

Lakenheath Pride in Place

Minutes of meeting held on Wednesday 8 July 2026

Venue: Held virtually teams

Invitees

Neighbourhood board members	Board observers and support officers
Mike Malina (MM) – Chair Dawn Bluett (DB) – Vice Chair 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) Charles Lever (CL) Lindsey Scott (LS) Garth Tolmie (GT) Amanda King (AK) Christopher Duggan (CD) Natalie Anne Murphy (NAM)	Mike Pursehouse (MP) - WSC Lesley-Ann Keogh (LAK) – WSC Chloe Rumsey (CR) – WSC

Agenda and discussion items

Number	Agenda item	Action lead
1	Welcome and apologies Apologies noted from: - Nick Timothy MP - Andrew Blenkiron	
2.	Previous meeting minutes and decision log	



Number	Agenda item	Action lead
	Action updates: Action: Laraine Moody to send through to LAK matrix of skills for dissemination. LAK requested information from West Suffolk College. Action: Sue Bolan to provide a breakdown in relation to social housing, local residents requiring a property in Lakenheath. Action: Laura Spooner to share an overview of Active Lakenheath including thematic areas what the projects and the bid detail is. LAK requested information from West Suffolk College. Action: All members to send through biographies to LAK. LAK advised some still outstanding and LAK would be chasing. Completed. Action: All board members to notify MM what T&F group they wished to sit on. On the agenda. Action: LAK to draft terms of reference for task and finish groups for agreement. On the agenda. Action: LAK to consult with Suffolk Police on further options available to Lakenheath Pride in Place (LPiP) in relation to community safety measures. Minutes agreed by those in attendance.	
3.	Consultation General discussion on the document, amendments made in agreement with the board. Consultation document agreed. All felt the questionnaire and guidance would be useful and LAK to draft questionnaire and one page briefing in terms of what consultation means. GK to share the consultation from previous consultation with LAK. LAK to look at operational method and different types of engagement. MM and AK discussed methods and this will be shared with the board.	
	Action: West Suffolk Council to look at methods of consultation and how to distribute. CR to draft one page document for consultation purposes.	CR

Number	Agenda item	Action lead
	Action: GK to share previous consultation from the parish council	GK
	Action: MM to share discussion documents	MM
	Method of distribution: static sites, Lakenheath Times, postal methods. Discussion in terms of touch points for poster distribution. NM raised question in relation to consultation and percentage of agreement from the board. LAK and MP explained the guidance and the requirement that we can show we have checked in with the community and the priorities and actions plans are community lead. CD raised points in terms of the functioning of the board and this is contained in the terms of reference. Discussion on the consultation currently taken place and taking that forward. MM gave an overview of the responses to date through the website. LAK agreed that WSC would support the collation of this. DB felt that collation of consultation should be centrally. CR clarify what the board would like in terms of collating the consultation, agreed excel spreadsheet and power BI	
	Action: Board members to send through as and WSC will collate the information	LAK and CR - Board
4.	Implementation groups MM gave an overview of the implementation group and the stages each are at: Document included those board members that expressed an interest in each of the group. Children and Young People: Amanda and Natalie, Active Lakenheath Environment Energy and Technology: Garth and Andrew Economic Development: Andrew and Chris Enhancing Community Assets: Charles and Lindsey, Active Lakenheath Health Wellbeing Leisure: Sally and Dawn, Active Lakenheath Promoting Heritage Arts and Tourism: Gart and Lindsey Match Funding: Dawn and Mike MM raised the question on how do we launch the Implementation Group? Individuals that have expressed an interest in an implementation group have been collated which can now be populated. Launch event to be held to bring all parties together. Suggested date is 31 July 2026. Invite those that have expressed an interest in the groups but also an open event for others that wished to attend.	

Number	Agenda item	Action lead
	Board members felt that some of the implementation groups had cross over with others.	
	Action MM to send through contacts to WSC to invite to the event. CR and LAK to organise venue and refreshments for event and draft invite to be sent out.	MM, CR and LAK
	CD felt important to speak to local employers and businesses to attend the event, GK agreed with this and the need to engage with the business especially as economic development implementation group. MM had met with Eastern Education Group in relation to skills and apprenticeships. Discussion made around transparency and procurement. Next steps are to identify chairs of the implementation groups and discussion on whether officers from public sector partners should be in attendance on the groups, agreed that specialist officer could be in attendance.	
	Action: LAK and CR to identify officers and partners to sit on the implementation groups	LAK and CR
	Each implementation group will have an overview of how they work and what is to be undertaken. At the event present Pride in Place, agree terms of reference and how the work is started. Agreed that a project plan needs to come together. Agreed by the board that needs to be standardised. MM is drafting a project plan that will be shared with the board.	
	Action: LAK and CR to look at project plan, terms of reference and what is expected of the implementation group.	LAK and CR
5.	Next steps LAK gave overview of the two documents that need to be submitted in November, discussion on the detail of the four-year investment plan and ten-year vision. LAK confirmed that together with CR will be looking at the requirements and how this should be presented. MP confirmed that it will be limited information due to the timescale of the work and submission.	
6.	Finance LAK gave an overview of the Community Grant process and to date had received 4 applications. LAK raised how the board would like to consider the grants. CD raised question around conditions of grant and raised publicity for LPiP. Applications to be shared with the board prior to next meeting and decision to be made at 17 July 2026 meeting.	

Number	Agenda item	Action lead
	Action: LAK to send applications through to the board.	LAK
	LAK went through balance sheet and spend to date. MM updated the group in terms of the office and LPiP have a base in the village	
7.	Any other business LAK confirmed that Lakenheath Methodist Chapel had been booked – time confirmed as 5pm to 7pm Frequency confirmed every other week for the first few months. Friday in person and inbetween mid-week. LAK to send dates out to all	
	Action: LAK to look at dates up till the end of the year.	LAK
	CL and LS confirmed apologies LAK requested agenda items for the next meeting: Agenda for 17 July Event on 31 July 2026 – Implementation Group Consultation – documentation Consultation events: 1 August (village fete) 10 August (Active Lakenheath) Funding – discussion of applications	

Date of next meetings

Friday 17 July 2026 Time: 5pm – Lakenheath Methodist Chapel (Back Street Lakenheath) and (virtual option will be available)