

Revised Travel Plan Statement

Leonardslee House and Gardens,
Lower Beeding,
RH13 6PP



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Appendices

A External Footway Improvements and Bus Stop Improvements

Issue	Issue date	Compiled	Checked	Authorised
1	27-09-2024	RS	RW	RW
2	11-12-2025	EP	RW	RW
3	05-01-2026	EP	RW	RW

Executive Summary

Leonardslee House and Gardens lies just to the south-east of Horsham, within West Sussex. The site is accessed from the A281 Brighton Road. Leonardslee House is a Listed Grade II building and sits within a Grade I Registered Park/Garden. The site falls outside of any Built-up Area Boundary but is within the High Weald Area of Outstanding Natural Beauty.

This Travel Plan Statement sets out a plan of measures and initiatives intended to encourage sustainable travel choices, with an emphasis on reducing the reliance on the private car, particularly single occupancy travel to promote an improved and integrated transport network. This is often a planning requirement for all new developments likely to generate a significant travel movement (Policy 40).

In 2018 a Transport Statement and Travel Plan Statement were provided to support the planning application for refurbishment of the main house. A new scheme is proposed to improve the existing facilities, this including:

- Extending the existing clocktower restaurant;
- Creating a new events space and café to the former generator hall;
- Conversion of offices into visitor accommodation;
- Construction of a new ticket kiosk;
- New landscaping to visitor areas.

This Travel Plan Statement (TPS) highlights measures to encourage sustainable travel habits by staff and visitors to Leonardslee House and Gardens for both general visits and events.

The primary objectives of the travel plan are to help and encourage site users to achieve the following:

1. Increase awareness and encourage use of environmentally friendly modes of transport amongst staff and visitors;
2. Promote Leonardslee as a modern attraction that considers its environmental footprint and promotes alternative travel choices;
3. Promote the reduction of single occupancy vehicle use by staff and visitors.

The travel plan measures are:

- Cycle parking for use by staff and visitors;
- EV charging parking spaces;
- Details provided on the Leonardslee website with visitor information on local access by walking, cycling, or public transport.

1 Introduction

Travel Plan Background

- 1.1 Travel Plan Statements are strategies for managing multimodal access to a site or development that focus on maximising the potential for travel by sustainable transport modes. Comprehensive government advice relating to the preparation and delivery of the Travel Plans is provided within the publication entitled 'Good Practice Guidelines: Delivering Travel Plans through the Planning Process'.
- 1.2 WSCC guidance states a Travel Plan Statement (TPS) will include a commitment to delivering a range of measures to promote sustainable modes of transport, raising awareness of the benefits for both the individual and the environment of using these modes. Suitable conditions or Planning Obligations will be secured to ensure that the measures identified within the TPS are delivered, but will not include requirements for formal monitoring or enforcement.

Planning History

- 1.3 Leonardslee House re-opened the gardens as a public attraction, which is in addition to the site's use as a venue for the staging of weddings and events, as part of planning application references: DC/18/0687 and DC/18/0689.
- 1.4 In 2008, Leonardslee annual visits were around 49,000, as recorded in the document, 'Visitor Attractions Trends in England 2008', dated August 2009.
- 1.5 As detailed in the previous Transport Assessment and TPS submitted with the previous planning application, the estimated visitor numbers were predicted to be between 75,000 to 100,000 annually to the house and gardens, and up to 350 guests for events and weddings.
- 1.6 The approved applications included parking capacity for 241 cars (including 5 EV spaces and 26 accessible spaces), 9 coach parking spaces and 16 bicycle stands.
- 1.7 A retrospective application DC/22/2229 was later approved in July 2023 for the construction of an enlarged and rationalised existing car park and overflow car park. The main car park area has 330 spaces, 5 EV charging spaces, 22 accessible and 9 coach parking spaces. The overflow car park provides 175 spaces. Overall, there are 622 parking spaces available at the site.
- 1.8 There has since been further works undertaken. Using ANPR data from the 2024/2025 Leonardslee Illuminations (the busiest period at the site), there is no impact upon parking at the site. The max average of cars in the car park equates to 372 at any given time. The combined capacity of the car

park with overflow is circa 622 and the client has confirmed that at no point did access / egress to the car park become an issue.

1.9 Pre-application advice has been provided by Horsham District Council as follows:

The view of the Local Highway Authority (LHA) has not been sought for this HDC reply to the preapplication submission, as West Sussex County Council (WSCC) have their own pre-application service. However, it is recommended the applicant engages with WSCC before formal submission, as the proposals would increase trip generation on the local highway network. Impacts pertaining to road safety were adequately addressed in the 2018 re-opening, and it is considered that there is sufficient parking on site and internal estate road circulation to accommodate additional vehicular trips considered that the proposal conforms with HDPF policy 41.

*However, whilst this trip generation is unlikely to result in severe impact in NPPF terms, the site is located within a National Landscape that is subject to a Management Plan that promotes sustainable travel, and so **the LPA would welcome if any future application were accompanied by a travel plan statement** (a simple form of travel plan). The 2018 permission was subject to a Transport Assessment and Travel Plan Statement to address the increased trip generation associated with the re-opening, setting out a series of mitigation measures. It is noted some of these have not yet been implemented on the site, including entrance ticket discounts and upgrade of the bus stop directly outside of the visitor car park, and it has not been explained why not. Opportunities could be explored for sustainable transport initiatives, publicity, and promotions, with Manning Heath golf course and wine estate. Subject to LHA and HDC satisfaction with such proposals, there would be compliance with HDPF Policy 40.*

2 Site Description

- 2.1 In 2019, Leonardslee Lakes & Gardens opened its doors after a closure of 10 years, following the 2018 planning application for refurbishment.
- 2.2 Leonardslee House and Gardens lies just to the south-east of Horsham, within West Sussex. The site is accessed from the A281 Brighton Road.
- 2.3 Leonardslee House is a Grade II Listed building and sits within a Grade I Registered Park/Garden. The site falls outside of any Built-up Area Boundary but is within the High Weald Area of Outstanding Natural Beauty. Overall, the site has two Grade II listed buildings (Leonardslee House and the Round House). There is also a large ancient woodland designation to the east of the site.

Site Operation

- 2.4 Leonardslee opening hours during peak season are 9am – 5pm, (31st March to 27th October) and off-peak is 9am – 4pm (29th October to 30th March), every day, except Christmas Day.
- 2.5 Data review of total annual admissions over the 12-month period August 2023 to July 2024 shows annual visits were approximately 252,461. This includes till admission headcount, online admission headcount, and ticketed event headcount plus an additional 10% for visitors under the age of 5 and system issues.

Table 2.1 – Monthly Visitor Number 2023/2024

Date	Total with Additional 10% Allowance for under 5 and system issues	Till Admission Headcount	Online Admission Headcount	Event Ticket Headcount
Aug-23	25076	5394	1739	9519
Sep-23	9919	3038	678	861
Oct-23	13969	3649	2279	306
Nov-23	16026	1887	484	7444
Dec-23	67825	1071	479	56412
Jan-24	7986	1098	238	87
Feb-24	9636	2011	382	250
Mar-24	15047	3115	1818	285
Apr-24	27574	8312	3825	745
May-24	27709	8849	2937	3144
Jun-24	16548	5300	1314	1123
Jul-24	15146	4373	1108	675
Aug-24	20910	4081	1249	7987

Local Highway Network

- 2.6 Leonardslee is accessed via a priority junction with the A281 single carriageway road that runs between Guildford via Horsham to the north and Brighton to the south. In the main, the A281 is a rural road of about 7metres in width, with grass verges both sides. In the vicinity of the site and subject to the national speed limit of 60mph.

Walking

- 2.7 There are a number of public footpaths within the vicinity of Leonardslee. Of note is footpath 1724 which runs along the northern boundary of the Leonardslee Estate. Also known as Sussex Ouse Valley Way, footpath 1724 runs from Lower Beeding to Seaford Bay.
- 2.8 A map of the Public Rights of Way, extracted from West Sussex County Council's iMap facility, can be seen in **Figure 2.1** below.

Figure 2.1 – Public Rights of Way in the area around Leonardslee estate



Source: WSCC imap

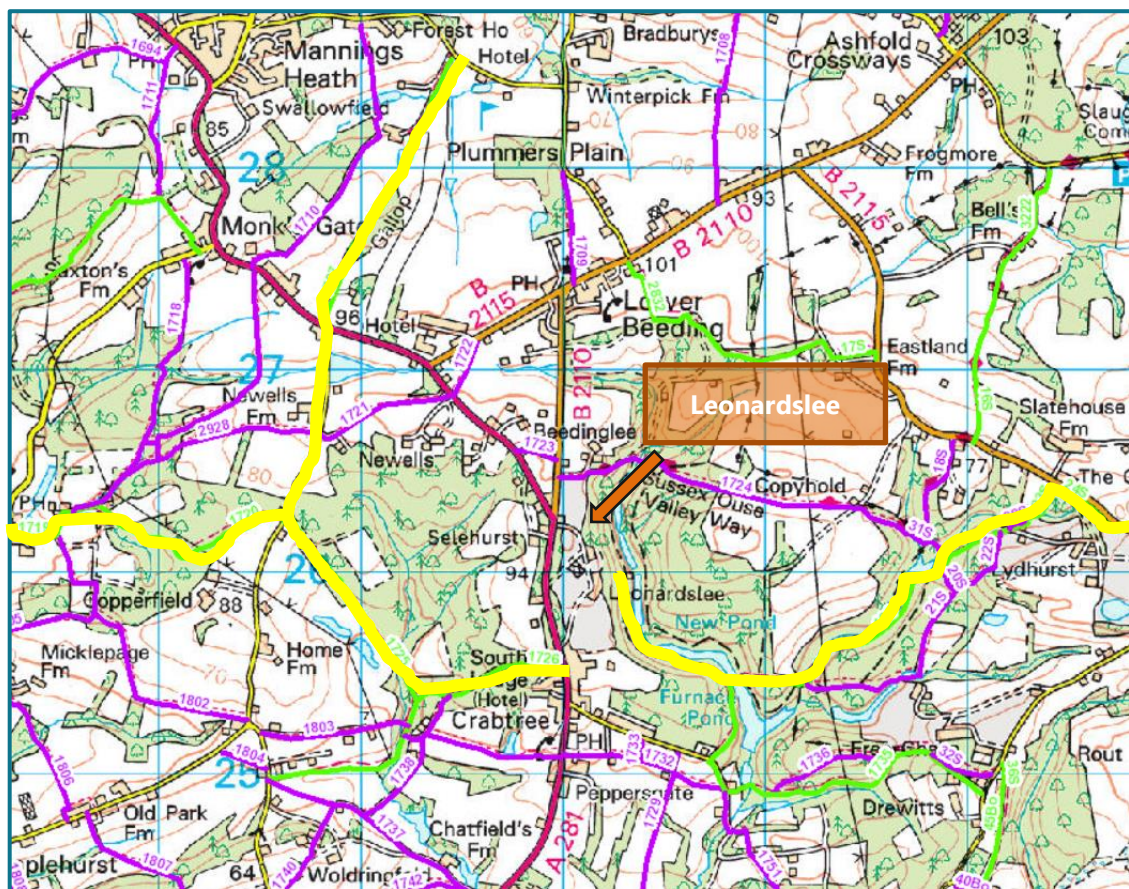
- 2.9 The Leonardslee management team is keen to encourage access to the site on foot and maintains a number of paths within the estate that link to adjacent public footpaths and bridleways.

- 2.10 Horsham District Council promote wellbeing walks, this programme provides free guided walks in the surrounding area and a variety of levels and distances. All routes and information regarding the Health Walks can be found on the Horsham District Council website or www.horsham.gov.uk/sport-and-leisure/walking/wellbeing-walks.

Cycling

- 2.11 A total of 16 'Sheffield' type cycle parking stands are provided at Leonardslee.

Figure 2.3 – Public Rights of Way in the area around Leonardslee Estate



- 2.12 Figure 2.3, seen above, gives an extended view of the bridleways surrounding Leonardslee House and Gardens, yellow indicates bridleways and footpaths are in purple. Highlighted are three example cycle routes from local areas within a reasonable distance from the site. These include:
- Mannings Heath – 3.7km
 - Nuthurst – 4.9km
 - Warninglid – 6.1km
- 2.13 Local cycling clubs, such as Horsham Cycling and Horsham & Crawley Cycle Touring Club which have weekly meetings and planned routes on roads and bridleways in the local areas surrounding

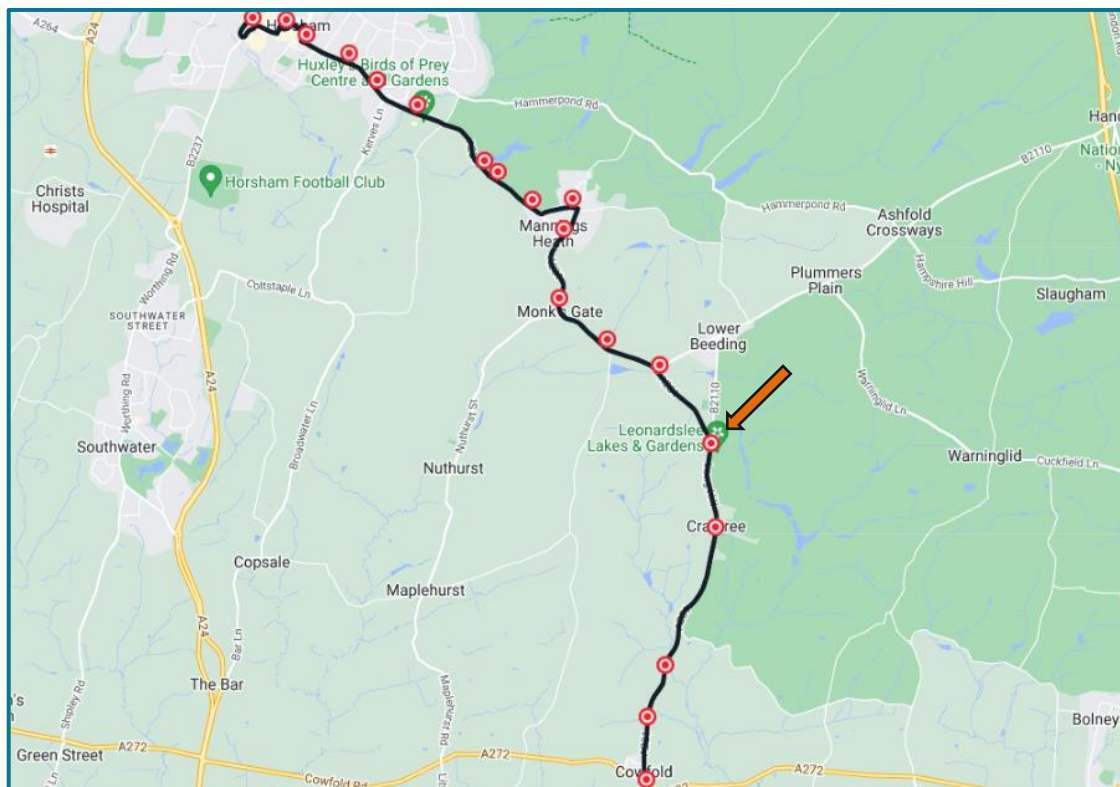
Horsham, of which all the information can be found on their websites

<https://www.horshamcycling.co.uk/> and www.cyclinguk.org/local-groups/horsham-crawley.

Bus

- 2.14 The nearest bus stops with frequent services are located on A281 Long Hill, approximately 50m (northbound) and 80m (southbound) to the south of the site entrance. These stops are served by service number 17 which provides a regular service, operated by Stagecoach and Sussex Coaches.
- 2.15 Service number 17 serves these stops hourly between Horsham and Brighton, Monday to Saturday (between 07:25 and 22:50), and Sundays (between 09:40 and 18:40) excluding bank holidays. Therefore, access to the venue by bus is a convenient travel option with regular services during site operation hours. An extract of the bus 17 route map is shown below in **Figure 2.2**.

Figure 2.2 – Bus 17 Stagecoach Route Map Extract



- 2.16 The bus stops comprise of a bus flagpole, and a footpath connection to these stops will be made to better ensure safety and comfort for pedestrians. To connect with the footway along the east side of the A281 connecting to the southbound bus stop.
- 2.17 The bus service 17 provides connections to a number of key destinations such as Horsham Railway Station, Horsham Bus Station, Brighton, Patcham, Cowfold and other neighbouring towns/villages.

Shuttle Bus Service

- 2.18 During the busy periods at the site, such as the Leonardslee Light trail, the site offers tickets at a set price with the ticketing option that includes a free shuttle bus from Horsham centre. This ticket price does not deviate or fluctuate regardless of peak periods; an incentive for users to buy this ticket option to avoid price increases. This shuttle service is new from 2025 onwards and provides users with a return ticket to Horsham Station or Horsham Carfax in support of sustainable transport to the site.

Rail, Taxis, Coaches

- 2.19 There are no rail stations within the vicinity of the site. The closest station is Horsham around 7.3km north of the site. This distance is too far to walk and is outside the maximum recommended 5km cycle distance. However, the station is served by bus number 17, this journey would take approximately 37 minutes via direct service, or 27-30 minutes by changing at Horsham bus station. As stated above, a new shuttle service is also being provided directly to the site from Horsham station or Horsham Carfax.
- 2.20 A taxi rank and phones are available at the station. This would encourage more users to travel to the site via train.
- 2.21 The 9 coach spaces provided in the car park allow for coach trips and groups to visit the House and Gardens, which supports both organised visitors as well as provide alternatively for wedding guests or similar events.
- 2.22 General travel information including accessibility options for getting to and from Leonardslee House and Gardens is provided on the venue website.
- 2.23 Paid parking for cars (full day £4.80, free to Leonardslee members and blue badge holders) and free parking for group coaches is available at the entrance of Leonardslee. Disabled parking is also located near the main entrance.

EV Car Parking

- 2.24 The site provides 5 spaces with electric vehicle charging points.

Summary

- 2.25 This section has demonstrated that the site is accessible by regular bus service 17 which stops outside the site on an hourly basis during site operation hours.

- 2.26 In addition, Horsham Railway Station is served by bus service number 17 making the station accessible by public transport and via the supporting shuttle service during busy Christmas periods to see the Leonardslee Illumination show throughout the gardens. Horsham Station also provides regular services to Bognor Regis, Portsmouth Harbour, and London destinations such as London Bridge and London Victoria.
- 2.27 As such, it is concluded that the site enables future staff and visitors a choice about how they travel in accordance with policies within the NPPF and has the potential to reduce the reliance on the private car.

3 Objectives & Targets

- 3.1 The Travel Plan Statement is an evolving and adapting document. While the objectives of the TPS will not change, the measures used to achieve the objectives may evolve to have the greatest impact. This may include different methods to help users of the site to reduce the need to travel by private car and to increase the awareness, and use, of non-car modes of transport.

Objectives

- 3.2 The primary objectives of the strategy are to help and encourage staff and visitors to achieve the following:
1. Increase awareness and encourage use of environmentally-friendly modes of transport amongst staff and visitors;
 2. Promote Leonardslee as a modern attraction that considers its environmental footprint and promotes alternative travel choices;
 3. Promote the reduction of single occupancy vehicle use by staff and visitors.
- 3.3 Secondary objectives are to achieve the following:
- Show a commitment to improving traffic conditions within the local area;
 - Reduce the adverse effects on health associated with increased car use;
 - Reduce air pollution and the consumption of fossil fuels;
 - Increase the attractiveness and hence the proportion of journeys made to and from the site by sustainable modes of transport such as walking, cycling and public transport;
 - Promote social inclusion by widening the travel options available for non-car owning visitors and staff;
 - Reduce the cost to staff of their journey to work by promoting alternatives that are both cheaper and more environmentally friendly;
- 3.4 As the travel plan will be a 'live' document, the objectives and measures will be developed and updated by the Travel Plan Coordinator as time progresses. The objectives will guide the overall direction of the Travel Plan.

4 Travel Plan Measures

- 4.1 This section of the TPS outlines the management measures that will be utilised to implement the Travel Plan.
- 4.2 As far as possible, the obligations outlined below are designed to be suitable for review as required. The list is not exhaustive, and the site management will be free to investigate other potential initiatives to find measures that work best.
- 4.3 The following physical measures have been provided as part of the 2019 refurbishment:
- Improvements to the northern entrance and re-instating the middle access point to an exit only;
 - Pedestrian and cycle access to the main entrance to the site from Long Hill A281 maintained, and along Long Hill to the further two access points to the House and Gardens.
 - Secure cycle storage (16 spaces) provided for all users on site. The use of cycle parking facilities will be monitored to ensure they remain fit for purpose and expanded if necessary.
 - Electric Vehicle charging points are available on site for both visitor and staff use.
- 4.4 The following list of measures will be considered for implementation:
- Improvements on the A281 to provide better access to the north bound bus stop or an internal site connection to the bus stops (please refer to the drawing in **Appendix A**).
 - The possibility of providing electric charging for cycles will be investigated should demand by staff and visitors warrant it.
 - Up to date information on bus services, including route information and service frequencies, will be available on the website.
 - Journey planning websites such as Traveline could also be promoted 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 have developed a cycle journey planning tool. This provides turn-by-turn information for the fastest, quietest, and balanced routes. This could be promoted to staff/visitors. It also provides the length of the route, estimated arrival time and calories burnt.
 - Staff will be encouraged to download the Stagecoach Bus App for live, real-time information on bus times and delays, this also provides mobile tickets for the user; a convenient option for ticket fares.
 - The site is commitment to display local public transport timetables and route maps, and local cycle routes / paths within the visitor entrance building.
 - Leonardslee do 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>. This would provide greater visibility to those wishing to use accessible means to access the site.

- Leonardslee will add car sharing information to the new staff starter packs.
- The management team is considering providing discounted entry to visitors who travel by bus or other forms of public transport, on presentation of their ticket, by way of incentivising the use of public transport to Leonardslee. A single bus fare is currently £2, therefore visitors would be entitled to at least £2 off their entry ticket (adult day tickets to Leonardslee from £14.50).
- 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.
- A commitment to promoting WSCC's adult cycle training and ideally funding places on the course for employees.
- A list of local taxi companies' contact details will be available in the staff room and entrance area of the House and Gardens. These may include:
 - ABC Taxis – 01403 266666
 - AAA2B Cars – 01403 242424
 - The Taxi Bus – 01403 788666

Travel Audit

- 4.5 The client has agreed to a simple travel audit to be undertaken of the site in the future to establish 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.
- 4.6 Travel Plan Measures and incentives will therefore be adjusted accordingly to suit needs as necessary.

5 Management

- 5.1 The Travel Plan Coordinator (TPC) will be responsible for the successful implementation of the travel plan and the primary means of contact for those that will be using the measures implemented by the travel plan.
- 5.2 The key responsibilities of the TPC include the following:
- Promoting, implementing, revising, and operating the Travel Plan;
 - Monitoring the performance of the Travel Plan via initial simple survey;0.
 - Evolving and optimising the Travel Plan;
 - Liaison with WSCC where appropriate;
 - Being the main point of contact for Travel Plan related matters and maintaining support for a sustainable transport approach from the whole client community;
 - Promoting national awareness events.
- 5.3 The travel plan coordinator will be easily contactable so that any concerns or queries with the travel plan can be expressed and information can be gathered in order to ensure that the travel plan is being implemented properly and successfully.

Publicity and promotion

- 5.4 On induction, staff members will be provided with information on travel choices available in the local area, so they can be aware of sustainable and non-car means of travel for their commute and the environmental benefits of doing so. As stated, car sharing will be added within this new starter pack as a feasible alternative for staff travelling to the site to reduce single occupancy car use.
- 5.5 Leonardslee will display local public transport timetables and route maps, and local cycle routes / paths within the visitor entrance building. Visitors will be provided with information on public transport facilities available in the local area with the timetables and frequencies, and the details of the local taxi services. This information for getting to Leonardslee will be provided on the venue website.

6 Conclusion

- 6.1 This Travel Plan has set out a plan of targets and measures to encourage sustainable travel, with an emphasis on encouraging more sustainable modes of travel.
- 6.2 The primary objectives of the travel plan are to help and encourage site users to achieve the following:
 - 4. Increase awareness and encourage use of environmentally-friendly modes of transport amongst staff and visitors;
 - 5. Promote Leonardslee as a modern attraction that considers its environmental footprint and promotes alternative travel choices;
 - 6. Promote the reduction of single occupancy vehicle use by staff and visitors.
- 6.3 Travel information will be available to all new staff to maximise awareness of the transport modes available to them and what facilities are available in the local area.

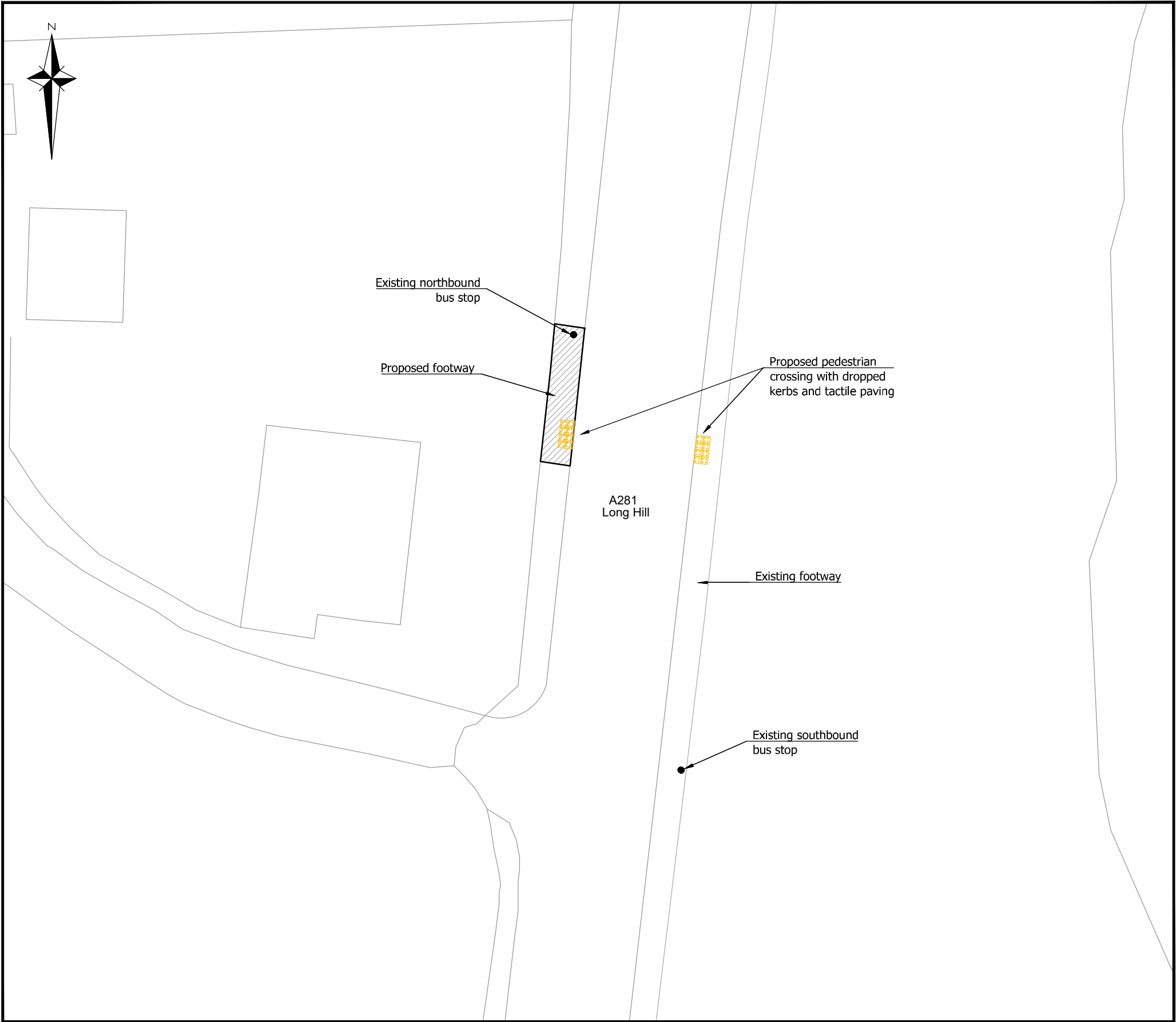
- End of Report -

Appendix A

External Footway Improvements and Bus Stop Improvements

GENERAL NOTES

- 1. The location, size, depth and identification of existing services that may be shown or referred to on this drawing have been assessed from non intrusive observations , record drawings or the like. The contractor shall safely carry out intrusive investigations, trial holes or soundings prior to commencing work to satisfy himself that it is safe to proceed and that the assessments are accurate, any discrepancies shall be notified to gta prior to works commencing.
- 2. Tender or billing drawings shall not be used for construction or the ordering of materials.
- 3. Do not scale. All dimensions and levels to be site confirmed.
- 4. This drawing shall be read in conjunction with all relevant architects, consultants drawings and specifications, together with H&S plan requirements
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Rev	Amendments	Date	Dsn	Chk
P1	INITIAL ISSUE	19.09.2024	JMW	RW



Civil Engineering - Transport Planning - Flood Risk

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