Silverton SPC – Action Plan – NOVEMBER 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 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.	**29.05.2026** – Info had been re-sent. County Cllr Keable to meet the LHO on 21/22 May. **01.07.2026** – Awaiting update from County Cllr Keable **30.09.2026** – County Cllr Keable was due to meet with the LHO on 29.09.2026 and will update at the meeting **30.10.2026** – County Cllr Keable to update meeting	**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 update from DCC. **04.09.2026** – no update **30.09.2026** – no update **29.10.2026** – County Cllr Keable to update meeting	**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 had been submitted. Awaiting update. **30.09.2026** – County Cllr Keable confirmed at the September meeting that this budget is oversubscribed and a different budget is being sought – County Cllr Keable to update meeting **29.10.2026** -County Cllr Keable to update on any progress	**D**

No	Minute No.	Date of decision	Action Required	Update	Status
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 **30.09.2026** – County Cllr Keable indicated at the September meeting that he hoped this item would be on the County Agenda for the 24th September 2026 – to update at meeting **30.10.2026** – These were not on the Agenda for 24.9.2026 as the required information for the report was not available. County Cllr Keable to update on any progress.	~~D~~
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. County Cllr Keable to provide update. **01.07.2026** – Mark Phillips has 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 would be suggested. New email also contains a quotation from Devon Tarmasters to resurface the area (copies on the shared file) **30.09.2026** – the Vice Chair has spoken during the month with Mark Phillips who has confirmed that DCC will cover the cost of the work and the Parish Council is to choose a bus shelter . Vice Chair to give further details at the meeting. **30.10.2026** –After DCC has agreed to fund the bus shelter (with Parish Council contributing £5,000.00) a request for a "Snowdon" bus shelter to be provided was been passed to DCC as agreed at the September meeting. No response received to that request. County Cllr Keable to provide any update.	**D**

No	Minute No.	Date of decision	Action Required	Update	Status
132a	113949	***02.09.2024***	Request to DCC for a bus bay outside The Meads (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 Meads 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. **30.09.2026 –** No update as yet **30.10.2026** – County Cllr Keable has confirmed that the proposal is for a bus pole at this site between Meadow Lea and the car park to the South as there is insufficient space for a bus pull-in (no pull in had ever been requested, just a pole and road markings). A survey had been carried out for utility supplies the installation of a bus pole is scheduled as high priority. County Cllr Keable to provide an update on the pole and the road marking.	**D**
			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. **04.092026** – County Cllr Keable to provide update **30.09.2026** – County Cllr Keable to give update at meeting. **30.10.2026** -No update	

120 – Traffic and Pedestrian Safety (Traffic Safety Working Group), Lewis Hall, Peter Kidds					
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**

130 – Public Transport					
132b	113949	*2.09.2024*	New timetable holder for bus shelter in the Square.	**30.10.2026** – This has been installed by Cllr Wright – Remove from Action Plan.	**X**
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	114226rish		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.	**X**
220	114015(a)	***06.01.2025***	Public Protection Order for the whole of Recreation Field	**01.07.2026** – A copy of the draft Variation Oder has been received from MDDC which covers the whole of the Recreation Field – copy uploaded to the Shared File. **30.09.2026 -** Variation was complete. Signage awaited – District Cllr Wright to update. **30.10.2026** – The Clerk met with MDDC to consider the placing of the signage at each entrance. It is hoped the signage will be erected within the next 4-6 weeks.	**D**
221b (was 223)	114359(b)(iv)	***06.10.2025***	Replacement/repairs to fence in Recreation Field adjacent to Coach Road	**26.10.2025** – Chair/Cllr Kennard to update meeting **28.01.2026** - specification has been sent to various contractors with a return date for quotations by 27th February 2026 **09.04.2026** – Clerk has confirmed to DB Fencing that his 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 is was not) **30.09.2026** – awaiting update from contractor. **30.10.2026** – No update. Cllr Kennard has chased contractor for an update as to when the works are likely to commence.	**D**
222	114343(b)(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. **01.07.2026** – no update. Chase S106 officer. **02.09.2026** , **30.09.2026, 30.10.2026** – 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 depend on what the Council may agree. She has given a contact who she feels would be happy to come out and advise om what best suits any ground available. Cllr has contacted youths to arrange a meeting. **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 attempting to speak to Broadclyst Parish Council and will give update at meeting. **30.09.2026** – Nothing further had been heard from the boys nor the gentleman they met at Broadclyst as at the September meeting. Cllr Chanter to update meeting on any progress. **30.10.2026** - Cllr Chanter to provide update.	**D**
225	114404	***01.12.2025***	ROSPA reports	**06.05.20256** – AFS quotation accepted. AFS has confirmed the timber should be delivered on the 1st June. Works are booked in for 2nd June 2026. **01.07.2026** – Works requested have been carried out. **04.09.2026** – Additional work has also been carried out – remove from Plan? **30.09.2026** **-** update – needs to remain on Plan due to result of annual maintenance inspection – Agenda Item	D
226	114514	***06.07.2026***	Inspection of Skatepark	**04.09.2026** – Quote from Evolution Skatepark (ES) accepted.Awaiting update from them. **30.09.2026** – Maintenance report received and on Agenda – copy in Shared File **30.10.2026** – Awaiting spec for the work from ES before quotes obtained.	
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 in time for the February meeting 13.04.2025 – Quotes received and work approved by Council. However, need to apply for planning approval from MDDC. **06.05.2026** – Conservation Area Consent being applied for **01.07.2026** – Application for works to Berry trees accepted by MDDC and 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 to be carried out on the Berry. Copy provided to Hi-Line. **30.06.2026** - no update as to when works may be carried out. **30.10.2026** – Clerk has chased. Information as to work agreed has had to be resent to Hi-Line due to staff changes. Work to be carried out in the near future.	

D235	114002(b)(iv)	***04.01.2025***	Car chargers 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 asked about the possibility of using 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** – REC indicated they were not agreeable to planters being placed on the wall due to recent renovation works. It would prefer only one picnic table and had concerns regarding the proposed paving for the entrance to the Book Swap. Agenda item **01.07.2026 –** Chair to follow up with REC. Agenda item **30.09.2026 –** Meeting of the Fire Engine House Committee scheduled for 1st October - Vice-Chair to update at meeting. **30.10.2026** – Funding for Picnic Table and Chairs received.	**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. **30.09.2026, 30.10.2026 -** £10 rental paid. Propose to close until REC has deeds, or next year's rent due.	**X**

240	114516	***06.07.2026***	Length of grass on Berry	**04.09.2026** – agreed Parsons 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. The cut should have taken place today (4th September) **30.10.2026** – work carried out?	
240 – Square, Fore St and High St (Lewis Ward & Chris Eveleigh)					
241(a)	113634(c)	***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. **30.09.2026** – Mr Wright was asked to continue with the signage up to a maximum of £1,000.00. No update as yet but understand he has been on holiday. **30.10.2026** – Agreed for the wording to be over 2 lines with the wording 75mm as suggested by Mr Wright.	**D**
241(b)	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 Street Market. **04.09.2026** – Agenda item – Cllr Harrison to update. **30.09.2026** – As above – meeting arranged for 1.10.2026 and Vice Chair will update meeting (Agenda Item) **30.10.2026** – Agena item – Vice-Chair to provide 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. Awaiting a response. **04.09.2026** – still awaiting a response from MDDC **30.09.2026, 30.10.2026** no up update, Clerk has chased.	

243	114514(b)(iv)	***06.07.2026***	Public noticeboard	**04.09.2026** -specifications sent to potential contractors to refurbish current noticeboard. No replies received! **30.09.2026** – email has been sent to Mr D Wright to see if this would be a project he would be interested in. If not, this will be advertised on Facebook. **30.10.2026** – no update	

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. **09.04.2026** – Clerk is currently working on the Plan. **06.05.2026** – Clerk has 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 **30.09.2026, 30.10.2026** – Agenda item.	**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 SPC. **01.07.2026** – MDDC has confirmed receipt of SPC application. **04.09.2026** – awaiting update from MDDC **30.09.2026 –** 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. 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. **30.10.2026** – Relevant costings forwarded to County Cllr Keable by Cllr Wright who is awaiting an update.	**D**

322	114479(b)(i)	11.05.2026	Provision of new website	**29.05.2026** – the Internal Auditor has provided suggestions for providers of a new website. **01.07.2026** – ongoing **04.09.2026** – Agenda item **30.09.2026** – quotations requested and to date 2 received – Agenda item **30.10.2026** – Website Committee to report – Agenda Item.	A
324	114539(b)(ii)	07.09.026	Review of electricity supply to Tennis Hut	**30.09.2026** – The Clerk reverted, as requested, to see if E-on Next would lower their standing order charge. The Sales Agent then informed the Clerk that he could provide a quote from Yu Energy and although the Unit Rate was higher there was no standing charge and therefore he estimated the cost to the Council would be in the region of £10 pa. The Vice-Chair had numerous queries on the information provided and after speaking with the Sales Agent again he said he was not prepared to provide all the information requested and we should contact the company direct which the Clerk did. An email was then received raising a few enquiries which have been answered and we now await a response on those replies **30.10.2026** – Awaiting response from utility provider.	
324	114539(b)(viii)	07.09.2026	Councillor training	**30.09.2026** – Cllrs were requested at the September meeting to view the training section of the DALC website and come back with ideas of what training they would like. Agenda item. **30.10.2026** – Vice Chair to provide suggestions	

Key:

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

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			
9th Jan	**6th Feb**	**6th Mar**	**3rd Apr**	**1st May**	**5th Jun**	**3rd Jul**	**7th Aug**	**4th Sep**
Ruth Harrison	Emily Chanter	Sarah Gooding	Simon Hedges	Chris Eveleigh	Josh Wright	Peter Kidds	Simon Hedges (Vice Olivia)	Gavin Donovan

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, Fire Engine House Committee Chair A396 Bus Shelter 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 & Website	
Peter Kidds	Traffic Working Group	
Josh Wright	Website Committee	
Gavin Donovan	-	
Sarah Gooding	Fire Engine House Committee	

Reps on the Parochial Trust are Vicki Maylan and James Blackburn