

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
14 August 2025	216	Attendance of Portfolio Holder for Climate Change & Strategic Regeneration	The Portfolio Holder to provide additional information regarding what actions had been undertaken to mitigate the impact of building on existing communities.	Mark Breathwick and Dave Harris		
14 August 2025	216	Attendance of Portfolio Holder for Climate Change & Strategic Regeneration	The Committee requested further information to clarify the costs related to maintenance of public bins.	Ruth Du-Lieu and Ian Gilmore		
14 August 2025	216	Attendance of Portfolio Holder for Climate Change & Strategic Regeneration	The Committee requested further information on landfill sites cost and costs to the Council.	Ruth Du-Lieu and Ian Gilmore		
14 August 2025	216	Attendance of Portfolio Holder for Climate Change & Strategic Regeneration	The Committee requested a briefing note setting out planning enforcement standards with particular reference to trees.	Mark Breathwick and Dave Harris		
14 August 2025	217	Housing Allocations Policy Review 2025	The Committee requested a briefing note providing further information on the band criteria and the residents in band B and Band C.	Mark Breathwick and Becs Wilcox		

14 August 2025	218	Capital Budget Monitoring Round 1 2025/26	The Committee requested a briefing note setting out planned works and costs of the Gun Wharf Improvement Works.	Dan Stone	Note sent to Members by email on 11 September 2025	11 September 2025
14 August 2025	218	Capital Budget Monitoring Round 1 2025/26	The Committee noted the request that ward Councillors be consulted in relation to the ongoing works at Hook Meadow.	Mark Breathwick and Bob Dimond		
14 August 2025	219	Revenue Budget Monitoring Round 1 2025/26	The Committee requested a briefing note to provide additional detail regarding PCN fines, parking services and bad debts.	Ruth Du-Lieu and Michael Edwards		
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.	

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.	
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	
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 in December 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.	Agreed that this had been resolved at pre-agenda meeting 10 Sept 2025

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	<p>The updated Property Asset Management Strategy was agreed by Cabinet on 29 October 2025. The condition surveys have been thoroughly reviewed and analysed. For the current financial year (2025/26), we are undertaking reactive works that are critical for compliance or where the potential loss of income would exceed the cost of the works. A forward-looking condition-based programme has been drafted for the subsequent four financial years. This plan prioritises essential works based on asset review data, factoring in which assets will be retained and which are scheduled for disposal.</p> <p>Funding for these works will be drawn from the Building Repairs & Maintenance Fund (BRMF), with capitalisation applied where appropriate. The BRMF provides approximately £0.45 million annually and aligns with the Medway Council Corporate Property Maintenance Strategy under the Corporate Landlord model.</p>	25 September 2025
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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 governemnt yet.	Agreed to remove at Pre-agenda meeting 10 Sept 2025
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