

April 2018
to
March 2025

Strategic Asset Management Plan

Version 01 | June 2018



NEWPORT
CITY COUNCIL
CYNGOR DINAS
CASNEWYDD

FOREWORD

I am pleased to present the council's Strategic Asset Management Plan for property assets (SAMP).

We are facing very challenging times in local government, with falling budgets and increasing demands for services, being addressed within a weak economy at national and local level. Never has the need been greater to improve operational efficiency and financial performance of our property assets.

After staff costs, owning and operating premises is the largest single expense faced by the council. It is essential, therefore, that the portfolio is limited to the level necessary for delivery of services. Every opportunity must be taken to operate efficiently and to reduce costs. Every pound saved on managing assets is a pound available to invest in services.

Property assets will be managed actively to ensure they make a positive contribution to delivery of services and offer good value for the resources that are invested each year. This plan sets out the strategy for management of the property portfolio over the next period.

I will continue to work closely with the communities, partner organisations, elected members and officers to ensure the council maximises the benefits derived from the use of property assets.

Councillor Mark Whitcutt
Deputy Leader
Cabinet Member for Assets and Member Development





6,000
council staff
employees
(including schools)



£210m
repair
and maintenance
backlog



8%
reduction in
carbon emissions
in past year



Communities
consider community
asset transfers
for council assets



149,000
Residents



61m
units of energy
used in a year



59%
of operational
estate used
for education



Innovation
create inspiring
work environments
and develop space
for commercial and
social innovation



169
operational buildings



£4m
annual cost
of utilities



**Carbon
Neutral
by 2030**
Welsh Government target



£305m
overall value
of council estate



73%
proportion of carbon
emissions resulting
from buildings



Modernised
ensure council
buildings are fit
to deliver future services



NEWPORT
CITY COUNCIL
CYNGOR DINAS
CASNEWYDD



EXECUTIVE SUMMARY

Newport City Council owns a large and complex property portfolio with an aggregate asset value of £304.5M. Expenses incurred in managing and utilising these property assets is the second highest revenue cost faced by the council (after staff costs).

Property assets are used for the delivery of operational services. The nature and extent of the portfolio, therefore, is kept under review, to ensure it remains suited to its operational purpose and is efficient in use.

To ensure, best use is made of assets, the council has adopted a corporate landlord model of property management. This recognises all property is owned by the council, individual Services use this accommodation to deliver services. Under this arrangement, all decisions affecting property assets are considered from a corporate perspective, with the benefit of appropriate professional advice. Policy development and key property issues are discussed at the capital strategy and asset management group.

The council recognises it does not require all the current portfolio. The process of portfolio reduction will be service-led and work streams are under way to consider the current situation. While there will be targeted investment, the overall outcome of the review will be a reduction in the size of the portfolio.

Service and property review is a dynamic process that will evolve in response to policy initiatives. Specific actions are defined for the current financial year but the process of review will continue throughout the plan period, with future work plans being developed for subsequent years.



CONTENTS

PART 1	6
STRATEGIC CONTEXT	6
Overall Vision/Aim	6
Why formulate a strategic asset management plan?	6
The Strategic Asset Management Plan	6
Asset Strategy – Objectives.....	7
Newport City Council – Brief Overview	7
Newport City Council – Corporate Plan	8
Governance, delivery and monitoring of the Strategic Asset Management Plan.....	8
PART 2	9
SHAPING THE FUTURE ESTATE	9
Current Asset Base	9
Managing the Portfolio.....	10
Working with Partners.....	10
Disposals.....	10
Acquisitions.....	11
Condition.....	11
Suitability	11
Carbon Management/ Energy Efficiency.....	12
PART 3	13
DELIVERING THE PLAN	13
Governance & Management Arrangements.....	13
21st Century Schools Programme.....	13
Civic Centre Project.....	14
Community Hubs.....	14
Service Planning and Portfolio Development.....	15
Non-Operational Portfolio.....	15
APPENDICIE	
APPENDIX A - Corporate Landlord policy.....	17
APPENDIX B - Community Asset Transfer policy (CAT).....	24
APPENDIX C - List of Assets.....	31



PART 1

STRATEGIC CONTEXT

Overall Vision/Aim

Newport City Council (NCC) holds property to sustain and support its corporate objectives as set out in the Corporate Plan, and other strategies.

The aim of the Strategic Asset Management Plan (SAMP) is to set out the council's vision, aspirations and objectives for its land and property assets, and to outline a five-year plan for achieving these outcomes.

Why Formulate a Strategic Asset Management Plan?

The Strategic Asset Management Plan is a key corporate strategic document, which sets out Newport City Council's property objectives, focussing on how the Council intends to utilise its asset base to deliver its Corporate Plan.

Elected members, officers and partner organisations will use the SAMP to support and inform any decision related to property assets. The SAMP should be treated as the key reference point for all future property portfolio decisions.

The Strategic Asset Management Plan

Asset Management is the generic process that seeks to ensure that land and buildings, as the asset base of an organisation, are structured in the best interests of the organisation.

The SAMP applies to all council owned land and buildings. It aligns the asset base with the organisation's corporate goals and objectives and responds to all functional and service delivery requirements of the organisation. This will assist the council in meeting its statutory and other obligations to deliver various operational functions and services within the city.

Asset Strategy – Objectives

The SAMP provides a framework within which NCC can secure the operational and financial benefits of an estate that aspires to standards of best practice. It will address the need to secure the maximum potential economic benefit whilst supporting delivery of the council's objectives through providing services, enabling community participation, delivery, growth and regeneration.

The objectives of the SAMP are to:

- Articulate a vision for council land and property assets over the coming years.
- Set out a strategic approach in respect of the land and property assets so the portfolio is managed as a whole rather than considering assets in isolation.
- Shape the Council's operational estate to optimise service provision and meet the needs of customers.
- Ensure that the procurement of works for buildings meets sustainable design criteria and those buildings are maintained and managed for maximum energy and resource efficiency.
- Support longer term regeneration and growth by preparing business cases for retaining, acquiring or disposing of assets ensuring best consideration is achieved and where relevant community and social value is taken into consideration.
- Provide a framework against which strategies for council assets, such as schools, leisure facilities and parks, can be developed.

- Develop an approach that maximises income and where relevant, this should be balanced against community or social value.
- Achieve efficiencies by sharing assets across the public sector.
- Seek to ensure that operational properties are appropriately located and accessible to all. This will incorporate an office accommodation strategy, incorporating efficiency in the use of space through agile / remote working and to maximise co-location of services working with partners.

Newport City Council – Brief Overview

Newport City Council covers an area of just over 73.5 square miles. Newport is the third largest city in Wales.

The Office for National Statistics assess the population at 147,769 (2015), which represents a 1.39 percent increase on the 2011 census. At 2015, there were 65,192 dwelling in Newport, which represents a 2.75 percent increase since 2011.

The administrative area divides into 20 designated ward areas, containing 14 community councils. Wards are represented at council by 50 elected members.

Newport City Council has adopted a leader and cabinet model of governance. Each of the 9 cabinet members hold responsibility for overseeing a designated portfolio of services.

Newport City Council – Corporate Plan

The NCC Corporate Plan for 2017 – 2022 is based on the themes of Building on Success and Building a Better Newport and adopts a mission to Improve People’s Lives.

The plan outlines 20 commitments for change, relating to four areas. These will be the driving themes for the plan period and the SAMP will have regard to these in determining the property asset strategy.

The level of land and property held by the Council indicates the SAMP impacts on each of the 4 themes and the individuals areas listed within the themes:

- Resilient communities – A community asset transfer, shown as an appendix to the SAMP links to this theme.
- Aspirational people – Part 3 of the SAMP clearly links to this theme which includes the 21st century schools programme.
- A thriving city – This theme looks to increase the opportunity for business and the council can improve the quality of industrial unit and industrial estates to make their usage more attractive.
- A modernised council – the proposed community hub developments, as well as with the work on creating an inviting and inspiring work environment, will help with this objective.

Development of the SAMP will also have regard to the adopted equality objectives set out in the strategic equality plan.

Wellbeing of Future Generations (Wales) Act 2015

The Strategic Asset Management Plan covers the period April 2018 to March 2025 and sets out the vision of how Newport city Council will manage and develop its assets. Many differing decisions will be taken in respect of existing and future assets.

Each decision taken as part of the Strategic Asset Management Plan will follow the five ways of working principles set out in the guidance for compliance with the Wellbeing of Future Generations (Wales) Act 2015.

Discussion on each scheme and how the five ways of working impact upon and support the decision to be taken can form part of the overall scheme approval and monitoring within Capital Strategy and Asset Management Group.

Governance, delivery and monitoring of the SAMP

Ensuring consistency of delivery in line with the SAMP from disposal to capital investment to maximise use and income generation of the portfolio will be critical. To achieve this the council has a corporate strategy and asset management group (CSAMG), which is referred to further in this plan along with the terms of reference for the CSAMG.

CSAMG will consider all service areas when decisions are taken but also includes the role of determining the breakdown of the council’s capital programme and monitoring of delivery.



PART 2

SHAPING THE FUTURE ESTATE

Current Asset Base

The council's current property portfolio is set out in a schedule at Appendix C. In aggregate, the portfolio has a net book value of £304.5M (31 March 2017). The properties have been categorised as follows.

• Operational Properties

- Regeneration, Investment and Housing	<i>GIA (47,423m²)</i>
- Education	<i>GIA (208,684m²)</i>
- Flying Start	<i>GIA (2,069m²)</i>
- Street Scene	<i>GIA (13,392m²)</i>
- Social Services	<i>GIA (36,560m²)</i>
- Newport Live	<i>GIA (46,929m²)</i>

• Non-Operational Properties

- Regeneration, Investment and Housing	<i>GIA (14,716m²)</i>	<i>Revenue (£532,971.28)</i>
- Education	<i>GIA (1,371m²)</i>	<i>Revenue (£20,021.08)</i>
- Street Scene	<i>GIA (7,870m²)</i>	<i>Revenue (£10,497.20)</i>
- Social Services	<i>GIA (1,745m²)</i>	<i>Revenue (£94,500)</i>

The performance of property assets will be monitored and assessed in both functional and financial terms. In managing assets, the portfolio should be subject to the following tests:

- Is there a clear rationale for owning or holding property?
- Does a particular asset assist service delivery or generate income?

- Is there any beneficial purpose in its retention? e.g. a growth or regeneration opportunity or a wider public service benefit?
- Are the individual properties fit for their intended purpose? Quantify the performance and return from any given property asset.
- The council will set quantitative and qualitative objectives, which will be reviewed and monitored to ensure that they are being met and are still relevant.
- Applying these tests and corresponding decisions could lead to disposals or acquisitions which will enhance the performance of the property portfolio.

Managing the Portfolio

In order to ensure the property portfolio aligns to the corporate plan, while delivering a consistent approach to property management, the council has adopted a corporate landlord model for management of the portfolio.

The adopted policy is set out in Appendix A. The essence of the policy, however, is that all decisions affecting property are considered from a corporate perspective, rather than a service-specific view. This approach recognises that the council owns all property assets corporately and this represents a position analogous with that of a landlord. Premises are then allocated and used by services, in order to deliver operational services. When a premises is used by a service (“tenant”) there will be discretion in action but all major decisions regarding utilisation of premises must be referred to the CSAMG for determination. In coming to decisions regarding assets and working with both service users and the corporate body, Newport Norse undertake a role similar to that of managing agent.

The processes supporting the policy also ensure that all property decisions are taken with the benefit of professional property advice. This can be a technically demanding process across a high volume of transactions and priorities need to be agreed.

Working with Partners

In delivering its property strategy, the council will actively seek to work with partners in the public and private sectors, as well as third sector organisations.

To help facilitate this approach, the council has adopted a formal policy for managing community asset transfer applications. This is set out for reference at Appendix B.

Disposals

Land and property assets will be considered for disposal and potentially surplus to requirements if any of the following statements apply:

- The asset no longer makes a positive contribution to the current delivery of council services.
- The asset has no potential for future strategic regeneration and / or redevelopment purposes.
- An alternative site can provide a more cost effective and/or efficient point of service delivery.
- There is no adopted and resourced plan/policy/strategy, which will bring the asset into beneficial use in the near future.

- Consideration of long-term income streams as alternative to disposals or.
- There is no potential for advantageous shared use with partners.

The council manages an active disposal programme for surplus asset and this will continue over the plan period. This process will release capital for reinvestment, as well as providing revenue savings. There is a range of disposal methods that can be utilised, depending on the circumstances of the case. Each transaction will be considered on its merits and a positive decision taken as to method of disposal.

Acquisitions

Land and property interests should be considered for acquisition if the following circumstances apply:

- The acquisition will make a positive contribution to the current delivery of council services.
- The acquisition will make a positive contribution to reducing occupation cost.
- All other methods for the delivery of the service have been investigated and an option appraisal has been undertaken which highlights acquisition as the economic and efficient means of service delivery.
- The acquisition of the interest has potential for future strategic regeneration and / or redevelopment, or contributes to wider corporate objectives and appropriate funding has been identified.

Condition

The existing estate is not sustainable in the long term. The latest condition information available, indicates that the required maintenance backlog over the whole estate is around £100M (2018). Resources are not available to address the full backlog in a meaningful way but steps are being taken to ensure that all buildings are at least safe, secure and comply with basic statutory requirements. As funding to improve the condition of buildings above a base standard is expected to remain limited in the future, an effective and robust maintenance planning programme has been put in place to ensure investment is effectively targeted. This is a major issue for the schools estate, in particular, where many building elements have reached the end of their useful life.

Suitability

Suitability assessments will be carried out as part of service property reviews to identify the impact that assets potentially have on service delivery. It is clear from work to date that significant development work is required to bring the portfolio to the optimum size, condition and content. For example, many schools will be considered unsuitable for the delivery of 21st Century learning and teaching. The Council is currently utilising funding from the Band A and will use the forthcoming Band B Welsh Government 21st Century Education funding programme to improve schools through targeted investment. However, this will not resolve the position in its entirety and, as Newport is an area of growing school numbers an approach to funding future requirements will be needed to address shortfalls.

Most buildings open to the public have adequate physical access for disabled people although there are other areas of accessibility that will need to be addressed.

Carbon Management/ Energy Efficiency

Carbon and energy management are a key focus for the council's strategic property direction over the next five years driven by the necessity to reduce our carbon emissions and ever-increasing energy prices. Welsh Government has set out the ambition for the public sector to be carbon neutral by 2030 and to have 70percent of the electricity consumption in Wales sourced from renewable energy sources; Newport City Council will show proactive leadership to reach these ambitious goals.

The council is developing its first carbon management plan for 2018-2022, which establishes baseline emissions by source and reduction measures. In 2016/17, 73 percent of our direct carbon emissions relate to utility consumption in buildings, the remainder relating to street lighting and fleet vehicles.

The principle mitigation measures, which will be applied, are ensuring that all new buildings meet the highest possible efficiency standards, retrofitting cost-effective energy efficiency measures and on-site generation, such as solar PV, to existing buildings and improving the efficiency of street lighting. Further measures include encouraging active travel, transitioning to the use of zero-emission vehicles and supporting Newport's businesses and residents to do the same.

NCC will also be helping new tenants of council owned assets to reduce their carbon emissions by improving building energy performance certificate ratings as laid out in the UK governments minimum energy efficiency standards.



PART 3

DELIVERING THE PLAN

Governance & Management Arrangements

Member responsibility for assets rests with a cabinet member, currently the cabinet member for assets and member development (Deputy Leader). Through regular formal reporting and informal briefing, key policies are developed and decisions made. Matters of greater significance are reported for decision to the cabinet.

Within the executive structure, the key focus for consideration of property matters is the (CSAMG). This contains senior representation from all service departments and is chaired by the strategic director for place. Formal terms of reference have been adopted. The CSAMG is administered by Newport Norse and is supported by technical officers from property and finance.

The council has access to a wide range of property advice in managing its portfolio, provided by Newport Norse. Cross-cutting issues, such as the asset capital maintenance programme, are regularly discussed in this forum.

As mentioned previously, the council has adopted a corporate landlord model of management for all of its property assets. This is set out in full as an Appendix to this SAMP.

21st Century School's Programme

The council is in the final stages of delivering Band A of the Welsh Governments 21st Century Schools programme. It has also had its recent submission for the Band B programme approved in principle.

The Band B programme covers the period from 2019 to 2024 and is estimated at £70m. The council and the Welsh Government fund the programme jointly. The programme is intended to deal with some condition issues and capacity within the estate, by

addressing the demand for pupil places. The programme is in its very early stages and work to define the governance arrangements, programme management and profiling is currently underway.

Civic Centre Project

The Civic Centre is the major administrative facility of the council. It provides a base for civic functions and member support, as well as front line delivery and support functions.

Over recent times, a review has been initiated to identify accurately the levels of usage and review the future role of the Civic Centre. The intention is to enhance the working environment and to improve utilisation, in order to make space available for other uses. This improvement in efficiency of utilisation will be increased by embedding flexible and modern working methods, including utilising average 2:1 desk ratio, as envisaged in the corporate plan 2017/2022.

Space released by this process at the Civic Centre may then be utilised for other purposes, so further improving utilisation and reducing costs. New uses may include bringing additional council staff to the Civic and letting office space to public sector partners.

Community Hubs

To develop an approach for delivering voluntarily accessed services, which meet the needs of our customers, in line with local and national policies and strategies. Addressing the needs of customers who use voluntarily accessed services by enhancing service provision through:

- The creation of a co-located, multi-agency voluntarily accessed service model, which will be delivered from a range of hub and spoke locations across the city.
- Improved operational and performance management of voluntarily-accessed services through the development of a multi-skilled, holistic management structure.
- Establish a digital infrastructure which is capable of meeting the ICT requirements as determined.
- Develop estates and facilities to ensure they are fit for purpose to deliver the new model of working.
- Offering a more sustainable capital asset plan for our buildings and facilities within the defined neighbourhood hub and spoke model.
- Delivering a more cost effective service which fits within the council's financial envelope.
- Delivering revenue savings through co-location and shared facilities.

The success of the new model will be measured upon the following agreed outcomes:

- Savings and reinvestment from capital receipts of disposed buildings.
- Savings and reinvestment from revenue savings from reduced maintenance and running costs, core funded staff savings and reduced core funded spend on rental properties.
- Customer satisfaction will be monitored through regular feedback questionnaires from individuals/groups who access services/buildings.

- Staff satisfaction will be monitored through regular feedback questionnaires.
- Partner satisfaction will be monitored through regular feedback questionnaires.
- Record and monitor footfall and use of buildings.
- Establish a set of Key Performance Indicators to ensure an effective and common approach is adopted in evaluating and monitoring the neighbourhood hub and spokes model.
- The current services in scope are subject to change (e.g. grant funding criteria, demand, service user needs etc), so it is necessary that the model is monitored to ensure it continues to meet the needs of an ever changing demographic.

Service Planning and Portfolio Development

The purpose of holding operational property is to facilitate and support service delivery. A schedule of the portfolio is set out at Appendix 1, grouped according to service area.

Under the supervision of CSAMG, it is intended throughout the course of this SAMP to review all property. This will be undertaken on a premise-by-premise basis and challenge the need to retain the current portfolio. Each review will have proper regard to the strategic equality plan. Service and financial efficiency will be paramount but there will be consideration of property aspects such as running costs, maintenance backlog and potential capital receipts.

The principal objective is to ensure the portfolio is fit for purpose and agile in responding to changing service requirements. The process,

however, will include a presumption that where a service property can be declared surplus, it will be released for disposal in order that capital and revenue can be released for reinvestment in other policy priorities.

A review process has started but it is envisaged that conducting the review rigorously will take the duration of this SAMP to complete. Although it is too soon to draw conclusions, from the work to date it is clear that:

- Access to appropriate premises is critical for service delivery. The extent, nature and location of service premises must be kept under review, through active service planning.
- The current portfolio is larger than the council can afford to retain in the medium to long term.
- The maintenance backlog will not be eliminated by the level of resources currently available to maintenance. A managed approach to prioritisation will be required, while the size of the portfolio is reduced.
- There is opportunity to release capital and revenue resources by disposing of surplus assets. This resource will become available for reinvestment by NCC, in line with its policy priorities.

Non-Operational Portfolio

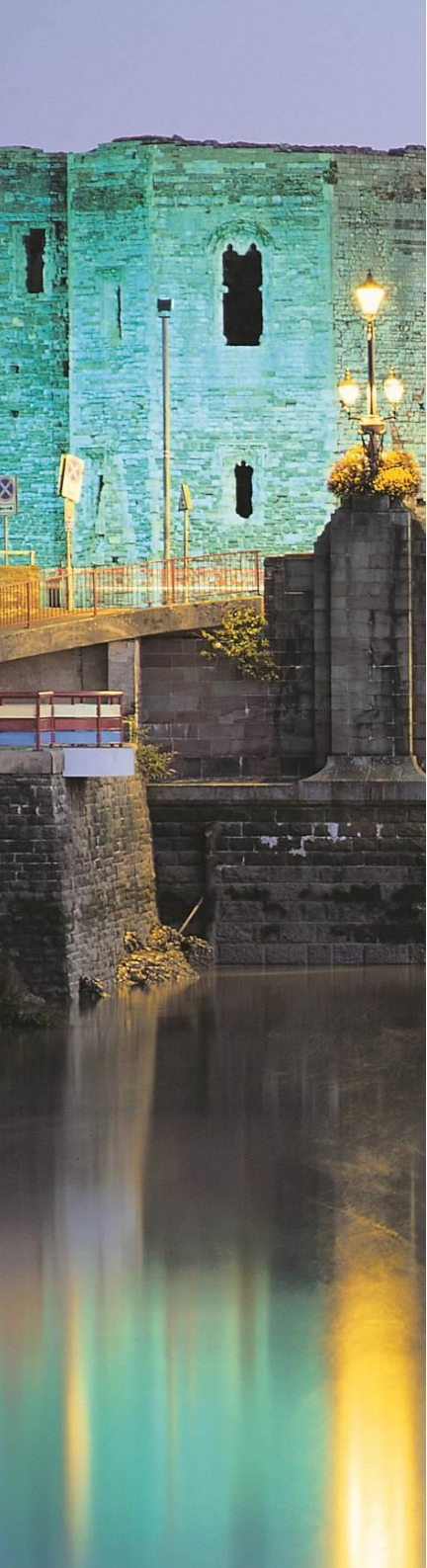
By definition, the non-operational property portfolio is not utilised for direct service delivery. Instead, the council owns non-operational assets for two purposes: to provide revenue income and to influence future development opportunities.

Investment in this segment of the estate has been limited over many years. Other than where investment is negotiated with a

tenant, the estate is generally depreciating year-on-year. Opportunity for investment, including grants, will be kept under review, especially if this will provide opportunity to increase income.

The revenue income of non-operational assets will be monitored through the CSAMG to ensure it provides a satisfactory financial return on the capital invested. Rent will be kept under review, in accordance with provisions of the agreements and the wider property market. Where the revenue return is not satisfactory, assets will be considered for sale in order to release capital for reinvestment.

In any review of non-operational assets, the potential to facilitate future development opportunities or physical regeneration will be considered.



APPENDIX A

CORPORATE LANDLORD POLICY

Version 01 | June 2018



Newport Norse is a Joint Venture between
Newport City Council, Norse Commercial
Services and NPS Property Consultants

NEWPORT CITY COUNCIL

CORPORATE LANDLORD

ROLES AND RESPONSIBILITIES

INTRODUCTION

Newport City Council owns the property assets from which services are delivered or are supported. The council, in its corporate strategy and strategic asset management plan 2013 – 2018, adopted the corporate landlord model in respect of the delivery of property services. This role is supported by Newport Norse acting as the client agent to the Council. The recently formed joint venture company has full responsibility for the management of the council's land and property portfolio.

All decisions affecting property assets will be considered from a corporate perspective. Service occupiers will not be free to make independent decisions regarding the use or utilisation of council premises. The corporate landlord model applies to all council premises including local authority controlled schools regardless of whether premises related budgets are centralised or devolved.

Service departments and schools are effectively "tenants" within the premises they occupy and will have defined responsibilities for the premises they occupy.

The introduction of the corporate landlord model is to ensure good stewardship of the Council's property assets and it is important that service occupiers and schools understand the roles they have to play in the process.

Newport Norse will ensure that premises related budgets are used wisely and effectively to provide best value; buildings are used efficiently, meet legislative requirements, are properly maintained, having regard to available budgets, and accessible to service users. The desired outcome is enhanced service delivery through 'fit for purpose' buildings that contributes to customer satisfaction with the service received.

The corporate landlord will take responsibility for providing a corporate and consistent policy/standards approach to:

- Acquisition and disposal
- Space standards and utilisation
- Repair and maintenance
- Premises related health and safety requirements
- Statutory inspections
- Security, caretaking and cleaning
- Disabled access requirements
- Insurance – buildings and building works
- Energy efficiency and sustainability issues

This document provides guidance on the respective roles and responsibilities of all stakeholders.

RESPONSIBILITIES – LANDLORD (NEWPORT NORSE ACTING AS CLIENT AGENT AND SERVICE PROVIDER)

1. Client Agent

- a. Advising the council on its property strategy and optimisation of the use of property assets in support of service delivery
- b. Implementing the corporate asset management plan
- c. Acting as consultant on all property matters
- d. Acting as the council's agent in ensuring all council policy is adopted and complied with
- e. Advise on all strategic building related issues such as estates management
- f. Provision of energy management advice including a monitoring role to identify trends and implement energy efficiency measures.

2. Service Agent

- a. Provision of all technical support services to assist with the routine operation of the building including;
 - Building surveyors
 - Mechanical and electrical engineers
 - Asbestos and Fire Safety officers
 - Energy officers
 - Design and contract management officers (including project management)
 - Estates/portfolio surveyors
 - Strategic asset management officers
 - Facilities management officers (including cleaning)
- b. Manage all requests for planned, statutory maintenance and cyclical maintenance for the building.
- c. Manage requests for response maintenance in accordance with the maintenance strategy and current SLA's
- d. Full design services and project management for major refurbishment/improvements
- e. Surveys/reports in connection with asset management and legislative requirements such as condition surveys, asbestos and Legionella
- f. Undertake all statutory maintenance to ensure compliance with legislation including: boiler plant servicing, fire alarm testing/servicing, electrical inspection/testing, emergency lighting testing/servicing, lift maintenance and duties surrounding the Regulatory Reform (Fire Safety) Order 2005 and Control of Asbestos Regulations 2012.
- g. Provision of an emergency response to out-of-hours building maintenance related issues.
- h. Plan and organise office moves.
- i. Provision of energy management advice including a monitoring role to identify trends and implement energy efficiency measures.

- j. Hold the centralised budget for the non-school buildings for premise related matters – repairs, maintenance, rates, utilities etc.
- k. Regular (at least annually) inspections will be undertaken to review utilisation of the building and make recommendations to improve utilisation
- l. Undertake survey prior to occupation and on leaving the building - damage beyond fair wear and tear caused by the occupier may be recharged on departure from the building.
- m. Ensure that the building is clean for day to day use e.g. clean toilets, vacuum, empty bins etc.

OCCUPIER (SERVICE AREA OR SCHOOL) – TENANT

3. Responsibilities of the Tenant

- a. Occupying the premises in accordance with council policy and procedures
- b. Ensure a nominated person is appointed to act as the building management co-ordinator for all building related issues. Contact details to be held by Newport Norse and any changes must be reported to Newport Norse helpdesk.
- c. Operational management of the building on a day to day basis. This includes elements of statutory maintenance work including, weekly fire alarm checks, weekly flushing of sentinel taps and little used outlets and quarterly asbestos in situ checks.
- d. To report building maintenance issues to Newport Norse helpdesk in a timely manner in accordance with the procedure.
- e. To ensure compliance with all Health and Safety legislation in connection with the normal operation of buildings.
- f. To act as key holder and be totally responsible for security of the building. Contact details for the keyholder and an alternative

- must be provided to the Newport Norse helpdesk and kept up to date at all times.
- g. To be responsible for energy consumption and energy use, providing meter reading information to Newport Norse as and when required.
- h. To ensure the building is maintained to an acceptable standard.
- i. Consult with and where necessary obtain written approval from Newport Norse prior to committing resources for any intended alterations, change of use or improvement works. For non-school premises Newport Norse will arrange all works. For school premises, schools have the option to use their own contractors, but will require formal approval from Newport Norse before any work is carried out.
- j. Liaise with Newport Norse for all proposed office moves/relocations.
- k. Liaise with Newport Norse on all landlord and tenant matters. e.g. share accommodation with others
- l. Assignment or subletting is strictly prohibited without the prior written consent of Newport Norse
- m. Duties surrounding the Regulatory Reform (fire safety) order 2005.
- n. Duties around the Control of Asbestos Regulations 2012.

NB. All decisions affecting property assets will be considered from a corporate perspective. Service occupiers will not be free to make independent decisions regarding the use or utilisation of council premises.

SPECIFIC ROLES AND RESPONSIBILITIES

LANDLORD	OCCUPIER – TENANT
Condition survey of buildings	Day to day site and premises checks
Preparation and delivery of an approved capital programme – planned maintenance and planned capital investment	Asbestos in situ check and glazing checks
Statutory inspections and maintenance	Cleaning, caretaking and security *
Inspection and servicing of boilers	Grounds maintenance
Inspection of lifts	Portable Appliance Testing **
Arrange insurance assessments, claims and valuations	Housekeeping
Response maintenance (in accordance with our maintenance strategy)	
Payment of utilities	
Cleaning, caretaking and security*	
Arrange the removal of pests (e.g. rats)	
Fire management in accordance with Regulatory Reform (fire safety) Order 2005	
Asbestos Management in accordance with Control of Asbestos Regulations 2012	

* Cleaning, caretaking and security – will be agreed on a site by site basis

** Portable appliance testing – tenant responsibility apart from premises within the centralised maintenance budget which is managed by Newport Norse

These are key property related tasks. It is not designed to be a definitive list and there will be elements where responsibility can fall to either party. Newport Norse are happy to discuss individual questions as they arise.

FREQUENTLY ASKED QUESTIONS

Q. We would like to undertake some structural alterations or build a new building, what do we need to do?

A. *You should contact Newport Norse to discuss and agree any proposed works or new build. We will advise you on how best to proceed. Even minor alterations and changes to use of rooms or buildings should be notified as Newport Norse need to have a record as they could potentially affect eg the fire risk assessment or the electrical installation report.*

Q. Are we responsible for maintaining the building?

A. *Non-school premises - No, the premises budget has been centralised and is now managed by Newport Norse. You should report any response maintenance issues to the Newport Norse helpdesk. Occupiers and premise managers still have a responsibility for the day to day management of the building and reporting any repairs.*

School premises – schools are responsible for revenue repairs and maintenance of school premise subject to the Fair Funding SLA, which is managed by Newport Norse. Responsibility for capital repairs and maintenance is retained by the council and again managed by Newport Norse. Requests for repairs and maintenance and advice should be directed to the Newport Norse helpdesk.

Q. We would like to acquire premises, how do we do this?

A. *You should contact Newport Norse if you have any accommodation requirements. Please do not enter into a legal agreement for a property without first discussing with and getting approval from Newport Norse.*

Q. We would like to offer a surplus office to another organisation, is this okay?

A. *Yes – we support co-location. However, you will need to provide Newport Norse with the details for them to consider whether it is appropriate and document it accordingly.*

Q. Part of the accommodation allocated to us is surplus to our requirements, what do we do?

A. *You will need to provide Newport Norse with details of any vacant, unused, underused or likely to be surplus property and Newport Norse will take the appropriate action after consultation, re-allocate to another service/use or, if it is surplus to the council's requirements then the property/land may be sold. It is worth noting that any income arising from the sale of surplus land or buildings is treated as a capital receipt to the council rather than the service who last occupied it. Service occupiers will benefit from reduced occupation costs.*

Q. We need some assistance with facilities management issues, can you help?

A. Yes, Newport Norse along with the corporate health and safety team ensure that all managers of premises are aware of their responsibilities and offer guidance where required. We also have a monitoring role to confirm that managers/ caretakers/estate managers are carrying out the duties that are required of them under relevant legislation and to highlight weaknesses, so that support can be provided.

Q. We have our own cleaners and need some advice on the best way to clean the office, can you help?

A. Yes, Newport Norse are able to provide advice and support on all facilities services issues including cleaning, the use and storage of chemicals and appropriate equipment for carrying out specific jobs.

ADDITIONAL INFORMATION

Contact Details:

Newport Norse Helpdesk – Telephone: 01633 240456
Email: property.services@newportnorse.co.uk

Complaints

We look to continually improve our services, so it is important that we receive feedback from our customers. If possible, we believe it's best to deal with things straight away rather than try to sort them out later. If you have a concern, raise it with the person you're dealing with. He or she will try to resolve it for you there and then.

You can express your concern/complaint via:

- **Phone on:** 01633 240456
- **E-mail to:** property.services@newportnorse.co.uk
- **Post to:** Newport Norse
Telford Depot
Telford Street
Newport NP19 0ES

Newport Norse is a joint venture between Newport City Council, Norse Commercial Services and NPS Property Consultants



APPENDIX B

COMMUNITY ASSET TRANSFER POLICY (CAT)

Version 01 | June 2018



Newport Norse is a Joint Venture between Newport City Council, Norse Commercial Services and NPS Property Consultants

Newport City Council

Community Asset Transfer Policy

Purpose of the Policy

To set a transparent, positive and pro-active framework to enable, where appropriate, the transfer of assets from the council to a third sector organisation (TSO).

The framework will support asset transfers that:

- Meet *community need and demand*
- Support the *Councils aims and objectives*
- Are evidenced by a *transparent business case* including financial implications to the authority.
- Are *sustainable* in the long term (particularly if long lease or freehold transfer).

This policy and framework aims to:

- Assist elected members, council officers and community organisations in understanding what can be achieved by community asset transfer.
- Set out a framework for assessing community asset transfer requests to ensure a consistent approach is adopted to achieve community, corporate and service aims.

Definition of Community Asset Transfer

The transfer of land or buildings from the council's ownership into the stewardship and /or ownership of third sector (voluntary and community sector) organisations to include:

- Management agreement
- Licence to occupy
- Short lease (say 3 to 5 years)
- Long lease (up to 25 years)
- Freehold transfer (exceptional circumstances only)

Where practical, premises transferred under this process will be let on usual commercial terms. Depending on financial circumstances, community asset transfers may involve a transfer at less than market value, either at a reduced cost, or for a nominal consideration. The social, economic or environmental benefits of the proposed transfer may be taken into account in determining the value. If the council is minded to agree a letting at less than market value, this position will be subject to review at intervals during the term of the letting.

There will be a presumption that any lease will be on a full repairing and insuring basis and the third sector organisation will be responsible for all running costs of the asset.

National Policy Context

The Local Government Act 2000 introduced the power for Local Authorities to undertake activities that promote economic, social and environmental well being of the area.

“Making Assets Work – the Quirk Review of community management and ownership of public assets (2007)” considered the role of public assets as an enabler of community empowerment. Local authorities have traditionally been risk averse in their consideration of asset transfer, but the Quirk review concluded that the benefits of community management and ownership of public assets could outweigh the risks and opportunity costs in appropriate circumstances.

The Welsh Governments “Social Enterprise Action Plan for Wales (2009)” highlights the Assembly’s commitment to community asset transfer. This is further demonstrated through the development of the Community Asset Transfer (CAT) programme and partnership with the Big Lottery Fund which developed a £13m community asset transfer programme in Wales.

Local Policy Context

Any proposed CAT must focus on meeting the Councils objective of improving the lives of local people and making the City of Newport a better place to live, work and visit. The council also recognises the importance of reflecting the aspirations of the community through its asset management policies.

Why are Newport Council committed to Community Asset Transfer?

The Council is committed to using Community Asset Transfer (CAT) where appropriate, and recognises the benefits it can bring to our communities/;

- Economic development and social enterprise potentially leveraging in additional investment.
- Community empowerment
- Retain and/or enhance local services that may be lost due to budget restraints and service cuts.
- Building capacity and encouraging a more sustainable third sector
- Value for money
- Supporting delivery of the Councils corporate objectives including community led regeneration.

Our Commitment to Community Asset Transfer

- Newport City Council will provide a transparent framework to support decision making and an agreed method of assessing all requests for transfer of Council assets.
- Newport City Council will pro-actively consider opportunities for CAT as part of our asset management planning process in accordance with our disposals policy.
- Newport City Council will support third sector organisations through the CAT process and provide any relevant information to assist their application e.g. building running costs.

Community Asset Transfer Criteria

- Any proposed asset transfer must support the aims and priorities of Newport City Council and create wide public value
- Transfer of assets must retain or improve benefit to the community
- Assets can include both land and buildings
- Assets identified as having a significant capital receipt and planned for market disposal will not usually be considered for community transfer.

- Community groups must be incorporated, constituted for social benefit and, if required by the council, agree that the use of the transferred property as a community asset is retained.
- The type of transfer whether long term leasehold etc will be determined on a case by case basis. Only in exceptional circumstances will a lease of longer than 25 years duration be allowed.
- Community groups must demonstrate community support, show long term sustainability and have a robust business plan in place to support the transfer.
- Discounts of market value will be considered on a case by case basis based on a number of factors, including compliance with legislation, type and value of the asset, the support of a “sponsoring service”, an assessment of a submitted business plan and the extent of community benefit derived. If an initial rent concession is agreed, this will be subject to review periodically, to ensure continuing rent support is required.
- If there are a number of groups wishing to take on an asset the council will encourage collaborative working. If this is not achievable, the Council will consider each group individually.

- Name and address of organisation
- Detail as to the nature / type of organisation
- Structure and purpose of the organisation
- Details of the asset (land and buildings) you are interested in.
- Why the asset is needed? Aims and objectives of the organisation and the project.
- What benefit will this bring to the organisation, the local community and the council?
- Does your group have any partners, collaborators and stakeholders?
- Finance – what funding do you have in place to support your application? How will the asset be managed and financed?

Once the initial expression of interest has been considered and supported in principle, a business plan may be requested depending on the scale of the transfer. Information required in a business case submission is detailed in Appendix 1.

Appendix 2 details the various stages of the community asset transfer process with Newport City Council.

Community Asset Transfer Process

The process can be initiated in two ways:

1. By the council identifying an asset as appropriate for transfer to sustain either a building or service delivery or where a building is surplus to service requirements.
2. A request from a voluntary / community organisation, either submitted directly or on their behalf by an elected member or local community council.

If the request comes through route two above, then an expression of interest needs to be submitted which should state:

APPENDIX 1 – INFORMATION REQUIRED IN A BUSINESS CASE SUBMISSION

Business Plan Element	Detail
Summary	Who you are, what you want to do, how you intend to do it
About your organisation	Track record, current plans, partnerships and people, governance, legal structure
Summary of the project	Project Objectives Proposed programme for delivery Proposed impact / benefits of the project Proposals for management and operation of the asset (staff, volunteers) and the capital construction phase when relevant.
Market	Need – what local needs will the project be responding to (who will be the beneficiaries)? How many will benefit within a year (e.g. community groups, local people)? Supply – who else is delivering similar activities in the same area? Is there potential for collaboration or completion and how will you respond to this? Demand – who will purchase the services / products that you provide? Pricing – what is the rationale for pricing (for services, renting space etc)?

Promotion	What is your marketing strategy? (where appropriate) What methods will you choose (online, direct to customer etc) and who will you target? Who will do it (in house or external)?
Resources	Financial projections Should include cash flow for first year Should include budget (3-5 years) Should include examination of profit and loss and capital expenditure (if capital is required to redevelop the building sources secured or identified should be stated) Explanatory notes – explaining rationale for projections and assumptions made. This should include assumptions about timings and level of commitment for both income and expenditure.
Risk assessment/ management / mitigation	Identification of the different risks associated with the project and a description of the implications of those risks occurring. Risks should be evaluated in two ways – the likelihood that the risk item will occur and the level of impact if the risk item does occur. A description of what the organisations strategy will be to prevent the risk items from occurring, or coping with them if they do, should also be provided.

APPENDIX 2 – COMMUNITY ASSET TRANSFER PROCESS

APPLICATION STAGE	REQUIREMENTS	DECISION MAKER
<p>STAGE 0</p> <p>Informal pre-application discussion</p>	<p>Before submitting and application interested voluntary and community organisations are encouraged to discuss their options, their suitability and the scope of community asset transfer with Newport Norse (the Councils property advisors)</p>	
<p>STAGE 1</p> <p>Formal Expression of Interest is submitted to Newport Norse by the third sector organisation (TSO) in response to:</p> <p>A) Request from TSO to take on a community asset.</p> <p>B) Invitation to express interest in surplus</p>	<p>Outline business case</p> <ul style="list-style-type: none"> • Details of the organisation • Governance arrangements • Proposed use of assets and benefits • Benefits to TSO, community and the council • Support from community and partners 	<p>Head of Regeneration, Investment and Housing, in consultation with:</p> <ul style="list-style-type: none"> • Asset management group • Cabinet member for people and business change • Relevant partners

<p>property through a “Window of Opportunity”</p>	<p>If the application is supported the TSO will be invited to proceed to Stage 2. If the application is not supported a full explanation will be provided.</p>	
<p>STAGE 2</p> <p>Detailed business plan submitted</p> <p>The council will support the development of the business plan including the provision of any relevant asset information available.</p> <p>We would strongly advise that the business plan is developed with support from a voluntary sector organisation such as Gwent Association of Volunteer Organisations (GAVO), Wales Co-operative Society or Communities First</p>	<p>Detailed business plan – as per appendix 1 and including</p> <ul style="list-style-type: none"> • Needs analysis and projected utilisation • Type of transfer sought and why • Planned outcomes and benefits and how they will be measured / monitored • Details of any proposed partnership / collaborative working • Any track record for delivering service / 	

	<ul style="list-style-type: none"> managing property • Capacity to manage the asset • 3 year plan for revenue and capital funding – projected income and expenditure including costs of managing and operating the asset • Financial sustainability and forward planning 	
<p>STAGE 3</p> <p>Full assessment of business plan</p>	<p>Report to the Asset Management Group with a detailed assessment of:</p> <ul style="list-style-type: none"> • Benefits for community, the TSO and how they relate to delivering Council priorities • Risks in relation to financial and 	<p>Asset Management Group make recommendation to the Cabinet Member for People and Business Change</p>

	<p>organisational ability to manage the asset</p> <ul style="list-style-type: none"> • Potential loss of capital receipt and existing income or other opportunity cost to the council arising from the transfer • Establish level of discount (if applicable) • Terms of transfer and any legal issues • Monitoring arrangement e.g. service level agreement 	
<p>STAGE 4</p> <p>Recommendation and Decision</p>	<p>Report to Cabinet Member for People and Business Change</p>	<p>Cabinet Member for People and Business Change</p>

Prepared by Newport Norse - February 2016



APPENDIX C

LIST OF ASSETS

OPERATIONAL & NON OPERATIONAL

NOTE:

Position as April 2018

Subject to re-appropriation and change

Version 01 | June 2018

Operational Properties		
	Service Area Usage	GIA (sqm)
REGENERATION, INVESTMENT & HOUSING		
Alway Community Centre	Regeneration Investment & Housing	720
Beaufort Road Community Centre	Regeneration Investment & Housing	568
Beechwood House	Regeneration Investment & Housing	1760
Belle Vue Park Tea Rooms (Café)	Regeneration Investment & Housing	289
Bettws Community (Day) Centre	Regeneration Investment & Housing	412
Bettws Library	Regeneration Investment & Housing	263
Blaen-y-Pant Community Centre	Regeneration Investment & Housing	144
10 Caerau Crescent - York House	Regeneration Investment & Housing	272
Caerleon Town Hall	Regeneration Investment & Housing	523
Carnegie Library	Regeneration Investment & Housing	360
Central Library (incl Museum & Art Gallery)	Regeneration Investment & Housing	5138
8 Corn Street - Citizens Advice Bureau	Regeneration Investment & Housing	737
Civic Centre	Regeneration Investment & Housing	16147
Duffryn Community Centre	Regeneration Investment & Housing	411
Eveswell Community Centre	Regeneration Investment & Housing	372
Fourteen Locks Visitor Centre	Regeneration Investment & Housing	88
Gaer Community Centre	Regeneration Investment & Housing	364

Good Companions Club	Regeneration Investment & Housing	107
Hatherleigh Community Centre	Regeneration Investment & Housing	317
Information Station and Car Park Area	Regeneration Investment & Housing	2004
Maesglas Community Centre	Regeneration Investment & Housing	496
Maindee Library	Regeneration Investment & Housing	190
Malpas Community Centre	Regeneration Investment & Housing	296
Malpas Court	Regeneration Investment & Housing	1022
Malpas Library	Regeneration Investment & Housing	341
Market Buildings Offices	Regeneration Investment & Housing	1416
Newport East Community Centre	Regeneration Investment & Housing	403
Newport Provisions Market	Regeneration Investment & Housing	5344
Orchard Lane Community Centre (St Julians Senior Citizens)	Regeneration Investment & Housing	387
Pillgwenlly Community Link & Leisure	Regeneration Investment & Housing	525
Pillgwenlly Library (New)	Regeneration Investment & Housing	381
Registry Office (Mansion House)	Regeneration Investment & Housing	742
Rhiwderin Community Centre	Regeneration Investment & Housing	518
Ringland Community Centre	Regeneration Investment & Housing	1087
Ringland Library	Regeneration Investment & Housing	312
Ringland Resource Unit (Caretaker's Old Flat)	Regeneration Investment & Housing	86
Rogerstone Community Centre/Cefn Wood Annexe	Regeneration Investment & Housing	173
Rogerstone Library	Regeneration Investment & Housing	217
Shaftesbury Community Centre	Regeneration Investment & Housing	600

Stow Hill Library (Former)	Regeneration Investment & Housing	43
The Rivermead Centre, Afon Village	Regeneration Investment & Housing	520
Transporter Bridge Visitors' Centre (incl office)	Regeneration Investment & Housing	104
Newport City Dogs Home (Formerly Coronation Park Dog Kennels)	Regeneration Investment & Housing	122
EDUCATION		
Alway Primary School	Education	3562
Bassaleg Comprehensive School (incl old Graig Youth Club)	Education	12078
Bridge Achievement Centre (former Trading Standards)	Education	425
Caerleon Comprehensive School	Education	8919
Charles Williams Church in Wales Primary School	Education	3652
Clytha Primary School	Education	976
Crindau Primary School	Education	2128
Tredeggar Park Primary School	Education	2579
Eveswell Primary School incl.Nursery & Healthcare	Education	2759
Fairoak Nursery	Education	442
Gaer Annexe (old Music Support)	Education	204
Gaer Primary School	Education	2993
Glan Usk Primary School (PFI)	Education	4529
Glasllwch Primary School	Education	1196
High Cross Primary School	Education	1779
John Frost School	Education	12450
John Frost Sports Hall	Education	1232
Jubilee Park School	Education	2108
Kimberley Nursery	Education	340
Langstone Primary School	Education	1499
Llanmartin Primary School	Education	2111

Llanwern High School	Education	11833
Lliswerry High School	Education	9415
Lliswerry Primary School & Nursery	Education	3807
Lodge Hill Primary School & Nursery	Education	2043
Maes Ebbw (Main Site)	Education	4402
Maes Ebbw Bach	Education	437
Maesglas Primary School	Education	2142
Maindee Primary School	Education	2915
Malpas Church School	Education	1577
Malpas Court Annex	Education	243
Malpas Court Primary School	Education	3818
Malpas Park Primary School	Education	1145
Marshfield Primary School	Education	2067
Millbrook Primary School	Education	3385
Milton Infants inc Nursery	Education	1236
Milton Junior School	Education	1708
Monnow Primary School	Education	2650
Mount Pleasant Primary School	Education	1334
Newport High School	Education	23174
Pentrepoeth Primary School	Education	1741
Pillgwenlly Primary School	Education	3021
Queens Hill Canteen	Education	760
Queenshill former PRU / Cylchdroi	Education	711
Ringland Nursery School	Education	427
Ringland Primary School	Education	1921
Rogerstone Primary School	Education	3750
Somerton Primary School	Education	2446
St Andrews Canteen	Education	493
St Andrews Primary School	Education	4755
St Davids RC Primary School	Education	1444

St Gabriels RC Primary School	Education	1098
St Josephs RC High School	Education	10101
St Josephs RC Primary School	Education	2273
St Julians High School	Education	9151
St Julians Nursery	Education	266
St Julians Primary School	Education	3942
St Marys RC Primary School	Education	1400
St Michaels RC Primary School	Education	1197
St Patricks RC Primary School	Education	989
St Woolos Primary School	Education	2169
Talybont-on-Usk Outdoor Pursuit Centre	Education	250
Ysgol Bryn Derw (Formerly Gaer ASD & Gaer Infants)	Education	1404
Ysgol Gyfun Gwent Is Coed	Education	TBC
Ysgol Gymraeg Bro Teyrnion (former Brynglas Primary)	Education	1831
Ysgol Gymraeg Casnewydd	Education	2564
Ysgol Gymraeg Ifor Hael	Education	1288
FLYING START		
Alway Centre Flying Start	Flying Start	91
Duffryn Flying Start - Little Buttercups	Flying Start	180
Flying Start (Robin Goch) formerly Monnow Youth	Flying Start	469
Little Acorns Flying Start Carnegie Site	Flying Start	144
Milton Infants Flying Start(Little Owls Playgroup)	Flying Start	210
Pill Flying Start, Capel Crescent	Flying Start	348
Seabreeze Flying Start Centre (Former Bridge Training Centre)	Flying Start	627
SOCIAL SERVICES		
Alway Child Contact Centre	Social Services	310

Blaen-Y-Pant Bungalow	Social Services	74
Blaen-y-Pant Residential Home	Social Services	1259
Brynglas Annexe (A00420)	Social Services	319
Brynglas ATC aka Brynglas Day Centre	Social Services	1585
Brynglas Bungalow	Social Services	75
Brynglas Respite Centre	Social Services	741
Cambridge House	Social Services	500
Centrica Lodge	Social Services	651
Forest Lodge	Social Services	232
Hillside Home for the Elderly	Social Services	1508
Oaklands Home, 12 St Johns Cres, Rogerstone	Social Services	262
Parklands Home For Elderly	Social Services	1572
Spring Gardens Residential Home	Social Services	2148
Brynglas House	Social Services	1102
STREETSCENE		
Beechwood Bowling Club	Streetscene	114
Beechwood Park Public Toilets	Streetscene	33
Belle Vue Nursery	Streetscene	1549
Belle Vue Park Bowling Club Pavilion	Streetscene	372
Belle Vue Park Mess Rooms	Streetscene	51
Bettws Lane Changing Rooms	Streetscene	148
Caerleon Bowling Club	Streetscene	85
Caerleon Road Public Conveniences	Streetscene	7
Caerleon Sports Pavillion	Streetscene	387
Caerleon War Memorial Toilets & Gardens	Streetscene	25
Cardiff Road Public Toilets	Streetscene	80
Christchurch Cemetery, Office & Mess Room	Streetscene	27
Coronation Park Changing Rooms	Streetscene	46

Coronation Park Public Toilets	Streetscene	13
Lysaghts Park Changing Rooms	Streetscene	214
Lysaghts Park Public Toilets	Streetscene	8
Maindee Public Conveniences	Streetscene	40
Millbrook Community Centre	Education	436
Newport Indoor Bowls Centre	Streetscene	2429
Newport Waste Disposal Site	Streetscene	956
Park Square Multi Storey Car Park	Streetscene	1662
Shaftesbury Park Changing Rooms	Streetscene	76
St Julians Community Education Centre	Streetscene	237
St Woolos Cemetery Chapels	Streetscene	207
St Woolos Cemetery Lodge (Bassaleg Road)	Streetscene	131
St Woolos Cemetery, Messroom	Streetscene	36
Telford Depot (A00349)	Streetscene	3638
Tredegar Park Changing Rooms	Streetscene	336
Westfield Malpas Changing Rooms	Streetscene	49
NEWPORT LIVE		
Active Living Centre	Newport Live	2,168
Newport Leisure Centre	Newport Live	6925
Newport Stadium (NEWPORT LIVE)	Newport Live	1,259
Newport Stadium Store Room (NEWPORT LIVE)	Newport Live	52
Newport Velodrome (NEWPORT LIVE)	Newport Live	10,225
NISV Swimming Pool & Tennis Centre (NEWPORT LIVE)	Newport Live	6,300
The Riverfront	Newport Live	20,000

NOTE:
Position as April 2018
Subject to re-appropriation and change

Non Operational Properties		
	Service Area Usage	GIA (sqm)
REGENERATION, INVESTMENT & HOUSING		
Alacrity House	Regeneration Investment & Housing	1191
Allt-yr-yn View (Double View) Toilets	Regeneration Investment & Housing	53
Unit A Alway Shopping Centre	Regeneration Investment & Housing	372
Unit B Alway Shopping Centre	Regeneration Investment & Housing	112
Unit C Alway Shopping Centre	Regeneration Investment & Housing	56
Unit D Alway Shopping Centre	Regeneration Investment & Housing	372
Unit E Alway Shopping Centre	Regeneration Investment & Housing	112
Bassaleg Mortuary	Regeneration Investment & Housing	38
Belle Vue Park Lodge (Cardiff Road)	Regeneration Investment & Housing	120
Belle Vue Park Lodge (Friars Road)	Regeneration Investment & Housing	108
Bowdens Farm (Penhow 12)	Regeneration Investment & Housing	181
Brynglas Drive Garages	Regeneration Investment & Housing	75
Bus Station Office, Friars Walk	Regeneration Investment & Housing	TBC
Chapel Farm (Penhow 9)	Regeneration Investment & Housing	297
Christchurch Cemetery Lodge	Regeneration Investment & Housing	137
130 Commercial Road	Regeneration Investment & Housing	543
Unit 1 Coomassie Street	Regeneration Investment & Housing	47

Unit 2 Coomassie Street	Regeneration Investment & Housing	46
Unit 3 Coomassie Street	Regeneration Investment & Housing	47
Unit 4 Coomassie Street	Regeneration Investment & Housing	46
Coronation Park Lodge	Regeneration Investment & Housing	80
Unit 2 Duffryn Shopping Centre	Regeneration Investment & Housing	127
Unit 3 Duffryn Shopping Centre	Regeneration Investment & Housing	59
Units 4 & 5 Duffryn Shopping Centre	Regeneration Investment & Housing	97
Unit 6 Duffryn Shopping Centre	Regeneration Investment & Housing	68
Unit 7 Duffryn Shopping Centre	Regeneration Investment & Housing	42
Unit 1 East Bank Road	Regeneration Investment & Housing	78
Unit 2 East Bank Road	Regeneration Investment & Housing	78
Unit 3 East Bank Road	Regeneration Investment & Housing	78
Unit 4 East Bank Road	Regeneration Investment & Housing	78
Unit 5 East Bank Road	Regeneration Investment & Housing	78
Unit 6 East Bank Road	Regeneration Investment & Housing	78
Unit 7 East Bank Road	Regeneration Investment & Housing	83
Unit 8 East Bank Road	Regeneration Investment & Housing	84
Unit 9 East Bank Road	Regeneration Investment & Housing	84
Unit 10 East Bank Road	Regeneration Investment & Housing	82
Unit 11 East Bank Road	Regeneration Investment & Housing	46
Unit 12 East Bank Road	Regeneration Investment & Housing	48
Unit 13 East Bank Road	Regeneration Investment & Housing	54

Unit 14 East Bank Road	Regeneration Investment & Housing	47
Unit 15 East Bank Road	Regeneration Investment & Housing	48
Unit 16 East Bank Road	Regeneration Investment & Housing	48
Unit 17 East Bank Road	Regeneration Investment & Housing	48
Unit 18 East Bank Road	Regeneration Investment & Housing	50
Units 1-2 Edwin Street	Regeneration Investment & Housing	187
Unit 3-4 Edwin Street	Regeneration Investment & Housing	186
Unit 1 Enterprise Way	Regeneration Investment & Housing	52
Unit 2 Enterprise Way	Regeneration Investment & Housing	53
Unit 3 Enterprise Way	Regeneration Investment & Housing	52
Unit 4 Enterprise Way	Regeneration Investment & Housing	89
Unit 5 Enterprise Way	Regeneration Investment & Housing	89
Unit 6 Enterprise Way	Regeneration Investment & Housing	89
Unit 7 Enterprise Way	Regeneration Investment & Housing	89
Unit 8 Enterprise Way	Regeneration Investment & Housing	89
Unit 9 Enterprise Way	Regeneration Investment & Housing	89
Unit 10 Enterprise Way	Regeneration Investment & Housing	89
Unit 11 Enterprise Way	Regeneration Investment & Housing	52
Unit 12 Enterprise Way	Regeneration Investment & Housing	52
Unit 13 Enterprise Way	Regeneration Investment & Housing	52
Unit 14 Enterprise Way	Regeneration Investment & Housing	89
Unit 15 Enterprise Way	Regeneration Investment & Housing	89

Unit 16 Enterprise Way	Regeneration Investment & Housing	89
Unit 17 Enterprise Way	Regeneration Investment & Housing	52
Unit 18 Enterprise Way	Regeneration Investment & Housing	52
Unit 19 Enterprise Way	Regeneration Investment & Housing	52
Unit 20 Enterprise Way	Regeneration Investment & Housing	52
Unit 21 Enterprise Way	Regeneration Investment & Housing	52
Unit 22 Enterprise Way	Regeneration Investment & Housing	52
Unit 23 Enterprise Way	Regeneration Investment & Housing	52
Unit 24 Enterprise Way	Regeneration Investment & Housing	52
Unit 25 Enterprise Way	Regeneration Investment & Housing	52
Unit 26 Enterprise Way	Regeneration Investment & Housing	52
Unit 27 Enterprise Way	Regeneration Investment & Housing	52
Unit 41 Enterprise Way	Regeneration Investment & Housing	84
Unit 42 Enterprise Way	Regeneration Investment & Housing	93
Unit 43 Enterprise Way	Regeneration Investment & Housing	93
Unit 44 Enterprise Way	Regeneration Investment & Housing	130
Unit 45 Enterprise Way	Regeneration Investment & Housing	82
Unit 46 Enterprise Way	Regeneration Investment & Housing	84
Unit 47 Enterprise Way	Regeneration Investment & Housing	85
Unit 48 Enterprise Way	Regeneration Investment & Housing	82
Unit 49 Enterprise Way	Regeneration Investment & Housing	92
Unit 50 Enterprise Way	Regeneration Investment & Housing	87

Unit 51 Enterprise Way	Regeneration Investment & Housing	200
Unit 52 Enterprise Way	Regeneration Investment & Housing	173
Unit 53 Enterprise Way	Regeneration Investment & Housing	77
Unit 54 Enterprise Way (Monwell Hankinson)	Regeneration Investment & Housing	66
Garage No. 1 St Peter's Crescent	Regeneration Investment & Housing	13
Grove Farm (Bettws 1/2)	Regeneration Investment & Housing	154
Gwent Crematorium	Regeneration Investment & Housing	525
Gwent Crematorium Lodge	Regeneration Investment & Housing	200
Hartridge Farm Road Safety Training Centre	Regeneration Investment & Housing	147
22-23 High Street	Regeneration Investment & Housing	TBC
13 Market Street	Regeneration Investment & Housing	376
G1 Merlin Crescent Garage	Regeneration Investment & Housing	12
G2 Merlin Crescent Garage	Regeneration Investment & Housing	12
G3 Merlin Crescent Garages	Regeneration Investment & Housing	12
G4 Merlin Crescent Garages	Regeneration Investment & Housing	12
G5 Merlin Crescent Garage	Regeneration Investment & Housing	12
G6 Merlin Crescent Garage	Regeneration Investment & Housing	12
G7 Merlin Crescent Garage	Regeneration Investment & Housing	12
G8 Merlin Crescent Garage	Regeneration Investment & Housing	12
G9 Merlin Crescent Garage	Regeneration Investment & Housing	12
G10 Merlin Crescent Garage	Regeneration Investment & Housing	12
G11 Merlin Crescent Garage	Regeneration Investment & Housing	12

G12 Merlin Crescent Garage	Regeneration Investment & Housing	12
G13 Merlin Crescent Garage	Regeneration Investment & Housing	12
Michaelstone Y Fedw School (Village Hall)	Regeneration Investment & Housing	144
Old House Farm (Nash 2/1)	Regeneration Investment & Housing	150
Peterstone Church Hall - Leased	Regeneration Investment & Housing	162
1a Pugsley Street	Regeneration Investment & Housing	TBC
Royal Chambers	Regeneration Investment & Housing	1446
G1 South Market Street Garage	Regeneration Investment & Housing	11
G2 South Market Street Garage	Regeneration Investment & Housing	11
G3 South Market Street Garage	Regeneration Investment & Housing	11
G4 South Market Street Garage	Regeneration Investment & Housing	11
G5 South Market Street Garage	Regeneration Investment & Housing	11
G6 South Market Street Garage	Regeneration Investment & Housing	11
G7 South Market Street Garage	Regeneration Investment & Housing	11
G8 South Market Street Garage	Regeneration Investment & Housing	11
G9 South Market Street Garage	Regeneration Investment & Housing	11
St Woolos Boxing Club	Regeneration Investment & Housing	138
St Woolos Cemetery Lodge (Risca Road)	Regeneration Investment & Housing	96
Storage Bay A Duffryn Shopping Centre	Regeneration Investment & Housing	16
Storage Bay B Duffryn Shopping Centre	Regeneration Investment & Housing	16
Storage Bay C Duffryn Shopping Centre	Regeneration Investment & Housing	16
Storage Bay D Duffryn Shopping Centre	Regeneration Investment & Housing	16

Storage Bay E & F Duffryn Shopping Centre	Regeneration Investment & Housing	69
56 Stow Hill	Regeneration Investment & Housing	906
Ty Du Playgroup	Regeneration Investment & Housing	116
187 Upper Dock Street	Regeneration Investment & Housing	59
188 Upper Dock Street	Regeneration Investment & Housing	52
189 Upper Dock Street	Regeneration Investment & Housing	52
190 Upper Dock Street	Regeneration Investment & Housing	71
191-192 Upper Dock Street	Regeneration Investment & Housing	102
193 Upper Dock Street	Regeneration Investment & Housing	53
194 Upper Dock Street	Regeneration Investment & Housing	40
Windmill Farm (Llanvaches 3)	Regeneration Investment & Housing	134
EDUCATION		
Bassaleg Comprehensive School Caretaker's House	Education	61
Caerleon Comp School Caretaker's House	Education	87
Castleton Play Group	Education	246
Forest Childrens Centre	Education	503
John Frost School Caretaker's House	Education	84
Lliswerry Primary School Caretaker's House	Education	102
Maesglas Primary School Caretaker's House	Education	57
Malpas Park Primary School Caretaker's House	Education	93
St Julians High School Caretaker's House	Education	138
STREETSCENE		
Beechwood Park Lodge	Streetscene	145

Cefn Wood Bowling Club	Streetscene	140
Bettws Grounds Maintenance Depot	Streetscene	500
Caerleon Golf Course Mess Room	Streetscene	7
Former Police Box, Ashley Road	Streetscene	2
Gaer Depot	Streetscene	42
Glebelands Bowling Club (Outdoor)	Streetscene	146
Grove Park Lodge	Streetscene	78
Kingsway Multi Storey Car Park	Streetscene	3266
Maesglas Sports & Social Club	Streetscene	1291
Park Square (Street Cleansing) Depot	Streetscene	42
Pill Millenium Centre Trust	Streetscene	1194
Salt Barn, Telford Depot	Streetscene	390
Shaftesbury Park Lodge	Streetscene	187
Transporter Bridge - Anchorage Site	Streetscene	125
Transporter Bridge - Eastern Abutment	Streetscene	125
Transporter Bridge Motor House	Streetscene	51
Transporter Bridge Workshop	Streetscene	47
Tredegar House	Streetscene	TBC
Tredegar Park Lodge	Streetscene	92
SOCIAL SERVICES		
Monwel Hankinson	Social Services	1745

NOTE:
Position as April 2018
Subject to re-appropriation and change



All images are copyright of Newport City Council

