

## Notes and Actions

		<b>Note and Action</b>	<b>Resp</b>
<b>1</b>	<b>9.00</b>	<p><b>Actions from last time</b></p> <p>Any outstanding constitutions to be returned as soon as possible</p> <p>Generic email addresses – any outstanding requests to Adam Dawson, Internet Officer</p>	All All
<b>2</b>	<b>9.15</b>	<p><b>Business Plan</b></p> <p>Gail gave a brief presentation on the need for a Business Plan and the background to it.</p> <p>Would like feedback on:</p> <ul style="list-style-type: none"> <li>• The Aim – is this still current?</li> <li>• What should be our strategic role?</li> <li>• LDP database – how to maintain and develop in the future?</li> <li>• Communications has to be two-way in order for the NEC to be able to support members</li> <li>• Governance and the Constitution</li> <li>• Possible models of future operation e.g. outsourcing</li> </ul> <p>General feedback that the idea of a Business Plan is a good one.</p> <p>Agreed that good communications is essential to the whole process, whatever the format.</p> <p>Need to set a Vision with several supporting statements to lead the process. Find out what the key indicators might be. (Tim Rollett to forward some material to Gail)</p> <p>Thames Valley - After establishing the key indicators (KPI) we need to find ways of <i>measuring</i> the success (or not) of the KPI's.</p> <p><b>Reps asked to take this back to their groups now to feed into the process</b></p>	Gail Elrick  ALL     Tim Rollett  ALL
<b>3</b>	<b>9.45</b>	<b>Events</b>	
<b>3a</b>		<p><b>First Aid training and provision on events</b></p> <p>E Lancs have experienced some serious incidents on their group walks and so have researched what is available to help them. Alison shared their findings. They costed a number of first aid courses but found them to be cost prohibitive to train a number of marshals and regular walk leaders. The British Heart Foundation offers a training DVD which was delivered by the local Fire and Rescue Service in a two and a half hour training session which involved hands on training and practice at CPR on a resuscitation dummy. The training was free and 28 group members received training. The group has made donations to both the BHF and the Fire Service in recognition.</p>	

	<p>Wiltshire – As a result of planning for the 2017 we realised we no longer had any trained first aider and as a result are looking for first aid training - and weren't sure how many to train and the best providers.</p> <p>Surrey – have put some of their key walk leaders through First Aid training, Training is voluntary and local group pays.</p> <p>Essex and Herts – One member is a First Aid Trainer and provides free courses. May be willing to provide training for other local groups.</p> <p>Marches – has a First Aider but also provides First Aid training to all Challenge Walk volunteers and offers locally to spread costs.</p> <p>Wessex asked about legal implications:</p> <p>Dorset outlined the legal position. Work closely with a number of First Aid providers and St John's. Everyone has a duty of care and would not be prosecuted for trying their best to help someone.</p> <p>Many groups enlist the support of St John's or similar for large events.</p> <p>What is the NEC insurance position? All groups are covered under the <a href="https://www.ldwa.org.uk/library/insurance/LDWA_Pol_Docs.pdf">https://www.ldwa.org.uk/library/insurance/LDWA_Pol_Docs.pdf</a></p> <p>S Wales – canvass local groups on provision in their Local Area</p> <p>Need to clarify to Local Groups and in Strider.</p> <p>Risk Assessment should cover this</p> <p>Need to remind groups about the Accident Reporting Forms and process on the website</p> <p>Caroline Wandless offered to investigate with BHF a 2 year rolling programme for all groups</p> <p>Heart of England proposed everyone spend funds on good quality training</p>	<p>Julie C Chris Hedley Julie C/Internet Off Caroline Wandless</p>
<p><b>3b</b></p>	<p><b>Dealing with inadequately equipped walkers/runners on events</b></p> <p>Issues with runners who are getting supporters to carry equipment between checkpoints. These should be disqualified.</p> <p>E Lancs raised the issue of what to do with a competent walker on social walks who turns up with no equipment (waterproofs, provisions etc) apart from a banana and some water.</p> <p>NW Grampian gets people to sign disclaimers if a social walk is known to be on particularly tough terrain or the weather looks to be particularly bad.</p>	
<p><b>3c</b></p>	<p><b>Potential income from an in-house entry system as opposed to outsourcing to e.g. SiEntries</b></p> <p>On the one hand it does cost groups to use this. It would be a big investment in time and effort to consider developing as good a system in-house. Also, SiEntries is a very useful marketing tool as all events appear on their website. It also provides some protection against 'no-shows'. Many groups now use the system very successfully and are happy with the cost and the service.</p>	
<p><b>3d</b></p>	<p><b>Runners on events – handling</b></p>	

	<p>Thames Valley – email from Group. Main points:</p> <p>Feel that there are increasing implications of runners on events especially in their growing numbers and with rules being "gamed". Certain, but not all, events fill up unexpectedly quickly. The Winter Tanners has had swathes of entries from running clubs, meaning walkers have had to be alerted to enter very early or risk not getting a place. The routes can get chewed up very badly ahead of walkers, which happened on the 2016 WT. This year's Founders' encouraged slower walkers to start up to half an hour early, as the organisers no longer need to have mass starts. A few of the fastest runners joined in and were early at all CPs and the finish. The Hundreds say they take a robust line on this (though not always in practice) but the Founders' checked them in, quarter of an hour ahead of opening in one case. This creates a difficult and off-putting situation for marshals and an unofficial extending of carefully-considered CP opening.</p> <p>Surrey - Some events may be compromised if runners are banned but runners have to follow the same rules as walkers and checkpoints marshals are instructed not to make allowances for them, they need to be strict. They also charge a differential entry fee and have converted some runners to LDWA members</p> <p>London - The organiser of the Founders had not received reports from marshals that they had been inconvenienced. Neither do they have an issue with runners in general.</p> <p>Dorset – don't understand the need for hard and fast distinction between runners and walkers.</p> <p>Marches – Today's runners may be tomorrow's walkers. Today's younger runners have parents!</p> <p>Surrey – NOTE the Founders of the LDWA were runners!</p> <p>S Wales – many ex-runners now key members of the group</p> <p>N Yorks – Reporting that some people are taking short cuts and upsetting landowners who then give marshals a hard time. These reports are in the main about runners. Would like feedback on how to try and address this. Suggest banning known offenders.</p> <p>Heart of England – self-clips in strategic points</p> <p>All Groups try to adhere to the rules once runners are on an event but each Group handles how they treat runners in terms of timings and costs differently.</p>	
<p><b>3e</b></p>	<p><b>Use of sweepers on challenge events</b></p> <p>Thames Valley – asking for advice on numbers of sweepers for a new challenge event.</p> <p>Not a requirement – more a guideline and would be subject to risk assessment too.</p> <p>Heart of Scotland – Read 'Guidelines for Events' – Sweepers are important as they have a number of responsibilities in addition to having a role in accounting for walkers.</p>	

		<p>Cornwall and Devon – Stress to sweepers they must NOT get in front of back markers and also NOT to do the route finding for the people at the back.</p> <p>Note – Guidelines may need updating in light of the Data Protection Policy and the Guidelines for 100s.</p>	David Findel-Hawkins
3f		<p><b>Different ways of describing pace of events</b></p> <p>S Wales – could there be a grading system on walks? Don't want to scare people off but need to give a bit of advice.</p> <p>Wiltshire – need leader to give a good description of the walk including length, ascent and approximate timing.</p> <p>N Yorks – Trying to put brief 'grading' on a walk can cause more problems.</p> <p>Try to put as much factual information as possible into the website and Strider description. Noted that Strider often only contains the walk name and basic details. More details could be put on local web sites nearer to the walk.</p>	Walks Secretaries
3g		<p><b>Border walks</b></p> <p>This item arose as a result of a couple of queries to NEC about starting up a new group in areas which are considered to be on the border of two or more neighbouring groups and which are thought to have little provision. This is not a good way forward for a number of reasons, not least this would dilute membership from existing Groups which could put them in a vulnerable membership position. Advice has been consistent and is along the lines of suggesting that these individuals consider approaching a Local Group (or several) to offer to put a walk on where they would like to see one and see what the take up is.</p> <p>Walks secretaries to consider advertising neighbouring group walks</p> <p>Think about putting on a walk in extremes of areas. Need to encourage leaders in 'black hole' areas.</p> <p>S Wales – Use Facebook to share neighbouring walks</p> <p>Yorkshire – so many groups share the walking in all of the Yorkshire regions and lead each other's walks</p> <p>Cornwall and Devon - Generally, need more people to volunteer as leaders in most areas. Need to actively encourage more people to lead walks and give them the necessary support</p> <p>Lakeland - Too focussed on getting walks into Strider and the details are required too far in advance. This means that sometimes can't get details and therefore don't submit walks</p>	<p>Walks Secretaries</p> <p>ALL</p>
4	10.25	<p><b>Long Distance Paths – maintenance and future</b></p> <p>Neil gave an update on how we got to where we are and the need for something to change.</p> <p>Rather than 'pushing' the information out to members he decided to carry out an electronic survey of what do members actually WANT from the LDP pages.</p>	Neil Rawlins

		<p>Would like feedback on the proposed content. Need ways to avoid the bottleneck which currently exists.</p> <p>Some external information is easy to keep up to date, e.g. Amazon links to resources. Other information on the paths themselves is very difficult to maintain.</p> <p>Wiltshire – admitted to being unaware as to many of the resources available on the LDP website. Some communication on the website, in Strider and through group communications to alert the groups, and hence the members of what is available.</p> <p>LDWA gets a commission from all Amazon purchases made through the LDWA website. All to distribute this information. Reminder in Strider too.</p> <p>Surrey – proposes sending out survey through the local groups to push out to their members.</p> <p>Surrey – any analytics on the LDP website? May help to work out what is valuable and what is not. We already know that many visitors to the page are downloading GPX files. Checking and maintaining these are very time consuming and effort intensive, but they are also felt that these are the most valuable parts of the website.</p> <p>Heart of Scotland – is it a possibility in the future to have a wiki for members to help update the pages themselves. Anything that is self-maintaining could reduce the burden on a few volunteers.</p> <p>S Wales – use the survey as a marketing tool.</p> <p>Wessex – asked what is publicly available and what is members' only. Encourage people to take out membership?</p> <p>Dorset –suggested other ways of getting feedback through Facebook etc.</p> <p>Everyone to go back to their groups and look at the website and consider the questions in the light of what they see.</p> <p><b>Neil would like all feedback to help him to take the planning to the next stage. Feedback by 15<sup>th</sup> January 2017.</b></p> <p>Heart of England – under Sport England we are the Governing Body of Long Distance Walking in England therefore do we have responsibility to provide the Long Distance Path information to the public?</p> <p>Gail – Does not preclude us from being a Governing Body</p>	<p>ALL</p> <p>Julie Cribb, Neil Rawlins</p> <p>ALL / Julie C</p> <p>Adam Dawson</p> <p>Neil Rawlins</p> <p>ALL</p>
5	10.45	<b>Governance</b>	
5a		<p><b>Data Protection Update</b></p> <p>The Advice and Guidance has been revised and is included in the packs. The last page is the critical one outlining what individuals should NOT hold except under strict conditions.</p> <p>All Groups will be contacted annually by the Data Protection Manager to confirm they are complying with the legislation.</p>	<p>Christopher Hedley</p> <p>ALL</p>

		<p>Group representatives should communicate this to any Group Officers/volunteers who may be holding any personal information as a result of being involved in Group events.</p> <p>The Policy and the document will be uploaded to the Library on the website and groups will be notified.</p> <p>S Mancs – need to ensure that 100 rules and this policy are aligned.</p> <p>Surrey – electronic tick is satisfactory for signing</p> <p>Wiltshire – if you hold personal data onto a laptop etc you must have the device or the document password protected</p>	<p>CH</p> <p>CH/DM</p> <p>ALL</p>
<b>5b</b>		<p><b>Impact of the new constitution</b></p> <p>LGS need to check constitutions that have been submitted with John B</p>	Julie to follow up
<b>5c</b>		<p><b>Role of Walks Secretary</b></p> <p>London – query on how different groups handle that role.</p> <p>S Wales – developed a way for people to publish their own walks on the site. Leaders pick a date from the website and then fill in details of the walk.</p> <p>Cornwall and Devon – 3 Walks Secretaries to cover the whole region. The range of duties and responsibilities varies between Groups. Our Secretary gives them dates to organise on their patch, both longer and shorter walks on the same day and with the same starting point.</p>	
	<b>11.00</b>	<b>Coffee</b>	
<b>6</b>	<b>11.15</b>	<p><b>Revised Rules for 100s</b></p> <p>All comments back to David once the revised rules have been studied.</p> <p>Cornwall and Devon – bringing own mug should be required. We should not be providing plastic or polystyrene cups as per the LDWA's Environmental Policy. Other Groups suggested that perhaps offer mugs for sale at beginning if forgotten.</p> <p>Heart of Scotland – LDWA already has Disciplinary Procedures, available in the Library. Felt that these should be adapted for 100s. Also may need to be revised in general.</p> <p>N Yorks – there is a need for a published set of sanctions so that in all cases there is immediate understanding of the implications.</p> <p>Dorset – not necessarily to do with bad behaviour – could be e.g. turning up without registering and insisting on walking.</p> <p>Need to align Guidelines for Events and Guidelines for 100s to check terminology etc</p> <p>Surrey - Whatever the rules they need to insisted on as a process of education</p> <p>N Yorks – send out links to route descriptions in advance and not have any printed available at the start</p>	<p>ALL</p> <p>David Morgan</p> <p>David Morgan</p> <p>David Morgan</p>

		<p>Kent – Always have a few available for sale at the beginning of events in case of need</p> <p>Thames Valley - It looks to have been taken from the 2017 NYM. The kit list in particular needs to be pared down to the minimum common to all 100s plus a separate list of items the organisers might want to make mandatory due to conditions etc. There need to be good reasons for anything that is mandatory, adds weight, bulk or hassle, needs to be checked, and could lead to disqualification.</p> <p>The hat and gloves fall into this separate category (imho). So does the comment about temperatures dropping significantly even in summer. if that is repeated for every event people will not take any notice when it really is a particular risk for a location such as the NYM.</p> <p>The type of compass is also more specific than in previous 100s i.e. with a dial (reason needed) and the first aid kit became more onerous for Dorset (I think - certainly had to go out and source special dressings) and again may not need to be in this template kit list.</p> <p>But on the other hand they have not specified emergency drink - only a bottle - and that surely is one of the more important items and one where people might skimp due to weight.</p> <p>Optional items ought to include sun cream, even for an event such as the NYM. Also paragraph 1 refers to 11.2 (checkpoint opening) which has been replaced by a Duty of Care section.</p> <p>That section says entrants will not be allowed "in" a checkpoint but then some hopefuls might think they can still be checked through without using the facilities.</p>	
<b>7</b>	<b>11.40</b>	<b>Finance</b>	
<b>7a</b>		<p><b>LDWA Bank Accounts – responsibilities and liabilities</b></p> <p>It is a constitutional requirement for every Group to have a bank account</p> <p>Wessex – moved into electronic banking instead of cheque books</p> <p>N Yorks – had problems opening a business account</p> <p>E Lancs – Query as to how to fund weekends/holidays away. Currently people pay group and then group pay deposits etc.</p> <p>S Wales – organising a <b>whole</b> weekend away may result on the Group acting as a Travel Agent and if anything goes wrong then they are liable or they need to take out covering insurance. Better to ask individuals to book certain aspects of the break themselves to avoid this.</p> <p>N Yorks – there have been issues in the past when things have gone wrong, therefore it is best to go through a travel agent as there is full protection, especially organising something abroad. This does not preclude people paying into a single account before approaching an agent.</p>	
<b>7b</b>		<p><b>Use of surplus funds</b></p> <p>Lakeland – small group with accumulated reserves. Interested in knowing what other groups do with their funds. Some suggestions included:</p> <p>Heart of England – pay to Mountain Rescue</p>	

	<p>Cornwall and Devon – Donations to Air Ambulance, Search and Rescue Group, National Parks and others</p> <p>S Wales – local charities which encourage disadvantaged children into the outdoors</p> <p>S Pennine – Basic Food Hygiene Certificates for regulars catering for events</p> <p>Marches – Local Village Halls, WI, local community engagement</p> <p>Also remember First Aid Training</p>	
<p><b>7c</b></p>	<p><b>Insurance of Assets – Insurance Policy</b></p> <p>E Lancs – how do others insure their equipment? Ours is currently held at a local Scout HQ but we cannot obtain cost effective insurance.</p> <p>Most groups distribute equipment among members' garages, barns, sheds, etc</p> <p>Cornwall and Devon – use a container in Exeter for storage</p> <p>N Yorks - Can this be considered under an umbrella LDWA Insurance or in a scenario where a Group lost its entire equipment for challenge events in something like a fire could the NEC pay the replacement costs of necessary equipment</p> <p>Take to Sandy Gee, Treasurer at NEC for investigation</p>	<p>Julie Cribb</p>
<p><b>7d</b></p>	<p><b>National Parks Charges</b></p> <p>Julie outlined the recent discussions at NEC regarding this issue and highlighted what Gail was already doing.</p> <p>The proposals only apply to Challenge (paid for) events and not social walks.</p> <p>Wessex - National Park is putting fees up and checking routes etc</p> <p>Cornwall and Devon – Dartmoor National Park tried to charge some years ago and there was a compromise of a voluntary donation collected at the start of events. This does not happen now but Cornwall and Devon do give a donation to the National Parks occasionally, though not as a payment for access to the Park.</p> <p>Northumbria (100) – big problems with a number of associations all trying to charge.</p> <p>Merseystride – National Forestry tried to charge some years ago group said no.</p> <p>London - Need to recognise that the funding structure for these bodies has changed enormously in the past few years which has meant they need to look elsewhere to raise funds.</p> <p>N Yorks – also adds to the bureaucracy of putting an event on and could in the end mean some events won't take place.</p> <p>S Mancs – would like to see some consistency in approach across the LDWA. Too varied between groups</p> <p>Heart of England – had an issue with Birmingham City Council and after negotiation charges were dropped</p>	

		<p>Merseystride – 3 peaks challenge and Yorkshire Peaks NP asking for £1 voluntary donation to the organisers</p> <p>All Groups were asked to report the facts of any issues with this to Gail so that she can be well prepared when going into discussions.</p>	ALL
8	12.05	<p><b>Definitive paths 2026</b></p> <p>Historic routes not contained on the current Definitive Map in England and Wales can become rights of way if there is enough evidence. This will not be available post 2026. Proposed that as many historic routes as possible be confirmed by end 2025. Ann Brown, Dorset LDWA has written the note that is in the packs which gives useful background information.</p> <p>Dorset - These are paths which were left off the 1948 map but are regularly walked and in danger of being left off future maps.</p> <p>Chris asked whether the group felt it was important to follow up by supporting the organisations trying to document the paths. Any support would need to be at Group Level.</p> <p>Dorset – the activity includes research in archives as well as walking and documenting the paths and proving that they are still used.</p> <p>It is not about those paths which are invisible and possibly lost – it is about mapping those paths which are an integral part of our walking routes, but currently not recorded on the map.</p> <p>S Wales – Ramblers are progressing this on a grid-square basis. There may be such activity in each Group area.</p> <p>Ramblers and Open Spaces Society are already active in this respect.</p> <p>Groups generally in agreement with supporting Associations that are active in this project. Christopher to contact Ramblers to give our support.</p> <p>S Mancs – Reported that there had been activity in their area on notifying and resolving problems with footpaths and there is now a process, but any request tend to get delayed at Council level. If the footpath starts or ends on a public street then they can use 'Fix My Street' on the Council's website and something is more likely to get done.</p> <p><b>This is different to the email sent to Groups asking whether they would be interested in assisting on Rights of Way queries. That is a less formal way of answering queries on existing rights of way. Volunteers still welcome. Email Julie</b></p>	<p>Christopher Hedley</p> <p>Christopher Hedley</p> <p>ALL</p>
9	12.25	<b>Marketing</b>	
9a		<p><b>Provision of marketing and exhibition materials</b></p> <p>All Challenge Events organisers and groups were provided with a starter pack of promotional materials and membership forms. Larger posters are in production and will be available soon. The larger posters can either be borrowed or Groups can be sent the jpeg which will allow them to organise a banner of their own.</p>	ALL

		Any Group which has not received a starter pack and would like one to be sent should contact Julie or David Holland direct.	
<b>9b</b>		<p><b>TimeOutdoors advertising events without permission</b></p> <p>E Lancs –any thoughts from Groups</p> <p>NEC should ask TimeOutdoors to stop doing this. If any Group finds that this has happened to them a direct approach will successfully remove the listing and prevent any further ones happening</p>	David Holland
<b>9c</b>		<p><b>Links with Ramblers</b></p> <p>Mixed responses from Groups.</p> <p>S Wales - Individuals can have an association, be a member, but wouldn't recommend any formal links.</p> <p>The two organisations have complementary membership of each other for the purposes of receiving publications.</p> <p>Lakeland – there are sometimes good reasons to communicate with Ramblers as they have a much bigger database. Any formal links should be considered on a topic by topic basis.</p> <p>There is not a problem with local groups having associations with other local groups, e.g. Coastal Paths, etc</p> <p>Marches – Shropshire Walking Forum to which all local walking groups are invited. All events/leaflets/activities shared. Give talks to other groups about what LDWA are doing. Swansea has something similar.</p>	
<b>10</b>	<b>12.40</b>	<b>Membership</b>	
<b>10a</b>		<p><b>Membership association with paths rather than groups</b></p> <p>This has been investigated and it is not practical. It would require major changes to the membership system which aren't viable, confuse new members (they wouldn't know if we were a regionally based organisation, or a path based organisation). It would also require a major revision to the LDWA constitution which is currently based on affiliated groups</p>	
<b>10b</b>		<p><b>Automatic notification of new members</b></p> <p>This has been investigated and would not be a feasible addition to the membership system. The Group Membership Lists are sortable on almost every characteristic, one being Date Joined. Groups only need check their membership database every few weeks and sort on this column to work out who has joined recently.</p>	
<b>11</b>	<b>12.50</b>	<p><b>Social Media</b></p> <p>Jane Williams included an overview of Social Media in LDWA in the delegate packs and asked that everyone complete and return a Social Media questionnaire. (Any outstanding copies can be forwarded to Julie Cribb who will collect and then forward them to Jane.)</p>	

12	12.55	<b>Date and venue for 2017. YHA Hawes, 10-12 November 2017</b>	
13	12.58	<b>Evaluation Sheet</b> Please complete and leave or return via post or email. Thank you	
14	12.59	<b>Claim Form</b> Please complete and leave with receipts or post or email after your return home. Mileage rate 45p per mile.	
15	13.00	<b>Thanks and Close</b> Thanks were given to Paul Wadsworth for chairing the meeting, Mike Buckley for arranging the venue and accommodation and the walk, everyone who made a presentation over the weekend and all delegates for participating so actively throughout the event.  The meeting closed at 13.15	