

Ilmington Parish Council

MINUTES OF THE MEETING OF THE PAVILION COMMITTEE held in Ilmington Pavilion on 23 January 2026 at 10:00am

Present: Cllrs Lara Lowe (Committee Chair, arrived during minute 7), Martin Underwood (in the Chair for the first part of the meeting), Karen Peachey, and non-councillor members Richard Law (arrived during minute 6, left at minute 9), Sheila Lowe and Chris Tombs.

In attendance: Pauline Rigby (Clerk)

The meeting got underway at 10:15am.

The committee chairman was absent so it was agreed that Cllr Underwood would chair.

1. Apologies for Absence

Apologies from Cllr Lara Lowe who said she would be delayed.

It was confirmed that the committee was quorate.

2. Declarations of Interest

No interests were declared.

3. Confirmation of minutes

An amendment was proposed to delete keyholder names from the minutes for security.

It was RESOLVED that the minutes of 5 December 2025 as amended be confirmed.

They were signed by Cllr Underwood as the chair presiding.

4. Finance: Review Of Income & Expenditure.

The Clerk reported that the car park had been booked by the BBC for use as a filming base. It was agreed that the Tennis Club and other regular users should be informed.

Members discussed parking issues on Mickleton Road and queried whether cones could be installed to manage parking.

It was agreed that a draft budget for the next financial year should be prepared and circulated to the Committee for consideration.

5. Health & Safety Compliance:

(a) Fire safety (kitchen fire exit door)

KP said she had spoken to Jim Groves and is waiting on a quote. SL offered to follow up.

(b) Gas safety (annual boiler service)

The Clerk reported that the boiler service had been booked for 25 February.

6. Bookings & Usage:

(a) Recent and upcoming bookings (sports clubs, private hire): It was noted that three bands were currently using the building for practice. It was suggested promoting the Pavilion as a rehearsal space, and agreed that SL would spread the word.

- (b) Use by events: It was noted that those hiring the field often assumed they also had use of the Pavilion, and similarly those hiring the Pavilion assumed the field was included. It was agreed that this required clarification and that appropriate wording should be inserted into the terms and conditions to make the position clear.

Concern was raised that the pitch had not fully recovered following the Ilmington Show during very hot weather and committee asked what measures could be taken to improve drainage and overall resilience of the site. It was noted that any drainage improvements would be ineffective if the surrounding ditches were not functioning, and suggested raising this concern with the tenant and/or landowner. It was noted that a culvert connected the final section of drainage to the road.

7. General maintenance:

- (a) To confirm disposal of metal cupboard to Ilmington Village Hall.

It was RESOLVED that the cupboard be disposed of. SL said it was proving very useful.

- (b) Internal condition, cleaning and routine upkeep.

KP reported that Tempo left the venue in a clean condition, although a hot tap had been left slightly on. A rota was suggested to help manage such issues in future.

Cllr Lara Lowe arrived and assumed the chair.

- (c) Quote(s) to repair the broken rodding point cover.

The Clerk had obtained an explanation for the pricing and was pursuing an additional quote. CT offered to put soil around the slab covering it.

- (d) Gas isolation valve being turned off.

The Clerk had been unable find a supplier for a box to cover the valve. It was suggested asking Rheams for advice and/or a quote.

8. Security and access:

- (a) Confirming keyholders and next steps

A list of keyholders was reviewed and amended to include the cleaner.

- (b) Agree new key safe code

The new code was agreed; the Clerk to notify members when it has been changed.

Richard Law left the meeting at this point.

9. Master Plan for Pavilion Refurbishment (initial discussion)

An initial discussion took place regarding refurbishment of the Pavilion. It was considered important that the Council should have a fully developed plan in place so that it would be ready to submit applications should funding opportunities arise.

Members discussed the need to identify someone with appropriate expertise to develop a scheme, and prepare rough costings, to enable initial engagement with contractors. Some improvements were essential while others merely desirable. It was agreed that the toilets were currently in a poor condition and that both internal and external improvements would need to be considered, including accessibility.

It was further agreed that for the next meeting, all members would provide a list of what they considered the building required. A brainstorming session was held, with members invited to contribute ideas without criticism.

Suggestions included:

- removing internal columns to create a larger open space;
- installing French doors onto the playing field, potentially with decking;
- providing new toilet, changing and shower facilities, including accessible provision;
- installing instantaneous hot water to reduce management issues;
- improving access management through coded entry rather than keys;
- improving fire exits in the club room and kitchen;
- replacing existing seating and tables with more attractive and flexible furniture;
- removing the extension to create a smaller, more homely internal space, potentially reducing heating and maintenance costs and releasing space externally for seating without encroaching on the playing field;
- reinstating elements of the original design with bifold doors and a covered veranda;
- updating internal lighting;
- installing solar panels, battery storage and electric vehicle charging points in the car park, subject to confirmation of sufficient power supply;
- introducing remote access thermostatic controls;
- providing disabled parking;
- installing improving drainage; a pathway around the rear of the building;
- laying hard surfaces around the entire building, particularly addressing muddy areas near the ladies' toilets and towards the Bowls Club;
- improving external lighting; and
- removing urinals to create more generally usable toilet facilities.

It was suggested that an architect would be required to develop a cohesive scheme.

10. Next Meeting

Friday 6 March 2026, 10am at Ilmington Pavilion.

It was noted that the Parish Council had reviewed and expanded the committee's Terms Of Reference. The Playing Field Committee would be retired and this committee would become the Recreation Ground Committee. The next meeting would therefore be held under the new name and remit. Members of the former Playing Fields Committee would be welcome to attend.

There being no further business, the meeting closed at 12:00pm.

Signature of Committee Chair on approval of the minutes: _____