



22nd February 2024

Councillor Briefing Notes for Meeting on 27th February 2024
7.30pm in Princetown Community Centre

1. **Apologies** – Cllr Mark Williams, Cllr Hazel Williams, Cllr Wendy Watson
2. **Declarations of interest** -
3. **Acceptance of minutes** - As previously circulated for meeting on 23rd January 2024.
4. **Urgent decisions since last meeting** – none
5. **Snow Warden Procedure** – As raised by Cllr Easton at the Nov meeting, Council to review document and procedures currently in place, and to agree action to implement procedures or amend document as necessary. Please ensure that you have read the [Procedure](#) and [Risk Assessment](#) prior to the meeting.
6. **BT Phone Box Tavistock Road Princetown** - Council to consider and agree action in response to BT plans to remove this phone box. Please see e-mail received from WDBC, emailed to Councillors with the Agenda and Summons. Calls made from box in past 12 months = 29 (2 to helplines). See Appendix 1.
7. **31st May 2024 –Princetown Firefighters Charity Event** - Council to consider involvement in this event and the possibility of making more of a village day/event as proposed by Cllr Manning. See email sent to Councillors 6/2/24
8. **Princetown Pots and Plants** –Council to consider and approve the draft action plan as submitted by Cllr Hazel Williams. See Appendix 2
9. **Play Park – Council to consider and agree actions regarding**
 - a) Duchy proposal to increase rent from March 2024: response from Duchy proposes the rent remains the same for 23/24, but increases to £80 p.a. from April 2024. Rent has been unchanged since 2016.
 - b) Repairs - Review of work completed and costs to date – see Financial Report for details of expenditure.
 - c) Inspections – Cllr Wood to report on Feb inspections. Cllr Byrom on rota for March.
10. **Residents' issues or concerns** – none at time of issuing the agenda
11. **Parking Issues: Princetown** – Council to agree next actions with regard to improving road safety, particularly at junctions on Tavistock Road and Two Bridges Road, following recent visit by DCC Neighbourhood Highways Officer. Public need to be consulted and be in general agreement before this can be presented to the DCC HATOC Committee for approval in September at earliest. 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. **Planning** – Council to consider and agree on response to the following applications.
 - a) [0195/23](#) Notification of Amendments - 1 Hessary View, PL20 6RA0
 - b) [028/24](#) Land at Lakehead Hill, PL20 6TW

- c) [040/24](#) Dartmoor Brewery Ltd, Station Road, PL20 6QX
- d) [0379/23](#) The Forest Inn, PL20 6SD Appeal [w/23/3333819](#)

14. **Financial management** - see Financial Report for details
15. **Postbridge Cemetery Trees**- Council to consider what action is needed to manage trees on the boundary of the cemetery, as raised at last meeting by Cllr Watson.
16. **Venford Reservoir** - Council to consider what action might be taken to prevent further tress falling across the road, as raised at last meeting by Cllr Geen.
17. **Old Prison Officers Mess** – Council to discuss and agree action regarding fencing and general appearance of the site as raised at last meeting by Cllr Manning.
18. **Updates on correspondence/ actions from previous meetings** -
 - a) Removal of BT land lines 2025: Cllr Geen looking into posters to advertise the switch- to make residents more aware of implications and actions they can take.
 - b) Welcome to Princetown Signs: Order placed with DCC Highways. Cllr Williams has received cheque for the full amount from Princetown Charity Shop, and a commitment from the WI for a contribution also.
 - c) Additional dog waste bin – Princetown: Duchy have agreed and given permission for bin to be placed on grass at top of Burrator Avenue. WDBC have approved site for collection.
 - d) Hexworthy to Saddles Bridge – drainage issue/ice on road: following visit to site by resident, Cllr Geen and Lengthsman, Highways Neighbourhood Officer also visited site. Confirmed the drainage is not effective and agreed to look into previous works undertaken to identify the correct route the drainage water should be taking. Agreed for Lengthsman to clear the ditch following further investigation. Also noted drainage ditch further down the road in need of clearing.
 - e) Letter from resident regarding overgrown gorse B3357 at Dunnabridge: Reported to DCC Highways by Cllr Geen and Clerk. DCC reported no problem found at site, so no action taken. Clerk has contacted DCC Neighbourhood Officer to see if action can be taken to remove gorse closest to road to improve visibility.
 - f) Mower service: Clerk seeking quotes for mower service.
 - g) Policy Review: See appendix 4 for proposed schedule to review policies over coming months.
19. **Reports from Committees, Sub Groups and Special Interests:**
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
 - a) Framed picture of King Charles III
 - b) Defib pads and batteries replaced Hexworthy
22. **Date of next meeting** - 1930 on Tuesday 26th March 2024
Princetown Community Centre

www.westdevon.gov.uk



West Devon
Borough
Council

PUBLIC NOTICE

West Devon Borough Council has received notice from BT that they are planning to remove this Payphone.

Communities can 'adopt' phone boxes to turn into something completely different

With payphone usage falling, communities are looking at new ways of using them. Thousands of boxes have been reinvented as cafes, mini-libraries, and defibrillator sites. Communities can adopt most red boxes for just £1.

They can also adopt modern glass boxes if they want to house a defibrillator. Visit bt.com/adopt for more information

If you wish to comment on the proposed removal of this payphone please do so via e-mail to:

development.management@swdevon.gov.uk

Indicating 'West Devon BT phone box removal consultation response' in the subject bar.

The closing date for comments is:

Monday 4th March 2024

Comments received will be collated by West Devon Borough Council and forwarded to BT as part of the assessment process.

PRINCETOWN POTS AND PLANTS ACTION PLAN

Inspired by: <https://dartmouthgreenpartnerships.org>

Mission Statement

The aim of our group is to strive towards horticultural excellence, community involvement and environmental responsibility. The Pots and Plants team shares its enthusiasm for these aims with all sections of the Princetown population, helping to create community spirit and civic pride.

Pots and Plants will help to bring the joy of plants and flowers to the people of the village and its many visitors, in conjunction with local businesses, the primary school, and residents. The planting in the village will reflect the changing of the seasons, in line with our local climate, and we pledge there will always be interesting and beautiful displays to be seen. We also aim to educate people by demonstrating environmental good practice, creating sustainable plant displays which are insect and bird friendly.

Action Plan

1

Gather a team of volunteer gardeners. If we fail at this stage, we will not proceed. Although at this point we will only need a handful of people, possibly just Mark and myself to get things rolling. Other possibles:

- Angela, Lian, and/or Brenda from Princetown Churchyard Maintenance Fund
 - Speak with them directly (HW)
- Others from the village
 - Put out social media posts, place posters in Post Office, Charity shop, Old Police Station cafe, Fox Tor cafe and the pubs, place write-up in the 'In the Clouds' flyer
- The 'Tidy Princetown' volunteers
 - Speak with them directly (HW)

2

Identify location for storage of materials, and for propagation and planting works - speak with our volunteers and put out social media requests etc.

- Youth Club? School? Local farmers? Local landowners? Duchy? DNP?

In the short term we can use a wheelbarrow.

3

Find means of transportation of pots - sack trucks

4

Source materials - Plants Galore, Tesco, Morrisons, Long Ash and other local garden centres. Also propagation by our volunteers from their own plants.

- Donations from local garden centres, with accompanying recognition on pots
 - Volunteers to canvass

5

Source sponsors -

- Local businesses
 - Door-to-door requests, issuing printed flyers to include:
 - Mission Statement as above
 - Benefits of Plan to sponsor (village looking pretty, looking inviting to visitors, encouraging visitors, sponsors' name promoted on pots, raising profile of sponsor, increasing footfall to- and spend with-sponsor)
 - Contact details for further info (HW)
 - Payment details for sponsorship (i.e. via Clerk to the Council).
- Local residents
 - Persons with connections to the churchyard - 'In Memorial'
 - Posts on social media to find interested persons
 - Notice within the Church
- Local community groups
 - WI, Football Club, Prison Officers, and many more, to be discussed
 - Posts on social media etc

6

All pots to carry prominent stickers denoting logo, sponsor, and other relevant details such as 'in Memory Of...'

7

A range of sizes of containers to be available with appropriately priced and scaled sponsorship costs. These may be hanging baskets, troughs, pots (as existing), or indeed feature plantings for the x3 village entrances, should the scheme progress well.

8

General costings:

Compost	£10 per pot
Plants	£40 per pot
Sticky labels	£
Pots (existing)	<u>£0.00</u>
Total per existing pot	<u>£55.00</u>

Sliding scale for other sizes.

9

Pots to be maintained all year by the volunteers. Planting plans, together with colour scheme / theme, to be agreed annually. Planting plans to enable colour all year long, whilst being suitable for our unique climate.

10

Princetown School children, together with other older local groups such as Cadets and Youth Club, to be encouraged to be involved in the planting-up of pots.

- Emma Byrom to be contacted by Clerk

Branding

Proposed new name for this initiative is 'the Love Our Village Enthusiasts' (LOVE), which succinctly describes it's purpose in an appealing way.

Proposed logo as below. The hand cradling a young sapling conveys notions of care and nurturing, suggesting that we take pride in our work. Subdued green tones lend a modern and mature feel to the design.

By creating a branding scheme for the project, we easily raise it's profile, making it prominent and memorable.



Proposed Flyer Content for Sponsors:

See next page

Our Purpose

The aim of this new initiative, led by Dartmoor Forest Parish Council, is to strive towards horticultural excellence, community involvement and environmental responsibility. The Love Our Village Enthusiasts (LOVE) team will share its enthusiasm for these aims with all sections of the Princetown population, helping to create community spirit and civic pride.

LOVE will help to bring the joy of plants and flowers to the people of the village and to its many visitors, in conjunction with local businesses, the primary school, and the residents. The planting in the village will reflect the changing of the seasons and we pledge that there will always be interesting and beautiful displays to be seen. We also aim to educate people by demonstrating environmental good practice, creating sustainable plant displays which are also insect and bird friendly.

What Will We Do?

Every year volunteers from the Love Our Village Enthusiasts team will work hard to design, create and plant wonderful displays throughout the village. There will be hanging baskets, planters and troughs across the village centre, and perhaps even other special features at each entrance to Princetown, all planted and maintained by volunteers from LOVE to ensure the village is inviting to visitors and attractive to residents and businesses alike.

The value of these seasonal floral displays to Princetown will be immeasurable – they will make our village a happier place, and of course, *improve our economy.*



To ensure the success of this initiative, and to help us to create and maintain the excellent floral standards we will set, please help us with a donation. Any amount you feel able to donate towards our floral displays will be greatly appreciated.

Further, if you wish to sponsor specific things:

£55 will pay for a planter

£30 will pay for a trough

£40 will pay for a hanging basket

All sponsorship will be recognised by appropriate and prominent plaques/signs.

Donations can be paid to Dartmoor Forest Parish Council by PayPal. Please check with the lead, Hazel Williams, on availability if you wish to sponsor specific items, before making a donation; email: hazeljanetwilliams@gmail.com

Cheques should be made payable to 'who?' please. Post to Jackie Bennetts, Clerk, at email: at address: You can also donate online via BACS payment: where???

Mark Williams | DFPC | Report | 13.02.2024

DOUBLE YELLOW LINES IN PRINCETOWN

In attendance:

Phillip Sanders, Brad Elliot (Highways), Jackie Bennetts, Mark Williams

Apologies:

Charmaine Clarke-Major

We walked the village and looked at the site at Oakery Crescent first. Brad was very sympathetic on the safety aspect of this issue, and agreed that potentially the double yellow line at this location could be extended, as requested by the resident.

Brad suggested we recommend to the concerned resident that they erect mirrors, either on neighbouring walls (with their permission), or on the grass opposite the premises, again with permissions, as an interim measure to improve safety.

We then examined the junctions onto the Tavistock Road which do not have yellow lines on. Brad was sympathetic. He did, however, raise the point that there have not been any accidents and therefore marking of these junctions will be low on their priority list. Like other organisations, they only have a little money to go a long way.

Brad also raised concerns over the displacement of vehicles causing other parking problems. We, as a Parish Council, will have to agree that this is the way forward. Brad will create a map of Princetown identifying where yellow lines should be. Highways will then progress the required actions, with Parish Council support.

If successful, the timeline for completion will be April 2025 – March 2026, following Highways procedures and protocols.

I found the meeting exceedingly useful, helping me put names to faces and understand how Highways work.

I believe that prevention is better rather than waiting for an accident to happen, and therefore I would like Council to vote on this motion at the next meeting (in my absence).

Cllr Mark Williams

15.02.2024

Link to map created by Neighbourhood Highways Officer following meeting

<https://www.google.com/maps/d/edit?mid=1uWXZ83NdlxM1F4vwbK6ycQC90OFtoRg&usp=sharing>

Appendix 4

CIlr Review of Governance Documents 2024

All documents due for review by August 2024

Governance Docs	Policy	Procedure	Assessment	Notices
Documents		Reviewers 2024		Completed
	Risk Register		March	
1.	Standing Orders		April	
2.	Financial Regulations		April	
2.1	Grants and Donations Procedure		April	
3.	Members' Code of Conduct		May	
3.1	Complaints Procedure		May	
4.	Transparency Code		May	
4.1	Community Engagement Policy		May	
4.1.1	Publication Scheme		June	
4.1.2	Privacy		June	
4.2	Princetown CCTV Policy		June	
4.2.1	Princetown CCTV Data Protection Impact Assessment		June	
5.	Risk Management Strategy		July	
5.1	Play Area Inspections Procedure		July	
5.2	Lengthsman and Grounds Maintenance Procedure		July	
5.2.1	Lengthsman and Grounds Maintenance Risk Assessment		July	
5.3	Snow Warden Procedure		March	
5.3.1	Snow Warden Risk Assessment		March	
5.4	Memorial Inspections Procedure		Aug	
5.5	Burials Procedure		Aug	
5.6	Public Seating		Aug	

