

London Luton Airport Transport Forum (ATF) - Terms of Reference – June 2025

1. Introduction

The London Luton Airport Transport Forum (ATF) is established in accordance with the Department for Transport (DfT) guidance on Airport Transport Forums as outlined in the Aviation Policy Framework.

The ATF aims to promote collaboration between the airport operator, local authorities, transport providers, and other relevant stakeholders to enhance public transport and walking and cycling access to the airport, and reduce reliance on private vehicle transport, congestion, and surface access related emissions.

2. Purpose and Objectives

The primary objectives of the LLA ATF are to:

- a. Provide input into the ongoing implementation and development of the airport's Surface Access Strategy.
- b. Foster engagement and partnership between key stakeholders to enhance the public transport and active travel to/from LLA.
- c. Oversee and monitor progress against Surface Access targets, ensuring improvements in sustainable transport options.
- d. Address collective transport challenges and work collaboratively with partners to unlock solutions and opportunities that increase sustainable transport to/from LLA.
- e. Ensure transparent communication with local communities and transport users regarding Surface Access developments.

3. Structure and Membership

The LLA ATF comprises of:

3.1 Steering Group

The LLA ATF Steering Group is responsible for setting strategic direction and providing senior leadership and oversight. It includes representatives from:

- a. London Luton Airport Operations Ltd. (as Airport Operator)
- b. Luton Rising (as Airport Owner and DART Operator)
- c. East Midlands Rail
- d. Govia Thameslink Rail
- e. National Express
- f. Arriva
- g. Luton Borough Council
- h. Central Bedfordshire Council
- i. Hertfordshire County Council
- j. Airport Consultative Committee representative

The Steering Group will meet twice a year to:

- a. Identify strategic areas for policy and infrastructure improvements.
- b. Monitor Surface Access performance against targets.

- c. Set strategic priorities for the ATF and define appropriate engagement mechanisms.
- d. Advocate for improved transport links and infrastructure enhancements, and work collaboratively to identify areas of funding for these.

It should be noted that the Steering Group is intended to be apolitical; this should be taken into account by each organisation upon choosing an appropriate representative.

3.2 Working Groups

The ATF has three Working Groups, each focusing on specific areas of surface access. These groups report to the Steering Group and have defined objectives and timeframes. Each Working Group will be chaired by a designated representative responsible for facilitating discussions and reporting outcomes to the Steering Group:

- **Bus and Coach Working Group** – Addresses bus and coach services, including service improvements, regulatory challenges, and accessibility.
- **Rail Working Group** – Focuses on rail connections, ticketing and integration with other transport modes and between operators.
- **Highways and Parking Working Group (including Active Travel)** – Covers road access, parking policies, and active travel initiatives such as cycling and walking infrastructure.

3.3 Wider Forum

The wider ATF includes a broader range of stakeholders and meets once a year in a roundtable or conference-style format. Its role is to engage in discussions on the Surface Access Strategy and transport issues including:

- i. Providing input on ongoing and proposed surface access initiatives.
- ii. Providing input on the implementation of the Surface Access Strategy.
- iii. Discussing transport-related issues impacting the airport and surrounding areas.
- iv. Fostering knowledge-sharing and best practice exchange between stakeholders.

4. Responsibilities

4.1 Steering Group Responsibilities:

- Shape and influence the Surface Access Strategy and delivery plans.
- Monitor and hold the airport accountable for meeting transport targets.
- Set strategic priorities for the ATF and define stakeholder engagement mechanisms.
- Advocate for improved transport links and infrastructure enhancements.
- Collaborate with other relevant bodies and transport forums.

4.2 Working Group Responsibilities:

- Work proactively to identify mode-specific opportunities and/or identify and implement approaches to overcome existing mode-specific challenges at LLA.

- Report back to the Steering Group via a nominated representative.

4.3 Wider Forum Responsibilities:

- Engage in discussions on the Surface Access Strategy and transport issues.
- Provide input on ongoing and proposed surface access initiatives.
- Foster knowledge-sharing and best practice exchange between stakeholders.

5. Meetings and Reporting

The components of the ATF will meet with the following frequencies:

Group	Frequency	Chairperson
Steering Group	Twice yearly	Independent chair appointed by LLAOL
Working Groups	Twice yearly, or more frequently if required	Rotating industry partners
Wider Forum	Annually	Independent chair appointed by LLAOL

The airport operator is responsible for providing administrative support, preparing meeting agendas, and circulating minutes.

Meeting outcomes, progress reports, and recommendations are shared with relevant stakeholders and published where appropriate.

6. Review and Amendments

The Terms of Reference shall be reviewed annually to ensure alignment with strategic objectives and DfT guidance.

Amendments may be proposed by any member and will be subject to agreement by the Steering Group.