



Meeting 2026C of the BHPA Executive Council

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

Meeting held on Tuesday 13th October 2026 at 8 Merus Court, Meridian Park, Leicester LE19 1RJ, commencing at 10.30am.

Present

Marc Asquith
Martin Baxter
Bill Bell
Jenny Buck
Martin Heywood
Angus Langford
Andy McDonald
Angus Pinkerton
Mark Schaefer (online)
Steve Young

In attendance:

Ian Currer
Paul Dancey (online)
Joe Schofield
Mark Shaw

Apologies:

Mike Chilvers
Guy Richardson
Jack Sewell

ITEM 1: APOLOGIES FOR ABSENCE

Apologies had been received from Mike Chilvers, Guy Richardson, and Jack Sewell.

ITEM 2: MINUTES OF PREVIOUS MEETING

The minutes of the previous Exec Council meeting were accepted as an accurate record, subject to minor amendments and recirculation: a missing space in item 14; a post-meeting clarification in item 17.4.3 that the relevant restriction relating to take-off from CROW land was 72 hours rather than 24 hours; and replacement of the text of item 17.7 with "Bill Bell gave an update on competitions".

ITEM 3: MATTERS ARISING

2021 – B7ii	Continuing
2024 – B12	Closed. Note drafted by Jenny Buck.
2024 – C9	Closed
2026 – A2	Continuing
2026 – A3	Continuing.
2026 – A6	Closed. Survey running.

FOR ACTION: (2026 – C1) Office to report on success of survey at next Exec meeting.

2026 – B1	Continuing
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2026 – B2	Continuing
2026 – B3	Closed
2026 – B4	Closed
2026 – B5	Closed. As of 1st October 2026, Mark Schaefer is RAeC delegate, and Guy Richardson alternate delegate.
2026 – B6	Closed
2026 – B7	Closed

FOR ACTION: (2026 – C2) Jenny Buck to confirm transfer of funds re Stephen Penfold bursary.

2026 – B8	Closed
2026 – B9	Closed
2026 – B10	Closed
2026 – B11	Closed
2026 – B12	Closed
2026 – B13	Closed
2026 – B14	Closed
2026 – B15	Closed
2026 – B16	Closed. Agreed that the policy will be placed on the website once checked by Martin Heywood.
2026 – B17	Closed
2026 – B18	Continuing
2026 – B19	Closed
2026 – B20	Closed
2026 – B21	Closed

FOR ACTION: (2026 – C3) Martin Heywood to draft further revision of draft policy statement on gender.

ITEM 4: AGM

The forthcoming AGM elections were discussed. Four members are required to retire. James Alcock has already left the Exec. Angus Pinkerton and Martin Heywood are due to retire by rotation and stand for re-election; Jenny Buck volunteered to stand. Andy McDonald would also need to stand, but not in advance of the election.

FOR ACTION: (2026 – C4) Michelle Lanman – Request approximately 100-word biographical statements from Jenny Buck, Andy McDonald, Angus Pinkerton and Martin Heywood for the AGM elections.

ITEM 5: HONOURS AND AWARDS

It was agreed that Mark Woodhams should be offered honorary membership in recognition of his longstanding support, including his contribution to the new BHPA logo.

BHPA Awards of Merit were approved for Richard Mackie, Tim Diggings and Jeremy Soper. Jenny Buck and Michelle Lanman will discuss the possibility of presenting Richard Mackie's award at Royal Navy sporting awards in December 2026.

It was agreed to nominate Grant Crossingham for consideration for Royal Aero Club Silver Award. Angus Pinkerton would prepare a citation for a BHPA Award of Merit for Ken Raines.

FOR ACTION (2026–C5): Jenny Buck / Michelle Lanman – Explore arrangements for presenting Richard Mackie's Award of Merit in December 2026.

FOR ACTION (2026–C6): Angus Pinkerton – Prepare an Award of Merit citation for Ken Raines.

ITEM 6: REFERRAL OF 2027 SUBSCRIPTION RATES & SALARIES TO F&GP

This item was considered with the finance report. Exec agreed to refer the proposed 2027 subscription rates and staffing/salary implications to Finance and General Purposes (F&GP) for consideration.

FOR ACTION (2026–C7): F&GP – Consider subscription rates and staffing/salary forecasts for 2027, taking account of the finance report.

ITEM 7: EXPENSES POLICY

The Exec reconsidered the volunteer expenses policy, particularly the reimbursement of alcohol. Different views were expressed concerning reasonable hospitality for volunteer directors and the use of members' funds. The motion that the volunteer expenses policy be amended to provide that alcohol is not recoverable on expenses claims

was carried by a majority. It was agreed that employee expenses and business entertainment required separate consideration.

FOR ACTION (2026–C8): Angus Langford – Redraft the volunteer expenses policy to exclude alcohol from reimbursable expenses.

FOR ACTION (2026–C9): F&GP – Review the employee expenses policy, including appropriate provision for business entertainment by technical staff.

ITEM 8: CHAIR'S NOTE RE OPERATIONAL PRIORITIES

Jenny Buck invited Exec members to summarise the responsibilities and work they undertake for the Association, noting the importance of a clearer understanding of BHPA activities by newer Board members.

The risk register discussion had prompted work by Jenny Buck and Mark Schaefer on a BHPA statement of purpose / BHPA mission statement. The Exec agreed that its wording should be broad enough to encompass free flight / ultra-light flight, not limiting the Association to hang gliding, paragliding and parascending, but including powered variants, HPA, Microlighting, SSDRs and other related activities. It was suggested by Marc Asquith that Exec can make the mission statement very broad or make it sufficiently time-limited so that when some new activity is on the horizon, we can amend the mission statement quickly. Further revisions and circulation were agreed.

FOR ACTION (2026–C10): Jenny Buck – Incorporate Exec's comments into the proposed mission statement and recirculate it for consideration at a future meeting.

ITEM 9: RISK REGISTER

The development of the risk register was discussed in the context of the proposed mission statement. Establishing an agreed purpose through the mission statement would assist in identifying and assessing the Association's principal risks. Work on the risk register is ongoing.

ITEM 10: WEBSITE UPDATE

Paul Dancey had supplied an update and a website mock-up had been circulated. The pace of development by the nominated website supplier Ibex Creative was discussed. Mark Schaefer indicated that he expected to devote more time to progressing the project. The intention remained to deliver a cost-effective replacement for the current website.

ITEM 11: MEMBER NO. 8

The board received a briefing on the issues surrounding member no. 8. No further action was required.

ITEM 12: MEMBER NO. 9

The board received a briefing on the issues surrounding member no. 9. No further action was required.

Mark Schaefer left the meeting at this point.

ITEM 13: FUNDING FOR SITE POLYGONS PROJECT

Martin Baxter presented proposals for recording and publishing three-dimensional site polygons, principally to assist drone operators with flight planning. The need arose from increasing unmanned aircraft activity and other airspace developments. Options included:

work undertaken internally, by Tech staff; or

publication via MapHub by Matt Lygo/Neptune; or

a solution provided by Matt Lygo/Neptune, running on the BHPA website (noting ongoing costs would be less than Options 1 or 2).

Mark Schaefer had raised a further option of clubs maintaining their own free MapHub accounts, and this was discussed. Exec authorised the proposed trial described in Martin's supporting paper; should the trial be unsuccessful, the preferred fallback would be option 3.

FOR ACTION (2026–C11): Martin Baxter — Proceed with the site-polygons trial and, if unsuccessful, develop option 3 as the preferred alternative.

ITEM 14: INDIA MEMBERSHIP PROPOSAL

A member had brought a proposal putting forward a membership category for pilots resident outside the United Kingdom. This was discussed, including a potential overseas subscription of £150, without a Skywings printed copy subscription, and insurance limited to flying in the UK. The Exec considered the implications for overseas schools, existing overseas-based members, affiliation with national associations, the potential effects on relationships with other countries' national associations, the eligibility for FAI licences and possible BHPA liability. It was suggested that a supporting document (ID card from the country they claim to be resident in) would be necessary. The issue of existing European BHPA members seeking a reduction in membership fees was discussed.

Exec indicated that it would like to proceed with this project, however no final membership policy was agreed, pending insurance clarification by Martin Heywood.

FOR ACTION (2026–C12): Martin Heywood — Check with insurers the scope and implications of a proposed overseas membership category, including cover when BHPA is named in a claim.

ITEM 15: REPORTS

15.1 Finance

15.1.1 Angus Langford reported an anticipated surplus of approximately £25,000 and a continuing decline in membership, estimated at 3%. Financial reserves remained in line with the Association's objective of maintaining their value. Planning assumptions included Bank of England's projected inflation rate of approximately 4.2% and discussion of a subscription increase of around 4%, subject to further consideration. Staffing changes in the technical team would materially affect the forecast, and a clearer picture was expected in December.

15.1.2 The BMAA's 200-member survey on its magazine was discussed.

15.1.3 A more detailed competitions budget was to be brought to the next meeting for formal approval.

FOR ACTION (2026–C13): Angus Langford — Present a more detailed competitions budget for formal Executive approval at the next meeting.

15.2 FSC

15.2.1 Angus Pinkerton gave an update to the meeting. The Exec approved Tom Hardie's appointment as FSC Airspace Liaison Officer. Ken Raines had retired as Chief Examiner and Tony Smith had been appointed in his place; as an existing FSC member, the latter appointment did not require further Exec approval.

15.2.2 The position of the dual paramotor training trial, including dual pilot and commercial AEI licences, was discussed, together with the importance of appropriate selection and oversight of applicants. Parakites and differences in their control systems were also discussed.

15.2.3 Mark Shaw reported on the Scottish Fatal Accident Inquiry following a paramotor mid-air collision. He outlined the substantial time involved in preparing and giving expert evidence, and the detailed scrutiny of BHPA investigation procedures, governance, independence and insurance arrangements. He highlighted the organisational lessons arising from the Inquiry, particularly the need to review evidence handling, retention and disposal procedures, and to recognise the potentially significant demands placed on BHPA personnel by future judicial proceedings.

15.2.4 The Exec considered the implications for the BHPA's future involvement in fatal accident investigations in Scotland. Options discussed included deferring BHPA safety investigations until the conclusion of judicial proceedings or adopting a policy allowing the BHPA to decline involvement in certain investigations. Whilst recognising the need to protect the Association and its personnel, concern was also expressed that changing the arrangements could result in Scottish members receiving a different level of investigation service from members elsewhere in the UK.

No decision was reached to change the existing investigation arrangements. The Exec recognised that the matter required further consideration, but no specific action

was assigned to FSC to develop proposals. It is anticipated that the Sheriff may recommend AAIB involvement in future Scottish paramotor incident investigations. The BHPA will submit a submission to the court after liaising with AAIB.

15.2.5 The matter of expert assistance to the armed forces DAIB was discussed, however no specific action was assigned and the Chair said that a decision on support would depend upon the level of assistance requested.

15.2.6 The online incident-reporting system, FIDA, was discussed, including the limitations of anonymous incident submissions.

FOR ACTION (2026–C14): Mark Shaw — Revise the introductory wording on the incident reporting page on the BHPA website to encourage users to use the relevant tabs and to provide their names when submitting reports.

15.3 Insurance

The current three-year insurance arrangement was nearing its end. A possible alternative broker had made a proposal, but no viable comparative quotation had yet been supplied. An apparently inexpensive alternative liability insurance policy offered to an individual member was discussed; its exclusions for property damage and landowners' indemnity, and its secondary-cover provisions meant that it was not equivalent to the BHPA insurance policy.

15.4 Sites

15.4.1 Martin Baxter reported on discussions following an injury at Milk Hill and a request from Natural England for a nominated site safety officer. The club had drafted a stringent site safety officer remit. Martin will respond to the club, referring to the BHPA Technical Manual as the appropriate starting point. Concern was also expressed over a proposed wind farm at Chatteris and its impact on the Cambridge Aerotow Club, including investment it had put into the site.

15.4.2 Work was ongoing with the auditors regarding HMRC registration of the Sites Trust Fund. It was agreed that the lead trustee can be Martin Heywood.

15.5 Skywings

Steve Young reported a positive income/expenditure position of approximately £15,400, with the magazine continuing at 36 pages and a delivery cost of approximately £2.40 per member. The September issue had been delayed by two weeks. This was discussed. Alternative postal arrangements, potentially saving around £300 a month, were being examined.

Greater visibility of publishing correspondence to the office was agreed.

FOR ACTION (2026–C15): Steve Young — Ensure the BHPA office is copied into correspondence concerning the publication and distribution of Skywings.

15.6 Website

A mock-up of the replacement website had been circulated. Jenny Buck would introduce social-media contact Katy Hollingshead to Paul Dancey and Joe Schofield. It was agreed that an online shop should be retained and that postage and packaging should be charged, subject to VAT implications.

FOR ACTION (2026–C16): Jenny Buck — Introduce Katy Hollingshead to Paul Dancey and Joe Schofield regarding social-media activity.

15.7 Competitions

Andy McDonald gave an update. Concerns were raised that competition organising company was not currently named as insured parties for third-party liability purposes. Funding for junior competitors and use of funds within paragliding competitions were discussed, alongside expectations that funded competitors provide reports for Skywings. Further Exec discussion was suggested regarding Sports Class, CIVL and potential conflicts of interest. Bill Bell reported on the competition role handover, Hike and Fly, and contact with the Human Powered Aircraft community (being a source of potential BHPA members).

15.8 External representation

The new Royal Aero Club appointments were confirmed as Mark Schaefer (delegate) and Guy Richardson (alternate). Jenny Buck remained a Vice Chair and Marc Asquith a Vice President of the Royal Aero Club. FAI/CIVL matters were discussed and a report from Brett Janaway was to be requested. Mark Shaw was asked to provide a short report on the upcoming General Aviation Alliance AGM.

FOR ACTION (2026–C17): Relevant Exec representatives — Request Brett Janaway's report concerning CIVL matters.

FOR ACTION (2026–C18): Mark Shaw — Provide a short report on the General Aviation Alliance AGM.

15.9 Paramotor Liaison

Nothing to report.

15.10 Admin

Nothing to report.

ITEM 16: ANY OTHER BUSINESS

16.1 Jenny Buck updated members on a proposed membership survey and focus group. She will consult the Exec on the final questions and the composition of the focus group.

FOR ACTION (2026–C19): Jenny Buck — Consult the Exec on the final membership survey questions and focus-group participants.

16.2 Angus Langford advised that the audit was not yet complete; draft accounts would be circulated for questions and approval by email ahead of December.

16.3 An editorial enquiry from a microlight magazine was noted.

16.4 Mark Shaw put forward a proposal to purchase a Dropbox subscription, and this was approved.

The Chair closed the meeting at 4.40 pm.

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ACTIONS – OPENED, CONTINUING

WHO	NUMBER	WHAT	STATUS
Paul Dancey / Michelle Lanman	2021 – B7ii	Paul Dancey and Michelle Lanman to work on integrating the online application forms to the database.	Continuing
Jenny Buck	2026 – A2	Jenny Buck to review current information available for new members of Exec. and merge into one information pack.	Continuing
Jenny Buck	2026 – A3	Jenny Buck to investigate the most viable route for the future of Flyability.	Continuing
F&GP	2026 – B1	F&GP to re-consider the appointment of a new Assistant Technical Officer, noting proposal from Ian Currer.	Continuing
Jenny Buck / Angus Langford	2026 – B2	Jenny Buck and Angus Langford to discuss how future sales of the Pilot Handbook will be handled with Mark Dale.	Continuing
Michelle Lanman	2026 – B18	Michelle Lanman to remove direct debit details so member no 7's fees are not collected.	Continuing
Office	2026 – C1	Office to report on success of survey at next Exec meeting.	Open
Jenny Buck	2026 – C2	Jenny Buck to confirm transfer of funds re Stephen Penfold bursary.	Open
Martin Heywood	2026 – C3	Martin Heywood to draft further revision of draft policy statement on gender.	Open
Michelle Lanman	2026 – C4	Request approximately 100-word biographical statements from Jenny Buck, Andy McDonald, Angus Pinkerton and Martin Heywood for the AGM elections.	Open
Michelle Lanman / Jenny Buck	2026 – C5	Explore arrangements for presenting Richard Mackie's Award of Merit in December 2026.	Open
Angus Pinkerton	2026 – C6	Prepare an Award of Merit citation for Ken Raines.	Open
F&GP	2026 – C7	Consider subscription rates and staffing/salary forecasts for 2027, taking account of the finance report.	Open
Angus Langford	2026 – C8	Redraft the volunteer expenses policy to exclude alcohol from reimbursable expenses.	Open
F&GP	2026 – C9	Review the employee expenses policy, including appropriate provision for business entertainment by technical staff.	Open
Jenny Buck	2026 – C10	Incorporate Exec's comments into the proposed mission statement and recirculate it for consideration at a future meeting.	Open
Martin Baxter	2026 – C11	Proceed with the site-polygons trial and, if unsuccessful, develop option 3 as the preferred alternative.	Open
Martin Heywood	2026 – C12	Check with insurers the scope and implications of a proposed overseas membership category, including cover when BHPA is named in a claim.	Open
Angus Langford	2026 – C13	Present a more detailed competitions budget for formal Executive approval at the next meeting.	Open

Mark Shaw	2026 – C14	Revise the introductory wording on the incident reporting page on the BHPA website to encourage users to use the relevant tabs and to provide their names when submitting reports.	Open
Steve Young	2026 – C15	Ensure the BHPA office is copied into correspondence concerning the publication and distribution of Skywings.	Open
Jenny Buck	2026 – C16	Introduce Katy Hollingshead to Paul Dancey and Joe Schofield regarding social-media activity.	Open
Exec	2026 – C17	Request Brett Janaway's report concerning CIVL matters.	Open
Mark Shaw	2026 – C18	Provide a short report on the General Aviation Alliance AGM.	Open
Jenny Buck	2026 – C19	Consult the Exec on the final membership survey questions and focus-group participants.	Open

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