



19<sup>th</sup> April 2025

# Dartmoor Forest Parish Council

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## Councillor Briefing Notes for Council Meeting on 22<sup>nd</sup> April 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 25<sup>th</sup> March 2025.
4. **Urgent decisions since last meeting – none**
5. **Recruiting to replace Cllr Greatrex and Cllr Manning –** Clerk to update on the situation and process for filling the vacancies arising as a result of recent resignation of two Councillors.  
  
Notice of Vacancy Postbridge ends 24<sup>th</sup> April  
Notice of Vacancy Princetown will run Weds 23<sup>rd</sup> April to 15<sup>th</sup> May  
At May meeting we will need to fill internal vacancies on working groups etc. as outlined in email 15/04/25.
6. **Vision for Princetown / DNPA Visitor Centre -** Update on the current situation, and actions taken to date. Appendix 1 for actions to date. Council to discuss and agree any further actions to be taken, and decide who will be the point of contact from DFPC going forwards. Duchy plans to issue the following statement: *'The Duchy of Cornwall is delighted to be working with the Princetown Business Network and Dartmoor Forest Parish Council as we embark on an exercise to shape a shared 'Vision for Princetown' which we hope will subsequently inform the production of a new place strategy for the village. This is the first step on a what we hope will be a collective journey towards a vibrant future for the community as a whole.'*
7. **Parking Issues –** no issues raised at time of publishing the agenda
8. **Residents' issues or concerns –**
  - a) West Dart Valley - 1<sup>st</sup> quarter 2025 Report – See email 02/04/25 from Cllr Geen.
  - b) Proposed catering van once a week at Ramblers Rest – Council contacted 11/04/25 by Jack Hanks of the Pleasing Cheesing Pizza Company as follows: *'I would be grateful if you could include my pizza business on the agenda for the upcoming Dartmoor Forest Parish Council meeting on 25 April. I'm planning a collaboration with the Rambler's Rest in Princetown, and I'm enthusiastic about the opportunity to offer an affordable dinner option for the local community.'*
9. **1<sup>st</sup> 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, discuss and agree on response to DNPA regarding the application listed below  
[25/0021 Tree Conservation Consultation Letter](#) - Notification at HM Prison Dartmoor, Tavistock Road, Princetown, PL20 6RR
11. **Play Park –** Update on Inspections, Action Plan and feedback from working group on next phase of development and proposed funding application. Appendix 2 for Action Plan

RoSPA Inspection Report has been received identifying a small number of issues to be addressed. Action Plan updated to reflect this.

Working party have drafted a rough design for the Sensory Garden and pathway. Brenda and Martin will provide a more detailed report. See Appendix 3 for rough plan and costings.

**12. Financial management** - see Financial Report for details

- a) Payments to be approved - need to identify replacement for Cllr Manning for authorising payments.
- b) Arrangements for AGAR and internal audit of accounts 2024/5
- c) Quotes for Insurance 2025/6- implications for updating risk assessments and volunteer records.

**13. Updates on correspondence/ actions from previous meetings**

- a) Adoption of BT phone box – Princetown - awaiting licence from Duchy
- b) Proposed disconnection of Rundelstone BT phone box (as emailed 21/04/25) Council to discuss and agree action – due to short deadline for comments.
- c) Better Signage to DNPA Car Park – as raised at February meeting – update from Cllr Williams following raising it at DNPA meeting
- d) Drainage issue on track near Postbridge Cemetery – Council to consider and agree action to be taken – update from Cllr Watson 17/04/25 'I have been to the site & photographed it. (Local Resident) told me that usually the lane hedges either side are trimmed by who she thinks is the National Park. Also the ditch was kept clear by them. The ditch comes down the lane, goes underneath the Hermitage property & out into the wet piece beyond. The drain goes underneath the track which (Resident) has previously rodded out when they lived at the Hermitage.

I also checked the cemetery whilst I was there & found it to be perfectly in order, the trees had been cut back & the wall does not seem to have deteriorated anymore.'

**14. Reports and Updates from Committees, Sub Groups and Special Interests:** See 'Briefing Notes' for updates on issues listed below

- a) LOVE (Love Our Village Enthusiasts) Project – Cllr Hazel Williams
  - Many compliments on how pretty the pots are looking.
  - New sponsor JP Blackmoor £75 and DPA also expressed interest in sponsoring again.
- b) Tidy Princetown Sessions – Cllr Mark Williams - next session 3<sup>rd</sup> May?
- 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
  - System Checks completed: 01/04 GM, 17/04 HW, 21/04 JB – all working
  - need to identify replacement for Cllr Manning

- e) Speedwatch - Cllr Gregg Manning - Council will need to consider how this will work going forwards with Cllr Manning leaving Council.
- f) Defibs – Cllrs Geen and Watson
- g) Primary School and PTA – Cllr Byrom
- h) Youth Club – Cllr Byrom
- i) Litter Picking Play Park
- j) VE 80 Day – What is happening in Princetown?

**15. 2<sup>nd</sup> PUBLIC SESSION** - Residents are invited to give their views and question the Parish Council on agenda items, or raise issues for future consideration

**16. 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 Legend Cycle Event taking place May 10<sup>th</sup> [Dartmoor Legend Ultra - Sportiva Events](#)
- b) Road Closure [250416 TTRO2562950 On Site Notice.pdf](#) B3212 Dartmeet to Dunnabridge 14<sup>th</sup> to 19<sup>th</sup> May Hours: 1900 – 0600
- c) Need to decide on Policy Review schedule for 2025.

**17. Date of next meeting -**

**Annual Council Meeting**

1930 on Tuesday 27<sup>th</sup> May 2025

Princetown Community Centre

## Appendix 1:

### 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 <sup>nd</sup> 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 2 - RoSPA Play Park Inspection March 2024 – Action Plan -**

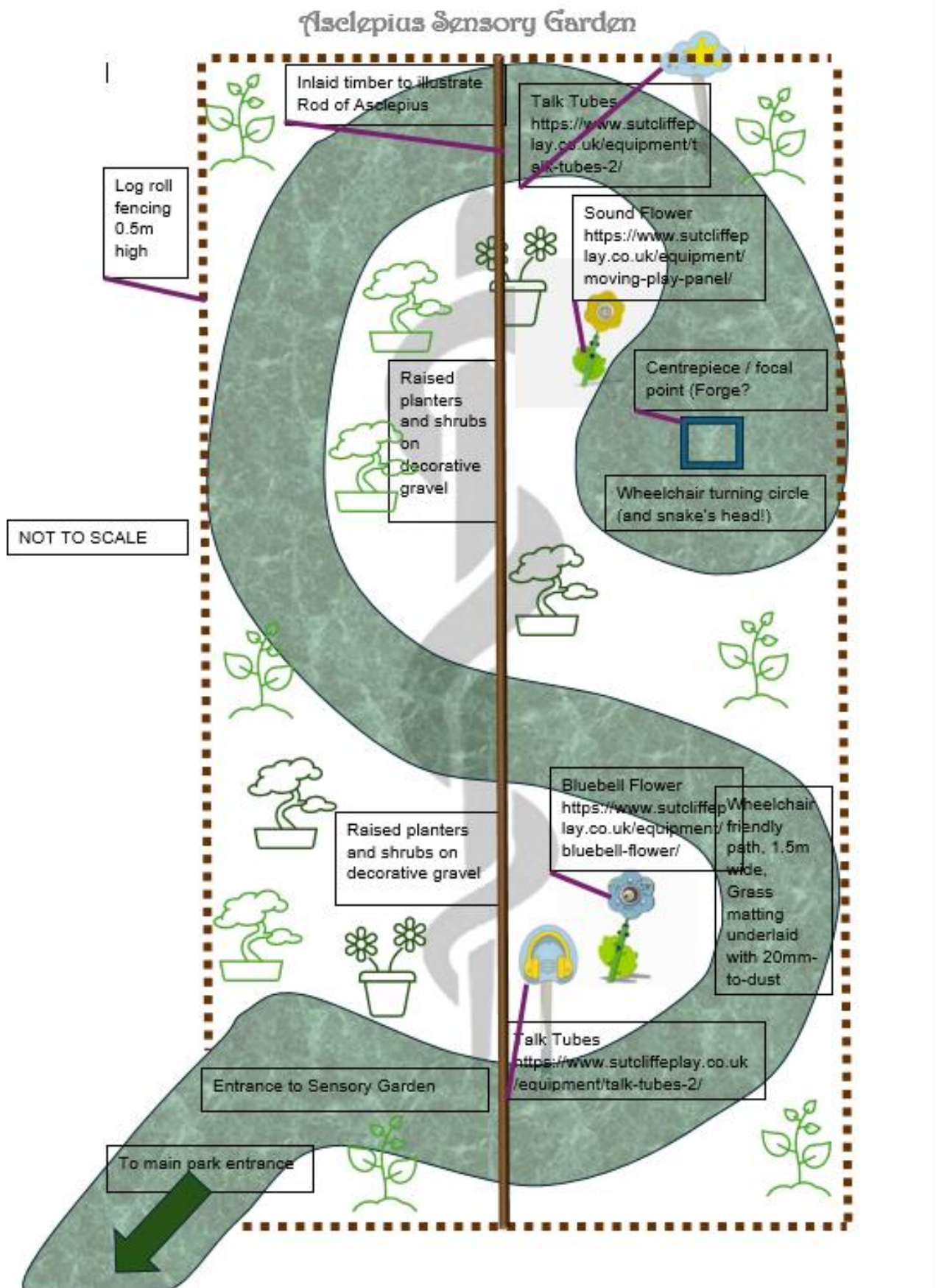
When	Element	What	Who	Completed
JULY	P1 - Agility Trail	Replace worn shackles – chain link connectors notched	DC	
AUGUST	P3 – Cableway	Remove chain cover to inspect chain links to seat	DC	Completed
AUGUST	P6 – Cycle Course	Repair to edges of ramp section	DC	Completed
SEPT	P9 – Rocking Horse	De-scale 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

**Appendix 2 - RoSPA Play Park Inspection March 2025 – Proposed Action Plan - (Timescales need updating)**

When	Element	What	Who	Completed
	P1 - Agility Trail	Edges of new timber need to be radiused (3mm) or chamfered (3mm). Chain Link connectors notched – to be replaced Timber decayed – to be monitored	DC	
	P3 – Cableway	Remove chain cover to inspect chain links to seat	DC	
	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
	P11 - Seesaw	Repair – wear to internal mechanism resulting in excessive sideways movement <i>26/8/24 Replace seats and bearing (ordered)</i> <i>25/01/25 Bearing &amp; Seats replaced</i> De-scale back to good base material and coat with lead free paint. Repairs may be necessary where corrosion is severe	DC DC	
	P15 – Mixed Swings	Remove shackle bolt and check bushes and shackle pin wear – replacing as necessary Chain Links notched – replace as necessary	DC DC	
	P16 – Swing – single point	Surface is uneven – make good	DC	

### Appendix 3 – Draft Plan for Sensory Garden

Costing currently sits at around £23K including labour but excluding the centre piece.



## Appendix 4 - Cllr Review of Governance Documents - All documents due for review by end March 2026

Governance Docs	Policy	Procedure	Assessment	Notices
Documents		Suggested Lead Reviewers 2024		Completed
	<a href="#">Risk Register</a>	Clerk, Cllrs Manning, Geen & H Williams	April	To be updated over next 12 months
1.	<a href="#">Standing Orders</a>	All	April	Completed and published on DFPC website
2.	<a href="#">Financial Regulations</a>	Clerk, Cllrs Geen, Byrom, M Williams	April	Completed and published on DFPC website
2.1	<a href="#">Grants and Donations Procedure</a>	Clerk, Cllrs Geen & Greatrex	May	Completed
3.	<a href="#">Members' Code of Conduct</a>	All	May	Completed
3.1	<a href="#">Complaints Procedure</a>	Cllr Watson and Cllr H Williams	May	Completed
4.	<a href="#">Transparency Code</a>	All	May	Completed
4.1	<a href="#">Community Engagement Policy</a>	Cllr Easton & Cllr H Williams	Feb	Completed
4.1.1	<a href="#">Publication Scheme</a>	Clerk	Oct	Completed
4.1.2	<a href="#">Privacy</a>	Clerk	Oct	Completed
4.2	<a href="#">Princetown CCTV Policy</a>	Cllr Manning & Cllr H Williams	Dec	Completed
4.2.1	<a href="#">Princetown CCTV Data Protection Impact Assessment</a>	Cllr Manning & Cllr H Williams	Feb	Completed
5.	<a href="#">Risk Management Strategy</a>	Clerk, Cllrs Manning, Geen & H Williams	April	Completed and published on DFPC website
5.1	<a href="#">Play Area Inspections Procedure</a>	Cllrs M Williams, Grover	Feb	Completed
5.2	<a href="#">Lengthsman and Grounds Maintenance Procedure</a>	Clerk & Cllr Williams + vacancy	May	Ongoing
5.2.1	<a href="#">Lengthsman and Grounds Maintenance Risk Assessment</a>	Clerk & Cllr Williams + vacancy	May	Ongoing
5.3	<a href="#">Snow Warden Procedure</a>	Cllr Easton + Council	March	Completed and published on DFPC website
5.3.1	<a href="#">Snow Warden Risk Assessment</a>	Cllr Easton + Council	March	
5.4	<a href="#">Memorial Inspections Procedure</a>	Clerk, Cllr Greatrex & Watson	March	Memorials Inspected
5.5	<a href="#">Burials Procedure</a>	Cllr Greatrex & Watson + vacancy	May	
5.6	<a href="#">Public Seating</a>	Cllr Greatrex & Vacancy (x2)	May	