

4.15	Ref 11.8.2: (see Item 9.8.2 below)	
4.16	Ref 11.8.4: (see Item 6.2.1 below)	
4.17	Ref 11.8.5: (see Item 9.8.3 below)	
4.18	Ref 11.8.7: (see Item 9.8.4 below)	
4.19	Ref 11.9.1: (see Item 9.6 below)	
4.20	Ref 12.1.1: (see Item 10.1 below)	
4.21	Ref 12.2.2: (see Item 10.2.2 below)	
4.22	Ref 12.2.3: (see Item 10.2.3 below)	
4.23	Ref 12.4.1: (see Item 10.4 below)	
4.24	Ref 13.1.1: (see Item 11.1 below)	
4.25	Ref 13.3.1: (see Item 11.3.1 below)	
4.26	Ref 13.3.2: (see Item 11.3.2 below)	
4.27	Ref 13.3.3: (see Item 11.3.3 below)	
4.28	Ref 15.2: (see Item 12.2 below)	
4.29	Ref 15.3: (see Item 12.1 below)	
4.30	Ref 17.1: Action held over. MC will notify Angie Vaughan and Michael J Sutherland (in writing or by e-mail) to inform them that their applications for membership of the DWA have been approved; in accordance with clause 15 of the DWA Constitution.	MC
5	<u>Treasurer's Report</u>	
5.1	PB reported that a balance of £15,321.09 is in the DWA account.	
5.2	Significant Income: £ 100.00 from individual donation. £ 1403.07 from HMRC; Gift Aid return.	
5.3	Significant Expenditure: £ 108.00 to Forres Groups Action; ref 8.2.1. Action closed.	
5.4	Upcoming Expenditure (Internally Funded): £ 6000.00 to Logie Estates; fencing at Muir of Logie. £ 2832.00 to Grant Nicolson & Co; additional ditching works. £ 1000.00 to Scott McDonald; DWA contribution to SNH funding for construction of ramp at Squirrel Neuk Bridge. £ 1000.00 to contractor TBN; DWA contribution to Money For Moray funding for path improvements south of Braemoray. £ to MacGregors; possible winter maintenance of strimmers. £ to DWA volunteers; annual expenses claims.	
5.5	Upcoming Expenditure (Externally Funded): £ 8600.00 to Scott McDonald; SNH funding for construction of ramp at Squirrel Neuk Bridge. £ 4000.00 to contractor TBN; Money For Moray funding for path improvements south of Braemoray.	
5.6	NS expressed a vote of thanks to PB and NT for their work in securing the Gift Aid return from HMRC.	
6	<u>Correspondences</u>	
6.1	To the Secretary	
6.1.1	Historic Scotland – Dallas Dhu Distillery Sewage Pipe (07/12/2017) PM reported that he received an email from Mike Pendery at Historic Scotland stating that a contractor will be carrying out further investigation of the Dallas Dhu sewage system in the cutting north of Mannachie Avenue, in preparation for works to bring the system back into use. As a result the base of the cutting will be cleared of saplings and undergrowth, enabling a path to be created along the cutting if required.	

<p>6.2 6.2.1</p>	<p>Mike has also offered to install steps down the slope from Mannachie Avenue to provide pedestrian access to the cutting. PM has drawn Mike's attention to the residential housing development proposal for land north of the Dallas Dhu Distillery and has suggested that Mike liaise with Scottish Water and the developer to see what sewage system they are proposing for the development. This could yield cost savings for all parties, while minimising disturbance of the Dava Way infrastructure and reducing disruption to path users.</p> <p>Other Correspondence Letter to Hi-Vis Donor Ref 11.8.4: NS read out a copy of the thank you letter that he sent to the hi-vis vest donor. Action closed.</p>													
<p>7 7.1</p>	<p><u>Feedback</u> Footfall Counters PM reported the following: Dunphail – 21/06/17 to 01/12/17 1,983 (9056 – 7073) Lochenoun – 13/11/15 to 02/12/17 6,323 (6389 – 66) Lynmore (not read) RR reported the following readings: Dallas Dhu – 15/03/15 to 01/12/17 65,205 walkers 8,036 cyclists</p>													
<p>8 8.1</p>	<p><u>Dava Way Merchandise</u> Sales and Stock</p> <table border="0" data-bbox="236 1173 1190 1330"> <tr> <td>Companions (PM)</td> <td>93</td> <td>Companions (NT)</td> <td>466</td> </tr> <tr> <td>Companions (NS)</td> <td>95</td> <td></td> <td></td> </tr> <tr> <td>Badges (PM)</td> <td>33</td> <td></td> <td></td> </tr> </table>	Companions (PM)	93	Companions (NT)	466	Companions (NS)	95			Badges (PM)	33			
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<p>9 9.1</p>	<p><u>Dava Way Path Works</u> Muir of Logie Fencing Project Ref 11.1.2. MC reported that the fencing contractor employed by the Logie Estate has provided Alec Laing with an estimated cost in the region of £7,000 for the fencing required at Muir of Logie. Alec Laing has stated that he will see if the cost can be reduced in some way to bring it closer to the £6,000 contribution that the DWA is offering. The question of who will have ownership of the fence and responsibility for its upkeep has also been raised. Action closed. PM suggested that the DWA could offer to install the gates, or similar, to reduce the overall cost. PB suggested that it may be possible to increase the DWA contribution by a reasonable amount if required. After some discussion, it was decided that, if absolutely necessary, the DWA could assume ownership of the fencing, but recompense from the estate should be sought where any damage to the fencing is caused by livestock, farm machinery, etc. MC will discuss options with Alec Laing.</p>	<p>MC</p>												

9.2	<p>Landslip Removal and Ditching Works Projects</p> <p>Ref 11.2.3: Action held over. MC reported that the following work still needs to be completed, as far as is possible with the funds remaining:</p> <ul style="list-style-type: none"> • Heatherbells <ul style="list-style-type: none"> ○ Complete clearance of major ditch running across the Dava Moor towards Allt na Ceàrdaich burn. ○ Clear wood lined ditches each side of track bed; south from where currently cleared. • Bantrach <ul style="list-style-type: none"> ○ Clear ditches on both sides of track bed at south end. <p>MC will monitor progress.</p>	MC
9.3	<p>Squirrel Neuk Ramp Project</p> <p>Ref 11.3.6: Action held over. MC will contact Ed Dunbar to confirm the arrangements for progressing the project using the new ramp design, then contact Fiona Cuninghame and Scott McDonald with the details.</p>	MC
9.4	<p>Lynmore Diversion Water Pooling</p> <p>Ref 11.4: Action held over. Murray Swapp will contact the contractor to arrange for them to resolve the problem. MC will monitor progress.</p>	MC
9.5	<p>Unplanned Work Since Last Meeting</p>	
9.5.1	<p>RR reported that he has further extended one of the ditches on the Dunphail Diversion, where water was running over and eroding the path surface during heavy rain.</p>	
9.5.2	<p>PB reported that he has removed leaf fall that had accumulated in the Bantrach Cutting ditches.</p>	
9.6	<p>Planned Work Since Last Meeting</p> <p>Ref 11.9.1: PM reported that the tasks below were carried out during the work party held 09/12/17. Action closed.</p> <ul style="list-style-type: none"> • Rodded drainage pipe above Squirrel Neuk Bridge. • Cleared ditch on uphill side of estate track north from Squirrel Neuk Bridge and cleared offlets on downhill side. • Removed embedded boulders from the 'Rooty Rollercoaster' north of Gallow Hill bridge, filled major erosion around roots and smoothed the path surface with 'scrapings' where possible. 	
9.7	<p>Signage</p>	
9.7.1	<p>Ref 11.7.1: Action held over. NS will contact Dave Brown to retrieve the finger, from the post at Dallas Dhu, which he removed for safe keeping.</p>	NS
9.7.2	<p>Ref 11.7.2: Action held over. PM will monitor Greg McAulay's progress manufacturing a replacement post and fingers for the Dallas Dhu fingerpost.</p>	PM
9.7.3	<p>Ref 11.7.3: Action held over. NS will contact Wilson Metcalfe at the Forres Community Woodlands Trust (FCWT) to ask where their information boards were manufactured and consider which of the funding options available is the most appropriate.</p>	NS
9.8	<p>Tooling and Equipment</p>	
9.8.1	<p>Ref 11.8.1: Action held over. NS will resubmit the bid to the Berry Burn Community Fund for £3,420 to purchase a Timberwolf TW 13/75G; closing date for bids is 22/01/2018.</p>	NS
9.8.2	<p>Ref 11.8.2: PM reported that Jim Mailer at Treeworks Moray is willing to bring one of his chippers to a work party where significant undergrowth cutback work is expected. Action closed.</p>	
9.8.3	<p>Ref 11.8.5: Action held over. DH will suggest the purchase of three sets of industrial drain rods of 25mm diameter in 2m lengths to the prospective donor.</p>	DH

9.8.4	Ref 11.8.7: RR reported that he has submitted the list of proposed tools and equipment to the prospective donor for their consideration. Action closed. RR will monitor progress.	RR
9.8.5	PM proposed a tools and equipment maintenance party to be held on one of the days between Christmas and New Year. Agreed unanimously. PM will circulate an email with proposed dates.	PM
9.8.6	TT asked PM if the tyres on the DWA tipping trailer are due replacement; a tyre life of 7 years was mentioned in conversation during the recent work party. PM will confirm the law as it applies to trailer tyres and obtain costings if the tyres need replacing.	PM
9.9	Priorities for Next Work Party and Mini Work Parties	
9.9.1	PM proposed he should decide the priorities for the next work party, scheduled for Saturday 13/01/18, nearer the date. Agreed unanimously. PM will decide on work party priorities nearer the date, dependent on the prevailing weather conditions and volunteer numbers.	PM
10	<u>Health and Safety</u>	
10.1	Review of DWA Health and Safety Management System Ref 12.1.1: Action held over. DH will liaise with TT, then progress the review of the DWA H&S Management System.	DH & TT
10.2	First Aid Kits	
10.2.1	The DWA first aid kits are held by PB, PM and TT. The completeness and serviceability of each kit was confirmed.	
10.2.2	Ref 12.2.2: MC reported that he has purchased the replacement items required to replenish the first aid kits. Action closed. MC will distribute a packup of replacement items to each kit custodian. Kit custodians are to replace end of life items with those from the packup.	MC PB, PM & TT
10.2.3	Ref 12.2.3: PM presented a set of laminated emergency maps to each kit custodian. Action closed. Kit custodians are to insert a set of emergency maps into their kit.	PB, PM & TT
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 12.4.1: Action held over. NS will ascertain if the Grantown-On-Spey Scout Group is still willing to carry out litter picking and minor undergrowth cutback at the south end of the DW and, if so, arrange to distribute the gloves and pickers to them.	NS
11	<u>Dava Way Publicity</u>	
11.1	Local, Regional and National Publications Ref 13.1.1: Action held over. MC will submit an article for the next edition of the Forres Focus.	MC
11.2	DW Facebook Group (Nothing to report)	
11.3	DW Website	
11.3.1	Ref 13.3.1: Action held over. TT reported that he has made some progress with the development of the DWA Story Map application. He noted that there was a lot of text, particularly on the history of the surrounding area, in the original app and suggested that the content in the new app should be reduced to provide its users with a 'taster' of the DW to pique their interest. A link to the publications page of the DW website should be provided for those users requiring more information. Agreed unanimously. TT will continue development of the application.	TT

11.3.2	Ref 13.3.2: PM reported that the bike hire page on The Bike Bothy website has been removed for the winter, so there is currently nothing to link to. PM proposed that this action be closed. Agreed unanimously. Action closed.	DH, MC & PM
11.3.3	Ref 13.3.3: Action held over. DH will liaise with MC to author the 2017 Ghost Train Walk report text and forward this to PM. PM will pass the text and suitable images to David Binney for upload to the DW website.	
11.3.4	Ref 8.1.1: PM reported that he downloaded a copy of the Office of the Scottish Charity Regulator (OSCR) logo for the DWA and David Binney has inserted it into the appropriate pages of the DWA website. Action closed.	
12	<u>Funding Opportunities</u>	NT MC MC NS
12.1	Ref 15.3: NT reported that he presented the DWA bid at the Money for Moray event held at Lhanbryde on 03/12/17. Action closed. His two minute presentation was successful and the DWA have been granted £4,000 to carry out path surface improvements south of Braemoray to enable users of disability scooters to access and enjoy the views from the Divie Viaduct. The funding does not require the submission of quotes from competing contractors but is contingent on the DWA spending at least £1,000 of their own funds on the project. The focus of the bid was amended to allow the path improvements nearer to Forres to be used for a bid to the Tesco Bags Of Help scheme (see 12.2 below). Those present congratulated NT and thanked him for the effort he expended on this bid. NT will confirm how the funds are to be paid to the DWA. MC will refer to the survey information provided by Murray Swapp to define the scope and basic costs of the project, then invite contractors to submit quotes for the works required.	
12.2	Ref 15.2: NS proposed the upgrade of the path surface south of the Dallas Dhu Distillery as a suitable project for the Tesco Bags Of Help scheme. Agreed unanimously. A similar project could be submitted for the Co-op Local Community Fund scheme, due to reopen in January 2018. Action closed. MC will contact Murray Swapp to obtain an approximate per metre cost for path surface improvements along an embankment. MC will then be able to provide NS with the approximate length of path that could be improved with funding of £4,000. NS will submit a funding bid for £4,000 to the Tesco Bags Of Help scheme, to provide an improved path surface south from the Dallas Dhu Distillery until the funding runs out.	
12.3	NS reported that he attended what he thought was a presentation on community funding by the developers of the proposed Clash Gour Wind Farm . It turned out to be a workshop on community ownership, not something that the DWA would pursue.	
13	<u>AOCB</u>	
13.1	Device for Reading Lynmore Counter PM reported that the battery on his ageing Windows laptop is failing and proposed that the DWA purchase a low cost Windows-based device for downloading data from the counter on the Lynmore Diversion. NS stated that, rather than purchase a new device, he will see if any of the spare laptops he has are suitable.	NS

13.2	Rough Cutter Maintenance Cost Offset PB reported that Forres Community Woodland Trust have offered to pay £113.41 as their share of the cost for the recent maintenance of the Billy Goat rough cutter.	
14	Date of the Next Meeting: 19:00 16/01/2018 at The Hub.	

Meeting Closed: 21:15



Neil Sinclair
Chairman
Dava Way Association