



Box Parish Council

14th October 2026

BUILDINGS MANAGEMENT COMMITTEE at 7pm on 12th October 2026 at the Box Pavilion

Councillors Present:

Cllr T Walton (Acting Chair)
Cllr R Haslett
Cllr N Botterill
Cllr D Celerier
Cllr R Duncan
Cllr M Tye
Cllr B Walton

Clerk – S Vickery

1. **Apologies** for absence were received from Cllrs I Johnston and N. Ingledew. The Committee was quorate and it was agreed that Cllr T Walton would be the acting chair.
2. **Declaration of interests** relating to items on the Agenda. Nil.
3. **Public Question Time.** There were no members of the public present.
4. **Previous Minutes.** The minutes of the meetings held on 8th June 2026 and the additional meeting on 17th August 2026 were submitted and agreed by the Committee.
5. **Parish Buildings.** To note ongoing work (allocated to previous committees):
 - a. Parish Office.
 - i. Sale by Auction. The Straker's Auction MD briefed on the timetable, process and success of online auctions. The auction date will be 3rd December. Gough's are producing the property legal pack. **Recommendation: the final approval for sale will be for the Full Council on 29th October 2026, noting that the Reserve Price will set on 26th November with the option of an extraordinary Full Council either prior to the 3rd December (to adjust the Reserve) and the option of a further extraordinary Full Council on 7th December if the auction sale fails.**

- ii. Move to Selwyn Hall. The move to Selwyn Hall is being planned. There is a requirement to fund a re-decoration and some minor works to the Office. This is expected to be within the Chair Building and Clerk's threshold.
 - iii. Change of Use. The Wiltshire Planning Officer is due to give an opinion shortly on the change of use for the building.
- b. Jubilee Centre (JC). Wiltshire Council have been asked for a view on leasing the JC directly to the Charity. Ongoing.

Action: Clerk to follow up with Wiltshire Council.

c. Pavilion.

- i. The consultant's heating system report from CLPM was noted.
 - ii. The Tender document for the new air to air system has now been released with a return date of 28th October 2026. The completion date of the system could be delayed beyond 1st January 2027. A Retention of 5% for post project work will form part of the agreement / contract.
 - iii. Bowls Club feedback. There was ongoing concern about cleaning, hot water, changing room mould and a faulty plug socket. These will be addressed shortly.
- d. Tractor Shed. The Forward Plan consideration of water storage and surface improvement was noted.
- e. Cemetery Chapel. No new update.
- f. Cemetery Lodge. No new update.
- g. War Memorial. Poppy preparation day will be the 4th November and scaffold erection on 5th November. The refurbishment of the chains remains ongoing.
- h. Fountain. No new update.
- i. Blind House. No new update.
- j. Viewing Platform. The Stonemason has now completed the recent minor damage.
- k. The Pound. No new update.

6. Items for Discussion

- a. Registration of Pavilion and Recreation Field – ongoing, no change.

- b. Surveys of buildings. The final item of compliance work, PAT was complete on 29th September 2026.
 - c. Market Place wall near Jubilee Centre (strictly Highways Ctte¹). The Clerk reported the H&S risk to the Pre-School at the Jubilee Centre from the loose boundary wall. The cost is £2,250 to make safe. Wiltshire Council will be asked for a contribution. The Clerk was authorised to approve the repair subject to an update with the stonemason.
7. **Policies for Approval.** There were no policies to approve.
8. **Buildings Working Group.** A new date w/c 4th January 2027 for a BWG was agreed to examine the upgrades now required for the Pavilion.
Action: Chair BWG and Clerk to advertise a date w/c 4th Jan 27.
9. **Items of urgent correspondence.** Nil.
10. **Forward Plan/Risk Assessment and Asset Management.** The Forward Plan was noted and will be updated.
11. **Items of Report and Future Agenda items.**
- a. Trees. The deliberate sabotage of new trees was noted. A crime number would be sought.
12. **Date of next meeting** – the next Committee will be on Monday 11th January 2027, noting that a recommendation from the Tender may require an additional meeting in November 2026.

Signed and dated by the Chair.....

¹ Highways does not meet until 16th November, but under H&S, this request is a priority.