



Dartmoor Forest Parish Council

21st January 2025

Councillor Briefing Notes for Council Meeting on 28th January 2025
7.30 pm in Princetown Community Centre

Parish Council Meeting Agenda

1. **Apologies** – Cllr Manning
2. **Declarations of interest** -
3. **Acceptance of minutes** - As previously circulated for meeting 17th December 2024.
4. **Urgent decisions since last meeting** – none
5. **Governance Review** – Council to approve and adopt documents
 - a) CCTV Data Protection Impact Assessment – CCTV Working Group
 - b) Play Park Inspections Procedure – Cllr M Williams & Cllr Grover
 - c) Community Engagement Policy – Cllr H Williams & Cllr EastonSee Appendix 1 for schedule
6. **DNPA Visitor Centre** – Update on the current situation, and actions taken to date. Council to discuss and agree any further actions to be taken ensure Visitor Centre is retained within Princetown. See Appendix 2 for Actions taken to date.
7. **Parking Issues** – no issues raised at time of publishing the agenda
8. **Residents' issues or concerns** - no issues raised at time of publishing the agenda
9. **1st PUBLIC SESSION** - Residents are invited to give their views and question the Parish Council on agenda items, or raise issues for future consideration.
10. **Planning** – Council to consider applications below and agree on response to DNPA.
 - a) 0004/25 Moorlands Farm, Princetown
 - b) 25/0003 Tree work at 1 Moor View Villas, PrincetownFor information only: 4181/19 – Housing at Woolwell, South Hams DC approved Jan 2025, DFPC previously objected in 2019.
11. **Financial management** - see Financial Report for details
 - a) Payments to be approved
12. **Devon County Council – Highways Grass Cutting 2025** – Council to discuss whether to continue grass cutting verges. Value of contract for 2025 is £134.00
13. **VE Day 80 Celebrations - May 8th 2025** - Council to consider whether/how to be involved.
14. **Updates on correspondence/ actions from previous meetings**
 - a) Co-option to fill remaining vacancy (to be on agenda for February meeting)
 - b) Devon & Somerset Fire & Rescue, Princetown not having a 4x4 vehicle as raised at December meeting - Issue to be held over to Feb meeting as resident is awaiting response from D&S Fire and Rescue.
 - c) Adoption of BT phone box – Princetown – ongoing
 - d) DoE Groups – ongoing

e) Two Bridges Hotel – illuminated sign - ongoing

15. Reports and Updates from Committees, Sub Groups and Special Interests

a) Play Park Inspections and Action Plan – Cllr Mark Williams See Appendix 3 for Action Plan

Funding bid - Emma Byrom has agreed to distribute consultation questions to schoolchildren and parents. Awaiting results

b) LOVE (Love Our Village Enthusiasts) Project – Cllr Hazel Williams

- Cyclamen planted for winter colour. Photo to be taken on sunny day to promote LOVE for 2025 and gain further sponsorship

c) Tidy Princetown Sessions – Cllr Mark Williams

d) The Plot - Community Garden - Cllr Hazel Williams

- £250 donated by Water-Saving Community Fund to cover purchase of 3 rainwater butts
- Weekly sessions now Wednesdays 1400 – 1500 and Saturdays 1000 – 1100
- Jo Grover nominated as Treasurer

e) CCTV System Check & any requests – CCTV Working Group

System Checks completed: 04/01 GM, 15/01 HW, 26/01 JB – all working

Annual service completed 20/01/2025

No requests received.

f) Speedwatch - Cllr Gregg Manning

g) Defibs – Cllrs Geen and Greatrex

h) Primary School and PTA – Cllr Byrom

i) Youth Club – Cllr Byrom

j) Gardening the Grounds (Princetown Churchyard) – no update

16. 2nd PUBLIC SESSION - Residents are invited to give their views and question the Parish Council on agenda items, or raise issues for future consideration

17. 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) **Devon Wildlife Trust** – Crab Apple Tree, collected last week by Cllr Mark Williams

b) **Duchy of Cornwall** – New agreement has been issued for use of Bellever Garage No 11, to replace No 18 (door faulty) for storage of Council equipment

c)

18. Date of next meeting - 1930 on Tuesday 25th February 2025
Princetown Community Centre

Appendix 1

Cllr Review of Governance Documents - All documents due for review by end March 2025

| 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 Completed |
| 3. | Members' Code of Conduct | All | | May Completed |
| 3.1 | Complaints Procedure | Cllr Watson and Cllr H Williams | | May Completed |
| 4. | Transparency Code | All | | May Completed |
| 4.1 | Community Engagement Policy | Cllr Easton & Cllr H Williams | | Jan ongoing |
| 4.1.1 | Publication Scheme | Clerk | | Oct Completed |
| 4.1.2 | Privacy | Clerk | | Oct Completed |
| 4.2 | Princetown CCTV Policy | Cllr Manning & Cllr H Williams | | Dec Completed |
| 4.2.1 | Princetown CCTV Data Protection Impact Assessment | Cllr Manning & Cllr H Williams | | Jan ongoing |
| 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, Grover | | Jan |
| 5.2 | Lengthsman and Grounds Maintenance Procedure | Clerk & Cllr Williams + vacancy | | Feb |
| 5.2.1 | Lengthsman and Grounds Maintenance Risk Assessment | Clerk & Cllr Williams + vacancy | | Feb |
| 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 Memorials Inspected |
| 5.5 | Burials Procedure | Cllr Greatrex & Watson + vacancy | | Mar |
| 5.6 | Public Seating | Cllr Greatrex & Vacancy (x2) | | Mar |

Appendix 2:

Threatened Closure of DNPA Visitor Centre Princetown – Log of Actions

| | |
|-------------|--|
| 08 Nov 2022 | Letter received from DNPA warning of potential closure |
| 22 Nov 2022 | DFPC Meeting Agenda Item No 5 |
| 25 Nov 2022 | DFPC sent letter to Kevin Bishop DNPA cc Philip Sanders Sir Geoffrey Cox MP |
| 28 Nov 2022 | Response received Sir Geoffrey Cox |
| 13 Dec | DFPC Meeting Agenda Item No 5 |
| 21 Jan 2023 | 2 nd Letter sent to Kevin Bishop DNPA Theresa Coffey – Sec of State DEFRA Tom Stratton Duchy of Cornwall |
| 24 Jan 2023 | Phone call received from Kevin Bishop – to Clerk and Gregg Manning - Chair |
| 24 Jan 2023 | DFPC Meeting Agenda Item No 5 |
| 13 Feb 2023 | Statement received from Duchy to be read out at meeting |
| 28 Feb 2023 | DFPC Meeting Agenda Item No 6a |
| | |
| 16 Nov 2024 | Email sent to DFPC Councillors regarding the potential closure – news is out |
| 26 Nov 2024 | DNPA statement sent to DFPC by Guy Boswell Tavistock Times asking for comment, subsequently confirmed with DNPA |
| 26 Nov 2023 | DFPC Meeting Agenda Item No 7 |
| 10 Dec 2024 | DFPC Statement issued to Tavistock Times – Guy Boswell Letter sent to Kevin Bishop DNPA cc Pamela Wood, Richard Drysdale Will Bax – Duchy of Cornwall, cc Tom Stratton Sir Geoffrey Cox – MP cc Philip Sanders, Mark Renders Prince William – Duke of Cornwall |
| 11 Dec 2024 | Email confirming receipt of letter to Sir Geoffrey Cox |
| 17 Dec 2024 | DFPC Meeting Agenda Item No 6 |
| 20 Dec 2024 | Response received from Duchy |
| 03 Jan 2025 | Email and phone call from office of Sir Geoffrey Cox - Vicky Corenbloom Chief of Staff |
| 06 Jan 2025 | Mark Williams (Chair) and Hazel Williams attended Business Network meeting Princetown |
| 10 Jan 2025 | DFPC Statement read at DNPA meeting (by Alison Geen) Decision to keep centre open until Oct 2025 |
| 13 Jan 2025 | Mark Williams (Chair) and Hazel Williams attended Business Network meeting Princetown Kevin Bishop also attended. |
| 28 Jan 2025 | DFPC Meeting Agenda Item No 6 |

Appendix 3 - 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 26/8/24 Replace seats and bearing (ordered) Bearing replaced 25/01/25 | CARL/ LOCAL CONTRAC TORS | Replaced bearing and seats Jan 2025 |
| JULY | P13 – Rotator – stand on | Replace smashed timber bungs | MW/DC | |
| OCT | P14 – Mixed Swings | Remove shackle bolt and check bushes and shackle pin wear – replacing as necessary | DC | |
| OCT | P15 | Monitor chain wear | ongoing | |
| JULY | P15 | Shrinkage/separation of the surface – reglue and fill gaps and joints as necessary | DC | Completed |
| 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 (Part Ordered Oct 2024) (Due to be replaced by contractor early Feb 2025) | SUPPLIER /CLERK | |

