

DARTMOOR FOREST PARISH COUNCIL
Minutes of the Council meeting held on Monday 5 September 2011
in the Community Centre, Princetown at 7.30 pm

Present

Princetown
 Gregg Manning
 Cliff Palmer
 Wendy Stones
 Paul Turnbull
 David Worth

Postbridge
 Val Greatrex
 Wendy Watson

Hexworthy/Huccaby
 Alison Geen (Chair)

Apologies

Princetown
 Emma Derham
 Sarah Ruffles

Postbridge

Hexworthy/Huccaby

Absent without Apology

Princetown
 None

Postbridge
 None

Hexworthy/Huccaby
 None

In Attendance

Councillor Lynn Rose (WDBC)
 PC Dave Pickles
 Paul Dobbie (Devon County Council, Youth Worker)
 Emma Gorbitt (WDBC, Young People and Community Officer)
 Alison Kohler (DNPA, Director for Sustainable Communities)

There were 3 members of the public present

A G E N D A

1.	To receive apologies
2.	To accept the minutes of the meeting held on 1 August 2011
3.	Matters arising from the previous meeting and not on the Agenda
4.	Report from Beat Manager
5.	Princetown Opportunities for Play (POP)
6.	Youth Club
7.	Parking in Princetown
8.	Community Centre
9.	Repairs & maintenance
10.	Update on Highways jobs
11.	Reports from Committees
12.	Reports from meetings with other groups
13.	Correspondence
14.	Financial management
15.	Planning applications
16.	Urgent matters at the Chair's discretion
17.	Any other business

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1. Apologies

There were apologies from Emma and from Sarah

2. Minutes of the previous meeting

The minutes of 1 August were agreed as a true record and signed by the Chair

3. Matters arising from the previous Meeting

3.1 **Devonport Leat** – The Clerk had received an update from South West Water (SWW) and had emailed Councillors with a report. The main points were as follows:

- SWW has a significant capital budget for 2011 and 2012 to repair the Leat and to remove weeds
- Work will be in three phases, of which, phases 1 and 3 will be in the Parish
- Work will start in the autumn
- The overall plan is to start at Nun’s Cross tunnel and move upstream
- Phase 1 will repair and weed from Nun’s Cross to Whiteworks
- Phase 3 will repair and weed from Whiteworks to Peat Cot
- The objective is to improve the flow of water from Nun’s Cross tunnel to the north of Princetown

The “barriers” across the Leat had been put in place with the permission of SWW and were intended to prevent animals from crossing the Leat and causing damage by doing so. More “barriers” are likely to be put in place. The intention is not to stop walkers and, although there are not any stiles, it is possible to climb over the “barriers”. SWW have undertaken to check that public rights to use footpaths have not been infringed and will report to the Parish Clerk in due course.

The Council now has a helpful and reliable contact in SWW, who is the Hydro Manager and has stressed that he is contactable on any matters relating to the Leat. The Hydro Manager will provide regular reports on progress so that Councillors can keep up to date and reassure residents that improvements are in hand

3.2 **Dog bin sign in Ivybridge Lane**

The new sign had been put in place, to Sarah’s satisfaction

3.3 **Princetown Toilets** – A vandalism attack had put two cubicles in the ladies toilets out of action for several days. The time of the attack was not known. The damage to expensive hinges was considerable and a special order had to be placed. Given that only two cubicles were available, WDBC took the decision to shut off the charging system until the repairs could be carried out. A visitor from Peterborough used the toilets during the period when the doors had been taken away for repair, but before the charging system had been switched off and wrote a letter of complaint to the Tavistock Times about lack of privacy.

The Visitor Centre had started to maintain a list of complaints/queries and Emma had provided a copy for the Council. This showed that complaints were made during the door “absence” and that there were a small number of requests per day for change.

DECISION: The Clerk suggested that a letter be sent to WDBC regarding the door problem, the lack of information for visitors during the repair period and the possibility of auto-locking and auto-unlocking the charging system at set times. This was agreed.

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- 3.4 **Dog Exclusion Zone** – The Clerk had held a site visit with Wayne Southall, Works Superintendent for Tavistock Town Council, and had sought his advice on operating a dog free zone. The Parish Council no longer needed to obtain permission from the Secretary of State, in order to set up a zone. However, there was a need to ensure that there was evidence of a consultation with residents having taken place. The fact that there were dog bins around the village would demonstrate that dog walkers were not limited to the play area and did have other options. This would carry weight when the consultation results were analysed. Councillors expressed concern that, although there was a need for an immediate cessation of dogs entering the play area, dog walkers could continue to use the area until a consultation could be held.
ACTION: Councillors agreed that a “No Dogs” sign should be posted on the entrance gate immediately. The Clerk advised against this, and took an action to speak again to Wayne Southall to clarify further the legal situation
- DECISION:** The Clerk recommended that the topic of banning dogs from the play area should be added to the questionnaire for the Parish Plan consultation so that a separate consultation would not be needed, and this was agreed
- 3.5 **QEII Fields Challenge** – Tom Stratton had confirmed that the Duchy would be able to support an application for funding to improve the playing field. The Clerk had given this information, and Tom Stratton’s contact details to Hannah Colston who was preparing applications for playing field funding
- 3.6 **DNPA Restructure Consultation** – The Clerk had asked Councillor Sanders for the whereabouts of the consultation document to provide some background for the content of the Council’s letter. Action carried forward
- 3.7 **Parish Council Website** – The Council’s domain name (www.dartmoorforestpc.co.uk) was already available and the website had been paid up to November by the technical expert. The monthly rate was about £6. David had spoken to the technical expert and had asked for a copy of the website to enable him assess its capability and ease of maintenance
- 3.8 **Beating the Bounds** – Cliff said that the walk would take place on Saturday 1 October, starting at Culliford Steps and ending at Babeny, a distance of about 19 miles
Decision: It was agreed that a minibus could be hired if the numbers of walkers wishing to take part warranted it
Action: Clerk to post a notice on the Community News website asking for volunteers to take part in the walk
- 3.9 **Albert Terrace Road Sign** – Councillor Rose confirmed that this job was in hand

4. Report from Beat Manager

Dave Pickles confirmed that the Police were involved in work to prevent further “raves” taking place in Bellever Forest. Alison Kohler said that DNPA had informed the Forestry Commission about the problem. Dave said that the Police helicopter had taken photographs of vehicle number plates parked near the scene and had contacted the owners

Dave said that the barn fire next to the former prison farm was being treated as suspicious. A prisoner was disturbed by the noise being made by a group of young people at approximately the time that the fire started (midnight 30/31 August) and Dave asked for any information about/from the young people concerned. The crime number was JT11997.

Wendy S said that she had received a call from the Police in Bristol, following a report that a light was on in the church in Princetown. Dave agreed that it was unusual for calls to come from Bristol and could offer no reason for this.

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Gregg reported that cars and bikes were travelling out of Princetown towards the Prison at speeds far in excess of the limit. Dave said that he would investigate this.

Councillor Rose said that she would explore the possibility of training in vehicle speed observation

Cliff reported that, once again, the back wall of the bus shelter in Duchy Square had been daubed with graffiti. He said that he would remove the graffiti if possible and paint it otherwise

Councillors had received the latest Police Authority newsletter and a copy of HMIC's report on the Devon and Cornwall Constabulary's approach to cost cutting

Dave left the meeting

5. Princetown Opportunities for Play (POP) (Emma Gorbutt) and Paul Dobbie)

Councillors had previously received Emma's end-of-project report for POP.

Emma reported that the project had been a great success, with almost all eligible children in the village taking part in at least one activity over the three-year duration of the project. In answer to a question from Wendy S, Emma explained that children from outside the village were accommodated on events if possible, but Princetown children had first call.

Emma said that, whilst the POP events were very enjoyable for the children, regular weekly clubs were more beneficial in the long term.

In answer to a question Emma said that the next step was to secure funding to enable work with the children to continue. She said that she hoped the Parish Council would be able to make a donation in the 2012/13 year as external funders would view this favourably when grant applications were made.

6. Youth Club (Paul Dobbie)

Paul explained that the original funding for the Youth Club had ended in July 2010, but WDBC had stepped in and the club had been able to continue for another year. He said that there was a need to re-engage with Devon Youth Service, which he would do. The annual cost of overheads to run the Pavilion was £4,000 and the cost of staff was £15,000. There would be a meeting on 18 September at 3:00 pm to draw up a management plan. The aim was to attract volunteers from the village to run the various services that were needed.

Paul said that the two Youth Club sessions held each week were well attended and that the young people did not cause any trouble. He said that he and his colleague were each funded for 7 hours per week.

Paul extended an open invitation for residents to visit the Sunday afternoon sessions

Emma and Paul left the meeting

7. Parking in Princetown (Alison Kohler)

Alison explained that cuts in the Authority's funding had led to a review of ways to increase income. One proposal under consideration was charging for parking in the Authority's Princetown car park. The profile of the honesty box in the car park had been improved but this had only raised annual income from about £5,000 to about £7,000. Money was needed to maintain the car park and, periodically, to completely resurface it. A quote of £40,000 for the next resurfacing had been received. In addition, the Authority wished to do some work to increase the number of parking spaces by, approximately, 10.

Alison said that information on numbers of visitors (about 50,000 per year) and length of stay had been gathered and this would be used to shape the proposals, which would be presented to the Authority's Members in due course. Initial thoughts were that charging would start at 50p, for an hour, rising

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gradually for longer stays, up to £4 for the whole day (probably defined as 0900 to 1800 hours). Residents' permits would be considered. Once the Members had agreed the proposals, there would be a public consultation. This would facilitate creation of a Traffic Regulation Order to enable the Authority to engage WDBC to provide an enforcement service.

In answer to a question, Alison said that, if the information gathered on number of vehicles and length of stay were correct, the annual revenue generated would be about £45,000.

Discussion then followed and the points made were:

To consider making the first 30 minutes free to facilitate short visits to the shops

To consider returning some of the income to the village

To increase the present level of traffic enforcement

Residents' permits were not needed

To improve the turnover of parking and to limit the increase in drivers seeking free parking, a "30 minutes, no return within 2 hours" limit should be put in place for Tavistock Road at the same time as the car park charges are implemented

Alison thanked the Councillors for their input and said that she would provide feedback when she had presented her proposals to the Members.

She then left the meeting

8. Community Centre (Wendy S)

An extraordinary meeting of the Trustees and the Duchy had been held on 24 August, attended by David and the Clerk. An emergency public meeting was to be arranged to find more volunteers. The Duchy would continue to provide support as before until a solution could be found. The Clerk had offered to take over dealing with bookings and had met with Rosalind Waite and Tom Stratton to learn how the system worked. The Duchy would continue to deal with the financial aspect of bookings i.e. raising invoices and collecting fees

Gregg said that the HMCA accounts for the year ending 31 March 2011 needed to be finalised by 30 September this year. He expressed concern that the charity shop, which currently raised much-needed funds and operated under the "umbrella" of HMCA, would then need to be closed.

ACTION: Clerk to raise with Chris Kingdon (outgoing Chair) the matter of the new Trustees' Board taking over the charity shop [**Post-meeting note:** The Duchy already had this matter in hand]

9. Repairs & Maintenance

Nothing to report

10. Update on Highways Jobs

10.1 **New Jobs**

- Road work signs left around Hexworthy
- Loose pavement drain grill outside Lords Restaurant

10.2 **Existing Jobs**

The Duchy had confirmed with Sarah that she owned the short stretch of road between the Plume of Feathers and the Railway. A Highways map was shown to support this

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11. Reports from Committees

11.1 School (Wendy W)

The school term had started that day. Swimming lessons start on 16 September, there will be several lunch-time clubs and the Harvest Festival will be on 29 September

11.2 Play Area (Cliff)

Need a meeting with Emma and Cliff to get inspections going

Cliff reported that his inspection had not found any problems with the equipment. The large entrance gate needed adjustment to ensure that it was properly locked

11.3 Cemetery (Val)

Dave Fisher and Val will carry out the memorial topple testing before the end of the month

11.4 Emergency Plan (David)

David reported that the Duchy had offered, free of charge, the use of one of the unused garages behind Bellever Close for salt storage. This arrangement would be for one season only, as the garages were due for demolition next year. DCC had not yet finalised plans for salt delivery and inspection of proposed storage sites

Purchase of a salt/grit spreader had been ruled out on the grounds of cost and limitations of use

11.5 Parish Plan

The first sub-Committee meeting had been held on 19 July with representatives present from the Park Authority and the Community Council of Devon. Notes of the meeting were distributed to all Councillors.

The next step will be to hold an informal meeting to identify possible volunteers to join the sub-Committee to assist with data gathering. It was agreed by the members of the Committee that this meeting would take place on Thursday 15 September at 10:00 am at Val's house

11.6 Diamond Jubilee (Wendy S)

Nothing to report

12. Reports from Meetings with Other Groups

12.1 Princetown Community Fund (Wendy S)

Wendy S reported that the planned meeting of 24 August had been postponed to enable further bids for grants to be submitted.

The meeting would be held in October on a date to be agreed.

The Parish Council will be the holder of £1,000 of Fund money when the winding up is complete

13. Correspondence

- 13.1 **West Devon Town and Parish Council Voice** – A summary of the Super Link Committee held on 24 July had been received and copies were distributed to all Councillors. The paperwork received also included a list of potential services for devolution that would inform Parish Councils' discussion. Also included was the job description for a Link Officer. Parish Councils were asked to make any returns regarding devolved services by 31 October. There would be a round of Link

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Committee meetings in September and Councils were requested to provide feedback on all the suggestions being made to inform discussion at the meeting. The devolved services item will be included on the Parish Council's October agenda

- 13.2 **Overhead Power Lines**– DNPA had announced that plans to put power lines underground on Holne and Walkhampton Common had taken a step forward with the provision of £1.5m funding from the Office of Gas and Electricity Markets for such projects in the south west region. Councillors were given a copy of the letter from DNPA
- 13.3 **Active Villages** – Hannah Colston had provided posters advertising two Pilates taster sessions in Postbridge
- 13.4 **Devon Access Forum** – The Forum was seeking new members and had provided a poster asking for volunteers
- 13.5 **Other Correspondence** – the following had also been received:
- DNPA monthly meeting papers for 2 September
 - DNPA Development Management Committee for 2 September
 - Adult and Community Learning – Course Listing Autumn 2011
 - Princetown library opening hours – the hours had been reduced from 8 to 6 per week. Councillors had received a copy of the letter showing the detailed opening times
 - Electoral registration annual audit – copies of posters given to Councillors for display
 - Devon Housing September newsletter – emailed to Wendy S
 - DCC Emergency Planning September newsletter – emailed to David
 - Community Council of Devon autumn newsletter
 - Community Council of Devon annual review 2010 – 2011

14. Financial Management

14.1 Summary for August

Payments made	Ref 554	Duchy of Cornwall – hall hire	£40.00
	Ref 555	M J Williams – litter picking	£51.39
	Ref 556	Clerk's expenses	£91.02
	Ref 557	C Doidge – grass cutting	£235.00
Receipts			
Balance in bank 31 August			£10,846.36
To Receive	Ref 558	WDBC costs - play area opening	£9.60
	Ref 559	Santander dividend	£9.53
To pay	Ref 560	Geraldine Scott-Smith - paint for play area equipment	£37.77
	Ref 561	C Doidge – grass cutting	£165.00
	Ref 562	M Williams – litter picking	£51.39
	Ref 563	L D Parr – disposal of play area matting	£65.00

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15. Planning Applications

15.1 The following planning application correspondence was received in August

DNPA Ref. & Applic. Type	Description	Location	Comments
11/0269 Full PP	Covered silage clamp and adjoining cattle building	Land at Prince Hall Farm Princetown	Granted: <ul style="list-style-type: none"> • Work to start within three years • Roof material to be agreed • Construction cannot start until a new stone faced bank has been constructed and a new beech or native hedge as been planted • Landscaping and planting to be maintained for no less than five years and to include replacement of trees/shrubs that die or are removed • No works to start until agreed signage regarding access to the land under CROW has been erected. This signage to be retained thereafter

15.2 **Creativity Centre Signage** – DCC was in the process of consulting interested parties about the proposed signage for the Creativity Centre and had asked the Parish Council for its response
DECISION: Councillors had reviewed the proposal and, whilst they fully supported the proposed siting of the sign, the colour was felt to be completely out of keeping and unacceptable.

16. Urgent Matters at the Chair's Discretion

16.1 **Duchy Requests** – The Duchy had asked that the grass be cut before 15 September as the annual Duchy meeting was taking place in the Community Centre. Cliff to convey this to Mike Druett

In addition the Duchy had asked if the hedge might be removed from the top of the play area wall and replaced by turf as the hedge roots were starting to destabilise the wall. Tom Stratton had said that the hedge plants would be used elsewhere by the Duchy and not thrown away

DECISION: Councillors agreed to the replacement of the hedge with turf but expressed concern about the method of cutting the grass on top of the wall, as it was too high to permit use of the strimmer

17. Any Other Business

17.1 **Tithe Apportionment Project** – The Clerk explained the Devon Records Office's project to digitise Tithe Apportionments and make tithe maps (c 1840) and apportionment details available online. She said that she had completed the documenting of the apportionments for the Parish, which had been sent to the Devon Records Office for publication

17.2 **Princetown Christmas Tree** – Emma had asked for this matter to be raised in her absence, as DNPA no longer had any resource to carry out the collection and erection of the tree. There was also the question of whether the Duchy would still be supplying the tree. She said that she would be willing to hang the lights but would need someone to foot the ladder.

The need for resource to collect and erect the tree was noted and would be organised by the Parish Council

ACTION: Clerk to check with the Duchy that a tree would be supplied, as usual [**Post-meeting note:** the Duchy will supply the tree]

17.3 **Ragwort problem in Bellever Forest** – Val had reported this to the Forester in charge

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- 17.4 **Princetown Phone Kiosk** – Emma had painted the kiosk on the corner of Woodville Avenue and Councillors thanked her for this, in her absence
- 17.5 **Parish Footpath List** – David passed to the Clerk a copy of the 1958 list, for the whole of the, then, Lydford Parish
- 17.6 **Grass Cutting** – An area of grass had been cut near the Princetown Visitor Centre leaving cuttings in place which looked untidy and was out of keeping with the remainder of the grassy areas in the centre of the village
ACTION: Clerk to determine responsibility for the upkeep of this piece of grass, which had been in contention for some time
- 17.7 **Princetown Churchyard** – Cliff had received a complaint about the length of grass and the dog fouling in the churchyard. He will contact the Churches' Conservation Trust to resolve these problems
- 17.8 **Prison Moor Trees Project** – The Moor Trees woodland charity was working with the Prison to improve the environment by planting and introducing wetland on prison property. One resident had raised objections to the project but reaction was otherwise favourable [**Clerk's note:** More detail on the project is available at www.moortrees.org/?page_id=32]

PUBLIC SESSION

Nothing to report

Next Meeting

There being no further business, the meeting closed at 10:30 pm

The next Parish Council meeting will be at **7.30 pm on Monday 3 October 2011** in the **Forest Inn, Hexworthy**

David will chair the meeting

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Sub-Committees and Groups

Jubilee Sub-Committee – Emma, Wendy S

Parish Emergency Group – Cliff, Wendy S, Paul

Parish Plan Sub-Committee – Alison, Val, Wendy S

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