

**DECISION PLANNER (INCORPORATING THE FORWARD PLAN)**  
**As of 20th December 2021 (Re-Published 22nd December 2021)**  
**COVERING PERIOD: 1st February 2022 – 30th April 2022**

This Decision Planner shows the decisions that Braintree District Council expects to take in the next Three months.

Braintree District Council are only required to publish Key Decisions to be taken in accordance Regulation 9 of the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 but have included other types of decision that may be made as the Council is committed to being open and transparent about the business it conducts. The Decision Planner also gives Notices pursuant to Regulation 5 where a decision may be taken in private.

The decisions are listed in date order and relates to decisions expected to be taken by Council, Cabinet, Cabinet Members and Committees. It is important to note that the Planner is continually updated so there may be changes made between publication dates. Further information about these decisions can be found in the Agenda for the meeting or by contacting Governance and Members Team at [governance@braintree.gov.uk](mailto:governance@braintree.gov.uk)

**Key Decisions:**

A key decision is a decision made or to be made by a decision maker in connection with the discharge of a function which is the responsibility of the Cabinet and which is likely to either:-

1. Result in the Council incurring **expenditure** or making a **saving** which are in excess of £150,000 (Financial Test) or
2. To be significant in its effect on Communities living or working in an area comprising of **two or more Wards** (Communities Test)

Key decisions are open to scrutiny by other Members of the Council using a process known as “call-in”. The rules for “call-in” can be found in the Council’s Constitution which is published on [braintree.gov.uk](http://braintree.gov.uk)

Ref No.	Title & Description of Decision	Type of Decision			Decision Maker	Proposed Date of Decision	Consultation & Background Papers	Member Sponsor	Contact Officer	Decision Expected to be Taken in Private?
		Key	Council	Non-Key						
DP/2021/40	<b>Pedestrianisation and Public Realm Improvement Scheme – Braintree District Council</b> – to consider the final project position in relation to the pedestrianisation and public realm project			*	Cabinet	7th February 2022	Previous Cabinet papers	Cllr T Cunningham	Dominic Collins / Emma Goodings	Yes
DP/2021/41	<b>Approval for spend on Witham and Halstead town centre projects</b>	*			Cabinet	7th February 2022	Technical reports on works proposed	Cllr T Cunningham	Nicola Murphy	No
DP/2021/59	<b>Award of tender for the in-cab technology</b>	*			Cabinet	7th February 2022		Cllr R van Dulken	Jenny Beck	Yes

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		Key	Council	Non-Key						
DP/2021/37	<b>Council Budget and Council Tax 2022/23 and Medium Term Financial Strategy 2022/23 to 2025/26</b> - To agree proposed revenue and capital budgets for 2022/23; Council Tax for 2022/23; Fees and charges for 2022/23; and the Capital Strategy ( including the Treasury Strategy and Investment Policy) for 2022/23		*	*	Cabinet  Council	7 <sup>th</sup> February 2022  21 <sup>st</sup> February 2022	Reports and Minutes to Performance Management Scrutiny Committee and Cabinet	Cllr G Butland / Cllr J McKee	Phil Myers	No
DP/2021/38	<b>Future Appointment of External Auditors</b> – To agree the preferred procurement approach to the appointment of external auditors from April 2023		*		Council	21 <sup>st</sup> February 2022	Letter from the PSAA Ltd inviting the Authority to participate in the national procurement process	Cllr J McKee	Phil Myers	No

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		Key	Council	Non-Key						
DP/2021/35	<b>Third Quarter Performance Report 2021/22</b> – To inform Cabinet on the performance of the Council			*	Cabinet	14 <sup>th</sup> March 2022	Third Quarter Performance Management Report 2021/22	Cllr G Butland	Tracey Headford	No
DP/2021/43	<b>Plan for Growth 2022 – 2027</b> – Approve the Council's new economic strategy for the Braintree District			*	Cabinet	14 <sup>th</sup> March 2022	Evidence gathered through the preparation of the Plan for Growth	Cllr T Cunningham	Emma Goodings / Danielle Putt	No
DP/2021/44	<b>Open Spaces Action Plan 2022/23</b> – To approve the latest version of the Open Spaces Action Plan			*	Cabinet	14 <sup>th</sup> March 2022	Open Spaces Action Plan 2021/22 List of changes	Cllr Mrs G Spray	Alex Evans	No
DP/2021/49	<b>To approve the protocol for the use of Drones in and over public open space in the Braintree District</b> – to clarify in what circumstances the Council will permit the use of drones in and over public open space in the Braintree District	*			Cabinet	14 <sup>th</sup> March 2022	TBA	Cllr Mrs W Schmitt / Cllr Bowers	Paul Partridge	No

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		Key	Council	Non-Key						
DP/2021/50	<b>Street Sweepings Arisings Contract</b> – to approve the new Street Sweeping Arisings Contract	*			Cabinet	14 <sup>th</sup> March 2022	TBA	Cllr Mrs W Schmitt	Samir Pandya	No
DP/2021/42	<b>Approval of the Kelvedon Neighbourhood Plan</b>		*		Council	28 <sup>th</sup> March 2022	Kelvedon Neighbourhood Plan Adoption Statement Inspectors Report	Cllr Mrs G Spray	Alan Massow	No
DP/2021/48	<b>Approval for the introduction of the Planning Members Forum</b>		*		Council	28 <sup>th</sup> March 2022	Council report December 2020	Cllr Mrs G Spray	Christopher Paggi	No
DP/2021/47	<b>Local Plan Section 2 Adoption</b> – Approval and adoption of the Plan following the examination of the Local Plan Section 2		*		Council	28 <sup>th</sup> March 2022	Local Plan Section 2 as amended by Inspector Draft Local Plan 2017 Inspectors decision letter Sustainability Appraisal Habitats Regulation Assessment	Cllr Mrs G Spray	Emma Goodings	No

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		Key	Council	Non-Key						
DP/2021/51	<b>To Elect a Chairman and Vice Chairman of the Council</b> – To elect a Chairman and Vice Chairman of the Council for the Civic Year 2022/23		*		AGM	25 <sup>th</sup> April 2022			Kim Cole	No
DP/2021/52	<b>Leader of the Council</b> – To note that Councillor Graham Butland is the Leader of the Council as appointed at the Council's AGM on 21 <sup>st</sup> May 2019 for a four year term of Office		*		AGM	25 <sup>th</sup> April 2022		Cllr G Butland	Kim Cole	No

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DP/2021/53	<b>Leader's Announcements</b> – To receive notice from the Leader of the Council: <ul style="list-style-type: none"> <li>The names and Portfolio Areas of the Members of Cabinet;</li> <li>The Leader's Scheme of Delegation for 2022/23;</li> <li>Appointment to Sub-Committees, Working Groups and Member Reference Group of Cabinet</li> </ul>		*		AGM	25 <sup>th</sup> April 2022	Minutes of Council – 19 <sup>th</sup> April 2021	Cllr G Butland	Kim Cole	No
DP/2021/54	<b>Appointments to Committees of Council</b>		*		AGM	25 <sup>th</sup> April 2022		Cllr G Butland	Kim Cole	No
DP/2021/55	<b>Council Appointments to Outside Bodies for the Civil Year of 2022/23</b>		*		AGM	25 <sup>th</sup> April 2022		Cllr G Butland	Kim Cole	No

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DP/2021/56	<b>Annual Timetable of Meetings 2022/23</b>		*		AGM	25 <sup>th</sup> April 2022		Cllr G Butland	Kim Cole	No
DP/2021/57	<b>Members Allowance Scheme 2022-2023</b>		*		AGM	25 <sup>th</sup> April 2022		Cllr G Butland	Kim Cole	No
DP/2021/58	<b>Constitution Update</b>		*		AGM	25 <sup>th</sup> April 2022		Cllr G Butland	Kim Cole	No
DP/2021/11	<b>Strategic Investment Proposal</b>		*		Council	TBC	Valuation report	Cllr K Bowers	Dominic Collins/ Aidan Kelly	Yes

## DECISIONS TO BE TAKEN BY CABINET MEMBERS UNDER DELEGATED POWERS

Title and Description of Decision	Cabinet Member	Corporate Priority/Vision/Outcome	Proposed date of decision	Consultation and Background papers	Contact Officer
<b>Grounds Maintenance Contracts with Schools</b> – to approve 2022/23 charges for Grounds Maintenance Contracts for Schools	Cllr Mrs W Schmitt, Cabinet Member for Environment and Place	Supporting our communities	28 <sup>th</sup> February 2022	Financial Modelling and Options Summary	Samir Pandya
<b>Commercial Waste Collection Charges</b> – to approve the 2022/23 Commercial Waste Charges	Cllr Mrs W Schmitt, Cabinet Member for Environment and Place	Delivering and innovating	28 <sup>th</sup> February 2022	Finance Modelling and Options	Samir Pandya
<b>Feering Neighbourhood Plan Regulation 16 Consultation Response</b>	Cllr Mrs G Spray, Cabinet Member for Planning and Infrastructure	Connecting people and places	31 <sup>st</sup> March 2022	The Feering Neighbourhood Plan Regulation 16 Consultation	Alan Massow

**NOTICE OF INTENTION TO HOLD A MEETING IN PRIVATE:  
NOTICE UNDER REGULATION 5(2)**

Braintree District Council is required to give 28 clear days' notice of its intention to hold a meeting of an executive decision making body in private. Notice is given that it intends to hold the following Cabinet meeting or part of that meeting in private:

ITEM	DATE OF MEETING (at least 28 clear days after the start of the Notice period)	DATE NOTICE PUBLISHED	REASONS FOR THE MEETING TO BE HELD IN PRIVATE
<b>Pedestrianisation and Public Realm Improvement Scheme – Braintree District Council</b>  (Ref. DP/2021/40)	7 <sup>th</sup> February 2022	1 <sup>st</sup> December 2021	It is proposed that Cabinet will resolve under Section 100A(4) of the Local Government Act 1972 and the Local Authorities (Executive Arrangements) (Access to Information) (England) Regulations 2000 (as amended) to exclude the public from the meeting for this item of business as it involves the likely disclosure of exempt information as defined in Para 3 of Part 1 of Schedule 12A to the Local Government Act 1972 (financial/business affairs of a particular person, including the authority holding information).
<b>Award of tender for the in-cab technology</b>  (Ref. DP/2021/59)	7 <sup>th</sup> February 2022	22 <sup>nd</sup> December 2021	It is proposed that Cabinet will resolve under Section 100A(4) of the Local Government Act 1972 and the Local Authorities (Executive Arrangements) (Access to Information) (England) Regulations 2000 (as amended) to exclude the public from the meeting for this item of business as it involves the likely disclosure of exempt information as defined in Para 3 of Part 1 of Schedule 12A to the Local Government Act 1972 (financial/business affairs of a particular person, including the authority holding information).

<b>Strategic Investment Proposal</b>  (Ref. DP/2021/11)	Council – TBC	30th April 2021	It is proposed that Council will resolve under Section 100A(4) of the Local Government Act 1972 and the Local Authorities (Executive Arrangements) (Access to Information) (England) Regulations 2000 (as amended) to exclude the public from the meeting for this item of business as it involves the likely disclosure of exempt information as defined in Para 3 of Part 1 of Schedule 12A to the Local Government Act 1972 (financial/business affairs of a particular person, including the authority holding information).
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If a member of the public wishes to make representations about why this meeting(s) should be held in public they should be sent no later than 5 working days before the meeting addressed to: Kim Cole, Head of Governance, Braintree District Council, Causeway House, Bocking End, Braintree, Essex, CM7 9HB. Email: - [kim.cole@braintree.gov.uk](mailto:kim.cole@braintree.gov.uk) or [governance@braintree.gov.uk](mailto:governance@braintree.gov.uk)