From:	Councillor POWELL Alex
To:	MALTON Jonathan
Cc:	JACKMAN Emma-Louise; DORRINGTON Andy
Subject:	RE: Single Member Decision - Purchase of Sandy Lane, The Bungalow
Date:	17 December 2025 15:44:15
Attachments:	image001.png

Dear Jonathan,

Thank you for sharing the details of this Urgent Key Decision. Having reviewed the papers, I am satisfied that the situation is such that it was not practicable for this to have been advertised within the usual 28-day period. I also understand the need for the removal of the call-in period.

I am satisfied for the decision to go ahead under the terms set out in your email.

Best wishes,
Alex

From: MALTON Jonathan <JMALTON@oxford.gov.uk>
Sent: 17 December 2025 12:37
To: Councillor POWELL Alex <cllrapowell@oxford.gov.uk>
Cc: JACKMAN Emma-Louise <EJACKMAN@oxford.gov.uk>; DORRINGTON Andy <ADORRINGTON@oxford.gov.uk>
Subject: Single Member Decision - Purchase of Sandy Lane, The Bungalow

Dear Councillor Powell,

I am writing on behalf of the Director of Law, Governance and Strategy regarding an urgent single member decision that will need to be taken to purchase twelve newly constructed affordable residential units to be constructed at the property known as The Bungalow, Sandy Lane, Oxford.

The Heads of Terms were drafted on the understanding that the scheme would be contingent on achieving key milestones. We agreed not to instruct legal to draft a contract until planning, building control, s106 approvals were secured. This approach ensured that, if either approval was refused, there would simply be no development to progress, or a design control change and would avoid unnecessary officer and legal time, reducing resource pressures, and preventing expenditure from the HRA service area on abortive costs.

The milestone timeline underpinning the above is as follows:

- **Initial Site viewing:** March 2024
- **Heads of Terms:** May 2024
- **Independent Design Stages:** May - July 2024
- **Planning Submission & Validation:** August 2024
- **Planning Committee Approval:** January 2025
- **Section 106 Completion:** July 2025
- **Planning Permission Issued:** August 2025
- **Building Regulations:** September - December 2025
- **Pre-commencement Planning Condition Clearance:** December 2025

The project also went through Development Review Group (Feb 2025) and Development Board (April 2025) and was published on the forward plan, with a Delegated Decision scheduled for approval once the final contract was ready to enter into.

Regarding the SMD, we have since received legal advice confirming that the Cabinet Report (attached), which we relied upon for the Delegated Decision needs a change in direction and we

did not anticipate the need for a separate SMD.

The urgency is solely due to the developer's progress now overtaking our timeline. They cannot commence on site without being in contract, as required under the Section 106 pre-commencement conditions.

As the purchase cost would be a Key Decision, under paragraph 15.17 of the constitution, they ought to be advertised 28 days in advance of being taken. Where this is not possible, the Direction of Law, Governance and Strategy must write to you, as Chair of the Scrutiny Committee to put you on notice we intend to take a key decision without the 28-prior publication.

Due to the urgency of the decision, we would also need to request removal of call in on this decision, which would usually mean a wait of 2 working days to enact the decision. This is under paragraph 17.10 of the constitution which states that a decision to be taken cannot be called in if the Chair of the Scrutiny Committee, upon being consulted, agrees that the decision to be taken is both urgent and reasonable and the delay caused by the call-in process would not be in the interests of the Council or the public.

Please therefore take this as notice that the Council intends to take the attached decision by way of Single Member Decision in 5 working days.

A copy of this will also be made available publicly with the decision on the website, in line with the requirements of 15.7.

Jonathan Malton
Committee and Member Services Manager
01865 602767 | jmalton@oxford.gov.uk
oxford.gov.uk | Facebook | Instagram | sign up to our newsletter
Oxford Town Hall, St Aldate's, Oxford, OX1 1BX

OXFORD CITY COUNCIL