

Quantock Orienteers – Minutes of Committee Meeting

25 July 2018 at 67 Staplegrove Road, Taunton 19.15 start.

1.1 Attendees: Roger Craddock (Chairman), Rosie Wych, Judy Craddock, Steve Robertson, Bill Vigar, Chris Hasler, Matt Carter, Karen Lewis, Bob Lloyd. Apologies: Jeff Pakes. RC welcomed the two new members.

ACTION – UPDATE CONTACT DETAILS FOR COMMITTEE – RW

2.1 Minutes of previous meeting approved

2.2 Matters arising:

ACTION – FIND AUDITOR FOR CLUB ACCOUNTS READY FOR AGM – RC done JP to do

ACTION – USE EVALUATION FORM TO GAIN FEEDBACK ON SUMMER TRAINING –RW – see agenda item

ACTION – INFORM TESS STONE AND VIKKI PAGE – JC in see agenda item

ACTION – MEMBERSHIP SECRETARY TO PRODUCE/SEND STANDARD EMAIL TO EXPLAIN NECESSITY TO JOIN CLUB AFTER ATTENDING 3 SESSIONS – JR – KL as new membership secretary to liaise with JR

ACTION – PASS INFORMATION ON RINGWOOD EVENT TO MATTHEW CARTER AT MILLFIELD –RC - done

ACTION - CONTACT PLANNER/CONTROLLER TO FINALISE EXACT STRUCTURE OF RELAY EVENT – JC - done

ACTION – REGISTER RT EVENT WITH BOF – JC done

ACTION – CONTACT POTENTIAL NEW MEMBERS FOR COMMITTEE – RC - done

ACTION – CONTACT MIDDLE DISTANCE ORGANISER OVER ENTRY DISCOUNT FOR PARKING VOLUNTEERS – RC – done – meal voucher only discount. QO to subsidize entries by £10

3.1 Finance Report

A relatively quiet period for competing is also relatively quiet on the financial front. The overall financial position is very similar to that shown in the AGM report. Since the AGM we have had income from the SASP Festival of Orienteering (£250) and Millfield (£127) which has been offset by printer toner cartridge purchases, the purchase of an additional fast download printer and team subsidies for the various Summer Relays. Payments for summer training sessions and purchase of extra gripples for sprint event pending. Evaluation of outcome of use of grant from Sport England needs to be completed.

ACTION – COMPLETE SPORT ENGLAND EVALUATION - SR

4.1 Past events:

Millfield JOG – well attended and very enjoyable.

QO SWOA relay – a good concept and much enjoyed. Poorly supported. Fyne Court/Broomfield Village Hall– good venue and facilities. Should be repeated to utilize groundwork done. Item for future discussion.

Norton Camp – again hugely busy and successful. Used 17 volunteers. Participation does not transfer to club events.

ACTION – FORWARD JOG FIXTURE LIST TO SCHOOLS IN FOR START OF AUTUMN TERM - JC

Summer trainings – enjoyed but too expensive to continue. Feedback reflected the value of the training but highlighted issue of problem of travel time to the area used for an evening event especially for young children. One reply commented that better planning would help the training to run more smoothly.

4.2 Future events:

Summer urban series – Richard and JP have now got the series of 4 started. Some of the committee have used – one technical issue still to be sorted.

Lakes 5 days – tent and banner as base at assembly. Social planned for Thursday with food and map review.

British Middle Distance – Roger Dickey has parking team of 15 available. Lewis members offer of help with minibus.

CS final – CH to progress team formulation and transport plans

ACTION – CONTACT MEMBERSHIP RE ENTRIES/TRANSPORT CS FINAL – CH

Club night – 20 August set for SR evening on tips for planners/controllers

ACTION – BOOK BROOMFIELD VILLAGE HALL –SR/RC

Revised fixture list – see appendices.

SW Sprints – in progress and on schedule

Club champs – Possible problem with Brian Pearson as planner. RW pointed out here was lots of information on the website that is inaccurate, and need for organizer and controller. Angela Modica has offered help.

ACTION – UPDATE WEBSITE –MC

ACTION – CHECK EVENT PLAN DETAILS AND PERSONNEL – JC/RC

QOFL 3 – Mike C may need help as controller. BL working on parking.

ACTION – APPROACH TONY HEXT TO ACT AS BACK UP CONTROLLER JC

Galoppen – awaiting permission information before updating map and planning.

ACTION – PERMISSIONS FOR GALOPPEN – BL

Club nights – suggestion of a more social event in the autumn to replace Christmas fixture.

ACTION – PROGRESS SOCIAL EVENING IDEA – CONTACT VIKKI PAGE AND TONY MILROY RW

CS preliminary round – event proceeding using previous planning – SR will revisit control sites October onwards.

5.1 Activities: Mike C and Martin Lewis involved in the “Clueless” activity. Star Track being run by Vikki and Andrew Page. No involvement in Crowcombe Playday as request received too late.

6.1 Membership - no report. KL has taken over role from JR

ACTION – PRODUCE MEMBERSHIP JOB SPECIFICATION - JR

6.2 Volunteers – see report. Need for notice at events explaining the event insurance issues. KL to monitor non-member attendance and contact to promote joining the club.

ACTION – SET UP REGISTER TO LOG NON MEMBER ATTENDANCE AND CONTACT INDIVIDUALS –KL (LIAISE WITH JR)

6.3 Club Captain – CH reported a good QO participation at summer relays with mixed success. Will pursue CS final (see earlier action) and promote YB participation next season

7.1 Mapping & Mapping sub-Committee –see attached BV report.

Discussion identified 3 areas for decisions which were:

- Paper – Aquascribe will be used
- Printing – RC and BV will continue with shared printing responsibility. MC offered back up facility. Local professional printer also available for quick service in emergency.
- Event map numbers ultimately responsibility of organiser – but needs to be optimistic.

Importance of keeping to timescale for map/course production for events vital to avoid last minute issues and mistakes. Planners/controllers MUST check event maps.

SR recommended that OCAD 12 license not be updated – save the money that would go to upgrades especially as QO mappers do not use all existing features. Use of other mapping software recognised especially as it is convertible to OCAD.

RC has been approached re involvement in planning for a new country park area in north Taunton and will progress.

7.2 Permissions – see report. BL added his frustration with the Taunton Deane events portal.

- 7.3 Forestry commission** – see report
- 7.4 MOD Access** – RW has responded to BOF request for information – only NMC used with schools event.
- 8.1 Equipment Report** – no report. New splits printer purchased. SR suggested that the remaining Sport England grant money be used for 3 SIAC cards – agreed.
- 8.2 Website** - see report. MC now assisting JP.

9 AOB

- 9.1** Following some negative comments about organisation of events the importance of keeping to planning schedules (see item 7.1) especially important. Reliance on the willingness of a small volunteer force recognised.
- 9.2 Photography policy** – now on website. Disclaimer added to event entry form.
- 9.3 Club conference** 20 October – no takers.
- 9.4 Members AOB** – none
- 9.5 Doodle poll** next meeting - October

Meeting closed 22.26.

Appendices:

Permissions Report

Compass Sport Cup

March 17th 2019 has now been firmly agreed by FC using the same area as agreed before.

However, there are possible situations that could arise in addition to the usual ones (high winds, extensive damage to the forest, etc.) that could affect the holding of the event.

The o.o.b areas around goshawk nests and the state of the parking field immediately before the event are two.

FC are still working on the assumption that we will not be able to use their forest roads for fall back parking because of the assumed condition at that time.

SW Sprint Championships. Sunday. 19.8.18

TDBC have agreed to the use of Longrun Meadow for the event after further information was passed to them via their events portal.

The event is fully booked with SCC for the Silk Mills Park and Ride Nature Reserve area

The planner is checking other urban areas that are also needed.

Club Champs and Anniversary Event. 9.9.18

This event will now take place at Ham Hill because of the doubtful adequacy of Willett Hill. The date has been booked with the Ham Hill Rangers.

Other Events

Permission for all of the other events up until Christmas is being sought as usual with no obvious problems in sight, although QOFL3 at Great Breach Wood on 2/12/18 is requiring considerable investigation, partly because of the number of owners and interested parties involved and partly because of the search for a parking area.

New Area Investigations

Otterhead Lakes

Permission to use this area has been firmly refused by the Trust involved.

The Spinney

Permission has been given by The Woodland Trust for us to use this area for JOGs.

Combe Wood

Permission has been given by Mrs Jana Truby for the use of Combe Wood (between Lydeard St Lawrence and Combe Florey). She owns part of it and Simon, and David Harrison (who are also happy for us to use it) own the rest.

Bob Lloyd

Mapping Report

Again not much to report, this is not a good time of year to survey most of our areas due to vegetation growth. The only area visited has been Buckland Wood. This is currently worked by FC and, judging by the amount of extracted timber on view, the changes are likely to be quite extensive.

I have done some cosmetic changes to the Croydon Hill map to merge the various styles and sizes into one master version, which is at 1:20K so that the unused southern part is included. The previous 15K and 10K versions are available from this as before.

As there is so little to report, I have added a few thoughts on O-maps in general. Some of these points would probably be best dealt with by the mapping Sub-com., but I thought the rest of the com. should be aware of them. There are 3 topics involved:

- 1/ the quality of the user maps.
- 2/ the convenience of obtaining them.
- 3/ the cost per map.

Different people may allocate different priorities to these.

1/ There was a recent comment by Roger C. about the lack of durability of maps for the recent relay event. As this is the only type of event where maps are used by more than one person, I feel is not a priority issue. He did infer that there is a more general issue of durability, but this is partly a matter of the model of printer being used, it's 'settings, and the type of paper. As a result we have not ordered anymore of the Aqua laser paper we have been using recently but, as far as I know, no one has suggested a viable alternative.

2/ our current method of producing maps is for the planner to use Ppen, either on OCAD maps, or the DC2 maps that I produce. It is then a matter of how they are checked for their final appearance. If the planner has a suitable printer they can do most of this themselves, but there is a risk that the actual competition maps, either printed internally or externally, may be different. For JOGs and QOFLs this is probably a risk worth accepting, so the planner does not need to see the final version. For Gallopens and above the planner probably should see the final version.

3/ this is a thorny issue. With the exception of the, as yet unused CSC maps, we have always printed our own maps. Various makes and types of laser printers have been used, ink jets have not been used due to water solubility and slow printing speed in high resolution modes. There has been no defined 'division of labour' between Roger and myself, in the past Roger has printed most of the JOG maps, as he goes to the events this is convenient. I have printed most of the others. At the moment we are in a bit of an impasse, the Xerox printer I have been using recently has developed a fault. The Xerox replacement part is very expensive £500+, second hand parts only seem to be available in USA, and furthermore some suppliers only ship to USA so I have taken no action at the moment. Prices vary from \$99 upwards but delivery, and possibly import tariffs will add at least 50% to this. If anyone has the time and inclination to pursue this the part number is 062K17233, the printer model is Xerox Phaser 6360. I do still have the Lexmark printer we used previously which can handle, on a suitable setting, the Aqua laser paper. Roger has complained recently about the running cost of his latest Lexmark printer, I did advise him at the time he was thinking of buying it that cheap printers = expensive toner cartridges. Regarding costs, it is very difficult to give a realistic per item cost for our own printed maps as there are so many variables. Not only Roger's comment above but the amount of Yellow and Green on the particular map greatly affects the amount of toner required to print it. I am able to refill the Xerox cartridges so the cost is much less. The expected number of copies claimed by suppliers is based on IEC 24711 which, I think, assumes 25% coverage. Some of our maps with lots of Green and/or Yellow may well be over twice this, so the number printed could be less the 1/2 that claimed. As mentioned above, we have previously not considered ink jet printers, however, there has been a recent development that means we may need to reconsider this. It is reviewed in Issue 287 of PC Pro which quotes a cost per copy of 3.8p for colour, compared with 8.6p to 10.6p for various other laser printers also reviewed. It costs £300 including VAT and, as it is newish, will probably not be discounted for a while. I have queried the waterproof issue with HP but have not yet had a reply. Although some may think map cost is not an issue, it should be remembered that as we seem to have become rather paranoid recently about running out of maps at events, we have often sold less than 50% of the maps printed, thus doubling the cost. This is particularly true of the Yellow and White maps. At the recent Blackborough event we printed 15 and sold 2 White maps. I have enquired of the treasurer how much we paid for the CSC maps, printed by BML, including the CDs, VAT and delivery, but have, as yet, not had a reply. This makes it impossible to form a judgement on internal v external printing issues.

P.S Contrary to our previous information, the paper we used for many years, Pretex 30 120g, is still available. The bad news is that it is not stocked, so has a minimum order of 30k A4 sheets! Rather a lot of paper, if stacked 4 packs to each layer it would be 1.2m high, the total weight would be 216Kg. Other stacking arrangements would increase the area required while reducing the height and floor loading. It may be possible to offload some to another club, like NGOC for example, who print their own maps. Compared with other sources it is a very competitive price per sheet. At least we would never have to address the paper supply problem again. I presume it does not have a shelf life! Quote is attached.

Fixtures Report

Date	Event/Activity	Venue	Grid Ref	Post Code	Planner	Organiser	Controller
01/08/2018	Star Track	B&T maze	ST214 248	TA1 5LL	Judy Craddock	Vikki Page	
19/08/2018	SW Sprint Champs	LRM + Taunton etc.	ST220248	TA1 1XG	Gavin Clegg/ Andrew Page	Roger Craddock	Chris Kelsey
09/09/2018	Club Champs	Ham Hill	ST479165	TA14 6RW	Brian Pearson		
10/09/2018	Riverside Beavers				Jana Truby		
15/09/2018	JO61	Vivary Park	ST229239		Jenny West		
22/09/2018	JO62	The Spinney	ST222295	TA28HP	Angela Modica		
29/09/2018	JO63	Fyne Court+ WI	ST222321	TA5 2EQ	Steve Robertson		
07/10/2018	QOFL 1	Ashley Combe	ST161374		Mark Maynard	Chris Philip T1	Gavin Clegg
13/10/2018	JO64	Lydeard Hill	ST181233	TA4 3DY	Karen Lewis		Bill Vigar
20/10/2018	JO65	Broomfield Hill	ST211325	TA5 1AX	Chris Hasler		
27/10/2018	JO66	Queens College	ST218231	TA1 4Q5	Andrew Page		
03/11/2018	JO67/QOAD	Buckland Wood	ST189176	TA3 7SU	Richard Sansbury		
11/11/2018	QOFL 2	Wilmots Pool	ST 156380	TA4 4AB	Robert Green	T2	Andy Rimes
17/11/2018	JO68/QOAD	Castle Neroche	ST267158	TA20 3LB	Chris Philip		
24/11/2018	JO69	Willett Hill	ST101337	TA4 3QD	Rosie Wych		
02/12/2018	QOFL 3	Great Breach + Combe H	ST504329	BA6 8TP	Matthew Carter	Rosie Wych T3	Mike Crockett
27/01/2019	QOFL 4	Culm Davy	ST128167	TA21 9QH	Karen Lewis	Roger Craddock T1	Bill Vigar
10/02/2019	QO Galoppen	Croydon Hill	SS978423	TA24 6TA	Rosie Wych	Andy Rimes	Andy Reynolds
16/02/2019	Maze	Langport				Toomers	
17/03/2019	CSC	The Slades	ST164356	TA4 3HE	Steve Robertson	Richard Sansbury	Alan Simpson
14/04/2019	QOFL 5	C Neroche + Middle Room	ST267159	TA20 3LB	Tony Hext	Angela Modica T2	Pete Akers
19/05/2019	QOFL 6	Blackborough North	ST102083	EX15 2HE	???	Chris Hasler T3	

Volunteers Report

I'm still concerned about the event insurance issue for organisers, a group which of course includes myself. That is, the BOF Chief Exec confirming this spring that event insurance is rendered invalid if non BOF members attend after their first three runs ever.

I'd feel a lot happier about organising and recommending organising to others if we had some sort of club stance on what is acceptable and what is not regarding non-joiners and non-renewals, and ran this by BOF for sense-checking.

I have volunteered to audit the 2017-18 club accounts and will do so when I find the time.

QO teams have been set up for next season.

Jeff Pakes

Website Report

Paul Frost (PF Web) is now back from his travels. I've requested a small fix plus the work that was agreed at a prior meeting to make the Information Section better presented.

Have accepted a kind offer from Matt Carter to help out with the website. Matt has been set up with a user account and has had a look around and done a small test for me.

The most significant work I've done of late is to set up the MapRun summer series, which is accessed entirely via the website.

I'm away between Thursday 26 July and Sunday 5 August inclusive and don't expect to be able to attend to the website again until later in that week, probably the weekend. This means I'll probably upload the MapRun maps for the next two weeks' runs shortly before I travel. If any changes need doing to the Southern Sprint Champs during that period, those concerned might want to obtain a website user login from me so they can do the updates themselves.

The site has benefitted greatly from some excellent write ups for recent events, Graham Hartley (Fyne Court, Portishead) and Andy & Rosie (O France).

Photography. I would like it if we adopted Sarum's approach. They upload photos to the website selectively to illustrate the text rather than upload en masse. They use a link to Dropbox when someone's taken an album's worth of photos, which is set up to expire after a month. I believe this achieves the right balance and prevents them having to weed out old photos later on (thinking of both GDPR and server space).

Assuming that the excellent flow of photos (and captions) continue, if Judy (via Jim) could continue to provide a Dropbox link to me, I can share this on the website. Note that I won't necessarily always pick up on whether pictures are GDPR compliant or not, so I leave it to Judy to make those decisions. I've now uploaded our photography policy, as drafted by Rosie.

Jeff Pakes

QO Photography Policy

QO and British Orienteering are keen to promote the sport of orienteering and support parents and guardians in celebrating and publicizing their children's achievements. We appreciate the direct and indirect risks to children and young people if images are not used correctly. QO adheres to the BOF policy on the taking of photographs at events. This provides a sensible balance between the benefits and risks associated with the taking and use of images. If you are unsure about acceptable practice, please speak to the event organiser.

Full details of BOF policy may be found on their website in the policy document "Safeguarding, Image Taking and the Use of Images" from which the following are the salient features:

- There will be a standard statement on the website for all events at the foot of the page stating "QO has an agreed policy on the taking of photographs at events, based on national guidance. This provides a sensible balance between the benefits and risks associated with the taking and use of images. If you are unsure about acceptable practice, please speak to the event organiser.
- If, for any reason, as a parent or carer of a junior member of the club you do not want your child being photographed at club events, and therefore potentially appearing on the QO website or Facebook page, please inform the club membership secretary/chairman. Individuals may also request that images are erased.
- Standard practice is not to give the full name of people who appear in photographs, unless there is some special reason and agreement to do so, such as a trophy winner. Club photographs use images which promote the best aspects of orienteering, focus on the activity rather than the individual, avoid images showing the full face and body of a child and avoid images which could be prone to misuse.
- Individuals taking photographs on behalf of QO do not personally store the images taken.
- We will exercise judgement and follow the above guidelines when uploading photographs of individuals onto the website as these obviously then enter the public domain.
- Event officials (via the Organiser) will keep an eye out for anyone taking photographs. Where necessary, they should gain re-assurance they are acting appropriately. If anyone is not acting appropriately, at that point the event organiser can warn them that we may need to follow it up and may also need to refer their behaviour to the police.

Forestry Meeting

Although - following BOF guidelines - the onus is on the individual to "opt out" of photographs being used it is sensible and polite practice for our photographers to regularly check with parents at events that they are happy with photographs of their children being used by QO. Summary. Meeting with F.C. at Fyne Court. 2.15pm on Thurs. 19th July 2018

Present: Owen Jones (OJ. AONB-Quantocks), Judy Craddock (JC. Fixtures-QO), James Latus (JL. F.C. Quantocks-replacement for Andy Harris), Bob Lloyd (RL. Permissions-QO), Roger Craddock (RC. Chair-QO)

Apologies: Rob Greenhalgh (RG. Community Ranger for Blackdown Hills), Steve Robertson sent apologies after meeting, Andy Harris is on 12 month placement looking at environmental issues in South and West areas.

1. Minutes of previous meeting.

2. Introduction.

a) OJ informed meeting of change of generic e-mail address for F.C. officers:

firstname.secondname@forestryengland.uk

b) OJ introduced James Latus as Andy Harris replacement working under Nick Salter from Cockercombe office. (Work mobile: 07787272423)

c) Rob Greenhalgh deals with any permits/issues in Blackdown Hills

3. Progress with FC work.

- Cockercombe: felling could restart in September to the South of the road to Triscombe, hopefully finishing in three months. It is likely that there will be map corrections in this area, but it is thought there were few controls in this area. Extraction routes will be repaired, but are unlikely to be usable for ordinary vehicles. OJ will supply RL with map of areas to be worked in 2018. Felling area north of Cockercombe forest road should commence in September (no impact on present CSC courses). Unlikely that forest roads will be useable from Warm Corner for CSC parking.
 - Ramscombe; Felling completed. Extraction lanes repaired with 'log piles' Not sure what is meant by this? Uncertain how state of roads up the combe will be affected when QOFL scheduled in September. Thought this was October?
 - QOFL1 in Ashley Combe in Great Wood: F.C. are happy with control sites and area, but problems with parking options. Three options available – depends on progress of Forestry work. J&RC to investigate options and to inform the planner, Mark Maynard.
4. Compass Sport Cup Preliminary Round. The date of the next year's round had been agreed as 17th March, 2019 at the Slades. It was hoped that the original maps might have little change, but the same constraints were in place on nesting birds. Main parking and back-up options were discussed. Mr Fewing's field was still considered the main option.
 5. Willet Hill. The QO Club Championships have now been moved to Ham Hill on 9th Sept 2018. Owen Meredith (Forestry work supervisor) does not have an issue an event (JOG) in this area on 24th November 2018. The tower is in a undergoing work and is fenced off.
 6. Croydon Hill in 2019. Use for Galoppen on Sun. 10th Feb 2019? Date accepted. No rallies are now scheduled until autumn 2019, so parking possible above Nutcombe Bottom on forest roads. OJ to investigate date with Nick Salter (Forestry Commission).
 7. Alfoxton Estate. Still no information on owner. James knows area and made several suggestions about possible parking and approaches. (Kilve Court and Holford Cricket club?). Alfoxton House is now on the market again for £2 million.
 8. Windown. OJ informed that major forestry works were proposed for 2020.
 9. Buckland Wood, Blackdowns. Forestry work had started. RG to be asked for plans and schedule.
 10. Next meeting. Tues. 2nd Oct. 2018 proposed at 2pm Fyne Court.