



Box Parish Council

1st June 2026

Dear Councillor,

BUILDINGS MANAGEMENT COMMITTEE

You are summoned to a meeting of the Buildings Management Committee to be held at the Pavilion on **Thursday 8th June 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. Nil
2. **Public Question time.** Nil
3. **Declaration of interests** relating to items on the Agenda. Nil
4. To receive the **previous Minutes** of the meeting held on 9th April 2026 and to consider any issues not covered by the Agenda.
5. **Parish Buildings.** To note ongoing work (allocated to previous committees):
 - a. Jubilee Centre. Legal opinion awaited. CAB allocated remainder of funding for heating system.
 - b. Pavilion.
 - i. Awaiting the latest revision to the drawings by Nick Mathews Architects, to then commission a QS to cost the extension proposal.
 - ii. Awaiting quotes from plumber(s) to check Themo Mixing Valves and Dead Leg pipes.
 - c. Tractor Shed – Forward Plan consideration of water storage and surface improvement.
 - d. Parish Office – to note the sole remaining Option – to sell on the open market. A second quote is required and whether an ‘open afternoon’ is required.
 - e. Cemetery Chapel.
 - f. Cemetery Lodge. Re-paint of upstairs. Awaiting dates from the agent.
 - g. War Memorial.
 - i. The Garden has been re-modelled.
 - ii. Quote required to refurbish some of base stone work (not urgent).
 - h. Fountain. To note - Rail and bench have been painted.
 - i. Blind House.
 - j. Viewing Platform. Stonemason will quote for the recent minor damage.
 - k. The Pound.
6. **Items for Discussion**
 - a. Defib for Quarry Hill. Consider using the EMR and Mrs Hill’s crowd funding.
 - b. Registration of Pavilion and Recreation Field – ongoing.
 - c. Surveys of buildings. To note work final item of work:
 - i. PAT, scheduled for 29th Sep 2026.
7. **Policies for Approval. To approve revisions to the following policies:**

- a. 56. First Aid Policy.
- 8. **Buildings Working Group.** To review the output from the last 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 12th October 2026.