



**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 – 12 January 2016**

Present	Chairman of Trustees General Manager/Dep. Chairman CFI Estates Member Ground Engineering Member Air Engineering Member Secretary	Durston, David (DD) World, Tony (TW) Freeborn, Henry (HF) Clarke, Alan (AC) Gutman, Simon (SG) Dave Howell (DH) Moore, Chris (CM)	Chairman
Apologies	Finance Member Admin and Security Member Safety Member	Turner, Alan (AT) Ingason, Siggı (SI) Heneghan, Martin (MH)	

<u>Item</u> <u>(a)</u>	<u>Decisions/ Actions</u> <u>(b)</u>
<b>1. Opening Remarks.</b>	<p>The Chairman:</p> <p>a. Welcomed and thanked Dave Howell as the new volunteer Air Engineering Manager, initially to be guided and assisted by Henry in his transition into the role at a time of many significant changes and increasingly testing legislation.</p> <p>b. Updated the Committee on negotiations with FBC, the latest of which was a revised 'footprint' submission which had yet to meet with FBC response. The aim of this revision was to drive down the associated airfield management and services charges which are apportioned to PNGC on the basis of area occupied, per square foot.</p> <p>An interim area had been identified, into which all vehicles and equipment need to be shoehorned while negotiations are in hand, while Q Hangar tenancy will expire absolutely no later than 1 Apr 16 with vacant possession. Further space reductions can be expected and are deemed feasible with care and a 'team effort' to consolidate and clear out unnecessary acquisitions. A complex arrangement exists with the transition from the MOD-held operating agreement regarding flying related costs, which is being worked through across the three parties and associated agencies. PNGC has asked for latitudes to maintain the grass strips, the outcome of which is likely to be related to wider site and tenancy arrangements. We will not undertake grass cutting for the site as a whole.</p> <p>Part of the proposed tenancy includes Belman 4 and its refurbishment, therefore further surveys and assessments are in hand to assess the</p>

<u>Item</u> <u>(a)</u>	<u>Decisions/ Actions</u> <u>(b)</u>
	<p>implications, including a possible blend of commercial services and self-help to keep costs manageable.</p> <p>c. Emphasised that the overall message was to maximise 'club' effort on the ground, especially in compacting our occupied area and making our space efficient in its utility. It extended to 'getting stuck in' to the forthcoming season's flying programme and especially by adapting our courses structure to retain more of our training throughput for local utility to improve club development and growth, including especially the Juniors. Our membership base is strong and finances sound, so every reason to make the most of all that is on offer for the forthcoming season and to get ahead on the maintenance of aircraft, vehicles and buildings as early as possible.</p> <p>Much consideration was given to an internal update briefing for the members, but since nothing was yet held in substance, this seemed premature; however, the Chairman reiterated his commitment to publishing the earliest date possible as soon as substantial information was held. Prior to that, it would simply be too speculative. In terms of timeline, realistically, any arrangement with FBC needed to take stock of all aspects before entering into any agreement to ensure a viable, and sustainable long-term position as a whole, including, as examples, the Belman implications; MOD's internal mechanisms; and achieving a best possible position regarding rent and service charges; volunteer work contributions; the Navy's position; and any truncated revenue streams that might be incurred as a result of the changes.</p>
<b>2. Agree Previous Minutes.</b>	The minutes of the previous meeting were accepted as an accurate record.
<b>3. Review of Previous Action Grid</b>	<p><b>Item No. 1 Development of a new PNGC Financial Plan</b> Awaiting further information from FBC on the proposed airfield operating costs together with the costs for the new PNGC lease. Action C/F with TW/Chris McCulloch.</p> <p><b>Item No. 2 PNGC Rules Amendment- e-cigarettes</b> Ongoing - Action C/F with SI investigating.</p> <p><b>Item No. 3 Outturn of RN Achievement.</b> For reporting at the next committee meeting. Action C/F with HF/AT</p> <p><b>Item No. 4 Documents in Log Cabin.</b> The documents in the Log Cabin relating to entitlement to fly have been aligned with the information on the website. Action Complete</p> <p><b>Item No. 5 Written guidance on vehicles at the Launch Point.</b> Action Complete.</p> <p><b>Item No. 6 PNGC Rules.</b> HF reported the action was complete. Action Complete.</p> <p><b>Item No. 7 Members Update on the future of PNGC at Lee.</b> Awaiting further information from FBC. Item closed until further information received.</p> <p><b>Item No. 8 Additional new gliding courses for PNGC</b> HF has provided an extended list of courses and expeditions detailed section 7 below. Action Complete.</p>

<u>Item</u> <u>(a)</u>	<u>Decisions/ Actions</u> <u>(b)</u>																				
	<p><b>Item No. 9 Visitor containment barrier/ fencing on the Airfield.</b> Ongoing. Action C/F with AC</p> <p><b>Item No.10 Photographs for the PNGC Website.</b> To date SI hasn't received any photographs for the proposed new website. Members are requested to forward suitable aircraft photographs which can be used to SI. Action All Members.</p>																				
<b>4. Ground Equipment</b>	<p>a. The two ground equipment reports presented at the meeting are attached to these minutes.</p> <p>b. The two golf buggies will be put up for sale.</p> <p>c. The small bowser and two Douglas tractors will continue to be held as they form part of a larger RN loan agreement with PNGC.</p> <p>d. The tractor batteries are to be replaced and non-slip paint to be applied to the foot pedals to improve safe operation.</p>																				
<b>5. Administration</b>	<p>a. The committee emphasised the requirement for all non-military membership applications to be approved by the committee.</p> <p>b. The two administrative reports are attached to these minutes and include the latest membership numbers.</p> <p>c. The Chairman asked that the club obtains a copy of the Armed Forces Charter. Action: CM</p>																				
<b>6. Estates</b>	AC reported that further investment in the PNGC estate was in abeyance pending a final decision on the lease with FBC.																				
<b>7. CFI</b>	<p>a. The CFI provided a list of proposed Course and Expedition Dates for 2016:</p> <table data-bbox="427 1420 1091 1756"> <tbody> <tr> <td>Spring Wave Week Aboyne</td> <td>25 Mar-2 Apr</td> </tr> <tr> <td>Easter Course</td> <td>26 Mar-1 Apr</td> </tr> <tr> <td>JSAT 1</td> <td>4-8 Apr</td> </tr> <tr> <td>JSAT 2</td> <td>11-15 Apr</td> </tr> <tr> <td>BRNC Course</td> <td>16-22 Apr</td> </tr> <tr> <td>RN D week one</td> <td>9-13 May</td> </tr> <tr> <td>Eden Soaring:</td> <td>22-31 Jul</td> </tr> <tr> <td>Summer Course:</td> <td>13 -19 Aug</td> </tr> <tr> <td>RN D week two:</td> <td>12-16 Sep</td> </tr> <tr> <td>Autumn Wave Week Aboyne:</td> <td>22-28 Oct</td> </tr> </tbody> </table> <p>JSAT= Joint Service Adventure Training  HCAP= Honourable Company of Air Pilots  BRNC= Britannia Royal Naval college  FAAOA= Fleet Air Arm Officers Association  RN D= Royal Navy Development</p> <p>b. All members of PNGC who are able to instruct or assist with the organisation and running of a course or expedition are encouraged to contact</p>	Spring Wave Week Aboyne	25 Mar-2 Apr	Easter Course	26 Mar-1 Apr	JSAT 1	4-8 Apr	JSAT 2	11-15 Apr	BRNC Course	16-22 Apr	RN D week one	9-13 May	Eden Soaring:	22-31 Jul	Summer Course:	13 -19 Aug	RN D week two:	12-16 Sep	Autumn Wave Week Aboyne:	22-28 Oct
Spring Wave Week Aboyne	25 Mar-2 Apr																				
Easter Course	26 Mar-1 Apr																				
JSAT 1	4-8 Apr																				
JSAT 2	11-15 Apr																				
BRNC Course	16-22 Apr																				
RN D week one	9-13 May																				
Eden Soaring:	22-31 Jul																				
Summer Course:	13 -19 Aug																				
RN D week two:	12-16 Sep																				
Autumn Wave Week Aboyne:	22-28 Oct																				

<u>Item</u> <u>(a)</u>	<u>Decisions/ Actions</u> <u>(b)</u>
	<p>the CFI.</p> <p>c. Members of PNGC are encouraged to apply for places on courses and expeditions. PNGC will also welcome applications newcomers to the club.</p> <p>d. The dates for the re-scheduled Basic Instructors Course will be announced once they have been agreed with the examiner.</p> <p>e. The utilisation of the motor glider and the associated costs continue to be monitored. Efforts to increase its utilisation are being made.</p>
<b>8. Air Engineering</b>	<p>a. Volunteers are required to assist with the re-spraying of the K8.</p> <p>b. N3 annual is ongoing and remains offline. This opportunity will be used to fit the new instruments.</p> <p>c. Collection of the new K21(Lima Papa Victor) is planned for the weekend of 15-18 Jan 16. The glider will come online as quickly as CAA certification can be completed.</p>
<b>9. Key Dates:</b>	<ul style="list-style-type: none"> <li>• Instructors' Meeting – 31 Jan 16 at 1700 in the Clubhouse</li> <li>• RINGSA Committee Meeting – 4 Mar 16</li> <li>• PNGC Annual Dinner Dance – 11 Mar 16</li> </ul>
<b>10. AOB</b>	<p>a. The Chairman invited the committee to take the opportunity of the new glider arriving to publicise the club in the local community and most especially the Navy News at a time when all possible publicity was badly needed. Action HF/CM</p> <p>b. HF informed the meeting that he had received a request from Jordan Richards from Culdrose and a reciprocal member of PNGC to fly 805 in the Club Nationals. This request was approved.</p> <p>c. The Chairman requested that the number of available places on courses for Summer HCAP to be reported after the Instructors' Meeting at the end of January. He requested also that the instructors' views were sought and reported back about the proportion of time being allocated to courses and training, versus routine club flying. The reason for this was an effort to enable more courses to take place that comprised local people more likely to return to, or stay with the club than at present is the case. Action :HF</p> <p>d. As part of the ongoing effort to develop an overall assessment of costs for the development of a PNGC financial plan AC was invited to negotiate with FBC the maintenance of Belman 4 to attain an affordable profile and timeline of financial and volunteer resources over a ten year period. Action: AC</p> <p><b>e. All Club Members are asked to support a tidy, professional appearance around the PNGC Estate.</b></p>
<b>11. DONM</b>	16 Feb 16 - 1930

*Signed on original*

D H Durston  
Capt RN  
Chairman

Distribution:

Action:  
All Committee Members

Copy to:  
Chris McCulloch  
Martin Westwood  
RNGSA

**PNGC - Action Grid (Outstanding)**

<b>Item No.</b>	<b>Date Inserted</b>	<b>Action</b>	<b>Action Officer</b>	<b>Due Date</b>	<b>Reference from Minutes</b>
1	1 Dec 15	<b><u>PNGC Financial Plan</u></b> 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	<b>3.1</b>
2	1 Dec 15	<b><u>PNGC Rules</u></b> Insert new policy on e-cigarettes in the PNGC Rules.	SI	Apr 16	<b>3.2</b>
3	1 Dec 15	<b><u>Outturn of RN Achievement</u></b> Provide rthe Secretary of the RNGSA with a short list of RN members of note.	AT/HF	Feb 16	<b>3.3</b>
4	1 Dec 15	<b><u>Visitor Barrier Fencing</u></b> Order to be placed for fencing.	AC	Feb 16	<b>3.9</b>
5	1 Dec 15	<b><u>PNGC Website Photographs</u></b> Photographs for the new website to be forwarded to SI	All Members	Apr 16	<b>3.10</b>
6	12 Jan 16	<b><u>Tractor Safety.</u></b> Non-slip paint to be applied to Tractor Pedals	SG	Apr 16	<b>4d.</b>

Item No.	Date Inserted	Action	Action Officer	Due Date	Reference from Minutes
7	12 Jan 16	<b><u>Armed Forces Charter.</u></b> A copy of the Armed Forces Charter is to be obtained for the Club.	CM	Apr 16	<b>5c.</b>
8	12 Jan 16	<b><u>Publicity for the new K21 Arriving.</u></b> Navy News to be approached to run an article on tegh arrival of LPV.	HF/CM	Apr 16	<b>10a.</b>
9	12 Jan 16	<b><u>Report on course places for HCAP Students.</u></b> The number of places available to HCAP students is to be reported to the Committee after the Instructors' Meeting 31 Jan 16.	HF	Feb 16	<b>10c.</b>
10.	12 Jan 16	<b><u>Agree Maintenance Schedule for Belman 4 with FBC.</u></b>	AC	Apr 16	<b>10d.</b>