

# THE DAVA WAY ASSOCIATION

Minutes of the Board of Trustees Meeting held 4<sup>th</sup> October 2016

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, Paul Barron, Pete Mitchell, Robbie Roberts, Trevor Thornley.	
	<u>Apologies</u> : Nil.	
3	<u>Minutes of the last meeting</u> : Read and accepted. Proposed: PM    Seconded: RR	
4	<u>Matters Arising</u>	
4.1	Ref 4.2: Action held over: NS reported that the investigation/redevelopment of the DW app by Canary Dwarf is ongoing. NS will monitor progress.	NS
4.2	Ref 4.3: MC reported that he has placed a copy of his notes from the tsiMORAY networking conference, Join The Dots, into the DWA Dropbox. Action closed.	
4.3	Ref 4.6: Action held over: PM is to contact Andy Mallon at the Dava School House regarding the possibility of their hosting an informal gathering to meet the Dava locals and get their feedback and suggestions for the DW.	PM
4.4	Ref 4.7: Action held over: DH is to look into the manufacture of a new sign for the Dava summit, based on the restored Dava Station sign.	DH
4.5	Ref 4.9: PM reported that he will continue to look for ways to offset the running costs for his Land Rover. Action closed. Action held over: NT will discuss the possibility of a pro-rata expenses solution at the next Long Distance Route Managers' Forum, scheduled for November 2016.	NT
4.6	Ref 4.11: Action held over: DH is to investigate the collapsed culvert below the red brick wall at the Half Davoch info board and take a photo.	DH
4.7	Ref 4.12: Action held over: DH is to investigate the report of a culvert that is starting to collapse on the Cowgreens section of the path and take a photo.	DH
4.8	Ref 4.14: NS reported that he has passed photos and measurements for the Dragoon musket to local sculptor Jack Falconer. NS will monitor progress.	NS
4.9	Ref 6.1.2: PM invited comment on a draft motor vehicle prohibition sign produced by the CNPA. The following suggestions for improvement of the sign were made:	

	<ul style="list-style-type: none"> <li>• Use the header text “Authorised Motor Vehicles Only”.</li> <li>• Use the symbol for ‘No Motor Vehicles’ from The Highway Code.</li> <li>• Insert text asking members of the public to call 101 to report misuse.</li> </ul>	
4.10	<p>Ref 7.4: PM will pass these comments back to the CNPA. RR reported that he will be carrying out PA1 and PA6 training with ‘Wild Things’ on Saturday 08/10/16. He will treat the Japanese Knotweed at Dunphail when qualified.</p>	PM RR
4.11	Ref 9.1.1: (see Item 9.1 below)	
4.12	Ref 9.2.1: (see Item 9.2 below)	
4.13	Ref 9.2.2: (see Item 9.2 below)	
4.14	Ref 9.6: (see Item 9.6 below)	
4.15	Ref 10.1: (see Item 10.1 below)	
4.16	Ref 10.2: (see Item 10.2 below)	
4.17	Ref 11.3.1: (see Item 11.3 below)	
4.18	Ref 11.3.2: (see Item 11.3 below)	
4.19	Ref 11.3.3: (see Item 11.3 below)	
4.20	Ref 12.3: (see Item 12 below)	
4.21	Ref 13.2: (see Item 13 below)	
4.22	Ref 14: (see Item 14 below)	
5	<b><u>Treasurer’s Report</u></b>	
5.1	PB reported that a balance of £7028.82 is in the DWA account, of which £2373.76 is reserved to the Lynmore Project.	
5.2	Significant Income: Nil.	
5.3	Significant Expenditure: £3408.00 to COAT; purchase of cycle/pedestrian counter.	
5.4	Outstanding items: Nil.	
6	<b><u>Correspondences</u></b>	
6.1	<b>To the Secretary</b>	
6.1.1	Email – Julie Brownhill (LDWA Path Database Manager). PM received an email from Julie Brownhill requesting contact details for the purchase of Dava Way cloth badges. PM has provided his contact details.	
6.1.2	PM reported that he has checked the LDWA <a href="#">webpage</a> relating to the Dava Way and it has since been updated; details of additional DW/MW merchandise added, GPX route file updated.	
6.1.3	RR proposed that a copy of the DW Companion be sent to the editor of the LDWA Strider magazine so they may include a review of the publication in a future issue of the magazine. Agreed unanimously. NT will send a copy of the companion to the magazine editor.	NT
6.2	<b>Other Correspondence</b>	
6.2.1	NS reported that he has received a request for a talk on the DW/DWA from the ‘Historic Wheels’ club in Forres. NT offered to give the talk and stated that he will also be giving a talk to the Probus Club.	NT

<p>7 7.1</p>	<p><u>Feedback</u> <b>Footfall Counters</b> PM and RR reported the following readings: Lochenoun – 13/11/15 to 16/08/16. 2235 users (2301 – 66) Dunphail – 30/08/16 to 26/09/16. 260 users (6773 – 6513) Dallas Dhu – 15/03/15 to 30/09/16. 37,725 walkers 4,620 cyclists</p>							
<p>8 8.1  8.2 8.2.1  8.2.2</p>	<p><u>Dava Way Merchandise</u> <b>Sales and Stock</b></p> <table border="0" data-bbox="236 600 622 757"> <tr> <td>Companions (PM)</td> <td>12</td> </tr> <tr> <td>Companions (NT)</td> <td>56</td> </tr> <tr> <td>Badges (PM)</td> <td>39</td> </tr> </table> <p><b>DW Companion Review and Reprint</b> NT reported that he has reviewed the current content of the DW companion and only a small amount of updating is required. NT asked if additional content should be inserted into the second edition, to promote interest from those people who already had a copy of the first edition; details of circular routes or routes adjoining the DW. After some discussion, it was decided that the sale price of the companion could not be increased enough to justify the editorial work involved and the additional preparation/printing costs incurred. NT asked if the current stock level of the companion warranted a reprint. After some discussion, it was decided that the reprint should be postponed a while longer.</p>	Companions (PM)	12	Companions (NT)	56	Badges (PM)	39	
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<p>9 9.1 9.1.1  9.1.2 9.1.3  9.2 9.2.1 9.2.2</p>	<p><u>Dava Way Path Works</u> <b>Lynmore Improvement Project</b> MC reported that the cycle and pedestrian counter has been purchased and delivered to PM. PM reported that he has unboxed the counter, then he described the equipment and the sequence of events required for its installation. MC proposed installing the counter in a chicane on the ramp at the south end of the Lynmore Diversion; agreed unanimously. The chicane is required to encourage path users to pass the counter in single file. MC will liaise with PM and Murray Swapp to discuss the construction of a suitable chicane. MC reported that the production and installation of signage and logos is progressing. MC reported that the official opening has been postponed until all works on the Lynmore Diversion are complete. <b>Bantrach Improvement Project</b> Action held over: PB is to add the requirement for route diversion signs to the Bill of Quantities. 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.</p>	<p>MC and PM MC MC PB PB</p>						

<p>9.3 9.3.1</p>	<p><b>Unplanned Work Since Last Meeting</b></p> <p>PM reported that the following work was completed at an impromptu mini WP held on Saturday 1/10/16:</p> <ul style="list-style-type: none"> <li>• Installed the refurbished finger post south of the Newtyle foresters cottages at the junction to Blackhills (NJ 04673 53909).</li> <li>• Created steps down to the Scurrypool picnic site to supplement the existing muddy ramp.</li> <li>• Cut back vegetation and tree overgrowth in the area of the Scurrypool picnic site.</li> </ul>	
<p>9.4 9.4.1</p>	<p><b>Planned Work Since Last Meeting</b></p> <p>PM reported that contractor Grant Nicolson has installed the large bore drainage pipe down the Auchearn access track to improve drainage in the cutting to the south of the Auchearn Crossing (NJ 02096 47243).</p>	
<p>9.5</p>	<p><b>Signage</b> (See 9.3.1 above)</p>	
<p>9.6</p>	<p><b>Priorities for Next Work Party and Mini Work Parties</b></p>	
<p>9.6.1</p>	<p>PM proposed that the next WP, scheduled for Saturday 08/10/16, should focus on the following tasks:</p> <ul style="list-style-type: none"> <li>• Locate and clear end of drainage pipe accessing northeast corner of chamber at Auchearn Crossing.</li> <li>• Construct a dry stone headwall around the upstream end of the newly installed large bore pipe at Auchearn Crossing.</li> <li>• Remove silt accumulation at outlet from relief pipe exiting newly discovered inspection pit on west side of DW, north of Poldow Burn.</li> <li>• Replace broken cover slabs over qty 3 inspection pits between Auchearn Crossing and Sluggan Burn.</li> <li>• Install cover slab over open inspection pit on east side of DW, north of the Divie Viaduct.</li> <li>• Remove landslips on west side of DW, in woodland south of Bantrach Cutting.</li> </ul> <p>Agreed unanimously. PM is to make the necessary arrangements.</p>	<p>PM</p>
<p>10 10.1  10.2 10.2.1 10.2.2  10.3</p>	<p><u>Health and Safety</u></p> <p><b>Review of DWA Health and Safety Management System</b> Action held over: TT is to complete task-based risk assessments, with input from the other trustees as required.</p> <p><b>First Aid Kits</b></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>MC proposed that he carry out a check of kit contents at some point during, or following, the next WP. Agreed unanimously.</p> <p><b>Injury Reports and Incidents</b> Those present confirmed that there have been no injuries or incidents since the previous meeting.</p>	<p>TT</p> <p>MC</p>
<p>11 11.1 11.1.1 11.2 11.2.1</p>	<p><u>Dava Way Publicity</u></p> <p><b>Local, Regional and National Publications</b> (Nothing new to report)</p> <p><b>DW Facebook Group</b></p> <p>PM reported that membership of the Facebook group <a href="#">Friends of the Dava Way</a> has increased to 122.</p>	

11.3	<b>DW Website</b>	
11.3.1	Action held over: PM is to see if David Binney would be willing to hand over his long- standing role as webmaster of the DW website and, if so, arrange a meeting between David Binney, Scott Boyle and himself to discuss the way forward.	PM
11.3.2	Action held over: PM is to add an item to the agenda for the next meeting; the trustees are to discuss what they actually want from the DW website and come up with a written specification.	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>DW Events - Moray Walking and Outdoor Festival 2017</u>	
12.1	PM reported that he has submitted an article to the LDWA Strider magazine to mark the first anniversary of the North West Grampian LDWA Group. The article includes details for the Moray Walking Festival 2017, including the Moray Way 5-Day Challenge and the DW Ghost Train Walk.	
12.2	MC asked if PM envisaged increased participation in the DW Ghost Train Walk 2017 by LDWA members. NS advised that this would not be known until nearer the event and suggested that early planning/budgeting should assume 100 participants.	
12.3	RR reported that, due to another engagement, he will not be available for the DW Ghost Train Walk 2017 event. He confirmed that he will run his navigation course(s) in the Cromdale Hills.	
12.4	PB reported that he has made a £60 refund to the Moray Way Association. This was an overpayment made by them for events run by the DWA as part of the Moray Walking and Outdoor Festival 2016.	
13	<u>Funding Opportunities</u>	
13.1	Action held over: NS has heard that funding may be available from the <a href="#">Cairngorms Leader Project</a> . There is also the <a href="#">Moray Leader Project</a> . NS will investigate.	NS
13.2	NT reported that funding may be available through the <a href="#">Voluntary Action Fund</a> . Funding may be used for volunteer training, first aid courses, etc. NT will investigate.	NT
13.3	There was some discussion on other sources of funding, and what would be the priority projects should funding be available; <a href="#">Heritage Lottery Fund</a> , <a href="#">Big Lottery Fund</a> , <a href="#">Berryburn Wind Farm Community Fund</a> , etc. MC proposed that the DWA approach the Cairngorms Outdoor Access Trust (COAT) to obtain an estimate of what it would cost for them to carry out an end-to-end survey of the DW, identifying what works would be needed to bring the whole DW up to Sustrans standard and dividing those works up into discrete, shovel-ready projects. Agreed unanimously. MC will contact Murray Swapp at COAT to obtain the estimate.	MC
14	<u>DWA Annual Members Meeting</u>	
14.1.1	PM reported that he has notified the members by email about the DWA Annual Members Meeting (AMM), due to be held on 08/11/16. He has also put a post about it on Facebook. Action closed.	
14.1.2	PM reported that he has booked the Forres Tennis Club as the venue for the AMM. Action closed.	
14.1.3	PB reported that his action to do the accounts, compile the Trustees Annual Report and forward it to the DWA nominated accountant is ongoing.	PB

14.1.4	PB requested that digital copies of those articles about the DW by DWA members, not already submitted, be placed into the DWA Dropbox so he may use their content in the Trustees Annual Report.	All
14.1.5	PB requested that PM provide details of DWA volunteer hours for the period 01/04/15 to 01/04/16 for inclusion in the Trustees Annual Report.	PM
14.1.6	PM reported that he has copied a selection of DWA work party photos onto a memory stick and passed them to NT. Action closed.	
14.1.7	NT reported that he has produced a 10 minute slideshow using the photos provided by PM. Action closed.	
14.1.8	MC stated that he will purchase the food and drink nearer to the event.	MC
15	<u>AOCB</u>	
15.1	RR reported that the section of the DW looked after by 1 <sup>st</sup> Forres Scout Group is looking good. He will ask if the Scouts can do an end-of-year tidy up in November.	RR
15.2	DH reported that he may have a contact willing to supply a piece of equipment to the DWA as a charitable donation and asked what the preference would be. Suggestions included a low-loader trailer, a whacker plate and an additional rough cutter.	DH
15.3	NS reported that there is some deterioration to the structure of the Rafford Bridge and asked who this should be reported to. NT suggested that the responsible organisation may be the British Rail Legacy Board. PB will investigate who should be told.	PB
16	Date of the Next Meeting: 19:30 22/11/16 at The Hub.	

Meeting Closed: 21:30



Neil Sinclair  
Chairman  
Dava Way Association