



Dartmoor Forest Parish Council

19th March 2025

Councillor Briefing Notes for Council Meeting on 25th March 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. **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
6. **Devon & Somerset Fire & Rescue, Princetown - 4x4 Vehicle -** Update on situation following Simon Wallace (DSFRS), attendance at January meeting and as raised at December meeting by resident.
7. **Community Engagement and Annual Parish Meeting –** Cllr Hazel Williams and Cllr Easton - Pam Law and one other from the HMWI, Rory and Nikki from the business network, Leslie from the Charity Shop, Max from the Library, Sheila from the PTFA (school) and Charmaine from Food Hub have all agreed to deliver a short (5 mins) presentation each
 - Need to widely promote the APM to the community
 - Need to agree timings of presentations with all parties
8. **Parking Issues –**
 - a) Better Signage to DNPA Car Park – as raised at February meeting. Council to discuss and agree on action to be taken.
9. **Residents' issues or concerns –**
 - a) Drainage issue on track near Postbridge Cemetery – Council to consider and agree action to be taken
10. **1st PUBLIC SESSION -** Residents are invited to give their views and question the Parish Council on agenda items, or raise issues for future consideration.
11. **Planning –** Council to consider, discuss and agree on response to DNPA regarding the applications listed below
 - a) [0094/25](#) The Villa Plymouth Hill, PL20 6QL Deadline 04/04
 - b) [25/0020](#) Isca, Tavistock Road, PL20 6RP Deadline 03/04
12. **Play Park –** Update on Inspections, Action Plan and feedback from working group on next phase of development and proposed funding application. See Appendix 3 for Action Plan

Play Park Funding - Working party have drafted a rough design for the Sensory Garden and pathway. Brenda and Martin will provide a more detailed report. Hazel awaiting costings for the materials from them.

13. Annual Parish Meeting 22nd April 2025 – Update on plan for inviting local organisations to make short presentations to Council, and publicity. (duplicate of Item 7)

14. War Memorial/Museum Phone Box – Council to discuss and agree action to make repairs, refurbish, or potentially relocate to village centre.

15. Financial management - see Financial Report for details

a) Payments to be approved

16. Updates on correspondence/ actions from previous

a) Adoption of BT phone box – Princetown – Spoken to Matthew Morris 17/3/25

b) Litter Picking – Play Park – update from Working Group

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

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

- Many compliments on how pretty the pots are looking.

b) Tidy Princetown Sessions – Cllr Mark Williams- 8 people attended 2/3/25 Next one 6 April.

c) The Plot - Community Garden - Cllr Hazel Williams

- Funding request submitted to ASDA Outdoor Community Spaces Fund was successful. £1,000 donation now in the bank.
- Negotiations underway with Youth Club and Duchy of Cornwall to secure a formal lease for The Plot at a peppercorn rent.
- Schoolchildren and pre-schoolers to become involved. Will Plot volunteers need DBS checks?

d) CCTV System Check & any requests – CCTV Working Group
System Checks completed: 01/03 GM, 14/03 HW, 22/03 JB – all working

No requests received.

e) Speedwatch - Cllr Gregg Manning - Nothing to report this month all going well.

f) Defibs – Cllrs Geen and Greatrex

g) Primary School and PTA – Cllr Byrom

h) Youth Club – Cllr Byrom

i) Gardening The Grounds | PCMF - Swift nestboxes project has been approved by all parties. The project lead, Jerry Horn, has asked for £350 to cover additional costs, as he had to make a design change to comply with all parties.

j) Bus stop signage - these are, at last, in place!



18. **2nd PUBLIC SESSION** - Residents are invited to give their views and question the Parish Council on agenda items, or raise issues for future consideration
19. **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
20. **Date of next meeting** - 1900 on Tuesday 22nd April 2025
Princetown Community Centre

Part 2.

21. **Staff Appraisals**
22. **Mileage Claim for Clerk travel**

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			Feb Completed
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 Completed
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 Completed
5.2 Lengthsman and Grounds Maintenance Procedure	Clerk & Cllr Williams + vacancy			Mar Ongoing
5.2.1 Lengthsman and Grounds Maintenance Risk Assessment	Clerk & Cllr Williams + vacancy			Mar Ongoing
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			April
5.6 Public Seating	Cllr Greatrex & Vacancy (x2)			April

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
25 Feb 2025	Princetown Business Network Meeting with Matthew Morris DoC and Richard Drysdale DNPA
	DFPC Meeting Agenda Item No 7
17 Mar 2025	Clerk and Cllr H Williams met with Matthew Morris DoC

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	Completed
AUGUST	P6 – Cycle Course	Repair to edges of ramp section	DC	Completed
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	Rubbed down
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	Completed
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

