

4.7	Ref 6.2.1:	PM reported that arrangements for the stall at the Forres Theme Day went smoothly. There were enough volunteers and our own events tent was used. Action closed.	NT	
4.8	Ref 6.2.2:	Action held over: NT will attend the SNH Long Distance Route Managers Forum on Wednesday 27 th April 2016 on behalf of the DWA.		
4.9	Ref 8.1.3:	(see Item 8.1 below)		
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 8.4.2:	(see Item 8.4 below)		
4.14	Ref 8.4.3:	PB reported that he has purchased the sludge pump, hoses and drain rods. Action closed.		
4.15	Ref 8.4.4:	(see Item 8.4 below)		
4.16	Ref 8.5.1:	(see Item 8.5 below)		
4.17	Ref 8.5.2:	(see Item 8.5 below)		
4.18	Ref 8.6.1:	(see Item 8.6 below)		
4.19	Ref 8.6.2:	(see Item 8.6 below)		
4.20	Ref 8.6.3:	Action held over: PM reported that he has attempted to confirm what litter picking and vegetation cutback work the 1 st Grantown-On-Spey Scout Group is planning to carry out but has yet to receive a reply to his email.		
4.21	Ref 8.7:	PM reported that 5 cyclists took part in the annual DW Cycle Survey, with PM providing cycle transport to Grantown-On-Spey and carrying out various minor maintenance tasks along the route. Only a very small number of additional improvement tasks were identified; these have been added to the Improvements List. The Moray Access Manager (Ian Douglas) was very impressed with the improvements made during the last year, particularly works at the Lynmore Bypass. Action closed.		PM
4.22	Ref 9.1.1:	(see Item 9.1 below)		
4.23	Ref 10.2:	(see Item 10 below)		
4.24	Ref 11.1.1:	(see Item 11.1 below)		
4.25	Ref 11.1.2:	(see Item 11.1 below)		
4.26	Ref 11.3:	(see Item 11.3 below)		
4.27	Ref 12.1:	(see Item 12 below)		
4.28	Ref 12.2:	(see Item 12 below)		
4.29	Ref 13:	Item held over: A representative of the DWA should make contact with the new owner of Lady Catherine's Halt. MC volunteered to drop in on his next site visit to the Lynmore Bypass.	MC	
4.30	Ref 14.1:	RR reported that the posters have been renewed. There have been no further problems with motorcycles on the DW. Action closed.		
5	<u>Treasurer's Report</u>			
5.1	A balance of £4,321.66 is in the account.			
5.2	Significant Income: (None)			
5.3	Significant Expenditure: (None)			
5.4	Outstanding items: £180.95 to PB; sludge pump, hoses, etc. £40,000 to COAT; 2 nd instalment for Lynmore Bypass project. MC has spoken to Phil Kearney of Sustrans, Phil will chase payment.			

<p>6</p> <p>6.1</p> <p>6.1.1</p> <p>6.1.2</p> <p>6.1.3</p> <p>6.2</p> <p>6.2.1</p> <p>6.2.2</p> <p>6.2.3</p>	<p><u>Correspondences</u></p> <p>To the Secretary</p> <p>Email (25/04/16) – Alan Hunter, Forres Academy Activity Day (See Item 13)</p> <p>Email (25/04/16) – Hannah Rodway, Vehicle Access via Altyre Estate PM reported that he received an email from Hannah Rodway asking for details of how to access the DW by car through the Altyre Estate; to be used to evacuate participants in a future event, should they not able to continue. PM has provided her with maps showing the various access points available and has advised her to contact the Altyre Estate Office for permission to take vehicles onto the estate.</p> <p>Email (05/05/16) – Laura White, Feedback from Cycle Ride PM reported that he received an email from Laura White (SUSTRANS Volunteer Programme Coordinator in Scotland) saying how much she enjoyed her ride along the DW. PM said that it might be a good idea to put Laura’s comments on the DW website as per the recent endorsement message from Edgar Rose on the Home Page.</p> <p>Other Correspondence</p> <p>Note – 39 Engineer Regiment, Training Event RR reported that he received a note of thanks to the DWA volunteers from 39 Engineer Regiment, based at Kinloss Barracks; they recently held a training event along sections of the DW and wanted to express their thanks to the volunteers for all their hard work maintaining the DW.</p> <p>Note – Leys Road Sheltered Housing, Outing to Dragoon RR reported that he received a note of thanks to the DWA from the folks at the Leys Road sheltered housing complex; they visited the Dragoon Crossing on a recent outing and were very impressed with the Dragoon sculpture.</p> <p>Email – Enquiry, Ghost Train Event PB reported that he received an email enquiring if the DWA were holding a Ghost Train event this year. PB has replied, stating that this is a biennial event that will be run again in 2017 and pointing out the other events being run this year as part of the Moray Walking Festival.</p>							
<p>7</p> <p>7.1</p>	<p><u>Dava Way Merchandise</u></p> <p>Sales and Stock</p> <p>PM reported that NT has found another 100 DW companions in a box labelled ‘Leaflets’. 11 companions have been sold since the last meeting. Stock levels now:</p> <table data-bbox="236 1550 625 1706"> <tr> <td>Companions (PM)</td> <td>10</td> </tr> <tr> <td>Companions (NT)</td> <td>100</td> </tr> <tr> <td>Badges (PM)</td> <td>45</td> </tr> </table>	Companions (PM)	10	Companions (NT)	100	Badges (PM)	45	
Companions (PM)	10							
Companions (NT)	100							
Badges (PM)	45							
<p>8</p> <p>8.1</p> <p>8.1.1</p> <p>8.1.2</p>	<p><u>Dava Way Improvements and Maintenance</u></p> <p>Lynmore Improvement Project</p> <p>MC reported that the northern and central path sections are complete, with progress on the southern section nearing completion.</p> <p>PM queried if path junctions with the ‘duck track’ (access to Wester Cottartown) should be gated. MC will check the site plan to determine if gates were specified.</p>	<p>MC</p>						

8.1.3	PM noted that the gate accessing the northern path section from the Lynmore road is currently unlocked. PM will contact Seafeld Estates to ask if this gate is to be locked to prevent unauthorised access by 4x4s.	PM
8.1.4	MC is to monitor project progress, draw-down additional funding from SUSTRANS as required and report back at the next DWA BoT meeting.	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 PM reported that he and MC 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). PM and/or MC will resend the letters.	PM and MC
8.4	General Improvements and Maintenance	
8.4.1	PM reported that no maintenance or improvement tasks have been completed since the previous meeting, beyond those completed during the Cycle Survey.	
8.4.2	Action held over: PB has submitted an expression of interest to Paths for All for funding to replace the drainage pipes at Peathillock; decision for first stage of the grant application process to be announced in June 2016.	PB
8.4.3	Action held over: PM will arrange collection and storage of the plastic drainage pipes removed during works at Longley.	PM
8.5	Finger Post Repairs	
8.5.1	PM reported that he has refitted the fingers into the finger post at the Rafford Bridge; tenon slot treated with wood preservative, fingers inserted and sealed. Action closed. PM also refitted a finger to the finger post at Dallas Dhu; noted significant rot in the post top, post will need to be replaced.	
8.5.2	Action held over: The ink is fading on some information boards. NS will investigate and look into a solution.	NS
8.6	Priorities for Next Work Party and Mini Work Parties	
8.6.1	PM proposed that the next work party, scheduled for Saturday 14 th May 2016, should focus on the following tasks: <ul style="list-style-type: none"> • Remove remaining silt spoil from Longley. • Recover aggregate spoil from Longley. • Infill and top dress muddy puddles at Cairn Eney. • Recover ballast, infill and top dress muddy puddles north of Dava. • Recover ballast, infill and top dress ruts south of Dava. • Cut back broom/gorse overgrowth south of Dragoon Crossing. Agreed unanimously. PM is to make the necessary arrangements.	PM
8.6.2	PB reported that the first mini work party for vegetation cutback would be held Wednesday 11 th May 2016; location Rafford Bank. PB to finalise arrangements.	PB
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 3 rd May 2016. 468 users (534 – 66) Dunphail – (no data – counter unserviceable) Dallas Dhu – 15 th March 2015 to 5 th May 2016. 26,665 walkers 2,988 cyclists	
10.2	PM reiterated that Sustrans have suggested that the DWA source a suitable footfall counter for installation at Lynmore and add the cost to the grant claim. PM has obtained details of a suitable counter from the Moray Access Manager and MC will find out how much one costs.	MC
11	<u>Dava Way Publicity</u>	
11.1	Local, Regional and National Publications	
11.1.1	Action held over: MC to identify local, regional and national publications through which to promote the DW via targeted articles.	MC
11.1.2	Action held over: Copy any existing articles into the DWA Dropbox.	All
11.1.3	PM reported that he has provided information to the Forres Gazette about the annual DW Cycle Survey and progress with the Lynmore Bypass.	
11.2	DW Facebook Group PM reported that membership of the Facebook group Friends of the Dava Way is 75.	
11.3	DW Website	
11.3.1	PM suggested that David Binney may be willing to hand over his long-standing role as webmaster of the DW website. RR asked if SB would be willing to take on the DW website in its current form. SB stated that he would, and that he would also be willing to co-work if required. PM is to see what David Binney would like to do and arrange a meeting between David Binney, SB and himself to discuss the way forward.	PM
11.3.2	PM identified that the DW website, though excellent, does not currently facilitate comments from walkers (a forum) or the easy upload of articles (a blog). There was some discussion of whether this, and other functionality, was actually required. Scott Boyle pointed out that the information on the current website is essentially static, but easily updated, and TT expressed caution over the amount of time it would take to monitor and maintain the more interactive functionality. SB suggested that the trustees should discuss at their next meeting what they actually want from the DW website and come up with a written specification. PM is to add an item to the agenda for the next meeting.	PM
11.3.3	Action held over: PM is to pass on NT's observations on the DW website to the DW webmaster.	PM
12	<u>Moray Walking and Outdoor Festival 16th-26th June 2016</u>	
12.1	PM reported that the online bookings website for festival events is now available. Action closed.	

12.2	Action held over: PM will consider the best bus/minibus transportation options for the MW 5 Day Challenge, based on the number of bookings taken closer to the event date. Two minibuses will be needed, if the bookings exceed 16 and a 51 seat coach, if they exceed 33.	PM
12.3	PM reported the following bookings to date for DWA led events: Navigation Skills 6 Three Rivers Walk 1 5-Day Challenge 13 (whole route) 9 (single days)	
13	<u>Forres Academy Activities</u> PM reported that, following the success of last year's event at the Breathing Space, Forres Academy have asked if the DWA could provide something similar for this year's pupils. NS has volunteered to liaise with the school. PM will provide NS with a list of suitable tasks for the pupils to carry out.	NS and PM
14	<u>AOCB</u> None	
15	Date of the Next Meeting: 19:30 14 th Jun 2016 at The Hub.	

Meeting Closed: 21:25



Neil Sinclair
Chairman
Dava Way Association