



# Gatwick Airport Northern Runway Project

## Environmental Statement

### Appendix 5.4.1: Surface Access Commitments – Tracked Version

## Book 5

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## 1. Introduction

- 1.1.1 This document forms the Environmental Statement (ES) Appendix 5.4.1: Surface Access Commitments. The ES presents the findings of the Environmental Impact Assessment (EIA) process of the proposed Northern Runway Project ("the Project").
- 1.1.2 This document is the Surface Access Commitments ("SACs") which Gatwick Airport Limited ("GAL") is committing to in relation to surface access at Gatwick Airport, as part of the Project.

## 2. Context

- 2.1.1 Surface access refers to all the ways in which passengers, visitors, employees and goods/cargo traffic travel to or from an airport except when they are in an aircraft. This includes travelling to or from the airport by public transport, taxis, cars, lorries, walking, and cycling.
- 2.1.2 Since 2000, the Government has required every major airport in the UK with over 1,000 annual passenger air traffic movements to prepare an Airport Surface Access Strategy ("ASAS") setting out the measures to be taken to increase the proportion of trips made to and from that airport by sustainable transport modes, including public transport, cycling and walking. This is a continuing requirement of the 2013 Aviation Policy Framework (Ref 1-1) and of the more recent Flightpath to the Future (Ref 1-2), which states that Government expects *"...airports, through their surface access strategies, to set targets for sustainable passenger and staff travel to and from the airport"*.
- 2.1.3 GAL has an existing ASAS (Ref 1-3), published in October 2022, which sets out targets and action plans for increasing the proportion of passenger and staff journeys using sustainable transport modes to and from Gatwick Airport. The action plans set out how a range of measures will be deployed to achieve the targets. Not all of those measures are within GAL's control; several require working in partnership with infrastructure providers and/or service operators.
- 2.1.4 The ASAS (Ref 1-3) also describes the approach to monitoring progress through an Airport Transport Forum, which has existed at Gatwick since 1998 and meets annually. The Transport Forum Steering Group (TFSG) meets quarterly and is responsible for monitoring and challenging GAL's progress against its existing ASAS action plans and targets, and for supporting a collaborative approach with local authorities, transport agencies and service providers. The TFSG consists of GAL, local highway and planning authorities, National Highways, Network Rail, transport operators and agencies, business and passenger representatives and other interested parties. There are various commitments to engage and consult with the TFSG within the Surface Access Commitments; GAL proposes to align these commitments with the frequency of the TFSG meetings such that it will consult the TFSG at least 3 months prior to the implementation of measures that the TFSG are required to be consulted upon, unless otherwise stated. It is anticipated that the existing TFSG Terms of Reference (annexed at Appendix A) will need to be



reviewed and updated to reflect the role set out for the TFSG in these Surface Access Commitments. This review will be carried out prior to the first Annual Monitoring Report and is secured in Commitment 14C below.

- 2.1.5 In pursuing an increase in public transport mode share, Gatwick has consistently out-performed other major UK airports over the last 10-15 years, seeing considerable growth in the percentage of trips using sustainable modes, where other London airports have experienced lower or little improvement in mode shares. GAL has achieved this whilst working with stakeholders and service providers to deliver successive ASAS objectives and targets. This has been largely due to our successful promotion and support for rail travel to and from the airport and is reflected in our Decade of Change (Ref 1-4) targets for sustainable travel. GAL also has included commitments in these SACs regarding managing on-airport car parking to avoid excess capacity and also to use a levy on car parking to provide funding for sustainable travel initiatives aimed at both passengers and staff (our Sustainable Transport Fund or “STF”).
- 2.1.6 Gatwick’s ASAS (Ref 1-3) is purposely ambitious in tone and intended to set the strategic vision and framework within which sustainable travel to the Airport is promoted. It is also a product of a policy requirement that exists independently of the Project proposals. As such, rather than update the existing ASAS (Ref 1-3) to incorporate measures specific to the Project and commit to the same in the DCO (which would inevitably change the narrative and tone of the document), it was considered more appropriate to instead commit separately to specific surface access outcomes identified through the development and assessment work which has informed the Project (the SACs). These will then be subject to separate scrutiny, monitoring and reporting obligations outside of, but complementary to, the existing ASAS process with the TFSG described above.
- 2.1.7 This document is secured as a legally binding commitment under the DCO, providing an additional level of assurance and security to stakeholders as to GAL's commitment to its specified surface access outcomes.
- 2.1.8 This document does not include the highway improvement works which form part of the design of the Project and are secured separately as part of the draft DCO. These works are described in the **Environmental Statement, Chapter 5: Project Description** (REP1-016) and are secured in the draft DCO.
- 2.1.9 Looking forward, GAL will produce a new ASAS in line with the existing policy requirements. Subject to the DCO consent being granted, any future ASAS will be developed in full cognisance of the commitments GAL is making about surface access outcomes and measures as part of the Project, as secured by this document, and become the means through which those commitments are delivered. However, for the avoidance of doubt, this document and its commitments would remain in full force and effect, independent of that future ASAS, and GAL would continue to need to demonstrate compliance with its terms.

### 3. Objectives of the SACs

3.1.1 The objectives of this document are as follows:

- to ensure that GAL's commitments to sustainable travel, made as part of the Project, and the core surface access outcomes which have been identified in the **Environmental Statement** (ES) (Doc Refs. 5.1-5.4) and **Transport Assessment** (TA) [AS-079] 4 are delivered. This will provide assurance that the surface access related environmental effects forecast through the assessment are not exceeded and includes measures identified to reduce surface access related Greenhouse Gas (GHG) emissions arising from the Project; and,
- to provide the monitoring and governance framework for reporting on, and ensuring compliance with, the SACs.

3.1.2 The SACs comprise commitments to:

- achieve specific passenger and staff sustainable travel mode shares;
- implement certain measures and interventions which GAL will use to achieve the Mode share commitments; and
- implement and follow a specified monitoring and reporting process in relation to the SACs to provide assurance that the commitments are being complied with.

## 4. Mode Shares

### 4.1 Background

- 4.1.1 The proportions of air passenger and staff journeys by different transport modes vary daily, weekly, monthly and annually. They are influenced by the volume of air passenger movements, the balance of business and leisure travel and the mix of short haul and long haul flights as well as by airport operations. They reflect the geographic distributions of passengers and staff, and the modes available to them providing reasonable access to and from the airport.
- 4.1.2 The preferred choice of mode is based on many behavioural factors, some of which GAL can influence but are outside GAL's control.
- 4.1.3 GAL currently monitors quarterly mode shares based on air passenger surveys undertaken independently by the Civil Aviation Authority (CAA) and measures its mode share outcomes as an annual average to smooth out the variations that occur across the year. GAL proposes to adopt a moving annual average based on reported quarterly data going forwards in order to reflect the available CAA data. This is consistent with the current approach to reporting CAA data to the Transport Forum Steering Group. The commitments also cover staff travel, which is not captured by the CAA and reporting a greater level of detail.

### 4.2 Mode Share Commitments

- 4.2.1 GAL must achieve the following annualised mode shares by the third anniversary of the commencement of dual runway operations and on an annual basis thereafter:
- **Commitment 1** - A minimum of 55% of air passenger journeys to and from the Airport to be made by public transport;
  - **Commitment 2** - A minimum of 55% of airport staff journeys to and from the Airport to be made by public transport, shared travel and active modes;
  - **Commitment 3** - A reduction of air passenger drop-off and pick-up car journeys at the Airport to a mode share of no more than 12% of surface access journeys; and
  - **Commitment 4** - At least 15% of airport staff journeys to and from the Airport where those staff journeys originate or conclude within 8km of the Airport (such "staff journey" being a single one-way trip to or from the Airport) to be made by active modes.
- 4.2.2 The terms used in the Mode share commitments are defined as follows:
- "commencement of dual runway operations" means the first day on which commercial air transport movements are scheduled to depart from both the repositioned northern runway and the main runway as notified by GAL to the relevant planning authority in accordance with Requirement 3 of the Development Consent Order;
  - "Air passengers" are passengers departing or arriving on flights and travelling to or from the Airport, or travelling to and from the Airport from Airport related facilities, using the surface access networks. They do not include passengers transferring between flights within the Airport;
  - "Airport related facilities" means those hotels which are within or adjacent to the airport boundary and provide accommodation to passengers prior to departure, and airport-related

car parking (including both on-airport and off-airport car parking) whether operated by GAL or not;

- "Airport staff" are those who are employed directly by GAL or any other employer at Gatwick and who class the buildings and operational areas of the airport as their main place of work (in accordance with employer and employee travel surveys) within the Airport boundary;
- A "public transport" journey is one where the majority of the journey (measured by proportion of overall travel time) is made by rail, local bus, regional/express bus or coach or any other commercially operated shared transport services available for public use;
- An "active travel" journey is one where the majority of the journey is made on foot or by cycle modes;
- A "shared travel" journey is one where the majority of the journey is made by a private car or other road vehicle containing more than one staff member (including the driver), and all of those staff members are travelling to or from the Airport. This includes group travel solely in relation to a journey to work at the Airport and car-sharing for more than one Airport employee. It does not include any journeys resulting in employees dropped off or picked up; and
- "Mode share" is the proportion of the total number of journeys made to and from the Airport by a particular mode of transport.

## 4.3 Interim Mode Share Commitments

4.3.1 GAL must achieve the following annualised mode shares by the first anniversary of the commencement of dual runway operations:

- **Commitment 1A** - A minimum of 54% of air passenger journeys to and from the Airport to be made by public transport; and
- **Commitment 2A** - A minimum of 54% of airport staff journeys to and from the Airport to be made by public transport, shared travel and active modes.



## 5. Measures and Interventions

### 5.1 Background

- 5.1.1 GAL has the ability to use a number of different surface access related measures and interventions to achieve its committed mode share outcomes set out above. These range from those which GAL has direct control over (for example, car park pricing and forecourt charging to deter non-sustainable travel), to others which necessarily rely on some degree of collaboration with third parties (for example, new bus and coach routes or alterations to rail services).
- 5.1.2 The Mode share commitments set out above are proposed to provide confidence and assurance as to the ultimate outcome that will be achieved, whilst maintaining flexibility as to the measures which GAL will utilise to do so. This is appropriate considering the medium to long-term nature of these mode-share commitments, which makes specifying the combination of measures at this stage impractical and unrealistic. It also recognises the need for further refinement, following consent, to respond to circumstances as they arise in the future, through discussions with third parties who would be GAL's partners in delivering certain interventions (e.g. new bus or coach routes).
- 5.1.3 Notwithstanding this flexibility, GAL is committing to a number of specific interventions which are sufficiently certain and will be integral features of GAL's achievement of the Mode share commitments. They are though only a sub-set of the toolbox of interventions which GAL expects to be able to draw upon in the future and so will be supplemented with additional interventions in the future in order to deliver or where possible improve upon the Mode share commitments in the SACs.

### 5.2 Intervention Commitments

#### Enhanced regional express bus or coach services

- 5.2.1 Analysis of our catchment areas for passenger and staff journeys to and from the airport identified those locations where there is significant trip-making but relatively low public transport mode share, largely in areas not well served by rail services to and from Gatwick. Our proposal is to fill these gaps by providing new and enhanced regional express bus or coach routes in partnership with a suitable service provider. This follows GAL's established approach for subsidising the public transport network serving the airport via its Sustainable Transport Fund, which is set out in GAL's current 2022 Agreement. The STF provides financial support to services ensuring 24/7 access from local areas and has previously supported services to East Sussex, Surrey and Kent.
- 5.2.2 The following regional bus and coach enhancements are proposed as shown in **Table 1**.

**Table 1: Proposed routes and frequencies for new regional bus or coach services**

Indicative Route	Frequency in future baseline	Indicative Frequency with Project
Chatham – Maidstone – Sevenoaks – Gatwick	Two-hourly	Half-hourly daytime, hourly early/late

Bexley – Footscray – Gatwick	-	Hourly
Tunbridge Wells – East Grinstead – Gatwick	-	Half-hourly
Worthing – Horsham – Gatwick	-	Hourly

Daytime: between the hours of 0700-1900

#### **Commitment 5 –**

- (1) GAL must provide reasonable financial support to enable the services detailed in Table 1 above, or others which result in an equivalent level of improved public transport accessibility, to sustain their operation and promote their use for a minimum of five years. GAL recognises that agreement with operators and/or local authorities will be needed on the detail of each route.
- (2) GAL must use reasonable endeavours to enter into an agreement on financial support relating to the proposed routes in Table 1 above (or where applicable, for other routes) with the relevant transport operators and/or local authorities (as applicable) upon commencement of dual runway operations.
- (3) GAL shall consult the TFSG on the details of the routes and operational timetable prior to the earlier of:
  - a) six months prior to the commencement of dual runway operations; or
  - b) the commencement of operations of the proposed routes in Table 1 above (or where applicable, for other routes).

Beyond the specific Commitment 5 to fund the services in Table 1 for a minimum of five years, GAL will if necessary to meet Commitments 1, 2, 3 and 4 of the SACs, fund additional regional bus and express coach services or other such measures as required in order to meet the SACs.

For the purposes of this Commitment 5, “public transport accessibility” shall mean the ease to which passengers and staff have access to public transport services in catchment areas that are not currently served by direct bus/coach or rail connections in order to provide a viable alternative to car travel from those areas.

When considering other services which result in an equivalent level of improved public transport accessibility to the services detailed in Table 1 above in accordance with Commitment 5(1), GAL shall:

- i. consult East Sussex County Council on the services listed in paragraph (ii) below to enable GAL to determine whether any one or more of these services should be provided financial support under Commitment 5;
- ii. consider the following services:
  - a. Extension of operational hours of the 261 route beyond East Grinstead to provide a direct service between Uckfield and Gatwick Airport to include early mornings, evenings and weekends.

- b. An hourly bus service from Uckfield to Gatwick Airport including extending this service to Hailsham / Hellingly.
- c. A Crowborough to Gatwick service (including via Forest Row and East Grinstead which in combination with an extended 261 route to incorporate Uckfield – Forest Row – East Grinstead – Gatwick, would double the frequency between Forest Row and Gatwick).

And for the avoidance of doubt, GAL's consideration in accordance with Commitment 5(1) shall not be limited to the services stated above.

If GAL determines the services listed in paragraph (ii) above are in areas where there is significant trip-making but relatively low public transport mode share and are considered to be the optimum services to contribute to achieving the Mode share commitments, GAL must provide reasonable financial support to those services to sustain their operation and promote their use for a minimum of five years in accordance with Commitment 5.

### Enhanced local bus services

5.2.3 Analysis of our staff journeys to and from work at the airport is an established method that supports GAL's approach to subsidising local services, particularly early morning, late night and weekend services, via the STF. Our proposal is to further strengthen the bus network within areas close to the airport where large numbers of staff are resident, based on the distribution and mode share of existing journeys, and extend or improve the frequency of key services with a suitable provider.

5.2.4 The assessment assumes the local bus route enhancements shown in **Table 2**.

**Table 2: Proposed routes and frequencies for enhanced local bus services**

Route	Indicative Frequency with Project
4/5	6 bph daytime; 4 bph early/late
10	10 bph daytime; 6 bph early/late
20	6 bph daytime; 4 bph early/late
22	2 bph in peaks, 1 bph other times
100	6 bph daytime; 4 bph early/late

bph: buses per hour

Daytime: between the hours of 0700-1900

### Commitment 6 –

- (1) GAL must provide reasonable financial support in relation to the services detailed in Table 2 above, or others which result in an equivalent level of public transport accessibility, to sustain their operation and promote their use for a minimum of five years. GAL recognises that agreement with operators and/or local authorities will be needed on the detail of each route.
- (2) GAL must use reasonable endeavours to enter into an agreement on financial support relating to the proposed routes in Table 2 above (or where applicable, for other routes) with the relevant

transport operators and/or local authorities (as applicable) upon commencement of dual runway operations.

- (3) GAL shall consult the TFSG on the details of the routes and operational timetable prior to the earlier of:
- a) six months prior to the commencement of dual runway operations; or
  - b) the commencement of operations of the proposed routes in Table 2 above (or where applicable, for other routes).

Beyond the specific Commitment 6 to fund the services in Table 2 for a minimum of five years, GAL will if necessary to meet Commitments 1, 2, 3 and 4 of the SACs, fund additional local bus services or increased frequency or hours of operation of services, or other such measures as required in order to meet the SACs.

For the purposes of this Commitment 6, “public transport accessibility” shall mean the ease to which passengers and staff have access to public transport services in catchment areas that are not currently served by direct bus/coach or rail connections in order to provide a viable alternative to car travel from those areas or the increased ease to which those with access to existing public transport services are able to use them due to increased frequencies and hours of operation.

**Commitment 7** - GAL must also provide reasonable financial support for direct services from Crawley Down and Copthorne to Gatwick to improve local accessibility to the airport. Whilst not required to deliver the Mode share commitments, the intention will be to extend and/or enhance routes to continue non-stop from Crawley to Gatwick or provide improved frequency or hours of operation.

### Bus and Coach Services Fund

- 5.2.5 From the commencement of dual runway operations, GAL will invest a minimum of £10 million in a Bus and Coach Services Fund which will be made available to support the financial commitments referred to in Commitments 5-7 above. The intention of this fund is to give assurance that resource will be available for interventions in support of the achievement of Commitments 1, 2, 3 and 4 of the SACs, in particular the public transport commitments.

#### **Commitment 7A –**

- (1) GAL must invest a minimum of £10 million to support the introduction or operation (including expansion or enhancement) of the services referred to in Commitments 5-7 above (the “Bus and Coach Services Fund”).
- (2) On or before 31 March of any year following the Commencement Date GAL must submit to the TFSG an annual statement setting out the investment in the services committed to in the preceding year until the later of (a) the ninth anniversary of the commencement of dual runway operations and (b) £10 million of the Bus and Coach Services Fund has been spent.

### Active Travel

- 5.2.6 The highway proposals which form part of the Project include physical improvements to active travel infrastructure at Longbridge Roundabout, alongside the A23 London Road and Longbridge Way, between South Terminal, Gatwick Airport railway station and Balcombe Road and

alongside Perimeter Road North between North and South Terminals. GAL has also ringfenced a minimum of £500,000 (five hundred thousand pounds) of the STF to contribute to each of the Riverside Garden Park Shared Path and LCWIP Route A Works (a minimum of one million pounds in total) which represents a significant contribution to active travel within the vicinity of the Airport. These improvements supplement the existing active travel routes, which are already largely off-road and will be retained.

- 5.2.7 The physical improvements as part of the Project form part of our commitment to supporting more active travel by employees living close to the airport, which includes a specific mode share target. A wider package of measures will be delivered to help achieve Commitment 4 including additional signage, promotion, staff incentives and information. GAL will also enhance on-site facilities to ensure sufficient cycle storage, changing facilities, lockers and showers are available and these support the aim of encouraging more staff to walk and cycle. These measures to promote active travel will be developed in consultation with the TFSG.

### Air passenger car parking

- 5.2.8 As part of its 'business as usual' operations, GAL proposes to provide up to 5,750 additional car parking spaces, making a total of approximately 52,160 spaces available for staff and passenger parking. The Project contains proposals for up to a further 1,100 car parking spaces, bringing the total to approximately 53,260 spaces. GAL will provide these spaces over a period of time as demand requires.
- 5.2.9 GAL is committed to ensuring that the Project does not lead to traffic nuisance in the surrounding neighbourhood, including indiscriminate and unauthorised parking and waiting.

**Commitment 8** - GAL therefore commits to provide funding for:

- support for effective parking controls and/or monitoring on surrounding streets if considered necessary by the relevant local authority; and/or
- support local authorities in their enforcement actions against unauthorised off-airport passenger car parking.

**Commitment 8A** - GAL shall assess the need for additional parking over and above that required to replace capacity lost as a result of construction in connection with the Project and provide sufficient but no more additional on-Airport public car parking spaces than necessary to achieve a combined on and off airport supply that is consistent with the Mode share commitments; and GAL shall consult with the TFSG in advance of providing such parking.

### Air passenger car parking charges

- 5.2.10 GAL regularly reviews and amends its parking charges in response to anticipated demand at different times of year and needs to be able to retain the flexibility to do this for commercial reasons.

**Commitment 9** - Nevertheless, GAL must use parking charges to influence air passenger travel choices and support its approach to sustainable surface access, to the extent necessary to achieve the Mode share commitments.

### Forecourt charging

- 5.2.11 GAL regularly reviews and amends the forecourt access charge and needs to be able to retain the flexibility to do this for commercial reasons.

**Commitment 10** - Nevertheless, forecourt charges are an important influence on mode choice and GAL commits to using forecourt charges to influence passenger travel choices and support its approach to sustainable surface access, to the extent necessary to achieve the Mode share commitments.

### Staff Travel

**Commitment 11** - GAL commits to maintaining the number of parking spaces allocated for staff use at or below current levels (6,090 spaces). There will therefore be no increase in staff parking provision as part of the Project.

**Commitment 12** -

- (1) GAL commits to introducing measures to discourage single-occupancy private vehicle use by staff. GAL also commits to implementing incentives for active travel and increasing discounts for staff using public transport. The precise nature of those measures will need to be defined in due course, in consultation with employers and staff. However, for clarity such measures could include, but not be limited to, personalised travel planning for staff, financial incentives such as cycle to work scheme and discounted public transport vouchers, car share initiatives and parking charges for single occupancy vehicles.
- (2) No part of the second runway operations may begin until GAL has consulted with the TFSG in respect of the measures under paragraph (1) above.

### Ultra-low and Zero Emission Vehicles

**Commitment 12A** - GAL shall produce a strategy for providing charging infrastructure for electric vehicles used to access the Airport (both passenger and staff) to facilitate the use of ultra-low and zero emission vehicles for those journeys that are made by car. The strategy will include but is not limited to the provision of charging facilities in staff car parks, parking products for airport passengers using electric vehicles, and on-airport charging facilities for both airport and non-airport users. GAL will publish its strategy, in consultation with the TFSG, by 2030 in support of its wider Surface Access Commitments to promote sustainable travel.

### Sustainable Transport Fund

- 5.2.12 GAL's existing Sustainable Transport Fund (STF) is used to create a funding stream for initiatives aimed at increasing the use of sustainable transport modes, in support of the measures contained in the current ASAS. Initiatives that are part or wholly funded through the STF are discussed and agreed with the TFSG. The STF is currently administered under periodic Section 106 commitments (most recently in the 2022 Agreement), which are regularly reviewed and renewed.
- 5.2.13 The STF is calculated as a levy on the number of available air passenger car parking spaces and the number of staff parking permits issued each year. The tariff charged on each air passenger space increases each year. Since 2020 there is also a financial contribution from forecourt



charges in to the STF. For clarity this fund is entirely separate to the Transport Mitigation Fund, Bus and Coach Services Fund and other funding referred to specifically in the Section 106 agreement or other Commitments and is just one mechanism by which GAL ensures compliance with the Mode share commitments. For the avoidance of doubt GAL remains responsible for complying with and fully funding the Mode share commitments regardless of the funding stream used.

**Commitment 13 –**

- (1) GAL will continue to use the STF to support measures that will help to achieve the Mode share commitments and the measures to be funded by the STF shall be determined following consultation with the TFSG.
- (2) From the Commencement Date, the STF shall be made available to provide funding to initiatives aimed at increasing the use of sustainable transport modes and in support of delivering the Surface Access Commitments.
- (3) On or before 31 March in any year following the Commencement Date, GAL shall make a payment to the Sustainable Transport Fund calculated on the basis of the values from the preceding calendar year and shall be the sum of:
  - a. £10 per annum for each Staff Car Park Pass Holder (a person whose employment is located at Gatwick Airport and holds a valid pass provided by GAL to allow them to park their vehicle in a designated area across Gatwick Airport);
  - b. a levy on the total supply of spaces in public car parks operated and available for operation by or on behalf of GAL in the preceding year at the rate per space of £34.75 (Indexed);
  - c. 1.8% of the fees collected each calendar year from the drivers of vehicles using the terminal forecourt passenger drop off zones;
  - d. 100% of the funds generated through fines for Red Route Contraventions (a road traffic offence for which GAL, as highway authority, has authority to enforce a fine); and
  - e. any sums brought forward from previous years.
- (4) GAL shall not be required to make payment into the STF pursuant to paragraph (3) above in any year to the extent that such payment would increase the unallocated or uncommitted funds in the STF to or above a value of £10 million provided that regardless of whether GAL has paid funds into the STF in a given year, GAL remains responsible for complying with and fully funding the Mode share commitments.
- (5) Following the ninth anniversary of the commencement of dual runway operations, if the Councils agree with GAL that the Mode share commitments have been met or an alternative means of funding the Mode share commitments is agreed between GAL and the Councils, the Councils may confirm in writing that GAL is not required to make payment into the STF pursuant to paragraph (3) above in any particular year.

- (6) On or before 31 March of any year following the Commencement Date until the ninth anniversary of the commencement of dual runway operations GAL shall submit to the Crawley Borough Council (for distribution to other local authorities as applicable) a statement detailing the use of the STF over the preceding calendar year including:
- a. the value of funds contributed to the STF;
  - b. details of payments out of the STF;
  - c. a description of the initiatives that were paid for by the STF; and
  - d. the remaining balance of the STF.
- (7) GAL shall invest a minimum of £500,000 (five hundred thousand pounds) of the STF to contribute to the Riverside Garden Park Shared Path and GAL will use reasonable endeavours to enter into a legal agreement with Surrey County Council as soon as reasonably practicable which gives effect to the principles set out in this Commitment, such agreement to include matters relating to consultation of works being undertaken, the provision of information relating to the costs of the works and the timing of delivery of the Riverside Garden Park Shared Path.<sup>1</sup>
- (8) GAL shall invest a minimum of £500,000 (five hundred thousand pounds) of the STF to contribute to the LCWIP Route A Works and GAL will use reasonable endeavours to enter into a legal agreement with West Sussex County Council as soon as reasonably practicable which gives effect to the principles set out in this Commitment, such agreement to include matters relating to consultation of works being undertaken, the provision of information relating to the costs of the works and works to carry out the remainder of LCWIP Route A, and the timing of delivery of the LCWIP Route A Works.<sup>2</sup>

### Transport Mitigation Fund

**Commitment 14** - GAL will also set aside a Transport Mitigation Fund (TMF) to support further interventions, particularly should the need arise for additional measures in the area surrounding the Airport as a direct result of airport-related growth. The intention of this fund is for resources to be available to provide mitigation of an unforeseen or unintended impact from the Project. This may relate to physical infrastructure, changes to public transport services or facilities off-airport. Requests for and decisions on allocation from the TMF would be addressed through the Transport Mitigation Fund Decision Group in accordance with the provisions in Schedule 3 of the Section 106 Agreement [REP6-063].

### Rail Enhancement Fund

#### **Commitment 14A –**

- (1) GAL must carry out the following measures:
- a. prior to the commencement of dual runway operations, fund the provision of additional wayfinding measures at Gatwick Railway Station (the detail of which is to be agreed with the station operator) to increase the spread of passenger demand over the two gatelines;

<sup>1</sup> For the avoidance of doubt, the use of STF funds in accordance with this commitment does not require the approval of the TFSG

<sup>2</sup> For the avoidance of doubt, the use of STF funds in accordance with this commitment does not require the approval of the TFSG

- b. prior to the commencement of dual runway operations, instruct and cover the costs of an independent consultant undertaking a gateline capacity review at Gatwick Railway Station to consider options and make recommendations of measures to be carried out in order to mitigate queueing associated with future airport passenger numbers (options to include additional resources, additional gatelines, relocation and removal options);
- c. following completion of the gateline capacity review undertaken pursuant to paragraph (b) above, GAL to fund the delivery of the recommended measures proportionate to the impacts of the Project to be carried out in order to mitigate queueing as have been agreed between GAL and NR (such agreement not to be unreasonably withheld) in such timeframes as agreed with the station operator;
- d. from the Commencement Date, engage constructively and in good faith with Network Rail on timetable consultations in order to meet passenger demand requirements;
- e. from the Commencement Date, participate in planning and consultation of network upgrades to improve performance and reliability on the Brighton Mainline near Gatwick;
- f. from the Commencement Date, instruct and cover the costs of Network Rail undertaking an analysis of the benefits from signalling upgrades to allow more early morning/late night trains without disrupting maintenance programmes; and
- g. from the Commencement Date, constructively engage with the station operator to identify and agree measures (such agreement not to be unreasonably withheld) to be carried out within Gatwick Railway Station in order to enhance the customer experience at Gatwick Railway Station and optimising platform capacity and use and fund the delivery of such measures .

For the avoidance of doubt, any expenditure by GAL in connection with the measures in this paragraph (1) is separate and distinct to the Rail Enhancement Fund.

- (2) From the commencement of dual runway operations until the fifteenth anniversary of completion of the national highway works, GAL must make available the sum of £10 million to provide funding to initiatives and measures that are aimed at mitigating the impact of the Project on the rail network, improving reliability of the rail network, or enhancing the rail network or rail services, in support of increasing the use of sustainable transport by passengers and staff travelling to and from the airport and in delivering the Mode share commitments in connection with the Project (the "Rail Enhancement Fund"). Each payment out of the Rail Enhancement Fund will be Indexed.
- (3) GAL must make the Rail Enhancement Fund available to fund further interventions proposed by either Network Rail alone or rail operators in conjunction with Network Rail which address an evidenced impact on the railway network that is directly related to the Project, such interventions to be agreed between GAL and Network Rail and/or rail operators (as applicable). GAL shall be entitled to request such further information about the proposed interventions to be satisfied (acting reasonably) that the further interventions address an evidenced impact on the railway network or rail services that is directly related to the Project. Where GAL and the relevant party proposing further interventions (Network Rail or the relevant rail operator (as applicable)) cannot reach agreement on any matter concerning the proposal within 60 working days of GAL's receipt of the further information provided in response to GAL's request (or within 60 days of GAL's receipt of the

proposal if no such request has been made), GAL or the relevant party shall be entitled to refer the matter to the Secretary of State for determination.

- (4) GAL will use reasonable endeavours to enter into an agreement with Network Rail as soon as reasonably practicable which gives effect to the principles set out in this Commitment.
- (5) On or before 31 March of any year following the commencement of dual runway operations until the fifteenth anniversary of the completion of the national highway works or the full value of the Rail Enhancement Fund has been exhausted on measures and interventions referred to in sub-paragraph (2) or (3) (if earlier), GAL shall submit to the TFSG a statement detailing the use of the Rail Enhancement Fund over the preceding calendar year including:
  - a. details of payments out of the Rail Enhancement Fund;
  - b. a description of the initiatives that were paid for by the Rail Enhancement Fund; and
  - c. the remaining balance of the Rail Enhancement Fund.
- (6) If the statement submitted to the TFSG pursuant to sub-paragraph (5) above shows a remaining balance at the fifteenth anniversary of the completion of the national highway works, GAL must re-allocate all the remaining funds of the Rail Enhancement Fund to the Sustainable Transport Fund.

#### **Commitment 14B –**

- (1) From the Commencement Date, GAL must prepare a rail monitoring and enhancement plan and submit such plan for approval to Network Rail (in consultation with the relevant rail operators). The rail monitoring and enhancement plan must include:
  - a. details of the extent of the rail network to be monitored;
  - b. methods for monitoring;
  - c. the timeframes and regularity of such monitoring
  - d. trigger points for any proposed interventions and the process by which such identified intervention will be agreed between the parties; and
  - e. details concerning its proposed review.
- (2) GAL must comply with, and carry out the monitoring detailed in the rail monitoring and enhancement plan approved pursuant to sub-paragraph (1) unless otherwise agreed in writing with Network Rail (in consultation with the relevant rail operators).

### **TFSG Terms of Reference**

#### **Commitment 14C –**

- (1) ~~Prior~~ No less than 3 months prior to the first Annual Monitoring Report being produced in accordance with Commitment 16, GAL shall carry out a review of the existing TFSG Terms of Reference (annexed at Appendix A) and propose such revised terms of reference as appropriate to reflect the role of the TFSG as set out in these Surface Access Commitments for approval of the TFSG. The

revised Terms of Reference shall deal with the following matters and shall be in accordance with the principles as set out below:

- a. Update the roles, purpose and responsibilities of the TFSG, in light of the DCO, and it now being a decision-making body in respect of those matters as set out in the surface access commitments;
- b. Define the scope of work of the TFSG;
- c. Set out the proposed membership of the TFSG which shall include the relevant highway authorities, National Highways, GAL, Network Rail and CBC;
- d. How often meetings will be held, and how they will be held (i.e. in person or virtually)
- e. Define the decision-making process, which shall be on a majority decision basis where each TFSG member has a single vote. Where decisions are being made in relation to an Action Plan or SAC Mitigation Action Plan, where the SAC mode share commitments have not been met, such decisions would require unanimous agreement by the TFSG and GAL would not be entitled to vote on such decisions (though may take part in any discussion),
- f. Details of the dispute resolution process to be applied,
- g. Inclusion of a review mechanism to provide a means of reviewing the group and how it is working and how decisions are being made and to make changes as is necessary.

## 6. Monitoring and Reporting

### 6.1 Background

- 6.1.1 GAL recognises that it is necessary to monitor the actual outcomes that are anticipated to result from deploying the measures listed above and to provide periodic review of whether, and assurance that, the committed mode shares are being achieved. The Transport Assessment demonstrates that the mitigation put forward as part of the application for development consent for the Project (including those measures/commitments made in this document) are forecast to be appropriate in mitigating the potential impacts of the Project.
- 6.1.2 The **Transport Assessment** (Doc Ref. 7.4) sets out how we have modelled these interventions and assessed how well they contribute to the proposed outcomes. This analysis has been compared against existing behaviour and mode share trends and with our future baseline, which is informed by our existing ASAS. We are confident that the committed mode shares are challenging but achievable. The measures secured as part of this document will be brought forward iteratively, informed by the rate of passenger growth and performance against the headline mode share targets identified through annual monitoring.
- 6.1.3 GAL already collects data on travel and transport from a number of industry sources and its own data collection programmes. This will continue and GAL will collect or commission additional data to ensure sufficient information is available to capture the scope of the commitments, as part of monitoring progress on the committed mode shares. GAL also commits to a formal, structured approach to reporting monitoring data with independent verification.
- 6.1.4 The objectives of the proposed monitoring exercise are to measure progress on achieving mode share targets consistent with the Environmental Assessment and DCO commitments, and support the identification of impacts on surrounding communities and transport networks that should be reflected in the Surface Access Commitments.

### 6.2 Monitoring Commitments

**Commitment 15** – GAL commits to undertaking a comprehensive monitoring exercise based on the data sources listed in **Table 3**. Not all of these sources are in GAL's control; some would need to be provided by service operators and GAL will reach agreement with those operators on any commercial confidentiality considerations. GAL commits to fund any additional surveys and counts as reasonably required to complete this monitoring exercise.

**Table 3: Sources of monitoring information**

Type of information	Source	Frequency
Passenger travel data	CAA passenger surveys GAL 'Profiler' passenger surveys	Quarterly Quarterly
Car park usage	Continuous barrier counts at all car parks	Continuous
Forecourt usage	Continuous road traffic monitoring (Automatic Number Plate Recognition)	Continuous



Type of information	Source	Frequency
Traffic flows	Continuous road traffic monitoring sites operated by GAL	Continuous
	Continuous road traffic monitoring sites* operated by highway authorities ( <i>*with agreement</i> )	Continuous
Rail passenger data	Gatwick Airport station passenger gateline data* ( <i>*under the terms of confidentiality agreements with operators</i> )	Monthly / quarterly (to be agreed)
Bus and coach passenger data	Ticket / boarding data* for Gatwick services ( <i>*under the terms of confidentiality agreements with operators</i> )	Monthly / quarterly (to be agreed)
Staff travel	GAL regular staff travel survey	Every 2 years
	On-airport staff parking surveys	Monthly
	Regular walking / cycling surveys	Twice a year
	Audits of use of on-airport active travel facilities	Monthly

**Commitment 16** – GAL will prepare an Annual Monitoring Report (AMR) which will contain information about:

- The data collected in the preceding year;
- Parking capacity on-airport
- Annual staff travel data related to choice of mode, use of facilities, use of public transport and take up of sustainable travel initiatives.
- Outcomes from the staff travel survey (every other year);
- The number and mode share of journeys made by air passengers;
- The number and mode share of journeys made by airport staff;
- The measures currently in use, including the committed interventions and any additional measures which GAL has chosen to implement to achieve its Mode share commitments;
- Any identified trends from the latest and previous data;
- The anticipated future trajectory of mode shares and progress towards achieving the committed mode shares; and
- Proposals for introducing, changing or withdrawing certain measures or interventions.

- 6.2.1 The first AMR will be produced at or before the commencement of the Airfield Works (being Works No 1-4 as set out in Schedule 1 of the Development Consent Order (whichever of those works commences first)) and annually thereafter.
- 6.2.2 The AMR will be provided to the TFSG prior to publication so that it can provide a response. Once received, GAL will publish on the GAL website both the AMR and the TFSG's response at the same time.
- 6.2.3 In addition to the AMR, GAL will report quarterly to the TFSG, who will also be given access to data collected for the purposes of monitoring except those which are commercially sensitive. GAL will seek to agree appropriate aggregation and summaries of any sensitive data in a form such that it can be shared.
- 6.2.4 In addition to the AMR and the quarterly reporting to the TFSG, GAL will continue to produce an Action Plan in line with its commitments in the Airport Surface Access Strategy (the "ASAS-AP").

The ASAS-AP presents GAL's plan for achieving the targets set out in the ASAS and the Decade of Change (Ref 1-4), and will also support the achievement of the Mode share commitments. For clarity, the AMR will supplement and not replace the ASAS-AP. The ASAS-AP will be reviewed with the TFSG quarterly and reported on at the annual meeting of the Gatwick Area Transport Forum.

- 6.2.5 GAL will also identify whether there are circumstances beyond its control (for example extreme weather events or industrial action disrupting transport services) which have impacted on its ability to achieve its commitments in the SACs and will advise the TFSG that those events may affect the outcomes reported in the AMR. TFSG will decide and confirm whether they agree with GAL's view that matters are beyond GAL's control and whether those events may affect the outcomes in the AMR.<sup>3</sup>
- 6.2.6 If the AMR shows that the Mode share commitments have not been met or, in GAL's or the TFSG's reasonable opinion, suggests they may not be met (having regard to any circumstances beyond GAL's control which may be responsible), GAL will in consultation with the TFSG prepare an action plan to identify such additional interventions which are considered reasonably necessary to correct such actual or potential non-achievement of the Mode share commitments. The action plan shall be subject to approval by the TFSG (such approval not to be unreasonably withheld). These actions will apply to measures in GAL's control, or those actions that can be agreed with third parties such as service providers (and GAL shall use reasonable endeavours to agree such measures with third parties). GAL will implement the measures in the action plan once approved by the TFSG.
- 6.2.7 If two successive AMRs continue to show that the Mode share commitments have not been met or, in GAL's or the TFSG's reasonable opinion, suggests they may not be met (having regard to any circumstances beyond GAL's control which may be responsible), GAL will prepare a further action plan (the "SAC Mitigation Action Plan") and will provide this to the TFSG within 30 calendar days, together with additional data if necessary and possible (including additional implementation measures, monitoring and reporting arrangements specific to the SAC Mitigation Action Plan), in order that the TFSG can consider, comment on and approve or reject the SAC Mitigation Action Plan. The TFSG may propose additional or alternative interventions it believes to be necessary to achieve the Mode share commitments (the "Proposed Measures"). GAL must incorporate the Proposed Measures into the SAC Mitigation Action Plan; or provide valid reasons why it does not consider they are necessary to achieve the Mode share commitments; or offer suggestions for alternative actions where there is evidence they will achieve or exceed the same goal. GAL will implement the measures in the SAC Mitigation Action Plan once approved with the TFSG.
- 6.2.8 Where the TFSG does not agree with any reasons put forward by GAL for the non-inclusion of the proposed measures, it must give GAL its reasons in writing within 30 days of receipt of GAL's response under paragraph 6.2.7 above. Within 30 days of receiving the TFSG's written reasons, GAL must submit the SAC Mitigation Action Plan and the Proposed Measures to the Secretary of State. All representations submitted by the TFSG must be included in the submission to the Secretary of State together with such relevant evidence, data or information

<sup>3</sup> Generally, where GAL identifies that circumstances beyond its control has impacted on its ability to achieve its commitments in the SACs, GAL will be expected to demonstrate that the circumstances were:

- a. not permanent in nature;
- b. outside of the control or influence of the airport operator; and
- c. directly related to the breach of a Mode share commitment.

GAL considers reasonably necessary to provide a comprehensive submission to the Secretary of State.

- 6.2.9 The Secretary of State may approve the SAC Mitigation Action Plan or direct GAL to include in a revised SAC Mitigation Action Plan the Proposed Measures or such additional or alternative interventions it considers reasonably necessary to achieve the Mode share commitments having had regard to the materials submitted in accordance with paragraph 6.2.8 above including the representations submitted by the TFSG and any relevant evidence, data or information submitted by GAL. GAL must implement the measures in the SAC Mitigation Action Plan approved by the Secretary of State unless otherwise agreed with the TFSG.
- 6.2.10 GAL must make available on its website a copy of the materials submitted to the Secretary of State in accordance with paragraph 6.2.8 above and any materials received from the Secretary of State, subject to any confidential or commercially sensitive materials being appropriately treated.
- 6.2.11 Prior to the approval of the SAC Mitigation Action Plan or direction from the Secretary of State in accordance with paragraphs 6.2.7 or 6.2.9 above (as applicable), GAL shall not be prevented from carrying out the interventions or any of the Proposed Measures in the SAC Mitigation Action Plan where in GAL's reasonable opinion those interventions or Proposed Measures are necessary to prevent a breach or anticipated breach of any of the Mode share commitments.
- 6.2.12 A SAC Mitigation Action Plan submitted to the TFSG or Secretary of State (as applicable) must include, as a minimum:
- a. details of specific proposed measures:
  - b. a programme for the implementation of such measures:
  - c. how the proposed measures will ensure meeting the Mode share commitments, and minimising so far as reasonably practicable adverse impacts of the Project:
  - d. how GAL have had due regard to representations from the TFSG; and
  - e. how the measures will be monitored, assessed to gauge performance, reported and the frequency of updates to the TFSG
- 6.2.13 This approach builds on the existing process for monitoring ASAS targets and the development of Actions Plans in consultation with the TFSG, which has seen GAL continue to invest in achieving sustainable transport mode shares.

## 7. Further Aspirations

- 7.1.1 GAL is making the commitments in this document to ensure that GAL's commitments to sustainable travel, made as part of the Project, and the core surface access outcomes which have been identified in the **Environmental Statement** (ES) (Doc Refs. 5.1-5.4) and **Transport Assessment** (TA) (Doc Ref. 7.4) are delivered.
- 7.1.2 However, GAL aspires to go beyond the committed mode shares set out in this document where this is possible, in line with its wider aspirations for sustainable aviation, including its Decade of Change (Ref 1-4) and in line with the Government's Jet Zero Strategy (Ref 1-5).
- 7.1.3 GAL has identified the following aspirational mode share targets, which indicate GAL's longer-term goals. These are not commitments under this document (which is intended to mirror and secure the outcomes shown in the Transport Assessment) but will provide context for future actions in relation to surface access interventions and for the development of future ASAS action plans and targets:
- A minimum of 60% of air passenger journeys to and from the Airport to be made by public transport;
  - A minimum of 60% of airport staff journeys to and from the Airport to be made by public transport, shared travel and active modes;
  - A reduction of air passenger drop-off and pick-up car journeys at the Airport to a mode share of no more than 10% of surface access journeys;
  - At least 20% of airport staff journeys to and from the Airport where those journeys originate or conclude within 8km of the Airport (such "staff journey" being a single one-way trip to or from the Airport) to be made by active modes; and
  - At least 50% of airport staff journeys to and from the Airport (such "staff journey" being a single one-way trip to or from the Airport) where those journeys originate or conclude within 16km of the Airport to be made by public transport.
- 7.1.4 To achieve these aspirations, GAL expects to work in partnership with other organisations, particularly local authorities, public transport operators and other service providers. [GAL shall engage with the TFSG in a collaborative manner to seek to deliver an approach to meeting these aspirational targets.](#)
- 7.1.5 The range of potential opportunities includes:
- **Further enhancements to regional express bus or coach and local bus services:** This will continue to focus on areas where increased accessibility, either directly to the airport or via interchange can achieve mode shift and provide sustainable services;
  - **Further enhancements to rail services:** Working with train operators, Network Rail and Great British Railways to enable greater rail mode share and provide improved services covering more of the airport's 24-hour operations;
  - **Enhancing the staff travel offer:** Providing incentives and support for sustainable travel, making it easier to choose and afford public transport and active travel whilst also discouraging journeys by car where reasonable alternatives exist;

- **Further enhancements to active travel:** Promotion of active travel within the local staff population, including improved on-airport facilities such as a new Cycle Hub, better information, wayfinding and maintenance of routes and additional incentives to choose active travel regularly or as a seasonal mode choice; and
- **Making best use of electric vehicles:** Working with service providers to speed the transition of the GAL vehicle fleet, taxis and car rental vehicles to electric vehicles and ensure available charging for staff and passengers where and when they need it.

## 8. Glossary

**Table 4: Glossary of Abbreviations**

Term	Description
AMR	Annual Monitoring Report
ASAS	Airport Surface Access Strategy
ASAS-AP	Airport Surface Access Strategy Action Plan
bph	Buses per hour
CAA	Civil Aviation Authority
CAP	Carbon Action Plan
DCO	Development Consent Order
ES	Environmental Statement
GAL	Gatwick Airport Limited
GHG	Greenhouse Gases
SAC	Surface Access Commitment
STF	Sustainable Transport Fund
TA	Transport Assessment
TFSG	Transport Forum Steering Group
TMF	Transport Mitigation Fund

**Table 5: Definitions and Interpretation**

Term	Description
2022 Agreement	means the agreement entered into under section 106 of the 1990 Act dated 24 May 2022 between; GAL, West Sussex County Council and Crawley Borough Council
Application	means the application for the Project made under section 37 of the 2008 Act given reference number TR020005
Councils	means all of Crawley Borough Council, West Sussex County Council, Reigate and Banstead Borough Council and Surrey County Council
Commence	shall have the same meaning given to that term in the Development Consent Order
Commencement Date	means the date on which works are Commenced pursuant to the Development



Term	Description
	Consent Order
Development Consent Order	means the development consent order to be made pursuant to the Application
Indexed	means increased by reference to the amount of the increase in the consumer prices index (including owner-occupiers' housing costs excluding indirect taxes published by the Office for National Statistics or any official publication substituted for it for the United Kingdom) from 27 August 2024 until the date the relevant payment is made
Interim mode share commitments	means Commitments 1A and 2A set out in this Surface Access Commitments document
LCWIP Route A Works	means works to sections A08, A-09, and A-10 only from the Gatwick Road/Radford Road junction (roundabout) via Gatwick Road, Beehive Ring Road and the Iain Stewart Centre to the start of the fully segregated section of National Cycle Route 21 (NCR21), which leads to Gatwick Airport South Terminal as shown on the LCWIP Route A plan appended as Appendix B unless otherwise agreed with West Sussex County, such works to be agreed between GAL and West Sussex County and delivered by or on behalf of West Sussex County Council
Mode share commitments	means Commitments 1 to 4 (inclusive) and the Interim mode share commitments set out in this Surface Access Commitments document
National highway works	shall have the same meaning given to that term in the Development Consent Order
Network Rail	means Network Rail Infrastructure Limited and any successor body to its railway functions
Riverside Garden	means improvements to provide a new

Term	Description
Park Shared Path	active travel route between the car park located within Riverside Garden Park and the footway on the north side of the A23 London Road within the area edged red on the plan appended as Appendix C, such path to be designed in accordance with the DfT's Local Transport Note 1/20 (LTN 1/20) and delivered by or on behalf of Surrey County Council and to be used for pedestrians and cyclists.
Secretary of State	means the Secretary of State for Transport
Surface Access Commitments	means Commitments 1 to 16 inclusive set out in this Surface Access Commitments document
Sustainable Transport Fund	<p>means a fund to be used by GAL towards the delivery of the Surface Access Commitments to increase the use of sustainable transport modes and the value of the fund shall be the sum of:</p> <p>(a) the value of the fund of that name under the 2022 Agreement or such other section 106 agreement as has been entered into by the parties pursuant to the 2022 Agreement at the Commencement Date; and</p> <p>(b) the contributions made by GAL pursuant to Commitment 13 from time to time</p>

## 9. References

- 1-1 Department for Transport (2013) Aviation Policy Framework. Available at: [https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/153776/aviation-policy-framework.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/153776/aviation-policy-framework.pdf)
- 1-2 Department for Transport (2022a) Flightpath to the Future. Available at: [https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/1079042/flightpath-to-the-future.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1079042/flightpath-to-the-future.pdf)

- 1-3 Gatwick Airport Ltd (2022) Airport Surface Access Strategy 2022-2030. Available at:  
[surface-access-strategy.pdf \(gatwickairport.com\)](#)
- 1-4 Gatwick Airport Ltd (2023) Our Second Decade of Change to 2030. Available at:  
<https://www.gatwickairport.com/globalassets/company/sustainability/reports/2021/decade-of-change-policy-to-2030.pdf>
- 1-5 Department for Transport (2022b) Jet Zero Strategy: Delivering net zero aviation by 2050.  
Available at:  
[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/1095952/jet-zero-strategy.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1095952/jet-zero-strategy.pdf)

**Appendix A – Existing TFSG Terms of Reference**

## **Gatwick Airport Transport Forum & Transport Forum Steering Group**

### **Terms of Reference (February 2023)**

#### **1. Background & Context**

The Aviation Policy Framework (2013) states that airports with more than 1000 passenger air transport movements (ATMs) a year should organise an Airport Transport Forum (ATF). The purpose of Airport Transport Forums is to encourage partnership working between the airport, local authorities, transport operators and other stakeholders in order to encourage the uptake of sustainable modes of transport by airport passengers and staff and to reduce the potential negative impacts of road travel on the local area, such as air quality and road congestion.

The Gatwick Area Transport Forum was set up in 1998 and is formed of two key constituent parts. The annual **Transport Forum** conference is held annually. The **Transport Forum Steering Group** (TFSG) meets quarterly to review progress on initiatives and to monitor progress against targets and action plans.

#### **2. Role, Purpose & Responsibilities**

##### **Transport Forum**

The annual Transport Forum is a conference-style event to which a wide range of airport, transport and regional stakeholders are invited. The Forum is held once a year, in October and aims to provide stakeholders with:

- A general business update on the airport over the past year from the GAL Executive
- An annual update against the airport's ASAS targets
- Presentations from Gatwick's key partners on new initiatives and ongoing projects relevant to transport or the local community
- The opportunities for stakeholders to ask questions and challenge Gatwick on its surface access performance

##### **Steering Group**

The Transport Forum Steering Group is directly consulted on the Airport Surface Access Strategy (ASAS) during the development phase and once the strategy is adopted, oversees its implementation and monitors progress against targets.

The role of the TFSG is to:

- Support Gatwick Airport to develop the ASAS, including the objectives and Action Plan.
- Identify, develop and deliver joint initiatives with Gatwick Airport and other Forum members to support the aims, objectives and targets set by the ASAS.
- Oversee and support Gatwick to administer the Sustainable Transport Fund (STF) as laid out in the S106 Agreement.
- Provide challenge to Gatwick's performance against surface access targets and how it delivers for airport passengers, staff and local communities.
- Assist and promote coordination and collaboration on transport issues across the region.
- Identify potential additional funding streams for initiatives.
- Discuss any relevant wider issues that could impact access to Gatwick.

TFSG Members commit to:

- Attendance at meetings and the annual Transport Forum or, if unavailable, nominating a suitable representative.
- Fostering a positive, collaborative forum with open and honest discussion and mutual respect for other members.
- Members will bring their experience and voice to the discussion, representing their organisation.
- Members will use their expertise to advise, challenge and support Gatwick and other partners to identify and implement new initiatives
- Notifying members of the Steering Group of any matters which may affect the delivery of the ASAS Action Plan, airport operations or other partners.
- Providing as much empirical evidence as possible to support delivery of the ASAS Action Plan.

### **Working Groups**

It may, on occasion, be deemed necessary and beneficial to form smaller working groups to support the TFSG's work. Working Groups will bring together a tight group of key stakeholders to discuss and explore specific issues or matters relating to Gatwick's surface access. Membership of any working groups will be agreed with the TFSG and may be time-limited. Brief terms of reference and responsibilities will be agreed by each Working Group as they are convened.

### **3. Membership**

The Steering Group is made up of a range of local and regional stakeholders from local authorities, transport operators, agencies and representative bodies. Member organisations of the Steering Group are:

- West Sussex County Council
- Surrey County Council
- East Sussex County Council
- Kent County Council
- Crawley Borough Council
- Reigate and Banstead Borough Council
- National Highways
- Network Rail
- Govia Thameslink Railway
- Great Western Railway
- Transport for London
- Metrobus
- National Express
- Gatwick Diamond Business Initiative
- Gatwick's Passenger Advisory Group

Representatives from other organisations may be invited to attend meetings, subject to the topics under discussion. Members may suggest new or additional members for the group at any time, for discussion with the wider steering group.



The Transport Forum is drawn from a wider pool of Gatwick's local and regional stakeholders, covering a range of operators, local authorities, community interests and government agencies. Working Groups may have a broader membership, pulled from the wider forum.

#### **4. TFSG Meetings**

Meetings of the TFSG are to be held four times a year (approximately quarterly) plus the annual meeting of the annual Transport Forum conference.

Meetings will be held in hybrid form with a room available at Gatwick and online via Microsoft Teams to maximise participation, although members are encouraged to attend meetings in person to foster cooperation and collaboration. Occasionally, where specific issues need to be workshopped, meetings may be held in-person only.

Gatwick Airport will chair meetings and be responsible for producing meeting agendas, notes and circulating these to all members in a timely fashion. Members are encouraged to provide suggestions for agenda items and workshops.

To keep meetings focused on outcomes, TFSG members will be asked for any updates they would like to share approximately one week in advance. Gatwick will coordinate responses and provide an update via email. Items which require discussion or follow up will be covered in the first agenda item.

#### **5. Scope**

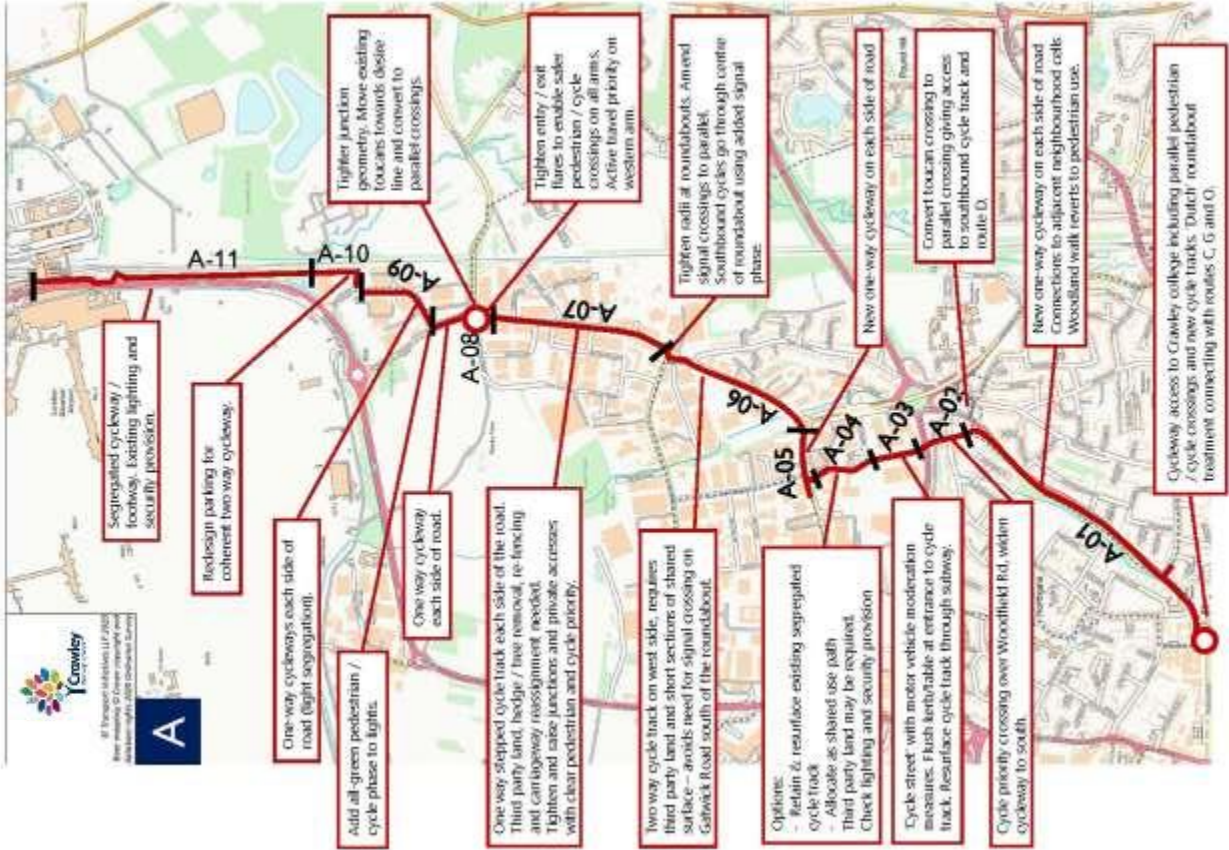
The nature of airport surface access means that the work of the TFSG is likely to interact with several other strategic and operational workstreams, both internal to GAL and those led by external stakeholders. TFSG members may be directly involved in the work of these other bodies and plans. Where possible, information should be shared openly between these workstreams to maximise the benefits of transport initiatives and investments.

These include, but are not limited to:

- Gatwick Airport Station Project
- Work to prepare for Gatwick's DCO application for the Northern Runway Project (NRP)
- Gatwick's Decade of Change
- Local Transport Plans
- Bus Strategic Improvement Plans
- Active travel projects and policies, including Local Cycling and Walking Infrastructure Plans
- The Gatwick Community Transport Stakeholder Group
- Long-term investment plans for rail, highways and other infrastructure

**Appendix B - LCWIP Route A plan**

## Appendix 4.1 LCWIP routes: A – Gatwick Airport to town centre via Manor Royal (and Northgate)

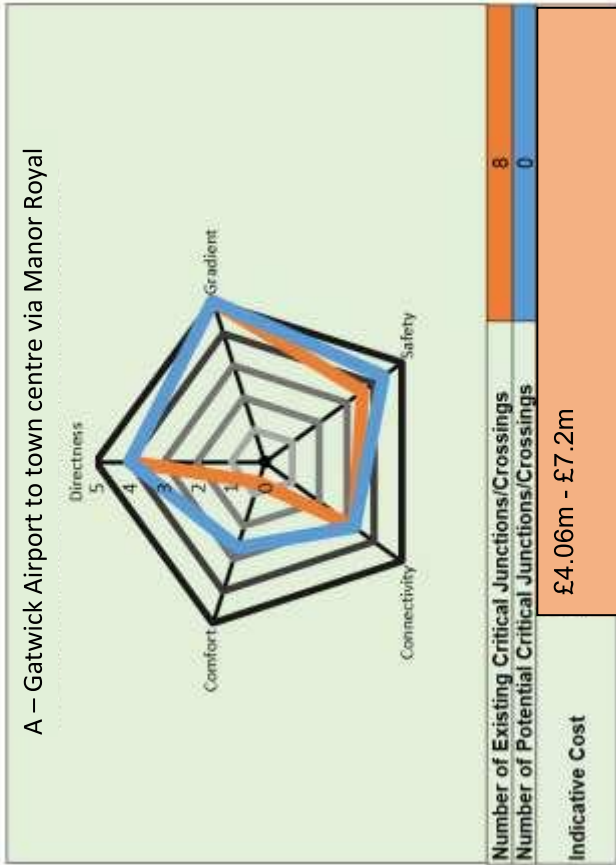


Currently more than 14,500 Gatwick Airport employees drive to work and over half the workforce live in Crawley. We estimate the potential for 4,800 to cycle to work. Additionally, Gatwick Airport railway station provides access to and from London, Brighton and other employment and residential centres. Route A is a key route for cycle access to work at Gatwick Airport and the station for outward and inward commuting to Manor Royal and the town centre. Safe cycle access to and from the station could generate modal shift from cars to rail. Route A links with other proposed network routes providing connectivity across Crawley. This was also recognised earlier through the Crawley Growth Programme, which prioritised this route.

Average cycle time at 9km/hour = 37 minutes

RST summary evaluation

Key: brown = existing conditions; blue = potential with improvements



Upper costs include all recommended route elements and preferred major infrastructure options. Lower costs omit some elements and uses shorter term or minimal infrastructure where functional.

**Appendix C - Riverside Garden Park Shared Path plan**



