

Silverton SPC – Action Plan – SEPTEMBER 2026

No	Minute No.	Date of decision	Action Required	Update	Status
DCC Items					
100 - Items being followed up by County Cllr Steve Keable					
114	114210	03.02.2025	Roach Lane (meeting re gravel and mud which comes down Roach Lane during periods of heavy rain)	30.06.2025 – The remaining issue is on private land. The Local Highways Officer (LHO) has a patching scheme in, but needs the land drainage and discharge matters resolved first. 28.01.2026 - County Cllr Keable has confirmed that clearance of gravel is a MDDC road sweeping issue although he will check with DCC. 06.05.2026 – agreed this matter to remain on hold. County Cllr Keable confirmed the Scheme number as 244626527	OH
124	114014(a) 114028(a)	06.01.2025 13.01.2025	Clerk to contact Local Highways Officer for guidance as to appropriate signs/locn for the pedestrian signs.	28.01.2026 – County Cllr Keable to ask LHO for an update 23.02.2026, 09.04.2026 – County Cllr Keable to update 06.05.2026 – relevant information to be re-sent to County Cllr Keable. 29.05.2026 – Info sent. County Cllr Keable to meet the LHO on 21/22 May – update awaited. 01.07.2026 – Awaiting update from County Cllr Keable	D
125	114230(i)	03.02.2025	Speeding at Ellerhayes	29.05.2026 – plan was provided to County Cllr Keable – update awaited 01.07.2026 –site for camera agreed - awaiting DCC update regarding results 04.09.2026 – no update	D
126	114365	06.10.2025	Possible provision of drop kerbs in Applemede	28.01.2025 - email from a parishioner giving suggestions for drop down kerbs and steps was forwarded to County Cllr Keable. 01.07.2026 – County Cllr Keable confirmed an application has been submitted. Awaiting update. 04.09.2026 – awaiting update from County Cllr Keable including any scheme number.	D
127(a)	114365	03.10.2025	Double Yellow Lines	Double yellow lines on small sections of Wyndham Rd, Coach Rd and Fore St 29.-05.2026 – consolidated relevant information on all three sets of lines has been passed to County Cllr Keable and he has submitted a formal request or the double yellow lines to the Local Highways Officer. No further action expected until September. 04.09.2026 – awaiting update from County Cllr Keable including any scheme number(s)	D

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131	113877	13.05.2024	Request for a bus shelter at the junction of Upexe Lane and A396	23.02.2026 – consider additional shelter on the other side of the road. 09.04.2026 – Northbound shelter ruled out by SPC. Cllr Keable reported that DCC would prefer shelters on both sides of the road, there is no space on the northbound side. 06.05.2026 – Cllr Harrison/County Cllr Keable to update meeting re meeting with Mark Phillips and position with regard to whether or not planning permission will be required. 29.05.2026 – confirmation received that planning permission is not required. Cllr Harrison and County Cllr Keable met with the DCC Transport Coordination Officer in April 2026. As a result the southbound site has been assessed and is acceptable in principle subject to some works which may be required. With regard to the northbound site this is more problematic as there is insufficient hard standing for a bus shelter. DCC looking at potential other site. Northbound ruled out again. 01.07.2026 – Mark Phillips provided information regarding possible bus shelter designs together with costings. Cllrs to pick design at July meeting. 0.09.2026 – Email received from Mark Philips after Clerk's email confirming a Bushby design with lighting would be suggested. New email also contains a quotation from Devon Tarmasters to resurface the area (copies on the shared file). SPC agreed to pay £5k towards costs of the project.	D
132a	113949	02.09.2024	Request to DCC for a bus bay outside The Meadows (also new bus pole in School Road)	04.01.2025 – DCC provided an update: with regard to the new bus poles in School Road there is confusion as to who owns the triangle of land on which it 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 Meadows and the poles may take time. 23.02.2026 – Still no update. Cllr Keable asked to chase. 09.04.2026 – Cllr Keable to report. Where is this in DCC priority list? 06.05.2026 – Relevant copy document has been forwarded by clerk to County Cllr Keable. County Cllr Keable to update on any progress. 29.05.2026 – County Cllr Keable to give update. 01.07.2026 – There is a scheme which has been approved in principle. County Cllr Keable to chase for an update and an ID. 04.09.2026 – County Cllr Keable to give update including scheme ref ID if possible.	D
140			Reattach road signs on A396 at bottom of Upexe Lane.	Signs, other than the one point to Silverton, have been produced but not installed. Cllr Keable following up regarding the sign pointing to Silverton. 04.09.2026 – County Cllr Keable to provide update including scheme ref if possible.	D

120 – Traffic and Pedestrian Safety (Traffic Safety Working Group), Peter Kidds (another volunteer required)

121	113744	03.07.2023	"20's Plenty" scheme	01.10.2023 – SPC to monitor possible funding to permit an application to be formally made to change speed limit in the village. Also watch out for lobby groups and campaigns which SPC can join.	OH
122	113764	06.12.2023	Speedwatch Grp	06.10.2024 – on hold until volunteers form a Silverton Speedwatch Group.	OH
125		04.09.2026	Pothole filling group	Lead Responsibility passed from Cllr Ward (Resigned) to Clerk. Clerk to report.	D

130 – Public Transport

132b	113949	02.09.2024	New timetable holder to be affixed to the bus shelter in Square.	30.12.2025 – Chair & Cllr Kennard had a site meeting and will update at the meeting. 28.01.2026 – timetable holder cannot be opened to fix or insert papers. 04.09.2026 – Key obtained. Cllr Wright to provide update.	D
133	113646(17)	09.01.2023	Bus frequency	12.5.2024 – no action required at this stage. Keep on Action Plan.	OH

200 – COMMUNITY SPACES & ACTIVITY

210 – Big Rec (Ruth Harrison)					
219a	114226		Request by SYFC to extend Tennis Hut to store a Portaloo behind closed doors.	30.06.2025 – Clerk confirmed to SYFC by email that the Parish Council agrees that they can proceed with the concrete base for the Portaloo. 01.10.2025, 30.12.2025, 29.01.2026 – no further update. 09.04.2026 – no further update. On hold until SYFC contacts us.	OH
220	114015a	06.01.2025	Public Protection Order for the whole of Recreation Field	01.07.2026 – A copy of the draft Variation Order received from MDDC which covers the whole of the Recreation Field – copy uploaded to the Shared File. 04.09.2026 – District Cllr Wright to give update	D
221b (was 223)	114359b(iv)	06.10.2025	Replacement/repairs to fence in Recreation Field adjacent to Coach Road	09.04.2026 – Clerk confirmed to DB Fencing their quotation was accepted. No acknowledgement from DB Fencing. 06.05.2026, 29.05.2026, 01.07.2026 – nothing heard from DB Fencing despite chasing. 04.09.2026 – DB Fencing has indicated the work would be carried out by the end of September if not the end of August (which it was not)	
222	114343b(ix)	03.09.2025	Potential community orchard on MDDC land in Recreation Field	01.10.2025 – Confirmation has been given to the S106 officer of the Council's support for the project. She is awaiting confirmation as to who would maintain the area but believes it would be MDDC. 28.01.2026 - the Clerk has spoken with the S106 Officer who is awaiting confirmation from other officers at MDDC that additional funding is available to complete the project should it be necessary. 09.04.2026, 06.05.2026, 29.05.2026 – no update. 01.07.2026 – no update. Chase S106 officer. 02.09.2026 – no update	
224	114393	01.12.2025	Request by youths to create bike trail/ramps in the Recreation Field on land adjacent to the Children's Play Area	30.12.2025 – Clerk contacted the Broadclyst Parish Council Clerk who advised planning permission may be required even if only earth humps/berms are created. She suggests a pre-application with MDDC to check. Costs obviously depends on what the Council may agree. She has given a contact who she feels would be happy to come out and advise on what best suits any ground available. Cllr has contacted youths to arrange a meeting. 28.01.2026 - Clerk sent 2 emails to the youths but no response received. 09.04.2026 – Cllrs Kennard/Chanter to report on their visit to Broadclyst. 06.05.2026 – The Broadclyst site is quite informal in nature, and there was no response to ringing their phone number. Cllrs Kennard/Chanter to report on any updates 29.05.2026 – Cllr Chanter is attempting to speak to Broadclyst Parish Council and will give update at meeting. 01.07.2026 – Cllr Chanter to update meeting on any progress. 04.09.2026 – Cllr Chanter to provide an update	D
225	114404	01.12.2025	ROSPA reports	30.12.2025 – Rhino Play to carry out site visit in relation to the points raised in the ROSPA report. The Handyman has weeded the steps and is carrying out urgent maintenance work on them. 06.05.2026 – AFS quotation accepted. AFS has confirmed the timber should be delivered on the 1 st June. Works are booked in for 2 nd June 2026. 01.07.2026 – Works requested have been carried out. 04.09.2026 – Additional work has also been carried out – remove from Plan.	X
226	114514	06.07.2026	Preventative Maintenance Inspection of Skatepark	04.09.2026 – Quote from Evolution Skatepark accepted. Awaiting update from the Company	
230 – Little Rec, Berry, Church and Environs (Olivia Kennard and Emily Chanter)					

232	113865	08.04.2024	Lime Tree Regeneration Programme	30.12.2025 – spec circulated and tenders requested for the February meeting 13.04.2025 – Quotes received and work approved by SPC. Now need to apply for planning approval from MDDC. 01.07.2026 – Application for works to the trees on the Berry accepted by MDDC and the relevant notice placed on an electricity pole adjacent to the Berry. With regard to the apple tree in the Little Rec, a tree report is necessary in order to submit the application Hi-Line confirmed they would supply a letter but this has not yet been received and Clerk is chasing. 04.09.2026 – Conservation Area Consent received for the planned works on the Berry. Copy provided to Hi-Line.	
234	113646(16)		Historic cobbled path – deal with brambles and top covering from the path	29.08.2025 – Steve Land to monitor and reapply weedkiller as required. More significant work awaits the outcome of the grant application by the church in relation to the roof and associated public benefit. 01.07.2026 – Steve Land carried out weedkilling in this area and an invoice has been received (see Agenda) 04.09.2026 – Further work has been carried out by Steve Land on this area and an invoice received and due for authorisation at the meeting.	A
235	114002(b)(iv)	04.01.2025	Slow car charging points on lamp posts in the Car Park	30.06.2025 – Confirmation received from MDDC that the Wyndham Road car park is on the LEVI list but no timescales are known as yet.	OH
236	114227	03.02.2025	Possible acquisition of land at the Glebe.	03.04.2025 – S106 Officer if we could use S106 monies to acquire land at the Glebe and to suggest wording on future S106 agreements relating to public space contribution – “Towards the provision or improvement of public space in the parish of Silverton” 09.05.2025 – Initial plans from County Focus rejected by SPC as not in line with Neighbourhood Plan. They will submit revised proposals, and are still keen to donate land to the Parish. 28.01.2026 - email sent to County Focus asking for an update but no response as yet. 06.05.2026 – Update has received from Country Focus confirming they are still progressing the potential sale of the site with their clients, and are working with all interested parties to make them aware of the Parish Council's position regarding the aspirations set out within the Neighbourhood Plan. No mention of reworking the plans.	OH
238	114444	09.04.2024	Little Rec work: Electricity, Planters on walls, Entrance Pathway	09.04.2024 – progression of initials works on Little Rec – Power Supply, Path and planters on top of walls – feedback from Richards Educational Charity (Cllr Kennard) and request from Street Market Committee (Chair) 06.05.2026 – S106 officer has received proposals and is seeking further advice on whether the proposals qualify. Cllr Kennard to report from R.E.C. 29.05.2026 – The Charity said no to planters being placed on the wall. It would prefer only one picnic table, electricity supply, water butts, and it had concerns regarding the proposed paving for the entrance to the Book Swap. 01.07.2026 – Chair to follow up with REC. Agenda item 04.09.2026 – Agenda item	A
239	114461(b)(v)	13.04.2026	Provision of new Lease	06.05.2026 – Confirmation received from the Richard’s Educational Charity that it is only currently able to offer the Parish Council a 12-month extension to the Lease. The Council is minded to accept when a formal proposal is received. The Charity is attempting to locate the Title Deeds to the land. 04.09.2026 – confirmation received from REC that the current Lease will be rolled over for one year initially.	D
240	114516	06.07.2026	Length of grass on Berry	04.09.2026 – Parsons to be asked to cut and collect this grass. Clerk contacted the Company in July and chased this month and received an apology the request had been overlooked. Cut should have taken place today (4 th September)	
240 – Square, Fore St and High St (Chris Eveleigh)					
241a	113634c	04.01.2023	Place Information Signage on the Old Fire Station	06.05.2026 – Wood is seasoned. Cllr Kennard to provide an update. 29.05.2026 - size of sign has been agreed and Cllr Kennard to give update. 01.07.2026 - ongoing, but potentially impacted by Coffee Shop Plans. 04.09.2026 – Cllr Kennard to provide update.	D

241b	114456	13.04.2026	Proposal from a resident to use the Fire Engine House as a coffee shop	06.05.2026 – Key to the Fire Engine House has been located, and a meeting with Ellen Cocking arranged for 1600 on 07/05/2026 to inspect the interior. 29.05.2026 - It had been agreed to provide power to the Fire Engine House using a prepayment meter operated by a key. The Street Market Committee to cover the cost of the installation. Investigations as to the supplier of the electricity to be undertaken. Ellen Cocking wishes to proceed with full authorisation to take on lease and start work. 01.07.2026 – No progress on electricity with Streetmarket. PrePayment meter not possible. 04.09.2026 – Agenda item – Cllr Harrison to update.	A
242	114242(a)	03.03.2025	Investigate purchasing phone box for £1	28.01.2026 - the sale contract has been completed and the kiosk is now owned by the Parish Council. Planning permission required 09.04.2026, 06.05.2026, 29.05.2026 – no update 01.07.2026 – email sent to MDDC Planning requesting clarification as to how to proceed with an application for change of use of a telephone box as this does not seem to fit any of the boxes on the application form. 04.09.2026 – still awaiting a response from MDDC	
243	114514(b)(iv)	06.07.2026	Public noticeboard	04.09.2026 -specifications sent to potential contractors to refurbish current noticeboard. No replies received!	

300 – ADMIN, FINANCES AND MISCELLANEOUS (Simon Hedges & Ruth Harrison)

307	113924	30.08.2024	Agreed to circulate current Emergency Plan to Cllrs	28.01.2026 - Draft Emergency Plan circulated to Cllrs prior to meeting. 06.05.2026 – Clerk contacted various Organisations to confirm if their buildings could be used as a temporary shelter in an emergency. Only 2 responses received. 29.05.2026 – the Clerk to contact neighbouring Councils to ask if they would be willing to agree that in an emergency. which affected Silverton only, they would agree to the Parish Council utilising its facilities if needed. Emails sent and replies awaited. 01.07.2026 – any responses received have been forwarded to Cllrs Chanter and Ward. 04.09.2026 – Cllr Chanter to provide an update	D
320	114363	06.10.2025	Transfers of land to from MDDC to PC	29.05.2026 – formal applications have been submitted to MDDC requesting the transfer of the Car Park (not to include the public footpath from the car park to Fore Street nor the street lighting) and the area of land to the North of the Recreation Field to the Parish Council. 01.07.2026 – MDDC has confirmed receipt of Parish Council’s applications. No further update as yet. 04.09.2026 – awaiting update from MDDC	
321	114426	02.02.2026	Possible provision of Audio Visual for the Dorothy Granger Room	02.02.2026 – District Cllr Wright to obtain prices for the system to be installed. The Chair to approach the Community Hall Committee with a view to providing this facility. 29.05.2026 – Clerk has spoken with Society of Local Council Clerks who advised the idea proposed is very good. Anyone can ask to join the meeting virtually (Chair: do we have to agree?). Only pitfall she could think of was the PC would need to manage who joins the meeting virtually. Councillors can join the meeting virtually but are not advised to do so as they MUST BE PRESENT in the room to be able to vote. Also would need to create a “Meetings” policy to cover the provision of virtual access. 01.07.2026 – Cllr Wright to provide costings. 04.09.2026 - Ditto	D

322	114479(b)(i)	11.05.2026	Provision of new website	29.05.2026 – the Internal Auditor has provided a couple of suggestions for providers of a new website. 01.07.2026 – ongoing 04.09.2026 – Agenda item	
323	114479(b)(vi)	11.05.2026	Review of Accountant provider	29.05.2026 – quotations being obtained 01.07.2026 – ongoing 04.09.2026 – Internal Auditor misunderstood annual figure – are we happy with Thomas Westcott?	

Key:0

Purple – On Hold (OH)	Grey – Final Appearance (X)	D – Definitely Discuss at meeting	A – Agenda Item for this meeting
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Mini Market Reps

4 Jul	2 Aug	5 Sep	3 Oct	7 Nov	5 Dec
Chris Eveleigh	n/a	Peter Kidds	Ruth Harrison	Simon Hedges	Chris Eveleigh

Responsibilities:

Note: All councillors except Cllr Wright are on the Planning Sub-Committee

Councillor	Responsibility	
Simon Hedges	Chair, Rep on Community Hall Committee, Street Market Committee Fire Engine House Committee Admin	
Ruth Harrison	Deputy Chair, Big Rec Lead, A396 Bus Shelter Lead Admin	
Olivia Kennard	Rep on Richards Educational Trust Little Rec, Berry, Church and Environs Footpath Officer Fire Engine House Committee	
Emily Chanter	Rep on Richards Educational Trust Little Rec, Berry, Church and Environs Emergency Plan	
Chris Eveleigh	Square, Fore St and High St	
Allen McManus	Traffic Working Group	
Peter Kidds	Traffic Working Group	
Josh Wright	-	
Gavin Donovan	-	
Sarah Gooding	Fire Engine House Committee	

Reps on the Parochial Trust are Vicki Maylan and James Blackburn