



Dartmoor Forest Parish Council

18th November 2025

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

1. **Apologies –**
2. **Declarations of interest –** Cllr Geen Items 11b & 11c
3. **Urgent decisions since last meeting –**
4. **Acceptance of minutes** - As previously circulated for meeting on 28th October 2025.
5. **Updates from Devon County Councillor and West Devon Borough Councillor –** if in attendance
6. **Princetown Vacancy –** Council to co-opt to fill vacancy - no applications received - move forward to Dec meeting or leave until January?
7. **Residents' issues or concerns –**
 - a) Drainage/ Surface water running down road, into resident's field from Hexworthy phone box - request received for Lengthsman to clear ditches to prevent run off. Council to discuss and decide any action to be taken.
8. **Policy Review –** Council to consider, discuss and adopt revised documents – see email sent 19/11/25
 - a) Financial Regulations
 - b) Burials Procedure & Prices
 - c) Safeguarding Policy
 - d) Equality Diversity and Inclusion Policy
 - e) Whistleblowing Policy
 - f) Assets Register – to be noted as accurate
9. **Princetown Community Centre –** Council to discuss ongoing concerns as raised by residents, and agree any 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 regarding the applications listed below
 - a) [0168/25](#) Notification of Amendments - Land Adjacent to Moorland View, PL20 6QZ
Cllrs Geen and Grover attended DNPA site visit 21/11/25
HW - I have looked at this amended application. Whilst it is extremely in depth, I can see no evidence that the Material Considerations as previously raised have been addressed in any meaningful way. These include:
 - Overshadowing/loss of outlook to the detriment of residential amenity
 - Overlooking and loss of privacy
 - Highway issues: traffic generation, vehicular access, highway safety
 - Capacity of physical infrastructure, e.g. in the public drainage or water systems
 - Adverse impact on nature conservation interests & biodiversity opportunities
 - Effect on conservation area

b) [366/25](#) Upalong, Hexworthy, PL20 6SD

MG - Whilst the amendment seems trivial, raising the ridge height has changed the roof pitch which, by their own admission, is still well outside the recommended angle.

However, as the original application was granted consent, I feel that, overall, this will make little difference to the appearance and thus see no reason to refuse.

HW - I have had a good look at these documents, and see no requirement for a site visit. There do not appear to be any Material Planning Considerations relating to this application.

GE - I've had a look at this and can't see any issues.

c) [376/25](#) Huccaby House, Hexworthy, PL20 6SB

MG - I have looked through this application and have no issues with it. I don't feel a site visit is indicated as there have been numerous 'contemporary' extensions/alterations over the years and the proposed changes are unlikely to be seen from afar or impact adversely any neighbouring properties. The necessary environmental effects have been covered in the proposal.

HW - I see no Material Planning Considerations relevant to this application.

GE - I've had a look at this and can't see any issues.

12. Princetown Sensory Garden – Update on the National Lottery Funding Application.

- Letter confirming security of lease for site for the next 5 years received from Duchy of Cornwall.
- Liaising closely with the National Lottery team regarding how the Sensory Garden will benefit the community. Four 'Group Community' workshops will be held within the first two years to garner feedback.

13. Parish Calendar 2026 – Cllr Cotterill to update on progress to date and next actions.

14. Play Park –

- a) Update on Weekly Inspections
- b) Action Plan – progress since last meeting
- c) Litter Picking - Cllrs Grover, M Williams, Easton

15. Financial management - see Financial Report for details

- a) Payments to be approved

16. 2026/7 Budget and Precept Request - Council to discuss and agree Budget - see separate email with draft budget sent 22/11/25

17. Parish Thankyou's – Council to ensure Clerk has list of people to be sent letters.

18. Updates on correspondence/ actions from previous

- a) DCC Highways re B3357 cats-eyes Hexworthy junction to Dunnabridge
- b) BT Phone Box – Princetown Village Centre – payment of £1 to be made 1/12/25, signed contract sent to BT by post 31/10/25. Awaiting final confirmation/paperwork from them. Phone equipment removed 20/11/25.
- c) Bin replacement/repair Princetown- Locations of damaged bins given to Cllr Mark Renders, along with request for additional bin to be placed near bus shelter at Woodville to reduce littering in that area.
- d) Bus Shelter – Lengthsman tasked with making repairs to guttering, with view to replacing rotten fascia on three sides in spring/drier weather.

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

- a) CCTV System Check & any requests – CCTV Working Group –
System Checks completed: 01/11 HW, 15/11 LE, 22/11 JB – all working
No requests for footage received.

b) LOVE (Love Our Village Enthusiasts) Project – Cllr Hazel Williams – nothing to report

c) Tidy Princetown Sessions –

d) The Plot - Community Garden - Cllr Hazel Williams

- Received trophy from Geraldine, RHS Rosemoor, for our success in the RHS Community Garden of the Year competition.
- The Duchy have most kindly made extensive repairs to the perimeter fence at The Plot to make it stockproof, as sheep, cattle and ponies frequently access the area.

e) Defibs – Cllrs Geen, Watson, Grover

f) Speedwatch - Greg Manning

g) Primary School and PTA – Josh Bullock (New Head Teacher)

h) Youth Club – Emma Byrom

i) Gardening The Grounds –

- Well-attended Annual Quiz Night was held on 26th October, raising funds for 2026.
- Hazel stepped down as Chair of GTG at the AGM held on 20.11.2025, after two years in the role. The new Chair is ***

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 - Council Meeting

1930 on Tuesday 16th December 2025
Princetown Community Centre

Appendx 1: - Cllr Review of Governance Documents -

Governance Docs		Policy	Procedure	Assessment	Notices	
Documents		Date of last Review	Review Frequency	Suggested Lead Reviewers 2025 At least two councillors needed to review each	Review Due	Notes
Risk Register		April 2024	3 monthly	All relevant	July 2025	Updated July 2025 approved by Council
5.	Risk Management Strategy	April 2024	2 years	Clerk, Cllrs Geen & H Williams	June 2026	
1.	Standing Orders	April 2024	Annual	Clerk & All Councillors	April 2026	
2.	Financial Regulations	April 2024	Annual	Clerk, Cllrs Geen & M Williams	Sept 2025	Model Regulations amended 03/05 so DFPC need updating
2.1	Grants and Donations Procedure	May 2024	2 years	Cllrs Geen &	Aug 2026	
3.	Members' Code of Conduct	May 2024	Annual	All	July 2026	
3.1	Complaints Procedure	May 2024	2 years	Cllr Watson and Cllr H Williams	Aug 2026	
4.	Transparency Code	May 2024	Annual	All	July 2026	
4.1	Community Engagement Policy	Feb 2025	2 years	Cllr Easton & Cllr H Williams	Feb 2026	
4.1.1	Publication Scheme	Oct 2024	2 years	Clerk	Sept 2026	
4.1.2	Privacy	Oct 2024	2 years	Clerk	Sept 2026	
4.2	Prinetown CCTV Policy	Dec 2024	Annual	CCTV Working Group Chair & Vice & Cllrs H Williams & Edis	Dec 2025	

Documents		Date of last Review	Review Frequency	Suggested Lead Reviewers 2025 At least two councillors needed to review each	Review Due	Notes
4.2.1	Princetown CCTV Data Protection Impact Assessment	Dec 2024	Annual	CCTV Working Group Chair & Vice & Cllrs H Williams & Edis	Dec 2025	
4.3	Safeguarding Policy	Nov 2025	2 years		Nov 2027	
4.4	Equality, Diversity and Inclusion Policy	Nov 2025	2 years		Nov 2027	
4.5	Whistleblowing Policy	Nov 2025	2 years		Nov 2027	
5.1	Play Area Inspections Procedure	Feb 2025	Annual	Cllrs M Williams & Grover	Feb 2026	
5.2	Lengthsman and Grounds Maintenance Procedure	May 2025	Annual	Clerk & Cllr M Williams	Feb 2026	
5.2.1	Lengthsman and Grounds Maintenance Risk Assessment	May 2025	Annual	Clerk & Cllr M Williams	Feb 2026	
5.3	Snow Warden Procedure	March 2024	2 years	Cllr Easton	March 2026	
5.3.1	Snow Warden Risk Assessment	March 2024	2 years	Cllr Easton	March 2026	
5.4	Memorial Inspections Procedure	March 2024	2 years	Clerk, Cllr Watson &	March 2026	
5.5	Burials Procedure	June 2023	2 years	Clerk, Cllr Watson &	Nov 2025	Will need to be moved later due to Clerk workload.
5.6	Public Seating	Oct 2025	2 years	Cllrs Cotterill & Edis	Oct 2027	Completed 28/10/25

Appendix 2 - RoSPA Play Park Inspection March 2025 – Action Plan -

Element	What	Who	Notes / 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	Edges rounded
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 Adhesive ordered 08/25
P11 - Seesaw	Repair – wear to internal mechanism resulting in excessive sideways movement - <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 DC	Bushes ordered 17/6 & Fitted 19/08 Autumn 2025
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.		On hold due to responsibility for fence lying with PCC