BOX PARISH COUNCIL

MINUTES OF THE BUILDINGS MANAGEMENT COMMITTEE MEETING HELD ON 28th JULY 2025

1. **Present**: Councillors: N. Ingledew (Chair); I. Johnston; S Roche and T Walton.
   M. Carey (Clerk) and S Vickery (Clerk)

2. **Apologies**: Cllr D. Dorey

3. **Absent**: Cllr R. Haslett.

4. **Public Question Time**: There were no members of the public present.

5. **Declaration of interests**: Nil.

6. **Election of Vice Chair:** Cllr I. Johnston was unanimously elected as the Vice Chair.

7. **Minutes**
   The Minutes of the Meeting held on 10th March 2025 were taken as read, agreed as a true record and signed.

8. **Pavilion**

   a. **Maintenance Items Completed; the Committee noted the following:**
   - Electric hand dryers in the toilet. Complete.
   - Boiler serviced and repaired. Partially complete with the final repair on Mon 4th August.
   - Central heating box moved. Complete.
   - Architrave board replaced. Complete.
   - Motion sensor tap for disabled toilet. Complete.

   b. **Maintenance Items to be completed:**
   - Stabilise the Bowls Club entrance gate. Costs to be still to be quoted. **Action: Clerk.**
   - Loo main lobby light needs to be repaired. Now completed. PIR installed to replace broken switch
   - Remove or replace urinal with a cubicle loo. Given that the pipework is located in the rear wall of the loo, this will be a costly expense. It was agreed to fix the water motion sensor to get the urinal back into action **Action: Clerk.**
   - Door closure. There is a second door closure / finger guard required on the Home changing room door.
   - To remind the OSW to re-stock all loo roll dispensers prior to events, such as Revels.

9. **Items for discussion**

   a. **Council Offices.**

   The importance of obtaining proper feasibility studies for the future Parish Office was discussed. The Committee debated the legal connotations of recent advice but concluded that the Deed of Gift gave sufficient scope for any future plans concerning the Pavilion. However any extension to the Pavilion building would potentially require further consideration of the Deed and possible Charity Commission advice. In addition, any extension would not be deemed a disposal of land, but a re-purpose of land for Box PC use and amenities. This would be a complex journey but a start was now needed.

There was a discussion on the separation of Trustee and non-trustee business. The ownership by the Council as a sole trustee was discussed. It was confirmed that an annual (Nil) return was submitted to the CC.

Finally it was agreed to 'assert' the Committee's intention to move the Parish offices.

b. **Registration of Pavilion and Recreation Field.**

The minute from this item is considered Confidential to the Committee and contained in an Appendix.

10. **Buildings Working Group. To update on the latest developments from the Group.**

The Committee considered the Nick Matthews Architect report and felt that a start should be made on the feasibility studies. It should be noted that the Council did seek three quotes but only one architects company replied. In particular a Phase 1 was agreed, the survey and feasibility study of the Pavilion to host the Parish office.

Recommendation: To agree the spend of Phase 1, a Pavilion Partial Measured Survey at £900+ VAT and a Pavilion feasibility study at £850+ VAT with CAD drawing £30+VAT and to consider a Phase 2 for the next FY (Parish office measured survey, feasibility study of office and pre-application). Total £1780 + vat.

11. **Jubilee Youth Centre – ongoing boiler / heating issue.**

Nothing further to report. The expectation is that the Jubilee Committee is responsible for the Centre upkeep. Cllr M. Tye is the rep and would be requested to speak to the Centre.

12. **Issues from the Walkaround**. The issues raised on the walkaround:

a. Install a door closure on the public loo front door.
b. Replace the finger guard on the changing room door.
c. To remove sharp knives from the kitchen and replace with rounded ended knives
d. To ensure that the COSHH (chemicals) locker in the kitchen is kept locked.
e. To insert a shelf in the boiler cupboard for the wifi router.
f. The Notice Board near the Changing Room requires new signage.
g. Purchase extension lead
h. Ascertain if all user groups still require the cupboards. Suggested that labels could be put on the doors. Need to look at cleaning/repainting the doors.

Actions: Clerk to address the issues 12a to h.

13. **Forward Plan/Risk Assessment and Asset Management.** The Chair agreed to meet the Clerk to form the Forward plan.

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

a. Cllr S.Roche reported more graffiti near the post box and bus shelter on Leafy Lane.

Action: OSW is requested to action

b. The Chair was approached by a Parishioner to join the Buildings WG; no correspondence has been received as yet.
c. The overgrown hedge at the top of Valens Terrace is blocking the visibility of cars coming up Valens Terrace.

Date of next meeting - 8th September 2025 combined with Highways, with a start at 6.30pm.

The meeting closed at 8.20pm. Chair