



## Meeting 2025B of the BHPA Executive Council

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

Meeting held on Wednesday 18<sup>th</sup> June 2025 at 8 Merus Court, Meridian Park, Leicester LE19 1RJ, commencing at 10.30am.

### **Present**

Marc Asquith  
Martin Baxter  
Bill Bell  
Jenny Buck  
Paul Dancey  
Martin Heywood  
Brett Janaway  
Angus Langford  
Angus Pinkerton  
Steve Young

### **In attendance:**

Ian Curren  
Michelle Lanman  
Joe Schofield  
Mark Shaw

### **Apologies:**

Ed Cunliffe

### **ITEM 1: APOLOGIES FOR ABSENCE**

Apologies had been received from Ed Cunliffe.

### **ITEM 2: MINUTES OF PREVIOUS MEETING**

The minutes from the AGM held on Saturday 1<sup>st</sup> March 2025 were approved.

The minutes from the Exec. meeting held on Saturday 1st March 2025 (previously circulated in draft on 14/03/2025) were approved (without amendment).

### **ITEM 3: MATTERS ARISING**

2018 – B1	Continuing. The policy has undergone review and, following amendment, will be presented for approval at the next meeting.
2021 – B7ii	Continuing
2024 – A19	Continuing. A free upgrade has removed the need to move servers.
2024 – A21	Continuing
2024 – B4	Continuing
2024 – B12	Continuing. Action transferred to Jenny Buck.
2024 – C1	Closed
2024 – C4	Continuing

2024 – C9	Continuing. Follow up required.
2024 – C11	Continuing
2025 – A1	Closed
2025 – A2	Closed
2025 – A3	Closed
2025 – A4	Closed
2025 – A5	Continuing
2025 – A6	Continuing
2025 – A7	Closed. Exec. voted in favour of proceeding at increased cost.
2025 – A8	Closed
2025 – A9	Closed

### **ITEM 4: MEMBER No. 4**

Marc Asquith recused himself from the discussion and vote.

Member No. 4's application for membership was declined.

***FOR ACTION: (2025 – B1) Jenny Buck to write to Member No. 4 declining his application for BHPA membership.***

### **ITEM 5: BHPA RULES**

Angus Pinkerton had circulated a proposal to amend two of the BHPA Rules in order to enhance clarity and to eliminate any ambiguity.

## 5.1 Rule 5

*Existing:* Members who wish to be involved in any activity that involves others (e.g. Coaching, Instructing, Dual Flying, Towing, Aerotowing) must be appropriately licensed and must adhere to the requirements set out in the Technical Manual.

*Proposed amendment:* Members engaging in activities involving others (for example providing Coaching, Instructing, Dual Flying, Towing, Aerotowing) must hold the appropriate BHPA licence(s) for that activity. They must also comply with the requirements set out in the BHPA Technical Manual.

## 5.2 Rule 9

*Existing:* Members must restrict their activities to those which they are qualified to undertake.

*Proposed amendment:* Members must restrict their participation in activities contained in the BHPA Approved Activities matrix to those for which they hold a BHPA qualification, or a qualification explicitly approved by the BHPA.

The amendments were agreed by unanimous vote.

**FOR ACTION: (2025 – B2) Joe Schofield to publicise the amendments to the BHPA rules.**

## ITEM 6: DALES CLUB – TANDEM PILOT ISSUE

Martin Baxter reported an issue concerning Member No. 5, a foreign pilot, now resident in the UK, seeking a BHPA tandem licence. Due to the pilot's limited English proficiency, the Technical Staff had been unable to conduct an examination. This was communicated to the pilot in writing, but he had asked for the decision to be reconsidered.

A key requirement for a tandem licence is the ability of the pilot to brief passengers and assistants effectively. This was considered not to be possible for this pilot. It was agreed that the original decision should stand and that the pilot should reapply for examination once his English has sufficiently improved.

**FOR ACTION: (2025 – B3) Jenny Buck to write Member No. 5 confirming that he can be examined for a tandem licence once his English has sufficiently improved.**

## ITEM 7: EXPENSES POLICY

Angus Langford had conducted a review of the existing expense policy and circulated a revised policy for approval.

The proposed amendments were agreed unanimously.

**FOR ACTION: (2025 – B4) Angus Langford to amend**

**and circulate the updated expense policy.**

**FOR ACTION: (2025 – B5) Bill Bell to circulate the updated expense policy to the comps panels.**

## ITEM 8: EXEC CHANGES

Jenny reported on changes to the membership of the Exec. Council.

8.1 Stuart Blackburn had decided to stand down with immediate effect. Thanks were expressed for his contributions during his tenure.

8.2 Paul Dancey has made the decision to stand down at the next AGM. Paul has contributed many years of service to the Association looking after Skywings and the BHPA website. His departure is a significant loss, and sincere thanks were expressed for his valuable contributions.

8.3 Brett Janaway has also decided to stand down at the next AGM. Thanks were expressed for his contributions.

8.4 Ed Cunliffe has decided to step down as Paramotor Liaison.

Jenny is having discussions with potential replacements and will report back.

## ITEM 9: AGM MATTERS

Four Exec. members are required to stand down at the next AGM. With three resignations already received, only one additional member will be required. Having served 3 years, Steve Young is due to stand for re-election by rotation.

The AGM will be held on Saturday 28<sup>th</sup> February 2026 at the BHPA office. The timetable for the production and distribution of voting papers, and the submission of award nominations, will be produced by Joe Schofield.

**FOR ACTION: (2025 – B6) Joe Schofield to produce a timetable for voting papers and award nominations for the AGM.**

## ITEM 10: WEBSITE

Paul Dancey had produced and circulated a briefing paper prior to the meeting.

It was agreed that finding a replacement for Paul would be challenging and that it may be an appropriate time to consider tendering for a new website. A working group comprising of Paul Dancey, Angus Langford, Brett Janaway and Steve Young was formed, tasked with agreeing on an approach, establishing a cost base and producing a draft tender.

**FOR ACTION: (2025 – B7) Paul Dancey, Angus**

**Langford, Brett Janaway and Steve Young to agree on an approach for the website, establish a cost base and produce a draft tender.**

Joe will publicise in Skywings.

**FOR ACTION: (2025 – B8) Joe Schofield to indicate in Skywings that we will be looking at developing a new website.**

## **ITEM 11: SKYWINGS MANAGEMENT**

Paul Dancey had produced and circulated a briefing paper prior to the meeting.

The creation and distribution of Skywings each month has many moving parts but is generally a well-oiled machine. The Skywings Director's main responsibilities are maintaining an oversight, looking after the financials and reporting to Exec. It was agreed that Steve Young would take on the role.

PCI Compliance is considerably more involved and because of his experience Angus Pinkerton agreed to take this on.

Martin Heywood paid tribute to Paul acknowledging his commitment, professionalism, and contributions over the years. His efforts were appreciated by all present.

## **ITEM 12: BHPA FOUNDATION – APPOINTMENT OF TRUSTEES**

Exec noted that:

12.1 Bill Bell had been re-appointed as a Trustee of the BHPA Foundation for a further term of 3 years, alongside Martin Baxter and Marc Asquith.

12.2 The Annual Return to the Charities Commission had been filed on time, on 11<sup>th</sup> December 2024.

## **ITEM 13: REPORTS**

### **13.1 Finance**

Angus Langford's finance report had been circulated.

13.1.1 It is expected that we will report a surplus of £71K for the year to 31<sup>st</sup> March 2025. This is very welcome after losses in the previous two years.

13.1.2 Profit from the shop has decreased, primarily due to rising postage costs and low margins on the pilot handbook. Angus recommended exploring alternative options to improve overall profitability.

**FOR ACTION: (2025 – B9) Angus Langford and Jenny Buck to review options for the BHPA shop.**

13.1.3 This financial year has started well, despite membership numbers being down. A year end profit of £45K is currently forecast.

13.1.4 Angus proposed establishing a subsidiary company to manage the Comps Panels. This arrangement would maintain an arm's-length relationship between the Panels and the Association.

This was agreed by unanimous vote.

**FOR ACTION: (2025 – B10) Bill Bell to notify the Comps Panels that the BHPA will be establishing a subsidiary company to manage their operations.**

Angus and Bill Bell have collaborated to develop a funding formula for competitions. This approach provides a default starting point which is open to regular review and adjustment as needed.

### **13.2 FSC**

13.2.1 Angus Pinkerton gave an update on the current accident investigations being undertaken by the Technical Team.

13.2.2 A second interview has been held for an Assistant Technical Officer and an offer will be made to the candidate.

### **13.3 Insurance**

Martin Heywood reported that there are currently no significant developments or issues to report regarding insurance matters.

### **13.4 Sites**

Martin Baxter's report had been circulated prior to the meeting. Martin reported on developments since it was issued.

13.4.1 An enquiry had been received regarding site purchase of Model Ridge (plus Carlton Bank and Cringle Moor), which was closed. It has now been re-opened. Martin had indicated that the trustees were unlikely to authorise a grant whilst the club has sufficient resources to purchase the item outright.

13.4.2 Martin had attended an Outdoors for All online meeting.

- There had been a presentation on Natural England Strategy, which was of no relevance to us.

- The Sports & Recreational Alliance, together with Leeds Beckett University, are finalising a paper on the Economic & Social Value of Outdoor Recreation in the UK (£22bn). They presented some useful slides which Martin will share.

- DEFRA may propose a green paper on access to nature, but it's unlikely to be in this parliament.

- APPG has met for the first time to agree its aims

and terms of reference. Their first action may be an inquiry relating to access for minority groups.

13.4.3 We used to have 'guiding principles and good practice' (circa 1995) with the National Trust. In 2015 when Martin sought to validate this, he was told that the National Trust had decentralised, and the document was no longer valid. We have recently been approached by them seeking to reinstate something similar. Martin has agreed to contribute.

### 13.5 Skywings

Paul Dancey's report had been circulated.

### 13.6 Website

Paul Dancey's report had been circulated.

### 13.7 Competitions

13.7.1 Bill Bell's report had been circulated.

Unfortunately, the proposal for FAI Hike-and-Fly Cat 1 Competition will not be progressing. It had become apparent that there was insufficient depth of resources and support services to ensure its viability.

Another Cat1 proposal for Accuracy was in the pipeline but nothing formal has been presented yet.

13.7.2 Brett Janaway's CIVL report had been circulated.

### 13.8 External representation

13.8.1 It is anticipated that FIDA will replace the incident reporting system this year.

13.8.2 Jenny Buck provided an update on RAeC, noting that internal politics have now stabilised and that Michelle Lanman is settling into the General Secretary role.

Steve Young had attended a RAeC Marketing Group meeting. The two main points to report back were that the BGA have employed a marketing agency, and that RAeC have trophies that they would like to re-purpose

13.8.3 Marc Asquith and Mark Shaw had given a briefing about our sport to the Department for Transport which was well received.

13.8.4 An EC working group meeting is imminent.

### 13.9 Paramotor Liaison

Nothing to report.

### 13.10 Admin

The Admin report had been circulated.

## ITEM 14: ANY OTHER BUSINESS

14.1 Jenny Buck had tasked Steve Young to look at marketing together with Andy Shaw. Andy will provide a written report in due course.

Steve observed that the mountain biking sector shared many similarities to our sport and could be a valuable target audience. He suggested that attending a National Outdoor Expo would be beneficial. However, this proposal was not supported by Exec. due to poor conversion rates from similar past events. Instead, it was agreed that contributing an article to a mountain biking magazine would be a worthwhile alternative.

***FOR ACTION: (2025 – B11) Steve Young to write an article about our sport for inclusion in a mountain biking magazine.***

It was agreed that Steve could investigate the feasibility of having a BHPA stand at other flying associations AGMs.

***FOR ACTION: (2025 – B12) Steve Young to investigate the feasibility of having a BHPA stand at other flying associations AGMs.***

Jenny noted that efforts to raise the Association's profile would align well with the objectives of the website working group.

14.1.2 Mark Shaw reported that British Skydiving have asked us to attend their event at a cost of £450.

14.1.3 Brett Janaway had been approached by the Irish Hang Gliding & Paragliding Association who are interested in outsourcing their membership and wondered if we'd be interested. Jenny asked Brett to re-direct them to her.

Jenny Buck closed the meeting at 3.20 pm.

## 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
Jenny Buck / Michelle Lanman	2024 – A21	Jenny Buck and Michelle Lanman to circulate Terms of Reference for completion.	Continuing
Michelle Lanman	2024 – B4	Michelle Lanman to compile a policy index.	Continuing
Jenny Buck	2024 – B12	Jenny Buck to establish a diversity sub-committee and provide a strategy and terms of reference.	Continuing
Martin Heywood	2024 – C4	Martin Heywood to draft a policy on handling requests for information under the Data Protection Act.	Continuing
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.	Continuing
Brett Janaway	2024 – C11	Brett Janaway to ensure that the change in FAI Records Officer is formally notified.	Continuing
Marc Asquith	2025 – A5	Marc Asquith to draft a proposal, to be discussed and agreed with the BMAA, that the BHPA manage FAI record representation for paramotors.	Continuing
Marc Asquith	2025 – A6	Marc Asquith to draft a proposal, to be discussed with the BMAA and RAeC, that the alternate delegate for CIMA be proposed by the BHPA.	Continuing
Michelle Lanman	2025 – A7	Michelle Lanman to discuss the addition of a member's photo, to the digital card, with Simon Dale.	Continuing
Jenny Buck	2025 – B1	Jenny Buck to write to Member No. 4 declining his application BHPA membership.	Open
Joe Schofield	2025 – B2	Joe Schofield to publicise the amendments to the BHPA rules.	Open
Jenny Buck	2025 – B3	Jenny Buck to write to Member No. 5 confirming that he can be examined for a tandem license once his English has sufficiently improved.	Open
Angus Langford	2025 – B4	Angus Langford to amend and circulate the updated expense policy.	Open
Bill Bell	2025 – B5	Bill Bell to circulate the updated expense policy to the comps panels.	Open
Joe Schofield	2025 – B6	Joe Schofield to produce a timetable for voting papers and award nominations for the AGM.	Open

Paul Dancey, Angus Langford, Brett Janaway & Steve Young	2025 – B7	Paul Dancey, Angus Langford, Brett Janaway and Steve Young to agree on an approach for the website, establish a cost base and produce a draft tender.	Open
Joe Schofield	2025 – B8	Joe Schofield to indicate in Skywings that we will be looking at developing a new website.	Open
Angus Langford & Jenny Buck	2025 – B9	Angus Langford and Jenny Buck to review options for the BHPA shop.	Open
Bill Bell	2025 – B10	Bill Bell to notify the Comps Panels that the BHPA will be establishing a subsidiary company to manage their operations.	Open
Steve Young	2025 – B11	Steve Young to write an article about our sport for inclusion in a mountain biking magazine.	Open
Steve Young	2025 – B12	Steve Young to investigate the feasibility of having a BHPA stand at other flying associations AGMs.	Open