

Proposed Terms of Reference for the London City Airport Transport Forum

Agreed by the ATF December 2014

1. Aim of the Forum

Increasing the use of public transport and sustainable travel modes among air passengers, airport employees, and the local community, and integrating the airport's surface access requirements into future transport plans serving London's Royal Docks and East London.

2. Objectives of the Forum

- a. Identifying short and long term targets for increasing the proportion of journeys made to the airport by public transport
- b. To assist in devising the Airport's Surface Access Strategy (ASAS) for meeting these targets
- c. To oversee the implementation of the ASAS through the production and delivery of travel action plans
- d. To monitor the progress of the ASAS and associated travel action plans
- e. To establish task specific Working Groups drawn from the Forum membership and other relevant transport organisations as maybe appropriate to the task. Specifically Working Groups will include consideration of:
 - Issue specific transport action plans such as Construction Travel Plan; Taxi Management Plan; Parking Management Plan
 - DLR Station and Service - monitoring passenger flows, identifying suitable platform management improvements and service improvements
 - Crossrail Connectivity – linking the airport to Customs House Crossrail Station and exploring the opportunities for a new Silvertown Crossrail Station
 - River transportation – exploring the feasibility and delivery of river transportation for passengers and supplies to the airport
 - Cycling and Walking Connections – proposing improvements to better connect the airport for cyclists and pedestrians
 - Overspill parking – creating a strategy that reduces the impacts on local roads from pick-up overspill parking
- f. To contribute to a programme of activity that enhances the sustainable transportation synergies between the Airport, East London and London's Royal Docks including engagement with the Canary Wharf Transport Forum, London Chamber of Commerce Transport Group and the Stratford Transport Infrastructure Group

- g. To promote the environmental and wider community benefits that increased use of sustainable transport modes delivers

3. Structure of the Forum

- a. The Forum shall meet four times a year (or some other frequency as the Forum may agree is appropriate) to deliver the objectives of the Forum
- b. Held at the airport, meetings shall generally last 2 hours, with agenda and relevant documentation circulated in advance
- c. Working Groups shall be established as required (with the agreement of the Transport Forum Chair) and report back to the Forum on progress made in delivering the defined scopes and outputs
- d. Membership of the Forum will include the following organisations;
 - London City Airport (to include Infrastructure/Strategy, Communications and Operational representatives)(Forum Chair)
 - London Borough of Newham (Senior Transport Planner, Airport Monitoring Officer)
 - Transport for London (to include Strategy and Communications representatives, others invited as required, for example Bus, river access, etc)
 - Greater London Authority (Principal Policy Adviser)
 - London Chamber of Commerce (Policy Lead with responsibility for transport)
 - Transport Operator representation – DLR as primary mode, Crossrail to ensure awareness of ongoing activity, Airport Taxi Coordinator
 - LCACC Secretary
 - Airline representative
 - Local representative
- e. As appropriate other stakeholders will be invited to attend the Forum itself or to become involved in a Working Group