

THE DAVA WAY ASSOCIATION

Minutes of the Board of Trustees Meeting held 15th December 2015

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

Meeting Opened: 19:30

Item	Minute	Action By
1	<u>Welcome:</u> Neil Sinclair chaired the meeting and welcomed members.	
2	<u>Present:</u> Doug Hartley, Malcolm Campbell, Neil Sinclair, Norman Thomson, Pete Mitchell, Robbie Roberts, Trevor Thornley, (Greg McAulay).	
	<u>Apologies:</u> Paul Barron.	
3	<u>Minutes of the last meeting:</u> Read and accepted. Proposed: PM Seconded: DH	
4	<u>Matters Arising</u>	
4.1	Ref 4.1: PM reported that Historic Scotland (HS) have had a digger in the area north of Mannachie Avenue to investigate the condition of the sewer pipe. The pipe was found to be serviceable, but there was no apparent connection to the main sewage system. A search is in progress for a suitable mains sewer pipe to link to. 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 4.3: PM reported that he has emailed the walker to let him know that DW cloth badges are available. There has been no response from the walker. Action closed.	
4.3	Ref 4.5: MC reported that the Active Outdoors article will need to be rewritten with a different slant for publishing in the Forres Gazette. MC stated that he will endeavour to complete the rewrite before Christmas and circulate it to the DWA Trustees for their comment.	MC
4.4	Ref 4.6: PM confirmed that PB has paid him the agreed expenses for the Moray Walking Festival (MWF) events run by the DWA. Action closed.	
4.5	Ref 4.7: PM reported that he has placed a shared calendar (spreadsheet) into the DWA Dropbox to schedule the periodic renewal of DW Access Agreements, tree surveys, etc. Action closed. PM stated that he will add 'Calendar Items' as an agenda item for future DWA BoT meetings; use for discussion of 'due items' from the shared calendar. Action closed.	
4.6	Ref 4.8: PM reported that Malcolm Moore has still not received the LANTRA certificates. As each trainee received a copy of their LANTRA Operator Assessment Report at the time, the DWA already have proof of training and PM proposed that	

	the action should be closed. Agreed unanimously. Action closed.	
4.7	Ref 4.9: Action held over: MC is to provide an event report for the Ghost Train Walk 2015.	MC
4.8	Ref 4.10: Action held over: MC is to detail any outstanding actions from the Ghost Train Walk 2015.	MC
4.9	Ref 6.1: PM reported that he has replied to Robert McKenzie's email. Action closed.	
4.10	Ref 7.1: Action held over: PM is to contact Ghost Train Walk (GTW) participants and offer DW cloth badges for sale (details of pricing are in the October minutes).	PM
4.11	Ref 8.1.1: (see Item 8.1 below)	
4.12	Ref 8.1.2: (see Item 8.1 below)	
4.13	Ref 8.2.2: (see Item 8.2 below)	
4.14	Ref 8.2.3: (see Item 8.2 below)	
4.15	Ref 8.3.1: (see Item 8.3 below)	
4.16	Ref 8.3.3: (see Item 8.4 below)	
4.17	Ref 8.4: (see Item 8.5 below)	
4.18	Ref 8.5: (see Item 8.6 below)	
4.19	Ref 8.6: (see Item 8.4 below)	
4.20	Ref 9.1.1: (see Item 9.1 below)	
4.21	Ref 10: (see Item 4.3 above)	
4.22	Ref 11: (see Item 11 below)	
4.23	Ref 12: (see Item 12 below)	
4.24	Ref 13: (see Item 13 below)	
4.25	Ref 14.1: NS reported that the DW app is still not working correctly on Android devices. NS will chase Canary Dwarf for a solution to this problem.	NS
4.26	Ref 14.3: Action held over: RR is to ask the 1 st Grantown-On-Spey Scout Group if they would like to assist with maintaining the DW, when he has obtained their contact details from the 1 st Forres Scout Group leader.	RR
5	<u>Treasurer's Report</u>	
5.1	A balance of £11,142.77 is in the account. (Includes £6,080.00 from the Big Lottery Fund for the Lynmore project)	
5.2	Significant Income: £100.00 from individual donation.	
5.3	Significant Expenditure: £104.80 to PM; agreed expenses for MWF events run by the DWA.	
5.4	Outstanding items: Nil.	
6	<u>Correspondences</u>	
6.1	Email - Robert McKenzie PM reported that he received an email from DWA member Robert McKenzie thanking him for his reponse (see Item 4.9 above) and stating that he would be making a donation to the DWA. PM has since received the donation. PM is to reply to Robert McKenzie's email, thanking him for his donation.	PM
6.2	Other Correspondence (No other correspondence received)	

7 7.1	<u>Dava Way Merchandise</u> Sales and Stock PM reported that he has sold qty 6 DW Companions and qty 2 badges since the last meeting. Stock levels are adequate; no reorder required.	
8 8.1 8.1.1	<u>Dava Way Improvements and Maintenance</u> Lynmore Improvement Project NS reported that he has found a letter from The Big Lottery requesting submission of the project report by 21 st March 2016; this is later than the end of January 2016 deadline previously reported. An email has been received from the Cairngorms Outdoor Access Trust (COAT) confirming that the invoice for works relating to The Big Lottery grant is being compiled by their admin office. Action held over: 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. Action held over: NS is to provide MC with a list of the criteria and/or copy of the Big Lottery Fund documentation. Action held over: MC is to obtain an invoice from COAT for their work carried out in relation to the Big Lottery Fund criteria and pass copies of the invoice to PB for payment and NS for inclusion in the project report. Action held over: NS is to submit the completed project report to the Big Lottery Fund by 21 st March 2016.	NS NS MC NS
8.1.2	MC reported that Murray Swapp of COAT has estimated the cost of implementing the Lynmore Bypass at £124,000 plus VAT, a total of £148,000. Murray will be putting the job out to tender in the New Year. As the estimate exceeds the £100,000 grant from Sustrans some options were discussed for covering the shortfall in funding, phasing implementation or reducing the project scope. MC will submit an application for funding to the Berry Burn Wind Farm Community Benefit Fund and look at other sources of funding. MC is to liaise with Murray Swapp to see if he has any ideas on how to cover the shortfall in funding, monitor project progress and report back at the next DWA BoT meeting.	MC MC
8.2	Bantrach Improvement Project	
8.2.1	Action held over: PB is to add the requirement for route diversion signs to the Bill of Quantities.	PB
8.2.2	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	Planning Application Requirement MC reported that he has drafted letters to the planning departments of the Cairngorm National Park Authority (CNPA) and The Moray Council (TMC) 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); copies of the letters were shown to those present. MC is to send the letters to the planning departments of the CNPA and TMC.	MC
8.4	General Improvements and Maintenance	
8.4.1	PM reported the following progress with improvement and maintenance tasks: <ul style="list-style-type: none"> • Fencing at the Mannachie Avenue ramp repaired. • Muddy areas of path between the ramp and Sanquhar Mains 	

	<p>Bridge scraped and top dressed with planings.</p> <ul style="list-style-type: none"> • Replacement of worn steps at Sanquhar Mains Bridge progressed. • Potholes in track over Sanquhar Mains Bridge drained and filled with planings. <p>RR and PM reported the following additional tasks have been completed on mini work parties:</p> <ul style="list-style-type: none"> • Ditches cleared/reinstated by Sanquhar Mains Bridge. • Trackbed erosion by livestock at Muir of Logie infilled with 4 tonnes of rubble and top dressed with 2 tonnes of planings. 	
8.4.2	PM reported that the DW volunteers have put in over 1000 hours of unpaid work in 2015. An impressive feat that has made a huge difference to the condition of the DW.	
8.4.3	PM proposed that future work parties should be scheduled for the second Saturday in each month. Agreed unanimously.	
8.4.4	PM reported that he has found some new vehicle ruts in the Logie area. PM will contact the estate and make them aware of the problem.	PM
8.4.5	PM reported that he received a report of vehicle and/or livestock damage to the section of DW trackbed in the cutting south of Braemoray Cottage. A site visit found that the damage is actually further south, towards the Divie Viaduct. PM will contact the estate and make them aware of the problem.	PM
8.5	<p>DW Annual Tree Survey</p> <p>GM reported that the annual DW Tree Survey is progressing well; just sections at the north and south extremities to be completed. There are very few storm damaged/windblown trees, with none requiring immediate action. Some trees requiring trimming back have been identified and these will be dealt with on an opportunity basis. GM asked if he could have a set of maps covering the DW in more detail. PM is to provide TT with details of the points at which the estate boundaries cross the DW. TT is to provide GM with a set of A4 OS 25k maps covering the DW.</p>	
8.6	<p>Finger Post Repairs</p>	
8.6.1	PM reported that a quote to manufacture qty 6 finger post bases at £41.10 per unit was received from Rennie Fabrication. PM has placed the order, following agreement from other DWA trustees. The bases should be ready soon and PM envisages a mid-week work party to reinstall the two broken finger posts. PM will arrange the work party on receipt of the completed bases.	PM
8.6.2	RR reported that he has been in touch with a contact at John Dewar & Sons and, in the longer term, they may be able manufacture qty 10 bases and donate them to the DWA. RR will follow up this offer.	RR
8.6.3	RR reported that he had sought advice from members of the Moray Local Outdoor Access Forum (LOAF) on sources/costs for replacement finger posts. The trustees considered the information RR presented but concluded that it is possible to source the raw materials and produce replacement finger posts in-house for less.	
8.7	<p>Priorities for Next Work Party and Mini Work Parties</p>	
8.7.1	<p>PM proposed that the next work party, scheduled for Saturday 9th January 2016, should focus on the area between the Clashdhu Crossing and AJ's Bridge:</p> <ul style="list-style-type: none"> • 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 	

8.7.2	<p>section south of AJ's bridge.</p> <ul style="list-style-type: none"> Fill in remaining potholes in track bed path section north of Clashdhu Crossing. <p>Agreed unanimously. PM is to make the necessary arrangements.</p> <p>RR proposed a mini work party on Thursday 17th December 2015 to complete the replacement of worn steps at Sanquhar Mains Bridge.</p> <p>Agreed unanimously. RR is to make the necessary arrangements.</p>	PM RR
9 9.1 9.2 9.3	<p><u>Health and Safety</u></p> <p>Review of DWA Health and Safety Management System</p> <p>TT reported that the review is progressing, though it is one of those 'the-more-you-look-the-more-you-find' projects. He has completed a Global Positioning System (GPS) survey of the by-passes along the DW and plotted the results into the Geographical Information System (GIS). TT is to continue his review.</p> <p>First Aid Kits</p> <p>The three DW first aid kits are held by PB, PM and TT. The completeness and serviceability of each kit was confirmed.</p> <p>Injury Reports and Incidents</p> <p>Those present confirmed that there have been no injuries or incidents since the previous meeting.</p>	TT
10	<p><u>Footfall Counter Readings</u></p> <p>RR reported that from 15th March 2015 to 8th December 2015 there have been no fewer than 18,901 walkers and 2259 cyclists on the Dallas Dhu section of the DW.</p>	
11	<p><u>Review of Landowner Access Agreements</u></p> <p>PM reported that only two landowners required written agreements, though these are due for renewal. There was some discussion about whether the DWA need formal access agreements due to the DW being a designated core path; see Chapter 5 of the Land Reform (Scotland) Act 2003. RR agreed to seek advice on this subject from the Moray Access Manager at the next meeting of the Moray Local Outdoor Access Forum.</p>	RR
12	<p><u>DW Website Review</u></p> <p>PM requested that those present have a look at the DW website and suggest areas for improvement.</p>	All
13	<p><u>DWA Christmas Dinner</u></p> <p>PM confirmed that a provisional booking has been made for dinner at the Mosset Tavern on Saturday 16th January 2016. He has emailed the DWA members and, so far, 15 have confirmed that they will be attending. PM will confirm the final number and menu nearer to the date of the event.</p>	PM
14 14.1 14.2	<p><u>AOCB</u></p> <p>PM proposed that statistics from the Work Party Summary Report 2015 should be reported in the Forres Gazette. Agreed unanimously. MC will add appropriate statistics into his rewrite of the Active Outdoors article.</p> <p>NS reported that he received an offer from Scottish National Heritage (SNH) to subscribe to their magazine 'The Nature of Scotland'. He proposed that he should take out a subscription on behalf of the DWA. Accepted unanimously.</p>	MC NS
13	<p>Date of the Next Meeting: 19:30 19th January 2016 at The Hub.</p>	

Meeting Closed: 21:45

A handwritten signature in black ink, appearing to read 'Neil Sinclair', written in a cursive style.

Neil Sinclair
Chairman
Dava Way Association