

# PORTSMOUTH NAVAL GLIDING CENTRE

Minutes of the Committee Meeting held on the 28<sup>th</sup>.October 2008

<b>Present:</b> Chairman	David Durston
Vice Chairman	Tony World
Secretary	Alan Turner
Treasurer	Peter Waugh
Chief Flying Instructor	John Hale
Ordinary Members Representative	Phil Moore
Full Members Representative	Cat Stevens
Membership Secretary	Kevin Hills
Full Members Representative	Nick Lambert
Events Co ordinator	Neil Shaw

<b>Apologies:</b> Full Members Representative	Andy Durston
Special Members Representative	Gerry Holden
Assistant Treasurer	Chris McCulloch

2.00	<p><b>APPROVAL OF PREVIOUS MINUTES AND MATTERS ARISING</b></p> <p>The Previous Committee Minutes were approved by unanimous vote.</p> <p>The efforts to involve Navy PTI's with the Club activities remains ongoing</p> <p>The Stock take/valuation of Club equipment remains ongoing. This needs to be with the RINGSA as soon as possible.</p> <p>The meeting with the Club Inspectors to consider the in house C of A work has still to be arranged.</p> <p>Regarding the Bursaries obtained from the Caroline Trust two of our junior members have now qualified and the Club will award them a further £100 each from our funds.</p> <p>Further Bursaries available to PNGC members would be investigated.</p>	<p>David Durston</p> <p>Alan Turner/Tony World</p> <p>Tony World/David Durston</p> <p>Nick Lambert</p>
3.00	<p><b>SAFETY MATTERS</b></p> <p>The meeting of the new Safety Committee at the Airfield has been arranged for Friday 27<sup>th</sup>.November which will be held at CHC Offices. The CFI will attend to represent the Club.</p> <p>It is noted that amongst the conclusions of the CAA report on the Airfield that the taxiways should be all available and PNGC access assured together will the opening of crash gate 3 for us.</p> <p>Following the incident when recently when a Glider trailer became detached from the towing vehicle when being towed on the perimeter track Gerry Holden will take photo's of the damage and monitor the situation regarding</p>	<p>John Hale</p> <p>Gerry Holden</p>



	<p>Insurance claim o/s           £ 9,800.00  Flying Account balance       £ 2,452.20  Invoices outstanding         £ 4,389.21  Advance paid flights         £ 1,303.50  Immediately available       £65,391.73</p> <p>The treasurer observed that we were approximately £10k. down due largely to our glass fibre fleet being sent out for C of A and general repair work. Also work was done on FO.</p> <p>As already referred to, the identification of what we can do in house remains crucial and ideally completed by the end of November.. It should be a target for 2009 to identify weekends when gliders could be worked on. It is suggested that each of our inspectors might be allocated one aircraft to work on for its C of A.</p> <p>Neil Shaw produced a paper for general consideration for hire charges for our gliders. This is appended to these minutes for perusal by members and feedback. In the meantime our published rates should be withdrawn.</p>	
9.00	<p><b>EQUIPMENT REPORT</b></p> <p>Already discussed and dealt with. VH should be signed off this week. Work on ZZ remains ongoing and is within budget. The new bowser has arrived but we need to get drivers trained up to put it into operation. This will be done within the Navy training program. Cat Stevens has volunteered. The plan is to get supplies from Yeovilton or Odiham and use it to fuel our tugs only. The old bowser will remain to supply other aircraft used by members.</p>	
10.0	<p><b>ANY OTHER BUSINESS.</b></p> <p>Both Nick Lambert and David Durston attended the RNGSA Meeting on the 10<sup>th</sup>.October at Yeovilton. Full details are appended together with the Chairman's notes and actions,RNGSA Achievements and a draft fixture list for 2009.</p> <p>We have be asked if we have any archive material relating to the Club's history for a RNGSA publication due next year. Gerry Holden to investigate.</p> <p>It was decided that if future all applications for membership will be vetted by the Committee for approval and incorporated in the forms will be requests for their contributions in the running of the Club.</p> <p>Comment has been received regarding the lack of heating in the Clubhouse. Fan heaters have now been provided with timers to enable them to be set for times when it is known that the Clubhouse will be used.</p> <p>Tony World offered his meeting room facilities for the RT training programme if required.</p> <p>Two vehicles are being made available to us from HMS Temeraire, a Mazda 4 x 4 and a minibus which will be very useful. They will be kept roadworthy and be used by RNGSA generally but based with us .They will only be</p>	Gerry Holden

	used on specific tasks outside the airfield. It is proposed to hold the Christmas party at the Clubhouse on Saturday 6 <sup>th</sup> .December. The Secretary will contact Paula Aitken to make the arrangements.	
11.0	<b>DATE OF NEXT MEETING</b> Tuesday 2 <sup>nd</sup> .December	

Commander C J BRYNING Royal Navy (Retired)



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11 Oct 08

See Distribution

<b>Present:</b>	Cdre LAMBERT Cdr BRYNING RN (Ret) Cdr P JESSOP RN WO2 M WOOD Lt A DURSTON CPO D SMITH Mr P MOOREHEAD Capt D DURSTON Cdr G BOWKER Mr G KOSAK	Chairman Secretary Treasurer Expedition Sec Policy Member Competition Member Air Member Chairman PNGC CinC Fleet CFI SGC
<b>Apologies:</b>	Cdr M WALKER Surg Capt P WAUGH RN(Ret) CPO FARR Mr J HALE Mr A WORLD Cdr D CUNNINGHAM	Chairman HGC PNGC Treasurer CFI HGC CFI PNGC Manager PNGC Chairman SGC
<b>In Attendance:</b>	Mr D MARPOLE Mr T RICHARDS Mr G PHILLPS	HGC Treasurer SGC Secretary Safety Member HGC

Item	Discussion and Decisions	Action

<p><b>Introduction:</b></p>	<p>1. The Chairman opened the meeting by welcoming all and thanking them for attending. His aims for this meeting were to recognise the achievements of what has been a very successful year, despite the weather. To review any problems experienced within the context of a successful year. And as a result be able to look ahead to 2009 as being an even more successful year!</p> <p>2. <u>Points from a meeting with the RAFGSA and BGA</u></p> <p>a. The RAFGSA are looking to set up links with RAF ATC units so that young post solo pilots have somewhere to continue their flying career. The Clubs should contact their local ATC units to make them aware of the possibilities available. Additional options;</p> <ul style="list-style-type: none"> <li>- CNR ACLO's to approach ATC squadrons? Cdr Bowker to contact CNR to discuss.</li> <li>- Funding. <ul style="list-style-type: none"> <li>= Use BGA recommended options – see S&amp;G Feb-Mar 2008 article “Opertunities in Aviation”.</li> <li>= Use FAAOA Naval Careers Initiative. Mr Marpole to contact Cdr Vigrass.</li> <li>= Link RNGSA website to FAAOA option.</li> </ul> </li> <li>b. There will be a Tri Service, probably RAF, member on future BGA Committees to improve liaison.</li> </ul> <p>3. <u>RNGSA Fixture List</u> To be published. The aims are to;</p> <ul style="list-style-type: none"> <li>a. Build on the baseline of 2008</li> <li>b. Cover all club and RNGSA events</li> <li>c. To provide; <ul style="list-style-type: none"> <li>- Deconfliction of dates</li> <li>- Aircraft allocation plan</li> <li>- Highlight problem areas that require action, inc the need for service vehicles.</li> <li>- More ISGR entries – target for 09 is 10.</li> </ul> </li> </ul> <p>The Fixture List is to be completed by the end of Oct and aircraft allocation plan by end of Nov to include agreement on the “hire rates” for aircraft for confirmation at the next meeting. To be co-ordinated by CPO Smith with inputs from all clubs, PNGC – Mr World, HGC – CPO Smith, SGC – CFI, RNGSA – Exped Member.</p>	<p>Cdr Bowker</p> <p>All Clubs</p> <p>Mr Marpole</p> <p>Sec</p> <p>All Clubs</p> <p>Comp &amp; Exped Members</p> <p>Sec</p> <p>All Clubs</p>
<p><b>Minutes of last Meeting and Actions arising:</b></p>	<p>4. The minutes of the last meeting were accepted.</p> <p>5. <u>Strategy Paper</u> This has been drafted and reviewed.</p>	

	<p>COS (AV) has declared his support, however, the paper seems to have gone to ground. The Chairman agreed to chase.</p> <p>6. <u>Equipment Lists</u> The Chairman requests lists covering, real estate, aircraft – service and private- and support equipment from each club, including values if available. The document should also include any areas of difficulty. Lists to him, copy the Sec by the end of Oct.</p> <p>7. <u>CNR Course Reports</u> Cdr Bowker reported that CNR was happy with the level and standard of reporting so no new report was required. However;</p> <p>a. The Chairman would wish for all reports to be forwarded to him by clubs.</p> <p>b. The Chairman intends sending a summary to 2SL.</p> <p>c. The Chairman wishes to develop an annual output report of the RNGSA’s efforts for 2SL covering Recruitment, AT, Sport and recreation. This will require a synopsis of achievements for 2008 from each club to the Secretary.</p> <p>8. <u>Tri-Service Gliding Handbook</u> On hold for 12 months pending the RAFGSA’s reorganisation into a Charitable Trust. A revised and updated copy of the RNGSA Handbook has been published and issued in softcopy to cover the gap. A copy will be forwarded for publication on the RNGSA website.</p> <p>9. <u>Charitable Status</u> The Chairman asked the Treasurer to investigate the implications of this development for the RNGSA and clubs.</p> <p>10. <u>First Flight Funding</u> Treasurer to discuss funding with Temeraire.</p> <p>11. <u>RNGSA Website</u> At <a href="http://www.rngsa.com">www.rngsa.com</a>.</p> <p>a. Clubs to publicise, particularly to younger members.</p> <p>b. PNGC Forum function to be included to provide an RNGSA wide contact area.</p> <p>c. Temeraire funding to be investigated.</p> <p>d. Committee thanks to Peter Waugh for his sterling efforts to set up this most useful tool for the future development of the RNGSA.</p>	<p>Chairman</p> <p>All Clubs</p> <p>All Clubs</p> <p>Chairman</p> <p>Sec</p> <p>All Clubs</p> <p>Sec</p> <p>Treasurer</p> <p>Treasurer</p> <p>All Clubs Lt Durston</p> <p>Treasurer</p>
<b>Treasurer’s Report</b>	<p>12. See attached report and note his new contact details both for work and home.</p>	

	<p>13. Funds available for disbursement £7000.</p> <p>14. <u>5-Year Plans</u> PNGC's input requested. Copy to the Chairman when the RNGSA plan is completed.</p> <p>15. <u>BGA Fees</u> PNGC are requested to review their bid in line with the RNGSA policy that only Service members who pay the full annual club subscription are declared to the BGA as Full BGA members. Service members who pay a reduced fee for the first year or pay no fee for an AE flight are considered Temporary members for BGA reporting purposes. The small cost of their BGA Temporary membership is to be borne by the clubs. (See RNGSA Committee minutes dated 18 Nov 02).</p> <p>16. <u>ISGR 08 A/C Hire</u> Two seat funds for 08 to go to PNGC.</p> <p>17. <u>Bursaries</u> To be discussed at the next meeting.</p> <p>18. <u>D Week Overspend</u> The committee agreed to cover this small amount estimated to be £20.00.</p>	<p>Treasurer</p> <p>PNGC</p> <p>Treasurer</p> <p>Sec Treasurer</p>
<p><b>Grants and Sponsorship</b></p>	<p>19. <u>Sponsorship</u> Nil.</p> <p>20. <u>Grants</u></p> <p>a. <u>Major</u> PNGC are still working on the viability of their bid for a 2 seat glider. There were no other bids from the other clubs.</p> <p>b. <u>Minor</u></p> <ul style="list-style-type: none"> <li>- SGC bid for a tow truck as been submitted.</li> <li>- HGC bid for a tow truck has gone right.</li> <li>- HGC need approx 4k to complete repairs to both Putchaz but are short of supporting funds. Chairman requested a concise business case to be presented to him so that the RNGSA could consider providing the necessary funds.</li> </ul> <p>21. <u>Disposal of Equipment</u> The Chairman asked clubs to bring any proposals to dispose of aircraft or major items of equipment to the RNGSA before action is taken so that the committee may consider if there is a case for its retention by the RNGSA as a whole.</p> <p>22. <u>Surplus MOD Equipment</u> The Chairman of PNGC has good contacts for the acquisition of such equipment, which includes vehicles. Clubs should make use of this</p>	<p>PNGC</p> <p>SGC</p> <p>HGC</p> <p>All Clubs</p> <p>All Clubs</p>



	avenue to reduce costs where appropriate.	
<b>Air Member Report</b>	<p>23. See attached report.</p> <p>24. <u>DG 505 Incident</u> Due to a heavy landing. Resolved.</p> <p>25. Chairman asked Air Member to make contact with RAFGSA.</p> <p>26. Clubs are reminded of the need to report all incidents and accidents to the Air Member iaw the RNGSA Handbook. This is not intended as “big brother” but so as appropriate advice make be given and statistics built up. Reports of any particular interest can then be fed into CinC Fleet via Cdr Bowker so that Fleet can see that the RNGSA is conducting its business in a responsible manner.</p>	<p>Air Member</p> <p>All Clubs</p>
<b>Policy, Strategy and Communication Member Report</b>	27. Only able to attend late all inputs covered by the Chairman.	
<b>Secretary’s Report</b>	<p>28. <u>Fixture List</u> See attachment for draft list dates and events tbc by next meeting.</p> <p>29. <u>CRB</u> The agreed way ahead is as follows;</p> <p>a. <u>RNGSA Policy</u> It was agreed that all clubs would:</p> <ul style="list-style-type: none"> <li>- Adopt the BGA Child Protection Policy (see BGA website at <a href="http://www.gliding.co.uk">www.gliding.co.uk</a> for supporting paperwork)</li> <li>- Appoint a Child Protection Officer and Deputy by November and inform the Chairman who they are. They are to be CRB’d and should attend the BGA training seminar as soon as possible.</li> <li>- CRB all instructors and any other club personnel who are required to be in one on one situations with under 18 year olds or vulnerable adults. This does not mean all members who may possibly, occasionally, find themselves in such a situation only those who are required to be regularly for training purposes. There is not sufficient funding to clear everyone.</li> <li>- Contact the BGA CPO Mr Phil Barton on 07799831504, 01986 895314 or via <a href="mailto:philbartonphoto@aol.com">philbartonphoto@aol.com</a> for details on how to</li> </ul>	<p>Sec</p> <p>All Clubs</p>

	<p>get members CRB'd via the BGA.</p> <ul style="list-style-type: none"> <li>- Submit claims for the cost of each CRB to the Treasurer for re-imbusement.</li> <li>- Consider the need for a plan B Host to cover the summer courses if, for any reason, the RN is not able to provide hosts who are CRB'd.</li> <li>- The aim is to have a CP Policy in place and all appropriate persons CRB'd in time for the FAAOA Courses in 09.</li> </ul> <p>NB: Treasurer to increase the RNGSA Annual Grant bid by £800 every 3 years to cover the costs of CRB @ £12.00 per head.</p> <p>b. <u>RN Course Hosts</u></p> <ul style="list-style-type: none"> <li>- Cdr Bowker to investigate the possibility of getting all holdovers CRB'd.</li> <li>- Chairman SGC to continue work on a solution from within Culdrose, Yeovilton and Collingwood.</li> </ul> <p>30. All clubs should have received a hard copy of the covering letter to the latest amendment to the RNGSA Handbook with the Chairman's signature.</p> <p>31. Authorisation of Service Travel Expenses by Temeraire for Sep 08 – Mar 09 reference is Temeraire's letter 600/30 dated 12 Sep 08 and covers the meeting in Oct and Jan.</p>	<p>Treasurer</p> <p>Cdr Bowker</p> <p>Chairman SGC</p> <p>All Clubs</p>
<p><b>Competition Member's Report</b></p>	<p>32. See attached report.</p> <p>33. The Competition Member requested that all clubs;</p> <ul style="list-style-type: none"> <li>a. De-conflict FAAOA Courses with the ISGR where ever possible</li> <li>b. Publicise that the 2 seat aircraft taken to the ISGR is specifically so that crews attending in support of the team members can enjoy the experience of competition flying.</li> </ul> <p>34. The "hire" charges for gliders and tugs to be agreed by the 3 clubs through the Comp Member for approval at the next meeting.</p> <p>35. The grants for pilots selected for the RN Team at the ISGR to be agreed at the next meeting.</p>	<p>All Clubs</p> <p>All Clubs</p> <p>All Clubs</p>
	<p>36. See attached report, which is also available at</p>	

<p><b>Exped Members Report</b></p>	<p><a href="http://www.rngsa.com/reports/ocana08">www.rngsa.com/reports/ocana08</a>.</p> <p>37. It was agreed that the format for next year's exped would be 2 weeks at Ocana followed by a third week at Hacker in Spain.</p> <p>38. Volunteers are required for the Exped 09 CFI and Treasurer. Clubs are requested to canvas their members.</p> <p>39. The Committee wished to extend its thanks to WO WOOD and S Capt Waugh for the work they put into setting up and running a most successful expedition to Ocana.</p>	<p>Exped Member</p> <p>All Clubs</p>
<p><b>Maintenance Member</b></p>	<p>40. A relief for WO Hazzard is still urgently required.</p> <p>41. Cdr Bowker drew club's attention to the new QA procedure as laid out in the amended RNGSA Handbook Section 2 Art 120-122. The new QA Form is attached. BRD 768 Air Engineering QA manual is also being amended to reflect the new system.</p> <p>42. The Chairman wished to express the Committee's thanks for all the excellent work Cdr Bowker has been doing on behalf of the RNGSA at Fleet.</p>	<p>All Clubs</p> <p>All Clubs</p>
<p><b>Club Reports</b></p>	<p>43. See attached reports.</p>	
<p><b>AOB</b></p>	<p>44. PNGC raised concerns that the PTI branch was not fully supportive of sports such as gliding and they could do more. The Chairman agreed to take the matter up with 2SL.</p> <p>45. PNGC also suggested that they might be something in gliding engineering for the RN AE trainees and graduates of Sultan. The Chairman agreed to call on the CO of the Air Engineering School.</p> <p>46. PNGC is to be renamed the Royal Naval Gliding Centre.</p> <p>47. Captain Durston mentioned that The RAF led a committee, which controls the disposal of airfield support items, including glider sites. He recommended that the RNGSA should be represented on it. The Chairman volunteered is PA to investigate.</p> <p>48. Cdr Bowker suggested that there was scope to link RN</p>	<p>Chairman</p> <p>Chairman</p> <p>Chairman</p>

	<p>gliding with Fly Navy 100. There is to be a quarterly Newsheet, which would be willing to publish an article. The Chairman agreed to work something up with Lt Durston.</p> <p>49. Cdr Bowker asked if clubs had Fly Navy stickers for their gliders if not they should contact him with the numbers required which he would provide.</p> <p>50. Cdr Bowker also mentioned the FAA Calendar as a suitable vehicle for publishing gliding events including heritage dates. Sec to provide the fixture list.</p> <p>51. The Treasurer is shortly due to take over as Chairman of the Wyvern GC that will provide scope for much closer liaison with Army gliding.</p> <p>52. The Chairman suggested that club's may wish to consider a more centralised approach to glider maintenance rather in the mode of the RAFGSA.</p>	<p>Chairman Lt Durston</p> <p>All Clubs</p> <p>Sec All Clubs</p> <p>All Clubs</p>
Date of Next Meeting	53. Fri 9 Jan 09 at 1000 in the Taranto Room, The Wardroom at VL.	All

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**53. DRAFT RNGSA FIXTURE LIST 2009**

Clubs, the Comp and Exped member are requested to forward the dates of the agreed list of RNGSA fixtures and any club courses to the Secretary by the end of Oct.

Apr

8. 11-18 FAAOA at Lee
9. ?-? FAAOA Course at VL
10. JSG at Lee
11. As Cat Course at Lee

May

12. RNGSA Task w/e at Keevil
13. 29-31 Ocana Exped

Jun

14. 1-26 Ocana Exped
15. 13-14 FAAOA w/e course at Lee

Jul

16. 11-12 FAAOA w/e course at Lee

Aug

17. 1-9 at Keevil – I believe these dates are still under discussion
18. ?-? FAAOA Course at CU
19. ?-? FAAOA Course at VL
20. 15-22 FAAOA at Lee

Sep

21. 5-6 FAAOA w/e course at Lee
22. 14-18 Development Week at Lee

## 54. RNGSA ACHIEVEMENTS Sep 07- Sep 08

The Chairman has asked for a summary of what the RNGSA and Clubs have achieved so that our impact on life in the RN may be articulated up the chain of command as part of a campaign to support the existence of Navy gliding.

I will be pulling together a draft document for which I will need a short synopsis from clubs plus the Exped and Comp members on what we have achieved. I forward the following framework to put this requirement into some shape as a starting point for developing a document, which can be used every year. The information requested should be available from Logstar or BGA Stats. Any suggestions for other relevant information I have missed are welcomed, as are suggestions on the format.

### **a. Time scale**

Sep 07 – Sep 08      This ties in with the BGA stats year and comes at the end of each soaring season.

#### **i.Membership**

Service	Total Numbers % Officers, SR and JR's % Members of the Sports Lottery
FAAOA	Total Numbers
Civilian	Total Numbers

#### **ii.Flying Hours**

Service	Numbers given their first flight in a glider Total Hours Total Launches
FAAOA	Numbers given their first flight in a glider Total Hours Total Launches
Civilian	Numbers given their first flight in a glider Number of juniors given first flight – under 16 iaw BGA Junior membership criteria for reduced BGA fees? Total Hours Total Launches

#### **iii.Achievements**

Service	First solos BGA Badges BGA Qualifications
FAAOA	First solos
Civilians	First solos BGA Badges BGA Qualifications

# HIRING PNGC GLIDERS - Suggested draft

## Principle

23. All hire requests to be made at least 1 month in advance, via the CFI using a fully completed proforma to be supplied upon request. The CFI, with reference to the Committee, will be the sole decision-makers, and their response is final.
24. Priority for hire requests will be for:
  - e. Full Members, then Ordinary Members, then Special Members & others
  - d. RINGSA, then Members as above, then GSA, then others
  55. Formal Expeds, then Competitions, then other uses
25. Gliders may only be taken away from the UK mainland with specific written approval.
26. Gliders may NOT be hired for usage at Daedalus.
27. Only in exceptional circumstances will permission be granted to hire a glider solely for a weekend or a Wednesday, due to deprivation of use by other club members.
28. Dering and re-rig of Glider will be performed, or arranged by the Hirer unless clearly impractical. The Hirer must demonstrate that he/she or others accompanying the period of use have the skills and experience to rig and de-rig the glider both at PNGC and remotely.
29. Glider and trailer condition will be checked by the hirer and an appointed PNGC representative and faults, prior to de-rig and after re-rig, and marks etc noted as with any car hire. The glider and trailer will be returned in the same state of cleanliness as they left.
30. PNGC will provide a serviceable glider and trailer, and/or advise the hirer of any known issues.
31. *Insurance is covered? The excess is xxxx or will be advised, and is owned by..... any damage caused to glider or trailer will be advised to the Committee and decisions as to any liability or payment/surcharges will be advised to the Hirer.*
32. A parachute, and battery will be provided. If PNGC resources allow a Logger/Barograph and battery charger to be loaned, these may be considered if requested, but will form part of the inventory signed for by the Hirer and that they are responsible for.
33. A full record of all offsite Hours and Launches plus types used MUST be returned with the Glider by the Hirer.
34. The Glider will only be used by people in a manner appropriate to their qualifications and permissions. The Glider may not be used by non-PNGC members without written permission from the CFI.
35. Full details of any incidents with the Glider and Trailer must be advised to the CFI at the earliest opportunity, and within 24 hours where unserviceability is caused. Details of any serviceability issues or malfunctions must also be recorded, and the D.I. book updated daily to record daily inspections.

## Charges:

56. All rates charged on a daily basis and to include all days away from the club, although removal after 16:00 hrs on a day will not be charged for that day, nor will charges be made for the day where any return happens before 10:00 hrs.
57. *A deposit of £xxx will/will not be required.*

	<u>Normal Flying Days (Sat/Sun/Wed)</u>	<u>Other days</u>
K8	£20 / day	£15 / day
Junior / Astir:	£25 / day	£20 / day
K21	£30 / day	£25 / day
Discus	£35 / day	£30 / day