

COUNCIL OF NORTHERN CAVING CLUBS

British Caving Association

Approved Final Minutes of Committee Meeting 17th January 2015 Hellifield Institute, Hellifield

Meeting opened 9.33am, Attendees in order of signature on attendance sheets:

| Name | Club | CNCC officer/co-opted role? | Committee voting? |
|-------------------|-------------------|--------------------------------|-------------------|
| Matt Ewles | York CC | Secretary and Excalibur meets | |
| Martell Baines | Bradford PC | | |
| Pete Bennett | Rubber Duck CC | | |
| Pete Monk | Northern Boggarts | | Yes |
| Andrew Farrow | Northern Boggarts | | |
| Bernie Bond | Burnley CC | | Yes |
| Gary Douthwaite | York CC | Webmaster | |
| Steve Kirk | Craven PC | | Yes |
| Sam Allshorn | ULSA | | Yes |
| Simon Wilson | Earby PC | | Yes |
| Alan Speight | YSS | Casterton Fell meets | Yes |
| Tim Allen | No club | | |
| Jonathan Tompkins | Over and Under CC | | Yes |
| Ian Lloyd | Northumbrian SG | CNCC Eurospeleo representative | Yes |
| Ian Cross | Bradford PC | | |
| Malcolm Hughes | Bradford PC | Penyghent meets | |
| Fiona Durham | YSS | Taking minutes | |
| Roy Holmes | Dent House SS | Chairman | |
| Andrew Hinde | Gritstone Club | Conservation Officer | Yes |
| Kay Easton | Bradford PC | Assistant Conservation Officer | Yes |
| Glenn Jones | CNCC Tech. Group | Treasurer | |
| Phil Ryder | White Rose PC | | Yes |
| Matt Jenkinson | Rubber Duck CC | | |
| Tony Brown | Northern Boggarts | Bowland meets | |
| Johnny Latimer | Earby PC | Access Officer | |
| Ray Duffy | Red Rose CPC | | |
| Sam Lieberman | Red Rose CPC | | Yes |

Committee members not sending a representative:

Lancashire Underground Group

Yorkshire Ramblers

Numbering of sections in these minutes relates to agenda item numbering.

(1) Apologies for absence

Les Sykes (LUG/Training Officer)

Geoff Whittaker (Th'owd Skool CC/Ingleborough interim meets/Aygill meets)

(8) Leck Fell and Penyghent permits

The meeting started with item 8 on the agenda as Andy Farrow had agreed (at short notice) to attend and introduce himself, but had prior commitments which meant he could not stay.

Andy has offered to take over as meets secretary for Leck Fell following the announcement by Jim Sloane that he wished to stand down. Andy gave a brief description of his credentials as a caver and answered questions from those present. One question was regarding regular permits often used by diggers. Matt Ewles provided a background to the issues encountered previously with these. Andy also confirmed that his computer skills were up to the job. It was agreed that Andy work with current Leck Fell meets secretary Jim Sloane until a mutually suitable transfer time.

Acceptance of Andy Farrow as Leck Fell meets secretary;

Proposed: Sam Allshorn

Seconded: Simon Wilson

Votes: 11 votes for (unanimous; one committee club did not arrive in time for this first vote)

Andy Farrow left at 9.44am

(2) Acceptance of minutes from September 2014 Committee meeting

Several matters were raised with respect to the September minutes;

- Sam Allshorn said he had understood that both of Glenn Jones responses to questions addressed to the Treasurer were to be published following the last meeting (an anonymous accountant had provided two sets of questions via Tim Allen to the CNCC; one set at the 2014 AGM, followed by another set later in the year; both were answered by the Treasurer. The first set of questions and answers were circulated to all full member clubs at the time, the second set were made public on the CNCC website after the September meeting).
- Matt Ewles agreed that he had misinterpreted the will of the previous meeting as being to make public only the most recent (second) set of questions and answers and agreed to make public (via the website) the first set of questions and answers too.
- Tim Allen requested the following changes to the September minutes:
 - (A) With regard to Access Officer's report: 'Fountains Fell' should read 'Langcliffe Estate'
 - (B) With regard to Access Officer's report: 'tax payers' should read 'general public'
- Tim Allen said that his mention of open caves and potholes (i.e. ones which are already covered by CRoW based on their 'open air/daylight' nature as defined by DEFRA and Natural England) was not reflected in the minutes. Matt Ewles agreed to include a retrospective addition if Tim could provide him with details.

- Sam Allshorn asked if the CNCC had discussed the decision “we shall be guided by BCA” on matters relating to CRoW. Matt Ewles said that this had not been discussed.
- Andrew Hinde said the approach of encouraging ‘open season’ on caves and potholes could alienate land owners and suggested that patience in these matters would be prudent as good progress was being made.
- Tim Allen suggested the questions to the Treasurer were ‘doctored’ from an email sent by Tim to Matt Ewles. Matt categorically denied doctoring anything.
- Glenn confirmed that the questions he had answered were the ones sent to him.
- Glenn asked to see the email copy and was given it.
- Sam Allshorn noted these questions to the Treasurer were a matter relating to last year’s AGM and suggested all things pertaining to this were made public for transparency so the matter could be closed.
- Tim Allen accused the CNCC of using ‘smoke and mirrors’ in their financial conduct. Matt Ewles said he had complete confidence in the Treasurer and was not happy with, nor did he find particularly appropriate, this phrase being applied to CNCC finances.
- Matt Ewles agreed, if Committee accepts, to publicise both sets of questions and responses and said that as far as he was concerned the matter would then be deemed closed.

Publication of the first set of Treasurer questions/answers:

Proposed: Sam Allshorn

Seconded: Ian Lloyd

Votes: 11 votes for, 1 abstention

Acceptance of minutes:

Proposed: Andrew Hinde

Seconded: Pete Monk

Votes: 11 votes for, 1 abstention

(3) Matters arising from the September Committee meeting

There were no further matters arising.

(4) Officer’s reports

All reports were taken as read.

Chairman's report:

Tim Allen had noted Roy Holmes' comment on the BCA CRoW votes and read out a quote from the BCA secretary:

"Obviously it is possible to question the results of almost any poll. I contend, however, that these results are pretty clear. I would also suggest that the turnout was good, particularly given the dubious nature of quite a few of the addresses we have been given for our members - it was certainly above what we were told by various polling companies was normal - and I am still only aware of 3 members who had given us their correct addresses who did not receive their voting papers."

There was some general discussion about interpretation of the results of the CRoW ballot, and the chairman's statement (mostly personal opinions) with no outcomes.

Secretary's report:

No questions.

Treasurer's report:

Sam Allshorn noted the £1215 had been spent on first aid courses and questioned whether this was a single payment. Glenn Jones confirmed it was, covering two courses. Sam then questioned the £500 limit on payments by the Treasurer unless sanctioned by the council, as it appeared it was not being adhered to. Glenn said that the course had been approved at a previous meeting and therefore he considered that this was also suitable authorisation for payment.

Conservation Officer's report:

A brief discussion about this was held, but no specific questions or outcomes.

Training Officer's Report:

This report was received late and therefore had not appeared on original reports, but was instead added one day later and the reports re-posted on the website.

Several issues were discussed with respect to training;

- Sam Allshorn questioned how the two free SRT courses were allocated and advertised. Les Sykes was not present to answer the question (he was testing bolts in Rowten).
- Sam Allshorn suggested the Training Officer should speak to YSS about using their new SRT wall to deliver future training. Martell Baines pointed out BPC also had a training wall.

(Johnny Latimer entered meeting at 10.14am)

- Andrew Hinde said an off road driving course had been supplied for three members of CNCC (Natural England volunteers) so there was now more drivers who could use the Natural England vehicles.
- Andrew Hinde said there was going to be some winch training and he'd had confirmation that winch manoeuvres along the ground did not require application of LOLER (Lifting Operations and Lifting Equipment Regulations 1998).
- Andrew Hinde said there may be some money for further training.

Access officer's report

The discussion on the Access Officer's report can be broken down as follows:

- **Ingleborough Estate:**

Ingleborough Estate access changes had been circulated to all and were on the website. Johnny Latimer said he has tried to keep all estates involved in recent CRoW developments. He'd had a very positive meeting with Ingleborough estate who he believed would be amenable to CRoW from a liability perspective should reformed to the act be made. Roy Holmes asked how DIMs and CIMs identified themselves when applying for permits. Matt Ewles confirmed DIMs were asked to provide their name and BCA number and CIMs were asked to provide their name, BCA number and club, as these details can be cross checked against information provided by the BCA to meets secretaries.

- **Fountains Fell:**

Thanks were made to Alan Speight for his efforts to improve access here. Alan asked all to note that the removal of permits in this area was a one year trial.

- **Langcliffe Estate:**

Johnny Latimer noted the difficulties he had already reported in that the Langcliffe Estate (land of Dale Head Pot and Penygghent Pot) were requesting £78 per hour to speak to CNCC about access. He said he had been to the Yorkshire Dales Access Forum and spoken to some rangers who were very helpful and confirmed they did not pay any land agents. Sam Allshorn noted £78 was very expensive, and if paid, set a precedent therefore the Committee should support Johnny in his chosen course of action to pursue the matter, but not advocate payment.

Johnny was keen to get other cavers involved in the Yorkshire Dales Access Forum as he said it was a very positive group and noted there was good representation on it from the climbing community.

- **Other areas:**

A general discussion was held on other areas such as Little Hull Pot and it was noted by Malcolm Hughes that the landowner at Holme Farm may be amenable to access improvements here.

- **CRoW land: Access to 'open air' caves and potholes:**

Tim Allen said that the BCA chairman had met with representatives from Natural England and DEFRA and confirmed in the Council meeting on 11th October 2014 that under CRoW, cavers could currently descend any cave on CRoW land only as far as daylight without permission. A discussion was held as to whether the CNCC should stop issuing permits for relevant potholes (e.g. where much of the trip is in daylight) or whether we should "fudge it for a little longer". There were mixed opinions but an overall agreement to trust the judgement of the Access Officer on this matter. Johnny Latimer said some estates would favour the latter as it reduced liability and that we would ultimately get open access, but he suggested supporting the status quo at the moment. Ray Duffy agreed that if we played our cards right we would eventually have open access everywhere.

There was discussion about exactly how far you could go before a cave ceased to be 'open air' and the term 'daylight' (e.g. what about caving at night). Matt Ewles said that as most caving trips would involve leaving daylight, it would likely cause confusion or misinterpretation, and would muddy the water if we issue advice that cavers can only go as far as daylight without a permit.

A few other points were made before the discussion moved on;

- Andrew Hinde will attend the BCA meeting on 31 January 2015 to discuss strategy for next DEFRA meeting.
- Sam Allshorn expressed his confidence in Johnny Latimer and suggested thanks to Johnny for all his work. All agreed with this suggestion.

Technical Group report

All issues had been covered in the Training Officer's report.

(5) Meets Secretary's reports

Ingleborough Estate

Geoff Whittaker had sent his apologies. There were no further questions on the new agreement.

Casterton Fell

Alan Speight was standing down as Casterton meets secretary. Alan had identified that Hannah Walker (YSS) was happy to take over the post, but she was not at the meeting to discuss this with the Committee. Matt Ewles suggested that as the next Committee meeting would not be until June, and Alan was standing down at the AGM, we needed to get a meets secretary approved in principal now. Therefore a vote was conducted to authorise the handover to Hannah.

Acceptance of Hannah Walker as Casterton fell meets secretary;

Proposed: Sam Allshorn

Seconded: Alan Speight

Votes: 12 votes for (unanimous)

Birks Fell/Stump Cross/Fairy Holes

Ric Halliwell was not present however, there were some relevant discussions:

- Sam Allshorn asked if there were any attempts to improve access to the Birks Fell area and Matt Ewles said that he believed efforts were ongoing.
- Andrew Hinde said there was currently no access agreement for Fairy Holes; however, he was actively pursuing this, with a view to Johnny Latimer signing the renewed agreement as soon as possible.
- Tim Allen asked why the letter from the chairman of the Yorkshire Dales Local Access Forum (YDLAF) (a statutory body of the local authority) offering help with negotiating better access had not been mentioned on the agenda. He suggested that as a common courtesy a reply was in order as it had been over three months since it was sent. Matt Ewles said that he had received the letter and passed it onto the Access Officer, but the nature of the content did not demand a reply. Johnny Latimer agreed to reply.
- Tim Allen also mentioned that YDLAF had offered to help negotiate year round access to Birks Fell, the last of the closed seasons in the YDNP, which is now National Trust land, and there should not be closed season restrictions without clear justification.

Penyghent and Fountains Fell

Nothing additional to report.

Other areas

Nothing additional to report.

Tim Allen noted the Yorkshire Dales National Park were already making provision in case caving did apply to all parts of caves on access land. They had placed all major caves on their map system and the Recreation and Tourist Manager and the Wildlife Officer had been looking to identify any bat sites might be affected and any caves with a current restrictive access which might have an outdoor centre use. Andrew Hinde did not feel that the CRow act applied to outdoor centres, but Tim said educational use was mentioned. Roy Holmes also noted that the National Park could be extended to the M6 and would then include Casterton and Barbondale.

Vote to accept all officers and meets secretary reports;

Proposed: Pete Monk

Seconded: Andrew Hinde

Votes: 12 votes for (unanimous)

(6) Cave digging guidelines

(See appendix A to the meeting agenda).

These had been submitted by Andrew Hinde, who answered questions.

Acceptance of cave digging guidelines:

Proposed: Sam Allshorn

Seconded: Phil Ryder

Votes: 12 votes for (unanimous)

Vote of thanks to Andrew Hinde:

Proposed: Sam Allshorn

Seconded: Sam Lieberman

Votes: 12 votes for (unanimous)

Johnny Latimer reported that Tony Brocklebank had asked regarding the possibility of a “Danger” sign being provided by the CNCC for his dig, close to a path. This was discussed in detail, but the decision was taken not to agree to this.

(7) New access agreements for Dow Cave and Ingleborough Estate

The Ingleborough Estate access had been covered earlier in the meeting.

Dow cave: The farmer had originally shut it because of concerns about safety. Nigel Atkins had renegotiated a ‘Derbyshire style’ agreement and this has been re-drafted into a CNCC format. This had been sent twice to the farmer by Johnny Latimer with no response. Therefore for now, we have a verbal agreement that means the cave is open to BCA insured cavers at no charge but a payment of £1 a head is required for commercial groups. Full details are on the CNCC website.

Vote of thanks was suggested for Nigel Atkins:

Proposed: Sam Allshorn

Seconded: Johnny Latimer

Votes: 12 votes for (unanimous)

It was noted that Geoff Whittaker had picked up the Ingleborough Estate Meets Secretary role and done a superb job and his continuation in the role should be ratified.

Acceptance of Geoff Whittaker as full time Ingleborough Estate meets secretary;

Proposed: Simon Wilson

Seconded: Sam Allshorn

Votes: 12 votes for (unanimous)

(8) Leck Fell and Penyghent permits

Leck Fell was addressed at the start of the meeting.

Malcolm Hughes was standing down as Penyghent and Fountains Fell meets secretary. Sam Allshorn offered to take on the role (although Fountains Fell is no longer required thanks to recent access changes therefore the role is only Penyghent meets secretary).

Acceptance of Sam Allshorn as Penyghent meets secretary:

Proposed: Pete Monk

Seconded: Bernie Bond

Votes: 12 votes for (unanimous)

Vote of thanks to Malcolm Hughes:

Proposed: Andrew Hinde

Seconded: Sam Allshorn

Votes: 12 votes for (unanimous)

(9) Draft CNCC constitution

The final draft has been posted on the CNCC website for review.

Ian Lloyd questioned the inclusion of Scotland. It was confirmed the CNCC had always included Scotland and the Grampian Speleological Group were full CNCC members.

The acceptance of the document was proposed by Pete Monk and seconded by Andrew Hinde. With the document proposed and seconded by two full member clubs, voting whether to put this document forward to all full members at the AGM was deferred until after item 10.

(10) New motion affecting the constitution

(See appendix B to the meeting agenda).

The motion concerns access to the Ingleborough Estate. The Estate had wanted access for all with BCA membership. However, the CNCC constitution only allows issuing of permits to member clubs. On this occasion the decision had been taken to go against this in the interests of maintaining the access that individual cavers have always had on Ingleborough. Johnny Latimer therefore suggested removing the line from the constitution and leaving it to landowners to decide on any restrictions. Our current access agreements all dictate who can be issued with permits.

Matt Ewles suggested that, at the AGM, the new constitution should be put forward as a whole document for acceptance and then at the same meeting put forward a separate motion to remove the line 'applications for permits will only be accepted from member clubs of the Council' from whichever version of the constitution is taken forward (the new or existing one).

Proposing of constitutional amendment;

Proposed: Sam Allshorn

Seconded: Phil Ryder

Votes: 12 votes for (unanimous)

Item 9 was then voted for and received 12 votes (unanimous)

(11) Access agreements

The September meeting had agreed in principle to the circulation of access agreements while acknowledging some actions may be required first such as the censoring of personal details and consideration of other matters. This was now discussed with two possible outcomes proposed;

- a) Subject to agreed actions, whether to make documents available to full members.
- b) Subject to agreed actions, whether to make documents available publicly.

In discussing this, the following were the main points raised:

- Sam Allshorn supported publishing in full while removing details of any sensitive financial transactions.
- Matt Ewles supported removing personal details where appropriate.
- Martell Baines pointed out if the agreements were published in the public realm we had to make it clear that we had removed certain details.
- Johnny Latimer reminded the meeting that some agreements were out of date and needed updating. Sam Allshorn suggested this could be noted on the web and that the relevant documents were being updated.

- Matt Ewles suggested that a good way forward, given the fact that many documents are due for updating, would be option A for now with the aim of moving to option B as documents were updated and renewed by the Access Officer.

The above course of action as suggested by Matt Ewles:

Proposed: Sam Allshorn

Seconded: Simon Wilson

Votes: 12 votes for (unanimous)

(Malcolm Hughes left the meeting at 11.41am)

(12) Appointment of new CNCC representative to BCA

Matt Ewles apologised for not having the time to fulfil this role. A suggestion that an ad-hoc person attend was deemed as unsuitable and the suggestion that Andrew Hinde (who already attends in another role) also attend as CNCC representative was also seen as counterproductive.

Martell Baines offered to attend for a one year trial, although would not be able to attend the upcoming meeting but would hopefully be able to attend in June.

Acceptance of Martell Baines as CNCC representative to the BCA:

Proposed: Ian Lloyd

Seconded: Andrew Hinde

Votes: 12 votes for (unanimous)

(13) Sheffield University Speleological Society

Matt Ewles confirmed he had received all the relevant documentation in support of this club becoming a full member. No SUSS member was present at the meeting.

Acceptance of Sheffield University Speleological Society as a full member of the CNCC:

Proposed: Sam Allshorn

Seconded: Simon Wilson

Votes: 12 votes for (unanimous)

(14) Rubber Duck Caving Club

Matt Ewles confirmed he had received all the relevant documentation in support of this club becoming a full member. RDCC members Peter Bennett and Matt Jenkinson were in attendance at the meeting, who answered some brief questions presented by the Committee.

Acceptance of Rubber Duck Caving Club as a full member of the CNCC:

Proposed: Alan Speight

Seconded: Sam Allshorn

Votes: 12 votes for (unanimous)

(15) Discussion of CNCC position on new IC Anchors

(See appendix C to the meeting agenda).

The following bullet points summarise the discussion:

- Sam Allshorn explained the situation and outlined positive aspects of the new bolt – mainly that it required a smaller hole and thus used less battery (so more suitable for less pleasant caves) and that it was more easily replaced. He demonstrated the bolt and confirmed Simon Wilson, who had designed the anchor, had also designed a tool to remove the anchor.
- A demo anchor was handed around the meeting.
- Andrew Hinde asked if it could be put in an 18mm hole if the current anchor was removed. Simon Wilson confirmed this and added that it was also suitable for a 12mm hole.
- Ian Lloyd asked if the bolt was forged and Simon confirmed it was not; It was laser cut.
- Simon Wilson said that he had conducted testing on the anchor in consultation with some members of the BCA Equipment and Techniques Group (E&T) using his own equipment. Sam Allshorn quoted testing statistics provided to him by Bob Mehew. The statistics show that using the 5% fractile value the IC anchor has a higher value than the BP anchor. The IC anchor has a smaller standard deviation than the BP anchor.
- It had also undergone independent testing at the request of Gethin Thomas who had been searching for the best anchor for slate mines. That testing was carried out on behalf of the BCA E&T Committee using the BCA equipment. That testing was reported on the BCA website with a link to Gethin's website which included data and a video.
- Alan Speight asked what had been done to involve the CNCC Technical Group in these new anchors? He thought the CNCC TG should do some testing given their history and expertise. Matt Ewles supported this as he felt it would give extra confidence to see those who have historically played a huge role in anchor testing for the CNCC taking an involvement in testing of the new anchor, regardless of necessity. Fiona Durham pointed out that it may not look good for an anchor designer to be disagreeing with the offer of additional testing being done. Simon Wilson explained that the testing that the CNCC TG had done in the past was done under instruction from the BCA using the BCA equipment. Additional testing of the IC anchor had already been carried out by Gethin Thomas under instruction from the BCA using their equipment. Simon Wilson said he was confident that sufficient testing had been done for the BCA to designate the IC anchor.
- It was raised that this would also provide additional independent testing, although it would be using the same equipment as the BCA.
- Sam Allshorn felt benefit could be had if the CNCC were more involved in the BCA E&T and suggested Simon Wilson could attend as a CNCC representative or observer.
- Tim Allen said that this could be an opportunity to build bridges between the BCA and CNCC.

Acceptance of Simon Wilson as CNCC representative to the BCA E&T group:

Proposed: Sam Allshorn

Seconded: Andrew Hinde

Votes: 10 votes for, 2 abstentions

(16) Date and time of future meetings

Matt Ewles had put forward some proposed dates for the next year. The suggested June date clashed with the BCA party weekend and needed to be changed.

Sam Allshorn questioned whether Matt had the right to put forward dates for a future Committee. Matt replied that this was important so that the dates could be agreed upon as soon as possible so people could put them in their diaries. Therefore the dates were accepted as provisional only.

(17) Any other business?

- Membership form

Thanks were given to Pete Monk for designing a provisional new membership form.

- IC anchor approved installers

Simon Wilson asked the meeting to approve him as an instructor for the installation of the new IC bolts. He had written a training manual and wanted to be able to approve other installers. The new bolts used different resin and details could be found on his website. Andrew Hinde asked if there was any compulsory training. Glenn Jones explained each region had a trainer who could train others. Gary Douthwaite asked if Simon was happy to work with current trainers so people could be trained in installation of both types of anchor. Simon confirmed that he was happy to do so.

Sam Lieberman asked if BCA need to ratify Simon Wilson as an installer. Glenn explained the BCA E&T group can do this and if the CNCC accepts Simon then the E&T group will do likewise.

Simon Wilson to be accepted as an installer of IC anchors by CNCC and a recommendation put forward by the CNCC that he is endorsed by BCA E&T group:

Proposed: Sam Allshorn

Seconded: Sam Lieberman

Votes: 11 votes for, 1 abstention

Simon Wilson thanked Glenn Jones for his support.

- Treasurer's papers

Glenn Jones reminded the meeting he would be bringing all treasures papers to the AGM to hand over as he will no longer be carrying out this role as he had previously warned.

- Notification of standing for Committee at AGM

Matt Ewles asked for all Committee members to indicate to if they were willing to re-stand.

- Access for individual cavers

Tim Allen implored the CNCC to consider through constitutional changes accepting contribution from individual, group and association members, even if this might mean changing from a council of clubs to a northern caving association. Johnny Latimer said he felt with current access improvements we were moving in this direction. Ian Lloyd reminded the meeting the Council's name included the word 'clubs' and would have to be renamed if such changes were agreed. Andrew Hinde said the DCA had now allowed DIM involvement to cover this matter.

Meeting closed: 12:59pm

Summary of action times dictated or inferred from this meeting:

| Individual(s) | Action item |
|---|---|
| A Farrow/J Sloane S Allshorn/M Hughes A Speight/H Walker and M Ewles | To coordinate handover of permit issuing and inform M. Ewles when ready to go so that this can be communicated and updated on website. |
| M Ewles | Make changes/additions to September minutes. |
| M Ewles/ M Baines | M Ewles to inform BCA secretary of new CNCC representative, and M Baines to attend BCA meetings as representative of CNCC whenever possible. |
| M Ewles | Make the first set of Treasurer's Q&A available publically on website. |
| L Sykes | Consider speaking with YSS/BPC regarding use of their rope rigs for future training. |
| J Latimer | Continue in efforts to improve access on Langcliffe Estate without payment. |
| J Latimer | To investigate options mentioned by Tim Allen to improve access to Birks Fell cave. |
| J Latimer | Respond to letter from Yorkshire Dales Access Forum. |
| M Ewles | To make necessary arrangements for both constitutional matters proposed and seconded at this meeting to be put forward to the AGM. |
| M Ewles/ G Douthwaite | To make available via the upcoming CNCC members area the access agreements with appropriate details blanked out. |
| J Latimer | To continue ongoing work to review all major access agreements, and to communicate to M Ewles when each is agreed and may be made publically available via the CNCC website (subject to the blacking out of appropriate details). |
| M Ewles | To write to BCA E&T and inform them of the relevant outcomes of the meeting regarding the IC anchor and appointment of S Wilson as CNCC/E&T representative. |
| M Ewles/P Monk | Work together to finalise membership application form before AGM 2017. |
| All Committee/Officers | Provide notification to M Ewles if wishing to restand at AGM. |