

BOX PARISH COUNCIL

Steve Vickery
Clerk to the Council

Office open to public

Monday – Friday
9.30 – 2pm
or by appointment

14th October 2025

COUNCIL OFFICE
THE PARADE
BOX
CORSHAM
WILTS SN13 8NX

Telephone: 01225 742356

MINUTES OF THE BUILDINGS MANAGEMENT COMMITTEE
MEETING HELD ON 13th OCTOBER 2025

1. **Present:** Councillors: N. Ingledew (Chair); R Haslett, H Parker, R Leach, M Tye, B Walton and T Walton.

S Vickery (Clerk)
2. **Apologies:** Councillors D Dorey, I Johnson and R Duncan
3. **Absent:** Nil.
4. **Public Question Time:** There were no members of the public present.
5. **Declaration of interests:** There were no new declaration of interest.
6. The **previous Minutes** of the meeting held on 8th September 2025 were taken as read and signed as a true record.
7. **Parish Buildings under new Committee structure.** The Committee noted the new assets under the revised Committee structure. The Clerk would circulate the latest Forward Plan noting the work strands with each asset. It was also agreed to check the policy with the Jubilee Centre in terms of Parish or Jubilee Centre primacy of policies.
Action: Clerk to circulate the Forward Plan with asset details and work strands.
 - a. Pavilion.
 - b. Tractor Shed – tractor shed petrol storage.
 - c. Parish Office.
 - d. Jubilee Centre. Check gas boiler in Jubilee Centre – overarching policy .
 - e. Cemetery Chapel.
 - f. Cemetery Lodge.
 - g. War memorial.
 - h. Fountain.
 - i. Blind House.
 - j. Viewing Platform.
 - k. The Pound.
 - l. Stone walls – due to legal and cost implications, it was noted that stone walls will remain as an item for the Finance and Governance Committee.
 - m. Bus shelters will also remain as an item Highways.

8. Items for Discussion

- a. **Architect's survey and feasibility study** – 19th August 2025. The emerging findings from the Matthews' Report were discussed:

- i. **Condition survey of the Parish Office.** It was **recommended** (unanimous) that the future of the Parish Office space should be investigated by approaching a property developer, estate agent and housing association; to ascertain whether it would be viable for a change of use. This might help the lack of social and affordable housing in the Parish. There was a desire to retain some sort of ownership over the Office asset and a realisation that a Public Works loan would probably have to be sought. Parishioner engagement would be sought and there was the possibility of including the Lodge in the final plan.

Action: Clerk and Cllr T Walton to approach Charlie Tull, White Horse Housing and Jeremy Jenkins.

- ii. **The Pavilion.** There was a discussion on the 3 main Options for the Parish Office within the Pavilion footprint, as presented by the Architect. The size of the clerk's area, configuration of windows and doors, and the conference table were discussed, as well as storage, loo and kitchen facilities. The longer term design of the Pavilion was also discussed and these points (solar panels, acoustics, loo layout) were added to the Forward Plan. By way of next steps, the Option 2 extension for Site A (cricket field side) was unanimously **recommended** with the next step being a working group (to include Pavilion user groups) to refine this Option.

- b. **Land Registration of Pavilion and Recreation Field.** The work with the Registry continues.
- c. **Budget items for 26/27.** The Committee noted the need to generate reserves for all the Parish assets, especially the Tractor Shed, Lodge and future design and planning work for the Pavilion extension. Existing CIL money might have a potential to fund improvements.
- d. **Pavilion charges for 26/27.** A model of charges was considered. It was agreed to increase the hire cost for charities (and long term users) from £15 to £16.50 per hour and for casual users from £25 to £30 per hour, wef 1st April 2026.
- e. **Surveys of buildings.** It was agreed for all assets that require it, there should be a Parish-wide fire risk assessment and checks for asbestos, legionella, gas, PAT and fixed wiring. Quotes would be sought and presented to either Fin & Gov or Buildings Cttee.

Action: Clerk to obtain survey costs.

- f. **Insurance cover.** The Committee noted the insured value of assets.

9. **Buildings Working Group.** The Clerk would check that members of working group had received the full architect's report. It was anticipated that a BWG would be held in late November assuming that engagement with developers had produced further items to consider.

BOX PARISH COUNCIL

Steve Vickery
Clerk to the Council

Office open to public

Monday – Friday
9.30 – 2pm
or by appointment

COUNCIL OFFICE
THE PARADE
BOX
CORSHAM
WILTS SN13 8NX

Telephone: 01225 742356

10. Items of urgent correspondence. There was nothing to report.

11. Forward Plan/Risk Assessment and Asset Management. The Forward Plan had been discussed and would be circulated.

12. Items of Report and Future Agenda items.

- a. Projector control issues persist.
- b. Poppy sewing on Wed 15th Oct and again on 5th and 6th Nov.

13. Date of next meeting – Monday 5th January 2026.

The Committee ended at 9.08pm.

Chair