

APPENDIX B - ROLLING ACTION SHEET (Briefing notes highlighted in red text)

Meeting Date	Minute No	Item Title	Action Required	Lead Officers	Latest Position	Date Completed
11 June 2026	63	Attendance of the Portfolio Holder for Business Management	The Committee requested information on the costings for Rochester Pier	Sunny Ee		
11 June 2026	63	Attendance of the Portfolio Holder for Business Management	The Committee requested that data for registration and bereavement services be benchmarked against other local authorities and provided to Members.	Ruth Du-Lieu and James Brown		
11 June 2026	64	Members Item - Bus Services in Medway	The Committee requested a briefing note on the impact of achieving net zero for bus services and potential costs of converting all vehicles to electric vehicles	James Sutton and Rob Carmen	Briefing note shared with Members by email on 29 July 2026.	29 July 2026
11 June 2026	67	Introduction of Mobiles Homes Fee Policy	Briefing note to be provided in response to queries raised (see record of meeting for list of queries).	Becs Wilcox/Franky Roma		
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		

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 Japgal		
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	This has now been added to the work programme for 2026/27 and work is expected to commence in Autumn 2026.	29 July 2026
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	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	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 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.	
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