Dartmoor Forest Parish Council

Parish Clerk: Jackie Bennetts
Applegarth, Walkhampton, Yelverton, PL20 6JP Tel: 01822 859104

Email: clerk@dartmoorforestparishcouncil.gov.uk Website: www.dartmoorforestparishcouncil.gov.uk

CIIr Manning will chair the meeting

Councillor Briefing Notes for meeting 25th April 2023

- 1. Apologies Cllr Geen
- 2. Declarations of interest -
- 3. Acceptance of minutes As previously circulated for meeting on 28th March 2023.
- 4. Urgent decisions since last meeting none
- Result of Uncontested Election- Clerk to issue 'Acceptance of Office' forms for completion by elected Councillors at or before the May meeting, and explain process for completing Register of Interests.
- **6.** Recruiting to fill Princetown Cllr Vacancies Council to discuss and agree actions to recruit new Councillors to be co-opted as soon as possible (ideally May meeting).
- 7. Policy Review To discuss and approve new Standing Orders as circulated by Clerk. Clerk to allocate documents to Clrs for review by June meeting. See Appendix 1.
- **8. Proposal to hold Pony Sale in Princetown –** Council to discuss the proposal and decide if any action is to be taken.
- 9. Natural England plans to reduce levels of stock on Dartmoor Council to discuss and decide if any action is to be taken. See email from Cllr Geen sent 20/4/23
- **10. RoSPA Play Park Inspection –** Council to consider the plan as circulated by Clerk to address the issues raised in the report, and agree action to be taken. See Appendix 2
- **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. Parking issues (Princetown) -** Standing item to cover issues arising since the last meeting none
- **13. Residents' issues or concerns -** Standing item to cover issues raised at or since the last meeting none
- 14. Planning Search for an application | Dartmoor 0120/23 - Electric Vehicle Charging Points at Two Bridges Hotel Two Bridges, PL20 6SW Council to consider application and decide on response. See email from Cllr Geen sent 20/4/23
- **15. Financial management -** see Financial Report for details
 - a) Payments to be approved;
 - b) Bank reconciliation;
 - c) Banking Mandate and Online Banking progress to date;
 - d) Preparations for internal audit update from Clerk
- **16. Updates on correspondence/ actions from previous meetings -** See 'Briefing Notes' for updates regarding matters listed below.
 - a) Welcome to Princetown Sign still awaiting response from DCC Highways.

- b) Brambles on Tavistock Road Response from DoC received 12/4/23 Estate Warden has been tasked to investigate and remove if necessary and
- c) possible.
- d) BT Phone Box (Princetown) reported to BT 13/4/23, awaiting response.
- e) Nomination of Cllr Mark Williams to DNPA nomination form completed and sent to DALC 11/4/23
- f) Noticeboards Hexworthy and Postbridge DNPA have responded to enquiry regarding the colour of the noticeboards. They have stated a preference for wood and painted in a dark colour; green or brown would be acceptable. Update on progress from Cllr Watson re Postbridge notice board. As Cllr Geen not in attendance, update re Hexworthy will be at May meeting.
- g) Queen's Jubilee and King's Coronation trees in the Play Park DoC have sent a list of tree species available. All are 1-2m high, and can be delivered if necessary

Field Maple	Silver Birch	Beech	Sessile Oak
Sycamore	Hornbeam	Wild Crab	Rowan
Common Alder	Sweet Chestnut	Bird Cherry	Small-leaved Lime.

Tree guards will be necessary to protect the young trees, until they establish. See Appendix 3 for examples and costs.

Council to decide on species to be planted and agree purchase of tree guards and commemorative plaques.

h) Results of Princetown Housing Needs Survey – see email on 11/4/23. Survey identified the need for 16 affordable homes in Princetown. See Appendix 4

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

- a) King's Coronation Committee Cllr Byrom
- b) Youth Club Cllr Byrom
- c) Princetown Primary School PTA Cllr Byrom
- d) Speedwatch Cllr Manning
- e) Princetown Churchyard Maintenance Fund Cllr Williams
- f) Last Tidy Princetown Session -
- **18. 2**nd **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 -

Round table discussion for any matters to be shared for information or to request they are put on agenda for next meeting

- a) Southern Parish Links Council has been invited to send representative to meeting on 24th May, 7.30pm Kilworthy House, to discuss local training needs, fair use of local training fund, and to form small sub-committee to oversee the fund.
- b) Litter picker request for wheelbarrow/trolley to remove rubbish sacks from park to home. Request for Hi-viz stating DFPC Litterpicker.

20. Date of next 'Tidy Princetown' - 10am until 11am - Sunday 2nd April 2023.

Meet outside Post Office.

21. Date of next meeting - 1930 on 23rd May 2023

Princetown Community Centre

Appendix 1 CIIr Review of Governance Documents- All documents for review by June 2023GovernancePolicyProcedureAssessmentNotices Governance Docs

	Documents	Reviewers 2022	Suggested Reviewers 2023	Date Completed
	Risk Register		Clerk, Cllrs Manning & Geen	
1.	Standing Orders	ALL	All	
2.	Financial Regulations	Clerk & Cllr Geen	Clerk, Cllrs Geen & Byrom	
2.1	Grants and Donations Procedure	Clerk & Cllr Geen	Clerk, Cllrs Geen & Byrom	
3.	Members' Code of Conduct	ALL	All	
3.1	Complaints Procedure	Cllr Manning	Cllrs Manning & Watson	
4.	<u>Transparency Code</u>	ALL	All	
4.1	Community Engagement Policy	Cllr Watson	Cllrs Watson & Byrom	
4.1.1	Publication Scheme	Clerk	Clerk	
4.1.2	<u>Privacy</u>	Clerk	Clerk	
4.2	Princetown CCTV Policy	Clerk & Cllrs Manning & Geen	Clerk, Cllrs Manning, Williams	
4.2. 1	Princetown CCTV Data Protection Impact Assessment	Cllr Manning & Clerk	Clerk, Cllrs Manning, Williams	
5.	Risk Management Strategy	Cllr Geen & Clerk	Clerk, Cllrs Manning & Geen	
5.1	Play Area Inspections Procedure	Cllrs Henson, Williams, Byrom	Cllrs Williams, Byrom, Butterworth & Steele	
5.2	Lengthsman and Grounds Maintenance Procedure	Clerk & Cllr Henson	Clerk & Cllr Steele	
5.2. 1	Lengthsman and Grounds Maintenance Risk Assessment	Cllr Henson & Clerk	Clerk & Cllr Steele	
5.3	Snow Warden Procedure	Cllr Byrom	Cllrs Steele & Butterworth	
5.3.1	Snow Warden Risk Assessment	Cllr Byrom	Cllrs Steele & Butterworth	
5.4	Memorial Inspections Procedure	Cllr Greatrex	Cllr Greatrex & Watson	
5.5	Burials Procedure	N/A	Cllr Greatrex & Watson	
5.6	Public Seating	N/A	Cllrs Steele & Greatrex	

Appendix 2

RoSPA Play Park Inspection March 2023 – Proposed Action Plan

Cllr Williams, Clerk and Lengthsman met at Playpark on 13/4/23 to go through the report and identify actions to be taken to rectify issues raised.

When	Element	What	Who
Immediate	A1 - Boundary	Make repairs to link fencing by swings	Dave Cole
Action	A4 - General surface	To remove mole hills, when cutting grass	DC
(within 1	P1- Agility Trail	Remove rotten timber from rope bridge	DC
month)		and replace with new	
		(Need to plan for replacement of Rope	
		Bridge due to extensive rot in wood)	
By end	P9 – Multi-play	Clean off dirt and algae	DC
May	P11 – Rocker Clean off dirt and algae		DC
	P7 – Arches	Dig out around uprights, fill with	DC
		postcrete and replace turf	
	P8 – Cycle ramps	Repair surface but replacing turf in front	DC
		of ramps	
Within 3	A2 Gate – Entrance	Lay slabs in entrance way (under gate to	DC
months		road)	
	A7 – Lower Bench	To lay slabs in front, to raise flooring	DC
_		level and eliminate mud	
By end	P3 Cableway - seat	Remove cover and check links in chain	DC
July	P12 – See Saw Obtain quotes for checking/replacing		Clerk
	D40 0: 1 D : 10 :	bearings	
	P16 – Single Point Swing	Obtain quotes for checking/replacing	Clerk
14771	54 6 11	bearings	5.0
Within 6	P4 – Cableway	Smooth out ground and lay replacement	DC
months	D44 David	matting and re-seed area	D0
	P11 – Rocker	Make repairs to matting, remove weeds	DC
December	D45 Occiona	and seal gaps	D0
By end	P15 - Swings	Repair matting – re-glue and fill gaps	DC
Oct	D12 Con Cow	and joints	Contractor
	P12 – See Saw	Replace bearings/centre axis as	Contractor
	D17 Single Doint Swins	necessary	Contractor
	P17 – Single Point Swing	Replace bearings as necessary Lay replacement matting and re-seed	Contractor DC
	P20 – MUGA Goal end	, , ,	DC
	FZU – MUGA GUAI ENU	Dig out and replace area of turf	טט

Turf to be removed from an area on the bank against the far wall, opposite the entrance, to be used to fill in gaps as above. Where turf removed it will be planted with wild flower seeds and the area protected until established, as part of the Coronation Celebrations

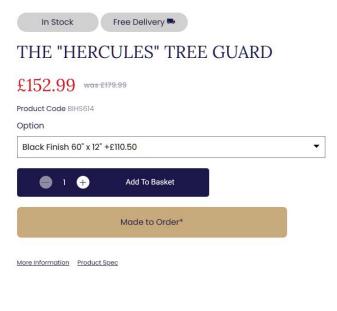
Two trees to be planted to replace the two damaged ones at the top of the park. Tree gurads to be put in place to offer protection until the trees establish. Trees to commorate the late Queen and celebrate the new King – Plaques to be arranged for both.

Appendix 3

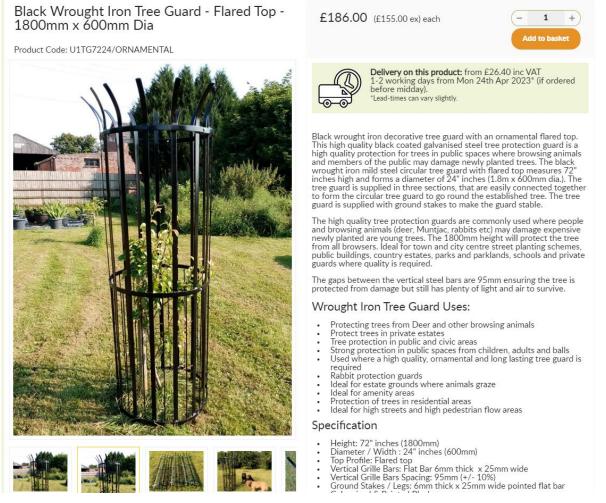
The "Hercules" Tree Guard | British Ironworks Centre (britishironworkcentre.co.uk)

Home / Garden / Tree Guards / The "Hercules" Tree Guard





https://www.baileystreetscene.co.uk/utils/download/pdf/id/70



https://www.designermetal.co.uk/tree-guards/

Three Quarter Guard:

Height: 195cms (6ft 5inches) Diameter: 40cms (1ft 4inches) Weight: 30kgs (approx)



A slimmer, elegant and less costly version of this classic iron tree guard is perfect for public & private parks and gardens. With welded steel construction they are **perfect for newly planted trees with a small trunk**. The upright gap spacing is no more than 9.4cms.

All joins are stock friendly. Each guard is split-able (scroll down page for fitting instructions) for fitting to existing trees and re-use. Supplied with all nuts and bolts and three ground stakes that bolt to the bottom ring for secure ground fixing.

Unpainted (Rust Finish) £95 + Vat Painted £125 + Vat Galvanized £145 + Vat Galvanized & Painted £160 + Vat



1-12 guards per pallet.

Place Order

https://memorialbenchesuk.co.uk/engraving-services/engraved-stainless-steel-plaques/engraved-plaque 5x2 inches £55 each

Planted by DARTMOOR FOREST PARISH COUNCIL in memory of QUEEN ELIZABETH II (1926 - 2022)

Planted by
DARTMOOR FOREST PARISH COUNCIL
to commemorate the Coronation of
KING CHARLES III
May 2023

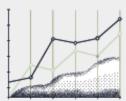


DARTMOOR FOREST PARISH **PROFILE**

A useful background of the affordable housing within your parish.

Housing

- Average property prices of £277,541 within Princetown in 2022, increasing from £260,500 in 2021.
- The parish has 17 second homes, and 6 holiday lets.
- There are more people in the parish earning between £0 and £10,000 than the national average.



"If I would like to own my own home I will have to leave the

area"



Affordable housing

Current stock (approximate): Live West - 58

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ourrent affordable stock.
Sanctuary - 9 current affordable stock.
Turnover of stock between Jan 2019 and Apr
2022 included 2 x 1 bed properties, 9 x 2 bed
properties and 2 x 3 bed properties.
Average of 64 bids on flats and 57 bids on
houses.

houses. There have been 2 affordable units devi within the parish since 2008.

Devon Home Choice

- 25 applicants registered with a local connection
- through residence

 3 applicants registered with a local connection through employment
 4 applicants registered with a local connection through
- applicants registered with a local connection funding immediate family connections
 The average income of households registered on Devon Home Choice with a local connection to Dartmoor Forest is £15,550 annually (median).



Princetown Community Primary School

Princetown Community Primary School

- Princetown Community Primary School provides for children aged 4 years until 11 years. The number of children enrolled at the
- school has fluctuated in recent years, but experienced an overall decline.
- The percentage of children eligible for Free School Meals has decreased but remained high in comparison to the number of pupils. This is an indicator of income and affordability of essential

From the Community

- · 'Any additional housing to be built needs very careful
- consideration of location to limit impact"
 "I feel there are no affordable properties in the Princetown area"
 "Most low income earners struggle to get affordable housing in
- "There should be a higher percentage of affordable homes for local people on low incomes to be able to continue living in the Dartmoor Parish" "I am not in housing need, but my children will be when they grow up... I am concerned when I get older that my current accommodation is not suitable for someone with mobility problems'

West Devon Borough Council

If you have further comments or feedback from the survey, please do email us at affordable, housing/Staydovon, you usk