

Dartmoor Forest Parish Council



Parish Clerk: Jackie Bennetts

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Cllr 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**
- 5. 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 Cllrs 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. 2nd 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 Cllr Review of Governance Documents- All documents for review by June 2023

Governance Docs	Policy	Procedure	Assessment	Notices
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. Transparency Code	ALL		All	
4.1 Community Engagement Policy	Cllr Watson		Cllrs Watson & Byrom	
4.1.1 Publication Scheme	Clerk		Clerk	
4.1.2 Privacy	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 Action (within 1 month)	A1 - Boundary A4 - General surface P1- Agility Trail	Make repairs to link fencing by swings To remove mole hills, when cutting grass Remove rotten timber from rope bridge and replace with new (Need to plan for replacement of Rope Bridge due to extensive rot in wood)	Dave Cole DC DC
By end May	P9 – Multi-play P11 – Rocker P7 – Arches P8 – Cycle ramps	Clean off dirt and algae Clean off dirt and algae Dig out around uprights, fill with postcrete and replace turf Repair surface but replacing turf in front of ramps	DC DC DC DC
Within 3 months	A2 Gate – Entrance A7 – Lower Bench	Lay slabs in entrance way (under gate to road) To lay slabs in front, to raise flooring level and eliminate mud	DC DC
By end July	P3 Cableway - seat P12 – See Saw P16 – Single Point Swing	Remove cover and check links in chain Obtain quotes for checking/replacing bearings Obtain quotes for checking/replacing bearings	DC Clerk Clerk
Within 6 months	P4 – Cableway P11 – Rocker	Smooth out ground and lay replacement matting and re-seed area Make repairs to matting, remove weeds and seal gaps	DC DC
By end Oct	P15 - Swings P12 – See Saw P17 – Single Point Swing P20 – MUGA Goal end	Repair matting – re-glue and fill gaps and joints Replace bearings/centre axis as necessary Replace bearings as necessary Lay replacement matting and re-seed Dig out and replace area of turf	DC Contractor Contractor DC DC

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 guards to be put in place to offer protection until the trees establish. Trees to commemorate the late Queen and celebrate the new King – Plaques to be arranged for both.

Appendix 3

[The "Hercules" Tree Guard | British Ironworks Centre \(britishironworkcentre.co.uk\)](http://www.britishironworkcentre.co.uk)

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



In Stock

Free Delivery

THE "HERCULES" TREE GUARD

£152.99 ~~was-£179.99~~

Product Code BIHS614

Option

Black Finish 60" x 12" +£110.50

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Add To Basket

Made to Order*

[More Information](#) [Product Spec](#)

<https://www.baileystreetscene.co.uk/utis/download/pdf/id/70>

Black Wrought Iron Tree Guard - Flared Top - 1800mm x 600mm Dia

Product Code: U1TG7224/ORNAMENTAL



£186.00 (€155.00 ex) each

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Add to basket



Delivery on this product: from £26.40 inc VAT
1-2 working days from Mon 24th Apr 2023* (if ordered before midday).
*Lead-times can vary slightly.

Black wrought iron decorative tree guard with an ornamental flared top. This high quality black coated galvanised steel tree protection guard is a high quality protection for trees in public spaces where browsing animals and members of the public may damage newly planted trees. The black wrought iron mild steel circular tree guard with flared top measures 72" inches high and forms a diameter of 24" inches (1.8m x 600mm dia.). The tree guard is supplied in three sections, that are easily connected together to form the circular tree guard to go round the established tree. The tree guard is supplied with ground stakes to make the guard stable.

The high quality tree protection guards are commonly used where people and browsing animals (deer, Muntjac, rabbits etc) may damage expensive newly planted are young trees. The 1800mm height will protect the tree from all browsers. Ideal for town and city centre street planting schemes, public buildings, country estates, parks and parklands, schools and private guards where quality is required.

The gaps between the vertical steel bars are 95mm ensuring the tree is protected from damage but still has plenty of light and air to survive.

Wrought Iron Tree Guard Uses:

- Protecting trees from Deer and other browsing animals
- Protect trees in private estates
- Tree protection in public and civic areas
- Strong protection in public spaces from children, adults and balls
- Used where a high quality, ornamental and long lasting tree guard is required
- Rabbit protection guards
- Ideal for estate grounds where animals graze
- Ideal for amenity areas
- Protection of trees in residential areas
- Ideal for high streets and high pedestrian flow areas

Specification

- Height: 72" inches (1800mm)
- Diameter / Width : 24" inches (600mm)
- Top Profile: Flared top
- Vertical Grille Bars: Flat Bar 6mm thick x 25mm wide
- Vertical Grille Bars Spacing: 95mm (+/- 10%)
- Ground Stakes / Legs: 6mm thick x 25mm wide pointed flat bar

<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 joints 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** - 68 current 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 67 bids on houses.
- There have been 2 affordable units developed 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 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 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 provisions.

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 Princetown"
- "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: affordablehousing@westdevon.gov.uk