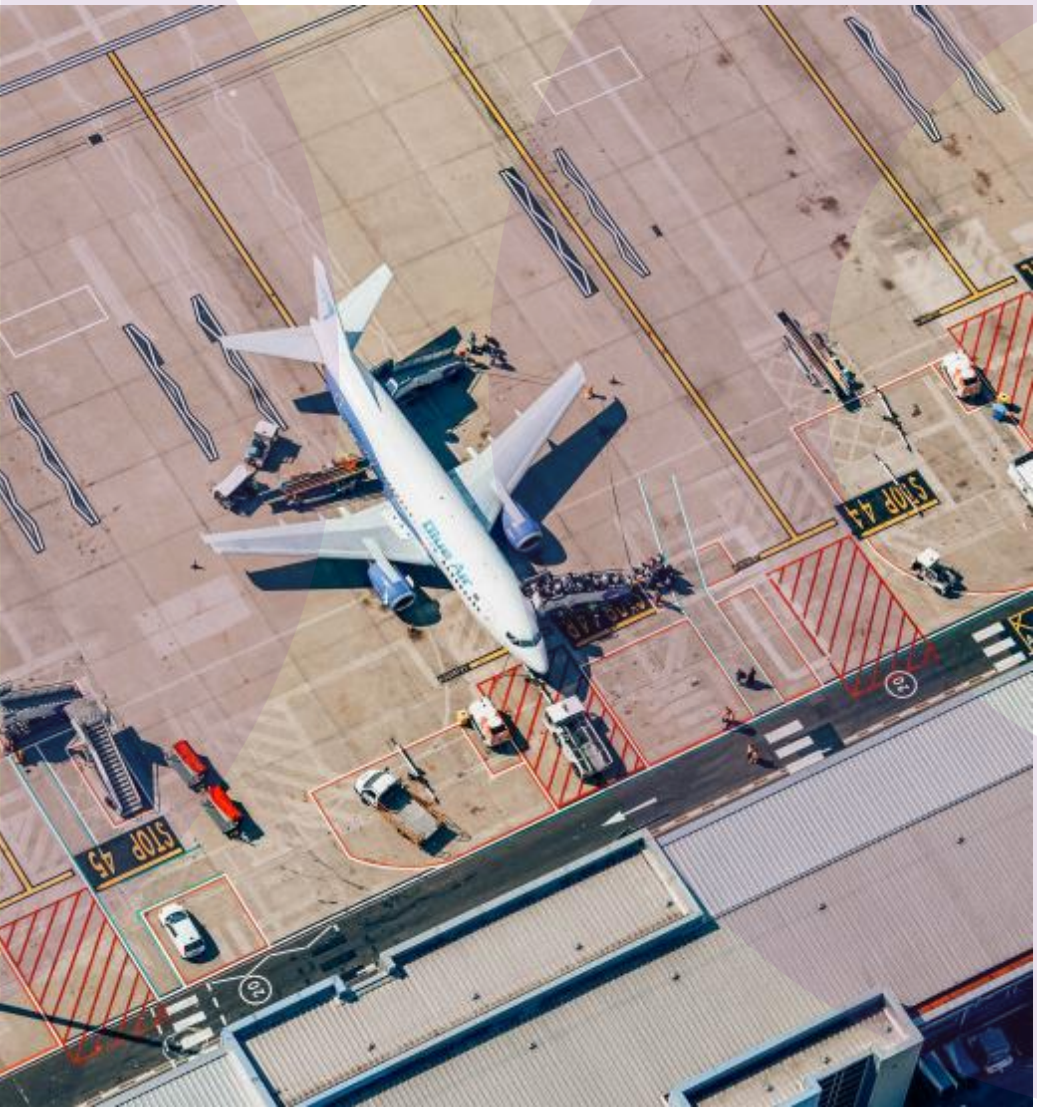
London Luton Airport Operations Ltd

London Luton Airport 19 mppa Expansion

Travel Plan



Wood Environment & Infrastructure Solutions UK Limited – December 2020

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Document revisions

No.	Details	Date
1	First draft	19/06/20
2	Second Draft	19/10/20
3	Final Report	06/11/20
4	Final Report following client review	18/12/20

Executive summary

Purpose of this report

This report has been produced for the purpose of setting out a travel plan in relation to the London Luton Airport Operations Limited (LLAOL) application to increase total passengers from 18 million (mppa) to 19 million (mppa). This travel plan sets out objectives and targets with a series of measures on the promotion of sustainable modes (use of public transport, walking and cycling) and reducing single car occupancy for both passengers and staff.

The targets have been updated following a review of the London Luton Airport (LLA) Airport Surface Access Strategy (ASAS) 2018 – 2022 against the latest passenger and staff travel figures from the latest Civil Aviation Authority (CAA) statistics and 2019 LLA Staff Travel Survey.

The latest statistics show a significant reduction in private vehicle and Single Occupancy (SOV) travel reduction by both passengers and staff and a shift to sustainable travel modes. It is extremely encouraging that the airport has already met its key primary sustainable transport targets that were originally set for 2022 in 2019, 3 years ahead of schedule. As such the latest results have been used to set new stretching targets and objectives focusing around three key areas: reduction in private car travel, increase in sustainable travel and a focus on reducing carbon emissions derived from surface access to the airport.

Currently, the COVID-19 pandemic has brought upon many uncertainties with regards to passenger forecasts. The airport expects passenger volumes to return to 2019 levels (18 mppa) by 2023 in a medium recovery scenario, according to a recent analysis testing several scenarios of low, medium and high recoveries including assuming an increase to 19 mppa by 2024. The analysis concluded, based on industry insight, that it is reasonable to believe that Luton will recover back to 18 mppa somewhere between these case scenarios, meaning Luton could realistically be back at 18 mppa passengers sometime in 2023 and be growing beyond 18 mppa in 2024. As such, the future demand was analysed based on a 19 mppa scenario by 2024.

This report sets out the planning application proposals, up-to-date and relevant national and local policy context, and existing sustainable transport networks. A section on future public transport networks highlights the construction of the Luton Direct Air Rail Transit (DART) which is due for completion in Autumn 2021. The scheme will have a moderate positive impact on local traffic congestion and emissions to the airport as well as boost rail modal share for both passengers and staff.

The report conducts a site assessment of current site travel patterns for both passengers and staff as well as an assessment of existing targets as set out in the ASAS 2018 – 2022. Finally, objectives and more stretching targets are set with a series of measures based on the latest results from CAA and the staff travel survey. An action plan then sets out each of the measures against timescales for completion and the body responsible for actioning them.

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1. Introduction

1.1 Background

This Travel Plan has been produced by Wood Group UK Limited (hereafter referred to as 'Wood') on behalf of London Luton Airport Operations Ltd (LLAOL) to support the planning application to raise the capacity of the airport to 19 million passengers per annum (mppa).

Currently, the COVID-19 pandemic has brought upon many uncertainties with regards to passenger forecasts. The airport expects passenger volumes to return to 2019 levels (18 mppa) by 2023 in a medium recovery scenario, according to a recent analysis testing several scenarios of low, medium and high recoveries. The analysis included assuming an increase to 19 mppa by 2024 and concluded, based on industry insight, that Luton could realistically be back at 18m passengers sometime in 2023 and be growing beyond 18m in 2024. Additionally, given the current significant uncertainties in the market, it was determined that the maximum passenger and flight volume increase would be the best approach, this means assuming that the airport will continue with the forecasted growth. As such, the future demand was analysed based on a 19 mppa scenario by 2024.

The Airport Surface Access Strategy (ASAS) 2018 – 2022 (2019 Reissue)[1] has been reviewed with new objectives, targets and measures set out that are deemed achievable based on a policy appraisal and site assessment. This document will conclude with an action plan.

1.2 Structure

The structure of this report is as follows:

- Chapter Two outlines the proposed development and its location;
- Chapter Three sets out the development within a national and local policy context;
- Chapter Four outlines existing sustainable transport networks;
- Chapter Five sets out existing site travel patterns and existing targets, as set out in the latest ASAS;
- Chapter Six sets out objectives and targets while Chapter Seven gives specific measures in relation to these;
- Chapter Eight provides a monitoring and reviewing programme for the new measures; and
- Chapter Nine sets out an action plan.

[1] London Luton Airport (2019). Airport Surface Access Strategy (ASAS) 2018 – 2022 (2019 Reissue). [online] Available at: https://www.london-luton.co.uk/LondonLuton/files/a3/a31129aa-284b-4b4c-aae0-ed0208d70fec.pdf [Accessed 18 May 2020].

2. Proposed Development

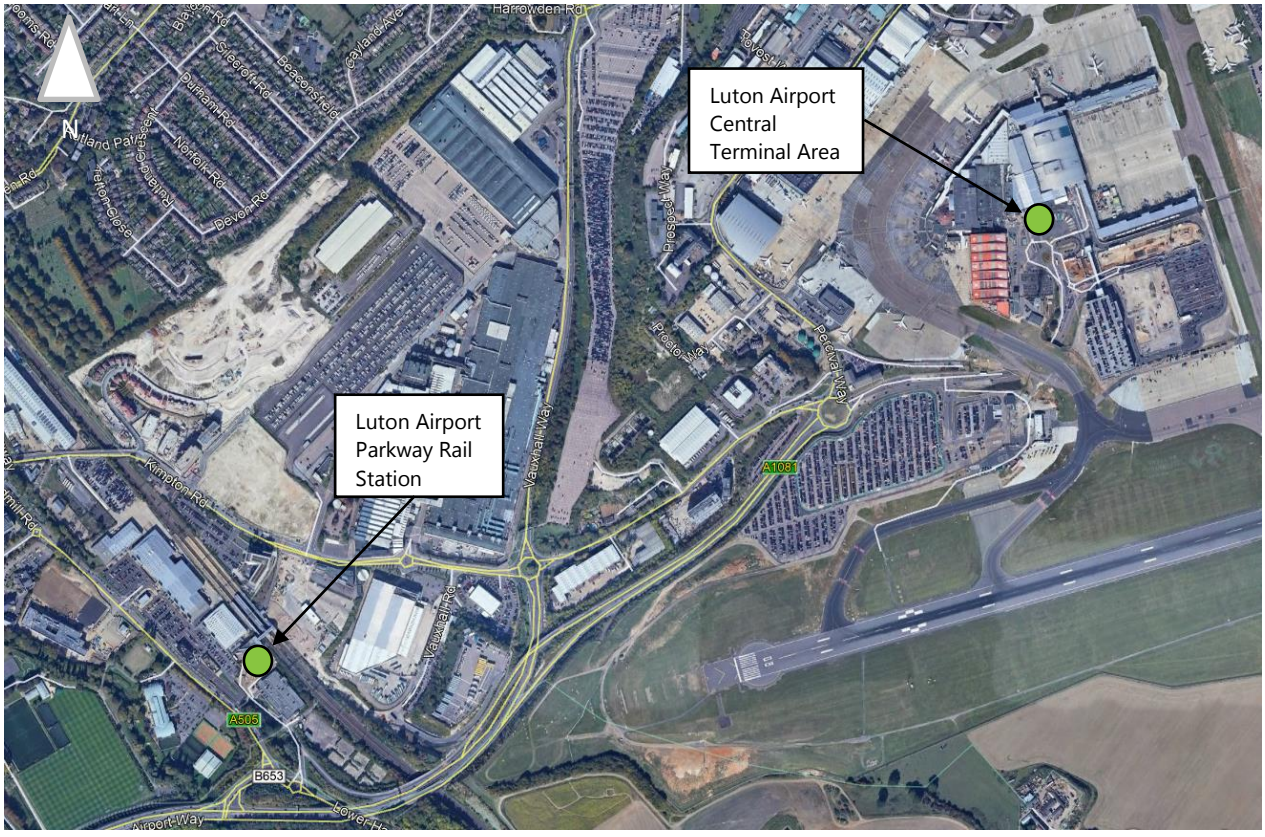
2.1 Site Context

Luton Airport is situated to the south-east of Luton, approximately 45km from Central London to the South and 30km from Milton Keynes to the North. The site itself sits predominantly within the Unitary Authority of Luton Borough Council (LBC), as well as partly within Central Bedfordshire Council (CBC).

The Airport primarily provides commercial flights by low-cost scheduled operators, as well as a small number of chartered flights and business and cargo trips. The site consists of a single runway which runs east to west for approximately 2.2km along the southern edge of the site boundary.

Airport facilities are all found to the North of the runway with a Central Terminal Area (CTA) located centrally within the site. The Airport lies approximately 1.5km from Luton Airport Parkway Rail Station to the south-west, with frequent shuttle services providing a connection for passengers between the station and the CTA, as shown in **Figure 2.1**.

Figure 2.1 Location of Central Terminal Area (CTA) and Luton Parkway Rail Station



Source: Google Earth

Airport Way connects to the A1081 and A505 via the A1081/A505/Percival Way roundabout to the west of the site. From the A1081 access can be gained directly onto the M1 via Junction 10, as well as to Luton Airport Parkway Rail Station via the B653 and Parkway Road. Additionally, Percival Way provides a connection through the adjoining business estate and on into Luton's eastern residential settlements.

The A1081/A505/Percival Way roundabout connects to a second roundabout with the A505 Kimpton Road and A505 Vauxhall Way, approximately 500m further west. The A505 Kimpton Road routes in Luton Town Centre approximately 3km away, while the A505 Vauxhall Way routes into the Luton's eastern residential settlements.

2.2 Proposed Development Summary

The planning application to support the increase of the airport's capacity to 19 mppa currently does not include any physical changes to the airport terminal building and surrounding infrastructure.

2.3 Site Access

Access into the site by road can be gained via Airport Way and Airport Approach Road. These roads pass by the Short-Term Car Park, Mid-Term Car Parks, Holiday Inn, the Ibis, and directly into the CTA which has associated public transport facilities, drop-off/pick-up zones, taxi bays and Priority Parking.

Following the updated Transport Assessment (TA)[2] for the 19 mppa planning application completed by Wood, it has been identified that the increase in passengers is unlikely to have a significant impact on the operation of the existing transport network, due to a very modest increase in traffic flows generated by the proposed expansion.

2.4 Walking and Cycling Facilities

All existing walking and cycling facilities are to be retained. Possible additions to future walking and cycling infrastructure may be recommended within the Travel Plan Measures in Section 7 if current infrastructure is not deemed sufficient in helping the airport achieve its new objectives and targets.

No walking and cycling improvements are proposed as part of the Transport Assessment for 19 mppa.

2.5 Parking Provision

LLA currently has six car parks in operation, as shown in **Table 2.1** below.

Table 2.1 Car parking available at LLA

	DOZ	TCP1	TCP2	MSCP	LSCP	Car Park B	NHCP
Status	Operational	Operational	Operational	Operational	Operational	Operational	Operational
Type	Drop off	Any length	Any length	Mid-term	Long-term	Staff parking	Staff parking

Note: DOZ (= Drop Off Zone) TCP1 (= Terminal Car Park 1) TCP2 (= Terminal Car Park 2)
MSCP (= Mid Stay Car Park) LSCP (= Long Stay Car Park) NHCP (= Navigation House Car Park)

Table 2.2 below gives an overview of capacity, pricing and charging processes for each of these car parks. Full details of parking information can be found in the Car Parking Management Plan contained within **Appendix A.**

[2] Document Reference: 41431-WOOD-XX-XX-RP-OT-0002_S3_P02

Table 2.2 Car parking summary

	DOZ	TCP1	TCP2	MSCP	LSCP	Car Park B	NHCP
Capacity	Not designated spaces	1,699 spaces	1,924 spaces	1,281 spaces + 120 motorcycle spaces	4,151 spaces	555 spaces + 20 car-share spaces	94 spaces + 10 motorbike spaces (no official car-share spaces but car-share space capability)
Pricing	£4 for 10mins then £1 per min thereafter	Pre-bookable From February 2020 <30mins £9 30-45mins £11.50 45-60mins £16.50 1-2hr £20.50 2-3hr £27 3-4hr £35 4-5hr £37 5-9hr £58 9-24hr £58 Additional days £64 per day	Pre-bookable From February 2020 <30mins £8 30-45mins £10.50 45-60mins £14.50 1-2hr £18.50 2-3hr £24 3-4hr £31 4-5hr £33 5-9hr £52 9-24hr £58 Additional days £58 per day	Pre-bookable From February 2020 <15mins Free 15-25mins £3.50 25-40mins £8.50 40-60mins £12.50 1-24hr £32 Additional day £32 per day Motorcycles park free for up to 21 days	Pre-bookable From February 2020 <1hr Free 1-2hr £4.50 >2 £28 Each subsequent day £24	£775 per year (individual) £365 per year (car-share)	£2,315 per year (individual) £1,095 per year (car-share)
Charging process	ANPR with cash/card payment. £100 PCN for unattended vehicles	Ticket entry for gate-customers. ANPR for pre-booked customers. Pay on foot machines provided. £100 PCN for unauthorised vehicles	Ticket entry for gate-customers. ANPR for pre-booked customers. Pay on foot machines provided. £100 PCN for unauthorised vehicles	Ticket entry for gate-customers. ANPR for pre-booked customers. Pay on foot machines provided. £100 PCN for unauthorised vehicles	Ticket entry for gate-customers. ANPR for pre-booked customers. Pay on foot machines provided. £100 PCN for unauthorised vehicles	Via barrier that raised automatically. Vehicles must display parking badge. £100 PCN for unauthorised vehicles	Via Staff ID card swipe. Vehicles must display parking badge. £100 PCN for unauthorised vehicles

3. Policy Background

3.1 Introduction

This TA sets out relevant national and local transport planning policy and guidance in context to the development proposals.

3.2 National Policy

The Transport Decarbonisation Plan (TDP) - Decarbonising Transport: Setting the Challenge (2020)

Published in March 2020 by the Department for Transport, this document sets out the Government's ambitious plan to accelerate the decarbonisation of transport. The document sets out in detail what Government, business and society will need to do to deliver the significant emission reductions needed across all modes of transport. All in line with the target of achieving carbon budgets and net zero emissions across every transport mode by 2050.

In terms of aviation, the following policies included in the TDP are of relevance to this document:

- 2.47 Aviation, at present, is a relatively small contributor to domestic UK GHG emissions. Its proportional contribution is expected to increase significantly as other sectors decarbonise more quickly.
- 2.49 Airport expansion is a core part of boosting our global connectivity and levelling up across the UK. The Government takes seriously its commitments on the environment and the expansion of any airport must always be within the UK's environmental obligations.
- 2.51 Given their global nature and the absence of any international agreement on how to assign international aviation emissions to individual states, action at an international level is the Government's preferred approach for addressing aviation's international carbon emissions.
- 2.52 The UK is already a respected and influential member of the UN International Civil Aviation Organisation (ICAO). The UK has been instrumental in securing many important environmental agreements including the 2016 Carbon Offsetting and Reduction Scheme for International Aviation (CORSIA) agreement – the first worldwide scheme to address CO2 emissions in any single sector – and the CO2 standard.
- 2.53 ICAO has defined a basket of measures designed to achieve its medium-term goal of carbon neutral growth for the sector from 2020 (CNG2020). This consists of more efficient aircraft technologies as incentivised by the CO2 standard, operational improvements such as more efficient flight procedures, the development and use of sustainable alternative fuels and market-based measures like CORSIA.
- 2.54 Under CORSIA, qualifying aeroplane operators are required to offset the growth in international aviation CO2 emissions covered by the scheme above average 2019 and 2020 levels. At present, 82 states (including the UK) have volunteered to join CORSIA from the start in 2021, representing over 75% of international aviation activity. From 2027 to 2035, the scheme will become mandatory, meaning that over the entire lifecycle of the scheme (2021 to 2035), it is estimated that approximately 2.5Gt of CO2 will be offset. Since 2012, the aviation sector has been part of the EU Emissions Trading System (ETS). According to the European Commission, this has contributed to reducing Europe's carbon footprint by more than

17MtCO2e per year. The UK committed in its 2017 Clean Growth Strategy that its future approach would be at least as ambitious as the EU ETS and provide a smooth transition for relevant sectors.

National Planning Policy Framework - Ministry of Housing, Communities and Local Government (February 2019)

The National Planning Policy Framework (NPPF) was introduced by Government in March 2012 and updated in February 2019. The NPPF brings the Governments' planning policies for England into a single document and describes how it expects these to be applied. The purpose of the planning system is to contribute to the achievement of sustainable development.

Transport elements of the document are covered in Chapter 9 – Promoting Sustainable transport. The NPPF states in paragraph 111:

'All developments that will generate significant amounts of movement should be required to provide a travel plan, and the application should be supported by a transport statement or transport assessment so that the likely impacts of the proposal can be assessed.'

In paragraph 102 of Chapter 9, the NPPF states that *'Transport issues should be considered from the earliest stages of plan-making and development proposals, so that:*

- *the potential impacts of development on transport networks can be addressed;*
- *opportunities from existing or proposed transport infrastructure, and changing transport technology and usage, are realised – for example in relation to the scale, location or density of development that can be accommodated;*
- *opportunities to promote walking, cycling and public transport use are identified and pursued;*
- *the environmental impacts of traffic and transport infrastructure can be identified, assessed and taken into account – including appropriate opportunities for avoiding and mitigating any adverse effects, and for net environmental gains; and*
- *patterns of movement, streets, parking and other transport considerations are integral to the design of schemes, and contribute to making high quality places.'*

The NPPF, in paragraph 104, recognises that planning policies should:

- *'Support an appropriate mix of uses across an area, and within larger scale sites, to minimise the number and length of journeys needed for employment, shopping, leisure, education and other activities;*
- *Be prepared with the active involvement of local highways authorities, other transport infrastructure providers and operators and neighbouring councils, so that strategies and investments for supporting sustainable transport and development patterns are aligned;*
- *Identify and protect, where there is robust evidence, sites and routes which could be critical in developing infrastructure to widen transport choice and realise opportunities for large scale development;*
- *Provide for high quality walking and cycling networks and supporting facilities such as cycle parking (drawing on Local Cycling and Walking Infrastructure Plans);*
- *Provide for any large-scale transport facilities that need to be located in the area, and the infrastructure and wider development required to support their operation, expansion and contribution to the wider economy. In doing so they should take into account whether such*

development is likely to be a nationally significant infrastructure project and any relevant national policy statements; and

- *Recognise the importance of maintaining a national network of general aviation airfields, and their need to adapt and change over time – taking into account their economic value in serving business, leisure, training and emergency service needs, and the Government's General Aviation Strategy.'*

Paragraph 108 states that *'In assessing sites that may be allocated for development in plans, or specific applications for development, it should be ensured that:*

- *appropriate opportunities to promote sustainable transport modes can be – or have been – taken up, given the type of development and its location;*
- *safe and suitable access to the site can be achieved for all users; and*
- *any significant impacts from the development on the transport network (in terms of capacity and congestion), or on highway safety, can be cost effectively mitigated to an acceptable degree.*

Paragraph 109 states that: *'Development should only be prevented or refused on highways grounds if there would be an unacceptable impact on highway safety, or the residual cumulative impacts on the road network would be severe.'*

In paragraph 110, the NPPF states that in assessing sites for development, consideration should be given to the promotion of sustainable transport modes, safe and suitable access routes by all transport modes, and mitigation of any potentially significant impacts on the transport network. Applications for development should:

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

National Planning Practice Guidance (NPPG) - Ministry of Housing, Communities and Local Government (2014)

On 6 March 2014, the Department for Communities and Local Government (DCGL) launched the National Planning Practice Guidance (NPPG), a web-based resource. The NPPG related to Travel Plans, Transport Assessments and Statements launched in 2014. Together with the NPPF, this sets out the Government's overall planning policy framework. With specific regard to transport assessment, the NPPG includes a section on travel plans, transport assessment and statements in decision making.

The NPPG gives details on what travel plans, transport assessments and statements are, how they are related, why they are important, and when they need to be undertaken. In relation to a transport assessment specifically, the NPPG[3] states:

'In determining whether a Transport Assessment or Statement will be needed for a proposed development, local planning authorities should take into account the following considerations:

- *The Transport Assessment and Statement policies (if any) of the Local Plan; the scale of the proposed development and its potential for additional trip generation (smaller applications with limited impacts may not need a Transport Assessment or Statement);*
- *Existing intensity of transport use and the availability of public transport;*
- *Proximity to nearby environmental designations or sensitive areas;*
- *Impact on other priorities/strategies (such as promoting walking and cycling);*
- *The cumulative impacts of multiple developments within a particular area; and*
- *Whether there are particular types of impacts around which to focus the Transport Assessment or Statement (e.g. assessing traffic generated at peak times).'*

Aviation 2050: The Future of UK Aviation (December 2018)

As part of the Governments long term development of an Aviation Strategy to 2050, the 'Aviation 2050: The Future of UK Aviation' document focuses on updating objectives from the original report following feedback received on their relevance and priority. The document aims to help deliver '*a safe, secure and sustainable aviation sector that meets the needs of consumers and of a global, outward-looking Britain*'.

The objectives are to:

- Help the aviation industry work for its customers;
- Ensure a safe and secure way to travel;
- Build a global and connected Britain;
- Encourage competitive markets;
- Support growth while tackling environmental impacts; and
- Develop innovation, technology and skills

This was a consultation document; a consultation response was issued in October 2019.

Airports National Policy Statement (2018)

The Airports National Policy Statement (ANPS) was published by the Government in 2018 to provide the Secretary of State with the primary basis to make decisions on any development consent application for a new runway at Heathrow Airport. In the context of this proposal, it is noted that the ANPS states also that the document would be a 'relevant consideration in respect of applications for new runway capacity and other airport infrastructure in London and the South East of England', and therefore, potentially, to proposed development at Luton Airport.

The landmark Appeal Court decision R (on the application of Plan B Earth and others) v Secretary of State for Transport [2020] EWCA Civ 214 of 27 February 2020 in its present form by declaring that government policy

[3] Paragraph 013 Reference ID: 42-013-20140306 Revision date: 06 03 2014

in relation to the expansion of Heathrow Airport was unlawful and removed any legal effect of the ANPS in its present form. In terms of the substantive issue in the Appeal Court decision – the failure to take into account the Government's commitment to the provisions of the Paris Agreement on climate change - the lawful remedy would require the Secretary of State to undertake a review of the ANPS in accordance with the relevant statutory provisions, including of the Planning Act 2008, and the judgement of the court.

The Court of Appeal decision has been appealed to the Supreme Court and is awaiting determination. Notwithstanding the current legal position, we would contend that given the policy scope of the ANPS (in respect of 'runway capacity and other airport infrastructure'), the Statement would not have constituted a material consideration in the determination of this planning application as the proposed measures to increase Luton Airport's passenger throughput do not seek to increase runway capacity or other airport infrastructure.

The Government's current position with regard to the UK's international obligations in respect of aviation emissions is set out in the DfT's Decarbonising Transport' (March 2020). Following the publication of the Aviation 2050 green paper in December 2018, the Government is currently preparing its Aviation Strategy to support the industry in delivering improvements for passengers and the environment. The Strategy (see below) will be aimed at achieving a safe, secure and sustainable aviation sector that meets the needs of consumers at a global level.

Aviation 2050 — the future of UK aviation (Consultation Response Document 2019)

After the document "Aviation 2050- The future of UK aviation" closed its consultation on 11 April 2019, a response document was issued by the Government in October 2019.

Based on the consultation responses, the Government, in paragraphs 15-22 of the response document, recognises that:

- *'there is an immediate challenge in the south of the UK to coordinate multiple airspace changes across different airports in order to modernise our highly congested airspace. Multiple airports across the South East, as well as NERL, are therefore preparing to bring forward the Future Airspace Strategy Implementation- South (FASI-South) Programme of airspace changes in the next few years.*
- *NERL have been commissioned by the DfT and the CAA, as co-sponsors of airspace modernisation, to create an Airspace Change Organising Group(ACOG) that will initially coordinate the FASI-South Programme. ACOG will also take on the coordination role for the FASI-North Programme in December 2019.*
- *ACOG will support NERL in creating a single coordinated implementation plan for airspace changes in the South of the UK (masterplan for short). The CAA intends to add NERL's role in creating a masterplan and in establishing and maintaining ACOG as a condition in their en-route licence, as part of Reference Period 3.*
- *The purpose of the masterplan is to set out where airspace change could be taken forward to provide benefits, to consider potential conflicts, trade-offs and interdependencies, and set out a preferred implementation plan. It will not include detail of individual airspace designs or solutions.*
- *The masterplan will identify where airspace changes are needed to deliver safety, capacity, noise reduction, improvements to air quality, fuel efficiency, and improved access to airspace for GA or the military, or to introduce new technology. The development of the masterplan will be an iterative process.*
- *While the current masterplan being developed will include changes required in the south, in future, the masterplan will be extended to cover the north of the UK.*

- *The government's intention is to use the proposed powers solely for ACPs that will deliver the CAA's strategy and plan under Air Navigation Direction 3(e). Initially, the way that the government plans to do this, is through only using the powers in respect of ACPs that have been identified as part of the airspace change masterplan (which, once accepted by the co-sponsors CAA and DfT, will be one part of the CAA's overarching strategy and plan).*
- *This means that the legislation will allow the government to use the powers to progress ACPs that were not in the masterplan, but were necessary to deliver the CAA's broader strategy and plan if it wished to do so in the future. If it decided to do so, it would make this clear.'*

Next steps to implement the new policy are stated in paragraphs 27 and 28 of the consultation response as follows:

- *'The government intends to introduce the policy in primary legislation. Aviation, including airspace, is a reserved matter and the proposed policy will apply to the whole of the UK.*
- *The CAA will develop guidance on how they would monitor the progress of the ACPs within the masterplan and therefore the basis of any advice to use the powers. This will include setting out the process that the CAA's oversight team will take before recommending the use of the powers.'*

Beyond the Horizon – the future of UK aviation: Making best use of existing runways (2018)

The Airport Commission's Final Report recognised the need for an additional runway in the South East by 2030, but it also noted that there would be a need for other airports to make more intensive use of their existing infrastructure.

On 24th October 2017 the Department for Transport (DfT) released its latest aviation forecasts. These are the first since 2013. The updated forecasts reflect the accelerated growth experienced in recent years, and that demand was 9% higher in London in 2016 than the Airports Commission Forecast. This has put pressure on existing infrastructure by airports over the past decade, and highlights that the government has a clear issue to address.

The Aviation Strategy calls for evidence set out that government agrees with the Airport Commission's recommendation and was minded to be supportive of all airports who wish to make best use of their existing runways, including those in the South East, subject to environmental issues being addressed.

Aviation Policy Framework (Department for Transport, March 2013)

The Aviation Policy Framework (APF) was published in March 2013 and fully replaced the 2003 *Air Transport White Paper* as Government policy on aviation. The framework outlines objectives and principles to guide plans and decisions on airport developments, bringing together many related and discreet policies, some of which are 'in train' – for example, the work being carried out to deliver the Airport National Policy Statement (NPS). By defining the Government's objectives and policies on the impacts of aviation, the APF sets out the framework within which decisions on aviation ought to be made to deliver a balanced approach to securing the benefits of aviation and to support economic growth.

The APF states that the "*Government wants to see the best use of existing airport capacity*" and that in the short-term, a key priority for Government is to continue to work with the aviation industry and other stakeholders to make better use of existing runways at all UK airports to improve performance, resilience and the passenger experience.

Section 5 (planning) sets out that all proposals for airport development must be accompanied by clear surface access proposals which demonstrate how the airport will ensure easy and reliable access for passengers, increase the use of public transport by passengers to access the airport, and minimise congestion and other local impacts.

3.3 Local Policy

Luton Borough Council's Climate Action Plan Support (January 2020)

This document was published in January 2020 and aims to provide an evidence base to inform the Council's Climate Action Plan. Its objectives are:

- to better understand:
  - the borough's carbon footprint using a location-based accounting approach;
  - use this information to determine the proportion of emissions that can be influenced locally without the action of regional or national actors; and
  - gaps in data where further work is needed.
- to aid LBC in the following areas:
  - providing a more informed evidence base for future action plan development which also serves to inform and direct existing local projects;
  - to encourage confidence in the mandate for climate action, thus facilitating the establishment of a robust local strategy which can deliver objectives over a long term cycle.

Section 6 of this document addresses the London Luton Airport Emissions, which represent a significant proportion of the borough's overall emissions. The document states '*it will be vital for the council to work closely with the airport and associated businesses to manage and reduce the environmental impacts of the airport's operations, passenger activity and flights.*'

The document, in chapter 6, sets out the following recommendations regarding emissions:

- *'Emissions from flights are a significant source of emissions, and if aviation emissions continue to increase as currently modelled by National Government, the airline sector will reduce the available carbon budget for Luton borough(assuming aircraft technology and efficiency remains at today's levels). As mentioned in the previous sections of this report, this finite budget is already diminishing and will require significant investment and action from all stakeholders to keep within.*
- *The majority of flights taken from Luton Airport are for leisure rather than business, suggesting that the council could look at engaging with leisure travel passengers to consider alternative low carbon options. The Citizen's Assembly could provide a good forum for engagement with the public on this topic to help highlight the impact of aviation.*
- *There is a significant contribution to emissions as a result of transport to and from the airport. This will be a key opportunity for Luton Borough Council to influence activities of Luton Airport passengers. It is anticipated that the opening of the Luton Direct Air Rail Transit (DART) will help to reduce the number of passengers arriving and leaving the airport by private vehicle, however a strong community engagement plan will be needed to support this to encourage more uptake of public transport by airport staff and passengers.*
- *67% of Luton Airport passengers arrive at the airport in private vehicles. In order to reduce emissions from surface transport, it will be imperative that passengers have access to affordable, regular public transport options to shift away from current high levels of private vehicle use. Infrastructure capacity improvements to support the growth in electric vehicles will also be a key enabler for emissions reduction.*

- *Less than 2% (approx.)1of Luton Airport passengers surveyed by the Civil Aviation Authority (CAA) in 2018 were Luton borough residents, demonstrating that the boundary of emissions associated with the airport stretches beyond the borough boundaries.*
- *Luton Airport and several of the key airline companies situated in Luton are engaged through the Sustainable Aviation membership network to apply a framework for managing air quality, emissions, noise and clean technology in the aviation industry. This collaboration platform will be critical in ensuring the operations and activities of the associated businesses are considered in alignment and all stakeholders are involved in the commitment to reduce their impacts.*
- *Luton Borough Council has the ability to use its powers to convene key aviation businesses in the Luton area to encourage shared learning.*
- *Luton Airport reports that emissions from the airport's operations have decreased by 40% since 2015 as a result of efficiency measures put in place. There is scope to continue these reductions.*
- *Luton Airport participates in the Airport Carbon Accreditation Programme and has achieved the Mapping accreditation for measuring and reporting on their direct and indirect emissions. The next steps for the scheme are to provide evidence of carbon management and reduction measures, measure third party emissions and aim for carbon neutrality by offsetting the remaining direct and indirect emissions.'*

Luton Local Plan: 2011 - 2031 (November 2017)

The Luton Local Plan 2011 – 2031 was published in November 2017 and sets out policies, development allocations and actions for the area up to 2031. The LLP went through a public consultation between July 2016 and January 2017 to ensure the document suitably addressed issues on economic growth, social needs and environmental impacts.

The LLP sets out a series of 11 Strategic Objectives. Most notably, within the context of this development:

'To retain and enhance Luton's important sub-regional role as a place for economic growth and opportunity including the safeguarding of London Luton Airport's existing operations and to support its sustainable growth over the Plan period based on its strategic importance.'

As part of the spatial strategy, policy LLP6 sets out the 'London Luton Airport Strategic Allocation'. This gives policy and guidance on airport safeguarding, airport expansion, airport-related car parking, and design and drainage.

As part of the sustainable transport strategy, policy LLP31 integrates the Luton Local Transport Plan 2011 – 2026 which aims to *'ensure that an integrated, safe, accessible, and more sustainable transport system supports the economic regeneration and prosperity of the town.'*

Luton Local Transport Plan 3: 2011 – 2026 (March 2011)

The Luton Local Transport Plan 3 (2011 – 2026) was produced in March 2011 and states the following:

'Our new transport strategy will help us to address local priorities, such as helping to improve the economic, social and environmental well-being of the local community and helping to improve health and reduce inequalities. It updates the policies contained within the Luton, Dunstable and Houghton Regis Local Transport Plan 2006 - 2011 published jointly by the Borough Council and the then Bedfordshire County Council and South Bedfordshire District Council, which were respectively the highway and planning authorities for Dunstable and Houghton Regis.Government guidance recommends that Local Transport Plans demonstrate the relationship with the wider local policy context, in particular spatial planning elements defined through the LDF and those wider community aspirations detailed within the Sustainable Community Strategy.

Luton's LTP3 has been influenced by these wider local priorities and will show how transport will play a role in their achievement. In particular, transport can:

- *Support economic growth by improving transport connections and journey reliability, making Luton more attractive for businesses*
- *Protect the environment by promoting less environmentally damaging ways of travelling*
- *Help make communities safer by reducing the number and severity of road traffic casualties*
- *Promote health by enabling people to walk or cycle more, and by reducing air pollution*
- *Support vulnerable people and reduce inequalities by improving and ensuring equitable access to key services.'*

3.4 Other Local Policies

London Luton Airport Surface Access Strategy: 2018 – 2022 (Reissue 2019)

The first ASAS was published in 2000 and has since been amended and updated. The most recent revision covers 2018 – 2022. The purpose of the ASAS is:

'To efficiently manage surface access to and from the airport in order to help minimise adverse impacts on the local community and environment, to promote and encourage sustainable surface transport and to help improve access to and from the airport for passengers, employees and service providers.'

The ASAS sets out an Action Plan which aims to reduce Single Occupancy Vehicle (SOV) car use through improvements to sustainable travel modes. The objectives on the Action Plan are:

- To promote and encourage sustainable transport options for employees and passengers; and
- To reduce the impact of surface access to the airport on the local community

Central Bedfordshire Local Transport Plan 3: 2011 – 2026 (April 2011)

The vision of the Central Bedfordshire Local Transport Plan (LTP) 3 (2011 – 2026) is to:

'Globally connected, delivering sustainable growth to ensure a green, prosperous and ambitious place for the benefit of all by creating an integrated transport system that is safe, sustainable and accessible'

The LTP identifies 'areas of intervention' that the local authority will seek to deliver. These areas are small-scale schemes with relatively easy implementation plans. Areas include:

- Land use planning e.g. embedded sustainable transport provision;
- Smarter choices e.g. integrated electronic ticketing;
- Infrastructure and service provision e.g. pedestrian and bus stop improvements;
- Network management e.g. signage, ITS; and
- Demand management e.g. park and ride, freight terminals

The LTP also addresses major schemes that are to be delivered as part of the Core Strategy. One of the relevant schemes is the M1 junction 10a improvements which aims to:

'Construct a grade separated junction at M1 Junction 10A will improve access to Luton, Luton London Airport and surrounding villages, it is being promoted jointly by Luton Borough Council (LBC) and Central Bedfordshire Council with LBC as lead authority.'

Hertfordshire Local Transport Plan 4: 2018 – 2031 (May 2018)

The Hertfordshire Local Transport Plan 4 (2018 – 2031) was published last year and sets out Hertfordshire's future vision for the county up until 2031.

The LTP highlights a transition away from car-based investment and capacity optimisation due to financial, environmental and societal costs. It also highlights a strong move towards technology focused travel, specifically focusing on the challenges and opportunities technological development can play in the future of transport planning.

The LTP aims to deliver *'nine transport objectives which contribute strongly to the Place, Prosperity and People.'* These objectives subsequently relate to a series of more specific policies and schemes.

Within the context of this transport assessment, policy 11 addresses access to airports as follows:

'The county council, working in partnership with neighbouring local authorities and airport operators, will seek improvements to surface access to Luton and Stansted Airports, and promote and where possible facilitate a modal shift of both airport passengers and employees towards sustainable modes of transport.'

Specifically, in relation Luton Airport, it states:

'The county council will work with relevant stakeholders as part of the Thameslink programme. This is a key element of plans to increase rail travel to London Luton Airport from Hertfordshire and beyond, in conjunction with the airport light rail link proposal. This includes lobbying for longer trains on the Midland Main Line and more frequent, faster services to Luton Airport Parkway, as well as improved and easier ticketing arrangements.'

3.5 Travel Plan Guidance

Workplace Travel Plan Guidance, Luton Borough Council website (2019)

Luton Borough Council have produced guidelines on their website which provides information and advice about Workplace Travel Plans. The information provided outlines why an organisation should implement a travel plan, the benefits of implementing one, the type of measures included and the benefits of carrying out a staff travel survey. The guidance states:

- *'A travel plan can bring a number of benefits to your organisation as an employer, to staff and to the local community and environment;*
- *the organisation can benefit from increased productivity generated by a healthier, more productive workforce;*
- *in addition to improved health, staff can benefit from reduced travel costs and less time spent travelling to work;*
- *car parking and expenditure on company cars can be reduced;*
- *the environment benefits from the reduced impact of cars and their associated emissions; and*

- *the local community can enjoy less congestion and improved public transport.*[4]

[4] Luton.gov.uk. *Workplace travel plans.* https://www.luton.gov.uk/Transport_and_streets/Sustainable%20Travel/Pages/Travel%20plan%20advice%20and%20information_2.aspx

4. Site Assessment

4.1 Introduction

The airport is well served by sustainable travel options. The public transport hub located within the CTA provides frequent shuttle services to the nearby Luton Parkway Rail Station as well as bus and coach services to a range of major cities and airports across the UK.

Access to the airport on foot can be gained by footpaths and crossing facilities along the Airport Approach Road, Airport Way and Percival Way. There is less likelihood for cyclists to travel to the airport as passengers, however, cycling is an option for nearby staff. For cyclists, dedicated facilities are not provided into the CTA, however, shared foot/cycle ways along parts of the A505 and on-road facilities provided along the A1081 benefit local cyclists.

4.2 Rail Network

The nearest available rail station is Luton Airport Parkway which is situated 1.6km as the crow flies to the south-west of the site. The station operates Thames Link and East Midlands services to London, the south, the Midlands and the North. A summary of key destinations is shown in **Table 4.1**. Due to the COVID-19 Pandemic it is expected that services will be operating at reduced frequencies temporarily.

Table 4.1 Key rail services to/from Luton Airport Parkway Rail Station

Destination	Typical Weekday Frequency	Typical Journey Time	Operator
Bedford	6 trains per hour	28 mins	Thames Link & East Midlands
Brighton	2 trains per hour	1 hr 59 mins	Thames Link
Gatwick Airport	4 trains per hour	1 hr 36 mins	Thames Link
Leicester	1 train per hour	57 mins	East Midlands
London St Pancras	6 trains per hour	32 mins	Thames Link & East Midlands
Nottingham	1 train per hour	1 hr 26 mins	East Midlands

Source: nationalrail.co.uk

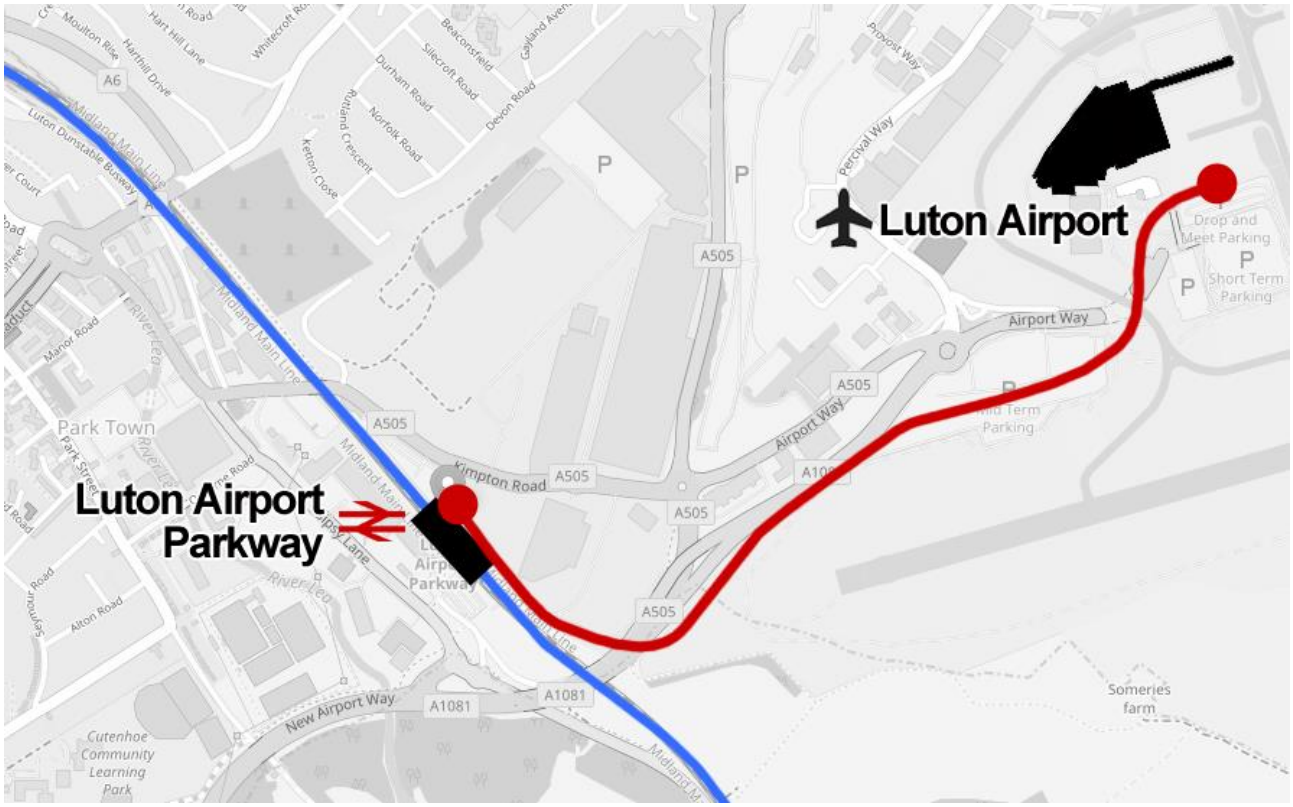
DART System

Additional to the existing rail network, construction of the Luton Direct Air-Rail Transit (DART) system began in 2018. The DART will provide a connection for passengers and airport staff between Luton Airport Parkway Station and the terminal in under four minutes. The route will navigate between two purpose-built stations at Bartlett Square and the airport terminal via a bridge crossing over Airport Way road.

The transit system is driverless and will remove the element of delays via traffic congestion currently presented by the bus shuttle service. The service aims to allow passengers to reach the terminal from London St.Pancras within 30 minutes.

The DART system has funding for £225 million and is being funded and delivered by LLAOL. The system is due to open in Autumn 2021 and is expected to operate 24/7. **Figure 4.1** indicates the route.

Figure 4.1 DART system indicative plan



4.3 Coach and Bus Network

Bus and coach services can be accessed directly from the CTA with a Public Transport Hub providing dedicated bus and coach bays for services routing to staff parking, medium and long stay parking, car hire facilities, as well as connections to Luton Airport Parkway rail station, local destinations, and major cities and airports across the UK. Due to the COVID-19 Pandemic it is expected that services will be operating at reduced frequencies temporarily.

Coach services

National Express coach services can be accessed via the Public Transport Hub at the CTA and afford direct routes to major cities and airports across the UK.

Frequent National Express services route directly to London connecting to key onward transport hubs, namely, Victoria Coach Station and Paddington Rail Station, calling at Golders Green, Finchley Road, Baker Street and Marble Arch. Services to London Paddington run Monday to Sunday between approximately 05:00 – 01:00. Services to London Victoria run Monday to Sunday 24 hours a day with a less frequent service running every hour between approximately 01:00-04:00.

Other National Express services route directly to the cities of Birmingham, Cambridge, Coventry, Leicester, Milton Keynes, Northampton, Nottingham, Oxford and Sheffield, as well as Gatwick, Heathrow and Stansted Airport.

Arriva Bus provides a Dunstable – Luton Airport service. The service runs Monday to Sunday between approximately 04:00 – 24:00 and is operated by Arriva The Shires.

Table 4.2 shows frequency and typical journey times to key destinations for both service providers. Due to the COVID-19 Pandemic it is expected that services will be operating at reduced frequencies temporarily.

Table 4.2 Key coach services to/from Luton Airport

Destination	Typical Weekday Frequency	Typical Journey Time	Operator
Birmingham	11 services	2 hrs 40 mins	National Express
Cambridge	9 services	1 hr 30 mins	National Express
Coventry	12 services	1 hr 40 mins	National Express
Gatwick Airport	9 services	2 hr 20 mins	National Express
Heathrow Airport	24 services	1 hr 5 mins	National Express
Leicester	9 services	1 hr 45 mins	National Express
London (Paddington Rail Station)	42 services	1 hr 11 mins	National Express
London (Victoria Coach Station)	48 services	1 hr 20 mins	National Express
Milton Keynes	21 services	40 mins	National Express
Northampton	9 services	1 hr 15 mins	National Express
Nottingham	8 services	2 hr 50 mins	National Express
Oxford	8 services	2 hrs	National Express
Sheffield	3 services	4 hr 20 mins	National Express
Stansted Airport	17 services	1 hr 25 mins	National Express
Dunstable	50 services	30 mins	Arriva The Shires

Sources:
-nationalexpress.com
-arrivabus.co.uk

Bus services

Some bus services can be accessed from the Public Transport Hub at the CTA. The 99 service runs hourly between London Luton Airport and Milton Keynes 7 days a week. The 755/757 service runs frequently to London Victoria Coach Station 7 days a week, every 30 minutes and is operated by Greenline. The 100/101 Sapphire service operated by Arriva routes to Stevenage every 30 minutes 7 days a week. The A and 888 services provide a dedicated link to Luton Airport Parkway running frequent services 7 days a week. A summary of the bus services to Luton is shown in **Table 4.3**. Due to the COVID-19 Pandemic it is expected that services will be operating at reduced frequencies temporarily.

Table 4.3 Key local bus services to/from Luton

Route	Key Towns Served	Typical Frequency	Operator
99	Luton Airport, Luton, Milton Keynes	1 per hour (Mon-Sun)	Stagecoach

Route	Key Towns Served	Typical Frequency	Operator
755/757	Luton Airport, Luton, Bricket Wood, Brent Cross, Baker Street, Marble Arch, Victoria Coach Station	Every 30 mins (Mon-Sun)	Greenline
100/101 Sapphire	Luton Airport, Hitchin, Stevenage	Every 30 mins (Mon-Sat) & Every 2 hours (Sun)	Arriva
888	Luton Airport, Luton Parkway	Every 20 mins (Mon-Sat) & Every 30 mins (Sun)	London General
A	Luton Airport, Luton Parkway, Dunstable	Every 15 mins (Mon-Sat) & Every 20 mins (Sun)	Arriva

Source: stagecoachbus.com, greenline.co.uk, arrivabus.co.uk

As well as the A and 888 bus services, an interchange shuttle bus services runs between the CTA and Luton Airport Parkway Station which is approximately 1.6km south-west as the crow flies. This shuttle service runs every 10 minutes, takes approximately 6 minutes, and provides access to additional bus services at Luton Parkway Bus Station, as detailed below in **Table 4.4**. Due to the COVID-19 Pandemic it is expected that services will be operating at reduced frequencies temporarily.

The 44/45 service routes between Stevenage and Luton Parkway running at Monday to Friday service every 2 hours. The 366 service runs between Luton Parkway, Harpenden and Hatfield within an hourly service Monday to Friday. The 610 service routes to Enfield via Harpenden and Potters Bar with an hourly service Monday to Saturday.

Table 4.4 Key local bus services to/from Luton Airport Parkway Bus Station

Route	Key Towns Served	Typical Frequency	Operator
44/45	Stevenage, Knebworth, Codicote, Kimpton, Luton Parkway Station	Every 2 hours (Mon-Fri)	Centrebus
366	Luton Parkway Station, Harpenden, Wheathampstead, Welwyn Garden City, Hatfield	1 per hour (Mon-Fri)	Centrebus
610/611/612	Luton Parkway Station, Harpenden, Hatfield, Welham Green, Potters Bar, Enfield	1 per hour (Mon-Sat)	Uno

Source: centrebus.info, unobus.info

4.4 Walking and Cycling Network

Walking facilities

Walking facilities are provided between the CTA, surrounding hotels, car parking facilities and nearby settlements. Footway provisions within the vicinity of the airport along key corridors are generally in good conditions with street lighting provided.

Pedestrians can access the airport on foot from the nearby hotels, namely, the Ibis, Holiday Inn, and the Marriott. Airport Way affords access to the CTA via a footway with guard-railing along the northern side of the carriageway.

Pedestrians can additionally route on foot from the Short-Term, Mid-Term and Multi-Storey car parking facilities. The Mid-Term Car Park is located to the south of Airport Way, accessing the north-side guard-railed footway via signalised toucan crossings. For the Multi-Storey Car Park, a covered footbridge is provided across a series of Airport Approach Roads allowing safe passage to the CTA.

For staff or travellers accessing the site from nearby settlements to the North, footways are provided on both sides of Percival Way which connects between Airport Way and Eaton Green Road. A pelican crossing and a zebra crossing are provided along Percival Way, as well as informal crossing points with tactile paving and refuge islands located at the A505/A1081/Percival Way roundabout to enable safe crossing.

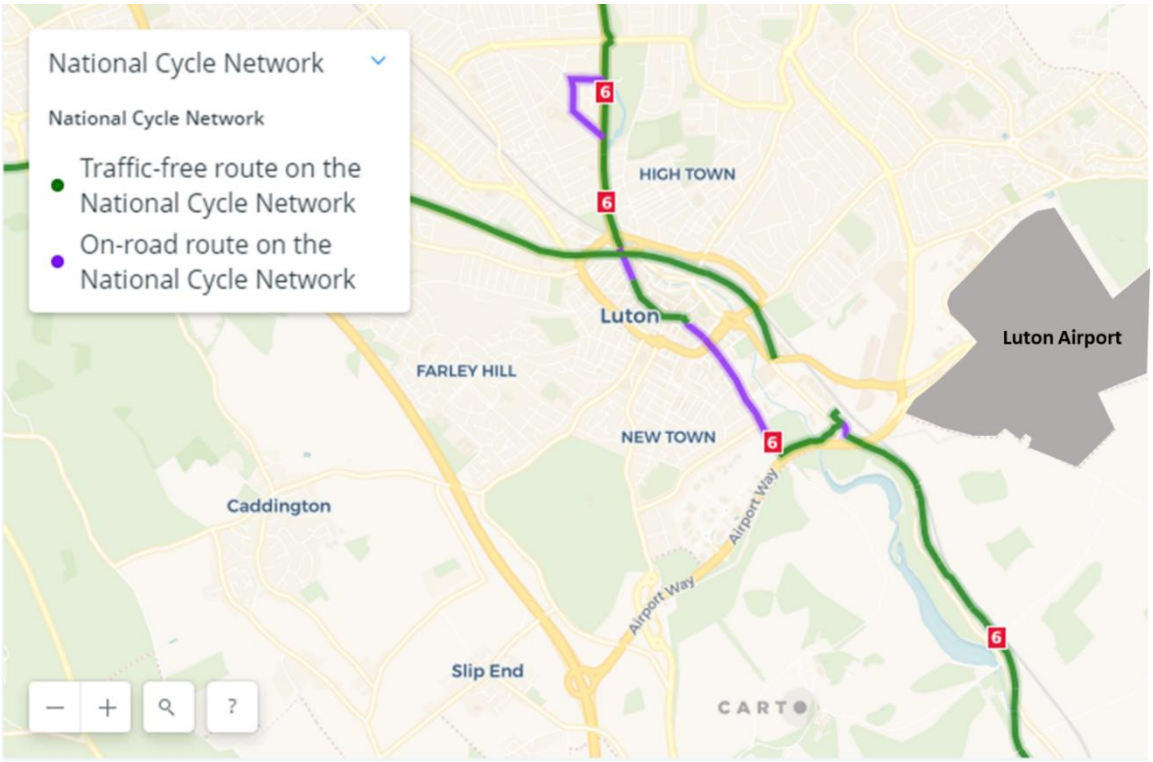
Cycling facilities

Cycle use by passengers to the airport is deemed to minimal, however, cycling is a viable option for staff routing from the surrounding settlements or as part of a multi-modal journey. To the south-west of the site, National Cycle Route 6 (NCR6) runs off-road adjacent to Lower Harpenden Road, under the A1081, across the B653 Gipsy Lane and adjacent to the A1081, before routing on-road along Park Street. On approach and exit to the Luton Parkway Rail Station, advisory on-road cycle lanes with contract surfacing are provided which connect between the rail station cycle parking and the B653 including NCR6.

At a local level, NCR6 routes into Central Luton, Limbury, Marsh Farm and Houghton Regis to the north, and Harpenden to the south. At a strategic level, the NCR6 provides a cycle connection between, Leicester, Northampton, Milton Keynes, Luton, St Albans and Watford.

Additional to national cycle routes, localised cycle provisions can be found along Airport Way between Holiday Inn and the A1081/A505/Percival Way roundabout in the form of a shared foot/cycleway with associated signage and road markings. On-road mandatory cycle lanes are also provided along the A1081 between the A1018/A505/Vauxhall Way roundabout and Capability Green Business Park.

Figure 4.2 National Cycle Routes – Luton and Luton Airport



Source: Sustrans, 2019

5. Site Travel Patterns – Mode Share

This chapter examines both passenger and staff mode share as taken from the latest CAA data. The chapter also reviews the performance of targets set in previous iterations of the ASAS. It will inform future sections of the report with regards to setting achievable travel plan targets.

5.1 Passenger Travel

The modes of transport used by passengers have been compared between the base year in the ASAS, 2016, and the latest available recorded year, 2019. The comparisons between Public vs Private, as well as individual modes are shown in **Table 5.1** and **Table 5.2**.

Table 5.1 Passenger transport type – public vs private

Mode*	2016 CAA Data**	2019 CAA Data***	2016 – 2019 % change
Public	30%	43.6%	13.6
Private	67%	56.2%	-10.8
Other	3%	0.3%	-2.7

*data utilises last mode of travel
**contained in 2018-2022 ASAS 2019 Reissue, page 38
*** contained in CAA Passenger Survey Report 2019, Table 7a

The difference between Public and Private transport mode share has seen a 13.6% increase in the use of public transport between 2016 and 2019. This coincides with a reduction in private car use of 10.8% between 2016 and 2019. Further measures to increase passengers using Bus/Coach and Rail services are highlighted in the following sections.

Table 5.2 Passenger method of travel by mode

Mode*	2016 CAA Data**	2019 CAA data***	2016 – 2019 % change
Private Car	50%	39.8%	-10.2
Taxi/Minicar/Uber	17%	16.4%	-0.6
Bus/Coach	15%	22.3%	7.3
Rail	15%	21.2%	6.2
Other	3%	0.3%	-2.7

*data utilises last mode of travel
**contained in 2018-2022 ASAS 2019 Reissue, page 38
*** contained in CAA Passenger Survey Report 2019, Table 7a

5.2 Staff Travel

Staff travel has seen Single Occupancy car travel reduce by just over 8% from 2016 to 2019 from the staff survey results. Bus travel has increased by nearly 7% owing to the improvements in service provision, service frequency and staff discounts since the last Framework Employee Travel Plan was produced in 2012. The DART should increase the rail mode share when it becomes operational in Autumn 2021 although the full benefits will be realised in future travel plans beyond 2022.

Public Transport use has increased from 16.6% to 23.6% in 2019, however active travel modes have remained broadly the same (7.6% to 7.5% in 2019). Despite the small increase in walking mode share, cycling mode share has reduced by 0.7% to 1.7%. as shown in **Tables 5.3** and **5.4**.

Table 5.3 Staff transport type – public vs private

Mode	2016 CAA Data*	2019 CAA Data*	16 – 19 % change
Public	16.6%	23.6%	7.0%
Private	75.9%	68.9%	-7.0%
Other	7.6%	7.5%	-0.1%

*contained in 2018-2022 ASAS 2019 Reissue, page 38

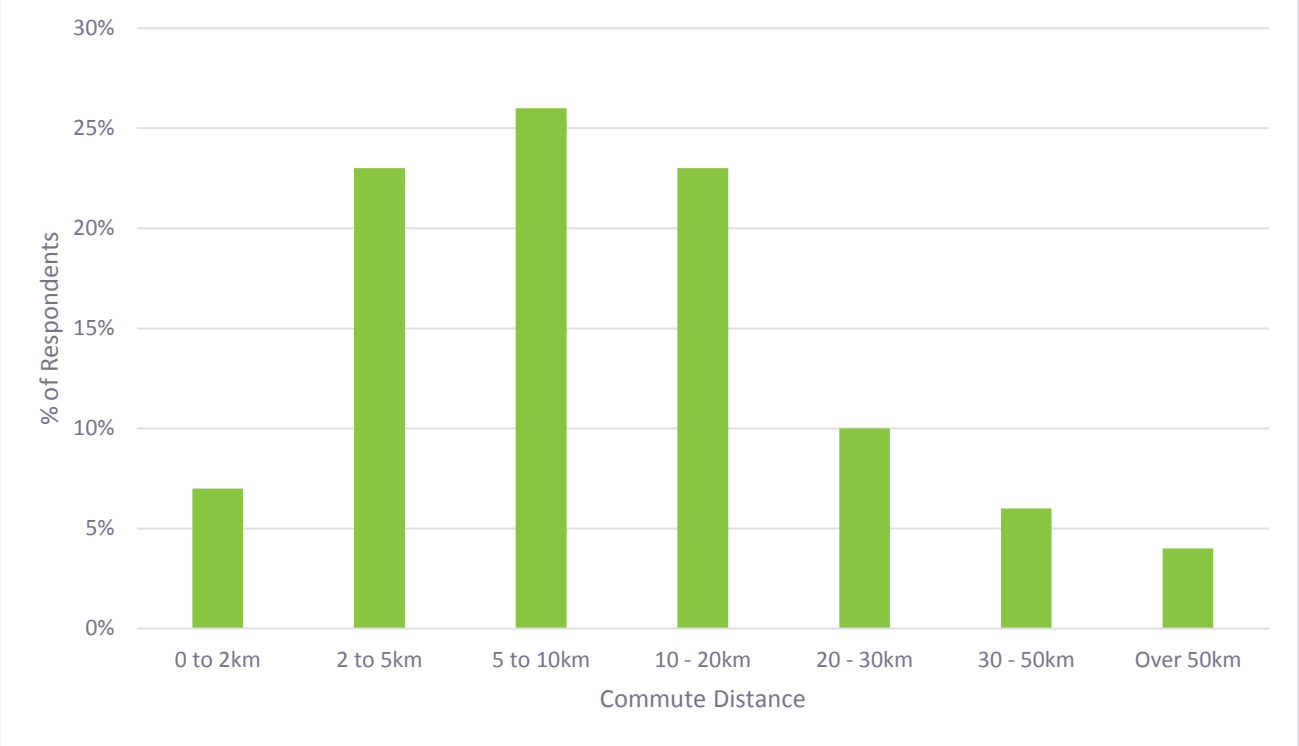
Table 5.4 Staff method of travel by mode

Mode	2016 Staff Survey*	2019 Staff Survey*	16 – 19 % change
Car (SOV)	67.6%	59.4%	- 8.2%
Bus	9.4%	16.0%	6.6%
Rail	7.2%	7.6%	0.4%
Walking	5.2%	5.8%	0.6%
Car with Passenger(s)	3.5%	4.1%	0.6%
Car as Passenger	2.9%	3.8%	0.9%
Cycle	2.4%	1.7%	- 0.7%
Motorcycle	1.3%	0.8%	- 0.5%
Taxi	0.6%	0.8%	0.2%

*contained in 2018-2022 ASAS 2019 Reissue, page 38

The staff travel survey includes a new question in 2019 on commuting distance for staff. The results show that of the 722 respondents who knew their commute distance, approximately 7% fell within 0 – 2km of the airport and 23% fell within 2 – 5km, as shown in **Figure 5.1**.

Figure 5.1 Staff commuting distance



Adapted from: Staff Travel Survey, Systra, 2019

This data shows that 30% of respondents are within a 5km commute distance which equates to a less than a 20-minute cycle ride. This shows there is a large proportion of staff that are potentially capable of travel behavioural change if the right measures are put in place to promote cycling.

5.3 Existing Targets

This section will assess the performance of the target set in the 2018 - 2022 Luton Airport Surface Access Strategy (ASAS) from 2016 against the latest 2019 results. **Section 6.2** will analyse future 2022 targets as set out in the ASAS and recommend any changes to these proposed targets based on the latest results which will be reflected in new 2024 targets.

The following sources have been employed to obtain target data:

- Pre-existing targets for 2016, 2019 and 2022 for staff and passengers have been obtained from the 2018-2022 ASAS;
- actual target results for 2016 for staff and passengers have been obtained from the 2018-2022 ASAS.
- actual target results for staff in 2019 have been obtained from a Staff Travel Survey conducted by Systra in 2019; and
- actual target results for passengers in 2019 have been obtained from 2019 CAA Passenger Survey Report.

Target 1: Reducing SOV and Private Car Journey to and from LLA

1a. Reduce employee SOV travel

2016		2019		2022
Target	**Performance**	**Target**	**Performance**	**Target**
68%	68%	66%	59%	64%

1b. Reduce passenger private car travel (SOV travel is not as relevant to passengers as they are more likely to car share when travelling to the airport)

2016		2019		2022
Target	**Performance**	**Target**	**Performance**	**Target**
51%	50%	49%	40%	43%

Employee SOV travel has achieved the 2016 and 2019 targets, achieving 59% mode share in the latest 2019 Staff Travel Survey. Passenger Private Car Travel was 40% from the latest CAA data from 2019.

Car Sharing KPI

- 50% awareness of the car sharing network for Staff by 2022

2016		2019		2022
Target	**Performance**	**Target**	**Performance**	**Target**
N/A	27%	N/A	22%	50%

The car sharing target is measured through a specific lift-sharing question within the Staff Travel Survey. As of 2019, awareness levels of the car-sharing scheme amongst staff appears to have dropped from 27% to 22%. As set out in the ASAS, a future target of 50% is set for 2022 which would require a 28% increase in awareness.

- Increase in the number of employees car sharing year-on-year (2018, 2020 and 2022)

A 0.6% growth has been achieved so far and should be encouraged to continue.

Target 2: Increasing Sustainable Travel to and from LLA

2a. Increase employee travel by sustainable modes of transport

2016		2019		2022
Target	**Performance**	**Target**	**Performance**	**Target**
24%	24%	26%	31%	28%

2b. Increase passenger travel by sustainable modes of transport

2016		2019		2022
Target	**Performance**	**Target**	**Performance**	**Target**
32%	32%	34%	43%	36%

Sustainable mode share targets have already been exceeded for staff and passengers against 2019 targets.

Bus and Coach KPI

- Increase employee travel by bus and coach from 9% to 11% (+170 employees)

2016		2019		2022
Target	**Performance**	**Target**	**Performance**	**Target**
9%	9%	N/A	16%	11%

- Increase passenger travel by bus and coach from 16% to 17% (+150k passengers)

2016		2019		2022
Target	**Performance**	**Target**	**Performance**	**Target**
16%	16%	N/A	22%	17%

This Bus and Coach staff KPI has exceeded its 2022 target with an increase to 22.3%.

Rail KPI

- Increase employee travel by rail from 7% to 9% (+170 employees)

2016		2019		2022
Target	**Performance**	**Target**	**Performance**	**Target**
7%	7%	N/A	8%	9%

- Increase passenger travel by rail from 16% to 24% (+1.12m passengers)

2016		2019		2022
Target	**Performance**	**Target**	**Performance**	**Target**
16%	16%	N/A	21%	24%

Rail KPI's for staff is on target to reach 9% for staff and 24% for passengers by 2022.

Walking and Cycling KPI

- Increase awareness of Cycle-to-Work scheme from 71% to 80% by 2022

2016		2019		2022
Target	**Performance**	**Target**	**Performance**	**Target**
71%	71%	N/A	46%	80%

This is measured through a specific Cycle-to-Work scheme question within the Staff Travel Survey. As of 2019 awareness levels of the cycle scheme amongst staff appears to have dropped from 71% to 46%. As set out in the ASAS, a future target of 80% is set for 2022 which would require a 34% increase in awareness.

Target 3: Promoting and Monitoring Sustainable Travel at LLA

3a. Secure 12% participation in the staff travel survey by 2022 (1,020 employees)

2016		2019		2022
Target	**Performance**	**Target**	**Performance**	**Target**
10%	10%	12%	12%	12%

3b. Increase the number of organisations attending the Airport Travel Forum

2016		2019		2022
Target	**Performance**	**Target**	**Performance**	**Target**
8	8	10	10	12

Participation rates have remained on target, achieving a 12% staff travel survey participation rate in 2019 and an increase from 8 to 10 organisation in attendance for the Airport Travel Forum in 2019.

Promotion KPI

- Deliver at least two promotional travel events per year throughout the ASAS period

2016		2019		2022
Target	**Performance**	**Target**	**Performance**	**Target**
2	2	2	2	2

- Increase in awareness of Staff Travelcard

2016		2019		2022
Target	**Performance**	**Target**	**Performance**	**Target**
53%	55%	60%	60%	65%

This is measured through a specific Staff Travelcard question within the Staff Travel Survey with a target of 60% awareness being achieved for 2019.

5.4 Existing Staff Benefits

LLA Staff have access to various benefits and discounted travel with local and national providers.

Public transport related staff benefits reported in 2012 URS Framework Employee Travel Plan were:

- 50% of monthly and annual rail season between Brighton and Leicester to Luton Airport Parkway
- 15% off Centrbus single and return tickets
- 30% off Arriva weekly and monthly season tickets
- Discounts on Greenline services; and
- 30% discount on National Express upon purchase of a discount card at £5
- 2010 Summary of Employees Place of Residence

As shown on the London Luton Airport Current Offers webpage, public transport related staff benefits are currently[5]:

- 50% off Thameslink weekly, monthly and annual season tickets
- Free shuttle bus between Luton Airport Parkway and LLA Terminal building (staff ID must be shown to the bus driver)
- 50% off East Midlands Trains, monthly and annual season tickets
- 15% off Centrebus singles and returns
- 30% off Arriva Outer Zone / All-Zone weekly and monthly season tickets
- 30% off Greenline 757 '10 Trips'

[5] Last updated in January 2017, https://www.london-luton.co.uk/corporate/staff-discount-travelcard/current-offers

- 10% off Greenline 757 singles
- 25% off Greenline 757 returns
- 30% off National Express when a discount card is bought for £5

A full table of staff discounts for local buses can be found in **Table 5.5**.

Table 5.5 Staff Discounts for Local Buses (2019)

Ticket Type	Normal Price	Staff Price	Savings per week	Savings per year
Local buses				
L&D Zone 7-day saver	£15	£10	£5	£240
L&D Zone 4-weekly saver	£55	£40	£15	£180
All Zones 7-day saver	£28	£20	£8	£384
All Zones 4-weekly saver	£88	£50	£38	£456
London and Luton Buses				
10 trip ticket	-	£50	-	-
7-day ticket	£68	£52	£16	£768
4 weekly ticket	£260	£185	£75	£900

Source: https://www.london-luton.co.uk/corporate/staff-discount-travelcard/current-offers

A comparison between the 2012 and 2019 public transport staff travel benefits shows that rail, bus and coach benefits remain consistent with the addition of a free shuttle bus between Luton Airport Parkway and LLA terminal building upon display of staff ID to the bus driver.

6. Objectives and Targets

6.1 Future Objectives

The following objectives have been created to ensure LLAOL delivers a successful travel plan as part of the 19 mppa application for 2024. A summary of the targets set for 2024 and their impacts is shown in **Table 6.1**.

Objective 1: Create opportunities for staff and passengers to use alternative modes of transport other than private car

Sub-objectives

- Set out a series of cycle infrastructure improvements
- Car-sharing promotion

Objective 2: Improve public transport accessibility for passengers and staff through enhanced provision and promotion

Sub-objectives

- DART promotion
- Public transport discounts and promotions for staff

Objective 3: Reduce carbon emissions produced by surface access travel to/from the airport

Sub-objectives

- Explore electric-vehicle charging point options
- Quantify emission reduction figures as a result of the DART
- Explore a switch from diesel to petrol/electric run buses
- Cycling promotion

6.2 Future Targets

Existing targets set out in the ASAS are detailed in **Section 5.3** This section looks at the latest travel data for both staff and passengers to propose new stretching targets that are SMART.

The term 'target' is used in the sense of a statement that contains a measurement of the Travel Plan objectives and is a measure of outcomes achieved by the Travel Plan. Targets should be **SMART** - **S**pecific, **M**easurable, **A**chievable, **R**ealistic and **T**imed, and should help achieve, and be related to each of the numbered objectives set out in **Section 6.1**.

The following sources have been employed to obtain target data:

- Pre-existing targets for 2016, 2019 and 2022 for staff and passengers have been obtained from the 2018-2022 ASAS;

- actual target results for 2016 for staff and passengers have been obtained from the 2018-2022 ASAS.
- actual target results for staff in 2019 have been obtained from a Staff Travel Survey conducted by Systra in 2019; and
- actual target results for passengers in 2019 have been obtained from 2019 CAA Data.

Target 1: Reduce single-occupancy, non-electric private car travel

1a. Reduce employee SOV, non-electric private car travel

2016		2019		2022	2024
Target	**Performance**	**Target**	**Performance**	**Target**	**Target**
68%	68%	66%	59%	64%	56%

The 2022 target of a 64% SOV mode share has already been achieved with a reduction from 68% to 59% from 2016 to 2019. Therefore, a new 2024 target of 56% SOV mode share for employees has been set.

1b. Reduce passenger non-electric private car travel

2016		2019		2022	2024
Target	**Performance**	**Target**	**Performance**	**Target**	**Target**
51%	50%	49%	40%	43%	40%

The 2022 target of a 43% private car travel has already been achieved with a reduction from 51% to 40% from 2016 to 2019. Therefore, a 2024 target of retaining the 40% achieved has been set, this is already 3% below the original target set for 2022. Once DART begins operations (in 2021), the shift is expected to happen mainly from taxi users, which are excluded from this target.

Car Sharing KPI

- 50% awareness of the car sharing network for Staff by 2024

2016		2019		2022	2024
Target	**Performance**	**Target**	**Performance**	**Target**	**Target**
N/A	27%	N/A	22%	50%	50%

Awareness of the car sharing network has reduced from 27% to 22% between 2016 and 2019. The future target of 50% awareness will remain with the specific measures put in place in Section 7 to achieve this.

- Increase in the number of employees car sharing year-on-year (2018, 2020 and 2022)

This target will remain.

Target 2: Increasing Sustainable Travel to and from LLA

2a. Increase employee travel by sustainable modes of transport

2016		2019		2022	2024
Target	**Performance**	**Target**	**Performance**	**Target**	**Target**
24%	24%	26%	31%	28%	33%

The 2022 target of a minimum of 28% sustainable transport mode share for employees has already been achieved with an increase from 24% to 31% from 2016 to 2019. Therefore, a new 2024 target of 33% sustainable transport mode share for employees has been set.

2b. Increase passenger travel by sustainable modes of transport

2016		2019		2022	2024
Target	**Performance**	**Target**	**Performance**	**Target**	**Target**
32%	32%	34%	43%	36%	47%

Passenger sustainable transport has increased from 32% to 43% between 2016 and 2019; achieving the target of 34% set out in 2019, as well as the previously established 36% 2022 target. A new 2024 target has been set to increase to 47% with Section 7 detailing specific measures for achieving this.

Bus and Coach KPI

- Increase employee travel by bus and coach from 9% to 17% (+170 employees)

2016		2019		2022	2024
Target	**Performance**	**Target**	**Performance**	**Target**	**Target**
9%	9%	N/A	16%	11%	17%

The 2022 target of a minimum of 11% bus/coach mode share for employees has already been achieved with an increase from 9% to 16% from 2016 to 2019. Therefore, a new 2024 target of 17% bus/coach mode share for employees has been set.

- Increase passenger travel by bus and coach from 16% to 17% (+150k passengers)

2016		2019		2022	2024
Target	Performance	Target	Performance	Target	Target
16%	16%	N/A	22%	17%	22%

Passenger bus/coach travel has increased from 16% to 22% between 2016 and 2019. A 2024 target of retaining this 22% has been set, with Section 7 detailing specific measures for achieving this.

Rail KPI

- Increase employee travel by rail from 7% to 10% (+170 employees)

2016		2019		2022	2024
Target	Performance	Target	Performance	Target	Target
7%	7%	N/A	8%	9%	10%

Employee rail travel has increased from 7% to 8% between 2016 and 2019. A new 2024 target of increasing to 10% has been set.

- Increase passenger travel by rail from 16% to 25% (+1.12m passengers)

2016		2019		2022	2024
Target	Performance	Target	Performance	Target	Target
16%	16%	N/A	21%	24%	25%

Passenger rail travel has increased from 16% to 21% between 2016 and 2019. A new 2024 target of increasing to 25% has been set, as the opening of the DART is likely to have a positive impact on passenger rail travel.

Walking and Cycling KPI

- Increase awareness of Cycle-to-Work scheme from 71% to 80% by 2024

2016		2019		2022	2024
Target	Performance	Target	Performance	Target	Target
71%	71%	N/A	46%	80%	80%

Awareness of the Cycle-to-Work scheme has reduced from 71% to 46% between 2016 and 2019. A 2024 target of 80% has been set to be achieved with specific measures put in place in Section 7.

- Increase employee travel by cycle from 1.6% to 3%

2016		2019		2022	2024
Target	Performance	Target	Performance	Target	Target
N/A	2.4%	N/A	1.7%	N/A	3%

From 2016 to 2019, the percentage of staff arriving to the airport by cycle reduced from 2.4% to 1.7%. With the implementation of a set of measures detailed in Section 7, a new target has been set for 2024 of increasing the mode share of staff cycling to work to 3%.

Target 3: Promoting and Monitoring Sustainable Travel at LLA

3a. Secure 12% participation in the staff travel survey by 2024 (1,020 employees)

2016		2019		2022	2024
Target	Performance	Target	Performance	Target	Target
10%	10%	12%	12%	12%	12%

Participation in the staff travel survey has increased from 10% to 12% between 2016 and 2019. A target of retaining this achieved 12% has been set for 2024.

3b. Increase the number of organisations attending the Airport Travel Forum

2016		2019		2022	2024
Target	Performance	Target	Performance	Target	Target
8%	8%	10%	10%	12%	15%

Organisation participation in the Airport Travel Forum has increased from 8 organisations to 10 organisations between 2016 and 2019. A future 2024 target of increasing to 15 organisations has been set.

Promotion KPI

- Deliver at least 4 promotional travel events per year throughout the ASAS period, one per quarter.

2016		2019		2022	2024
Target	Performance	Target	Performance	Target	Target
2%	2%	2%	2%	2%	4%

In 2019 LLA delivered 2 promotional travel events; a new target to double to 4 events per year has been set for 2024.

- Increase in awareness of Staff Travelcard

2016		2019		2022	2024
Target	Performance	Target	Performance	Target	Target
53%	55%	60%	60%	65%	65%

Awareness of the Staff Travelcard has increased from 55% to 60% between 2016 and 2019. The future target of 65% will remain the same.

6.3 Summary of Targets

A summary of all set targets for 2024 and how they compare to previous targets is shown in Table 6.1 below.

Table 6.1 Summary of 2024 Targets

Target	Target 2019 (%)	Performance 2019 (%)	Target 2022 (%)	Target 2024 (%)	Impact
Reduce employee single-occupancy, non-electric private car travel	66	59	64	56	2019 Target met with an additional reduction of 7%, a further reduction of 3% is expected by 2024.
Reduce passenger single-occupancy, non-electric private car travel	49	40	43	40	2019 target met with a reduction of 9%. A target of retaining the achieved 40% by 2024 has been set. Impacts of DART are expected to come from taxis, thus, are excluded from this target.
Increase employee travel by sustainable modes of transport	26	31	28	33	2019 target met with an additional increase of 5%, a further 2% increase has been set as a 2024 target.
Increase passenger travel by sustainable modes of transport	34	43	36	47	2019 target met with an additional increase of 9%, a further increase of 4% has been set as a 2024 target.
Increase employee travel by bus and coach	N/A	16	11	17	An increase of 1% on the target achieved in 2019 has been set as a target for 2024.

Target	Target 2019 (%)	Performance 2019 (%)	Target 2022 (%)	Target 2024 (%)	Impact
Increase passenger travel by bus and coach	N/A	22	17	22	A target of retaining the target achieved in 2019 has been set for 2024.
Increase employee travel by rail	N/A	8	9	10	An increase of 2% on the target achieved in 2019 has been set as a target for 2024.
Increase passenger travel by rail	N/A	21	24	25	An increase of 4% on the target achieved in 2019 has been set as a target for 2024.
Increase awareness of Cycle-to-Work scheme	N/A	46	80	80	A target of achieving an 80% of staff awareness of the scheme has been set for 2024.
Increase employee travel by cycle	N/A	1.7	N/A	3	A target of achieving an increase up to 3% of staff travelling by cycle has been set for 2024.
Increasing Car Sharing Awareness	N/A	22	50	50	A target of achieving a 50% of staff awareness of the scheme has been set for 2024.
Secure 12% participation in the staff travel survey	12	12	12	12	A target of retaining the target achieved in 2019 has been set for 2024.
Increase the number of organisations attending the Airport Travel Forum	10	10	12	15	An increase of 5 additional organisations has been set for 2024.
Deliver at least 2 promotional travel events per year	2	2	2	4	An increase to 1 event per quarter, for a total of 4 events per year, has been set for 2024.
Increase in awareness of Staff Travelcard	60	60	65	65	An increase of 5% on the target achieved in 2019 has been set as a target for 2024.

7. Marketing and promotion

7.1 Travel Plan Coordinator

LLAOL's Travel Plan Co-ordinator (under the Surface Access team) will manage the delivery of this Travel Plan. Their role will be to develop the Travel Plan measures and identify a more detailed implementation programme.

The Travel Plan Coordinator is expected to increase awareness of sustainable travel options such as car sharing, public transport or cycling and its associated benefits.

7.2 Travel Information

Travel Information Pack

One of the key Travel Plan measures would be to introduce a Travel Information Pack to be provided to new starters. This should be updated regularly and made freely available to staff and contractors.

Personalised travel planning

Personalised travel planning is an approach to delivering targeted information directly to employees, to help them make sustainable travel choices. It will help discourage over-reliance on car use, enabling more journeys to be made on foot, bike, bus, train or in shared cars. It can also prevent unnecessary travel, through the provision of local or site-specific information.

The personalised travel planning will use tools and techniques such as:

- Providing links to journey planner websites, such as http://www.traveline.info/, http://google-map.co.uk/route-planner/;
- One-to-one discussion of travel needs and choices with prospective and new staff;
- The provision of information prior to occupation and on occupation; and
- Promotion of the sustainable travel incentives on occupation through regular events and marketing.

Influencing Travel Behaviour

In addition to the main measures detailed above, additional practical measures described below will help influence travel behaviour:

- Provision of information to occupants on key bus/ train services and destinations.
- Promoting the Travel Luton journey planner https://www.travel-luton.co.uk/.
- Provision of public transport map showing bus service route, bus stop locations and timetables; locations of rail stations including destinations and journey times.
- Provision of maps showing walking and cycle routes.
- Provision of on-site map of local amenities in relation to the Airport.

- Provision of electric vehicle charging points for passengers (currently 10 available in MSCP1) and the potential to increase to meet demand.
- The introduction of a reduced tariff for 30 minutes (at £2.0) for electric vehicle drop off at MSCP1 to encourage the use of electric vehicles for passengers.

8. Travel Plan Measures

This section outlines the key measures by transport mode, to be implemented for the development site.

These measures will facilitate, promote and encourage sustainable transport choices. These are complementary to spatial planning and infrastructure provision and are aimed at encouraging smarter travel choices through promotion and encouragement, such as information provision, personalised journey planning and incentivisation. For clarity, the measures have been set out by transport mode.

8.1 Walking

Table 8.1 Walking measures

Measures	Passengers	Staff	Body Responsible
W1: Encourage walking to work if the staff member lives within a 30-minute walking distance.		✓	LLAOL/Tenant organisations
W2: Ensure that high quality and appropriate way-finding 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 site.	✓	✓	Luton Borough Council/LLAOL

8.2 Cycling

Table 8.2 Cycling measures

Measures	Passengers	Staff	Body Responsible
C1: Promote safe cycling, including sale of discounted locks and safety equipment (helmets and bike lights) through local bike shops for staff.		✓	Luton Borough Council/LLAOL/Tenant organisations
C2: Promote the Cycle+ salary sacrifice scheme for staff (offering tax-free cycle purchases)		✓	LLAOL/Tenant organisations
C3: Provide an ongoing delivery of cycle events, initiatives and training, and support national events where appropriate		✓	LLAOL
C4: Incorporate secure cycle parking facilities within the design of all buildings within the site. Ensure cycle storage	✓	✓	LLAOL

Measures	Passengers	Staff	Body Responsible
facilities are well lit, secure and offer protection from the weather.			
C5: Ensure adequate provision of shower and changing facilities for staff commuting by bicycle		✓	LLAOL
C6: Quarterly cycle maintenance event for staff		✓	LLAOL
C7: Identifying suitable commuter cycling corridors and routes to be improved in order to encourage staff to cycle to work.		✓	LLAOL

8.3 Public Transport

Table 8.3 Public transport measures

Measures	Passengers	Staff	Body Responsible
PT1: Continue to promote local bus and coach travel and build upon previous attempts to promote the Luton Dunstable Busway	✓	✓	LLAOL/Luton Borough Council
PT2: Continue to promote and find additional incentives for the Staff Discount Travel Card		✓	LLAOL
PT3: Ensure clear signage and wayfinding guides public transport users to nearby bus stops and rail services and that it is of a high standard.	✓	✓	LLAOL/Luton Borough Council
PT5: Ensure the provision of live travel information and timetables for staff and passengers for bus stops and train times.	✓	✓	LLAOL/Luton Borough Council
PT6: Explore procurement options for a change from diesel/petrol to electric/hybrid shuttle vehicles on-site	✓	✓	LLAOL
PT7: Promotion and marketing of DART upon launch	✓	✓	LLAOL

8.4 Motor vehicles: Private car, servicing taxis and private hire vehicles

Table 8.4 Private car/ freight measures

Measures	Passengers	Staff	Body Responsible
MV1: Provide and enforce Priority Parking areas for car-clubs and car-sharing opportunities	✓	✓	LLAOL
MV2: Explore procurement options for a change from diesel/petrol to electric/hybrid service vehicles on-site		✓	LLAOL
MV3: Introduce controls and enforcement to prevent vehicles from idling while delivering or visiting the site.	✓	✓	LLAOL
MV4: Promote taxi or ride-sharing opportunities through the use of ride-share schemes, car clubs and app-based travel	✓	✓	LLAOL
MV5: Personalised travel planning sessions for staff to explore sustainable travel options		✓	LLAOL/Luton Borough Council
MV6: New starters travel information packs on sustainable travel options, discounts and promotions		✓	LLAOL
MV7: Review installation of electric vehicle charging points on site	✓	✓	LLAOL

8.5 Electric Vehicles

Table 8.5 Electric vehicle measures

Measures	Passengers	Staff	Body Responsible
EV1: Monitor usage of existing charging points for electric vehicles (currently 10 charging points available)	✓	✓	LLAOL
EV2: Promote the use of electric vehicle facilities	✓	✓	LLAOL

Measures	Passengers	Staff	Body Responsible
EV3: Review the potential installation of additional electric vehicle charging points depending on increasing demand.	✓	✓	LLAOL
EV4: The introduction of pricing incentives (such as the "electric vehicle drop-off tariff") for EVs where appropriate without compromising the uptake of public transport and active travel.	✓		LLAOL

9. Monitoring and Evaluation

Monitoring ensures the impact and success of the Travel Plan can be measured and determine if the objectives and targets are being met.

Monitoring Programme

A monitoring programme will be discussed and agreed between the Travel Plan coordinator (TPC) and Luton Borough Council (LBC). Continuous monitoring of the Travel Plan will assess:

- Progress against the SMART targets of the Travel Plan
- The need for refinements to the Travel Plan; and
- The effectiveness of the Travel Plan for encouraging sustainable travel.

9.1 Regular Informal Monitoring

In addition to formal monitoring, the Travel Plan coordinator will monitor the various Travel Plan measures, such as:

- Levels of bus patronage at bus stops in close proximity to the site access.
- The use of specific schemes and measures including car sharing and cycle parking facilities; and
- Levels of participation in travel plan coordinator-led promotional events.

9.2 Monitoring report

The results of the monitoring will be submitted to LBC within three months of the surveys, along with a review document highlighting areas of success and concern. This will evaluate progress against actions and targets and identify issues and remedial actions such as:

- Review of bus services – vehicle type, routes and or/frequencies; and
- Identification of targeted promotional activities.

Any proposed changes will be discussed with LBC and implemented by the site travel plan coordinator accordingly.

9.3 Review

The Travel Plan should be reviewed on the basis of the results of the monitoring surveys against the baseline data and the identified targets. Where elements of the Travel Plan are identified to be underperforming, these would need to be reviewed and revised as appropriate, for implementation by the TPC.

If Travel Plan targets are not met, monitoring will be required, and remedial measures introduced to help meet the targets of the Travel Plan.

10. Action Plan

The Action Plan has been produced to summarise how the elements of the Travel Plan will be implemented and the responsible parties. This will ensure that targets are met for 2024 and in subsequent revisions to future travel plans.

Timescales are defined as short term (0-1 years), medium term (1 -3 years) and long term (3 – 5 years).

Table 10.1 Action Plan

Measure	Timescale (Short/Med/Long)
W1: Encourage walking to work if the staff member lives within a 30-minute walking distance.	Short
W2: Ensure that high quality and appropriate way-finding 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 site.	Short
C1: Promote safe cycling, including sale of discounted locks and safety equipment (helmets and bike lights) through local bike shops for staff.	Short
C2: Promote the Cycle+ salary sacrifice scheme for staff (offering tax-free cycle purchases)	Short
C3: Provide an ongoing delivery of cycle events, initiatives and training, and support national events where appropriate	Short
C4: 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.	Medium
C5: Ensure adequate provision of shower and changing facilities for staff commuting by bicycle	Medium
C6: Quarterly cycle maintenance event for staff	Short
C7: Identifying suitable commuter cycling corridors and routes to be improved in order to encourage staff to cycle to work.	Medium
PT1: Continue to promote local bus and coach travel and build upon previous attempts to promote the Luton Dunstable Busway	Short
PT2: Continue to promote the Staff Discount Travel Card	Short
PT3: Ensure clear signage and wayfinding guides public transport users to nearby bus stops and rail services and that it is of a high standard.	Short
PT5: Ensuring the provision of live travel information and timetables for staff and passengers for bus stops and train times.	Short
PT6: Explore procurement options for a change from diesel/petrol to electric/hybrid shuttle vehicles on-site	Medium
PT7: Promotion and marketing of DART upon launch	Short / Medium / Long

Measure	Timescale (Short/Med/Long)
MV1: Provide and enforce Priority Parking areas for car-clubs and car-sharing opportunities	Short
MV2: Explore procurement options for a change from diesel/petrol to electric/hybrid service vehicles on-site	Medium
MV3: Introduce controls and enforcement to prevent vehicles from idling while delivering or visiting the site.	Short
MV4: Promote taxi or ride-sharing opportunities through the use of ride-share schemes, car clubs and app-based travel	Short
MV5: Personalised travel planning sessions for staff to explore sustainable travel options	Short
MV6: New starters travel information packs on sustainable travel options, discounts and promotions	Short
MV7: Review current provision and potential installation of additional electric charging points for passengers.	Short
EV1: Monitor usage of existing charging points for electric vehicles (currently 10 charging points available)	Short
EV2: Promote the use of electric vehicle facilities	Short
EV3: Review the potential installation of additional electric vehicle charging points depending on increasing demand.	Short
EV4: The introduction of pricing incentives (such as the "electric vehicle drop-off tariff") for EVs where appropriate without compromising the uptake of public transport and active travel.	Short

Appendix A
Car Parking Management Plan

Car Parking Management Plan
London Luton Airport 19 mppa

Introduction

London Luton Airport (LLA) received planning permission in June 2014 to physically expand the airport facilities to handle up to 18 million passengers per annum (mppa). LLA now wishes to increase the passenger cap from 18 mppa to 19 mppa without any further physical airport expansion.

LLA anticipates that the growth to 19 mppa could be accommodated without any new on-airport infrastructure, including that which is already permitted and not yet built, and that which could be built under permitted development rights.

Condition 24 of the planning permission for 18 mppa required a Car Parking Management Plan, this was approved in January 2016 (ref: 15/00659/DOC). As such, a new Car Parking Management Plan is hereby produced to accompany the 19 mppa application. No new parking spaces are proposed specifically in connection with this application. The purpose of this document is to set out what available parking supply will be available to London Luton Airport Operations Ltd (LLAOL) for 19 mppa.

LLA currently has the following car parks in operation, shown in Table 1 below. This management plan explains how the car parks would be managed if the airport were to operate at 19 mppa.

Table 0 Car parking available at LLA

	DOZ	TCP1	TCP2	MSCP	LSCP	Car Park B	NHCP
Status	Operational	Operational	Operational	Operational	Operational	Operational	Operational
Type	Drop off	Any length	Any length	Mid-term	Long-term	Staff parking	Staff parking

Note: DOZ (= Drop Off Zone) TCP1 (= Terminal Car Park 1) TCP2 (= Terminal Car Park 2)
MSCP (= Mid Stay Car Park) LSCP (= Long Stay Car Park) NHCP (= Navigation House Car Park)

Car parking demand will be managed by controlling parking capacity and pricing each car park accordingly, and the effectiveness of the pricing will be monitored through the Airport Surface Access Strategy together with the 19 mppa Travel Plan. Variable message signs are in place to assist in managing the use and capacity of the car parks.

Drop Off Zone (DOZ)

The airport will continue to offer a drop off / pick up parking area in close proximity to the terminal. The DOZ is a runway format with capacity for around 120 vehicles. The DOZ is priced accordingly to encourage visitors to park for a short amount of time, which is 13 minutes or less. The airport charges £4.00 for up to 10 minutes and then £1.00 per minute thereafter. Currently the airport sees approximately 95% of the vehicles leaving the DOZ within less than 10 minutes.

The DOZ has a barrier-free entrance with vehicles recognised by Automatic Number Plate Recognition (ANPR). The vehicles will need to pay (by cash or card) at the exit barrier to be able to leave the DOZ. No vehicles within the DOZ are to be left unattended. Unattended vehicles are issued with a Penalty Charge Notice (PCN) for £100.00.

The airport will not permit drop off / pick up of passengers on the approach roads, roundabouts or bus lanes leading up to the airport terminal. The airport will continue to encourage drop off / pick up of passengers in the MSCP by offering free parking up to 15 minutes and a free bus ride to/from the terminal building. The free bus service normally transfers passengers in 5 minutes and operates every 12 minutes. The airport also encourages longer drop off / pick up periods to take place at the LSCP by offering free parking up to 60 minutes and a free bus ride to/from the terminal building. The free bus service normally transfers passengers in 10 minutes and operates every 15 minutes. These measures are to incentivise visitors to use the MSCP and the LSCP, and to minimise the potential for congestion in the central terminal area.

Terminal Car Park 1

The TCP1 is the nearest passenger car park to the terminal building and it technically accommodates any length of stay. The TCP1 has a total of 1,699 car spaces and motorbikes are not allowed entry.

The gate pricing at the TCP1 are as follows:

- Up to 30 minutes: £9.00
- Up to 45 minutes: £11.50
- Up to 60 minutes: £16.50
- Up to 2 hours: £20.50
- Up to 3 hours: £27.00
- Up to 4 hours: £35.00
- Up to 5 hours: £37.00
- Up to 9 hours: £58.00
- Up to 24 hours: £58.00
- Each additional day, or part of a day: £64.00

The online pre-booked pricing can vary between 5% to 80% lower than the gate prices according to demand and availability. It is evident from the pricing schedule that, whilst the TCP1 can technically accommodate any length of stay, it is aimed at encouraging short-term car parking. This is supported by the fact that the airport currently sees an average length of under 3 hours stay in the TCP1.

The TCP1 has a barrier entrance with a ticket for gate customers and via ANPR for pre-booked customers. Pre-booked customers pay at the time of booking. Gate customers pay before exit either via cash at Pay on Foot Machines or at the exit barrier by card. Vehicles parked in unauthorised spaces are issued with a PCN for £100.00.

According to the Airport Surface Access Strategy, reissued in 2019, the airport has introduced an "electric vehicle drop-off tariff" in Terminal Car Park 1. This allows access for 30 minutes at a significantly reduced rate of £2.0, with the intention of encouraging the use of 100% electric vehicles for passengers at the airport.

Terminal Car Park 2

The TCP2 is located adjacent to the TCP1 and it accommodates any length of stay. The TCP2 has have a total of 1,924 car spaces and motorbikes will not be allowed entry.

The gate pricing at the TCP1 are as follows:

- Up to 30 minutes: £8.00
- Up to 45 minutes: £10.50
- Up to 60 minutes: £14.50
- Up to 2 hours: £18.50
- Up to 3 hours: £24.00
- Up to 4 hours: £31.00
- Up to 5 hours: £33.00
- Up to 9 hours: £52.00
- Up to 24 hours: £58.00
- Each additional day, or part of a day: £58.00

The online pre-booked pricing can vary between 5% to 80% lower than the gate prices according to demand and availability.

Access will be controlled by a Skidata access barrier and payment is made at pay on foot machines

Mid Stay Car Park

The MSCP is located 5 minutes away from the terminal by free bus transfer service. The MSCP has a total of 1,281 car spaces and 120 motorbike spaces.

The gate pricing for cars at the MSCP are as follows:

- Up to 15 minutes: Free
- Up to 25 minutes: £3.50
- Up to 40 minutes: £8.50
- Up to 60 minutes: £12.50
- Up to 24 hours: £32.00
- Each additional day, or part of a day: £32.00

The MSCP offers free parking for motorbikes in the 120 designated motorbike parking bays for a maximum of 21 days. After 21 days, charges apply at the normal daily rate.

The online pre-booked pricing can vary between 5% to 80% lower than the gate prices according to demand and availability. It is evident from the pricing schedule that the MSCP is more financially competitive than the TCP1 and TCP2. This pricing structure encourages those wanting to stay over 4 hours to stay at the MSCP rather than the TCP1 or TCP2. The capacity at the MSCP is also larger than the TCP1 or TCP2.

The MSCP has a barrier entrance with a ticket for gate customers and via ANPR for pre-booked customers. Pre-booked customers pay at the time of booking. Gate customers pay before exit either via cash at Pay on Foot Machines or at the exit barrier by card. Vehicles parked in unauthorised spaces are issued with a PCN for £100.00.

Long Stay Car Park

The LSCP is located 10 minutes away from the terminal by free bus transfer service. The LSCP has a total of 4,151 car spaces and motorbikes are not allowed entry.

The gate pricing for cars at the LSCP are as follows:

- Up to 1 hour: Free
- Up to 2 hours: £4.50
- First day: £28.00
- Each subsequent day, or part of a day: £24.00

The online pre-booked pricing can vary between 5% to 80% lower than the gate prices according to demand and availability. It is evident from the pricing schedule that the LSCP is more financially competitive than the MSCP for those wanting to stay for a day or longer. The capacity at the LSCP is also larger than the MSCP.

The MSCP has a barrier entrance with a ticket for gate customers and via ANPR for pre-booked customers. Pre-booked customers pay at the time of booking. Gate customers pay before exit either via cash at Pay on Foot Machines or at the exit barrier by card. Vehicles parked in unauthorised spaces are issued with a PCN for £100.00.

Car Park B

Car Park B is used for staff parking and is located 10 minutes away from the terminal by free bus transfer service that runs every 15 minutes. The Car Park B has 555 car spaces and 20 car share spaces, making a total of 612 spaces. Motorbikes are not allowed entry.

Those members of staff who wish to park at Car Park B would need to purchase a car parking badge which is £775.00 per year per individual. However, the price is reduced to £365.00 per year per individual for car shares.

At present, no staff has applied for a car share scheme since it launched in 2015 so the cost of a car share permit could be reviewed as part of 19 mppa. Therefore, the monitoring of the 20 car share spaces in Car Park B has been unnecessary so far and the spaces have been used for regular car parking. However, if there is anyone utilising the car share scheme in the future, the airport will monitor the 20 car share spaces to ensure that the required spaces are available for car share users. The airport is currently in the process of developing a new mobile phone app that can be used by staff to advertise lifts or the need for lifts with a view to encouraging staff to make use of the car share scheme benefits.

The entrance barrier at the Car Park B raises automatically so entrance is gained without restriction, but the vehicles must display a car parking badge when parked. Vehicles not displaying a car parking badge or parked in unauthorised areas are issued with a PCN for £100.00.

Navigation House Car Park

The NHCP is used for staff parking which is located in front of the Navigation House. It is the nearest car park to the terminal building, and it has a total of 94 car spaces as well as 10 motorbike spaces. There is also a free bicycle shed for staff in the NHCP which utilises a passcode access, this is the only official bike shed for staff and accommodates approximately 20 bicycles.

Staff that wish to park at the NHCP would need to purchase a car parking badge which is £2,315.00 per year per individual. However, the price is reduced to £1,095.00 per year per individual for car shares. The NHCP does not have any designated car share spaces which means that all available spaces are shared for both regular car parking and car share parking.

The NHCP is the more premium staff parking area than the Car Park B due to its proximity to the terminal building. It is also smaller than the Car Park B in size and located within the central terminal area where the airport seeks to minimise congestion. Therefore, the car parking badges for the NHCP are significantly more expensive (circa 3 times) than the Car Park B to promote the use of the Car Park B instead.

The entrance barrier at the NHCP requires a staff ID card for entry and vehicles must display a car parking badge when parked. Vehicles not displaying a car parking badge or parked in unauthorised areas are issued with a PCN for £100.00.

Priority Parking Services

The airport operates a 'Meet & Greet' Priority Parking Services, using the closest car park to the terminal (i.e. MSCP1). This is a meet and greet valet parking service for passengers and it is the airport's most premium parking product. Passengers have the assurance that the vehicle will be parked at the airport by the official airport parking company, unlike other off-airport competitors.

Customers are required to pre-book this service online. Customers with a booking are invited to Level 2 of the MSCP1 to drop off their vehicles at the Priority Parking reception which is based there. Vehicles then stop at the barrier where they are photographed 360 degrees by a damage limitation system with the details assigned to the booking references and vehicle registration numbers. Customers are then met by a valet who welcomes the customers and informs them that their vehicles have been checked for damage. The valet then parks their vehicles in one of the airport's official car parks and the keys are securely stored. The location and capacity for priority parking depend on availability of each official car park.

Vehicles are returned to the Priority Parking reception on Level 2 of the MSCP1 and parked nearby before the customers return to the airport. When customers return to the airport, they go to the Priority Parking reception. If they return on time, they are provided with their keys and taken to their vehicles parked nearby. If they return late, they are required to pay additional charges before their keys are released. Lastly, customers are given a ticket which they can place into the exit barrier to leave the MSCP1. The exit machine also checks the registration number as an extra control designed to prevent theft.

The pricing for Priority Parking Services varies as a yield management system is used, similar to flight tickets. The prices will depend on customer demand, seasonality and availability of car parking spaces.

Strategic Management

The airport's car parks are strategically managed to encourage staff and passengers to travel more sustainably in accordance with the aims and provisions of Airport Surface Access Strategy and Travel Plan.

Staff

There are over 10,000 members of staff that work at the airport. Car Park B and NHCP collectively have capacity for just over 700 car spaces which is a significantly limited number compared to the working population at the airport. The limited car parking capacity naturally encourages staff to travel by public transport. Furthermore, Car Park B is located away from the terminal by approximately 10 minutes by bus and this location further encourages members of staff to look for ways to travel other than driving whilst the NHCP charges a high premium. The airport does not intend to increase staff parking capacity with the 19 mppa application.

There are further incentives provided to those who choose to travel by public transport through a number of public transport discounts available for staff. Principally, staff can benefit from a significant 50% discount on their season tickets on Thameslink and East Midlands Trains. This 50% discount applies to those that travel to Luton Airport Parkway station from any Thameslink or East Midlands Trains station between, and including, Leicester to the north and Brighton to the south. These include major stations such as Leicester, Bedford, Luton, St Albans, London St Pancras, London Blackfriars, London Bridge, Wimbledon, Sutton, Croydon, Gatwick, Brighton and more. Staff can also take advantage of the free shuttle service between Luton Airport Parkway and the airport terminal building, and this connection will be further improved through the Luton Direct Air Rail Transit that is currently under construction.

For staff that choose to travel by bus would also benefit from the following bus ticket discounts, and these bus services comprehensively connect the town of Luton and surrounding settlements including London, Hitchin, Stevenage, Aylesbury, St Albans, Watford and more to Luton Airport Parkway and the airport:

- 15% off Centrebus singles and returns;
- 30% off Arriva Outer Zone / All-Zone weekly and monthly season tickets;
- 30% off Greenline 757 '10 Trips';
- 10% off Greenline 757 singles;
- 25% off Greenline 757 returns; and
- 30% off National Express when a discount card is purchased for £5.

The financially competitive and convenient access by train and bus would far outweigh the cost of travelling by car and the associated running and parking costs for most members of staff, particularly in the context of the very limited capacity and inconvenient location for staff parking at the airport. As such, the airport is managing its car parks strategically to encourage members of staff to travel more sustainably.

Passengers

The 19 million passengers per annum at the airport could translate to approximately 52,000 passengers per day at the airport on average. The airport's official car parks collectively have capacity for just under 10,000 car spaces which is a limited number compared to the daily passenger population at the airport. The limited car parking capacity naturally encourages passengers to travel by public transport. Furthermore, some car parks such as MSCP and LSCP are located away from the terminal and these relatively inconvenient locations further encourage passengers to consider other ways to travel other than driving, whilst the MSCP1 and MSCP2 are premium with high tariffs. The airport does not intend to increase passenger parking capacity any further with the 19 mppa application.

The car parks are priced to encourage passengers to travel by public transport. It would often be more affordable for passengers to travel by public transport than by car and parking at the airport. Many train services connecting the South East region would also be more affordable than parking at LSCP for over a couple of days for instance, particularly through advanced booking online.

The financially competitive and convenient access by train (especially for advanced tickets) and bus would far outweigh the cost of travelling by car and the associated running and parking costs for many passengers,

particularly in the context of the limited capacity at the airport. As such, the airport is managing its car parks strategically to encourage passengers to travel more sustainably.

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Management systems

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