

THE DAVA WAY ASSOCIATION

Minutes of the Board of Trustees Meeting held 22nd November 2016

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

Meeting Opened: 19:30

Item	Minute	Action By								
0	<p><u>Election of Office-Bearers</u> TT reminded those present that, under clauses 67 and 68 of the Dava Way Association (DWA) Constitution, the DWA Board of Trustees (BoT) must elect (from among themselves) a chair, a treasurer, a secretary and any further office-bearers considered appropriate. The following office-bearers were duly elected:</p> <table> <tr> <td>Chair</td> <td>Neil Sinclair.</td> <td>Vice Chair</td> <td>Robbie Roberts.</td> </tr> <tr> <td>Treasurer</td> <td>Paul Barron</td> <td>Secretary</td> <td>Pete Mitchell</td> </tr> </table>	Chair	Neil Sinclair.	Vice Chair	Robbie Roberts.	Treasurer	Paul Barron	Secretary	Pete Mitchell	
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Treasurer	Paul Barron	Secretary	Pete Mitchell							
1	<p><u>Welcome:</u> Neil Sinclair chaired the meeting and welcomed members.</p>									
2	<p><u>Present:</u> Doug Hartley (DH), Neil Sinclair (NS), Norman Thomson (NT), Paul Barron (PB), Pete Mitchell (PM), Robbie Roberts (RR), Trevor Thornley (TT).</p>									
	<p><u>Apologies:</u> Malcolm Campbell (MC).</p>									
3	<p><u>Minutes of the last meeting:</u> Read and accepted.</p>									
	<p>Proposed: PB Seconded: PM</p>									
4	<p><u>Matters Arising</u></p>									
4.1	<p>Ref 4.1: NS reported that Canary Dwarf have estimated a cost of £100 to investigate what has gone wrong with the Dava Way (DW) app.</p> <p>There was some discussion as to whether this would result in a permanent fix; it was accepted that future updates to the Android and/or iPhone operating systems may cause similar problems. NS clarified that the £100 may only identify the fault and fixing it may incur additional costs. Charging a small fee for downloading the app was discussed, to offset the app maintenance costs. NS stated that he discussed this option with attendees at the Long Distance Path Managers Forum and they reported that app downloads dwindled when a charge was applied.</p> <p>Bringing app maintenance in-house was discussed; it was accepted that the level of technical ability required may not be available and, even though development was paid for by them, the DWA may not actually 'own' the app.</p> <p>NS proposed that the DWA spend the £100 to identify the problem, and consider withdrawing the app if costs escalate further. Agreed unanimously. NS will contact Canary Dwarf and approve investigation of the fault at a max cost of £100.</p>	NS								

4.2	Ref 4.3:	PM stated that a suitable occasion has not yet arisen for Andy Mallon to host the DWA BoT at the Dava School House . He will contact Andy Mallon should there be a suitable occasion in future, but proposed that the action is closed for now. Agreed unanimously. Action closed.	
4.3	Ref 4.4:	DH asked for a decision on the design to be used for the summit sign; one based on the recently discovered photograph of the actual Dava summit sign, or on the restored Dava Station sign. PB proposed that the actual summit sign should be used for the design. Agreed unanimously. DH will arrange for the drafting of the sign design drawings and pass these to PB. PB will investigate options and costs for the manufacture of the sign.	DH & PB
4.4	Ref 4.5:	NS reported that he attended the Long Distance Route Managers' Forum on 03/11/2016. While there he asked how the other groups manage the availability of off-road vehicles for use in inaccessible areas. Most of the groups hire vehicles when required, though one was provided with a specialist vehicle by their Local Authority. PM stated that, as he has now identified a number of ways to offset the running costs for his Land Rover, he is content to see how things go for now. Action closed.	
4.5	Ref 4.6:	DH showed photographs of the slumping culvert below the red brick wall at the Half Davoch information board. PM reported that an entry has been added to the list of DW Improvement Tasks and he will also inform the Altyre Estate Office.	PM
4.6	Ref 4.7:	DH showed photographs of the damaged culvert on the Cowgreens section of the path. PB identified that the culvert structure is stable but a scour hole on the downstream side is undercutting the wing walls and dislodging the masonry. PM reported that an entry has been added to the list of DW Improvement Tasks and he will also inform the Altyre Estate Office.	PM
4.7	Ref 4.8:	NS reported that local sculptor Jack Falconer has made a start on a replacement musket for the Dragoon sculpture. NS will monitor progress.	NS
4.8	Ref 4.9:	PM showed one of the finished motor vehicle prohibition signs produced by the Cairngorms National Park Authority (CNPA). Such signs will be installed at appropriate locations during future DW work parties. Action closed.	
4.9	Ref 4.10:	RR reported that both he and MC completed PA1 and PA6 pesticides application training with ' Wild Things ' on Saturday 08/10/2016. The 'Wild Things' pesticide injector equipment may be borrowed by the DWA when required. Two patches of Japanese Knotweed at Dunphail have been treated and, when checked two weeks later, the treatment appeared to have been effective. Action closed.	
4.10	Ref 6.1.3:	NT reported that he has contacted the Editor of the LDWA Strider magazine and offered a copy of the DW Companion for review. The Editor will contact NT when he is ready to carry out the review. Action closed.	

4.11	Ref 6.2.1:	Action held over: NT will give a talk on the DW to the 'Historic Wheels' club in Forres on 08/12/2016.	NT	
4.12	Ref 9.1.1:	(see Item 9.1.1 below)		
4.13	Ref 9.1.2:	(see Item 9.1.2 below)		
4.14	Ref 9.1.3:	(see Item 9.1.3 below)		
4.15	Ref 9.2.1:	TT proposed that, as the improvements required to bring the Bantrach Cutting up to Sustrans standard would be identified and costed as part of an end-to-end survey to be carried out by COAT (see Item 9.2 below), the actions to produce a Bill of Quantities and obtain contractor estimates should be closed. Agreed unanimously. Actions closed.		
	Ref 9.2.2:			
4.16	Ref 9.6.1:	(see Item 9.4 below)		
4.17	Ref 10.1:	(see Item 10.1 below)		
4.18	Ref 10.2.2:	NS reported that MC has carried out a check of first aid kit contents; water and rehydration packs nearing their shelf-life have been replaced. Action closed.		
4.19	Ref 11.3.1:	(see Item 11.3 below)		
4.20	Ref 11.3.2:	(see Item 11.3 below)		
4.21	Ref 11.3.3:	(see Item 11.3 below)		
4.22	Ref 13.1:	(see Item 13.1 below)		
4.23	Ref 13.2:	(see Item 13.2 below)		
4.24	Ref 13.3:	(see Item 9.2 below)		
4.25	Ref 14.1.3:	PB reported that the Trustees Annual Report has been compiled, and the DWA accounts completed and approved by the DWA nominated accountant. Action closed.		
4.26	Ref 14.1.4:	PB reported that all available articles about the DW by DWA members have been placed into the DWA Dropbox. Action closed.		
4.27	Ref 14.1.5:	PB reported that PM provided the requested details of DWA volunteer hours. Action closed.		
4.28	Ref 14.1.8:	NS reported that MC purchased the food and drink for the DWA Annual Members Meeting. Action closed.		
4.29	Ref 15.1:	RR reported that the Scouts completed an end-of-year tidy up, as requested. He has passed on a thank you from the DWA to the Scouts for their excellent work. Action closed.		
4.30	Ref 15.2:	DH reported that he has passed details of a suitable trailer, provided by PM, to the potential donor and awaits his reply.		DH
4.31	Ref 15.3:	PB reported that he has received conflicting information about who is actually responsible for the inspection and maintenance of railway legacy infrastructure. NT proposed that the DWA write to the British Rail Legacy Board in the hope that they will provide details of the appropriate organisation. Agreed unanimously. PB will provide PM with the address of the British Rail Legacy Board and PM will send a letter to request the information required.		
5	<u>Treasurer's Report</u>			
5.1	PB reported that a balance of £6717.54 is in the DWA account, of which £2373.76 is reserved to the Lynmore Project.			
5.2	Significant Income: (Nil). Significant Expenditure:			
5.3	£327.97 to Grant Nicholson; drainage pipe installation at Auchearn. £109.01 to PM; reimbursement for purchase of rough cutter parts. Expenditure agreed unanimously.			

5.4	Outstanding items: £108 to Forres Groups Action ; group provides DWA registered office address and location to hold DWA BoT meetings. Agreed unanimously.	
6 6.1 6.1.1 6.2	<u>Correspondences</u> To the Secretary Application for DWA Membership – Howard Davenport PM reported that he has received an application for membership of the DWA from Howard Davenport. NS provided a brief resume of the work that Howard has done in support of the DWA. Agreed unanimously. PM is to contact Howard and inform him of this decision (ref clause 15 of the DWA Constitution). Other Correspondence (Nil)	PM
7 7.1 7.2 7.3 7.4 7.5	<u>Feedback</u> Footfall Counters PM and RR reported the following readings: Lochenoun – 13/11/15 to 12/11/16. 2813 users (2879 – 66) Dunphail – 30/08/16 to 05/11/16. 428 users (6941 – 6513) Dallas Dhu – 15/03/15 to 19/11/16. 41,174 walkers 4,930 cyclists Hugh Kidd – Recovery PM reported that Hugh is recovering well from his recent illness. NT, DH and PM have visited and Hugh has recently been seen out and about doing gardening. Alex Ross – Waymarker Post PM reported that Alex Ross informed him about a broken waymarker post on the connecting path between Mannachie Rise and Loch View; the post had rotted at its base. PM has replaced the waymarker. PM stated that he has also received reports of walkers on the DW frequently asking for directions at this point in the route. He has contacted Chris Spencer of the Mannachie Avenue Residents Association to propose installing a finger post in a prominent location. Pete Mitchell – Dog Fouling PM reported that on 23/10/2016 he found extensive dog fouling on the DW, north of the Dunphail Breathing Place. PM has contacted the Moray Access Manager (Ian Douglas) and CNPA to ask their advice and see if they have designs for suitable signage. After some discussion, it was decided that dog fouling signs should not be displayed; they would be unsightly and it was unlikely that the irresponsible dog owners would take any notice. The situation will be monitored to see if it develops. Robbie Roberts – Damage and Litter PM reported that RR informed him that the bollards either side of the Divie Viaduct had been knocked over; the bollards were installed by the Dunphail and Glenernie Estate to prevent heavy vehicles crossing the viaduct. PM has informed the estate office. PM reported that RR informed him about a large amount of litter at the Dunphail Breathing Place and some damage to fencing at that location. RR advised that there had been a party at the adjacent Edinkillie Hall, attended by a large number of unsupervised young people; the group	

7.6	<p>have been progressively banned from other village halls in the Moray area and the halls have collectively adopted a policy requiring adult supervision at such events. RR reported that the litter has been collected and the fencing was repaired during the recent work party.</p> <p>Tom Summerscales – Gate at Squirrel Neuk Bridge and Pipe Grate</p> <p>PM reported that Tom Summerscales raised two topics at the recent DWA AMM; the need for reinstallation of a gate beneath the Squirrel Neuk Bridge, to prevent walkers leaving the route and continuing into the muddy cutting, and the installation of a grate at the inlet to the recently installed pipe at Auchearn, to prevent the ingress of fallen leaves. PM stated that the DWA possesses a suitable gate and fittings. He proposed that he contacts the Altyre Estate Office to ask if the DWA can fit this gate, leaving it unlocked but suitably signed. Agreed unanimously. PB proposed that, as the pipe grate may itself become blocked, it should be installed in front of a short, open channel leading to the pipe inlet. In this way, should the grate become blocked any overflowing water would still be able to drain into the pipe. Agreed unanimously. PM will add this task to the DW Improvements List.</p>	PM PM						
8 8.1	<p><u>Dava Way Merchandise</u></p> <p>Sales and Stock</p> <table data-bbox="236 891 622 1052"> <tr> <td>Companions (PM)</td> <td>11</td> </tr> <tr> <td>Companions (NT)</td> <td>40</td> </tr> <tr> <td>Badges (PM)</td> <td>39</td> </tr> </table>	Companions (PM)	11	Companions (NT)	40	Badges (PM)	39	
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8.2	<p>NT proposed that advertising for the DW App on the home page of the DW website should be removed while the problem with the app is investigated. A suitable advert for the DW Companion should be inserted in its place. Agreed unanimously. PM will contact David Binney with details of the changes required.</p>	PM						
9 9.1 9.1.1 9.1.2	<p><u>Dava Way Path Works</u></p> <p>Lynmore Improvement Project</p> <p>NS referred to notes provided by MC:</p> <p>9.1.1 NS reported that PM and MC will erect the chicane and install the cycle and pedestrian counter on the ramp at the south end of the Lynmore Diversion at a mini work party scheduled for 08/12/16.</p> <p>9.1.2 NS reported that MC is confident that Sustrans will supply the DWA with suitable signage for the Lynmore Bypass. MC suggested the following wording and, if approved by the DWA BoT, he would forward the details and logo artwork to Sustrans:</p> <p style="padding-left: 40px;">“This section of the Dava Way through Lynmore Woods has been improved with support from the Scottish Government and Sustrans to encourage walking and cycling.</p> <p style="padding-left: 40px;">The project was managed by the Cairngorm Outdoor Access Trust.”</p> <p style="padding-left: 40px;">Logos for DWA, COAT, Scottish Government and Sustrans</p> <p>Approved unanimously. MC to forward details and artwork to Sustrans.</p>	MC and PM MC						

9.1.3	NS reported that MC will delay any formal opening until after the signage at 9.1.2 above is installed.	MC
9.2	Cycle Survey of Dava Way by COAT NS referred to notes provided by MC:	
9.2.1	NS reported that Sustrans have confirmed that the underspend from the Lynmore Improvement Project can be used to have the Cairngorms Outdoor Access Trust (COAT) produce an estimate for delivery of a 'shovel ready' plan for improving the Dava Way from end-to-end. Sustrans will fund the delivery of the plan from funds available in this Financial Year, therefore it is important for COAT to provide the estimate and deliver the plan before April 2017. As a first step, Murray Swapp and MC plan to cycle the DW from Grantown-On-Spey on 01/12/2016.	MC
9.2.2	TT suggested that it may be advantageous for Murray Swapp and MC to have a support vehicle to transport the bicycles and be on hand in case of inclement weather, incidents, etc. NS and RR offered to assist, if there are sufficient seats available. TT proposed that he check his diary and liaise with MC. Agreed unanimously.	TT
9.3	Unplanned Work Since Last Meeting	
9.3.1	PM reported that the following work was completed at a recent impromptu mini Work Party (WP): <ul style="list-style-type: none"> • Replaced broken waymarker post on the connecting path between Mannachie Rise and Loch View (see 7.3 above). 	
9.4	Planned Work Since Last Meeting	
9.4.1	PM reported that the following tasks were carried out at the DWA WP on Saturday 08/10/2016: <ul style="list-style-type: none"> • Constructed a dry stone headwall around the upstream end of the newly installed large bore pipe at Auchearn Crossing. • Reinstated channel at Auchearn Crossing; directs water from adjacent field drains into ditch northeast of Auchearn Crossing. • Cleared ditches immediately north and south of Auchearn Crossing. • Repaired path surface at Auchearn Crossing. • Removed silt accumulation at outlet from relief pipe exiting newly discovered inspection pit on west side of DW, north of Poldow Burn. • Replaced broken cover slabs over qty 3 inspection pits between Auchearn Crossing and Sluggan Burn. • Installed cover slab over open inspection pit on east side of DW, north of the Divie Viaduct. • Cleared silt build up in cutting south of Auchearn Crossing; at location of landslip cleared on previous WP. • Removed large landslip blocking ditch on west side of DW immediately south of Bantrach Cutting. • Cleared ditch adjacent to fountain collector south of Bantrach Cutting. 	
9.4.2	PM reported that the following tasks were carried out at the DWA WP on Saturday 12/11/2016: <ul style="list-style-type: none"> • Firmed up muddy section of path in cutting between Auchearn Crossing and the Divie Viaduct. • Partially removed large landslip blocking ditch on west side of DW adjacent to Cairn Eney, south of Bantrach Cutting. • Collected litter and repaired fence at Dunphail Breathing Space. 	

<p>9.5</p> <p>9.6</p> <p>9.6.1</p>	<ul style="list-style-type: none"> • Replaced failed drainage pipes under path adjacent to the pond at the Dunphail Breathing Place. • Cleared ditches alongside the Dunphail Diversion path. • Cut back undergrowth between Dava and the Half Way Hut. <p>Signage (See 9.3.1 above)</p> <p>Priorities for Next Work Party and Mini Work Parties</p> <p>PM proposed that the next WP, scheduled for Saturday 10/12/2016, should focus on the following tasks:</p> <ul style="list-style-type: none"> • Progress clearance of wood lined drainage channels between Heatherbells and Dava. <p>Or if weather poor</p> <ul style="list-style-type: none"> • Remove remaining field drain pipes from ditch at Longley. • Remove mud from path between AJs Bridge and Scurrypool Bridge, resurfacing with scrapings from stockpile by Clashdhu Crossing. <p>Agreed unanimously. PM is to make the necessary arrangements.</p>	<p>PM</p>
<p>10</p> <p>10.1</p> <p>10.2</p> <p>10.3</p>	<p><u>Health and Safety</u></p> <p>Review of DWA Health and Safety Management System Action held over: TT is to complete task-based risk assessments, with input from the other trustees as required.</p> <p>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.</p> <p>Injury Reports and Incidents Those present confirmed that there have been no injuries or incidents since the previous meeting.</p>	<p>TT</p>
<p>11</p> <p>11.1</p> <p>11.2</p> <p>11.3</p> <p>11.3.1</p> <p>11.3.2</p> <p>11.3.3</p>	<p><u>Dava Way Publicity</u></p> <p>Local, Regional and National Publications (Nothing new to report)</p> <p>DW Facebook Group PM reported that membership of the Facebook group Friends of the Dava Way has increased to 126.</p> <p>DW Website</p> <p>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.</p> <p>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.</p> <p>11.3.3 Action held over: PM is to pass on NT's observations on the DW website to the DW webmaster.</p>	<p>PM</p> <p>PM</p> <p>PM</p>
<p>12</p> <p>12.1</p> <p>12.2</p> <p>12.3</p>	<p><u>DW Events - Moray Walking and Outdoor Festival 2017</u></p> <p>12.1 PM reported that he has placed an advert in the LDWA Strider magazine for the 2017 Moray Way 5-Day Challenge.</p> <p>12.2 RR reported that, due to another engagement, he proposes to run his navigation course in the Cromdale Hills on a week day instead of at the weekend.</p> <p>12.3 NS reported that MC has uploaded the Ghost Train Walk 2017 Actions spreadsheet to the DWA Events folder of the DWA Dropbox.</p>	

13	<u>Funding Opportunities</u>	
13.1	Action held over: NS has heard that funding may be available from the Cairngorms Leader Project . There is also the Moray Leader Project . NS will investigate.	NS
13.2	Action held over: NT reported that funding may be available through the Voluntary Action Fund . Funding may be used for volunteer training, first aid courses, etc. NT will investigate.	NT
13.3	NS referred to item 11.4 of the minutes from the recent DWA Annual Members Meeting (AMM); DWA Member Wilson Metcalfe pointed out that funding may be available from the Co-op Local Community Fund . NS stated that he would make enquiries about this scheme, and the Tesco Bags Of Help scheme, by contacting the managers of the respective local stores.	NS
14	<u>AOCB</u>	
14.1	Approve DWA AMM Minutes TT noted that the minutes of the DWA AMM have previously been approved by the DWA Members a year later, at the subsequent AMM. Clause 51 of the DWA Constitution states that the minutes of the DWA AMM “should be signed by the chairperson of the meeting after approval by the board [of Trustees]”. He added that clause 52 states that “The board shall make available copies of the minutes...to any member of the public requesting them”. TT proposed that the minutes of the DWA AMM held 08/11/2016 be read, approved and signed, with a copy uploaded to the DWA website for public scrutiny. Agreed unanimously. A copy of the minutes of the DWA AMM held 08/11/2016 were duly read and approved. TT is to pass a signed copy of the minutes to David Binney for upload to the DWA website.	TT
14.2	DWA Annual Dinner PB asked those present for their thoughts on where and when to hold the DWA annual dinner. After some discussion it was proposed that the Mosset Tavern should be the venue and the date should be the Saturday 21/01/2017. Agreed unanimously. PB will contact the owner of the Mosset Tavern to make the arrangements.	PB
15	Date of the Next Meeting: 19:30 13/12/2016 at The Hub.	

Meeting Closed: 21:40



Neil Sinclair
Chairman
Dava Way Association