



Dartmoor Forest Parish Council

20th May 2025

Councillor Briefing Notes for Council Meeting on 27th May 2025
7.30 pm in Princetown Community Centre

Parish Council Meeting Agenda

1. Apologies –
2. Declarations of interest –
3. Chair's Annual Report – Cllr Mark Williams to give brief summary May 2024- May 2025
4. Election of Chair & Vice Chair – Election of officers for the year May 2025 – May 2026.

The newly elected Chair will preside for the remainder of the meeting

5. Urgent decisions since last meeting –
6. Acceptance of minutes - As previously circulated for meeting on 22nd April 2025
7. Co-option to fill the Postbridge Vacancy - no expressions of interest received
8. Co-option to fill the Princetown Vacancy - 1 expression of interest received from Lian Edis

'I moved into Princetown 2 years ago and I can honestly say it has been one of the best decisions I have ever made. Despite the weather, I can say I truly feel at home here. The village has such a friendly feel to it and I'm proud to be part of it.

I work at Dartmoor prison, have helped out at the food hub and joined the local Pilates class. I also help with the Community Gardening Plot and am secretary for the Churchyard Gardening team. I enjoy being outdoors, walking and gardening. I enjoy being involved in the community I live in, and I now feel I would like to take this a step further and be part of the Parish Council.

I'm keen to learn and get involved in various aspects which affect our village. I think we can all make a positive difference in shaping the village. The village attracts many visitors each year and it is important that this continues. The visitor centre is vital even if it does take a different form, and first impressions of the village are also important.

I enjoy meeting people and listening to what they have to say. If there are issues local people care about and I can help them be heard, then that would be nice. I believe it to be important that local people have a say in what happens in our village.

I'm honest, hardworking, approachable, reliable and have a good sense of humour. To be part of the dedicated team who try to shape our community would make me feel proud.

Thank you.'

9. Vision for Princetown / DNPA Visitor Centre - Update on the current situation, and actions taken to date. Council to discuss and agree any further actions to be taken. See Appendix 1 for Actions taken to date
10. Residents' issues or concerns –
 - a) As raised at April meeting – lack of footpath Stoneycliff to Tavistock Road

- 11. 1st PUBLIC SESSION** - Residents are invited to give their views and question the Parish Council on agenda items, or raise issues for future consideration.
- 12. Planning** – Council to consider, discuss and agree on response to DNPA regarding the application listed below
- a) [0168/25](#) Consultation Request Letter - Application at Land Adjacent to Moorland View, PL20 6QZ (Deadline extended to 30th May) See Appendix 2 for reports from Councillors
 - b) Appeal Notification Letter - W/25/3363561 - Land at Lakehead Hill, Postbridge, Yelverton, PL20 6TW ref [028/24](#) which Council recommended APPROVAL at meeting February 2024 (Deadline for any additional comments 30th May)
- 13. Play Park** –
- a) Update on Inspections (Cllr Grover reported no issues) & Action Plan See Appendix 3 for updated Action Plan
 - b) Feedback from working group on next phase of development and funding application. Application for £22,666 submitted to the National Lottery. 4 month lead time for initial response, then they will want more details before the final decision.
- 14. Insurance** - Council to approve insurance provider for coming year.
- Requested quotes from 3 alternative insurance providers.
- Zurich** (current provider) 13/04/25 Quoted for renewal £582.86
- Gallagher** – 20/05/24 ‘Unfortunately, I think we will need to withdraw from the quote process as we are not going to be able to improve on your premium spend if that is what the council is hoping to achieve.
- I can see from your Zurich schedule the council are currently paying just £540 – whereas our minimum premium is £700+ including IPT and fee. Therefore, unless the Councils renewal significantly increases this year, or you have had issues with Zurich, I would recommend remaining with them for the time being and I will update our diary so that we can look to provide an alternative quotation in the future where we will hopefully be more competitive!’
- Cas** – 20/05/25 ‘ We have reviewed the insurance requirements for your organisation, but it is with regret that we are unable to offer a competitive quote for you this year. Our best price is over £1,300 and so significantly higher than the price that you had last year.’
- Clear Councils** – 09/05/25 ‘Further to your recent enquiry please find attached our quotation for your Council. We have obtained a quotation at a total premium of **£1,194.81** inclusive of 12% insurance premium tax and our arrangement fee of £50.00. A 3-year Long Term Undertaking would reduce the annual premium to **£1,167.08** including insurance premium tax.’
- 15. Financial management** - see Financial Report for details
- a) Payments to be approved
 - b) Lloyds signatory to replace Greg Manning – update on progress
 - c) Credit Account at Mole Valley – Council to consider and agree whether a credit account should be set up, if so, what the credit limit should be, and who should have access to this account.
- 16. 2024/25 Annual Governance and Accountability Return** (see separate email for relevant documents)
- a) Council to receive Bank Reconciliation and Variance Analysis
 - b) Council to receive Internal Auditor report

- c) Council to consider and approve the Annual Governance Statement, to be signed by Chair & Clerk.
- d) Council to consider and approve the Accounting Statements to be signed by Chair

17. Ride on Mower – Council to discuss issues with mower and agree actions to be taken - to repair, or consider replacing. Lengthsman has reported that the mower is not driving or cutting as it should. Dartmoor Garden Machinery in Princetown, who have previously serviced it, are no longer doing that work. Clerk is contacting alternative providers in Tavistock to get a quote to look at what the issue is and get price to fix it. The mower was purchased in 2017.

18. Request from Postbridge Village Hall - Council to consider making donation to secure water supply from a bore hole.

Email received 24/04/25

'I am writing on behalf of Postbridge Village Hall Committee to ask if the Parish Council would please consider helping with the cost of the bore hole which is needed to help us comply with the safety regulations for our water supply.

I attach a copy of the quotation for the work which is to be done.

Many thanks for your kind consideration

Elaine Smerdon (Secretary)'

Quotation outlines cost of three phases of work necessary, totalling £ 4885.00 plus vat. This is to drill bore hole and install pump, sample and test water and then connect pipe work and electrics back to village hall.

19. Updates on correspondence/ actions from previous meetings

- a) Adoption of BT phone box – Princetown – emailed Matthew Morris to ask for update 13/05, awaiting reply
- b) Drainage issue on track near Postbridge Cemetery – Council to consider and agree action to be taken – no update Clerk to contact DNPA & Duchy to find out who has trimmed hedges and cleared culvert in the past.

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

- a) CCTV System Check & any requests – CCTV Working Group - need to identify replacement for Cllr Manning
System Checks completed: 01/05 HW, 14/05 HW, 21/04 JB – all working
No requests for footage received.
- b) LOVE (Love Our Village Enthusiasts) Project – Cllr Hazel Williams
Four sponsors to date, with £725 donated.
New wooden planters for the Duchy outside the Visitor's Centre.
- c) Tidy Princetown Session – Cllr Mark Williams A fantastic effort was made by the team to weed and tidy around the War Memorial in preparation for VE 80 day.
Next session Saturday 7th June
- d) The Plot - Community Garden - Cllr Hazel Williams
Lease now signed and finalized for The Plot with the Youth Club, backed by the Duchy.

Successful plant sale made over £250 for The Plot and drew good attention to the Community Garden.

- e) Litter Picking Play Park – Cllrs Grover and M Williams
- f) Defibs – Cllrs Geen and Watson - (new paed pads fitted Princetown (Venville House 08/05)
- g) Speedwatch - Greg Manning
- h) Primary School and PTA – Cllr Byrom
- i) Youth Club – Cllr Byrom
- j) Gardening the Grounds – PCMF – Hazel Williams
Installation works have begun on the swift nest boxes in the church tower. This is a collaborative project with Gardening The Grounds, the Devon Swift Project, and the Churches Conservation Trust. I have alerted Guy Boswell from the Tavistock Times and given him contact details.

The Community Payback team are back after an absence of 6 months. They are most enthusiastic to get the grounds back under control.

- 21. 2nd PUBLIC SESSION** - Residents are invited to give their views and question the Parish Council on agenda items, or raise issues for future consideration
- 22. 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) Temporary Traffic Notice - ROAD FROM TWO BRIDGES TO LOWER CHERRYBROOK BRIDGE, Dartmoor Forest (TTRO2563375) June 11 – June 15 inclusive for surface dressing.
 - b) Email 23/05 received from resident Hexworthy regarding the debris still in the ditch opposite Jolly Mead. Vegetation now growing throw it and will block ditch.
 - c) Policy Review – to be on June Agenda to decide who is reviewing which policies and when. (See Appendix 4)
 - d) Cemetery Enquiries received: One re Plot Purchase one re Ashes interment and memorial stone.

- 23. Date of next meeting -**
 - Council Meeting**
 - 1930 on Tuesday 24th June 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 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
01 May 2025	Cllr Mark Williams attended 'Vision for Princetown' meeting with Business Hub and Matthew Morris (Duchy of Cornwall) see email for notes.

Appendx 2: Reports from Councillors re Planning Application

- There are also large number of comments by members of the public on the planning portal – scroll down to the bottom of the page. It may be useful to have a read through to get a general sense of how others are viewing the application. <https://dartmoor-online.tascomi.com/planning/index.html?fa=getApplication&id=162894>
- Clerk has also been contacted on 21/05/25 by WDBC to discuss possible S106 funding which could be made available within Princetown should this development go ahead. This 'potential funding' should in no way influence your decision to recommend approval or object to this application

Cllr Brenda Cotteril

I have visited the site for the proposed new housing at moorland view.

I have grave worries over the location which is in direct line with water run off from North Hessary following Sands pits and the old mine workings leading into the forested area, and then into Meavy head which feeds the river Meavy. Surely the altered water tablets carries risks of flooding elsewhere, maybe station road etc as well as other environmental issues. The new houses will suffer damp problems and very possibly RADON problems.

The access road is very narrow and will create difficulties for any emergency vehicles.

There are other available areas in princetown for house building without the need to build on an environmentally sensitive area.

Cllr Martin Grover

I have three main concerns:-

1. Drainage. It is clear that the existing drains and culverts are in a very poor state and totally unmanaged by whoever is responsible for them -Duchy or WDC??
Walking around the area shows that the moorland adjacent to the existing properties gets waterlogged and after heavy rain it is well known that there is substantial (albeit temporary) run off from North Hessary Tor alongside Jubilee field. I am not convinced that the drainage reports take this into account. In addition, I think it is a ludicrous suggestion that the owners of the new properties should be responsible for the upkeep of any new drains installed as part of the development.
2. Parking. I think there maybe inadequate provision for car parking for the proposed number of properties.
3. Access. Station Road will provide the access to this development and is already under serious strain from commercial deliveries to the Brewery as well as additional vehicle movements related to the properties built within the last decade or so. Double yellow lines at the junction with Tavistock Road may improve matters or, consequent upon displacement, push parking further down Station Road which make my concerns under section 2 all the more relevant.

These comments are 'general' and based on our look around the site. I do not know if Council will need to discuss issues such as the actual need or appropriateness for more affordable housing in this part of the village not to mention the very significant loss of amenity that will be suffered by the existing residents especially those in the southernmost 4 houses

in Moorland View. However, the main site of the development may be considered to be a logical addition to the units built most recently.

I will study, in more detail, the submissions with the application and will be happy to raise any more issues at the next meeting of Council.

To avoid any misunderstandings in the future, I must make it clear that I live on the corner of Station/ Tavistock Road and this proposed development is close to, but not in view from, my property.

Cllr Alison Geen

This does at first sight seem like a good place to infill this unoccupied area with houses. However I think that there are some issues with this application which the Parish Council should consider

- Drainage report mentions very little flood risk but on site one can see that in heavy rainfall water rushes downhill and off the moorland to the north of the site leaving debris piling up against the boundaries of the existing properties. You can see that the area of moorland directly adjacent to the site below North Hessary becomes very boggy during periods of rain. I agree that surface flooding is unlikely but think runoff could prove to be a problem. It does not appear that the drains/culverts taking water away from the area already built on has been cleared for a while. An earth bund is proposed to direct water away from site but culvert needs to be maintained by land owner. There is also mention of a Management committee in this note on Drainage report - *"NOTE: ADOPTION OF HIGHWAY DRAINAGE TO BE AGREED WITH HIGHWAYS AUTHORITY SUBJECT TO AGREEMENT TO DISCHARGE IN PERPETUITY TO PRIVATE NETWORK MAINTAINED BY MANAGEMENT COMPANY"*. I am not clear if this is an existing body or one to be started and also is it just for the new properties or to include other houses in this area.
- Some of the existing houses in Moorland View will lose their view but that is not a material planning consideration.
- Parking –the parking spaces available have been increased from when we first saw a proposed plan but I think it will still prove inadequate. I wonder whether reducing the number of dwellings again by one in the southerly row would also open up the vista a bit and make parking of what we have to assume is 2 cars per dwelling more usable.
- The proposed introduction of double yellow lines on the corners of Station Road may move vehicles further up Station Road making it important that residents have 2 parking spaces per house.
- The trees sited to the southwest of the site are quite big softwood trees and I have to assume will need felling at some point.

I do not recommend supporting this application as it currently stands. I would like to think that our views and those of others can be taken into account and an altered application submitted.

Appendix 3 - RoSPA Play Park Inspection March 2025 –Action Plan - (Timescales need adding)

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 Matting has shrunk back badly and needs lifting, surfaces cleaning and mats re-stuck.	DC DC	Rubbed down
	P11 - Seesaw	Repair – wear to internal mechanism resulting in excessive sideways movement - Clerk to obtain quote for replacement nylon washers - emailed Sutcliffe 20/5/25 <i>26/8/24 Replace seats and bearing (ordered)</i> <i>25/01/25 Bearing & 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 Clerk 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 small area where edge of matting is exposed and lifting (trip hazard)	DC	
	Fencing – boundary with PCC bank/car park	Several posts are not secure (rotten at ground level) Top rail is missing in places and split in others Middle rail is also split in places Option A: To replace entire length of fence – 32x 4x4inch posts (5’6”) and 16 12’ rails 3.5”x1.5” plus stock netting Option B: Alternative measure could be to put new posts between existing posts and replace rails as necessary. 10 posts and 5 rails as above. Plus labour costs. DC to quote for time taken to make full repair. At least two additional quotes to be obtained for comparison.		

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
	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 Geen & 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	Prinetown CCTV Policy	Cllr Manning & Cllr H Williams	Dec	Completed
4.2.1	Prinetown 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	May	Ongoing
5.2.1	Lengthsman and Grounds Maintenance Risk Assessment	Clerk & Cllr Williams + vacancy	May	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	May	
5.6	Public Seating	Cllr Greatrex & Vacancy (x2)	May	

