



Box Parish Council

1st April 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 9th April 2026** commencing at 7pm to consider the following Agenda.

There will be a walkaround of the assets commencing at 5.45pm at the Chapel.

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.
2. **Public Question time.**
3. **Declaration of interests** relating to items on the Agenda.
4. To receive the **previous Minutes** of the meeting held on 5th January 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. To note the intention to move to a Memorandum of Understanding (MoU) on the division of responsibilities. A draft is attached.
 - b. Pavilion.
 - a. To note the Water Risk Assessment and the ongoing monthly checks.
 - b. To consider the commissioning of a QS to cost the extension proposal. Attached proposal.
 - c. Tractor Shed – to note the completion of the canopy work and consideration of water storage and surface improvement.
 - d. Parish Office – to note the continued progress on the Options matrix.
 - e. Cemetery Chapel. The new display boards are in situ. To consider the advertising of the Chapel as a bookable space.
 - f. Cemetery Lodge.
 - a. To note the requirement for an upstairs re-paint and consideration of some kitchen refurbishment.
 - b. To note the summary of costs v income.
 - c. To update on the 'secret' loo refurbishment.
 - g. War Memorial. To note the intention to re-model the gardens and to refurbish the iron chain prior to this autumn. Open Spaces are planning the garden.
 - h. Fountain. To approve the intention for improvements to the 'triangle' (2nd bench, new bin, planter and patch repair surface). This will cost approx. £900.
 - i. Blind House.
 - j. Viewing Platform. To note the work completed by the Stonemason.
 - k. The Pound. To note the intention to improve the pea gravel (wooden retainers) at a cost of £250.

6. Items for Discussion

- a. Architect's survey and feasibility study – to consider the 2 options as amended by the Architects.
 - b. Registration of Pavilion and Recreation Field – ongoing.
 - c. Surveys of buildings. To note work completed:
 - i. Fire Risk Assessment, 16th December 2025.
 - ii. Asbestos Risk, 12th January 2026
 - iii. Legionella, 18th February 2026.
 - iv. PAT, scheduled for May 2026 – outstanding.
- 7. Policies for Approval. To approve revisions to the following policies:**
- a. Health & Safety Policy.
- 8. Buildings Working Group.** To review the output from the last BWG.
- 9. Items of urgent correspondence.**
- a. To review the Asset Transfer proposed policy from Wiltshire Council
- 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 8th June 2026.