

APPENDIX B - ROLLING ACTION SHEET 2024/25 (Briefing notes highlighted in red text)

| Meeting Date | Minute No | Item Title | Action Required | Lead Officers | Latest Position | Date Completed |
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| 21 January 2025 | 614 | Attendance of the Portfolio Holder for Housing and Homelessness | Travellers at Wigmore Park - Total legal costs so far to be provided | Ian Gilmore | | |
| 21 January 2025 | 614 | Attendance of the Portfolio Holder for Housing and Homelessness | Foyer for Young People - Occupancy of accessible flats and whether record of care leavers benefiting from the Foyer being kept | Rebecca Wilcox | | |
| 21 January 2025 | 614 | Attendance of the Portfolio Holder for Housing and Homelessness | Portfolio Holder and Officers to provide information on number of new builds added to the HRA (broken down by year), the cost of remuneration for Medway Development Company's Directors and on the number of rough sleepers involved in the legislative theatre and their contribution. | Rebecca Wilcox and Cllr Louwella Prenter | | |
| 21 January 2025 | 615 | Housing Revenue Account Capital and Revenue Budgets 2025/26 | Information to be provided on the impact of National Insurance increases on housing contracts. | Rebecca Wilcox | | |

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| 21 January 2025 | 617 | Highway Infrastructure Contract - Annual Review | Members requested further information on the KPI's outlined on pages 126 to 129 of the report and officers agreed to share data for the KPI's with the Committee. | Karen Tamsett | | |
| 12 December 2024 | 534 | Attendance of the Portfolio Holder for Community Safety, Highways and Enforcement | The Committee requested data requested data to assess the impact of red routes on traffic flow, business efficiency, and safety, and suggested exploring additional areas for red route implementation based on traffic patterns. | Ruth Du-Lieu and Alex Constantinides | | |
| 12 December 2024 | 536 | Capital Budget Monitoring Round 2 - 2024/25 | The Committee requested a detailed briefing note on the highways and green spaces underspends, to be circulated outside of the meeting. | Ruth Du-Lieu and Andy McNally-Johnson | | |
| 12 December 2024 | 538 | Draft Capital and Revenue Budget 2025/26 | The Committee requested a detailed briefing note to be circulated outside of the meeting, with a more detailed breakdown of the highways budget. | Ruth Du-Lieu, Andy McNally-Johnson and Dave Reynolds | | |

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| 19 December 2024 | 557 | Call-in: Safer Healthier Streets - Scholl Streets Tranche 2 | Advisors from PCL Marstons to pass on National Air Pollution Study for Officers to share with Members. | Ruth Du-Lieu and Alex Constantinides | | |
| 19 December 2024 | 557 | Call-in: Safer Healthier Streets - Scholl Streets Tranche 2 | Briefing note to be provided on the continuous running of cameras. | Ruth Du-Lieu and Alex Constantinides in consultation with Legal | | |
| 15 August 2024 | 219 | Draft Tenancy Strategy 2024 | Officers to provide Members with data on number of anti-social behaviour complaints and how these were dealt with. | Mark Breathwick and Chris Giles | | |
| 15 August 2024 | 219 | Draft Tenancy Strategy 2024 | Officers to provide a briefing note on how many households were claiming benefits and measures taken to assist them back into the workplace. | Mark Breathwick and Chris Giles | | |
| 15 August 2024 | 221 | Capital Budget Monitoring Round 1 2024/25 | Officers to confirm when Department for Transport funding for the Medway Tunnel would come to an end. | Ruth Du-Lieu and Karen Tamsett | | |

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| 15 August 2024 | 221 | Capital Budget Monitoring Round 1 2024/25 | Temple Marsh Open Space and Greenspace investigatory works – Members requested an update on the latest position. | Peter Garrett | | |
| 15 August 2024 | 221 | Capital Budget Monitoring Round 1 2024/25 | Street Furniture – Members queried how street furniture that falls into disrepair would be funded. | Karen Tamsett | | |
| 15 August 2024 | 221 | Capital Budget Monitoring Round 1 2024/25 | Pentagon Future Capital Works – Members requested an update on progress when options for the remaining budget were likely to be resolved. | Sunny Ee and David England | | |
| 15 August 2024 | 221 | Capital Budget Monitoring Round 1 2024/25 | Pentagon Centre Transformation – Progress with the remaining budget and pending NHS funding approval and signing of the agreement. | Sunny Ee and David England | | |
| 15 August 2024 | 221 | Capital Budget Monitoring Round 1 2024/25 | Healthy Living Centre Pentagon – Members requested an update with regards to contractors due to start in Summer 2024. | Sunny Ee and David England | | |

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| 15 August 2024 | 222 | Revenue Budget Monitoring Round 1 2024/25 | Members requested disaggregated figures for income for each of the red route schemes and officers agreed to check what further information could be provided and provide this outside the meeting. | Ruth Du-Lieu and Alex Constantinides | Currently no income for Red Routes yet as we are still in the 6 month Warning Notice Period until the end of November. | |
| 15 August 2024 | 224 | Work Programme | List of outstanding actions and distribution of agenda items to be addressed at pre-agenda meetings | Chairperson, Vice Chairperson and Nicola Couchman | Ongoing | |
| 13 June 2024 | 63 | Council Plan Performance Monitoring and Strategic Risk Summary – Quarter 4 2023/24 | Victoria Gardens – Officers to provide explanation for delays in tendering for the play improvements. | Mark Breathwick and Dave Harris | | |
| 13 June 2024 | 63 | Council Plan Performance Monitoring and Strategic Risk Summary – Quarter 4 2023/24 | List of residential streets with alleyways, footbridges, pathways and number of bins per ward – Officers to explore options for a tangible format to present this information in | Amy Mason | | |

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| 13 June 2024 | 63 | Council Plan Performance Monitoring and Strategic Risk Summary – Quarter 4 2023/24 | Services that will be provided from the Healthy Living Centre – Officers to provide further information on this. | Sunny Ee | | |
| 13 June 2024 | 63 | Council Plan Performance Monitoring and Strategic Risk Summary – Quarter 4 2023/24 | Net additional homes provided – Formal response to be provided regarding the method of calculating the national indicator and if this would be challenged | Mark Breathwick | | |
| 13 June 2024 | 63 | Council Plan Performance Monitoring and Strategic Risk Summary – Quarter 4 2023/24 | Average journey time across the five routes across Medway – Further information to be provided on the average routes | Ruth Du-Lieu and Michael Edwards | | |
| 13 June 2024 | 66 | Work Programme | Officers to provide an update on the River Strategy | Sunny Ee | | |
| 26 March 2024 | 707 | Highways Infrastructure Contract - Annual Review | Officers committed to provide further information on the budget and funding source for Safer and Healthier Streets outside the meeting. | Ruth Du-Lieu and Michael Edwards | | |

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| 26 March 2024 | 708 | Council Plan Performance Monitoring Report & Strategic Risk Register Summary Q3 2023/24 | Members expressed concern about the levels of litter reported by residents and requested a greater understanding of the metrics for the indicator and reassurance that all sites across Medway were included. Officers committed to respond to this outside the meeting. | Sam Beck-Farley and Ian Gilmore | | |
| 28 February 2024 | 644 | Petitions | The committee requested that further work was undertaken with St Benedict's School to look to reduce the impacts of the school run on residents on Lambourn Way and Knole Road, and that the transport team reviewed its maintenance programme to check what the road condition was assessed as. | Ruth Du-Lieu and Michael Edwards | | |

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| 28 February 2024 | 647 | Corporate Building Survey Results | The Committee recommended to Cabinet that they ask officers to review their asset management strategy and provide an update and action plan at a future Committee. | Sunny Ee and Peter Bates | The operational property review is being presented in February 2025. A further condition survey plan is currently being worked on and once the results of the operational property review are approved, we will be able to update the O&S board fully. | |
| 23 January 2024 | 547 | Members Item | Tree affecting 24 & 26 Aintree Road – Officers to look at the issue again, undertake a site visit and full assessment of all options and report back to the Committee with recommendations. | Ruth Du-Lieu and Ian Gilmore | | |
| 15 November 2023 | 368 | Annual Review of Waste Contracts | Committee to be provided with a briefing note confirming the position regarding Medway Norse contract renewal and explaining variation between the target and actual figure for 2022/23 annual tonnage throughput (page 54, appendix 3 to the report). | Ian Gilmore | | |

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| 21 March 2023 | 698 | Attendance of the Portfolio Holder for Inward Investment, Strategic Regeneration and Partnerships | Briefing Note to set out feedback received from the Government in relation to Levelling Up funding and details of the Round 3 arrangements. In the event this shows Council is unable to resubmit its Levelling Up Round 2 funding bid during Round 3, the Committee requested letter be sent to the Government requesting reimbursement of costs associated with the Council's Round 2 bid. | Sunny Ee and Jess Jagpal | Further meetings with DLUHC have taken place but there has been no official announcement of LUF Round 3 yet. Until LUF Round 3 is launched and the criteria is made available by DLUHC, we cannot confirm whether our previous LUF Round 2 bid can be submitted. A briefing note for Members can be prepared once we have this detail. Meetings with DLUHC officers are ongoing. | |
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| 08 December 2022 | 456 | River Strategy Progress Update | AECOM report be circulated to the Committee once available. | Peter Garrett and Sunny Ee | River Strategy reviewed by Anne Knight & Adam Taylor Jan 2025. Amendments agreed with Portfolio holder, additional funding provided for commissioning consultant to include amendments & reference to Local Plan & One Medway. Aiming to complete additional work by end of March 2025 to create new draft for consideration/agreement by members. Goal is to publish final draft end of 2025. | |
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