

WEST SUSSEX COUNTY COUNCIL CONSULTATION

TO:	Horsham District Council - FAO: Alice Johnson
FROM:	WSCC – Highways Authority
DATE:	15 January 2026
LOCATION:	Leonardslee Gardens Brighton Road Horsham RH13 6PP
SUBJECT:	<p>DC/25/1146</p> <p>Extension to the visitor entrance building to house a new ticket sales area and café; Infilling roof to the former generator block courtyard, re-roofing of the Alpine House and internal/external reconfigurations and link extension; Single storey winter garden conservatory to the Stable Block; Terrace extension to the east and internal/ external reconfigurations; Change of use from redundant staff offices and staff accommodation within the stable block to guest accommodation including extension to Honey Cottage; Change of use to the partial first floor of the Red House to staff accommodation; Small WC extension, reinstated chimney stack, and roof alterations to the Engine House; Lightweight wedding pavilion to the lawn, south of Leonardslee House; Landscaping changes including to the forecourt of Leonardslee House.</p> <p>More information received.</p>
RECOMMENDATION:	No Objection

West Sussex County Council, in its capacity as Local Highway Authority (LHA), have been re-consulted on proposals for extension to visitor entrance building to include new ticket sale area and café, associated internal and external reconfigurations and extensions, change of use of staff offices to staff accommodation and associated works.

In comments dated 31 December 2025 the LHA requested further information on several matters, to which additional supporting information has been provided:

The applicant should clarify whether the additional updates to TPS as set out above will be added.

A revised Travel Plan Statement has been provided. This now includes;

- Journey planning websites to be considered to promote to staff.
- Contact will be made with bus operators may also provide a quantity of 'taster' tickets, which will enable employees to try the bus services free of charge
- WSCC cycle journey planning facility to be promoted to staff and visitors.
- Simple travel audit to be undertaken to find out how staff/visitors currently travel to and from the site, staff shift patterns, how many people live/work in the same postcode area (to assess the potential for car sharing), what facilities already exist on site or will be provided as part of the new development (e.g. showers, bike racks, lockers, motorcycle parking), what facilities are lacking/are needed to encourage more sustainable travel.
- Consideration of ways in which business mileage might be reduced (purchasing or leasing cleaner vehicles when company vehicles are due for replacement (e.g. LPG/bio-diesel/electric)
- Consideration of the government's Cycle to Work scheme and commitment to promoting WSCC's adult cycle training and ideally funding places on the course for employees.

Applicant to provide plan detailing footway/bus stop works.

A plan detailing the works has been provided within the TPS. Applicant is advised to provide this plan as separate document as its securement is separate to the TPS.

'Footway Improvements 13294/2300 Rev P1' shows existing north and southbound bus stops with new footway (waiting area) to link to northbound bus stop and dropped kerb/tactile paved crossing of A281 to reach northbound stop. The works are anticipated to improve access to the nearest bus stops for staff/visitors.

These works should be secured by s278 agreement which should be secured via s106 agreement. If the Local Planning Authority prefer to secure this by condition, a suitably worded condition is provided below.

Some clarity on overnight guest accommodation increase would be welcomed though LHA acknowledge this is likely to have a minor impact in terms of trip numbers.

The applicant has clarified that there will be a reduction of staff living on site (from 8 existing to 2 proposed) and that Leonardslee House Hotel operates at a 49% occupancy rate and thus maximum capacity of the proposed guest accommodation is 10, which equates to average of 5 guests per night.

As per previous comments LHA acknowledge the works proposed to improve existing facilities on site are unlikely to have a 'severe' impact in terms of operational capacity of nearby road network.

Conclusion

The Local Highway Authority does not consider that the proposal would have an unacceptable impact on highway safety or result in 'severe' cumulative impacts on the operation of the highway network, therefore is not contrary to the National Planning Policy Framework (paragraph 115), and that there are no transport grounds to resist the proposal.

If the Local Planning Authority is minded to grant planning consent the following condition(s) and informative note(s) would be advised:

S106 –

Travel Plan Statement and monitoring fee of £1,695

Uncontrolled pedestrian crossing (dropped kerb/tactile) of A281 and footway linking to northbound bus stop.

Conditions –

Off-site Highway Works (if Local Planning Authority do not wish to secure this by s106)

No part of the development shall be first occupied until such time as the off-site highway works (uncontrolled pedestrian crossing (dropped kerb/tactile) of A281 and footway linking to northbound bus stop) has been constructed in accordance with the details shown on the drawing titled Footway Improvements and numbered 13294/2300 Rev P1.

Reason: In the interests of road safety and to provide alternative travel options to the use of the car in accordance with current sustainable transport policies.

Construction

The development hereby approved shall not commence until the following construction details have been submitted to and approved in writing by the Local Planning Authority. The details shall include the following measures:

- i. Details of site management contact details and responsibilities;
- ii. A plan detailing the site logistics arrangements on a phase-by-phase basis (as applicable), including:
 - a. location of site compound,
 - b. location for the loading, unloading and storage of plant and materials (including any stripped topsoil),
 - c. site offices (including location, height, size and appearance),

- d. location of site access points for construction vehicles,
- e. location of on-site parking,
- f. locations and details for the provision of wheel washing facilities and dust suppression facilities
- iii. The arrangements for public consultation and liaison prior to and during the demolition and construction works – newsletters, fliers etc, to include site management contact details for residents;
- iv. Details of any floodlighting, including location, height, type and direction of light sources, hours of operation and intensity of illumination

The construction shall thereafter be carried out in accordance with the details and measures approved.

Reason: As this matter is fundamental in order to consider the potential impacts on the amenity of nearby occupiers and highway safety during construction and in accordance with Policies 33 and 40 of the Horsham District Planning Framework (2015).

Cycle parking

No part of the development shall be first occupied until covered and secure cycle parking spaces have been provided in accordance with plans and details submitted to and approved by the Local Planning Authority.

Reason: To provide alternative travel options to the use of the car in accordance with current sustainable transport policies.

INFORMATIVE

The applicant is required to obtain all appropriate consents from West Sussex County Council, as Highway Authority, to cover the off-site highway works. The applicant is requested to contact The Highways Agreement Team Leader (01243 642105) to commence this process. The applicant is advised that it is an offence to undertake any works within the highway prior to the agreement being in place.

Katie Kurek
West Sussex County Council – Planning Services