

RECORD OF EXECUTIVE DECISION TAKEN BY AN EXECUTIVE MEMBER

This form **MUST** be used to record any decision taken by the Elected Mayor or an individual Executive Member (Portfolio Holder).

The form must be completed and passed to the Chief Officer responsible for Legal and Democratic Services no later than NOON on the second working day after the day on which the decision is taken. No action may be taken to implement the decision(s) recorded on this form until 7 working days have passed and the Chief Officer responsible for Legal and Democratic Services has confirmed the decision has not been called in.

1. Description of decision

- (1) That the proposed letting of the part ground floor, Borough Hall to UDX Development Company Ltd on terms outlined in Confidential Appendix B attached to the report to accompany this decision, and the execution of relevant legal documentation, be approved.
- (2) That the Head of Regeneration, Property and Local Economy be authorised to finalise the terms of the lease subject to appropriate legal advice.

2. Date of decision

5 August 2026

3. Reasons for decision

The proposed letting will make use of unused office space within Borough Hall and generate an additional income stream for the Council. The proposed rent is the market rental value for the space.

The proposed letting also helps foster a closer working relationship and collaboration with Universal Studios during the lease as result of their staff being based within the same building.

4. Alternatives considered and rejected

The alternative of not progressing this lease was considered and rejected as the Council would forgo a reasonable annual income.

5. How decision is to be funded

The proposed letting will generate additional income for the Council, by letting space within Borough Hall which is surplus to requirements at this time.

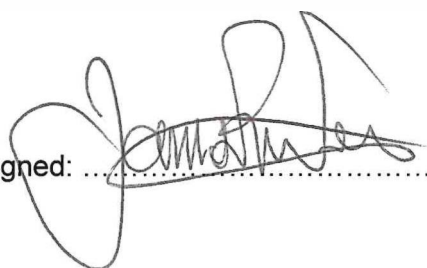
6. Conflicts of interest

Name of all Executive members who were consulted AND declared a conflict of interest.	Nature of interest	Did Standards Committee give a dispensation for that conflict of interest? (If yes, give details and date of dispensation)	Did the Chief Executive give a dispensation for that conflict of interest? (If yes, give details and the date of the dispensation).

The Mayor has been consulted on this decision

5 August 2026



Signed: 

Date: **5 August 2026**

Name of Decision Taker: **Cllr. Jim Weir**
Portfolio Holder for Corporate Services & External Relations

This is a public document. A copy of it must be given to the Chief Officer responsible for Legal and Democratic Services as soon as it is completed.

Date decision published: 5 August 2026.....

Date decision can be implemented if not called in: 14 August 2026.....

(Decision to be made exempt from call in.....NO.....)

Bedford Borough Council – Chief Executive

Date of Report: 5 August 2026

Report by: Manager for Estates

Subject: LETTING OF PART GROUND FLOOR, BOROUGH HALL TO UDX DEVELOPMENT COMPANY LTD

1. EXECUTIVE SUMMARY

- 1.1 This report seeks approval for the letting of the part ground floor, Borough Hall (comprising 2,271 sq. ft. as outlined in red on the plan at **Confidential Appendix A**), to UDX Development Company Ltd on terms detailed in **Confidential Appendix B**.

2. RECOMMENDATIONS

2.1 The Portfolio Holder for Corporate Services & External Relations is recommended to:

- (1) Approve the proposed letting of the part ground floor, Borough Hall to UDX Development Company Ltd on terms outlined in **Confidential Appendix B** and the execution of relevant legal documentation.
- (2) Authorise the Head of Regeneration, Property and Local Economy to finalise the terms of the lease subject to appropriate legal advice.

3. REASONS FOR RECOMMENDATIONS

- 3.1 The proposed letting will make use of unused office space within Borough Hall and generate an additional income stream for the Council. The proposed rent is the market rental value for the space.
- 3.2 The proposed letting also helps foster a closer working relationship and collaboration with Universal Studios during the lease as result of their staff being based within the same building.

4. THE CURRENT POSITION

- 4.1 The subject space on the ground floor, which totals 2,271 sq. ft, is not utilised by Council staff and is, therefore, currently surplus to requirements.
- 4.2 The proposed letting will not impact on the minimum onsite workforce requirements for staff.

5. DETAILS

- 5.1 The Council has already completed lettings of other un-used office space within Borough Hall to the NHS, The Police and Crime Commissioner, the Money and Pension Service, as well as the office suite on the 6th floor that is already let to UDX Development Company Ltd (in line with Executive Decision 1827 on 27 October 2025).
- 5.2 The proposed letting of the part ground floor is on substantially the same terms to the previous letting already completed to UDX Development Company Ltd on the 6th floor – with the rental per sq. ft and the service charge payment per sq. ft being the same as the 6th floor lease. The area to be occupied comprises 2,271 sq. ft. and is outlined in red on the plan at **Confidential Appendix A**.
- 5.3 The terms of the letting to UDX Development Company Ltd are detailed in **Confidential Appendix B**.

6. ALTERNATIVES CONSIDERED AND REJECTED

- 6.1 Do nothing – Not progressing this letting would, however, mean that the Council would forgo a reasonable annual income.

7. KEY IMPLICATIONS

- 7.1 **Legal Issues – relevant legal power:** Local authorities are given powers under the 1972 Act to dispose of land in any manner they wish, including granting a lease. The only constraint is that a disposal must be for the best consideration reasonably obtainable except in the case of short tenancies, which is defined as terms under 7 years. The proposed letting will be on market terms which satisfy best consideration. The standard form of lease adopted for Borough Hall lettings will be used for this letting and the Councils Legal department will be preparing the relevant legal documentation for this letting

- 7.2 **Policy Issues** – Stimulating economic growth, financial stability and optimising assets are key priorities established within the Council’s Corporate Plan and its Asset Management Strategy. The proposal to let space to UDX is consistent with Theme 2, Strong Financial Stewardships and Theme 5, Supporting and Driving Economic Growth. The proposal does not impact on the introduction of the workforce policy requirement for staff in the normal workplace and the carefully planned and phased return to work of staff in line with this policy requirement, as set out in Theme 1 of the approved Stability Plan, “The Future Organisation”.
- 7.3 **Resource Issues** – The proposed letting will generate additional income for the Council, by letting space within Borough Hall which is surplus to requirements at this time. The agreed rent is a market rent. The additional income is in addition to the income budgeted within the service. The start of the agreement will be backdated to when the tenant was allowed occupation to start fitting out (April 2026).
- 7.4 **Risks** – The risk of there not being enough space for operational use in Borough Hall has been assessed and the proposed letting of space to UDX does not impact on achieving this priority.
- 7.5 **Environmental Implications** – The letting will comply with relevant environmental legislation in particular MEES regulations – Borough Hall has a valid Energy Performance Certificate with a D rating.
- 7.6 **Equalities Impact** – In preparing this report, consideration has been given to the Council’s statutory Equality Duty to eliminate unlawful discrimination, advance equality of opportunity and foster good relations, as set out in Section 149(1) of the Equality Act 2010. The activity has no relevance to Bedford Borough Council’s duty to promote equality of opportunity, promote good relations, promote positive attitudes and eliminate unlawful discrimination. An equality impact assessment is not needed.
- 7.7 **Impact on Families** – There are no immediate impacts arising out of the recommendations of this report.
- 7.8 **Community Safety and Resilience** – There are no immediate impacts on community safety and resilience arising out of the recommendations of this report.
- 7.9 **Impact on Health and Wellbeing** – There are no immediate impacts on health and wellbeing arising out of the recommendations of this report.

8. **SUMMARY OF CONSULTATIONS AND OUTCOME**

8.1 The following Councillors, Council units, Officers and/or other organisations have been consulted in preparing this report:

Portfolio Holder for Corporate Services & External Relations
Finance
Legal Services
Head of Regeneration, Property and Local Economy

8.2 No adverse comments have been received.

9. **WARD COUNCILLOR VIEWS**

9.1 Not applicable

10. **CONTACTS AND REFERENCES**

Report Contact Officer:	Mark Stanton, Manager for Estates mark.stanton@bedford.gov.uk
Declarations of Interest by the Report Author:	None
File Reference:	None
Previous Relevant Minutes:	Executive Decision 1827: 27 October 2025
Background Papers:	None
Appendices:	Confidential Appendix A: Plan, Ground Floor Borough Hall Confidential Appendix B: Terms of Letting <i>Not for publication (Paragraph 3 of Schedule 12a to the Local Government Act 1972). Information relating to the financial or business affairs of any particular person including the authority holding that information).</i>