

Draft

Lakenheath Pride in Place

Minutes of meeting held on Friday 15 May 2026 at 4pm

Venue: Lakenheath Peace Memorial Hall, High Street, Lakenheath

Invitees

Neighbourhood board members	Board observers and support officers
Mike Malina (MM) – Chair Dawn Bluett (DB) Nick Timothy (NT) – MP Cllr Gerald Kelly (GK) – West Suffolk Council (WSC) Sally Batchelder (SB) Andrew Blenkiron (AB) Christophe Duggan (CD) Charlie-Rose Kiddy (CRK) Amanda King (AK) Charles Lever (CL) Natalie Anne Murphy (NAM) Lindsey Scott (LS) Garth Tolmie (GT)	Victoria Quamina (VQ) -RAF Lakenheath Mike Pursehouse (MP) - WSC Lesley-Ann Keogh (LAK) - WSC

Attendance

Neighbourhood board members	Board observers and support officers
Mike Malina (MM) – Chair Dawn Bluett (DB) – Vice Chair Cllr Gerald Kelly (GK) – WSC Sally Batchelder (SB) Andrew Blenkiron (AB) Charles Lever (CL) Charlie-Rose Kiddy (CRK) Lindsey Scott (LS) Garth Tolmie (GT)	Mike Pursehouse (MP) - WSC Lesley-Ann Keogh (LAK) - WSC

Agenda and discussion items

Number	Agenda item	Action lead
1	Welcome and apologies Apologies noted from: <ul style="list-style-type: none">• Amanda King• Natalie Anne Murphy• Christopher Duggan	



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	<p>Introductions made and board members were asked to give a brief overview of themselves.</p> <p>Nomination of vice chair: MM asked for any nominations for vice chair. Nomination of DB – duly accepted.</p>	
2.	<p>Data Pack Lakenheath</p> <p>MP gave an overview of data pack that was circulated.</p> <p>Points raised</p> <p>Document had been produced by West Suffolk Council and covered a number of areas, which already exists, as an initial starter for ten for consideration.</p> <p>Over the coming months need consider data which will feed into the themes, starting point, consultation element will feed into what the priorities should consider.</p> <p>Data may raise questions, so members were encouraged to discuss concerns, start to raise priorities, start to think about considerations going forward.</p> <p>Board members are the key drivers so if hold data, or aware of data then please send through to West Suffolk Council who can continue to pull together the data.</p> <p>As the board progresses more data sets will be available, as well as predictive data.</p> <p>GK raised Lakenheath Neighbourhood Plan survey to be included, and was agreed that localised data should feed into the data.</p> <p>MM advised that data would be analysed further as part of the workshop event, with specialist officers attending to give overview and explore the information.</p> <p>MM requested questions to be raised at the workshop.</p>	
3.	<p>Terms of reference and code of conduct</p> <p>MM gave an overview of the three documents and asked for amendments.</p> <p>LAK requested that members completed again the declaration of interest form and return to LAK or MP.</p> <p>AB raised the question in the future when West Suffolk moves to unitary what would happen to the accountability. MP confirmed it would move to the new unitary.</p>	

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	<p>Terms of Reference agreed with some minor amendments made within the meeting.</p>	
	<p>Action: LAK to share final terms of reference with board members.</p> <p>MP gave an overview of the commitment from West Suffolk Council to the programme, GK confirmed that as cabinet member for the programme a report will be presented to WSC cabinet on a regular basis.</p> <p>CL asked about best practice from other areas and examples of programmes around the country. MM explained that met with Thetford (Phase 1 programme) and also researched other area and felt that good rapport in place with the local council and will continue this.</p> <p>MP reaffirmed that board are the decision makers, the role of WSC officers are to support the board and ensure that adhering to the guidance and support the reporting back to Ministry of Housing, Communities and Local Government (MHCLG).</p>	LAK
4.	<p>Consultation plan</p> <p>MM explained that board needs to complete an engagement plan. MM gave overview of the existing consultation.</p> <p>MM reported that existing community connectors (through Active Lakenheath) have started the consultation work and the board should build on this engagement.</p> <p>MM gave an overview of the two key dates that the board could engage with the community. MM would be encouraging board members to link in with the community. DB raised question in relation to existing clubs, current status of each community group and encourage the community groups to come and talk to the board.</p> <p>LAK gave overview of consultation, what can be used, how we can use existing data. Database is held which holds asset data in relation to Lakenheath which can be shared.</p> <p>Part of legacy in relation to the board will be ensuring the community are aware of what is available and what is going on.</p>	
	<p>Action: LAK to send out the database in terms of assets of Lakenheath</p>	LAK

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	MM requested that board members consider consultation plan and bring ideas and ways forward at the workshop (12 June)	
	<p>Action: All members to consider consultation ideas and how to engage and send through to LAK or bring to the 12 June 2026)</p> <p>GK also requested consideration for permissible sites and ensuring concerns are addressed – example of parking issues given</p>	All
5.	<p>Boundary map</p> <p>MP explained the boundary map and how the area was defined, the board have the ability to 'tweak' the boundary if can be justified and can report back to MHCLG.</p> <p>CL raised the issue of the base and not the whole area being considered. MM raised the air base viewing area was not included, so proposed that extended to include this area. MM also made board members aware that Earlsfield area was not wholly included.</p> <p>The board had a discussion in relation to the boundary lines and what proposal should be taken forward and submitted to MHCLG.</p> <p>Agreement to submit the following:</p> <ol style="list-style-type: none"> 1. Amendment to include an area to include the viewing area along Wangford Road 2. The properties that are omitted from the Earlsfield area (Little Eriswell) <p>Decision made (D.01): make amendments and justification fo the changes and submit requested changes.</p> <p>SB asked for confirmation that all Lakenheath residents are included as part of council tax and parish precept and it was confirmed all residents are included in the boundary.</p> <p>MP advised the board that this would be public knowledge and shared on website.</p>	
6.	<p>Finance</p> <p>MP gave overview of the finance profile. Presentation would be shared</p>	

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	<p>Slide 1: Advised the board of the profile of the funding and what was expected over the next 10 years. MP reminded the board that this was long term planning.</p> <p>Slide 2: Overview of the funding received at the moment. Already received capacity funding and part revenue funding and all capital funding for 2026-2027. Suggested spend to date was presented to the board. Capacity funding: salary costs to support the board.</p> <p>Profiled potential spends to date. To be agreed by the board.</p> <p>Slide 3: Funding considerations were explained to the board, in line with the council’s principles and procurement guidance.</p> <p>Slide 4: Funding principles for the board to agree. Procurement suggested rules in line with the council procurement processes.</p> <p>WSC commitment to support the board with procurement process going forward and ensure followed legal requirements.</p> <p>MM explained that started to fund items that will help the board with consultation, capacity for the board and agreed that would provide monthly overview of the spend in terms of capacity.</p> <p>MM confirmed that would have a Pride in Place office which will be an open space for officers and connectors to be based within the village.</p>	
7.	<p>Grant discussion</p> <p>MP proposed to the board some ‘quick win’ investment prior to the plan. The outline of those proposals included:</p>	
	<ul style="list-style-type: none"> village minibus, for use by the school and the village, to support transport in and around the village. Funding had been secured through Persimmon and Cocksedge. Questions were raised in relation to drivers and sustainability – MM confirmed that funding would be found for drivers and other funding sources including sponsorship, drivers would be members of staff, in terms of the community that is still under negotiation. MM is seeking approval from the board to fund a four-year lease at a total of £72,000 (£18,000 per year) – Decision made (D.02): in principle supportive but a request to see the business plan in relation to the evidence of need, who it will be benefitting and how the transportation will be run. Action: DB to draft a template and MM to populate the business 	MM and DB

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	<p>plan and will be shared with board members to agree.</p>	
	<ul style="list-style-type: none"> Grant scheme: proposal of a small grants scheme of £50,000, using existing templates for small groups from the groups within the area. Simple application form for community groups. Board agreed to £100 to £5,000. Board suggested a launch date as soon as possible. Agreed that a small panel will be set up (minimum of 3) and include officer comment (to raise concerns only): - Decision made (D.03): Board supportive of community grant and agreed to launch small funds application. 	
<p>8.</p>	<p>Board requirements: MM highlighted the proposals around moving forward, including the implementation groups: Board was in agreement with the number of groups but requested an explanation/purpose of each group: Decision made (D.04): To progress with the implementation groups.</p> <p>MM requested board members to link with an implementation group. GK raised the implication of the neighbourhood plan and is linked to all implementation groups but would sit at the board level. GK reminded the board that neighbourhood plan has a consultant who is working on planning issues.</p> <p>MM have allocated individuals based on preferences at interview level, MM also proposed that the implementation groups are chaired by independent members of the community.</p> <p>MM has been speaking to residents and starting to populate the implementation groups to take this forward.</p> <p>SB asked for clarity on where the transparency of the budget spend will be published for the community and general discussion on funding and spend moving forward.</p> <p>Comms: MP confirmed no comms plan currently but will have advice from WSC comms and at a later board meeting will advise on the next steps.</p> <p>MM proposed that start to publicise the implementation groups through a variety of channels and board agreed. Decision made (D.05): All board members to start promoting implementation groups</p>	
<p>9.</p>	<p>Workshop event: MM gave an overview of the agenda for the workshop event which is bringing together the statutory partners to meet with the board.</p> <p>Partners that have been included include Police, Health partners, WSC officers within economic development,</p>	

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	<p>housing, Suffolk County Council Highways, Active Travel – presentation from partners and the afternoon would be a facilitated workshop to bring together the start of the plan and consultation plan.</p> <p>MM felt it important to include premises around the village as places for the board to meet.</p>	
10.	<p>Any other business</p> <p>Discussion from the board took place in relation to contact and email. It was agreed that all members would have an LPiP email address.</p>	
	<p>Action: MM to arrange and set up email addresses for board members.</p> <p>It was agreed that what’s app group would not be used for agreement and decision making just for notification and general updates.</p> <p>CL requested information on the post who will support the board. LAK explained that currently several applicants, gave an overview the post.</p> <p>MM requested picture of board members and a small bio to be sent to LAK at earliest convenience for submission to MHCLG</p>	MM
	<p>Action: All members to send through biographies to LAK</p>	All