



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

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

See Distribution

**MINUTES OF THE PNGC MANAGEMENT COMMITTEE MEETING – 29 March 2016**

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

<u>Item</u> <u>(a)</u>	<u>Decisions/ Actions</u> <u>(b)</u>
<b>1. Chairman's Opening Remarks.</b>	The Chairman opened the meeting by stating that he hoped that the committee members would use these meetings to keep the members informed on the negotiations with Fareham Borough Council (FBC) on the future of PNGC at Lee-on-the-Solent (LOS).
<b>2. Agree Previous Minutes.</b>	The minutes from the meeting of 16 Feb 16 were accepted without amendment. Attached to those Minutes were the recommendations passed to the Board of Trustee Directors.
<b>3. Review of Previous Action Grid</b>	There were no outstanding actions from the February meeting. PMN – the Action Grid from the January meeting will be reviewed at the next committee meeting.
<b>5. Safety Report</b>	<p>1. MH informed the meeting that FBC had carried out a survey of Bellman 4 for asbestos. PNGC had not yet received the outcome of that survey.</p> <p>2. MH further informed the meeting that there had been three incidents involving aircraft in the previous month. The relevant follow up actions were being carried out by the CFI. Immediate feedback to members and Duty Instructors for briefing included awareness of the airfield/runway signs and the opportunity to improve visibility of these signs in the landing areas through the location of high visibility cones. The incidents also provided a reminder of the importance of the field landing checks.</p> <p>3. All solo pilots are also reminded that all annual checks are to be completed before the end of April 2016.</p> <p style="text-align: right;"><b>Action: HF</b></p>

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<p><b>6. Chairman's Overview and Update</b></p>	<p>1. The Chairman informed the meeting that the Management Committee (MC) recommendations (attached to the previous meeting's Minutes 16 Feb 16) were accepted by the Board of Trustee Directors (BOTD) at their meeting held 8 Mar 16. The recommendations were further accepted as representative of the open consultations held 28 Nov 15 and 12 Feb 16; including an electronic survey of members' views and of Fareham Borough Council's (FBC) meeting with the Chairman and General Manager (GM) held 11 Feb 16.</p> <p>2. The BOTD directed primarily continuation of negotiations with FBC by the Chairman and GM within specified financial limits and timeframe, in order to ensure that the otherwise potentially open-ended risks were contained, even though all possible efforts to minimise these had been taken. <i>Pro Bono</i> legal advice had been taken, and accepted in association with these risk reduction measures. The Board also directed continuation of negotiations with Thorney Island, following an exploratory, and duly sensitive, meeting with the Adjutant at the island on 16 Feb 16.</p> <p>3. Progress on both lines was updated by the chairman and GM as follows:</p> <ul style="list-style-type: none"> <li>a. The PNGC bid, based on a new-build hangar (at FBC expense) 30 x 18 x 7 Metres, plus (nominally, but tbc) 3 rooms of the Clubhouse and accessible space for glider trailers, had been broadly accepted, based on a telephone call from FBC's CFO to the Chairman on 14 Mar 16. This would take some time for the Council to work through in detail, due mainly to their plans not currently accommodating the costly risks associated with Bellman 4 Hangar remaining with them under PNGC's latest proposals. A number of associated details in costs and timing accordingly remained open, but this was overall deemed to have been a good indication of PNGC's future having 'turned the corner' towards continued successful operation at Daedalus.</li> <li>b. After the Board meeting, the RNGSA, with not unexpected concern about its own future if PNGC's demise should come about, decided to approach the Thorney Island CO in writing. This had the predictable outcome of PNGC being firmly closed out of Thorney Island, insofar as their valid concerns, expressed to PNGC on 16 Feb 16, had not been addressed in any way. The RNGSA has been reminded that, while well-intended, it has no remit or authority to negotiate tenure on PNGC's behalf, our club being an independent and separate charity, not subordinate to RNGSA.</li> <li>c. Further complications had arisen by the Navy's misinformed briefing to the Sea Lords' offices (1SL and 2SL) by Temeraire, again without consulting PNGC beforehand. This had involved one of the local MPs, which had worked strongly against PNGC's negotiating efforts with FBC. Formal action was being taken by the Board through its ex-officio member from Temeraire, in line with Charity Commission regulations. <b><u>Action: DD</u></b></li> </ul> <p>4. <u>Operations</u>. PNGC's business planning was difficult because of so many variable factors, as well as relatively new business opportunities that were being faced. Some were immediately visible, such as landing fees, whereas these had previously been covered by MOD agreements until the Navy invited the MOD to cease payments (without informing PNGC). Other changes, such as Schedule I and Schedule II services fees were less</p>

<u>Item</u> <u>(a)</u>	<u>Decisions/ Actions</u> <u>(b)</u>
	<p>apparent and already subject to complex negotiation. Accordingly, the extent to which back-payment to 1 Jan 16 was also as yet unclear.</p> <p>5. <u>Interim Plan</u>. All of the site should be cleared by 31 Mar 16, except as listed for future tenancy, however for reasons of practicality, the GM agreed to consult with FBC to ensure that their likely better interests were best served, particularly regarding the Clubhouse, which would seem best maintained if all rooms were kept in use by PNGC until other FBC use had been secured. <b>Action: TW</b></p> <p>6. Bellman 4 needed to be cleared, unless items were specifically marked and approved by PNGC's estates manager (AC). The 'Wendy House' should be kept for the time being. <b>Action: AC</b></p> <p>7. PNGC had suggested to FBC that members' (and syndicates) aircraft could be stored in Bellman 4 until the new-build hangars were made available. It seemed likely that one new-build unit would be about the volume needed for these aircraft. Assuming this latitude to be agreeable to FBC, this left time and opportunity to dispose of unused assets in the most cost-effective manner, ready for vacant possession: <b>Action: AC/SG</b></p> <ul style="list-style-type: none"> <li>• Engineering workshop lathe, pillar drills and such like</li> <li>• All lockers not assigned to a specified and named (marked) PNGC member</li> <li>• Golf Buggies</li> <li>• Red fire truck (Fire safety cover no longer required)</li> <li>• Douglas tractor(s)</li> <li>• 2 large tractors and grass cutters</li> </ul> <p>8. <u>Overall</u>: This was a time for renewed optimism in PNGC's future at Daedalus, and every reason to get to grips with maximum effort towards aircraft engineering and flight training and operations under the new RCAM management regime from 1 Apr 16. All PNGC members were urged to display maximum compliance and professionalism forthwith, in face of many newcomers expected at the airfield and especially now that the Thorney Island 'back-stop' had been closed out by RNGSA's pre-emptive actions.</p>
<b>7. Follow up Action on Chairman's Review</b>	<p>With the disposal of the fire truck, and the provision of Airfield services cover during Hours of Airfield Operation, the minimum recommended safety equipment required at the launch point is to be established in accordance with BGA recommendations. <b>Action - MH</b></p>
<b>8. Air Engineering</b>	<p>1. DH briefed the status of the PNGC aircraft. (The Pawnee is expected to be back on line during April.)</p> <p>2. TW proposed a vote of thanks to DH for his recent work on the aircraft and in particular the work undertaken to get the aircraft required to support this week's course online. This vote of thanks was unanimously supported by the committee.</p> <p>3. A bid for funds to support the refinishing of N3 is to be drafted and submitted to naval charities via the RNGSA. <b>Action – TW/HF</b></p>
<b>9. Admin Report:</b>	<p>1. Membership numbers as at 31 March 2016 should be captured for use in support of any bids to RNGSA, Naval Charities and/or FBC. <b>Action - SI</b></p> <p>2. There are 182 outstanding trial flights.</p> <p>3. The Membership numbers and Admin Report are attached to these minutes.</p>

<u>Item</u> <u>(a)</u>	<u>Decisions/ Actions</u> <u>(b)</u>
10. AOB	<p>1. <u>Flying Fees</u>. All winch launches for non-members (incl. Scouts and Navy Trial Flights) will be charged at £12. This will come into effect as soon as Logstar can be updated. <b>Action: CM to write to John Hale.</b></p> <p>2. <u>St. Dunstan</u>. The flying previously provided to St. Dunstan free of charge is to be reviewed. DH is to discuss this with St. Dunstan initially and come to the committee with a proposal which covers PNGC costs. <b>Action DH.</b></p> <p>3. <u>Scale of Charges</u>. Chris McCulloch is to be invited to review PNGC's scale of charges including the membership fees for syndicate members with aircraft stored in the hangar. <b>Action: CMcC</b></p> <p>4. <u>Vote of Thanks</u>. MH proposed a vote of thanks, which was warmly supported by the committee, to those people who had worked hard on tug maintenance and repairing LPV in time for the course.</p> <p style="text-align: center;">Chris Adams Kevin Hills Andy Redman Lewis Taylor Paul Groves Chris McCulloch Henry Freeborn Tony World</p> <p>5. <u>JSAT</u>. The JSAT course will start on Sunday and will run next week with Joint Services equipment and staff.</p> <p>6. <u>Youth Training</u>. This item will be on the agenda for the next MC meeting.</p> <p>7. <u>Log Keeping</u>. Standards of log keeping were falling short of the standards required. In an attempt to improve this, the Duty Instructor is to be instructed to halt flying unless the log cabin is manned. <b>Action HF.</b></p>
11. DONM	17 May 2016

*Signed on original*

D H Durston  
Capt RN  
Chairman

Distribution:

Action:  
All Committee Members

Copy to:  
Cdre Martin Westwood  
Sec/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.	29 Mar 16	All solo pilots are to be reminded that all annual checks are to be completed before the end of April.	HF	ASAP	<b>Para 5.3</b>
2.	29 Mar 16	Misinformation provided by Temeraire to 1SL and 2SL to be countered.	DD	ASAP	<b>Para 6.3 c</b>
3.	29 Mar 16	Negotiations on keeping additional rooms in Clubhouse in use to be conducted with FBC	TW	ASAP	<b>Para 6.5</b>
4.	29 Mar 16	Bellman 4 to be cleared iaw directions at para 6.6	AC	ASAP	<b>Para 6.6</b>
5.	29 Mar 16	Disposal of designated items in Bellman 4 by the most cost effective manner.	AC/SG	ASAP	<b>Para 6.7</b>
6.	29 Mar 16	The minimum recommended safety equipment required at the launch point to be to be established with the BGA.	MH	17 May 16	<b>Para 7</b>

<b>Item No.</b>	<b>Date Inserted</b>	<b>Action</b>	<b>Action Officer</b>	<b>Due Date</b>	<b>Reference from Minutes</b>
7.	29 Mar 16	A bid for funds to refinish N3 to be prepared and submitted to Naval Charities.	TW/HF	17 May 16	<b>Para 8.3</b>
8.	29 Mar 16	Membership numbers to the 31 March 2016 to be captured.	SI	1 Apr 16	<b>Para 9.1</b>
9.	29 Mar 16	A note is to be forwarded to John Hale requesting the winch fee for non-members in Logstar is increased to £12.	CM	7 Apr 16	<b>Para 10.1</b>
10.	29 Mar 16	DH to discuss flying fees with St. Dunstons	DH	17 May	<b>Para 10.2</b>
11.	29 Mar 16	CMc to undertake a review of the PNGC Scale of Charges.	CMc	17 May	<b>Para 10.3</b>
12.	29 Mar 16	Duty Instructors to be briefed to stop flying if the Log Cabin is not manned.	HF	ASAP	<b>Para 10.7</b>

**PNGC Work Area Tracker**

<b>Section:</b>	<b>Admin &amp; Security</b>	<b>Lead Member:</b>	<b>Siggi Ingason</b>	<b>Updated</b>	29 <sup>th</sup> March 2016
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<b>Task Area</b>	<b>Status Update (and exception reporting)</b>	<b>Pending Action(s)</b>	<b>Completion Outlook</b>	<b>Urgency</b>	<b>RAG Status</b>	<b>Committee Review?</b>
Membership numbers/stats	Ongoing	Supply latest membership numbers	Ongoing	n/A	Green	Separate files to be supplied
Develop customer facing replacement website for PNGC	Initial website created	Waiting for additional pictures for the proposed website.	On hold		Green	
Develop Logstar solution to run on raspberry pi	Currently reviewing options to allow Logstar to work on a raspberry pi instead of a PC	On hold	On hold			
All Scout slots are now fully booked for 2016. We are already taking bookings for 2017!	Ongoing		Ongoing			
Looking at replacing various back end programs in member's section of PNGC website	Currently looking at alternate back end programs like the roster function etc.	On hold	On hold		Green	
Trial lessons outstanding	182 outstanding trial lessons which. Total value is £14.560.	Do we continue to sell trial lesson vouchers?	Ongoing			
Trial lesson Prices and Scout prices	Should these be increase		To be reviewed			Yes
Second Easter course	Currently only 2 applicants					

**PNGC Work Area Tracker**

Article published in Lee magazine about second Easter course	Waiting to see what interest there is ref article in local magazine		Ongoing			
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<u>Membership category</u>	<u>No of members</u>											
	08/11/14	27/02/15	20/04/15	08/06/15	08/07/15	21/09/15	12/10/15	01/12/15	06/01/16	13/02/16	02/03/16	02/04/16
FULL	223	245	273	288	309	372	381	389	389	387	389	132
FAMILY	51	50	43	43	43	46	46	47	46	46	46	42
SPECIAL	48	50	46	45	47	51	52	54	55	54	54	50
ORDINARY	29	30	25	25	27	31	32	32	32	32	32	27
ATC_CCF	27			1	0	0	0	0	0	0	0	
GrpAccnt	26	10	11	13	13	15	15	15	15	15	15	12
CADET	21	17	19	16	17	20	22	23	24	24	24	21
HON_LIFE	13	14	14	14	14	14	14	14	14	14	14	14
SOCIAL	9	10	14	12	13	14	14	15	15	16	16	14
JUN_SPEC	6	7	6	5	7	9	8	8	9	9	9	8
Motor Glider		5	4	4	4	4	4	4	4	4	4	3
<b>Total Excluding temp</b>	<b>453</b>	<b>438</b>	<b>455</b>	<b>466</b>	<b>494</b>	<b>576</b>	<b>588</b>	<b>601</b>	<b>603</b>	<b>601</b>	<b>603</b>	<b>323</b>
<i>Entitled included in above</i>			<b>280</b>	<b>303</b>	<b>303</b>	<b>370</b>	<b>400</b>	<b>405</b>	<b>405</b>	<b>403</b>	<b>408</b>	
Civ Trial lesson (temp)	50	38	57	93	100	106	125	99	44	9	15	14
COURSE (temp)	17	16	7	17	26	39	39	39	39	39	39	13
RECIP (temp)	16	15	15	17	16	19	18	18	18	18	18	18
StDunstn (temp)	12	12	1	1	1	9	9	9	9	9	9	0
YOUTH	9	0	0	57	58	96	31	0	0	0	0	0
College / CEMAST	0	12	9	28	149	62	62	69	69	69	69	1
<b>Total temp members</b>	<b>104</b>	<b>93</b>	<b>89</b>	<b>213</b>	<b>350</b>	<b>331</b>	<b>284</b>	<b>234</b>	<b>179</b>	<b>144</b>	<b>150</b>	<b>46</b>
<b>Total club members</b>	<b>557</b>	<b>531</b>	<b>544</b>	<b>679</b>	<b>844</b>	<b>907</b>	<b>872</b>	<b>835</b>	<b>782</b>	<b>745</b>	<b>753</b>	<b>369</b>