

**From:** Alice.Johnson <Alice.Johnson@horsham.gov.uk>  
**Sent:** 12 December 2025 08:50:13 UTC+00:00  
**To:** "Alice.Johnson" <Alice.Johnson@horsham.gov.uk>  
**Subject:** FW: DC/25/1146, Leonardslee Gardens\_Highways Comments

Dear Alice,

In response to comments from the Highways officer (attached), we have revised the Travel Plan Statement (also attached) and provided the following clarifications and commitments in response:

#### **Footway / Bus Stop Commitment**

Unfortunately other priorities to date have meant the footway works have not been undertaken as planned. The applicant acknowledges this and is willing to make the footway improvements a pre-commencement condition for this development to ensure its construction is secured.

#### **Updates to the Travel Plan Statement**

Updates to the TPS include:

- A commitment to display local public transport timetables and route maps, and local cycle routes / paths within the visitor entrance building.
- A commitment to reviewing how local public transport is presented on their website. Note that Leonardslee already have basic information displayed on their website under the 'Contact Us' section, and will review whether this sits within the 'Visitor Information' instead:  
<https://www.leonardsleegardens.co.uk/contact-us>
- A commitment to add the car sharing information to their staff starter packs

#### **Further information on trip generation / Visitor Patterns:**

Further itemised impact on trip generation by component is given below:

<b>Part of Application</b>	<b>Notes</b>	<b>Change in anticipated trip generation</b>
Garden Shop Entrance Building	The existing 'grab and go' food offering for visitors to the garden is being moved from the Clocktower Café to the new extension. It is therefore not anticipated that the upgrades to the building will result in additional trips. Staff in charge of the grab and go section of the existing Clocktower Cafe will be redirected to the entrance building, therefore there are not anticipated change in staff numbers.	No change anticipated
Stable Block	There is a modest increase in covers from 94 - 104 is intended to service the existing demand for table service in the clocktower café, which is currently insufficient, forcing members to takeaway food instead. It is not anticipated that the upgrades to the building	No change anticipated

	will result in additional trips. The modest increase in covers is not anticipated to increase staff numbers.																									
Former Generator Block	<p>The covering of the courtyard will increase the internal capacity of the former generator block from 151 to 171. The events spaces will be for:</p> <ul style="list-style-type: none"><li>- School/Community groups during the day that already visit the site, and have to use the external space.</li><li>- Evening functions such as the comedy club can benefit from an improved layout. The additional room will enable different spaces to be set up to cater for a wide range of functions, as opposed to having to change the seating around.</li></ul> <p>The modest increase in covers is not anticipated to increase existing staffing numbers that cater for the existing uses.</p>	No change anticipated																								
Engine House	<p>The addition of the WC will not directly increase the number of visitors or staff to the gardens</p>	No change anticipated																								
Wedding Pavilion	<p>The pavilion is there to service existing events licence, which will only be utilised during good weather to provide shelter to the bride and groom. It will therefore not increase trip generation</p>	No change anticipated																								
Overnight Accommodation - Guest & Red House	<p>The following table has been prepared to demonstrate the net change in overnight accommodation. The new accommodation would be serviced (reception, cleaner etc) by the existing staff who currently have spare capacity.</p> <p><b>Guest and Staff Accommodation</b></p> <table><tr><th></th><th>Existing</th><th>Proposed</th><th>Proposed accounting for anticipated occupancy @49% for Guest Accommodation</th></tr><tr><td><b>Potters Cottage</b></td><td>4 Live in Staff</td><td>Max 4 Overnight Guests</td><td>2 Guest per night</td></tr><tr><td><b>Carriage Cottage</b></td><td>0</td><td>Max 2 Overnight Guests</td><td>1 Guest per night</td></tr><tr><td><b>Honey Cottage</b></td><td>4 Live in Staff</td><td>Max 4 Overnight Guests</td><td>2 Guest per night</td></tr><tr><td><b>Red House Office</b></td><td>0</td><td>2 Live in Staff</td><td>2 Live in Staff</td></tr><tr><td><b>Total</b></td><td><b>8 People</b></td><td></td><td><b>7 People</b></td></tr></table> <p>The existing staff members who remain overnight at Leonardslee House will service the additional 3 Cottages and therefore not increase trip generation.</p>		Existing	Proposed	Proposed accounting for anticipated occupancy @49% for Guest Accommodation	<b>Potters Cottage</b>	4 Live in Staff	Max 4 Overnight Guests	2 Guest per night	<b>Carriage Cottage</b>	0	Max 2 Overnight Guests	1 Guest per night	<b>Honey Cottage</b>	4 Live in Staff	Max 4 Overnight Guests	2 Guest per night	<b>Red House Office</b>	0	2 Live in Staff	2 Live in Staff	<b>Total</b>	<b>8 People</b>		<b>7 People</b>	Reduction of max 1 Person/Day
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Whilst the proposals do not introduce any new functions which will increase trip generation, it is acknowledged that the improvement of garden facilities may indirectly impact visitor patterns throughout the year. The design and access statement states in 2.3.2 *TARGET VISITOR PATTERNS (p14)* that

visitor numbers, and therefore trips, are predicted to decrease at peak periods and marginally increase at off peak periods.

The large capacity of the existing car park, which is designed and proven to cope with demand for peak periods, is therefore more than sufficiently sized.

Just to let you know I will be on annual leave for the remainder of the year, returning 5<sup>th</sup> January, therefore can you please copy my colleague Neil McLaughlin in any additional responses.

Kind regards,  
Jonathan

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**Jonathan Crosthwaite**  
Heritage Specialist



**Architects, Masterplanners, Heritage Consultants**

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