

Dartmoor Forest Parish Council



22 August 2025

Councillor Briefing Notes for Council Meeting on 27th August 2024 **7.00 pm in Princetown Community Centre** **Parish Council Meeting Agenda**

1. **Guest Speaker- Governor Steven Mead - HMP Dartmoor** – to give an update on the current situation regarding the prison. We have allowed up to 30 minutes for him to give his update and answer any questions from Council or members of the public.
2. **Apologies -**
3. **Declarations of interest -**
4. **Acceptance of minutes -** As previously circulated for meetings on 25th June and 23rd July 2024.
5. **Urgent decisions since last meeting – none**
6. **Co-option of Councillors to fill vacancy in Princetown Ward-** Candidates to make short statement to Council regarding why they want to be a Councillor. Council will then vote for candidates to fill vacancy. Two individuals have sent in short personal statements prior to the deadline. Circulated to Council in e-mail 25/8/24
7. **Governance Review –** Update on progress to date (see appendix 1)
 - i. [Princetown CCTV Policy – CCTV working group \(draft policy circulated prior to meeting in email 25/08/24\)](#)
 - ii. [Princetown CCTV Data Protection Impact Assessment – CCTV working group](#)
 - iii. [Community Engagement Policy](#) - Cllr Easton and Cllr Hazel Williams - to be held over to future meeting
 - iv. [Publication Scheme](#) - Clerk – to be held over to future meeting
 - v. [Privacy](#) - Clerk – to be held over to future meeting
8. **Postbridge Cemetery –** Council to discuss and agree on action to be taken to prevent further damage to the boundary walls by the large trees growing very close to/against and in the wall. Site visit took place on 21st August so Cllrs are familiar with the situation.

Cllr Mark Williams contacted DNPA to ask advice from their Trees Officer, Stuart Baker. He advised that – *‘The owner of the land on which the trees grow, will have a ‘Duty of Care’ under the Occupiers Liability Act to take reasonable step to manage trees growing on their land. Where these trees are in the public realm and have the potential to impact on people and roads, the landowner should consider having a formal written plan in place, to manage their liability in relation to trees.*

To this end I would strongly suggest the parish council ‘if the landowner, or liable tenant of the land’ commission a written condition assessment of the trees. This is simplistic terms like having an MOT undertaken on your car, but, for your trees instead.

Providing this is outside of the scope of my appointment at DNPA. The following companies are well experienced in this type of work and submit tree reports of a good standard’

9. **Updates:** On various ongoing projects

- a) **LOVE (Love Our Village Enthusiasts) Project** – Cllr Hazel Williams to update on progress.
 - b) **Tidy Princetown Sessions** – Cllr Mark Williams to update on the last session and plans for future sessions – next one 1st September. Cllr Hazel Williams has been approached by a resident who is qualified to supervise the spraying of weeds. Council to discuss and agree on action to tackle weeds in the village centre initially.
 - c) **Community Garden - The Plot** - Cllr Hazel Williams to update on the project. Council to discuss and agree how produce grown should be distributed/made available to villages.
 - d) **Council e-mail addresses** – Clerk to cease using Cllrs personal e-mail address in the next month.
- 10. Play Park – Inspections and Action Plan.** Cllr Williams to report on inspections in August, and update on action plan. Funding sources to be identified to replace the older equipment which is coming to end of its life. We need a Councillor to do the inspections for September. See Appendix 2 for Action Plan
- 11. DNPA – Dartmoor Dynamic Landscapes funding bid.** Council to discuss and agree whether to write letter of support. Richard Drysdale, DNPA has asked if Council would be willing to write a letter of support for the funding bid. See Appendix 3
- 12. 1st PUBLIC SESSION** - Residents are invited to give their views and question the Parish Council on agenda items, or raise issues for future consideration.
- 13. Parking Issues** – no issues raised at time of publishing the agenda
- 14. Residents’ issues or concerns** – no issues raised at time of publishing the agenda
- 15. Planning** – Council to consider and agree on response in relation to the applications listed below.
[0028/24](#) - Land at Lakehead Hill, PL20 6TW – amendments to application previously discussed and recommended for approval at Feb 2024 meeting.
- 16. BT Phone Box adoption:Tavistock Road, Princetown** – Council to discuss and decide whether to adopt the phone box when BT disconnect in September. BT are due to disconnect in September and Council have option to ‘adopt’ the box for £1. Box is on land owned by the Duchy, so their permission is needed. Council would then take on responsibility for maintenance of box and can decide how to use it. I have registered Council’s interest in adopting it. <https://business.bt.com/public-sector/street-hubs/adopt-a-kiosk-scheme/>
- 17. Council Equipment: Repair of Mower and Replacement of Brushcutter** – Council to consider options for replacement of brushcutter which is deemed beyond economic repair, and plan to replace mower in the future to avoid increasing maintenance and servicing costs. Cllr Mark Williams has obtained some recommendations and prices replacing the brushcutter –
- a) [BCH205T](#) £279, plus £60 for harness inc VAT basic model but would get us by in short-term
 - b) [Echo 2621TES/U](#) £549 incl VAT (this is the recommended model) Offer on this one [Echo 2621TES/U](#) £359 inc VAT free delivery
 - c) Price for replacing the ride on mower – [Mountfield MTF84M](#) £2299 inc VAT
- 18. Financial management** - see Financial Report for details

19. See 'Briefing Notes' for updates regarding ongoing matters being dealt with not covered already.
- a) CCTV footage requests and actions taken
 - i. 31.07.24 Request from PC Rich Wilson 16310 - Serious Collisions Investigation Team for footage from 14th July. 1hr of footage downloaded by Cllr Manning and handed over to PC Wilson on 20.08.24
 - ii. 24.07.24 Request from PC Henbest 15115 CMIT Officer for footage hours of darkness 20th and 21st July. Following discussions with PC Henbest it was agreed that the cameras do not offer the area they were interested in and he could not reduce the timeframe. No footage was provided on this occasion.
 - b) Public Toilets, Princetown – Clerk has received two separate complaints regarding access to and the cleanliness of the toilets via the website on 16.07.24 and 05.08.24. Complaints included being charged for access to toilets, but then not being able to get into them (in addition to being charged to park) and the charges and then the lack of cleanliness and smell. Both complainants stated this marred their visit to Princetown and would not encourage them to return. Clerk referred both complainants to DNPA and WDBC to make complaints directly, whilst also reporting the toilets directly to WDBC.
 - c) Claremont House – update on situation as reported to WDBC and Devon Building Control in July.
 - d) [Mobile Boost Scheme](#) – information received via DNPA – Voucher scheme offers up to £1300 towards the cost of a receiver/transmitter that brings mobile signal indoors (you still need to have outdoor signal for this) Information to be shared with residents and businesses.
 - e) Duchy of Cornwall – Contracting out Lengthsman for grass cutting – approached by Mark Butler to cut grass at Tor Gate House, Quoted to cover cost of David Cole, fuel and wear and tear on equipment for 4 days. Work completed, invoice to be issued.
 - f) Double Yellow Lines, Princetown – due to family bereavement Clerk has been unable to move this forward. Will be actioned in next couple of weeks as a priority.

20. Reports from Committees, Sub Groups and Special Interests:

21. **2nd PUBLIC SESSION** - Residents are invited to give their views and question the Parish Council on agenda items, or raise issues for future consideration

22. **Exchange of information** – Around the table discussion for any matters to be shared for information or to request they are put on agenda for next meeting

- a) **Dartmoor Devil** – cycle ride 27th October. 200 cyclists – route from Postbridge, Two Bridges to Princetown, stopping at Fox Tor Café, before heading back to Two Bridges and on to Dartmeet. Expect roads to be busy with cyclists 11.45 – 4pm approx.
- b) David Carlshausen – Principal Housing Development Officer WDBC contacted Clerk 23.08.24 regarding the proposed housing development Hessary View plot for 10 affordable homes. He is requesting a meeting with Council to discuss the plans, or to attend a future meeting. Clerk has responded. Proposing either meeting with Council, public meeting or attending Council meeting.

23. **Date of next meeting** - 1930 on Tuesday 24th September 2024
Postbridge Village Hall

Appendix 1

CLlr Review of Governance Documents - All documents due for review by end 2024

Governance Docs	Policy	Procedure	Assessment	Notices
Documents		Suggested Lead Reviewers 2024		Completed
	Risk Register	Clerk, Cllrs Manning, Geen & H Williams		April To be updated over next 12 months
1.	Standing Orders	All	April	Completed and published on DFPC website
2.	Financial Regulations	Clerk, Cllrs Geen, Byrom, M Williams	April	Completed and published on DFPC website
2.1	Grants and Donations Procedure	Clerk, Cllrs Gee & Greatrex	May	
3.	Members' Code of Conduct	All	May	
3.1	Complaints Procedure	Cllr Watson and Cllr H Williams	May	
4.	Transparency Code	All	May	
4.1	Community Engagement Policy	Cllr Easton & Cllr H Williams	Oct	
4.1.1	Publication Scheme	Clerk	Sept	Needs to include costs
4.1.2	Privacy	Clerk	Sept	
4.2	Princetown CCTV Policy	Cllr Manning & Cllr H Williams	Sept	
4.2.1	Princetown CCTV Data Protection Impact Assessment	Cllr Manning & Cllr H Williams	Sept	
5.	Risk Management Strategy	Clerk, Cllrs Manning, Geen & H Williams	April	Completed and published on DFPC website
5.1	Play Area Inspections Procedure	Cllrs M Williams, Byrom, Wood, Greatrex	October	
5.2	Lengthsman and Grounds Maintenance Procedure	Clerk & Cllr Williams + vacancy	October	
5.2.1	Lengthsman and Grounds Maintenance Risk Assessment	Clerk & Cllr Williams + vacancy	October	
5.3	Snow Warden Procedure	Cllr Easton + Council	March	Completed and published on DFPC website
5.3.1	Snow Warden Risk Assessment	Cllr Easton + Council	March	
5.4	Memorial Inspections Procedure	Clerk, Cllr Greatrex & Watson	March	Who does annual inspections? When? How recorded?
5.5	Burials Procedure	Cllr Greatrex & Watson + vacancy	Nov	
5.6	Public Seating	Cllr Greatrex & Vacancy (x2)	Nov	

Appendix 2 - RoSPA Play Park Inspection March 2024 – Proposed Action Plan - (Timescales need updating)

When	Element	What	Who	Completed
JULY	P1 - Agility Trail	Replace worn shackles – chain link connectors notched	DC	
AUGUST	P3 – Cableway	Remove chain cover to inspect chain links to seat	SUPPLIER	
AUGUST	P6 – Cycle Course	Repair to edges of ramp section	DC	
SEPT	P9 – Rocking Horse	De-scale back to good base material and coat with lead free paint. Repairs may be necessary where corrosion is severe	DC	
JULY	P11 - Seesaw	Repair – wear to internal mechanism resulting in excessive sideways movement	CARL/ LOCAL CONTRACTORS	
JULY	P13 – Rotator – stand on	Replace smashed timber bungs	MW/DC	
OCT	P14 – Mixed Swings	Remove shackle bolt and check bushed and shackle pin wear – replacing as necessary	DC	
OCT	P15	Monitor chain wear		
JULY	P15	Shrinkage/separation of the surface – reglue and fill gaps and joints as necessary	IN HAND	
OCT	P16	Adjust swing seat height to give minimum of 350mm clearance for standard seats and 400mm clearance for tyres, baskets and other group seats.	DC	
JULY	P17 – Swing – single point	Replace worn bearings	SUPPLIER /CLERK	

Appendix 3 – Suggested letter of support for Dartmoor Dynamic Landscapes Funding

You may remember that Cllr Byrom attended a couple of meetings early on in this project's development. <https://www.dartmoor.gov.uk/wildlife-and-heritage/our-conservation-work/dartmoor-dynamic-landscape>

Wording suggested by DNPA

To Whom It May Concern

Dartmoor's Dynamic Landscapes – National Lottery Heritage Fund Application

I am writing to confirm support from Dartmoor Forest Parish Council for the funding application 'Dartmoor's Dynamic Landscapes', which has been coordinated, and if successful will be managed, by Dartmoor National Park Authority. We have been engaged with this programme both as a council and as part of the community and fully support the ambitions within it and over the five years of the programme the outcomes identified. Critically, we expect it to have a significant legacy for our town and local community.

With increasing pressure on our protected landscapes and as we approach the 75th anniversary of the National Parks and Countryside Act, it has never been more important to be working together and celebrating the natural and cultural environment within our town.

Dartmoor National Park Authority have a positive track record of delivering successful funded schemes and we look forward to working with them from early in January 2025 in the delivery of Dartmoor's Dynamic Landscapes.

If you need any further information, please do not hesitate to contact me,

Kind regards