

**DECISION PLANNER (INCORPORATING THE FORWARD PLAN)**  
**COVERING PERIOD: 1st January 2026 – 31st March 2026**  
**Published on 3<sup>rd</sup> December 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/2025/41 | <b>Award of the Temporary Labour Contract</b> – to award to the successful bidder.   | *                |         |         | Cabinet        | 2nd February 2026             | Previous contract documents      | Cllr T Cunningham | Debbie Horrey                   | No  |
| DP/2025/76 | <b>Award of Contract for the Haulage of Waste</b> – To award a contract to the successful bidder for the haulage of waste using revenue from operations haulage of waste budget. | *                |         |         | Cabinet        | 2 <sup>nd</sup> February 2026 | Procurement documents            | Cllr T Cunningham | Debbie Horrey                   | No  |
| DP/2025/45 | <b>Award of M&amp;E Contract for four Commercial Sites</b> – to give authority to the Council to enter into a four year M&E contract.  | *                |         |         | Cabinet        | 2 <sup>nd</sup> February 2026 |                                  | Cllr K Bowers     | Andrew Brewer / Dominic Collins | No  |

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|------------|---|------------------|---------|---------|----------------|-------------------------------|----------------------------------|---------------------|-----------------|---|
|            |   | Key              | Council | Non-Key |                |                               |                                  |                     |                 |   |
| DP/2025/68 | <b>Amendments to Braintree Town Centre Public Spaces Protection Order</b> – to seek authority to make amendments to the PSPO for Braintree Town Centre. | *                |         |         | Cabinet        | 2nd February 2026             |                                  | Cllr M Cunningham   | Colin Cox       | No  |
| DP/2025/75 | <b>Public Spaces Protection Order (PSPO) Enforcement Policy</b> –<br>To consider a Public Spaces Protection Order (PSPO) Enforcement Policy.            |                  |         | *       | Cabinet        | 2 <sup>nd</sup> February 2026 |                                  | Cllr M Cunningham   | Colin Cox       | No  |
| DP/2024/45 | <b>Gateway to Homechoice Allocations Policy Review</b> – to approve changes to the Allocations Policy.  | *                |         |         | Cabinet        | 2nd February 2026             | Schedule of amendments           | Cllr L Bowers-Flint | Donna Goodchild | No  |

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|            |   | Key              | Council | Non-Key |                        |   |  |                                |                 |   |
| DP/2025/64 | <b>Council Budget and Council Tax 2026/27 and Medium-Term Financial Strategy 2026/27 to 2029/30</b> – to agree proposed revenue and capital budgets for 2026/27; Council Tax for 2026/27; Fees and charges for 2026/27; and the Capital Strategy (including the Treasury Strategy and Investment Policy) for 2026/27. |                  | *       | *       | Cabinet<br><br>Council | 2nd February 2026<br><br>16th February 2026 | Reports and Minutes for Corporate Scrutiny Committee and Cabinet | Cllr G Butland / Cllr K Bowers | Phil Myers      | No  |
| DP/2025/65 | <b>Employee Recognition</b> – to provide Full Council with the details of winners of the Employee Recognition Scheme.   |                  | *       |         | Council                | 16th February 2026                          |  | Cllr T Cunningham              | Tracey Headford | No  |

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|------------|---|------------------|---------|---------|----------------|---------------------------|--|----------------|-----------------|---|
|            |   | Key              | Council | Non-Key |                |                           |  |                |                 |   |
| DP/2025/70 | <b>Third Quarter Performance Management Report 2025/26</b> – to inform Cabinet on the performance of the Council.   |                  |         | *       | Cabinet        | 16th March 2026           | Full Third Quarter Performance Management Report 2025/26 | Cllr K Bowers  | Tom Williams    | No  |
| DP/2025/71 | <b>Two Year Plan 2026 – 2028</b> – to approve the Plan for the District over the next two years and agree the proposed actions and performance measures up to March 2028. |                  |         | *       | Cabinet        | 16th March 2026           |  | Cllr G Butland | Tracey Headford | No  |

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|------------|---|------------------|---------|---------|----------------|-----------------------------|--|-------------------|-----------------|---|
|            |   | Key              | Council | Non-Key |                |                             |  |                   |                 |   |
| DP/2025/72 | <b>Award of contract for Footpath, unadopted highway and car repair work –</b><br>To commit expenditure and award a contract to the successful bidder for footpath, unadopted highway and car park repairs for a period of 3 years with the option to extend for a maximum period of 24 months. | *                |         |         | Cabinet        | 16th March 2026             |  | Cllr T Cunningham | Debbie Horrey   | No  |
| DP/2025/73 | <b>Liquid Fuels Award of Contract –</b> To provide all liquid fuel, (standard road diesel, red diesel and Add Blue additive) for Braintree Fleet Vehicles and Generator for Causeway House - Back up power.   | *                |         |         | Cabinet        | 16 <sup>th</sup> March 2026 | Award of Contract template to be added to planner ready for updating as procurement progresses in January. | Cllr T Cunningham | Debbie Bezzina  | No  |

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|            |   | Key              | Council | Non-Key |                |                             |                                  |                   |                 |   |
| DP/2025/74 | <b>Award of contract for the refurbishment of four playsites at Spa Road Witham, Rickstone Rec Witham, Beckers Green Braintree and Kings Road Halstead –</b><br>To award a contract to the successful bidder (moderation process taking place on 16/12/25) for the refurbishment of Spa Road and Rickstone Rec playsites in Witham and Beckers Green in Braintree and Kings Road in Halstead. | *                |         |         | Cabinet        | 16 <sup>th</sup> March 2026 | Procurement documents            | Cllr T Cunningham | Debbie Horrey   | 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             |
|----------------|--|-------------------|-----------------------------------|---------------------------|---|-----------------------------|
| CD/20<br>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<br>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<br><br>Planning Practice Guidance – Biodiversity net gain – GOV.UK & Planning obligations – GOV.UK | Chris Paggi                 |
| CD/20<br>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<br>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<br>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               |



|                |  |                     |                            |                                     |  |                    |
|----------------|--|---------------------|----------------------------|-------------------------------------|--|--------------------|
| CD/20<br>25/16 | <b>Accommodation Based Housing Related Support</b> – to authorise the Director and Head of Service to enter into SLAs with supported accommodation providers | Cllr L Bowers-Flint | Supporting our communities | 1 <sup>st</sup><br>December<br>2025 |  | Donna<br>Goodchild |
|----------------|--|---------------------|----------------------------|-------------------------------------|--|--------------------|

**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 |
|------|---|-----------------------|---|
|      |   |                       |   |

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)