



5.4	Anticipated Expenditure (from DWA funds): £ 1,110.12 to D R Alexander; tipping trailer inspection and repairs.	
5.5	Anticipated Expenditure (covered by external funding): £ Nil	
6	<u>Correspondences</u>	
6.1	<b>To the Secretary</b>	
6.1.1	Dallas Dhu Sewer Improvements – HES From MC's notes TT reported that Mike Pendery, District Architect Grampian & Shetland for Historic Environment Scotland (HES), has informed the DWA that a contractor will start 7 weeks of works at the beginning of February to improve the Dallas Dhu foul drain. These works may at various times affect access to the DW between Mannachie Avenue and Dallas Dhu and the contractor will implement a route diversion when required. The contractor will be installing steps on the north side of Mannachie Avenue as part of these works, to aid access to sewer installations beneath the trackbed running north towards Forres. MC will continue email contact with Mike Pendery and monitor progress. RR confirmed that the works have started. The steps have been installed, stretches of gorse/broom have been cleared either side of the DW between Mannachie Avenue and Dallas Dhu, with coloured level posts having been inserted at various points.	MC
6.2	<b>Other Correspondence</b>	
6.2.1	Letter to Individual Donor NS read out a copy of the letter that he sent thanking an individual for their recent donation of £100 to support the work of the DWA.	
6.2.2	Receipt of Highland Railway Journal NS reported that he has received a copy of the latest Highland Railway Journal, the quarterly magazine of the <a href="#">Highland Railway Society</a> . He offered to circulate it to interested DWA members.	
6.2.3	Reminder from OSCR to submit TAR PM reported that he received an email from the Office of the Scottish Charities Regulator (OSCR) reminding the DWA to submit their Trustees Annual Report (TAR) by the end of the financial year. PB stated that he had received the same email, and it was primarily for the DWA Secretary. PB will provide MC and PM with a PDF copy of the TAR. MC will submit the TAR online via the <a href="#">OSCR annual return process</a> . PM will provide David Binney with a copy of the TAR for upload to the DWA website.	PB MC PM
7	<u>Feedback</u>	
7.1	<b>Footfall Counters</b> PM reported the following readings: Dunphail – 21/06/17 to 17/02/19 (4,899) (11,972 – 7073) Lochenoun – 13/11/15 to 17/02/19 (9,800) (9,866 – 66) Lynmore (not read) RR reported the following readings: Dallas Dhu – 15/03/15 to 21/01/19 -- walkers -- cyclists	

<p>7.2 7.2.1 7.2.2</p>	<p>– 18/01/18 to 21/01/19 21,550 walkers 3,130 cyclists <b>Other</b>; email, Facebook, etc. Cyclist Prohibition Signage for Dava Diversion PM reported that a Dava resident made contact via Facebook to report the churning up of the Dava pedestrian diversion route by mountain bike riders. After discussing some options, PM provided the Dava resident with a template cycle prohibition sign that they may print off, laminate and display at the start/end of the pedestrian diversion. PM reported that a Dunphail resident made contact via Facebook to report a wet patch across the path in the cutting north of Dunphail. (See item 9.2.2 below for action taken)</p>							
<p>8 8.1</p>	<p><u>Dava Way Merchandise</u> <b>Sales and Stock</b></p> <table border="0"> <tr> <td>Companions (NT)</td> <td>533</td> </tr> <tr> <td>Companions (NS)</td> <td>93</td> </tr> <tr> <td>Badges (MC)</td> <td>31</td> </tr> </table>	Companions (NT)	533	Companions (NS)	93	Badges (MC)	31	
Companions (NT)	533							
Companions (NS)	93							
Badges (MC)	31							
<p>9 9.1 9.1.1 9.1.2 9.1.3 9.1.4 9.1.5</p>	<p><u>Dava Way Path Works</u> <b>Information Board Refurbishment Project (Budge Foundation)</b> Ref 9.1.1: NS will confirm if the electronic files from the original print run can be edited and, if possible, obtain a copy of the files. Action transferred to NT (See Item 9.1.6 below). Ref 9.1.1: NS reported that the Lofthus Signs quote (10 units, total £1,349 incl. VAT) is cheaper but it appears that their process involves printing the design onto a plastic film that is then applied to a thin aluminium backing panel. The MMS Almac quote is more expensive (10 units; total £4,155 incl. VAT) but the design is printed directly onto an aluminium panel and should prove more durable. NS proposed that MMS Almac should be the preferred printed panel supplier. Agreed unanimously. Action closed. Ref 9.1.1: NS reported that AJ Engineering have quoted £4,766 incl. VAT for the manufacture of 10 galvanised steel frames; same design as were manufactured for Forres Community Woodland Trust (FCWT), but without a leaflet box. Action closed. Ref 9.1.3: NT reported that he has discussed required design changes (use of three-section route maps and minor changes to text) with Helen Stirling and she estimates that it will cost £175 to carry out the work. Action closed. TT summarised the project objectives, as agreed so far:</p> <ul style="list-style-type: none"> <li>• Replace the 10 information boards and frames along the DW. <ul style="list-style-type: none"> <li>○ Content of current boards to be revised.</li> <li>○ Revised content to be printed directly onto 1200mm x 600mm aluminium panels by <a href="#">MMS Almac</a>; printed area be aligned towards the left-hand side of the panel to enable seasonal/ad hoc information to be displayed on the unprinted area on the right-hand side.</li> <li>○ Galvanised steel frames to be manufactured to FCWT design, less leaflet box, by <a href="#">AJ Engineering</a>.</li> </ul> </li> <li>• Replace the Dava Summit sign with one printed by MMS Almac onto an aluminium panel; like the <a href="#">original sign</a> from railway days.</li> </ul>							

<p>9.1.6</p> <p>9.2</p> <p>9.2.1</p> <p>9.2.2</p> <p>9.3</p> <p>9.3.1</p> <p>9.3.2</p> <p>9.4</p> <p>9.4.1</p> <p>9.4.2</p> <p>9.5</p> <p>9.5.1</p>	<ul style="list-style-type: none"> <li>• Replace the damaged Huntly’s Cave waymarker board with a new one printed by <a href="#">Big Sky Print</a>; replacement board to be moved from cave area to new location adjacent to the DW path.</li> </ul> <p>After some discussion the following actions were agreed as the next steps to progress the project:</p> <ul style="list-style-type: none"> <li>• NS will provide the <a href="#">Budge Foundation</a> with details of what the DWA would like to achieve, and see if they would be willing to contribute towards the estimated £10,000 cost of the project.</li> <li>• NT will obtain from Blue Sky Print copies of the files used to print the original information boards, in an editable format.</li> <li>• NT will review that content of each information board and circulate details of proposed content changes to the Trustees for comment.</li> </ul> <p><b>Unplanned Work Since Last Meeting</b></p> <p>RR reported that on 17/02/19 he carried out undergrowth cutback in the Muddy Puddles area, south of the Rafford Bank.</p> <p>TT reported that on 17/02/19 he went to Dunphail to investigate the wet patch across the path, as reported by a local resident (see Item 7.2.2 above). TT created a small channel to divert the accumulated water into drainage pipes nearby, but more extensive works are required (see Item 9.7 below).</p> <p><b>Planned Work Since Last Meeting</b></p> <p>Ref 9.7: PM reported that the following tasks were carried out during the work party held 12/01/19 at Peathillock Cutting:</p> <ul style="list-style-type: none"> <li>• Cleared bank slump and accumulated natural to uncover original railway drainage pipes and enable drainage of path surface water.</li> <li>• Removed accumulated silt from silt traps and cleared pipes by rodding.</li> <li>• Removed spoil and applied this to those areas of the Muir of Logie embankment previously eroded by livestock.</li> </ul> <p>Action closed.</p> <p>Ref 9.7: PM reported that the following tasks were carried out during the work party held 09/02/19 at the Rafford Bank:</p> <ul style="list-style-type: none"> <li>• Progressed cut back of encroaching broom and gorse, removing plant roots where possible.</li> </ul> <p><b>Signage</b></p> <p>Ref 9.4.1: Action held over. PM will transfer the surplus finger sign to NS, who will organise its attachment to the private fence at the access point to the section of the DW from Loch View to Mannachie Rise.</p> <p>PM reported that the fingerpost located next to the minor road at the south end of the northern section of the Lynemore Diversion was recently found lying on its side. PM noted that the fingers should be replaced before reinstalling the fingerpost on a galvanised base. PM will ask Greg McAulay if he can manufacture the replacement fingers.</p> <p><b>Tooling and Equipment</b></p> <p>Ref 9.5: PM reported that he has sought advice from the original supplier (<a href="#">DR Alexander of Inverness</a>) of the tipping trailer as to whether it is more cost effective to fully service the trailer or seek to replace it. Action closed. PM reported that the supplier inspected the trailer and provided a quote of just over £1,000 for the work required to fully service it. The supplier also assisted with the selection of a suitable replacement trailer (Ifor Williams TT2515) at a cost of £4,308 incl. VAT, and offered a £1,000 trade-in for the old trailer.</p>	<p>NS</p> <p>NT</p> <p>NT</p> <p></p> <p></p> <p></p> <p></p> <p></p> <p></p> <p>PM &amp; NS</p> <p></p> <p>PM</p>
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<p>9.5.2</p> <p>9.5.3</p> <p>9.6</p> <p>9.6.1</p> <p>9.6.2</p> <p>9.7</p>	<p>As the tipping trailer is an essential piece of equipment it was decided that the works identified should be carried out straight away. Funding for a new trailer would then be sought in the longer term, with the intention of selling the current trailer when the new one is purchased.</p> <p>PM will arrange for the current trailer to be fully serviced, as per the quote provided by the original supplier.</p> <p>NS will submit a bid to the <a href="#">Berry Burn Community Fund</a> for funding to purchase a new tipping trailer.</p> <p><b>Quarry Dust Path Surface Maintenance Operations</b></p> <p>Ref 9.6: RR reported that he has completed the Pesticide Application Training course. He has confirmed that the qualification enables him to train DWA volunteers as sprayers, provided he supervises them and is the one who mixes the chemicals and cleans the equipment following its use. RR has also obtained a list of required materials and equipment, along with details of recommended suppliers. Action closed.</p> <p>After some discussion the following actions were agreed as the next steps to be carried out:</p> <ul style="list-style-type: none"> <li>• RR will draft the content for an email seeking permission for the DWA to trial a weed control regime on the Lynmore Diversion (Seafield Estate) and Dunphail Diversion (Logie Estate). RR will provide details of his training, qualifications and the weed control regime to be trialled. MC will email RR's content to the estates.</li> <li>• Assuming that permission is granted, <ul style="list-style-type: none"> <li>○ RR will purchase any specialist equipment/PPE required.</li> <li>○ At the beginning of the growing season, RR will purchase a suitable quantity of the retail version of Roundup then, with assistance from a DWA volunteer under his supervision, apply the Roundup to weeds along the trial sections of the DW.</li> <li>○ RR may re-treat the trial sections if he deems this appropriate.</li> </ul> </li> <li>• At the end of the trial RR will report the results and a decision will be made whether to purchase the more specialised equipment (e.g. backpack sprayers) and materials (e.g. Roundup Pro Vantage) to enable the weed control regime to be extended to other sections of the DW.</li> </ul> <p><b>Priorities for Next Work Party and Mini Work Parties</b></p> <p>PM proposed that the works listed below should be carried out at the work party to be held Saturday 09/03/19. Agreed unanimously. PM will make the necessary arrangements.</p> <p>Cutting North Of Dunphail; improve temporary fix for wet path problem</p> <ul style="list-style-type: none"> <li>• Cut back overlying gorse or broom where necessary.</li> <li>• Dig offlets and shallow ditches where necessary.</li> <li>• Locate existing east side drainage pipes, clear out by rodding and bring back into use where possible.</li> </ul> <p>Peathillock Cutting;</p> <ul style="list-style-type: none"> <li>• Remove remaining spoil north of Peathillock Bridge.</li> <li>• Scrape back accumulated natural on east side of trackbed to south of Peathillock Bridge and remove spoil.</li> <li>• Locate existing east side drainage pipes south of Peathillock Bridge, clear out by rodding and bring back into use if possible.</li> <li>• If time allows, trial replacement of broken drainage pipes using pipes reclaimed from elsewhere on the DW.</li> </ul> <p>Rafford Bank; if weather is poor, progress undergrowth cutback.</p>	<p>PM</p> <p>NS</p> <p></p> <p>RR &amp; MC</p> <p>RR</p> <p>RR</p> <p></p> <p>PM</p>
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10	<u>Health and Safety</u>	
10.1	<b>Review of DWA Health and Safety Management System</b> Ref 10.1: Action held over. TT will monitor Jim Patterson's progress with carrying out the risk assessments.	TT
10.2	<b>First Aid Kits</b> The DWA first aid kits are held by PB, PM and TT. The completeness and serviceability of each kit was confirmed. TT noted that some items in the kits are due for replacement mid-2019. PB, PM and TT have provided MC with a list of the affected items. MC will purchase replacements and distribute them to the first aid kit custodians.	MC
10.3	<b>Injury Reports and Incidents</b> Those present confirmed that there have been no injuries or incidents since the previous meeting.	
11	<u>Dava Way Publicity</u>	
11.1	<b>Local, Regional and National Publications</b> (nothing to report)	
11.2	<b>DW Facebook Group</b> DH reported that the DWA Facebook group <a href="#">Friends of the Dava Way</a> now has 277 members.	
11.3	<b>DW StoryMap App</b> Ref 11.3: Action held over. TT will continue development of the DW StoryMap application.	TT
11.4	<b>DW Website</b> Ref 11.4: From MC's notes TT reported that MC has collated and updated the required information for equestrian users of the DW. The resulting <a href="#">pdf</a> has been forwarded to David Binney and published on the DWA website. Action closed.	
12	<u>Funding Opportunities</u>	
12.1	<b>Tesco Bags Of Help</b>	
12.1.1	Ref 12.1.1: NS reported that he has contact the three local plant hire providers and discovered the following: <ul style="list-style-type: none"> <li>• Two of the hire companies require use of their own drivers to operate their diggers. The third hire company will only hire plant to commercial contractors.</li> <li>• All the hire companies require the company hiring the plant to have specialised hired-in plant insurance.</li> </ul> NS concluded that mini diggers cannot be hired for operation by DWA members and proposed that the DWA continue to bring in a contractor for digger works when required. Agreed unanimously. Action closed.	
12.1.2	Ref 12.1.2: DH reported that he has drafted the bid to the <a href="#">Tesco Bags Of Help</a> scheme for the purchase of a second rough cutter. Action closed. DH will submit the bid to the Tesco Bags Of Help scheme for their consideration.	DH
12.2	<b>Berry Burn Community Fund</b> Ref 12.2: NS reported that he has submitted photographs of the chipper in use to the Berry Burn Community Fund for their publicity. He received a letter from the fund committee thanking him for the photographs and reiterating how pleased they are to see the equipment being used for the benefit of the community. Action closed.	

13	<u>Moray Walking and Outdoor Festival 2019</u>	
13.1	Ghost Train Walk 2019 Ref 13.1: Action held over. MC will manage the project and delegate tasks as required. From MC's notes TT reported that MC has sent notes to the Scouts and the Community Off-Road Transport Action Group (COTAG) providing details of their role in the Ghost Train Walk (GTW) event. He has also contacted John Cudworth and proposed meeting to discuss improved special effects for the GTW.	MC
13.2	MWOF 2019 Website Ref 13.3: Action held over. MC will arrange for details of events run by the DWA to be uploaded onto the Moray Walking and Outdoor Festival (MWOF) website when it is activated. From MC's notes TT reported that MC has contacted Diane Smith, festival organiser, and she confirmed that the website should be up and running within two weeks.	MC
13.3	First Aid Training From MC's notes TT reported that MC received an email from Diane Smith, offering places on an Outdoor First Aid course to organisations running MWOF events. PM will be attending as a member of the DWA, with NT attending as a member of the Moray Way Association.	
13.4	Talk in Falconer Museum RR reported that Diane Smith asked if he would be willing to give a talk as an event for the MWOF. RR will be giving his talk at the Falconer Museum in Forres.	
14	<u>DWA Annual Dinner 2019</u>	
14.1	Ref 14.2: NS reported that he circulated an invitation to DWA members, enclosing a copy of the menu. Action closed. The evening was well attended, the food was excellent and the entertainment provided by NS was great fun.	
15	<u>AOCB</u>	
15.1	NT noted that the Moray Way Steering Group have been discussing standardising the look and feel for signage around the Moray Way. This may require additions to Dava Way signage, e.g. logos on fingerposts, waymarkers and information boards. As these discussions are only in the early stages it was decided that the DWA should continue with their own information board replacement project.	
16	Date of the Next Meeting: 19:00 19/03/19 at The Hub.	

Meeting Closed: 21:25



Neil Sinclair  
Chairman  
Dava Way Association