



Committee Meeting Minutes

Date	Tuesday 8th July 2025
Time	7.30pm
Location	Via Zoom
Attendees	Richard Willis, David Sissons, Mick Lucking, Andrew Ridgway, Dave Cooke, Anthony Squire, Hilary Palmer, Vic Knight

Item	Notes	Action
1	Apologies and last meeting's Minutes: Apologies received from Pauline Olivant. Apart from one typo error in section 2, the previous Minutes (6th May 2025) were accepted. VK to amend and publish on website.	VK
2	Matters arising and key actions from previous meeting: Covered in individual reports below.	
3	Chair's Report: Note received from new Planner following inaugural event was positive with a high probability of planning future events. It is thought that the new Organiser would also consider handling another event in the future too.	
4	Treasurer's Report: Event accounts: Bramcote Hills in May saw a £500+ contribution to the current account but this was offset by a loss at Colwick Park in June; further fees from the Canal & River Trust are also expected for the Colwick Park event. The issue of high fees relating to any event that encounters rivers or canals took place (Retford and Cotgrave CP events were identified). Such fees are probably only tolerable for level C and above events. If Permissions had sight of the All Controls map very early on in the event preparation process, such issues could be identified and potentially mitigated. However, it was recognised that some loss-making events were inevitable if the club intends to provide monthly events (especially at level D).	

	It was suggested that a precise understanding of the Canal & River Trust licence requirements be ascertained. Once this is clearly understood, the briefing for the Organiser and Planner could be suitably updated (with an extra check being the very early inclusion of an All Controls map). Licence wording to be reviewed. Significant outgoings since the last meeting include garage rent, equipment repairs (SI batteries), Canal & River Trust fees for upcoming Retford event. Significant income received from the Meadows event (July 12th). Overall account balances (Current Account and Scottish Widows) remain positive. <i>Points carried over from previous minutes:</i> • ML clarified that in the annual accounts, the Clumber event should identify the 'cost' of NOC members who volunteered and got a free run. ML to send DS a copy of an 'invoice' relating to this situation. • The transfer of £2k ((£2.5k?)) from Scottish Widows to the Current Account to facilitate future cash flow expectations remains an outstanding action. Update required at next meeting. • The search for an alternative to the Scottish Widows account also remains outstanding. Update required at next meeting.	DC ML DS DS
5	Secretarial & Development Report: - Mitigation mechanisms following the Portaloo challenge remain ongoing. Web code to be tested. - Web enquiry form changes still to be implemented - Supporting MapActive sessions - Dialogue with Ranger at Sconce & Devon Park regarding replacement POC marker Focus for next few months to include: - Reconfirm entry for NottsHelpYourself website - Start preparation for AGM on 26th October - Look to set-up webform to capture names of potential new members & MapActive participants - Monitor social media performance - Ongoing production of newsletter and emails, Zoom hosting, and handling web enquiries.	VK VK VK

6	EMOA & Membership Report: The Chair offered the Committee's thanks to Pauline for successfully managing the transfer of leadership for the Finish Team (see below). Actions from previous meeting: • Updated committee on savings mechanisms used by OF. • Feedback to EMOA on 2027 MOC. Other actions since last meeting: • Assisted at Bassetlaw schools' event. • EMOA meeting 30 June: ◦ AGM booked for 22nd Sept at Clifton, Pace room. ◦ Officials conference 20th Sept, to possibly include short discussions on promotion & environmental issues, ◦ awaiting to see if Rules Group will take part. ◦ Clubs asked to promote. • Ursula asking for 2026 EM league dates: I have sent her those possible in the calendar with Ant to confirm. • Elaine Smith & Peter Cholerton have responded favourably to taking over as Finish Team Leaders. Organisers info' and web site being updated. • Discussion with HP and VK about getting unassigned members assigned to a Helper team. Three contacted to date with one positive reply. Process ongoing. At the Committee meeting on the 8th July, it was noted how some clubs were listing their 'Super League' level C events as level B and so securing date priority over other clubs.	
7	Coaching Report: MapActive: • HP highlighted and thanked the support from members for the most recent MapActive course. Help came from both long-standing members and indeed those very new to the club, having joined as a result of a previous MapActive iteration. • Discussion took place regarding the impact of failed Facebook links to the NOC website, and how this could have limited the volume of participants to the most recent MapActive programme. The webmaster's aim at limiting unnecessary data collection and indexing is understood but the implication of lower MapActive take-up is also challenging. • Other communication vehicles were discussed including just using Facebook 'posts' with a statement to get users to use their browser to find the relevant NOC page. Another option	

	could be to host the Course Brochure on The Start Kite (although, given the transactional nature of The Start Kite, this would require careful consideration). It may be possible to host a microsite off The Start Kite and so limit potential threats. • The next MapActive programme could be promoted as early as September. HP proposed that those likely to be involved give some thought to the possible options so that something suitable can be used for communications in September. • Some summer-break thinking is also expected regarding the current format of MapActive. This could possibly involve a 'rebranding' and be a logical time to reassess web communication options. HP also mentioned that no obvious training area appeared available as preparation for the upcoming CST Final. Consequently, only a pre-event Zoom geeking session would be provided. HP & ML to identify a date so that a Zoom session can be reserved. Other highlights: • Intending to run an evening orienteering session for the Edwinstowe Runners using the Sherwood Forest POC on 5th August. • The MapActive course running through June into July has gone well although we only had 3 people sign up this time, which was a bit disappointing. (see discussion above). • Thinking about some club coaching for late August/early September before the CST final.	AR/VK/AS /HP ML/HP
8	Team Captain's Report: • Arranged for courses at Bramcote event to only have one road crossing. • Arranged for mailchimp to members to include a request for interest in the Harvester Trophy 5 person relay. No interest reported to ML. • Controlled a DVO event at Carsington Pastures. • CS Trophy Final: ○ The meeting agreed that participants should make their own travel & accommodation arrangements. Car-sharing should also be promoted. ○ The meeting agreed that the CLOK entry system should not be recommended to NOC participants. Entrant details will be coordinated by M Lucking instead. • Arranging the 2025 club championships and their format. Liaison between ML, AS and the Planner to take place. • Discussion ongoing about finding a replacement for the Team Captain role.	

9	Mapping Report: Event Maps: • Simon Elliott updated and extended the Bramcote Hills map for the EM League fixture that took place on Sunday 18 May. • David Olivant updated the Colwick Country Park map for the local event that took place on Sunday 22 June 2025. The map scale was changed from 1:10000 to 1:7500. • Saturday 12 July 2025 is the date of the EuroCity fixture at The Meadows. The master map has been updated by Andrew Ridgway. The event maps are a 1:4000 map (SRA3 size) with a 1:2000 enlargement of The Memorial Gardens approximately A4 size). The enlargement is being printed on the reverse of the 1:4000 map with a “map flip” for the closing section of all courses. • A sprint event at Clifton Campus and in the surrounding area will take place on Sunday 17 August. Map updates may be required as redevelopment of the surfaced sports pitches was ongoing at the time of the last event. • Andrew Ridgway is the mapper for the urban event in Retford on Sunday 28 September. • A local event will be held at Newstead and Annesley Country Park on Sunday 26 October. The AGM will follow. Subject to fitness, Dave Cooke will update the map. • An EM League event at Wellow Park has been scheduled for Sunday 9 November 2025. Richard Parkin (DVO) has now completed the mapping work and a final draft has been supplied for review. Andrew Ridgway has reviewed one part of the map and some corrections were made by Richard. Further review is required. • On Sunday 21 December 2025, an EM League fixture will be held at Strawberry Hill. A mapper has not been assigned. • An EM League event at Thieves Wood has been scheduled for Sunday 18 January 2026. There are some concerns about the condition of the woodland. If the club decides to proceed, the proposal is that we obtain a quotation for a new map from Richard Parkin (DVO). POC Maps and Courses: David Olivant is working with Clumber Park staff to deliver updated permanent course maps. Map Development: • A copy of the new Newark urban map commissioned by LOG has been received. This is to be reviewed by Andrew Ridgway. The mapping work was undertaken by Mike Hampton (OD) and overseen by Bruce Bryant (OD) and Paul Murgatroyd (LOG). • The venues for urban events in June 2026 and October 2026 are under review. In view of the effort required to create a new	
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	urban map, extensions to existing urban and POC maps are being considered. • Simon Elliott is preparing a map of Cotgrave Country Park. Completion date not known. (The Committee meeting on 8th July highlighted that suitable parking arrangements should be clarified in advance of any further progress on the map). The meeting also discussed the option of Harlow Wood for future events/mapping.	
10	Permissions Report: • Ongoing (daily) processing of permissions information for future events, requesting of information from Planners and Organisers (ACM's, RA's, EMD's), interactions with landowners, updating information on NOC CMS, and updating my 'Rolling tick list'. • Collected information sheets assembled and forwarded to Planners and Organisers. • Public transport details updated for the next few events. • Parking agreed for Wellow (at Wellow House School). • Awaiting response for Wellow re toilets access and costs vs portable toilets and tent(s). No room for Download available. • Visit to Wellow to discuss access options with local farmers. • Booking made for room for AGM at Newstead. Catering – (The Committee meeting on the 8th July felt that the cheapest catering option would be acceptable). • Submission for Consent from Natural England prepared for Wellow. Awaiting ACM before submission. • New permissions system introduced by Nottm City Council and is working better than the previous one. • Discussions with NCC re Colwick 22/06/25 re parking. Despite being fully agreed it required 'in person' discussion on the morning of the event. • Awaiting confirmation whether NTU Clifton Campus is proceeding. • Eakring Brail Wood appears suitable as a future venue according to both Keith Streb and Richard Robinson. It's an FE area and we have permission to map and use it, provided it is done 'soon'. Parking options to be confirmed. If viable, the area could be available for the Dec'25 to Mar 26 period. Committee to confirm if Keith should proceed with mapping. • The Committee meeting on the 8th July identified that R Parkinson was obtaining permissions and working closely with A Ridgway too. AS is currently preparing the All Controls map. Future Actions: • Continue testing the updates to the FE on-line application	

	system when requested by FE. • Continue obtaining permissions for future events, preparing collected information, and processing NOC CMS information. • Continue adding public transport details for events. • Update Newstead & Annesley map for 26/10/25.	
11	Fixtures Report: <u>Info:</u> 18th May / Lvl C / Bramcote Hills, good map update from Simon Elliott and permissions magic from Dave Cooke opened up 3 extensions, allowing for full-length courses to be planned. Kev Lomas kindly stepped in to be the on-the-day gap for a controller for Mick. Event seemed to go well. 181 runners attended. <u>Info:</u> 22nd June / Lvl D / Colwick Country Park, good opportunity for two new officials, Richard Beadle (Planning) and Hebe Parr (Organising), hopefully start to broaden the pool of officials. Both seemed to enjoy the experience and may be approached next year for a further Lvl D or C opportunity. <u>Info:</u> 12th July/ Lvl B (Meadows) – Busy organising and planning activities – coming together for next weekend. <u>Info:</u> 17th Aug / Lvl D (Clifton) – Pulling together plans for the event, Dave S planning, Ant organising. Simplify to just offering 4 Loops, and not a Sprint Relay. <u>Discussion:</u> Sun 26th October - Club Champs/AGM. Need an organiser to help make the event happen, plus co-ordinate the room/food/AGM. <u>Info:</u> DVO have expressed interest in using the NOC Dec Walesby (<i>read: Strawberry Hill</i>) event for their club champs. Proposal would be to run in 'parallel' to LOG club champs = e.g. LOG run from 1030-1115 and DVO from 1130-1215 (or something like that). Need to pass on proposal to event planner/organiser. <u>Info:</u> RE: 2025 Lvl C Events Need Controller for November (Wellow) Anthony picking up December (Strawberry Hill) EML event. <u>Discussion:</u> (May be covered in the mapping update section): Anthony visited 'Thieves Wood' and judges the area suitable for Lvl C event, Over 50% of the area is decent. Agreement requested from committee for Andrew to pursue re-mapping options, and schedule hosting an event.	

	<u>Discussion:</u> Andrew, Dave and Ant are proposing the following 2026 Lvl C dates/areas plus 2027 Lvl B date/ area. For committee review ahead of approaching EMOA: Sunday 18th January 2026 EML (Lvl C) @ Thieves Wood or Boundary / Byron's Wood as back up Sunday 15th March 2026 EML (Lvl C) @ Watchwood June (date TBC) as (Quite a few urban date clashes) EMUL (Lvl C) @ Nottingham University (potentially with Wollaton East? Or Jubilee Campus) Sunday 4th October 2026 EMUL (Lvl C) @ Harvey Hadden / Surrounding Areas? Or Southwell Or other new area? Shireoaks or Woodthorpe Grange and nearby urban extension Sunday 15th November 2026 EML (Lvl C) @ Worksop College/ Kidney Clump / Manton Pit Wood/ Clumber (North-West) Sunday 20th December 2026 EML (Lvl C) @ Walesby Sunday 31st January 2027 East Midlands Champs/ Robin Hood Trophy (Lvl B) @ Sherwood Forest Discussion: Number of officials to run these Lvl C events: Planners: ● Ant Squire ● Rich Robinson ● Kev Lomas ● Andrew Ridgway ● Ed Cochrane ● Dave Schorah & others Organisers: ● Hilary Palmer ● Jane Booker ● Helen and Robert Parkinson ● Dave Sissons ● Pat Squire Controllers: ● Kevin L, ● Mick L ● Richard Robinson	
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	• Andrew R • Ant S • Hilary P • Paul M • Simon E (The Committee meeting on the 8th July noted that Mappers should also be included as a resource pool). Proposal – Given that we’ve already reduced 1 lvl B event from 2026 plans, then I’d recommend sticking to the proposed 4 EML and 2 EMUL = as I feel that the above resources will be able to cover – though largest risk is Controllers as they are mainly ‘doubling up’ with other roles. If committee feels we should reduce further then I’d recommend dropping the 1 EMUL in ‘June’. (At the Committee meeting on the 8th July, there were no objections raised from those present about holding the six level C events proposed by AS). Other Items: No further progress on progressing the MapRun event series idea, like DVO did. Though do intend to pick back up with Chris Millard as DVO ones seem to be going well again.	
12	Any Other Business: • Garage key holder: Richard Beadle has offered to become an additional key-holder as he lives fairly nearby. The Committee agreed to this option. PO to liaise with R Beadle. • AGM - Existing post holders to confirm if they are happy to continue in their roles into 2026 (it has been noted that M Lucking will be stepping down as Team Captain). • Mick Lucking advised that Hassall & Lucking will be ceasing the printing of Orienteering Maps with effect from 30th September 2025.	PO ALL
	Next Meeting Date: 2nd September 2025 at 7.30pm, via Zoom	ALL
	Version Control: • First draft - 13 July 2025	