



BEDFORD BOROUGH COUNCIL

**NOTICE OF FORTHCOMING DECISIONS TO BE TAKEN
BY THE EXECUTIVE
1 DECEMBER 2024– 31 MARCH 2025**

This notice contains information about matters on which Bedford Borough Council's Executive will take decisions during the period 1 December 2024 – 31 March 2025. For completeness, it also provides details from the previously published Notice of forthcoming decisions as to decisions the Council's Executive will be invited to make during the month of November 2024. Due to the proximity of the timing of those decisions, it may be that decisions for which Notice has been previously given, may now be taken within the period of this Notice.

Under the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012, the Council is required to publish information about any Key Decisions to be taken by the Executive, an Executive Committee, the Mayor or any other member of the Executive (Portfolio Holder) or an officer acting under delegated powers at least 28 clear days before those decisions are taken. The Regulations also require at least 28 days' notice to be given of any intention to exclude the public from a meeting of the Executive or any of its Committees and the reasons for that intended exclusion. This document constitutes the Council's notice for both of these purposes. It includes information about all Executive decisions that are known about at the date on which it was published. Copies of, or extracts from, the documents to be submitted to the decision taker may be obtained from the relevant Contact Officer whose details are included within the following table or from Bedford Borough Council, Borough Hall, Cauldwell St, Bedford, following their publication. These documents will also be made available on the Council's website five clear days before the meeting. Other documents relevant to the matters to be considered may also be submitted to the decision maker.

The Regulations recognise that circumstances may arise where a Key Decision has to be taken urgently and it is not possible to give 28 clear days' notice of that Decision. They also recognise that, on occasion, it may not be possible to give 28 clear days' notice of an intention to exclude the public from a meeting of the Executive or one of its Committees. The regulations set out the procedures which must be followed in such circumstances. These include the need for the Council to publish notices at its offices and on its website setting out the reasons why the matter has to be dealt with more quickly. The Council will follow these procedures whenever the need arises to do so.

In this document, KEY DECISIONS are indicated by the letters **(K/D)** in the subject column. Items for which the public may be excluded from a meeting concerned are identified with an *. The reasons for any potential exclusion are set out at the end of the document. In addition to being published on the Council's website, this document is available for inspection during office hours at:

Bedford Borough Council
Main Reception
Borough Hall
Cauldwell Street
Bedford

Details of members of the Executive and Executive Committees can be found at the end of this notice.

Further information about the circumstances in which the public may be excluded from a meeting can be found by clicking [here](#) (link to definitions of confidential and exempt information).

<u>ITEM NO</u>	<u>SUBJECT</u>	<u>SUMMARY</u>	<u>DECISION MAKER</u>	<u>DECISION DATE</u>	<u>DOCUMENTS TO BE SUBMITTED TO DECISION TAKER</u>	<u>CONTACT NAME FOR FURTHER DETAILS</u>
Notice of the immediately following proposed decisions were included in the Published Notice November 2024– February 2025 for determination in November 2024						
1.	Acceptance of External Grants (K/D)	To approve acceptance of external grants.	Mayor / relevant Portfolio Holder	November 2024	Report of relevant Director	n/a
2.	Acquisition of Property within Bedford Borough	To consider and approve proposals for the acquisition of land and property within Bedford Borough to allow transactions to be completed in a timely way.	Mayor Tom Wootton	November 2024	Report of Head of Property Services	Margaret Birtles Tel: (01234) 276894 Margaret.birtles@bedford.gov.uk
3.	Disposal of Assets	To approve any asset disposals.	Mayor Tom Wootton	November 2024	Report of Head of Property Services	Margaret Birtles Tel: (01234) 276894 Margaret.birtles@bedford.gov.uk

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4.	Council Tax Reduction Scheme	To approve, for the purpose of public consultation, the publication of proposals for a revised local Council Tax Reduction Scheme to take effect from 1 April 2025.	Finance Portfolio Holder	November 2024	Report of the Chief Officer for Assessment, Application and Business Support	Lee Phanco Tel: (01234) 718358 Lee.phanco@bedford.gov.uk
5.	Bedfordshire County Council School Art Collection	To agree the future of the Bedfordshire County Council School Art collection	Portfolio Holder for Valuing Families: Children's Services	November 2024	Report of the Director of Children's Services	Chris Morris Tel: (01234) 718430 Chris.morris@bedford.gov.uk
6.	Bedford Borough Education Strategy	To consider the new Education Strategy which focuses on improving educational outcomes for the children and young people of Bedford Borough.	Portfolio Holder for Valuing Families: Children's Services	November 2024	Report of the Director of Children's Services	Chris Morris Tel: (01234) 718430 chris.morris@bedford.gov.uk

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7.	Strategic Agreement with BPHA	To approve an agreement with BPHA on bringing forward a number of housing sites for development.	Executive	20 November 2024	Report of the Portfolio Holder for Planning, Prosperity & Economic Growth, Portfolio Holder for Housing & Regulatory Services and Head of Property Services	Margaret Birtles Tel: (01234) 276894 Margaret.birtles@bedford.gov.uk
8.	Capital Programme Update	To consider, and if satisfied, to recommend to Full Council, the Council's Capital Programme including new capital schemes for financial years 2024/25 to 2027/28 and future years.	Executive	20 November 2024	Report of Finance Portfolio Holder and Assistant Chief Executive (Finance)	Julie McCabe Tel: (01234) 718389 julie.mccabe@bedford.gov.uk

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9.	Leisure Strategy	To consider a draft Leisure Strategy for the purposes of consultation.	Executive	20 November 2024	Report of the Portfolio Holder for Customer Experience (inc. Leisure & Culture) and Chief Officer for Regulatory Services & Culture	Sarah Hall Tel: (01234) 718209 Sarah.hall@bedford.gov.uk
10.	Fees and Charges	To consider the Council's non-regulatory Fees and Charges from 1 January 2025.	Executive	20 November 2024	Report of Finance Portfolio Holder and Assistant Chief Executive (Finance)	Julie McCabe Tel: (01234) 718389 julie.mccabe@bedford.gov.uk
11.	Bus Services: Review of Provision	To receive a report on the outcome of a review of bus services in the Borough.	Executive	20 November 2024	Report of the Deputy Mayor and Portfolio Holder for Environment and the Chief Officer for Environment	Paul Pace Tel: (01234) 718275 paul.pace@bedford.gov.uk

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12.	Budget Preparation Process: 2025-26 Savings Proposals for public consultation	To consider a report on the Council's budget savings proposals.	Executive	20 November 2024	Report of the Mayor and Chief Executive	Lynne Davison Tel: (01234) 276227 lynne.davison@bedford.gov.uk
13.	Revenue and Capital Trends 2024/2025	To consider the latest trends in respect of the 2024/2025 revenue budget and the emerging budget issues.	Executive	20 November 2024	Report of the Finance Portfolio Holder and Assistant Chief Executive (Finance) and Chief Finance Officer	Rhiain Bevan Tel: (01234) 276740 rhiain.bevan@bedford.gov.uk
Notice of the immediately above proposed decisions were included in the Published Notice November 2024 – February 2025 for determination in November 2024						
14.	Acceptance of External Grants (K/D)	To approve acceptance of external grants.	Mayor / relevant Portfolio Holder	December 2024	Report of relevant Director	n/a

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15.	Acquisition of Property within Bedford Borough	To consider and approve proposals for the acquisition of land and property within Bedford Borough to allow transactions to be completed in a timely way.	Mayor Tom Wootton	December 2024	Report of Head of Property Services	Margaret Birtles Tel: (01234) 276894 Margaret.birtles@bedford.gov.uk
16.	Disposal of Assets	To approve any asset disposals.	Mayor Tom Wootton	December 2024	Report of Head of Property Services	Margaret Birtles Tel: (01234) 276894 Margaret.birtles@bedford.gov.uk
17.	Universal Destinations & Experiences	To consider a consultation response to MHCLG on the Universal Special Development Order.	Executive	December 2024	Report of the Mayor and the Priority Project Consultant	Patrick Lyons Tel: (01234) 276255 patrick.lyons@bedford.gov.uk

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18.	Community Assets	To consider and approve a strategy for Council owned community centres.	Executive	18 December 2024	Report of the Portfolio Holder for Housing and Regulatory Services, Interim Head of Property Services and Manager for Communications and Communities	Margaret Birtles Tel: (01234) 276894 Margaret.birtles@bedford.gov.uk
19.	Transport Asset Management Plan	To adopt, following review, a Transport Asset Management Plan (TAMP) which includes a suite of policies, procedures and plans to maintain transport assets.	Executive	18 December 2024	Report of Deputy Mayor and Portfolio Holder for Environment and Director of Environment	Paul Pace Tel: (01234) 718275 Paul.pace@bedford.gov.uk
20.	Risk Management Strategy	To consider the Council's Risk Management Strategy.	Executive	18 December 2024	Report of Finance Portfolio Holder and Assistant Chief Executive (Finance)	Julie McCabe Tel: (01234) 718389 julie.mccabe@bedford.gov.uk

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21.	Corporate Asset Strategy and the Corporate Asset Management Plan	To adopt the Corporate Asset Plan for the period 2024-2027 following review.	Executive	18 December 2024	Report of the Portfolio Holder for Housing & Regulatory Services and Head of Property Services	Margaret Birtles Tel: (01234) 276894 Margaret.birtles@bedford.gov.uk
22.	Review of Special Area Charges	To consider the review of Special Area Charges.	Executive	18 December 2024	Report of Finance Portfolio Holder and Assistant Chief Executive (Finance)	Julie McCabe Tel: (01234) 718389 julie.mccabe@bedford.gov.uk
23.	Acceptance of External Grants (K/D)	To approve acceptance of external grants.	Mayor / relevant Portfolio Holder	January 2025	Report of relevant Director	n/a
24.	Acquisition of Property within Bedford Borough	To consider and approve proposals for the acquisition of land and property within Bedford Borough to allow transactions to be completed in a timely way.	Mayor Tom Wootton	January 2025	Report of Head of Property Services	Margaret Birtles Tel: (01234) 276894 Margaret.birtles@bedford.gov.uk

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25.	Disposal of Assets	To approve any asset disposals.	Mayor Tom Wootton	January 2025	Report of Head of Property Services	Margaret Birtles Tel: (01234) 276894 Margaret.birtles@bedford.gov.uk
26.	Schools Funding Formula 2025/2026 (K/D)	To approve the schools' funding formula for 2025/2026 for submission to the Education & Skills Funding Agency.	Mayor Tom Wootton	January 2025	Report of Assistant Chief Executive (Finance) and Chief Finance Officer	Rhian Bevan Tel: (01234) 276740 rhian.bevan@bedford.gov.uk
27.	Council Tax Reduction Scheme	To consider the proposed Council Tax Reduction Scheme for 2025/26.	Mayor Tom Wootton	January 2025	Report of the Finance Portfolio Holder and Chief Officer for Assessment, Application and Business Support	Lee Phanco Tel: (01234) 718358 lee.phanco@bedford.gov.uk
28.	Collection Fund Position	To determine the Collection Fund Position as at 31 March 2025.	Mayor Tom Wootton	January 2025	Report of Finance Portfolio Holder and Assistant Chief Executive (Finance) and Chief Finance Officer	Julie McCabe Tel: (01234) 718389 julie.mccabe@bedford.gov.uk

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29.	Statement of Community Involvement	To consider consultation comments and adopt the Statement of Community Involvement	Mayor / Relevant Portfolio Holder	January 2025	Report of Portfolio Holder for Economic Growth, Planning & Prosperity and Chief Officer for Planning, Infrastructure and Economic Growth	Kim Wilson Tel: (01234) 228484 Kim.wilson@bedford.gov.uk
30.	Empty Homes Strategy 2019-2024 and Tenancy Strategy 2019-2024	To agree an extension of the period covered by the Empty Homes Strategy and the Tenancy Strategy	Mayor / Relevant Portfolio Holder	22 January 2025	Report of Portfolio Holder for Housing and Regulatory Services and Chief Officer for Planning, Infrastructure and Economic Growth	Tracey Barrett Tel: (01234) 718572 Tracey.barrett@bedford.gov.uk
31.	Local Government Act 2003: Section 25 Report	To take into account the report before taking decisions on the 2025/2026 Annual Revenue Budget proposals.	Executive	22 January 2025	Report of the Assistant Chief Executive (Finance) and Chief Finance Officer	Julie McCabe Tel: (01234) 718389 julie.mccabe@bedford.gov.uk

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32.	Summary General Fund Budget 2025/2026	To consider the summary General Fund Budget for 2025/26 and to recommend the Budget to Full Council.	Executive	22 January 2025	Report of Finance Portfolio Holder and Assistant Chief Executive (Finance) and Chief Finance Officer	Julie McCabe Tel: (01234) 718389 julie.mccabe@bedford.gov.uk
33.	Capital Investment Programme	To consider, and if satisfied, to recommend to Full Council, the Council's Capital Programme.	Executive	22 January 2025	Report of Finance Portfolio Holder and Assistant Chief Executive (Finance) and Chief Finance Officer	Julie McCabe Tel: (01234) 718389 julie.mccabe@bedford.gov.uk
34.	Treasury Management Report/Arrangements	To review the Treasury Management arrangements and Treasury Management Policy and Strategy, and if satisfied to recommend to Full Council the Council's Treasury Management Strategy.	Executive	22 January 2025	Report of Finance Portfolio Holder and Assistant Chief Executive (Finance) and Chief Finance Officer	Julie McCabe Tel: (01234) 718389 julie.mccabe@bedford.gov.uk

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35.	Adult Social Care Charging Policy	To consider the annual revision to the Charging Policy for Adult Services within Bedford Borough Council.	Executive	22 January 2025	Report of Adult Services Portfolio Holder and Director for Adults' Services	Kate Walker Tel: (01234) 276280 kate.walker@bedford.gov.uk
36.	Proposed Special Area Charges for 2025/2026	To determine the Special Area Charges for 2025/2026 for recommendation to Full Council as part of the process of setting the annual Council Tax.	Executive	22 January 2025	Report of Finance Portfolio Holder and Assistant Chief Executive (Finance) and Chief Finance Officer	Julie McCabe Tel: (01234) 718389 julie.mccabe@bedford.gov.uk
37.	Capital Strategy	To consider, and if satisfied, to recommend to Full Council, the Council's Capital Strategy for 2025/2026 to 2027/2028.	Executive	22 January 2025	Report of Finance Portfolio Holder and Assistant Chief Executive (Finance) and Chief Finance Officer	Julie McCabe Tel: (01234) 718389 julie.mccabe@bedford.gov.uk

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38.	Children's Centres Family Hub	To review and consider children's centre services across Bedford Borough.	Executive	22 January 2025	Report of the Portfolio Holder for Valuing Families: Children's Services and Director of Children's Services	Wendy Beeton-Townshend Tel: (01234) 718289 Wendy.beeton-townshend@bedford.gov.uk
39.	Acceptance of External Grants (K/D)	To approve acceptance of external grants.	Mayor / relevant Portfolio Holder	February 2025	Report of relevant Director	n/a
40.	Acquisition of Property within Bedford Borough	To consider and approve proposals for the acquisition of land and property within Bedford Borough to allow transactions to be completed in a timely way.	Mayor Tom Wootton	February 2025	Report of Head of Property Services	Margaret Birtles Tel: (01234) 276894 Margaret.birtles@bedford.gov.uk
41.	Disposal of Assets	To approve any asset disposals.	Mayor Tom Wootton	February 2025	Report of Head of Property Services	Margaret Birtles Tel: (01234) 276894 Margaret.birtles@bedford.gov.uk

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42.	Local Nature Recovery Strategy	To agree the draft Local Nature Recovery Strategy for the purposes of public consultation.	Deputy Mayor and Portfolio Holder for the Environment	February 2025	Report of the Chief Officer for Planning, Infrastructure and Economic Growth	Gill Cowie (01234) 718567 Gill.cowie@bedford.gov.uk
43.	Acceptance of External Grants (K/D)	To approve acceptance of external grants.	Mayor / relevant Portfolio Holder	March 2025	Report of relevant Director	n/a
44.	Acquisition of Property within Bedford Borough	To consider and approve proposals for the acquisition of land and property within Bedford Borough to allow transactions to be completed in a timely way.	Mayor Tom Wootton	March 2025	Report of Head of Property Services	Margaret Birtles Tel: (01234) 276894 Margaret.birtles@bedford.gov.uk
45.	Disposal of Assets	To approve any asset disposals.	Mayor Tom Wootton	March 2025	Report of Head of Property Services	Margaret Birtles Tel: (01234) 276894 Margaret.birtles@bedford.gov.uk
46.	Review of External Insurance	To undertake a review of the Council's external insurance.	Portfolio Holder for Finance	March 2025	Report of the Assistant Chief Executive (Finance) & Chief Finance Officer	Julie McCabe Tel: (01234) 718389 julie.mccabe@bedford.gov.uk

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47.	Irrecoverable Debt	To approve the writing off of debts that not recoverable.	Mayor Tom Wootton	March 2025	Report of Assistant Chief Executive (Finance) and Chief Financial Officer	Rhiain Bevan Tel: (01234) 276740 rhiain.bevan@bedford.gov.uk
48.	Food & Feed Service Plan 2025/2026	To consider the content of the Food and Feed Service Plan 2025-26 regarding the regulation of food premises within the Borough and recommend this to Full Council.	Executive	5 March 2025	Report of the Portfolio Holder for Community Safety, Regulatory Services and Housing and Chief Officer for Regulatory Services & Culture	Callum Fletcher Tel: (01234) 718099 callum.fletcher@bedford.gov.uk
49.	Revenue Budget Trends 2024/25	To consider the latest revenue budget trends in respect of the 2024/25 revenue budget and the emerging budget issues.	Executive	5 March 2025	Report of Finance Portfolio Holder and Assistant Chief Executive (Finance) and Chief Finance Officer	Julie McCabe Tel: (01234) 718389 julie.mccabe@bedford.gov.uk

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50.	School Fees and Charges	To agree the set of fees and charges from Bedford Borough Council for delivery of services to Bedford Borough Schools in the academic year 2025/2026.	Executive	5 March 2025	Report of the Portfolio Holder for Families, Education and Children's Services and Director of Children's Services	Harmesh Bhogal Tel: (01234) 276659 harmesh.bhogal@bedford.gov.uk

ITEMS OF BUSINESS FOR WHICH THE PUBLIC MAY BE EXCLUDED FROM THE EXECUTIVE'S MEETINGS:
EXECUTIVE –18 DECEMBER 2024, 8 JANUARY, 22 JANUARY 2025, 19 FEBRUARY AND 5 MARCH 2025

<u>ITEM NO AND SUBJECT</u>	<u>REASON</u>
None	

Executive Members

Mayor Tom Wootton – Democratic Services and Rural Communities Portfolio, Councillor Graeme Coombes (Finance and Corporate Services Portfolio), Councillor Sarah Gallagher (Customer Experience (inc. Leisure and Culture) Portfolio), Councillor Philippa Martin-Moran-Bryant (Housing and Regulatory Services Portfolio), Councillor Robert Rigby (Valuing Families: Adult Services Portfolio), Councillor Andrea Spice (Economic Growth, Planning & Prosperity (inc. Town Centres) Portfolio), Councillor Martin Towler (Neighbourhoods and Communities: Health and Wellbeing Portfolio), Councillor Jane Walker (Valuing Families: Children's Services Portfolio) and Councillor Jim Weir (Deputy Mayor and Environment Portfolio)

Appointments Committee Members

The Mayor and Councillors Coombes, Gallagher and Weir

Housing Committee Members

Councillors Martin-Moran-Bryant, Rigby, Spice and Towler

Climate Change Committee Members

The Mayor and Councillors Martin-Moran Bryant, Walker and Weir

Bedford Park Charity

The Mayor and Councillors Gallagher, Towler and Spice

Mayor's Charity

The Mayor and Councillors Gallagher, Spice and Weir

Rural Affairs Committee

The Mayor and Councillors Rigby, Walker and Weir