

Decision type: Single Member Decision

Decision date: 18 November 2025

Decision maker: Councillor Linda Smith, Cabinet Member for Housing and Communities

Decision title: Purchase agreement of land situated at The Bungalow Sandy Lane, OX4 6LL

Summary	
Decision being taken:	To approve the freehold purchase of the twelve (12) newly constructed affordable residential units to be constructed at the Property known as The Bungalow, Sandy Lane, Oxford (OX4) ("the Property") for the sum of £2,820,000.
Key decision:	Yes
Source of delegation:	Pursuant to para. 4.6 of Oxford City Council's Constitution, on 18 th November 2025 the Leader delegated the executive responsibility for making a decision set out in this decision form to the Cabinet Member for Housing.
Cabinet Member:	Councillor Linda Smith, Cabinet Member for Housing and Communities.
Corporate Priority:	None
Policy Framework:	None

That Cabinet Member for Housing and Communities decides as follows:

1. To approve the freehold purchase of the twelve (12) newly constructed affordable residential units to be constructed at the property known as The Bungalow, Sandy Lane, Oxford (OX4), for the sum of £2,820,000, and to be held in the Housing Revenue Account and provided as affordable housing at Social Rent tenure.
2. To approve entering into all necessary agreements to facilitate the acquisition of the Property, including the purchase agreement, transfer deed, and any ancillary documents with the Seller (freehold owner). The acquisition comprises of 12 newly constructed affordable residential units, which will be managed through Oxford City Council's Housing Revenue Account (HRA) and delivered as Social Rent tenures.

Appendix No.	Appendix Title	Exempt from Publication
Appendix 1	Background email	Yes
Appendix 2	Procurement Exemption Form	Yes
Appendix 3	Letter to the Chair of the Scrutiny Committee	No

Introduction and background

1. A report was presented to Cabinet on the 17 April 2024 which provided delegation as follows:
“the Executive Director (Communities and People), in consultation with the Cabinet Member for Housing; the Head of Financial Services; and the Head of Law and Governance to agree sites and enter into agreements and contracts relating to the spend of Retained Right to Buy Receipts, for the provision of additional affordable housing into the Housing Revenue Account, within this project approval”.
2. The report did not name this Property or provide certainty around the purchase details. This Property therefore falls outside the scope of the original approval and there is a need to have a decision in order to enable the agreements to be entered into.
3. The landowner wishes to deliver the housing on site directly, though the Council has asked if they would be willing to sell it undeveloped the have confirmed that they are not willing to do so and wish to undertake the construction themselves.
4. The site has planning permission and, under the s106 agreement relating to that permission, the site is restricted to be developed and provided as Affordable Housing only, with an indication therein that the Council may be the ultimate owner of the provided accommodation. The developed Property cannot be sold on the open market as a result of the permission, and the s106 sets requirement that the 12 newly constructed units must be held by the Council or a Registered Housing Provider.
5. The site provides an opportunity to increase the supply of one-bedroom homes, addressing an identified housing need and supply shortage. The Council has been collaborating with this developer for the past two years to achieve this outcome.
6. The land deal will secure the 12 homes being sold to the Council post upon the milestone of practical completion, however to ensure the necessary quality standards (in the design and construction) of the properties an external Employers Agent, and Clerk of Works has been contracted. They will oversee the contract and ensure the properties meet appropriate specifications. For this reason a procurement exemption is required. The procurement exemption is a separate process and has been agreed and approved as required in line with the Contract Rules.
7. The decision constitutes a key decision under the Council’s Constitution. Ordinarily, such a decision would be taken by Cabinet, but due to the urgency of completing the purchase agreement to secure the Property and deliver much-needed one-

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bedroom affordable homes, the urgent key decision process under paragraph 15.17 of the Constitution must be followed. This requires a Single Member Decision (SMD) by the relevant Cabinet Member. This Urgent Key Decision procedure, has been followed thereby ensuring the validity of this decision.

8. The payment for the Property will be paid from an approved and secured additional RRTBR budget line.

Reasons for the decision

9. To enable the purchase the Property, which will be for the freehold land with twelve (12) newly constructed affordable residential units for Social Rent.

Risks

10. The risk to not proceeding would be for the Housing Revenue Account (HRA) to not secure 12 x newly constructed units, at Social Rent to alleviate pressures from the General Needs Housing Register and prevent delivery of a new affordable housing opportunity on a parcel of land that is not allocated in the Local Plan.

Implications of making the decision

Financial implications	None. Budget is available and allocated to this purpose	Completed by: Nigel Kennedy Date:
Legal implications	None. See procurement exemption notes	Completed by: Emma-Louise Jackman Date:
Other implications	The risk to not proceeding would be for the Housing Revenue Account (HRA) to not secure 12 x newly constructed units, and for the site opportunity would be lost.	Completed by: Andy Dorrington Date:
Member declared interests	None.	Completed by: Linda Smith Date:

Background Documents
Cabinet Report - Decision - Use of s106 and Retained Right to Buy Receipts to increase the provision of more affordable housing Oxford City Council
Forward Plan Entry - Issue details - HRA Purchase - Land & Buildings at Sandy Lane, The Bunaglow Oxford City Council

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Report author	Andy Dorrington
Job title	Senior Development Officer
Service area or department	Regeneration & Economy
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Consultee checklist

Consultees	Name and job title	Date
Senior officer e.g. the relevant service manager / Head of Service where the decision maker is the Chief Executive or an Executive Director.	Clive Tritton, Interim Director, Regeneration, Economy and Sustainability	17/11/2025
Group Finance Director Where required by the Constitution or conditions of the delegation	Nigel Kennedy, Group Finance Director.	17/11/2025
Director of Law, Governance and Strategy Where required by the Constitution or conditions of the delegation	Emma-Louise Jackman, Director of Law, Governance and Strategy.	17/11/2025
Cabinet Member(s) Where required by the conditions of the delegation	Councillor Susan Brown, Leader and Cabinet Member for Partnership Working	18/11/2025
Ward Members Where required by the Constitution or conditions of the delegation	N/A	

Decision Maker Approval

Name and job title	Date
Councillor Linda Smith, Cabinet Member for Housing and Communities	18/11/2025

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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 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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