

Black Canon Collective

Meeting Minutes and Action List

Prepared by Caroline Mackinlay

1. Meeting Info

Meeting: The Licence Is Signed Meeting
Date: 15 May 08
Time: 20:00
Location: The Rose and Crown, Warminster
Attendees: Neil Cousins, Ian Crook, Andrew Denham, Ben Irons, Robin Liquorice, Alastair Mackinlay, Caroline Mackinlay, Tom Rickhuss, James Sinclair

Meeting Chaired by: Andrew Denham

2. Meeting Agenda

- a) Minutes from 1 May 08
- b) Outstanding Actions
- c) Membership Applications
- d) Club Logo
- e) Risk Assess
- f) Any Other Business
- g) Actions

3. Minutes

a) Minutes from 1 May 08

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

b) Review of Last Meeting's Actions

Al has written a data protection statement and circulated it to the committee for review. The problems with Google Documents are probably resolved... needs confirmation and we need enlightening on how to use it! He's done a jpg mock membership card which needs circulating.

Andrew spoke to Paul Grugeon regarding whether it's OK to use the top woods for a run-in even though it's not part of our licenced area. Unofficially, it's OK, but it won't be part of our patch on the map.

Ben has posted the cost breakdown on the SDH forum.

James has pretty much finished the risk assessment and will email it to the committee when it's done.

Neil still has to organise a traffic count on the bridleway adjacent to the Longleat site (low priority item) – it's been suggested to tie this in with the first dig day, giving people a breather!

No update from Rob regarding BC's official position on insurance requirements for timing days.

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 15 May we have 19 people signed up to the club as full members, and 12 of those people have paid.

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

d) Club logo

Nothing yet from Andrew's friend Joe. If anyone has any ideas, please revive the thread on the SDH forum.

e) Risk Assessment

This is ongoing and we'll wait for the draft to be complete before reviewing.

f) Any other business

Ben Batt's dad is Officially Our Hero, having donated £500 to the club. This allows us to get the licence sorted – we are waiting for the signed copy back from Longleat and then we are go!

Longleat have also waived the first year's £500 fee for the licence of the site. This is partly to help us out and partly because felling is going to take longer than had been planned – it's likely to be around 12 weeks. As before, the land will be released to us in stages as felling is completed.

There is a caveat to the fee being waived – if the Estate vacate the site post-felling early, and with minimal damage to the trails, they may charge us pro-rata.

For each area that is released to us, the procedure which will be followed is to be:

1. Area of land released to us
2. We risk assess the area and determine what building or modifications needs to be done to make the area safe, and to get some tracks running
3. We carry out those modifications
4. We risk assess the tracks and carry out any required modifications arising
5. We can ride!

The derelict building needs to be made safe as soon as the area around it has been felled and released to us. Ian pointed out that we need a sign on this, just saying "Keep Out".

Robin asked could he and Tom work at site after school. There is likely to be stuff to do initially but we don't want building work going on without the committee knowing about it – we need to keep things under direction. Andrew suggested that there should always be a committee member present when building work is taking place – however we don't want to waste the energy and enthusiasm of Tom and Robin – Ben suggested using the SDH forum to coordinate work.

Andrew is to have a meeting at site with the Head Forester next week to discuss the felling and possible timescale for our return. Anyone who wants to go along please contact Andrew.

It has become apparent that a lot of people are still riding at Longleat. Andrew has done some cards with the website URL on to give out to people who need educating (or otherwise express an interest in riding at the site). Andrew handed out these cards to those present.

Signs –

Paul Grugeon has said we are not to have a sign with a line map of the area on it.

The wording has been agreed for the signs which Longleat require so we can get these on order.

We need to finalise what signage we, the BCC, want. We need to make some temporary “site closed” signs to put up, as soon as we have the licence, to make people aware that a) they have to pay and b) the danger of felling.

BCC Homepage – Caroline suggested updating the homepage with more information about who we are, why we needed to form the club, how to join, why the site is currently closed (i.e. felling), and that the licence is signed.

Car Parking – no update as yet but Longleat still want to find us a permanent parking spot.

Paul Grugeon is very happy with how professionally we have handled ourselves and no longer wants to receive copies of these meeting minutes. Well done all and especially Andrew!

Timber for building – Paul has said that if we contact the Head Forester, he may have some wood we can use (unlikely though). There is a timber merchant locally who may give us a small discount apparently.

Horse Riders – Andrew is to arrange a meeting with the woman in charge of the Longleat horse riding group. Paul Grugeon is going to meet with her first to pave the way for dialogue.

Paul has clarified the Emergency Contact information we need to include in our Risk Assessment. Andrew will pass this info to James.

British Cycling memberships – Andrew gave out forms giving a free Bronze Membership to those who wanted them – if anyone else wants a form please contact Andrew.

Alastair said that the organisers of the Tour of Britain are looking for volunteer marshals to help with running regional stages; contact him if you need info on how to get involved (I have since noted that the South West stages are midweek though – Caroline)

Andrew suggested that we have a name for the site – other than “the site”. His suggestion is The Allotment – any suggestions welcome – start a thread on the SDH forum.

Alastair suggested that we should set a date for making the Longleat board on the SDH forum “closed” so that only paid-up BCC members can see the board. This might encourage a few more people to part with the promised money. We have agreed that a deadline needs to be set, but that it shouldn't be until we have a date for getting back onto site – we are currently in limbo and we need a way to keep people involved and informed.

Ian asked when the start date is for the annual membership. Andrew said that it's going to be 1 April every year – this gives us a month to get the money together for the licence each

year. We have agreed to clarify in the members pack the financial situation for the first year – suggestions included part-refunding members for the first year, or discounting the second year's membership for those who paid promptly.

4. Actions

(in alphabetical order)

- Al – Document how to use Google Documents
Update the BCC website with some useful information
Publish the Data Protection statement on the BCC website
Circulate the jpg mock-up of the temporary membership card
Forward to Andrew the number of people who have access to the Longleat board
- Andrew – Arrange meeting with Head Forester
Chase your mate regarding the club Logo
Give Ian the information needed to order the Longleat-required signs
Pass James the site emergency contact information
- Ian - Order signs which are required by the Longleat Estate
- James – Continue with risk assessment work and circulate draft for review to committee when it's complete
- Neil - 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 meeting will provisionally be held in the Rose and Crown, Warminster, on Thursday 22 May, at 7.45pm for a prompt 8pm start.

Draft Agenda for meeting:

- Review minutes from meeting of 15 April (these minutes)
- Review Actions
- The Licence and issues relating to accessing the site
- Membership Applications
- Club Logo and Colours
- Review of Risk Assessment
- AOB
- Agree next meeting