

THE DAVA WAY ASSOCIATION

Minutes of the Board of Trustees Meeting held 15th October 2019

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

Meeting Opened: 19:00

Item	Minute	Action By
1	<u>Welcome:</u> Neil Sinclair chaired the meeting and welcomed members.	
2	<u>Present:</u> Malcolm Campbell (MC), Neil Sinclair (NS), Norman Thomson (NT), Paul Barron (PB), Pete Mitchell (PM), Trevor Thornley (TT). Michael Sutherland (MS)(DWA volunteer).	
	<u>Apologies:</u> Doug Hartley (DH), Robbie Roberts (RR).	
3	<u>Minutes of the previous meeting 24/09/19:</u> The minutes of the DWA BoT meeting held on 24/09/19 were read and accepted without change. Proposed: NT Seconded: PB	
4	<u>Matters Arising from the meeting 24/09/19</u>	
4.1	Ref 4.3: MC reported that he wrote to Historic Environment Scotland (HES) at Dallas Dhu to decline their offer to donate the concrete railway distance markers, unearthed from alongside the Dava Way (DW) during the sewage pipe upgrade works. Action closed. However, HES have suggested that the offered items may actually be gradient markers. PB noted that it would be worth the effort reinstalling gradient markers. MC proposed that he arrange to view the offered items and retrieve them if they are gradient markers. Agreed unanimously. MC will arrange a viewing and retrieve the offered items if they are gradient markers	MC
4.2	Ref 6.1.1: MC reported that he contacted the Forres Action Community Trust (FACT) representative and obtained additional information about their volunteer database scheme. Action closed. MC provided details about the scope and operation of the scheme. NS suggested that most of the equipment owned by the Dava Way Association (DWA) would not be suitable for sharing via the scheme as operators need to hold the appropriate training certifications. MC proposed that the DWA should register for the volunteer element of the scheme, but not the equipment share. Agreed unanimously. MC will contact FACT and register the DWA for the volunteer element of the FACT volunteer database scheme.	MC
4.3	Ref 9.1.1: (see Item 9.1.1 below)	
4.4	Ref 9.1.2: (see Item 9.1.2 below)	
4.5	Ref 9.1.3: (see Item 9.1.3 below)	
4.6	Ref 9.4.1: (see Item 9.4.1 below)	
4.7	Ref 9.4.3: (see Item 9.4.2 below)	

4.8	Ref 9.5.1: (see Item 9.5.1 below)	
4.9	Ref 9.5.4: (see Item 9.5.2 below)	
4.10	Ref 9.6.3: (see Item 9.6 below)	
4.11	Ref 9.7: (see Item 9.3 below)	
4.12	Ref 10.1: (see Item 10.1 below)	
4.13	Ref 11.1.1: (see Item 11.1 below)	
4.14	Ref 11.3: (see Item 11.3 below)	
4.15	Ref 11.4: (see Item 11.4 below)	
4.16	Ref 12.1.1: (see Item 12.1.1 below)	
4.17	Ref 12.2: (see Item 12.2 below)	
4.18	Ref 12.3: (see Item 12.3 below)	
4.19	Ref 12.4: (see Item 12.4 below)	
4.20	Ref 12.5: (see Item 12.5 below)	
4.21	Ref 12.6: (see Item 12.6 below)	
5	<u>Treasurer's Report</u>	
5.1	PB reported that a balance of £8,319.73 is in the DWA account.	
5.2	Significant Income: £ 2840.00 from Berry Burn Community Fund; grant for purchase of new DWA tipping trailer.	
5.3	Significant Expenditure: £ 262.90 to Leiths; purchase of sub-base.	
5.4	Anticipated Income: £ Nil	
5.5	Anticipated Expenditure (from DWA funds): £ 90.00 to Forres Scouts; donation for GTW assistance (not cashed) £ 20.00 to Royal British Legion Grantown-On-Spey; donation for GTW assistance (not cashed) £ 13.99 to PM; reimbursement for purchase of parts for new trailer.	
5.6	Anticipated Expenditure (covered by external funding): £ Nil	
5.7	PB reported that the DWA accounts summary sheet and copy of the proposed appendix 2 to the Trustees' Annual Report (TAR) were circulated to the trustees by email for approval. The approved copy of appendix 2 has been submitted to the DWA accountant for scrutiny. PB stated that he is confident that all is in order, but he has queried whether the percentage value used for asset depreciation is appropriate. PB will be liaising with the accountant but will provide NS with the appropriate information if the accounts have not been signed off before he proceeds on his holidays in about a week's time.	PB, NS
5.8	PB read out the text that he has entered into the draft TAR and invited comment from the trustees. Those present unanimously approved the proposed text and thanked PB for his work.	
6	<u>Correspondences</u>	
6.1	To the Secretary	
6.1.1	07/08/19 Canary Dwarf re DWA App MC reported that he received an email from Marc Hindley of Canary Dwarf offering to redevelop the DWA App to work with the current Android and Apple platforms at a one-off cost of £300. Continuing support and maintenance could be provided for an annual fee of £250. NS proposed that the offer should be declined. Agreed unanimously. MC will email Marc Hindley and decline the offer.	MC

6.1.2	<p>30/09/19 DW Feedback and Donation</p> <p>MC reported that he received an email from DW walker Darren Moody in which he congratulated the DWA on such a great path, offered a £25 donation and asked if the DWA had a spare DW waymarker disc that he could add to his collection. Darren also noted that the route of the DW north of the Scurrypool Bridge is incorrectly shown on Ordnance Survey (OS) maps and suggested that it would be nice if a sign/plaque marked the official start/end of the DW in Forres and Grantown-On-Spey. PM noted that he has some spare DW discs and would provide MC with one to post on to Darren.</p> <p>TT noted that the route inaccuracy on OS maps has been reported and the maps will be updated in due course.</p> <p>TT noted that a project to improve the square at the north end of Tolbooth Street is currently in the planning stage. He proposed that incorporating appropriate signage into the project should be suggested. Agreed unanimously. TT will provide MC with contact details for the project lead so he can write and suggest inclusion of the signage.</p> <p>TT noted that signage at the Grantown-On-Spey end of the DW would probably come under the remit of the Cairngorms National Park Authority (CNPA). He proposed that he should approach his CNPA contacts to ascertain what is possible. Agreed unanimously. TT will write CNPA to see if it is possible to erect appropriate signage in Grantown-On-Spey square.</p>	PM, MC
6.1.3	<p>07/10/19 Grantown Museum</p> <p>MC reported that he received an email from Dan Cottam at Grantown Museum requesting assistance from the DWA with researching the history of the railway at Dava and the surrounding communities. NT has volunteered to liaise with the museum as he is knowledgeable in the subject areas.</p>	TT, MC
6.1.4	<p>08/10/19 Cairngorm to Coast</p> <p>MC reported that he received an email from Outfit Moray announcing their intention to run a Cairngorm to Coast event on 23/05/20. MC will liaise and provide more details nearer to the date of the event.</p>	TT
6.1.5	<p>09/10/19 OATS Conference</p> <p>MC reported that he received an email from the Outdoor Access Trust for Scotland (OATS) inviting delegates from the DWA to attend the OATS Conference on 30/04/20. The cost will be £50 per person to cover all refreshments, lunch and supporting handouts. NS proposed that the DWA should send two delegates, costs to be paid from DWA funds. Agreed unanimously. The delegates will be nominated nearer the date of the event. MC will reply to the email and register our interest.</p>	NT
6.1.6	<p>11/10/19 Moray Tourism Conference</p> <p>MC reported that he received an email from Moray Speyside Tourism inviting delegates from the DWA to attend their annual conference on 08/11/19. MC proposed that NS, NT and himself should attend. Agreed unanimously. MC will book tickets via Eventbrite.</p>	MC
6.2	<p>Other Correspondence</p>	MC
6.2.1	<p>11/10/19 Perth and Kinross Countryside Trust</p> <p>TT reported that he received an email from Peter Crane, Head of Visitor Services at CNPA asking if the DWA would be open to contacts in the Perth and Kinross Countryside Trust (PKCT) working on the Cateran Trail 'touching base' to share ideas and look at ways they can better manage and promote the route. NS proposed that such a sharing of ideas should</p>	MC

	be encouraged as it could prove beneficial to both organisations. Agreed unanimously. TT will forward contact details for NS (Chair) and MC (Secretary) to the PKCT via Peter Crane.	TT								
7 7.1	<p><u>Feedback</u></p> <p>Footfall Counters</p> <p>PM reported the following readings: Dunphail – 21/06/17 to 11/10/19 6,896 (13,969 – 7073) Lochenoun (not read) Lynmore (not read)</p> <p>NS reported the following readings from RR: Dallas Dhu – 15/03/15 to 05/10/19 104,769 walkers 13,508 cyclists</p>									
7.2	Other ; email, Facebook, etc. (Nothing to report)									
8 8.1	<p><u>Dava Way Merchandise</u></p> <p>Sales and Stock</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 30%;">Companions (NT)</td> <td style="width: 10%; text-align: center;">427</td> <td style="width: 30%;">Badges (MC)</td> <td style="width: 10%; text-align: center;">26</td> </tr> <tr> <td>Companions (NS)</td> <td style="text-align: center;">93</td> <td></td> <td></td> </tr> </table>	Companions (NT)	427	Badges (MC)	26	Companions (NS)	93			
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9 9.1 9.1.1	<p><u>Dava Way Path Works</u></p> <p>Information Board Refurbishment Project</p> <p>Ref 9.1.1: Action held over. NS reported that he has been working his way south along the DW and has already refurbished/replaced two thirds of the information boards. He will progress work on the remaining boards when time allows.</p>	NS								
9.1.2	<p>Ref 9.1.2: NT reported that he has ordered the updated replacement panels for the information boards located at Dunphail and Dulicht Bridge from Big Sky Print. Action closed.</p> <p>NT expects delivery of the panels within the next two weeks and will pass them to NS for installation.</p>	NT, NS								
9.1.3	<p>Ref 9.1.3: Action held over. When a funding source has been identified, NT will fully review the content of each information board and present details of any proposed changes to the Trustees for comment.</p>	NT								
9.2	<p>Unplanned Work Since Last Meeting</p> <p>PB reported that on 05/10/19 he carried out grass cutting with the ride-on mower from the Mannachie Avenue ramp south to Woodside, the access track south of the Rafford Bank. PB noted that the chicane either side of the relief access road to Sanquhar Mains Farm is too narrow for the ride-on mower to get through.</p>									
9.3	<p>Planned Work Since Last Meeting</p> <p>Ref 9.7: PM reported that the following tasks were carried out during the work party (WP) held 12/10/19:</p> <ul style="list-style-type: none"> • Completed the filling of the ruts south from Dava to the north end of Heatherbells Cutting; 19 tonnes of sub-base shifted in a single WP, a DWA record. • Progressed clearance of the wood-lined channels either side of the trackbed through the Heatherbells Cutting; discovered that old 									

	<p>hand saws are very effective when used to cut cubes of rooty material ready for lifting out of the channels with draw forks, doubled productivity.</p> <p>Action closed.</p>	
9.4	Signage	
9.4.1	<p>Ref 9.4.1: PB reported that he has obtained the estimate for manufacture of an official metal sign for the access point to the section of the DW from Loch View to Mannachie Rise. Action closed.</p> <p>Having obtained trustee agreement via email for its purchase, PB has ordered the sign. He stated that Moray Council will provide written authorisation, and installation instructions, with the sign. PB will arrange for installation of the sign on receipt.</p>	PB
9.4.2	<p>Ref 9.4.3: PM reported that he has not had an opportunity to install replacement motor vehicle prohibition signs at the south end of the Lynmacgregor embankment, adjacent to Sunnyside Cottage and the Dava North access track. NS offered to install the signs during his works refurbishing the information boards. PM will supply NS with the signs and details of their locations. NS will install the signs.</p>	PM, NS
9.5	Tooling and Equipment	
9.5.1	<p>Ref 9.5.1: Action held over. PM will circulate a suitable Excel spreadsheet to list all DWA tools and equipment held.</p>	PM
9.5.2	<p>Ref 9.5.4: Action held over. When grass cutting operations have ceased, PB will take the rough cutter to MacGregors Industrial Supplies and obtain a quote for a full service and any associated maintenance/repair work required.</p>	PB
9.5.3	<p>PM noted that the ride-on mower will need to be prepared for the winter lay-over. PM and PB will discuss what works are required and arrange for these works to be carried out.</p>	PM, PB
9.6	Quarry Dust Path Surface Maintenance Operations (Nothing to report)	
9.7	Priorities for Next Work Party and Mini Work Parties	
9.7.1	<p>PM proposed that the next WP should be held 09/11/19 and the following tasks should be carried out:</p> <ul style="list-style-type: none"> • Quarry dust the filled ruts south of Dava. • Progress clearance of the wood-lined channels either side of the trackbed through the Heatherbells Cutting • Progress grass cutting/stripping at the Lynmore Diversion (if volunteer numbers allow). <p>Agreed unanimously. PM will decide nearer that date what works have priority and make the necessary arrangements.</p>	PM
9.7.2	<p>PM noted that a supply of quarry dust will be required for the next WP. PB will order 20 tonnes of quarry dust for delivery to Dava.</p>	PB
9.7.3	<p>PB noted that, in the longer term, the trees adjacent to the Dava estate track need to be pruned back as they are striking the mirrors of the delivery lorries. MC will contact Seafield Estates and the Dava community group to obtain their permission to carry out the pruning.</p>	MC
10	Health and Safety	
10.1	Review of DWA Health and Safety Management System	
	<p>Ref 10.1: Action held over. TT and DH will liaise with Jim Patterson and provide him with any assistance he requires to take the project forward.</p>	TT, DH
10.2	First Aid Kits	
	<p>The DWA first aid kits are held by MC, PB and PM. The completeness and serviceability of each kit was confirmed.</p>	

10.3	<p>Injury Reports and Incidents</p> <p>PM reported that Peter Howarth caught his knuckles when offloading the wacker plate from the tipping trailer via a three-man lift. He was wearing work gloves and sustained minor bruising.</p> <p>On investigation it was decided that, though it is a safe procedure when carried out correctly, the three-man lift should only be used when absolutely necessary. In future, the supervisor should ensure that the wacker plate is transported on the tool trailer, when available, or trundled along the trackbed on its wheels. Loading/unloading the wacker plate using a three-man lift onto/off the tipping trailer should only be used when the other options are not practicable.</p>	
11 11.1 11.2 11.3 11.4	<p><u>Dava Way Publicity</u></p> <p>Local, Regional and National Publications</p> <p>Ref 11.1.1: Action held over. MC will submit an article promoting the fact that 100,000 walkers have used the DW since 2015.</p> <p>DW Facebook Group</p> <p>PM reported that the DWA Facebook group Friends of the Dava Way now has 401 members.</p> <p>DW StoryMap App</p> <p>Ref 11.3: Action held over. TT will continue development of the DW StoryMap application.</p> <p>DW Website</p> <p>Ref 11.4: PM reported that he has provided David Binney with details of the required changes to update the DWA website front page, removing the references to the Ghost Train Walk 2019 event. Action closed.</p>	MC TT
12 12.1 12.1.1 12.1.2 12.1.3 12.1.4	<p><u>Funding Opportunities</u></p> <p>Finderne Development Trust</p> <p>Ref 12.1.1: Action held over. MC will draft a strategic project plan for the upgrade of the DW and submit it to the DWA Trustees for comment.</p> <p>NS reported that he met representatives of the Finderne Development Trust (FDT) to discuss the content of a draft Terms of Reference for partnership working between the FDT and DWA. A copy of the draft document was distributed to the DWA trustees on 08/10/19 for their consideration prior to the DWA BoT meeting 15/10/19.</p> <p>TT noted that the draft document refers to the National Walking Strategy. He pointed out that this strategy and the related Cycling Action Plan for Scotland focus on promoting walking/cycling for short daily journeys. This differs from the National Walking and Cycling Network (NWCN) project focus on providing a network of strategic sustainable transport routes. Page 6 of the NWCN Annual Report to the Scottish Government 2018-2019 highlights the gradual decline in lead partner (SNH, Sustrans and Scottish Canals) funding for NWCN projects as the focus of government policy has shifted towards encouraging Active Travel. The report notes that NWCN delivery partners have needed to tap into a diverse range of funding opportunities, such as Heritage Lottery Fund. Active Travel funding opportunities are plentiful, but funding bids will need to be tailored appropriately to promote their active travel impact.</p> <p>NS highlighted key points in the draft document and outlined the benefits to both organisations offered by partnership working. He proposed that the DWA should sign up and begin the process. Agreed unanimously. NS will sign the Terms of Reference for the Dava Way partnership working project between the DWA and FDT.</p>	MC NS

12.1.5	NS proposed that he and MC should form a sub-committee of the DWA BoT to liaise with the FDT on Dava Way Project matters. Agreed unanimously. NS and MC will liaise with the FDT on behalf of the DWA.	
12.2	Tesco Bags of Help Ref 12.2: Action held over. DH is still awaiting the shortlisting result for the bid he has submitted to the Tesco Bags Of Help scheme for the purchase of a second rough cutter.	DH
12.3	Tesco Centenary Grant Scheme Ref 12.3: Action held over. NS will ask DH if he will investigate the Tesco Bags of Help Centenary Grants scheme and apply if appropriate.	NS, DH
12.4	Berry Burn Community Fund Ref 12.4: NS reported that PB has received payment of the £2840.00 grant from the Berry Burn Community Fund . Action closed. NS added that he has forwarded photographs of the wacker plate and new tipping trailer in use to the fund administrator. The fund trustees are delighted that the equipment is proving useful.	
12.5	The Youth and Philanthropy Initiative Ref 12.5: NS reported that he researched the The Youth and Philanthropy Initiative (YPI) and concluded that the DWA is not a suitable organisation for funding via this scheme. Action closed.	
12.6	Highlands and Islands Enterprise Ref 12.6: NS reported that there may be potential for funding from Highlands and Islands Enterprise (HIE) in the future, through the DWA partnership with FDT. Action closed.	
12.7	Other Sources of Funding NS noted that a Wild Things leaflet passed to him by RR listed several supporter (funder) organisations . NS will research whether funding from these organisations may be appropriate for the DWA.	NS
13	<u>DWA Annual Members Meeting</u>	
13.1	PB confirmed that the Forres Tennis Club, Albert St, Forres, IV36 1PR has been booked for the event, to be held 05/11/19.	
13.2	MC confirmed that invitations have been sent out to all DWA members and volunteers.	
13.3	MC confirmed that he will purchase the food and drink for the event.	MC
13.4	NT stated that a representative from Forres Area A96 Dualling Action Group (FAADAG) may attend the AMM.	
14	<u>AOCB</u> (Nothing to report)	
15	Date of the Next Meeting: 19/11/19 at The Hub.	

Meeting Closed: 21:10



Neil Sinclair
Chairman
Dava Way Association