

## OFFICER DECISION RECORD 1 FORM

This form should be used to record Officer Decisions in Excess of £100k (but below the key decision threshold), or where required by Financial, Contract or other Procedure Rules or following formal delegation from Cabinet or a Cabinet Member or a Council Committee.

**Decision Reference No:** PLACE24 0963

**BOX 1****DIRECTORATE:** SLHD**DATE:** 23/01/2024

Property Services SLHD

**Contact Name:** Mark Orford**Tel. No:** 01302 736922

**Subject Matter:** Request to purchase 16 Graham Road, Kirk Sandall, DN3 1HY – 3 Bedroom Terraced property for purchase via the Acquisitions Scheme.

**BOX 2****DECISION TAKEN**

To support the proposal for the purchase and repair of 16 Graham Road, Kirk Sandall, DN3 1HY.

The purchase price is £115,000 and provisional inspections have estimated the further investment costs to be in between £16,000 - £18,000 to ensure the property is fully modernised, and up to standard.

**BOX 3****REASON FOR THE DECISION**

In recent years the Council and St Leger Homes of Doncaster (SLHD) have been jointly involved with the delivery of a property acquisition programme. St Leger Homes currently administer the programme on behalf of the Council in which property purchases and conveyance is undertaken by the Council, the properties are brought in to housing stock and are Council owned, St Leger Homes then facilitate necessary repairs to appropriate standards and subsequently let and manage the property.

This purchase has been considered in line with the need to address the high demand for affordable rental properties including 3-bedroom homes in many areas across Doncaster where there is an under supply of properties.

The Housing Needs Survey suggests that this property is situated in an area of need. The property is within proximity to existing council dwellings and is envisaged it will be utilised as a general need property.

The four-year capital budget (2023/24-2026/27) approved on 27th February 2023 included provision for acquisitions and buy backs of former Council homes, to ensure as far as possible that all housing needs are met.

## **BOX 4**

### **ALTERNATIVE OPTIONS CONSIDERED AND REJECTED**

#### **Option 1 – Approve the property purchase – (recommended option)**

This option will support the acquisition programme by utilising available funds to maximise the opportunity to provide additional housing provision across the borough in line with the Housing Needs Survey.

#### **Option 2 - Do Nothing**

This option would lose the opportunity to deploy approved funding to help ease the demand for properties on the housing waiting list.

## **BOX 5**

### **LEGAL IMPLICATIONS**

S.120 of the Local Government Act 1972 the Council has statutory power to acquire any land inside or outside its administrative area for the purposes of its functions or for the benefit, improvement, or development of the area.

S. 9(1)(b) Housing Act 1985 the Council has a specific power to acquire houses for the provision of housing accommodation. The Council is also under a duty to ensure that after the property is secured, it is utilized as housing accommodation as soon as practicable following completion of the acquisition and any necessary works. Any required improvement works will be carried out by SLHD.

Legal will advise on and complete all necessary legal documentation to give effect to the acquisition(s), including review of the title and documentation.

**Name: Nicky Dobson      Signature: Legal Services      Date: 23/01/2024**  
Signature of Assistant Director of Legal and Democratic Services (or representative)

## **BOX 6**

### **FINANCIAL IMPLICATIONS:**

The purchase cost of the property at 16 Graham Road, Kirk Sandall is £115k. In addition, there will be legal costs (Including stamp duty at 3% and searches etc) which are estimated to be no more than £4,450.

Further investment costs estimated to ensure the property is fully modernised, and up to standard are estimated to be £18k, resulting in an overall cost for the property of £137,450.

The approved four year capital budget 2023/24-2026/27 was approved by Council on 27<sup>th</sup> February, 2023 and included funding earmarked for acquisitions totalling £32.9m across the 4 year period.

In addition, the Council has been successful with grant bids from The Department for Levelling Up, Housing and Communities (DLUHC), Local Authority Housing Fund Allocation. The grant awards of £0.88m (Round 1) and £0.80m (Round 2) when matched with £0.81m and £0.91m respectively S106 funding will result in a total of £3.40m additional funding.

All the costs associated with this purchase (Inc improvements) will be met from the funding detailed above.

Any purchase must be done in accordance with Financial procedure rule C20:-  
In respect of the acquisition of land and property: where budget provision for an acquisition exists within the total Council budget, the Property Officer may approve a purchase of land or property.

Upon completion, the property will become part of the existing stock and the management and maintenance expenditure will be met within St Leger Homes existing budgets.

**Name: D Henderson**

**Signature:** 

**Date: 09/02/24**

Signature of Chief Financial Officer and Assistant Director of Finance (or representative)

**BOX 7**

**OTHER RELEVANT IMPLICATIONS**

**Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Name of Assistant Director (or representative)

**ANY IMPLICATIONS SENT TO DEPARTMENTS SHOULD GENERALLY BE SUBMITTED AT LEAST 5 WORKING DAYS IN ADVANCE TO ENSURE THESE CAN BE GIVEN THE RELEVANT CONSIDERATION.**

**BOX 8**

**EQUALITY IMPLICATIONS:** (To be completed by the author).

There are no anticipated equality implications associated with the purchase. Any allocation of such a property will be carried out in line with all existing allocation policies and solely on need.

**BOX 9**

**RISK IMPLICATIONS:** (To be completed by the author)

There are no anticipated risk implications associated with the purchase. Negotiations, legal and conveyancing are conducted by Councils in-house legal and RICS registered valuation officer as part of the process. Surveys and relevant structural/condition reports are provided prior to completion by suitably qualified external companies which gives the opportunity to highlight any concerns prior to purchase and ensure value for money is achieved in paying market value and highlight any issues.

The property is not in a chain, therefore there are no issues or delays anticipated.

**BOX 10  
CONSULTATION**


Guidance has been given by colleagues within Strategic Housing that the Housing Needs Survey will act as a key driver in this process and forms the basis for property acquisitions within the scheme.

The Council's Asset Valuers have undertaken a market valuation on the properties based on current conditions and comparable evidence and conducted the sale process in a full and transparent manner with the agent.

**BOX 11  
INFORMATION NOT FOR PUBLICATION**

There is no information in this report that cannot be published.

- Officer Decisions should be published as soon as reasonably practical after they have been taken.
- All signatures included on the form will be removed ODR prior to publishing

**Name: Louise Robson    Signature**  **Date: 08.02.2024**  
Signature of FOI Lead Officer for service area where ODR originates

**BOX 12  
BACKGROUND PAPERS**

Please confirm if any Background Papers are included with this ODR **YES/NO**

(If YES please list and submit these with this form)

**BOX 13  
AUTHORISATION**

**Name: Dan Swaine**

**Signature:** 

**Date: 07.03.24**

Director for Place

**Does this decision require authorisation by the Chief Financial Officer or other Officer**

**YES**

**If yes please authorise below: [Property Officer]**

**Name: Scott Cardwell**

**Signature:** 

**Date: 07.03.24**

Assistant Director of Economy & Development

**Consultation with Relevant Member(s)**

**Name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Designation** \_\_\_\_\_

(e.g. Mayor, Cabinet Member or Committee Chair/Vice-Chair)

**Declaration of Interest YES/NO**

**If YES please give details below:**

**PLEASE NOTE THIS FORM WILL BE PUBLISHED ON THE COUNCIL'S WEBSITE IN FULL UNLESS IT CONTAINS EXEMPT OR CONFIDENTIAL INFORMATION.**

Once completed a PDF copy of this form and any relevant background papers should be forwarded to Governance Services at [Democratic.Services@doncaster.gov.uk](mailto:Democratic.Services@doncaster.gov.uk) who will arrange publication.

It is the responsibility of the decision taker to clearly identify any information that is confidential or exempt and should be redacted before publication.