



		DH is to provide PM with the required sign height value, based on the original sign design mockups. PM is to provide PB with a design in DXF format, and the required font. PB is to provide the manufacturer with the design and font, then monitor progress.	DH PM PB
4.3	Ref 4.3:	Action held over: PM is to report the slumping culvert below the red brick wall at the Half Davoch information board to the Altyre Estate Office, on receipt of suitable photographs from DH.	DH & PM
4.4	Ref 4.4:	Action held over: PM is to report the damaged culvert on the Cowgreens section of the path to the Altyre Estate Office.	PM
4.5	Ref 4.5:	NS reported that local sculptor Jack Falconer now has all the information required and is producing the replacement musket. Action closed. NS will monitor progress.	NS
4.6	Ref 4.7:	DH reported that the donor company have ordered the trailer from a supplier in Inverness and it should be ready for collection soon. Action closed. PM described the trailer specification that has been agreed with the donor and supplier. MC offered to collect the trailer; PM is to notify MC when the trailer is ready for collection. DH proposed that the generosity of the donor company be publicised in some way; sponsor stickers on the trailer, a suitable article in local newspapers and on the Dava Way Association (DWA) Facebook page. DH will see what publicity the donor company consider appropriate.	PM & MC  DH
4.7	Ref 4.8:	PM reported that the Highways Agency Historical Railways Estate are now responsible for the historical railways estate; legacy bridges, abutments, tunnels, cuttings, viaducts and similar properties associated with closed railway lines, and sales ( see <a href="#">link</a> ). He has contacted them and received an email stating that the Rafford Bridge was inspected in 2016 and that its condition did not raise any concerns. Action closed.	DH
4.8	Ref 4.26:	PM reported that he has publicised the DWA Annual Dinner to the DWA members and volunteers. Action closed. PB and PM will finalise arrangements for the event.	PB & PM
4.9	Ref 7.2:	Action held over: PM is to contact the Dunphail & Glenernie Estate Office to report that a walker slipped and fell on a rough trod path off the DW. PM noted that he has since been approached by the minister of the Edinkillie Parish Church, who commented how nice it would be to have an access to the DW from the church. PM suggested that he email the DWA with details of the proposal but advised that any such project would need to be community led.	PM
4.11	Ref 9.1.1:	(see Item 9.1.1 below)	
4.12	Ref 9.1.2:	(see Item 9.1.2 below)	
4.13	Ref 9.1.3:	(see Item 9.1.3 below)	

4.14	Ref 9.2.2: (see Item 9.2.1 below)	
4.15	Ref 9.2.4: (see Item 9.2.2 below)	
4.16	Ref 9.6.1: (see Item 9.6.1 below)	
4.17	Ref 10.1: (see Item 10.1.1 below)	
4.18	Ref 12.2.2: (see Item 12.2.1 below)	
4.19	Ref 13.1: (see Item 13.1 below)	
4.20	Ref 13.2: (see Item 13.2 below)	
4.21	Ref 13.3: (see Item 13.3 below)	
4.22	Ref 13.4: (see Item 13.4 below)	
4.23	Ref 13.5: (see Item 13.5 below)	
4.24	Ref 14.1: (see Item 9.6 below)	
5	<b>Treasurer's Report</b>	
5.1	PB reported that a balance of £6954.38 is in the DWA account, of which £2373.76 is reserved to the Lynmore Project.	
5.2	Significant Income: (Nil).	
5.3	Significant Expenditure: £108 to Forres Groups Action.	
5.4	Outstanding items: £620.25 to PM; 2016 expenses claim. Agreed unanimously.	
6	<b>Correspondences</b>	
6.1	<b>To the Secretary</b>	
6.1.1	Email – from Graeme Ferguson (2 <sup>nd</sup> Forres Company Boys' Brigade) PM reported that he received an email from Graeme Ferguson, a Lieutenant with the <a href="#">2<sup>nd</sup> Forres Company Boys' Brigade</a> (BB), enquiring if there is anything they could do to support the DWA while increasing the boys' environmental awareness. NS proposed that the BB should be allocated a section of the DW to look after, as per existing arrangements with the Scout groups in Forres and Grantown-On-Spey. The BB could be allocated the path section from Mannachie Rise to where the 1 <sup>st</sup> Forres Scout Group section starts, adjacent to the Dallas Dhu distillery. Agreed unanimously. NS will ask Graeme Ferguson if the above proposal is suitable.	NS
6.1.2	Email – from Bob Laughton (FINDERNE Community Council) PM reported that he received an email from Bob Laughton inviting a representative of the DWA to attend a FINDERNE Community Council meeting to plan for the planting of fruit trees along sections of the DW. PM stated that he has declined the invitation and requested that Bob Laughton just forward details of what action is required of the DWA.	
6.1.3	Email – from Richard Bowman (Cycling UK) PM reported that he received an email from Richard Bowman of <a href="#">Cycling UK</a> inviting the DWA to promote cycling by becoming a <a href="#">Community Cycle Club</a> . MC will respond on behalf of the DWA; PM is to forward the email to MC.	PM & MC
6.2	<b>Other Correspondence</b>	
6.2.1	Letter – to Bill McLennan (Historic Wheels) NS reported that he has sent a letter to Bill McLennan of Historic Wheels thanking his organisation for their recent kind donation.	

<p>7 7.1 7.1.1</p>	<p><u>Feedback</u> <b>Footfall Counters</b> PM reported the following readings: Dunphail – 30/08/16 to 27/12/16 644 users (7157 – 6513) Lochenoun – 13/11/15 to 27/12/16 2894 users (2960 – 66) Lynmore – 08/12/16 to 27/12/16 106 walkers (device not currently recording cyclists) RR reported the following readings: Dallas Dhu – 15/03/15 to 17/01/17 43,781 walkers 5,187 cyclists (Summary 07/01/16-10/01/17; 23,397 walkers; 2829 cyclists)</p>							
<p>7.1.2</p>	<p>PM stated that he and MC will need to return to Lynmore and recheck the counter setup for recording cyclists. MC suggested that, in view of the cost of the equipment, support to resolve initial setup problems should be provided by the supplier on-site.</p>	<p>PM &amp; MC</p>						
<p>7.2 7.2.1</p>	<p><b>Path Condition</b> RR observed the following during a recent cycle ride along the DW:</p> <ul style="list-style-type: none"> <li>• Tree blown over in woodland north of Dunphail; not blocking path.</li> <li>• Erosion by cattle on the embankment adjacent to Muir of Logie is getting much worse and the path surface in this area is badly churned up.</li> <li>• Path surface between Drumine and Cowgreens wood also churned up by the transit of cattle.</li> <li>• Path section just south of AJs Bridge is quite muddy in parts.</li> </ul> <p>PM asked if one of those present could take photos of the cattle damage, should they happen to be in the area.</p>	<p>All</p>						
<p>8 8.1</p>	<p><u>Dava Way Merchandise</u> <b>Sales and Stock</b></p> <table border="0" style="width: 100%;"> <tr> <td style="width: 70%;">Companions (PM)</td> <td style="text-align: right;">8</td> </tr> <tr> <td>Companions (NT)</td> <td style="text-align: right;">29</td> </tr> <tr> <td>Badges (PM)</td> <td style="text-align: right;">39</td> </tr> </table>	Companions (PM)	8	Companions (NT)	29	Badges (PM)	39	
Companions (PM)	8							
Companions (NT)	29							
Badges (PM)	39							
<p>9 9.1 9.1.1 9.1.2 9.1.3</p>	<p><u>Dava Way Path Works</u> <b>Lynmore Improvement Project</b> MC reported that he and PM returned to Lynmore between Christmas and New Year and set the footfall counter to start counting from 01/01/2017. Action closed. Action held over: MC will monitor Sustrans progress with the production of the signage for Lynmore. Action held over: MC will plan a formal opening of the Lynmore diversion when the signage at 9.1.2 above is installed.</p>	<p>MC MC</p>						

9.2	<b>Dava Way Upgrade Planning Project</b>	
9.2.1	Action held over: MC reported that he has again spoken to Murray Swapp and stressed the need for COAT to submit their estimate for delivery of the 'shovel ready' plan to Sustrans as soon as possible, in order to release the associated funding. MC will continue to monitor progress.	MC
9.2.2	Action held over: MC is to ask Murray Swapp to include the clearance of any associated collector ditches in the 'shovel ready' projects.	MC
9.3	<b>Unplanned Work Since Last Meeting</b> (Nothing to report)	
9.4	<b>Planned Work Since Last Meeting</b> (Nothing to report)	
9.5	<b>Signage</b> (Nothing to report)	
9.6	<b>Priorities for Next Work Party and Mini Work Parties</b>	
9.6.1	PM proposed that, due to a planned shoot on the Altyre Estate, the next DWA work party, scheduled for Saturday 14/01/2017, should focus on the following tasks: <ul style="list-style-type: none"> <li>• Remove remaining field drain pipes from ditch at Longley.</li> <li>• Clear pipe or ditch causing pooling of water on the west side of the path at the same location.</li> <li>• Replace cover slabs over inspection pits in the Heatherbells Cutting.</li> </ul> <p>Agreed unanimously. PM is to make the necessary arrangements.</p>	PM
10	<u>Health and Safety</u>	
10.1	<b>Review of DWA Health and Safety Management System</b>	
10.1.1	Action held over: TT is to complete task-based risk assessments, with input from the other trustees as required.	TT
10.1.2	TT reported that between Christmas and New Year he made significant progress with the review. He has identified the following legal requirements as relevant to the work of the DWA and has drafted a number of risk assessments: <ul style="list-style-type: none"> <li>• Health and Safety at Work Act 1974</li> <li>• Management of Health and Safety at Work Regulations 1999</li> <li>• Health and Safety (First Aid) Regulations 1981</li> <li>• Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013</li> <li>• Manual Handling Operations Regulations 1992 (as amended)</li> <li>• Work at Height Regulations 2005</li> <li>• Personal Protective Equipment (PPE) at Work Regulations 1992 (as amended)</li> <li>• Control of Noise at Work Regulations 2005</li> <li>• Control of Vibration at Work Regulations 2005</li> <li>• Control of Substances Hazardous to Health (COSHH) Regulations 2002 (as amended)</li> <li>• Control of Pesticides Regulations 1986 (as amended)</li> <li>• Provision and Use of Work Equipment Regulations (PUWER) 1998</li> <li>• Lifting Operations and Lifting Equipment Regulations (LOLER) 1998</li> <li>• Construction (Design and Management) Regulations 2015</li> <li>• Occupiers Liability (Scotland) Act 1960</li> <li>• Land Reform (Scotland) Act 2003</li> <li>• Animals (Scotland) Act 1987</li> <li>• Unfair Contracts Terms Act 1977</li> </ul>	
10.1.3	TT noted that the Construction (Design and Management) Regulations 2015 are particularly relevant to the improvement projects carried out by the DWA, such as the Lynmore Diversion. The regulations define the	

<p>10.2</p> <p>10.3</p>	<p>legal responsibilities of the client (DWA), designer (COAT) and any contractors involved. TT suggested that MC, as DWA project manager for the Lynmore Diversion Project and subsequent Dava Way Upgrade Planning Project, should familiarise himself with the requirements of the regulations by reading Section 4 of the <a href="#">Upland Path Management Guide</a>.</p> <p><b>First Aid Kits</b> The three DW first aid kits are held by PB, PM and TT. The completeness and serviceability of each kit was confirmed.</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>MC</p>
<p>11</p> <p>11.1</p> <p>11.1.1</p> <p>11.1.2</p> <p>11.2</p> <p>11.3</p>	<p><u>Dava Way Publicity</u></p> <p><b>Local, Regional and National Publications</b></p> <p>11.1.1 NS reported that Scottish Cycling magazine have published a good article about the Dava Way, written by John Davidson, in their Winter 2016 edition. MC offered to put an electronic copy of the article on file in the DWA Dropbox.</p> <p>11.1.2 PM reported that there was a letter about the DW Ghost Train Walk in a recent copy of the <a href="#">Strathspey and Badenoch Herald</a>.</p> <p><b>DW Facebook Group</b> PM reported that membership of the Facebook group <a href="#">Friends of the Dava Way</a> has increased to 135.</p> <p><b>DW Website</b> (Nothing to report)</p>	<p>MC</p>
<p>12</p> <p>12.1</p> <p>12.2</p> <p>12.2.1</p> <p>12.2.2</p> <p>12.2.3</p> <p>12.2.4</p> <p>12.2.5</p> <p>12.2.6</p> <p>12.3</p>	<p><u>Dava Way Events - Moray Walking and Outdoor Festival 2017</u></p> <p><b>Moray Way 5-Day Challenge (MW5)</b> PM reported that he has already received a booking for the challenge.</p> <p><b>Ghost Train Walk (GTW)</b></p> <p>12.2.1 PM reported that he has updated the GTW entry forms and publicity materials, circulated them to the DWA Trustees for comment and, on approval, uploaded them to the DW website. Action closed.</p> <p>12.2.2 PB reported that he has already received two bookings for the GTW.</p> <p>12.2.3 NS noted a leaflet in the Hub for the <a href="#">Community Off-Road Transport Action Group</a> (COTAG). He suggested that this organisation may wish to use the GTW as a night training exercise for their members. MC offered to contact the organisation to see what they thought.</p> <p>12.2.4 Options for GTW participant transportation were discussed. PB will contact Deveron Coaches to obtain details of their coaches; sizes, costs, availability, etc. DH will contact Moray College to find out if their minibus is available for the GTW weekend. MC will contact the 1<sup>st</sup> Forres Scout Group to find out if their minibus is available for the GTW weekend. MC will also ask if the group wish to participate in or assist with the GTW.</p> <p>12.2.5 PM will book the Edinkillie Village Hall for the GTW weekend.</p> <p>12.2.6 MC will review the actions listed on the project spreadsheet and delegate tasks as required.</p> <p><b>Navigation Course</b> RR reported that he will be offering a midweek one day navigation course in the Cromdale Hills. The format will be similar to that used in 2016, but he cannot offer the event on either of the festival weekends due to his</p>	<p>MC</p> <p>PB</p> <p>DH</p> <p>MC</p> <p>PM</p> <p>MC</p>

	prior commitments to other organisations.	RR
13	<b>Funding Opportunities</b>	
13.1	Action held over: NS will investigate the <a href="#">Cairngorms Leader Project</a> , and the <a href="#">Moray Leader Project</a> , as possible sources of funding.	NS
13.2	Action held over: NT will investigate the <a href="#">Voluntary Action Fund</a> as a possible source of funding for volunteer training, first aid courses, etc.	NT
13.3	Action held over: NS will enquire about the <a href="#">Co-op Local Community Fund</a> and the <a href="#">Tesco Bags Of Help</a> schemes run at local stores.	NS
13.4	NS reported that he has identified a suitable wacker plate, manufactured by <a href="#">Belle</a> . He has struck a deal with the company to purchase the equipment for £654 +VAT (list price £800). With VAT and delivery the total cost will be £798, so he has compiled a bid to the <a href="#">Berry Burn Community Fund</a> for £800. After some discussion on what supporting paperwork should be submitted with the bid it was identified that a copy of the DWA Constitution should be added. TT will provide NS with a copy of the DWA Constitution. NS will submit the bid to the Berry Burn Community Fund before the Monday 23/01/2017 deadline.	TT NS
13.5	Action held over: NT will investigate <a href="#">Awards For All</a> as a possible source of funding.	NT
14	<b>AOCB</b>	
14.1	<b>Use of Mini Digger</b> Following on from the successful trial at the DW work party on Saturday 10/12/2016, MC enquired if Greg McAulay would be using his mini digger again at future work parties, in particular for clearance of the wood-lined ditches in the Heatherbells Cutting. PM replied that Greg is happy to use his mini digger on future work parties. There was some discussion about what the mini digger should be used for, the best method for transporting it and the possibility of purchasing a set of ramps and outriggers so it could be transported on the DWA tipping trailer.	
14.2	<b>Forres 'Walkers Are Welcome' Recognition</b> PM reported that Forres is now recognised as a 'Walkers are Welcome' destination. <a href="#">Walkers are Welcome</a> is a non-profit making Community Interest Company. They launched a nationwide initiative in 2007 to encourage towns and villages to be 'welcoming to walkers'.	
15	Date of the Next Meeting: 19:30 Tuesday 21/02/2017 at The Hub.	

Meeting Closed: 21:45



Neil Sinclair  
Chairman  
Dava Way Association