



# Box Parish Council

11<sup>th</sup> April 2026

## Minutes of the Box Parish Buildings Management Committee held at 7pm on Thursday 9<sup>th</sup> April 2026 at The Pavilion, Box, SN13 8NT

1. **Present:**

|                         |               |
|-------------------------|---------------|
| Cllr N Ingledew (Chair) | Cllr R Leach  |
| Cllr I Johnston (VC)    | Cllr H Parker |
| Cllr D Celerier         | Cllr M Tye    |
| Cllr R Duncan           | Cllr B Walton |
| Cllr R Haslett          | Cllr T Walton |
|                         |               |
| Clerk – S Vickery       |               |

2. **Apologies.** There were no apologies for absence. The Council was Quorate.

3. **Public Question Time.** There were no members of public present.

4. **Declarations** of interest relating to items on the Agenda. There were no new declarations.

5. **Previous Minutes.** The minutes from the previous meeting on 5<sup>th</sup> January 2026 were read and signed as a true record.

6. **Bowls Club Rep as a User of the Pavilion.**

- a. The Bowls Club wished to raise a number of issues regarding the fire alarm, cleaning (including windows), lighting, rubbish and cleaning. The Clerk agreed to investigate.

**Action: Clerk to investigate issues with Bowls Club report.**

- b. Water tank cleaning. As a result of the recent risk assessment, the Bowls Club were requested to undertake the clean of the large water tank. .

7. **Parish Buildings.**

- a. **Jubilee Centre.** The Committee expressed concern that the proposed MoU between the Council and the Jubilee Centre (JC) might be construed as a sub-lease. It was agreed that clarity was required on the relationship with the JC particularly concerning insurance, maintenance and utility costs. A range of options were required, to include some commercial legal advice on the best arrangement. It might be noteworthy to look at the Rudloe CC relationship to Wiltshire Council. The proposed asset transfer policy might also impinge on this work.

**Recommendation:** to approve legal fees no higher than £1,500 for legal advice on the best arrangement for the relationship between the Parish Council and the Jubilee Centre.

b. **Pavilion.**

- i. The Water Risk Assessment and the commencement of monthly ongoing water checks were noted. An Action plan was required to address the major issues concerning TMV and dead leg checking. It was requested that the credentials of the selected plumber should be checked and quotes obtained for the work.

**Action: Clerk to draw up an Action Plan and obtain plumbers' quotes.**

- ii. To consider the commissioning of a QS to cost the extension proposal. Attached proposal. Moved to a later item.

c. **Tractor Shed.** The completion of the canopy work was noted. A future project, potentially for the BWG would be to investigate underground water storage and an Eco-crete option to improve the surface outside of the Shed.

d. **Parish Office.** Post the recent BWG, the options have now been narrowed to a sole option. **Recommendation** - Option 2a, sell on the open market (either auction or listing).

e. **Cemetery Chapel.** The Chapel should have a Fire Risk Assessment, maximum usage number and a potential usage chart created. However, for the short term, this was a work in progress. There was a roof item to check with A King.

f. **Cemetery Lodge.**

- i. Given the surplus from Lodge income this year (circa £7k), it was agreed to undertake some refurbishment. **Recommendation** - that the upstairs decoration is progressed this summer at the original quote of £950 from L P Property, probably using EMRs from the Lodge fund. The Fin & Gov Committee will also examine moving this surplus to Lodge EMRs.

- ii. In addition quotes for the kitchen refurbishment would be obtained.

- iii. The 'secret' loo refurbishment is scheduled for April / May. The tenants should be reminded about recycling. The bin area should have a built bin store.

- iv. There is a slipped tile on the front roof that should be monitored.

**Action: Clerk to obtain quotes and speak to agents ref bin area.**

g. **War Memorial.** The re-model of the gardens and the plan to refurbish the iron chain prior to this autumn were noted. There is also a requirement to replace some flaking concrete on the foot of the War Memorial.

**Action: Clerk to obtain quote from Stonemason.**

h. **Fountain.**

- i. Whilst it was agreed to do some minor refurbishment and painting to the Fountain area, a further cost summary was required for a new bench and bin combination. Londis would be asked to replace their missing bin.
- ii. In the medium term, a series of images should be considered as a baseline to help future stone masons undertake the repair of assets such as the Fountain.

i. **Blind House.** To clear foliage.

j. **Viewing Platform.** There is a new broken stone. The Stonemason will be requested to quote.

k. **The Pound.** Rather than procure new pea gravel, it was agreed to sweep and weed the area on a frequent basis.

8. **Items for Discussion**

a. Architect's survey and feasibility study.

- i. The 3<sup>rd</sup> iteration of the extension was discussed and a new diagram of the office and loo area was proposed. A narrative to explain the height changes, plant room and window arrangements would be produced to accompany the diagram. **Recommendation:** a new revised diagram of the office and loos (plus narrative) will be presented at the full Council.
- ii. The architect's would be asked to check whether the loo / main room adjoining wall was load-bearing.

b. Registration of Pavilion and Recreation Field. This remains ongoing.

c. Surveys of buildings. Previous survey work was noted as follows:

- i. Fire Risk Assessment, 16<sup>th</sup> December 2025.
- ii. Asbestos Risk, 12<sup>th</sup> January 2026
- iii. Legionella, 18<sup>th</sup> February 2026.
- iv. PAT, scheduled for May 2026. This will include the Pavilion, Office and Tractor Shed PAT items.

9. **Policies for Approval. To approve revisions to the following policies:**

a. Health & Safety Policy. The Policy should have the Asbestos, Legionella and COHSS Management Plans as Annexes. **Recommendation:** to be presented to full Council.

10. **Buildings Working Group.** The Chair briefed on the outcome of the 2<sup>nd</sup> April BWG. As highlighted at Item 6d, the current option for the Parish Office, having considered a range of options, was an open market sale. Further quotes and advice on whether a pre-application,

change of use or full planning permission should be sought from two other estate agents (Strakers and Jermery Jenkins).

**Action: Clerk to source further quotes and advice.**

**11. Items of urgent correspondence.**

- a. To review the Asset Transfer and Service Devolution proposed policy from Wiltshire Council. There were mixed views on the proposal concerning the benefits of further autonomy and the potential lack of resources to undertake services.

**Action: Clerk to draft a note for FC to meet the 1<sup>st</sup> May deadline.**

**12. Forward Plan/Risk Assessment and Asset Management.** The Forward Plan would be updated post this meeting.

**13. Items of Report and Future Agenda items.**

- a. There is a Recreation Ground working party on 19 April.

**14. Date of next meeting** – Monday 8<sup>th</sup> June 2026. The Committee ended at 9.45pm.

Signed and dated by Chair.....