THE DAVA WAY ASSOCIATION

Minutes of the Board of Trustees Meeting held 10th May 2016

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

Meeting Opened: 19:35

ltem	Minute		Action By
1	Welcome:	Robbie Roberts chaired the meeting and welcomed members.	
2	Present:	Malcolm Campbell, Paul Barron, Pete Mitchell, Robbie Roberts, Trevor Thornley, (Scott Boyle).	
	Apologies:	Doug Hartley, Neil Sinclair, Norman Thomson.	
3	Minutes of t	he last meeting: Read and accepted.	
	Proposed:	PB Seconded: PM	
4	Matters Aris	sing	
4.1	Ref 4.1: Ref 4.2:	PM reported that he has received no further information from Historic Scotland (HS). There will be no change until the arrangements for the new housing development adjacent to Dallas Dhu have been agreed. PM is to maintain contact with HS and monitor the situation; Moray councillor George Alexander is to be kept informed of progress. Action held over: MC will resubmit an amended rewrite of the Active Outdoors article to the Forres Gazette, including some suitable photographs; scenic views and action shots	РМ
4.3	Ref 4.3:	of path users and DWA volunteers. MC reported that there is nothing to do regarding this action until the Lynmore bypass project has been completed. Action held over: Canary Dwarf have stated that they have replicated the problem with the DW app and have	MC
4.4	Ref 4.4:	scheduled time for investigation; they will report their findings later. NS will monitor progress. MC reported that he attended the tsiMORAY networking	NS
		conference, Join The Dots, at Elgin Town Hall on 23rd March 2016. Over 200 organisations were represented and he found the information presented interesting. On the subject of fundraising, it was apparent that the DWA should make another application to the Big Lottery Fund. MC will circulate his notes to the DWA Trustees.	мс
4.5	Ref 4.6:	RR reported that NS has sent Sandra McKinnon a template certificate suitable for children who walk the DW. Action closed.	
4.6	Ref 4.24:	PB reported that he can use the DWA Dropbox appropriately and his DWA email account is operating satisfactorily. Action closed.	

4.7 Ref 6.2.1: PM reported that arrangements for the stall at the Forres Therme Day went smoothly. There were enough volunteers and our own events tent was used. Action closed. 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. NT 4.9 Ref 8.1.3: (see Item 8.1 below) NT 4.10 Ref 8.2.1: (see Item 8.2 below) NT 4.11 Ref 8.4.3: (see Item 8.4 below) NT 4.13 Ref 8.4.3: (see Item 8.4 below) NT 4.14 Ref 8.4.3: (see Item 8.5 below) NT 4.17 Ref 8.5.1: (see Item 8.5 below) NT 4.18 Ref 8.5.1: (see Item 8.5 below) NT 4.19 Ref 8.6.3: (see Item 8.6 below) NT 4.20 Ref 8.7: (See Item 8.6 below) NT 4.21 Ref 8.7: PM reported that for major out values mining to carry out but has yet to roceive a reply to his email. PM 4.21 Ref 8.7: PM reported that below) Cycle Survey, with PM providing cycle transport to Grantown-On-Spey and carrying out various minor maintenance tasks along the roupe. Sout anore identiffied; these have been added to the Improvement				
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6 6.1	Correspondences To the Secretary	
6.1.1	Email (25/04/16) – Alan Hunter, Forres Academy Activity Day (See Item 13)	
6.1.2	Èmail (25/04/16) – Hannah Rodway, Vehicle Access via Altyre Estate PM reported that he received an email from Hannah Rodway asking for	
6.1.3	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. 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.	
6.2	Other Correspondence	
6.2.1	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.	
6.2.2	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.	
6.2.3	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 <u>Moray Walking Festival</u> .	
7 7.1	Dava Way Merchandise Sales and Stock 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:	
	Companions (PM) 10	
	Companions (NT) 100	
	Badges (PM) 45	
8 8.1 8.1.1	Dava Way Improvements and Maintenance Lynmore Improvement Project MC reported that the northern and central path sections are complete, with progress on the southern section nearing completion.	
8.1.2	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.	MC

8.1.3	PM noted that the gate accessing the northern path section from the	
5.1.0	Lynmore road is currently unlocked. PM will contact Seafield Estates to	
	ask if this gate is to be locked to prevent unauthorised access by 4x4s.	PM
3.1.4		1 1 1 1
5.1.4	MC is to monitor project progress, draw-down additional funding from	140
	SUSTRANS as required and report back at the next DWA BoT meeting.	MC
3.2	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
3.3	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 <u>Sustrans Handbook for Cycle-</u>	
	friendly Design). PM and/or MC will resend the letters.	PM and MC
3.4	General Improvements and Maintenance	
3.4.1	PM reported that no maintenance or improvement tasks have been	
	completed since the previous meeting, beyond those completed during	
	the Cycle Survey.	
3.4.2	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
3.4.3	Action held over: PM will arrange collection and storage of the plastic	
5.7.0	drainage pipes removed during works at Longley.	PM
3.5	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.	
3.5.2	Action held over: The ink is fading on some information boards. NS will	
	investigate and look into a solution.	NS
3.6	Priorities for Next Work Party and Mini Work Parties	
3.6.1	PM proposed that the next work party, scheduled for Saturday 14 th May	
	2016, should focus on the following tasks:	
	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
3.6.2	PB reported that the first mini work party for vegetation cutback would be	
.0.2	held Wednesday 11 th May 2016; location Rafford Bank. PB to finalise	
	arrangements.	PB
)	Health and Safety	
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	
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 10.1 10.2	Footfall Counter ReadingsPM and RR reported the following readings:Lochenoun – 13th November 2015 to 3rd May 2016.468 users (534 – 66)Dunphail – (no data – counter unserviceable)Dallas Dhu – 15th March 2015 to 5th May 2016.26,665 walkers2,988 cyclistsPM reiterated that SUSTRANS have suggested that the DWA source asuitable footfall counter for installation at Lynmore and add the cost to thegrant claim. PM has obtained details of a suitable counter from the MorayAccess Manager and MC will find out how much one costs.	MC
11	Dava Way Publicity	
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.	МС
	Action held over: Copy any existing articles into the DWA Dropbox.	All
11.1.3		
11.2	the annual DW Cycle Survey and progress with the Lynmore Bypass. DW Facebook Group	
	PM reported that membership of the Facebook group Friends of the Dava	
11.3	Way is 75. 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	PM
11.3.2	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	PM
	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	PM
11.3.3	add an item to the agenda for the next meeting. Action held over: PM is to pass on NT's observations on the DW website	
	to the DW webmaster.	PM
12	Moray Walking and Outdoor Festival 16 th -26 th June 2016	
12.1	PM reported that the online bookings website for festival events is now available. Action closed.	

The Dava Way Association is a Scottish Charitable Incorporated Organisation (SCIO), registered Scottish Charity No: SC030496. Our registered office is 20 Tolbooth Street, Forres, Moray, IV36 1PH.

14
13
12.2

Meeting Closed: 21:25

Definition

Neil Sinclair Chairman Dava Way Association