

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
26 February 2025	717	Waste Contracts Annual Review - October 2023 to September 2024	Officers agreed to provide data on the types of complaints outside of the meeting	Natasha Spencer-Jones and Johanna Dickson		
26 February 2025	718	Attendance of the Portfolio Holder for Heritage, Culture and Leisure	Members asked for a copy of the internet safety policies for Libraries to be shared with the Committee	Paul Cowell		
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	Rebecca Wilcox	Members emailed response on 18 February 2025	18 February 2025
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	Members emailed response on 18 February 2025	18 February 2025

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	Members emailed response on 18 February 2025	18 February 2025
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	Members emailed response on 18 February 2025	18 February 2025
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	Data shared with Members by email.	13 February 2025.

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		
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		
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		
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		
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		

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		

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		
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.	

08 December 2022	456	River Strategy Progress Update	AECOM report be circulated to the Committee once available.	Peter Garrett and Sunny Ee	<p>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.</p>	
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