



SITE SPECIFIC MANAGEMENT PLAN

SITE

Roman Lodge Hotel, Ponthir Road, Newport, NP18 3NY

PROPOSAL FOR

Change of use from hotel (Class C1) to hostel (Sui Generis)

PROPOSAL BY

Midpoint Properties Ltd

November 2024



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1.0 Introduction

1.1 The Management Plan (MP) has been produced in relation to; Change of use from hotel (Class C1) to hostel (Sui Generis) at Roman Lodge Hotel, Ponthir Road, Newport, NP18 3NY.

1.2 The purpose of this MP is to ensure that there are appropriate measures in place during the occupancy of the aforementioned development to mitigate against any unacceptable impacts arising in relation to; highways, residential amenity, public safety and / or the environment.

1.3 This MP addresses the following matters:

- Security
- Bins
- Cleaning
- Post
- Parking
- Fire Safety
- Evacuation
- Maintenance
- Occupier Requirements
- Contact Information
- Contact Information

2.0 Site and Surroundings

- 2.1 The application site is situated along Ponthir Road, with the building – which is already permitted for hostel use and under occupancy by the local authority - positioned on the southern side of the road and the car park located opposite on the northern side. The building is aligned directly against the pavement and features a two-storey linear structure with a hipped slate roof. It has undergone substantial alterations, including a pink rendered exterior and several blocked-up openings, leaving it with minimal architectural distinction. The car park is a square, hard-surfaced area bordered by a low brick wall topped with railings along its edge facing Ponthir Road. There is ample parking.
- 2.2 This site is prominent due to its location near a major route connecting Caerleon and Ponthir, offering good connectivity. The surrounding area consists of a blend of residential and commercial properties within Caerleon's urban boundaries. Adjacent to the hotel building are a residential property to the south, vacant land to the west, and a small access road to the north. The neighboring residential property to the south is situated at a higher elevation and is currently occupied by the applicant. The car park is enclosed by vacant land on all sides, with some of this land already granted planning permission for residential development.



Figure 2.2.1 Site Location Plan

3.0 Site Specific Control Measures

3.1 Security

- 3.2 The site will be maintained by a locked entry system to ensure that only access for occupiers and site management employees would be enabled. No persons would be able to access the site of their own free will. Security and safety for future occupiers is of the utmost importance to the applicant.
- 3.3 The building will be served by a main front door. The door will be accessible via key locking.
- 3.4 The building is monitored by an extensive CCTV system covering both the interior and exterior, including the entire perimeter and all corridors, with high-quality audio recording. A council-imposed curfew requires the front door to automatically lock from the outside at 10 PM, preventing re-entry for tenants who leave the premises after this time until 7 AM. Additionally, motion sensors installed above the door frame are integrated with the CCTV system, triggering automatic notifications when activated.

3.5 Bins

- 3.6 Communal bins will be provided in a secure lock up, which will be presented upon the bin presentation point on bin collection day by the HMO management company. The occupiers will be responsible for placing their own rubbish in the communal bins. The maintenance and positioning of the bins on bin collection day, at the presentation point, rests with the HMO management company. The bins will be returned to the storage area once emptied on bin day so that they do not remain at the site frontage for any longer than one day, by the HMO management company.
- 3.7 Routine inspections and cleansing will take place when the building is cleaned by contract cleaner. Management of the bins shall fall to the HMO

management employees, and not the occupiers.

3.8 Communal bins are currently placed at the front of the property (Appendix A), where they have always been since its previous use as a restaurant. As part of the new planning applications, a secure lock-up facility will be introduced to house the bins, improving site organization and hygiene. We have an active contract with Waste Managed, providing a 1100L general waste bin collected fortnightly and two 660L recycling bins collected monthly, as advised to meet the property's needs. This arrangement complies with local authority guidelines and prioritises sustainability by ensuring proper waste management and recycling provisions.

3.9 Cycle Storage

3.10 Each occupant will be served by secure cycle storage provision, which will be accessed by a covered unit to the rear quarters. Access will be via a combination lock shared with occupiers. The secure cycle storage will be offered complete with EV charging facilities for two-wheelers. EV charging shall only be enabled externally of the building.

3.11 Cleaning

3.12 The cleaning of the communal areas within the building shall be undertaken on a bi-weekly basis, and will include routine maintenance of the external areas (cycle storage / bins etc). The professional cleaning company is DAN Limited. Communal cleaning equipment including vacuum and mop will be located in the store. It is the occupiers' responsibility to clean up after themselves and not rely on the communal cleaning services.

3.13 Safety

3.14 The building will be routinely inspected in respect to fire safety, to ensure that any future HMO Licence is being adhered to, alongside Building Regulations and the Housing Act 2004.

3.15 Post

3.16 The building is served by an independent post box, as registered with the local authority Street Naming and Numbering Team. The postal unit will be mounted in the hallway entrance of the ground floor. Post will therefore be securely delivered and managed for future occupiers.

3.17 Fire Safety

3.18 The building is certified by local authority Building Control. The building is equipped with fire safety information, including:

- Smoke alarms in every room
- Primary fire exits will be via the front and rear doors, as signposted
- Exit routes are protected with Fireline boards
- Internal doors are 30-minute fire rated doors, with self-closing devices
- Emergency lighting will be located throughout the property
- Fire alarms will be tested weekly
- Fire signage is located throughout the property, complete with extinguishers (where applicable).

3.19 Evacuation

3.20 The evacuation points are located at the front and rear of the building, and will be marked by signage. All future occupiers will be informed of the evacuation routes.

3.21 Maintenance

3.22 From time to time when things go wrong, the landlord will immediately arrange for any problems to be fixed and give occupants pre-warning that this will be taking place. There may be occasions where rooms will need to be accessed, but any contractors will never enter the rooms without your prior consent (unless in an emergency).

3.23 Occupier Requirements

3.24 In order to maintain the house to a good standard, occupiers will be requested to:

- Be respectful to other members of the house and neighbours
- Ensure to keep the communal areas clean and tidy for others to enjoy
- Remove shoes where possible inside the building
- Properly dispose of rubbish and recycling
- Respect the local residents as much as possible

3.25 General House Rules

- **Respectful Behaviour:** Tenants must treat staff and other residents with respect. Any verbal abuse or threatening behaviour will result in council

involvement and may lead to eviction.

- **Antisocial Behaviour:** Zero tolerance for antisocial behaviour. Aggressive language, property damage, and loud disturbances are prohibited. Repeated offences will result in council reporting and potential eviction.
- **Substance Abuse Prohibited:** No drugs or alcohol are permitted on the property. Evidence of substance abuse will lead to immediate eviction.
- **No Congregating in Reception:** Reception is for staff use only. Tenants should avoid lingering or hanging out in this space.
- **Quiet Hours:** Tenants must ensure noise levels are kept low, especially at night, to avoid disturbing others.
- **Damage to Property:** Tenants must respect the property. Intentional damage could result in eviction, and the council will be informed.
- **No Smoking Indoors:** Smoking is only allowed in designated outdoor areas. Smoking indoors is strictly prohibited. Smoking is permitted only in the designated shelter located in the car park opposite (Appendix B).
- **No Hanging Clothes from Windows:** Tenants are not allowed to hang clothes from windows for safety and to maintain the hotel's appearance.

3.26 The Council also provide rules which every occupant is required to sign upon check in (Appendix C).

3.27 Parking

3.28 Tenants must use the car park opposite and are not permitted to park on the street or directly in front of the building.

3.29 Staff

3.30 The building is fully managed between the applicant's team and the Temporary Accommodation team appointed by the Council. We have a developed relationship with a number of the Temporary Accommodation department. We are in daily correspondence with Hannah Thorne and the rest of her team to ensure the smooth running of the hotel. There are 4 members of staff that operate the building. A member of staff is on site daily and there is an 'out of hours / emergency' number available. All staff have been DBS checked and maintain a direct line of communication with the

relevant council representatives. The staff work between the hours of 9am and 10pm every day and are on standby out of hours.

3.31 Contact Information

3.32 The contact information for the landlord and the site management employees of the building will be provided to all occupiers, and will also be presented in the communal areas of the building.

- COUNCIL OUT OF HOURS EMERGENCY NUMBER: 01633 656 656
- MIDPOINT HOMES: 0800 860 6008

Appendix A



Appendix B



Appendix C

Roman Lodge Hotel - Tenant Guide

Welcome to Roman Lodge!

This guide provides important information about your stay. Please read it carefully to ensure a smooth experience.

Important Information

Daily Sign-In: Fill in your full name, signature, and date on the daily sign-in sheet each day.

Locking System: The front door is locked from 10pm to 7am. Plan your comings and goings accordingly.

Contact Information: Please note the council's out-of-hours emergency phone number during your stay - 01633656656

Bedding Swap: On Wednesdays, strip your bedding and leave it at reception for cleaning and fill out form. Clean bedding will be provided by the end of the day. **Fire Safety:** Know the fire assembly point (in the car park across the road) and evacuation routes.

Check-Out Procedure

Belongings: Ensure you have all your belongings and check for any damages before leaving.

Key Return: Return all keys to reception. If you lose a key, a lock-changing fee of £10 will apply.

Notification: Staff will inform the council about your check-out.

House Rules

Respectful Behaviour: Treat everyone with respect. Abusive behaviour may lead to eviction.

Antisocial Behaviour: Zero tolerance for aggressive language or disturbances.

Substance Abuse: No drugs or alcohol on the property. Violations will lead to eviction.

Quiet Hours: Keep noise levels low, especially at night.

No Smoking Indoors: Smoking is allowed only in designated shelter in the carpark.

No Hanging Clothes: Hanging clothes from windows is not allowed.

No Congregating in Reception: Reception is for staff use only.

Rubbish Disposal

Dispose of rubbish in the bins provided. Please ask reception if unsure.

Emergency Procedures

Fire Safety: Familiarize yourself with evacuation routes and the assembly point. Fire doors must remain closed.

Inappropriate Behaviour: If you feel threatened, contact the police and notify the staff.

By following these guidelines, you contribute to a safe and respectful environment at the Roman Lodge hotel. Thank you for your cooperation!

Rules



I agree to abide by the rules at the Roman Lodge Hotel and I understand that I must:

1. Pay the daily rent of: £ or complete the Housing Benefit form to a satisfactory level
2. Abide by all Covid regulations.
3. No pets allowed into the property.
4. Not smoke in the bedroom or anywhere else inside the building.
5. Not share personal information with anyone (staff or residents). This is for your personal well-being.
6. There are no guests permitted without prior permission.
7. Occupy the room every night. If you have a valid reason for overnight absence, you must first agree the absence with your Homelessness Officer/Temporary Accommodation Officer in ADVANCE.
1. There are no overnight guests permitted. The accommodation is only for the persons named on this sign up pack.
2. I must return to the property NO later than **10:00pm** each night. If you return after this time you may be refused entry.
01633656656
3. I must keep my room secure.
4. I am not to return to the property intoxicated.
5. I am not to use drugs (other than drugs prescribed to me); or drink alcohol in the bedroom; or anywhere else inside the building.
6. Not to have or use any drug paraphernalia on premises.
7. Allow access for room to be cleaned, when required.
8. Ensure that I do not cause nuisance, discomfort or annoyance to the other occupants or other residents within the immediate vicinity.
9. I will not intentionally damage items within my room or the property. Any damage may be charged to you for repair.
10. Ensure that I do not use threatening or abusive behaviour or language to the staff or other residents.
11. Remove all my belongings when I vacate the property. Any items left after you vacate, will not be stored by the accommodation provider. Storage is only available if you have a housing duty owed to you; it is chargeable, but can be provided by Newport City Council. If you do not have a housing duty owed to you your items may be destroyed.
12. Collect my mail every day.

Breaching any of the above may lead to a warning and or eviction. Please note there is CCTV operating on the premises. Signage will be displayed.

Your signature will act as your acceptance of the accommodation and your understanding and acceptance of the rules as outlined above, and that you fully understand the implications of breaching any rules.

I understand that if I fail to abide by the above-named rules of occupancy; or if the above-named accommodation ceases as a result of my actions, then any duty which the local authority has to provide me with temporary accommodation may cease as a result.

Signed: Date: