## THE DAVA WAY ASSOCIATION

Minutes of the Committee Meeting held 16<sup>th</sup> June 2015

Venue: The Hub, 20 Tolbooth Street, Forres, Moray, IV36 1PH

Meeting Opened: 19:30

ltem	Minute		Action By
1	Welcome:	Neil Sinclair chaired the meeting and welcomed members.	
2	Present:	Malcolm Campbell, Neil Sinclair, Norman Thomson, Paul Barron, Pete Mitchell, Robbie Roberts, Trevor Thornley.	
	Apologies:	None.	
3	Minutes of t	he last meeting: Read and accepted.	
	Proposed:	PM Seconded: RR	
4	Matters Aris	sing	
4.1	Ref 4.1:	PB reported that he has received a contribution from the	
4.2	Ref 4.2:	Altyre Estate towards the Scurrypool washout repairs. TT reported that The Moray Council received an incomplete response from Ordnance Survey (OS) re the issue of an OS End User Licence for the DWA. The Moray Council are now	
4.3	Ref 4.3:	awaiting a reply to a further email sent to OS. PM reported that Historic Scotland (HS) had considered the sewage problem at the Sanquhar Mains bridge resolved, but subsequently found a further blockage downstream where Mannachie Road crosses the old railway cutting. HS will be employing a contractor to investigate; dig trench across railway cutting north of Mannachie Road to locate sewage pipe and assess its serviceability. RR reported new sewage contamination in ditches north of the Sanquhar Mains bridge. PM is to contact HS and discuss the situation; Moray councillor George Alexander is to be kept informed of progress.	ΤΤ
4.4	Ref 4.4:	MC reported that he has ordered the additional stickers for the DW leaflets; printer will produce the stickers when he returns from his holiday. MC is to arrange for unstickered leaflets to be processed.	MC
4.5	Ref 4.10:	PB reported that there is nothing on the DW website specifically for reporting path problems, but noted that users are directed to contact the DWA via the email <u>feedback@davaway.org.uk</u> . Agreed unanimously that this level of contact is sufficient.	
4.6 4.7 4.8 4.9 4.10	Ref 6.1.4: Ref 6.1.5: Ref 8.2: Ref 9.2.2: Ref 9.2.3:	PB confirmed appropriate information passed to NT. NT confirmed return made to SNH before 29 <sup>th</sup> May 2015. (see Item 7 below) (see Item 8.2 below) (see Item 8.2 below)	

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4.11	Ref 9.3.3:	(see Item 8.3 below)	
4.12	Ref 10.3:	(see Item 8.3 below)	
4.13	Ref 11:	(see Item 8.3 below)	
4.14	Ref 12.2:	(see Item 10.2 below)	
4.15		(see Item 10.3 below)	
4.16		PM reported that the email was circulated, but there was no	
		uptake by DWA volunteers.	
4.17		PM confirmed that both parties have been informed.	
4.18		PM reported that David Binney has updated the DW website appropriately. PM also reported that the Northern	
		Scot newspaper would like to run an anniversary article	
		later in the year.	
4.19	Ref 15.2:	TT brought his tablet loaded with suitable maps.	
4.20		PB reported that the 20 tonnes of planings will be ordered	
		from Leith's after the Ghost Train Walk.	PB
		· · ·	
5	Treasurer's R		
5.1		£11,112.81 is in the account.	
5.2	Significant Ind	080.00 from the Big Lottery Fund for the Lynmore project)	
5.2 5.3	0	penditure: None.	
5.4	•	tems: £12.50 to Moray Way Association for map sales.	
0.4	•	e of portaloo located at Dava for Ghost Train Walk.	
5.5		I authority from the committee to set up a direct debit for the	
		er account with MacGregor Industrial Supplies Ltd. Agreed	
		that PB may sign any direct debit agreements on behalf of	
		ere they are directly related to his duties as DWA Treasurer.	
6	Corresponder	nces	
0		idence received.	
	•		
7	Forres Acade	emy Activity Day	
	May 2015 wo	that the activity day at the Breathing Space, Dunphail on 20 <sup>th</sup> nt well. All those involved enjoyed their day out and would	
		ke part again. The following tasks were completed:	
		ved all the old weeded and waterlogged wood chippings	
		ne picnic areas.	
		ted and chipped all the brash wood from windblown trees.	
		new wood chips to refresh picnic areas and bird hide.	
		up the pile of path dressing sand at the Breathing Space.	
		ed a hinged bollard to control vehicle access to the Dava	
	Way.		
		ated two timber bollards to prevent vehicle access onto soft	
	ground	•	
8			
8.1	Dava Way Improvements and Maintenance Lynmore Improvement Project		
0.1		an update from Murray Swapp stating that it will probably be	
		re he hears from the planners. This will affect completion of	
	the feasibility	· · ·	
8.2		provement Project	
8.2.1	PB reported t		
		nart of Logie Estates. They have approved the clearing out	
	of ditches but	have noted that the private water supply passing through	
	1		<u> </u>

	the cutting and the ditch water diversion installations must not be disturbed.	
8.2.2	PB reported that further progress with the project is on hold until after the Ghost Train Walk. Outstanding actions from items 9.2.2 and 9.2.3 of the	
	previous minutes are: PB is to add the requirement for route diversion signs to the Bill of	
	Quantities.	PB
	PB is to obtain three contractor estimates for the work listed in the Bill of Quantities, for discussion by the committee prior to making an application	
0.0	for funding.	РВ
8.3 8.3.1	General Improvements and Maintenance PM reported the following progress with improvement and maintenance	
	tasks, in addition to those completed on the activity day (see Item 7):	
	<ul> <li>Grass cut from Glaschoil to Huntly's Cave cutting.</li> <li>Undergrowth cut back and grass cut between Lynmacgreggor and</li> </ul>	
	<ul><li>Lady Catherine's Halt.</li><li>Timber bridge slat replaced on footbridge on Lynmore Diversion.</li></ul>	
	<ul> <li>Drainage and surface improvement progressed for the path section in the cutting by Huntly's Cave.</li> </ul>	
	<ul> <li>Ballast infill and surface smoothing of deep ruts progressed</li> </ul>	
8.3.2	between Heatherbells and Dava. PM reported that there were no new improvement or maintenance items.	
8.3.3	PM proposed that there should be no formal working parties until September 2015, though mini working parties should continue on an	
	opportunity basis. Agreed unanimously.	
9	Arrangements for Next Work Party	
	(See Item 8.3.3 above)	
10 10.1	Health and Safety           a) Strimmer and Rough-Cutter Training	
10.1.1	PM reported that the power tool training took take place at	
	Treewise in Kellas. The trainees found the training very useful. Strimmer training on Thursday 4 <sup>th</sup> June 2015	
	Pete Mitchell	
	<ul> <li>Wils Metcalfe</li> <li>Trevor Thornley</li> </ul>	
	Malcolm Campbell	
	Rough Cutter and DR Strimmer training on Saturday 6 <sup>th</sup> June 2015 <ul> <li>Paul Barron</li> </ul>	
	Wils Metcalfe	
	<ul> <li>Doug Hartley</li> <li>Alex Ross</li> </ul>	
10.1.2	Certain issues with the serviceability of the power tools were	
	identified. PM has requested an estimate for repairs from MacGregor Industrial Supplies Ltd.	PM
10.2	b) <u>Risk Assessments</u>	
	PB reported that the training provided by Treewise suggested the use of <u>Arboriculture and Forestry Advisory Group (AFAG) leaflets</u>	
	as generic risk assessments, with site specific risk assessments compiled for tasks at a specific location (e.g. work party). The	
	following leaflets would appear particularly relevant:	
	lonowing loanote would appour particularly relovant.	

10.3	<ul> <li>AFAG 104 – Fencing</li> <li>AFAG 201 – Hand held weeding, brashing and pruning</li> <li>AFAG 203 – Clearing Saw</li> <li>AFAG 604 – Wood Chippers</li> <li>AFAG 802 – Emergency Planning</li> <li>AFAG 805 – Training and Certification</li> <li>The committee sub-group is to meet again after the Ghost Train Walk to discuss how to proceed.</li> <li>c) First Aid</li> <li>MC demonstrated a compartmented container for the storage of supplementary items and proposed that similar containers be purchased for all three DWA first aid kits. The purchase was agreed unanimously, but PM suggested that MC should first check that a container of the proposed size will fit into the smaller first aid kit backpack.</li> </ul>	PB, PM & RR MC	
11	Events		
11.1	Ghost Train Walk 2015		
11.1.1	PB reported that bookings for the Ghost Train Walk stood at 88 and would probably exceed 100 again.		
11.1.2	The outstanding tasks from the Project Plan were discussed in some detail. MC will continue to manage the project, delegating tasks to others as required.		
11.2	Moray Walking Festival	MO	
11.2.1	PM reported that bookings for the Moray Way Five Day Challenge were low. The 50 seat coach has been cancelled and a minibus will be used instead.		
11.2.2	RR reported that preparations for his events are all in hand. He has 4 bookings for his talk and 13 bookings for the navigation day.		
12 12.1	<u>AOCB</u> RR reported that that the footfall counter at Dallas Dhu is performing well. He noted that between 15 <sup>th</sup> March 2015 and 14 <sup>th</sup> June 2015 there have been no fewer than 6410 walkers and 736 cyclists on that section of the DW.		
12.2	NT reported that he will be giving a talk on the Dava Way to the Probus Club on the 7 <sup>th</sup> July 2015.		
12.3	NS reported that, following a request from potential volunteers doing their DofE Award, he had approached <u>Volunteer Scotland Disclosure Services</u> for advice about whether the DWA volunteers supervising youth volunteers (age 14-18) should be disclosure checked. Volunteer Scotland stated that the DWA are not subject to disclosure as the organisation is not primarily providing services for or working with children. TT drew attention to the <u>general advice</u> provided by Volunteer Scotland, e.g. requirement for written parental consent, supervision levels, etc. PM asked if the DWA had ever had a child protection policy. Nobody knew, so it was suggested that PM ask David Binney and Jim Thomson.	РМ	

Meeting Closed: 21:50