THE DAVA WAY ASSOCIATION

Minutes of the Board of Trustees Meeting held 16th February 2016

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

Meeting Opened: 19:30

Item	Minute		Action By
1	Welcome:	Robbie Roberts chaired the meeting and welcomed members.	
2	Present:	Malcolm Campbell, Norman Thomson, Paul Barron, Pete Mitchell, Robbie Roberts, Trevor Thornley.	
	Apologies:	Doug Hartley, Neil Sinclair.	
3	Minutes of t	he last meeting: Read and accepted.	
	Proposed:	PM Seconded: MC	
4	Matters Aris	ing	
4.1	Ref 4.1:	PM reported that Historic Scotland (HS) think they have found the point where the sewage pipe from Dallas Dhu connects into the main sewer system. 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 4.2:	MC reported that he submitted a draft rewrite of the Active Outdoors article to the Forres Gazette. They have requested that he include some additional 'newsy' content.	MC
4.3	Ref 4.3:	MC will resubmit an amended article. MC reported that he has completed the report and distributed copies to the trustees. Action closed.	INIC
4.4	Ref 4.6:	RR read a report from NS stating that the DW app is still not working correctly on Android devices. Canary Dwarf are on the case. NS will maintain contact with Canary Dwarf and	NC
4.5	Ref 4.24:	monitor progress. MC reported that appropriate statistics from the Work Party Summary Report 2015 have been inserted into his rewrite of the Active Outdoors article. Action closed.	NS
4.6	Ref 6.1.3:	PM reported that he has contacted the organisers of the Cairngorm to Coast 2016 charity event. They are not willing to donate towards DW maintenance but will publicise the work of the DWA on the event website. Action closed.	
4.7	Ref 8.1.1:	(see Item 8.1 below)	
4.8 4.9	Ref 8.1.2: Ref 8.1.4:	(see Item 8.1 below) (see Item 8.1 below)	
4.9 4.10	Ref 8.2.1:	(see Item 8.2 below)	
4.11	Ref 8.2.2:	(see Item 8.2 below)	
4.12	Ref 8.3:	(see Item 8.3 below)	
4.13	Ref 8.5:	(see Item 8.5 below)	
4.14	Ref 8.6.1:	(see Item 8.4 below)	

4.15	Ref 8.6.2:	(see Item 8.4 below)	
4.16	Ref 9.1.2:	(see Item 9.1 below)	
4.17	Ref 11:	(see Item 11.3 below)	
4.18	Ref 12.3	RR reported that NS has emailed Gary Templeton, Moray	
0	1101 12.0	Council Principal Planning Officer with responsibility for the	
		Dallas Dhu development masterplan, to officially request	
		that the conditions for planning approval at this site should	
		include upgrading the DW to a sealed surface (see page	
		23 of the Sustrans Handbook for Cycle-friendly Design)	
		between Mannachie Rise and the Dallas Dhu distillery. RR	
		will also raise this subject at the next meeting of the Moray	
		Local Outdoor Access Forum and ask that they recommend	
		upgrade of the DW surface too.	RR
4.19	Ref 14.1:	(see Item 14 below)	
4.20	Ref 14.2:	(see Item 8.4 below)	
4.21	Ref 14.3:	(see Item 14 below)	
5	Treasurer's	Penort	
5.1		f £4,450.13 is in the account.	
		78.52 from the Big Lottery Fund for the Lynmore project)	
5.2	Significant I		
5.3		Expenditure: Nil.	
5.4	Outstanding	items: Nil.	
6	Correspond	ences	
6.1	To the Seci		
6.1.1		siness Plan for Peffery Way	
0.1.1		d that he received an email from Nessa Findlay requesting	
		from the DWA to create a business plan template for the	
		· · · · · · · · · · · · · · · · · · ·	
		/, a proposed new walking/cycling route along the disused	
		veen Strathpeffer and Fodderty. NT has emailed the	
		information.	
6.1.2		estry Commission	
		that he received an email from the Forestry Commission	
	_	the audit of a random sample of funding recipients has been	
	•	and thanking the DWA for supplying the documents requested.	
6.1.3	Email tsiMO	PRAY Join The Dots	
	PM reported	that he received an email from tsiMORAY inviting the DWA	
	to attend its	networking conference, Join The Dots, at Elgin Town Hall on	
		2016. MC volunteered to attend on behalf of the DWA.	MC
6.2		espondence	
6.2.1		d Party Liability Insurance	
		I that he received an email from the DWA insurers requesting	
		mation (i.e. number of volunteers) and enquiring if the DWA	
	wished to review their cover. PB proposed that the DWA continue with the		
		I of cover. Agreed unanimously.	
6.2.2		ay Heritage Connections	
J.Z.Z		I that he received an email inviting the DWA to join the Moray	
		unnections group. After some discussion, it was decided that	
		more appropriate for those running heritage centres and	
	•	t a defined location. NT is to respectfully decline the invitation.	NT
	muscums a	t a defined location. But is to respectfully decline the invitation.	111
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7 7.1	Dava Way Merchandise Sales and Stock PM reported that some DW companions have been sold, but no badges. Stock levels now:	
	Companions (PM) 27	
	Companions (NT) 28	
	Badges (PM) 48	
8	Dava Way Improvements and Maintenance	
8.1	Lynmore Improvement Project	
8.1.1	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	
0.4.0	other DWA Trustees.	NS
8.1.2	Action held over: NS is to provide MC with a list of the criteria and/or copy of the Big Lottery Fund documentation.	NS
8.1.3	MC reported he has obtained invoices from COAT for their work carried out in relation to the Big Lottery Fund criteria and has passed copies of the invoices to PB for payment and NS for inclusion in the project report. PB reported that he has paid the invoices. Action closed.	
8.1.4	Action held over: NS is to submit the completed project report to the Big	
0.4.5	Lottery Fund by 21 st March 2016.	NS
8.1.5	MC reported that the contractor tenders should be in by 23 rd February 2016 and he has received an email from SUSTRANS confirming that the £100,000 funding is in place. There was some discussion on the next steps and what should be done if there is a funding shortfall. The following was agreed unanimously:	
	 MC will obtain a draft agreement from Murray Swapp detailing the project works to be carried out by COAT. This document will be reviewed, the agreement finalised and signed by both parties. MC will obtain a Memorandum of Understanding from SUSTRANS detailing their role in the project and submit a claim form to officially 	MC
	 request the funding offered. If there is a funding shortfall the project scope is to be reduced, with priority given to upgrading the southern sections of the path. MC is to monitor project progress and report back at the next DWA BoT 	MC
	meeting.	МС
8.2	Bantrach Improvement Project	_
8.2.1	Action held over: PB is to add the requirement for route diversion signs to	
8.2.2	the Bill of Quantities. Action held over: PB is to obtain three contractor estimates for the work	PB
0.2.2	listed in the Bill of Quantities, for discussion by the committee prior to	
	making an application for funding.	РВ
8.3	Planning Application Requirement MC reported that he is still awaiting a response from the planning departments of the Cairngorm National Parks Authority and The Moray Council to the letters enquiring 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). MC is to report back at the next DWA BoT meeting.	MC

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8.4 8.4.1	General Improvements and Maintenance PB, TT and RR reported the following progress with improvement and maintenance tasks:	
	Cleared out the short length of ditch at the Squirrelneuk Bridge and cleared a blocked offlet on track opposite bridge, leading uphill.	
	Progressed clearance of drainage ditch for 150m south from the forestry junction between AJ's Bridge and the Clashdhu Crossing	
	 and dug an offlet to take water from the rock cutting. Dug a new drainage ditch to take water from a new field drainage 	
	system emptying onto the west side of the DW north of Balvlair.	
	 Checked and cleared silt from the drainage ditch south of Longley. Repaired the path surface under the Sanquhar Mains Bridge. 	
8.4.2	 Cleared silt from the offlet ditch by Sanquhar Mains Bridge. TT reported that the mini work party at the Bantrach Cutting had to be 	
8.4.3	cancelled due to bad weather. PM reported that anti-slip strips have been fitted to the steps at the	
8.5	Sanquhar Mains Bridge and Dallas Dhu. Finger Post Repairs	
8.5.1	PM reported that qty 2 finger post bases have been installed successfully. The associated finger posts are ready to be installed.	
8.5.2	RR reported that PM emailed the design for the finger post bases to the contact at John Dewar & Sons. RR has spoken to his contact and has	
8.6	been told that an order for qty 20 bases has been placed.	
8.6.1	Priorities for Next Work Party and Mini Work Parties PB proposed that the next work party, scheduled for Saturday 12 th March	
	 2016, should be between the Clashdhu Crossing and AJ's Bridge: Cut back obscuring undergrowth and clear ditch on west side of the 	
	track bed path section between the Clashdhu Crossing and the ditch section previously cleared. Investigate upwelling from existing pipe.	
	 Scrape and top dress the remaining muddy areas of 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	Health and Safety Review of DWA Health and Safety Management System	
9.1.1	Action held over: TT is to complete task-based risk assessments, with input from the other trustees as required.	тт
9.1.2	First Aid Kits The three DW first aid kits are held by PB, PM and TT. The completeness	
9.2	and serviceability of each kit was confirmed. Injury Reports and Incidents	
	Those present confirmed that there have been no injuries or incidents since the previous meeting.	
10	Footfall Counter Readings TT and RR reported the following readings:	
	Lochenoun – 13 th November 2015 to 16 th February 2016. 156 users (222 – 66)	
	Dunphail – (no data) Dallas Dhu – 15 th March 2015 to 17 th January 2016.	
	21,706 walkers 2,436 cyclists	
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11 11.1	Dava Way Publicity Local, Regional and National MC proposed that the DWA should identify local, regional and national publications through which to promote the DW via targeted articles. Agreed unanimously. MC volunteered to carry out this task and asked that any existing articles be copied into the DWA Dropbox. PM stated that he already maintains a Facebook group for the DWA and sought opinions on whether similar groups should be created for Twitter, website forums, etc. Following discussion of the options it was decided that Twitter is not appropriate to the way the DWA operates and the overhead for using other social media applications/sites is not currently justified.	MC & All	
11.3	Ongoing task: PM requested that those present have a look at the DW website and suggest areas for improvement.	All	
12	Logie Wind Farm Development – Proposed Gates at Longley PM stated that he was approached by Logie Estates for details of gate installation options for the Longley Crossing. He provided them with installation instructions for self-closing gates. TT noted that the gates have already been installed and offered to check if they self-close satisfactorily. PM asked TT to check if heavy plant crossing warning signs have also been installed on the DW either side of the crossing.	ТТ	
13	Calendar Items Nothing to report.		
14 14.1	Moray Walking and Outdoor Festival 16 th -26 th June 2016 Action held over: PM is to attend the next meeting of the Moray Way Association to clarify the arrangements for running the events provided by the DWA.	PM	
14.2	 The events to be provided by the DWA are: Three Rivers Walk (Friday 17th June and Sunday 19th June) Moray Way 5 Day Challenge (Monday 20th June to Friday 24th June) Navigation Skills in the Hills of Cromdale (Sunday 26th June) PM is to upload details for these events to the festival website. 	PM	
15 15.1	AOCB PM stated that the tipping trailer electric pump is malfunctioning, but the trailer bed can still be tipped using the hand pump. He will investigate the cause of the malfunction.	PM	
15.2	RR noted that many of the DW noticeboards require maintenance; clean mould off the Perspex, paint woodwork, update information, etc. PM will include noticeboard maintenance as an item under Dava Way Improvements and Maintenance in the agenda of the next meeting.	PM	
16	Date of the Next Meeting: 19:30 15 th March 2016 at The Hub.		
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Meeting Closed: 21:25

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Neil Sinclair Chairman Dava Way Association