

**DECISION PLANNER (INCORPORATING THE FORWARD PLAN)  
COVERING PERIOD: 1st January 2024 – 31st March 2024  
As of 1st December 2023 – published 1st December 2023**

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 £150,000 (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/2023/37 | <b>Second Quarter Performance Report 2023/24</b> – to inform Cabinet on the performance of the Council |                  |         | *       | Cabinet        | 22nd January 2024         | Second Quarter Performance Management Report 2023/24                                | Cllr K Bowers       | Tracey Headford / Tom Williams          | No  |
| DP/2023/41 | <b>Homelessness and Rough Sleeping Strategy</b> – to delegate approval for final strategy              | *                |         |         | Cabinet        | 22nd January 2024         | Reports and minutes for Corporate Policy Development Committee – 30th November 2023 | Cllr L Bowers-Flint | Caroline Elias-Stephenson / Carly Jones | No  |
| DP/2023/38 | <b>Livewell Strategy</b> – Livewell Strategy and key health and wellbeing priorities to be agreed      | *                |         |         | Cabinet        | 22nd January 2024         | Livewell Evidence Report  | Cllr L Bowers-Flint | Tristan Easey                           | No  |
| DP/2023/62 | <b>Empty Homes Policy</b>  | *                |         |         | Cabinet        | 22nd January 2024         | Reports and minutes for Corporate Policy Development Committee – 30th November 2023 | Cllr L Bowers-Flint | Carly Jones / Beth Couzens              | 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/2023/52 | <b>Gateway to Homechoice – request from Chelmsford City Council to join the consortium</b>  | *                |         |         | Cabinet                | 22nd January 2024                           |  | Cllr L Bowers-Flint            | Donna Goodchild | No  |
| DP/2023/63 | <b>Council Budget and Council Tax 2024/25 and Medium Term Financial Strategy 2024/25 to 2027/28 –</b><br>To agree proposed revenue and capital budgets for 2024/25; Council Tax for 2024/25; Fees and charges for 2024/25; and the Capital Strategy (including the Treasury Strategy and Investment Policy) for 2024/25 |                  | *       | *       | Cabinet<br><br>Council | 5th February 2024<br><br>19th February 2024 | Reports and Minutes for Corporate Scrutiny Committee and Cabinet | Cllr G Butland / Cllr K Bowers | Phil Myers      | 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/2023/49 | <b>To approve the Steeple Bumpstead Neighbourhood Plan as part of the development plan for the District</b>     |                  | *       |         | Council        | 19th February 2024        | The Steeple Bumpstead Neighbourhood Plan Examiners Report                            | Cllr G Spray   | Alan Massow     | No  |
| DP/2023/50 | <b>To approve an updated Neighbourhood Plan for Hatfield Peverel</b>  |                  | *       |         | Council        | 19th February 2024        | The Hatfield Peverel Neighbourhood Plan Examiners Report                             | Cllr G Spray   | Alan Massow     | No  |
| DP/2022/51 | <b>Witham Community Centre</b> – to agree to the transfer of the Community Centre and adjoining sports grounds. | *                |         |         | Cabinet        | 4th March 2024            | TBC  | Cllr K Bowers  | Saila Haq       | Yes                                       |
| DP/2023/66 | <b>Corporate Peer Challenge 2023: Action Plan</b>   | *                |         |         | Cabinet        | 4th March 2024            | LGA Corporate Peer Challenge Report and previous Cabinet Report (18th December 2023) | Cllr G Butland | Suzanne Bennett | 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/2023/68 | <b>Corporate Strategy 2024-2028</b> – to approve the Corporate Strategy and the Council's priorities for the next four years | *                |         |         | Cabinet        | 4th March 2024            | Corporate Strategy 2024-2028                        | Cllr G Butland      | Tracey Headford                | No  |
| DP/2023/69 | <b>Gateway to Homechoice – advertising of properties</b> – to approve changes to the Allocations Policy                      | *                |         |         | Cabinet        | 4th March 2024            |   | Cllr L Bowers-Flint | Donna Goodchild                | Yes                                       |
| DP/2023/70 | <b>Third Quarter Performance Report 2023/24</b> – to inform Cabinet on the performance of the Council                        |                  |         | *       | Cabinet        | 4th March 2024            | Third Quarter Performance Management Report 2023/24 | Cllr K Bowers       | Tracey Headford / Tom Williams | No  |
| DP/2023/71 | <b>Potential Open Space Improvements</b> – to approve a list of projects which S106 contributions can be used                |                  |         | *       | Cabinet        | 4th March 2024            | POSI (2023)   | Cllr G Spray        | Alan Massow                    | 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 Neighbourhood Plan as part of the development plan for the District</b> |                  | *       |         | Council        | 18th March 2024           | Bures Neighbourhood Plan Examiners Report | Cllr G Spray   | Alan Massow     | No  |

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

| <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> |
|---|-----------------------|--|----------------------------------|---|------------------------|
| <b>Memorial Fees and Charges (Bocking Cemetery)</b>   | Cllr K Bowers         | Delivery and innovating                  | 24th November 2023               |   | Esme McCambridge       |
| <b>Green Skills Delivery Programme</b>  | Cllr F Ricci          | Promoting prosperity                     | 27th November 2023               | Braintree District Council<br>Economic Growth Strategy<br><br>Reports and minutes for Cabinet –<br>25th July 2022 | Heidi Turnbull         |
| <b>New Process on dealing with American Bully XL type dogs seized as strays</b>                           | Cllr T Cunningham     | Supporting our communities               | 31st December 2023               |   | Stuart Thompson        |
| <b>Increase to fixed penalty notice fines for littering, graffiti, fly-tipping and waste duty of care</b> | Cllr T Cunningham     | Enhancing our environment                | 31st December 2023               |   | Steve Wilson           |

**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>Witham Community Centre</b> – to agree to the transfer of the Community Centre and adjoining sports grounds.</p> <p>(DP/2022/51)</p> | <p>Cabinet – 4th March 2024</p>   | <p>2nd October 2023</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>Gateway to Homechoice – advertising of properties</b> – to approve changes to the Allocations Policy</p> <p>(DP/2023/69)</p>         | <p>Cabinet – 4th March 2024</p>   | <p>1st December 2024</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)