

4.11	Ref 8.2.1: (see Item 8.2 below)	PM
4.12	Ref 8.2.2: (see Item 8.2 below)	
4.13	Ref 8.3: (see Item 8.3 below)	
4.14	Ref 8.6.1: (see Item 8.4 below)	
4.15	Ref 9.1.1: (see Item 9.1 below)	
4.16	Ref 11.1: (see Item 11.1 below)	
4.17	Ref 11.3: (see Item 11.3 below)	
4.18	Ref 12: TT reported that he visited the Longley Crossing and confirmed that self-closing gates have been installed, though they were not closing efficiently. No 'heavy plant crossing' warning signs were seen. TT passed his findings to PM at the time. PM reported that the gate hinges were adjusted and lubricated on the recent WP; gates now close efficiently. PB noted that the newly laid road surface has resulted in a significant step up from the DW path surface on the north side. PM stated that he will contact the estate and raise the need for warning signs and a short ramp.	
4.19	Ref 14.1: (see Item 13 below)	
4.20	Ref 14.2: (see Item 13 below)	
4.21	Ref 15.1: PM reported that he has fixed the tipping trailer electric pump; invoice for repair parts passed to PB. Action closed.	
5	<u>Treasurer's Report</u>	
5.1	A balance of £4,087.59 is in the account.	
5.2	Significant Income: Nil.	
5.3	Significant Expenditure: £120.00 to Gordon Scott; annual accounts. £337.54 to Zurich; public liability insurance.	
5.4	Outstanding items: £17.86 to Leiths; planings. £48.00 to PM; tipping trailer electric pump parts. £40,000.00 to COAT; initial draw-down from SUSTRANS funding for the Lynmore Bypass project.	
6	<u>Correspondences</u>	
6.1	To the Secretary	
6.1.1	Email – Visit Scotland PM reported that he received an email from Visit Scotland pointing out that the star ratings against accommodation providers listed on the DW website were out-of-date. David Binney has removed the star ratings.	
6.1.2	Email – TCV Scotland PM reported that he received an email from TCV Scotland offering Risk Assessment training via online webinars. There were no takers.	
6.1.3	Email – British Horse Society NT reported that he received an email from a representative of the British Horse Society, with an attached report detailing improvements to the DW that would aid access for equestrian users. NT stated that most of the suggested improvements are located on or by the Lynmore Bypass, a section of the route where major improvement works are currently in progress. NT has responded to the email, pointing out that the DWA have limited resources and must consider the needs of all DW users; while the DWA will endeavour to action what it can, the British Horse Society may wish to consider funding those improvements that would directly benefit equestrian users.	

6.1.4	Email – Sandra McKinnon PM reported that he received an email from a Sandra McKinnon enquiring if the DWA could provide a completion certificate for those children who walk the DW. NS offered to send her a suitable template.	NS
6.2	Other Correspondence	
6.2.1	There was no other correspondence.	
7	<u>Dava Way Merchandise</u>	
7.1	Sales and Stock PM reported that 22 DW companions and 1 badge have been sold. Stock levels now: Companions (PM) 25 Companions (NT) 8 Badges (PM) 47	
8	<u>Dava Way Improvements and Maintenance</u>	MC PB PB MC
8.1	Lynmore Improvement Project	
8.1.1	NS reported that he has reviewed the Big Lottery Fund criteria against which the Lynmore Bypass Feasibility Study funding was provided and confirmed that all required criteria have been met. Action closed.	
8.1.2	NS reported that he has submitted the completed project report to the Big Lottery Fund, well before the 21 st March 2016 deadline. Action closed.	
8.1.3	NS reported that MC will no longer require a list of the funding criteria and/or copy of the Big Lottery Fund documentation. Action closed.	
8.1.4	MC reported that the project is progressing, and will be completed within the budget of £120,000 (incl. VAT). The tree felling has been completed and the bridge installation and path construction contractors should be on site soon. There has been a 1 month delay in sourcing the materials (oak and larch) for the bridges, but the whole project should still be complete by the end of May 2016.	
8.1.5	MC reported that he has obtained a draft agreement from Murray Swapp detailing the project works to be carried out by COAT. He has finalised the agreement and it has been signed by both parties (COAT and DWA). Action closed.	
8.1.6	MC reported that he has submitted a claim form to officially request the funding offered by SUSTRANS; there will be an initial draw-down of £40,000 to be paid to COAT. Action closed.	
8.1.7	MC is to monitor project progress, draw-down additional funding from SUSTRANS as required and report back at the next DWA BoT meeting.	
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.	
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.	
8.3	Planning Application Requirement PM and MC reported that they are 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.	

8.4	General Improvements and Maintenance	
8.4.1	<p>PM, PB and TT reported the following progress with improvement and maintenance tasks:</p> <ul style="list-style-type: none"> • Replaced broken clutter post; Glaschoil Farm south gate. • Removed rotten waymarker post north of Lady Catherine's Halt; temporary waymarker installed until COAT work completed. • Reinstalled finger post on north side of Dava. • Replaced information sheets at Half-Way Hut. • Adjusted and lubricated new self-closing gates at Longley Crossing. • Progressed drainage works at Peathillock. • Progressed drainage works at Longley. 	
8.4.2	PB reported that rodding the pipes at Peathillock had not been entirely successful. He has submitted an expression of interest to Paths for All for funding to replace the drainage pipes at Peathillock; decision for this first stage of the grant application process will be announced in June 2016.	PB
8.4.3	PB proposed that the DWA purchase some additional drainage rods, and a sludge pump and hoses to enable water to be pumped from sections of pipe/ditch undergoing drainage works. Agreed unanimously that PB should investigate the costs involved and report back at the next meeting.	PB
8.4.4	TT reported that the remaining plastic drainage pipes at Longley have been left in place and a relief ditch excavated over them. The condition of the plastic drainage pipes will be monitored; if they 'pop' they will need to be removed, if they do not 'pop' we will need to consider reinstalling the pipes previously removed. PM will arrange collection and storage of the removed pipes pending a decision.	PM
8.4.5	PM requested that those trustees holding mini work parties keep him informed; tasks carried out, volunteer names, hours worked, resources used, etc.	All
8.5	Finger Post Repairs	
8.5.1	PM reported that the 20 finger post bases from John Dewar & Sons (Royal Brackla Distillery) have been delivered. PM proposed that the DWA should publicise the generosity of the Royal Brackla Distillery and Rennie Fabrication. Agreed unanimously. PM is to submit a suitable article to the Forres Gazette.	PM
8.5.2	PM reported that some waymarkers are also showing signs of wet rot at ground level; all finger posts and waymarkers will be tested during the forthcoming DW Annual Inspection. The finger post at Lynmore will be attached to the newly installed base when works on the bypass are complete; a temporary waymarker is currently in place.	
8.6	Priorities for Next Work Party and Mini Work Parties	
8.6.1	PM proposed that, with the RAFBF/OutfitMoray charity event scheduled for 28 th May 2016, the next work party, scheduled for Saturday 9 th April 2016, should focus on the following tasks: <ul style="list-style-type: none"> • Infill and top dress ruts on the Dava Moor south of Dava. • Progress ditch clearance south of Longley Crossing, rod the drainage pipe to the south of the washout, remove excavated debris and tidy the area generally. Some strimming will be required to facilitate ditch access. 	
8.6.2	Agreed unanimously. PM is to make the necessary arrangements. PM noted that the surface of the bridge deck at Dava can be quite slippery when wet. RR offered to ask the Moray Access Manager (Ian Douglas) if any more non-slip strips are available.	PM RR

9	<u>Health and Safety</u>	
9.1	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.	TT
9.1.2	First Aid Kits The three DW first aid kits are held by PB, PM and TT. The completeness and serviceability of each kit was confirmed.	
9.2	Injury Reports and Incidents Those present confirmed that there have been no injuries or incidents since the previous meeting.	
10	<u>Footfall Counter Readings</u>	
10.1	PM and RR reported the following readings: Lochenoun – 13 th November 2015 to 12 th March 2016. 179 users (245 – 66) Dunphail – (no data – counter unserviceable) Dallas Dhu – 15 th March 2015 to 17 th January 2016. 22,973 walkers 2,544 cyclists	
10.2	MC proposed that a counter should be installed at the southern end of the DW and suggested that SUSTRANS may be able to install one as part of the Lynmore Bypass project. Agreed unanimously. MC to contact SUSTRANS and see if they will install a counter on the Lynmore Bypass.	MC
11	<u>Dava Way Publicity</u>	
11.1	Local, Regional and National Publications Action held over: 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.	MC & All
11.2	DW Facebook Group PM reported that the Facebook group for the DWA has been made public so anyone can view its content. DH and MC have been added as administrators so they can upload content, in addition to PM.	
11.3	DW Website	
11.3.1	PM reported that the accommodation webpage has been updated.	
11.3.2	NT reported that he has passed a number of observations on the DW website to David Binney; errors in transport and accommodation details, typos, etc. NT went on to propose that the DW website should not host an accommodation webpage, providing instead links to tourism related websites with accommodation listings. Agreed unanimously.	
11.3.3	PM proposed that he should be the only person contacting David Binney with amendments to the DW website. Agreed unanimously. PM will contact David Binney about NT's observations and the removal of the accommodation webpage.	PM
12	<u>Recreational 4x4s On The DW</u> PM reported that Mr Andrew Coutts contacted him to report 4x4 vehicles regularly driving up the DW at night. PM has contacted that appropriate estate managers and they have fitted locks to the gate north of Dava and the boundary gate at Lochenoun. Keys have been distributed to those requiring legitimate access. PM will contact Mr Coutts and let him know what action has been taken.	PM

13	<u>Moray Walking and Outdoor Festival 16th-26th June 2016</u>	
14.1	PM reported that he attended the meeting of the Moray Way Association and has clarified the arrangements for running the events provided by the DWA. Action closed.	
14.2	PM reported that he has uploaded to the festival website details of the events below, to be provided by the DWA. Action closed. <ul style="list-style-type: none"> • 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) 	
14.3	PM reported that costs for bus hire have risen considerably. RR suggested that the Osprey Trust minibus may be available. TT offered to take the assessment for the 'competent driver' ticket so he could drive minibuses hired from The Moray Council. PM will consider the options and decide what is best.	PM
15	<u>AOCB</u>	
15.1	NT reported that the Forres Soccer 7s contacted him to ask permission to carry out a charity walk on the DW. NT has thanked them for their courtesy and pointed out that, as the DW is a Core Path, they may access it at any time without permission.	
15.2	PB and NS reported that they are having difficulty accessing the DW Dropbox. As they can view and download documents, but not upload them, the problem appears to be permissions related. PM is to check the DW Dropbox permissions settings for these users.	PM
16	Date of the Next Meeting: 19:30 19 th April 2016 at The Hub.	

Meeting Closed: 21:35



Neil Sinclair
Chairman
Dava Way Association