

November 2023

London Luton Airport Expansion

Planning Inspectorate Scheme Ref: TR020001

Volume 8 Additional Submissions (Examination)

8.95 Applicant's Response to Issue Specific Hearing 4
Action 17: Terms of reference for the Airport Transport
Forum (ATF)

Infrastructure Planning (Examination Procedure) Rules 2010

Application Document Ref: TR020001/APP/8.95

The Planning Act 2008

The Infrastructure Planning (Examination Procedure) Rules 2010

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

**8.95 APPLICANT'S RESPONSE TO ISSUE SPECIFIC HEARING 4
ACTION 17: TERMS OF REFERENCE FOR THE AIRPORT
TRANSPORT FORUM (ATF)**

Deadline:	Deadline 4
Planning Inspectorate Scheme Reference:	TR020001
Document Reference:	TR020001/APP/8.95
Author:	Luton Rising

Version	Date	Status of Version
Issue 1	November 2023	Additional Submission – Deadline 4

Contents

	Page
1 Introduction	1
1.2 Surface Access Background	1
1.3 Document Purpose	1
2 Background and Context	3
3 ATF Purpose	4
4 The ATF Structure / governance	5
4.2 ATF Steering Group	6
5 Responsibilities	7
5.1 Overview	7
5.2 Travel Plan Production	7
5.3 ATF	7
References	8

1 INTRODUCTION

1.1.1 Luton Rising (the Applicant) (a trading name of London Luton Airport Limited (LLAL)) is promoting an application for a Development Consent Order (DCO) for the expansion of London Luton Airport (the airport). This paper has been produced to set out the Terms of Reference (ToR) of the London Luton Airport Transport Forum (ATF).

1.2 Surface Access Background

1.2.1 Surface access refers to the trips made by passengers and staff to and from the airport by different types of transport. This includes travelling to or from the airport by public transport, taxis, cars, walking and cycling. It does not include trips by aircraft (e.g. transfer passengers).

1.2.2 As the airport grows, there will be an increase in travel demand to and from the airport which needs to be carefully managed to reduce the impact on surrounding communities and the environment. This will require investment in new transport connections, particularly public and active transport, changes in travel behaviour and investment in sustainable transport solutions.

1.2.3 In the context of the expansion there are several mechanisms to control and monitor the surface access mode share:

- a. The **Green Controlled Growth Framework [APP-218]** focuses on the surface access Limits i.e. the trips made by passengers and staff travelling to and from the airport. Surface access, and road traffic in particular, also plays a central role in the environmental impact of expansion; most notably, with regard to air quality and greenhouse gas emissions.
- b. The **Framework Travel Plan (FTP) [AS-131]** sets out the structure and approach for Travel Plans (TPs) that will be produced in accordance with the requirements of the **Draft DCO [TR020001/APP/2.01]** and was prepared by the Applicant to set out how the airport will deliver upon the vision and objectives for surface access as it expands.
- c. The **Surface Access Strategy (SAS) [APP-228]** 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.

1.3 Document Purpose

1.3.1 The future TPs will set surface access Targets in five-yearly increments, outlining potential interventions to achieve these Targets, including specifying details of their delivery and how each will contribute to achieving an identified Target. The TPs will also contain the results of ongoing surface access monitoring, considering the annual monitoring reports collated in the years in-between the TPs. These results will be presented to stakeholders through the

ATF alongside wider discussions on surface access considerations at the airport.

- 1.3.2 This document sets out the updated terms of reference for the ATF. The ATF must operate, meet, and make recommendations in accordance with these terms of reference.

2 BACKGROUND AND CONTEXT

- 2.1.1 The Department for Transport's (DfT) Aviation Policy Framework (March 2013)¹ advises that all airports in England and Wales with more than 1,000 passenger air transport movements a year should set up an ATF. The primary purpose of ATFs is to encourage partnership between the airport operator (in the case of the airport, London Luton Airport Operations Limited (LLAOL)), local authorities, transport authorities, local people, local businesses and other relevant parties, to improve sustainable access to airports, and reduce reliance on private, road-based transport, congestion, and pollution on nearby roads.
- 2.1.2 With the proposed expansion of the airport (the Proposed Development), the existing ATF will play an increasingly important role in the development of the requirement for the future TPs (detailed in the **Framework Travel Plan [AS-131]** submitted in support of the application for development consent).
- 2.1.3 This note sets out the proposed approach to the ATF to ensure appropriate stakeholder engagement on future surface access matters at the airport.

3 ATF PURPOSE

3.1.1 The primary purpose of the ATF is to undertake the following key activities:

- a. Provide a collaborative environment to consult relevant stakeholders on surface access matters for the airport.
- b. Provide a forum for the Travel Plan Co-ordinator (TPC) to report on progress against defined Targets and actions within the TP, as well as the performance of any mitigation measures previously implemented.
- c. Discuss the airport's performance against mode share Targets set out within the future TPs.
- d. Discussion on key points within or impacting surface access at the airport.
- e. Provide a forum for stakeholders to engage on the proposed surface access schemes, interventions, and initiatives.
- f. "Round Table" on challenges or trends across the transport and aviation industries.

4 THE ATF STRUCTURE / GOVERNANCE

- 4.1.1 The ATF will seek to have representation from all relevant bodies, as outlined within the DfT Aviation Policy Framework¹. The suggested list of attendees for the ATF are:
- a. The airport operator - who will chair the forum);
 - b. Local highway authorities and National Highways;
 - c. The relevant Local Enterprise Partnership;
 - d. Local transport providers (bus, rail, coach, car hire, etc.);
 - e. Relevant local authorities;
 - f. Passenger representatives;
 - g. Freight industry representatives;
 - h. Local businesses;
 - i. Representative from the Airport Consultative Committee;
 - j. Representatives of airport users;
 - k. Representatives of car park and taxi operators;
 - l. Representatives of airport employees; and
 - m. Bodies representing interests of walkers, cyclists and disabled people in the area.
- 4.1.2 The chairperson will convene and lead the meetings of the ATF in accordance with these Terms of Reference.
- 4.1.3 Each organisation invited will nominate a single person to represent them. Each representative must be suitably qualified (e.g. a chartered in the relevant subject area) or have equivalent professional experience to allow the ATF to fulfil its technically-focused remit.
- 4.1.4 Each local authority may nominate an officer to represent them on the ATF. The final decision as to whether a nominated officer is suitably qualified rests with the chair of the ATF. Suitable substitutes will be allowed for if for any reason the nominated representative of a local authority is unable to attend a particular ATF meeting, subject to prior approval of the nominated substitute by the chair of the ATF.
- 4.1.5 Additional members can be added to those listed in paragraph 4.2.1 pursuant to a decision made by the ATF Chair. Members of the ATF will be permitted to make recommendations to the Chair for additional members. Additional members will need to be put forward for consideration by the ATF Chair.
- 4.1.6 The airport operator will be responsible for organising the meetings and meeting any related costs for their organisation and administration. At these meetings the airport operator will present monitoring data to the group in either draft or if available, finalised form.

4.1.7 This group will meet a minimum of twice a year at conference/round table style events and will discuss matters raised during the preparation and implementation of the TP and other transport matters relating to the airport.

4.2 ATF Steering Group

4.2.1 The ATF Steering Group is proposed to be a smaller, senior-level Steering Group with representation from a selection of the suggested bodies outlined in the DfT Aviation Policy Framework¹. The proposed membership includes:

- a. The airport operator (who will act as the Chair);
- b. Local highway authorities (Hertfordshire County Council, Buckinghamshire Council, Central Bedfordshire Council, Luton Borough Council) and National Highways.

4.2.2 The ATF Steering Group Terms of Reference will be defined separately to this document. The remainder of this document considers the ATF only excluding the ATF Steering Group

5 RESPONSIBILITIES

5.1 Overview

5.1.1 The primary purpose of the ATF is to encourage partnership between the airport operator, local authorities, transport authorities, local people, local businesses, and other relevant parties, to improve public transport, walking and cycling access to the airport – reducing reliance on private, road-based transport, congestion, and associated pollution on nearby roads.

5.2 Travel Plan Production

5.2.1 The production of the TPs is a requirement of the DCO and as such is the statutory responsibility of The Applicant. However, the DCO allows for powers and obligations to be transferred and it is anticipated that responsibility for producing the TPs will be transferred to the airport operator, who would also be responsible for day-to-day management including the Travel Plan Co-ordinator.

5.3 ATF

5.3.1 The responsibilities of the ATF are to:

- a. Be consultees on the airport's future 5-yearly TPs (produced by the airport operator) and associated delivery plans, including the Transport Related Mitigation and Monitoring Approach (TRIMMA) and associated monitoring.
- b. Review progress in relation to the implementation of future TPs and delivery of associated surface access Targets and delivery plans (note they are not expected to be responsible for monitoring of GCG Limits and Thresholds, that will remain the responsibility of Environmental Scrutiny Group).
- c. Discuss, debate, and influence strategic issues facing the airport in relation to surface access.

REFERENCES

Ref 1 HM Government. Aviation Policy Framework, Annex B (March 2013):
<https://assets.publishing.service.gov.uk/media/5a7aa94b40f0b66eab99bc3e/aviation-policy-framework.pdf>