

**PAVILION PROJECT STEERING GROUP MEETING  
HELD ON 17<sup>th</sup> January 2024 7.00pm at PARK FARM VISITOR CENTRE**

**Attendees:** Edward Stanton (ES), Stuart Allsop (SA), Peter Bradshaw (PB), Tim Clarey (TC), Dave Bocking (DB), Stuart Dark (SD), Julie Smith (JS), Jonathan Forder (JF), Steve Sharp (SS)

**WELCOME**

ES welcomed everybody to the Park Farm Visitors Centre. He followed with an update as to the position he felt the Steering Group were at with the project, since its launch 2 years ago.

Whilst progress was still being made, he particularly thanked Stuart Dark for his initiatives to date securing over £220,000 towards the project.

He went on to thank everybody else for their continued support and felt encouraged by the enthusiasm, albeit we had had a few disappointments along the way. There were a number of new initiatives in place for the year and felt, as did all the Steering Group, optimistic for the future.

**APOLOGIES**

Ed Herbert, Martin Herbert

**MINUTES OF MEETING HELD ON 22<sup>nd</sup> November 2023**

Minutes were approved.

**MATTERS ARISING**

PB confirmed that Fairway Accountants were prepared to give advice on VAT matters in consideration for a fee of £500. SA presented PB with correspondence he had previously received from Websters regarding VAT from previous enquiries. PB to explore.

**MATTERS ARISING NOT ON THIS AGENDA**

DB & JS reported that the Parish Council were enquiring as to what stage we were at with the project. JS asked if an update could be presented to the PC.

PB also mentioned the MHT were enquiring to our position and felt more transparency would be helpful, especially in areas as timescales and secured funding, and if a plan B had been considered.

All present were fully committed to transparency and ES and JF would attend the next MHT meeting to fully explain the position we are at to date.

SS mentioned it was important to proceed with plan A as all the proposed improvements were needed to satisfy current regulations and requirements for recreation activities, as well as satisfying the planning permission we had approved. All agreed.

ES would prepare a full and comprehensive report which will be presented to the PC and all other interested parties.

### **FUNDRAISING**

SD gave a report regarding the fundraising event being held at Kings Lynn Historic Town Hall which in the presence of Lord and Lady Dannatt, the Mayor of Kings Lynn and West Norfolk, together with other local dignitaries which will promote our project as well as raise funds.

A big thank you was given to Kerry Dark and Ali Gee for arranging the event, and invitations were now be sent out. Tickets were available and all were optimistic that it would be wonderful event. SD mentioned that Town and Country, the local free newspaper, would be reporting an article of the event.

JF reported that letters were going out to funding institutions around the country and that SD would monitor with him, and report accordingly. A list of potential funders was presented by JF

JS agreed to help lobbying local businesses for financial support.

SD advised that by securing of over £220,000 to date would be helpful in showing other potential funders our intent and commitment to the project.

### **TIMESCALES**

SS was looking to start preparing Working Drawings with structural calculations to secure Building Regulation approval. An asbestos report was also being prepared.

It was agreed that SS would put a selected list of contractors forward for consideration, in line with the requirement of three tenderers for the works.

### **FINANCIAL REPORT**

PB gave an up-to-date report on the fundraising which stands at £223,757.48.

Monies for the working drawings, structural calculation, asbestos report and enabling works will be drawn down from the Borough Council Grant.

The Business Plan showing the likely usages, including potential income and expenditures of the renovated pavilion, was being progressed.

### **AOB**

TC felt encouraged by the response to all proposals and confirmed the Cricket Club were engaging in fund raising activities to support the project.

PB confirmed we would be carrying out car boot sales on the bank holidays of 6<sup>th</sup> and 27<sup>th</sup> May together with 26<sup>th</sup> August. All support would be welcome.  
Meeting ended 9pm.

**NEXT MEETING 20<sup>TH</sup> FEBRUARY 7.00pm**

