

**SOUTH ESSEX PARKING PARTNERSHIP JOINT COMMITTEE**

**14 DECEMBER 2023**

**AGENDA ITEM 10**

<b>Subject</b>	Forward plan and meeting dates for 2024/25
<b>Report by</b>	The South Essex Parking Partnership Manager

**Enquiries contact:** Nick Binder, South Essex Parking Partnership Manager ,01245 606303, nick.binder@chelmsford.gov.uk

**Purpose**

The report sets out the forward plan of agenda items for approval by the Joint Committee and the proposed meeting dates for the Joint Committee for the 2024/25 municipal year.

**Options**

The Joint Committee can agree, reject or add items to the forward plan of agenda items and agree, reject or alter any of the proposed meeting dates.

**Recommendation(s)**

1. That the Joint Committee agrees the forward plan of agenda items
2. That the Joint Committee agrees the future meeting dates of 27 June 2024, 12 September 2024, 12 December 2024, 13 March 2025, each commencing at 2pm
3. That the Joint Committee agrees to hold those meetings at the Chelmsford City Council offices

**Consultees**

Lead officers from each of the Partner Authorities as set out in Appendix B of the Joint Committee Agreement 2022.

1.	<u>Introduction</u>
1.1	The consideration of the Forward Plan is a standing item of the Joint Committee's agenda.

1.2	The Joint Committee has one more meeting scheduled within this current municipal year on 14 March 2024. New dates are proposed for the municipal year 2024/25.
2.	<u>Forward Plan of Agenda Items</u>
2.1	An updated Forward Plan of Agenda Items for the scheduled meetings in 2024/25 has been prepared for consideration by the Joint Committee and is contained at Appendix A.
3.	<u>Meeting Dates for 2024/25</u>
3.1	Clause 17 of the Joint Committee Agreement sets out the arrangements for meetings. The first meeting of the Joint Committee shall be the annual meeting for the year and thereafter the first meeting held after 1 <sup>st</sup> April in any year shall be the annual meeting and the Joint Committee shall meet at least four times a year
3.2	The proposed dates for meetings of the Joint Committee are: <ul style="list-style-type: none"> <li>▪ 27 June 2024</li> <li>▪ 12 September 2024</li> <li>12 December 2024</li> <li>▪ 13 March 2025</li> </ul> commencing at 2pm
3.4	All meetings of the Joint Committee have so far been held at the Chelmsford City Council offices. This venue seems to have worked well with free parking on-site and making it easier to provide the necessary legal and democratic support to the Committee. It is proposed that this arrangement continues for 2024/25.
4.	<u>Conclusion</u>
4.1	The Joint Committee will meet at least four times in any one year and dates for the 2024/25 municipal year are proposed. A Forward Plan of Agenda Items has been prepared to ensure that the Joint Committee is fulfilling the requirements as set out in the Joint Committee Agreement.
<u>List of Appendices</u>	
Appendix A Forward Plan of Agenda Items	
<u>Background Papers</u>	
South Essex Parking Partnership Joint Committee Agreement 2022	

## APPENDIX A FORWARD PLAN OF AGENDA ITEMS

### Standing items

Apologies and substitutions  
 Minutes of previous meeting  
 Matters arising  
 Public Question Time  
 Operational and Performance Report (Russell Panter)  
 Financial Report (Michael Packham)  
 Forward Plan (Nick Binder)

<b>Date of meeting</b>	<b>Items</b>	<b>Lead</b>
Thursday 7 March 2024	Progress on Business Plan 2023/24	Nick Binder
Thursday 13 June 2024	Financial Outturn 2023/24 Report  Annual Report of the South Essex Parking Partnership (for the period 1 April 2023 to 31 March 2024)	Michael Packham  Nick Binder
Thursday 12 September 2024	Review of Policies <ul style="list-style-type: none"> <li>▪ Discretion policy</li> <li>▪ Operational protocols</li> <li>▪ Parking Policy Framework including Enforcement policy</li> <li>▪ TRO implementation policy</li> </ul> Progress on Business Plan 2024/25	Nick Binder  Nick Binder
Thursday 12 December 2024	Business Plan 2025/26  Dates of Joint Committee meetings for 2025/26	Nick Binder  Nick Binder
Thursday 13 March 2025	Progress on Business Plan 2024/25	Nick Binder