

## WEST SUSSEX COUNTY COUNCIL CONSULTATION

<b>TO:</b>	Horsham District Council - FAO: Alice Johnson
<b>FROM:</b>	WSCC – Highways Authority
<b>DATE:</b>	15 October 2025
<b>LOCATION:</b>	Leonardslee Gardens Brighton Road Horsham RH13 6PP
<b>SUBJECT:</b>	<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>
<b>RECOMMENDATION:</b>	More Information

West Sussex County Council, in its capacity as Local Highway Authority (LHA), have been consulted on proposals to extend 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.

The LHA was most recently consulted under DC/22/2229 which approved enlarged car parking and overflow car park. It is understood main car park now has 330 spaces including 22 x accessible and overflow carpark of 175 space. There are 9 x coach spaces and 16 x bicycle stands.

Previous applications DC/18/0687 and DC/18/0689 covered various improvements and extensions and included formalisation of the two x vehicle points to A281. Footway is present on eastern side carriageway and A281 appears to be subject to 40mph in this location. The northern most point is entrance only and southern point is exit only. There appears to be an additional access further south to the house which is presumed to be staff/operations access.

The 2018 applications would have assessed access points, trip generation, visibility and car parking and turning as acceptable. It is understood no changes are proposed to access, parking and turning.

### Accessibility and Travel Plan Statement (TPS)

A TPS has been provided with the aim of encouraging sustainable travel choices and reducing reliance on private car. The TPS should be secured by legal agreement with monitoring fee of £1695. The Travel Plan auditing fees reflect the amount of local authority officer time required to evaluate the initial plan, assess the monitoring data and participate in on-going review and agreement to any amended plans in the future, including post planning once the development is built out and occupied. The costs have been benchmarked against fees charged by other Local Authorities and are considered to be proportionate and reflective of the costs incurred.

Measures within the TPS include cycle parking for staff and visitors, EV charging spaces, website information on walking, cycling and public transport.

Public footpaths e.g. 1724 runs along northern boundary. Several bridleways in vicinity of site with cycle routes to Mannings Heath, Nuthurst, Warninglid.

Bus stops outside the site provide regular service between Horsham and Brighton. Whilst nearest train station Horsham is too far to walk and cycle it can be reached by this bus service. Para. 2.16 of TPS states that footpath connection to these stops will be improved and to connect with footway on east side of A281 connecting to southbound stop.

Para. 4.4 – measures considered for implementation – improvements to A281 to provide better access to northbound bus stop or internal connection to bus stops and also considering discounted entry for those travelling by bus.

The Travel Plan Co-ordinator will promote the TPS, monitor its effectiveness and promote national awareness events.

The LHA require further information on the TPS, some of these items could be included in a staff welcome pack:

1. A commitment to display local public transport timetables and route maps. Further information can be found at [www.westsussex.gov.uk/publictransport](http://www.westsussex.gov.uk/publictransport) and on the bus operators own websites. Journey planning websites such as Traveline and nextbuses.mobi should also be promoted via information/welcome packs and company websites. We would also advise developers/employers to contact their local bus operators as they may be able to provide tailored travel information and offer discounted travel. Bus operators may also provide a quantity of 'taster' tickets, which to enable employees to try using local bus services free of charge.
2. A commitment to display plans of local cycle routes/paths. A number of maps and guides can be found at <https://www.westsussex.gov.uk/leisure-recreation-and-community/walking-horse-riding-and-cycling/cycling-routes-and-maps/>. The County Council also has a cycle journey planning facility on its web site, which provides turn-by-turn information for the fastest, quietest, and balanced routes.
3. A commitment to promoting car sharing, and the County Council's car sharing web site [www.westsussexcarshare.com](http://www.westsussexcarshare.com). A leaflet explaining how the scheme works can be downloaded from the County Council's website and a promotional video is also available: [http://www.westsussex.gov.uk/leisure/getting\\_around\\_west\\_sussex/travelwise/west\\_sussex\\_car\\_sharing\\_scheme.aspx](http://www.westsussex.gov.uk/leisure/getting_around_west_sussex/travelwise/west_sussex_car_sharing_scheme.aspx)
4. A commitment to conducting a simple Travel Audit 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.
5. For employment sites:
  - Consideration of ways in which business mileage might be reduced
  - Consideration of 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, which enables employees to take advantages of tax and National Insurance breaks when purchasing a new bicycle. Employers that sign up to the scheme also make savings through reduced NI contributions.
  - A commitment to promoting WSCC's adult cycle training, and ideally funding places on the course for employees. The training is delivered on a one-to-one basis at a convenient time and location.

Further information is available on our website and courses can be booked online:

<http://www.westsussex.gov.uk/roadsafety>

## **Footway/Bus Stop**

The Local Planning Authority (LPA) gave pre-app advice and advised that the 2018 permission required upgrade of bus stop outside car park and noted that this has not been carried out. Under DC/18/0687 LHA commented on proposed hardstanding and tactile paving crossing to access northbound bus stop on A281. Applicant should confirm status of these works and whether they are indeed proposed as part of this application?



## **Trip Generation**

It is understood the facility sees up to 100,000 visitors annually to house and gardens and 350 guests for wedding/events. The LHA require further information on potential trip generation as a result of the proposals. The applicant should clearly set out what the proposals are that may increase trip generation.

- New café or café extension? Floor area and whether increase in visitors anticipated as a result?
- Total new hotel/guest accommodation – proposed against existing.
- Improvement of wedding/event facilities – increase in visitor numbers anticipated?
- Any increase in staff numbers as result of above?

Any additional visitor/staff trips should also be justified against the existing car and bicycle parking and state why existing is sufficient.

### **Conclusion**

In summary, please ask applicant for further information and re-consult:

- Updates to TPS.
- Clarification on northbound bus stop works and crossing of A281.
- Further information on trip generation.

**Katie Kurek**  
**West Sussex County Council – Planning Services**