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| 4.16 | Ref 9.9.2: (see Item 9.8.1 below) | |
| 4.17 | Ref 9.9.5: (see Item 9.8.3 below) | |
| 4.18 | Ref 9.10: (see Item 9.6 below) | |
| 4.19 | Ref 10.1: (see Item 10.1 below) | |
| 4.20 | Ref 10.4: (see Item 10.4 below) | |
| 4.21 | Ref 11.1: (see Item 11.1 below) | |
| 4.22 | Ref 11.3.1: (see Item 11.3 below) | |
| 4.23 | Ref 11.3.2: (see Item 11.4 below) | |
| 4.24 | Ref 12.1: (see Item 12.1.1 below) | |
| 4.25 | Ref 13.2: (see Item 13.1 below) | |
| 4.26 | Ref 13.3: (see Item 13.2 below) | |
| 4.27 | Ref 14.2: Those present confirmed that they have ceased using DH's works email address in DWA correspondence and are using his home email instead. Action closed. | |
| 5 | <u>Treasurer's Report</u> | |
| 5.1 | PB reported that a balance of £17,536.39 is in the DWA account. | |
| 5.2 | Significant Income: £ 5000.00 donation from the James Thin Trust. | |
| 5.3 | Significant Expenditure: £ 122.95 to Centrewire; purchase of field gate latches. £ 4975.20 to Grant Nicolson; works in Auchearn Cutting. £ 705.60 to Grant Nicolson; works at Muir of Logie embankment. £ 291.97 to MacGregors; Muir of Logie field gates and fixings. | |
| 5.4 | Anticipated Expenditure (from DWA funds): £ 6000.00 to Logie Estates; fencing at Muir of Logie. £ 100.00 to Keith Builders Merchants; fence rails, Muir of Logie. £ 250.00 to Leith's; planings, resurfacing at Auchearn and Bantrach. £ 2000.00 to Grant Nicolson; additional ditching works. £ to MacGregors; possible winter maintenance of strimmers. | |
| 5.5 | Anticipated Expenditure (covered by external funding): £ (Nothing to report) | |
| 5.6 | PB proposed that the payment for planings should be made from Sustrans funding, rather than splitting the amount. Agreed unanimously. | |
| 5.7 | PB proposed that, in order to simplify accounting, the DWA should endeavour to allocate the remaining Sustrans funding before the end of this financial year. Suitable projects would be works to repair the track slumping in the Bantrach Cutting (see Item 9.2.3 below) and any additional ditching works (see Item 9.2.4 below) that can be progressed. Agreed unanimously. | |
| 5.8 | PM proposed that the £5000.00 donation from the James Thin Trust should be retained and, if possible, used for match funding applications in the next financial year. Agreed unanimously. | |
| 6 | <u>Correspondences</u> | |
| 6.1 | <u>To the Secretary</u> | |
| 6.1.1 | Email 29/01/18 – FAADAG: Update and Co-Creative Process MC reported that an email was received from David Edgar, secretary of the Forres Area A96 Dualling Action Group (FAADAG), providing an update on FAADAG's recent activities and an invitation for the DWA to take part in a proposed co-creative process , similar to that employed by the Dunkeld and Birnam A9 Community Group. The DWA trustees discussed the matter via email at the time and decided that the DWA should not become actively involved in the consultation process until the | |

preferred route is chosen (decision expected late in 2018) and it becomes clear if and how the DW will be affected. PM informed David Edgar of this decision and restated the neutral stance of the DWA, as notified to FAADAG on 16/11/17; *“The Dava Way Association is neutral regarding the requirement and routing of a dual carriageway replacement road for the A96 trunk road, either around, or through Forres. However, with a footfall count of 30,000 walkers and cyclists per annum in the Dallas Dhu area, the Association would expect that a bridge or underpass is provided where the Dava Way and any new road might intersect.”*

6.1.2 Letter 01/02/18 – James Thin Trust: Donation

MC reported that he received a letter from Andrew Thin of the [James Thin Charitable Trust](#) in which the correspondent stated how much he had enjoyed his walk along the DW and how impressed he was at the work carried out by the DWA. A cheque for a £5000.00 donation to the DWA was enclosed. NS has written a thank you letter to Mr Thin, enclosing a complimentary copy of the DW Companion.

6.1.3 Email 08/02/18 – Moray Council: Forres Green Spaces User Group

MC reported that he received an email from Sylvia Jamieson, a Community Support Officer at Moray Council, inviting the DWA to attend the Forres Green Spaces User Group inaugural meeting on 14/02/18 at Forres Town Hall. The user group has been formed as part of the [Forres 2020 Vision](#) and will progress some of the priorities detailed in the [Forres 2020 Vision Action Plan](#), launched in November 2017.

PM attended the meeting and reported that collaboration between the various voluntary organisations in Forres was emphasised; database of equipment held, sharing of resources, joint funding applications, etc.

6.1.4 Email 13/02/18 – Sweco: A96 Dualling Hardmuir to Fochabers Update

MC reported that he received an email from Fiona Drever of Sweco UK Limited inviting the DWA to attend a public exhibition providing an update on the design process for the [A96 Dualling Hardmuir to Fochabers](#).

MC and PB attended the exhibition on 01/03/18 at Forres Town Hall. The preferred route has yet to be decided and should be announced later in 2018. Sweco/Transport Scotland representatives agreed that a suitable structure (tunnel/bridge) for non-motorised users would be installed if the DW and any new road intersect.

6.1.5 Email 14/02/18 – OSCR: Keeping Vulnerable People Safe

MC reported that he received an email from the [Office of the Scottish Charity Regulator](#) (OSCR) reminding charities of their responsibilities regarding Safeguarding (keeping vulnerable beneficiaries, volunteers and staff safe) and Notifiable Events. The OSCR email was sent out in response to recent reports of abuses by some charities working in the international aid sector. MC provided a precis of the email content.

TT reminded those present that in June 2015 the DWA was contacted by a local Scout leader asking if some of his scouts could progress the volunteering section of their Duke of Edinburgh’s Award as volunteers with the DWA. NS approached [Volunteer Scotland Disclosure Services](#) (VSDS) for advice about whether the DWA volunteers supervising youth volunteers (age 14-18) should be disclosure checked. VSDS stated that the DWA would not be subject to disclosure checks as the organisation was not primarily providing services for or working with children. At the time TT drew attention to the general advice for managing youth volunteers provided by Volunteer Scotland and it was decided that the DWA would follow this advice when working with the Scouts, e.g.

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| <p>6.1.6</p> <p>6.1.7</p> <p>6.1.8</p> <p>6.2</p> <p>6.2.1</p> | <p>requirement for written parental consent, supervision levels, etc. Following discussion of the content of the OSCR email it was decided that the minimum age for DWA volunteers should be 14 and that TT will review the need for a written DWA Safeguarding Policy.</p> <p>Email 09/03/18 – Forres Academy: John Muir Trust Tree Planting MC reported that he received an email from Jennifer Calder, representing pupils at Forres Academy taking part in the John Muir Award scheme. They have offered to plant some Blackthorn, Guelder Rose, Hawthorn, Common Dogwood and Goat Willow trees (10 each type) along the DW. A number of suitable locations were identified, e.g. Muir Of Logie and the BBC Breathing Place at Dunphail. MC will liaise with Jennifer Calder and arrange a suitable date for the planting.</p> <p>Email 09/03/18 – SNH: Invitation to LDR Managers’ Forum MC reported that he received an email from Scottish Natural Heritage (SNH) inviting a representative of the DWA to attend the Long Distance Route Managers’ Forum in Perth on 21/03/18. TT suggested that NT normally attends these events. MC will ask NT if he will be attending.</p> <p>Email 09/03/18 – Tsi Moray: Invitation to Join The Dots MC reported that he received an email from Tsi Moray inviting a representative of the DWA to attend their Join The Dots event in Elgin on 21/03/18. MC volunteered to attend this event.</p> <p>Other Correspondence</p> <p>Email 29/01/18 – Moray Council: Moray Core Paths Review TT reported that he received an email from Ian Douglas, Moray Access Manager, inviting comments on the Draft Moray Core Paths Plan 2018. TT noted that, though the rest of the route to Dava is correct, the section of the DW from where it leaves the trackbed at Mannachie Avenue to its start/end by the Forres Tolbooth is not currently shown as a core path. TT also noted that the western start/end of the Moray Coast Trail (MCT) is shown terminating in Findhorn whereas, with regard to promoting the Moray Way as a continuous circular route, the MCT should ideally intersect with the DW. TT proposed that these points should be brought to the attention of Ian Douglas. Agreed unanimously. TT will pass the above comments to Ian Douglas.</p> <p>TT noted, again with regard to promoting the Moray Way as a continuous circular route, that the current Cairngorms National Park Core Paths Plan does not show an intersection between the DW and Speyside Way in Grantown-On-Spey. TT proposed that this omission should be brought to the attention of the Moray Way Upgrade Steering Group. Agreed unanimously. MC will raise this at the next meeting of the group.</p> | <p>TT</p> <p>MC</p> <p>MC (& NT)</p> <p>MC</p> <p>TT</p> <p>MC</p> |
| <p>7</p> <p>7.1</p> | <p>Feedback</p> <p>Footfall Counters PM reported the following: Dunphail – 21/06/17 to 13/03/18 2,088 (9161 – 7073) Lochenoun (not read) Lynmore (not read) RR reported the following readings: Dallas Dhu – 15/03/15 to 07/03/18 69,941 walkers 8,340 cyclists</p> | |

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| 7.2 | <p>Dallas Dhu approximation of users for year: 23,300 walkers 2,800 cyclists Other; email, Facebook, etc. (Nothing to report)</p> | | | | | | | | | | | | | |
| 8 8.1 | <p><u>Dava Way Merchandise</u> Sales and Stock</p> <table border="0" style="width: 100%;"> <tr> <td style="width: 30%;">Companions (PM)</td> <td style="width: 10%;">93</td> <td style="width: 30%;">Companions (NT)</td> <td style="width: 10%;">457</td> </tr> <tr> <td>Companions (NS)</td> <td>93</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) | 457 | Companions (NS) | 93 | | | Badges (PM) | 33 | | | |
| Companions (PM) | 93 | Companions (NT) | 457 | | | | | | | | | | | |
| Companions (NS) | 93 | | | | | | | | | | | | | |
| Badges (PM) | 33 | | | | | | | | | | | | | |
| 9 9.1 9.1.1 9.1.2 9.1.3 9.1.4 9.2 9.2.1 9.2.2 9.2.3 | <p><u>Dava Way Path Works</u> Muir of Logie Fencing Project (Sustrans)</p> <p>Ref 9.1.2: MC reported that he contacted Grant Nicolson re the repairs to the eroded sections of embankment and the filling in of an identified low area to reduce the risk of cattle attempting to jump the fence at that point. These works have been completed. Action closed.</p> <p>Ref 9.1.3: MC reported that he informed Alec Laing when Grant Nicolson intended to complete the Muir Of Logie works, so the fencing contractor could plan his start date. Action closed.</p> <p>Ref 9.1.4: PM reported that he liaised with the fencing contractor via Alec Laing and made arrangements for the DWA to install the gates. Action closed.</p> <p>PM reported that the contractor fencing works were completed by 25/02/18 and a mini work party on 08/03/18 installed the 2-way self-closing gates at the Muir Of Logie Crossing. Cattle can now be reintroduced into the adjoining fields without fear of them damaging the DW track surface, eroding the embankment sides or coming into contact with users of the DW.</p> <p>PM will organise a further mini work party to install the two 16 ft. side gates and latch labels, then remove the now redundant slit gates at the north and south extremities of this section of the DW.</p> <p>Landslip Removal and Ditching Works Projects (Sustrans)</p> <p>Ref 9.2: MC reported that Grant Nicolson has been back to Heatherbells to look into completing clearance of the major ditch running across the Dava Moor towards Allt na Ceàrdaich burn. Grant reported that works on this section of the ditch cannot be progressed until the currently saturated ground has dried out sufficiently to support the weight of his machinery. Other possible works were then discussed; see below. Action closed.</p> <p>MC noted that the Heatherbells major ditch is mainly blocked by accumulated moss and it should be possible for a mini work party to use draw forks to remove enough of the moss to create a small channel. This would improve drainage in this area and make it possible for Grant to fully clear the ditch at a later date. MC and RR will investigate the feasibility of creating a small channel in the major ditch using draw forks.</p> <p>PB noted that the east side of a section of the trackbed at the northern end of the Bantrach Cutting has slumped over time. He proposed that the trackbed should be levelled before the surface is improved with planings. Agreed unanimously. PB will identify the most suitable levelling material and obtain a cost for the quantity required. MC will ask Grant Nicolson if he can carry out the slump repairs using the materials identified.</p> | <p>PM</p> <p>MC & RR</p> <p>PB & MC</p> | | | | | | | | | | | | |

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| 9.2.4 | <p>MC asked PB to confirm what Sustrans funding remains to be spent, before he approached Grant Nicolson about any further works. PB will confirm the amount remaining and provide MC with a figure. The following work 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. ○ Repair trackbed slumping at north end. | PB |
| 9.3 | Squirrel Neuk Ramp Project (SNH) | |
| 9.3.1 | Ref 9.3.2: MC reported that he put together a sketch for Ed Dunbar to show to Sir Alastair, illustrating the proposed ramp routing. Action closed. | |
| 9.3.2 | Ref 9.3.3: MC reported that he kept Fiona Cuninghame and Scott McDonald updated on progress. Unfortunately, it became apparent that the project could not be completed within the timescales required by SNH. The offer of funding was withdrawn, with an invitation to reapply to SNH for funding in the next financial year. | |
| 9.4 | Aucheorn Cutting Improvement Project (Money For Moray) | |
| | <p>Ref 9.5.3: MC reported that Grant Nicolson was engaged to reinstate the ditch/drainage piping on the west side of the cutting and scrape off the accumulated natural to provide a firm, dry path surface as far as possible without exceeding the £5,000 of available funding. The need for additional vehicles and manpower to transport all the spoil out of the cutting increased costs, but Grant managed to stay within budget. He removed all the accumulated natural from within the cutting, creating a shallow ditch on the west side that exposed the original railway drainage pipes and producing a dry trackbed surface ready for smoothing with planings. Action closed.</p> <p>NT will provide a report to Money For Moray.</p> | |
| 9.5 | Unplanned Work Since Last Meeting | |
| 9.5.1 | <p>Mini Work Party 22/02/18 – Aucheorn Cutting</p> <p>PM reported that 8 tonnes of planings were laid in the cutting. This extended the smooth path surface south for another 200m, to the southern extremity of the cutting.</p> | |
| 9.5.2 | <p>Mini Work Party 29/02/18 – Sanquhar Mains Bridge</p> <p>RR reported that the path surface under the bridge was becoming wet again. The ditch adjacent to the path was cleared and the path surface has dried out. The underpinnings of the cover slab over the Dallas Dhu sewage pipe have been adjusted so the slab sits more securely.</p> | |
| 9.5.3 | <p>Mini Work Party 08/03/18 – Muir Of Logie</p> <p>PM reported that two 2-way self-closing gates were installed at the Muir Of Logie Crossing (see Item 9.1.4 above).</p> | |
| 9.6 | Planned Work Since Last Meeting | |
| | Ref 9.10: PM reported on the tasks below, carried out during work parties. Action closed. | |
| 9.6.1 | Work Party 17/02/18 – Aucheorn Cutting | |
| | <ul style="list-style-type: none"> • Scraped remaining accumulated natural from trackbed surface. • Smoothed 52m of path surface with 2 tonnes of planings. • Further improved drainage by extending/tidying ditch on west side. | |

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| 9.6.2 | <p>Work Party 10/03/18 – Bantrach Cutting</p> <ul style="list-style-type: none"> Scraped remaining accumulated natural from sections of trackbed surface. Smoothed the scraped path surface with planings. Further improved drainage by extending/tidying ditch on east side; investigated condition of original railway drainage pipes. | |
| 9.7 | Signage | |
| 9.7.1 | Ref 9.8.2: Action held over. PM will monitor Greg McAulay's progress manufacturing a replacement post and fingers for the Dallas Dhu fingerpost. | PM |
| 9.7.2 | Ref 9.8.3: Action held over. NS will consider which of the funding options available is the most appropriate for replacing the DW information boards. | NS |
| 9.7.3 | Ref 9.8.4: Action held over: NT will obtain details of where the information boards around Findhorn Bay were manufactured and the costs involved, then pass this information to NS. | NT |
| 9.7.4 | Ref 9.8.5: PM reported that he has added a task to the DW Improvements List to reinstall the waymarker by the car park at Sanquhar Pond using one of the galvanised bases. Action closed. | |
| 9.8 | Tooling and Equipment | |
| 9.8.1 | Ref 9.9.2: RR reported that the donor company who requested the list of proposed tools and equipment for funding consideration has offered funding of £250 towards the purchase of the listed items. The donor company will be contacting PB to arrange payment. NS will write a thank you letter to the donor company. | PB NS |
| 9.8.2 | DH asked if a thank you letter could also be sent to the company that donated the drain rods. NS will write a thank you letter to the donor company. | NS |
| 9.8.3 | Ref 9.9.5: NS reported that he has found a suitable laptop to download data from the counter on the Lynmore Diversion. Action closed. MC volunteered to carry out the data downloads. NS will transfer the laptop to MC. | NS |
| 9.8.4 | PM reported that the DWA tipping trailer is showing signs of wear on the load bed and proposed that steel sheeting should be installed to protect this surface from further damage. PM listed a number of other items that, though still serviceable, are showing signs of wear. NS proposed that, considering the age of the trailer, it would be prudent to seek specialist advice as to whether it is more cost effective to fully service the trailer or seek to replace it. Agreed unanimously. PM will seek advice from the original supplier of the trailer and obtain costs for each option. | PM |
| 9.8.5 | PM noted that the skids on the drag box he constructed to spread the planings are being worn down as they scrape along the trackbed surface. He proposed that a local fabricator be tasked with manufacturing formed steel covers to protect the skids. Agreed unanimously. PM will arrange for manufacture of the covers. | PM |
| 9.8.6 | PM reported that the bush puller has been fixed/modified and is ready for further trials at a future undergrowth work party. | |
| 9.9 | Priorities for Next Work Party and Mini Work Parties PM proposed that he should decide the priorities for the next work party, scheduled for Saturday 14/04/18, 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 |

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| 10 | <u>Health and Safety</u> | |
| 10.1 | Review of DWA Health and Safety Management System Ref 10.1: TT reported that he has handed over the review of the DWA H&S Management System to DH. DH reported that, based on the very detailed preparatory work that TT has already carried out, he will be able to progress the next stage – carrying out risk assessments. | DH |
| 10.2 | First Aid Kits The DWA 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 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 11.1: Action held over. MC will submit an article by 06/04/2018 for the next edition of the Forres Focus. MC reported that he will be basing the article on works carried out by the DWA at Muir Of Logie and Auchearn. | MC |
| 11.2 | DW Facebook Group (Nothing to report) | |
| 11.3 | DW StoryMap App Ref 11.3.1: Action held over. TT will continue development of the DW StoryMap application. | TT |
| 11.4 | DW Website Ref 11.3.2: 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. | DH, MC & PM |
| 12 | <u>DWA Events for MWOFF 2018</u> | |
| 12.1 | Three Rivers Walk | |
| 12.1.1 | Ref 12.1: Action held over. PB will decide on the dates for the Three Rivers Walk event and update the Moray Walking and Outdoor Festival 2018 (MWOFF 2018) website. PB reported that he has still to receive a website password from the MWOFF 2018 organisers. | PB |
| 12.1.2 | PB reported that it may not be possible to hold the Three Rivers Walk event as advertised. The bridge over the River Divie at Logie will be closed for upgrading works in the weeks preceding the MWOFF 2018 and may still be closed if those works overrun. PM suggested an alternative route for PB to consider. | |
| 13 | <u>Funding Opportunities</u> | |
| 13.1 | Tesco Bags Of Help and Co-Op Local Community Fund Ref 13.2: Action held over. NS will submit a funding bid for £4,000 each to the Tesco Bags Of Help scheme and the Co-op Local Community Fund scheme, to provide an improved path surface south from the Dallas Dhu Distillery until the funding runs out. | NS |
| 13.2 | Berry Burn Community Fund Ref 13.3: NS reported that he resubmitted the bid to the Berry Burn Community Fund for £3,420 to purchase a Timberwolf TW 13/75G. Action | |

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| 13.3 | <p>closed. NS reported that the bid has been successful. The fund administrator will require proof that the chipper has been purchased by the DWA before the funding is released. NS proposed that the DWA make the purchase from their existing funds as soon as possible. Agreed unanimously. NS will order the chipper and pass the invoice to PB for payment. NS will submit the receipt from the supplier to the Berry Burn Community Fund administrator to release the funding.</p> <p>FCS Community Fund Now that the chipper funding has been secured, PB proposed that he should submit a bid to the Forestry Commission Scotland (FCS) Community Fund for a £1,000 grant towards the cost of the first aid refresher course and a woodchipper training course at Ringlink Services Ltd. PB noted that, as we are so close to the end of this financial year, he may need to wait until applications to the 2018-2019 fund are invited. Agreed unanimously. PB also proposed that, if the total cost of the courses exceeds £1,000 any overspend should be met from existing DWA funds. Agreed unanimously PB will submit a bid for a £1,000 grant to the FCS Community Fund as soon as possible and make arrangements for the training detailed above.</p> | NS & PB NS PB |
| 14 14.1 14.2 | <p><u>AOCB</u> BBC Breathing Space – Tidy Up PM reported that logs and other items have ended up in the pond at the BBC Breathing Space at Dunphail. NS offered to carry out a clean-up when he goes there to paint the second picnic bench.</p> <p>Ordnance Survey Map Update TT reported that the route of the DW shown on the 1:25,000 Ordnance Survey (OS) map is incorrect. He proposed that he update OS with the current/correct routing. Agreed unanimously. TT will distribute a set of maps to the DWA Trustees so they can verify that the route annotated by TT is the correct route. TT will then submit the verified route to OS and propose that they update their map accordingly.</p> | NS All TT |
| 15 | <p>NS noted that missing out the February DWA BoT meeting did not appear to have adversely affected the smooth running of the association. He proposed that meetings should continue to be held every two months, unless circumstances dictated otherwise. Agreed unanimously.</p> <p>Date of the Next Meeting: 19:00 15/05/2018 at The Hub.</p> | |

Meeting Closed: 21:00



Neil Sinclair
Chairman
Dava Way Association