



# Laxfield Parish Council

## Grounds Committee



18 December 2025 at 6:00 pm in the Guildhall Parish Room

## MINUTES

**Attendees:** O. Hackett (Chair), S Ellis, M. Payne, L. Sharman, Z Rushmore, P Lowe (clerk)

**1. Apologies and approval of absences**

S. Chesworth

**2. Declarations of interest**

None.

**3. Minutes of the November meeting**

Approved. *Proposed O. Hackett, Seconded S. Ellis*

**4. Resurface of access road and car park quotes**

M Payne has met with contractors to gather quotes for upgrading the driveway, access road and car park at the playing fields. Prices provided covered two types of upgrade:

1. Aggregate surface – bitumen, granite and stone.
2. Tarmac surface.

The financial quotes have been sent separately to committee members, to ensure market confidentiality, if and when the work is procured in 2026. O Hackett has booked a second contractor quote for early in the new year.

Key points to note:

- Low level lighting would be needed to ensure the access road and car park are safe to use at night. Low level lighting would also minimise light pollution to households that back onto the playing fields
- Two EV Charging points could be installed prior to the resurfacing work being completed. Further discussions are needed on where these bays would be situated. The Parish currently already has a cluster agreement to install them at the back of the Pavilion and this may need to change to the main car park, with a second viability survey required.
- If we resurface with tarmac, this will require less ongoing maintenance.
- Using tarmac could provide a flat and safe area for children to use scooters, skateboards and cycles safely. The lack of a flat safe area in the Parish is becoming an issue for many parents.
- Still need to examine and cost out options for edging. Stone kerbside would increase the quotes significantly, but there are other less expensive solutions.
- Works to improve drainage is no longer a problem. The original issue related to a drain cover at the back of the Pavilion, which needs to be dealt with separately, as part of general maintenance.

## 5. Village Hall list of activities and events

Received positive feedback from the Village Hall Committee on capital scheme options previously discussed and they were very supportive of having the car park resurfaced. Also talked about whether new gates could be installed. M Payne explained that one of the main reasons for the gates was to stop cars, motorbikes and quadbikes from driving on the football pitch. O Hackett discussed importance of getting the right type of gate, including a rolling gate that is easy to move, but is also ram proof. This would also deter travellers from using the site.

Clerk went through financial analysis of building a new, multi-functional facility to replace the Pavilion and Village Hall. Analysis showed that this is not viable whilst the PWLB loan is still being paid off, with 7 more years still left. M Payne felt that the consolidated facility is still an option for future years and, given the high costs involved in such a venture, we should consider fundraising options ASAP to ensure capital is built up when the loan is paid off.

Agreed that, given Section 106 funds and potential District CIL match funding are available now, we should consider two options for upgrading the Pavilion, together with the car park resurface as a third option. This would need to be incorporated into the forthcoming Village Consultation event on 24 January. O Hackett also asked if can we get architect and feasibility work done through the free scheme?

Project	Est cost	Note
<b>Project A: Pavilion Repurpose</b> Completely renovate and extend Pavilion for more activities and wider community use	£150,000 to £250,000	Requires significant additional funding to be secured. <i>Will take 2 years</i>
<b>Project B: Pavilion Extension</b> Extend and improve covered porch area to Pavilion and purchase outdoor seating – would also make some repairs to inside and exterior	£50,000 to £80,000	Inside area would remain small and would limit inside activity. <i>Will take 18 months</i>
<b>Project C: Access Road and Car Park</b> Resurface from Noyes Avenue entrance through to large car park. Would include edging, drainage, lighting and will incorporate 2 x EV Charging bays.	£40,000 to £90,000	Cost varies significantly depending on tarmac with stone edging, or aggregate spray <i>Will take 6 months</i>

## 6. Village Consultation Event on 24 January 2026

Draft presentation slides were reviewed and approved, with one small amendment regarding decade the Pavilion was built. O Hackett, S Ellis and M Payne agreed to lead the item at the consultation event.

## 7. Playground

Annual playground inspection is scheduled for January 2026.

**Meeting closed at 7:40 pm.**

**Peter Lowe (Parish Clerk), 21 Talbot Road, Laxfield, Woodbridge, Suffolk, IP13 8FP**  
Tel: 07711 822503 Email: [parishclerk@laxfield-pc.gov.uk](mailto:parishclerk@laxfield-pc.gov.uk) Visit our website: [www.laxfield-pc.gov.uk](http://www.laxfield-pc.gov.uk)