

**DECISION PLANNER (INCORPORATING THE FORWARD PLAN)**  
**COVERING PERIOD: 1st May 2026 – 31st July 2026**  
**Published on 2nd April 2026**

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/2026/02	<b>Climate Strategy Update</b> – Approval of the Climate Action Plan 2026 to 2028	*			Cabinet	11th May 2026		Cllr T Cunningham	Josie Falco	No
DP/2026/01	<b>Section 46 of the Environmental Protection Act 1990 Enforcement</b> – To seek approval for the implementation of Fixed Penalty Notices for breaches of household waste related requirements	*			Cabinet	11th May 2026	<ul style="list-style-type: none"> <li>- Environmental Protection Act 1990</li> <li>- The Environmental Offences (Fixed Penalties) (Miscellaneous Provisions) (Amendment) Regulations 2012</li> <li>Non-Statutory Guidance – Household waste bins: when and how councils may issue fixed penalties</li> </ul>	Cllr T Cunningham	Colin Cox	No
DP/2026/05	<b>Community Asset Transfer Policy</b> – To consider the adoption of a new community asset transfer policy and process	*			Cabinet	11th May 2026		Cllr K Bowers	Dominic Collins	No

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		Key	Council	Non-Key						
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	11th May 2026		Cllr G Butland	Tracey Headford	No
DP/2025/77	<b>To Elect a Chairman and Vice Chairman of the Council</b> – To elect a Chairman and Vice Chairman of the Council for the Civic Year 2026/27		*		AGM	28th May 2026			Kim Mayo	No
DP/2025/78	<b>Leader of the Council</b> – To note the Leader of the Council		*		AGM	28th May 2026	Report and Minutes of AGM – 25th May 2023 (Councillor Graham Butland appointed the Leader of the Council for a four-year term of Office)	Cllr G Butland	Kim Mayo	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/2025/79	<b>Leader's Announcements</b> – To receive notice of: <ul style="list-style-type: none"> <li>The names and Portfolio Areas of Cabinet;</li> <li>Scheme of Delegation for 2026/27;</li> <li>Appointment to Sub-Committees, Working Groups and Member Reference Group of Cabinet</li> </ul>		*		AGM	28th May 2026	Report and Minutes of AGM – 25th May 2023	Cllr G Butland	Kim Mayo	No
DP/2025/80	<b>Appointments to:</b> <ul style="list-style-type: none"> <li>Committees of the Council</li> <li>Outside Bodies for the Civic Year of 2026/27</li> </ul>		*		AGM	28th May 2026	The Council's Constitution	Cllr G Butland	Kim Mayo	No

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		Key	Council	Non-Key						
DP/2025/81	<b>Members Allowance Scheme 2026/27</b> – Increase in Members’ Allowances in accordance with the Constitution		*		AGM	28th May 2026	The Council’s Constitution	Cllr G Butland	Kim Mayo	No
DP/2025/82	<b>Annual Review of the Constitution</b>		*		AGM	28th May 2026	The Council’s Constitution	Cllr G Butland	Kim Mayo	No
DP/2025/83	<b>Annual Timetable of Council Meetings 2026/27</b>		*		AGM	28th May 2026		Cllr G Butland	Kim Mayo	No
DP/2026/04	<b>Employee Recognition</b> – To provide Full Council with the details of winners of the Employee Recognition Scheme		*		Council	22nd June 2026		Cllr T Cunningham	Tracey Headford	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/2026/06	<b>Fourth Quarter Performance Management Report 2025/26</b> – To inform Cabinet on the performance of the Council			*	Cabinet	27th July 2026	Full Fourth Quarter Performance Management Report 2025/26	Cllr K Bowers	Tom Williams	No
DP/2026/07	<b>Strategic Risk Register</b> – to approve the updated Strategic Risk Register			*	Cabinet	27th July 2026		Cllr K Bowers	Phil Myers / Angie Mitchell	No
DP/2026/08	<b>Healthy Housing Strategy and Homelessness and Rough Sleeping Strategy Update</b> – To provide an annual update on the work that has been delivered			*	Cabinet	27th July 2026	Homelessness and Rough Sleeping Strategy Healthy Housing Strategy	Cllr L Bowers-Flint	Carly Jones	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 25/12	<b>Setting of Section 106 Monitoring Fees for Biodiversity Net Gain Habitat Bank Sites</b>	Cllr G Spray	Enhancing our environment	30th April 2026	The Environment Act 2021  Planning Practice Guidance – Biodiversity net gain – GOV.UK & Planning obligations – GOV.UK	Chris Paggi
CD/20 26/02	<b>To approve a 12-month extension to The North Essex Parking Partnership Joint Committee Agreement 2022</b>	Cllr T Cunningham	Supporting our communities	30th April 2026	The North Essex Parking Partnership Joint Committee Agreement dated 1 <sup>st</sup> April 2022	Esme McCambridge
CD/20 26/03	<b>Commercial Waste Collection Charges for 2026/27</b>	Cllr T Cunningham	Enhancing our environment	30th April 2026		Debbie Horrey
CD/20 26/04	<b>Commercial Grounds Maintenance Charges 2026/27</b>	Cllr T Cunningham	Enhancing our environment	30th April 2026		Debbie Horrey / Metin Ledwell
CD/20 26/05	<b>To enter into a Grant Agreement for 2026-27 with Citizens Advice Braintree and South Essex</b>	Cllr M Cunningham	Supporting our communities	30th April 2026		Tracey Parry

**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:

<b>ITEM</b>	<b>DATE OF MEETING (at least 28 clear days after the start of the Notice period)</b>	<b>DATE NOTICE PUBLISHED</b>	<b>REASONS FOR THE MEETING TO BE HELD IN PRIVATE</b>
<b>None</b>			

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)