

Decision type: **Decision Specifically Delegated to Officers**

Decision date: 07/05/2026

Decision maker: Nerys Parry, Director of Housing Services

Decision title: Purchase of the leasehold flats C,E,G, at 10 Cinnaminta Road, Oxford, OX3 7JB for £840,000 to be allocated to the Temporary Accommodation Programme.

Summary

Decision being taken:	To purchase the leasehold of flats C, E, G, at 10 Cinnaminta Road, Oxford, OX3 7JB for a total of £840,000 to be allocated to the Temporary Accommodation Programme.
Key decision:	Yes
Source of delegation:	<p>Authority delegated from Cabinet in March 2025 to the Director of Housing Services, in consultation with the Cabinet Member for Housing and Communities, the Director of Law, Governance and Strategy, and the Group Finance Director:</p> <ul style="list-style-type: none"> (i) subject to the parameters as set out in paragraph 19, authority to agree the properties to be acquired and the detailed terms for the acquisition of properties and enter all necessary documentation to effect the acquisition of each property into the Housing Revenue Account for the use of Temporary Accommodation; and (ii) (ii) authority to enter into necessary agreements or contracts required, and to authorise expenditure, for any works required to convert or carry out works to (a) any new properties acquired by the Housing Revenue Account or (b) to suitable existing properties from the General Fund to enable them to be used for Temporary Accommodation and to ensure compliance prior to occupation Provided all such expenditure is within the £32 million capital budget as contained in the MTFP.

Cabinet Member: Linda Smith, Cabinet Member for Housing.

Corporate Priority: None.

Policy Framework: None.

The Director of Housing Services decides as follows:

1. To purchase the leasehold of flats C, E, G, at 10 Cinnaminta Road, Oxford, OX3 7JB for a total of £840,000 to be allocated to the Temporary Accommodation Programme.

Appendix No.	Appendix Title	Exempt from Publication
Appendix 1	N/A	
Appendix 2	N/A	

Introduction and background

1. As at 18th March 2025 cabinet made the decision to implement measures to meet demand and bring down cost of Temporary Accommodation via £32m investment from the HRA into additional temporary accommodation provision, over the next three years.

Please note that parameters set out in paragraph 19 of the cabinet report (please refer to link in background documents) have been met with this acquisition. The property is located within Oxfordshire; the Council will obtain vacant possession upon completion and the properties are Leasehold (with no restrictive clauses on occupation for Temporary Accommodation).

Reasons for the decision

2. In response to the above, the decision has been made to use allocated funds of £840,000 to purchase the leasehold of flats C, E, G, at 10 Cinnaminta Road, Oxford, OX3 7JB to provide 3 more units for the HRA to respond to the immediate temporary accommodation need. If this decision is not taken the Council will miss the opportunity to purchase 3 one-bedroom units suitable for TA to reduce the Council's spend on TA accommodation such as hotels and B&B's

Alternative Options Considered

3. The alternative option is to not purchase but this will result in the Council bypassing the opportunity to purchase 3 one-bedroom units suitable for TA to reduce the Council's spend on TA accommodation such as hotels and B&B's.

Implications of Local Government Reorganisation

4. None. Written consent from successor councils not required.

Please send the completed form to acforwardplan@oxford.gov.uk

Equalities Impact

5. N/A

Risks

6. N/A

Carbon and Environmental Considerations

7. N/A

Implications of making the decision

Financial implications	There is an approved capital budget of £32million for the acquisition of TA properties. The purchase of these 3 properties will be funded from this budget.	Completed by: Jason Jones Date: 21/04/2026
Legal implications	Inhouse legal team have been instructed to carry out the necessary investigations and review contract paperwork prior to exchange. To put in place searches and investigate title of the properties and advise the client of any title issues.	Completed by: Sharon Naunton Date: 10/04/2026
Other implications	None.	Completed by: Andy Dorrington Date: 02/04/2026
Member declared interests	None.	Completed by: Linda Smith Date: 24/04/2026

Please send the completed form to acforwardplan@oxford.gov.uk

Background Documents

Cabinet Report – 18th March 2025

<https://oxfordcityintranet.moderngov.co.uk/documents/s89609/TA%20cabinet%20report%20Second%20Draft%20-%20Cleared%20by%20Legal%20and%20Finance%201.pdf>

Forwardplan Publication

[Issue details - HRA Purchase Opportunity for Temporary Accommodation - Flats C,E,G, at 10 Cinnaminta Hill Road, Oxford, OX3 7JB | Oxford City Council](#)

Report author	Andy Dorrington
Job title	Affordable Housing Development Officer
Service area or department	Affordable Housing Supply – Regeneration and Economy
Email contact	adorrington@oxford.gov.uk


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.	Dave Scholes, Affordable Housing Supply Corporate Lead	30/03/2026
Head of Financial Services Where required by the Constitution or conditions of the delegation	Alistair Rush, Group Finance Director	27/04/2026
Head of Law and Governance	Emma Jackman, Director of Law, Governance & Strategy (Monitoring Officer)	27/04/2026

Please send the completed form to acforwardplan@oxford.gov.uk

Where required by the Constitution or conditions of the delegation		
Cabinet Member(s) Where required by the conditions of the delegation	Linda Smith, Cabinet Member for Housing.	24/04/2026
Ward Members Where required by the Constitution or conditions of the delegation	N/A	

Decision Maker Approval

<i>Name and job title</i>	<i>Date</i>
 Nerys Parry Director of Housing Services	07 th May 2026

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.**

Please send the completed form to acforwardplan@oxford.gov.uk

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)

Please send the completed form to acforwardplan@oxford.gov.uk

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.

Please send the completed form to acforwardplan@oxford.gov.uk