



**Portsmouth Naval
Gliding Centre**
(Registered Charity No.1148381)

Daedalus Airfield
Lee-on-the-Solent
Fareham
Hampshire
PO13 9PF

See Distribution

MINUTES OF THE PNGC COMMITTEE MEETING – 1 December 2015

Present	Chairman of Trustees General Manager/Dep. Chairman CFI/Air Engineer Member Estates Member Ground Engineering Member Finance Member Admin and Security Member Safety Member Secretary	Durston, David (DD) World, Tony (TW) Freeborn, Henry (HF) Clarke, Alan (AC) Gutman, Simon (SG) Turner, Alan (AT) Ingason, Siggı (SI) Heneghan, Martin (MH) Moore, Chris (CM)	Chairman
Apologies	None		

<u>Item</u> <u>(a)</u>	<u>Decisions/ Actions</u> <u>(b)</u>
1. Opening Remarks.	Captain Durston opened the meeting by welcoming all attendees and reminding members of the level of uncertainty surrounding the renewal of the PNGC leases on the airfield.
2. Agree Previous Minutes.	The minutes of the previous meeting were accepted as an accurate record.
3. Review of Previous Actions	<p>Item 3. <u>Training Capacity</u>. Initial discussions on the subject of PNGC training capacity have taken place between DD and HF and the results of this review are discussed in detail at paragraph 7 below.</p> <p>Item 4.2 <u>Review of Flying Fees</u>. The review of flying fees is ongoing and will form just one part of the larger financial planning being undertaken for PNGC. Action: TW in conjunction with Chris McCulloch to develop PNGC financial plans, options and proposals for presentation to the trustees once the cost of the PNGC leases have been determined.</p> <p>Item 4.3 <u>e-cigarette policy</u>. The use of e-cigarettes is no longer to be permitted in any PNGC buildings or vehicles. Action: PMN - SI to insert change to PNGC rules.</p> <p>Item 4.4 <u>Potential 2016 Dates for RN Development Weeks</u> The dates have been passed the RNSA by HF. Action Closed.</p>

<u>Item</u> <u>(a)</u>	<u>Decisions/ Actions</u> <u>(b)</u>
	<p>Item 4.5 <u>Outturn of RN Achievement</u>. Item C/Forward. The aim was clarified as being towards 'talent spotting' and latent excellence to enhance development opportunities through the RNGSA. Action: AT to consult with HF and provide a short list of RN members who are worthy of note to the Secretary of the RNGSA.</p> <p>Item 4.6 <u>Notams and Flight Planning</u>. The DI for each day is to have responsibility for the supervision of flight planning and the co-ordination of NOTAMS. Action Closed.</p> <p>Item 5.1f <u>Documentation held in the Log Cabin</u>. Documentation in the Log Cabin to be brought in line with that held on the website. Action: SI</p>
4. Vehicles at the Launch Point.	<p>The new rules restricting the number of vehicles at the launch point and the new routines for controlling vehicles moving to and from the launch point were discussed and agreed on a short-term trial basis. Action: HF – Promulgate written guidance to all members</p>
5. BGA Guidance on Circuits.	<p>Recent guidance from the BGA on the organisation of gliding circuits was discussed. The meeting concluded that the PNGC routines were safe and were to be maintained, but where PNGC routines did not align with BGA guidance the reasons for the justifiable departure were to be recorded within our internal regulations. Action: HF – Record all justifiable departures from BGA guidance together with the reasons for the divergence in the PNGC internal regulations. (pmn – clarification of BGA position received)</p>
6. Annual Members Meeting.	<p>A great deal of positive feedback on the AMM had been received. 9 Jan 16 is being kept open as an option to offer a further update to members on negotiations currently being undertaken with FBC on the lease for PNGC. Action: DD – Decision on holding a members meeting 9 Jan to be taken early in the New Year and promulgated on the website and by a e-mail to all members.</p>
7. Strategic Objectives and Opportunities for PNGC (Training Capacity)	<p>1. The Chairman explained that developments in local borough focus had enabled a re-think about the overall training capacity and who the beneficiaries of that might be. In essence, a proportion needed to be retained to ensure that PNGC could sustain and develop its own cadre or expertise and, ultimately, fuel future generations of instructors. Unless PNGC did so, it risked 'withering on the vine' in years to come, principally because the successes of the FAAOA courses disappeared off to the Navy, rarely ever to be seen again.</p> <p>2. Two exercises were therefore in hand; firstly to identify the training capacity and instructor goodwill, and; secondly, to determine what more could be done to diversify away from purely RN results. He considered there to be good scope within the Articles of Association and Charity Commission frameworks to allow this; after all, recruitment for the Armed Forces (no longer merely RN) could take place from local students, whose interest could then be nurtured beyond the local ab initio course. Scope existed to swell the Junior Division by this as well. This included first steps into powered aviation, too; something which had found</p>

<u>Item</u> <u>(a)</u>	<u>Decisions/ Actions</u> <u>(b)</u>
	<p>particular favour with the Deputy Mayor during her visit, and added substance to the basis of negotiating sustainable occupancy terms.</p> <p>3. Wider sponsorship could also be released by such a move, and the CFI was asked to consider out of committee the likely instructor availability to cope with a range of potential dates. This needed to be harmonised with the aircraft and vehicles maintenance.</p> <p>4. Course funding included not only FAAOA, but also Hants County Council and the Honorable Company of Air Pilots as well as privately funded training places..</p> <p>Action: HF to identify and report the draft 2016 programme along these lines</p>
8. Ground Equipment	<p>SG briefed the meeting on the status of the ground equipment. A written brief is attached. All essential vehicles are online. The 2nd Tractor has had a beacon fitted. The minibus remains available for use on the airfield. Members should fuel the minibus on the airfield using a jerry can. [Pmn The disposals programme needs to be accelerated to accommodate the lease changes (reduced space)]</p>
9. Administration	<p>SI is aware of the problem with the PC in the log cabin and there is a plan to have it up and working again shortly. Written report attached.</p>
10. Finance	<p>Finance was not discussed as it remained unchanged from the report submitted at the Annual Members meeting. Balance sheet and P&L attached.</p>
11. Estates	<p>Work on the estate remains in abeyance whilst the situation on the PNGC lease is clarified. Permission was to proceed with the purchase of a barrier to corral guest and visitors to designated safe areas at the launch point.</p> <p>Action: AC Place order for barrier fencing as appropriate.</p>
12. Safety	<p>1. MH to visit Southampton Airport to represent PNGC at a meeting of airport management and NATs to look at the infringement of Southampton airspace by GA. It was noted that the reported incidents of infringement of Southampton airspace did not include any gliders.</p> <p>2. The next airfield safety committee meeting planned for the end of November has been postponed.</p>
13. CFI	<p>1. The November 2015 BI Course will be rescheduled for early 2016.</p> <p>2. Dates for the use of the MG for introductory flights will be identified once mechanism for delivery has been approved.</p> <p>3. Course dates for 2016 have been published to all Instructors.</p>
14. AE	<p>1. The delivery of the new K21 has been delayed to January 2016 due to capacity problems at the factory.</p> <p>2. The MG is now serviceable again after the completion of the 50 hr Checks. (The Committee expressed its thanks to Andy Payne for his work on the MG)</p> <p>3. Planned maintenance dates for aircraft for 2016 was being developed.</p> <p>4. A volunteer is being sought to take over from the CFI in the AE role.</p>

<u>Item</u> <u>(a)</u>	<u>Decisions/ Actions</u> <u>(b)</u>
AOB	1. Calendar <ul style="list-style-type: none"> • 19 December Christmas Parties • New Year's Eve – Informal Social in the Clubhouse • 11 Mar – Dinner Dance 2. SG reminded all members to take care when parking the bus in order to avoid it sinking down under its own weight on the waterlogged soil. 3. The Chairman requested that out of date photographs of old aircraft should be removed from the website and replaced with up to date versions. Action SI (pmn – could any member with up to date photographs please forward copies to SI)
DONM	12 January 2016 – 1930 – PNGC Clubhouse

Signed on original

D Durston
 Capt RN Rtd
 Chairman of Trustees

Distribution:

Action:
 All Committee Members

Copy to:
 Martin Westwood
 Chris McCulloch

PNGC - Action Grid (Outstanding)

Item No.	Date Inserted	Action	Action Officer	Due Date	Update
1	1 Dec 15	<u>PNGC Financial Plan</u> Develop new PNGC financial plan, options and proposals for presentation to the trustees.	TW in conjunction with Chris McCulloch	To follow agreement on the new lease with FBC	
2	1 Dec 15	<u>PNGC Rules</u> Insert new policy on e-cigarettes in the PNGC Rules.	SI	Apr 16	
3	1 Dec 15	<u>Outturn of RN Achievement</u> Provide rthe Secretary of the RNGSA with a short list of RN members of note.	AT	Feb 16	
4	1 Dec 15	<u>Documentation held in the Log Cabin</u> The documentation held in the log cabin is to be brought in line with that held on the PNGC website.	SI	Apr 16	
5	1 Dec 15	<u>Written Guidance on Vehicles at the Launch Point</u> Written guidance on those vehicles permitted at the launch point and the control of vehicles crossing the runway are to be promulgated to all members.	HF	Feb 16	
6	1 Dec 15	<u>PNGC Rules</u> All justifiable departures from BGA guidance together with the reasons for the divergence are to be recorded in the PNGC rules	HF	Feb 16	

Item No.	Date Inserted	Action	Action Officer	Due Date	Update
7	1 Dec 15	<u>Members Update – Future of PNGC at Lee</u> A decision is to be taken early in the New Year and promulgated on the proposed 9 Jan 16 members meeting	DD	5 Jan 16	
8	1 Dec 15	<u>Additional new Short Courses</u> Opportunities to run additional short courses during the year along the lines of the BRNC short courses to be investigated.	HF	Apr 16	
9	1 Dec 15	<u>Visitor Barrier Fencing</u> Order to be placed for fencing.	AC	Feb 16	
10	1 Dec 15	<u>PNGC Website Photographs</u> Photographs of old aircraft to be removed from the website and replaced with those aircraft currently being flown.	SI	Apr 16	