



Box Parish Council

10th June 2026

Dear Councillor,

Minutes of the Box Parish Buildings Management Committee held at 7pm on Monday 8th June 2026 at The Pavilion, Box, SN13 8NT

1. Present:

Cllr N Ingledew (Chair)	Cllr M Tye
Cllr I Johnston (VC)	Cllr B Walton
Cllr R Haslett	Cllr T Walton
Cllr R Leach	
Clerk – S Vickery	

2. **Apologies.** There were apologies for absence from Cllrs D Celerier and R Duncan. 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. **Election of Vice Chair.** Cllr I Johnston was unanimously elected as the Vice Chair.
6. **Previous Minutes.** The minutes from the previous meeting on 9th April 2026 were read and signed as a true record.
7. **Parish Buildings.** To note ongoing work (allocated to previous committees):
 - a. Jubilee Centre. A Legal opinion on the relationship with the Council is still awaited. It was noted that the Committee would like this matter closed by the next meeting on 12th October. CAB have now allocated the remainder of funding for heating system.
Action: Clerk to obtain legal opinion.
 - b. Pavilion.
 - i. The latest set of drawings for the extension are awaited from the Architect. It was agreed that a discussion was required at the BWG as to the scope of the next work stage, sustainability issues, the plant room and some design features prior to any tender or QS work.
 - ii. The configuration of the loo was discussed; a design with cubicles including a basin was proposed. Recent legislation might need to be used as a reference.
 - iii. Quotes from plumber(s) to check Themo Mixing Valves and Dead Leg pipes is ongoing work.
 - iv. The ownership of the Pavilion had been discussed at the Fin & Gov Committee. A legal opinion had been sought. Cllrs agreed that the status quo was the most favourable position but wanted some legal evidence to support this view.

Action: Clerk to inform Architect ref basins with loos.

- c. Tractor Shed. The Forward Plan will consider a water storage and surface improvement project. It was noted that the path near the cricket pavilion might require a soak away. Open Spaces.

Action: Forward to Open Spaces Cttee.

- d. Parish Office.

- i. To note the sole remaining Option 2a, – to sell on the open market. A second quote from Strakers (or Jenkins) and to take advice on whether an auction would be the preferred route.
 - ii. Whether it was advantageous to sell with a 'change of use' or planning permission was debated. This would be explored further at the next BWG. There would also be an open afternoon so the public could view further plans.

Action: Clerk to ask for a planning officer view.

- e. Cemetery Chapel. Nil.

- f. Cemetery Lodge. Dates for the re-paint of the upstairs were awaited dates from the agent. The OSM was to remove the broken bench and tidy the bin area. The Secret Loo refurbishment is underway.

Action: OSM to tidy bin area.

- g. War Memorial. A quote is required to refurbish some of base stone work and chain work. The side steps near to be cleared. Clear the steps.

- h. Fountain. A new litter and recycle bin should be ordered. The retaining wall ownership should be checked as it is in disrepair.

Action: Clerk to seek a price for matching Vine Court bin.

- i. Blind House. To advertise the Wednesday opening in the Parish magazine.

- j. Viewing Platform. Stonemason quote awaited for minor frost damage. Network Rail have agreed to clear scrub in front of Viewing Platform.

- k. The Pound. Nil.

8. Items for Discussion

- a. Defibrillator for Quarry Hill. It was agreed that the current funds in the budget were to replace the two that have been adopted by the Council. Should the public raise sufficient for the Quarry Hill proposal, the Committee would consider yearly maintenance.
- b. Registration of Pavilion and Recreation Field – ongoing.
- c. Surveys of buildings. The final item of work was noted; PAT, scheduled for 29th Sep 2026.

9. Policies for Approval.

- a. 56. First Aid Policy. The policy was **recommended** for approval with the addition of 2 appendixes; the location of 1st Aid kits and the location of 'guardian defibrillators' and the others in the Parish.

10. Buildings Working Group.

- a. The major outcomes from the BWG had been reported at Item 7.
- b. The next meeting would be held in late July.
- c. The Tractor Shed water storage scheme would be added to the next agenda.

11. Items of urgent correspondence.

- a. Information on seeking ACV status for the Bengal Bear had been received. Cllr Botterill will assist the Clerk in the submission to Wiltshire Council.
- b. The Internal Auditor comment ref the Pavilion ownership was not especially helpful. Link to earlier item. The Committee were content with the status quo until a firmer legal understanding could be produced.

12. Forward Plan/Risk Assessment and Asset Management. The Forward Plan was noted with additions as follows:

- a. The Sceptic tank is emptied every 2 years.
- b. CCTV coverage is required for the Tractor Shed and Cemetery gates.

13. Items of Report and Future Agenda items.

- a. Wessex Water – confirmation on proposed dates for the Bye Brook work be sought.

14. Date of next meeting – Monday 12th October 2026. The Committee closed at 8.45pm.

Signed and dated by the Chair.....