## THE DAVA WAY ASSOCIATION

Minutes of the Board of Trustees Meeting held 13<sup>th</sup> June 2017

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

Meeting Opened: 19:30

| ltem              | Minute                             |  | Action By |
|-------------------|------------------------------------|--|-----------|
| 1                 | Welcome:                           | Neil Sinclair chaired the meeting and welcomed members.  |           |
| 2                 | Present:                           | Malcolm Campbell (MC), Neil Sinclair (NS), Norman Thomson (NT), Paul Barron (PB), Pete Mitchell (PM), Trevor Thornley (TT).  |           |
|                   | Apologies:                         | Doug Hartley (DH), Robbie Roberts (RR).  |           |
| 3                 | Minutes of t                       | he last meeting: Read and accepted.  |           |
|                   | Proposed:                          | PB Seconded: MC  |           |
| 4                 | Matters Aris                       | sing   |           |
| 4.1<br>4.2<br>4.3 | Ref 4.1:<br>Ref 4.2:<br>Ref 6.1.2: | <ul> <li>(see Item 11.3.1 below)</li> <li>TT reported that NT and PM provided him with suitable photographs. Action closed.</li> <li>NS reported that he and TT gave a talk on the DWA to the Cairngorms National Parks Authority (CNPA) Local Outdoor Access Forum (LOAF) meeting on 30/05/17. It was well received and the LOAF members expressed their thanks for the talk and the continuing work of the DWA. Action closed.</li> <li>NS reported that Cawdor Forestry are not now using the DW to exit the site of their thinning operation on the Altyre Estate. An existing estate track has been widened and improved for this purpose. Action closed.</li> <li>NS will write Cawdor Forestry and the Altyre Estate, expressing relief that the exit route along the DW was not required.</li> </ul> | NS        |
| 4.4               | Ref 6.1.3:                         | NS reported that he has sent a thank you letter for the generous donation of £500. Action closed.  |           |
| 4.5               | Ref 7.1.2:                         | (see Item 7.1.2 below)   |           |
| 4.6               | Ref 7.1.3:                         | (see Item 7.1.3 below)   |           |
| 4.7               | Ref 8.2:                           | (see Item 8.2 below)   |           |
| 4.8               | Ref 8.3:                           | (see Item 8.3 below)   |           |
| 4.9               | Ref 9.2.2:                         | (see Item 9.1.1 below)   |           |
| 4.10              | Ref 9.3.1:                         | (see Item 9.2.1 below)   |           |
| 4.11              | Ref 9.3.2:                         | (see Item 9.2.2 below)   |           |
| 4.12<br>4.13      | Ref 9.3.3:                         | (see Item 9.2.3 below)   |           |
| 4.13<br>4.14      | Ref 9.6.2:                         | (see Item 9.5.2 below)<br>(see Item 9.5.1 below)   |           |
| 4.14<br>4.15      | Ref 9.6.3:<br>Ref 9.7.1:           | (see Item 9.6.1 below)   |           |
| 4.15              | Ref 9.7.1.                         | (see Item 9.6.2 below)   |           |
| 4.10              | Ref 9.7.3:                         | (see Item 9.6.3 below)   |           |

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.

|  | 1   |   |         |
|--|---|---|---------|
| $\begin{array}{r} 4.18\\ 4.19\\ 4.20\\ 4.21\\ 4.22\\ 4.23\\ 4.24\\ 4.25\\ 4.26\\ 4.27\\ 4.28\\ 4.29\\ 4.30\\ 4.31\\ 4.32\\ 4.33\\ 4.34\\ 4.35\\ 4.36\end{array}$ | Ref 9.7.5:<br>Ref 9.7.6:<br>Ref 9.8.1:<br>Ref 9.8.2:<br>Ref 10.1.1:<br>Ref 10.1.2:<br>Ref 10.4:<br>Ref 12.2.1:<br>Ref 12.2.2:<br>Ref 12.2.3:<br>Ref 12.2.4:<br>Ref 13.2:<br>Ref 13.3:<br>Ref 13.4:<br>Ref 13.5:<br>Ref 13.7:<br>Ref 14.1: | (see Item 9.6.4 below)<br>(see Item 9.6.5 below)<br>(see Item 9.6.6 below)<br>(see Item 9.4.1 below)<br>(see Item 9.4.2 below)<br>(see Item 10.1.1 below)<br>(see Item 10.4.1 below)<br>(see Item 12.2.1 below)<br>(see Item 12.2.2 below)<br>(see Item 12.2.3 below)<br>(see Item 12.2.4 below)<br>(see Item 12.2.5 below)<br>(see Item 13.1 below)<br>(see Item 13.1 below)<br>(see Item 13.2 below)<br>(see Item 13.3 below)<br>(see Item 13.4 below)<br>(see Item 13.5 below)<br>Action held over. PB will draft a suitable email to the<br>Seafield Estate, regarding sheep getting onto the DW in the<br>Lynmacgregor area through a poorly maintained section of<br>fence, and pass it to PM for action. | PB & PM |
| 5  | Treasurer's Re  | eport   |         |
| 5.1  | PB reported th  | nat a balance of £5,572.16 is in the DWA account.   |         |
| 5.2  | Significant Inc<br>Nil.   | ome:  |         |
| 5.3  | Significant Exp<br>£335 to Dev  | penditure:<br>eron Coaches; balance for Ghost Train Walk coach hire.<br>MS Almac; printing of 'A Dava Way Companion' booklet.   |         |
| 5.4  | Outstanding it  |   |         |
| 6  | Corresponden  | ICES  |         |
| 6.1  | To the Secret   | t <b>ary</b><br>le Chadney (11/06/17)   |         |
|  | PM reported the   | hat he received an email from Sue Chadney, administrator  |         |
|  | for a local taxi  | firm, pointing out that their contact number on the DW  |         |
|  | update action.  | prrect. PM will pass the correct number to David Binney for   | PM      |
| 6.2  | Other Corres<br>(Nothing to rep   | pondence  |         |
| 7  | Feedback  |   |         |
| 7.1<br>7.1.1   | Footfall Cour<br>PM reported the  | nters<br>he following readings:   |         |
|  | Dunphail  |   |         |
|  |   | ounter removed for maintenance) 13/11/15 to 10/06/17  |         |
|  | 4,375 users   | (4,441 - 66)  |         |
|  | Lynmore<br>(not read)   |   |         |
|  |   |   |         |
|  | 1   |   |         |

|          | 1   |   |         |
|----------|---|---|---------|
|          | PB reported the following readings from RR:   |   |         |
|          | Dallas Dhu – 15/03/15 to 13/06/17   |   |         |
|          | 54,189 walkers<br>14,032 cyclists   |   |         |
| 7.1.2    | Ref 7.1.2: Action held over. NS reported that a   | a paving slab has been                          |         |
|          | prepositioned on site. He and RR will reinstall   |   |         |
|          | work party.   |   | NS & RR |
| 7.1.3    | Ref 7.1.3: Action held over. NS will contact the  | e seller of the type of                         |         |
|          | counter currently installed at Dallas Dhu to con  | nfirm cost and availability.                    | NS      |
| 7.2      | Motorcycle Nuisance   |   |         |
|          | MC reported that Mr Coutes contacted him reg  |   |         |
|          | accessing the Dava Way adjacent to his prope  |   |         |
|          | advised Mr Coutes to report such activities to<br>non-emergency 101 number. PM stated that h              |   |         |
|          | prohibition sign in the vicinity when a suitable  |   | PM      |
| 7.3      | Flooding  | opportunity anses.                              |         |
| 7.3.1    | PM reported the following flooding/damage as  | a result of the heavy rain                      |         |
|          | overnight 06/06/17-07/06/17:  | ,, ,, ,, ,, ,, ,, ,, ,, ,, ,, ,, ,, ,, ,, ,, ,, |         |
|          | Landslip at cutting south of Longley res  | ulting in flooding and some                     |         |
|          | minor erosion of the path surface; ineffi   | cient interception ditch                        |         |
|          | above cutting.  |   |         |
|          | Some erosion of the path surface at po  |   |         |
|          | Dunphail with flooding in the cutting im  |   |         |
|          | blocked major drain between Balvlair C  |   |         |
|          | <ul> <li>Minor erosion of the path surface at point diversion path; inefficient interception d</li> </ul> | •   |         |
|          | <ul> <li>Flooding of the path surface south of D</li> </ul>   | •   |         |
|          | interception ditch above path and partia  |   |         |
|          | <ul> <li>Flooding in the Bantrach Cutting; block</li> </ul>   | •   |         |
|          | southwest of cutting, blocked drainage  |   |         |
|          | Flooding in Cairn Eney cutting, water co  | • •   |         |
| 7.3.2    | PM noted that drainage along the route is gen   | erally poor and proposed                        |         |
|          | that drainage improvement works should be g   | iven higher priority. Agreed                    |         |
|          | unanimously.  |   |         |
| 7.3.3    | PM stated that he has asked Grant Nicholson   | •   |         |
|          | clearing the landslip at Longley and the interce  | eption ditch above the                          |         |
| 7.3.4    | Bantrach Cutting. PM to monitor progress.<br>MC reported that water is pooling at a couple                | of points alongsido tho                         | PM      |
| 7.5.4    | Lynmore Diversion path. He will report the pro  |   |         |
|          | see if he can come up with a solution.  | Siem to Manay Swapp and                         | MC      |
|          | •   |   |         |
| 8<br>8.1 | Dava Way Merchandise Sales and Stock  |   |         |
| 0.1      | Sales and Slock   |   |         |
|          | Companions (PM) 95 (sold 5)   |   |         |
|          | Companions (NT) 622 (sold 28)   |   |         |
|          | Badges (PM) 36  |   |         |
| 8.2      | DWA Companion Reprint   |   |         |
|          | Ref 8.2: NT reported that the batch of 750 third  | d edition 'A Dava Wav                           |         |
|          | Companion' booklets have been received from   | -   |         |
|          |   | -   | L       |

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| 8.3               | <b>DWA Promotional Hi-Vis Vests</b><br>Ref 8.3: PM reported that Dallas Designs can produce basic hi-vis vests<br>with the DWA logo for a unit cost of £12. He also displayed two sample<br>higher quality hi-vis vests that are available from Vista Print for a unit cost<br>just over £12. Action closed.<br>There was some discussion about the standard and quantity of vests<br>required. PM will obtain details of the unit costs applicable when larger<br>batches of vests are ordered.  | РМ        |
|-------------------|---|-----------|
| 9<br>9.1<br>9.1.1 | Dava Way Path Works<br>Dava Way Upgrade Planning Project<br>Ref 9.2.2: MC reported that Murray Swapp has produced a draft version<br>of the Dava Way Path Upgrade Proposal and a copy of this document<br>has been distributed to each trustee. MC stated that plans for upgrading<br>the Dava Diversion have been omitted from the draft document as further<br>consultation between the DWA, landowners, planning authorities and<br>other interested parties is required before detailed design work is carried<br>out. Action closed.   |           |
| 9.1.2             | MC requested that trustees send any comments on the draft document to<br>him. He will compile a consolidated return to Murray Swapp.<br>MC noted that the cost of producing the proposal document was around<br>£8,000, significantly less than the £20,000 budget set aside for this<br>project by Sustrans. MC proposed that the surplus should be used to<br>progress other DW works. Agreed unanimously.<br>After some discussion on priorities it was decided that MC should engage<br>M & J Fencing to complete the fencing works at Muir of Logie (see 9.2.3<br>below) and Grant Nicholson to remove the recent landslips and complete | All<br>MC |
| 0.0               | drainage works in Bantrach Cutting and Heatherbells Cutting.  | MC        |
| 9.2<br>9.2.1      | Muir of Logie Fencing Project<br>Ref 9.3.1: PM reported that he received the fencing quote from M & J   |           |
| 9.2.1             | Fencing of Grantown-On-Spey. Action closed.   |           |
| 9.2.2             | Ref 9.3.2: NT reported that the funding application to the Moray Landfill Communities Fund was rejected due to oversubscription. Action closed.   |           |
| 9.2.3             | Ref 9.3.3: Action reallocated. MC is to engage a contractor to carry out  |           |
|                   | the fencing works at Muir of Logie.   | MC        |
| 9.3<br>9.3.1      | <b>Unplanned Work Since Last Meeting</b><br>PM reported that on 22/05/17 a mini work party responded to reports of a<br>windblown tree and related rockfall in the cutting south of Lynmacgregor.<br>The windblown tree was cut down and any loose rocks rolled to the<br>bottom of the cliff, where they were positioned clear of the path.  |           |
| 9.4<br>9.4.1      | <ul> <li>Planned Work Since Last Meeting</li> <li>Ref 9.8.1: See list of tasks below. Action closed.</li> <li>PM reported that the following tasks were carried out during the work party held 10/06/17: <ul> <li>Created temporary ditch around landslip at Longley.</li> <li>Cleared mud from 30m of path in the Huntlys Cave Cutting, raised level of path with ballast and top dressed with scrapings.</li> <li>Removed fallen boulders and timber, progressed the creation of a new ditch adjacent to the work area.</li> <li>Strimmed grass alongside route through Huntly's Cave Cutting.</li> </ul> </li> </ul>                       |           |
|                   |   |           |

| 9.4.2        | Ref 9.8.2: See list of mini work parties below. Action closed.                |             |
|--------------|---|-------------|
|              | PB reported that mini work parties to progress undergrowth cutback were       |             |
|              | completed as follows:   |             |
|              | <ul> <li>17/05/17 – Clashdhu Crossing to Muir Of Logie north gate.</li> </ul> |             |
|              | <ul> <li>23/05/17 – Muir Of Logie south gate to Longley Crossing.</li> </ul>  |             |
| 9.5          | Signage   |             |
| 9.5<br>9.5.1 |   |             |
| 9.5.1        | Ref 9.6.3: PB reported that the summit sign backing board has been            |             |
|              | painted, and the posts have prepared and painted too. Action closed.          | <b>D</b> 11 |
| 0 5 0        | DH will pass the backing board to PB for the lettering to be cut and fixed.   | DH          |
| 9.5.2        | Ref 9.6.2: Action held over. PB will arrange for the letters for the summit   |             |
|              | sign to be cut and attached when he has received the backing board.           | PB          |
| 9.6          | Tooling and Equipment   |             |
| 9.6.1        | 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         |
| 9.6.2        | Ref 9.7.2: NS reported that the wacker plate wheels and the associated        |             |
|              | mounting bracket have been delivered. Action closed.                          |             |
| 9.6.3        | Ref 9.7.3: Action held over. NS will look into funding the purchase of a      |             |
|              | chipper, appropriate training and PPE.  | NS          |
| 9.6.4        | Ref 9.7.4: Action held over. PM will research the cost of ramps and           | -           |
|              | associated tipping trailer modifications required for loading a mini digger.  | PM          |
| 9.6.5        | Ref 9.7.5: Action held over. PB will research options for installing tie-down |             |
| 01010        | points in the new trailer.  | PB          |
| 9.6.6        | Ref 9.7.6: PB reported that the replacement mow balls for the DR              |             |
| 0.0.0        | strimmer have been delivered and one has been fitted. Action closed.          |             |
| 9.7          |   |             |
| 9.7<br>9.7.1 | Priorities for Next Work Party and Mini Work Parties                          |             |
| 9.7.1        | PM proposed that discussion of the tasks to be carried out at the next        |             |
|              | work party scheduled for Saturday 12/08/17 should be held over until the      |             |
| 070          | next DWA BoT meeting. Agreed unanimously.                                     |             |
| 9.7.2        | TT and PB proposed to hold further undergrowth cutback mini work              |             |
|              | parties on 14/06/17 and 21/06/17. Agreed unanimously. TT and PB will          |             |
|              | make the necessary arrangements.  | TT & PB     |
| 10           | Health and Safety   |             |
| 10.1         |   |             |
|              | Review of DWA Health and Safety Management System                             |             |
| 10.1.1       | Ref 10.1.1: Action held over. TT is to contact a selection of Health and      |             |
|              | Safety advisory companies in the Moray area and obtain estimates for          | <del></del> |
|              | them to complete the review.  | TT          |
|              | PM proposed contacting a recently retired H&S professional he knows, to       | 514         |
|              | see if he would be willing to complete the review. Agreed unanimously.        | PM          |
| 10.1.2       | Ref 10.1.2: MC reported that he has familiarised himself with the             |             |
|              | Construction (Design and Management) Regulations by reading Section 4         |             |
|              | of the Upland Path Management Guide. Action closed.                           |             |
| 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   |             |
| 10.4.1       | Ref 10.4: NS reported that gloves and pickers have been distributed to        |             |
| 10.4.1       | the Boys Brigade (BB) company and Scout group in Forres.                      |             |
|              | Action closed.  |             |
|              |   |             |
|              |   |             |

|                | Action held over. PM will contact the Grantown-On-Spey Scout Group to arrange for the issue of their gloves and pickers.  | PM |
|----------------|---|----|
| 10.4.3         | Action held over. RR will distribute gloves and pickers to the Grantown-<br>On-Spey Scout Group.  | RR |
| 11<br>11.1     | <u>Dava Way Publicity</u><br>Local, Regional and National Publications<br>MC reported that there have been articles in the local and national press<br>about the official opening of the Lynmore Diversion and the Moray<br>Walking and Outdoor Festival. MC will scan the articles into the Dropbox. | MC |
| 11.2<br>11.2.1 | <b>DW Facebook Group</b><br>PM reported that the DW Facebook Group has gained another five<br>members.  |    |
| 11.3<br>11.3.1 | <b>DW Website</b><br>Ref 4.1: Action held over. NS will speak to David Binney and ascertain if<br>he is willing and able to convert the Dava Way (DW) app material into<br>PDFs.  | NS |
| 11.3.2         | PM reported that David Binney is upgrading the security of the DW website, moving from HTTP to HTTPS.   |    |
| 12<br>12.1     | Dava Way Events - Moray Walking and Outdoor Festival 2017<br>Moray Way 5-Day Challenge (MW5)<br>PM reported that there are now 105 day bookings for the MW5, an<br>average of 20 participants per day with 26 participants on the Tuesday.  |    |
| 12.2<br>12.2.1 | Appropriate transport has been booked.<br><b>Ghost Train Walk (GTW)</b><br>Ref 12.2.1: Action held over. MC reported that the 1 <sup>st</sup> Forres Scout Group<br>are still considering if their minibus can be made available and whether<br>the participate is an assist with the CTM.            | MO |
| 12.2.2         | they wish to participate in or assist with the GTW.<br>Ref 12.2.2: Action held over. MC will review the actions listed on the   | MC |
|                | Portaloo supplier to arrange toilet facilities at Dava. Action closed.  | MC |
|                | Ref 12.2.4: Action held over. PB will send out a mailshot to MWOF GTW participants on 14/06/17; issue last minute information, request names in the party, contact details, dietary requirements, etc.  | РВ |
| 12.2.5         | Ref 12.2.5: MC reported that the Community Off-Road Transport Action<br>Group (COTAG) will be managing the safety of walkers progressing along<br>the A940 at Dava. Action closed.  |    |
| 12.2.6         | It was unanimously decided that no new applications would be accepted after the cut-off date 14/06/17, to enable arrangements to be finalised.  |    |
| 12.3           | Navigation Day<br>(Nothing to report)   |    |
| 13<br>13.1     | <u>Funding Opportunities</u><br>Ref 13.2: Action held over. NS will enquire about the <u>Co-op Local</u>  |    |
| 13.2           | <u>Community Fund</u> and <u>Tesco Bags Of Help</u> schemes run at local stores.<br>Ref 13.3: Action held over. PM is to add an item to the next DWA BoT<br>agenda; see if there is a suitable project in the DW Upgrade Planning   | NS |
| 13.3           | Project for <u>Awards For All</u> funding.<br>Ref 13.4: Action held over. PM is to add an item to the next DWA BoT<br>agenda; see if there is a suitable project in the DW Upgrade Planning   | PM |
|                | Project for Paths For All funding.  | PM |

| 13.4<br>13.5       | Ref 13.5: PB reported that RR spoke to Ian Cowe, Development Officer at<br>Forestry Commission Scotland (FCS), at the recent Moray LOAF<br>meeting. Ian Cowe has confirmed that a bid for an FCS Training Grant to<br>fund volunteer training in chipper operation and first aid refresher courses<br>would be acceptable. Action closed.<br>PB will contact RR and ask him to obtain more details about the scheme;<br>how to apply, deadline for bids, funds available, etc.<br>Ref 13.7: NS reported that he has submitted an end of project report to<br>the Berry Burn Community Fund and received a positive response.<br>Action closed. | PB & RR |
|--------------------|--|---------|
| 13.6               | NT reported that funding is available from SNH for multi-use path<br>accessibility improvements on Scotland's Great Trails. TT suggested that<br>replacing the steps at Squirrel Neuk bridge with a ramp may meet the<br>criteria for an accessibility improvement. NT and MC will liaise and submit<br>a funding application to SNH.  | NT & MC |
| 14                 | Representation on CNPA LOAF<br>TT proposed that the DWA should be represented at <u>CNPA LOAF</u><br>meetings and offered to be the representative. Approved unanimously.<br>TT is to contact the CNPA LOAF and offer his services.  | тт      |
|                    | Proposed: NS Seconded: MC  |         |
| 15                 | Representation on Moray Council Steering Group<br>TT reported that the DWA has been invited to participate in a steering<br>group looking at upgrading the Moray Way as part of a project to promote<br>tourism and healthy lifestyles in Moray. TT suggested that MC would be<br>the most suitable candidate as he could represent the interests of both<br>the DWA and Sustrans. MC accepted. Approved unanimously.<br>TT is to feed back this decision to the relevant person at Moray Council.   | ТТ      |
|                    | Proposed: NS Seconded: PM  |         |
| 16<br>16.1<br>16.2 | AOCB<br>TT reported that the public have been invited to a series of public<br>exhibitions providing an update on plans to dual the A96. The Forres<br>exhibition will be held in Forres Town Hall between 12:00 and 19:00 on<br>22/06/17.<br>NS noted that the meeting finish times are becoming ever later. He<br>proposed that the DWA BoT meeting start time be moved forward to   |         |
|                    | 19:00, with a projected finish time of 21:00. Agreed unanimously.  |         |
| 17                 | Date of the Next Meeting: 19:00 Tuesday 15/08/2017 at The Hub.   |         |

Meeting Closed: 22:00

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Neil Sinclair Chairman Dava Way Association