

Decision type: Decision Specifically Delegated to Officers

Decision date: 22 July 2025

Decision maker: Director Property & Assets

Decision title: Long leasehold disposal of 9, 10 and 16a & 16b Ship Street and 10 St Michael's Street

| Summary | |
|------------------------------|---|
| Decision being taken: | To dispose of 9, 10, 16a and 16b Ship Street and 10 St Michael's Street on 125-year leases |
| Key decision: | Yes |
| Source of delegation: | Authority delegated by Cabinet in Cabinet meeting of 18 th June 2025 to the Director Property & Assets in consultation with Deputy Leader and Cabinet Member for Finance & Asset Management, the Director of Law, Governance & Strategy and the Group Finance Director the agreement of detailed terms for the disposal and to enter into all necessary documentation to effect the disposal on the basis that the terms comply with s.123 of the Local Government Act 1972. Link to minutes here: https://mycouncil.oxford.gov.uk/documents/g8131/Printed%20minutes%20Wednesday%2018-Jun-2025%2018.00%20Cabinet.pdf?T=1 |
| Cabinet Member: | Councillor Ed Turner, Deputy Leader (Statutory) – Finance and Asset Management |
| Corporate Priority: | Enabling an Inclusive Economy |
| Policy Framework: | Medium Term Financial Plan |

Director Property & Assets decides as follows:

- To enter into leases and effect the long leasehold disposal** of 9, 10, 16a and 16b Ship Street and 10 St Michael's Street on 125 year leases

| Appendix No. | Appendix Title | Exempt from Publication |
|--------------|---------------------|-------------------------|
| Appendix 1 | Confidential Report | Yes |

| | | |
|-------------------|---------------|---|
| | | This information is exempted from publication under Schedule 12A to the Local Government Act 1972 since it is: Information about someone's finances or business. |
| Appendix 2 | Risk Register | No |

Introduction and background

1. Oxford City Council owns the freehold interest in 9, 10, 16a and 16b Ship Street and 10 St Michaels Street. These properties have been unoccupied for several years owing to considerable dilapidations affecting their structures and consequent difficulties in letting them.
2. These properties were recently offered to the market on the basis of long leases (125 years) at peppercorn rents. They were offered in two lots the Ship St properties and 10 St Michaels St. Premiums were sought by way of a tender process. A number of interested parties came forward and a best bids process was undertaken.
3. The final terms of these long lease disposals are confidential and outlined in Appendix 1. It is proposed to complete leases on these properties as soon as possible.

Reasons for the decision

4. The decision to grant the leases will generate a capital receipt that will support the Council's financial position, as well as ensure the continued control as landlord over these properties.
5. The grant of long leases enables the restoration of these properties without the need for the Council to secure funding for the works.

Equalities Impact

6. The financial benefit to the Council will help provide services, notably those in line with the Council's ambition to create a more equal city.
7. The grant of the lease does not give rise to any direct equalities' issues. Therefore, an equalities impact assessment is not necessary.

Risks

8. The relevant risks are outlined in the risk register attached in Appendix 2. These have been managed through communication with commercial advisors and through legal negotiations on disposal documentation, which is in agreed form and awaiting sealing.

Carbon and Environmental Considerations

9. This action does not give rise to any direct carbon or environmental considerations.

Implications of making the decision

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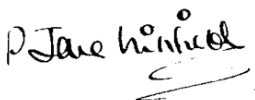
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|----------------------------------|---|---|
| Financial implications | The disposal of these buildings will generate a capital receipt which can be used to part fund the Council's capital programme. The forecast reduction in future financing costs (MRP & Interest) on the General Fund revenue budget is approximately £210,000 per annum | Completed by: Jason Jones – Finance Business Partner Date: 16 th July 2025 |
| Legal implications | The terms of the sale have been reviewed by the inhouse legal department and external solicitors have been appointed to conclude the leasehold documentation. It is considered that the terms protect the Council's position and are in line with the Council's obligations in s123 Local Government Act 1972. This decision has been taken in consultation with the Director of Law, Governance and Strategy. | Completed by: Catherine Durance, Property & Regeneration Lawyer Date: 16 th July 2025 |
| Other implications | See Confidential Exempt Appendix 1 – sale terms and financial implications. | Completed by: Bill Wilberforce, Disposals Surveyor, Corporate Property Date: 15 th July 2025 |
| Member declared interests | None | Completed by: Bill Wilberforce, Disposals Surveyor, Corporate Property Date: 15 th July 2025 |

| Background Documents |
|-----------------------------|
| None |

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|----------------------------|--|
| Report author | Bill Wilberforce |
| Job title | Disposals Surveyor |
| Service area or department | Corporate Property |
| Email contact | bwilberforce@oxford.gov.uk |

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Consultee checklist

| Consultees | Name and job title | Date |
|--|--|-------------|
| Senior officer e.g. the relevant service manager / Director where the decision maker is the Chief Executive or a Deputy Chief Executive. | Jane Winfield – Director of Property and Assets  | 22.07.25 |
| Group Finance Director Where required by the Constitution or conditions of the delegation | Nigel Kennedy | 17.07.25 |
| Director of Law, Governance and Strategy Where required by the Constitution or conditions of the delegation | Emma Griffiths on behalf of Emma-Louise Jackman | 16.07.25 |
| Cabinet Member(s) Where required by the conditions of the delegation | Cllr Ed Turner | 22.07.25 |
| Ward Members Where required by the Constitution or conditions of the delegation | | |

Decision Maker Approval

| Name and job title | Date |
|---|-------------|
| Jane Winfield, Director Property & Assets | 22/07/2025 |

This form must be completed and sent to Committee and Member Services **on the date that the decision maker signs it. This must be only done once all consultees have given their approval. The decision shall be effective from the date of publication; therefore, it is important that you send to Committee and Member**

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Services as soon as it is completed and dated by the decision maker. Please note that it is not effective until it is published and the call in period has passed.

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NOTES

The law¹ requires the Council to record executive and non-executive decisions taken by officers under delegated powers and to publish them on the Council's website.

These requirements apply to decisions that would have been taken by Council or the Cabinet if delegated powers had not been given to an officer:

- under an express delegation granted at a meeting of Cabinet, Council or a Committee.
- in accordance with Part 4.4 of the Constitution as follows:
 - Awarding a contract where authority has been specifically delegated to officers by Cabinet or a Cabinet Member (regardless of value)
 - Acquiring or disposing of freeholds or leaseholds granting new leaseholds (excluding assignments and rent reviews) where authority has been specifically delegated to officers by Cabinet or a Cabinet Member (regardless of value)
 - Making a regulatory order which affects a number of people, for example a Public Space Protection Order or a Parking Place Order
 - Where the effect of a decision is to grant a licence or permission or it affects the rights of citizens
 - Discharging any other express delegation from Cabinet or a Cabinet Member a committee or Council.

These requirements **do not** apply to:

- planning and licencing matters where there are established arrangements for recording decisions: or
- decisions which are purely administrative or operational in nature

All other officer decisions should be recorded on an officer decision form but do not need to be published. They must though be stored so as to ensure that they are not lost should an officer leave the authority.

Exempt or Confidential information

Information relating to a delegated officer or single member decision does not have to be made public if it is exempt or confidential. Summary information from this decision sheet (excluding all exempt or confidential information) will be published on the Council's website.

¹ the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012/2089 (Regulation 13(4)) and The Openness of Local Government Bodies Regulations 2014/2095 (Regulation 7)

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Key or Non Key Decision

A key decision is an executive decision which is likely to:

- Have a significant effect on people living or working in a least two wards or
- Involve spending, income, or saving a significant amount – whether an amount is significant depends on the Council's total budget for the service involved. For this Council 'significant' in budgetary terms is:
 - Expenditure, income, or savings of £750,000 or greater in the context of the medium term financial strategy,
 - Acquiring or disposing of freeholds with a consideration over £500,000 in the context of the medium term financial strategy except for disposals pursuant to right to buy legislation
 - Acquiring or disposing of leaseholds where either the rental value is in excess of £250,000 per annum and/or the premium is £750,000 except for statutory lease renewals under Part 2 of the Landlord and Tenant Act 1954 and disposals pursuant to right to buy legislation and disposals pursuant to right to buy legislation.
 - Acquiring or disposing of easements with a value over £750,000 and/or rental value over £250,000 each year

A key decision can only be taken and recorded here if notice of it has been published on the Forward Plan for at least 28 clear days. Key decisions taken by officers may be “called in” by any four councillors or the Chair of the Scrutiny Committee within two days of the notice of decision being published.

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