



Full Council	Full Council / Agenda Item 15
Month	September 2026
Report Title	Allocation of the Ear-Marked Reserve 9375 General EMR Requirements
Report Author	Deputy Town Clerk

Summary

The purpose of this report is to note the officer update regarding allocation of the Ear-Marked Reserve 9375 General EMR Requirements.

As context, at the December Finance and Establishment Committee meeting the following was agreed (F&E 185-25)

That the EMR (Ref 9175) be renamed from Jubilee House to Jubilee Hub/Gardens and that a sum of money be set aside for long-term maintenance/refurbishment. RFO to determine amounts which should be set aside under this renamed EMR code (post meeting note, the EMR for long-term maintenance of Jub Hub and Gardens is set at £20,380)

That the balance of monies is held under a new code EMR 9375 called 'General EMR Requirements' to boost EMR reserves to properly maintain the Council's assets and provide for their long-term replacement.

This report acts as a way of update as to how this monies will be allocated summarised as follows.

Works	Amount
1. Airconditioning installation in the SWTC offices	£12k
2. Culvert works at Bridge End Garden	£25k
3. Tourist Information Centre retrofit completion	£5k
4. Quinquennial report	£5k
5. Quinquennial report - actioning the findings	£8k
6. Neighbourhood Plan Update	£40k
Total	£95k

This report is presented direct to Council to avoid delays in progressing works.

Details of the works is detailed and acts as a summary and not a full report on each project.

1. Air Conditioning Installation in the SWTC Offices £12k

- 1.1. As part of the previous budget setting process, at the 09.09.2025 meeting officers were tasked to seek quotes for installation of Air Conditioning in the Town Council offices, for consideration at a future A&S meeting.
- 1.2. At the 27.10.2026 Assets and Services Committee meeting the following was received and resolved (A&S 104-25):

Committee received the Air Conditioning installation quotes and noted staff do not want air conditioning units fitted since purchasing additional satisfactory fans. Resolved: Not to progress with Air Conditioning installation.
- 1.3. Subsequently, the office environment has become unbearable during the summer of 2026 with cumulative temperatures in the office exceeding 38 plus degrees.
- 1.4. Fans were purchased in 2025 which have done little to alleviate the rising temperatures. Opening the windows allows more heat into the office along with noise from buskers and traffic, making it difficult to concentrate.
- 1.5. Staff have voiced concerns that with the changing climate and increasing temperatures, the need for air conditioning has become a necessity for a suitable working environment.
- 1.6. The building previously had air conditioning when Nat West owned it, and it is feasible to replace the broken old units with new modern ones.
- 1.7. Revised specifications and quotations have been obtained from a local reputable company who the Council have used before in the refit of the No 5 Building.
- 1.8. The quotes are not dissimilar to those obtained in 2025, with a revised layout and updated equipment a quote has been received at £12k (including electrical works).

2. Culvert at Bridge End Garden £25k

- 2.1. The 26/27 budget includes £12k to complete a study on the Bridge End Garden culvert repairs – since liaising with agents, the study and recommended actions will cost c£37k, the project is currently on tender.
- 2.2. The excess £25k is required from this EMR.

3. Tourist Information Centre retrofit completion £5k

- 3.1. Several upgrades have been made to the TIC shopfront including new shelving units and slat walls within the existing budget provision.
- 3.2. Replacing the flooring and the large front desk with smaller front desks / till space costs c£5k. Upgrading the front desk will provide more shop floor space.

4. Quinquennial report £5k

- 4.1. A quinquennial report is a detailed conditioning survey which is due to be conducted for all SWTC buildings and properties.
- 4.2. The 26/27 budget includes a £4k for completion of a quinquennial report – since liaising with agents, the study will cost £9k and the excess £5k is required from this EMR.

5. Quinquennial report - actioning the findings £8k

- 5.1. Whilst the 26/27 budget has partially allocated monies to conduct the quinquennial report study – there is no provision to enact the recommendations received from the report.
- 5.2. Given the quinquennial reports are not yet complete, it is suggested the excess £8k of this EMR is utilised to start some of this work.

6. Neighbourhood Plan refresh £40k

- 6.1. The current plan is dated 2022 and typically lasts 5-10 years.
- 6.2. There is no budget provision for updating the neighbourhood plan.
- 6.3. A quote has been received at £35-40k from a Neighbourhood Planning agent who would lead and conduct the Neighbourhood Plan review. This agent has written the NP for Newport, which is often referenced as a secure and comprehensive NP.
- 6.4. A full comprehensive report regarding progression is provided as a separate agenda item for this Council meeting.
- 6.5. If Council is minded to not update the SWNP, the £40k monies should be retained for completion of the quinquennial report recommendations (item 5 above).

7. Recommendations

- 7.1. To note the contents of this report
- 7.2. To consider the proposed allocations of EMR 9375 as detailed.