

**Community Emergency Plan  
for the Town of  
Barton upon Humber  
Town Council**

## SECTION I: PLAN ACTIVATION

### Activating the Plan

This plan should be activated when an incident occurs that requires a co-ordinated community response.

Any member of the Town Council / Community Emergency Team may be notified of such an incident, often by the local authority or residents. They should contact one of the following people who have been authorised to activate the community emergency plan and lead the initial incident response:

- Town Clerk
- Deputy Clerk
- Town Council Mayor
- Deputy Mayor
- A member of the active emergency management team

### Emergency Management Team

In the event of the plan being triggered the following Town Councillors and members of the community have agreed to form part of the Emergency Management Team:

<b>Name</b>	<b>Address</b>	<b>Telephone</b>	<b>E-mail</b>
Cllr Neil Jacques	15 Queen Street, Barton	07769 049489	<a href="mailto:cllrneiljacques@bartonuponhumbertowncouncil.gov.uk">cllrneiljacques@bartonuponhumbertowncouncil.gov.uk</a>
Cllr Chris Patterson	2 Beck Hill, Barton	07511 674821	<a href="mailto:cllrchristinepatterson@bartonuponhumbertowncouncil.gov.uk">cllrchristinepatterson@bartonuponhumbertowncouncil.gov.uk</a>
Cllr Carol Thornton	27 Butts Road, Barton	07312 098805	<a href="mailto:cllrcarolthornton@bartonuponhumbertowncouncil.gov.uk">cllrcarolthornton@bartonuponhumbertowncouncil.gov.uk</a>
Cllr Nigel Pinchbeck	10 Lower Meadows Barton	07718 583546	<a href="mailto:cllrnigelpinchbeck@bartonuponhumbertowncouncil.gov.uk">cllrnigelpinchbeck@bartonuponhumbertowncouncil.gov.uk</a>
Cllr Liz Bennet	19 Queen Street, Barton	07792 775101	<a href="mailto:cllrlizbennet@bartonuponhumbertowncouncil.gov.uk">cllrlizbennet@bartonuponhumbertowncouncil.gov.uk</a>
Cllr Amie Watson	25b Holydyke, Barton, DN18 5PR	07875 407997	<a href="mailto:cllramiewatson@bartonuponhumbertowncouncil.gov.uk">cllramiewatson@bartonuponhumbertowncouncil.gov.uk</a>

### Member of Town Council not on Community Emergency Team

<b>Name</b>	<b>Address</b>	<b>Telephone</b>	<b>E-mail</b>
Cllr Alvin Chapman	29 Lower Meadows, Barton	07900 517424	<a href="mailto:cllralvinchapman@bartonuponhumbertowncouncil.gov.uk">cllralvinchapman@bartonuponhumbertowncouncil.gov.uk</a>
Cllr Ben Troop	8 Clipson Crest, Barton	07894 855449	<a href="mailto:cllrbentroop@bartonuponhumbertowncouncil.gov.uk">cllrbentroop@bartonuponhumbertowncouncil.gov.uk</a>
Cllr Keith Vickers	Hillview, Horkstow Rd Barton	01652 633951	<a href="mailto:cllrkeithvickers@bartonuponhumbertowncouncil.gov.uk">cllrkeithvickers@bartonuponhumbertowncouncil.gov.uk</a>
Cllr Paul Vickers	16 Plumleaf Way, Barton	07515 671546	<a href="mailto:cllrpaulvickers@bartonuponhumbertowncouncil.gov.uk">cllrpaulvickers@bartonuponhumbertowncouncil.gov.uk</a>
Cllr Neil Turner	3 Caister Road, Barton	07425 629839	<a href="mailto:cllrneilturner@bartonuponhumbertowncouncil.gov.uk">cllrneilturner@bartonuponhumbertowncouncil.gov.uk</a>
Cllr Jon Evison	11 Beck Hill, Barton	07976 276895	<a href="mailto:cllrjonathanevison@bartonuponhumbertowncouncil.gov.uk">cllrjonathanevison@bartonuponhumbertowncouncil.gov.uk</a>

## SECTION 2: EMERGENCY TEAM ACTION CHECKLIST

IN AN EMERGENCY DIAL 999. Follow the Emergency Services advice at all times, and always be aware of your own safety and the safety of those around you.

- Gather as much information about the situation as possible - e.g.:
  - The location of the emergency.
  - Type of incident.
  - Number of people and/or properties involved.
  - The type of support that might be needed (e.g. moving items upstairs, providing immediate shelter, basic household tasks).
  - Tune into your local radio station for updates.
  - Make contact with the representatives of any responding organisations at the scene.
- Consider whether you can work effectively from your current location, or whether you need to move to an alternate location (see [Section 3](#)). Arrange for the Incident Room to be opened as appropriate.
- Notify the emergency team and request they meet at the nominated location (see [Section 1 & 3](#))
- If the emergency has the potential to be drawn out consider putting in place a rota for all the roles involved. It is important to make sure people don't over work themselves during an incident as this can easily happen.
- Use the standard agenda to run the meeting. Circulate the Response Aim and Objectives so people know what you are trying to achieve. (see [Section 6](#).)
- Decide which local resources should be mobilised initially to support the community. (see [Section 4](#)). You might want to give this task to one person within the emergency team to co-ordinate.
- Notify the following, as appropriate:
  - Community Coordinators / Area Wardens – None specified
  - Flood Wardens – None specified
  - Ward Members - Cllr Paul Vickers, Cllr Keith Vickers and Cllr C Patterson
  - Neighbourhood Watch Groups – None specified
  - Snow Warden – Cllr Paul Vickers(see [Sections 4, 7 and 9](#))
- If there is a representative from the Emergency Services, Council or other responder working in your community, please go and introduce yourself and tell them you have activated your community emergency plan.
- Consider asking for additional members of the community (volunteers) to help with the response, you may have pre-identified community coordinators already (see [Section 4](#)). You might want to give this task to one person within the emergency team to co-ordinate.

The type of support that would be welcomed changes from emergency to emergency but might include:

- Helping people move valuable and sentimental items upstairs.
  - Helping deploy any flood protection products they might have.
  - Providing some immediate shelter if people have had to leave their homes.
  - Looking after pets.
  - Providing lifts to family and friends.
  - Doing basic household tasks such as shopping.
- 
- The Council may be sending update emails to the Emergency Team members. Agree who is going to keep checking the council email account and keep monitoring the Council's website.
  - Tell your community that your emergency team is functioning and if appropriate maintain a presence in the area(s) affected (see [Section 3](#)).
  - Help communicate any warning information messages, and recommend that people tune into the local radio station.
  - Keep the public message boards and any social media sites (Facebook, Twitter, etc.) used up to date with the latest information.
  - Decide whether you will offer residents a key number to contact during the emergency.
  - Establish contact with neighbouring Parish/Town Councils and ask for/offer support if appropriate (see [Section 7](#))
  - Ensure that any members of your community engaged in the response are not putting themselves at risk. Make sure they are acting lawfully (e.g. not speeding), carefully and are not carrying out tasks and activities that they are not qualified to do.
  - When the immediate risk of the emergency has passed consider what role the Town Council can play in helping the community recovery. Continue the meetings of the Community Emergency Team, using the Recovery Aim and Objective (see [Section 6](#)).

### SECTION 3: TOWN RESOURCES

#### Meeting Venue(s)

The Emergency Management Team will usually need to meet during an emergency and agree what is to be done. The following meeting locations have been identified:

Venue	How to access	Contact Details
Barton Town Council Office (weekdays)	Assembly Rooms, Queen Street, Barton	07983 154787 or townclerk@bartonuponhumbertowncouncil.gov.uk
St Mary's Church Hall,	Burgate, Barton	Mrs Valerie Howitt (Hall Bookings Clerk) 07808 933534. email: <a href="mailto:bartonchurchhall@gmail.com">bartonchurchhall@gmail.com</a> Mr James Tannock (Church Warden) 07939 667394. Mrs Carol Thornton (Church Warden) 07312 098805. Rev Canon Liz Brown (Vicar) 07805 694614. Rev Canon David Rowett (Clergy Team) 07952 755635.
Viking Resource Centre	Fairfield Drive, Barton	Belinda Lant 01652 660018 vikingresourcecentre@gmail.com
Baysgarth Leisure Centre/Baysgarth Hub	Baysgarth Park, Brigg Road, Barton	01652 632511 or 01724 296808

#### Emergency Box location and contents

The Town Council has prepared an emergency box to help the Emergency Management Team function in an emergency.

Location	Contents	How to Access	Contact Details
Barton Town Council Office	- A copy of this plan, including street map -Paper and pens. -A copy of the register of electors. - Wind up/battery operated torch - High Viz vests - High Viz coats	Assembly Rooms, Queen Street, Barton <b>(Located in the small meeting room)</b>	07983 154787 or townclerk@bartonuponhumbertowncouncil.gov.uk

## Emergency Equipment

The Town Council has purchased equipment that may be of use during the response to an emergency.

Location	Summary of Contents	How to access	Contact Details
Cllr Paul Vickers is Barton's Snow Warden & has salt storage.	Rock salt supplied by North Lincolnshire Council	Cllr Paul Vickers	07515 671546 <a href="mailto:cllrpaulvickers@bartonuponhumbertowncouncil.gov.uk">cllrpaulvickers@bartonuponhumbertowncouncil.gov.uk</a>

## Community Emergency Shelter(s)

Sometimes people will need to evacuate their homes in an emergency. The following facilities have been identified where people can shelter for a few hours until they can return home or make alternative arrangements.

Location	Capacity	How to Access	Contact Details
St Mary's Church Hall	60 sleeping 100 seating	Burgate, Barton Upon Humber	Mrs Valerie Howitt (Hall Bookings Clerk) 07808 933534. email: <a href="mailto:bartonchurchhall@gmail.com">bartonchurchhall@gmail.com</a> Mr James Tannock (Church Warden) 07939 667394. Mrs Carol Thornton (Church Warden) 07312 098805. Rev Canon Liz Brown (Vicar) 07805 694614. Rev Canon David Rowett (Clergy Team) 07952 755635.
Viking Resource Centre	20-30 Seating 30+	Fairfield Drive, Barton	Belinda Lant 01652 660018 <a href="mailto:vikingresourcecentre@gmail.com">vikingresourcecentre@gmail.com</a>
The Ropewalk Maltkiln Road, barton upon Humber DN18 5JT	50 sleeping 100 seating	By contacting the main contact	Liz Bennet - 01652 660380

## Emergency transport pick-up point(s)

If the local authority arranges transport to move people to larger emergency shelters, the following locations have been identified as particularly pick up points:

<b>Location</b>	<b>Address, 6 figure grid reference or location description that can be provided to the Local Authority</b>
Eastfield Road	53.67502, -0.433445
Caistor Road	53.670347, -0.417801
High Street	53.685, -0.440745
Pasture Road	53.685142, -0.434197

### **Public Information**

The Town Council will provide regular updates to the public during an emergency, including passing on messages received by other organisations. The following information channels can be used.

<b>Information Source</b>	<b>Who can access / update?</b>	<b>Contact Details</b>
Town Council Website <a href="https://www.bartonuponhumbertowncouncil.gov.uk">https://www.bartonuponhumbertowncouncil.gov.uk</a>	Council staff	07983 154787
Town Council Facebook Page Barton Town Council	Council staff	07983 154787
Town Council Noticeboards: Notice Board 1) Assembly Rooms Notice Board 2) Baysgarth Museum	Town Council Office	07983 154787

### **Defibrillator location(s)**

The community's defibrillators can be found at these locations. Access to the defibrillator is usually given by the 999 operator following a 999 call, rather than being mobilised by the Community Emergency Team.

<b>Location</b>			<b>Comments</b>
The Corn Exchange Club	Market Place	Outside	On wall RH side of entrance
Barton Masonic Hall	Castledyke South	Outside	On wall
Barton Fire Station	Holydyke	Outside	/
Barton Town Football Club	Marsh Lane	Outside	Open 10.30am-3pm Gate code: 5757
Baysgarth School	Barrow Road	Outside	Only accessible when school is open
Tesco	Malkiln Road	Inside	Behind customer service counter
Viking Resource Centre	Fairfield Drive	Outside	/

Allotment Society	Dam Road	Inside	/
Baysgarth Leisure Centre	Brigg Road	Outside	On wall next to Leisure Centre main entrance
Water's Edge Visitor Centre	Malkiln Road	Outside	On wall opposite disabled car parking spaces
Ted Lewis Centre	Ferriby Road	Inside	/

### **Hard Standing / Car Parks etc**

The following locations have been identified for the emergency services and other should they need to arrange for plant, vehicles or other resources to be delivered.

<b>Location</b>	<b>Address, 6 figure grid reference or location description that can be provided to the Local Authority</b>
Baysgarth School, Barrow Road	53.681976, -0.433565
Lidl Supermarket, Ferriby Road	53.682684, -0.450596
Cottage Lane Car Park	53.684555, -0.439681

## SECTION 4: COMMUNITY RESOURCES

**Community Groups / Church Groups / Local Businesses / Sports Groups that have offered to help in an emergency**

Type	Address	Contact	Offering Shelter	Offering Support
Baysgarth School	Barrow Road, Barton upon Humber DN18 6AE	01652 632576	Yes	Yes – see additional info below
Castledyke Primary School	Castledyke West, Barton DN18 5AW	01652 632455	Yes	Yes – See additional below
St. Mary's Church Hall	Burgate, Barton upon Humber DN18 5EZ	01652 632202	Yes	Yes
Central Surgery	King Street, Barton upon Humber DN18	01652 636600	Yes	No
The Ropewalk (Liz Bennet)	Malkiln Road, Barton upon Humber DN18 5JT	01652 660380	Yes	Yes – see additional info below
Beech House Care Home	Chapel Lane, Barton upon Humber DN18 5PJ	01652 784100	No	No
The Viking Centre	Fairfield Drive, Barton upon Humber DN18 6ER	07717 736162	Yes	No

The Ropewalk can assist with meals on wheels, shopping and prescription pickups. This facility has a strong team and access to a lot of volunteers who can assist in an emergency. The Ropewalk is a very long building with lots of phones and rooms that could be used unless (unless the emergency was a flood) If the emergency was a flood, the volunteers would be moving their operation to Baysgarth House

Castledyke Primary School and Baysgarth School can assist, however it would be dependant upon school holidays

## SECTION 5: STANDARD MEETING AGENDA & AIM AND OBJECTIVES

### Emergency Management Team

#### Initial Meeting Agenda

- 1) Introduction of Attendees
- 2) Nominate Chair of Emergency Management Team
- 3) Situation Report
- 4) Agree Aim and Objectives of Response

- 5) Actions Required to Meet Aim and Objectives
- 6) Time of Next Meeting

**Emergency Management Team**

**Subsequent Meeting Agenda**

- 1) Any Items Requiring Urgent Attention

BREAK OUT TIME TO ACTION URGENT ITEMS AS AGREED ABOVE

- 2) Update on Situation
- 3) Review Aim and Objectives
- 4) Review Outstanding Actions
- 5) Actions Required to Meet Aim and Objectives
- 6) Time of Next Meeting

## **Aim and Objectives of the Community's Emergency Response**

### **Aim**

To lessen the effects of the emergency

### **Objectives**

- To work effectively with multi agency responders
- To use community resources to limit the impact of the emergency on
  - People
  - Property
  - Local Businesses
  - Environment
  - Heritage
- To help vulnerable members of the community
- To engage the resources available from our delivery partners, town and parish councils, the community and voluntary sector and businesses
- To provide residents with warnings and messages throughout the emergency
- To communicate effectively with all Town Councillors and Ward Councillors during the emergency
- To ensure health and safety of Town Council personnel and community responders
- To keep records of the actions taken and decision made during the emergency
- To support residents and businesses to recovery from the emergency

## **Aim and Objectives of the Community's Recovery Response**

### **Aim**

To help people help themselves to recover from an emergency

### **Objectives**

- People:
  - are protected from immediate risks to health and safety and have access to appropriate shelter, basic resources and essential services.
  - feel that their home and property are safe and secure during recovery
  - have access to the information they need to make their own decisions about how they react to the situation
  - know how to access the services that are available to them.
- Essential services, infrastructure and transport networks are brought back into use as soon as practicable.
- Communities are fully involved in the recovery process and are able to take decisions on issues that affect them.
- Businesses have access to their premises and know how to access support available to them.
- Community resources and organisations are providing practical support as appropriate.
- Recovery is well co-ordinated between all responding organisations.

## SECTION 7: CONTACT DIRECTORY

### Ward Councillors

Name	Address	Telephone	E-mail
Cllr C Patteson	2 Beck Hill, Barton	07976 276895	<a href="mailto:cllrchristinepatterson@bartonuponhumbertowncouncil.gov.uk">cllrchristinepatterson@bartonuponhumbertowncouncil.gov.uk</a>
Cllr Paul Vickers	16 Plumleaf Way, Barton	01652 661068	<a href="mailto:cllrpaulvickers@bartonuponhumbertowncouncil.gov.uk">cllrpaulvickers@bartonuponhumbertowncouncil.gov.uk</a>
Cllr Keith Vickers	Hillview, Horkstow Road, Barton	01652 633951	<a href="mailto:cllrkeithvickers@bartonuponhumbertowncouncil.gov.uk">cllrkeithvickers@bartonuponhumbertowncouncil.gov.uk</a>

### Neighbouring Town and Parish Councils

Parish/Town	Contact
Barrow upon Humber	07592 724935
South Ferriby	07761 831106
Goxhill	01469 531578
New Holland	07592 666058

### Organisation contact details

Fire Service, Police, Ambulance & Coastguard	999
Anglian Water	03457 145 145
East Riding of Yorkshire Council	01482 393939
Electricity Emergency Service & Supply Failure	105
Environment Agency Floodline	03459 88 11 88
Fire Service – non emergency	01482 565333
Gas Emergency Service & Gas Escapes	0800 111 999
Hull City Council	01482 300300
NHS – non emergency	111
North East Lincolnshire Council	01472 313131
North Lincolnshire Council	01724 297000
Police – non emergency	101
Severn Trent Water	0800 783 4444
Yorkshire Water	08451 24 24 24

Updated: March 2026

## SECTION 8: SNOW CLEARANCE PLAN

**Snow Clearance Table**

<b>Clearance Area (listed in Order</b>	<b>Area to Be Cleared</b>	<b>Provide more information on area to be cleared if appropriate</b>	<b>Equipment and People Required</b>
1	Primary routes	As defined by North Lincolnshire Council	
2	Secondary routes	As defined by North Lincolnshire Council	
3	Meadow Drive		Have own Salt bins – Cllr P Vickers Barton Snow Warden has additional salt in storage as needed.
4	Forkedale Corner		Has own Salt bin - Cllr P Vickers Barton Snow Warden has additional salt in storage as needed.
5	Caistor Road		Has own Salt bin - Cllr P Vickers Barton Snow Warden has additional salt in storage as needed.

## General Advice on Clearing Snow

- The aim of the snow clearing is to make the situation better and safer when finished than it was before you started.
- It's easier to move fresh, loose snow rather than hard snow that has packed together from people walking on it. So if possible, start removing the snow in the morning.
- When you're shovelling snow, make a path down the middle of the area to be cleared first, so you have a clear surface to walk on. Then shovel the snow from the centre of the path to the sides. Take care where you put it so it doesn't block paths or drains.
- Do not pile up snow where it will block or obstruct the footpath, access to property or road in any way. It may be necessary to remove any resulting accumulations of snow.
- Spread salt on the area you have cleared of snow to prevent the residual film icing over.
- Salt is very effective and requires only a small amount spread over a wide area to stop ice forming, all types of salt are effective for example dishwasher or even table salt works well when treating household paths and drives.
- If you have a pedestrian salt spreader, the following rates could be used:

Freezing conditions	10-20 g/m <sup>2</sup>
Freezing conditions expected after rain	15-25 g/m <sup>2</sup>
Freezing conditions and / or light snow expected	15-25 g/m <sup>2</sup>
Continuous snow expected	20g/m <sup>2</sup>
Ice Formed	10-25 g/m <sup>2</sup>
Hard packed / snow ice	20-40 g/m <sup>2</sup>
Snow cover exceeds 30mm	20-40 g/m <sup>2</sup>

- Salt doesn't work instantly; it needs sufficient time to dissolve into the moisture on the ground. You can use rock salt, ordinary table or dishwasher salt - a tablespoon for each square meter you clear should work. If you don't have enough salt, you can also use a grit and salt mix. This is particularly helpful on snow that is starting to compress, as it helps to provide better grip under foot. Sand or ash can also be used for this.
- Avoid using hot water as it may freeze and make the situation more hazardous.

## SECTION 9: FLOOD PLAN

**Flood Action Table**

<b>Flood Area</b>	<b>Area at Flood Risk</b>	<b>Describe Flood Risk / Direction of Flood</b>	<b>Triggers for action</b>	<b>Action required during a flood</b>	<b>Equipment and People Required</b>	<b>Time Required</b>	<b>Any known areas of Vulnerable People affected</b>
1	North of Butts Road,	In the past, water has backed up in Butts Drain	When Flood Warning received for Butts Road	Contact Wren to use pump on reservoir on their land  Advise residents north of Butts Road to be prepared for flooding	Wren to use pump on reservoir on their land  Volunteers to door knock/Environment Agency Flood Warning activated		None identified – Volunteers to check during door knock.
2	Falklands Way/Barrow Road Junction	During heavy rainfall, this area is susceptible to surface water flooding.	When calls received from general public	Limited options to prevent flooding. Door knock residents and advise to be prepared for flooding. Assist residents where possible	volunteers to door knock		None identified – Volunteers to check during door knock.
3	Top of Eastfield Road	During heavy rainfall, this area is susceptible to surface water flooding.	When calls received from general public	Limited options to prevent flooding. Door knock residents and advise to be prepared for	volunteers to door knock		None identified – Volunteers to check during door knock.

				flooding. Assist residents were possible			
4	Barrow Road Picnic Area & near Options School	During heavy rainfall, this area is susceptible to surface water flooding.	When calls received from general public	Limited options to prevent flooding.			

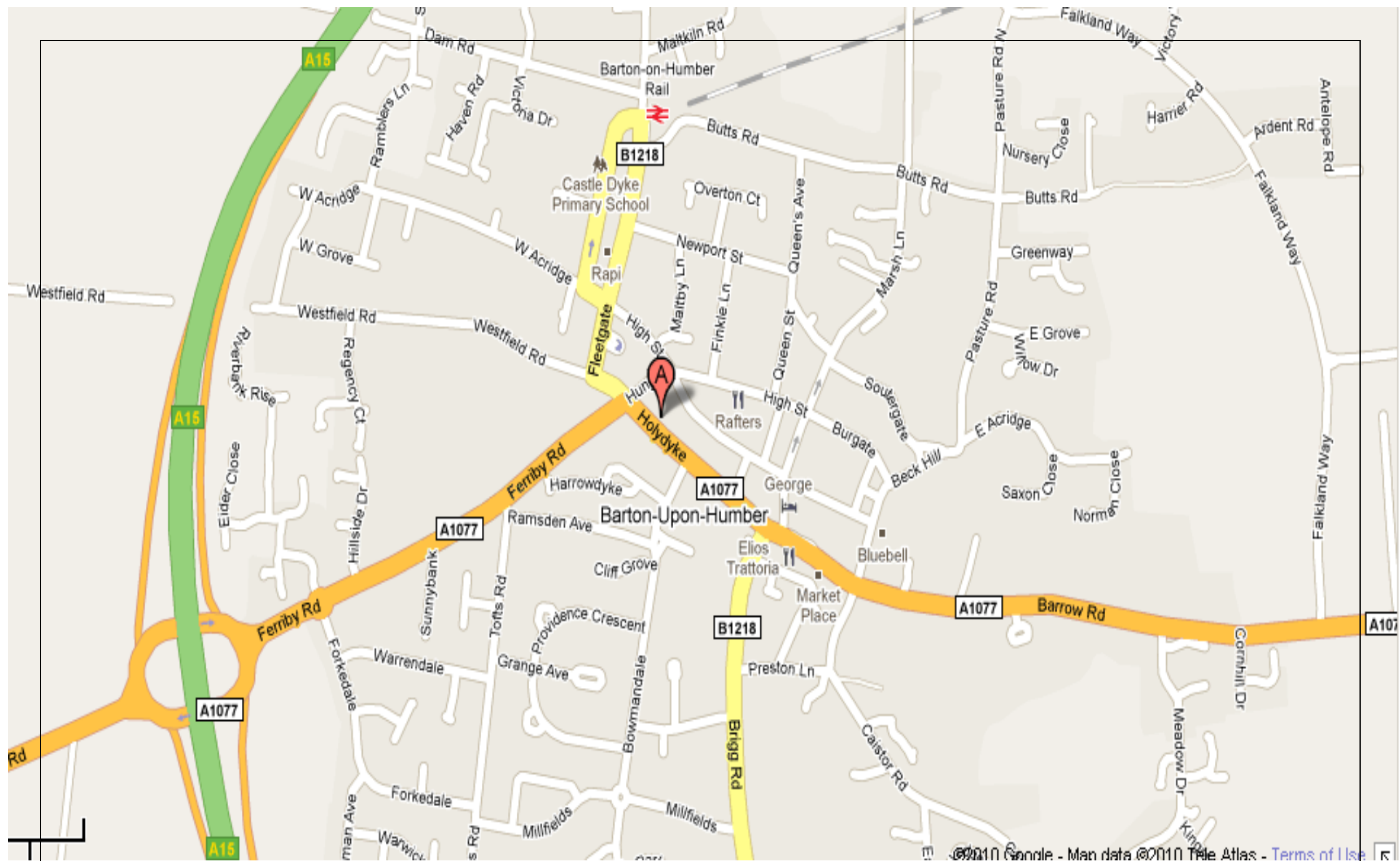
## **Flooding Advice for Residents**

### **If a flood is expected**

- Move items upstairs or to a high place – particularly sentimental items that cannot be replaced such as photograph albums.
- Bring caged outdoor pets inside, move all pets with food, water, bedding and litter trays upstairs
- If you have time, move your car out of the flood risk area. Empty furniture drawers and cupboards. Place the contents and any furniture you can upstairs. Fasten plastic bags round the legs of wooden furniture to help minimise absorption of water
- Be prepared to turn off mains gas and electricity
- Be prepared to evacuate if necessary:
  - Grab 'Go bag' and check contents.
  - Turn off electricity, gas and water supplies and unplug appliances
  - Take their mobile phone and charger.
  - Take some spare clothes.
  - Take prescribed medication with them.
  - Take cash and credit cards.
  - Lock all doors and windows.
  - If they leave by car, take bottled water, a duvet or blankets and tune into the local radio for emergency advice and instructions.
- Put plugs in sinks and weight them down to prevent backflow from the drains. Weigh down the loo seat too.

### **During a Flood**

- Accidents happen in fast flowing flood water. Try to avoid contact with flood water. Do not drive through flood water and do not let children play in flood water. As well as the risk of disease, manhole covers may have dislodged under the pressure of floodwater creating a drowning risk.
- Stay safe, listen to the advice of the emergency services and evacuate when told to do so.
- Do not touch sources of electricity if you are standing in water.
- Always wash their hands/arms/legs after coming into contact with floodwater with hot water and soap.
- Keep contaminated footwear and clothing away from children



MAP OF TOWN

## PLAN PUBLICATION AND INFORMATION

### Plan Publication

Electronic copies of this plan have been e-mailed to:

- [heps@eastriding.gov.uk](mailto:heps@eastriding.gov.uk)
- Barton upon Humber Town Council

The original electronic version of this plan is kept at:

- Barton Town Council Office

Backup electronic versions of this plan are kept at:

- North Lincolnshire Council Emergency Planning Team
- Town Council staff

Hard copies of this plan are kept at:

- Barton Town Council Office

A web version of the plan **with the confidential information removed** is published on the councils website [www.bartonuponhumbertowncouncil.gov.uk](http://www.bartonuponhumbertowncouncil.gov.uk)

The plan should be reviewed annually or if there is a change of personnel. During the review every section of the plan should be checked for accuracy (telephone numbers, resource lists etc). Town Clerk will have responsibility for reviewing the emergency plan and should report back the Town Council meeting to confirm that a review has taken place.

Town Clerk is responsible for providing an updated version of the plan to all those listed in Section I.

### Plan Exercise and Review

This plan should be exercised annually by Chairman of Town Council and will have responsibility for arranging the exercise. An exercise guide and some potential scenarios are available at [www.Letsgetready.org.uk](http://www.Letsgetready.org.uk), or by calling 01482 393051.

### Data Protection

This plan will contain personal information once complete. Town and Parish Councils should follow their data protection procedures when completing, maintaining and storing this plan.