

SOUTH ESSEX PARKING PARTNERSHIP JOINT COMMITTEE

15 January 2025

AGENDA ITEM 8

Subject	Forward plan and meeting dates for 2025/26
Report by	The South Essex Parking Partnership Manager

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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 2025/26 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 26 June 2025, 11 September 2025, 11 December 2025, 12 March 2026, 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. Introduction

- 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 13 March 2025. New dates are proposed for the municipal year 2025/26.

2. Forward Plan of Agenda Items

2.1 An updated Forward Plan of Agenda Items for the scheduled meetings in 2025/26 has been prepared for consideration by the Joint Committee and is contained at Appendix A.

3. Meeting Dates for 2025/26

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 1st 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:

- 26 June 2025
- 11 September 2025
- 11 December 2025
- 12 March 2026

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 2025/26.

4. Conclusion

4.1 The Joint Committee will meet at least four times in any one year and dates for the 2025/26 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.

List of Appendices

Appendix A Forward Plan of Agenda Items

Background Papers

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)

Date of meeting	Items	Lead
Thursday 13 March 2025	Progress on Business Plan 2024/25	Nick Binder
Thursday 26 August 2025	Financial Outturn 2024/25 Report Annual Report of the South Essex Parking Partnership (for the period 1 April 2024 to 31 March 2025)	Michael Packham Nick Binder
Thursday 11 September 2025	Review of Policies <ul style="list-style-type: none"> ▪ Discretion policy ▪ Operational protocols ▪ Parking Policy Framework including Enforcement policy ▪ TRO implementation policy Progress on Business Plan 2025/26	Nick Binder Nick Binder
Thursday 11 December 2025	Business Plan 2026/27 Dates of Joint Committee meetings for 2026/27	Nick Binder Nick Binder
Thursday 12 March 2026	Progress on Business Plan 2025/26	Nick Binder