



4.6	Ref 4.10:	Action held over: PB is to pay PM his agreed expenses for the Moray Walking Festival (MWF) events run by the DWA.	PB
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 Access Agreements, tree surveys, etc. Action held over: PM is to add 'Calendar Items' as an agenda item for DWA BoT meetings; use for discussion of '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 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 Ghost Train Walk 2015.	MC
4.10	Ref 4.23:	Action held over: MC is to detail any outstanding actions from the Ghost Train Walk 2015.	MC
4.11	Ref 6.3:	PB reported that he has sent the information requested by 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 work party held 14 <sup>th</sup> 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 <sup>rd</sup> November at the Forres Tennis Club. Action closed.	
4.21	Ref 11.2:	MC reported that he purchased a selection of beverages and finger foods suitable for the AMM. Action closed.	
4.22	Ref 12.1:	PB reported that he has compiled the DWA Gift Aid Declaration and submitted it to HMRC. Action closed.	
5	<b><u>Treasurer's Report</u></b>		
5.1	A balance of £11,094.97 is in the account. (Includes £6,080.00 from the Big Lottery Fund for the Lynmore project)		
5.2	Significant Income: £772.50 from HMRC; Gift Aid.		
5.3	Significant Expenditure: £699.96 to MacGregors; strimmer maintenance.		
5.4	Outstanding items: Nil.		
6	<b><u>Correspondences</u></b>		
6.1	<b>Contact Details Card</b> PM reported that he received an email from DWA member Robert McKenzie requesting the names, positions and contact details of the DWA trustees and members; he offered to design a bi-fold card as a handy reference for this information. Concern was expressed about passing on the contact details of members without their authorisation; reference the Data Protection Act. PB drew attention to clause 10 of the <a href="#">DWA Constitution</a> . PB proposed that the offer to design the card should be declined, Robert McKenzie should be provided with the names and		

6.2	<p>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.</p> <p><b>Insurer Name Change</b></p> <p>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.</p>	PM
7 7.1  7.2	<p><u>Dava Way Merchandise</u></p> <p><b>Cloth Badges</b></p> <p>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).</p> <p><b>Merchandise Committee Post</b></p> <p>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.</p>	PM
8 8.1 8.1.1  8.1.2	<p><u>Dava Way Improvements and Maintenance</u></p> <p><b>Lynmore Improvement Project</b></p> <p>MC reported that a meeting took place at the end of October, on-site at Lynmore, with representatives from the <a href="#">Cairngorm Outdoor Access Trust</a> (COAT), <a href="#">SUSTRANS</a> (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.</p> <p>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.</p> <p>NS is to review the Big Lottery Fund criteria against which the Lynmore Bypass Feasibility Study funding was provided, identify which of those criteria have/have not been met and inform the other DWA Trustees.</p> <p>NS is to provide MC with a list of the criteria and/or copy of the Big Lottery Fund documentation.</p> <p>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.</p> <p>NS is to submit the completed project report to the Big Lottery Fund before the end of January 2016.</p>	MC  NS NS MC NS

8.2	<b>Bantrach Improvement Project</b>	
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 <a href="#">Berry Burn Wind Farm Community Benefit Fund</a> is Monday 18 <sup>th</sup> January 2016.	
8.2.2	Action held over: PB is to add the requirement for route diversion signs to the Bill of Quantities.	PB
8.2.3	Action held over: 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 for funding.	PB
8.3	<b>General Improvements and Maintenance</b>	
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 <a href="#">Sustrans Handbook for Cycle-friendly Design</a> ). 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	<p>PM reported the following progress with improvement and maintenance tasks:</p> <ul style="list-style-type: none"> <li>• Undergrowth obscuring ditch on west side of track bed path section south of AJ's bridge cut back and ditch cleared.</li> <li>• Muddy areas of track bed path section south of AJ's bridge scraped and top dressed with planings.</li> <li>• Potholes in track bed path section north of Clashdhu Crossing filled with planings.</li> </ul> <p>RR reported the following additional tasks have been completed on mini work parties:</p> <ul style="list-style-type: none"> <li>• Bird boxes installed in various locations.</li> <li>• Branches and undergrowth cut back in the Dallas Dhu area.</li> </ul> <p>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.</p>	MC
8.3.3	RR reported that the steps adjacent to the Sanquhar Mains bridge have 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 by Alex Ross, is to coordinate the collection and preparation of the sleepers and other materials ready for installation at a future work party.	PM 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	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 <sup>th</sup> March 2015 to 17 <sup>th</sup> November 2015 there have been no fewer than 17,979 walkers and 2190 cyclists on the Dallas Dhu 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 <sup>st</sup> Grantown-On-Spey Scout Group when he has obtained their contact details from the 1 <sup>st</sup> Forres Scout Group leader.	RR
14.4	PB gave his apologies for the next meeting.	
13	Date of the Next Meeting: 19:30 15 <sup>th</sup> December 2015 at The Hub.	

Meeting Closed: 21:25



Neil Sinclair  
Chairman  
Dava Way Association