



BOX PARISH COUNCIL

MINUTES OF AN MEETING OF THE PAVILION & BUILDINGS MANAGEMENT COMMITTEE HELD ON 17th JULY 2023

1. **Present:** Councillors: I. Johnston (Chairman); R. Bean; T. Walton
M. Tye; B. Walton

Mrs Carey (Clerk)
2. **Apologies:** Councillors: J. Clifford; S. Parker
In the absence of Cllr Parker, the Chair was taken by Cllr Johnston
3. **Absent:** Nil
4. **Public Question Time:** There was one member of the public present
Mr Adam Luther explained that he currently runs a gym in the Cricket Pavilion.
However, this has now doubled in size and he has 116 attending the gym – 74 of
whom are from Box. This covers a wide range of ages

He is currently looking at alternative venues and was looking at the possibility of
using the Pavilion and the Selwyn Hall.
5. **Election of Vice Chairman:** Cllr Iain Johnston was unanimously elected vice
chairman of the Committee
6. **Pavilion:**
 - **Hot water tap in lower men's toilet:** It was reported that this is sticking and needs
replacing. Clerk to ask Mr Mathias for a quote for replacing this. The Clerk to speak
to the Groundsman to see if any further taps need replacing. **Discuss at Full
Council**
Post Minute not: Two taps need replacing
 - **Repainting of cills and doors:** The cills all need repainting and the metal kickplate
needs repairing. The external door to the public toilets needs repair/replacing. The
Clerk had gone out for a quote but the painter had not been able to do the work at the
present time. Further quote to be obtained as soon as possible.
 - **Boiler replacement:** Cllr Johnston reported that he had looked at both air source
and ground source heat pumps but did not feel that either would be efficient.
Quotations need to be obtained for a replacement gas boiler; replacing this with an
electric boiler or pursuing the heat pump. Cllr Bean agreed to liaise with the Clerk
and contact Ultrawarm for information and prices. **Action: RB**
 - **Update on walkway lighting:** Solar lights had been installed on posts but these
need to be extended down to the Car Park. It was agreed to move this back to the
Playing Fields Management Committee to be put on the jobs list **Action: BW**
 - **Public toilet vandalism:** The Insurance Company had accepted the quotation from
Sovereign Damp Proofing Ltd in the sum of £3350 + vat and the work will commence
on 21st July

The Insurance Company had also agreed the loss of income claim of £62.50. Further details have been provided to them of the difference in the cost of electricity and gas compared to last year and the Clerk had estimated this to be about £500. This was

caused by the use of the dehumidifiers and the heating being on constantly to dry out the flood water.

The parents had covered the cost of the Insurance Excess and one voluntary contribution £400 had been received from one of the parents towards the other costs. No decision had yet been made by the Insurance Company. The parents of the youngsters involved had paid the £250 insurance excess.

Clerk to remind the other parents again that they did agree to contribute towards the costs caused by the vandalism.

- **Motion sensor tap for disabled toilet:** It was agreed to obtain quotes for a motion sensor tap (not battery) for the disabled toilet.
- **Discussion on provision of electric hand dryers in the Pavilion toilets:** It was agreed to get quotations for four electric hand dryers – the same as the one in the public toilets, for all the toilets in the Pavilion. Clerk to contact John Beazer for a quotation. **Action: MC**
- **Discussion on the provision of a security light by the gate at the Bowls Club:** It was agreed to discuss this further at a future meeting.

Project updates:

- **Discuss development of Pavilion to accommodate Council offices, Charity Trustee status**

Letter received from the Charity Commission stating “The Pavilion building is owned by the Box Parish Council and therefore it would be their decision as to how the building is used and whether it can be extended. However, if any of the land owned by the charity is to be taken up with the extension this would be considered as a disposal of charity land”

Cllr Johnston agreed to be the project lead on this.

It was discussed that an extension could be put on either end of the Pavilion which could be used to accommodate the Council Offices. The Council building could be sold and the money raised would be used for the extension and any money remaining could be used to enhance the Recreation ground or other assets. At the present time the Council is paying to run two buildings and therefore money would be saved.

There are both positives and negatives for this and it was agreed that a working party be set up comprising Cllrs Johnston; Bean; Tye and T.Walton to pursue this. This would be a long term project.

- **Pavilion booking software:** Cllr T. Walton stated that there are a number of software options available. These will be discussed with Caroline Moorhouse
- **Review of solar installations:** It was agreed to discuss this further at the next meeting. The Committee need to establish how much saving is being made

Future Projects

- **Rainwater harvesting:** It was agreed to look at this for both the Pavilion and Tractor shed

Items for discussion:

- **List of all regular hirers and hiring times:** The Clerk showed the list of regular users of the Pavilion. A new football club will be using the changing rooms from September and a Pilates Group are running trial sessions on a Friday from 9-10 am from 1st September. It was explained that the Bowls Club have use of the downstairs room for the season from April to September but this can be let out to other users.
- **Hiring Policy – review:** A policy for hiring the Pavilion to be drawn up. It was agreed that the Committee looks at adding the Council Chambers as a venue for hire

but this should not include political or religious groups. A list of charges would need to be agreed

- **Public toilets:** It was agreed that the public toilets should be left open during the summer months. Arrangements for the winter will be discussed at the next meeting.

7. Council Offices:

- **To discuss any work that needs to be carried out:**
 - The timber on the top of the railings needs fixing
 - The front wall is crumbling
- **Drains:** The drain outside the Council Offices to be rodded. It was agreed to ask Wessex Water for the route of the drains at the Offices
- **Boiler:** Clerk to ask UltraWarm to carry out a service
- **Roof:** It was agreed to check the condition of the flat roof

8. Wall by Selwyn Hall: It had been established that the wall is the responsibility of the Parish Council. Quotations had been received for the work required. It was agreed that money would need to be built up in the budget over a three year period for the work to be carried out in three stages.

9. Jubilee Youth Centre: To be discussed at the next meeting

10. Forward plan and Risk Assessment: To be updated
Clerk to arrange PAT testing for the Pavilion. The fire alarm had been checked and serviced in April 2023

11. Tractor Shed:

After discussion it was **recommended** that the responsibility for the Tractor Shed be moved to this Committee but the budget codes would remain unchanged.

Clerk to ask the Groundsman if the insulation had been completed.

12. Other items:

It was **recommended** that the name of the Committee be changed to the "Buildings Management Committee"

13. Date of next meeting: The dates of future meetings were changed and the Clerk will circulate a revised Calendar for agreement.

Date of next meeting – 11th September

Chairman

Meeting closed at 8.50 pm