



Lakenheath Parish Council
The Parish Office
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MINUTES

**of the meeting of Lakenheath Parish Council held on 7th October 2024
at the Methodist Church, Back Street, Lakenheath**

Present:

Cllr G Kelly, Cllr N Smith, Cllr A Gyte, Cllr J Hastings, Cllr D Smith, Cllr I Frost, Cllr M Rowntree

In attendance: C/Cllr C Noble, Mrs C Shimmon (RFO), N Glading, (Parish Clerk) and nine members of the public.

2024/82 Chairman's welcome, confirmation of recording and Apologies

- a. The Chairman welcomed all to the meeting.
- b. Clerk to record for minutes.
- c. Councillor J Cahill has resigned, the Chairman thanked her for everything she has done.
- d. Apologies had been given by Cllr P Gyte, Cllr W Overy, Cllr M Hugo and Vikki Quamina.

2024/83 Public Participation: Representations from Members of the Public

- a. A bin to encourage dog walkers not to drop used dog bags onto the pavement is needed at the end of Barr Drive, Cllr Kelly confirmed that this is in hand.
- b. Trees at The Green, Highlands are causing work with shedding seeds, leaves, clerk to look into.
- c. A representative of the Village Hall Committee thanked Cllr M Rowntree for all his assistance recently.

2024/84 Reports & Questions

- a. Update from RAF representative (Sqn Ldr Adam Eaton) Not present.
- b. Update from West Suffolk District Councillor (D/Cllr T. Whitehand and or D/Cllr G Kelly)

Cllr G Kelly reported that there are two Lakenheath applications in for the Decarbonisation Fund

1. Village Hall
2. Pavilion

Up to £10k is available, West Suffolk is also talking to energy providers. All expressions of interest are due in by Friday this week.

There have been 29 from across Suffolk, all on energy saving, except one, which is a bike/ rickshaw delivery service.

106 money comes out when the demand is urgent to mitigate disruption caused in the immediate area. One play area looking jaded is Briscoe Way.

West Suffolk will not take on new play areas. Cllr Kelly was asked if Lakenheath Parish Council will undertake the maintenance of the Briscoe Way play park **(Next meeting)**

Improvements on Maids Cross: wheelchair access provision.

The car park by the Eriswell Road play area needs repair: wet pour/ similar. When Hyde start building, there will be more money for play equipment (like for like).

The Skatepark, managed by Lakenheath Playing Fields Management Committee, is in a poor state of repair.

There remains a gap in provision around the new school area.

Otherwise, two planning areas remain unresolved:

1. Traveller's site: there appears to be no change from the previous application, Enforcement Team will be taking action if the second planning permission does not go through.
2. Matthew's site: Co-op is the main cause of traffic problems.

Waiting for two chargers at the Wings Road car park- D/Cllr Kelly will chase

c. Update from Suffolk County Council Councillor

C/Cllr C Noble had good news- SCC have got a dragon patcher, once the frost arrives, repairing the roads is a battle. The SID at Station Road makes disappointing reading, hopefully will improve.

The Lakenheath Neighbourhood Plan is coming, the group lost a bit of time over the Summer, are keen to link into the West Suffolk Local Plan.

C/Cllr C Noble confirmed that the list of SCC Highways scheme that will flow from the needs identified in the Neighbourhood Plan.

Cllr N Smith is now chairing the Lakenheath Neighbourhood Plan. He has been in contact with Ian Poole, covering subjects such as e.g., traffic management, play parks, building design, health, leisure, travel, religion: the conclusion paper to go to C/Cllr Noble. Ian Poole has responses, he is compiling a specific report

C/Cllr Noble mentioned that there is quite a lot of 106 money for Lakenheath, we need to look into our Neighbourhood Plan to show us where the issues are.

Cllr Kelly told the meeting that, sadly, the B112 is number One 'B' road for speeding offences in the County.

Cllr Overy asked Cllr Kelly to remind C/Cllr Noble about Farthing Drove, which needs work.

C/Cllr Noble was hoping to get hold of the Sqn Leader, about the Wangford Road. The temporary traffic lights were seen by many as an unnecessary measure which caused delays which could have been avoided.

C/Cllr Noble confirmed that SCC did as asked by the military Base, lessons learned, need to be more thoughtful in what we are doing. The offending lights were eventually taken away.

Cllr M Rowntree agreed, no-body looked at the issues the action would cause.

2024/85 **Matters relating to previous Minutes**

- a. The accuracy of Minutes of the Parish Council meeting held on 2nd September 2024 were unanimously **APPROVED**.

2024/86 **Financial Matters** (*Appendix A*)

- a. The Payment of the Accounts was unanimously **APPROVED**.
- b. The Bank Reconciliation was **AGREED**.
- c. The Annual Governance Review was **NOTED**
- d. Website Domain/ Email: it was **AGREED** to go ahead with .gov.uk. change. Obligatory to have at least one email address- clerk to have this with auto forward from the existing at a cost of £24 per annum

2024/87 **Speed Indicator Device Reports** (*Appendix B*)

- a. The Reports were **NOTED**.
- b. Station Road will require signage when the new school is built, flashing sign timing is set by the school on an app. It is perceived that a limit of 20mph would be prudent. Suffolk Highways have interpreted distance rules and consider that the signage would be too close to the flashing toucan at Woodlands. It is estimated that this distance would actually be approx. 400m, so it is difficult to accept this opinion. It has been noted that there has been an increase in speed traps by the Police, which can be a deterrent.
- c. Eriswell Road (new): not showing much as affected by traffic lights.
- d. Cllr Rowntree reported that the Speedwatch Team had suffered from lack of numbers over the Summer, however, the SID Reports show that the red zones have changed from red to grey, which indicates that our team has been successful in reducing speed. If vehicles are caught speeding, a letter is sent. Clerk to write a sternly worded letter to the Base Commander regarding speeding: RAF Lak and RAF Mildenhall personnel seen to be on phones at 45ph, taking no notice of the speeding team. Have been told that this would be taken very seriously by the Base. Have spoken to Nikki, Natalie etc on previous occasions and there has been little improvement, the issue persists.

2024/88 **Lakenheath Times: Review of Charges** (*Appendix C*)

- a. The Councillors reviewed the clerks paper proposing 5%, 10% and 15% advertising increases, effective January 2025.

A rise of 5% was **AGREED**.

2024/89 **Tree Project**

- a. Update on implementation of the tree maintenance project

Jane Naylor has confirmed that the dead wood removal has been booked in for the end of October. This is the first of the works that Joshua Tree will carry out.

2024/90 **Matters related to Planning** (*Appendix D*)

- a. The Notes from the Planning Sub Committee Meetings held on 2nd September 2024 and 18th September 2024 were **RECEIVED**.
- b. Request from Cllr A Gyte to arrange a visit from West Suffolk Planning Enforcement Officer/s: Cllr Kelly will update Cllr A Gyte separately.
- c. The Examiners Matters, Issues and Questions which relate to West Suffolk's Draft Local Plan (circulated 24/09/2024) was considered. Completion within the timeframe is a maybe. Noise contours are questionable: because Ministry of Defence statistics in 2014 figures were used by West Suffolk, at this time there were less aircraft. Cllr Kelly has been assured that, before anyone moves in, there will a proper Report. Developers to be asked to demonstrate what the sound level will be inside the houses, concerns over hearing damage.
- d. Governance- The Lakenheath Planning Sub Committee Terms of Reference were reviewed and unanimously **APPROVED** (*Appendix E*)

2024/91 **Updates**

Reports/ updates from:

- a. Chairman
 - a) Alternate approach to litter picks, e.g. allocated specific areas to check and keep clear of litter.

There were only 4 volunteers at the litter pick last Saturday, still filled a wheelie bin.

Next meeting: specific proposals (Cllr N Smith)

Cllr N Smith will speak to Vikki Quamina about volunteers. Cllr Hastings will be happy to look after the car park area on an as and when basis. Cllr Rowntree looks after the play area. It is important to involve as many residents as possible. Note: Cllr N Smith has a contact in Wings Road.

Noted: in the States, areas are allocated to servicemen.

(i)and (iii) Care of public spaces i.e., Village sign triangle, Hall Drive, Dumpling Lane, BT site.

The bulbs are a stupendous display but only for a month or so, need to consider what will be done for the rest of the year.

Mutford Green:

West Suffolk Council to install bollards to discourage parking.

Brandon in Bloom is run by Rachel Sobichowski, Chairman will ask her to come along and make some suggestions, which means that we can make a start with the overdue BT site plans.

There is funding available. A resident offered to help.

- b) Neighbourhood Plan Committee, including High Street Regeneration Scheme: covered off previously. Persimmon have mentioned Lakenheath Train Station again in their publicity, which is clearly somewhat disingenuous. Cllr N Smith noted that a Post Office in Lakenheath looks

possible, utilising funding from the Post Office and West Suffolk District Council. It is not known what is going to happen to the previous post office, which is looking increasingly dilapidated. Another issue is the proliferation of vehicles from Lakenheath Garage and Value for Money Cars. Cllr Hastings has complained to the businesses and been told 'it is a public highway'. **Next meeting.**

- c) Lakenheath Times (Cllr D Smith) has been covered
- d) Lakenheath Streetlights installation of LED units and other refurbishment to the streetlighting units - Cllr Frost reported that the first batch of 40 lights have been done, we have ordered the 2nd phase of 40 lanterns, The Contractors are going through the village alphabetically. Cllr Kelly told the meeting that West Suffolk have funded the LED units and there is a consideration in place for any posts that need replacing/ repair.
- e) Business Forum (Cllr W Overy had given apologies). Cllrs have noticed that the old post office is looking dilapidated, an eyesore. Vehicles from Central Garage and Value for Money Cars are causing parking issues. Cllr Overy to ask them to have a bit more consideration. Cllr Hastings has already complained to Central Garage, and was told that it's a public highway.
- f) Mobile network infrastructure: Cllr I Frost has looked into the planning application for the mast and has sent questions to the agent to ask for definition of 'improved'. The planning history goes back to March 2000.
- g) Christmas 2024 Decorations (Cllr J Hastings) 90% of items are ordered: £842 spent / under budget.
- h) LPC Facebook page (Cllr M Rowntree/ Cllr M Hugo) a good way of informing residents.

2024/92 **Matters relating to Lakenheath Cemetery**

- a. To receive a report from the LPC Cemetery Committee

Cllr I Frost reported that generally the Cemetery is looking good but as Autumn is nearly on us the leaves are starting to cause the usual problems. In the next week or so we will have a working party there to tidy them up especially around the Garden of rest ashes area as they soon cover them up

The conker trees are causing a lot of mess but we will tidy the pathways when we can.

Hedges and grass cutting is ok and we will be looking at the schedule as to how many more cuts before winter. Graves: some of the graves have sunk slightly due to the heavy rain falls so we are monitoring them to ensure they do not sink further. Wild life - unfortunately the moles returned to visit for a while but we are now clear at the moment.

The Nest Box scheme is starting on Saturday 12th October (Cheryl Wilson) so we hope to keep a eye on this as well.

Could Karen take some photos when they are installed ready for the next Lakenheath Times.

The large right hand rubbish bay at the bottom of the cemetery is still waiting to be cleared.

We have still to check out the broken fence area the children are coming through but we will look at this at the next working party.

Thank you to all the Cemetery Committee and volunteers who are doing a grand job in ensuring the cemetery is kept in such good order as well as managing the everyday maintenance of grounds, bin collections, chapel, graves and everything necessary.

- b. Update on green waste bin emptying – see report above.

2024/93 **Matters relating to Cemetery Cottage**

- a. The Councillors had considered an offer from Projects Renewables to carry out work at the premises. This is an offer from a company around saving energy.

Cllr Kelly has asked Warm Suffolk to tell us what can be done. **Next meeting**

2024/94 **Matters relating to the Play area**

- a. To receive a Report from Cllrs Rowntree and P Gyte on the replacement of the bark with wet pour surface (deferred from last meeting) DEFERRED

Next meeting

2024/95 **Correspondence and Items for Future Meetings**

Wet pour surfaces- deferred 2024/94

Advice from Warm Suffolk 2024/93

Briscoe Way play park 2024/84

Quotes for maintenance work - RH plus two others (three quotes required – clerk

Litter picks: specific proposal 2024/91

BT red boxes clean

Defibrillators including Sedge Fen Church (Wendy Barnes)

Skatepark area- dog mess is an issue

2024/96 **Such other business which, in the opinion of the Chairman,** should be considered as a matter of urgency

2024/97 **Information**

Meeting closed at 8.38pm

Appendix A

Bank Reconciliation 31st August 2024

Balance at 31.07.2024	£474,245.31
Uncleared payments from previous period	£597.41
	£473,647.90
Income	£2,528.09
	£476,175.99
Less Expenditure (Chqs, Online Pmts + D/Ds)	£22,670.02
	£453,505.97

Represented by:

Balance in Current Account	£5,889.02
Balance in Lloyds Bank Deposit Account	£65,583.02
Balance in Unity Trust Bank Deposit Account	£79,171.30
Balance in Nationwide Deposit Account	£86,406.06
Balance in Cambridge Building Society	£82,259.68
Balance in Lloyds Bank Deposit Account - Speedwatch	£651.03
Balance in Lloyds Bank Deposit Account - NP	£0.00
Balance in Lloyds Bank Deposit Account - Lakenheath Times	£5,116.02
Balance in Lloyds Bank Deposit Account - Street Lighting	£128,996.79
	£454,072.92
Less Payments not Presented	
HMRC	£566.95
	£566.95

£453,505.97

Expenditure:

Date	Transaction	Payee	Description of Supply	Amount
Receipts				
August			Interest Payments	£342.09
August			Lakenheath Times Advertising	£1,236.00
August			Cemetery Cottage Rent	£950.00
August			Cemetery Fees	£0.00
Payments Made				
28.08.2024	Debit Card	eBay	Christmas Flags	£13.70
28.08.2024	Debit Card	eBay	Christmas Banners	£45.10
28.08.2024	Debit Card	eBay	Christmas Banner	£130.46
29.08.2024	Debit Card	eBay	Christmas Flags	£58.50
29.08.2024	Debit Card	eBay	Christmas Flags	£91.00

06.09.2024	Debit Card	eBay	Christmas Lights	£89.52
06.09.2024	Debit Card	eBay	Christmas Lights	£115.12
16.09.2024	Direct Debit	EDF Energy	Electricity - Cemetery Chapel	£33.00
19.09.2024	Debit Card	eBay	Christmas Flags & Poles	£129.90
25.09.2024	Online	Staff	Salary Payments - September	£2,512.28
25.09.2024	Online	Clear Insurance	Annual Insurance	£2,885.87
30.09.2024	Debit Card	eBay	Christmas Lights	£80.44
03.10.2024	Direct Debit	British Gas	Electricity - Public Toilets	£67.57
11.10.2024	Online	BT Payment Services	Parish Office Telephone & Broadband	£89.96
11.10.2024	Online	Sunrise Cleaning	Village Cleaning - August	£405.00
11.10.2024	Online	RH Landscapes & Maintenance Services Ltd	Village Keeping - August	£1,440.00
11.10.2024	Online	Cllr A Gyte (reimbursement)	Padlocks	£51.18
11.10.2024	Online	Michael Murfet	Mole Catcher - Lakenheath Cemetery Open & Closing Public Toilets & Cemetery Work - September	£65.00 £354.64
11.10.2024	Online	Pearce & Kemp Ltd	LED Lantern Replacement - Albert Rolph Drive	£2,845.84
11.10.2024	Online	Assembly of God	Grant Payment	£1,000.00
11.10.2024	Online	Cllr J Cahill (reimbursement)	Bulbs	£30.99
11.10.2024	Online	Cllr N Smith (reimbursement)	Cambridge Building Society to Amend Signatories	£17.40
11.10.2024	Online	CPRE	Annual Subscription	£36.00
11.10.2024	Online	RBL Poppy Appeal	Wreath & Plastic Poppies	£150.00
11.10.2024	Online	PKF Littlejohn LLP	Limited Assurance Review 2023/24	£756.00
11.10.2024	Online	Cllr J Hastings (reimbursement)	Artificial Poppies	£27.20
11.10.2024	Online	Anglian Water	Public Conveniences - Wings Road	£76.51
11.10.2024	Online	bright.motif;	Email Hosting	£409.90
15.10.2024	Direct Debit	EDF Energy	Electricity - Cemetery Chapel	£33.00

Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>.

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2024; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

External auditor's limited assurance opinion 2023/24

On 27 September 2024, we issued a report detailing the results of our limited assurance review of Sections 1 and 2 of this authority's Annual Governance & Accountability Return for the year ended 31 March 2024. We explained that we were unable to certify completion of the review at that time. We are now in a position to certify completion of the review.

The external auditor report given in Section 3 of the Annual Governance & Accountability Return requires amendments as follows:

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Other matters not affecting our opinion which we draw to the attention of the authority:

None

External auditor certificate 2023/24

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance & Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2024.

PKF Littlejohn CV

PKF Littlejohn LLP
30/09/2024

PKF Littlejohn LLP, Chartered Accountants. A list of members' names is available at the address below. PKF Littlejohn LLP is a limited liability partnership registered in England and Wales No. OC342572. Registered office at 15 Westferry Circus, London E14 4HD. PKF Littlejohn LLP is a member of PKF Global, the network of member firms of PKF International Limited, each of which is a separate and independent legal entity and does not accept any responsibility or liability for the actions or inactions of any individual member or correspondent firm(s).

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Section 3 – External Auditor's Report and Certificate 2023/24

In respect of **Lakenheath Parish Council - SF0236**

1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2024; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor's limited assurance opinion 2023/24

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Please see below

Other matters not affecting our opinion which we draw to the attention of the authority:

The smaller authority has submitted its AGAR and supporting documentation prior to 30 September 2024; however, we have not been able to complete our review work in time to enable to smaller authority to publish the required documentation in line with statutory requirements. Once we have completed our review a final report will be provided with the certificate of completion detailing any qualifications and 'other' matters.

Our fee note for the limited assurance review will be issued when we certify completion.

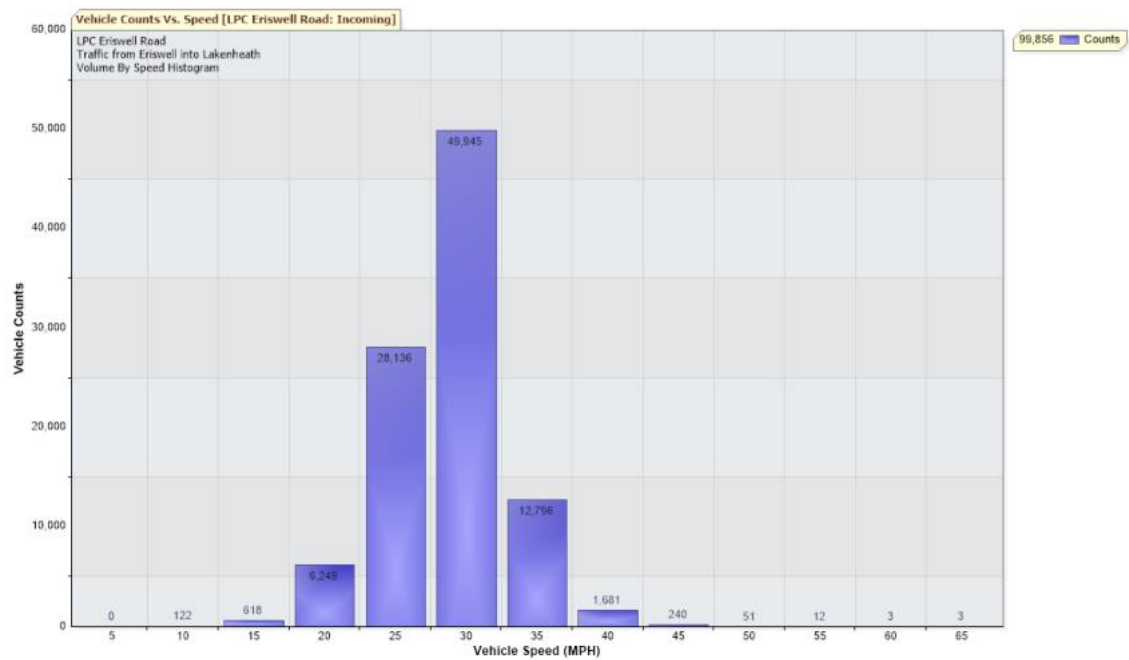
2 External auditor certificate 2023/24

Appendix B

Lakenheath Parish Council Traffic Report **Eriswell Road** September 2024

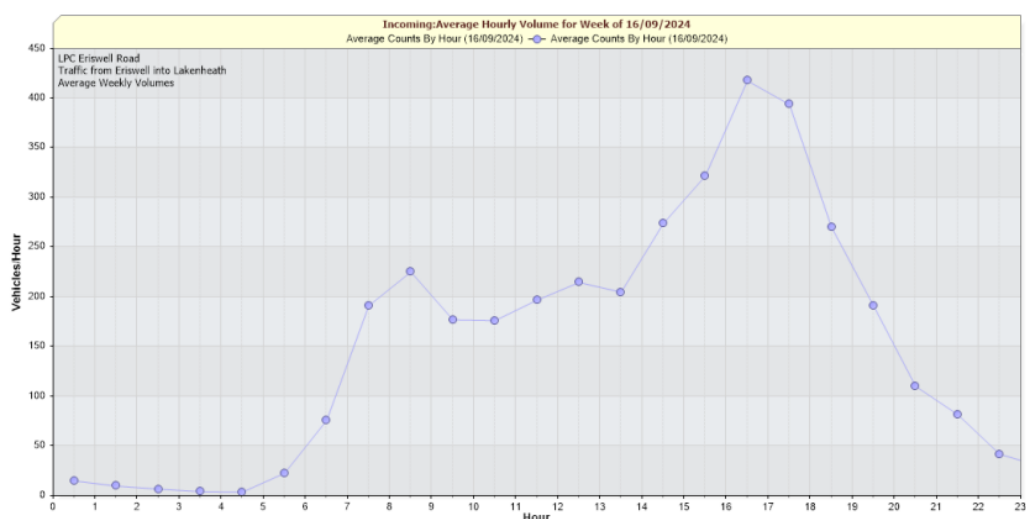
On 28 June 2024 at 11:00 the new SID was installed on the B1112 on the pole located on Eriswell Road. The SID was positioned just after the entrance to the pavilion to monitor traffic coming into Lakenheath from Lords Walk. Traffic speed and counts were measured from 00:00 on 30 August 2024 up until 23:59 on 29 September 2024. The measurement point is 740m past the point where the 30MPH zone starts. There were between 3500 and 3750 vehicles per weekday passing this point heading into Lakenheath. There were between 2250 and 2900 vehicles per day over the weekend heading into Lakenheath. The busiest times during the week are 07:45-08:45 (Avg. 227 cars p/h) and 16:15 -17:15 (Avg. 450 cars p/h). The 85th Percentile Speed (most people) travel at or below 30.0 MPH past his point. The 50th Percentile Speed (half the traffic) travel at or below 26.5 MPH past his point. The fastest speed recorded this month was 65MPH (x3). There were 111 cars exceeding 50 MPH. The next pages show: - Speed vs vehicle counts at the point

listed above. - Typical hourly volumes passing this point - Typical daily volumes passing this point. - Speed exceedances of 35MPH for this period The SID Battery measured 13.3V on 29/09/2024

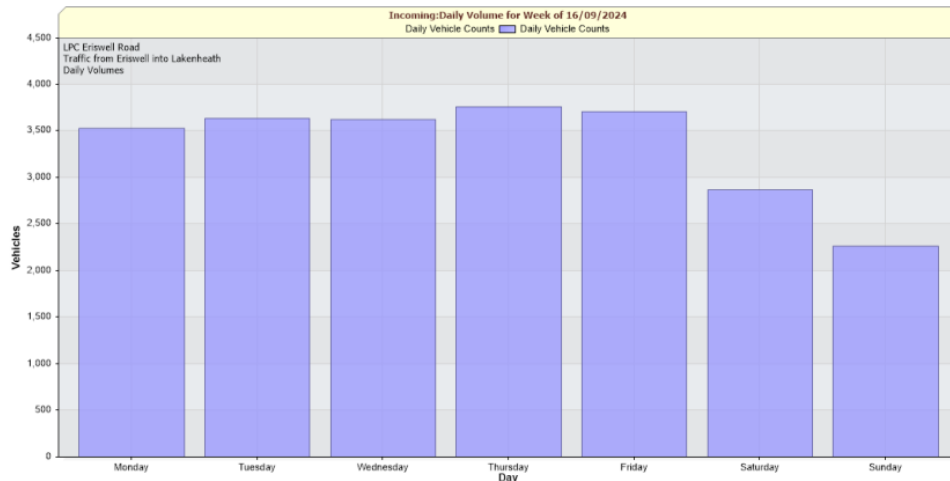


30/08/2024 to 29/09/2024 on Eriswell Road – Traffic from Lords Walk (*)

(*) It is interesting to note that due to the traffic lights outside Liberty Gate, the number of speedsters measured at the Pavilion is much lower than without the traffic lights.



Average hourly volumes heading into Lakenheath from Lords Walk



Typical daily volumes heading into Lakenheath from Lords Walk

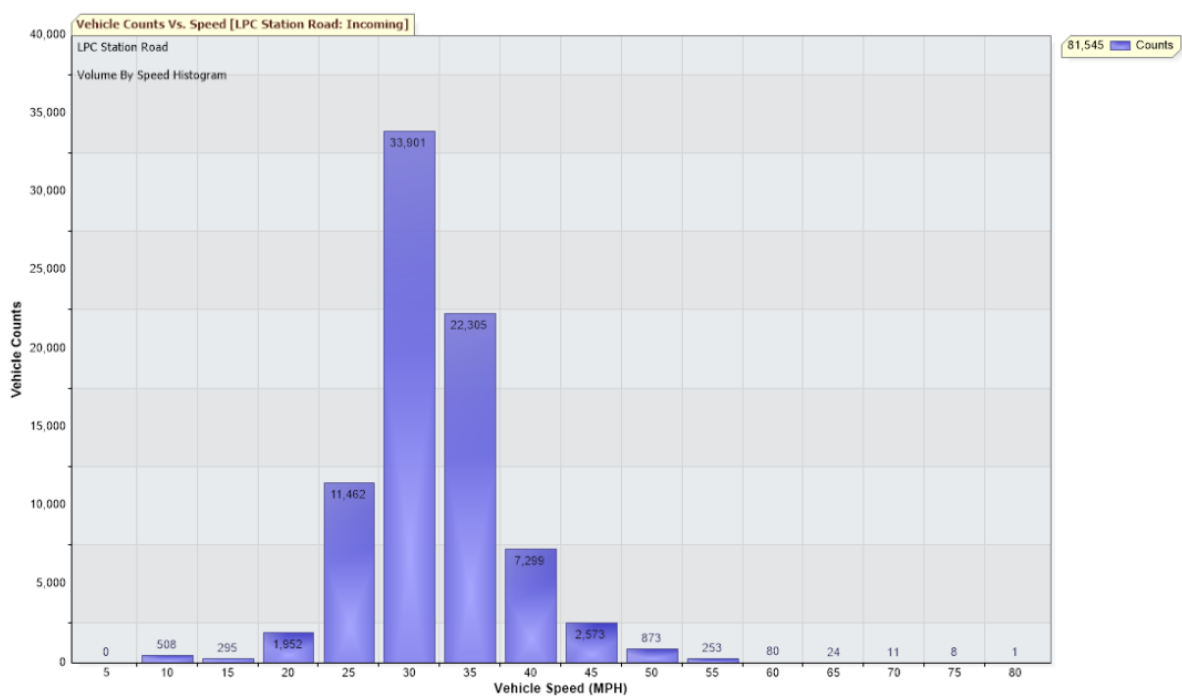
Hour	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
0 - 1	11	8	17	12	14	8	18
2 - 2	0	7	6	5	3	13	14
2 - 3	4	1	7	4	6	9	11
3 - 4	8	2	2	3	3	2	12
4 - 5	4	3	8	4	3	10	2
5 - 6	15	5	7	4	5	3	2
6 - 7	20	21	21	16	7	12	12
7 - 8	17	18	13	18	14	13	17
8 - 9	10	15	9	18	21	17	21
9 - 10	14	8	7	5	8	8	18
10 - 11	8	12	11	11	10	13	8
11 - 12	20	17	19	11	19	9	13
12 - 13	12	7	18	6	13	15	17
13 - 14	12	4	16	13	23	8	25
14 - 15	13	11	8	9	17	8	27
15 - 16	12	13	12	6	16	13	23
16 - 17	19	9	14	9	8	9	16
17 - 18	19	10	11	15	9	14	24
18 - 19	10	5	8	10	13	12	23
19 - 20	2	6	6	5	11	4	17
20 - 21	9	7	14	13	9	8	12
21 - 22	11	6	10	14	8	6	9
22 - 23	5	13	13	12	9	9	15
23 - 24	7	5	6	7	10	13	6
Totals	262	213	263	230	259	236	362

Exceeding Speed of 35MPH – September (*)

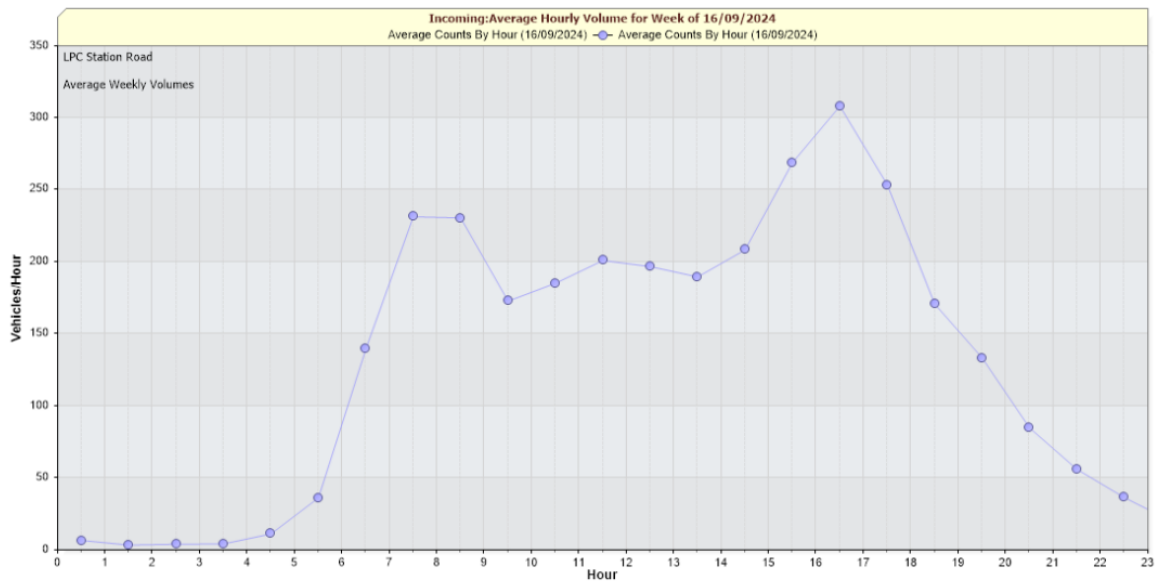
(*) Due to traffic lights at Liberty Gate, total speeder count went down by 59%

Lakenheath Parish Council Traffic Report **Station Road** September 2024

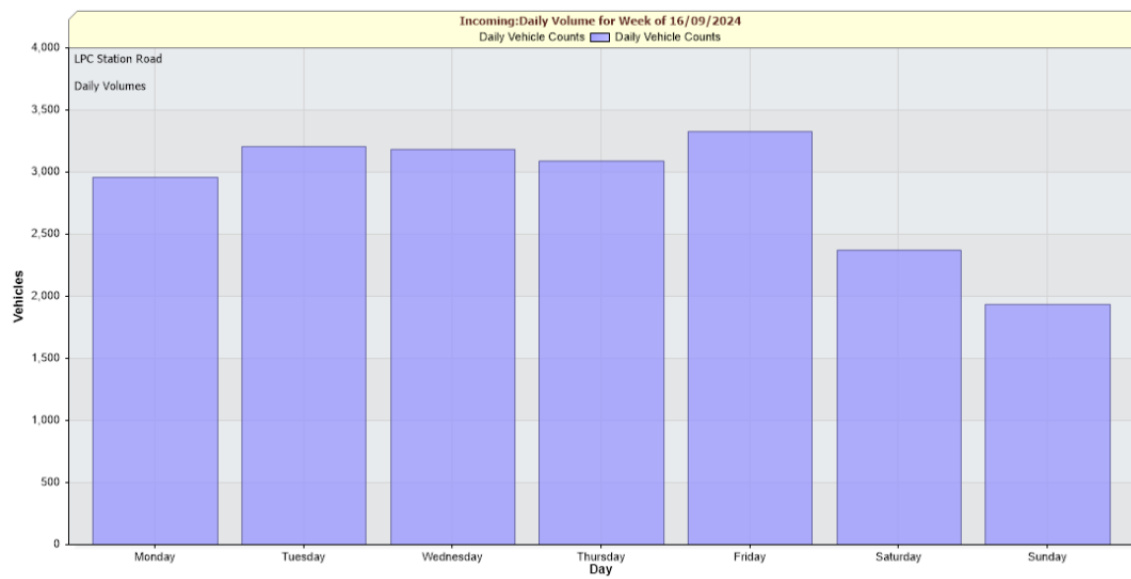
On 15 June 2023 at 10:00 the new SID was installed on the B1112 on the pole located on Station Road. The SID was positioned to monitor traffic coming into Lakenheath from Wangford. Traffic speed and counts were measured from 00:00 on 31 August 2024 up until 16:00 on 29 September 2024. The measurement point is 450m past the point where the 30MPH zone starts. There were between 2950 and 3300 vehicles per weekday passing this point heading into Lakenheath. There were between 1900 and 2400 vehicles per day over the weekend heading into Lakenheath. The busiest times during the week are 07:45-08:45 (Avg. 246 cars p/h) and 16:00 -17:00 (Avg. 301 cars p/h). The 85th Percentile Speed (most people) travel at or below 34.8 MPH past his point. The 50th Percentile Speed (half the traffic) travel at or below 28.9 MPH past his point. The fastest speed recorded this month was 80MPH (x1), 75MPH (x8), 70MPH (x11). There were 1250 vehicles exceeding 50MPH. The next pages show: - Speed vs vehicle counts at the point listed above. - Typical hourly volumes passing this point - Typical daily volumes passing this point. - Speed exceedances of 35MPH for this period The Battery measured 12.6V on 29/09/2024. For the most effective use of the Solar PV panel, and safe access for operations personnel, a pole should be erected at <https://what3words.com/shun.petty.plank> and the SID and PV moved to this location. Safe access to SID via Woodlands Drive.



31/08/2024 to 29/09/2024 on Station Road – Traffic from Wangford



Average hourly volumes heading into Lakenheath from Wangford



Typical daily volumes heading into Lakenheath from Wangford

Hour	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
0 - 1	9	6	13	15	11	12	22
2 - 2	5	3	10	5	6	4	17
2 - 3	10	2	7	3	5	10	7
3 - 4	5	6	6	4	8	5	12
4 - 5	10	8	16	16	14	17	15
5 - 6	48	49	42	52	52	15	21
6 - 7	107	98	141	134	95	47	33
7 - 8	102	80	107	128	100	68	63
8 - 9	52	40	85	89	84	61	77
9 - 10	46	36	71	63	65	90	125
10 - 11	50	69	85	65	62	92	104
11 - 12	35	58	73	59	85	83	108
12 - 13	65	67	85	89	72	89	118
13 - 14	68	90	89	86	77	104	116
14 - 15	70	101	65	104	91	111	111
15 - 16	80	97	136	116	131	122	135
16 - 17	106	161	156	151	139	132	116
17 - 18	85	123	126	122	134	148	106
18 - 19	86	116	121	105	132	124	91
19 - 20	58	75	87	60	92	91	79
20 - 21	38	60	56	59	59	57	56
21 - 22	31	39	34	33	41	29	37
22 - 23	21	29	34	27	36	38	17
23 - 24	24	20	13	24	25	36	16
Totals	1211	1433	1658	1609	1616	1585	1602

Exceeding Speed of 35MPH - September

Appendix C

LT ADVERTISING

wef Jan 2025

Current

Issues	quarter page	half page	full page
Single issue	£39.70	£60.00	£101.30
Four issues	£113.40	£190.40	£331.20

Proposed Increase

%tage Increase	5%	10%	15%
Single issue	£41.69	£66.00	£116.50
Four issues	£119.07	£209.44	£380.88
<u>Rounded</u>			
Single issue	£42.00	£66.00	£117.00
Four issues	£119.00	£210.00	£381.00

Appendix D

Lakenheath Parish Council Planning Sub Committee

NOTES

From the meeting held on 2nd September 2024 at 6.30 pm.

Location: Methodist Church, Lakenheath (prior to Parish Council meeting)

Members of the press and public are welcome to attend

Present Cllr W Overy, Cllr A Gyte, Cllr N Smith, Cllr M Hugo and the LPC Chairman, Cllr G Kelly.

Parish Clerk, Nicola Glading

SOURCE: PLANNING PORTAL

1. Apologies/ none and Declarations of Interest /none
2. Members of the public may speak about an item on the agenda (3 minutes limit) No members of the public were present
3. The Committee considered the following requests for consultation:

A. (Sent to Planning Committee members 16/08/2024)

Application no: DC/24/1107/HH

Planning Officer: Debbie Cooper

Consultation Expiry: 6 September 2024

Proposal: Householder planning application - single storey front extension

Location: 72 Caudle Avenue Lakenheath Suffolk IP27 9AU

GK will advise/ reply

B. (Sent to Planning Committee members 22/08/2024)

Application no: DC/24/1134/FUL

Planning Officer: James Morriss

Application no: DC/24/1134/FUL

Consultation Expiry: 13 September 2024

Proposal Planning application - one dwelling and detached garage

Location Plot 20 Flint Way Lakenheath Suffolk

Applicant Mr Ashley, Yellow Door Property Ltd

DECISION: SUPPORT

13/09/2024 Comments submitted via portal

- Your comments have been successfully submitted.
- Comment document has been successfully uploaded for public viewing.
- A confirmation email has been sent to the case officer.

C. Application no: DC/24/1270/TE1

Planning Officer: Tamara Benford-Brown

Consultation Expiry: 20 September 2024

Proposal Determination in respect of development by telecommunications code systems operators – replacement of existing tower with 20 metre high lattice tower supporting six antennas, two transmission dishes, one meter cabinet and ancillary development

Location Mast T1 72500 8250 0 Broom Road Lakenheath Suffolk

Applicant Cornerstone

DECISION: SUPPORT

13/09/2024 Comments submitted

- Your comments have been successfully submitted.
- Comment document has been successfully uploaded for public viewing.
- A confirmation email has been sent to the case officer.

D. Application no: DC/24/0938/TPO

Planning Officer: Tamara Benford-Brown

Consultation Expiry: 20 September 2024

Proposal TPO 01 (2011) Tree preservation order - a. two Sycamore (T2 on plan T1577 on order, T4 on plan T1556 on order) fell b. one Sycamore (T3 on plan T1572 on order) remove one lower lateral branch

Location: 2 Gentle Rise Lakenheath Suffolk IP27 9NB

Applicant: Warren.

DECISION: SUPPORT

13/Decision reported via Planning Portal 09/2024

The Lakenheath Planning Sub Committee considered this application 2/09/2024

Comments submitted

- Your comments have been successfully submitted.
- Comment document has been successfully uploaded for public viewing.
- A confirmation email has been sent to the case officer.

E. Other Matters on the Night:

Maids Cross Hill- had put in for support (because close to Base) GK had objected re. entrance/s

Hermione Brown retrospectively produced a copy of the Deed of Covenant – no point in complaining about the traffic.

Question: Do you still support it without traffic conditions?

Amy Yuill is case officer

Clerk to write re DC/23/0848/FUL

4. Date of next meeting Wednesday 18th September (third Wednesday of the month)
Lakenheath Parish Council Planning Sub Committee

NOTES from

the meeting held on 18th September 2024 at 9.30 am.

Location: Parish Council Office

Members of the press and public are welcome to attend

The members of the Planning Committee are Cllr W Overy, Cllr A Gyte, Cllr N Smith, Cllr M Hugo and the LPC Chairman, Cllr G Kelly.

SOURCE: PLANNING PORTAL ON 14/09/2024 2024

1. Apologies and Declarations of Interest: **Apologies had been received from Cllr A Gyte, Cllr W Overy**
2. Members of the public may speak about an item on the agenda (3 minutes limit)
3. The following requests for consultation were considered:

A. Application no: DC/24/1283/TCA Planning Officer Daniel Gospel

Consultation Expiry: **23 September 2024** Sent to Planning members 3rd Sept 2024

TOWN AND COUNTRY PLANNING ACT 1990 PLANNING (LISTED BUILDINGS AND CONSERVATION AREAS) ACT 1990

PROPOSAL Trees in a conservation area notification - One Yew (T1 on plan) fell

LOCATION 2 Gentle Rise Lakenheath Suffolk IP27 9NB

APPLICANT Warren

In/Out driveway and Yew tree is scruffy anyway

DECISION: SUPPORT

Sent to WS Consultee portal 24/09/2024

DC/24/1283/TCA | Trees in a conservation area notification - One Yew (T1 on plan) fell | 2 Gentle Rise Lakenheath Suffolk IP27 9NB

Comments submitted

- *Your comments have been successfully submitted.*
- *Comment document has been successfully uploaded for public viewing.*
- *A confirmation email has been sent to the case officer.*

B. Application no: DC/24/1001/HH Planning officer: James Morriss

Application no: DC/24/1001/HH

Consultation Expiry: **26 September 2024**

Proposal: Householder planning application - conversion of outbuilding to annex linked to main dwelling

Location: 13 Anchor Lane Lakenheath Suffolk IP27 9DP

Applicant: Billy Elvin

DEFERRED AS UNABLE TO VIEW ON WEST SUFFOLK SITE

C. Application no: DC/24/1002/LB Planning Officer: James Morriss

Consultation Expiry: **26 September 2024**

Proposal Application for listed building consent - conversion of outbuilding to annex linked to main dwelling

Location: 13 Anchor Lane Lakenheath Suffolk IP27 9DP Applicant Billy Elvin

DEFERRED related to previous

D. Application no: DC/24/1198/TPO Planning Officer: James Morriss

Consultation Expiry: **2 October 2024**

Proposal TPO 001 (2011) tree preservation order - one Horse Chestnut (T1 on plan, T1242 on order) pollard to ten metres above ground level;

two Yew (T2 and T5 on plan, T1239 and T1194 on order), one Pine (T4 on plan, T1204 on order), one Box (T6 on plan, T1192 on order) fell

Location: 5 Flint Way Lakenheath Suffolk IP27 9ND

Applicant: Mr D Besley

DECISION: SUPPORT

Sent to WS Consultee portal 24/09/2024

DC/24/1198/TPO | TPO 001 (2011) tree preservation order - one Horse Chestnut (T1 on plan, T1242 on order) pollard to ten metres above ground level; two Yew (T2 and T5 on plan, T1239 and T1194 on order), one Pine (T4 on plan, T1204 on order), one Box (T6 on plan, T1192 on order) fell | 5 Flint Way Lakenheath Suffolk IP27 9ND

- *Your comments have been successfully submitted.*
- *Comment document has been successfully uploaded for public viewing.*
- *A confirmation email has been sent to the case officer.*

Date of next meeting 16th October 2024

Appendix E

TERMS OF REFERENCE FOR LAKENHEATH PLANNING SUB COMMITTEE

Authority:

The Planning Committee is appointed by, and solely responsible to Lakenheath Parish Council. The Committee's duties are defined and agreed by Full Council, which may vote, at any time, to modify the Committee's powers. Meetings are to be held every third Wednesday, usually at 9.3am (Chairs discretion)

Membership:

The Committee will consist of no fewer than three Parish Councillors and the Chair of the Planning Committee Parish Council preside over each and future meetings when in attendance. Any member of

the Committee can preside by agreement in the Chairman's absence. A quorum will be two members. The Committee may nominate Councillors to act as substitutes to ensure that all meetings are quorate.

All other members of the Parish Council have the right to attend the meeting and make representations on the matters being discussed within the Public Forum.

Records of Proceedings:

The committee will meet every third Wednesday per calendar month when required to prepare responses to all routine planning matters. Written notes will be taken to record the Committee's decisions and will be received at the next full Parish Council meeting.

The Parish Clerk will be responsible for arranging the recording and distribution of the Notes. All decisions will be relayed to the relevant planning authority by the Clerk.

Responsibilities:

The committee will be granted full delegated powers to make a Council Decision regarding responses to the appropriate authorities. It will therefore have the delegated authority to act as per the items below:

a) To consider and provide a response, to the relevant Planning Authority, to all planning applications when notified under the Local Government Act 1972 Section 20, Schedule 16 or not, regardless of their size, controversial nature or effect on the parish.

- In considering matters before it, the committee will have mind to: material considerations which includes referring to particular policies that West Suffolk Council have adopted within their Local Plan, and policies within the Lakenheath Neighbourhood Development Plan (date of adoption TBC)

National Planning Policy Framework: <https://www.gov.uk/government/publications/national-planning-policyframework--2>

b) To comment on licenses when requested so to do.

c) To comment on street naming where requested.

Date of review September 2024