

**DECISION PLANNER (INCORPORATING THE FORWARD PLAN)**  
**COVERING PERIOD: 1st January 2025 – 31st March 2025**  
**Published on 3rd December 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/2024/44	<b>Asset Management – Property and Land Transactions</b>	*			Cabinet	3rd February 2025		Cllr K Bowers	Edwina Crowley	Yes
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	3rd February 2025		Cllr K Bowers	Edwina Crowley	Yes
DP/2024/43	<b>New CMS/Website Contract</b> – to award the contract	*			Cabinet	3rd February 2025		Cllr K Bowers	Paul Reid	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/2024/55	<b>Council Budget and Council Tax 2025/26 and Medium Term Financial Strategy 2025/26 to 2028/29</b> – To agree proposed revenue and capital budgets for 2025/26; Council Tax for 2025/26; Fees and charges for 2025/26; and the Capital Strategy (including the Treasury Strategy and Investment Policy) for 2025/26		*	*	Cabinet  Council	3rd February 2025  24th February 2025	Reports and Minutes for Corporate Scrutiny Committee and Cabinet	Cllr G Butland / Cllr K Bowers	Phil Myers	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	17th March 2025	Schedule of amendments	Cllr L Bowers-Flint	Donna Goodchild	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/2024/56	<b>Third Quarter Performance Report 2024/25</b> – to inform Cabinet on the performance of the Council			*	Cabinet	17th March 2025	Third Quarter Performance Management Report 2024/25	Cllr K Bowers	Tom Williams	No
DP/2024/57	<b>Annual Plan 2025/26</b> – to approve the Plan for the District and agree the proposed key actions and performance measures up to March 2026			*	Cabinet	17th March 2025	Annual Plan 2025/26	Cllr G Butland	Tracey Headford	No
DP/2024/58	<b>The Livewell Strategy Year 1 Outcomes</b> – to provide an update on the Livewell Strategy performance and outcomes achieved throughout 2024			*	Cabinet	17th March 2025		Cllr L Bowers-Flint	Caroline Elias-Stephenson	No
DP/2024/56	<b>Waste Water collection from Cordons Farm Waste Transfer Station and Lakes Road Depot</b> – to seek delegated authority to award the contract	*			Cabinet	17th March 2025		Cllr T Cunningham	Levi White	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/2023/72	<b>To approve the Bures and Bures St Mary Neighbourhood Plan as part of the development plan for the District</b>		*		Council	24th March 2025	Bures Neighbourhood Plan Examiners Report	Cllr G Spray	Alan Massow	No
DP/2023/49	<b>To approve the Steeple Bumpstead Neighbourhood Plan as part of the development plan for the District</b>		*		Council	24th March 2025	The Steeple Bumpstead Neighbourhood Plan Examiners Report	Cllr G Spray	Alan Massow	No

## 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

**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>Asset Management – Property and Land Transactions</b>  (DP/2024/44)	Cabinet - 3rd February 2025	1st November 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 - 3rd February 2025	1st November 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)