



# Quantock Orienteers

## Minutes for QO Committee Meeting

19.15 – 5<sup>th</sup> June 2019 at 67 Staplegrove Road

<b>1</b>	<b>Start (19.15)</b> <b>1.1</b> Attendees and apologies	<i>In attendance : Roger Craddock (Chairman), Steve Robertson, Andrew Hopkins, Jeff Pakes, Chris Hasler, Karen Lewis, Bill Vigar and Judy Craddock</i>  <i>Apologies from : Rosie Wych, Matt Carter, Bob Lloyd and Jana Truby</i>
<b>2</b>	Matters arising: ACTION – EXPLORE PP DONATION AMOUNT – MC ONGOING  ACTION – UPDATE ORGANISER INFORMATION – REGISTRATION SLIPS ONLY NEED TO BE RETAINED FOR NON CLUB MEMBERS. BOF REQUIREMENT - DETAILS OF EVENT VOLUNTEERS TO BE KEPT ACTION – QUERY WITH AR PROGRESS ON MAPPING OF SCOUT GROUNDS AT BISHOPS LYDEARD –RW ACTION – QUERY BOF INSURANCE REGULATION FOR NON ATTENDEES – RW DONE – SEE REPLY IN MEETING MINUTES	<i>Purple Pen Donation - Committee agreed a donation of £100.00. Steve will pay it.</i> <i>KL to update organiser information. Registration slips for new registrations and helpers to be retained by the secretary for 7 years.</i>  <i>Mapping of Scout grounds at Bishops Lydeard – on-going by Jenny West.</i>  <i>Complete - NFA</i>
<b>3</b>	<b>Money (19.30)</b> <b>3.1</b> Finance report  <b>3.2</b> Recommendations for QO fees and event charges  <b>3.3</b> HPC small funding report  <b>3.4</b> SWOA committee membership	<i>Steve</i> <i>Thanks to Steve for a thorough and thoughtful report.</i> <i>Thanks to Jeff for auditing</i> <i>Recommendations to AGM = QO AGM - Income &amp; Expenditure Summary Fiscal 2018-19</i> <i>Committee agreed to keep membership fees the same.</i> <i>Committee agreed QOFL fees to be as follows – Adult £8, Junior £3, Family £16, Group £8, Dibber hire £1, Second Run £1. Non BOF members to be charged the same. Helpers to pay 50%.</i> <i>Hinkley grant application still on-going. 2<sup>nd</sup> submission with more evidence.</i> <i>Perhaps in conjunction with another group – Stowey Walkers. Funding ideas discussed including Bridgwater urban map.</i> <i>Karen agreed to attend the next SWOA meeting. SR asked to join SWOA – he confirmed that he has declined.</i>

<p><b>4</b></p>	<p><b>Events (19.50)</b></p> <p><b>4.1</b> Past events: QOFLs 5 and 6, CSC</p> <p><b>4.2</b> Plans for future events:</p> <p>Norton Manor schools event</p> <p>QOFLs/ Review QOFL structure JOGs, SWOA Relay, Club Champs, Galoppen 2020 Future of urban events – maps and format Report on Planning Courses for QOFLs and JOGs Safety Course required</p> <p><b>4.3</b> AGM: arrangements – date, venue, format, refreshments.</p> <p>Officers for 2019-20 Committee proposals for Chair, Secretary, Fixtures Nominations for new members</p>	<p><i>Thanks to planners, controllers, organisers. Couple of issues that arose – reason, control of problem, actions required.</i></p> <p><i>Fixture list circulated. Team leaders – Chris Hasler, Karen Lewis + 1 more to be found.</i></p> <p><i>RC &amp; JC going to go over to Norton Manor to see the extent of felling and how it affects courses.</i></p> <p><i>All events and planners in place for 2019</i></p> <p><b>ACTION – JC/RC to check grid references</b></p> <p><i>Committee agreed to retain the light green course.</i></p> <p><i>Use of SIAC at Level D events has been left up to the planner / organiser.</i></p> <p><i>Two events shared with Devon – QO to add a Brown course and Devon to add a White course.</i></p> <p><i>Thanks to Martin, Karen and Angela for stepping in to get Club Champs at Ham Hill up and running.</i></p> <p><b>ACTION – KL to write to Devon re Safety Course</b></p> <p><b>ACTION - Judy to write to Richard Sansbury and say QO willing to offer to do the SW Sprints October/November 2020. QO (SR) to evaluate areas and let them know</b></p> <p><i>AGM to be held at the Lord Nelson, Norton Sub Hamdon after Club Champs on the 31<sup>st</sup> of August. Refreshments and presentation of QOFL trophies.</i></p> <p><i>No nominations received for Chair. Secretary, Treasurer, Permissions, and Fixture Sec. Recommendations to AGM accepted.</i></p> <p><b>ACTION – Roger to approach possible candidates for Chair and new committee members</b></p>
<p><b>5</b></p>	<p><b>Activities (20.45)</b></p> <p><b>5.1</b> Junior Orienteering Group</p>	<p><i>JC - Two JOGs since last meeting. Young Wood and Blackbrook. Thanks to Tom and Jenny</i></p> <p><i>Poster prepared for the next season of JOGS. Charges to remain the same.</i></p>

6	<p>People (20.55)</p> <p>6.1 Membership</p> <p>6.2 Volunteer Report</p> <p>6.3 Club captain. Yvette Baker final. Relay entries.</p>	<p>KL – increase since last meeting – 3 seniors, 2 juniors, 3 families. New arrangements for displaying lapsed membership on BOF website.</p> <p><b>ACTION – KL to pass to JC letter of introduction / 3 strikes</b></p> <p>Jeff has organised the teams. Team leaders to find organisers. Robert Green to be the SI team leader.</p> <p>Chris has sent around an email to get members to join the relays. At present we have half the required numbers for the Yvette Baker final. Entries have to be in by 8<sup>th</sup> June.</p>
7	<p>Places (21.10)</p> <p>7.1 Mapping &amp; Mapping sub-Committee</p> <p>7.2 Permissions</p> <p>7.3 Report on meeting with Forestry</p> <p>7.4 Ham Hill. S.S.D.C</p>	<p>Steve suggests that mapping have a meeting to discuss the state of maps against areas to be used next year.</p> <p>Thanks to Bob for his handover to Andrew. Andrew has access to the BOF membership list. Andrew working to get permissions for all fixtures and all look good so far.</p> <p>As a result of new staff at FC, new timescale for planners. Andrew will need an All Controls map at least 8 weeks before event.</p> <p>No meeting since last meeting. Meeting on the 18<sup>th</sup> June. Paul Chavasse invited to attend and <b>Andrew asked to take minutes.</b></p> <p>Pete Akers and Tony Hext re-mapping. CATI on 24<sup>th</sup> July.</p>
8	<p>Equipment and communications (21.30)</p> <p>8.1 Equipment report</p> <p>8.2 Website</p>	<p>More stakes and bags purchased in order to make the maze equipment a separate entity</p> <p>New QO tops available - £20 adult / £16 junior</p> <p>Jeff is in need of assistance and has suggested an informal tutorial for those interested in submitting reports etc.</p>
9	<p>Any other business (21.45)</p> <p>9.1 Doodle poll for next meeting</p>	<p><b>ACTION – KL to do a Doodle Poll for the next meeting after the AGM.</b></p>

Meeting closed at 10.30 pm.

## Permissions Report for Comm Mtg of 5.6.19 – Andrew Hopkins / Bob Lloyd

Regarding getting permissions for recent events, they have been obtained but with concerns in the cases of the Compass Sport Cup in the Slades, QOFL5 at Staple Hill and QOFL6 at Blackborough N.

Perhaps Steve will say a few words about the CSC with reference to the limitations imposed by FC because of the Schedule 1 nesting birds and what had to be done to work round them. I believe that “working round them” was a good description of what had to be done.

I have attached a separate note to the covering email specifically on the subject of getting permissions from The Forestry Commission.

Andrew Hopkins and I have communicated about permissions, regarding specific events and general principles, on several occasions. He is looking into the events in the autumn and has used information from my records for earlier events at the same venues and consulted me about owners.

I believe that he will send a brief report giving his view of the permissions secretary changeover.

I said that I would carry on doing the whole permissions job until the end of June, including starting the application processes for small and medium sized events in the fixtures list beyond that date. I am still happy to do that but as Andrew has already started working on the JOGs in the autumn, I will keep abreast of the state of affairs and make myself available as necessary.

### **Update from Andrew Hopkins**

As Bob mentioned the transition between permission secretaries has begun and I am slowly making inroads in to seeking permission for all fixtures taking place this Autumn.

To date, permission has been confirmed for the following events:  
JOG's taking place on 21/9; 5/10; 12/10; 26/10; 2/11; 9/11 and 23/11.

Confirmation of the landowner permission having been received has been passed to the relevant planner with a request from them for an updated risk assessment and a map showing the location of all control points 2 weeks prior to their event.

Approaches have been made to all other landowners for other events taking place in 2019 and I hope to receive formal confirmation of these in the near future. I will make a start on 2020 fixtures in July.

Bob and I will work together on a formal exchange of paperwork at the end of the month, but I would like to put on record my appreciation of the help and support he has given to me so far.

Report Re. FC Permissions Procedure, etc

Things seem to have changed a bit recently regarding getting permissions for events from FC.

I have attached a blank FC application form (that has to be filled in for QOFLs and above) and the form as filled in for QOFL6 at Blackborough N.

Some time ago I managed to get acceptance by local FC of the post of Permit Holder being added to the form, in addition to that of Organiser. I did this to avoid new organisers or those who only do two or three events a year having to find out what to do and who to contact about it. The FC permissions administrators and foresters now mostly deal with the Permit Holder but it may be more more appropriate for foresters to liaise directly with the Organiser and/or Planner, particularly for big events.

So far the Permit Holder has always been the QO Permissions Officer, i.e me up to now and soon Andrew, unless the committee wants change this.

The FC application form states that applications must be received "a minimum of eight weeks prior to the start or promotion of any activity or event".

It can obviously be difficult or in some cases impossible to comply with this in all respects.

Items and matters that can obviously be difficult are:

The exact competition area that is needed.

The proposed parking area, access to it and the "base area" layout, if within the FC area.

An all-controls map. (This is not stated as required on the form but is usually asked for so that the forester can check for possible difficulties at control sites).

A risk assessment for the event.

The planner, organiser and mapper are obviously critical in getting all this information together and as we know many factors can make it difficult for them to achieve this, some of them completely out of their control.

To get round this situation, which has prevailed for years if not ever since I took over as P.O, I have drifted into the following procedure.

Two or three months before the event (or more if the area is known to have possible problems or any owner can be difficult) I email the forester, asking if the date is OK in general and if there is anything about the area that would make it difficult for us to put on an event. The latter would possibly include questions about parking. If the planner and mapper are already involved, they may already have information.

If things seem OK and the forester is happy to mark the date in the diary, I note this in my chart and may email the planner, etc. about it.

I then start filling in the application form, using the information as it is available. My intention is to get the fully completed form to FC three or four weeks before the event. Sometimes this is not possible, so I send it in without an item or two (usually the risk assessment and/or the "all controls "map).

I realise that I have been sailing a bit close to the wind at times recently, sending in the final application as little as two weeks before the event, on the unjustified assumption that

this is just a "rubber stamping" exercise. However, I don't think that I have had an event cancelled because of a late application.

The scare at Blackborough N. was caused by getting the actual final application in only three weeks before the event, the fact that the newish permissions administrator, Gina Ford, seems to work by the book and is always nearly up to date (whereas her predecessors were often not) and the fact that it was thought possible, presumably by the foresters, that schedule 1 birds were nesting in the area. Whether they actually were or not may not have been discovered, as an assessment is stated to have not been possible.

See the attached email I got from the Forester for the Blackdowns, Jon Burgess, after I had emailed him and spoken to him over the phone. I think this covers his attitude pretty well.

We have been over this ground before with Andy Harris, an earlier Quantocks warden.

I must admit that we probably never complied with the conditions that he would have given us then, for the reasons I have mentioned earlier.

Jon Burgess is a much tougher proposition, as his initial decision to refuse permission for this event demonstrates.

My only suggestion is that we say we will comply with the conditions and then try very hard to keep as near to them as possible. I'm sure that some slippage will be possible (6 weeks instead of 8?). I realise that this will be very difficult for some planners.

We can obviously bring up this subject at the forthcoming QO/FC meeting but will have to tread carefully.

Finally, how do other clubs get on and is there any information from BOF about it?

Mapping – Bill

As the vegetation has made map revision difficult at this time of year, except in open areas, I have nothing of substance to report.

Mapping – Andy Rimes

North Quantocks - as per the master file sent by Bill V this is now fully converted and geo-referenced in OCAD12 to ISOM2017 standard at 10000 scale. I have added the previously converted St Audries map to it so it is now continuous from the far NW end all the way down to the Triscombe access road which forms the Southern border.

I have not looked at any accuracy, nor done any survey work etc., apart for the St Audries area used for last event.

South Quantocks (south of Triscombe road) including Broomfield – files to be sent by Bill V for conversion.

All Blackborough map as per BV's latest is also converted at 10000 to ISOM 2017 in OCAD12. North end should be pretty accurate as Bill V did a lot of updating for the last QOFL. South will need some update work.

Other Andy R projects:

As and when I get time I am working on an urban 4000 scale map of Wiveliscombe - it may be ready for next Summer if I get time this autumn/winter.

I've done some exploring up at Haddon Hill / Wimbleball - quite a large area with a mixture of woods/forest and open heathland with some interesting bits- could support colour coded events including brown. It's part of Exmoor Nat Park so access could be possible. There is ample parking with toilets at Haddon Hill. This would require access agreement in place before I commit to any further work as it's some way away.

I have also done some walking and runs around the perimeter wooded areas of Clatworthy reservoir- very nice and a possibility for QOFL level events?

Membership Report May 2019 – Karen

British Orienteering has recently changed the length of time in which lapsed memberships are displayed before moving to expired membership. Lapsed membership will now be displayed until 31 st March. This change was introduced to reduce the number of members joining again as opposed to renewing.

This means that on the British Orienteering website the lapsed membership report is now blank and will remain so until the 1 st of January 2020.

Richard Sansbury (Fixtures Secretary)

As QO's new fixtures secretary I would like the committee to choose a date for a relay in 2020, assuming QO wants to continue in the SW series. Already the following dates are taken: 14, 21 & 28 June and 12 July. 1st and 2nd choice dates would be preferred.

Also I would like to ask the committee if there is any interest in the following, for which any interest needs to be expressed by end July:

SW sprint, middle and long distance championships in 2020. Traditionally the long is at the Caddihoe, and in 2020 the middle may also be at the Caddihoe, to be confirmed. No offers for a sprint made yet.

SWOA is due to host the Southern Championships in 2022 and 2025. We've been asked if this could also serve as the British Long Distance and Relay This means that on the British Orienteering website the lapsed membership report is now blank and will remain so until the 1 st of January 2020.

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