(1) LEONARDSLEE LIMITED

(2) WEST SUSSEX COUNTY COUNCIL

(3) HORSHAM DISTRICT COUNCIL

AGREEMENT

Pursuant to section 106 of the Town and Country Planning Act 1990 in respect of

Leonardslee Gardens, Brighton Road, Lower Beeding, West Sussex, RH13 6PP

Leonardslee House, Brighton Road, Lower Beeding, Horsham, RH13 6PP

Lauren Kelly – Head of Legal and Democratic Services
Horsham District Council
Albery House
Springfield Road
Horsham
West Sussex
RH12 2GB

Legal ref: 12724
Planning ref: DC/25/1146

THIS AGREEMENT is made as a deed and dated 15th October 2026

Between:

(1) **LEONARDSLEE LIMITED** (Co. Regn No. 07375694) whose registered office is at 92-96 Lind Road, Sutton, Surrey, SM1 4PL **("the Owner")**

(2) **WEST SUSSEX COUNTY COUNCIL** of County Hall, West Street, Chichester, West Sussex PO19 1RQ **("the County Council")**;

(3) **HORSHAM DISTRICT COUNCIL** of Albery House, Springfield Road, Horsham, West Sussex RH12 2GB **("the District Council")**

together "the Parties"

1. BACKGROUND & RECITALS

Whereas

1.1 The District Council is the local planning authority as defined in the Act for the area within which the Application Site is situated for the purposes of this Agreement and for the purposes of section 106 of the Act and is entitled to enforce the planning obligations it contains.

1.2 By way of Certificate of Incorporation dated 20 May 2024 (a copy of which is exhibited hereto at Annex 4), the Owner changed its name from Clarbow Limited to Leonardslee Limited.

1.3 The Owner is the registered proprietor with Freehold Title Absolute registered at HM Land Registry under titles numbered WSX229982 and WSX337496 in which the Application Site is situated.

1.4 The County Council is the Highway Authority for the land in which the Application Site is situated and is entitled to enforce those obligations contained in this Agreement given to the County Council.

1.5 The District Council received the Application on 9 July 2025 which was validated on 5 September 2025. On 12th May 2026 Members of the District Council's Planning Committee granted the Planning Permission subject to completion of this Agreement.

1.6 The Parties have agreed to enter into this Agreement to secure the necessary planning obligations contained in this Agreement.

1.7 The Owner is willing to enter into, be bound by the obligations and be subject to the restrictions in this Agreement on the terms set out herein.

1.8 The Parties are satisfied that the provisions of this Agreement comply with the requirements of regulation 122 of the Community Infrastructure Levy Regulations 2010 (as amended) and, accordingly, that the planning obligations contained in this Agreement are necessary to make the Development acceptable in planning terms, are directly related to the Development and fairly and reasonably relate in scale and kind to the Development.

NOW THIS AGREEMENT WITNESSES as follows:

2. INTERPRETATION

In this Agreement:

2.1 Words importing the one gender include reference to all the genders.

2.2 Words importing the singular include the plural and vice versa.

2.3 Words importing persons include companies and corporations and vice versa.

2.4 Any words following the terms including, include, in particular, for example or any similar expression shall be construed as illustrative and shall not limit the sense of the words, description, definition, phrase or term preceding those.

2.5 Wherever there is more than one person named as a party and where more than one party undertakes an obligation, all their obligations can be enforced against all of them jointly and against each individually.

2.6 Any reference to a clause, schedule, paragraph or plan is to a clause, schedule, paragraph or plan in, to or attached to this Agreement, unless expressly stated otherwise.

2.7 Any reference to a colour or letter is to a colour or letter on the plans attached to this Agreement.

2.8 In the absence of contrary provision, any reference to a statute includes any statutory modification or re-enactment of it and every statutory instrument, direction, specification made or issued under the statute or deriving validity from it.

2.9 A reference to writing or written excludes fax and email.

2.10 An obligation on a party not to do something includes an obligation not to allow that thing to be done.

2.11 References to any party to this Agreement shall include the successors in title to that party and to any person deriving title through or under that party and, in the case of the District Council, the successors to their functions as local planning authority.

2.12 The headings are for reference only and shall not affect construction.

3. DEFINITIONS

It is hereby agreed between the Parties set out in this Agreement that the following expressions have the following meanings:

"Act"	the Town and Country Planning Act 1990 (as amended).
"Application"	the application ascribed reference number DC/25/1146 and described as: 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.
"Application Site"	all that land comprising: (a) Leonardslee Gardens, Brighton Road, Lower Beeding, West Sussex, RH13 6PP; and (b) Leonardslee House, Brighton Road, Lower Beeding, Horsham, RH13 6PP and shown for identification purposes edged red on the Application Site Plan and to which the Application relates.
"Application Site Plan"	the plan of the Application Site entitled "Proposed Site Location Plan" with drawing number 242769-PUR-00-XX-DR-A-2001 dated 12/12/2025 at Schedule 1 of this Agreement.
"Commencement of Development"	the carrying out of a material operation as defined in section 56(4) of the Act in respect of the Development but excluding (for the purposes of this Agreement and for no other purpose) any operation relating to works of investigations in respect of land contamination or remedial

	action in respect thereof, enabling works demolition, site clearance works, earthworks, archaeological investigations and digs, exploratory boreholes, operations permitted by the Town and Country Planning (General Permitted Development) Order 2015, the erection of hoardings and fencing, temporary diversion of services and signage (including the formation of temporary construction accesses) and "**Commence Development**" shall be construed accordingly;
"Commencement Date"	the date on which the Commencement of the Development occurs;
"Commencement Notice"	the written notice confirming the Commencement Date referred to in clause 7.1.1 and served in accordance with Clause 7.3.
"County Council Monitoring Fees"	fees in the sum of £1,710 (ONE THOUSAND SEVEN HUNDRED AND TEN POUNDS) for the County Council's cost of monitoring the obligations to be paid to the County Council in accordance with clause 8 of this Agreement.
"Development"	the development of the Application Site pursuant to the Planning Permission.
"District Council's Monitoring Fees"	fees in the sum of **£800** (EIGHT HUNDRED POUNDS) for monitoring obligations (excluding those in Schedule 2) in the Agreement to be paid to the District Council in accordance with clause 8 of this Agreement.
"Dwelling"	a residential dwelling constructed on the Application Site and forming part of the Development.
"Head of Development and Building Control"	the Head of Development and Building Control at the District Council or any successor or such other officer as may be designated by the District Council for the purposes of discharging their duties and functions from time to time.
"Indexed/ Index Linked"	means (a) the Travel Plan Monitoring Fee shall be increased to reflect the net movement in the Retail Prices (All Items) Index as published by the Office for National Statistics or (if such index is at the relevant time no longer published) such other comparable index or basis for indexation as the County Council may specify between the 1st April 2026 and the date when the Travel Plan Monitoring Fee is required to be paid; and (b) all other contributions shall be increased to reflect the net movement in the All-In Tender Price Index published by the Building Cost Information Service Index of the Royal Institution of Chartered Surveyors or (if such index is at the relevant time no longer published) such other comparable index or basis for indexation as the County Council or the District Council may specify between the date of this Deed and the date the contribution is required to be paid.
"Interest"	Interest at the rate of 4% above the Bank of England base rate applicable at the relevant payment date which shall be calculated on a day to day basis;
"Occupation"	Occupation or use of the Development for any purpose for which the Planning Permission has been granted by the District Council other than occupation for the purposes of construction or fitting out or occupation for security, marketing or display and "**Occupy**" and "**Occupied**" shall be construed accordingly.
"Occupation Date"	the date on which the Development is first Occupied.

"Occupation Notice"	the written notice confirming the Occupation Date referred to in clause 7.1.2 to be served in accordance with clause 7.3 of this Agreement.
"Planning Permission"	the planning permission to be granted by the District Council pursuant to the Application.
"Section 73 Consent"	any planning permission granted pursuant to section 73 of the Act to vary and/ or remove any planning condition(s) subject to which the Planning Permission was granted and/ or subsequent planning permission was granted pursuant to section 73 of the Act.
"Working Day"	means Monday to Friday inclusive but excluding any day that is a bank holiday, public holiday or statutory holiday in England.

4. ENABLING PROVISIONS

4.1 This Agreement is made pursuant to section 106 of the Act, section 111 of the Local Government Act 1972, section 1 of the Localism Act 2011 and all other enabling powers.

5. CONDITIONS PRECEDENT

5.1 This Agreement shall come into effect upon the date it is dated but the provisions in Schedules 2, 3, 4 and 5 shall only take effect upon the Commencement of Development unless explicitly stated otherwise.

6. COVENANTS

6.1 Subject to clause 5.1:

6.1.1 The Owner covenants with the District Council and County Council to comply fully with and to perform the obligations contained herein and in Schedules 2 to 5 of this Agreement in accordance with the requirements and timescales set out;

6.1.2 The Owner covenants with the District Council and County Council that the Development shall be in strict accordance with this Agreement;

7. NOTICES

7.1 The Owner covenants with the District Council and County Council as follows:

7.1.1 to give the Commencement Notice to the District Council and County Council not less than 10 (ten) Working Days before the anticipated Commencement Date; and

7.1.2 to give the Occupation Notice to the District Council and County Council not less than 10 (ten) Working Days before the anticipated Occupation Date.

7.2 The Parties to this Agreement agree that if the Owner fails to give the notice required by clause 7.1.1 and clause 7.1.2 above then the District Council shall be entitled in its absolute discretion to determine the Commencement Date and Occupation Date and shall give notice to the Owner of the District Council's determination.

7.3 Any notice, certificate or other communication required or permitted to be given under this Agreement shall be given in writing to the relevant party at the relevant address referred to at the start of this Agreement or such other address as may be notified in writing to the other party and must be served personally or by first class registered or first class recorded delivery post and, in the case of the District Council, the relevant party shall address any notice to the Head of Development and Building Control of the District Council.

7.4 Any notice, certificate or other communication sent by post shall be deemed (in the absence of evidence of receipt) to have been delivered 2 (two) Working Days after despatch and in proving the fact of despatch it shall be sufficient to show that the envelope was properly addressed and posted.

7.5 Any notice, certificate or other communication delivered personally shall be deemed to have been delivered at the time it is received provided it is received between 09:00hrs and 17:00hrs on a Working Day but otherwise it shall be deemed to have been received on the next Working Day.

8. COSTS

8.1 The Owner has undertaken to pay on or before the date hereof the District Council's and the County Council's reasonable legal costs incurred in preparing and entering into this Agreement and the District Council's Monitoring Fees and the County Council Monitoring Fees for monitoring the planning obligations contained herein.

9. CHARGEE'S/ MORGAGEE'S LIABILITY

9.1 Any future chargee or mortgagee shall not be liable for any breach of the obligations in this Agreement unless committed or continuing at a time when it is in possession of all or any part of the Application Site in which case it will be bound by the obligations in this Agreement as if it were a person deriving title from the Owner.

10. GENERAL

The Parties undertake that:

10.1 this Agreement constitutes a planning obligation for the purposes of section 106 of the Act, section 111 of the Local Government Act 1972, section 1 of the Localism Act 2011 and any other enabling powers.

10.2 this Agreement constitutes a deed.

10.3 this Agreement is enforceable by the District Council in accordance with section 106 of the Act.

10.4 nothing in this Agreement confers or is intended to confer a benefit on a third party under the Contracts (Rights of Third Parties) Act 1999.

10.5 It is hereby agreed by the Owner that failure by the District Council at any time to enforce the provisions of this Agreement or to require performance strictly or otherwise by the Owner of any of the conditions, covenants, agreements or obligations of this Agreement or any failure or delay by the District Council to exercise any act, right or remedy shall not be construed as a creating an estoppel in connection with any such condition, covenant, agreement or obligation and shall not affect the validity of this Agreement or any part thereof or the right of the District Council to enforce any provision and any variation of this Agreement shall not vitiate the remainder of the Agreement which shall remain in full force and effect subject to such amendment or amendments.

10.6 The Owner hereby undertakes that:

10.6.1 this Agreement supersedes and replaces all previous negotiations whether oral or written;

10.6.2 the Owner has not relied on any express or implied statement warranty representation or undertaking given by or on behalf of the District Council; and

10.6.3 nothing herein contained excludes the liability of any party in relation to fraud.

10.7 The Owner acknowledges that this Agreement will be registered as a local land charge.

10.8 The Owner hereby gives consent for the Application Site Plan to be reproduced by the District Council.

10.9 If any provision in this Agreement shall be held to be invalid, illegal or unenforceable the validity, legality and enforceability of the remaining provisions hereof shall not in any way be deemed thereby to be affected or impaired.

10.10 This Agreement shall be governed by and interpreted in accordance with laws of England and the Parties submit to the exclusive jurisdiction of the courts of England.

10.11 The obligations in this Agreement (with the exception of clause 8. – Costs) shall cease to have effect (insofar only as any has not already been complied with) if, before the Commencement of Development, the Planning Permission:

10.11.1 expires; or

10.11.2 is varied or revoked other than at the request of the Owner and/ or the Developer; or

10.11.3 is quashed following a successful legal challenge,

but will remain in full force and effect so far as any subsisting Section 73 Consent is concerned.

10.12 The Owner (or any person deriving title to any land bound by this Agreement) shall not be liable for any breach of the restrictions and obligations set out in this Agreement where such breach arises after the Owner have parted with their interest in the land or part of land to which such breach relates save in respect of liability for antecedent breach of this Agreement.

10.13 Section 33 of the Local Government (Miscellaneous Provisions) Act 1982 applies to the covenants in this agreement.

10.14 References to the Application Site include any part of it.

10.15 Any covenant by the Owner not to do any act or thing includes a covenant not to permit or allow the doing of that act or thing.

10.16 Nothing in this Agreement shall prohibit or limit the right to develop any part of the Application Site in accordance with any planning permission (other than the Planning Permission or any modification variation or amendment thereof) granted after the date of the Planning Permission.

10.17 Subject to the proviso to this clause if any Section 73 Consent is granted after the date of this Agreement:

10.17.1 the obligations in this Agreement shall relate to and bind such Section 73 Consent; and

10.17.2 the definitions of Application, Development and Planning Permission (other than for the purposes of clause 1) shall be construed to include reference to (respectively) the planning application for the Section 73 Consent, the development permitted by the Section 73 Consent and the Section 73 Consent itself.

10.17.3 nothing in this clause shall fetter the discretion of the District Council in determining any planning application for a Section 73 Consent and the appropriate planning obligations required in connection with the determination of the same.

PROVIDED THAT:

10.17.4 to the extent that any of the obligations in this Agreement have already been discharged at the date that a Section 73 Consent is granted they shall remain discharged for the purposes of the Section 73 Consent; and

10.17.5 the District Council reserves the right to insist upon the completion of a separate planning obligation by deed of agreement in connection with any Section 73 Consent if the District Council (acting reasonably) considers it desirable to do so.

10.18 The provisions of this Agreement shall not bind the following:

10.18.1 Any statutory undertakers in respect of land held for their operational purposes and as a consequence of the release given in this clause this Agreement may be modified varied or released without the consent or approval of any such person without them being a party to any document or

deed required to effect such a modification variation or release but such document or deed shall take effect as if they had been a party to such document or deed;

11. INTEREST

11.1 If any sum or amount has not been paid by the Owner under this Agreement by the date it is due, the Owner shall pay interest on that amount at the Interest Rate. Such interest shall accrue on a daily basis for the period from the due date to and including the date of payment.

12. DISPUTE RESOLUTION

12.1 Save for matters of construction of this Agreement (which shall be matters for the Court), should a dispute or difference arise between the Parties or any of them concerning anything herein then the provisions of this clause 12 shall apply.

12.2 Subject to clause 12.3, all differences and disputes which may arise between the Parties concerning this Agreement shall be referred to the determination (as an expert and not as an arbitrator) of an independent leading conveyancing/ planning counsel agreed upon by the Parties but in default of such agreement appointed by the President of the Law Society of England and Wales on the application of any of the Parties.

12.3 All differences and disputes which may arise between the Parties concerning matters that are the subject of a Breach Notice served in accordance with paragraph 5 of Schedule 2 of this Agreement shall be referred to the determination (as an expert and not as an arbitrator) of an independent Member/ Fellow of the Chartered Institute of Ecology and Environmental Management or equivalent agreed upon by the Parties but in default of such agreement appointed by Chartered Institute of Ecology and Environmental Management.

12.4 Any expert appointed pursuant to clause 12.2 or 12.3 shall:

12.4.1 on his appointment serve written notice thereof on the parties in dispute;

12.4.2 consider any written representations by or on behalf of those parties which are received by him within 20 (twenty) Working Days of such service and immediately forward a copy of the written representation of one party to the other party;

12.4.3 allow the parties to the dispute an opportunity of commenting in writing on the other party's representations within 20 (twenty) Working Days of receipt by the other party thereof;

12.4.4 have an unfettered discretion to determine the reference to him;

12.4.5 serve notice of his determination as soon as he has made it;

12.4.6 give full and clear reasons for his decision; and

12.4.7 be paid his proper fee and expenses in connection with such reference by the Parties in dispute in equal shares or in such shares as he may determine and his determination shall be final and binding on the parties in dispute (save in the case of manifest error) PROVIDED THAT if any such expert shall die, become insolvent or of unsound mind or if any of the parties in dispute shall serve on him written notice in their opinion he has unreasonably delayed making his determination he shall be ipso facto discharged and be entitled only to his reasonable expenses prior to such discharge and another person shall be appointed in his place as such expert.

12.5 The provisions of this clause shall not affect the ability of the District Council to apply for and be granted any of the following: declaratory relief, injunction, specific

performance, payment of any sum, damages, and any other means of enforcing this Agreement and consequential and interim orders and relief.

13. OWNERSHIP

13.1 The Owner warrants that no person other than the Owner has any legal or equitable interest in the Application Site other than as set out in this Agreement.

13.2 The Owner undertakes to the District Council to give the District Council immediate written notice of any change in the ownership of any of their respective interests in the Application Site, as the case may be, occurring before all the obligations under this Agreement have been discharged such notice to give details of the transferee's full name and registered office (if a company or usual address if not) together with the area of the Application Site purchased by reference to a plan.

IN WITNESS whereof this Agreement has been duly executed the day and year first hereinbefore mentioned

EXECUTED as a **DEED** by
LEONARDSLEE LIMITED

acting by one director in the presence of a witness

[redacted]

..nature

In the presence of:

[redacted]

W ..... Signature

[redacted] ..... Print name

T 27 CASSINO ROAD ..... Address 1

N PLUMSTEAD, CAPE TOWN ..... Address 2

E SOUTH AFRICA ..... Address 3

S 7800 ..... Post code

S GROUP FINANCIAL CONTROLLER ..... Occupation

SEALED WITH THE COMMON SEAL of
WEST SUSSEX COUNTY COUNCIL
in the presence of:

[redacted]

Authorised Officer

35308/9/10/2026

SEALED WITH THE COMMON SEAL of
HORSHAM DISTRICT COUNCIL
in the presence of:

[redacted]

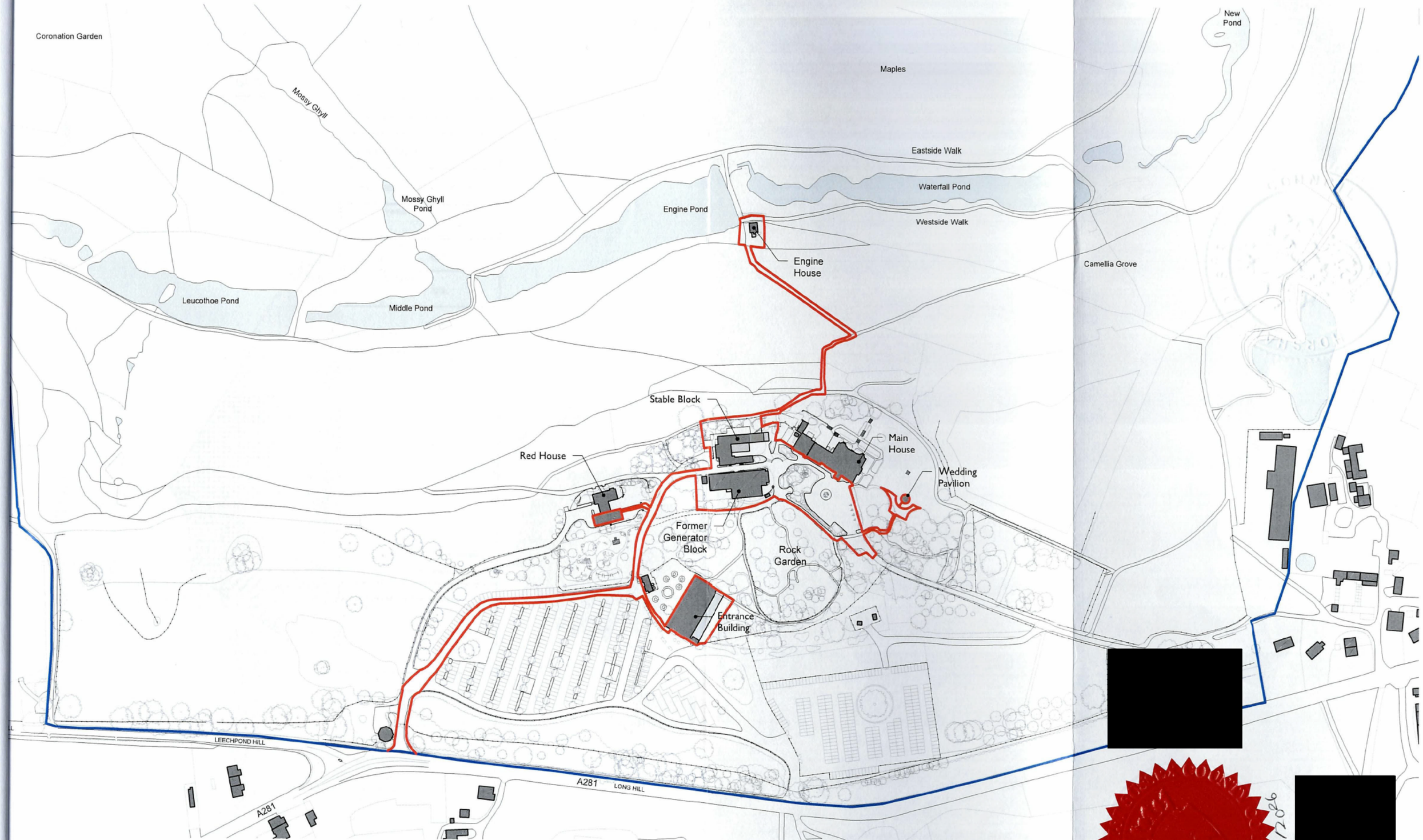
Authorised Officer



SCHEDULE 1

Plans

1. Application Site Plan entitled “Proposed Site Location Plan” with drawing number 242769-PUR-00-XX-DR-A-2001 dated 12/12/2025.
2. BNG Land Plans provided by Ramboll dated 03/12/2025 entitled:
    a. “Post-development Habitats – Entrance Building”
    b. “Post-development Habitats – Village Complex”
    c. “Post-development Habitats – Clock Tower Café”
    d. “Post-development Habitats – Former Generator Block”
    e. “Post-development Habitats – Engine House”
    f. “Post-development Habitats – Wedding Pavillion”



1 / 2001 Proposed Site Plan
Scale - 1:2500 @ A3

0 25 m 50 m 100 m

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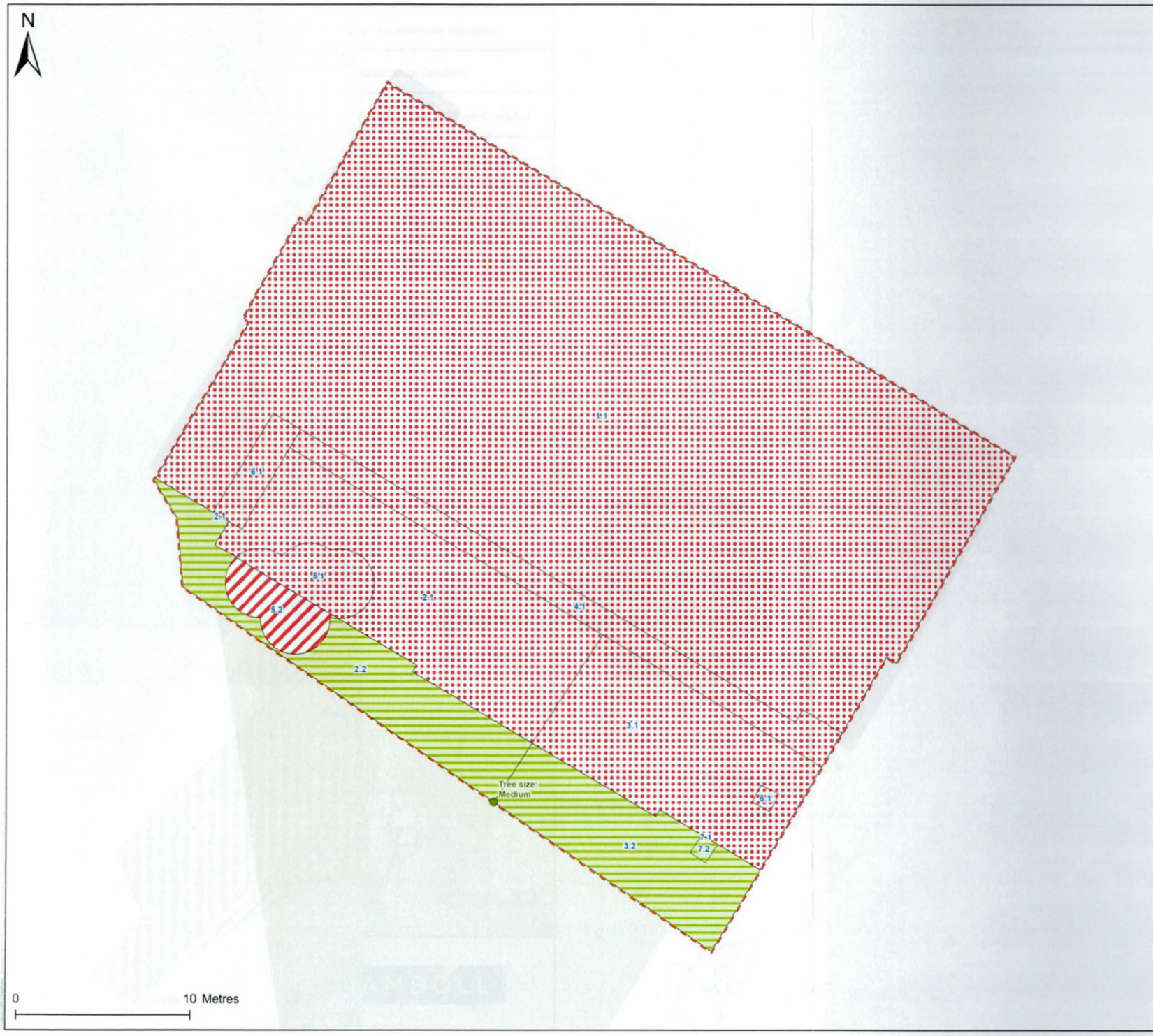
Figure 7: Entrance Building Post-development Habitat Survey Map



Project Title	T9105.1 - Leonardslee Gardens
Client	Leonardslee Gardens
Map Title	Post-development Habitats - Entrance Building
Scale: 1:200	Version: 2.0
Drawn: JET	Reviewed: MW
Date of Survey: N/A	Surveyor: N/A

Site boundary
g3c - Other neutral grassland
u1 - Built-up areas and gardens
u1b5 - Buildings
Scattered tree

XX Unique polygon ID
XX Unique polyline ID

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Date: 03/12/2025

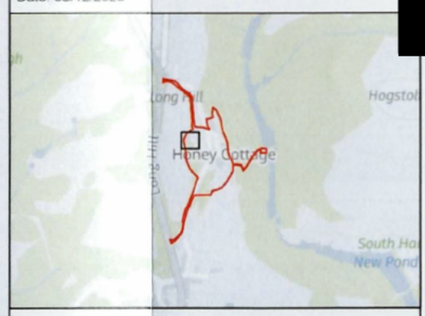

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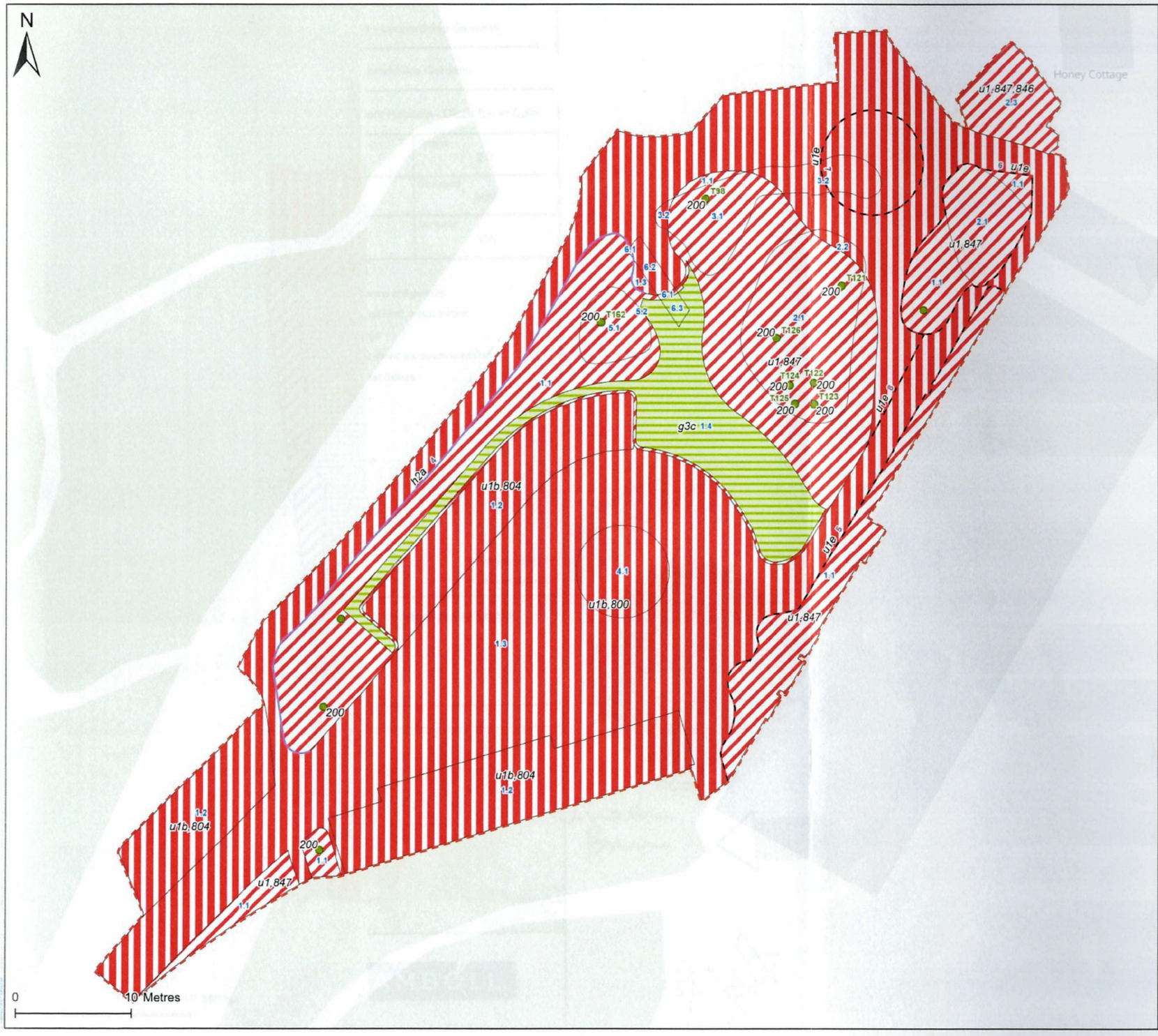
Figure 8: Main House Forecourt Post-development Habitat Survey Map



Project Title	T9105.1 - Leonardslee Gardens
Client	Leonardslee Gardens
Map Title	Post-development Habitats - Village Complex
Scale: 1:300	Version: 2.0
Drawn: JET	Reviewed: MW
Date of Survey: N/A	Surveyor: N/A

Site boundary
g3c - Other neutral grassland
u1 - Built-up areas and gardens
u1b - Developed land, sealed surface
h2a - Native hedgerow
u1e - Built linear feature
Scattered tree
200 - Tree
800 - Road
804 - Car Park
847 - Introduced shrub
846 - Flower bed

xx Unique polygon ID
xx Unique polyline ID

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Contains data from OS Zoomstack

Date: 03/12/2025

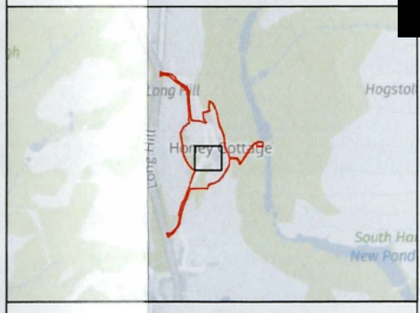

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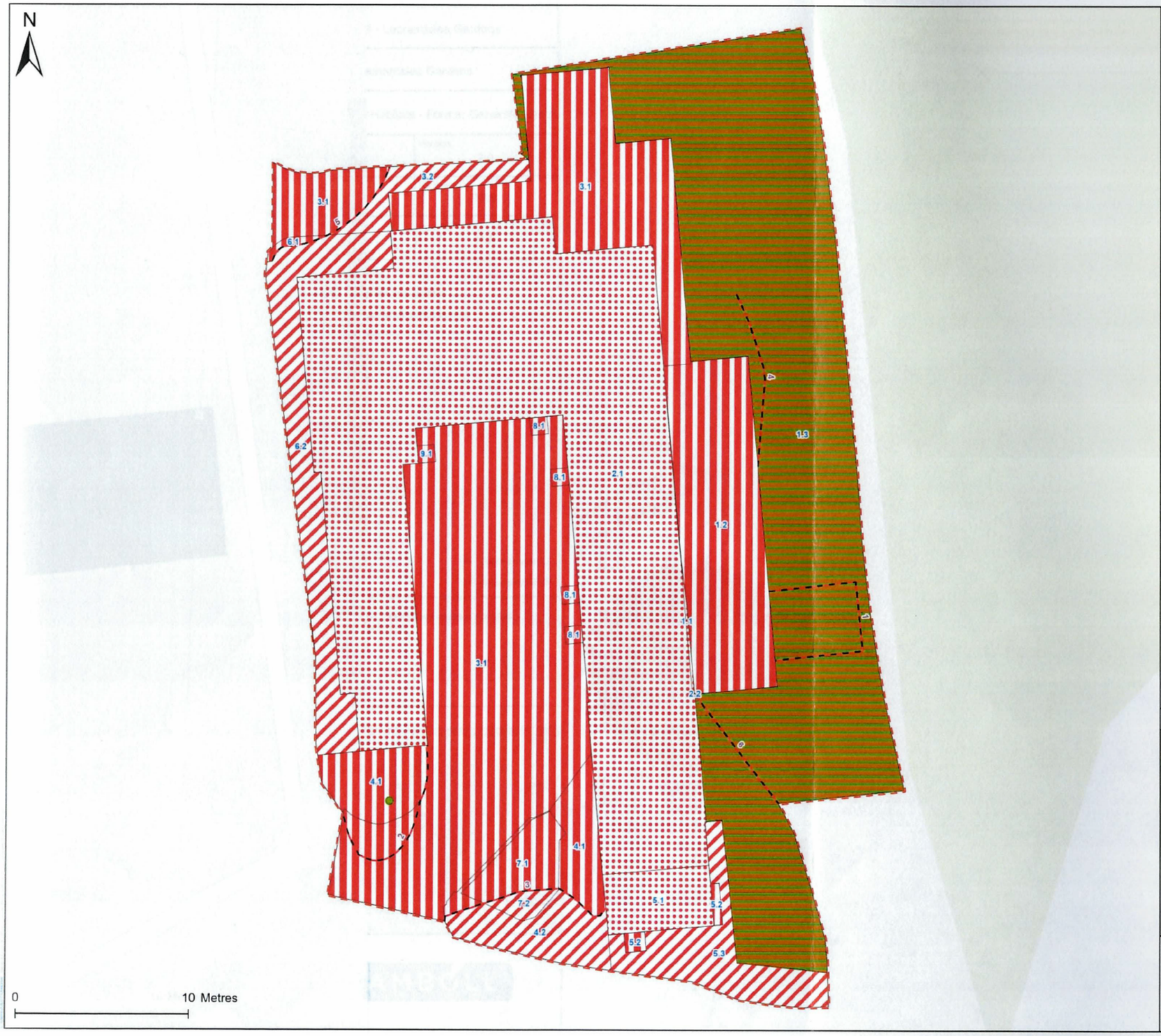
Figure 9: Clock Tower Café Post-development Habitat Survey Map



Project Title	T9105.1 - Leonardslee Gardens
Client	Leonardslee Gardens
Map Title	Post-development Habitats - Clock Tower Cafe
Scale: 1:200	Version: 2.0
Drawn: JET	Reviewed: MW
Date of Survey: N/A	Surveyor: N/A

- Site boundary
- u1 - Built-up areas and gardens
- u1b - Developed land, sealed surface
- u1b5 - Buildings
- w1f - Lowland mixed deciduous woodland
- u1e - Built linear feature
- Scattered tree
- 200 - Tree
- 800 - Road
- 847 - Introduced shrub
- 846 - Flower bed
- xx Unique polygon I
- xx Unique polyline ID

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Contains data from OS Zoomstack

Date: 03/12/2025

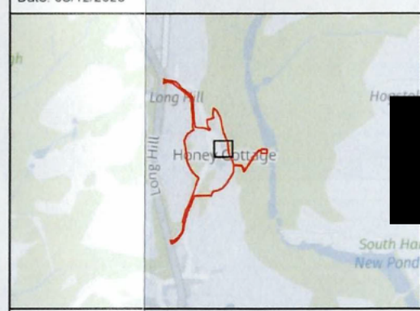

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Figure 10: Former Generator Block Post-development Habitat Survey Map



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Figure 11: Engine House Post-development Habitat Survey Map

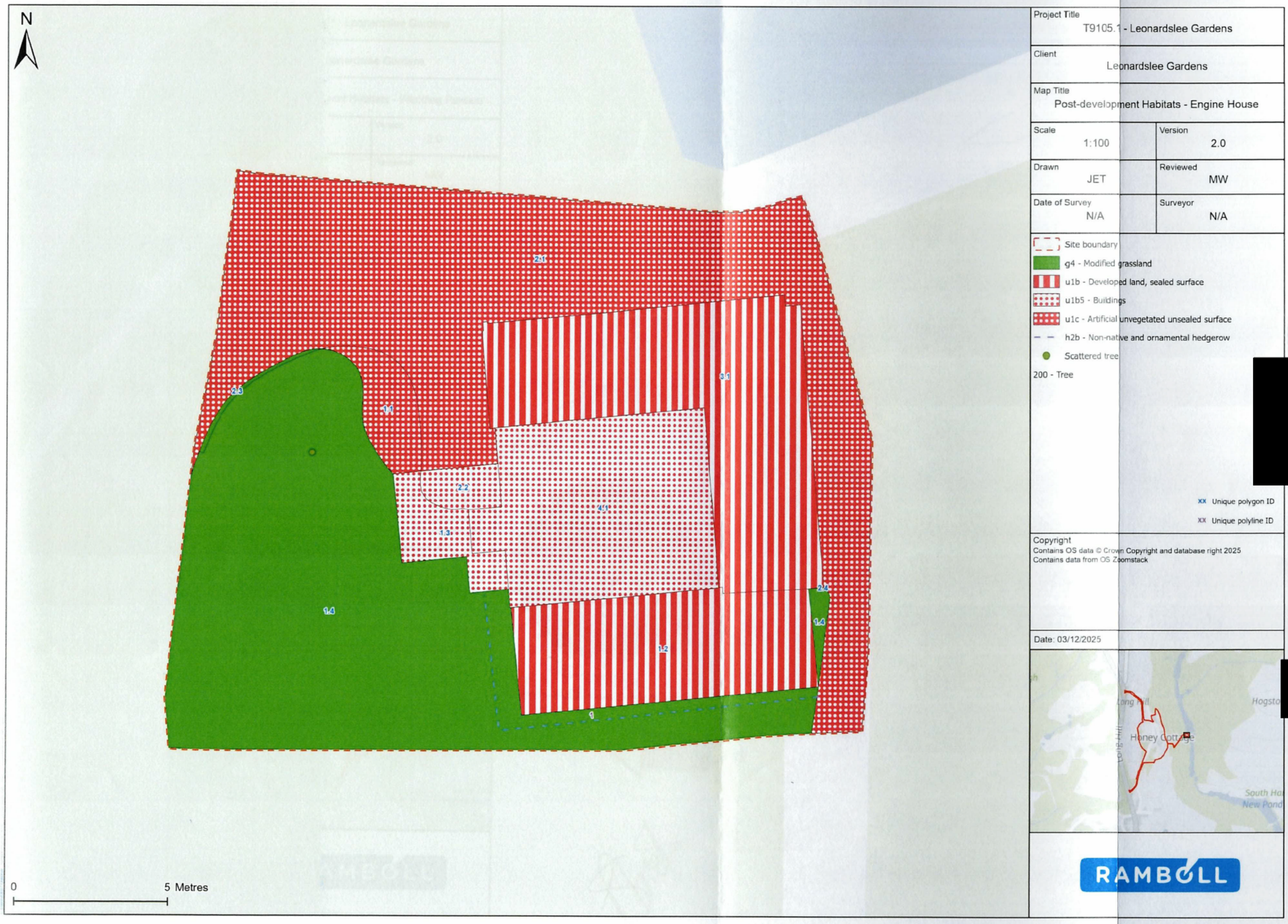

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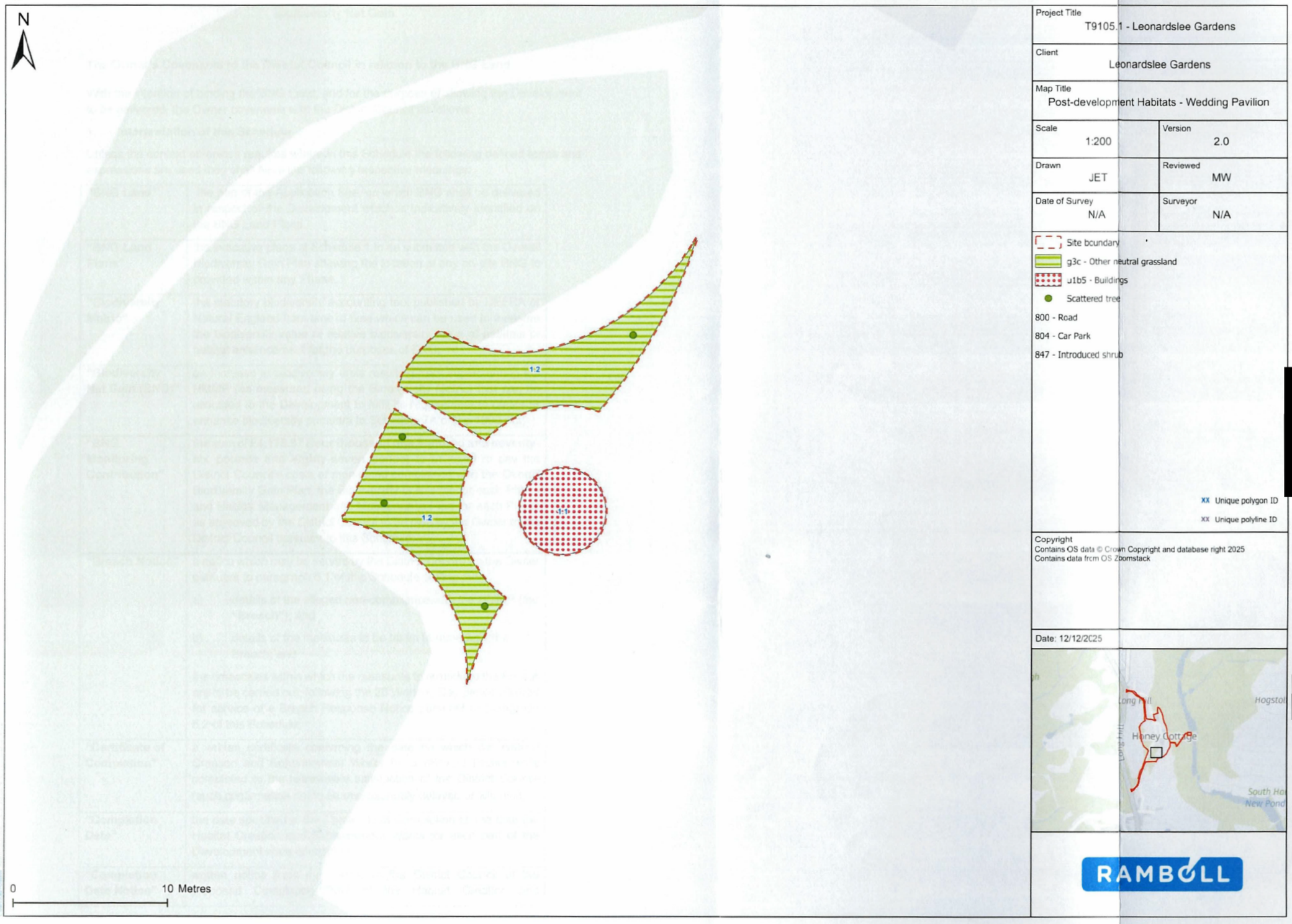
Figure 12: Lightweight Wedding Pavillion Post-development Habitat Survey Map



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SCHEDULE 2

Biodiversity Net Gain

The Owner's Covenants to the District Council in relation to the BNG Land

With the intention of binding the BNG Land, and for the purpose of allowing the Development to be delivered, the Owner covenants with the District Council as follows:

1. Interpretation of this Schedule

Unless the context otherwise requires where in this Schedule the following defined terms and expressions are used they shall have the following respective meanings:

"BNG Land"	the part of the Application Site, on which BNG shall be delivered in respect of the Development which is indicatively identified on the BNG Land Plans.
"BNG Land Plans"	the indicative plans at Schedule 1 to be submitted with the Overall Biodiversity Gain Plan showing the location of any on-site BNG to provided within any Phase.
"Biodiversity Metric"	the statutory biodiversity accounting tool published by DEFRA or Natural England from time to time which can be used to measure the biodiversity value or relative biodiversity value of habitats or habitat enhancement for the purposes of BNG;
"Biodiversity Net Gain (BNG)"	an increase in biodiversity units resulting from implementing the HMMP (as measured using the Biodiversity Metric) that can be allocated to the Development to fulfil its requirement to create or enhance biodiversity pursuant to Schedule 7A of the 1990 Act;
"BNG Monitoring Contribution"	the sum of **£4,176.87 (four thousand one hundred and seventy-six pounds and eighty-seven pence)** to be used to pay the District Council's costs of monitoring compliance with the Overall Biodiversity Gain Plan, the Biodiversity Gain Plan for each Phase and Habitat Management and Maintenance Plan for each Phase as approved by the District Council to be paid by the Owner to the District Council pursuant to this Schedule;
"Breach Notice"	a notice which may be served by the District Council on the Owner pursuant to paragraph 5.1 of this Schedule setting out: a) details of the alleged non-compliance with the HMMP (the **"Breach")**; and b) details of the measures to be taken to remediate the Breach; and the timescales within which the measures to remediate the Breach are to be carried out, following the 20 Working Day period allowed for service of a Breach Response Notice pursuant to paragraph 5.2 of this Schedule;
"Certificate of Completion"	a written certificate confirming the date on which the Habitat Creation and Enhancement Works for a relevant Phase were completed to the reasonable satisfaction of the District Council (such confirmation not to be unreasonably delayed or withheld);
"Completion Date"	the date specified in the Certificate of Completion as the date the Habitat Creation and Enhancement Works for each part of the Development were completed;
"Completion Date Notice"	written notice from the Owner to the District Council of the proposed Completion Date of the Habitat Creation and

	Enhancement Works for a Phase served in accordance with paragraph 2.3 of this Schedule of this Agreement;
"DEFRA"	the Department for the Environment, Food and Rural Affairs or any successor body which carries out its functions responsible for publishing the Overall Biodiversity Gain Plan and Phase Biodiversity Gain Plan templates: https://www.gov.uk/government/publications/biodiversity-gain-plan-phased-development-templates
"Habitat Creation and Enhancement Works"	the Habitat Creation and Enhancement Works set out in the HMMP for each Phase.
"Habitat Management and Monitoring Plan (HMMP)"	the document titled 'Habitat Management and Monitoring Plan' for the creation and/ or enhancement of habitat to achieve the Biodiversity Net Gain and subsequent management and maintenance thereof for each Phase, to be prepared in accordance with the approved Overall Biodiversity Gain Plan and Phase Biodiversity Gain Plan for the relevant Phase to include: a) a non-technical summary; b) details of the roles and responsibilities of the people or organisation(s) delivering the HMMP; c) details of the planned habitat creation and/ or enhancement works to create and/ or enhance habitat to achieve the Biodiversity Net Gain in accordance with the approved Overall Biodiversity Gain Plan and the approved Phase Biodiversity Gain Plan for the relevant Phase; d) the management measures to be put in place to maintain the habitat in accordance with: i. the approved Overall Biodiversity Gain Plan; and ii. Phase Biodiversity Gain Plan for the relevant Phase for a period of 30 years as set out in this Schedule; and e) the monitoring methodology and frequency in respect of the created or enhanced habitat, , to be completed and submitted to the District Council for approval in writing in accordance with this Schedule;
"Monitoring Report"	the monitoring reports to be issued to the District Council as specified in the HMMP for a Phase and to be submitted at a minimum of 1 (one), 2 (two), 5 (five), 10 (ten), 15 (fifteen), 20 (twenty), 25 (twenty five) and 30 (thirty) years following First Occupation of the relevant Phase;
"Overall Biodiversity Gain Plan"	a plan substantially in the form published by DEFRA (as may be updated from time to time), setting out the percentage BNG each Phase will contribute to that required for the Development as a whole and which shall be completed and submitted to the District Council for approval in writing in accordance with this Schedule such approval not to be unreasonably delayed or withheld;
"Phase"	each relevant phase of the Development as described ~~within the Application;~~ in Sheet 12a as part of this Agreement PROVIDED THAT it is agreed that the numbering of the phases in sheet 12a does not indicate that the phases must come forward in the order listed;
"Phase Biodiversity Gain Plan"	the plan substantially in the form published by DEFRA (as may be updated from time to time), showing how Biodiversity Net Gain will be achieved for a specific Phase and which shall be completed and submitted to the District Council for approval in writing in

BA:B on behalf of Leonardslee Ltd

BNG Phases

For the purposes of this agreement, the Phases shall be described as follows:

Phase 1	"Entrance Building" as shown on plan 2a at Schedule 1
Phase 2	"Village Complex" as shown on plan 2b at Schedule 1
Phase 3	"Clock Tower Café" as shown on plan 2c at Schedule 1
Phase 4	"Former Generator Block" as shown on plan 2d at Schedule 1
Phase 5	"Engine House" as shown on plan 2e at Schedule 1
Phase 6	"Wedding Pavillion" as shown on plan 2f at Schedule 1

	accordance with this Schedule such approval not to be unreasonably delayed or withheld;

2. BNG Monitoring Contributions

2.1. To pay the BNG Monitoring Contribution in full to the District Council within 10 (ten) Working Days of the Commencement Date.

3. Biodiversity Gain Plan and HMMP

3.1. To submit the Overall Biodiversity Gain Plan and the HMMP to the District Council for its approval in writing prior to the Commencement of Development;

3.2. In the event the Overall Biodiversity Gain Plan shows the provision of significant on-site Biodiversity Net Gain for the first Phase, prior to Commencement of Development to submit the following to the District Council for its approval in writing

3.2.1. the Phase Biodiversity Gain Plan for the first Phase;

3.2.2. the HMMP for the first Phase

and not to Commence any Phase of Development until the Overall Biodiversity Gain Plan, the Phase Biodiversity Gain Plan for the first Phase and if relevant the HMMP for the first Phase has been approved in writing by the District Council (such approval not to be unreasonably delayed or withheld);

3.3. Prior to Commencement of Development for each successive Phase to submit to the District Council for approval in writing, the following for that Phase:

3.3.1. the Phase Biodiversity Gain Plan; and

3.3.2. in the event the Overall Biodiversity Gain Plan shows the provision of significant on-site Biodiversity Net Gain for the relevant Phase the HMMP for that Phase

and not to Commence Development of that Phase until the Phase Biodiversity Gain Plan and as appropriate the HMMP for that Phase have been approved in writing by the District Council (such approval not to be unreasonably delayed or withheld);

3.4. To issue the Completion Date Notice to the District Council within 10 (ten) Working Days of the anticipated date of completion for each relevant Phase of the Habitat Creation and Enhancement Works as identified in the approved HMMP;

3.5. To rectify promptly any defects in the Habitat Creation and Enhancement Works identified by the District Council for the relevant Phase following receipt of the relevant Completion Date Notice

3.6. Where works are required to rectify defects in the Habitat Creation and Enhancement Works in accordance with paragraph 3.5, to issue subsequent Completion date Notice for that Phase and thereafter to continue to rectify any defects and issue Completion Date Notices for that Phase until the District Council issues a Certificate of Completion in respect of the relevant Phase;;

3.7. Not to Occupy a Phase until any applicable Habitat Creation and Enhancement Works set out within the HMMP for that Phase have been completed in full and the District Council has issued a Certificate of Completion in respect of that Phase;

3.8. To ensure that the Habitat Creation and Enhancement Works set out in the HMMP for each Phase are retained and maintained from the Completion Date until the 30th anniversary of:

3.8.1. the date of issue of the Certificate of Completion of the relevant Phase in the case of BNG Land which is not part of the Application Site; OR

3.8.2. the date of Practical Completion of the relevant Phase in the case of BNG Land which is part of the Application Site

3.9. To provide a Monitoring Report to the District Council within 20 (twenty) Working Days of each Monitoring Report date specified in the HMMP for each Phase;

3.10. To notify the District Council of any requested amendment to the HMMP, such notice to be accompanied by:

3.10.1. the proposed amended HMMP;

3.10.2. a statement of reasons for such amendment; and

3.10.3. confirmation (with reasons) that the amendment would not prejudice:

3.10.3.1. the use or management of the BNG Land in a manner consistent with its function to deliver Biodiversity Net Gain; and

3.10.3.2. the continued functioning of the BNG Land for within the relevant Phase for BNG or any existing Allocation.

4. Access for Inspection

4.1. From the Commencement Date and without charge, to allow the District Council, its agents, and/ or contractors, with or without workmen and/ or equipment to:

4.1.1. enter onto the part of the BNG Land reasonably necessary for monitoring compliance with:

4.1.1.1. the obligations in this Agreement;

4.1.1.2. any Breach Notice; and

4.1.2. pass and repass across any land in the Owner's control reasonably necessary for gaining access to the BNG Land

subject to the District Council providing the Owner with a minimum of 5 (five) Working Days' notice of its desire to enter onto the BNG Land, and the District Council and its agents and/or contractors and/or workmen complying with the reasonable health and safety requirements of the Owner and/or their appointed contractors.

5. Breach Notice and Step-In Rights

5.1. Where the District Council believes that the HMMP has not been complied with, it may serve a Breach Notice on the Owner.

5.2. To notify the District Council within 20 (twenty) Working Days of service of a Breach Notice whether the Owner accepts the Breach Notice or disputes the Breach Notice in whole or in part ("**Breach Response Notice**").

5.3. Where a Breach Notice is disputed:

5.3.1. to include a reasoned response in the Breach Response Notice; and

5.3.2. to make reasonable endeavours to resolve the measures in dispute with the District Council; and

5.3.3. where resolution of the measures in dispute cannot be resolved in accordance with subparagraph 5.3.2 (above) within 20 (twenty) Working Days of the date of service of the Breach Response Notice, to refer the purported non-compliance with this Agreement (set out in the Breach Notice), and any remedial action needed (if any) for determination by an Expert appointed in accordance with clause 11.3 of this Agreement within a further 10 (ten) Working Days.

5.4. Where a Breach Notice is accepted (or an Expert has determined that the purported breach of this Agreement has occurred, and the Breach Notice is therefore valid), to comply with the requirements of the Breach Notice within the time limits specified (or other extended timeframe as agreed with the District Council in writing).

5.5. To comply with any requirements imposed in connection with a Breach Notice by an Expert pursuant to paragraph 5.3.3 within the time limits specified in the Expert's determination.

5.6. Where the Owner has failed to comply with a time limit of the Breach Notice or Expert's determination in respect of a Breach Notice, to allow the District Council, its agents, and contractors with or without workmen and/ or equipment to enter:

5.6.1. any part of the BNG Land that is reasonably necessary for the carrying out the steps set out in the Breach Notice; and

5.6.2. any other land in the Owner's control reasonably necessary to access the BNG Land,

PROVIDED THAT that the notice and health and safety requirements specified in paragraph 4 are complied with.

5.7. To pay the District Council a sum equivalent to its reasonably and properly incurred costs in exercising its step in rights and carrying out the relevant works pursuant to paragraph 5.6 (including its sub paragraphs) within 20 (twenty) Working Days of the date of a notice requesting payment (such notice to include a breakdown of such costs).

5.8. In default of payment of a sum falling due to the District Council in whole or in part pursuant to paragraph 5.7 of this Schedule, the District Council shall be entitled to recoup its costs (together with Interest from the date the payment became due) from the Owner of the BNG Land or its successors in title and may secure the same by registering a charge or restriction on the title of the BNG Land at HM Land Registry.

SCHEDULE 3

Onsite Enhancement Works

The Owner covenants with the District Council as follows:

1 Interpretation of this Schedule

Unless the context otherwise requires where in this Schedule the following defined terms and expressions are used they shall have the following respective meanings:

"Enhancement Works"	additional works to enhance and improve the facilities available on the Application Site;
"Enhancement Works Specifications/ EWS"	the specification for the Enhancement Works to be laid out and which shall include but not be limited to the following: 1. improvement of the setting of the unique Pulhamite structure in the Wallaby enclosure: a. relocation of signage and removal of the storage building / shed; and b. replacement of the chain fencing with estate fencing (such specifications to be agreed in the EWS) around the southern boundary to enhance views from the vehicular entrance to Leonardslee House; 2. provision of an enhancement management plan for the woodland/heathland areas to include but not be limited to the following details: a. provision of wayfinding pathways on the east side of lakes; b. enhancement of viewpoints; c. an appraisal of the route for additional bench seating; and d. additional interpretation boards; 3. provision and implementation of a 4 (four) kilometre signposted path around the Application Site as indicatively shown on the plan at Annex 1; 4. provision of new signposting and maps detailing both accessible routes and longer routes into the gardens;
"Enhancement Works Plan/ EWP"	plan to include the Enhancement Works Specifications together with a timetable for completion of the Enhancement Works, such plan to be submitted to the District Council in accordance with this Schedule;

1.1 Prior to Commencement of Development to submit the EWS and associated EWP to the District Council for its approval in writing; and

1.2 Not to allow Commencement of Development until such time as the District Council has approved the EWS and EWP referred to in paragraph 1.1, such approval not to be unreasonably delayed or withheld; and

1.3 To implement the EWP in accordance with the EWS and timetable agreed.

SCHEDULE 4

Highway Works and Travel Plan

1. Interpretation of this Schedule

1.1 Unless the context otherwise requires where in this Schedule the following defined terms and expressions are used they shall have the following respective meanings:

"All Requisite Consents"	all requisite consents orders agreements authorisations licences and permissions required to implement a Scheme
"Entrance Café"	the extension to the visitor entrance building to house a new ticket sales area and café forming part of the Development
"Former Generator Block"	the infilling of the roof to the former generator block courtyard
"Highway Works"	the provision of the following off-site highways works in accordance with the Footway Improvements Plan drawing number 13294/2300 rev P1 at Annex 3: a) 1 x uncontrolled pedestrian crossing, dropped kerb and tactile paved of the A281 and associated works; and b) proposed footway linking to northbound bus stop unless otherwise agreed in writing with the County Council.
"Highway Works Scheme"	a scheme in respect of the Highway Works delivered in accordance with this Schedule.
"Travel Plan Statement"	a travel plan statement submitted to the District Council and dated January 2026 prepared by GTA Civils & Transport at Annex 2
"Travel Plan Statement Co-ordinator"	the person appointed by the Owners responsible for securing the implementation of the Travel Plan Statement.
"Travel Plan Statement Monitoring Fee"	a fee in the sum of **£1,765 (one thousand seven hundred and sixty-five pounds)** for monitoring the travel plan obligations in the Agreement to be paid to the County Council in accordance with this Schedule

2. TRAVEL PLAN STATEMENT

The Owner hereby covenants with the County Council as follows:

2.1 Prior to Occupation of the Development, the Owner shall pay the Travel Plan Statement Monitoring Fee Indexed to the County Council

2.2 Not to cause or permit Occupation of the Development until the Travel Plan Statement Monitoring Fee has been received by the County Council;

2.3 It is hereby acknowledged for the avoidance of doubt and without prejudice to the above that the County Council is authorised to apply the Travel Plan Statement Monitoring Fee.

2.4 Not to Commence Development unless a Travel Plan Statement Co-ordinator has been appointed. The Owner shall notify the County Council in writing of the name, address, email address and telephone number of the person appointed.

2.5 Prior to Occupation of the Development the Owner shall implement the Travel Plan Statement or amendments (as may be agreed with the County Council in writing) until such time as it is agreed between the Owner and the County Council (in writing) that there is no need for a Travel Plan Statement.

2.6 Not to cause or permit the Occupation of the Development until the Travel Plan Statement or amendments have been implemented.

3. HIGHWAY WORKS SCHEME

The Owner hereby covenants with the County Council as follows:

3.1 Prior to Occupation of the Development to submit a Highway Works Scheme to the County Council for approval in writing.

3.2 Not to cause or permit Occupation of the Development until a Highway Works Scheme has been submitted to and approved in writing by the County Council provided that where a Highway Works Scheme is submitted to the County Council which is not approved a revised Highway Works Scheme shall, within 14 (fourteen) days of receipt of notice in writing from the County Council that the previous Highways Works Scheme is not approved, be submitted to the County Council for approval.

3.3 Once the County Council has approved a Highway Works Scheme (the "Approved Highway Works Scheme") to obtain All Requisite Consents including without limitation entering into a Section 278 and / or Section 38 Agreement with the County Council.

3.4 After All Requisite Consents have been obtained to carry out in full the Approved Highway Works Scheme and to complete the Highway Works to the satisfaction of the County Council.

3.5 Not without the consent of the County Council to allow Occupation of the Entrance Cafe and / or Former Generator Block until such Highway Works have been completed to the satisfaction of the County Council.

Annex 1

Indicative 4K Signposted Path Plan – referred to at Schedule 3



Example signage

Map showing proposed 4km route in orange, land ownership in blue

Annex 2

Travel Plan – GTA Civils & Transport dated January 2026

Revised Travel Plan Statement

Leonardslee House and Gardens,

Lower Beeding,

RH13 6PP



Client: Leonardslee Gardens

Ref: 13294

Date: January 2026

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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

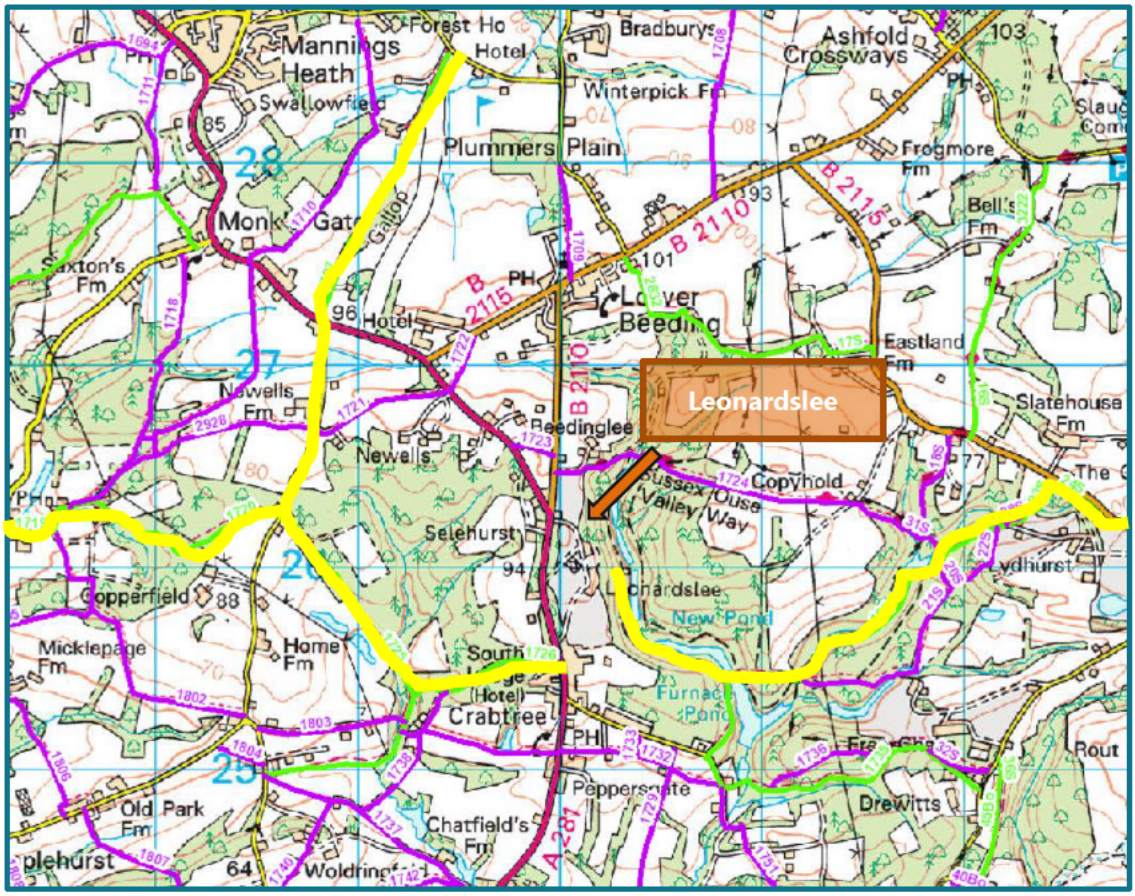
2.9 The Leonardslee management team is keen to encourage access to the site on foot and maintains a number of paths within the estate that link to adjacent public footpaths and bridleways.

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

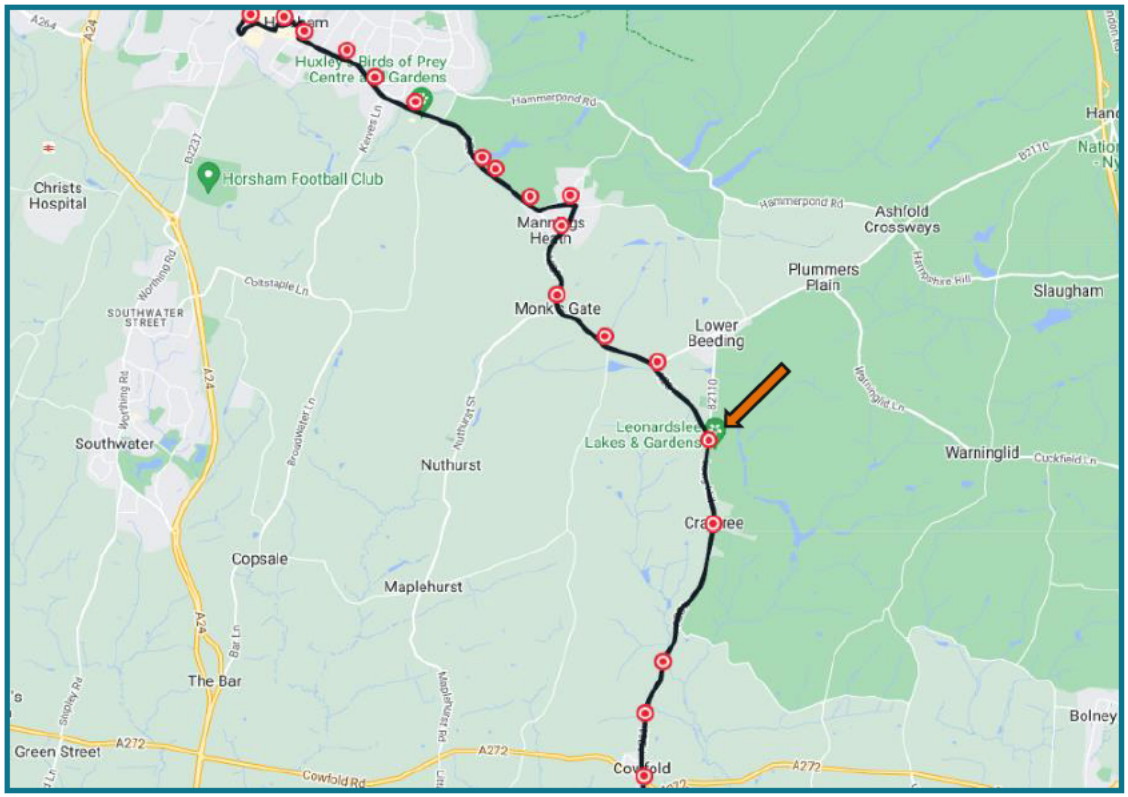
Horsham, of which all the information can be found on their websites https://www.horshamcycling.co.uk/ and www.cyclinguk.org/local-groups/horsham-crawley.

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 witch 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 provdes 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 atleast £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.

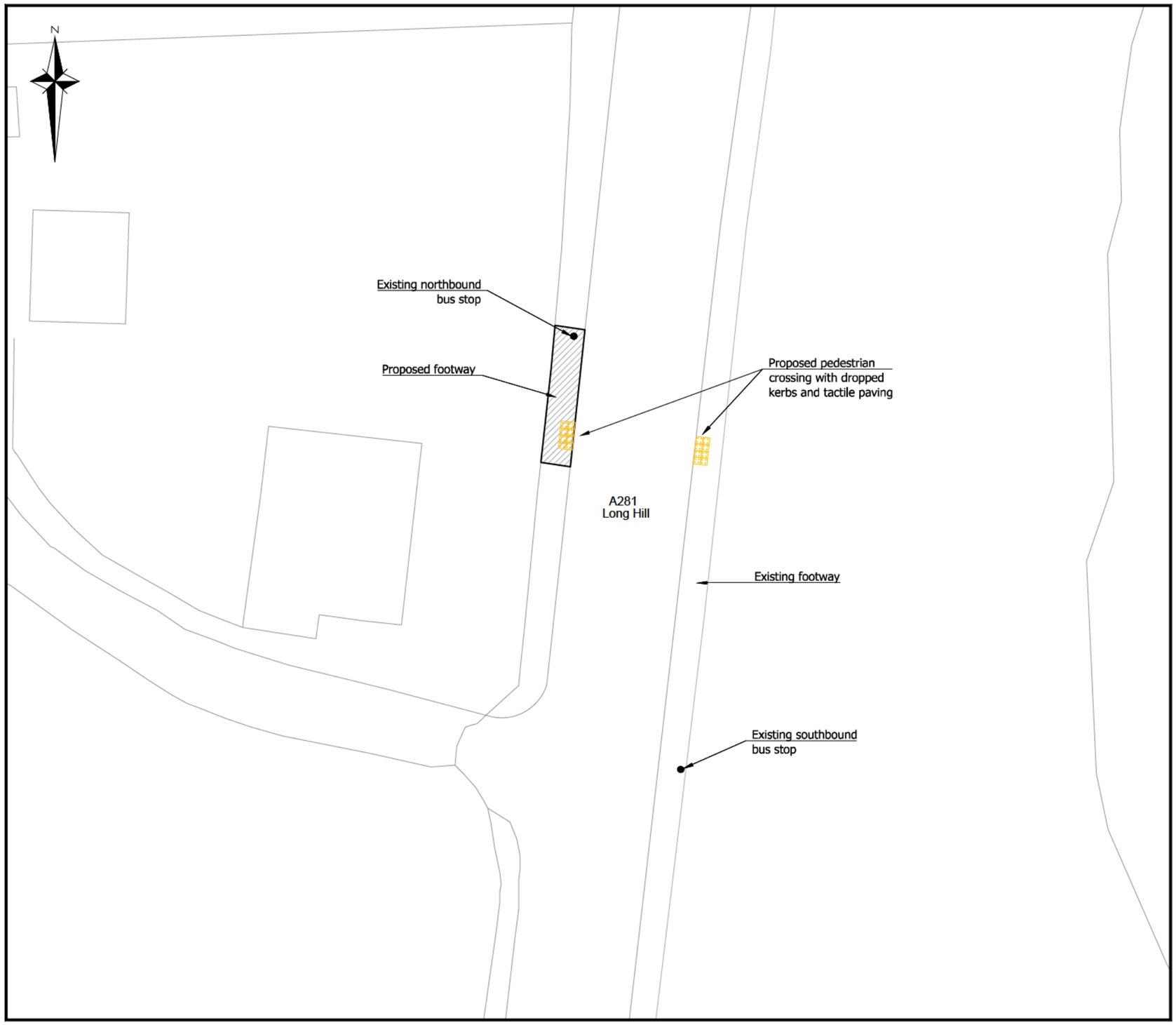
3. Do not scale. All dimensions and levels to be site confirmed.

4. This drawing shall be read in conjunction with all relevant architects, consultants drawings and specifications, together with H&S plan requirements

5. Copyright : This drawing must not be copied, amended nor reproduced without the prior written agreement of gta.

6. All drawings specifications and recommendations made by gta are subject to Local Authority and other relevant Statutory Authorities approval. Any works or services made abortive due to the client proceeding prior to these approvals is considered wholly at the Clients risk. gta hold no responsibility for resulting abortive works or costs.

Rev	Amendments	Date	Dsn	Chk
P1	INITIAL ISSUE	19.09.2024	JMW	RW



gta Civils & Transport
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Burgess Hill, West Sussex, RH15 9RD
Tel.01444 871444 Web: www.gtacivils.co.uk

Client: LEONARDSLEE HOUSE & GARDENS

Architect:

Project: BRIGHTON ROAD HORSHAM

Title: FOOTWAY IMPROVEMENTS

Status: PRELIMINARY

Date: SEPT 2024

Scale @ A3: 1:250

Drawing Number: 13294/2300

Rev.: P1



Civil Engineering - Transport Planning - Flood Risk

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GTA Civils & Transport Limited, Registered in England No. 11917461. VAT Registration No. 319 2609 02

Citation ISO Certification Quality management ISO 9001: 2015 REGISTERED
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Annex 3

Footway Improvements Plan

Drawing number 13294/2300 rev P1

GENERAL NOTES

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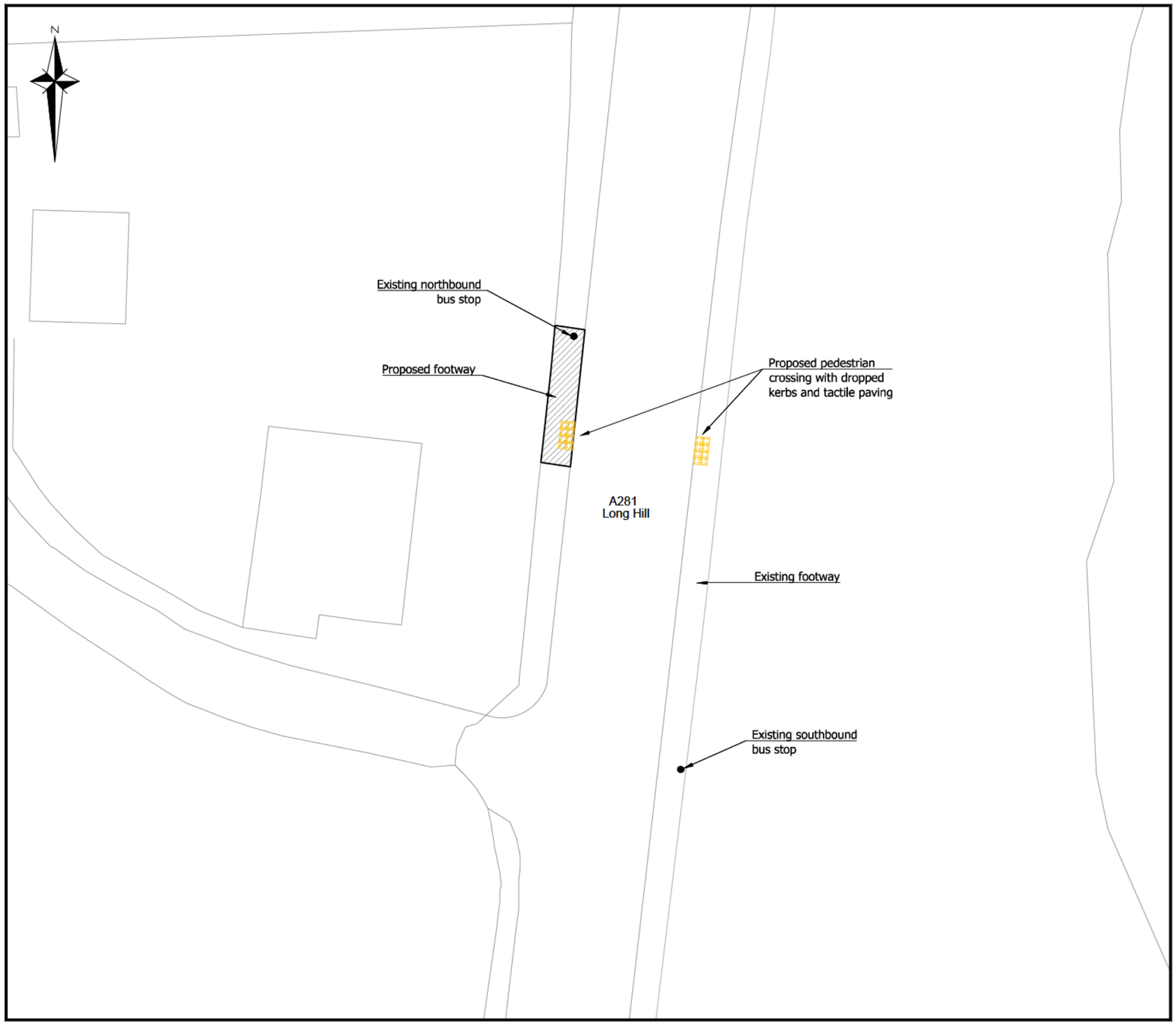

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Title: FOOTWAY IMPROVEMENTS

Status: PRELIMINARY

Date: SEPT 2024

Scale @ A3: 1:250

Drawing Number: 13294/2300

Rev.: P1

Annex 4

Certificate of Incorporation

FILE COPY

CERTIFICATE OF INCORPORATION ON CHANGE OF NAME

Company Number **7375694**

The Registrar of Companies for England and Wales hereby certifies that under the Companies Act 2006:

CLARBOW LIMITED

a company incorporated as private limited by shares, having its registered office situated in England and Wales, has changed its name to:

LEONARDSLEE LIMITED

Given at Companies House on **20th May 2024**

* N07375694S *

The above information was communicated by electronic means and authenticated by the Registrar of Companies under section 1115 of the Companies Act 2006

Companies House

THE OFFICIAL SEAL OF THE REGISTRAR OF COMPANIES

Companies House

NM01 (ef)

Notice of Change of Name by Resolution

Company Number: **07375694**

Company Name: **CLARBOW LIMITED**

Received for filing in Electronic Format on the: **16/05/2024**

Notice is hereby given that the company has changed its name as set out in the attached resolution

---

Authorisation

Authenticated

This form was authorised by one of the following:

Director, Secretary, Person Authorised, Administrator, Administrative Receiver, Receiver, Receiver manager, Charity Commission Receiver and Manager, CIC Manager

COMPANIES ACT 2006
SPECIAL RESOLUTION ON CHANGE OF NAME

Company number: 07375694

Existing company name:
CLARBOW LIMITED

The following special resolution to change the name of the company was agreed and passed by the members.

On the 16th May 2024

That the name of the company be changed to:
LEONARDSLEE LIMITED