

**ACTIONS FROM THE MEETING HELD ON 31.01.12**

| Action   | Description  | Status and last updated as at 21.03.12  | Contact Officer     |
|----------|--|---|---------------------|
| ACTION 1 | A further update on the financial contributions received and potential use of the money, to be given at the next meeting.  | Financial contributions from development in lieu of affordable housing. Current update is <ul style="list-style-type: none"> <li>• In the pipeline is £397,000</li> <li>• £174,000 actually received</li> </ul>   | Pat Smith           |
| ACTION 2 | The Head of IT and Facilities Management to investigate supply of colour and/or wireless free printer in the Members room. | There is currently a monochrome printer that is available to use within the Members Room. This can either be accessed from the provided PC or can be attached to a personal device using the provided cable. The IT Team are investigating current technologies to see if there is a suitable alternative solution. | Jim Carrington-West |
| ACTION 3 | The Deputy Chief Executive and Director of Corporate Resources agree a draft meeting timetable with Working Group Members. | A report updating Members on Universal Credit In-depth Scrutiny (incorporating the timetable) is included on this agenda.   | Pav Ramewal         |

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| ACTION 4 | The Head of Housing and Communications to send an email with suggested Panel members and questions to all Committee members along with the statistics from West Kent and Moat Housing and a case study. | An email was sent to all Members with case studies and statistics as requested. Questions have been sent to all Panel members in advance for the next Committee meeting. Places for People has been contacted to sit on the Panel but they have declined the invitation. They will send a written reply to the questions which will be given out on the night.  | Pat Smith             |
| ACTION 5 | The Head of Housing and Communications to speak to Property Services manager for background information on why the MOD were not used to clear the ordnance related items from the site.                 | An email was sent to all Members on 14 February 2012 attaching a note setting out the background to the ordnance removal at the Hever Road Gypsy Site which noted that the Army Bomb Disposal Unit were not prepared to undertake work beyond the initial disposal, as they did not carry out excavation work. The contractor (Bactec) was recommended to the Council by the Army Bomb Disposal Unit. | Pat Smith/Pav Ramewal |