



Design and Access Statement and Flood Risk Assessment

Extension **at**
23 Meadow Drive, Haywards Heath, RH16 2RS

Originator: JT
Date: August 2025
Revision: D



JTA
16 Coniston Avenue
Haywards Heath
RH17 5LF
T: +44 (0)7956 870 019
E: info@jtalimited.co.uk

Design and Access Statement and Flood Risk Assessment

23 Meadow Drive, Haywards Heath

Introduction

This Statement has been created to provide supporting information in support of the Planning Application for an extension at the property known as 23 Meadow Drive. Significant consultation has already been undertaken between the applicant, architects, planning officer and the Drainage Team culminating in the latest Pre-Application Enquiry reference DM/25/1096 which has gone into detail on the drainage and risk of surface water flooding which caused the withdrawal of the application referenced DM/24/2933. This application looks to propose a relatively small extension that takes into account the revised guidance from Mid Sussex District Council's Flood Risk and Drainage Team (in line with advice from West Sussex Lead Local Flood Authority)

The Purpose of this document is to highlight the constraints and importantly the opportunities at the property, as a whole, and propose some options as to how the opportunities could be realised. This will then provide some information and options for consideration.

The site is situated in the middle of a run of houses on a slight bend on Meadow drive and is slightly set back from the main road. Several of the surrounding houses have had recent work undertaken and although there is a general aesthetic, the various extensions have provided a number of differences from house to house.



Site Location Plan



Block Plan

0m 25m 50m 75m 100m

JTA
Jonathan Talley
Architects Limited

Client: Mr & Mrs Daisy
Project: 23 Meadow Drive
Contact: JTA
01323 2015
01323 2015
Site Location and Block Plan

PLANNING	
Drawing Number:	DATE
001-001-001-001	1/10/2024
Scale:	Project Size
1:500 & 1:250	A3
Drawn: JTA	Checked: JTA

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Existing Plan

The existing property is semi-detached with the neighbouring property already having undertaken extensions to the front, side and rear of the property.

The family have lived in the house for a short while and love where they live. They would like to make improvements to the kitchen and create a space for entertaining and the family to be together. They have highlighted the potential of the space to the right-hand side of the house where the garage currently sits for an extension rather than project too far into the garden either to the front or the back.

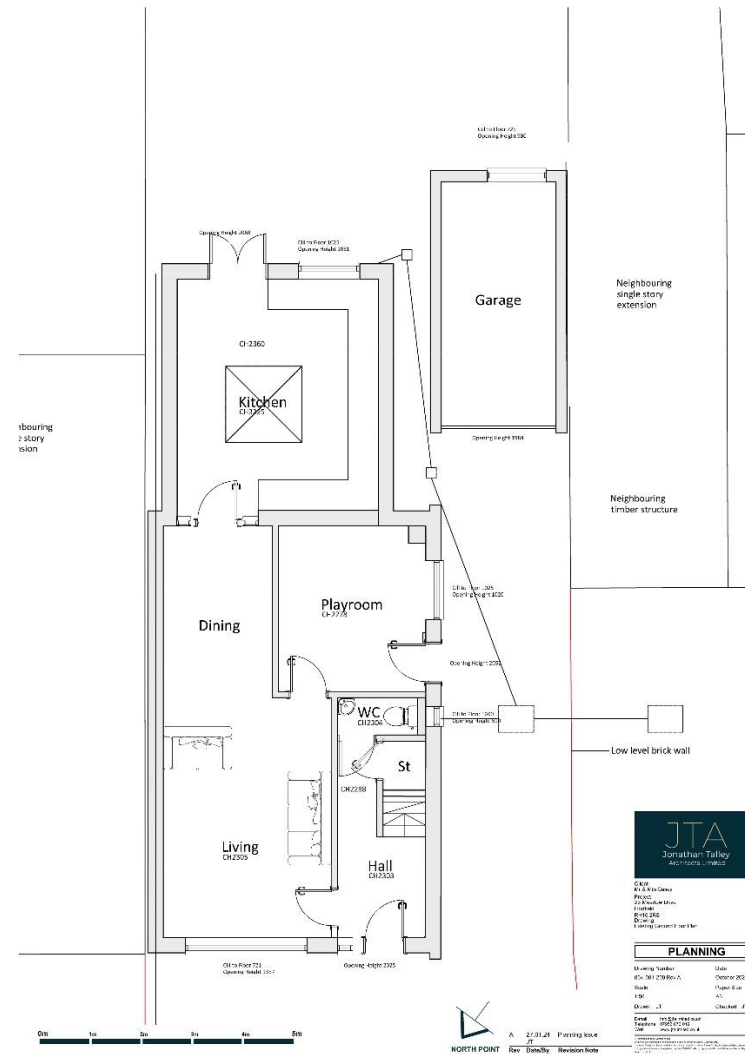
The property lacks the flow around the ground floor with the entrance hall being tight and a difficult configuration resulting in the need to walk through the living room to get to the kitchen space. Part of the works is to ease this flow and create spaces for the family to use as the children get older

The property benefits from a good-sized garden for the size of the property and thus has an opportunity for a respectful extension. The garden will remain an adequately large size after the extension has been built due to the siting and orientation.

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23 Meadow Drive, Haywards Heath

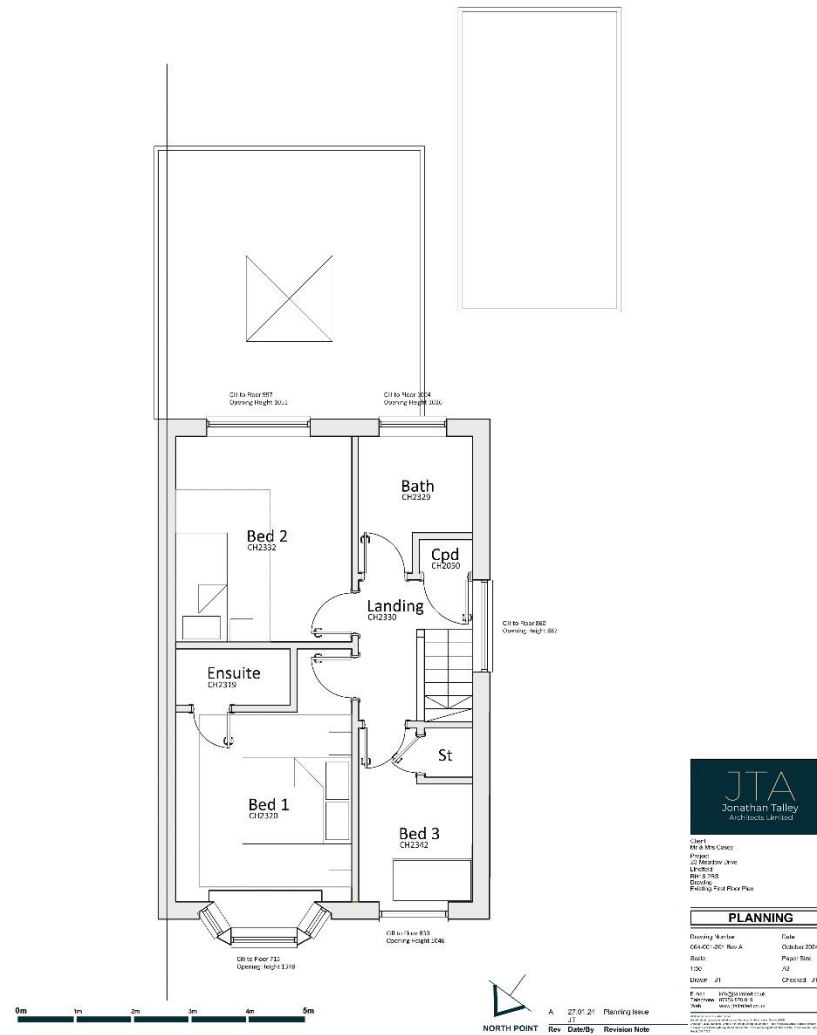
Existing Ground Floor Plan



Design and Access Statement and Flood Risk Assessment

23 Meadow Drive, Haywards Heath

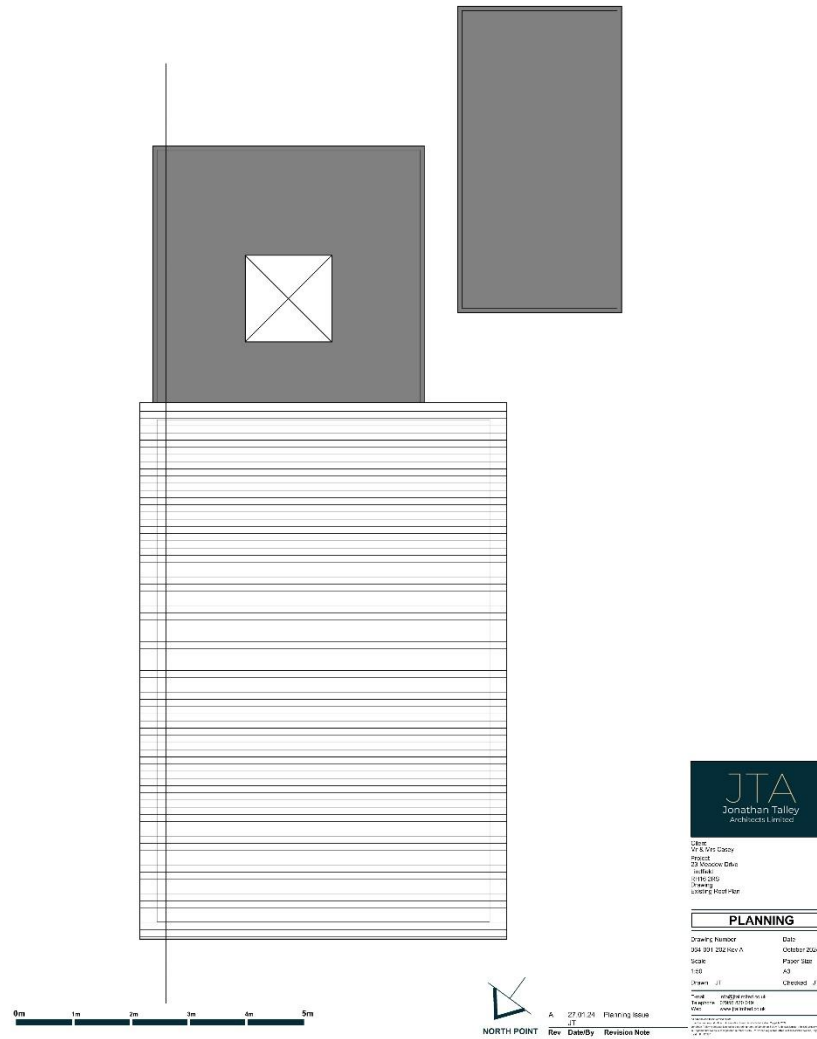
Existing First Floor Plan



Design and Access Statement and Flood Risk Assessment

23 Meadow Drive, Haywards Heath

Existing Roof Plan



Design and Access Statement and Flood Risk Assessment

23 Meadow Drive, Haywards Heath

Existing Elevations



0m 1m 2m 3m 4m 5m



Client
Mr & Mrs Gasey
Project
23 Meadow Drive
Location
RH13 2RS
Drawing
Existing Front Elevation

PLANNING

Drawing Number: 054-001-300 Rev A
Date: October 2024
Scale: A3
Paper Size: A3
Drawn: JT
Checked: JT
Email: info@jtalley.co.uk
Telephone: 01293 873 972
Web: www.jtalley.co.uk

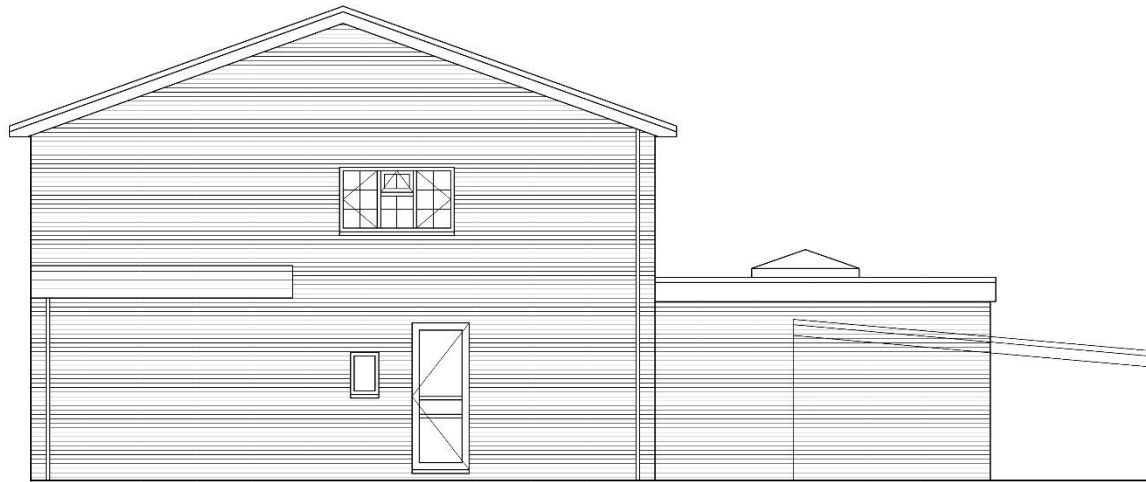
A 27.01.24 Planning Issue
JT

Rev Date/By Revision Note



Design and Access Statement and Flood Risk Assessment

23 Meadow Drive, Haywards Heath



0m 1m 2m 3m 4m 5m



Client: Mr & Mrs Casey
Project: 23 Meadow Drive
Ref: 1010
Drawing: Existing Side Elevation

PLANNING

Drawing Number: 064-001-301 Rev A
Scale: 1:50
Client: JT
Checked: JT

Drawn: JT
Telephone: 01959 872 019
Email: info@jtalley.co.uk

A 27.01.24 Planning Issue
Rev Date/By Revision Note

Jonathan Talley Architects Limited is a limited liability company registered in England and Wales. The company number is 064001301. The company is registered at 23 Meadow Drive, Haywards Heath, Surrey, GU12 7JL. The company is a member of the Royal Institute of British Architects (RIBA).



Design and Access Statement and Flood Risk Assessment

23 Meadow Drive, Haywards Heath



0m 1m 2m 3m 4m 5m



Client
Mr & Mrs Casey
Project
23 Meadow Drive
Ratton, Sussex
Drawing
Existing Rear Elevation

PLANNING

Drawing Number	Draft
064-001-302 Rev A	October 2024
Scale	Paper Size
1:50	A3
Drawn JT	Checked JT

Drawn
JT
Telephone 01959 472 019
Email jta@jtalley.co.uk
Web www.jtalley.co.uk

A 27.01.24 Planning Issue
JT
Rev Date/By Revision Note

Jonathan Talley Architects Limited is a limited liability company registered in England (Company No. 10541810) and is a member of the Chartered Institute of Building (CIOB). The company is a member of the CIOB and is a member of the CIOB's Quality Standard for Professional Services (QSPS). The company is a member of the CIOB's Quality Standard for Professional Services (QSPS). The company is a member of the CIOB's Quality Standard for Professional Services (QSPS).



Design and Access Statement and Flood Risk Assessment

23 Meadow Drive, Haywards Heath

Proposal

It is proposed to construct the main extension to the side elevation with a second-floor projection to the rear. It is proposed to undertake some demolition on site, including the detached garage.

At ground floor it is proposed to extend to the side in place of the existing garage to provide a space suitable for modern living. It is proposed to open up the existing kitchen space to form a new kitchen dining and family space, which would be suitable for entertaining and a better size for a growing family.

To the first-floor extension will increase the size of the smallest bedroom while also allow for the creation of a further bedroom to the rear.

The extension is not out of place within the buildings in the wider surrounding area and will have a negligible impact on any other property. Care has been taken to ensure the neighbouring property is not impacted and the extension is within the 45degree line from the neighbouring window, as usually accepted.

Efforts have been made to make use of the small garage to the side rather than impact the garden spaces. We would not be affecting any trees (very much a requirement of the client). The extension regularises the access into the rear garden and makes good use of the available space.

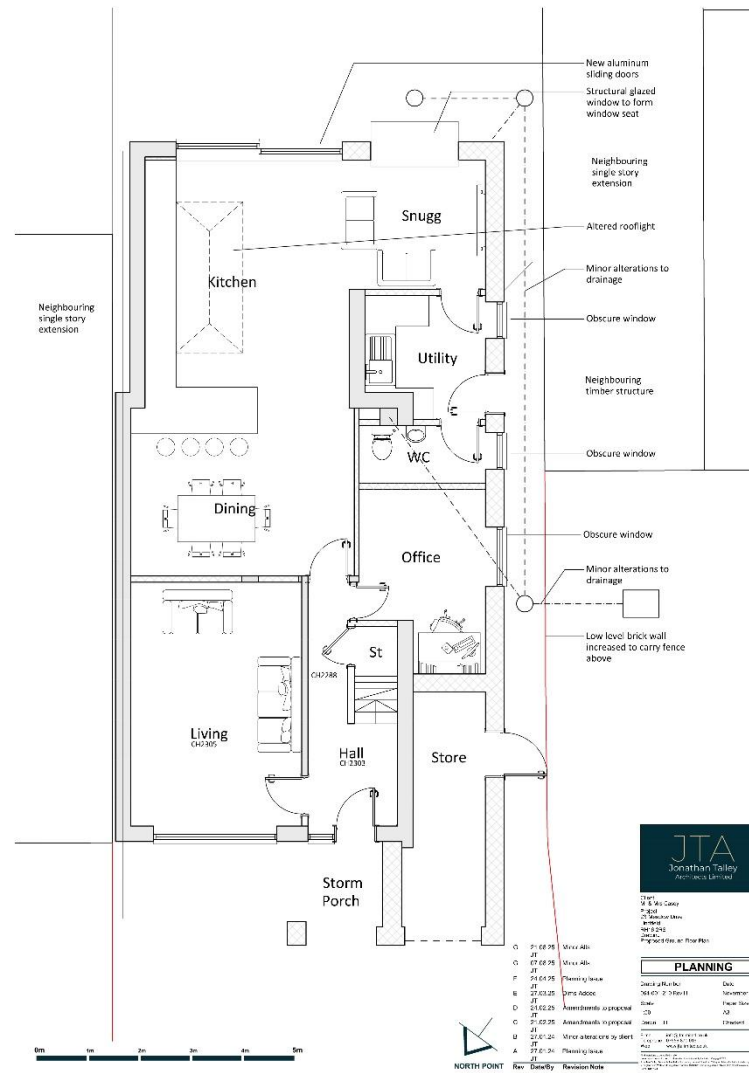
The applicants are keen that this is a home that they can continue to live in for the years to come.

From the latest Pre-Application response (ref DM/25/1096), there is no indication of any concern in regards to the design, be it size and bulk or the overall aesthetic of the proposal.

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23 Meadow Drive, Haywards Heath

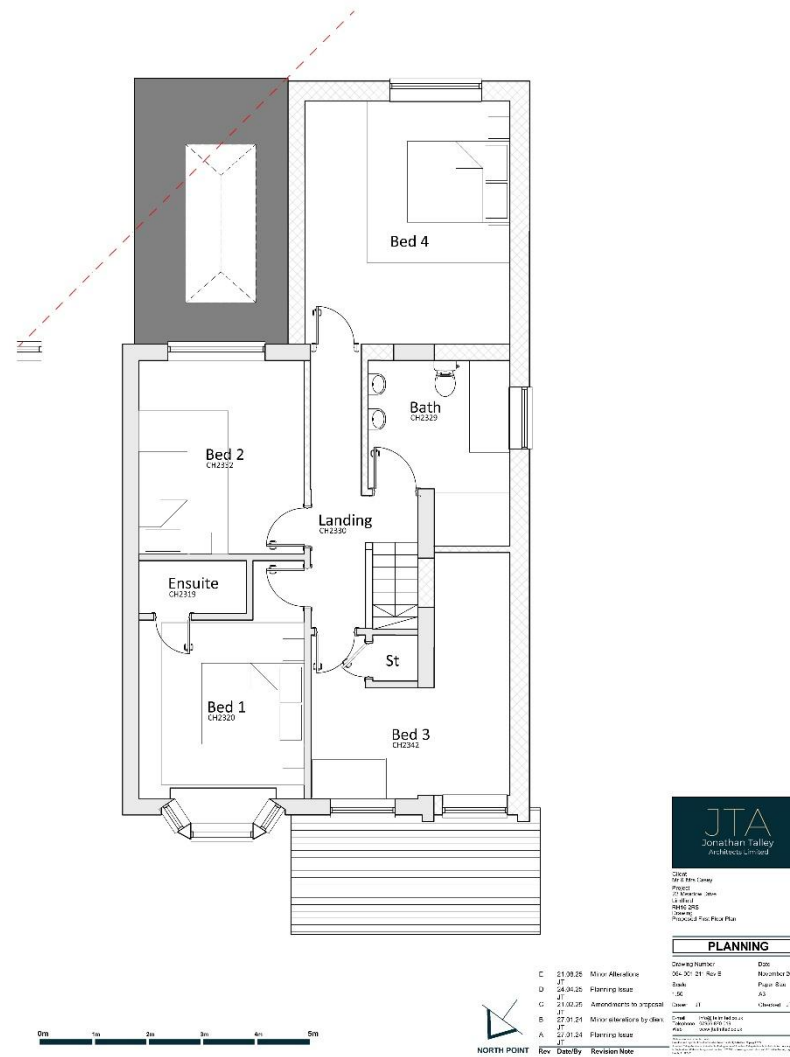
Proposed Ground Floor Plan



Design and Access Statement and Flood Risk Assessment

23 Meadow Drive, Haywards Heath

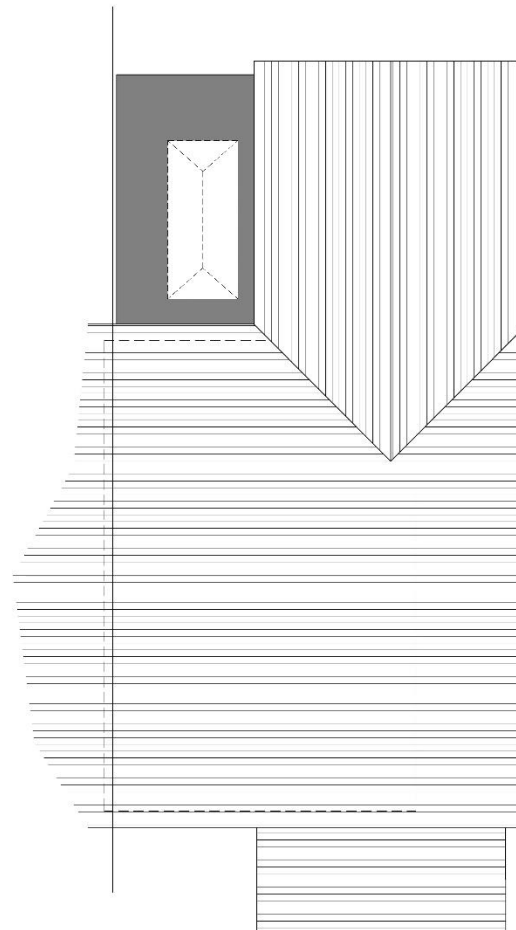
Proposed First Floor Plan



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23 Meadow Drive, Haywards Heath

Proposed Roof Plan



0m 1m 2m 3m 4m 5m



NORTH POINT

Rev	Date	By	Revisions Note
C	25.04.20		Planning Issue
B	21.02.20		Amendments to proposal
A	27.01.20		Planning Issue



Client:
Mr & Mrs Cooper
Site:
23 Meadow Drive
Location:
Haywards Heath
Drawing:
Proposed Roof Plan

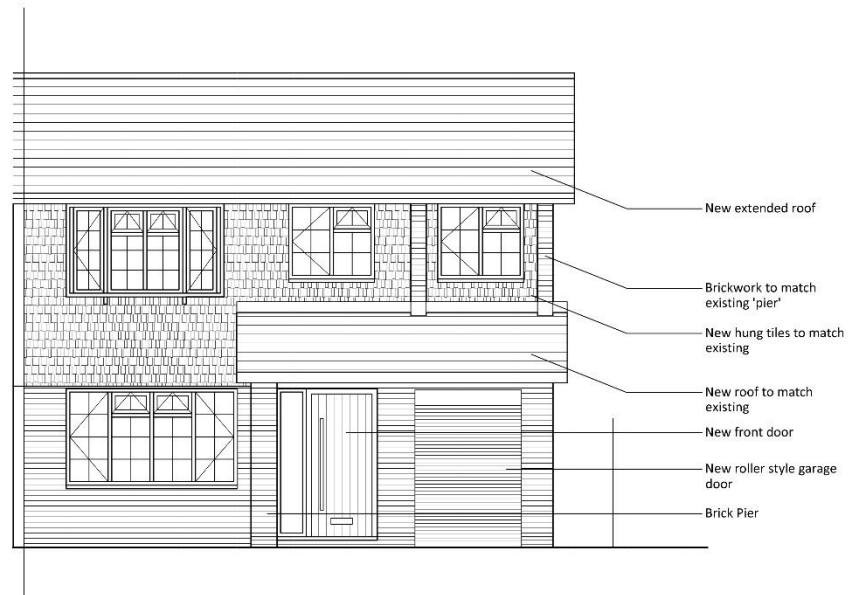
PLANNING

Drawing to show:	001
Scale:	1:50
Drawn by:	JT
Checked by:	JT
Drawn by:	Jonathan Talley
Project:	23 Meadow Drive
Date:	25.04.20

Design and Access Statement and Flood Risk Assessment

23 Meadow Drive, Haywards Heath

Proposed Elevations



Client
Mr & Mrs Gacey
Project
23 Meadow Drive
Location
RH13 2RS
Drawing
Proposed Front Elevation

PLANNING

Drawing Number: 054-001-310 Rev D Date: November 2024

Scale: 1:50 Paper Size: A3

Drawn: JT Checked: JT

5-year: info@jtalley.co.uk
Telephone: 01293 873 972
Web: www.jtalley.co.uk

Approved: info@jtalley.co.uk Date: 11/11/2024
Drawing: 054-001-310 Rev D
Drawing: 054-001-310 Rev D
Drawing: 054-001-310 Rev D

Rev	Date/By	Revision Note
D	24.04.25 JT	Planning Issue
C	27.03.25 JT	Drawings Added
B	24.02.25 JT	Amendments to proposal
A	21.02.25 JT	Amendments to proposal

0m 1m 2m 3m 4m 5m



Design and Access Statement and Flood Risk Assessment

23 Meadow Drive, Haywards Heath



East Elevation

West Elevation

0m 1m 2m 3m 4m 5m



Client
Mr & Mrs Casey
Project
23 Meadow Drive
Lindfield
RH16 2HS
Drawing
Proposed Side Elevation

PLANNING

Drawing Number: 064-001-311 Rev C Date: November 2024
Scale: 1:50 Paper Size: A3

Drawn: JT Checked: JT

E-mail: info@jtalley.co.uk
Telephone: 01956 616 959
Web: www.jtalley.co.uk

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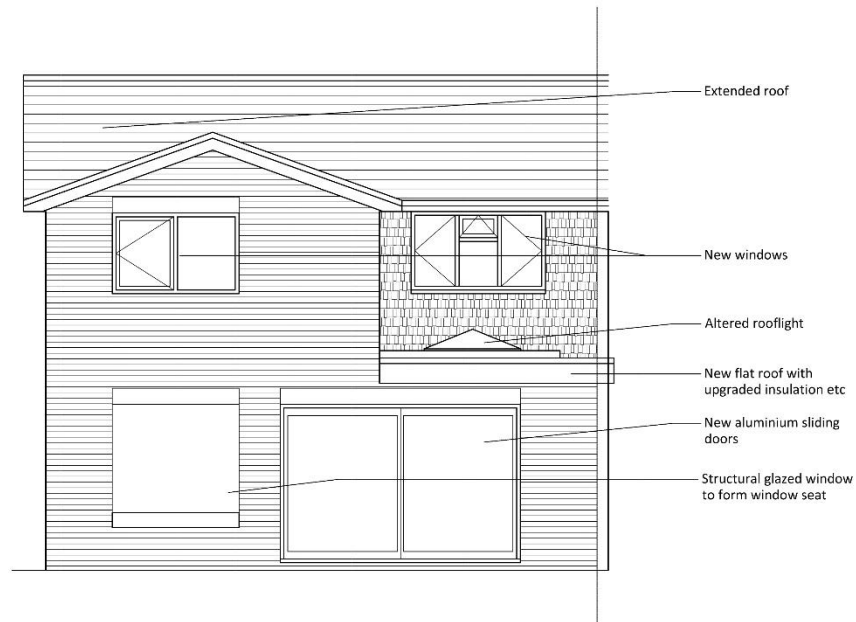
C 24.04.25 Planning Issue
JT
B 24.02.25 Amendments to proposal
JT
A 21.02.25 Amendments to proposal
JT

Rev Date/By Revision Note



Design and Access Statement and Flood Risk Assessment

23 Meadow Drive, Haywards Heath



0m 1m 2m 3m 4m 5m



Client
Mr & Mrs Casey
Project
23 Meadow Drive
Lindfield
RH16 2HS
Drawing
Proposed Rear Elevation

PLANNING

Rev	Date/By	Revision Note	Drawing Number	Date
E	21.08.25	Minor AIs	DISA-001-112 Rev E	November 2024
D	07.08.25	Minor AIs	Scale	Paper Size
JT			1:50	A3
C	24.04.25	Planning Issue	Drawn JT	Checked JT
JT			E-mail: j.t@jtalley.co.uk	
B	21.02.25	Amendments to proposal	Telephone: 07856 8712 0/18	
JT			Web: www.jtalley.co.uk	
A	27.01.24	Minor alterations by client		
JT				

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Parking

In terms of parking the existing site has sufficient capacity for 2-3 cars. This is currently in an informal configuration and this will be maintained.

The proposal does remove a garage; however, this has not been used for vehicles by the client since they have owned the property as it is not suitably sized for modern cars. Therefore the proposal can be said to have no impact on the existing parking situation.

Vehicle access and service arrangements are also not changing.

Landscaping

It is proposed that there is a limited amount of landscaping implemented within the scheme. The main extension site is currently a domestic scale patio area. As part of the works, it is proposed to increase the patio area to allow for entertaining and general domestic activities. The patio will have appropriate drainage linked to a soakaway or will be of a permeable construction, either way it will not impact the surface water drainage scheme.

It is not proposed to alter the boundary treatment.

Trees

It is not proposed to remove any trees on site and nor is it expected to impact any neighbouring trees.

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Materials

In regard to external finishes, it is proposed that the main materials used are to replicate and be sympathetic to the existing materials. The existing is mainly made up of brick and elements of hung tiles. It is proposed that materials used will utilise materials to match the existing where at all possible.

All elements of the new roof will be tiled with the flat roof renewed to an improved standard of finish.

It is proposed that samples are not submitted as part of the application due to the ongoing difficulties with this being accepted by the vast majority of Local Authorities.

Sustainability

Sustainability is very important to the applicant, not only in reducing energy usage and therefore reducing bills, but also for the environment. It is proposed that the conversion starts with a 'Fabric First' outlook. High levels of insulation will be initially very important and provide a starting point to build from. The current house has areas of no insulation and part of the works is to include the provision of thermal improvements to ensure heat-loss is upgraded.

It is proposed to utilise natural light as much as possible and reduce the need for lighting during the day. Any lighting will be proposed to be low energy fittings such as LED bulbs. In addition, any specified white goods will be as economical as possible with efforts made to utilise A+ rated fixtures where possible.

Documents Submitted

Design and Access Statement
CIL Form
064-001-100 Site Location Plan
064-001-101 1:30 Surface Water Flood Map
064-001-200 Existing Ground Floor
064-001-201 Existing First Floor
064-001-202 Existing Roof Plan
064-001-210 Proposed Ground Floor
064-001-211 Proposed First Floor
064-001-212 Proposed Roof
064-001-300 Existing Front Elevation
064-001-301 Existing Side Elevation
064-001-302 Existing Rear Elevation
064-001-310 Proposed Front Elevation
064-001-311 Proposed Side Elevation
064-001-312 Proposed Rear Elevation

Design and Access Statement and Flood Risk Assessment

23 Meadow Drive, Haywards Heath

Flood Risk Assessment

Considerable discussion has been undertaken between the applicant, Architect, Planning Officer and Mid Sussex District Council's Flood Risk and Drainage Team (in line with advice from West Sussex Lead Local Flood Authority). Following the latest Pre-Application enquiry the following can be confirmed in regards to the site

The Environment Agency released updated flood risk mapping following the new National Flood Risk Assessment (NaFRA2) in early 2025. The updated mapping uses new and improved methods to assess flood risk. The site is in flood zone 1 and is at low fluvial flood risk (risk of flooding from Main Rivers). The flood zones continue to reflect undefended, present-day flood risk from rivers and the sea. They do not account for climate change or the presence of flood defences, maintaining alignment with planning policy principles.

The Scrase Stream which is classified as a Main River by the Environment Agency is located to the rear of the site. The Scrase Stream is culverted in the location of the site.

The Environment Agency released the updated Risk of Flooding from Surface Water (RoFSW) mapping on January 28, 2025.

The RoFSW was created using a combination of local flood model information and national flood modelling. These were used to generate the probabilities of flood risk for each 2m grid square of land, with the aim of using the best available flood risk information in any one location.

It has been confirmed that the NAFRA2 dataset introduced earlier this year is now used by Mid Sussex District Council to assess flood risk. We have reviewed the Environment Agency's surface water flood mapping – the same mapping referenced by the Council – and this clearly shows **the property is outside of the 1 in 30-year (3.3% AEP) flood extent**. Based on the Planning Practice Guidance (updated August 2022), and in the absence of any overriding local SFRA, this would indicate that the site should not be considered Flood Zone 3b.

It should also be noted that Mid Sussex District Council's records do not contain records of the site flooding. The records also contain no records of flooding within the area immediately surrounding the site.

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Flood Risk Assessment

The Risk of Flooding from Surface Water mapping suggests the site is shown to be at very low to high surface water flood risk (comparable to flood zones 1 and 3b) for the present day (2025) and to be at very low to high surface water flood risk (comparable to flood zones 1 and 3b) within the climate change range of 2040 – 2060.

The PPG states that the design flood event for surface water is the 1:100 plus an allowance for climate change (Para. 002) which is the same as for river flood events. Based on the latest guidance that all sources of flooding should be considered consistently, part of the site would be considered predominantly Flood Zone 3a, and predominantly outside of the functional floodplain (Flood Zone 3b).

The feedback from the Mid Sussex District Council's Flood Risk and Drainage Team was

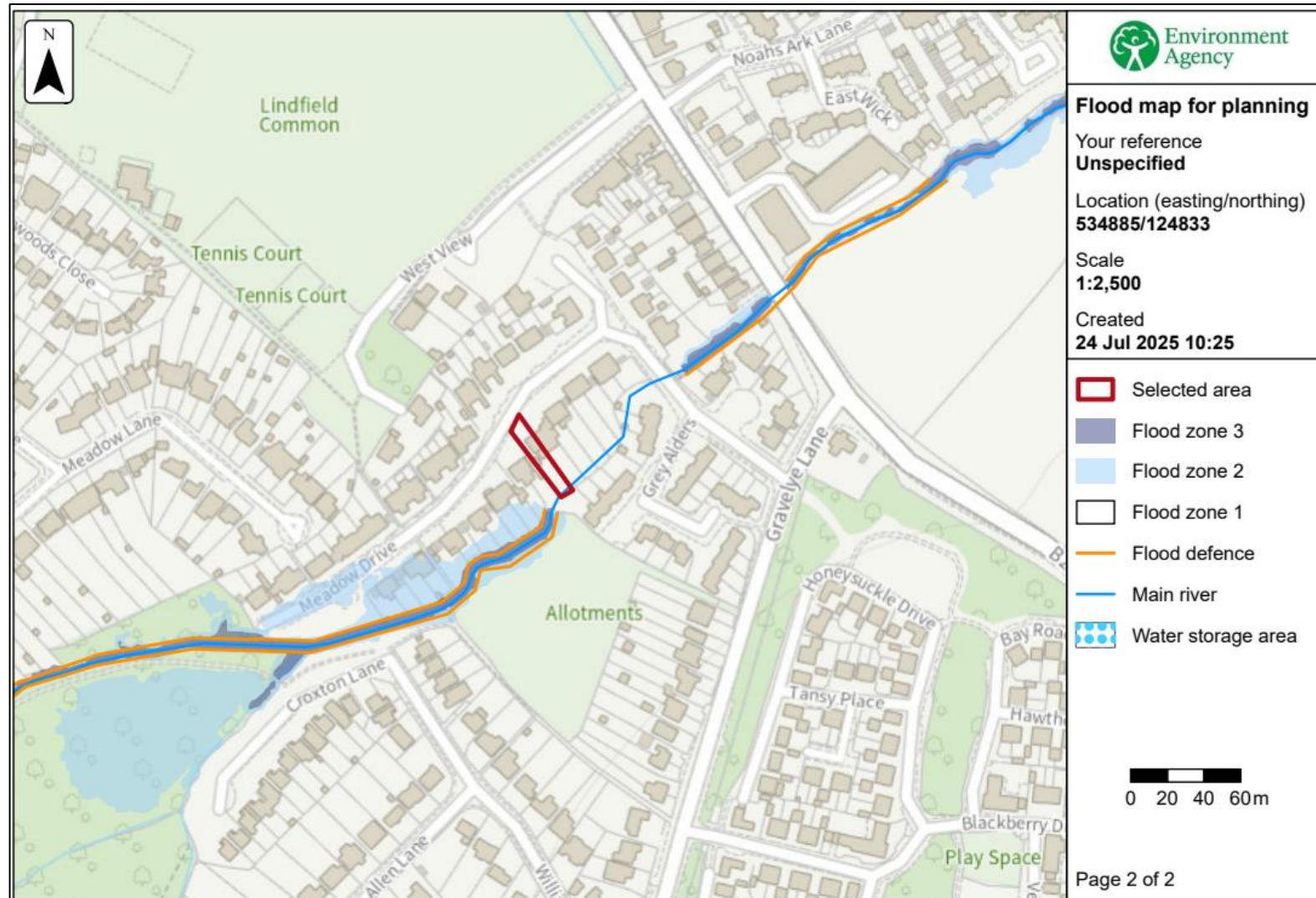
Based on the plans provided we would support the proposed extensions if it can be demonstrated that the proposed built footprint is outside of the Flood Zone 3b extent at the present day.

The environment agency mapping provided indicates that the proposed built footprint is outside of the Flood Zone 3b extent at the present day and as such the flood risk is no longer a reason for refusal.

In line with the Environment Agency's standing advice for minor extensions it is recommended finished floor levels are raised 300mm above the estimated 1:1000 surface water flood depth with climate change 2040 – 2060 (which is the proxy for the 1:100+CC for the lifetime of the development). As the house is existing it is relatively difficult to achieve this. As a result, it is proposed that the extended area does have some considered resilience measures that would be appropriate to the risk. These will include measures to prioritise excluding flood water where possible and should there be flooding enabling the property to be rectified easily. These measures could include demountable physical barriers at door openings, use of impervious brickwork to a higher than standard level and the use of plasterboard vertically so as to minimise the amount to be removed. These measures will be discussed with Building Control in due course and be part of the detailed design stage.

The provision of a soakaway, has been reviewed and it is proposed that the garden space would be appropriate for the provision of a soakaway in the westerly area of the garden. The detail of this would be subject to detailed design and assessed as part of the Building Regulations application.

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23 Meadow Drive, Haywards Heath

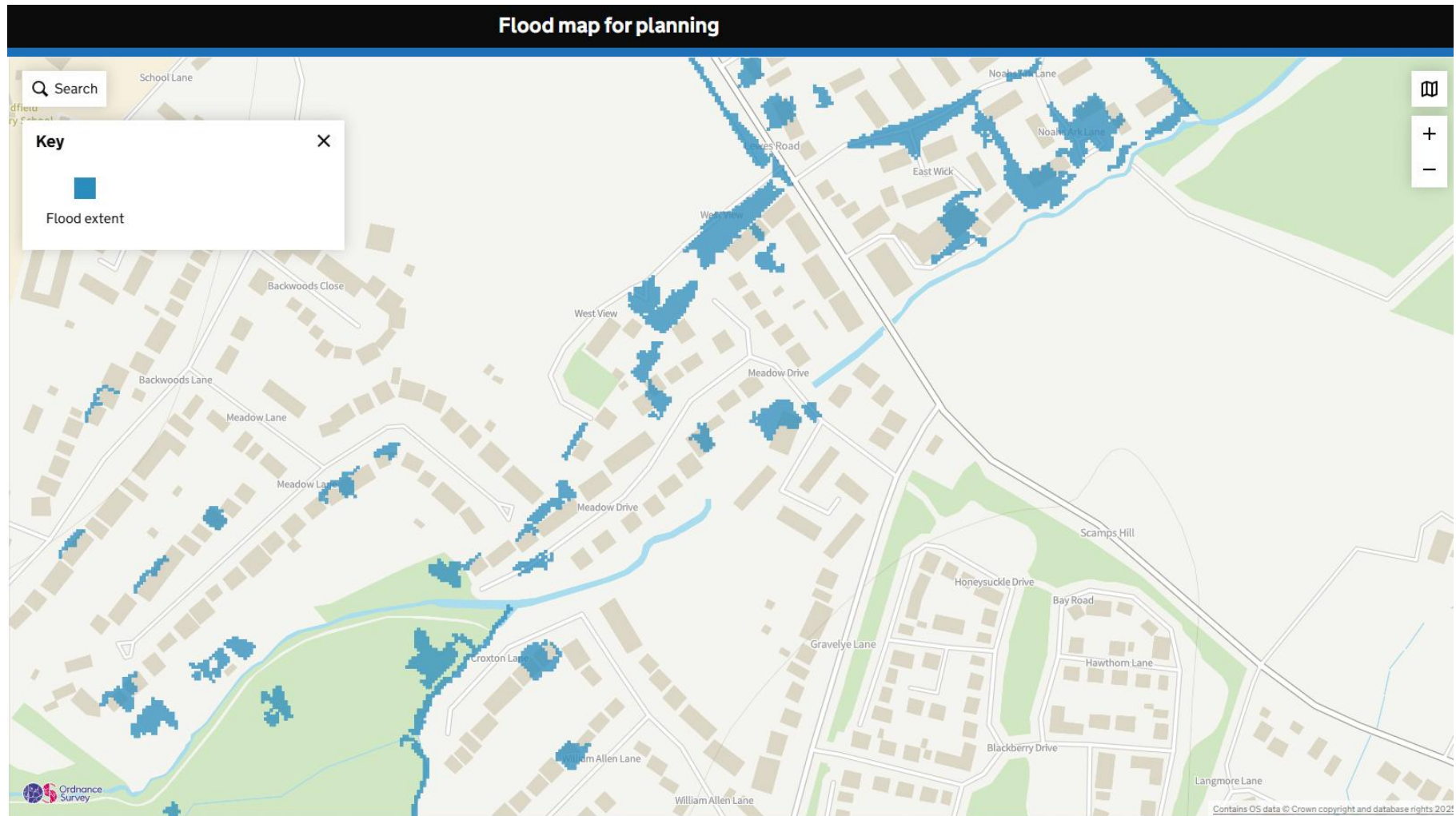


Flood Map for Planning (Source: Environment Agency)

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23 Meadow Drive, Haywards Heath

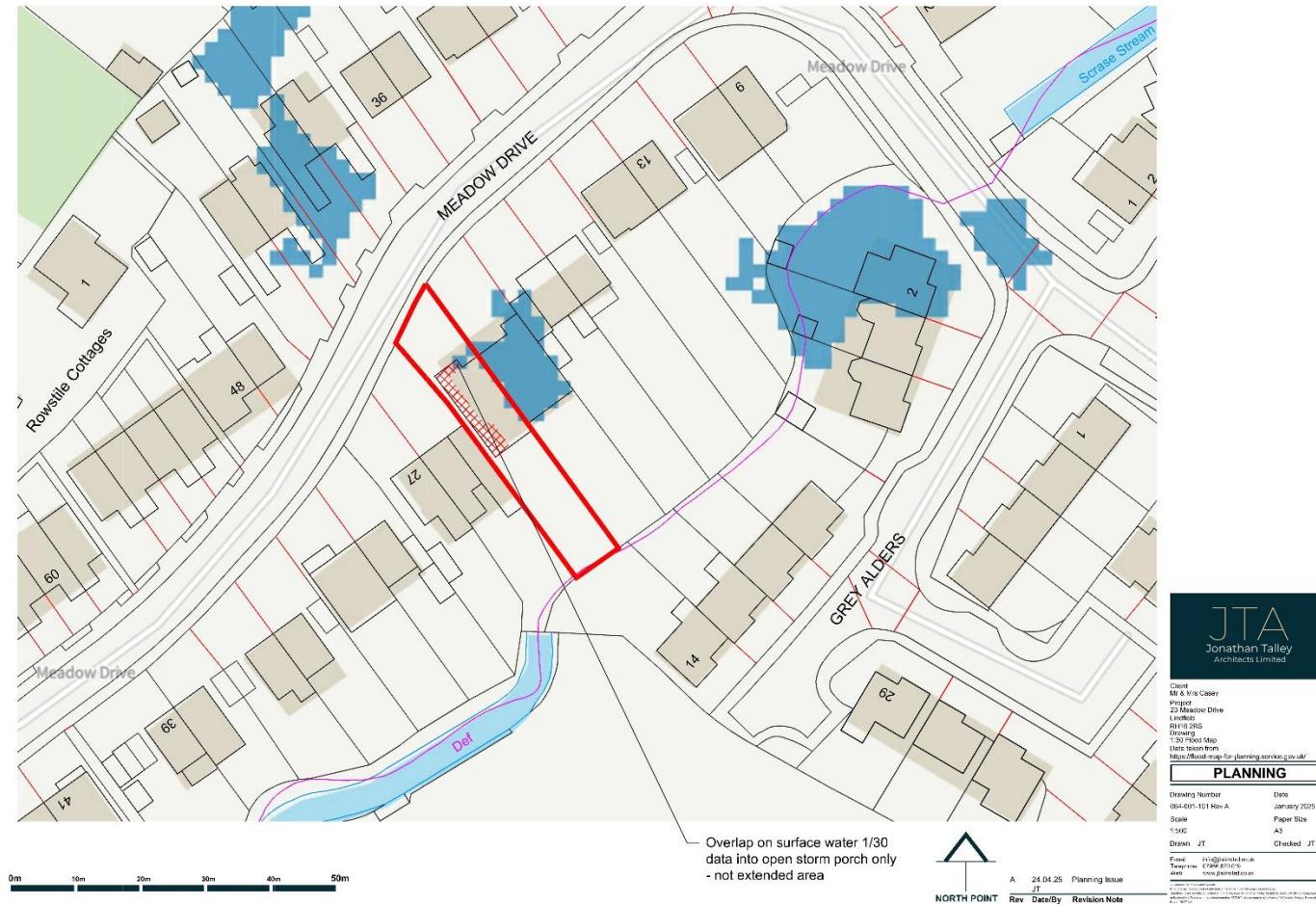
1:30 Surface Water Data



Design and Access Statement and Flood Risk Assessment

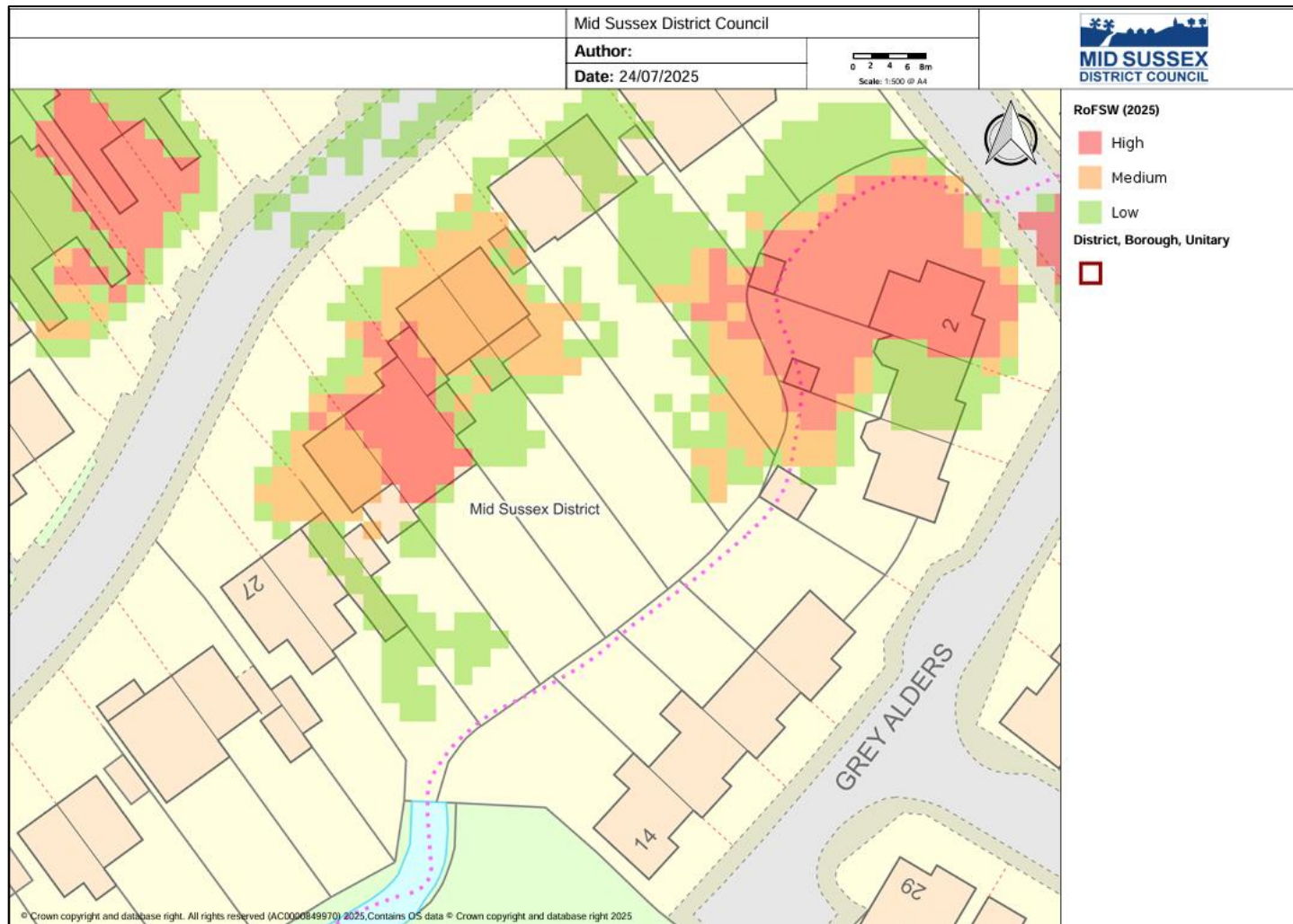
23 Meadow Drive, Haywards Heath

1:30 Surface Water Data Overlay



Design and Access Statement and Flood Risk Assessment

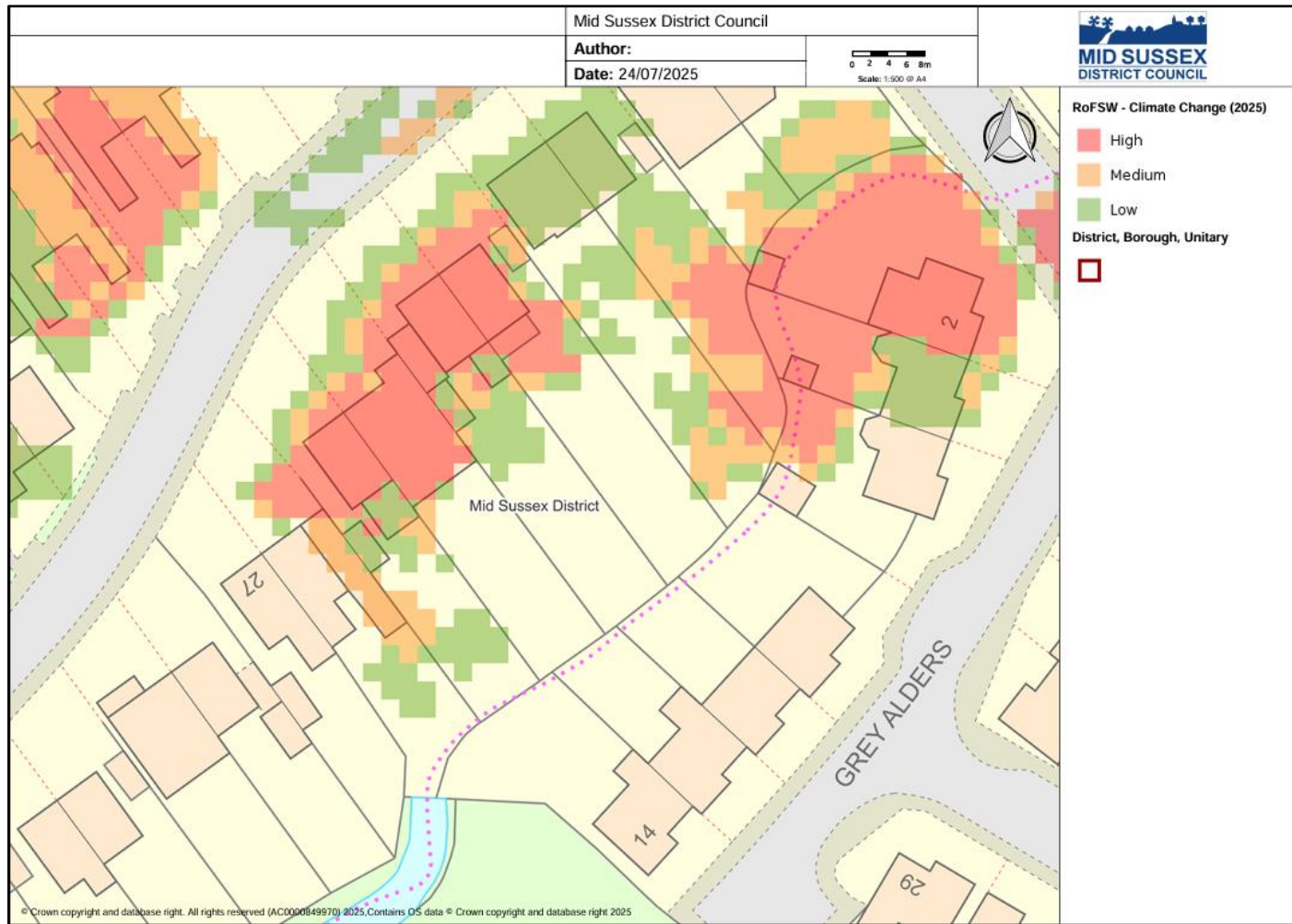
23 Meadow Drive, Haywards Heath



Risk of Flooding from Surface Water (RoFSW) (2025 present day) Source Environment Agency

Design and Access Statement and Flood Risk Assessment

23 Meadow Drive, Haywards Heath



Risk of Flooding from Surface Water (RoFSW) (2040-2060) Source Environment Agency

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23 Meadow Drive, Haywards Heath

Photos



Design and Access Statement and Flood Risk Assessment

23 Meadow Drive, Haywards Heath

Conclusion

The application is being made to facilitate a better family environment via the extension to increase kitchen and create a space for dining and entertaining at ground floor, while maintaining the space the family needs in their existing home. In terms of materiality, it is proposed that the new materials are selected to complement the existing to ensure the extension blends with the existing house. It is hoped that the Local Authority supports the application as there is minimal impact on the neighbouring properties nor the streetscape.

Based on the detailed comments from the from the latest Pre-Application response (ref DM/25/1096), there is no indication of any concern in regards to the design, be it size and bulk or the overall aesthetic of the proposal. The vast majority of the extension is to replace the existing garage rather than impacting the extent of the garden. With the extension location proposed to the side, this will have a negligible impact on the neighbouring property. There have been previous applications that have been withdrawn, but the revised proposal and the most recent flooding data has prompted a further application as the data is now more favourable and are now not seen as a reason for a refusal. The comments from the Mid Sussex District Council's Flood Risk and Drainage Team are in support of the proposal based on their detailed information, so this is now not considered a reason for refusal.

Should a site visit be required please contact Jonathan Talley Architects directly. We look forward to your comments and subsequent approval, however please do not hesitate to contact us to discuss any part of the application at your earliest convenience.

On behalf of Jonathan Talley Architects Limited

Design and Access Statement and Flood Risk Assessment
23 Meadow Drive, Haywards Heath

