this should be applied. The NPPF recognises that travel plans are key tools which can be used to facilitate the use of sustainable transport modes for the movement of people and goods. Paragraph 113 of the NPPF establishes that "all developments which generate significant amounts of movement should be required to provide a Travel Plan".
- 2.1.2 DfT's Aviation Policy Framework (2013) (Ref 1.1) advises that all airports in England and Wales with more than 1,000 passenger air transport movements a year should set up an Airport Transport Forum (ATF)¹. The primary purpose of ATFs is to encourage partnership between airport operators, local authorities, transport operators, local people and businesses, and other relevant parties, to improve public transport access to airports, and reduce reliance on private, road-based transport, congestion, and pollution on nearby roads.
- 2.1.3 Within the Aviation Policy Framework, DfT also recommends that ATFs produce Airport Surface Access Strategies to set out:
- a. analysis of existing surface access arrangements;
 - b. targets for increasing the proportion of journeys made to the airport by public transport by passengers and cycling and walking by employees. There should be short- and long-term targets;
 - c. consideration of whether freight road traffic can be reduced;
 - d. consideration of how low carbon alternatives could be employed;
 - e. short-term actions and longer-term proposals and policy measures to deliver on Targets such as:
 - i. proposed infrastructure developments e.g. light rail;
 - ii. car/taxi sharing schemes;
 - iii. improved information provision on public transport, cycling and walking options;
 - iv. car park management;
 - v. through-ticketing schemes;
 - vi. indication of the cost of any proposals;

¹ Luton Airport has an active ATF, with the current ASAS including a target for increasing the number of organisations attending the forum.

- vii. performance indicators for delivering on targets;
- viii. monitoring and assessment strategies (internal and external); and
- ix. green transport incentive schemes for employees.

2.1.4 The Government recognises that different targets and proposals for meeting targets will be appropriate for different areas. It is advised that this list is therefore not prescriptive or exhaustive.

2.1.5 DfT's Flightpath to the Future (2021) (Ref 2.2) also states that airports are expected, through their surface access strategies, to set targets for sustainable passenger and staff travel to and from the airport.

3 SURFACE ACCESS AT THE AIRPORT TODAY

3.1.1 This section of any TP will summarise the current surface access context across the six priority areas, specifically identifying changes in the most recent five years:

- a. Luton DART and Rail
 - i. new, existing and planned infrastructure;
 - ii. new, existing and planned services.
- b. Vehicle access, parking, private hire vehicles² and taxis
 - i. drop-off and pick-up locations;
 - ii. car park locations and quanta;
 - iii. car hire arrangements;
 - iv. electric vehicle charging;
 - v. car sharing arrangements;
 - vi. private hire vehicle and taxi arrangements.
- c. Bus and coach
 - i. new, existing and planned infrastructure;
 - ii. new, existing and planned bus services;
 - iii. new, existing and planned coach services.
- d. Walking and cycling
 - i. new, existing and planned infrastructure;
 - ii. schemes to support uptake of active travel.
- e. Highway interventions
 - i. new, existing and planned infrastructure.
- f. Technology and communications

3.1.2 Whilst the proposed highway capacity interventions in relation to surface access are included in this section, the approach to monitoring of traffic volumes to inform the need and delivery programme for these interventions is set out in the **Outline TRIMMA** which forms an appendix to the **TA [TR020001/APP/7.02]**, rather than in this FTP. The context which will help describe the need for these interventions will be included in this chapter to establish their impacts (if any) on the ability of passengers and staff to access the airport, possible adverse effects on travel behaviour and to inform whether future TPs need to consider wider mitigation.

² The term 'private hire vehicles' (PHVs) refers to a wide range of licensed vehicles including minicabs, chauffeur and executive cars and limousines that requires a person to use a smartphone app, website or telephone booking to book a ride in advance, usually in a privately owned vehicle. Addison Lee, Uber and Bolt are examples of PHV providers. Taxis, also known as black cabs or hackney carriages, do not require bookings and can be hailed on-street.

4 SURFACE ACCESS TARGETS

4.1 Setting of Targets

- 4.1.1 TPs will require the operator to identify, monitor and report on multiple surface access Targets. These can be sub-divided into the following:
- a. management Targets – which relate directly to the surface access vision and objectives (e.g. mode share Targets); and
 - b. monitoring Targets – which track the success of specific interventions and enable forward planning of future interventions (e.g. the utilisation of existing and subsequent need for additional Electric Vehicle (EV) charging).
- 4.1.2 As shown in the **SAS [TR020001/APP/7.12]**, baseline data for passenger and staff travel has been subject to considerable variation over recent survey years. Therefore, Targets in the first TP post DCO consent will be set with reference to the latest Civil Aviation Authority (CAA) air passenger travel data and the most recent staff survey. It is accepted that the operator will pursue an equivalent alternative source of survey data (e.g. undertaking their own departure surveys) should the CAA survey not be available for a particular annual cycle, at any stage in the future, for whatever reason.
- 4.1.3 All Targets must include the following as a minimum:
- a. a description of the Target and how it supports the delivery of the surface access objectives;
 - b. the deadline by which the Target should be achieved, which can be between 1-5 years for each TP period;
 - c. the magnitude of the Target and, where considered appropriate, a trajectory; and
 - d. the surveying method and frequency.
- 4.1.4 To determine the appropriate magnitude of each Target, the following must be considered:
- a. the relevant surface access limits set out by the **Green Controlled Growth (GCG) Framework [TR020001/APP/7.08]**, and future growth plans (where the level of passenger throughput at which the limits change might be reached). Targets should strive to achieve higher levels of sustainable transport mode share than the Limits, which correspond with the 'reasonable worst case' assumptions of the **TA [TR020001/APP/7.02]**, to reflect the additional level of ambition of the Applicant and the operator as the airport grows;
 - b. responding to modelling assumptions set out in the TA;
 - c. due regard to recent five-year CAA passenger survey/staff surveys and trends over the duration of the previous ASAS/TP;
 - d. a lookahead to delivery of transport infrastructure delivery in the next five-year period by both the operator and third parties; and

- e. engagement with the ATF, the LLACC and other bodies involved in the Governance of the TPs.

4.1.5 Each TP must include the two headline management Targets, which comprise passenger and staff mode share, consistent with the surface access related GCG Limits:

- a. non-sustainable modes passenger travel mode share (% of passengers using non-sustainable travel modes of all passengers travelling to and from the airport); and
- b. non-sustainable modes staff mode share travel mode share (% of staff using non-sustainable travel modes of all staff travelling to and from the airport).

4.1.6 Each TP must then also set monitoring Targets for other surface access-related indicators. Table 4.1 shows the required Targets, their purpose, application to passengers / staff / both and the surveying method and frequency.

4.1.7 The scope of monitoring Targets may be revisited when developing the first TP to best reflect the survey results and specific priority areas that require focused intervention. Additional management Targets may also be introduced where considered appropriate.

4.1.8 The diversification of Targets in this way will allow for the collection, analysis and ongoing review of more granular data and an improved understanding of how interventions and measures are performing.

Table 4.1: Surface access Targets

Target	Purpose of Target	Pax	Staff	Surveying method and frequency
Management Targets				
Non-sustainable modes passenger travel mode share (% of passengers using non-sustainable travel modes of all passengers travelling to and from the airport)	This headline Target is borne from the overall objective to reduce the proportion of passengers that use unsustainable modes to travel to and from the airport. It represents the ultimate impact of all implemented TP measures and interventions. This will be equal to or lower than the GCG Limit.	✓		CAA Departing Passenger Survey Data <i>Annual</i>
Non-sustainable staff mode share travel (% of staff using non-sustainable travel modes out of all staff	This headline Target is borne from the overall objective to reduce the proportion of staff that use unsustainable modes to travel to and from the airport. It		✓	Staff Travel Survey <i>Annual</i>

Target	Purpose of Target	Pax	Staff	Surveying method and frequency
travelling to and from the airport)	represents the ultimate impact of all implemented TP measures and interventions. This will be equal to or lower than the GCG Limit.			
Monitoring Targets				
Number of companies that have signed up to the TP (% of participating companies compared to the total number of companies employing staff based at the airport.	This Target will help improving the overall TP process and its uptake by various companies within the airport		✓	Employer Travel Survey <i>Annual</i>
Staff survey response rate (% of participating staff to total staff)	Whilst no specific Target will be set, recording this metric will ensure that the operator understands the response rate, which will impact on data quality used in TP monitoring and implementation.		✓	Staff Travel Survey, Employer Travel Survey <i>Annual</i>
Awareness of the TP and its interventions and measures (% of staff who are aware / total staff)	This Target will help push the operator to improve awareness of TP measures. It will help improving the overall level of the TP awareness among staff.		✓	Staff Travel Survey, Employer Travel Survey <i>Annual</i>
Share of staff car sharing (% of staff car drivers that are car sharing)	This Target will help focus attention to the delivery of the car sharing scheme and interventions and measures among staff.		✓	Snapshot surveys: car parking surveys (provision and utilisation) <i>Annual</i>
Number of EV charging points and utilisation (number of vehicles which can be charged and utilisation of charging points)	This Target will focus attention to the delivery of the EV charging infrastructure in the airport for staff and passengers to improve utilisation and satisfy demand.	✓	✓	Snapshot surveys: EV infrastructure surveys (provision and charging utilisation) <i>Annual</i>

Target	Purpose of Target	Pax	Staff	Surveying method and frequency
Number of cycle parking stands for staff and utilisation (provision and occupancy)	This Target will help increase the delivery of the more-site cycle parking for staff and improving utilisation.		✓	Snapshot surveys: cycle parking surveys <i>Annual</i>
Staff cycle mode share (% of cycling staff to total staff)	This Target will help focus attention on the increase of the number of staff using cycling as their main mode of travel to and from the airport.		✓	Staff Travel Surveys <i>Annual</i>
Number of electric cycle charging points (provision and utilisation)	This Target will help with delivering more on-site cycle charging infrastructure for staff and increase uptake.		✓	Snapshot surveys: e-cycle infrastructure surveys <i>Annual</i>
Uptake of cycle to work scheme (% of staff using the scheme to total staff)	This Target will help understand how popular the cycle-to-work scheme is among staff and awareness of the scheme.		✓	Staff Travel Survey <i>Annual</i>
New coach passengers (% of new coach passenger to total passengers)	This Target will help understand whether coach passengers are repeat users or first-time users, helping understand the success of efforts to attract new customers to coach travel.	✓		Snapshot surveys of arriving and departing coach passengers <i>Annual</i>
Luton DART patronage (total number of trips per quarter)	This Target will help with understanding how many passengers and staff use the Luton DART as part of their travel to and from the airport.	✓	✓	Patronage data from the ticketing system <i>Quarterly</i>
Luton DART user satisfaction rate (ongoing monitoring of the satisfaction rate)	To establish what improvements could be made to service (or wider rail network) and ensure that Luton DART is attractive for passengers and staff.	✓	✓	Snapshot survey of passengers and staff <i>Monthly</i>

Target	Purpose of Target	Pax	Staff	Surveying method and frequency
Parking utilisation (% occupancy across daily profile and season)	Whilst no specific utilisation Target will be set, utilisation and occupancy will be monitored. Through monitoring the operator will seek to encourage passengers to switch to more sustainable modes, in line with the TP Targets and will include considering ways to incentivise use of low / zero emission vehicles as well as switching to active and public transport.	✓	✓	Snapshot surveys: Car parking surveys <i>Annual</i>

4.2 Review of Targets

4.2.1 Targets within each TP must be reviewed and updated where considered necessary in following circumstances:

- a. every five years, when there is a requirement for the production of a new TP;
- b. where Targets are set with deadlines of less than five years, when that shorter deadline has been reached; and
- c. when Targets have been achieved based on the evidence from monitoring, the Targets must be reviewed and new Targets set where further progress is considered achievable within the remaining period of the TP.

4.2.2 At the end of the five-year cycle, TPs will undergo a detailed evaluation, undertaken by a TPC who will be appointed by the operator (more details on their role and responsibilities are set out in Section 7). The evaluation will include:

- a. appraising the impact / contribution of the implemented measures to the Targets;
- b. reviewing, adjusting and setting new Targets for the next five-year TP cycle in line with the long-term SAS objectives;
- c. selecting new interventions and measures to achieve new Targets; and
- d. setting a new funding budget for the next TP cycle.

4.2.3 The five-yearly review and reset of the TP Targets can be dependent on a number of factors including:

- a. progress towards Targets achieved to date (new baseline);

- b. external factors like conditions and capacity of external transport networks serving the airport, committed developments made by third parties and market trends; and
- c. funds available to introduce new interventions and measures.

4.2.4 However, the operator is keen to ensure that the Targets remain ambitious and aim to directly influence the increase in sustainable surface access to and from the airport in the longer term. Therefore, it is proposed that the newly set Targets are more ambitious towards sustainable behaviours compared to those achieved in a preceding TP cycle. The level of ambition when setting the percentage change for Targets will be informed by (where applicable):

- a. striving to go beyond the Limits for passenger and staff mode share;
- b. responding to modelling forecasts in the **TA [TR020001/APP/7.02]**;
- c. due regard to recent five-year CAA / staff surveys and surface access / transport trends over the duration of the previous ASAS/TP;
- d. a lookahead to delivery of transport infrastructure delivery in the next five year period; and
- e. engagement with the ATF and other bodies involved in the Governance of the TPs.

4.3 Progress against Targets

- 4.3.1 Monitoring of progress against Targets must take place utilising the identified survey methods at the specified frequency. Further detail is provided in Section 7.
- 4.3.2 Progress against Targets should be communicated regularly with relevant stakeholders, including the LLACC and the ATF.
- 4.3.3 Where Targets are achieved, they should be reviewed and updated as set out in Section 4.2.
- 4.3.4 Where Targets are not achieved, a review should be undertaken to determine the underlying causes for the lack of progress. Revised interventions must then be proposed within the following TP period and the Targets updated.

5 INTERVENTIONS AND MEASURES

5.1 Toolbox approach

- 5.1.1 This **FTP** sets out the longlist of interventions and measures that the operator could draw upon when the TPC is developing a new TP. The longlist, or toolbox, will be deployed flexibly to respond to changing circumstances and the results of ongoing monitoring and stakeholder feedback, ensure Targets are achieved and have the greatest impact on travel behaviour and mode choice. It is not an exhaustive list, and other interventions should be considered where required, but it represents those considered most appropriate by the Applicant at the point of submission of the application for development consent.
- 5.1.2 Some interventions, particularly where they have significant infrastructure requirements associated with them, will have to be implemented at a particular time or in accordance with a wider programme. Other interventions will be brought forward or delivered by others, with support of the operator. These interventions include maximising the opportunities presented by the delivery of third-party schemes which the Applicant and operator support, but has no direct control over their delivery, such as East West Rail.
- 5.1.3 TPs will contain interventions and measures selected to support the achievement of the Targets, in support of the wider **SAS [TR020001/APP/7.12]**, vision and objectives, and also ensure that GCG Limits are not breached. Whilst it is not suggested that all of these interventions and measures will be required, the operator can draw upon the combination of the interventions and measures as considered necessary, in consultation with LLACC and the ATF, and ultimately approved by the relevant planning authority.

5.2 Interventions and measures

- 5.2.1 The interventions and measures contained in this **FTP** are grouped within the following five priority areas, as set out in the **SAS [TR020001/APP/7.12]**, excluding the Highway Interventions priority area.
- 5.2.2 These comprise:
- a. Luton DART and rail - Table 5.1
 - b. Bus and coach - Table 5.2
 - c. Walking and cycling - Table 5.3
 - d. Vehicle access, parking, private hire vehicles and taxis – Table 5.4
 - e. Technology and communications - Table 5.5
- 5.2.3 The tables show how different interventions and measures are expected to contribute to the achievement of the five **SAS** objectives.
- 5.2.4 The tables indicate whether planning and implementation of measures will be delivered in partnership with other parties. The ATF provides a mechanism for the airport to engage with local stakeholders and National Highways, including support for local transport schemes.

5.2.5 Where relevant, interventions and measures are categorised by:

- a. infrastructure, facilities and provision (green): physical provision and improvements of transport infrastructure and facilities, e.g. working with partners and asset owners in upgrading rail or bus station facilities, providing cycle parking or improving quality of pedestrian footpaths, etc.;
- b. services, incentives and controls (red): designed to serve the existing transport demand and to influence its characteristics, e.g. working and engaging with partners and operators to introduce new rail and bus services where there is demand, providing fare discounts to encourage transport demand to shift from private vehicles to public transport, providing bicycle purchase discounts through salary sacrifice, introducing parking charges to shift transport demand from driving to sustainable travel options, etc.; and
- c. information, promotion, data and branding (orange): inform passengers and staff of available travel options, raise awareness of benefits and advantages of using them, and improve overall visibility and attractiveness of public transport and active modes e.g. increase promotion of the Staff Discount Travel Card, and organising and delivering cycle events for staff.

Table 5.1: Toolbox of interventions and measures: Luton DART and rail

Luton DART and Rail Intervention / Measure	Increases passenger PT mode share	Increases employee sustainable mode share	Support LBCs climate ambitions	Strive to be a good neighbour	Contribute towards the local economy	Delivery in partnership with Other Parties
Create interchange between Luton DART and cycling for staff, including cycle parking provision at the station		✓			✓	✓
Discounted/free/season ticket Luton DART tickets for staff		✓		✓		
Ensure the provision and maintenance of live travel information and timetables for staff and passengers	✓	✓				✓
Provide real-time information displays in both passenger terminals to report train arrivals	✓	✓				✓

Luton DART and Rail Intervention / Measure	Increases passenger PT mode share	Increases employee sustainable mode share	Support LBCs climate ambitions	Strive to be a good neighbour	Contribute towards the local economy	Delivery in partnership with Other Parties
and departures at Luton Airport Parkway station						
At Luton Airport Parkway station, provide real-time displays to reflect current aircraft arrivals and departures, thus providing two-way information	✓	✓				✓
Support new rolling stock with additional passenger seating capacity and dedicated spaces for luggage	✓	✓	✓		✓	✓
Provide integrated ticketing between rail and Luton DART to provide seamless connection to airport	✓	✓				✓
Engage with operators for improved service provision along Midland Mainline route particularly during off peak periods	✓	✓	✓		✓	✓
Explore better public transport interchange and connections from airport to rail stations not on Midland Mainline route	✓	✓	✓		✓	✓
Explore opportunities to develop new rail services to provide early morning, late night and weekend services at Luton Airport Parkway station to co-ordinate with the airport's operational schedule of arriving and departing airline services	✓	✓	✓			✓
East West Rail will improve catchment and connectivity to the airport, when delivered the operator will explore associated opportunities further	✓	✓			✓	✓
Support and influence the implementation of smart and discounted integrated ticketing	✓	✓				✓

Luton DART and Rail Intervention / Measure	Increases passenger PT mode share	Increases employee sustainable mode share	Support LBCs climate ambitions	Strive to be a good neighbour	Contribute towards the local economy	Delivery in partnership with Other Parties
between air and rail tickets (flight ticket including rail access ticket to the airport)						
Improve public transport links between the airport and other train stations such as Stevenage and Hitchin	✓	✓	✓		✓	✓
Increase promotion and marketing of Luton DART	✓	✓				
Promote travel opportunities associated with East West Rail and other third-party schemes	✓	✓				✓
Increase promotion of the Staff Discount Travel Card	✓	✓				
Ensure the real-time public transport information is shown on the airport’s website and is reflected on relevant social media pages	✓	✓				✓
Support a rebrand of ‘Luton Airport Parkway’ station as ‘London Luton Airport’, to emphasise its role	✓	✓				✓

Table 5.2: Toolbox of interventions and measures: bus and coach

Bus and Coach Intervention / Measure	Increases Passenger PT mode share	Increases Employee sustainable mode share	Support LBC' s climate ambitions	Strive to be a good neighbour	Contribute towards the local economy	Delivery in partnership with Other Parties
Deliver the Airport Access Road which will improve connectivity and journey time reliability for buses accessing the airport	✓	✓		✓	✓	
Connect Coach Hub to T1 by Luton DART extension	✓	✓				
Upgrade buses that transfer passengers from car parks to Terminals to zero emission fleet			✓	✓		
Strengthen coach offer with new station facilities at T2	✓	✓	✓			
Ensure clear signage and wayfinding guides users to nearby bus stops and that it is of a high standard	✓	✓				
Provide live travel information and timetables for staff and passengers for bus stops	✓	✓				✓
Provide real-time information displays in both passenger terminals to report bus and coach arrivals and departures from the bus and coach station	✓	✓				✓
At the bus and coach station, provide real-time displays to reflect current aircraft arrivals and departures, thus providing two-way information	✓	✓				✓
Provide supporting infrastructure for the bus and coach station including high quality 'way-finding' signage and priority lanes for buses, coaches and other multiple occupancy	✓	✓		✓		✓

Bus and Coach Intervention / Measure	Increases Passenger PT mode share	Increases Employee sustainable mode share	Support LBC' s climate ambitions	Strive to be a good neighbour	Contribute towards the local economy	Delivery in partnership with Other Parties
vehicles on the access and egress roads with complementary restrictions on use by private cars						
Explore opportunities associated with the ongoing A505 study considering public transport options including the feasibility of Bus Rapid Transit.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Explore opportunities associated with the Luton-Dunstable Busway and any proposed improvements	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Engage with bus operators to improve the existing routes and create new and extended routes, better connecting the airport to more places (especially east-west) and in particular urban areas and transport hubs	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Explore employee-only bus services to poorly connected residential areas		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>
Explore bus enhancements, including subsidies for the east- west routes to improve service provision and passenger experience	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Work with operators to strengthen F70 and F77 bus service from Milton Keynes to the airport	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Introduce new service from Stevenage to the airport and Leighton Buzzard to the airport	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Work with operators to develop arrangements for them to offer discounted air-coach	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>				<input checked="" type="checkbox"/>

Bus and Coach Intervention / Measure	Increases Passenger PT mode share	Increases Employee sustainable mode share	Support LBC' s climate ambitions	Strive to be a good neighbour	Contribute towards the local economy	Delivery in partnership with Other Parties
through-ticketing for the airport and bus tickets on the local network						
Bring forward a scheme to provide demand-responsive buses operating in the local area to transport employees to and from the airport. This scheme can supplement service buses and will be designed to plug gaps in geographic or temporal provision	✓	✓	✓	✓		✓
Identify and subsidise new bus routes to areas that are not serviced by existing provision, such as Aylesbury, this will add capacity to the overall bus and coach network to benefit both passengers and staff	✓	✓	✓	✓	✓	✓
Introduce new services for early morning and late-night provision at London Victoria Coach station	✓	✓	✓			✓
Work with the bus operators and local authorities to enhance the network of bus services to align with the airport's employment catchment areas. These will be key suburbs of Luton, local towns and local communities. Use postcode mapping of employees' home locations, and information on shift patterns, to refine routes and timings	✓	✓	✓	✓	✓	✓
Work with the bus and coach operators on introducing express services, possible options are to connect the airport to Luton town centre and Milton Keynes	✓	✓	✓			✓
Provide smart and discounted integrated ticketing between air and bus tickets (flight	✓	✓				✓

Bus and Coach Intervention / Measure	Increases Passenger PT mode share	Increases Employee sustainable mode share	Support LBC' s climate ambitions	Strive to be a good neighbour	Contribute towards the local economy	Delivery in partnership with Other Parties
ticket including bus access ticket to the airport)						
Work with the bus operators to introduce more frequent bus services to drop-off and pick-up at offsite locations such as transit hubs at Hitchin and Stevenage etc.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>
Investigate opportunity with Buckinghamshire County Council for a new bus / coach service connecting Aylesbury to the airport	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Work with transport providers to provide integrated ticketing between bus and rail to remove the overall barrier to further take up of Public Transport (PT) use for journeys involving use of both modes	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>				<input checked="" type="checkbox"/>
Develop ticket prices and offers for larger groups such as families – family fares and group bookings	<input checked="" type="checkbox"/>					<input checked="" type="checkbox"/>
Continue to promote local bus and coach travel and build upon previous attempts to promote the Luton Dunstable Busway	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>				<input checked="" type="checkbox"/>
Increase promotion of the Staff Discount Travel Card to encourage bus and coach usage by staff	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>				
Ensure the real-time public transport information is shown on the airport's website and is reflected on relevant social media pages	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>				<input checked="" type="checkbox"/>
Working with bus and coach operators, promote the on-site bus and coach station as	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>				<input checked="" type="checkbox"/>

Bus and Coach Intervention / Measure	Increases Passenger PT mode share	Increases Employee sustainable mode share	Support LBC' s climate ambitions	Strive to be a good neighbour	Contribute towards the local economy	Delivery in partnership with Other Parties
a national coach hub including serving London and the wider South East region						

Table 5.3: Toolbox of interventions and measures: walking and cycling

Walking and Cycling Intervention / Measure	Increases Passenger Public Transport mode	Increases employee sustainable mode share	Support LBC' s climate ambitions	Strive to be a good neighbour	Contribute towards the local economy through	Delivery in partnership with Other Parties
Ensure that high quality and appropriate wayfinding is in place to guide pedestrians to transport links and key destinations, ensure walkways are well-lit at night to ensure safe movement throughout the airport site (and vicinity) and consider color coded paving	✓	✓		✓		
Improve existing footpath provision from mid-stay car parks and nearby hotels to T1	✓	✓				
Incorporate secure cycle parking facilities within the design of all buildings within the site, ensure cycle storage facilities are well lit, secure and offer protection from the weather		✓				
Ensure adequate provision of shower and changing facilities for staff commuting by bicycle		✓				
Identify suitable commuter cycling corridors and routes to be improved		✓		✓		
Provide high quality cycle parking and facilities at T2		✓				

Walking and Cycling Intervention / Measure	Increases Passenger Public Transport mode	Increases employee sustainable mode share	Support LBC' s climate ambitions	Strive to be a good neighbour	Contribute towards the local economy through	Delivery in partnership with Other Parties
Explore opportunities associated with the Luton-wide cycling initiatives and consider making contributions towards them		✓	✓	✓	✓	✓
Consider making contributions towards North Hertfordshire Walking and Cycling Infrastructure plan for schemes that improve access to the airport		✓		✓	✓	✓
Provide interchange between Luton DART and cycling for staff, including cycle parking provision, storage and charging facilities for electric cycles		✓				
Explore opportunities associated with potential improvements for National Cycle Network (NCN) Route 6 which runs via Harpenden and accesses Luton Airport Parkway station		✓	✓	✓	✓	✓
Support sale of discounted locks and safety equipment (helmets and bike lights) through local bike shops for staff		✓			✓	
Promote the Cycle-to-Work scheme for staff (offering tax-free cycle purchases through salary sacrifice)		✓			✓	
Continue organising and delivering cycle events, initiatives, and training, and support national events where appropriate		✓				✓
Hold quarterly cycle maintenance event for staff		✓			✓	

Table 5.4: Toolbox of interventions and measures: managing vehicle access and parking

Vehicle Access and Parking Intervention / Measure	Increases Passenger PT mode share	Increases Employee sustainable mode share	Support LBC' s climate ambitions	Strive to be a good neighbour	Contribute towards the local economy through multi-modal transport links	Delivery in partnership with Other Parties
Installation of additional EV charging points for passengers. Work with the operator to conduct feasibility assessments and review of funding models for the provision of EV charging infrastructure, based on expected demand and charging patterns (noting the UK Government's policy to phase out the sale of new petrol and diesel cars in the UK by 2030)			✓	✓		
Installation of additional EV charging points for staff depending on increasing demand			✓	✓		
Ensure all changes in passenger parking provision are in line with the mode share Limits and Targets	✓					
Ensure all changes in staff parking provision are in line with the mode share Limits and Targets		✓				
Work with taxi and private hire operators to achieve efficient transition to zero emission vehicles serving the airport			✓	✓		✓
Provide Hackney cab rank at T2 forecourt	✓			✓		
Improve forecourt operations with ability to handle demand to limit queuing and antisocial drop-off	✓			✓		
Improve signage for vehicles between car parks, to limit circulation	✓			✓		
Support the expansion of the residents parking zone to the north of the airport	✓			✓		
Carry out feasibility study/review on Restricted Parking Zones (RPZs)	✓	✓		✓		✓

Vehicle Access and Parking Intervention / Measure	Increases Passenger PT mode share	Increases Employee sustainable mode share	Support LBC' s climate ambitions	Strive to be a good neighbour	Contribute towards the local economy through multi-modal transport links	Delivery in partnership with Other Parties
Work with operators to introduce cleaner and lower emissions vehicles for freight traffic			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>
Provide and enforce priority parking areas for car clubs and car sharing opportunities	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>
Explore procurement options for a change from diesel/petrol to electric/hybrid service vehicles on-site			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
Introduce controls and enforcement to prevent vehicles from idling while delivering or visiting the site	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
Provide taxi-sharing or ride-sharing opportunities through the use of car-sharing schemes, car clubs and app-based travel	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>				
Introduce new measures which encourage more efficient use of taxi and private hire trips, ensuring where possible vehicles are occupied in both directions, thus reducing the number of empty vehicle trips coming in and out of the airport	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>
Introduce areas for traffic management and traffic calming (on-way systems, chicanes, speed reduction features etc.)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>				<input checked="" type="checkbox"/>
Promote and optimise the car-sharing scheme for staff		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			
Carry out a feasibility/review of the opportunity to support provision of luggage	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>				<input checked="" type="checkbox"/>

Vehicle Access and Parking Intervention / Measure	Increases Passenger PT mode share	Increases Employee sustainable mode share	Support LBC' s climate ambitions	Strive to be a good neighbour	Contribute towards the local economy through multi-modal transport links	Delivery in partnership with Other Parties
delivery from/to the airport to/from passenger's origin or destination						
Explore opportunities to increase the efficiency of goods vehicle trips and consolidation of airside and landside servicing movements			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>
Collaborate with local highway authorities to develop an approach to prevent airport related parking causing nuisance or inconvenience for people living in the residential areas to the north and west of the airport. The approach could also set out interventions to deter 'rat-running' through minor roads east of the airport, including routes within Hertfordshire.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>
Provide personalised travel planning sessions for staff who drive to and from the airport to explore sustainable travel options		<input checked="" type="checkbox"/>				
Promote the use of EV facilities	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			
Improve monitoring of freight vehicles accessing the airport			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>

Table 5.5: Toolbox of Interventions and Measures: Technology and Communications

Technology and Communications Intervention / Measure	Increases Passenger PT mode share	Increases Employee sustainable mode share	Support LBC' s climate ambitions	Strive to be a good neighbour	Contribute towards the local economy through multi-modal transport links	Delivery in partnership with Other Parties
Explore deployment of zero emission vehicle technologies that can help reduce carbon emissions from transport for vehicles operating on the airfield and in and around the airport			✓			✓
Explore implementation of dynamic information boards showing the comparative journey times and costs for different transport modes for passengers departing the airport	✓					
Consider developing the airport app for helping passengers and staff determine and purchase transport services more easily and conveniently (Mobility as a Service)	✓	✓				✓
Improve understanding of passenger and employee travel behavior through more comprehensive surveys to robustly monitor and review progress to achieving Targets	✓	✓				
Improve understanding of passenger and employee travel behavior through more comprehensive surveys to robustly monitor and review progress to achieving Targets	✓	✓				

6 SURVEY AND MONITORING RESULTS

6.1.1 The future TPs will use the latest CAA passenger survey data and collected staff survey data to review the results in comparison to the Targets set in the previous iteration of the document.

6.2 Existing ASAS / TP

6.2.1 The preparation of any new TPs should show how it aligns with the preceding ASAS (for the first TP) or the preceding TP (for subsequent TPs). Alignment should include a summary of the commitments and approach in the previous document. The relevant document for the first TP is the 2018-2022 ASAS (reissued in 2019) (Ref 6.1), produced by the airport operator.

6.2.2 The existing ASAS contains objectives, Targets, key performance indicators (KPIs) and action plans for surface access. It also explains how monitoring of progress in meeting Targets will be carried out. The ASAS objectives are:

- a. objective 1: to promote and encourage sustainable transport options for employees and passengers; and
- b. objective 2: to reduce impact of surface access to the airport on the local community.

6.2.3 The ASAS contains specific targets for sustainable transport modes as shown in the figure below.

Figure 6.1: Targets set in ASAS 2018-2022 for 2019 and 2022 (SOV – Single Occupancy Vehicle)³

Target 1 Reducing SOV and Private Car Journeys to and from LLA		2016	2019	2022
1A	Reduce employee SOV travel	68%	66%	64%
1B	Reduce passenger private car travel	51%	49%	47%
Target 2 Increasing Sustainable Travel to and from LLA		2016	2019	2022
2A	Increase employee travel by sustainable modes of transport	24%	26%	28%
2B	Increase passenger travel by sustainable modes of transport	31%	32%	33%

³ The ASAS contains specific targets for sustainable transport modes as shown in the figure below. The targets for passenger travel in the 2018- 2022 SAS differs from that in the FTP and ASAS, referring only to private cars and not taxis and private hire.

Target 3 Promoting and Monitoring Sustainable Travel at LLA

3A Secure 12% participation in the staff travel survey by 2018 (1,020 employees)	2018	2020	2022
	10%	12%	12%
3B Increase the number of organisations attending the Airport Travel Forum	2016	2019	2022
	8%	10%	12%

6.2.4 The reissued ASAS (2019) demonstrated achievement of some of the mode share targets and areas for additional focus in 2019. This is shown in Figure 6.2. Progress towards the 2022 targets was majorly disrupted by the COVID-19 pandemic and subsequent reduction in air travel.

Figure 6.2: Targets set in ASAS 2018-2022 for 2019 and 2022

Target 1A update: Reduce employee SOV travel

As at November 2019 – **Achieved**

	2016	2019	2022
Target	68%	66%	64%
Result	68%	59%	

Target 1B update: Reduce passenger private car travel

As at November 2019 – **Achieved**

	2016	2019	2022
Target	51%	49%	47%
Result	50%	46%	

Target 2A Increase employee travel by sustainable modes of transport

As at November 2019 – **Achieved**

	2016	2019	2022
Target	24%	26%	28%
Result	24%	31%	

Target 2B Increase passenger travel by sustainable modes of transport

As at November 2019 – **Focus needed**

	2016	2019	2022
Target	32%	34%	36%
Result	32%	33%	

Target 3A Secure 12% participation in the staff travel survey by 2018 (1,020 employees)

As at November 2019 – **Focus needed**

Target 3B Increase the number of organisations attending the Airport Travel Forum (ATF)

As at November 2019 – **Achieved**

6.2.5 The future TPs will present the results graphically for ease of review and interpretation, indicating whether the Target has been achieved or needs further focus.

7 MONITORING, MANAGEMENT AND GOVERNANCE OF THE TRAVEL PLAN

7.1 Requirements

7.1.1 The production, ongoing management and monitoring of TPs is required be undertaken in accordance with the principles set out in the following sections.

7.2 Monitoring

7.2.1 The purpose of the operator’s monitoring approach is to ensure that future growth at the airport takes place within clearly defined Targets that are measurable and timebound. This FTP establishes the monitoring approach that will support ongoing review of progress towards achieving Targets.

7.2.2 The objectives for the monitoring approach for TPs are to enable:

- a. effective tracking of progress towards improving sustainable access for passengers and staff to access the airport;
- b. identification of impacts on surrounding communities, the surrounding road network and public transport networks;
- c. understanding of any impact that may require traffic management measures to be adjusted including access / parking charges; and
- d. assessment of mode specific data collected aligns and supports the annual staff surveys collected by the airport.

7.2.3 As part of the existing ASAS process (2018–2022) (Ref 2.1), staff travel surveys are typically conducted every two years. This has formed the primary source of information on staff travel behaviour, awareness of interventions, measures and mode choice.

7.2.4 Monitoring undertaken for TPs will expand upon the existing process, with five sources to inform baselining and Target development, set out in Table 7.1. This process will be managed by the TPC. The role and responsibilities of the TPC are described later in this section. The approaches to monitoring passenger mode share and staff mode share will be consistent with the approach in the Surface Access Monitoring Plan, appended to the **GCG Framework [TR020001/APP/7.08]**.

Table 7.1: Surveying and data collection methods

Method	Description
CAA passenger survey data	The operator receives preliminary, unvalidated quarterly data releases from the CAA, which will aid the airport operator to identify any changes in passenger behaviour that may be attributable to circumstances beyond their control (for example strikes or closures for engineering works). However, final datasets are published by the CAA annually (typically after Easter) and it will be this finalised dataset that must be used to report annual passenger public

Method	Description
	transport mode share. This approach is consistent with the approach in the Surface Access Monitoring Plan, appended to the GCG Framework [TR020001/APP/7.08] . If the CAA were to no longer undertake passenger surveys an alternative methodology which replicates the surface access mode data will need to be adopted by the operator.
Annual staff surveys	<p>Staff mode share will be reported based on data collected through an annual Staff Travel Survey. The airport operator will be responsible for commissioning a suitably qualified third-party contractor to carry out this survey once a year.</p> <p>The staff travel survey must be undertaken in a period avoiding the summer and Christmas school holidays. The airport operator should use best endeavours to ensure the survey is completed at the same time of year in subsequent years.</p> <p>Whilst a wider population may be surveyed, staff must be asked through the survey if they have an active airport ID pass (both landside and airside). For the purposes of a Monitoring Report, results relating to passholders only will be reported.</p> <p>This approach is consistent with the approach in the Surface Access Monitoring Plan, appended to the GCG Framework [TR020001/APP/7.08].</p>
Annual employer survey	Undertaken by TPC of all companies with operations within the airport site, in partnership with the Airport Employers Community Forum (AECF)
Luton DART patronage data	Provided from ticketing data collected by the Applicant
Snapshot surveys	Collected by the TPC, or commissioned to third party, to provide insights into specific modes, user perceptions and profiles

7.2.5 The operator will make the following changes to the existing staff surveying and reporting process:

- a. inclusion of electric cycles and scooters as dedicated modes to be monitored, in addition to cycling;
- b. work from home considerations: Inclusion of questions in staff travel survey to determine any working from home arrangements, including number of days typically working from home in comparison to number of days typically working at the airport site;
- c. more regular surveys: Changing the frequency of staff travel surveys, moving to annual surveys rather than the current frequency of every two years;
- d. snapshot surveys: Improved understanding of passenger and staff satisfaction and transport provision and usage, focusing on particular modes through additional on-site snapshot surveys, to improve dynamism and granularity of data analysis;

- e. introduction of employer travel surveys: commencement of surveys with employers operating at the site, to better determine total number of staff at the site, company-specific interventions and measures;
- f. inclusion of car sharing in staff sustainable mode share reporting (counting only the passenger(s) as a sustainable trip); and
- g. exclusion of electric vehicles from staff sustainable mode share reporting: Going forward, a journey by an electric vehicle will be reported as a private car trip.

7.3 Management

7.3.1 Day-to-day management of surface access at the airport is currently undertaken by the airport operator, LLAOL. The airport's owner, Luton Rising also plays a significant role, particularly with regards to capital expenditure on transport improvements, for example, the Luton DART was funded by Luton Rising.

7.3.2 LLAOL and Luton Rising currently engage with representatives of local communities, local authorities and transport operators through two existing forums:

- a. the LLACC, which is a statutory requirement for designated airports under the Civil Aviation Act 1982, and includes a dedicated Passenger Services Sub-Committee (PSSC), in addition to the main committee; and
- b. the ATF, which is a requirement from the Department for Transport.

7.3.3 The operator will develop any new TP, which will involve engagement with the ATF, the LLACC and the Technical Panels or Environmental Scrutiny Group (ESG) (subject to agreement). The relevant planning authority will have final approval of the TP and its Targets over its five-year duration, in accordance with the procedure for the discharge of requirements set out in Part 5 of **Schedule 2** of the **Draft DCO [TR020001/APP/2.01]**.

7.3.4 This process will be managed by the TPC, whose role should include:

- a. to lead the implementation and development of the TP;
- b. to have responsibility for the annual staff travel survey and employer survey;
- c. to undertake or commission snapshot surveys, gathering information about how staff and passengers currently travel to the airport;
- d. to implement and promote interventions and measures which aim to reduce the use of unsustainable modes;
- e. to act as the point of contact within the organisation for anyone requiring transport advice or information;
- f. to monitor the progress of the TP towards its Targets and to take action where appropriate to ensure the Targets are met;
- g. to be the point of contact for the TP to supply information when required;
- h. to work in partnership with the AECF;

- i. to be responsible for keeping the TP document up to date, including the action plan and monitoring reports; and
- j. to keep up to date with issues and new initiatives that affect sustainable transport.

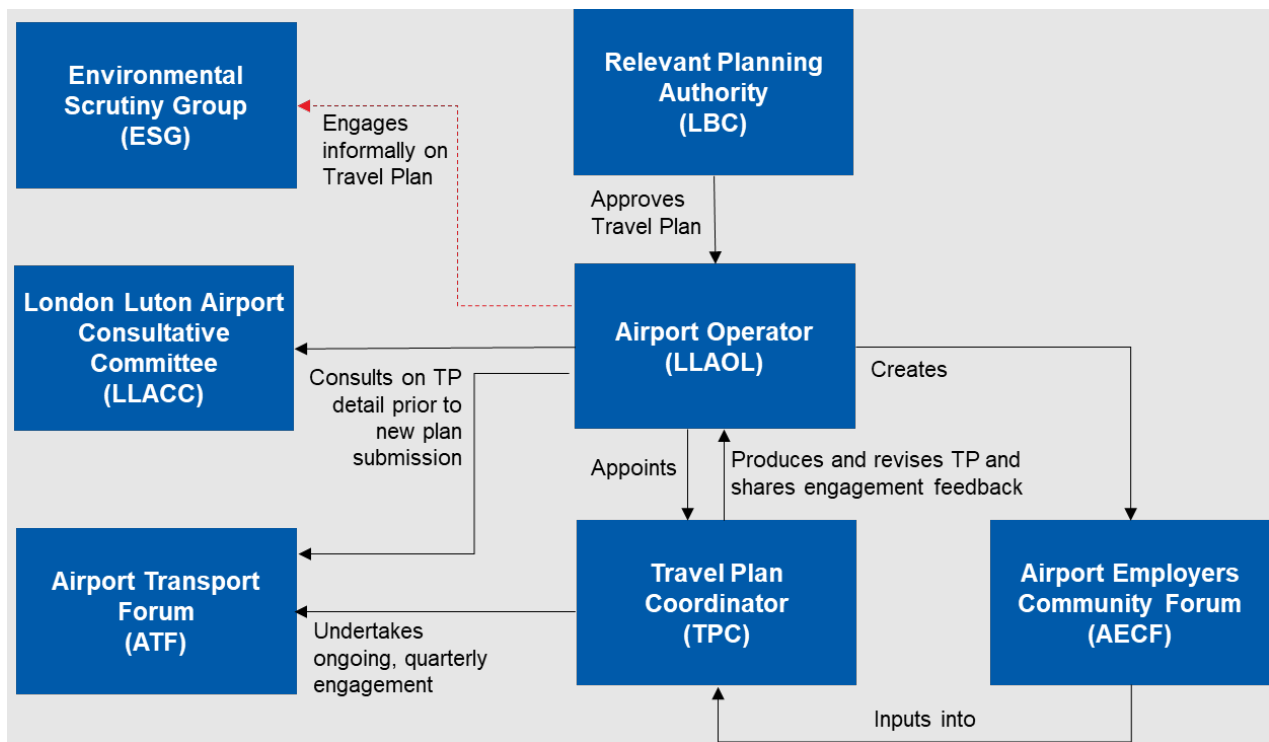
7.4 Governance

7.4.1 The overarching objective of the surface access governance structure is to ensure that growth at the airport is managed in a sustainable way. This means that plans and interventions are put in place in a timely manner to ensure minimum Targets are reached.

7.4.2 This section describes the governance structure for the implementation of the FTP should development consent be granted. The roles and responsibilities of all defined parties are clearly set out, as well as relationships between them.

7.4.3 The need to produce, regularly review and update the TPs, based on this FTP, is secured through Requirement 30 of the **Draft DCO [TR020001/APP/2.01]**. The governance process associated with this requirement, alongside the existing day-to-day management, is set out in Figure 7.1.

Figure 7.1: TP governance



7.4.4 As can be seen in Figure 7.1, there are several key roles and bodies / organisations that will be involved in governance process for the TP. The roles and responsibility of each body/organisation are set out in Table 7.2.

Table 7.2: TP Governance – roles and responsibilities

Body or organisation	Roles and responsibility	Members
<p>Airport operator (and TPC)</p>	<ul style="list-style-type: none"> • To produce and implement the TP, in accordance with the requirements of the DCO; • To review and update the TP every 5 years; • To consider the requirements of the GCG Framework, including the ongoing performance against the GCG Limits; • To undertake monitoring of surface access, in accordance with the TP (and GCG Framework); • To appoint a TPC to oversee the on-going development and implementation of the TP; • To establish an AECF, to ensure airport tenants and occupiers are involved with the development and implementation of the TP, in addition to the management of the airport (both the operator and the Applicant). 	
<p>Airport Employers Community Forum (AECF)</p>	<ul style="list-style-type: none"> • (Created by LLAOL, overseen by LLAOL HR director with attendance of local HR managers); • To input into the five-yearly TPs, working with the TPC; • To implement relevant TP activities within the respective constituents’ organisations at the airport; • To encourage uptake of staff surveys and other monitoring; • To respond to monitoring programmes with advice on management and mitigation; 	<ul style="list-style-type: none"> • LLAOL • Luton Rising • Representative employers HR leads for companies working at the airport
<p>London Luton Airport Consultative Committee (LLACC)</p>	<ul style="list-style-type: none"> • To provide feedback to the airport operator on the proposed content of each TP. 	<ul style="list-style-type: none"> • Independent Chair • Members and officers from host and neighbouring local authorities and parish councils • LLAOL • LBC • Noise consultant • Airline representatives

Body or organisation	Roles and responsibility	Members
		<ul style="list-style-type: none"> • Representatives from local groups (such as PAIN and LADACAN) • Bedfordshire Chamber of Commerce
<p>Airport Transport Forum (ATF)</p>	<ul style="list-style-type: none"> • To support and work with the airport operator on all activities and issues in relation to the surface transport serving the airport; • To provide feedback to the airport operator on the proposed content of each TP; • To share details of transport schemes being delivered by each highway authority that would impact on travel to/from the airport (Relevant Highway Authorities, National Highways). 	<p>Representatives from highway and transport authorities, public transport operators and the operators</p>
<p>ESG / Surface Access Technical Panel</p>	<ul style="list-style-type: none"> • To be informally engaged (if agreed) on content in the TP, alignment with GCG monitoring and Limits and performance in achieving the vision and ambitions for sustainable surface access. 	<ul style="list-style-type: none"> • Independent Chair • Independent aviation expert • North Hertfordshire • Hertfordshire • LBC • Independent aviation body <p>More details on the attendance at the ESG and Technical Panel is provided in the GCG Framework [TR020001/APP/7.08]</p>
<p>Relevant Planning Authority (LBC)</p>	<ul style="list-style-type: none"> • To discharge applications under Requirement 30 and approve periodic TPs produced by the airport operator; • To ensure that the feedback from the relevant highway authorities, National Highways, and the ATF has been accounted for in the production of each TP. 	

GLOSSARY AND ABBREVIATIONS

Term	Definition
AECF	Airport Employers Community Forum
ASAS	Airport Surface Access Strategy
ATF	Airport Transport Forum
CAA	Civil Aviation Authority
CBC	Central Bedfordshire Council
CoCP	Code of Construction Practice
DCO	Development Consent Order
DfT	Department for Transport
EIA	Environmental Impact Assessment
ES	Environmental Statement
ESG	Environmental Scrutiny Group
EWR	East West Rail
FTP	Framework Travel Plan
GCG	Green Controlled Growth
GHG	Greenhouse Gases
LBC	Luton Borough Council
LLACC	London Luton Airport Consultative Committee
LLAOL	London Luton Airport Operations Limited
Luton DART	Luton Direct Air to Rail Transit
mppa	million passengers per annum
NH	National Highways (formerly Highways England)
NHDC	North Herts District Council
NPSNN	National Policy Statement for National Networks
NSIP	Nationally Significant Infrastructure Project
Outline TRIMMA	Outline Transport Related Impacts Monitoring and Mitigation Approach
PHV	Private Hire Vehicle
SAS	Surface Access Strategy
TP	Travel Plan
TPC	Travel Plan Coordinator
Full TRIMMA	Full Transport Related Impacts Monitoring and Mitigation Approach

REFERENCES

Ref 1.1 Department for Transport (2013) *Aviation Policy Framework*. London, United Kingdom

Ref 2.1 Ministry of Housing, Communities and Local Government (2021) *National Planning Policy Framework*, London, United Kingdom

Ref 2.2 Department for Transport (2022) *Flightpath to the Future*, London, United Kingdom

Ref 6.1 London Luton Airport (2019) *Surface Access Strategy 2018-2022*, Luton, United Kingdom