



Box Parish Council

10th August 2026

Dear Councillor,

BUILDINGS MANAGEMENT COMMITTEE – ADDITIONAL MEETING

You are summoned to an additional meeting of the Buildings Management Committee to be held at the Pavilion on **Monday 17th August 2026** commencing at 8.30pm – 9pm to consider the following Agenda.

Please give apologies to the Committee Chair or Clerk prior to the meeting

Yours sincerely

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. **Parish Office.**
 - a. To agree the new preferred Office location as the Selwyn Hall.
 - b. To agree that the Chair and FC Chair negotiate the annual lease fee with SH.
 - c. To archive the work to date on the Pavilion extension.
 - d. To note the request to Wiltshire Planning on the change of use.
 - e. To note the RICS Surveyor visit on 14th August – report awaited.
 - f. To note the potential timetable:
 - 14 Aug – Survey
 - Aug / Sep – negotiate with Selwyn Hall on lease fee and lease start date (Mon 30th Nov?)
 - Mid Sep – open house day for parishioners to understand the reasons for disposal and the new office plan.
 - 12 Oct – Strakers brief the Buildings Committee
 - 29 Oct – Final Approval from Full Council
 - 30 Oct – Deadline to submit for auction
 - Mid Nov – 2 x open days for potential bidders.
 - 30 Nov. Move office
 - 3 Dec. Auction.
5. **Pavilion Heating System.**
 - a. To note the survey by CPLM consultants on 25th August. The Clerk will provide the pattern of use for summer and winter.
 - b. To agree the tender requirement and timetable, probably out of committee in early Sep 26.
 - c. The next Committee will consider other Pavilion 'upgrades' (plant, acoustics, flooring, decoration, AV system etc).
6. **Buildings Working Group. To agree a date for the 3rd BWG.**
7. **Items of Report and Future Agenda items.**
8. **Date of next meeting of Committee is Mon 12th October.**