

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
09 October 2025	338	Petitions Report	Lordswood Lane Wall - Officers were requested to investigate the viability of further options including fencing and planting and to work in conjunction with MHS and wider partners.	Ruth Du-Lieu and Adam Studniarzthring		
09 October 2025	338	Petitions Report	Road safety in Wayfield Road - officers to add Wayfield Road to the work programme for 2026/27 and options for improving road safety to be supported.	Michael Edwards		
09 October 2025	339	Medway Greenspaces Bereavement Memorial Policy	The Committee requested that the new Community Working Group be cross party.	Bob Dimond		
09 October 2025	339	Medway Greenspaces Bereavement Memorial Policy	The Committee requested that the costings for approved stonemasons working in cemeteries be checked to ensure this does not require service users to pay a premium compared to the open market.	Bob Dimond	Briefing note sent to Members by email on 24 November 2025	24 November 2025
09 October 2025	341	Get Kent and Medway Working Plan	The Committee requested that progress against the Get Kent and Medway Working Plan was reported to the Committee in future.	Dan Ratcliff		

09 October 2025	341	Get Kent and Medway Working Plan	The Committee requested that there be a focus on the impact of the selective system in the next stages of implementation.	Dan Ratcliff		
09 October 2025	341	Get Kent and Medway Working Plan	The Committee asked officers to ensure that the distinction between carers and women was made clear in the Get Kent and Medway Working Plan.	Dan Ratcliff	This reflects government policy but officers are aware that caring affects everyone and want to drill down to explore this further in Kent & Medway given the high numbers of people with caring responsibilities.	21 October 2025
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	There are quarterly reports to Planning Committee on S106 and there is the annual Infrastructure Funding Statement, which will be reported to Cabinet In December. Both of these provide additional information on mitigation in terms of monies received and related infrastructure delivery	01 December 2025
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	Medway Norse has provided the requested cost information regarding public bin maintenance. This information has been forwarded to Ruth for review.	
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	The Council has an adopted Planning Enforcement Policy, which sets out priorities and one of the high priorities is where someone is undertaking work to protected trees and this is unauthorised. The Enforcement Policy was sent to Members on 1 December 2025.	01 December 2025
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	Documents providing further information emailed to Members on 1 December 2025	01 December 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	The Assistant Director, Community and Culture agreed and added that the Council continued to consider innovative solutions for the Community Hubs and this would include opportunities within the Medway 2.0 transformation scheme but finances remained constrained.	24 November 2025
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	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. Recruitment is underway.	
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	On agenda for 11 December 2025	11 December 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	
13 June 2024	66	Work Programme	Officers to provide an update on the River Strategy	Sunny Ee and Anne Knight	On agenda for 11 December 2025	11 December 2025