

**DECISION PLANNER (INCORPORATING THE FORWARD PLAN)**  
**COVERING PERIOD: 1st November 2025 – 31st January 2026**  
**Originally published on 3rd October – republished on 21st October 2025**

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/2025/53	<b>Local Plan – to approve the Draft Plan ahead of Regulation 18 Consultation</b>		*		Extraordinary Meeting of Full Council	24th November 2025	Minutes and Reports to the Local Plan Sub-Committee	Cllr G Spray	Sarah Ashton	No
DP/2025/43	<b>Medium-Term Financial Strategy 2026/27 to 2029/30 – to consider initial Capital and Revenue budget proposals and agree consultation</b>			*	Cabinet	27th November 2025		Cllr K Bowers	Phil Myers	No
DP/2025/44	<b>Strategic Risk Register – to approve the updated Strategic Risk Register</b>			*	Cabinet	27th November 2025		Cllr K Bowers	Phil Myers / Angie Mitchell	No
DP/2025/21	<b>Adoption of the Essex Air Quality Strategy – to approve the adoption of the Essex Air Quality Strategy</b>	*			Cabinet	27th November 2025		Cllr L Bowers-Flint	Josie Falco	No

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		Key	Council	Non-Key						
DP/2025/56	<b>Inter-Authority Agreement for provision of sorting and marketing of mixed recyclate</b> – to enter into an amended Inter-Authority Agreement	*			Cabinet	27th November 2025		Cllr T Cunningham	Charlotte Paine	No
DP/2025/57	<b>Re-establishing the framework for Grounds Maintenance Equipment</b> – to seek delegated authority to award and enter into the framework agreement	*			Cabinet	27th November 2025		Cllr K Bowers	Lili Roqueta	No
DP/2025/58	<b>Scrutiny Review into the North Essex Parking Partnership (NEPP)</b> – Cabinet to consider and provide a response in respect of the Corporate Scrutiny Committee report			*	Cabinet	27th November 2025	Report and Minutes from Cabinet on 15th September 2025	Cllr G Butland	Esme McCambridge	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/2025/59	<b>Scrutiny Review into Anti-Social Behaviour (ASB)</b> – Cabinet to consider and provide a response in respect of the Corporate Policy Development Committee report			*	Cabinet	27th November 2025	Report and Minutes from Cabinet on 15th September 2025	Cllr Mary Cunningham	Colin Cox	No
DP/2025/66	<b>To Award a Contract for the Revenues and Benefit System</b>	*			Cabinet	27th November 2025		Cllr K Bowers	Phil Myers	Yes
DP/2025/48	<b>Treasury Management Mid-Year Report 2025/26</b> – to receive the Treasury Management Mid-Year Report 2025/26		*		Council	8th December 2025	Reports and minutes for Governance and Audit Committee – 9th July.2025	Cllr K Bowers	Mark Jarvis	No

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		Key	Council	Non-Key						
DP/2025/60	<b>Scrutiny Review into the North Essex Parking Partnership (NEPP)</b> – Cabinet to provide a response to Council in respect of the Corporate Scrutiny Committee report		*		Council	8th December 2025	Report and Minutes from Cabinet on 27th November 2025	Cllr G Butland	Jessica Mann	No
DP/2025/61	<b>Scrutiny Review into Anti-Social Behaviour (ASB)</b> – Cabinet to provide a response to Council in respect of the Corporate Policy Development Committee report		*		Council	8th December 2025	Report and Minutes from Cabinet on 27th November 2025	Cllr Mary Cunningham	Jessica Mann	No
DP/2025/62	<b>Polling Place Review</b> – to approve changes made in the polling place review		*		Council	8th December 2025		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/2025/49	<b>Second Quarter Performance Management Report 2025/26</b> – to inform Cabinet on the performance of the Council			*	Cabinet	15th December 2025	Full Second Quarter Performance Management Report 2025/26	Cllr K Bowers	Tom Williams	No
DP/2025/32	<b>Procurement of Plastic Sacks 2026/27</b> – to award the contract	*			Cabinet	15th December 2025		Cllr T Cunningham	Debbie Horrey	No
DP/2025/50	<b>Commercial Waste Service Review including Trade Waste 2026/27 Fees and Charges</b> – to agree the 2026/27 Commercial Waste Collection Fees and Charges			*	Cabinet	15th December 2025		Cllr T Cunnigham	Esme McCambridge	No
DP/2025/45	<b>Gateway to Homechoice Allocations Policy Review</b> – to approve changes to the sub-regional Allocations Policy	*			Cabinet	15th December 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/2025/29	<b>Plant Equipment Replacement 2025-26</b> – to award the contract for procurement of replacement Plant Equipment	*			Cabinet	15th December 2025	Report and Minutes from Cabinet on 27th May 2025	Cllr T Cunningham	Debbie Bezzina	No
DP/2025/54	<b>Property Disposals</b> – to approve the disposal of commercial sites for best consideration	*			Cabinet	15th December 2025		Cllr K Bowers	Edwina Crowley	Yes

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

<b>Ref No.</b>	<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>
CD/20 25/11	<b>Case Management and Document Management Solution (Idox) Contract</b> – approval to award contract	Cllr K Bowers	Delivering and innovating	31st October 2025		Paul Reid
CD/20 25/12	<b>Setting of Section 106 Monitoring Fees for Biodiversity Net Gain Habitat Bank Sites</b>	Cllr G Spray	Enhancing our environment	31st October 2025	The Environment Act 2021  Planning Practice Guidance – Biodiversity net gain – GOV.UK & Planning obligations – GOV.UK	Chris Paggi
CD/20 25/13	<b>To approve funding for Communication resource from the Climate Change Reserve fund</b>	Cllr T Cunningham	Enhancing our environment	31st October 2025	Climate Communication Strategy 2025-26	Josie Falco / Tania Roberge
CD/20 25/14	<b>Purchase of a Heavy Plant Machine for Cordons Farm</b>	Cllr T Cunningham	Delivering and innovating	10th November 2025		Debbie Bezzina
CD/20 25/15	<b>Garden Waste Permit Subscription Service</b> – to award the contract to the successful bidder	Cllr T Cunningham	Delivering and innovating	28th November 2025		Debbie Horrey



**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
<p><b>To Award a Contract for the Revenues and Benefit System</b>  (DP/2025/66)</p>	<p>27th November 2025</p>	<p>21st October 2025</p>	<p>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).</p>
<p><b>Property Disposals</b> – to approve the disposal of commercial sites for best consideration  (DP/2025/54)</p>	<p>15th December 2025</p>	<p>3rd October 2025</p>	<p>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).</p>

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)