

Silverton SPC – Action Plan June 2025

No	Minute No.	Date of decision	Action Required	Update	Status
100 – TRAFFIC, TRAVEL & TRANSPORT – Cllr Josh Wright					
110 – Road Condition and Repairs (Traffic Safety Working Group)					
111	113267	7.12.2020	Monitoring of road repairs from Park Road to Red Cross – has Deed of Easement been drafted?	<p>06.10.2024 – no update.</p> <p>26.02.2025 – County Cllr Squires sent an email to the Local Highways Office asking for an update but no reply as yet</p> <p>09.05.2025 – no update – raise with Cllr Steve Keable.</p> <p>25.5.2025 – County Cllr Keable has been asked to chase</p>	
112	113689	03.04.2023	Condition of Park Road to Red Cross	<p>06.10.2024 – first noted.</p> <p>03.04.2025 – still no update</p> <p>09.05.2025 – no update – raise with Cllr Steve Keable.</p> <p>25.5.2025 – County Cllr Keable has been asked to chase</p>	
113	113922	30.08.2024	Agreed to contact volunteers of the Road Warden Scheme with an update	<p>06.10.2024 – Volunteers were updated</p> <p>27.01.2025 – Road warden specification drafted and circulated to Cllrs on 6 January 2025.</p> <p>26.02.2025 – An “Information Pack” is being compiled for distribution at Mini-Markets</p> <p>03.04.2025 – on going. Mr Foster did not wish to prepare a survey of the potholes in the village</p> <p>09.05.2025 – Clerk to provide Cllr Ward with details of volunteers</p> <p>25.5.2025 – relevant information passed to Cllr Ward</p>	
114	114210	03.02.2025	R-oach Lane	<p>26.02.2025 – District Cllr Wright to update meeting re gravel and mud which comes down Roach Lane during periods of heavy rain</p> <p>03.04.2025 – As above.</p> <p>09.05.2025 – Cllr Squires visited with Highways Officer, – raise with Cllr Steve Keable.</p> <p>25.05.2025 – Cllr Keable has been asked to investigate what works have been carried out on site.</p>	

120 – Traffic and Pedestrian Safety (Traffic Safety Working Group)					
121	113744	03.07.2023	“20 is Plenty” scheme	1.10.2023 – SPC to monitor possible funding to permit an application to be formally made to change speed limit in the village. Also to watch out for lobby groups and campaigns which SPC can join.	OH
122 (was 121)	113764	06.12.2023	Speedwatch Group	06.10.2024 – further volunteers required. 26.11.2024 – on hold until further volunteers come forward and the Silverton Speedwatch Group can be formed.	OH
123 (was 122)	113877 113958	13.5.2024 02.10.2024	Pedestrian safety on Upexe Lane	06.10.2024 – requested submitted via County Cllr M Squires 02.10.2024 Request “Pedestrian” signs for junction with A396 and Upexe Road and one at the top of Exeter Road 26.11.2024 – DCC has confirmed SPC can fund and erect signs to help with pedestrian safety. Any signage would need to be agreed by DCC. County Cllr M Squires agreed if a Locality Grant application is submitted and it is approved she will agree a figure of £300.00 towards the cost of the signs. 26.02.2025 – a request placed in the Parish Magazine asking people to wear bright clothing when walking on Upexe Road. 03.04.2025 – The Sub-Committee has met and Cllr Ward had circulated notes of the meeting 09.05.2025 – no change	
124	114014(a) 114028(a)	06.01.2025 13.01.2025	Clerk to contact Local Highways Officer for guidance as to appropriate signs/location for the signs and siting of one solar light onto Upexe Lane	27.01.2025 – meeting held with the Local Highways Officer and County Cllr M Squires. Notes to follow. 03.04.2025 – awaiting guidance from DCC re siting of signs. 09.05.2025 – no update – raise with Cllr Steve Keable. 25.05.2025 – County Cllr Keable has been asked to chase as to appropriate siting of signage	
125 (was 124)	114230(i)	03.02.2025	Speeding at Ellerhayes	26.02.2025 – Email sent to County Cllr Squires requesting initial speed monitoring be carried out and thereafter, if appropriate, a SCARF assessment. 03.04.2025 – no update 09.05.2025 – no update – raise with Cllr Steve Keable. 25.05.2025 – County Cllr Keable has been asked to check the current position	

130 – Public Transport					
131	113877	13.05.2024	Request for a bus shelter at the junction of Upexe Lane and A396	<p>06.10.2024 – Broad Oak Group looking into providing bus shelter. Plans are being drafted and will be submitted to DCC for approval – no update</p> <p>26.11.2024 – monitor until seasoned oak was available from the Broad Oak Group</p>	OH
132a	113949	02.09.2024	Request to DCC for a bus bay outside The Meads (also new bus pole in School Road).	<p>26.11.2024 – Clerk and Chair had a meeting with DCC and notes of that meeting were circulated to all Councillors.</p> <p>04.01.2025 – DCC provided an update and hopefully the new Case showing the bus times will be erected shortly (see 132b, below). DCC asked to drill the relevant holes and the PC will arrange to have it installed. With regard to the new bus pole in School Road there is currently confusion as to who owns the triangle of land on which the pole is to be erected. Investigations are on-going. DCC has confirmed the work is being allocated to the spreadsheet but the line marking at The Meads and the poles may take time.</p>	OH
132b	113949	2.09.2024	Request to DCC for a new timetable holder to be affixed to the back wall of the bus shelter in the Square.	<p>09.05.25 – Clerk to chase DCC bus stop contact to prompt regarding this, as nothing has been heard.</p> <p>25.05.2025 – the Integrated Public Transport Officer has confirmed a transition with its supplier ownership has now been resolved. He has been informed there is a 4-6 week window from 12th May 2025 during which he is expecting a large delivery and hopefully the new timetable holder will be received at that time.</p>	
133	113646(17)	09.01.2023	Revised Stagecoach bus timetable – this would remain on the Action Plan for the time being	12.5.2024– no action required at this stage	OH
134	113858	08.04.2024	Clerk to chase County Cllr Squires as to the date when subsidies will be considered	<p>26.11.2024 – chasing email sent to County Cllr Squires – no update as yet</p> <p>26.02.2025 – no update</p> <p>03.04.2025 – no update</p> <p>09.05.2025 – Cllr Steve Keable be asked to assist</p> <p>25.5.2025 – County Cllr Keable has been asked to confirm the date(s) when subsidies are considered.</p>	

200 – COMMUNITY SPACES & ACTIVITY					
210 – Big Rec (Vicki Maylan & Ruth Harrison)					
214	113880(b)(x)	13.5.2024	Smart Meter in Tennis Hut	30.06.2024 – no further update re a smart meter being fitted. See also 219.	OH
215	113934	05.08.2024	Agreed to ask Evolution Skate Parks if they would provide a specification for the repair/complete replacement of the skate park surface	03.11.2024 – Clerk has spoken to Evolution re proposed specification and await draft. 26.02.2025 – White Rose Tarmacadam Limited confirmed the material is adequate for a skate park. Devon Tarmasters has stated that due to the lack of drainage in the area there are some limitations regarding the materials that can be used to overlay the existing surface. However, the product recommended is the most suitable option it can offer as it is specifically designed for all-weather sport pitches (MUGAs) which are typically subject to heavy use. 03.04.2025 – Due to be fitted on 25/06/26. 25.05.2025 – As above	
217	113950 (a)	02.09.2024	Update School re bug hotels	06.10.2024 – School updated and a request for any volunteers to make the bug hotels made. Awaiting response 27.01.2025 – bug hotels made and awaiting confirmation from the Primary School as to where they wanted them put 03.04.2025 – to be reviewed at April meeting 09.05.2025 – recommendations from Cllr Harrison & Maylan as to siting of bug hotels in Recreation Field are due. 25.05.2025 – Cllr Harrison has provided Councillors with confirmation as to where the bug hotels have been placed in the Recreation Field – <i>can now be deleted from the Action Plan?</i>	

219	113996	02.12.2024	Request by Football Club to have an electric point in the Tennis Hut to provide teas/coffees at matches	<p>04.01.2025 – awaiting to hear from a qualified electrician that the work is feasible and appropriate bodies have been consulted.</p> <p>26.02.2025 – Football Club confirmed it has 2 electricians who are willing to carry out the work and both has verbally stated that the work is easily performed. Rob Jones has contacted DAA but has had no response and is chasing.</p> <p>03.04.2025 – awaiting update from Football Club</p> <p>09.05.2025 – update from Football Club an Agenda item (concerns about goals, request for pitch maintenance quote)</p>	
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	114226	03.02.2025	Request by Football Club to extend the old Tennis Hut in order to store a Portaloo behind closed doors. If this not feasible a request made to build a stand alone toilet block near the Tennis Court	<p>26.02.2025 – response from Football Club re additional enquiries received and circulated to Councillors</p> <p>03.04.2025 – Cllr Wright to clarify as to whether or not planning permission would be required for these works.</p> <p>09.05.2025 – as above</p> <p>25.05.2025 – With regard to the goalposts, Ke Pring has confirmed it will come and inspect the goal posts but it will not be for a few weeks (email dated 13.5.2025). They believe it will be an easy remedy.</p> <p>With regard to the electricity supply to the Tennis Hut, the Football Club has indicated it will be able to provide all requirements for electrical installation with its engineer looking at the works in the next few weeks to provide a broad overview of the requirements. It is hoped work will be completed by the end of June.</p> <p>The Football Club confirmed goals, pitches and balls used to be the same size for all ages. For the past 10 years or so a different size of each is required every 2 years or so. The Club currently has goals suitable for the U6's through to the U12's but as one of it's team is progressing they need a U13 size. The Club currently has collapsible goals for the teams and it could purchase some more and find another area to store them. Equally it may be able to install some new fixed goals with the aid of a FA Grant. These would be the same height as the existing goals but 4 feet narrower. If installed those and the repaired goal mouths would be able to be used by the community and would remain the property of the parish.</p> <p>Cllrs Maylan and Harrison to meet with the Club and Clerk awaiting Cllr Harrison's availability to enable this to be set up. The Clerk has asked that they ask the Club directly if it has contacted DAAT as this has been raised in emails but no direct response received.</p>	
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220	114015(a)	06.01.2025	Public Protection Order for the whole of Recreation Field	04.01.2025 – Cllr Wright to update meeting re the Public Spaces Protection Order 04.01.2025 – Chair to report on meeting in Recreation Field with Cllrs Maylan and Kennard 27.01.2025 – Cllr Wright to provide update at meeting 03.04.2025 – as above 09.05.2025 – as above 25.05.2025 – Cllr Wright agreed at the last meeting to chase for an update.	
230 – Little Rec, Berry, Church and Environs (Olivia Kennard and Emily Chanter)					
230a	113793	04.12.2023	Trees on Berry (Maintenance) currently no problems/	26.11.2024 – Contractor removed the weeds from the base of the wall of the paved area on the Berry after discussing with Chair and Clerk. A quote was received from Contractor to remove remaining weeds which was approx. 12 hrs work (£300) plus a skip would probably need to be hired. Explained the PC had not budgeted for this work during the current financial year and would need a formal resolution. 04.01.2025 – Clerk has not heard from Mr Paul Webster as to whether or not the Church would agree to the weeds being placed on their bonfire. Cllr Donovan to give update 26.02.2025 – Clerk has not heard from Mr Webster 03.04.2025 – Propose to drop this as a lost cause. 25.05.2025 – Cllr Donovan to update at meeting.	

230b		04.12.2023	Weeds along the path in Church Road need attention	<p>04.01.2025 – Quote from Handyman to remove weeds from Number 7 Church Road to the Berry is an Agenda item.</p> <p>06.01.2024 – Quote accepted.</p> <p>03.04.2025 – work has been completed.</p> <p>09.05.2025 – Clerk & Chair to meet with Handyman asap (both Chair and Clerk have been away during the month and not been able to arrange a meeting)</p> <p>25.05.2025 – The Handyman has confirmed by email that he has been “keeping an eye” on the position and strimmed when required when there are no parked cars. Hew has suggested an hour a month be added to his contract to cover this work which would increase his remuneration from £625.00 to £650.00 per month. Agenda item.</p>	
232	113865	08.04.2024	Lime Tree Regeneration Programme	<p>26.11.2024 –this it em would be considered further at the Budget Meeting</p> <p>04.01.2025 – copy diagrams considered for improvements on The Berry to be circulated to Councillors</p> <p>26.02.2025 – Chair to report on meeting with Cllrs Harrison and Kennard</p> <p>03.04.2025 – Chair to provide updated plan of the Lime Trees</p> <p>09.04.2025 – Draft plan provided by Chair.</p>	
234	113646(16)	09.01.2023	Historic cobbled path – agreed quotations be obtained to remove brambles and top covering from the path	<p>31.8.2023 – On hold.</p> <p>26.11.2024 – brambles and dead tree removed from the path.</p> <p>03.04.2025 – report given at April meeting as to suggestions regarding the cobbled path – Cllrs Kennard and Chanter</p> <p>09.05.2025 – Cllr Kennard to report on discussion with Mr N Maylan</p> <p>25.05.2025 – as above</p>	
235	114002(b)(iv)	04.01.2025	Installation of slow charging electrical points on lamp posts in the Car Park and to work with MDDC to achieve this aim	<p>04.01.2025 – Chair to update meeting re email sent</p> <p>27.01.2025 – Chair to give update at meeting re cost indicators from supplier companies</p> <p>26.02.2025 – Chair to update meeting as above – no response</p> <p>03.04.2025 – Cllr Wright to update meeting</p> <p>09.05.2025 – as above</p> <p>25.05.2025 – no action required at current time</p>	

236	114227	03.02.2025	Possible acquisition of land at the Glebe.	<p>26.02.2025 – email sent to the S106 Officer: reply awaited</p> <p>03.04.2025 – awaiting a response from S106 Officer as to possibility of utilising S106 monies towards the acquisition of land at the Glebe and also the suggested wording on future S106 agreements relating to public space contribution – “Towards the provision or improvement of public space in the parish of Silverton”</p> <p>09.05.2025 – Initial plays from County Focus rejected as not in line with Neighbourhood Plan. They have agreed to submit revised proposals, and are still keen to donate land to the Parish.</p> <p>25.05.2025 – no update</p>	
240 – Square, Fore St and High St (Lewis Ward & Chris Eveleigh)					
241	113634©	04.01.2023	Information Signage to be placed on the Old Fire Station	<p>26.11.2024 – on-hold pending seasoned oak from Broad Oak Committee to make sign</p>	OH
242	114242(a)	03.03.2025	Investigate purchasing telephone box for £1	<p>03.04.2024 – ongoing</p> <p>09.05.2025 – Clerk to contact BT.</p> <p>25.05.2025 - ongoing</p>	
300 – ADMIN, FINANCES AND MISCELLANEOUS (Simon Hedges & Ruth Harrison)					
303b	114243	03.03.2025	Purchase seat for Little Rec utilising Locality Grant of £300	<p>The Clerk and Cllr Harrison have purchased 2 seats to be placed on the Little Rec at a cost of £288.00. County Cllr Squires has confirmed the remaining £12.00 can be used towards the cost of placing these in situ.</p> <p>09.05.2025 – Cllrs Kennard and Harrison to recommend placement of seating</p> <p>25.05.2025 – Cllrs Kennard and Harrison to confirm suggestion re siting of seats</p>	
305	113861(b)(v)	08.04.2024	Direct Debit payment to Westcotts	<p>26.11.2024 – direct debit will be set up as soon as possible</p> <p>04.04.2024 – now that Bank Account is in place, can the direct debit be set up?</p> <p>09.05.2024 – Direct Debit will be set up, when next a payment is due.</p>	

306	113919	30.08.2024	Agreed to carry out a Facebook poll re interest in a CLT information evening	26.02.2025 – The Chair had placed a Poll on Facebook but only 2 responses were received. Agreed Chair would prepare an article to be included with the SPC report in the Parish Newsletter. 03.04.2025 – Chair to update meeting 09.05.2025 – as above. 25.05.2025 – Chair to update	
307	113924	30.08.2024	Agreed to circulate current Emergency Plan to Cllrs	30.8.2024 – plan has been circulated 03.11.2024 – Clerk and Cllr Cross were not able to meet during the month to review. 26.11.2024 – Clerk and Chair to consider Emergency Plan with a view to the SPC updating current Plan 04.01.2025 – Clerk and Chair have not as yet met to consider the Emergency Plan (due to Clerk's illness over the Christmas and New Year period) 03.02.2025 – ongoing 09.05.2025 – meeting to be arranged 25.05.2025 – ongoing	
309	114028	13.01.2025	Expand sharing facility on SPC website	27.01.2025 – ongoing. Cllr Wright to advise Clerk and Chair. 03.04.2025 – as above 09.05.2025 – as above 25.05.2025 – as above	
310	114262(iii)	07.04.2025	Purchase of additional dog bin	09.05.2025 – Cllr Kennard to recommend siting of a new dog bin (either in the Square or at junction of Newcourt Rd/Exeter Rd 25.05.2025 – as above	
311	114262(vi)	07.04.2025	Request by Silverton Street Market to reinstate electricity supply to Old Fire Station	09.05.2025 – Cllr Harrison to update meeting. 25.05.2025 – Chair to update	
312	114290(a)	12.05.2025	Clerk to investigate obtaining Parish Council Debit Card	25.05.2025 – ongoing	
	114290(b)(i)1	12.05.2025	Chair, Vice-Chair and Clerk to have meeting to compare income and expenditure to budget	25.05.2025 – meeting to be arranged	
	114290(b)(i)6	12.05.2025	Clerk to report on cost of an evening training course with DALC and cost of individual training	25.05.2025 – ongoing	

	114290(b)(i)7	12.05.2025	Clerk to purchase Pay as You Go mobile for parish business	25.05.2025 – ongoing	
	114290(b)(i)8	12.05.2025	To ask Internal Auditor to clarify the regulations relating to Councillors' email addresses	25.05.2025 – email from Internal Auditor to be circulated to Councillors prior to meeting.	
313	114294	12.05.2025	To ask Local Highways Officer to arrange collection of various road signs which have been left in the parish.	25.05.2025 – Local Highways Officer has been asked to arrange collection of the signs.	

Key:

Purple – On Hold (OH)	Grey – Final Appearance (X)		
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Traffic Working Group: Alan McManus (Councillor), Lewis Ward (Councillor), Miles Snowdon (Volunteer)

Broad Oak Sub-Committee: Sheila Woodland (Clerk), Josh Wright (Parish Councillor), Olivia Kennard (Parish Councillor), Miles Snowdon (Volunteer), David Wright (Volunteer), Nikki Shaw (Volunteer). Peter Kidds (Volunteer), John Kingdom (Volunteer)