

WEST SUSSEX COUNTY COUNCIL CONSULTATION

TO:	Horsham District Council - FAO: Alice Johnson
FROM:	WSCC – Highways Authority
DATE:	31 December 2025
LOCATION:	Leonardslee Gardens Brighton Road Horsham RH13 6PP
SUBJECT:	DC/25/1146 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 in-ternal/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. More information received.
RECOMMENDATION:	More Information

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 15 October 2025 the LHA requested more information on several matters to which additional information has been received:

Updates to TPS.

- Local public transport timetables and route maps will be displayed in visitor entrance building.
- Staff will be encouraged to download Stagecoach bus app and management will consider providing discounted entry to visitors that travel by bus.
- Local cycle routes will be displayed in visitor entrance building.
- Car sharing information will be included in staff welcome packs.

TPS should also include:

- Journey planning websites such as Traveline could also be promoted to staff.
- Bus operators may also provide a quantity of 'taster' tickets, which to enable employees to try using local bus services free of charge.
- 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. This could be promoted to staff/visitors.
- A simple travel audit could also be provided 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.
- A commitment to promoting WSCC's adult cycle training, and ideally funding places on the course for employees.

Clarification on northbound bus stop works and crossing of A281.

Applicant has confirmed that footway works have not yet been undertaken and is willing to provide these as part of this application and suggests a pre-commencement condition to secure this. LHA require that a plan of these proposed works be provided for our comment before such a condition is secured.

Further information on trip generation

The works proposed and potential trip generation have been clarified:

- Grab and go food offering moved from clocktower café to new extension and thus no additional trips as a result are anticipated.
- The stable block increase covers from 94 to 104 to service existing table service demand in clocktower café – building upgrades not anticipated to increase trip generation either by staff or visitor but is to facilitate existing demand.
- Covering of courtyard to increase internal capacity of generator block from 151 to 171 – events space for school/community groups, improved layout for existing evening functions thus improvements will cater for existing uses and no anticipated change in trip generation.
- WC in engine house will not increase visitor/staff numbers but improve existing facilities.
- Wedding pavilion to improve facilities for existing demand thus no increase in trip generation.
- Overnight accommodation changes (existing staff to service):

Accounting for 49% occupancy; 2 guest per night in Potters Cottage, 1 in Carriage Cottage, 2 in Honey Cottage. 2 live in staff will be in red house office. Applicant states a reduction of maximum 1 person day as result of changes and that existing staff members in Leonardslee House will service the additional 3 cottages thus no increase trip generation.

It is not clear how an increase in guest accommodation will result in reduction of guests though the LHA acknowledge this has been undertaken on basis of 49% occupancy. Whilst some clarification would be welcomed the LHA acknowledge that the minor increase in guest accommodation capacity is unlikely to result in a s 'severe' impact in terms of additional trips and negligible impact to operational capacity of nearby road network.

Applicant states the existing car park is large and designed and proven to cope with demand at peak periods. Whilst clarification on additional guest accommodation is welcomed the LHA agree that majority of works are designed to improve existing facilities for existing visitor demand and any increase in overnight guest accommodation is likely to be minimal and supported by existing car parking facilities.

CONCLUSION

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

Applicant to provide plan detailing footway/bus stop works.

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.

Katie Kurek
West Sussex County Council – Planning Services