

Silverton SPC – Action Plan July 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	<i>7.12.2020</i>	Monitoring of road repairs from Park Road to Red Cross – has Deed of Easement been drafted?	<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>25.5.2025 – County Cllr Keable has been asked to chase</p> <p>30.06.2025 – County Cllr Keable has established that a site visit took place on the 28.05.2005 and the matter has been passed to the DCC drainage design team to discuss options. The Deed of Easement issue remains on-going.</p>	D
112	113689	<i>03.04.2023</i>	Condition of Park Road to Red Cross	<p>06.10.2024 – first noted.</p> <p>25.05.2025 – County Cllr Keable has been asked to chase</p> <p>30.06.2025 – Site visit on 28.05.2025: the issue is a private duck pond. The matter has been passed to another DCC team to deal with the land drainage issues. Only when these have been resolved can the drainage issues be addressed and patching take place.</p>	
113	113922	<i>30.08.2024</i>	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>03.04.3035 – on going. Mr Foster did not wish to prepare a survey of the potholes in the village</p> <p>25.05.2025 – relevant information on volunteers passed to Cllr Ward</p> <p>30.06.2025 – Cllr Ward to update meeting</p>	D

No	Minute No.	Date of decision	Action Required	Update	Status
114	114210	03.02.2025	Roach 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>25.05.2025 – Cllr Keable has been asked to investigate.</p> <p>30.06.2025 – DCC has carried out minor pipe clearance at the bottom of Roach Lane which will help in a small way with the amount of runoff. The bigger issue is on private land. The Highways Officer has a patching scheme in but needs the land drainage and discharge matters resolved first.</p>	D

120 – Traffic and Pedestrian Safety (Traffic Safety Working Group)					
121	113744	03.07.2023	“20 is Plenty” scheme	<p>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.</p>	A (13)
122	113764	06.12.2023	Speedwatch Group	<p>06.10.2024 – further volunteers required. 26.11.2024 – on hold until further volunteers come forward and the Silverton Speedwatch Group can be formed.</p>	OH
123	113877 113958	13.5.2024 02.10.2024	Pedestrian safety on Upexe Lane	<p>06.10.2024 – requested submitted via County Cllr M Squires</p> <p>02.10.2024 Request “Pedestrian” signs for junction with A396 and Upexe Road and one at the top of Exeter Road</p> <p>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.</p> <p>26.02.2025 – a request placed in the Parish Magazine asking people to wear bright clothing when walking on Upexe Road.</p> <p>03.04.2025 – The Sub-Committee has met and Cllr Ward had circulated notes of the meeting</p> <p>09.05.2025 – no change</p> <p>09.06.2025 – Sub-Committee to report.</p>	D

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. 25.05.2025 – County Cllr Keable has been asked to chase as to appropriate siting of signage 30.06.2025 – County Cllr Keable has confirmed the Highways Officer is happy to meet on site. Date to be agreed for meeting with Traffic Sub-Committee	D
125	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 05.05.2025 – County Cllr Keable to check the current position 30.06.2025 - a handheld survey will be carried out in the near future.	D

130 – Public Transport

131	113877	13.05.2024	Request for a bus shelter at the junction of Upexe Lane and A396	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 26.11.2024 – monitor until seasoned oak was available from the Broad Oak Group	A
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 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.	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.	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 12 th May 2025 during which he is expecting a large delivery and hopefully the new timetable holder will be received at that time. 30.06.2025 – no change. 6 weeks was 23 rd June.	D
133	113646(17)	09.01.2023	Revised Stagecoach bus timetable – to remain on 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	26.11.2024 – chasing email sent to County Cllr Squires 25.05.2025 – County Cllr Keable has been asked to confirm the date(s) when subsidies are considered. 30.06.2025 – County Cllr Keable is making enquiries – no update yet.	
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. 30.06.2025 – Due be carried out on the 1 st July with the skate park to remain closed until Saturday 5 th July.	D
219	113996	02.12.2024	Request by Football Club to have an electric point in the Tennis Hut to provide teas/coffees at matches	26.02.2025 – Football Club has 2 electricians prepared to carry out the work and both verbally stated that the work is easily performed. Rob Jones has contacted DAAT but has had no response and is chasing. 09.05.2025 – update from Football Club an Agenda item (concerns about goals, request for pitch maintenance quote) 0.06.2025 – The Football Club has a written response from the DAAT confirming it has no problem with a spur being taken off from the existing electrical ring, providing that the electrician is happy that the DAAT light and remove GSM switching systems won't be affected by the works then DAAT are happy for the works to proceed.	D

219a	114226	03.02.2025	<p>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>	<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>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>Electricity supply to the Tennis Hut: the Football Club (FC) 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 FC 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 FC 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 FC currently has collapsible goals for the teams and it could purchase some more and find another area to store them.</p> <p>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> <p>30.06.2025 - a meeting was held on the 2nd June 2025 and a copy of the notes circulated to Councillors prior to the June meeting. Clerk has confirmed by email that the Parish Council is in agreement that the Club can proceed with the concrete base for the Portaloo.</p>	D
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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 30.06.2025 – District Cllr Wright has provided MDDC with a copy of the Office Copy Plan relating to the Parish Council’s ownership of the Recreation Field. This has been passed to the Legal Department and a draft report is awaited. Cllr Wright to monitor and 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/	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 – Agreed to drop.	X
230b		04.12.2023	Weeds along the path in Church Road need attention	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. He 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. 30.06.2025 – confirmation has been given to the Handyman of his increased hour. He has confirmed he will also keep an eye on the vegetation on the Pond Site and deal with accordingly when necessary.	X
232	113865	08.04.2024	Lime Tree Regeneration Programme	03.04.2025 – Chair to provide updated plan of the Lime Trees 09.04.2025 – Draft plan provided by Chair. Cllrs Kennard/Chanter/Harrison to update the Meeting 30.06.2025 – Agenda item	A
234	113646(16)	09.01.2023	Historic cobbled path – agreed quotations be obtained to remove brambles and top covering from the path	31.8.2023 – On hold. 26.11.2024 – brambles and dead tree removed from the path. 03.04.2025 – report given at April meeting as to suggestions regarding the cobbled path – Cllrs Kennard and Chanter 09.05.2025 – Cllr Kennard to report on discussion with Mr N Maylan 25.05.2025 – as above	D

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	30.06.2025 – Confirmation has been received from MDDC that the public 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.	26.02.2025 – email sent to the S106 Officer: reply awaited 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” 09.05.2025 – Initial plans 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.	OH
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	26.11.2024 – on-hold pending seasoned oak from Broad Oak Committee to make sign	OH
242	114242(a)	03.03.2025	Investigate purchasing telephone box for £1	03.04.2024 – ongoing 09.05.2025 – Clerk to contact BT. 25.05.2025 – ongoing 30.06.2025 – ongoing.	
300 – ADMIN, FINANCES AND MISCELLANEOUS (Simon Hedges & Ruth Harrison)					
303b	114243	03.03.2025	Purchase seat for Little Rec utilising Locality Grant of £300	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. 25.05.2025 – Cllrs Kennard and Harrison to confirm suggestion re siting of seats 30.06.2025 - Sited agreed. Quotes being obtained for siting of seats	
305	113861(b)(v)	08.04.2024	Direct Debit payment to Westcotts	30.06.2025 – Westcotts has confirmed receipt of completed Direct Debit form and given the dates payments will be made from out bank.	X
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. 25.05.2025 – Poll published in Silverleigh Mag. 30.06.2025 – Responses from Lyn Chapman, Simone Stanbrooke Byrne, Josh Wright and Olivia Kennard.	D

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 – Chair had attended area meeting on this topic. He is due to update at July SPC meeting. 30.06.2025 - Chair to update meeting.	D
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 30.06.2025 – meeting to be arranged between Chair, Clerk and Cllr Wright, when Cllr Wright is available.	D
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 30.06.2025 – ownership of triangle of land trying to be established.	D
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 – Attendee at late May Streetmarket Ctee to update 30.06.2025 – Street Market Committee not current progressing this. Re-raise if necessary.	X
312	114290(a)	12.05.2025	Clerk to investigate obtaining Parish Council Debit Card	25.05.2025 – ongoing 30.06.2025 – Agenda Item	A
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. 30.06.2025 – not known if signs have been collected.	X
314	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. Clerk cannot make June, so carry on between Vice Chair and Chair. Clerk to provide spend figs to end March 2025	D

315	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	D
316	114290(b)(i)7	12.05.2025	Clerk to purchase Pay as You Go mobile for parish business	25.05.2025 – ongoing	D
317	114290(b)(i)8	12.05.2025	To ask Internal Auditor to clarify the regulations relating to Councillors' email addresses	30.06.2025 – information noted at June meeting.	X

Key:

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