



Meeting 2024C of the BHPA Executive Council

These minutes are not for circulation outside the Board Members and attendees until approved.

Meeting held on Thursday 28th November 2024 at 8 Merus Court, Meridian Park, Leicester LE19 1RJ, commencing at 10.30am.

Present

Marc Asquith
Martin Baxter
Bill Bell
Stuart Blackburn
Jenny Buck
Ed Cunliffe
Martin Heywood
Brett Janaway
Angus Langford
Angus Pinkerton
Steve Young

In attendance:

Ian Curren
Michelle Lanman
Richard Meek
Mark Shaw

Apologies:

Paul Dancey
Joe Schofield

Jenny Buck welcomed Richard Meek, the new Chair of the PG Comps Panel, who was attending as an observer.

ITEM 1: APOLOGIES FOR ABSENCE

Apologies had been received from Paul Dancey and Joe Schofield.

ITEM 2: MINUTES OF PREVIOUS MEETING

The minutes from the Exec. meeting held on Tuesday 9th July 2024 were approved with minor amendment.

ITEM 3: MATTERS ARISING

2018 – B1	Continuing. M Lanman to forward draft document.
2020 – A11	Closed
2021 – B7ii	Continuing
2024 – A3	Continuing. Steve Young to forward information to the Technical Team.
2024 – A9	Continuing. It was decided that the information should also be included in the Instructor & Coach Newsletter.
2024 - A10	Continuing
2024 – A11	Closed
2024 – A12	Continuing. Task transferred to the Technical Team.
2024 – A13	Closed
2024 – A14	Closed

2024 – A19	Continuing
2024 – A21	Continuing. Jenny again stressed the importance of all Exec. members completing their terms of reference. It is important that we do not lose knowledge.
2024 – B1	Closed
2024 – B2	Continuing
2024 – B3	Closed
2024 – B4	Continuing
2024 – B5	Closed
2024 – B6	Closed
2024 – B7	Closed
2024 – B8	Closed
2024 – B9	Closed
2024 – B10	Closed
2024 – B11	Closed
2024 – B12	Continuing
2024 – B13	Continuing
2024 – B14	Closed
2024 – B15	Closed
2024 – B16	Closed

ITEM 4: MEMBER 3

As previously discussed, Member 3 continues to be awkward, argumentative, and refuses to adhere to site rules. His membership lapsed in March 2024, meaning he may be flying without insurance. He has been red flagged.

He submitted a request for his information to be forgotten, which we have duly complied with.

ITEM 5: MEMBER 2

Jenny Buck had been contacted by a member with a complaint against another member (Member 2). After speaking to both parties and following discussion Exec determined that there was no issue requiring BHPA involvement. Jenny will inform the complainant in writing that no further action is necessary.

FOR ACTION: (2024 – C1) Jenny Buck to inform the member who lodged the complaint against Member 2 that there is no case to answer.

During the discussions, it was discovered that Member 2 had been flying without the correct rating. This has since been addressed but highlights a wider issue of clubs not verifying membership cards or reviewing the information provided in their annual member check spreadsheets. To address this, it was agreed that the importance of checking membership details should be highlighted in Skywings and the Club Bulletin.

FOR ACTION: (2024 – C2) Joe Schofield to publish an article in Skywings stressing the importance of clubs verifying membership details.

FOR ACTION: (2024 – C3) Michelle Lanman to highlight the importance of clubs checking membership details in the Club Bulletin.

ITEM: 6: DEALING WITH REQUESTS FOR INFORMATION

Martin Heywood reported that the BHPA has recently received two requests for information under the Data Protection Act and anticipates that such requests may become more frequent in the future.

To ensure these requests are handled promptly, Martin proposed he be appointed as the BHPA Data Protection Officer and that all enquiries be directed to him. He will draft a policy on handling such requests for approval at the next meeting.

FOR ACTION: (2024 – C4) Martin Heywood to draft a policy on handling requests for information under the Data Protection Act.

Jenny thanked Martin for managing the requests that have been received so far.

ITEM: 7: AWARDS

Nominations for RAeC and BHPA awards were discussed and agreed.

ITEM: 8: REFERRAL OF 2025 SUBSCRIPTION RATES & SALARIES TO F&GP

Angus Langford requested that the referral of subscription rates and salaries to F&GP should be deferred until his Finance report had been discussed later in the meeting.

ITEM 9: AGM

It was confirmed that Martin Baxter, Bill Bell, Paul Dancey and Angus Langford will stand for re-election by rotation. Any other member wishing to stand should notify the office immediately.

For members who wish to attend the AGM remotely a GoTo meeting link will be provided in Skywings and on Facebook.

FOR ACTION: (2024 – C5) Mark Shaw to create a GoTo meeting link for the AGM to be published in Skywings and on Facebook.

Mark Shaw suggested verifying the attendee capacity of GoTo Meeting to ensure it can accommodate all those wishing to participate.

FOR ACTION: (2024 – C6) Mark Shaw to check the number of attendee capacity of GoTo Meeting to ensure sufficient space for the AGM.

ITEM 10: NATURAL ENGLAND

Martin explained that Natural England's advice to the National Trust not to permit flying at SSSI's continues to impact three BHPA clubs.

As the only organisation in the OFA coalition that operates in the third dimension, Martin felt it was inappropriate to dominate the meeting with Natural England. Instead, they agreed he could document our concerns in writing. His draft letter had been circulated before the meeting for feedback.

Martin agreed to address the comments he received and circulate a revised version of the letter for approval before sending it.

FOR ACTION: (2024 – C7) Martin Baxter to revise his letter to Natural England and circulate for approval.

ITEM 11: REPORTS

11.1 Finance

11.1.1 Angus Langford reported that the audit for last year's accounts (2023/24) has been completed, showing a loss of £54K.

11.1.2 This financial year (2024/25) is seeing a gradual decline in membership numbers, likely due to less-than-ideal flying weather. However, lower than anticipated insurance costs and savings in FSC staff costs are expected to result in a surplus of £71K.

11.1.3 For the year ended 31st March 2026, a surplus of £43K is anticipated. This projection is based upon several assumptions, outlined in his report, including a CPI of 2.8%. Angus recommended considering a 2.8% increase in membership subscriptions and requested that the matter be referred to F&GP for further review. This was approved.

FOR ACTION: (2024 – C8) F&GP to review and agree salary and membership subscription increases to take effect from 1st April 2025.

11.2 FSC

11.2.1 Angus Pinkerton asked for Exec approval to formally appoint Clive Bunce, Charlie Richardson and Tony Smith to the FSC. This was approved.

11.2.2 Angus gave a briefing on Verbier Summits School.

Mike Belbas recently inquired about re-registering Verbier Summits as a BHPA affiliated school. However, due to concerns about the past conduct of both brothers, the request was declined, and FSC responded accordingly.

In reply, we received an email stating that Dave Thompson had informed them they could take a year off from teaching and rejoin as a BHPA school without any issues.

Angus Pinkerton stressed that, despite Dave's email, we are aware of ongoing issues they have with the SHV. Until these matters are resolved, their membership will not be considered. They have been informed of this, and their membership records are now red flagged, meaning that any future application to rejoin will be referred to Exec.

Despite our communications they continue to advertise themselves as a BHPA school on their website. It was agreed that Jenny Buck would formally write to them requesting the removal of our logo, with a copy of the letter sent to SHV.

FOR ACTION: (2024 – C9) Jenny Buck to write to Verbier Summits School requesting the removal of the BHPA logo from their website. A copy of the letter to be sent to SHV.

11.2.3 Marc reported on an incident in June 2024, where 2 sub-70 powered hang gliders had landed at Par Sands, causing a horse rider to be thrown from their horse. The rider sustained a broken collar bone and subsequently reported the matter to the CAA.

We have been collaborating with the CAA to help identify the pilots.

11.2.4 FSC has been reviewing the definition of XC flights and has concluded that it is more straightforward to define 'local flights' (i.e. non XC flights) as those within the normal limits for CP pilots. A Pilot rating is required for XC flights. A process will be established to document approval for CP pilots to fly XC under the supervision of an Instructor or Senior Coach, as well as during specific competitions.

11.2.5 Jocky Sanderson had requested that the BHPA launch a campaign to encourage all pilots to register with PureTrack, which assist rescue services in locating a pilot in the event of an incident. FSC had advised that whilst we are happy to encourage the carrying of trackers by all pilots, we could not officially endorse a particular technology.

11.2.6 The new incident reporting database "FIDA" is due to go live.

11.2.7 Angus gave a brief summary of incidents currently under investigation.

11.3 Insurance

Martin Heywood noted that the renewal for 2025 is approaching soon. This is year two of our two-year deal with the underwriter, so no significant changes are expected, and both coverage and premiums are anticipated to remain stable.

We have a new contact at our brokers, Romero. The new broker has extensive industry experience and is responsive to our broad coverage requirements.

Marc Asquith had discussed with the new broker the possibility of extending our policy to cover Microlight Schools. He sought for Exec approval to explore this further. Despite some reservations this was agreed.

FOR ACTION: (2024 – C10) Marc Asquith & Martin Heywood to investigate the possibility of extending our insurance policy to cover Microlight Schools.

11.4 Sites

Martin Baxter's report had been circulated.

Marc Asquith mentioned that the CAA has requested access to our sites database to allow them to identify any potential impacts from Atypical Air Environment (AAE) drone applications (e.g. powerline surveys). They are drafting an end user agreement.

11.5 Skywings

Paul Dancey's report had been circulated.

11.6 Website

Paul Dancey's report had been circulated.

11.7 Competitions

11.7.1 Bill Bell's report had been circulated.

He gave a brief summary and welcomed Richard Meek as the new Paragliding Competitions Panel Chair.

11.7.2 Brett Janaway had submitted a proposal to host the World Hike and Fly Championships in 2027. He was informed that additional details were needed and that the proposal should follow the proper process, first being sent to Bill Bell as Comps Director before being presented to Exec.

11.8 External representation

11.8.1 Bill Bell provided a brief update on the most recent GASCo meeting. The organisation is facing financial difficulties due to the withdrawal of their CAA funding. However, they have plans to streamline operations and depend more on volunteers moving forward.

Bill requested approval to forward £500 in subscription fees, which was approved.

11.8.2 Jenny Buck provided an update on changes within the RAeC, with Martin Soulsby replacing David Monks as Chair, and Jenny assuming the position of Second Vice Chair. Additionally, our bid to take on the General Secretary role was unanimously approved, and a handover will take place from Dave Phipps to Michelle Lanman.

11.8.3 Brett mentioned that Richard Bungay plans to step down as FAI Records Officer, with Kirsty Cameron set to replace him. Brett was asked to ensure that formal notification of the change is sent to the office.

FOR ACTION: (2024 – C11) Brett Janaway to ensure that the change in FAI Records Officer is formally notified.

11.8.4 Jenny recently attended the FAI General Conference in Riyadh, Saudi Arabia. David Monks chose not to seek re-election as FAI President, a role now held by Greg Principato (USA). Jenny will be preparing a report for RAeC which she will share with Exec.

11.8.5 Mark Shaw attended part of the GAA online AGM, where it was announced that they plan to advertise in the New Year to find a replacement for Tom Hardie. Mark believes they may approach us in the future for potential funding to support the role.

11.8.6 Stuart Blackburn provided a brief update on his new role as DE&I Officer. He will be reviewing and updating our current policy.

11.9 Paramotor Liaison

Nothing to report.

11.10 Admin

Marc Asquith's report had been circulated prior to the meeting.

ITEM 12: ANY OTHER BUSINESS

12.1 Following his report in Jul 24, Martin Baxter explained that his submission to the Confidential Human Factors Incident Reporting Programme ([CHIRP](#)) had been fully investigated and that the use of CANPs to reduce clutter from inactive 'block' NOTAMs had been generally supported. However, it remains a low priority for the CAA. The disidentified report will be published in FEEDBACK shortly which should serve to increase awareness. The 'confidential' nature of the report was largely irrelevant since the BMFA is almost certain to have identified the initiator.

12.2 Angus Pinkerton provided a quick update on WG6. Work continues on harness standards; it is planned that the first internal draft will be forwarded to AFNOR by June 2025.

Jenny Buck closed the meeting at 4pm.

ACTIONS – OPENED, CONTINUING

WHO	NUMBER	WHAT	STATUS
Marc Asquith / Angus Pinkerton / Michelle Lanman	2018 – B1	Marc Asquith, Angus Pinkerton, and Michelle Lanman to review the GDPR policy document.	Continuing
Paul Dancey / Michelle Lanman	2021 – B7ii	Paul Dancey and Michelle Lanman to work on integrating the online application forms to the database.	Continuing
Technical Team	2024 – A3	Technical Team to include details about our Child Protection Policy in the Instructors Newsletter.	Continuing
Technical Team	2024 – A9	Technical Team to update the Coaching Manual to include words on psychological trauma, its effects, and possible actions to address it. Also to be included in the Instructor & Coach Newsletter. To be approved by FSC.	Continuing
Technical Team	2024 – A10	Technical Team to include a section about psychological trauma and mental health on the Senior Instructor Course. To be approved by FSC.	Continuing
Technical Team	2024 – A12	Technical Team to update the 'Dealing with Accidents' guidance available on the website.	Continuing
Paul Dancey	2024 – A19	Paul Dancey to move the website to another securer server.	Continuing
Jenny Buck / Michelle Lanman	2024 – A21	Jenny Buck and Michelle Lanman to circulate Terms of Reference for completion.	Continuing
Marc Asquith / Mark Shaw	2024 – B2	Marc Asquith / Mark Shaw to review the wording of the email to be automatically issued from our website once an incident report has been submitted.	Continuing
Michelle Lanman	2024 – B4	Michelle Lanman to compile a policy index.	Continuing
Stuart Blackburn	2024 – B12	Stuart Blackburn to establish a diversity sub-committee and provide a strategy and terms of reference.	Continuing
Marc Asquith / Angus Langford / Steve Young	2024 – B13	Marc Asquith / Angus Langford / Steve Young to re-tender for replacement auditors for 2025.	Continuing
Jenny Buck	2024 – C1	Jenny Buck to inform the member who lodged the complaint against Member 2 that there is no case to answer.	Open
Joe Schofield	2024 – C2	Joe Schofield to publish an article in Skywings stressing the importance of clubs verifying membership details.	Open
Michelle Lanman	2024 – C3	Michelle Lanman to highlight the importance of clubs checking membership details in the Club Bulletin.	Open
Martin Heywood	2024 – C4	Martin Heywood to draft a policy on handling requests for information under the Data Protection Act.	Open
Mark Shaw	2024 – C5	Mark Shaw to create a GoTo meeting link for the AGM to be published in Skywings and on Facebook.	Open
Mark Shaw	2024 – C6	Mark Shaw to check the number of attendee capacity of GoTo Meeting to ensure sufficient space for the AGM.	Open

Martin Baxter	2024 – C7	Martin Baxter to revise his letter to Natural England and circulate for approval.	Open
F&GP	2024 – C8	F&GP to review and agree salary and membership subscription increases to take effect from 1 st April 2025.	Open
Jenny Buck	2024 – C9	Jenny Buck to write to Verbier Summits School requesting the removal of the BHPA logo from their website. A copy of the letter to be sent to SHV.	Open
Marc Asquith / Martin Heywood	2024 – C10	Marc Asquith & Martin Heywood to investigate the possibility of extending our insurance policy to cover Microlight Schools.	Open
Brett Janaway	2024 – C11	Brett Janaway to ensure that the change in FAI Records Officer is formally notified.	Open