THE DAVA WAY ASSOCIATION

Minutes of the Board of Trustees Meeting held 17th November 2015

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

Meeting Opened: 19:30

Item	Minute		Action By
1	Welcome:	Neil Sinclair chaired the meeting and welcomed members. New board member Doug Hartley was officially welcomed.	
2	Present:	Doug Hartley, Malcolm Campbell, Neil Sinclair, Norman Thomson, Paul Barron, Pete Mitchell, Robbie Roberts, Trevor Thornley.	
	Apologies:	Nil.	
3	Minutes of t	he last meeting: Read and accepted.	
	Proposed:	PB Seconded: RR	
4	Matters Aris	sing	
4.1	Ref 4.2:	PM reported that he has heard nothing further about the investigation by Historic Scotland (HS) into solutions for the problem with the sewage pipe from the Dallas Dhu Distillery site. PM is to maintain contact with HS and monitor the situation; Moray councillor George Alexander is to be kept informed of progress.	PM
4.2	Ref 4.4:	PM reported that all the Stihl FS87 strimmers have now been serviced by MacGregors and returned to use. Operators of this equipment have noted an improvement in performance and reliability. Action closed.	
4.3	Ref 4.5:	Action held over: Reply awaited from the walker who requested a DW marker disc as a souvenir. PM will offer	PM
4.4	Ref 4.6:	this person a DW cloth badge when they arrive. NS reported that the Long Distance Route Managers' Forum meeting held on 3 rd November 2015 was a worthwhile event and gave a summary of the key items. He encouraged those present to read the minutes of that meeting when they are posted on the forum web page. NT suggested that, as NS had benefitted, the DWA attendee should be rotated through all trustees. PB countered that if NT attends each time he can view each item in its historical context and maintain contact with the representatives of other organisations. PB proposed that other trustees should accompany NT, when space in the transport is available. Agreed unanimously. Action closed. MC reported that John Davidson of The Northern Scot is happy for him to edit the Active Outdoors article for	T IVI
		publishing in the Forres Gazette. MC is to edit the article and submit it to John Davidson for approval and publishing.	МС

4.6	Ref 4.10:	Action held over: PB is to pay PM his agreed expenses for	
4.7	D-f 4.40:	the Moray Walking Festival (MWF) events run by the DWA.	РВ
4.7	Ref 4.18:	Action held over: PM is to place a shared calendar into the	
		DWA Dropbox to schedule the periodic renewal of DW	DM
		Access Agreements, tree surveys, etc.	PM
		Action held over: PM is to add 'Calendar Items' as an	
		agenda item for DWA BoT meetings; use for discussion of	514
4.0	5 () ()	'due items' from the shared calendar.	PM
4.8	Ref 4.19:	Action held over: PM is to monitor progress with the issue	
		of LANTRA certificates to those DWA volunteers who	514
4.0	D (1 00	attended strimmer and rough cutter courses at Treewise.	PM
4.9	Ref 4.22:	Action held over: MC is to provide an event report for the	140
4.40	D (4 00	Ghost Train Walk 2015.	MC
4.10	Ref 4.23:	Action held over: MC is to detail any outstanding actions	
	D (00	from the Ghost Train Walk 2015.	MC
4.11	Ref 6.3:	PB reported that he has sent the information requested by	
4.40	D (7.0	the Forestry Commission. Action closed.	
4.12	Ref 7.3:	(see Item 7.2 below)	
4.13	Ref 8.1:	(see Item 8.1 below)	
4.14	Ref 8.2:	(see Item 8.1 below)	
4.15	Ref 8.3:	(see Item 8 below)	
4.16	Ref 8.5:	(see Item 8 below)	
4.17	Ref 8.6:	PM reported that he allocated appropriate tasks for the	
4.40	D-f 0.4.0:	work party held 14 th November 2015. Action closed.	
4.18	Ref 9.1.3:	(see Item 9 below)	
4.19	Ref 10.1:	(see Item 10 below)	
4.20	Ref 11.1:	PM reported that he notified the DWA members via email,	
		or text message, that the Annual Members Meeting (AMM)	
		would take place from 19:00 to 21:30 on Tuesday 3 rd November at the Forres Tennis Club. Action closed.	
4.21	Ref 11.2:	MC reported that he purchased a selection of beverages	
4.21	11.2.	and finger foods suitable for the AMM. Action closed.	
4.22	Ref 12.1:	PB reported that he has compiled the DWA Gift Aid	
4.22	1101 12.1.	Declaration and submitted it to HMRC. Action closed.	
5	<u>Treasurer's</u>		
5.1		of £11,094.97 is in the account.	
5 0	`	6,080.00 from the Big Lottery Fund for the Lynmore project)	
5.2	Significant I		
- 0		rom HMRC; Gift Aid.	
5.3	_	Expenditure:	
- 4		o MacGregors; strimmer maintenance.	
5.4	Outstanding	g items: Nii.	
6	Correspondences		
6.1	Contact De		
	•	d that he received an email from DWA member Robert	
		equesting the names, positions and contact details of the	
		es and members; he offered to design a bi-fold card as a	
		ence for this information. Concern was expressed about	
		the contact details of members without their authorisation;	
		ne Data Protection Act. PB drew attention to clause 10 of the	
		titution. PB proposed that the offer to design the card should	
	be declined	l, Robert McKenzie should be provided with the names and	

6.2	positions of the DWA trustees, but not contact details, and that he should be asked to use the DWA generic contact details as published on the website. Agreed unanimously. PM is to reply to Robert McKenzie's email. Insurer Name Change PB reported that he received an email from the DWA insurers stating that they became a wholly owned subsidiary of Zurich insurance in June 2015. As a result they are going to adopt the Zurich brand from November 2015. This does not affect any insurance policies currently held.	PM
7 7.1 7.2	Dava Way Merchandise Cloth Badges PM showed one of the DWA cloth badges to those present. There was some discussion on the options for marketing the badges. PM is to arrange for a suitable advert/article to be added to the DW website. MC proposed that the cloth badges should be offered for sale to Ghost Train Walk (GTW) participants as a souvenir of the event. Agreed unanimously. PM is to contact GTW participants with the offer (details of pricing are in the October minutes). Merchandise Committee Post PM asked if a merchandising post should be created. There was some discussion on this topic and it was unanimously decided that such a post was currently unnecessary.	PM
8 8.1 8.1.1	Dava Way Improvements and Maintenance Lynmore Improvement Project MC reported that a meeting took place at the end of October, on-site at Lynmore, with representatives from the Cairngorm Outdoor Access Trust (COAT), SUSTRANS (SUStainable TRANSport) and the DWA. The consensus from that meeting is that it is feasible to complete the project within the timescale stipulated by SUSTRANS, thus securing the funding offered. Murray Swapp of COAT will complete the Path Proposal documentation and liaise, as primary contractor on behalf of the DWA, with the land owner, Cairngorm National Park Authority, Highland Council and SUSTRANS. MC is to act as DWA liaison with Murray Swapp, monitor project progress and report back at the next DWA BoT meeting. NS reported that the project report to the Big Lottery Fund will be due for submission by the end of January 2016. This report is used to confirm that the DWA have met the criteria for the £6,080.00 provided by the Big Lottery Fund for the Lynmore Bypass Feasibility Study. NS stated that invoices for the related work carried out by COAT will need to be included with the report. PB queried if the Big Lottery Fund criteria included the requirement for a public consultation. NS is to review the Big Lottery Fund criteria against which the Lynmore	MC
	Bypass Feasibility Study funding was provided, identify which of those criteria have/have not been met and inform the other DWA Trustees. NS is to provide MC with a list of the criteria and/or copy of the Big Lottery Fund documentation. MC is to request invoices from COAT for the work carried out by them in relation to the Big Lottery Fund criteria and pass copies of the invoices to PB for payment and NS for inclusion in the project report. NS is to submit the completed project report to the Big Lottery Fund before the end of January 2016.	NS NS MC NS

8.2 **Bantrach Improvement Project** 8.2.1 PB reported that this project has not been progressed due to other commitments. NT noted that the next quarterly deadline for funding applications to the Berry Burn Wind Farm Community Benefit Fund is Monday 18th January 2016. Action held over: PB is to add the requirement for route diversion signs to 8.2.2 PB the Bill of Quantities. Action held over: PB is to obtain three contractor estimates for the work 8.2.3 listed in the Bill of Quantities, for discussion by the committee prior to making an application for funding. PB 8.3 **General Improvements and Maintenance** 8.3.1 MC reported that he wrote to the planning department of the Highland Council to enquire if a formal planning application would be required for improvements to bring a section of the DW up to SUSTRANS standard (see page 23 of the Sustrans Handbook for Cycle-friendly Design). The Highland Council have replied that a planning application would not be required for those sections of the DW running on the railway track bed. However, a planning application would be required for path improvements elsewhere. MC is to write to the planning departments of the Cairngorm National Park Authority and The Moray Council with the same enquiry. MC 8.3.2 PM reported the following progress with improvement and maintenance tasks: Undergrowth obscuring ditch on west side of track bed path section south of AJ's bridge cut back and ditch cleared. Muddy areas of track bed path section south of AJ's bridge scraped and top dressed with planings. Potholes in track bed path section north of Clashdhu Crossing filled with planings. RR reported the following additional tasks have been completed on mini work parties: Bird boxes installed in various locations. Branches and undergrowth cut back in the Dallas Dhu area. PM reported that he has completed the action from the AMM concerning the installation of a footfall counter at the estates boundary gate close to the Half Way Hut. A counter was donated by The Moray Council and installed by PB and PM on a recent mini work party. RR reported that the steps adjacent to the Sanquhar Mains bridge have 8.3.3 been eroded and are no longer fit for purpose. Extensive enquiries have been made and, as no organisation has claimed responsibility for the installation and/or maintenance of the steps, RR proposed that the DWA should undertake their repair. There was some discussion about the various repair options available and the construction of replacement steps using recovered sleepers was selected. PM is to contact the estate to obtain their agreement for recovery of the required sleepers. RR, assisted PM by Alex Ross, is to coordinate the collection and preparation of the sleepers and other materials ready for installation at a future work party. RR 8.4 Tree survey and management (Access Agreement obligations) item held over to next meeting. PM to include in agenda for next meeting and renew the invitation to Greg McAulay. PM 8.5 PM reported that a number of finger posts have rotted at the base and require repair/replacement. Various options were discussed. The preferred option is to cut off the rotted section of each post, attaching the remaining length to an I-beam concreted into the ground. RR is to show

8.6	the I-beam design to the Moray Access Manager (Ian Douglas) at the next LOAF meeting and seek funding for the manufacture of a small quantity of the I-beams. PM proposed that the next work party, scheduled for Saturday 12 th December 2015, should again focus on the area between the Clashdhu Crossing and AJ's Bridge:	RR
	 Cut back obscuring undergrowth and clear ditch on west side of the track bed path section between the Clashdhu Cutting and the ditch section previously cleared. Scrape and top dress the remaining muddy areas of track bed path section south of AJ's bridge. Fill in remaining potholes in track bed path section north of Clashdhu Crossing. 	
	Agreed unanimously. PM is to make the necessary arrangements.	PM
9 9.1 9.1.1	Health and Safety Review of DWA Health and Safety Management System TT reported that he has drawn up a list of tasks associated with DWA activities. The next step is to identify the risks associated with each of these tasks. His familiarity with the QGIS mapping application is improving and he has re-plotted the current route of the DW; part of the task to create the emergency maps. TT will be using a GPS device to accurately plot the by-passes along the DW. TT is to continue his review.	ТТ
9.2	First Aid Kits The three DW first aid kits are held by PB, PM and TT. They each confirmed the completeness and serviceability of their kit.	
9.3	Injury Reports and Incidents Those present confirmed that there have been no injuries or incidents since the previous meeting.	
10	Report on 10 th Anniversary Events and Publicity PM reported that the volunteers at the DWA work party held Saturday 19 th September 2015 enjoyed a sumptuous BBQ lunch to celebrate the 10 th Anniversary, the DW website banner has been updated to include the text "Established 2005" and John Davidson of The Northern Scot provided an excellent commemoration the 10 th anniversary of the DW in a recent Active Outdoors article. MC is to ask John Davidson for permission to host a pdf copy of the article, or a link to the original, on the DW website.	MC
11	Review of Landowner Access Agreements Item held over to next meeting: PM is to obtain details of the background for the agreements from David Binney, check when each agreement is due and report back at the next meeting.	PM
12	DW Website Review Held over to next meeting.	PM
13	DWA Christmas Dinner NS invited suggestions for a location and date for the annual DWA Christmas dinner. PB suggested the Mosset Tavern in mid-January. Agreed unanimously. PB is to make a provisional booking for dinner at the Mosset Tavern on Saturday 16 th January 2016. PM is to email the DWA members with the details and a cordial invitation to attend.	PB PM

14	<u>AOCB</u>	
14.1	NS reported that he has not been able to install the DW app on his	
	Android device. Other trustees concurred that they are also having trouble with the Android version of the app. NS has raised the problem	
	with Canary Dwarf and will monitor their progress in finding a solution.	NS
14.2	RR reported that from 15 th March 2015 to 17 th November 2015 there have	
	been no fewer than 17,979 walkers and 2190 cyclists on the Dallas Dhu	
4.4.0	section of the DW.	
14.3	RR reported that he has spoken to the Forres Detachment of the Army	
	Cadet Force (ACF) and, though not able to commit to the maintenance of a section of the DW, they may be available to assist with one-off projects.	
	RR will approach the 1 st Grantown-On-Spey Scout Group when he has	
	obtained their contact details from the 1 st Forres Scout Group leader.	RR
14.4	PB gave his apologies for the next meeting.	
13	Date of the Next Meeting: 19:30 15 th December 2015 at The Hub.	

Meeting Closed: 21:25

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Neil Sinclair Chairman

Dava Way Association