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**7.08 Green Controlled Growth Framework Appendix F -
Surface Access Monitoring Plan**

Application Document Ref: TR020001/APP/7.08

APFP Regulation 5(2)(q)

The Planning Act 2008

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

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

**7.08 GREEN CONTROLLED GROWTH FRAMEWORK APPENDIX F –
SURFACE ACCESS MONITORING PLAN**

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Appendix F

F1 INTRODUCTION

F1.1 Overview of document

- F1.1.1 This Monitoring Plan for surface access has been submitted as part of the proposed **Green Controlled Growth (GCG) Framework [TR020001/APP/7.08]**. It is intended that this Monitoring Plan will be approved as part of the application for development consent, and paragraph 20 of Schedule 2 to the **Draft Development Consent Order [TR020001/APP/2.01]** will require the airport operator to undertake monitoring and reporting in accordance with this Monitoring Plan as part of their GCG responsibilities.
- F1.1.2 As such, this document will establish monitoring and reporting requirements for surface access within the GCG Framework. Failure to carry out monitoring and reporting in line with this document will constitute a breach of the Development Consent Order (DCO) and may result in enforcement action as detailed in **Section 2.7 of the GCG Framework Explanatory Note [TR020001/APP/7.07]**.
- F1.1.3 It is intended that this Monitoring Plan can be revised in future, for example in response to new monitoring technology, guidance, or sources of information. Any revisions would need to be agreed by both the airport operator and the Environmental Scrutiny Group (ESG), a new body established through the DCO to provide independent scrutiny of airport impacts. Paragraph 20 of **Schedule 2 to the Draft Development Consent Order [TR020001/APP/2.01]** sets out the mechanism for this.
- F1.1.4 Additional obligations around the ongoing monitoring of surface access at the airport are also set out within the **Framework Travel Plan [TR020001/APP/7.13]**, which are in addition to, rather than in place of, the monitoring requirements set out herein.

F2 MONITORING SURFACE ACCESS

F2.1 Passenger Non-Sustainable Transport Mode Share

- F2.1.1 Passenger non-sustainable transport mode share will be reported based on the detailed mode share data provided by the Civil Aviation Authority (CAA) as part of its annual Departing Passenger Survey. These surveys have been undertaken by the CAA annually since 1968, with a free access summary report published annually via the CAA website.
- F2.1.2 The CAA undertakes surveys on an annual basis, with interviews of departing passengers taking place after security in airports. Passengers are interviewed to determine how they travelled to the airport, with questions covering journey origin, mode of travel, journey time and group size. The CAA survey assumes that departing and arriving passengers will show the same characteristics.
- F2.1.3 The CAA takes steps to ensure it is surveying a representative selection of carriers and routes. Interviews are then weighted to actual route-by-route traffic levels experienced at the airport, and subsequently undergo a four-stage validation process. The CAA publishes detail on sampling, weighting and validation methodology on its website.
- F2.1.4 The airport operator receives preliminary, unvalidated quarterly data releases from the CAA, which helps 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). Final datasets are published by the CAA annually (typically after Easter). It is this finalised and validated dataset that must be used to report annual passenger public transport mode share.
- F2.1.5 It should be noted that the CAA records detailed data on all forms of transport used by a passenger in reaching the airport. For example, where a passenger gets a taxi to their local railway station, the train to Luton Airport Parkway station and then a bus to the airport forecourt, all three forms of travel will be recorded. The CAA records which of these is the 'final mode' (the mode of transport used to access the airport, which in the example above would be bus), and for some passengers also records which is the 'main mode' (the mode of transport used for the longest portion of the trip by distance, which in the case above would normally be rail). At the time of writing there are significantly fewer survey records for which 'main mode' is captured by the CAA.
- F2.1.6 The detailed CAA dataset also breaks down mode in more detail than is published in the summary reports, for example data presented as 'bus / coach' in the summary reports has individual classifications for charter coach, scheduled coach, scheduled bus, hotel bus, car park shuttle bus etc.
- F2.1.7 The CAA began reporting main mode in 2017 survey data, and detailed analysis of the underlying dataset has identified some inconsistencies in how this is currently reported. As outlined in Paragraph F2.1.5, 'main mode' is currently not captured for all survey records.

- F2.1.8 As such, for consistency with the approach taken to identifying baseline mode share in the transport forecasts for the Proposed Development, the full CAA dataset should be used with appropriate adjustments to take account of main mode of travel (rather than the currently reported summary of 'main mode'). For example, when a passenger is recorded as making a three-leg trip by taxi / rail / rail shuttle bus, this would be assigned to rail, and when they are recorded as making a two-leg private car / car park shuttle bus trip, this would be recorded as private car.
- F2.1.9 For the purposes of the application for development consent, 2019 passenger trips have been assigned to main modes based on the more detailed breakdown of final modes recorded in the CAA dataset as follows, with their categorisation as 'sustainable' on 'non-sustainable' with respect to the GCG Limits:
- a. Bus (sustainable):
 - i. airport to airport;
 - ii. bus unspecified;
 - iii. bus / coach company unknown;
 - iv. charter coach;
 - v. hotel bus;
 - vi. LHR-LTN coach service;
 - vii. local bus companies;
 - viii. London bus companies;
 - ix. National Express coach; and
 - x. other national / regional coach service.
 - b. Car Park (non-sustainable):
 - i. motorcycle;
 - ii. private car – airport long-term car park bus;
 - iii. private car – business car park;
 - iv. private car – hotel car park bus;
 - v. private car – mid-stay car park bus;
 - vi. private car – long term car park bus;
 - vii. private car – short-term car park;
 - viii. private car – short-term car park – meet/greet;
 - ix. private car – staff car park bus;
 - x. private car – type of car park unknown;
 - xi. private car – valet service – off-airport; and
 - xii. private car – valet service – on-airport.
 - c. Drop-off (non-sustainable):
 - i. airline courtesy car;
 - ii. car unspecified;
 - iii. chauffeur;
 - iv. private car – driven away; and
 - v. private car – mid-stay car park drop-off.

- d. Hire car (non-sustainable):
 - i. rental car – hire car courtesy bus; and
 - ii. rental car – short-term car park.
- e. Rail (sustainable):
 - i. Heathrow Express;
 - ii. Luton Airport Parkway not via shuttle bus;
 - iii. Luton Airport Parkway shuttle bus;
 - iv. Luton station not via shuttle bus; and
 - v. tube / metro / subway.
- f. Taxi (non-sustainable):
 - i. minicab;
 - ii. taxi;
 - iii. taxi / minicab unspecified; and
 - iv. Uber.
- g. Walk (sustainable):
 - i. walk (where only mode).
- h. Other (non-sustainable, where not specified):
 - i. other.

F2.1.10 Future GCG monitoring should be consistent with this assignment to main mode, noting that the specific mode classification may change dependent on the detailed answers reported in the survey by passengers. Non-sustainable transport mode share will be determined by combining total mode share data for all non-transfer passengers for:

- a. car park;
- b. drop-off (including drop-off at Luton DART by car);
- c. hire car; and
- d. taxi (including hackney carriages and private hire vehicles).

F2.1.11 If the CAA changes how data is reported in future, it is anticipated that this Monitoring Plan will need to be updated to reflect this revised reporting. Similarly, if the CAA surveys were discontinued, an alternative equivalent survey methodology will be developed as part of an updated Monitoring Plan.

F2.1.12 If changes to the definition of the surface access Limits are made – for example in response to future changes to public transport technology – this Monitoring Plan would similarly be updated to reflect those changes.

F2.2 Staff Non-Sustainable Travel Mode Share

F2.2.1 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.

- F2.2.2 The staff travel survey must be undertaken in a period avoiding the Easter, 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.
- F2.2.3 The staff travel survey must be open to responses for a minimum of 28 days.
- F2.2.4 Whilst a wider population may be surveyed, staff must be asked through the survey if they have an active airport ID pass (either landside or airside). For the purposes of a Monitoring Report, results relating to passholders only will be reported.
- F2.2.5 The airport operator should use reasonable endeavours to ensure that all active airport ID passholders are surveyed and the survey period can be extended when considered necessary by the airport operator to obtain a suitable response rate.
- F2.2.6 As part of this survey, staff will be asked how they travel to work across a typical working week. This must include (but should not be limited to) how many days in a typical working week they:
- a. drive to work;
 - b. are driven to work by a relative or friend who does not work at the airport (i.e., not car sharing with another airport employee); and
 - c. take a taxi, minicab or Uber (or similar ride-hailing app) to work.
- F2.2.7 All the above will be as a staff member's main mode of travel, i.e., for the longest part of their journey by distance. Results will be normalised to a typical working week, to account for part-time vs full-time working, and other variations in working patterns, and the weighted results for modes (a) to (c) above and other motorised vehicle-based modes excluding public transport (e.g. motorcycle) combined to determine average staff non-sustainable travel mode share.
- F2.2.8 The survey must also include questions relating to shift patterns, to support the identification of trends and the differing needs of staff at different times of day.

F3 REPORTING SURFACE ACCESS

- F3.1.1 The above metrics and compliance with surface access Limits and Thresholds will be published annually in the Monitoring Report for GCG secured under paragraph 20 of **Schedule 2** to the **Draft Development Consent Order [TR020001/APP/2.01]**.
- F3.1.2 For passenger non-sustainable transport mode share, the Monitoring Report must include a methodology statement explaining how the CAA datasets have been used and provide a breakdown of passenger mode share.
- F3.1.3 For staff non-sustainable travel mode share, the Monitoring Report must include at a minimum:
- a. a breakdown of staff mode share, including results for non-sustainable travel;
 - b. a copy of the questionnaire used;
 - c. the dates that the survey took place;
 - d. details of who carried out the survey; and
 - e. the number of airport ID passholders that responded, and the corresponding response rate for airport ID passholders.
- F3.1.4 The airport operator should make the underlying survey data available on a confidential and anonymised basis at the reasonable request of the ESG or Surface Access Technical Panel, and only when such a request would comply with relevant data sharing legislation. Due to licensing restrictions at the time of writing, the underlying CAA dataset can only be provided to bodies who also hold the relevant licence (although summary data can be provided).
- F3.1.5 The Monitoring Report must also include the total number of Air Traffic Movements (ATMs), the total commercial passenger throughput for the preceding calendar year (corresponding to the period covered by the Monitoring Report), and the Limits and Thresholds used for that year (i.e. Phase 1 Limit, Phase 2a Limit etc).

GLOSSARY AND ABBREVIATIONS

Term	Definition
CAA	Civil Aviation Authority
DCO	Development Consent Order
ESG	Environmental Scrutiny Group. The ESG will be established through the DCO to independently oversee operation of the GCG framework. Its membership will include an independent chair, an independent aviation expert, representatives of local authorities and an airline industry body. The ESG will have a range of powers enshrined in its Terms of Reference, that can be utilised at its discretion.
GCG	Green Controlled Growth
Monitoring Plan	Individual plans secured through the DCO for each of the four environmental topics of the GCG Framework, setting out the monitoring and reporting requirements associated with the relevant Limits of that topic.
Monitoring Report	A report (or reports) produced by the airport operator annually, to set out the monitoring results for each of the GCG Limits, with its content defined by the Monitoring Plans.
Technical Panel	Technical Panels will be established through the DCO for each of the four environmental topics within the GCG Framework. They will be staffed by a combination of independent experts and representatives of local authorities, in order to review information submitted by the airport operator (Monitoring Reports, Level 2 Plans, Mitigation Plans) and providing comment and recommendations to the ESG.