



Dartmoor Forest Parish Council

19th February 2025

Councillor Briefing Notes for Council Meeting on 25th February 2025
7.30 pm in Princetown Community Centre

Parish Council Meeting Agenda

1. **Apologies –**
2. **Declarations of interest -**
3. **Acceptance of minutes -** As previously circulated for meeting 28th January 2025.
4. **Urgent decisions since last meeting – none**
5. **Co-option of Councillor to fill vacancy –** We have received one statement of interest below, and another expressing interest in any future vacancy in Princetown.

'My name is Brenda Cotterill and I have lived in Princetown since 1971. My children have attended the primary school and St Michaels Church. I have worked in the NHS all my working life, first at Tavistock Hospital and later Derriford Hospital, Plymouth, seeing many changes in that time as indeed, in Princetown itself. The village has a few problems at this moment in time which I would like to help with. The best way to contribute, I feel is to be part of the DPFC. I already volunteer with Gardening the Grounds and LOVE project. I also join in with the monthly Litter Pick when I can. I'm also very passionate about the wonderful moors and the nature therein, so interesting and good for the soul!'
6. **Governance Review –** Council to approve and decide whether to adopt documents as circulated prior to meeting – see email 24/02/2025
 - 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 Easton
7. **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 log of actions
8. **Devon & Somerset Fire & Rescue, Princetown - 4x4 Vehicle -** Update on situation following Simon Wallace (DSFRS), attendance at last meeting and as raised at December meeting by resident. See e-mail circulated prior to meeting.
9. **Princetown Youth Club –** Update from Cllr Byrom on the situation following her announcement at last meeting of the lack of funding and risk of closure.
10. **Parking Issues –** no issues raised at time of publishing the agenda
11. **Residents' issues or concerns -** no issues raised at time of publishing the agenda
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. **Planning –** none at time of publishing agenda.
14. **The Plot –** ASDA Outdoor Community Spaces Funding application requires Council to have a Safeguarding Policy – Council to consider draft policy as circulated prior to the meeting, and decide whether to adopt it. See draft policy as circulated 24/02/2025

15. Play Park – Update on Inspections, Action Plan and Funding Application.

Report from Cllr Hazel Williams re Funding Application

- Consultation results received from Emma Byrom. Application drafted to National Lottery.
- For agreement with Council:
The schoolchildren unanimously agreed that they would prefer a Sensory Garden to a Communications Board. Therefore, for costing purposes, Council needs to agree:
 - Size/Construction/Location of Sensory Garden
 - Planting types
 - Wheelchair accessible pathway type
 - [Grass Mats for Wheel chair access](#)
 - [Accessible surfaces- tarmac](#)
 - <https://www.sensorytrust.org.uk/resources/guidance/paths-and-routes>

Note: Schoolchildren to be responsible for maintenance of the Sensory Garden.

Also to be agreed:

- Wheelchair access pathway to a wheelchair-friendly picnic table
- Provision of additional recycling bins (which type, how many)
- The schoolchildren unanimously agreed that picnic tables and Talk Tubes will be a great addition to the playpark.

See appendix 3 for Play Park Action Plan 2024/5

16. Litter Picker – Following the resignation of Jake Cook, leaving end February, Council to discuss and agree on actions to cover the role going forwards.

17. Financial management - see Financial Report for details

- a) Payments to be approved

18. Updates on correspondence/ actions from previous.

- a) Two Bridges Hotel – illuminated sign
- b) Adoption of BT phone box – Princetown
- c) DoE Groups –

19. Reports and Updates from Committees, Sub Groups and Special Interests:

- a) LOVE (Love Our Village Enthusiasts) Project – Cllr Hazel Williams - no update
- b) Tidy Princetown Sessions – Cllr Mark Williams
- c) The Plot - Community Garden - Cllr Hazel Williams - see Item 14
- d) CCTV System Check & any requests – CCTV Working Group -
System Checks completed: 01/02 HW, 15/02 HW, 23/02 JB – all working
No requests received.
- e) Speedwatch - Cllr Gregg Manning
- f) Defibs – Cllrs Geen and Greatrex
- g) Primary School and PTA – Cllr Byrom
- h) Youth Club – Cllr Byrom

20. 2nd PUBLIC SESSION - Residents are invited to give their views and question the Parish Council on agenda items, or raise issues for future consideration

21. 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

22. Date of next meeting - 1930 on Tuesday 25th February 2025
Prinetown Community Centre

Part 2.

23. Staff Appraisals

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		Feb 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		Feb
5.2	Lengthsman and Grounds Maintenance Procedure	Clerk & Cllr Williams + vacancy		Mar
5.2.1	Lengthsman and Grounds Maintenance Risk Assessment	Clerk & Cllr Williams + vacancy		Mar
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	DC	
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	DC	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	Completed 15/02/25

