

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
12 June 2025	63	Members Item - Southern Water	Officers to meet with Southern Water re impact of flooding on Pentagon and Southern Water to confirm catchment areas for Waterfront Rats Bay.	Sunny Ee and Southern Water	A site visit with MP's and Councillors has been arranged for 23 September at 10am	Due to be completed 23 September 2025
12 June 2025	63	Members Item - Southern Water	Various requests for further information for Members.	Southern Water	Nicola Couchman has emailed Southern Water and will co-ordinate and share responses with Members.	
12 June 2025	64	Attendance of Portfolio Holder for Business Management	Members requested information on the Teams that had now moved back into Gun Wharf.	Dan Stone	List of teams working from Gun Wharf emailed to Committee Members on 5 August 2025.	05 August 2025

12 June 2025	65	Climate Change Action Plan 2025-2028	Officers to provide information on street EV charging points timelines and funding.	Ruth Du Lieu and Karen Tamsett	Successful award of £2.14m LEVI funding. We are now awaiting LEVI Support Body approval for our tender documentation. Once approved we hope to go to tender early August and award the contract in November with some physical installations taking place this financial year.	18 July 2025
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12 June 2025	65	Climate Change Action Plan 2025-2028	Members requested the link to full survey results on page of the plan be updated as not a valid link	Bob Dimond and Vicki Emrit	The version of the action plan going to Cabinet has been updated to say "the survey responses can be found on our climate change web pages." No link has been included at the moment as the web page content will be updated to tie in with the proposed refreshed plan, and will include the survey responses. It is anticipated that the new web pages will be live from early September 2025.	15 July 2025
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12 June 2025	66	Medway Air Quality Action Plan 2025-2030	Members sought clarification that the Local Plan was supported by a Strategic Transport Assessment and corresponding Air Quality Assessment that considered increase traffic modelling and was emissions compliant and requested copies of these.	Dave Harris	Climate Change runs through every aspect of the draft reg 19 Local Plan. The Council has published every piece of supporting evidence for the draft plan, including a strategic transport assessment. As part of the work undertaken, there is an emphasis on improving public transport, with electric vehicles included, providing employment and services close to proposed site allocations, all HGVs will be upgraded to reduce emissions and generally private vehicles will move to electric.	23 July 2025
12 June 2025	67	Council Plan Performance Monitoring Report and Strategic Risk Summary Q4 2024/25	Officers were requested to provide information on action being taken to increase employment for young people aged 18 to 24 outside of the meeting.	Sunny Ee and Economic Development Team	To be included in future report to RCE O&S Committee	It has been agreed to bring an item to a future O&SC to discuss this / the Kent and Medway Get Working plan.

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 Jagpal	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	Taken off following pre-agenda meeting request as HASC Issue	16-Jul-25
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	Deemed as completed at pre-agenda meeting 16 July 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.	
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	

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	Temple Marsh is a monitored landfill site currently being transformed into a valuable open space within Medway. Located in an area with limited access to natural environments and informal recreation, the site will serve the growing communities living nearby. In partnership with Kent County Council, an open space assessment was completed in late 2024. This assessment outlined recommendations to ensure the site's safe and sustainable development. All improvements will follow these guidelines to	23 July 2025
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	Deemed as completed at pre-agenda meeting 16 July 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	Agreed to remove at pre-agenda meeting 16 July 2025 as HASC issue now	16 July 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.	

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.	
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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. No further update from central government yet.	
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