

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
20 January 2026	630	Attendance of Portfolio Holder for Housing and Homelessness	Further information to be provided on the length of voids	Becs Wilcox	Information shared with Members by email on 17 February 2026	17 February 2026
20 January 2026	630	Attendance of Portfolio Holder for Housing and Homelessness	Briefing note to be provided on rent arrears	Becs Wilcox		
20 January 2026	632	Waste Contracts Annual Review	A briefing note to be provided on enforcement regarding fly tipping.	Alex Constantinides and Ian Gilmore		
20 January 2026	632	Waste Contracts Annual Review	Data on drop rate for scheduled visits to HWRC to be provided	Alex Contantinides and Natasha Spencer-Jones		
20 January 2026	632	Waste Contracts Annual Review	Information on the diversity of the workforce should be included in future reports	Alex Contantinides and Natasha Spencer-Jones		
20 January 2026	635	Local Transport Plan Consultation Report	A briefing note to be provided addressing how the consultation was representative of all community views including women, parents and carers.	Michael Edwards		

11 December 2025	542	Attendance of Portfolio Holder for Community Safety, Highways and Enforcement	Members queried the remaining budget for the Medway Tunnel and officers agreed to supply this outside the meeting.	Ruth Du-Lieu		
11 December 2025	544	Medway UK Shared Prosperity Fund Overview	The Committee requested that a heat map be produced showing where grants had been issued and that this should be used to inform localised interventions in the future.	Sunny Ee and Ryan Jaggal		
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	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		
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	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 Jaggal	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.	
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	