



Box Parish Council

9th January 2026

MINUTES OF A MEETING OF THE BUILDINGS MANAGEMENT COMMITTEE at 7pm ON 5th JANUARY 2026 AT PAVILION, BOX

1. Councillors Present:

Cllr N Ingledeew (Chair)
Cllr R Leach
Cllr I Johnston
Cllr M Tye
Cllr B Walton
Cllr T Walton

Clerk – S Vickery

2. **Apologies:** Cllr Haslett and Cllr Parker sent apologies (accepted). The Committee was quorate.
3. **Absence:** Nil.
4. **Public Question Time:** There were one member of the public present.
5. **Declarations of Interest:** There were no new declarations of interest for this meeting.
6. **Previous Minutes:** The minutes of the previous Committee held on **13th October** 2026 were taken as read and signed as a true record.
7. **Parish Buildings.** To note ongoing work (allocated to previous committees):
 - a. **Jubilee Centre.** The Chair of the Centre user groups explained the current cost sharing mechanism for payment of bills (utilities etc). She highlighted the poor state of the boiler and heating system and the proposal to refurbish. Given the high cost of repair at approx. £9k +VAT, she was requesting a grant. It was explained that there is no formal agreement between Box PC and Jubilee Centre users. There were three actions:
 - i. **Recommendation.** To provide a grant of £4,500 +VAT towards a new boiler and heating system.
 - ii. For the Jubilee Centre Chair to approach the Area Board and First Community for further grants.
 - iii. Clerk to draft a tenancy agreement from PC to Jubilee users.
 - b. **Pavilion.** The positive Fire Risk Assessment with its action plan was noted. The Clerk would share the need for PEEPs and the FRA with user groups.

- c. **Tractor Shed.** The construction of a dry space canopy between the Shed and cricket shed was agreed. **Recommendation:** to agree the canopy cost of £1,445.
- d. **Parish Office.**
 - i. The options matrix for the future of the Office buildings was discussed. It was agreed that a formal consultation with parishioners would be required in due course. Next steps would a Working Group to examine the options. This would be 3pm on 5th February 2026.
 - ii. The FRA was noted with various low cost recommends to improve lighting, fire alarms and fuse box protection.
- e. **Cemetery Chapel.** There would be no change to current arrangements.
- f. **Cemetery Lodge.** The maintenance and modernisation of the Lodge was discussed. It was agreed to source quotes to paint the upstairs portion of the Lodge and to add modernisation to the Forward Plan. There was also a discussion on the rental income v costs. The Clerk will produce a statement.
Action: Clerk to produce a rental income and cost reconciliation statement.
- g. **War Memorial.** The priority actions are to re-shape the garden and to refurbish the metal chains. There might be a possibility of using C4I Phoenix to assist.
- h. **Fountain.** Cost-dependent, but there is an aspiration to tidy up the triangle near the Fountain with potentially a new bench, bin and planter.
- i. **Blind House.** The need to keep the surrounds weed-free was emphasised.
- j. **Viewing Platform.** The stone work refurbishment was noted. There was a discussion on whether a Good Samaritans sign would be helpful.
- k. **The Pound.** The intention to improve the pea gravel was noted.

8. Items for Discussion

- a. **Architect's survey and feasibility study.** The Chair handed around a sketch of the latest amends to the Matthews drawing. Alternative disabled loos, wider combined public loos, office desk space, door access, plant location and the outside pathway were discussed. **Recommendation: to agree the modified plans with the Full Council and then to instruct the Architect to re-draw and cost.**
- b. **Registration of Pavilion and Recreation Field.** No update.
- c. **Surveys of buildings.** The surveys completed and to be completed were noted. The scope of the surveys should consider the Lodge and the Jubilee Centre:
 - i. Fire Risk Assessment, 16th December 2025.
 - ii. Asbestos Risk, scheduled for January 2026
 - iii. Legionella, scheduled for February 2026.
 - iv. PAT, scheduled for February 2026.

9. **Policies for Approval.** The revisions to the following policy was agreed with an added item to synchronise all dates:
 - a. Fire Safety Policy. Jan 26. Dates to be done. **Recommendation to the FC.**
10. **Buildings Working Group.** To meet at 3pm on 5th February 2026.
11. **Items of urgent correspondence.** Nil.
12. **Forward Plan/Risk Assessment and Asset Management.** The Forward Plan was scanned. The Clerk should check the CCTV policy for completeness.
13. **Items of Report and Future Agenda items**
 - a. Gritting plan – now in place.
14. **Date of next meeting** – Thursday 9th April 2026 (NOT 6th April), with a walkaround at 6pm. The Committee ended at 9.05pm.

Chair.....