

4.5	Ref 7.1.2: (see Item 7.1.2 below)	
4.6	Ref 8.2: (see Item 8.2 below)	
4.7	Ref 9.1.1: (see Item 9.1.1 below)	
4.8	Ref 9.1.2: (see Item 9.1.2 below)	
4.9	Ref 9.2.1: (see Item 9.2.1 below)	
4.10	Ref 9.2.2: (see Item 9.2.2 below)	
4.11	Ref 9.2.3: (see Item 9.2.3 below)	
4.12	Ref 9.3.4: (see Item 9.3.1 below)	
4.13	Ref 9.3.6: (see Item 9.3.2 below)	
4.14	Ref 9.3.7: (see Item 9.3.3 below)	
4.15	Ref 9.6.1: (see Item 9.6.1 below)	
4.16	Ref 9.6.2: (see Item 9.6.2 below)	
4.17	Ref 9.6.3: (see Item 9.6.3 below)	
4.18	Ref 9.6.4: (see Item 9.6.4 below)	
4.19	Ref 9.6.5: (see Item 9.6.5 below)	
4.20	Ref 9.7.1: (see Item 9.7.1 below)	
4.21	Ref 9.7.2: (see Item 9.7.2 below)	
4.22	Ref 9.7.5: (see Item 9.7.3 below)	
4.23	Ref 10.1.1: (see Item 10.1.1 below)	
4.24	Ref 10.1.2: (see Item 10.1.2 below)	
4.25	Ref 10.4: (see Item 10.4 below)	
4.26	Ref 12.2.1: (see Item 12.2.1 below)	
4.27	Ref 12.2.2: (see Item 12.2.2 below)	
4.28	Ref 12.2.3: (see Item 12.2.3 below)	
4.29	Ref 13.1: (see Item 13.1 below)	
4.30	Ref 13.2: (see Item 13.2 below)	
4.31	Ref 13.3: (see Item 13.3 below)	
4.32	Ref 13.5: (see Item 13.4 below)	
5	<u>Treasurer's Report</u>	
5.1	PB reported that a balance of £5394.80 is in the DWA account.	
5.2	Significant Income: (Nil).	
5.3	Significant Expenditure: £872.35 to Belle; purchase of wacker plate (see Item 9.7.2 below). £702.86 to COAT; initial site survey and feasibility study/cost estimate for end-to-end upgrade of the DW (see Item 9.2.1 below).	
5.4	Outstanding items: £349.26 to Zurich Insurance; annual insurance renewal.	
5.5	PB reported that Sustrans have agreed that the £1670.90 remaining from the Lynmore Project funding may now be used for other DW upgrade/maintenance works.	
6	<u>Correspondences</u>	
6.1	To the Secretary (Nothing to report)	
6.2	Other Correspondence (Nothing to report)	

7	<u>Feedback</u>	
7.1	Footfall Counters	
7.1.1	PM reported the following readings: Dunphail (not read; counter unserviceable) Lochenoun (not read) Lynmore – 08/12/16 to 27/02/17 (not read; recently reinstalled) RR reported the following readings: Dallas Dhu – 15/03/15 to 07/03/17 48,975 walkers 5,673 cyclists	
7.1.2	Ref 7.1.2: PM reported that he and MC returned to Lynmore to reinstall and setup the counter. It is now working satisfactorily. Action closed.	
7.1.3	NS reported that the counter at Dunphail was not working correctly and has been removed. NS and RR will investigate the cause of the fault.	NS & RR
7.1.4	RR reported that the earth track surface covering the Dallas Dhu counter had been eroded by the wheel of a rapidly accelerating off-road motorcycle, resulting in some minor damage to the outer cloth covering of the counter. RR found that the counter was still operating satisfactorily and repaired the path surface erosion. PM reported that there have been a number of sightings of a motorcyclist on the Forres end of the DW and he has encouraged those contacting him to report any sightings to Police Scotland via the 101 non-emergency number.	
7.1.5	RR suggested that, as the DWA now has two years of data, the Dallas Dhu counter could be relocated to another point on the DW. PM proposed that, as comparison statistics are required, the Dallas Dhu counter should remain where it is. Agreed unanimously.	
7.1.6	PM proposed that as the Dallas Dhu counter has provided such trouble-free service the DWA should consider purchasing the same model for installation at Dunphail, or elsewhere. Agreed unanimously. RR will ask the Moray Access Officer (Ian Douglas) for details of the counter and where one might be purchased.	RR
8	<u>Dava Way Merchandise</u>	
8.1	Sales and Stock Companions (PM) 3 Companions (NT) 1 Badges (PM) 36	
8.2	DWA Companion Reprint Ref 8.2: NT proposed various minor changes to the DW Companion text and photos. Agreed unanimously. NT will arrange for a batch of 750 third edition companions to be printed at a cost of £1572 to the DWA.	NT
9	<u>Dava Way Path Works</u>	
9.1	Lynmore Improvement Project	
9.1.1	Ref 9.1.1: Action held over. MC and PM will install the remaining sponsor sign; requires a different bracket to the one supplied.	PM & MC

9.1.2	Ref 9.1.2: Action held over. MC will make arrangements for a formal opening of the Lynmore Diversion, to take place on the same day as the annual DW Cycle Survey scheduled for Thursday 04/05/17.	MC
9.2	Dava Way Upgrade Planning Project	
9.2.1	Ref 9.2.1: PB reported that he has received and paid the invoice for works relating to the initial DW site survey and feasibility study/cost estimate for the production of a set of 'shovel ready' project plans for an end-to-end upgrade of the DW to Sustrans standard. Action closed.	
9.2.2	Ref 9.2.2: Action held over. MC is to ask Murray Swapp to include the clearance of any associated collector ditches into the project plans.	MC
9.2.3	MC reported that Murray Swapp has promised to complete the set of 'shovel ready' project plans by the end of May. MC will monitor progress.	MC
9.3	Muir of Logie Fencing Project	
9.3.1	Ref 9.3.4: PM reported that he has received itemised quotes from two contractors for the fencing works at Muir of Logie, but he is still waiting for a quote from the Logie Estates fencing contractor. PB suggested that PM should contact J & S Shand Forestry and Fencing Contractors Ltd as an alternative. PB will provide PM with contact details for the contractor. PM will obtain the third quote.	PB PM
9.3.2	Ref 9.3.6: Action held over. PM is to engage a contractor to carry out the fencing works when the necessary funding has been obtained.	PM
9.3.3	Ref 9.3.7: Action held over. PM is to provide NT with quotes from the fencing contractors and NT is to submit a funding application to the Moray Landfill Communities Fund.	PM & NT
9.4	Unplanned Work Since Last Meeting	
9.4.1	RR reported that he and NS completed the following tasks around the Dunphail area: <ul style="list-style-type: none"> • Repainted three information boards. • Reinstalled two bird boxes. • Removed unserviceable footfall counter for fault investigation. 	
9.4.2	NS noted that the benches in the Dunphail area need to be repainted. He has attempted to source the paint used originally, but has been told that it is no longer available. NS will attempt to identify an alternative product.	NS
9.5	Planned Work Since Last Meeting	
9.5.1	TT reported that the following tasks were carried out during the work party held 08/04/2017: <ul style="list-style-type: none"> • Cleared trees, rhododendron and other overgrowth covering platform at Dunphail Station. • Exposed platform edging stones. • Felled birch saplings obscuring view of platform from DW Dunphail Diversion path. • Cleared access to platform for later use by mini-digger. 	
9.5.2	MC and RR reported the following additional tasks carried out during the work party held 08/04/2017: <ul style="list-style-type: none"> • Installed grate at access to drain pipe behind Braemoray. • Replaced cracked section of concrete channel adjacent to path north of Braemoray with new section (see Item 9.7.3 below). 	
9.6	Signage	
9.6.1	Ref 9.6.1: PM reported that he has replaced the plastic Authorised Vehicles Only sign installed at the top of the steps adjacent to the Sanquhar Mains Bridge with a metal one. Action closed.	

9.6.2	Ref 9.6.2: Action held over. PM reported that the repairs to the finger post are progressing. When the repairs are complete, PM will reinstall the fingerpost using one of the galvanised steel bases.	PM
9.6.3	Ref 9.6.3: PB reported that the 3mm acetate sheeting for producing the letters has arrived. Action closed. PB will arrange for the letters to be cut.	PB
9.6.4	Ref 9.6.4: DH reported that he has found a donor for the materials required for the backing board. Action closed. The donor will cut the board to size and store the remaining material for future use. PB is to send the PDF with the board dimensions to DH. DH will arrange for the board to be cut to size.	DH PB DH
9.6.5	Ref 9.6.5: PM reported that Greg McAulay has completed the restoration of the Dunphail station sign. A location for the sign has been identified on the platform south of the Dunphail Station house. Action closed. PM will arrange a mini work party to install the sign.	PM
9.6.6	PM reported that Andy Mallon at the Dava Schoolhouse contacted him to enquire about erecting a few signs along the DW to provide directions to the schoolhouse for path users. PM has responded, stating that such signs would be acceptable to the DWA but permission for their erection must be sought from the landowner.	
9.7	Tooling and Equipment	
9.7.1	Ref 9.7.1: Action held over. DWA Trustees to research options for storage of tools and equipment, to be discussed at the next DWA BoT meeting.	All
9.7.2	Ref 9.7.2: Action held over. NS reported that the £872.35 for the wacker plate and wheels using has been paid to Belle and delivery of the equipment is awaited. NS will monitor progress and submit the receipt to the Berry Burn Community Fund to obtain the £800 of allocated funding.	NS
9.7.3	Ref 9.7.5: DH reported that two sample channels have been manufactured using the formwork. Action closed. RR reported that one of the sample channels was installed by MC and himself during the recent work party and it fitted perfectly, though he did note that the holes in the sides of the channel, used for handling, could be slightly larger to allow a lifting sling to be drawn through easily. DH stated that he would incorporate the design change and look into manufacturing more of the channels.	
9.8	Priorities for Next Work Party and Mini Work Parties	
9.8.1	PM proposed that the work party scheduled for Saturday 13/05/17 should focus on the following tasks: <ul style="list-style-type: none"> • Drainage and path surface improvements to dry out the path section adjacent to Huntly's Cave. Agreed unanimously. PM will make the necessary arrangements.	PM
9.8.2	PB suggested starting undergrowth cutback mini work parties fortnightly on a weekday evening and asked those present if they had a preference for which evening they should be held on. TT suggested that PB circulate an email to the core undergrowth clearance volunteers to canvas their opinion. PB will identify the evening(s) preferred by the volunteers then arrange a suitable sequence of mini work parties.	PB
9.9	Annual DW Cycle Survey PM announced that the annual cycle survey of the DW will be held 04/05/17, in conjunction with the formal opening of the Lynmore Diversion. PM will liaise with MC, issue an invite for survey participants and make the necessary arrangements.	PM

10	<u>Health and Safety</u>	
10.1	Review of DWA Health and Safety Management System	
10.1.1	Ref 10.1.1: TT reported that the review is not proceeding quickly enough due to the nature of the task and the limited time that he can apply to the project. He noted that there are a number of companies in the Moray area offering professional Health and Safety advisory services and proposed that the DWA should explore the costs involved in having one of these companies complete the review. Agreed unanimously. TT is to contact a selection of companies and obtain estimates for the work required.	TT
10.1.2	Ref 10.1.2: Action held over. MC should familiarise himself with the requirements of the Construction (Design and Management) Regulations by reading Section 4 of the Upland Path Management Guide .	MC
10.2	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.	
10.3	Injury Reports and Incidents Those present confirmed that there have been no injuries or incidents since the previous meeting.	
10.4	PPE for Scouts and Boys Brigade Ref 10.4: Action held over. NS will purchase work gloves and litter pickers up to a value of £50, then he and RR will distribute the gloves and pickers to the Boys Brigade (BB) company and the Scout groups.	NS & RR
11	<u>Dava Way Publicity</u>	
11.1	Local, Regional and National Publications PM reported that Strider published an article about the Ghost Train Walk.	
11.2	DW Facebook Group (Nothing to report)	
11.3	DW Website (Nothing to report)	
12	<u>Dava Way Events - Moray Walking and Outdoor Festival 2017</u>	
12.1	Moray Way 5-Day Challenge (MW5)	
12.1.1	PM reported that 16 participants have booked already for the MW5.	
12.2	Ghost Train Walk (GTW)	
12.2.1	Ref 12.2.1: Action held over. MC will contact the 1 st 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.	MC
12.2.2	Ref 12.2.2: Action held over. MC will review the actions listed on the project spreadsheet and delegate tasks as required.	MC
12.2.3	Ref 12.2.3: Action held over. PB is to contact a Portaloo supplier to arrange toilet facilities at Dava.	PB
12.2.4	PB reported that bookings for the GTW are already in the high teens.	
12.3	Navigation Course (Nothing to report)	
13	<u>Funding Opportunities</u>	
13.1	Ref 13.1: Action held over. NS will investigate the Cairngorms Leader Project , and the Moray Leader Project , as possible sources of funding.	NS
13.2	Ref 13.2: NT reported on his investigation of the Voluntary Action Fund as a source of funding for the DWA. It was agreed that this source of funding was not currently appropriate for the DWA. Action closed.	

13.3	Ref 13.3: Action held over. NS will enquire about the Co-op Local Community Fund and Tesco Bags Of Help schemes run at local stores.	NS
13.4	Ref 13.5: NT reported on his investigation of Awards For All as a possible source of funding. Grants between £500 and £10,000 are available for projects that benefit a community asset. A project plan and three quotes must be submitted with the application. Action closed.	
13.5	TT noted that Murray Swapp of COAT is scheduled to present a set of fully documented and costed 'shovel ready' project plans for the DW Upgrade Planning Project at the end of May 17. He proposed that a suitable project could be selected from those available. Agreed unanimously. PM is to add a suitable item to the June DWA BoT agenda.	PM
13.6	PB noted that one of the projects presented by Murray may be suitable for Paths For All funding. PM is to add a suitable item to the June DWA BoT agenda.	PM
13.6	RR noted that the DWA received funding from Forestry Commission Scotland (FCS) in 2015 for volunteer training; first aid courses and LANTRA certification for the use of power tools. He suggested that the DWA could benefit from further funding from this source and proposed that he carry out some preliminary research. Agreed unanimously. RR will approach Ian Cowe, Development Officer at FCS, at the next meeting of the Moray LOAF.	RR
14	<u>AOCB</u> (Nothing to report)	
15	Date of the Next Meeting: 19:30 Tuesday 16/05/2017 at The Hub.	

Meeting Closed: 22:00



Neil Sinclair
Chairman
Dava Way Association