

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
25 March 2025	791	Attendance of the Portfolio Holder for Economic and Social Regeneration and Inward Investment	The Committee requested that key performance indicators be explored further.	Sunny Ee and Jess Japgal	Will be subject to capacity/resource to look at this fully until Teams are fully recruited and up to full strength.	
25 March 2025	791	Attendance of the Portfolio Holder for Economic and Social Regeneration and Inward Investment	The Committee requested a briefing at a future Committee regarding the impact of the Lower Thames Crossing on traffic and transport in Medway.	Ruth Du-Lieu and Michael Edwards	Officers have established an officer working group for the Lower Thames Crossing Project and once more information is available an all member briefing will be arranged.	

25 March 2025	791	Attendance of the Portfolio Holder for Economic and Social Regeneration and Inward Investment	The Committee requested a future report on the Shared Prosperity Fund and outcomes.	Sunny Ee and Jess Jagpal	Officers are currently working on setting up SPF year 4 bidding process and analysing data from SPF year 3. Hoping to bring to 09 October 2025 O&SC but will confirm onto the work programme shortly.	
25 March 2025	793	Council Plan Performance Monitoring Report and Strategic Risk Summary - Quarter 3 2024/25	Members requested further information on the statements for delivering quality social care and community services and for the absence of data on the graphs from page 173 of the report onwards.	Paul Boyd & Social Care Colleagues		

25 March 2025	795	Revenue Budget Monitoring Round 3 2024/2025	The Committee requested a briefing note from the Head of Highways regarding capacity to repair potholes given the staffing underspend.	Karen Tamsett	As we operate a Term Maintenance Contract and the staff associated with repairing potholes are managed by our Contractor, Volker Highways, we are not aware of any issues affecting their capability to carry out repairs and maintenance activities.	14 April 2025
25 March 2025	797	Work Programme	The Committee requested that outstanding actions were followed up and resolved through the usual channels with officers.	Nicola Couchman to follow up with all officers	All officers emailed and requested to provide updates to outstanding actions by 30 April 2025	
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	Data shared with Members.	01 May 2025

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	Libraries Internet use policy and Internet use poster shared with Members. Additional data on library users was also shared with Members.	01 May 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	Officers meeting to discuss.	
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	Briefing note shared with Members.	01 May 2025
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	Briefing note shared with Members.	01 May 2025

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	Alex to obtain information from officers	
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	All school street cameras operate during the restricted periods only. Therefore, outside these restrictions the cameras are off. This is also during school holidays.	01 May 2025
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	Briefing note shared with Members.	01 May 2025
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	Briefing note shared with Members.	01 May 2025

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	The Challenge Fund has been utilized to support both improvements in and around the tunnel, as well as contributing to its running costs. Details of completed and outstanding works shared with Members. It is anticipated that outstanding works will be finalized in 2026/27, with running costs covered until 2027/28. We are planning ahead and are looking at submitting a bid for additional funding that will take us beyond 2027/28.	14 April 2025
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	There are no dedicated capital funds for replacing street furniture that falls into disrepair. In cases of accident damage, we seek to recover costs from the third party responsible. However, to meet our statutory duties, funding is drawn from the DfT Highways Maintenance Block. This, unfortunately, reduces the budget available for other areas within this allocation.	14 April 2025
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	All NHS funding has been invoiced and balancing payment expected shortly.	01 May 2025

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	HLC due for handover to NHS end of Oct with an opening in the first part of 2026. All NHS funding has been invoiced and balancing payment expected shortly.	01 May 2025
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	HLC due for handover to NHS end of Oct with an opening in the first part of 2026. All NHS funding has been invoiced and balancing payment expected shortly.	01 May 2025
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	Data shared with Members by email.	
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	Unfortunately, the service were without their Partnership Officer for over 6 months last year and, being a small team, was focused on prioritising other work such as Green Flag Awards, Cozenton Nursery and Town Hall Gardens, along with the day-to-day workload. The team are currently reviewing the tender for Victoria Gardens play area as all procurement documents in the tender package have recently changed and are considering going out as a combined tender with other play projects as this will achieve better value for money, reducing Catagory Management and Legal fees etc.	01 May 2025
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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	Number of bins per ward provided to Members.	01 May 2025
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	Awaiting information on this.	
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	Explanatory note provided to members.	10 May 2025

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	This information was provided to Members by way of a briefing note earlier in 2024 and provides information on the average routes. The One Medway Council Plan replaced the Performance Indicator with KPI's for bus travel and cycling routes.	10 April 2025
13 June 2024	66	Work Programme	Officers to provide an update on the River Strategy	Sunny Ee and Anne Knight	Work is underway with SQW. Draft River Strategy will be presented to O&SC on 09 October 2025.	
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	Alex Constantinides to provide information.	

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	Briefing note shared with Members.	01 May 2025
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28 February 2024	644	Petitions	<p>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.</p>	Ruth Du-Lieu and Michael Edwards	<p>The school received direct road safety education in March 2024 including a road safety walk, seatbelt sled, and scooter skills training. The school participated in the Big Walk & Wheel campaign and the Think Smart, Park Safe initiative, displaying our banners for a couple of months. Knole Road and Lambourn Way were assessed on 29 February 2024 and both roads scored 55 and 80 points respectively, giving them both a Priority 3 rating, which means they would not be considered for resurfacing at the present time. This situation will be subject to ongoing review.</p>	14 April 2025
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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 Daniel Stone	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	Officers attended the site and have now resolved with local residents.	10 April 2025

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	Briefing note shared with Members.	01 May 2025
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. No further update from central government yet.	

08 December 2022	456	River Strategy Progress Update	AECOM report be circulated to the Committee once available.	Peter Garrett and Sunny Ee	Now being removed from list as duplicate with Minute number 66 from 13 June 2024.	01 May 2025
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