

**DECISION PLANNER (INCORPORATING THE FORWARD PLAN)**  
**As of 2nd November 2022**  
**COVERING PERIOD: 1st December 2022 – 28th February 2023**

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/2022/15	<b>Second Quarter Performance Report 2022/23</b> – To inform Cabinet on the performance of the Council			*	Cabinet	6th December 2022	Second Quarter Performance Management Report 2022/23	Cllr J McKee	Tracey Headford	No
DP/2022/37	<b>Horizon 120 – Additional land</b> – authority to either exercise or assign an option to acquire land subject to planning permission	*			Cabinet	6th December 2022	TBC	Cllr K Bowers	Aidan Kelly	Yes
DP/2022/52	<b>Digital Strategy 2022-2026</b> – to agree the Digital Strategy 2022-2026	*			Cabinet	6th December 2022		Cllr J McKee	Paul Reid	No
DP/2022/53	<b>IDP and Capital Programme Board</b>			*	Cabinet	6th December 2022	TBC	Cllr G Butland	Suzanne Bennett	No

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/2022/55	<b>Halstead Community Fund</b> - To seek agreement to establish a capital grant funding scheme utilising the budget allocated for investment in the Halstead Community.	*			Cabinet	6th December 2022	TBC	Cllr F Ricci	Caroline Elias-Stephenson	No
DP/2021/11	<b>Strategic Investment Proposal</b>		*		Council	12th December 2022	Economic Development Consultants Report and Minutes of Cabinet 28-11-22	Cllr K Bowers	Dominic Collins/ Aidan Kelly	Yes
DP/2022/47	<b>Approval of the Feering Neighbourhood Plan</b>		*		Council	12th December 2022	Feering Neighbourhood Plan Examiners Report	Cllr Mrs G Spray	Alan Massow	No
DP/2022/45	<b>Returning Officer Fees</b> – to increase fees in line with legislation to allow for holiday pay for election staff		*		Council	12th December 2022		Cllr G Butland	Heather Patarou	No

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/2022/56	<b>To receive the Treasury Management Mid-Year Report for 2022/23</b>		*		Council	12th December 2022	Reports and minutes to Governance and Audit Scrutiny Committee	Cllr J McKee	Mark Jarvis	No
DP/2022/54	<b>Members Allowances</b> – To suspend Rule 20.8 of the Members Allowance Scheme as set out in the Constitution and to not increase Members Allowances in line with the Local Government Staff Pay Award for 2022/23.		*		Council	12th December 2022	Constitution – Members Allowance Scheme	Cllr G Butland	Kim Mayo	No
DP/2022/57	<b>Towerlands Development</b>		*		Council	12th December 2022		Cllr Mrs G Spray	Tim Havers	No
DP/2022/49	<b>To approve appointment of contractors for landscaping and consultant works at Witham and Halstead Town Centres</b>	*			Cabinet	6 <sup>th</sup> February 2023	Previous Cabinet reports and decisions to approve procurement route and budget assignation	Cllr T Cunningham	Nicola Murphy	No

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/2022/28	<b>Eastlight Community Trust – presentation to Cabinet</b> – to receive a presentation on the progress made and development of merger over the last 12 months			*	Cabinet	6th February 2023		Cllr K Bowers	Caroline Elias-Stephenson	No
DP/2022/25	<b>Council Budget and Council Tax 2023/24 and Medium Term Financial Strategy 2023/24 to 2026/27</b> – To agree proposed revenue and capital budgets for 2023/24; Council Tax for 2023/24; Fees and charges for 2023/24; and the Capital Strategy (including the Treasury Strategy and Investment Policy) for 2023/24		*	*	Cabinet  Council	6th February 2023  20th February 2023	Reports and Minutes to Performance Management Scrutiny Committee and Cabinet	Cllr G Butland / Cllr J McKee	Phil Myers	No

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

<b>Title and Description of Decision</b>	<b>Cabinet Member</b>	<b>Corporate Priority/Vision/Outcome</b>	<b>Proposed date of decision</b>	<b>Consultation and Background papers</b>	<b>Contact Officer</b>
<b>To approve procurement and delivery of an open space improvement project at Rose Hill, Braintree</b>	Cllr Mrs W Schmitt	Enhancing our Environment	31st October 2022	None	Nicola Murphy
<b>Procurement of Street Washing Equipment as part of the overall maintenance of the Town Centres</b>	Cllr K Bowers	Housing, Assets and Skills	31st January 2023	Report to Cabinet on 5th October 2022	Dominic Collins
<b>To consider the procurement of contractors to undertake improvements to open space in the vicinity of Mill Park Drive, Braintree</b>	Cllr Mrs W Schmitt	Enhancing our Environment	24th March 2023	None	Nicola Murphy
<b>Award of contract for Garden of Remembrance in Bocking Cemetery</b>	Cllr Mrs W Schmitt	Enhancing our Environment	November 2022		Samir Pandya

**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>Horizon 120 – Additional land</b> – authority to either exercise or assign an option to acquire land subject to planning permission  (Ref. DP/2022/37)	Cabinet – 6th December 2022	2nd August 2022	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 – 12th December 2022	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).

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 Mayo, Head of Governance, Braintree District Council, Causeway House, Bocking End, Braintree, Essex, CM7 9HB. Email: - [kim.mayo@braintree.gov.uk](mailto:kim.mayo@braintree.gov.uk) or [governance@braintree.gov.uk](mailto:governance@braintree.gov.uk)