

# Black Canon Collective

## Meeting Minutes and Action List

Prepared by Caroline Mackinlay

### 1. Meeting Info

**Meeting:** Tenth Meeting  
**Date:** 1 May 08  
**Time:** 20:00  
**Location:** The Rose and Crown, Warminster  
**Attendees:** Neil Cousins, Andrew Denham, Will Hardy, Ben Irons, Rob Lewis, Alastair Mackinlay, Caroline Mackinlay, Tom Rickhuss, James Sinclair

**Meeting Chaired by:** Andrew Denham

### 2. Meeting Agenda

- a) Minutes from 24 April 08
- b) Outstanding Actions
- c) Any Other Business
- d) Actions

### 3. Minutes

#### a) Minutes from 24 April 08

The minutes were accepted as an accurate record of the meeting.

#### b) Review of Last Meeting's Actions

Al has been working on the problems with Google Documents – this is a work in progress. He still has to write a data protection statement and decorate the BCC Homepage.

Andrew modified the sticky thread in Tribal Gatherings to link to the membership application form – and has added a topic in the British Cycling forum too.

Ben still needs to post the cost breakdown for the first year of the club on the SDH forum so everyone can see it.

James has started work on the risk assessment for site. He has a grading system for risk. He, Andrew and Ian Crook went to site on Sunday to start the actual risk assessment (for the general site, not the tracks specifically). This is an ongoing item – it's a big task.

Neil still has to organise a traffic count on the bridleway adjacent to the Longleat site (low priority item).

Rob said that the last lot of southerndownhill.com stickers cost 10p each, for an order of 1000.

Neil, James and Rob still have to log into Google Documents and delete all documents that they can see.

### **c) Membership Applications**

We need 26 full-member paid applications to make the club viable. We have forty pledges.

As of Thursday we have 18 people signed up to the club as full members, and ten of those people have paid.

Please could everyone chase people they know who had said they'd join, but haven't yet.

Andrew told us that our potential donor has offered to donate £500 now to get us going, and another £500 later in the year when we have CASC status. This very generous offer will mean that potentially we can sign the licence with the Longleat Estate in the next week or so.

Once the licence is signed, then we will sort out some temporary membership cards to get things going. Al will do a mockup. We can't do the final membership cards until we have agreed the club logo.

### **d) Club logo**

Nothing yet from Andrew's friend Joe – hopefully we will have something by the weekend.

### **e) Risk Assessment**

James has worked out a grading system for risk (severity of risk event happening x probability of event happening).

James, Andrew and Ian visited site to start the risk assessment – looking at the issues related to the site itself and not specifically the tracks.

There was some debate over the future of the Road Gap – this will be discussed at a later date when we look at the tracks we want to keep and build.

The risk assessment is ongoing, and our requirements for signage will be one outcome of the risk assessment.

### **f) Any other business**

Signs -

Andrew has the final version of the signs required by Longleat, which has been agreed with Paul Grugeon. Longleat require two to three signs, at major access points (the top and bottom access points, and about half-way up the bridleway that runs up the side of the site).

Ben asked Andrew had clarified with Paul whether we could have access to the top woods (for a run-in) – this needs to be agreed before the licence is signed.

We discussed what we want to have on the signs – we want to have a line drawing of the map on the sign.

Andrew has approached Mole Valley Farmers with a request for a donation of tools and/or signmaking equipment.

Andrew has also approached Charge Bikes – Nick is interested and wants to join the Collective, and has also expressed interest in helping with races in the future.

Tim and Helen Flooks also said that they may help out in some way too – Caroline, Neil and James have to think about what to ask for!

We realised that finding donors/sponsors is being handled haphazardly at present, and really we want to be asking people for specific things that we need, or money for a specific purpose. Approaches to potential donors should be channelled via the committee (at least make the committee aware) to try and keep a handle on things.

We now have proof of affiliation to British Cycling, and we also have 15 free bronze memberships to give away to young members.

Andrew told us that felling is now in progress at site. It is happening in two phases – one side of the site will be felled, and then when that is finished, the loggers will move to the other side of site and we can access the cleared half. Felling is scheduled to take approximately 8 weeks.

Last week there was some discussion regarding event insurance, as British Cycling have given different responses when asked whether event insurance is required for a timing day (as opposed to a race day). Andrew requested that Rob Lewis get an answer from BC in writing, to clarify this.

## 4. Actions

(in alphabetical order)

- Al – Solve the Google Documents administration problems (ongoing)  
Make the [www.blackcanoncollective.co.uk](http://www.blackcanoncollective.co.uk) homepage pretty with pictures  
Write a Data Protection Statement  
Mock-up a temporary membership card.
- Andrew – Agree with Paul Grugeon whether we can have an area of the top woods for use as a run-in
- Ben - Publish cost breakdown for the first year on the SDH forum.
- James – Continue with risk assessment work
- Neil - Update the Dig Day thread on SDH with the information about felling at site  
Set a date for the first dig day at site  
Organise a traffic count up the bridleway used by horses, to determine how heavily it's used (low priority)
- Rob - Request British Cycling to clarify in writing, whether event insurance is required for a timed practice day (non-competitive).  
Follow up with Will at ChainReaction Cycles re. the freelaps system.
- Neil, James and Rob – delete all documents that you can see, from Google Documents
- Everyone – chase anyone you know who's said they'll join the club, to do so

## 5. Next Meeting

The next meeting will only be held a week on Thursday if we have a club logo to discuss, and if we have the £500 donation (so we are in a position to progress with the licence and can organise a dig day).

The meeting will provisionally be held in the Rose and Crown, Warminster, on Thursday 8 May, at 7.45pm for a prompt 8pm start. If there is no meeting, it will be cancelled by Tuesday 6 May.

Draft Agenda for meeting:

- Review minutes from meeting of 24 April (these minutes)
- Review Actions
- Membership Applications
- Club Logo and Colours
- Review of Risk Assessment
- AOB
- Agree next meeting