

Lakenheath Pride in Place

Minutes of meeting held on Friday 17 July 2026

Venue: Lakenheath Methodist Church

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) Ruby Nugent (RN) 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 Chloe Rumsey (CR) - WSC

Attendance

Neighbourhood board members	Board observers and support officers
Mike Malina (MM) – chair Dawn Bluett (DB) – vice chair Garth Tolmie (GT) Chris Duggan (CD) Amanda King (AK) Gerald Kelly (GK) Natalie Ann Murphy (NAM) Ruby Nugent (RN) Andrew Blenkion (AB)	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 - Lindsay Scott - Charles Lever	
2.	Previous meeting minutes and decision log	



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	Action updates: Actions carried forward from 12 June 2026 meeting: 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. Received and sent through to board members Action: Laura Spooner to share an overview of Active Lakenheath including thematic areas what the projects and the bid detail is. Received and sent through to board members Actions from 8 July 2026 meeting: Action: West Suffolk Council to look at methods of consultation and how to distribute. CR to draft one page document for consultation purposes. Drafted and on the agenda for discussion Action: GK to share previous consultation from the parish council. Completed Action: MM to share discussion documents. Ongoing Action: Board members to send through as and when engagement opportunities - WSC will collate the information. Ongoing 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. Completed – invites sent and venue booked. Action: LAK and CR to identify officers and partners to sit on the implementation groups. Started to compile Action: LAK and CR to look at project plan, terms of reference and what is expected of the implementation group. Started to compile Action: LAK to send applications through to the board. Completed	

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	Action: LAK to look at dates up till the end of the year. Completed Minutes agreed by board.	
3.	Consultation LAK shared the following documents with the board: • Summary consultation document • One pager for the community as to what is Lakenheath Pride in Place (LPiP) and why consultation • Draft questions for agreement • Summary of the consultation – mixed survey report CR gave an overview of the summary of consultation and draft visions in terms of moving forward and our common themes, goals, what has been said previously, all link into the thematic groups. MP gave an overview of what we need to complete for Ministry of Housing, Communities and Local Government (MHCLG) and the importance of getting this right. Important that we are focusing on the right areas and also making sure the high level priorities are the right ones for the community. Comments from the board: GK missing from the document is the High Street regeneration, add High Street regeneration to vision 4. MM should we be including tourism and inward investment. LAK agreed that this can be included in the questions and help support further questionnaires. DB requested a diagram in relation to stages – flow diagram to be an easy referral focal point.	
	Action: CR to make amendments to the documentation including addition of high street regeneration to Vision 4 and include tourism and inward investment	CR and LAK
	Action: CR to include flow diagram for ease on LPiP engagement document	CR
	LAK requested agreement, if possible, in relation to the consultation questions. DB requested that a mock survey is completed and then the board can test the survey.	

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	Overall board members happy with the consultation questions and will amend once survey is run and board members can test the survey. Discussion on subcategories and what should be included. CR gave an overview of the process on the survey and what is possible with the consultation process. Important points made must be simple, must be easy to navigate, QR code, and accessibility. Board would like this made public as soon as possible including Lakenheath Times, touch points in the villages, posters for notice boards Discussion on demographics of consultees including discussion on who can complete the questionnaire, including postcode – draft dates agreed. Promotion in Lakenheath Times will include a QR code, where the touch points are, notice boards. Letter boxes to be place in Eriswell and Lakenheath (parish council offices), include email accounts	
	Action: CR to make changes to the questionnaire as discussed including demographic questions to be included.	CR
	Action: CR to make draft survey available for board members to test by Monday 20 July 2026.	CR
	Action: Board members to test survey and make suggested changes by 24 July 2026	All
	Action: MM to draft press release for Lakenheath Times	MM
	Action: LAK to order four post boxes for distribution.	LAK
	Saturday 1 August Village Fete: Board members presence was requested at the event. Those who can attend to let MM know. Same format as the school event. Continue to capture emails and contacts.	
	Action: All members to let MM know if able to attend 1 August 2026	All
	Monday 10 August Family Fun Day: presence at the event and link in with the work of the Community Connectors. Brecks Partnership Events: Lakenheath is hosting four events: 1. Active Lakenheath Family Day – 10 August 2026 2. Children’s Heritage Walk – 13 August 2026 3. All day cycling event run by Active Travel – School route – 18 August 2026 Adults Heritage Trail – 20 August 2026	

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	MM to send details around to all members – all events are a good opportunity to engage with the community.	
	Action: MM to send links and information to all members	MM
	Discussion around social media influence and where can promote the work of LPiP. CR will be working with comms to link into the board.	
	Action: CR to speak to comms and link with Ak and RN in terms of social media and comms going forward.	CR
	LAK advised MM to auto forward info@LPiP emails to LAK so that administration task can be taken forward.	
	Action: MM to auto forward	MM
4.	Implementation groups MM gave an overview of the launch event to include the following: • 10 min overview presentation in relation to LPiP, why implementation groups, next steps, board chairs. • Carousel of implementation groups • What does it mean to be on an implementation group Options for consideration • Register for attendance (including contact details) • Informal session to allow people to learn more about the implementation group • Board members to become facilitators on the evening • Identify the outcomes for the evening (which is to gather more information on implementation groups) • Community Asset list to be completed • What does it mean being part of an implementation team • Draft questions that can be asked on the night – ideas, increase motivation, what is their vision, identification of chairs (identified within the community). Event to take place at 5pm: Introduction (10 mins), Active Lakenheath (10 mins), Carousel Implementation Group (40 mins), Overview (10 mins), meet the board members (20 mins)	
	Action: LAK to draft a plan for the evening and circulate to the board members.	LAK
5.	MHCLG July submission LAK reported that submission completed on time. Request from board members to see bios and place on website. LAK agreed to take forward	

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	Action: LAK to distribute the bios to everyone and requested bio from RN	LAK and RN
6.	Finance NAM asked the board to consider if a project that takes place on RAF Lakenheath can submit a Community Fund application to the board. All board members felt that this request can be considered. MM gave an overview of the Community Fund process and the applications that have been received. Friends of Lakenheath Primary School: Declaration of interest: Mike Malina. Comments: detailed application, number of requests as part of the application. Good project: Fund to full amount. Lakenheath Bloomers: No declaration of interest. GK would like to take this bid forward so requested permission to remove from discussion at this board meeting and allow GK to take the application forward. LAK to write to the group and explanation: Action: GK to make contact with Lakenheath Bloomers Lakenheath Bowls Club: No declaration of interest. Concern over the request for the funding in terms. Need further clarity in how this can help with community engagement and improve the asset. Lakenheath Football Club: Declaration of interest from LAK. Discussion around the application. Potential partial funding to be offered. Agreed £2,500. Lakenheath Handbells: No declaration of interest. Need further information in terms of the request and what the funding is going towards. Overview of the group. No funding. Lakenheath Scout Hut: No declaration of interest. Full funding given. Lakenheath Youth Football Club: Declaration of interest declared by GT, DB, LAK and RN. Full funding given. Condition of grant to have Pride in Place logo on kits Sedge Fen Village Hall: No declaration of interest. Further information to be given, more detail to be requested on the effects of the community in terms of users etc. No funding at this stage but would like to reconsidered the application.	

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	Lakenheath Football Club (second) not to be taken forward. Currently agreed to £17,100 Action: LAK to contact those groups and inform of board decision.	
7.	Any other business MM updated the group on a visit to West Suffolk College that is taking place next Friday. If board members would like to go and visit at 2pm on 24 July 2026. Members to feedback at the next meeting. 7 August 2026 a visit from the college to Lakenheath – 2.30pm GK mentioned Parish Council meet and greet on 4 August 2026 – start to build a relationship with the parish council and should encourage members of the board to come along to. GK highlighted a number of projects that would need further clarity and involvement. Board requested that Mike Pursehouse identify an appropriate senior officer to attend and meet with the board.	
	Action: MP to identify senior officer and meet with board members.	LAK
	GT, CD and AB attended a walk round on Lords Walk. Need to identify: 1. Understand compulsory purchase process and the enhanced powers that Pride in Place 2. Discussion with planning officer – what proposals could be taken and engagement with planning.	
	Action: LAK to take forward questions as part of the walk round	LAK

Date of next meetings

Friday 31 July 2026 – 5pm start: Venue Lakenheath Peace Memorial Hall

Friday 14 August 2026 – 5pm start: Venue TBC

Wednesday 26 August 2026 – 7pm start: MS Teams

Friday 11 September 2026 – 5pm start: Venue TBC

Wednesday 23 September 2026 – 7pm start: MS Teams

Friday 9 October 2026 – 5pm start: Venue TBC

Wednesday 21 October 2026 – 7pm start: MS Teams

Friday 6 November 2026 – 5pm start: Venue TBC

Wednesday 18 November 2026 – 7pm start: MS Teams

Friday 4 December 2026 – 5pm start: Venue TBC

