

**DECISION PLANNER (INCORPORATING THE FORWARD PLAN)**  
**COVERING PERIOD: 1st September 2024 – 30th November 2024**  
**Published on 2nd August 2024**

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 £250,000 (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/2024/27	<b>First Quarter Performance Report 2024/25</b> – to inform Cabinet on the performance of the Council			*	Cabinet	9th September 2024	First Quarter Performance Management Report 2024/25	Cllr K Bowers	Tom Williams	No
DP/2024/29	<b>Garden Waste Service</b> – to provide an update and approve the Garden Waste Charging Structure for 2025/26	*			Cabinet	9th September 2024		Cllr T Cunningham	Charlotte Paine	No
DP/2024/31	<b>Climate Strategy Annual Report 2023/24</b> - to provide an update on the progress of the Strategy			*	Cabinet	9th September 2024	Climate Change Strategy Climate Update Report 2023	Cllr T Cunningham	Josie Falco	No
DP/2024/34	<b>Medium Term Financial Strategy 2024/25 to 2027/28</b> To agree the budget process for 2025/26 and receive an initial update on the Medium-term Financial Strategy			*	Cabinet	9th September 2024		Cllr K Bowers	Phil Myers	No

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		Key	Council	Non-Key						
DP/2023/21	<b>Access rights over land adjoining Horizon 120</b> – to grant an Easement for access rights	*			Cabinet	9th September 2024		Cllr K Bowers	Dominic Collins	Yes
DP/2022/51	<b>Witham Community Centre</b> – to agree to the transfer of the Community Centre and adjoining sports grounds	*			Cabinet	9th September 2024	TBC	Cllr K Bowers	Saila Haq	Yes
DP/2024/15	<b>Waste Strategy for Essex</b> – to adopt a strategy for the management of waste across Essex for the next 30 years (to 2054)	*			Cabinet	9th September 2024	Environment Act 2021 Simpler Recycling/Collection and Packaging Reforms Defra's Resources and Waste Strategy	Cllr T Cunningham	Charlotte Paine	No
DP/2024/37	<b>Corporate Peer Challenge: Progress Report</b> – to note the LGA Corporate Peer Challenge Progress Report			*	Cabinet	9th September 2024	Progress Report as provided by the LGA Peer Team	Cllr G Butland	Suzanne Bennett	No

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		Key	Council	Non-Key						
DP/2024/38	<b>To award contract for the 3G AGP at Witham Sports Ground and agree the distribution of S106 funding</b>	*			Cabinet	9th September 2024	Report and Minutes of Cabinet – 25th September 2023	Cllr M Cunningham	Joby Humm / Neil Jones	No
DP/2024/39	<b>Cleaning Contract</b> – to consider entering into a shared Council cleaning contract with Tendring and Colchester	*			Cabinet	9th September 2024		Cllr K Bowers	Edwina Crowley	No
DP/2024/40	<b>Annual Governance Statement 2023-24</b> – to approve the Annual Governance Statement for 2023-24			*	Cabinet	9th September 2024		Cllr G Butland	Phil Myers	No
DP/2024/41	<b>North Essex Shared Services</b> – to agree proposals for shared services with Colchester City Council and Epping Forest District Council as part of the North Essex Councils strategic partnership			*	Cabinet	9th September 2024	Report and Minutes of Cabinet – 25th September 2023	Cllr G Butland	Suzanne Bennett	Yes

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		Key	Council	Non-Key						
DP/2024/42	<b>Framework Agreement for Playground, Gym and Urban Play</b> – to obtain delegated authority to establish a framework	*			Cabinet	9th September 2024	EIA	Cllr K Bowers	Claire Sargeant	No
DP/2023/50	<b>To approve an updated Neighbourhood Plan for Hatfield Peverel</b>		*		Council	23rd September 2024	The Hatfield Peverel Neighbourhood Plan Examiners Report	Cllr G Spray	Alan Massow	No
DP/2024/36	<b>Treasury Annual Report 2023/24</b> – to receive the Treasury Management Annual Report 2023/24		*		Council	23rd September 2024	Reports and minutes for Governance and Audit Committee – 25th July 2024	Cllr K Bowers	Mark Jarvis	No
DP/2024/43	<b>New CMS/Website Contract</b> – to award the contract	*			Cabinet	25th November 2024		Cllr K Bowers	Paul Reid	No
DP/2024/33	<b>The Asset Management Strategy</b>	*			Cabinet	25th November 2024		Cllr K Bowers	Edwina Crowley	No

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		Key	Council	Non-Key						
DP/2024/44	<b>Asset Management – Property and Land Transactions</b>	*			Cabinet	25th November 2024		Cllr K Bowers	Edwina Crowley	Yes
DP/2024/21	<b>Procurement of emergency accommodation for homeless households</b> – to approve procurement of B&B/hotel/nightly let accommodation for homeless households for whom no other resource is available	*			Cabinet	25th November 2024		Cllr L Bowers-Flint	Donna Goodchild	No
DP/2024/45	<b>Gateway to Homechoice Allocations Policy – review and amendments 2024</b> – to approve the adoption of the amended Allocations Policy	*			Cabinet	25th November 2024	Schedule of amendments	Cllr L Bowers-Flint	Donna Goodchild	No

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		Key	Council	Non-Key						
DP/2024/46	<b>Second Quarter Performance Report 2024/25</b> – to inform Cabinet on the performance of the Council			*	Cabinet	25th November 2024	Second Quarter Performance Management Report 2024/25	Cllr K Bowers	Tom Williams	No
DP/2024/47	<b>Medium-Term Financial Strategy 2025/26 to 2028/29</b> – to consider initial Capital and Revenue budget proposals and agree consultation			*	Cabinet	25th November 2024		Cllr K Bowers	Phil Myers	No
DP/2022/8	<b>Chapel Hill, Braintree</b> – to determine the option of developing a housing scheme on Council owned land including arrangements to gain freehold possession of tenanted land to facilitate the development	*			Cabinet	25th November 2024		Cllr K Bowers	Saila Haq	Yes

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

Ref No.	Title and Description of Decision	Cabinet Member	Corporate Priority/Vision/Outcome	Proposed date of decision	Consultation and Background papers	Contact Officer
CD/2024/08	<b>Approval of a Community Impact Grant</b>	Cllr G Butland	Supporting our communities	1st July 2024	Reports and minutes for Cabinet – 18th December 2023	Rachel Kelly
CD/2024/17	<b>Approval of the Strategic Environmental Assessment Screening Determination Statement for the Council's Draft Affordable Housing Supplementary Planning Document</b>	Cllr G Spray	Connecting people and places	1st August 2024	Affordable Housing SPD SEA Report  SEA Screening Determination Statement Affordable Housing	Alan Massow
CD/2024/16	<b>Approval of funding to Braintree Area Foodbank Food Purchase and lived Experience Project</b>	Cllr G Butland	Supporting our communities	1st August 2024		Michael Graham
CD/2024/18	<b>Extension of the existing Local Lettings Plan, Boar's Tye, Witham</b>	Cllr L Bowers-Flint	Supporting our communities	31st July 2024	Existing LLP from 2022	Steven Bland
CD/2024/21	<b>Climate Change Communications Resource</b>	Cllr T Cunningham	Enhancing our environment	12th August 2024		Tania Roberge



**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>Access rights over land adjoining Horizon 120</b> – to grant an Easement for access rights  (DP/2023/21)	Cabinet – 9th September 2024	1st February 2024	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>Witham Community Centre</b> – to agree to the transfer of the Community Centre and adjoining sports grounds.  (DP/2022/51)	Cabinet – 9th September 2024	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).

<b>North Essex Shared Services</b> – to agree proposals for shared services with Colchester City Council and Epping Forest District Council as part of the North Essex Councils strategic partnership  (DP/2024/41)	Cabinet – 9th September 2024	3rd July 2024	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>Asset Management – Property and Land Transactions</b>  (DP/2024/44)	Cabinet – 25th November 2024	2nd August 2024	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>Chapel Hill, Braintree</b> – to determine the option of developing a housing scheme on Council owned land including arrangements to gain freehold possession of tenanted land to facilitate the development  (DP/2022/8)	Cabinet – 25th November 2024	2nd August 2024	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).

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)