



Box Parish Council

23rd December 2025

Dear Councillor,

You are summoned to a meeting of the Buildings Management Committee to be held at the Pavilion on **Monday 5th January 2026** commencing at 7pm to consider the following Agenda.

Please give apologies to the Committee Chairman or Clerk prior to the meeting

Yours sincerely

Steve Vickery

Steve Vickery

Clerk

AGENDA

1. To receive **any apologies** for absence.
2. **Public Question time.**
3. **Declaration of interests** relating to items on the Agenda.
4. To receive the **previous Minutes** of the meeting held on 13th October 2025 and to consider any issues not covered by the Agenda.
5. **Parish Buildings.** To note ongoing work (allocated to previous committees):
 - a. Jubilee Centre. As noted at the Full Council on 18th December, to consider the request from the Jubilee Centre Chair to contribute to the new boiler repair. Cost is circa £4,500 + VAT.
 - b. Pavilion. To note the positive Fire Risk Assessment.
 - c. Tractor Shed – to consider the quote for a new canopy extension at £1,400.
 - d. Parish Office – to note the options matrix attached and the Fire Risk Assessment.
 - e. Cemetery Chapel. The new display boards are in situ. To consider the advertising of the Chapel as a bookable space.
 - f. Cemetery Lodge. To note the requirement for an upstairs re-paint and consideration of a shower unit (on the Forward Plan).
 - g. War Memorial.
 - h. Fountain. To note the intention for improvements to the 'triangle' (2nd bench, new bin and planter).
 - i. Blind House.
 - j. Viewing Platform. To note the work completed.
 - k. The Pound. To note the intention to improve the pea gravel and shrubs.
6. **Items for Discussion**
 - a. Architect's survey and feasibility study – to consider the amendments to the initial drawings from Nick Matthews.
 - b. Registration of Pavilion and Recreation Field – an update.
 - c. Surveys of buildings. To consider the outcomes:
 - i. Fire Risk Assessment, 16th December 2025. (Attached).
 - ii. Asbestos Risk, scheduled for January 2026
 - iii. Legionella, scheduled for February 2026.
 - iv. PAT, scheduled for February 2026.
7. **Policies for Approval. To approve revisions to the following policies:**
 - a. Fire Safety.

8. **Buildings Working Group.** To confirm the venue and time of the next BWG.
9. **Items of urgent correspondence.**
10. **Forward Plan/Risk Assessment and Asset Management.** Draft Forward Plan available for comment.
11. **Items of Report and Future Agenda items.**
12. **Date of next meeting** – Monday 6th April 2026.