

## Quantock Orienteers – Minutes of Committee Meeting

13 March 2017 at the COACH facility, French Weir, Taunton

**1.1 Attendees:** Roger Craddock (Chairman), Rosie Wych (Secretary), Bill Vigar, Bob Lloyd, Steve Robertson (Treasurer), Julia Robertson (Membership), Judy Craddock (Fixtures/JOG), Jeff Pakes

**1.2 Apologies** Chris Hasler

Roger welcomed the committee and gave a brief explanation of the facilities of the building – booked until 10.30/refreshments 10.15

**Minutes of previous meeting approved**

**2.2 Matters arising:**

1. ACTION – SI TRAINING REFRESHER DATE TO BE SET - ROSIE/ANDY - **SEPTEMBER SUGGESTED**
2. ACTION – PROMOTE CONTINUATION OF COACHING ACTIVITIES TO BE BASED AT THE COACH BUILDING FROM JAN 5.30-8PM – THE BUILDING IS NOT READY SO FEBRUARY DATE LIKELY - ROGER/JUDY **DONE**
3. ACTION –FURTHER DEVELOP REGISTRATION FORM FOR EASE OF USE – ROSIE **DONE**
4. ACTION –QUERY IF “3 EVENTS ONLY” RULE FOR INSURANCE OF NON MEMBERS APPLIES TO ACTIVITIES – **ROSIE - NO RESPONSE SO WILL PURSUE**
5. ACTION– TIGHTEN UP MANNING OF SI AT FUTURE EVENTS – ANDY – **CONTINUES**
6. ACTION– UPDATE CLUB OFFICIALS/CONTACTS DETAILS – DONE, BUT AMMENDMENTS NEEDED – ROSIE **DONE**
7. ACTION – CONTACT SIMON RE FURTHER MAPPING OF KINGS CLIFF (FOLLOWING MSC MEETING DISCUSSION – ROGER. **DEALT WITH AT MSC**
8. ACTION –CONFIRM OFFICIALS FOR REMAINING QOFLs – JUDY **DONE**
9. ACTION – PRODUCE FIXTURE LIST FOR 2017-2018 AND CIRCULATE TO BILL AND BOB FOR VENUE AGREEMENT–JUDY /FIXTURES SC **ONGOING**
10. ACTION – CONFIRM CLUB CHAMPS DATE WITH PLANNER – JUDY **DONE – 24 JUNE**
11. ACTION – APPROACH MARTIN LONGHUST TO PLAN LONG O – BILL - **DONE**
12. ACTION – CHECK WITH MIKE ANDERSEN ABOUT NICKNOLLER CAR PARK USAGE – ROSIE – **NOT NEEDED**
13. ACTION – INVITE OTHER PLANNER/CONTROLLER INVOLVEMENT – ROSIE - **DONE**
14. ACTION – REGISTER EVENT 30 SEP/1 OCT – JUDY - **DONE**
15. ACTION – CHECK RULE OVER TIMES SCALES/EMARGOED AREAS WITH RICHARD SANSBURY – JUDY - **DONE**
16. ACTION – APPROACH SWOA FOR CONFERENCE ATTENDANCE FUNDING – STEVE - **DONE**
17. ACTION – ATTEMPT CONVERSION OF MAP FILE TO OCAD INHOUSE – ANDY – **DONE/ONGOING**
18. ACTION – CONVENE MAPPING SC TO DETERMINE SPECIFICATION FOR PROFESSIONAL MAPPING QUOTE – STEVE – **MSC IN PROGRESS**
19. ACTION – RESEARCH FEASIBILITY OF PARKING AT ALFOXTON HOTEL – BOB - **ONGOING**
20. ACTION – CHECK SIAC READY STATUS OF SI CONTROLS WITH ANDY – ROSIE – **DONE/READY**
21. ACTION – FIND NEW FIRST AID BOX “MONITOR” – JEFF- **DONE**
22. ACTION – PROMOTE CLUB JACKETS THROUGH WEBSITE – ROSIE – **ONGOING THROUGH WEBSITE**
23. ACTION – SET UP AND PROMOTE BUDDY SYSTEM – JEFF/ANGELA - **DONE**

## **24. ACTION – APPLY TO QUANTOCK BREWERY FOR SPONSORSHIP – ROSIE – DONE - UNLIKELY**

### **3.0 Money** – see attached report

Purchase of OCAD 12 licence proposed by SR, seconded JC – passed unanimously

Discussion of event costs, charges etc. to be included in next meeting

### **4.0 Events**

**4.1 Past** - at the most recent QOFLs attendance was low at Kingscliffe but high at Lydeard Hill. The series of 5 QOADs has finished with Robin Carter overall winner. Total of 35 competed – 23 more than once and 13 from QO. Attendees would like them to continue and the promotion of night running at the Coach sessions may encourage future attendance to increase.

**4.2 Future** – see attached timetable and permissions report. The planned forestry operations will impact on the availability and suitability of areas. The priority is to identify a suitable area for the Level B CSC Heat March 2018 as this will determine other venues. Consultation with other personnel required.

ACTION – Arrange consultation with Andy Harris and possibly Owen Jones STEVE/BILL/ RICHARD/BOB

Planner, controller and organiser now in place – SR, Alan Simpson and Richard Sansbury

Yvette Baker Cup – Vikki Page to organise and QO will subsidize minibus/coach transport

Christmas/New Year Novelty – no decision possible due to uncertainties over whole calendar

WOD – suggested a website news item to promote interest ACTION – Jeff

Norton Camp – 28 June – Roger suggested a follow up activity to utilise enthusiasm ACTION – Roger

Long O – Day 1 still uncertain as difficult to identify an area – RW plan SR control RC organise at event

Day 2 – Martin Longhurst plan, RW control RC organise at event. Jeff Pakes kindly offered to help over the weekend and check control placement day 2. JR also to help. RW co-ordinate entries, risk assessment etc.

Summer Relays – with no team captain suggestion was for participants to take turns organising ACTION - Roger - approach likely candidates

QO Club night and Sport England grant application – RC JC SR and JR have worked to prepare the application which is principally directed at converting JOG attendees to continue to full QO membership through coaching activities, use of electronic equipment to help training etc. Recent club nights have included training sessions run by Tess Stone and Vikki Page and an ESW run by Richard Sansbury (12 attended)

### **5.0 Activities**

5.1 JOG – see attached report from JC

5.2 Coaching – dealt with in previous section

### **6.0 People**

6.1 Membership – report attached.

6.2 Club Captain – no report. Richard Sansbury to be thanked for taking over for CSC heat on 12 March. A large QO team enjoyed the completion but QO did not progress to the final

### **7.0 Places**

7.1 Mapping – see attached. Andy Rimes/BV in communication following meetings of MSC to progress map conversions to OCAD which is under way. Planners need to make better use of GPS data when suggesting map changes. 3 GPS units available.

ACTION – GPS training to be included in coaching programme – RC/Andy Rimes

7.2 - Permissions – see attached - progress in gaining permissions for future events problematic due to issues raised above. BL working hard here. RC queried the state of permissions record keeping see ACTION 13.

7.3 Volunteer Report – see attached. Some discussion over estimation of map numbers for events. BV and event organiser usually confer. Importance of not running out of maps paramount as the map printing cost is so small.

### **8.0 Equipment and Communications**

8.1 Equipment – see attached. SR expressed the opinion that Andy should keep the SI equipment as it needs regular maintenance which others are not able to carry out. Organisers are responsible for the return of equipment to Andy and can collect it from a Taunton base prior to an event.

8.2 Website – see attached. Working well and changing news adds interest.

## 9.0 AOB

9.1 Doodle Poll next meeting w/b 8 May – after some issues with the free version it was suggested paying for the improved version was advisable ACTION – Roger

9.2 SWOA meeting 8 April SR/JR to attend. Questions for presentation welcome.

Signed .....

Chairman

Actions arising:

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8. ACTION – Arrange consultation with Andy Harris and possibly Owen Jones STEVE/BILL/ RICHARD/BOB
9. ACTION - WOD – suggested a website news item to promote interest – JEFF
10. ACTION -Norton Camp – 28 June – Roger suggested a follow up activity to utilise enthusiasm – ROGER
11. ACTION – GPS training to be included in coaching programme – RC/ANDY
12. ACTION -- approach likely candidates to lead summer relay series – ROGER
13. ACTION – Draft report on aspects/weaknesses of permissions system for discussion at next meeting - BOB
14. ACTION - paying for the improved Doodle Poll version – ROGER

## Reports

### Volunteer co-ordinator's report

Over the past three months:

Compass Sport Trophy- Have provided membership info to Richard S as team organiser but Richard has appeared to be self-sufficient

Buddy scheme- have helped Angela Modica publicise it on the website.

Organisers' info and other club documentation- I have uploaded to Google Drive online and given access to the relevant officials. Not convinced anyone is using this facility though! Would wonder how else these docs can be effectively be updated and made available to people without sending out endless emails (organisers spreadsheet gets updated online every month or so)

Officials

First Aid box monitor- Emma Cattell volunteered but cannot take over the duty for the foreseeable future so I will continue to manage

Permanent Course (POC) Manager- Steve Elliston agreed at Lydeard Hill to take over duty from me and now registered with BOF as POC manager, with brief to try to keep the publicised details up-to-date and co-ordinate any efforts instigated by the POC monitors to maintain or repair courses.

Future work

Equipment list – to update for organiser of QOFL6, mainly need to show the new location of equipment.

Queries

Has anyone been keeping up-to-date the list of past events with the number of maps used? Spencer claims to be its originator and I received my copy a few years ago from Richard.

Is anyone keeping up-to-date the list of past officials, compiled for each event and activity? Again, I obtained my copy from Richard a few years ago.

Jeff Pakes

## **Website administrator's report**

### Site issues

Generally plain sailing so far.

Links and features break from time to time. Calendar subscription facility and contact email addresses are now working. But map links (e.g. Street map) isn't working. PF Web very responsive when something breaks though. Permissions- different profiles available for different types of contributor. I need an 'in between' permission level for those I want to give free licence to create articles but without letting them delete entire pages (accidentally). NB- PF Web would only consider it worth restoring previous saved version of site if deletions were significant

### Contributors

Eduardo Esquivel of JOG volunteered to help on the website and requested training but I have not heard from him recently.

Tom Hasler has agreed to edit a page with contributions from juniors, which was suggested by Emma Cattell at club night. Tom originally requested a user login, which I've recently provided now he's cut his teeth with OINFO. He needs a bit of training to help him and so he's aware of pitfalls that come with having a higher level of user permission.

### Communications with Paul Frost (PF Web)

Our site is the first in PF's portfolio to properly use the benefits of the Craft CMS (Content Management System) that he uses. As he tries to keep successive sites he develops quite similar, he has been monitoring our site, providing performance data (how quickly the pages load!) and liaising with me from time to time on tweaks and better ways of presenting information. I am apparently providing "real world information" which he lacks as a technical boffin (albeit an orienteering one).

### Content

Have over last two months added content to the backend of website ("information directory"), to link into and enrich news stories e.g. training articles, series information, and articles for newcomers

### Reaction to website

Generally very favourable! PF Web likes what we/I have done with his offering too.

Some questions at Club Night website presentation centred on privacy and conventions and whether it's possible to have a members' only area/ forum. It doesn't feature a forum- that's what Facebook is for QO Membership Report at 12.03.2017

## **Membership Report**

So far in 2017 41 seniors (from 47), 18 families (from 22) and all 3 juniors have joined. These include new members the Willmott family and senior Karen Lewis.

All lapsed members have received an email reminder and a request to let me know if they are NOT re-joining so that I will not bother them again! Those who have confirmed they are not re-joining are the Boyd/Moore, Gunning and Williams families and seniors Colin Sands and Phil Hyland.

The remaining lapsed members from whom I have not heard are seniors: Simon Beck, Neville Bibby, Keith Bolling, Neil Clegg, Andrew Hopkins and Stephen Hopkins; and families: Gilham, Kromhout, Mannari and Reay.

I will send out one more email reminder later in the month.

Julia Robertson

Membership Secretary

**JOG report for Spring Term 2017** 14th Jan - 4th March, mainly compiled from Jeff Pakes' entertaining reports posted on the website!

We started the season on 14th Jan at Staplehill with a JOG followed by a QOAD planned by Richard Sansbury. The Squirrel and Hare courses stayed at the top of the hill while the Badger and Fox ventured through the mire at the bottom of the hill and into the area to the north. 37 people attended with Martha Macpherson, Ben West, Jenny Wood and Brian Pearson taking a lead on the Hare, Squirrel, Badger and Fox respectively.

Netherclay Woods was on 21st Jan, footy matches were getting postponed locally due to frozen pitches and our numbers were bolstered by some of those younger footballers! No such problems with our "playing field", just nice crisp conditions for a Saturday afternoon run. Not that you'd think it was icy judging by those collecting their JOG awards in short sleeves. Here is an account of the Fox course by Sarah Hasler

A Sly Fox course



## Equipment Report

As you know a decision was made when Rosie and I moved house last year that it would be no longer practical for the majority of equipment used at events to now reside at our new house due to the distance from central Taunton. For that reason all hardware apart (in theory) for the SI equipment, computers and other electronics now resides at Craddock Towers. In practice I rarely have any of this equipment here anymore as the Craddocks are involved in a lot of events requiring the kit and it is much more sensible for them to store it. For that reason I feel I cannot any longer comment on the state of this equipment: I do not see it apart from at events, I cannot carry out any routine maintenance (unless specifically requested to do so) and feel therefore that future reports should be down to the equipment keeper(s)- I hope they are in agreement?

For the purpose of this report I make the following comments:

- At the last QOFL at Lydeard Hill, the organiser reported that three of our four short-wave radio sets did not charge so the equipment could not be used. I have since investigated and successfully managed to charge all four without any problems, nor any investigation- I can only put this down to 'operator error'- For reference, the sets each need a minimum 12 hours full charge minimum. I have built a four way charging set so that all can be charged simultaneously. This is kept with the radios.
- The computers anti-virus software has been renewed and when I have them here I try to carry our regular updates to this and Windows (note: windows updates are only available for our 'second' machine. The Dell normally used as the master (as it is the better machine) runs on WinXP which is no longer supported by Microsoft.
- I have purchased a second (used) Epson splits printer- this is an earlier version of our existing one so again is a plug and play unit so is easily set up. This will now enable direct results/splits printing from both computers used at download.
- I have also purchased a fourth club Garmin GPS unit for planners/mappers use. Three of these reside with me and are freely available on request, Bill V keeps and uses the fourth permanently.
- Mapping- it has been recently discovered that our presumed two authorised OCAD10 licenses (used by J. Mallinson and myself) are in fact one and the same. We are therefore in breach of the license agreement and the mapping sub-committee are recommending for this and other reasons that we purchase a new ocad12 (the current version- older versions are no longer available to purchase) then at a later date upgrade the existing to this version. The chairman and treasurer have been supplied prices for this separately.
- A separate request has been submitted to the chairman by me to purchase some SIAC cards for future club use- I will leave him to comment on this and for the committee to discuss.

Andy R 120317

## Permissions Report for 13.03.2017

All permissions are in place, as far as I am aware, for all events up to and including QOFL1 on 16.9.17, except for the Club Championships on 24.06.17 for which a venue has not been selected yet.

Long O. 30.09 & 1.10.2017 Quantock South?

Rosie asked me to make a suggestion for a possible area for this event, starting from the Lydeard Hill/Middle Hill area. I thought that a circuit might be possible by going across Aisholt Common, into Great Wood and then further north on the east side of the forest (as far as necessary) and back on the west side (although the latter might be a bit difficult to map/plan etc.).

However, see remarks for Hart Hill below.

St Audries. QOFL2. 21.10.2017.

Not all competition area owners have been contacted yet but there is no reason to expect any problems. However see parking comments below.

Parking for N Quantocks: -

NW Quantocks.

Staple Plain Car Park: We have used this many times before and there is no reason to suppose it won't be available. FC Deer Park at Stowborrow Hill (accessed from the A39): Andy Harris has said that this should be OK after consultation with the FC Forestry Team but I would comment that this cannot be regarded as certain at this time. Phytophthora ramorum is not now a problem, apparently.

A walk up to the top of the area from the A39 showed the forest roads to be very good with plenty of parking room near the top, close to the open moor (as Judy thought).

NE Quantocks.

Alfoxton Hotel. Extensive online investigations and site visits have not resulted in making contact with the owner or anyone who could definitely give permission to park on the area to the south of the hotel. Further efforts could still be made.

Field opposite Alfoxton Hotel (To the NE of the hotel access road): Permission has been given in principle for the use of this field. However, the ground to either side of the track through the field looked very steep to me. Another visit is necessary.

Hart Hill and Florey Down. QOFL4. 14.01.2018.

Andy Harris had to consult about this and has come back with the comments below:

“I’ve taken advice from my colleagues who organise the harvesting works. North Great Wood will be operational this coming winter including the area around Florey Down. It is therefore not possible to guarantee access to this part of the forest for an event such as orienteering, my guess would be that it won’t be available. However the southern half (Cockercombe) is more likely to be available. Our contractors have just finished albeit they have got to come back in the autumn to complete a small amount of work. As you know there are mountain wild trails in the combe but we are confident that your organisation and involvement from the riders we can work around this if it’s an alternative option you want to follow.”

I had a problem with this statement in that I do not know exactly what he means by “North Great Wood”. I have not heard this phrase used before and don't want to guess where he means. I have therefore emailed him to send me a map, if possible, showing the working areas or FC area sub-divisions that are being referred to. I also left a message on his mobile last week to the same effect.

Despite Andy's optimism about liaising with the mountain bikers, I think these comments probably mean that we will have to rethink the venue situation for this event.

Ramscombe etc. for Compass Sport Cup Round 1. 11.03.2018

The remarks above about Hart Hill/Florey Down on 14.01.2018 seem likely to mean that the area for this event will be affected. Knowledge of the exact areas being referred to will again be necessary. Further investigation is necessary.

Deer Park at Dunster for Galoppen 8.04.2018

Still to be fully investigated. A suggestion of the required area has been given by Bill.

Silk Mills Park and Ride Wildlife Reserve.

A map showing the exact areas we would like to use was sent to the correct SCC officer but a reply was received saying that the office was too busy to examine this! This is probably a bad time of year, both financially and politically to be dealing with SCC. A further query will be made, after a tactful interval.

Willett Hill -To be followed up.

Haddon Hill - To be followed up.

Bob Lloyd 12.03.2017

### **Mapping Report 08-03-17**

Maps have been provided to the planners of the forthcoming events at Staple Hill and Hart Hill.

Some corrections have been done in Muchcare Wood for the recent Lydeard Hill event.

A revised map of Orchard Portman is under way using an entrance at the east side. This allows access to Young Wood and should be suitable for JOG or QOFL events.

Since the last committee meeting, a sub-committee has been formed comprising Andy Rimes, Jim Mallinson and myself, with Steve Robertson as chairman. Its primary purpose is to explore various means of converting the majority of our maps, which are in .DC2 format, into OCAD format. This will allow corrections to be done, and event maps produced, by people other than myself. There has been two meetings, a number of options have been explored and a series of steps agreed. The objective being to simplify the conversion process, while retaining as many of the features we have on our current maps, particularly the ease of generating multi-scale event maps. The map of St Audries has been chosen for these tests so that it can be used for the next event there in the autumn.

## **Quantock Orienteers Club Nights**

Longrun Meadow was created as a Country Park 10 years ago and included a Permanent Orienteering Course which was mapped by the late Dave Holmes. The toilet Block in French Weir Park was replaced by a new building completed in March 2017, funded in the main by Trustees using money raised from the sale of land to build the new LIDL superstore. This is the new Centre for Outdoor Activity and Community Hub (COACH). QO have been accepted as a user licence holder.

COACHING. Chris Hasler and Vikki Page have been trying to incorporate some junior coaching into the Junior Orienteering Group (JOG) for about 5 years, and Chris attended a BOF course at Lilleshall to improve his coaching skills. This developed into a series of Summer Coaching evenings for adults, and Tess Stone (ex-DEVON) was paid to help with these. Tess and Vikki went, at QO expense, to a Coaching w/e at Crewe where they formulated plans for promoting and developing orienteering skills with follow-up activities for Club members.

CLUB NIGHTS. Following negotiations with the Trustees of COACH the idea of regular, evening Club Nights which would include fitness and skills training to take place at the new facility in French Weir Park was discussed. Steve and Julia Robertson met with Judy and Roger Craddock to identify a Project which could deliver:

- Increased participation and fitness for Orienteering in the Taunton area.
- Improved conversion rates for JOG members to QO members, hence increasing the pool of volunteers.
- A 'hub' for meeting, courses, discussion, and social activities to up-skill members and provide a 'Club' atmosphere.

Following encouragement received from Craig Anthony (B.O.F.), Dave Bullock (S.A.S.P.) and JOG members (esp. Angela Modica's 'Buddy' scheme), Judy and Roger Craddock have drafted an application to Sport England for a Small Grant up to £10K to support this one year project 'Quantock Orienteers Club Nights'.

MARCH TRIAL. A trial Club Night was held at COACH on 23rd Feb, 2017 from 6.30 to 8.30pm. Tess and Vikki took the juniors for training/games using headlights on Longrun Meadow while about 20 adults were shown round the new facilities and were provided with demonstrations of the new website (by Jeff Pakes), Routegadget (by Brian Pearson), and an opportunity to discuss the QOFL5 courses with the Planner, Spencer Modica. A discussion followed after which it was decided to run a trial month of Club Nights in March, including outdoor/indoor skills and fitness training for adults and children and also courses on 'Safety in Sport', OCAD mapping, planning, and a JOG presentation evening. A Grant Application would be submitted in March to fund the hire of COACH rooms, payment of coaches and course leaders, to provide materials needed, and to provide modern technical equipment to use with training that would appeal to the younger members. These Club Nights will start at COACH on evenings in September and continue for autumn and spring, and then during the summer on various mapped areas around Taunton.

Roger Craddock. Chairman QO