BRIGHTON & HOVE CITY COUNCIL

LAND & PROPERTY ASSET LIST

& INTERACTIVE ASSET MAP

GUIDANCE NOTES & USER GUIDE

VERSION 1.6

Asset Management Team
Property & Design
April 2018

BRIGHTON & HOVE CITY COUNCIL LAND & PROPERTY ASSET and ATTRIBUTES LIST

Brighton & Hove City Council Property & Land Data

Brighton & Hove City Council has published a full list of their land & property assets which is available to download using the following link:

http://www.brighton-hove.gov.uk/content/council-and-democracy/council-property-and-land

The content and format of the list is in accordance with the government's Code of Recommended Practice for Local Authorities on Data Transparency dated December 2013 which became mandatory on the 1st April 2014. The Code can be downloaded using the following link.

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/266815/Transparency_Code_Government_Response.pdf

In accordance with the Government's Code of Recommended Practice, certain asset groups have been excluded from the list including social housing and operational highways.

The asset list and interactive map described below represents an extract from the council's asset register and is provided for general information only. Specific queries relating to the council's listed assets can be sent to the Property & Design asset management team at amp@brighton-hove.gov.uk.

The asset list and interactive map are not live or directly linked to our definitive register although regular updates will be made.

Other Public Sector Property & Land Data

We also publish a map and list of the public sector assets owned & operated by the Greater Brighton Partnership. This is also available using the link detailed above.

Note that the Council is only required to comply with the Code of Recommended Practice for its own assets. Information provided by other public sector partners contained on the asset list does not extend to cover all of the attributes listed below and is provided for guidance only. Requests for further information relating to non-Brighton & Hove City Council assets should be addressed to the relevant organisation direct.

Interactive Map of Public Sector Assets

We have also published interactive maps covering the city of Brighton & Hove city and the Greater Brighton region containing the same data sets which are available to view using the same link as above.

Using the Interactive Map

Address Search

Search

Drag the pin onto the map to set your location

Map features
Overlay additional geographical features in your local area.

☐ Display All Property Assets
☐ ● Agricultural Tenancies
☐ ● Car Parking
☐ ● Cemeteries & Crematoria
☐ ● Community Use
☐ ● Emergency Services
☐ ● Further Education
☐ ● Health Related
☐ ● Historic, Monuments & Shelters
☐ ● Industrial & Workshops
☐ ● Land
☐ ● Museums & Libraries
☐ ● Offices
☐ ● Other
☐ ● Public Conveniences
☐ ● Residential
☐ ● Retail
☐ ● Schools & Related
☐ ● Social Care
☐ ● Sport & Leisure
☐ Land Ownership
☐ ▪ Brighton & Hove City Council
☐ ▪ Sussex Partnership NHS Foundation Trust
☐ ▪ Brighton & Sussex University Hospitals NHS Trust
☐ ▪ Central Government Estate
☐ ▪ East Sussex Fire Rescue

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The map is blank when first opened.

Select the 'map features' icon to open the map selection window (shown left)

Search by Address
Enter a road or postcode into the "Address Search" box to locate a particular asset. This will open a new "Results" window. You can then select the property you are interested in by clicking on it once. The map will automatically zoom in to the selected asset.

Search by Property Assets
Select one or more property types that you are interested in. Each asset is represented on the map by a round colour-coded icon. To view all property assets select the "Display All Property Assets" box at the top of the list (this will over-ride any other selections). To clear all selections and reset the map select the "Hide all" link at the bottom of the list.

Search by Land Ownership
Public sector freehold land is indicated by polygons on the map which are colour coded to show ownership. Select either the public sector body you are interested in from the square icons on the map selection window or select the "Land Ownership" box to view all public sector land in the City.

Other Features
Selection of "Wards" will add ward boundaries to the map.

Additional features may be added to the interactive map in the future and your feedback and suggestions are welcome (please see below for our contact details).

Viewing the Interactive Map

The map is fully zoomable using your mouse wheel or the slider at the top left of the map. Clicking once in the centre of an asset icon will open the attributes window for that particular property as indicated below:
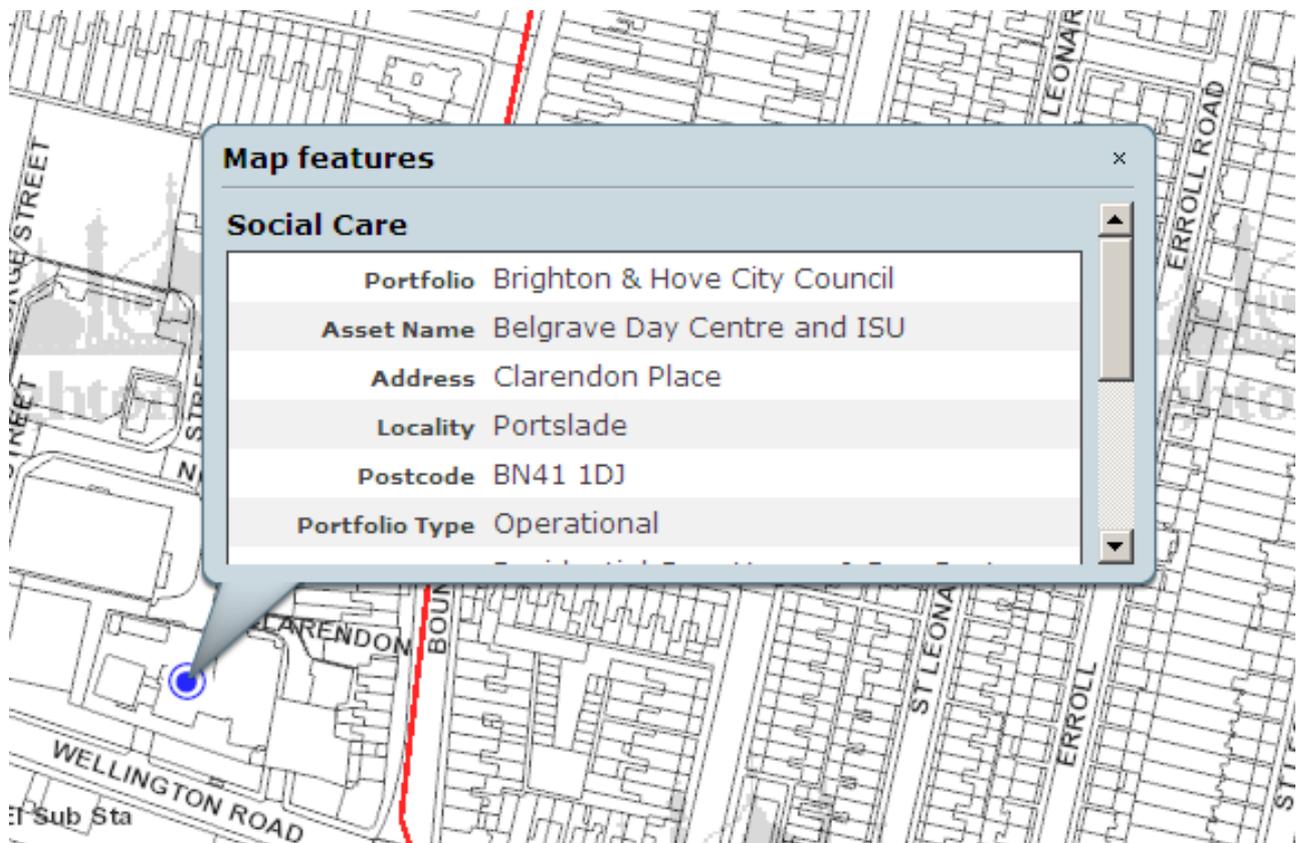
The attributes listed on the interactive map are explained below. Note that not all attributes are available for our public sector partners on the Greater Brighton asset map.

Comments & Feedback

The Asset Management Team welcome comments and feedback on the published property attribute date and this guidance note. Please forward any comments to amp@brighton-hove.gov.uk.

Explanatory notes to the Land & Property Asset Attributes

B to S	Yellow columns are 'mandatory' data under the Code of Recommended Practice
T to Z	Blue columns are 'good practice' data under the Code of Recommended Practice
AA to AE	Pink columns are additional data not covered by the Code of Recommended Practice

Note that the Council is only required to comply with the Code of Recommended Practice for its own assets. Information provided by other public sector partners contained on the asset list does not extend to cover all of the attributes listed below and is provided for guidance only. Requests for further information relating to non-Brighton & Hove City Council assets should be addressed to the relevant organisation direct.

Column	Heading	Description & Comment
A	Map Category	The general use category of the asset used to differentiate between individual asset types and searchable through the key on our Interactive Map.
B	Portfolio Owner	The owner or body responsible for the asset. This covers various public sector partner bodies operating in the city as well as the council itself.
C	Map Reference	A unique reference to link the asset list to the map entries.
D	Asset Name	The common name for the asset as used by the council and contained in our property terrier. Some assets may be known by more than one common name and in these instances it is expected that the address information below will be sufficient to identify the asset. If there is any doubt about a specific building please contact us using the e-mail address provided above and quoting the relevant UPRN.
E	Street Number	The street number or name of the property where it exists.
F	Street Name	Postal road address. In some instances, such as land assets, the land may be bordered or accessed by more than one road. In these cases the major road is used where possible.
G	Sub-Area	Suburb or recognised sub-area of the city where appropriate.
H	Postal Town	Usually Brighton, Hove or Portslade.
I	Postcode	In some instances, such as land assets, there is no officially allocated postcode. In these cases the postcode has been used for the nearest or an adjacent property wherever possible.
J	Asset Description	A brief description of the current asset use.
K	Tenure	This will usually be either: '**Freehold**' where the council owns the asset or '**Leasehold**' where the council rents or leases the asset which is owned by a third party Other tenures may be shown where the council neither owns nor formally leases the asset.

Column	Heading	Description & Comment
L	LA Area	The local authority area where the asset is sited.
M	Floor Area	Gross Internal Floor Area (GIA) is measured in m^2 in accordance with the RICS Code of Measuring Practice. GIAs are only stated for buildings where the council has this information. The source of GIA data varies and may be estimated, site measured or calculated from electronic CAD plans.
N	Land Area	The approximate area of the land asset in Hectares (where known). Note that these are taken from the relevant deed packet and may be duplicated where more than one asset is present.
O	Asset Type	This will be either: '**Land & Building**' usually where the authority owns the building freehold '**Building Only**' usually where the authority does not own the freehold and therefore the land asset is excluded. '**Land Only**' usually a land asset with no buildings on it.
P	Holders Reference	This is an additional reference used by the council to identify an 'asset site'. For example in the case of large sites such as schools these will have a single Unique Asset ID to cover the whole school site even though this may comprise multiple UPRNs used to identify individual buildings within the site.
Q	UPRN	This is the unique reference used by the council to identify the specific asset. Each building and each land asset is allocated a unique reference number which should be quoted in the event of any queries on the list.
R	Location Co-ordinates – Eastings	Geo-coding is in accordance with ISO 6709 Standard Representation for Geographic Point Location By Co-ordinates. This is usually the centre point of the asset location. In the case of larger land assets this may be some distance from the furthest boundary.
S	Location Co-ordinates - Northings	
T	Council Services	This indicates the council services provided from the asset and therefore only applies to operational council assets where the council is itself providing the service. Other assets where no council services are provided directly are marked as 'No Council Service Provided' on the list.
U	Localism Act	States whether the asset is in the council's ownership and listed under Part 5 Chapter 3 of the Localism Act 2011 as an 'Asset of Community Value'. Further information on Community Rights To Bid under the Localism Act is available using the following link: http://www.brighton-hove.gov.uk/content/community-and-life-events/community-and-voluntary-sector-support/community-right-bid
V	Reason for Holding	Explains the basic reason why the council is holding the asset. Reasons include being in functional use by the council in the provision of services, investment, a pending redevelopment opportunity, a community asset held for the benefit of the community, etc.

Column	Heading	Description & Comment
W	**Property Running Costs (for the period stated in the column heading)**	Annual revenue costs associated with running the building (excluding VAT). These will include where applicable reactive & cyclical (term) maintenance, energy & water, rent & service charges, business rates, facilities maintenance including building cleaning, security and waste. This data is only held for operational property assets and for those costs for which the council is responsible. Costs are only included where the charge is identifiable against a particular building and some costs have been apportioned where they apply to more than one building. Some operational properties will not have a cost against them and in this case it has not been possible to determine any relevant costs from the council's current budget structure. Annual costs of less than £100+VAT are excluded from the data set.
X	**Required Maintenance (as at the date stated in the column heading)**	This represents the value of planned maintenance work (exclusive of VAT) estimated to be required over the next five years in order to bring the property from its present state up to the state reasonably required to deliver the service and / or to meet statutory or contract obligations and to maintain it to that standard. Data is only available for operational properties where the council has a maintenance obligation and is derived from condition surveys. Required maintenance costs of less than £100+VAT are excluded from the data set.
Y	**Suitability Rating (as at the date stated in the column heading)**	This provides an assessment of the asset's functional suitability and fitness for purpose where: '**1 = Good**' performing well and operating efficiently, '**2 = Satisfactory**' performing well but with minor problems, '**3 = Poor**' showing major problems and / or not operating optimally or '**4 = Unsuitable**' does not support or impedes the delivery of services. Suitability data is collected from a rolling programme of questionnaires completed by the service department occupying the building. The answers provided are scored and weighted to enable similar function buildings to be bench-marked against each other as part of our property performance review process. Suitability data is only collected for operational property assets providing a council service.
Z	**Display Energy Certificate (DEC) Rating (as at the date stated in the column heading)**	The energy performance rating as stated on the Display Energy Certificate (DEC) under the Energy Performance of Buildings (Certificates & Inspections) Regulations 2007. Data is only available for those buildings where the council has a statutory responsibility to produce a DEC.

Column	Heading	Description & Comment
AA	**Portfolio Type**	Generally this will be either: '**Operational**' where the property is used for directly provided services, e.g. day centres. '**Non-Operational**' held for reasons other than providing a direct public service, e.g. leased out shops. '**Community Assets**' assets intended to be held in trust in perpetuity, e.g. statues and clock towers. '**Vacant**' currently vacant and held for disposal or an alternative use.
AB	**Council Directorate**	The current council directorate having management control of the premises.
AC	**Council Team**	The current council service / team having management control, or acting as custodian, of the premises.
AD	**Council Use**	States whether the council have a direct functional use for the asset (in BHC Use) or whether it is leased out or surplus.
AE	**Listed Building**	States whether the asset is on the council's list of historic buildings and the current grade.
AF	**B&HCC Community Asset Transfer Policy Designation**	Confirms whether the asset is identified as a 'Community Asset' as defined in the council's Community Asset Transfer (CAT) Policy available on the council's website.