

DECISION PLANNER (INCORPORATING THE FORWARD PLAN)
COVERING PERIOD: 1st November 2023 – 29th February 2024
As of 2nd November 2023 – published 2nd November 2023

This Decision Planner shows the decisions that Braintree District Council expects to take in the next FOUR 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

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

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/2023/27	Home Upgrade Grant 2 Funding for Domestic Properties in Off Gas Areas	*			Cabinet	27th November 2023		Cllr T Cunningham	Josie Falco / Mark Wilson	No
DP/2023/39	Medium-Term Financial Strategy 2024/25 to 2027/28 – To consider initial Capital and Revenue budget proposals and agree consultation			*	Cabinet	27th November 2023		Cllr K Bowers	Phil Myers	No
DP/2023/51	Essex County Council's Transport Strategy for Braintree - Strategy for noting			*	Cabinet	27th November 2023		Cllr G Spray	Emma Goodings	No
DP/2023/55	Courtauld Sports Ground, Halstead – provision of new tennis court	*			Cabinet	27th November 2023		Cllr G Spray	Julia Watts	No
DP/2023/56	Construction of Rose Hill Linear Park, Braintree – to seek approval of using S106 and capital funds	*			Cabinet	27th November 2023		Cllr G Spray	Grace Allman	No

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		Key	Council	Non-Key						
DP/2023/57	Framework Agreement for the Cleaning and Hygiene Supplies	*			Cabinet	27th November 2023		Cllr K Bowers	Lili Roqueta	No
DP/2023/58	Climate Change Strategy update 2023 – for Cabinet to note the actions in the 2023/2024 Climate Action Plan			*	Cabinet	27th November 2023	Climate Strategy 2022/23 Climate Action Plan	Cllr T Cunningham	Josie Falco	No
DP/2023/59	Change to the Cabinet Portfolios		*		Council	11th December 2023		Cllr G Butland	Kim Mayo	No
DP/2023/42	Treasury Annual Report 2022/23 - to receive the Treasury Management Annual Report 2022/23		*		Council	11th December 2023	Reports and minutes for Governance and Audit Committee – 24th August 2023	Cllr K Bowers	Mark Jarvis	No
DP/2023/64	To receive the Treasury Management Mid-Year Report for 2023/24		*		Council	11th December 2023	Reports and minutes for Governance and Audit Committee – 4th October 2023	Cllr K Bowers	Mark Jarvis	No

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		Key	Council	Non-Key						
DP/2023/53	Cycling Strategy Year Two – to approve the targets met for the Cycling Strategy and Implementation Plan. To approve the draft Implementation Plan 2023		*		Council	11th December 2023	Cycle Strategy 2021 Draft Implementation Plan 2022	Cllr G Spray	Louise Flavell	No
DP/2023/54	Local Council Tax Support Scheme – to approve a revised Local Council Tax Support Scheme for working age claimants		*		Council	11th December 2023		Cllr K Bowers	Phil Myers/ Juli Rigby	No
DP/2023/60	Request for Dispensation under Section 85 of the Local Government Act 1972		*		Council	11th December 2023		Cllr G Butland	Kim Mayo	No
DP/2023/61	Governance and Audit Committee Annual Report 2022/23		*		Council	11th December 2023	Reports and minutes for Governance and Audit Committee – 4th October 2023	Cllr J Wrench	Angie Mitchell	No

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		Key	Council	Non-Key						
DP/2023/25	Skate Parks in the District - To award the contract for the design and build of three Skate Parks	*			Cabinet	18th December 2023	Tender documents	Cllr T Cunningham	Jenny Beck	No
DP/2023/26	Award Contract for Vehicle Replacements (2023/24)	*			Cabinet	18th December 2023		Cllr T Cunningham	Samir Pandya	No
DP/2023/37	Second Quarter Performance Report 2023/24 – to inform Cabinet on the performance of the Council			*	Cabinet	18th December 2023	Second Quarter Performance Management Report 2023/24	Cllr K Bowers	Tracey Headford	No
DP/2023/41	Homelessness and Rough Sleeping Strategy – to consider the draft Homelessness and Rough Sleeping Strategy prior to consultation	*			Cabinet	18th December 2023	Reports and minutes for Corporate Policy Development Committee – 30th November 2023	Cllr L Bowers-Flint	Caroline Elias-Stephenson / Carly Jones	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/2023/20	Policy for Household Waste and Recycling Collections – to agree a policy for the collection of household waste and recycling	*			Cabinet	18th December 2023	Reports and minutes for Corporate Policy Development Committee – 30th November 2023	Cllr T Cunningham	Paul Partridge	No
DP/2022/51	Witham Community Centre – to agree to the transfer of the Community Centre and adjoining sports grounds.	*			Cabinet	18th December 2023	TBC	Cllr K Bowers	Saila Haq	Yes
DP/2023/38	Livewell Strategy – Livewell Strategy and key health and wellbeing priorities to be agreed	*			Cabinet	18th December 2023	Livewell Evidence Report	Cllr L Bowers-Flint	Tristan Easey	No
DP/2023/62	Empty Homes Policy	*			Cabinet	18th December 2023	Reports and minutes for Corporate Policy Development Committee – 30th November 2023	Cllr L Bowers-Flint	Carly Jones / Beth Couzens	No

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DP/2023/52	Gateway to Homechoice – request from Chelmsford City Council to join the consortium	*			Cabinet	18th December 2023		Cllr L Bowers-Flint	Donna Goodchild	No
DP/2023/65	Corporate Peer Challenge 2023: Report and Initial Response			*	Cabinet	18th December 2023	Corporate Peer Challenge Report	Cllr G Butland	Suzanne Bennett	No
DP/2023/21	Access rights over land adjoining Horizon 120			*	Cabinet	18th December 2023		Cllr K Bowers	Dominic Collins	Yes
DP/2023/45	Braintree District Council Asset Considerations - To consider future options in relation to Council owned Assets	*			Cabinet	5th February 2024		Cllr K Bowers	Emma Goodings	Yes
DP/2023/66	Corporate Peer Challenge 2023: Action Plan	*			Cabinet	5th February 2024	LGA Corporate Peer Challenge Report and previous Cabinet Report (18th December 2023)	Cllr G Butland	Suzanne Bennett	No

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DP/2023/63	Council Budget and Council Tax 2024/25 and Medium Term Financial Strategy 2024/25 to 2027/28 – To agree proposed revenue and capital budgets for 2024/25; Council Tax for 2024/25; Fees and charges for 2024/25; and the Capital Strategy (including the Treasury Strategy and Investment Policy) for 2024/25		*	*	Cabinet Council	5th February 2024 19th February 2024	Reports and Minutes for Corporate Scrutiny Committee and Cabinet	Cllr G Butland / Cllr K Bowers	Phil Myers	No
DP/2023/49	To approve the Steeple Bumpstead Neighbourhood Plan as part of the development plan for the District		*		Council	19th February 2024	The Steeple Bumpstead Neighbourhood Plan Examiners Report	Cllr G Spray	Alan Massow	No
DP/2023/50	To approve an updated Neighbourhood Plan for Hatfield Peverel		*		Council	19th February 2024	The Hatfield Peverel Neighbourhood Plan Examiners Report	Cllr G Spray	Alan Massow	No

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
Award of Contract for the Construction of two Changing Places Toilets in Witham Town Hall and Halstead Leisure Centre	Cllr F Ricci	Supporting our communities	2nd November 2023	Changing Places Fund Implementation Guidance 2022 Grant Agreement with DHLUC dated 24th March 2022 Invitation to Tender dated 28th July 2023 together with tender/contact documents	Penny Calder
To award a lease for Digital Printing Press	Cllr G Butland	Delivery and innovating	10th November 2023	Invitation to Quote dated 6th September 2023 CCS framework agreement (RM6174) contract documents	Sam Moore
Memorial Fees and Charges (Bocking Cemetery)	Cllr K Bowers	Delivery and innovating	24th November 2023		Esme McCambridge
Green Skills Delivery Programme	Cllr F Ricci	Promoting prosperity	27th November 2023	Braintree District Council Economic Growth Strategy Reports and minutes for Cabinet – 25th July 2022	Heidi Turnbull

**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
Access rights over land adjoining Horizon 120 (DP/2023/21)	Cabinet – 18th December 2023	2nd June 2023	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).
Witham Community Centre – to agree to the transfer of the Community Centre and adjoining sports grounds. (DP/2022/51)	Cabinet – 18th December 2023	2nd October 2023	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).

Braintree District Council Assets - To consider future options in relation to Council owned Assets (DP/2023/45)	Cabinet – 5th February 2024	1st August 2023	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).
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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 Mayo, Head of Governance, Braintree District Council, Causeway House, Bocking End, Braintree, Essex, CM7 9HB. Email: - kim.mayo@braintree.gov.uk or governance@braintree.gov.uk