



**REPORTS FOR DECISION BY THE  
CABINET MEMBER FOR ENVIRONMENT**

Date Issued: **17 December 2009**

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**K = Key Decision**

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## **MAIDSTONE BOROUGH COUNCIL**

### **CABINET MEMBER FOR ENVIRONMENT**

#### **REPORT OF ASSISTANT DIRECTOR OF ENVIRONMENTAL SERVICES**

**Report prepared by R E Wallis**

**Date Issued: 17 December 2009**

#### **1. ADOPTION OF MODEL CONDITIONS 2008 FOR RESIDENTIAL CARAVAN SITES**

##### **1.1 Issue for Decision**

- 1.1.1 To consider the adoption of the Model Standards 2008 as a basis of the conditions to be attached to Permanent Residential Caravan Site Licences issued under the Caravan Sites and Control of Development Act 1960 as amended.

##### **1.2 Recommendation of Assistant Director of Environmental Services**

That Maidstone Borough Council adopt the "Model Standards 2008 for Caravan Sites in England" as the basis for setting conditions of Caravan Site Licences issued under Section 5 of the Caravan Sites and Control of Development Act 1960 as amended.

- 1.2.1 That Maidstone Borough Council adopts the Standards in Appendix 1 and Appendix 3 as the basis of the conditions to be imposed replacing the 1989 Model Standards in Appendix 2 and 4.

##### **1.3 Reasons for Recommendation**

###### **1.3.1 Background**

Any occupier of land as defined in the legislation who has prior planning permission and operates a caravan site must have a licence issued under Section 5 of the Caravan Sites and Control of Development Act 1960. The Council can issue conditions with the licence covering a range of specified parameters and in order to introduce an element of national consistency the Secretary of State from time to time specifies model standards that the local authorities and the Courts must have due regard to.

In April 2008 Communities and Local Government issued a new revised model standard for permanently residential caravan sites. These replaced the 1989 Model Standards that had previously been adopted by the Council.

- 1.3.2 Communities and Local Government have recommended that the new 2008 Standards be applied to all new sites and those that have been significantly redeveloped. The local authority must have regard to these new standards when setting or varying any of the conditions attached to a licence.
- 1.3.3 For existing sites the new standard can only be applied through a process of negotiation with the licence holder where the local authority can justify the reason for applying the new condition and demonstrate

the benefit it will achieve taking into account the interests of both the residents and the site owner.

1.3.4 The new 2008 standard brings into effect the changes brought about by the Regulatory Reform (Fire Safety) Order 2005 which requires those operating commercial caravan sites to undertake a suitable and sufficient fire risk assessment and make copies available to the residents and the Local Authority as well as displaying the current edition on site suitably protected. This legislation is enforced by the fire authority and it does not apply to single unit and single family sites.

1.3.5 As a result of the above, the inappropriateness of the full standard for single unit or single family sites and the flexibility to set local standards given in the legislation and guidance, officers have produced the following for adoption:-

Appendix 1 – Full Model Standards for Permanently Residential Caravan Sites (previous standard in Appendix 2)

Appendix 3 – Model Standard for Small Single Unit or Single Family Permanently Residential Caravan Sites (previous standard in Appendix 4). This standard has been agreed with the Fire Authority.

1.3.6 Apart from the changes to the fire requirements the other change in the standard is principally the layout and the use of more flexible wording that is designed to be more enabling than the prescriptive requirements in the 1989 standard. Some sections have been removed as they are generally out of date or outmoded. E.g. the use of trams and aeroplane fuselages. The sections on water supply and drainage etc have been updated to include references to European and British legislation. The refuse section has been updated to be more flexible in relation to how waste is dealt with e.g. recycling etc. The requirements in relation to lighting have been updated and a new section highlighting flooding and the need for the site owner to check the risk and put in place the necessary procedures has been added.

1.3.7 Overall the new standard is a positive progressive change to the requirements and will be able to be used flexibly by officers giving due regard to the particular circumstance of the site to be licensed.

#### 1.4 Alternative Action and why not Recommended

1.4.1 The council could choose to stay with the previous standard but if challenged in court over the conditions on a new licence the Court would have due regard to the new standard and could criticise the local authority for failing to use the current model and would vary, amend or quash conditions on the licence.

1.4.2 A different standard could be adopted but the proposals provide flexibility for officers to ensure the right conditions are set having regard to the particular site's circumstances.

1.5.1 The adoption of the new standard will provide a new flexible range of conditions which will assist businesses keen to develop or redevelop permanent residential sites to an improved standard. The standard will also ensure that stronger, safer and healthier communities fit for the 21<sup>st</sup> Century are built in the park homes sector.

## 1.6 Risk Management

### 1.6.1

Risk	Implications	Level	Action/Steps
Site owner may object to new conditions	Possible referral to court over issued licence	Low	Legislation has facilities for negotiation prior to implementation. LA must show benefit of change
Site Residents may object to new conditions	Increased complaints and reputation issues	Medium/Low	LA must demonstrate the benefit of change and consult residents.
Site owner does not undertake fire risk assessment	Increased fire risk	Low	LA can prosecute for breach of condition and Fire authority can prosecute as a statutory requirement.
Increased legal action over change	Increased cost to Council	Medium	Increased communication with owners. LA must justify benefits. Legal action only when justified

## 1.7 Other Implications

### 1.7.1

1. Financial	
2. Staffing	
3. Legal	X
4. Equality Impact Needs Assessment	X
5. Environmental/Sustainable Development	X
6. Community Safety	
7. Human Rights Act	X
8. Procurement	

### 1.7.2 Legal

The adoption of the new standard could lead to the likelihood of some legal action being needed to improve standards but the legislation permits for no change without the opportunity to make representations and this should ensure agreed processes are achieved.

### 1.7.3 Equality Impact Needs Assessment and Human Rights.

By setting standards the Local authority ensures that a consistent approach to caravan site development that protects park home residents. By preparing a bespoke standard for single units and family units the local authority ensures that a common practical approach is achieved for all small sites that show no discrimination to different groups including gypsies and travellers.

### 1.7.4 Environmental/Sustainable Development

The model standards set requirements for electricity, gas, water and waste management which are all designed to minimise impact on the environment whilst setting clear standards for human habitation.

## 1.8 Consultations

As part of the process the Model Standards were consulted upon with Parish councils and two responded. Copies of the responses are attached as Appendix 5. The responses have been considered by Officers with the following comments.

1.8.1 The issues raised are primarily planning matters and as planning permission is a precursor to the granting of a licence the majority of the issues raised can now be considered through planning law and its enforcement. In particular Conditions 22 to 26 in the old standard were removed on that basis to avoid duplication. The old condition 27 has been replaced by the more flexible and effective condition 12 in the new standard geared towards maintaining the conditions set. The old conditions relevance has been reduced by the use of planning powers prior to the licence process.

1.8.2 These proposals are for Model Conditions and the Council does have the flexibility to use any condition that it thinks necessary for a particular set of circumstances provide that it is enforceable and not over burdensome given the appeals process and case law.

## 1.9 Conclusions

### 1.9.1 The Standards Adoption

"The Model Standards 2008 for Caravan Sites in England" provide a logical and timely update to the conditions to be adopted for new and redeveloped residential park home sites. Where appropriate these standards can be used when renewing licences on existing sites. The new model standard for small sites is a logical derivative of the standard for these smaller environments. It is recommended that these standards be adopted for all new licences.

### 1.8.2 The Future

In mid 2009 the CLG issued a consultation document on the future of Caravan Site Licensing in England. Some of the key proposals were

- Licences should only be held by fit and proper persons

- Licences should be subject to an annual review which will be charged for as will the issue of licence.
- Local authorities will have the power to take over the running of unsatisfactory sites.
- Single family sites may be removed from the requirement to licence
- Local authorities will be able to default works and recharge owners.
- If change is implemented then all site licences will be suspended and interim licences will be issued until the standards to be set are achieved.

Clearly the Government is looking at a significant reform in the area of Caravan site licensing and when the scale and extent of the change is announced through legislative change a further report on the implications will be submitted to the cabinet member.

However, the exact date for any change remains unknown and therefore, it is considered that the proposed changes be introduced.

## 1.10 Background Documents

### 1.10.1 The Model Standards 2008 for Caravan Sites in England

#### **NO REPORT WILL BE ACCEPTED WITHOUT THIS BOX BEING COMPLETED**

Is this a Key Decision?      Yes      ☒      No      ☐

If yes, when did it appear in the Forward Plan? June 2009 \_\_\_\_\_

Is this an Urgent Key Decision?      Yes      ☐      No      ☒

#### Reason for Urgency

[State why the decision is urgent and cannot wait until the next issue of the forward plan.]

#### **How to Comment**

Should you have any comments on the issue that is being considered please contact either the relevant Officer or the Member of the Executive who will be taking the decision.

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## **Appendix 1**

### **New Conditions 2008(Draft)**

### **THE MAIDSTONE BOROUGH COUNCIL**

### **CARAVAN SITES AND CONTROL OF DEVELOPMENT ACT 1960**

Standard Conditions Adopted 2009, to be Applied to Permanent Residential Mobile Home/Caravan Sites Subject to Due Regard Being Given to the Particular Circumstances of Each Site

#### **1. The Boundaries and Plan of the Site**

- (i) The boundaries of the site from any adjoining land shall be clearly marked by a man made or natural feature.
- (ii) No caravan or combustible structure shall be positioned within 3 metres of the boundary of the site.
- (iii) (a) A plan of the site shall be supplied to the local authority upon the application for a licence and, thereafter whenever there is a material change to the boundaries or layout of the site, or at any other time on the demand of the local authority.  
  
(b) The plan supplied must clearly illustrate the layout of the site including all relevant structures, features and facilities on it and shall be of suitable quality.

#### **2. Density, Spacing and Parking Between Caravans**

- (i) Except in the case mentioned in sub paragraph (iii) and subject to sub paragraph (iv), every caravan must where practicable be spaced at a distance of no less than 6 metres (the separation distance) from any other caravan which is occupied as a separate residence.
- (ii) No caravan shall be stationed within 2 metres of any road or communal car park within the site or more than 50 metres from such a road within the site.
- (iii) Where a caravan has retrospectively been fitted with cladding from Class 1 fire rated materials to its facing walls, then the separation distance between it and an adjacent caravan may be reduced to a minimum of 5.25 metres.
- (iv) In any case mentioned in subparagraph (i) or (iii):
  - (a) A porch attached to the caravan may protrude one metre into the separation distance and must not exceed 2 metres in length and 1 metre in depth. The porch must not exceed the height of the caravan. Where a porch is installed only one door may be permitted at that entrance to the home, either on the porch or on the home.

## Appendix 1

- (b) Eaves, drainpipes and bay windows may extend into the separation distance provided the total distance between the extremities of two facing caravans is not less than 5 metres, except where sub paragraph (iii) applies in which case the extension into the separation distance shall not exceed 4.25 metres.
- (c) Any structure including steps, ramps, etc (except a garage or car port), which extends more than 1 metre into the separation distance shall be of non-combustible construction. There should be a 4.5 metre clear distance between any such structure and any adjacent caravan.
- (d) A garage or car port may only be permitted within the separation distance if it is of non-combustible construction.
- (e) Windows in structures within the separation distance shall not face towards the caravan on either side.
- (f) Fences and hedges, where allowed and forming the boundary between adjacent caravans, should be a maximum of 1 metre high.
- (g) Private cars may be parked within the separation distance provided that they do not obstruct entrances to caravans or access around them and they are a minimum of 3 metres from an adjacent caravan.
- (v) The density of caravans on a site shall be determined in accordance with relevant health and safety standards and fire risk assessments.

### 3. Roads, Gateways and Overhead Cables

- (i) Roads shall be designed to provide adequate access for emergency vehicles and routes within the site for such vehicles must be kept clear of obstruction at all times.
- (ii) New roads shall be constructed and laid of suitable bitumen macadem or concrete with a suitable compacted base.
- (iii) All roads shall have adequate surface water/storm drainage.
- (iv) New two way roads shall not be less than 3.7 metres wide, or if they are designed for and used by one way traffic, not less than 3 metres wide.
- (v) One-way systems shall be clearly signposted.
- (vi) Where existing two way roads are not 3.7 metres wide, passing places shall be provided where practical.
- (vii) Vehicular access and all gateways to the site must be a minimum of 3.1 metres wide and have a minimum height clearance of 3.7 metres.

## **Appendix 1**

(viii) Roads shall be maintained in a good condition.

(ix) Cable overhangs must meet the statutory requirements.

### **4. Footpaths and Pavements**

- (i) Every caravan shall be connected to a road by a footpath with a hard surface which shall be maintained in good condition.
- (ii) Where practicable, communal footpaths and pavements shall not be less than 0.9 metres wide.

### **5. Lighting**

Roads, communal footpaths and pavements shall be adequately lit between dusk and dawn to allow the safe movement of pedestrians and vehicles around the site during the hours of darkness.

### **6. Bases**

- (i) Every unit must stand on a concrete base or hard-standing.
- (ii) The base must extend over the whole area occupied by the unit, and must project a sufficient distance outwards from its entrance or entrances to enable occupants to enter and leave safely. The hard standings must be constructed to the industry guidance, current at the time of siting, taking into account local conditions.

### **7. Maintenance of Common Areas, including Grass, Vegetation and Trees**

- (i) Every part of the site to which the public have access shall be kept in a clean and tidy condition.
- (ii) Every road, communal footpath and pavement on the site shall be maintained in a good condition, good repair and clear of rubbish.
- (iii) Grass and vegetation shall be cut and removed at frequent and regular intervals.
- (iv) Trees within the site shall (subject to the necessary consents) be maintained.
- (v) Any cuttings, litter or waste shall be removed from the immediate surrounds of a pitch.

## **Appendix 1**

### **8. Supply & Storage of Gas etc**

- (i) Gas (including natural gas) and oil installations, and the storage of supplies shall meet current statutory requirements, relevant Standards and Codes of Practice.
- (ii) Liquefied Petroleum Gas cylinders must not be positioned or secured in such a way as to impede access or removal in the event of an emergency.

### **9. Electrical Installations**

- (i) On the site there shall be installed an electricity network of adequate capacity to meet safely all reasonable demands of the caravans and other facilities and services within it.
- (ii) The electrical network installations shall be subject to regulation under current relevant legislation and must be designed, installed, tested, inspected and maintained in accordance with the provisions of the current relevant statutory requirements.
- (iii) Any work on electrical installations and appliances shall be carried out only by persons who are competent to do the particular type of work being undertaken, in accordance with current relevant statutory requirements.
- (iv) Any work on the electrical network within the site shall be done by a competent person fully conversant with the appropriate statutory requirements.

### **10. Water Supply**

- (i) All pitches on the site shall be provided with a water supply sufficient in all respects to meet all reasonable demands of the caravans situated on them.
- (ii) All new water supplies shall be in accordance with all current legislation, regulations and relevant British or European Standards.
- (iii) All repairs and improvements to water supplies and installations shall be carried out to conform with current legislation and British or European Standards.
- (iv) Work on water supplies and installations shall be carried out only by persons who are qualified in the particular type of work being undertaken and in accordance with current relevant legislation and British or European Standards.

## **Appendix 1**

### **11. Drainage and Sanitation**

- (i) Surface water drainage shall be provided where appropriate to avoid standing pools of water.
- (ii) There shall be satisfactory provision for foul and waste water drainage either by connection to a public sewer or sewage treatment works or by discharge to a properly constructed septic tank or cesspool approved by the local authority.
- (iii) All drainage and sanitation provision shall be in accordance with all current legislation and British or European Standards.
- (iv) Work on drains and sewers shall be carried out only by persons who are qualified in the particular type of work being undertaken and in accordance with current legislation and British or European standards.

### **12. Domestic Refuse Storage & Disposal**

- (i) Where communal refuse bins are provided these shall be non-combustible and housed within a properly constructed bin store.
- (ii) All refuse disposal shall be in accordance with all current legislation and regulations.

### **13. Communal Vehicular Parking**

Suitably surfaced parking spaces shall be provided to meet the requirements of residents and their visitors.

### **14. Communal Recreation Space**

On sites where it is practical to do so, suitable space equivalent to about one tenth of the total area of the site shall be allocated for recreational purposes, unless in the local authority's opinion there are adequate recreational facilities within a close proximity to the site.

### **15. Notices and Information**

- (i) The name of the site shall be displayed on a sign in a prominent position at the entrances to the site together with the current name, address and telephone number of the licence holder and manager and emergency contact details, a copy of the site licence or the front page of the said licence and details of where the full licence and other information required to be available under this standard can be viewed and between which times (if not displayed on the notice board).

## Appendix 1

- (ii) A current plan of the site with roads and pitches marked on it shall be prominently displayed at the entrances to it.
- (iii) A copy of the current site licence shall be available for inspection in a prominent place on the site.
- (iv) In addition at the prominent place the following information shall also be available for inspection at the prominent place:
  - (a) A copy of the most recent periodic electrical inspection report.
  - (b) A copy of the site owner's certificate of public liability insurance.
  - (c) A copy of the local flood warning system and evacuation procedures, if appropriate.
  - (d) A copy of the fire risk assessment made for the site.
- (v) All notices shall be suitably protected from the weather and from direct sunlight.

### 16. Flooding

- (i) The site owner shall establish whether the site is at risk from flooding by referring to the Environment Agency's Flood Map.
- (ii) Where there is risk from flooding the site owner shall consult the Environment Agency for advice on the likelihood of flooding, the depths and velocities that might be expected, the availability of a warning service and on what appropriate measures to take.

### 17. Requirement to Comply with the Regulatory Reform (Fire Safety) Order 2005

The site owner shall make available the latest version of the fire risk assessment carried out under the Regulatory Reform (Fire Safety) Order 2005 for inspection by residents and when demanded, a copy of the risk assessment shall be made available to the local authority.

### 18. Fire safety measures where the Regulatory Reform (Fire Safety) Order 2005 does not apply (such as single unit sites and those sites solely occupied by family groups)

- (i) The standards in this paragraph only apply if the site is **not** subject to the Regulatory Reform (Fire Safety) Order 2005.

## **Appendix 1**

### Fire Points

- (ii) These shall be located so that no caravan or site building is more than 30 metres from a fire point. Equipment provided at a fire point shall be housed in a weather-proof structure, easily accessible and clearly and conspicuously marked "FIRE POINT".

### Fire Fighting Equipment

- (iii) Where water standpipes are provided:
  - (a) The water supply shall be of sufficient pressure to project a jet of water not less than 5 metres from the nozzle.
  - (b) There shall be a reel that complies with the current British or European Standard, with a hose not less than 35 metres long, having a means of connection to a water standpipe (preferably a screw thread connection) with a water supply of sufficient pressure and terminating in a small hand nozzle.
  - (c) Hoses shall be housed in a red box and marked "HOSE REEL". Access to the fire point shall not be obstructed or obscured.
- (iv) Where hydrants are provided, hydrants shall conform to the current British or European Standard.
- (v) Access to hydrants and other water supplies shall not be obstructed or obscured.
- (vi) Where standpipes are not provided or the water pressure or flow is not sufficient, each fire point shall be provided with water extinguishers (2 x 9 litres) which comply with the current British or European Standard.

### Fire Warning

- (vii) A suitable means of raising the alarm in the event of a fire shall be provided at each fire point.

### Maintenance and Testing of Fire Fighting Equipment

- (viii) All alarm and fire fighting equipment shall be installed, tested and maintained in working order by persons who are qualified in the particular type of work being undertaken and be available for inspection by, or on behalf of, the licensing authority or the Fire and Rescue Service.

## **Appendix 1**

- (ix) A record shall be kept of all testing and remedial action taken.
- (x) All equipment susceptible to damage by frost shall be suitably protected.

### Fire Notices

- (xi) A clearly written and conspicuous notice shall be provided and maintained at each fire point to indicate the action to be taken in case of fire. This notice should include the following:

“On discovering a fire:

I. Ensure the caravan or site building involved is evacuated.

II. Raise the alarm.

III. Call the fire brigade (the nearest phone is sited at .....).”

## **Appendix 2**

### **Old Conditions 1989**

#### **THE MAIDSTONE BOROUGH COUNCIL**

### **CARAVAN SITES AND CONTROL OF DEVELOPMENT ACT 1960**

Standard Conditions Adopted 1989, to be Applied to Permanent Residential Mobile Home/Caravan Sites Subject to Due Regard Being Given to the Particular Circumstances of Each Site

#### Site Boundaries

1. The boundaries of the site shall be clearly marked, for example by fences or hedges. In addition, the site owner shall give the Council a plan of its layout within 28 days of the issue of the licence. A 3 metre wide area shall be kept clear within the inside of all site boundaries.

#### Density and Space between caravans

2. Not more than 1 mobile home and 1 touring caravan shall be stationed on the site at any one time.
3. Subject to the following variations, every caravan shall be not less than 6 metres from any other caravan which is occupied separately and not less than 2 metres from a road. The point of measurement for porches, awnings, etc. is the exterior cladding of the caravan.

Except that:

- Porches may protrude 1 metre into the 6 metres and shall be of the open type.
- Where awnings are used, the distance between any part of the awning and an adjoining caravan shall not be less than 3 metres. They shall not be of the type which incorporates sleeping accommodation and they shall not face each other or touch.
- Eaves, drainpipes and bay windows may extend into the 6 metres space provided the total distance between the extremities of 2 adjacent units is not less than 5.25 metres.
- Where there are ramps for the disabled, verandahs and stairs extending from the unit, there shall be 4.5 metres clear space between them and two such items shall not face each other in any space. If they are enclosed, they may need to be considered as part of the unit and, as such, shall not intrude into the 6 metres space.

## Appendix 2

- A garage, a shed or a covered storage space shall be permitted between units only if it is of non-combustible construction (including non-combustible roof) and sufficient space is maintained around each unit so as not to prejudice means of escape in case of fire. Windows in such structures should not face towards the units on either side. Car ports and covered walkways shall in no circumstances be allowed within the 6 metres space.

### Roads, Gateways and Footpaths

4. Roads and footpaths shall be designed to provide adequate access for fire appliances. Roads of suitable material shall be provided so that no caravan standing is more than 50 metres from a road. Each standing shall be connected to a carriageway by a footpath with a hard surface. Roads shall not be less than 3.7 metres wide, or, if they form part of a clearly-marked one way traffic system, 3 metres wide. Gateways shall be a minimum of 3.1 metres wide and have a minimum height clearance of 3.7 metres. Footpaths shall not be less than 0.75 metres wide. Road shall have no overhead cable less than 4.5 metres above the ground. Roads and footpaths shall be suitably lit. Emergency vehicle routes within the site shall be kept clear of obstruction at all times.
5. Access roads to and from the site in private ownership not forming part of the public highway shall be maintained to the above standard.

### Hard Standings

6. Every caravan shall stand on a concrete hard-standing which shall extend over the whole area occupied by the caravan placed upon it, and shall project a sufficient distance outwards from its entrance or entrances to enable occupants to enter and leave safely.

### Fire Fighting Appliances

#### Fire Points

7. These shall be established so that no caravan or site building is more than 30 metres from a fire point. They shall be housed in a weatherproof structure, easily accessible and clearly and conspicuously marked "FIRE POINT".

### Fire Fighting Equipment

8. Where water standpipes are provided and there is a water supply of sufficient pressure and flow to project a jet of water approximately 5 metres from the nozzle, such water standpipes shall be situated at each fire point. There shall also be a reel that complies with British

## Appendix 2

Standard 5306 Part 1, with a hose not less than 30 metres long, having a means of connection to a water standpipe (preferably a screw thread connection) with a water supply of sufficient pressure and terminating in a small hand control nozzle. Hoses shall be housed in a box painted red and marked "HOSE REEL".

9. Where standpipes are not provided but there is a water supply of sufficient pressure and flow, fire hydrants shall be installed within 100 metres of every caravan standing. Hydrants shall conform to British Standard 750. Access to hydrants and other water supplies shall not be obstructed or obscured.
10. Where standpipes are not provided or the water pressure or flow is not sufficient, each fire point shall be provided with either water extinguishers (2 x 9 litre) or a water tank of at least 500 litres capacity fitted with a hinged cover, 2 buckets and 1 hand pump or bucket pump.

### Fire Warning

11. A means of raising the alarm in the event of a fire shall be provided at each fire point. This could be by means of a manually operated sounder, e.g. metal triangle with a striker, gong or hand operated siren, or other approved system.

### Maintenance

12. All alarm and fire fighting equipment shall be installed, tested and maintained in working order by a competent person and be available for inspection by, or on behalf of, the licensing authority. A log book shall be kept to record all tests and any remedial action.
13. All equipment susceptible to damage by frost shall be suitably protected.

### Fire Notices

14. A clearly written and conspicuous notice shall be provided and maintained at each fire point to indicate the action to be taken in case of fire and the location of the nearest telephone. This notice shall include the following:

"On discovering a fire

- i. Ensure the caravan or site building involved is evacuated.
- ii. Raise the alarm.
- iii. Call the fire brigade (the nearest telephone is sited .....).

## Appendix 2

- iv. Attach the fire using the fire fighting equipment provided, if safe to do so.

It is in the interest of all occupiers of this site to be familiar with the above routine and the method of operating the fire alarm and fire fighting equipment”.

### Fire Hazards

15. Long grass and vegetation shall be cut at frequent and regular intervals where necessary to prevent it becoming a fire hazard to caravans, buildings or other installations on the site. Any such cuttings shall be removed from the vicinity of caravans. The space beneath and between caravans shall not be used for the storage of combustible materials.

### Telephones

16. An immediately accessible telephone shall be available on the site for calling the emergency services. A notice by the telephone shall include the address of the site.

### Other

17. In addition to the above the Fire Prevention Officer of the Kent Fire Brigade shall be consulted and any recommendations shall be subsequently made a condition of this licence.

### Storage of Liquefied Petroleum Gas (LPG)

18. LPG storage supplied from tanks shall comply with Guidance Booklet HSG 34 “The Storage of LPG at Fixed Installations” or, where LPG is supplied from cylinders, with Guidance Note CS4 “The Keeping of LPG in Cylinders and Similar Containers” as appropriate.

Where there are metered supplied from a common LPG storage tank, then Guidance Note CS11 “The Storage of Use of LPG at Metered Estates” provides further guidance. In this case and where a British Gas mains supply is available, then the Gas Safety (Installation and Use) Regulations 1984 and the Pipe-lines Act 1962 may also be applicable.

Exposed gas bottles or cylinders shall not be within the separation boundary of an adjoining unit.

LPG installations shall conform to British Standard 5482, “Code of Practice for domestic butane and propane gas burning installations, Part 2: 1977 Installations in Caravans and non-permanent dwellings”.

## Appendix 2

For mains gas supply, the 1984 Regulations will be relevant for the installation downstream of any service pipe(s) supplying any primary meter(s) and such service pipes are subject to the Gas Safety Regulations 1972.

In cases where the site owner supplies gas to caravans on the site, he may need an authorisation to do so from OFGAS under the Gas Act 1986.

### Electrical Installations

19. The Site shall be provided with an electricity supply sufficient in all respects to meet all reasonable demands of the caravans situated thereon.
20. Any electrical installations, which are not Electricity Board works and circuits subject to regulations made by the Secretary of State under section 16 of the Energy Act 1983 and section 64 of the Energy Act 1983 and section 64 of the Electricity Act 1947, shall be installed, tested and maintained in accordance with the provisions of the Institution of Electrical Engineers' (IEE) Regulations for Electrical installations for the time being in force, and where appropriate, to the standard which would be acceptable for the purposes of the Electricity Supply Regulations 1988, Statutory Instrument 1988 No 1057.
21. Work on electrical installations and appliances shall be carried out only by competent persons such as the manufacturer's appointed agent, the electricity supplier, a professionally qualified electrical engineer, a member of the Electrical Contractors' Association, a contractor approved by the National Inspection Council for Electrical Installation Contracting, or a qualified person acting on behalf of one of the above. The installations shall be inspected periodically: under IEE wiring regulations, every year or such longer period (not exceeding 3 years) as is considered appropriate in each case. When an installation is inspected, it shall be judged against the current regulations.

The inspector shall within 1 month of such an inspection, issue an inspection certificate in the form prescribed in the IEE Wiring Regulations which shall be retained by the site operator and displayed, supplemented or replaced by subsequent certificates, with the site licence. The cost of the inspection and report shall be met by the site operator or licence holder.

22. If an inspection reveals that an installation no longer complies with the regulations extant at the time it was first installed, any deficiencies shall be rectified. Any major alterations and extensions to an

## **Appendix 2**

installation and all parts of the existing installation affected by them shall comply with the latest version of the IEE Wiring Regulations.

23. Where there are overhead electric lines on the site, suitable warning notices shall be displayed at the entrance to the site and on supports for the line. Where appropriate, particular attention should be drawn to the danger of masts of yachts or dinghies contacting the line (if applicable).

### Water Supply

24. The site shall be provided with a water supply in accordance with appropriate Water Company Byelaws and statutory quality standards.

### Drainage, Sanitation and Washing Facilities

25. Satisfactory provision shall be made for foul drainage, either by connection to a public sewer or sewage treatment works or by discharge to a properly constructed septic tank or cesspool approved by the local Council.
26. Every caravan shall have its own water supply and water closet. Each caravan standing shall be provided with a connection to the foul drainage system; the connection shall be capable of being made air-tight when not in use.
27. Satisfactory provision shall be made for the disposal of rain and surface water from the site, buildings, caravans, roads and footpaths.

### Refuse Disposal

28. Every caravan standing shall have an adequate number of suitable non-combustible refuse bins with close-fitting lids or plastic bags. Arrangements shall be made for the bins to be emptied regularly. Where communal refuse bins are also provided these shall be of similar construction and housed within a properly constructed bin store.

### Parking

29. Sufficient car parking spaces, surfaced with suitable road making material shall be provided to meet the needs of the site occupants and visitors.

## **Appendix 2**

No motor vehicles shall be parked on the site other than on such car parking places. Plastic and wooden boats shall not be parked between units.

### Recreation Space

30. Where children live on the site, space equivalent to about one-tenth of the total area shall be allocated for children's games and/or other recreational purposes.

### Sleeping Accommodation

31. Caravans shall not be used as sleeping accommodation at any time by more persons than the number they can reasonably be regarded as having been designed to accommodate for this purpose.

### Storage Space

32. Every caravan standing shall be provided with at least 3 square metres of covered storage space in a separate lockable structure.

### General

33. Railway vehicles, tramcars, omnibus or van bodies, aeroplane fuselages or similar structures, whether on wheels or not and however adapted shall not be stationed or erected on the site for any purpose.
34. Tents and sheds intended for human habitation shall not be stationed or erected on the site.
35. All equipment, structures and facilities which have been provided in compliance with these site licence conditions shall be maintained at all times in a good state of repair and in satisfactory working order.
36. No heavy goods or commercial vehicles, other than delivery and service vehicles, shall be brought on to the site.
37. The site shall be maintained in a clean, tidy and sanitary condition.

### Notices (In addition to those referred to above)

38. A suitable sign shall be prominently displayed at the site entrance indicating the name of the site.
39. A copy of the site licence with its conditions shall be displayed prominently on the site, if four or more caravans are permitted.

## **Appendix 2**

40. Notices and a plan shall be displayed on the site setting out the action to be taken in the event of an emergency. They shall show where the police, fire brigade, ambulance, and local doctors can be contacted, and the location of the nearest public telephone. The notices shall also give the name and location/telephone number of the site licence holder or his/her accredited representative. At sites subject to flood risk, warning notices shall be displayed giving advice about the operation of the flood warning system.
41. All notices shall be suitably protected from the weather and displayed where possible out of the direct rays of the sun, preferably in areas lit by artificial lighting.

### Carrying out of Works

42. Where the site already has caravans stationed upon it, the works necessary to comply with these licence conditions shall be completed within *56 DAYS* from the date of issue of this licence.

## Appendix 3



### **New Conditions 2008(Draft)**

### **CARAVAN SITES AND CONTROL OF DEVELOPMENT ACT 1960**

(Residential conditions for small single family sites)

Schedule of Conditions to be applied to Caravan Site Licence No.

XXXXXXXXX

[ Site Address]

#### 1. The Boundaries and Plan of the Site

- (i) The boundaries of the site from any adjoining land shall be clearly marked by a man made or natural feature.
- (ii) No caravan or combustible structure shall be positioned within 3 metres of the boundary of the site.
- (iii) (a) A plan of the site shall be supplied to the local authority upon the application for a licence and, thereafter whenever there is a material change to the boundaries or layout of the site, or at any other time on the demand of the local authority.  
  
(b) The plan supplied must clearly illustrate the layout of the site including all relevant structures, features and facilities on it and shall be of suitable quality.

#### 2. Density, Spacing and Parking Between Caravans

- (i) Not more than **XX mobile homes and XX touring caravan(s)** shall be stationed on the site at any one time.
- (ii) Except in the case mentioned in sub paragraph (iv) and subject to sub paragraph (v), every caravan must where practicable be spaced at a distance of no less than 6 metres (the separation distance) from any other caravan which is occupied as a separate residence.
- (iii) No caravan shall be stationed within 2 metres of any road or communal car park within the site or more than 50 metres from such a road within the site.
- (iv) Where a caravan has been retrospectively fitted with cladding from Class 1 fire rated materials to its facing walls, then the separation distance between it and an adjacent caravan may be reduced to a

## Appendix 3

minimum of 5.25 metres.

(v) In any case mentioned in subparagraph (ii) or (iv):

- (a) A porch attached to the caravan may protrude one metre into the separation distance and must not exceed 2 metres in length and 1 metre in depth. The porch must not exceed the height of the caravan. Where a porch is installed only one door may be permitted at that entrance to the home, either on the porch or on the home.
- (b) Eaves, drainpipes and bay windows may extend into the separation distance provided the total distance between the extremities of two facing caravans is not less than 5 metres, except where sub paragraph (iv) applies in which case the extension into the separation distance shall not exceed 4.25 metres.
- (c) Any structure including steps, ramps, etc (except a garage or car port), which extends more than 1 metre into the separation distance shall be of non-combustible construction. There should be a 4.5 metre clear distance between any such structure and any adjacent caravan.
- (d) A garage or car port may only be permitted within the separation distance if it is of non-combustible construction.
- (e) Windows in structures within the separation distance shall not face towards the caravan on either side.
- (f) Fences and hedges, where allowed and forming the boundary between adjacent caravans, should be a maximum of 1 metre high.
- (g) Private cars may be parked within the separation distance provided that they do not obstruct entrances to caravans or access around them and they are a minimum of 3 metres from an adjacent caravan.

(vi) The density of caravans on a site shall be determined in accordance with relevant health and safety standards and fire risk assessments.

### 3. Roads, Gateways and Overhead Cables

(i) Roads shall be designed to provide adequate access for emergency

## **Appendix 3**

vehicles and routes within the site for such vehicles must be kept clear of obstruction at all times.

- (ii) New roads shall be constructed and laid of suitable bitumen macadem or concrete with a suitable compacted base.
- (iii) All roads shall have adequate surface water/storm drainage.
- (iv) New two way roads shall not be less than 3.7 metres wide, or if they are designed for and used by one way traffic, not less than 3 metres wide.
- (v) One-way systems shall be clearly signposted.
- (vi) Where existing two way roads are not 3.7 metres wide, passing places shall be provided where practical.
- (vii) Vehicular access and all gateways to the site must be a minimum of 3.1 metres wide and have a minimum height clearance of 3.7 metres.
- (viii) Roads shall be maintained in a good condition.
- (ix) Cable overhangs must meet the statutory requirements.

### **4. Footpaths and Pavements**

- (i) Every caravan shall be connected to a road by a footpath with a hard surface which shall be maintained in good condition.
- (ii) Where practicable, communal footpaths and pavements shall not be less than 0.9 metres wide.

### **6. Bases**

- (i) Every unit must stand on a concrete base or hard-standing.
- (ii) The base must extend over the whole area occupied by the unit, and must project a sufficient distance outwards from its entrance or entrances to enable occupants to enter and leave safely. The hard standings must be constructed to the industry guidance, current at the time of siting, taking into account local conditions. This condition will be complied with, within a period of not more than XX days from the date of issue of licence.

### **7. Maintenance of Common Areas, including Grass, Vegetation and Trees**

- (i) The site shall be maintained in a clean, tidy and sanitary condition.

### **Appendix 3**

- (ii) Every road, communal footpath and pavement on the site shall be maintained in a good condition, good repair and clear of rubbish.
- (iii) Grass and vegetation shall be cut and removed at frequent and regular intervals.
- (iv) Trees within the site shall (subject to the necessary consents) be maintained.
- (v) Any cuttings, litter or waste shall be removed from the immediate surrounds of a pitch.

#### **8. Supply & Storage of Gas etc**

- (i) Gas (including natural gas) and oil installations, and the storage of supplies shall meet current statutory requirements, relevant Standards and Codes of Practice.
- (ii) Liquefied Petroleum Gas cylinders must not be positioned or secured in such a way as to impede access or removal in the event of an emergency.

#### **9. Electrical Installations**

- (i) On the site there shall be installed an electricity network of adequate capacity to meet safely all reasonable demands of the caravans and other facilities and services within it.
- (ii) The electrical network installations shall be subject to regulation under current relevant legislation and must be designed, installed, tested, inspected and maintained in accordance with the provisions of the current relevant statutory requirements.
- (iii) Any work on electrical installations and appliances shall be carried out only by persons who are competent to do the particular type of work being undertaken, in accordance with current relevant statutory requirements.
- (iv) Any work on the electrical network within the site shall be done by a competent person fully conversant with the appropriate statutory requirements.

#### **10. Water Supply**

- (i) All pitches on the site shall be provided with a water supply sufficient in all respects to meet all reasonable demands of the caravans situated on them.

## **Appendix 3**

- (ii) All new water supplies shall be in accordance with all current legislation, regulations and relevant British or European Standards.
- (iii) All repairs and improvements to water supplies and installations shall be carried out to conform with current legislation and British or European Standards.
- (iv) Work on water supplies and installations shall be carried out only by persons who are qualified in the particular type of work being undertaken and in accordance with current relevant legislation and British or European Standards.

### **11. Drainage and Sanitation**

- (i) Surface water drainage shall be provided where appropriate to avoid standing pools of water.
- (ii) There shall be satisfactory provision for foul and waste water drainage either by connection to a public sewer or sewage treatment works or by discharge to a properly constructed septic tank or cesspool approved by Maidstone Borough Council, Environment Agency and appropriate Water Company.
- (iii) All drainage and sanitation provision shall be in accordance with all current legislation and British or European Standards.
- (iv) Work on drains and sewers shall be carried out only by persons who are qualified in the particular type of work being undertaken and in accordance with current legislation and British or European standards.

### **12. Domestic Refuse Storage & Disposal**

- (i) Each Caravan shall have an adequate number of suitable non combustible refuse bins with close fitting lids or plastic bags
- (ii) Where communal refuse bins are provided these shall be non-combustible and housed within a properly constructed bin store.
- (iii) All refuse disposal shall be in accordance with all current legislation and regulations.

### **13. Communal Vehicular Parking**

Suitably surfaced parking spaces shall be provided to meet the requirements of residents and their visitors.

## Appendix 3

### 16. Flooding

- (i) The site owner shall establish whether the site is at risk from flooding by referring to the Environment Agency's Flood Map.
- (ii) Where there is risk from flooding the site owner shall consult the Environment Agency for advice on the likelihood of flooding, the depths and velocities that might be expected, the availability of a warning service and on what appropriate measures to take.

### 18. Fire safety measures where the Regulatory Reform (Fire Safety) Order 2005 does not apply (such as single unit sites and those sites solely occupied by family groups)

#### Fire Safety

- (i) The following requirements on fire safety must be implemented within XX days from the occupation of the site:
  - a. Each mobile home/caravan shall have single point smoke detectors fitted inside them
  - b. Each mobile home/caravan shall have a small AFFF fire extinguisher and fire blanket available for use and positioned next to the final exit door from the mobile home/caravan.
  - c. A fire evacuation plan for the mobile homes and the site shall be established and practiced.
  - d. A method of raising the alarm with the local Fire Authority should be established and all persons on the site should be informed as to the method established. This may include the use of Mobile Telephones/land line telephones to make contact with the Fire Authority using the emergency 999 telephone number.

#### Fire Hazards

- (ii) Long grass and vegetation shall be cut at frequent and regular intervals where necessary to prevent it becoming a fire hazard to caravans, buildings or other installations on the site. Any such cuttings shall be removed from the vicinity of caravans. The space beneath and between caravans shall not be used for the storage of combustible materials.

#### Carrying out of Works

- 19. Where the site already has caravans stationed upon it, the works necessary to comply with these licence conditions shall be completed within XXXXX from the date of issue of this licence.

## Appendix 4

### **Old Conditions 1989**

### **CARAVAN SITES AND CONTROL OF DEVELOPMENT ACT 1960**

(Residential conditions for small single family sites)

Schedule of Conditions to be applied to Caravan Site Licence No. XXXXXXXX  
[ Site Address]

#### Site Boundaries

2. The boundaries of the site shall be clearly marked, for example by fences or hedges. In addition, the site owner shall provide the Maidstone Borough Council with a plan of the site layout within 28 days from the date of issue of the Licence. A 3 metre wide area shall be kept clear within the inside of all boundaries.

#### Density and Space between caravans

3. Not more than **XX mobile homes and XX touring caravan(s)** shall be stationed on the site at any one time.
4. Subject to the following variations, every caravan shall be not less than 6 metres from any other caravan which is occupied separately and not less than 2 metres from a road. The point of measurement for porches, awnings, etc. is the exterior cladding of the caravan.

Except that:

Porches may protrude 1 metre into the 6 metres and shall be of the open type.

Where awnings are used, the distance between any part of the awning and an adjoining caravan shall not be less than 3 metres. They shall not be of the type which incorporates sleeping accommodation and they shall not face each other or touch.

Eaves, drainpipes and bay windows may extend into the 6 metres space provided the total distance between the extremities of 2 adjacent units is not less than 5.25 metres.

Where there are ramps for the disabled, verandahs and stairs extending from the unit, there shall be 4.5 metres clear space between them and two such items shall not face each other in any space. If they are enclosed, they may need to be considered as part of the unit and, as such, shall not intrude into the 6 metres space.

## Appendix 4

A garage, a shed or a covered storage space shall be permitted between units only if it is of non-combustible construction (including non-combustible roof) and sufficient space is maintained around each unit so as not to prejudice means of escape in case of fire. Windows in such structures should not face towards the units on either side. Car ports and covered walkways shall in no circumstances be allowed within the 6 metres space.

### Roads, Gateways and Footpaths

5. Roads and footpaths shall be designed to provide adequate access for fire appliances. Roads of suitable material and construction to support vehicular movement shall be provided within the site boundaries. Each standing shall be connected to a road by a footpath with a hard surface. Roads shall not be less than 3.0 metres wide. Gateways shall be a minimum of 3.1 metres wide and have a minimum height clearance of 3.7 metres. Footpaths shall not be less than 0.75 metres wide. Road shall have no overhead cable less than 4.5 metres above the ground. Roads and footpaths shall be suitably lit. Emergency vehicle routes within the site shall be kept clear of obstruction at all times.
6. Access roads to and from the site in private ownership not forming part of the public highway shall be maintained to the above standard.

### Hard Standings

7. Every caravan shall stand on a concrete hard-standing which shall extend over the whole area occupied by the caravan placed upon it, and shall project a sufficient distance outwards from its entrance or entrances to enable occupants to enter and leave safely. This condition shall be complied with, within a period of not more than 42 days from the date of issue of this licence.

### Fire Safety

8. The following requirements on fire safety must be implemented within XX days from the occupation of the site:
  - a. Each mobile home/caravan shall have single point smoke detectors fitted inside them
  - b. Each mobile home/caravan shall have a small AFFF fire extinguisher and fire blanket available for use and positioned next to the final exit door from the mobile home/caravan.
  - c. A fire evacuation plan for the mobile homes and the site shall be established and practiced.
  - d. A method of raising the alarm with the local Fire Authority should be established and all persons on the site should be informed as to the method established. This may include the use

## Appendix 4

of Mobile Telephones/land line telephones to make contact with the Fire Authority using the emergency 999 telephone number.

### Fire Hazards

9. Long grass and vegetation shall be cut at frequent and regular intervals where necessary to prevent it becoming a fire hazard to caravans, buildings or other installations on the site. Any such cuttings shall be removed from the vicinity of caravans. The space beneath and between caravans shall not be used for the storage of combustible materials.

### Storage of Liquefied Petroleum Gas (LPG)

10. LPG gas use on the site shall be carried out in accordance with current appropriate and applicable legislation, regulations and guidance, including but not exclusive to the following:

LPG gas supplied from tanks shall comply with the Health & safety Executives (HSE) Guidance Booklet HSG 34 "The Storage of LPG at Fixed Installations" or, where LPG is supplied from cylinders, with the HSE Guidance Note CS4 "The Keeping of LPG in Cylinders and Similar Containers" as appropriate.

Where there are metered supplied from a common LPG storage tank, then the HSE's Guidance Note CS11 "The Storage of Use of LPG at Metered Estates" provides further guidance. In this case and where a British Gas mains supply is available, the Gas Safety (Installation and Use) Regulations 1984 and the Pipe-lines Act 1962 may also be applicable.

Exposed gas bottles or cylinders shall not be within the separation boundary of an adjoining unit.

LPG installations shall confirm to British Standard 5482, "Code of Practice for domestic butane and propane gas burning installations, Part 2: 1977 Installations in Caravans and non-permanent dwellings".

For mains gas supply, the 1984 Regulations will be relevant for the installation downstream of any service pipe(s) supplying any primary meter(s) and such service pipes are subject to the Gas Safety Regulations 1972.

### Electrical Installations

11. The Site shall be provided with an electricity supply sufficient in all respects to meet all reasonable demands of the caravans situated thereon.

## **Appendix 4**

12. All electrical installations on the site shall conform to current appropriate and applicable legislation, regulations and guidance, including, but not exclusive to the following:

Any electrical installations, which are not Electricity Board works and circuits subject to regulations made by the Secretary of State under section 16 of the Energy Act 1983 and section 64 of the Energy Act 1983 and section 64 of the Electricity Act 1947, shall be installed, tested and maintained in accordance with the provisions of the Institution of Electrical Engineers' (IEE) Regulations for Electrical installations for the time being in force, and where appropriate, to the standard which would be acceptable for the purposes of the Electricity Supply Regulations 1988, Statutory Instrument 1988 No 1057.

### Water Supply

13. The site shall be provided with a water supply in accordance with appropriate Water Company Byelaws and statutory drinking water quality standards.

### Drainage, Sanitation and Washing Facilities

14. Satisfactory provision shall be made for foul drainage from any source within the curtilage of the premises, either by connection to a public sewer or sewage treatment works approved by the Maidstone Borough Council, Environment Agency and appropriate Water Company.
15. Every caravan shall have its own water supply and water closet. Each caravan standing shall be provided with a connection to the foul drainage system; the connection shall be capable of being made air-tight when not in use.
16. Satisfactory provision shall be made for the disposal of rain and surface water from the site, buildings, caravans, roads and footpaths by the use of soakaways constructed to the requirements of the Maidstone Borough Council, Environment Agency and appropriate Water Company.

### Refuse Disposal

17. Each caravan standing shall have an adequate number of suitable non-combustible refuse bins with close-fitting lids or plastic bags. Arrangements shall be made for the bins to be emptied regularly. Where communal refuse bins are also provided these shall be of similar construction and housed within a properly constructed bin store.

## **Appendix 4**

18. Arrangements shall be made with the local waste collection authority (Maidstone Borough Council) for the collection of domestic and other recyclable waste produced by households occupying the premises.

### Parking

19. Sufficient car parking spaces, surfaced with suitable road making material shall be provided to meet the needs of the site occupants and occasional visitors.

### Sleeping Accommodation

20. Caravans shall not be used as sleeping accommodation at any time by more persons than the number they can reasonably be regarded as having been designed to accommodate for this purpose.

### Storage Space

21. Every caravan standing shall be provided with covered weatherproof storage space of between 3 and 5 cubic metres capacity per caravan standing. The provision to meet this condition may be provided in one single separate lockable structure within the curtilage of the premises.

### General

22. Railway vehicles, tramcars, omnibus or van bodies, aeroplane fuselages or similar structures, whether on wheels or not and however adapted shall not be stationed or erected on the site for any purpose.
23. Tents and sheds intended for human habitation shall not be stationed or erected on the site.
24. All equipment, structures and facilities which have been provided in compliance with these site licence conditions shall be maintained at all times in a good state of repair and in satisfactory working order.
25. Other than heavy goods vehicles or commercial vehicles visiting the site for the purposes of making deliveries to it, no heavy goods vehicles or commercial vehicles shall be brought to or kept on the site.
26. The site shall be maintained in a clean, tidy and sanitary condition.

### Carrying out of Works

## **Appendix 4**

27. No Caravan shall be brought onto the site for the purposes of human habitation until the foregoing conditions have been complied with.

# Teston Parish Council

Maidstone Borough Council  
Maidstone House  
King Street  
Maidstone ME15 6JQ

25<sup>th</sup> November 2009

P.R. Correspondence?	
REF:	
27 NOV 2009	Init'l
CHQ. DET. £	
DRAWER	

**ATTENTION:** Mr Ron Wallis / Environmental Health Project Officer

**Your ref:** EH/REW/ModCon08/1

Dear Mr Wallis,

## **New Model Standards for Residential Caravan Sites**

You have asked for comments on the above by end-November, although you have advised us that these revised conditions were extensively consulted on by the government prior to their implementation. We assume that you nevertheless welcome constructive comment.

We have only carefully reviewed the conditions pertinent to small, single family sites, but believe that our comments are valid for all sites.

We note that the revised draft conditions are heavily focused on the well-being of site residents. In relation to light, noise or other pollution emanating from the site, we see no standards that would benefit the site's neighbours, nor do we see any standards relating to the external appearance of the site, which would also benefit the site's neighbours. We would have thought that these considerations would be susceptible to treatment as standard conditions.

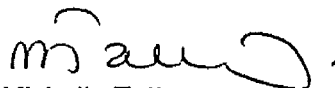
We have also reviewed the old conditions relating to such sites. As a result, we note:

1. the old general conditions numbers 22 to 26 have not been fully carried through to the new conditions, including the banning of heavy goods or commercial vehicles from the site (unless making a delivery); and
2. old condition 27 appears to have been set aside i.e. "no caravan shall be brought onto the site for the purposes of human habitation until the foregoing conditions have been complied with".

Continuation of old conditions 22 to 26 would benefit the site's neighbours and continuation of old condition 27 would protect the site's inhabitants themselves from the impact of bad practices, as well as protecting the site's neighbours from indirect adverse impact of habitation of a site that does not meet standards.

We would be grateful if you would take our comments into consideration, as we are concerned that the government's extensive consultation has apparently not addressed the above matters.

Yours sincerely,



Mrs Michelle Tatton  
Clerk

Copy: Councillor Fay Gooch

Clerk: Michelle Tatton, 10, Clarewood Drive, East Malling, Kent ME19 6PA  
Tel: (01732) 521889 e-mail: testonparish@aol.com

## Lenham Parish Council

18 Headcorn Road,  
Platts Heath,  
Lenham,  
Kent.  
ME17 2NH  
(Tel 01622-858740)

25<sup>th</sup> November, 2009

Ron Wallis  
Environmental Health Project Officer,  
Maidstone Borough Council  
Maidstone House  
King Street,  
Maidstone,  
Kent. ME15 6JQ

P.R. Correspondence?	
REF:	
30 NOV 2009	Init'l
CHQ. DET. £	
DRAWER	

Dear Mr. Wallis,

**Caravan Sites and Control of Development Act 1960 (as amended)**  
**Consultation regarding adoption of New Model Standards for Residential Caravan Sites**

I refer to your letter dated 30<sup>th</sup> October relating to the above which has been considered by my Council.

Lenham Parish Council feels very strongly that any site must be sustainable and within easy reach of schools and medical facilities and must not impact on any Conversation Area or Area of Outstanding Natural Beauty.

Yours sincerely,

*Pat Subb...*

Clerk

(Mrs)

# Agenda Item 2

## **MAIDSTONE BOROUGH COUNCIL**

### **CABINET MEMBER FOR ENVIRONMENT**

#### **REPORT OF THE ASSISTANT DIRECTOR OF DEVELOPMENT AND COMMUNITY STRATEGY**

**Report prepared by Jim Boot**

**Date Issued: 17 December 2009**

#### **1. Project proposal for Climate change adaptation and re-affirmation of Nottingham Declaration**

##### 1.1 Issue for Decision

1.1.1 To consider a project proposal designed to meet the council's commitment, both in the Local Area Agreement and Sustainable Community Strategy, to demonstrate its own preparedness for extreme weather incidents associated with climate change and promote adaptation to climate change within the wider community.

##### 1.2 Recommendation of the Assistant Director of Development and Community Strategy

1.2.1 That the cabinet member agrees the objectives, activities and the staff time required to achieve a Level 3 assessment for the National Indicator 188 "Planning to adapt to climate change" by end of March 2011. The key steps are described in the Kent-wide Delivery Plan for NI 188 (Appendix A). It is based on climate change adaptation guidance from the Local and Regional Partnership Board (LRAP)<sup>i</sup> and the Department for Environment, Food and Rural Affairs (DEFRA)<sup>ii</sup> published in April 2009.

1.2.2 That it is recommended to the Council to re-assert its commitment to the Nottingham Declaration (Appendix B), as a public statement of the council's commitment to adapt to climate change.

##### 1.3 Reasons for Recommendation

###### National Indicator NI 188 Adapting to Climate Change

1.3.1 The Council has committed under the second Kent Area Agreement (KA2)<sup>iii</sup> to prepare itself, other public bodies, charities, businesses and residents for the impacts of climate change.

1.3.2 In addition it will be fulfilling the requirement of the National Indicator 188: "Planning to adapt to climate change" which will in turn contribute positively to the council's forthcoming Comprehensive Area Assessment.

##### Objectives

1.3.3 In summary the NI 188 objectives are:

- Identify, check and update key vulnerabilities – within the timescale present to November 2009 (Level 1)
- Undertake risk assessments of vulnerabilities to identify a proportionate response – December to March 2010 (Level 2)
- Develop an adaptation action plan – April to November 2010 (Level 3) – achievement of Kent Agreement target

1.3.4 It will also be preparing itself to respond to the Secretary of State's new statutory power under the Climate Change Act 2008, set out in the Local and Regional Partnership (LRAP) Board's Guidance (see *italic* below), to demand that Local Authorities, in areas vulnerable to climate change impacts (as described in the new Met Office UK Climate Projections also below in *italic*), can demonstrate a robust approach to climate change adaptation.

*'The new Climate Change Act 2008 includes a power for the Secretary of State to require any public body or statutory undertaker to report on its progress on adaptation, if required. This power might be exercised where a body is seen to have specific vulnerabilities but has not taken account of adaptation issues. With this background, there is an expectation that significant public bodies such as Local Authorities will have taken some action on adaptation. The Act also places a duty on Government to publish an assessment of risk to the UK from climate change, its adaptation programme and progress against it. As part of this reporting, the information from NI188 will be an important tool in demonstrating progress on adapting to climate change nationally and shaping future programmes.'*

#### **Key findings for South East England, 2080s (Source UK Climate Projections 09)**

##### **Medium emissions scenario**

- Under medium emissions, the central estimate of increase in **winter mean temperature** is 3°C; it is very unlikely to be less than 1.6°C and is very unlikely to be more than 4.7°C.
- Under medium emissions, the central estimate of increase in **summer mean temperature** is 3.9°C; it is very unlikely to be less than 2°C and is very unlikely to be more than 6.4°C.
- Under medium emissions, the central estimate of change in **winter mean precipitation** is 22%; it is very unlikely to be less than 4% and is very unlikely to be more than 50%.
- Under medium emissions, the central estimate of change in **summer mean precipitation** is –22%; it is very unlikely to be less than –47% and is very unlikely to be more than 7%.

1.3.5 The project will enable the council to develop an adaptation plan in line with national best practice that will provide a proportionate and prudent approach to tackling climate change.

1.3.6 The project will enable the council to identify the potential costs, both financial and social, of extreme weather events linked to climate change such as flooding, heat wave, drought and storms and the potential savings from acting in advance to prepare for and reduce them.

1.3.7 It will have identified the potential cost savings of being more prepared for extreme weather events – an existing example would be the switch of resources by Property Services from repairs to maintenance of gutters and drains to reduce damage and more costly repair costs as a result of extreme weather events.

1.3.8 In time it may be able to reduce insurance premiums (both our own and those of other organisations and individuals within the borough) by demonstrating to insurers our adaptive approach.

1.3.9 It will inform future planning and development decisions and identify potential adaptive measures to be fitted retrospectively into existing properties and facilities and infrastructure as well as open spaces, agricultural and horticultural land and semi-natural habitats within the borough.

#### 1.4 What is the scope of the project?

1.4.1 The activities required to demonstrate the achievement of a level 3 self-assessment by March 2011 – the Kent districts' KA2 target – are described in detail in the Kent-wide delivery plan (Appendix A). Already a stock-take of key strategies has been undertaken and submitted to DEFRA (Appendix C) to achieve Level 0. A study of local media reports of extreme weather incidents over the last ten years has been undertaken (Appendix D). A programme of structured interviews is currently being held with heads of service to start to raise awareness of the vulnerabilities, associated costs and responses. This will be followed up by a survey of relevant unit managers to obtain more detailed information. This in turn will be used to populate the Kent-wide Local Climate Impacts Profile (LCLIP) which will identify the key vulnerabilities for Maidstone Borough. Combined with the renewed commitment to the Nottingham Declaration, on completion of this work, we will have achieved Level 1.

1.4.2 Next, utilising the council's own risk assessment tool-kit, in a process agreed in principle with the Head of Audit, relevant managers will be involved in small number of workshops to undertake a risk assessment of the key vulnerabilities – the likelihood against their impact – to develop a series of proportionate responses that will form the basis of the adaptation action plan. At this stage we will have achieved Level 2.

1.4.3 The results of the risk assessment process, which includes action planning, will be utilised to develop an overarching adaptation action plan. At this stage we will have achieved level 3.

1.4.4 As part of this process we will be starting to share and work with partners on their own adaptation action planning process through the new Environmental Quality Sub-Group of the LSP. Part of this process will be to

develop an approach of peer challenge both to and by partners to ensure that the adaptive approach is embedded in key organisations across the borough.

1.4.5 The implementation of the adaptation plan, evidenced by performance management reports to the Sub-Group of the LSP from April 2011 will lead to a self-assessment of achievement of Level 4.

## 1.5 Nottingham Declaration

1.5.1 It is highlighted in DEFRA's 'Self Assessment Guidance and Matrix for National Indicator 188' and the LRAP Guidance that Local Authorities need to publicly demonstrate their commitment to adapting to climate change. The signing of – or in Maidstone Borough Council's case - re-affirmation of its commitment to the Nottingham Declaration is highly recommended as a means of doing this. This public commitment will provide part of the evidence necessary to achieve a Level 1 in the NI 188 Self-Assessment.

1.5.2 The Nottingham Declaration has been developed as a means for local authorities in the UK to commit both to reducing their contribution to climate change (NI 185 CO2 reductions from local authority operations and NI 186 Per capita reduction in CO2 emissions in LA area) and adapting to climate change (NI 188 Adapting to climate change).

1.5.3 Maidstone Borough Council, was one of the early signatories of the Nottingham Declaration. However, the declaration has been updated to include a commitment to develop climate change mitigation (carbon reduction) and adaptation plans within two years. As Maidstone's Climate Change Plan 2005-2010 is currently being revised, particularly the aspects relating to carbon reduction under the Energy Saving Trust's One to one Support Programme, it is wholly compatible with this current work and timely to re-affirm our commitment to the Nottingham Declaration.

## Objectives

1.5.4 The commitments in the Nottingham Declaration are to:

- Work with central government to contribute, at a local level, to the delivery of the UK Climate Change Programme, the Kyoto Protocol and the target for carbon dioxide reduction by 2010.
- Participate in local and regional networks for support.
- Within the next two years develop plans with our partners and local communities to progressively address the cause and impacts of climate change, according to our local priorities, securing maximum benefit for our communities.
- Publicly declare, within appropriate plans and strategies, the commitment to achieve a significant reduction of greenhouse gas emissions from our own authority's operations, especially energy sourcing and use, travel and transport, waste production and disposal and the purchasing of goods and services.

- Assess the risk associated with climate change and the implications for our services and our communities of climate change impacts and adapt accordingly.
- Encourage all sectors in our local community to take the opportunity to adapt to the impacts of climate change, to reduce their own greenhouse gas emissions and to make public their commitment to action.
- Monitor the progress of our plans against the actions needed and publish the result.

#### 1.6 Alternative Action and why not Recommended

##### NI 188

1.6.1 There is the option of not achieving a Level 3 self-assessment for NI 188 by end of March 2011. However, this would mean failing to achieve a key target in KA2. It may also pave the way for a weaker assessment under CAA. It would also be inconsistent with the identification of Climate Change as a key strategic risk for the council.

##### Nottingham Declaration

1.6.2 Other districts in Kent have decided not to sign/re-affirm their commitment to the Nottingham Declaration feeling that (a) having signed up to KA2, this is sufficient evidence of their commitment or else (b) that they may have only recently signed the Nottingham Declaration. This is an option for Maidstone Borough Council too. However, it is considered that because (a) Maidstone was an early signatory, (b) signing is compatible to recently agreed policies and actions on carbon reduction, this would be a positive and public means of demonstrating the council's on-going commitment to tackle climate change. While signing the Nottingham Declaration doesn't have a cost, the work from it may incur costs that will need to be met from existing resources or exceptionally from taking an invest to save approach. This will be identified in the risk assessment and action planning phase. However, there are potentially substantial savings for the council, private individuals and private and public bodies alike in terms of being prepared for extreme weather events such as flooding resulting from predicted climate change.

#### 1.7 Impact on Corporate Objectives

##### NI 188

1.7.1 The achievement of Level 3 is consistent with the key objective within the recently adopted SCS Cross-cutting objective: 'Establish Maidstone Borough's reputation as a place for environmental excellence and action on climate change', Topic objective '8.2 Prepare the Borough's communities and businesses to adapt to climate change – particularly extreme weather incidents such as drought, heat-waves, flooding, and the requirement for adequate drainage to minimise surface run off.' It is also consistent with the priority themes within the strategic plan: 'A place that is clean and green' and 'A place with strong, healthy and safe communities' and the

environmental Excellence and Climate change theme which identifies climate change as 'an important issue for Maidstone, having suffered floods in 2000 and a heat-wave in 2003. Drought is of particular concern as Kent is a drought zone and Maidstone is a particularly susceptible area within Kent.' The section: 'What this means for Maidstone' states: 'Maidstone will be better prepared to adapt to climate change and cope with the changes'.

### Nottingham Declaration

1.7.2 Re-affirming the commitment to the Nottingham Declaration is consistent with the objectives within the SCS already mentioned but also with Topic 8.3 'Reduce carbon emissions from fossil fuels across transport, commerce/business and domestic use.' It is also consistent with the Strategic Plan Objective: 'Reduce the Council's carbon emissions through, amongst other activities, the introduction of Environmental Management System and carbon reduction targets.'

### 1.8 Risk Management

1.8.1 The adaptation project outlined is based upon a risk management approach which will generate a proportionate response. While the council has a well established approach to adapting to climate change, having adopted its first climate change plan in 2005 with a range of adaptive measures, there will be a challenge in encouraging partners, residents and businesses to take a similarly robust approach. There may be specific costs associated with adaptation measures that in the present economic climate may be challenging to resource. However, by taking a proportionate approach, particularly emphasising the financial benefits of being better prepared for any future extreme weather events, it should be possible to make a strong business case for prudent investment.

### 1.9 Other Implications

1. Financial	x
1. Staffing	
2. Legal	
3. Equality Impact Needs Assessment	
4. Environmental/Sustainable Development	x
5. Community Safety	
6. Human Rights Act	

- 7. Procurement
- 8. Asset Management


1.9.1 The risk assessment process may identify activities/projects that may require additional resources. However, the initial set of interviews with heads of service demonstrates that some measures are already being undertaken within existing budgets ie emergency planning or property maintenance.

#### 1.10 Conclusions

1.10.1 This is a clearly defined project that if the identified activities are completed on time will enable the council to achieve and evidence a Level 3 self-assessment for NI 188 within two years and develop a robust adaptation action plan. It will also put the council in a position to lead and facilitate partners, businesses and residents in improving their own adaptive measures. Because a risk management approach is taken, it may not be possible to quantify the actual savings made should one of the risk scenarios not be realised because of the adaptive measures taken. However, initial work on the Kent Local Climates Impact Programme suggested that extreme weather events in the last five years have resulted in response and clear up costs in the region of £55 million. In time it is possible that insurers may reduce premiums for organisations/areas that can demonstrate a robust approach to climate change adaptation.

**NO REPORT WILL BE ACCEPTED WITHOUT THIS BOX BEING COMPLETED**

Is this a Key Decision?      Yes      ☒      No      ☐

If yes, when did it appear in the Forward Plan? August 2009

Is this an Urgent Key Decision?      Yes      ☐      No      ☒

**Reason for Urgency**

[State why the decision is urgent and cannot wait until the next issue of the forward plan.]

<sup>i</sup> Adapting to climate change, Guidance notes for NI 188, Local and Regional Partnership Board Version 1.7, April 2009 <http://www.defra.gov.uk/environment/localgovindicators/documents/ni188-guidance-2008.pdf>

<sup>ii</sup> Self Assessment guidance and matrix for National Indicator 188 – Planning to adapt to climate change, DEFRA, version 1.0 April 09 <http://www.defra.gov.uk/environment/localgovindicators/ni188.htm>

<sup>iii</sup> Kent Agreement 2, April 2008 – March 2011, Serving Kent Together, Kent Partnership <http://www.kentpartnership.org.uk/documents/kent%20agreement%202.pdf>

**How to Comment**

Should you have any comments on the issue that is being considered please contact either the relevant Officer or the Member of the Executive who will be taking the decision.

Cllr Mark Wooding

Cabinet Member for Environment]  
Telephone: 07811 055390  
E-mail: markwooding@maidstone.gov.uk

Jim Boot

Community Planning Co-ordinator  
Telephone: 01622 602246  
E-mail: jimboot@maidstone.gov.uk

This framework identifies the key local authority actions to be undertaken for the delivery of NI 188: Preparing to adapt to climate change. An important part of this framework is the Kent Local Climate Impacts Profile (LCLIP), activities highlighted in blue are included in the LCLIP project. \*CCP denotes KCC's *Climate Change Programme*

NI 188 Level	Aim (based on 188 guidance notes)	Activity / Deliverables	KCC Climate Change Programme (CCP) support available	Date to be completed	Owner	Progress (Red Amber Green)
44	LEVEL 0: GETTING STARTED. <i>Develop initial project plan, scope resources and commitment, baselining</i>	Identify a lead who will hold the overall responsibility for taking NI188 forward and will represent the organisation at development meetings. Forward contact details to the CCP.	Collated by CCP	COMPLETE	Jim Boot	GREEN
		Identify all the officers who will contribute to NI 188 delivery and the Kent LCLIP. Forward these contact details to the CCP.	Collated by CCP	Mar-09	Jim Boot	GREEN
		Agree paper produced by the CCP on joint working arrangements (in co-ordination with 186 delivery plan)	Compiled by CCP	COMPLETE		GREEN
		Agree a communications strategy produced by the CCP in consultation with local authorities and key stakeholders.	Compiled by CCP	Jul-09		RED
		Attend the NI 186 and 188 progress workshop for partnership (leads and officers)	Facilitated by CCP	COMPLETE		GREEN
		The CCP to prepare bids and secure funding for LCLIP	Co-ordinated by CCP	Mar-09		GREEN
		Sign up to the LCLIP project and agree resources		COMPLETE		GREEN
		Agree the approach for progressing with 188 (this document)	Compiled by CCP	Apr-09		GREEN
		The CCP will identify which web based platform can be used for sharing information (e.g. Kent Connect). Local authorities are to determine how they will use the site and feedback to CCP	CCP to identify	Apr-09		GREEN
		Map the local authority dates for business planning cycles and key decisions that inform the project planning for NI 186 and 188		May-09		AMBER
		The CCP to produce templates for key project and decision dates. Local authorities are to fill in templates with information from individual business plans	Templates produced by CCP	May-09		RED
		Undertake a high level stocktake of how adaptation, weather and climate is currently reflected in existing plans and strategies	The CCP will provide a list of documents required to undertake stocktake and local authorities are to provide copies of those they already have and add others that are relevant	Compiled by CCP	Mar-09	AMBER

<b>LEVEL 1: PUBLIC COMMITMENT AND IMPACTS ASSESSMENT - LAA Target 2008 / 09</b>	Public commitment to respond to the threats and opportunities of changing weather and climate	Sign the Nottingham Declaration or equivalent. Where an alternative has been identified this should be discussed at lead meetings to determine the approach		Jul-09		AMBER
		Raise staff awareness of the local authorities commitment to respond to threats and opportunities from climate change (prioritising those staff with public facing roles)	CCP will support and provide information	Jul-09		RED
		Display the authorities commitment to addressing climate change on the authorities public-facing website (e.g. by refreshing Nottingham Declaration statements and incorporating the partnership approach)		Aug-09		RED
	Council leaders and senior management aware of commitment and developing adaptation programme	The CCP will provide headline information on the impacts of climate change from the pilot LCLIP for informing leaders and senior management	Compiled by CCP	COMPLETED		GREEN
		Council leaders and senior management to be made aware of the programme and the commitment to delivery of NI 186 and NI 188	CCP will provide expert guidance in this if needed	ON-GOING		ON-GOING
	Identify significant vulnerabilities and opportunities associated with weather and climate both currently and in the future	Undertake a comprehensive LCLIP for Kent incorporating the UKCP09 scenarios to determine future impacts (as per LCLIP summary provided)	Co-ordinated by CCP	Jan-10		RED
	Demonstrate the vulnerabilities have been identified and communicated to all relevant department / service heads and elected Members					
		Share the vulnerabilities identified through the LCLIP with all department/service heads concerned		Sep-09		RED

<b>LEVEL 2: COMPREHENSIVE RISK ASSESSMENT WITH PRIORITISED ACTION IN SOME AREAS</b> <b>Target 2010</b> <b>LAA</b>	Demonstrate undertaking of impact assessment for existing risk management systems	Identify risk managers within the local authority and forward the contact details to the CCP.	Compiled by CCP	Apr-09		RED
		Identify the current risk management systems within the local authority. Feedback to the CCP to inform the development of climate change adaptation workshops.	Compiled by CCP	Apr-09		RED
	Identify priority risks to be considered and establish method for identifying adaptation options	Agree a methodology across the partnership for on-going monitoring of the impacts of severe weather events		Sep-09		RED
		The CCP will develop and, if required, can facilitate climate change adaptation workshops in local authorities to identify the adaptation actions and risk assess these. The LCLIP information will be used to inform this process.	Tools and workshops developed by CCP	Dec-09		RED
		Collate the workshop outcomes and forward them to the CCP to identify where there are shared risks and opportunities	Compiled by CCP	Dec-09		RED
		The CCP will identify best practice for adaptation actions both locally and nationally	Compiled by CCP	ON-GOING		ON-GOING
		The Climate Change Project Board will consider the adaptation actions (identified by the processes above) against agreed criteria and will recommend procedures for local authority leads to agree	Compiled by CCP	Mar-10		RED
	Begin implementing some priority actions	Develop and hold a county conference for Members and other decision makers to consider how Climate Change adaptation can fit within their decision making role.	Coordinated by the CCP	Jul-10		RED
		CCP to identify partnership projects and possible resource needs from the recommended actions	CCP Identify	Jun-10		RED
		The CCP to co-ordinate partnership project funding where appropriate, local authorities to take part in application process	Co-ordinated by CCP	Jun-10		RED
		Ensure any adaptation projects are reported within the local media to maintain a high profile		ON-GOING		ON-GOING

<b>LEVEL 3: COMPREHENSIVE ACTION PLAN - LAA Target 2011 -</b>	Adaptation embedded in decision making processes and across all service areas	Ensure climate change adaptation is incorporated into the local authority's standard risk-assessment processes		May-10		RED
		Ensure climate change adaptation is incorporated into the local authority's 10/11 business plans / business continuity plans / risk registers		Sep-10		RED
	Action Plan for LSP and other relevant partners setting out how risks and opportunities will be managed and what actions the LA and partners will be taking	Produce a high-level action plan incorporating all the actions by individual partners and the partnership as a whole with timeframes and responsibilities to be regularly assessed. To be developed as 'business as usual'	Compiled by CCP	Aug-10		RED
	Implement all priority issues identified at Level 2	Resource needs for the adaptive actions identified to be discussed at leads' meeting and partnership projects to be identified		Sep-10		RED
		The CCP to co-ordinate partnership project funding where appropriate; local authorities to take part in application process	Co-ordinated by CCP	ON-GOING		ON-GOING
		The CCP to collate information on funding sources; local authority to apply for relevant funding for individual projects	Compiled by CCP	ON-GOING		ON-GOING
		Prepare business cases and take adaptive actions both within the local authority and across the partnership where appropriate		ON-GOING		ON-GOING
		Ensure any adaptation projects are reported within the local media to maintain profile		ON-GOING		ON-GOING

# The Nottingham Declaration on Climate Change

## We acknowledge that

- Evidence shows that climate change is occurring.
- Climate change will continue to have far reaching effects on the UK's people and places, economy, society and environment.

## We welcome the

- Social, economic and environmental benefits which come from combating climate change.
- Emissions targets agreed by central government and the programme for delivering change, as set out in the UK Climate Change Programme.
- Opportunity for local government to lead the response at a local level, encouraging and helping local residents, local businesses and other organisations - to reduce their energy costs, to reduce congestion, to adapt to the impacts of climate change, to improve the local environment and to deal with fuel poverty in our communities.
- Endorsement of this declaration by central government.

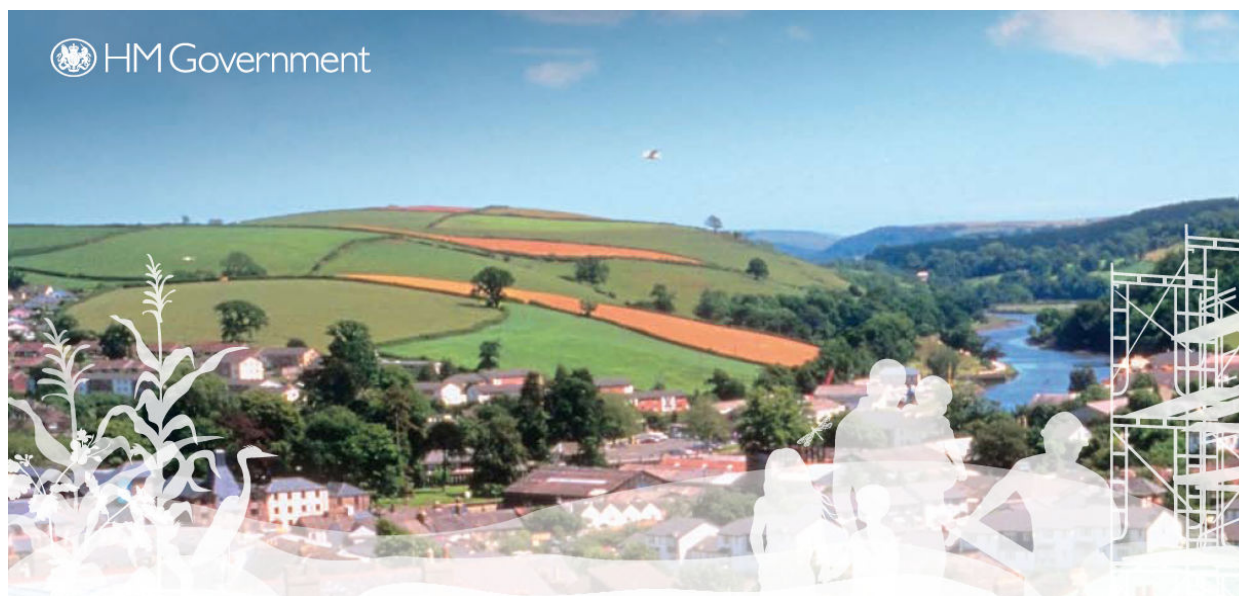
## We commit our Council from this date \_\_\_\_\_ to

- Work with central government to contribute, at a local level, to the delivery of the UK Climate Change Programme, the Kyoto Protocol and the target for carbon dioxide reduction by 2010.
- Participate in local and regional networks for support.
- Within the next two years develop plans with our partners and local communities to progressively address the causes and the impacts of climate change, according to our local priorities, securing maximum benefit for our communities.
- Publicly declare, within appropriate plans and strategies, the commitment to achieve a significant reduction of greenhouse gas emissions from our own authority's operations, especially energy sourcing and use, travel and transport, waste production and disposal and the purchasing of goods and services.
- Assess the risk associated with climate change and the implications for our services and our communities of climate change impacts and adapt accordingly.
- Encourage all sectors in our local community to take the opportunity to adapt to the impacts of climate change, to reduce their own greenhouse gas emissions and to make public their commitment to action.
- Monitor the progress of our plans against the actions needed and publish the result

## Council

acknowledges the increasing impact that climate change will have on our community during the 21st century and commits to tackling the causes and effects of a changing climate on our city/county/borough/district.

			
Leader of the Council	Chief Executive	Phil Woolas MP Minister of State Environment DEFRA	Parmjit Dhanda MP Parliamentary Under Secretary of State CLG



## **Self Assessment guidance and matrix for National Indicator NI 188 - Planning to adapt to climate change**



**Version 1.0 April 09**

**Defra**

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## **Introduction**

The data for National Indicator 188 (NI188) Planning to Adapt to Climate Change is provided through self assessment by the local authority and local strategic partnerships (LSP). This document sets out the process for submitting this data.

## **Submission of Data for NI188**

The data required by Defra for NI188 is in 2 parts:

1. The NI188 level achieved
2. A self assessment matrix containing a snapshot of the evidence which supports this assessment.

Details of the procedure to follow in submitting this information is set out below.

## **How does this tool fit with the NI188 guidance**

The [NI188 Guidance Notes](#) were issued in December 08 and included information on suggested approaches to meeting the NI188 levels. These guidance notes are advisory and do not form part of the assessment criteria for NI188. However the suggested approaches contained within the guidance are designed to help authorities in meeting the NI188 levels.

## NI188 Data submission Information

### Overview

<b>Who should report ?</b>	All local authorities – district, single tier and county councils.
<b>Collection interval</b>	Annual; April – March.
<b>Time period</b>	Achievements up to 31 March. [First submission to cover achievements up to 31 March 2009.]
<b>Return format</b>	NI188 Level i.e. Number 0-4 to Communities and Local Government (CLG) Data Hub <a href="https://www.hub.info4local.gov.uk/dihweb/">https://www.hub.info4local.gov.uk/dihweb/</a> Supporting matrix to <b>NI188.mailbox@zeus.gsi.gov.uk</b>
<b>Submission window</b>	Open date: 1 April 2009 Deadline date: 29 May 2009

## Instructions for submission of NI188 data

There are 2 key actions which authorities and LSPs need to take when submitting their NI188 data;

1. Submit the level data to the CLG data hub
2. Submit a self assessment matrix to Defra via an e-mailbox at:  
[NI188.mailbox@zeus.gsi.gov.uk](mailto:NI188.mailbox@zeus.gsi.gov.uk)

For different types of authority i.e. single or two tier authorities there are some additional options and variations to this procedure.

These are set out in the boxes below.

## Single Tier Authorities

Step 1 - Upload your NI188 level data for your authority to the CLG data hub

Step 2 - Submit one self assessment matrix per authority to [NI188.mailbox@zeus.gsi.gov.uk](mailto:NI188.mailbox@zeus.gsi.gov.uk)

## Two Tier Authorities

**Step 1** - Upload your NI188 level data for your authority to the CLG data hub

**Step 2** - Submit one matrix per authority to [NI188.mailbox@zeus.gsi.gov.uk](mailto:NI188.mailbox@zeus.gsi.gov.uk). Defra are happy to receive one matrix covering both county and district evidence if it would minimise duplication of reporting. Where this option is chosen please indicate on the matrix which organisations the matrix includes. Alternatively we will accept separate matrix from county and districts.

**Step 3 – 2 tier authorities who have NI188 as a priority indicator only;** submit your overall LSP self assessment NI188 Level to [NI188.mailbox@zeus.gsi.gov.uk](mailto:NI188.mailbox@zeus.gsi.gov.uk) as part of the completed matrix.

## Instructions for Completing the Matrix

### What to record ?

The authority should record a snapshot of their evidence in the 'Evidence' column in the self assessment matrix. This should be **no more than around 2 pages per level**. The evidence can be made up of bullets, milestones or hyperlinks to existing documents on websites. Please note we do not need copies of evidence beyond the self assessment matrix itself. The matrix should cover both the actions of the local authority and wider LSP where appropriate.

## Filling out the matrix

Included in the 'Evidence' column in the self assessment matrix are a number of examples of evidence which you can tick as completed if they closely match your examples. These examples are provided to help authorities and LSPs identify the types of activity which might have been undertaken to meet the level criteria. However they are **not an exhaustive or compulsory list of requirements**.

If the examples listed do not adequately describe the evidence or activity undertaken to meet a level, the authority/LSP can record any alternative activity as bullets or narrative under the 'Other/Additional Evidence' heading.

## Quality assurance

As with any performance assessment, Local authorities and LSPs should ensure that their data is of good quality and meets their internal quality assurance standards.

## NI 188 Self-Assessment Matrix

Once completed, Please return to: [NI188.mailbox@zeus.gsi.gov.uk](mailto:NI188.mailbox@zeus.gsi.gov.uk)

If you have a query regarding completion of this matrix, please contact your Government Office(GO) in the first instance. If your query cannot be resolved by the GO please email the NI188 e-mailbox (above) clearly marking the title of your e-mail QUERY. This will help us to filter queries from completed forms.

### Overview Information

**Name of Authority/Local Strategic Partnership:** (please include the names of all organisations covered in this matrix)

Maidstone Borough Council

**Is NI188 in your Local Area Agreement:** (i.e. Yes, No or Local indicator)

Yes

**NI188 priority indicator holders in 2 tier authorities only:** Record your LAA level:

Level: 0

<b>Level 0: Baseline</b>  The Authority has begun the process of assessing the potential threats and opportunities across its estate and services (for example, flood and coastal resilience plans, emergency planning, community risk registers/strategies etc) and has identified and agreed the next steps to build on that assessment in a systematic and coordinated way.		
<b>Criteria</b>  Criteria to be achieved for this level.	<b>Evidence</b>  Add an X next to the examples of evidence provided and/or add in a description of your own evidence (Box will expand as required)	
a. The Authority has begun the process of assessing the potential threats and opportunities across its estate and services	<ul style="list-style-type: none"> <li>• High level stock-take of if / how climate change impacts are considered within council policies, programmes and risk registers has started</li> <li>• Relevant documents have been located/listed/reviewed</li> <li>• Executive or senior management team aware of cross-council structure for work on adaptation</li> </ul> <i>Other/Additional Evidence</i>	The high level stock-take has identified that: <ul style="list-style-type: none"> <li>• The Kent Resilience Forum currently publishes a risk register of all key risks for Kent.</li> <li>• Climate change is in the council's Strategic Risk Register 2008/9 (significant likelihood of critical risk) owned by senior management team. An action plan was developed in response to this in 2007 and is to be updated this year.</li> <li>• Twelve core businesses have business continuity plans that include a full risk assessment that includes climate change adaptation.</li> <li>• Climate change recognised in draft Core Strategy 2007.</li> </ul>

		<ul style="list-style-type: none"> <li>• Flood management plans have been in place since 1998 and are regularly reviewed and updated.</li> <li>• Climate change and environmental excellence including climate change adaptation prioritised in Sustainable Community Strategy adopted in April 2009.</li> </ul>
b. has identified and agreed the next steps to build on that assessment in a systematic and coordinated way	<ul style="list-style-type: none"> <li>• Initial project plan in place for the next stage</li> <li>• Resources determined</li> </ul> <i>Other or Additional Evidence:</i>	Initial project plan (based on KCC template) has now been worked up. Resources to undertake work have been identified in the project plan.

### Level 1: Public commitment and prioritised risk-based assessment

The Authority has made a public commitment to identify and manage climate related risk. It has undertaken a local risk-based assessment of significant vulnerabilities and opportunities to weather and climate, both now and in the future. It can demonstrate a sound understanding of those not yet addressed in existing strategies and actions (e.g. in land use planning documents, service delivery plans, flood and coastal resilience plans, emergency planning, community risk registers/strategies etc ). It has communicated these potential vulnerabilities and opportunities to department/service heads and other local partners and has set out the next steps in addressing them.

Criteria	Evidence
<p>a. Made public commitment to identify and manage climate related risk.</p>	<ul style="list-style-type: none"> <li>• Signed Nottingham Declaration or equivalent local Declaration <i>or</i></li> <li>• Executive has formally made a commitment to identify and manage climate related risk which has been published</li> </ul> <p><i>Other or Additional Evidence:</i></p>
<p>b. Undertaken local risk-based assessment of significant vulnerabilities and opportunities to weather and climate, both now and in the future.</p>	<ul style="list-style-type: none"> <li>• Local risk based assessment completed</li> <li>• Significant vulnerabilities and opportunities identified</li> <li>• Executive or senior management team are aware of the findings of the risk-based assessment</li> </ul> <p><i>Other or Additional Evidence</i></p>

c. Has a sound understanding of significant vulnerabilities and opportunities not yet addressed in existing strategies and actions.	<ul style="list-style-type: none"> <li>• Report or documentation to Executive or senior management team on significant vulnerabilities or opportunities not yet addressed <i>or</i> <i>Other or Additional Evidence</i></li> </ul>	
d. Has communicated significant vulnerabilities and opportunities to department / service heads and other local partners that have an influence over these.	<ul style="list-style-type: none"> <li>• Information about significant vulnerabilities and opportunities communicated to department / service heads, and other local partners that have an influence over these, by distributing written information and/or meetings or workshops <i>or</i> <i>Other or Additional Evidence</i></li> </ul>	
e. Set out the next steps in addressing significant vulnerabilities and opportunities.	<ul style="list-style-type: none"> <li>• Programme plan in place for next steps <i>or</i> <i>Other or Additional Evidence</i></li> </ul>	
<b>Level 2: Comprehensive risk-based assessment and prioritised action in some areas</b>  The Authority has undertaken a comprehensive risk based assessment of vulnerabilities to weather and climate, both now and in the future,		

<p>and has identified priority risks for its services. It has identified the most effective adaptive responses and has started incorporating these in council strategies, plans, partnerships and operations (such as planning, flood management, economic development, social care, services for children, transport etc). It has begun implementing appropriate adaptive responses in some priority areas. In its role as a community leader the council has started working with its LSP encouraging identification of major weather and climate vulnerabilities and opportunities that affect the delivery of the LSP's objectives.</p>		
Criteria		Evidence
a. Undertaken a comprehensive risk based assessment of vulnerabilities to weather and climate, both now and in the future	<ul style="list-style-type: none"> <li>• Comprehensive risk based assessment completed</li> <li>• Report to Executive or senior management team on the findings of a comprehensive risk-based assessment <i>or</i></li> </ul> <i>Other or Additional Evidence</i>	
b. Identified priority risks for council services.	<ul style="list-style-type: none"> <li>• Executive or senior management team aware of priority risks for council services</li> </ul> <i>Other or Additional Evidence</i>	

c. Identified the most effective adaptive responses.	<ul style="list-style-type: none"> <li>Documents and agreements in place approved by departmental directors which identify adaptive responses for the priority risks for their department's functions</li> </ul> <i>Other or Additional Evidence</i>	
d. Started to incorporate adaptive responses into council strategies, plans, partnerships and operations.	<ul style="list-style-type: none"> <li>Adaptive responses for priority risks have been incorporated into one or more departmental strategies, plans, partnerships and operations</li> </ul> <i>Other or Additional Evidence</i>	
e. Begun implementing appropriate adaptive responses in some priority areas.	<ul style="list-style-type: none"> <li>Council or departmental performance management reports record implementation of some adaptive responses for priority risks</li> </ul> <i>Other or Additional Evidence</i>	
f. Encouraged the LSP to identify major weather and climate vulnerabilities and opportunities that affect the delivery of the LSP's objectives.	<ul style="list-style-type: none"> <li>Encouraged LSP to identify major weather and climate vulnerabilities by: distributing written information to partners; and/or contributions at meetings; and/or holding workshops; and/or forming adaptation sub-group</li> </ul> <i>Other or Additional Evidence</i>	
<b>Level 3: Comprehensive action plan and prioritised action in all priority areas</b>		

The Authority has embedded climate impacts and risks across council decision making. It has developed a comprehensive adaptation action plan to deliver the necessary steps to achieve the existing objectives set out in council strategies, plans, investment decisions and partnership arrangements in light of projected climate change and is implementing appropriate adaptive responses in all priority areas. This includes leadership and support for LSPs in taking a risk based approach to managing major weather and climate vulnerabilities/opportunities across the wider local authority area.

Criteria	Evidence	
a. Embedded climate impacts and risks across council decision making.	<ul style="list-style-type: none"> <li>• Procedure in place to ensure that all new policies and activities are assessed for climate impacts and risks <i>or</i></li> <li><i>Other or Additional Evidence</i></li> </ul>	
b. Developed a comprehensive adaptation action plan.	<ul style="list-style-type: none"> <li>• Comprehensive adaptation action plan covering all significant vulnerabilities and opportunities has been approved by the Executive and published</li> <li>• The action plan sets out: priority risk areas; actions; roles &amp; responsibilities; timescales; financing; processes for monitoring and review.</li> <li><i>Other or Additional Evidence</i></li> </ul>	

c. Implementing appropriate adaptive responses in all priority areas.	<ul style="list-style-type: none"> <li>• Council or departmental performance management reports record implementation of adaptive responses for all priority risks identified in the adaptation action plan</li> </ul> <i>Other or Additional Evidence</i>	
d. Providing leadership and support for LSPs to take a risk based approach to managing major weather and climate vulnerabilities/opportunities across the wider local authority area.	<ul style="list-style-type: none"> <li>• Contributions at LSP meetings and other events to address climate vulnerabilities and opportunities across the local authority area</li> </ul> <i>Other or Additional Evidence</i>	
<b>Level 4: Implementation, monitoring and continuous review</b>  Authority and LSP are implementing the comprehensive adaptation action plan across the local authority area, and there is a robust process for regular and continual monitoring and review to ensure progress with each measure and updating of objectives. The Authority and LSP are taking appropriate adaptive responses.		
<b>Criteria</b>	<b>Evidence</b>	

a. The Authority and LSP are implementing the comprehensive adaptation action plan across the local authority area.	<ul style="list-style-type: none"> <li>• Annual (or more frequent) report to the Executive on implementation of the adaptation action plan</li> </ul> <i>Other or Additional Evidence</i>	
b. There is a robust process for regular and continual monitoring and review of the action plan.	<ul style="list-style-type: none"> <li>• Monitoring and review of action plan implementation is embedded in the council's and LSP performance monitoring and review systems <i>or</i></li> </ul> <i>Other or Additional Evidence</i>	
c. The Authority and LSP are taking appropriate adaptive responses.	<p>Include key adaptive responses completed this year and those planned for the near future (around 5 years)</p> <i>Describe Evidence</i>	

## FAQ and Further Information

### Where do I go if there is a problem ?

If you have a query or have will have trouble submitting the data to Defra or the hub by the 29 May, please inform your Government Office in the first instance. If your query cannot be resolved via this route in the first instance please e-mail the NI188 e-mailbox ([NI188.mailbox@zeus.gsi.gov.uk](mailto:NI188.mailbox@zeus.gsi.gov.uk)) clearly marking the title QUERY in the e-mail header.

### Why do we need the data by 29 May ?

We have allowed 2 months after the end of the first year of NI188 to complete the self assessment process. We have committed to publishing the approved data by 30 June 09 so the earlier we can get the assessments the easier it will be for us to do this.

### I don't have NI188 in my LAA, do I need to complete a self assessment matrix ?

Yes. All authorities need to complete a self assessment matrix as well as upload their NI188 level to the CLG data hub.

### What is the Hub ?

The Data Interchange Hub ('the Hub') is a secure online repository for National Indicator Data. It allows Central Government Departments, Local Authorities and Local Strategic Partnerships to deposit all National Indicator data in a single data store, and retrieved for the purposes of analysis and performance management using preferred internal systems and tools. For further assistance and enquiries specific to the Hub please contact the Hub Help Desk through the 'Contact Us' link on the left hand side of the Hub home page at [www.hub.info4local.gov.uk](http://www.hub.info4local.gov.uk)

### I've met the criteria for a higher Level but missed a criteria at the Level below, does that mean I'm at the lower level ?

Not necessarily. NI188 follows an overall process of embedding adaptation. It is therefore unlikely that an organisation will have reached the criteria of a higher level without having undertaken some activity which meets the lower level criteria in some way or another. If however, the authority has missed a core activity at the lower level then it's likely you will be at the lower level. In all cases this will be based on the self assessment of the authority and or LSP.

**What counts as evidence ?**

Evidence can be anything which demonstrates that the authority or LSP has met the requirements of the NI188 technical definition. For each criteria you should look for the most relevant, influential and robust pieces of evidence at your disposal.

**Should I submit copies of my evidence to Defra ?**

No. Defra only require a copy of the NI188 self assessment matrix. However if part of the evidence is published online please include a hyperlink to it on the appropriate website. This will help us when we come to review the matrix and identify future case studies.

**Can I record evidence against higher level criteria than our current self assessed level ?**

Yes. Any evidence of criteria at any level can be included.

**Can I change the matrix ?**

No.

**How flexible is the matrix ?**

NI188 sets out the broad process for becoming an adapting organisation area. Within this framework the NI188 levels signify milestones of achievement along that process. What it doesn't do is dictate what actions need to be taken to get there. This is entirely down to the authority or LSP to choose the most appropriate methodology which meets the NI188 level requirements.

**What will happen in Year 2 and 3 ?**

We are very aware that this is an emerging policy area and one which will develop over time. With that in mind, we want to continue working in year 2 and 3 with authorities as we have already through the regional workshops to develop the systems behind NI188 supporting local adaptation. We will be using the data from NI188 to start this process during June and into Summer 09.

Maidstone Borough Council: Impacts of severe weather events identified to date (Local Climate Impacts Profile outputs). Media trawl impacts only, awaiting further information.						
Full outputs and a database for Kent-wide impacts and actions to date to be available shortly. Please contact your NI 188 lead or Sarah.Anderson@kent.gov.uk for further information. Please ensure that any further impacts identified through next steps are shared with your NI 188 lead so they can be included in the LCLIP database. Please note that items in green are impacts identified through media trawls and therefore unvalidated unless stated otherwise.						
Weather event	Date of event	Impacted group	Service	General description	Operational Impact e.g. damage / difficulty in service delivery	Impacts on service users (with costs if known)
Drought	Apr-97			Driest April that century. River Medway had to be filled with water from Bewl Reservoir in Lamberhurst, this didn't usually have to be done until June/July. Mid Kent water announced that it would be flying a small plane over Kent to stop people using garden sprinklers or hosepipes. Anyone who wanted to use these for a long period of time had to apply for a free license which would only be issued to those who had a metered water supply. The Environment Agency decided to refuse to grant Drought Orders - these permitted water companies to draw water from reservoirs during a drought.		
Drought	Apr-97			Farmers worried about how the hot weather and the water ban would affect the harvest and the price of produce.		
Drought	Dec-05			Mid Kent water advised that the snowfall had made no real appreciable difference to water supplies, and that the hosepipe ban for all domestic customers would remain in place. Weather forecast stated that in January Kent averaged only a third of its normal January rainfall. Nothing else reported about a drought.		
Drought	Jul-06			(14th) A water chief urges the public to continue to not use their hosepipes so that further water restrictions are not imposed. Southern Water began working on 50 new schemes to make more available water as resources remained under strain. (4th) Gardeners taking increasingly devious measures after hundreds of people across the county were reported for flouting the hosepipe ban. Some water companies forced to bolster stocks by importing water from abroad. Manufacturers unable to keep up with the demand for water butts.		
Drought	Jul-06			The heat has caused a reduction in water levels at the lake in Dunorlan Park. Record temperatures force the drought to continue.		
Freezing temperatures / Snow	Dec-96			Freeze bursts 400 water mains. Southern water workmen have repaired more than 400 burst mains. More than 120 staff are on stand-by round the clock.		
Freezing temperatures / Snow	May-97			Nothing specific about the freezing temperatures, only stated in weather forecasts.		
Freezing temperatures / Snow	Dec-00			Detling Hill, Bluebell Hill and M20 London Bound were all closed for some time after an inch of snow fell. Bus services were badly affected, many rural services unable to run. Seven Mile Lane was blocked from West Malling towards Paddock Wood. Nothing mentioned about		
Freezing temperatures / Snow	Dec-00			Kent Ambulance services received 118 emergency calls in the space of 10 hours - most traffic related and pedestrians falling over in the street.		
Freezing temperatures / Snow	Dec-00			Line from Ashford to Maidstone was closed as were services between Ashford and Tonbridge and between Hastings and Tonbridge Wells.		
Freezing temperatures / Snow	Mar-05			Heaviest snowfall in 10 years, caused chaos on the roads, closed schools and businesses and created havoc for the emergency services. Black ice meant warnings were issued advising drivers not to drive unless absolutely necessary. M2 closed London bound between junctions 5 and 6 due to crash. Many routes to the north and east of Maidstone were almost impassable. A249 closed in both directions between Detling Hill and Stockbury after two lorries jackknifed. Police shut the A229 at Blue Bell Hill, difficult conditions on A274 at Sutton Valence Hill and Boxley Hill. Town centre traffic gridlocked		
Freezing temperatures / Snow	Mar-05			Army Land Rovers were called in to take staff to work at the hospital,		
Freezing temperatures / Snow	Mar-05			people went home early as shops and schools closed.		
Freezing temperatures / Snow	Mar-05			All south eastern train services were severely disrupted, services cancelled between Tonbridge and Ashford, Arriva buses suspended.		
Freezing temperatures / Snow	Dec-05			Snow - Train services were cancelled and roads were treacherous.		
Freezing temperatures / Snow	Jan-07			Travel misery for thousands of rail users and motorists. Ice on the rails caused trains to grind to a halt, delaying passengers and services. Icy roads also caused problems - a lorry jackknifed on the M25 junction 9-8 causing tailbacks into Kent.		
Freezing temperatures / Snow	Jan-07			KCC prepared for cold snap with gritters and crews on standby, the town grounded to a virtual halt because of icy roads. A229 between Linton and Staplehurst 3 cars skidded off the road into a ditch.		
Freezing temperatures / Snow	Jan-07			Kent Fire and Rescue, Kent Police and South East Coast Ambulance Service all dealt with high volumes of calls.		
Freezing temperatures / Snow	Feb-07			Two inches of snow caused travel misery - chaos on train lines and many motorists delayed. Ghost trains went out doing night checks to try and keep tracks clear. Delays on Ashford to London line, Tonbridge to Hastings line.		
Freezing temperatures / Snow	Feb-07			More than 130 schools closed across the county.		
Freezing temperatures / Snow	Feb-07			Despite efforts of 54 gritters there were delays on M20, Wrotham Hill, Blue Bell Hill and many rural lanes. Highways Agency advised drivers to take extra care and consider delaying or cancelling their journeys unless absolutely necessary.		
Freezing temperatures / Snow	Apr-08			Sunday 13th. no major incidents reported by police. Round One of the British Superbike Championship at Brands Hatch had to be cancelled. Nothing else mentioned, just a double spread page of pictures.		

Freezing temperatures / Snow	Apr-08			Sunday 13th. Gritters were called out to make roads safer,		
Freezing temperatures / Snow	Feb-09			KCC suspends all maintenance work to get the county moving. Extensive salting across the county. Roads closed and trains failed to run. Increase in sales of cold weather wear.		
Freezing temperatures / Snow	Feb-09			Schools closed.		
Freezing temperatures / Snow	Feb-09			Residents asked to leave rubbish out as usual with councils playing catch up.		
Freezing temperatures / Snow	Feb-09			Bill Moss, Maidstone town centre manager reported lots of shops closing early to get staff home. Maidstone and TW NHS arranged 4x4s to collect staff. Some operations cancelled. Off-duty staff asked to help. Arranged accommodation for staff.		
Heatwaves	Aug-98			Pressure put on Kent Fire Brigade due to a series of grass fires occuring because of the hot weather. Nothing reported about heavy rain/flooding		
Heatwaves	Aug-98			Heat and motion sensors being set off by wind as high temperatures meant more windows etc being left open which was wasting police time.		
Heatwaves	Aug-03			(8th) Construction workers at the Fremlin Walk development had to be sent home early after bosses decided it was too hot for them to work safely.		
Heatwaves	Aug-03			There was a sudden huge demand in shops for everything heat-related, ranging from soft drinks to paddling pools. More than 100 electric fans were sold in 2 days at TJ Hughes in the Chequers Centre with reports of stock in short supply at other stores. Lunn Poly travel agents in Maidstone said their bookings were up by a third in one week as the weather made people feel more like going on hoiday.		
Heatwaves	Aug-03			At Maidstone Law Courts a judge allowed barristers to remove their wigs for the first time after the air conditionng system broke down.		
Heatwaves	Aug-03			Network rail imposed speed limits to stop trains having problems from the heat and getting delayed.		
Heatwaves	Aug-03			Firefighters were streched to the limit with grass fires.		
Heatwaves	Aug-03			(15th) Hundreds of homes were faced with water shortages after a treatment works flooded. Supplies were hit after a power surge caused a water station at Old Church Road, Burham to break down leaving residents and businesses in Snodland, Leybourne, Larkfield, Ditton, Aylesford, East Malling, West Malling, Bluebell Hill, Eccles, Burham and Wouldham affected. Householders were urged to use watering cans instead of hosepipes and sprinklers, check that taps aren't left runing, wash cars with a bucket and sponge instead of a hosepipe, have showers instead of baths and make sure that when using washing machines and dishwashers they were full loads.		
Heatwaves	Jul-06			(7th) South East Coast NHS Trust issued severe health warnings of dehydration and collapse as temperatures hit 32°C. Hazlitt theatre had to order in extra fans and bottles of water as dancers struggled with heat and also gave cups of water to audiences.		
Heatwaves	Jul-06			Warnings issued about grass fires.		
Heatwaves	Jul-06			(7th) Some sports days were cancelled as schools didn't want to risk it in the heat.		
Heatwaves	Jul-06			(7th) Police issued security warnings as people were more frequently leaving windows open and so there was a possibility of an increase in burglaries.		
Heatwaves	Jul-06			(21st) Supermarkets across the country ordered in extra bottles water to meet demand, sales of ice cream, sunblock and barbeque food shot up.		
Heatwaves	Jul-06			Highways Officers were on standby to respond to any reports of roads melting.		
Heatwaves	Jul-06			Worry for old people as a heatwave in France in 2003 caused the deaths of more than 15,000 elderly people. Warmest July since records began in 1659.		
Heatwaves	Aug-97			Breakdown at Icelands in Fairmeadow - freezers straining under the heat. Work had to be stopped at a Blacksmiths in West Farleigh due to unbearable temperatures. Chequers Centre recorded better business during hotter temperatures by keeping air conditioning at 60°F. At Haynes car showrooms in Maidstone, all Ford Escorts being offered with free air conditioning were sold. Leisure centres did better business.		
Heatwaves	Aug-97			Vineyards produced better grapes due to heat.		
Heatwaves	Aug-97			Maidstone's magistrates main court had to be closed and cases transferred to rooms that had air conditioning.		
Heavy rain / flooding	Jun-97			More rain in the first week of June than in March and April combined. Fruit growers whose supplies had already been damaged by frost in May were worried that the heavy rain would damage produce further		
Heavy rain / flooding	Jul-99			An inch and a half of rain fell in 15 minutes. Businesses had to close as their electricty failed and water came through the ceilings. Montag Leisure in Gabriels Hill had to remain closed due to serious damage to inside of the building. Basement flooded at The Curry Inn, King Street. AMF Bowling closed as reception area and bowling lanes were flooded. Only thing related to a heatwave were weather reports stating that it would be hot and warnings of		
Heavy rain / flooding	Jul-99			Maidstone East was bought to a standstill after lightening struck signalling equipment, trains had to be diverted and coaches hired out to replace some services.		
Heavy rain / flooding	Jul-99			Drivers/roads not really affected due to people taking notice of advance warnings of heavy rain according to an AA spokeswoman.		
Heavy rain / flooding	Dec-99			Thousands of flood kits were issued to people all over Kent so that they were prepared for storm disasters over the coming years due to climate change. Maidstone escapes serious flooding but worst affected areas were the Weald villages, Five Oaks Green, Collier Street and Yalding. River Alder burst its banks. Yalding was affected by the River Beult bursting its		
Heavy rain / flooding	Dec-99			In Collier Street emergency services were unable to access it as main roads flooded up to three foot deep in places. The Salvation Army were called in to set up mobile canteens and lend a hand.		
Heavy Rain / flooding	May-00			Businesses flooded in King Street and the High Street. Edenbridge was the worst affected area. Flood warnings were in force for River Darent between Westerham and Sevenoaks, River Medway between Forest Row and Penshurst and River Bourne between Hadlow and the River Medway Other worst affected areas were Chiddingstone, Hever, Leigh, and Ightam.		
Heavy Rain / flooding	May-00			A school bus was stranded and had to be rescued at Four Elms.		

Heavy Rain / flooding	May-00			At peak of flooding firefighters from Maidstone, Tunbridge Wells and Tonbridge were all called in to divert floodwater from businesses and homes.		
Heavy Rain / flooding	May-00			West Kent police were inundated with calls for help. Police landrovers were called in and owners of four-wheel drive vehicles and tractors also turned put to assist drivers		
Heavy rain / Flooding	Oct-00			Maidstone council's emergency plan was put into action after 6 inches of rain had fallen in 3 days - more than the normal total for the month. Government came under fire about new proposed housing developments and the risk of them flooding. Planning applications were to come under more scrutiny for building developments on flood plains.		
Heavy rain / Flooding	Oct-00			Weald schools were among the worst hit in the country. Maidstone council had to provide temporary accomodation for more than 50 people. Caravan park in Yalding hit particularly hard with most people ending up with nothing.		
Heavy rain / Flooding	Oct-00			Arriva Buses were suspended throug East/West Peckham, Goudhurst and Yalding due to the concern that buses would create surges of water that would breach sandbags that had been put in place to protect peoples homes.		
Heavy rain / Flooding	Oct-00			Farmers sheep and cattle drowned, also worried about how the flooding would affect the next years harvest.		
Heavy rain / flooding	Nov-00			Sandbags were distributed, underpasses next to bridegs were flooded. Yalding residents again worst affected, some claimed Yalding was deliberately flooded to save Tonbridge. John Prescott stated that there was no reason why Kent can't build thousands of new homes despite all the flooding. Homes were getting to be flooded for the third time in a month. Gas/electricity/insurance companies had to all pay out on flood victims.		
Heavy rain / flooding	Nov-00			Maidstone Police and sappers from Maidstone's 36 Engineer Regiment, Royal Engineers were out in Yalding ready to evacuate people.		
Heavy rain / flooding	Nov-00			High winds bought down trees in the borough blocking roads. Major disruption to road and rail networks, Maidstone East's services to London all had to be cancelled.		
Heavy rain / flooding	Nov-00			Lockmeadow Market had to be cancelled.		
Heavy rain / flooding	Jan-01			January's cold weather only mentioned in the forecast, no sub-zero temperatures though. January rainfall was close to 5 inches - 45% above the long term normal.		
Heavy rain / flooding	Feb-01			February's rainfall was one and a half times the normal amount for that month and the coldest February since 1996. Some residents in Yalding were flooded for the 7th time in 4 months after repair works had finally been started. Areas that had not previously been affected were also hit as rivers, streams and lakes overflowed.		
Heavy rain / flooding	Feb-01			Most problems were caused by motorists who ignored flood warnings and got their cars stuck.		
Heavy rain / flooding	Feb-01			Parts of Kent had almost a month's rainfall in 24 hours. At the height of the floods more than 20 local roads had to be closed in Boughton Monchelsea, Laddingford, Headcorn, Boxley, Bearsted, Kingswood, Headcorn, Marden, Collier Street and Staplehurst.		
Heavy rain / flooding	Mar-01			By 16th March the average rainfall for the month had already been reached. Was noted that from April 2000 it had been the wettest year since records began		
Heavy rain / flooding	Jan-03			(3rd)Town centre escaped worst flooding in two years largely unscathed, except David Lloyd leisure centre Lockmeadow where four rows of car park spaces disappeared under a foot of water. Environment Agency warned though that some parts of Kent would inevitably be flooded, particularly in Yalding area, roads were closed etc. Residents living near rivers were all urged to prepare for the worse and start moving their belongings upstairs. Largely although fields and rivers flooded, less property was affected than in 2000.		
Heavy rain / flooding	Jan-03			Houses were flooded in Beresford Hill - Boughton Monchelsea.		
Heavy rain / flooding	Jan-03			Maidstone Council delivered 4.250 sandbags across the borough over five days and had ordered a further 3000 just incase.		
Heavy rain / flooding	Jan-03			(10th) Sub zero daytime temperatures mentioned in weather forecast (17th) Heavy rainfall mentioned in weather forecast. No mention of snow		
Heavy rain / flooding	Jul-07			Concerns raised about the dramatic contrast with the July before which was the warmest on record, in comparison with all the rain that this July had had, 'no pattern, no prediction'.		
Heavy rain / flooding	Jul-07			Farmers reported hail damaged crops and fruit, worried about effects on harvest.		
Heavy rain / flooding	Jul-07			Due to wetness of July worries that if August and September weren't dry there would be much greater risk of flooding in winter.		
Heavy rain / flooding	Jul-07			No actual flooding mentioned nor any mention of a tornado.		
Heavy Rain / flooding	Aug-07			One of the wettest summers since records began. 212mm of rain fell between June 1st and August 14th compared with the norm of 147mm. Nothing mentioned about flooding		
Heavy Rain / flooding	Jan-08			More than 28mm of rain fell on Tuesday, more than half of whole amount expected for January according to Met Office spokeswoman. Overflowing rivers and heavy rainstorms caused chaos on roads and damage to properties. Flood warnings in place with more rain		
Heavy Rain / flooding	Jan-08			Rivers burst banks, River Medway flooded subways in Maidstone town centre, boats lost moorings and got stuck against East Farleigh bridge. Mote Park partially submerged as lake overflowed into car park. Fields surrounding Headcorn, Marden and Staplehurst became waterlogged and many roads impassable.		
Heavy Rain / flooding	Jan-08			Environment Agency sent out officers to respond to reports of flooded homes in Collier Street, Yalding, Marden and Headcorn.		
Heavy Rain / flooding	Jan-08			Dangerous driving conditions on roads around Sutton Valence and Chart Sutton. In Yalding where three rivers converge the Medway burst its banks leaving the Lees - a natural floodplain - under water. Traffic chaos as drivers got stuck and some abandoned their cars		
Storms	Aug-97			3 people were struck by lightening during a freak storm at a motorcycle event - giant hailstones/thunder/lightening		
Storms	Jan-07			Around 500 trees in Kent all fell down due to gales		
Tornado	Jul-99			Tornado hit Detling, ripped through an antiques fair causing thousands of pounds of damage - nothing else reported about it		