

Hamsey Parish Council

www.hamseyparish.gov.uk

Marie Owen, Clerk to Hamsey Parish Council
Beechwood Hall & Rural Park, Beechwood Lane, Cooksbridge, BN7 3QG
Tel: 07801 803252 Email: clerk@hamseyparish.gov.uk

Members of **HAMSEY PARISH COUNCIL** are summoned to attend the **Council meeting of Hamsey Parish Council** to be held on **Thursday 12th March 2026 at 7.15pm** at **Beechwood Hall & Rural Park.**

Up to fifteen minutes only, are available at the start of the meeting for members of the public to have their correspondence addressed relating to a specific item on the agenda.

Should any member of the public wish to have the Council address any issue on the agenda then they may email the Parish Clerk directly on clerk@hamseyparish.gov.uk before 5pm on Monday 9th March 2026 or they may attend in person.

This meeting may be recorded for the purpose of minute taking.

1. Apologies for absence.

2. Questions from the public.

3. Declaration of interest from any Councillor regarding any item on the agenda.

4. Minutes from the meeting held on Thursday 8th January 2026 to be agreed and signed as a true record.

5. Update on any matters arising from last meeting – review and update actions - see action log at appendix 1 to this agenda.

6. Financial matters

a) To approve payment of invoices as detailed (including v.a.t).

Current Account

Transaction number	Payee	Amount £
V80	BWP Creative Ltd - Website	350.64
V81	Marie Owen – Salary	647.90
V82	HMRC	179.07
V83	National Trust – Beacon Licence	20.00
V84	Helen Clegg – Parish Magazine	404.00
V85	Marie Owen – Dog Bags	117.70
V86	Marie Owen – Refreshments for meeting	12.40
V87	Unity Trust – Bank Charges	6.00
V88	Marie Owen – Salary	647.70
V89	HMRC	179.27
V90	Marie Owen – Printer Ink	13.49
V91	rCOH Ltd – Planning Consultancy	4380.00
V92	Minty Cadwallader – Christmas Expenses	36.00
V93	Unity Trust – Bank Charges	6.00
V94	KA Gardening – Malthouse Way Playground Repairs	170.00
V95	D James – Bus Shelter Cleaning	40.00

b) To note the Council's current financial situation

Detailed below is the expenditure and income for the period 1st April 2025 – 28th February 2026

Expenditure	£	Notes
Audit	655.00	
Capital Expenses	-	
Grants	1,305.00	
Grounds Maintenance	1,817.91	
Office Expenses/administration	10,573.01	Includes clerk's salary
Other Expenses	7,497.82	
Premises	7,672.78	
Subscriptions	904.68	
Total	30,426.18	

Income	£	Notes
Precept	21,000.00	
Lottery Grant		
VAT Reclaim	1617.92	
CIL Payment	59,818.92	
Bank Interest	815.90	
Other Payments	1000	
Total	84,252.74	

Balance per bank statement as at: 28th February 2026	£
Unity Trust - current account	26,087.78
Unity Trust - savings account	63,597.17
Total	89,684.95

c) To approve the current Asset List. *Appendix 3.*

7. Policies

a) Adoption of the Information Commissioner's Office Model Publication Scheme.

Appendix 4

b) Adoption of the Data Retention Policy. Appendix 5.

8. Planning matters – to receive any report from the planning committee

a) Applications still awaiting decision/in progress (as at 31st December 2025)

LW/24/0823 – Resting Oak Hill Cottage, Resting Oak Hill, Cooksbridge

Dropped kerb with access over pavement.

LW/25/0339 – Land at Cooksbridge Road, Cooksbridge

The provision of 151 residential dwellings (class C3) including 40% affordable housing and commercial floorspace provision (class E), with public open space, soft and hard landscaping, play, space. Community orchard, vehicular access, car and cycle parking provision and associated infrastructure including SUDS provision.

SDNP/25/03056/LDE – 3 Pine Barn, Old Church Lane, Hamsey

Self-contained dwellinghouse.

SDNP/25/03057/LDE – The Woodshed, Old Church Lane, Hamsey

Self-contained dwellinghouse.

LW/25/0484 – Former Hamsey Brickworks, South Road.

Erection of 12 residential dwellings (Use Class C3) with associated access, landscaping, parking, and infrastructure works.

SDNP/25/04135 – Perseverance House, The Street, Offham

Erection of a new garden studio in place of partially demolished stable block.

SDNP/25/01301/HOUS – Coombe Lane, Mill Lane Farm. The Street, Offham

Demolishing of existing flat roof extension, erection of ground floor side and rear extension and two bay garage. Installation of external staircase and office in roof void.

b) Applications determined/approved since last meeting.

SDNP/25/04064/FUL – Offham Farm, Mill Lane Farm. The Street, Offham

Conversion of existing holiday let cottages to two agricultural worker dwellings at Mill Lane Barns. Conversion of two existing temporary agricultural worker dwellings to offices at Offham, Farm and associated works.

Approved

c) New Applications

SDNP/26/00594/CND – Mill Lane Farm, The Street, Offham

Removal of Condition 8 (access to workers dwelling solely via track) relating to Planning Approval SDNP/25/04064/FUL

SDNP/26/00267/LIS – 17 Bank Cottages, The Street, Offham

Dismantle and rebuild leaning chimney stack.

d) Discussion on new developments and the implications for the Parish.

9. Grant Applications

To consider any grant applications received

10. Beechwood Hall Working Group – Cllrs Henry and McBrown

To receive any reports from Beechwood Hall working group

11. Environment

To discuss any Environmental issues affecting the Parish

12. Highway and Traffic issues – Cllr McBrown

To discuss any Highway and Traffic issues

13. To consider Rail and Bus issues – Cllr McBrown

To discuss any rail and bus issues

14. Police/ Neighbourhood Watch - Cllr McBrown

To discuss any Police & Neighbourhood watch issues

15. General improvements to Parish

To discuss general improvements to the Parish

16. Reports from meetings

To receive any additional reports from meetings attended by Councillors or Clerk

17. Events

28th March 2026 Easter Trail
5th September 2026 Community Day
15th November 2026 Theatre
Weekend 4th - 6th December 2026 Christmas Events

18. Footpaths and rights way

To discuss footpaths and rights of way within the Parish

19. Neighbourhood Plan

20. Communication

21. Correspondence

To note correspondence received since the last meeting and any action required.

22. Future agenda items

To discuss and note future agenda items/reports

23. Date for next meeting

Thursday 21st May 2026. 7:15pm.

Signed

Dated

Marie Owen – Hamsey Parish Clerk/RFO

Notes

1. Agenda Item 21 relevant to any correspondence received – see monthly spreadsheet circulated previously. This spreadsheet includes various correspondence received weekly including newsletters from: NALC, Chief Executive Bulletin, Rural Bulletin, CPRE, Public Sector Executive and planning application details from LDC and SDNPA and meeting invitations and agendas.

2. Should any resident like to see a copy of the monthly correspondence log please contact the Parish Clerk on clerk@hamseyparish.gov.uk

Appendix 1 – Action Log

Number	Regarding	Responsibility	Action
1	Bike racks	LMcK	Awaiting to hear from LDC planning.
2	Speak with Antler Homes re issues and opportunities & drawings.	MC/TG/LMK	Meeting had
3	Children crossing signs for Bevernbridge	CH	To find out price for sign from Highways.
4	Rural Design Code & Neighbourhood Plan	MC	Ongoing. PC to ask Barcombe PC to present.
5	Ask PCSO if all accidents have been reported.	KMcB	KMcB stated that this info wasn't provided to PCSO's. JS to provide updates on accident numbers.
6	Mood board for village sign	MC	Put pull out in Hamsey News for design and keyword ideas.
7	Request notification on road closures and request hatchings at end of Beechwood Lane and school.	KMcB	Waiting for Highways
8	Cycleway	MC	Ben from SDNP to liaise with landowners.
9	Report overhanging trees and barriers to Highways	KMcB	Ongoing.
10	Inform Highways to go ahead with dropped kerb	CH	Awaiting more info.
11	Speak to school re parking	LMcK	Ongoing
12	Contact Compass Buses re Brighton bus	KMcB	
13	Investigate cost and process of vehicle activated sign	CH	Awaiting info
14	Investigate use of WhatsApp Communities	CH	Ongoing.
15	Ask LDC format of meeting on 26 th Jan	PC	Yes
16	Ask DUH for catch up	LMcK	Yes
17	Look into TPO's	LMcK	
18	Look into tree legacy	MC	
19	Collate all outstanding highways issues	KMcB	
20	How to report list for Hamsey News	TG	PC completed
21	Sent NO skate school info	MC	Skate school has started.

Appendix 2

Reports from Councillors

Councillor Henry – Vice Chair

Community Events

Easter Trail is at the end of the month which is a free event for children of the parish to enjoy the park and do some crafts in the Hall. It will run from 10-12. The Hamsey Nights Group will run a car boot/table top sale during the same hours which will allow local businesses to sell any products and all residents to sell their used items. The proceeds from the car boot sale will go to a summer event.

The summer community event will be on September 5th this year. The bouncy castle assault course and children's bouncy castle are booked, as is a performance group who will do 2x 30 mins performances in the park area. We have food vendor signed up and are in talks with the PTA about the ice cream stand.

The theatre is booked for November and we are waiting for the programme to be decided so we can select the performance.

I have created all the marketing around the events and distributed through social media and the Hamsey News.

Grants

The grants are applied for through Beechwood Hall and Rural Park Charity but are noted here as they benefit residents in the Parish.

I have successfully obtained another £2000 grant for the youth club from the Sussex police and Crime Commissioner which is set up to reduce crime and increase community safety. The Parish Council and Beechwood Hall Charity would like to thank the PCC for this grant.

We are waiting to hear back on the Tesco blue coin scheme for more baby and toddler groups.

We are still waiting to hear from the GTR grant which we applied for promoting the green space around the village and supporting carbon offset due to the queuing traffic.

Bernie and I have applied for a grant from Sport England to support the upkeep of the trail around the park and ensure it can be used for running, walking and enjoying the green space. We aim to increase the number of people using the perimeter path and getting into exercise.

I have set up a charity page on the Amex charity page with support from Rachel our accounts and our Former Chair Tamsyn. Tamsyn has been doing volunteer hours which Amex contribute financially to a chosen charity and Tamsyn has chosen Beechwood Hall. The estimated donation is around £400 at present and rising. We thank Tamsyn for her continued support.

Beechwood Hall

I continue to be part of the team along with Councillor Osbourne, the Hall Manager, cleaner, and accountant to ensure Beechwood Hall remains well-managed, financially sound, and accessible. This includes overseeing policies, procedures, maintenance, and the upkeep of the grounds. Councillor Bush is now on the accounts and Amanda has been taken off now she has left the council. We thank Amanda for her ongoing support while we were transitioning everything to a different councillor.

I am still working to understand how to get the bike racks we got from SDNP up and running as we have had no response from anyone in planning on this.

We held a successful Beechwood Meeting where the team looked at all the finances and upcoming activities. It is great to be part of this successful team.

School Engagement

I've been part of the team engaging with the Head Teacher at Hamsey Community School. We have encouraged the school to be part of the village sign initiative. I have also inputted to the PTA meeting although I could not attend in person.

Planning

I have been part of the planning team to support the response to both the CALA homes 151 housing proposal and also the LDC Local Plan. We have liaised with a planning consultant to put together a robust response and shared it with residents for support in writing personal responses.

We are also trying to connect with other local councils to build a more collaborative approach to local planning.

Communications

I have set up a village WhatsApp group as a notice board with the aim of increasing communication in the Parish as Facebook only reaches a certain number of people and the Hamsey News is once a quarter.

I have inputted to the Hamsey News Spring edition with the social events and an article about the sense of community we would like to portray in the village sign.

Access

I have been supporting a local resident with access to Lewes via public Transport through communicating with the South Downs National Park and also ESCC to ensure equity of access for all residents. The Parish Council will use CIL money to get a dropped kerb at the Bus Stop in Offham.

Road Safety

I continue to communicate with ESCC about getting the speed sign in Cooksbridge replaced with a flashing sign showing the exact speed and also the signs for Bevernbridge about children crossing. I email regularly to follow up.

Hamsey Parish Council

Fixed Assets and Long Term Investments			
Asset Description	Date Acquired	Purchase Value	Current Value
Beacon brazier		3,538.00	3,538.00
Beechwood Park Equipment		6,000.00	6,000.00
Bench		300.00	300.00
Bench x 3 Phone Box Area		1.00	1.00
Brick bus shelter		3,456.00	3,456.00
Christmas sleigh		3,000.00	3,000.00
Greenwich meridian sign		250.00	250.00
perspex bus shelter		3,606.00	3,606.00
perspex bus shelter		2,900.00	2,900.00
Phone box - repair value		600.00	600.00
		23,651.00	23,651.00
Capital expenses			
2 x Glass Bus Shelters	01/05/2024	1.00	1.00
Bevernbridge Sign	28/03/2023	490.00	490.00
Malthouse Way Playground	01/04/2023	32,467.67	32,467.67
Offham Noticeboard	15/12/2023	1,365.00	1,365.00
		34,323.67	34,323.67
Office Expenses/Administration			
Laptop	01/02/2023	447.29	447.29
Office laptop	2020	500.00	500.00
office printer	2021	200.00	200.00
		1,147.29	1,147.29
Premises			
metal noticeboard	20 April 2022	640.00	640.00
Waste Bin - Phone Books	17/05/2024	476.10	476.10
		1,116.10	1,116.10
Grand Total:		60,238.06	60,238.06

Appendix 4

Information available from Hamsey Parish Council under the Freedom of Information Act model publication scheme

This template guide covers only information we currently hold. If we do not hold some of the information listed below, we will mark it as 'not held' in the table.

Information to be published	How the information can be obtained	Cost
<p>Class 1 - Who we are and what we do</p> <p>(Organisational information, structures, locations and contacts)</p> <p>Current information only</p>		
List of Council members and their responsibilities as well a list of Council Committees	Website, newsletters	Free
Contact details for Parish Clerk and Council members	Website, noticeboards	Free
Where possible, provide named contacts including contact phone numbers and email addresses		
Location of main Council office and accessibility details	Website, noticeboards	Free
Staffing structure	Website	Free
<p>Class 2 – What we spend and how we spend it</p> <p>(Financial information about projected and actual income and expenditure, procurement, contracts and financial audit)</p> <p>Current and previous financial year as a minimum</p>	(hard copy or website)	
Statement of accounts and internal audit report in the format included in the Annual Return form	Website Hard copy	Free 10p per sheet + postage
Finalised budget	Website	Free
Precept	Website	Free
Borrowing Approval letter	N/A	
All items of expenditure above £100	Website	Free
Financial Standing Orders and Regulations	Website	Free
Grants given and received	Website	Free
List of current contracts awarded and value of contract	Website	Free
Members' allowances and expenses	Website	Free

<p>Class 3 – What our priorities are and how we are doing</p> <p>(Strategies and plans, performance indicators, audits, inspections and reviews)</p> <p>Current and previous year as a minimum</p>	(hard copy or website)	
Annual governance statement in format included in the Annual Return form	Website	Free
Parish Plan	Website	Free
Annual Report to Parish or Community Meeting	Website	Free
Quality status	N/A	
Local charters drawn up in accordance with DLUHC's guidelines	N/A	
Data Protection impact assessments (in full or summary format) or any other impact assessment (e.g. Health & Safety Impact Assessment, Equality Impact Assessments etc), as appropriate and relevant	Website	Free
<p>Class 4 – How we make decisions</p> <p>(Decision making processes and records of decisions)</p> <p>Current and previous council year as a minimum</p>	(hard copy or website)	
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	Website, noticeboards	Free
Agendas of meetings (as above)	Website, noticeboards	Free
Minutes of meetings (as above) – exclude material that is properly considered to be exempt from disclosure	Website, noticeboards	Free
Reports presented to council meetings – exclude material that is properly considered to be exempt from disclosure	Website	Free
Responses to consultation papers	Website	Free
Responses to planning applications	Website, noticeboards	Free
Bye-laws	N/A	
<p>Class 5 – Our policies and procedures</p> <p>(Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only</p>	(hard copy or website)	
<p>Policies and procedures for the conduct of Council business:</p> <ul style="list-style-type: none"> Procedural standing orders 	Website	Free

<ul style="list-style-type: none"> • Committee and sub-committee terms of reference • Delegated authority in respect of officers • Code of Conduct • Policy statements 		
<p>Policies and procedures for the provision of services and about the employment of staff:</p> <ul style="list-style-type: none"> • Internal instructions to staff and policies relating to the delivery of services • Equality and diversity policy • Health and safety policy • Recruitment policies and details of current vacancies • Policies and procedures for handling requests for information • Complaints procedures (including those covering requests for information and operating the publication scheme) 	Website	Free
<p>Records management, personal data and access to information policies</p> <p>Include information security policies, records retention, destruction and archive policies, and data protection (including data sharing and CCTV usage) policies</p>	Website	Free
<p>Class 6 – Lists and Registers</p> <p>Currently maintained lists and registers only.</p>	(hard copy or website; some information may only be available by inspection)	
Information legally required to hold in publicly available registers (in most circumstances existing access provisions will suffice)	Website	Free
Assets register, including details of public land and building assets	Website	Free
Register of members' interests	Website	Free
Register of gifts and hospitality	N/A	
<p>Class 7 – The services we offer</p> <p>(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)</p> <p>Current information only</p>	(hard copy or website; some information may only be available by inspection)	
Allotments	N/A	
Burial grounds and closed churchyards	N/A	
Community centres and village halls	Website	Free

Parks, playing fields and recreational facilities	Website	Free
Seating, litter bins, clocks, memorials and lighting	Website	Free
Bus shelters	Website	Free
Markets	N/A	
Public conveniences	N/A	
Agency agreements	N/A	
Services for which we are entitled to recover a fee and details of those fees (e.g. burial fees)	N/A	
Additional Information		
Information not itemised in the lists above		

Schedule of charges

This describes how the charges have been arrived at and should be published as part of the guide.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ ..p per sheet (black & white)	Actual cost *
	Photocopying @ ..p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)
Other		

* the actual cost incurred

Contact Details:

Marie Owen, Hamsey Parish Council Clerk

Beechwood Hall and Rural Park

Beechwood Lane

Cooksbridge

East Sussex

BN7 3QG

Appendix 5

Hamsey Parish Council Data Protection Policy

1. Introduction

In order to adhere to the Data Protection Act 2018 and the General Data Protection Regulations Hamsey Parish Council has adopted the following policy.

Hamsey Parish Council holds personal data about employees, councillors, residents, suppliers, and other individuals for a variety of council purposes.

This policy sets out how the council seek to protect personal data and ensure that councillors and officers understand the rules governing the use of personal data to which they have access in the course of their work. This policy requires officers to ensure that the council be consulted before any significant new data processing activity is initiated to ensure that relevant compliance steps are addressed

This policy applies to all councillors and staff. The Clerk has overall responsibility for the day-to-day implementation of this policy.

The council must process personal data fairly and lawfully in accordance with individuals' rights. This generally means that the council should not process personal data unless the individual whose details the council are processing has consented to this happening.

2. The Clerk's responsibilities:

- Keeping the council updated about data protection responsibilities, risks, and issues
- Reviewing all data protection procedures and policies on a regular basis
- Assisting with data protection training and advice
- Answering questions on data protection from staff, council members and other Stakeholders
- Responding to individuals who wish to know which data is being held on them by Hamsey Parish Council.
- Checking and approving with third parties that handle the council's data any contracts or agreement regarding data processing
- Ensure all systems, services, software and equipment meet acceptable security Standards
- Checking and scanning security hardware and software regularly to ensure it is functioning properly
- Researching third-party services
- Addressing data protection queries from clients, target audiences or media outlets
- Coordinating with the council to ensure all marketing initiatives adhere to data protection laws and the company's Data Protection Policy
- Privacy by design is an approach to projects that promotes privacy and data protection compliance from the start. The Clerk will be responsible for conducting Privacy Impact Assessments and ensuring that all IT projects commence with a privacy plan. This will be conducted by preparing an action plan at all stages of development,

implementation and operation for each parish council project identifying the complete description in which the environment, application or capabilities where privacy and data protection requirements are applicable, identifying the systems and processes involved and addressing the risks throughout the lifecycle of the project.

3. The Council's responsibilities

- The council's website displays a Privacy Notice relating to data protection.
- In most cases where the council process sensitive personal data the council will require the data subject's explicit consent to do this unless exceptional circumstances apply, or the council are required to do this by law (e.g. to comply with legal obligations to ensure health and safety at work, comply with burial legislation and allotment legislation). Any such consent will need to clearly identify what the relevant data is, why it is being processed and to whom it will be disclosed
- The council will ensure that any personal data the council process is accurate, adequate, relevant and not excessive, given the purpose for which it was obtained. The council will not process personal data obtained for one purpose for any unconnected purpose unless the individual concerned has agreed to this or would otherwise reasonably expect this.
- The data that the council collect is subject to active consent by the data subject. This consent can be revoked at any time.

4. Councillors and staff individual responsibilities

- Councillors and staff must take reasonable steps to ensure that personal data the council hold about subjects is accurate and updated as required.
- Councillors and staff must keep personal data secure against loss or misuse. Where other organisations process personal data as a service on our behalf, the Clerk will establish what, if any, additional specific data security arrangements need to be implemented in contracts with those third-party organisations.
- In cases when data is stored on printed paper, it should be kept in a secure place where unauthorised persons cannot access it
- Printed data should be shredded when it is no longer needed
- Data stored on a computer should be protected by strong passwords that are changed regularly. The council encourage all staff to use a password manager to create and store their passwords.
- Data stored on CDs or memory sticks must be locked away securely when they are not being used.
- The council must approve any cloud used to store data by councillors or staff.
- Firewall software that comes with any network access device should be set to high security mode and any personal data stored in hard copy format should be stored in a secure location.
- Data should be regularly backed up in line with the council's backup procedures
- Data should never be saved directly to mobile devices such as laptops, tablets or smartphones which can be used providing the item is Password protected, the network equipment used to download the emails has a firewall activated. Once the data has been used and is no longer required it is deleted from the user's systems,

either on the machine or cloud storage device.

- All servers containing sensitive data must be approved and protected by security software and strong firewall.
- Councillors and staff must retain personal data for no longer than is necessary. What is necessary will depend on the circumstances of each case, considering the reasons that the personal data was obtained, but should be determined in a manner consistent with our data retention guidelines.
- Do not forward on emails or email threads that may contain personal data.
- Where possible direct all correspondence to the Clerk who can obtain the necessary consent.
- Inform the Clerk of any data breaches withing 48 hours
- Councillors will complete the GDPR checklist for Councillors, to confirm actions.

5. Subject Access

- Under the Data Protection Act 1998, individuals are entitled, subject to certain exceptions, to request access to information held about them.
- If you receive a subject access request, you should refer that request immediately to the Clerk. Who may ask you to help the council comply with those requests.
- Please contact the Clerk if you would like to correct or request information that the council hold about you. There are also restrictions on the information to which you are entitled under applicable law.

6. Reporting breaches

All members of staff have an obligation to report actual or potential data protection compliance failures. This allows the council to:

- Investigate the failure and take remedial steps if necessary
- Maintain a register of compliance failures
- Notify the Supervisory Authority (SA) of any compliance failures that are material either in their own right, or as part of a pattern of failures

7. Data portability

Upon request, a data subject should have the right to receive a copy of their data in a structured format. These requests should be processed within one month, provided there is no undue burden, and it does not compromise the privacy of other individuals. A data subject may also request that their data is transferred directly to another system. This must be done for free.

8. Right to be forgotten

A data subject may request that any information held on them is deleted or removed, and any third parties who process or the use that data must also comply with the request. An erasure request can only be refused if an exemption applies.

9. Processing data in accordance with the individual's rights

Councillors and staff should abide by any request from an individual not to use their personal data for direct marketing purposes and notify the Clerk about any such request.

Direct marketing material must not be sent to someone electronically (e.g. via email) unless the council has an existing business relationship with them in relation to the services being marketed.

Please contact the Clerk for advice on direct marketing before starting any new direct marketing activity.

10. Data audit and register

Regular data audits to manage and mitigate risks will inform the data register. This contains information on what data is held, where it is stored, how it is used, who is responsible and any further regulations or retention timescales that may be relevant.

11. Monitoring

All councillors and staff must observe this policy.

The Clerk will monitor the implementation of the policy regularly to make sure it is being adhered to.

12. Information Commissioner's Office (ICO)

The Council is registered with the Information Commissioner's Office and pays the annual data protection fee as required.

ICO contact details:

Reference: ZB488252
Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire SK9 5AF
www.ico.org.uk